

CADDO PARISH COMMISSION
GOVERNMENT PLAZA CHAMBERS
505 TRAVIS STREET, SHREVEPORT, LA 71101
PUBLIC NOTICE
REGULAR SESSION AGENDA
Streaming at <http://www.caddo.org/civicmedia> and
<https://www.facebook.com/parishofcaddo>
October 19th, 2023
3:30 P.M.

1. ROLL CALL:

Commissioners:

Hopkins	District 1	Gage-Watts	District 7
Johnson	District 2	Blake	District 8
Jackson	District 3	Atkins	District 9
Young	District 4	Chavez	District 10
Burrell	District 5	Lazarus	District 11
Jones	District 6	Epperson	District 12

2. Clerk's Note:

It has become evident that a quorum of the Commission will not be available to attend this meeting. In an effort to avoid delays, the following items have been moved:

2.I. To A Special Meeting On October 26th At 3:30pm.

2.I.i. Presentation Of Administration Budget Message And Related Matters
(Administrator Bryant)

2.I.ii. Introduction Of The 2024 Operating And Capital Improvements Budget Ordinances
Ordinance No. 6358 of 2023 through No. 6385 of 2023
(Administration)

2.I.iii. Setting Public Hearing And Adoption For 2024 Operating And Capital Improvements
Budget
Public Hearing (November 22, 2023, 3:30pm) And Adoption (December 5, 2023,
3:30pm) For The 2024 Operating and Capital Improvements Budget
(Administration)

- 2.I.iv. Introduce Ordinance 6357 Of 2023 Related To PZC Case# 23-5-CTAP
AN ORDINANCE TO AMEND VOLUME II OF THE CODE OF ORDINANCES OF
THE PARISH OF CADDO, AS AMENDED, THE CADDO PARISH UNIFIED
DEVELOPMENT CODE, RELATIVE TO SHORT-TERM RENTAL PROPERTY,
WITH ALL THEIR PROVISIONS INCLUDED HEREIN, AND TO OTHERWISE
PROVIDE WITH RESPECT THERETO.

(PZC)

Documents:

[ORD 6357- 23-5-CTAP_REVISEDORDPACKET.PDF](#)

- 2.I.v. Introduce Ordinance 6358 Of 2023 Related To PZC Case # 23-6-CTAP
AN ORDINANCE TO AMEND VOLUME II OF THE CODE OF ORDINANCES OF
THE PARISH OF CADDO, AS AMENDED, THE CADDO PARISH UNIFIED
DEVELOPMENT CODE, RELATIVE TO VARIOUS CODE TEXT AMENDMENTS,
WITH ALL THEIR PROVISIONS INCLUDED HEREIN, AND TO OTHERWISE
PROVIDE WITH RESPECT THERETO.

(PZC)

Documents:

[ORD 6358- 23-6-CTAP_REVISEDORDPACKET.PDF](#)

- 2.I.vi. Introduce Ordinance 6359 Of 2023, Related To PZC Case # 23-29-P
AN ORDINANCE TO AMEND VOLUME II OF THE CODE OF ORDINANCES OF
THE PARISH OF CADDO, AS AMENDED, THE CADDO PARISH UNIFIED
DEVELOPMENT CODE, BY AMENDING THE ZONING OF PROPERTY
LOCATED SOUTHWEST CORNER OF LINWOOD AVENUE AND MAYO ROAD,
CADDO PARISH, LA., FROM R-A RURAL-AGRICULTURAL DISTRICT TO C-2
CORRIDOR COMMERCIAL DISTRICT, AND TO OTHERWISE PROVIDE WITH
RESPECT THERETO

(District 9)

Documents:

[ORD 6359- 23-29-P_ORDPACKET_COMPLETE.PDF](#)

- 2.I.vii. Introduce Ordinance No. 6360 Of 2023
AN ORDINANCE DECLARING THE INTENT OF THE PARISH UNDER LA.R.S.
47:2236 TO ACQUIRE FULL OWNERSHIP INTEREST IN NINE PARCELS,
NAMELY: EAST 28.5 FEET OF LOT 29 & WEST 16 FEET OF LOT 28, BLOCK 2,
GILMER SUBDIVISION (GEO NO. 181331-075-0051-00); EAST 24 FEET OF LOT
28 & WEST HALF OF LOT 27, BLOCK 2, GILMNER SUBDIVISION (181331-075-
0035-00); LOT 21, BLOCK 2, GILMER SUBDIVISION (GEO NO. 181331-075-
0021-00); LOT 20, BLOCK 2, GILMER SUBDIVISION (GEO NO. 181331-075-
0020-00); LOT 17 & WEST 10 FEET OF LOT 16, BLOCK C, HIGHLAND PARK
SUBDIVISION (GEO NO. 181331-072-0106-00); WEST 30 FEET OF LOT 19 &
EAST 10 FEET OF LOT 20, BLOCK C, HIGHLAND PARK SUBDIVISION (GEO

NO. 181331-072-0111-00); LOT 35 & EAST HALF OF LOT 36, BELLMONT SUBDIVISION (GEO NO. 181331-050-0091-00); LOT 38 & EAST 10 FEET OF LOT 39, EMERALD HILL SUBDIVISION (GEO NO. 171305-006-0038-00); LOT 7, WOODLAWN SUBDIVISION (GEO NO. 171305-038-0007-00) AND TO OTHERWISE PROVIDE WITH RESPECT THERETO

(Public Works)

Documents:

[ORD 6360 OF 2023.PDF](#)
[ORD 6360 EXHIBIT PHASE II MAPS.PDF](#)
[ORD 6360 OF 2023FACT SHEET.PDF](#)

2.I.viii. Introduce Ordinance No. 6361 Of 2023

AN ORDINANCE ADOPTING THE BUDGET OF ESTIMATED REVENUES AND EXPENDITURES FOR THE SHREVE MEMORIAL LIBRARY FOR THE YEAR 2024

(Finance)

Documents:

[ORD 6361 2024 BUDGET ORDINANCE LIBRARY.XLSX](#)
[ORD 6361 EXHIBIT SML BUDGET MESSAGE.PDF](#)
[ORD 6361 EXHIBIT SML DETAIL BUDGET WORKSHEET.PDF](#)
[ORD 6361 EXHIBIT SML NARRATIVE.PDF](#)

2.I.ix. Adopt Resolution No. 51 Of 2023

RESOLUTION OF APPROVAL TO RENEW THE CAFA COOPERATIVE ENDEAVOR AMENDMENT, AND TO EXPRESS APPROVAL OF BONDS ISSUED BY CAFA PURSUANT TO SECTION 147(f) OF THE INTERNAL REVENUE CODE OF 1986, AS AMENDED

(Administration)

2.I.x. Adopt Resolution 52 Of 2023

A RESOLUTION OF FINAL ACCEPTANCE OF STATE PROJECT NO. H.013766, REGARDING LRSP SIGNS AND STRIPING, CADDO PARISH AND OTHERWISE PROVIDING WITH RESPECT THERETO.

(Public Works)

Documents:

[RES 52 DOTD FACT SHEET FOR LRSP SIGN AND STRIPE 2023.PDF](#)
[RES 52 LRSP SIGN AND STRIPE 2023.PDF](#)

2.II. These Items Were Advanced To The November 9th Regular Session

2.II.i. Public Hearing For Ordinance No. 6256 Of 2022

AN ORDINANCE TO AMEND VOLUME II OF THE CODE OF ORDINANCES OF

THE PARISH OF CADDO, AS AMENDED, THE CADDO PARISH UNIFIED DEVELOPMENT CODE, BY AMENDING THE ZONING OF PROPERTY LOCATED ON THE NORTH SIDE OF NORTH LAKESHORE DRIVE, APPROXIMATELY ONE THOUSAND AND SEVEN HUNDRED FEET EAST OF PINE ISLAND ROAD, CADDO PARISH, LOUISIANA, FROM R-1-7 SINGLE FAMILY RESIDENTIAL ZONING DISTRICT to R-A RURAL AGRICULTURAL ZONING DISTRICT, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO (Public Hearing to be held during the November 9th Regular Session)

(Johnson)

2.II.ii. Ordinance No. 6256 Of 2022

AN ORDINANCE TO AMEND VOLUME II OF THE CODE OF ORDINANCES OF THE PARISH OF CADDO, AS AMENDED, THE CADDO PARISH UNIFIED DEVELOPMENT CODE, BY AMENDING THE ZONING OF PROPERTY LOCATED ON THE NORTH SIDE OF NORTH LAKESHORE DRIVE, APPROXIMATELY ONE THOUSAND AND SEVEN HUNDRED FEET EAST OF PINE ISLAND ROAD, CADDO PARISH, LOUISIANA, FROM R-1-7 SINGLE FAMILY RESIDENTIAL ZONING DISTRICT to R-A RURAL AGRICULTURAL ZONING DISTRICT, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO (Public Hearing to be held during the November 9th Regular Session)

(Johnson)

3. INVOCATION:

4. PLEDGE OF ALLEGIANCE:

Veterans and active military members saluting during recitation of the Pledge of Allegiance would be appropriate, should you wish to do so.

5. AGENDA ADDITIONS:

6. CITIZENS COMMENTS:

Citizens who wish to address the Commission on any issue other than zoning, please fill out a comment card located in the chamber foyer and return to the President or the Clerk of the Commission. Individual comments are limited to 3 minutes

NOTE: Citizens who wish to address the Commission on matters relative to public hearings (items listed on the agenda only) will be limited to a cumulative total of 15 minutes each, for or against an issue. Those who wish to speak or make a presentation are asked to select their speakers and address the points they wish considered with this limitation in mind.

7. VISITORS:

8. ADOPT REGULAR SESSION MINUTES:

9. SPECIAL RESOLUTIONS:

10. COMMUNIQUEES AND COMMITTEE REPORTS:

Administration response to information requests from Commissioners

11. PRESIDENT'S REPORT:
12. PUBLIC HEARING ON ZONING ORDINANCES & CASES:
13. PUBLIC HEARING ON ORDINANCES:
14. ZONING ORDINANCES (For Final Passage):
15. ORDINANCES (For Final Passage):
16. ZONING ORDINANCES (For Introduction By Title):
17. ORDINANCES (For Introduction By Title):
18. WORK SESSION MINUTES:
19. RESOLUTIONS:
20. OLD BUSINESS:
21. NEW BUSINESS:
22. COMMUNIQUE AND REPORTS:
23. ADJOURN:

To all persons desiring to attend and observe a meeting of the Caddo Parish Commission, or who wish to present information to the body: If you have physical limitations that require special accommodations in order for you to attend and participate in a meeting of the Caddo Parish Commission, please contact the office of the Caddo Parish Commission Clerk at (318) 226-6596, at least 24 hours in advance of the meeting so that an effort can be made to provide those accommodations.

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

TITLE	
Ordinance <u>6357</u> of 2023	
An ordinance to amend volume II of the code of ordinances of the Parish of Caddo, as amended, the Caddo Parish Unified Development Code, relative to short-term rentals, with all their provisions included herein, and to otherwise provide with respect thereto.	
DATE: 10/19/2023	ORIGINATING DEPARTMENT:
The Shreveport Metropolitan Planning Commission of Caddo Parish (MPC)	
BACKGROUND INFORMATION	
<p>This code text amendment ordinance was initiated by the Caddo Parish Commission in August 2023, and address short-term rentals including, but not limited to, establishing regulations for the permitting of short-term rentals within the jurisdiction of the Caddo Parish Planning and Zoning Commission's planning area, but outside of the corporate limits of the City of Shreveport.</p> <p>The intention is for these amendments to mirror similar regulations as those found in the City of Shreveport UDC—which regulates short-term rentals through its general land use and zoning authority. The City established short-term rental regulations in 2021.</p> <p>These amendments will affect the following articles of the Caddo Parish UDC: Article 5. – Uses; Article 6. – Use Standards; Article 15. – Application Procedures; and Article 23. – Short-Term Rental Property, establishing a permit registration process, with all provisions included therein.</p>	
FINANCIAL IMPACT AND SOURCE OF FUNDING	
None	
EFFECT(S) OF PROPOSED ACTION	
<p>These changes are consistent with the following provisions of the Shreveport- Caddo 2030 Great Expectations Master Plan:</p> <ul style="list-style-type: none"> Ensuring equitable health and safety outcomes for all; Ensuring regulatory processes are responsive and efficient; Making the UDC more customer friendly; and Revising regulations for best practices and enforcement. 	
ALTERNATIVES/STAFF RECOMMENDATION	
<p>See Exhibit "A" for summary of proposed amendments See Exhibit "B" for amendment details See Exhibit "C" for Table 15-1 See Exhibit "D" for Article 23. SHORT-TERM RENTAL PROPERTY See Exhibit "E" for FAQs See Exhibit "F" for STR Application See Exhibit "G" for STR Guidesheet See Exhibit "H" for STR Permit See Exhibit "I" for PZC Staff Report_23-5-CTAP</p>	
KEY STAFF CONTACT	
Adam Bailey, Community Planning and Design Manager, MPC	
COORDINATION	
Department Head	(Initial)
Parish Administrator/CEO	(Initial)

ORDINANCE NO. 6357 OF 2023

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, RELATIVE TO SHORT-TERM RENTAL PROPERTY, WITH ALL THEIR 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 add various new provisions and procedures relative to short-term rental property in Article 5. – Uses; Article 6. – Use Standards; Article 15. – Application Procedures; and Article 23. – Short-Term Rental Property, with all provisions included therein.

I. Article 5, Section 5.2, Table 5-1 USE MATRIX is amended to read as follows:

- Delete the row "~~Transient Vacation Rental~~" from Table 5-1: Use Matrix.
- Add new row "Short-Term Rental Property" as a permitted use (P) / special exception use (E) in the following zoning districts.

○ <u>R-A (P/E)</u>	○ <u>C-1 (P/E)</u>
○ <u>R-E (P/E)</u>	○ <u>C-2 (P/E)</u>
○ <u>R-1-12 (P/E)</u>	○ <u>C-3 (P/E)</u>
○ <u>R-1-10 (P/E)</u>	○ <u>C-4 (P/E)</u>
○ <u>R-1-7 (P/E)</u>	○ <u>C-UC (P/E)</u>
○ <u>R-1-5 (P/E)</u>	○ <u>C-UV (P/E)</u>
○ <u>R-UC (P/E)</u>	○ <u>D-1-CBD (P/E)</u>
○ <u>R-HU (P/E)</u>	○ <u>D-1-E (P/E)</u>
○ <u>R-TH (P/E)</u>	○ <u>D-1-CMU (P/E)</u>
○ <u>R-2 (P/E)</u>	○ <u>D-1-RMU (P/E)</u>
○ <u>R-3 (P/E)</u>	○ <u>D-1-AC (P/E)</u>
○ <u>R-4 (P/E)</u>	○ <u>D-1-HC (P/E)</u>
○ <u>R-MHS (P/E)</u>	○ <u>I-MU (P/E)</u>

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

ARTICLE 5. – USES

5.3– USE DEFINITIONS

* * * * *

Bed and Breakfast. A single-family residential dwelling, or portion of a residential dwelling, where a resident and/or owner, who lives on the premises, provides lodging for a daily fee ~~in guest rooms with no in-~~

~~room cooking facilities and prepares meals for guests. A bed and breakfast may include dining facilities.~~

~~* * * * *~~

Short-Term Rental Property (STR). Defined in Article 23.

~~* * * * *~~

~~Transient Vacation Rentals. A dwelling or a room or suites of rooms, with or without culinary facilities, is subject to a transient vacation rental agreement with an occupancy duration of fewer than 30 days. All transient vacation rentals must be licensed by the Director of Finance.~~

~~* * * * *~~

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

ARTICLE 6. – USE STANDARDS

6.1– PRINCIPAL USE STANDARDS

~~* * * * *~~

E. Bed and Breakfast

1. The exterior of a bed and breakfast must maintain its original appearance as a single-family dwelling. Parking for any bed and breakfast shall comply with all applicable parking provisions as described in Article 9 of this Code. All vehicles shall be parked in designated parking areas, and parking is prohibited in any landscaped area. No parking may be located in front of the front building line.
2. Cooking facilities are prohibited in individual guest rooms.
3. ~~Leasing a common dining area for social events is prohibited. No retail sales are permitted.~~
4. 3. Breakfast must be served to guests at a minimum. Meals may only be served to registered guests unless the meal is part of a special event. Special events may only be allowed through a temporary use permit approved by the Zoning Administrator.
5. 4. Guest stays are limited to a maximum of 14 consecutive days.
6. 5. Bed and breakfasts are limited to a maximum of eight guests. Bed and breakfast facilities are limited to having six (6) or less guest rooms, and may not exceed two (2) adults per room. If the bed and breakfast wishes to allow more than the maximum number of allowed rooms and/or adults per room, special exception use approval by the Zoning Board of Appeals is required.
7. 6. One sign, either freestanding or wall, is permitted. Such a sign may not exceed six square feet and is limited to five feet in height.
8. 7. Bed and breakfasts are permitted to host private events including, but not limited to, wedding receptions, holiday parties, and fundraisers luncheons, banquets, parties, weddings, meetings, charitable fundraising, commercial or advertising activities, or other similar gatherings for direct or indirect compensation, but must obtain a temporary use permit in accordance with Article 16. Private events may include food and beverages that are prepared and served on-site or by a caterer to invited guests. Live entertainment may be provided as an ancillary use as part of an event.

~~* * * * *~~

KK. Short-Term Rental Property

All Short-Term Rental properties are subject to all regulations, standards, and permit registration process as established in Article 23 of this Code, as well as any law, ordinance, or regulation established in the Caddo Parish Code of Ordinances.

* * * * *

LL. Transient Vacation Rentals

~~All transient vacation rentals are subject to the requirements of this Code and the following standards:~~

- ~~1. Transient Occupants means any person or guest or invitee of such person who occupies or is in actual or apparent control or possession of residential property registered as a Vacation Rental.~~
- ~~2. Transient Vacation Rental shall mean any dwelling unit that is advertised or held out to the public to be rented to Transient Occupants.~~
- ~~3. All transient vacation rentals must be licensed by the Director of Finance.~~

* * * * *

IV. Article 15, Section 15.1 is amended by substituting Exhibit C hereto in place of the existing Table 15-1.

V. Add Article 23, as referenced hereto in Exhibit D.

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:

Parish Attorney

Date

**CADDO PARISH PLANNING AND ZONING COMMISSION
SUMMARY MINUTES OF THE PUBLIC HEARING SEPTEMBER 27, 2023**

A regularly scheduled public hearing of the Caddo Parish Planning And Zoning Commission was held on Wednesday, September 27, 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
Adam Bailey, Community Planning & Design Manager
Kamrin Hooks, Executive Assistant/Planner 1
Donna Frazier, Parish Attorney's Office
Tanner Yeldell, City Attorney's Office
Stephen Jean, Deputy Director
Reginald Jordan, Zoning Administrator

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 August 23, 2023 public hearing as submitted.

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

PUBLIC HEARING

CASE NO. 23-5-CTAP CODE TEXT AMENDMENT

Applicant: Caddo Parish Planning and Zoning Commission (PZC)
Request: Code Text Amendments to the Caddo Parish UDC regarding Short-Term Rental Property

Representative &/or support:

Stacy Brown, Visit Shreveport-Bossier 629 Spring St, Shreveport, La, 71101

Brown stated that short-term rentals are a growing industry. She insisted that if done right, proper regulation would protect both property owners and visitors. Brown said that short-term rental regulation is beneficial because it would provide basic standards for people to meet like providing smoke detectors or other safety measures that are included in the amendment.

MARCHIVE asked if hotels or motels object to short-term rentals. Brown stated that they just want a level playing field where short-term rentals have as many regulations as they do. No further discussion ensued.

Opposition:

Oren Welborn 1231 Pine Island Rd, Shreveport, La, 71107

Welborn stated he operates short-term properties and after reading the amendment he has several concerns. He stated that short-term rentals in the parish are different and operate differently than ones in the city. He stated for example, there are fewer options in the parish, so profit is high as well as there a distinct rural character that the city short-term rentals do not give because they are surrounded by many other properties. He stated that his short-term rental properties, as well as other properties in the area are separated by any other business or residence. Welborn stated that short-term rental owners invest so much in their properties, that they regulate them themselves. He stated that as a short-term rental owner with sites such as Airbnb, they have regulations that people must abide by, and the owners have their own rules and regulations for themselves and tenants. Welborn said that only the best rental properties make money, and so reviews regulate things like safety and accessibility. He claimed that an official amendment is unnecessary and an overreach of the government because short-term rentals are self-governing. He closed by saying that this amendment was a violation of civil liberties.

GREEN asked if the short-term rental that Welborn operates was his primary residence. She also asked him how often his rental was booked. Welborn answered that he leaves the entire Airbnb calendar open and whenever it is booked, he leaves.

HUMPHRY asked the opposition who the governing body was of the rental properties over the tenants. Welborne answered that it is self-governing, based on the reviews.

NEUBERT then asked if the rental property does not have safety measures like a smoke alarm, will the listing be removed by the site (Airbnb) used to advertise the rental. Welborn answered that the renter could contact Airbnb and get them to launch an investigation based on the concern.

NEUBERT then asked for clarification on what Welborn was opposing in the amendment. Welborn answered that the existing rules on the platform for the rentals are enough safety parameters and regulations.

MARCHIVE asked if Welborn would object to having a fee for owning a short-term rental, to which he replied yes.

No further discussion was had.

The Parish Attorney FRAIZER advised for any Board members who own a short-term rental to recuse themselves from voting. BROWN recused himself from voting.

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

The motion was adopted by the following 5-0 vote: Ayes: Messrs. HUMPHREYS & MARCHIVE and Meses. GREEN, HART & NEUBERT Nays: NONE. Absent: NONE ABSTAIN: Messrs. BROWN.

END OF PUBLIC HEARING

OLD BUSINESS

NEW BUSINESS

OTHER MATTERS TO BE REVIEWED BY THE COMMISSION

CHAIR/BOARD MEMBER'S COMMENTS

ADJOURN 4:54 p.m.

draft

Laura Neubert, Chair

Phyllis Hart, Secretary



CADDO PARISH PLANNING AND ZONING COMMISSION

Office of the MPC | 505 Travis Street, Suite 440 | Shreveport, LA 71101 | 318-673-6480 | shreveportcaddompc.com

CADDO PARISH UDC CODE TEXT AMENDMENT SUMMARY: 23-5-CTAP

— Short-Term Rentals—

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 the 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.

MPC Case #23-5-CTAC recommends nine (9) text amendments at this time.

REQUEST: To revise Articles 5, Article 6, and Article 15 of the Caddo Parish DC, and add Article 23 to the Caddo Parish UDC, relative to short-term rental requirements, with all provisions included therein.

FINDINGS: Staff certifies that the proposed UDC amendments are consistent with the master plan.

CASE HISTORY:

- In August 2023, in order to help address the negative impacts of short-term rentals with the PZC's planning limits, the Caddo Commission requested text amendments to the UDC regarding short-term rental permitting.
- Proposed revisions were to mirror those of the Shreveport UDC.

MASTER PLAN CONSISTENCY: These amendments are consistent with the 2030 Great Expectations Master Plan:

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

STAFF ANALYSIS:

- Currently, provisions in the Caddo Parish UDC do not adequately address short-term rentals. MPC staff agree that these uses may have a tendency to have problematic external effects on neighborhoods.
- To date, more than 360 STRs are operating in the MPC's Planning Limits (+/-330 in the City, +/-30 in the PZC).
- In 2017, one (1) STR was identified as operational in Caddo Parish; today, close to 30 STR's are operating.
- These proposed amendments would require all short-term rentals properties (in the PZC's planning limits) to have a valid STR permit—either a 'Type A' or 'Type B'—and said permits would require renewal every two (2) years.
- 'Type A' means a portion of the property is rented out (i.e., a bedroom or ADU), with a maximum of 2 adults per bedroom; and approved administratively.
- 'Type B-1' means the whole unit/property is rented out, with a maximum of 10 guests allowed, and is also approved administratively. 'Type B-2' means that either the applicant wants to allow more than 10 guest to stay, or there are more than three (3) approved STR within 500' of that proposed application. 'Type B-2' permits require Special Exception approval by the PZC.
- Recommended fees for STR Permits are \$150 for 'Type A' and \$250 for 'Type B'.

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

RECOMMENDED UDC AMENDMENTS. 23-5-CTAP.

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. Sometimes those revisions reflect the changing nature of business in the community, and sometimes they are to correct "errors" in the Code.

Staff is requesting the Caddo Parish UDC be amended as follows: ~~strikeout~~ indicates deleted text, underline indicates added text).

Explanations: The purpose of these short-term rental amendments is to establish regulations, standards, and a permit registration process governing the renting of privately owned residential dwelling units on a short-term basis; ensure the collection and payment of sales and occupancy taxes, as established in the Shreveport Code of Ordinances; ensure that short-term rental activities do not threaten the character of residential neighborhoods; ensure the protection of the existing housing rental stock; and ensure that such short-term rental activities do not become a nuisance or threaten the public health, safety or welfare of neighboring properties.

Likewise, as part of these amendments, definitions and use standards for bed and breakfast are also being proposed to best reflect its relationship with the short-term rental property as a separate use.

1. Amend TABLE 5-1: USE MATRIX in ARTICLE 5. USES, SECTION 5.2. USE MATRIX in the Caddo Parish UDC:

- Delete "~~Transient Vacation Rental~~" from the Use Matrix.
- Add "Short-Term Rental Property" as a permitted use (P) / special exception use (E) in the following zoning districts.

○ R-A <u>(P/E)</u>	○ C-1 <u>(P/E)</u>
○ R-E <u>(P/E)</u>	○ C-2 <u>(P/E)</u>
○ R-1-12 <u>(P/E)</u>	○ C-3 <u>(P/E)</u>
○ R-1-10 <u>(P/E)</u>	○ C-4 <u>(P/E)</u>
○ R-1-7 <u>(P/E)</u>	○ C-UC <u>(P/E)</u>
○ R-1-5 <u>(P/E)</u>	○ C-UV <u>(P/E)</u>
○ R-UC <u>(P/E)</u>	○ D-1-CBD <u>(P/E)</u>
○ R-HU <u>(P/E)</u>	○ D-1-E <u>(P/E)</u>
○ R-TH <u>(P/E)</u>	○ D-1-CMU <u>(P/E)</u>
○ R-2 <u>(P/E)</u>	○ D-1-RMU <u>(P/E)</u>
○ R-3 <u>(P/E)</u>	○ D-1-AC <u>(P/E)</u>
○ R-4 <u>(P/E)</u>	○ D-1-HC <u>(P/E)</u>
○ R-MHS <u>(P/E)</u>	○ I-MU <u>(P/E)</u>
- Delete "Transient Vacation Rental" from the Use Matrix.

Explanation: Depending on the Short-Term Rental Permit—whether 'Type A,' Type B-1' or Type B-2,' a short short-term rental property will either be a permitted use by-right (P) or will require a Special Exception Use (E), which requires review and approval by the Zoning Board of Appeals.

[Note (1): See Exhibit "C" for revised Table 5-1]

2. Amend definition for "Bed and Breakfast " in ARTICLE 5. USES, SECTION 5.3 USE DEFINITIONS in the Caddo Parish UDC.

5.3 USE DEFINITIONS

Bed and Breakfast. A ~~single-family~~ residential dwelling, or portion of a residential dwelling, where a resident and/or owner, who lives on the premises, provides lodging for a daily fee ~~in guest rooms with no in-room cooking facilities~~ and prepares meals for guests. A bed and breakfast may include dining facilities.

3. Add new definition for "Short-Term Rental Property" in ARTICLE 5. USES, SECTION 5.3 USE DEFINITIONS in the Caddo Parish UDC.

5.3 USE DEFINITIONS

Short-Term Rental Property (STR). Defined in Article 23.

4. Delete definition "Transient Vacation Rentals " in ARTICLE 5. USES, SECTION 5.3 USE DEFINITIONS in the Caddo Parish UDC.

5.3 USE DEFINITIONS

* * * * *

~~Transient Vacation Rentals. A dwelling or a room or suites of rooms, with or without culinary facilities, is subject to a transient vacation rental agreement with an occupancy duration of fewer than 30 days. All transient vacation rentals must be licensed by the Director of Finance.~~

* * * * *

5. Amend use standard "Bed and Breakfast" in ARTICLE 6. USE STANDARDS, SECTION 6.1 PRINCIPAL USE STANDARDS, Subsection 6.1.E in the Caddo Parish UDC to now read as follows.

6.1 PRINCIPAL USE STANDARDS

* * * * *

E. Bed and Breakfast

1. The exterior of a bed and breakfast must maintain its original appearance as a single-family dwelling. Parking for any bed and breakfast shall comply with all applicable parking provisions as described in Article 9 of this Code. All vehicles shall be parked in designated parking areas, and parking is prohibited in any landscaped area. ~~No parking may be located in front of the front building line.~~
2. Cooking facilities are prohibited in individual guest rooms.
- ~~3. Leasing a common dining area for social events is prohibited. No retail sales are permitted.~~
- ~~4.3.~~ Breakfast must be served to guests at a minimum. Meals may only be served to registered guests unless the meal is part of a special event. Special events may only be allowed through a temporary use permit approved by the Zoning Administrator.
- ~~5.4.~~ Guest stays are limited to a maximum of 14 consecutive days.
- ~~6.5.~~ Bed and breakfasts are limited to a maximum of eight guests. Bed and breakfast facilities are limited to having six (6) or less guest rooms, and may not exceed two (2) adults per room. If the bed and breakfast wishes to allow more than the maximum number of allowed rooms and/or adults per room, special exception use approval by the Zoning Board of Appeals is required.
- ~~7.6.~~ One sign, either freestanding or wall, is permitted. Such a sign may not exceed six square feet and is limited to five feet in height.
- ~~8.7.~~ Bed and breakfasts are permitted to host private events including, but not limited to, wedding receptions, holiday parties, and fundraisers luncheons, banquets, parties, weddings, meetings, charitable fundraising, commercial or advertising activities, or other similar gatherings for direct or indirect compensation, but must obtain a temporary use permit in accordance with Article 16. Private events may include food and beverages that are prepared and served on-site or by a caterer to invited guests. Live entertainment may be provided as an ancillary use as part of an event.

* * * * *

6. Add new use standard "Short-Term Rental Property" as "KK " in ARTICLE 6. USE STANDARDS, SECTION 6.1 PRINCIPAL USE STANDARDS in the Caddo Parish UDC to now read as follows. Re-alphabetize all subsequent uses accordingly.

6.1 PRINCIPAL USE STANDARDS

* * * * *

KK. Short-Term Rental Property

All Short-Term Rental properties are subject to all regulations, standards, and permit registration process as established in Article 23 of this Code, as well as any law, ordinance, or regulation established in the Caddo Parish Code of Ordinances.

* * * * *

7. Delete use standard "Transient Vacation Rentals" in ARTICLE 6. USE STANDARDS, SECTION 6.1 PRINCIPAL USE STANDARDS in the Caddo Parish UDC. Re-alphabetize all subsequent uses accordingly.

6.1 PRINCIPAL USE STANDARDS

* * * * *

~~LL. Transient Vacation Rentals~~

~~All transient vacation rentals are subject to the requirements of this Code and the following standards:~~

- ~~1. Transient Occupants means any person or guest or invitee of such person who occupies or is in actual or apparent control or possession of residential property registered as a Vacation Rental.~~
- ~~2. Transient Vacation Rental shall mean any dwelling unit that is advertised or held out to the public to be rented to Transient Occupants.~~
- ~~3. All transient vacation rentals must be licensed by the Director of Finance.~~

* * * * *

8. Add new row "Short-Term Rental" to Table 15-1 in ARTICLE 15. APPLICATION PROCEDURES, SECTION 15.1 APPLICATION, SUBSECTION 15.1.F in the Shreveport UDC.

[Note (1): See Exhibit "D" TABLE 15-1: SUMMARY OF APPLICATION ACTIONS]

9. Add new ARTICLE 23. SHORT-TERM RENTAL PROPERTY in the Caddo Parish UDC.

[Note (2): See Exhibit "E" ARTICLE 23. SHORT-TERM RENTAL PROPERTY]

TABLE 15-1: SUMMARY OF APPLICATION ACTIONS							
APPLICATIONS	ADMINISTRATORS						
	Zoning Administrator	Historic Preservation Commission (HPC)	Executive Director	Caddo Parish Planning and Zoning Commission (PZC)	Parish Commission	Caddo Parish Civil District Court	Unified Development Code Source Cited
Parish Commission							
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 16.8
Variance to Zoning			RR	PH & D		A	Section 16.4
Special Exception Use			RR	PH & D	A		Section 16.5
Appeal to Staff Administrative Decisions				R & D		A	Section 16.13
Caddo Parish Planning and Zoning Commission							
Special Use Permit			RR	PH & D	A	A	Section 16.3
Site Plan Review – MPC			RR	D		A	Section 16.7
Subdivision – Major			RR	PH & D	A	A	Article 17
Subdivision – Minor			RR	D	A	A	Article 17
Executive Director							
Administrative Exception to Zoning			R & D	A			Section 16.6
Site Plan Review – Administrative			R & D	A			Section 16.7
Zoning Interpretation	R		R & D	A			Section 16.10
Subdivision – Administrative			R & D		A	A	Article 17
Zoning Administrator							
Sign Permit	R & D			A			Section 16.9
Temporary Use Permit	R & D		R	A			Section 16.11
Certificate of Occupancy (CO)	R & D			A			Section 16.12
Short-Term Rental Permit	R & D			A	A	A	Article 23
KEY							
R = Review RR = Review & Recommendation PH – Public Hearing D = Decision A = Appeal							

Article 23. SHORT-TERM RENTAL PROPERTY

ARTICLE 23. SHORT-TERM RENTAL PROPERTY

<u>23.1</u>	<u>PURPOSE</u>
<u>23.2</u>	<u>DEFINITIONS</u>
<u>23.3</u>	<u>ZONING AND RESIDENTIAL TYPE RESTRICTIONS</u>
<u>23.4</u>	<u>PERMIT REQUIRED</u>
<u>23.5</u>	<u>PERMIT TYPES AND USE STANDARDS</u>
<u>23.6</u>	<u>PERMIT APPLICATION, PROCEDURE, EXPIRATION, AND RENEWAL</u>
<u>23.7</u>	<u>LOCAL REPRESENTATIVE REQUIRED</u>
<u>23.8</u>	<u>HEALTH AND SAFETY STANDARDS</u>
<u>23.9</u>	<u>FEES AND TAXES</u>
<u>23.10</u>	<u>VIOLATIONS, PENALTIES, AND ENFORCEMENT</u>
<u>23.11</u>	<u>EXISTING SHORT-TERM RENTAL PROPERTY</u>
<u>23.12</u>	<u>APPEALS</u>

23.1 PURPOSE

- A. This Article shall apply to only short-term rental properties, as defined herein. A short-term rental property may be known, cited, or referred to as "short-term rentals" or "STR."
- B. The purpose of this Article is to establish regulations, standards, and a permit registration process governing the renting of privately owned residential dwelling units on a short-term basis; ensure the collection and payment of sales and occupancy taxes, as established in the Caddo Parish Code of Ordinances; ensure that short-term rental activities do not threaten the character of residential neighborhoods; ensure the protection of the existing housing rental stock; and ensure that such short-term rental activities do not become a nuisance or threaten the public health, safety or welfare of neighboring properties.
- C. This Article shall not supersede any private conditions, covenants, or restrictions applicable to a short-term rental property.

23.2 DEFINITIONS

For purposes of this Article, the following terms shall have the following meanings:

Commercial Meetings. Commercial meetings include, but not limited to, luncheons, banquets, parties, weddings, meetings, charitable fundraising, commercial or advertising activities, or other similar gatherings for direct or indirect compensation.

Host. Any person, who is the owner of a record of residential real property, or the lessee of residential real property under a written agreement for the lease of such real property, who offers that dwelling unit, or portion thereof, for short-term rental property either through a hosting platform or individually.

Hosting Platform. A marketplace, in whatever form or format, facilitates short-term rental property through advertising using any medium of facilitation, and the form in which the host uses the said platform to derive revenue, including booking fees or advertising revenue, from providing or maintaining the marketplace.

Local Representative. An individual locally located during the entire length of the short-term rental period who has access to the licensed premises and is authorized to make decisions regarding the licensed premises.

Professional Property Management Firm. An entity that is comprised of one or more professional property managers who oversee the operation, control, and maintenance of the real estate and physical property. This can include residential, commercial, and land real estate.

Professionally Managed Short-Term Rental: A short-term rental that is managed, operated, or controlled by a professional property management firm that oversees the operation, control, and maintenance of a short-term rental.

Resident. An individual or family who resides in the dwelling unit. The resident can be the owner or host of the short-term rental.

Article 23. SHORT-TERM RENTAL PROPERTY

Short-Term Rental Permit. A permit, issued by the Office of the Metropolitan Planning Commission, stating that the applicant is using a residential dwelling unit, accessory dwelling unit, or any room therein, as a short-term rental and that the said residential dwelling unit, as stated in the application, is up to code and complies with all health and safety regulations. There are three types of short-term rental permits: 'Type A,' 'Type B-1' and 'Type B-2.'

Short-Term Rental Permit 'Type A'. A Short-Term Rental Permit 'Type A' is the permit required for a host to rent a portion of a dwelling unit (i.e., individual bedroom or bedrooms) or an accessory dwelling unit (i.e., garage apartment or carriage house) is rented by a host to overnight guests. Commercial meetings, special events, or any other similar event as defined by this Article, which have the potential to cause traffic, parking, noise, or other impacts to the neighborhood are prohibited as part of any short-term-rental operation.

Short-Term Rental Permit 'Type B'. A Short-Term Rental Permit 'Type B' is the permit required for a host to rent an entire dwelling unit to overnight guests. A Short-Term Rental Permit 'Type B' can either be a 'Type B-1,' which is approved administratively by the Zoning Administrator, or a 'Type B-2,' which requires approval by the Zoning Board of Appeals. Commercial meetings, special events or any other similar event as defined by this Article which have the potential to cause traffic, parking, noise, or other impacts to the neighborhood are prohibited as part of any short-term-rental operation.

Short-Term Rental Property. A residential dwelling unit, accessory dwelling unit, or any room therein, available for rent for a term of less than thirty (30) consecutive calendar days, but excluding bed and breakfast and single-room occupancy.

Short-Term Renter. A person who exercises occupancy, or is entitled to occupancy as a short-term rental, because of concession, permit, right of access, license, or other agreement for a period of thirty (30) or fewer consecutive calendar days. Portions of days shall be counted as full calendar days.

23.3 **ZONING AND RESIDENTIAL TYPE RESTRICTIONS**

- A. Any short-term rental property shall only operate in the allowable zoning districts as indicated within the Use Matrix, as described in Article 5 of this Code.
- B. A short-term rental property is only allowed in the following residential structure types:
1. Single-Family Residence, Detached (e.g., a stand-alone single-family dwelling unit)
 2. Single-Family Residence, Attached (e.g., a duplex, containing two units, where each unit is on a separate lot)
 3. Two-Family Dwelling Unit (e.g., a duplex, on one lot, containing two units)
 4. Multi-Family Unit (e.g., an apartment or triplex)
 5. Townhouse
 6. Accessory Dwelling Unit (as allowed per the Use Matrix in Article 5 of this Code)
 7. A Mixed-Used Property (e.g., residential dwelling above the ground floor)
 8. A Manufactured Home

23.4 **PERMIT REQUIRED**

No person or entity shall operate a short-term rental property, or advertise a residential property for use as a short-term rental, without the owner of the property first having obtained a short-term rental permit, either 'Type A,' 'Type B-1' or 'Type B-2,' as described in Section 23.5 of this Article, issued by the Zoning Administrator, or their designee.

23.5 **PERMIT TYPES AND USE STANDARDS**

Any host wishing to rent their dwelling unit, or portion thereof, for short-term rental, shall apply for one of the following short term rental types:

Article 23. SHORT-TERM RENTAL PROPERTY

A. Short-Term Rental Permit, 'Type A'

1. **When Required.** A Short-Term Rental Permit 'Type A' is required when a portion of a dwelling unit (i.e., individual bedroom or bedrooms) or an accessory dwelling unit (i.e., garage apartment) is rented by a host to overnight guests and no commercial meetings are held. Maximum occupancy of the short-term rental property shall comply with the approved short-term rental application.
2. **Notification.** As part of the application submittal process for a Short-Term Rental Permit 'Type A,' the applicant must prepare a notification letter that describes the operation and the number of bedrooms that will be rented to overnight guests and how to contact the owner or host by phone. The notification letter shall be mailed or delivered to all recognized organizations and owners of property abutting and directly across the street from the short-term rental upon issuance of the short-term rental permit. A copy of the notification letter and list with the names and addresses of all property owners and organizations that received said notification is required at the application submittal.
3. **Administrative Approval.** A Short-Term Rental Permit 'Type A' may be approved administratively by the Zoning Administrator.
4. **Allowed Structure Type.** A short-term rental property that requires a Short-Term Rental Permit 'Type A' is allowed only in the residential structure types as described in Section 23.3 of this Article.
5. **Accessory Dwelling Units.** On sites with an accessory dwelling unit, the resident can live in the primary or accessory dwelling unit and rent bedrooms in either dwelling unit.
6. **Number of Overnight Guests.** The total number of adults occupying a dwelling unit with an approved Short-Term Rental Permit 'Type A' may not exceed two (2) adults per bedroom.
7. **Parking.** Parking for Short-Term Rental Permit 'Type A' properties shall comply with all applicable residential parking provisions as described in Article 9 of this Code. All vehicles shall be parked in designated parking areas, and parking is prohibited in any landscaped area.
8. **Advertising.** All advertisements for any short-term rental property, as defined in this Code, must list the short-term rental permit number.
9. **Special Events Prohibited.** Weddings, corporate events, commercial functions, large parties, and other similar events which have the potential to cause traffic, parking, noise, or other impacts to the neighborhood are prohibited as part of any short-term-rental operation.

B. Short-Term Rental Permit, 'Type B'

1. **When Required.** A Short-Term Rental Permit 'Type B' is required when a host rents an entire dwelling unit to overnight guests. A Short-Term Rental Permit 'Type B' can either be 'Type B-1' or 'Type B-2'. Maximum occupancy of the short-term rental property shall comply with the approved short-term rental application.
2. **Notification.** As part of the application submittal process for a Short-Term Rental Permit 'Type B,' the applicant must prepare a notification letter that describes the operation and the total number of allowed overnight guests, and how to contact the owner or host by phone. The notification letter shall be mailed or delivered to all recognized organizations and owners of property abutting and directly across the street from the short-term rental upon issuance of the short-term rental permit. A copy of the notification letter and list with the names and addresses of all property owners and organizations that received said notification is required at the application submittal.
3. **Administrative Approval.** A Short-Term Rental Permit 'Type B-1' may be approved administratively by the Zoning Administrator if the total number of allowable overnight guests of the proposed short-term rental does not exceed ten (10) adults, nor does the proposed short-term rental property require special exception use approval due to distancing requirements.
4. **Special Exception Use Approval.** A Short-Term Rental Permit 'Type B-2' may only be allowed as a special exception use, and requires review and approval by the Zoning Board of Appeals per the requirements of Section 16.6 when:

Article 23. SHORT-TERM RENTAL PROPERTY

- a. **Number of Overnight Guests.** The host of a short-term rental property requests the total number of allowable overnight guests to exceed ten (10) adults.
 - b. **Distance Requirements.** No more than three (3) approved 'Type B' short-term rental permits shall be located within a 500 foot radius of an approved short-term rental permit, as measured from a 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 user is located, without the approval of a special exception use by the Caddo Parish Planning and Zoning Commission.
 - c. **Discretion of the Executive Director.** At any time during the review process for a Short-Term Rental 'Type-B' Permit, the Executive Director may determine that administrative approval is not appropriate and that special exception use approval shall be required if the proposal will not be compatible with the adjacent and surrounding properties or if the applicant fails to meet the any standards for the permit as described herein.
 - d. **Exceptions.** Only 'Type B' permit applications have STR distance requirements. No Short-Term Rental Permit 'Type A' application is subject to distance requirement under this Code, nor will any approved Short-Term Rental Permit 'Type A' property trigger any distance requirements for a proposed Short-Term Rental Permit 'Type B' application.
 - e. **Reserved.**
 - f. **Special Exception Use Approval Standards of Short-Term Rentals.** The Caddo Parish Planning and Zoning Commission or, on appeal, the Caddo Parish Commission, must consider the following approval standards for short-term rentals.
 - i. **Health and Safety.** Whether the design, location, and operating plans must be such that the public health, safety and/or welfare is protected.
 - ii. **Land Use.** Whether the proposed special exception use is compatible with the general land use of adjacent properties and other property within 300 feet.
 - iii. **Neighborhood Impact.** Whether the proposed short-term rental will adversely affect the neighborhood character.
 - iv. **Parking.** Whether the proposed special exception use is in compliance with the required parking standards for the designated land use (i.e., with there be sufficient parking to accompany a short-term rental).
 - v. **Contact Information.** Whether the applicant or authorized agent has provided information sufficient to verify a qualified person will be available to be contacted about use of the short-term rental during and after business hours.
 - vi. **Notice to Neighbors.** Has the licensee or authorized agent either mailed, or otherwise distributed by hand, a flier to neighbors within a 500-foot radius of the short-term rental property address outlining the proposed use and owner or representative contact information.
- Note: All existing short-term rental properties, as of the effective date of this Article, that do not meet the spacing requirement are deemed conforming. Such deemed conforming status is terminated when the short-term rental property ceases to operate or when any required permits are revoked or not renewed.**
5. **Allowed Structure Type.** A short-term rental property that requires a Short-Term Rental Permit 'Type B-1' or 'Type B-2' is allowed only in the residential structure types as described in Section 23.3 of this Article.
 6. **Parking.** Parking for Short-Term Rental Permit 'Type B-1' or 'Type B-2' properties shall comply with all applicable residential parking provisions as described in Article 9 of this Code. All vehicles shall be parked in designated parking areas, and parking is prohibited in any landscaped area.
 7. **Advertising.** All advertisements for any short-term rental property, as defined in this Code, must list the short-term rental permit number.

Article 23. SHORT-TERM RENTAL PROPERTY

8. Neighborhood Participation Plan. The Executive Director, or their designee, may require the applicant of a Short-Term Rental Permit 'Type B-1' or 'Type B-2' to participate in the Neighborhood Participation Plan, as described in Section 15.4 of this Code, due to the short-term rental property's sensitive nature, proximity to the neighborhood or where unusual circumstances, common sense and good judgment dictate. The Executive Director will evaluate each Type B Short-Term Rental Property application on a case-by-case basis and decide accordingly.

23.6 PERMIT APPLICATION, PROCEDURE, EXPIRATION, AND RENEWAL

- A. The Office of the Metropolitan Planning Commission, along with the Caddo Parish Finance Department, shall develop a short-term rental property application packet with all operational requirements, as required within this Code and the Caddo Parish Code of Ordinances. Said application shall be submitted by any potential host or property owner at least thirty (30) days before beginning any short-term rental operations with the jurisdiction of the PZC.
- B. A short-term rental permit shall expire two (2) years after it is issued. Short-term rental permits may be renewed upon the payment of a renewal fee to cover the applicant renewal screening. All renewal requests are encouraged to be received at least 30 days prior to the expiration date for their existing permit.
- C. A short-term rental property permit shall not be transferred or assigned to another individual, person, entity, or address, nor shall the permit authorize any person, other than the person named therein, to operate a short-term rental property on that property. A short-term rental permit does not run with the land.
- D. All short-term rental permits shall require annual registration when the title of the short-term rental transfers to a new owner or when any changes in ownership of a short-term rental property occur.
- E. A short-term rental permit may be renewed every two (2) years if the operator completes the following, as applicable: (1) pays the renewal fee; (2) provides information concerning any changes to the previous application for, or renewal of, the short-term rental property registration; (3) submits records for the last year to demonstrate compliance with this Article; and (4) provides the 3 years of the property tax reporting and revenue tax reporting. Failure to submit a renewal application to the MPC at least thirty (30) days prior to the expiration of the registration shall render the registration and permission to operate a short-term rental property null and void.
- F. At least thirty (30) days prior to any advertising of a short-term rental property, the owner, host, or property management firm shall register the short-term rental property with the Office of the MPC, on forms supplied by the Office of the MPC. For professionally managed short-term rental property, registration for multiple short-term rental properties may be made by filing a complete list of all the short-term rental property within the Planning Limits of the PZC, managed by such firm, on forms supplied by the Office of the MPC and the list shall be updated at least quarterly.
- G. No short-term rental application shall be accepted without signature by the owner or the property management firm, under penalty of perjury, acknowledging that the short-term rental is in habitable condition and complies with the health and safety standards set forth in this Article.

23.7 LOCAL REPRESENTATIVE REQUIRED

- A. Each owner or property management firm shall appoint a person who is available twenty-four (24) hours per day, seven (7) days per week, to serve as the local representative for the short-term rental and shall respond on-site within sixty (60) minutes to complaints regarding a condition or operation of the short-term rental or the conduct of the short-term renters; and take remedial action to resolve any or all complaints.
- B. The owner or property management firm shall notify the Zoning Administrator or designee in writing of the appointment of a local representative within seven (7) days of such appointment or modification of any such appointment, including contact information.

23.8 HEALTH AND SAFETY STANDARDS

Article 23. SHORT-TERM RENTAL PROPERTY

Each short-term rental property, at all times, shall comply with the following standards, as well as any property standards and fire prevention standards established in the Caddo Parish Code of Ordinances, while the short-term rental is occupied:

- A. Buildings, structures, or rooms shall not be used for purposes other than those for which they were designed or intended.
- B. Roofs, floors, walls, foundations, ceilings, stairs, handrails, guardrails, doors, porches, all other structural components and all appurtenances thereto shall be capable of resisting any and all forces and loads to which they may be normally subjected and shall be kept in sound condition and in good repair.
- C. Smoke detectors, carbon monoxide detectors, and fire extinguishers shall be installed and operable, and all wood-burning fireplaces and stoves shall be cleaned on an annual basis.
- D. An operable toilet, sink, and either a bathtub or shower shall be located within the same building, and every room containing a toilet or bathtub/shower shall be completely enclosed by walls, doors, or windows that will afford sufficient privacy.
- E. The appropriate level of trash and recycling receptacles should be maintained so there is no overflow of trash and recycling on the property.
- F. Maximum occupancy of the short-term rental property shall comply with the approved short-term rental permit type, as described on the approved short-term rental application.

23.9 FEES AND TAXES

- A. All fee(s) for short-term rental property shall be set forth by the Caddo Parish Commission.
- B. For each short-term rental property, all applicable Parish Sales Taxes, as well as any Occupancy Taxes, shall be timely collected and remitted.
- C. All professionally managed short-term rental property may submit one tax payment for multiple properties, so long as there is sufficient supporting information to identify each individual short-term and the taxes collected on such short-term rental.

23.10 VIOLATIONS, PENALTIES, AND ENFORCEMENT

- A. It is unlawful to violate any provision of this Article. Each day of violation shall be deemed a separate offense and be punishable as such.
- B. Violation of any term, condition, requirement, or duration of a short-term rental permit approved under this Article is unlawful, and will constitute a violation of this Code, and will subject the violator to the penalties set forth in Article 19 (Enforcement). In addition, the short-term rental permit may be revoked or suspended following public hearings by the Caddo Parish Planning and Zoning Commission and the Caddo Parish Commission, if appealed.
- C. Enforcement of this Article may be initiated in any of the following ways:
 - 1. The Zoning Administrator is authorized to revoke any short-term rental permit, as well as issue any zoning violations to the property owner to which the short-term rental is operating.
 - 2. Authorized personnel from the Caddo Parish Finance Department may revoke any short-term rental permit if they determine that the short-term rental permit is violating any applicable ordinances, statutes, rules, and regulations of the Parish and/or the State of Louisiana.
 - 3. Authorized personnel from the Caddo Parish Sheriff's Office may issue citations for any short-term rental if they determine that the short-term rental is violating any applicable ordinances, statutes, rules, and regulations of Caddo Parish. Any person violating the provisions of this Article shall be issued a citation, which shall be paid in the same manner as provided for offenders of local traffic violations.

Article 23. SHORT-TERM RENTAL PROPERTY

23.11 **EXISTING SHORT-TERM RENTAL PROPERTY**

- A. Any existing short-term rental currently operating within the jurisdiction of the Caddo Parish Planning and Zoning Commission's planning area, but outside of the corporate limits of the City of Shreveport, shall apply for registration, pursuant to this Article, within one hundred eighty (180) days after the effective date of this Article.
- B. All existing short-term rental properties, as described above, that have been operating prior to the effective date of this Article, shall have their application reviewed administratively.

23.12 **APPEALS**

- A. Within 30 days after the date of the decision for any administrative short-term rental permit, the applicant or any aggrieved party may appeal a Zoning Administrator's decision to the Caddo Parish Planning and Zoning Commission.
- B. Within 10 days after the date of the decision for any Special Exception Use for any short-term rental permit by the Caddo Parish Planning and Zoning Commission, the applicant or any aggrieved party may appeal the PZC's decision to the Caddo Parish Commission.

CADDO PARISH UDC CODE-TEXT AMENDMENTS

SHORT TERM RENTAL PROPERTY

Frequently Asked Questions (FAQs)

revised 20230914



CADDO PARISH PLANNING AND ZONING COMMISSION

Office of the MPC | 505 Travis Street, Suite 440 | Shreveport, LA 71101 | 318-673-6480 | shreveportcaddompc.com

Understanding Short-Term Rentals

The growing popularity of short-term rental services, such as Airbnb and VRBO, has created both new opportunities and challenges for residents who live within the jurisdiction of the Caddo Parish Planning and Zoning Commission. A Short-Term Rental Property, as defined, is any habitable residential dwelling unit, accessory dwelling unit, or any room therein, that has been advertised as being temporarily available for rent for a term of less than thirty (30) consecutive calendar days. As such, it has become clear that the existing regulations for short-term rental properties are outdated, and currently do not reflect the nature of business in Shreveport. Therefore, Caddo Parish is considering the best way to manage this emerging industry moving forward.

Within this industry, several online platforms have been created to build financial opportunities for residents and themselves. They help to monitor and regulate hosting—all while aiming to protect and secure both parties involved.

The Office of the MPC, along with several other City Departments and Divisions, aims to set up proper goals and objectives to establish an enforcement regulation to help keep the identity of Shreveport and open more economic opportunities for both the City and the short-term rental industry.

This document is a compilation of typical questions on the creation of Short-Term Rentals. If you need additional information, please call 318-673-6480 and ask to speak with a Planner. Other resources are available on the Shreveport-Caddo Metropolitan Commission (MPC) website including:

- **Caddo Parish Unified Development Code**
 - **Article 23. Short-Term Rental Property**
- **Caddo Parish Code of Ordinances**
 - **Chapter 12- Business Licenses and Regulations**
 - **Chapter 30- Nuisances**
 - **Chapter 50- Taxation**

Short-Term Rental Property

Q1: What is a Short-Term Rental Property (STR)?

A1: A residential dwelling unit, accessory dwelling unit, or any room therein, available for rent for a term of less than thirty (30) consecutive calendar days, but excluding bed and breakfast and single-room occupancy.

Q2: Why does Caddo Parish want to regulate STRs?

A2: The purpose of establishing short-term rental standards, and a permit registration process, will be to govern the renting of privately owned residential dwelling units on a short-term basis; ensure the collection and payment of sales and occupancy taxes, as established in the Caddo Parish Code of Ordinances; ensure that short-term rental activities do not threaten the character of residential neighborhoods; ensure the protection of the existing housing rental stock; and ensure that such short-term rental activities do not become a nuisance or threaten the public health, safety or welfare of neighboring properties.

Q3: What will be required to operate an STR?

A3: A Short-Term Rental Permit, issued by the Office of the Metropolitan Planning Commission, stating that the applicant is using a residential dwelling unit, accessory dwelling unit, or any room therein, as a short-term rental and that the said residential dwelling unit, as stated in the application, is up to code and complies with all health and safety regulations. There are three types of short-term rental permits: 'Type A,' 'Type B-1' and 'Type B-2.'

A Short-Term Rental Permit 'Type A' is the permit required for a host to rent a portion of a dwelling unit (i.e., individual bedroom or bedrooms) or an accessory dwelling unit (i.e., garage apartment or carriage house) is rented by a host to overnight guests. Commercial meetings, special events, or any other similar event are prohibited as part of any short-term-rental operation.

A Short-Term Rental Permit 'Type B' is the permit required for a host to rent an entire dwelling unit to overnight guests. A Short-Term Rental Permit 'Type B' can either be a 'Type B-1,' which is approved administratively by the Zoning Administrator, or a 'Type B-2,' which requires approval by the Zoning Board of Appeals. Commercial meetings, special events or any other similar are prohibited as part of any short-term-rental operation. There are two types of Short-Term Rental Permit 'Type B' and identified as follows:

- 'Type B-1' A Short-Term Rental Permit 'Type B-1' may be approved administratively by the Zoning Administrator if the total number of allowable overnight guests of the short-term rental does not exceed ten (10) adults.
- 'Type B-2' A Short-Term Rental Permit 'Type B-2' is a special exception use, would require review and approval by the Zoning Board of Appeals

Q4: What will be required to apply for an SRT permit?

A4: The applicant will need to submit the following:

- A completed Short-Term Rental Permit Application
- Payment for Short-Term Rental Permit Fees
- Copy of proof of ownership
- Copy of Liability Insurance for the rental property
- Copy of Occupational License
- Site Plan or Property Plan showing parking, floor plan, and fire safety
- Copy of required notice and a list with the names and addresses of all property owners and organizations that will receive a letter of notification of short-term rental use.

Q5: Where will STR's be allowed?

A5: Any short-term rental property will only be allowed to operate in the allowable zoning districts as indicated within the Caddo Parish UDC's Use Matrix. That includes all residential districts (except the R-MHP), all commercial districts (as allowed in either multi-family dwellings or dwellings above the ground floor), and the I-MU (Industrial Mix Use).

Q6: What type of residential structures can an STR be in?

A6: A short-term rental property will only be allowed in the following residential structure types:

- Single-Family Residence, Detached (e.g., a stand-alone single-family dwelling unit)
- Single-Family Residence, Attached (e.g., a duplex, containing two units, where each unit is on a separate lot)
- Two-Family Dwelling Unit, (e.g., a duplex, on one lot, containing two units)
- Multi-Family Unit (e.g., an apartment or triplex)
- Townhouse
- Accessory Dwelling Unit (as allowed per the Use Matrix in Article 5 of the Caddo Parish UDC)
- A Manufactured Home

Q7: What is the fee for obtaining an STR permit?

A7: A Short-Term Rental Permit 'Type A' application fee is \$150, (\$100 renewal fee). A Short-Term Rental Permit 'Type B' application fee is \$250, (\$100 renewal fee). Please note, if an application for Special Exception Use is required, there is a \$350 application processing fee associated with Special Exception review.

Q8: Does a short-term rental permit need to be renewed?

A8: Yes. A short-term rental permit shall expire two (2) years after it is issued. Short-term rental permits may be renewed upon the payment of a renewal fee to cover the applicant renewal screening. All renewal requests are encouraged to be received at least 30 days prior to the expiration date for their existing permit.

Q9: Do STR operators/hosts need to pay taxes?

A9: Yes. For each short-term rental property, all applicable Caddo Parish Sales and Occupancy Taxes shall be timely collected and remitted. For more information, please contact the Caddo-Shreveport Sales and Use Tax Commission at 318-865-3312.

Q10: Why is a permit number required to be placed in any online advertisements?

A10: To verify that the host has properly applied for and received a short-term rental permit, and is compliant with both the Caddo Parish UDC and Caddo Parish Code of Ordinances. Any short-term rental found to be operating without a permit shall subject the owner of the property to fines and/or penalties.

Q11: Can accessory dwelling units (or ADUs) be used for STR?

A11: Yes. On sites with an accessory dwelling unit, the host can live in the primary or accessory dwelling unit and rent bedrooms in either dwelling unit. Note, some accessory dwelling units require an Administrative Special Use Permit. Please contact the Office of the MPC to determine if your accessory dwelling unit needs this additional review and approval.



Short-Term Rental Property Permit Application

Rev. 20230914

Short-Term Rental Type. (Check appropriate short-term rental application type)

- ☐ **Type A: New Administrative Approval.**
- ☐ **Type A: Renewal.**
 - ☐ Where a portion of a dwelling unit (i.e., individual bedroom or bedrooms) or any accessory dwelling unit are rented by a host to overnight guests and no commercial meetings are held; and
 - ☐ The short-term rental property does not exceed two (2) adults per bedroom.
- ☐ **Type B-1: New Administrative Approval.**
- ☐ **Type B-1: Renewal.**
 - ☐ Where a host rents an entire dwelling unit; and
 - ☐ The short-term rental property does not exceed ten (10) adults.
- ☐ **Type B-2: New Special Exception Use Approval.**
- ☐ **Type B-2: Renewal.**
 - ☐ **Number of Overnight Guests.** The host of a short-term rental property requests the total number of allowable overnight guests to exceed ten (10) adults. Special Exception Approval will determine the total number allowed.
 - ☐ **Distance Requirements.** Approved short-term rental properties must be located no closer than 500 feet from any other existing short-term rental property. If any short-term rental property wishes to locate closer than the 500-foot minimum distance from any legally existing short-term rental property, a special exception use approval is required.

Part 1

Applicant Name: _____

Rental Site Address: _____

City / State / Zip: _____

Property Owner Name (if different from above): _____

Property Owner Address: _____

City / State / Zip: _____

Phone Numbers: #1 _____ #2 _____

Email Address: _____

Previously Approved Short-Term Rental Permit(s), as applicable: _____

Expiration: _____

Local Representative: _____ Phone: _____

Part 2

Requirements for short-term rental property permit. **All documents are required.**

- ☐ Complete Short-Term Rental Permit Application
- ☐ Payment for Short-Term Rental Permit Fees *
- ☐ Copy of Proof of Ownership (if owner) / Letter from Owner (if non-owner)
- ☐ Copy of Liability Insurance for the Rental Property
- ☐ Copy of Occupational License
- ☐ Site Plan or Property Plan showing parking, floor plan, and fire safety
- ☐ Copy of required notice and a list with the names and addresses of all property owners and organizations that will receive a letter of notification of short-term rental use.

* If an application for Special Exception Use is required, there is separate application processing fee associated with Special Exception review.



Short-Term Rental Property Permit Application

Rev. 20230914

Part 3

Please identify the structure type of the short-term rental property. **Check the appropriate box.**

- ☐ Single-Family Residence, Detached (e.g., stand-alone single-family dwelling unit)
- ☐ Single-Family Residence, Attached (e.g., a duplex, containing two units, where each unit is on a separate lot)
- ☐ Two-Family Dwelling Unit, (e.g., a duplex, on one lot, containing two units)
- ☐ Multi-Family Unit (e.g., an apartment or triplex)
- ☐ Townhouse
- ☐ Accessory Dwelling Unit ¹(as allowed per the Use Matrix in Article 5 of this Code)
- ☐ Mixed-Use Property (e.g., residential dwelling above the ground floor)
- ☐ A Manufactured Home

Part 4

Please identify space to be rented. **Check the appropriate box.**

- ☐ Single Bedroom
- ☐ Multiple Bedroom(s). If so, how many? _____
- ☐ Entire Dwelling Unit
- ☐ Accessory Dwelling Unit [#]

Part 5

Responsibility Statement. To be initialed and signed by the property owner. Failure to initial will result in an incomplete application.

_____, I, or my representative, will rent a maximum of _____ bedrooms to accommodate no more than _____ overnight guests, with no more than 2 adults per bedroom.

_____, I have reviewed the short-term rental regulations, as identified in the Shreveport Unified Development Code, and agree to operate any short-term rental on my property in compliance with any short-term rental regulations.

_____, I have reviewed, in its entirety, the short-term rental Checklist and Guidelines Application provided by the Office of the MPC.

_____, I will include my short-term permit number in all advertising of my short-term rental.

_____, I will register my short-term rental property with the Caddo-Shreveport Sales and Use Tax Commission and will submit the appropriate transient occupancy taxes, as applicable.

_____, I understand that any homeowners association, townhome association, or similar association may prohibit short-term rentals through their bylaws, covenants, codes, and/or restrictions (or any other agreement governing and limiting the use of the proposed short-term rental). It is my responsibility to contact any such association, as applicable, to determine if short-term rentals are allowed.

_____, I understand that failure to comply with applicable regulatory standards may result in the revocation of a permit.

Property Owner Signature

Date

[#] Accessory Dwelling Units require an Administrative Special Use Permit, unless otherwise specified in the Shreveport UDC. Please contact a member of MPC staff regarding any questions about an accessory dwelling unit.



Short-Term Rental Property Guidesheet

Rev. 20230802

Existing Short-Term Rental Properties.

Any existing short-term rental that has been operating within the jurisdiction of the Caddo Parish Planning and Zoning Commission (PZC) prior to any newly updated regulations, standards, and short-term rental permit registration process will be required to apply for registration within one hundred eighty (180) days after the effective date of any new short-term rental ordinance.

Note. All existing short-term rental properties, as described above, that have been operating prior to the effective date of any short-term rental ordinance, shall have their application reviewed administratively.

Definitions and Permit Types.

Complete definitions, standards, and regulations are located in Article 23 of the Shreveport Unified Development Code

Definitions

- **Short-Term Rental Property.** A residential dwelling unit, accessory dwelling unit, or any room therein, available for rent for a term of less than thirty (30) consecutive calendar days, but excluding bed and breakfast and single-room occupancy.
- **Commercial Meetings.** Commercial meetings include, but not limited to, luncheons, banquets, parties, weddings, meetings, charitable fundraising, commercial or advertising activities, or other similar gatherings for direct or indirect compensation.

Permit Types

- **Short-Term Rental Permit 'Type A'.** A Short-Term Rental Permit 'Type A' is the permit required for a host to rent a portion of a dwelling unit (i.e., individual bedroom or bedrooms) or an accessory dwelling unit (i.e., garage apartment or carriage house) to overnight guests. Commercial meetings, special events or any other similar event, which have the potential to cause traffic, parking, noise, or other impacts to the neighborhood, are prohibited as part of any short-term-rental operation.
- **Short-Term Rental Permit 'Type B'.** A Short-Term Rental Permit 'Type B' is the permit required for a host to rent an entire dwelling unit to overnight guests. A Short-Term Rental Permit 'Type B' can either be a 'Type B-1,' which is approved administratively by the Zoning Administrator, or a 'Type B-2,' which requires approval by the Zoning Board of Appeals. Commercial meetings, special events or any other similar event, which have the potential to cause traffic, parking, noise, or other impacts to the neighborhood, are prohibited as part of any short-term-rental operation.

There are two types of Short-Term Rental Permit 'Type B' and identified as follows:

- **'Type B-1'** A Short-Term Rental Permit 'Type B-1' may be approved administratively by the Zoning Administrator if the total number of allowable overnight guests of the short-term rental does not exceed ten (10) adults.
- **'Type B-2'** A Short-Term Rental Permit 'Type B-2' is a special exception use, would require review and approval by the Zoning Board of Appeals, and is required when:
 - **Number of Overnight Guests.** The host of a short-term rental property requests the total number of allowable overnight guests to exceed ten (10) adults.
 - **Distance Requirements.** If any short-term rental property wishes to locate closer than the 500-foot minimum distance from any legally existing short-term rental property, special exception use approval is required.

Zoning and Residential Type Restrictions.

Any short-term rental property shall only operate in the allowable zoning districts as indicated within the Use Matrix.

- All Residential Zoning District (except the R-MHP)
- All Commercial Zoning Districts (allowed in either multi-family dwellings or dwellings above the ground floor)
- IMU (Industrial Mix Use)

A short-term rental property is only allowed in the following residential structure types:

- Single-Family Residence, Detached (e.g., a stand-alone single-family dwelling unit)
- Single-Family Residence, Attached (e.g., a duplex, containing two units, where each unit is on a separate lot)
- Two-Family Dwelling Unit (e.g., a duplex, on one lot, containing two units)
- Multi-Family Unit (e.g., an apartment or triplex)
- Townhouse
- Accessory Dwelling Unit (as allowed per the Use Matrix in Article 5 of this Code)
- A Mixed-Used Property (e.g., residential dwelling above the ground floor)
- A Manufactured Home



Short-Term Rental Property Guidesheet

Rev. 20230802

Application Process.

Submit Short Term Rental Property permit application, along with all required documents, to the Office of the MPC:

- Application Fee, a \$150 initial application fee for 'Type A' and a \$250 initial application fee for 'Type B,' Renewal Fee, \$100, required annually
- Provide proof of ownership
- Proof of liability insurance for the rental property
- Proof of Occupational License (obtainable through the City of Shreveport's Revenue Division)
- Site Plan or Property Plan showing parking location(s), floor plan, and fire safety
- Copy of required notice and a list with the names and addresses of all property owners and organizations that will receive a letter of notification of short-term rental use

Standards

- On sites with an accessory dwelling unit, the resident can live in the primary or accessory dwelling unit and rent bedrooms in either dwelling unit.
- Bedrooms to be rented to overnight guests must meet the building code requirements for a sleeping room at the time it was created or converted and must meet fire code requirements.
- The total number of adults occupying a dwelling unit with a 'Type A' short-term rental may not exceed two (2) adults per bedroom.
- The total number of adults occupying a dwelling unit with a 'Type B' short-term rental is limited administratively to ten (10) adults for the entire unit. If the host requests the total number of overnight guests to exceed ten (10) adults, approval may be granted as a Special Exception Use.
- Any advertisements for a short-term rental property must list the short-term rental property permit number.
- For additional standards and conditions for Short-Term Rental Permit 'Type-A' or 'Type B,' contact a member of MPC staff at 318-673-6480.

Notification.

- As part of the application submittal process, the applicant must prepare a notification letter that:
 - Describes the operation and the number of bedrooms that will be rented to overnight guests; and
 - Includes information on how to contact the owner or host by phone.
- Mail or deliver the notification letter to all recognized organizations and owners of property abutting and directly across the street from the short-term rental upon application submittal.
- A copy of the notice and a list with the names and addresses of all property owners and organizations that will receive the letter of notification is required to be submitted as part of the application submittal.

Renewal.

- A short-term rental permit will be valid for two (2) years.
- The short-term rental renewal fee is \$100.
- All renewal requests are encouraged to be received at least 30 days prior to the expiration date for their existing permit
- Taxes must be reported to the Caddo-Shreveport Sales and Use Tax Commission. Please call 318-865-3312 for more information.

Revoking.

- A short-term rental permit can be revoked if:
 - The owner fails to comply with the regulations listed in Article 23 of the Shreveport UDC.
 - Activities on-site cause a nuisance or public disruption as defined in the Shreveport Municipal Code.
- When a short-term rental permit has been revoked, a new short-term rental permit will not be issued to the owner at that site for 2 years.



Short-Term Rental Property PERMIT

Rev. 20210802

SHORT-TERM RENTAL PERMIT

PERMIT #: 23-1-STRP
ISSUE DATE: September 27, 2023
EXPIRATION DATE: September 27, 2025
PERMIT ADDRESS: 505 Travis St
PARCEL NUMBER: 181437127002900

NOTICE

- Per Article 23. *Short-Term Rental Property* of the Caddo Parish UDC, No person or entity shall operate a short-term rental property, or advertise a residential property for use as a short-term rental, without the owner of the property first having obtained a short-term rental permit.
- All advertisements for any short-term rental property on any online platform must list the short-term rental permit number.
- No improvement may be done on any part of site, building or structure without the approval of any and all required permits.



CADDO PARISH PLANNING AND ZONING COMMISSION

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STAFF REPORT

SEPTEMBER 27, 2023

AGENDA ITEM NUMBER: XX

MPC Staff Member: Adam Bailey

Parish Commission District: All Districts

CASE NUMBER: 23-5-CTAP: Caddo Parish Code-Text Amendments
APPLICANT: CADDO PARISH PLANNING AND ZONING COMMISSION
REQUEST: Code Text (Ordinance) Amendments to the Caddo Parish UDC

DESCRIPTION: These proposed code text amendments address short-term rentals including, but not limited to, establishing regulations for the permitting of short-term rentals within the jurisdiction of the Caddo Parish Planning and Zoning Commission's planning area, but outside of the corporate limits of the City of Shreveport. These amendments will affect the following articles of the Caddo Parish UDC: *Article 5. – Uses; Article 6. – Use Standards; Article 15. – Application Procedures; and Article 23. – Short-Term Rental Property*, establishing a permit registration process, with all provisions included therein.

BACKGROUND: This text amendment ordinance was initiated by the Caddo Parish Commission in August 2023. The intention is for these amendments to mirror similar regulations as those found in the City of Shreveport UDC—which regulates short-term rentals through its general land use and zoning authority. The City established short-term rental regulations in 2021.

Prior to approving those regulations, MPC staff held six public work session meetings, followed by and six public hearings on this text amendment. The public provided input throughout the process by submitting comments online or speaking during the public hearings.

For amendments to the Caddo Parish UDC, MPC staff worked to balance the interests of short-term rental operators with the need to protect the health, safety, and welfare of the community. Several existing operators of short-term rentals discussed the need to have the supplemental income provided by the rentals. Some of the largest concerns from neighborhood residents were that absentee investors would purchase properties solely for the purpose of operating short-term rentals as a de-facto hotel in the middle of residential neighborhoods, greatly affecting the character of the community.

**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.
-

**NOTIFICATION/
COMMUNITY OUTREACH:**

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

The information stated herein is the result of discussion by a staff review team. The Caddo Parish Planning and Zoning Commission will use all information made available to them in making their decision. The applicant is still responsible for complying with all other applicable Zoning Ordinance requirements and obtaining all necessary permits and approvals from other departments or agencies. This shall include, but not be limited to, the requirements of the Zoning Administrator, building permits, liquor licenses, the Parish Health Unit, and Certificates of Occupancy, all as applicable.



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- 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 September 27, 2023, Planning and Zoning Commission public hearing, a legal ad was published in the official Caddo Parish journal, *The Caddo Citizen*, on September 7, 2023; September 14, 2023; and September 21, 2023.

STAFF ANALYSIS: The growing popularity of short-term rental services, such as Airbnb and VRBO, has created both new opportunities and challenges for Caddo Parish, as well as for the residents who live within the jurisdiction of the PZC. It has become clear that the existing regulations for short-term rental properties—known currently in the UDC as *transient vacation rentals*—are outdated, and currently do not reflect the nature of this industry in Caddo Parish. A brief summary of the proposed text amendments are as follows:

- A Short-Term Rental Property would be defined as *any habitable residential dwelling unit, accessory dwelling unit, or any room therein, that has been advertised as being temporarily available for rent for a term of less than thirty (30) consecutive calendar days.*
- A short-term rental property would only be allowed in the residential structure types as indicated in Article 5 of the UDC.
- No person or entity shall operate a short-term rental property, or advertise a residential property for use as a short-term rental, without the owner of the property first having obtained a short-term rental permit.
- There are two (2) permit types, 'Type A' and 'Type B,' which shall expire two (2) years after it is issued and not be transferred or assigned to another individual, person, entity.
 - **Short-Term Rental Permit 'Type A'.** A Short-Term Rental Permit 'Type A' is the permit required for a host to rent a portion of a dwelling unit (i.e., individual bedroom or bedrooms) or an accessory dwelling unit (i.e., garage apartment or carriage house) is rented by a host to overnight guests. No commercial meetings or special events, as defined by this Article, are allowed to be scheduled as part of any short-term-rental operation and the total number of adults occupying a dwelling unit may not exceed two (2) adults per bedroom.
 - **Short-Term Rental Permit 'Type B'.** A Short-Term Rental Permit 'Type B' is the permit required for a host to rent an entire dwelling unit to overnight guests.
 - A Short-Term Rental Permit 'Type B' can either be a 'Type B-1,' which is approved administratively by the Zoning Administrator, or a 'Type B-2,' which requires approval by the Zoning Board of Appeals. No commercial meetings or special events, as defined by this Article, are allowed to be scheduled as part of any short-term rental operation and the total number of allowable overnight guests of the short-term rental does not exceed ten (10) adults.
 - A Short-Term Rental Permit 'Type B-2' may only be allowed as a special exception use, and requires review and approval by the PZC when:
 - The host of a short-term rental property requests the total number of allowable overnight guests to exceed ten (10) adults.



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STAFF REPORT

- When an applicant wishes to obtain an STR permit, and three or more STR exist within a 500' radius of the proposed STR site.
 - To protect the public health, safety, or welfare of neighboring properties, each owner or property management firm shall appoint a person who is available twenty-four (24) hours per day, seven (7) days per week, to serve as the local representative for the short-term rental.
 - Existing short-term rental properties who currently operate within jurisdiction of the PZC shall have shall one hundred eighty (180) days to apply for registration from the adoption of this ordinance.
 - Applicants or any aggrieved party may appeal a Zoning Administrator's decision to the PZC within 30 days after the date of the decision for any administrative short-term rental permit and within 10 days after the date of the decision for any Special Exception Use for any short-term rental permit by the PZC, the applicant or any aggrieved party may appeal the PZC's decision to the Caddo Commission.
 - Weddings, banquets, concerts or other types of entertainment events are prohibited during rental periods to prevent the establishment of a rental "party house."

Below is a summary of the application submittal requirements for a short-term rental permit.

- **Fees required.** A short-term rental permit application is required to be submitted for review along with a corresponding application fee—\$150 initial application fee for 'Type A' or a \$250 initial application fee for 'Type B.' Renewal fees will be \$100, required bi-annually.
- **Provide proof of ownership.** If the operator of the short-term rental is not the owner of the property, then they must provide written authorization from the owner granting permission to operate a short-term rental.
- **Proof of Liability Insurance** for the rental property.
- **Proof of Occupational License** (obtainable through the Parish of Caddo Department of Finance).
- **Site Plan or Property Plan** showing parking location(s), floor plan, and fire safety.
- **Copy of required notice** and a **list with the names and addresses** of all property owners and organizations that will receive a letter of notification of short-term rental use.

PROPOSED UDC CODE

TEXT AMENDMENT(S):

Staff is proposing the following nine (9) amendments to the Caddo Parish UDC at this time. **See Exhibit "B" for a detailed list of changes with redlines and strikeouts.**

- Amendment 1.** Amend the *Table 5-1: Use Matrix*, deleting the use *Transient Vacation Rental* and adding the use *Short-Term Rental Property* in **Article 5. – Uses**.
- Amendment 2.** Amend definition for *Bed and Breakfast* in **Article 5. – Uses**.
- Amendment 3.** Add new definition for *Short-Term Rental Property* in **Article 5. – Uses**.
- Amendment 4.** Delete definition for *Transient Vacation Rentals* in **Article 5. – Uses**.



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- Amendment 5.** Amend use standard for *Bed and Breakfast* in **Article 6. – Use Standards.**
- Amendment 6.** Add new use standard for *Short-Term Rental Property* in **Article 6. – Use Standards.**
- Amendment 7.** Delete use standard for *Transient Vacation Rentals* in **Article 6. – Use Standards.**
- Amendment 8.** Amend the *Table 15-1: Summary of Application Procedures*, adding the row *Short-Term Rental Permits* under the approval authority of the Zoning Administrator in **Article 15. – Application Procedures.**
- Amendment 9.** Add new *Article 23. – Short-Term Rental Property* to the Caddo Parish UDC, establishing a permit registration process governing the renting short-term rental properties, with all provisions included therein.

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 5-1: Use Matrix*.
See Exhibit “D” for revised *Table 15-1: Summary of Application Actions*.
See Exhibit “E” for proposed *Article 23. Short-Term Rental Property*.

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 PZC 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. If approved by the Caddo Parish Commission, **Article 5, Article 6, and Article 15** would be amended, and **Article 23** would be added to the *Caddo Parish UDC*, as described within. A majority vote of the PZC members present and voting is required to recommend approval to the Caddo Parish Commission.



CADDO PARISH PLANNING AND ZONING COMMISSION

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STAFF REPORT

Alternatively, based on information provided at the public hearing, the PZC 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: 1 spoke in support. 1 spoke in opposition.

MPC BOARD
RECOMMENDATION: The Board voted unanimously with one abstain to recommend this application for approval.

CC3825

NOTICE TO THE PUBLIC

Notice is hereby given that the Caddo Parish Planning and Zoning Board will hold a public hearing on Wednesday, September 27, 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.

PZC Case: 23-5-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 certain proposed code text amendments to the Caddo Parish UDC in order to amend to the following articles, or portions thereof: Article 5. – Uses; Article 6. – Use Standards; and Article 15. – Application Procedures; and Article 23. Short-Term Rental Property, establishing regulations, standards, and a permit registration process governing the renting of privately owned residential dwelling units on a short-term basis, with all provisions included therein.

Alan Clarke, Executive Director
Metropolitan Planning Commission

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

TITLE	
Ordinance <u>6358</u> of 2023	
An ordinance to amend volume II of the code of ordinances of the Parish of Caddo, as amended, the Caddo Parish Unified Development Code, relative to various code text amendments, with all their provisions included herein, and to otherwise provide with respect thereto.	
DATE: 10/19/2023	ORIGINATING DEPARTMENT:
The Shreveport Metropolitan Planning Commission of Caddo Parish (MPC)	
BACKGROUND INFORMATION	
<p>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.</p> <p>The following Articles, or portions thereof, were amended: <i>Article 1. – Title, Purpose, and Applicability, Article 2. – Definitions and Rules of Measurement, Article 4. – Zoning District Regulations, and Article 7. On-Site Development Standards</i>, with all their provisions included herein.</p>	
FINANCIAL IMPACT AND SOURCE OF FUNDING	
None	
EFFECT(S) OF PROPOSED ACTION	
<p>These changes are consistent with the following provisions of the Shreveport- Caddo 2030 Great Expectations Master Plan:</p> <ul style="list-style-type: none"> Ensuring equitable health and safety outcomes for all; Ensuring regulatory processes are responsive and efficient; Making the UDC more customer friendly; and Revising regulations for best practices and enforcement. 	
ALTERNATIVES/STAFF RECOMMENDATION	
<p>See Exhibit "A" for summary of amendments See Exhibit "B" for amendment details See Exhibit "C" for PZC Staff Report_23-6-CTAP</p>	
KEY STAFF CONTACT	
Adam Bailey, Community Planning and Design Manager, MPC	
COORDINATION	
Department Head	(Initial)
Parish Administrator/CEO	(Initial)

ORDINANCE NO. 6358 OF 2023

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, RELATIVE TO VARIOUS CODE TEXT AMENDMENTS, WITH ALL THEIR 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 add various new provisions and procedures to Article 1. – Title, Purpose, and Applicability, Article 2. – Definitions and Rules of Measurement, Article 4. – Zoning District Regulations, and Article 7. – On-Site Development Standards, and shall be amended as follows:

I. Article 1, Section 1.3 is amended to read as follows:

ARTICLE 1. – TITLE, PURPOSE, AND APPLICABILITY

1.3– APPLICABILITY

* * * * *

D. Relation to Private Agreements

~~This Code does not nullify any private agreement or covenant. However, where this Code is more restrictive than a private agreement or covenant, this Code controls. Those charged with administration and enforcement of this Code do not enforce any private agreement.~~

This Code is not intended to abrogate, annul, or otherwise interfere with any private agreement, easement, covenant, restriction, or other private legal relationship. The Zoning Administrator is responsible for enforcing this Code; it does not enforce private agreements, easements, covenants, or restrictions except those specifically required for the administration and enforcement of this Code.

II. Article 2, Section 2.2 is amended to read as follows:

ARTICLE 2. – DEFINITIONS AND RULES OF MEASUREMENT

2.2– DEFINITION OF GENERAL TERMS

* * * * *

Shoreline. The mean high-water line.

* * * * *

Waterfront Lot. A lot bounded on at least one side by water and located on the perimeter of a permanently established body of water such as a lake, river or bayou.

* * * * *

III. Article 4, Section 4.6 is amended to read as follows:

ARTICLE 4. – ZONING DISTRICT REGULATIONS

4.6– SPECIAL PURPOSE DISTRICTS

* * * * *

F. CLO Cross Lake Overlay Zoning District

* * * * *

5. Accessory Structures

- a. An accessory structure on a waterfront lot may be located in the front yard.
- b. The front yard of a waterfront lot is the yard that faces the shoreline. If more than one yard faces the shoreline, the rear yard is the one that provides access to a road and the front yard is determined accordingly.

IV. Article 7, Section 7.2 is amended to read as follows:

ARTICLE 7. – ON-SITE DEVELOPMENT STANDARDS

7.2– EXTERIOR LIGHTING

* * * * *

C. Luminaire with Cut Off Standards

1. To be considered a cut off luminaire, the cut off angle must be 75 degrees or less.
2. The maximum total height of a cut off luminaire, either freestanding or attached to a structure, is 25 feet. Any luminaire greater than 25 feet in total height requires ~~special use approval~~ a variance.
3. A cut off luminaire must be designed to completely shield the light source from an observer three and one-half feet above the ground at any point along an abutting lot line.

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:

Parish Attorney

Date

**CADDO PARISH PLANNING AND ZONING COMMISSION
SUMMARY MINUTES OF THE PUBLIC HEARING SEPTEMBER 27, 2023**

A regularly scheduled public hearing of the Caddo Parish Planning And Zoning Commission was held on Wednesday, September 27, 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
Adam Bailey, Community Planning & Design Manager
Kamrin Hooks, Executive Assistant/Planner 1
Donna Frazier, Parish Attorney's Office
Tanner Yeldell, City Attorney's Office
Stephen Jean, Deputy Director
Reginald Jordan, Zoning Administrator

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 August 23, 2023 public hearing as submitted.

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

PUBLIC HEARING

CASE NO. 23-6-CTAP CODE TEXT AMENDMENT

Applicant: Caddo Parish Planning and Zoning Commission (PZC)
Request: Code Text Amendments to the Caddo Parish UDC regarding Definitions and Rules of Measurement and Zoning District Regulations

Representative &/or support: None.

Opposition: None.

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

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

draft

END OF PUBLIC HEARING

OLD BUSINESS

NEW BUSINESS

OTHER MATTERS TO BE REVIEWED BY THE COMMISSION

CHAIR/BOARD MEMBER'S COMMENTS

ADJOURN 4:54 p.m.

Laura Neubert, Chair

Phyllis Hart, Secretary



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CADDO PARISH UDC CODE TEXT AMENDMENT SUMMARY: 23-6-CTAP

— Clean-Ups —

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 #23-6-CTAP recommends four (4) text amendments that are intended to be more user-friendly:

REQUEST: To revise Articles 1, Article 2, Article 4 and Article 7 of the Caddo Parish UDC, addressing various clean-up items.

FINDINGS: Staff certifies that the proposed UDC amendments are consistent with the master plan.

CASE HISTORY: Proposed revisions were created in conjunction with MPC staff, the Zoning Administrator, and the City Attorney.

**MASTER PLAN
CONSISTENCY:**

These changes are consistent with the following provisions of 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,
- Making the UDC more customer friendly, and
- Revising regulations for best practices and enforcement.

STAFF ANALYSIS: Code text amendment changes may be reviewed at any time and are not subject to any annual review requirements. These amendments:

- Repeal and replace address language concerning the UDC's relation to private agreements,
- To address accessory structures on waterfront property, new definitions for *Shoreline* and *Waterfront Lot* were added,
- New standards that establish the front yard of a waterfront lot is the yard that faces the shoreline in the Cross Lake Overlay District, and
- Amending language for exterior lighting luminaire standards. Existing language states that a luminaire greater than 25 feet in total height requires special use approval. Proposed language would instead require a variance.

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



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23-6-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].

1. Amend "Relation to Private Agreements" in ARTICLE 1. TITLE, PURPOSE, AND APPLICABILITY, SECTION 1.3. APPLICABILITY in the Caddo Parish UDC.

1.3 APPLICABILITY

D. Relation to Private Agreements

~~This Code does not nullify any private agreement or covenant. However, where this Code is more restrictive than a private agreement or covenant, this Code controls. Those charged with administration and enforcement of this Code do not enforce any private agreement.~~

This Code is not intended to abrogate, annul, or otherwise interfere with any private agreement, easement, covenant, restriction, or other private legal relationship. The Zoning Administrator is responsible for enforcing this Code; it does not enforce private agreements, easements, covenants, or restrictions except those specifically required for the administration and enforcement of this Code.

2. Add new definitions "Shoreline" and "Waterfront Lot" in ARTICLE 2. DEFINITIONS AND RULES OF MEASUREMENT, SECTION 2.3 DEFINITION OF GENERAL TERMS in the Caddo Parish UDC. These new definitions will need to be alphabetized accordingly.

2.2 DEFINITION OF GENERAL TERMS

Shoreline. The mean high-water line.

Waterfront Lot. A lot bounded on at least one side by water and located on the perimeter of a permanently established body of water such as a lake, river or bayou.

3. Add new standards titled "5. Accessory Structures" to ARTICLE 4. ZONING DISTRICT REGULATIONS, SECTION 4.6. SPECIAL PURPOSE DISTRICT, SUBSECTION 4.6.F CLO CROSS LAKE OVERLAY ZONING DISTRICT in the Caddo Parish UDC.

4.6 SPECIAL PURPOSE DISTRICTS

F. CLO Cross Lake Overlay Zoning District

5. Accessory Structures

- a. An accessory structure on a waterfront lot may be located in the front yard.



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b. The front yard of a waterfront lot is the yard that faces the shoreline. If more than one yard faces the shoreline, the rear yard is the one that provides access to a road and the front yard is determined accordingly.

4. Amend development standard "Luminaire with Cut Off Standards" in ARTICLE 7. ON-SITE DEVELOPMENT STANDARDS, SECTION 7.2 EXTERIOR LIGHTING in the Caddo Parish UDC.

7.2 EXTERIOR LIGHTING

C. Luminaire with Cut Off Standards

1. To be considered a cut off luminaire, the cut off angle must be 75 degrees or less.
2. The maximum total height of a cut off luminaire, either freestanding or attached to a structure, is 25 feet. Any luminaire greater than 25 feet in total height requires ~~special-use approval~~ a variance.
3. A cut off luminaire must be designed to completely shield the light source from an observer three and one-half feet above the ground at any point along an abutting lot line.



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STAFF REPORT

SEPTEMBER 27, 2023

AGENDA ITEM NUMBER: XX

MPC Staff Member: Adam Bailey

Parish Commission District: All Districts

CASE NUMBER: 23-6-CTAP: Caddo Parish Code-Text Amendments
APPLICANT: CADDO PARISH PLANNING AND ZONING COMMISSION
REQUEST: Code Text (Ordinance) Amendments to the Caddo Parish UDC

DESCRIPTION: These proposed code text amendments address various items including, but not limited to, amending the following articles of the Caddo Parish UDC: *Article 1. – Title, Purpose, and Applicability*; *Article 2. – Definitions and Rules of Measurement*; *Article 4. – Zoning District Regulations*; and *Article 7. – On-Site Development Standards*; with all provisions included therein.

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.

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 September 27, 2023, Planning and Zoning Commission public hearing, a legal ad was published in the official Caddo Parish journal, *The Caddo Citizen*, on September 7, 2023; September 14, 2023; and September 21, 2023.

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.

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 redlines and strikeouts.**

Amendment 1. Repeal and replace address language concerning the UDC’s relation to private agreements in *Article 1. – Title, Purpose, and Applicability*.



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STAFF REPORT

- Amendment 2.** Add new definitions for *Shoreline* and *Waterfront Lot* in **Article 2. Definitions and Rules of Measurement.**
- Amendment 3.** Add new standard *Accessory Structures* to the Cross Lake Overlay District in **Article 4. – Zoning Districts.**
- Amendment 4.** Amend exterior lighting luminaire standards in **Article 7. – On-Site Development Standards.**

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.
 - 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 the Caddo Parish Commission, **Article 1, Article 2, Article 4, and Article 7** 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 support or opposition was present.

MPC BOARD

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

CC3825

NOTICE TO THE PUBLIC

Notice is hereby given that the Caddo Parish Planning and Zoning Board will hold a public hearing on Wednesday, September 27, 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.

23-6-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 certain proposed code text amendments to the Caddo Parish UDC in order to amend to the following articles, or portions thereof: Article 2. – Definitions and Rules of Measurement, and Article 4. – Zoning District Regulations, regulating waterfront lots in the Cross Lake Overlay Zoning District, with all provisions included therein.

Alan Clarke, Executive Director
Metropolitan Planning Commission

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, BY AMENDING THE ZONING OF PROPERTY LOCATED SOUTHWEST CORNER OF LINWOOD AVENUE AND MAYO ROAD, CADDO PARISH, LA., FROM R-A RURAL-AGRICULTURAL DISTRICT TO C-2 CORRIDOR COMMERCIAL DISTRICT, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO

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, is hereby amended and re-enacted to read as follows, to wit:

The official Zoning Map of the Shreveport Metropolitan Planning Area of Caddo Parish, Louisiana, be amended by rezoning property located on the southwest corner of Linwood Avenue and Mayo Road, Caddo Parish, LA, more particularly described below, be and the same is hereby amended from **R-A Rural-Agricultural district to C-2 Corridor Commercial district:**

A tract of land being bound on the North by Rose Avenue as recorded in book 450, page 177, on the East by Linwood Avenue as recorded in book 251, page 342, and on the South by Wildwood South, as recorded in book 900, page 591, all in the conveyance records of Caddo Parish, Louisiana, and being located in the North half of the Southeast quarter of Section 14, Township 16 North, Range 14 West, Caddo Parish, Louisiana, being more particularly described as follows: commencing at the Southeast corner of Section 14, Township 16 North, Range 14 West Caddo Parish, Louisiana, thence North along the East Line of said Section 14 a called distance of 1,936 feet, thence West a distance of 30 feet to the intersection of the westerly right of way line of Linwood Avenue as recorded in book 251, page 342, and an Easterly projection of the North line of Wildwood South, as recorded in book 900, page 591, both in the conveyance records of Caddo parish, Louisiana, and being the point of beginning of the tract described herein; thence continue West a distance of 20 feet along said easterly projection to the Northeast corner of said Wildwood South; thence West along the North Line of said Wildwood South a distance of 230.00 feet; thence North a distance of 708.00 feet to the South right of way line of Rose Avenue as recorded in book 450, page 177, conveyance records of Caddo Parish, Louisiana; thence East a distance of 250.00 feet to the West right of way line of said Linwood Avenue; thence South a distance of 710.00 feet along said West right of way line to the point of beginning; said tract herein described containing 4.07 acres, more or less. This description was created without the benefit of an actual on the ground survey. Section 14, T16N, R14W, Caddo parish, Louisiana., 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 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 become effective ten (10) days after publication in the official journal.

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

Approved as to legal form:

Parish Attorney

Date

23-29-P
Linh Nhat Huynh

**CADDO PARISH PLANNING AND ZONING COMMISSION
SUMMARY MINUTES OF THE PUBLIC HEARING SEPTEMBER 27, 2023**

A regularly scheduled public hearing of the Caddo Parish Planning And Zoning Commission was held on Wednesday, September 27, 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
Adam Bailey, Community Planning & Design Manager
Kamrin Hooks, Executive Assistant/Planner 1
Donna Frazier, Parish Attorney's Office
Tanner Yeldell, City Attorney's Office
Stephen Jean, Deputy Director
Reginald Jordan, Zoning Administrator

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 August 23, 2023 public hearing as submitted.

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

PUBLIC HEARING

CASE NO. 23-29-P ZONING REQUEST

Applicant:	LINH NHAT HUYNH
Owner	Margaret Blair Williams
Location:	0 Linwood Ave (southwest corner of Linwood Ave and Mayo Rd)
Existing Zoning:	R-A
Request	R-A to C-2
Proposed Use:	Commercial Uses

Representative &/or support:

Johnny Linh Huynh 11160 Greenacres Rd, Shreveport, La, 71106

Huynh explained to the Board that he had purchased 43 acres of land and wanted to develop 4 acres of it to build a strip mall area. He said that he felt that bringing businesses to the area would be beneficial. Huynh clarified that the development would not be low-income. He spoke about a concern of flooding and said the development would have a plan to not increase water run-off.

BROWN asked what kind of businesses would be there and if neighbors could rent spaces. Huynh said that he already had personal businesses that would operate there and that currently it is not open for public rent, but the businesses will be useful to the area.

NEUBERT asked the executive director CLARKE to talk about what is and is not allowed under a C-2 zoning.

CLARKE stated that mixed income housing or multi-family would not be allowed in a C-2 commercial zoning. He stated in a C-2 the only available residential type housing in this zoning would be dwelling above the ground, which would include a retail establishment on the first floor and housing on the second or third floors.

BROWN asked the applicant if he was buying all of the 43-acre lot and would he leave any of the area forested for the residents. Huynh explained that he would leave 20-50 feet of area to the west of the development as well as the undeveloped land.

Roland Ricou 3 Walton Place, Shreveport, La, 71106

Ricou addressed the public concern that the city may annex that portion of developed land into the city of Shreveport. He stated that the track of land was not contiguous with the city limits of Shreveport.

Laurel Rice Brightwell 207 Milam St, Ste. C, Shreveport, La, 71101

Brightwell spoke on behalf of the seller of the land. She stated that there are commercial and light industrial properties close to the area. She stated that a rezoning of the lot would not be an unusual request. Brightwell stated that the woods belong to the seller Williams and that if the sell does not go through, all 43 acres will be clear cut in order to benefit from the timber market. She stated that the opposition wants to keep the wooded area wooded, but either by development or the timber market the area would be changed, and the forest area removed.

MARCHIVE asked if the property across the street was on the market and an option for the applicant. Brightwell answered she did not know and only represented the seller.

Melissa Riddick 514 Dunmureland, Shreveport, La, 71106

Riddick spoke on behalf of the buyer and stated the applicant only wants to develop the front portion of the land. She stated that the applicant is willing to do as much screening as necessary to appease the residents and parish.

Opposition:

Darcy Piazza 9668 Darrell Ave, Shreveport, La, 71106

Piazza stated that she has lived in the area for most of her life and can speak confidently about the fact that no one in the area is comfortable or wants this area developed. She stated that the type of businesses that will be moving in have not been expressed by the applicant. Piazza explained that the abandoned commercial properties in the area have been vacant for over thirty years because every business that comes fails. She then stated that there is available vacant building that the applicant could use instead of destroying the forest area to construct a strip mall that might fail, like many other businesses have in the past, leaving eyesores and abandoned buildings in their area. Piazza expressed concern for drainage issues because it would affect the neighborhood. She also stated that the added traffic from the development would be detrimental to the already unstable traffic conditions in the area. Lastly, expressed to the Board that the people of the area do not want access to the things that they need in their neighborhood. The residents of the area are more than happy to drive to what they need in the city, down the road.

Piazza asked that rapid development not be started in their area.

MARCHIVE explained that the commercial properties near their neighborhood had been grandfathered in through the land use planning map.

NEUBERT asked Piazza what she would support on the land. Piazza explained that she did not know what she would support because the drainage line goes through that property and in order to be okay with any development, she would need to see detailed site plans that provide certainty.

BROWN stated that the owner of the woods has been letting people utilize them and now the owner is being told what they can or cannot do with their property. He then said that the area would be wiped out per the word of the seller's representative and either way the woods would be gone. BROWN expressed the positive aspect of this development for the area. Piazza explained that the area cannot sustain the businesses because the market is not there. She then said that this application should not be supported without more concrete planning.

No further discussion ensued.

Nancy Ambrose 9647 Darrell Ave, Shreveport, La, 71106

Ambrose explained that on her side of the neighborhood, they have well water and septic and asked if the development would be on city water or well. She then stated that with the amount of traffic, a traffic light or stop sign would be needed.

NEUBERT asked CLARKE to explain the annexation possibility of the area to the city.
CLARKE said that it is very doubtful the city would annex the area. So, the area would be private septic and well water
NEUBERT asked if you could have city water without being in the city, to which CLARKE answered yes.
Ambrose stated that her concerns were answered and wrote she would support the application moving forward.

David Arnoldi 10295 Linwood Ave, Shreveport, La, 71106

Arnoldi stated he lived directly across from the possible development and did not want to live across from businesses.
NEUBERT asked Arnoldi what he would support there, to which he answered something environmentally friendly.

Rebuttal:

Johnny Linh Huynh 11160 Greenacres Rd, Shreveport, La, 71106

Huynh stated he would try his best to keep the neighbors happy.
BROWN asked if the 4 acres were approved, would the applicant be okay with possible stipulations to keep the forest look for the area. The applicant answered that yes, he would be open to those stipulations.
HUMPHREY asked how many acres he was purchasing. Huynh stated 43 acres to which he would develop 4 of, leaving roughly 39 acres undeveloped at this time.
NEUBERT asked for the road frontage on the property, to which the applicant replied, 710ft.

A motion was made by MR. BROWN seconded by MS. HART to recommend approval of this application with stipulations.

The Board discussed a possible add on to the stipulations required. NEUBERT requested to add the word enhanced, to require natural buffers and greenery to the property.

CLARKE expressed that the Board was drifting towards a by definition planned unit development as they could not regulate greenery with a site plan review. He stated that the MPC could ensure the site plan meets the requirement of a development in the C-2 district.

MARCHIVE asked staff if making the development a planned unit development was possible, to which CLARKE said yes, but it would be a new application. He also noted that civic engagement is plainly expressing their opinion of not wanting this rezoning or development in their property.

MARCHIVE stated that the area is a rural residential area, and it should stay that way.

BROWN stated that the future land use map mirrors the master plan map done by consultants that was instituted all over the country. He stated that property should develop the way it wants naturally, and the development will be a plus for the area.

GREEN raised concern that if this application is approved, what will stop the rest of the 43 acres from being developed later.

NEUBERT answered it would be an application-by-application basis on the limitations of the development of the 43 acres.

BROWN state that their development would bring jobs to the area.

The motion was adopted by the following 5-1 vote: Ayes: Messrs. BROWN & HUMPHREYS and Meses. GREEN, HART & NEUBERT Nays: Messrs. MARCHIVE. Absent: NONE

END OF PUBLIC HEARING

OLD BUSINESS

NEW BUSINESS

OTHER MATTERS TO BE REVIEWED BY THE COMMISSION

CHAIR/BOARD MEMBER'S COMMENTS

draft

ADJOURN 4:54 p.m.

Laura Neubert, Chair

Phyllis Hart, Secretary



CADDO PARISH PLANNING AND ZONING COMMISSION

Office of the MPC | 505 Travis Street, Suite 440 | Shreveport, LA 71101 | 318-673-6480 | shreveportcaddompc.com

STAFF REPORT

SEPTEMBER

27, 2023

AGENDA ITEM NUMBER:8

MPC Staff Member: Jomari Smith

Parish Commission District: 9/John Atkins

CASE NUMBER 23-29-P: ZONING REQUEST

APPLICANT: LINH "JOHNNY" HUYNH
OWNER: Margaret Blair Williams
LOCATION: 0 Linwood Ave. (SW Corner of Linwood Ave & Mayo Rd)
EXISTING ZONING: R-A
REQUEST: R-A to C-2
PROPOSED USE: Commercial Development

DESCRIPTION: The applicant is requesting approval to rezone 4.07 acres of a 43.09 acer sized tract from the current zoning R-A (Rural Agriculture) to C-2 (Corridor Commercial). The purpose of the rezoning is so that the applicant can use the 4.07 acres for the development of a commercial / retail center for lease spaces to businesses for multi-tenant commercial uses. This property is adjacent to R-1-7(Single-Family Residential) to the North and South, with C-3 (General Commercial) zoning across Linwood Ave to the east, and R-A zoning to the west.

There is some pervious case history associated with this property.

- P-93: A Rezoning of a R-A to R-1 for residential use.

Nearby relevant cases include.

- P-439: A rezoning of a R-A to R-4 for the use of a residential subdivision, Approved.
- P-54-78: A rezoning of a R-1 property to B-3 for the use of a used car lot & barber shop, Denied.
- P-35-79: A rezoning of a R-1 property to B-2 for the use of a real estate office and drapery show room.
- P-12-81: A rezoning of a R-1 to B-2 for the use of a hardware store & Retail. Approved.
- P-34-81: A rezoning for a R-1 to B-3 for the use of a service station with auto repair. Approved.
- P-58-85: MPC approval for a fire station.

Nearby neighborhoods include: Boggy Bayou, Wallace Lake, Wallace Lake Heights.

REMARKS: As stated, the applicant is requesting to rezone 4.07 acres of a 43.09 acres sized tract from the current zoning of R-A to the zoning C-2 for the use of opening a commercial / retail center that will lease spaces to businesses for multi-tenant commercial uses within the C-2 zoning district. The adjacent properties to the North, South and West are residentially zoned, while the properties across Linwood to the East are zoned Commercial.

As stated in Article 4.3 of the Unified Development Code (UDC), C-2 is defined as "*The C-2 Corridor*



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STAFF REPORT

Commercial Zoning District is intended to accommodate the commercial corridors of the City of Shreveport. The C-2 District addresses primarily auto-oriented retail, both individual businesses and retail centers, with the intent of improving the pedestrian environment along the corridor. Mixed-use development is encouraged with residential dwelling units allowed above the ground floor." The permitted by right uses in C-2 zoning district include Agriculture, Amusement Facility – Indoor, Animal Care Facility, Animal Shelter, Animal Shelter – Operated by Public Authority, Art Gallery, Arts Studio, Automated Teller Machine – Standalone, Body Modification Establishment, Broadcasting Facility TV/Radio - Without Antennae, Bus Transfer Station, Commercial Facility For Pop-Up Use, Retail Sales of Alcohol-Beer/Wine, Community Center, Community Garden, Cultural Facility, Day Care Center, Dwelling – Above the, Ground Floor, Educational Facility - Primary or Secondary, Financial Institution, Financial Institution with Drive-Through, Food Truck and Trailer Vendor, Government Office, Healthcare Institution, Lodge/Meeting Hall, Medical/Dental Office, Office, Outdoor Dining, Personal Service Establishment, Place of Worship, Public Park, Public Safety Facility, Restaurant, Retail Goods Establishment, Self-Service Ice Vending Unit, Soup Kitchen, Soup Kitchen, Accessory, Specialty Food Service, Wireless Telecommunications – Attachments to Existing Structures (Other than Towers), Wireless Telecommunications – Modifications, Farmers' Market, Temporary Outdoor Events, Temporary Sale of Non-Seasonal Merchandise and Temporary Seasonal Sales.

In reviewing the zoning map, the properties on Linwood Ave, to the North and East have a few commercially zoned properties with frontage along Linwood Ave. and are typically located at the intersections of Linwood such as Mayo Rd & Shattalon Dr. The majority of the lots within this neighborhood are comprised of the R-1-7 (Single-family Residential) zoning district as well as the R-A (Residential Agriculture) zoning. This site if rezoned would be located at an intersection of Linwood Ave. & Mayo as well as Linwood Ave. & Lee Blvd. This tract would also have frontage along Linwood as well which is consistent with the already commercially zoned properties within the area.

The future land use map recommends that the property remain residential and be developed residentially. Given the future land use map recommendation, a rezoning to a commercial zoning such as C-2 would be in contradiction with the recommendation that is being provided with the master plan. It however should be noted that a few of the properties are already in contradiction with the map and have been rezoned to allow for an array of more intense uses than the proposed zoning district.

The applicant hosted a neighborhood participation meeting on Tuesday September 5th at 6:00pm. The meeting details provided by the applicant stated that the meeting did not go as well as they planned. It appears that the community within the area was opposed to the commercial development, when asked as to what they would like to have the property be used for they indicated that they did not want it to be used for anything. The meeting has 19 people in attendance, 16 public attendees, the applicant, and the applicants' realtors.

STAFF

ASSESSMENT: Based on the information contained in the application, and analysis of the facts of record, MPC Staff concludes that it is warranted to deny the application to rezone the property to C-2 in efforts to remain consistent with the future land use recommendation.



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STAFF REPORT

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

- a.** Approve the application to rezone.

PUBLIC ASSESSMENT: 4 spoke in support and 3 in opposition.

PZC RECOMMENDATION: The Board voted 5-1 to recommend this application for approval with stipulations.

23-29-P

NOB

MARS

DARRELL

LINWOOD

1,500' NOTIFICATION
AREA

R-1-7

C-2

R-MHS

C-2

MAYO

R-A

R-A
to C-2

C-3

C-1 (PUD)

R-2

R-A



SCALE: 1" = 500'

23-29-P AREA REF MAP

IN SIDE CITY LIMITS

BONNYDUNE

OUTSIDE CITY LIMITS

JANN

NOB

MARS

LINWOOD

DARRELL

SHATTA LON

HEMPERLY

R-A
to C-2

MAYO

GENERAL CHENAUT

GENERAL BRADLEY

DIXON

RUTLEDGE

ARLINE

LEE

GENERAL PATTON

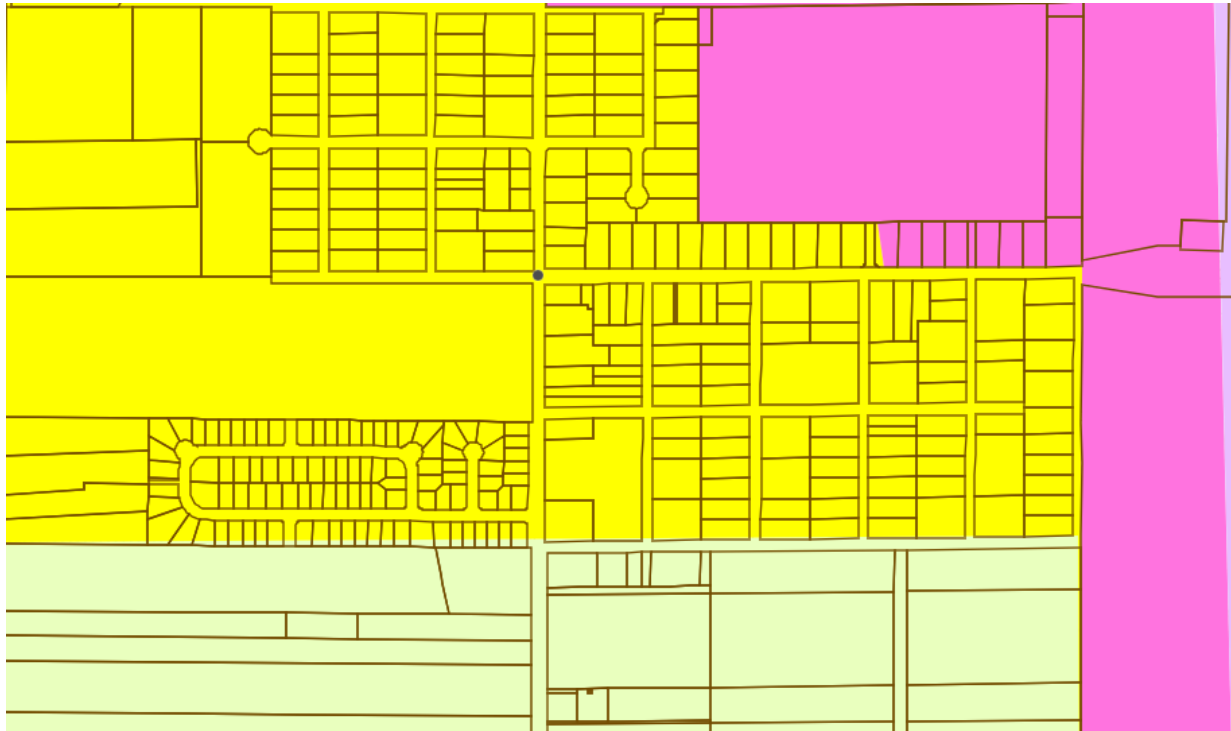
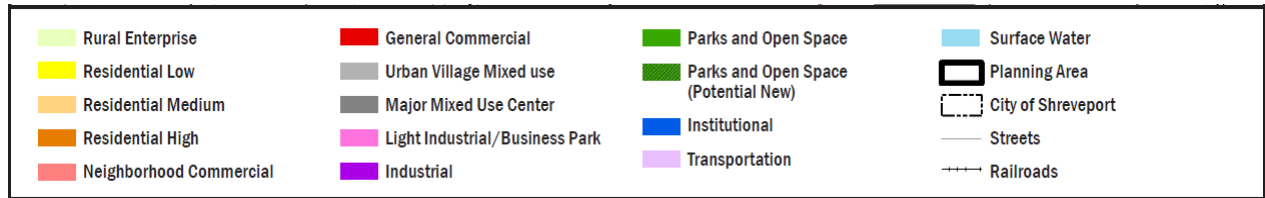
BUCKLEY



SCALE: 1"=750'

23-29-P

Future Land Use Map











Neighborhood Participation Plan Report

(To Be Submitted a Minimum of 2-weeks Prior to Public Hearing)



This template is for informational purposes only, and should be used as a guide – and modified accordingly – to meet the specifics for your meeting. Items 1-11 are required for submittal.

- 1. Project Name: Linwood Avenue Commercial Center**
- 2. Contact Name: Linh “Johnny” Huynh**
- 3. Meeting Date: September 5, 2023**
- 4. Meeting Location: South Caddo Library, 2111 Bert Kouns, Shreveport, LA**
- 5. Meeting Start Time: 6:00 p.m.**
- 6. Meeting End Time: 7:30 p.m.**
- 7. Number of People in Attendance: 19 – 16 attendees, applicant, 2 realtors representing applicant**
- 8. Date of Filing of Land Use Application: August 4, 2023**
- 9. General Introduction:**

Please include information about who you reached out to for the meeting, communication outreach methods (letters, Facebook, emails, etc.), what you were proposing at the time of the neighborhood meeting, the meeting format (PowerPoint, Q&A, Display Boards, etc.), and who attended the meeting on behalf of the applicant (engineers, attorney, developer, property owner, etc.). Additional information that you feel is important to include is welcomed.

Letter sent via MPC was the communication method. Applicant – Linh Huynh – and his realtors, Melissa Riddick and Roland Ricou of Sealy Real Estate Services, attended and assisted in presentation.

10. Summary of Concerns and Issues Raised at the Meeting:

Please list and respond to each one individually; include as many items that were discussed.

- a. List question/concern/comment/request for changes to the proposed plans.**

Concern there will be increased traffic on Linwood Avenue and it is narrow with no shoulders.

Applicant Response: Applicant is envisioning businesses that would be providing services to the neighborhood so no increase in traffic as these are the people already driving up and down Linwood. Could not address road condition as this wasn't applicable to his application.

- b. Concern that this area will be annexed into City.**

Applicant Response: His application does not require nor does he want City annexation. Attendees are very opposed to City annexation.

- c. Concern that this area will be developed for low income housing.**

Applicant Response: His application is for commercial development on the front 250+/- feet. He has no plans to develop the remainder at this time for any type of housing. If he was to want to develop, he would have to make another application and go through same process he is going through with this application and neighborhood would be made aware and could voice concerns at that time.

- d. **Concern about the type of businesses locating in the development (vape stores) and liquor sales.**

Applicant Response: He envisions businesses that would provide services to the neighborhood but does not have any identified. Incorrectly stated that liquor sales would require additional approval. Did not know that his C-2 zoning provided for the sale of beer and wine without additional approval.

- e. **Concern that commercial development brings crime.**

Applicant Response: He is hoping businesses that complement the neighborhood and the people conducting business there would be neighbors.

- f. **Concern that commercial development would cause flooding.**

Applicant Response: He will have to submit his plans for development for review and approval and he will have to abide by any requirements for detention.

- g. **Concern from a resident to the south that commercial development would take the place of the wooded view from their backyard.**

Applicant Response: He will have to provide required fencing and landscaping.

11. Additional Items Required for Report Submittal:

- Meeting sign-in sheet
- Meeting minutes
- Copy of the plan that was presented at the neighborhood meeting

12. Deadline:

- If your land use application requires a Public Hearing before the MPC Board, then your Neighborhood Participation Plan Report must be submitted two weeks prior to the Public Hearing.
- If your land use application does not require a Public Hearing, no decision on your land use application will be made until a Neighborhood Participation Plan Report has been submitted to your Case Manager

I, the undersigned, as the applicant or an authorized representative of the applicant do solemnly swear and attest that the information provided is true and accurate. I have included a complete record of the neighborhood meeting, as well as an honest response regarding the intentions for development.


Linh Huynh (Sep 7, 2023 13:30 CDT)

Sep 7, 2023

Signature of Applicant or Authorized Representative

Date

Linh Huynh

9/7/2023

Type or Print Name of Applicant (or Authorized Representative)

Date

NPP Sign In Sheet

Project Name/Location: Linwood Avenue Commercial Center Date: 9/5/23

Meeting Location: South Caddo Library Time: 6:00

Name	Organization	Address	Email Address	Phone Number
Robert Leventikis		531 Rutledge Ave		687-3746
Patti Foster		503 Rutledge Ave	pattifoster@phn.com	318-347-4254
Troy Foster		503 Rutledge		318-840-4007
Wynon Basha		545 Shattalon Dr.		318-540-2088
Wynon Basha		441 MARS DR		318-682-4080
Dee Basha		441 MARS		687-409
C. K.		403 Rutledge	Ketchum 403 @YAHOO.COM	
Dewayne Lee		453 Rutledge	dewaynlee@comcast.net	318-469-7505
DAVID ARNOLD		10295 Linwood	dvdaarnold:99@gmail.com	318-688-4540
MAUREEN ARNOLD		10295 Linwood		318-688-4540
Ralph Gray		9729 Arline Cir		318-465-1679
Maura Gray		9729 Arline Cir		318-465-1679
Larry Stokes		9677 Darrell Ave		318-518-8101
MARK NELSON		565 and 555 522 Shattalon		318-458-1995
Jeremy Pinzani		9668 Darrell Ave 5'port LA 7106	jeremyPinzani@aol.com	318-505-5313
Vicki Nelson		507 Dixon		318-272-4462

My parents have been homeowners in Wildwood South for more than 50 years! That neighborhood has been a part of my life for my entire life. And I include the woods across the street from my family's home, and that run along the whole side of Wildwood, a part of Wildwood. This is my neighborhood and my woods. To an outsider, they may not seem like much, but to me, they are and always will be a part of me.

At the age of 2, I wandered off with the family dog and stayed lost in those woods for hours! My Father and Mother, along with the rest of the neighbors finally found me. Growing up, the kids of Wildwood used the woods to build forts in, ride bikes, build trails, ride 4-wheelers, have races, have BB gun wars, and countless other things. I rode my horse for hours through those woods. We even used it as a shortcut to "The Little Store" on Linwood by Mayo Rd.

It was a perfect place to raise your children. It was a place that allowed us to play outside all day without our parents worrying. We could build campfires, play all kinds of sports, and just entertain ourselves without getting into trouble. I really can't imagine growing up anywhere else.

Our neighbors became family and remain that way today. Unless you were there, you probably could never understand. We were family and the woods were family, too. The woods were a playmate to each and everyone of the Wildwood kids as well as kids from the surrounding neighborhoods. I can only think that's what motivated people to reside in Wildwood and is the same cause that new residents moved there now.

There are countless properties in town that could be bought and developed or re-developed. The people that live near where you want to tear down and develop, I'm sure feel as I do. It's unwelcome. We have lived there for a reason and now you are trying to destroy that reason. We don't want anything more than what we have now.

Any kind of strip mall, apartments, etc., in place of our woods, will certainly change everything! And I mean everything in a negative way! If you destroy those woods, you will be destroying, in a sense, some of the innocence that's left in that area...some of what makes the area special and good. You will also be destroying the natural habitat of countless species of animals. It will be an act that cannot be undone. And the negative effects will be felt for many generations to come.


I hope you reconsider your plans. Buy in town or elsewhere and do as you please. Leave this area and my woods alone!! Thank you for your time.

Vicki Nelson

A handwritten signature in black ink, appearing to read 'Vicki Nelson', with a stylized, flowing script.

Ralph & Maisha ^{Shayes} Gray
9729 Arline Cir
Sprenseport, LA.
71106

This is Concerning Case Number
23-29-P.

I'm not for rezoning our
area as this development would
be. Literally at my back
yard fence. I feel like I could
be losing my peaceful, safe
& private back yard. I can't
imagine the loss of all my hard
work for 30 years turning into
a crime area & a dumpster
to look at.  Our home
would never be the same. Greenwood
is congested now. This is very intrusive ^{Ralph & Maisha}

Land Development

505 Travis Street | Suite 440 | Shreveport, LA | 71101
 318-673-6480 | fax 318-673-6461

UDC DEVELOPMENT APPLICATION

*The following application is required for all properties **within the MPC's five-mile Caddo Parish Planning Limits**. Members of the MPC's Land Development department are available to outline the development review process, verify submittal requirements and identify UDC requirements specific to all development requests.*

DO NOT WRITE IN THIS AREA-OFFICIAL USE ONLY			
Date: _____ Planner: _____ Case No: _____ Application Fee: _____			
1. PROPERTY INFORMATION			
Project Name: Linwood Avenue Commercial Center		Associated Case:	
Project Address/Location: 10200 Block Linwood Avenue, Shreveport, LA			
Current Zoning District: R-A	Proposed Zoning District (if applicable): C-2	Parcel Number(s): 161414-000-0021	
2. CASE TYPE			
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"> <input checked="" type="checkbox"/> Zoning Map Amendment (Rezoning) <input type="checkbox"/> Special Use Permit <input type="checkbox"/> Preliminary & Final Plat (7 or more lots) <input type="checkbox"/> Final Plat (Less than 7 lots) <input type="checkbox"/> Re-Plat </div> <div style="width: 33%;"> <input type="checkbox"/> Planned Unit Development (PUD) Zoning Map Amendment and Preliminary Site Plan <input type="checkbox"/> PUD Site Plan (Administrative) <input type="checkbox"/> Small Planned Unit Development (SPUD) Zoning Map Amendment and Site Plan </div> <div style="width: 33%;"> <input type="checkbox"/> Public Right-of-Way Closure and Abandonment <input type="checkbox"/> Site Plan Approval <input type="checkbox"/> Site Plan Revision <input type="checkbox"/> Site Plan Modification <input type="checkbox"/> Other: _____ </div> </div>			
3. PARCEL DESCRIPTION			
<i>(existing platted subdivision name, block and lot designation; if un-platted, provide a detailed metes and bounds description)</i> See attached.			
4. GENERAL LOCATION OF PROPERTY			
<i>(street address and/or frontage, and distance to cross street)</i> Linwood Avenue, west side, at intersection with Mayo Road, approximately 710 feet fronting Linwood			
5. PROPOSED USE OF THE PROPERTY			
<input type="checkbox"/> Single-Family Residential <input type="checkbox"/> Multi-Family Residential <input type="checkbox"/> Mixed-Use <input type="checkbox"/> Townhouse Residential <input type="checkbox"/> Duplex Residential <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Industrial			
Provide a brief explanation, attach additional sheets, if necessary			

Land Development

505 Travis Street | Suite 440 | Shreveport, LA | 71101
 318-673-6480 | fax 318-673-6461

UDC DEVELOPMENT APPLICATION

6. ZONING INFORMATION		7. BUILDING INFORMATION	
Current Zoning District(s): R-A	Proposed Zoning District(s): C-2	Proposed Building Use(s): commercial strip center	
If more than one district, provide the acreage of each:		Existing Building(s) sq. ft. gross: N/A	
Special Purpose Overlay District (if applicable):		Proposed Building(s) sq. ft. gross:	
Total Site Acres: 43.09 +/-	Total sq. ft. gross (existing & proposed):		
Off-Street Parking Required:	Proposed height of building(s):		Number of stories:
Off-Street Parking Provided:	Ceiling height of First Floor:		
8. DIMENSIONAL STANDARDS			
Lot Area (square footage): 4.07 acres		Lot Coverage (Total Area in square feet):	
Lot Coverage Percentage of Total Lot Area:			
9. STORMWATER INFORMATION			
Existing Impervious Surface:	acres/square feet	Hazard Flood Area	<input type="checkbox"/> Yes <input type="checkbox"/> No
Proposed Impervious Surface:	acres/square feet	Red River	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cross Lake Watershed	<input type="checkbox"/> Yes <input type="checkbox"/> No	Wetlands	<input type="checkbox"/> Yes <input type="checkbox"/> No

Land Development

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318-673-6480 | fax 318-673-6461

UDC DEVELOPMENT APPLICATION

10. CONTACT INFORMATION

**IMPORTANT
NOTE ABOUT
PROJECT
CONTACT**

If property owner designates an agent as the coordinator for the project, this person (the applicant) shall attend all necessary meetings and public hearings, will receive the agenda, recommendations, and case reports, and will communicate all case information to other parties as required. **All contact for this project will be made through the applicant listed below.**

NAME, ADDRESS, AND SIGNATURE OF ALL PROPERTY OWNERS: ALL property owners must sign. All **property owners** must sign unless one person has the power of attorney to sign for others and that power of attorney is submitted with the application. A managing partner in a corporation may sign and submit written authorization. **If in business name or corporation, list all persons owning 6% or more. Attach separate sheet if necessary.**

APPLICANT CONTACT INFORMATION:

Check if Primary Contact ☒ X

Name: Linh Nhat Huynh Company: _____
E-mail: artsigns.inc@gmail.com Phone: (318) 347-9996 Fax: _____
Address: 11160 Greenacres Road City: Shreveport State: LA Zip: 71115

ARCHITECT CONTACT INFORMATION:

Check if Primary Contact ☐

Name: _____ Company: _____
E-mail: _____ Phone: _____ Fax: _____
Address: _____ City: _____ State: _____ Zip: _____

ENGINEER CONTACT INFORMATION:

Check if Primary Contact ☐

Name: Josh Craig Company: Mohr & Associates
E-mail: JCraig@mohrandassoc.com Phone: (318) 686-7190 Ext. 108 Fax: _____
Address: 1324 North Hearne, Suite 301 City: Shreveport State: LA Zip: 71107

CURRENT PROPERTY OWNER CONTACT INFORMATION:

Check if Primary Contact ☐

Name: Margaret Blair Williams Company: _____
E-mail: blairwilliamsnm@gmail.com Phone: 318-220-6753 Fax: _____
Address: 2882 Hwy. 14 City: Cerrillos State: NM Zip: 87010
Designee Contact Name: Laurel Brightwell Email Address: lbrightwell@ulcoleman.com Phone Number: (318) 221-0541

PROPERTY OWNER, CHECK ONE OF THE FOLLOWING:

____ I will represent the application myself; OR X I hereby designate Linh Nhat Huynh (name of project representative) to act in the capacity as my agent for submittal, processing, representation, and/or presentation of this request. The designated agent shall be the principal contact person for responding to all requests for information and for resolving all issues of concern relative to this request.

ACKNOWLEDGEMENT:

I hereby certify that I am the owner of the property and further certify that the information regarding property ownership provided on this development application is true and correct.

Margaret Blair Williams

Margaret Blair Williams (Aug 4, 2023 07:42 PDT)

Property Owner Signature

Aug 4, 2023

Date

Linh Huynh

Linh Huynh (Aug 4, 2023 10:31 CDT)

Applicant Signature

Aug 4, 2023

Date

Notice is hereby given that the Caddo Parish Planning and Zoning Board will hold a public hearing on Wednesday, September 27, 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.

CASE NO. 23-29-P: 0 LINWOOD AVE. Application by LINH NHAT HUYNH for approval to rezone property located on the SOUTHWEST CORNER OF LINWOOD AVE AND MAYO RD, from R-A Rural Agricultural Zoning District to C-2 Corridor Commercial Zoning District, being more particularly described as A TRACT OF LAND BEING BOUND ON THE NORTH BY ROSE AVENUE AS RECORDED IN BOOK 450, PAGE 177, ON THE EAST BY LINWOOD AVENUE AS RECORDED IN BOOK 251, PAGE 342, AND ON THE SOUTH BY WILDWOOD SOUTH, AS RECORDED IN BOOK 900, PAGE 591, ALL IN THE CONVEYANCE RECORDS OF CADDO PARISH, LOUISIANA, AND BEING LOCATED IN THE NORTH HALF OF THE SOUTHEAST QUARTER OF SECTION 14, TOWNSHIP 16 NORTH, RANGE 14 WEST, CADDO PARISH, LOUISIANA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHEAST CORNER OF SECTION 14, TOWNSHIP 16 NORTH, RANGE 14 WEST CADDO PARISH, LOUISIANA, THENCE NORTH ALONG THE EAST LINE OF SAID SECTION 14 A CALLED DISTANCE OF 1,936 FEET, THENCE WEST A DISTANCE OF 30 FEET TO THE INTERSECTION OF THE WESTERLY RIGHT OF WAY LINE OF LINWOOD AVENUE AS RECORDED IN BOOK 251, PAGE 342, AND AN EASTERLY PROJECTION OF THE NORTH LINE OF WILDWOOD SOUTH, AS RECORDED IN BOOK 900, PAGE 591, BOTH IN THE CONVEYANCE RECORDS OF CADDO PARISH, LOUISIANA, AND BEING THE POINT OF BEGINNING OF THE TRACT DESCRIBED HEREIN; THENCE CONTINUE WEST A DISTANCE OF 20 FEET ALONG SAID EASTERLY PROJECTION TO THE NORTHEAST CORNER OF SAID WILDWOOD SOUTH; THENCE WEST ALONG THE NORTH LINE OF SAID WILDWOOD SOUTH A DISTANCE OF 230.00 FEET; THENCE NORTH A DISTANCE OF 708.00 FEET TO THE SOUTH RIGHT OF WAY LINE OF ROSE AVENUE AS RECORDED IN BOOK 450, PAGE 177, CONVEYANCE RECORDS OF CADDO PARISH, LOUISIANA; THENCE EAST A DISTANCE OF 250.00 FEET TO THE WEST RIGHT OF WAY LINE OF SAID LINWOOD AVENUE; THENCE SOUTH A DISTANCE OF 710.00 FEET ALONG SAID WEST RIGHT OF WAY LINE TO THE POINT OF BEGINNING; SAID TRACT HEREIN DESCRIBED CONTAINING 4.07 ACRES, MORE OR LESS. THIS DESCRIPTION WAS CREATED WITHOUT THE BENEFIT OF AN ACTUAL ON THE GROUND SURVEY. SECTION 14, T16N, R14W, CADDO PARISH, LOUISIANA.

Alan Clarke, Executive Director
Metropolitan Planning Commission

ORDINANCE NO. 6360 OF 2023

BY THE CADDO PARISH COMMISSION:

AN ORDINANCE DECLARING THE INTENT OF THE PARISH UNDER LA.R.S. 47:2236 TO ACQUIRE FULL OWNERSHIP INTEREST IN NINE PARCELS, NAMELY: EAST 28.5 FEET OF LOT 29 & WEST 16 FEET OF LOT 28, BLOCK 2, GILMER SUBDIVISION (GEO NO. 181331-075-0051-00); EAST 24 FEET OF LOT 28 & WEST HALF OF LOT 27, BLOCK 2, GILMER SUBDIVISION (181331-075-0035-00); LOT 21, BLOCK 2, GILMER SUBDIVISION (GEO NO. 181331-075-0021-00); LOT 20, BLOCK 2, GILMER SUBDIVISION (GEO NO. 181331-075-0020-00); LOT 17 & WEST 10 FEET OF LOT 16, BLOCK C, HIGHLAND PARK SUBDIVISION (GEO NO. 181331-072-0106-00); WEST 30 FEET OF LOT 19 & EAST 10 FEET OF LOT 20, BLOCK C, HIGHLAND PARK SUBDIVISION (GEO NO. 181331-072-0111-00); LOT 35 & EAST HALF OF LOT 36, BELLMONT SUBDIVISION (GEO NO. 181331-050-0091-00); LOT 38 & EAST 10 FEET OF LOT 39, EMERALD HILL SUBDIVISION (GEO NO. 171305-006-0038-00); LOT 7, WOODLAWN SUBDIVISION (GEO NO. 171305-038-0007-00) AND TO OTHERWISE PROVIDE WITH RESPECT THERETO

WHEREAS, Taylor Family Property, LLC and SJR Investments have separately applied under Section 19-31 of the Code of Ordinances to acquire certain property adjudicated to the Parish for unpaid property taxes;

WHEREAS, Taylor Family Property, LLC and SJR Investments meet the requirements to acquire those properties based on their applications;

WHEREAS, these properties are adjudicated to the Parish for unpaid property taxes;

WHEREAS, under the Caddo Reinvest program the Parish is required to take full ownership interest in these properties prior to transferring them to Taylor Family Property, LLC and SJR Investments;

WHEREAS, taking full ownership interest under La. R.S. 47:2236 requires the Parish to duly adopt and record an ordinance declaring the Parish's intent to acquire full ownership of the subject properties;

NOW, THEREFORE, BE IT ORDAINED, by the Caddo Parish Commission in due, legal, and regular session convened, that pursuant to La R.S. 47:2236, it does declare its intent to acquire full ownership interest in the following described properties:

- a) East 28.5 feet of Lot 29 & West 16 feet of Lot 28, Block 2, Gilmer Subdivision (Geo. No. 181331-075-0051-00)
- b) East 24 feet of Lot 28 & West Half of Lot 27, Block 2, Gilmer Subdivision (Geo. No. 181331-075-0035-00)
- c) Lot 21, Block 2, Gilmer Subdivision (181331-075-0021-00)
- d) Lot 20, Block 2, Gilmer Subdivision (181331-075-0020-00)
- e) Lot 17 & West 10 feet of Lot 16, Block C, Highland Park Subdivision (Geo. No. 181331-072-0106-00)
- f) West 30 feet of Lot 19 & East 10 feet of Lot 20, Block C, Highland Park Subdivision (Geo. No. 181331-072-0111-00)
- g) Lot 35 & East Half of Lot 36, Bellmont Subdivision (Geo. No. 181331-050-0091-00)
- h) Lot 38 & East 10 feet of Lot 39, Emerald Hill Subdivision (Geo. No. 171305-006-0038-00)
- i) Lot 7, Woodlawn Subdivision (Geo. No. 171305-038-0007-00)


BE IT FURTHER ORDAINED, that the Parish Administrator, or her designee is directed to comply with the requirements of La R.S. 47:2236, including but not limited to recordation of this ordinance, giving of notice in accordance with the statutes, filing of the notice, and filing of the affidavit in accordance with the statutes.

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.

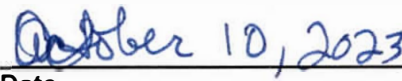
BE IT FURTHER ORDAINED, that this ordinance shall take effect upon adoption.

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

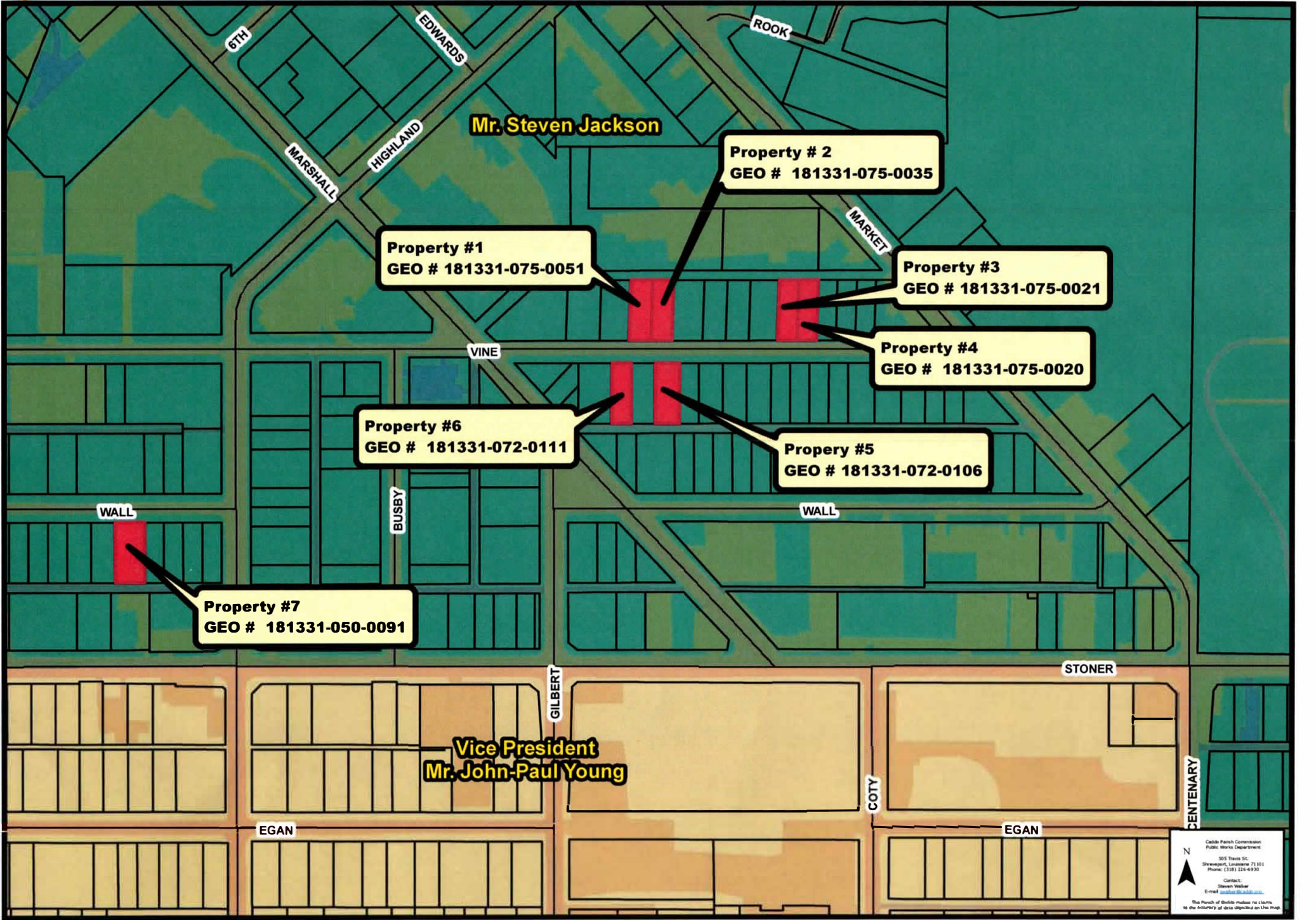
Approved as to legal form:

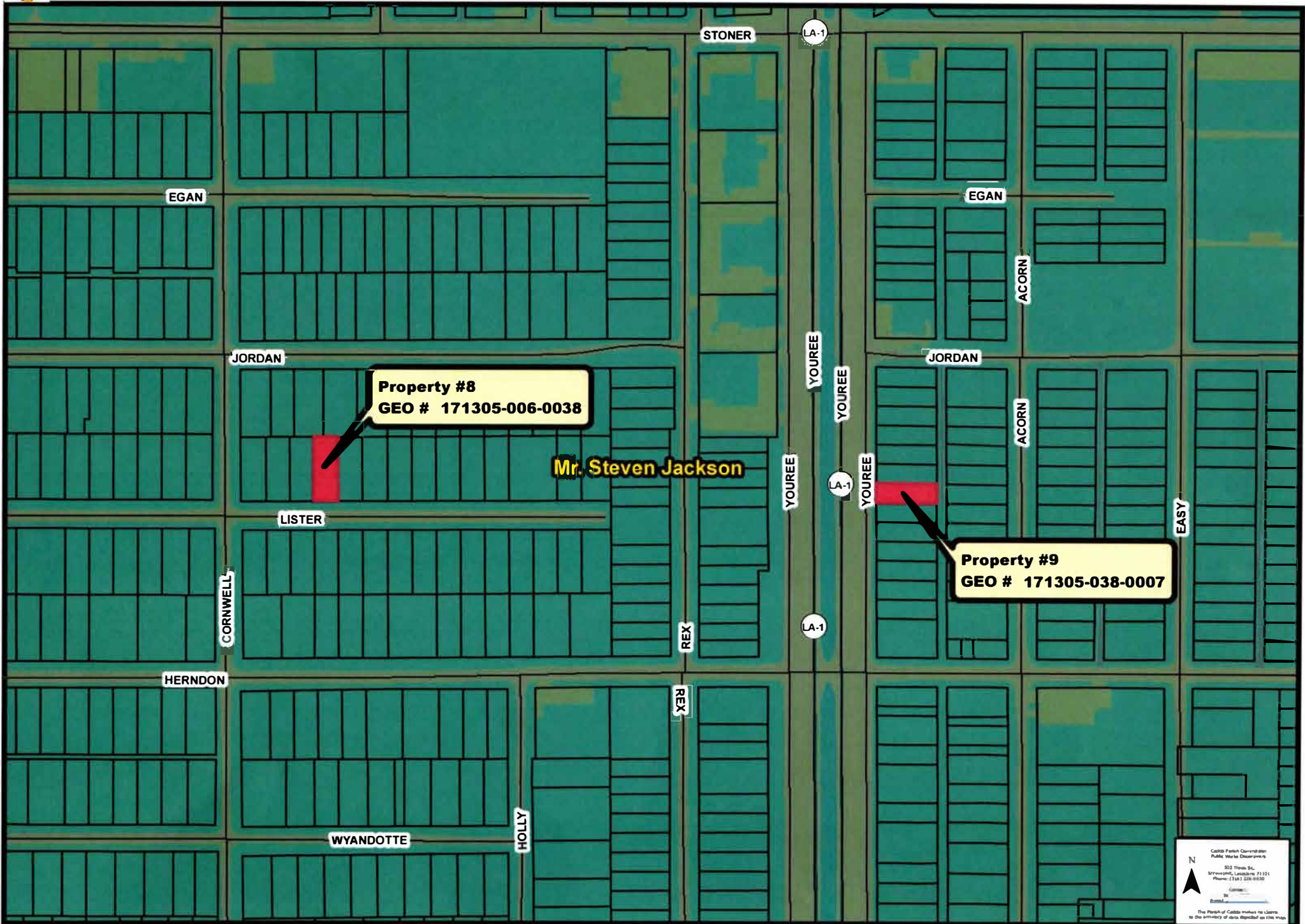


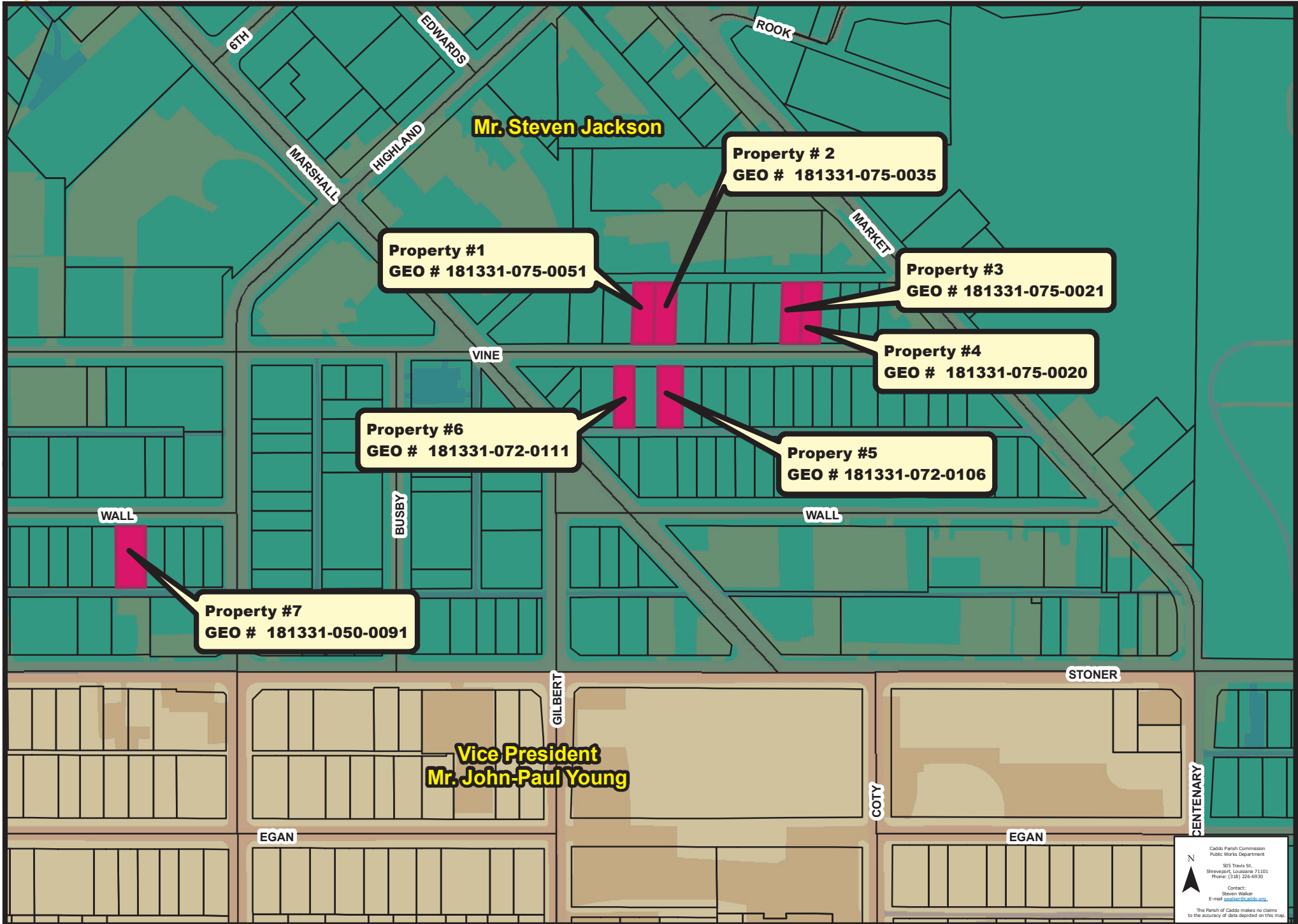
Parish Attorney

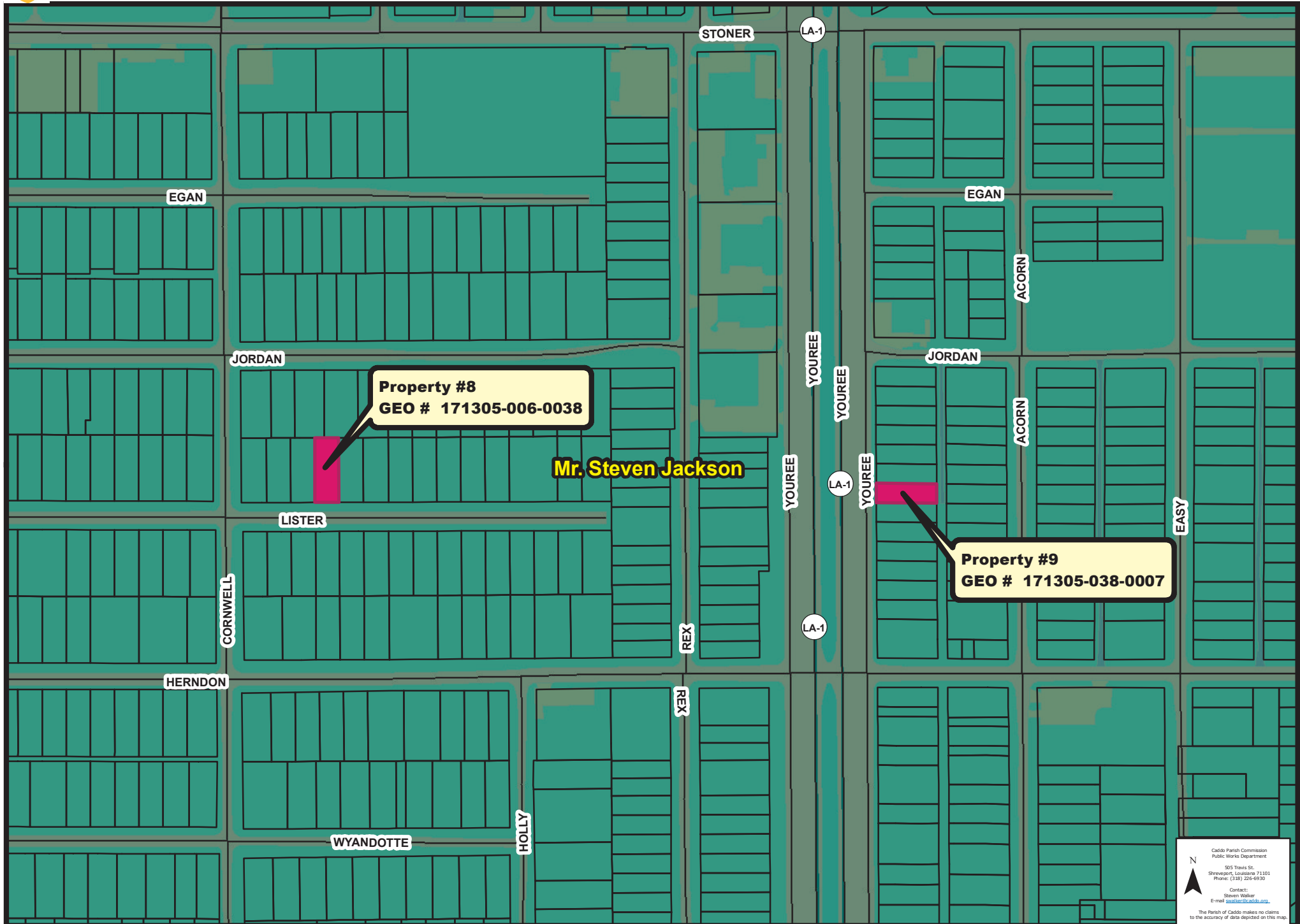


Date











ORDINANCE AND RESOLUTION FACT SHEET
CADDO PARISH COMMISSION

TITLE		
Ordinance 6360 of 2023		
AN ORDINANCE DECLARING THE INTENT OF THE PARISH UNDER LA. R.S. 47:2236 TO ACQUIRE FULL OWNERSHIP INTEREST IN NINE PARCELS, NAMELY: EAST 28.5 FEET OF LOT 29 & WEST 16 FEET OF LOT 28, BLOCK 2, GILMER SUBDIVISION (GEO. NO. 181331-075-0051-00); EAST 24 FEET OF LOT 28 & WEST HALF OF LOT 27, BLOCK 2, GILMER SUBDIVISION (GEO. NO. 181331-075-0035-00); LOT 21, BLOCK 2, GILMER SUBDIVISION (GEO. NO. 181331-075-0021-00); LOT 20, BLOCK 2, GILMER SUBDIVISION (GEO. NO. 181331-075-0020-00); LOT 17 & WEST 10 FEET OF LOT 16, BLOCK C, HIGHLAND PARK SUBDIVISION (GEO. NO. 181331-072-0106-00); WEST 30 FEET OF LOT 19 & EAST 10 FEET OF LOT 20, BLOCK C, HIGHLAND PARK SUBDIVISION (GEO. NO. 181331-072-0111-00); LOT 35 & EAST HALF OF LOT 36, BELLMONT SUBDIVISION (GEO. NO. 181331-050-0091-00); LOT 38 & EAST 10 FEET OF LOT 39, EMERALD HILL SUBDIVISION (GEO. NO. 171305-006-0038-00); LOT 7, WOODLAWN SUBDIVISION (GEO. NO. 171305-038-0007-00) AND TO OTHERWISE PROVIDE WITH RESPECT THERETO		
DATE 10/10/2023	ORIGINATING DEPARTMENT: Public Works	
BACKGROUND INFORMATION		
The Parish has received requests to acquire nine (9) adjudicated properties under the Caddo Reinvest program. The process requires the Parish to acquire ownership, and this ordinance is the first step under state law for the Parish to do so.		
FINANCIAL IMPACT AND SOURCE OF FUNDING		
The Parish will receive the appraised value of the property.		
EFFECT(S) OF PROPOSED ACTION		
Remove property from the adjudicated tax roll and return back to the economic stream of commerce.		
ALTERNATIVES/STAFF RECOMMENDATION		
Were the Commission not to adopt this ordinance an opportunity would be lost to place the property back in the economic stream of commerce. It is therefore the recommendation of the Public Works Department that the ordinance be adopted as presented.		
KEY STAFF CONTACT		
William M. Talton		
COORDINATION		
Department Head	(Initial)	
Parish Administrator/CEO	(Initial)	
ADJUDICATED PROPERTY APPLICANTS		
Property Number	Acquired Party	District Number
181331-075-0051-00	Taylor Family Property, LLC	3
181331-075-0035-00	Taylor Family Property, LLC	3
181331-075-0021-00	Taylor Family Property, LLC	3
181331-075-0020-00	Taylor Family Property, LLC	3

181331-072-0106-00	Taylor Family Property, LLC	3
181331-072-0111-00	Taylor Family Property, LLC	3
181331-050-0091-00	Taylor Family Property, LLC	3
171305-006-0038-00	Taylor Family Property, LLC	3
171305-038-0007-00	SJR Investments	3

ORDINANCE NO. 6361 OF 2023

BY THE CADDO PARISH COMMISSION:

AN ORDINANCE ADOPTING THE BUDGET OF ESTIMATED
REVENUES AND EXPENDITURES FOR THE **SHREVE**
MEMORIAL LIBRARY FOR THE YEAR 2024

BE IT ORDAINED by the Caddo Parish Commission, in legal and regular session convened, that the Budget of Estimated Revenues and Expenditures for the **Shreve Memorial Library** for the year 2024, is hereby adopted and appropriated as follows, to wit

2024 BUDGET

Revenues

Ad Valorem Taxes	\$ 17,237,600
State Revenue Sharing	340,000
Interest Earned	10,000
Other Receipts	280,000
Fines and Forfeitures	<u>6,000</u>
Total Revenues	<u>17,873,600</u>

Expenditures

Shreve Memorial Library Maintenance and Operation	17,378,600
Library Debt Service	-
Capital	<u>6,185,000</u>
Total Expenditures	<u>23,563,600</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>(5,690,000)</u>
	.
Fund Balance at Beginning of Year	<u>24,932,500</u>
Fund Balance at End of Year	<u><u>\$ 19,242,500</u></u>

BE IT FURTHER ORDAINED that any time during the year the Shreve Memorial Library Board of Control shall have the authority to transfer part or all of the unencumbered appropriation from one budget category to another budget category within the Library Fund.

Shreve Memorial Library

2024 BUDGET MESSAGE

TO: The Caddo Parish Commission, Shreve Memorial Library Board of Control, and the Citizens of Caddo Parish

In compliance with Article VI, Section 6.02 of the Caddo Parish Home Rule Charter, the Shreve Memorial Library Board is pleased to submit its proposed 2024 budget document for consideration and adoption by the Caddo Parish Commission. The annual Shreve Memorial Library budget represents one of the most important items the Board of Control enacts each year. This budget reflects the resources, strategies, and goals of Shreve Memorial Library needed in the delivery of library services to our citizens.

The accounting and budgeting format affords you an easy, readable, and understandable budget with a detailed category breakdown of expenditures for Shreve Memorial Library. We optimized taxpayers' dollars to ensure they are wisely invested towards the operational needs and capital improvement of SML. We present you with a conservative budget for 2024, one that preserves funding for essential services upon which our citizens rely. The Shreve Memorial Library Board of Control is committed to providing quality service to Caddo Parish citizens, and a review of the proposed budget illustrates the Library's commitment to those fundamental services that are highly valued by our customers.

Budget Overview

The 2024 Budget is balanced in that revenues and fund balance reserves meet total 2024 expenditures. The recommendations included in the budget are guided by key principles of sound financial practices.

Revenue Forecast: The property tax is Shreve Memorial Library's major revenue source. In fact, it represents 96% of our total revenues. Hayley Barnett, Director of Caddo Parish Finance, provides the revenue projections for all agencies. Shreve Memorial Library used these figures in preparing the 2024 Budget. Her projections of tax revenues are conservative, which is good. The projected 2024 ad valorem tax revenues for Shreve Memorial Library estimate are \$17,237,600.

Salaries and Personnel Benefits: SML's total salaries and benefits amount is \$10,983,000. The Library plans to increase employee pay rates in response to inflation over the last few years. All employees will receive a cost-of-living adjustment of \$1.50 per hour at the start of the year. Also, all eligible employees will receive a merit raise of three percent. The Library will increase the Employee Pay Rate Schedule for all entry levels by the same \$1.50 COLA amount. This increase in entry level pay is necessary to help recruit new employees and retain quality staff once hired. Salary and benefits are two important factors that help SML provide the best possible service so that all citizens can 'Dream, Discover, and Do.'

Books and Library Materials: The Library's Materials budget will be \$1,747,000. This represents an increase of 5% over the previous year's amount. Books and Materials are the Library's 'Stock and Trade.' The challenge is that there are so many formats, including paper, magazines, movies, e-books, and many others. One area that continues to increase is the use of electronic materials, such as e-books, audio books, music, movies, and online magazines.

Library Capital Equipment and Vehicles: The Automation budget this year is \$345,000. The IT department will replace PCs, upgrade the network, and provide better Wi-Fi access. The Library needs to purchase two vehicles in 2024, one as a fleet replacement and one new outreach vehicle.

Maintenance & Repair Services: Maintenance and Repair services continue as one of the larger budget categories for Shreve Memorial Library. This year's amount for maintenance and repairs is \$1,750,000. Both repairs and remediation have become more frequent as all of our branches are nearing the two-decade mark or beyond. The cost for both upkeep of branches and IT maintenance has increased dramatically over the past few years.

Capital Improvement Program: The Library Capital Improvement program will run through 2028 and will include all branches.

In 1996, Shreve Memorial Library received approval of a new Capital-Operating millage. The other library tax was an operating millage only. The first phase was a complete replacement of all full-time branches, two new branches in needed areas, and capital grants for the nine towns/villages, which allowed these communities to expand the space for their library branches.

The next phase was to acquire new space for support services. The Administration and technical support services were a part of the Main Library, which is now the Downtown Branch and our third resource center for the SML system. As support services grew, the building at 424 Texas lacked adequate space to house both a resource center branch and support/administrative services. In addition, the Bookmobile Center was housed in a small branch, and the Center desperately needed more room to provide services. Shreve Memorial Library acquired a former call center at 885 Bert Kouns and moved support and administrative services there in 2015.

In 2019, the staff, Board, and a library consultant determined the needs for renovations, upgrades, and/or expansion in each full-time branch. The towns and villages in Caddo Parish providing library facilities were offered capital improvement grants to improve, expand, renovate, or move their library branch. The consultant and staff then identified specific plans of action for each branch.

In 2023, the Downtown Branch had a fire, and the water from the sprinkler system affected all 4 floors and the basement. To restore this historic building may cost more than \$5,000,000. The Library has already received over \$2,500,000 from the insurance companies. The Library must

increase the Capital Budget for 2024 since much of this remediation will be done in 2024. Thus, the Library is budgeting \$5,696,000 in Capital Expenditures. The priority will be getting the Downtown Branch back in operation, and then refreshing the rest of the full-time branches. All part-time branches in the towns and villages have received capital improvement grants over the last three years. All but two of the part-time branches have completed their renovations.

Capital Debt Service: The capital debt service (Certificate Indebtedness, Series 2012) was paid off in 2022. The Downtown Branch and other branches have been able to handle these expensive repair expenditures from the insurance revenues and the current fund balance. Unless we run into some expensive renovation surprises, SML will not need another Certificate of Indebtedness.

Fund Balance Reserve: An important element of a sound, comprehensive budget is to evaluate the impact of projected revenues and expenditures on the fund balance reserve.

The beginning fund balance for 2024 is projected to be \$24,932,600. The fund balance is an important mechanism to keep from using interim financing for operating expenditures every year. The Library can meet any revenue shortfalls.

The fund balance beyond the operating reserve of \$17,000,000 is necessary for the proposed capital projects. Completion of all full-time branch renovations will deplete the CIP reserve of the fund balance over the next few years.

Conclusion

Shreve Memorial Library is financially sound and continues to practice wise fiscal management. The 2024 Budget reflects the Library's goal of being able to make certain that funds are available for current and future Library services to our citizens.

Thank you for your continued help to provide our citizens with the best library services that they want and deserve.

John A. Tuggle, Executive Director
SHREVE MEMORIAL LIBRARY

Shreve Memorial Library Detailed Budget Worksheet


Description	2022 Actual	2023 Final Budget	2023 YTD Actual 7/31/2023	2023 Estimated Remaining	2023 Total Estimated	2024 Proposed Budget	% Change From YTD Estimated
Shreve Memorial Library Fund							
Revenues							
Ad Valorem Taxes	\$17,242,033	\$16,377,900	\$93,943	\$16,704,757	\$16,798,700	\$17,237,600	2.61%
Intergovernmental Revenues	\$287,956						
State Revenue Sharing	\$354,182	\$340,000	\$0	\$348,000	\$348,000	\$340,000	-2.30%
City On-behalf Payment	\$0						
Fines and Fees	\$9,365	\$6,000	\$3,813	\$3,187	\$7,000	\$6,000	-14.29%
Use of Money and Property: Interest E	-\$388	\$10,000	\$47,948	-\$44,748	\$3,200	\$10,000	212.50%
Other Revenues	\$322,104	\$2,575,300	\$1,950,877	-\$1,648,877	\$302,000	\$280,000	-7.28%
Total Revenues - Shreve Memorial Lib	\$18,215,252	\$19,309,200	\$2,096,581	\$15,362,319	\$17,458,900	\$17,873,600	2.38%
Expenditures							
Culture and Recreation							
Salaries, Fringe Benefits, and Payroll T.	\$10,120,253	\$11,296,100	\$5,531,100	\$4,467,200	\$9,998,300	\$10,983,000	9.85%
Supplies	\$234,519	\$312,000	\$107,100	\$95,100	\$202,200	\$263,800	30.46%
Utilities	\$749,353	\$937,200	\$424,000	\$355,000	\$779,000	\$976,700	25.38%
Repairs and Maintenance	\$1,355,402	\$1,641,100	\$820,400	\$819,600	\$1,640,000	\$1,750,000	6.71%
Insurance	\$222,411	\$320,000	\$49,794	\$269,206	\$319,000	\$335,000	5.02%
Books and Library Materials	\$1,481,653	\$1,664,000	\$1,040,500	\$616,500	\$1,657,000	\$1,747,200	5.44%
Contract, General and Miscellaneous	\$1,092,200	\$1,228,400	\$710,700	\$368,700	\$1,079,400	\$1,322,900	22.56%
Total Culture and Recreation	\$15,255,791	\$17,398,800	\$8,683,594	\$6,991,306	\$15,674,900	\$17,378,600	10.87%
Capital Debt Service							
Total Debt Service	\$677,988	\$0	\$0	\$0	\$0	\$0	
Capital Outlay							
Office, Equipment, Computers, etc.	\$497,923	\$334,000	\$176,800	\$156,200	\$333,000	\$369,000	10.81%
Vehicles	\$0	\$99,000	\$0	\$0	\$0	\$120,000	
Building Renovations, Expansion, and U	\$254,191	\$7,874,600	\$1,806,900	\$873,100	\$2,680,000	\$5,696,000	112.54%
Total Capital Outlay	\$752,114	\$8,307,600	\$1,983,700	\$1,029,300	\$3,013,000	\$6,185,000	105.28%
Total Expenditures	\$16,685,893	\$25,706,400	\$10,667,294	\$8,020,606	\$18,687,900	\$23,563,600	26.09%
Excess (deficiency) of Revenues							
Over (Under) Expenditures	\$1,529,359	(\$6,397,200)	(\$8,570,713)		(\$1,229,000)	(\$5,690,000)	
Other Financing Sources (Uses)	\$0	\$0	\$0		\$0	\$0	
Fund Balance, Beginning	\$26,161,492	\$21,893,200	\$27,690,851		\$26,161,500	\$24,932,500	-4.70%
Fund Balance, Ending	\$27,690,851	\$15,496,000	\$19,120,138		\$24,932,500	\$19,242,500	-22.82%



Shreve Memorial Library Year in Review 2023


Shreve Memorial Library celebrates 100 years of transforming Caddo Parish lives with resources, services, and support to create a better world in 2023. With 100 years of service to the citizens of Caddo Parish, the Library continues to serve as a transformational hub of knowledge, learning, and activity. The Library's 21 branch locations, Mobile Library, Support Services Center, E-Branch and Make & Go Mobile Makerspace provide quality access to services and resources needed for Caddo Parish citizens to reach their full potential.

In 2023, Shreve Memorial Library continued to provide the resources, services, and support library patrons rely on and increased library offerings to better serve patron needs. Patrons are now able to checkout Nintendo Switch consoles and video games, litter cleanup kits, Universal Digital Access kits and hotspots, binge book bags, STEAM kits, and more. The Library also added new online resources including CodeCombat, which teaches all ages to code through video game play, and ProQuest Historical Newspapers: Louisiana Collection, an online archive of historical full-page issues of *The Shreveport Times* (1889 – 2009), *The Town Talk* (Alexandria), *The News Star* (Monroe), *The Daily Advertiser* (Lafayette), and *the Daily World* (Opelousas).



Library programming and outreach efforts continue to provide patrons of all ages with numerous opportunities to explore new interests, learn new skills, and foster lifelong learning. As of June 2023, Shreve Memorial Library has welcomed 247,577 visitors and checked out 442,361 books, DVDs, and e- materials. Shreve Memorial Library branches have hosted 2,662 programs, classes, and seminars, welcoming 21,770 attendees. The Outreach Team has been busy working in the community to provide similar opportunities for those outside of the Library and has attended more than 300 community engagement events thus far.

In addition to providing quality services, programs, and resources, Shreve Memorial Library continues to work on creating comfortable spaces for library patrons to enjoy. During the year, the Library continued work on Capital Improvement Projects at library branches throughout Caddo Parish, providing a means to expand existing library spaces, install new shelving, energy efficient lighting, flooring, and fixtures, and needed repairs. Capital Improvement Projects have been completed at all part-time branches, with the exception of the Means Branch, which is currently under construction, and the Hosston Branch, where renovations have not yet begun.



Shreve Memorial Library also cultivates relationships and partnerships with community organizations to provide better services to the residents of Caddo Parish. In late 2022, Shreve Memorial Library worked with the City of Shreveport to launch the Universal Digital Access (UDA) initiative, which aimed to extend the Library's existing Wi-Fi service into the neighborhoods surrounding library branches to

bridge the digital divide. Beta testing for the service was done at the Hollywood/Union Avenue, Cedar Grove-Line Avenue, Atkins, and Wallette branches. Patrons were able to checkout a UDA kit, which included a wireless router and instructions for accessing Wi-Fi at home. While the technology for this initiative is still being perfected, it is our hope that one day those four areas with the most severe digital divide in our City will have free, high-quality Wi-Fi for checkout from SML.

Shreve Memorial Library was also one of four public library systems to launch Barbershop Books in partnership with Barbershop Books, Inc., and the Urban Libraries Council. Barbershop Books is a program that expands reading opportunities for children in need by creating child-friendly spaces in local barbershops and providing early literacy training to barbers. Currently, the Library has partnered with 10 local barbershops on this initiative. Each participating barbershop was given a curated selection of children's books available for boys to read while at the barbershop.

Similarly, the Library collaborated with numerous community organizations on several projects, including work with the Shreveport Regional Arts Council (SRAC) on the Second Grade Reading Adventure, a part of the annual ArtBreak Festival event, and partnering with LSUS to host the Fourth Annual Shreve Memorial Library Children's Book Festival.

Through the Shreve Memorial Library Foundation, the Library was able to purchase needed videography and editing equipment for "Through the Lens: Shreve Memorial Library's Past, Present and Future," a project that aims to increase accessibility of library programs, create a video archive of branch histories, and teach future generations to record their own stories.

The Library has also worked with the Caddo Registrar of Voters on voter registration drives, partnered with Shreveport Green to beautify spaces by planting sunflowers at neighborhood libraries, and teamed with Sci-Port to provide STEAM training and learning opportunities at the library.

Shreve Memorial Library continues to create awareness for the library system and the services and resources provided by the Library through its marketing efforts. The Library has utilized a variety of marketing tools, including social media, television commercials, radio spots, articles, press releases, newsletters, billboards, and digital advertisements, to promote the library's services to the people of Caddo Parish. These efforts have resulted in more than 250 tracked media mentions including on-air television interviews, news stories, newspaper articles, online features, and radio broadcasts.

Additionally, the Library's e-newsletter keeps more than 50,000 subscribed patrons of Shreve Memorial Library informed and up-to-date on current library offerings. Social media numbers continue to increase with ample followers on Facebook, X (formerly Twitter), Instagram, YouTube, and TikTok. Digital ad campaigns to supplement marketing efforts continue to increase reach and engagement across all platforms.

Not only has Shreve Memorial Library worked to improve services for patrons, but the Library is also looking at innovative ways to improve the employee experience as well. Through the efforts and hard work of the SML's Employee Engagement Coordinator, the Library has offered several opportunities for Library staff to engage with fellow coworkers from across the library system and is planning to host a Family Fall Festival this October. The Library has also created a new Employee Resource Group (ERG) centered on staff wellness and health.

Just recently, Shreve Memorial Library published its 2024 – 2028 strategic plan to guide the Library forward for the next five years, identifying the following service priorities: young readers, imagination, curiosity, connection, and comfortable places. These five areas will influence the Library's efforts as Shreve Memorial Library continues to look for innovative ways to better serve the residents of Caddo Parish and continue to evolve to meet the needs of its patrons.

Shreve Memorial Library Goals 2024

- Complete work on the *Strategic Plan 2024-2028*, focusing on priority areas of Young Readers, Imagination, Curiosity, Connection, and Comfortable Places, while also assessing efforts over the last five year plan, which focused on five key service priority areas of Create and Maintain Young Readers, Lifelong Learning and Information Fluency, Stimulate Imagination, Informed Citizens, and Ready Reference.
- Purchase over \$1,747,000 in library books and materials to maintain current collections, assist customers in their educational research and pursuits, and provide enlightening experiences.
- Improve Shreve Memorial Library's access for students to e-materials from Overdrive through the new SORA platform and in partnership with Caddo Parish Public Schools in order to increase access to the Library's e-materials.
- Continue to develop partnerships with other organizations in our effort to improve the quality of life in Caddo Parish, as well as its economic vitality and educational opportunities.
- Expand the quality and types of workshops, seminars, classes, and events for the public.
- Improve the Library's annual Summer Reading Program for children, teens, and adults with more incentives for completion, supplemental programs, and prizes.
- Promote reading, learning, and library usage for children, teens, and adults throughout the parish virtually, and at such events as the Red River Revel, ArtBreak, Farmers Market, and other community events as they resume.
- Loan 1,000,000 library books and materials throughout Shreveport, Caddo Parish, and neighboring library systems.
- Complete an Informational Technology five year strategic plan focusing on digital equity and increasing customers' ability to access online connections.
- Continue "One Book One Parish" reading campaign and encourage all of Caddo Parish to join in the conversation.
- Hold the Fifth Annual Shreve Memorial Library Children's Book Festival in May 2024 to encourage early literacy and a love for reading in children even if only a virtual version.
- Work with the Shreve Memorial Library Foundation to provide more programming for children, teens and adults.
- Expand outreach efforts and opportunities for underserved populations.

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

TITLE	
<p>Resolution No. 52 of 2023</p> <p style="text-align: center;">A RESOLUTION OF FINAL ACCEPTANCE OF STATE PROJECT NO. H.013766, REGARDING LRSP SIGNS AND STRIPING, CADDO PARISH AND OTHERWISE PROVIDING WITH RESPECT THERETO.</p>	
DATE 10/10/23	ORIGINATING DEPARTMENT: Public Works/ Fleet Services
BACKGROUND INFORMATION	
<p>Parish of Caddo Public Works applied and received grant for LRSP (Local Road Safety Program) for road sign and striping upgrades throughout the Parish, worth \$950,000. All throughout the entire Parish.</p>	
FINANCIAL IMPACT AND SOURCE OF FUNDING	
<p>Allow the \$950,000 of upgrades to become the Parish's assets.</p>	
EFFECT(S) OF PROPOSED ACTION	
<p>Allow the Parish to complete the project.</p>	
ALTERNATIVES/STAFF RECOMMENDATION	
<p>Alternative: Do not accept the project and accept the infrastructure installed.</p> <p>Tim Weaver, Director of Public Works recommends the adoption of the resolution as presented.</p>	
KEY STAFF CONTACT	
<p>Ken Ward, Assist Director of Public Works</p> <p>Donna Y. Frazier, Parish Attorney</p>	
COORDINATION	
Department Head	(Initial)
Parish Administrator/CEO	(Initial)

RESOLUTION NO. 52 of 2023

BY THE CADDO PARISH COMMISSION:

A RESOLUTION OF FINAL ACCEPTANCE OF STATE PROJECT NO. H.013766,
REGARDING LRSP SIGNS AND STRIPING, CADDO PARISH AND OTHERWISE
PROVIDING WITH RESPECT THERETO.

WHEREAS, a final inspection of the State Project No. H.013766, entitled LRSP Signs and Striping, Caddo Parish, Louisiana; and

WHEREAS, all phases of work under the contract with State of Louisiana, Department of Transportation and Development concerning the State Project No. H.013766, LRSP Sign and Striping, Caddo Parish, Louisiana, is final.

WHEREAS, the State of Louisiana requires a resolution of completion, satisfaction and acceptance of said work by the Caddo Parish Commission.

WHEREAS, Caddo Parish will maintain the sign and striping improvements within Caddo Parish, Louisiana.

NOW, THEREFORE, BE IT RESOLVED by the Caddo Parish Commission in due, regular and legal session convened, that the Caddo Parish Commission does hereby accept the State Project No. H.013766, entitled LRSP Sign and Striping, Caddo Parish, Louisiana as satisfactorily completed in accordance with the contract with State of Louisiana, Department of Transportation and Development, sign and striping improvements within Caddo Parish, Louisiana.

BE IT FURTHER RESOLVED that Caddo Parish will now maintain the work of the project.

BE IT FURTHER RESOLVED that the Parish Administrator and Chief Executive Officer or his designated representative for the Parish of Caddo is hereby authorized to execute any and all documents pertaining to the final acceptance of this project.

BE IT FURTHER RESOLVED that if any provision or item of this resolution 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 resolution are hereby declared severable.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately.

BE IT FURTHER RESOLVED that all resolutions or parts thereof in conflict herewith are hereby repeated.

Approved as to legal form:

Parish Attorney

Date