

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

TITLE	
Ordinance 6425 of 2024	
An ordinance to amend volume II of the code of ordinances of the Parish of Caddo, as amended, the Caddo Parish Unified Development Code, relative to short-term rentals, with all their provisions included herein, and to otherwise provide with respect thereto.	
DATE: 04/11/2024	ORIGINATING DEPARTMENT:
The Shreveport Metropolitan Planning Commission of Caddo Parish (MPC)	
BACKGROUND INFORMATION	
<p>This code text amendment ordinance was initiated by <i>Resolution 10 of 2024</i> which stated that:</p> <ul style="list-style-type: none"> • The Caddo Parish Commission desires that additional provisions be added to the Unified Development Code regarding suspension or revocation of short-term rental permits; and • The Caddo Parish Commission believes that such suspension or revocation of short-term rental permits should be warranted when the conduct of the business of short-term rental is incompatible with the neighborhood and environs of the property on which the short-term rental is located. <p>The intention is for these amendments is to establish procedures on how the Shreveport’s MPC’s Zoning Administrator may revoke a short-term rental permit 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>These amendments will affect Article 23. – Short-Term Rental Property.</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; 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 text See Exhibit “C” for <i>Resolution 10 of 2024</i> See Exhibit “D” for PZC Staff Report_24-01-CTAP</p>	
KEY STAFF CONTACT	
Adam Bailey, Community Planning and Design Manager, MPC	
COORDINATION	
Department Head	(Initial)
Parish Administrator/CEO	(Initial)

ORDINANCE NO. 6425 of 2024

BY THE CADDO PARISH COMMISSION:

AN ORDINANCE TO AMEND VOLUME II OF THE CODE OF ORDINANCES OF THE PARISH OF CADDO, AS AMENDED, THE CADDO PARISH UNIFIED DEVELOPMENT CODE, 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 23. – Short-Term Rental Property, with all provisions included therein.

I. Article 23, Section 23.10 is amended to read as follows:

ARTICLE 23. – SHORT-TERM RENTAL PROPERTY

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 administratively revoke or suspend any short-term rental permit, as well as issue any zoning violations to the property owner to which the short-term rental is operating if:
 - a. The short-term rental permit holder, or the property owner of such short-term rental, were convicted of a violation of this Code, or local, state or federal law, in the course of operating such short-term rental; or
 - b. The short-term rental has endangered neighborhood safety or has a documented history of conditions interfering with the use and enjoyment of the property within its vicinity. Conditions interfering with use and enjoyment of properties within the vicinity of a short-term rental include, but are not limited to:

- i. Occupancy by a number of short-term rental users exceeding either (1) the maximum number of allowed occupants included in the short-term rental permit application or (2) the maximum occupancy permitted pursuant to this article;
 - ii. Parking of a number of motor vehicles exceeding either (1) the maximum number included in the short-term rental permit application or (2) the maximum number of motor vehicles permitted at any short-term rental pursuant to this article;
 - iii. Uninvited entry of short-term rental occupants upon private property within 500 feet of the short-term rental;
 - iv. An act of violence has occurred within 500 feet of the short-term rental property that places the public safety at risk; or
- c. The Zoning Administrator determines that the operation of the short-term rental presents a present and pervasive threat to or disregard for public health and safety. In determining the existence of any present and pervasive threat to or disregard for public health and safety, the Zoning Administrator will consider the following:
- i. The nature and extent of the violations of this Code, as well as local, state or federal law.
 - ii. The impact of any violations of this Code, as well as local, state or federal law upon unrelated parties.
 - iii. Actions taken by the short-term rental permit holder, or property owner of the short-term rental, to abate any violations of this Code, as well as local, state or federal law.
 - iv. The physical characteristics of the property where the short-term rental is located, including the proximity of the property to adjacent residential property, parks, churches, schools and playgrounds.
 - v. Whether any harassing or intimidating conduct, as prohibited by local, state or federal law, was committed or permitted by the short-term rental permit holder or the property owner of such short-term rental.
 - vi. The property on which the short-term rental is located has building code violations, there is no occupation license for the property, the property is being used in a manner not consistent with the permit issued for the short-term rental use, or the advertisement for the short-term rental does not include the short-term rental permit number, as required by this Article.
2. Authorized personnel from the Caddo Parish Finance Department may administratively 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.

4. Notice of Revocation or Suspension Decision. Upon determining that any short-term rental permit is revoked or suspended pursuant to this section, the Zoning Administrator shall notify in writing the permit holder and property owner of such short-term rental of the facts and of the basis for revocation or suspension. Such notice shall advise the permit holder and property owner that they are entitled to appeal the Zoning Administrator's decision.
5. Appeals. If a short-term rental permit is administratively revoked or suspended, a short-term rental permit holder may appeal the Zoning Administrator's administrative decision revoking or suspending to the Caddo Parish Planning and Zoning Commission within 30 calendar days from the date of the revocation or suspension. All appeals shall be addressed in accordance with the appeal procedures of Section 23.12 of this Article.
6. Subsequent Applications. Once a short-term rental permit has been revoked or suspended, no new short-term rental permit shall be issued to the applicant for the same property for a period of one year from the date of revocation or suspension. Upon expiration of the revocation period, a new permit application for short-term rental use must be submitted in accordance with this Article.

II. Article 23, Section 23.12 is amended to read as follows:

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.~~
- A. Appeals of Administrative Decision by the Zoning Administrator
Within thirty (30) days after the date of an administrative decision on a short-term rental permit approval, denial, renewal, revocation, or suspension by the Zoning Administrator, the applicant or any aggrieved party may appeal that decision to the Caddo Parish Planning and Zoning Commission.
- B. Appeals of Caddo Parish Planning and Zoning Commission
 1. Within ten (10) days after the date of a decision for any appeal of an administrative decision regarding a 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.
 2. Within 10 days after the date of the decision for any Special Exception Use approval for a 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.
- C. Appeals of Caddo Parish Commission
Within thirty (30) days after the date of the decision on an appeal for a short-term rental permit by the Caddo Parish Commission, the applicant or any aggrieved party may appeal the Caddo Parish Commission decision to Caddo Parish Civil District Court.

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

CADDO PARISH UDC CODE TEXT AMENDMENT SUMMARY: 24-01-CTAP

— Updating Short-Term Rental Revocation Procedures—

REQUEST: PZC Case #24-01-CTAP recommends two (2) text amendments to revise *Article 23. – Short-Term Rental Property* of the Caddo Parish UDC. The intent is to strengthen the procedures on how the Zoning Administrator *may* revoke short-term rental permits, as applicable.

BACKGROUND: In response to a shooting incident which occurred in November 2023 in the Broadmoor neighborhood of the City of Shreveport, and the recognition that better regulation for STR's may be warranted, the Caddo Parish Commission passed *Resolution 10 of 2024*, authorizing the Parish Administrator and Parish Attorney to take such steps, as warranted, to initiate an application to the PZC for a code text amendment to study how, and when, a short-term rental permit might be revoked.

STAFF ANALYSIS: Currently, enforcement of short-term rentals is regulated pursuant to *Article 23. – Short-Term Rental Property* of the Caddo Parish UDC.

- MPC staff feel this language adequately authorizes the Zoning Administrator to revoke a short-term rental permit; however the Caddo Parish Commission feels that additional triggers may be warranted, and the following new provisions are being proposed:
 - The Zoning Administrator would be authorized to administratively revoke or suspend any short-term rental permit if:
 - The permit holder, or the property owner were convicted of a violation of the UDC, or local, state or federal law, in the course of operating such short-term rental.
 - The short-term rental has endangered neighborhood safety or has a documented history of conditions interfering with the use and enjoyment of the property within its vicinity.
 - The Zoning Administrator determines that the operation of the STR presents a present and pervasive threat to or disregard for public health and safety.
 - If revoked, the Zoning Administrator shall notify in writing the permit holder of the facts and of the basis for revocation or suspension.
 - If an STR permit is revoked or suspended, a permit holder may appeal to the Caddo Parish Planning and Zoning Commission within 30 calendar days.
 - Once a short-term rental permit has been revoked or suspended, no new short-term rental permit shall be issued to the applicant for the same property for a period of one year from the date of revocation or suspension.

MASTER PLAN

CONSISTENCY: Staff certifies that the proposed UDC amendments are consistent with the Shreveport-Caddo 2030 Great Expectations Master Plan:

RECOMMENDATION: As this case is being initiated and prepared by the Caddo Parish Commission, MPC staff are not making an official recommendation. The PZC may approve, deny, or modify-and-approve these code text amendments.

1. Article 23, Section 23.10 is amended to read as follows:

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 administratively revoke or suspend any short-term rental permit, as well as issue any zoning violations to the property owner to which the short-term rental is operating if:-
 - a. The short-term rental permit holder, or the property owner of such short-term rental, were convicted of a violation of this Code, or local, state or federal law, in the course of operating such short-term rental; or
 - b. The short-term rental has endangered neighborhood safety or has a documented history of conditions interfering with the use and enjoyment of the property within its vicinity. Conditions interfering with use and enjoyment of properties within the vicinity of a short-term rental include, but are not limited to:
 - i. Occupancy by a number of short-term rental users exceeding either (1) the maximum number of allowed occupants included in the short-term rental permit application or (2) the maximum occupancy permitted pursuant to this article;
 - ii. Parking of a number of motor vehicles exceeding either (1) the maximum number included in the short-term rental permit application or (2) the maximum number of motor vehicles permitted at any short-term rental pursuant to this article;
 - iii. Uninvited entry of short-term rental occupants upon private property within 500 feet of the short-term rental;
 - iv. An act of violence has occurred within 500 feet of the short-term rental property that places the public safety at risk; or
 - c. The Zoning Administrator determines that the operation of the short-term rental presents a present and pervasive threat to or disregard for public health and safety. In determining the existence of any present and pervasive threat to or disregard for public health and safety, the Zoning Administrator will consider the following:
 - i. The nature and extent of the violations of this Code, as well as local, state or federal law.
 - ii. The impact of any violations of this Code, as well as local, state or federal law upon unrelated parties.
 - iii. Actions taken by the short-term rental permit holder, or property owner of the short-term rental, to abate any violations of this Code, as well as local, state or federal law.
 - iv. The physical characteristics of the property where the short-term rental is located, including the proximity of the property to adjacent residential property, parks, churches, schools and playgrounds.
 - v. Whether any harassing or intimidating conduct, as prohibited by local, state or federal law, was committed or permitted by the short-term rental permit holder or the property owner of such short-term rental.

- vi. The property on which the short-term rental is located has building code violations, there is no occupation license for the property, the property is being used in a manner not consistent with the permit issued for the short-term rental use, or the advertisement for the short-term rental does not include the short-term rental permit number, as required by this Article.
2. Authorized personnel from the Caddo Parish Finance Department may administratively 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.
4. **Notice of Revocation or Suspension Decision.** Upon determining that any short-term rental permit is revoked or suspended pursuant to this section, the Zoning Administrator shall notify in writing the permit holder and property owner of such short-term rental of the facts and of the basis for revocation or suspension. Such notice shall advise the permit holder and property owner that they are entitled to appeal the Zoning Administrator's decision.
5. **Appeals.** If a short-term rental permit is administratively revoked or suspended, a short-term rental permit holder may appeal the Zoning Administrator's administrative decision revoking or suspending to the Caddo Parish Planning and Zoning Commission within 30 calendar days from the date of the revocation or suspension. All appeals shall be addressed in accordance with the appeal procedures of Section 23.12 of this Article.
6. **Subsequent Applications.** Once a short-term rental permit has been revoked or suspended, no new short-term rental permit shall be issued to the applicant for the same property for a period of one year from the date of revocation or suspension. Upon expiration of the revocation period, a new permit application for short-term rental use must be submitted in accordance with this Article.

2. Article 23, Section 23.12 is amended to read as follows:

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.~~

A. Appeals of Administrative Decision by the Zoning Administrator

Within thirty (30) days after the date of an administrative decision on a short-term rental permit approval, denial, renewal, revocation, or suspension by the Zoning Administrator, the applicant or any aggrieved party may appeal that decision to the Caddo Parish Planning and Zoning Commission.

B. Appeals of Caddo Parish Planning and Zoning Commission

1. Within ten (10) days after the date of a decision for any appeal of an administrative decision regarding a 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.

2. Within 10 days after the date of the decision for any Special Exception Use approval for a 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.

C. Appeals of Caddo Parish Commission

Within thirty (30) days after the date of the decision on an appeal for a short-term rental permit by the Caddo Parish Commission, the applicant or any aggrieved party may appeal the Caddo Parish Commission decision to Caddo Parish Civil District Court.

RESOLUTION NO. 10 of 2024

BY THE CADDO PARISH COMMISSION:

A RESOLUTION APPLYING FOR CODE TEXT AMENDMENT TO THE UNIFIED DEVELOPMENT CODE RELATIVE TO SHORT-TERM RENTALS, TO AMEND PROVISIONS RELATIVE TO REVOCATION OR SUSPENSION OF A SHORT-TERM RENTAL PERMIT THEREUNDER, AND OTHERWISE PROVIDING WITH RESPECT THERETO.

WHEREAS, the Caddo Parish Commission recently amended the Unified Development Code to include provisions regarding short-term rentals including a permitting process;

WHEREAS, the Caddo Parish Commission desires that additional provisions be added to the Unified Development Code regarding suspension or revocation of short-term rental permits;

WHEREAS, the Caddo Parish Commission believes that such suspension or revocation of short-term rental permits should be warranted when the conduct of the business of short-term rental is incompatible with the neighborhood and environs of the property on which the short-term rental is located; and

WHEREAS, the Caddo Parish Commission, under Paragraph 16.1(B) of the Unified Development Code, may propose amendments to the Unified Development Code,

NOW, THEREFORE, BE IT RESOLVED by the Caddo Parish Commission in due, regular and legal session convened, that the Caddo Parish Commission does hereby apply for a code text amendment to the Unified Development Code to add provisions relative to the revocation or suspension of a short-term rental permit thereunder when the conduct of the business of short-term rental is incompatible with the neighborhood and environs of the property on which the short-term rental is located.

BE IT FURTHER RESOLVED that the Parish Administrator and Parish Attorney are authorized to take such steps as warranted to initiate an application to the Parish Planning & Zoning Commission for a code text amendment as provided herein.

BE IT FURTHER RESOLVED 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.

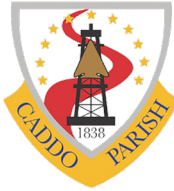
BE IT FURTHER RESOLVED that this resolution shall take effect immediately.

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

Approved as to legal form:

Parish Attorney

Date



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STAFF REPORT

MARCH 27, 2024

AGENDA ITEM NUMBER: XX

MPC Staff Member: Adam Bailey

Parish Commission District: All Districts

CASE NUMBER: 24-1-CTAP: Caddo Parish UDC Code-Text Amendments
APPLICANT: CADDO PARISH COMMISSION
REQUEST: Code Text (Ordinance) Amendments to the Caddo Parish UDC

DESCRIPTION: These proposed code text amendments are aimed to establish procedures on how the MPC's Zoning Administrator *may* revoke a short-term rental permit 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 affect *Article 23. – Short-Term Rental Property* of the Caddo Parish Unified Development Code (UDC).

BACKGROUND: An incident involving a shooting took place in November 2023 at a short-term rental property within the City of Shreveport. The Caddo Parish Commissioner for District 4—the Commissioner of where the incident took place—inquired with the Shreveport Metropolitan planning Commission (MPC) regarding the revocation process for short-term rental permits. After said inquiry, the Commissioner for District 4 drafted *Resolution 10 of 2024* (which was approved on 02/08/2024) which stated that:

- The Caddo Parish Commission desires that additional provisions be added to the Unified Development Code regarding suspension or revocation of short-term rental permits; and
- The Caddo Parish Commission believes that such suspension or revocation of short-term rental permits should be warranted when the conduct of the business of short-term rental is incompatible with the neighborhood and environs of the property on which the short-term rental is located.

The resolution further stated that the Parish Administrator and Parish Attorney were authorized to take such steps, as warranted, to initiate an application to the Parish Planning and Zoning Commission for a code text amendment. See Exhibit "C" for full text of adopted resolution.

MASTER PLAN

CONSISTENCY: These proposed code text amendments are consistent with the following provisions of the Shreveport-Caddo 2030 Great Expectations Master Plan:

- Ensuring equitable health and safety outcomes for all.
 - Revising regulations for best practices and enforcement.
-

**NOTIFICATION/
COMMUNITY OUTREACH:**

Notifications of the PZC Public Hearing were 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.
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- For the March 27, 2024, Planning and Zoning Commission public hearing, a legal ad was published in the official Caddo Parish journal, *The Caddo Citizen*, on March 7, 2024; March 14, 2024; and March 21, 2024.

STAFF ANALYSIS: In response to community concerns, and the recognition that better regulation for STR's is needed, the Caddo Parish Commission passed *Resolution 10 of 2024*, which directed the Parish Administrator and Parish Attorney to take such steps as warranted to initiate an application to the Parish Planning and Zoning Commission for a code text amendment on how, and when, a short-term rental permit might be revoked by the MPC's Zoning Administrator.

Currently, enforcement of short-term rentals is regulated pursuant to *Article 23. – Short-Term Rental Property* of the Caddo Parish UDC. *Section 23.10.C.1* states:

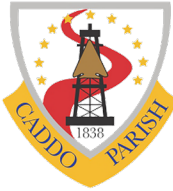
The Zoning Administrator is authorized to revoke any short-term rental permit, as well as issue any zoning violations to the property owner to which the short-term rental is operating.

MPC staff feel this current language adequately authorizes the Zoning Administrator to revoke a short-term rental permit, as applicable, to any a short-term rental properly operating within the requirements of *Article 23. – Short-Term Rental*. For example—if, through an investigation by the Zoning Administrator a citation related to a short-term rental is brought against the short-term rental permit holder or property owner, such citation *may* trigger revocation of the short-term rental permit by the Zoning Administrator.

While the current language *does* authorize the Zoning Administrator to revoke permits, the Caddo Parish Commission feels that additional triggers may be warranted, and the following new provisions are being proposed. Below is a quick summary of the proposed amendments. See Exhibit "A" for a one-page summary of all text amendments. See Exhibit "B" for complete, full-body code text changes with redlines and strikeouts.

In summary, the proposed amendments add the following new provisions:

- The Zoning Administrator would be authorized to administratively revoke or suspend any short-term rental permit if:
 - The permit holder, or the property owner were convicted of a violation of the UDC, or local, state or federal law, in the course of operating such short-term rental.
 - The short-term rental has endangered neighborhood safety or has a documented history of conditions interfering with the use and enjoyment of the property within its vicinity.
 - The Zoning Administrator determines that the operation of the STR presents a present and pervasive threat to or disregard for public health and safety.
- If the Zoning Administrator feels that revocation or suspension is warranted, the Zoning Administrator shall notify in writing the STR permit holder of the facts and of the basis for revocation or suspension. Such notice shall advise the permit holder and property owner that they are entitled to appeal against the decision.
- A permit holder may appeal such a decision to the Caddo Parish Planning and Zoning Commission within 30 calendar days.
- Once a short-term rental permit has been revoked or suspended, no new short-term rental



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STAFF REPORT

permit shall be issued to the applicant for the same property for a period of one year from the date of revocation or suspension.

PROPOSED CODE TEXT AMENDMENT(S):

Two (2) amendments are being proposed to the Caddo Parish UDC by the Caddo Parish Commission at this time. See Exhibit "B" for complete, full-body code text changes with redlines, new text and strikeouts.

Amendment 1. Amend *Section 23.10 Violations, Penalties, And Enforcement* in *Article 23. – Short-Term Rental Property*.

Amendment 2. Amend *Section 23.12 Appeals* in *Article 23. – Short-Term Rental Property*.

ATTACHMENTS: See Exhibit "A" for a one-page summary of proposed amendments.
See Exhibit "B" for detailed list of code text changes with redlines and strikeouts.
See Exhibit "C" for full text of *Resolution 10 of 2024*.

APPROVAL STANDARDS:

The purpose of *Section 16.1.E.1* of the Caddo Parish UDC is to provide a uniform means for amending the text whenever the public necessity, convenience, general welfare, comprehensive plan, or appropriate land use practices justify or require doing so. In determining whether to recommend approval or denial of the proposed text amendment, the PZC shall weigh the following:

- a. **Promotes public health, safety, and welfare.**
The proposed code text amendments promote 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 are not applicable to these standards.

RECOMMENDATION: As this case is initiated by action of the Caddo Parish Commission, MPC staff are not making an official recommendation for 24-1-CTAP. Based on information provided at the public hearing, the PZC may:

- Approve the proposed code text amendment(s);
- Deny the proposed code text amendment(s);
- Modify specific language in the proposed amendment and approve, as modified.

Please note, any recommendation—whether to approve, deny, or modify—will be forwarded to the Caddo Parish Commission for final approval.

PUBLIC ASSESSMENT: No one spoke in support. 1 spoke in opposition.



CADDO PARISH PLANNING AND ZONING COMMISSION

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STAFF REPORT

PZC
RECOMMENDATION: The Board voted unanimously to recommend denial of this application.

**CADDO PARISH PLANNING AND ZONING COMMISSION
SUMMARY MINUTES OF THE PUBLIC HEARING MARCH 27, 2024**

A regularly scheduled public hearing of the Caddo Parish Planning And Zoning Commission was held on Wednesday, March 27, 2024 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

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

Staff Present

Alan Clarke, Executive Director
Stephen Jean, Deputy Director
Adam Bailey, Community Planning & Design Manager
Reginald Jordan, Zoning Administrator
Emily Trant, Land Development Coordinator
Henry Bernstein, Parish Attorney's Office
PeiYao Lin, Community Planner 1
Jomari Smith, Planner 1
Kamrin Hooks, Executive Assistant

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 MS. NEUBERT, seconded by MR. MARCHIVE, III, to approve the minutes of the February 28, 2024 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. 24-01-CTAP CODE TEXT AMENDMENT

Applicant: Caddo Parish Planning and Zoning Commission (PZC)
Request: Caddo Parish UDC in order to establish specific revocation procedures for short-term rental permit holders

Representative &/or support: NONE.

Opposition:

Jake Brown 1243 Pine Island Rd, Shreveport, LA, 71107

Brown stated that short term rentals are already regulated. He stated that the Airbnb format requires a guest head count as well as a summary of why they are coming into town before booking can be done. Brown also stated that the format has been designed to combat racial profiling. He stated that the ordinance would open the parish up to racial profiling lawsuits. Brown stated that a license to rent through places like Airbnb will be revoked if proper taxes and precautions are not being taken care of appropriately. GREEN stated that regulation is needed but possibly a lack of understanding of how the short-term rentals work and the positives and negatives are not being considered together. Brown stated that the rentals bring revenue to the parish and city as having a place to stay in a safe part of town brings in more people. NEUBERT stated there is feedback on the short-term rental platforms that regulate renters and the owners, she also stated that making the owner at fault for the renter's behavior will

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not stop the crime. Brown stated he only uses Airbnb.

A motion was made by MS. NEUBERT seconded by MR. MARCHIVE, III to recommend denial of this application.

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

END OF PUBLIC HEARING

OLD BUSINESS

NEW BUSINESS

Master Plan Parish Update Committee

The committee consisted of BROWN, NEUBERT and GREEN. BROWN stated that the Masterplan deals with sustainability. He stated that the three of them have whittled many of the zoning districts down for the 5-mile zone. Brown stated with R-A that it would allow manufactured homes and have a minimum lot size that equals the minimum in the parish ordinance on water wells and septic tanks. He also stated they looked at possibly allowing 2 accessory structures since they have bigger lots in the parish for R-A. He emphasized that the owner would have to be a resident on the property to have the 2 accessory structures, the owner would have to live in one of the structures. He stated that the other district they settled on was R-S which would be for everyone else in a subdivision, this district would have sewer and water. He stated to protect those that do not want to see manufactured homes when they leave their subdivisions, there would be instances that manufactured homes would not be allowed. R-MF is a manufactured home park where they own the homes on smaller lots, and it is more spread out. He stated with commercial districts, C-1 would have all the same uses and additional uses in the C-2 district would need a special exception use. C-3 would be used by right and C-4 would be special exceptions. Industrial districts and R-2 were kept the same. R-3 was changed to have a height minimum but otherwise stayed the same. NEUBERT stated all the code pieces that seemed city oriented were taken out and BROWN stated that was done to be easier on the constituents. BROWN asked BERNSTEIN to provide a resolution other than a code-text amendment and possible funding from the commission. GREEN stated that they are for the common good and allowing people to embrace their properties and goals.

OTHER MATTERS TO BE REVIEWED BY THE COMMISSION

CHAIR/BOARD MEMBER'S COMMENTS

ADJOURN 5:27 p.m.

Jake Brown, Chair

Lauren Marchive, III, Secretary

CC3825

NOTICE TO THE PUBLIC

Notice is hereby given that the Caddo Parish Planning and Zoning Board will hold a public hearing on Wednesday, March 27, 2024 at 3:00 p.m. in the **Government Plaza Chamber, 1st Floor, 505 Travis Street, Shreveport, LA**, for the purpose of considering the following subdivision applications &/or amendments to the Caddo Parish Unified Development Codes & the official Zoning Map for the Shreveport Metropolitan Planning Area of Caddo Parish, LA.

CASE NO. 24-01-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 establish specific revocation procedures for short-term rental permit holders within *Article 23. Short-Term Rental Property*, with all provisions included therein.

Alan Clarke, Executive Director
Metropolitan Planning Commission