

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

TITLE	
Ordinance _____ of 2025	
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 the Manufactured Homes, with all their provisions included herein, and to otherwise provide with respect thereto.	
DATE: March/27/2025	ORIGINATING DEPARTMENT:
The Shreveport Metropolitan Planning Commission of Caddo Parish (MPC)	
BACKGROUND INFORMATION	
<p>The primary focus of this amendment is to change the Use Matrix to reflect that Dwelling-Manufactured Homes requires a Special Exception Use rather than being permitted by right in the R-A District. This will require that a public hearing be held to determine whether manufactured homes will be allowed to be placed on a specific lot of record in Caddo Parish inside the planning limits.</p> <p>This amendment will only effect <i>Article 5-Uses, Table 5-1 Use Matrix</i></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 PZC staff report for PZC Case # 25-02-CTAP. See Exhibit "B" for a list of all proposed amendments. See Exhibit "C" for Table 5 -1</p>	
KEY STAFF CONTACT	
Stephen Jean, Deputy Director, MPC	
COORDINATION	
Department Head	(Initial)
Parish Administrator/CEO	(Initial)

ORDINANCE NO. _____ of 2025

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 MANUFACTURED HOMES, 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 the Manufactured Homes, with all provisions included therein.

I. Article 5 Uses, Table 5-1 Use Matrix is amended to read as follows:

See Exhibit “C” for revised TABLE 5-1: Use Matrix

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 JULY 23, 2025**

A regularly scheduled public hearing of the Caddo Parish Planning and Zoning Commission was held on Wednesday, July 23, 2025 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
Lauren Marchive, III
Damon Humphrey, Sr.
Calvin Presley

Staff Present

Alan Clarke, Executive Director
Stephen Jean, Deputy Director
Emily Trant, Senior Planning Coordinator
Kamrin Hooks, Executive Assistant/Planner 1
Zixuan Xu, Community Planner I
Walter Johnson, Community Planner II
Myldred Ingram, Office Specialist
Cytheria Jernigan, Parish Attorney's Office
Jomari Smith, Planner 1

Members Absent

Phyllis Hart

The hearing was opened with prayer by Damon Humphrey, Sr. The Pledge of Allegiance was led by Calvin Presley

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 Calvin Presley, seconded by Lauren Marchive, III, to approve the minutes of the June 25, 2025 public hearing as submitted.

The motion was adopted by the following 5-0 vote: Ayes: Messrs. BROWN, MARCHIVE, HUMPHREY, and PRESLEY and Ms. NEUBERT. Nays: NONE. Absent: Ms. HART.

PUBLIC HEARING

CASE NO. 25-2-CTAP CODE TEXT AMENDMENT

Applicant: **CADDO PLANNING AND ZONING COMMISSION**
Request **Code Text Amendment**
REMANDED FROM CADDO PARISH COMMISSION
DEFERRED AND CONTINUED FROM JUNE 25, 2025

Representative &/or support:

Robert Wyndon 4748 Rice Road, Shreveport, LA 71119

Wyndon expressed his support for the application.

Opposition: None.

A motion was made by Lauren Marchive, III seconded by Calvin Presley to recommend this application for approval.

NEUBERT stated that the needs of the people in the five-mile area that the PZC Board represents differ. She stated that no one is here for North or South Shreveport, and she fears that this will upset the people of Caddo Parish. She stated that she feels North Caddo will not like this application. NEUBERT stated that this will cause a backlash, and she wouldn't blame the citizens for being upset. The Board spoke heavily about the need for the Parish Commission to update the Masterplan with a third-party consultant. MARCHIVE informed the Board that they are just presenting something to the Commission based on the recommendation MPC made and the Commission will take the heat if the public does not like what this Board does, he continued by stating it is ultimately the Commission's final decision. PRESLEY asked if a meeting is required when doing an application for a manufactured home. CLARKE answered no, but that can be stipulated. CLARKE stated that there are many opportunities for the public to voice their opinions. BROWN expressed disappointment in the MPC for not doing as much research as he felt the application needed. BROWN stated that with this application, many people will be slow-rolled and the people who do not have the money for the application will not be able to have a home. BROWN stated that he is not in support of this application. BROWN spoke about possibly rezoning individual commissioner districts or roads to satisfy everyone. HUMPHREY stated he does not want to negatively affect any citizen; he stated that places should be established for people who want stick-built homes and people who want manufactured homes. PRESLEY expressed a point of pushing the application forward to the Parish Commission who makes the ultimate decision. BROWN and NEUBERT explained that the Commission values their recommendations and if they send this application to them with approved attached to it then no matter if the commission makes the final decision, the PZC Board is also responsible for that happening. BROWN asked CLARKE if Rice Road could be the only place to be rezoned. CLARKE explained that places in North Caddo have petitioned the PZC to rezone the area to R-A, so this idea is not new, as the citizens of this area have done the same. CLARKE informed the Board that they cannot enact legislation, legislation is enacted by the elected officials and they are notified of what comes before the PZC Board. CLARKE stated that every district but this one has a \$350 fee attached with no waiver that must be paid and if the Board feels that the people in these districts should never have a public hearing, then the amendment can be voted for denial, but if they feel that everyone should be treated equally then they may want to recommend approval. CLARKE then explained that an individual from that R-A area who owns 40 acres of land started placing manufactured homes around that area because it is a use by right. The area could potentially be subdivided into 40 lots and a manufactured home placed on each lot. The neighborhood felt that this was an infringement on their rights. NEUBERT asked for clarification on fair housing in relation to this application. JEAN clarified that the staff ran into trouble with fair housing regarding if they tried to make conditions without rezoning the property. JEAN stated that due diligence was taken when reviewing this application. NEUBERT asked what the difference is between making a case-by-case basis versus a blanket rezoning. CLARKE stated that based on the research that was conducted, this was the best course of action. BROWN stated that people who had 70 grand saved up for their home will now have to bear extra cost and the five-mile zone will die like Shreveport because people will choose to build out of that zone to not deal with the MPC. NEUBERT stated that the process without adding this to it can be four to six months. MARCHIVE stated that if a person came in and looked for a lot, the staff could have an established percentage of how many manufactured homes there are in the area and how many more there can be. Based on this you could have the use by right if it's below that designated percentage point, but if you fall in a place where there are little to no manufactured homes, then the special exception use can be used. JEAN explained that something could be set up that establishes a number but, if the number is low then the homes could still be placed, which would not solve the problem associated with this area that brought this case to the Board. JEAN continued that this could possibly work but, in this case, it does not help it. MARCHIVE asked that the staff get serious about finding those numbers. NEUBERT informed the Board that she understands the people of Rice Road, but they should find a middle ground instead of taking away from one group to give to another group. She stated that the problems they are dealing with are a result of zoning that does not reflect what is happening in the rural area. HUMPHREY stated that professionals need to be hired to come up with a solution. CLARKE stated that they have been suggesting that for over a year, but it cannot be done until the Parish Commission does it. MARCHIVE called for the vote.

The motion failed by the following 2-3 vote: Ayes: Messrs. MARCHIVE, and PRESLEY and Mses. NONE. Nays: Messrs. BROWN, and HUMPHREY and Mses. NEUBERT. Absent: Mses. HART.

NEUBERT stated that something needs to be sent to the commission saying that the code needs to be fixed. CLARKE stated that after House Bill 697, the MPC does not have any connection to the commission and the PZC Board will have to engage with them. He also stated that the people in the five-mile radius should start contacting their commissioners. BROWN proposed that they deny it and tell the commission to amend the code and get consultants. NEUBERT and BROWN asked if they could write a resolution to send to the commission to do a new study, so the people of Caddo Parish are heard. JERNIGAN stated she would speak with the Parish Attorney and get back to them with an answer.

END OF PUBLIC HEARING

OLD BUSINESS

draft

NEW BUSINESS

OTHER MATTERS TO BE REVIEWED BY THE COMMISSION

Richard Friday 4645 Rice Road, Shreveport, LA 71119

Friday stated the Board is stating concern of the \$350 fee attached to the manufactured home and additional steps, when he had to pay money and go through steps to have his home. BROWN stated that the difference is after his steps he could have his home, but the applicant could still be denied and not be able to have a home. BROWN advised Friday to get with CLARKE and find ways to get what they want for their area. CLARKE stated that people can do what people want to do and people who are not rich come in and pay \$350 to get a special exception use every month in the city. CLARKE continued by saying that it is not fair that this Board is saying that these people are too poor to pay \$350 and are stereotyping a whole area of people. BROWN stated they are taking away property rights, CLARKE informed the Board that Chapter 54 required a special exception use in the R-A district before the UDC went into effect. MARCHIVE asked if there is a percentage that needs to agree to get the blanket rezoning of Rice Road. CLARKE stated he does not think so, but it would go on the agenda and be voted on by this Board before going to the Commission. NEUEBRT stated that she had a similar situation, and they went through this process and rezoned all their property to R-A. It was confirmed that R-E, which allows manufactured homes with special exception use in the district would fit what it seems the area needs. CLARKE advised Friday to reach out to his commissioner and the neighbors in the community who are also against this application.

CHAIR/BOARD MEMBER'S COMMENTS

ADJOURN 4:33 p.m.

Jake Brown, Chair

Damon Humphrey, 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

MARCH 26, 2025

AGENDA ITEM NUMBER: 10

MPC Staff Member: Stephen Jean

Parish Commission District: All Districts

CASE NUMBER: 25-2-CTAP: Caddo Parish UDC Code-Text Amendments
APPLICANT: Caddo Parish Planning and Zoning Commission
REQUEST: **Code Text (Ordinance) Amendments to the Caddo Parish UDC**

DESCRIPTION: The Executive Director has instructed MPC staff to prepare and application to amend the Caddo Parish Unified Development Code (UDC). This request was to amend the Use Matrix of the Caddo Parish UDC to require Manufactured Homes to be a Special Exception Use rather than a permitted use.

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.
 - Promote high standards of quality in development and design.
-

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.
 - For the March 26, 2025, Planning and Zoning Commission public hearing, a legal ad was published in the official Caddo Parish journal, *The Caddo Citizen*, on March 6, 13 & 20, 2025..
 - No comments have been received to date. Mailed notifications for applications for a code text amendment are not required.
 - Following the PZC public hearing on March 26, 2025 the PZC has 60 days to forward the PZC's recommendation to the Parish Commission.
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CADDO PARISH PLANNING AND ZONING COMMISSION

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STAFF REPORT

- STAFF ANALYSIS:** The primary focus of this amendment is to change the Use Matrix to reflect that Dwelling-Manufactured Homes requires a Special Exception Use rather than being permitted by right in the R-A District. Staff analysis of the proposed amendments reveals several key considerations:
- The proposed amendment will require that a public hearing be held to determine whether manufactured homes will be allowed to be placed on a specific lot of record in Caddo Parish inside the planning limits.
 - This amend will allow nearby residents to express their views regarding manufactured homes being placed in their neighborhood.
 - These amendments will provide a mechanism to add conditions to approvals that will assist in mitigating any impact that proposed use may have on nearby properties.

PROPOSED CODE TEXT AMENDMENT(S):

1. Amend ARTICLE 5. - Uses in the Caddo Parish UDC.
 - a) **Table 5-1 Use Matrix – Amend the following row to ...**
 - Include “Dwelling – Manufactured Home” in the following zoning district as a Special Exception Use(E):
 - R-A ~~(P)~~(E)
- [Note (1): See Exhibit “C” for revised TABLE 5-1: Use Matrix]**

ATTACHMENTS: See Exhibit “A” for Key Changes of the proposed amendments.
See Exhibit “B” for a list of all proposed amendments.
See Exhibit “C” for Table 5-1

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.**
This amendment will assist to preserve and enhance the value of structures, communities, and neighborhoods within Caddo Parish, 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.



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STAFF REPORT

e. The extent to which the proposed amendment creates nonconformities.

This amendment will not create nonconformities because according to Article 1.4 Transition Rules, any use that was permitted prior to any amendments to the code will now be considered a legal special use.

RECOMMENDATION: Based on staff analysis, review of the above standards and facts of record, MPC Staff concludes that the recommendation to APPROVE this code text amendment is warranted. If approved by the Caddo Parish Commission, the Caddo Parish UDC would be amended, as described within. A majority vote of the PZC members present and voting is required to recommend approval to the Caddo Parish Commission.

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

- Deny the proposed code text amendments;
- 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: One spoke in support; no opposition was present.

**PZC
RECOMMENDATION:** The Board voted 2- yes, 2- no, 1- abstain. To recommend denial.

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

TITLE	
Ordinance _____ of 2025	
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 the Manufactured Homes, with all their provisions included herein, and to otherwise provide with respect thereto.	
DATE: March/27/2025	ORIGINATING DEPARTMENT:
The Shreveport Metropolitan Planning Commission of Caddo Parish (MPC)	
BACKGROUND INFORMATION	
<p>The primary focus of this amendment is to change the Use Matrix to reflect that Dwelling-Manufactured Homes requires a Special Exception Use rather than being permitted by right in the R-A District. This will require that a public hearing be held to determine whether manufactured homes will be allowed to be placed on a specific lot of record in Caddo Parish inside the planning limits.</p> <p>This amendment will only effect <i>Article 5-Uses, Table 5-1 Use Matrix</i></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 PZC staff report for PZC Case # 25-02-CTAP. See Exhibit "B" for a list of all proposed amendments. See Exhibit "C" for Table 5 -1</p>	
KEY STAFF CONTACT	
Stephen Jean, Deputy Director, MPC	
COORDINATION	
Department Head	(Initial)
Parish Administrator/CEO	(Initial)

ORDINANCE NO. _____ of 2025

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 MANUFACTURED HOMES, 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 the Conditional Zoning District and Small Planned Unit Developments, with all provisions included therein.

I. Article 5 Uses, Table 5-1 Use Matrix is amended to read as follows:

See Exhibit “C” for revised TABLE 5-1: Use Matrix

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

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

1. Amend ARTICLE 5. - Uses in the Caddo Parish UDC.

a) Table 5-1 Use Matrix – Amend the following row to ...

- Include "Dwelling – Manufactured Home" in the following zoning district as a Special Use Permit (S):
 - R-A (~~P~~)(E)

[Note (1): See Exhibit "C" for revised TABLE 5-1: Use Matrix]

TABLE 5-1: USE MATRIX	R-A	R-E	R-1-12	R-1-10	R-1-7	R-1-5	R-UC	R-HU	R-TH	R-2	R-3	R-4	R-MHS	R-MHP	C-1	C-2	C-3	C-4	C-UC	C-UV	D-1-CBD	D-1-E	D-1-CMU	D-1-RMU	D-1-AC	D-1-HC	OR	I-MU	I-1	I-2	NA	OS	IC	USE STANDARD		
Dwelling - Two-Family							P	P	P	P	P								P	P															Sec. 6.1.Q	
Educational Facility - Primary or Secondary	P	P	S	S	S	S	P	S	P	P	P	P	P		P	P	P	P	P	P			P													
Educational Facility - University or College																S	P	P	S	P	P			P	P	P	P	P	P					P		
Educational Facility - Vocational School																S	P	P	S	P	P			P	P	P	P	P	P	S	P			S		
Financial Institution															P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					P		
Financial Institution with Drive-Through															P	P	P	P	A	A			A				P	P	A						Sec. 6.1.R	
Food Truck and Trailer Vendor															P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Sec. 6.1.S	
Food Truck Park															S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	Sec. 6.1.T	
Fraternity/Sorority																																		P		
Freight Terminal																																				
Funeral Home																S	P	P	S																	
Furniture, Furnishings and Equipment Sales																												P	P	S						
Gas Station																S	P	P	S			S				S	S	P	P	P					Sec. 6.1.U	
Golf Course/Driving Range	S	S	S	S																													P			
Government Office															P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
Greenhouse/Nursery - Retail																	A	P										P	P							
Group Home	P	P	P	P	P	P	P	P	P	P	P																								Sec. 6.1.V	
Halfway House																		S											S						Sec. 6.1.V	
Healthcare Institution																P	P	P									P							P		
Heavy Retail, Rental, and Service																	S	P		S						S		S	P	S						
Helipad																					S	S					S		S					S	Sec. 6.1.A	
Heliport																											S		S	S				S	Sec. 6.1.A	
Hotel																S	P	P	S	P	S	P	S	S	S	S	P							P		
Industrial - Artisan																		S	P		S															
Industrial - Heavy																																		P		
Industrial - Light																												P	P	P						
Industrial Design																		P	A		P		P			P	P	P	P							
Industrial Services																	P	P									P	P	P							
Live Entertainment - Ancillary Use																S	S	S	S	S	P	P	S		P			P							Sec. 6.1.W	
Live Performance Venue																	P	P	S	P	P	P	P		P			P					P		Sec. 6.1.W	
Lodge/Meeting Hall	S	S	S	S	S	S	S	S	S	S	S	S	S		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		Sec. 6.1.X
Manufactured Home Park														P																						
Marina																		S										S	S				S			
Medical/Dental Office								S							P	P	P	P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	P		
Movie Studio																						S				S			P	P						
Neighborhood Commercial Establishment			S	S	S	S	S	S	S	S	S	S	S																							Sec. 6.1.Y
Nightclub																	S	S		S		S	S		S			S							Sec. 6.1.W	
Office								S							P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
Outdoor Dining															S	P	P	P	P	P	P	P	P	P	P	P	P	S	S						Sec. 6.1.Z	
Overnight Truck Parking																														P	P				Sec. 6.1.AA	
Parking Lot (Principal Use)																S	P	P	S	P		S				S	P	S	P			P	P		Sec. 6.1.BB	
Parking Structure (Principal Use)																S	P	P	S	P	P	P	P	P	P	P	P	P	P			P	P		Sec. 6.1.BB	
Pay Day/Title Loan Agency																S	P	P	P		S		S					S	S						Sec. 6.1.CC	
Passenger Terminal																		P					S			S	P	P	S							
Personal Service Establishment															P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
Place of Worship	P	P	P	P	P	P	P	S	P	P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	P	P	P						P		
Public Park	P	P	P	P	P	P	P	P	P	P	P	P	P		P	P	P	P	P	P	S		S	P	P							P	P			
Public Safety Facility	S	S	S	S	S	S	S	S	S	S	S	S	S		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
Public Works Facility																		P								S	P	P	P	P				P		

TEMPORARY USE	R-A	R-E	R-1-12	R-1-10	R-1-7	R-1-5	R-UC	R-HU	R-TH	R-2	R-3	R-4	R-MHS	R-MHP	C-1	C-2	C-3	C-4	C-UC	C-UV	D-1-CBD	D-1-E	D-1-CMU	D-1-RMU	D-1-AC	D-1-HC	OR	I-MU	I-1	I-2	NA	OS	I	USE STANDARD
Batch Plant/Rock Crushing Facility (Temporary)	P*	P*	P*															P*								P*			P*	P*				Sec. 6.2.A
Borrow Pit	P*	P*	P*																										P*	P*				Sec. 6.2.B
Farmers' Market	P	P	P	P	P	P	P	P	P	P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	P	P	P				P	P	Sec. 6.2.C
Temporary Outdoor Events	P	P	P	P	P	P	P	P	P	P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	P	P	P				P	P	Sec. 6.2.D
Temporary Sale of Non-Seasonal Merchandise															P	P	P	P	P	P	P	P	P	P	P	P	P	P				P		Sec. 6.2.E
Temporary Seasonal Sales	S	S	S	S	S	S	S	S	S	S	S	S	S		P	P	P	P	P	P	P	P	P	P	P	P	P	P				P		Sec. 6.2.F
Temporary Subdivision Sales Office	P	P	P	P	P	P	P	P	P	P	P	P	P	P																				Sec. 6.2.H

* Even though Batch Plant/Rock Crushing Facility (Temporary) and Borrow Pit are permitted uses (P) by-right, these uses require MPC Board approval at a public hearing.



CADDO PARISH PLANNING AND ZONING COMMISSION

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STAFF REPORT

MARCH 26, 2025

AGENDA ITEM NUMBER: 10

MPC Staff Member: Stephen Jean

Parish Commission District: All Districts

CASE NUMBER: 25-2-CTAP: Caddo Parish UDC Code-Text Amendments
APPLICANT: Caddo Parish Planning and Zoning Commission
REQUEST: **Code Text (Ordinance) Amendments to the Caddo Parish UDC**

DESCRIPTION: The Executive Director has instructed MPC staff to prepare and application to amend the Caddo Parish Unified Development Code (UDC). This request was to amend the Use Matrix of the Caddo Parish UDC to require Manufactured Homes to be a Special Exception Use rather than a permitted use.

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.
 - Promote high standards of quality in development and design.
-

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.
 - For the March 26, 2025, Planning and Zoning Commission public hearing, a legal ad was published in the official Caddo Parish journal, *The Caddo Citizen*, on March 6, 13 & 20, 2025..
 - No comments have been received to date. Mailed notifications for applications for a code text amendment are not required.
 - Following the PZC public hearing on March 26, 2025 the PZC has 60 days to forward the PZC’s recommendation to the Parish Commission.
-



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STAFF REPORT

- STAFF ANALYSIS:** The primary focus of this amendment is to change the Use Matrix to reflect that Dwelling-Manufactured Homes requires a Special Exception Use rather than being permitted by right in the R-A District. Staff analysis of the proposed amendments reveals several key considerations:
- The proposed amendment will require that a public hearing be held to determine whether manufactured homes will be allowed to be placed on a specific lot of record in Caddo Parish inside the planning limits.
 - This amend will allow nearby residents to express their views regarding manufactured homes being placed in their neighborhood.
 - These amendments will provide a mechanism to add conditions to approvals that will assist in mitigating any impact that proposed use may have on nearby properties.

PROPOSED CODE TEXT AMENDMENT(S):

1. Amend ARTICLE 5. - Uses in the Caddo Parish UDC.
 - a) **Table 5-1 Use Matrix – Amend the following row to ...**
 - Include “Dwelling – Manufactured Home” in the following zoning district as a Special Exception Use(E):
 - R-A ~~(P)~~(E)
- [Note (1): See Exhibit “C” for revised TABLE 5-1: Use Matrix]**

ATTACHMENTS: See Exhibit “A” for Key Changes of the proposed amendments.
See Exhibit “B” for a list of all proposed amendments.
See Exhibit “C” for Table 5-1

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.**
This amendment will assist to preserve and enhance the value of structures, communities, and neighborhoods within Caddo Parish, 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.



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STAFF REPORT

e. The extent to which the proposed amendment creates nonconformities.

This amendment will not create nonconformities because according to Article 1.4 Transition Rules, any use that was permitted prior to any amendments to the code will now be considered a legal special use.

RECOMMENDATION: Based on staff analysis, review of the above standards and facts of record, MPC Staff concludes that the recommendation to APPROVE this code text amendment is warranted. If approved by the Caddo Parish Commission, the Caddo Parish UDC would be amended, as described within. A majority vote of the PZC members present and voting is required to recommend approval to the Caddo Parish Commission.

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

- Deny the proposed code text amendments;
- 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: One spoke in support; no opposition was present.

PZC
RECOMMENDATION: The Board voted 2- yes, 2- no, 1- abstain. To recommend denial.

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

1. Amend ARTICLE 5. - Uses in the Caddo Parish UDC.

a) Table 5-1 Use Matrix – Amend the following row to ...

- Include "Dwelling – Manufactured Home" in the following zoning district as a Special Use Permit (S):
 - R-A (~~P~~)(E)

[Note (1): See Exhibit "C" for revised TABLE 5-1: Use Matrix]

TABLE 5-1: USE MATRIX	R-A	R-E	R-1-12	R-1-10	R-1-7	R-1-5	R-UC	R-HU	R-TH	R-2	R-3	R-4	R-MHS	R-MHP	C-1	C-2	C-3	C-4	C-UC	C-UV	D-1-CBD	D-1-E	D-1-CMU	D-1-RMU	D-1-AC	D-1-HC	OR	I-MU	I-1	I-2	NA	OS	IC	USE STANDARD		
Dwelling - Two-Family							P	P	P	P	P								P	P															Sec. 6.1.Q	
Educational Facility - Primary or Secondary	P	P	S	S	S	S	P	S	P	P	P	P	P		P	P	P	P	P	P			P													
Educational Facility - University or College																S	P	P	S	P	P			P	P	P	P	P	P					P		
Educational Facility - Vocational School																S	P	P	S	P	P			P	P	P	P	P	P	S	P			S		
Financial Institution															P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					P		
Financial Institution with Drive-Through															P	P	P	P	A	A			A				P	P	A						Sec. 6.1.R	
Food Truck and Trailer Vendor															P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Sec. 6.1.S	
Food Truck Park															S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	Sec. 6.1.T	
Fraternity/Sorority																																		P		
Freight Terminal																													P	P						
Funeral Home																S	P	P	S																	
Furniture, Furnishings and Equipment Sales																	P	P										P	P	S						
Gas Station																S	P	P	S			S				S	S	P	P	P					Sec. 6.1.U	
Golf Course/Driving Range	S	S	S	S																													P			
Government Office															P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Greenhouse/Nursery - Retail																	A	P										P	P							
Group Home	P	P	P	P	P	P	P	P	P	P	P																								Sec. 6.1.V	
Halfway House																		S										S							Sec. 6.1.V	
Healthcare Institution																P	P	P									P							P		
Heavy Retail, Rental, and Service																	S	P		S						S	S	P	S							
Helipad																					S	S					S		S					S	Sec. 6.1.A	
Heliport																											S		S	S				S	Sec. 6.1.A	
Hotel																S	P	P	S	P	S	P	P	S	S	S	P							P		
Industrial - Artisan																		S	P		S															
Industrial - Heavy																																		P		
Industrial - Light																												P	P	P						
Industrial Design																		P	A		P						P	P	P	P						
Industrial Services																	P	P									P	P	P							
Live Entertainment - Ancillary Use																S	S	S	S	S	P	P	S			P		P						Sec. 6.1.W		
Live Performance Venue																	P	P	S	P	P	P	P			P							P	Sec. 6.1.W		
Lodge/Meeting Hall	S	S	S	S	S	S	S	S	S	S	S	S	S		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Sec. 6.1.X	
Manufactured Home Park														P																						
Marina																		S										S	S				S			
Medical/Dental Office								S							P	P	P	P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	P	P	
Movie Studio																						S				S		P	P							
Neighborhood Commercial Establishment			S	S	S	S	S	S	S	S	S	S	S																						Sec. 6.1.Y	
Nightclub																	S	S		S		S	S			S		S						Sec. 6.1.W		
Office								S							P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Outdoor Dining															S	P	P	P	P	P	P	P	P	P	P	P	P	S	S						Sec. 6.1.Z	
Overnight Truck Parking																													P	P					Sec. 6.1.AA	
Parking Lot (Principal Use)																S	P	P	S	P		S				S	P	S	P			P	P	Sec. 6.1.BB		
Parking Structure (Principal Use)																S	P	P	S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Sec. 6.1.BB	
Pay Day/Title Loan Agency																S	P	P	P		S							S	S						Sec. 6.1.CC	
Passenger Terminal																		P					S			S	P	P	S							
Personal Service Establishment															P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Place of Worship	P	P	P	P	P	P	P	S	P	P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	P	P	P						P		
Public Park	P	P	P	P	P	P	P	P	P	P	P	P	P		P	P	P	P	P	P	S		S	P	P							P	P			
Public Safety Facility	S	S	S	S	S	S	S	S	S	S	S	S	S		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Public Works Facility																		P								S	P	P	P	P				P		

TEMPORARY USE	R-A	R-E	R-1-12	R-1-10	R-1-7	R-1-5	R-UC	R-HU	R-TH	R-2	R-3	R-4	R-MHS	R-MHP	C-1	C-2	C-3	C-4	C-UC	C-UV	D-1-CBD	D-1-E	D-1-CMU	D-1-RMU	D-1-AC	D-1-HC	OR	I-MU	I-1	I-2	NA	OS	I	USE STANDARD
Batch Plant/Rock Crushing Facility (Temporary)	P*	P*	P*															P*								P*			P*	P*				Sec. 6.2.A
Borrow Pit	P*	P*	P*																										P*	P*				Sec. 6.2.B
Farmers' Market	P	P	P	P	P	P	P	P	P	P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	P	P	P				P	P	Sec. 6.2.C
Temporary Outdoor Events	P	P	P	P	P	P	P	P	P	P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	P	P	P				P	P	Sec. 6.2.D
Temporary Sale of Non-Seasonal Merchandise															P	P	P	P	P	P	P	P	P	P	P	P	P	P				P		Sec. 6.2.E
Temporary Seasonal Sales	S	S	S	S	S	S	S	S	S	S	S	S	S		P	P	P	P	P	P	P	P	P	P	P	P	P	P				P		Sec. 6.2.F
Temporary Subdivision Sales Office	P	P	P	P	P	P	P	P	P	P	P	P	P	P																				Sec. 6.2.H

* Even though Batch Plant/Rock Crushing Facility (Temporary) and Borrow Pit are permitted uses (P) by-right, these uses require MPC Board approval at a public hearing.

CC3825

NOTICE TO THE PUBLIC

Notice is hereby given that the Caddo Parish Planning and Zoning Board will hold a public hearing on Wednesday, July, 23, 2025 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. 25-2-CTAP UDC CODE TEXT AMENDMENTS: In accordance with *Article 16, Section 16.1* of the *Caddo Parish Unified Development Code (UDC)*, an application has been submitted by the Caddo Parish Planning and Zoning Commission (PZC) to consider public comments and testimony regarding proposed code text amendments of the *Caddo Parish UDC*. Changes to Table 5-1 Use Matrix within the UDC and other changes to the text deemed necessary by the Caddo Parish Planning and Zoning Commission.

Alan Clarke, Executive Director
Metropolitan Planning Commission
The Shreveport Times