

Office of the MPC  
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**RECOMMENDED UDC AMENDMENTS. May 5, 2021**

The Caddo Parish Unified Development Code (UDC) undergoes regular review in order to correct errors in the text or to accommodate changed or changing conditions in the Planning Area. Periodically, revisions are required to reflect the changing nature of business in our community, and are processed as either general amendments, suggested and reviewed by the MPC staff, or amendments which include those that are legally necessary, incorporate previously approved ordinances or determinations, or are emergency amendments (Parish designated). These proposed amendments are intended to be more user-friendly, with regard to various house-keeping 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].

Explanations are given for each amendment shown.

- 1. **Add new abbreviation “SEU” in ARTICLE 2. DEFINITIONS AND RULES OF MEASUREMENT, SECTION 2.2 GENERAL ABBREVIATIONS as “G” in the Caddo Parish UDC. All subsequent abbreviations will be re-alphabetized accordingly :**

The following abbreviations are used within this Code:

\* \* \*

G. “SEU” is an abbreviation for “special exception use.”

\* \* \*

**Explanation:** This amendment is part of the new special exception use process.

- 2. **Amend the following definitions in ARTICLE 2. DEFINITIONS AND RULES OF MEASUREMENT, SECTION 2.3 DEFINITION OF GENERAL TERMS in the Caddo Parish UDC to now read as follows :**

\* \* \*

**Aggrieved Party.** In the context of an appeal of a decision, an aggrieved party is any person(s) or entity(s) who are able to demonstrate that their property will be injured by a decision regarding a text (code) or map amendment (zoning change), special use permit, variance, special exception use, administrative exception, planned unit development, sign permit, zoning interpretation, temporary use permit, or zoning appeal.

\* \* \*

**Explanation:** This definition needs updating due to the new special exception use process.

- 3. **Amend ARTICLE 5. USES , SECTION 5.2 USE MATRIX in the Caddo Parish UDC to now read as follows:**

**5.2 USE MATRIX**

Table 5-1: Use Matrix identifies the principal and temporary uses allowed within each zoning district. “P” indicates that the use is permitted by right in the district. “S” indicates that the use is a special use in the district and requires special use approval. “E” indicates that the use is a special exception use in the district and requires administrative approval from the Zoning Board of Appeals. If a cell is blank, the use is not allowed in the district. In the case of temporary uses, a “P” indicates the temporary use is allowed in the district and may require approval of a temporary use permit. For accessory uses, see Article 7.

**Explanation:** This revised language helps explain the new special exception use process within the Use Matrix. Special Exception Uses, as identified by in the Use Matrix, would be approved by the Zoning Board of Appeals.

- 4. **Amend Table 5-1 in Article 5. USES, Section 5.2 USE MATRIX in the Caddo Parish UDC with the following updates:**

Update the following uses below to the new special exceptions use in the certain zoning districts .

- Dwelling – Manufactured Home (E)

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**Explanation:** Special Exception Uses, as identified by in the Use Matrix, would be approved by the Zoning Board of Appeals.

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

- 5. **Amend "Dwelling - Manufactured Home" in ARTICLE 6. USE STANDARDS, SECTION 6.1 PRINCIPAL USE STANDARDS, Subsection 6.1.M in the Caddo Parish UDC. A new provision will be added as "1" to now read as follows . All subsequent will re-numbered accordingly.**

- 1. [Manufactured homes shall only operate in allowable zoning districts as indicated on the Use Matrix in Article 5 of this Code. Any zoning district identified as a special exception use, or "E," will location and site plan approval by the Zoning Board of Appeals in accordance with the provisions of Article 16.5 \(Special Exception Use\).](#)

\* \* \*

**Explanation:** Manufactured Homes would be approved by the Zoning Board of Appeals as a Special Exception Use.

- 6. **Amend "Home-Based Business" in ARTICLE 7. ON-SITE DEVELOPMENT STANDARDS, SECTION 7.3 ACCESSORY STRUCTURES AND USES, Subsection 7.3.O.10 in the Caddo Parish UDC to now read as follows:**

\* \* \*

- 10. Barber or beauty shops are limited to one operator with one assistant, one styling chair, and one shampoo bowl. Scheduling for barber and beauty shops is limited to one appointment at a time only. [All barber or beauty shops, operating as a homebased business within a residential zoning district, require a special exception use approved by the Zoning Board of Appeals.](#)

\* \* \*

**Explanation:** The standard for Home-Based Businesses needs updating to include the new special exception use permit process.

- 7. **Add new subsection "Stay of Enforcement Proceedings" in ARTICLE 15. APPLICATION PROCEDURES, SECTION 15.1 APPLICATION, as subsection "F" in the Caddo Parish UDC. Re-alphabetize all subsequent subsections accordingly.**

\* \* \*

**F. Stay of Enforcement Proceedings**

[Any application submittal that remedies an existing violation, as determined by the Zoning Administrator, shall stay all enforcement proceedings unless the Zoning Administrator certifies that, by reason of the facts stated as a part of the violation, a stay would in his or her opinion cause imminent peril to life or property. When such determination is made, enforcement proceedings shall not be stayed except by a restraining order granted, after due notice, to the Zoning Administrator, by the Zoning Board of Appeals or a court of proper jurisdiction.](#)

\* \* \*

**Explanation:** This amendment would allow for all enforcement processing to halt if the proposed offender applied for a land-use application to remedy the existing violation, though a Stay of Enforcement Proceedings.

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**8. Amend Table 15-1 in ARTICLE 15. APPLICATION PROCEDURES, SECTION 15.1 APPLICATION, SUBSECTION 15.1.F in the Caddo Parish UDC to now read as follows:**

TABLE 15-1: SUMMARY OF APPLICATION ACTIONS								
APPLICATIONS	ADMINISTRATORS							
	Zoning Administrator	Historic Preservation Commission (HPC)	Executive Director	Metropolitan Planning Commission (MPC)	Zoning Board of Appeals (ZBA)	Caddo Parish Commission	Caddo Parish Civil District Court	Unified Development Code Source Cited
***	***	***	***	***	***	***	***	***
Zoning Board of Appeals (ZBA)								
Variance to Zoning			RR		PH & D		A	Section 16.4
<a href="#">Special Exception Use</a>			<a href="#">RR</a>		<a href="#">PH &amp; D</a>	<a href="#">A</a>		<a href="#">Section 16.5</a>
Appeal to Staff Administrative Decisions					R & D		A	Section 16.4-213
***	***	***	***	***	***	***	***	***

**[Note (3): See Exhibit "C" for complete TABLE 15-1: SUMMARY OF APPLICATION ACTIONS]**

**Explanation:** This amendment outlines the new special exception use permit procedures and appeals process for Table 15-1: Summary of Applications.

**9. Amend and add a new row to Table 15-2 in ARTICLE 15. APPLICATION PROCEDURES titled "Required Notice" in the Caddo Parish UDC to now read as follows:**

TABLE 15-2: REQUIRED NOTICE			
Application	Notice Type		
	Published	Mailed	Posted
Code Text Amendment	•		
Zoning Map Amendment	•	•	•
Zoning Map Amendment: More Than 10 Parcels	•		
Special Use Permit	•	•	•
Administrative Special Use Permit	•	•	•
Variance to Zoning	•	•	•
<a href="#">Special Exception Use</a>	<a href="#">•</a>	<a href="#">•</a>	<a href="#">•</a>
Planned Unit Developments (PUD & SPUD) - Preliminary Site Plan	•	•	•
Appeal to Staff Administrative Decisions	•		
Subdivision Application (Major) - Preliminary Plat	•		
Annexation	•		
Closure and Abandonment	•		

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**Explanation:** The Special Exception Use procedure currently does not exist in Table 15-2.

10. **Add new section "Special Exception Use" to ARTICLE 16. ZONING APPLICATION APPROVAL PROCESSES, as SECTION "16.5" in the Caddo Parish UDC. All subsequent sections shall be renumbered accordingly.**

**[Note (4): See Exhibit "D" for new Article 16.5 SPECIAL EXCEPTION USE]**

**Explanation:** This amendment outlines the new special exception use permit procedures and appeals process.