

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

TITLE	
Ordinance 6244 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, to extend the notification area for mailed notices, to establish the provisions for the Neighborhood Participation Plan, and to otherwise provide with respect thereto.	
DATE: 06/	ORIGINATING DEPARTMENT:
The Shreveport Metropolitan Planning Commission of Caddo Parish (MPC)	
BACKGROUND INFORMATION	
The Caddo Parish Unified Development Code (UDC) undergoes regular review in order to ensure that the Code promotes sound, stable, and desirable development within the Caddo Parish, to correct errors in the text or to accommodate changed or changing conditions in a particular area.	
These proposed amendments are intended to introduce regulations for the Neighborhood Participation Plan (NPP). The purpose of the NPP is to ensure that applicants pursue early and effective neighborhood participation in conjunction with their applications, giving them the opportunity to understand and try to mitigate any real or perceived impacts their application may have on the community or on the neighborhood.	
A neighborhood participation plan shall be completed as part of the application submittal process for any land development application the Executive Director, or his/her designee, deems necessary due to its sensitive nature, proximity to the neighborhood or where unusual circumstances, common sense and good judgment dictate. The Executive Director will evaluate each application on a case-by-case basis.	
The following Articles, or portions thereof where amended: Article 15, "Application Procedures."	
FINANCIAL IMPACT AND SOURCE OF FUNDING	
None	
EFFECT(S) OF PROPOSED ACTION	
Completion of the Neighborhood Participation Plan shall not be construed as any prejudgment, commitment, or guarantee to require a successful resolution of any differences between applicants and participants. It is not the intent of the NPP to guarantee or require that an application will be approved with or without any particular conditions.	
ALTERNATIVES/STAFF RECOMMENDATION	
See Exhibit "A" for memorandum describing these amendments in full detail; See Exhibit "B" for new section "15.4. Project Neighborhood Participation Plan;" See Exhibit "C" for MPC Staff Report	
KEY STAFF CONTACT	
Adam Bailey, Community Planning and Design Manager	
COORDINATION	
Department Head	(Initial)
Parish Administrator/CEO	(Initial)

ORDINANCE NO. of 2021

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, TO EXTEND THE NOTIFICATION AREA FOR MAILED NOTICES, TO ESTABLISH THE PROVISIONS FOR THE NEIGHBORHOOD PARTICIPATION PLAN, 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 Metropolitan Planning 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 in the Metropolitan Planning Commission's jurisdiction within Caddo Parish;

WHEREAS, the Caddo Parish Commission, having considered the recommendations of the Metropolitan Planning 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 establish a Neighborhood Participation Plan process and procedures within Article 15, Application Procedures, and shall be amended as follows:

I. Article 15 is amended to read as follows:

ARTICLE 15. - APPLICATION PROCEDURES

15.1- APPLICATION

* * * * *

C. Mailed Notice

1. General Requirements

- a. Written notice will be mailed by the Executive Director no less than 15 and no more than 30 days in advance of the scheduled hearing date to all property owners within ~~300~~ 1,500 feet of the property line of the subject property. The notice must include the date, time, place, and purpose of such hearing, the name of the applicant, and the address of the subject property. When a zoning map amendment is proposed by the Metropolitan Planning Commission or the Parish Commission, notification must also be mailed to the owner of the subject property.

* * * * *

Article 15, Section 15.4 is added by substituting Exh. B hereto.

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

RECOMMENDED UDC AMENDMENTS.

The Caddo Parish Unified Development Code (UDC) serves as the official land use and development regulatory ordinance for the physical area of Caddo Parish, Louisiana that falls within the jurisdiction of the Caddo Parish Planning and Zoning Commission, and is outside of the corporate limits of the City of Shreveport, and was implemented in December 2017. Periodically, revisions to the UDC is required to reflect the changing nature of business within the planning limits of the MPC.

These proposed amendments create the provisions of a Neighborhood Participation Plan. The purpose of the Neighborhood Participation Plan is to achieve the following: (1) Ensure that applicants pursue early and effective neighborhood participation in conjunction with their applications, giving them the opportunity to understand and try to mitigate any real or perceived impacts their application may have on the community or on the neighborhood; (2) Ensure that the citizens and property owners of Caddo Parish have an adequate opportunity to learn about applications that may affect them and to work with applicants to resolve concerns at an early stage of the process; and (3) Facilitate ongoing communication between the applicant, interested citizens and property owners, MPC staff, and elected officials throughout the application review process.

The Neighborhood Participation Plan (NPP) is not intended to produce complete consensus on all applications, but to encourage applicants to be good neighbors and to allow for informed decision making. Completion of the neighborhood participation plan shall not be construed as any prejudgment, commitment, or guarantee to require a successful resolution of any differences between applicants and participants. It is not the intent of the Neighborhood Participation Plan to guarantee or require that an application will be approved with or without any particular conditions.

There will be a Public Hearing to consider these amendments at the June 2 2022, PZC Meeting.

Explanations are given for each amendment shown.

1. **Amend "General Requirements" in ARTICLE 15. APPLICATION PROCEDURES, SECTION 15.2 NOTICE, Subsection 15.2.C. Mailed Notice.**

C. Mailed Notice

1. General Requirements

- a. Written notice will be mailed by the Executive Director no less than 15 and no more than 30 days in advance of the scheduled hearing date to all property owners within ~~300~~ **1,500** feet of the property line of the subject property. The notice must include the date, time, place, and purpose of such hearing, the name of the applicant, and the address of the subject property. When a zoning map amendment is proposed by the Metropolitan Planning Commission or the Parish Commission, notification must also be mailed to the owner of the subject property.

2. **Add new section to ARTICLE 15. APPLICATION PROCEDURES titled "15.4. PROJECT NEIGHBORHOOD PARTICIPATION PLAN" in the Caddo Parish UDC.**

[Note (3): See Exhibit "B" for new section 15.4. Project Neighborhood Participation Plan]

Explanation: *The Master Plan calls for "a structured method for neighborhood associations, residents, and other stakeholders to be informed of forthcoming redevelopment and development projects." The purpose of the Neighborhood Participation Plan is to ensure that applicants pursue early and effective neighborhood participation in conjunction with their applications, giving them the opportunity to understand and try to mitigate any real or perceived impacts their application may have on the community or on the neighborhood.*

ARTICLE 15. APPLICATION PROCEDURES

- 15.1 APPLICATION
- 15.2 NOTICE
- 15.3 PUBLIC HEARING
- 15.4 NEIGHBORHOOD PARTICIPATION PLAN

15.4 NEIGHBORHOOD PARTICIPATION PLAN

A. Purpose and Intent

1. Ensure that applicants pursue early and effective neighborhood participation in conjunction with their applications, giving them the opportunity to understand and try to mitigate any real or perceived impacts their application may have on the community or on the neighborhood;
2. Ensure that the citizens and property owners of Caddo Parish have an adequate opportunity to learn about applications that may affect them and to work with applicants to resolve concerns at an early stage of the process; and
3. Facilitate ongoing communication between the applicant, interested citizens and property owners, planning staff, and elected officials throughout the application review process.
4. The neighborhood participation plan is not intended to produce complete consensus on all applications, but to encourage applicants to be good neighbors and to allow for informed decision making. Completion of the neighborhood participation plan may not be construed as any prejudgment, commitment, or guarantee to require a successful resolution of any differences between applicants and participants. It is not the intent of this subsection to guarantee or require that an application will be approved with or without any particular conditions.

B. Applicability

1. A neighborhood participation plan shall be completed as part of the application submittal process for any land development application the Executive Director, or his/her designee, deems necessary due to its sensitive nature, proximity to the neighborhood or where unusual circumstances, common sense and good judgment dictate. The Executive Director will evaluate each application on a case-by-case basis.
2. A neighborhood participation plan is not required for any application for a Code text amendment.

C. Waiver of Neighborhood Participation Plan Requirements

If a neighborhood participation plan is required by the Executive Director of the MPC, the affected applicant may submit a written request for waiver citing rationale therefore. The Executive Director will document his or her decision and rationale of all waiver requests.

D. Participants

Participants in the neighborhood participation plan shall consist of the following:

1. Applicants and property owners or their duly authorized representatives listed on the development or variance application.
2. Homeowners associations, neighborhood associations, or any equivalent local group, and individuals. An inventory of all homeowners associations, neighborhood associations, or any equivalent local group, may be kept and made available for distribution at the Office of the Metropolitan Planning Commission.

E. Target Area

The level of citizen interest and area of involvement will vary depending on the nature of the application and the location of the Site. The target area may include the following:

1. Individuals located within five hundred (500) feet of the subject property;

2. The head of homeowners association, neighborhood association, or equivalent local group located within five hundred (500) feet of the subject property. In the case where there are no homeowners associations within the five hundred (500) foot radius, planning staff will provide the applicant a list of the five (5) nearest homeowners associations' contact information outside of the five hundred (500) foot radius line;
3. Other potentially affected property owners outside of the outside of the five hundred (500) foot radius line as determined by planning staff; and
4. Other interested parties who have requested that they be placed on a list of interested parties maintained by the Office of the MPC.
5. The applicant may not submit a neighborhood participation plan until after a pre-application meeting and consultation with planning staff.

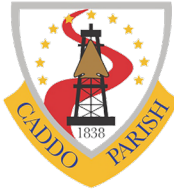
F. Neighborhood Participation Meeting

If a neighborhood participation plan is required, the applicant shall schedule one meeting with the target area homeowners association, neighborhood association, or individuals as part of the submission of their land-use development or variance application. The meeting(s) shall include a presentation and a discussion about the proposed project, or request, subject to review by the appropriate body (depending on the type of application). Additional meetings may be scheduled by the applicant, if desired. Any scheduled neighborhood participation meeting shall be held at a reasonable time and at a reasonable location.

G. Neighborhood Participation Report

If a neighborhood participation plan is required, the applicant shall provide a written report on the results of its neighborhood participation meeting efforts. At a minimum, the neighborhood participation report shall include the following items:

1. Dates and locations of all meetings where entities and individuals were invited to discuss the applicant's proposal or a statement indicating the reasons if no meeting was held. No information pertaining to any meeting held more than one hundred eighty (180) days prior to the submittal of the application may be accepted as part of the neighborhoods participation report;
2. Content, dates mailed, and numbers of mailings, including letters, meeting notices, newsletters, publications, and petitions received in support of or in opposition to the proposed project, and any other materials pertaining to the notification process;
3. A list of individuals and entities that were invited and contacted to the meeting;
4. Copy of the meeting sign-in sheet showing the names, addresses, and contact information of the participants of the meeting.
5. A summary of the concerns and issues discussed during the meeting and how the applicant intends to address them. If the concern, issue, or problem is not being addressed, the applicant may state the reasons.



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STAFF REPORT
JUNE 22, 2022
AGENDA ITEM NUMBER: 14
MPC Staff Member: Adam Bailey
Parish Commission District: All Districts

CASE 22-1-CTAP: Code Text Amendments
APPLICANT: METROPOLITAN PLANNING COMMISSION
REQUEST: Code Text (Ordinance) Amendments to the Caddo Parish UDC

DESCRIPTION: The Caddo Parish UDC serves as the official land use and development regulatory ordinance for the area of Caddo Parish that falls within the jurisdiction of the Metropolitan Planning Commission’s planning area, but outside of the corporate limits of the City of Shreveport. The Caddo Parish UDC was implemented in December 2017. Periodically, revisions to both the Shreveport and Caddo Parish UDC’s are required to reflect the changing nature of business within the planning limits of the MPC.

Imagine a public participation scenario, called the ‘Neighborhood Participation Plan’ in which neighborhood stakeholders meet with the applicant of a proposed project, exploring creative solutions together in hopes of agreeing on a decision that is supported through consensus. Imagine—as well—that it becomes a requirement for the applicants of certain types of land development applications to actively seek and consider the input of neighborhood associations, and neighborhood residents, before the applicant goes before the MPC Board at a public hearing. Such a reality is not only possible; it is beginning to already take shape.

These proposed amendments create the provisions of a Neighborhood Participation Plan. The purpose of the Neighborhood Participation Plan is to achieve the following:

- Ensure that applicants pursue early and effective neighborhood participation in conjunction with their applications, giving them the opportunity to understand and try to mitigate any real or perceived impacts their application may have on the community or on the neighborhood;
- Ensure that the citizens and property owners of [the City of Shreveport/Caddo Parish] have an adequate opportunity to learn about applications that may affect them and to work with applicants to resolve concerns at an early stage of the process; and
- Facilitate ongoing communication between the applicant, interested citizens and property owners, MPC staff, and elected officials throughout the application review process.

The Neighborhood Participation Plan (NPP) is not intended to produce complete consensus on all applications, but to encourage applicants to be good neighbors and to allow for informed decision making. Completion of the neighborhood participation plan shall not be construed as any prejudgment, commitment, or guarantee to require a successful resolution of any differences between applicants and participants. It is not the intent of the Neighborhood Participation Plan to guarantee or require that an application will be approved with or without any particular conditions.

This staff report describes in detail the proposed amendments to the Caddo Parish UDC. A memorandum has also been posted on the MPC website for public review and comments.



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BACKGROUND: The Planning and Zoning Commission discussed these proposed code text amendments at its June 2, 2022 work session and was generally supportive of the proposed changes.

REMARKS: The Caddo Parish Unified Development Code (UDC) was implemented in December of 2017. The purpose of the UDC was to update, consolidate, and reformat the former subdivision and zoning regulations. It was acknowledged that upon adoption that additional corrections and policy amendments to these regulations would be forthcoming in the future. MPC Staff is proposing the following amendments at this time:

- Amending the mailed notice general requirements for public hearings in Article 15.
- Adding new application procedures for the Neighborhood Participation Plan to *Article 15*.

Staff is proposing the following amendment to the Caddo Parish UDC:

Amendment 1.

Amend Mailed Notice General Requirements in Article 15. On May 5th, the Caddo Parish Commission adopted a resolution urging and requesting the Temporary Caddo Parish Planning and Zoning Commission to increase the limits within which notice of public hearings on subdivision and zoning applications are required, from 300' to 1,500'.

Amendment 2.

Add new section *Project Neighborhood Participation Plan* in Article 15. The Master Plan calls for "a structured method for neighborhood associations, residents, and other stakeholders to be informed of forthcoming redevelopment and development projects." The purpose of the Neighborhood Participation Plan is to ensure that applicants pursue early and effective neighborhood participation in conjunction with their applications, giving them the opportunity to understand and try to mitigate any real or perceived impacts their application may have on the community or on the neighborhood.

APPROVAL STANDARDS: The purpose of Section 16.1.E.1 is to provide a uniform means for amending the text of the Unified Development Code 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 amendment promotes the public health, safety, and welfare.
- b. **Promotes the Master Plan and any adopted land use policies.**
The proposed text amendment is consistent with the Master Plan. The Master Plan calls for "a structured method for neighborhood associations, residents, and other stakeholders to be informed of forthcoming redevelopment and development projects." The purpose of the Neighborhood Participation Plan is to ensure that applicants pursue early and effective neighborhood participation in conjunction with their applications, giving them the opportunity to understand and try to mitigate any real or perceived impacts their application may have on the community or on the neighborhood.



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STAFF REPORT

- c. **Promotes intent of this Code.**
This amendment 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 amendment reflects changes in policy.
- e. **The extent to which the proposed amendment creates nonconformities.**
This amendment helps alleviate nonconformities, not create them.

**STAFF
RECOMMENDATION:**

Based on staff analysis, review of the above standards and 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 15 of 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 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: There was no support. There was no opposition.

**PZC
RECOMMENDATION:**

The board voted 3/1 to recommend amendment 1 for approval. The board voted 4/0 to recommend amendment 2 for approval.