

CADDO PARISH COMMISSION
505 TRAVIS STREET, GOVERNMENT PLAZA
PUBLIC NOTICE
LONG RANGE PLANNING COMMITTEE
(Virtual)
JULY 23rd, 2020
1:30 PM

1. ROLL CALL:

Lyndon B. Johnson—Chair

Todd A. Hopkins

Steven Jackson

John-Paul Young

Mario Chavez—President

2. INVOCATION:

3. PLEDGE OF ALLEGIANCE:

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

4. AGENDA ADDITIONS:

5. PUBLIC COMMENTS:

Citizens who wish to address the Committee, please fill out a comment card by clicking [HERE](#) and submit to the Commission Clerk's Office. Individual Comments are limited to 3 minutes and will be read aloud during the Public Comments section of this agenda. Citizens may also address the Committee by calling the Commission Clerk's Office at (318) 226-6596 during the Public Comments section of this agenda.

6. NEW BUSINESS:

6.I. Certificate For Teleconference 07.23.20

Documents:

[CERT FOR TELECONFERENCE 7.23.2020.PDF](#)

6.II. Continued Discussion And Action Regarding Ordinance No. 5939 And Otherwise Providing With Respect Thereto

Documents:

[5939.PDF](#)

6.III. Discussion About HB 697

7. ADJOURN:

**CERTIFICATE OF NEED TO TELECONFERENCE AND/OR VIDEO
CONFERENCE THE CADDO PARISH COMMISSION
LONG RANGE PLANNING COMMITTEE OF JULY 23rd, 2020**

WHEREAS, the Governor of the State of Louisiana has issued Proclamation Number 33 JBE 2020, stating that, due to the current Public Health emergency declared in the Governor's Proclamation Number 25 JBE 2020, and citing the provisions of La. R.S. 29:721, *et seq.*, granting him the authority to control the "ingress and egress to and from a disaster, the movement of persons within the area, and the occupancy of premises therein; and,

WHEREAS, the Governor, in Proclamation Number 33 JBE 2020, has limited all gatherings of 10 or more people, for public safety purposes; and,

WHEREAS, Governor has issued a general stay at home order "unless performing an essential activity," 33 JBE 2020, Section 3; and,

WHEREAS, attendance at a Caddo Parish Commission Regular Session meeting is not stated in the list of essential activities, listed in 33 JBE 2020, Section 3; and,

WHEREAS, the usual conduct of the meeting would require travel and the presence of a number of persons in excess of ten (10); and,

WHEREAS, the Governor of the State, in Proclamation Number 30 JBE 2020, Section 4, issued on March 16, 2020, has invoked the aforementioned statutes authorizing him to allow attendance at essential governmental meetings via teleconference or video conference during the pendency of this emergency; and,

THEREFORE, the Caddo Parish Commission hereby certifies that it will not be able to obtain a quorum and convene a meeting in a public forum on July 23, 2020 due to the Governor's proclamations, and will be required to meet by video conference, and, if necessary teleconference, on that date as allowed by law and the Proclamations of the Governor listed above.

Date: July 20th, 2020



Mario Chavez
Caddo Parish Commission President

BY THE CADDO PARISH COMMISSION:

AN ORDINANCE TO AMEND VOLUME II OF THE CODE OF ORDINANCES OF THE PARISH OF CADDO, AS AMENDED, THE CADDO PARISH UNIFIED DEVELOPMENT CODE, BY AMENDING SECTION 2.3 DEFINITION OF GENERAL TERMS; BY AMENDING SECTION 5.3 USE DEFINITIONS, BY AMENDING SECTION 6.1 PRINCIPAL USE STANDARDS, BY AMENDING SECTION 7.3 ACCESSORY STRUCTURES AND USES, BY AMENDING ARTICLE 8 OFF STREET PARKING AND LOADING; BY AMENDING ARTICLE 9 SIGN REGULATIONS; BY AMENDING ARTICLE 16 ZONING APPLICATION APPROVAL PROCESSES; 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 the Unified Development Code be amended as follows:

I. Section 2.3 is amended to read as follows:

SECTION 2.3 DEFINITION OF GENERAL TERMS

* * * * *

Building Footprint. The outline of the total area covered by a building’s perimeter at the ground level.

Commercial Vehicle. Any motor vehicle, trailer, or semi-trailer, or similar vehicle not ordinarily used for personal transportation, designed or used to carry freight, passengers for a fee, or merchandise in the furtherance of any commercial enterprise and having a gross weight of more than 10,000 pounds.

* * * * *

Recreational Vehicle. Any vehicle or boat designed and/or used for temporary living quarters, recreation, and/or temporary human habitation, equipped with wheels to facilitate movement from place to place, and not used as a commercial vehicle including, but not limited to, the following: boat/watercraft, camper trailer, motorized trailer/home, off-road vehicle, racing car or cycle, travel trailer, towed trailer, folding camping trailer, fifth wheel, and truck camper.

* * * * *

Trailer. A motorless vehicle without motive power equipped with wheels and used for carrying property on its own structure and designed to be drawn by a truck, tractor or another motor vehicle.

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II. Section 5.2 is amended by substituting the attached Exhibit A in place of the existing Table 5-1 (following Page 5-2) to add “Educational Facility – University or College/Vocational School and remove “Educational Facility – University or College” and Educational Facility – Vocational”.

(See Exhibit A)

III. Section 5.3 Use Definitions is amended to read as follows:

5.3 USE DEFINITIONS

* * * * *

Amusement Facility—Indoor. A facility for spectator and participatory uses conducted within an enclosed building, principally devoted to recreational activities or nongambling games, leisure and recreation services to the public or to members. Examples include the following uses when they are conducted indoor: ice or roller skating rinks, bingo parlors, billiard parlors, pool halls, miniature golf courses, amusement arcades, tennis clubs, swimming pools, play courts, batting cages, go-cart or dirt-bike courses, skateboard areas, water slides or water parks, movie theaters, gymnasiums (excluding those within public parks), sports arenas, bowling centers, tumbling centers, skating centers, roller rinks, and escape room/physical adventure game facilities. Indoor amusement facilities do not include live performance venues. An indoor amusement facility may include uses such as, but not limited to, concession stands, restaurants, and retail sales as ancillary uses. All movie theaters where alcohol is served are regulated by Chapter 4 of the Caddo Parish Code of Ordinances.

* * * * *

Educational Facility - University or College / Vocational School. A “university” or “college” is a facility for post-secondary higher learning that is authorized to award associate, baccalaureate, or higher degrees, or a seminary. Universities or colleges include ancillary uses such as, but not limited to, dormitories, cafeterias, restaurants, retail sales, indoor or outdoor recreational facilities, and similar uses. A “vocational school” is a specialized institution of learning which offers secondary or post-secondary education in industrial, clerical, computer, managerial, automotive, repair (electrical, plumbing, carpentry, etc.), commercial skills, or a business conducted as a commercial enterprise, such as a school for general educational development or commercial driving school. A vocational school also applies to privately operated schools that do not offer a complete educational curriculum.

IV. Section 6.1 Principal Use Standards is amended to read as follows:

6.1 PRINCIPAL USE STANDARDS

* * * * *

CC. Salvage Yard and Storage Yard—Outdoor and Contractor Office

1. The storage area must be completely enclosed along all lot lines by a solid fence or wall a minimum of six feet and a maximum of eight feet in height, including ingress and egress. Fences or walls along the front or corner side lot line must be set back a minimum of ten feet. Within that setback, one shrub a minimum of three feet in height must be planted linearly every three feet on-center along such fence or wall.
2. Storage of any kind is prohibited outside the fence or wall.
3. No items stored within 25 feet of the fence may exceed the height of the fence or wall for an outdoor storage yard. No items stored within 50 feet of the fence may exceed the height of the fence or wall for a salvage yard.
4. Outdoor storage areas must be surfaced and graded to drain all surface water.
5. Any vehicles stored on-site must be stored so that no fluids will drain into the storm sewer system.
6. All requirements of the Water and Sewer Codes of the Caddo Parish Health Unit must be met if discharging into the storm sewer system.
7. The Executive Director shall have administrative authority to waive these screening requirements due to adjacent zoning or uses, lot topography, or lot configuration.

* * * * *

V. Section 7.3 Accessory Structures and Uses is amended to read as follows:

7.3 ACCESSORY STRUCTURES AND USES.

* * * * *

O. Home-Based Business

1. A home-based business certificate of occupancy is required.

2. The home-based business must be conducted by an individual permanently residing within the dwelling. Only residents of the dwelling may be employed in the home-based business.
3. Signs, displays, or activities that indicate from the exterior that the structure is being used, in part, for any purpose other than that of a residence are prohibited. ~~However, one identification sign not exceeding two square feet in area is permitted.~~
4. The home occupation and all related activity, including storage, must be conducted completely within the principal building or a permitted accessory structure.
5. No toxic, explosive, flammable, combustible, corrosive, etiologic, radioactive, or other restricted materials may be used or stored on the site.
6. No commodities can be sold or services rendered that require receipt or delivery of merchandise, goods, or equipment other than by a passenger motor vehicle or by parcel or letter carrier mail services using vehicles typically employed in residential deliveries.
7. The home-based business cannot create greater vehicular or pedestrian traffic than normal for a residential area. The home-based business and any related activity must not create any traffic hazards or nuisances in public rights-of-way.
8. Alterations to the residence or permitted accessory structures that would alter the residential character of the dwelling are prohibited.
9. No more than four clients, patients, pupils, or customers are permitted at any given time. Such visits must occur between 7:00 a.m. and 7:00 p.m. and must be by appointment only.
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.
11. There must be no perceptible noise, odor, smoke, electrical interference, vibration, or other nuisance emanating from the structure where the home occupation is located in excess of that normally associated with residential use.
12. Repair and service of any vehicles or any heavy machinery is prohibited as a home occupation. Day care homes are not considered a home occupation and are regulated separately by this Code.
13. Use or storage of tractor trailers, semi-trucks, or heavy equipment, such as construction equipment used in a commercial business, is prohibited.

* * * * *

VI. Article 8 Off-Street Parking and Loading is amended by substituting the following for Figure 8-1 on Page 8-10:

FIGURE 8-1: PARKING LOT DIMENSIONS

Parking Angle	Minimum Parking Stall Width (A)	Minimum Parking Stall Length (B)	Minimum Parking Aisle Width (C)
0°	9'	18-22'	12' / 24' ¹
45°	9'	18'	12'
60°	9'	18'	16'
90°	9'	18'	24' ¹

VI. Article 8 Off-Street Parking and Loading is amended by substituting the following for Table 8-1 on Page 8-10:

TABLE 8-1: OFF-STREET VEHICLE AND BICYCLE PARKING REQUIREMENTS				
USE	MINIMUM REQUIRED VEHICLE SPACES	MINIMUM REQUIRED BICYCLE SPACES		
		REQUIRED TOTAL BICYCLE SPACES	PERCENTAGE OF REQUIRED BICYCLE SPACES THAT MUST BE LONG-TERM SPACES	
* * *	* * *	* *	* *	
Educational Facility – Primary or Secondary	4 per 500-sf GFA 1.5 per classroom + 1 per 300 GFA of administration office	2 per classroom		
<u>Middle Schools</u>	1.5 per classroom + 1 per 300 GFA of administration office	2 per classroom		
<u>High Schools</u>	7 per classroom + 1 per 300 GFA of administration office	2 per classroom		
<u>All Other Educational Facilities</u>	5 per classroom + 1 per 300 GFA of administration office	2 per classroom		
Educational Facility – University or College	1 per 500sf GFA 1 per 300sf GFA	1 per 2,000sf GSA	50%	
Educational Facility –Vocational School	1 per 500sf GFA 1 per 300sf GFA	Over 10,000sf GFA: 1 per 2,500sf GFA		
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VII Section 8.8 Driveway Design is amended to read as follows:

8.8 DRIVEWAY DESIGN

A. Driveway Design

1. Single-Family – Detached or Attached and Two-Family Dwelling Residential Driveways

- a. A residential driveway that provides access to a detached or attached garage is limited to a maximum width of 12 22 feet. A driveway apron, the width of the garage, as measured from the garage walls, is permitted to extend for a distance (depth) of 25 feet from the garage doors before tapering back at an angle no more than 45 degrees to the required driveway width for access to the additional spaces. If the distance from the additional depth to the lot line is 15 feet or less, tapering is not required.

* * * * *

2. Multi-Family Dwellings, Townhouse, and Non-Residential Driveways

- a. With the exception of loading berths, driveways are limited to a minimum maximum width of 14 feet for one-way drives, unless a greater width is required by the State Fire Marshal or Parish Fire District which has jurisdiction and a maximum of ~~26~~ 35 feet for two-way drives.

* * * * *

VIII. Section 8.10 is amended to read as follows:

8.10. STORAGE OF TRAILERS AND RECREATIONAL VEHICLES

- A.** No recreational vehicle or trailer licensed to transport recreational vehicles or equipment personal equipment or recreational vehicles may be stored within a residential driveway within the front or corner side yard for more than three days.
- B.** Recreational vehicles and personal trailers may be stored in a residential district either within a fully enclosed structure or within the interior side yard behind the front building line or rear yard. If stored in the interior side or rear yard, the recreational vehicle must be located at least five feet from any lot line and screened from view from any public right-of-way,

excluding alleys, by a solid fence or wall. If the recreational vehicle is screened by an existing structure or landscape so that it is not visible from the public right-of-way, excluding alleys, it is considered to have met these requirements. Temporary storage tents for recreational vehicles are prohibited. This shall not apply to operational recreational vehicles located in the R-A Residential Agricultural or R-E Residential Estate zoning districts.

* * * * *

IX. Article 8. Off-Street Parking and Loading is amended by adding thereto Section 8.11 Parking Overnight to read as follows and renumbering subsequent sections accordingly.

8.11 PARKING OVERNIGHT

- A. Except as otherwise provided in this Code, including but not limited to bona fide permitted truck stops, truck dealerships, truck repair, freight services and warehousing, industrial facilities, and heavy retail, rental, and service establishments, it is unlawful for any person to park any commercial vehicle or recreational vehicle on non-residential private property within the Metropolitan Planning Limits of Caddo Parish between the hours of 9 p.m. and 9 a.m.
- B. This restriction does not apply to the following:
 - 1 Private parking lots of hotels, motels or other establishments providing overnight accommodations;
 - 2 This restriction does not apply to private parking lots of establishments providing accommodations, meals, and other services for travelers between the hours of 9 p.m. and 9 a.m.; and
 - 3 Properties located within the I-1 Light Industrial Zoning District and I-2 Heavy Industrial Zoning District.

X. Amend Section 9.4 Prohibited Signs to read as follows:

9.4 PROHIBITED SIGNS

All signs not expressly allowed by this Code are prohibited. In addition, the following sign types are specifically prohibited:

* * * * *

- H. Portable reader-board signs, except as allowed for temporary signs. This includes both signs mounted on a wheeled structure and those mounted on a stationary structure that can be moved and is not permanently installed on a site.

* * * * *

- M. Any signs attached to, or placed, on, a vehicle or trailer parked on public or private property, except for signs meeting the following conditions:

- 1. The primary purpose of such a vehicle or trailer is not the display of signs.
- 2. The signs are magnetic, decals or painted on an integral part of the vehicle or equipment as originally designed by the manufacturer, and do not break the silhouette of the vehicle.
- 3. The vehicle or trailer is in operating condition, currently registered and licensed to operate on public streets where applicable, and actively used or available for use in daily function of the business to which such signs relate.

- N. Vehicles and trailers are not used primarily as static displays, advertising a product or service, nor utilized as storage, shelter or distribution points for commercial products or services for the general public.

XI. Amend Section 9.6 No Permit Required: Permanent and Temporary Signs to read as follows:

9.6 NO PERMIT REQUIRED: PERMANENT AND TEMPORARY SIGNS.

- A. **Exemption of Alteration and Maintenance Operations**
The following activities are exempt from a sign permit:

* * * * *

- 3. Changing a copy or the color on an existing permitted sign, or performing repair and maintenance on an existing permitted sign which is not an alteration does not require a sign permit.

* * * * *

XII. Amend Section 9.7 Permit Required: Permanent and Temporary Signs to read as follows and renumber as required:

9.7 PERMIT REQUIRED: PERMANENT AND TEMPORARY SIGNS.

* * * * *

H. Freestanding Sign

- 2. Freestanding signs for all uses except multi-tenant retail centers or residential subdivisions are subject to the following limitations on sign area, sign height, and sign number.
 - a. Where a nonresidential development has 200 feet of street frontage and a lot area of two acres or more, such development is permitted an increased sign area and height of 200 square feet of area and 25 feet in height. The street frontage of a corner lot is the shortest street lot line of a corner lot abutting a street. One freestanding sign is permitted per street frontage of a lot and where such street frontage is a minimum of 50 feet. When a lot has over 200 feet of street frontage, an additional ground-monument sign is permitted for each additional access point to the lot. A minimum separation of 50 feet is required between ground monument signs.

* * * * *

K. Portable Reader-Board – Temporary

- 1. A portable reader-board sign may be used on a temporary basis to identify a business if there is no other identifying sign on premise.
 - a. A portable reader-board sign may be used until a permanent sign is installed on premise, or for a period not to exceed one (1) year.
 - b. Once a permanent sign is installed, the property owner has a maximum of 30 days to remove the portable reader-board.
 - c. A temporary sign permit for a portable reader-board sign may not be renewed.
- 2. A portable reader-board may be used as an attention-getting device in accordance with the Attention-Getting Device regulations.

* * * * *

XIII. Amend Section 9.7 Permit Required: Permanent and Temporary Signs by substituting attached Exhibit B for Table 9-3.

(See attached Exhibit B)

XIV. Amend Section 9.8 Billboards to read as follows:

9.8 BILLBOARDS

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B. Permitted Billboard Locations

* * * * *

2. Permitted Locations

* * * * *

- d. No property may be rezoned to one of the permitted allowable districts for the sole purpose of allowing the erection of a static or electronic billboard. Any property that has been rezoned within the past twenty four (24) months shall (1) obtain an approved site plan, (2) acquire an active building permit and (3) commence active construction on the site—for a use other than a billboard—prior to any submittal of an application for a static or electronic billboard.

* * * * *

XV. Amend Section 9.9 Classic Signs to read as follows:

9.9 CLASSIC SIGNS

Material not altered is shown by:“ * * * * * * * * *”

* * * * *

D. Designated Classic Signs.

An inventory of all classic signs shall be kept and made available for distribution at the Office of the Metropolitan Planning Commission. All designated classic signs are exempt from the provisions of this Code. The signs identified below are deemed to be of special significance in Gado Parish and are, therefore, designated classic signs and exempt from the provisions of this Code.

XVI. Amend Section 16.3 Special Use Permit to add Subsection K.4.b to read as follows:

16.3 SPECIAL USE PERMIT

* * * * *

- b. The Parish Commission shall take action on the appeal of a Metropolitan Planning Commission decision in one of the following ways: affirm, modify, overrule/reverse or remand to the Metropolitan Planning Commission.

XVI. Amend Section 16.6 Site Plan Review to read as follows:

16.6 SITE PLAN REVIEW

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I. Modifications to Approved Site Plans

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- 2. The Executive Director may approve the following minor modifications to approved final site plans:

* * * * *

- g. The expansion of a principal structure by less than 25%.

* * * * *

XVII. Amend Section 16.7 Planned Unit Developments and Small Planned Unit Developments to read as follow:

16.7 PLANNED UNIT DEVELOPMENTS AND SMALL PLANNED UNIT DEVELOPMENTS

* * * * *

c. Process

Approval of a planned unit development (PUD) or a small planned unit development (SPUD) includes a pre-application meeting, optional concept plan, preliminary site plan approval, and final site plan approval, but only in the case of a planned unit development (PUD).

* * * * *

3. Preliminary Site Plan

For both a planned unit development (PUD) and a small planned unit development (SPUD), applications must submit a preliminary site plan in accordance with the following and shall contain all submittal requirements outlined in this section.

a. Action by Metropolitan Planning Commission

- i. After receipt of a complete application, including a summary, staff comments, and a recommendation from both the Executive Director and Director of Public Works regarding the application and proposed planned unit development, the Metropolitan Planning Commission shall consider the preliminary site plan at a public hearing in accordance with Section 15.3 (Public Hearing). Notice for the public hearing must be in accordance with Section 15.2 (Notice).

* * * * *

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.

Material not altered is shown by:“ * * * * * * * * *”

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