

1. Do you have some sort of documentation available for these interactions with Mr. Solomon?

The MPC logs all people who come in to meet with Staff (appointments and walk-ins). According to the sign-in log, Mr. Solomon came into the MPC on September 23, 2015 at 10:16 AM to discuss his potential "food truck" project at 910 Marshall Street. He met with Adam Bailey, Special Projects Planner and Stephen Jean, Deputy Director. It was during that time that Mr. Bailey and Mr. Jean discussed **all current ordinance procedures, policies, and applications that would be required for Mr. Solomon to move forward**. Mr. Solomon also discussed a few other projects that he was involved in (residential apartments he was renovating on Edwards St. and an event center on Lake St). At the end of the meeting, Mr. Bailey gave Mr. Solomon a business card and asked him to contact him should he have any additional questions. Several weeks later, Mr. Solomon called and scheduled a meeting with Mr. Bailey about another potential project that was attended by Stuart Crichton and Katy Larsen.

2. Does the MPC have a specific policy for developments like Mr. Solomon's with no permanent structures?

There are several policies in Chapter 106 of the City of Shreveport Code of Ordinances which clearly state how projects are identified and analyzed based not only on current and future structures, but also the use of the land. A project with new construction on a site goes through the same process as a project which modifies the site in any way. For example, standalone parking lots, or modifications to existing parking lots, must go through site plan approval the same way a brand new building would be required to.

Per Sec. 106-16, **"No land shall be used or occupied** and no structure shall be erected, altered, used, or occupied except in conformity with all regulations established in this chapter and upon performance of all conditions set forth in this chapter."

Sec. 106-19 – "...no structure **or land shall be used, occupied, or changed in use until a certificate of occupancy has been issued** by the zoning administrator, stating that the proposed use of land or the structure and the proposed use thereof is in full compliance..."

Sec. 106-52 – The **site plan review process** is intended to promote orderly development and redevelopment in the planning area, and to assure that such development or redevelopment occurs in a manner that is harmonious with surrounding properties, is consistent with the master plan and adopted land use policies, and promotes the public health, safety, and welfare. This section provides standards by which to determine and control the physical layout and design to achieve compatibility of land uses and structures, efficient use of land, minimization of traffic and safety hazards, and incorporation of stormwater management and sustainable design techniques.

3. You mentioned that MPC staff explained how this process would work under the UDC. Does the proposed system have specific rules for developments similar to Mr. Solomon's?

When it comes to 'food truck courts,' yes, under the proposed Unified Development Code (UDC), food truck courts (both major and minor) are permitted uses that will be allowed in specific zoning districts. Had the UDC been in place, Mr. Solomon's food truck court would have been a permitted use in the D-1-HC (Downtown Heavy Commercial Zoning Districts).

As the answer to question number 2 clarifies, currently, as well as once the UDC is adopted, any new development project, **especially projects where the use of the land is being changed** (as is the case with Mr. Solomon's food truck court) the land owner/applicant is required to go through the site plan approval process so that

all applicable city/parish departments (i.e. streets and drainage, stormwater prevention, fire prevention) can review it for public safety concerns.

- 4. Is there a resource available for all the necessary information one would need when trying to start a new business in Shreveport? If so, where can it be found?**

On the City of Shreveport's website, there is a Business Resource Guide provided. Information regarding the MPC's involvement is listed under the "Permitting & Licensing" tab.