

ARTICLE 14. CODE ADMINISTRATORS

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14.1 DESIGNEES

Certain officials within this section are cited as having powers that may also be administered by a designee, indicated in this section by the language “designee.” The ability to direct powers to a designee applies to the actions of such officials throughout this Code.

14.2 METROPOLITAN PLANNING COMMISSION

The Metropolitan Planning Commission has the following specific powers pursuant to this Code:

- A.** To make recommendations on zoning text and map amendment applications.
- B.** To make final decisions on special use applications.
- C.** To make recommendations on planned unit development and conditional zoning district applications.
- D.** To make final decisions on site plan reviews when required by this Code.
- E.** To make final decisions on appeals of site plan reviews conducted by the Executive Director.
- F.** To make final decisions on subdivisions.
- G.** To make final decisions on temporary use permits when required by this Code.

14.3 CITY COUNCIL

The City Council has the following specific powers pursuant to this Code:

- A.** To make final decisions on zoning map amendment applications for lots within the City of Shreveport.
- B.** To make final decisions on zoning text amendment applications.
- C.** To make final decisions on appeals of the approval or denial of special use applications for lots within the City of Shreveport.
- D.** To make final decisions on planned unit development and conditional zoning district applications for lots within the City of Shreveport.
- E.** To make final decisions on appeals of the approval or denial of temporary use permit applications within the City of Shreveport.

14.4 ZONING BOARD OF APPEALS

The Zoning Board of Appeals has the following powers pursuant to this Code:

- A.** To make final decisions on variance applications.
- B.** To make final decisions on zoning appeals.

14.5 EXECUTIVE DIRECTOR

The Executive Director may designate one or more staff persons to act as the Executive Director; however, a zoning decision may only be rendered once. The Executive Director, or his/her designee, has the following powers pursuant to this Code:

- A. To review and make final decisions on administrative exception applications.
- B. To review and make final decisions on site plan review applications when required by this Code.
- C. To review and make final decisions on zoning interpretation applications.
- D. To receive and forward zoning applications as required by this Code to the appropriate administrative bodies.
- E. To review and make final decisions regarding an application for a Certificate of Appropriateness within any Historic Preservation Overlay District (HPOD).
- F. To review and make final decisions regarding an application for a Certificate of Demolition within any Historic Preservation Overlay District (HPOD).

14.6 ZONING ADMINISTRATOR

The Zoning Administrator may designate one or more staff persons to act as the Zoning Administrator; however, a zoning decision may only be rendered once. The Zoning Administrator, or his/her designee, has the following powers, with the concurrence of the Executive Director, pursuant to this Code:

- A. To review and make final decisions on temporary use permit applications.
- B. To review and make final decisions on sign permit applications and inspections.
- C. To conduct inspections of structures or the use of land to determine whether there is compliance with this Code, and, in case of any violation, order corrective action.
- D. To document reported evidence of disrepair or neglect within any Historic Preservation Overlay District (HPOD) and notify the property owner of record in writing and issue corrective orders in accordance with this Code.
- E. To review and make final decisions on any type of certificate of occupancy application, as identified in this Code.

14.7 HISTORIC PRESERVATION COMMISSION

- A. Make recommendations for areas and properties to be designated and included within a Historic Preservation Overlay District (HPOD).
- B. Review and make recommendations to the Executive Director or his/her designee, and in some cases decisions, regarding an application for a Certificate of Appropriateness for properties within any Historic Preservation Overlay District (HPOD).
- C. Review and make recommendations to the Executive Director or his/her designee, and in some cases decisions, regarding an application for a Certificate of Demolition for properties within any Historic Preservation Overlay District (HPOD).
- D. Address deterioration by neglect of designated Shreveport historic designations and contributing properties, as defined in Article 21, located within a Historic Preservation Overlay District (HPOD) by reporting to the Chief Building Official and/or the Zoning Administrator, or their designees, evidence of disrepair or neglect.