

**M E M O**

**TO: ALL BOARD OF ADJUSTMENT MEMBERS**

**FROM: MR. ROBBIE MCBROOM, CHAIRMAN**

**DATE: NOVEMBER 22, 2024**

A Regular Meeting of the Board of Adjustment will be held on Monday, December 9, 2024 at 5:15 p.m. in the Council Chamber, First Floor, City Hall, Monroe, Louisiana.

**AGENDA**

**MINUTES:**

None

**VARIANCES:**

**V. 107-24: Barbara Stevenson – 400 Phillips Street, Monroe, LA 71202**

The applicant is requesting to place a single-wide mobile home on a lot, instead of a double-wide manufactured home, as required by Ordinance, at 400 Phillips Street.

**V. 108-24: The Aurum Place – 700 Louisville Avenue, Monroe, LA 71201**

The applicant is requesting a 3 ½' rear and interior side yard setback variances, instead of 5' feet as required by Ordinance, to place a 960 square foot accessory building, for an existing business, at 700 Louisville Avenue.

**V109-24: PJ's Coffee North Monroe – 400 West Centurylink Drive, Monroe, LA 71203**

The applicant is requesting a variance to place an attached wall sign on the east side of the building, that is not facing a dedicated right-of-way or street, as required by Ordinance, at 400 West Centurylink Drive.

**OTHER BUSINESS:**

None

**City of Monroe  
Board of Adjustment**

**CASE NO.:** V 107-24  
**NAME OF APPLICANT:** BARBARA STEVENSON  
**SITE ADDRESS:** 400 PHILLIPS STREET  
**COUNCIL DISTRICT:** 4

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**REQUEST:** The applicant is requesting a variance to locate a single-wide mobile home, at 400 Phillips Street, within the R-1 (Single-Family Residence) District. This request will allow the applicant to locate a single-wide home on a lot, instead of the double-wide manufactured home, which is required by Ordinance.

**SIZE OF PROPERTY:** 0.42 acres (more or less)

**PRESENT ZONING:** R-1 (Single-Family Residence) District

**PRESENT USE:** Vacant land

**MOST NEARLY BOUNDED BY (STREETS):** The property is located north of Joffre Street, south of Phillips Street, east of Georgia Street and west of Wilson Street.

**SURROUNDING LAND USES:** Surrounding land use consists of residential structures in all directions.

**ADVERSE INFLUENCES:** N/A

**POSITIVE INFLUENCES:** Increase in housing for the City of Monroe

**COMMENTS/ RECOMMENDATIONS:** The applicant is proposing to locate a 16'x 65' single wide mobile home on an interior lot for a single-family residence.

The applicant intends to place this mobile home on a separate lot for the occupancy of extended family. The applicant owns several lots at this location and would like to be allowed to place the structure there for family to reside.

The applicant would like to add value to the neighborhood by developing an empty lot in the community. The decision would allow the applicant to meet her financial standard, since single wide mobile homes are less costly than a single-family homes.

**Manufactured home:** Dwelling units constructed primarily at a plant or facility on a production line basis and delivered to the site as an assembled unit.

**Mobile home:** Prefabricated trailer type-housing that is semi-permanently attached to land. It is an immovable or portable structure designed and constructed on its on chassis.

The Ordinance states:

- 1) The manufactured home shall be manufactured within the previous twelve (12) month period.
- 2) The manufactured home shall be a minimum of twenty-four (24') in width.
- 3) The manufactured home shall be placed on a permanent foundation enclosed with skirting along the perimeter.
- 4) The manufactured home shall have exterior siding and roofing in color, material and appearance that is similar to the exterior siding and roofing material commonly used on a residential dwelling.

*Single-wide mobile homes are located as a use-by-right in RMH (Residential Mobile Home) District, provided the unit is not more than ten (10) years old.*

As with all variance requests, the applicant needs to provide evidence of specific hardship, one that is not based on financial considerations, to warrant the variance applied for and the relief requested. In addition, it must be noted that the variance requested is the minimum necessary to accomplish a reasonable use of the property.

**OPTIONS:**

Approve the applicant's request, as presented.

Approve the applicant's request with conditions.

Deny the applicant's request, as presented.

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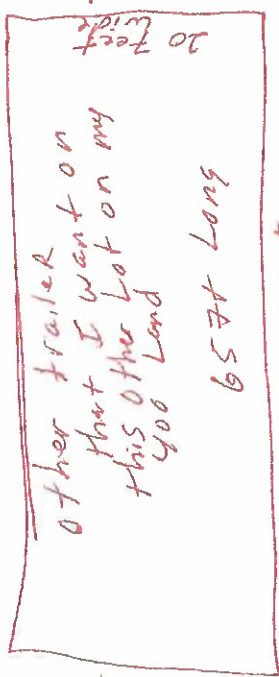
**PLEASE NOTE THE FOLLOWING EIGHT (8) CONDITIONS IN WHICH A VARIANCE IS TO BE CONSIDERED:**

*The Board may grant a variance only if it makes findings that the following conditions, insofar as applicable, have been satisfied:*

1. Special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures, or buildings in the same zoning district.
2. Literal interpretation of the provisions of this Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this Ordinance.
3. The special conditions and circumstances do not result from the actions of the applicant or any other person who may have or had interest in the property.
4. Granting the variance requested will not confer on the applicant any special privilege that is denied by this Ordinance to other lands, structures, or buildings in the same district or similarly situated.
5. The variance, if granted, will not alter the essential character of the locality.
6. Strict adherence to the regulation for the property would result in a demonstrable hardship upon the owner, as distinguished from mere inconvenience.
7. The purpose of the variance is not based exclusively upon a desire to serve the convenience or profit of the property owner or other interested party(s).
8. The proposed variance will not impair an adequate supply of light and air to adjacent property, or increase substantially the congestion in the public street, or increase the danger of fire, or endanger public safety.

LOT

25 feet

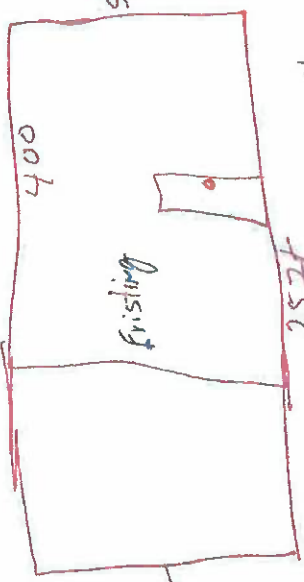


25 feet

Separate lots Both owned by same

LOT

25 ft



25 ft

LOT

drive way

Phillips Street





**City of Monroe  
Board of Adjustment**

**CASE NO.:** V 108-24  
**NAME OF APPLICANT:** THE AURUM PLACE  
**SITE ADDRESS:** 700 LOUISVILLE AVENUE  
**COUNCIL DISTRICT:** 4

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**REQUEST:** The applicant is requesting a 3 ½' foot interior side yard and rear yard setback variance in order to place an accessory structure building (1 ½') feet from the interior side and rear property lines instead of five (5') as required by Ordinance.

**SIZE OF PROPERTY:** 0.27 acres (more or less)

**PRESENT ZONING:** B-3 (General Business/Commercial) District

**PRESENT USE:** Existing business

**MOST NEARLY BOUNDED BY (STREETS):** North of Arkansas Avenue; south of Louisville Avenue; east of North 7<sup>th</sup> Street; and west of North 8<sup>th</sup> Street.

**SURROUNDING LAND USES:** Surrounding land use consists of commercial businesses in all directions.

**ADVERSE INFLUENCES:** Structure will be too close to the rear and interior side property lines

**POSITIVE INFLUENCES:** Provide additional storage space for the business

**COMMENTS/  
RECOMMENDATIONS:**

The applicant would like to place a new storage building on the existing lot for storage of additional inventory. The proposed size of the structure is approximately 960 square feet. The accessory structure will be placed on the lot of the existing Aurum Place business, which has been at this location since April 2022.

In order for the proposed structure to adequately fit the space, a variance must be requested. The applicant is requesting the variance for the interior side and rear property lines. This will reduce both sides yards by 3 1/2', that will reduce the requirement from 5' to 1 ½'. Five (5') feet is the minimum required by Ordinance. The rear of this lot abuts a public alley way, that is not heavily traveled and should not cause visibility concerns.



This building will not be equipped with water or sewage and its placement will not reduce the required customer parking.

As with all variance requests, the applicant needs to provide evidence of specific hardship, one that is not based on financial considerations, to warrant the variance applied for and the relief requested. In addition, it must be noted that the variance requested is the minimum necessary to accomplish a reasonable use of the property.

- OPTIONS:**
- Approve the applicant's request, as presented.
  - Approve the applicant's request with conditions.
  - Deny the applicant's request, as presented.

\*\*\*\*\*

**PLEASE NOTE THE FOLLOWING EIGHT (8) CONDITIONS IN WHICH A VARIANCE IS TO BE CONSIDERED:**

*The Board may grant a variance only if it makes findings that the following conditions, insofar as applicable, have been satisfied:*

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2. Literal interpretation of the provisions of this Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this Ordinance.
3. The special conditions and circumstances do not result from the actions of the applicant or any other person who may have or had interest in the property.
4. Granting the variance requested will not confer on the applicant any special privilege that is denied by this Ordinance to other lands, structures, or buildings in the same district or similarly situated.
5. The variance, if granted, will not alter the essential character of the locality.
6. Strict adherence to the regulation for the property would result in a demonstrable hardship upon the owner, as distinguished from mere inconvenience

7. The purpose of the variance is not based exclusively upon a desire to serve the convenience or profit of the property owner or other interested party(s).
8. The proposed variance will not impair an adequate supply of light and air to adjacent property, or increase substantially the congestion in the public street, or increase the danger of fire, or endanger the public safety.

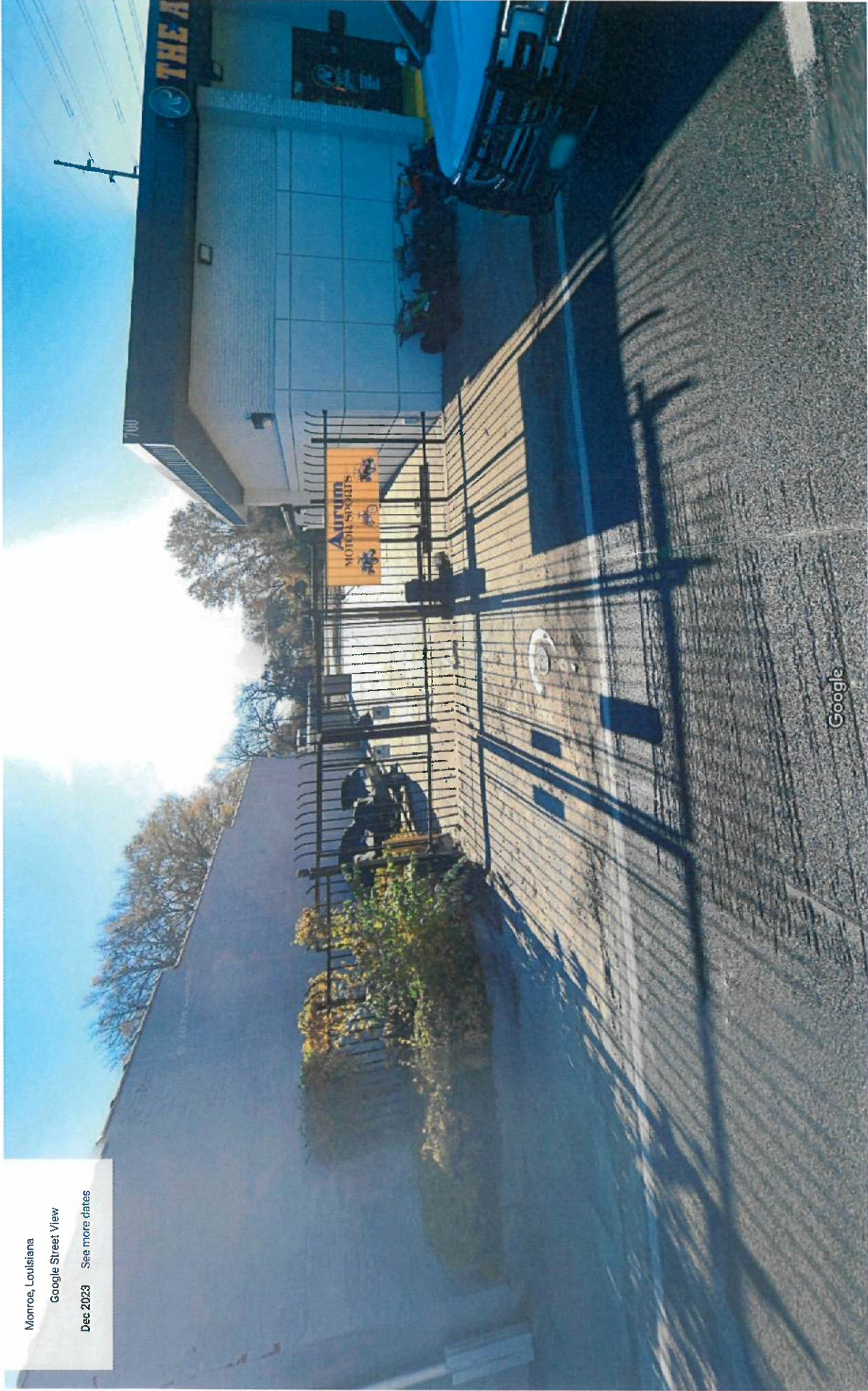


701 Louisville Ave

Monroe, Louisiana

Google Street View

Dec 2023 See more dates



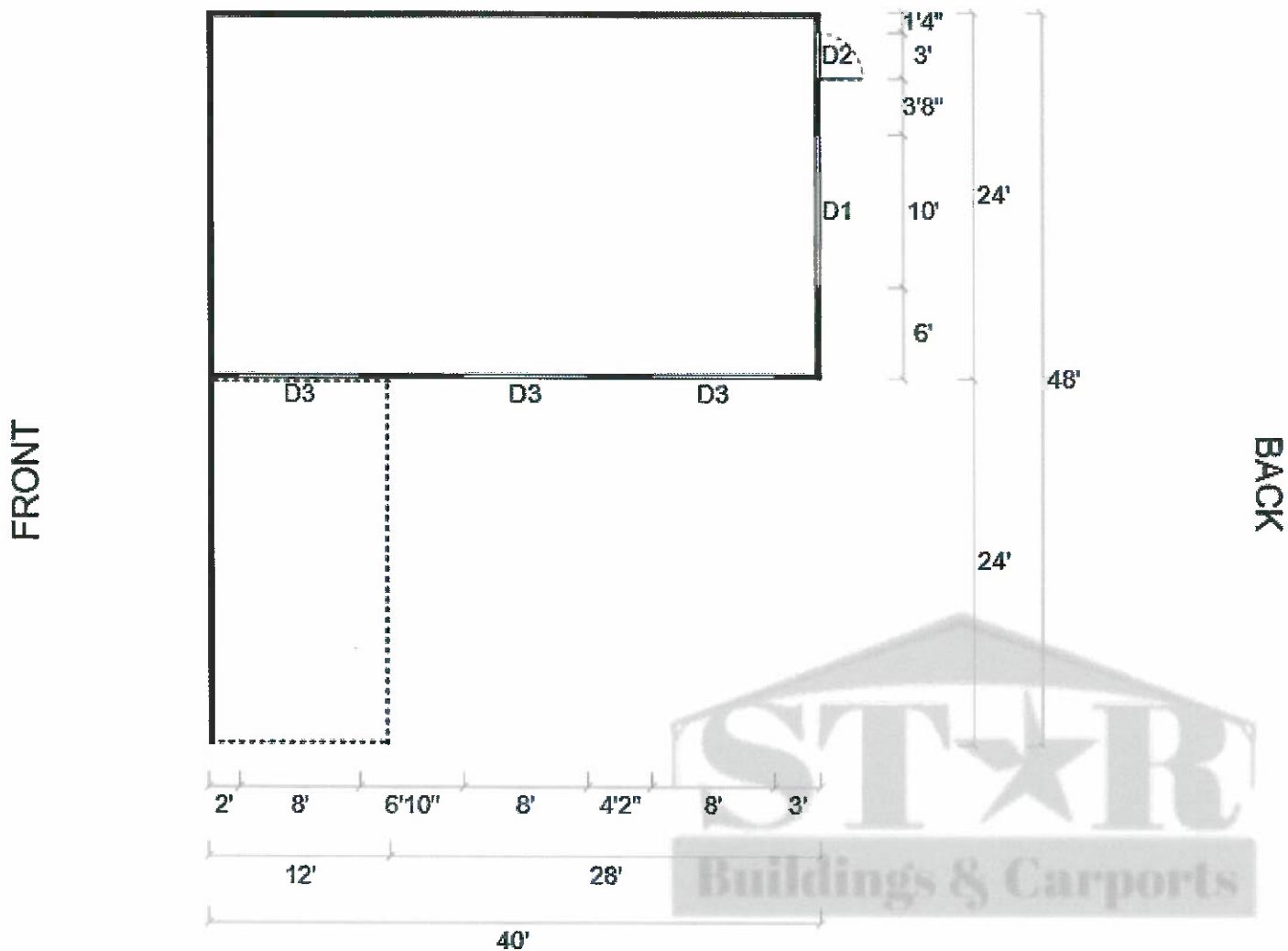
Google

Image capture: Dec 2023 © 2024 Google





**LEFT SIDE**



**SYMBOL LEGEND**

D1	10' x 10' Garage Door	D2	36" x 80" Walk-in Door
D3	8' x 8' Garage Door		Closed Wall
	Open Wall		



Google Maps

706 N 7th St

Monroe, Louisiana

Google Street View

Nov 2023 See more dates



Google

Image capture: Nov 2023 © 2024 Google



Ouachita Parish  
Assessor's Office  
Stephanie Smith, Assessor



1 inch = 100 feet

Date Created: 12/2/2024  
Created By: actDataScout

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**City of Monroe  
Board of Adjustment**

**CASE NO.:** V 109-24  
**NAME OF APPLICANT:** PJ'S COFFEE NORTH MONROE  
**SITE ADDRESS:** 400 WEST CENTURYLINK DRIVE  
**COUNCIL DISTRICT:** 2

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**REQUEST:** The applicant is requesting a variance to place a wall sign on the east side of the building that does not front on a dedicated street right-of-way frontage as required by Ordinance.

**SIZE OF PROPERTY:** 0.66 acres (more or less)

**PRESENT ZONING:** B-3, General Business/Commercial District

**PRESENT USE:** Commercial Building

**MOST NEARLY BOUNDED BY (STREETS):** North of West Centurylink Drive, south of Camden Walk, east of U. S. Highway 165 North and west of Cavell Street.

**SURROUNDING LAND USES:** Surrounding land use consists of commercial in all directions. I-20 to the south.

**ADVERSE INFLUENCES:** Additional signage that is in a location not allowed by Ordinance.

**POSITIVE INFLUENCES:** Additional signage to advertise the business to potential customers.

**COMMENTS/ RECOMMENDATIONS:** The applicant is requesting to attach an additional wall sign on the west side of the building located at the above address. The west side of the building does not front on a dedicated street right-of-way frontage as required by Ordinance. The applicant wants to add this sign on this side of the building so it can be seen as patrons approach the location from the west.

Although the signs on the south and east elevations of the building are visible to traffic traveling north, south and west; there is no east facing signage for patrons. This location will not have a free-standing sign. Therefore, attached signs will be the advanced advertisement for the business's location. PJ's Coffee will be located east of the IBM building.



As with all variance requests, the applicant needs to provide evidence of specific hardship, one that is not based on financial considerations, to warrant the variance applied for and the relief requested. In addition, it must be noted that the variance requested is the minimum necessary to accomplish a reasonable use of the property.

**OPTIONS:**

Approve the applicant’s request, as presented.

Approve the applicant’s request with conditions.

Deny the applicant’s request, as presented.

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Concept B

# Side Elevation Color East View



Bobby Mount  
08/22/23 Rev7



# USED OUTDOORS

\*all measurements shown in millimeters unless otherwise specified.

4222.8

# PJ'S COFFEE®

**QTY: 1**

SIGNAGE COMPOSITION

Black vinyl applied on the face



The face and return be stainless steel, welded and printed PMS 2613C

The back be 4mm PC, frosted and fixed by L angle clip

UL certified waterproof led modules (6500K)

UL certified waterproof power supply

UL wire, 2m / letter, pass through the spacer

5/32 rivet, fixed on PC

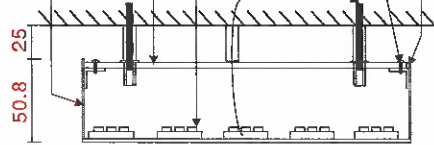
5/32\*100mm rod + M10\*27mm spacer will be provided,

Painted same color as the letters, stand off wall mounted 25mm

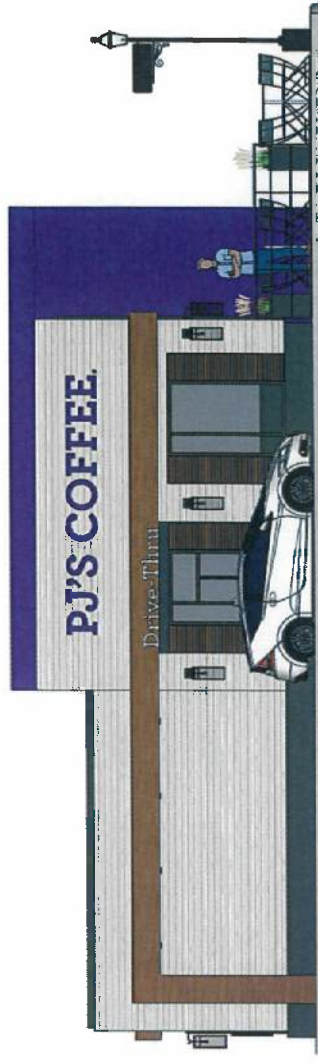
M3\*10 round head screw

Semicircle weep hole on PC, diameter 6.35mm

## Under Welding

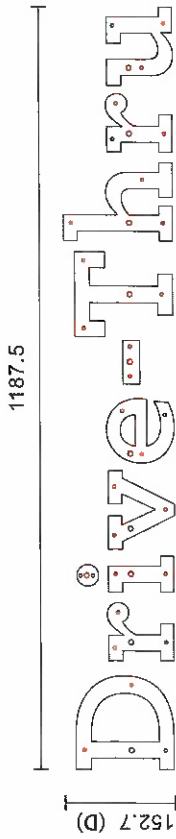


EAST ELEVATION (SIDE 1)



# USED OUTDOORS

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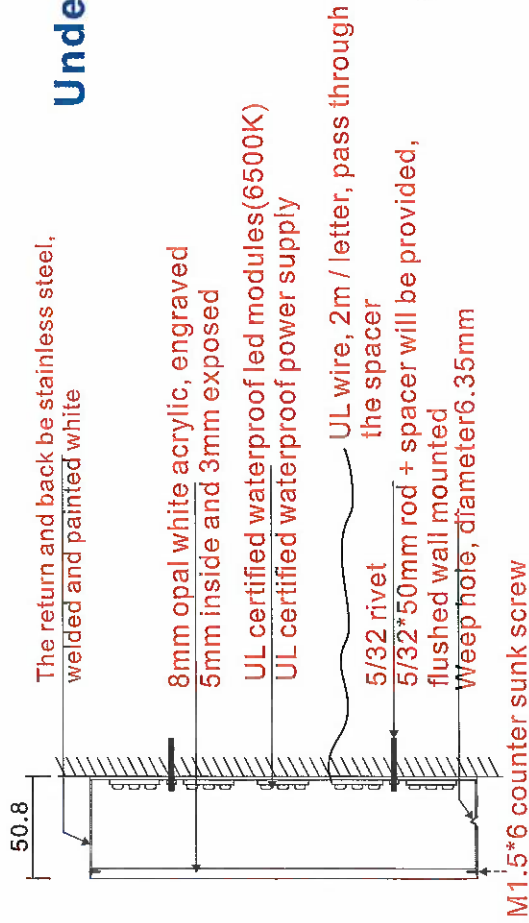


SIGNAGE COMPOSITION



**QTY: 2**

## Under Welding



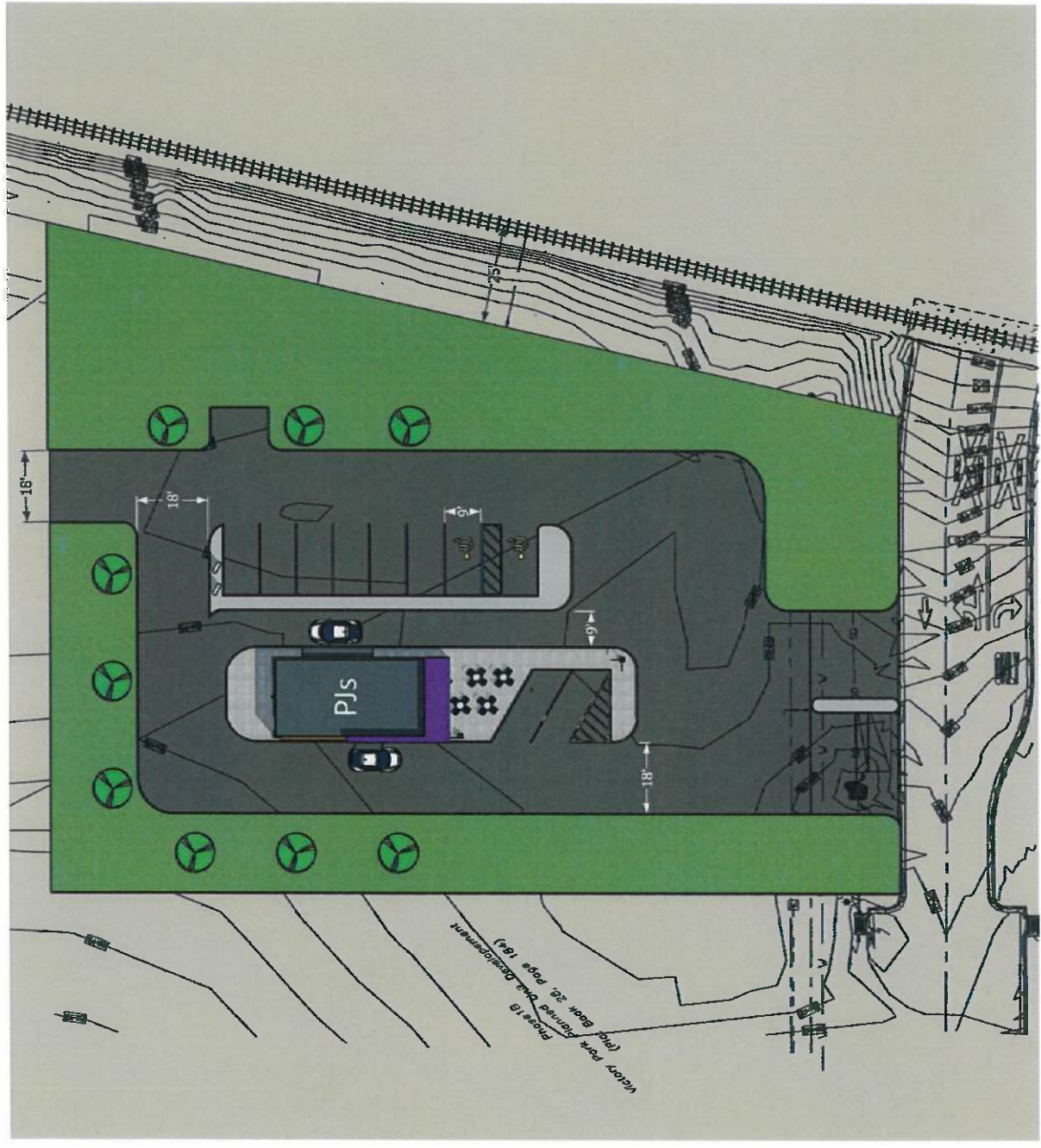
EAST ELEVATION (SIDE 1)



WEST ELEVATION (SIDE 2)



Bobby Mount  
08/22/23 Rev7



# Site Plan

Google Maps

Centurylink Dr

Monroe, Louisiana

Google Street View

Nov 2023



image capture: Nov 2023 © 2024 Google



Ouachita Parish  
Assessor's Office  
Stephanie Smith, Assessor



Date Created: 12/2/2024  
Created By: actDataScout

1 inch = 399 feet

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