



ENGINEERING
Planning & Zoning

MEMO

TO: Monroe Planning Commission Members
FROM: Mr. Hunt Neely, Chairman
DATE: August 29, 2025

The regular meeting of the Monroe Planning Commission will be held on **Monday, September 8, 2025, at 5:30 P.M.** in the Council Chamber, First Floor, City Hall, Monroe, Louisiana.

The tentative agenda will include the following items:

MINUTES

None

PLANNING

REV 100-25: Revocation of an approximately 15' wide by 300' long alley, located north of Apple Street, south of Orange Street, east of St. John Drive and west of Jackson Street – **Grace Place Ministries**

PUBLIC HEARING

None

ZONING

CUP 112-25 (Major): **Edwin Perez** – Request to allow the applicant to operate a bar, for a new restaurant, in the B-2 (Neighborhood Business) District – 401 Bres Avenue

PUBLIC HEARING

TAM 100-25: Text Amendment to amend Chapter 37 of the City of Monroe Code, for inclusion of sober living homes, to the definitions, residential and commercial use districts and use standards of the Monroe City Code – **P & Z Div./Engineering Dept.**

TAM 101-25: Text Amendment to amend Chapter 37 of the City of Monroe Code, for changes to the maximum building height requirement, within the residential and commercial use bulk and yard regulations of the Monroe City Code – **P & Z Div./Engineering Dept.**

OTHER BUSINESS

None

**City of Monroe
Planning Commission**

CASE NO.: REV 100-25
NAME OF APPLICANT: **Grace Place Ministries**
ADDRESS OF PROPERTY: Revocation of an alley located between Apple &
Orange Streets
COUNCIL DISTRICT: 4

REQUEST: This is a request to revoke an alley located between Apple Street and Orange Street, to allow Grace Place Ministries to better serve the community and impose safety precautions along the alley.

PURPOSE OF REQUEST: The purpose of this request is to revoke an approximately 15' wide by 300' long alley. The alley is located north of Apple Street, south of Orange Street, east of St. John Drive and west of Jackson Street.

SIZE OF PROPERTY: The approximate size of the alley to be revoked is 15' wide x 300' long (approximately) or 0.10-acre tract of land, which is currently a vacant public alleyway.

PRESENT ZONING: N/A

PRESENT USE: Public alleyway

MOST NEARLY BOUNDED BY (STREETS): North of Apple Street, south of Orange Street, east of St. John Street and west of Jackson Street.

SURROUNDING LAND USES: The surrounding land use consists of businesses to the north, south and east, with residential properties to the west.

ADVERSE INFLUENCES: N/A

POSITIVE INFLUENCES: The property owner will gain additional land.

**COMMENTS/
RECOMMENDATIONS:**

The applicant wishes to specifically revoke the alley to gain ownership of the land for future use to help the ministry better serve the community. Also, the alleyway is currently being used for illegal use of drugs and other activities. The applicant would like to own the land and make changes for safety reasons. If the property is revoked approximately 7' feet of the alley will revert to the property owners on the north and south sides of the alley.

Utility reviews will be available by meeting time.

Site plan is available for review.

OPTIONS:

1. Approve the revocation of an alley located between Apple Street and Orange Street.
2. Deny the revocation of an alley located between Apple Street and Orange Street.

Ouachita Parish

Assessor's Office

Ouachita, Assessor



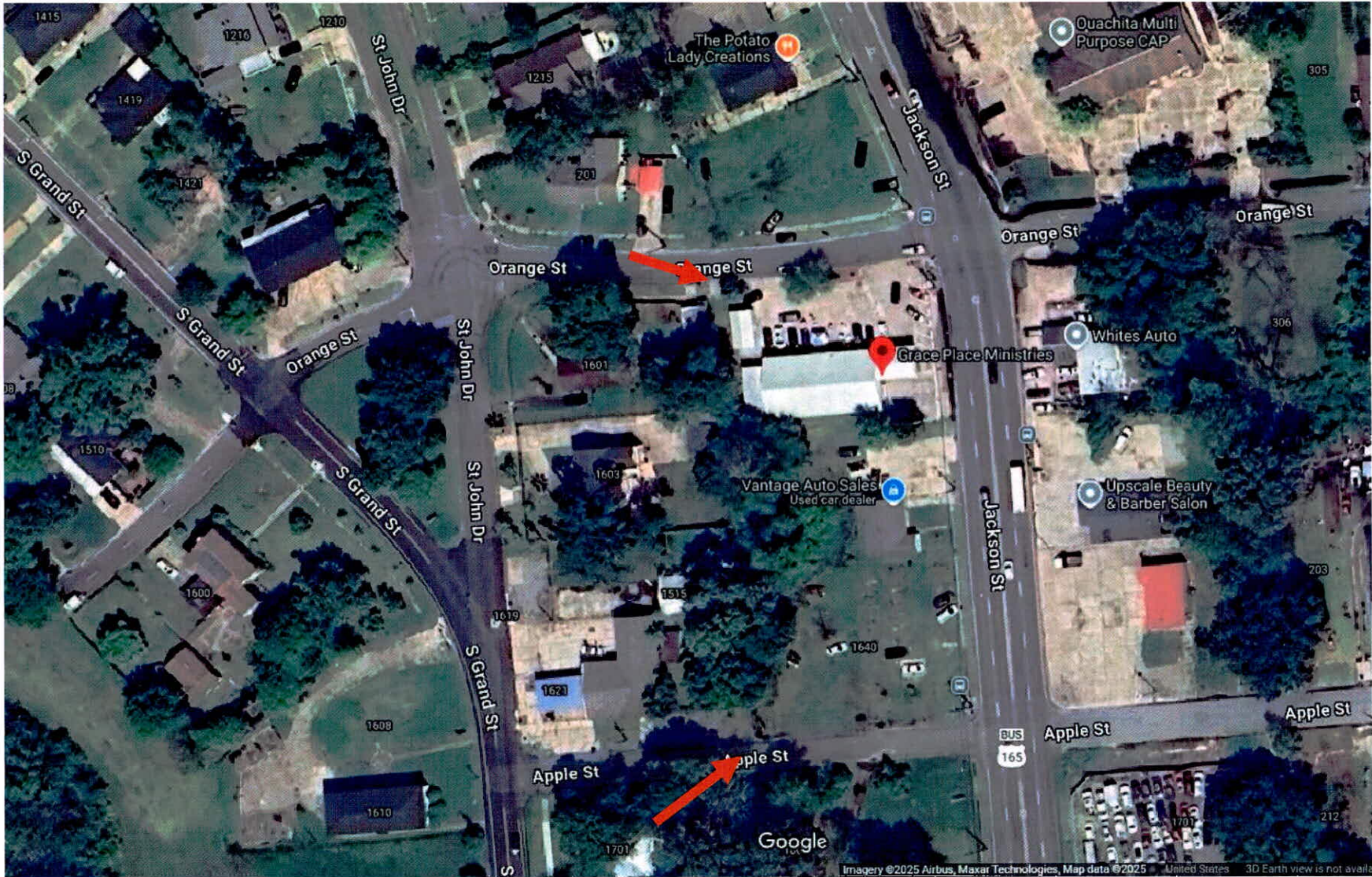
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1 inch = 71 feet

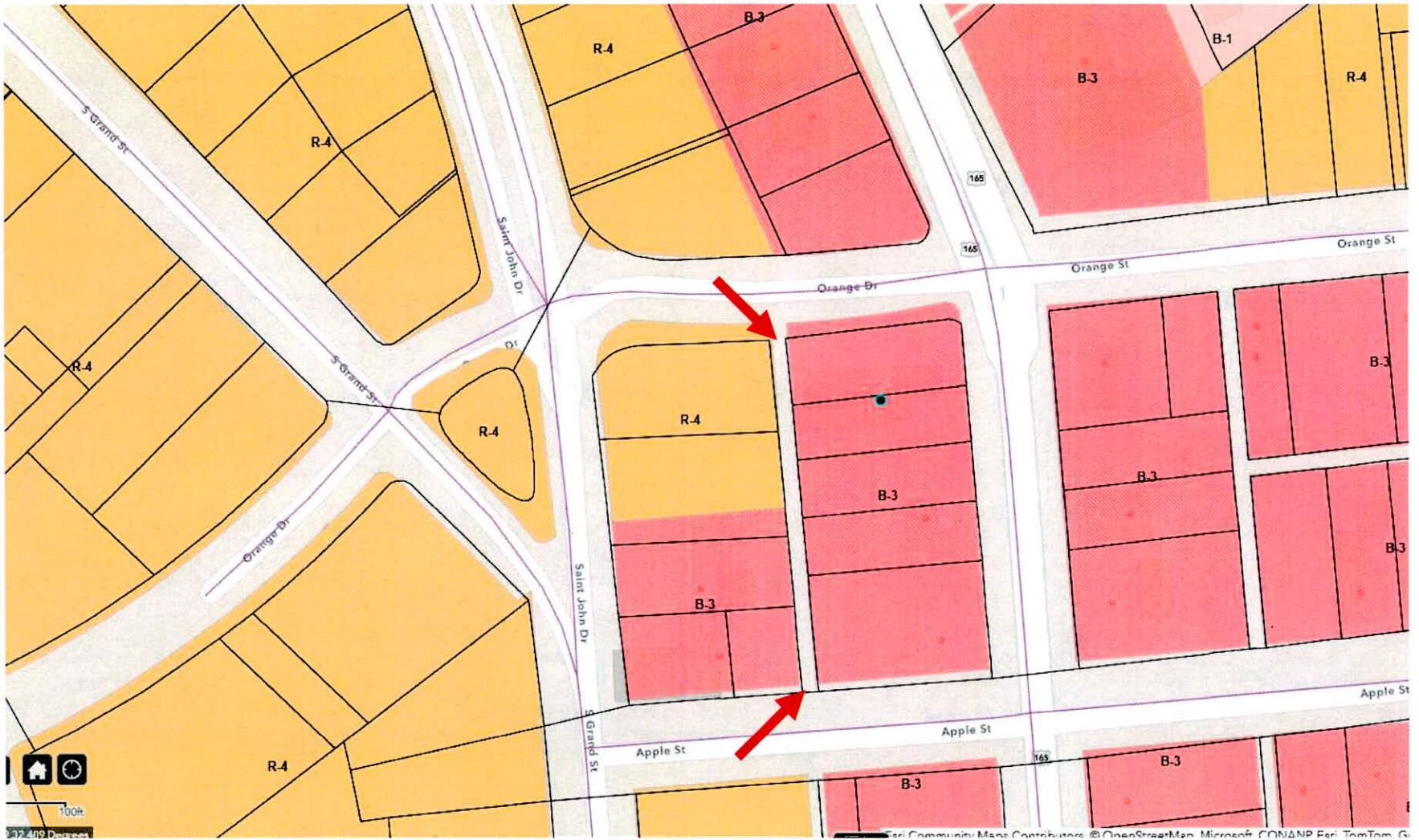


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Grace Place Ministries

1600 Jackson Street



Grace Place Ministries
1600 Jackson Street



Grace Place Ministries

1600 Jackson Street

**City of Monroe
Planning Commission**

CASE NO.: CUP 112-25
NAME OF APPLICANT: EDWIN PEREZ
ADDRESS OF PROPERTY: 401 Bres Avenue
COUNCIL DISTRICT: 5

REQUEST: A **Major** Conditional Use Permit (CUP) to allow a bar, in the B-2 (Neighborhood Business District. The property is located at 401 Bres Avenue.

PURPOSE OF REQUEST: The purpose of the request is to allow the applicant to operate a bar, for a new Filipino and American cuisine restaurant.

SIZE OF PROPERTY: 0.208-acres (more or less)

PRESENT ZONING: B-2 (Neighborhood Business) District

PRESENT USE: Existing vacant restaurant building

MOST NEARLY BOUNDED BY (STREETS): North of Bres Avenue, south of Hudson Lane, east of North 4th Street and west of North 5th Street.

SURROUNDING LAND USES: The surrounding land use consists of businesses to the north, south and west, with residential to the east of the proposed restaurant.

ADVERSE INFLUENCES: Increase in traffic for the area.

POSITIVE INFLUENCES: Increase retail sales taxes for the City.

**COMMENTS/
RECOMMENDATIONS:** The applicant is requesting permission to operate a bar for a new restaurant (Manila Resto Bar, LLC). He proposes to establish a vibrant restaurant bar that offers a fusion of Filipino and American cuisine in a modern, setting. The concept combines traditional Filipino flavors with classic American favorites, creating a diverse and flavorful menu that caters to a wide range of tastes. The bar will serve handcrafted cocktails, beers and specialty drinks to complement the food offering. With a focus on great service, stylish ambiance, and cultural fusion, the venue will be designed to be a go-to spot for casual dining social gatherings and nightlife. Minimum parking requirements can be met on-site for the new establishment.

The applicant must obtain an inspection approval certificate (IAC) and an occupational license for this location.

There are no churches, schools, playgrounds, or library within a 300' radius of this property.

As per the Comprehensive Zoning Ordinance, this request does not follow the guidelines for said request. The future land use is **Urban Mixed-Use** – The future land use is planned for commercial and residential, lending to a vibrant urban street life and vitality.

OPTIONS:

Approve the applicant's request as presented.

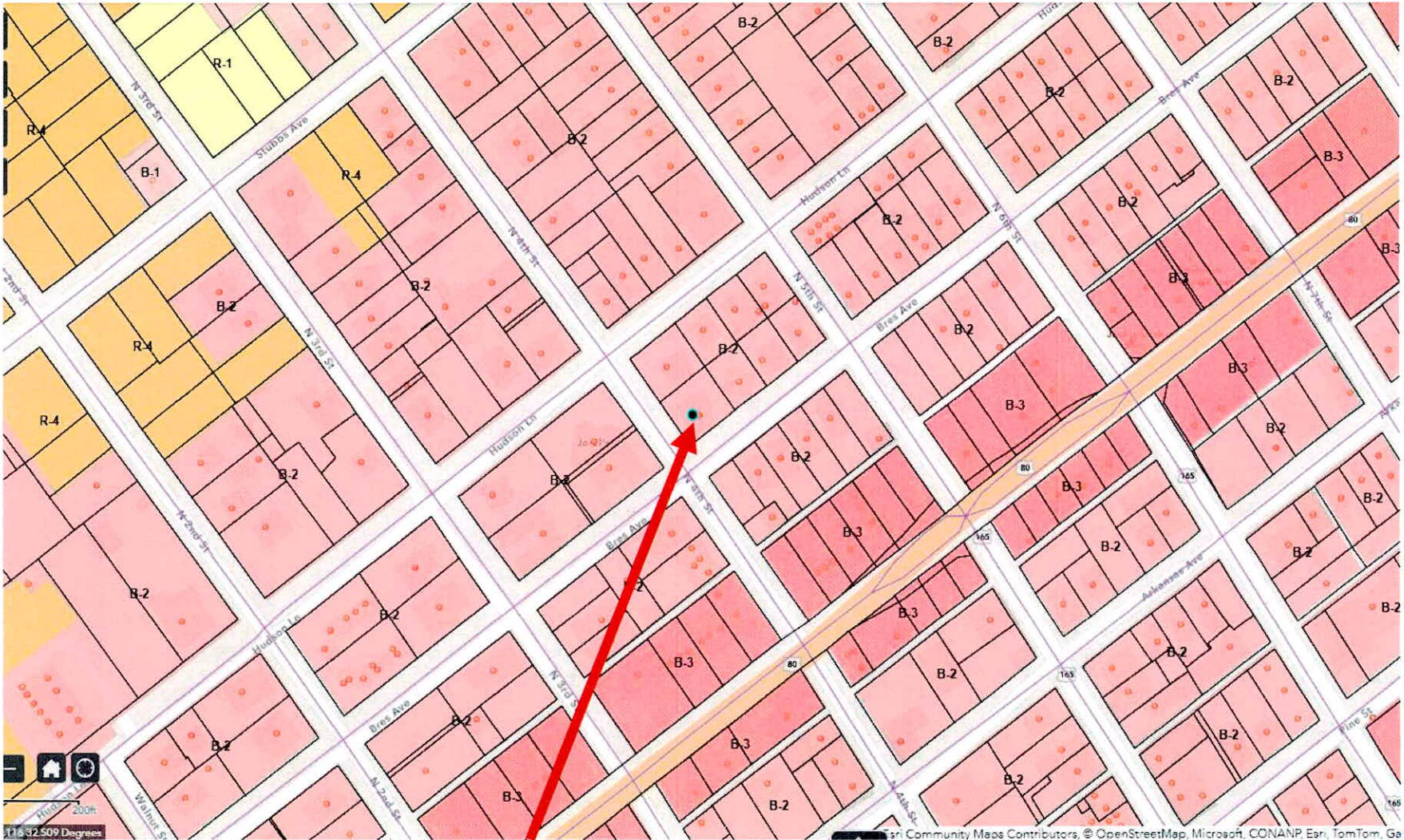
Approve the applicant's request with conditions.

Deny the applicant's request as presented.

Major and Minor Conditional Use Criteria

These conditions may include, but are not limited to the following:

- 1) Stipulate the exact location as a means of minimizing hazards to life, limb, property damage, erosion or traffic.
- 2) Increase the required lot size or yard dimension.
- 3) Limit the height, size or location of buildings, structures and facilities.
- 4) Control the location and number of vehicle access points.
- 5) Increase the number of required off-street parking spaces.
- 6) Limit the number, size, location or lighting of signs.
- 7) Require additional fencing, screening, landscaping or other facilities to protect adjacent or nearby property.
- 8) Designate sites for open space.
- 9) Provide ease of access to major roadways; or
- 10) Assure that the degree of compatibility to the surrounding land use shall be maintained with respect to the particular use on the site and in consideration of other existing and potential uses within the general area in which the use is proposed to be located.



Edwin Perez

401 Bres Avenue



Edwin Perez

401 Bres Avenue

**City of Monroe
Planning Commission**

CASE NO.: TAM 100-25
NAME OF APPLICANT: CITY OF MONROE
ADDRESS OF PROPERTY: N/A
COUNCIL DISTRICT: N/A

Request: A request to amend Chapter 37, Zoning, a request to **amend** Chapter 37, Zoning, Sections 37-21. (Definitions), and to **add** 37-26 (Table 3:1; Residential Use Districts), Table 37-37 (Table 3:3; Commercial Use Districts), and Section 37-92 (Use Standards) to add sober living homes to the City of Monroe Code.

Positive Influences: This amendment will establish sober living house rules and regulations within certain zones.

Adverse Influences:

Comments/

Recommendations: This is a request to **amend** Chapter 37, Zoning, Sections 37-21. (Definitions), and to **add** 37-26 (Table 3:1; Residential Use Districts), Table 37-37 (Table 3:3; Commercial Use Districts), and Section 37-92 (Use Standards) to add sober living homes to the City of Monroe Code.

The City of Monroe wishes to add sober living homes within the Monroe City Code. This request will include the establishment of rules and regulations which are intended to safeguard health, property and public welfare by controlling the design, location, use or occupancy of all buildings and structures through the regulated and orderly development of land.

This request includes the establishment of review by conditional and permitted uses, subject to certain conditions and standards prescribed by the ordinance set forth and attached with this report.

The proposed amendment will be written as follows:

AMEND:

Sec. 37-21. – Definitions.

Sober living home: A home for persons who are recovering from a drug and/or alcohol addiction and who are considered handicapped under state or federal law. Sober living homes shall not include the following: (1) rehabilitative care centers; (2) residential care centers; (3) group or community homes; (4) or halfway houses.

ADD:

Sec. 37-36. – Residential use districts.

| Table 3.1: Residential District Permitted and Conditional Uses | | | | | | |
|--|-----------|-----|-----|-----|-----|---------------------|
| Uses | Districts | | | | | Use Standards |
| | R-1 | R-2 | R-3 | R-4 | RMH | |
| Sober Living Home | Cm | Cm | P | P | | Subsection 37-92(o) |

Sec. 37-37. Commercial use districts.

| Table 3.3: Commercial Districts Permitted and Conditional Uses | | | | | | |
|--|-----------|-----|-----|-----|-----|---------------------|
| Uses | Districts | | | | | Use Standards |
| | B-1 | B-2 | B-3 | CBD | B-4 | |
| Sober Living Home | P | | | | | Subsection 37-92(o) |

Sec. 37-92. – Use standards.

(o) *Sober Living Homes*

- (1) Sober living homes must be located no closer than six hundred fifty (650) feet from any other existing sober living home, as measured from a point of the lot line on which the use is proposed to be located to the nearest point on the lot line on which any other existing similar use is located.
- (2) If the sober living home operator is not the property owner, written approval from the property owner to operate a sober living home at the property.
- (3) The property must be fully in compliance with all building codes, municipal code and zoning.
- (4) The location, design and operation of the sober living home must not alter the residential character of a neighborhood. The facility must retain a residential character, which must be compatible with the surrounding neighborhood in scale and appearance.
- (5) All garage and driveway spaces associated with the dwelling unit shall, at all times, be available for the parking of vehicles. Occupants and the house manager may each only store or park a single vehicle at the dwelling unit or on any street within 500 feet of the dwelling unit. The vehicle must be operable and currently used as a primary form of

TAM 100-25 City of Monroe
Sober Living Homes

transportation for a resident of the sober living home.

- (6) The sober living home must have a house manager or operator who is present at the sober living home or available on a 24-hour basis and who is responsible for the day-to-day operation of the sober living home. The house manager or operator shall have at least one year of continuous sobriety.
- (7) The sober living home may not accept residents, other than a house manager, who are not recovering alcoholics or drug addicts.
- (8) Establish written intake procedures and a policy or procedure concerning occupant relapse.
- (9) Sober living homes must establish and maintain rules and regulations that:
 - a. Require all occupants, other than the house manager/operator, to participate in legitimate recovery programs, including but not limited to, Alcoholics Anonymous or Narcotics Anonymous, and the sober living home must maintain current records of meeting attendance.
 - b. Prohibit the use of any alcohol or any non-prescription drugs at the sober living home or by any recovering addict or alcoholic either on or off site.
 - c. Govern the possession, use and storage of prescription medications and that prohibits the possession or use of prescription medications except for the person to whom they are prescribed, and in the amounts/dosages prescribed.
 - d. Preclude any visitors who are under the influence of any drug or alcohol.
 - e. Direct occupants to be considerate of neighbors, including refraining from engaging in excessively loud, profane or obnoxious behavior that would unduly interfere with a neighbor's use and enjoyment of their dwelling, including a written protocol for the house manager/operator to follow when a neighbor complaint is received.
 - f. Provide that violation of any rules and regulations shall be cause of eviction and have provisions in place to remove violators from the premises.
 - g. Shall be posted on site in a common area inside the dwelling.
- (10) The number of occupants in the sober living home shall not exceed six (6) occupants in the aggregate or two (2) occupants per bedroom, whichever is greater.
- (11) The sober living home shall not provide any licensed services, including but not limited to detoxification; treatment; residential care; behavioral health; mental health counseling; educational counseling; individual or group counseling sessions; treatment or recovery planning; institutional care; or any other licensed healthcare service regulated by state law or Title 48 of the Louisiana Administrative Code.
- (12) Prior to an occupant's eviction from or involuntary termination of residency in a sober living home, the operator shall also:

TAM 100-25 City of Monroe
Sober Living Homes

- a. Notify the person designated as the occupant's emergency contact or contact of record that the occupant will no longer be a resident at the home;
 - b. Provide transportation to the address listed on the occupant's driver license, state issued identification card, or the permanent address identified in the occupant's application or referral to the sober living home; and
 - c. Provided, however, that should the occupant decline transportation to his or her permanent address or otherwise has no permanent address, then the operator shall make available to the occupant transportation to another sober living home or residential care facility that has agreed to accept the occupant.
- (13) Notwithstanding any other procedural requirements imposed by this Chapter, including Section 37-130(f), where a minor conditional use permit is required to establish a sober living home, such permit shall be issued administratively by the Planning and Zoning Director, or their designee, upon a determination that the requirements of this subsection have been met. All other procedural requirements of Section 37-130(f) not inconsistent with the provisions of this subsection shall remain applicable.
- (14) The use may be denied, and if already issued may be revoked, upon a determination, after a hearing by the Planning and Zoning Director, that any of the following additional circumstances exist:
- a. Any owner/operator or staff person of a sober living home is a recovering drug or alcohol abuser and upon the date of application or employment has had less than one full year of sobriety.
 - b. The owner/operator of a sober living home fails to immediately take measures to remove any resident who uses alcohol or illegally uses prescription or non-prescription drugs, or who is not actively participating in a legitimate recovery program from contact with all other sober residents.
 - c. The owner/operator accepts residents, other than a house manager, who are not recovering alcoholics or drug addicts.
 - d. For any other significant and/or repeated violations of this section and/or any other applicable laws and/or regulations.
- (15) An applicant may seek relief from the strict application of this section by submitting an application to the Planning and Zoning Director setting forth specific reasons as to why accommodation over and above this section is necessary under state and federal laws.
- (16) *Compliance.* Sober living homes must comply with the provisions of this subsection in accordance with the following:
- a. Sober living homes that are in existence on September 30, 2025, shall have one year to comply with the provisions of this subsection, provided that any existing sober living home which is serving more than the maximum number of occupants shall first comply with the maximum number of occupants.
 - b. Sober living homes that are in existence on September 30, 2025, shall apply for a minor conditional use permit, if applicable, no later than January 1, 2026. The Planning and Zoning Director, or their designee, may conditionally grant the minor conditional use permit pending compliance with the provisions of this

TAM 100-25 City of Monroe
Sober Living Homes

subsection, provided however, that such conditional approval shall not extend past September 30, 2026.

- c. Sober living homes that are in existence on September 30, 2025, shall be eligible for a minor conditional use permit notwithstanding the minimum distance requirement, provided that the property owner can establish that the property was being used as a sober living home prior to September 30, 2025, and that the imposition of the permit requirement would cause an undue hardship to the existing sober living home.
- d. Existing sober living homes obligated by a written lease exceeding one year from September 30, 2025, or whose activity involves investment of money in leasehold or improvements such that a longer period is necessary to prevent undue financial hardship, are eligible for up to one additional years grace period upon the approval of the Planning and Zoning Director or their designee.
- e. Sober living homes established on or after October 1, 2025, must comply with the provisions of this subsection.

**City of Monroe
Planning Commission**

CASE NO.: TAM 101-25
NAME OF APPLICANT: CITY OF MONROE
ADDRESS OF PROPERTY: N/A
COUNCIL DISTRICT: N/A

Request: A request to **amend** Chapter 37, Zoning, Article III, Use Districts, Section 37-36 Residential Use Districts, Table 3.2: Residential Use Bulk and Yard Regulations and Section 37-37 Commercial Use Districts, Table 3.4: Commercial Use Bulk and Yard Regulations Commercial Use Districts, to amend in the table referring to maximum building heights.

Positive Influences: Proposed change will allow buildings/structures height to increase without need of variance approvals; request matches other cities of compatible size.

**Comments/
Recommendations:** This is a request to **amend** Chapter 37, Zoning, Article III, Use Districts, Section 37-36 Residential Use Districts, Table 3.2: Residential Use Bulk and Yard Regulations and Section 37-37 Commercial Use Districts, Table 3.4: Commercial Use Bulk and Yard Regulations Commercial Use Districts of the City of Monroe Code.

This amendment is intended to allow the increase the building height limits for residential and commercial buildings. The residential structures are proposed to be increased from 35' to 55', within the R-1 (Single Family Residential) District, R-2 (Single-Family Attached Residential) District, R-3 (Medium Density-Family Residential) District and the RMH (Manufactured Home) District. Amendments for the commercial districts are proposed to increase from 35' & 40' to 75', within the B-1 (Neighborhood Mixed-Use) District, B-2 (Neighborhood Business) District, B-3 (General Business/Commercial) District and the B-4 (Heavy Commercial) Districts. This request and review for change is based upon research taken from compatible cities.

TAM 101-25 City of Monroe
 Max. Bldg. Height Limitations

- Options:**
- Approve the text amendment as presented.
 - Approve and amend the text amendment.
 - Deny the text amendment as present.

AMEND:

ARTICLE III. USE DISTRICTS

| TABLE 3.2: RESIDENTIAL USE BULK AND YARD REGULATIONS | | | | | |
|--|-----------------------------------|--|--|---|----------------------------------|
| Bulk and Yard Regulations | Districts | | | | |
| | R-1 | R-2 | R-3 | R-4 | RMH |
| Bulk Regulations | | | | | |
| Minimum District Size | 1 Acre | 1 Acre | 2 Acres | 2 Acres | 3 Acres |
| Minimum Lot Area | SFD: 7,200 sf Other: 10,000 sf | SFD: 6,000 sf SFA: 4,000 sf Townhouse: 2,500 sf ^a Other: 10,000 sf | SFD: 7,200 sf SFA: 4,000 sf 2F: 8,000 sf 3F: 12,000 4F: 15,000 Townhouse: 2,500 sf ^a Other: 10,000 sf | SFD: 6,000 sf SFA: 4,000 sf 2F: 8,000 sf Townhouse: 2,500 sf ^e MF ≤10 unit: 20,000 sf MF 11-12 unit: 1,700 sf MF 13-14 unit: 1,600 sf MF 15-16 unit: 1,500 sf MF 17+ unit: 1,700 sf Other: 10,000 sf | MFH: 3 Acres Other: 10,000 sf |
| Maximum Building Height | 35 ft | 35 ft | 35 ft | 65 ft | 35 ft |

| Table 3.4: Commercial Use Bulk and Yard Regulations | | | | | |
|---|-----------|---------|---------|---------|---------|
| Bulk and Yard Regulations | Districts | | | | |
| | B-1 | B-2 | B-3 | CBD | B-4 |
| Bulk Regulations | | | | | |
| Minimum District Size | 3 Acres | 3 Acres | 3 Acres | 3 Acres | 3 Acres |

TAM 101-25 City of Monroe
 Max. Bldg. Height Limitations

| Table 3.4: Commercial Use Bulk and Yard Regulations | | | | | |
|---|---|--|-------|--------|-------|
| Bulk and Yard Regulations | Districts | | | | |
| | B-1 | B-2 | B-3 | CBD | B-4 |
| Minimum Lot Area | SFD: 7,200 sf SFA: 6,000 sf 2F: 8,000 sf Townhouse: 2,500 sf * Other: 10,000 sf | MF ≤10 unit: 20,000 sf MF 11-12 unit: 1,700 sf MF 13-14 unit: 1,600 sf MF 15-16 unit: 1,500 sf MF 17+ unit: 1,700 sf Other: 10,000 sf | n/a | n/a | n/a |
| Maximum Building Height | 35 ft | 35 ft | 35 ft | 100 ft | 40 ft |
| Maximum Commercial Square Footage | 5,000 sf | 10,000 sf | n/a | n/a | n/a |