



MEMO

TO: Monroe Planning Commission Members
FROM: Mr. Hunt Neely, Chairman
DATE: December 19, 2025

The regular meeting of the Monroe Planning Commission will be held on **Monday, January 5, 2026, 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

- DED 101-25: City of Monroe/Planning & Zoning** – Request for the dedication to allow a street name assignment of “*Hospitality Drive*”, to an access road in the Sam’s Club parking lot.
REV 103-25: Lazenby & Associates/St. Francis Med. Ctr. – Request for the revocation of a 14’ wide by 150’ long portion of an existing alley located at 1805 Jackson Street.

PUBLIC HEARING

None

ZONING

- CUP 100-26 (Major): Starns Kenny & Easterling Law Firm/Dollar General** – Request to allow the applicant to allow off-premises alcohol sales, in the B-3 (General Business/Commercial) District, for an existing retail goods establishment – 4203 Jackson Street

PUBLIC HEARING

None

OTHER BUSINESS

Nomination for **2026** Officers

Current Officers: Hunt Neely – Chairman
Charles Scott – Vice-Chairman
Pamela Saulsberry – 2nd Vice-Chairman

**City of Monroe
Planning Commission**

CASE NO.: DED 101-25
NAME OF APPLICANT: CITY OF MONROE
ADDRESS OF PROPERTY: **5100 FRONTAGE ROAD** (Located on the Sam's Club property)
COUNCIL DISTRICT: 3

REQUEST: This is a request for a dedication of a street name to an existing access road, located within the Sam's Club parking lot.

PURPOSE OF REQUEST: Request to name an access road to "Hospitality Drive"

SIZE OF PROPERTY: 48' wide x 355' long (approximately)

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

PRESENT USE: Access road

MOST NEARLY BOUNDED BY (STREETS): North of Parker Road, south of Frontage Road, east of Garrett Road and west of Woolsey Road

SURROUNDING LAND USES: The surrounding land use consists of the Sam's Club and Hampton Inn & Suites within the immediate area; with additional hotels, and commercial businesses within the area.

ADVERSE INFLUENCES: Increase in traffic to the area.

POSITIVE INFLUENCES: The proposed name supports future developments.

**COMMENTS/
RECOMMENDATIONS:** The road serves as a primary access point to the existing and proposed hotels within the surrounding area. The City is proposing to name this access road (Hospitality Drive) to make it a public roadway. If approved, 911 will address the proposed hotels along this road. This dedication aims to enhance public accessibility and safety, facilitate emergency services and contribute to the atmosphere of the business district. Currently Hampton Inn & Suites has access from this road,

listed at 5100 Frontage Road. This development is a commercial project that is currently being prepared for construction.

Utility reviews are pending and will be available by meeting time. There are public utilities that exist along this road.

Approval of this request will officially designate the road as a public street.

OPTIONS:

1. Approve the dedication of the street name of Hospitality Drive, as presented.
2. Deny the dedication of the street name of Hospitality Drive, as presented.

October 29, 2025

Shannon Futch
City of Monroe
Planning and Zoning
1401 Stubbs Ave
Monroe, LA 71241

Mr. Futch,

We have reviewed your proposal to rename the service road currently owned by Sam's Club for the following reasons:

The City of Monroe Planning and Zoning along with Ouachita Parish 911 would like to rename the portion of road marked in yellow (attached map) to "Hospitality Drive". The main reason is for safety purposes in identifying this roadway, due to new development of hotels in this area. We believe the Hampton Inn is also using this as access to their parking lot. City of Monroe utilities also exist in the ROW of this location. We need to get approval letter from Sam's Club to rename this road. The road will most likely be extended during the development of the hotels in the area. It will not change the address of Sam's Club.

City of Monroe Process

- . *Approval Letter from Sam's Club to rename the road*
- . *Present naming of road to Monroe Planning Commission for approval*
- . *Present naming of road to Monroe City Council for approval*
- . *Update all 911 and City of Monroe street mapping*

We do not have any objections to the renaming of this service road and having it incorporated into the Ouachita Parish 911 system and City of Monroe street mapping.

Sincerely,

Eachary Yocum



DED 101-25

City of Monroe (Hospitality Drive)

Ouachita Parish

Assessor's Office

Ouachita, Assessor

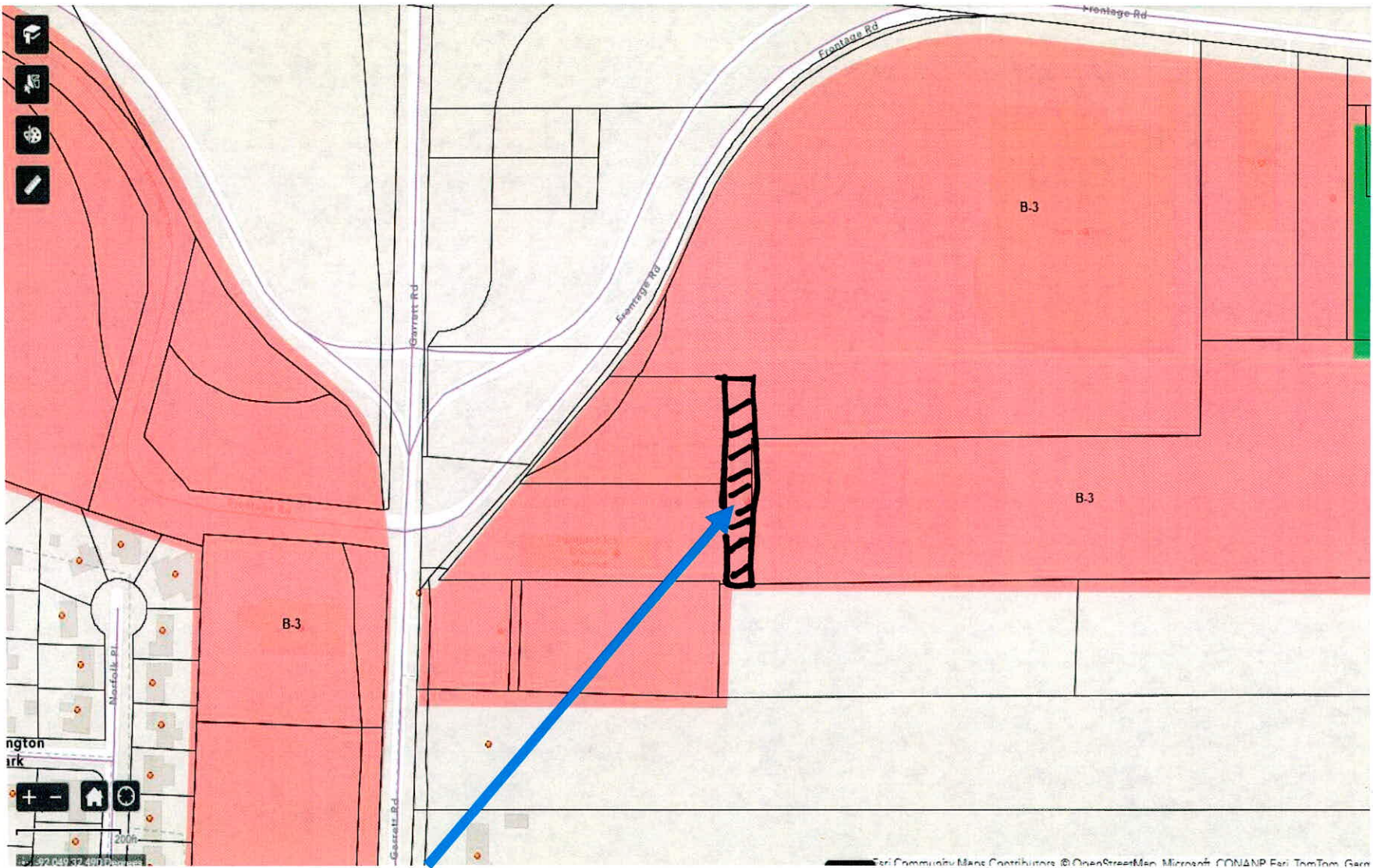


Date Created: 9/30/2025

Created By: anonymous

1 inch = 200 feet

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DED 101-25

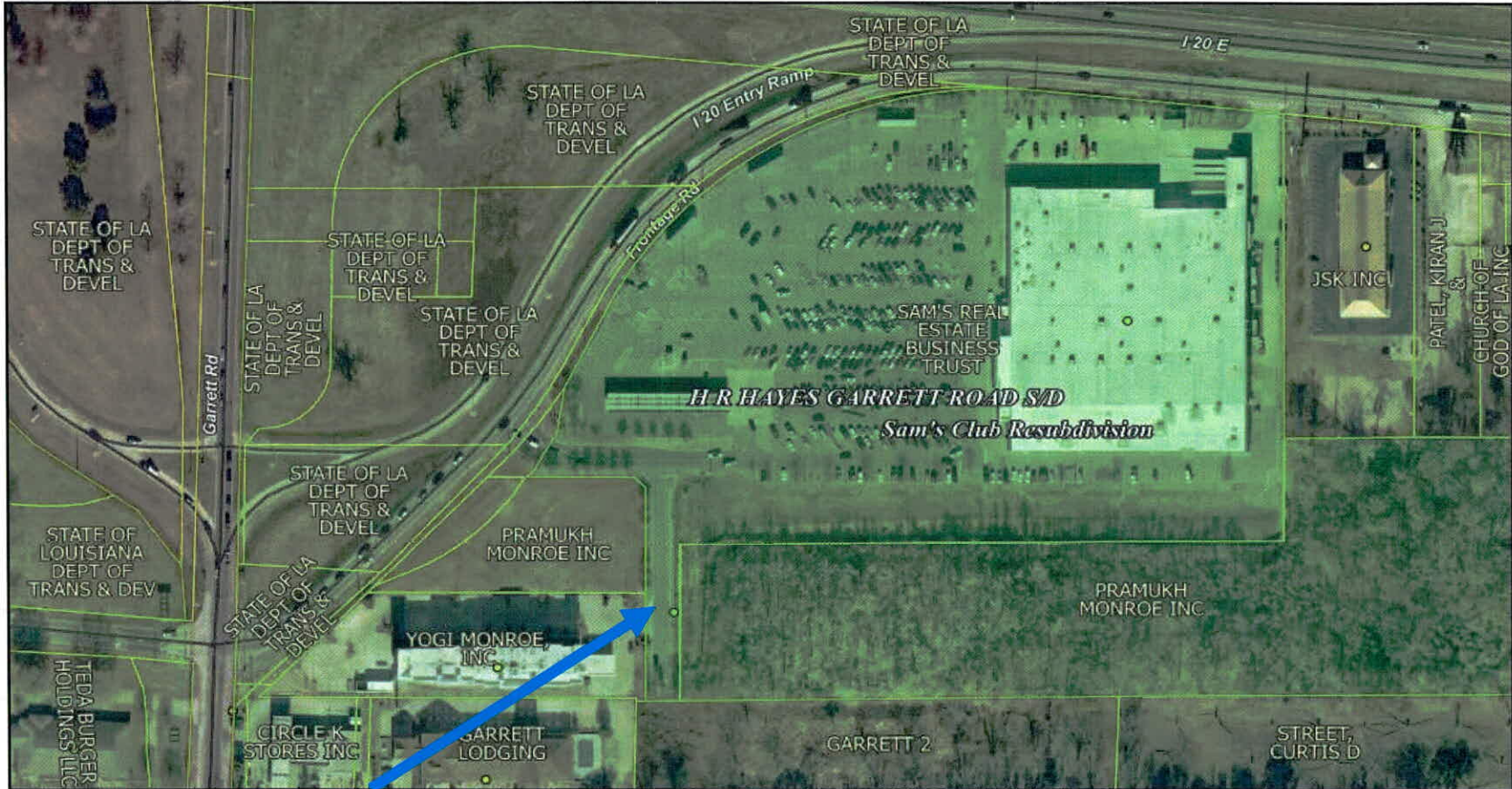
City of Monroe (Hospitality Drive)



DED 101-25

City of Monroe (Hospitality Drive)

Ouachita Parish
Assessor's Office
Ouachita, Assessor



Date Created: 9/30/2025
Created By: anonymous

1 inch = 200 feet

DED 101-25

City of Monroe (Hospitality Drive)

**City of Monroe
Planning Commission**

CASE NO.: REV 103-25
NAME OF APPLICANT: Lazenby & Associates, Inc./St. Francis Med. Ctr.
ADDRESS OF PROPERTY: Revocation of a portion of an alley located at 1805 Jackson Street
COUNCIL DISTRICT: 4

REQUEST: This is a request to revoke a portion of an alley, located north of Pear Street, south Peach Street, west of Railroad Avenue and east of Jackson Street. (The property is located at 1805 Jackson Street.)

PURPOSE OF REQUEST: The purpose of this request is to revoke a portion of an approximately 14' wide by 150' long alley, in preparation to construct a new medical clinic.

SIZE OF PROPERTY: The approximate size of the alley to be revoked is 14' wide x 150' long (approximately) or 0.05-acre tract of land, which is currently a vacant public access road.

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

PRESENT USE: Vacant alley

MOST NEARLY BOUNDED BY (STREETS): North of Pear Street, south of Peach Street, east of Jackson Street and west of Railroad Avenue.

SURROUNDING LAND USES: The surrounding land use consists of businesses and residential in all directions.

ADVERSE INFLUENCES: Increase in traffic for the area

POSITIVE INFLUENCES: The area will gain a new medical facility for the area.

**COMMENTS/
RECOMMENDATIONS:** The applicant wishes to specifically revoke a portion of an alley, in order to allow the business to construct a new medicine clinic. The existing structure will be demolished. The new building plan will provide a significant amount of exam rooms to serve the public and provide an adequate amount of parking spaces to accommodate the clinic's staff, doctors and patients.

Utility reviews will be available by meeting time.

Site plan is available for review.

OPTIONS:

1. Approve the request to revoke a portion of an alley located on Jackson Street.
2. Deny the request to revoke a portion of an alley located on Jackson Street.

Ouachita Parish

Assessor's Office

Ouachita, Assessor



Date Created: 10/30/2025

Created By: anonymous

1 inch = 50 feet



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DEDICATION

STATE OF LOUISIANA
PARISH OF OUACHITA

BEFORE ME, THE UNDERSIGNED NOTARY PUBLIC, PERSONALLY CAME AND APPEARED:

ST. FRANCIS MEDICAL CENTER, INC., A LOUISIANA NON-PROFIT CORPORATION INCORPORATED IN OUACHITA PARISH, LOUISIANA, HEREIN REPRESENTED BY THOMAS GULLATI, M.D., ITS DULY AUTHORIZED CHIEF MEDICAL OFFICER.

WHO DECLARED AND ACKNOWLEDGED THAT THEY ARE THE OWNERS OF THE PROPERTY HEREIN SHOWN AND THAT THEY HAVE CONSOLIDATED THE LOTS INTO ONE LOT AS SHOWN HEREON.

TRUST DONE AND SIGNED AT WEST MONROE, LOUISIANA, ON THIS THE _____ DAY OF _____, 2025, IN THE PRESENCE OF THE UNDERSIGNED COMPETENT WITNESSES AND ME, SAID NOTARY PUBLIC.

WITNESSES:

ST. FRANCIS MEDICAL CENTER, INC.
BY: THOMAS GULLATI, M.D., CHIEF MEDICAL OFFICER

PRINT NAME _____

PRINT NAME _____

NOTARY PUBLIC
PRINT NAME _____

PLAT APPROVAL

DATE: _____

CITY OF MONROE

BY: _____

CITY PLANNING COMMISSION

BY: _____

CITY ENGINEER

**LAND DISTRICT NORTH OF RED RIVER
SECTION 38, T-17-N, R-3-E
OUACHITA PARISH, LOUISIANA**

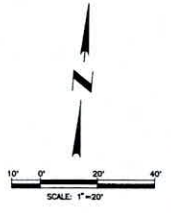
SURVEYOR'S NOTES:

1. THE BEARINGS SHOWN HEREON ARE GRID BEARINGS AND ARE BASED ON GPS OBSERVATIONS TAKEN AT THE SITE. THE GRID BEARINGS ARE BASED ON THE LOUISIANA COORDINATE SYSTEM OF 1983 NORTH ZONE. THE REFERENCE BEARING WAS TAKEN ALONG THE NORTH LINE OF THE SUBJECT PROPERTY AS SHOWN HEREON.

2. NO TITLE RESEARCH WAS REQUESTED OR PERFORMED TO LOCATE ANY EXISTING RIGHTS-OF-WAY, EASEMENTS, OR RESTRICTIONS THAT ENCUMBER THE SUBJECT PROPERTY.

LEGEND

- FOUND MONUMENTATION
- SET MONUMENTATION
- CENTER LINE OF ROAD
- - - RIGHT-OF-WAY LINE
- - - SECTION OR FORTY LINE
- - - SURVEY OR EASEMENT
- - - BUILDING SETBACK LINE
- - - RIGHT-OF-WAY
- R.O.W.
- P.O.B.
- POINT OF BEGINNING



ZONING NOTES:

1. ZONING DISTRICT: B-3 (GENERAL BUSINESS/COMMERCIAL DISTRICT)

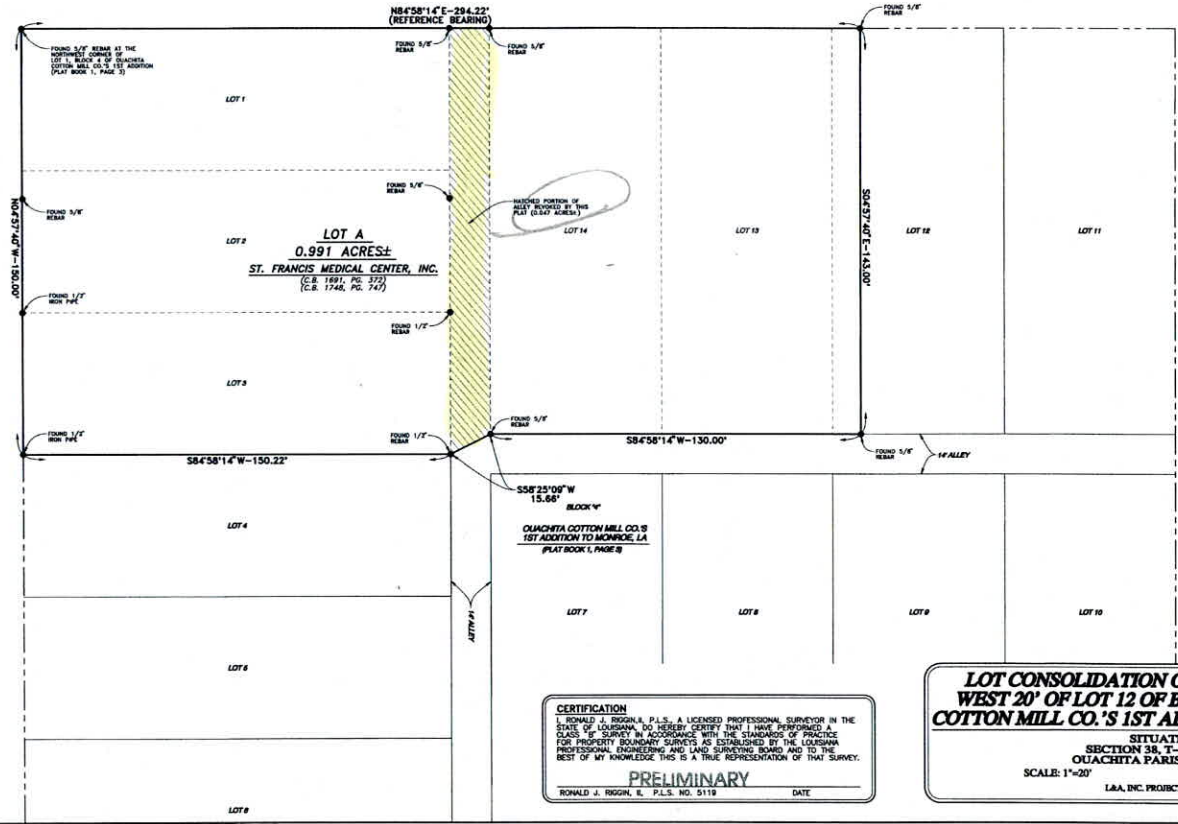
2. NO BUILDING SHALL BE LOCATED ON ANY LOT NEARER THAN THE FOLLOWING BUILDING SETBACKS:

FRONT YARD	=25'
INTERIOR SIDE YARD	=12'/A
CORNER SIDE YARD	=25'
REAR YARD	=10'
REAR YARD	=5' (ABUTTING ALLEY)

FLOOD ZONE DATA

BASED ON FLOOD INSURANCE RATE MAP NO. 22073C0280F (JANUARY 20, 2016), FOR QUACHITA PARISH, LOUISIANA. THE ENTIRE PROPERTY SHOWN HEREON LIES IN ZONE "X" SHADING, WHICH IS DETERMINED TO BE AN AREA OF 0.2% ANNUAL CHANCE FLOOD, AREA OF 1% ANNUAL CHANCE FLOOD WITH AVERAGE DEPTHS OF LESS THAN 1 FOOT OR WITH DRAINAGE AREAS LESS THAN 1 SQUARE MILE; AND AREAS PROTECTED BY LEVEES FROM 1% ANNUAL CHANCE FLOOD.

PEACH STREET
(75' R.O.W.)



PRELIMINARY

This document is not to be used for construction, building, subdivision, mortgage, sales, or as the basis for this location of a permit.

Prepared by: Ronald J. Rogan, P.L.S., 5119
Lazenby & Associates, Inc., Consulting Engineers & Land Surveyors
200 North 7th Street, West Monroe, Louisiana, LA 71291



CERTIFICATION

I, RONALD J. ROGAN, P.L.S., A LICENSED PROFESSIONAL SURVEYOR IN THE STATE OF LOUISIANA, DO HEREBY CERTIFY THAT I HAVE PERFORMED A CLASS "C" SURVEY IN ACCORDANCE WITH THE STANDARDS OF PRACTICE FOR PROPERTY BOUNDARY SURVEYS AS ESTABLISHED BY THE LOUISIANA PROFESSIONAL ENGINEERING AND LAND SURVEYING BOARD AND TO THE BEST OF MY KNOWLEDGE THIS IS A TRUE REPRESENTATION OF THAT SURVEY.

PRELIMINARY

RONALD J. ROGAN, E., P.L.S. NO. 5119 DATE _____

LOT CONSOLIDATION OF LOTS 1, 2, 3, 13, 14 & WEST 20' OF LOT 12 OF BLOCK 4 OF QUACHITA COTTON MILL CO.'S 1ST ADDITION TO MONROE, LA

SITUATED IN
SECTION 38, T-17-N, R-3-E
OUACHITA PARISH, LOUISIANA

SCALE: 1"=20'

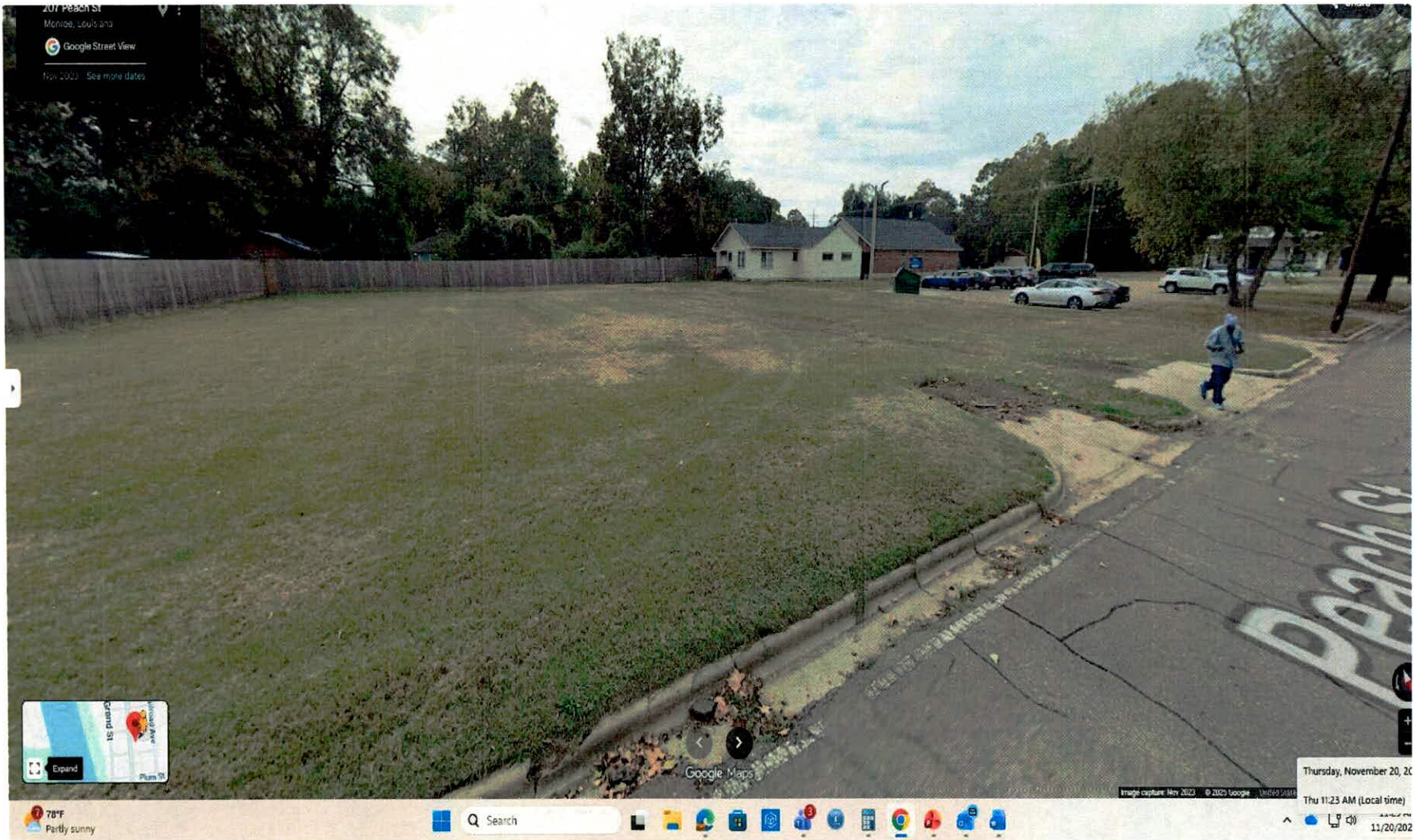
OCTOBER, 2025

LAA, INC. PROJECT NO. 258877.00



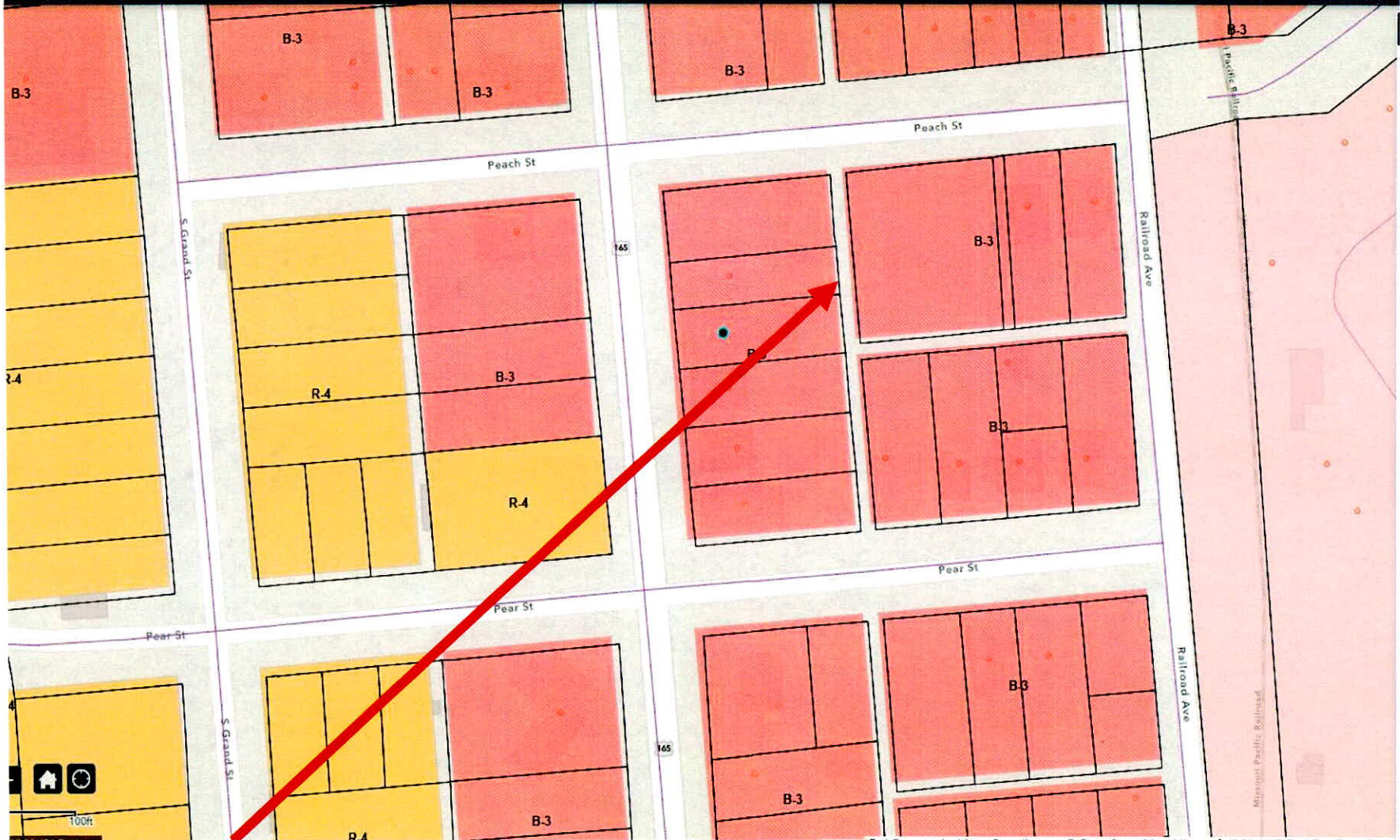
REV 103-25

Lazenby & Associates (St. Francis Med. Ctr.)



REV 103-25

Lazenby & Associates (St. Francis Med. Ctr.)



REV 103-25

Lazenby & Associates (St. Francis Med. Ctr.)

**City of Monroe
Planning Commission**

CASE NO.: CUP 100-26
NAME OF APPLICANT: STARNES KENNY & EASTERLING LAW FIRM/
DOLLAR GENERAL
ADDRESS OF PROPERTY: 4203 Jackson Street
COUNCIL DISTRICT: 5

REQUEST: A **Major** Conditional Use Permit (CUP) to allow the sale of alcohol for consumption off-premises, in the B-3 (General Business/Commercial) District. The property is located at 4203 Jackson Street.

PURPOSE OF REQUEST: The purpose of the request is to allow the applicant to sell alcohol for consumption off-premises for an existing retail goods establishment.

SIZE OF PROPERTY: 2.296-acres (more or less)

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

PRESENT USE: Existing Dollar General Store

MOST NEARLY BOUNDED BY (STREETS): North of Egan Street, south of Standifer Avenue, east of Jackson Street and west of the Missouri Pacific Railroad.

SURROUNDING LAND USES: The surrounding land use consists of single family residential in all directions, with the City of Monroe's Annex Building to the north.

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 sell alcoholic beverages for consumption off-premises for an existing Dollar General. The applicant intends to sell packaged alcoholic beverages (beer and wine). 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.

Starns Kenny & Easterling Law Firm/Dollar General

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 **Low Density Residential** – The future land use is planned to offer residences in densities of between four and seven units per acre. These areas include currently developed City and new residential areas.

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.





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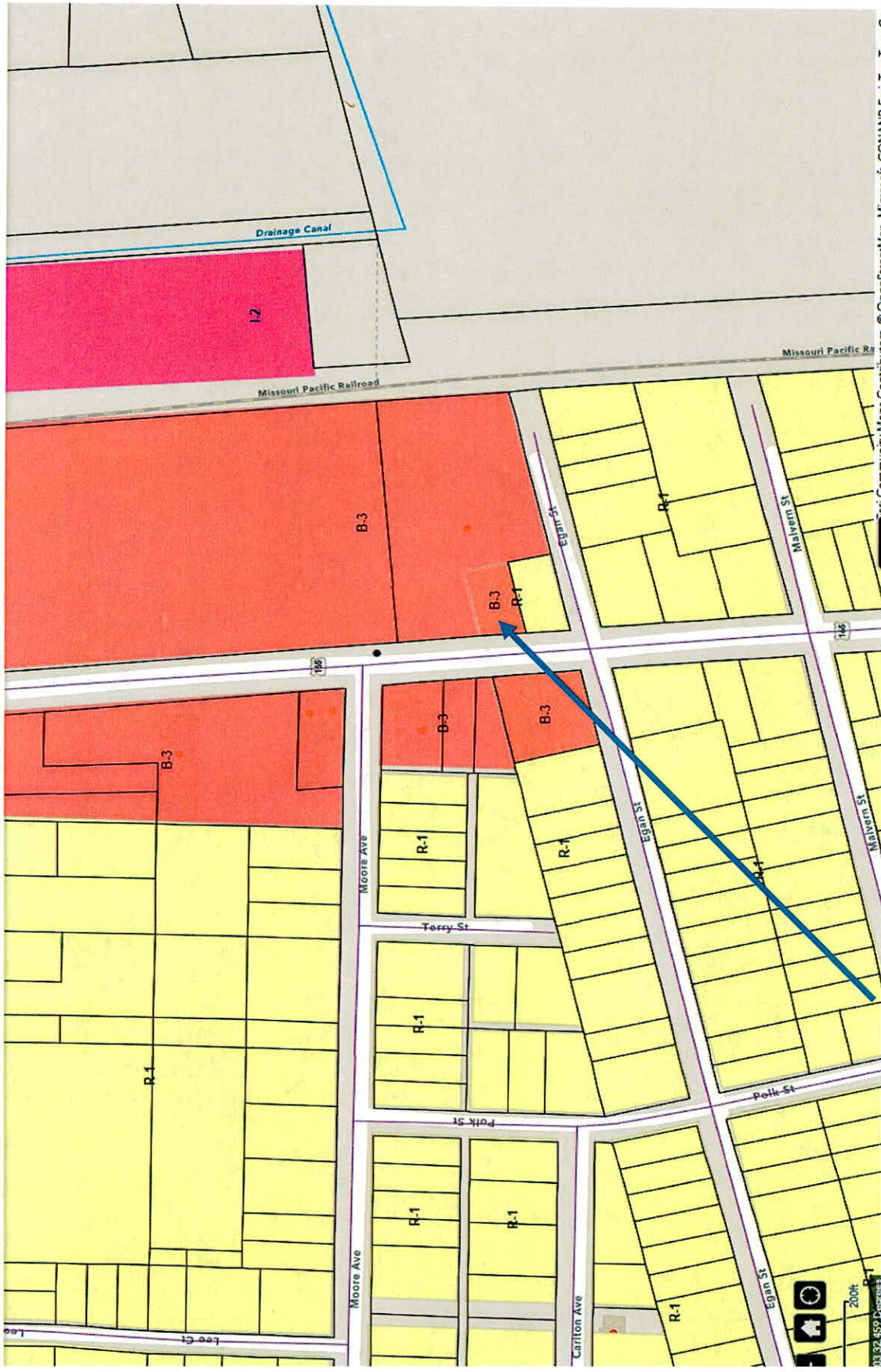
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