



# Planning Commission

TO: Mayor Staci Albritton Mitchell  
Alderman Morgan Buxton  
Alderman James Polk Brian  
Alderman Ben Westerburg  
Alderman Thomas Hamilton  
Alderman Rodney Welch  
Doug Caldwell, City Attorney  
Lydia Holland, City Attorney  
Cindy Emory, City Clerk  
Andrea Pate, City Clerk  
Courtney Hornsby, Chief of Staff  
City Engineer

FROM: Jonathan Kaufman, Building & Development Director  
318-397-6720 or 318-397-6722

DATE: Enclosed please find the packet from the August 19, 2024  
Planning Commission meeting, for your review:

A handwritten signature in black ink, appearing to be "J. Kaufman", is written over the "FROM:" line.

**Case for Review to be heard by City Council on 9-3-2024:**

**PBG/SUB-24-55000001** by Sharon D. Russ-Joseph Russ for property located on Copley Street (Parcel 118514). Requesting Planned Building Group / Subdivision Review for Highlander West (3 lots) .456 total acres in Sec44 T18N R3E per West Monroe Code of Ordinances Section 12-2001. The Developer plans to build three single family homes at this location, each on a lot with a square footage of 6600 ft (instead of the otherwise required minimum lot size of 7200 sq ft) and will meet the minimum road width of 60 feet. This application was TABLED at the July 15, 2024, Planning Commission Meeting. Ron Haisty, RCH Co., spoke on behalf of the application. After the last meeting, Mr. Haisty provided the Copley Street Flowline Survey, Topographic Survey and Existing Drainage, Site Plan depicting the layout of the 3 homes, and the Proposed Drainage Plan. Brian Bendily stated that all documents indicate that drainage is accounted for and drains properly. Mr. Kaufman explained that the property is located within a flood zone. The runoff from the houses appears to be directed to the roadside ditch via swale ditches in between each house. There is an additional swale ditch between the eastern most house and the adjacent property owner. The flow line elevation of the ditch appears to be around 75.91 on the west end of the proposed tract. It appears to be around 75.52 in the center and 76.27 near the discharge to the east. There does appear to be a belly in the ditch in front of those houses. Mr. Kaufman will discuss with public works regarding the culvert invert to see if the City can reestablish a grade in the ditch towards the discharge. Outside of the proposed development there appears to be no change in the existing water flow off the property. Each house is provided with a single car carport accounting for one parking space. The driveway shows to be 12.7' wide there is approximately 35' from the edge of the roadway to the house. This should provide for two parking spaces with an approximately 10' buffer from the car to the edge of the roadway. The police department has the ability to write tickets if parking in the street begins to impede the flow of traffic. In the Department Reviews, all concerns were addressed. Lisa Strange provide pictures of the flooding in the area from rains in April 2024. Tom Malmay discussed the planned drainage improvements for the area. The property owners at 215 Jackson Street, Mario & Connie Spivey, expressed concern for drainage issues and access to their backyard. They were advised to contact Public Works and/or to attend a City Council Meeting regarding their culvert and driveway. Lucille Lee, 128 Copley Street, stated that she is not in favor of the application, as she prefers two homes to three on the site. Issues of concern to her, along with drainage, are high grass and possible wildlife in the area. An unknown female (age 65) wants the City to clean and maintain the ditches. The final decision on this application is made by the Planning Commission. Tom Malmay made a motion to APPROVE this application. Melody Olson seconded. All in Favor. The application is **APPROVED**.

**THIS DECISION WAS APPEALED TO THE CITY COUNCIL.** The West Monroe City Council will hear this case on September 3, 2024.

**SUB-24-55000001** by Shawn D. Russ / Joseph Russ for property located on Copley Street (Parcel 118514). Requesting Subdivision Review for Highlander West (3 lots) .456 total acres in Section 44 T18N R3E per West Monroe Code of Ordinances Section 12-2001.

Location Map:

*NOTE: Maps are printed from information provided from the Ouachita Parish Tax Assessor's Office information and its ONLY PURPOSE is to give the Commission a general idea of the location of the property. It is not intended for use as a legal description / boundary line / nor lot shape determination.*



You are always welcome to visit our office to view additional documents in file, request additional information 318-397-6722, or to speak with Jonathan.

Department Review Responses:

**PBG/SUB-24-55000001** by Shawn D. Russ-Joseph Russ for property located on Copley Street (Parcel 118514). Requesting Planned Building Group / Subdivision Review for Highlander West (3 lots) .456 total acres in Sec44 T18N R3E per West Monroe Code of Ordinances Section 12-2001. The Developer plans to build three single family homes at this location, each on a lot with a square footage of 6600 ft (instead of the otherwise required minimum lot size of 7200 sq ft) and will meet the minimum road width of 60 feet. This application was TABLED at the July 15, 2024, Planning Commission Meeting.

**7-16-2024 9:47 am Email TO Ron Haisty and CC'd Mr. Russ:**

Mr. Russ visited in office with Jonathan Kaufman just a few minutes ago. Mr. Russ plans to proceed with the 3 lot development application. This will NOT go to City Council (that was my error). If you can provide the requested information to us as soon as possible – this application will go to Planning Commission for final approval on August 19, 2024.

From my understanding this is what we need (but Mr. Russ can explain better):

- Topographic Survey only – not a DIS
- Contour elevations / estimated finished floor
- Survey plan and how drainage will be addressed
- Site plan showing setbacks

Jonathan feels the parking is easily explainable and he discussed that with Mr. Russ.

**7-16-2024 10:26 am Email response FROM Ron Haisty:**

Ann- sounds good. I'll get these items put together.

Sincerely,

Ronny C. Haisty, Jr., P.E., P.L.S.

**7-24-2024 10:53 am Email TO Ron Haisty:**

Ron – Is any of the requested information regarding Russ Development on Copley Street ready for Jonathan to review?

**Department Reviews As of 7-24-2024**

Project Manager, City Engineer Daryl Platt, Director of Public Works	JRK to discuss in Meeting Water & Sewer are available for the proposed development. Culverts would be required for each driveway. \$100 culvert application fee for each driveway through Public Works.
Charles Huggins, West Monroe Fire Department Jason Pleasant, Police Chief, WM Police Dept. Jeremy Ratcliff, Building & Development Atmos Energy Adam Riser, Entergy Area Design Manager Anthony Woods, OIC Postmaster, US Post Office A T & T James Green, Ouachita 911 Shannon Fletcher, Code Enforcement Public Works Complex, GIS	No issues from the WMFD No issues from the WMPD No issues from Building Official / LSUCC Review Complete No response No response No response No response No issues from Ouachita 911 No issues with Code Enforcement No issue with GIS

**7-30-2024    9:27 am    Email TO Ron Haisty**  
Ron – Is any of the requested information regarding Russ Development on Copley Street ready for Jonathan to review?

**7-30-2024    9:28 am    Email FROM Ron Haisty**  
Hi Ann- yes, we are close on it. I will have sent over by tomorrow. Thank you for checking on us.  
Sincerely,  
Ronny C. Haisty, Jr., P.E., P.L.S.

**08-05-2024    Email FROM Ron Haisty**  
Received the following:    Topographic Survey and Existing Drainage, Site Plan depicting the layout of the 3 homes, and Proposed Drainage Plan

**08-19-2024    Email FROM Ron Haisty**  
Received the following:    Copley Street Ditch Survey

## PLANNING COMMISSION MINUTES

Monday, July 15, 2024

MEMBERS PRESENT: Tom Malmay  
Judy Poole  
Brian Bendily  
AJ Word  
Melody Olson

OTHERS PRESENT: Jeremy Ratcliff, Asst. Director, Building & Development  
Doug Caldwell, West Monroe City Attorney  
Ann Cottrell, Building & Development  
Joseph Russ, 122 Copley Street (Applicant)  
Ronny Haisty Jr (Surveyor for Russ Project)  
Eugenia R. Price, 123 Copley St  
Steve Cascio, 125 Copley St  
Charley & Lucille Lee, 128 Copley St  
Lisa Strange, 118 Copley St  
J. R. Frantom, 107 Frantom Lane

The Monday, July 15, 2024, Planning Commission Meeting was called to order by Brian Bendily. The Commission approved the minutes of the Monday, June 17, 2024, Planning Commission meeting.

The cases for review were:

**ZC-24-450000010** by BAH Nathan Village Ltd / Jeremy Mears for property located at 118 N Hilton Street (Parcel 101491). Requesting Zone Change from O-L (Open Land) District to R-2 (Multi-Family Residential) District per West Monroe Code of Ordinances Section 12-5013. Ann Cottrell, explained that the property was recently annexed into the West Monroe City Limits and as with all annexed properties, it came into the City zoned as Open Land. The current use of the property is an apartment complex (built & completed prior to annexation); therefore, an R-2 (Multi Family Residential) Zoning District would align with its current use. Mr. J.R. Frantom, as an adjacent property owner, asked if his property (Parcel #20423) had been annexed without his knowledge. He was assured that it had not been annexed and was not within the City Limits. He was assured that he would be notified. He had no objections to this rezoning. Melody Olson made a motion to **send this application to the City Council with a FAVORABLE Recommendation**. Judy Poole seconded. All in Favor. The West Monroe City Council will hear this case on August 6, 2024.

**SUB-24-550000001** by Shawn D. Russ / Joseph Russ for property located on Copley Street (Parcel 118514). Requesting Subdivision Review for Highlander West (3 lots) .456 total acres in Sec44 T18N R3E per West Monroe Code of Ordinances Section 12-2001. Ann Cottrell explained that the application should be reviewed as a Planned Building Group due to the square footage of the lots. The minimum required square footage is 7200 per lot with each of these lots being 6600 square feet. Mr. Ronny Haisty Jr. spoke on behalf of the application as the surveyor for the project as we awaited the arrival of Mr. Joseph Russ (the applicant). Lisa Strange, Lucille Lee, and Eugenia Price spoke on behalf of the neighborhood and in opposition to the application. Reasons for concern were drainage, parking and property value decreasing. The drainage, standing water and flooding issues were a main concern. Mr. Russ arrived to discuss the project. He stated the homes would be approximately 1285 sq feet each and would meet parking requirements. This property is located within an "X" Flood Zone. Each home will be a top quality 3 bed and 3 bath home with a selling price of approximately \$200,000. Due to neighborhood concerns, AJ Word made a motion to **TABLE the application for more information to be provided from the applicant, including parking, drainage, elevation and site plan**. Judy Poole seconded. All in Favor.

In Other Business:

The Commission would like to have an open discussion regarding the Off-Street Parking Ordinances, specifically regarding new multi-family developments. The Commission requests that Mr. Kaufman provide options and/or solutions at the next regularly scheduled Planning Commission Meeting on 8-19-2024 including a proposal for changes to the parking requirements.

As there was no further business, the meeting was adjourned.

CITY OF WEST MONROE  
OFFICE OF BUILDING & DEVELOPMENT: ZONING PROCESS APPLICATION  
2305 N 7th Street, West Monroe, LA 71291 318 396-2600 318 397-6722  
Jonathan Kaufman, Building & Development Director

RECEIVED

CASE TITLE & NO.:

SUB 24-5500001

DATE RECEIVED:

JUN 05 2024

Complete Items Indicated for the following:

<input type="checkbox"/>	Planning Approval	FEE	\$200	1,2,3,4,5,6,10,15,16
<input type="checkbox"/>	Planning Approval/Special Exception	FEE	\$300	1,2,3,4,5,6,10,11,15,16
<input type="checkbox"/>	Variance	FEE	\$200	1,2,3,4,5,6,11,15,16
<input type="checkbox"/>	Planning Approval - Parking Plan	FEE	\$200	1,2,3,4,5,6,7,10,15,16
<input type="checkbox"/>	Planned Building Group Approval	FEE	\$200/1 AC+\$10/ADDL ACRE	1,2,3,4,5,6,8,9,10,15,16
<input type="checkbox"/>	Planned Unit Development	FEE	\$200/1 AC+\$10/ADDL ACRE	1,2,3,4,5,6,8,9,10,15,16
<input type="checkbox"/>	Zoning Ordinance Amendment	FEE	\$300	1,2,3,10,12,13,14,15,16
<input type="checkbox"/>	Zoning Ordinance Map Amendment	FEE	\$300/1 AC+\$10/ADDL ACRE	1,2,3,10,12,13,14,15,16
<input type="checkbox"/>	Revocation	FEE	\$300	1,2,3,5,10,14,15,16
<input checked="" type="checkbox"/>	Subdivision Review (Preliminary, Final)	FEE	\$200/1 AC+\$10/ADDL ACRE	1,2,3,4,6,10,15,16
<input type="checkbox"/>	Annexation	FEE	\$0	1,2,3,10,12,13,14,15,16
<input type="checkbox"/>	Dedication	FEE	\$0	1,2,3,4,5,6,10,14,15,16

1. Applicant's Name:

JOSEPH RUSS

Phone:

318/614-9047

Mailing Address:

4733 Sonny Velde Rd  
Bastrop LA 71220

EMAIL Address:

Interest in Application:

2. Site: Municipal Address:

COPELY STREET (122), WEST MONROE, LA

Location Legal Description if no municipal number:

MUST ATTACH COPY OF DEED OR MORTGAGE FOR LEGAL DESCRIPTION OF PROPERTY

Existing Zoning:

R-2

Proposed Zoning:

-

Tax R#:

118514

Existing Use:

3. REQUEST (Be specific in description):

SUBDIVIDE PARCEL NO. 118514 INTO  
3 RESIDENTIAL LOTS

4. Use by Planning Approval. Indicate any existing deed restrictions:

None that are aware of

Approximate cost of work involved:

Plot Plan attached (☐)

Copies of Drainage plan attached (☐)

Floor Plan and elevation attached (☐)

Subdivision plat attached (☐)

5. Names and mailing address of ADJACENT property owners.  
ZONING OFFICE WILL SUPPLY

6. For Planning Approval & Parking Plans:  
(☐) Parking Layout attached

Number of Parking Spaces Required: \_\_\_\_\_  
Number of Parking Spaces Provided: \_\_\_\_\_

7. For Planning Approval: Plan of Combined Sharing of Parking Facilities

8. For Planned Building Group or Planned Residential Development. Provide site plans which shall include:  
(☐) Land use of adjoining properties (☐) Public and private easements and rights-of-ways (☐) Location of existing structures on adjacent property (☐) Location, number of stories and gross floor area of proposed principal buildings and accessory structures (☐) Curb cuts (☐) Driveways (☐) Off-street parking area (☐) Off-street loading areas (☐) Wallis (☐) Special purpose open areas (☐) Location and height of fences, walls and screen planting (☐) Types of paving or other surfaces.

9. For Planned Residential Development:  
(☐) Location of proposed commercial facilities, if any, for sole use of residents of the proposed PKD (from B-1 and B-2 uses) (☐) Submit subdivision application concurrent with the application for PKD if required for proposed development.

10. PLANNING COMMISSION HEARING DATE: JULY 15, 2024  
TIME: 5:00 P.M.

11. BOARD OF ADJUSTMENTS HEARING DATE: \_\_\_\_\_, 20\_\_\_\_  
TIME: 5:00 P.M.



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- ( ) 12. For Zoning Ordinance or Ordinance Map Amendments (Zone Changes), if the proposed use would require an amendment to the Zoning Ordinance or Map, indicate reasons for amendment; this ordinance including the Zoning Map is based on comprehensive planning studies and is intended to carry out the objectives of a sound, stable and desirable development. It is recognized that casual change or amendment to the ordinance would be detrimental to the achievement of that objective, and it is therefore declared to be the public policy to amend this ordinance only when one or more of the following conditions prevail:

- A. Error: there is a manifest error in the ordinance;
- B. Change in conditions; changed or changing conditions in a particular area or in the metropolitan area generally make a change in the ordinance necessary and desirable.
- C. Increase in need for sites for business or industry; increased or increasing needs for business or industrial sites in addition to sites that are available make it necessary and desirable to rezone an area or to extend the boundaries of an existing district;
- D. Subdivision of land; the subdivision or imminent subdivision of open land into urban building sites makes reclassification necessary and desirable.

**ALL PROPERTY OWNERS WITHIN 300 FEET IN ALL DIRECTIONS (NORTH, SOUTH, EAST & WEST) FROM THE PROPOSED CHANGE WILL BE NOTIFIED OF THIS APPLICATION.**

Indicate name and address of every person, firm or corporation represented by the applicant.

Signatures of Owners of entire land area included within proposed map amendment and Signatures of Owners of all existing structures within proposed map amendment are required.

List All encumbrances of the land structures.

- ( ) 13. **PLAT:** If the proposed amendment would require a change in the Zoning Map, a plat showing the land area which would be affected, the present zoning classification of the area, the land area of all abutting districts and the present zoning classification thereof, public rights-of-ways and easements bounding and intersecting the designated area and the abutting districts, the locations of all existing and proposed structures with supporting open facilities, and the specific ground area to be provided and continuously maintained for the proposed structure or structures.
- DEVELOPMENT SCHEDULE:** The time schedule for the beginning and completing of development planned; if the development is planned in stages, the time schedule shall indicate the successive stages and the development planned for each stage.
- MARKET INFORMATION:** If the proposed amendment would require a change in the Zoning Map by rezoning an area from an existing Residential District to a free-standing Business District, would require more than double the area of an existing business district entirely surrounded by residential districts, or would enlarge the area of a written description of the market area to be served by the development, the population thereof, the effective demand for the proposed facilities and any other information describing the relationship of the proposed development to the needs of the applicable area.
- PUBLIC NEED:** The change or changing conditions in the applicable area, or in metropolitan area generally, that make the proposed amendment necessary and desirable for the promotion of the public health, safety or general welfare.
- EFFECT OF AMENDMENT:** A report giving the nature, description and effect of the proposed amendment; if the proposed amendment would require a change in the zoning map, a description of the probable effect on the surrounding land use and properties.
- ERROR:** The error (if error be alleged) in this ordinance that would be corrected by the proposed amendment.

- ( ) 14. **CITY COUNCIL PUBLIC HEARING DATE:** \_\_\_\_\_, 20\_\_\_\_  
**TIME:** 6:00 P.M.

X 15. **Signature of Applicant:** Joseph Russ [Signature]  
PRINT NAME SIGNATURE

**Signature of Property Owner:** Shawn Russ [Signature]  
PRINT NAME SIGNATURE

- X 16. **REQUIRED FEE:** \_\_\_\_\_ (MUST BE PAID PRIOR TO PROCESSING OF THIS APPLICATION)

**DEADLINE DATE FOR SUBMITTING THIS APPLICATION:**

NOON ON THURSDAY, June 13, 2024

**A COMPLETE WRITTEN DESCRIPTION  
OF YOUR REQUEST AND A DETAILED SITE PLAN  
MUST BE ATTACHED TO APPLICATION AT TIME OF  
SUBMITTAL TO ZONING DEPT.**

**NOTE:** Applicant, Owner and/or Representative is REQUIRED to attend the meeting to answer questions regarding this application.



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An aerial photograph of a city street grid. A red 'X' is marked on a street in the upper left quadrant. The word 'STREET' is printed vertically in the center of the image. The grid consists of numerous streets and blocks, with some areas appearing more developed than others.

**LEGEND**

\_\_\_\_\_ SET 5/6" REBAR  
\_\_\_\_\_ FOUND DIMENSION  
\_\_\_\_\_ CENTERLINE OF ROADWAY  
\_\_\_\_\_ SECTION OR FURTY LINE  
\_\_\_\_\_ FLOOD ZONE BOUNDARY  
\_\_\_\_\_ POINT OF COMMENCEMENT  
\_\_\_\_\_ STREET ADDRESS  
\_\_\_\_\_ POWER LINE(OVERHEAD)  
\_\_\_\_\_ SANITARY SEWER  
\_\_\_\_\_ WATER LINE  
\_\_\_\_\_ 8" WOOD FENCE  
\_\_\_\_\_ CHAIN LINK FENCE  
\_\_\_\_\_ DITCH(OR TANK)  
\_\_\_\_\_ FLOW LINE  
\_\_\_\_\_ EASEMENT LINE  
\_\_\_\_\_ SETBACK LINE

**100**

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

WHO DECLARE AND ACKNOWLEDGE THAT THEY ARE THE OWNER OF THE PROPERTY HEREON SHOWN, AND HAVE SUBDIVIDED THE SAME INTO LOTS AS SHOWN.

THUS DONE AND SIGNED AT WEST MONROE, LOUISIANA, ON THIS  
THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024, IN THE PRESENCE OF THE  
UNDERSIGNED COMPETENT WITNESSES AND ME, SAID NOTARY  
PUBLIC.

WITNESSES:

[illegible]

PRINT NAME \_\_\_\_\_

**NOTARY PUBLIC**

PRINT NAME

**CERTIFICATION:**

1. RONNY C. HASTY, JR., A REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF LOUISIANA, DO HEREBY CERTIFY THAT I HAVE PERFORMED A CLASS "B" SURVEY IN ACCORDANCE WITH THE STANDARDS OF PRACTICE FOR PROPERTY BOUNDARY SURVEYS AS ESTABLISHED BY THE STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS AND TO THE BEST

**DDP! WINABY**

ROBERT C. HAUSTY, JR  
P.O. BOX 2003  
WEST MONROE, LA 71294

34 INNOVATION IN SUPPLY CHAIN MANAGEMENT

HIGHLANDER WEST (3 LOTS)  
0.456± TOTAL ACRES IN SECTION 44  
TOWNSHIP 18 NORTH, RANGE 3 EAST  
LAND DISTRICT NORTH OF RED RIVER  
OUACHITA PARISH, LOUISIANA

**RCH**  
4 LINO BLVD  
P.O. BOX 2053  
WEST MONROE, LOUISIANA  
71284  
1-813-387-4334

FILE NO:	DATE	05-15-2024	DRAWN: PS
FILE NO	2400004	05/15/24	05-15-2024

## BUILDING SETBACKS:

NO BUILDING SHALL BE LOCATED ON ANY LOT NEARER THAN THE FOLLOWING BUILDING SETBACKS UNLESS OTHERWISE NOTED HEREON

3871 101 INCHES

CORNER LOT LINE  
INTERIOR LOT LINE

REAR LOT LINE 15'

PLAY APPROVAL DATE:

CITY OF WEST MONROE

## QUESTIONS

FLOOD ZONE DATA:

[illegible]

ELIOT/ENGLAND'S NOTE.

1. THE EARTHINGS SHOWN HEREON ARE DINO BEHAVIORS BASED ON GPS OBSERVATIONS TAKEN AT THE SITE. (LOUISIANA STATE PLANT COMMISSION, STEVEN MATHIN ZONE)

2. THE EXISTING UTILITIES, BOTH ABOVE GROUND AND BELOW GROUND, ARE SHOWN HEREON AS THEY ARE DETERMINED FROM FIELD SURVEY. THE LOCATION OF UTILITIES IS NOT GUARANTEED BY LACHTERMAN, SIZE, CONTENTS OR NONEXISTENCE OF UTILITIES IS NOT GUARANTEED BY THE SURVEYOR. THE EXACT LOCATION OF UTILITIES SHALL BE VERIFIED PRIOR TO COMMENCING ANY WORK.

3. NO TITLE RESEARCH WAS PREPARED FOR EXISTING RECORDS. THE RESEARCHER HAS REVIEWED THE RECORDS OF RECORD THAT MAY AFFECT THIS PROPERTY.

PBG 24-5500001  
Joseph Russ



AUG 19 2024