



**Duration of the program: Forty-eight (48) hours over twelve (12) weeks period,  
September 14-December 14, 2019**

**WEEK 8: Saturday: November 2, 2019, 9:00 AM to 1:00 PM**

**Course 8: Understanding Blueprints, Bidding  
Projects, and Construction Documentation**

09:00	Welcome	Taylor Smith, Project Coordinator, Monroe Neighborhood Revitalization Program
09:10	Planning & Zoning	City of Monroe Planning & Zoning
10:00		City of Monroe: Building Officials-Manager
11:00	Coffee Break/Stretch	
11:15	Intro. to Speaker	Eric Porter, Program Founder, ComNet, LLC
11:20	Understanding Blueprints, Bidding Projects & Construction Documentation	Roland Arriaga, Archi-Dinamica Architects, AIA, New Orleans, LA
12:40	Closing Remarks	Ellen Hill, Head, Planning & Urban Development, City of Monroe, LA
12:55	Next Week Review: Xactimate	Eric Porter, ComNet, LLCA
1:00	Session Adjourn	



# The Planning & Zoning Division

What does  
Planning & Zoning  
DO?

- ▶ Information:
  - ▶ What a property is zoned
  - ▶ What the property can be used for
  - ▶ Setbacks for any new constructions, accessory structures, additions, fences
  - ▶ Parking requirements
  - ▶ Sign requirements

# Zoning, Use and Permitting

- ▶ A Certificate of Occupancy is required for uses, new construction, etc. as well as any appropriate building permits.
- ▶ Before you apply anything, please make an appointment for a **PRE-APPLICATION MEETING** with P&Z staff. This will help to ensure that you understand the process, know the steps you need to take and have everything you need before you start your project. This may save you time and money!!

## **Zoning, Use, and Permitting**

You may find out during the pre-application meeting that, sometimes, other things are required first....

# Planning Commission Reviews

- ▶ Annexations
- ▶ Conditional Use Permits (Major/Minor)
- ▶ Dedications and Revocations
- ▶ Map Amendment (Rezoning)
- ▶ Planned Unit  
Development/Manufactured Home Parks
- ▶ Subdivisions
- ▶ Text Amendments

# Board of Adjustment (BOA)

- ▶ Variances - setbacks, height, parking spaces
- ▶ Appeals - appeals TO the BOA  
- appeals FROM the BOA



# Heritage Preservation Commission

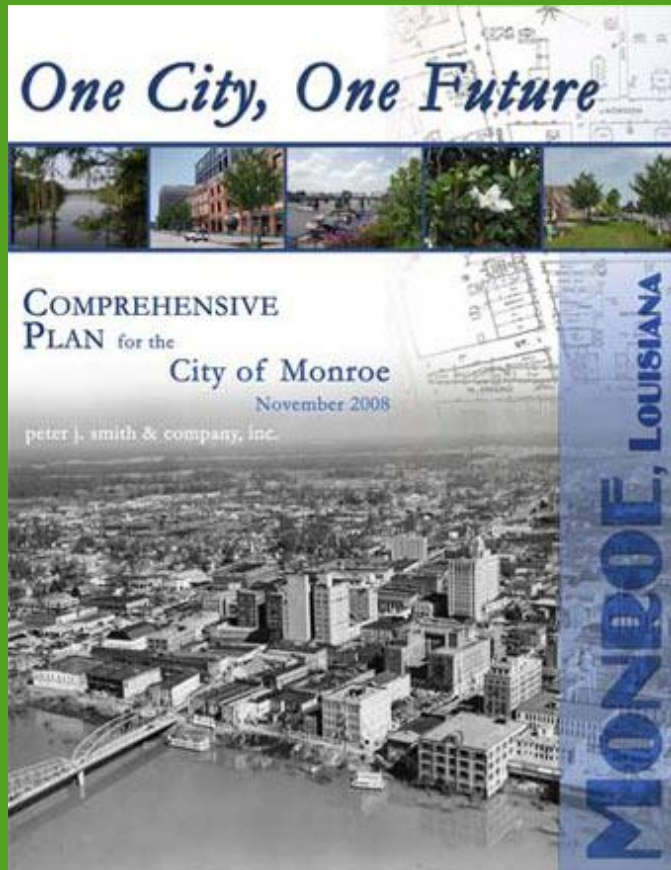
Certificates of Appropriateness

- any exterior changes

# Planning Staff: Understanding what they do!

- ▶ Pre-application meeting
- ▶ Application
- ▶ Public Notice
  - ▶ Property Owner Letters
  - ▶ Publication of legal notices.
  - ▶ Post the property
- ▶ Staff prepares reports, assembles and mails out agendas
- ▶ Public Hearing
- ▶ City Council (if applicable)
- ▶ Site Plan Review, if applicable
- ▶ Apply for Certificate of Occupancy and any appropriate permits

# The Comprehensive Plan



The Comprehensive Plan acts as a guide to the future development of the community.

# According to Louisiana law, a Master Plan is...

A statement of **public policy** for the physical development of a parish or municipality adopted by a parish or municipal planning commission

Every parish and every municipality **may** make, adopt, and implement an official plan but if the parish or municipality has a Planning Commission they **MUST** adopt a master or comprehensive plan.

# Importance of a Master Plan

The community's compass; pointing the way, or charting a course to a mutually agreed-upon future

A tool to help bring about change in the community, or effectively deal with unanticipated changes

# Suggested Elements

- ▶ Vision/Goals/Objectives for Future
  - ▶ Land Use
  - ▶ Transportation
  - ▶ Housing
  - ▶ Community Facilities
  - ▶ Utilities/Infrastructure
  - ▶ Natural Hazards
- Agriculture
  - Historic Preservation
  - Conservation, Resiliency and Sustainability
  - Implementation Strategy

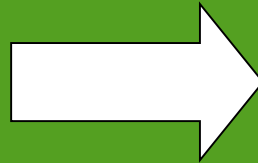
# What Benefits Can Planning Bring to Your Community?

- ▶ Maintain your community as a place to live, work, play and invest
- ▶ Promote jobs and economic development
- ▶ Enhance predictability
- ▶ Reduce/eliminate ad-hoc decisions
- Preserve prime agricultural land and environmentally sensitive areas
- Provide direction for new capital investments
- Establish priorities for reinvestment activities
- Document community will and consensus

# Tools to Implement Plan



**First**



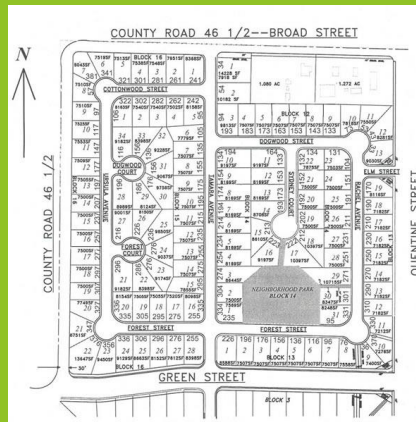
**Second**



# Tools to Implement Plan



Zoning Ordinance



Subdivision Regulations



Capital Improvement Plan

# Zoning and the Plan Working Together

<u>Master Plan</u>	<u>Zoning Ordinance</u>
Foundation: Declaration of Goals	Implementation of Goals/Plans
Policy	Regulation
Long-Term Vision	Current Expectations
Preferred Land Use	Specific Zoning Districts
Preferred Development Character	Specific Design Rules and Guidelines

# Zoning Ordinance includes:



**Zoning  
Ordinance**

- ▶ Text and map
  - ▶ Definitions
  - ▶ General provisions
  - ▶ Zoning districts
  - ▶ Development Standards
  - ▶ Administration and Enforcement

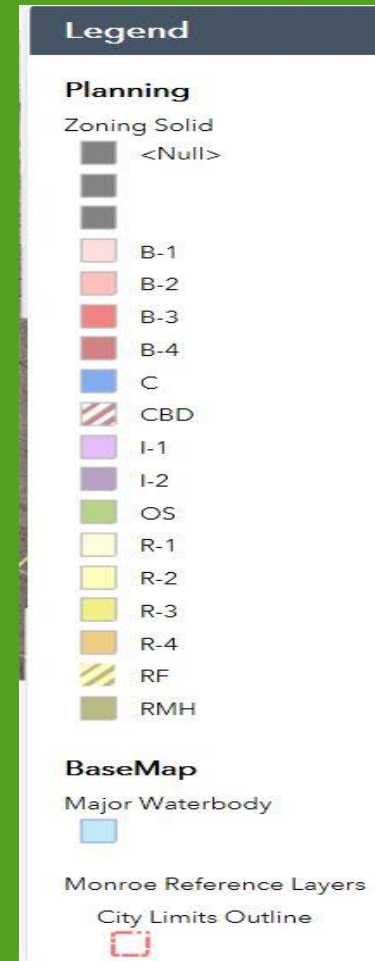
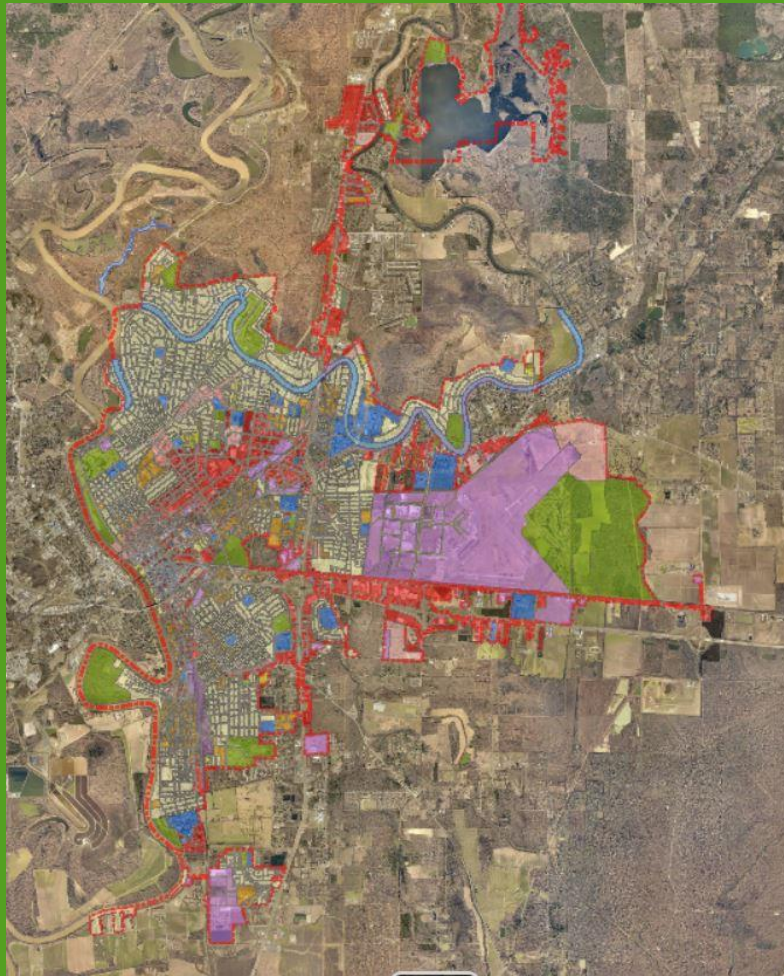
# The Comprehensive Zoning Ordinance is made up of...

...the written zoning ordinance...

## Section 5.2. - RO General Office District.

- ▶ 5.2.1. *Purpose of the District.*
- ▶ The purpose of this district is to create an environment especially suited to a group of professional, general administrative, and general sales offices, together with certain commercial uses primarily to serve employees in the district. The residential alternatives to office use are the same as permitted in the RM-2 Multiple-Family Residential District.
- ▶ 5.2.3. *Permitted Uses.*
- ▶ The following uses of land are authorized as permitted uses within the RO General Office District subject to the performance standards of [Section 7.5](#):
- ▶ 1. Any use permitted in the RM-2 Multiple-Family Residential District.
- ▶ 2. General business offices, including, but not limited to, general administrative offices and sales offices with or without interior or show window display of products incidental to the office use.
- ▶ 3. Professional offices.
- ▶ 4. Banks, drive-in or otherwise, provided driveway space is made available off the street for vehicles waiting for drive-in service.\* (See [Section 11.4](#)
- ▶ 5. Clinics, but not animal clinics, and hospitals.
- ▶ 6. Data processing center.
- ▶ Etc.....

# And Zoning Map



# **Zoning**

A legal tool to implement a plan.

It is the primary means that government regulates the built environment for the public welfare.

Zoning controls things like land use, building size, and the placement of a building on a lot.

A Comprehensive Zoning Ordinance (CZO) is the set of legal regulations that govern land use within a specific jurisdiction.

# Zoning District Classifications (residential)

R-1, Single Family Residential

R-2 Single Family Attached Residential

R-3 Medium Density Residential

R-4 High Density Residential

RMH Manufactured Home



Residential can look like this...





Or this...



Or this.



# Subdivision Regulation



## Subdivision Regulations

- ▶ Ensures land is developed in a manner consistent with the Master Plan
- ▶ Ensures the right infrastructure is put in place
- ▶ Gives developers standards to follow
- ▶ Makes sure developers pay for improvements



# AFFINITY MEDICAL CAMPUS RESUBDIVISION

SECTION 19 & 49, T18N-R4E  
CITY OF MONROE  
OUACHITA PARISH, LOUISIANA



DESIGNED BY: \_\_\_\_\_  
DATE: \_\_\_\_\_  
CITY ENGINEER: \_\_\_\_\_  
CITY OF MONROE, LOUISIANA  
OFF: \_\_\_\_\_  
PLANNING COMMISSION: \_\_\_\_\_  
CITY OF MONROE, LOUISIANA

## DISCLAIMER

WE, THE OWNERS OF THE PROPERTY HEREIN SHOWN, HAVE THEREAFTER DONE AS INDICATED, THE NECESSARY DEEDS TO ESTABLISH AND DEDICATE UTILITY EASEMENTS TO THE PORT OF COUNCIL FOR USE INCLUDING SANITARY SEWERAGE, STORM SEWERAGE, WATER, GAS, ELECTRICITY, TELEPHONE, CABLE SERVICE AND LANDSCAPING.

WHISKEY HEALTH PLAN, INC.

BY: \_\_\_\_\_

## RESIDENT

STATE OF LOUISIANA

PARTY OF \_\_\_\_\_

BEFORE ME \_\_\_\_\_ A NOTARY IN AND FOR MONROE PARISH AND STATE OF LOUISIANA, I HAVE PERSONALLY INTERVIEWED THE PERSONS WHOSE NAMES ARE SUBSCRIBED TO THE FOREGOING INSTRUMENT AND WHO ACKNOWLEDGED THAT THEY CALCULATED THE SAME FOR THE PURPOSE AND CONSIDERATION THEREIN EXPRESSED.

WITNESS MY HAND

## FLOOD ZONE DATA

Property is located in Flood Zone "X" shown on Flood Insurance Rate Map for Ouachita Parish, Louisiana and Incorporated Areas, Map Number 22073C004D E, Effective March 10, 1994.

## SURVEYOR'S CERTIFICATE

I certify that this plat represents an actual ground survey made by me and conforms to the requirements for the accurate standards of Practice for Property Boundary Surveys as found in Louisiana Administrative Code Title 48:1, Chapter 20 for a Class B survey.



## PRELIMINARY

USE TO BE USED FOR CONSTRUCTION, RECORDING, RECONSTRUCTION, CONSTRUCTION, USED IN ALL THE SAME FOR THE PURPOSES OF A PLAT.

DONALD W. KOHN  
Registered Professional  
Land Surveyor No. 4280

## REFERENCES:

1. PLAT OF OLIVER MEDICAL PARK SUBDIVISION, 40 PER PLAT RECORDED IN PLAT BOOK 33, PAGE 174, RECORDS OF COUNCIL PARISH, LOUISIANA.
2. REVISED PLAT OF BROADMOOR MEDICAL PARK SUBDIVISION, UNIT 1, AS PER PLAT RECORDED IN PLAT BOOK 33, PAGE 150, RECORDS OF COUNCIL PARISH, LOUISIANA.
3. PLAT OF BROADMOOR MEDICAL PARK SUBDIVISION, UNIT 2, AS PER PLAT RECORDED IN PLAT BOOK 33, PAGE 176, RECORDS OF COUNCIL PARISH, LOUISIANA.

NOTE: THE RIGHT-OF-WAY OF SARAHAN DALEY PLACE, ALL ACCESS DRIVEWAYS & ALL UTILITY EASEMENTS SHOWN ON SUBDIVISION PLATS RECORDED IN PLAT BOOK 33, PAGE 174, PLAT BOOK 33, PAGE 150 & PLAT BOOK 33, PAGE 176, ARE REVIEWED BY UNDERWRITER NO. \_\_\_\_\_

BY: _____	DATE: _____	REVISED: _____	BY: _____
<b>AFFINITY MEDICAL CAMPUS RESUBDIVISION</b>			
SHOWS A RECONSTRUCTION OF ALL LOTS IN OLIVER MEDICAL PARK SUBDIVISION & RECONSTRUCTED MEDICAL PARK SUBDIVISION, UNITS 1 & 2 CITY OF MONROE, LOUISIANA			
<b>S. E. Huey Co.</b> Engineering, Architecture, Planning			
SCALE: 1" = 100'	DATE: 8-13-13	DESIGNED BY: _____	CHECKED BY: _____
		APPROVED BY: _____	
DRAWING NO. 137730-1		8	

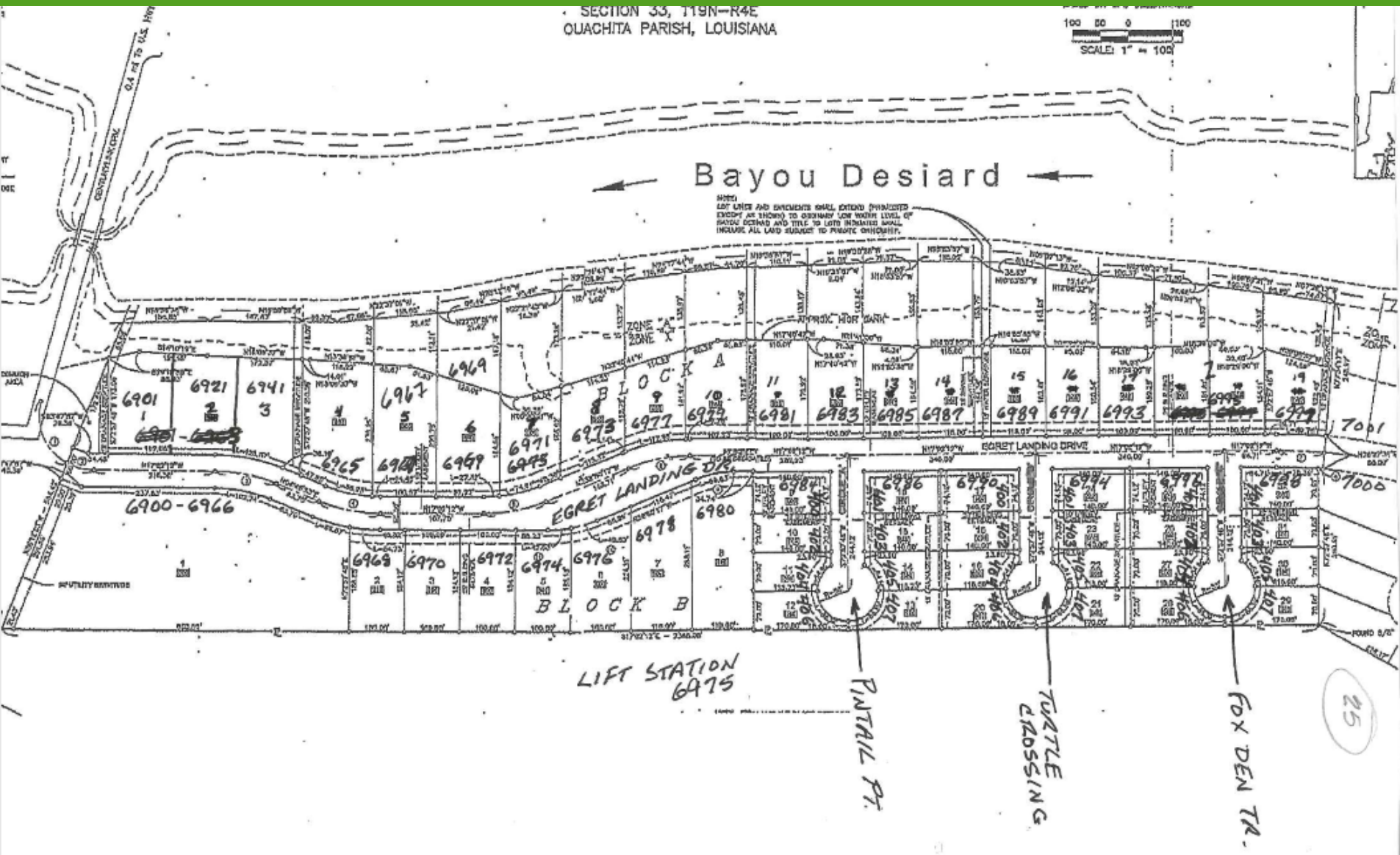


SECTION 33, 119N-R4E  
QUACHITA PARISH, LOUISIANA

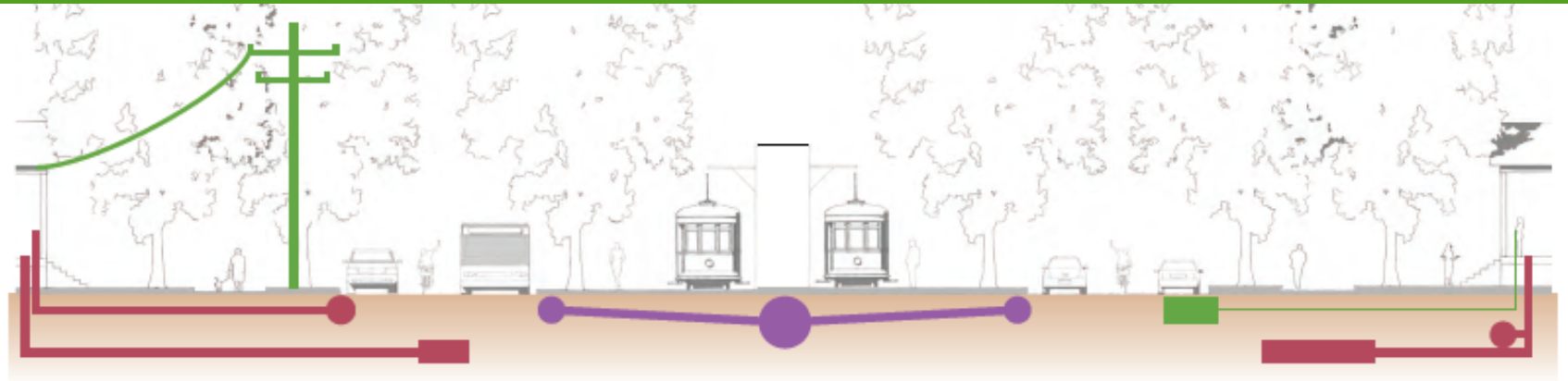
100 50 0 100  
SCALE: 1" = 100'

Bayou Desiard

NOTE:  
LOT LINES AND DIMENSIONS SHALL EXTEND (PROJECTED)  
EXCEPT AS SHOWN TO ORDINARY LOW WATER LEVEL OF  
BAYOU DESIARD AND TITLE TO LAND REMAINS SHALL  
INCLUDE ALL LAND SUBJECT TO PRIVATE OWNERSHIP.



# Infrastructure



## Water / Sewers

Different parts of Louisiana have a variety of water and sewer systems, from wells and septic tanks to reservoirs and sewer systems. Above a certain size, projects must be connected to a sewer system.

## Power

Electrical power is distributed through a network of wires, towers, and substations, all of which are difficult to move once built.

## Stormwater

How stormwater drains from an area depends on a number of factors: the amount of softscape, the size of gutters and ditches, slope, etc. In some cities, sewage and stormwater go into the same system.

## Soil

Knowing the soil helps plan for preventing erosion and subsidence. Also, the type and quality of soil could determine the size of building the land can support.

# Capital Improvement Program

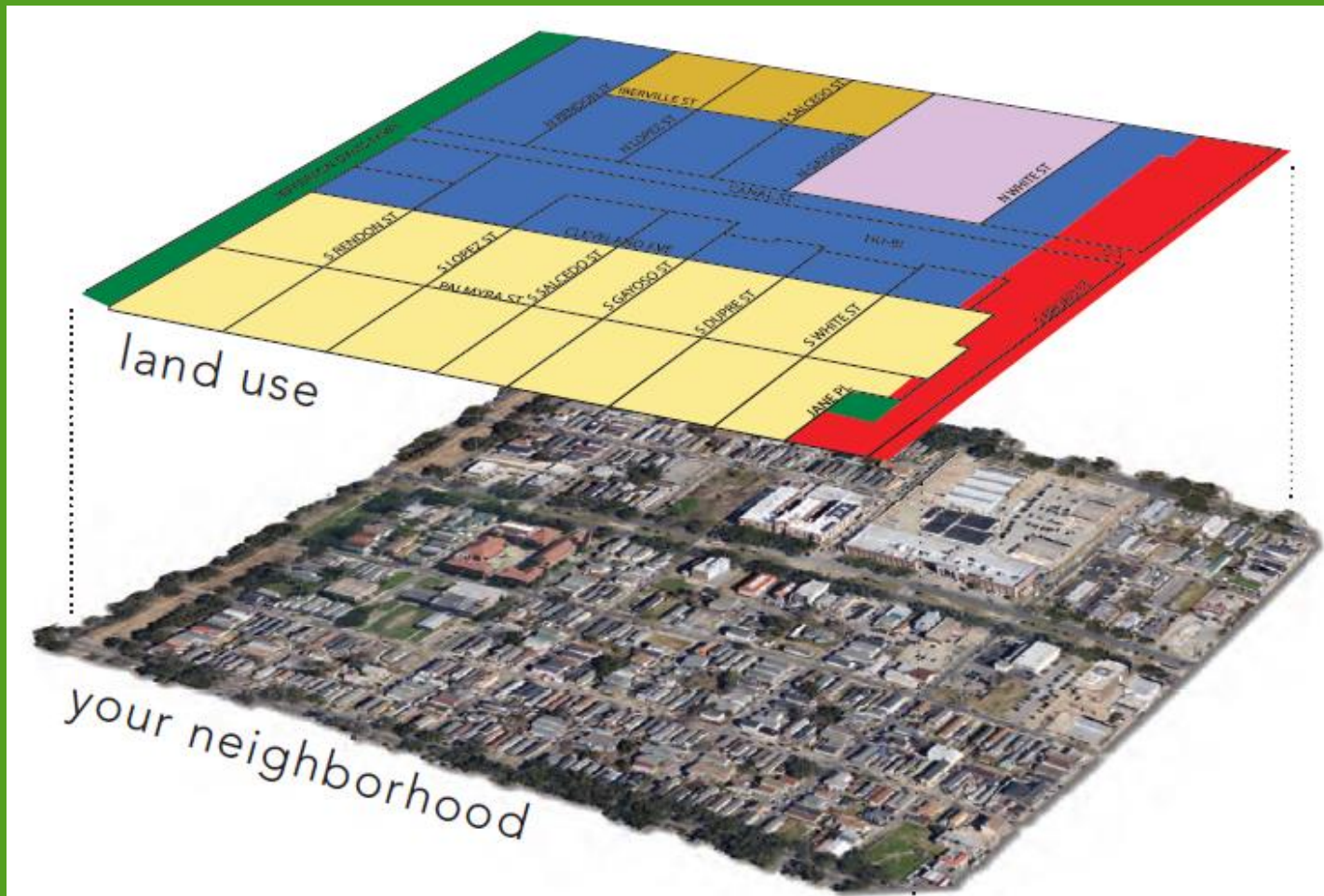
- ▶ A program administered by the city or parish government and reviewed by its planning commission, which schedules permanent improvements, usually for a minimum of five years in the future, to fill the projected fiscal capability of the local jurisdiction. The program generally is reviewed annually for conformance to and consistency with comprehensive plan

## Other tools:

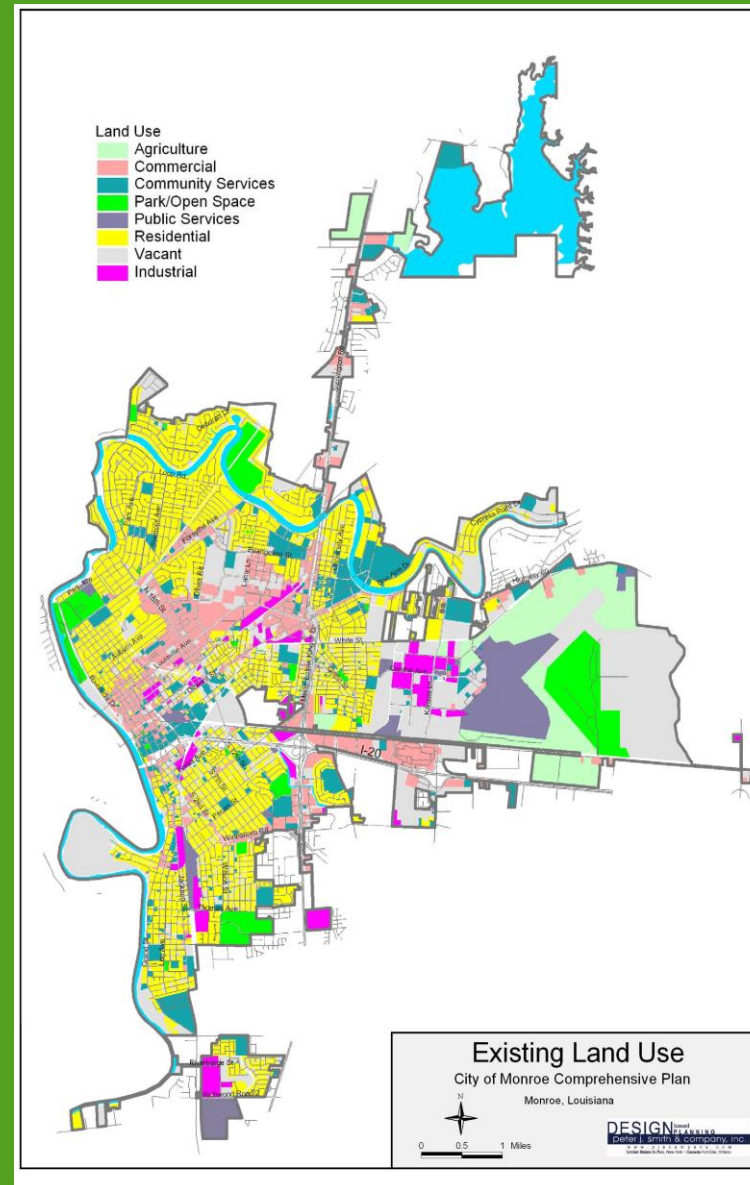
- \* Landscaping Ordinance
  - Commercial Development
- \* Sign Ordinance - Commercial Development
- \* Telecommunications Ordinance - Commercial areas
- \* Historic Preservation Ordinance
- \* Design Guidelines (for Historic Districts ONLY)



# Land Use Map



# The Land Use map shows how the land is USED



## City of Monroe

### Land Use

	Agriculture
	Commercial
	Community Services
	Park/Open Space
	Public Services
	Residential
	Vacant
	Industrial

## SAMPLE SITE PLAN

The following items must be clearly indicated on the site plan when submitting drawings for a building permit.

1. Property lines
2. Dimensions of property
3. Area of existing residence
4. Area of proposed addition
5. Front yard setback
6. Rear yard setback
7. Side yard setback

**DISCLAIMER:** Handouts should not be used as substitutes for codes and regulations. As an applicant, you are responsible for compliance with all code and rule requirements, whether or not they are described in a handout. The required drawings will depend upon the size, nature and complexity of the project.

