



The City of Slidell

BEN O. MORRIS, Mayor

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TIM JACKSON, AICP
Director of Planning

**PLANNING
DEPARTMENT**

December 12, 2007

K.B. Kaufmann Co., Inc.
Attn: Mike
1019 Old Spanish Trail
Slidell, LA 70458

**RE: Commercial Development Site Review
3173 Terrace Avenue East, Slidell, Louisiana**

Dear Mike:

I have received and reviewed your site plans for a permit request. Enclosed is a copy of the Slidell Planning Department's checklist for your commercial development on Terrace Avenue East. Please revise and resubmit those items highlighted for review and approval.

Once I receive the needed material, I can make a decision for your permit application. If you should have any questions regarding this document, please do not hesitate to contact our office at (985) 646-4389.

Sincerely,

Nancy Durham
Planner I

Enclosure

1871

COMMERCIAL CHECKLIST

This checklist is merely a preliminary review of the proposed site plan received by our office. Please understand that our review is limited and shall not constitute approval development or specific plan layout until all components of this checklist are approved by the Planning Department. Items that are highlighted are items that need to be corrected.

FILE NAME: KB Kaufmann Co., Inc.

APPLICANT: KB Kaufmann Co., Inc.

DEVELOPMENT

LOCATION: 3173 Terrace Avenue East

DATE: December 12, 2007

REVIEWER: Nancy Durham

ZONING DISTRICT: C-2 Neighborhood Commercial

PROPOSED USE: Office

**PREVIOUS USE
OF PROPERTY: Vacant**

GROSS FLOOR AREA: 8,000 sq. ft.

- I. ZONING CONFORMANCE DETERMINATION: The proposed use of the property is permitted within its zoning district.

COMMENTS: O.K. and approved.

- II. SUBDIVISION CONFORMANCE: Construction across lot lines, except for single-family homes, the subdivision regulations require that no buildings be constructed across lot lines.

COMMENTS: N/A

- III. CHANGE OF USE DETERMINATION: When the use of a parcel of property or structure changes, that parcel or structure must comply with all applicable standards established by the Zoning Ordinance.

COMMENTS: Please see highlighted sections in this checklist.

- IV. NON-CONFORMING USE DETERMINATION: Structures or uses lawfully permitted^d by previous Zoning Ordinances, but prohibited by the current ordinance, may not be enlarged or expanded unless the expansion conforms to the provisions of the current ordinance.

COMMENTS: N/A

- V. **REQUIRED YARD AREA SETBACKS:** In addition to the setbacks previously identified, the Zoning Ordinance requires other applicable setbacks. The applicable zoning classifications establish front, side, and rear yard setbacks.

NOTE: The new ordinance regarding height allows that for every additional foot above the maximum height limit, there is required to be that amount added to each setback (front, side, and rear).

	Required		Submitted
	C2	C4	
Front	25'	25'	51' 4 1/4"
Side	0/3'	0/3'	S=44' 6" & N=0'
Rear	0/20%	0/20%	48' 1 1/4"
Height	45'	45'	18'
Lot Size	x	x	125.25' X 200.07'

COMMENTS: O.K. and approved.

VI. **BUFFER ZONE REVIEW:**

- A. Buffer zone required – The Zoning Ordinance requires that a buffer zone be established between differing land uses as follows:

	LDR	HDR	C	LI	HI
LOW DENSITY RESIDENTIAL (LDR)		X	X	X	X
HIGH DENSITY RESIDENTIAL (HDR)			X	X	X
COMMERCIAL (C)				X	X
LIGHT INDUSTRIAL (LI)					X
HEAVY INDUSTRIAL (HI)					

X – Buffer Zone Required
 LDR – Single Family Detached Dwelling
 HDR – Attached Dwellings

COMMENTS: N/A

NOTE: IF SUBDIVIDED, BURDEN OF BUFFER FENCE FALLS ON THE COMMERCIAL DEVELOPER.

- B. Buffer fence – An opaque fence at least six feet in height above the highest point of ground elevation must be located on the property line between the two abutting land uses.

1. The fence must be installed prior to issuance of a building permit.

2. In situations where fill is placed on a development site, the required fence height shall be computed as follows:

Fence height = (six ft.) + (final grade of site requiring fill – grade of property to be buffered).

COMMENTS: N/A

- C. Ten foot buffer area established – A ten foot landscaped area is required between the abutting land uses. Trees must be located in the ten-foot area with a 20-25 foot on center spacing (maximum).

COMMENTS: NA

- VII. LAND CLEARING REVIEW: In order to preserve existing trees on development sites, the Zoning Ordinance requires that a land clearing permit be approved prior to receiving a building permit. **Parking areas and building sites should be located to preserve such trees. Canopies of protected trees that overhang the property lines of the lot to be developed must be brought to our attention.** The City will give consideration to the following site conditions in its review of land clearing permit applications.

COMMENTS: Land already cleared without permit.

- VIII. LANDSCAPE REQUIREMENTS REVIEW: The Zoning Ordinance establishes landscape requirements for commercial and multi-family developments.

- A. Perimeter Planting Area – A perimeter planting area at least ten (10) feet in width must be provided off the public right-of-way between the right-of-way and parking area or structures. Planting materials should achieve a balance between low-lying vertical and horizontal shrubbery and trees. Trees shall be placed no more than 20-25 foot on center spacing with a compliment of no less than 10 shrubs per tree.

COMMENTS: 125.25' = 5-6 trees and a minimum of 50-60 shrubs required – 5 trees and 44 shrubs provided along Terrace Avenue East. There is a minimum of 10 shrubs per tree to fill in the 10' planting area. Please add more shrubs to this area. 125.25' = 5-6 trees and a minimum of 50-60 shrubs required – 0 trees and 0 shrubs provided along Reine Street. Please add the perimeter planting area to Reine Street. 200.14' = 8-10 trees and 80-100 shrubs or 2000.07 sq. ft. of landscaping required along Fern Street – variance received to relocate the 2,000.07 sq. ft. of landscaping from Fern Street to the front of the property. Please show this landscaping on the landscape plan.

- B. Parking Lot Planting – Parking lot interiors should be designed to provide at least one (1) tree for every twelve (12) parking spaces. Each tree should be located in a landscaped island of at least 200 sq. ft. Trees must be distributed uniformly so as to provide a canopy effect.

COMMENTS: O.K. and approved.

- C. Pedestrian Access Planting – Landscaped areas must be provided between the building faces having access and the parking lot. Four (4) sq. ft. landscaped area should be provided for every linear foot of building face. No planting area should be less than five (5) feet wide and planting materials should achieve a balance between low-lying shrubbery and vertical trees.

COMMENTS: East = 320 sq. ft. required – 360 sq. ft. provided. South = 400 sq. ft. required – 36 sq. ft. provided - variance received to relocate to front of property. Please show on the detail landscape plan.

LANDSCAPING REQUIREMENT:

PEDESTRIAN – FRONT = 320 SQ. FT.
PEDESTRIAN – SIDE = 400 SQ. FT. (RELOCATED/VARIANCE)
PERIMETER – TERRACE = 1,250 SQ. FT.
PERIMETER – FERN = 2000.07 SQ. FT. (RELOCATED/VARIANCE)
PERIMETER – REINE = 1,250 SQ. FT. (NOT ON PLAN OR VARIANCE)
TOTAL = 5,220.07 SQ. FT. + 600 SQ. FT. = 5,820.07 SQ. FT.

VARIANCE STATES ELIMINATE LANDSCAPING ON FERN AND PLACE MORE LANDSCAPING (APPROXIMATELY 3,000 SQ. FT.) IN FRONT OF THE BUILDING. THERE IS NOT 5,820.07 SQ. FT. OF LANDSCAPING IN FRONT OF THE BUILDING.

IX. PARKING AND ACCESS REVIEW:

- A. Demand Computation – The applicable demand computation for indicated use is calculated as follows:

Total Gross Floor Area: 7,975 sq. ft.
Office = 3,290 sq. ft. & Warehouse = 4,685 sq. ft.
Required Parking Spaces: Office = 17 & Warehouse = ?
Total = ?
Handicap Parking Spaces Provided: 1

COMMENTS: How many people are employed with this company?

- B. Access Analysis:

1. Off-site improvements:

- a. At the location of the proposed development, the anticipated peak demand warrants installation of off-site access improvements such as turning lanes or median cuts.

NOTE: You must use one of the following qualified traffic study firms for a letter or a study: Urban Systems (N.O.), Birk-Kleinpeter (N.O.), Neel Schaffer (B.R.), Evans-

Graves Engineering (Met.), Sain Associates, Inc. (Birm., AL), Krebs, LaSalle, LeMiex Consultants, Inc. (Met.), or Kelly J. McHugh & Associates, Inc. (Mandeville).

COMMENTS: Please submit a traffic impact study (2 copies) or letter stating one is not required. ✓

- 1/4 of miles of streets RWD.
- b. All new or expanding developments, typically generating 100 hourly trips in the peak direction on state highways and on local public or private streets, with an access point within 0.25 of a mile of a state highway is required to have the traffic study approved by DOTD. (Title 70, Part I, Chapter 11, §1101)

COMMENTS: Please submit Letter of Compliance from DOTD approving the traffic impact study. N/A

2. Access point location:

- a. Access points should not be located so as to encourage difficult or hazardous vehicular movements on adjacent streets.

COMMENTS: O.K. and approved.

- b. Unless dictated by the size or configuration of a site, the centerline of access driveways should not be located closer than seventy-five (75) feet from the centerline of access driveways on or off of the site, or, in the case of a corner parcel, closer than seventy-five (75) feet to an adjacent right-of-way line.

COMMENTS: Please submit site plan showing all driveways to the adjacent properties.

- c. Corner parcels which front a thoroughfare on one side and a residential street on the other side should not locate access points on the residential street.

COMMENTS: No access driveways on the residential street – O.K. and approved.

- d. Whenever possible, access driveways should be aligned directly with access driveways on the opposite side of the street. This requirement is not applicable on streets divided by a median.

COMMENTS: Please submit a site plan showing all driveways across the street from the property. N/A

- e. Access driveways should be aligned with median cuts or, in cases where streets dead-end at a development site, with the street.

COMMENTS: N/A

3. Number of access points – The site plan should include the minimal number of access points necessary to safely and efficiently service the site.

COMMENTS: 1 – O.K. and approved.

4. Design of access driveways:

- a. Driveway width-commercial driveways should have a minimum width of twenty-four (24) feet.

COMMENTS: 24' – O.K. and approved.

- b. Turning radius – Commercial driveways require a minimum turning radius of at least fifteen (15) feet.

COMMENTS: Follow DOTD regulations.

- c. Access curb – Depressed or ramp type entrances are required on all commercial driveways. Typical 1 inch raised lip per LA D.O.T.D. permit requirements.

COMMENTS: Get DOTD permit if required.

- d. Consistency with state requirements – All entrances, turning lanes and other improvements located on state highways require approval of the Louisiana Department of Transportation and Development. The state's standards may be more stringent than the City's standards. Consequently, it is very important that related state permits be applied for as soon as possible after City approval. Failure to receive state approval for such improvements may delay occupancy of the development.

COMMENTS: Get DOTD permit if required.

5. Internal traffic lanes:

- a. Travel lane width – Travel lanes servicing 30, 45, 60 and 90 degree adjacent parking should provide travel lane widths as follows:

30 DEGREE PARKING – 11-13 FEET
45 DEGREE PARKING – 13-15 FEET
60 DEGREE PARKING – 18-20 FEET
90 DEGREE PARKING – 24-26 FEET

COMMENTS: Please make the entire travel lane width 24' wide and show on the site plan.

- b. Dead end travel lanes – Dead end travel lanes should only be provided when servicing 90 degree adjacent parking. In such circumstances, an area at least 10 feet deep by 24 feet wide backing provided at the end of the lane to accommodate turning movements.

COMMENTS: O.K. and approved.

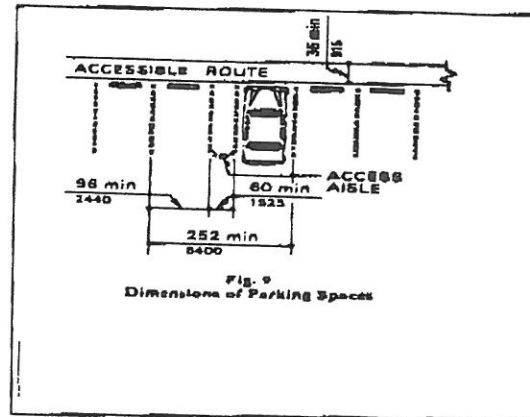
- c. General design considerations – Travel lanes should be located to maximize efficient traffic flow and minimize difficult turning maneuvers. Critical access lanes may require an expanded turning radius to accommodate fire protection vehicles.

COMMENTS: Please check with fire prevention.

- d. Parking lots shall not be designed to require vehicles to back out onto public rights-of-way or major thoroughfares to exit the site.

COMMENTS: O.K. and approved.

- 6. Parking stall size – One automobile parking space shall be an area not less than nine (9) feet by twenty (20) feet. This stall size must be appropriately adjusted for other angular configurations. Provided that a lot is double striped to accommodate targeted parking, an 8.5' stall is allowed for C-6 Zoning Districts. Handicap parking spaces shall be a minimum of 13' X 20' for cars and 17' X 20' for vans. A vertical sign as per ADA requirements shall mark each handicap space. Additionally, if more than one handicap space is required, and then two spaces may share a center 5' access aisle. See Diagram below as per ANSI standards.



COMMENTS: Please make all parking spaces 9' X 20' as defined by the Slidell Zoning Ordinance. Please correct and show on the site plan.

7. Parking area surface – Parking areas should be surfaced with at least four (4) inches of concrete, four (4) inches of bituminous asphalt paving, or a pervious material such as grass crete. Shell, gravel, or limestone is not an acceptable surface material

COMMENTS: Concrete driveway and parking lot with limestone yard – There is no parking of any vehicles (including work vehicles) or equipment on limestone. Limestone is not allowed. Please change to asphalt or concrete and show on site plan.

C. Off-Street Loading Requirements:

1. Every hospital, institution, hotel, commercial or industrial building or use having a gross floor area in excess of 7,500 square feet of space and requiring the receipt of distribution by vehicle of material and merchandise shall have at least one permanently maintained off-street loading space 10 feet X 45 feet for each 7,500 square feet of gross floor area or fraction thereof and so located as not to hinder the free movement of pedestrian and vehicles over sidewalks, streets, and alleys.

COMMENTS: Please show loading zone on the site plan.

2. Retail operations, wholesale operations, and industrial operations with a gross floor area of less than 7,500 square feet shall provide sufficient off-street loading space (not necessarily full berth if shared by an adjacent establishment) so as not to hinder the free movement of pedestrians and vehicles over a sidewalk, street, or alley.

COMMENTS: N/A

X. PEDESTRIAN ACCESS: Sidewalks shall be provided within the public right-of-way adjacent to new residential and commercial development as follows:

<u>Development Types</u>	<u>Minimum Width</u>	<u>Minimum Thickness</u>
Single Family Detached	4 ft.	4 in.
Attached Residential	5 ft.	4 in.
Commercial	5 ft.	4 in.

Such sidewalks generally should be located one (1) foot from the property line within the right-of-way. However, when this location would cause the loss of specimen trees, the sidewalk should be designed to maintain as many trees as possible. Note: Sidewalks are not required along LA D.O.T.D. thoroughfares per the State of Louisiana.

COMMENTS: N/A

XI. REQUIRED YARD AREA SETBACKS: In addition to the setbacks previously identified, the Zoning Ordinance requires other applicable setbacks.

- A. Commercial Development – Whenever a commercial development abuts the rear of a residential development, the rear yard setback for the residential zoning district applies as the rear yard setback for the commercial property.

COMMENTS: N/A

- B. Accessory Uses – The Zoning Ordinance regulates the location of accessory buildings and uses.

COMMENTS: N/A

XII. LOCATION OF DUMPSTERS:

- A. Section 23-3 of the City of Slidell Solid Waste Ordinance requires every commercial site to provide containers capable of handling a week's accumulation of trash in a sanitary manner. The location of commercial dumpsters shall be located on the site plan and should be incorporated into the design for ease of access. The dumpster shall be screened with a solid wood fence and gate or other suitable materials approved by the Planning Department.

COMMENTS: Please move the dumpster off of the rear property line on Reine Street and place it up against the rear of the building. N/A

- B. Section 23-16 of the City of Slidell Solid Waste Ordinance states that the location of the construction dumpsters shall not be located within 10 feet of an adjacent dwelling, blocks the sidewalk, or placed on any public street or public alley.

COMMENTS: Please show location of construction dumpster on the site plan. N/A

XIII. LOCATION OF LITTER RECEPTACLES: The state's litter law requires every property with fifteen or more parking spaces be responsible for the procurement, placement, and maintenance of litter receptacles. The law also requires a litter receptacle at any parking lot consisting of thirty or more parking spaces operated for public use. The receptacles shall be located on the site plan and should be incorporated into the design for ease of access.

COMMENTS: 1 – O.K. and approved.

XIV. LOCATION OF FIRE HYDRANTS: Location of fire hydrants shall be indicated on the site plan. Water mains shall be designed of sufficient size to provide at least one (1) fire hydrant to within three hundred (300) feet of all points of a structure per "hose lay", within a commercial and industrial area. (Subdivision Regulations: Sec. 4.702 (2))

COMMENTS: The Planning Department no longer reviews the location of fire hydrants. Please check with the Engineering Department for approval.

XV. **SIGNS:** All types of signage require permits. Experience has indicated that in all too many cases, signage is an afterthought. Signage should be part of the design process and considered an integral part of the site planning process. A sign review and approval will be made by the Permit Department before a permit is issued. Submit the sign packet as a separate packet for the types of signage listed below for review and approval.

- Freestanding Signs (Single or Complex)
- Facia Signs (Building or Wall Signs)
- Directional Signs
- Interstate Signs (if applicable)
- Banners (Temporary Signs)

COMMENTS: Please submit sign permit application for any new freestanding or facia signs.

XVI. **EXTERIOR LIGHTING:** Section 2.19(J) in the Zoning Ordinance regulates glare. No use in any district shall be operated so as to produce direct sky-reflected glare, or direct illumination, across the adjacent property line from a visible source of illumination of such intensity as to create a nuisance, or traffic hazard, or detract from the use or employment of adjacent property. Residential lighting fixtures shall be directed or shaded to prohibit the intensity of light to exceed one-half foot-candle as measured at any adjacent residential property line. Commercial lighting fixtures shall be directed and shaded to prohibit the intensity of light to exceed one (1) foot-candle as measured at any adjacent property line.

COMMENTS: O.K. and approved.