

# YAHOO! MAIL

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**Subject:** Aldersgate - Activity Center  
**Date:** Mon, 14 May 2007 15:06:36 -0500  
**From:** "Nancy Durham" <ndurham@cityofslidell.org>  
**To:** "Chuck Dammon (E-mail)" <chuckdammon@yahoo.com>

May 14, 2007

Dammon Engineering  
 Attn: Chuck Dammon  
 1095 Florida Avenue  
 Slidell, LA 70458

Nancy Durham  
 PO Box 828  
 Slidell, LA 70459

**RE: Commercial Development Site Review**  
**363 Robert Boulevard, Slidell, Louisiana**

Dear Mr. Dammon:

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 Robert Boulevard. Please revise and resubmit those items highlighted for review and approval.

**SITE PLANS NEEDED (11 X 17 in size) - No stamp required**

- Survey
- Site Plan (including parking, paving material, dumpster & construction dumpster)
- Detailed Landscape Plan (showing litter receptacles and all fences)
- Floor Plan
- Drainage Plan
- Exterior Lighting Plan (illumination)
- Traffic Study (2 copies or letter stating not needed)
- Land-Clearing Permit Application

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

Attachment

<<Aldersgate Activity Center 5-14-07.doc>>

## Attachments

Files:

-  **Aldersgate\_Activity\_Center\_5\_14\_07.doc** (74k) [[Preview](#)]

## 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:** Aldersgate United Methodist Church Activity Center

**APPLICANT:** Dammon Engineering (Chuck Dammon)

### DEVELOPMENT

**LOCATION:** 363 Robert Boulevard

**DATE:** May 14, 2007

**REVIEWER:** Nancy Durham

**ZONING DISTRICT:** C-2 Neighborhood Commercial

**PROPOSED USE:** Church Activity Center

**PREVIOUS USE  
OF PROPERTY:** Vacant

**GROSS FLOOR AREA:** 9,459 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 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. 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: **A buffer zone is required on both sides of the property.**

**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: O.K. and approved.

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: O.K. and approved.

VI. 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.

 **NOTE: The 2 areas along the side of the parking that is not being utilized will be required to remain natural.**

- A. Parcel Size – The ability of a developer to design a site plan that accommodates existing trees is dependent on the size of the parcel in question. It is much more difficult, for example, to incorporate a specimen tree into a site plan on a 50 ft. by 120 ft. lot than a one acre parcel.

**COMMENTS: Please submit land-clearing permit application with tree survey on site plan for review and approval. If the land is already cleared, a land-clearing application will still need to be submitted stating that the land is already cleared.**

- B. Condition of Existing Trees – Efforts must be undertaken by the developer to minimize the impact of construction activities on trees intended for retention. However, in all probability, the trees will undergo some stress from related construction. If the trees are in poor condition prior to start of construction, even minimal additional stress could kill them. Consequently, such trees are poor candidates for retention.

**COMMENTS: Please submit land-clearing permit application with tree survey on site plan for review and approval. If the land is already cleared, a land-clearing application will still need to be submitted stating that the land is already cleared.**

- C. Growth Conditions – From a road, a densely vegetated parcel appears to be an excellent candidate site for tree retention efforts. A close examination of such sites often produces a different conclusion. Trees that have grown along the perimeter of the tree line often are vegetated only on one side. Trees that have grown in the interior of the site may be only vegetated at the very top of the tree. This is particularly true of pine trees. Consequently, in such circumstances, it is not advisable to leave individual trees. Instead, clusters of trees should be retained.

**COMMENTS: Please submit land-clearing permit application with tree survey on site plan for review and approval. If the land is already cleared, a land-clearing application will still need to be submitted stating that the land is already cleared.**

- D. Types of Trees – Certain species of trees are more desirable than others. Oaks, magnolias, pecans, hollies, and other hardwoods are more desirable for retention.

**COMMENTS: Please submit land-clearing permit application with tree survey on site plan for review and approval. If the land is already cleared, a land-clearing application will still need to be submitted stating that the land is already cleared.**

- E. Elevation and Drainage Changes – The life system of a tree can be critically affected by placing fill or any impervious surface over its root system. Likewise,

any excavation from the feeder root system to the trunk of the tree will also critically affect it. However, through proper retention methods such trees can be effectively retained on a given site. (See City's procedure on "Standards for Tree Retention") Amount of fill to be placed on the property will greatly depend on the Flood Elevation Certificate submitted by your Civil Engineer.

COMMENTS: **Please submit land-clearing permit application with tree survey on site plan for review and approval. If the land is already cleared, a land-clearing application will still need to be submitted stating that the land is already cleared.**

VII. 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: **Please submit a readable landscape plan with legend.**

*PDF of plan w/out border, etc.*

- 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: **Please submit a readable landscape plan with legend.**

- 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: **Please submit a readable landscape plan with legend.**

VIII. PARKING AND ACCESS REVIEW:

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

Total Gross Floor Area: 9,459 sq. ft.

**Required Parking Spaces:**

**Handicap Parking Spaces Provided:**

✓ COMMENTS: **Please submit a floor plan.**

*PDF of floor plan only not border, etc.*

B. Access Analysis:

1. Off-site improvements: 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.**

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 show existing driveways of the properties touching this one and those across the street.**

- 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: N/A

- 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 show existing driveways of the properties touching this one and those across the street.**

- 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: 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: 24' – O.K. and approved.

- 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: N/A

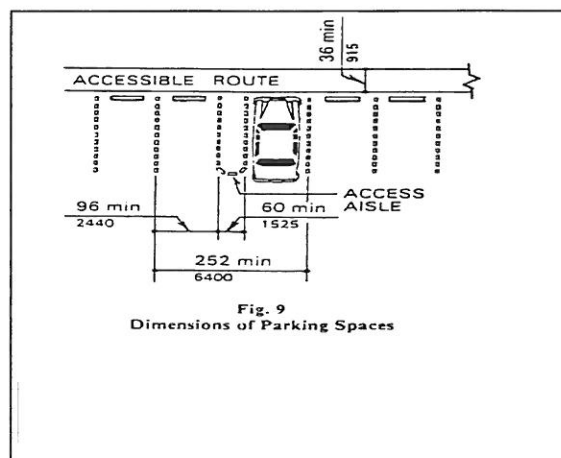
- c. General design considerations – Travel lanes should be located to maximize efficient traffic flow and minimize difficult turning maneuvers. Critical access lanes may require an expanded turning radius to accommodate fire protection vehicles.

COMMENTS: O.K. and approved.

- 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: 9' X 20' – O.K. and approved.

- 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 – O.K. and approved.

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: N/A

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

IX. 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: Existing – O.K. and approved.

X. 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: O.K. and approved.

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

COMMENTS: N/A

XI. 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: O.K. and approved.

- 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 the location of the construction dumpster on the site plan.**

- XII. 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: O.K. and approved.

- XIII. 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.

- XIV. 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.**

- XV. 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: Not stating will meet required lighting – O.K. and approved.