



# City of Slidell

## PLANNING DEPARTMENT

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Bill Borchert  
Mayor

Daniel W. McElmurray, PLA, AICP  
Director of Planning

April 3, 2025

Ms. Davida Arceneaux  
462 Oak Haven Court  
Slidell, Louisiana 70461

### RE: 651 Old Spanish Trail - Proposed Day Care

Dear Davida,

Per your request, here is a list of items discussed at the April 2, 2025 meeting regarding your above-mentioned property:

#### From Planning:

- All necessary permit applications are available on [www.myslidell.com](http://www.myslidell.com) for your use. All other applicable codes apply.
- A floor plan identifying the square footage of each classroom, the design of all classrooms, play areas (indoor and outdoor), fencing, and means of egress in case of emergency is required. Designs for the kitchen and restrooms are needed as well.
- Existing landscaping will be acceptable.
- For signage, the existing pole sign may be used as long as face plates only are changed; a sign permit is required and the Sign Permit application can be found online here: <https://myslidell.com/wp-content/uploads/2024/10/2024.03-sign-permit.pdf>
- The property sits on 2 lots of record; a commercial subdivision must be done to combine the 2 lots into 1 lot of record. The Subdivision application can be found online here: [https://myslidell.com/wp-content/uploads/2024/09/app\\_Subdivision.pdf](https://myslidell.com/wp-content/uploads/2024/09/app_Subdivision.pdf)
- Please send preliminary drawings as soon as possible and throughout the process for the best possible results in terms of coordination and review responses.
- We suggest having an additional meeting with the design team to discuss the required improvements to the building.

#### From Building Safety:

- Building Safety will be happy to answer any questions at any time, and will be happy to have multiple meetings if desired as you develop schematics of building sites and structures.
- Plans drafted by a licensed design professional must be submitted to the State Fire Marshal for approval and confirmation of ADA compliance.
- Improvements on the building must not exceed 45% of the value of the building or elevation of the building to meet current flood ordinance requirements will be necessary to move your project forward.

We have preserved the recorded digital minutes of the meeting in the property file for 651 Old Spanish Trail as part of the Department's permanent records. We look forward to working with you on this project, and please let us know if you have any questions or need additional information.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. McElmurray', with a stylized flourish at the end.

Daniel W. McElmurray, Director  
Planning Department