



Planning Department  
Bessie L. Martin  
Director

STAFF REPORT

# Special Permitted Use/Conditional Use

Docket No. CU-3-24

Metairie Park Country Day School

Summary No. 26300

PARISH COUNCIL  
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B: Scott Walker  
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2: Deano Bonano  
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**Location:** 300 Park Rd. (Figure 1)

**Council District:** 5

**Legal Description:** Lots CD-1 & CD-2, Golf View Subdivision

**PAB Hearing:** 04/25/2024

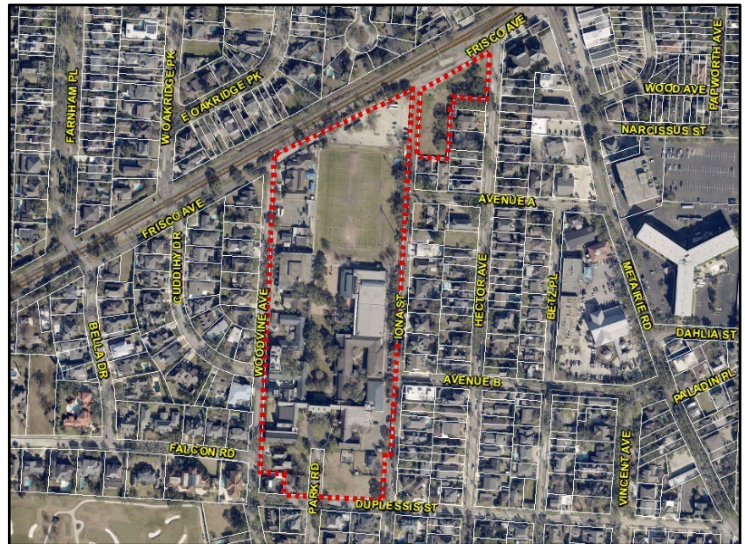
**Owner:** Metairie Park Country Day School

**Last Meeting Date for Council Action:** 08/28/2024

**Applicant:** Rob Hereford

**Zoning:** R-1C Rural Residential District (Figure 2)

**Future Land Use:** CF Community Facilities and SUB Suburban Residential



## REQUEST

Amend the master plan of a special permitted use for Metairie Park Country Day School (MPCDS).

## RECOMMENDATIONS

**Planning Department:** Approval for the following reason:

- The proposed amendments meet the conditional use permit approval criteria.

**Planning Advisory Board:** Approval

## FINDINGS

### Background/History

- Elementary, junior high, and high schools are permitted in the R-1C district subject to six criteria outlined in Sec. 40-128 (see Finding 6) and approval by the Parish Council as a Special Permitted Use/Conditional Use (SPU/CU).

2. The following is the Planning Department case history for MPCDS:

- In June 2000, under Ordinance No. 20986, the Parish Council approved the SPU/Master Plan for MPCDS. The ordinance granted a variance to the setback regulations for all existing and proposed buildings shown on the proposed Master Plan (Planning Department Docket No. ED-1-00).
- In January 2007, under Planning Department Docket No. ED-1-07, the Planning Director approved a minor amendment to the MPCDS Master Plan for the demolition of a 1,500-sq.-ft. building, the addition of 960 sq. ft. to a 1,049-sq.-ft. building, and the addition of a 900-sq.-ft. porch and deck area for the preschool building.
- In March 2013, under Ordinance No. 24440, the Parish Council approved an amendment to the MPCDS Master Plan for a new Early Childhood Center and additional parking (Planning Department Docket No. ED-1-13).
- In April 2016, under Ordinance No. 25133, the Parish Council approved the renewal and amendment to the MPCDS Master Plan with variances to the setback requirements for new construction and additions to be consistent with the existing Science Building, thus maintaining a consistent streetscape. Amendments included the demolition of two art classrooms; the construction of a library extension, covered play area, band room extension, maintenance extension, central plant, dining hall addition, science building, additional parking, and a fence on the east side; and removal/planting of trees (Planning Department Docket No. ED-1-16).
- In May 2018, under Ordinance No. 25575, the Parish Council approved the renewal and amendment to the MPCDS Master Plan for the construction of four athletic field lights and the replacement of the athletic field scoreboard (Planning Department Docket No. ED-1-18).
- In April 2022, the Parish Council approved three applications regarding MPCDS and its Master Plan:
  - Ordinance No. 23694 (Planning Department Docket No. ES-77-21) approved the subdivision of Lot A, Square A, Golf View Subdivision; Lots 1-A & 2-B, Square N, Metairie Club Gardens Subdivision; and Lots 1, 2, 3, & 4; Square M; Metairie Club Gardens Subdivision into Lot CD-1, Golf View Subdivision, and Lots 1, 2, 3-A, 16, 17, 18, 20-A, 22-A, & 24-A; Plot 4; Metairie Suburb Subdivision into Lot CD-2, Golf View Subdivision. The two lots are split by an unimproved section of Iona St.; however, the master plan incorporates this section of Iona St.
  - Ordinance No. 26395 (Planning Department Docket No. EZ-8-21) approved the rezoning of Lots 1-A & 2-B, Square N, Metairie Club Gardens Subdivision from R-1B Suburban Residential District to R-1C Rural Residential District. The original petition included Lots 1, 2, 3, & 4; Square M, Metairie Club Gardens Subdivision, but those lots were rezoned to R-1C as part of the Hector Ave. Study (EZ-3-21; Ordinance 26199) and, thus, were no longer included as part of EZ-8-21. The remaining lots of the MPCDS campus were already zoned R-1C.
  - Ordinance No. 26396 (Planning Department Docket No. CU-7-21) approved amendment to the MPCDS Master Plan with variances to the R-1C special permitted use criteria for setbacks to locate a parking deck five ft. from the unimproved Iona St. right-of-way where 25 ft. is required; and to locate stadium seating 25 ft. from the Iona St. right-of-way where 50 ft. is required. Other amendments included:

- The demolition of six buildings totaling 47,345 sq. ft.
- A new parking lot and P.E. field at the Frisco Ave. and Iona St. intersection.
- A new 4,560-sq.-ft. physical plant and three-level parking deck with 188 parking spaces on the main campus (proposed Lot CD-1).
- The relocation of a sports field and the installation of new bleachers totaling 900 seats, and a concessions facility.
- Renovations of the rec center weight room and the addition of a second-level walking track at the gym.
- A new exterior basketball court.
- Renovations to some middle- and upper-school classrooms and library.
- Renovations and a 5,381-sq.-ft. addition to the auditorium.
- A new 3,742-sq.-ft. upper-school classroom building.
- New dance and choral buildings, each at 2,675 sq. ft.
- Renovations to the Administration Building porch.
- Renovations to the Art Building for a new wood shop.
- Converting the lower-school library to classrooms.
- Five new lower-school buildings totaling 38,380 sq. ft.
- New covered walks and landscaping.

3. The current request is to update the 25-year master plan approved in 2022 as follows:

- Work Slated for Spring 2024:
  - Construct a 456-sq.-ft. addition to the existing Bart Cottage building for additional Pre-K space.
  - Install new athletic field turf and perimeter sod for the football stadium. The field location will be shifted slightly south and east. The location of existing light poles and field accessories such as scoreboards, field goals, etc. will be adjusted to account for the slight shift in field location. A new eight-ft. cedar perimeter fence will be installed around the stadium.
- Future New Structures Dependent on Funding:
  - Future K & Lower School
  - Future Lower School Library
  - Future Pre-K, K, & Lower School
  - Future Infants/Pre-K & Lower School
  - Future Upper School
  - Future MS/US Choral
  - Future MS/US Dance Studio
  - Future Auditorium Addition
  - Future Physical Plant
  - Future 3 Level Parking Deck
  - Future Field House Concessions
  - Future Pavilion
  - Future Bleachers and Storage
  - Multiple Future Covered Walkways
  - Future Renovated Structures Dependent on Funding

- Future Renovated Library
- Future Covered Porch or Patio
- Multiple Future Renovated Classrooms
- Future Renovations to Patrick Gymnasium
- Future Renovation to MS/US Library
- Future Renovation to Existing Gallery
- Future landscaped areas and play areas

Per the applicant, the timeline for the additional amendments to the campus as portrayed in the Master Plan will be based on funding.

4. Per Sec. 40-662, schools with Auditoriums, Gymnasiums, or Sports Arenas shall have parking that accommodates the highest number of parking spaces required when the required parking spaces for the school and each such facility are calculated. Auditoriums require one space for each three seats. Elementary schools require two spaces per classroom. Nurseries requires one space for each 10 children. The applicant provided the following numbers in order for the Planning Department to determine the required parking:

Use	Number	Parking Ratio	Required Parking
School Auditorium	900 seats	1 space for each 3 seats	300 spaces
Gymnasium	900 seats	1 space for each 3 seats	300 spaces
Stadium	900 seats	1 space for each 3 seats	300 spaces
Classrooms (elementary & jr. high school)	46.5	2 spaces per classroom	93 spaces
Classrooms (High school)	23.5	8 spaces per classroom	188 spaces
Nursery & Pre-K Students	167	1 space for each 10 children	17 spaces

As such, 300 parking spaces are required. 325 total parking spaces are proposed on site under the proposed Master Plan. These numbers are unchanged from the previous Master Plan.

5. Sec. 40-762 states that the Council shall not grant approval of any special use unless it makes findings that each case indicates all of the following (Table 3):
- *The permit, if granted, will not cause any diminution or depreciation of property values of any surrounding property or will not alter the essential character of the locality.* The revised master plan proposed under this amendment will not cause any diminution or depreciation of property values or will not alter the essential character of the locality. The school campus has existed on the site for decades.
  - *The permit, if granted, will tend to preserve and advance the prosperity and general welfare of the neighborhood and community.* Granting the amendment to the special permitted use will provide continuity to the neighborhood since the existing use has been on the property for decades, and will preserve the character of the neighborhood.
  - *The granting of the special permitted use will not be detrimental to the public welfare or seriously affect or be injurious to other property or improvements in the neighborhood in which the property is located, in that it will not impair an adequate supply of light and air, or increase substantially the congestion in the public streets, create a traffic hazard, or permit inadequate parking, or increase the danger of fire,*

*or substantially affect or overburden existing drainage or sewerage systems, or endanger the public safety, nor cause serious annoyance or injury to occupants of adjoining premises by reason of emission of odors, fumes, gases, dust, smoke, noise or vibration, light or glare or other nuisances.* The granting of the amendment of the special permitted use through the revised master plan will not be detrimental to the public welfare, as the Special Permitted Use allows the Parish to exercise enforcement and monitor the campus in the future.

- *Only one special permitted use shall be allowed per dwelling or lot, tract, plot or building site. A special permitted use may not be permitted on premises containing a home occupation, as defined in section 40-3.* No other SPU exists on the site.
6. Section 40-128 – Special Permitted Uses states that the following criteria shall be met before a building permit will be issued (Table 2):
- *Lot area for special permitted use – the lot area shall be a minimum of twenty thousand (20,000) square feet.* The total MPCDS campus has a lot area of 672,574.80 sq. ft. (15.44 acres).
  - *Setbacks for special permitted uses – all building setbacks for special permitted uses shall be a minimum of 50 feet where a lot abuts residential property, and 25 feet where a lot abuts public rights-of-way, streets, canals, and public open spaces.* All proposed buildings meet or exceed setback requirements except
    - The proposed addition to Bart College will be set back almost 50 ft. from the Woodvine Ave. right-of-way, almost doubling the required setback.
    - The setback to the stadium bleachers, which necessitated a setback variance under CU-7-21, is unchanged from the previous Master Plan.
  - *Access for special permitted uses – the special use shall have access, either directly or within 300 feet, of a neighborhood collector, collector street, or major or minor arterial as delineated by the Jefferson Parish Thoroughfare Plan, unless otherwise provided for in this chapter.* The main access to the school has always been from Park Rd., a local road. The access is not affected by the current proposal.
  - *Landscaping – landscaping shall be provided in accordance with section 40-84 of this chapter.* Landscaping proposed under the submitted Tree Plan meets all requirements.
  - *Signs – signs shall be permitted in accordance with section 40-80 of this chapter.* No signage was proposed as a part of this application.
  - *Compatibility.*
    - *A structure is compatible if it meets the general criteria of section 40-762(1), (2), (3).* Per Finding 7, the proposal meets all criteria of Sec. 40-762.
    - *The structure or structures shall have the same or similar exterior finish, roof materials, and roof lines as the surrounding property within 300 feet.* The applicant is aware of this requirement.

#### *Consistency with Parish Plans*

7. Community facilities, such as schools, are consistent with the site's future land use designation of CF Community Facilities.
8. The proposed amendments meet the conditional use permit approval criteria (Table 2).

**DEPARTMENT COMMENTS (LURTC)**

<b>Table 1: Land Use Review Technical Committee (LURTC) Comments</b>		
<b>Department</b>	<b>Position</b>	<b>Comment/Stipulation</b>
ICE-Building	Not Opposed	Building code will be addressed at permitting stage.
Parish Attorney	Not Opposed	We will defer to the other departments for comments.
Fire	Not Opposed	
Environmental	Not Opposed	No comment
ENG-Site Plan	Not Opposed	The property owner is responsible for any damage to right of way improvements (including the existing sidewalks or driveways) during or after the construction of any new structure(s) or demolition of any existing structure(s). Any damage must be repaired, or improvements replaced in accordance to the Jefferson Parish Engineering standards. Please contact the department of Engineering at (504) 349-5173 or (504) 736-6793 prior to beginning any sidewalk / driveway apron construction. Further comments will be made at the permit stage. Contact Engineering Site Plan Review at: (504) 349-5174 for more information and a complete list of requirements.
Public Works	Not Opposed	CU-03-24 the Department of Public Works (on 03/25/2024) this “no objection” statement/letter is strictly based on technical issue(s). It does not address any potential Code of Ordinance violations/regulations. Such regulations shall be addressed by other departments such as Code Enforcement, Planning, etc. prior to the granting of a permit. If requires the sewer H.C. to be located and/or installed before the slab is poured at the property owners’ expense. Call the Engineering Department (736-6800) for location information and/or sewer estimate form. Not opposed

<b>Table 2: Conditional Use Permit Approval Criteria [Section 33-2.24.F]</b>		
<b>Criteria</b>	<b>Compliance</b>	
	<b>Yes   No</b>	<b>Comments</b>
The proposed use shall comply with all applicable regulations of this Code	Yes	The revised MPCDS Master Plan complies with all regulations.
The proposed use shall promote a high quality of development and will be compatible with existing development and development anticipated in the future, including recreational uses, public facilities, and open space resources	Yes	MPCDS has existed on the site for decades.
The establishment, maintenance, or operation of the proposed use shall not have adverse impacts on the health, safety, comfort, or general welfare of persons living or working in the area, and shall not be injurious to property or improvements in the area	Yes	The granting of the amended SPU through the revised Master Plan will not be detrimental as the Special Permitted Use allows the Parish to exercise enforcement & monitor the campus in the future.
The proposed use shall not be noxious or offensive by reason of vibration, noise, order, dust, smoke or gas	Yes	

**Table 2: Conditional Use Permit Approval Criteria  
[Section 33-2.24.F]**

Criteria	Compliance	
	Yes   No	Comments
Adequate public facilities shall be provided as set forth in Article 7 of this UDC	Yes	Adequate public facilities provided.
Adequate measures shall be taken to provide ingress, egress, and interior circulation so designed as to minimize traffic hazards and congestion on the public streets and facilitate safe and convenient multi-modal transportation for vehicles, pedestrians and cyclists	Yes	MPCDS has existed on the site for decades. No changes to public ingress/ egress proposed.
The proposed use shall not impede the orderly development and improvement of surrounding property or the area	Yes	MPCDS has existed on the site for decades.
The public interest and welfare supporting the proposed use shall be sufficient to outweigh the individual interests that may be adversely affected by the establishment of the proposed use	Yes	The granting of the amended SPU through the revised Master Plan will not be detrimental as the Special Permitted Use allows the Parish to exercise enforcement & monitor the campus in the future.

**Table 3: General Criteria  
[Section 40-762]**

Criteria	Compliance	
	Yes   No	Comments
(1) The permit, if granted, will not cause any diminution or depreciation of property values of any surrounding property or will not alter the essential character of the locality.	Yes	The granting of the amended SPU through the revised Master Plan will not be detrimental.
(2) The permit, if granted, will tend to preserve and advance the prosperity and general welfare of the neighborhood and community.	Yes	MPCDS has existed on the site for decades.
(3) The granting of the special permitted use will not be detrimental to the public welfare or seriously affect or be injurious to other property or improvements in the neighborhood in which the property is located, in that it will not impair an adequate supply of light and air, or increase substantially the congestion in the public streets, create a traffic hazard, or permit inadequate parking, or increase the danger of fire, or substantially affect or overburden existing drainage or sewerage systems, or endanger the public safety, nor cause serious annoyance or injury to occupants of adjoining premises by reason of emission of odors, fumes, gases, dust, smoke, noise or vibration, light or glare or other nuisances.	Yes	The granting of the amended SPU through the revised Master Plan will not be detrimental as the Special Permitted Use allows the Parish to exercise enforcement & monitor the campus in the future.



Planning Department

Aerial

### Metairie Park Country Day School

300 Park Rd.

Amend the master plan of a special permitted use

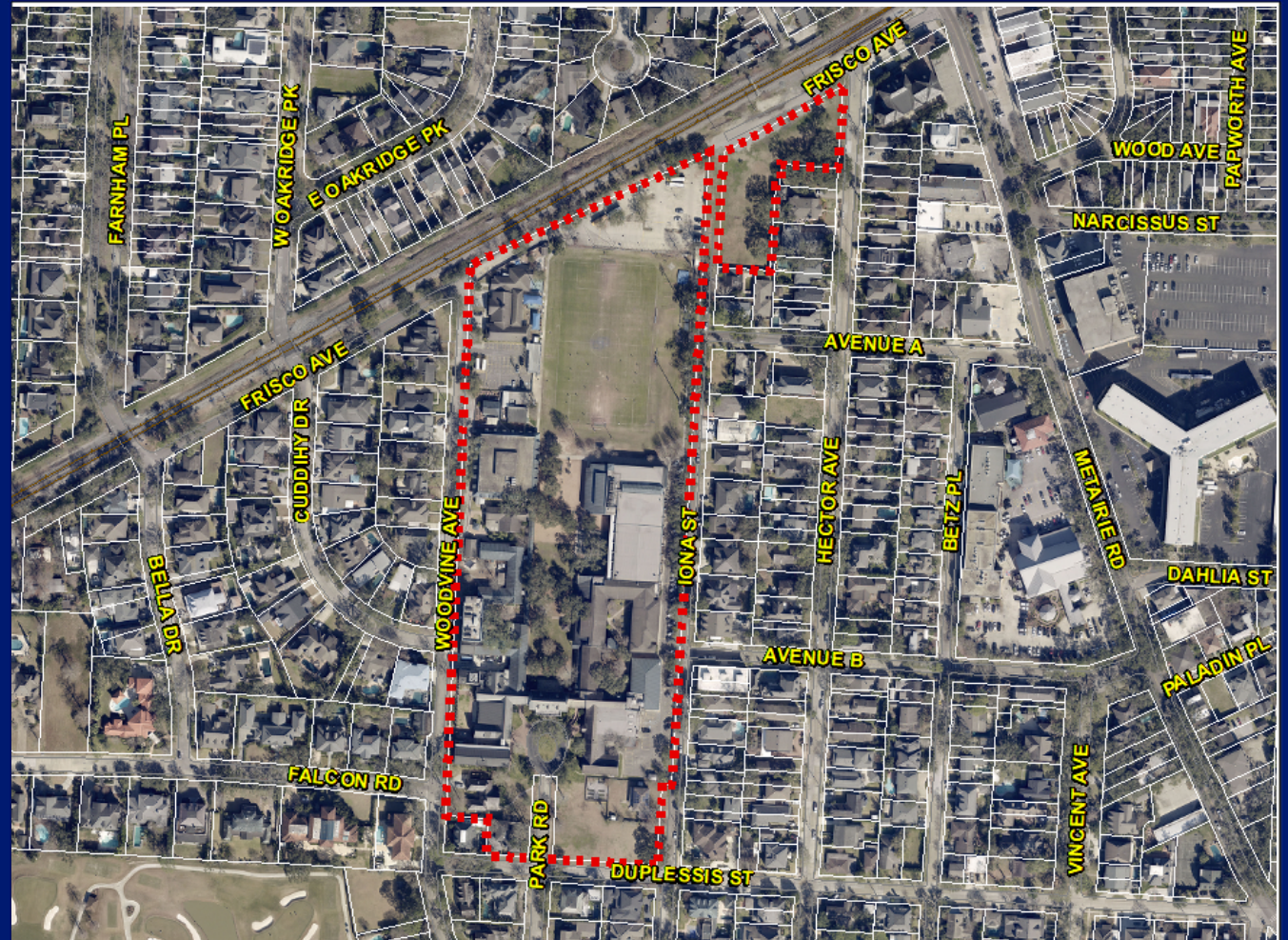
Docket No. CU-3-24

Summary No. 26299

Council District 5

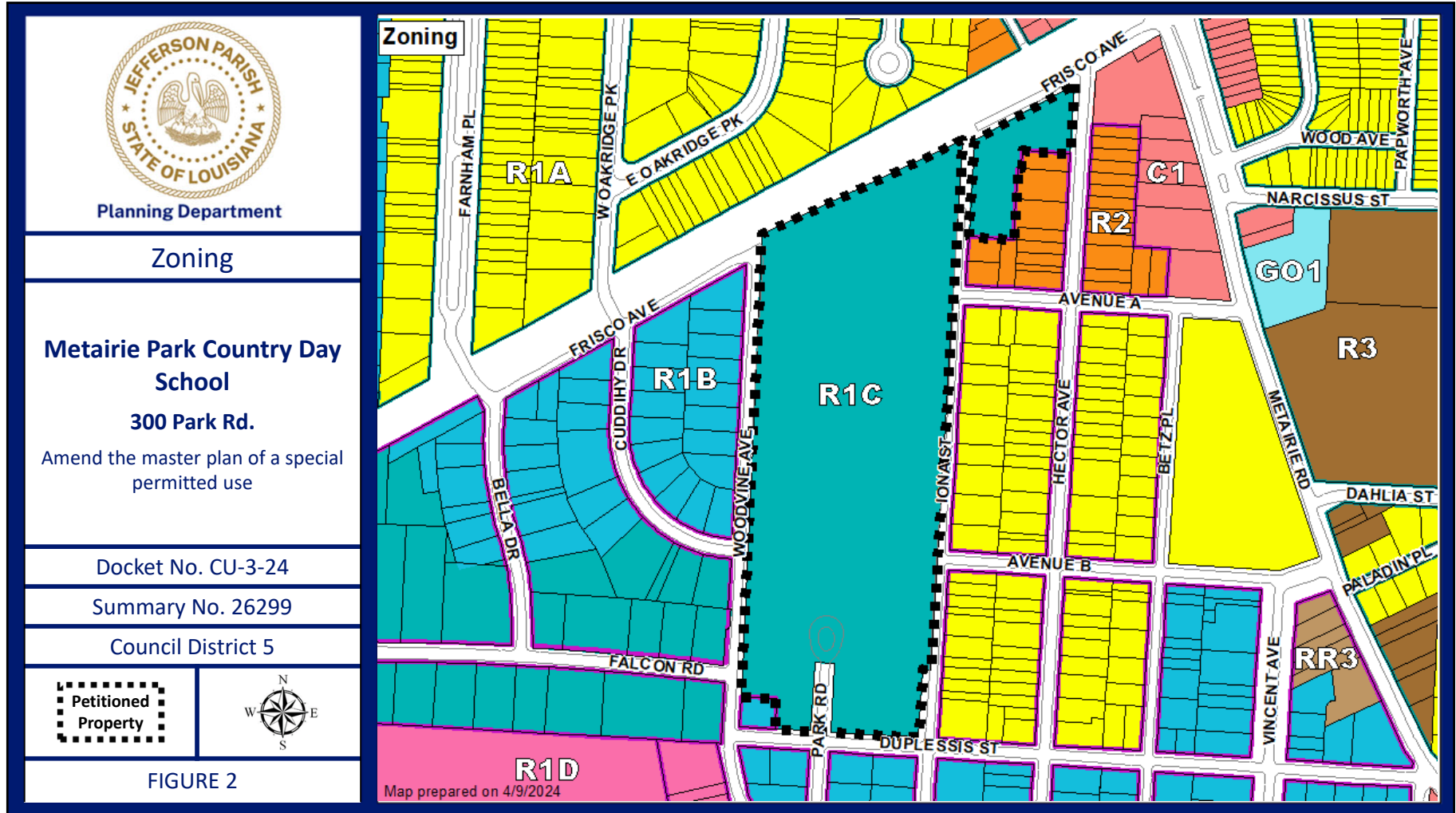


FIGURE 1

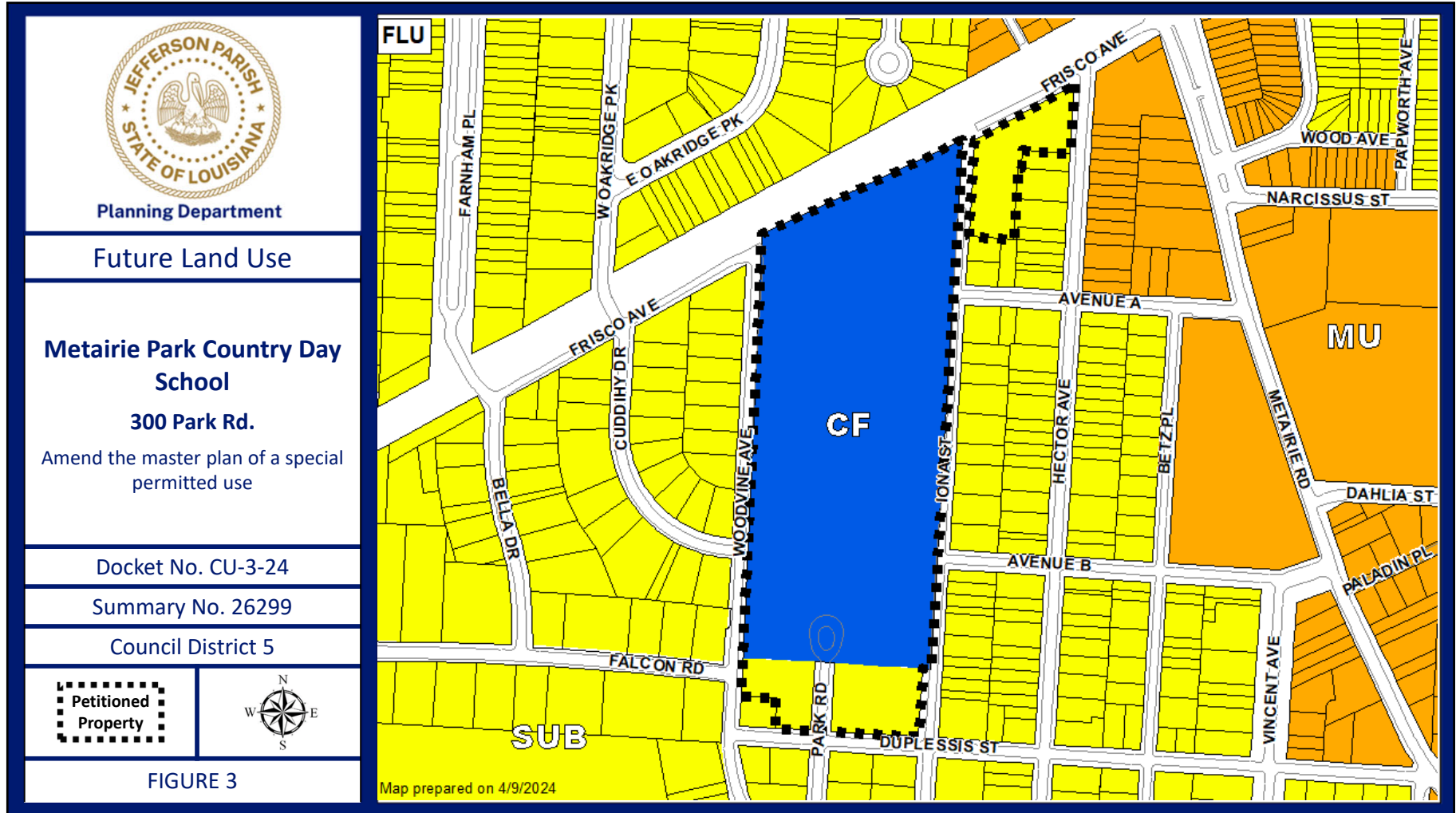


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Planning Department

Survey

**Metairie Park Country Day School**

**300 Park Rd.**

Amend the master plan of a special permitted use

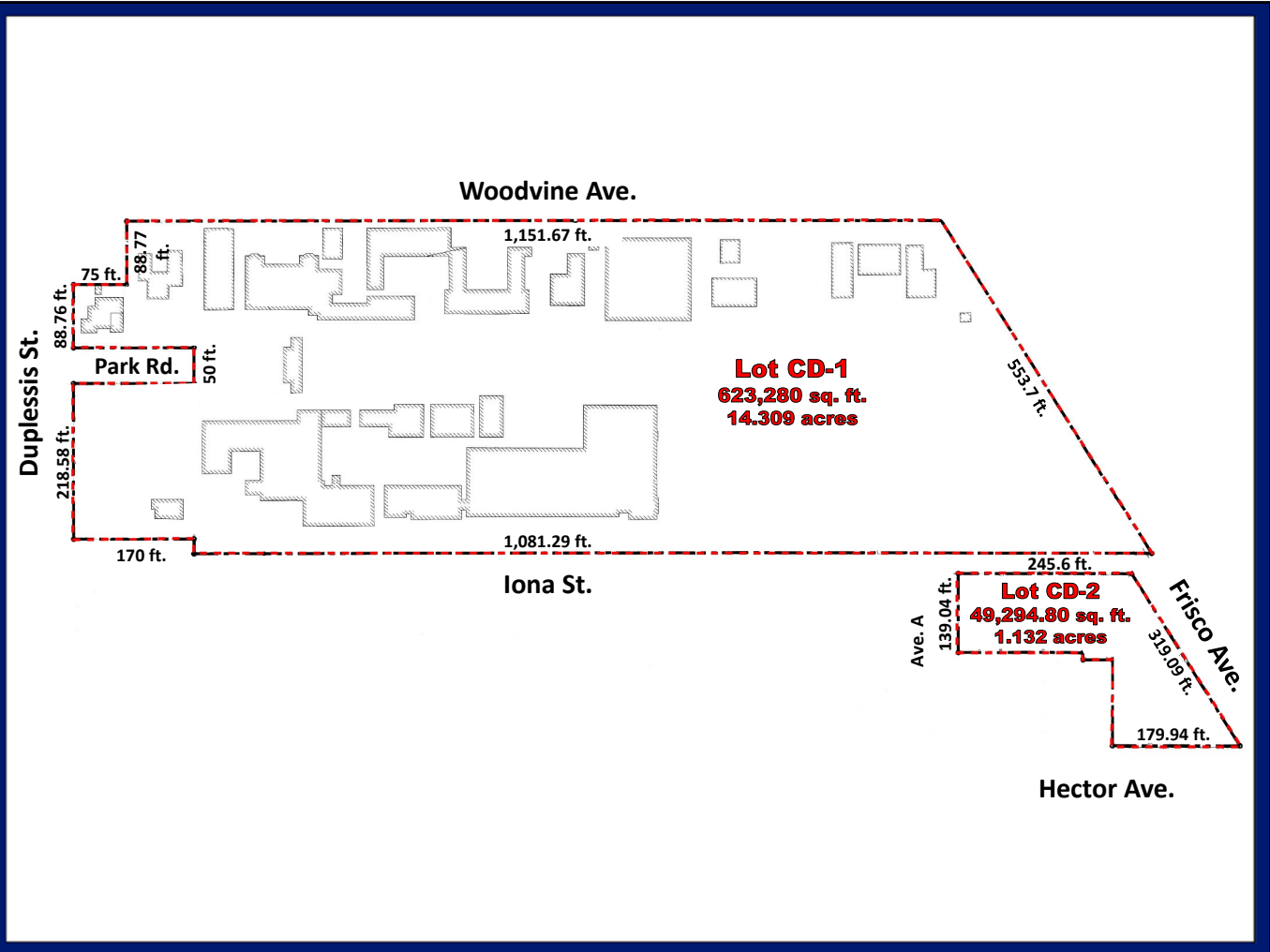
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Council District 5



FIGURE 4



All users acknowledge that the content of these graphics were submitted and/or created specifically as demonstrative aides for the related land use matter being presented by the Jefferson Parish Planning Department identified with the appropriate docket number provided above. As such, Jefferson Parish makes no warranty as to the reliability or accuracy of the maps, their associated data tables and/or any graphics included in this presentation. Furthermore, Jefferson Parish is not responsible for the inaccuracies that could have occurred due to errors in the original data input or subsequent update process. All users of these graphics produced in connection with the related land use matter identified above specifically acknowledge, agree and accept that any zoning and/or land uses identified in said graphics are solely intended to be a demonstrative aide in the related land use matter and, as such, should not be relied upon outside of said related land use matter. User assumes all responsibility for verifying accuracy of data for any intended use.



Planning Department

Master Plan

**Metairie Park Country Day School**

300 Park Rd.

Amend the master plan of a special permitted use

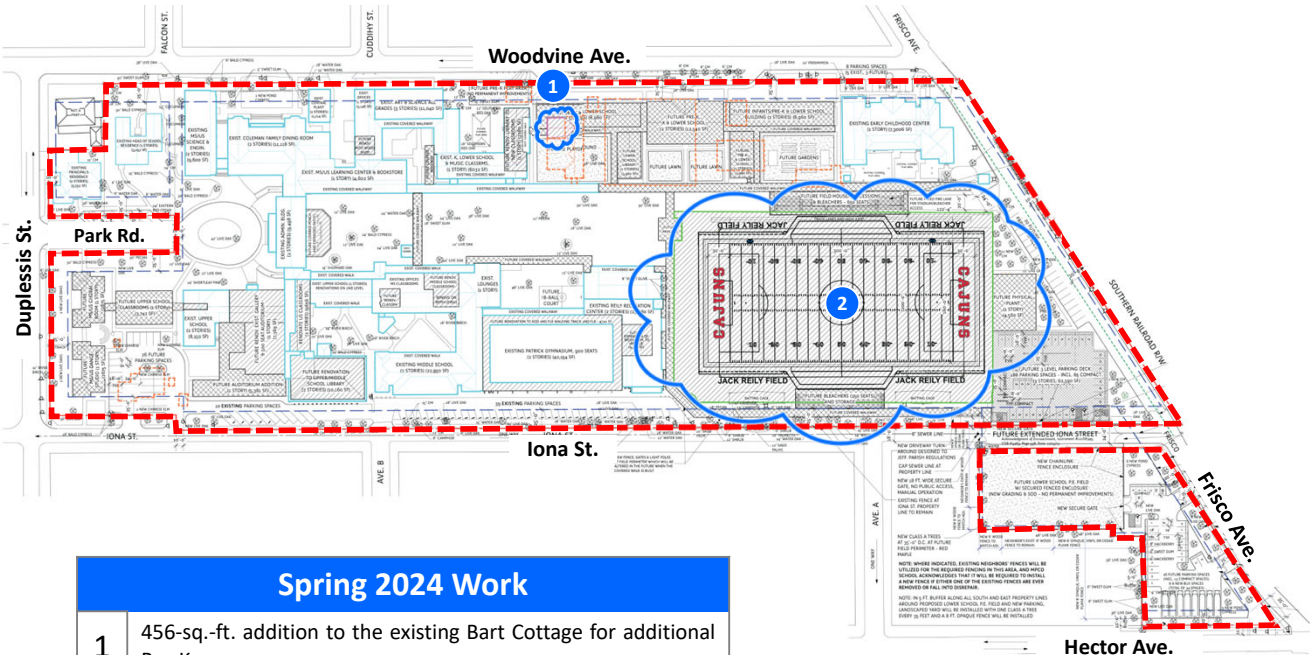
Docket No. CU-3-24

Summary No. 26299

Council District 5



FIGURE 5



Spring 2024 Work	
1	456-sq.-ft. addition to the existing Bart Cottage for additional Pre-K space.
2	<ul style="list-style-type: none"> <li>Shifting the athletic field slightly to the south and east, along with the existing lighting, scoreboard, field goal posts, etc.</li> <li>Expanding the turf and perimeter sod, and adding a new perimeter fence.</li> </ul>

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