

City of Slidell, Louisiana
Zoning Commission
Agenda



SCAN ME
for the
ZC website

June 15, 2026 immediately after Planning Commission at 7:00pm
Council Chambers, 2045 2nd St, Slidell, LA

Agenda packet available at myslidell.com/planning/boards/pz

For questions or to provide public comment before the meeting,
email PZ@cityofslidell.org or call (985) 646-4320 (M-F 8am to 4:30pm)

- Please silence all phones and electronic devices.
- For all Appeals, fees apply per Appendix F of the City of Slidell Municipal Code.
- All Speakers must sign in at the podium before speaking on any issue.
- Public Speaking – 5 minutes is allowed per each side and 3 minutes for additional comments.
- Please exit the building immediately after the conclusion of the meeting.

1. **Call to Order and Roll Call**

2. **Minutes.** Approve minutes from May 18, 2026 and June 11, 2026.

3. **Consent Calendar-No Consent Items**

4. **Public Hearing**

~~a. **CUP 2026-0004:** A request for a Conditional Use Permit for a warehouse and office facility for storage of fireworks and related inventory, located at 1284 E Howze Beach Road near Oak Harbor Blvd, identified as a 7.30 acre parcel of land in Section 34, Township 9 South, Range 14 East, City of Slidell, St Tammany Parish, Louisiana. (Deferred by staff to July 20; Zoning Map Amendment required)~~

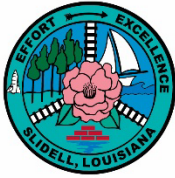
b. CUP2026-0003 (Deferred from May 18, 2026): A request for a Conditional Use Permit for a Home for temporary housing support for Children at 306 Clover Drive; identified as Lot 2, Forest Glen East (Addition 2, Unit 3), in Section 34, Township 8 South, Range 14 East, Greensburg Land District, City of Slidell, St Tammany Parish, Louisiana.

5. **Other Business**

6. **General and Public Comments**

7. **Adjournment**

The next Zoning Commission meeting will be July 20, 2026.



City of Slidell, Louisiana
Zoning Commission
 Minutes

May 18, 2026 immediately after Planning Commission at 7:00pm
 Council Chambers, 2045 2nd St, Slidell, LA

1. **Call to Order and Roll Call.** Meeting called to order by Chair Washington at 7:19 p.m.

Commissioners Present	Commissioners Not Present	Staff Present
Landon Washington, Chair	Gayle Green, Vice Chair	Daniel McElmurray, Planning Director
Chad Duffaut, Jr.	Sandy Hicks	Erica Smith, Planning Secretary
Michael Newton		
Richard Reardon		

2. **Minutes.** Motion by Commissioner Reardon to approve minutes of April 20, 2026 as written; Commissioner Duffaut seconded. A vote of 4 YAYS, 0 NAYS, 0 ABSTAIN approved the minutes.

3. **Consent Calendar**-There were no consent items for this meeting.

4. **Public Hearing**

~~a. **ZONING 2026-0021:** A request to amend the zoning map for properties located along 11th Street, between Gause Blvd and Florida Ave; identified as Lots 10A, 14A, and 16, and the remainder of Lots 18, 20 and 21, into Lot 22A, Square 48, Brugier Addition; in Section 10, Township 9 South, Range 14 East; from SPR (Parks & Recreation) and RSF (Residential Single family) to SCI (Civic & Institutional).~~
DEFERRED TO JUNE 15, 2026.

b. **CUP2026-0003:** A request for a Conditional Use Permit for a Home for temporary housing support for Children at 306 Clover Drive; identified as Lot 2, Forest Glen East (Addition 2, Unit 3), in Section 34, Township 8 South, Range 14 East, Greensburg Land District, City of Slidell, St Tammany Parish, Louisiana

Introduced by Chair Washington. Director McElmurray addressed the Commission and recommended approval with conditions. Councilmember Jeffrey Burgoyne, who lives on Michigan Avenue addressed the Commission in opposition of the project. The applicant, Mr. Carlos Dilbert was present and answered questions by the Commission. Commissioner Reardon made a motion to postpone **CUP2026-0003** until a special meeting can be held to further discuss this project, as more information is needed. Commissioner Duffaut seconded. A vote of 4 YAYS, 0 NAYS, 0 ABSTAIN postponed **CUP2026-0003** to the next meeting pending additional Q&A at a roundtable special Zoning Commission meeting, which will be held on Thursday, June 11, 2026.

ITEMS POSTPONED FROM APRIL 20, 2026, ZONING COMMISSION MEETING:

c. **CUP2026-0002:** A request for a Conditional Use Permit for a Women’s Transitional Housing Center at 108 Christian Lane; identified as Lot 2B in Section 35, Township 8 South, Range 14 East, Greensburg Land District, City of Slidell, St Tammany Parish, Louisiana.

Introduced by Chair Washington. The applicants, several people from the public, a Parish Councilmember, a City Councilmember, and others spoke both in opposition and support of the project. Ms. Brenda Wright, Director of Community Christian Concern was present to address the Commission and answer questions. After much discussion Director McElmurray addressed the Commission and advised that this matter could be deferred, denied or approved with conditions. Commissioner Duffaut made a motion to deny **CUP2026-0002** and forward to Council with an unfavorable recommendation Commission Newton seconded. A vote of 3 YAYS, 0 NAYS, 1 ABSTAIN denied **CUP2026-0002**. This matter will go before Council for Consent Agenda on June 9, 2026 and Public Hearing on July 14, 2026.

5. **Other Business.** N/A
6. **General and Public Comments.** N/A
7. **Adjournment.** Meeting adjourned at 9:16 p.m. on a motion by Commissioner Reardon, seconded by Commissioner Newton, and a vote of 4 YAYS, 0 NAYS, 0 ABSTAIN.



City of Slidell, Louisiana
Zoning Commission
Minutes

June 11, 2026 at 5:00pm

City of Slidell Planning Department Conference Room-250 Bouscaren Street, Suite 203, Slidell, LA

1. **Call to Order and Roll Call.** Meeting called to order by Chair Washington at 5:08 p.m.

Commissioners Present

Landon Washington, Chair
Sandy Hicks
Michael Newton
Richard Reardon

Commissioners Not Present

Gayle Green, Vice Chair
Chad Duffaut, Jr.

Staff Present

Daniel McElmurray, Planning Director
Erica Smith, Planning Secretary

2. **CUP2026-0003:** A request for a Conditional Use Permit for a Home for temporary housing support for Children at 306 Clover Drive; identified as Lot 2, Forest Glen East (Addition 2, Unit 3), in Section 34, Township 8 South, Range 14 East, Greensburg Land District, City of Slidell, St Tammany Parish, Louisiana

Introduced by Chair Washington. This was a round-table discussion with no voting. Applicants Mr. Carlos Dilbert and Ms. Delette Adams were present to provide information and answer questions by the Commission and there was discussion.

3. **Other Business.** There was none.

4. **General and Public Comments.** There were none.

5. **Adjournment.** Meeting adjourned at 6:00 p.m. on motion by Commissioner Reardon, seconded by Commissioner Newton, and a vote of 4 YAYS, 0 NAYS, 0 ABSTAIN.



Planning Department

Staff Report

Case No. CUP2026-0003

Conditional Use Permit for Children’s Temporary Housing at
306 Clover Drive – DEFERRED FROM MAY 18, 2026

985.646.4320 | 250 Bouscaren St, Ste 203, Slidell, LA 70458 | planningdept@cityofslidell.org | myslidell.com

Location: 306 Clover Drive (*Figure 1*)

Owner(s): Thomas A. Moran

Applicant: Michelle’s Safe Haven Youth Center, Carlos Dilbert (Operator)

Zoning: A-6 Single-Family Urban (now R1 Low Density Residential) *

* application for this CUP was made during the 13 January 2026 to 30 April 2026 flexible use period for UDC and prior zoning code regulations

Future Land Use: Residential (*Figure 2*)

Request: Conditional Use Permit for a group home

Zoning Commission

Public Hearing: June 15, 2026 (Deferred from May 18, 2026)

City Council (tentative)

Consent Agenda: June 23, 2026

Public Hearing: July 14, 2026

RECOMMENDATIONS

PLANNING DEPARTMENT

Approval with conditions

ZONING COMMISSION

To be determined

FINDINGS

1. Applicant submitted this request prior to the full effective date of the City’s new Unified Development Code (5/1/2026), thus allowing the review of this conditional use under the zoning district of A-6 Single-Family Urban. Applying the use table in the previous code as Section 2.3. – Permitted residential uses, Group Home is listed as a Conditional Use. (*Figure 3*)
2. The property is developed with one residential structure used as a rental property. (*Figures 1 and 4*).
3. Community and group homes require a Conditional Use Permit in the A-6 Single Family Urban Zoning District, per Municipal Code Appendix A Part 2 Section 2.2215.C.
4. The Property Owner has granted a lease to the “Michelle’s Safe Haven Youth Center”, to provide “temporary home support and guidance to young girls until they can be reunited with their families or placed in permanent adopted homes” (*Figure 5*). Applicant is prepared to serve as many as 4 children.
5. The Applicant shared that this facility is a life’s goal for him and his late Mother, Michelle, providing a warm, structured and supportive home environment where girls between the ages of 12 and 17 can feel comfortable and cared for. This program will be operated and regulated by the Louisiana Department of Children and Family Services as a Type IV facility. See Applicant’s summary of the circumstances, factors, and arguments in support of the proposed conditional use (*Figure 6*).

6. Applicant's goal is to provide a "strong, positive presence in Louisiana by providing a safe and nurturing environment for young girls in need".
7. Applicant proposes the following services to the young girls residing in the home with the following features:
 - A live-in caretaker
 - Mentoring
 - Food, clothing and hygiene items
 - Connection to local resources for education and job preparation
 - Transportation
 - Safety and well-being
8. The existing home has an approximate 2344 square feet with 3 bedrooms for the proposed maximum of females residing and the caretaker(s) operating the facility. **(Figure 7 and 8)**
9. This location is within a well-established residential district, with 100% of adjacent properties zoned R1-Low Density Residential (formerly A-6). **(Figure 4):**
10. All conditional uses must comply with the following General Standards per Municipal Code Appendix A Part 2 Section 2.2215.C. (UDC Article 4, Sec. 4.8.E.). The Planning Department staff review of the proposed group home and response to the conditional use general standards are:
 - (1) *The proposed conditional use must comply with all applicable zoning regulations.*

This group home would allow for 4 unrelated individuals to reside in the home, which is not a zoning violation but this condition of approval will need to include coordination with Building Safety regarding occupancy codes and regulations for residents and caregivers.
 - (2) *The location and size of the use, its operation [hours of operation for use], and access shall be such that the use will be in harmony with surrounding land uses.*

The location and size of the use (limited to 4 children in residence, and a minimum of 1 caregiver on property in shifts at all times) are in harmony with surrounding land uses. The hours of operation are by necessity at 24 hours a day, 365 days a year.
 - (3) *Buffering and/or landscaping above the minimum ordinance requirements.*

Applicant has stated the willingness to provide additional landscaping to enhance the property above minimum ordinance requirements, including foundational planting. Documentation of this additional landscaping will need to be a condition of approval.
 - (4) *The location, nature and height of structures, walls and fences shall be such that the use will not hinder or discourage the development and use of adjacent land and structures.*

Nothing proposed for this project as proposed will hinder or discourage the development and use of adjacent land and structures.
 - (5) *Parking areas shall be of adequate size for the particular use, properly located and suitably screened from adjoining residential uses, and the ingress and egress drives shall be laid so as to achieve maximum safety.*

The applicant has stated that only the caregivers will be driving and parking on the property and the garage will remain operational; the current driveway and garage provide for sufficient parking per the applicant's operational statement.

(6) *Adequate utilities, drainage and other necessary facilities have been or will be provided.*

Adequate utilities, drainage and other necessary facilities are provided at this existing residence.

(7) *Environmental safety devices shall be employed as is necessary to ensure the health, safety and welfare of the public.*

A condition of approval should be documentation of all fire and building related safety codes and requirements being met as recorded by the St Tammany Parish Fire District 1 and City of Slidell Building Safety & Permits Department. Issuance of State Department of Children and Family Services approval is required for operation of this facility

Link to the Department of Children & Family Services Residential Home Standards Type IV regulations is here:

<https://www.dcf.louisiana.gov/assets/docs/searchable/Licensing/Residential/2021/20210801-Residential-Type-IV-Regulations.pdf>

PUBLIC COMMENT:

Applicant provided a summary of unverified conversations with two neighboring homes at 304 and 305 Clover Drive. (*Figure 9*)

STAFF RECOMMENDATION:

The proposed Michelle's Safe Haven Youth Center group home is appropriate at this location as proposed and in review with the requirements and standards for a group home; staff recommends the conditional use approval to be contingent on the following:

- Successful issuance of State Department of Children and Family Services approval
- Documentation of coordination with Building Safety regarding occupancy codes and regulations.
- Documentation of additional enhanced landscaping.
- Policy / standard of operation requirement to only allow caregivers use of on-site parking.
- Documentation of all fire and building related safety codes and requirements being met as recorded by the St Tammany Parish Fire District 1 and City of Slidell Building Safety & Permits Department.

FIGURES:

Figure 1. Location and Zoning Aerial



Figure 1. Future Land Use (Comp Plan 2040)

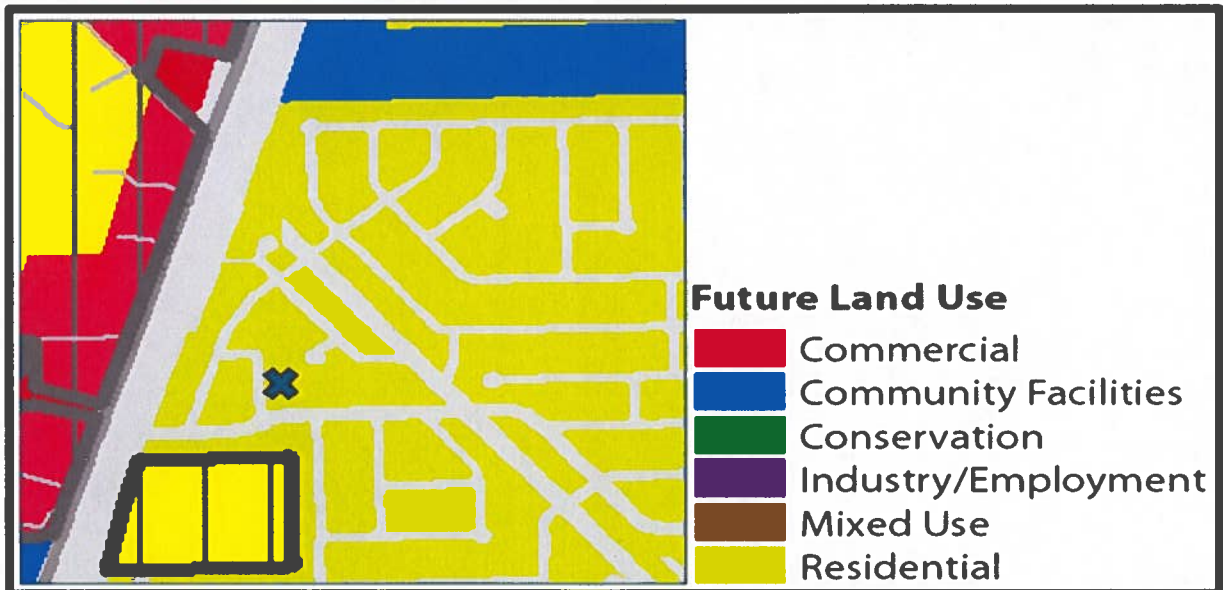


Figure 3. Code of Ordinances

LAND USE	ZONING DISTRICTS								
	A-1	A-2	A-3	A-4	A-6	A-7	A-8	A-9	A-9C
RESIDENTIAL DISTRICTS									
Single-family	P	P	P	P	P	P	P	P	P
Multi-family (3-16 units)	-	-	P	P	-	P	P	P	P
Multi-family (17+ units)	-	-	C	C	-	C	C	C	C
Group Homes	C	C	C	C	C	C	C	C	C
Community Recreation	P	P	P	P	P	P	P	P	P
Manufactured Housing & Trailers	-	-	-	-	-	-	-	-	-

Figure 4. Street View (Google Nov. 2025)



Figure 5. Property Survey (2026)

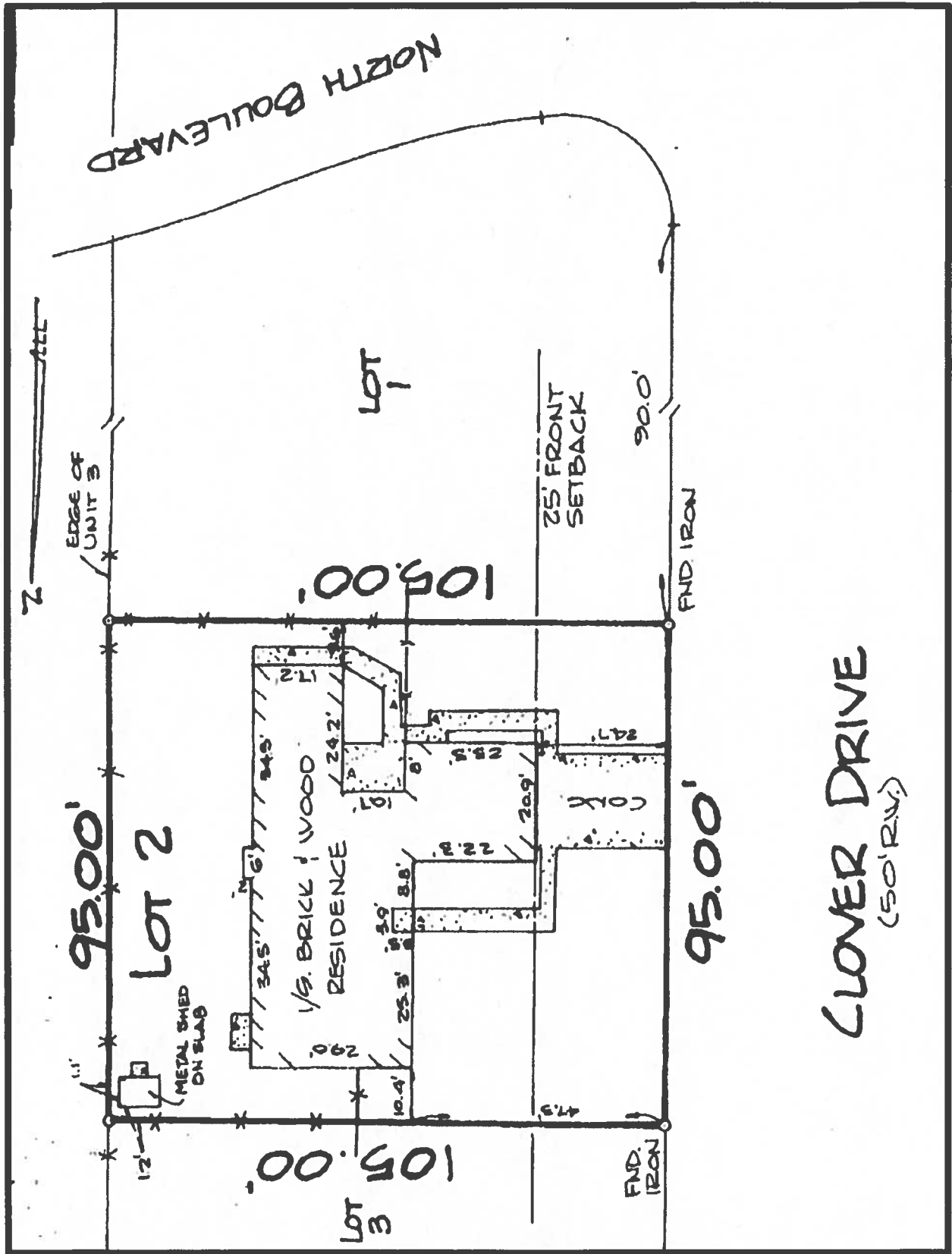


Figure 6. Summary of the Circumstances, Factors, and Arguments in Support of the Proposed Conditional Use

Hi, my name is Carlos M. Dilbert, and I am the owner and founder of Michelle's Safe Haven Youth Center. The program is named in honor of my late mother, Michelle Wilson. Opening a home like this is something we always talked about doing together, and after her passing, I put that dream on hold. Now, I feel it is time to bring that vision to life.

As a lifelong resident of Slidell, where I was born and raised for 36 years, I am passionate about giving back to my community. I am seeking the opportunity to open a girls' group home, with the support of my fiancé, Delette Adams, my sister Brittany Dilbert, LPN, and at least three additional staff members.

Michelle's Safe Haven Youth Center will provide a warm, structured, and supportive home environment where girls can truly feel comfortable and cared for. Each resident will have her own bed, nightstand, dresser, and television. The home will include a dedicated homework station, and residents will receive three meals daily along with snacks. We will ensure that all girls attend school, keep medical appointments, and have opportunities to participate in outings and activities.

The home will serve girls between the ages of 12 and 17. To maintain a family-like atmosphere, we will house no more than four residents at a time in a three-bedroom home. Two girls will have private rooms, while two will share the master bedroom. The home includes two full bathrooms.

The program will operate under the Department of Children and Family Services as a Type IV residential home. My goal is to build a strong, positive presence in Louisiana by providing a safe and nurturing environment for young girls in need.

With that being said, I respectfully ask the City of Slidell for the opportunity and approval to open Michelle's Safe Haven Group Home in honor of my mother. Thank you for your time and consideration.

Sincerely,
Carlos M. Dilbert

Figure 7. House Floor Plan

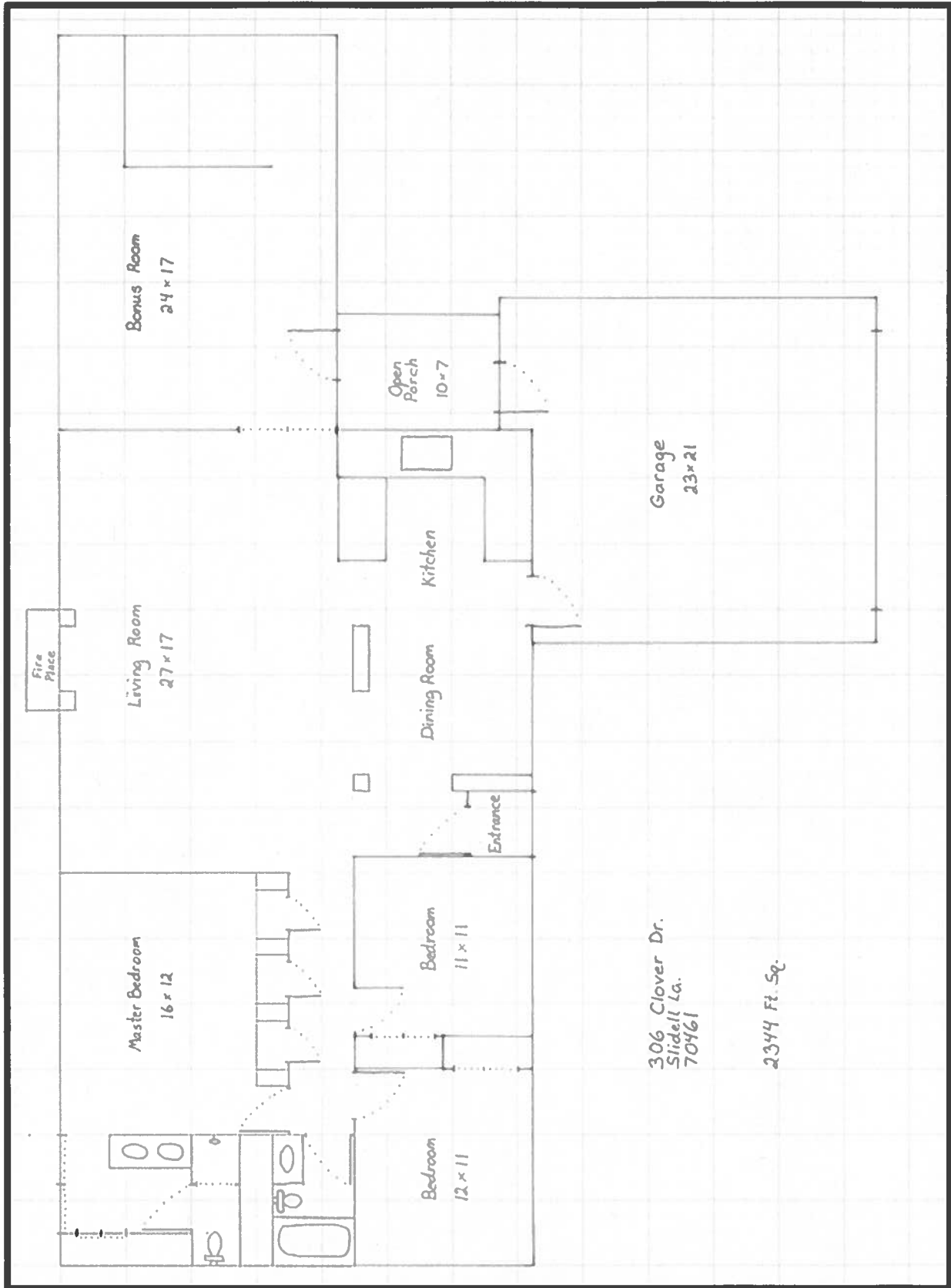
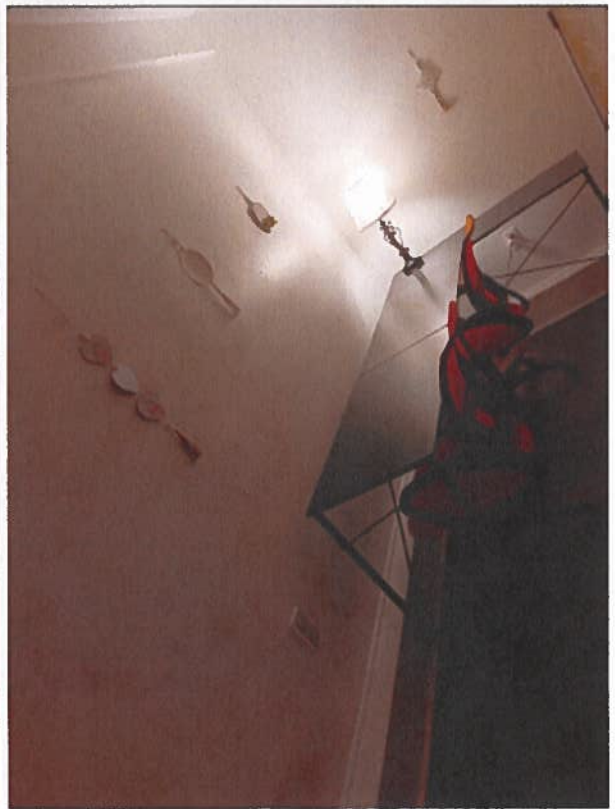
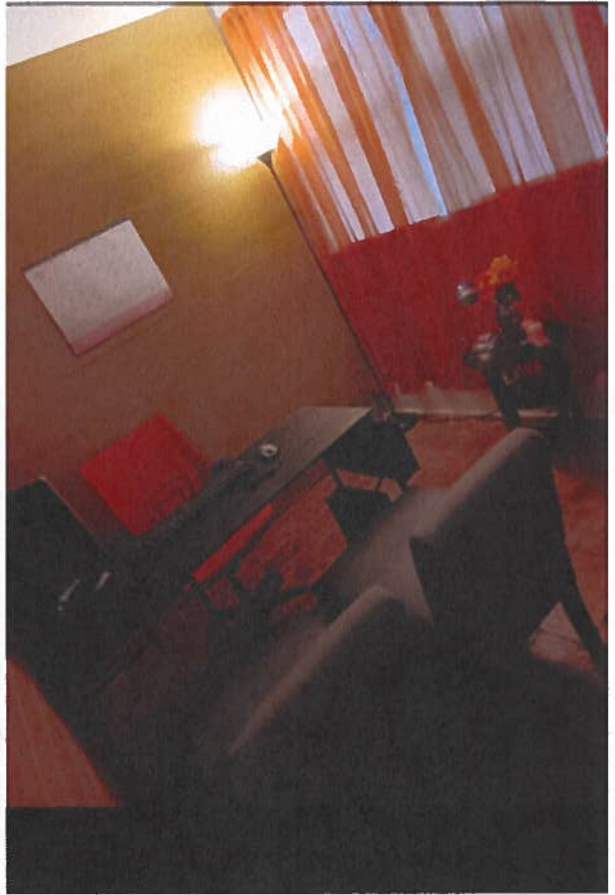
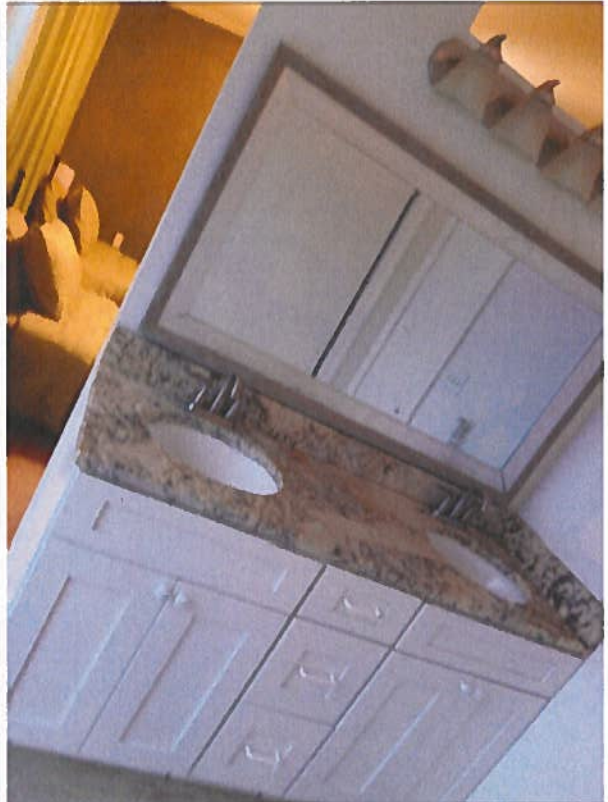


Figure 8. Home Interior Photographs







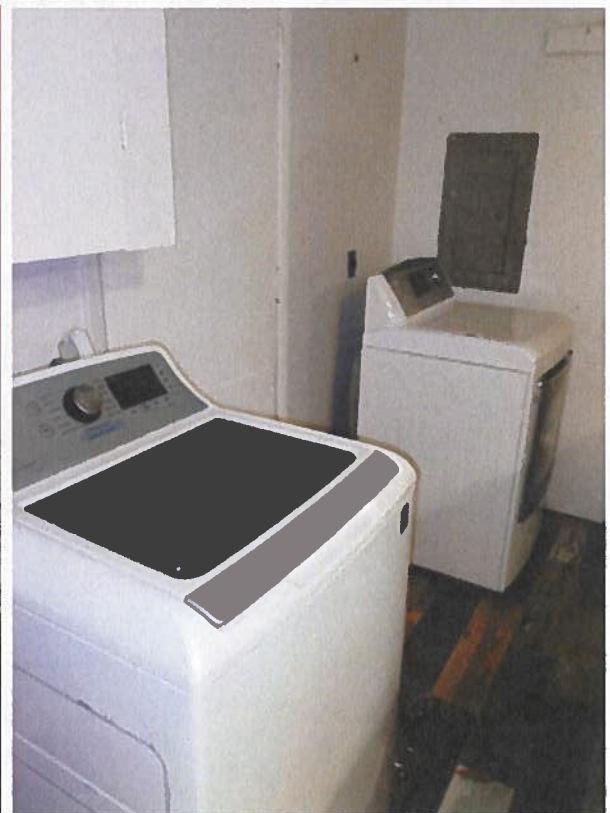
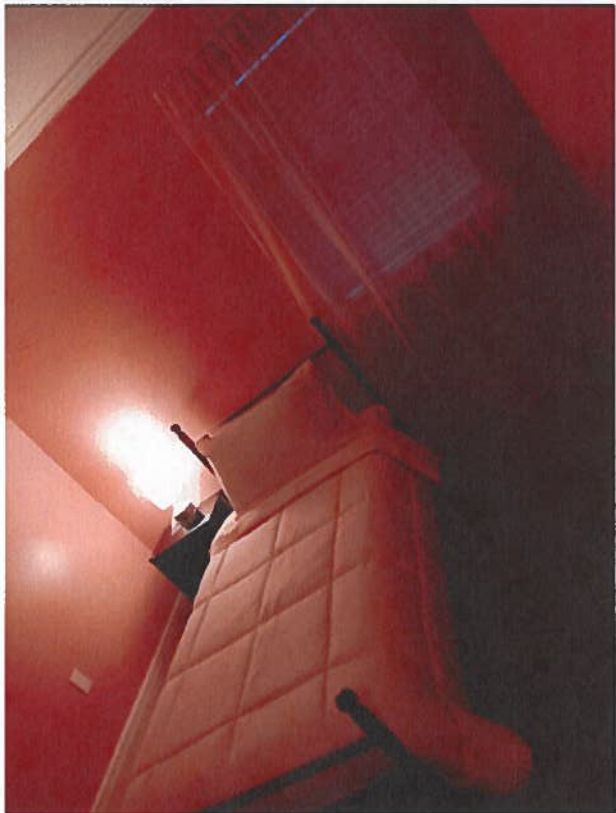
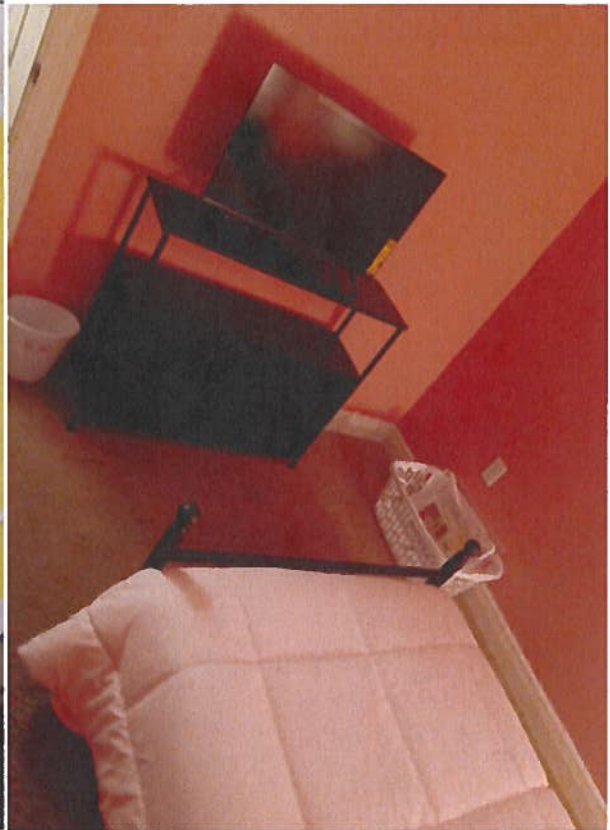


Figure 10. Community Input (UNVERIFIED)

304 Clover St

After I spoke with my neighbor in 304 Clover, Iyona Williams, she expressed that she thinks what we're doing for young girls in need of guidance is wonderful. She also shared that if there's ever anything she can do to help, she is right next door and happy to assist—just let her know.

She mentioned that Tommy had already spoken to her about our plans, so she is aware of what we're working on and is fully supportive. She has no concerns and is on board with everything. If we need anything, she encouraged us to reach out.

305 Clover St

After speaking with my neighbors at 305 Clover, Kevin and Tanaya, they expressed support for what we are planning. They shared that they think our efforts to help young girls in need of guidance are a great idea.

Tanaya mentioned that she works with a state-related program and offered her support, stating that if there is anything she can do to help, we should feel free to reach out. She also shared that her husband is fully on board with everything.

They were very welcoming and even gave us a thoughtful card to welcome us to the neighborhood, which we truly appreciated.

CUP2026-0003
306 CLOVER DRIVE
ADDITIONAL DOCUMENTATION



Michelle's
SAFE HAVEN

YOUTH CENTER

Carlos M. Dilbert

8 June 2026

Request for Approval of a Conditional Use Permit for Michelle's Safe Haven Youth Center

My name is Carlos M. Dilbert, and I am the owner and founder of Michelle's Safe Haven Youth Center. This program is named in honor of my late mother, Michelle Wilson, whose compassion, strength, and dedication to helping others continue to inspire me. Opening a residential home of this nature is a vision that she and I often discussed. Following her passing, I placed that dream on hold, but I now feel called to bring that vision to life in her memory.

As a lifelong resident of Slidell, where I was born and raised, I have a deep appreciation for this community and a strong desire to give back. Through Michelle's Safe Haven Youth Center, I am seeking the opportunity to provide a safe, stable, and nurturing residential environment for young girls in need. I will be supported in this effort by my fiancée, Delette Adams, my sister, Brittany Dilbert, LPN, and additional qualified staff members dedicated to the care and well-being of our residents.

Michelle's Safe Haven Youth Center will offer a structured and supportive home environment where residents can feel secure, respected, and cared for. Each resident will have access to comfortable living accommodations, including her own bed, dresser, nightstand, and television. The home will also feature a dedicated study area to encourage academic success. Residents will receive nutritious meals and snacks daily, and we will ensure they attend school, maintain medical appointments, and participate in recreational, educational, and community-based activities that promote personal growth and development.

The home is designed to serve girls between the ages of 12 and 17. To maintain a family-oriented atmosphere and provide individualized attention,

occupancy will be limited to four residents at a time within a three-bedroom home. Two residents will have private bedrooms, while two residents will share the master bedroom. The residence includes two full bathrooms and adequate space to ensure comfort and privacy.

The program will operate in compliance with all applicable regulations established by the Louisiana Department of Children and Family Services as a Type IV residential home. My goal is to establish a positive and lasting presence within the community by providing a safe, nurturing, and supportive environment where young girls can thrive, develop life skills, and prepare for successful futures.

For these reasons, I respectfully request the approval of the City of Slidell for the proposed conditional use permit. This opportunity would allow me to honor my mother's legacy while serving the needs of vulnerable youth in our community. Thank you for your time, consideration, and thoughtful review of this request.

Sincerely,

Carlos M. Dilbert
Owner & Founder
Michelle's Safe Haven Youth Center

Delette Adams

8 June 2026

Request for Approval to Operate a Girls' Group Home

My name is Delette Adams, and I am requesting approval to operate a girls' group home with the goal of providing a safe, structured, and supportive environment for young girls who may be facing difficult circumstances in their lives. I am passionate about creating a home-like setting where residents can feel secure, valued, and encouraged to reach their full potential.

My purpose in establishing this group home is to provide guidance, stability, and positive mentorship while helping young girls develop important life skills, build confidence, and achieve personal and educational goals. I believe every child deserves access to a nurturing environment that promotes growth, responsibility, self-respect, and emotional well-being.

As an operator, I am committed to maintaining a professional, compassionate, and well-managed facility that complies with all local and state regulations. My goal is to make a positive impact in the community by offering a place where young girls can receive the support, resources, and encouragement they need to become successful, independent, and productive members of society.

I respectfully request approval for this use permit and look forward to serving the community through this important work.

Sincerely,

Delette Adams
Manager/Supervisor

Delette Adams

8 June 2026

Request for Approval to Operate a Girls' Group Home

My name is Delette Adams, and I am requesting approval to operate a girls' group home with the goal of providing a safe, structured, and supportive environment for young girls who may be facing difficult circumstances in their lives. I am passionate about creating a home-like setting where residents can feel secure, valued, and encouraged to reach their full potential.

My purpose in establishing this group home is to provide guidance, stability, and positive mentorship while helping young girls develop important life skills, build confidence, and achieve personal and educational goals. I believe every child deserves access to a nurturing environment that promotes growth, responsibility, self-respect, and emotional well-being.

As an operator, I am committed to maintaining a professional, compassionate, and well-managed facility that complies with all local and state regulations. My goal is to make a positive impact in the community by offering a place where young girls can receive the support, resources, and encouragement they need to become successful, independent, and productive members of society.

I respectfully request approval for this use permit and look forward to serving the community through this important work.

Sincerely,

Delette Adams
Manager/Supervisor

SUMMARY STATEMENT IN SUPPORT OF SPECIAL USE PERMIT APPLICATION

Michelle's Safe Haven
306 Clover Drive
Slidell, Louisiana 70458

Purpose and Need for the Facility

Michelle's Safe Haven is a residential group home designed to provide a safe, stable, and nurturing environment for adolescent girls ages 12 through 17 who are unable to safely remain in their current living situations due to abuse, neglect, abandonment, family crisis, behavioral concerns, or other circumstances requiring out-of-home placement.

There is a significant need within the community and surrounding parishes for quality residential care facilities that provide structured supervision, emotional support, educational assistance, and life skills development for vulnerable youth. Many children entering foster care or protective custody require a stable home-like environment where they can heal from trauma, continue their education, and develop the skills necessary to become productive and independent adults.

Michelle's Safe Haven will provide twenty-four-hour care and supervision by trained staff and medical professionals. The facility will operate on a shift schedule consisting of:

First Shift: 7:00 AM – 3:00 PM

Second Shift: 3:00 PM – 11:00 PM

Third Shift: 11:00 PM – 7:00 AM

This staffing model ensures continuous supervision, safety, and support for all residents.

Daily Living and Individual Child Care

Each resident will receive individualized care based on her specific needs, goals, educational requirements, and emotional well-being. A typical day for a resident may include:

Morning Routine

Residents will begin their day with personal hygiene, room organization, breakfast, and preparation for school or educational programming. Staff will provide guidance, encouragement, and assistance as needed.

Education and Academic Support

Education is a priority at Michelle's Safe Haven. Residents will attend school and receive academic support, tutoring assistance, and educational advocacy to help them achieve academic success and maintain grade-level progress.

Health and Wellness

Medical professionals will oversee medication administration, monitor health concerns, coordinate medical appointments, and ensure residents receive necessary healthcare services. Mental health services and counseling referrals will be coordinated as needed.

Life Skills Development

Residents will participate in age-appropriate life skills training, including budgeting, cooking, household responsibilities, communication skills, conflict resolution, personal hygiene, and employment readiness.

Recreation and Social Development

Structured recreational activities will promote healthy relationships, self-confidence, teamwork, and positive social interactions. Residents will be encouraged to participate in community activities, hobbies, and physical exercise.

Evening Routine

Evenings will include dinner, homework assistance, counseling activities when appropriate, household responsibilities, recreational time, and preparation for bedtime. Staff will ensure a structured and supportive environment that promotes safety and emotional stability.

Benefits to Each Child

Michelle's Safe Haven will provide each resident with:

A safe and stable living environment

Continuous adult supervision and support

Access to medical and mental health services

Educational support and advocacy

Life skills training for independent living

Positive role models and mentorship

Emotional support and trauma-informed care

Opportunities for personal growth and development

The goal is to help each child achieve stability, improve self-esteem, develop healthy coping skills, and prepare for a successful future.

ACKNOWLEDGEMENT OF GENERAL STANDARDS

Standard No. 1 – Harmony with Surrounding Land Uses

The proposed group home is located at 306 Clover Drive, Slidell, Louisiana 70458. The facility will operate within an existing residential structure and will maintain a residential appearance consistent with the surrounding neighborhood. The size of the residence

and the nature of the operation are compatible with neighboring residential uses. The facility is intended to function as a home-like environment and will not generate excessive traffic, noise, or activity inconsistent with the character of the area.

Standard No. 2 – Time Limit Requirement

The applicant requests that the Special Use Permit remain valid for as long as Michelle's Safe Haven continues to operate in compliance with all applicable local, state, and federal regulations governing residential group homes and childcare facilities.

Standard No. 3 – Hours of Operation and Site Maintenance

Michelle's Safe Haven will operate twenty-four (24) hours per day, seven (7) days per week to provide continuous care and supervision for residents. Staff coverage will be maintained through three scheduled shifts. The property will be maintained in a clean and orderly condition. Existing landscaping will be preserved and maintained to enhance the residential character of the property.

Standard No. 4 – Structures, Fencing, and Landscaping

The existing residence and any fencing or landscaping will be maintained in a manner that protects the character of the neighborhood. The facility will not hinder adjacent property development or use. Any future improvements will comply with local zoning and building regulations and will be designed to complement surrounding properties.

Standard No. 5 – Parking and Traffic Safety

Adequate parking is available on-site within the existing driveway. Staff and authorized visitors will utilize designated parking areas. Traffic generated by the facility is expected to be minimal and consistent with residential use. Ingress and egress to the property provide safe access for staff, residents, emergency responders, and approved visitors.

Standard No. 6 – Utilities and Infrastructure

The property is served by existing utility services, including electricity, water, internet, Wi-Fi, and municipal sewer services. All necessary utilities and facilities are available to support the operation of the group home.

Standard No. 7 – Environmental Health, Safety, and Welfare

Michelle's Safe Haven is committed to maintaining a safe environment for residents, staff, and the surrounding community. The facility will comply with all applicable fire safety regulations, building codes, health standards, emergency preparedness requirements, and licensing regulations. Safety measures will include smoke detectors, fire extinguishers, emergency evacuation procedures, staff training, medication management protocols, and continuous supervision of residents to ensure the health, safety, and welfare of all occupants.

Michelle's Safe Haven Foster Care Staff Handbook

Welcome to Michelle's Safe Haven. This handbook is designed to provide guidance, expectations, and daily responsibilities for foster care staff members working within the facility. All staff are expected to maintain professionalism, provide compassionate care, ensure safety, and support the emotional and physical well-being of all residents.

Mission Statement

Our mission is to provide a safe, structured, supportive, and nurturing environment for children and youth in foster care while promoting stability, healing, and growth.

Core Expectations for All Staff

- Maintain resident confidentiality.
- Treat all residents with dignity and respect.
- Ensure safety and supervision at all times.
- Document all incidents, behaviors, and concerns accurately.
- Follow medication administration and safety procedures.
- Maintain professional communication with coworkers, residents, and families.
- Report emergencies, abuse concerns, or safety risks immediately.
- Arrive on time and prepared for shift handoff.

1st Shift (7:00 AM – 3:00 PM)

- Conduct morning wake-up routines.
- Assist residents with hygiene, dressing, and breakfast.
- Ensure school preparation and transportation readiness.
- Complete room checks and cleanliness inspections.
- Administer morning medications as assigned.
- Document behaviors, appointments, and daily progress notes.
- Coordinate appointments, school communication, and case management updates.
- Provide supervision during educational or recreational activities.
- Complete shift report before handoff.

2nd Shift (3:00 PM – 11:00 PM)

- Receive detailed handoff from 1st shift staff.
- Supervise after-school activities and homework time.
- Prepare and/or supervise dinner routines.
- Monitor resident behaviors and peer interactions.
- Conduct recreational and life skills activities.
- Administer evening medications as assigned.
- Ensure bedtime routines are followed.

Michelle's Safe Haven

All staff are required to Complete and Pass a Mandated Reporting Course on @Moodle.lcwta.org before beginning work. The Mandated Reporter online training Certificate is designed to help early childhood and school-age professionals understand their responsibilities as mandated reporters, who must report any suspicion of child maltreatment. Participants will learn about reporting requirements, signs and symptoms of various types of maltreatment, as well as the potential long-term impacts of specific types of abuse or neglect.



Residential Home Standards Type IV

Revisions effective November 1, 2024 are noted in yellow highlight.

Licensing Section
P.O. Box 260036
Baton Rouge, LA 70826
Phone: (225) 342-4350
Fax: (225) 219-4363
Web address: www.DCFS.louisiana.gov

2. After the residential home's location has been established, a completed initial license application packet for an applicant shall be submitted to and approved by the department prior to an applicant providing services. The completed initial licensing packet shall include:

- a. completed application and non-refundable fee;
- b. current Office of State Fire Marshal approval for occupancy;
- c. current Office of Public Health, Sanitarian Services approval;
- d. current city fire department approval (if applicable);
- e. city or parish building permit office approval (if applicable);
- f. local zoning approval (if applicable);
- g. copy of proof of current general liability and current property insurance for facility;
- h. copy of current proof of insurance for vehicle(s) used to transport residents or children of residents;
- i. organizational chart or equivalent list of staff titles and supervisory chain of command;
- j. verification of experience and educational requirements for the program director ;
- k. verification of experience and educational requirements for the service plan manager ;
- l. list of consultant/contract staff to include name, contact info, and responsibilities;
- m. list of all staff to include staff's name and position;
- n. a floor sketch or drawing of the premises to be licensed;
- o. any other documentation or information required by the department for licensure;
- p. documentation of a fingerprint-based satisfactory criminal record check through the FBI for all staff, volunteers, contractors, and owners of the facility as noted in §7124 , and required by R.S. 46:51.2 and 15:587.1. CBC shall be dated prior to the issue date of the initial license, but no earlier than 45 days before the application has been received by the Licensing Section;
- q. documentation of a state central registry clearance as required in §7112;
- r. current approval from the Department of Education, if educational services will be provided on-site for residents;
- s. copy of the completed reasonable and prudent parent authorized representative form;
- t. three signed reference letters dated within three months prior to hire for program director attesting affirmatively to his/her character, qualifications, and suitability to manage the program; and
- u. three signed reference letters dated within three months prior to hire for service plan manager attesting affirmatively to his/her character, qualifications, and suitability for the position.

3. If the initial licensing packet is incomplete, the applicant will be notified of the missing information and will have 45 calendar days to submit the additional requested information. If the department does not receive the additional requested information within the 45 calendar days, the application will be closed and the fee forfeited. After an initial licensing application is closed, an applicant who is still interested in

becoming a residential home provider shall submit a new initial licensing packet with a new initial licensing fee to restart the initial licensing process.

4. Once the department has determined the initial licensing packet is complete, Licensing Section staff will attempt to contact the applicant to schedule an initial inspection; however it is the applicant's responsibility to coordinate the initial inspection. If an applicant fails to schedule the initial inspection within 45 calendar days of the notification, the initial licensing application shall be closed and fee forfeited.

5. After an initial licensing application is closed, an applicant who is still interested in becoming a residential home provider shall submit a new initial licensing packet with a new initial licensing fee to restart the initial licensing process.

6. After the completed application and non-refundable fee have been received by the Licensing Section, Licensing Section staff will notify the Office of State Fire Marshal, Office of City Fire Department (if applicable), and Office of Public Health that an application for licensure has been submitted. However, it is the applicant's responsibility to request and obtain these inspections and approvals.

C. Initial Licensing Inspection

1. Prior to the initial license being issued to the residential home provider, an initial licensing inspection shall be conducted on-site at the residential home to assure compliance with all licensing standards. The initial licensing inspection shall be an announced inspection. No resident shall be provided services by the residential home provider until the initial licensing inspection has been performed and the department has issued an initial license. If the provider is in operation in violation of the law, the licensing inspection shall not be conducted. In these instances, the application shall be denied and DCFS shall pursue legal remedies.

2. In the event the initial licensing inspection finds the residential home provider is compliant with all licensing laws and standards, and is compliant with all other required statutes, laws, ordinances, rules, regulations, and fees, the department may issue a license to the provider. The license shall be valid until the expiration date shown on the license, unless the license is modified, extended, revoked, suspended, or terminated.

3. In the event the initial licensing inspection finds the residential home provider is noncompliant with any licensing laws or standards, or any other required statutes, laws, ordinances, rules, or regulations, the department may conduct a follow-up inspection to verify compliance with all licensing laws or standards and other required statutes, laws, ordinances, rules, or regulations.

4. The application shall be denied if the department is unable to issue a license within 180 calendar days of receipt of the completed initial application packet due to provider non-compliance.

5. When issued, residential home provider licenses shall specify the licensed bed capacity. Children of residents shall not be counted in the facility's licensed capacity; however the license will note if the provider is licensed to provide services to children of residents.

D. Fees and Notification of Changes

1. All fees are non-refundable and shall be paid by money order, certified check, or electronic payment, if available, made payable to DCFS-Licensing Section.

2. In accordance with R.S 46:1406(E), there shall be a non-refundable fee as prescribed by the department for a license or renewed license, payable to the department with the initial licensing application, CHOL application, CHOW application, and prior to the last day of the anniversary month of the license as listed below, based on capacity.

4 to 6 Residents	7 to 15 Residents	16 or More Residents
\$400	\$500	\$600

NOTE: Children of residents are not counted in the facility's licensed capacity.

8:23 82%

12-17	1,121
Ages 18+	3
Total	4,173

These figures are especially relevant because your proposed residential home would serve girls ages 12-17, and there are 1,121 youth in that age range currently in foster care in Louisiana. Department of Children & Family Services

Boys vs. Girls in Louisiana Foster Care

Louisiana's publicly available DCFS reports do not appear to publish a current statewide gender breakdown of children in foster care. However, national foster care data generally shows that boys make up a slightly larger percentage of children in care than girls (roughly 52% boys and 48% girls). Reddit

Using that national pattern as an estimate for Louisiana's 1,121 youth ages 12-17 would suggest approximately:

- 583 boys
- 538 girls

+ Reply to ChatGPT



**Louisiana Foster Care Statistics (2024)**

Prepared for Michelle's Safe Haven Youth Center

Source: Louisiana Department of Children and Family Services (DCFS)

Louisiana Foster Care Population by Age Group

Age Group	Number of Children in Foster Care
Ages 0-5	1,969
Ages 6-11	1,080
Ages 12-17	1,121
Ages 18+	3
Total Children in Care	4,173

Youth Ages 12-17 (Target Population)

Category	Estimated Number
Boys	583
Girls	538
Total Youth Ages 12-17	1,121

Note: Louisiana does not currently publish a statewide gender breakdown. The boys/girls figures above are estimates based on national foster care trends.

Statement of Need

According to the Louisiana Department of Children and Family Services, more than 4,100 children are currently in foster care throughout Louisiana. Of those, approximately 1,121 youth are between the ages of 12 and 17, representing one of the most vulnerable populations in the child welfare system.

Many adolescent girls face challenges including trauma, abuse, neglect, homelessness, family instability, mental health concerns, and a lack of safe and supportive housing options. The continued shortage of foster homes and residential placements highlights the need for programs that provide structure, stability, life-skills development, educational support, and emotional healing.

Michelle's Safe Haven Youth Center seeks to address this need by providing a safe, nurturing, and empowering residential environment for adolescent girls ages 12-17, helping them build confidence, resilience, and the skills necessary to transition successfully into adulthood.

8:22 82%
boys and girls that are in
Louisiana child care sys

Carlos and Delette,

If you're preparing to open a residential home for adolescent girls in Louisiana, these statistics can help demonstrate the need for your services.

According to the Louisiana Department of Children and Family Services (DCFS), as of May 28, 2024, there were 4,173 children in foster care statewide. Department of Children & Family Services

Louisiana Foster Care Population (2024)

Age Group	Number of Children
Ages 0-5	1,969
Ages 6-11	1,080
Ages 12-17	1,121
Ages 18+	3
Total	4,173

These figures are especially relevant because your proposed residential home would serve

+ Reply to ChatGPT



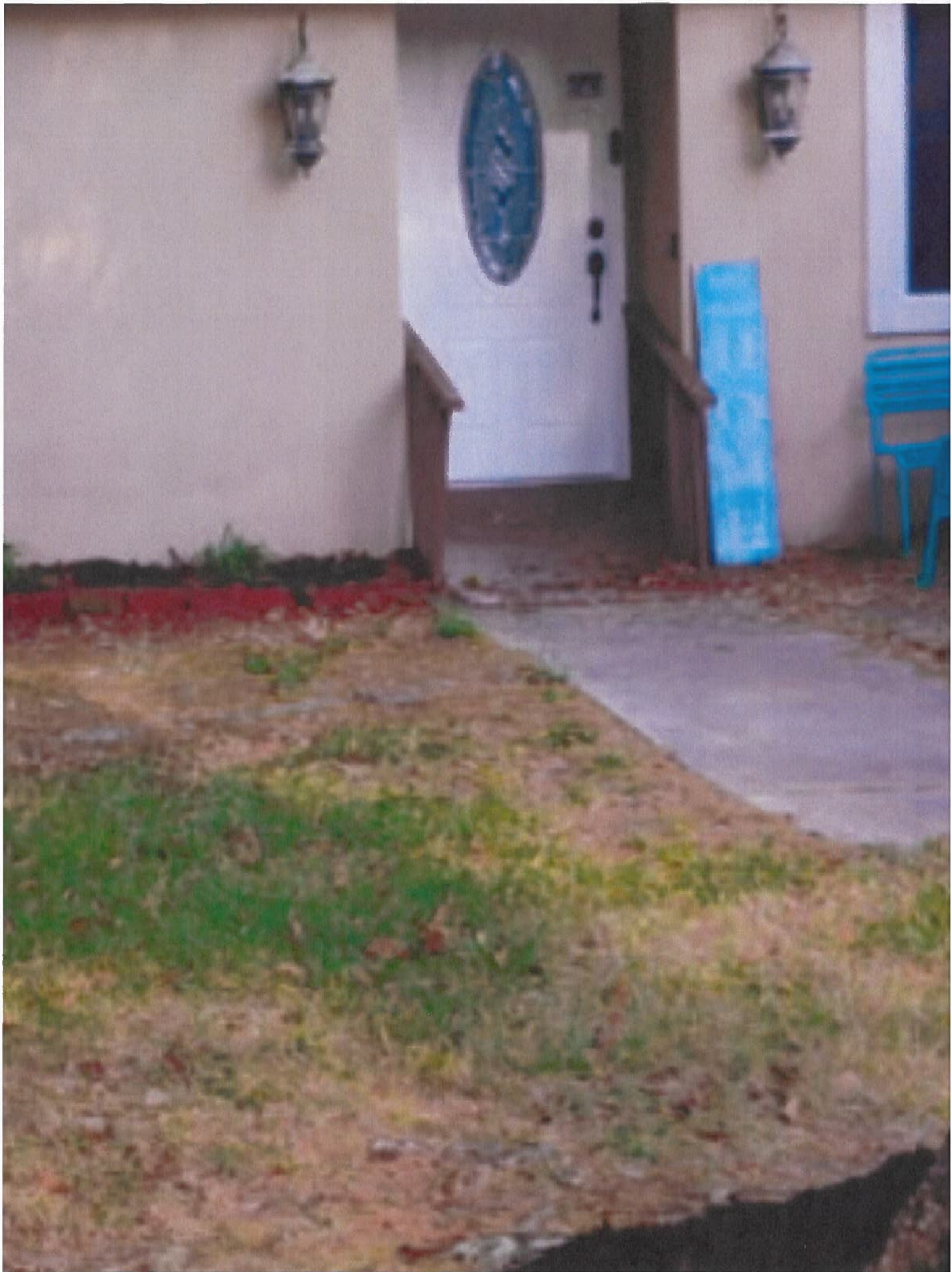


WELCOME

WELCOME











Michelle's SAFE HAVEN YOUTH CENTER

HOUSE RULES

1 YOU ARE TO RESPECT EACH OTHER 

2 RESPECT EACH OTHER SPACE 

3 FINISH YOUR ASSIGNED CHORES 

4 FINISH YOUR HOMEWORK FIRST 

5 NO BULLYING OR DISRESPECTING EACH OTHER 

6 COMMUNICATE HONESTLY AND OPENLY 

7 USE SOCIAL MEDIA RESPONSIBLY IT WILL BE MONITORED AND CHECKED 

8 BE PRESENT DURING FAMILY ACTIVITY 

9 BE A RESPONSIBLE STUDENT 

10 WE ARE TO RESPECT OUR NEIGHBORS 

RESPECT • LOVE • RESPONSIBILITY • COMMUNITY

Building a safe place, shaping brighter futures! ❤️



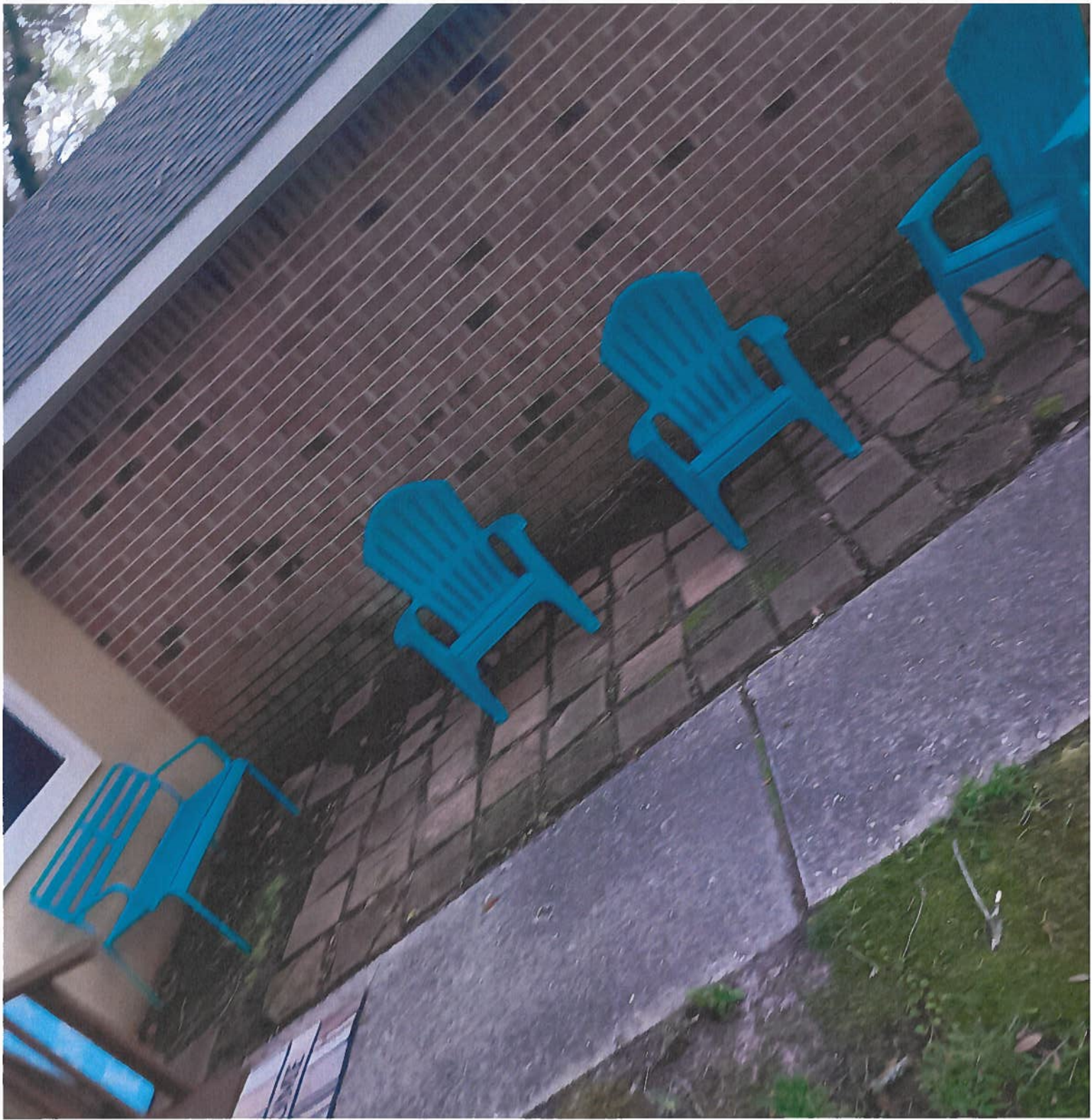
















Handwritten text on a yellow sign, possibly a notice or advertisement, located on the lawn in the foreground.