

CITY PLANNING COMMISSION
CITY OF NEW ORLEANS

LATOYA CANTRELL
MAYOR

ROBERT D. RIVERS
EXECUTIVE DIRECTOR

November 14, 2025

TO: Joseph Threat
Chief Administrative Office
City of New Orleans

Lora Johnson
Clerk of Council
New Orleans City Council4

FROM: Robert D. Rivers
Executive Director
New Orleans City Planning Commission

SUBJECT: City Planning Commission Approval of Amendment to the Subdivision Regulations

In compliance with City of New Orleans Code Section 2-1000(d), the City Planning Commission submits the following information concerning adoption of an amendment to the subdivision regulations relative to the Neighborhood Participation Program requirement for Major Subdivisions:

1. Report
Consistent with City Code provisions, a written report detailing the public hearing process, comments/suggestions made or received, together with a statement concerning the fiscal impact of the new regulations.
2. Proposed amendment enacted by the City Planning Commission
Amendment approved by the City Planning Commission at the October 28, 2025 regular meeting.
3. Minutes of the public hearing held during the October 28, 2025 regular meeting of the City Planning Commission
A public hearing was conducted during the regular meeting of the City Planning Commission. There was no comment made by members of the public.
4. Legal Notice of Public Hearing Published in the New Orleans Advocate
Attached as Exhibit A is a copy of the public notice that was advertised in the official journal on October 15 and October 22, 2025.
5. Draft resolution
Draft resolution for consideration by the New Orleans City Council.

If you have any questions or need additional information, please contact me.

New Orleans City Planning Commission

Subdivision Regulations Amendment Report

Consistent with New Orleans City Code Section 2-1000(d), the New Orleans City Planning Commission submits this report concerning approval of an amendment to the regulations governing the subdivision of land.

I. What is the Article/Section for proposed amendment?

Article 3, Section 3.2.2 Project Neighborhood Participation Program (Major Subdivision Only)

II. What is the problem that needs to be addressed?

Since the subdivision regulations were last revised in September 2024, all major subdivisions have been required to include a Project Neighborhood Participation Program (Project NPP). The purpose of the NPP process is to encourage meaningful community engagement on land use actions that affect neighborhoods before land use applications are submitted to the Planning Commission staff. However, in the past year of administering the review of subdivision requests, the City Planning Commission staff came across several cases of major subdivisions that, because of their specific characteristics, did not create any impact on surrounding development, and therefore, did not justify the need for a neighborhood participation program.

Major subdivisions are defined in the New Orleans Subdivision Regulations and by State Law as subdivisions that meets at least one of the following:

- divide existing lot(s) into six or more new lots; and/or
- includes a site over two acres in size; and/or
- includes a site formed by eleven or more lots; and/or
- create any new street (public or private); and/or
- create any public improvement or infrastructure.

All major subdivisions are required to be heard by the City Planning Commission at a public hearing, and since September 2024, all major subdivisions require a Project NPP prior to submission of an application to the Planning Commission. Staff believes that the NPP process is beneficial for major subdivisions that divide existing lots into six or more new lots, because creating six or more new lots for development does affect surrounding neighborhoods.

However, the NPP process becomes a burdensome part of the application process for major subdivisions that include a site over 2 acres but simply shift a common lot line between two lots, reduce the number of existing lots, or create just a few (5 maximum) compliant lots out of one lot. The three re-subdivision surveys shown below are examples of re-subdivisions submitted within

the past few months that qualified as major subdivisions because they encompassed sites over two acres. The applicants were all required to hold an NPP meeting and their applications had to be heard at a City Planning Commission public hearing.

In Figure 1 below, the common property line between Lot C1, a 12 acres lot developed with a large retailer and Lot 1, a 7,721 square foot lot developed with a single-family residence, was to be shifted approximately three feet. Figure 1a shows the overall site, while Figure 1b shows a close-up view of the lot line shift at the rear of Lot 1. Existing lot lines are shown in dotted lines and proposed lot lines in bold lines. The proposed re-subdivision had no impact on surrounding properties.

Figure 1a: Resubdivision of Lot C1 and Lot 1 into Lot C1A and Lot 1A

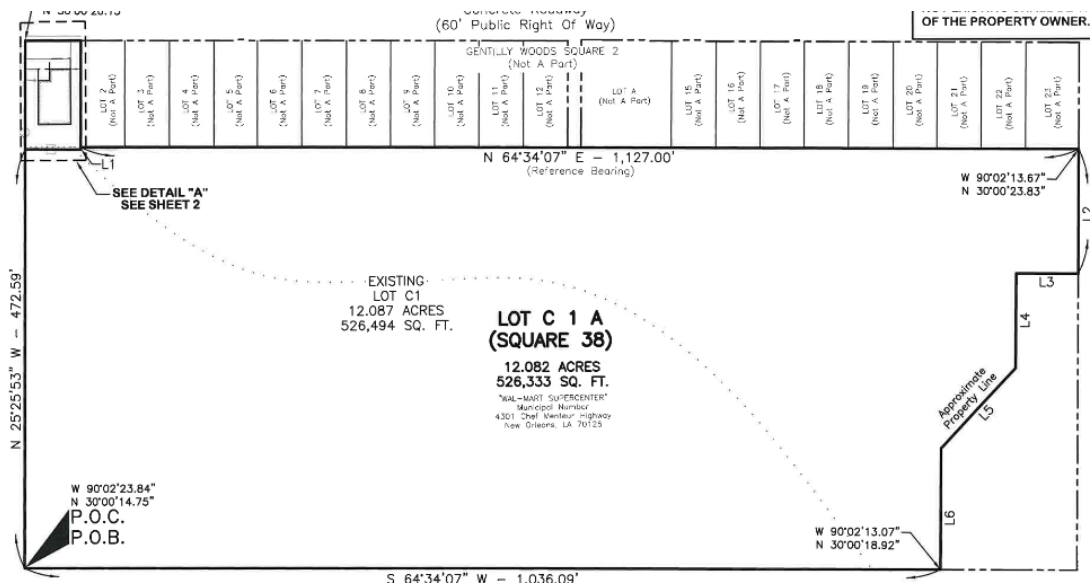


Figure 1b. Existing Lot 1 and Proposed Lot 1A

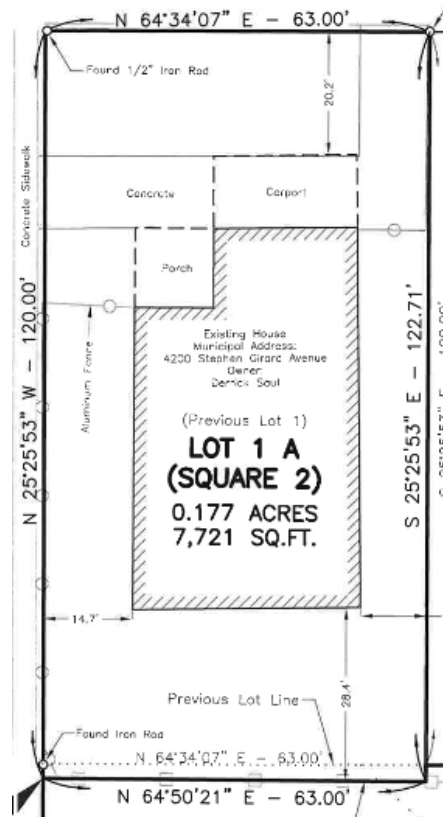
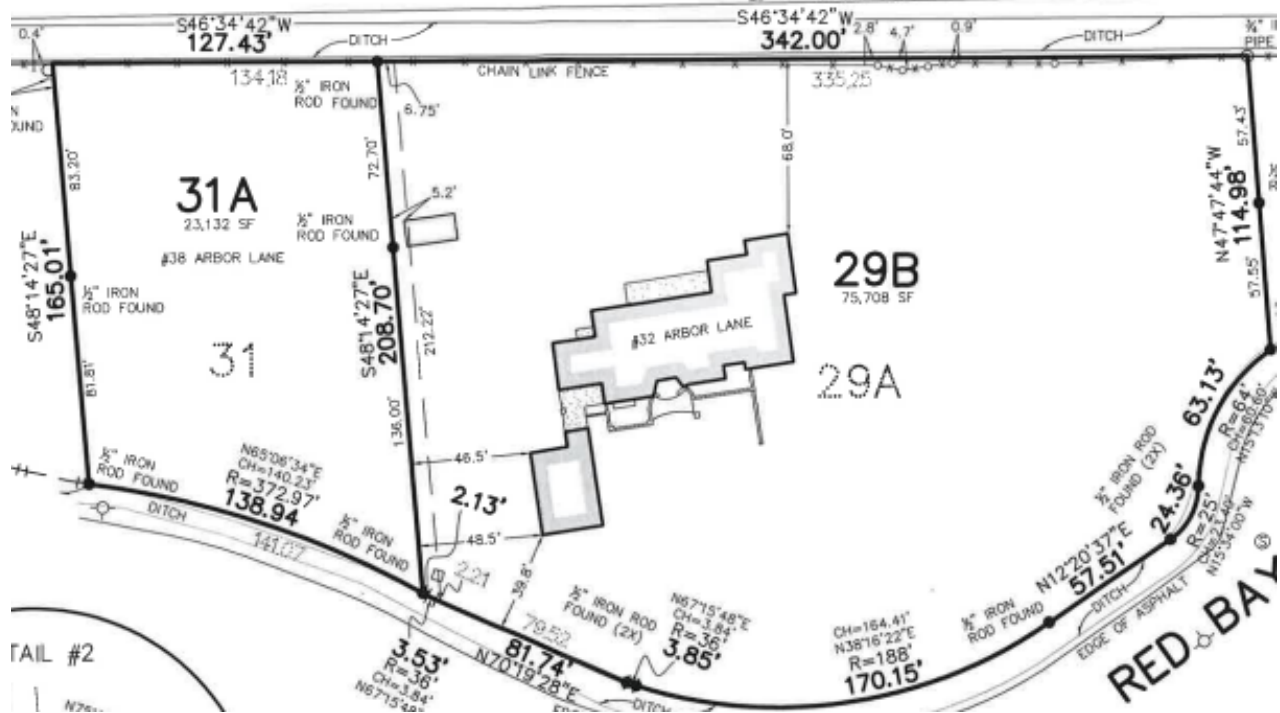


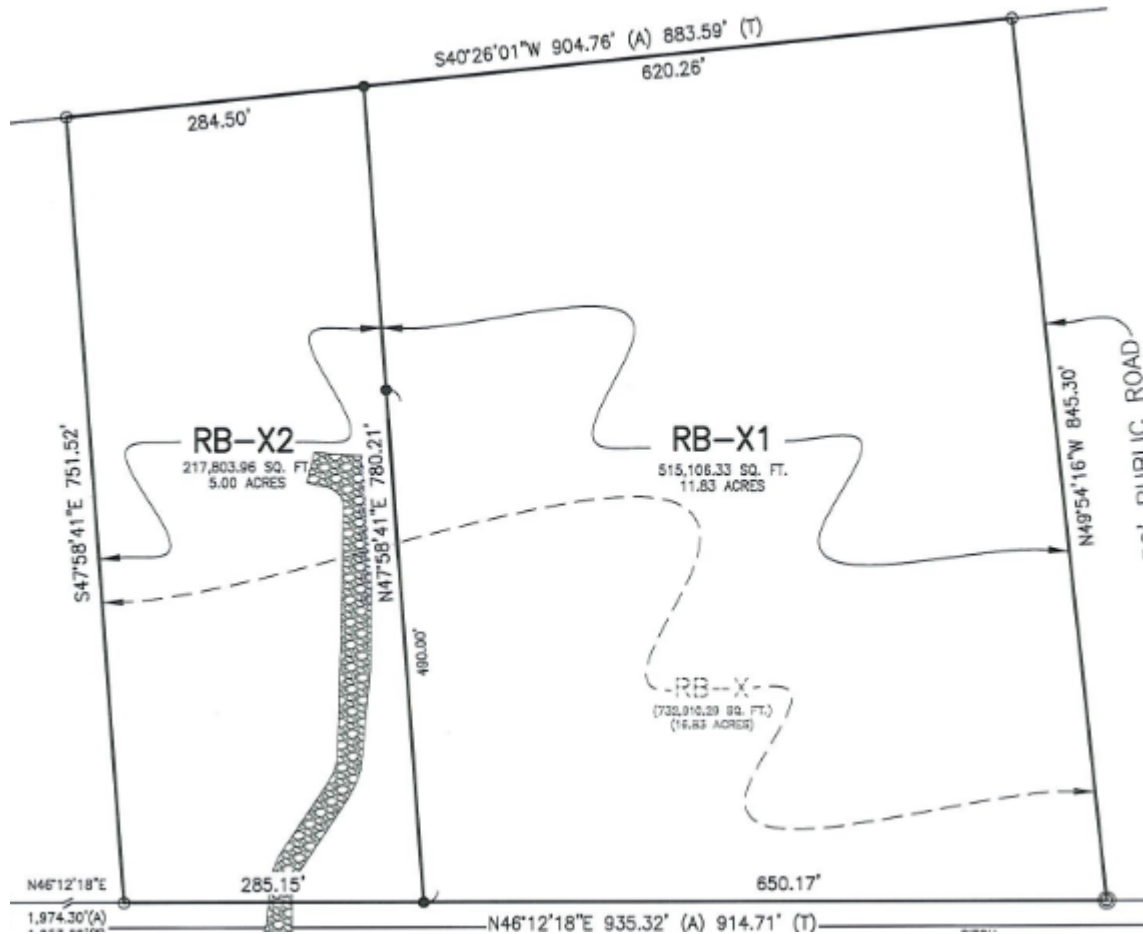
Figure 2 below shows a similar case, where a property owner requested that the common lot line between Lot 31 and Lot 29A be shifted 5.2 feet to the left.

Figure 2. Resubdivision of Lot 29A and Lot 31 into Lot 29B and Lot 31A



In addition to simple lot line shifts like these, major subdivisions can also reduce the number of lots on a site over two acres, or res-ubdivide one large lot over 2 acres into two, three, four or five smaller lots. For example, the subdivision below in Figure 3 proposed to re-subdivide one 17 acres lot (Lot RB-X) into two lots of approximately 12 acres and 5 acres (Lots RB-X1 and RB-X2). While creating a new lot, this major subdivision does not trigger more impacts than a minor subdivision of 1 lot into 2 lots under 2 acres.

Figure 3. Resubdivision of Lot RB-X into Lots RB-X1 and RB-X2



In all the above examples, because the petitioned sites were above 2 acres, the applicants were required to hold an NPP meeting prior to submitting their subdivision application. This requirement involves mailing out NPP letters invitations to every property owner and resident within 600 feet of the petitioned site, in addition to registered neighborhood organizations and City Council members. Applicants have had to bear the cost of mailing potentially several hundred letters to their neighbors, depending on the density of the surrounding area.

As major subdivisions, all of those requests are required to be heard at a Planning Commission public hearing. Public notice is required to be published in the official journal of the City of New Orleans at least 20 days before the public hearing and mailed out by staff to all property owners and occupants within 600 feet and registered neighborhood associations at least 15 days prior to the public hearing.

Considering the lack of impact those subdivisions have on adjacent properties, and the fact that they are already subject to public notice and public hearing, staff believes that the NPP requirement is a burdensome requirement that should be eliminated. This proposal would accomplish one of

the identified land use barrier in the recent Land Use Barrier Study adopted by the City Planning Commission.

III. What are the existing regulations and changes proposed by the City Planning Commission staff to address the problem?

The City Planning Commission staff proposes the following language. Staff's proposed deletions are shown below in ~~striketrough~~ text while proposed insertions are shown below with new language shown in **bold underlined** text:

3.2.2 Neighborhood Participation Program (Major Subdivision Only)

All applications for major subdivisions **that create more than 5 lots or create a street or public improvement/infrastructure** (~~creation of more than 5 lots~~) shall include a Project Neighborhood Participation Program (Project NPP). ~~A Project NPP is not required for any minor subdivision (creation of 5 lots or less).~~ Until all required NPP documents are submitted to CPC staff, including the meeting notice letter, sign-in sheets, and NPP meeting summary, the request will not be deemed complete for the purpose of a completeness review as provided in Section 3.2.4.

IV. What is the benefit of the proposed amendment?

The proposed amendment would help ensure that the NPP process is effective in fulfilling its true purpose of encouraging meaningful community engagement for developments that have impacts on their surrounding properties, rather than being perceived simply as a burdensome part of the application process.

V. Public Hearing and Comments

Public Notice of the October 28, 2025 City Planning Commission Regular Meeting

Public notice advertising that the City Planning Commission would consider the proposed amendment at its October 28, 2025 meeting was published in the official journal on October 15 and October 22, 2025. The notice is attached as Exhibit A.

City Planning Commission Regular Meeting of October 28, 2025

The City Planning Commission staff summarized the proposed amendment. There was no public comment.

Commissioner Steeg made a motion to approve the proposed regulations. The motion was seconded by Commissioner Poché and adopted unanimously.

YEAS: Joshi-Gupta, Kepper, Poché, Steeg, Stewart, Witry

NAYS: None

ABSENT: Flick, Jordan

VI. Fiscal Impact

There will be no fiscal impact to the City. The proposed regulations do not require any additional funding to implement.

Exhibit A

CITY PLANNING COMMISSION PUBLIC HEARING NOTICE

TUESDAY, OCTOBER 28, 2025, 1:30 P.M.

PUBLIC HEARING

**CITY HALL, 1300 PERDIDO STREET
8TH FLOOR CONFERENCE ROOM 8E10**

The City Planning Commission, in accordance with the provisions of the City Code, will hold public hearing on the following matter:

Subdivision Regulations Revision

Issue involved: An amendment to Section 3.2.2 of the Subdivision Regulations (subdivision.nola.gov) to require a pre-application Neighborhood Participation Program (NPP) meeting only for subdivisions proposing to create six or more lots and/or a new street or public infrastructure. Major subdivisions not meeting those criteria would not be required to hold an NPP meeting.

Fiscal impact: None

Contact: Stephen Kroll, Planning Administrator, skroll@nola.gov, 504-658-7010
Sabine Lebailleur, Assistant Planning Administrator, selebailleur@nola.gov, 504-658-7008

The written public comment deadline is 5 pm on the Monday that is 8 days before the meeting date.

In person public comment:

The City Planning Commission will hear proponents and opponents to the above proposed changes to the Subdivision Regulations of the City of New Orleans. All interested parties are encouraged to attend and all relevant comments concerning the proposed changes are encouraged. The CPC has established public hearing rules within its Administrative Rules, Policies, & Procedures, which are available on the CPC website (www.nola.gov/cpc).

Written public comment

You may also submit written comments to the Executive Director in advance by mail (1300 Perdido Street, 7th floor, New Orleans LA 70112) or email (CPCinfo@nola.gov). All written comments must be received by 5 p.m. on Monday, October 20.

October 15 and October 22, 2025

Robert Rivers, Executive Director

RESOLUTION

NO. R-25-

CITY HALL: _____

(BY REQUEST)

BY: COUNCILMEMBER:

SECONDED BY:

WHEREAS, Section 5-402 of the Home Rule Charter of the City of New Orleans requires the City Planning Commission to prepare, adopt, amend, and modify regulations governing the subdivision of land; and

WHEREAS, the City's subdivision regulations were last revised in September 2024; and

WHEREAS, all major subdivisions are required to include a Project Neighborhood Participation Program (Project NPP); and

WHEREAS, the purpose of the NPP process is to encourage meaningful community engagement on land use actions that affect neighborhoods before land use applications are submitted to the Planning Commission staff; and

WHEREAS, certain major subdivisions, because of their specific characteristics, do not create any impact on surrounding development, and, therefore, do not justify the need for a neighborhood participation program; and

WHEREAS, the proposed amendment ensures that the NPP process fulfills its true purpose of encouraging meaningful community engagement for major subdivision that have impacts on their surrounding properties, and does not constitute a burdensome part of the application process for subdivisions that do not have any impacts; and

WHEREAS, the proposed amendment refines the subdivision process for greater efficiency; and

WHEREAS, on October 28, 2025, the City Planning Commission held a public meeting, properly advertised and noticed according to law, on this proposed amendment recommended for consideration by the City Planning Commission staff, and, after seeking public comment, adopted new regulations that are attached hereto and hereby made a part of this Resolution; and

WHEREAS, a copy of the October 28, 2025 resolution of the City Planning Commission is attached hereto and hereby made a part of this Resolution; and

WHEREAS, the attached new regulations have been promulgated in accordance with Section 2-1000 of the Code of the City of New Orleans; **NOW THEREFORE**;

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NEW ORLEANS, that the Council hereby adopts the attached amendment to the regulations governing the subdivision of land in the City of New Orleans.

THE FOREGOING RESOLUTION WAS READ IN FULL, THE ROLL WAS CALLED ON THE ADOPTION THEREOF AND RESULTED AS FOLLOWS:

YEAS:

NAYS:

ABSENT:

AND THE RESOLUTION WAS ADOPTED.