

City Planning Commission Neighborhood Participation Program



Background

- Multiple efforts over years to improve communication and neighborhood participation in land use decision making process
- City Charter amendment in 2008
 - and effective neighborhood participation in land use decisions and other issues that affect quality of life. It shall provide for timely notification to a neighborhood of any proposed Land Use Action affecting the neighborhood; it shall also provide the opportunity for meaningful neighborhood review of and comment on such proposals. In addition, it shall provide the opportunity for meaningful neighborhood participation in the formulation of the Master Plan or any amendment thereto."

(Home Rule Charter of the City of New Orleans, Section 5-411). emphasis added

IMPLEMENTING THE NPP

"Land Use Actions" as defined in the City Charter cover a wide range of projects that are governed by different regulations

- Comprehensive Zoning Ordinance: zoning map changes, text amendments, conditional uses, planned developments, variances, etc.
- Subdivision Regulations: major and minor subdivisions
- Home Rule Charter: capital improvement plan, property acquisitions and dispositions
- City Planning Commission Administrative Rules, Policies and Procedures: public hearing rules, property disposition policies, street naming policies, etc.

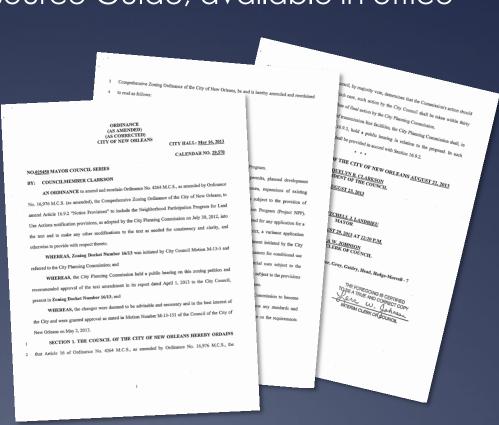
CPC began by drafting NPP regulations for the Comprehensive Zoning Ordinance

NPP LEGISLATION

Ordinance 25,450 M.C.S. adopted by City Council

- Text amendment to zoning code
- Took effect August 30, 2013
- CPC released Citizens' Resource Guide, available in office and on website





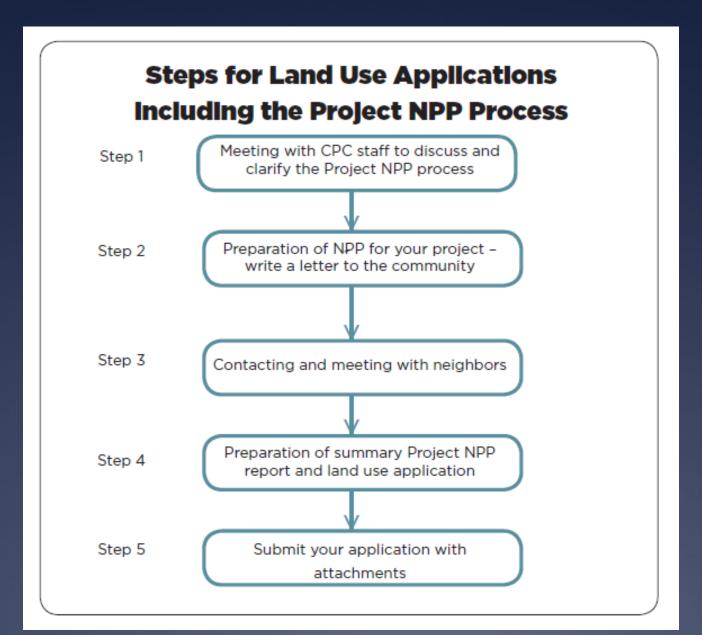
WHICH APPLICATIONS ARE SUBJECT TO NPP?

- Zoning changes
- Conditional uses and planned development districts
- Variances for multi-family and non-residential projects

WHICH APPLICATIONS ARE NOT SUBJECT TO NPP?

- Text amendments
- Overlay zoning districts
- Interim zoning districts
- Variances for single-family and two-family projects
- Zoning amendments initiated by City Council

NPP PROCESS AND REQUIREMENTS



WHO RECEIVES NOTICE OF NEIGHBORHOOD MEETING? Depends on size of project:

If project has site with less than 25,000 s.f. of area <u>and</u> development has less than 25,000 s.f. of floor area:

- Owners and occupants of all properties within 300 feet of boundaries of project site
- Any neighborhood association registered with the City Planning Commission with boundaries that cover any portion of the project site

If project has site of 25,000 s.f. of area or more <u>and</u> development has 25,000 s.f. or more of floor area:

- Owners and occupants of all properties within 600 feet of boundaries of project site
- Any neighborhood association registered with the City Planning Commission with boundaries that cover any portion of the project site

CPC staff provides list to applicant

NOTICE TO OWNERS, OCCUPANTS AND ASSOCIATIONS

Notice must include:

- Type of application (zoning change, variance, etc.)
- Brief description of project
- Contact information
- Date, time and location of meeting
- Site plan, if applicable

Project NPP Community Meeting Invitation (Example)

January 11, 2013 (must be at least 5 days before the meeting date)

Dear Neighbor:

My company, Convenience Pharmacy, L.L.C., owns a building at the corner of Residential Street and My company, Convenience Pharmacy, L.L.C., owns a building at the corner of Residential Street and Commercial Avenue, We'd like to open a new pharmacy at that location. It would operate as a convenience of the pharmacy with a driventhrough window. House of open and pharmacy with a driventhrough window. House of open and pharmacy with a driventhrough window. Commercial Avenue. We drike to open a new pnarmacy at that location, it would operate as a convenience store and pharmacy with a drive-through window. Hours of operation would be 9 a.m. to 9 p.m. Monday through Caheerland

The site is in a location where a drive-through window is a Conditional Use, which means we are required The site is in a location where a drive-through window is a Conditional Use, which means we are required apply for approval to put in a drive-through. Our application has to be heard by the City Planning and the City Pla to apply for approval to put in a drive- through. Our application has to be neard by the City Planning Commission and the City Council. Because you are a nearby neighbor or otherwise interested in the control of the City Council and the control of the City Council and the control of the City Planning o Commission and the City Council, Because you are a nearby neighbor or otherwise interested in the neighborhood, I am inviting you to a meeting where you can learn more about what we propose, and neighborhood, I am inviting you to a meeting where you can learn more about what we propose, and present questions or concerns. We are required to do this before we submit our application to the City

Tuesday, January 19, 2013 at 7:30 pm

ABC church cafeteria, at 456 Residential Ave.

This letter is being delivered through U.S. Mail and through hand deliver. At the meeting, I'll provide a sign-This letter is being delivered through U.S. Mail and through hand deliver. At the meeting, I il provide a sign in sheet to obtain email addresses, so that I can keep you updated if there are any changes to the plans.

I've enclosed some plans to give you a better idea of what we'd like to do. The pharmacy would occupy approximately half of the block on which it would be located with the front padaging automosis. I/ve enclosed some plans to give you a better idea or what we'd like to do. Ine pharmacy would occur
approximately half of the block on which it would be located, with the front pedestrian entrance on approximately hair of the block on which it would be located, with the front pedestrian entrance on residential Street and the drive-through accessed through a parking lot entered on Commercial Street. residential Street and the drive- through accessed through a parking lot entered on commercial Street.

The site is now a former fast-food restaurant that we'd renovate. If we receive approval, we plan to start
the construction work within a month of the accessed through and estimate that the work should fast about they The site is now a former fast-food restaurant that we'd renovate. It we receive approval, we pian to start the construction work within a month of the approval, and estimate that the work should take about three

If you have questions or comments, here's how to reach me. I hope to see you at the meeting on Sincerely.

John Smith

765 Anyname St., New Orleans, LA 12345

Abc123@emalladdress.com

504-123-4567

PROJECT NPP MEETING

- The Project NPP Meeting must be held between 5 and 30 days after notice is provided
- Purpose of the meeting is to provide opportunity for applicants to discuss potential projects with interested parties in the neighborhood
- Applicants must keep records of who attended the meeting and what concerns were raised
- The application must be filed within 90 days of most recent NPP Meeting

NPP SUMMARY REPORT

Report must include:

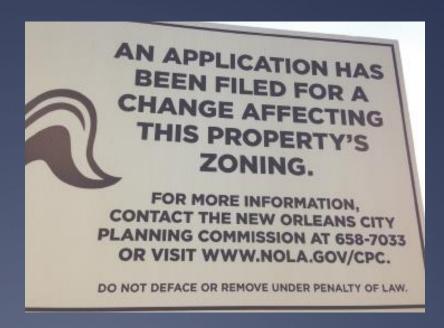
- Dates, times and locations of all meetings
- Names of individuals and associations that were noticed of meeting
- Number of people who participated in the process
- A list of the concerns, issues, and problems expressed by participants
- A statement as to how each concern, issue, and problem is addressed
- Copies of letters, invitations, publications, sign-in sheets, etc.

NPP Report is a required component of the Land Use application

Project NPP Report (Example - To Be Submitted with Application) Date of Report: April 30, 2013 Project Name: Convenience Pharmacy Overview: This report provides results of the implementation of the Project Neighborhood Participation Program for property located at 1234 Ganal Boulevard on the southwest corner of Read and Venus Streets. The applicant instancy on the land application of the supervision of RH-2 to C-2 to permit a pharmacy with a drive-thru window. This report provide a summary of contacts with etizers, neighbors, public advised to the property from provided to learn about and comment on existing the property of provided to learn about and comment on the proposed plans and actions. Comments, sign-in lists, summary sheets, and other materials are attached. 1234 Anyname Street New Orleans, LA 70112 504-555-1212 Email: blackandgold@email.com Neighborhood Meetings: The following dates and locations of all meetings where citizens were Invalidation of the applicant's proposal [comments, sign in lists, and other feedback are Tached). 1. April 5, 2013 - Holly Green Neighborhood Center, ISO Willow Street, 7pm - 8pm, 45 people in attendance. 2. April 10, 2013 - Golden Care Senior Center, 444 St. Xavier Street, Spm - 6pm, 10 people in Correspondence and Telephone Calls: rrespondence and Telephone Latis: 1. March 25, 2013 - letters mailed to contact list, including homes, apartments neighborhood 1. March 26, 2013 - Returns maneu to contact list, including incrines, upon unimals increased associations, outforces and schools. 2. March 26, 2013 - filers distributed within 300 ft. radius of the proposed pharmacy site. 2. Professor, 2013 - There constitution within 2000 to receive or the proposed. 3. April 15 - discussed proposal with neighbor Mary Smith via phone call. Nesuuts: There were 100 persons/addresses invited to the community meeting. See summary below. lere were too persons/audresses invited to the con1. Summary of concerns, issues and problems. Increased traffic in adjacent neighborhood. Impact on school students within 200 feet of the site. Lighting glare on adjacent property Lighting giare on adjacent property. Traffic will be routed to arterials to avoid impact on the neighborhood. Traffic will be routed to arterials to avoid impact on the neighborhood. Parking lot lights will be low glare sodium type positioned away from adjacent property. Parking on lights will be low giare southern type positioned away from adjacents and The pharmacy drive thru window will close by 8pm, reducing noise impacts on the aujacent properties. 3. Concerns, issues, and problems not addressed and why: Concerns, issues, and problem is the decisional arts wity. The pharmacy should not have a negative impact on the nearby school. G1COMPREHENSIVE\NPPLand Use Action Resource Guide (InDesign)

NOTICE AFTER APPLICATION IS FILED

- Signage provided by CPC
- Mailed notice of CPC public hearings to owners, occupants, and associations
- Notice posted on City website, in newspaper, and at CPC office
- Email distribution list (informal)
- NoticeMe emails
- Information available on the One Stop App



NPP 2015 Study

- The CPC has received public comment regarding the implementation of the NPP process.
- The comments have been divided into the following categories for analysis and review:
 - 1. Notification of NPP meetings,
 - 2. Spaces for NPP meetings,
 - 3. Accessibility to NPP data
 - 4. NPP meeting procedures
 - 5. Applications

Notification of NPP Meetings:

- Increase the required notification time of meeting from 5 days to
 10 or 14 days before the scheduled meeting.
- Send email notice of meeting to neighborhood assoc. and other interested parties & copy CPC on email.
- Implement a more standardized/reliable system to send notice:
 i.e., certified mail, and to require proof of notice.
- Expand notification radius for residents/property owners.
- Create a notification radius for neighborhood associations.

Notification of NPP Meetings:

- Require applicant to send notice of CPC hearing to all who attended NPP meeting.
- Require applicant to send NPP report to those who attended meeting 5 days before submission of application.
- Create penalties for not sending out proper meeting notice.

NPP Meeting Spaces

- Standardize the maximum distance from the petitioned site
- Accessibility concerns: i.e., ADA
- Temperature controlled and indoors
- Have the petitioned site be a part of the meeting tour
- Provide list of appropriate/non-appropriate meeting spaces to applicants

Accessibility to NPP Data

- Update "NoticeMe" to include NPP meeting announcements
- Create searchable "NPP" database on CPC site/One Stop
- Create a public "NPP" meeting calendar on CPC website for applicants to post meeting dates

NPP Meeting Procedures

- Have CPC staff attend each meeting.
- Have applicants record the meeting and take notes during meeting.
- Provide applicants with standardized handouts for attendees per each request: i.e. zoning changes = use charts.
- Update standardized sign-in sheet to include a field for attendees to indicate how they received notice of meeting.
- Offer an NPP meeting "training" to applicants prior to having the meeting.

NPP Meeting Procedures

- Specify a reasonable amount of time to address concerns.
- Restrict meeting times to weekday evenings or weekends and to exclude holiday meetings.
- Allow specified time for public comment prior to submittal of application.
- Post staff report in time to receive public comment to be reviewed as part of analysis.
- Updated sign-in sheet to include check box to indicate if you live within 300' of the site.
- Require that all neighborhood assoc. register with NEO.

Applications

- Extend timeframe for submitting application after NPP meeting from 90 days to 180 days.
- Remove NPP exemption for applications initiated by City Council Motion.
- Take picture of posted sign, which was provided by CPC staff.

THANK YOU

www.nola.gov/cpc

cpcinfo@nola.gov

Robert Rivers, Executive Director
City Planning Commission
New Orleans City Hall
1300 Perdido Street, 7th Floor
New Orleans, Louisiana 70112

phone: 504.658.7033

