



# City Planning Commission Neighborhood Participation Program



CITY OF NEW ORLEANS

# Background

- **Multiple efforts over years to improve communication and neighborhood participation in land use decision making process**
- **City Charter amendment in 2008**

“The City shall establish by ordinance a system for organized 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

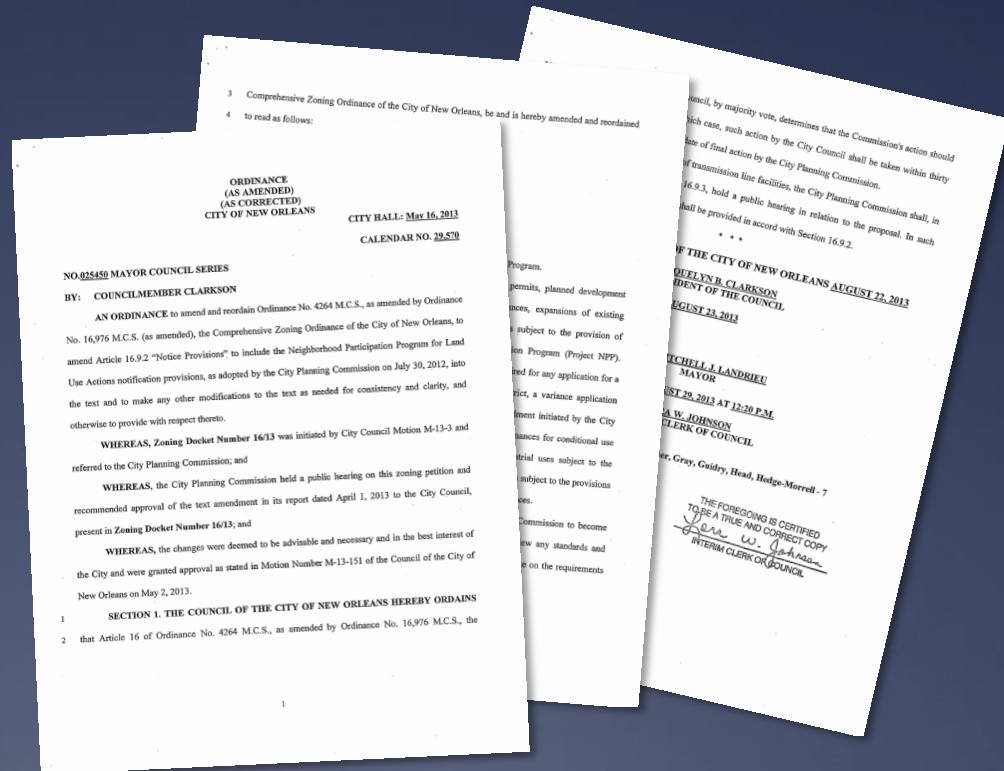
- **Comprehensive Zoning Ordinance:** zoning map changes, text amendments, conditional uses, planned developments, variances, etc.
- **Subdivision Regulations:** major and minor subdivisions
- **Home Rule Charter:** capital improvement plan, property acquisitions and dispositions
- **City Planning Commission 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

## Steps for Land Use Applications Including the Project NPP Process

Step 1

Meeting with CPC staff to discuss and clarify the Project NPP process

Step 2

Preparation of NPP for your project - write a letter to the community

Step 3

Contacting and meeting with neighbors

Step 4

Preparation of summary Project NPP report and land use application

Step 5

Submit your application with attachments

## WHO RECEIVES NOTICE OF NEIGHBORHOOD MEETING?

*Depends on size of project:*

If project has site with **less than 25,000 s.f. of area** and 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** and development has **25,000 s.f. or more of floor area**:

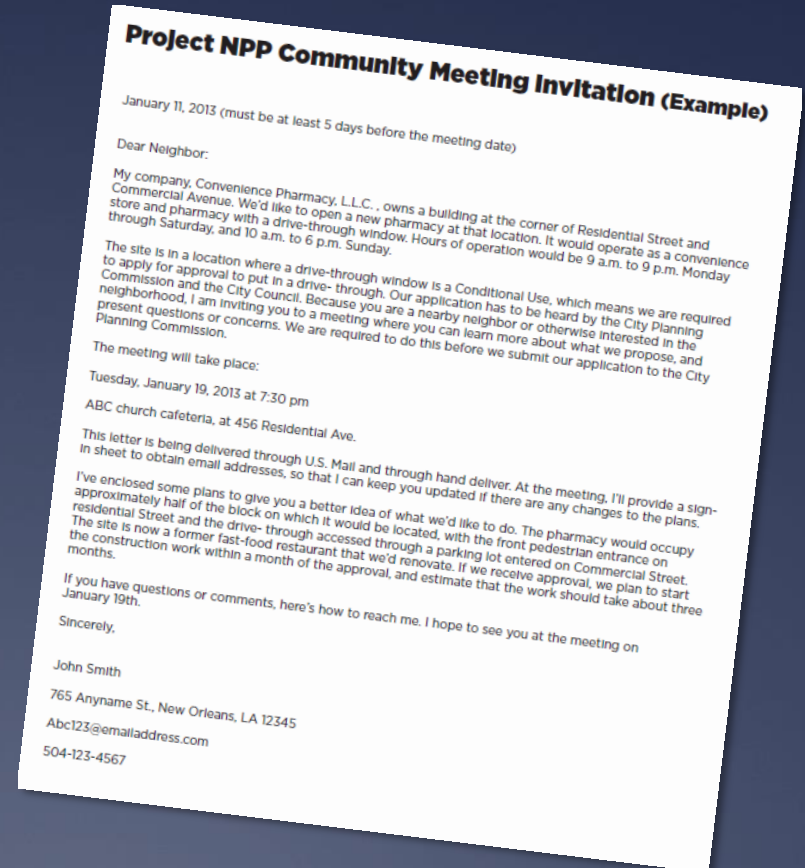
- Owners and occupants of all properties within **600 feet** of boundaries of project site
- Any neighborhood association registered with the City Planning Commission with boundaries that cover any portion of the project site

**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 MEETING

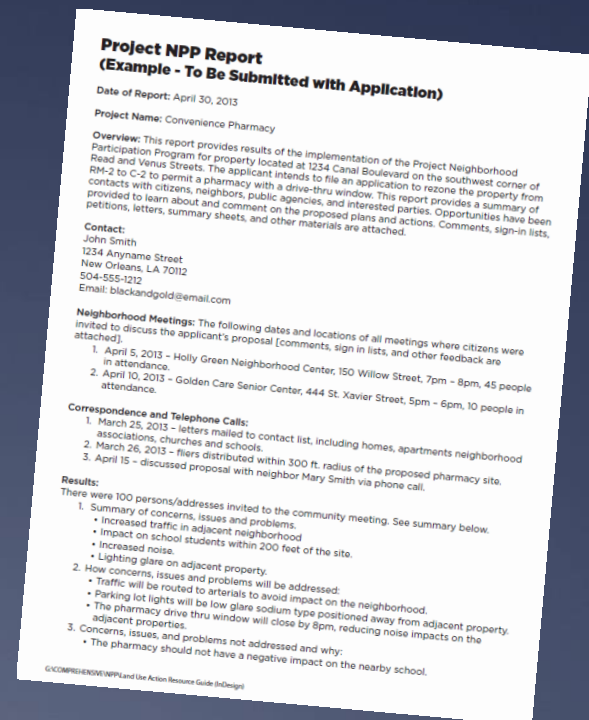
- The Project NPP Meeting must be held **between 5 and 30 days** after notice is provided
- Purpose of the meeting is to provide opportunity for applicants to **discuss potential projects with interested parties** in the neighborhood
- Applicants must keep records of **who attended the meeting** and **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



# 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](http://www.nola.gov/cpc)

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The screenshot shows the City of New Orleans City Planning Commission website. The header includes the city logo, name, and mayor's name. A navigation menu lists various city services. The main content area features a large graphic with the year '2013' and a map. Below this, there are sections for 'City Planning Commission' with a list of services, 'What is the Planning Commission?' with a detailed description of its role, and 'Announcements' with two recent updates: one from April 24, 2014, about the Property Viewer tool, and another from February 18, 2014, about BZA public hearing notices.