



Date _____
Tracking Number _____

MASTER PLAN APPLICATION

APPLICATION FOR AMENDMENT TO PLAN FOR THE 21ST CENTURY: NEW ORLEANS 2030 (THE MASTER PLAN)

Complete Application Required: Use this form for all requests to amend Plan for the 21st Century: New Orleans 2030 (the Master Plan). The City will not process an application that does not have all the required items. To accept your application, each of the items listed under Required Components must be submitted at the same time.

Early Consultation: Prior to submitting an application, the applicant is required to set up a pre-application conference meeting with a City Planner to discuss the proposal. City Planning staff will provide the applicant with assistance and information on the application feasibility, decision criteria, review time, and whether a Neighborhood Participation Program (NPP) meeting is required.

Application Acceptance: All applicants are required to bring in one copy of the application package for informal review by a staff planner, prior to the formal application to ensure that the application is complete. Applications will be accepted at the City Planning Commission between 8:00 AM and 5:00 PM Monday through Thursday and between 8:00 AM and 3:30 PM Friday. No appointment is necessary for the formal application submittal; however, an appointment with a City Planner is necessary for the early consultation. Mailed, faxed or e-mailed applications will not be accepted.

Purpose: The Master Plan is a long-term vision for the future of New Orleans. It contains policy recommendations across a spectrum of topics, but with a particular focus on the built environment. Amendments reflecting updated information, changing trends, best practices, or community goals are generally either text changes or revisions to the Future Land Use Map (FLUM). Text amendments affect the policies of the comprehensive plan on a City-wide level. Map amendments influence the potential uses and development of specific properties. A FLUM amendment may affect a site's zoning designation when zoning is revised comprehensively or when a zoning change application is submitted. Text and map amendments must be consistent with the overall policy intent of the Master Plan. Justification for the change(s) within the context of the Master Plan is the responsibility of the applicant.

When to Apply and Process: In 2016, the amendment application period will begin on April 25th and close on July 14th. Once the amendment application packet is submitted for review, the City Planning Commission will arrange a public meeting and publish a notice in a local newspaper of general circulation at least fifteen days in advance of the meeting. In addition to the public meetings, the City Planning Commission will hold a public hearing(s) to approve, approve with modifications, or disapprove the proposed amendments. A staff report and recommendations will be available to aid the discussion. The Planning Commission's recommendation will be forwarded to the City Council for final disposition.

REQUIRED COMPONENTS

Amendment to Text of Master Plan

- Completed application form
- Reasons for change may address the following criteria:
 - Public benefits from the proposed change
 - Health, safety & welfare
 - Evaluation of current public policy
 - Other factors
- FEE: \$1,500 (*Only applies to descriptions of the Future Land Use Categories of Chapter 14, Sections C and D)

Accepted forms of payment include check, cashier's check, money order, Visa, MasterCard, & Discover.

Amendment to Future Land Use Map

- Completed application form (must be the property owner)
- Neighborhood Participation Program Report (see NPP Resource Guide)
- Reasons for change may address the following criteria:
 - Change in land use trends
 - Impacts on neighboring property
 - Evaluation of existing zoning classification & the current future land use classification
 - Public benefits from the proposed change
 - Health, safety & welfare
 - Other factors
- Photographs of subject site
- FEE based on table below

Lots 0-4,999 sq ft	\$1,000	Lots 25,000-74,999 sq ft	\$3,000
Lots 5,000-24,999 sq ft	\$2,000	Lots 75,000 sq ft or more	\$4,000

TO BE COMPLETED BY CPC STAFF

Intake Planner _____ Date Received _____
 Amount Received _____ Planning District _____



Date _____
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MASTER PLAN APPLICATION

REQUEST FOR CHANGE IN TEXT OF MASTER PLAN

REQUESTS OPEN TO ALL RESIDENTS

For text amendment changes, including changes to graphics, tables, or maps, the applicant must provide the chapter as well as the page number of the amendment that the applicant wishes to change. Proposed additions to the text should be underlined; proposed deletions from the text should be indicated by strikethrough. If the change is for a graphic, table, or map other than the Future Land Use Map(s), indicate the volume, chapter, and page number along with the title of the graphic, table, or map.

Volume 2 Chapter(s) 7 Page No(s) 7.27-7.28 Title(s) Community participation in decision making about parks & recreation

Attach a copy of current graphic, table, or map, if applicable.

Specific proposed change to text (if necessary, applicant may submit additional sheets):

Replace Goal 12.A-C (pg 7.27-7.28) with the attached.

REQUEST FOR CHANGE TO FUTURE LAND USE MAP

MAY BE REQUESTED BY OWNER OF PROPERTY(S)

For a change to a Future Land Use Map, there must be a clear description and map of the boundaries. The request should indicate the present Future Land Use Map designation and the designation that is being requested for the area. If more than one category is being requested, precise boundaries of each requested land use designation must be described and indicated on maps. A statement describing the reasons for the requested change must be included in the application.

Boundaries of Area (A separate application is needed for each non-contiguous property) _____

Municipal Address(es) _____

Square Number(s) _____ Lot Number(s) _____

Tax Bill Number(s) _____

Square footage of area _____

Future Land Use Map Designation (current status) _____

Proposed Future Land Use Map Designation _____



City Planning Commission



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MASTER PLAN APPLICATION

APPLICANT INFORMATION FOR AMENDMENTS TO TEXT OF MASTER PLAN

APPLICANTS FOR AMENDMENTS TO FUTURE LAND USE MAPS (FLUM) MUST BE THE OWNER OF THE SUBJECT PROPERTY

Applicant Type: organization public official/agency individual citizen property owner other

Applicant Name (and org. name if applicable) Urban Conservancy - Felice Lavergne

Address 1307 Oretta Castle Haley Suite 309

City New Orleans State LA Zip 70113

Phone 504-717-6187 Email address felice@urbanconservancy.org

Applicant Type: organization public official/agency individual citizen property owner other

Applicant Name (and org. name if applicable) _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email address _____

Applicant Type: organization public official/agency individual citizen property owner other

Applicant Name (and org. name if applicable) _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email address _____

Applicant Type: organization public official/agency individual citizen property owner other

Applicant Name (and org. name if applicable) _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email address _____

Applicant Type: organization public official/agency individual citizen property owner other

Applicant Name (and org. name if applicable) _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email address _____



City Planning Commission



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MASTER PLAN APPLICATION

ACKNOWLEDGMENTS

If ownership is joint, each owner must be listed. If multiple squares, then applicants must own not less than 50% of the land for which the amendment is requested. If ownership is a partnership, the Partnership Agreement must be included. If ownership is a corporation, Articles of Incorporation and a Board Resolution authorizing an individual or agent to sign on its behalf. If ownership is an LLC, Articles of Organization and legal documentation authorizing an individual or agent to sign on its behalf must be included. If necessary, applicant may be required to submit proof of ownership documents, such as copies of a recorded act of sale, act of exchange, act of donation, or other documents.

I (we) hereby affirm that ownership and property information presented on this application is current and accurate and I (we) acknowledge that inaccurate or incomplete ownership, improper authorization, or property identification will make this application and resulting actions null and void. I (we) the undersigned owner or authorized agent of the area of land described above, hereby submit for your approval the above-stated request.

Applicant Signature *Ran En* Date 9/19/16

Applicant Signature _____ Date _____

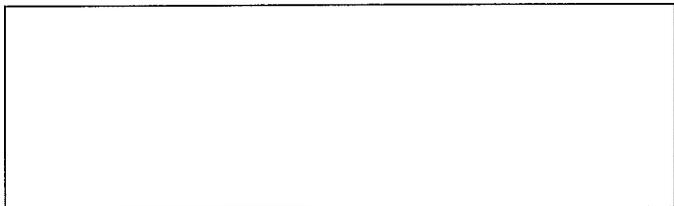
(Notarization is only required for application subject to a fee.)

STATE OF LOUISIANA, PARISH OF ORLEANS

Before me, the undersigned authority, personally appeared the person(s) whose signatures are affixed above, all of the full age of majority, who declared under oath to me, Notary, that they are the owners or authorized agents of the property described above, and that their signatures were executed freely and voluntarily and that they are duly qualified to sign.

Sworn and subscribed before me this _____ day of _____ 20 ____ .

My Commission Expires _____





1307 Oretha Castle Haley Blvd.
Suite 309
New Orleans LA 70113
504.232.7821
urbanconservancy.org

September 9, 2016

City Planning Commission
1300 Perdido Street
New Orleans, LA 70112

Dear City Planning Commission:

The Urban Conservancy and the undersigned (see attached), a diverse community of stakeholders from throughout the City of New Orleans, urge you to consider the following text amendments to Volume 2, Chapter 7, Pages 7.27-7.28, "Community Participation in Decision Making About Parks and Recreation," and Volume 2, Chapter 14, Page 14.8, "Summary of Land Use Strategies and Actions."

The Urban Conservancy has taken a particular interest in improving public input in how changes are made in parks. We believe the public should be duly notified and given ample opportunity to participate in the park planning process. You will see this reflected in the Parks and Public Input Master Plan Amendment Draft of Chapter 7, Goals 12.A-C (pages 7.27 and 7.28) and Chapter 14, (page 14.8), attached here.

The language in these amendments was created collaboratively with citizens attending the July 9 Master Plan Amendment workshop hosted by the Urban Conservancy. The attached amendments also reflect input from many local partners including Thomas Strategies, Parks for All, Asakura Robinson, Friends of the Lafitte Greenway, and Committee for a Better New Orleans, as well as the support of individuals included on the attached sign-on list, representing all five council districts.

Thank you in advance for your consideration of these amendments, and please do not hesitate to contact us if we can be of further assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "Dana Eness".

Dana Eness, Executive Director
The Urban Conservancy

A handwritten signature in black ink, appearing to read "Felice Lavergne".

Felice Lavergne, Project Manager
The Urban Conservancy

URBAN CONSERVANCY MASTER PLAN AMENDMENT SIGN-ONS September 9, 2016

<u>First Name:</u>	<u>Last Name:</u>	<u>Council District</u>	<u>Organization (If applicable)</u>
Betty	DiMarco	A (Susan Guidry)	
Bill	Ives	A (Susan Guidry)	CRNA
Claudia	Barker	A (Susan Guidry)	
Cynthia	Scott	A (Susan Guidry)	
David	Keiffer	A (Susan Guidry)	
Cindy	Morse	A (Susan Guidry)	
David	Zalkind	A (Susan Guidry)	Urban Conservancy
Debra	Howell	A (Susan Guidry)	
Evan	Christopher	A (Susan Guidry)	Musician
Geoff	Coats	A (Susan Guidry)	
Gretchen	Becnel	A (Susan Guidry)	
Jamie	Hill	A (Susan Guidry)	
Jay	Seastrunk	A (Susan Guidry)	
Jill	Stephens	A (Susan Guidry)	
Kevin	Centanni	A (Susan Guidry)	
Kris	Pottharst	A (Susan Guidry)	
Lawrence	Robinson	A (Susan Guidry)	
Mark	Davis	A (Susan Guidry)	
Meredith	Soniat	A (Susan Guidry)	Friends of Lafitte Greenway
Natalie	Mitchell	A (Susan Guidry)	
Robert	Rothman	A (Susan Guidry)	
Robert Brian	Levy	A (Susan Guidry)	
Sara	Kirchheimer	A (Susan Guidry)	
Andy	Brott	B (Latoya Cantrell)	
Anne	Williams	B (Latoya Cantrell)	Urban farmer
Caroline	O'Brien	B (Latoya Cantrell)	
Dubravka	Gilic	B (Latoya Cantrell)	
Tanya	Mennear	B (Latoya Cantrell)	
Lawrence	Henley	C (Nadine Ramsey)	
Leonetta	Terrell	C (Nadine Ramsey)	
Amy	Stelly	D (Jared Brossett)	
Laura	Grannen	D (Jared Brossett)	
Pam	Callahan	E (James Gray)	
Joshua	Lichtman		

Amendment to Volume 2, Chapter 7 - pp. 7.27-7.28
Community Participation in Decision Making about Parks and Recreation

To replace the existing 12.A-C

12.A: Prepare and update a full parks and recreation master plan regularly.

A full parks and recreation plan separate from the master plan should be updated every 10 years. As of 2016, this process is overdue as the last Parks and Open Space master plan was completed in 2002. A full update should occur as soon as possible and every 10 years, with an amendment process every five years to continue to guide decision making about the park and recreation system. This plan should include input from periodic assessments of park and recreation users, as well as a substantial public input process that includes public meetings in all planning districts and a stakeholder advisory committee that includes agency and resident representatives. The plan should include overall priorities for the parks and recreation system and should provide a detailed, facilities-based assessment and plan for achieving the individual goals and objectives described in this Master Plan document. It should include a full assessment of parks and recreation facilities available, and provide priorities and locations where additional facilities are needed to provide equitable access to park facilities across the City of New Orleans.

Recommended Actions

1. Update the plan every 10 years; conduct an amendment process five years after the adoption of each updated plan.
Who: CPC, working with NORDC, Parks and Parkways, Audubon Commission, Board of Directors of City Park, National Park Service, French Market Corporation (Managers of Crescent Park), any other managing entities for parks
When: Every five years at opening stage of Parks & Recreation Plan update or amendment process
Resources: Staff time (for update and amendment process); possible outside consultant and \$500-600K per update (for update only)
2. Conduct a systematic assessment of park users before each full Parks and Recreation Master Plan update and each amendment process, in order to inform the update and amendment processes. This assessment should incorporate on-site observation of park and recreation spaces at multiple times of the week and multiple times of day.
Who: Mayor's Office of Innovation to partner with CPC and park provider agencies to develop technology and manage and supervise park operator agencies and volunteers; possible outside consultant
When: Every five years at opening stage of Parks & Recreation Plan update or amendment process
Resources: Staff time for volunteer management; general fund; volunteer support

3. Conduct a full assessment of park facilities as part of each Parks and Recreation Master Plan update and recommend needed facility changes for each park location.
 - Who:** CPC with all park provider agencies; possibly with assistance from outside consultant
 - When:** Every five years at opening stage of Parks & Recreation Plan update or amendment process
 - Resources:** Staff time; funding for possible outside consultant

4. Include a substantive public input process for each Parks and Recreation Master Plan update and amendment process that includes a public meeting in every Planning District to gather input, a stakeholder advisory committee guiding the process that includes both park owners/operators and residents, and a final town hall to present a late draft of the plan and gather final revisions.
 - Who:** CPC; possible assistance from outside consultant
 - When:** Every five years at opening stage of Parks & Recreation Plan update or amendment process
 - Resources:** Staff time; funding for outside consultant

5. Ensure that the Parks and Recreation Master Plan is consistent with Volume 2, Chapter 7 and Volume 2, Chapter 14 of the *Plan for the 21st Century*, and makes actionable recommendations that allow the realization of key *Plan for the 21st Century* priorities.
 - Who:** CPC; possible assistance from outside consultant
 - When:** Ongoing
 - Resources:** Staff time; funding for outside consultant

12.B: Require that all Capital Improvement Plans demonstrate consistency with Chapter 7 of this Master Plan, as amended, and the Parks and Recreation Master Plan, in order to be approved. Establish a streamlined public participation process that allows public input into each agency's Capital Improvement Plan.

Each year, the City Planning Commission receives capital project proposals from various City agencies. The Capital Improvement Plan (CIP) includes the sources of funding for each project - such as general obligation bonds, State capital outlay funds, or federal funds - and the amount of funding to be spent in each year for the next five years. The City Planning Commission holds public hearings with each agency to gain further information about the proposals and to obtain input from the public, and determines whether or not each proposal is consistent with the City's Master Plan, which is required under the City Charter. Following the hearings, the City Planning Commission makes final recommendations regarding which projects should be funded over the following five-year period. NORDC, New Orleans City Park, the Audubon Commission, and Parks & Parkways all participate in the CIP process.

When the new Parks and Recreation Master Plan is completed, the CPC should require consistency with both the City's Master Plan and the Parks and Recreation Master Plan before

making final determinations on project funding. In addition, the CIP process for park provider agencies should be made more transparent by requiring that representatives from all park provider agencies hold a joint public meeting at least 30 days prior to the official public hearings to accept input from the public on needed CIP priorities for park space. Finally, the dates and times of the final CIP public hearings involving all park and recreation agencies should take place on the same date, and should be publicized via the City's Neighborhood Engagement Office (NEO), who should communicate the date and times of these CIP meetings with all registered neighborhood associations and Friends of Parks groups at least 30 days in advance of the meetings.

Recommended Actions

1. Require consistency with both the City's Master Plan and the Parks and Recreation Master Plan before making final determinations on project funding.

Who: CPC

When: Ongoing during annual CIP process

Resources: Staff time

While the City's Master Plan establishes general priorities for the parks and recreation system, the completed Parks and Recreation Master Plan will provide more concrete recommendations about how resources should be allocated and prioritized throughout the park system. This makes the Parks and Recreation Master Plan a more ideal tool for determining whether proposed CIP projects are consistent with the City's and the public's priorities for public open space.

2. Enhance transparency around capital improvements within the City's park and recreation system by requiring all park owners/operators who currently participate in the CIP process to hold a public joint meeting at least 30 days prior to final CIP public hearings in order to present draft CIP concepts and accept feedback from the public. This meeting must be held at a time outside of normal working hours in an accessible location.

Who: CPC

When: Ongoing during annual CIP process

Resources: Staff time

3. The CPC should improve the public's ability to comment in final CIP hearings by setting all park agencies' meetings on the same date and working with the Neighborhood Engagement Office (NEO) to send notice of the date 30 days in advance to all registered neighborhood associations and Friends of Parks groups.

Who: CPC, Neighborhood Engagement Office

When: Ongoing during annual CIP process

Resources: Staff time

4. The final CIP for all park agencies should be adopted into the Parks and Recreation Master Plan on an annual basis.

Who: CPC

When: Ongoing during annual CIP process

Resources: Staff time

12.C: Require that individual park provider agencies either complete and abide by individual Programming and Design Plans (developed with public input) for their park facilities that include clear, specific design and programming recommendations including a land use map, or submit all projects in the Capital Improvement Plan that exceed \$100,000 in total cost or 10,000 square feet in area to a design review process that includes three public meetings.

In order to ensure that the public has understanding and ability to comment on other objectives written in this Master Plan, such as ensuring no net loss of park space; balancing passive and active uses of park space; and providing recreational opportunities suited to the demographics of surrounding neighborhoods, the public must be able to have an early understanding of proposed changes to existing park space and to provide substantive comment on the design and location of these proposed investments and alterations. This must be balanced with park agencies' need to make improvements without constant meetings. Two alternative pathways for meeting this need for public input are described within the Recommended Actions.

Recommended Actions

1. Park agencies including NORDC, Parks and Parkways, New Orleans City Park, and the Audubon Commission may complete and abide by individual Programming and Design Plans for their park facilities, in order to avoid an extensive individual design review process for major investments. In order to solicit public input on these Programming and Design Plans, park users and community members should be invited to a series of meetings: the first to gather information on issues and concerns; the second to present a conceptual version of the plan for discussion; and the third to present a final draft of the detailed plan for discussion.

Who: All park provider agencies; CPC to review and approve

When: Ongoing during annual CIP process

Resources: Staff time

All Programming and Design Plans shall be completed by 2019 and shall include clear, specific design and programming recommendations for the entirety of the park facilities under each agency's control. Individual design review as described in Recommended Action 2 will not be required for projects that comply with the Programming and Design Plan, but will be required for all projects over \$100,000 or 10,000 square feet in area that do not comply with or are not mentioned in the Programming and Design Plan. The CPC will review these plans for completeness and compliance with the City's Master Plan and the Parks and Recreation Master Plan. The Parks & Recreation Master Plan and all individual Programming & Design Plans shall be made available online at the CPC website.

2. All projects over \$100,000 or 10,000 square feet in area in an agency's CIP that do not comply with or are not mentioned in an adopted Programming and Design Plan shall undergo a public design review process. The process shall consist of three meetings: the first to gather information on issues and concerns; the second to present a conceptual design for discussion; and the third to present the detailed design for discussion.

Who: Parks and Parkways, NORDC, New Orleans City Park, Audubon Commission; CPC to review and certify public process

When: Ongoing during annual CIP process

Resources: Staff time