

City Planning Commission

Staff Report

Tuesday, March 24, 2026

Zoning Docket 033-26

Prepared by: Charles C. Rowe

Date: March 25, 2026

Deadline for CPC action: May 23, 2026

CC Deadline: Monday, March 16

City Council District: C – Freddie King

Applicant: Gabrielle Nguyen

Request: Conditional use to permit a single-family residence in a GPD General Planned Development District

Property description: Square 128, Lots 20 through 23 and 32 through 25 (proposed Lot 21A), Orleans Tract, in the Fifth Municipal District, bounded by Van Buren Street, Jackson Street, Woodland Highway, and Maumas Avenue

Municipal address(es): 3803-3909 Van Buren Street.

Description

The subject property is a corner through-lot located at the unimproved intersections of Van Buren St, Maumas Ave, and Jackson St in an area of English Turn zoned GPD General Planned Development District. The site is currently undeveloped with any structures and appears to be vacant and unused. The site consists of eight (8) distinct lots of record combined into parcel 25A and has a combined area of approximately 19,366 square feet. Applicant proposes constructing a single-family residence on the subject property that will total approximately 4,403 square feet in floor area. Current building plans have the residence fronting Van Buren street with a driveway and garage and a large yard on the Jackson Street Side. The property has the particularity that abuts 3 undeveloped streets but at the time of completion, Van Buren will be developed.

Reason for Commission Review

Per Article 7, Section 7.2.A (Table 7-1: Permitted and Conditional Uses), a Single-family dwelling is permitted as a conditional use in the GPD General Planned Development District subject to use restrictions in Section 7.2.B.2. Notable requirements established by Article 7.2.B.2 is that the development must meet the S-RS District Site Design Standards found in Article 13, Section 13.3. The City Planning Commission is required to make a recommendation on all conditional use applications prior to City Council action, in accordance with Article 4, Section 4.3.D.3 – Action by the City Planning Commission of the Comprehensive Zoning Ordinance.

Analysis

Bulk and Yard Requirements (13.3.A.1, Table 13-2)			
	Requirement	Provided	Notes
MINIMUM LOT AREA	6,000sf/du	19,385 sf	Compliant
MINIMUM LOT WIDTH	Residential: 50'	96' - 11 1/4"	Compliant
MINIMUM LOT DEPTH	100'	200'	Compliant
MAXIMUM BUILDING HEIGHT	35'	30' 10"	Compliant
MINIMUM PERMEABLE OPEN SPACE	40% of lot area	76%	Compliant
MAXIMUM IMPERVIOUS SURFACE - FRONT YARD	40%	36%	Compliant
MAXIMUM IMPERVIOUS SURFACE - CORNER SIDE YARD	40%	0%	Compliant
MINIMUM YARD REQUIREMENTS			
FRONT YARD	20'	20'	Compliant
INTERIOR SIDE YARD	10% of lot width or 3', whichever is greater	5'	Non-compliant – based on the width of the lot, the applicant would need to provide at least a 9' 8" interior side yard setback
CORNER SIDE YARD	10'	11' – 5 1/4"	Compliant
REAR YARD	20% of lot depth or 20', whichever is less	96' – 3 1/4"	Compliant

As proposed, the five-foot side yard setback is not compliant. Therefore, the applicant is required to modify the footprint of the proposed structure in order to provide the minimum required 9'-8" setback. An alternative would be to move the proposed new lot line between Lot 21A and 25A so that the petitioned lot be a little wider, and allow the placement of the proposed structure with a compliant side yard setback and a compliant corner side yard setback. Staff recommends the following proviso to ensure compliance.

- The plans submitted to the City Planning Commission for final approval shall indicate a compliant side yard setback of 10% of the lot width, as set forth in Article 13, Section 13.3.A.1 (Table 13-2) of the Comprehensive Zoning Ordinance.

Building Design Standards – Article 13, Section 13.3.B	
Requirement	Notes
All buildings shall provide a clearly identifiable entry from the public sidewalk at the front (primary street) elevation.	Compliant
In the S-LRS1 Lakeview Single-Family Residential District, all single- and two-family dwellings having rear alley access shall be prohibited from having front facing garages, carports, and/or parking areas, and curb cuts in or to a front yard. All single- and two-family residences having no rear-alley access shall be permitted to have garages and or parking areas, but such front facing garages or parking areas, whether or not they are connected to the main structure, must be located at least five (5) feet behind the front façade of the principal building.	N/a
Front-loaded attached garages shall not occupy more than twenty-two (22) feet in garage door width or fifty percent (50%) of the width of the front façade of the house, as measured along the building line that faces the street, whichever is greater.	Compliant
Roll down shutters and hardware shall not be visible from a public right-of-way when not in use.	Compliant
<p>The following materials are prohibited as the predominant surface finish material in the construction of new multi-family and townhouse developments. However, such materials may be used as part of decorative or detail elements, or as part of the exterior construction, such as a foundation course, that is not used as a predominant surface finish material.</p> <p>(1) Exterior insulation finish systems (EIFS) (e.g. “Dryvit”)</p> <p>(2) Stuccato board</p> <p>(3) Vinyl</p>	N/a
Large, flat facades facing the street shall be avoided. Form-giving elements such as, but not limited to, galleries, balconies, projected entrances, and overhangs are required on the street-facing façade.	Compliant
To ensure that new developments are compatible with the surrounding neighborhood character, consistency in the roofline shall be achieved by using similar roof types, slope, materials and details.	Compliant
Windows and doors shall have raised elements to create shadow and articulation. In addition, three-	Compliant

dimensional elements, such as balconies and bay windows, shall be incorporated to provide dimensional elements on a façade. Windows shall be set back into or projected out from the façade to provide façade depth and shadow and a consistent style.	
Facades shall be designed to be viewed from multiple directions with consistent materials and treatments that wraps around all facades. There shall be a unifying architectural theme for an entire multi-family or townhouse development, utilizing a common vocabulary of architectural forms, elements, materials, and colors around the entire structure.	Compliant
Unless typical of existing development within the neighborhood, large, monotonous, simple pitched roofs, without breaks in the expanse of the roof, are prohibited. Properly proportioned dormers and gables shall be used to break up large expanses of roof area.	Compliant

	Requirement	Provided
Vehicle Parking	1 per dwelling unit	2
Bicycle Parking	n/a	
Loading	n/a	

Anticipated impact on surrounding land uses

The request proposes development that is fairly limited in scope and would have minimal impacts on the GDP District and surrounding properties. The immediate area around the project is undeveloped and unimproved however, this project is consistent with the natural development pattern in the area as more single-family residences are slowly approved and developed which itself is aligned with the city’s master plan. As the vicinity currently exists, the proposal at 3803-3909 Van Buren street does not constitute an intensification of activity and can be expected to match the level of activity already existing around it and the staff deems this to be acceptable.

Furthermore, the use is perfectly aligned with the site’s FLUM category so the impact this use will generate is accounted for in the city’s land use projection for the area.

Evaluation of approval standards

The City Planning Commission recommendation and the City Council decision on applications for a conditional use shall, on the basis of all information submitted, evaluate the impact of the conditional use on and the compatibility of the use with surrounding properties and neighborhoods to ensure the appropriateness of the use at a particular location. The Commission and Council are required to specifically consider the extent to which the proposed use meets the approval standards contained

in **Article 4, Section 4.3.F Approval Standards** of the Comprehensive Zoning Ordinance. In this section, the staff evaluates the application using those standards.

The proposed use at the specified location is consistent with the policies embodied in the adopted Master Plan.

This standard is met. The Home Rule Charter of the City of New Orleans requires all land use actions to be consistent with the Master Plan. A land use action is consistent with the Plan for the 21st Century, commonly known as the Master Plan, if it furthers, or at least does not interfere with, the goals, policies, and is compatible with the proposed future uses, densities, and intensities designated in the Land Use Element of the Plan. “Chapter 13: Land Use Plan” of the Master Plan designates on the Future Land Use Map (FLUM) of the petitioned site as “Residential Single-Family Post-War.” The goal, range of uses, and development character for that designation are copied below.

RESIDENTIAL SINGLE-FAMILY POST-WAR

Goal: Preserve the existing character and scale of low density single-family residential in post-war (WWII) areas of the city and allow for compatible infill development.

Range of Uses: Single-family dwellings, agriculture, stormwater management, and supporting public recreational and community facilities allowed (e.g. schools and places of worship). Neighborhood-serving businesses and traditional corner stores may be allowed where current or former use is verified. Conversion to multifamily, neighborhood-serving commercial, or mixed used may be allowed for historical institutional or other non-residential structures.

Development Character: New development will fit with the character and scale of surrounding neighborhoods where single- and two-family residential structures are typically set back away from the street on larger lots than in older, pre-war neighborhoods. Incorporate risk reduction and adaptation strategies in the built environment.

The single-family residence use fits within the general goal, range of uses and development character of this FLUM category. The generous setbacks of the proposal fit the development character as written.

The proposed use is consistent with the general purpose and intent of the applicable zoning district regulations.

This standard is met. The proposed use for a single-family residence is generally consistent with the purpose of the GPD District which is copied below from Article 7 of the Comprehensive Zoning Ordinance:

“The purpose of the GPD General Planned Development District is to provide flexibility in the site design and development of land in order to promote its most environmentally sensitive use and to preserve the natural and scenic qualities of wetlands and other natural land features. The GPD District is intended to provide protection for environmentally sensitive areas and encourage development that avoids or minimizes negative impacts and allows for innovative development techniques and flexibility in the development of the site.”

As this site does not represent the type of large-scale development for which the zoning district was

intended, the construction of a single-family home could be considered in line with the purpose of the GPD district.

The proposed use meets all standards specifically applicable to the use as set forth in Article 20 and all environmental performance standards of Section 21.3.

This standard is met. Single-Family residences are not subject to any use standards found in Article 20. Additionally, the proposed conditional use meets all environmental performance standards listed in Article 21, Section 21.3. These standards either do not apply to the nature of the proposed use (vibration, dust and air pollution, regulated materials, fire and explosion hazards, noise), will be addressed by the recommended provisos listed above in this report, or standard permitting processes through the Department of Safety & Permits.

The proposed use is compatible with and preserves the character and integrity of adjacent development and neighborhoods and, as required by the particular circumstances, includes improvements or modifications either on-site or within the public right-of-way to mitigate development-related adverse impacts.

This standard is met. The proposed single-family residence would be relatively non-impactful with all provisos and general compliance with the Comprehensive Zoning Ordinance being met. As previously mentioned, there are several single-family residences within the greater GPD zoning district, and the applicant's proposal would be consistent with existing developments.

Any variance of zoning standards meets the approval standards of Section 4.6.F.

In its current design, the interior side yard setback does not comply with the provisions of **Article 13, Section 13.3.A.1, Table 13-2** of the Comprehensive Zoning Ordinance. Staff requests that the applicant modify plans in a way that the interior side yard setback be compliant.

The proposed use is not materially detrimental to the public health, safety, and welfare, or results in material damage or prejudice to other property in the vicinity.

This standard is met. The proposed single-family residence would be relatively non-impactful with all provisos and general compliance with the Comprehensive Zoning Ordinance being met. As previously mentioned, there are several single-family residences within the greater GPD zoning district, and the applicant's proposal would be consistent with existing developments.

Staff Recommendation

The staff recommends **APPROVAL** of Zoning Docket 033/26 subject to three (3) provisos.

Provisos

1. The Department of Safety and Permits shall issue no building permits or licenses for this project until final development plans are approved by the City Planning Commission and recorded with the Clerk of Civil District Court's Land Records Division. Failure to complete the conditional use process by properly recording plans within one year or failure to request an administrative extension as provided for in Article 4, Section 4.3.H.2 of the Comprehensive Zoning Ordinance will void the conditional use approval.
2. The applicant shall consolidate the lots associated with the site into a single lot of record through the City Planning Commission. The applicant shall submit a complete application for the resubdivision prior to City Planning Commission sign-off on final plans. The approved subdivision shall be recorded with the Clerk of Civil District Court's Land Records Division prior to the issuance of a Certificate of Occupancy by the Department of Safety and Permits.
3. The plans submitted to the City Planning Commission for final approval shall indicate a compliant side yard setback of 10% of the lot width, as set forth in Article 13, Section 13.3.A.1 (Table 13-2) of the Comprehensive Zoning Ordinance.

City Planning Commission Meeting (March 24, 2026)

The staff summarized the application and presented its recommendation of approval. The Commission received public comment from the applicant's architect, speaking in support of the request. The architect stated that they were unaware of the provisos included in the staff's report. There was some back and forth and deliberation between the board on the matter. Ultimately, the architect chose to accept the provisos. Commissioner Flick moved to approve the staff's recommendation seconded by Commissioner Joshi-Gupta:

MOTION:

BE IT MOVED BY THE CITY PLANNING COMMISSION THAT ZONING DOCKET 033/26 IS HEREBY RECOMMENDED FOR APPROVAL SUBJECT TO THREE (3) PROVISOS. BE IT FURTHER MOVED THAT THE EXECUTIVE DIRECTOR IS HEREBY AUTHORIZED TO NOTIFY THE CITY COUNCIL OF SAID ACTION.

Provisos:

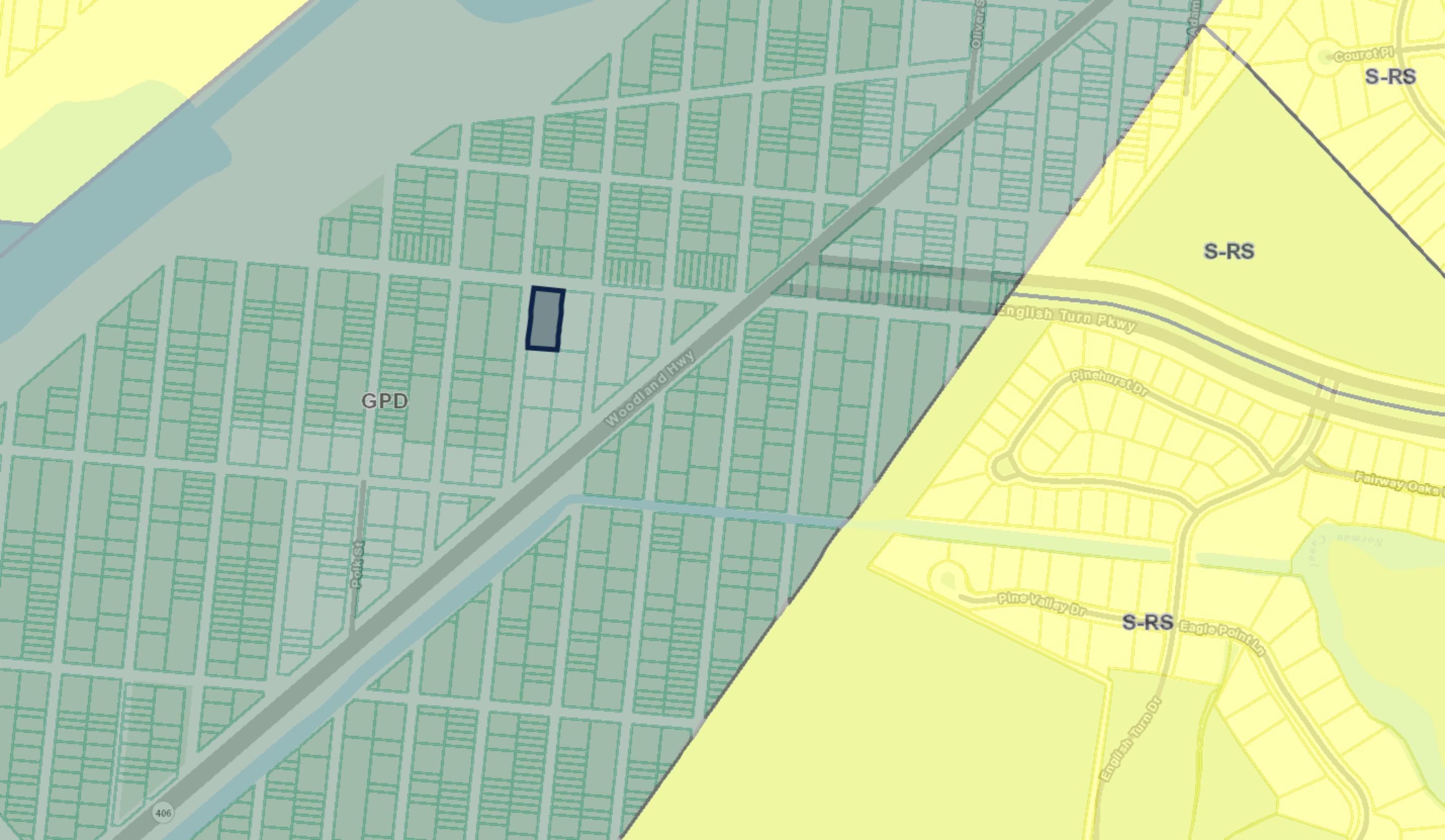
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YEAS: Jordan, Flick, Joshi-Gupta, Kepper, Poche, Witry

NAYS: N/A

ABSENT: Steeg



S-RS

S-RS

GPD

S-RS

406

SQUARE 128
ORLEANS TRACT
FIFTH DISTRICT
NEW ORLEANS
ORLEANS PARISH, LA



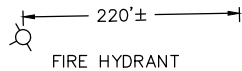
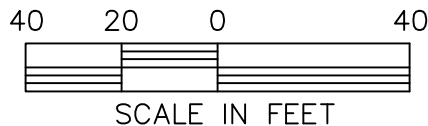
LA HIGHWAY NO. 406 (SIDE)
(WOODLAND HIGHWAY)



- REFERENCES:
- SURVEY OF SQUARE 128 BY R.L. SCHUMANN DATED AUGUST 3, 1982
 - SURVEY OF LOTS 20-35 BY R.L. SCHUMANN DATED APRIL 21, 1986
 - SURVEY OF LOTS 12-15 AND 40-43 BY DUFRENE SURVEYING & ENGINEERING DATED OCTOBER 23, 2009
 - SURVEY OF SQUARE 129 BY DUFRENE SURVEYING & ENGINEERING DATED MARCH 22, 2016

BEARINGS ARE BASED ON RECORD BEARINGS.

THE SERVITUDES AND RESTRICTIONS SHOWN ON THIS SURVEY ARE LIMITED TO THOSE SET FORTH IN THE DESCRIPTION FURNISHED TO US, AND THERE IS NO REPRESENTATION THAT ALL APPLICABLE SERVITUDES AND RESTRICTIONS ARE SHOWN HEREON. THE SURVEYOR HAS MADE NO TITLE SEARCH OR PUBLIC RECORD SEARCH IN COMPILING THE DATA FOR THIS SURVEY.



VAN BUREN STREET
(UNIMPROVED)

(203.30' PLAN)
193.88'
N05°38'36"E

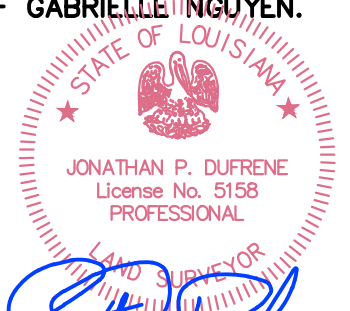
JACKSON STREET
(UNIMPROVED)

(203.30' PLAN)
193.88'
S05°38'36"W

MAUMAS AVENUE
(UNIMPROVED)

NOVEMBER 13, 2025

RESUBDIVISION OF LOTS 20 THRU 35 INTO LOTS 21A AND 25A. SURVEYED IN ACCORDANCE WITH THE LOUISIANA STANDARDS OF PRACTICE FOR BOUNDARY SURVEYS FOR A CLASS D SURVEY, MADE AT THE REQUEST OF GABRIELLE NGUYEN.



DUFRENE SURVEYING
& ENGINEERING INC.

1624 MANHATTAN BOULEVARD, HARVEY, LA 70058
504-368-6390 PH.
504-368-6394 FAX
dufrene@dufrenesurveying.com

Nguyen Residence

16634 Van Buren St.



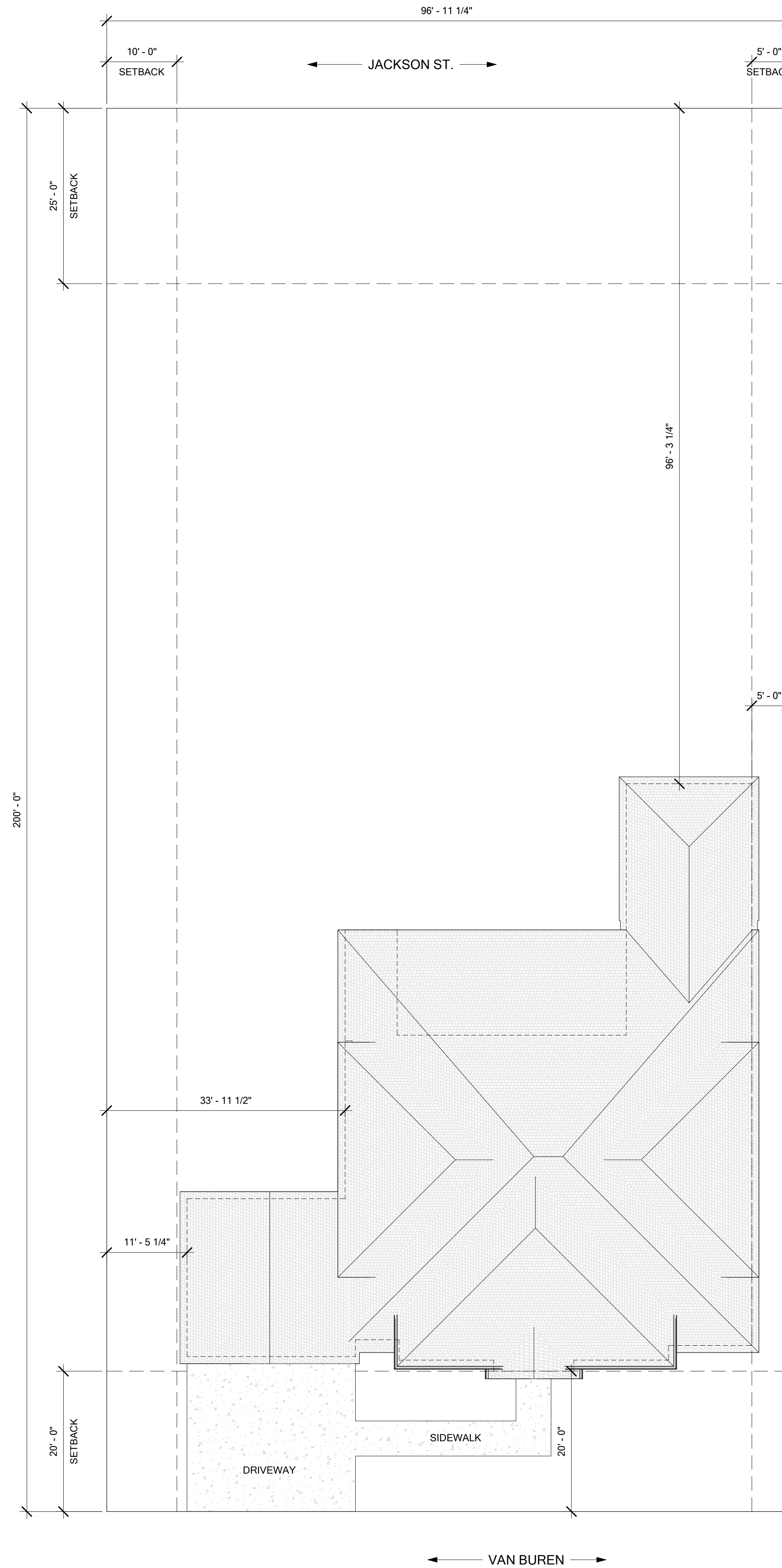
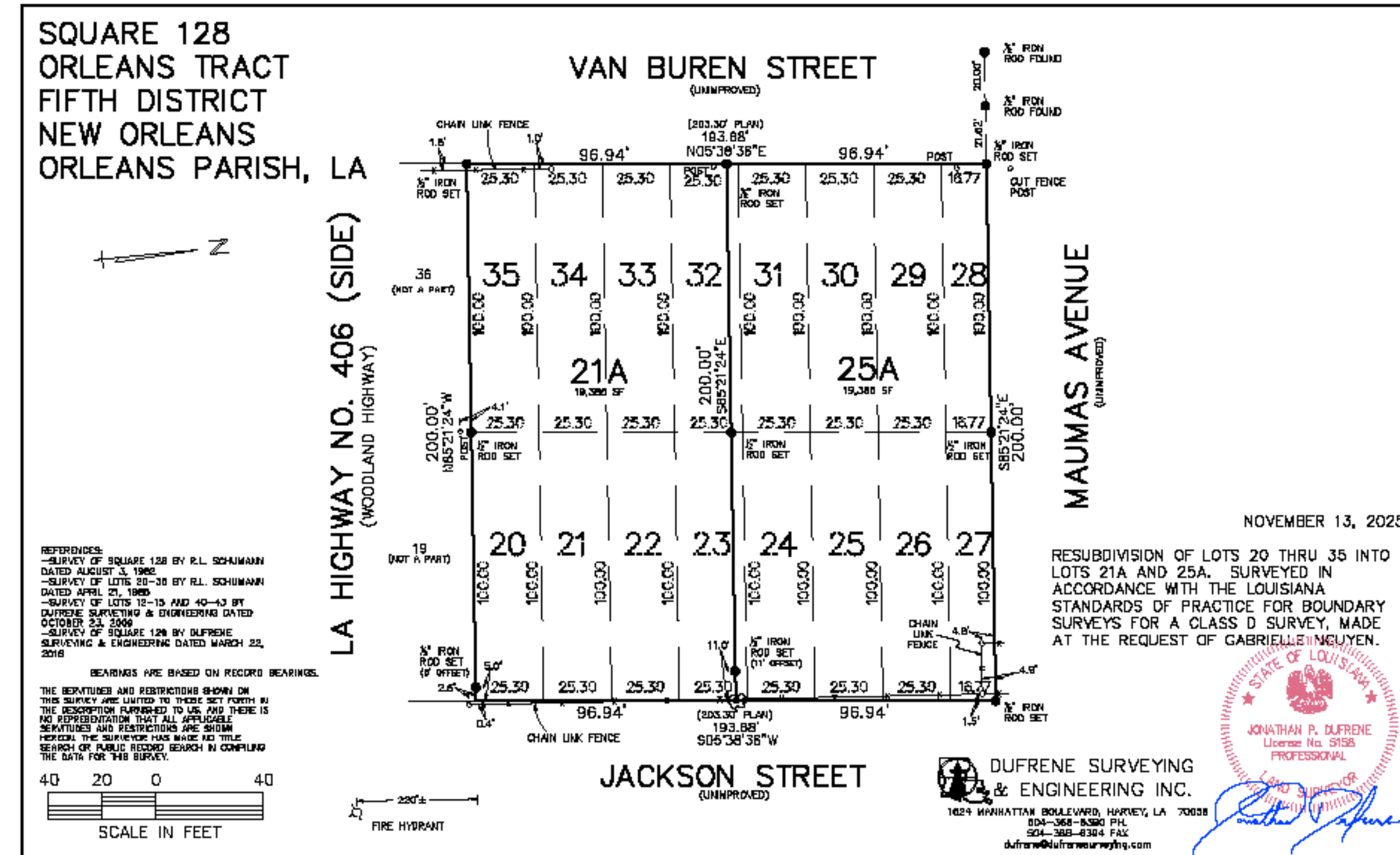
Joseph Flynn Architect, LLC
8903 Jefferson Hwy
River Ridge LA, 70123
504.667.3837

Sheet Index

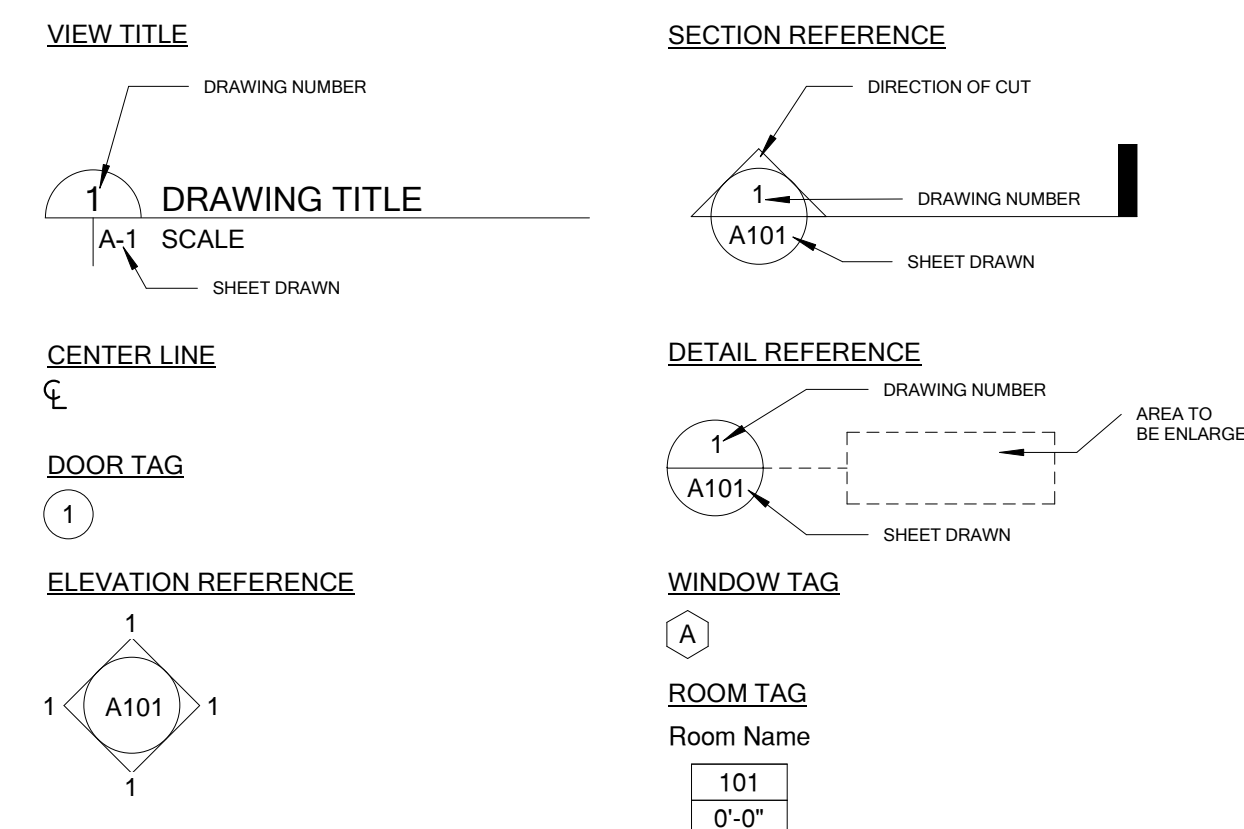
- A-1 Title Sheet
- A-1.1 Roof Plan
- A-2 Floor Plans
- A-2.1 Floor Plans
- A-3 Reflected Ceiling Plan
- A-4 Elevations
- S-1 Foundation Plan
- S-1.1 Wall Sections
- S-2 Framing Plans
- S-3 Structural Details & Notes
- S-4 Structural Details & Notes
- S-7 Building Codes & Fire Egress Notes

Square Footage

First Floor Living:	3369 SQ FT
Garages:	509 SQ FT
Porches:	522 SQ FT
Total Living:	3369 SQ FT
Total:	4400 SQ FT



Architectural Symbols



NOTE:

- ALL DESIGN TO MEET IRC 2021.
- CONTRACTOR TO PROVIDE PRECUT BOARDS CUSTOM MADE TO FIT EACH WINDOW TO BE KEPT ON SITE AND ATTACHED DURING A WEATHER EVENT AS PER IRC 2021 SECTION R301.2.1.2.
- ALL DESIGN TO MEET A PRESCRIPTIVE ENERGY COMPLIANCE PATH PER IRC 2021, N1101-N1104.
- THESE DRAWINGS HAVE BEEN PREPARED BY ME OR UNDER MY CLOSE SUPERVISION AND TO THE BEST OF MY KNOWLEDGE AND BELIEF THESE DRAWINGS COMPLY WITH THIS CODE. I WILL NOT SUPERVISE NOR INSPECT THIS WORK.

Nguyen Residence
16634 Van Buren St.

DATE: 11.19.2025
DRAWN BY: Author
CHECKED BY: Checker
TITLE: Title Sheet

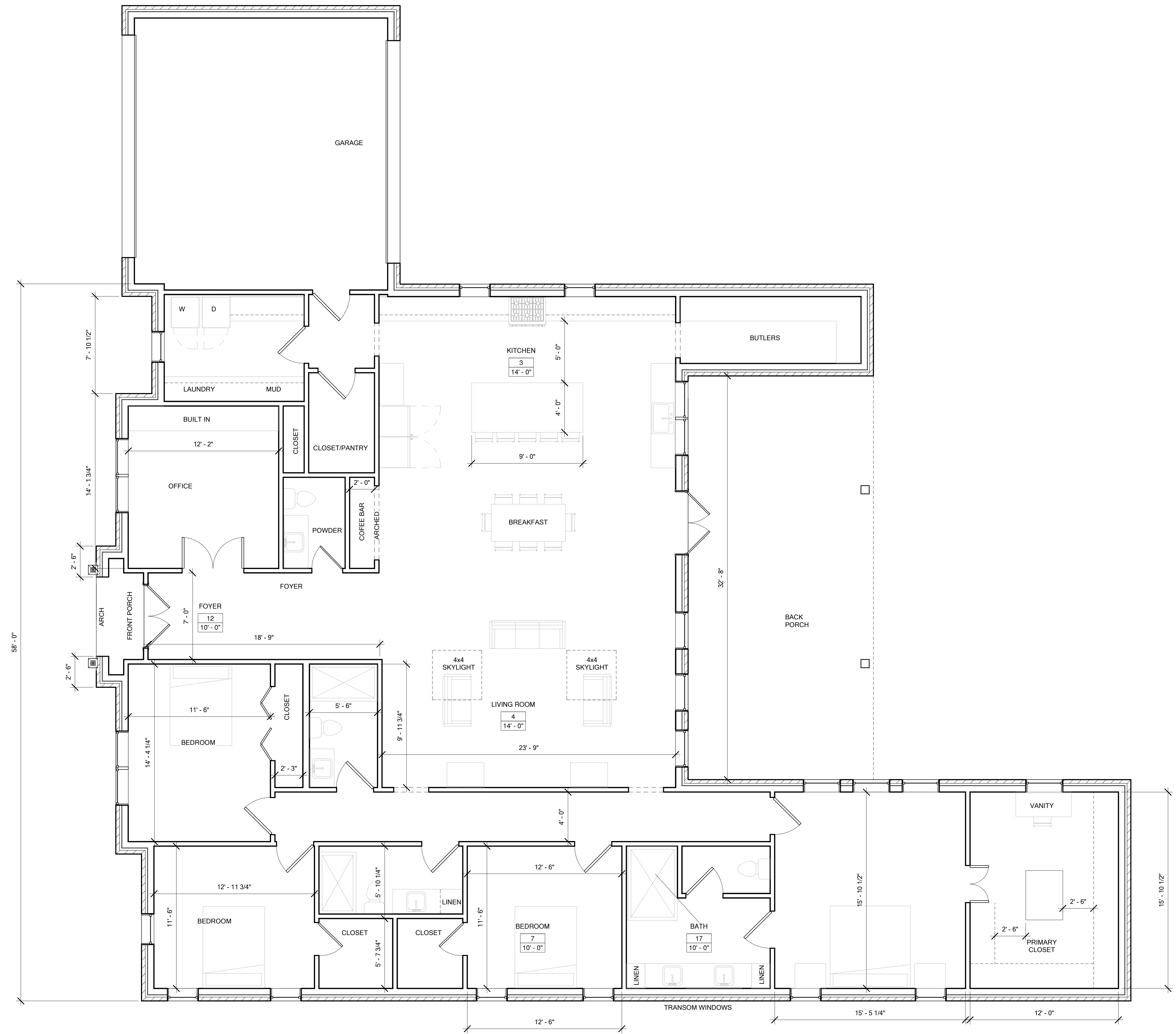
SHEET:
A-1
Schematic Design

1 Site
A-1 3/32" = 1'-0"



FLYNN ARCHITECT
DESIGN-ARCHITECTURE-INTERIORS

Joseph Flynn Architect, LLC
8903 Jefferson Hwy
River Ridge LA, 70123
504.667.3837



1 Proposed First Floor
A-2 1/4" = 1'-0"

Nguyen Residence

DATE: 11.19.2025
DRAWN BY: Author
CHECKED BY: Checker
TITLE:

Floor Plans

SHEET:

A-2

Schematic Design

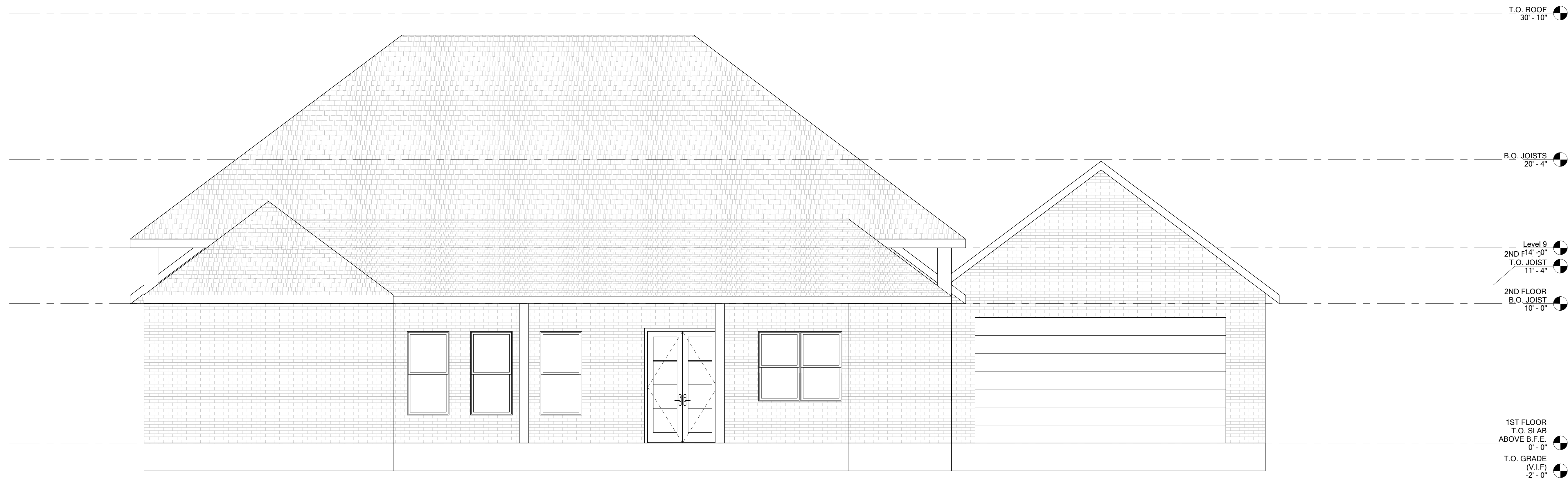


FLYNN ARCHITECT
DESIGN-ARCHITECTURE-INTERIORS

Joseph Flynn Architect, LLC
8903 Jefferson Hwy
River Ridge LA, 70123
504.667.3837



1 Front Elevation
A-4 1/4" = 1'-0"



2 Rear Elevation
A-4 1/4" = 1'-0"

Nguyen Residence

DATE: 11.19.2025
DRAWN BY: Author
CHECKED BY: Checker
TITLE:

Elevations

SHEET:

A-4

Schematic Design



Hiep Pham <hiepppham93@gmail.com>

NPP Meeting (Hiep & Gabrielle)

Freddie King <Freddie.King@nola.gov>

Wed, Dec 17, 2025 at 10:34 AM

To: Hiep Pham <hiepppham93@gmail.com>

Cc: Landon L Williams <Landon.Williams@nola.gov>, Winston C Fiore <Winston.Fiore@nola.gov>, Eleanor M Gaudin <Eleanor.Gaudin@nola.gov>

Good morning Mr. Pham and Ms. Nguyen,

Thank you for the information and invite.

Freddie King III

Councilmember District C

[City of New Orleans](#)

[1300 Perdido Street](#) | 2W70 | New Orleans, LA 70112

Office: 504.658.1030 Cell: 504.975.2869

Freddie.King@nola.gov

From: Hiep Pham <hiepppham93@gmail.com>**Sent:** Monday, December 15, 2025 10:42 AM**To:** Freddie King <Freddie.King@nola.gov>**Subject:** NPP Meeting (Hiep & Gabrielle)

Hello Mr. King,

Please join us, Hiep Pham and Gabrielle Nguyen, for a Neighborhood Participation Program (NPP) meeting regarding Lots 21A / 25A on Van Buren Street.

Meeting details are as follows:

Date: January 6, 2026

Time: 5:30 p.m.

Location: Starbucks, [3400 Holiday Dr, New Orleans, LA 70114](#)

We would like to apply for a conditional use to permit a single-family dwelling in the General Planned Development (GPD) District in accordance with Article 7, Section 7.2.A (Table 7-1) of the Comprehensive Zoning Ordinance. We are required to apply for approval, and our application must be heard by the City Planning Commission and the City Council.

As part of our approval process, we are required to complete the NPP meeting before submitting our application to the City Planning Commission for review.

If we receive approval, we plan to start the construction process on this residential build within the next few months. There is a subdivision application on file subject to approval by the City.

We are inviting you to an NPP meeting where you can learn more about what we propose.

We will provide a sheet to obtain contact information so that we can keep you updated if there are any changes to the plan.

If you are unable to attend and would like to receive information from the meeting or have any questions or comments, please feel free to contact us.

Best regards,

1/16/26, 10:20 AM

Gmail - NPP Meeting (Hiep & Gabrielle)

Hiep Pham & Gabrielle Nguyen
hieppham93@gmail.com, 228-424-1463



Hiep Pham <hieppham93@gmail.com>

NPP Meeting (Hiep & Gabrielle)

Hiep Pham <hieppham93@gmail.com>

Mon, Dec 15, 2025 at 10:44 AM

To: "cpcinfo@nola.gov" <cpcinfo@nola.gov>

Bcc: Gabrielle Nguyen <gknguyen94@gmail.com>, Joey Flynn <joey.flynndesigns@gmail.com>

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Hiep Pham & Gabrielle Nguyen

hieppham93@gmail.com, 228-424-1463



Hiep Pham <hieppham93@gmail.com>

NPP Meeting (Hiep & Gabrielle)

Hiep Pham <hieppham93@gmail.com>

Mon, Dec 15, 2025 at 10:43 AM

To: "kfoster@algierseconomic.com" <kfoster@algierseconomic.com>

Bcc: Gabrielle Nguyen <gknguyen94@gmail.com>, Joey Flynn <joey.flynndesigns@gmail.com>

Hello Ms. Foster,

Please join us, Hiep Pham and Gabrielle Nguyen, for a Neighborhood Participation Program (NPP) meeting regarding Lots 21A / 25A on Van Buren Street.

Meeting details are as follows:

Date: January 6, 2026

Time: 5:30 p.m.

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Hiep Pham & Gabrielle Nguyen

hieppham93@gmail.com, 228-424-1463



Hiep Pham <hieppham93@gmail.com>

Thank you Algiers! Re: NPP Meeting (Hiep & Gabrielle)

Kelsey Foster <kfoster@algierseconomic.com>
To: hieppham93@gmail.com

Mon, Dec 15, 2025 at 10:43 AM

Hello,

Tuesday, July 8 was my last day in my role as the Executive Director of the Algiers Economic Development Foundation. Please contact the AEDF Interim ED LaVerne Toombs ltoombs@algierseconomic.com for support.

Please stay in touch! I can be reached at my personal email, kelsfoster@gmail.com.

Thank you,

Kelsey

--

Kelsey Foster
Executive Director
Algiers Economic Development Foundation

(p) 504-362-6436
(c) 814-657-5895
(f) 504-273-4499

[2401 Westbend Parkway, Ste. 3020](#)
[New Orleans, LA 70114](#)



[Schedule a Meeting via Calendly](#)



Hiep Pham <hieppham93@gmail.com>

NPP Meeting (Hiep & Gabrielle)

Hiep Pham <hieppham93@gmail.com>

Mon, Dec 15, 2025 at 10:46 AM

To: "ltoombs@algiereconomic.com" <ltoombs@algiereconomic.com>

Bcc: Gabrielle Nguyen <gknguyen94@gmail.com>, Joey Flynn <joey.flynndesigns@gmail.com>

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Time: 5:30 p.m.

Location: Starbucks, 3400 Holiday Dr, New Orleans, LA 70114

We would like to apply for a conditional use to permit a single-family dwelling in the General Planned Development (GPD) District in accordance with Article 7, Section 7.2.A (Table 7-1) of the Comprehensive Zoning Ordinance. We are required to apply for approval, and our application must be heard by the City Planning Commission and the City Council.

As part of our approval process, we are required to complete the NPP meeting before submitting our application to the City Planning Commission for review.

If we receive approval, we plan to start the construction process on this residential build within the next few months. There is a subdivision application on file subject to approval by the City.

We are inviting you to an NPP meeting where you can learn more about what we propose.

We will provide a sheet to obtain contact information so that we can keep you updated if there are any changes to the plan.

If you are unable to attend and would like to receive information from the meeting or have any questions or comments, please feel free to contact us.

Best regards,

Hiep Pham & Gabrielle Nguyen

hieppham93@gmail.com, 228-424-1463

NPP Meeting 1/6/26 sign-in:

- 1) Hiep Pham
- 2) Gabrielle Nguyen

APOLMER@AOL.COM

3) Andrew Polmer
ALLIED Realty Inc
5955 Annunciation St
New Orleans, LA 70115
504-472-5431



Received by _____
Sign Provided _____ Date _____
Tracking Number _____

LAND-USE REQUEST APPLICATION

LAND-USE PROCESS		
APPLICANT RESPONSIBILITIES	CITY ACTIONS	NOTES
Schedule a pre-application conference with the CPC staff.		The applicant or agent must meet with CPC staff to review the application.
Perform NPP Outreach		Staff will explain requirements including Neighborhood Participation Program outreach in pre-app meeting: https://www.nola.gov/city-planning/neighborhood-participation-program/
Submit Application to CPC Staff.	Review application/Return if incomplete and provide applicant with sign	All applications must be completed before being assigned a zoning docket number.
	Initiate legally required advertising of request.	Request is advertised 3 times in the newspaper and signs are posted in the vicinity of the request site.
Review staff's report prior to the public hearing.	CPC staff prepares a report of your request and forwards it to the Commission and petitioner.	Staff report on your request is forwarded to the Commission and to you prior to the Public Hearing.
Attend CPC Public Hearing.	Public Hearing is held approximately 6 weeks after a complete, correct application is received.	Proponents and opponents are allowed to address concerns and issues at the public hearing.
	CPC recommendation is forwarded to the City Council with a suggested hearing date.	The staff report (inc. CPC recommendation) is sent to the City Council. The Council schedules a hearing date.
	Petitioner and those who spoke at the CPC Hearing are notified by the Clerk of Council of hearing	Clerk of Council notifies proponents and opponents of the scheduled hearing date, - 10 days prior to hearing.
Attend City Council Public Hearing (City Hall-City Council Chambers).	City Council takes action	If Council votes for denial, the process ends here. If Council votes for approval, the Council will instruct the City Attorney's Office to prepare an ordinance. Once introduced, the ordinance must lay over for 21 days before it can be adopted. After adoption, the Mayor signs the ordinance.
<i>If no site plan or title restriction is required, submit your application for permitting. If title restrictions are required, submit recorded title restrictions per ordinance to the CPC (and Safety & Permits when applying for permits.)</i>		
If site plans are required, revised final plans must be submitted to CPC staff within 1 year final ordinance date.	CPC staff verifies compliance, and will approve the drawings.	The final site plans must contain all required information, including all Waivers & Provisos from the Final Ordinance must be listed on the title page.
Take 5 copies of the Final CPC Staff-approved plans for recordation Office of Conveyances.	CPC staff will give the applicant one copy of the approved drawings and the transmittal letter authorizing the recordation to the applicant.	CPC staff will notify the applicant when the final plans have been signed.
After recordation, the applicant must resubmit 1 recorded copy to CPC & Safety & Permits.	CPC staff will collect one (1) copy of the recorded plans.	Once plans have been recorded, the CPC staff is legally authorized to change the Zoning Map.

LAND-USE FEE SCHEDULE

Zoning Change:

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

Conditional Use/Planned Development:

- Structures between 0-4,999 sq ft \$1,160
- Structures between 5,000-24,999 sq ft \$2,320
- Structures between 25,000-74,999 sq ft \$3,480
- Structures of 75,000 sq ft or more \$4,640

Conditional Use Established Two-Family, Multi-Family, and Townhouse Dwellings:

- No increase in floor area \$500
 - Increase in floor area \$700
- Text Amendment: \$1,500



Building/Construction
Related Permit



Received by _____
Sign Provided _____ Date _____
Tracking Number _____

LAND-USE REQUEST APPLICATION

Please submit complete applications via email to CPCinfo@nola.gov or in person at 1300 Perdido St., 7th Floor, New Orleans, LA 70112. Incomplete applications will **not** be accepted and will be returned to the applicant.

ATTACHMENTS	TEXT AMENDMENT	ZONING CHANGE	CONDITIONAL USE/PLANNED DEVELOPMENT
Completed application with all required information & signed by owner or authorized agent.	Required	Required	Required
Authorization from Property Owner. If ownership is joint, each owner must be listed. If ownership is a partnership, the Partnership Agreement must be included. If ownership is a corporation, Articles of Incorporation (full document filed with the Secretary of State) and a Board Resolution authorizing an individual or agent to sign on its behalf must be included. If ownership is a LLC, Articles of Organization (full document filed with the Secretary of State) and legal documentation authorizing an individual or agent to sign on its behalf must be included. If necessary, submit proof of ownership documents, such as copies of the recorded act of sale, act of exchange, act of donation, cash sale or deed.		Required	Required
Accurate survey or legal description showing or describing the legal boundaries of the site.		Required	Required
Photographs of the subject site(s) and building(s).		Required	Required
Neighborhood Participation Program Documents including NPP summary report, contact list, NPP meeting invitation, NPP comment cards, neighborhood email notices, and meeting sign-in sheet. Refer to the Neighborhood Participation Guide for more information.	Required	Required	Required
Site Plan of the entire lot(s) showing property lines and all buildings or structures, with distance from property line indicated. All off-street parking areas, driveways, interior streets, paving, mechanical equipment, or other surfaces should be shown and dimensioned on the plans.			Required
Landscape Plans including the location, quantity, size, name, and condition of all existing and proposed plant materials and trees. All landscaped areas should be shown and dimensioned on the plans. A description of all tree preservation measures on-site and in the public right-of-way should be included.			Required
Architectural Elevations of each side of the proposed structure(s) indicating height, architectural elements such as windows, doors, materials, textures, and other information.			Required
Floor Plan(s) of the entire structure(s) showing room use, dimensions, walls, doors, windows, major appliances, plumbing fixtures, stairs, or other egress.			Required
Recommendations or approvals from HDLC, or VCC, or City Council (regarding demolition), where applicable.			May Be Required
Design Advisory Committee (DAC) Recommendation , when required by Article 4, Section 4.5.B of the Comprehensive Zoning Ordinance.			May Be Required



Building/Construction
Related Permit



Received by	_____
Sign Provided	Date _____
Tracking Number	_____

LAND-USE REQUEST APPLICATION

Please submit complete applications via email to CPCinfo@nola.gov or in person at 1300 Perdido St., 7th Floor, New Orleans, LA 70112. Incomplete applications will not be accepted and will be returned to the applicant.

Type of application: Text Amendment Zoning Change Conditional Use/Planned Development

Address of Property for which this application is being filed. 16634 Van Buren St, LA 70131 and 63304 Jackson St, LA 70131

APPLICANT INFORMATION

Applicant Identity: Property Owner Agent

Applicant Name Gabrielle Nguyen

Applicant Address 3939 Van Buren St

City New Orleans State LA Zip 70131

Applicant Contact Number 504-419-9322 Email Gknguyen94@gmail.com

PROPERTY OWNER INFORMATION

SAME AS ABOVE

Property Owner Name _____

Property Owner Address _____

City _____ State _____ Zip _____

Property Owner Contact Number _____ Email _____

SPECIFIC ZONING REQUEST

conditional use to permit a single-family dwelling in the General Planned Development (GPD) District in accordance with Article 7, Section 7.2.a of the Comprehensive Zoning Ordinance

PROPERTY LOCATION

Square Number(s) 128 Lot Number(s) 20-35

Bounding Streets Van Buren Street Jackson Street Maumas Avenue

Zoning General Planned Development District Municipal District 5

Tax Bill Number 513910802, 513910805 Planning District 13

DESCRIPTION OF PROJECT (Attachments are acceptable)

See attachment



Received by _____
Sign Provided _____ Date _____
Tracking Number _____

LAND-USE REQUEST APPLICATION

ACKNOWLEDGMENTS

I (we) hereby affirm that ownership and property information presented on this application is current and accurate and, further, that the undersigned meet the requirements of Article 16 of the Comprehensive Zoning Ordinance to submit this application. 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 and authorized agent of the area of land described above, hereby submit for your approval the above stated request.

Owner Signature *Janelle Nguyen* Date 1/14/26

Agent Signature _____ Date _____

If ownership is joint, each owner must be listed. If ownership is a partnership, the Partnership Agreement must be included. If ownership is a corporation, Articles of Incorporation (full document filed with the Secretary of State) and a Board Resolusion authorizing an individual or agent to sign on its behalf must be included. If ownership is a LLC, Articles of Organization (full document filed with the Secretary of State) and legal documentation authorizing an individual or agent to sign on its behalf must be included. If necessary, submit proof of ownership documents, such as copies of the recorded act of sale, act of exchange, act of donation, cash sale or deed.

STATE OF LOUISIANA, PARISH OF ORLEANS

Before me, the undersigned authority, personally appeared the person(s) whose signature are affixed above, all of the full age of the 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 to and subscribed before me this 14th day of January 2026

My Commission expires at death

[Signature]
 LSBA NO. 370911



Orleans Parish, LA

Summary

Parcel ID	1663304-JACKSONST
Tax Bill Number	513910805
Municipal District	5
Location Address	1663304 JACKSON ST
Property Class	R - RESIDENTIAL
Special Tax District	
Subdivision Name	
Zoning District	Show Viewer (41000074)
Land Area (sq ft)	20100
Building Area (sq ft)	0
Revised Bldg Area (sq ft)	0
Square	128
Book	93
Lot/Folio	20/27/072
Line	005
Legal Description	1. ORLEANS SQ 128 2. LOTS 20/26 25 X 100 EACH 3. JACKSON
Assessment Area	ENG. TURN ORLEANS -RIVERSIDE Show Assessment Area Map
Parcel Map	Show Parcel Map

Owners

[NGUYEN GABRIELLE](#)
3939 VAN BUREN STREET
NEW ORLEANS LA 70131

Notices

[2024 Assessment Notice \(PDF\)](#)

Quick Links

[Estimate Taxes](#)

[Tax Information](#)

[Historical Property Tax Bills](#)

Valuation

	2026 Certified	2025 Certified	2024 Certified
Land Value	\$8,000	\$8,000	\$8,000
+ Building Value	\$0	\$0	\$0
= Total Value	\$8,000	\$8,000	\$8,000
Assessed Land Value	\$800	\$800	\$800
+ Assessed Building Value	\$0	\$0	\$0
= Total Assessed Value	\$800	\$800	\$800
- Total Exemption Value	\$0	\$0	\$0
= Taxable Assessment	\$800	\$800	\$800
Special Assessment Treatment			
Age Freeze			
Disability Freeze			
Assessment Change			BOR 2024 Val no change
Tax Contract			

Sales

Sale/Transfer Date	Price	Grantor	Grantee	Notarial Archive Number	Instrument Number
9/24/2025	\$0	NGUYEN ALEXANDER L	NGUYEN GABRIELLE	202532054	760648
9/2/2014	\$0	NGUYEN ROSE M	NGUYEN ALEXANDER L	201434554	561188
4/25/2013	\$0	NGUYEN THUONG THANH	NGUYEN ROSE M	201316293	532519
5/16/1986	\$0			00653167	00000000

No data available for the following modules: Exemptions, , Change Orders, Photos, Sketches.

The Orleans Parish Assessor's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation.
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 Last Data Upload: 1/24/2026, 12:16:53 AM

[Contact Us](#)



City Planning Commission Speaker Card #5

Date: 3/24/26

I would like to speak regarding CPC Docket: 033/26

INFORMATION ONLY

Name: JOSEPH FLYNN

Address: 8903 JEFFERSON Hwy River Ridge LA

I am the applicant for this docket

I'd like to cede my time to: _____

I hereby affirm that the written or oral statements I give before the City Planning Commission will be true and correct. By ascribing my signature below, I acknowledge all information presented is of my own volition and true and correct to the best of my knowledge.

Please check if you are a paid representative or receiving any type of compensation or thing of value in exchange for speaking or attending today.

Signature of Speaker: 