

CITY PLANNING COMMISSION  
CITY OF NEW ORLEANS

LATOYA CANTRELL  
MAYOR

ROBERT D. RIVERS  
EXECUTIVE DIRECTOR

LARRY W. MASSEY, JR.  
DEPUTY DIRECTOR

**NOTICE OF DECISION FOR REASONABLE ACCOMMODATION REQUEST**

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**Name of Applicant:** Lisa Jupiter

**Property Address:** 2630 Ursulines Ave.

**Date of Application:** 10/03/2022

**Decision of the Executive Director of the City Planning Commission:**

- Grant as Requested  
 Grant with Modifications or Conditions  
 Denied

**Date of Decision:** 11/03/2022

**Required Conditions:**

1. The reasonable accommodation granted herein is specific to Lisa Jupiter to allow a second kitchen in a single-family dwelling. Thus, the property owner shall file a restriction on the title of the property which states that the granted accommodation shall only be in force while Lisa Jupiter resides at this location, and that, should they no longer reside at this location, the second kitchen shall be removed, or the structure converted to a two-family dwelling or subject to enforcement by the City of New Orleans.
2. **Prior** to final approval by the City Planning Commission, the applicant shall submit a revised floor plan to the City Planning Commission staff for review and approval. This plan shall be the plan for which the building permit is issued.

**Additional Comments:**

CPC Executive Director:  \_\_\_\_\_ Date: 11/3/2022

**Note for denied requests or approval subject to provisos: You may file an appeal within thirty (30) days of the date of this decision to the Board of Zoning Adjustments. To file an appeal, complete the Appeal of Reasonable Accommodation form with the City Planning Commission. The City will provide assistance for individuals who need help completing the appeal form.**

**Note for approved requests: Final approval is contingent on the condition that you meet the listed provisos, as verified by Board of Zoning Adjustments staff. In accordance with Article 27, Section 27.8 of the CZO, a reasonable accommodation expires two (2) years from the date of approval unless any of the conditions of Article 27, Section 27.8 are met. In the event an extension is necessary, a request shall be submitted prior to the expiration of the reasonable accommodation (i.e., within two (2) years from the date of approval).**

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**27.7 APPEALS**

- A. Within thirty (30) days of the date of the Executive Director's decision, an applicant may appeal an adverse decision to the Board of Zoning Adjustment. Such appeals shall be made in writing, using the appropriate City form.
- B. If an individual needs assistance in filing an appeal on an adverse decision, the City shall provide assistance to ensure that the appeals process is accessible.
- C. All appeals shall contain a written statement of the grounds for the appeal. Any personal information related to the disability status identified by an applicant as confidential shall be retained in a manner so as to protect the privacy rights of the applicant and shall not be made available for public inspection.
- D. In considering an appeal of a decision of the Executive Director, the Board of Zoning Adjustments shall consider (a) the application requesting a reasonable accommodation, (b) the Executive Director's decision, (c) the applicant's written statement of the grounds for appeal, and (d) the provisions of this Article, in order to determine whether the Executive Director's decision was consistent with applicable fair housing laws and the required findings established in Section 27.5.
- E. Nothing in this procedure shall preclude an aggrieved individual from seeking any other state or federal remedy available.

**27.8 EXPIRATION**

- A. Any approval granted for a reasonable accommodation in accordance with this Article shall expire twenty-four (24) months from the effective date of the approval unless:
  - 1. Construction of the approved work has commenced in accordance with an approved building permit, where applicable.
  - 2. A certificate of occupancy for the approved work has been issued.
  - 3. The use authorized by the reasonable accommodation is legally established.
- B. An extension of time has been granted by the Executive Director in accordance with Section 27.8.B.
- C. The Executive Director may approve up to three (3), one-year extensions of time for an approval of a reasonable accommodation, upon a showing of good cause by the applicant for each such extension. Any request for an extension of time for an approval of a reasonable accommodation shall be made in writing to the Executive Director at least thirty (30) days prior to the expiration date.