

Winnetka NC Planning & Land Use Procedural Resolution

Whereby the Los Angeles City Charter establishes Neighborhood Councils to provide input to the City Council (and by extension City Departments) on matters of impact to the specific community that the Neighborhood Council is established to serve.

Whereby the Winnetka Neighborhood Council Board has established the Planning & Land Use Management Committee to consider any proposed development or re-development, or modification project for any existing property within the boundaries of the Winnetka Neighborhood Council and provide a recommendation to the Board to either accept, deny, or accept with conditions any applicant's [developer/owner] project, so the Board may take an official position on the project and provide notice to our City Council member and the Planning Commission.

Whereby, the Planning & Land Use Management Committee has a duty to consider any and all ordinances, laws, regulations proposed by any governmental body with jurisdiction over the community of Winnetka, or any proposed amendments to any such law, ordinance, or regulation.

Therefore, the Winnetka NC Planning and Land Use Committee, in order to represent all stakeholders within the Winnetka Community, which includes residents, land owners, business owners, employees, social and religious organizations, and developers (please see the official definition of a stakeholder for a complete description), hereby determines the following:

1. Definition: Any land owner, developer, consultant, or architect that has a proposed plan for any development, re-development, or modification to any property or building within the Winnetka NC boundaries or an adjacent NC as applicable, may hereby be referred to in this resolution as an "applicant".
2. Definition: The Planning & Land Use Committee may also be referred to as "the Committee" or "the PLUM Committee" in this resolution.
3. Definition: Any development, re-development, modification, request for conditional use permit, or variance may also be referred to as "the project" in this resolution.
4. The Committee shall consider any and all proposed development, re-development, or modification projects, or requests for conditional use permits, or variances for any property existing within the boundaries of the Winnetka NC.
5. The Committee shall consider any and all proposed development, re-development, or modification projects, or requests for conditional use permits, or variances for any property that exists in an adjacent NC that may have a significant impact on the residents of Winnetka

6. The Committee resolves to meet with any applicant as early as possible in the planning stages for a project, in a public meeting to hear from the applicant and any stakeholders and provide guidance and input to the applicant in an effort to assist in the development of plans for a project that will have a reasonable chance of being acceptable to the stakeholders and the Board
7. The Committee resolves and confirms that it may meet multiple times, in a public meeting, in an effort to work with the applicant to refine the proposed project.
8. The Committee resolves that no approval vote or action will be taken on any project until that project has been submitted to the City Planning Department and has been assigned a Case Number by the department.
9. The Committee resolves that all applicants will be required to mail a meeting notice, as determined and provided by the Committee to all addresses within 500 feet of the proposed project for each and every public meeting held to discuss the proposed project. If any applicant refuses to mail the meeting notices, or fails to do so, the Committee shall not meet with the applicant, and shall deny approval of the project without prejudice until the applicant complies and public meetings are held in accordance with normal procedures.
10. The Committee resolves that any applicant who submits a project for review shall be required to disclose ownership and funding sources for the project so that Committee and Board members may determine if any member has a conflict of interest. If an applicant refuses or fails to provide this information, the Committee shall deny approval of the project without prejudice until such information is provided.
11. The Committee, at its discretion, may request an applicant to provide any and all reports (such as, but not limited to: traffic studies, environmental report etc.) from an applicant prior to taking a position on any project.
12. The Committee requires any applicant to submit the following documents, in PDF format, to the Committee prior to any hearing on any proposed project:
 - a. a site or building plan of some type,
 - b. some form of rendering of the proposed building
 - c. a detailed description of what the applicant is requesting including an explanation of all zoning changes, conditional uses, or variances.
13. The Committee resolves to discuss, in public meetings, and make a recommendation to the Winnetka NC Board on any relevant proposed City,

State, or Federal ordinances, laws, regulations, or amendments to any ordinances, laws, or regulations that it deems within the Committee's purview.

14. The Committee will require any applicant to sign a voluntary agreement of intent to comply with any and all conditions requested by the Board.

Approved: 5 - 0 Date: 01/17/2017