

**WESTWOOD NEIGHBORHOOD COUNCIL LAND USE AND PLANNING COMMITTEE'S
NEIGHBORHOOD NOTIFICATION POLICY**

1. The Westwood Neighborhood Council Land Use and Planning Committee (LUPC) requires that Applicants seeking support for their project from the LUPC and Westwood Neighborhood Council Board of Directors (WWNC) comply with the LUPC's **NEIGHBORHOOD NOTIFICATION POLICY**.
2. Following an Applicant's request for hearing before the LUPC, the LUPC will set the Applicant's project for hearing before the committee at the next available date, preferably no later than 30 days from request (Hearing Date). The LUPC generally holds its regular meetings on the second Wednesday of each month in the meeting room at the Westwood Public Library located at 1246 Glendon Avenue, Los Angeles, CA 90024 from 3:15 p.m. to 5:15 p.m.
3. Upon receipt of a hearing date before the LUPC, we require that the Applicant mail to each residence (as well as tenants and owners if applicable) and/or business within 500 feet of said project based on an applicable "Radius Map," the **WWNC LUPC NEIGHBORHOOD NOTIFICATION LETTER (template can be downloaded from WWNC LUPC webpage)**, with a copy to the LUPC Chair at **chair-lupc@wwnc.org**. As shown therein, the **NOTIFICATION LETTER** must provide the hearing date, time, and location of the LUPC hearing along with the project's case number assigned by the City agency, description of said project, list of actions requested by Applicant, and Applicant's phone and email contact information. The Notification is to be folded into thirds so that the addressee and return address is on the outside of the middle third side for easy mailing.
4. The LUPC will vote on each action requested by Applicant at the hearing after Applicant's presentation, public comment and their public discussion of the project. The LUPC will then present their recommendations to the full WWNC Board of Directors.
5. Applicant's project will be placed on the WWNC Board of Directors regular meeting agenda which normally should follow the LUPC hearing (the second Wednesday of each month at 7 p.m. in Hoffman Hall at the Westwood Presbyterian Church located at 10822 Wilshire Boulevard, Los Angeles, CA 90024) for a vote on Applicant's requested actions.
6. The LUPC's **NEIGHBORHOOD NOTIFICATION POLICY** has been created to ensure that all parties and/or stakeholders affected by Applicant's project will have notice of said project and an opportunity to both educate themselves further about said project as well as provide their opinions and public comments regarding same. The LUPC believes that this process will provide itself and the full WWNC Board with the information necessary for them to carry out their community advisory role more effectively as well as ensure that the broader community has been afforded an opportunity to participate in this process.
7. The aforementioned notices are required by the LUPC only, and shall not serve in lieu of any other notices required by the City of Los Angeles, State of California, United States Federal Government, or otherwise.