

## WESTWOOD NEIGHBORHOOD COUNCIL LAND USE AND PLANNING COMMITTEE

### PROCEDURE:

An Applicant tenant/developer/owner seeking a hearing before the Westwood Neighborhood Council Land Use and Planning Committee ( LUPC) and full WWNC Board of Directors must contact the LUPC Chair for a hearing date before the LUPC at [chair-lupc@wwnc.org](mailto:chair-lupc@wwnc.org). The LUPC has a required **NEIGHBORHOOD NOTIFICATION POLICY** that can be accessed and downloaded from this LUPC webpage.

At the hearing, Applicant will present its proposed project to the LUPC. The LUPC will review the project with Applicant and interested stakeholders to identify potential community impacts and/or benefits. Following Applicant's presentation, the public will be afforded an opportunity to comment on said project, followed by the LUPC public discussion. The LUPC will conclude its review of the project with a vote on each of Applicant's requested actions. The LUPC will then communicate its recommendations to the full WWNC Board of Directors for their vote on said project at its regular meeting which in general should follow that evening.

The LUPC will vote on each action requested by Applicant at the hearing after Applicant's presentation.

Both the results of the vote by the WWNC LUPC and the WWNC full Board of Directors on Applicant's requested actions shall then be forwarded in a letter to the respective governmental department or agency handling said project.

The LUPC recommends that in addition to the required Neighborhood Notification letter, Applicants use the following guidelines to facilitate review of their projects by both the Committee and Board:

1. provide descriptive materials or documents to the LUPC at least ten days prior to the scheduled presentation.
2. prepare no more than a 20 minute presentation\*
3. provide additional documentation as requested

\*presentation to LUPC may be longer if scheduled in advance

In order for the LUPC to adequately review and understand the project, the following should be provided to the LUPC, preferably in PDF format, at least TEN days prior to the hearing date (email same to [chair-lupc@wwnc.org](mailto:chair-lupc@wwnc.org))(each file may be up to two megabytes in size).

1. Group or persons proposing project;
2. Location of project and current use of property;
3. Scope of project;
4. Entitlement process and current status of project (i.e., what approvals are needed; what approvals have you already obtained) ; and
5. Outreach efforts to date (contacts with City Council office, Homeowners Associations, etc.)

Please bring to meeting THREE paper copies of your plans and renderings for the Committee. You may wish to bring additional copies for the public. Thank you in advance for your cooperation in facilitating this meeting.

The LUPC will issue an **ABSTENTION CALENDAR** regarding projects that will not receive more in-depth review by the Committee. One example of such a project would be an individual single-family dwelling that does not involve a zoning change and fails to demonstrate any community-wide impact. This **ABSTENTION CALENDAR** will allow tracking of local projects within the WWNC boundaries.