

ATTACHMENT B

Bel Air-Beverly Crest Neighborhood Council Draft Standing Rules: Planning and Land Use Committee

Interrelationship Between Committees and Office—Planning and Land Use Committee (PLU)

To coordinate the flow of the material to meet the PLU Committee's obligation mandated by the Planning Department:

Planning Department Mandate requires all not by right applications to be first reviewed by the Neighborhood Council of the applicant's property.

1. When BABCNC (Council) receives CNC report, the CD4 and CD5 listings should be segregated from the CNC Report and distributed to all members of the Land Use Committee.
2. Shortly thereafter, if the individual files regarding the matters reported on the CNC Report have not been received, the Administrator should contact Planning and obtain a copy of the file which should contain both the Application, rationale for the request and any plans, drawings or studies.
3. When the foregoing are obtained, they should be distributed to the nearest stake holder group in whose area the property application is situated. Receipt of the underlying material of the application material by Council should be registered in a log and dated. When it is distributed to the relevant stake holder group, the outgoing date and recipient should be logged in. The stakeholder group should then report its position regarding the matter to the PLU Committee. If the property is in an area of the Neighborhood Council that has no Representation, an effort should be made by Council to notify the individual stakeholders in the area of the application.
 - (a) If there is a hearing noticed, the date of the hearing should be placed on the Council calendar and both the individual stakeholder group and the PLU Committee should be notified.
 - (b) The PLU Committee should agendized public hearing in sufficient time for the stake holder group to conclude a position and to organize appearances of the applicants and their representatives.
4. The PLU Committee, at its meeting, should determine what action, if any, it should take and to what extent the entire Board should weigh in on the issue, and vote on any matter requiring communication with the City. All votes should be recorded by the committee and reflected in any report of the committee and sent to planning.

If a letter from the Council or PLU Committee is to be sent to Planning that initial draft of the letter needs to be prepared by Chair of the committee based on disposition made at the

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PLU Committee. That Draft, and review by the President must be completed in a timely manner for the letter to appear in the file for Planning's review prior to and hearing date. A copy of the letter shall be sent to the Council Office of CD 4 and CD 5 contemporaneously with being sent to Planning.

If a request regarding a land use issue is presented to the Council, other than through application to Planning, both the Executive Committee and the Land Use Chairs should consult and coordinate a process for making a determination of whether the items should be on the Agenda of the Council or the PLU Committee. If necessary, the Council Office and the City Attorney should be consulted.