

Attachment "D"

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

When onboarding new PLU members, a copy of required findings for standard decisions shall be provided.

The Planning Department Mandate requires all not by right applications to be first reviewed by the Neighborhood Council of the applicant's property. To coordinate the flow of the material to meet the PLU Committee's obligation mandated by the Planning Department:

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 Chair or Vice Chair should contact the applicant and obtain electronic copies of relevant files 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 stakeholder group in whose area the property application is situated. Receipt of the underlying material of the application by Council should be registered in a log and dated. When it is distributed to the relevant stakeholder 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.

If the applicant does not supply this material a week in advance of the PLU meeting at which this project is agendized, a letter to appropriate City officials expressing a lack of support based on failure to receive information shall be sent.

If the applicant fails to come before the PLU Committee before a City hearing, a letter shall be written to appropriate City officials expressing a lack of support based on a failure on the part of the applicant to participate in our review process.

If a PLU meeting is noticed at which the project will be discussed, the date of the meeting should be placed on the Council calendar and both the individual stakeholder group and the PLU Committee should be notified. This shall be done by the Administrator in conjunction with normal notification to the City.

The PLU Committee should agendize public meetings in sufficient time for stakeholder groups to conclude a position and to organize appearances of the applicants and their representatives.

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.

Following or preceding each decision, a member of the PLU committee will be designated to draft a summary of the decision and to present the project and the recommendation to the board.

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

If the PLU is planning to agendize a policy issue, all stakeholder groups should be notified by the Chair in advance and given time to formulate a position prior to the meeting at which the policy issue is heard.