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**Land Use and Planning Committee
Of the Venice Neighborhood
Council**

DRAFT

POLICIES and PROCEDURES

**Submitted for Approval by the Land Use and Planning
Committee March 28, 2007**

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LUPC VNC Web Page

Page 21

History of LUPC

Page 22

MISSION STATEMENT:

To advise the Venice Neighborhood Council and stakeholders about land use projects in or around Venice that will impact the quality of life of Venice residents, business owners and stakeholders.

To advise the Venice Neighborhood Council on planning issues and projects affecting the Venice community.

To make recommendations to the Venice Neighborhood Council to forward to the Los Angeles City Planning Department any exceptions, modifications and variances to the Venice Coastal Zone Specific Plan for the planning and construction of projects in Venice.

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GOALS and OBJECTIVES:

1. To review Venice land use and planning issues, take public input, report on and make recommendations of action to the Venice Neighborhood Council’s Board of Officers in a timely manner on any land use and planning issues affecting the Venice community.
2. To render every land use and planning issue heard by LUPC transparent to all constituents.
3. To measure ~~every construction project~~ **development projects** against the Venice Coastal Zone Specific Plan that was crafted by Venice residents which is LUPC’s criteria for acceptance or rejection of every issue before us.
4. ~~To give constructive feedback to developers and hearing authorities, on each project/issue heard whether or not there are variances requested.~~

115 ~~Presenting a project/issue before LUPC and the~~
116 ~~Venice community relates to the implementation of~~
117 ~~the vision as well as the construction itself.~~

118 _____
119 ~~5. To encourage amicable resolution of differences.~~

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121 **4. To provide a public forum for stakeholders to hear**
122 **development projects and voice their support or**
123 **concerns.**

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127 **COMPOSITION OF LAND USE**
128 **AND PLANNING COMMITTEE:**

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130 The Venice Neighborhood Council's By-Laws state that the
131 Land Use and Planning Committee Chair shall be one of
132 seven Executive Officers elected At Large, and is responsible
133 for chairing the LUPC, and the preparation and submission
134 of all required LUPC reports to the Board of Officers.

135
136 The LUPC itself shall consist of nine stakeholders including
137 the elected chair. No Board Officer may serve as a LUPC
138 member with the exception of the LUPC chair. EXCEPT that,
139 for the term ending October 2007, the LUPC shall include two (2)
140 additional members who are Board Officers as nominated by the
141 Board of Officers.

143 Eight LUPC members shall be elected by the Board of
144 Officers from a list of candidates who have formally
145 communicated to the Board of Officers their desire to serve
146 on the LUPC. The Board of Officers shall, within 30 days
147 after beginning their term, hold a Board of Officers meeting
148 for the election of LUPC members. The eight candidates
149 with the highest vote totals shall be elected.

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157 **MEETINGS:**

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1. Shall be not less than once a month, at a date, time and location readily available to all Venice stakeholders.
2. Obey the 72-hour prior posting time limit as set by the Brown Act.

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PROTOCOL FOR PRESENTING EACH PROJECT/ISSUE

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Please note that there is a maximum of forty (40) minutes allowed for each item:

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1. LUPC members declare any Ex Parte communications with either the applicant or the organized opposition, and/or declare any conflict of interest with the issue.

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2. Five minutes time allowed for the applicant to make a presentation of their project.
3. Five minutes time **shall be** allowed for an *organized opposition* **if requested** to that project. The *organized opposition* to that project shall make itself known to the committee before the applicants makes a presentation. **If there is no *organized opposition*, that five minutes is eliminated from the time allocated to each project/issue.**
4. Ten minutes for public comment on that project/issue. Please see Speaker Cards below for protocol on public comment.
5. Five minutes for rebuttal by applicant to public comments.
6. Fifteen minutes time allowed for LUPC deliberation and debate on that project/issue. This includes questioning the applicant and the *organized opposition*.

SPEAKER CARDS and PUBLIC COMMENT:

Speaker Cards have an “in lieu of speaking” option. This means that if a stakeholder is in opposition or support of the indicated item, but doesn’t wish to speak, they check the appropriate box. “In lieu of speaking” comments will be read aloud, considered in the LUPC debate and will be incorporated in the LUPC minutes.

204 Tallies of all Speaker Cards for a particular item will be
205 announced prior to any debate or action on that particular
206 item on the agenda item. These tallies will be incorporated
207 in the LUPC minutes for this particular meeting.

208

209 **PROTOCOL FOR SPEAKER CARDS:**

- 210 1. Fill out and present to LUPC Chair or LUPC
211 secretary.
- 212 2. Speaker Cards are numbered, by LUPC, within each
213 agenda item indicated on the card.
- 214 3. During the “Public Comment” section, each speaker
215 for that agenda item will be called to speak by the
216 numbered sequence of the cards
- 217 4. Speaker Cards must be turned in before the “Public
218 Comment” section of that particular item is open.
219 LUPC calculates how much time to allow each
220 speaker by how many stakeholders wish to address
221 that item. For instance: 10 minutes time divided by
222 10 speakers equals 1 minute per speaker.

223

224

225 **PROTOCOL FOR PUBLIC COMMENT:**

226

- 227 1. Stay on topic. Be specific to the project/issue at
228 hand.
- 229 2. Two minute maximum time for an individual’s
230 public comment.
- 231 3. Embrace civil discourse – be courteous.

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255 **RECONSIDERATION OF A**
256 **MOTION:**

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258 **The LUPC may make a Motion to Reconsider and alter its**
259 **action taken on any item listed on this agenda during this**
260 **meeting or at its next regular meeting. A Motion for**

261 Reconsideration can only be made by a LUPC member who
262 voted on the prevailing side of the action to be reconsidered.
263 If the LUPC member moving for reconsideration wishes the
264 motion to be heard at the next regular meeting following the
265 original action, then two items shall be placed on the agenda
266 for that next meeting: 1) the Motion for Reconsideration of
267 the described matter and 2) the motion on the actual matter,
268 should the Motion for Reconsideration be approved. If a
269 Motion for Reconsideration is not heard on the same date
270 the action originally was taken, a LUPC member on the
271 prevailing side of the original action must submit a
272 memorandum to the LUPC Chair identifying the matter to
273 be reconsidered and a brief description of the reason(s) for
274 requesting reconsideration at the next regular meeting.

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276 A Motion to Reconsider must be made no less than ten (10)
277 days prior to the next LUPC meeting.

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285 **LAND USE AND PLANNING**
286 **COMMITTEE CHAIR DUTIES:**

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288 Chair each LUPC meeting or select a Pro Tem Chair from the
289 LUPC members.

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291 ~~Collect the LUPC mail from the Venice USPO, Box 550~~
292 ~~weekly, or cause to be collected and delivered to the LUPC~~
293 ~~Chair. The LUPC Chair has one of the two keys to the~~
294 ~~Venice Neighborhood Council's Post Office Box 550.~~

295

296 Compose or cause to be composed all meeting agendas –
297 details on page 11

298 Composition of agenda– details on page 12

299 Consent Calendar – details on page 13

300 Documents – details on page 14

301

302 Cause all minutes of all LUPC meetings to be transcribed
303 and made available – details on page 15

304

305 Compose or cause to be composed all reports to VNC Board
306 of Officers – details on page 16

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308 LUPC Outreach

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315 **MEETING AGENDAS:**

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1. LUPC Chair shall lead the Agenda-Building Task Force which shall meet no less than every other month to compile LUPC agendas.
2. Email, or cause to be emailed, LUPC agenda to LUPC members, VNC Communication Officer, VNC Board of Officers, Council District 11 Planning Deputy and Venice Deputy ten days prior to that particular LUPC meeting.
3. Post, or cause to be posted, LUPC agenda on the VNC web site and cause to be posted at each physical posting site as determined by the VNC Board of Officers acting in accordance with the By-Laws.
4. Cause adequate copies of agendas to be at each LUPC meeting.
5. Cause adequate copies of Speaker Cards for Public Comment to be at each LUPC meeting.

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AGENDA COMPOSITION to include but not be limited to the following:

1. Roll Call
2. Approval of the agenda as presented
3. Approval of previous meeting minutes as emailed to LUPC members.
4. Announcements about specific events important to Venice stakeholders.
5. Public Comment – 10 minutes on non-agendized items related to land use and planning only.
6. Consent Calendar (see below for explanation of Consent Calendar)
7. Old Business
8. New Business
Presentation of issues for consideration, deliberation and ~~finding~~ **recommendations to the VNC Board of Officers** by LUPC.
9. Public Comment – 10 minutes on non-agendized items related to land use and planning only.
10. LUPC Chair report on VNC Board of Officers actions taken on LUPC recommendations.
11. LUPC Task Force reports.
12. Adjourn

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CONSENT CALENDAR:

LUPC’s clear standing rules for Consent Calendars:

- 1. Only those items NOT expected to generate debate are placed on the Consent Calendar. ~~For example, on site beer and wine ABC license, offsite beer and wine and the resultant CUP application is an issue for deliberation and finding.~~**
- 2. If a member of the public fills out a speaker card for that item, or a member of LUPC wants to discuss that item, it is taken out of the Consent Calendar and placed in NEW BUSINESS on that same meeting agenda. If that item is not addressed in NEW BUSINESS for lack of time, it is placed on the next LUPC meeting agenda as an issue for deliberation.**
- 3. Each Consent Calendar item will have a 200 word or less description printed on the back of the LUPC agenda (or on a separate paper) for that meeting.**
- 4. Refer to Roberts Rules of Order (10th edition) pages 349 through 351 for additional information.**

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DOCUMENTS PERTAINING TO EACH PROJECT/ISSUE:

~~Substantial documents~~ Documents must be submitted to LUPC by each and every applicant that should include, but not be limited to:

1. Drawings and/or elevations of the project.
NOTE: If drawings are not provided at the appropriate LUPC meeting, that project is automatically rejected, to be placed on a later agenda.
2. Completed LUPC Project Form appropriate for the project, including legal description of parcel.

Thirteen sets of these substantiating documents (drawings, completed Project Form, elevations, etceteras) are to be brought to the LUPC meeting when that project/issue is heard, plus emailing a set to lupc@vnc.org 10 days prior to the LUPC meeting when that project/issue is to be heard.

435 ~~One of the above sets of documents will be posted at the~~
436 ~~LUPC meeting for the public's perusal.~~

437

438 Documents for each issue will be posted on the VNC web
439 site for each issue if feasible.

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443 **MINUTES FOR EACH LUPC MEETING:**

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446 1. The LUPC meeting will be recorded and the tapes
447 transcribed within a reasonable time. Draft minutes for each
448 LUPC meeting to be posted to the VNC web site and
449 emailed to each LUPC member no less than five days after
450 the LUPC meeting.

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452 2. LUPC meeting minutes are public record and as such
453 are subject to the Public Records Act and available to
454 anyone.

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**REPORTS OF LUPC MEETINGS,
RECOMMENDATIONS AND FINDINGS TO
VNC BOARD OF OFFICERS:**

~~The VNC By Laws state,~~ “The Land Use and Planning Committee recommendations to the Board of Officers shall be in the form of a written **staff** report, which shall include a project description, ~~pros and cons,~~ **cite the section of the Venice Coastal Zone Specific Plan and/or LAMC, summarize the arguments against and arguments for the project/issue, summarize community input and any LUPC findings as well as the specific motion generated by LUPC.**

The LUPC Chair is responsible for this report which shall include any reports from individual LUPC members on any particular project/issue heard by LUPC during that reporting period.

493 The Chair shall submit, or cause to be submitted, LUPC
494 recommended letters of action or actions to the VNC Board
495 of Officers. A draft of each recommended letter, including
496 addresses, **and draft of Community Impact Statement**, will
497 accompany the request for consideration by the Board of
498 Officers, and the Chair will follow up, or cause to be
499 followed up, this request with the Secretary of the Board of
500 Officers within two weeks. The Secretary will email a copy
501 of any of these letters to lupc@vnc.org when they are sent.

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508 **BE IN CHARGE OF LUPC OUTREACH TO**
509 **THE IMMEDIATE VENICE COMMUNITY**
510 **AND LOS ANGELES IN GENERAL:**

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512

513 ~~Cause a regularly scheduled outreach session within the~~
514 ~~Venice community including but not limited to:~~

515

516

~~1. LAMC zoning regulations,~~

517

~~2. Reports from LA Planning Department,~~

518

~~3. Planning workshops~~

519

520 Cause a stack of LUPC business cards to be available to the
521 public at the Building & Safety Counter and the Planning
522 Department Counter in West Los Angeles, and at the
523 Council District field offices in Westchester and West Los
524 Angeles.

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526 ~~NOTE: Remind staff of LA City B&S, Planning and CD11 to~~
527 ~~direct Venice construction projects to LUPC for~~
528 ~~consideration.~~

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539 **LAND USE AND PLANNING**
540 **COMMITTEE MEMBER**
541 **REQUIREMENTS and**
542 **RESPONSIBILITIES:**

543

- 544 1. Attend each and every LUPC meeting, and be
545 prepared to deliberate and debate each project
546 and/or issue coming before LUPC.

547

- 548 **2. Knowledge of the Venice Coastal Zone Specific Plan.**
549
- 550 **3. Stakeholder of Venice as determined by the Venice**
551 **Neighborhood Council By-Laws.**
552
- 553 **4. Take the Los Angeles City Planning Department**
554 **training class ~~within 60 days of becoming a LUPC~~**
555 **~~member~~ when available.**
556
- 557 **5. Knowledge of zoning definitions and their meanings**
558 **~~or willing to learn them within 60 days of becoming~~**
559 **~~a LUPC member.~~**
560
- 561 **6. Individual review of the twice-monthly Certified**
562 **Neighborhood Council report from the Los Angeles**
563 **City Planning Department ~~emailed to all land use~~**
564 **~~and planning committee members of each~~**
565 **~~neighborhood council.~~ Available on the VNC web**
566 **site.**
- 567 **7. Willing to work on specific projects or issues at the**
568 **discretion of the LUPC Chair. This includes, but is**
569 **not limited to:**
570
- 571 **1. **Meeting with applicants**
572 **2. Compiling official documents to present**
573 **to LUPC.**
574 **3. Writing a project report on the assigned**
575 **project or issue which will be part of the**
576 **LUPC report to the Board of Officers.**
577

- 578 **8. Participation in LUPC Task Forces as required.**
579 **LUPC Task Forces include but are not limited to:**
580
581 **A. Agenda-Building - Meets every other month to**
582 **compile LUPC agendas**
583 **B. Policies and Procedures – meets as necessary**
584 **C. Parking – meets as necessary**
585 **D. Review of Venice Coastal Zone Specific Plan**
586 **(VCZSP) meets as necessary**
587 **E. Commercial Construction Moratorium – Lincoln**
588 **Blvd projects over 50,000 square feet meets as**
589 **necessary.**
590 **F. Information management**
591 **a. Maintenance of LUPC section of VNC web**
592 **page**
593 **b. Original software program to manage**
594 **VNC/LUPC procedures**
595 **G. Fences and Hedges – meets as necessary**
596 **H. Billboards – meets as necessary**
597 **I. En Lieu Parking Fees – meets as necessary**

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599

600 **LUPC is a Standing Committee. A Task Force of a standing**
601 **committee is composed of one less than a majority of a**
602 **quorum for that Standing Committee. LUPC has nine (9)**
603 **members. A quorum of nine (9) is five (5). One less than a**
604 **majority of that quorum is two (2). If a Standing Committee**
605 **Task Force includes members of the public, it must have an**
606 **agenda which must be posted a minimum of 72 hours prior**

607 to that meeting. This posting of agendas/notices 72 hours
608 prior to that meeting is a Brown Act requirement.

609

610 Exception is year 2006-2007 when LUPC has eleven (11)
611 members. A Task Force quorum of 11 is 3.

612

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616 ** Guidelines for LUPC members meeting with applicants:

- 617 1. Less than a LUPC quorum shall participate.
- 618 2. LUPC member(s) who participate in meeting(s) with
619 the applicant shall include the following in their
620 report:

621 a. A list of participants

622 b. Brief summary of the discussion

623

624

625 *Ex Parte Communications are defined by Webster's' Dictionary*
626 *as, "adv. from or on one side only of a dispute, adj, one-sided,*
627 *partial"*

628

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631

632 **Venice Neighborhood Council**
633 **Web Page (under construction!!)**

634

635 **Land Use and Planning Committee section**

636

637 Listed by Month and Year:

638

Agendas

639

Minutes – both transcribed and in “wave” audio format

640

~~Statements of Motions~~

641

[Community Impact Statements](#)

642

Recommendations of action to Board of Officers,

643

Copies of each draft letter accompanying

644

recommendations to Board of Officers, if applicable.

645

LUPC report to VNC Board of Officers for that month.

646

Follow-up report on recommended actions to the Board of

647

Officers and letters sent.

648

649 Issues listed alphabetically, linked to but not limited to the following:

650

Appropriate agendas,

651

Minutes,

652

Statements of Motions,

653

LUPC member reports,

654

LUPC Chair reports,

655

LUPC recommended actions to Board of Officers (if applicable)

656

including draft letters,

657

Board of Officers’ action (copies of letters, etceteras)

658

659 **Zoning hyperlinks**

660

Link to ZIMAS and directions for getting specific Case

661

information.

662

663

Navigate LA

664

665

666 **HISTORY OF LAND USE AND**
667 **PLANNING COMMITTEE:**

668
669 **This committee is a direct descendent of first the Planning**
670 **Committee of the Venice Town Council, and then the**
671 **Community Planning Advisory Committee which reported**
672 **directly to Councilmember Ruth Galanter.**

673
674 (Listing of projects/issues heard by LUPC from day one from the
675 first year to be compiled from minutes and reports from previous
676 years).

677
678 **(listing of projects heard by CPAC)**

679
680 **(listing of projects heard by VTC Planning & Land Use**
681 **Committee.**