

# **Pacific Palisades Community Council Land Use Committee (LUC)**

## **Policies and Procedures**

**November 20, 2023**

*(originally drafted in 2017 and revised in 2019)*

### **Purpose**

The purpose of the LUC is to help standardize and professionalize the PPCC Board's consideration of zoning and land use related issues by offering thorough, consistent and well-researched analysis and recommendations to the Board.

### **Purview for Individual Development Projects**

For projects within the geographic boundaries of the Pacific Palisades Community Council (PPCC):

- LUC may review real estate development projects and other discretionary planning applications if requested to do so by the applicant or by a concerned community member, or by the PPCC Chair.
- LUC will not review single family or multi-family residential projects, either remodels or new construction, that are seeking only a Coastal Development Permit (in the Coastal Zone) or a building permit if no other discretionary planning approvals, such as variance or other waiver, are being requested. Notwithstanding the above, LUC may agree to review a case if, in the judgement of the LUC, the project is likely to generate substantial neighborhood controversy.
- LUC may review any commercial new construction or major remodel project, or commercial discretionary entitlement request (e.g., conditional use permit for alcohol service), or community infrastructure project, if requested to do so as described above.
- LUC may review subdivision cases, such as tract maps, parcel maps, parcel map exemptions (lot line adjustments), if requested to do so as described above.

### **Purview for Policy Issues**

- LUC will review land use policy issues, such as zoning code revisions, revisions to the existing Community Plan or Specific Plan, development of a Local Coastal Program, or other policy issues if, in the judgement of the LUC, the issue is likely to have significant impact on the Pacific Palisades community, or if requested to do so by the PPCC Chair.

## Procedures

- LUC meetings will be held as needed, at the discretion of the LUC Chair<sup>1</sup> and/or the PPCC Chair.
- The LUC shall consist of between five (5) and nine (9) persons appointed by the PPCC Chair. A quorum of a majority of current appointed members is required to conduct business.
- Requests to have an item placed on an LUC agenda can be made by email to the PPCC Chair at [info@pacpalicc.com](mailto:info@pacpalicc.com), with a request for referral to the LUC Chair, or as referred directly to the LUC by the PPCC Chair.
- The LUC Chair will decide whether a requested item meets the LUC purview criteria, and if so, will place the item on an upcoming LUC agenda or if not, will decline to agendize the item. The LUC Chair may also decide whether to refer a matter directly to the full PPCC Board without LUC review, as appropriate on a case-by-case basis, if such referral is acceptable to the PPCC Chair.
- LUC agendas will be posted on the PPCC website, will be sent to subscribers to the PPCC MailChimp service, will be posted on the PPCC Facebook page and may be posted on other PPCC social media platforms, and will be sent to community newspapers and other informational services as necessary.
- The LUC Chair will work with the requesting party to decide what relevant written information is necessary for adequate committee review, will obtain such material from the interested parties, and will distribute such material to LUC members at least 48 hours prior to the LUC meeting at which the item will be considered.
- LUC will review cases and make recommendations to the full PPCC Board in a manner consistent with the guidelines presented in the 2017 “Land Use Committee Formation” document posted on the PPCC website.
- LUC meetings will be open to the public. Working meetings of LUC members (not open to the public) may be held for research/informational purposes preceding public meetings.
- LUC meetings will be designed to be informal and conversational, providing fair opportunity for interested parties to present their views and information to the committee. The LUC Chair is responsible for guiding the discussion, and for limiting discussion, when necessary, as appropriate to the goal of providing adequate information to enable the LUC to form a thoughtful and well-researched recommendation to the PPCC Board.

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<sup>11</sup> All references to “LUC Chair” shall mean and include LUC Co-Chairs, as applicable.

- LUC will strive to reach decisions by consensus, unless the LUC Chair decides that a particular issue needs to be decided by majority vote. In such cases, a “majority” shall be a minimum of five (5) votes.
- The LUC Chair, or other LUC member as designated by the LUC Chair, shall present the LUC recommendation to the PPCC Board when the item is agendaized for a PPCC Board meeting.
- These Policies & Procedures may be amended at any time by a majority vote of the LUC, contingent upon approval of the PPCC Chair.

### **Guiding Principles**

- The LUC’s work and recommendations should adhere to the PPCC Guiding Principles, found at Appendix D of the bylaws.
- Given that a large portion of Pacific Palisades lies within the Coastal Zone, the LUC will consider coastal issues when reviewing development projects within the Coastal Zone. Consistent with the PPCC Guiding Principles, the LUC will consider applicable State and local laws, regulations, guidelines and relevant precedential decisions affecting development in the Coastal Zone (including, but not limited to, the ordinances, regulations and relevant decisions of the City of Los Angeles, as well as the California Coastal Act of 1976, the Regional Interpretive Guidelines and relevant decisions of the California Coastal Commission). While our review cannot be exhaustive, and it will not replace the City or State process, it will be considerate of the coastal laws and regulations.