

Development Guidelines - Basic Principles and Concepts

Development and City Planning decisions directly affect Silver Lake Neighborhood Council (SLNC) stakeholders' investments, livelihoods and quality of life.

The SLNC Urban Design & Preservation Advisory Committee (UD&PAC) has the goal of informing, in a timely and democratic manner, stakeholders about development in Silver Lake.

The UD&PAC will seek input from the affected community before recommending action by the SLNC Governing Board.

The UD&PAC seeks to balance the rights of private property owners with the right of the community to have a voice in decisions affecting the future of their neighborhood.

The UD&PAC will be a resource for community members seeking information regarding development and City Planning.

Recognizing the enormity of this task, the UD&PAC splits development requiring discretionary action into two categories: individual owner-occupied and initiated construction and all other development including, but not limited to, public, private, residential, commercial, manufacturing, MTA, DOT, Cal Trans, LAUSD, LACC.

The UD&PAC seeks to facilitate consensus among stakeholders.

It is crucial to include local stakeholders early in the development process.

The Silver Lake Echo Park Community Plan is not an official zone map. It is a guide and does not imply any right to a particular zone or land use permitted therein.

SLNC DEVELOPMENT PROCEDURES

Receive word of application, proposal

**Contact Developer: explain procedure,
extension required?, request info, labels**

**Contact Council Office, discuss meeting
date, extension, file info, etc.**

**Contact Regional reps, community groups
Brief & Ask for help on Community Mtg**

**Confirm Community Meeting site
Prepare Meeting Notice/Leaflet**

**Outreach for Community Meeting
(Notices; Leaflets; Emails; Posting)**

Community Meeting

**UD&PAC Meeting
Take action?**

**NC Governing Board
Take action?**

***Applies to all development except certain single
family & duplex projects. April 2004***

Silver Lake Neighborhood Council
Urban Design & Preservation Advisory Committee

Guidelines for dealing with development proposals and applications (except minor additions to and the remodeling of single family or duplex dwellings):

PROCEDURES

1. In the interest of uniform treatment, any developer approaching the SLNC should immediately be referred to the UD&PAC. The developer should not meet with any other committee. Similarly, if a stakeholder comes to the SLNC with concerns over a development, they will be referred to the UD&PAC.

If the development is at a preliminary stage, the UD&PAC is willing to meet with the developer and will encourage the developer to maintain communication with the committee and the community throughout the development process. If a development application has already been submitted, the following steps should be worked through.

If SLNC becomes aware of a project through ENS, the applicant will be contacted as soon as possible with the following procedures also followed.

2. The SLNC process may take as long as 60 days. If a developer pleads lack of time because of an impending hearing, the City Council office should be contacted to request a 30-day extension in the case's comment period. If necessary, the Council office should also be contacted for copies of application material, for applicants' contact information, and for a copy of mailing labels for addresses within a 500-foot radius of the project site. The time availability of City Council deputies for the Community Meeting (described below in #3 - #8) should also be checked.
3. UD&PAC then sponsors a meeting at a location, date and time allowing for attendance by local stakeholders. The local SLNC Regional Board members will be requested to help facilitate the meeting.
4. The developer is requested to bring the following to the meeting:
 - A short written description of the project (15 copies minimum)
 - Drawings (small & large format) for UD&PAC files (15 copies small format)
 - Photographs of the site
5. Outreach for the Community Meeting should be carried out in the following ways with the assistance of the local Regional SLNC Board members:
 - A. SLNC arranges for mailing of the meeting notice to residents within a 500' radius. (This is completely separate from the public hearing notice mailed from City Planning.)

- B. With the assistance of the Regional SLNC Board members, the UD&PAC arranges for a door-to-door leaflet of the neighborhood.
- C. If possible, SLNC sends an email notice to the neighborhood's stakeholders
- D. The SLNC posts the Community Meeting info at its regular posting sites.
- E. The UD&PAC asks the appropriate community groups to post to their lists and assist with outreach for the Community Meeting.

6. Local community groups and others shall have access to the sign in sheets for the Community Meeting. (The UD&PAC seeks to maintain relationships with the various community groups in Silver Lake.)

7. The UD&PAC facilitates the Community Meeting; one or two members of UD&PAC and at least one SLNC area representative shall be present to report back to UD&PAC.

8. Community Meeting sample agenda:

- UD&PAC member and NC Regional Board member give background and other pertinent info, introduce Council reps and community groups involved
- Developer gives presentation
- Council rep, community groups and SLNC and UD&PAC members may make brief comments.
- General Q & A and comment period
- Suggestions for follow-up
- Invitation to next UD&PAC meeting

9. UD&PAC discusses the project, including input from the Community Meeting at its next regularly scheduled meeting, to which the developer and involved community groups will be invited, along with any stakeholders who attended the Community Meeting.

UD&PAC decides whether further action should be taken. The UD&PAC may take no action or make no recommendation on a proposal. If no action is taken, a short written statement shall be prepared for the Governing Board explaining why.

10. UD&PAC may make recommendations at a full SLNC Governing Board meeting. At such meeting, developer would be invited to make a brief presentation. Community groups and others who attended the committee and Community Meetings would also be notified of Governing Board consideration of the project.

11. If the SLNC Governing Board adopts a position on the project; a document stating the position will be faxed or mailed to City Planning and the appropriate City Council office(s), and shall be available on request to the developer and local stakeholders.

General Note:

The procedures listed above should be followed by all parties as closely as possible, with the understanding that some of the steps and meetings may be omitted or modified for a variety of reasons, including: if there is no interest or concern within an affected neighborhood; if no suitable meeting venue is found; if a better or more appropriate step becomes apparent; etc. If these procedures are not followed the Chair of the UD&PAC shall prepare a short written statement for the Governing Board explaining why.

Silver Lake Neighborhood Council Urban Design & Preservation Advisory Committee

Guidelines for dealing with individual owner-occupied and initiated construction in single family or duplex dwellings:

- To prevent being the UD&PAC from being overwhelmed by the number of individual homeowner's requests to add on to their homes...
- In an effort to encourage neighbors to take an active role in neighborhood planning decisions...
- While acknowledging there may be precedent-setting cases where it is appropriate for the SLNC to take action...
- The UD&PAC recommends the following procedures for individual owner-occupied and initiated construction:

Individual owner-occupied and initiated construction will be defined as... involving construction or remodeling of, or, on the grounds of one single family home or duplex lot, initiated by the property owner. The property owner hereafter will be referred to as the **applicant**.

The UD&PAC prefers not to take an active role in individual owner-occupied and initiated cases. As a rule, the UD&PAC will not make recommendations involving these cases. The UD&PAC encourages applicants to meet with their neighbors in order to facilitate positive communication regarding your project.

However, the UD&PAC reserves the right to get involved in these types of cases, if the case is precedent setting.

Either the applicant, neighbor or community group may initiate the following. In any case, the recommendations are the same.

The UD&PAC prefers that applicants initiating construction requiring discretionary action by City Planning or Building & Safety; hold a meeting(s) in a neighbor's living room; invite your neighbors and explain your plans. The UD&PAC suggests living room meetings to encourage neighbors taking an active role in City Planning decisions in their own neighborhood.

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We strongly suggest the applicant have copies of the following materials for your neighbors at the meeting:

- Copies of the application filed with City Planning and/or Building & Safety.
- If applicant is filing for a Zone Variance, please print out the guide from the City Planning website www.ladbs.org with the explanation of the current zoning for the neighborhood (i.e., setbacks, height, etc.).
- If environmental review or a Mitigated Negative Declaration (MND) has been completed by City Planning, please bring copies of their findings.
- If a hearing date has been set by the City, please bring that information.
- A copy of your plan with neighboring buildings represented to min. 1/8"=1'-0" scale.
- Photographs to illustrate your case.
- Advise the UD&PAC prior to your meeting time/date with the following info,
Please include:
 - Your name
 - Address
 - Phone
 - Email
 - Discretionary action you have applied/are applying for
 - Case number

If the UD&PAC believes it the case is potentially precedent setting, a UD&PAC member or a SLNC regional representative may attend the meeting(s). In either case the member is not there to pass judgment on the case, they can facilitate the meeting and make recommendations, if necessary, to the UD&PAC. We strongly advise neighbors to work together reaching an agreement with the applicant.

While a UD&PAC member may not be present at your meeting, it is important to involve local stakeholders (neighbors) early to prevent miscommunication, problems and lawsuits later.