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## **To anyone that would like to present a project to the Encino Planning and Land Use Committee.**

The purpose of the ENC PLU Committee is to allow a venue to anyone who wishes to present their project to our community and stakeholders, so that anyone can have a chance to review the project openly and voice their opinions. The PLU committee is made up of a group of volunteers from our community who will review your presented project. We as the ENC PLU are only advisory to our community and any vote taken is passed along to the city departments for their final decision in all matters related

The board has put together a list of documents we would like for anyone presenting to provide to us. We need these docs in a pdf form prior to the meeting so they can be reviewed and also printed out and presented at the meeting so committee members and the public can view them. It is also very important for the public to be aware of the meeting date and to see what your project entails prior to the meeting, so we are also requesting that mailers be sent out to the neighbors. It would be greatly appreciated if you can provide us the requested docs **1 week** before the scheduled meeting date so we do not have to scramble at the last minute.

Below is a list of items we are requesting, the steps we are requesting you take, and the timeline. Feel free to contact the PLU Chair with any questions. **We appreciate you taking the time to provide us information about your project!**

### **Overview:**

- **Provide us with a PDF copy of the docs you are presenting 1 week before the meeting. Your project will not be agendized until we have received the PDF files**
- **Provide us with the mailers to be mailed to the residents 7-10 days before the PLU meeting (preferably 10)**

**PDF** can be submitted to the PLU chair:

Darin Spillman: [dspillie@gmail.com](mailto:dspillie@gmail.com)

**Mailing copy** can be submitted to the ENC office at: **Encino Neighborhood Council**  
**Attn: PLU Neighbor Notification 4924 Paso Robles Ave Encino, CA 91316**

**PLU meeting will generally be held the 2<sup>nd</sup> Tuesday of the month at 7:00 PM on Zoom but schedule may be adjusted**

**\*\*ENC staff will post notice of the agenda and meeting at the current community locations.**

**-Documents that need to be provided by PDF**

1. Provide a brief description of the proposed project; including type of project, size of the lot, square footage of the building, square footage of the open space, height of building, density and parking. For mixed-use projects, please provide breakdown of above information.

2. Provide information on all zoning, allowable – height, density and parking requirements. What deviations from the allowable zoning is the applicant requesting, including variances and exceptions

3. Provide graphic illustration of project proposal including side context in the neighborhood or adjacent properties, using a plot plan and photographs. Please provide architectural plans for each floor of the project, elevations, section, material sample boards photos of adjacent properties (both sides of street).

4. Please be prepared to address the following issues:

- a. What is expected environmental clearance Required, EIR, MND, etc?
- b. How will the project address traffic issues, Parking, landscaping, architectural scale, adjacent neighbors, aesthetics.
- c. Is this project in the VENTURA SPECIFIC PLAN AREA?

### **Notification to Neighbors:**

1. Applicant is required to print notification letters, stuff, address, and stamp the envelopes for mailing. The return address labels should have the ENC address.
2. The envelopes should be left unsealed so they can be verified by ENC staff
3. The envelopes should be provided to the ENC office, address above, 7-10 days prior to the PLU meeting. Preferably 10 days.
4. The mailing should be made to address within a **500ft radius** of the project. **See sample of letter below**

Also please bring Presentation boards of your projects to the PLU meeting. If Presentation boards are not available then a PowerPoint presentation will work as a substitute. Please let us know if you will need a projector.

**\*\*You will also need to attend the ENC general meeting which is about 2 weeks after the PLU meeting. (4<sup>th</sup> Wed of the month) Other boardmembers may have questions about your project.**

[ SAMPLE MAILER FORM]

**OFFICIAL NOTICE TO RESIDENTS**

The Encino Neighborhood Council is asking you and other residents to attend a meeting and comment on an important project that will affect your neighborhood.

**ENCINO NEIGHBORHOOD COUNCIL PLANNING AND  
LAND USE (PLU) COMMITTEE MEETING**

**Subject Property: [property address here]**

**Date: TUESDAY, [hearing date here] Time: 7:00 PM Location:  
ZOOM LOGIN INFORMATION**

Residents are invited to hear a presentation from the Applicant who is seeking advisory comment from the Encino Neighborhood Council on this matter. You may speak and provide oral or written comments for the record on the impacts this project will have on you or your neighbors.

**Project Description:** [brief description of the proposed project here]

**Requested Entitlements:** [specific, numbered list of entitlements that the Applicant is seeking]

For more information, contact: Darin Spillman, PLU Chair:

[dspillie@gmail.com](mailto:dspillie@gmail.com)