

# Summary of Working Draft Planning MOU

## **NEIGHBORHOOD COUNCILS AND THE LOS ANGELES DEPARTMENT OF CITY PLANNING**

This proposed Memorandum of Understanding (hereinafter “MOU”) would be between two entities of the City of Los Angeles: the Los Angeles Department of City Planning (“Planning”) and Certified Neighborhood Councils (“NC’s”).

Whereas the Neighborhood Councils agree that the People of the City of Los Angeles will benefit from increased communication and cooperation between Planning and the Neighborhood Councils;

### **1. PLANNING IS REQUESTED TO DO THE FOLLOWING:**

- 1.1. PLANNING will designate a staff person (liaison) as the primary point of contact to each Neighborhood Council.
- 1.2. Each PLANNING Liaison will be responsive to each Neighborhood Council whose boundaries fall, in whole or in part, within the Planning District to which they are assigned.
- 1.3. PLANNING will provide semi-monthly notification of all case filings, including applicant contact information. Among the purposes of notification by PLANNING is permitting Neighborhood Councils to have input into decisions by PLANNING and to monitor the delivery of services by PLANNING. A good faith effort will be made by both parties to abide by the timeframes in this MOU.
- 1.4. PLANNING will provide notification as soon as practicable, but before the Planning Commissioners adopt a major policy or program, or significant changes in an existing major policy or program.
- 1.5. PLANNING and the Neighborhood Councils recognize that many issues regarding PLANNING services will be specific to individual neighborhoods. For such local issues, the Neighborhood Council Representatives will contact their PLANNING Liaison.
- 1.6. PLANNING will use its best efforts to provide notification of Significant Projects as soon as known, but at least 90 days prior to the commencement of public meetings. For purposes of this subsection, “Significant Projects” is defined as those projects, programs and activities that would require an Environmental Impact Report (EIR) in accordance with the California Environmental Quality Act (CEQA) and excludes programs, projects and activities that would qualify for either a negative declaration or a categorical exemption.
- 1.7. In August or September of each year, PLANNING will hold a Neighborhood Council Budget Workshop at a time and location designed to be convenient for as many Neighborhood Council members as possible.
- 1.8. In October or November of each year, PLANNING will host a Neighborhood Council Budget Workshop at a time and location designed to be convenient for as many Neighborhood Council members as possible.

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- 1.9. At the Winter Budget Workshop in October or November, PLANNING will provide further clarifications to any questions from the Neighborhood Councils regarding the upcoming fiscal year's budget, based upon the information provided at the Fall Budget Workshop.
- 1.10. When materials for the upcoming fiscal year draft budgets are posted for review on PLANNING'S website, PLANNING will use its best efforts to provide notification to the Neighborhood Councils. The website will also contain the time and meeting location for the Draft Budget and Financial Plans Review. It should be Planning's policy to post matters for review as soon as they are completed.
- 1.11. PLANNING will educate Neighborhood Councils regarding the organization and workings of the PLANNING Department.
- 1.12. PLANNING may provide such education and training through workshops, participation in Neighborhood Council Congresses, presentations at Neighborhood Council meetings, and distribution of written materials.
- 1.13. Educational Site Visits: PLANNING may invite members of Neighborhood Councils or stakeholders to participate in site visits to PLANNING facilities. PLANNING will provide information about the site visits to Neighborhood Councils and/or other interested parties.
- 1.14. Pursuant to section 909 of the Los Angeles City Charter, Neighborhood Councils shall monitor the delivery of City services in their respective areas and have periodic meetings with responsible officials of City departments, subject to their availability.
- 1.15. PLANNING will hold, at minimum, an annual meeting with the Neighborhood councils in each of the seven Los Angeles planning areas to discuss delivery of services at a programmatic level and twice annually at the Congress.
- 1.16. PLANNING will identify and provide to the Neighborhood Councils the standards it uses to measure its performance.
- 1.17. PLANNING will identify and provide existing, readily-available, non-proprietary reports regarding Planning's performance.
- 1.18. When PLANNING has adoption of a major policy or program, or a change in an existing major policy or program, under consideration, PLANNING will provide notification as early in the planning process as practicable, but in any event no later than 120 days before PLANNING adopts a formal position regarding the Major Policy or Program.

## **2. NEIGHBORHOOD COUNCIL RESPONSIBILITIES WILL INCLUDE THE FOLLOWING:**

*Goal:* Each Neighborhood Council should designate a person as the point of contact for communications with PLANNING. Each Neighborhood Council is responsible for determining how this person ("NC Planning Representative") is designated.

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- 2.2. *Goal:* That each Neighborhood Council designate a representative to the Planning Department. That person will provide their name, mailing address, phone numbers(s) and e-mail address to the PLANNING liaison and advise that this person will be responsible for interfacing with the Board of their Neighborhood Council. In order to assure good communication, updated contact information will be provided to the assigned Planning Department Liaison.
- 2.3. *Goal:* That PLANNING should recognize official actions taken by Certified Neighborhood Councils regarding Planning matters. “Official Actions” are actions adopted by the NC in conformance with each NC’s by-laws.
- 2.4. *Goal:* Whenever a NC addresses a matter that affects the Planning Department, the Department should get notice in a manner that allows the Planning Department to schedule a staff person to attend and comment on the proposed action: If a Neighborhood Council, or a committee of a Neighborhood Council, intends to include on any meeting agenda any matter relating to PLANNING, that Neighborhood Council shall provide notice as soon as known to PLANNING before the Neighborhood Council, or committee of a Neighborhood Council, takes any official action on that matter to give Planning the opportunity to attend the meeting.
- 2.5. *Goal:* At the meeting, PLANNING may request the opportunity to present Planning’s position on the matter raised by the Neighborhood Council, including giving a PLANNING liaison or other representative a reasonable amount of time to make a presentation.
- 2.6. *Goal:* To ensure that NC’s are responsive in a timely manner. Where PLANNING has provided the Neighborhood Councils with notification pursuant to any section of this MOU, each Neighborhood Council will make its best efforts to provide written input to PLANNING within 60 days after receipt, unless otherwise provided by this MOU.
- 2.7. Each Neighborhood Council will independently decide whether to enter into this MOU. Each Neighborhood Council that enters into the MOU will be asked to agree to appoint a member to the Neighborhood Councils’ PLANNING MOU Oversight Committee.
- 2.8. The members of the Neighborhood Councils’ PLANNING MOU Oversight Committee may be the NC Planning Representatives from each of the Neighborhood Councils that enter into the MOU.

## **3. GENERAL PROVISIONS**

- 3.1. This MOU may be modified in writing by mutual agreement between the Planning Department and the NC PLANNING Oversight Committee by 2/3 majority vote.