



GOVERNMENT AFFAIRS COMMITTEE

(Revised 3/25/2013)

PROCEDURES FOR PROJECT ENDORSEMENT AND SUPPORT

The West Hollywood Chamber of Commerce (WHCC) receives many requests for support and endorsement of projects throughout the city. The review process by the Chamber involves two steps.

First step, the WHCC's Governmental Affairs Committee (GAC) reviews the materials provided, considers the applicant's presentation and votes whether or not to recommend support for the project to the West Hollywood Chamber Board of Directors (BOD). In connection with that review, a project applicant is requested to provide GAC with sufficient material to familiarize GAC with the project. The applicant is given the opportunity to present a very brief presentation to the GAC at its regular monthly meeting, at which time GAC will review and consider the presentation and materials, discuss the project with the applicant, or its representatives and determine whether or not to recommend its support for the project.

Second step, GAC forwards its recommendation to the BOD which will consider that recommendation at its next monthly meeting and determine whether to accept, modify or reject the recommendation of the GAC, and hence whether or not to support the project. In general, the BOD will not consider a project until it has been reviewed by the GAC and GAC has issued its recommendation.

The BOD generally meets on the third (3rd) Tuesday of each month and GAC generally meets on the second (2nd) Tuesday of each month. It is important that you submit your request in compliance with the Submittal Guidelines below to allow both bodies adequate time to review and consider your project.

In order to ensure a fair procedure for review, GAC and the BOD have established the following guidelines and procedures:

Submittal Guidelines:

Not later than ten (10) days prior to the monthly GAC meeting, the applicant is requested to submit applicable documents in an "email-able" PDF format and a formal letter of request to gmorrill@wehochamber.com.

In addition to the letter, the applicant is requested to include an electronic copy, of the following documentation:

1. Project Summary (tell us what it is):
 - a. Project Team
 - b. Project Information (Location, Zoning, Project Size & Components)
 - c. Project Narrative/Description
 - d. Previous Experience in West Hollywood, if any
2. Project Requests (tell us what you need):
 - a. Please identify proposed changes, additions, modifications or deletions of/to West Hollywood's Zoning Code, Specific Plan or General Plan.
 - b. E.I.R. mitigations or Special Issues raised by City Staff or Design Review

3. Brief Summary of Public Outreach (to date) identifying:
 - a. Number and type of staff & neighborhood meetings
 - b. Groups or organizations consulted
 - c. Issues or concerns that have been raised thus far
 - d. Proposed mitigations, if any
4. Relevant renderings, plans and documents:
 - Copies must be email-able as a PDF and sized appropriately to send electronically and should be not smaller than 8 x 11, and not larger than 11 x 17. (Please do not submit any original documents or renderings as we are unable to return these items.)

We regret that a request for support submitted within sufficient time prior to the monthly GAC meeting, your request may not be considered until the following month, subject to the discretion of the Chair of the GAC. Please contact the WHCC offices at (323) 650-2688 to check exact dates of future meetings.

Review Procedure:

After materials are received in the WHCC offices, the applicant will be invited to make a presentation, not to exceed ten (10) minutes, at the next monthly GAC meeting. This will be followed by an additional ten (10) minute period for those in attendance to ask questions of the applicant. At the sole discretion of the GAC, the question and answer period may be extended by an additional five (5) minutes. Any special audio/visual requests, such as a DVD/plasma screen or easel stands, should be directed to the WHCC in advance. Additionally, the applicant may request that specified members of the members of the press, competitors, or other parties where confidentiality or privacy is at issue, be excluded from the presentation and vote on the application, which request will be considered in GAC's sole discretion.

Once the presentation is terminated, GAC will ask the applicant and its representatives to leave the room, and will deliberate in closed session. Once a determination is reached, the President/CEO or the Chair will notify the applicant of the outcome. The Chair of GAC will then forward that recommendation to the BOD. Once the BOD considers the application the applicant will be notified as to the BOD's determination.

If the BOD votes to support the project, at the applicant's request, WHCC will issue a letter of support and/or provide a representative to testify in the support of the project at the applicable Commission or City Council hearing. It is the responsibility of the applicant to inform the WHCC as to any dates or date changes of Commission or Council hearings. Since large projects often require multiple hearings, and/or may change over time, WHCC cannot guaranty that it will attend all hearings on a project or that WHCC will support a project that has changed. Should the applicant desire to resubmit a project to the WHCC for additional consideration, the applicant will be requested to submit a new request for support as outlined in these procedures.

WHCC reserves the right to request a Member resubmit the project should it have significant material changes from the original support request or has a project that has been extended for many years.

Please Note:

- WHCC will only accept and consider applications submitted by WHCC members in good standing. Membership information is available from the WHCC offices.
- Members of the media that are of public communication companies are restricted from GAC meetings.