

# Hollywood Studio District Neighborhood Council (HSDNC)

## Planning, Land Use & Management (PLUM) Committee

### Presentation Guidelines

The below are meant to serve as guidelines ONLY for any projects/companies, etc. who plan to present to the HSDNC PLUM committee. If you would like to schedule a presentation or have any additional questions, please e-mail [plum@hsdnc.org](mailto:plum@hsdnc.org).

- Presentations should last no more than 15 minutes, to be followed by a question & answer period of no more than 10 minutes, unless more time is deemed necessary by the Committee Chair.
- Please submit an electronic copy of your presentation no less than 1 week in advance of the presentation to allow adequate time for the PLUM committee to review.
- Any material should be presented via boards & easel or a power point presentation (easel and/or projector will be provided, upon request)
- Handouts for attendees are permitted (double sided printing is preferred)
- The type of subject matter generally presented might be:
  - Site Plans
  - Renderings
  - Elevation
  - Landscape plans
  - Maps and photos of surrounding properties (and how they may be impacted by the proposed project)
  - Aerials
  - Color Boards
  - Written description of existing & proposed conditions:
    - Existing zoning and proposed re-zoning
    - Existing & proposed FAR
    - Heights
    - Square footage of buildings and land involved
    - Uses, parking counts and/or facades
    - Required departures from zoning (i.e. variances required or other departures requested for both existing & proposed conditions)

★ This description should be left with the PLUM committee (either hard copy or via email)

*Please note these are general requirements reflecting what information has been helpful in the past. Presentations do vary and you are encouraged to bring anything you may feel would better assist the PLUM Committee to understand your proposed project.*

Thank you,  
HSDNC PLUM Committee