



## AGENDA - FULL COUNCIL MEETING

**Wednesday, April 12, 2017, 6:30 p.m.**

**West Valley Warner Center Chamber of Commerce  
Promenade Mall**

Space #2330, 6100 Topanga Canyon Blvd, Woodland Hills, CA 91364  
Lower level, East Side-Next to Ruth's Chris

Stakeholders and the public are permitted to address the Council on any item on the Agenda prior to the Board taking an action on said item. It is requested speakers complete a "Speaker Card" and hand it to the Chair. Comments from Stakeholders and the Public on Agenda items will be heard only when the respective item is being considered. Comments within the Board's subject matter jurisdiction on other matters not appearing on the Agenda will be heard during the Public Comment period. Public Comment is limited to 20 minutes. Each speaker is limited to two minutes, unless waived by the presiding officer of the Council.

The opinions, positions or actions taken by the Woodland Hills-Warner Center Neighborhood Council do not represent or imply similar opinions held by the Owner, Landlord, L.A.U.S.D, or representatives of any venue hosting a meeting of the Neighborhood Council Board, or affiliated committees.

### AGENDA

Call to Order  
Pledge of Allegiance  
Roll Call

**Approval of Minutes:** February 2017 and March 2017

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### 1. Organization, Operation, Policies, & Procedures:

#### Public Announcements:

- LAPD Topanga Division
- Office of Councilman Bob Blumenfield
- Office of other Local and State Officials and Other Public Announcements and Presentations

**Public Comment Period (on items not on the agenda): (2) minutes per speaker**

#### Organization, Operation, Policies, & Procedures, Officer Reports:

President, Joyce Fletcher

1. Board Retreat will be held on June 2, 2017 at BJ's Restaurant, Meeting Room
2. End of year Budget - Unspent funds and Committee funds must be spent or reallocated into the Budget  
Final Committee funding requests must be on May 10, 2017 Board Meeting agenda
3. Announcement – seating of Alternate Board members: Area 6 Alternate Gilbert Yablon to Area 6 Board Member and Area 4 Alternate Al Saur to Area 4 Board Member per WHWCNC Bylaws.

Vice-President - Dennis DiBiase

Treasurer - Heath Kline

Secretary - Linda Kouy-Ghadosh

Parliamentarian - Aaron Williams

**2. Items for Board discussion and possible action:**

**Item No. (1) – Don Patterson, Chair - Governance Committee**  
**(16-132) WHWCNC Bylaws change**

**Discussion and possible action:**

Motion for the Board to approve a WHWCNC Bylaws change to Article 5, Section 3D as follows:

Article 5, Section 3 D, delete the following stricken out text:

In the event that an Elected Representative is absent or recuses him/herself, the Alternate for the corresponding area shall take his/her place. ~~There shall be no alternate representative for the At Large Area Representative.~~

**Item No. (2) – Don Patterson, Chair – Governance Committee**  
**(16- 133) WHWCNC Bylaws Change**

**Discussion and possible action:**

Motion for the Board to approve a WHWCNC Bylaws change to Article 5, Section 8, by adding the following paragraph prior to CENSURE:

**Reprimand:** The Council Executive Board may take action to reprimand a Board member for actions in the course of Council business by holding an Executive meeting, writing and voting on a written reprimand. The written reprimand will be sent by certified mail to the reprimanded Board member. The written reprimand serves as a warning.

**Item No. (3) - Don Patterson, Chair – Governance Committee**  
**(16-134) WHWCNC Bylaws Change**

**Discussion and possible action:**

Motion for the Board to approve a WHWCNC Bylaws change to Article 10, Section A, by adding the word “area” and deleting the following stricken out text:

Alternates: For each ~~area~~ Representative referred to in Article V, Section 1 above, one

(1) Alternate Representative shall be selected pursuant to the Elections Rules and Procedures. The Alternate Representative must attend all Board meetings of the Neighborhood Council. The Alternate Representative shall be a voting member of the Neighborhood Council at any Neighborhood Council Board meeting from which the Representative is absent and, if a Representative resigns or is removed from office, the Alternate Representative shall become the Representative for the remainder of the Representative’s elected term.

**Item no. (4) - Don Patterson, Chair – Governance Committee**  
**(16-135) Standing Rules**

**Discussion and possible action:**

Motion for the Board to adopt the WHWCNC Standing Rules as presented on the attached document.

**Item no. (5) – Karen Koe, Chair and Marty Lipkin Vice Chair - PLUM Committee**  
**(16-136) Case No. AA-2016-2170-PMLA**  
**Lot Split in a residential neighborhood – Walnut Acres**  
**23042 Calvert Street, Woodland Hills, CA 91367**

**Discussion and possible action:**

Application for Parcel Map change to subdivide one parcel with a single-family dwelling in the RA-1 zone of Walnut Acres into two lots (one a flag lot configuration) and construct a single-family dwelling on the new, separate lot.

**PLUM Motion:** The Planning, Land Use and Mobility Committee, for the findings and conditions stated below, finds that the submitted application for the subdivision of a single RA zoned parcel into two lots, **not receive** the support of the Board of the Woodland Hills-Warner Center Neighborhood Council. The Planning, Land Use and Mobility Committee recommends that the Board of the Woodland Hills-Warner Center Neighborhood Council advise the City of Los Angeles Planning Department and Council District3 Councilmember Bob Blumenfield of its findings, and its subsequent **non-supporting** recommendation for this application as presented on March 16th, 2017.

As pertaining to Case AA-2016-2170-PMLA, having held 2 public hearings for the application to permit the subdivision of one parcel, at 23042 Calvert St., Woodland Hills, into two lots in an RA-1 zone, the Planning, Land Use and Mobility Committee hereby finds that:

**Important Notice: During the second hearing, the Applicant formally announced he was withdrawing his application for the lot split at this location; 23042 Calvert St. Woodland Hills, Ca 91367. His announcement was witnessed by Andrew Pennington, Director of Planning for the Area-3 City Councilman, the PLUM Committee members and an audience of Walnut Acres stakeholders.**

**However, the applicant then declined to write letters verifying his commitment to withdraw his application to Planning, the Area-3 City Councilman and the WHWCNC.**

FURTHERMORE:

WHEREAS, based on the materials provided by the applicant dated 7/25/2016 and 2/23/2017 (E-mail with an undated attachment) the lot split does not involve a parcel landlocked by topography; and,

WHEREAS, Professional Planners commonly agree that, except where required by topography, irregular lot lines as proposed by the applicant are bad policy; and,

WHEREAS, we find that any splitting of a lot in this area violates the intent of the RA use, we therefore find the application inconsistent with the integrity of the zoning; and,

WHEREAS, the proposed lot split will result in a flag lot increasing the density, in a designated very low density residential community, indirect conflict with the design purpose of an RA zoned parcel, and the General Plan; and,

WHEREAS, the proposed lot split will potentially create privacy issues and conflicts with adjoining residents; and,

WHEREAS, the proposed lot split will promote development that adds extra stress on the infrastructure, including streets and utilities designed for very low density usage; and,

WHEREAS, the proposed lot split and subsequent development will impinge on the animal keeping privileges of adjoining property owners; and,

WHEREAS, the proposed lot split will become the beginning of a negative trend for future development of the neighborhood that will destroy the character and semi-rural atmosphere of the entire RA zoned community; and,

WHEREAS, the CD3 Council Office and the South Valley Area Planning Commission have opposed lot splits in the neighborhood in the past, and there have been no new lot splits approved in Walnut Acres since 2006.

THEREFORE, IT IS HEREBY RESOLVED, that the Planning, Land Use and Mobility Committee, for the findings and conditions stated hereinabove, finds that the submitted application for the subdivision of a single RA zoned parcel into two lots, **not receive** the support of the Board of the Woodland Hills-Warner Center Neighborhood Council. The Planning, Land Use and Mobility Committee recommends that the Board of the Woodland Hills-Warner Center Neighborhood Council advise the City of Los Angeles Planning Department and Council District 3 Councilmember Bob Blumenfield of its findings, and its subsequent **non-supporting** recommendation for this application as presented on March 16th, 2017.

Motion: Henry Rice

Second: Dennis DiBiase

Vote: Aye 10

Nay 0

Abstain 0

(Motion carries unanimously)

**Special Meeting: Board will hold a brief Special Meeting:**

**Item No. (6) – Heath Kline, Treasurer and Joyce Fletcher, President  
(16-137) Reallocation of the 2016/2017 Budget**

Discussion and possible action:

Motion for the Board to approve a reallocation of available funds and available Committee funds in the WHWCNC 2016/2017 Budget.to (Line Item 900 - Unallocated) to be disbursed at this Board Meeting the next Officers/Budget meeting as best serves the goals of the WHWCNC.

The date of the next Officers/Budget meeting to be determined and approved at the April 12, 2017 Board Meeting.

**Please be reminded that we have some deadlines coming up with respect to funding and because the NC Funding will be transitioning from the current Retail Union Bank Account to a Commercial Union Bank Account, we need to hold these dates firm.**

**June 1, 2017 - Last day to submit a funding request (FRF) to NC Funding;**

**June 7, 2017 - Last day to issue a Union Bank Account online check payment;**

**June 11, 2017 - Last day to use the Neighborhood Council Bank Card.**

Committee funds available:

<b>PLUM 1</b>	\$40.00
<b>WHIP</b>	\$500.00
<b>Governance</b>	\$500.00
<b>Public Safety</b>	\$991.62 (see Board agenda)
<b>Community Services</b>	\$1,290.00
(Fire Station 84 Foundation (\$1,500) - West Valley Food Bank (\$750) – American Legion Veterans Day Booth (\$150.00)	
<b>Education</b>	\$1,000.00
<b>Senior Ad hoc</b>	\$1,000.00
<b>Beautification</b>	\$879.32 (see Special Meeting expenditures)
<b>Environmental</b>	\$1,000.00
<b>Animal Services</b>	\$1,000.00

**Item no. (7) Shepard Kaufman, Chair - Safety Committee  
(16-138) Budget Request**

Discussion only:

The results of the WHWCNC Public Safety Survey to date and the Safety Town Hall held on April 4, 2017

Discussion and possible action:

Motion: The WHWCNC Public Safety Committee requests that as the Board has left over funds from the 2016/2017 Budget that the Board approve the reallocation of funds for the expenditure of up to \$2,000 for the purchase of up to 20 WHWC branded Neighborhood Watch signs, that meet city guidelines, to be made available to new and existing Neighborhood watch groups that meet certain conditions to be set forth by the Board of WHWC Neighborhood Council. THIS COST IS ABOUT \$55-65 per sign depending on final specs and shipping cost. (PS Committee Approved 3 - 0)

**Item No. (8) Shepard Kaufman, Chair - Safety Committee  
(16-139) Budget Request**

Discussion and possible action:

Motion: The WHWCNC Public Safety Committee requests that the Board approve the expenditure of up to \$500 from the Safety Committee 2016-2017 Budget, or an amount approved by the board, for the purchase of WHWCNC Branded safety vests (or shirts) for use by board members and stakeholders participating in community events such as neighborhood watch style safety walking groups, beautification cleanups, and other events where visibility is important. THIS COST IS ABOUT \$9-20 per vest depending on the vest/printing combination. (PS Committee Approved by a vote of 3 - 0)

**Item No. (9) - Shepard Kaufman, Chair - Safety Committee**  
**(16-140) Budget Request**

Discussion and possible action:

Motion: The WHWCNC Public Safety Committee is proposing that as the Board has left over funds from the 2016/2017 Budget; the Board consider the reallocation of unspent Budget funds for the purchase of an on vehicle magnetic mounted high intensity display billboard for use by the NC to promote Council and community events, to warn traffic about NC clean-up crews ahead, for general notification and for a pilot street safety program with the LAPD mounting the sign on the patrol cars notifying motorists of special traffic enforcement or other mutually agreed programs ahead.

**Item No. (10) - Shepard Kaufman, Chair - Safety Committee**  
**(16-141) Budget Request**

Discussion and possible action:

Motion: The WHWC NC Public Safety Committee is proposing that as the Board has left over funds from the 2016/2017 Budget; the Board consider the reallocation of unspent funds for the purchase of:

- 1) WHWCNC Branded color stickers to be affixed to handouts provided, but not created, by the NC at events.  
COST Approximately \$30.00 for 1000
- 2) Reusable NC Signs with arrows and space for an “add on logo” to post outside of venues where an NC Event is taking place (i.e. Board meeting, committee meeting, NC sponsored forum, etc).  
COST Approximately \$25.00 each including stand

**3. Funding Items:**

**Item no. (11) – Heath Kline, Treasurer**  
**(16-142) Approval of Monthly Expense Reconciliation [MER] for March 2017**

Discussion and possible action:

Motion to approve the WHWCNC Budget for Fiscal Year 2016 - 2017 Monthly Expense Reconciliation [MER] for March 2017. Motion may be amended to include other necessary budget items (2 pages posted with this agenda.)

**Item No. (12) - Heath Kline, Treasurer**  
**(16-143) Confirm Payment to Valley Cultural Center for WHWCNC fall 2016 outreach participation at the Grateful Hearts event**

Discussion and possible action:

Motion for approval of a \$250.00 check payment to Valley Cultural Center for WHWCNC outreach participation at the Fall 2016 Grateful Hearts WSFV first responders’ recognition event including a dedicated booth, collateral materials and pre-event outreach & promotion. [Budget Line 92]

**Item No. 13) - Heath Kline, Treasurer**  
**(16-144) Confirm Payment to Blue Host for WHWCNC email and website hosting and domain registrations.**

Discussion and possible action:

Motion to approve \$238.08 payment to Blue Host for email hosting for all NC members, committees, and committee members and hosting of the NC’s new Word Press website. In addition, approve payment(s) of up to \$100.00 for transfer and maintaining the NC’s top level domain name registrations. [Budget Lines 125 & 121]

**Item No. (14) Heath Kline, Treasurer**  
**(16-145) Confirm Payment to Port Town Websites for WHWCNC Website Development**

Discussion and possible action:

Motion to approve \$1,592.50 payment to Port Town Websites for final revisions to the WHWCNC website which resolved issues regarding hosting and publishing agendas, minutes and images, custom programming for mobile member's page and training/documentation.

#### **4. Board Member Area Reports:**

Area 1 – Dennis DiBiase, Karen DiBiase, Linda Kouy-Ghadosh, Larry Kraus

Area 2 – Diane Walton, Sean McCarthy, Raymond Cole, Brian Drapkin

Area 3 - Nancy McLean, Herbert Madsen, Martin Lipkin

Area 4 – Don Patterson, Albert Saur

Area 5 – Dorothy Keotz, Wayne Lipschitz, Richard Hollander, Mercy Alpert

Area 6 – Pat Patton, Heath Kline, Gilbert Yablon

Area 7 – Aaron Williams, Joyce Fletcher, Marie Pierre, Peter Fletcher

At Large – Sheppard Kaufman

#### **5. Committee Reports:**

Animal Services Committee–Dorothy Koetz and Linda Kouy-Ghadosh, Co-Chairs

Beautification Committee – Sean McCarthy, Chair

Budget Committee - Heath Kline, Chair

Community Outreach Committee – Peter Fletcher, Chair

Community Services - Joyce Fletcher and Mercy Alpert, Co-Chairs

Education Committee – Aaron Williams, Chair

Environmental Committee – Karen DiBiase, Chair

Governance Committee – Don Patterson, Chair

Outreach Committee - Peter Fletcher, Chair

PLUM I Committee - Karen Koe, Chair and Martin Lipkin, Vice-Chair

Public Safety Committee – Sheppard Kaufman, Chair

WHIP Committee – Dennis DiBiase and August Steurer, Co-Chairs

Ad Hoc Senior Services – Linda Kouy-Ghadosh and Al Saur, Co-Chairs

Ad-hoc Website Redesign Committee – Peter Fletcher, Chair

Ad-hoc WHWCNC Newsletter – Dennis DiBiase, Chair

Ad-hoc Westfield Promenade 2035 Project – Joyce Fletcher, Chair

#### **Agenda may be amended prior to the Board meeting to include further items:**

##### **Announcements:**

**The next Board meetings will be held on Wednesday, May 10, 2017 at the American Legion Hall, 5320 Fallbrook Ave, Woodland Hills, CA 91367.** Meeting dates for or the upcoming 2016/2017 year; the proposed Board meeting dates are: TBD (Date, Time, location subject to change or cancellation. Please check the [www.whcouncil.org](http://www.whcouncil.org) website)

##### **Adjournment of meeting:**

Disabilities Act Notification: As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the bases of disability and upon request will provide reasonable accommodation to ensure equal access to its programs, services and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least three business days (72 hours) prior to the meeting you wish to attend by contacting the Department of Neighborhood Empowerment at (818) 756-9628, (818) LA HELPS.

Brown Act Notification: In compliance with Government Code 54957.5, non-exempt writings that are distributed to a majority or all the board in advance of a meeting may be viewed at the [www.whcouncil.org](http://www.whcouncil.org). calendar page.

Agendas for meetings will be posted here and at specific locations 72 hours in advance of the scheduled meeting.

Meetings are subject to change and the WHWCNC website [www.whcouncil.org](http://www.whcouncil.org) should be checked frequently.

If you would like a copy of any record related to an item on the agenda, please contact: [l.kouyghadosh@whcouncil.org](mailto:l.kouyghadosh@whcouncil.org)