

## AGENDA – WHWCNC FULL BOARD MEETING

Wednesday, September 13, 2017, 6:30 p.m.

American Legion Hall

5320 Fallbrook Ave, Woodland Hills, CA 91367

*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:** August 9, 2017 Board Meeting and August 9, 2017 Special Board Meeting

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

#### Public Announcements:

- LAPD Topanga Division – Lead Officers, Sean Dinse and Brent Rygh
- 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  
Vice-President - Dennis DiBiase  
Treasurer - Heath Kline  
Secretary - Linda Kouy-Ghadosh  
Parliamentarian - Aaron Williams

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**PRESENTATION – 10 minutes**  
**Clean Streets/Clean Starts Program – Jobs for the Homeless**

**Presentation by Laura Rathbone and Don Larson. This program creates better relations between the homeless in our area, the residents and businesses to clean-up our environment/streets and create beautification projects that benefit all.**

The Clean Starts/Clean Streets program is an excellent example of a new program to help solve homeless issues in our community. In partnership with Mayor Garcetti's office, the San Fernando Mission piloted this program to provide job training for chronically homeless individuals.

The eight-week program provides participants with training in landscaping and street cleaning while also providing job readiness skills. The results speak for themselves. Of the fourteen people who started the program, ten graduated. Of the graduates, eight individuals secured employment, nine people got off the streets and one entered a substance abuse treatment program.

We are inspired by this amazing group of people who are working hard at overcoming their challenges. We will be launching new training groups soon and look forward to seeing more lives changed for good.

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**PRESENTATION -10 minutes**  
**Silvana Caruanan, LAHSA SPA 22 – the Homeless Count**

Silvana Caruana, LAHSA (Los Angeles Homeless Services Authority) Service Planning Area 22 Coordinator, will provide information from last year's homeless count and discuss this year's upcoming homeless count.

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**WHWCNC Announcement – Karen DiBiase – 5 minutes**  
**WE ARE COLLECTING FOOD AT THIS BOARD MEETING**  
**PLEASE BRING CANNED FOOD, BOXED FOOD, PACKAGED FOOD**  
**TO DONATE TO THE WEST VALLEY FOOD BANK**

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**Reminders and WHWCNC Announcements -10 minutes**  
**OCTOBER 19, 2017 - Homeless Connect Day – Ray Cole**  
**Board Member Sign-up Sheet to Volunteer**

**On October 19, 2017**, Woodland Hills will host a Homeless Connect Day at the Prince of Peace Church at 5700 Rudnick Ave. The Homeless Connect gives people experiencing homelessness direct access to nonprofit and government services all in one place, cutting out the red tape and problems with access and transportation they often encounter when they try to get assistance.

Contact Jenny Portillo, Senior Field Deputy from Bob Blumenfield's Office, who will provide information on the services available for our homeless individuals in the community.

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**NC Neighborhood Watch Signs and Neighborhood Watch Program – Sheppard Kaufman**

**West Hills Fall Fest and WHWCNC Participation – Sheppard Kaufman**

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

### **Item No. (1) PLUM Committee, Lauren Coffman and Don Patterson Co-Chairs** **(16-199) Case No. ZA-2016-3491-CUB-SPP** **21797 Ventura Boulevard, Woodland Hills, CA 91367 (The Venue aka The Write Off)**

Discussion and Possible Action:

As to Case No. ZA-2016-3491-CUB-SPP, having held one public hearing for the Application filed by Doug Babbitt, to expand an existing bar lounge and provide a full-service menu, cocktail lounge, live entertainment and dancing. The subject site has operated for over 29 years. The existing use is 2,626 square feet (“sf”), the expansion would be for an additional 2,274 sf. The Planning, Land Use and Mobility (“PLUM”) Committee hereby finds that

WHEREAS, the Applicant is seeking to expand the existing permitted use of a 2,626 sf Lounge for the sale of a full line of liquor, restaurant use and live entertainment. The expansion would include 2,274 sf, the total area will be 4,900 sf;

WHEREAS, the Hours of Operation will be Monday to Thursday 11am to 2am, Friday to Sunday 9am to 2am;

WHEREAS, the Project Permit Compliance request is to permit the change of use for 1,785 sf of retail to be converted for restaurant and live entertainment use;

WHEREAS, no alcohol shall be permitted to be removed from the premises;

WHEREAS, Applicant has agreed to accept Conditions 1-2 and 4-15 specified in a Letter dated May 3, 2017 from Captain Maureen E. Ryan, Commanding Officer, Topanga Community Police Station, Los Angeles Police Department, to the Los Angeles City Planning Department;

THEREFORE, IT IS HEREBY RESOLVED that the Planning, Land Use and Mobility Committee, for the findings and conditions stated herein, recommends that the Board of the Woodland Hills – Warner Center Neighborhood Council support APPROVAL of the application plans for the expansion of the existing bar lounge to include a full-service menu, cocktail lounge, live entertainment and dancing at The Write-Off located at 21791-21797 Ventura Boulevard, with the following conditions:

#### **CONDITIONS:**

1. Conditions 1-2 and 4-15 specified in the Letter dated May 3, 2017 from Captain Maureen E. Ryan to the Los Angeles City Planning Department be followed.
2. Applicant has agreed that no alcohol shall be permitted to be removed from the premises.

The PLUM Committee recommends that the City of Los Angeles Planning Department and Council District 3 Councilman Bob Blumenfield be notified by the Woodland Hills – Warner Center Neighborhood Council Board of its findings and subsequent recommendations.

### **Item No. (2) PLUM Committee, Lauren Coffman and Don Patterson Co-Chairs** **(16-200)** **Case No. ZA-2017-1883-ZAD-SPP** **4306 N. Camello Rd., 91364**

Discussion and possible action:

Having held one (1) public meeting for the application filed by the Applicant’s Representative Roger Sorkin, to build a 3-story, 2,240 square-foot home with an attached 400 square-foot 2-car garage on an unimproved 5,120 sf lot in the Outer Corridor of the Mulholland Scenic Parkway Specific Plan located at 4326 Camello Rd. in the Girard Tract and subject to the Hillside Ordinance, the Planning, Land Use and Mobility Committee of the Woodland Hills-Warner Center Neighborhood Council hereby finds that:

WHEREAS the Applicant has designed and submitted a proposed single-family residence that substantially complies with the applicable regulations, findings, standards and provisions of the Girard Tract Specific Plan, the Baseline Hillside Ordinance and the Mulholland Scenic Parkway Specific Plan; and

WHEREAS, the project is currently being reviewed and assessed by the Mulholland Design Review Board which has made specific requests for design changes to the project, and will review those changes at a future date; and

WHEREAS, the architectural design, materials and MDRB requested changes are acceptable to the WHWCNC PLUM Committee; and

WHEREAS, main issues with the project concern eroding slope and debris impacting the viability of the Alhama Drive roadway and properties downstream on the roadways in the area, which the Applicant has agreed to rectify (see conditions); and

WHEREAS, landscaping and hardscape issues for the site have been discussed with the Applicant which he has agreed to address and correct (see conditions);

WHEREAS, the Planning, Land Use and Mobility Committee finds, if the erosion problems are rectified, the project to be a general asset to the neighborhood and the design to be better and compatible with nearby structures;

THEREFORE, IT IS HEREBY RESOLVED that the Planning, Land Use and Mobility Committee, for the findings and conditions stated herein, finds that the submitted application and plans by Roger Sorkin for Ana Maria Donatelli for the proposed project at 4306 Camello Road, Woodland Hills, 91364, receive the support of the Board of the Woodland Hills-Warner Center Neighborhood Council for the requested actions contingent upon the following conditions:

**Conditions:**

- 1) Applicant will remove up hillside to 1 foot inside the property line, plus all soil and debris that has run off or eroded from his lot along the eastern border onto Alhama Drive and restore the roadway to the edge of the public right-of-way.
- 2) Applicant to construct a retaining wall or install some other soils retention system at the toe of the hill 1 ft. inside the property line adjacent to the Alhama roadbed insuring that soil and leaf litter from the slope due to precipitation or animal activity no longer flows onto the widened roadbed and allows for clearance of city paving equipment. The City to pave Alhama Dr. up to property line with an asphalt berm in the retention wall setback along right-of-way.
- 3) That a water dispersal system be placed along the top and base of the soil retaining structure to collect and filter all rain water and ground water, and conduct it to the roadway so that it does not weaken the integrity of the hill.
- 4) Applicant to remove all existing “scrub” trees and bushes on the property that intrude over the Alhama right-of-way and impact traffic.
- 5) All balconies on the structure to have drainage systems installed that will conduct rainwater into City approved water retention systems and not channel water onto the slope
- 6) The irrigation system to have some form of “catch system” so that water does not pool at the toe of the hill and can be safely conducted to the roadway once solid material have been filtered out.
- 7) Excessive height concerns should be determined by the MDRB and mitigated if necessary.
- 8) Hillside slope should have plantings of shrubs with large and deep root systems than those shown on the initial submitted landscape plan in order to hold any potentially eroding soil.
- 9) All plans presented at the August 17, 2017 WHWCNC PLUM meeting shall be dated as such and resubmitted to Planning as an (updated) project application submittal.
- 10) All conditions herein that are agreed to by the Applicant shall be printed on one of the Project Summary pages as a commitment to and acceptance of these conditions

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, the Mulholland Design Review Board and Council District-3 Councilmember Bob Blumenfield of its findings, and its subsequent supporting recommendation to support approval of this application as presented on August, 17, 2017.

**Item No. (3) PLUM Committee, Lauren Coffman and Don Patterson Co-Chairs**

**(16-201)**

**Case No. Case No. CPC-2017-2393**

**21101 Ventura Boulevard, Woodland Hills, CA 91364**

Discussion and possible action:

As pertaining to Case CPC 2017-2393, having held two (2) public meetings for the application filed by the Applicant Adam Keller for construction of a 4-story, 105-room Marriott Residence Inn all-suite hotel at 21101 W. Ventura Blvd., the Planning, Land Use and Mobility Committee of the Woodland Hills-Warner Center Neighborhood Council hereby finds that:

WHEREAS the Applicant has designed and submitted a proposed new Marriott Residence Inn in the Ventura Cahuenga Boulevard Specific Plan area that substantially conforms with the plan.

WHEREAS, the applicant proposes a minor (less than 10%) increase in height to accommodate a parapet for mechanical equipment.

WHEREAS, the proposed zone change from P-1LD to C-4LD is necessary for the development and is consistent with the intent of the Ventura Cahuenga Boulevard Specific Plan.

THEREFORE, IT IS HEREBY RESOLVED that the Planning, Land Use and Mobility Committee, for the findings and conditions stated herein, finds that the submitted application and plans for the proposed project at 21101 W. Ventura Blvd., Woodland Hills, 91364, receive the support of the Board of the Woodland Hills-Warner Center Neighborhood Council for the requested actions contingent upon the following conditions:

Conditions:

- 1) No banners on the exterior of the building and no signage along clarendon Street.
- 2) All plans presented on September 13, 2017 at the Board Meeting of the Woodland Hills – Warner Center Neighborhood Council (WHWCNC) shall be dated as such and re-submitted to Planning as an (updated) project application submittal.
- 3) Additionally, all conditions herein shall be printed on one of the Project Summary pages as a commitment to and acceptance of these conditions.

The PLUM Committee recommends that the City of Los Angeles Planning Department and Council District 3 Councilmember Bob Blumenfield be notified by the Woodland Hills – Warner Center Neighborhood Council Board of its findings and subsequent recommendations.

**Item No. (4) PLUM Committee, Lauren Coffman and Don Patterson Co-Chairs**

**(16-202)**

**Case No. Case No. ZA 2012-0102**

**21055 W. Ventura Blvd., Woodland Hills, CA 91364 (Trader Joes)**

Discussion and possible action:

As pertaining to case number ZA2012-0108 CUB, having held one public meeting for the Application filed by trader Joe's to allow the continued sale of a full-line of alcoholic beverages for off-site consumption and wine tasting with Type 21 and 42 licenses with conjunction with an existing 19,394 square foot market with daily hours of operation of 8:00 am to 10:00 pm. and an address change to 21055 Ventura Blvd. The Planning, Land Use and Mobility ("PLUM") Committee hereby finds that:

WHEREAS, the Applicant is not seeking to expand the existing permitted use of a 19,394 - sf grocery store or expand the sale of a liquor beyond existing conditions.

WHEREAS, the applicant is seeking an address change from 21054 W. Clarendon St. to 21055 West Ventura Blvd.

WHEREAS, the applicant is maintaining all previous and existing conditions from 2012 permit (case number ZA2012-0108 CUB)

WHEREAS, the applicant has received a letter from Officer Jose Fernandez of the L.A.P.D. Topanga area vice unit dated August 16, 2017 stating no opposition to the application.

WHEREAS, the applicant is not seeking to expand the existing permitted use allowing on-site wine tasting within a designated and controlled area.

WHEREAS, the Hours of permitted operations will continue to be 8:00 am to 10:00 pm daily.

THEREFORE, IT IS HEREBY RESOLVED that the Planning, Land Use and Mobility Committee, for the findings and conditions stated herein, recommends that the Board of the Woodland Hills – Warner Center Neighborhood Council support APPROVAL of the application plans for the continued sale of a full-line of alcoholic beverages for off-site consumption at 21055 Ventura Blvd., Woodland Hills, CA 91364, with the following conditions:

**CONDITIONS:**

- 1) Limit wine tasting to 3 tastings of 1 once pours.
- 2) All conditions contained within existing CUB shall be incorporated into the renewal.
- 3) Tasting shall only take place within designated area and designated hours and a staff person must be present at all times.
- 4) No self-service of alcoholic beverages.
- 5) No person under 21 shall be present within the tasting area.

The PLUM Committee recommends that the City of Los Angeles Planning Department and Council District 3 Councilmember Bob Blumenfield be notified by the Woodland Hills – Warner Center Neighborhood Council Board of its findings and subsequent recommendations.

**Item No. (5) PLUM Committee, Lauren Coffman and Don Patterson Co-Chairs**  
**(16-203)**  
**Case No. Case No. ZA-2017-2755 (URBAN PLATES)**  
**21857 W. Ventura Boulevard, Woodland Hills, CA**

Discussion and possible action:

As to Case No. ZA-2017-2755, having held one public meeting for the Application filed by Saad J. Nadhir, for a Conditional Use Permit to allow the sale and dispensing of beer and wine for onsite consumption in conjunction with a proposed 4,317 square foot (“sf”) restaurant with a 490 sf outdoor patio with 120 indoor seats and 40 outdoor seats. Hours of operation are to be from 11:00am to 10:00pm daily. The Planning, Land Use and Mobility (“PLUM”) Committee hereby finds that:

WHEREAS, the Applicant is seeking a Conditional-Use Permit to allow the sale and dispensing of beer and wine for onsite consumption in conjunction with a proposed 4,317 square foot (“sf”) restaurant with a 490 sf outdoor patio with 120 indoor seats and 40 outdoor seats;

WHEREAS, the Hours of Operation will be 11am to 10pm daily;

WHEREAS, no alcohol shall be permitted to be removed from the premises;

WHEREAS, Applicant has agreed to accept Conditions 1-19 specified in a Letter dated May 3, 2017 from Captain Maureen E. Ryan, Commanding Officer, Topanga Community Police Station, Los Angeles Police Department, to the Los Angeles City Planning Department, as required for MOD Super Fast Pizza, which is located within the same building;

WHEREAS, the aforementioned, Conditions 1-19 were also applied to MOD Super Fast Pizza, which is located within the same building;

WHEREAS, the outdoor patio area has been legally fenced off from public access and the pedestrian right of way and, under previous ownership, has previously had beer and wine service on it;

THEREFORE, IT IS HEREBY RESOLVED that the Planning, Land Use and Mobility Committee, for the findings and conditions stated herein, recommends that the Board of the Woodland Hills – Warner Center Neighborhood Council support APPROVAL of the application for a Conditional Use Permit to allow the sale and dispensing of beer and wine for onsite consumption in conjunction with a proposed 4,317 square foot (“sf”) restaurant with a 490 sf outdoor patio with 120 indoor seats and 40 outdoor seats located at 21857 Ventura Boulevard, with the following conditions:

**CONDITIONS:**

Conditions 1-19 specified in the Letter dated May 3, 2017 from Captain Maureen E. Ryan to the Los Angeles City Planning Department, as required for MOD Super Fast Pizza, which is located within the same building, be followed.

Applicant has agreed that no alcohol shall be permitted to be removed from the premises.

The PLUM Committee recommends that the City of Los Angeles Planning Department and Council District 3 Councilmember Bob Blumenfield be notified by the Woodland Hills – Warner Center Neighborhood Council Board of its findings and subsequent recommendations.

**Item No. (6) Community Outreach Committee, Aaron Williams and Ray Cole, Co-Chairs**  
**Treasurer Heath Kline – Past Community Outreach Chair, Peter Fletcher**  
**(16-204)**

Discussion and possible action:

Request that the NC Board approve a funding request for \$600.00 from the 2017/2018 Budget to be paid to Photographer Siya Kharkar/Divine Shots Photography for the retouching of Board member photos taken by Divine Shots Photography to be used on the NC Website and other NC outreach materials including flyers, brochures etc. This is an additional retouching charge the NC Board did not include in the previous payment as the NC paid for photography only.

**Item No. (7) Community Outreach Committee, Aaron Williams and Ray Cole, Co-Chairs**  
**Treasurer Heath Kline**  
**(16-205)**

Discussion and possible action:

Motion for the NC Board to approve funding from the 2017/2018 NC Budget for \$500.00 to be paid to the West Valley Food Pantry in Woodland Hills, CA **to support the Homeless Connect Day that will take place on October 19, 2017.** The Homeless Connect Day is an event that gives our community members experiencing homelessness direct access to nonprofit and government services all in one place. The \$500.00 will be used to feed approximately 100 hundred service providers, 100 homeless individuals, and 50 volunteers on the day of the event.

**Item No. (8) Community Outreach Committee, Aaron Williams and Ray Cole, Co-Chairs**  
**Treasurer Heath Kline – Past Community Outreach Chair, Peter Fletcher**  
**(16-206)**

Discussion and possible action:

Motion for the NC Board to approve funding from the 2017/2018 NC Budget to be paid to Photographer Siya Kharkar/Divine Shots Photography for photographs taken of (3) additional Board members at a cost of \$135.00 or \$45.00 per person. Additional Board members were appointed after the original invoice was paid.

**Item No. (9) Community Services Committee, Mercy Alpert and Joyce Fletcher, Co-Chairs**

**Treasurer Heath Kline**

**(16-207)**

Discussion and possible action:

Motion for the NC Board to approve funding from the 2017/2018 NC Budget to fund a \$750 NPG for the West Valley Food Pantry c/o its Fiscal Agent, Prince of Peace Church; for its winter and Holiday Season 2017 food drive.

**Item No. (10) Treasurer, Heath Kline**

**(16-208)**

**Motion to Add Vendors & Expense Detail to the FY-18 Budget**

Discussion and possible action:

Motion to add the following vendor and purpose description detail (underlined below) to the WHWCNC Budget for Fiscal Year 2018 adopted by the Board 6/14/17 as follows:

Budget Line 37: Copies, Office & Filing Supplies, and Graphic Arts Supplies & Services:

Budget Line 114: Port Town Websites, Bluehost & Other Word Press Website Support Vendors

**Item No. (11) Treasurer, Heath Kline**

**(16-209)**

**Approval of Monthly Expense Reconciliation [MER]s for July and August 2017**

Discussion and possible action:

Motion to approve the WHWCNC Budget for Fiscal Year 2017 - 2018 Monthly Expense Reconciliation [MER] for July 2017 [1 page, see [Sept 17 Agenda Monthly Financial Attachments](#)] showing no activity with a Beginning and Remaining Balance \$42,000, and the August 2017 MER [1 page with 8 pages of supporting documentation. See [Sept 17 Agenda Monthly Financial Attachments](#)] showing \$219.45 in expenditures for a Remaining Balance of \$41,780.55 as of August 31.

**4. Board Member Area Reports:**

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

Area 2 – Sean McCarthy, Raymond Cole, Brian Drapkin, Paul Lawler

Area 3 - Nancy McLean, Herbert Madsen, Martin Lipkin, Eva Morris-Huffman

Area 4 – Don Patterson, Albert Saur, Cameron Gil

Area 5 – Dorothy Keotz, Richard Hollander, Mercy Alpert

Area 6 – Pat Patton, Heath Kline, Gilbert Yablon, Lauren Coffman

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

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 – Aaron Williams and Ray Cole, Co-Chairs

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

Education Committee – Aaron Williams, Chair

Environmental Committee – Karen DiBiase, Chair

Governance Committee – Don Patterson, Chair



PLUM Committee – Don Patterson and Lauren Coffman, Co-Chairs  
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 WHWCNC Newsletter – Dennis DiBiase, Chair  
Ad-hoc Westfield Promenade 2035 Project – Joyce Fletcher, Chair

**Announcements:**

**The next Board meetings will be held on Wednesday, October 11, 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)