

Supplementary Documentation
for the
WHWCNC Special Board Meeting
on March 18, 2027

Item No. 1

(Action 26-108) Adoption of Minutes:

Moved by Secretary Joyce Fletcher



City of Los Angeles

Officers

President – Jon Mann

Vice President - Karen DiBiase

Treasurer – Heath Kline

Secretary – Joyce Fletcher

Parliamentarian – August Steurer

EmpowerLa

200 N. Spring Street

www.wmpowerla.org

MINUTES

Woodland Hills-Warner Center Neighborhood Council

FULL BOARD MEETING

January 14, 2026

6:30pm – 9:30pm

City of Los Angeles Fire Station 84

In the Community Room

21050 Burbank Blvd., Woodland Hills CS, 91367

IN PERSON MEETING

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte a Joyce Fletcher, Secretaria al 818-639-9444 or j.fletcher@whcouncil.org para avisar al Concejo Vecinal.

***PUBLIC INPUT ON AGENDA ITEMS** – The public may address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. *Public comment is limited to (2) minutes per speaker.*

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General Public Comment is limited to (2) minute per speaker and 20 minutes total unless adjusted by the presiding officer of the board.

Notice: Candidates running for elections in LA and California: Individual candidates may not speak about their candidacy as this is prohibited by: The California Supreme Court in *Stanson v. Mott* (1976) 17 Cal.3d 206 at 217 provided the general guiding principle prohibiting the use of public funds and resources in election matters: "A fundamental precept of this nation's democratic electoral process is that the government may not take sides in election contests or bestow an unfair advantage on one of several competing factions. NC board members may attend candidate forums that are not sponsored by the NC or provide a forum where ***ALL candidates are invited, are present and are provided equal time to speak.***

AGENDA

Call to Order: at 6:39pm by Jon Mann
Pledge of Allegiance – by the board members.

Roll Call: Present - Karen DiBiase, Shelly Schwartz, Julian Tu, Jon Mann, August Steurer, Dean Mathew, Harout Aristakessian, Martin Lipkin, Mary Jo Rizvi, Janyce Pink, Megan Jacoby, Danny Mulvihill, Heath Kline, Kate Kennedy, Juliet Schwarz

Absent: Geoffrey Hobson, Reina Cerros-McCaughey, Susan Roberts, Harris Cohn, Joyce Fletcher, Michelle Delgado, Marc Shapiro, Melanie Kirschbaum, Paul Scola

Board Members

Area 1 – Karen DiBiase, Geoffrey Hobson, Shelly Schwartz
Area 2 – Julian Tu, Reina Cerros-McCaughey, Jon Mann, Susan Roberts
Area 3 - August Steurer, Dean Mathew, Harout Aristakessian,
Area 4 – Paul Scola, Martin Lipkin, Mary Jo Rizvi, Janyce Pink
Area 5 - Megan Jacoby
Area 6 – Danny Mulvihill, Heath Kline, Harris Cohn
Area 7 – Kate Kennedy, Joyce Fletcher, Juliet Schwarz, Michelle Delgado
At Large - Marc Shapiro, Melanie Kirschbaum

Public Announcements:

Office of Councilmember Bob Blumenfield	(5 minutes each)
Office of Local and State Officials – if available	(5 minutes each)
Other Local Agencies – if available	(5 minutes each)

General Public Comment, by the Public, on Non-Agenda Items:

General Public Comment is limited to (2) minutes per speaker and 20 minutes total.

I. Organization, Operation, Policies, & Procedures:

All comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of the Board. Time limits set for each agenda item may be adjusted by the presiding officer of the Board. Time limits may vary so the public is encouraged to join the meeting several minutes PRIOR to a specific agenda item being discussed.

A. Approval of Minutes

December 10, 2025 Regular Board Meeting

Motion to approve: Heath Kline Second: Marty Lipkin
Vote: Yes - Roll Call: Karen DiBiase, Shelly Schwartz, Julian Tu, Jon Mann, August Steurer, Harout Aristakessian, Martin Lipkin, Mary Jo Rizvi, Janyce Pink, Megan Jacoby, Danny Mulvihill, Heath Kline, Kate Kennedy, Juliet Schwarz
No 0 Abstain: Dean Mathew Ineligible 0

January 8, 2026 Special Board Meeting

Motion to approve: Heath Kline Second: Marty Lipkin
Roll Call: Karen DiBiase, Shelly Schwartz, Julian Tu, Jon Mann, August Steurer, Dean Mathew, Harout Aristakessian, Martin Lipkin, Mary Jo Rizvi, Janyce Pink, Megan Jacoby, Danny Mulvihill, Heath Kline, Kate Kennedy, Juliet Schwarz, Dean Mathew
No 0 Abstain 0 Ineligible 0

B. Officer Reports

President – Jon Mann

Vice President – Karen DiBiase

Treasurer- Heath Kline

Secretary – Joyce Fletcher

Parliamentarian – August Steurer

2. Items for Discussion and Possible Action:

Item No. (1) Heath Kline, Treasurer (26-0102) Motion to Approve the December MER

For discussion and possible action: (5 minutes)

Motion to approve the December 2025 Monthly Expenditure Report [MER] (12 pages)

See posted support documents. Roll Call Vote

Motion to approve: Heath Kline Second: August Steurer
Roll Call Vote: Yes - Karen DiBiase, Shelly Schwartz, Julian Tu, Jon Mann, August Steurer, Dean Mathew, Harout Aristakessian, Martin Lipkin, Mary Jo Rizvi, Janyce Pink, Megan Jacoby, Danny Mulvihill, Heath Kline, Kate Kennedy, Juliet Schwarz
No 0 Abstain 0 Ineligible 0

Item No. (2) Community Services Committee - Joyce Fletcher, Chair (26-0103) Motion to Approve Funding for WHWCNC Pole Banner Replacement and Permitting

For discussion and possible action: (10 minutes)

The WHWCNC has (8) double faced banners on (8) utility poles on Ventura Blvd. The banners are permitted through the City on an annual basis.

Two double faced banners on two poles have been destroyed by the recent storms.

Motion for the board to approve up to \$2, 500 from the 2025/2026 WHWCNC Outreach Budget (Line Item 65-Banners) for the following invoice submitted by A3Visual / AAA Flag and Banner Company. See attached invoice for \$2,197.90 which does not include shipping.

Design and Printing of (2) replacement double banners on (2) poles. \$512.00
Replacement of hardware on two poles, \$195.00
Cost to remove and replace the double banners on (2) poles. \$880.00
Cost for A3Visual to process permits through the City and the City Council for (8) poles for year May 2026 to May 2027. \$450.00
Pre-Flight File Fee: \$20.00 - Tariff surcharge: \$25.60 - Tax: \$115.30 - plus estimated shipping.
Committee Vote: 3 Yes: Fletcher, DiBiase, Roberts No 0 Abstain 0

Support Documents

See attached Invoice and Photographs of the damaged banners. (7 pages)

Motion to approve: Karen DiBiase Second: Julian Tu
Roll Call Vote: Yes - Karen DiBiase, Shelly Schwartz, Julian Tu, Jon Mann, August Steurer, Dean Mathew, Harout Aristakessian, Martin Lipkin, Mary Jo Rizvi, Janyce Pink, Megan Jacoby, Danny Mulvihill, Heath Kline, Kate Kennedy, Juliet Schwarz
No 0 Abstain 0 Ineligible 0

Item No. (3) Homeless & Social Justice Advocacy Committee – Juliet Schwarz Chair

(26-0104) Motion to Grant a \$2,500 Non-Profit Grant (NPG) to Loving Hands Children’s Home

For discussion and possible action: (10 minutes)
Initially discussed and approved to move forward at the Homeless & Social Justice Advocacy Committee meeting on Dec 2, 2025. Motioned by Juliet Schwarz. Seconded by Dean Mathew. Vote passed. 5 yes. 0 no. 0 abstain.

WHEREAS, the WHWCNC is committed to supporting organizations that provide essential services and promote the welfare, safety, and development of children and families within the community; and

WHEREAS, Loving Hands Children’s Home is a recognized non-profit organization dedicated to providing care, shelter, education, and support services to vulnerable and at-risk children; and

WHEREAS, Loving Hands Children’s Home has demonstrated a continued need for financial assistance to sustain and expand its programs and services; and

WHEREAS, the proposed Non-Profit Grant (NPG) aligns with the goals, mission, and funding priorities of the WHWCNC;

NOW, THEREFORE, BE IT RESOLVED, that the WHWCNC hereby approves the granting of a Non-Profit Grant (NPG) in the amount of [insert amount] to Loving Hands Children’s Home; and

BE IT FURTHER RESOLVED, that the funds shall be used exclusively for approved programmatic and operational purposes consistent with the grant application and WHWCNC funding guidelines; and

BE IT FURTHER RESOLVED, that Loving Hands Children’s Home shall comply with all reporting,

update our internal working detailed budget accordingly.

See posted support document (1 page)

Roll Call Vote

Motion was withdrawn by Heath Kline.

Item No. 6 Nuccio and Tristen Marler; LA Department of Sanitation (26-0107) Presentation from the Los Angeles Department of Sanitation

Discussion and possible action:

(15minutes)

Presentation and Q & A were provided.

3. Area Reports – (10 minutes)

Area 1 – Karen DiBiase, Geoffrey Hobson, Shelly Schwartz
Area 2 – Julian Tu, Reina Cerros-McCaughey, Jon Mann, Susan Roberts
Area 3 - August Steurer, Dean Mathew, Harout Aristakessian
Area 4 – Paul Scola, Martin Lipkin, Mary Jo Rizvi, Janyce Pink
Area 5 - Megan Jacoby
Area 6 – Danny Mulvihill. Heath Kline, Harris Cohn
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At Large – Marc Shapiro, Melanie Kirschbaum

4. Committee Reports - (10 minutes)

Budget Committee – Heath Kline, Chair
Arts and Culture Committee – Harout Aristakessian
Community Services Committee – Joyce Fletcher, Chair
Community Outreach Committee – August Steurer, Chair
Education and Youth Committee – Shelly Schwartz
Environmental & Beautification Committee – Karen DiBiase, Chair
Governance Committee – Officers
Homelessness and Social Justice Advocacy Committee – Juliet Schwarz, Chair
PLUM Committee – Martin Lipkin and Joyce Fletcher. Co-Chairs
Public Safety and Transportation Committee – Megan Jacoby
WHIP Committee – Heath Kline and August Steurer, Co-Chairs

Announcements:

- The Board will hold a training, capacity building, and planning retreat on January 31, 2026. Please visit the calendar page at whcouncil.org for the complete details and to confirm the location date and time.
- The next Regular Board meeting will be held on February 11, 2026. Please visit the calendar page at whcouncil.org for the complete details and to confirm the location, date and time.

Meeting dates for year 2025 -2026: Full Board meetings are held on the second Wednesday of every month at 6:30pm. Check the NC website calendar for a complete list of committee and board meetings. Meeting locations, dates and times are subject to change.

Adjournment of Meeting:

*THE AMERICAN WITH DISABILITIES ACT - As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis 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 and other auxiliary aids and/or services, may be provided upon request. To ensure availability of services, please make your request at least (3) business days (72 hours) prior to the meeting you wish to attend by contacting Secretary, Joyce Fletcher, email j.fletcher@whcouncil.org or the Department of Neighborhood Empowerment at (213) 978-1551 EmpowerLa@LACity.org

*PUBLIC ACCESS OF RECORDS – In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at our website: www.whcouncil.org or at the scheduled meeting. In addition, if you would like a copy of any record, if available, related to an item on the agenda, please contact President, Jon Mann email j.mann@whcouncil.org



City of Los Angeles



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EmpowerLa

200 N. Spring Street

www.wmpowerla.org

BOARD RETREAT MINUTES

Woodland Hills-Warner Center Neighborhood Council

January 31, 2026

9:00am – 3:00pm

Porsche Dealership

In their Community Room

20539 Ventura Blvd. Woodland Hills CA, 91364

IN PERSON MEETNG

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AGENDA

Call to Order: at 9:00am by Jon Mann
Pledge of Allegiance – by members of the board.

Roll Call: Present: Karen DiBiase, Geoffrey Hobson, Shelly Schwartz. Julian Tu, Reina Cerros-McCaughey, Jon Mann, Susan Roberts, August Steurer, Harout Aristakessian, Martin Lipkin, Janyce Pink, Megan Jacoby, Heath Kline. Kate Kennedy, Joyce Fletcher, Juliet Schwarz. Michelle Delgado, Melanie Kirschbaum

Absent: Dean Mathew, Mary Jo Rizvi, Danny Mulvihill, Harris Cohn. Marc Shapiro

Present: Vincent Autiero, EmpowerLA

9:00AM – 9:15AM

Healing and Guided Meditation with Lisa O'Laughlin

9:15AM – 10:AM

Speakers: Scott Stanley, General Manager – Porshe Woodland Hills, Diana Williams, CEO - West Valley Warner Center Chamber of Commerce, Danielle Vicente, Field Deputy, County Supervisor Lindsey Horvath.

10:AM – 10:15AM

Small Group Discussion 1

Board member recommendations for building quality board dynamics.

**10:15AM – 11:AM – Discussion with Topanga Police Department – Officer Brittney Gutierrez
Issues within the community.**

**11:AM – 12:30PM – Discussion with Congressman Brad Sherman – Issues within the community.
Awards & Recognition Ceremony and Group Photo**

12:30PM – 1:30PM

Lunch

1:30PM – 3:PM

Presentation: “Strategies for Cooperative Interactions” with Liza Katsman

1:30PM to 1:55PM

Small Group Discussion #2 – Team building activity - Working together as a team.
Reflection and finding quiet time prior to speaking and acting when working together.
Without reflection, poor group dynamics will repeat themselves.

1:55PM – 2:20PM

Small Group Discussion #3

Common throughout the groups: Learning to follow rules and listening to each other.
Try to get to know each other better. Actively support each other’s goals. Don’t just show up, have an opinion and leave. Look for opportunities to connect.

2:20PM – 2:45PM

Small Group Discussion #4

Is it opinion or fact?

Stop to think and provide “active listening”.

Commitment to show up for each other.

Humanize: being respectful, tone, and recognizing that each person is unique.

2:45PM – 3:00PM

Closing Remarks & Adjournment – Jon Mann thanked everyone for attending.

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Adjournment of Meeting: at 3:pm by Jon Mann

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*PUBLIC POSTING OF AGENDAS – agendas are posted for public review as follows:

- www.whcouncil.org and go to the website Calendar page and click on the date – Board meetings are held on the second Wednesday of each month. Check the calendar for any change of meeting date and/or time.

- You can also receive our agendas via email by subscribing to L.A. City’s Early Notification System at <https://www.lacity.org/subscriptions>

- **A copy of this agenda is also physically posted in the plexiglass case fixed to the front door of Fire Station 84 located at 21050 Burbank Blvd., Woodland Hills, CA 91367**

*RECONSIDERATION AND GRIEVANCE PROCESS - For information on the WHWCNC process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the WHWCNC Bylaws. The Bylaws are available at our website at www.whcouncil.org

Notice to Paid Representatives - If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code §§ 48.01 et seq. More information is available at ethics.lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org

Nothing for Item No. 2

Action 26-109) Community Impact Statement Filers

Moved by the Governance Committee

Item No. 3. See Separate Treasurer's Report

(Action 26-110) Approval of the January 2026 MER

Moved by Treasurer Heath Kline

Item No. 4 See Separate Treasurer's Report

(Action 26-111) Approval of the February 2026 MER

Moved by Treasurer Heath Kline

Item No. 5

(Action 26-112) Domain Name Registration, Consolidation, and Privacy Protection (<\$60/yr)

Moved by Governance Committee – Chair, Jon Mann and Website Administrator, August Steurer

WOODLAND HILLS WARNER CENTER NEIGHBORHOOD COUNCIL

Governance Committee — Agenda Item

Domain Name Registration, Consolidation, and Privacy Protection

This motion arises from the committee's broader review of the council's web infrastructure. As the council migrates its website hosting and email services to Hosting.com, this is an appropriate moment to consolidate and clean up domain registration as well. Three actions are needed: transferring whcouncil.com from Bluehost, locating and transferring whcouncil.org, and registering the council's abbreviation as a domain.

whcouncil.com — Transfer from Bluehost

The council's primary domain, whcouncil.com, is currently registered through Bluehost. With the council moving its hosting to Hosting.com, retaining registration at Bluehost creates a split between two vendors managing interdependent services. Transferring whcouncil.com consolidates both under one account and reduces the number of separate credentials a volunteer successor must manage.

Domain transfers require an authorization (EPP) code from the losing registrar. The Web Administrator will obtain this code from Bluehost and initiate the transfer. The domain must not be within 60 days of its original registration or a prior transfer; the Web Administrator will confirm eligibility before initiating. Transfers do not interrupt website or email service.

whcouncil.org — Locate Registrar and Transfer

The current registrar for whcouncil.org has not been confirmed. Before this domain can be transferred, the Web Administrator must identify where it is registered — this may be Bluehost, a prior administrator's personal account, or a separate registrar. The motion authorizes the Web Administrator to investigate, recover access if needed, and execute the transfer once the registrar and account access are confirmed.

If the domain is held in a personal account belonging to a former volunteer, the Web Administrator will coordinate with that individual to initiate a registrant change of ownership before or concurrent with the transfer. This is a known risk with volunteer organizations and is flagged so the Board is aware it may require outreach.

whwcnc.org — New Registration, Reserved for Future Use

The council's common abbreviation — WHWCNC — is not currently reflected in any of its domain names. Registering whwcnc.org protects the council's identity, prevents the domain from being claimed by an outside party, and preserves flexibility for future Board decisions. Possible future uses include:

- Redirect to whcouncil.org (passive brand protection, no further action required after setup)
- Transition to a new primary domain if the Board determines whwcnc.org is preferable for public communications
- Email addresses using the @whwcnc.org domain, providing a recognizable identity in council correspondence

No decision on use is required by this motion. The Board is authorizing registration only. The domain will be parked or redirected to whcouncil.org until the Board directs otherwise.

WHOIS Privacy Protection

WHOIS is a public directory that, by default, lists the registrant’s name, mailing address, phone number, and email address for every registered domain. Without privacy protection, the council’s domains would publicly display the Web Administrator’s personal contact information, exposing that individual to spam, robocalls, and unsolicited outreach.

Privacy protection substitutes the registrar’s proxy contact information in the public WHOIS record. Legitimate legal inquiries can still reach the registrant through the proxy. This is standard practice for organizations of all sizes and does not conflict with the council’s Brown Act transparency obligations, which govern meetings and records — not domain registration metadata.

Two registrars offer WHOIS privacy at no additional charge and are suitable for the council’s domains: Hosting.com — The council’s new web hosting provider. Consolidating domain registration here keeps all services under one account and one set of login credentials. Privacy inclusion at Hosting.com should be confirmed before transfer is initiated. Cloudflare Registrar — Cloudflare already manages the council’s DNS records and is a trusted part of the infrastructure. Cloudflare Registrar charges wholesale cost for domain registration (no markup) and includes WHOIS privacy free on all domains. If Hosting.com charges for privacy, Cloudflare Registrar is the recommended alternative. Importantly, DNS records remain in Cloudflare either way — the registrar choice does not affect DNS management.

The motion authorizes the Web Administrator to confirm which registrar includes privacy at no charge and to proceed accordingly. If neither can be confirmed to offer free privacy, no transfers or registrations will proceed until the Board reviews updated cost information.

Estimated Annual Cost at Cloudflare

Domain	Registration	Privacy	Action
whcouncil.com	~\$15–\$20	Free (conditional)	Transfer from Bluehost
whcouncil.org	~\$15–\$20	Free (conditional)	Transfer — registrar TBD
whwcnc.org	~\$15–\$20	Free (conditional)	New registration
ESTIMATED TOTAL	~\$45–\$60 / yr	\$0	<i>Not to exceed \$60/yr total</i>

“Free (conditional)” means WHOIS privacy will be included at no charge provided the selected registrar is confirmed to offer it. If privacy cannot be obtained at no additional cost, the Web Administrator will return to the Board before proceeding. Domain transfer fees vary by registrar and TLD; transfers typically include one free year of registration renewal.

Item No. 6

(Action 26-113) Authorization of Software Licensing for whcouncil.org

Moved by the Governance Committee – Chair, Jon Mann

Supplemental Material to Governance Motion to Authorize Software Licensing for whcouncil.org

Software / Service	Cost	Type	Purpose
1. ACF Pro	\$49/yr	Annual	Custom data fields for committee pages, board directory, and structured meeting document organization
Enables volunteer-friendly structured data entry for all committee pages, member directories, meeting schedules, and agenda metadata. Free version is insufficient for the repeater fields and options pages required.			
2. Pee-Aye Creative DIVI Events Calendar	\$54/yr	Annual	Native DIVI 5 modules for The Events Calendar — event feeds, carousels, calendar views, and styled meeting pages
Replaces custom-coded TEC display with volunteer-manageable DIVI 5 modules. Modules to be used: Event Feed, Carousel, Calendar, and Event Page. Ticket module not needed. Confirmed compatible with DIVI 5 (February 2026 release).			
3. Premio Folders	\$39	One-time	Folder-based organization of the WordPress Media Library
Selected over Real Media Library due to security concerns: Real Media Library exposes a REST API that was blocked by Wordfence during site operations and caused media library instability. Real Media Library has also been removed from the site. Premio Folders uses standard WordPress hooks without REST API exposure. One-time lifetime license.			
4. FS Poster	\$65/yr	Annual	Automatic social media posting to Facebook, Instagram, Threads, TikTok, and Bluesky
Publishes meeting notices and event announcements automatically when content is published to the website, reducing volunteer workload for manual cross-posting.			
5. AI Engine	\$59/yr	Annual	AI-assisted content generation within WordPress
Enables posting or drafting of meeting descriptions, announcements, and social media posts for committee chairs and the Web Administrator, reducing writing time for recurring content.			
6. Claude API Usage	≤\$120/yr	Usage-based	AI service usage (est. \$10/month) required for AI Engine plugin
Token-based pricing; actual cost will vary with usage. \$10/month is a conservative estimate for a council with monthly meeting cycles.			
7. Real 3D FlipBook	\$69	One-time	PDF-optimized flipbook display for newsletters and formal council documents
EmbedPress Pro (already subscribed) handles general media embeds well but renders PDFs as flat scrollable viewers. Real 3D FlipBook provides a page-turning experience specifically optimized for multi-page PDFs such			

as newsletters and annual reports, improving stakeholder engagement with Council publications. One-time lifetime license.

Itemized Total (Year 1):	\$455	One-time: \$108 Annual recurring thereafter: ≤\$347/yr
Motion Authorization Amount:	\$600	Includes \$105 contingency for unexpected licensing needs or tier adjustments

Item No. 7

(Action 26-114) Migration of Website and Email hosting plus remote backup storage

Moved by the Governance Committee – Chair Jon Mann and Website Administrator August Steurer

Moving Website Hosting, Email Hosting, and Remote Storage

This item was placed on the agenda as a routine hosting renewal review. The Web Administrator conducted a detailed audit of the council's current hosting account in preparation for the discussion. That audit revealed issues of greater urgency than anticipated, which are presented here for the Board's information.

Current Contract with Bluehost

The council is currently on a three-year Bluehost Pro shared hosting contract that covers both the website and all council email accounts. The total billed for the current three-year term was:

Item	Amount
Bluehost Pro shared hosting — 3-year term	\$971.00 (paid in full)
Equivalent annual cost	\$323.67 / year

Bluehost required a three-year upfront payment to secure the rate shown. The per-year cost reflects that commitment divided across the contract term. At renewal, Bluehost's standard rate for this plan increases substantially — the renewal pricing for a comparable plan is approximately \$23.99 per month (\$288 per year) on a monthly basis, with three-year lock-in required to approach the current rate.

Why the Current Arrangement Must Change

The audit identified two distinct problems that cannot both be solved by renewing with Bluehost at any plan tier:

Problem 1: DIVI 5 Website Builder Performance

The council authorized a website redesign using DIVI 5, the current version of the council's licensed theme. DIVI 5 uses a front-end visual page builder that requires responsive server processing. Under Bluehost's shared hosting infrastructure, every action in the page builder takes one or more seconds to respond due to CPU throttling — a known limitation of shared hosting environments. This makes the authorized website redesign impractical to complete on the current platform. Hosting.com's Pro shared hosting plan provides 4 dedicated virtual CPU cores on LiteSpeed servers, which directly resolves this bottleneck.

Problem 2: Email Cannot Grow Indefinitely on Shared Web Hosting

The council operates 88 email accounts on whcouncil.org. Under the California Public Records Act (CPRA) and applicable LA City records retention policies, email correspondence conducted on council accounts regarding council business must be retained and may not be deleted. As a result, email storage grows continuously with no mechanism for routine deletion.

The audit found that council email currently occupies approximately 83 GB of storage — representing 93% of the council's total 89 GB disk usage (*Update: Now 92 GB*). Website files, by contrast, occupy only approximately 7 GB. At current growth rates, the council will exhaust available storage within months if email remains on the web hosting account.

This problem cannot be solved by upgrading the Bluehost plan. All web hosting plans — at Bluehost or any comparable shared host — share a single disk allocation between website files,

email storage, and backups. A larger shared hosting plan provides more disk space but does not change the underlying architecture: email, web files, and backups compete for the same resource, and public records email will continue to accumulate.

Proposed Solution: Separate Email from Web Hosting

The recommended solution is to separate email hosting from web hosting entirely. This is standard practice for organizations with significant email storage needs and solves both problems simultaneously.

Web Hosting: Hosting.com cPanel Pro

Hosting.com's Pro plan provides the performance needed for DIVI 5 while remaining affordable. Key specifications:

- 4 virtual CPU cores — resolves DIVI 5 page builder performance issues
- 6 GB virtual memory
- 50 GB NVMe SSD disk — sufficient for website files (~7 GB) with substantial room for growth
- LiteSpeed web server with advanced caching
- cPanel control panel — consistent with current environment; no retraining required
- 20 email accounts included — used for operational accounts only; member mailboxes move to MXroute
- Daily backups, free SSL, DDoS protection, free site migration

Hosting.com bills annually. Unlike Bluehost, the council is not required to commit to a multi-year term to receive a reasonable rate. The introductory first-year rate and the renewal rate are shown in the cost table below.

Email Hosting: MXroute 100 GB

MXroute is a dedicated email hosting provider that stores email independently of web hosting. All 31 active council member mailboxes (currently unrestricted accounts) would migrate to MXroute. Key specifications:

- 100 GB pooled email storage — accommodates current 83 GB with headroom for continued growth
- Unlimited email accounts and domains — no per-account limit
- IMAP, POP3, SMTP — compatible with all email clients members currently use
- Roundcube webmail included
- Flat annual pricing — no introductory discount that increases at renewal

Inactive and suspended accounts (approximately 57 accounts) will be exported as standard archive files (.mbox format) before migration. These archives will be retained in council-controlled storage to satisfy CPRA records retention obligations. Once archived, those accounts will be removed from the active email system, freeing storage and reducing ongoing costs.

Backup Storage: Google One 100 GB

Website backups via UpdraftPlus will be directed to a council-controlled Google One storage account rather than stored on the hosting server. Storing backups on the same disk as the live

site provides no protection against server-level failure. Google One at the 100 GB tier costs \$19.99 per year and provides sufficient capacity for rolling 30-day website backup retention.

Cost Comparison

Service	Year 1	Year 2+ (Annual)	Notes
Hosting.com Pro (web hosting)	\$83.87	\$275.88	<i>Annual billing, no multi-year lock-in</i>
MXroute 100 GB (email hosting)	\$100.00	\$100.00	<i>Flat rate, no renewal increase</i>
Google One 100 GB (backup storage)	\$19.99	\$19.99	<i>Flat rate</i>
PROPOSED TOTAL	\$203.86	\$395.87	
Current Bluehost Pro (annual equivalent)	\$323.67	\$323.67	<i>Does not solve either problem</i>

Note on Hosting.com billing: Hosting.com does not require a multi-year commitment. The first-year rate reflects an introductory discount; the renewal rate applies from year two onward. This is the council's actual ongoing annual cost after the first year, with no long-term lock-in. By contrast, Bluehost required a three-year upfront payment; the \$323.67 figure represents the effective annual cost within that locked-in period.

Item No. 8

(Action 26-115) Motion to change NC Representative to Budget Advocates

Moved by President Jon Mann

To become elected to Budget Advocate, a Budget Representative must receive at least one vote. Budget Representatives running for Budget Advocate may vote for themselves.

The Budget representatives for Region 3 are:

Canoga Park - Anna Measles and Mireira Moran

Encino - Roy Nwaisser (Glenn Bailey is already a Budget Advocate from this region)

Lake Balboa - Mihran Kalaydjian and one open

Reseda - Jamie York and Andres Perkins

Tarzana - Jeff Mausner and Harvey Goldberg

West Hills - Joanne Yvanek-Garb and Joan Trent

Winnetka - David Uebersax and William Burt

Woodland Hills - Warner Center - One open

(Mihran Kalaydjian is already a Budget Advocate from this region)

Item No. 9 No support info provided

(Action 26-116) Approval of a WHWCNC Board Member seat change

From Governance Committee – Jon Mann, Chair

Item No. 10

(Action 26-117) Case ZA 2025-1291-CUW Verizon Wireless Installation

“Archwood” at Parking Garage, Westfield Topanga Mall

Moved by the PLUM Committee — Co-Chairs Marty Lipkin and Joyce Fletcher

Planning, Land Use and Mobility Committee



CASE REPORT

Verizon Wireless – VZW “Archwood”

ZA 2025-1291-CU

at Westfield Topanga Mall

to be located on the side of the parking garage

The Applicant is requesting approval to install a Verizon unmanned wireless communication facility mounted within new Verizon screened boxes located on the exterior of the top floor of the parking garage/structure located at Westfield Topanga Mall. The boxes are described as follows:

- (4) new Verizon 6’-9” tall panel antennas ENCLOSURES
- (4) new Verizon 1 1/2 feet tall CBRS panel antennas
- (4) new Verizon 2 1/2 feet tall C-Band panel antennas
- (8) new Verizon radio units
- (4) new Verizon ray caps
- (1) new Verizon GPS antenna

Also mounted within a new Verizon equipment enclosure on the rooftop:
(3) new Verizon equipment cabinets
(1) new Verizon 27KW natural gas stand-by DC generator

And connections as required for power, fiber and gas service

The 4 screened boxes are 6'-9" feet tall and 14'-0" ~ 26'-0" feet wide and 2'-6" deep and will be mechanically fastened to the garage exterior wall.

Location: The project is located at: 21725 W Victory Blvd. Westfield Topanga Mall, parking structure, Lot 4 of Tract 51448, por..Lot 1&5. Tract 51448 Parcel # 2139-004-045

Applicant PLUM Presentation: **December 18, 2025**
 Representative: Peter J. Blied
 Plancom, Inc., for Verizon Wireless

Applicant: Verizon Wireless
 c/o Peter J. Blied, Plancom, Inc., for Verizon Wireless
 15505 Sand Canyon Avenue Building D
 Irvine, CA 92618
 (714) 262-0651 peter.blied@plancominc.com

Representative: Peter J.Blied

LA City Planner: Shane Strunk, (213) 675-6022

PLUM Case Leader: Matt Richman

The Proposed Verizon project called "Archwood" consists of (4) Cellular antenna's enclosures location on the 5th floor of the parking structure (roughly 65'-7" above grade)

The roof top parking areas have existing solar panels that cover car parking spaces. The new antennae will be mounted on the exterior façade projecting off the 5th floor parapets and mostly visible from the Owensmouth (east elevation) & Victory Blvd (south elevation), and Vanowen (north elevation)

The West elevation is mostly screened by the Topanga Mall structures and set back from the streets.

Each antenna faces a different direction for a North, South, East West exposure.

Each antenna roughly measures 6'-9" tall x 2'-6" deep and vary in width (the smallest being 14'-0" wide, and the largest being 26'-0" wide.). Each antenna enclosure will drop down roughly 36" below the parapet above which will be structural wrapped in a FRP soffit exposed by the floor below.

The antennas are structurally mounted on the façade of the parking structure wrapped in a FRP (fiberglass reinforced plastic) solid panel matching the concrete structures color and exterior details.

Each antenna enclosure house (3) electrical antenna devises with room for expansion as needed for future cell demand.

Each enclosure also has (3) radio units mounted inside the parking floor surround by steel bollards for protection. These radio unit do not encroach into the parking spaces as they are set back and mounted on the parapet wall.

Each antenna will be exposed to the exterior elements projecting off the façade 2'-6" with a top and bottom lid that is made of a "FRP Fiber-gate" concealment lid for ventilation, water dissipation and security. All the FRP materials will match the exterior colors of the structure.

The all the electrical wiring will be run inside exposed conduits mounted on the ceiling of the floor below, traveling towards central equipment room roughly 20'-0" long x 14'-0" wide (irregular shaped). This control room (located on the 5th floor, covered by existing solar panels), will house multiple electronic equipment & battery backup devise with an open top and surrounding 8'-0" tall walls. The location of this room is on a non-parking island and will not encroach into any parking spaces, or traffic circulation.

PLUM Board Motion:

As pertaining to Verizon Wireless, "Archwood" Project, Case Number: ZA 2025-1291-CUW the "Archwood" project, located at 21725 W Victory Blvd, 91367, and having held three public meetings for the application filed by Verizon Wireless for the installation of a Verizon unmanned wireless communication facility mounted within new Verizon screened boxes located on the east side exterior of the top floor of the parking garage at the Westfield Topanga Mall, the WHWCNC Planning, Land Use and Mobility Committee (PLUM) hereby finds that:

WHEREAS, the proposed project designs and plans adhere to requirements of the Warner Center 2035 Specific Plan; and

WHEREAS, the applicant has obtained permission for installation from the property owner Westfield Topanga Owner LP.

WHEREAS, given the installation is on the top floor of the parking garage, faces easterly and all antennas and equipment will be screened from public view

WHEREAS, the installation does not eliminate garage parking spaces nor create hazardous conditions for cars nor pedestrians

WHEREAS, the applicant has agreed to the following conditions:

PLUM Conditions:

1. Verizon will quickly remove all graffiti that could appear on the screens or on the utility installation on the roof of the parking garage.
2. Verizon will maintain the screens in a manner that eliminates any safety issues for cars and pedestrians.
3. The installation may not be used for advertisements or the display of logos.

Therefore, IT IS HEREBY RESOLVED that the Planning Land Use and Mobility Committee of the Woodland Hills-Warner Center Neighborhood Council, for the findings stated herein, finds that the submitted application and plans submitted by Verizon Wireless receive the support of the Board of the Woodland Hills-Warner Center Neighborhood Council (WHWCNC).

PLUM Vote: Yes – Marty Lipkin, Joyce Fletcher, Matt Richman, August Steurer, Bobbie Wasserman, Henry Rice No 0 Abstain 0 Ineligible 1

Item No. 11

**(Action 26-118) Case ZA-2025-5184-CUW Verizon Wireless “OSO” Project –
6200 Canoga Avenue**

Moved by the PLUM Committee — Chair Joyce Fletcher

Planning, Land Use and Mobility Committee



TRIAD Group

OSO 17382330

6200 CANOGA AVENUE | WOODLAND HILLS, CA 91367



CASE REPORT
ZA-2025-5184-CUW - Verizon Wireless Facility
OSO Project – ID: 17382330
6200 Canoga Avenue
Woodland Hills, CA 91367
Parcel Number - APN:2149-001-035

Location: 6200 Canoga Avenue, Woodland Hills Ca 91367

PLUM Presentation: **February 19, 2026**
Representative: Jeremy Siegel – Triad Group
Mobile: 714-366-8047
Jeremy.Siegel@triadgroup.com

Applicant: **Verizon Wireless**

Property Owner: Gelb Enterprises, LP
Lisa Gelb - Lisa@GelbGroup.net
6200 Canoga Avenue, 91367

Representative: Jeremy Siegel – Triad Group

LA City Planner: Shane Strunk, (213) 675-6022

PLUM Case Leader: Matt Richman

Project Description: Proposed (2) new cellular antenna enclosures with (1) equipment room roughly 7’-9” high located on the existing rooftop of a 78’-6” tall 4-story (109,992 square feet) office building located on the corner of Canoga Ave. & Erwin St., Woodland Hills, CA 91367

- (Built in 1978, APN#2149-001-035)

CLASS 2 CONDITIONAL USE WIRELESS (CUW) FOR A NEW ROOFTOP FACILITY.

The Proposed Verizon project called “Oso” consists of

- (2) new Cellular antenna enclosures located on existing roof top (7’-9” tall) roughly 85’-6” above grade (293/sf of roof area)
- The existing roof area is flat with side parapet walls 3’-0” tall enclosing multiple solar panels occupying 90% of roof)
- Antenna #1 (19’-0”x21’-0”x 7’-0” tall) irregular shape, located at “South/West” corner of the façade.
- Antenna #2 (10’-0”x12’-0” x 7’-0” tall) square shape, located on top of Mechanical penthouse, located “North/East” central portion of roof.
- Equipment room (28’-0”x7’4”x7’-9” tall) rectangular shape, located on side of penthouse on main flat roof, located “North/East” side of roof. (220/sf)
- All enclosures are made of FRP material, screening the equipment, while matching the color of the building’s exterior
- Antenna #1 is designed as an extension of roof parapet (Glass & Metal) matching the building’s exterior, blending materials which make its appearance un-noticeable from the viewer outside
- - Antenna #2 is designed as an extension of the Upper Penthouse material, which is painted stucco, not visible from the outside as its location is centered on the roof.

- Additional wire “routing cable tray” will be hidden behind the Antenna and Mech. Room enclosures (385/sf)
- Total area occupied by Cellular equipment (approximately 898/sf) of roof area
- This Roof Top Facility is unmanned, and not for human habitation, which is exempt from ADA requirements.

PLUM Board Motion:

As pertaining to Verizon Wireless Project, Case Number: **ZA-2025-5184-CUW** the “OSO” Project, located at 6200 Canoga Avenue, 91367, and having held two public meetings for the application filed by Verizon Wireless for the installation of a Verizon unmanned wireless communication facility mounted within new Verizon screened boxes located on the roof top of the office building located at 6200 Canoga Avenue the WHWCNC Planning, Land Use and Mobility Committee (PLUM) hereby finds that:

WHEREAS, the proposed project designs and plans adhere to requirements of the Warner Center 2035 Specific Plan; and all enclosures are made of Fiberglass Reinforced Plastic material, screening the equipment, while matching the architecture and the color of the building’s exterior, and blending materials which make its appearance unnoticeable from the viewer outside, and

WHEREAS, the applicant has obtained permission for installation from the property owner Gelb Enterprises, LP. and

WHEREAS, given the installation is on the roof top of an office building, and all antennas and equipment will be screened from public view, and

WHEREAS, the installation does not eliminate parking spaces, office space nor interfere with or create hazardous conditions for cars nor pedestrians, and

WHEREAS, the applicant has agreed to the following conditions:

PLUM Conditions:

1. Verizon will quickly remove all graffiti that could appear on the screens or on the utility installation on the roof of a four-story office building.
2. Verizon will maintain the screens in a manner that eliminates any safety issues for tenants, cars and pedestrians.
3. The installation may not be used for advertisements or the display of logos.
4. Verizon will contact the WHWCNC PLUM Committee should any changes be made to the project that could impact the neighborhood such as height, size and visual aspects.

Therefore, IT IS HEREBY RESOLVED that the Planning Land Use and Mobility Committee of the Woodland Hills-Warner Center Neighborhood Council, for the findings stated herein, finds that the submitted application and plans submitted by Verizon Wireless “OSO” Project receive the support of the Board of the Woodland Hills-Warner Center Neighborhood Council (WHWCNC).

PLUM Vote: Yes 6 No 0 Abstain 0 Ineligible 1

Item No. 12

(Action 26-119) AA-2026-140-PM and ENV-2026-141-CE, 21300 Oxnard Street
Moved by the PLUM Committee — Co-Chair Joyce Fletcher

Planning, Land Use and Mobility Committee



CASE REPORT

**Case No: AA-2026-140-PM and ENV-2026-141-CE
21300 Oxnard Street, Woodland Hills CA. 91367**

Project Description

The applicant, 21300 Oxnard Master Site LP proposes the subdivision of the Subject Property from one ground lot to two ground lots. The Subject Property is located at 21300 Oxnard Street (between Canoga Avenue and Variel Avenue) in the Commerce District of the Warner Center 2035 Plan. The entire lot is comprised of 100,649 square feet and upon completion of the Subdivision, Parcel 1 will include 65,749 square feet and Parcel 2 will include 34,900 square feet. There are no construction requests in conjunction with approval of the parcel map subdivision request.

The project currently being built on the site consists of two low-income apartment buildings that have been previously approved by City Planning:

Case # ADM-2023-6353-DB-SPP-HCA-WC-ED1

Applicant: Kasey Burke [Company: 21300 Oxnard Master Site LP]

Representative: Sarah Golden [Company: Rosenheim and Associates, INC]

Location: The project is located at: 21300 Oxnard Street

Applicant PLUM Presentation: **February 5, 2026**
 February 19, 2026

Applicant: Kasey Burke [Company: 21300 Oxnard Master Site LP]

Representative: Sarah Golden [Company: Rosenheim and Associates, INC]

LA City Planner: Phillip Bazan and Iris Wan

PLUM Case Leader Report: Joyce Fletcher

LA City Planning has previously approved the applicant Kasey Burke [Company: 21300 Oxnard Master Site LP] to build two low-income apartment buildings on a lot located at 21300 Oxnard Street.

The two buildings contain a combined total of 301 studio, one, two, and three-bedroom dwellings, as well as parking for 229 vehicles.

The apartments will be restricted as 100 percent affordable housing, with 10 percent of the total units reserved for [very low-income households](#), 20% set aside for moderate income households and 80% set aside for low income households. This corresponds to households making between \$26,490 and \$125,120 per year.

The development replaces a two-story commercial building and parking, and is split into two phases. The initial component, consisting of 173 apartments, occupies the southern portion of the site, while the 128-unit second phase will front Oxnard Street to the north.

The first apartment building has been financed and is currently being built on the site. It has been determined that the two proposed apartment buildings need to have separate financiers.

Therefore, the financiers for each apartment building request the lot to be split so that each building and lot is separately owned and financed, insuring separate responsibility and maintenance of each building and lot.

The subdivision of the lot also allows the developer to best seek and provide uncompromised funding for each apartment building.

The subdivision will not change the previously approved design of the development project that was previously found to be in compliance with the General Plan, Community Plan and Specific Plan.

PLUM Board Motion:

As pertaining to the applicant, 21300 Oxnard Master Site LP, request to subdivide the Subject Property from one ground lot to two ground lots. The Subject Property is located at 21300 Oxnard Street (between Canoga Avenue and Variel Avenue) in the Commerce District of the Warner Center 2035 Plan. The entire lot is comprised of 100,649 square feet and upon completion of the Subdivision, Parcel 1 will include 65,749 square feet and Parcel 2 will include 34,900 square feet. There is no construction request that is in conjunction with approval of the parcel map subdivision request.

Therefore the WHWCNC Planning, Land Use and Mobility Committee (PLUM) hereby finds that:

WHEREAS, the proposed project designs and plans will not change from the previously approved application Case No. ADM-2023-6353-DB-SPP-HCA-WC-ED1 which adheres to the requirements of the General Plan, Community Plan and Specific Plan, and

WHEREAS, the two-phase development remains a 100% affordable project at various income levels, and

WHEREAS, the applicant has obtained funding and has built one low-income apartment building on the site, and

WHEREAS, the applicant in good faith seeks to locate funding to build the second low-income apartment building on the site, and

WHEREAS, new funding is subject to 21300 Oxnard being subdivided into two lots.

The PLUM Committee approves the sub-division at 21300 Oxnard with the following conditions:

PLUM Conditions:

1. The applicant must comply with Case # ADM-2023-6353-DB-SPP-HCA-WC-ED1 City Planning determination letter and conditions.
2. The WHWCNC must be notified of any major changes to the design and plans for the project.

Therefore, IT IS HEREBY RESOLVED that the Planning Land Use and Mobility Committee of the Woodland Hills-Warner Center Neighborhood Council, for the findings stated herein, finds that the submitted application and plans submitted by Kasey Burke [Company: 21300 Oxnard Master Site LP] receive the support of the Board of the Woodland Hills-Warner Center Neighborhood Council (WHWCNC).

PLUM Vote: Yes 6 No 0 Abstain 0 Ineligible 0

Item No. 13

(26-120) Community Impact Statement – Council File No. 25-1083, SB 79

Alternative Implementation Plan

Moved by the Woodland Hills Issues and Policies Committee — Chair Heath Kline

COMMUNITY IMPACT STATEMENT

Woodland Hills – Warner Center Neighborhood Council

Council File: CF 25-1083

Re: SB 79 Local Implementation — Support for Citywide Implementation Option C1

Position: Support with Conditions — Citywide Implementation Option C1

Background

On October 10, 2025, Governor Newsom signed Senate Bill 79 (Wiener), the *Abundant and Affordable Homes Near Transit Act*, into law, with an effective date of July 1, 2026. On November 4, 2025, the City Council adopted a motion (CF 25-1083) instructing the Department of City Planning and other departments to prepare reports on SB 79's provisions and options for local implementation.

On November 17, 2025, the PLUM Committee directed the Department to develop recommendations consistent with Approach C — a Delayed Effectuation strategy paired with a new upzoning ordinance. The City Council adopted those recommendations on December 2, 2025. On February 18, 2026, the Department of City Planning transmitted its follow-up report exploring citywide impacts and specific upzoning options. That February 18 report is the operative Planning Department document before the Council.

Why This Matters to Woodland Hills – Warner Center

Warner Center is specifically identified in the Planning Department's analysis as one of a handful of station areas where existing zoning capacity is already concentrated and where current development permissions may meet or exceed SB 79 thresholds. This means that under a full, unmodified SB 79 implementation, Woodland Hills and Warner Center face substantial rezoning pressure in lower-density residential areas adjacent to the Warner Center transit corridor.

The Planning Department found that 60% of the City's SB 79 TOD zones are comprised of majority low-density sites, and that 57% of TOD zones are made up of majority lower-opportunity areas — meaning SB 79 disproportionately impacts neighborhoods with higher rates of segregation and poverty.

Critically, the bill also affects Very High Fire Hazard Severity Zones (VHFHSZs), with 16% of all TOD zones intersecting VHFHSZs, including three station areas located entirely within a VHFHSZ. Portions of the Woodland Hills community fall within designated VHFHSZs, making fire safety a directly relevant concern.

The Planning Department's Upzoning Options Under Approach C

The February 18, 2026 report presents three upzoning options, all structured to enable a citywide delayed effectuation of SB 79 until approximately 2030:

Option 1 (CT Expansion / C1): Corridor Transition incentives for single-family and low-density sites in Opportunity Stations, allowing 4–16 units at 2–3 stories, with an incremental FAR up to 2.9:1.

Option 2 (TOIA Expansion — Rail Only / C2): Transit Oriented Incentive Area incentives for single-family and low-density sites near operational rail, allowing up to 7 stories and FAR up to 4.5:1, plus Option 1 benefits.

Option 3 (TOIA Expansion — All Stations): Extends TOIA incentives to all Opportunity Stations, not just rail, at the same height and FAR as Option 2.

WHWCNC's Position and Rationale

The Woodland Hills – Warner Center Neighborhood Council supports the citywide implementation approach most consistent with Option 1 / C1 for the following reasons, grounded in the Planning Department's own analysis:

1. **Fire Safety:** The Planning Department explicitly identifies VHFHSZs as a basis for delayed effectuation. Substantial portions of Woodland Hills lie within those zones. Concentrating new high-density development in fire-prone hillside-adjacent areas before adequate infrastructure review poses an unacceptable public safety risk.
2. **Proportionate Scale of Density:** Option 1's 3-story, 4–16 unit scale represents a meaningful increase in housing capacity without the neighborhood disruption of 7-story buildings that Options 2 and 3 would permit near all transit stops, including bus-only stops.
3. **Equity in Implementation:** The Planning Department recommends exempting lower-opportunity areas from upzoning. A more targeted, incentive-based approach avoids concentrating displacement pressure in already-vulnerable communities.
4. **Preserving the Warner Center Specific Plan:** Warner Center is governed by the Warner Center 2035 Specific Plan, a carefully negotiated community planning framework. Indiscriminate upzoning under Options 2 or 3 risks undermining that plan before its full implementation.
5. **Time for Infrastructure Analysis:** SB 79 raises serious questions about the capacity of existing city infrastructure to accommodate substantial new density, given the City's existing challenges in maintaining and modernizing its systems. A measured, phased approach allows time to assess utility, traffic, and school capacity impacts.

Conditions of Support

WHWCNC conditions its support on the following requirements:

6. **Incentive Designation:** The proposed density changes must be explicitly defined as an incentive program, not a rezoning or upzoning. This distinction ensures the incentives may be withdrawn if SB 79 is amended or repealed.
7. **Setback Preservation:** All existing setback requirements of the underlying zoning must be maintained without exception.
8. **Direct Outreach:** All affected property owners and residents must receive mailed notification of the proposed changes, ensuring robust community outreach that extends beyond digital-only communications.
9. **Fire Hazard Zone Protection:** Areas within Very High Fire Hazard Severity Zones must be excluded from any upzoning until a fire safety and evacuation infrastructure analysis is completed.
10. **Warner Center Specific Plan Compatibility:** The Warner Center 2035 Specific Plan must be reviewed for compatibility before any TOD zone designations take effect in the Warner Center corridor.

Submitted on behalf of:

Woodland Hills – Warner Center Neighborhood Council

Council File CF 25-1083

March 2026

Item No. 14 No Supporting Info

**(Action 26-121) Community Impact Statement (CIS) on Compliance with AB 747 and
Emergency Evacuation Planning**

Moved by Public Safety Committee — Megan Jacoby

Item No. 15 No Supporting Info

(Action 26-122) Community Impact Statement (CIS) – Council File Number: 25-0434

Moved by Community Services Committee — Chair Joyce Fletcher

Item No. 16

**(Action 26-123) Draft Letter of WHWCNC Support of LA Board of Supervisors ‘
motion to enact an ordinance that limits ICE activities in certain public spaces.**

Moved by Homelessness and Social Justice Committee — Chair Juliet Schwarz

In January 2026, the San Jose City Council unanimously voted to establish "ICE-free zones" by prohibiting U.S. Immigration and Customs Enforcement (ICE) from using city-owned properties— including 11 city garages, parking lots, and 75 libraries and community centers— as staging areas or operational bases. The policy aims to protect immigrant communities.

Key details of the San Jose "ICE-free zones" policy:

- **Prohibited Areas:** The policy bans ICE from utilizing city-owned parking areas, community centers, and

libraries, ensuring these locations cannot be used for immigration enforcement.

- **Implementation:** Signs designating these locations as ICE-free zones will be posted, and gates will be installed where necessary to prevent unauthorized access.
- **Reporting:** City employees are required to report any identified ICE activity on these properties to their supervisors.
- **Context:** This action mirrors policies passed by Santa Clara County, aimed at reducing fear among immigrant communities

and blocking federal agents from using local infrastructure for operations.

- **Additional Protections:** The council also passed, or is in the process of passing, measures requiring immigration agents to be unmasked and clearly identified during operations.

The policy specifically targets the use of public resources for federal civil immigration actions.

The Berkeley City Council has taken action to create "**ICE-free zones**" by directing the city manager to identify city-owned properties and draft a policy that restricts their use for federal immigration enforcement activities. This is part of a broader effort across Alameda County and other Bay Area cities.

The Alameda County Board of Supervisors recently voted to formally adopt an ICE-free zone policy and a county-wide response plan. This measure prohibits federal immigration agents from using county-owned properties, including buildings, parking lots, and non-

public areas, for staging operations, surveillance, or processing detainees.

The Berkeley City Council also passed a separate resolution in January 2026 that calls for the abolition of ICE and an end to aggressive enforcement operations, standing in solidarity with other cities experiencing heightened federal enforcement activity.

It is important to note that law enforcement officials have cautioned that these local policies cannot prevent ICE from making arrests on public county property if they have a valid judicial warrant. The local measures are primarily

intended to limit the use of city and county resources and property for federal immigration purposes and to build trust within immigrant communities.

Item No. 17

**(Action 26-124) Case DIR-2026-682-DI, Wisteria at Warner Center – Vertical
Signage; 5490, 5500, 5600 N Canoga Street, Woodland Hills, 91367**

Moved by the PLUM Committee — Co-Chair Joyce Fletcher

Planning, Land Use and Mobility Committee



CASE REPORT

Wisteria at Warner Center – Vertical Zone 4 Signage (DIR-2026-682-DI; Permit 25048-20000-01185) 5490, 5500, 5600 N Canoga Street, Woodland Hills, 91367

The Applicant may be requesting a Director’s Interpretation to clarify the WC 2035 Plan Sign Ordinance relative to identification signage in Vertical Sign Zone 4 on mid-rise buildings, per LAMC 13B.4.6. On January 14, 2015, the Director of Planning issued an interpretation of the Sign Ordinance clarifying that parapet identification signage, as is proposed by the Applicant, is permitted in Vertical Sign Zone 4 for mid-rise buildings via a Director’s sign-off. The Applicant has been advised by Los Angeles City Planning (LACP) that despite the existing Interpretation, which has been utilized in the approval of identification signage in Vertical Sign Zone 4 for mid-rise buildings on six other sites in Warner Center, a new Director’s Interpretation is necessary due to internal LACP procedural errors.

Relative to the proposed signage, the Applicant proposes the installation of two identical wall signs which includes 5” deep fabricated aluminum halo lit logo and letters. Specifically, these are two building mounted signs, 17’ wide by 88 1/2” tall (125 sq ft). The signs will be illuminated 24/7;

specific placement is proposed along Canoga Avenue and along the southern building façade of the Project, as demonstrated in the associated plans; no residential buildings are in direct line-of-site).

The signs will be mechanically fastened to exterior wall with 1"x1-1/2" acrylic standoffs/spacers and 6 1/2" long zinc plated #14 self-tapping screws w/ 5 1/2" embed. All penetrations sealed with EverGuard Water Block high viscosity sealant. Additionally, there will be 16-gauge steal sheathing behind the sign, which will not be visible.

The project location is at 5490, 5500, 5600 N Canoga Blvd, bordering Canoga/Burbank: at the Southeast corner. Site has existing buildings. Signage will be located in two locations on the parapet of the main building, along Canoga Avenue and on the southern building facade. Permit address is 5500 N Canoga Blvd., Woodland Hills, CA 91367.

Note that the SPI report is completed. Wisteria's legal description is Tract P M 2005-1466 Lot A, Assessor Parcel Number: 2149016027. The total lot area is 767,760 sq ft.

Note there is a related City Plan Case: DIR-2018-7428-SPP.

PLUM Presentations: October 16, 2025 (Courtesy only)

WHWCNC Board: TBD

Applicant: Warren Spieker
Wisteria at Warner Center CCRC LLC
1940 Levante Street
Carlsbad, CA 92009
(760) 704-6260, spiekerw@continuinglife.com

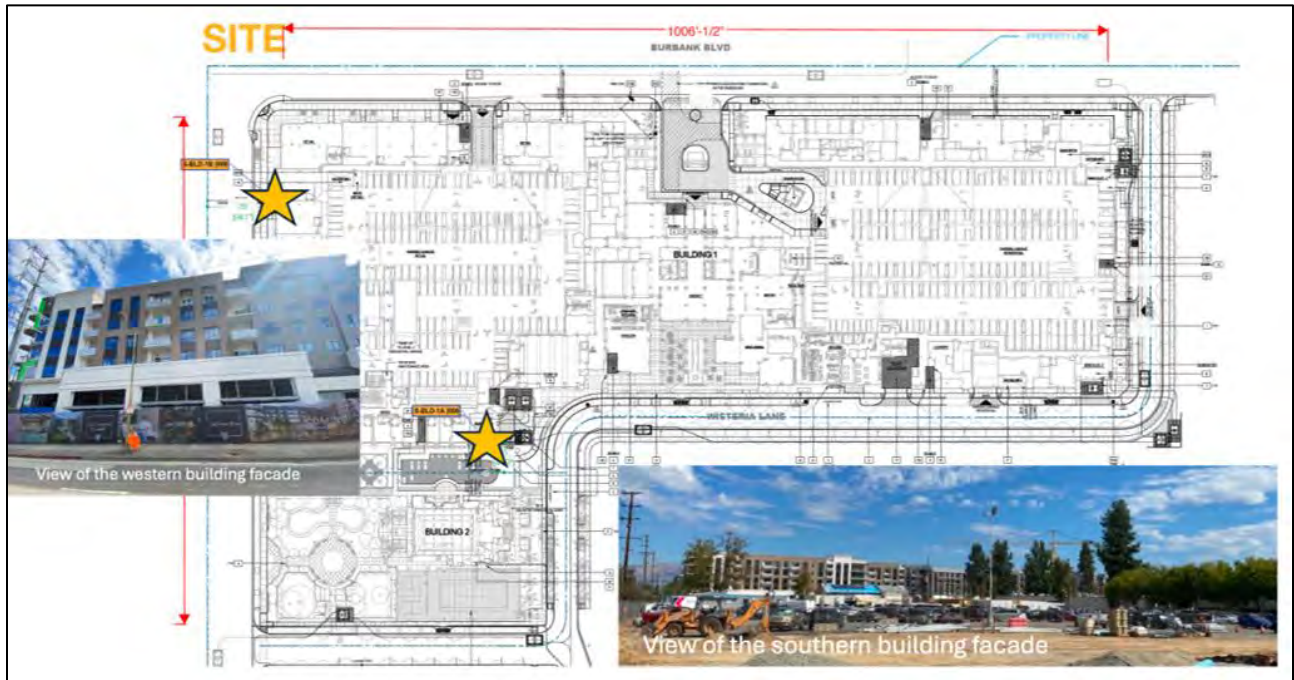
Representative: Sarah Golden/Brad Rosenheim
Rosenheim & Associates, Inc.
21600 Oxnard Street, Suite 630
818-716-2778, sarahg@raa-inc.com

LA City Planner: Shane Strunk, 213.675.6022

PLUM Case Leader: Bobbie Wasserman, bobbiewasserman@gmail.com; tel: (917)747-6879

HISTORY:

This is the formal case study for signage only. Applicants have been invited for a courtesy presentation.



Project Background:

Wisteria at Warner Center is a multi-phase continuing care senior residential community currently under development at 5500 N. Canoga Avenue, on a 17-acre site at the northeast corner of Canoga Avenue and Burbank Boulevard. The project is the largest senior living developments approved under the Warner Center 2035 Specific Plan.

At full build-out, Wisteria is approved for:

- 486 Independent Living residences
- 65 Assisted Living units
- 20 Memory Care units
- 76 Skilled Nursing beds
- Over 1 million square feet of residential, medical, dining, amenity, and service space
- A campus-style layout organized around internal courtyards, paseo-style walkways, and structured internal vehicle circulation

Design work is by KTG Architecture + Planning, known for mixed-use, urban-infill projects throughout the region. The building massing is mid-rise with a combination of flat roof podium sections and articulated façades meant to emulate a residential village rather than an institutional facility. Marketing language and visual studies emphasize "walkable resort community," "lifestyle-first design," and "public-facing plazas."

While marketed as a private residential community, Wisteria occupies a high-visibility site at a major gateway into the Warner Center district. Its exterior façade, signage, and nighttime lighting

will be experienced not only by residents, but by thousands of daily drivers, pedestrians, and future Warner Center residents.

The architectural / urban design approach seeks to connect the project with the broader context: integrating pedestrian connections, courtyards, public-facing edges, and visual openness toward its surroundings. Because the project is large, vertically emphasized, and highly visible, elements such as signage, lighting, façade articulation, and building scale will be focal points in reviews, especially in the context of the Warner 2035 Plan's emphasis on high-quality design and cohesive urban character.

The applicant is Spieker Senior Development Partners, which has developed multiple upscale retirement campuses in California. Their positioning is that of high-service, equity-based senior communities, typically with strong lifestyle amenities. Community members may expect a long-term, well-resourced operator, but may also raise questions around community integration, long-term maintenance obligations, emergency traffic impacts, and local hiring or neighborhood outreach.

Signage Conditions: Extracted from DIR-2018-7428-SPP

General Sign Controls

- Multiple temporary signs in windows/building walls are not permitted. (AES-4)
- All signs must be well maintained; remove unused mounting, patch/restore surfaces, keep copy free of damage/graffiti; sign structures must be kept safe and in good repair; no visible razor/barbed wire; no visible service ladders/platforms; remove obsolete signs and repair facades. (AES-7 a–g)
- Materials/attachment methods for all proposed signage require approval from LAFD and LADBS. (AES-8)

Lighting & Illumination

- Exterior/project lighting must be designed to minimize light trespass and focus onto the site; use shielding so sources are not visible from adjacent residential uses. (AES-10, AES-14)
- Lighting shall comply with LAMC §93.0117: no more than 2 foot-candles of intensity or direct glare at any residential property. (AES-11)
- Buildings/signage shall not use highly reflective materials (e.g., mirrored glass), and shall not include large reflective surfaces that could reflect light from signage into surrounding areas; no high-brightness special-effects lighting above levels allowed for permitted signage; no design that creates auto headlight-related glare near glare-sensitive uses. (AES-12, AES-13)

Pre-Permit Lighting Design & Post-Occupancy Testing

- Before issuance of a building permit for signage displays, a lighting design expert must prepare plans/specs identifying maximum luminance levels; City and expert must review and monitor installation/testing for compliance. (AES-16)

- Within 6 months after C of O, applicant/expert must perform a field compliance test at the most exposed light-sensitive receptors using a calibrated light meter; compare “sign on/off” readings to confirm compliance. (AES-17 – protocol specified)

Performance Caps & Controls for Displays

- Max power density: signage displays limited to 12 watts per sq. ft. (Title 24 2008). (AES-18)
- Fully dimmable and on programmable timers; must include an automatic ambient light sensor; intensity not to exceed 0.3 foot-candles above ambient (in addition to other restrictions). (AES-19)
- Max total lumen output: ≤ 20 lumens per sq. ft. (AES-20)

Submittals

- Submit a conceptual signage & lighting design plan to Planning to establish project lighting standards/guidelines. (AES-27)

PLUM Conditions for Applicant Clarification Prior to Recommendation

The following items are required under DIR-2018-7428-SPP. PLUM requests that the applicant provide written acknowledgment and supporting documentation for the following before the NC issues a letter of support or recommendation on the signage permit.

Signage Design & Illumination

- Hours of illumination: 24/7
- Illuminated signs are dimmed with internal controls. Illumination on/ off is controlled with a day/night timer or astronomical timer (provided by others).
- Brightness levels: The LED light is diffused as it is mounted to reflect into the sign itself and then out the back wall of the sign, creating a halo effect. Using “halo” lighting; no applicable calculation for lumen output.

Visibility & Freeway Impact

- It’s noted that the signage will have freeway visibility, has there been a line-of-sight or visual simulation submitted showing the sign from Canoga Ave, Burbank Blvd, and freeway lanes? The signage placement is denoted in the above image (page 3).

Operational Considerations

- Emergency lighting protocols: Signs are not tied to emergency power. They will turn off upon power loss.

PLUM Board Motion:

As pertaining to Wisteria at Warner Center Permit 25048-20000-00960 located at 5500 N.

Canoga Blvd, Woodland Hills, CA 91367, held one public meeting for the application filed by Weidner CA for the placement of two illuminated signs for Wisteria at Warner Center, the WHWCNC Planning, Land Use and Mobility Committee (PLUM) hereby finds that:

WHEREAS, the proposed project designs and plans adhere to requirements of the Warner Center 2035 Specific Plan; and

WHEREAS, the applicant shall submit written acknowledgment of compliance with mitigation conditions AES-7 through AES-20 of DIR-2018-7428-SPP, including illumination schedule, photometric compliance, wattage and lumen caps, and freeway visibility considerations, prior to NC Board transmission to Planning; and

WHEREAS, given the project's visibility and public-facing architectural frontage at a Warner Center gateway, signage illumination and maintenance are of community interest and subject to PLUM advisory input per Warner Center 2035 Specific Plan design stewardship goals;

Therefore, IT IS HEREBY RESOLVED that the Planning Land Use and Mobility Committee of the Woodland Hills-Warner Center Neighborhood Council, for the findings stated herein, finds that the submitted application and plans from Weidner CA receive APPROVAL of the Board of the Woodland Hills-Warner Center Neighborhood Council (WHWCNC).

Motion: Bobbie Wasserman

Second: Marty Lipkin

Vote: 6-0

Aye: 6

Nay: 0

Abstain: 1 (ineligible to vote at this time)

Item No. 18

(Action 26-125) Case DIR-2018-7428-SPP, Wisteria at Warner Center , Master Alcohol Permit; 5490, 5500, 5600 N Canoga Street, Woodland Hills, 91367

Moved by the PLUM Committee — Co-Chair Joyce Fletcher

Planning, Land Use and Mobility Committee



CASE REPORT

**Wisteria at Warner Center - Master Alcohol Permit
(DIR-2018-7428-SPP; City Planning Form No. CP-7773, 12/19/24)
21200-21340 Burbank Blvd & 5490-6500 Canoga Avenue, Woodland Hills, 91367**

The Applicant, Wisteria Warner Center CCRC, LLC (“Applicant”), is seeking a Main Conditional Use Permit – Master Alcohol Permit to allow up to six ground-floor, public-serving tenancies to offer the sale and dispensing of alcohol (the “Project”) ancillary to previously approved retail and restaurant uses located within the Independent Living Building (“Building 1”) of the Wisteria Warner Center Continuing Care and Retirement Community (“CCRC”). The CCRC is located on an approximately 17.63-acre site at the southeast corner of Canoga Avenue and Burbank Boulevard (“Subject Property”),

within the Commerce-SN Zone and the Commerce District of the Warner Center 2035 Specific Plan (“WC 2035 Plan”).

The Applicant requests a Main Conditional Use Permit – Master Alcohol Permit (Class 2) pursuant to Los Angeles Municipal Code Sections 12.24.W.1 and 13.B.2.2 to allow six previously approved restaurant and retail tenancies to offer alcohol service as follows: four tenancies would provide a full line of alcoholic beverages for on-site consumption with limited off-site carryout sales; one tenancy would offer beer and wine for on-site consumption; and one tenancy would allow a full line of alcoholic beverages for off-site sales with associated on-site tasting.

The Project site consists of approximately 17.63 acres (767,760 square feet) located at 5490, 5500, and 5600 North Canoga Boulevard, at the southeast corner of Canoga Avenue and Burbank Boulevard (APN 2149-016-027; Tract PM 2005-1466 Lot A), within the Commerce-SN Zone and the Commerce District of the Warner Center 2035 Specific Plan area. The proposed alcohol service would remain ancillary to approved restaurant and retail uses serving the mixed-use senior living community.

PLUM Presentations: February 19, 2026

WHWCNC Board: TBD

Applicant: Warren Spieker
Wisteria at Warner Center CCRC LLC
1940 Levante Street
Carlsbad, CA 92009
(760) 704-6260, spiekerw@continuinglife.com

Representative: Sarah Golden/Brad Rosenheim
Rosenheim & Associates, Inc.
21600 Oxnard Street, Suite 630
818-716-2778, sarahg@raa-inc.com

LA City Planner: Shane Strunk, 213.675.6022

PLUM Case Leader: Bobbie Wasserman, bobbiewasserman@gmail.com; tel: (917)747-6879

Project Background

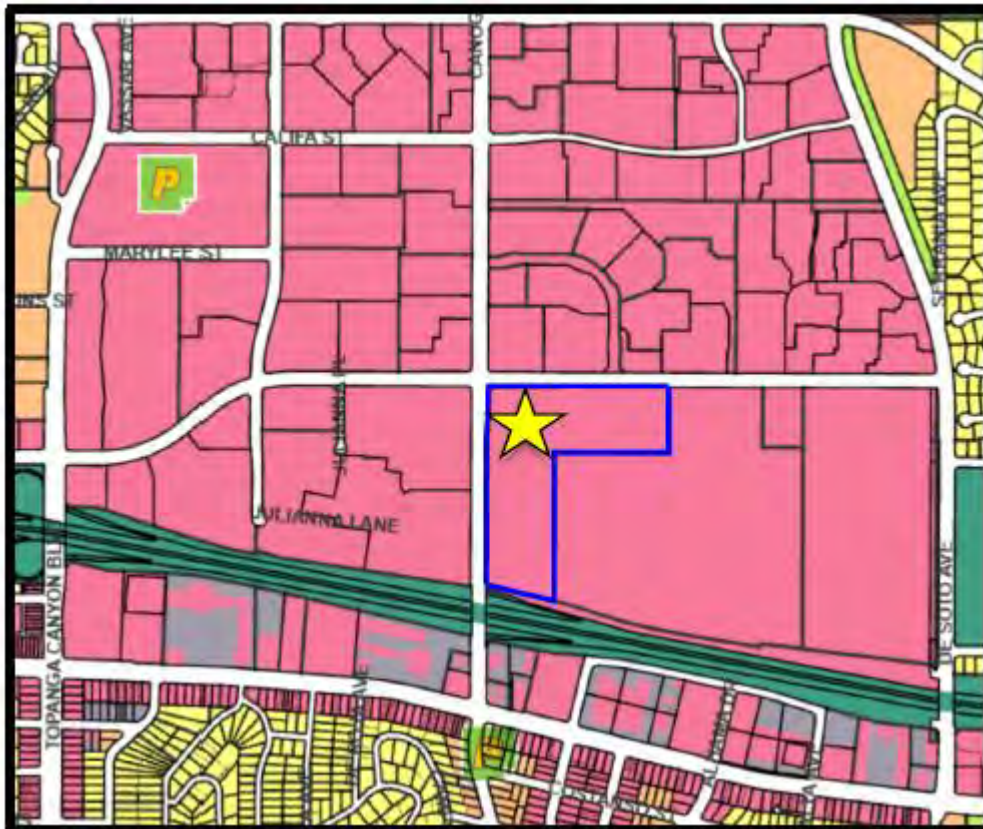
The Wisteria Warner Center Continuing Care and Retirement Community (CCRC), previously approved under City Planning Case No. DIR-2018-7428-SPP, is a multi-phase mixed-use senior living development currently under construction.

The overall Project includes four phases of development, with Phase I and Phase II allowing for construction of the primary Independent Living Building (“Building 1”) and an ancillary pool building.

Building 1 will contain 498 senior independent living units along with associated amenity spaces and approximately 24,586 square feet of ground-floor retail and restaurant uses designed to serve both Project residents and the surrounding community. The ground-floor commercial component includes 12 total retail and restaurant tenancies located at the corner of Canoga Avenue and Burbank Boulevard.

The current request pertains to a maximum of six of these tenancies and seeks authorization for ancillary alcohol service within previously approved commercial spaces. Specifically, four tenancies totaling up to 11,132 square feet of interior floor area, with up to two outdoor patios totaling 1,620 square feet, would offer a full line of alcoholic beverages for on-site consumption with limited off-site carryout sales; one tenancy of up to 2,302 square feet would offer beer and wine for on-site consumption; and one tenancy of up to 2,302 square feet would allow full-line alcohol sales for off-site consumption with associated on-site tasting.

Alcohol service is proposed between 11:00 a.m. and 2:00 a.m., with approximately 150 to 200 employees anticipated on site at any given time and 24-hour security staffing provided. The alcohol component is intended to remain ancillary to the primary restaurant and retail uses and to support a high-quality, family-oriented mixed-use environment serving both residents and the broader Warner Center community.



Additional Information / Findings Summary

The Applicant's Additional Information and Findings indicate that the requested Master Conditional Use Permit would authorize ancillary alcohol service within previously approved ground-floor restaurant and retail spaces associated with the mixed-use Continuing Care Retirement Community. The findings state that the proposal is intended to activate the Burbank Boulevard and Canoga Avenue frontage, enhance pedestrian-oriented uses, and support neighborhood-serving dining consistent with the Warner Center 2035 Specific Plan's mixed-use development framework.

The application asserts that the project's location, scale, and operations are compatible with surrounding commercial, residential, and institutional uses and reference prior approvals under DIR-2018-7428-SPP, on-site security staffing, and operational conditions designed to maintain public safety. The findings further state that the request conforms to the General Plan, Community Plan, and Specific Plan policies supporting Regional Center development, that ABC licensing thresholds do not indicate an undue concentration of alcohol uses within the census tract, and that the proposed ancillary alcohol service would not adversely affect nearby residential communities or neighborhood welfare.

Previous Cases Associated with the Property

The City's Zoning Information and Map Access System (ZIMAS) identifies multiple prior zoning and land use actions affecting the Subject Property, summarized below in chronological order:

ZA-2025-5790-CUB: Filed October 16, 2025, requesting a Conditional Use Permit to allow the sale and service of alcohol within the Continuing Care Retirement Community.

DIR-2018-7428-SPP: Approved August 10, 2021, granting Project Permit Compliance under the Warner Center 2035 Specific Plan for the phased Wisteria Warner Center development, including a Continuing Care Retirement Community, limited public-serving retail and restaurant uses, and an office component. Phase I and II construction is underway pursuant to LADBS Permit No. 21010-10000-05025.

AA-2005-1466-PMLA and Subsequent Actions: Parcel Map subdivision approved February 29, 2008, with a six-year extension granted February 24, 2011, and a modification approved February 3, 2016.

AA-2002-3853-PMW: Parcel Map Waiver approved July 9, 2002, creating two parcels and facilitating conveyance of land to the Los Angeles Fire Department for Fire Station No. 84.

Warner Center 2035 Specific Plan (CPC-2008-3470-SP-FPA-ZC-SUD-BL): Adopted through Ordinance Nos. 182,764, 182,765, and 182,766 (effective December 2013), establishing the current regulatory framework for development within the Warner Center area, with a related Sign District adopted in 2014.

Legacy Planning and Zoning Actions: Earlier legislative and administrative actions affecting the site include General Plan/Zoning Consistency Program changes adopted in 1990, historic zone variances granted in 1980 and 1961, and foundational zoning and building line ordinances adopted between 1958 and 1959 that established the underlying zone pattern and development framework for the property.



PLUM Board Motion:

WHEREAS, the Applicant, Wisteria Warner Center CCRC, LLC, has requested a Main Conditional Use Permit – Master Alcohol Permit (Class 2) pursuant to Los Angeles Municipal Code Sections 12.24.W.1 and 13.B.2.2 to allow the sale and dispensing of alcohol within up to six previously approved ground-floor restaurant and retail tenancies located in the Independent Living Building (“Building 1”) of the Wisteria Warner Center Continuing Care and Retirement Community (CCRC); and

WHEREAS, the Project site consists of approximately 17.63 acres (767,760 square feet) located at 5490, 5500, and 5600 North Canoga Boulevard at the southeast corner of Canoga Avenue and Burbank Boulevard (APN 2149-016-027; Tract PM 2005-1466 Lot A), within the Commerce-SN Zone and the Commerce District of the Warner Center 2035 Specific Plan area; and

WHEREAS, the Wisteria Warner Center CCRC is a previously approved multi-phase mixed-use senior living development currently under construction pursuant to City Planning Case No. DIR-2018-7428-SPP, including the primary Independent Living Building and ancillary structures; and

WHEREAS, the instant request pertains to a maximum of six of the twelve previously approved retail and restaurant tenancies and seeks authorization for ancillary alcohol service within those commercial spaces; and

WHEREAS, the request would authorize four tenancies to provide a full line of alcoholic beverages for on-site consumption with limited off-site carryout, one tenancy to provide beer and wine for on-site consumption, and one tenancy to allow full-line alcohol sales for off-site consumption with associated on-site tasting; and

WHEREAS, proposed alcohol service hours are between 11:00 a.m. and 2:00 a.m., and the Project includes 24-hour on-site security staffing; and

WHEREAS, the Project is located within the Warner Center 2035 Specific Plan area, which establishes the regulatory framework for mixed-use development within the Warner Center community;

Therefore, IT IS HEREBY RESOLVED that the Planning, Land Use and Mobility Committee of the Woodland Hills-Warner Center Neighborhood Council, for the findings stated herein, finds that the submitted application and plans from Weidner CA receive APPROVAL of the Board of the Woodland Hills-Warner Center Neighborhood Council (WHWCNC).

Motion: Bobbie Wasserman

Second: Matt Richmond

Vote: 6-0

Aye: 6

Nay: 0

Abstain: 1 (ineligible to vote at this time)

Item No. 19

(Action 26-126) Motion to appoint a WHWCNC Youth Member
From Governance Committee – Jon Mann, Chair

- B. **Business Representative** (“BR”): A BR shall be any person who: (1) owns a business of commercial property (2) owns a rental property; or (3) is employed by a business located within an area defined in Article III Section 2. There shall be one (1) BR elected in each of the seven (7) areas.
- C. **Community Organization Representative** (“COR”): A COR Representative shall be any person who identifies themselves as a Community Organization Stakeholder, as defined in Article IV, an individual who is a member of or participates in a community organization such as, but not limited to educational institutions, religious institutions, community organizations or other non-profit organizations based in that one WHWCNC area as defined in Article III Section 2. There shall be one (1) COR elected in each of the seven (7) areas.
- D. **At-Large Representative** (“ALR”): An ALR shall be any person who meets the definition of a Stakeholder. There shall be only one (1) ALR elected to represent all Stakeholders of Woodland Hills - Warner Center.
- E. **Youth Member** (1) – Open to Stakeholders between the ages of fourteen (14) and seventeen (17), at the time the Stakeholder is appointed lives, works or attends a school within the boundaries of Woodland Hills - Warner Center. The Youth member shall be precluded from voting on matters regarding the expenditure of funds, contracts, or recommendations on age restricted issues.

However, the Youth member shall be allowed to speak on such matters. The youth member shall be appointed by a majority vote of the Board on a written application made to the Board on a form to be designated.
- F. **Alternate Area Representative** (“AAR”): Each of the seven (7) areas shall have an Alternate who is authorized to vote in the Board member's absence.

Per the Administrative Code section 22.810.1 (b)(2)(C)(iii)(1):

No single Stakeholder group shall hold a majority of Board seats unless extenuating circumstances exist and are approved by the Department of Neighborhood Empowerment (“Department”).

If the Stakeholder status of a Board Member is in question, then the Department will verify status using the Department’s procedure, at the request of the Board.

Section 2: Quorum

No formal meeting of the Board shall be held or Neighborhood Council business conducted or votes taken in the absence of a quorum. A quorum shall consist of thirteen (13) Board Representatives and/or Alternates present and voting.

Section 3: Official Actions

A simple majority vote by the board members, present and voting, shall be required to pass motions. Abstentions shall not be counted as votes.

- A. The presiding officer may vote on all motions.

Pertaining to Appointment of Youth Board Member

Los Angeles Administrative Code

Sec. 22.814. Neighborhood Council Age Requirements and Optional Youth Board Seat.

Enacted by Ordinance No. 186,760, effective October 16, 2020.

(a) Minimum Age to Vote. Except as provided in Subsection (c), on the day that a Neighborhood Council election or selection occurs, a person must be at least 16 years of age to be eligible to vote.

(b) Minimum Age to Serve. Except as provided in Subsection (c), on the day that a Neighborhood Council election or selection for a board seat occurs, a person must be at least 18 years of age to be eligible to serve as a board member for a Neighborhood Council.

(c) Optional Youth Board Seat. A Neighborhood Council board may create up to one “Youth Board Seat” to be occupied by a minor, subject to the following restrictions:

(1) The Youth Board Seat shall be occupied by a person who is at least 14 years of age and no more than 17 years of age on the day that the Neighborhood Council election or selection for the Youth Board Seat occurs.

(2) A person must be at least 14 years of age on the day that the Neighborhood Council election or selection for that Youth Board Seat occurs to be eligible to vote for a Youth Board Seat candidate.

(d) Retroactivity. This section shall not be applied retroactively. Any seated Neighborhood Council board member whose eligibility to serve may be affected by the enactment of this section may serve the remainder of their term.

(e) Rules and Regulations. As authorized by Section 20.36 of the Los Angeles Administrative Code, the Department of Neighborhood Empowerment and the Office of the City Clerk are authorized to promulgate rules and regulations and establish policies to implement and administer this section and elections hereunder, respectively.

Key Criteria Summary for Youth Board Seat

- **Age to hold seat:** 14–17 years old on the day of election or selection
- **Age to vote for Youth Seat candidate:** at least 14 years old
- **Maximum seats:** one (1) Youth Board Seat per Neighborhood Council
- **Creation:** Optional — NC board must choose to create the seat (typically via bylaw amendment)
- **Stakeholder status:** Candidate must also qualify as a stakeholder in the NC area

Source: Los Angeles Administrative Code §22.814, added by Ord. No. 186,760, Eff. 10-16-20.

Item No. 20 No Supporting info

(Action 26-127) Appointment of a WHWCNC Area 5 Board Member
From Governance Committee – Jon Mann, Chair

Item No. 21

(Action 26 -128) A \$2,478.43 NPG for 21st Area Boosters to fund project at LAPD Topanga Station that serves & will benefit the Woodland Hills – Warner Center community.
Moved by the Public Safety Committee and Member Megan Jacoby

Neighborhood Council Funding Program
APPLICATION for Neighborhood Purposes Grant (NPG)



This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. Upon approval of the application the Neighborhood Council (NC) shall submit the application along with all required documentation to the Office of the City Clerk, NC Funding Program.

Name of NC from which you are seeking this grant: Woodland Hills/Warner Center

SECTION I - APPLICANT INFORMATION

1a)	<u>21st Area Boosters, Inc</u>	<u>36-4622976</u>	<u>CA</u>	<u>12/24/2007</u>
	<i>Organization Name</i>	<i>Federal I.D. # (EIN#)</i>	<i>State of Incorporation</i>	<i>Date of 501(c)(3) Status (if applicable)</i>
1b)	<u>17404 Ventura Blvd, FL 2</u>	<u>Encino</u>	<u>CA</u>	<u>91316</u>
	<i>Organization Mailing Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
1c)	<u>21501 Schoenborn St</u>	<u>Canoga Park</u>	<u>CA</u>	<u>91304</u>
	<i>Business Address (if different)</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
1d)	PRIMARY CONTACT INFORMATION:			
	<u>Dustin Troyan</u>	<u>818-516-5053</u>	<u>dustin@connectedmediagroup.com</u>	
	<i>Name</i>	<i>Phone</i>	<i>Email</i>	
2)	Type of Organization- Please select one:			
	<input type="checkbox"/> Public School (not to include private schools) Attach Signed letter on School Letterhead		or	<input checked="" type="checkbox"/> 501(c)(3) Non-Profit (other than religious institutions) Attach IRS Determination Letter
3)	<u>Name / Address of Affiliated Organization (if applicable)</u>	<u>City</u>	<u>State</u>	<u>Zip Code</u>

SECTION II - PROJECT DESCRIPTION

4) Please describe the purpose and intent of the grant.

Funds are needed to purchase a free standing cover for the Mobile Command Unit which is now parked in the rear parking lot of LAPD Topanga Division. It is parked next to a building under a tree in an effort to protect the roof from the elements. The roof of the unit provides the antennae(s) and other equipment which allows the unit to communicate with its officers and other Mobile Command Units in the event of a major crime or disaster. The Mobil Command Unit is over 10 years old and roof is showing signs of major wear and tear from sun, rain and wind.

5) How will this grant be used to primarily support or serve a public purpose and benefit the public at-large. (Grants cannot be used as rewards or prizes for individuals)

The Mobile Command Unit is called upon any time a major crime or disaster occurs in Topanga Division. The public at large always benefits when officers are present and communication between our officers and other Mobile Command Units is in place. The preservation and upkeep of the Mobile Command Unit is not covered in the Los Angeles Police Department budget.

SECTION III - PROJECT BUDGET OUTLINE

You may also provide the Budget Outline on a separate sheet if necessary or requested.

6a)	Personnel Related Expenses	Requested of NC	Total Projected Cost
		\$	\$
		\$	\$
		\$	\$
6b)	Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
	See attached for details	\$2,478.43	\$9,913.72
		\$	\$
		\$	\$

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?
 No Yes If Yes, please list names of NCs: _____

8) Is the implementation of this specific program or purpose described in Question 4 contingent on any other factors or sources or funding? (Including NPG applications to other NCs) No Yes If Yes, please describe:

Source of Funding	Amount	Total Projected Cost
West Hills, NC	\$2,478.43	\$9,913.72
Canoga Park NC	\$2,478.43	\$9,913.72
Winnetka NC	\$2,478.43	\$9,913.72

9) What is the TOTAL amount of the grant funding requested with this application: \$9,913.72

10a) Start date: 04 / 01 / 26 10b) Date Funds Required: 04 / 01 / 26 10c) Expected Completion Date: 06 / 30 / 26
 (After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)

SECTION IV - POTENTIAL CONFLICTS OF INTEREST

11a) Do you (applicant) have a current or former relationship with a Board Member of the NC?
 No Yes If Yes, please describe below:

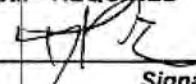
Name of NC Board Member	Relationship to Applicant

11b) If yes, did you request that the board member consult the Office of the City Attorney before filing this application?
 Yes No *(Please note that if a Board Member of the NC has a conflict of interest and completes this form, or participates in the discussion and voting of this NPG, the NC Funding Program will deny the payment of this grant in its entirety.)

SECTION V - DECLARATION AND SIGNATURE

I hereby affirm that, to the best of my knowledge, the information provided herein and communicated otherwise is truly and accurately stated. I further affirm that I have read the documents "What is a Public Benefit," and "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED*

Dustin Troyan President  2/13/26
 PRINT Name Title Signature Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED*

Stephen N Getzoff Secretary  2/13/26
 PRINT Name Title Signature Date

* If a current Board Member holds the position of Executive Director or Secretary, please contact the NC Funding Program at (213) 978-1058 or clerk.ncfunding@lacity.org for instructions on completing this form

1 Review Cart

2 Select Options & Review Terms

3 Checkout & Payment

Review your order



Pinnacle Series
- 14'W x 48'L x 14'H
Carport Style: Roof Only
Gable Kit: No Gable Kit
Anchor On: Concrete
Roof Color: Gray
Trim Color: White
1 Unit

\$9,033.00

Subtotal

\$9,033.00

Tax

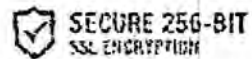
\$880.72

Grand Total

\$9,913.72

Checkout

Billing Address



We're Online!
How may we help you today?



INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **MAY 30 2008**

21ST AREA BOOSTERS INC
C/O STEPHEN GETZOFF
17404 VENTURA BLVD 2ND FLR
ENCINO, CA 91316

Employer Identification Number:
36-4622976
DLN:
17053057017028
Contact Person:
RAMACHANDRAN MANOJAR ID# 31344
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
December 24, 2007
Contribution Deductibility:
Yes
Advance Ruling Ending Date:
December 31, 2011
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

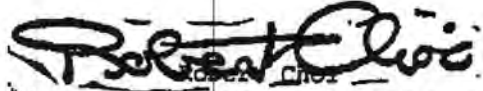
Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 1045 (DO/CG)

21ST AREA BOOSTERS INC

Sincerely,



Robert Clive
Director, Exempt Organizations
Rulings and Agreements

Enclosures: Publication 4221-PC
Statute Extension

TOP Mobile Command Post Cover

VersaTube Pinnacle Series Cover

<https://www.versatube.com/pinnacle-series-14-w-x-48-l-x-14-h>

Pinnacle Series- 14'W x 48'L x 14'H

Carport Style

Roof Only

Gable Kit

No Gable Kit

Anchor On

Concrete

Roof Color

Gray

Trim Color

White

Price on Feb 10, 2026:

\$9,033.00 for cover

\$900 Tax

\$9,933.00 Total







LOS ANGELES POLICE DEPT.
COMMUNITY MOBILE SUB-STATION
POMONA AREA

LAPD





Westfield

Topanga

DO NOT ENTER

OWENSMOUTH GARAGE

LAPD

GMC

1438780

1279484



AMC Westfield

AMC

NORDSTROM

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CA EXEMPT
1279484

Westfield

Topanga

DO NOT ENTER

OWENSMOUTH GARAGE

STOP

LAPD

GMC

1279484



132



**A LAS SEIS
OLA DE ROBOS**

Item No. 22

(26-129) Approve \$2,500 from the 2025/2026 *Outreach* Budget for the annual WHWCNC Booth at Valley Cultural Foundation Summer Concerts (10 concerts + July 4th)

Moved by Community Services Committee — Committee Member Karen DiBiase



INVOICE

2029
3/9/2026

21600 Oxnard Street, Suite 128
Woodland Hills, CA 91367
818-704-1358

To:
WOODLAND HILLS WARNER CENTER NC
Attn:President

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
Joellen	Summer Concerts		Due on Receipt

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	Outreach Booth at The Summer concert Season At Warner Park. We supply tables, tents, chairs, and lights.		\$2,500.00
1	Co Sponsor of 1 concert, logo on flyers and ads. Full set up.		0
1	July 4th table, tent, chairs, and lights, 40k people.		0
	Payment must be received by April 15, 2026 to be included in marketing materials.		

SUBTOTAL	\$2,500.00
OVER	
TOTAL DUE	\$2,500.00

Make all checks payable to: the Valley Cultural Foundation
21600 Oxnard St, #128 Woodland Hills Ca, 91367

FREE Concerts 2026 at Warner Park

PRESENTED BY
Valley Cultural
50 YEARS FOUNDATION

Sunday Evenings · 5:30pm–8:30pm

June 14

Dog n Butterfly

HEART TRIBUTE

June 21

Red Corvette

PRINCE TRIBUTE

June 28

Cali Country All Stars

July 12

**Flashback
Heart Attack**

'80s TRIBUTE

July 19

Ridin' The Storm Out

REO SPEEDWAGON TRIBUTE

July 26

Abbey Road

THE BEATLES TRIBUTE

August 2

New Romantics

TAYLOR SWIFT TRIBUTE

August 9

Start Me Up

THE ROLLING STONES TRIBUTE

August 16

Super Soul Group

MOTOWN

August 23

Led Zepagain

LED ZEPPELIN TRIBUTE

Lineup subject to change.

Valley Cultural
50 YEARS FOUNDATION

ValleyCultural.org · 818.888.0822

Warner Park · 5800 Topanga Canyon Blvd, Woodland Hills

Item No. 23. No Support Info

(Action 26-130) Approval of Funding for the CD3 Neighborhood Council Candidate Forum

Moved by the Community Services Committee — Chair Joyce Fletcher

Item No. 24

(Action 26 -131) Motion to approve up to \$1000 to Sponsor Congress of Neighborhoods

Moved by President Jon Mann

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At the Congress of Neighborhoods, we believe in the power of community to create positive change. By supporting the Congress, you're investing in initiatives that empower our neighborhoods, promote civic engagement, and foster a sense of belonging among Angelenos.

Thank you to all that have contributed so far! Your support is invaluable in making this event a success. We invite those who haven't yet contributed to join us in this important endeavor.

Other donation inquiries may be sent to info@neighborhoodcongress.la.



Sponsorship Opportunities

Los Angeles certified Neighborhood Councils may submit a check request after their board votes to fund the Congress by [submitting this form](#), along with the Board Action Certification (BAC) on the City Clerk Funding Portal. Contact your City Clerk funding representative with any questions.

Other donation inquiries may be sent to info@neighborhoodcongress.la.



Bronze Sponsor

\$100-499

- Name in the print/digital program
- Logo, name, and URL on the sponsors page of the website

Silver Sponsor

\$500-999

- All Bronze benefits plus:
- Individual shout-out post on Congress social media accounts (Facebook/Instagram/Twitter)
- Quarter-page ad in the print/digital program

Gold Sponsor

\$1,000-4,999

- All Silver benefits plus:
- Half-page flyer or branded swag item in attendee swag bags (in-person event)
- Half-page ad in the print/digital program
- Recognition during the Chair's Opening Session remarks

Platinum Sponsor

\$5,000-9,999

- All Gold benefits plus:
- Speaking opportunity at Opening Session or Closing Ceremony
- Opportunity to host Exhibitor Fair Table

Diamond Sponsor

\$10,000

- All Platinum Benefits plus:
- Opportunity to develop and facilitate networking or workshop session
- Logo included in all event collateral, website

Gifts In-Kind Also Welcome

Contact info@neighborhoodcongress.la for details.

homepage, print/digital program, signage

- Logo included in pre- and post-event emails to registrants



Stay in the loop

Sign up with your email address to receive news and updates.

[Sign Up](#)

Contact Us

Los Angeles Congress
of Neighborhoods
Dept. of Neighborhood
Empowerment

200 N Spring St
Los Angeles, CA 90012

info@neighborhoodcongress.org

Diamond Sponsors



Platinum Sponsors





YSABEL JURADO
L.A. CITY COUNCIL MEMBER
DISTRICT 14



Gold Sponsors





Silver Sponsors



Item No. 25

(Action 26-132) Motion to Approve Outreach Funds for Tabling at New Friends Homeless Center

Moved by Juliet Schwarz

Come celebrate our 15th anniversary

NEW FRIENDS

HOMELESS CENTER

FRIDAY, MARCH 20, 2026

6PM - 7:15PM



HYGIENE



FOOD



CLOTHES

**THIS EVENT
IS FREE AND
OPEN TO THE
PUBLIC**



**WE WILL SERVE
DINNER TO OUR
UNHOUSED
NEIGHBORS AND
CELEBRATE 15
YEARS OF
SERVING OUR
COMMUNITY**

CONTACT US: [818-887-1109](tel:818-887-1109)



New Friends Homeless Center/Miracle Minded Ministries 3
21781 Ventura Boulevard #337
Woodland Hills, CA 91364 US
Tel: (818) 887-1109
www.newfriendshomelesscenter.org

03/05/2026

Invoice

Vendor:

New Friends Homeless Center

Address:

21781 Ventura Boulevard #337
Woodland Hills, CA 91364

Description of Services/Items:

Outreach Table at 15-Year Anniversary Event in Woodland Hills, CA 91367

Exact Amount:

\$1,000

Date:

March 20 @ 6 pm

Sincerely,

April Belt

April Belt,
CEO and Executive Director / Founder
New Friends Homeless Center

Subject Re: NPG Question
From Ana Cardoso
<ana.cardoso@lacity.org>
To: Juliet Schwarz
<juliet.schwarz@yahoo.com>
Date Feb 2 at 8:00 AM

Good morning Juliet,

The organization's physical address does not need to be within the City of Los Angeles as long as they serve within your NCs boundaries.

Thank you,



Ana Cardoso |

Neighborhood Council

Funding Program,

Funding Representative

City of Los Angeles |

Office of the City Clerk

General Tel: [213-978-](tel:213-978-1058)

[1058](tel:213-978-1058)

Direct Tel: [213-978-1692](tel:213-978-1692)

General

Email: [Clerk.NCFunding@](mailto:Clerk.NCFunding@lacity.org)

lacity.org

iacity.org

Connect with the

Clerk:



**TO LEARN MORE ABOUT THE NEIGHBORHOOD
FUNDING PROGRAM. CLICK [HERE](#).**

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities.

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Example of a Neighborhood Council NPG to Support an Organization/Project With Broader Service

Olympic Park Neighborhood Council (OPNC) NPGs (2025)

In March 2025, the Olympic Park Neighborhood Council approved multiple NPGs that supported community organizations and activities:

- \$2,781 to the Longwood Area Neighborhood Association for a community block party open to the public.
- \$4,750 to Beautify LA for sustainable beautification projects (gardening, cleaning, art supplies for community events).
- \$1,500 for the LAFD Battalion 11 Appreciation Dinner.

While OPNC and its stakeholders are based in the Olympic Park neighborhood of Los Angeles, Beautify LA and similar groups sometimes operate citywide or serve multiple areas — possibly including adjacent unincorporated parts of Los Angeles County — as part of their broader mission. The grant was still approved because the benefit (beautification, community engagement) applied to the NC's constituency.

Findings:

- A nonprofit doesn't strictly have to be headquartered within the exact council boundary (or even strictly inside city limits), so long as the project or service funded clearly benefits LA City residents.
- Neighborhood Councils and the City Clerk's NC Funding Program insist on public benefit — but they do not file detailed headquarters verification for every nonprofit if the benefit to the community is clear.