CITY OF LOS ANGELES
CALIFORNIA

Woodland Hills Warner Center Neighborhood Council

NEIGHBORHOOD COUNCILS

200 N. Spring Street
Los Angeles, CA 90012

Email: NCsupport@lacity.org
Website: www.empowerla.org

Governing Board Officers:

President – Jon Mann
Vice President - Karen DiBiase
Treasurer – Heath Kline
Secretary – Joyce Fletcher
Parliamentarian – August Steurer

WOODLAND HILLS WARNER CENTER NEIGHBORHOOD COUNCIL

Regular Full Board Meeting
Wednesday, Aug 12, 2026
6:30pm – 9:00pm
City of Los Angeles Fire Station#84
In the community Room
21050 Burbank Blvd, Woodland Hills,
CA 91367
IN PERSON BOARD MEETING

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte Joyce Fletcher, Secretaria, al (818) 639-9444 o por correo electrónico joyce.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 two (2) minutes per speaker unless adjusted by the President. Public comment can only be made one time and will be heard at the beginning of an agenda item.

*PUBLIC INPUT ON MATTERS NOT ON THE AGENDA - Comments from the public on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment for items not on the agenda is limited to two (2) minutes per speaker, unless adjusted by the presiding officer of the Board.

AGENDA

Call to Order
Roll Call:

Board Members
Area 1 – Karen DiBiase, Geoffrey Hobson, Shelly Schwartz
Area 2 – Julian Tu, Jon Mann, Michelle Delgado
Area 3 - August Steurer, Jadolphus Fraser, Harout Aristakessian
Area 4 – Janyce Pink, Martin Lipkin, Mary Jo Rizvi
Area 5 – Sara Sharafi, Monalisa Okojie
Area 6 – Heath Kline
Area 7 – Kate Kennedy, Juliet Schwarz, Joyce Fletcher, Patrick Brown
At Large – Melanie Kirschbaum
Youth Member – Duncan Lawrie

Public Announcements:
Office of Councilmember Bob Blumenfield – if available **(2 minute each)**
Office of Local and State Officials – if available **(2 minute each)**
Other Local Agencies – if available **(2 minute each)**

General Public Comment, by the Public, on Non-Agenda Items:
General Public Comment is limited to (1) minutes per speaker and 10 minutes total.

I. Organization, Operation, Policies, & Procedures:

All comment is limited to 1 minute 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.

2. Items for Discussion and Possible Action:

A. Approval of Minutes:
Minutes for Full Board Meeting on July 8, 2026 (5 minutes)

See posted support documents
Roll Call Vote

Item No. (1) Governance Committee – Jon Mann, Chair
(26-164) Motion to appoint a WHWCNC Board Member

Discussion and possible action (5 minutes)

Motion to approve Ethan Glucroft to be appointed as the WHWCNC Area 5 Residential Rep Board Member.
NOTE: Applicant was not present at the Governance Committee meeting, but his support documentation was submitted and reviewed by the Governance Committee members. It was confirmed that the applicant qualifies for the open board position in Area 5.
Vote at Governance Committee meeting on July 28, 2026: Yes 5 No02 Abstain 0 Ineligible 0

Roll Call Vote

Item No. (2) Heath Kline, Treasurer
(26-165) Motion to approve the July 2026 MER
Discussion and possible action **(**5 minutes)

Motion to approve the July 2026 MER (Monthly Expenditure Report).

*See attached **WHWCNC MER 2607 July.PDF*** [14 pages].
Roll Call Vote

Item (3) Jon Mann, President
(26-166) Motion to add a Standing Rule to require all board members to annually confirm they are still qualified to hold their WHWCNC board Seats
Discussion and possible action: (10 minutes)

As neighborhood council elections are held every two (2) years, and others are appointed to the board as area positions become available, AND to maintain transparency on our WHWCNC board, we shall add a Standing Rule to require all board members to annually re-confirm they are still qualified to hold their board seat.

Roll Call Vote

Item (4) Jon Mann, President
(26-167) 2027 Neighborhood Council Election Worksheet
Discussion and possible action: (10 minutes)

Motion to approve the 2027 Woodland Hills-Warner Center Neighborhood Council Election Worksheet. The Election for WHWCNC Areas 1, 3, 5 and 7 will be held on May 15, 2017.
The board will be notified of the commencement date for candidates to file for a seat which is usually around January. Voting will be both by mail and in person.
Vote at Governance Committee meeting on July 28, 2026: Yes 5 No 0 Abstain 0 Ineligible 0

Per the WHWCNC Bylaws, Article V: Governing Board, Section 4: Terms and Term Limits, Page 7

Section 4: Terms and Term Limits
All elected representatives and alternates serve in their seat's 4-year term. Each appointed Board member shall serve for the remainder of the established term. Positions are established via elections held every two years in the following staggered manner:
- *Starting in 2025: Areas 2, 4, 6, and the At-Large position*
- *Starting in 2027: Areas 1, 3, 5, and 7*

There's no limit on how often someone, who still qualifies, can be re-elected or serve again.

See attached election Worksheet documents
Roll Call Vote

Item (5) Jon Mann, President
(26-168) Discussion of participation as a NC for LA28 Olympics
Discussion and possible action: *(10 minutes)*

Discussion of participation as a NC for the LA28 Olympics and Paralympics. We will form an AdHoc

Committee to look into how can we create and participate in events with other NC's, small businesses and the local Chamber of Commerce(s). There will be 6 Olympics events held in SF Valley.
LA28 Olympics Opening Ceremonies: July 18, 2028, and Closing Ceremonies: July 30, 2026
LA 2028 Summer Paralympics Opening Ceremonies: Aug 15, 2028, and Closing Ceremonies: Aug 27, 2026

Do we want to participate with our other local Neighborhood Councils?

Roll Call Vote

Item (6) Jon Mann, President
(26-169) Motion to spend up to $1,000 to hire Wendy Moore, or other qualified network programmer, to review the current status of the WHWCNC website and give a summary report to the Officers of what programming is needed to get it functioning.
Discussion and possible action: (15 minutes)

Discussion on hiring an outside programmer to review the current status of the WHWCNC website, and provide a list of fixes needed, and timing, of when they will be completed. This summary analysis is to be presented to and reviewed by the Officers. The goal is to have a full disclosure and a discussion of the website plans, and how to make it "user friendly". We will stop the current website migration updating until this report can be reviewed.
Vote at Governance Committee meeting on July 28, 2026: Yes 3 No 2 Abstain 0 Ineligible 0

Roll Call Vote

Item (7) Juliet Schwarz, Homeless & Social Justice Advocacy Committee Chair
(26-170) Motion to spend up to $1,170 to Mocha Moms SFV for participation and table at their Occupy Schools event on Saturday, Oct. 10, 2026
Discussion and possible action: (15 minutes)

The Homeless & Social Justice Advocacy Committee recommends approval of a contribution of up to $1,170 from the Neighborhood Council's outreach budget to Mocha Moms SFV for participation and table at their Occupy Schools event taking place on **Saturday, Oct. 10, 2026**, at Vivid Venues, located within Area 3 of Woodland Hills.

Mocha Moms, Inc. is a registered 501(c)(3) nonprofit organization that received federal tax exempt status in January 2002. The organization provides support, advocacy, and community building opportunities for mothers and families, with chapters throughout the United States.

Mocha Moms SFV (established in 1997) is hosting an **Occupy Schools education forum open to the public** designed to support parents and community members by providing information about schools, school choice, special programs, and navigating education systems. Representatives from various schools throughout the San Fernando Valley will be present, creating an opportunity for meaningful community engagement, education, and outreach.

See posted support documents
Roll Call Vote

Item No. (8) Community Outreach Committee, Joyce Fletcher and Michelle Degado
(26-171) WHWCNC Brand Guidebook

Discussion and possible action: (10 minutes)

Motion for the Community Outreach Committee to create a Woodland Hills-Warner Center Neighborhood Council Brand Guidebook that will be used in internal and external communications including, but not limited to, social media, website and outreach materials. This brand guidebook will include logo, look & feel, font, color palette, and other elements that support brand consistency. Internal branding will include digital storage for board members to access documents, outreach materials and agendas that are regularly used.

Roll Call Vote

Item No. (9) PLUM Committee – Joyce Fletcher and Marty Lipkin, Co-Chairs
(26-172) Case Number: DIR-2026-599-MSP-DRB-SPPC and ENV-2026-600-EAF
4100 N Carrizal Road. Woodland Hills CA 91364
Discussion and possible action: (10 minutes)

As pertaining to Case: **DIR-2026-599-MSP-DRB-SPPC and ENV-2026-600-EAF** and the application submitted by Niloofar Shokoohy and Roya Tavari for New Construction of a Single-Family Dwelling located on a **substandard lot located on a substandard hillside limited street** within the Mulholland Specific Plan for Design Review and Project Compliance located at 4100 N Carrizal Road in Woodland Hills, Ca. 91364. The project consists of the construction of a new 1,845 square feet, two-story single-family residence featuring two bedrooms, two full bathrooms, one powder room with a first floor 730 square feet attached one car garage with a bathroom that can be converted to an ADU.
WHEREAS, the proposed project designs and plans must adhere to a Zoning Administrator's Interpretation to permit the construction, use and maintenance of a two-story, 28-foot 6 inch in height, 1.845 square-foot dwelling with a garage with a bathroom that can be converted to an ADU located on a **substandard street and lot**

WHEREAS, the proposed 2-story home is surrounded by (4) neighbored homes with 2 homes at rear uphill (Easterly side) and 1 home on the Northern side and 1 home on the Southern side. The surrounding homes are designed as 2-story hillside structures and show elevated footprints with deep set concrete pilasters supporting decks.
WHEREAS, the existing survey does not show portions of the neighboring houses or neighboring setbacks.
- Setbacks for the house should meet the min. (15'-0" rear), (5'-0" side), (5'-0" front) per guidelines in the hillside ordinance.
WHEREAS, the house is located in the Girard Tract & Mulholland Scenic Parkway (Inner Corridor) and should meet the required approvals. A Mulholland approval letter was issued on December 15, 2022 with a different applicant and plans.
WHEREAS, this proposed house is cut into an "up-hill slope" that requires retaining walls and deepen pile foundations for support and hillside retention. These retaining walls will require drainage swales to divert the water flow during the raining season and should be designed by a civil engineer.
This is a major consideration as the street slopes down to houses below this site.
This water & potential mud should be reduced by the means of a "rip-rap "at the end of property before it hits the street to disperse the surcharge of water.
WHEREAS, this project meets the "Slope Band Density" analysis done by a licensed Surveyor on 07/27/2024. The main allowance buildable area = 1,847.6 /sq ft. The proposed residences show a total square footage of 1,845.9/sf as of plans dated 04/19/2026 (which is under max area by 2/sf)
WHEREAS, the1st floor is at Street level, with a covered carport with no door (20'-0"x25'-0" = 500/sf) and a Garage (16'-0"x40'-0" = 640/sf) that has a 1-car garage door with a bathroom showing a toilet and sink. This room looks like a flexible unit that can easily be converted to a full bath and back storage area conversion into a kitchen (future ADU). The applicant is claiming this room is used only for a garage for parking since there is no street parking available. However, will this area be converted to an ADU?
The floor area noted on the plans indicate 1st floor area as 730/sf (my calculation = 1,155)

WHEREAS, the streets are very narrow, with no curb-gutter and sidewalk. All the houses are 5'-0" front yards and have no offsite parking. This particular lot is located at the end of the road showing a hammer-head design turnaround that uses the neighbor's driveway for fire Dept. access. These dimensions are very tight and should be looked at by LA City Fire Hydrant access division.
WHEREAS, the Soil Reports have been prepared and approved by LA City Grading Dept. (08/07/2025). That letter of approval lists 60 conditions for final Certificate of Occupancy.
- All "retaining walls" shall have sub drains & minimum Free board of 2'-0" with drainage swales conduced to the street. (Item #41, #44)

WHEREAS, the dwelling shall observe all of the necessary front, rear and side yards as required under the City's Hillside Ordinance.
WHEREAS, the dwelling shall comply with the Girard Tract Specific Plan with respect to parking and other requirements to be provided on the property.
WHEREAS, the project shall comply with all the requirements of the Mulholland Corridor Specific Plan.

WHEREAS, the applicant agrees to the following Conditions:

CONDITIONS

a. Prior to the issuance of grading or building permits, the applicant shall dedicate and arrange for the improvement of Carrizal Road to adjoin the property in a manner satisfactory to the City Engineer including any required turnaround area.

b. All contractor trucks and cars shall be parked on the subject property, or adjacent to the property in such a manner as not to obstruct or prevent access to other dwellings on Carrizal Road.

c. The project shall comply with the City of Los Angeles Noise Ordinance Nos. l 4 l, 3 3 I 1and 161,574, and any subsequent ordinances, which prohibit the emission or creation of noise beyond certain levels at adjacent uses unless technically infeasible.

d. Plant and irrigate cut and fill slopes in designated hillside areas to prevent erosion, reduce run-off velocities and provide long term stabilization of soil. Plant materials should include grass, shrubs, vines, ground covers and trees.

e. Incorporate appropriate erosion control and drainage devices such as terraces, berms, swales and installed rock formations to slow drainage and run off into adjacent downhill properties.

f. The authorized use shall be conducted at all times with regard for the character of the surrounding neighborhood and the Zoning Administrator shall impose additional conditions if necessary for the protection of persons in the neighborhood or occupant rights of adjacent properties.

g. The Garage (16'-0"x40'-0" = 640/sf) that has a 1-car garage door and bathroom showing a toilet and sink. This room looks like a flexible unit that can easily be converted to a full bath and back storage area conversion into a kitchen (future ADU). The applicant is claiming this room is used only for a garage for parking since there is no street parking available.
The floor area noted on the plans indicate 1st floor area as 730/sf (PLUM calculation = 1,155)
If this garage/room is to actually an ADU then the applicant must represent the plan as such and comply with all planning requirements for an ADU.

h. The WHWCNC PLUM Committee shall be notified should any substantial changes be made to the application that could affect the adjacent properties.

Therefore, IT IS HEREBY RESOLVED for the **Findings with CONDITIONS** stated herein, Applicants Niloofar Shokoohy and Roya Tavari receive the **support with conditions** of the Board of the Woodland Hills-Warner Center Neighborhood Council (WHWCNC).
PLUM Vote: Yes 6 No 0 Abstain 0 Ineligible 1

See attached Case Report
Roll Call Vote

Item No. (10) PLUM Committee – Joyce Fletcher and Marty Lipkin, Co-Chairs
(26-173) Case Number: DIR-2026-1761-SPPCC-SPPA and ENV-2026- 1762-EAF
22109 W Ventura Blvd. VCA Animal Hospitals
Discussion and possible action (10 minutes)

As pertaining to Case: DIR-2026-1761-SPPC-SPPA, VCA Animal Hospitals property/parking lot located at 22109 W Ventura Blvd. 91367and having held one public meeting for the application filed by Adam Watts, VCA Animal Hospitals for the demolition of two existing abandoned buildings and concrete pavement parking lot and construction of asphalt parking lot, landscaping planters, metal fence, motorized gate for vehicles, man gate and a lighting pole to provide private parking for the VCA Hospital employees.
WHEREAS, the demolition of the two existing buildings and construction can be accomplished primarily on site and will not dramatically interfere with traffic on Ventura Blvd.
WHEREAS, the construction of the new parking lot 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:

Conditions:

1. The parking lot must remain a private parking lot and may not be leased to members of the public, other businesses or restaurants in the area. The Applicant shall be responsible for notifying the City should the private parking lot be converted into a paid public parking lot.

2. The proposed project designs and plans will adhere to requirements of the Warner Center 2035 Specific Plan and Ventura Blvd. Specific Plan and all enclosures, fencing and landscape are made of materials suitable to the architecture and the color of the building's exterior.

3. VCA Animal Hospital will quickly remove all graffiti that could appear on the property and fencing.
4. VCA Animal Hospital will maintain the surface of the parking lot, fences and gates in a manner that is visually well maintained and also maintained to eliminate any safety issues for staff, cars and pedestrians.
5. The VCA Animal Hospitals will properly maintain the landscaping and quickly replace any dead landscape material, landscape walls or broken planters.
6. The parking lot, fences and gates may not be used for advertisements or the display of logos.
7. VCA Animal Hospital will contact the WHWCNC should any changes be made to the project that could impact the neighborhood such as use, 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 VCA Animal Hospitals receive support of the Board of the Woodland Hills-Warner Center Neighborhood Council (WHWCNC).
PLUM Vote: Yes 6 No 0 Abstain 0 Ineligible 0

See attached Case Report
Roll Call Vote

Item No. (11) PLUM Committee – Joyce Fletcher and Marty Lipkin, Co-Chairs
(26-174) Case Number: ZA-2025-5790-CUB and ENV-2025-5793-CE
Wisteria at Warner Center – Request for a CUB Liquor License

Discussion and possible action (10 Minutes)

As pertaining to Case: ZA-2025-5790-CUB, the Applicant, Wisteria Warner Center CCRC, LLC, is requesting a Conditional Use Permit (CUB) to allow the sale and dispensing of a full line of alcohol for on-site consumption in conjunction with a proposed private retirement community "Wisteria at Warner Center." The multi-level retirement community was approved under case number DIR 2018-7428 SPP.

WHEREAS, the sale of alcoholic beverages will be conducted via an ABC Type 57 license – Private Club and this license type allow for the sale of alcoholic beverages to club members (on-site residents) and their guests.
WHEREAS, the on-site dining and alcoholic beverages will not be available to the public.
WHEREAS, the retirement community will be operated and staffed 24 hours a day and the sale of alcohol for on-site consumption is proposed from 6am to 2am daily.
WHEREAS. the retirement community will include multiple on-site dining options, which will include food and beverage service. The main dining areas in the community include:
- Coldwater Grill: 3,456 sf with 67 seats
- Topanga Tavern: 4,544 sf with 106 seats
- Main Dining: 11,955 sf with 148 seats
- Outdoor patio: 5,263 sf with 72 seats

WHEREAS, the outdoor patio area is located entirely within the parcel and does not encroach onto the public right of way.
WHEREAS, alcoholic beverage consumption will be permitted throughout the entire retirement community, including the ground floor common areas (cardroom, theater, etc.) and up to their residential units on the floors above.
WHEREAS, for the convenience of the on-site residents, the community will also have a small retail market on the ground floor. The market will offer a variety of daily needs for the residents including food, beverages, sundries, etc. and a small selection of alcoholic beverages for sale to be enjoyed at the resident's on-site apartment and the market is for the use of the on-site tenants and their guests.
WHEREAS, the alcohol will be consumed on-site, there will be no alcohol taken off-site, so this will still be considered on-site consumption and only tenants and their guests are permitted on the site, and all residents are well beyond the legal drinking age of 21 years old.
WHEREAS, the community will be staffed 24 hours a day and all of the above options are not open to the public, and only available to club members (residents) and their guests.

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 Wisteria at Warner Center CCRC LLC receive APPROVAL of the Board of the Woodland Hills-Warner Center Neighborhood Council (WHWCNC).
PLUM Vote: Yes:6 No 0 Abstain 0 Ineligible 0

See attached Case Report
Roll Call Vote

Item No. (12) PLUM Committee – Joyce Fletcher and Marty Lipkin, Co-Chairs
(26-175) Letter of Community Support
Discussion and possible action (10 Minutes)

The Board of the Woodland Hills-Warner Center Neighborhood Council supports the Woodland Hills Landwise Alliance, the Woodland Hills Neighborhood Collective, Councilmember Bob Blumenfield, Senator Henry Stern, Assembly Member Jesse Gabriel, the Santa Monica Mountains Conservancy, the National Park Service, Woodland Hills Homeowners Organization, Daniel S. Cooper President, Cooper Ecological Monitoring, Inc., T. Winston Vickers, DVM, MPVM, Friends of Griffith Park and the numerous other individuals who have sent letters to Mayor Karen Bass, city planning, Los Angeles city departments and City and State officials stating very serious concerns related to the massive overdevelopment of the property known

as the historic Woodland Hills Country Club and the negative impacts and safety concerns for the adjacent neighborhood, the environment, the protected local wildlife habitat and the unique character of the neighborhood which will be forever changed.
We continue to look to elected officials and appointed managers of the City of Los Angeles and State officials to protect our neighborhoods from highly damaging, and poorly thought-out projects that rely on a few pieces of misguided Sacramento legislation and poor decisions which circumvent many of the State and City of Los Angeles important, necessary existing safety, building and construction laws, codes and guidelines.
Bad development with out-of-scale infill, poorly planned upzoning, and sprawling subdivision can destroy old single-family neighborhoods by overwhelming local infrastructure, cause severe traffic congestion on narrow streets, cause water runoff issues due to the loss of permeable green space and natural drainage and significantly disrupt wildlife habitats, leading to habitat loss and increased human-wildlife conflict.
We must ensure that over development will not forever change the look, feel, and safety of our single-family neighborhoods as single-family neighborhoods foster stability, enhance the overall mental health of a city and historical value by preserving distinct architectural eras, tell the social story of a community's growth, and maintains a stable, human-scale streetscape that reflects current and past ways of life, local craftsmanship, and historic urban planning ideals. These neighborhoods are the roots of the community that support new growth but should never be destroyed on a whim as what is forever lost cannot be regained.
Woodland Hills-Warner Center Neighborhood Council
cc: Hon. Karen Bass, Mayor
Hon. Hydee Feldstein-Soto, City Attorney
Hon. Bob Blumenfield, Third District
Renata Ooms, Planning

Roll Call Vote

Area Reports –
Area 1 – Karen DiBiase, Geoffrey Hobson, Shelly Schwartz
Area 2 – Julian Tu, Michelle Delgado, Jon Mann
Area 3 - August Steurer, Jadolphus Fraser, Harout Aristakessian
Area 4 – Janyce Pink, Martin Lipkin, Mary Jo Rizvi
Area 5 – Sara Sharafi, Monalisa Okojie
Area 6 – Heath Kline
Area 7 – Kate Kennedy, Joyce Fletcher, Juliet Schwarz, Patrick Brown
At Large – Melanie Kirschbaum
Youth Member – Duncan Lawrie

Committee Reports -
Budget Committee – Heath Kline, Chair
Arts and Culture Committee – Harout Aristakessian, Chair
Community Services Committee – Joyce Fletcher, Chair
Community Outreach Committee – Joyce Fletcher, Chair
IT/Website Committee – August Steurer, Chair
Chair Education and Youth Committee – Shelly Schwartz, Chair
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 –
WHIP Committee – Heath Kline and August Steurer, Co-Chairs

Announcements -
The next Regular Board meeting will be held on **September 9, 2026**. Please visit the calendar page at whcouncil.org for the complete details and to confirm the 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 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, assisted listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: NCsupport@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 Neighborhood Council Office Space Address (if applicable), at our website: www.NeighborhoodCouncilWebsite.org or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Joyce Fletcher, Secretary, at email: J.Fletcher@WHCouncil.org.

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

- Fire House 84 Front Door located at 21050 Burbank Blvd. Woodland Hills, CA, 91367
- www.whcouncil.org
- You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at https://www.lacity.org/subscriptions

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 Section
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

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