



## AGENDA – WHWCNC FULL BOARD MEETING

Wednesday, December 11, 2019 - 6:30 p.m.

American Legion Hall 826

5320 Fallbrook Ave, Woodland Hills, CA 91367

**\*PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS** – The public is requested to fill out a “**Speaker Card**” to 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. 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 is limited to 2 minutes per speaker, unless adjusted by the presiding officer of the Board.***

Comments from Stakeholders and the Public on Agenda items will be heard only when the respective item is being considered. Comments within the Board’s subject matter jurisdiction on other matters not appearing on the Agenda will be heard during the Public Comment period. Public Comment is limited to 20 minutes.

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

### AGENDA

Call to Order

Pledge of Allegiance

Roll Call

### Public Announcements:

Office of Councilmember Bob Blumenfield

Office of other Local and State Officials

Other Public Announcements

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

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

**Approval of Minutes: October 16, 2019 – Regular Meeting**

**November 13, 2019 - Regular Meeting**

### A. Officer Reports:

**President - Joyce Fletcher** – December 15<sup>th</sup> NC Holiday Party, February 1<sup>st</sup> Board Retreat

**Vice President – Sheppard Kaufman**

**Treasurer – Paul Lawler**

**Secretary – Komalpreet Kaur Batth**

**Parliamentarian – Don Patterson**

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

### **Item No. (1) Treasurer - Paul Lawler** **(19-205) Monthly Expense Report (MER) – November 2019**

Discussion and possible action:

Motion to approve the WHWCNC Budget/Fiscal Year 2018-2019 Monthly Expense Reconciliation [MER] for November 2019. **A large portion of these funds have been Board approved and allocated but not invoiced at this date.**

**See attached November MER**

ROLL CALL VOTE

### **Item No. (2) PLUM Committee - Lauren Coffman, Chair** **(19-206) Case: ADM-2019-6032** **21322 West Oxnard Street, Woodland Hills**

Discussion and possible action:

MOTION: As pertaining to Case ADM-2019-6032 and having held one public meeting for the application requesting a WC 2035 Specific Plan Administrative Clearance for the project at 21322 West Oxnard Street, Woodland Hills, the

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

WHEREAS, the features of the project are consistent with the character of the Warner Center Downtown District; and

WHEREAS, the new retail building will be a minimum of 35' high as measured from the Grade to the top of the parapet; and

WHEREAS, the applicant plans to remove 18 non-protected trees and 4 street trees and plans to plant 36 trees and 6 street trees; and

WHEREAS, the project provides 37 parking spaces to be shared between the Goodwill building and the new retail building; and

WHEREAS, the proposed project will provide the required dedication and sidewalk easements in compliance with the Street Standards for the WC 2035 Plan; and

WHEREAS, after dedication, the project will provide approximately 6100 square feet of Publicly Accessible Open Space which is approximately 170 square feet more than required; and

WHEREAS, the proposed project designs and plans adhere to all of the applicable provisions of the Downtown District of the WC 2035 Plan without requesting variances or exemptions; and:

WHEREAS, the applicant's findings satisfy the requirements of WC 2035 Plan for requesting an Administrative Clearance

THEREFORE, IT IS HEREBY RESOLVED that the Planning, Land Use and Mobility Committee, for the findings and conditions stated herein, finds that the plans for the new retail building project at 21322 W. Oxnard Street and the submitted application requesting Administrative Clearance in accordance with Section 5.3.2.3 of the WC 2035 Plan receive the *support* of the Board of the Woodland Hills -Warner Center Neighborhood Council for the requested actions contingent upon the following conditions:

#### **Conditions:**

1. All plans presented on December 11, 2019 at the Board Meeting of Woodland Hills-Warner Center Neighborhood Council shall be dated as such and re-submitted to Planning as an (updated) project application submittal.
2. The applicant shall not submit any significant, further updated plans without presenting them to the WHWCNC for support.

3. Additionally, all conditions herein shall be printed on one of the Project Summary pages as commitment to and acceptance of these conditions.
4. If permitted by the WC2035 Plan, the applicant shall place a project sign on the project under construction that is clearly visible to the street showing a rendering of the proposed/approved project building, plus specifics as to the size, ownership and contact information.
5. At the completion of the project the applicant shall remove all surplus building materials and debris from the project site.

The Planning, Land Use and Mobility Committee recommends that the Board of the Woodland Hills – Warner Center Neighborhood Council advise the Los Angeles Department of City Planning and Council District 3 Councilmember Bob Blumenfield of its findings and supporting recommendation for the application presented to the WHWCNC Board on December 11, 2019.

**Item No. (3) PLUM Committee – Lauren Coffman, Chair**  
**(19-207) Case No. CPC-2019-4079-ZAD-DRB-SPP-MSP – construction of a new home**  
**4621 Saltillo Street WH 91364**

Discussion and possible action:

A motion of recommendation from the PLUM Committee to **deny support** in regard to Planning Department case ZA-2019-4079-ZAD-DRB-SPP-MSP for 4621 Saltillo Street WH 91364.

Applicant is applying for project permit compliance with the Mulholland Scenic Corridor Specific Plan to allow for the construction of a new 2,524 SF dwelling and ADU (Accessory Dwelling Unit). The project includes Design Review Board. Zoning Administrator's determination to allow the street width to be 15 feet in lieu of the required 20 feet and Zoning Administrator's determination to allow 2 additional retaining walls over 10 feet in height.

As pertains to Case CPC-2019-4079-ZAD-DRB-SPP-MSP having held one public meeting for the application filed by Ivy Green Construction and Engineering to construct a 2,368 s.f. single-family residence w/ADU; relief from required street improvements; and relief from Retaining Wall requirements to allow 2 more retaining walls over 10' in height to mitigate adverse site soils conditions per the soils report at 4621 Saltillo Street in the Mulholland Scenic Parkway and Girard Tract Specific Plans, the Planning, Land Use and Mobility Committee hereby observes that:

The applicant has submitted a unique modern design for a single-family residence with basement garage and accessory dwelling unit at site previously used as garden and yard for an adjacent property; and,

The design has been reviewed solely based on the packet from planning as the applicant agreed and then declined to appear at the previously arranged and agenda'd November 21, 2019 PLUM Committee meeting; and,

It is noted that the Mulholland Scenic Parkway Design Review Board found twice that the project was oversized and did not step back the front façade nor comply with height restrictions of the Baseline Hillside Ordinance; and,

The project has received significant opposition from neighboring properties; and,

While the project provides 4-car parking through the use of dual double-jack lifts in the 13' high garage, the committee believes this may be inadequate under the Girard Tract Specific Plan and that the driveway is inadequate to successfully park cars in the garage; and,

The Committee notes that the driveway retaining walls surrounding the oak trees are within the drip lines of the trees that extend to the other side of Saltillo St. The committee disagrees with the arborist's finding that retaining walls 5 feet and even less from the trunk will not negatively impact the oak trees; and

Even though Saltillo St. is substandard, the committee finds that the applicant's request for relief from widening the street to a standard width all the way to the hillside boundary is reasonable, because it is not fiscally possible or practical to do so because of the geographical limitations and residential structures and driveways in the way.

Many residences along Saltillo St. have no setback and widening the street would impact those residences negatively. It is not expected that a waiver from the Zoning Administrator will cause a long-term hardship to the community or to surrounding properties; and,

For the near short-term, use of Saltillo for hauling could cause some hardships because of the narrow width. The PLUM Committee believes a satisfactory haul route must be required. It also finds that consideration must be given to a possible additional hardship of reduced local parking if the roadway shoulder belonging to Woodland Hills Country Club is used for staging of materials. A satisfactory plan for staging and construction parking on this substandard street has not been provided; and

While the Applicant is requesting relief from standard limitations on the number and height of retaining walls (2 and 10 ft.), the Committee is concerned about the structural soundness and the ability to construct the retaining walls so close to the property lines without affecting adjacent properties negatively. It believes that more proof is needed to the feasibility and that a construction bond be posted to cover damages and ensure the project is completely safely;

THEREFORE, IT IS HEREBY RESOLVED that the Planning, Land Use and Mobility Committee, for the observations and conditions stated herein, finds that the submitted application and plans for the proposed single-family residence with accessory dwelling unit at 4621 Saltillo Street, Woodland Hills, 91364, as presented in the application packet and as presented to the Mulholland Scenic Parkway Specific Plan Design Review Board November 20, 2019, do not receive support from the Board of the Woodland Hills-Warner Center Neighborhood.

The PLUM Committee recommends that the City of Los Angeles Planning Department and Council District 3 Councilmember Bob Blumenfield be notified by the Woodland Hills – Warner Center Neighborhood Council Board of its findings to **not support this application** until reappearing with plans satisfactorily modified. Additionally, City Planning is requested to provide the requisite letters of determination to the Neighborhood Council

**Item No. (4) PLUM Committee – Lauren Coffman, Chair**

**(19-208) ZA-2019-5817-CUB**

**Conditional Use permit for the sale beer and wine for off-site consumption only**

**76' Gas Station 20021 Ventura Blvd, WH 91364**

Discussion and possible action:

Description:

A conditional use permit is sought to allow the sale of beer and wine for off-site consumption only, in conjunction with an existing 2,613 SF food market with a gas station and car wash, with the hours of operation being 24 hours a day, 7 days a week and alcohol sales from 11:00 AM to 11:00 PM, 7 days week.

**MOTION: The PLUM Committee refers the following resolution and conditions to allow the sale of beer and wine for off-site consumption only.**

**The PLUM Committee has met and makes the following findings.**

WHEREAS, As PLUM has considered Case **ZA-2019-5817-CUB**, having held one public meeting before the Woodland Hills Warner Center Neighborhood Council, Planning and Land Use Committee (PLUM) for a Conditional Use Permit, under the provisions of section 12.24 W1 of the Los Angeles Municipal Code, to allow the sale and dispensing of Beer and Wine for off-site consumption in conjunction with an existing 2,613 SF food market with a gas station and car wash, with the hours of operation being 24 hours a day, 7 days a week and alcohol sales from 11:00 AM to 11:00 PM, 7 days a week, and located in the Ventura/Cahuenga Boulevard Corridor Specific Plan

WHEREAS, The request by the applicant is for CUP which allowed for the sale and off-site consumption of alcohol; and

WHEREAS the applicant has represented that they will allow alcohol sales between the hours of 11 AM and 11 PM, 7 days per week which is more restrictive than state alcohol sales permits, 6 AM to 2 AM, 7 days per week; and

WHEREAS, The applicant recommended many of the conditions included below and included the conditions in their background materials supplied in advance of their initial hearing held on November 21st, 2019; and

WHEREAS, the applicant agrees not to advertise alcohol sales at gas pumps or on their front windows; and

WHEREAS, The applicant agrees to install electric locks to restrict access to the refrigerators containing alcohol; and

WHEREAS The applicant's gas station is more than 500 feet from Taft High School, and there are no other impediments to sales of alcohol; and

WHEREAS, There are competing alcohol sales available at Ralph's at Winnetka and Ventura Blvd and a full-service liquor store at the corner of Corbin and Ventura Blvd; and

WHEREAS, The applicant requested and received positive feedback from his neighbors along Ventura Blvd, including Jack in The Box, Woodland Hills Pharmacy, Sina Urgent Care, Hank's Tire and more as evidenced by the signed request dated September 24th, 2019, submitted and made a part of the record herein.

WHEREAS, The PLUM Committee has not found a reason to deny the applicant request for the CUB

THEREFORE, BE IT RESOLVED THAT the Woodland Hills Warner Center Neighborhood Council, Planning and Land Use Committee recommends the Woodland Hills Warner Center Neighborhood Council, SUPPORT the applicant's request for sale of alcohol at their locations under the following conditions.

1. That "No Loitering" and "No Public Drinking of Alcoholic Beverages" signs will be posted at the front, side, and rear of the site's exterior. These signs must be in English and the predominant foreign language of the neighborhood if any.
2. No beer or wine advertising shall be located on motor fuel islands, and no self-illuminated advertising for beer or wine shall be located on buildings or windows.
3. No display or sale of alcoholic beverages shall be made from an ice tub.
4. That the herein-authorized use will be conducted at all times with due regard for the character of the surrounding district.
  1. That all graffiti on the site will be removed or painted over in the same color as the surface to which it is applied, within 24 hours of its occurrence.
  2. That the subject facility, including any associated parking, will be maintained in an attractive condition and will be kept free of trash and debris.
  3. That all exterior public spaces — front, side, and rear — will be illuminated with sufficient lighting for the police to identify all persons standing outdoors at night.
  4. Applicant's employees shall, hourly, observe the exterior of the site to ensure that no loitering occurs. Loiterers will be asked to leave the site.
  5. Signage stating, California State Law prohibits the sale of alcoholic beverages to persons who are under twenty-one years of age shall be prominently posted.
  6. Alcohol Hours shall be from 11 AM to 11 PM daily.
  7. All employees shall go through Star training.
  8. Security Cameras will be provided inside and outside of the premises to cover the entire site and running at all times. Data shall be stored for 30 days.
  9. The applicant shall maintain a state of the art age verification on the premises at all times. (POS system)
  10. Beer shall only be sold in pre-packaged multiple quantities.
  11. Wine shall only be sold in bottles of 750 ml or more, and wine coolers by multi pre-packaged quantities only.
  12. Window coverings materials shall not exceed 25% of total windows space.
  13. The applicant shall provide lockable refrigerator doors on compartments containing alcohol.
  14. In the event of the sale of business or change of owner or operator of the station, a new CUB for the sale of beer and wine to continue for off-site consumption shall be required from the Department of City Planning ZA's office.

**Item No. (5) Education Committee – Bill Anderson, Chair**

**(19-209) Letter to the Southwest Regional Council of Carpenters for their community support**

Discussion and possible action:

**MOTION:**

A motion to the Board of Directors of the WHWCNC from the WHWCNC Education Committee;

Whereas, the WHWCNC represents the stakeholders of the Woodland Hills and Warner Center neighborhoods;

Whereas, the education and welfare of the children, youth, and adults of Woodland Hills and Warner Center are of paramount concern to all stakeholders;

Whereas, the WHWCNC Education Committee is charged with addressing the issues, concerns, programs, and services related to the education of children, youth, and adults;

Whereas, a study released in 2018 by Temple University found that 42% of community college students are “food insecure,” defined by the U.S. Department of Agriculture as “...a lack of consistent access to enough food for an active, health life;”

Whereas, to address the issue of food insecurity amongst its student body, Pierce College has created the Brahma Pantry;

Whereas, the WHWCNC Education Committee has identified support of the Pierce College, Brahma Pantry as one its objectives;

Whereas, Local 661 of the Southwest Regional Council of Carpenters donated on 25 November, 2019, twenty-five boxes of nonperishable food items to the Pierce College Brahma Pantry, said donation coordinated by WHWCNC Education Committee Member Gina Thornburg;

Therefore, the WHWCNC Education Committee requests that the WHWCNC Board of Directors approve the following letter to be sent under the aegis of the WHWCNC Board of Directors to Local 661 of the Southwest Regional Council of Carpenters, thanking them for their the above-described donation to the Pierce College Brahma Pantry:  
Local 661

Southwest Regional Council of Carpenters  
15881 Valley View Ct  
Sylmar, CA 91342

Dear Local 661 of the Southwest Regional Council of Carpenters:

The Woodland Hills–Warner Center Neighborhood Council commends you for your generosity in delivering and donating 25 boxes of nonperishable food items to the Brahma Pantry on the campus of Los Angeles Pierce College in Woodland Hills on November 25. The Brahma Pantry serves up to 500 Pierce College students a week who experience food insecurity. Your team of five carpenters delivered the donation just in time for the holidays.

A special thank-you goes to Local 661 member Jerred Langford, who coordinated the delivery with WHWCNC Education Committee member Gina Thornburg. Brahma Pantry manager D’arcy Corwin stated on November 26, “We were able to distribute the contents of almost all of the boxes we received! We are beyond grateful for your generosity and support!”

The WHWCNC Education Committee acknowledges that many local college students are food and housing insecure.

The WHWCNC hopes that this collaborative effort will plant seeds for future endeavors to assist the most vulnerable members of the Woodland Hills community.

Respectfully,  
Joyce Fletcher  
President, Woodland Hills-Warner Center Neighborhood Council

**Item No. (6) Community Services Committee – Joyce Fletcher, Chair**  
**(19-210) Request for street Repair on San Feliciano Drive, from Ventura Blvd. to Avenue San Luis**

To: Michael Owens – District Director, Councilmember Bob Blumenfield, CD3  
Tim Glick, Field Deputy for Woodland Hills, Councilmember Bob Blumenfield, CD3  
Andrew Pennington – Director of Land Use and Planning, Councilmember Bob Blumenfield, CD3

**Motion:** The Community Services Committee of the Woodland Hills-Warner Center Neighborhood Council (WHWCNC) requests that three blocks of San Feliciano Drive be debrided and repaved. Uneven streets and potholes are safety hazards in our community and need to be repaired quickly in order to mitigate this problem.

Location of street needing repairs:

1) San Feliciano Dr – between Ventura Blvd and Avenue San Luis

We request that the three blocks of San Feliciano Dr., between Ventura Blvd and Avenue San Luis, be debrided and repaved so the street and the entrance to the Woodland Hills Library is made more attractive and safe, and will conform with the surrounding streets. In the past year, all the connecting streets have been repaired and slurried. All of San Feliciano Drive from Avenue San Luis South to Mulholland Drive has been repaired and slurried. It is our concern that this portion of San Feliciano Drive may not be on the DOT map and may be part of the missing streets that your office is currently in the process of locating and reviewing.

Sincerely,  
Joyce Fletcher, President, WHWCNC

### **3. Committee Reports**

Budget Committee – Paul Lawler and Joyce Fletcher, Co-Chairs  
Community Outreach Committee – Peter Fletcher, Chair  
Community Services Committee – Joyce Fletcher, Chair  
Education Committee – Bill Anderson, Chair  
Environmental and Beautification Committee – Karen DiBiase, Chair  
Governance Committee – Don Patterson, Chair  
Homelessness Committee – Ray Cole, Chair  
PLUM Committee – Lauren Coffman, Chair  
Public Safety and Transportation Committee – Sheppard Kaufman, Chair  
WHIP Committee – Heath Kline, Chair  
Ad-hoc - Westfield Promenade 2035 Project – Joyce Fletcher  
Ad Hoc Committee – Measure A. Parks Program -Peter Fletcher  
Ad Hoc Committee – Arts Fees and Cultural Amenities - Lauren Coffman

### **4. Area Reports**

At-Large – Sheppard Kaufman, Gina Thornburg  
Area 1 - Aaron Quantz, Karen DiBiase, Komalpreet Kaur Batth, Tamara Johnson  
Area 2 – Brian Drapkin, Paul Lawler, Sean McCarthy, Ray Cole  
Area 3 – Nancy McLean, Angela Dawson, John Sandy Campbell, Alex Farassati  
Area 4 – Don Patterson, Bill Anderson, Martin Lipkin, Dena Weiss  
Area 5 – Jason Green, Peter Fletcher  
Area 6 – Pat Patton, Gilbert Yablon, Heath Kline, Lauren Coffman  
Area 7 – Ginny Sand, Joyce Fletcher, Houton Hormozian  
Youth member – Ved Kulkarni

### **Announcements: The next Board meeting will be held on Wednesday, January 8, 2020**

Meeting dates for or the upcoming 2019 -2020 year; the proposed Board meeting are held the second Wednesday of every month at the American Legion Hall located at 5320 Fallbrook Ave, Woodland Hills, CA 91367 at 6:30pm. HOWEVER, please check the [www.whcouncil.org](http://www.whcouncil.org) website calendar page for any changes that may occur.

### **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 Joyce Fletcher, at (818-340-6554 or email [j.fletcher@whcouncil.org](mailto:j.fletcher@whcouncil.org) or the Department of Neighborhood Empowerment at (213) 978-1551 [EmpowerLa@LACity.org](mailto: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](http://www.whcouncil.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 at (818) 340-6554 or email [j.fletcher@whcouncil.org](mailto:j.fletcher@whcouncil.org)

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

- [www.whcouncil.org](http://www.whcouncil.org) – 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.
- You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at <https://www.lacity.org/subscriptions>

**\*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 Board meetings and our website at [www.whcouncil.org](http://www.whcouncil.org)