



# Meeting Cancelled

## SPECIAL AGENDA – WHWCNC FULL BOARD MEETING

~~Wednesday, March 11, 2020 – 6:30 p.m.~~

~~Rose Goldwater Community Center – 21710 Vanowen St.~~

*located at the corner of Vanowen Street and Owensmouth Street  
in the corner of the parking lot of the Westfield Topanga Mall*

**\*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 and board member 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

# CANCELLED

### 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: February 10, 2020**

### A. Officer Reports:

**President** - Joyce Fletcher

**Vice President** – Sheppard Kaufman - request for board members to serve as Homelessness Liaisons

**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) Governance Committee, Don Patterson, Chair** **(20-016) Meeting Date and Location of Full Board Meetings**

Discussion and possible action:

Motion for the Board to vote to determine the date and location of the WHWCNC Board Meetings.

Motion by the Governance Committee to reconsider Standing Rule 12.

SR - 12 The Neighborhood Council Board shall meet on the second (2nd) Wednesday of the month. The President or Vice-President may, if necessary, cancel or change the date of the monthly meeting and posting as required by Brown Act.

#### **Options:**

1. Second Monday of each month – 6:30pm – American Legion Post 826, Meeting Room.
2. Third Wednesday of each month – 6:30pm – Rose Goldwater Community Center

### **Item No. (2) Governance Committee – Don Patterson, Chair** **(20-017) Removal of a board member for absence at board meetings**

Discussion and possible action:

Motion by Governance Committee to remove Pat Patton from the Woodland Hills Neighborhood Council Board pursuant to the Bylaws Section 7 – Absences, for failure to attend three consecutive Board meetings.

**Bylaws: Section 7: Absences:** A Neighborhood Council Representative who fails to attend three (3) consecutive regularly scheduled monthly general Neighborhood Council Board meetings in any twelve (12) month period may be removed as a Neighborhood Council Representative by two-thirds of the quorum of the Board. Removal shall be effective after notice is given to the person being removed and confirmation of notice delivery is received. Notice must be sent, return receipt requested, to the Representative or Alternate's last known address.

### **Item No. (3) Treasurer - Paul Lawler** **(20-018) Monthly Expense Report (MER) – January 2020 and February 2020**

Discussion and possible action:

Motion to approve the WHWCNC Budget/Fiscal Year 2019-2020 Monthly Expense Reconciliation [MER] for January 2020.

See support document January MER

ROLL CALL VOTE

### **Item No. (4) Treasurer - Paul Lawler** **(20-019) The 2019/2020 WHWCNC Budget** **Re-allocation of the 2019/2020 WHWCNC Budget**

Discussion and possible action:

Motion for the Board to approve the re-allocation of the 2019/2020 WHWCNC Budget. The Budget is being reallocated to insure WHWCNC funds can be spent by the end of the fiscal year, June 20, 2020.

The City Clerk Funding website dashboard says the WHWCNC has \$38,779.55 in unspent funds.

See attached document

ROLL CALL VOTE

Link to City Clerk Funding Manual

<https://clerk.lacity.org/sites/g/files/wph606/f/NCFP%20Policies%2007.19.18%20Final.pdf>

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**Related budget and funding information for the board:**

**The City Clerk spending deadlines for the 2019/2020 Budget are dates as follows:  
Fiscal year spending ends June 20, 2020.**

City Clerk Fiscal Dates for the purposes of accounting and reconciliation, the following fiscal dates must be followed:

- May 20, 2020**-City Clerk Final date to request an event approval for the current fiscal year using current fiscal year funds

(Therefore any **event funding requests** with support documents must be approved at the **APRIL 8, 2020 BOARD MEETING as the Event Approval Request Form and support documents must be submitted for approval by the City Clerk 30 days prior to the event. Lack of correct documents will slow-down this process**)

- June 1, 2020**-City Clerk Final date to submit a **check payment** request using current fiscal year funds

(THEREFORE ALL **NPG'S MUST BE APPROVED AT THE MAY 13, 2020 BOARD MEETING**)  
(THEREFORE ALL **MEETING SPACE RENTAL INVOICES MUST BE SUBMITTED TO THE TREASURER NO LATER THAN MAY 13, 2020 TO INSURE PAYMENT**)

**\*June 10, 2020 Board Meeting – Board Approval of the FINAL reconciliation of the 2019/2020 NC Budget**

- June 20, 2020**-City Clerk Final day for any bank **credit card transactions** using current fiscal year funds.

( the credit card has daily limits, therefore, please submit all credit card requests no later than **JUNE 1, 2020**)

**\*June 10, 2020 Board Meeting – Board approval of the NEW Budget 2020/2021 - Budget Administrative Packet,**  
(so the City Clerk will release finds for operating expenses starting on July 1, 2020)

**Item No. (5) WHIP Committee, Heath Kline, Chair**

**(20-020) Board Resolution related to City Attorney guidance on NCs advocacy with non-city governmental bodies.**

Discussion and possible action:

**Motion to change City Attorney guidance on NCs advocacy with non-city governmental bodies.**

***The following motion and accompanying proposed-DRAFT letter are technical. Board members and stakeholders are encouraged to read them in advance of the board meeting. Any suggested edits or amendments must be submitted to the motion maker and the Secretary and Asst. Secretary in writing at the board meeting.***

**A motion from the WHWCNC Impacts and Policies (WHIP) Committee recommending the WHWCNC Board send a letter to the City Attorney requesting him to change his memorandum on Neighborhood Council advocacy. (WHIP Vote 4-0-0)**

**WHEREAS**, the Los Angeles City Charter Article IX on Los Angeles Neighborhood Councils states no limitations on Neighborhood Council Advocacy; and,

**WHEREAS**, the Los Angeles City Attorney has issued a Memorandum on Advocacy [see NC and Ballot Measures-Lobbying-State and Federal Legislation.pdf posted with this agenda] that limits Neighborhood Councils to only advising city agencies; and,

**WHEREAS**, Neighborhood Councils offer critical grassroots interfacing with all sectors of their communities and have in the past and still, whenever asked, continue to give advice to non-city governmental agencies, contrary to the memorandum; and,

**WHEREAS,** We believe that limiting advocacy for local issues to the City Council with the concurrence of the Mayor, for a variety of reasons, severely limits the number of local, city and regional issues that can reach the officials who need to know; and,

**WHEREAS,** We believe that a simple disclosure in communications, which states that a Neighborhood Council represents the position of the community and not the City of Los Angeles, is adequate to prevent any confusion;

**THEREFORE,** the WHIP Committee recommends that the Board of the Woodland Hills – Warner Center Neighborhood Council send the following letter associated with this motion addressed to the City Attorney requesting a revision of the Memorandum on Neighborhood Council Advocacy. Additionally, send courtesy copies to Council Member Blumenfield, Mayor Eric Garcetti, Council Member David Ryu, Assembly Member Jesse Gabriel, Nicholas Grief, Chief of Staff for Council Member David Ryu, and Rob Wilcox, Community Engagement & Outreach Director for City Attorney Mike Feuer.

March 11, 2020

Honorable Mike Feuer  
City Attorney, Los Angeles  
City Hall East  
200 N. Main Street, 8th Floor  
Los Angeles, CA 90012

RE: Neighborhood Council Guidance on Local, County, State and Federal legislation

Dear City Attorney Feuer:

The Woodland Hills – Warner Center Neighborhood Council requests that the City Attorney's office revise the memorandum on "Neighborhood Councils and Ballot Measures / Lobbying / State and Federal Legislation" to enable Neighborhood Councils to advocate their positions on local, county state and federal legislation and issues directly to relevant local, county, state and federal officials, including any non-city government agencies, responsible for the legislation, or governmental agency interpretation, or actions at issue.

As a first step, we ask that the City Attorney replace, in full, the following Guidance:

- "Neighborhood Councils may not advocate their positions on state and federal legislation to non-City governmental agencies. (Only the Mayor and the City Council have power over intergovernmental relations, which include advocating the City's position on laws that are pending with state or federal agencies or before the state legislature or federal government.)," and
- "Neighborhood Councils may not advocate their positions to non-Coty [sic] governmental agencies because Neighborhood Councils, pursuant to the Charter, are advisory to the City's decision-makers."

As a replacement memorandum, we ask that the City Attorney advise Neighborhood Councils with the following guidance:

- "Neighborhood Councils may advocate community positions to Non-City governmental agencies because these agencies shape policy, and procedures, and implement actions that affect the stakeholders whom Neighborhood Councils represent."
- "Neighborhood Councils may, in an appropriate manner, advocate community positions on local, state and federal legislation to the local, state or federal legislators who represent the district in which the Neighborhood Council exists."
- "Neighborhood Councils must clearly state that the requests and opinions stated in their communication do not necessarily represent the official position of the City of Los Angeles and solely represent the position of the Neighborhood Council."

- “Neighborhood Councils must submit to the City Clerk a copy of any written communication seeking/lobbying for actions sent to any government agency which is not part of the City of Los Angeles.”

We need to point out to you that throughout the months of December, January, and February, staffers from our respective Senate and Assembly Districts have attended Neighborhood Council Board meetings. Representatives urged Boards to send any legislative requests to their State Senators and Assembly Members so that they can be considered for addition to their 2020 Legislative Agendas.

Current City Attorney guidance currently prohibits Neighborhood Councils from taking any such action.

According to the guidance offered, Neighborhood Councils have only two options to voice their opinion on proposed legislation. The first is to ask our City Councilperson to advocate for legislation that currently does not exist, and which he/she will have no responsibility nor ability to create at the state level. The second option is to ask our City Councilperson to forward a letter to state Legislator(s), rendering he/she little more than an intermediary messenger.

This limitation is impractical and appears to be an attempt to cripple Neighborhood Councils’ ability to advocate causes directly to their elected representatives.

Consider the following scenarios that demonstrate why current policy does not work:

**1. When a City Councilperson resigns from office, leaving their seat vacant.**

If the Neighborhood Council has no current Councilperson, and the current policy bars them from directly advocating to their local, county, state, or federal legislator, then how do they advocate on local, county, state or federal legislative issues, or government agency interpretations? The policy leaves communities represented by their Neighborhood Councils without a voice on pressing matters through no fault of their own. Additionally, proper guidance would not force a Neighborhood Council to work through another Council District, for which they do not have a relationship established (assuming another councilperson could be persuaded and had the capacity to do so).

A vacant City Council seat should not mute Neighborhood Councils.

**2. When a City Councilperson disagrees with a Neighborhood Council’s advocacy position and fails/refuses to act as a conduit.**

If a City Councilperson decides, that it is personally or politically expedient for him/her to ignore the advocacy of a Neighborhood Council, and then refuses to pass on any concerns or advocate an issue to the local, state or federal legislators representing a Neighborhood Council, they effectively suppress the Council’s voice. The Neighborhood Council’s ability to advocate on behalf of its stakeholders is nonexistent. Once again, proper guidance should not force a Neighborhood Council to work through another Council District, for which they do not have a relationship established. What are the odds of finding a Councilperson willing to go against one of their own?

No City Councilperson should have this much control over the voice of the collection of constituents elected to Neighborhood Councils to represent their local communities. One improvement under guidelines would be to allow Neighborhood Council to create Council Files asking for City Council action.

**3. When a City Councilperson is unable to initiate actions on behalf of Neighborhood Councils results in critical deadlines missed.**

It’s quite likely that a busy City Councilperson will not see or have time to address referring Neighborhood Council communications far enough in advance of critical Public Comment deadlines. Then Neighborhood Councils have lost their ability to voice their concerns or support for policy or critical legislative issues that affect their stakeholders. Moreover, the cause of this could be nothing more than a matter of the limited District staff resources or inefficient bureaucratic city protocol. These limitations are easily avoidable when Neighborhood Councils can advocate directly to the local, state, and federal legislators or agency staff responsible for the matters considered. Why should

Neighborhood Councils, who make efforts to meet deadlines on impacting local, state, and federal policy or legislative issues, be hindered by their City Councilperson from meeting commentary deadlines?

Requiring Neighborhood Councils to rely on the prompt actions of Councilpersons should not artificially constrain their ability to address pressing policy or legislative matters.

**4. When, assuming a City Council Member does initiate City action, limited resources, along with competing priorities of the City, result in either slow or no City action, or the delayed actions result in no advice rendered before deadlines arrive.**

If the City Council is unable to lobby or misses critical deadlines for Public Comment due to its inability to act or the inability of Departments to respond in time, then the consequence is that Neighborhood Councils lose their ability to voice their concerns or support for a critical policy or legislative issues that affect their stakeholders. The City and its inhabitants suffer when it fails to timely weigh in. The contributions of Neighborhood Councils fill the gap.

Stifling Neighborhood Councils from addressing important community issues by requiring them to rely on the prompt actions of the City Council or City Departments is obstructive. Current guidance is contrary to the Charter's intentions.

We believe it is our duty to our stakeholders to be able to advocate on their behalf to the local, county, state, and federal legislators and regulatory agencies, who are directly responsible for enacting legislative agendas and regulatory guidelines promptly.

Forcing Neighborhood Councils to address matters, which are solely the responsibility of local, state, or federal legislators, through the City Council, constrains Neighborhood Councils and results in unnecessary bureaucratic delay. It forces Neighborhood Councils to address their concerns to a level of government that has no jurisdiction or control over impending local, state, or federal legislative issues. It opens the opportunity to ignore those matters for purely political or bureaucratic reasons. These situations are anathema to the very system of Neighborhood Councils representing their communities at the grass roots level.

**Nowhere in Article IX of the City Charter does it explicitly prohibit Neighborhood Councils from directly contacting local, county, state, and federal legislators who represent them or non-city government agencies who have impacts on our local communities.**

Charter Article IX, Section 900, which expressly lays out the Purpose of the Department of Neighborhood Empowerment, and the creation of the Neighborhood Council system, states:

"To promote more citizen participation in government and make government more responsive to local needs, a citywide system of neighborhood councils and a Department of Neighborhood Empowerment is created. Neighborhood Councils shall include representatives of the many diverse interests in communities and shall have an advisory role on issues of concern to the neighborhood."

We point out that it says "government" implying all levels, not just the City.

**Similarly, contrary to what we are told, nowhere in the Charter are Neighborhood Councils restricted to communications solely with the City Council and its members. Neighborhood Councils are a separate, non-subordinate branch of local government, and therefore should not be under any obligation to channel their communications through City Council representatives.**

The Charter recognizes that direct communication between the Neighborhood Councils and their local, county, state, and federal policymakers and legislators are vastly superior to a system that requires the Neighborhood Councils to communicate and respond only through the City Council as an intermediary.

We hope that you will give this issue every consideration.

Respectfully yours,

[See attached support document](#)

Cc: Mayor Eric Garcetti

Councilmember Bob Blumenfield

Councilmember David Ryu

County Supervisor Sheila Kuel

Assembly Member Jesse Gabriel

State Senator Henry Stern

Nicholas Grief, Chief of Staff for Council Member David Ryu, and

Rob Wilcox, Community Engagement & Outreach Director, City Attorney Mike Feuer

**Item No. (6) Public Safety and Transportation Committee, Sheppard Kaufman Chair**  
**(20-021) Ordinance amending LAMC Section 63.41**

**To allow park rangers to be armed while on duty, in accordance with state law**

Discussion and possible action:

Motion for the WHWC Neighborhood Council Board to support amending LAMC Section 63.41 as presented by Councilmember Joe Buscaino, 15<sup>th</sup> District:

The Department of Recreation and Parks (RAP) currently has 22 sworn City of Los Angeles park rangers assigned to its Park Ranger Division. The staffing levels are anticipated to expand to 50 rangers by mid-2020. Every day, park rangers patrol the City's parks day and night, often in remote and desolate areas of the City, and assist other City law enforcement agencies, including the Los Angeles Police Department (LAPD). Approximately 70 percent of a ranger's daily duties are related to law enforcement activities and the first responder to an emergency in a City park is likely to be a park ranger.

Every sworn park ranger assigned to RAP's Park Ranger Division is required to complete a six-month Certified Academy Training Course, which includes, among other things, firearm training. The course is administered by California Police Officer Standard and Training (CAPOST), which regulates standards and training for all California law enforcement agencies throughout the state. CAPIST recognizes the City of Los Angeles Park Ranger Division and its sworn personnel as a law enforcement agency with full police powers to detain, arrest, book criminal violators, conduct investigations into criminal activity, and beyond. RAP park rangers are also considered full law enforcement officers under California Penal Code (CPC) section 830.1 and have full police powers throughout the State of California.

For the protection of the public and for the safety of all law enforcement officers in the City, it is necessary to amend LAMC section 63.41, to allow park rangers to be armed while on duty, as authorized by CPC §830.31 (b) which states, " a person designated by a local agency as a park ranger, who is regularly employed and paid in that capacity, and whose primary duty is the protection of parks, may be armed by their employing agency."

Park rangers should have the full ability to utilize all law enforcement tools and equipment to ensure the safety and security of the public under all circumstances.

I THEREFORE MOVE that the City Attorney be DIRECTED to prepare and present an ordinance amending LAMC Section 63.41 to allow park rangers to be armed while on duty, in accordance with state law.

I FURTHER MOVE that the Department of Recreation and Parks be DIRECTED to report back on the department's plans for Use of Force policies; tactics and training; partnership, if any, with the Los Angeles Police Department on Categorical Uses of Force Investigations; counseling and psychological evaluations following a Categorical Use of Force incidents; and the budgetary impacts of the proposed program to arm park rangers.

I FURTHER MOVE that the Department of Recreation and Parks and the Los Angeles Police Department be DIRECTED to report back with policies and procedures for the implementation of the proposed program to arm

park rangers. (By: Councilmember Joe Buscaino, 15<sup>th</sup> District)

**Therefore**, the Public Safety Committee of the Woodland Hills-Warner Center Neighborhood Council recommends the Board of the WHWCNC **support** Council File 20-0190 directing the City Attorney to present an amendment to LAMC 63.41 allowing the LA City Park Rangers to be armed and further directing the Department of Recreation and Parks and Los Angeles Police Department to report back to the City Council and Committees on the proposed policies and procedures for implementing the proposed program.

**Item No. (7) Public Safety and Transportation Committee, Sheppard Kaufman, Chair**  
**(20-022) Funding for a WHWC NC Booth at CD3/Blumenfield April 18, 2020 Emergency Preparedness Fair**

Discussion and possible action:

Motion to allocate up to \$100 from the Public Safety Committee budget for the purchase of refreshments and copy services for NC emergency prep handouts if the NC staffs a booth at the CD3 Emergency Preparedness Fair. The event takes place on 4/18/20 from 10am-2pm.  
These funds are currently allocated in the WHWCNC Budget. **ROLL CALL VOTE**

**Item No. (8) Public Safety and Transportation Committee – Sheppard Kaufman, Chair**  
**(20-023) Proposed Board Resolution requesting Funding for LAPD Dedicated Bike Patrol Experiment – Topanga Div/Woodland Hills - Ventura Blvd.**

Discussion and possible action:

MOTION: Whereas, a December 2018 Study of foot patrols conducted by the California Policy Lab, a unit of the University of California, showed a significant decrease in larceny thefts and assaults due to increased foot patrols; and other studies have shown a link between foot patrols and improved community/police relations –Public Safety Committee of the WHWC NC asks that, in order to create greater “street level” crime prevention and community engagement while maintaining the ability cover a longer area, the asks the board of the WHWC NC to request that Councilmember Blumenfield/CD3 Office work with the Los Angeles Police Department to provide supplemental funding of up to \$60,000 for a minimum 30 Day experimental dedicated bike patrol unit focused on the Ventura Blvd section of Woodland Hills to be deployed during the summer of 2020. This unit should be supplemental to regular patrol staffing and staffed with a dedicated group of officers.

Sources: [capolicylab.org](http://capolicylab.org) The Effect of Redeploying Police Officers from Plain Clothes Special Assignment to Uniformed Foot-Beat Patrols on Street Crime

**Item No. (9) Public Safety and Transportation Committee – Sheppard Kaufman, Chair**  
**(20-024) 5717 Rudnick Ave. Woodland Hills, 91367**  
**Proposed Board Resolution regarding the LAUSD Collins Street Elementary School Property**

Discussion and possible action:

The Woodland Hills-Warner Center Neighborhood Council (WHWC) respectfully submits the following Board Resolution, which is a follow-up to our November 2017 request that the LAUSD and City of LA create a plan to use the still abandoned Collins St. Elementary School site as a location for overflow parking generated by the successful programming and facilities at the Woodland Hills Recreation Center.

Let it be resolved that notwithstanding an earlier resolution submitted relating to school properties, we ask that the City and LAUSD explore the above mentioned use of the property as well as the site’s viability for a community center complex which could include a senior center, dedicated community meeting rooms, performing arts, additional youth services and even a dog park and Warner Center shuttle access point.



We request that the LAUSD update the community and Neighborhood Council on the status of the school site and that, if LAUSD analysis shows the site is not needed to support a future increase in student population due to area development, then the LAUSD and City should begin the process to use the site for community services.

Contact info :

Bob Blumenfield, City Councilmember CD3  
LAUSD Local District Northwest Superintendent Joseph Nacorda  
LAUSD Board Member Scott Schmerelson

**Item No. (10) PLUM Committee, Lauren Kaufman, Chair**  
**(20-025) AA-2018-1610-PMLA – lot split**  
**5063 N Medina Road, 91364**

Discussion and possible action:

Request for a preliminary parcel map subdivision pursuant to LAMC section 17.50 in order to split a property into two, (updated May 15, 2019, from request for three parcels originally) different legal properties in the R1-1 zone in the Canoga Park-Winnetka-Woodland Hills-West Hills Community Plan area.

Motion

As pertaining to Case AA-2018-1610-PMLA, having held two public meeting for an application for a preliminary parcel map subdivision pursuant to LAMC section 17.50 in order to split a single property into two legal properties in the R1-1 zone in the Canoga Park – Winnetka - Woodland Hills - West Hills Community Plan area, the Planning, Land Use and Mobility Committee hereby finds that:

WHEREAS, the subject property located at 5063 N Medina Road, 91364 is 21,000 square feet which would allow for two lots of a minimum of 10,000 sf; and

WHEREAS, each of the properties would have direct and separate access, one on Medina Rd. and the other on Tendilla Ave.; and,

WHEREAS, the proposed lot split apparently will not change the character of the community materially from the existing community development; and,

WHEREAS, the proposed lot split is in keeping with an R1-1 zoned community.

THEREFORE, the Planning, Land Use and Mobility Committee, for the findings stated herein above, recommend that the submitted application for the request for a preliminary parcel map subdivision pursuant to LAMC section 17.50 in order to split a property into two, legal properties in the R1-1 zone in the Canoga Park – Winnetka - Woodland Hills - West Hills Community Plan area receive the support of the Board of the Woodland Hills-Warner Center Neighborhood Council. Further the Planning, Land Use and Mobility Committee recommend that the Board of the Woodland Hills - Warner Center Neighborhood Council advise the City of Los Angeles Planning Department and Council District 3 Councilmember Bob Blumenfield of its findings, and its subsequent recommendation to supporting this application as presented on March 11th, 2020.

**Item No. (11) PLUM Committee, Lauren Coffman, Chair**  
**(20-026) ZA-2020-0032-CUB – A Conditional Use Permit at "The Boulevard", at 20600 W. Ventura Blvd,**  
**Woodland Hills, 91364, for on-site sales/dispensing of a full line of alcoholic beverages at a 180 seat restaurant**

Discussion and possible action:

Pursuant to LAMC Sec 12,23-W.1, a conditional use for on-site sales and dispensing of a full line of alcoholic beverages at a 180 seat restaurant, in an RA zone, with hours of operation of Monday - Sunday, 7 AM to 2 AM.

## **Motion**

As pertaining to Case ZA-2020-0032-CUB, having held one public meeting for the Conditional Use Permit, pursuant to the provisions of section 12.23-W.1 of the Los Angeles Municipal Code, to allow the sale and dispensing of a full line of alcoholic beverages for onsite consumption in conjunction with an existing 4,051 sq ft. location with total occupancy 135 and includes 101 indoors and 34 outdoors where alcohol sales are proposed, having the hours of operation from 7 AM to 11 PM daily within the Ventura Boulevard Specific Plan area.

WHEREAS, The request by the applicant is for authorization of a CUB to allow for the sale and serving a full line of alcohol; and,

WHEREAS, the applicant's proposed location for alcohol service is located completely on private property and has exclusive control over premises where alcohol is served,

THEREFORE, the Planning, Land Use, and Mobility Committee, for the findings and conditions stated herein, finds that the submitted application and plans by Michael Mach/Urban Society Restaurant, for the proposed Conditional Use Permit at "The Boulevard" located at 20600 W. Ventura Blvd, Woodland Hills, CA 91364, receive the support of the Board of the Woodland Hills-Warner Center Neighborhood Council for the requested actions contingent upon the following conditions:

## **Conditions**

1. All personnel acting in the capacity of manager or server at the premise shall attend a Standardized Training for Alcohol Retailers (STAR) session sponsored by the Los Angeles Police Department (LAPD).
2. The Petitioner(s) shall be responsible for maintaining free of litter, the area, and adjacent to the premises over which they have control.
3. No alcoholic beverage shall be consumed on any property adjacent to the licensed premises under the control of the licensees.
4. No intoxicated person or persons observed publicly drinking shall be admitted to the location,
5. The parking spaces allotted to the applicant on the premises shall be equipped with lighting of sufficient power to illuminate and make easily discernible the appearance and conduct of all persons on or about the parking lot.
6. No illuminated (i.e., neon) or alcohol advertising or digital signage of any type will be located in the windows or on the business storefront.
7. Signs shall be posted in English, and the predominant language of the facility's clientele, if different, that California State Law prohibits the sale of alcoholic beverages to persons who are under 21 years of age.
8. The applicant shall provide the Zoning Administrator a copy of each license suspension thereof or citation issued by the Los Angeles Police Department or State Department of Alcoholic Beverage Control upon such issuance.
9. No smoking of tobacco or recreational/medical marijuana products, including cigarettes, cigars, hookah, vape or water pipes either inside the location or on any outdoor patios.
10. That all exterior public space (front, side, and rear) will be illuminated with sufficient lighting for the police to identify all persons standing outdoors at night.

11. The business operator shall install video surveillance cameras and monitors inside the premises and cameras outside, which show the outside frontage area, to the satisfaction of the Police Department prior to the exercise of the grant. Evidence of compliance shall be submitted by the business operator to the Zoning Administrator. The business operator shall maintain the video for at least two weeks and have them made available to the Police Department upon request.

12. That the authorized use shall be conducted at all times with due regard for the character of the surrounding district, and the right is reserved by the Zoning Administrator to impose additional corrective conditions, if, in the Administrator's opinion, such conditions are proven necessary for the protections of persons in the neighborhood or occupants of adjacent property or to revoke or amend this authorization if conditions are not met, or operation of the site continues to constitute a nuisance.

13. At all times when the premises are open for business, the sale of alcoholic beverages shall be incidental to the sale of food.

14. There shall be no live entertainment, amplified music, or dancing permitted on the premises at any time.

15. These Conditions of Approval shall be retained on the property at all times and shall be produced immediately upon the request of a Police Officer. The manager shall be made aware of the Conditions and inform their employees of the same. The manager shall also maintain an emergency contact number for the property owner.

16. No person under age 18 shall serve or sell alcohol.

The Planning, Land Use, and Mobility Committee recommends that the Board of the Woodland Hills-Warner Center Neighborhood Council advise the City of Los Angeles Planning Department and Council District 3 Councilmember Bob Blumenfield of its findings, and its subsequent supporting recommendation to approve this application as presented on March 11th, 2020.

**Item No. (12) PLUM Committee, Lauren Coffman, Chair**  
**(20-027) AA-2019-5473-PMLA - subdivision of one 24,396.4 SF parcel into three parcels, and the demolition of the existing one family dwelling**

Discussion and possible action:

Pursuant to LAMC Section 17.56 A3-Parcel, subdivision located within the RS-1-Rio Zone. The property has one existing single family residence which will be demolished.

**Motion**

As pertaining to Case AA-2019-5473-PMLA, having held two public presentations for the application filed by Regina Minor of Arc Land Use & Entitlements, pursuant to LAMC Section 17.56 A3-Parcel, a subdivision located within the RS-1-RIO Zone, for the subdivision of one 24,396.4 SF parcel into three parcels, and the demolition of the existing one family dwelling, the Planning, Land Use and Mobility Committee hereby finds that:

WHEREAS, the Applicant has designed and submitted a Parcel Map that complies with the requirements of the zoning code as to lot size; and,

WHEREAS, the three parcels will be accessible by means of the current private road which will be gated at its entrance from Shoup Avenue; and,

WHEREAS, the gate will be inset on the private road so as to allow one or two cars to be in a queue on the private road without hindering traffic on Shoup Avenue while accessing the gate access monitor; and,

WHEREAS, maintenance of the private road, security gate operation, landscaping maintenance along the private road, trash pick-up, security lighting along the private road, etc will be the responsibility of a Homeowners Association, which, establishment of and participation in, will be required to be part of the sale of each property; and,

WHEREAS, the PLUM committee has circulated flyers to the immediate neighbors inviting them to the PLUM mtg. on 3.5.20 to see the proposed project and express their point of view;

THEREFORE, IT IS HEREBY RESOLVED, that the Planning, Land Use and Mobility committee, for the findings and conditions stated herein, finds that the submitted application submitted by the applicant, Regina Minor of Arc Land Use & Entitlements , receive the support of the Board of the Woodland Hills - Warner Center Neighborhood Council for the requested action contingent upon the following conditions:

**Conditions**

1. The Home Owner's Association (HOA) shall be established before the parcels are sold.
2. Security lighting along the private driveway, will be provided and maintained by the HOA.
3. Private Trash pick-up will be scheduled and maintained by the HOA and residents living along the Private Street.
4. Debris, including branches and leaves from adjacent trees and landscaping will be maintained by the HOA and residents along the Private Street.

The Planning, Land Use and Mobility Committee recommends that the Board of the Woodland Hills - Warner Center Neighborhood Council advise the City of Los Angeles Planning Department and Council District 3 Councilmember Bob Blumenfield of its findings, and its subsequent supporting recommendation for this application for the permit request as presented on March 11, 2020.

**Item No. (13) Governance Committee, Don Patterson, Chair**  
**(20-028) Board approval of Revised WHWCNC Bylaws**

Discussion and possible action:

***The accompanying proposed-DRAFT Revised Bylaws are technical. Board members and stakeholders are encouraged to read them in advance of the board meeting. Any suggested edits or amendments must be submitted to the motion maker, Secretary and Asst. Secretary in writing at the board meeting.***

Motion by the Governance Committee to introduce and the Board to approve the attached proposed revisions to the Woodland Hills Warner Center Neighborhood Council Bylaws. Deadline for final approval is April 15, 2020.

**See attached revised Bylaws**

**Item No. (14) Governance Committee, Don Patterson, Chair**  
**(20-029) Board approval of Revised WHWCNC Standing Rules**

Discussion and possible action:

***Board members and stakeholders are encouraged to read the Revised Standing Rules in advance of the board meeting. Any suggested edits or amendments must be submitted to the motion maker and Secretary and Asst. Secretary in writing at the board meeting.***

Motion by the Governance Committee to introduce and the Board to approve the attached proposed revisions to the Woodland Hills Warner Center Neighborhood Council Standing Rules.

**See attached revised Standing Rules**

### 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, Tim Root  
Youth member – Ved Kulkarni

**Announcements: The next Board meeting will be held in April, 2020 . Visit the website calendar page at [wh.council.org](http://wh.council.org) for the date and time.**

Meeting dates for or the upcoming 2020 -2021 year; the proposed Board meeting are usually 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)