



## AGENDA – WHWCNC FULL BOARD MEETING

Wednesday, June 10, 2020 - 6:30 p.m. to 10:00 pm

### VIRTUAL MEETING BY TELECONFERENCE

#### VIRTUAL MEETING TELECONFERENCING and PHONE NUMBER FOR PUBLIC PARTICIPATION

In conformity with the Governor's Executive Order N-29-20 (MARCH 17, 2020) and due to concerns over COVID-19, the Woodland Hills-Warner Center Neighborhood Council meeting will be conducted entirely telephonically.

Every person wishing to address the Neighborhood Council must dial +1 669 900 6833, and enter Webinar ID # 976 3450 6851 and then press # to join the meeting. Instructions on how to sign up for public comment will be given to listeners at the start of the meeting. The public is requested to dial \*9, when prompted by the presiding officer, to address the Board on any agenda item before the Board takes an action on an item.

Code of Conduct - WHWCNC Standing Rule 19: see attached document posted with this agenda - all board members and stakeholders shall comply with the WHWCNC Code of Conduct when making public comment.

#### GENERAL PUBLIC COMMENT ON NON AGENDA ITEMS

**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 the Department of Neighborhood Empowerment by email: [NCsupport@lacity.org](mailto:NCsupport@lacity.org) or phone: (213) 978-1551.

**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 on our website at : [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) 639-9444 or email: [j.fletcher@whcouncil.org](mailto:j.fletcher@whcouncil.org)

**PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS** – The public is requested dial \*9, when prompted by the presiding officer, 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 two minutes per speaker, unless adjusted by the presiding officer of the Board.

**SERVICIOS DE TRADUCCIÓN** - Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte a Joyce Fletcher de la Mesa Directiva, al [j.fletcher@whcouncil.org](mailto:j.fletcher@whcouncil.org) o por correo electrónico avisar al Concejo Vecinal.

**Notice to Paid Representatives** - If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code §§ 48.01 et seq. More

information is available at [ethics.lacity.org/lobbying](https://ethics.lacity.org/lobbying). For assistance, please contact the Ethics Commission at (213) 978-1960 or [ethics.commission@lacity.org](mailto:ethics.commission@lacity.org)

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

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

## **AGENDA**

Call to Order

Pledge of Allegiance

Roll Call

### **Public Announcements:**

Office of Councilmember Bob Blumenfield – if available

Office of other Local and State Officials – if available

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: Minutes - February 10, 2020 - provided by Asst. Secretary Karen DiBiase**

**Minutes - May 13, 2020 - provided by Asst. Secretary Karen DiBiase**

**Minutes - May 19, 2020 - provided by Asst. Secretary Karen DiBiase**

### **A. Officer Reports:**

**President** - Joyce Fletcher - Board members need to read all emails from LA City Departments as they contain information related to what is happening in all City Departments and contains requests for the WHWCNC to provide written comment.

Information from Empower LA related to various topics that will affect NC's.

End of this fiscal year and the new fiscal year Administrative Packet to be approved July 8, 2020

**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**

#### **(20-025) Monthly Expense Report (MER) – May 2020**

Discussion and possible action:

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

See support document for May 2020 MER

ROLL CALL VOTE

**Item No. (2) PLUM Committee - Lauren Coffman, Chair**  
**(20-026) ZA-2020-0032-CUB - onsite sales and dispensing of a full line of alcohol at a restaurant**  
**20600 West Ventura Blvd., Woodland Hills 91364**

Discussion and possible action:

**MOTION:** Motion for the board to approve the following findings and resolution:

**Description:**

A conditional use permit is sought to allow the sale of a full line of alcoholic beverages at a 135- seat restaurant, in an RA zone, with hours of operation of Monday through Sunday from 7 AM to 2 AM. The location is within an apartment complex known as The Boulevard.

**ANALYSIS:**

Existing Site Conditions: The application is for a single location within a 190,691 sq ft apartment house. The proposed restaurant where the conditional use will apply is a ground floor, 4,051 sq ft. location with a total occupancy of 135, according to the Los Angeles Fire Department. The seating includes 101 indoors and 34 outdoors where alcohol sales are proposed. All sales and restaurant facilities are entirely located on private property. The location provides 50 shared parking spaces. There is no plan to expand the floor space. There is offsite parking on Ventura Blvd. The site is not within 1,000 feet of a Church or School. There will be no entertainment component, dancing, music, or any other adult entertainment. There are no LAPD complaints associated with the site. Food will be sold on-site, and alcohol will be sold only with a food purchase. There will be no alcohol sales for offsite consumption. There will be no sales of commemorative mugs or glasses. Alcohol sold in cans or bottles will not exceed 750 ml. The facility complies with the Caldera Bill, Secs. 23958 and 23958.4 as the establishment is a restaurant.

**RESOLUTION**

As pertaining to Case ZA-2020-0032-CUB, having held one public PLUM meeting March 5<sup>th</sup>, 2020 and a full board meeting on June 10, 2020 to review an application for a 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 on-site 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 applicant request 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 entirely 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 protection 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 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 supporting recommendation to approve this application as presented on June 10<sup>th</sup>, 2020.

**ROLL CALL VOTE**

**Item No. (3) PLUM Committee - Lauren Coffman, Chair**

**(20-027) AA-2019-5473-PMLA - Subdivision of one 24,396.4 square foot parcel into three parcels  
6738 Shoup Avenue, West Hills, CA 91367**

Discussion and possible action:

**Project Description:**

Pursuant to LAMC Section 17.56 A3-Parcel, the project is a request for a subdivision located within the RS-1-RIO Zone. The property has one existing one 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 June 10, 2020.

**ROLL CALL VOTE**

**Item No. (4) President, Joyce Fletcher**  
**(20-028) Funding for Wish Upon and Angel Foundation**

Discussion and possible action:

**Covid-19 Outreach funding: Wish Upon an Angel Non-Profit**

Motion to spend \$1,000 (One-Thousand Dollars) from the General Outreach Budget line item to support Wish Upon an Angel, a 501(c)(3). Funding will be used solely to support the organization's work for the Canoga Park Senior Citizens Center to purchase groceries and essentials to assist area seniors in Woodland Hills and the West Valley..

Per Empower LA, this funding can be taken from the General Outreach Budget and does not require an NPG and support documents. See attached IRS Document.

**ROLL CALL VOTE**

**Item No. (5) Treasurer, Paul Lawler and President, Joyce Fletcher**  
**(20-029) Funding Deadlines**

Discussion related to end of fiscal year July 2019 to June 30 2020.

**Important Fiscal Deadlines:**

**May 20th, 2020** - Final date to submit event requests scheduled through July 15th, 2020

**June 8th, 2020** - Deadline to receive refund checks to ensure reimbursed funds are credited back to the NC's account this Fiscal year

**June 15th, 2020** - Final date to submit a check payment request, including NPG applications (normally June 1st every year)

**June 20th, 2020** - Final date to make purchases with the NC bank card

**June 30th, 2020** - Deadline to submit Encumbrance Requests

**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 regular Board meeting will be held on July 8, 2020 by teleconference. Please visit the website calendar page at [whcouncil.org](http://whcouncil.org) for the date and time. NOTICE: due to the coronavirus the Woodland Hills-Warner Center Neighborhood Council may hold a webinar SPECIAL MEETING if needed. Please visit the website calendar page to see if there is a Special Meeting posted.**

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.

**Due to COVID 19 all in person meetings have been moved to virtual teleconference.**

**HOWEVER, please check the [www.whcouncil.org](http://www.whcouncil.org) website calendar page for any changes that may occur.**

### **Adjournment of meeting:**

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\*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)