



**AGENDA – Woodland Hills- Warner Center Neighborhood Council**  
**FULL BOARD MEETING**

**Wednesday, July 14, 2021 - 6:30 p.m. - 10:00 p.m.**  
**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 either [dial +1 669 900 6833](tel:+16699006833) or go online via Zoom and enter [Webinar ID # 964 9371 2127](https://zoom.us/j/96493712127) 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. When calling-in telephonically, 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. Zoom users should use the “raise hand” feature.

**\*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 (1) minute per speaker.*

**\*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.

**General Public Comment is limited to (1) minute per speaker and 20 minutes total.**

*All Public comment is limited to 1 minute per speaker, unless adjusted by the presiding officer of the Board.*

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**AGENDA**

Call to Order  
Pledge of Allegiance  
Roll Call

**Public Announcements:**

Office of Councilmember Bob Blumenfield - if available	(5 minutes)
Office of Local and State Officials – if available	(3 minutes each)
Other Local Agencies – if available	(2 minutes each)

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

**General Public Comment is limited to (1) minute per speaker and 20 minutes total.**

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## **I. Organization, Operation, Policies, & Procedures:**

### **Item No. (1) Assemblymember Jesse Gabriel** **(21-057) Swearing-in the New Board**

The new board will be sworn in by Assemblymember Jesse Gabriel and the board will take the Neighborhood Council Oath of Office. Thank you to members who are retiring from the board.

#### *NC Oath of Office*

I will faithfully and impartially promote participation in City governance, actively carry out my responsibilities, and will observe the laws, bylaws, and policies of the Woodland Hills-Warner Center Neighborhood Council.

I pledge to represent my neighborhood with dignity, integrity and pride.

I will encourage other points of view, even when they differ from my own.

I will respect, value, and consider everyone's opinion.

I will find the good in my neighborhood and praise it and promote it.

To my neighbors, and to the neighborhoods throughout the City of Los Angeles,

I pledge to do these things to the best of my ability.

### **Item No. (2) EmpowerLA, Vanessa Serrano** **(21-058) Bylaw Article VI Officers, Section 4: Officer Terms**

Discussion and possible action:

Motion for the board to waive Article VI Officers, Section 4: Officer Terms, to allow Joyce Fletcher to be nominated to run for the office of President.

**Article VI Officers, Section 4: Officer Terms:** No President or Vice-President shall serve more than two (2) consecutive two (2) year terms in that office unless this provision is waived by a two-thirds (2/3) vote of the Board.

Roll Call Vote

### **Item No. (3) Joyce Fletcher, President** **(21-059) Officer Elections**

President

Vice President

Treasurer

Secretary

Parliamentarian

Roll Call Vote

## **2. Items for Discussion and Possible Action: all votes taken require a roll call vote.**

### **Item No. (4) President** **(21-060) Approval of the Minutes**

**Approval of Minutes: Board Meeting – June 9, 2021**

[See posted support document](#)

**(5 minutes)**

Roll Call Vote

**Item No. (5) Treasurer**  
**(21- 061) May 2021 - MER**

Discussion and possible action:

**(10 minutes)**

Motion to approve the WHWCNC Budget/Fiscal Year 2020-2021 Monthly Expense Reconciliation [MER] for May 2021.

[See posted support document](#)

[Roll Call Vote](#)

**Item No. (6) Treasurer**  
**(22-062) Administrative Budget Packet for 2021-2022**

Discussion and possible action:

**(15 minutes)**

Motion for the board to approve the Neighborhood Council Funding Program Administrative Packet – General Budget for fiscal year 2021-2022 and review the Financial Officers Letter of Acknowledgement & Agreement.

[See posted support documents](#)

[Roll Call Vote](#)

**Item No. (7) Education Committee – Chair, Reina Cerros-McCaughey**  
**(21-063) NPG – Funding Request - Calvert Charter Elementary School**

Discussion and possible action:

**(15 minutes)**

**On May 12, 2021, the board approved a motion to provide funding for a NPG for \$2000.00 from Budget line-item - NPG General Fund - for Calvert Charter Elementary School to provide shade structures.**

***On June 1, 2021 the City Clerk stated the following in an email:*** Unfortunately, we have denied your request for the following reasons:

The application states the funds are required on July 21, 2021, which is next fiscal year. Please revote on this NPG at the upcoming fiscal year.

Therefore, the Education Committee resubmits the NPG for re-vote and approval of the board.

Motion for the board to approve a NPG for \$2,000 from Budget line-item NPG General Fund for Calvert Charter Enriched Studies Elementary school to provide shade structures. The grant will be used to directly help pay for much needed shade for the students. Calvert Charter for Enriched studies serves students from all over Woodland hills, and surrounding areas, Calvert Charter for Enriched Studies is in Woodland Hills Warner Center, Area 1, the school serves a predominant population of Title 1 students, total students enrolled is 336. In this post pandemic world, students will spend a great deal of time outside making this project even more beneficial and relevant to Calvert students.

[See posted support documents](#)

[Roll Call Votes](#)

**Item No. (8) PLUM Committee - Chair, Lauren Coffman**  
**(21-064) Sage Brush Cantina - Conditional Use Permit (CUP) Renewal Application**  
**23527 Calabasas Road, Woodland Hills, 91302**

Discussion and possible action:

**(15 minutes)**

The Sagebrush Cantina has been a Woodland Hills landmark since 1976, and is one of the largest restaurant and entertainment sites in Los Angeles. The applicant is seeking to renew (approved 7 times previously) their existing CUP entitlement for on-site alcoholic beverage service (full line of alcoholic beverages), on-site consumption, live entertainment, and patron dancing (indoor and outdoor dance floors) in conjunction with an existing 11,300 SF restaurant, indoor and outdoor dance floors, and performance stage. All existing conditions will be extended with the CUP renewal. The restaurant can accommodate 820 indoor and outdoor dining patrons, and will have operating hours and alcohol sales from 11 AM to 12 Midnight Monday through Wednesday, 11 AM to 1:30 AM on Thursday, 9:30 AM to 1:30 AM Friday, 9 AM to 1:30 AM Saturday, and from 9 AM to 12 Midnight on Sunday. The site has a special cultural/historic landmark designation in that it is located on part of the Leonis Adobe property.

**Motion pertaining to Sagebrush Cantina at 23527 Calabasas Road, Woodland Hills, CA 91302.**

As pertaining to **Case ZA-99-2667- ZV-PAD-PA7**, having held one public meeting for:

An approval to renew an existing Conditional Use Permit for a CUB allowing for a full line of alcohol on-site consumption in an existing 11,300 SF landmark restaurant with a dedicated bar area, indoor and outdoor dance floors, and performance stage in the facility. The renewal request is to maintain the existing hours of operation, all existing permits and all existing conditions of operation.

**WHEREAS**, the applicant attests that the following is true:

- 1) The establishment has been in continuous operation at the same location since 1974, and maintains permits to operate a restaurant, separate bar area, dance floor(s) and an entertainment stage; and
- 2) There is more than the required amount of parking spaces and handicapped spaces, and that additional parking is available on the Leonis Adobe site adjacent to the restaurant; and,
- 3) The establishment has not been the subject of nuisance abatement and has not been issued any citations or violations by the LAPD; and,
- 4) The establishment meets the indoor and outdoor seating limits of the Restaurant Beverage Program; and,
- 5) The establishment is not a drive-through fast-food restaurant; and,
- 6) The restaurant is not part of a multi-tenant entitlement; and,

- 7) The existing hours of operation will be continued, and the facility will have restaurant service and alcohol sales from: 11 AM to 12 Midnight Monday through Wednesday; 11 AM to 1:30 AM on Thursday; 9:30 AM to 1:30 AM Friday; 9 AM to 1:30 AM Saturday; and from 9 AM to 12 Midnight on Sunday. There will be no after-hours use of the establishment, other than routine cleanup and maintenance; and,
- 8) There is no minimum drink purchase required of patrons; and,
- 9) No employee, while working, is allowed to solicit or accept any alcoholic or non-alcoholic beverage from any customer while on the premises; and,
- 10) Outdoor food and beverage service shall be limited to seated patrons; and,
- 11) All portions of the restaurant used for private events are subject to all these provisions and hours of operation stated herein; and,
- 12) Complaints shall be responded to within 24 hours by the restaurant. The restaurant shall maintain a log of all calls and emails, detailing the date the complaint was received, the nature of the complaint, and the manner in which the complaint was resolved. This log shall be made available to the Department of City Planning upon request. Within the restaurant, the interior shall be adequately illuminated so as to make discernible all objects and persons, or have a minimum average surface illumination of 2.0 foot-candles (21.5 lx); and,
- 13) The restaurant shall take all reasonable steps to ensure the conditions and activities on the premises and within the parking areas under its control do not adversely affect or detract from the quality of life for near-by properties, property owners, and businesses; and
- 14) Within 24 hours of its occurrence, all graffiti on the property under the restaurant's control shall be removed or painted over to match the color of the surface to which it is applied; and,
- 15) All trash and recycling bins under control of the restaurant shall be kept closed and locked at all times when they are not in use, and shall be maintained such that they do not overflow; and,
- 16) The restaurant shall comply with California Labor Code 6404.5 which prohibits the smoking of tobacco or any non-tobacco substance, including from electronic smoking devices or hookah pipes, within any enclosed place of employment; and,
- 17) The owner or the operator will reapply under the Restaurant Beverage Program if there is:  
(A) a change in State alcohol license type or (B) a modification to the floor plan, including, but not limited to, floor area or number of seats or (C) a change in the ownership or the operator of the restaurant or (D) the existing CUB will expire within the next 12 months; and,
- 18) The City shall have the authority to conduct inspections to verify compliance with any and all of these requirements; and,

19) A copy of the approval requirements from City Planning shall be retained on the premises at all times and produced upon request by the Police Department, the Department of Building and Safety, the Department of City Planning, or the California Department of Alcoholic Beverage Control; and,

20) Prior to the Conditional Use Permit final approval, the owner and operator shall execute and record a covenant and agreement satisfactory to the Director of Planning, acknowledging that the owner and operator shall agree to comply with each of the provisions set forth in the determination letter. A certified copy bearing the Recorder's number and date shall be provided to the Department of City Planning. The agreement shall run with the land and shall be binding on any subsequent owners, heirs or assigns. The agreement with the requirements attached must be submitted to the Department of City Planning for approval before being recorded; and,

**WHEREAS**, the above conditions follow the proposed requirements for the current Restaurant Beverage Program;

**THEREFORE, IT IS HEREBY RESOLVED** that the Planning, Land Use and Mobility Committee of the Woodland Hills - Warner Center Neighborhood Council, for the statements stated herein, recommends that this PLUM Motion regarding the Conditional Use Permit application and plans submitted on behalf of the Sagebrush Cantina located at 23527 Calabasas Road, Woodland Hills, CA 91302, receive the **support** of the Board of the Woodland Hills Warner Center Neighborhood Council.

**FURTHER**, 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 recommendation to **APPROVE** this application as presented on July 14, 2021.

### **3. Area Reports – (20 minutes)**

Area 1 - Aaron Quantz, Karen DiBiase, Mark Schwartz, Reina Cerros-McCaughey

Area 2 – Arturo Valasquez, Paul Lawler, Sean McCarthy, Kathleen Barth

Area 3 – Nancy McLean, Angela Dawson, John Sandy Campbell, Alex Farassati

Area 4 – Brian Archibald, Martin Lipkin, Dena Weiss, Alan Semsar

Area 5 – Austin Rocker, Lisa Meyer, Peter Fletcher

Area 6 – Leslie Simon, Mihran Kalaydjian, Heath Kline, Lauren Coffman

Area 7 – Ginny Sand, Joyce Fletcher, Houtan Hormozian

At-Large – Sam Evans, Eric Spitzer

Youth Member – Vacant

### **4. Committee Reports - (20 minutes)**

Budget Committee – Paul Lawler and Joyce Fletcher, Co-Chairs

Community Services Committee – Joyce Fletcher, Chair

Education Committee – Reina Cerros McCaughey, Chair

Environmental & Beautification Committee – Karen DiBiase, Chair

Governance Committee – Vacant, Chair

Homelessness Committee – Vacant, Chair

PLUM Committee – Lauren Coffman, Chair

Public Safety and Transportation Committee – Vacant, Chair  
Technology & Community Outreach Committee – Peter Fletcher, Chair  
WHIP Committee – Heath Kline, Chair  
Alliance – West Valley Neighborhood Alliance on Homelessness (WVNAH) – Vacant  
Ad-hoc - Westfield Promenade 2035 Project – Joyce Fletcher, Chair  
Ad Hoc Committee – Measure A. Parks Program - Peter Fletcher, Chair  
Ad Hoc Committee – Arts Fees and Cultural Amenities - Lauren Coffman, Chair

***Announcements:***

**The next Regular Board meeting will be held on August 18, 2021, by teleconference. Please visit the calendar page at [whcouncil.org](http://whcouncil.org) for the complete details and to confirm the date and time.**

Meeting dates for 2021 -2022 year: Full Board meeting are held 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. Check the NC calendar for updated meeting schedules.

**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:**

**\*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) and go to the website Calendar page and click on the date – Board meetings are held on the second Wednesday of each month. Check the calendar for any change of meeting date and/or time.
- You can also receive our agendas via email by subscribing to L.A. City’s Early Notification System at <https://www.lacity.org/subscriptions>

**\*RECONSIDERATION AND GRIEVANCE PROCESS** - For information on the WHWCNC process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related

to this Council, please consult the WHWCNC Bylaws. The Bylaws are available at our website at [www.whcouncil.org](http://www.whcouncil.org)

**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](http://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)