



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

**Wednesday, May 11, 2022, 6:30 pm**  
**VIRTUAL MEETING BY TELECONFERENCE**

Zoom Meeting Online or By Telephone  
(<https://us02web.zoom.us/j/96493712127> )  
Dial (1 669 900 6833) to Join the Meeting  
Then Enter This Webinar ID: 964 9371 2127 and Press #

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

In conformity with the September 16, 2021 Enactment of California Assembly Bill 361 (Rivas) and due to concerns over COVID-19, the Woodland Hills-Warner Center Neighborhood Council meeting will be conducted entirely telephonically with a call-in option or internet based service option.

Every person wishing to address the Neighborhood Council must either dial 1 669 900 6833 or go online via Zoom and enter Webinar ID # 964 9371 2127 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.

**AB 361 Updates:** Public comment cannot be required to be submitted in advance of the meeting, only real-time public comment is required. If there are any broadcasting interruptions that prevent the public from observing or hearing the meeting, the meeting must be recessed or adjourned. If members of the public are unable to provide public comment or be heard due to issues within the Neighborhood Council's control, the meeting must be recessed or adjourned.

Any messaging or virtual background is in the control of the individual board member in their personal capacity and does not reflect any formal position of the Neighborhood Council or the City of Los Angeles.

**\*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 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 (3 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.*

**Notice: Candidates running for elections in LA and California: Individual candidates may speak about their candidacy for (1) minute during Public Comment on Items Not On The Agenda.**

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

**All comment is limited to 1 minute per speaker, unless adjusted by the presiding officer of the Board.**  
**Time limits set for each agenda item may be adjusted by the presiding officer of the Board. Time limits may vary so the public is encouraged to join the meeting several minutes PRIOR to a specific agenda item being discussed.**

**A. Approval of Minutes:** Board Meeting – April 13, 2022 (5 minutes)  
See posted support document. Roll Call Vote

**B. Officer Reports** (10 minutes)

#### **President – Joyce Fletcher**

**Committees:** As board members serve a four-year term, committees are reviewed at the end of each fiscal year, so board members can have the opportunity to serve on more than one committee during their term of office. All board members will receive a document with committee descriptions and a committee request form to fill out; for you to request the committees you would most like to serve on and possibly chair for fiscal year July 2022-July 2023.

Per the Bylaws - Chairs are appointed by the President of the Board, committees are appointed by the President and Vice President of the Board with concurrence of the other Officers.

**Angela Dawson** has resigned from the board to move out of state.

**Sean Pilz** has resigned from the board to accept a job with Councilmember Blumenfield.

**Vacant board seats on the WHWCNC** - At Large Alternate, Area 3 Alternate, Area 4 Alternate, Area 5 Business, Area 5 Alternate, Area 7 Alternate

#### **Vice President – Dena Weiss**

#### **Treasurer – Paul Lawler**

**After the May 11<sup>th</sup> board meeting, the board cannot approve any further NPG, event or grant requests, to be paid using current fiscal year funds. Operating expenses will continue to be paid. See posted budget.**

#### **City Clerk End of the Year 2022 Fiscal Deadlines**

- May 20 - Final date to request an event approval for the current fiscal year using current fiscal year funds;
- June 1 - Final date to submit a check payment request using current fiscal year funds (NPG's)
- June 20 - Final day for any bank card transactions using current fiscal year funds

**The 2022-2023 Fiscal Year Administrative packet** will be approved at the June 8<sup>th</sup> Board Meeting to ensure new fiscal year funding will be available on July 1, 2022

#### **Secretary – Karen DiBiase**

#### **Parliamentarian – Sean McCarthy has resigned as Parliamentarian**

The Election for Parliamentarian will be held at the June 8, 2022 Board Meeting  
Election information and a job description will be provided in writing to all board members.

## **2. Items for Discussion and Possible Action:**

### **Item No. (1) Treasurer, Paul Lawler** **(22-051) March 2022 MER**

Discussion and possible action: (5 minutes)

Motion for the board to approve the March 2022 Monthly Expenditure Report (MER).

[See posted support documents](#)

[Roll Call Vote](#)

### **Item No. (2) Treasurer, Paul Lawler** **(22-052) April 2022 MER**

Discussion and possible action: (5 minutes)

Motion for the board to approve the April 2022 Monthly Expenditure Report (MER).

[See posted support documents](#)

[Roll Call Vote](#)

### **Item No. (3) President, Joyce Fletcher** **(22-053) Funding for WHWCNC Zoom Licenses**

Discussion and possible action: (5 minutes)

Per request by EmpowerLA: As of the new fiscal year each NC is required to pay for their zoom license.

Motion for the board to approve funding for \$400.00 from General Operations to purchase two WHWCNC zoom licenses to hold NC zoom meetings for fiscal year 2022-2023.

Each license costs \$200.00. How the second license can be used will be determined by EmpowerLA.

### **Item No. (4) Outreach Committee – Chair, Peter Fletcher and Vice Chair, Kathleen Barth** **(22-054) Funding Request - WHWCNC Board Member Business Cards**

Discussion and possible action: (5 minutes)

Motion for the board to approve funding up to \$360.90 from the General Outreach fund for the purchase of board member business cards. Each board member will be provided 100 business cards.

Total: 3,000 business cards or 30 X 100

See the posted support document for a photo of our standard WHWCNC Business card.

The posted invoice is for (1) box of 100 cards = \$12.03 for each board member

[See posted support document](#)

[Roll Call Vote](#)

### **Item No. (5) Public Health and Homeless Committee - Sam Evans, Chair** **(22-055) Funding Request – NPG for New Friends Homeless Center**

Discussion and possible action: (10 minutes)

Motion for the board to approve funding for \$1,500.00 from the General NPG fund for a Neighborhood Purpose Grant for New Friends Homeless Center.

New Friends Homeless Center is dedicated to feeding the unhoused and food insecure in our community. In addition to meals, we offer our guests free clothing, hygiene kits, pet food, water and extra food packs. We are staffed by a group of over 30 volunteers from the community who provide personal attentive services designed to bring encouragement into the lives of the less fortunate. The financial demand for providing our services has escalated as the numbers have grown due to the pandemic. This grant will help support our ability to provide meals and other necessities.

[See posted support document](#)

[Roll Call Vote](#)

**Item No. (6) PLUM Committee – Lauren Coffman, Chair**  
**(22-056) Case No. PCSV-2021-6207-SPE-CU-SPR-SPP and ENV-2021-6208-EAF**  
**Tommy's Drive thru Restaurant - 20032 Ventura Blvd, Woodland Hills, CA 91364**

Discussion and possible action:

(15 minutes)

Pursuant to LAMC section 12.24-U,V & W, a request for a conditional use to permit a drive-thru fast food establishment located in the C1.5 / Limited Commercial zone.

Pursuant to LAMC section 12.24-U,V & W, a request for conditional use to allow hours of operation 24 hours a day-seven days a week. There will be no dining or food served inside the restaurant.

As pertains to Case ZA-2019-5326-CU-SPP-SP, having held three public meetings (virtual) for the application filed by Richard Herman, representing Koulox Industries (Original Tommy's). regarding a development in the Ventura-Cahuenga Boulevard Corridor Specific Plan area of Woodland Hills, the Planning, Land Use and Mobility Committee hereby finds that:

WHEREAS, the Applicant has requested a conditional use to permit a drive- thru fast-food establishment located in the Ventura/Cahuenga Specific Plan Zone The zoning for this site is C1.5 / Limited Commercial. Pursuant to LAMC section 12.24-U, V & W, and

WHEREAS, the applicant is requesting a site plan review for a change of use to drive-through fast food establishment resulting 556 daily trips as determined by the department of transportation; and

WHEREAS, the PLUM committee believes that the vehicular ingress/egress and internal circulation reviewed and approved by the Department of Transportation (LADOT) is correct

THEREFORE, IT IS HEREBY RESOLVED that the Planning, Land Use and Mobility Committee, for the findings stated herein, finds that the submitted application submitted by the applicant Richard Herman for Koulox Industries will be supported by the WHWCNC Plum committee.

\* The conditional use to permit a drive-thru fast-food establishment located in the Ventura. Cahuenga Specific Plan Zone. The zoning for this site is C1.5 / Limited Commercial.

\* The change of use to drive-through fast food establishment resulting in 556 daily trips as determined by the department of transportation (LADOT).

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 PLUM's findings and its subsequent supporting recommendation to approve this application as presented on May 5, 2022

[See posted support document](#)

[Roll Call Vote](#)

**Item No. (7) PLUM Committee – Lauren Coffman, Chair**  
**(22-(057) Case ZA-2022-1222-CUB and ENV-2022-122—CE**  
**Fogo De Chao Restaurant - 6263 North Topanga Canyon Blvd., Woodland Hills, 91367**

Discussion and possible action:

(15 minutes)

Application for a Type-47 ABC (CUB) Conditional Use Permit to allow the sale and dispensing of full line of alcohol for on-site consumption in a new Fogo de Chao Brazilian steakhouse restaurant (Dallas, TX-based chain) located in the new Q-Topanga mixed-use project in the Topanga District of Warner Center. The 7,310 square-foot indoor restaurant and 1,177 square-foot outdoor patio will have 232 indoor seats and 56 outdoor patio seats. Proposed hours of operation are from 11:00 a.m. to 11:00 p.m., daily. Valet parking is in the building and additional spaces are in the adjacent, fully developed surface shopping center lot that can accommodate 300+ cars. The site meets all regulations for DAV parking and ramps.

**Motion:**

Having held one virtual (Zoom) public meeting and presentation for the application ZA-2022-1222-CUB/ENV-2021-1223-CE concerning a Conditional Use Beverage Permit (Type 47) for the sale and dispensing a full line of alcoholic beverages by Fogo de Chao Restaurant at 6263 North Topanga Canyon Blvd., 91367, the Woodland Hills-Warner Center Neighborhood Council Planning, Land Use and Mobility Committee hereby finds that:

WHEREAS the Applicant will be opening this restaurant in a completely new mixed-use building in the WCSP 2035 Topanga District; and

WHEREAS the proposed hours of operation will be from 11:00 a.m. to 11:00 p.m. daily; and

WHEREAS, the restaurant has provided site plans that show it will meet requirements for separating the patio area from the pedestrian walkway; and

WHEREAS the primary use of the site is to provide a unique dining option for the community, and alcohol sales will be an incidental use at this site; and

WHEREAS any alcoholic beverages sold or dispensed for consideration shall only be for consumption on the premises and shall be served at tables or sit-down counters by authorized employees of the restaurant.

THEREFORE, The Planning, Land Use and Mobility Committee (PLUM), based on the findings and condition(s) stated herein, supports approval of the submitted application for a CUB (Type 47-full service of alcoholic beverages) by Fogo de Chao Restaurant at 6263 North Topanga Canyon Blvd., and recommends the Board of the Woodland Hills - Warner Center - Neighborhood Council adopt this motion supporting approval as its own, as was presented May 5, 2022 at PLUM, and on May 11, 2022 to the Board, contingent upon the following condition(s):

**Condition(s)**

- All employees involved with the sale of alcoholic beverages shall enroll in the Los Angeles Police Department "Standardized Training for Alcohol Retailers" (STAR), or substantially equivalent.
- Any alcoholic beverages sold or dispensed for consideration shall only be for consumption on the premises and shall be served at tables or sit-down counters by employees of the restaurant

- Food service shall be made available at all times during normal operating hours.
- Gates on the patio shall have closing mechanisms mounted on the inside of the patio to prevent entry from the sidewalk.
- There shall be no adult entertainment of any type pursuant to Los Angeles Municipal Code Section 12.70. (*Application Response 3.j, modified by the Zoning Administrator*)

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 PLUM's findings and its subsequent supporting recommendation to approve this application as presented on May 11, 2022.

[See posted support document](#)

[Roll Call Vote](#)

**Item No. (8) Public Health and Homelessness Committee – Chair, Sam Evans**  
**(22-058) Council File: 22-0002-S56**  
**Community Impact Statement (CIS)**

Discussion and possible action:

(10 minutes)

Community Impact Statement to Support the establishment of a long-term State funding stream dedicated to solving the State's housing and homelessness crisis.

Council File: 22-0002-S56

The Woodland Hills-Warner Center Neighborhood Council supports this Resolution, CF (22-0002-S56), which calls to establish a long-term funding stream dedicated to solving the State's housing and homelessness crisis. As the Resolution states, the number of persons experiencing homelessness in the City of Los Angeles and the State has increased in the last few years. Voters in California and Los Angeles have indicated that homelessness and housing are their top concerns that must be solved. There is an urgent need for a funding stream from the State to address the housing and homelessness crisis of California, which has grown exponentially since 1989, when the Little Hoover Commission recommended the State establish this funding for this issue which will continue to grow in the face of equanimity and without serious action.

[See posted support document](#)

[Roll Call Vote](#)

**Item No. (9) Community Services Committee – Dena Weiss, Chair**  
**(22-059) Funding Request – NPG request for Woodland Hills Recreation Center**

Discussion and possible action

(10 minutes)

Motion for the board to approve funding of \$750.00 from the General NPG Fund to provide funding to the Woodland Hills Recreation Center to purchase a rolling mobile book cart for the center to create a lending library for children and adults. This will also allow the center to offer "reading days" and other related activities.

See support documents for a photo of a mobile rolling cart.

[See posted support document](#)

[Roll Call Vote](#)



**Item No. (10) Education Committee – Reina McCaughey, Chair and Mihran Kalaydjian, Vice Chair**  
**(22-060) Funding Request – NPG for West Valley Occupational Center**

Discussion and possible action:

(10 minutes)

Motion for the board to approve funding of \$900.00 from the General NPG fund to fund the HiSET Exams fee for students of the West Valley Occupational Center (adult education). Adult students who have not earned a high school diploma are required to pay a \$150 fee to take the HiSET (formerly the GED) exam. Although classes at WVOC are currently tuition-free, each student must pay for their own HiSET exam fee. This grant of \$900.00 will be used to support the administration of the HiSET exam for students in need. The HiSET is the high school equivalency test administered by the Los Angeles Unified School District through a nationally recognized vendor (ETS). After passing the exam, students are qualified to pursue a career or transfer to a college or university. This grant would benefit the community by allowing residents who previously were unable to pay for the test, to take the test and thereby gain employment or continue their journey to higher education,

[See posted support document](#)

[Roll Call Vote](#)

**3. Area Reports – (10 minutes)**

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

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

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

Area 4 – Brian Archibald, Martin Lipkin, Dena Weiss

Area 5 – Peter Fletcher, Tristin Estandiari

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

Area 7 – Joyce Fletcher, Houtan Hormozian, Logan Fisher

At-Large – Sam Evans

Youth Member – Talia Isaacs

**4. Committee Reports - (10 minutes)**

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

Community Services Committee – Dena Weiss, Chair

Education Committee – Reina Cerros McCaughey, Chair & Mihran Kalaydjian, Vice Chair

Environmental & Beautification Committee – Brian Archibald, Chair

Governance Committee – Joyce Fletcher, Chair

Public Health and Homelessness Committee – Sam Evans, Chair

PLUM Committee – Lauren Coffman, Chair

Public Safety and Transportation Committee – Houtan Hormozian, Chair

Social Media & Community Outreach Committee – Peter Fletcher, Chair & Kathleen Barth, Vice Chair

WHIP Committee – Heath Kline, Chair

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

Ad-hoc Committee – Flight Path and Noise Advisory Committee - Martin Lipkin, Chair

*Announcements:*

**The next Regular Board meeting will be held on June 8, 2022, 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, if available, 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>

- **A copy of this agenda is also physically posted on the outside of the window of the West Valley Warner Center Chamber located at 6100 Topanga Canyon Blvd, Ste 2330, Woodland Hills, CA 91367. The Chamber is located at the Promenade Mall outside the east entrance of the mall and to the left of Ruth Chris Restaurant. The Chamber office is accessed from Owensmouth Street. Parking is free.**

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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 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)



