

CITY OF LOS ANGELES
CALIFORNIA

**Neighborhood Council
Governing Board Officers:**

President Dena Weiss
Vice President Tracey Rosen
Secretary, Karen DiBiase
Treasurer Heath Kline
Parliamentarian Don Patterson



200 N. Spring Street Los
Angeles, CA 90012

WOODLAND HILLS
WARNER CENTER
NEIGHBORHOOD COUNCIL

Email: NCsupport@lacity.org
Website: www.empowerla.org

Regular Full Board Meeting

BY ZOOM

August 14, 2024

6:30 p.m.- 09:00 p.m.

VIRTUAL BOARD MEETING

Zoom Meeting Online or By Telephone
Please click the link below to join the webinar:
<https://us02web.zoom.us/j/96493712127>
Or Dial (669) 900-6833 to Join the Meeting
Code is 964 9371 2127 and Press #

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte Karen DiBiase, Secretaria, al 818-639-9444 o por correo electrónico www.whcouncil.org para avisar al Concejo Vecinal.

IN CONFORMITY WITH THE OCTOBER 6, 2023 ENACTMENT OF CALIFORNIA SENATE BILL 411 (PORTANTINO) AND LA CITY COUNCIL APPROVAL ON NOVEMBER 1, 2023, THIS WOODLAND HILLS WARNER CENTER NEIGHBORHOOD COUNCIL COMMITTEE MEETING WILL BE AVAILABLE VIRTUALLY.

Every person wishing to address the Committee must enter the meeting via the above Zoom link or dial (669) 900-6833 and enter 964 9371 2127 and then press # to join the meeting. When prompted by the presiding officer, to provide public input at the Meeting of the Woodland Hills – Warner Center Neighborhood Council [WHWCNC] meeting, the public will be requested to dial *9 by phone or use the Raise Hand option on Zoom, 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 WHWCNC Board or Board meeting. Public comment is limited to 1 minute per speaker, unless adjusted by the presiding officer of the Board.

SB 411 Updates:

In the event of a disruption that prevents the Board from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the Board control that prevents members of the public from offering public comments using the call-in option or internet-based service option, the Board shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption that prevents the Board from broadcasting the meeting may be challenged pursuant to Section 54960.1.

The Board shall not require public comments to be submitted in advance of the meeting and shall provide an opportunity for the public to address the Board and offer comments in real time.

Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the Board, which requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate.

(i) If the Board provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to subparagraph h to provide public comment until that timed public comment period has elapsed.

(ii) If the Board does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (D), or otherwise be recognized for the purpose of providing public comment.

(iii) If the Board provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to subparagraph (D), until the timed general public comment period has elapsed.

Board Members:

Area 1 - Karen DiBiase, Geoffrey Hobson, Rochelle / Shelly Schwartz, Reina Cerros- McCaughey

Area 2 – Julian Tu, Peter Haber, Masha Dowell

Area 3 – Tracey Rosen, Dean Mathew, Harout Z. Aristakessian, Jayce Baron

Area 4 – Don Patterson, Martin Lipkin, Dena Weiss

Area 5 –Julie Waltrip, Steve Sommers

Area 6 –William Barnett, Heath Kline

Area 7 – Kate Kennedy, Lillian / Joyce Fletcher, Rosaleen O’Sullivan

At-Large – August Steurer, Vacant Seat for Alternate

Youth Member – Vacant seat

AGENDA

Call to Order
Pledge of Allegiance
Roll Call

Public Announcements:

Office of Councilmember Bob Blumenfield – if available (2 minute each)
Office of Local and State Officials – if available (2 minute each)
Other Local Agencies – if available (2 minute each)

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

General Public Comment is limited to (2) minutes per speaker and 10 minutes total due to limited timing at the firestation venue.

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 Meetings –Both the regular and special meetings held in July 2024.

(estimated time 5 minutes)

See posted support document

Roll Call Vote

B. Officer Reports

(estimated time 5 minutes)

President – Dena Weiss

Vice President – Tracey Rosen

Treasurer – Heath Kline

Secretary -Karen DiBiase

Parliamentarian – Don Patterson

2. Items for Discussion and Possible Action:

Item No. 1

Heath Kline, Treasurer

(24-067) Approval of MER for July 2024

For discussion and possible action

(estimated time 5 minutes)

Motion for the Board to approve the July 2024 Monthly Expense Report (MER).

See posted **July MER** [15 pages] included in supporting documents via the Board Calendar Event post.

Roll Call Vote

Item No. 2

Heath Kline, Treasurer

(24-068) Budget Update for Receipt of Rollover Funds & Their Allocation

For discussion and possible action

(estimated time 5 minutes)

Whereas, The City Clerk has completed their reconciliation of our board spending for the last 2023-24 FY and concluded that:

1. Our records were accurate, and
2. We had \$4,555.64 in unspent funds [see line 125 of the attached budget], which by provisions of the Mayor's City FY24-25 Budget and vote of the City Council is being made available for us to spend this FY in addition to our base \$32,000 annual funding [line 9]; and

Whereas, StorQuest, the provider of our NC storage unit, has increased our monthly rent and insurance cost from \$271 to \$310 per month effective August 1, 2024, an increase of \$429 for the balance of the FY that exceeds what we have initially budgeted for by \$400.00 [line 21].

Therefore, the Treasurer is directed to use and file a new updated budget with City Clerk:

1. Increasing our FY24-25 Total Budget from \$32,000 to \$36,555.64 [line 15];
2. Allocating \$400 more to the StorQuest subcategory [line 21] in the Office/Operational Expenditures Category; and
3. Allocating the remaining \$4,155.64 in Rollover funds to the General Outreach (not yet allocated) subcategory [line 73] of our Outreach Budget Category, maintaining our required balanced budget [lines 113 through 126].

See **WHWCNC FY2024-2025 Budget Allocation & Spending Through 8/14/24** in Supporting Documents [1 page].

Roll Call Vote

Item No. 3

WHIP Co-Chairs, August Steurer & Heath Kline

(24-069) Motion to Contribute \$500 in Funding to the Sept. 28, 2024, NC Congress of Neighborhoods

For discussion and possible action

(estimated time: 10 minutes)

Whereas, The 2024 Congress of Neighborhoods will take place Saturday, September 28, at Los Angeles City Hall, and:

1. The Congress is an annual event put on and paid for by NCs across the City.

2. The event welcomes all NC members and stakeholders (who have pre-registered) to a day of learning and connecting with fellow NC members, City elected officials, department managers, and staffers (the ones who get things done).
3. Attendees will be able to attend workshops [last year's program: <https://www.neighborhoodcongress.la/con23>] put on by subject matter experts from experienced NC board members, City staff at all levels, and outside experts on a range of topics of interest to NC members.
4. The Congress is the place to get your questions answered by the people who know and make collaborative connections with fellow NC members and City staff charged with dealing with your areas of interest.
5. The costs of putting on the event (operating City Hall on a Saturday, lunch and refreshments, collateral materials, etc.) are borne by NCs.
6. The WHWCNC has a tradition of board member attendance and investing in and contributing to hosting the Congress because of the value our attendees bring back to our board and the Woodland Hills - Warner Center community.

Therefore, the WHIP committee recommends to the board:

1. They attend this year's Congress, and
2. Pass a Motion to contribute \$500.00 from this year's Budget; Outreach Category [line 44] in funding for the 2024 Congress of Neighborhoods, and
3. The Funding Officers are directed to complete and submit the City Clerk's **NC Funding Contribution Form** [for the] **Congress of Neighborhoods Special Account** to affect this transfer [1 page].

WHIP Committee Vote: Yes: 3 (Kline, Steurer, Williams) Absent: 2 (Haber, Waltrip)

Roll Call Vote

Item No. 4 PLUM Committee - Don Patterson and Marty Lipkin, Co-Chairs

(24-070) DIR-2024-700-DRB-SPPC-HCA and ENV-2024-701
22025 W San Miguel Street, Woodland Hills, 91364

For discussion and possible action

(estimated time: 10 minutes)

Motion to approve a PLUM recommendation for Case Nos: DIR-2024-700-DRB-SPPC-HCA and ENV-2024-701 for a remodel/new house construction located at 22025 W San Miguel Street, Woodland Hills, 91364 in a R1-1 zone. The original one-story 828 sq. ft. home was built in 1949 and is within the Specific Plan: Mulholland Scenic Parkway (Outer Corridor) General Plan Land Use - Low Residential with a total lot area of 6,254 sq ft, located south of Ventura Blvd. and west of Topanga Blvd.

Project Descriptions(s): Pursuant to LAMC 11.5.7 and 16.50, a major project compliance with design review within the Mulholland Scenic Parkway Specific Plan for remodeling and a second story addition to existing single story, single-family detached home. Demolition of partial carport, new trellis/wall added, a new pool, a new front porch, balconies and attached ADU. Remodel includes demolition of various existing structures. Includes exterior renovation and alteration.

PLUM Recommendation:

As pertaining to *Case DIR-2024-700-DRB-SPP-MSP and ENV-2024-70*. The application requests approval for partial demolition of an 828 sq. ft. one story house for construction of a 2,950 sq ft two-story house.

Application includes demolition of partial carport with addition of a new trellis and wall added to remaining carport. Construction of a new pool, a new front porch, a second story balcony and attached ADU. The new construction equals about 2,153 square feet. Remodeling/construction includes demolition of various existing structures and includes exterior renovation and alteration.

Having held (1) case leader onsite meeting and (2) public teleconference PLUM Committee meetings for the application for a project compliance review, at 22025 W San Miguel Street, Woodland Hills, CA 91364, for remodeling and additional construction to existing single story, single-family detached home the WHWCNC PLUM Committee recommends the following:

The Mulholland Design Review Board further review the following concerns and possible issues to ensure the application is in full compliance with the Mulholland Scenic Corridor Specific Plan.

- **Size of the house.** Is this a remodel or total new construction of a new home?
There are questions about the exact total square feet of original home plus new construction.
Building area (existing (1) story house= 828/sf
(new 2-story addition) = 1,789
(new ADU) = 362/sf= total new structure
= 2,979/sf (0.47 FAR) vs 2,153/sf on application.
- **Height.** The height of the house is of concern, as all the houses on the street are small one-story houses with the exception of one existing two-story house. The proposed house is several feet taller than the existing two-story house. Is the applicant under the max height requirement and the applicant should show dimensions on sections & elevations.
- **On-site parking-one car garage.** The project provides only one, one-car garage to accommodate a large two-story family home with an additional ADU. The project assumes persons living or working or visiting the site will always park on the residential street.
- **Flat roof over carport.** Existing (1) car carport will be converted into new (1) car garage while maintaining the 4'-0" side yard set back with a 2nd floor flat roof addition. Concerns of that the second story flat roof will eventually be converted to an outdoor deck which could create noise and infringe on the privacy and quality of life of the neighbors.
- **Exterior washer and dryer room on first floor.** The washer and dryer is enclosed in a small room that opens to the outside of the home and faces the house next door. Concerns about noise from the washer and dryer affecting the peace and quiet of the next-door neighbor.
- Applicant should show dimension (site plan, sections & elevations) regarding all side yard setbacks (please show on drawings)
- Applicant should show the demo walls on the floor plan with shaded areas to verify the total amount of remodeling vs. new *50% threshold for new building compliance. (not called a remodel)
- Applicant to label planting around pool equipment for sound buffer at rear yard (per landscape plan)

- Applicant to comply with LID (low impact development) requirements per new code of 2,500/sf or less (if applicable for this project)
- Applicant shows proof of sent notification of project to all homes within the one hundred feet radius of the site and provides all responses from the neighbors.

The PLUM Committee also finds the following:

- The overall design is a 2-story modern style with steep sloping roofs & flat roof and balcony's mixture along with tall modern windows & glass doors.
- The landscape/hardscape plan shows new permeable pavers for driveway and side yard pedestrian access. The entry pavers are spaces with landscape grout lines and miscellaneous planting. The rear yard has a new pool and spa, with open beam patio trellis and IPE wood decking. All side yards have slender row of consistent planting to screen and contain privacy for the applicants.
- The general designs and floor area are compliant with current codes.
- The new Attached ADU is complaint with new State & Local ADU codes
- The architectural flavor is a modern design and compatible with new buildings within the general neighborhood (Contemporary Architecture)

THEREFORE, IT IS HEREBY RESOLVED, that the Planning, Land Use and Mobility Committee finds that the submitted application for remodel/new construction of a 2-story single family dwelling at 22025 San Miguel Street receive the **support** of the Board of the Woodland Hills-Warner Center Neighborhood Council contingent upon the following condition:

Condition:

1. The Mulholland Design Review Board verifies project compliance per all local, city and state requirements and as defined in the Mulholland Specific Plan and applicant submits proof of compliance with all required changes prior to final approval by the City.

Furthermore, 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, the Mulholland Design Review Board, and Council District 3 Councilmember Bob Blumenfield of its findings, and its subsequent **support** recommendation for this application as presented on July 18, 2024

PLUM Vote: Motion: Joyce Fletcher, Second: Matt Richman

Vote: Aye 8 Nay 0 Abstain 1

Roll Call Vote

Item No. 5 Community Outreach Committee – Tracey Rosen, Chair

(24-071) Motion to Approve the Creation of an Official WHWCNC YouTube Channel

For discussion and possible action

(estimated time: 10 minutes)

The Outreach Committee recommends the creation of an official Woodland Hills – Warner Center Neighborhood Council YouTube Channel which will be shared via social media and linked to the WHWCNC website. The Outreach Committee will create a content strategy, oversee the development of videos, and upload a minimum of one video per week to educate stakeholders about the Neighborhood Council, our activities, local happenings, and increase engagement.

Outreach Committee Vote on July 22, 2024:

- Tracey Rosen made the motion and Masha Dowell seconded
- YES: Tracey Rosen, Masha Dowell, Kate Kennedy, Steve Sommers
- NO: 0
- ABSENT: Harout Aristakessian, Joyce Fletcher

Roll Call Vote

Dena Weiss, President

(24-072) Amendment of Article X Section 4 of Bylaws

For discussion and possible action

(estimated time: 10 minutes)

EmpowerLA has invited Neighborhood Councils to amend Article X section 4. That Article in the WHWCNC Bylaws currently states:

Section 4: Method of Verifying Stakeholder Status

Candidates and Voters will verify their Stakeholder status by providing acceptable documentation submitted and verified by the office of the City Clerk.

The EmpowerLA message is provided in supporting documents, but it states:

“Over the past two months, many board members have expressed concerns that the process of receiving and returning a ballot involves too many steps, and may discourage participation. As a reminder, Neighborhood Councils can use one of two stakeholder verification methods: Self-Affirmation or Documentation.

<i>Self Affirmation</i>	<i>Documentation</i>
<ul style="list-style-type: none">• <i>Requires voters to affirm, under penalty of perjury, that they are eligible to vote in the Neighborhood Councils election</i>	<ul style="list-style-type: none">• <i>Requires voters to submit identification and documentation to support their eligibility</i>• <i>Documentation can include, but is not limited to, Consular ID cards, driver's</i>

<ul style="list-style-type: none"> • Does not require documentation to support eligibility 	<p>license, passport, utility bill, school ID, proof of membership to a nonprofit, etc.</p> <ul style="list-style-type: none"> • Stakeholder must provide proof of their stakeholder status before receiving a ballot
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The definition of your stakeholder verification method can be found in Article X Section 4 of your Neighborhood Council's bylaws.

Stakeholder verification through Documentation has raised concerns for stakeholders who may be uneasy about presenting their identification to a City entity. We understand these concerns and are committed to supporting efforts that enhance engagement and voter participation.

In response, EmpowerLA invites Neighborhood Councils who may wish to change their stakeholder verification method through a **limited amendment to Article X Section 4 of your Neighborhood Council bylaws**. This adjustment may provide a more comfortable process for stakeholders in your community. Because any changes to stakeholder verification methods impact Neighborhood Council election voting ballot models, any changes must be completed **no later than Monday September 30, 2024, per the City Clerk Elections Division**.

If you would like to amend Article X Section 4 of your Neighborhood Council bylaw, please follow the steps below no later than Monday, September 30, 2024:

1. Agendize a motion at an upcoming board meeting to submit a to change your stakeholder verification method.
2. If the motion passes, submit a [bylaws amendment application form](#) to ncsupport@lacity.org.
3. Your Neighborhood Empowerment Advocate (NEA) will follow up with the amended bylaws, incorporating the change to Article X Section 4.

It is important to note that we will only be accepting amendments to this specific section of the bylaws. **No other bylaw amendments will be accepted until after the 2025 election.**

While this change is not mandatory, this is a reminder that your board may decide how you would like to define your stakeholder verification with the option to make this bylaw amendment (Article X, Section 4) should your Neighborhood Council choose ahead of the 2025 elections. If you have any questions or need further assistance, please do not hesitate to reach out to your NEA.”

Motion for the Board to decide whether to amend Article X Section 4, and if so, whether to endorse self-affirmation or continue with the requirement of submission of correct documentation to the City.

Roll Call Vote

Dena Weiss, President
(24-073) September Board Meeting Date

For discussion and possible action

(estimated time: 10 minutes)

President Weiss will be out of the Country starting September 6, followed by work in New York. She will be gone for most of September. Vice President Rosen will also be out of the country for the first part of September. Neither one will be able to chair a September 11, 2024, Board meeting.

There are two choices: The Board meeting can be chaired by Weiss a week earlier on September 4, or we can postpone meeting in September and resume in October.

Motion to invite the Board to choose which option it prefers.

Roll Call Vote

Item No. 4

Committee Reports.

(10 minutes)

- Arts and Culture Committee – Masha Dowell, Chair
- Budget Committee – Heath Kline, Chair
- Community Services Committee – Joyce Fletcher, Chair
- Community Outreach Committee – Tracey Rosen, Chair
- Education and Youth Committee – Julie Waltrip, Chair
- Environmental & Beautification Committee – Karen DiBiase, Chair
- Governance Committee – Dena Weiss, Chair
- Governmental Relations – Reina Cerros- McCaughey, Chair
- Public Health and Homelessness Committee – Jayce Baron, Chair
- Public Safety and Transportation – Julie Waltrip, Chair
- PLUM Committee – Don Patterson and Marty Lipkin, Co-Chairs
- WHIP Committee – August Steurer and Heath Kline, Co-Chairs
- Ad Hoc Committees

Area Reports

(5 minutes)

- Area 1 - Karen DiBiase, Geoffrey Hobson, Rochelle / Shelly Schwartz, Reina Cerros- McCaughey
- Area 2 – Julian Tu, Peter Haber, Masha Dowell
- Area 3 – Tracey Rosen, Dean Mathew, Harout Z. Aristakessian, Jayce Baron
- Area 4 – Don Patterson, Martin Lipkin, Dena Weiss
- Area 5 – Julie Waltrip, Steve Sommers,
- Area 6 – William Barnett, Heath Kline
- Area 7 – Kate Kennedy, Lillian / Joyce Fletcher, Rosaleen O’Sullivan

Adjournment of Meeting

The next Regular Board meeting will be held in person in September 2024, date depending on vote in tonight’s agenda, once more at the Firestation # 84, unless otherwise indicated. Please visit the calendar

page at whcouncil.org for the complete details and to confirm the date and time.

Meeting dates for the 2024-2025 year: Full Board meetings are held the second Wednesday of every month at 6:30 p.m. 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.

*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 based on disability and, upon request will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure the availability of services, please make your request at least 3 business days (72 hours) before the meeting by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: NCsupport@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 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 the President and / or Dena Weiss, at email address d.weiss@whcouncil.org.

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

- 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 in the plexiglass case fixed to the front door of the Firestation 84 located at 21050 Burbank Blvd., Woodland Hills, CA, 91367

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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
- 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 Dena Weiss al d.weiss@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. For assistance, please contact the Ethics Commission at (213) 978- 1960 or ethics.commission@lacity.org.