



Supporting Documents

August 14, 2024

Full Board Meeting

Approval of Minutes

July 10, 2024

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



WOODLAND HILLS
WARNER CENTER
NEIGHBORHOOD COUNCIL

200 N. Spring Street Los
Angeles, CA 90012

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

MINUTES
Regular Full Board Meeting
City of Los Angeles Fire Station #84,
in the Community Room
21050 Burbank Blvd., Woodland Hills, CA,
91367
July 10, 2024
6:30 p.m.- 09:00 p.m.
IN PERSON BOARD MEETING

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.

***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 unless adjusted by the President. Public comment can only be made one time and will be heard at the beginning of an agenda item.*

***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.

Board Members:

Area 1 - Karen DiBiase, Geoffrey Hobson, 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, Aava Dekordi
Area 5 – Julie Waltrip, Steve Sommers
Area 6 –William Barnett, Heath Kline, Bobbie Wasserman, Janice Mendell
Area 7 – Kate Kennedy, Joyce Fletcher, Rosaleen O’Sullivan
At-Large – August Steurer, Vacant Seat for Alternate
Youth Member – Vacant seat

AGENDA

Call to Order – *Dena Weiss, 6:34pm*
Pledge of Allegiance – *Heath Kline*
Roll Call – *Karen DiBiase*

Quorum at time of meeting called to order: 19

Present: Karen DiBiase, Shelley Schwartz, Julian Tu, Masha Dowell, Peter Haber, Tracey Rosen, Dean Matthew, Harout Aristakessian, Jayce Baron, Don Patterson, Martin Lipkin, Dena Weiss, Steve Sommers, Bill Barnett, Heath Kline, Bobbie Wasserman, Kate Kennedy, Rosaleen O’Sullivan, Joyce Fletcher

Absent: Geoffrey Hobson, Reina Cerros-McCaughey, Aava Dekordi, Julie Waltrip, Janice Mendel, August Steurer

Note: Allan Biggins has resigned

Public Announcements:

Office of Councilmember Bob Blumenfield – *Seth Samuels, Planning and field Deputy-Woodland Hills*

- 1) *Restoration of the Peanuts panels have been completed on the bridge over-cross by Wilber School*
- 2) *CD3 has not yet issued a letter on the Citywide Housing Incentive Program (CHIP) Ordinance. Waiting to hear back from public comment.*

Office of LA County Supervisor for Third District, Lindsey Horvath – *Daniell Vicente, West Valley Field Office and Barri Worth Girvan (Outreach)*

- 1) *Motion was passed to increase Board of Supervisors, to go into effect in 2030*
- 2) *Establishing an Ethics Committee for the Board of Supervisors*
- 3) *Town Hall event is in the planning stages*

Office of Assemblymember Jesse Gabriel – *Jack Trent Dorfman, Field Rep*

- 1) *Working with agencies regarding brush clearance*

LAPD - SLO *Brittany Gutierrez*

1) MYLAPD: report vehicle theft issued (make sure you always lock your vehicle and don't keep valuables in car!)

2) Send Brittany any pictures of possible issues of trespass/burglary from your RING or other cameras.

Empower LA – Prabhjot Chamber, DONE Rep for WHWCNC – not present, but Tracey read an email

1) Regional Outreach Roundtable is on July 25th

2) Congress of Neighborhoods is on Sept 28, 2024

3) If you have a possible Conflict of Interest issue, you must contact DONE and the City Attorney

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 fire station venue.

Mihran Kaladjian - NC Budget Advocate

Rosie Hernandez – Hope of the Valley, Rescue Mission

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 – June 12, 2024

See posted support document

Motion: Dena Weiss, Second: Heath Kline

Roll Call Vote

PASS Yes: 13 No: 0 Abstain: 4 Ineligible: 2 Total: 19

- **YES:** Karen DiBiase, Shelley Schwartz, Julian Tu, Masha Dowell, Tracey Rosen, Dean Matthew, Harout Aristakessian, Martin Lipkin, Steve Sommers, Bill Barnett, Heath Kline, Bobbie Wasserman, Joyce Fletcher
- **NO:**
- **ABSTAIN:** Peter Haber, Don Patterson, Dena Weiss, Kate Kennedy
- **INELIGIBLE:** Jace Baron (Alt), Rosaleen O'Sullivan (Training)

B. Officer Reports

President – Dena Weiss – Theme: Will you be my neighbor? We all come to the WH to be a community from all areas in the valley. Governance is looking at attendance.

Vice President – Tracey Rosen – AdHoc sign up will be passed around tonight to review the Standing Rules+Hybrid Meeting Technology+Concerts in the Park. Send goals from each committee.

Treasurer – Heath Kline – In August 2024, we will get our roll-over funds of \$4,555.64

Secretary -Karen DiBiase – Thanks to those who have completed their NC training. Emails have been sent out to those still pending. Reminder: you need to be current on training in order to vote!

Parliamentarian – Don Patterson – *Per Bylaws, if miss 3 regularly scheduled board meetings in a 12 month period, will be reviewed by the Governance committee.*

2. Items for Discussion and Possible Action:

Item No. 1

Heath Kline, Treasurer

(24-063) Approval of MER for June 2024

For discussion and possible action

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

See posted June MER [46 pages] included in supporting documents via the Board Calendar Event post.

Original Motion: *Heath Kline, Second: Karen DiBiase*

Substitute Motion: *Heath Kline, Second: Dena Weiss*

Substitute Motion: *Motion for the Board to approve the June 2024 Monthly Expense Report (MER) making note in the minutes of the following change for item (6) West Valley Family YMCA: The MER description should read “Motion for the Board to fund and support an YMCA NPC in the amount of \$3,000 for the Food Distribution Program”.*

The Treasurer has informed the City Clerk of this correction and requested they make this change to the NC Funding database records if possible so when accessed by City Staff or members of the public they will see the correct description. The submitted funding documents that follows the ME for item (6) shows all of the correct information.

See posted June MER (46 pages) included in supporting documents via the Board Calendar Event post.

Roll Call Vote on Substitute Motion:

PASS Yes: 17 No: 0 Abstain: 0 Ineligible: 2 Total: 19

- **YES:** *Karen DiBiase, Shelley Schwartz, Julian Tu, Masha Dowell, Peter Haber, Tracey Rosen, Dean Matthew, Harout Aristakessian, Don Patterson, Martin Lipkin, Dena Weiss, Steve Sommers, Bill Barnett, Heath Kline, Bobbie Wasserman, Kate Kennedy, Joyce Fletcher*
- **NO:**
- **ABSTAIN:**
- **INELIGIBLE:** *Jace Baron (Alt), Rosaleen O’Sullivan (Training)*

Item No. 2

Dena Weiss, Chair of Governance Committee

(24-064) Board member Steve Sommer’s Seat Switch in Area 5 to Business Residential Seat

For discussion and possible action

Motion for the Board to approve Steve Sommers to switch from Area 5 CBO seat, to the Area 5 Residential seat.

Qualification at Governance Committee: vote- unanimous (4)
Dena Weiss YES, Heath Kline YES, Karen DiBiase YES, Don Patterson YES

Motion: *Dena Weiss, Second: Don Patterson*

Roll Call Vote:

PASS *Yes: 17* *No: 0* *Abstain: 0* *Ineligible: 2* *Total: 19*

- *YES: Karen DiBiase, Shelley Schwartz, Julian Tu, Masha Dowell, Peter Haber, Tracey Rosen, Dean Matthew, Harout Aristakessian, Don Patterson, Martin Lipkin, Dena Weiss, Steve Sommers, Bill Barnett, Heath Kline, Bobbie Wasserman, Kate Kennedy, Joyce Fletcher*
- *NO:*
- *ABSTAIN:*
- *INELIGIBLE: Jace Baron (Alt), Rosaleen O’Sullivan (Training)*

Committee Reports:

Budget Committee – Heath Kline, Chair

Arts and Culture Committee – Masha Dowell, Chair

Community Services Committee – Joyce Fletcher, Chair, *working on improvements to Warner Park, possible Family Forum, “Motors for Toys” toy drive/car show*

Community Outreach Committee –Tracey Rosen, Chair, *2nd Quarterly WHWCNC Newsletter will go out by end of this week*

Education and Youth Committee – Julie Waltrip, Chair

Environmental & Beautification Committee – Karen DiBiase, Chair, *next First Sat Community Cleanup will be on Aug 2nd, on Victory Blvd/Pierce College. Will work on update of SSFL Cleanup status.*

Governance Committee – Dena Weiss, Chair, *will be following up on attendance of Board members*

Government Relations Committee- Bobbie Wasserman, Chair, *working on a Community Town Hall with LA County Supervisor Lindsey Horvath*

Public Health and Homelessness Committee –Geoffrey Hobson, Chair, *Reina has resigned as Chair of the committee*

Public Safety and Transportation –Julie Waltrip and Shelley Schwartz, Co-Chairs, *2nd Wed is LAPD Community Watch at the Topanga Police Station*

PLUM Committee – Don Patterson and Marty Lipkin, Co-Chairs, *PLUM Case load is small. Community Plan: working on major steps forward.*

WHIP Committee – August Steurer and Heath Kline, Co-Chairs

Ad Hoc Committee for Standing Rules- August Steurer and Heath Kline, Co-Chairs, *gathering copies of Standing Rules from other NC’s for reference purposes*

Ad Hoc Committee for technology use at Virtual Meetings- pending- Dean Matthew volunteered

Area Reports:

Area 1 - Karen DiBiase, Geoffrey Hobson, Rochelle / Shelly Schwartz, Reina Cerros-McCaughey, *1) Pierce College has cleared the brush on the hillside by the Stadium and Cross Country Track, 2) there have been several break-ins so a Neighborhood Watch meeting is being set up*

Area 2 – Julian Tu, Peter Haber, Masha Dowell, *1) working to improve Warner Park with water stations and*

additional lights

Area 3 – Tracey Rosen, Dean Mathew, Harout Z. Aristakessian, Jayce Baron, 1) *Farmers Market on Sat on Shoup Blvd.*

Area 4 – Don Patterson, Martin Lipkin, Dena Weiss, Aava Dekordi, 1) *Pending removal of weeds. Asked Santa Monica Mountain Conservancy to be active, 2) still having issued with RV parking on Valley Circle*

Area 5 – Julie Waltrip, Steve Sommers, 1) *The 8th Annual 4th of July Block Party was successful*

Area 6 – William Barnett, Heath Kline, Bobbie Wasserman, Janice Mendell, 1) *Pending brush clearance. Working getting a needed inspection*

Area 7 – Kate Kennedy, Lillian / Joyce Fletcher, Rosaleen O’Sullivan, 1) *Still having issued with parking/valet issued with restaurant, 2) WH Library has many free events that are family-friendly*

Adjournment of Meeting: 8:43pm

Minutes submitted by Karen DiBiase, Secretary

The next Regular Board meeting will be held virtually on **August 14, 2024**. 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 Fire station 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.

Approval of Minutes
Special Meeting
July 20, 2024

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

MINUTES
Special Full Board Meeting

BY ZOOM
July 29, 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/838 4403 1909](https://us02web.zoom.us/j/83844031909)
Or Dial (669) 900-6833 to Join the Meeting
Code is 838 4403 1909 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 838 4403 1909 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, that 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 subparagraphh 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, 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, Bobbie Wasserman, Janice Mendell

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

At-Large – August Steurer, Vacant Seat for Alternate

Youth Member – Vacant seat

AGENDA

Call to Order – *Tracey Rosen, 6:36pm*

Pledge of Allegiance – *n/a*

Roll Call – *Joyce Fletcher*

Quorum at time of meeting called to order: 18

Shelley Schwartz, Reina Cerros-McCaughey, Julian Tu, Masha Dowell, Peter Haber, Tracey Rosen, Dean Matthew, Jayce Baron, Don Patterson, Martin Lipkin, Steve Sommers, Julie Waltrip, Bill Barnett, Heath Kline, Kate Kennedy, Rosaleen O’Sullivan, Joyce Fletcher, August Steurer

Absent: Karen DiBiase, Geoffrey Hobson, Harout Aristakessian, Dena Weiss, Bobbie Wasserman, Janice Mendel

Public Announcements:

Office of Councilmember Bob Blumenfield – if available, *None*

Office of Local and State Officials – if available, *None*

Other Local Agencies – if available, *None*

General Public Comment, by the Public, on Non-Agenda Items: *None*

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: Deferred until next full Board meeting.

B. Officer Reports

President – Dena Weiss - *absent*

Vice President – Tracey Rosen

Treasurer – Heath Kline

Secretary -Karen DiBiase - *absent*

Parliamentarian – Don Patterson

2. Items for Discussion and Possible Action:

Item No. 1

Don Patterson, Marty Lipkin, Co-Chairs of Planning, Land Use, and Mobility Committee (24-065) Motion by the Board providing comments on the Draft Citywide Housing Incentive Program (CHIP) Ordinance.

For discussion and possible action

PLUM Motion:

As pertaining to the Draft Citywide Housing Incentive Program (CHIP) Ordinance dated June 27, 2023, the Planning, Land Use and Mobility Committee of the Woodland Hills-Warner Center Neighborhood Council hereby finds that:

WHEREAS, Planning staff has failed to adequately outreach to neighborhood councils to communicate the ordinance, its goals, and its impacts. In fact, no outreach occurred in the San Fernando Valley west of the 405, San Diego freeway.

WHEREAS, Planning staff has not sought feedback from the Woodland Hills Warner Center Neighborhood Council.

WHEREAS, the Woodland Hills Warner Center Neighborhood Council recognizes the need for additional market rate and affordable housing within the City of Los Angeles.

WHEREAS, the Woodland Hills and Warner Center communities have supported the development of nearly 20,000 housing units in the Warner Center 2035 Specific Plan.

WHEREAS, the current draft ordinance fails to recognize the significant contributions the Woodland Hills and Warner Center communities have made towards addressing the need for additional housing.

WHEREAS, the community seeks to preserve the diversity of its neighborhoods, including high density Warner Center, its hillside neighborhoods, and single family neighborhoods to provide a diversity of housing opportunities.

WHEREAS, the Woodland Hills and Warner Center communities recognize the need for additional opportunity corridors within our community that balance this need with those of existing neighborhoods.

THEREFORE, IT IS HEREBY RESOLVED that the Board of the Woodland Hills Warner Center Neighborhood Council support the following changes to the CHIP Ordinance:

- 1) Remove the Opportunity Corridor Incentive area designation on the south side of Ventura Boulevard from Corbin Avenue to the 101, Ventura freeway.
- 2) Remove the Opportunity Corridor Incentive area designation on the north side of Ventura Boulevard from the 101, Ventura freeway, to the western terminus of the designation area.
- 3) Remove the Opportunity Corridor Incentive area on both sides of Topanga Canyon Boulevard from Ventura Boulevard to Mulholland Drive.
- 4) Remove publicly owned and faith-based properties located in very high fire zones from consideration of redevelopment within the draft ordinance.
- 5) Work with certified neighborhood councils to develop and implement appropriate neighborhood protective measures adjacent to opportunity corridors, including, but not limited to, such measures as permit parking and traffic restrictions,
- 6) Work with certified neighborhood councils to develop and implement additional appropriate neighborhood protective measures adjacent to opportunity corridors, including, but not limited to, building step backs and set backs.

7) Promote the development of housing at the Metropolitan Transportation Agency (Metro) G line (formerly Orange line) lots.

Motion: Don Patterson
Second: Bobbie Wasserman

PLUM Vote:

Aye: Don Patterson, Marty Lipkin, Sean McCarthy, Henry Rice, Bobbie Wasserman, August Streurer, Joyce Fletcher

Nay: None

Abstain: Karen Koe

Recused: None

Absence: Matt Richman

Motion: Don Patterson, Second: Heath Kline

Roll Call Vote

PASS *Yes: 18* *No: 0* *Abstain: 0* *Ineligible: 0* *Total: 18*

- *YES: Shelley Schwartz, Reina Cerros-McCaughey, Julian Tu, Masha Dowell, Peter Haber, Tracey Rosen, Dean Matthew, Jayce Baron, Don Patterson, Martin Lipkin, Steve Sommers, Julie Waltrip, Bill Barnett, Heath Kline, Kate Kennedy, Rosaleen O’Sullivan, Joyce Fletcher, August Steurer*
- *NO:*
- *ABSTAIN:*
- *INELIGIBLE:*

Item No. 2

Don Patterson, Marty Lipkin, Co-Chairs of Planning, Land Use, and Mobility Committee (24-066) Motion by the Board supporting the Woodland Hills Homeowners Association (WHHO) letter on the Draft Citywide Housing Incentive Program (CHIP) Ordinance.

For discussion and possible action

Motion by the Board supporting the Woodland Hills Homeowners Association (WHHO) letter on the Draft Citywide Housing Incentive Program (CHIP) Ordinance.

See Supporting document.

Motion: Sean McCarthy
Second: Joyce Fletcher

PLUM Vote:

Vote of 7 Ayes (Patterson, Lipkin, Fletcher, McCarthy, Rice, Richman, Wasserman); 1 Nay (Steurer); 1 Abstention (Koe).

Original Motion: Don Patterson, Second: Heath Kline

Substitute Motion: Reina Cerros-McCaughey, Second: Rosaleen O'Sullivan

Substitute Motion: Motion to Table Agenda Item#2

Roll Call Vote on Substitute Motion

FAIL Yes: 2 No: 12 Abstain: 2 Ineligible: 0 Recused: 2 Total: 18

- **YES:** Reina Cerros-McCaughey, Masha Dowell
- **NO:** Julian Tu, Peter Haber, Tracey Rosen, Jayce Baron, Don Patterson, Steve Sommers, Julie Waltrip, Bill Barnett, Heath Kline, Kate Kennedy, Joyce Fletcher, August Steurer
- **ABSTAIN:** Dean Matthew, Rosaleen O'Sullivan
- **INELIGIBLE:**
- **RECUSED:** Shelley Schwartz, Martin Lipkin

NOTE: Shelley Schwartz and Martin Lipkin are recused due to association with the WHHO

Original Motion: Don Patterson, Second: Heath Kline

Roll Call Vote on Original Motion

PASS Yes: 6 No: 5 Abstain: 5 Ineligible: 0 Recused: 2 Total: 18

- **YES:** Peter Haber, Julie Waltrip, Bill Barnett, Heath Kline, Kate Kennedy, Joyce Fletcher
- **NO:** Reina Cerros-McCaughey, Masha Dowell, Jayce Baron, Rosaleen O'Sullivan, August Steurer
- **ABSTAIN:** Julian Tu, Tracey Rosen, Dean Matthew, Don Patterson, Steve Sommers
- **INELIGIBLE:**
- **RECUSED:** Shelley Schwartz, Martin Lipkin

NOTE: Shelley Schwartz and Martin Lipkin are recused due to association with the WHHO

Committee Reports: None

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 – Bobbie Wasserman, Chair

Public Health and Homelessness Committee – Chair being determined
Public Safety and Transportation – Julie Waltrip and Shelly Schwartz, Co-Chairs
PLUM Committee – Don Patterson and Marty Lipkin, Co-Chairs
WHIP Committee – August Steurer and Heath Kline, Co-Chairs

Area Reports: *None*

Area 1 - Karen DiBiase, Geoffrey Hobson, Shelly Schwartz, Reina Cerros-McCaughey
Area 2 – Julian Tu, Paul Lawler, 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 – Christopher Waddy, Julie Waltrip, Steve Sommers, Allan Biggins
Area 6 –William Barnett, Heath Kline, Bobbie Wasserman, Janice Mendell
Area 7 – Kate Kennedy, Joyce Fletcher, Rosaleen O’Sullivan

Adjournment of Meeting: *7:57pm*

Attendance and Roll Call Votes taken by Joyce Fletcher

Minutes submitted by Karen DiBiase, Secretary

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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.

(24-067) Approval of MER for July 2024

Monthly Expenditure Report



Reporting Month: July 2024

Budget Fiscal Year: 2024-2025

NC Name: Woodland Hills-Warner
Center Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$32000.00	\$383.89	\$31616.11	\$0.00	\$0.00	\$31616.11

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$27000.00	\$383.89	\$26616.11	\$0.00	\$26616.11
Outreach		\$0.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$5000.00	\$0.00	\$5000.00	\$0.00	\$5000.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$0.00	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	PY STORQUEST - WOODLA	07/02/2024	[Budget Line 21] July Rent for NC StorQuest storage unit	General Operations Expenditure	Office	\$271.00
2	EIG CONSTANTCONTACT.CO	07/10/2024	July Constant Contact Mass Email Sending SaaS	General Operations Expenditure	Office	\$81.00
3	GRASSHOPPER.COM	07/13/2024	July 24 Grasshopper Virtual Phone System SaaS	General Operations Expenditure	Office	\$31.89
Subtotal:						\$383.89

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
Subtotal: Outstanding						\$0.00

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

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

**Neighborhood Council Funding Contribution Form
Congress of Neighborhoods/Budget Advocacy Special Accounts**

I, Dena Weiss (President or Vice-President [VP] name),
declare that I am the President VP of the Woodland Hills - Warner Center
Neighborhood Council (NC) and that on 08/14/24 (meeting date), a Brown Act-noticed public
meeting was held by the NC with a quorum of _____ (number) board members present and that by a
vote of ____ (number) Yea, ____ (number) Nay, and ____ (number) Abstentions, the NC approved
funding contribution(s) from our current Fiscal Year budget for the following Department of
Neighborhood Empowerment Special Account(s):

- Neighborhood Council Budget Day in the amount of:
*\$ _____ *By checking "Neighborhood Council Budget Day," you will be contributing to cover expenses associated with Budget Day, additional Budget workshops, and essential administrative needs.*
- Neighborhood Council Budget Advocacy (L.A. Charter Section 909) in the amount of:
*\$ _____
- L.A. Congress of Neighborhoods (LAAC 22.801) – Event in the amount of:
*\$ 500.00
- L.A. Congress of Neighborhoods (LAAC 22.801) – EmpowerLA Awards in the amount of:
*\$ _____

Therefore, the Neighborhood Council requests that the Office of the City Clerk, NC Funding Program issue payment from our NC’s current Fiscal Year budget to the Department of Neighborhood Empowerment for the purpose(s) as indicated above.

Contributions for Neighborhood Council Budget Advocacy and the Congress of Neighborhoods support activities and programs that advance the purpose of the Neighborhood Council System as determined by the Department of Neighborhood Empowerment. Funds do not support any specific entity, alliance, or group.

Signature of President VP _____
Date

=====

To request payment, the NC Treasurer must submit this completed form in the NC Funding System portal, Outreach Category, as the “Payment Request Document” along with the respective Board Action Certification (BAC) form. Forms must be submitted by the annual deadline for check payment requests (normally June 1st) in order to process the payment from current Fiscal Year funds.

*Please indicate a specific funding amount; Statements such as "unused funding for this fiscal year" will disqualify the payment request.

“Neighborhood Council Budget Day” *or*
“City of Los Angeles Budget Advocacy” *or*
“City of Los Angeles Congress of Neighborhoods - Event” *or*
“City of Los Angeles Congress of Neighborhoods - Awards”
Address: 200 N. Spring St., Suite 224, Los Angeles, CA 90012

- You may also search the respective Special Account in the Vendor section of the Funding System portal when submitting the payment request(s).
- Please submit separate payment requests for each Special Account contribution.

From: Tony Wilkinson <tonyw.civic@gmail.com>

Subject: CON24 Funding - WHWC

Date: August 12, 2024 at 6:16:01 PM PDT

To: Heath Kline <h.kline@whcouncil.org>

Cc: Carla Fuentes <cfuentesgvg@gmail.com>, Quintus Jett <jett4la@gmail.com>

Hello Heath (and Woodland Hills Warner Center Neighborhood Council),

Thank you for sharing the August 6, 2024, "thank you" letter from the Congress of Neighborhoods 2024 Communication team which said "thank you for your **Neighborhood Council's \$500 sponsorship of this year's event**". (I have appended a copy of that message below.)

We **do** sincerely appreciate your \$500 contribution last year. It was processed (finally deposited into the Congress budget fund) on October 10, 2023. That was shortly after **the conclusion of the 2023 Congress**.

The letter you received was the result of volunteers not understanding the financial reports that we receive from the Department of Neighborhood Empowerment (DONE). As with all city accounting, including that for Neighborhood Councils, the reports are prepared on a FISCAL YEAR basis. Some kindly soul must have looked at the "contributions" tab on a financial report spreadsheet from DONE and sent a thank you **letter for every post-Congress contribution they found, including your \$500**.

As the Congress 2024 Treasurer and Chair of the Budget and Finance Subcommittee, I can assure you that (1) most of the expenses for each Congress are paid AFTER the Congress ends, and (2) we are still SHORT of the budgeted amount for the 2024 Congress, after paying for the 2023 Congress expenses. Your \$500, which we highly value, **paid for the 2023 Congress**.

In a frustrating example of the Fiscal Year financial reports cutting both ways, I just received a July 31 report from DONE with a \$2,230.99 expense for General Services for the ****2023**** Congress, with the note that "The expense occurred in last fiscal year, but it was finalized in this fiscal year." Since we thought ALL of the 2023 expenses had been paid, this drove us \$2200 deeper into the red for the 2024 Congress.

I realize we all have our local deadlines for creating agendas, and that the time for WHWC to consider a contribution to the Congress in August, which will go toward our **2024 expenses, may have passed.**

A contribution considered at your September meeting is still very much needed. I hope **your board will consider one whenever you can get the item on an agenda.**

In the future, those of us who volunteer to produce the Congress of Neighborhoods each year (a task which Neighborhood Councils took over when the Villaraigosa administration announced it would no longer fund or operate it) will need to do a better **job of telling the Congress story (and its need for funding) throughout the year.**

Thanks for considering our Congress, which is for NCs by NCs, whenever you may be **able to put the item on an agenda.**

Tony

Tony Wilkinson

Chair, Budget and Finance Subcommittee

Congress of Neighborhoods 2024

tonyw.civic@gmail.com

818-212-5384 (mobile)

=====

From: Congress of Neighborhoods <lacongressnc@gmail.com>

Subject: Thank You: Sponsorship Details Inside

Date: August 6, 2024 at 9:32:10?AM PDT

To: d.weiss@whcouncil.org, t.rosen@whcouncil.org, d.patterson@whcouncil.org, k.dibiase@whcouncil.org, h.kline@whcouncil.org

Cc: cfuentesgvg@gmail.com

Dear Woodland Hills Warner Center Neighborhood Council,

On behalf of the Congress of Neighborhoods Planning Committee, and all who are going to benefit from participating in this year's Los Angeles Congress of Neighborhoods on September 28th, thank you for your Neighborhood Council's \$500 **sponsorship of this year's event.**

Your contribution will support our technical costs for this year's amazing in-person celebration at City Hall.

Your generous Silver-level sponsorship entitles your Neighborhood Council to participate in the below benefits:

Neighborhood Council name included on the online program

Neighborhood Council name, logo, and website URL included on the Sponsors page of the **Congress of Neighborhoods website**, neighborhoodcongress.la

Individual shout-out post on Congress of Neighborhoods social media accounts (Facebook/Instagram/Twitter)

Quarter-page ad in the online program (PNG, PDF, or Hi-res JPEG format; 3.75"W x 5"H)

If your Neighborhood Council would like to participate in these benefits, please send the

assets (logo, URL, quarter-page ad) to info@neighborhoodcongress.la by August 31, 2024.

These benefits remain in effect (logo on the website, Neighborhood Council name on sponsors page, etc) until June 1, 2025.

For more information about the sponsorship packages and benefits, feel free to reach out via email or visit the Sponsors page of our website.

Feel free to contact us at info@neighborhoodcongress.la if you have questions, wish to share any comments, or would like to become more involved. We appreciate your partnership and look forward to seeing you all on September 28, 2024.

Sincerely,

The Congress of Neighborhoods Planning Committee

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Los Angeles Congress of Neighborhoods

Subscribe to our newsletter!

(24-070) DIR-2024-700-DRB-SPPC-HCA and ENV-
2024-701

22025 W San Miguel Street, Woodland Hills, 91364



Planning, Land Use and Mobility Committee Case Report and PLUM Motion

PLUM Meeting: July 18, 2024

Case Nos: DIR-2024-700-DRB-SPPC-HCA and ENV-2024-701

Site Location: 22025 W San Miguel Street, Woodland Hills, 91364

Tract: TR 6170 and Block: Lot 546 Assessor Parcel # - 2170-008-009

R1-1 - Year Built 1949

Zoning Information (ZI) ZI-1224 Specific Plan: *Mulholland Scenic Parkway (Outer Corridor)*

ZI-2462 Modifications to SF Zones and SF Zone Hillside Area Regulations

General Plan Land Use Low Residential

Total Lot area: 6,254 sq ft

Project: 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 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. Per application the new construction equals 2,153 square feet. Remodel includes demolition of various existing structures. Includes exterior renovation and alteration.

Detailed scope of the proposed project: 57 feet x 40 feet two level remodel and addition to existing 34 feet x 40 feet one story home. Demolition of existing 18 feet x 20 feet accessory structure, New 24 feet x 5 feet x 18 feet trellis. New 32 feet x 16 feet pool. New front porch below new balcony. New attached ADU.

Document Type: Building Permit request. Sub Type: Building Addition.

Applicant/Owner: Emin Mamedov
22025 W San Miguel Street
Woodland Hills, 91364
Phone: 818-744-2434
Email: danielsconstr@gmail.com

Applicant's Rep: WSDCI – Jake Malott
7190 Sunset Blvd. Unit 507
Los Angeles, CA 90046
Phone: 708-203-2559 cell:
E-Mail: liz@wsdci.com

City Planner: MDRB- Katie Knudson and Jude Hernandez
Phone: 213-847-3659
E-Mail: k.knudson@lacity.org and j.hernandez@lacity.org

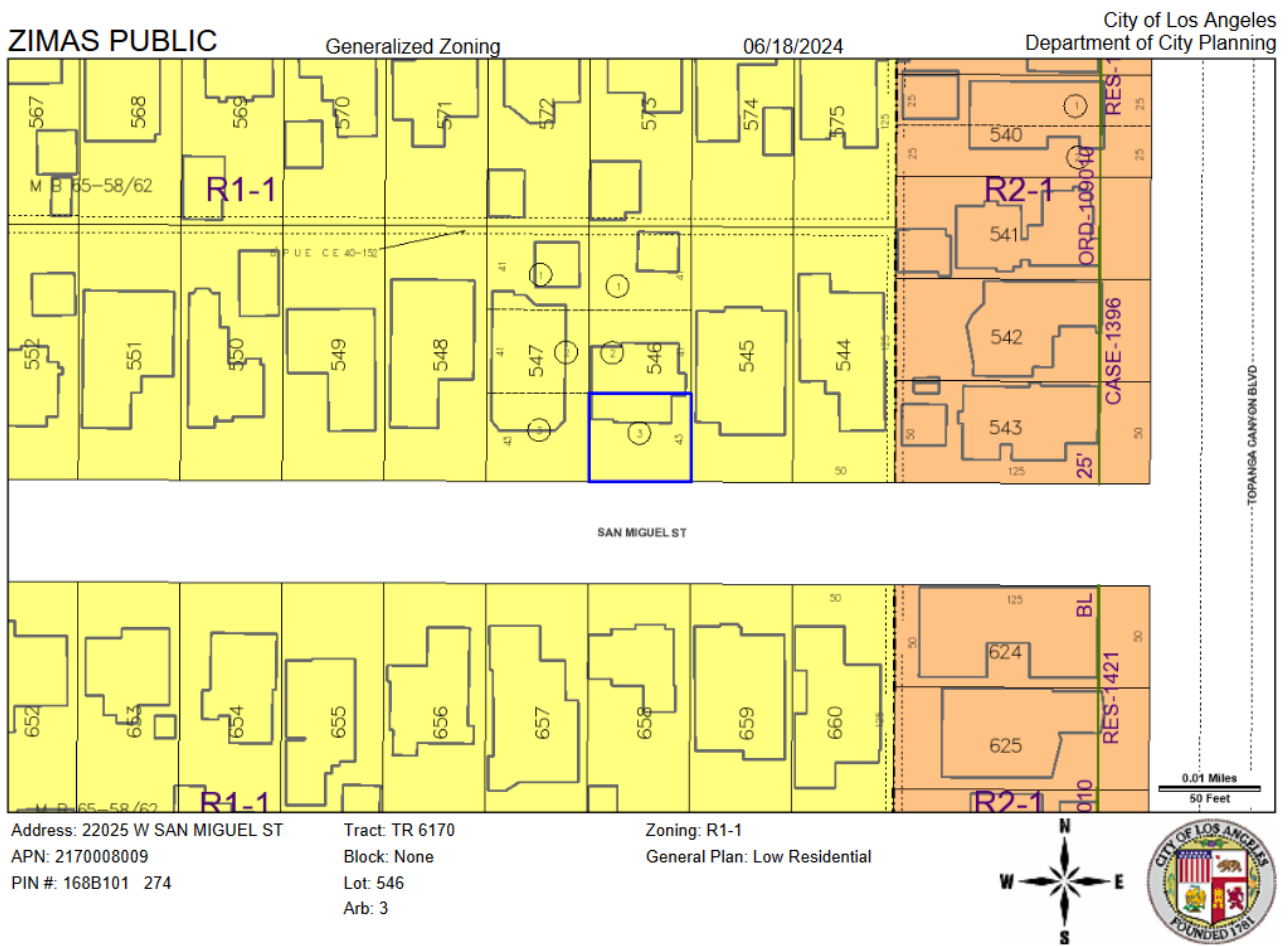
Submitted By: Joyce Fletcher and Matt Richman – WHWCNC - PLUM Case Leader

PROJECT SITE LOCATION

Location: 22025 W San Miguel Street, Woodland Hills, CA 91364

W San Miguel is located south of Ventura Blvd, West of Topanga Blvd and East of Mulholland Drive and San Feliciano Street on a flat street with similar houses. There is an older one-story home left of the site and a newer two-story home right of the site.

The current home is 828 square feet with (2) bedrooms and (1) bath. The lot is 6,250 square feet. The home is not visible from Mulholland Drive nor Topanga Canyon Blvd.





Current one-story home at 22025 San Miguel Street



**New Two-Story House at 22025 San Miguel Street
Exterior Materials and Plans**

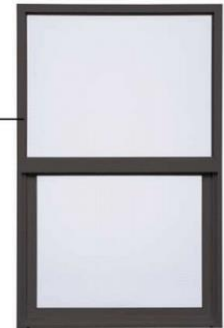
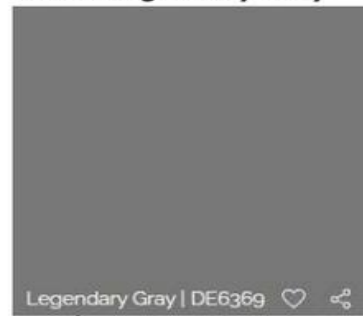
**Stucco, Omega Colortek
20/30 Sand Finish
Color: 250 Bone Base 2**



**Roofing by CertainTeed
Landmark Solaris
Color: Country Gray**



**Trim Paint
Dunn Edwards DE6369
Color: Legendary Gray**



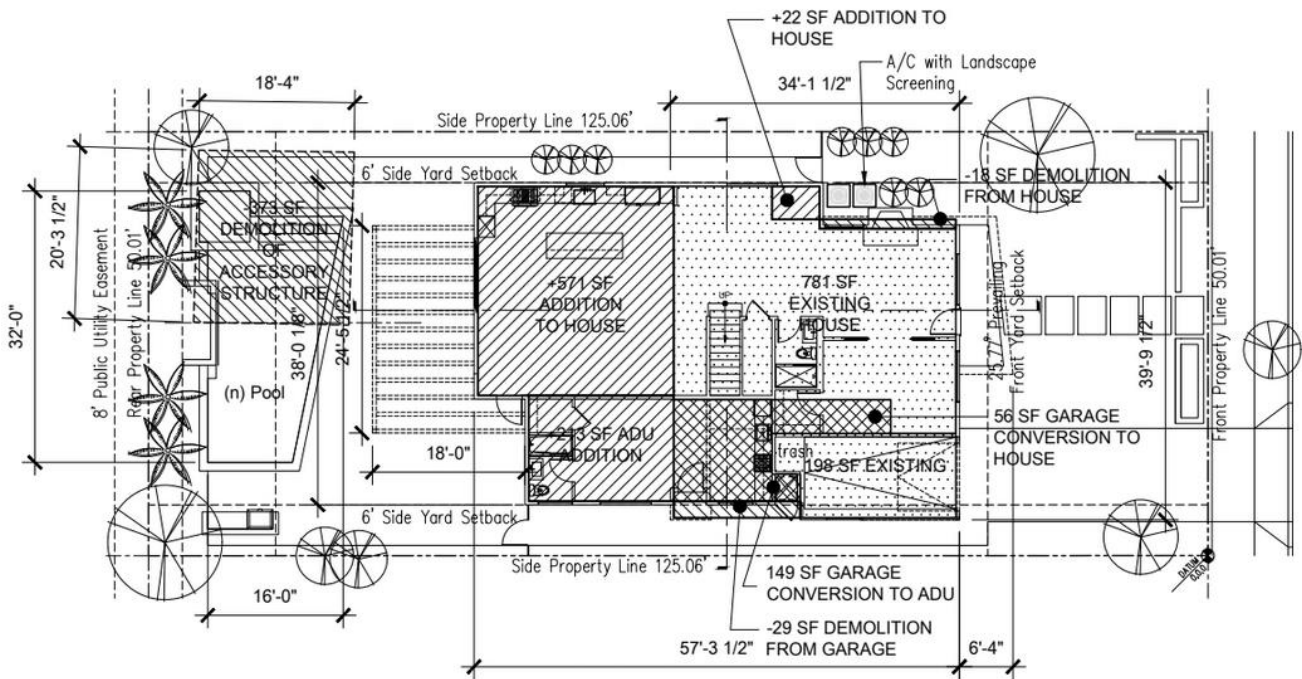
**Milgard Vinyl Window
Styline Series
Color: Espresso**

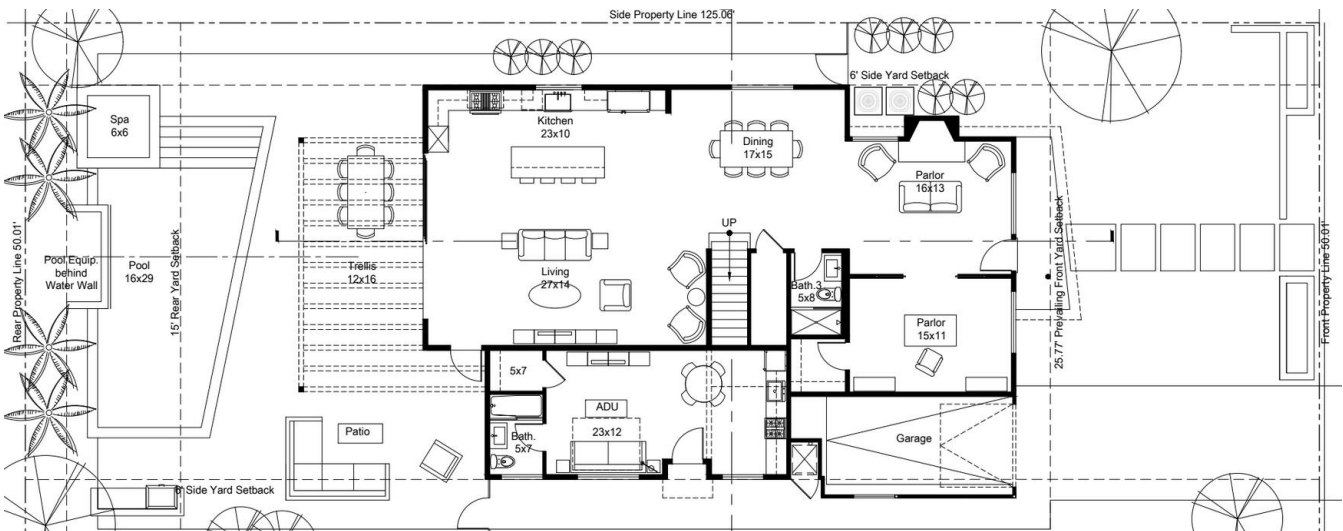


**Belden Brick
Black Diamond Velour**

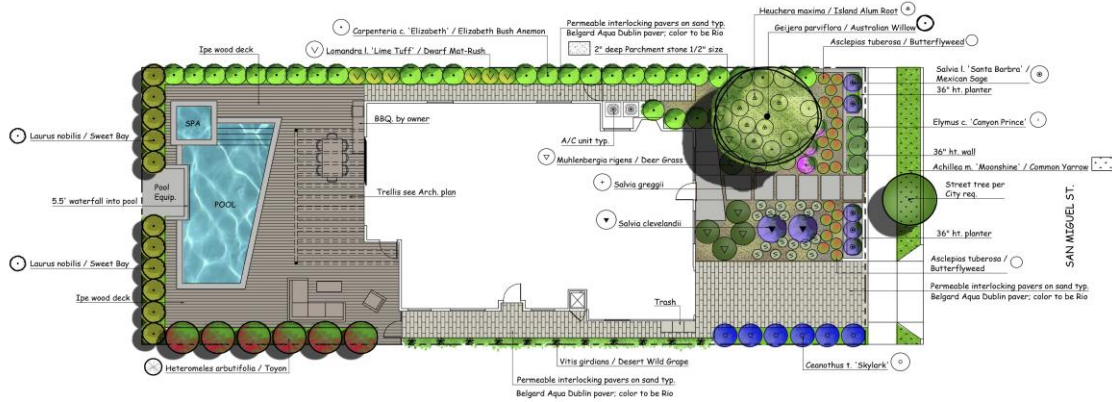


**Belden Brick
Downing Black Velour**





Landscape Design



PLUM MOTION

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 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 car port.** 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 compliant 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 change requests 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

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

Bylaws Election Update

From [EmpowerLA](#)
Sender [EmpowerLA](#)
To [D Weiss](#)
Date 2024-08-03 17:19

Message Body

Dear Neighborhood Council Leaders,

We hope this correspondence finds you well. We are writing to share and address challenges regarding the upcoming 2025 Neighborhood Council vote-by-mail elections that Neighborhood Council leaders across the city have brought to our attention.

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.

Self Affirmation	Documentation
<ul style="list-style-type: none">• Requires voters to affirm, under penalty of perjury, that they are eligible to vote in the Neighborhood Councils election• Does not require documentation to support eligibility	<ul style="list-style-type: none">• Requires voters to submit identification and documentation to support their eligibility• Documentation can include, but is not limited to, Consular ID cards, driver's license, passport, utility bill, school ID, proof of membership to a nonprofit, etc.• Stakeholder must provide proof of their stakeholder status before receiving a ballot

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.

Thank you for your time and service to your Neighborhood Council.

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Department of Neighborhood Empowerment

200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Downtown Office: (213) 978-1551
Downtown Fax: (213) 978-1751
EmpowerLA.org



NEIGHBORHOOD COUNCILS
EMPOWER LA[™]
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Empower Yourself. Empower Your Community. Empower LA