



## MINUTES – WHWCNC FULL BOARD MEETING

Wednesday, April 11, 2018 - 6:30 p.m. – 9:30 p.m.

American Legion Hall

5320 Fallbrook Ave, Woodland Hills, CA 91367

### AGENDA

Call to Order - 6:45 by Joyce Fletcher

Pledge of Allegiance - By Aaron Williams

Roll Call - by Linda Kouy-Ghadosh

- Linda Kouy-Ghadosh, Karen DiBiase, Sean McCarthy, Paul Lawler, Nancy McLean, Martin Lipkin, Eva Morris-Huffman, Don Patterson, Bill Anderson, Mercy Alpert, Pat Patton (late), Heath Kline, Lauren Coffman, Aaron Williams, Joyce Fletcher, Peter Fletcher, Sheppard Kaufman - QUORUM 16 at 6:50

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### 1. Organization, Operation, Policies, & Procedures:

#### Public Announcements:

Office of Councilman Bob Blumenfield

2 Events

1. Recycle LA 4/23/18, 6:30-8:00 p.m. at Rose Goldwater Community Center
2. Bike Ride 4/21/18 9:00 a.m. - 11:00 a.m.

#### Public Comment Period (on items not on the agenda): (2) minutes per speaker

1. Joanna Yvanek-Garb - Presents board with "Who's in Charge" Booklet
2. Barbara Metzenbaum - of the Woodland Hills Library - Our location is available for meetings
3. Karen Snook - Agricultural Class is available at Pierce College; 05/16/18 10 a.m.-1 p.m. Horticulture Day at Pierce
4. Karen DiBiase - Summary of DTSC SSFL meeting
5. Kevin Benedict - Proposal for next month's meeting; Pilot Agricultural Program at Pierce
6. Sean McCarthy - no representatives were present at a meeting regarding the area. We need to make sure representatives are present at meetings concerning each area

Regular meeting was adjourned at 7:00 pm

SPECIAL MEETING – Called to order by Joyce Fletcher at 7:00pm and adjourned at 8:25 pm.

Joyce Fletcher called Regular Meeting to order at 8:25pm

### 2. Items for Board discussion and possible action:

Item No. (1) PLUM Committee – Lauren Coffman and Don Patterson, Co-Chairs  
(18-019) DIR-2017-4199-SPP – Morningstar at Woodland Hills Senior Living Home  
6233-6279 Variel Avenue, Woodland Hills, 91367

**MOTION:** Regarding City Planning Case No. DIR-2017-4199-SPP, having held five (5) public meetings for the Application filed by SBLP Warner Center, LLC, the Planning, Land Use and Mobility ("PLUM") Committee hereby finds that:

WHEREAS, the applicant, SBLP Warner Center, LLC, has submitted plans and architectural renderings for an 8-story, senior facility that includes 215 Independent-Living, 94 Assisted-Living and 29 Memory-Care Units; and

WHEREAS, the PLUM Committee opines that the project substantially meets the requirements of the Warner Center 2035 Specific Plan for a FAR of 3.4 in the College District; and

WHEREAS, the project will have 1 level of parking below grade and partially up to 2 levels of parking above grade; and

WHEREAS, the applicant requests a 32% reduction in parking requirements; and

WHEREAS, the applicant has shown that the LA Municipal Code parking requirements for this type of facility requires fewer spaces than what the Warner Center 2035 plan requires (406 spaces) as the plan only addresses “institutions” and not senior facilities directly; and

WHEREAS, Warner Center 2035 allows the Director of Planning to reduce the required parking by 50%; and

WHEREAS, given that the LA Municipal Code has lower minimum parking requirements for senior facilities it seems appropriate for the Planning Director to determine the Project will provide adequate spaces per the Municipal Code; and

WHEREAS, the applicant has “enhanced” the upper floor rooflines at the front and the back of the project to help add more visual interest to the project; and

WHEREAS, the applicant has added an additional floor at the northern front to provide greater differentiation between structure sections; and

WHEREAS, the entire PLUM committee found the architectural style to be very good for the site; and

WHEREAS, the Applicant has agreed to accept Conditions specified by the WHWCNC PLUM Committee;

THEREFORE, IT IS HEREBY RESOLVED that the Planning, Land Use and Mobility Committee, for the findings and conditions stated herein, moves that the Board of the Woodland Hills – Warner Center Neighborhood Council support a determination of the Warner Center 2035 project permit compliance for demolition of existing structures and construction of a 405,773 sq.ft., 8-story, senior facility at 6233-6279 Variel Avenue in Woodland Hills, contingent upon the following conditions:

**CONDITIONS:**

- 1.) All plans presented on April 11, 2018 at the Board Meeting of Woodland Hills – Warner Center Neighborhood Council (WHWCNC) shall be dated as such and re-submitted to Planning as an (updated) project application submittal.
- 2.) The applicant will not submit any significant, further updated plans without presenting them to the WHWCNC for support.
- 3.) Additionally, all conditions herein shall be printed on one of the Project Summary pages as a commitment to and acceptance of these conditions.
- 4.) The applicant acknowledges the necessity and responsibility of providing neighborhood pedestrians cross-block accessibility between local projects.
- 5.) The applicant and all future property owners agree to work with adjacent future projects to create cross block pedestrian adapted pathways including, in particular, reasonable grade adjustments on the south, north and west.
- 6.) The applicant and any future property owners agree to connect the driveway turn-around hammerhead to any future adjacent southern project if that future project provides a means to do so to increase neighborhood mobility/connectivity.

The PLUM Committee recommends that the City of Los Angeles Planning Department and Council District 3 Councilman Bob Blumenfield be notified by the Woodland Hills – Warner Center Neighborhood Council Board of its findings and subsequent recommendations to approve support of this application as presented April 11, 2018.

Motion by Lauren Coffman and Don Patterson, Seconded by Martin Lipkin

Vote: Yes - 16 No - 0, Abstain – 0    Recusal by Karen DiBiase    PASSED

**Item No. (2) PLUM Committee – Lauren Coffman and Don Patterson, Co-Chairs**  
**(18-020) ENV-2017-3443-PMLA - Parcel Map**  
**23388 Mulholland Dr., Woodland Hills, CA 91364**

Regarding City Planning Case ENV-2017-3443-PMLA for the application filed by the Motion Picture and Television Fund, for a parcel map subdividing an existing approximately 44-acre parcel into Parcel A containing approximately 26 acres and the current MPTF campus and Parcel B containing approximately 18.8 acres of farm land, a surface parking lot, and temporary buildings, the Planning, Land Use and Mobility (“PLUM”) Committee hereby finds that:

WHEREAS the MPTF has owned the parcel at 23388 Mulholland Dr. since 1940 to serve the needs of the entertainment industry; and

WHEREAS, MPTF has twice previously sold a portion of the original parcel to fund construction of campus facilities; and

WHEREAS the applicant has stated that they are not seeking to change conditions currently in place with the Conditional Use Permit issued in November 2002, as amended in December 2005 and August 2011.

THEREFORE, IT IS HEREBY RESOLVED that the Planning, Land Use and Mobility Committee, for the findings and conditions stated herein, recommends that the Board of the Woodland Hills – Warner Center Neighborhood Council support a determination to approve the parcel map at 23388 Mulholland Dr. in Woodland Hills with the following conditions:

**Conditions**

- 1) All conditions of the CUP issued on November 14, 2002, as amended on December 5, 2005 and August 25, 2011 remain in force and in effect on the new parcels.
- 2) All proceeds received will benefit MPTF’s mission and facilities located at the MPTF campus on Mulholland Drive in Woodland Hills.
- 3) MPTF will engage the WHWCNC be preserved as they are consistent with character of the existing campus and compatible with the neighboring uses.
- 4) MPTF, as part of the sale, will identify a space of at least 2,500 square feet, fronting Mullholland Drive, for publicly accessible public park/open space development to City of Los Angeles Department of Parks and Recreation standards.
- 5) MPTF will record covenants on the parcel as part of its sale that specify that the future use must provide priority to MPTF qualified members of the entertainment industry and their family members for any future residential development on the new parcel.

The PLUM Committee recommends that the City of Los Angeles Planning Department and Council District 3 Councilman Bob Blumenfield be notified by the Woodland Hills – Warner Center Neighborhood Council Board of its findings and subsequent recommendations to approve this application as presented April 11, 2018. MPTF will include all conditions stated herein on the parcel map.

Motion by Lauren Coffman and Don Patterson, Seconded by Sean McCarthy

Vote: Yes - 17 No - 0, Abstain – 0 PASSED

**Item No. (3) Heath Kline, Treasurer**

**(18-021) Approval of Monthly Expense Reconciliation [MER] for February & March 2018**

Motion to approve the WHWCNC Budget for Fiscal Year 2017-2018 Monthly Expense Reconciliation [MERs] for (1) February 2018 with a beginning balance of \$32,835.35 and a remaining balance of \$30,528.66 [pages 5-47] and (2) March 18 with a beginning balance of \$30,528.66 and a remaining balance of \$28,976.00 [pages 48-XXX] and confirm the payments reflected on the two MERs.

The February [42 pages 5-46] & March [55 pages 47-101] MERs are included in the [April 18 Financial Items.PDF](#) posted with this agenda.

Motion by Heath Kline, Seconded by Don Patterson

Vote: Yes - 16 Linda Kouy-Ghadosh, Karen DiBiase, Sean McCarthy, Paul Lawler, Nancy McLean, Martin Lipkin, Eva Morris-Huffman, Don Patterson, Bill Anderson, Mercy Alpert, Heath Kline, Lauren Coffman, Aaron Williams, Joyce Fletcher, Peter Fletcher, Sheppard Kaufman

No - 0, Abstain - 0 PASSED

**Item No. (4) Heath Kline, Treasurer**

**(18-022) Board Member Reimbursement Peter Fletcher \$263.26**

[B/L 39 & 145a] Motion to approve a payment of \$263.26 to WHWCNC Board Member Peter Fletcher to reimburse him for the purchase of [B/L 39] \$107.29 in Inkjet Ink used to print NC agendas, reports, letters and Stakeholder handouts. And to reimburse him for [B/L145a] \$155.97 for the purchase of Face Book event promotion-outreach advertising, refreshments, and event supplies used at the NC and City approved Job Fair event February 10, 2018.

Peter advanced these funds because he was unable to coordinate with the NC Treasurer to make these purchases. The City's required documentation for Board Member Reimbursement (City Event Preapproval, receipts, crossed linked Board Member bank statement proof of payment and event photos) are included in the [April 18 Financial Items.PDF](#) [15 pages 102-117] posted with this agenda.

Motion by Heath Kline, Seconded by Martin Lipkin

Vote:

Yes - 15 Linda Kouy-Ghadosh, Karen DiBiase, Sean McCarthy, Paul Lawler, Nancy McLean, Martin Lipkin, Eva Morris-Huffman, Don Patterson, Bill Anderson, Mercy Alpert, Heath Kline, Lauren Coffman, Aaron Williams, Joyce Fletcher, Sheppard Kaufman

Vote: No - 0, Abstain - Peter Fletcher PASSED

**Item No. (5) Heath Kline, Treasurer**

**(18-023) Motion to Approve Budget Reallocations to Fund NC Payments for Printing & Mailing the NC's Award Winning Spring/Summer 2018 Newsletter & Other Budget Reallocations to Reflect Actual YTD and Projected FYE NC Spending**

Motion to approve the reallocation of **\$20,355.54** in unspent NC funds to B/L 104 & 105 to Print 46M 4-Color 16 Page Newsletters and Postage & Mailing costs for 40M plus (the mail count updates weekly) of the newsletters to every residential and business address within the NC's boundaries with Stakeholder names when available with the balance of the newsletters used for local event direct distribution and placements.

The above funds are available by adjusting down (and up in few cases up) individual budget lines to reflect the actual expenses incurred for competed events, items purchased, services provided, and expenses projected for the balance of the FY together with a reprioritizations of NC Committee funding to reflect what can be realistically be done before the NC's FY18 spending cutoff in early June of 2018 a little over six weeks from now.

These Budget Allocation changes are reflected in Column N (with **increases** reflected with a yellow background and **green text** and **decreases** reflected with a pink background and **red text**.) of the attached revised budget of 4/11/2018.

The NC Funding Officers are further authorized to make small budget reallocations to reflect minor adjustment needed as we approach FYE to account for surplus funds that may become available after final expenses are incurred for a budget category and reallocate them to other budget categories where the funds can be spent for the benefit of the NC, NC Budget Advocate's Group [B/L 73], and the Stakeholders they serve to fully utilize the NC's *use it or lose it* \$42,000 FY 18 Budget.

The NC Treasurer and President are directed to file these budget changes with the City Clerk and fund these and all previously approved items reflected in this budget.

*NC Board Members & Stakeholder Committee Participants are requested prior to the meeting to familiarize themselves with the NC's proposed budget [4 pages 1-4] of the [April 18 Financial Items.PDF](#) posted with this agenda, in particular;*

*Column AA Projected Spend (YTD Spent Amount), Column AB Budget Amount, and Column AC Avail (Unspent-Available to Spend Funds).*

Motion by Heath Kline, Seconded by Bill Anderson

Vote: Yes - 16 Linda Kouy-Ghadosh, Karen DiBiase, Sean McCarthy, Paul Lawler, Nancy McLean, Martin Lipkin, Eva Morris-Huffman, Don Patterson, Bill Anderson, Mercy Alpert, Heath Kline, Lauren Coffman, Aaron Williams, Joyce Fletcher, Peter Fletcher, Sheppard Kaufman No - 0, Abstain – 0 PASSED

**Item No. (6) Heath Kline, Treasurer & NC Vice President Sheppard Kaufman**  
**(18-024) Authorize the WHWNC to approve and submit the Funding Support Statement for the NC Budget Advocate's Group with any WHWCNC funds that at FYE cutoff are left unspent and cannot be otherwise spent by the NC.**

[B/L 73] Motion: WHEREAS, the Budget Advocates have spent hundreds of hours collectively this fiscal year 2017 – 2018 meeting with city department and agency General Managers, and senior staff, discussing budget, strategic plans and operational matters for the coming fiscal year 2018 – 2019;

WHEREAS, their collective research has produced this year's White Paper and recommendations for the Mayor and City Council;

WHEREAS, the Budget Advocates depend on funds from the neighborhood councils to support their work and outreach to neighborhood councils and stakeholders and said funds are used for Budget Day, Regional Budget Day, outreach tools: such as Constant Contact, City Watch, Surveys, website hosting and maintenance, operational expenses (i.e. printing, copying), translation services, Channel 35 Budget Day broadcast, and more.

THEREFORE, the Woodland Hills-Warner Center Neighborhood Council (WHWCNC) votes to hereby support the work of the Neighborhood Council Budget Advocates and agrees to contribute all, or a portion thereof, of any uncommitted funds remaining for the fiscal year 2017 – 2018 to the Budget Advocates to support the extensive work performed by the Budget Advocates exercising the right of neighborhood councils and stakeholders under City Charter Article 9, section 909, to provide priorities and recommendations for the city budget to our City elected officials. The final distribution of funds, if any, by the WHWCNC shall be determined by at least two elected board officers with financial authority and shall be submitted via the **2018 Congress of Neighborhoods / EmpowerLA Awards / NC Budget Advocates Neighborhood Council Funding Support Statement**. See the [April 18 Financial Items.PDF](#) [page 118 ] posted with this agenda.

Motion by Heath Kline, Seconded by Karen DiBiase

Vote:

Yes - 16 Linda Kouy-Ghadosh, Karen DiBiase, Sean McCarthy, Paul Lawler, Nancy McLean, Martin Lipkin, Eva Morris-Huffman, Don Patterson, Bill Anderson, Mercy Alpert, Heath Kline, Lauren Coffman, Aaron Williams, Joyce Fletcher, Peter Fletcher, Sheppard Kaufman No - 0, Abstain – 0 PASSED

**Item No. (7) Heath Kline, Treasurer**  
**(18-025) Authorize NC Vice President Sheppard Kaufman to become the Alternate [Financial] Signer to act in the place of the NC Treasurer or NC President when one is not available to act.**

Motion: In accordance with the updated 2018 **NC Funding Program Policies & Guidelines**: Financial Officers section (pages 8 & 9); designate Sheppard Kaufman to act in the place of the WHWCNC Treasurer or President when one is not available to act (travel, illness, resignation, etc.) in accordance with Funding Policy, after completing required in person training and other City requirements for the position.

Motion by Heath Kline, Seconded by Mercy Alpert

Vote: Yes - 16 Linda Kouy-Ghadosh, Karen DiBiase, Sean McCarthy, Paul Lawler, Nancy McLean, Martin Lipkin, Eva Morris-Huffman, Don Patterson, Bill Anderson, Mercy Alpert, Heath Kline, Lauren Coffman, Aaron Williams, Joyce Fletcher, Peter Fletcher, Sheppard Kaufman No - 0, Abstain – 0 PASSED

**Item No. (8) Heath Kline, Treasurer, Joyce Fletcher President & Mercy Albert**  
**(18-026) Motion to Approve the NC Funding & Event Sponsorship of “Golden Years” Senior Education and Outreach Event \$1000.00.**

[B/L151] Motion to reaffirm Budget Line 151 \$1,000.00 funding for the 2<sup>nd</sup> annual “Golden Years” senior education and outreach event to take place at the WH American Legion Post 826 and take on the added responsibilities and duties under City NC funding guidelines of becoming an event sponsor, because the NC has been informed that the event may not take place without the WHWCNC’s funding and/or participation, and if the required advanced prior approval is obtained from the City after our submission of the required Event [Prior] Approval Form with required event budget and supporting documentation copies of which shall be made available to the Board and Stakeholders at the meeting prior to hearing this motion in accordance with City funding policy.

Motion by Heath Kline, Seconded by Eva Morris-Huffman

Vote:

Yes - 16 Linda Kouy-Ghadosh, Karen DiBiase, Sean McCarthy, Paul Lawler, Nancy McLean, Martin Lipkin, Eva Morris-Huffman, Don Patterson, Bill Anderson, Mercy Alpert, Heath Kline, Lauren Coffman, Aaron Williams, Joyce Fletcher, Peter Fletcher, Sheppard Kaufman      No - 0, Abstain – 0      PASSED

**4. Board Member Area Reports:** None

**5. Committee Reports:** None

**Adjournment of meeting:** Joyce Fletcher adjourned at 9:20

**Minutes:** Submitted by Secretary, Linda Kouy-Ghadosh