

MINUTES – WHWCNC FULL BOARD MEETING

Wednesday, June 13, 2018 - 6:30 p.m. – 9:30 p.m.

American Legion Hall

5320 Fallbrook Ave, Woodland Hills, CA 91367

Call to Order 6:45 by Joyce Fletcher

Pledge of Allegiance - by Don Patterson

Roll Call – by Linda Kouy-Ghadosh

- Linda Kouy-Ghadosh, Karen DiBiase, Brian Drapkin, Sean McCarthy, Ray Cole, Nancy McLean, Martin Lipkin, Don Patterson, Bill Anderson (late), Cameron Gil, Dorothy Koetz (late), Mercy Alpert, Pat Patton, Gilbert Yablon, Heath Kline, Lauren Coffman, Aaron Williams, Joyce Fletcher, Peter Fletcher, Sheppard Kaufman, Ved Kulkarni – QUORUM 19 at 6:50

Approval of Minutes:

Minutes	Motion by:	Second By:	Yes	No	Abstain	Result
March 14, 2018	Linda Kouy-Ghadosh	Ray Cole	16	0	2	Pass
Board Meeting – April 11, 2018	Linda Kouy-Ghadosh	Don Patterson	16	0	3	Pass
Special Board Meeting – April 11, 2018	Mercy Alpert	Sheppard Kaufman	16	0	3	Pass
Board Meeting – May 9, 2018	Linda Kouy-Ghadosh	Kare DiBiase	15	0	4	Pass
Special Meeting – May 31, 2018	Peter Fletcher	Pat Patton	9	0	11	Fail

1. Organization, Operation, Policies, & Procedures:

Public Announcements:

LAPD Topanga Division – Lead Officers, Sean Dinse

- Volunteers are needed
- New Chief of Police

Office of Councilman Bob Blumenfield – Tim Glick and Veronica Voss

- Bob will be at the Concerts in the Park at 6
- 3rd Thursday of the month 9s the Art Walk
- 4th of July Fireworks at the Park, Bob Blumenfeld will be there

Office of other Local and State Officials and Other Public Announcements and Presentations

- Shiela Kuehls Office – Erin Schneider
 - Homeless Crisis stems from the housing crisis, we are working on fixing both
 - LA River Master Plan
 - Better transportation needed for Olympics
 - Shiela Kuehl will be at more events to have more presence and more availability to the public

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

- Barbara Metzenbaum of the Woodland Hills Library
 - Summer Reading Program
 - 7/6/18 Blood Drive
 - 7/7/18 Acasola – CSUN Acapella Group will be singing

- Harry Sherman
 - Park LA Homeless Parking Program – working on fixing problems with it
- Suzanne (Unknown Last Name) – “Homeless Camps” are a big problem

Organization, Operation, Policies, & Procedures, Officer Reports:

- Joyce Fletcher (President)
 - Newsletter
 - Retreat
 - Meetings with City Officials
- Sheppard Kaufman
 - List of committees is circulating
 - Please Check Website for:
 - 06/25 Meeting
 - Links to the Library
 - LAPD Volunteers
 - Pedestrian Deaths – working on reducing the deaths and injuries. Please keep eyes open

WHWCNC Outreach Events - Ray Cole and Peter Fletcher
Board Member Sign Up to Staff the NC Booth at these NC Events
Valley Cultural Center – Concerts on the Green – Sundays – June 10, 2018 to August 19, 2018

2. Items for Board discussion and possible action:

Item No. (1) Don Patterson, Governance Committee
(18-049) Board Appointment

Motion to appoint Tamara Johnson to the Board member position of Area 1 Alternate.
 CONTINUED TO NEXT MEETING

Item No. (2) Joyce Fletcher, President and Funding Second Signer
(18-050) Approval of the 2018/2019 WHWCNC Budget

Motion for the WHWCNC Board to approve the 2018/2019 WHWCNC Budget which was approved and voted on at the WHWCNC Budget Committee Meeting held on May 30, 2018.
 NO ACTION TAKEN

Item No. (3) Joyce Fletcher, President and Funding Second Signer
(18-051) Funding Administrative Funding Summary Packet

Motion for the NC Board to approve the 2018/2019 WHWCNC, Office of the City Clerk Neighborhood Council Funding Program Fiscal Year Administrative Packet. (see attached)
 Documents for approval are as follows:

- 1) WHWCNC Neighborhood Council Funding Program \ Letter of Acknowledgement signed by the Treasurer, Heath Kline, Second Signer, Joyce Fletcher and Sheppard Kaufman, Third Signer.
- 2) Copy of the WHWCNC Budget for Fiscal Year 2018 - 2019
- 3) WHWCNC Request for Administrative Agreements:
 - a) Office Lease Agreement (not applicable)
 - b) Board Meeting Location
 - c) Storage Facility Agreement
 - d) PO Box Agreement
 - e) Website Services

Amendment: "Motion to reduce Education LAUSD poster contest by \$1,500 and move it to ARC Graphics."

Motion by: Martin Lipkin

Second by: Sean McCarthy

Friendly Amendment: Poster contest is reduced to \$1,500, ARC Graphics is increased to \$2,000

Yes: 16 No: 1 Abstain: 3 PASSED

Motion by: Martin Lipkin Second by: Sean McCarthy

Roll Call Vote:

Yes: 19 - Linda Kouy-Ghadosh, Karen DiBiase, Brian Drapkin, Sean McCarthy, Ray Cole, Nancy McLean, Martin Lipkin, Don Patterson, Bill Anderson, Cameron Gil, Dorothy Koetz, Mercy Alpert, Pat Patton, Gilbert Yablon, Lauren Coffman, Aaron Williams, Joyce Fletcher, Peter Fletcher, Sheppard Kaufman

Abstain: Heath Kline No: 0 PASSED

Item No (4) Joyce Fletcher, President
(18-052) Appointment Assistant Secretary

Motion for the Board to appoint Karen DiBiase as the Assistant Secretary of the WHWCNC per the WHWCNC Bylaws
Motion By: Joyce Fletcher

Article V1, Section 2:

The Board shall appoint an Assistant Secretary who shall assist the Secretary with all duties and act in his or her absence.

Motion By: Joyce Fletcher Second by: Martin Lipkin

Yes: 20 No: 0 Abstain: 0 PASSED

Item No. (5) Eva Morris-Huffman and Peter Fletcher
(18-053) WHWCNC Inventory Report

Motion for the Board to approve the WHWNC Inventory Report of items in the NC storage unit. The NC Inventory is equally available and accessible for use by all Board members and each Board member is responsible for maintaining inventory items in a clean/usable condition and picking up/returning item to the storage unit. No member may use an item for personal use. The items are the property of the City of Los Angeles. Any broken, lost or stolen items must be reported to the President of the Board so the City can be notified and the proper document generated. (see attached)

Motion by: Peter Fletcher Second by: Don Patterson

Roll Call Vote:

Yes: 20 - Linda Kouy-Ghadosh, Karen DiBiase, Brian Drapkin, Sean McCarthy, Ray Cole, Nancy McLean, Martin Lipkin, Don Patterson, Bill Anderson, Cameron Gil, Dorothy Koetz, Mercy Alpert, Pat Patton, Gilbert Yablon, Heath Kline, Lauren Coffman, Aaron Williams, Joyce Fletcher, Peter Fletcher, Sheppard Kaufman

Abstain: 0 No: 0 PASSED

Item No. (6) Sheppard Kaufman, Vice President
(18-054) Updated List of Committees

Motion for the Board to approve the June 13, 2018 list of WHWCNC Committees per the WHWCNC Bylaws:

Article V11, Section 4

B. **Chairperson:** With the concurrence of the other Officers of the Neighborhood Council, the President shall designate a person to serve as a Chairperson for each Neighborhood Council committee, subcommittee and/or ad hoc committee.

C. **Vacancies:** Vacancies on any committee, subcommittee and/or ad hoc committee may be filled by appointment made by the Committee Chairperson with the concurrence of the Officers of the Neighborhood Council. (see attached)

This list will be updated as needed and presented to the Board when changes occur.

Motion By: Sheppard Kaufman Second by: Aaron Williams
Yes: 19 No: 0 Abstain: 0 PASSED

Item No. (7) Heath Kline, Treasurer
(18-055) May 2018 MER

Approval of Monthly Expense Reconciliation [MER] for May 2018

Motion to approve the WHWCNC Budget for Fiscal Year 2017-2018 Monthly Expense Reconciliation [MER] for May 2018. The document will be provided to the stakeholders and Board members at the June 13, 2018 Meeting.

Motion By: Heath Kline Second by: Don Patterson
Vote: Yes: 18 No: 0 Abstain: 1 PASSED

Roll Call Vote:

Yes: 18 - Linda Kouy-Ghadosh, Karen DiBiase, Brian Drapkin, Sean McCarthy, Ray Cole, Nancy McLean, Martin Lipkin, Don Patterson, Bill Anderson, Cameron Gil, Dorothy Koetz, Mercy Alpert, Gilbert Yablon, Lauren Coffman, Aaron Williams, Joyce Fletcher, Peter Fletcher, Sheppard Kaufman
Abstain: Heath Kline No: 0 PASSED

Item No. (8) Joyce Fletcher, President
(18-056) Department NC To-Do List

Board Review of To-do's and Deadlines for documents to be approved at the July Board Meeting related to the May 2019 WHWCNC Election and other documents related end of fiscal year 2017/2018 and Board Self-Assessment.

(see attached)

INFORMATION ONLY

Item No. (10) Joyce Fletcher, President
(18-057) Empower La Invoice Payment Request

Motion for the Board to approve the following.

Request from the City Clerk to Ratify the WHWCNC Budget 2017/2018 Budget to include the payment of \$960.00 for the following outstanding unpaid invoice from EmpowerLa related to expenses incurred at the WHWCNC Job Fair:

Language: 2 ASL – Sign language: - For up to two hours = \$200 x 2 interpreters
(09:30-11:30)
- Every hour thereafter at \$85/hr = 3 additional hrs = \$255 x 2 ASL interpreters =
(per City Atty contract's fee schedule #C-124066)
(see attached)

Per EmpowerLa- On February 2, 2018, the Department received a request from Cameron Gil to have sign language interpreters at the WHWCNC Job Fair event, held on February 10th. EmpowerLa contacted the Languages4You vendor, to provide them with the information of having sign language interpreters for 10 individuals attending, and to assist at the employer booths from 10 am to 2 pm, at the Westfield Rose Goldwater Community Center located at [21710 Vanowen street, Canoga Park](#).

Motion by: Joyce Fletcher Second by: Peter Fletcher
Vote: Yes: 18 No: 1 Abstain: 0

Roll Call Vote:

Yes: 18 - Linda Kouy-Ghadosh, Karen DiBiase, Brian Drapkin, Sean McCarthy, Ray Cole, Nancy McLean, Martin Lipkin, Don Patterson, Bill Anderson, Cameron Gil, Dorothy Koetz, Mercy Alpert, Gilbert Yablon, Lauren Coffman, Aaron Williams, Joyce Fletcher, Peter Fletcher, Sheppard Kaufman
No: Heath Kline Abstain: 0 PASSED

Item No. (11) Don Patterson and Lauren Coffman – PLUM Co-Chairs

(18-058) Case No. ZA-2017-841-ZAD

4798 Abargo St., Woodland Hills, CA 91364

Motion regarding a proposed 1,300 square foot, three-story single-family residence fronting a substandard unimproved hillside street; increase in lot coverage to 1,300 square feet from 1,000 square feet for green building bonus; request for zero front yard setback.

MOTION:

Having held two public meetings for the application concerning ZA-2017-841 ZAD to approve the zero front yard setback in front the Planning, Land Use and Mobility Committee hereby finds that:

WHEREAS, the topography of the site prevents the city from utilizing the public right of way and the driveway of the project will utilize the revocable permit for the driveway and turnaround;

WHEREAS, the city will not utilize the public right of way for the distant or foreseeable future; and

WHEREAS, the applicant has agreed to come back and present the project to the PLUM Committee for review and comment of the design and architectural plans.

THEREFORE, IT IS HEREBY RESOLVED, that the Planning, Land Use and Mobility Committee, for the findings and conditions stated herein finds that the proposed application for zero front yard setback receive the support of the Board of the Woodland Hills-Warner Center Neighborhood Council for the requested actions with the following conditions:

1) The Applicant be required to come back to the neighborhood council PLUM committee to provide the full architectural plans, site map, and provide more detail on the project.

Motion By: Don Patterson

Second by: Bill Anderson

Vote: Yes: 17 No: 0

Abstain: 1

PASSED

Item No. (12) Lauren Coffman and Don Patterson, PLUM Co-Chairs

(18-059) Case No. DIR-2016-3785-SPP

20101 Ventura Blvd, Woodland Hills, CA – Chick-Fil-A

Motion:

As pertaining to Case DIR-2016-3785-SPP, having held six public meetings for the application filed by Jennifer Daw of Chick-Fil-A and represented by Jonathan Lonner of Burns & Bouchard, Inc. for the restaurant and drive thru project located at 20101 Ventura Boulevard, the Planning, Land Use and Mobility Committee hereby finds that:

WHEREAS, the Applicant has designed and submitted a proposed drive thru restaurant that is compliant with the Ventura- Cahuenga Boulevard Corridor Specific Plan; and

WHEREAS, the project is not requesting any exceptions, or variances; and,

WHEREAS, the owner has addressed the traffic, queuing and parking issues raised by the PLUM Committee and LADOT and has incorporated those changes and conditions of approval into their revised development site plan; and,

WHEREAS, the Applicant has presented parking and landscaping plans that conform to, the requirements of the Ventura – Cahuenga Corridor Specific Plan; and,

WHEREAS, the LADOT has upgraded the crosswalk from Taft High Scholl (southwest corner of intersection) to a Continental Crosswalk, and the owner will continue working with LADOT to modify the lights to give pedestrians an early start crossing; and

WHEREAS, the owner will provide striping and a colored pattern in a crosswalk between the patio dining area at the Ventura Street edge and the restaurant building sidewalk and add signage at the patio dining area; and

WHEREAS, the owner will provide security cameras, night time lighting and coordinate with LAPD for a nightly drive by to provide security at the patio dining area; and

WHEREAS, the owner will work with DOT to obtain No Left Turn signs at both egresses; and,

WHEREAS, the applicant has departed from the Company architecture and design to integrate Red awnings in front of the building for aesthetic / architectural color enhancement per request from the WHWCNC PLUM committee and CD 3; and.

WHEREAS, the applicant has enlarged the patio dining area from 270 SF to 503 SF and opened up the structure to accommodate the WHWCNC PLUM committee request for improved pedestrian flow, improved visibility and security, and an enhanced design element along Ventura Boulevard; and,
THEREFORE, IT IS HEREBY RESOLVED that the Planning, Land Use and Mobility Committee, for the findings and conditions stated herein, finds that the submitted application and plans by Chick-Fil-A for the proposed project at 20101 Ventura Boulevard receive the support of the Board of the Woodland Hills-Warner Center Neighborhood Council for the requested actions contingent upon the following conditions:

Conditions

- 1) All plans presented on June 13, 2018 at the Board Meeting of the 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 will submit their proposed lighting plans and signage plans to the Woodland Hills Warner Center Neighborhood Council and to the Los Angeles City Planning Department when specifics have been determined at a time before construction begins on the proposed project.
- 5) Prior to the issuance of a building permit, vehicular ingress/egress and internal circulation shall be reviewed and approved by the Department of Transportation (LADOT). The LADOT approval shall be on a site plan that is in substantial conformance with the plan submitted to the Woodland Hills Warner Center Neighborhood Council and shall include the following:
 - a. “No Left-Hand Turn” signs posted at each automobile entrance;
 - b. “Right Turn Only” signs posted at each automobile exit;
 - c. Raised curb shall be installed along Winnetka from the Ventura Boulevard intersection to the Winnetka driveway (to the satisfaction of LADOT)
- 6) Applicant shall install and maintain security lights, security cameras, video surveillance signage and a two-week retention DVR that covers the outdoor eating area and adjacent common areas of the business. The video files shall be made available to the Los Angeles Police Department upon request.
- 7) Applicant shall coordinate with LADOT to ensure that all potential safety measures have been implemented at the crosswalk connecting Taft High School to the proposed Chick-fil-A restaurant.
- 8) Applicant shall install colored paving patterns at the raised on-site pedestrian sidewalk to enhance visibility of pedestrians and to slow down on-site traffic.
- 9) Applicant shall not permit any loitering on the premises or on property adjacent to the premises.
- 10) Applicant shall identify a contact person and provide a 24-hour “hot-line” telephone number for any inquiries or complaints from the community regarding the subject facility, and provide a log of such inquiries and complaints.
- 11) Applicant/business operator shall be responsible for maintaining free of litter, the area over which they have control.
- 12) Applicant will provide a full time staff person for traffic valet and tablet ordering and payment – which will allow for expedient ordering and movement of vehicles during the peak time of 11 am – 1 pm.
- 13) Applicant will include in their landscape plan succulents, other landscape species and 3 foot high fencing (as shown on the landscape plan) to deter walking through the landscaped areas along Ventura Boulevard, as well as deter loitering and encampments.
- 14) Applicant shall provide staff for clean-up and maintenance of onsite and peripheral areas.
- 15) Applicant will work with the WHWCNC PLUM Committee and Board to select and provide public art to be located in the landscaped area along Ventura Blvd, adjacent to Winnetka Avenue, to be installed before opening the facility.
- 16) Applicant will coordinate with the PLUM committee the review of the outdoor patio furniture and furniture layout to maximize visibility of the northeast corner of the patio.
- 17) Applicant will continue to develop the landscape garden area along Ventura and the Patio seating area to develop a lively, animated, and garden-like experience for pedestrians walking from the sidewalk to the restaurant and for customers dining in the patio area

18) Applicant will not hang any banners on the patio dining area structure.

Motion By: Lauren Coffman
Vote: Yes: 16 No: 1

Second by: Sean McCarthy
Abstain: 1 PASSED

4. Board Member Area Reports:

Area 1 – Karen DiBiase, Linda Kouy-Ghadosh, Tamara Johnson
Area 2 – Sean McCarthy, Raymond Cole, Brian Drapkin, Paul Lawler
Area 3 – Nancy McLean, Herbert Madsen, Martin Lipkin, Eva Morris-Huffman
Area 4 – Don Patterson, Cameron Gil, Bill Anderson
Area 5 – Dorothy Strackbein, Richard Hollander, Mercy Alpert
Area 6 – Pat Patton, Heath Kline, Gilbert Yablon, Lauren Coffman
Area 7 – Aaron Williams, Joyce Fletcher, Peter Fletcher, Marie Pierre
At Large – Sheppard Kaufman, Gina Thornburg
Youth Member- Ved Kulkarni

5. Committee Reports:

Beautification Committee – Sean McCarthy, Chair
Budget Committee - Heath Kline, Chair
Community Outreach Committee – Ray Cole, Chair
Community Services – Mercy Alpert and Joyce Fletcher, Co-Chairs
Education Committee – Bill Anderson, Chair
Environment Committee – Karen DiBiase and Gina Thornburg, Co-Chairs
Governance Committee – Don Patterson, Chair
Homelessness Committee - Ray Cole, Chair
PLUM Committee – Don Patterson and Lauren Coffman, Co-Chairs
Public Safety Committee – Sheppard Kaufman, Chair
WHIP Committee – August Steurer, Chair
Ad-hoc Westfield Promenade 2035 Project - Joyce Fletcher, Chair
Ad-hoc SSFL Committee – Karen DiBiase, Chair

Announcements: *The next Board meeting will be held on Wednesday, July 11, 2018.*

Meeting dates for or the upcoming 2018/2019 year; the proposed Board meeting dates are: TBD (Date, Time, location subject to change or cancellation. **Please check the www.whcouncil.org website calendar page for any changes.**

Adjournment of meeting: 9:55 p.m.