



## MINUTES – WHWCNC FULL BOARD MEETING

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

American Legion Hall

5320 Fallbrook Ave, Woodland Hills, CA 91367

Call to Order – Meeting called to order at 6:45pm by Joyce Fletcher

Pledge of Allegiance – by Aaron Williams

Roll Call – Karen DiBiase, Linda Kouy-Ghadosh, Brian Drapkin, Paul Lawler, Sean McCarthy, Ray Cole, Nancy McLean, Martin Lipkin, Cameron Gil, Dorothy Koetz, Mercy Alpert, Pat Patton, Gilbert Yablon, Heath Kline, Lauren Coffman, Aaron Williams, Joyce Fletcher, Peter Fletcher, Sheppard Kaufman, Gina Thornburg, Ved Kaukarni.

Quorum – 21

**Approval of Minutes:** Board Meeting – June 13, 2018 – Approval of Minutes moved to next meeting

Special Board Meeting – May 31, 2018 – Approval of Minutes moved to next meeting

**Motion by: Joyce Fletcher, Seconded by: Brian Drapkin**

**Vote: Yes 18, No – 0, Abstain – 0, Ineligible – 3, Absent - 4**

---

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

#### Public Announcements:

LAPD Topanga Division – Lead Officers, Sean Dinse and Brent Rygh, not present

Office of Councilman Bob Blumenfield, Tim Glick

New Empower LA representative for WHWCNC – Gibson Nyambura, not present

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

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

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

President - Joyce Fletcher

The WHWCNC Board Retreat

Adjournment of Board Meetings

Board member procedure for Board member comment for items on the agenda

Board member procedure for Board member comment for items not on the agenda

Vice-President – Sheppard Kaufman

Treasurer - Heath Kline

Secretary - Linda Kouy-Ghadosh

Parliamentarian – Don Patterson

---

## **PRESENTATION, DISCUSSION and Q&A**

### **THE CITY IS WRITING A NEW COMMUNITY PLAN FOR WOODLAND HILLS Presentation by City Planner Tom Glick and team**

**Discussion of how you will be affected by the NEW Community Plan for**

**Canoga Park – Winnetka - Woodland Hills – West Hills**

**This update will greatly affect future land use and development in your neighborhood and community.**

**The community attended the presentation and filled out the Community Plan Survey, which was  
available at the back of the room.**

**Information regarding the Transit Neighborhood Plan can be located at [www.LATNT.org](http://www.LATNT.org)**

**Your input is needed.**

**Discussion at WHWCNC Board meeting was from 7:05pm – 8:30pm**

---

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

##### **Item No. (1) Don Patterson, Governance Committee**

**(18-060) Board Appointment** – Item No. 1 was done prior to New Community Plan presentation.

Motion to appoint Tamara Johnson to the Board member position of Area 1 Alternate.

**Short presentation by Tamara Johnson, who had to leave Board Meeting afterwards.**

**Motion by: Joyce Fletcher, Seconded by Cameron Gil**

**Vote: Yes 18, No – 0, Abstain – 0, Ineligible – 3, Absent - 4**

##### **Item No. (2) Joyce Fletcher, President**

**(18-061) Resilience Liaison** – preparation for natural disasters

Motion for the WHWCNC Board to approve Gina Thornburg, Joyce Fletcher, Paul Lawler and Sheppard Kaufman as WHWCNC Resilience Liaisons.

*In the near future, the Mayor's Office and Empower LA will co-host a Town Hall type meeting with the Resilience Liaisons from across the city to present and discuss this initiative in more detail. Neighborhood Councils will be asked by the Mayor's Office to come up with a Resilience Plan for their areas by the end of calendar year 2019. Empower LA will assist and support you in that effort as we move along. For more information on Resilient Los Angeles visit: <https://www.lamayor.org/Resilience>.*

**Motion by: Joyce Fletcher, Seconded by Karen DiBiase**

**Vote: Yes 17, No – 0, Abstain – 1, Ineligible – 3, Absent - 4**

##### **Item No. (3) Joyce Fletcher, President**

**(18-062) WHWCNC Self-Assessment**

Motion to approve the WHWCNC 2019 Self-Assessment which summarizes how the WHWCNC performed in 2017/2018 based on the 2017/2018 strategic plan and shows the Board what was most effective in your Neighborhood Council's civic engagement efforts.

Sean McCarthy added minor amendment.

**Motion by: Joyce Fletcher, Seconded by Mercy Alpert**

**Vote: Yes 17, No – 1, Abstain – 0, Ineligible – 3, Absent - 4**

**Item No (4) Joyce Fletcher, President**  
**(18-063) WHWCNC 2019 Election STIP Sheet**

Motion to approve the WH-WCNC 2019 Election STIP Sheet which provides the Office of the City Clerk with our Neighborhood Council's polling place, polling place hours, and translation preferences for the 2019 Neighborhood Council Elections. This worksheet will supplement the policies and procedures in the Neighborhood Council 2019 Election Manual.

**Motion by: Joyce Fletcher, Seconded by Linda Kouy-Gadosh**  
**Vote: Yes 15, No – 2, Abstain – 1, Ineligible – 3, Absent - 4**

**Item No. (5) Peter Fletcher**  
**(18-064) WHWCNC Inventory Report**

**As Empower LA requires all items purchased between the date the inventory was last completed on June 13, 2018 and June 30, 2018, to be added to the inventory report, along with photos and approved by the Board and sent to Empower LA no later than July 15th:**

MOTION: Discussion and motion to approve and certify the Woodland Hills-Warner Center Neighborhood Council's (WHWCNC) Inventory list is correct and complete, containing all items in the possession of WHWCNC; as reported to the Department of Neighborhood Empowerment during Fiscal Year 2017-2018

**Motion by: Peter Fletcher, Seconded by Heath Kline**  
**Vote: Yes 18, No – 0, Abstain – 0, Ineligible – 3, Absent - 4**

**Item No. (6) PLUM Committee - Lauren Coffman, Co-Chair**  
**(18-065) DIR-2018-2646 (permit compliance for change of use)**  
**Stretch Motion Studio 21837 Ventura Boulevard** – Applicant: Terri Dickerhoff

Minor project permit compliance within the Ventura/Cahuenga Boulevard Corridor Specific Plan for a massage therapy studio and associated signage; 2,000 sq. ft. change of use from restaurant to massage / physical therapy studio.

**Motion:**

As pertaining to case DIR-2018-2646, having held one public meeting for the application filed by Michel Gahard / Motion Stretch Studio Woodland Hills LLC and represented by Terri Dickerhoff / CGR Development, for the massage / physical therapy project located at 21837 Ventura Boulevard, the Planning, Land Use and Mobility Committee hereby finds that:

WHEREAS, the Applicant has designed and submitted proposed signage for the massage / physical therapy project compliant with the Ventura Cahuenga Boulevard Corridor Specific Plan; and

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

WHEREAS, the change of use from restaurant to a massage / physical therapy use will not cause a requirement for an increase in parking; and

WHEREAS, the Applicant has presented a parking plan that conforms to the requirements of the Ventura / Cahuenga Boulevard Corridor Specific Plan; and

WHEREAS, the tenant space is 2,000 sq. ft., not 4,000 sq. ft. as indicated on the planning application;

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 Michel Gahard / Motion Stretch Studio Woodland Hills, LLC, for the proposed project at 21837 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. Construction materials will be staged in the parking area at the rear of the tenant space;
2. The Applicant will also submit their signage to the shopping center property owner for compliance and continuity with the shopping center signage program;
3. To alleviate parking congestion, consideration of the recommendation that employees of the Motion Stretch Studio park in the rear of the building parking area during daylight hours;
4. There will be no installation of any kind of privacy curtains around each massage / physical therapy station;
5. No banners will be posted along the rear façade of the building;

**Motion by: Lauren Coffman, Seconded by Martin Lipkin**

**Vote: Yes 16, No – 1, Abstain – 1, Ineligible – 3, Absent - 4**

### **Item No. (7) ) PLUM Committee, Lauren Coffman – Co-Chair**

#### **(18-066) DIR-2018-1930-CUB (Conditional Use Permit)**

**American Multi-Cinema, Inc., 21801 Oxnard Street** – Applicant: Rick Blake

MOTION: As pertaining to Case DIR-2018-1930-CUB, having held one public meeting for the Application filed by American Multi-Cinema, Inc and Michael Ayaz of Liquorlicense.com for a conditional use permit to allow the sale and dispensing of a full line of alcoholic beverages for on-site consumption in conjunction within a 120,000 square-foot theater located at 21801 Oxnard Street, Woodland Hills, CA, that contains sixteen auditoriums, lobby area, and 1,246 fixed seats and 55 wheelchair spaces. Hours of operation are from generally 9:00am-2:00am, daily, with occasional extended hours of operation, beyond 2:00am for special or new movie release until the conclusion of said movie showing, the Planning, Land Use and Mobility Committee hereby finds that:

WHEREAS, the proposed use will still meet the requirements of the area Specific Plan; and

WHEREAS, the applicant has agreed to implement the suggested conditions (see below) to the submitted application as set forth by Commanding Officer Maureen Ryan from the Topanga Division;

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 Liquorlicense.com for the proposed Conditional Use Permit at the AMC Theater, located at 21801 Oxnard St 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. Within one year of the effective date of this determination (~~April 25, 2018~~, **July 11, 2018**), all personnel acting in the capacity of manager or server at the premise shall attend a Standardized Training for Alcohol Retailers (STAR) session sponsored by the Los Angeles Police Department (LAPD).
2. The city may grant a conditional use permit for a defined period of time, e.g., three years or five years, after which time the approval is null and void and the applicant would have to file an application in order to keep selling alcoholic beverages.
3. The Petitioner(s) shall be responsible for maintaining free of litter, the area and adjacent to the premises over which they have control.
4. No alcoholic beverage shall be consumed on any property adjacent to the licensed premises under the control of the licensees,
5. No intoxicated person or persons observed publicly drinking shall be admitted to the location,
6. The parking lot of the premises shall be equipped with lighting of sufficient power to illuminate and make easily discernible the appearance and conduct of all persons on or about the parking lot.
7. No illuminated (i.e. neon) or alcohol advertising or digital signage of any type will be located in the windows or on the business storefront.

8. Signs shall be posted in English and in the predominant language of the facility's clientele, if different, that California State Law prohibits the sale of alcoholic beverages to persons who are under 21 years of age.
9. The applicant shall provide the Zoning Administrator a copy of each license suspension thereof or citation issued by the Los Angeles Police Department or State Department of Alcoholic Beverage Control upon such issuance.
10. No smoking of tobacco or recreational/medical marijuana products including cigarettes, cigars, hookah, vape or water pipes either inside the location or on any outdoor patios,
11. That all exterior public space (front, side and rear) will be illuminated with sufficient lighting for the police to identify all persons standing outdoors at night.
12. The business operator shall install video surveillance cameras and monitors inside the premises and cameras outside which show the outside frontage area, to the satisfaction of the Police Department prior to the exercise of the grant. Evidence of compliance shall be submitted by the business operator to the Zoning Administrator. The business operator shall maintain the video for at least two weeks and have them made available to the Police Department upon request.
13. That the authorized use shall be conducted at all times with due regard for the character of the surrounding district, and the right is reserved by the Zoning Administrator to impose additional corrective conditions, if, in the Administrator's opinion, such conditions are proven necessary for the protection of persons in the neighborhood or occupants of adjacent property or to revoke or amend this authorization if conditions are not met or operation of the site continues to constitute a nuisance.
14. At all times when the premises are open for business, the sale of alcoholic beverages shall be incidental to the sale of food.
15. There shall be no live entertainment, amplified music, or dancing permitted on the premises at any time.
16. These Conditions of Approval shall be retained on the property at all times and shall be produced immediately upon the request of a Police Officer. The manager shall be made aware of the Conditions and inform their employees of same. The manager shall also maintain an emergency contact number for the property owner.
17. No person under age 18 shall serve or sell alcohol.

**Motion by: Lauren Coffman, Seconded by Cameron Gil**

**Vote: Yes 16, No – 2 Abstain – 0, Ineligible – 3, Absent - 4**

**Item No. (8) ) Joyce Fletcher, Chair – Promenade 2035 Ad Hoc Committee**

**(18-066) NC Letter related to the Westfield Promenade 2035 Draft Environmental Impact Report**

Motion for the WHWCNC to approve a letter which contains comments/findings provided by the Promenade 2035 Ad Hoc Committee related to the Westfield Promenade 2035 Project Draft Environmental Impact Report.

The letter will be sent to the City of Los Angeles Planning Department and Council District 3 Councilmember Bob Blumenfield to advise them of these findings. (Letter will be provided at the Board meeting)

**Motion by: Joyce Fletcher, Seconded by Cameron Gil**

**Vote: Yes 13, No – 2 Abstain – 0, Ineligible – 3, Absent – 3, Recused – 2, leave meeting early - 1**

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

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: none**

Beautification Committee – Sean McCarthy, Chair  
Budget Committee - Heath Kline and Joyce Fletcher, Co-Chairs  
Community Outreach Committee – Ray Cole, Chair – Peter Fletcher, Vice Chair  
Community Services Committee – 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, August 8, 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](http://www.whcouncil.org) website calendar page for any changes.**

**Adjournment of meeting: 11:50pm**

**Disabilities Act Notification:** As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the bases of disability and upon request will provide reasonable accommodation to ensure equal access to its programs, services and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least three business days (72 hours) prior to the meeting you wish to attend by contacting Joyce Fletcher 818-340-6554 [j.fletcher@whcouncil.org](mailto:j.fletcher@whcouncil.org) or the Department of Neighborhood Empowerment at (213) 978-1551 [EmpowerLa@LACity.org](mailto:EmpowerLa@LACity.org)

**Brown Act Notification:** In compliance with Government Code 54957.5, non-exempt writings that are distributed to a majority or all the board in advance of a meeting may be viewed at the [www.whcouncil.org](http://www.whcouncil.org). calendar page. Agendas for meetings will be posted here and at specific locations 72 hours in advance of the scheduled meeting. Meetings are subject to change and the WHWCNC website [www.whcouncil.org](http://www.whcouncil.org) should be checked frequently. If you would like a copy of any record related to an item on the agenda, please contact: [l.kouyghadosh@whcouncil.org](mailto:l.kouyghadosh@whcouncil.org)