



MINUTES - AGENDA – WHWCNC FULL BOARD MEETING

Wednesday, June 12, 2019 - 6:30 p.m.

American Legion Hall 826

5320 Fallbrook Ave, Woodland Hills, CA 91367

Call to Order - 6:35pm by Joyce Fletcher

Pledge of Allegiance - Don Patterson

Roll Call – by Karen DiBiase

- Aaron Quantz, Komalpreet Kaur Batth, Karen DiBiase, Brian Drapkin, Paul Lawler, Sean McCarthy (late 7:50pm), Ray Cole, Nancy McLean, Angela Dawson, John Sandy Campbell, Martin Lipkin, Don Patterson, Bill Anderson, Jason Green, Peter Fletcher, Lauren Coffman, Ginny Sand, Joyce Fletcher, Houtan Homozian, Sheppard Kaufman, Gina Thornburg
- Quorum - 20

Public Announcements:

Office of Councilman Bob Blumenfield – Tim Glick

Small Art Reception in the office gallery on Thursday, June 13th, from 1-2pm

Concerts on the Green: Councilmember Bob Blumenfield will attend 4th of July event

Office of other Local and State Officials and Other Public Announcements and Presentations – *none present*

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

Chris Rowe – request revisit Bylaws and how a stakeholder can vote in a NC election

Sherman Gamson – interested in be involved with WHWCNC

Jann Lawson – request a moment of silence to honor fallen LA County Sherriff Deputy Joseph Solano

Organization, Operation, Policies, & Procedures:

Officer Reports:

President - Joyce Fletcher

Officer Elections will be held at the July 10, 2019 WHWCNC Board Meeting

A definition of office was distributed. Per the Bylaws, all officers must be elected members of the Board

Need WHWCNC members to sign up to be at the Concerts on the Green booth

Vice-President – Sheppard Kaufman

Committee Assignments will be approved at the August 14, 2019 WHWCNC Board Meeting

Treasurer – Paul Lawler, *none*

Secretary - Linda Kouy-Ghadosh, Assistant Secretary - Karen DiBiase, *none*

Parliamentarian – Don Patterson

All emails are subject to Public Records Request, so strongly suggest we use WHCouncil.org as your contact for NC business

All new NC members will get a new NC email. Example: J.FLETCHER@WHCOUNCIL.ORG

Business cards will have the NC email.

Committee Reports: *none*

Beautification Committee – Sean McCarthy, Chair

Budget Committee – Paul Lawler 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
Environmental Committee – Karen DiBiase, Chair
Governance Committee – Don Patterson, Chair
Homelessness Committee – Ray Cole, Chair
PLUM Committee – Lauren Coffman, Chair
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

**Swearing In Ceremony
of the Newly Elected
Woodland Hills-Warner Center Neighborhood Council Board
Oath of Office
Meet and Greet with Refreshments
(7:12pm to 7:30pm)**

- 1) *Presentation by Councilmember Bob Blumenfield. Certificates were given to WHWCNC Board Members leaving office*
 - 2) *Oath of Office given to newly elected WHWCNC Board Members by Councilmember Bob Blumenfield*
 - 3) *New WHWCNC Board Members were seated at the board*
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Organization, Operation, Policies, & Procedures:

- 1. Approval of Minutes:**
- May 8, 2019 – Regular Meeting
Motion by Joyce Fletcher, second by Don Patterson
PASS Yes: 13 No: 0 Abstain: 5 Ineligible: 2 Total: 20
- May 8, 2019 – Special Meeting
Motion by Joyce Fletcher, second by Sheppard Kaufman
PASS Yes: 13 No: 0 Abstain: 5 Ineligible: 2 Total: 20

2. Items for Board discussion and possible action:

Item No. (1) Treasurer - Paul Lawler, Chair
(19-147) May 2019 MER

Motion to approve the WHWCNC Budget for Fiscal Year 2018-2019 Monthly Expense Reconciliation [MER] for May 2019. **Copy of the May 2019 MER will be provided at the Board meeting.**

Roll Call Vote

Motion: Paul Lawler, Second: Ginny Sand

PASS Yes: 16 No: 0 Abstain: 2 Ineligible: 2 Total: 20

- *YES: Aaron Quantz, Komalpreet Kaur Batth, Karen DiBiase, Brian Drapkin, Paul Lawler, Ray Cole, Nancy McLean, Angela Dawson, John Sandy Campbell, Bill Anderson, Jason Green, Peter Fletcher, Lauren Coffman, Ginny Sand, Joyce Fletcher, Sheppard Kaufman*
- *ABSTAIN: Don Patterson, Houtan Hormozian*
- *INELIGIBLE: Martin Lipkin, Gina Thornburg*

Item No. (2) Treasurer, Paul Lawler

(19-148) Funding Request – Board member NC Logo T-shirts/Polo Shirts

Motion for the Board approve funding of up to \$1,000.00 from the 2018-2019 BC Budget for the purchase of outreach items from approved vendor HALO Branded Solutions to purchase additional T-shirt and/or Polo Shirts for board members to wear to NC outreach events.

Roll Call Vote

Motion: Paul Lawler, Second: Ray Cole

PASS Yes: 18 No: 0 Abstain: 0 Ineligible: 2 Total: 20

- YES: Aaron Quantz, Komalpreet Kaur Batth, Karen DiBiase, Brian Drapkin, Paul Lawler, Ray Cole, Nancy McLean, Angela Dawson, John Sandy Campbell, Don Patterson, Bill Anderson, Jason Green, Peter Fletcher, Lauren Coffman, Ginny Sand, Joyce Fletcher, Houtan Hormozian, Sheppard Kaufman
- INELIGIBLE: Martin Lipkin, Gina Thornburg

Item No. (3) Treasurer, Paul Lawler

(19-149) Funding Request – NC Meeting Countdown Timer

Motion for the Board to approve funding up to \$1000.00 from the 2018-2019 Budget for the purchase of a digital tripod meeting countdown timer, from an approved vendor of choice, to insure fair and correct timing of public and board member public comments.

Roll Call Vote

Motion: Paul Lawler, Second: Aaron Quantz

PASS Yes: 18 No: 0 Abstain: 0 Ineligible: 2 Total: 20

- YES: Aaron Quantz, Komalpreet Kaur Batth, Karen DiBiase, Brian Drapkin, Paul Lawler, Ray Cole, Nancy McLean, Angela Dawson, John Sandy Campbell, Don Patterson, Bill Anderson, Jason Green, Peter Fletcher, Lauren Coffman, Ginny Sand, Joyce Fletcher, Houtan Hormozian, Sheppard Kaufman
- INELIGIBLE: Martin Lipkin, Gina Thornburg

Item No. (4) Treasurer, Paul Lawler

(19-150) Funding Request - Board Member Name Badges

Motion for the Board to approve funding up to \$500.00 from the 2018-2019 NC Budget for the purchase of business cards from an approved vendor of choice, for current and new board members for NC outreach an informational purposes when conducting NC business and attending outreach events.

Roll Call Vote

Motion: Paul Lawler, Second: Ray Cole

PASS Yes: 18 No: 0 Abstain: 0 Ineligible: 3 Total: 21

- YES: Aaron Quantz, Komalpreet Kaur Batth, Karen DiBiase, Brian Drapkin, Paul Lawler, Ray Cole, Nancy McLean, Angela Dawson, John Sandy Campbell, Don Patterson, Bill Anderson, Jason Green, Peter Fletcher, Lauren Coffman, Ginny Sand, Joyce Fletcher, Houtan Hormozian, Sheppard Kaufman
- INELIGIBLE: Sean McCarthy, Martin Lipkin, Gina Thornburg

Item No. (5) Treasurer, Paul Lawler and President, Joyce Fletcher

(19-151) 2019-2020 Fiscal Year Administrative Packet with 2019-2020 NC Budget

Motion for the Board to approve the 2019-2020 Administrative Packet for fiscal year 2019-2020.

The administrative packet includes the NC Budget for the 2019-2020 fiscal year. This budget does not contain the 2018-2019 rollover funds as the precise amount will be determined by the City Clerk on August 1, 2019, after the audit of our 2018-2019 Budget has been completed.

At that time the WHWCNC Budget committee will meet to reallocate funds in August and prepare a reallocated budget for Board approval at the September 11, 2019 Board Meeting.

~~A copy of the Administrative packet will be provided and reviewed at the August 12, 2019 Board meeting.~~

Roll Call Vote

Per WHWCNC President Joyce Fletcher, this item will be postponed until July 10th NC Board meeting

Item No. (6) PLUM Committee, Lauren Coffman – Chair, PLUM Committee
(19-152) DIR-2018-7617-SPP
22055 Ventura Blvd., Woodland Hills, CA 91364 – live-work 12 unit apartment building

MOTION: As pertaining to Case DIR- 2018-7617-SPP, having held three public meetings, for the application requesting Project Permit Compliance to construct a Work-Live 12 unit residential, 4 story building with ground level parking on the first floor at 22055 Ventura Boulevard in Woodland Hills, the Planning Land Use and Mobility Committee hereby finds that:

WHEREAS, the applicant plans to replace a used car lot and small building with a 4 story modern residential structure, which represents a significant visual improvement to the corner of Ventura Boulevard and Glade Avenue, and

WHEREAS, the applicant has made significant changes from the original plans to accommodate requests from the Ventura Corridor, City Planning, and the PLUM committee, and

WHEREAS, the applicant has provided a revised plan that offers a more open and inviting street frontage facade facing Ventura Blvd., and

WHEREAS, the project conforms to height, density and use regulations for the area, and

WHEREAS, the applicant has agreed to provide an affordable unit and gain an increase of 35 percent in floor area provided by the density bonus, and

WHEREAS, the applicant has agreed to add landscaping to the west and north sides of the building and replace the existing street tree, and

WHEREAS, the applicant has agreed to provide a security camera and lighting on the rear of the building facing the alley.

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 for the project at 22055 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. The front windows on the first floor work-live unit could have solar shading and shall have no privacy curtains.
2. The proposed façade stone treatment on the first floor shall wrap around the building on all faces.
3. Electrical conduit shall be installed in the building to accommodate future wiring for charging electric vehicles.
4. Opaque glass above the first floor shall be non-reflective.
5. Trash containers shall be enclosed and located so as not to be visible from the street.
6. There shall be no banners or posters installed on the exterior of the building beyond 30 days after receipt of the Certificate of Occupancy.
7. The applicant shall provide the maximum allowable street trees along Glade Avenue.
8. The pathway on the east side of the building shall be paved from gate to gate.
9. All plans presented on June 12, 2019 at the Board Meeting of Woodland Hills-Warner Center Neighborhood Council shall be dated as such and re-submitted to Planning as an (updated) project application submittal.

10. The applicant will not submit any significant, further updated plans without presenting them to the WHWCNC for support.
11. Additionally, all conditions herein shall be printed on one of the Project Summary pages as commitment to and acceptance of these conditions.
12. Signage showing rendering of finished structure, plus specifics to size, ownership and contact information shall be erected and maintained during the construction of the project.

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 and Council District 3 Councilmember Bob Blumenfield of its findings and recommendation for the application presented on June 12, 2019.

Motion: Lauren Coffman, Second: Bill Anderson

PASS Yes: 15 No: 4 Abstain: 0 Ineligible: 2 Total: 21

Item No. (7) PLUM Committee, Chair – Lauren Coffman

(19-153) DIR-2019-2161-SPP

22753 ½ Ventura Blvd., Woodland Hills CA, 91934 - Retail Store - Edible Arrangements

MOTION: As pertaining to Case DIR- 2019-2161-SPP, having held one public meeting, for the application requesting Project Permit Compliance for the project at 22753 ½ Ventura Blvd. Woodland Hills, the WHWCNC Planning Land Use and Mobility Committee (PLUM) hereby finds that:

WHEREAS, the applicant plans to make no changes to exterior of the building except a new sign on the front of the building identifying the business, and

WHEREAS, the applicant plans to modify the interior of the building to accommodate preparation of edible arrangement products, and

WHEREAS, the modified building will accommodate customer ordering and take-out of products, but no provisions for customers to eat or drink within the building or on the property around the building, and

WHEREAS, the applicant will provide 9 parking spaces for employees and customers, including one handicapped space behind the building by restriping the existing parking spaces, and

WHEREAS, the applicant plans to lease an additional 6 parking spaces across the alley in the back from the American Legion to satisfy the minimum requirements for a take-out restaurant, and

WHEREAS, the applicant has agreed to explore upgrading the signs on all three business in the building as part of changing the existing Century 21 sign for the Edible Arrangements business.

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 for the project at 22753 1/2 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. The applicant shall make necessary improvements for the project to be fully ADA compliant.
2. There shall be no banners or posters installed on the building beyond 30 days after receipt of the Certificate of Occupancy.

3. All plans presented on June 12, 2019 at the Board Meeting of Woodland Hills-Warner Center Neighborhood Council shall be dated as such and re-submitted to Planning as an (updated) project application submittal.
4. The applicant will not submit any significant, further updated plans without presenting them to the WHWCNC for support.
5. Additionally, all conditions herein shall be printed on one of the Project Summary pages as commitment to and acceptance of these conditions.
- 6.

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 and Council District 3 Councilmember Bob Blumenfield of its findings and recommendation for the application presented on June 12, 2019.

Motion: Lauren Coffman, Second: Don Patterson

NOTE: Friendly Amendment to be added, Motion: Karen DiBiase, Second: Don Patterson, Approved by Lauren Coffman

Condition 6: The signage for the six additional parking spaces at the American Legion for the applicant's use need to include the hours of operation (8am – 7pm).

PASS Yes: 18 No: 0 Abstain: 0 Recuse: 1 Ineligible: 2 Total: 21

Item No. (8) PLUM Committee – Chair – Lauren Coffman
(19-154) DIR-2019-1831-SPP
21914 W. Ventura Blvd., Woodland Hills CA, 91364

Project Permit Compliance Pursuant to LAMC Section 11.5.7 for a change of use from retail to a dental office with two off-street parking spaces located within the Ventura/Cahuenga Blvd. Corridor Specific Plan

MOTION: As pertaining to Case DIR-2019-1831-SPP, having held one public meetings for the application filed by Abbas Jour the owner, and represented by Allen Jour, to review a façade design / change of use, the Planning, Land Use and Mobility Committee hereby finds that:

WHEREAS, the owner has agreed to maintain full transparency of the front façade, and

WHEREAS, the applicant is meeting the code requirement of additional parking by paying for two off-site parking spaces, and

WHEREAS, the applicant is proposing exterior signage lighting for the front façade, and exterior signage lighting for the rear façade, and

WHEREAS, the applicant will return with final signage plans as part of their signage permit 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 by Abbas Jour and plans by Allen Jour, representative for the property at 21914 Ventura Boulevard, Woodland Hills, CA 91364 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 12, 2019 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) Any changes to the proposed façade materials shall be resubmitted to the PLUM committee for review and support.

5) The applicant will finish the back side of the reception desk which is located at the glass façade,

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 and Council District 3 Councilmember Bob Blumenfield of its findings, and its subsequent supporting recommendation for this application as presented on June 12, 2019.

Motion: Lauren Coffman, Second: Don Patterson

PASS Yes: 19 No: 0 Abstain: 0 Ineligible: 2 Total: 21

Item No. (9) PLUM Committee, Chair, Lauren Coffman

(19-155) ZA-2018-5488-ZAD ENV-2018-5489-CE

5150 N. Baza Avenue, Woodland Hills CA, 91346

Zoning administrator determination - the request for a ZAD for a new 3 story SDF on a substandard hillside street. The property is located in the RE-40-1 zone. The dwelling will be 2 stories over a 2 car garage. The dwelling will have an area of 3,032 SF. The attached 2-car garage will have an area of 400 SF. A 10 ft. tall retaining wall will be located in the backyard.

Discussion and possible vote:

MOTION: As pertaining to case ZA-2018-5488-ZAD, having held three public meetings for the application filed by the property applicant Amir Menrazi, and represented by Allen Adel / Core & Associates, concerning the new construction of a three story, 3,032 sq. ft. residence, with a 400 sq. ft. two car, attached garage, at 5150 Baza Avenue, Woodland Hills 91364, the Planning, Land Use and Mobility committee hereby finds that:

WHEREAS, the Applicant has designed and substantially complies with the applicable regulations, findings, standards, and provisions of the Baseline Hillside Ordinance; And

WHEREAS, as a plan check item, Public Works is requiring the applicant to widen the substandard hillside street from the property to Ventura Boulevard, and

WHEREAS, the applicant is claiming as reasons: 1)financial hardship and 2)unresolvable existing conditions, that do not enable street widening from their property down to Ventura Boulevard, and

WHEREAS, the project is requesting a Zoning Administrator's Determination to permit the construction, use, and maintenance of a new single-family dwelling on a lot fronting a Substandard Hillside Limited Street that is not currently improved, but will be improved by the applicant, to a width of at least 20 feet, *in front of the applicant's property*, as required by LAMC Section 12.21 C.10.(i)(2). And,

WHEREAS, the applicant has agreed to implement and will note on their plans, conditions, as listed below, to the submitted 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 submitted by the applicant Amir Menrazi, for the new construction of a three story, 3,032 sq. ft. residence, with a 400 sq. ft. two car, attached garage, *and a limited street widening to 20 feet in front of the applicant's property*, receive the support of the Board of the Woodland Hills Warner Center Neighborhood Council for the requested action contingent upon the following conditions:

Conditions

1. WHWCNC PLUM committee requests that the Zoning Administrator require extensive conditions for the following:
 - a. Grading procedures
 - b. Haul routes for dirt removal and concrete delivery
 - c. On-site parking plan for heavy equipment in use
 - d. Staging area on-site for material delivery and storage
 - e. Construction crew parking plan, on site and remote

2. All plans presented on June 12, 2019 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.
3. Additionally, all conditions herein shall be printed on the Project Summary page as a commitment to and acceptance of these conditions.
4. The applicant and owner will not submit any significant further updated plans or changes without first presenting them to the WHWCNC for support.
5. No mechanical equipment or other utilities will be located on the flat roof.
6. Construction hours as per the City of Los Angeles Municipal Code will be strictly adhered to.

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 and Council District 3 Council member Bob Blumenfield of its findings and recommendation for this application as presented on June 12, 2019.

Motion: Lauren Coffman, Second: Bill Anderson

PASS Yes: 19 No: 0 Abstain: 0 Ineligible: 2 Total: 21

4. Board Member Area Reports: none

Announcements: The next Board meeting will be held on Wednesday, July 10, 2019.

Meeting dates for or the upcoming 2019 year; the proposed Board meeting are held the second Wednesday of every month at the American Legion Hall located at 5320 Fallbrook Ave, Woodland Hills, CA 91367 at 6:30pm.

HOWEVER, Please check the www.whcouncil.org website calendar page for any changes that may occur.

Adjournment of meeting: 8:58pm

Minutes submitted by: Karen DiBiase, Assistant Secretary

***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 on the basis 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 and other auxiliary aids and/or services, may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting you wish to attend by contacting Joyce Fletcher, at (818-340-6554 or email j.fletcher@whcouncil.org or the Department of Neighborhood Empowerment at (213) 978-1551 EmpowerLa@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 related to an item on the agenda, please contact Joyce Fletcher at (818) 340-6554 or email j.fletcher@whcouncil.org

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

- www.whcouncil.org – 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.
- You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at <https://www.lacity.org/subscriptions>

***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 Board meetings and our website at www.whcouncil.org