



## MINUTES - WHWCNC FULL BOARD MEETING

Wednesday, September 11, 2019 - 6:30 p.m.

American Legion Hall 826

5320 Fallbrook Ave, Woodland Hills, CA 91367

Call to Order - 6:50pm by Joyce Fletcher

Pledge of Allegiance – Paul Lawler

Roll Call – by Sheppard Kaufman

- Karen DiBiase (late 6:55pm), Tamara Johnson, Brian Drapkin, Paul Lawler, Sean McCarthy, Ray Cole, Nancy McLean (leave early 9pm), Angela Dawson (late 6:55pm), Martin Lipkin, Peter Fletcher, Heath Kline, Lauren Coffman, Joyce Fletcher, Sheppard Kaufman
- Quorum - 14

### Public Announcements:

Moment of Silence was held for remembrance of 911

Office of Councilmember Bob Blumenfield – Tim Glick

Recycling Event on for used motor oil on Saturday October 12<sup>th</sup>, 9am-3pm

Prince of Peace Church – Food Pantry and over-night parking allowed

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

Karen Hernandez – our new EmpowerLA Representative

Will be updating training portals using “Cornerstone”. Forward completed certificates to Karen Hernandez to upload on EmpowerLA website

“Congress of Neighborhoods” will be on Saturday, Sept 28<sup>th</sup> at City Hall. Register at [NCCongress.com](http://NCCongress.com)

Lee Marks – Woodland Hills Recreation Center Director

New Pre-school + Kindergarten class

Many Sports/Art/Zumba classes are available for children/adults

Halloween Event + Silent Auction on Saturday, Oct 26<sup>th</sup>, from 10am-3pm

Pickleball issue update requested: 2 tennis courts will be used as a pickleball court. Possible move to Chatsworth due to noise issues

Parking issues exist. Joyce Fletcher assigned Environmental Committee to look into matter.

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

E. Bates – There will be a Community Dinner at the Prince of Peace Church. The Food Pantry is a separate organization.

Requested financial support of the Community Dinner by the NC.

D. Johnson – Changes in County Elections procedures, starting in March 2020.

There will be an 11-day voting period, instead of 1 day. Precincts will no longer be used.

Sept 28/29 will be a mock-election. Closest location is the Reseda Recreation Center and in Calabasas.

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

Approval of Minutes: August 14, 2019 – Regular Meeting – continued until next meeting

August 14, 2019 – Special Meeting - continued until next meeting

### A. Officer Reports:

President - Joyce Fletcher

A New Year Begins

- a. Connecting with the neighbors in your area and working for the community. *WHWCNC Business Cards will be issued.*
- b. The WHWCNC Code of Conduct, our commitment to each other
- c. PRA Request – why using your wh.council.org is important. *We should all use the NC.org address for our emails.*
- d. Board member planned social activities, getting to know your fellow board members
- e. Bring innovative ideas for the betterment of the community - Serving on the Board as a creative, inspiring and fun experience
- f. NC Board Retreat – *Will be held sometime in Oct 2019*

**Vice President – Sheppard Kaufman**

- a. Discussion of the use of NC email for conducting the business of the Neighborhood Council - including the requirements regarding record retention.

**b. NOTE: The Date for next Board Meeting will be changed to October 16<sup>th</sup>, as the regular meeting date, October 9<sup>th</sup> is Yom Kippur.**

**Treasurer – Paul Lawler, none**

**Secretary – Komalpreet Kaur Batth, absent**

**Parliamentarian – Don Patterson, absent**

**B. Committee Reports – current and future activities, none**

Budget Committee – Paul Lawler and Joyce Fletcher, Co-Chairs

Community Outreach Committee – Peter Fletcher, Chair

Community Services Committee – Joyce Fletcher, Chair

Education Committee – Bill Anderson, Chair

Environmental and Beautification Committee – Karen DiBiase, Chair

Governance Committee – Don Patterson, Chair

Homelessness Committee – Ray Cole, Chair

PLUM Committee – Lauren Coffman, Chair

Public Safety and Transportation Committee – Sheppard Kaufman, Chair

WHIP Committee – Heath Kline, Chair

Ad-hoc - Westfield Promenade 2035 Project – Joyce Fletcher

Ad Hoc Committee – Measure A. Parks Program -Peter Fletcher

Ad Hoc Committee – Arts Fees and Cultural Amenities - Lauren Coffman

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

**Item No. (1) Treasurer - Paul Lawler**

**(19-178) MER August 2019**

Discussion and possible action:

Motion to approve the WHWCNC Budget for Fiscal Year 2018-2019 Monthly Expense Reconciliation [MER] for August 2019 with 2019-2020 Budget of \$52,000. **See attached.**

The WHWCNC had funds in the amount of \$13, 000 left over at the end of the fiscal year, June 2019.

\$10,000, of those left-over funds, was rolled over into the 2019-2020 Fiscal Year Budget. The WHWCNC currently has a budget of \$. A Budget Reallocation meeting will be scheduled to allocate those funds into the budget. The Budget Committee consists of the Treasurer, the Officers and the Committee Chairs. **See attached document.**

**Roll Call Vote**

*Motion: Paul Lawler, Second: Sean McCarthy*

**PASS** Yes: 13 No: 0 Abstain: 0 Ineligible: 1 Total: 14

- **YES:** Karen DiBiase, Tamara Johnson, Brian Drapkin, Paul Lawler, Sean McCarthy, Nancy McLean, Angela Dawson, Martin Lipkin, Peter Fletcher, Heath Kline, Lauren Coffman, Joyce Fletcher, Sheppard Kaufman
- **INELIGIBLE:** Ray Cole

**Item No. (2) Public Safety, Sheppard Kaufman - Chair**  
**(19-179) NPG Funding Request - Valley Disaster Preparedness Fair**

Discussion and possible action:

Motion: The WHWC NC Public Safety Committee requests the WHWCNC approve a \$500 NPG/NC *Outreach* for the Southern California Preparedness Foundation, a 501(c)(3), for an outreach both and program inclusion at the 12th Annual Valley Disaster Preparedness Fair on Saturday, October 12, 2019. A number of committee and board members have agreed to staff our booth. **See attached Neighborhood Purpose Grant.**

**Roll Call Vote**

*Motion: Sheppard Kaufman, Second: Ray Cole*

*Friendly Amendment: Joyce Fletcher, Second: Karen DiBiase*  
*Add “/ NC Outreach” after \$500 NPG*

PASS Yes: 13 No: 0 Abstain: 0 Ineligible: 1 Total: 14

- YES: Karen DiBiase, Tamara Johnson, Brian Drapkin, Paul Lawler, Sean McCarthy, Nancy McLean, Angela Dawson, Martin Lipkin, Peter Fletcher, Heath Kline, Lauren Coffman, Joyce Fletcher, Sheppard Kaufman
- INELIGIBLE: Ray Cole

**Item No. (3) WHIP Committee, Heath Kline, Chair**  
**(19-180) Community Impact Statement - Homeless Encampments in Dense Brush Areas**

Discussion and possible action:

MOTION: As pertaining to the increase of homeless encampments in high risk fire hazard areas, and in an effort to create a more safe environment for homeless encampments and their surrounding neighborhoods, the WHWCNC requests the Los Angeles City Council and Bob Blumenfield’s office, Council District 3 to recognize and pursue the following:

WHEREAS, there has been an increase of homeless encampments in brush-heavy hillside areas that pose a high fire risk,  
WHEREAS, there has been an increase of fires in homeless encampments located in high fire risk areas, and  
WHEREAS, the Los Angeles Fire Department has completed a survey of encampments in the city’s high fire risk zones, finding a total of 191 possible encampments on both private and public land, and  
WHEREAS, some homeless people prefer these areas because they are away from the rest of society and thereby the encampment residents feel free of judgement and rules that restrict their stay in temporary shelters, and  
WHEREAS, as stated by Karen Boyd, spokeswoman for the Oakland city administrator’s office, “Homeless encampments are not regulated under the California fire code.” and  
WHEREAS, currently, other California cities, such as Oakland, are proceeding with reviewing / rewriting their city’s standard operating procedures around encampments, and  
WHEREAS, Los Angeles Fire Department Chief Ralph Terrazas took a stance, after the Skirball fire has been possibly tied to a homeless encampment, that the encampments in heavy brush areas require the serious attention demanded of a public safety and trespassing issue, and  
WHEREAS, not enough permanent housing or bridge housing to accommodate the number of homeless persons increases the number of homeless people living in encampments, and  
WHEREAS, Mayor Garcetti has proposed removing encampments from areas of heavy brush only during High Fire Risk days, which only partially addresses the problem, and  
WHEREAS, homeless encampments in heavy brush areas and in general, pose a threat of fire and safety to neighboring residents, schools and the public at large, and

THEREFORE, the Woodland Hills Impacts and Policies Committee recommends that the Board of the WHWCNC resolve to request that the following items be acted upon by the Los Angeles City Council, and the Mayor’s office:

1. The Building Department and Fire Department need to recognize homeless encampments as Temporary Housing and need to create fire codes, and building safety codes regarding how and where an encampment can be located: ie: allowing encampments in cleared areas of brush only, requiring flammable substances to be located outside of tent areas separate and apart from cooking areas, trash containment must be in nonflammable bins, etc;

2. Los Angeles Recreation and Parks must define locations where homeless encampments can exist, that are secluded but do not create hazardous conditions adjacent to residences and public businesses and assembly areas;
3. Signage must be created and posted everywhere indicating High Fire Zone No Trespassing and the penalty of trespassing in non-encampment designated areas;
4. Recreation and Parks must create signage for locating in all public areas and parks prohibiting overnight camping and cooking from Dawn to Dusk, including a hotline number for the public to be able to report violations of trespassing;
5. Recreation and Parks must create signage where overnight camping is allowed that lists the laws governing usage of these camping areas, with a hotline number for the public to report violations.

The Woodland Hills-Warner Center Neighborhood Council requests that the Council District 3 Councilmember Bob Blumenfield, the City Council and the Mayor's Office review this request and kindly respond in writing to the President of the WHWCNC within 21 days of receipt.

***PUBLIC COMMENT ON ITEM #3:***

*H. Sherman – Disagrees with the wording of the CIS, stating it should not include “temporary housing”. CIS should be written with the Homeless Committee.*

*Motion: Heath Kline, Second: Sean McCarthy*

*Joyce Fletcher - Item#3 is to be postponed until after Item#4 to allow the Chairs of the Homeless Committee and Public Safety Committee to draft a friendly amendment, and enable a vote by the NC tonight. No Friendly Amendment was agreed upon. Joyce Fletcher requested Item#3 to go back to WHIP Committee, request was denied by Heath Kline. Vote on Item#3 is requested by Heath Kline, Chair of WHIP Committee.*

*Final Vote on Item#3:*

*PASS Yes: 8 No: 4 Abstain: 0 Ineligible: 1 Total: 13*

*Note: Nancy McLean left NC Meeting after Item#4, and before vote on Item#3 was taken.*

**Item No. (4) PLUM Committee, Lauren Coffman-Chair**  
**(19-181) ZA2019-3945-CUB – Pizza Rev Restaurant**  
**Pizza Rev, 6439 Canoga Ave. Woodland Hills, CA 91367**

Discussion and possible action:

**MOTION:** As pertaining to Case ZA2019-3945-CUB, having held one public meeting for the A Conditional Use Permit, pursuant to the provisions of section 12.24-W.1 of the Los Angeles Municipal Code, to allow the sale and dispensing of Beer and Wine for onsite consumption in conjunction with an existing 1,922 SF restaurant with 43 seats, and a 304 SF uncovered patio with 12 seats and having the hours of operation from 11AM to 12 AM daily within the Warner Center Down Town Zone.

WHEREAS, the request by the applicant is for re-authorization of a pre-existing CUP which allowed for the sale and serving of alcohol; and

WHEREAS, the applicant is requesting a conditional use permit identical to CUP ZA2012-2426, which was recommended at the time by WHWCNC PLUM committee, approved by the full WHWC Neighborhood Council and subsequently granted by the City of Los Angeles; and

WHEREAS, the applicant does not allow alcohol service or consumption on their patio because State Alcohol regulations prohibit sales when the operator does not have exclusive control over premises where alcohol is served. The patio space is bisected by a connecting walk-way, and

WHEREAS, the applicant agrees to place signs notifying patrons that alcohol is not available in the patio.

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

WHEREAS, the applicant has agreed in the past 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 James Kepple / PIE Squared, LLC, for the proposed Conditional Use Permit at the Pizza Rev, located at 6439 Canoga Ave., Woodland Hills, CA 91367, 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 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 Petitioner(s) shall be responsible for maintaining free of litter, the area and adjacent to the premises over which they have control.
3. No alcoholic beverage shall be consumed on any property adjacent to the licensed premises under the control of the licensees.
4. No intoxicated person or persons observed publicly drinking shall be admitted to the location,
5. 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.
6. 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.
7. 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.
8. 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.
9. 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,
10. 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.
11. 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.
12. 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 protections 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.
13. At all times, when the premises are open for business, the sale of alcoholic beverages shall be incidental to the sale of food.
14. There shall be no live entertainment, amplified music, or dancing permitted on the premises at any time.
15. 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.

16. No person under age 18 shall serve or sell alcohol.

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 recommendation related this application as presented on September 11<sup>th</sup>, 2019.

*Motion: Lauren Coffman, Second: Martin Lipkin*

PASS      Yes: 13      No: 0      Abstain: 0      Ineligible: 1      Total: 14

## **5. Board Member Area Reports: none**

Area 1, Area 2, Area 3, Area 4, Area 5, Area 6, Area 7, At-Large, Youth member

**Announcements:** The next Board meeting will be held in October 2019. The meeting date will not be on October 9<sup>th</sup> as this date is Yom Kippur. An October Meeting date will be announced.

Meeting dates for or the upcoming 2019 -2020 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](http://www.whcouncil.org) website calendar page for any changes that may occur.

**Adjournment of meeting:** 9pm

**Minutes Submitted by:** Karen DiBiase

\*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](mailto:j.fletcher@whcouncil.org) or the Department of Neighborhood Empowerment at (213) 978-1551 [EmpowerLa@LACity.org](mailto: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](http://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](mailto:j.fletcher@whcouncil.org)

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

- [www.whcouncil.org](http://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](http://www.whcouncil.org)