



**MINUTES**  
**Woodland Hills-Warner Center Neighborhood Council**  
**FULL BOARD MEETING**

**Wednesday, February 9, 2022, 6:30 pm -10:00pm**  
**VIRTUAL MEETING BY TELECONFERENCE**

Zoom Meeting Online or By Telephone  
(<https://us02web.zoom.us/j/96493712127> )

Dial (1 669 900 6833) to Join the Meeting  
Then Enter This Webinar ID: 964 9371 2127 and Press #

**VIRTUAL MEETING TELECONFERENCING and PHONE NUMBER FOR PUBLIC PARTICIPATION**

In conformity with the September 16, 2021 Enactment of California Assembly Bill 361 (Rivas) and due to concerns over COVID-19, the Woodland Hills-Warner Center Neighborhood Council meeting will be conducted entirely telephonically with a call-in option or internet based service option.

Every person wishing to address the Neighborhood Council must either **dial 1 669 900 6833** or go online via Zoom and enter **Webinar ID # 964 9371 2127** and then press # to join the meeting. Instructions on how to sign up for public comment will be given to listeners at the start of the meeting. When calling-in telephonically, the public is requested to dial \*9, when prompted by the presiding officer, to address the Board on any agenda item before the Board takes an action on an item. Zoom users should use the "raise hand" feature.

**AB 361 Updates:** Public comment cannot be required to be submitted in advance of the meeting, only real-time public comment is required. If there are any broadcasting interruptions that prevent the public from observing or hearing the meeting, the meeting must be recessed or adjourned. If members of the public are unable to provide public comment or be heard due to issues within the Neighborhood Council's control, the meeting must be recessed or adjourned.

**Any messaging or virtual background is in the control of the individual board member in their personal capacity and does not reflect any formal position of the Neighborhood Council or the City of Los Angeles.**

**\*PUBLIC INPUT ON AGENDA ITEMS** – The public may address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. *Public comment is limited to (1) minute per speaker.*

**\*PUBLIC INPUT ON MATTERS NOT ON THE AGENDA** - Comments from the public on other matters not appearing on the agenda *that are within the Board's jurisdiction* will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting.

**General Public Comment is limited to (1) minute per speaker and 20 minutes total unless adjusted by the presiding officer of the board.**

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

- [www.whcouncil.org](http://www.whcouncil.org) and go to the calendar page and click on the date, board meeting and agenda
- You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at <https://www.lacity.org/subscriptions>

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## **AGENDA**

Additional Supporting Documents for certain agenda items can be found at: [www.whcouncil.org](http://www.whcouncil.org)

Call to Order – *Joyce Fletcher, 6:31pm*

Pledge of Allegiance – *Paul Lawler*

Roll Call – *Karen DiBiase*

*Quorum at time of meeting called to order: 18*

*Aaron Quantz (arrived late 6:45pm), Karen DiBiase, Mark Schwartz, Reina Cerros-McCaughey (left early 10:23pm), Arturo Velasquez (arrived late 7:18pm), Paul Lawler, Sean McCarthy, Kathleen Barth, Nancy McLean (Out of room after Item#8, but stayed logged onto zoom meeting), Angela Dawson, Brian Archibald (left early 9:24pm), Martin Lipkin (left early 11:08pm), Dena Weiss, Sean Pitz, Peter Fletcher, Leslie Simon (left early 10:23pm), Mihran Kalaydjian, Heath Kline, Lauren Coffman (arrived late 6:38pm), Joyce Fletcher, Sam Evans (left early 9:25pm)*

*Absent: John Sandy Campbell, Alex Farassati and Houtan Hormozian*

### **Public Announcements:**

Office of Councilmember Bob Blumenfield – *Seth Samuels, Rep*

Office of Local and State Officials – *none*

LAPD - *Sean Dinse, SLO*

EmpowerLA – *Marilu Guevara, new Rep for WHWCNC*

### **General Public Comment, by the Public, on Non-Agenda Items:**

*General Public Comment is limited to (1) minute per speaker and 20 minutes total.*

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## **I. Organization, Operation, Policies, & Procedures:**

*All comment is limited to 1 minute per speaker, unless adjusted by the presiding officer of the Board.*

*Time limits set for each agenda item may be adjusted by the presiding officer of the Board. Time limits may vary so the public is encouraged to join the meeting several minutes PRIOR to a specific agenda item being discussed.*

### **A. Approval of Minutes: Board Meeting – January 12, 2022**

*See posted support document.*

***Motion:*** *Leslie Simon, Second: Mihran Kalaydjian*

### **Roll Call Vote**

**PASS** Yes: 15      No: 0    Abstain: 1      Ineligible: 4      Out of Room: 1      Total: 21

- **YES:** *Aaron Quantz, Karen DiBiase, Mark Schwartz, Arturo Velasquez, Paul Lawler, Sean McCarthy, Nancy McLean, Angela Dawson, Martin Lipkin, Dena Weiss, Peter Fletcher, Leslie Simon, Mihran Kalaydjian, Heath Kline, Joyce Fletcher*
- **NO:**
- **ABSTAIN:** *Brian Archibald*
- **INELIGIBLE:** *Reina Cerros-McCaughey, Kathleen Barth, Sean Pilz, Lauren Coffman*
- **OUT OF ROOM:** *Sam Evans*

*Note: Aaron Quantz, Arturo Velasquez and Lauren Coffman are now present and voting on the Minutes*

## B. Officer Reports

**President – Joyce Fletcher**

**Vice President – Dena Weiss**

**Treasurer – Paul Lawler**

**Secretary – Karen DiBiase**

**Parliamentarian – Sean McCarthy**

### 2. Items for Discussion and Possible Action:

#### **Item No. (1) Treasurer, Paul Lawler and President Joyce Fletcher (22-016) Budget Reallocation**

Discussion and possible action:

Motion for the board to approve the reallocation of the WHWCNC Budget/Fiscal Year 2021-2022 to move a portion of unspent non-operating funds into line-item Community Improvement and General NPG Funds to accommodate committee funding requests.

The final day to submit an NPG to the City Clerk is **June 1, 2022** (check payment request), therefore it is strongly recommended that the final date for the board to approve an NPG is at the April 13, 2022 board meeting, should the City Clerk deny the NPG and it has to be brought back for final re-approval at the May 11, 2022 board meeting.

#### **City Clerk End of the Year 2022 Fiscal Deadlines**

a. For the purposes of accounting and reconciliation, the following fiscal dates must be followed:

- May 20 - Final date to request an event approval for the current fiscal year using current fiscal year funds;
- June 1 - Final date to submit a check payment request using current fiscal year funds;
- June 20 - Final day for any bank card transactions using current fiscal year funds

[See posted support document](#)

*Motion: Paul Lawler, Second: Martin Lipkin*

#### **Roll Call Vote**

**PASS** Yes: 16      No: 0      Abstain: 0      Ineligible: 4      Out of Room: 1      Total: 21

- **YES:** Aaron Quantz, Karen DiBiase, Mark Schwartz, Arturo Velasquez, Paul Lawler, Sean McCarthy, Nancy McLean, Angela Dawson, Brian Archibald, Martin Lipkin, Dena Weiss, Peter Fletcher, Leslie Simon, Mihran Kalaydjian, Heath Kline, Joyce Fletcher
- **NO:** 0
- **ABSTAIN:** 0
- **INELIGIBLE:** Reina Cerros-McCaughey, Kathleen Barth, Sean Pilz, Lauren Coffman
- **OUT OF ROOM:** Sam Evans

#### **Item No. (2) Governance Committee – Chair, Joyce Fletcher (22-017) Appointment to a Board Member Seat – Youth Member**

Discussion and possible action:

Motion for the board to vote to appoint **one** Youth Member to the WHWCNC board.

Candidates are as follows:

Talia Isaacs

Liron Saedi

Kirill Vassilenko

*Motion: Joyce Fletcher, Second: Aaron Quantz*

### Roll Call Vote

**ELECTED: Talia Isaacs**

Talia: 9      Liron: 4      Kirill: 3      Abstain: 1      Ineligible: 4      Total: 21

- **TALIA ISAACS:** Karen DiBiase, Mark Schwartz, Sean McCarthy, Nancy McLean, Angela Dawson, Martin Lipkin, Peter Fletcher, Mihran Kalaydjian, Heath Kline
- **LIRON SAEDI:** Paul Lawler, Brian Archibald Joyce Fletcher, Sam Evans
- **KIRILL VASSILENKO:** Aaron Quantz, Arturo Velasquez, Dena Weiss
- **ABSTAIN:** Leslie Simon
- **INELIGIBLE:** Reina Cerros-McCaughey, Kathleen Barth, Sean Pilz, Lauren Coffman
- **OUT OF ROOM:** Sam Evans

### **Item No. (3) Governance Committee – Chair, Joyce Fletcher** **(22-018) Stakeholder Appointment to a Board Seat in Area 5**

Discussion and possible action:

Motion for the board to appoint Tristen Esfandiari as the Area 5 Residential Representative of the WHWCNC.

*Motion: Joyce Fletcher, Second: Aaron Quantz*

### Roll Call Vote

**PASS** Yes: 17      No: 0      Abstain: 0      Ineligible: 5      Total: 22

- **YES:** Aaron Quantz, Karen DiBiase, Mark Schwartz, Arturo Velasquez, Paul Lawler, Sean McCarthy, Nancy McLean, Angela Dawson, Brian Archibald, Martin Lipkin, Dena Weiss, Peter Fletcher, Leslie Simon, Mihran Kalaydjian, Heath Kline, Joyce Fletcher, Sam Evans
- **NO:** 0
- **ABSTAIN:** 0
- **INELIGIBLE:** Reina Cerros-McCaughey, Kathleen Barth, Sean Pilz, Lauren Coffman, Talia Isaacs

*Note: Talia Isaacs was voted onto the Board (Item#2), but is ineligible to vote due to training requirements*

### **Item No. (4) Governance Committee – Chair, Joyce Fletcher** **(22-019) Stakeholder Appointment to a Board Seat in Area 7**

Discussion and possible action:

Motion for the board to appoint Logan Fisher as the Area 7 Residential Representative of the WHWCNC.

*Motion: Joyce Fletcher, Second: Aaron Quantz*

### Roll Call Vote

**PASS** Yes: 16      No: 0      Abstain: 1      Ineligible: 5      Total: 22

- **YES:** Aaron Quantz, Karen DiBiase, Mark Schwartz, Arturo Velasquez, Paul Lawler, Sean McCarthy, Nancy McLean, Angela Dawson, Brian Archibald, Dena Weiss, Peter Fletcher, Leslie Simon, Mihran Kalaydjian, Heath Kline, Joyce Fletcher, Sam Evans
- **NO:** 0
- **ABSTAIN:** Martin Lipkin
- **INELIGIBLE:** Reina Cerros-McCaughey, Kathleen Barth, Sean Pilz, Tristen Esfandari, Lauren Coffman

*Note: Tristen Esfandari was voted onto the Board (Item#3), but is ineligible to vote due to training requirements*

*Note: Talia Isaacs (left at 8:20pm) has left the meeting and did not vote on Item#4*

**Item No. (5) PLUM Committee – Chair, Lauren Coffman**

**(22-020) Go Puff (previously Bev Mo) modification of Liquor License per Delivery**

Discussion and possible action:

As pertaining to **Case ZA-2003-4726-CUB-PA1**, having held 2 public teleconference PLUM meetings regarding an application for the modification of an existing CUB to allow additional off-sale and delivery of alcoholic beverages between 6 a.m. and 2 a.m. before and after the approved in-store retail hours, at 6520 Canoga Ave. Canoga Park, 91303; the Planning, Land Use and Mobility Committee hereby finds that:

WHEREAS, the applicant business is now part of GoPuff (GoPuff.com), which has an app and website for ordering products including alcoholic beverages to be locally delivered within 30 minutes; and,

WHEREAS, the applicant has an existing CUB (ZA 2003-4726(CUB)) for on-sale and off-sales of a full line of alcohols approved by the ZA on November 7, 2003 and adopted by City Council January 7, 2004 (CF-03-2730); and,

WHEREAS, the findings of the current application appear to remain valid; and,

WHEREAS, the existing CUB contains a listing of 25 conditions, some with subparts, that the applicant attests they have complied with or will remedy, if necessary; and,

WHEREAS, the applicant does not seek to change the hours for in-store retail operations; and,

WHEREAS, the applicant seeks to modify conditions 15 and 24 with regard to allowing delivery hours for orders via online sales for products that may include alcohol beyond the currently allowed retail hours and to remove condition 19 requiring a subsequent plan review; and,

WHEREAS, the current Condition 21 requires that “Any noise generated in the site shall not be audible beyond the premises;”

WHEREAS, the applicant proposes to use outside contractors for deliveries to customers that are picked up at a rear entrance or receiving entrance; and,

WHEREAS, the applicant is implementing security measures, including remote electronic door locks and camera identification of delivery drivers with video recordings; and,

WHEREAS, Cash is not accepted for payment. Digital payment is required; and,

WHEREAS, No-contact alcohol delivery is not available due mandatory age-verification. Transactions cannot be completed without electronic verification; and,

WHEREAS, GoPuff provides Occupational Accident Insurance for contract drivers; and,

WHEREAS, GoPuff policy is to terminate staff and end contracts with drivers that fail to properly deliver alcohol orders;

THEREFORE, IT IS HEREBY RESOLVED, that the Planning, Land Use and Mobility Committee, for the findings and conditions stated herein above, finds that the submitted application for condition modifications of the CUB Plan ZA 2003-4726(CUB) receive the **support** of the Board of the Woodland Hills-Warner Center Neighborhood Council (WHWCNC) contingent upon the following conditions:

## **Conditions:**

1. With the exception of Condition 19 and other requested modifications, all current CUB conditions be continued in the new plan except as stated below.
2. The words “As volunteered by the applicant,” be removed in Conditions 7, 9, 10, 12, 14, 15, 24 and 25 in the CUB noted above as these are existing conditions and not being volunteered now.
3. For deliveries between 9 p.m. and 7 a.m., the applicant shall package deliveries to minimize noise from bottles and similar containers hitting each other.
4. The applicant shall establish protocols to ban/minimize loud outdoor conversation between employees and with contracted drivers between 9 p.m. and 7 a.m.
5. The applicant shall establish protocols to minimize vehicle generated noise between 9 p.m. and 7 a.m.
6. The applicant will not submit any significant amendments to the site plan to the City of Los Angeles planning department without presenting them to the WHWCNC for support as part of the application process.
7. On-line sales of alcohol will be cutoff at 1:30 a.m. to allow delivery by 2 a.m.
8. Age verification is required. Receiving party must have a valid form of ID in order to receive alcoholic products.
9. Alcoholic products shall be delivered to a specific address and shall not be delivered to R.V.'s, parking lots, or public parks.

Furthermore, the Planning, Land Use and Mobility Committee recommends that the Board of the WHWCNC 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 to the WHWCNC Board on February 9, 2022.

[See posted support document](#)

*Motion: Lauren Coffman, Second: Leslie Simon*

## **Roll Call Vote**

**PASS** Yes: 17      No: 0      Abstain: 0      Ineligible: 6      Total: 23

- YES: Aaron Quantz, Karen DiBiase, Mark Schwartz, Arturo Velasquez, Paul Lawler, Sean McCarthy, Nancy McLean, Angela Dawson, Brian Archibald, Martin Lipkin, Dena Weiss, Peter Fletcher, Leslie Simon, Mihran Kalaydjian, Heath Kline, Joyce Fletcher, Sam Evans
- NO: 0
- ABSTAIN: 0
- INELIGIBLE: Reina Cerros-McCaughey, Kathleen Barth, Sean Pilz, Tristen Esfandari, Lauren Coffman, Logan Fisher

*Note: Logan Fisher was voted onto the Board (Item#4), but is ineligible to vote due to training requirements*

## **Item No. (6) Public Health and Homelessness Committee – Chair, Sam Evans** **(22-021) Letter to (LAHSA) Los Angeles Homeless Services Authority**

Discussion and possible action:

Motion for the board to approve a letter to be sent to the Los Angeles Homeless Services Authority (LAHSA) to request a donation bin so that stakeholders and residents can donate items to the Los Angeles Homeless Services Authority (LAHSA) for homeless individuals in the area.

This will be a bin utilized for Personal Protective Equipment (PPE), clothing, socks, shoes, and possibly other items that homeless individuals will need. This will be dropped off and picked up by our LAHSA local Area representative.

Our local Representative is Corinne Ho, Community Relations Coordinator SPA 2.

[See posted support document](#)

**Original Motion:** Sam Evans, Second: Mirhan Kalaydjian

**Amendment Motion#1:** Martin Lipkin, Second: Angela Dawson

**Amendment Motion#1:** Send Item#6 back to the Public Health and Homelessness Committee to get further details on bin location/etc.

### Roll Call Vote

**FAIL**      Yes: 6      No: 11      Abstain: 0      Ineligible: 6      Total: 23

- YES: Karen DiBiase, Mark Schwartz, Sean McCarthy, Nancy McLean, Angela Dawson, Martin Lipkin
- NO: Aaron Quantz, Arturo Velasquez, Paul Lawler, Brian Archibald, Dena Weiss, Peter Fletcher, Leslie Simon, Mihran Kalaydjian, Heath Kline, Joyce Fletcher, Sam Evans
- ABSTAIN: 0
- INELIGIBLE: Reina Cerros-McCaughey, Kathleen Barth, Sean Pilz, Tristen Esfandari, Lauren Coffman, Logan Fisher

**Amendment Motion#2:** Angela Dawson, Second: Aaron Quantz

**Amendment Motion#2:** the LAHSA bin will only be placed in an area where all the representatives in that area voted in favor of the motion.

### Roll Call Vote

**FAIL**      Yes: 5      No: 12      Abstain: 0      Ineligible: 6      Total: 23

- YES: Karen DiBiase, McCarthy, Nancy McLean, Angela Dawson, Martin Lipkin
- NO: Aaron Quantz, Mark Schwartz, Arturo Velasquez, Paul Lawler, Brian Archibald, Dena Weiss, Peter Fletcher, Leslie Simon, Mihran Kalaydjian, Heath Kline, Joyce Fletcher, Sam Evans
- ABSTAIN: 0
- INELIGIBLE: Reina Cerros-McCaughey, Kathleen Barth, Sean Pilz, Tristen Esfandari, Lauren Coffman, Logan Fisher

**Original Motion:** Sam Evans, Second: Mihran Kalaydjian

### Roll Call Vote

**PASS**      Yes: 11      No: 6      Abstain: 0      Ineligible: 6      Total: 23

- YES: Aaron Quantz, Arturo Velasquez, Paul Lawler, Brian Archibald, Dena Weiss, Peter Fletcher, Leslie Simon, Mihran Kalaydjian, Heath Kline, Joyce Fletcher, Sam Evans
- NO: Karen DiBiase, Mark Schwartz, Sean McCarthy, Nancy McLean, Angela Dawson, Martin Lipkin
- ABSTAIN: 0
- INELIGIBLE: Reina Cerros-McCaughey, Kathleen Barth, Sean Pilz, Tristen Esfandari, Lauren Coffman, Logan Fisher



**Item No. (7) Public Health and Homelessness Committee – Chair, Sam Evans**  
**(22-022) NPG Funding Request for Bundles of Kindness**

Discussion and possible action:

Motion for the board to approve funding for \$500 from Budget Line Item (Community Improvement Projects and General NPG Fund). Bundles of Kindness is a community project that is overseen by Temple Aliyah in Woodland Hills that assembles comprehensive care packages for people who are homeless. Care packages typically include blankets, scarves, hats, gloves, hand warmers, rain ponchos, umbrellas, t-shirts, flip flops and/or shoes, toiletries, dental hygiene products, feminine hygiene products, flashlights, shelf stable food, water, juice, dog food (as needed), and information about local resources. At times Bundles of Kindness has provided jackets, sweaters and fresh oranges. Bundles of Kindness is in the process of assembling 500 care packages that will be distributed through mobile showers, food pantries, Safe Parking LA, Hope of the Valley, and directly to people who are living on the streets.

[See posted support document letter](#)

***Motion:** Sam Evans, Second: Aaron Quantz*

**Roll Call Vote**

**PASS**      Yes: 16      No: 1      Abstain: 0      Ineligible: 6      Total: 23

- YES: Aaron Quantz, Karen DiBiase, Mark Schwartz, Arturo Velasquez, Paul Lawler, Sean McCarthy, Nancy McLean, Brian Archibald, Martin Lipkin, Dena Weiss, Peter Fletcher, Leslie Simon, Mihran Kalaydjian, Heath Kline, Joyce Fletcher, Sam Evans
- NO: Angela Dawson
- ABSTAIN: 0
- INELIGIBLE: Reina Cerros-McCaughey, Kathleen Barth, Sean Pilz, Tristen Esfandari, Lauren Coffman, Logan Fisher

**Item No. (8) PLUM Committee – Chair, Lauren Coffman**  
**(22-023) ZA-2021-8126-ZAD-ZAA & ENV-2021-8177-CE**  
**21055 Topochico Drive – new home**

Discussion and possible action:

As pertains to Case ZA-2021-8126-ZAD-ZAA; ENV-2021-8127-CE, having held 2 virtual public meetings for the application filed by Jeon & Chun Development, LLC, to build a 3-story 2,847 square foot residence, an enclosed 400 sq. ft. two-car garage and three onsite, uncovered parking spaces located at 21055 Topochico Drive, in the Girard Tract, Woodland Hills, CA 91364 the Planning, Land Use and Mobility Committee here by finds that:

WHEREAS, the Applicant has designed and submitted a proposed single-family residence project that substantially complies with the applicable regulations, findings, standards, and provisions of the Girard Tract Specific Plan, the Mulholland Scenic Parkway Specific Plan, and the Baseline Hillside Ordinance; and

WHEREAS, the subject property is in a partially developed area with 9 undeveloped neighboring lots and where the subject property is the first to be approved in the immediate area; and

WHEREAS, the project is requesting relief from LAMC 12.21.C10(a)(2) and (13) 2, which require a front yard setback minimum. The Applicant seeks relief from the five (5) foot front yard setback for an additional proposed subterranean portion of the proposed house.



WHEREAS, the request under consideration seeks a zero front yard line involving a retaining wall required to support an active roadway that will also be part of the subject residence. The PLUM committee is not qualified to determine whether or not a zero front yard lot line is appropriate or safe. Further, the Zoning Administrator and City Planning have the expertise and duty to determine it is structurally safe to permit a street retaining wall as part of a home.

WHEREAS, the Applicant seeks relief from LAMC 12.21.C.10(i)(3), which requires that the owner of a new single-family dwelling shall improve the street to a minimum of 20-foot wide continuous paved roadway from the driveway apron that provides access from the residence to Mulholland Drive. The Applicant seeks a variance due to practical difficulties of removing all existing utility services at the neighboring property to Mulholland Drive and therefore receives approval by a Zoning Administrator under Section 12.24 X.28. of this Code.

**THEREFORE, BE IT RESOLVED THAT,**

**The Woodland Hills Warner Center Neighborhood Council, PLUM committee DENIES in part and SUPPORTS in part and the application for the requested relief from;**

- The PLUM Committee recommends **DENYING** the requested relief from LAMC Sections LAMC 12.21.C10(a)(2) and (13) 2, which requires Front and Side yard setback minimums, and
- **SUPPORTS** the requested relief from LAMC 12.21.C.10(i)(3), which requires the owner of a new single-family dwelling on a Lot shall improve the street to a minimum 20-foot wide continuous paved roadway from the driveway apron that provides access to the main residence to Mulholland Drive, and

FURTHER, the Planning, Land Use, and Mobility Committee, for the findings and conditions stated above, finds that the submitted request receives the **DENIAL in part and SUPPORT in part** of the Board of the Woodland Hills-Warner Center Neighborhood Council.

The Planning, Land Use, and Mobility Committee recommend 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 **DENY in part and SUPPORT in part** this application as presented to the WHWCNC Board on February 9, 2022

[See posted support document](#)

***Motion:** Lauren Coffman, Second: Martin Lipkin*

### **Roll Call Vote**

**PASS**      Yes: 15      No: 0      Abstain: 0      Ineligible: 6      Total: 21

- **YES:** Aaron Quantz, Karen DiBiase, Mark Schwartz, Arturo Velasquez, Paul Lawler, Sean McCarthy, Nancy McLean, Angela Dawson, Martin Lipkin, Dena Weiss, Peter Fletcher, Leslie Simon, Mihran Kalaydjian, Heath Kline, Joyce Fletcher
- **NO:** 0
- **ABSTAIN:** 0
- **INELIGIBLE:** Reina Cerros-McCaughey, Kathleen Barth, Sean Pilz, Tristen Esfandari, Lauren Coffman, Logan Fisher

*Note: Brian Archibald (left at 9:24pm) and Sam Evans (left at 9:25pm) have left the meeting and did not vote on Item#8.*

**Item No. (9) Education Committee-Chair, Reina Cerros-McCaughey & Vice Chair Mihran Kalaydjian**  
**(22-024) LAUSD Virtual Election Town Hall**

Discussion and possible vote:

Motion for the board to approve the Education Committee to Host an LAUSD District 4 Board Election Virtual Town Hall ahead of the November election. A moderator will be invited for this town hall. There are 3 candidates running for LAUSD District board 4, Nick Melvoin, Raisa White, and Kellie N Williams. The date to be determined by the Education Committee. All EmpowerLA 2022 election event candidate forum rules and regulations will apply.

***Motion:** Reina Cerros-McCaughey, Second: Aaron Quantz*

**Roll Call Vote**

**PASS**      Yes: 15      No: 0      Abstain: 0      Ineligible: 5      Out of the Room: 1      Total: 21

- YES: Aaron Quantz, Karen DiBiase, Mark Schwartz, Arturo Velasquez, Paul Lawler, Sean McCarthy, Angela Dawson, Martin Lipkin, Dena Weiss, Sean Pitz, Peter Fletcher, Leslie Simon, Mihran Kalaydjian, Heath Kline, Joyce Fletcher
- NO: 0
- ABSTAIN: 0
- INELIGIBLE: Reina Cerros-McCaughey, Kathleen Barth, Tristen Esfandari, Lauren Coffman, Logan Fisher
- OUT OF THE ROOM: Nancy McLean

*Note: Sean Pilz (Alternate) is able to vote on Item#9.*

**Item No. (10) Education Committee-Chair, Reina Cerros-McCaughey & Vice Chair, Mihran Kalaydjian**  
**(22-025) WHWCNC Educators Awards Program**

Discussion and possible action:

Educators Award Program – Request for the board to approve a WHWCNC Educators Award Program and for the award this year to be presented to all the principals and Assistant Principals only. School Principals have been at the schools working almost every day and they have carried the difficult task of getting everything in order and ready for the students to continue learning during the pandemic. We can also surprise some of our **LAUSD** officials *in all private and public schools in Woodland Hills* that have been working as hard as the principals and nonstop for the past year. We can organize the award program for the month of June 2022, either at the Education Committee Meetings or by formation of a (5) member ad-hoc committee composed of interested board members and members of the Education Committee and will be dissolved after the event.

***Original Motion:** Reina Cerros-McCaughey, Second: Aaron Quantz*

***Amendment Motion#1:** Sean McCarthy, Second: Angela Dawson*

***Amendment Motion#1:** Strike “LAUSD” and include “all private and public schools in Woodland Hills”*

**Roll Call Vote**

**PASS**      Yes: 9      No: 4      Abstain: 2      Ineligible: 5      Out of the Room: 1      Total: 21

- YES: Karen DiBiase, Paul Lawler, Sean McCarthy, Angela Dawson, Dena Weiss, Sean Pitz, Peter Fletcher, Heath Kline, Joyce Fletcher
- NO: Aaron Quantz, Arturo Velasquez, Leslie Simon, Mihran Kalaydjian
- ABSTAIN: Mark Schwartz, Martin Lipkin

- *INELIGIBLE: Reina Cerros-McCaughey, Kathleen Barth, Tristen Esfandari, Lauren Coffman, Logan Fisher*
- *OUT OF THE ROOM: Nancy McLean*

**Original Motion:** *Reina Cerros-McCaughey, Second: Aaron Quantz*

### **Roll Call Vote**

**PASS**    *Yes: 12      No: 3      Abstain: 0      Ineligible: 5      Out of the Room: 1      Total: 21*

- *YES: Karen DiBiase, Mark Schwartz, Paul Lawler, Sean McCarthy, Angela Dawson, Martin Lipkin, Dena Weiss, Sean Pitz, Peter Fletcher, Mihran Kalaydjian, Heath Kline, Joyce Fletcher*
- *NO: Aaron Quantz, Arturo Velasquez, Leslie Simon*
- *ABSTAIN: 0*
- *INELIGIBLE: Reina Cerros-McCaughey, Kathleen Barth, Tristen Esfandari, Lauren Coffman, Logan Fisher*
- *OUT OF THE ROOM: Nancy McLean*

**Item No. (11) PLUM Committee – Chair, Lauren Coffman**  
**(22-026) ZA-2020-9299 - Amazon Retail LLC**  
**6245 Topanga Canyon Blvd., - Amazon Quick Stop Store**

Discussion and possible action:

As pertaining to Case ZA-2020-9299, having held one (1) public PLUM teleconference meeting for the application a Conditional Use Permit for the sale of alcoholic beverages for offsite consumption the Planning, Land Use and Mobility Committee hereby finds that:

WHEREAS, the proposed use is consistent with the proposed grocery/retail business model; and

WHEREAS, Amazon Retail, LLC has complied with all requirements of its liquor license at its location at 6245 Topanga Canyon Blvd. (Amazon Fresh); and

WHEREAS, the proposed controls on the sale of alcoholic beverages appear to be sufficient to control the sale to eligible persons.

THEREFORE, IT IS HEREBY RESOLVED, that the Planning, Land Use and Mobility Committee, for the findings and conditions stated herein below, finds that the application for a Conditional Use Permit under ZA-2020-9299 receive the support of the Board of the Woodland Hills-Warner Center Neighborhood Council with the following conditions:

#### **Conditions:**

- 1) No alcoholic beverages shall be consumed on any property adjacent to the licensed premises under the control of the applicant.
- 2) The applicant shall conspicuously post signage prohibiting consumption of alcohol on its property, including the parking lot and other outside areas.
- 3) The applicant shall be responsible for maintaining free of litter the area adjacent to the premises over which they have control.

- 4) All employees engaged in the sale of alcohol will complete STAR, LEAD, or equivalent training.
- 5) Applicant shall actively monitor the area under their control in an effort to prevent the loitering of persons on any property adjacent to the premises.

AND FURTHERMORE, 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 to **support** the application as presented to the Board on February 9, 2022.

See posted support document

*Motion: Lauren Coffman, Second: Martin Lipkin*

### Roll Call Vote

**PASS**      Yes: 14      No: 1      Abstain: 0      Ineligible: 3      Out of the Room: 1      Total: 19

- YES: Karen DiBiase, Mark Schwartz, Arturo Velasquez, Paul Lawler, Sean McCarthy, Angela Dawson, Martin Lipkin, Dena Weiss, Sean Pitz, Peter Fletcher, Mihran Kalaydjian, Heath Kline, Lauren Coffman, Joyce Fletcher
- NO: Aaron Quantz
- ABSTAIN: 0
- INELIGIBLE: Kathleen Barth, Tristen Esfandari, Logan Fisher
- OUT OF THE ROOM: Nancy McLean

*Note: Reina Cerros-McCaughey (left at 10:23pm) and Leslie Simon (left at 10:23pm) have left the meeting and did not vote on Item#11.*

*Note: Lauren Coffman (Alternate) is able to vote on Item#11*

**Item No (12) Woodland Hills Issues & Policy Committee [WHIP] - Heath Kline, Chair (22-027) Motion & CF 20-0963 CIS in support of Reseda NC's CIS and call for public explanation and accounting of DONE's 2021 NC election outreach, oversight, and spending activities.**

Discussion & possible action:

Whereas by unanimous vote, the WHIP Committee asks the full WHWCNC Board to read the attached and (link) Community Impact Statement [CIS], including its embedded links to exhibits filed by the Reseda NC. The Reseda CIS documents how DONE mismanaged its vendor selection, vendor oversight, and payments in connection with the 2021 NC election outreach. By way of example:

- Selected & paid unqualified vendors for services at far above market rates of qualified vendors for such services. Issued “no-bid” contracts to vendors for services outside their usual scope of work when multiple qualified vendors could have bid and performed the services.
- Paid vendors for outreach who targeted young children rather than eligible adult (over 18) potential NC candidates and voters.
- Selected, contracted & paid vendors for election outreach after the 2021 NC election cycle had passed.

- Paid vendors for 2021 election outreach for NC's that were not holding elections in 2021 and for NC's that did not exist.
- Provided no election outreach & promotion for NCs who were having elections in 2021
- Paid vendors for services not performed despite such services being the basis of the vendor's bid and agreed upon statement of work or contract with the City that was negotiated by DONE and reviewed and paid by the City Clerk.

NOW, THEREFORE, based on the finding documented and reported by, and questions raised by the Reseda NC and in addition the questions and moving forward concerns of the WHWCNC, the WHWCNC passes the following CIS and letter to City officials:

February 10, 2022

Los Angeles City Clerk, Holly L. Wolcott, (via [Clerk.NCFunding@lacity.org](mailto:Clerk.NCFunding@lacity.org) & [Clerk.CPS@lacity.org](mailto:Clerk.CPS@lacity.org))  
 Dept. of Neighbor Empowerment, G.M., Raquel Beltran, (via [Raquel.Beltran@lacity.org](mailto:Raquel.Beltran@lacity.org))  
 Board of Neighborhood Commissioners, (via [Commission@empowerla.org](mailto:Commission@empowerla.org))  
 Mayor, Eric Garcetti (via [Eric.Garcetti@lacity.org](mailto:Eric.Garcetti@lacity.org))  
 City Council President, Nury Martinez, (via [Nury.Martinez@lacity.org](mailto:Nury.Martinez@lacity.org))  
 Council Member Bob Blumenfield, (via [Bob.Blumenfield@lacity.org](mailto:Bob.Blumenfield@lacity.org))  
 City Controller, Ron Galperin, (via [Ron.Galperin@lacity.org](mailto:Ron.Galperin@lacity.org))  
 City Attorney, Mike Feuer, (via [Mike.Feuer@lacity.org](mailto:Mike.Feuer@lacity.org))

Los Angeles City Hall  
 200 N. Spring Street  
 Los Angeles, CA 90012

**RE: [CF 20-0963](#) (Neighborhood Council Elections/Fiscal Year 2020-21/Covid Pandemic)**

### **COMMUNITY IMPACT STATEMENT**

The Woodland Hills-Warner Center Neighborhood Council [WHWCNC] echoes the concerns expressed by Reseda Neighborhood Council ([link](#)) and other NCs in the Council File regarding the spending patterns and failures of oversight by the Department of Neighborhood Empowerment [DONE] and the City Clerk's Office for the 2021 Neighborhood Council elections and their impact on candidate recruitment and voter engagement.

Neighborhood Councils function as the closest level of government for four million residents of Los Angeles. City agencies and departments must give NC Elections the same scrutiny and effort as other City Office elections.

As documented by the Reseda NC, leadership failures by the DONE permeated the 2021 election cycle. Given that the Department requested one million dollars for the upcoming election cycle, the WHWCNC agrees that DONE and the City Clerk provide further information regarding their stewardship of resources in the previous election cycle after a careful and thorough examination of public documents.

The WHWCNC reiterates Reseda Neighborhood Council's sentiments and similarly requests a detailed written accounting from DONE and the City Clerk's Office with backup documents of the money spent and the money remaining from the \$456,000 allocated to the Department of Neighborhood Empowerment for the 2021 election by February 28, 2022. If they cannot meet this deadline, we request a partial response by this date, including a commitment to a complete reply and a statement of when we will receive a full response.

WHWCNC further requests that the Board of Neighborhood Commissioners address this Community Impact Statement in writing by February 28, 2022.

Due to the failed outreach, lack of proper oversight, and ineffective use of public funds, the WHWCNC requests a detailed response from DONE and the City Clerk explaining all the expenditures, vendors used, vendor contracts, and proof of performance concerning the 2021 elections, including a breakout of the WHWCNC-Region 3 election activities and expenditures.

WHWCNC further requests that the City Clerk's Office and the City Controller's Office review whether there was adequate review of DONE payment requests and vendor proof of performance for 2021 Neighborhood Council Elections expenditures against contract or scope of work agreements before the Clerk's payment of public funds to NC election vendors.

The WHWNC requests that the City Council Arts, Parks, Health, Education, and Neighborhood Committee reopen this council file and put the findings from the attached Reseda Neighborhood Council report on its agenda for discussion and appropriate action.

Finally, the WHWCNC requests that any future NC election-related public outreach be coordinated by region-election cycle, in conjunction with the affected Neighborhood Councils, concerning planning the appropriate formats and messages for public outreach, plus choosing proper media, and qualifying the vendors for election-related services. These activities were inadequate or absent for 2021. Furthermore, the planning and subsequent contracting for election-related public outreach should start a year before elections to be conducted effectively and timely. Ideally, public participation outreach should be an ongoing, year-round activity with professionally qualified staffing to match.

[Attached](#) is the complete statement & report from Reseda Neighborhood Council.

This CIS motion was brought before the WHWCNC Board at its February 9, 2022, meeting and passed with the following Board vote:

Sincerely,

Joyce Fletcher, President  
Woodland Hills-Warner Center Neighborhood Council

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Enclosure: Reseda Neighborhood Council's [CIS \(including full report\)](#) submitted on 01/18/2022

[See posted support document](#)

***Motion:** Heath Kline, Second: Aaron Quantz*

### **Roll Call Vote**

**PASS**      Yes: 15      No: 0      Abstain: 0      Ineligible: 3      Out of the Room: 1      Total: 19

- *YES: Aaron Quantz, Karen DiBiase, Mark Schwartz, Arturo Velasquez, Paul Lawler, Sean McCarthy, Angela Dawson, Martin Lipkin, Dena Weiss, Sean Pitz, Peter Fletcher, Mihran Kalaydjian, Heath Kline, Lauren Coffman, Joyce Fletcher*
- *NO: 0*
- *ABSTAIN:*
- *INELIGIBLE: Kathleen Barth, Tristen Esfandari, Logan Fisher*
- *OUT OF THE ROOM: Nancy McLean*



**Item No (13) Community Services Committee – Chair, Dena Weiss**  
**(22-028) NPG Funding for the West Valley Food Pantry**

Discussion and possible action:

Motion for the board to approve \$1000 from Budget Line Item (Community Improvement Projects and NPG General Fund) for funding for the West Valley Food Pantry. The West Valley Food Pantry provides groceries to 600 low-income seniors. The Pantry also feeds approximately 700 families per week during this pandemic crisis. Their efforts are made possible by contributions of food and funds from local organizations such as the NC. This discussion is solely related to the Pantry's food services to the needy and food disadvantaged in our community and not related to any City Planning cases or decisions.

[See posted support document](#)

***Motion:** Heath Kline, Second: Aaron Quantz*

**Roll Call Vote**

**PASS**    *Yes: 12    No: 1    Abstain: 1    Ineligible: 3    Out of the Room: 1    Total: 18*

- *YES: Aaron Quantz, Karen DiBiase, Mark Schwartz, Arturo Velasquez, Paul Lawler, Dena Weiss, Sean Pitz, Peter Fletcher, Mihran Kalaydjian, Heath Kline, Lauren Coffman, Joyce Fletcher*
- *NO: Angela Dawson*
- *ABSTAIN: Sean McCarthy*
- *INELIGIBLE: Kathleen Barth, Tristen Esfandari, Logan Fisher*
- *OUT OF THE ROOM: Nancy McLean*

*Note: Martin Lipkin (left at 11:08pm) has left the meeting and did not vote on Item#13.*

**3. Area Reports – None**

Area 1 - Aaron Quantz, Karen DiBiase, Mark Schwartz, Reina Cerros-McCaughey

Area 2 – Arturo Velasquez, Paul Lawler, Sean McCarthy, Kathleen Barth

Area 3 – Nancy McLean, Angela Dawson, John Sandy Campbell, Alex Farassati

Area 4 – Brian Archibald, Martin Lipkin, Dena Weiss, Sean Pilz

Area 5 – Peter Fletcher

Area 6 – Leslie Simon, Mihran Kalaydjian, Heath Kline, Lauren Coffman

Area 7 – Joyce Fletcher, Houtan Hormozian

At-Large – Sam Evans

Youth Member – Vacant

**4. Committee Reports - None**

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

Community Services Committee – Dena Weiss, Chair

Education Committee – Reina Cerros McCaughey, Chair & Mihran Kalaydjian, Vice Chair

Environmental & Beautification Committee – Brian Archibald, Chair

Governance Committee – Joyce Fletcher, Chair

Public Health and Homelessness Committee – Sam Evans, Chair

PLUM Committee – Lauren Coffman, Chair

Public Safety and Transportation Committee – Houtan Hormozian, Chair

Social Media & Community Outreach Committee – Peter Fletcher, Chair & Kathleen Barth, Vice Chair

WHIP Committee – Heath Kline, Chair

Ad-hoc - Westfield Promenade 2035 Project – Joyce Fletcher, Chair  
Ad Hoc Committee – Measure A. Parks Program - Peter Fletcher, Chair  
Ad Hoc Committee – Arts Fees and Cultural Amenities - Lauren Coffman, Chair  
Ad-hoc Committee – Flight Path and Noise Advisory Committee - Martin Lipkin, Chair

*Announcements:*

The next Regular Board meeting will be held on March 9, 2022, by teleconference. Please visit the calendar page at [whcouncil.org](http://whcouncil.org) for the complete details and to confirm the date and time.

Meeting dates for 2021 -2022 year: Full Board meeting are held the second Wednesday of every month at 6:30pm. Check the NC website calendar for a complete list of committee and board meetings. Meeting dates and times are subject to change. Check the NC calendar for updated meeting schedules.

Due to COVID 19 ALL in person meetings have been moved to virtual teleconference.  
HOWEVER, please check the [www.whcouncil.org](http://www.whcouncil.org) website calendar page for any changes that may occur.

**Adjournment of Meeting: 11:12pm**

*Minutes submitted by Karen DiBiase, 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](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, if available, 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) and 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 and/or time.

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

- A copy of this agenda is also physically posted on the outside of the window of the West Valley Warner Center Chamber located at 6100 Topanga Canyon Blvd, Ste 2330, Woodland Hills, CA 91367. The Chamber is located at the Promenade Mall outside the east entrance of the mall and to the left of Ruth Chris Restaurant. The Chamber office is accessed from Owensmouth Street. Parking is free.

\*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 website at [www.whcouncil.org](http://www.whcouncil.org)

SERVICIOS DE TRADUCCIÓN - Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte a Joyce Fletcher de la Mesa Directiva, al [j.fletcher@whcouncil.org](mailto:j.fletcher@whcouncil.org) o por correo electrónico avisar al Concejo Vecinal.

Notice to Paid Representatives - If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code §§ 48.01 et seq. More information is available at [ethics.lacity.org/lobbying](https://ethics.lacity.org/lobbying). For assistance, please contact the Ethics Commission at (213) 978-1960 or [ethics.commission@lacity.org](mailto:ethics.commission@lacity.org)  
provide services that enable older adults to age with family, in community or independently.

