



**MINUTES OF THE AUGUST 27, 2020 MEETING OF THE
WOODLAND HILLS - WARNER CENTER NEIGHBORHOOD COUNCIL
PLANNING, LAND USE AND MOBILITY COMMITTEE
VIA VIRTUAL MEETING TELECONFERENCING ("ZOOM")**

Members present: Lauren Coffman, Peter Fletcher, Karen Koe, Martin Lipkin, Sean McCarthy, Henry Rice, August Steurer.

1. **Call to Order:** The meeting was called to order by Chairperson Lauren Coffman @ 6:32 pm.
2. **Public Comment:** There were no public comments.
3. **Approval of Minutes:** the minutes of the meeting of August 06, 2020, by motion of Peter Fletcher with a second by Sean McCarthy, were approved as written by a **Vote of 7 Ayes, 0 Nays**.
4. **ZA-2019-5326 22503-22527 Ventura Blvd, WH, 91367**
Pursuant to LAMC section 12.24-W17, a conditional use to permit a drive-thru fast food establishment located in the C4 Zone within 500 feet of an R Zone. Pursuant to LAMC section 12.24-W27, a conditional use to allow deviations from LAMC section 12.22-A23 commercial corner development to (1) allow hours of operation Sunday through Thursday from 10:30 AM to 1:00 AM and Friday through Saturday from 10:30 AM to 1:30 AM, and (2) allow 14% window transparency on the exterior walls and doors fronting Capistrano Boulevard avenue pursuant to LAMC Section 11.5.7C, Specific Plan compliance with the Ventura Cahuenga Boulevards Corridor Specific Plan pursuant to LAMC Section 16.05, site plan review for a change of use to drive-through fast food establishment resulting in more than 1,000 daily trips as determined by the department of transportation.

On July 02, 2020, this case was heard by the PLUM Committee. Following the discussion on the matter, by motion by Peter Fletcher, with a Second by Sean McCarthy, and **by a Vote of 3 Ayes, 4 Nays the motion to support this project failed.**

Thereafter, Lauren Coffman, with a second by Marty Lipkin, made a Motion for Reconsideration, if Applicant is willing to address the Committee's additional concerns, i.e. that the commercial corner be activated; a better/improved patio design; lack of design of the Eastern facade of the building such as it being activated aesthetically; there is no blank wall, for instance, a mural drawing; that the design should be a more attractive, more welcoming space to Woodland Hills; that the lighting design should be downward facing; and that a street level rendering of the corner would be beneficial.

By a Vote of 7 Ayes, 0 Nays the Motion for Reconsideration passed.

This is the reconsideration of the project.

Lauren Coffman reviewed the background of this project.

Case leader Peter Fletcher presented the revised/updated case report for reconsideration.

Applicant's representative, Sarah Houghton, presented new renderings, updates to the design of the project. After Ms. Houghton's presentation, public comment was received from one member of the public. The Committee then offered its comments to the updated project. Most of the Committee's comments dealt with the wall on the Capistrano side of the project, the patio configuration, safety of pedestrians and vehicles on the site, the effect of wind on the patio dining area, the lack of generating a welcoming entrance, the landscape plan, sidewalk tripping hazards, and the desire that the large windows on Ventura not contain promotional banners. Public comment was again offered by the same member of the public, who then identified himself as part of the ownership of the car wash which currently exists on the site

Peter Fletcher then presented the following motion for reconsideration:

As pertains to Case ZA-2019-5326, having held four public meetings (two virtual) for the application filed by In-N-Out Burgers, Inc. regarding a development in the Ventura-Cahuenga Specific Plan section of Woodland Hills, the Planning, Land Use and Mobility Committee hereby finds that:

WHEREAS, the Applicant has applied for LAMC section 12.24-W17, a conditional use to permit a drive- thru fast food establishment located in the C4 Zone within 500 feet of an R Zone. Pursuant to LAMC section 12.24-W27, a conditional use to allow deviations from LAMC section 12.22-A23 commercial corner development to (1) allow hours of operation Sunday through Thursday from 10:30 AM to 1:00 AM and Friday through Saturday from 10:30 AM to 1:30 AM, and (2) allow 14% window transparency on the exterior walls and doors fronting Capistrano Avenue pursuant to LAMC Section 11.5.7C, Specific Plan compliance with the Ventura-Cahuenga Boulevard Corridor Specific Plan pursuant to LAMC Section 16.05, site plan review for a change of use to drive-through fast food establishment resulting in more than 1,000 daily trips as determined by the department of transportation; and

WHEREAS, the project Applicant has acknowledged and accepted the conditions of the Neighborhood Council and agreed to include them on a project summary page in revised project plan submittal; and **THEREFORE, IT IS HEREBY RESOLVED** that the Planning, Land Use and Mobility Committee, for the findings and conditions stated herein, finds that the submitted application and plans for the proposed project at 22503 – 22527 Ventura Blvd, Woodland Hills, CA 91364, and recommends that the Board of the Woodland Hills - Warner Center Neighborhood Council SUPPORT this motion of the committee as its own in SUPPORT of the requested actions as stated contingent upon adoption by the Applicant of the following conditions:

Conditions:

- 1.) All plans presented on August 27, 2020 at the virtual PLUM 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 first 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.) Prior to the issuance of any building permits relative to the development on the Project Site, a covenant acknowledging and agreeing to develop the Project Site in Substantial Conformance with the

Project Plans, as approved by the Department of City Planning and consistent with the requirements of the Ventura-Cahuenga Specific Plan shall be recorded in the County Recorder's Office. The agreement (standard master covenant and agreement form CP-6770) shall run with the land and shall be binding on any subsequent owners, heirs or assigns.

5.) Applicant shall add a landscape plan meeting the Ventura-Cahuenga Specific Plan.

6.) Prior to the issuance of a building permit, vehicular ingress/egress and internal circulation shall be reviewed and approved by the Department of Transportation (LADOT). The LADOT approval shall be on a site plan that is in substantial conformance with the plan submitted to the Woodland Hills - Warner Center Neighborhood Council

7. The applicant will post a project sign

8. The applicant's operation plan will include counter-clockwise on-site vehicular traffic circulation in the parking lot during peak periods using staff and cones to improve traffic flow.

FURTHERMORE, the PLUM Committee recommends that the City of Los Angeles Planning Department and Council District 3 Councilmember Bob Blumenfield be notified by the Woodland Hills – Warner Center Neighborhood Council Board of its recommendation to SUPPORT this application and its subsequent conditions.

By motion by Peter Fletcher, with a second by Sean McCarthy, the reconsidered motion passed by a **Vote of 5 Ayes, 2 Nays**.

5. DIR-2020-1334 4924 N. Llano Drive 91364

Project permit compliance review for the construction of a new approximately 4,261 SF single family dwelling.

Case leader Sean McCarthy presented the case report. Applicant Kamal Singh spoke in support of the project which is to be his family home. The Committee offered its comments on the project, i.e. the steepness of the site, site drainage, water retention on the property, architecture, a more eye friendly facade, parking, and materials storage during construction. Applicant will come back on September 17, 2020, with hope the Board will consider this project at its October Board meeting.

6. ZA-2020-2482-CUB-CU 21136 W. Ventura Blvd 91364

A CUB to allow the sale and dispensing of a full line of alcoholic beverages for on-site consumption in conjunction with an existing 3,134 SF restaurant with 82 indoor seats and 12 seats on sidewalk (HOM aka "House of Meatballs").

Case leader Martin Lipkin presented the case report. Applicant's representative, Sherrie Olson, presented the project on behalf of the Applicant, Lara Vittimo.

PLUM Motion pertaining to HOM (House of Meatballs) at 21136 W Ventura Boulevard, Woodland Hills, CA 91364 :

As pertaining to Case ZA-2020-2482-CUB-CU, having held one public meeting for an upgrade from an existing beer/wine only Conditional Use Permit to a CUB allowing for a full line of alcohol on-site consumption in an existing 3,134 sq. ft. restaurant with 82 interior seats with hours of operation from 10 AM a.m. to 1 AM daily and an existing railed-off uncovered patio fronting Ventura Blvd. with 12 outdoor seats, pursuant to Los Angeles Municipal Code Section 12.24 -W1/W27 CUB.

WHEREAS, the applicant attests that the following is true:

- . 1) The establishment is maintained as a bona fide eating place (restaurant) with an operational kitchen where food is prepared on-site and with a full menu containing an assortment of foods. Food service is available at all times during operating hours. The restaurant provides seating and dispenses food and refreshments for consumption on the premises and not solely for the purpose of food takeout or delivery; and,
- . 2) The establishment has not been the subject of nuisance abatement; and,
- . 3) The establishment plans to have only 82 total indoor and 12 outdoor seats which is between the 20 and 150 seat limits of the Restaurant Beverage Program; and,
- . 4) The establishment is not a drive-through fast-food restaurant; and,
- . 5) The restaurant is not part of a multi-tenant entitlement; and,
- . 6) Daily hours of operation are limited to the hours between 10:00am to 1:00 am for indoor seating and between 10:00 am and 1:00 am for outdoor seating, along with no after-hours use of the establishment, other than for routine clean-up and maintenance; and,
- . 7) All food and beverages are delivered to tables by employees; and,
- . 8) There are no pool tables or billiard tables; and,
- . 9) There is no dancing or Adult Entertainment pursuant to LAMC Section 12.70; and,
- . 10) There is no minimum drink purchase required of patrons; and,
- . 11) There is no charge for admission; and,
- . 12) The restaurant does not organize or participate in organized events where participants or customers pre-purchase tickets or tokens to be exchanged for alcoholic beverages at the restaurant; and,
- . 13) All service of alcoholic beverages is conducted by an employee; and,
- . 14) The restaurant does not sell distilled spirits by the bottle, or wine or champagne bottles that exceed 750 milliliters; and,
- . 15) No employee, while working, is allowed to solicit or accept any alcoholic or non- alcoholic beverage from any customer while on the premises; and,
- . 16) No employee, while working, shall be engaged for the specific purpose of sitting with or otherwise spending time with customers while on the premises; and,
- . 17) There is no age limitation restricting access to any portion of the restaurant

- . 18) There will not be any shared seating between the restaurant and other restaurants; and,
- . 19) The restaurant will not use fixed or portable bars; and,
- . 20) No booth or group seating is provided. There are no walls or partitions separating seating areas; and,
- . 21) The property does not abut an A or R zone nor and A or R zone across the alley; and,
- . 22) Outdoor food and beverage service shall be limited to seated patrons; and,
- . 23) There shall be no live entertainment, karaoke, or disc jockeys on the premises; and,
- . 24) There shall be no television monitors, screens, music or speakers in any outdoor area; and,
- . 25) Entertainment in conjunction with the restaurant is limited to indoor ambient music to complement the dining experience, and is limited to background music at a low volume that is not audible outside of the building; and,
- . 26) Any music, sound or noise under control of the restaurant will not violate Sections 112.06 or 116.01 of the Los Angeles Municipal Code (citywide noise regulations).
- . 27) No more than 50% of the entire restaurant will be closed to the public for private events; and,
- . 28) All portions of the restaurant used for private events are subject to all these provisions and hours of operation stated herein; and,
- . 29) A telephone number and an email address shall be provided for complaints or concerns regarding the operation of the restaurant. The phone number and email address shall be posted on a sign at least 8.5 × 11 inches in size, which shall be updated to reflect any changes, at the entry visible to pedestrians and in the reception area; and,
- . 30) Complaints shall be responded to within 24 hours by the restaurant. The restaurant shall maintain a log of all calls and emails, detailing the date the complaint was received, the nature of the complaint, and the manner in which the complaint was resolved. This log shall be made available to the Department of City Planning upon request. Within the restaurant, the interior shall be adequately illuminated so as to make discernible all objects and persons, or have a minimum average surface illumination of 2.0 foot-candles (21.5 lx); and,
- . 31) All exterior portions of the site shall be adequately illuminated in the evening so as to make discernible the faces and clothing of persons utilizing the space, or have a minimum average surface illumination of 0.2 foot- candles (2.15 lx). Lighting shall be directed onto the site without being disruptive to persons on adjacent properties; and,
- . 32) A camera surveillance system shall be installed and in operation at all times to monitor the interior, entrance, exits and exterior areas, in front of and around the premises. Recordings shall be maintained for a minimum period of 30 days and are intended for use by the Los Angeles Police Department; and,

- . 33) The restaurant shall be responsible for maintaining the premises and adjoining rights-of- way free of debris and litter; and,
- . 34) The restaurant shall be responsible for monitoring both patron and employee conduct on the premises and within the parking areas under its control to prevent behavior that adversely affects or detracts from the quality of life for adjoining residents, property owners, and businesses.
- . 35) The restaurant shall take all reasonable steps to ensure the conditions and activities on the premises and within the parking areas under its control do not adversely affect or detract from the quality of life for adjoining properties, property owners, and businesses; and
- . 36) Within 24 hours of its occurrence, all graffiti on the property under the restaurant's control shall be removed or painted over to match the color of the surface to which it is applied; and,
- . 37) All trash and recycling bins under control of the restaurant shall be kept closed and locked at all times when they are not in use, and shall be maintained such that they do not overflow; and,
- . 38) Loitering is prohibited on all areas under the control of the restaurant. A "No Loitering or Public Drinking" sign that is a minimum of 4 × 6 inches shall be posted outside next to every exit; and,
- . 39) An electronic age verification device shall be retained on the premises available for use during operational hours. This device shall be maintained in operational condition and all employees shall be instructed in its use; and,
- . 40) The restaurant shall comply with California Labor Code 6404.5 which prohibits the smoking of tobacco or any non-tobacco substance, including from electronic smoking devices or hookah pipes, within any enclosed place of employment; and,
- . 41) A minimum of one on-duty manager with authority over the activities within the restaurant shall be on the premises at all times that the restaurant is open for business. The on-duty manager's responsibilities shall include the monitoring of the premises to ensure compliance with all applicable State laws, Municipal Code requirements and the conditions imposed by the Department of Alcoholic Beverage Control (ABC). The restaurant shall be responsible for discouraging illegal and criminal activity on the subject premises and any exterior area under its control; and,
- . 42) Within the first six months of operation or the administrative clearance, all employees involved with the sale of alcohol shall enroll in the Los Angeles Police Department "Standardized Training for Alcohol Retailers" (STAR) or Department of Alcoholic Beverage Control "Licensee Education on Alcohol and Drugs" (LEAD) training program or the Responsible Beverage Service (RBS) Training Program. Upon completion of such training, the restaurant shall request the Police Department or Department of Alcohol Beverage Control to issue a letter identifying which employees completed the training. Said letter shall be maintained on the premises and shall be made available to the City upon request. STAR or LEAD or RBS training shall be conducted for all new hires within three months of their employment; and,

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43) A Revocable Permit from the Bureau of Engineering, Department of Public Works is required for any outdoor dining area located in the public right- of-way. A copy of the approved Revocable Permit, including a plot plan and any conditions thereto, shall be provided to the Department of City Planning prior to placing any seating in the public right-of-way; and,

44) The City shall have the authority to conduct inspections to verify compliance with any and all of these requirements; and,

45) A copy of the approval requirements from City Planning shall be retained on the premises at all times and produced upon request by the Police Department, the Department of Building and Safety, the Department of City Planning, or the California Department of Alcoholic Beverage Control; and,

46) Prior to the Conditional Use Permit final approval, the owner and operator shall execute and record a covenant and agreement satisfactory to the Director of Planning, acknowledging that the owner and operator shall agree to comply with each of the provisions set forth in the determination letter. A certified copy bearing the Recorder's number and date shall be provided to the Department of City Planning. The agreement shall run with the land and shall be binding on any subsequent owners, heirs or assigns. The agreement with the requirements attached must be submitted to the Department of City Planning for approval before being recorded; and,

WHEREAS, the above conditions follow the proposed requirements for the Restaurant Beverage Program;

THEREFORE, IT IS HEREBY RESOLVED that the Planning, Land Use and Mobility Committee, for the statements and conditions stated herein, recommends that this PLUM Motion regarding the Conditional Use Permit application and plans submitted on behalf of Lara Vittimo of GLPC, LLC, for HOM (House of Meatballs) located at 21136 W. Ventura Blvd., Woodland Hills, CA 91364, receive the support of the Board of the Woodland Hills - Warner Center Neighborhood Council.

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 to approve this application as presented on September 9, 2020.

By motion by Martin Lipkin, with a second by Sean McCarthy, and a **Vote of 7 Ayes, 0 Nays, 0 Abstentions, the motion passed.**

7. Future Agenda Items

Committee members may raise issues for discussion at a future meeting relevant to areas under the committee's purview.

8. New Cases, Review of Current Cases, and Committee Business.

The committee will discuss the status of currently outstanding cases and assignment of new cases for consideration at future meetings.

Lauren Coffman reported that the Applicant of the Canoga Place project, which the PLUM Committee voted NOT TO SUPPORT, has indicated that she does not want to return to the PLUM Committee but wants the PLUM vote to be changed.

Peter Fletcher then moved to reconsider the project after it goes to the Mulholland Scenic Design Review Board. By motion of Peter Fletcher, with a second by August Steurer, and a **Vote of 6 Ayes, 1 Nay**, the motion to reconsider passed.

The Committee reviewed the PLUM Project Schedule Update.

There are no new cases.

Item 10 (August's case) will be coming to the first meeting in October.

Items 5, 15 will be heard September 3, 2020.

It was reported that a stakeholder complaint had been received in regard to a business in Warner Center.

9. Adjournment: the meeting was adjourned at 10:31 pm.

Submitted by,
Karen Koe