



Regular Board Meeting Agenda  
Tuesday, July 15<sup>th</sup>, 2025 at 7:00PM  
Toluca Lake Elementary School – Auditorium  
4840 Cahuenga Blvd., North Hollywood CA 91601



*Supporting documents available at [GTLNC.org](http://GTLNC.org).*

For public comments, please fill out a separate speaker card for each agenda item on which you wish to be heard. Up to two (2) minutes per speaker.

1. Call to Order (Erica Gatica Doughty, Neighborhood Empowerment Advocate, Department of Neighborhood Empowerment [DONE]).
2. Roll call.
3. Special Orders.
  - a. Install newly-elected Board of Directors (Oath of Office)
  - b. Election of new Officers of the Board
    - i. President
    - ii. Vice President
    - iii. Secretary
    - iv. Alternate Secretary
    - v. Treasurer
    - vi. Any further comments by newly-elected Officers.
  - c. Appoint Financial Officers of the Board
    - i. Neighborhood Council Bank Card Holder
    - ii. Second Card Holder (optional)
    - iii. Second Signer
    - iv. Alternate Signer (optional)
  - d. Appoint Community Impact Filers of the Board.
  - e. Appoint Standing Committee Chairs and Members.
    - i. Governmental Affairs
    - ii. Planning and Land Use
    - iii. Outreach
    - iv. Public Safety
4. Brown Act Public Comment on Non-Agenda Items only. Please fill out a speaker card.
5. Updates from Community, City, Regional and State Representatives.
6. DONE Presentation (Erica Gatica Doughty).
  - a. Board service acknowledgment.
  - b. Affirmation, required trainings and orientation.

## 7. Consent Calendar.

- 7.1 Approve June 17<sup>th</sup>, 2025 Board Meeting Minutes. File 1 of 15
- 7.2 Approve May 2025 GTLNC Monthly Expenditure Report. File 2 of 15
- 7.3 Up to \$217.60 for Moore Business Results invoice #GTLNC 2025 0701 for Web site and social media support services, for period ending June 30<sup>th</sup>, 2025. File 3 of 15
- 7.4 Approve up to \$128.00 for Apple One Employment Agency invoice #S10133122 for minute-taker, for period ending March 22<sup>nd</sup>, 2025 (billing for February and March 2025 GTLNC Board Meetings). File 4 and 5 of 15 (2 files)
- 7.5 Approve up to \$200 for official LA City Name Badges for GTLNC Board members. File 6 of 15
- 7.6 Approve up to \$300 for GTLNC business cards for GTLNC Board members. See GotPrint invoice dated September 12<sup>th</sup>, 2024 for price comparison purposes only. File 7 of 15

## 8. Committee Reports

- 8.1 Public Safety.
  - 8.1.1 Reschedule How To 311 Public Safety Event. (Mona Vasiloiu, Irene Birmingham)
- 8.2 Outreach.
  - 8.2.1 Create Neighborhood Council system-wide Best Practices database. (Kelly Cole)
- 8.3 Planning and Land Use.
- 8.4 Governmental Affairs.

## 9. Information items.

- 9.1 Tuesday, August 5<sup>th</sup>, 2025: National Night Out
- 9.2 Saturday, September 27<sup>th</sup>, 2025: Congress of Neighborhoods
- 9.3 Saturday, October 18<sup>th</sup>, 2025. Bark-Tober, LA's Largest Animal Fair hosted by Sylmar Neighborhood Council. **LINK: <https://bit.ly/Sylmar-NC>**
- 9.4 Meeting schedules: regional NC coalitions, other NC advocacy opportunities. Attachment 1

## 10. Old Business.

- 10.1 Proposed Conditional Use Beverage-Alcohol (ZA-2025-1929-CUB) permit at 4200 N. Lankershim Blvd. for sale and dispensing of full line of alcoholic beverages for on-site sale in conjunction with a new restaurant. Related: Categorical Exemption pending (ENV-2025-1930-CE). Representative: Matthew Mello, a lobbyist employed by FE Design & Consulting, on behalf of its client, the applicant in this case. Files 8 to 13 (6 files).
- 10.2 Update on William Mellenthin Birdhouse Apartments at 5922-5930 North Buffalo Avenue, Valley Glen, CA 91401 (CHC-2024-6156-HCM). GTLNC supported Historic-Cultural Monument designation of this site (12-0-0) on January 21<sup>st</sup>, 2025. (Jill Young Manson).

## 11. New Business.

- 12. Next meeting date TBA at 7:00PM at Toluca Lake Elementary School, Auditorium, at 4840 Cahuenga Boulevard, North Hollywood 91601.
- 13. Adjournment (end time is approximately 9:00PM or shortly thereafter)

## **2025 GTLNC Meeting Schedule**

1st Monday at 6:00PM - Public Safety  
1st Tuesday at 6:00PM - Government Affairs  
2nd Monday at 7:00PM - Planning and Land Use  
2nd Tuesday at 7:00PM - Outreach  
3rd Tuesday at 7:00PM - Regular Board Meeting

All meetings take place at Toluca Lake Elementary School at 4840 Cahuenga Blvd., N. Hollywood, CA 91601. Committee meetings in Room 17, regular board meeting in auditorium and may take place from time to time via Zoom. Check Web site for most current details.

**PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS:** Comments from the public on agenda items will be heard only when respective item is considered. Comments from the public on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during 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. Public comment is limited to 2 minutes per speaker, unless adjusted by presiding officer of the Board.

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

- Discovery Store (Community Kiosk), at the Southeast corner of Forman Ave. and Riverside Dr.;
- [GTLNC.org](https://www.gtlnc.org); or
- You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at <https://www.lacity.org/government/subscribe-agendasnotifications/neighborhood-councils>

**THE AMERICANS 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 Board Secretary via email at [media@gtlnc.org](mailto:media@gtlnc.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 [GTLNC.org](https://www.gtlnc.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 Board Secretary via email at [media@gtlnc.org](mailto:media@gtlnc.org)

**RECONSIDERATION AND GRIEVANCE PROCESS:** For information on the GTLNC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the GTLNC Bylaws. The Bylaws are available at our Board meetings and our website [GTLNC.org](https://www.gtlnc.org)

**SERVICIOS DE TRADUCCION:** Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte Secretary, o por correo electrónico at [media@gtlnc.org](mailto:media@gtlnc.org) para 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 Section 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)

**CONSENT CALENDAR:** Every item on the Consent Calendar is considered bundled and voted on as a single item. If a Board Member or Stakeholder has an objection to an item being on the Consent Calendar or wishes to pull an item, they need to raise that objection to an item and ask to have that item or items considered separately. There will be no discussion or comment on the substance of any item unless it is removed from the Consent Calendar. Removed items will be moved to end of the agenda for consideration, or earlier within discretion of Chair.

## Attachment 1, Item 9.4

Meeting schedules: Regional NC coalitions, other NC advocacy opportunities.

- Los Angeles City Council Committee Schedule and Assignments.  
**LINK: [bit.ly/LACC-Committee-Schedule](https://bit.ly/LACC-Committee-Schedule).** File 14
- 1<sup>st</sup> Saturday: Los Angeles Neighborhood Council Coalition (LANCC) at 10:00AM via Zoom  
**LINK: <https://bit.ly/LANCC>**
- 1<sup>st</sup> Tuesday: C-PAB at North Hollywood Community Police Station at 11640 Burbank Blvd.  
**LINK: <https://bit.ly/C-PAB-NoHo>**
- 2<sup>nd</sup> Thursday: Valley Alliance of Neighborhood Councils (VANC) at 6:30PM via Zoom.  
See Welcome Letter to New Board Members. File 15  
**LINK: <https://vanc34.org/>**
- 2<sup>nd</sup> Friday: Board of Public Works meets at Van Nuys City Hall at 10:00AM, and meets regularly throughout the month at Los Angeles City Hall.  
**LINK: <https://bit.ly/BPW-LA-Meeting-Schedule>**
- 2<sup>nd</sup> Saturday: Plan Check NC meets at 10:00am via Zoom.  
**LINK: <https://plancheckncla.com/>**
- 3<sup>rd</sup> Saturday: LA Budget Advocates meets at 9:30AM via Zoom.  
**LINK: <https://www.budgetadvocates.org/>**
- 4<sup>th</sup> Saturday: Neighborhood Council Emergency Preparedness Alliance (NCEPA) at 10:00AM at City of Los Angeles Emergency Operations Center, 500 E. Temple St., Los Angeles 90012.  
**LINK: <https://bit.ly/NCEPA-LA>**
- Last Friday: Los Angeles City Council meets at Van Nuys City Hall at 10:00AM, unless on break, and meets regularly three (3) times per week at Los Angeles City Hall at 10:00AM.  
**LINK: <https://clerk.lacity.gov/calendar>**
- Meeting dates vary: Park Advisory Board  
**LINK: <https://bit.ly/PAB-LA>**
- Twice monthly meetings: Department of Animal Services, Board of Commissioners.  
**LINK: <https://bit.ly/DeptAnimalServicesMeetingSchedule>**