

CITY OF LOS ANGELES
CALIFORNIA

**Neighborhood Council
Governing Board Officers:**

President Dena Weiss
Vice President Chris Waddy
Secretary, Karen DiBiase
Treasurer Heath Kline
Parliamentarian Don Patterson



WOODLAND HILLS
WARNER CENTER
NEIGHBORHOOD COUNCIL

200 N. Spring Street Los
Angeles, CA 90012

Email: NCsupport@lacity.org
Website: www.empowerla.org

Regular Full Board Meeting
City of Los Angeles Fire Station # 84
Community Room
21050 Burbank Blvd., Woodland Hills, CA
91367
September 13, 2023
6:30 p.m.- 09:00 p.m.

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte Karen DiBiase, Secretaria, al 818-639-9444 o por correo electrónico www.whcouncil.org para avisar al Concejo Vecinal.

Board Members:

Area 1 - Karen DiBiase, Geoffrey Hobson, Rochelle / Shelly Schwartz, Reina Cerros- McCaughey

Area 2 - Paul Lawler

Area 3 – Tracey Rosen

Area 4 – Don Patterson, Martin Lipkin, Dena Weiss, Rachel Tabak

Area 5 – Christopher Waddy, Julie Waltrip, Theresa Campbell

Area 6 –Mihran Kalaydjian, Heath Kline

Area 7 – Lillian / Joyce Fletcher

At-Large – August Steurer, Bobbie Wasserman

Youth Member – Vacant seat

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 unless adjusted by the President. Public comment can only be made one time and will be heard at the beginning of an agenda item.

***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.

AGENDA

Call to Order
Pledge of Allegiance
Roll Call

Public Announcements:

Office of Councilmember Bob Blumenfield – if available (2 minute each)
Office of Local and State Officials – if available (2 minute each)
Other Local Agencies – if available (2 minute each)

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

General Public Comment is limited to (2) minutes per speaker and 10 minutes total due to limited timing at the firestation venue.

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 – August 9, 2023 (5 minutes)

See posted support document

Roll Call Vote

B. Officer Reports (5 minutes)

President – Dena Weiss
Vice President – Chris Waddy
Treasurer – Heath Kline
Secretary -Karen DiBiase
Parliamentarian – Don Patterson

2. Items for Discussion and Possible Action:

Item No. 1

Heath Kline, Treasurer

(23-051) Approval of MER for July 2023

For discussion and possible action: (5 minutes)

Motion for the Board to approve the July 2023 Monthly Expense Report (MER).

See posted Financial Support document

Roll Call Vote

Item No. 2
Heath Kline, Treasurer
(23-052) Approval of MER for August 2023

For discussion and possible action: (5 minutes)

Motion for the Board to approve the July 2023 Monthly Expense Report (MER).

See posted [Financial Support document](#)

Roll Call Vote

Item No. 3
Heath Kline, Treasurer
(23-053) Acknowledgment and Budget Allocation of Rollover Funds

For discussion and possible action: (10 minutes)

Whereas, The City Clerk has informed the WHWCNC that they have allowed us to receive and spend \$10,000 in the 2023-2024FY of the \$17,317.68 of unspent funds we had on June 30, 2023, the last day of the 2022-2023FY.

Whereas, We must pay a \$750 balance due invoice for our June 18, 2023, NC Election polling place. [See subsequent motion for \$750 payment to Westfield for details.]

Whereas, In the Board approved **June 21, 2023-24 WHWCNC Funding Program Administrative Packet** filed with the City Clerk, the annual initial budget allocation [pages 8-10] budget category **Office/Operational Expenditure Category** received funding of \$9,500 for monthly reoccurring – necessary operational expenses [things like phone, email, website, storage, meeting space, refreshments, copies & office supplies]. However, no funds were allocated to cover the monthly costs to maintain and keep our email hosting, our NC website, and their required operational subcomponents up and running with current content. Lacking funds under the **Office/Operational Expenditure Category**, the NC Treasurer cannot pay these routine email hosting and website reoccurring expenses or address emergent-critical situations without *first* bringing these items before the Board to vote on and approve as individual motions. This has and will lead to future malfunctions and downtime for our email and website and increased costs.

Whereas, the **Outreach Expenditure Category** is the expense category where the NC has historically spent most of its funds.

Therefore, The Board directs the Treasurer to make the following updates to our 23-24 NC Annual Budget and file it with the City Clerk as required:

- 1.) Update our **Beginning Balance** [Total Annual Budget] from \$32,000 to **\$42,000**.
- 2.) Update the **Election Expenditures Category** from \$0 to **\$750**.
- 3.) Update the **Office/Operational Expenditure Category** from \$9,500 to **\$12,500** and add the subcategory allocation **Website and Email Hosting & Support \$3,000**.
- 4.) Update the **Outreach Expenditure Category** from \$9,800 to **\$16,050**.

See posted

Item No. 4

Heath Kline, Treasurer

(23-054) \$750 Payment to Westfield for our June 18, 2023, NC Polling Place

For discussion and possible action:

(5 minutes)

Whereas, EmpowerLA informed the WHWCNC in late April 2023 that the City Clerk will pay their maximum of \$150 for NC polling places toward Westfield’s \$900.00 fee for the use of Rose Goldwater Community Room as the polling place for our June 18, 2023 “Odd Areas NC Elections” and we are responsible for paying the balance due of \$750. The WHWCNC had problems meeting and conducting business the last two months of the 22-23 FY, and as a result, the Board did not approve or pay the \$750 balance due invoice. The City Clerk has informed us we must pay the outstanding invoice now out of this FY’s funds.

Therefore, The Board directs the NC Treasurer to pay Westfield \$750.00 for their June 18, 2023 space rental balance due invoice. [Budget Category: Elections]

See posted Financial Support document

Roll Call Vote

Item No. 5

Heath Kline, Treasurer

(23-055) Ratification of Funding Roles of NC Officers

For discussion and possible action:

(5 minutes)

Whereas, The City Clerk has informed the NC that they do not recognize the Financial Officer roles of our newly elected officers [for the first time because of a new unpublished policy] despite providing the City Clerk the customary Board Action Certification forms [BACs] documenting the elections of our officers with financial roles and **updated 2023-24 WHWCNC Funding Program Administrative Package** listing the financial roles and responsibilities of our newly elected officers [pages 2 through 5]. They are requesting that we provide them with a new BAC that details the financial roles of our officers because our Bylaws and Standing rules don’t give the descriptive details the City Clerk is now looking for.

Therefore, The WHWCNC board confirms and informs the City Clerk that the **FY2023-2024 WHWCNC Funding Program Administrative Package, Updated August 9, 2023**, previously provided the City Clerk accurately reflects our Financial Officers and their roles [See pages 2-5]; President Dena Weiss is our 2nd Signer and 2nd Bank Cardholder, Vice President Christopher Waddy is our Alternate Signer, Treasurer Heath Kline is our 1st Signer and 1st Bank Cardholder, having elected them to these positions, August 9, 2023, at a properly noticed public meeting.

See posted Financial Support document

Roll Call Vote

Item No. 6

Chris Waddy, Outreach Chair

(23-056) Deletion of WHWCNC Community Forum Facebook page

For discussion and possible action:

(10 minutes)

Motion to delete The Woodland Hills Warner Center Neighborhood Community Forum Facebook page as pursuant by the Board of Neighborhood Commissioners (BONC) Digital Communications Policy for Neighborhood Councils. See sections 6.1; 6.4; 8.6 #4; and 10.1.

[See posted Support document](#)

Roll Call Vote

Item No. 7

Chris Waddy, Outreach Chair

(23-057) Google Workspace

For discussion and possible action:

(10 minutes)

Motion to purchase and use Google Workspace for Neighborhood Council Board Members' primary NC Emails. Pricing for Business Standard is up to \$5,000 per year. Pricing for Business Plus is up to \$7,000 per year.

[See posted Support document](#)

Roll Call Vote

Item No. 8

PLUM Committee Don Patterson and Martin Lipkin, Co-Chairs

(23-058) Case ZA-2023-2536-MCUP

5780 Canoga Ave., Woodland Hills, CA 91367_

For discussion and possible action:

(15 minutes)

The applicant seeks a master CUB for the onsite sale and dispensing of a full-line of alcohol for on-site consumption in conjunction with five existing food service venues with outdoor seating. The hours of operation are proposed to be 6:00 am to 2:00 am daily.

MOTION

As pertaining to Case ZA-2023-2536-MCUP, having held two public meetings, August 3, 2023, and September 7, 2023, to consider remodeling The Food Court and adding 61 outdoor seats and a Master Conditional Use Permit Beverage (MCUB) for the sale and dispensing of a full line of alcohol for on-site consumption pursuant under LAMC section 12.24-W.1, at 5 existing restaurants located at 5780 Canoga Ave, Woodland Hills, CA 91367, and is within the WC Commerce District. The Food Court is a 10,422 sq ft, one-story building that meets all the Warner Center 2035 Plan requirements. The operating hours are from 6 AM to 2 AM daily. The Applicant requests approvals and permits from the Los Angeles Department of Building and Safety for an additional 61 exterior

seats to the existing 353 seats, bringing the total of seats to 414. The Committee finds that:

WHEREAS The Warner Center Commerce District is the most jobs rich district in Warner Center. The Food Court Project provides quality, convenient dining for residents and employees; and

WHEREAS The Food Court reduces vehicle trips by providing the office park employees with convenient dining options; and

WHEREAS An Al Fresco Dining Ordinance passed the Los Angeles City Council, streamlining the pathway in the Zoning Code for restaurants to continue or create outdoor dining areas; and

WHEREAS The redesign and addition of 61 outdoor dining area seats will activate the office park; and

WHEREAS A Master C.U.B. would allow restaurant tenants to sell and serve alcohol; and

WHEREAS The food court meets all parking requirements by providing 102 parking spaces with additional parking in an adjacent parking garage; and

WHEREAS Applicant requests authorization for a Master Conditional Use Permit covering all five restaurants in the Food Court for the sale of a full line of alcohol; and

WHEREAS Applicant's proposed location for alcohol service is located entirely on private property and has exclusive control over all premises where alcohol is served.

THEREFORE, the Planning, Land Use, and Mobility Committee, for the findings and conditions stated herein, finds that the submitted application and plans by Bolour Associates and Canoga Ranch Holding Company for the MCUP for a remodel, and upgrade to the Food Court, including the expansion of outdoor seating and MCUB for a Master Conditional Use Beverage cover all 5 restaurants at 5780 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 alcohol conditions.

CONDITIONS:

1. Each restaurant owner shall make an application separate from the Applicant to the State of California and Los Angeles Police Department regarding their issuing an alcohol license.
2. All personnel acting as managers or servers at the premises shall attend a Standardized Training for Alcohol Retailers (STAR) session sponsored by the Los Angeles Police Department (LAPD).
3. The Petitioner(s) shall be responsible for maintaining free of litter in the area and adjacent to the premises over which they have control.
4. No alcoholic beverage shall be consumed on any property adjacent to the licensed premises under the control of the licensees.
5. No intoxicated person or persons observed publicly drinking shall be admitted to the location,

6. The parking spaces allotted to the Applicant on 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.
7. No illuminated (i.e., neon) or alcohol advertising or digital signage will be in the windows or the business storefront.
8. Signs shall be posted in English and the predominant language of the facility's clientele, if different, that California State Law prohibits the sale of alcoholic beverages to persons under 21.
9. 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.
10. 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.
11. All exterior public spaces (front, side, and rear) will be illuminated with sufficient lighting for the police to identify all persons standing outdoors at night.
12. 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 before the exercise of the grant. The business operator shall submit evidence of compliance to the Zoning Administrator. The business operator shall maintain the video for at least two weeks and make it available to the Police Department upon request.
13. That the authorized use shall be conducted at all times with due regard for the character of the surrounding district, and the Zoning Administrator reserves the right to impose additional corrective conditions if, in the Administrator's opinion, such conditions are proven necessary for the protection 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.
14. At all times when the premises are open for business, the sale of alcoholic beverages shall be incidental to the sale of food.
15. No live entertainment, amplified music, or dancing shall be permitted on the premises at any time.
16. These Conditions of Approval shall be always retained on the property 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. The manager shall also maintain an emergency contact number for the property owner.
17. No person under the age of 18 shall serve or sell alcohol.

FURTHER, 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 09/13/2023.

See posted Support document

Roll Call Vote

2. **Committee Reports,** (10 minutes)

- Budget Committee – Heath Kline, Chair
- Community Services Committee – Joyce Fletcher, Chair
- Community Outreach Committee –Chris Waddy and Tracey Rosen, Co-Chairs
- Education and Youth Committee – Julie Waltrip, Chair
- Environmental & Beautification Committee – Karen DiBiase, Chair
- Governance Committee – Dena Weiss, Chair
- Public Health and Homelessness Committee –Reina Cerros-McCaughey and Geoffrey Hobson, Co-Chairs
- Public Safety and Transportation –Rachel Tabak, Chair
- PLUM Committee – Don Patterson and Marty Lipkin, Co-Chairs
- WHIP Committee – August Steurer and Heath Kline, Co-Chairs
- Ad-hoc Committee – Flight Path and Noise Advisory Committee, Martin Lipkin, Chair

a. **Area Reports** (5 minutes)

- 3. Area 1 - Karen DiBiase, Geoffrey Hobson, Rochelle / Shelly Schwartz, Reina Cerros- McCaughey
- 4. Area 2 - Paul Lawler
- 5. Area 3 – Tracey Rosen
- 6. Area 4 – Don Patterson, Martin Lipkin, Dena Weiss, Rachel Tabak
- 7. Area 5 – Christopher Waddy, Julie Waltrip, Theresa Campbell
- 8. Area 6 –Mihran Kalaydjian, Heath Kline
- 9. Area 7 – Lillian / Joyce Fletcher

Adjournment of Meeting

The next Regular Board meeting will be held in person on **October 11, 2023**, once more at the Firestation # 84, unless otherwise indicated. Please visit the calendar page at whcouncil.org for the complete details and to confirm the date and time.

Meeting dates for the 2023 -2024 year: Full Board meetings are held the second Wednesday of every month at 6:30 p.m. 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.

*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 based on disability and, upon request will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided

upon request. To ensure the availability of services, please make your request at least 3 business days (72 hours) before the meeting by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: NCsupport@lacity.org.

***PUBLIC ACCESS OF RECORDS** – In compliance with Government Code section 54957.5, non- exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at our website: www.whcouncil.org or at the scheduled meeting. In addition, if you would like a copy of any record, if available, related to an item on the agenda, please contact the President and / or Dena Weiss, at email address d.weiss@whcouncil.org.

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

- 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
- **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 Dena Weiss al d.weiss@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. For assistance, please contact the Ethics Commission at {213} 978- 1960 or ethics.commission@lacity.org.