



Officers

TODD RUBINSTEIN
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KATHY MOGHIMI-
PATTERSON
Vice President

ANNI KEUSSEYAN
Secretary

GEORGE JAWLAKIAN
Treasurer

SHERMAN GAMSON
Sergeant at Arms

NOTICE AND AGENDA
ENCINO NEIGHBORHOOD COUNCIL BOARD MEETING
Wednesday, June 25, 2014 – 7:00 p.m.
Encino Community Center Auditorium, 4935 Balboa Avenue, Encino

Email your comments and or questions to: enc@socal.rr.com

Food from *Fresh Brothers Pizza* & Refreshments will be served starting at 6:30 PM

MEMBERS OF THE PUBLIC WHO WISH TO ASK A QUESTION OR SPEAK UNDER PUBLIC COMMENTS ARE REQUESTED TO FILL OUT A FORM AND PROVIDE IT TO THE COUNCIL.

MOTION(S), DISCUSSION(S), AND A VOTE MAY BE TAKEN ON ALL ITEMS POSTED ON THE AGENDA

At the discretion of the President this agenda may be modified as to time slots for agenda items or speakers to accommodate changes at that time

NOTICE TO ALL IN ATTENDANCE: Speaker cards are available at the back of the meeting room and any personal information contained therein could be released upon a timely and valid request pursuant to the CA Public Records Act.

- 1. Call to Order, Pledge of Allegiance, Roll Call, Determination of a Quorum, Code of Civility, & Appoint Parliamentarian**
- 2. Approval of the May 28, 2014 General Meeting Minutes (Motion required, unless no objections)**
- 3. Officer's Reports:**
 - a. President's Report –
 - i. Hours of Operations at Encino Community Center - 9:00am - 9:00pm
 - ii. ENC Chairs need to call Tracie & staff to ensure permits to hold meetings.
 - iii. Biz cards pricing authorize up to \$300 for 20 sets of 250 at \$10 per set.
 - iv. email addresses for ENC officers and or board at no cost.
 - v. Update on Reimburse Encino Community Center \$125 for NC Elections.
 - b. Vice-President's Report –
 - i. Committee Participation by Stakeholders and Committee Meetings - Airport, Outreach, Public Safety, and By-Laws should meet at least once a quarter.
 - ii. Board Seats & Vacancies - Diana Menzer is Apt & Condo Alternate and would like to submit Candidate Form to be PLU Alternate. JP Marshall would like to submit Candidate form to be PLU Alternate or At-Large Alternate.
 - c. Treasurer's Report –
 - i. PCard update (6/13/14 cutoff) and Funds remaining - FY 2013/2014
 - ii. Monthly Expense reports (Feb, Mar, Apr, & May 2014)

- iii. Checking Account with Union Bank authorized by City Council
- d. Secretary's Report - As needed
- e. Sergeant-at-Arm's Report – Boardmembers' ethics and funding training compliance.

4. Reports from City/State/Fed Officials:

- a. LA City Council Offices (CD5) Field Deputies & Reps
- b. LAPD / LAFD - Senior Lead Officers (SLOs) & Captains
- c. State Assembly or Senate Offices Field Deputies & Reps
- d. Federal Congresspersons Field Deputies & Reps
- e. Valley Alliance of Neighborhood Councils (VANC) / Los Angeles Neighborhood Council Coalition (LANCC)

5. Guest Speaker (15 min): Brett McReynolds, Valley Division, City of Los Angeles, Bureau of Contract Administration - Update on the 405 project, and the Green Vista/Pageant PI Project

6. Guest Speaker (10 min): Ramnik D. Mungra, P.E. & Michael Hunt, Street and Stormwater Division | Project Manager Bureau of Engineering | Department of Public Works - Update on the near 10 year old effort on Burbank/Hayvenhurst widening project.

7. Guest Speaker (5 min): Elliott Durant, Representative, **NextDoor.com** - It is the private social network for you, your neighbors and your community. It's the easiest way for you and your neighbors to talk online and make all of your lives better in the real world. And it's free.

8. Committee Reports: (New and Old Business)

- a. Education - Update from Chair if needed
- b. Parks - Update from Chair if needed
- c. Planning & Land Use (PLU) - Information about other projects, etc.
- d. Traffic / Transportation - Information about 405 freeway issues and Burbank/Hayvenhurst potential widening.
- e. Public Safety - Update on budget / CERT
- f. Airport Committee - Update from Chair if needed
- g. Outreach Committee - Update from Chair if needed

9. Committee or General Action Items: (New Business):

- a. Finance Committee - Motion(s) passed in the Finance Committee Meeting held on Tuesday, May 27th 2014:
 - i. Approval of Monthly Expense reports (Feb, Mar, Apr, & May 2014)
 - ii. ENC Budget for FY 2014/2015 at \$37,000 unchanged from prior year. Finance Committee re-allocated amounts in various categories. Approval by Entire ENC Board.
- b. Planning & Land Use (PLU) - Motion(s) passed in the PLU Committee Meeting held on or about, March 26, 2014:
 - i. Liquor License for Sweeney's Ale House at 17737 Ventura Blvd - Case ZA-2013-4180. The ENC's PLU moves to support the application for Sweeney's Ale House Case ZA-2013-4180 located at 17737 Ventura Boulevard with the condition that the closing hours of 2 am be limited to Friday and Saturday. Motion By John Arnstein 2nd by: Louis Krokover Motion passed 6-0-2
- c. Motion for Reconsideration by Sherman Gamson (and/or Todd Rubinstein) who voted in favor of the motion - Passed by ENC Board (5/28/14 - 16-1-0) - Passed in Bylaws Committee (2/10/14 - 6-1-1): Recommend Standing Rule Procedures to notify Applicants that present projects to the Encino NC Planning & Land Use Committee for consideration. It states as follows:
 - i.
 - A. *Any applicant who requests the Encino NC to consider a project must provide the Encino NC office with the following information, preferably in a file that can be electronically sent to Committee members. The following information shall be provided to the PLU Committee members not less than 72 hours prior to any PLU meeting but preferably 10 calendar days prior to the PLU meeting. (If not provided, then ten (10) hard copies to be provided by all applicants - only one (1) copy to be provided if by stakeholder):*
 - 1) *Copy of Application (Master Land Use Application) including attachments with additional project information and proposed findings*
 - 2) *Copy of site plan*
 - 3) *Copy of plot plan showing project*

- 4) Copy of environmental clearance (i.e. Proposed Mitigated Negative Declaration, Exemption, etc.)
 - 5) Copy of adjacent Owners list (this is simply copy of a list they would already have because the original with labels was or will be filed with City)
 - 6) Copy of adjacent Occupant list If no formal application has been filed with the City, the applicant should provide a brief description of proposed project (in lieu of application); proposed site plan, plot plan and copies of adjacent Owners and Occupants list.
- ii. The Applicant shall follow the notification procedures below:
- 1) Projects brought before the Encino NC shall be posted at the current community locations.
 - 2) A mailing shall be made to residents within a 500 foot radius of any agendized project.
 - 3) Applicant is required to print notification letters, stuff, address and stamp envelopes for mailing.
 - 4) The unsealed envelopes shall then be submit in a timely manner to the PLU Committee designee for actual mailing along with a listing of the addresses included.
- iii. B. Any stakeholder who requests the Encino NC to consider a project must provide the Encino NC office with the following information, preferably in a PDF file that can be electronically sent to Committee members.
- 1) The stakeholder shall provide the ENC office with a case number, if known, or at least the street address and general description of proposed project that would enable the ENC office to obtain a case number so that the ENC office can obtain the applicant information (name and phone).
 - 2) The PLU Chair or ENC Office will then contact the applicant to obtain the above documents. If the applicant fails or refuses to provide such documents, either the stakeholder or the ENC office will need to obtain the above information from the City file.
 - 3) No matter will be agendized without the required information above so that PLU Committee members can have the necessary information to give a fair review and consideration. If an applicant fails or refuses to provide such information then the matter will be agendized and the Encino NC office will obtain such documents from the City site.
 - 4) The Encino NC Office shall send a notification to the adjacent Owners and Occupants list informing stakeholders about a proposed project and that they have the opportunity to hear information and provide comment at a PLU Committee meeting. This notification shall be mailed no later than 10 calendar days prior to the PLU meeting.
 - 5) Any request for the PLU Committee to consider a non-site specific land use, planning or zoning issue (i.e. mansionization) must include a general description of the issue to be considered so that all stakeholders can understand the issue to be considered.
- iv. C. The PLU Committee should also invite the land-use deputies from the local City Council Offices that serve the Encino area to provide information, resources (i.e. Planning Dept staff if necessary) and answer questions concerning the issue under consideration. The contents of the envelope(s) should include the forms attached here to as "Planning and Land Use Committee Checklist for Items to Be Put on the Agenda and two Template Letters."

10. Committee Consent Items: (Items approved unanimously without abstentions in Committee):

- a. Executive Committee - Motion(s) passed in the Executive Committee Meeting held on Wednesday, June 11th 2014:
 - i. Reimburse Todd Rubinstein \$96.85 for the purchase of refreshments, ice, cups, water, and drinks for three 2014 ENC General Board Meetings; i.e., March 26 - \$37.50, April 23 - \$18.18, and May 28 - \$41.17. Motion by Kathy passed 3-0-1.
 - ii. Biz cards pricing authorize up to \$300 for 20 sets of 250 at \$10 per set.
- b. Planning & Land Use (PLU) - Motion(s) passed in the PLU Committee Meeting held on Tuesday, June 10th 2014:
 - i. 4578 Encino Ave & 4600 Encino Ave Properties - ZA-2014-0439 - Presented by Kimberlina Whettam. The subject case involves two parcels totally approx 70,000 sf of land and is a request for relief from roadway improvements for a portion of the lot frontage, where the roadway currently measures less than 20' wide, the minimum road width standard for hillside streets. The applicants intend to widen approximately 252 linear feet of substandard roadway to the required 20' width, and seek relief from widening a small segment of property frontage. The property fronts an unimproved segment of public right-of-way and is the last house located on what appears to be a cul-de-sac. This segment of Encino Avenue is blocked off on the north down from Rancho St and is blocked on the south near White Oak Ave where it turns south to Encino Ave just before dead-ending into the bottom of the Encino Reservoir. This portion of Encino Ave has never been improved with a roadway. The applicants seek

relief from widening approximately 71 linear feet of this paper-street frontage in order to preserve the existing protected California Live Oak trees in the public right-of-way.

Motion: For ZA-2014-0439 / 4578 Encino Ave- it was moved that the Encino Neighborhood Council, Planning and Land Use Committee approve the application as requested and submitted to this committee and that the 71ft of land not be touched. Motion By Louis Krokover^{2nd} by Eliot Cohen - Unanimous vote to approve - Motion Passed

11. **Public Comments: [Non-Agenda Items]** Within the “Board’s” jurisdiction are limited to **TWO MINUTES (2)** per speaker. This is a NON-DISCUSSION PERIOD.
12. **Board Member Comments:** On any subject matter within “The Board’s” jurisdiction shall have – one (1) Minute per speaker. These are NON-DISCUSSION items between Boardmembers and the public.
13. **Future Meetings:**
 - a. The next Executive Committee Meeting: **July 9, 2014**
 - b. The next General Board Meeting: **July 23, 2014**
14. **Adjournment: 9:00 PM**

The Encino Neighborhood Council (ENC), is a Certified Neighborhood Council of the City of Los Angeles which ADVISES City, other Governmental Officials’ and the Community on issues or concerns that are affecting the community of ENCINO. The ENC is made up of VOLUNTEERS who are elected by the community who live, work or otherwise are involved in the community of ENCINO. The ENC also makes appropriations of City Funds for Community Projects and needs as requested and approved by various committees and the general board.

The ENC meetings are usually held on the 4th Wednesday of each month at the: **Encino Community Center, 4935 Balboa Blvd starting at 7:00pm.** For further information – Please go to: www.encinonc.org

PUBLIC INPUT AT ENC MEETINGS - An opportunity for the public to address the Council or Speaker on agenda items will be provided before or during consideration of the item. Members of the public who wish to be recognized on any item are requested to complete a question card for each item they wish to address, and present the completed card(s) to the Sergeant-At-Arms. Speaker cards are available at the back of the meeting room. The Council will also provide an opportunity for the public to speak on any [**Non-Agenda Items***] during “**Public Comment**”. **The Council may not take any action or discuss matters addressed in “Public Comments”.** However, the Council President may refer such matters to the appropriate Council Committees for further consideration.

* Public comments are limited to **TWO (2) minutes per speaker.**

ENC BOARD DISCUSSION AND TIME LIMITS – an ENC Boardmember’s request to speak will be recognized by the President in the order requested. **For any item, the Chairperson of the Committee, or the maker of the original motion shall have up to THREE (3) minutes to discuss the item. Boardmembers may speak for up to TWO (2) minutes each on the matter unless extended by the President or Council.** After all members desiring to speak on a question have had an opportunity to be heard once, **the time for each Member desiring to speak again shall be limited to a maximum of ONE (1) minute unless extended by the President or Council.** A motion calling the “**Previous Question**” may be introduced by any member during a Council debate. If adopted, this motion will terminate debate on a matter and the matter will then be submitted for a vote.

VOTING AND DISPOSITION OF ITEMS - Most motions require a majority vote of the Boardmember’s present and voting will be by hand vote unless otherwise decided by the Council. Unless requested for further consideration by an ENC Councilmember, any item that has been forwarded to the Council by a unanimous committee vote shall be approved as a “Consent Item” without further discussion.

To be further noted to all in attendance:

Posting of your personal information to the ENC or any public organization and can be released upon a request to the ENC according to the CA Public Records Act. You are not required to post your personal information unless you choose to do so.

Pursuant to CA State Law, the agenda is posted for public review at: (1) the Encino Chamber of Commerce (viewable all hours), (2) Encino Community Center, (3) Balboa Sports Center, (4) Encino-Tarzana Branch Library, and (5) The Coffee Bean & Tea Leaf store (17301-1 Ventura Blvd). The agenda and report(s) related to an agenda item will be available for review at www.EncinoNC.org.

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, on the website, www.encinonc.org, may be viewed at the scheduled meeting. In Addition, if you would like a copy of any record related to an item on the agenda, please contact Encino NC Staff at enc@social.rr.com or info@encinonc.org.

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, assisted listening devices, or 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 by contacting Amber Meshack, at (213) 978-1551, toll-free at (866) LA HELPS, or e-mail amber.meshack@lacity.org.

PROCESS FOR RECONSIDERATION: The Board of Directors may reconsider and amend its action on items listed on the agenda if that reconsideration takes place immediately following the original action or at the next regular RNC meeting. The Board of Directors, on either of these two days, shall: (1) Make a Motion for reconsideration and, if approved, (2) hear the matter and Take an Action. If the motion to reconsider is to be scheduled at the next meeting following the original action, then two items shall be placed on the agenda for that meeting: (1) A Motion for Reconsideration on the described matter and (2) a [Proposed] Action should the motion to reconsider be approved. A motion for reconsideration can only be made by a Representative who has previously voted on the prevailing side of the original action taken, then a Representative on the prevailing side of the action must submit a memorandum to the Secretary identifying the matter to be reconsidered and a brief description of the reason(s) for requesting reconsideration at the next regular meeting.