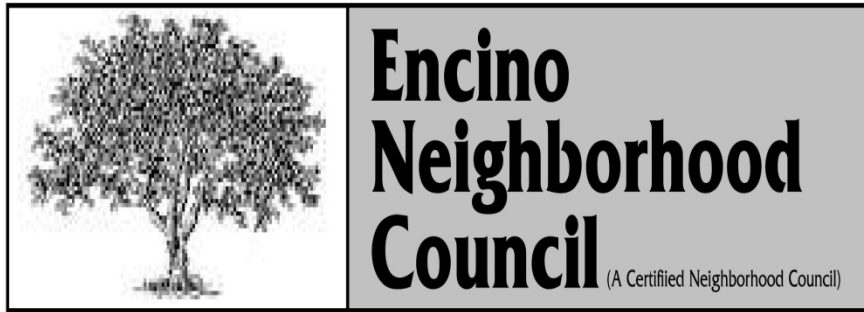


CITY OF
LOS ANGELES



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NOTICE AND AGENDA
ENCINO NEIGHBORHOOD COUNCIL
BYLAWS COMMITTEE MEETING
Monday, February 10, 2014 – 6:30 PM

Encino Community Center-Pre-School Room (Next to the Kitchen), 4935 Balboa Avenue, Encino, CA

Members:

*Kathy Moghimi-Patterson (Chair)

Diane Rosen

*Eliot Cohen

*Ken Silk (Alternate)

Pat Kater

Varant Majarian

*Gerald Silver

*Sherman Gamson

*Keven Steinberg

*= ENC Board Member

- 1) Call to Order; Roll Call; and Determination of Quorum (4 minimum).
- 2) Approval of the minutes of June 17, 2013 and November 4, 2013
- 3) Motion brought jointly by Eliot Cohen and Gerald Silver re enforcement of the outreach guidelines for PLU:

"Standing Rule Procedures to notify Applicants that present projects to the Encino NC for consideration:

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 PDF 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 in PDF, then 10 hard copies to be provided by all applicants - only 1 copy to be provided if by stakeholder)

1. Copy of Application (Master Land Use Application) including attachments with additional project info and proposed findings
2. Copy of site plan
3. Copy of plot plan showing project

4. Copy of environmental clearance (ie: 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 w/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.

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 ft. 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.”

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 info (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 info from the City file.
3. No matter will be agendized without the required info above so that PLU Committee members can have the necessary info to give a fair review and consideration. If an applicant fails or refuses to provide such info 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 info 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 (ie: mansionization) must include a general description of the issue to be considered so that all stakeholders can understand the issue to be considered. 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 (ie: Planning Dept staff if necessary) and answer questions concerning the issue under consideration.”

[Footnote References]

1. Sherman Oaks Neighborhood Council Land Use Committee June 16, 2011

1. applicant notification procedures were discussed and reviewed, postings at the current five community locations will continue. Mailings to residents within a 500 ft. radius of an agendized project to continue, applicant will continue to be required to print notification letters, stuff, address and stamp envelopes for sending, then submit to LUC Committee designee for actual mailing along with a listing of the addresses included. Action: No change to existing notification processes of committee.
- a) Current SONC LUC applicant notification procedures were discussed and reviewed, postings at the current five community locations will continue. Mailings to residents within a 500 ft. radius of an agendized project to continue,applicant will continue to be required to print notification letters, stuff, address and stamp envelopes for sending, then submit to LUC Committee designee for actual mailing along with a listing of the addresses included. Action: No change to existing notification processes of committee.

2. Sherman Oaks Neighborhood Council Land Use Committee July 21, 2011

Discussion regarding possible changes to SONC LUC policy for applicant notifications. After discussion of the committee's role in notifications, most members felt it is helpful to the community to have LUC notify neighbors of upcoming applications even though the City sends some

notifications too. Alicia Bartley moved that we amend our procedures to put our return address on the notifications. Craig Buck seconded. 8 in support. 1 opposed. Committee members will investigate ways to put return address on envelopes. Guidelines on projects to be reviewed.\

3. Encino NC land use procedure that was approved by the Encino NC on July 28, 2006

"From: "Rob Glushon" <rglushon@lunaglushon.com>

To: ""MARVIN BERMAN"" <ABERMAN@LAUSD.K12.CA.US>; ""Encino Neighborhood Council""

Cc: ""Joel Simon"" <jms@asfgslaw.com>; ""Jesse Woods"" <jesse@mmscorp.com>; "" sherman gamson"" <sgamson@SOCAL.RR.COM>; ""Gerald A. Silver"" <gsilver4@sbcglobal.net>

Sent: Friday, July 28, 2006 12:25 PM

Attach: ENC OFFICE CHECKLIST FOR PLU.doc; ENC.PLU LETTER TO APPLICANTS.doc; ENC.PLU LETTER TO NEIGHBORS.doc

Subject: Protocol for PLU

In accordance with the authority provided in the ENC By-Laws for the VP's, oversight of committees, effective immediately, all site-specific land use and zoning matters to be agendized for the ENC PLU Committee should adhere to the following process:

A. APPLICANTS

Any applicant who requests our consideration of a project must provide the ENC office with the following info, preferably in a PDF file that can be electronically sent to Committee members.

(If not provided in PDF, then 10 hard copies to be provided by all applicants - only 1 copy to be provided if by stakeholder):

1. Copy of Application (Master Land Use Application) including attachments with additional project info and proposed findings
2. Copy of site plan
3. Copy of plot plan showing project
4. Copy of environmental clearance (ie: 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 w/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.

B. STAKEHOLDERS

If request for review is made by a stakeholder (non-applicant), 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 info (name and ph). 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 info from the City file.

No matter will be agendized without the required info above so that PLU Committee members can have the necessary info to give a fair review and consideration. If an applicant fails or refuses to provide such info then the matter will be agendized and the ENC office will obtain such documents from the City site.

The ENC Office shall send a notification (see attached Notice) to the adjacent Owners and Occupants list informing stakeholders about a proposed project and that they have the opportunity to hear info and provide comment at a PLU Committee meeting. This notification shall be mailed no later than 10 calendar days prior to the PLU meeting.

The above docs/info shall provide this info to all PLU Committee members not less than 72 hours prior to any PLU Meeting but preferably 10 calendar days prior to the PLU meeting.

C. GENERAL LAND USE AND PLANNING ISSUES

Any request for the PLU Committee to consider a non-site specific land use, planning or zoning issue (ie: mansionization) must include a general description of the issue to be considered so that all stakeholders can understand the issue to be considered. The PLU Committee should also invite the land-use deputies from the local City Council Offices that serve the ENC area to provide information, resources (ie: Planning Dept staff if necessary) and answer questions concerning the issue under consideration."

History of the events re Outreach by PLU:

On August 22, 2012, at the ENC's general meeting:

Motion by Elliot Cohen 2nd by Ms. Hudgins.

“In order to prevent any ambiguity with Outreach, in informing Encino Stakeholders’ of a proposed project the Outreach & Volunteer Committee hereby adopts the Sherman Oaks Land Use Guidelines (from the Sherman Oaks Neighborhood Council), now to be known as the Planning and Land Use (PLU) Outreach Guidelines of the Encino Neighborhood Council (ENC).

The Encino Neighborhood Council (ENC) is hereby instructed to edit the SONC guidelines and insert the proper language as to be appropriate for the ENC. The VP of the ENC instructs the Chairperson of the PLU to appoint a PLU member as the contact person to organize and schedule the new Outreach - Mailings and PLU Presentation. Upon approval of the new PLU Outreach Guidelines of the ENC, all projects shall follow the guidelines in order to be able to receive commendation from the ENC Board. Organizations and developers that do not comply with the PLU Outreach Guidelines of the ENC shall not receive a recommendation from the ENC.

Upon approval of this motion by the ENC this motion will be added to the Standing Rules, in order that adequate Outreach/Notifications are given to all projects that affect the Greater Encino Neighborhood.

Mr. Silver’s call for the question 2nd Ms. Levin did not pass, 6 pro 8 con 2 abstention. Mr. Gamson moved to table to next meeting, 2nd Mr. Silk. Motion amended that it be referred to next PLU and the regularly scheduled general meeting in October following PLU. 9 pro 5 con. Passed.”

The February 27, 2013 ENC’s General Meeting Approved Minutes reflect the following:

“16.0 OLD BUSINESS

A. GUIDELINES REGARDING OUTREACH: There was a distribution of recommended guideline that was approved in August 2012 by the Outreach Committee for the Planning & Land Use Committee. There was insufficient time for consideration of this at the meeting and the President referred the matter to the PLU Committee.”

- 4) Public Comments.
- 5) Board Comments
- 6) Adjournment

The public is requested to fill out a “**Speaker Card**” to address the Committee on any agenda item before the Committee takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Committee’s jurisdiction will be heard during the Public Forum period. Public comment is limited to ten minutes maximum. No individual speaker will be allowed more than two minutes, unless presiding officer of the Committee decides differently. The agenda is posted for public review at the Encino Chamber of Commerce (viewable all hours), Encino Community Center, Balboa Sports Center, Encino-Tarzana Branch Library, and The Coffee Bean & Tea Leaf store (17301-1 Ventura Bl). Report(s) related to an agenda item will be available for review at www.EncinoNC.com. 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 three business days (72 hours) prior to the meeting by contacting the Department of Neighborhood Empowerment at (213) 978-1551 OR toll-free at 3-1-1 or by emailing NCsupport@lacity.org.