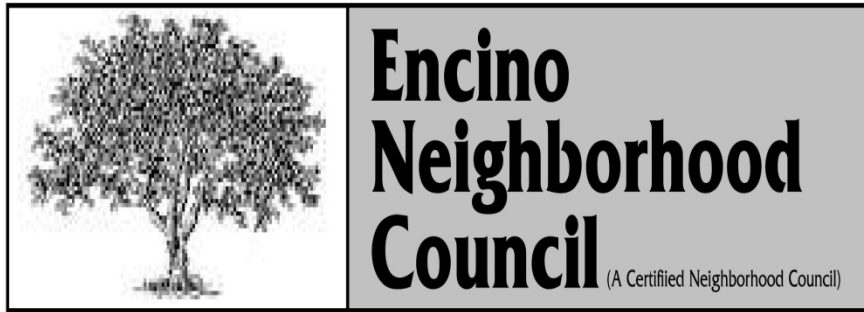


CITY OF
LOS ANGELES



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Proposed Minutes

**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 at 6:35 p.m.

Roll Call: Present: Kathy Moghimi-Patterson (Chair), Gerald Silver, Ken Silk, Varant Mjarian, Pat Kater, Eliot Cohen, Sherman Gamson, Mark Levinson (Chair recognized Mr. Levinson as one of the members instead of Keven Steinberg); Determination of Quorum (4 minimum).

Also, in the audience: Talar Dardarian, Chair of PLU.

2) Motion to approve the minutes of June 17, 2013 and November 4, 2013 by Kathy Patterson; the motion was seconded by Gerald Silver; motion was approved and passed (4-1-3).

3) Motion brought jointly by Eliot Cohen and Gerald Silver:

"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 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 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.

The contents of the envelope(s) should include the forms attached here to as “Planning & Land Use Committee Checklist for Items to Be Put on the Agenda and two Template Letters.”

After discussion amongst the members and with Chair of PLU, the motion was seconded by Ken Silk and approved and passed (6-1-1)

- 4) There was no Public Comment.
- 5) There was no Board Comment.
- 6) Adjournment at 7:35 a.m.

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.