

ENCINO NEIGHBORHOOD COUNCIL
GENERAL BOARD MEETING
Proposed Minutes
Wednesday June 25, 2014

Location: Encino Community Center Auditorium, 4935 Balboa Blvd. Encino

1. – Call to Order, Pledge of Allegiance, and Determination of a Quorum & Code of Civility required:

The meeting was called to order at 7:06 PM and the pledge of allegiance was led by Mark Reed, a congressional candidate.

A sign in sheet was circulated and a quorum was established based on the attendance of 15 board members & 2 voting Alternates. The following Board members were present: Todd Rubinstein, Kathy-Moghimi-Patterson, Varant Majarian, Anni Keusseyan, Jason Ackerman, Kenneth Silk, Debra George, Jason Gross, George Jawlakian, Victoria Miller (arrived at 7:45pm), Eliot Cohen, Gerald Silver, Talar Dardarian, Shelley Rivlin and David Hudgins, Voting Alternates: Laurie Kelson and Melissa Leoffeler were present. Also, the following Alternates were present: Sharon Brewer, Debbie Watson, Norma Landau, Marly Tempel, and Carlye De Haven. (*Total voting members were originally 14 + 2 voting Alternates then became 15 + 2 Voting Alternates*).

2. - Approval of the May 28, 2014 General Meeting Minutes (Motion required, unless no objections):

A motion was moved by Kathy Patterson to approve the minutes of May 28, it was seconded by David Hudgins. The minutes were approved unanimously.

3. – Officer's Reports:

a) President's Report: Todd reiterated the following important points:

- i. Hours of Operations at Encino Community Center remains 9:00 am to 9:00 pm. And that the general meeting should end by 9:00 pm.
- ii. ENC Committee Chairs need to call Tracie & ENC staff to ensure the necessary permits are issued to hold meetings.
- iii. Biz cards pricing authorize up to \$300 for 20 sets of 250 at \$20 per set. Kathy moved a motion a motion to authorize \$250 for Business Cards printing. It was seconded by Anni, the motion passed unanimously.
- iv. Todd has mentioned again that the ENC board members can have individual emails created for them with the ENC email address. Interested individuals should contact Todd or the ENC office

b) Vice-President's Report: Kathy mentioned that she will revisit these items listed below in next month's meeting.

- 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. P-Card update (06/13/14 cutoff) and Funds remaining FY 2013/2014. George advised that the Pcard was terminated on Friday June 13. The new fiscal year for 2014/2015 will start July 1st. And the new P-card should be sent out soon.
- ii. Monthly Expense Reports (Feb, March, April and May 2014)
The expense reports were discussed with item 9 a below.

d) Secretary's Report: None

- e) Sergeant-at-Arm's Report:** Board members' Ethics and Funding training compliance. Todd reminded all Members and Alternates to be current on their training matters.

4. - Reports from City/State/Fed Officials:

- a) LA City Council Offices (CD5) field Deputies and Captains: Kermit from CD5 field office was present. She updated everyone on the street re-pavement project and Old Fire Station lease.
- b) LAPD/LAFC – Senior Lead Officers (SLOs) & Captains: None
- c) State Assembly or Senate Offices Field Deputies & Reps: None
- d) Federal Congresspersons Field Deputies and Reps: None
- e) Valley Alliance of Neighborhood Councils (VANC) / Los Angeles Neighborhood Council Coalition (LANCC): None
- f) Mark Reed, a candidate for the 30th congressional district. He spoke about his upcoming candidacy on November 4th ballot for 3 minutes during Public Comment as designated by the Chair.

5. – Guest Speaker: Brett McReynolds, valley Division, City of Los Angeles, Bureau of Contract Administration – Updated on the 405 project, and the Green Vista/Pageant PI project: Brett introduced himself, and explained his departments' general functions and listed the sub divisions within the Public Works department. And offered his services to whomever that needed his help in Public Works matters. He gave updates on the 405 and Vista/Pageant street projects and answered questions.

6. – Guest Speaker: Ramnnik D. Mungra, & Michael Hunt, street and Storm water Division / Project Manager Bureau of Engineering /Department of Public Works- Update on the near 10 year old effort on Burbank/.Hayvenhurst widening project: Both Ramnnik and Michael spoke about this project, they gave brief history of the project. They had presentation about the project, the cost and its estimated timeframe. There was a long discussion and questions by the board members and the stakeholders in regards to this project.

After guest speaker's presentation, Laurie Kelson raised her concern and made the following motion, which was seconded by Melissa. The motion read as follows:

The ENC does not support the double left turn on Burbank W to Hayvenhurst S and the extra Burbank E Rt hand turn lane to Hayvenhurst S. The motion passed by 14 Yes, 3 No and 0 Abstention.

7. – Guest Speaker: Elliot 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: Elliot spoke and explained how the application works on smart phones. He emphasized on its effectiveness and ease of use. He invited everyone to join their respective neighborhoods and invite others to join as well.

8. – Committee Reports: (New and Old Business):

- a. **Education – Update from Chair if needed:** None
- b. **Parks – Update from Chair if needed:** None
- c. **Planning & Land Use (PLU) – information on other projects:** None
- d. **Traffic/Transportation – information about 405 frwy issues and Burbank/Hayvenhurst potential widening:** 405 frwy north bound project is completed and the official grand opening was done. Presentation was done by LA City Public Works representative see # 6 above.
- e. **Public Safety – Update on budget/CERT:** The Committee budget will presented at the next meeting.
- f. **Airport Committee – Update from Chair if needed:** None
- g. **Outreach Committee – Update from Chair if needed:** None

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 (February, March, April, and May 2014):** Finance Committee Chair and ENC Treasures George Jawlakian presented the monthly expense reports from Feb - May 2014.
 - 1 Kathy moved a motion to approve the February expense report, it was seconded by Todd. The motion passed unanimously.
 - 2 Anni moved a motion to approve the March expense report, which was seconded by Jason. The motion passed unanimously.
 - 3 Victoria moved a motion to approve the April expense report, which was seconded by Jason. The motion passed unanimously.
 - 4 Kathy moved a motion to approve May expense report, which was seconded by David. The motion passed unanimously.
 - ii. **ENC Budget for Fiscal Year 2014/2015** at \$37,000 unchanged from prior year. Finance Committee re-allocated amounts in various categories. Approval by entire ENC Board. George presented the new budget and its allocations. Anni moved a motion to approve the budget/allocation as presented, it was seconded by David. Motion passed unanimously.

b. **Planning & Land Use (PLU) – Motions 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 Arnestein 2nd by Louis Krokover. Passed 6-0-2

Clarification to the motion was made by Talar, seconded by George to say that: ENC supports the application of closing business, Sunday – Thursday at 12 am, and Friday - Saturday at 2 am. Motion passed by 10 Yes, 6 No, 0 Abstention.

c. **Motion for Reconsideration by Sherman Gamson (and/or Todd Rubinstein) who voted for favor of the motion-** Passed in Bylaws Committee (2/10/14 6-1-1) Recommend Standing Tule Procedures to notify Applicants that present projects to the Encino NC Planning & Land Use Committee for consideration, it states as follows:

- i. 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 agenized 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 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. 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

A motion for reconsideration was moved by Todd, and seconded by Jason. The motion for reconsideration passed by 10 Yes, 5 No, 1 Abstention

10. – Committee Consent Items: Due to lack of time it was decided to discuss this item at next month’s General Board meeting.

11. – Public Comments: [Non-Agenda Items]: None

12. - Board Member Comments: None

13. - Future Meetings:

- The next ENC Executive Committee Meeting: **Wednesday, July 9, 2014**
- The next ENC General Board Meeting: **Wednesday, July 23, 2014**

Adjournment of general meeting at 9:10pm

Meeting minutes submitted by Anni Keusseyan, Secretary