



CITY OF  
LOS ANGELES  
CALIFORNIA



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## WEST HILLS NEIGHBORHOOD COUNCIL

### AMENDED BOARD MEETING AGENDA

Thursday, August 3, 2017 at 7:00 p.m.  
de Toledo High School, 22622 Vanowen St., West Hills

This meeting is open to the public. Doors open at 6:30 p.m. Those who wish to speak during the meeting are asked to fill out a speaker card. Comments on matters not on the agenda will be heard during the Public Comment period. Those who wish to speak on an agenda item will be heard when the item is considered.

<p><b><u>Opening Business</u></b></p> <p>Call to Order</p> <p>Roll Call – Establish Quorum</p> <p>Pledge of Allegiance</p> <p>Approve Special Meeting Minutes of June 6, 2017 and Meeting Minutes of July 6, 2017</p> <p>Treasurer’s Report</p> <p>Comments From the Chair</p>	<p><b>7:00 P.M.</b></p>	<p><b>Co-Chairs:</b> Mr. Dan Brin Ms. Charlene Rothstein</p> <p><b>Secretary:</b> Ms. Carolyn Greenwood</p> <p><b>Co-Chair:</b> Ms. Charlene Rothstein</p> <p><b>Secretary:</b> Ms. Carolyn Greenwood</p> <p><b>Treasurer:</b> Ms. Bobbi Trantafello</p> <p><b>Co-Chair:</b> Mr. Dan Brin</p>
<p><b><u>Announcements</u></b></p> <p>LAPD Senior Lead Officers Council District 12 Department of Neighborhood Empowerment Los Angeles Public Library</p>	<p><b>7:15 P.M.</b></p>	<p>SLOs Sean Brown &amp; Kari McNamee Mr. Ron Rubine, District Director Ms. Kathleen Quinn Ms. Janis Risch</p>
<p><b><u>Council Announcements</u></b></p> <ul style="list-style-type: none"> <li>• Committee &amp; Liaison Reports</li> <li>• Board Vacancy Announcement</li> </ul>	<p><b>7:30 P.M.</b></p>	<p>West Hills Neighborhood Council Mr. Dan Brin, Co-Chair</p>
<p><b><u>Public Comment</u></b></p> <p>Comments &amp; statements from stakeholders or interested parties (<i>Requires Speaker Card</i>)</p> <p><b>*The Council affords an opportunity to members of the public to address the Council on items of interest that are within the Council’s jurisdiction. The Council is not permitted to take action on items that are not identified on the agenda. The Council reserves the right to limit speakers if necessary to provide and adequate opportunity for all to be hear*</b></p>	<p><b>7:45 P.M.</b></p>	<p><b>Co-Chair:</b> Ms. Charlene Rothstein</p>
<p><b><u>Break</u></b></p>	<p><b>8:00 P.M.</b></p>	
<p><b><u>Old Business</u></b></p> <p>17-0059 – Discussion and possible action regarding a proposed amendment to the WHNC Bylaws regarding Article V, Section 7, Absences (<b>5 Minute Max</b>)</p>	<p><b>8:10 P.M.</b></p>	<p>Mr. Bob Brostoff, Co-Chair Bylaws Committee</p> <p>Mr. Brad Vanderhoof, Co-Chair Bylaws Committee</p>

<p><b>17-0060</b> – Discussion and possible action regarding an additional proposed amendment the WHNC Bylaws regarding Article V, Section 7, Absences <b>(5 Minute Max)</b></p> <p><b>17-0061</b> – Discussion and possible action on amending the WHNC Standing Rules regarding Article VII Committees and Their Duties <b>(5 Minute Max)</b></p>		<p>Mr. Bob Brostoff, Co-Chair Bylaws Committee Mr. Brad Vanderhoof, Co-Chair Bylaws Committee</p> <p>Mr. Bob Brostoff, Co-Chair Bylaws Committee Mr. Brad Vanderhoof, Co-Chair Bylaws Committee</p>
<p><b><u>New Business</u></b></p> <p><b>17-0068</b> - Discussion and possible action regarding approval of the WHNC’s June 2017 Monthly Expenditure Report (“MER”) <b>(5 Minutes Max)</b></p> <p><b>17-0069</b> - Discussion and possible action regarding a proposal at 6731 N Fallbrook Ave, a multi-screen movie theater in the Fallbrook Mall, to serve and consume on site beer, wine and distilled spirits. <b>(10 Minutes Max)</b></p> <p><b>17-0070</b> - Discussion and possible action regarding Case #CHC-2017-2127-HCM, Historic Cultural Monument application for the Schaefer house located at 7806 N Jason Avenue, West Hills 91304 <b>(10 Minutes Max)</b></p> <p><b>17-0071</b> - Discussion and possible action regarding a CIS re CF15-1138-15-Safe Parking Pilot Program <b>(5 Minutes Max)</b></p> <p><b>17-0072</b> - Discussion and possible action on the 2018 LAHSA Homeless Count request to agree to a one (1) year commitment <b>(5 Minutes Max)</b></p> <p><b>17-0073</b> – Discussion and possible action re CF 15-0002-S188, Accessory Dwelling Units <b>(5 Minutes Max)</b></p> <p><b>17-0074</b> – Discussion and possible action regarding a CIS re CF 14-1635-S3, Home Sharing Ordinance <b>(5 Minutes Max)</b></p> <p><b>17-0075</b> – Discussion and possible action on appointing an official WHNC representative to the West Hills Springfest organizing committee <b>(5 Minutes Max)</b></p> <p><b>17-0076</b> - Discussion and possible action on a request from the Homelessness committee to be allowed to co-sponsor the E-Waste and Homeless Clothing Drive being organized by the West Hills Sunshine Club. <b>(5 Minutes Max)</b></p>	<p><b>8:10 P.M.</b></p>	<p>Ms. Bobbi Trantafello, Co-Chair Budget Committee Mr. Bob Brostoff, Co-Chair Budget Committee</p> <p>Mr. Bill Rose, Co-Chair Zoning &amp; Planning Committee Ms. Charlene Rothstein, Co-Chair Zoning &amp; Planning Committee</p> <p>Mr. Bill Rose, Co-Chair Zoning &amp; Planning Committee Ms. Charlene Rothstein, Co-Chair Zoning &amp; Planning Committee</p> <p>Ms. Simone Best, Co-Chair Homelessness Committee Mr. Thomas Booth, Co-Chair Homelessness Committee</p> <p>Ms. Simone Best, Co-Chair Homelessness Committee Mr. Thomas Booth, Co-Chair Homelessness Committee</p> <p>Ms. Joanne Yvanek-Garb, Chair Government Relations Committee</p> <p>Ms. Joanne Yvanek-Garb, Chair Government Relations Committee</p> <p>Mr. Dan Brin, Co-Chair</p> <p>Ms. Simone Best, Co-Chair Homelessness Committee Mr. Tom Booth, Co-Chair Homelessness Committee</p>
<p><b><u>Adjournment</u></b></p>	<p><b>9:15 P.M.</b></p>	

**Public Input:** The public is requested to fill out a Speaker Card to 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. 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, an issue raised by a member of the public may become the subject of a future committee meeting. Public comment is limited to two minutes per speaker, unless adjusted by the presiding officer of the committee.

**Public Posting Of Agendas:** WHNC agendas are posted for public review at Shadow Ranch Park, 22633 Vanowen St., West Hills, CA 91307 or at our website, [www.westhillsnc.org](http://www.westhillsnc.org). You can also receive our agendas via email by subscribing to the City of Los Angeles Early Notification System at [www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index](http://www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index).

**The Americans With Disabilities Act:** 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, assistive listening devices and 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 you wish to attend by contacting the WHNC's executive director via email at [Michelle.Ritchie@westhillsnc.org](mailto:Michelle.Ritchie@westhillsnc.org) If you are hearing impaired please call 711.

**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 the meeting where such writing was considered or by contacting the WHNC's executive director via email at [Michelle.Ritchie@westhillsnc.org](mailto:Michelle.Ritchie@westhillsnc.org) Requests can be made for a copy of a record related to an item on the agenda.

**Reconsideration and Grievance Process:** For information on the WHNC's process for board action reconsideration, stakeholder grievance policy or any other procedural matters related to this Council, please consult the WHNC Bylaws. The Bylaws are available at our website, [www.WestHillsNC.org](http://www.WestHillsNC.org).

**Servicios De Traduccion:** Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte [Michelle.Ritchie@westhillsnc.org](mailto:Michelle.Ritchie@westhillsnc.org)

**August 3, 2017**  
**Report to the Board**  
**Communications/Outreach Committee**

We had another lively meeting on July 13, 2017.

For those that don't know the Communications/Outreach committee is comprised of two work groups the communications Work Group that focuses on all things in print and via electronic media (website, NextDoor, Facebook, Twitter) and the Outreach Work Group who is responsible for events, tabling, forums and general outreach.

Both groups work in tight collaboration to accomplish our goal of keeping stakeholders aware of WHNC activities, promoting stakeholder participation and partnering with other information technology organizations of the city to keep information flowing.

**WEBSITE WORK GROUP**

Sadly we accepted Reeyan's resignation from the Communications/Outreach Committee. For those of you that don't know, Reeyan was the person who basically managed the posting to the WHNC website, Nextdoor, Facebook and other social media sites with the exception of Twitter which is managed by Tony Brosamle. Between Reeyan and the expertise of Michael Teitelbaum (the other lead of the Communications Work Group) we could do anything our budget allowed.

Recruiting for the Website Work Group

With Reeyan leaving, the committee is looking for a talented person or persons to join our committee and the newly reconstituted Website Work Group as we decide how to reload our website/social media cannon so it stay's pointed in the right direction.

If you, or you know a stakeholder who might be interested in joining Communications/Outreach to specifically get involved to keep the website and social media updated please email or give Michael Teitelbaum a call. The next meeting of the Website work group is to be determined and once again please call or email Michael for that information. His contact information can be found on the Board Roster.

Michael reported on the new email system. It's not up yet which is due to the funding departments' transition to the City Clerk's office. This caused a freeze of our funds until the transition is over.

**OUTREACH WORK GROUP**

The Outreach Work Group supported the very successful "Coyote, Critters and Cohabitation" forum at Platt Library. Our Animal Liaison, Olivia Naturman, was the moderator and she arranged the LA Animal Services presentation. It was fun and the men in the audience learned how they can help keep coyotes out of our neighborhoods. The Communications Work Group attempted to live-stream this event but it didn't go well.

Outreach also did an information table at the LA Department of Planning's workshop for West Hills. A lot of Board members attended giving WHNC a good presence at the event. Communications Work Group did live-stream this event and got feedback that stakeholders could not hear the presentation.

The Outreach Work Groups next meeting is August 7, 2017 7pm at Simone's house.

You must RSVP by 8/4/17 so we can avoid Brown Act issues.

We will be discussing

- How to share tabling responsibilities with committee chairs
- Fall Fest including recruiting for a Fall Fest Volunteer coordinator,
- recruiting for work group members from stakeholders,
- Revising the 2-year Outreach calendar

**Education Committee Report**  
**August 3, 2017**

A Public meeting about Hale Charter Academy for Visual and Performing Arts (VAPA) project was called On Thursday, July 27, 2017, at 6:00pm, at Haynes Charter for Enriched Studies. LAUSD representatives organized the meeting with the West Hills residents and West Hills Neighborhood Council to discuss opening of the new VAPA High School on Highlander Road, at the Highlander School site.

At this meeting the Environmental Health and Safety, a California Environment Quality Act (CEQA) was presented to evaluate the effects of the new school project on the surrounding environment, such as, noise, safety, traffic, etc. many concerned citizens voiced their opinions and concerns for the VAPA High School program that will house 532 students and 70+ staff, with no parking on campus for the students. LAUSD will go through all the suggestions and present them to the School Board for discussion and vote.

Hopefully soon we will have more news regarding this new project.

## **Homelessness Committee**

Board Report

August 3, 2017

Elizabeth Chou, a reporter with the Daily News, introduced herself, and stated she is attending the meeting as an observer interested in the committee's interfaith efforts, and activities related to the safe parking program.

The committee unanimously approved presenting an addendum on the Safe Parking Pilot Program CIS originally submitted on 10/6/16 to the Board for approval at the 8/3/17 Board meeting along with a letter based on the CIS requesting immediate implementation of safe parking program and temporary bridge shelter beds in the West Valley.

Tom and Simone met with Kevin Taylor from the Mayor's office and Fiona Nagle from Supervisor Kuehl's office to express concern over the RV parking and encampments in West Hills and West Valley. Other visits to elected official, community and religious groups are planned. All members of the Homelessness Committee were asked to participate in the visits.

Joan Trent lead the discussion to set the agenda for our next Inter-faith Dialogue scheduled for 9/27/17. Along with an invitation to the Dialogue, attendees will be surveyed to ascertain what services they are offering homeless people, if any. That information will be shared at the meeting. Kevin Taylor or his representative will present on the Mayor's Inter-faith Days of Passion Initiative.

The HC's Home Grown West Hills Outreach Project (HGWHO) report was given. Tom, Simone and Olivia are responding to some social media posts on various websites in an attempt to defuse rising tensions in West Hills and close-by communities regarding homeless encampments and RV parking. They share factual information on social media and work with SLO's and various agency outreach teams on resolution of issues then report back to stakeholders on the action taken.

Fiona presented a draft HGWHO decision tree. After review by the committee it was decided a "flow chart" format would be best. The "flow chart" will be used to train committee members and any stakeholder that wants to participate in HGWHO.

Aida has taken the lead on scheduling a visit with Jenny Portillo, Senior Field Deputy for Councilman Blumenfield's office to discuss the Woodland Hills Homeless Connect Day scheduled for 10/28/17 at Prince of Peace in Woodland Hills. Aida, Simone and Debbie Decker from Prince of Peace will be attending the meeting.

LAHSA called regarding the January 2018 Homeless Count in which we will participate. Simone explained LAHSA is requesting a three-year commitment from the WHNC. Previously WHNC has only committed to a one-year contract. Tom moved to approve a one-year commitment for 2018. The motion passed unanimously. Simone will contract LAHSA and refer them to DONE who handles contracts for all NC's.

And finally the really hot stuff, Brad and Simone will review the website and report back to the committee with suggests for improvement at the August meeting.

The next meeting of this committee is on Monday, August 21, 2017 at 6:30 PM, Chaminade High School Condon Center, second floor conference room. All are welcome

**Current Bylaws**

*Article V, Section 7: Absences*

A Board Member who has been absent from five (5) of the regular or special meetings of the Board within the most recent twelve (12) month period shall be subject to removal from the board under procedures established by the Board.

Any meeting of the WHNC Governing Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board Member attendance.

\*\*\*\*\*

**Proposed Bylaw Changes** - Changes are underlined

**Agenda Item 17-0059 - Discussion and possible action on amending the Bylaws of the WHNC as follows:**

*Article V, Section 7, Absences*

A Board member who has been absent from five (5) of the previous twelve (12) regular or special meetings of the Board shall be subject to removal from the Board under procedures established by the Board. A Board member shall not be considered “absent” for purposes of this section when he or she attends a conflicting meeting or event as an official representative of the West Hills Neighborhood Council.

**Agenda Item 17-0060 - Discussion and possible action on amending the Bylaws of the WHNC as follows:**

*Article V, Section 7, Absences*

Any meeting of the WHNC Governing Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board Member attendance with the exception that missing any joint board/committee meeting shall not count as an absence for this purpose.

\*\*\*\*\*

**Current Standing Rules:**

*Article VII Committees and Their Duties, Section 2: Committee Creation and Authorization*

A. The chair of each committee shall be responsible for seeing that agendas are posted in a timely manner.

**Proposed Standing Rule Change** - Changes are underlined

**Agenda Item 17-0061 - Discussion and possible action on amending the WHNC Standing Rules regarding Article VII Committees and Their Duties as follows:**

*Article VII Committees and Their Duties, Section 2 Committee Creation and Authorization, Paragraph A:*

A. The chair of each committee shall be responsible for seeing that agendas are posted in a timely manner. Each committee shall present copies of all approved committee meeting minutes for posting. The word “present” shall be defined as; provide approved minutes to the designated person for posting within fifteen (15) days of approval.

Office of the City Clerk		MONTHLY EXPENDITURE REPORT	
Reporting Month:	JUNE		
NC Name:	WEST HILLS	Submitted:	7/24/2017 16:52:46
Budget Fiscal Year:	2016-2017		



**FILL IN ALL THE UNSHADED (WHITE) FIELDS (Must be submitted to the Department within 10 days of Board Approval along with documentation and hard copy)**

EXPENDITURES BY LINE ITEM (for more than 12 expenditures, you may continue entering on page 3 of this worksheet - see below)								
A	VENDOR	INVOICE NUMBER	APPROVAL CODE	DATE / DESCRIPTION	BUDGET CATEGORY	OUT OF STATE VENDOR	1099 Reportable	TOTAL
1	GALPIN RAC NO. HILLS	71145721		6/1 MEMORIAL DAY PARADE 5/29	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$179.25
2	THE WEB CORNER	71976745		6/2 WEBSITE MAINTENANCE	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$150.00
3	TARGET STORE	71145720		6/1 FRAMES FOR CERTS	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$29.21
4	KRISTAL GRAPHICS	73352576		6/5 FLYERS FOR BEAUTIFICATION COMMITTEE	CIP	<input type="checkbox"/>	<input type="checkbox"/>	\$38.14
5	APPLE ONE EMPLOYM	56509683		6/7 STAFFING FOR APRIL	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$1,306.80
6	KRISTAL GRAPHICS	72545146		6/8 FLYERS,POSTERS BEAUTIFICATION	CIP	<input type="checkbox"/>	<input type="checkbox"/>	\$256.73
7	KRISTAL GRAPHICS	72545147		6/8 BROCHURES FOR NC	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$326.25
8	KRISTAL GRAPHICS	72545148		6/8 BROCHURES, PENS, ETC. FOR NC	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$1,295.76
9	CP/WH CHAMBER OF COMM	70701850		6/6 MEMORIAL DAY PARADE PARTICIPANT 5/29	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$1,000.00
#	OPERATION BLANKET	57847605	17481	6/8 SUPPLES FOR SHELTER	NPG	<input type="checkbox"/>	<input type="checkbox"/>	\$500.00
#	HOSTEK	73282393		6/9 WEBSITE MAINTENANCE	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$89.99
#	KRISTAL GRAPHICS	73282392		6/9 COUNCIL IDENTITY MATERIALS	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$535.00
<b>SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)</b>								<b>\$16,645.53</b>
<b>B CUMULATIVE EXPENDITURES FROM PRIOR MONTHS (CURRENT FISCAL YR)</b>								<b>\$25,125.66</b>
<b>C OUTSTANDING COMMITMENTS (OBLIGATIONS)</b>								
1						<input type="checkbox"/>	<input type="checkbox"/>	
2						<input type="checkbox"/>	<input type="checkbox"/>	
3						<input type="checkbox"/>	<input type="checkbox"/>	
4						<input type="checkbox"/>	<input type="checkbox"/>	
5						<input type="checkbox"/>	<input type="checkbox"/>	
6						<input type="checkbox"/>	<input type="checkbox"/>	
7						<input type="checkbox"/>	<input type="checkbox"/>	
8						<input type="checkbox"/>	<input type="checkbox"/>	
9						<input type="checkbox"/>	<input type="checkbox"/>	
10						<input type="checkbox"/>	<input type="checkbox"/>	
<b>SUBTOTAL: Outstanding Commitments (Includes total on page 3)</b>								<b>\$0.00</b>
<b>D Total Expenditures &amp; Commitments</b>								<b>\$41,771.19</b>
<b>E Total Adjustments (such as use taxes assessed, prior fiscal years items, etc) (use '-' for credits, '+' for deductions)</b>								<b>\$0.00</b>
<b>F Approved Budget 2016-2017</b>								<b>\$42,000.00</b>
<b>G Balance of Budget 2016-2017</b>								<b>\$228.81</b>

Revision Date 10/14/16



<b>Reporting Month:</b>	<b>JUNE</b>
<b>NC Name:</b>	<b>WEST HILLS</b>

<b>MONTHLY CASH RECONCILIATION</b>				
<b>Beginning Balance (A)</b>	<b>Funds Deposited (B)</b>	<b>Total Available (C) = (A+B)</b>	<b>Cash Spent this Month (D)</b>	<b>Remaining Balance (E) = C - D</b>
\$16,471.17	\$174.36	\$16,645.53	\$16,645.53	\$0.00

<b>MONTHLY CASH FLOW ANALYSIS</b>						
<b>Category Identifier</b>	<b>Budget Category</b>	<b>Adopted Budget (A)</b>	<b>Total Spent this Month (B)</b>	<b>FY 2015-16 Expenses Cleared in FY 2016-17 (C)</b>	<b>Total Spent in Prior Months (D)</b>	<b>Unspent Budget Balance (E) = A - B - D</b>
100	Operations	\$16,555.37	\$4,412.64	\$0.00	\$14,114.10	(\$1,971.37)
200	Outreach	\$13,310.27	\$4,885.22	\$0.00	\$7,095.09	\$1,329.96
300	Community Improvement	\$750.00	\$294.87	\$0.00	\$416.47	\$38.66
400	NPG	\$11,384.36	\$7,052.80	\$0.00	\$3,500.00	\$831.56
500	Elections	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<b>TOTAL</b>	<b>\$42,000.00</b>	<b>\$16,645.53</b>	<b>\$0.00</b>	<b>\$25,125.66</b>	<b>\$228.81</b>

<b>NEIGHBORHOOD COUNCIL DECLARATION</b>			
We, the Treasurer and Signer of the above indicated Council, declare that the information presented on this form is accurate and complete, and will furnish additional documentation to the Office of the City Clerk, Neighborhood Council Funding Section upon request.			
<b>Treasurer Signature</b>		<b>Signer's Signature</b>	
<b>Print Name</b>	<b>BOBBI TRANTAFELLO</b>	<b>Print Name</b>	<b>DAN BRIN</b>
<b>Date</b>	<b>8/3/2017</b>	<b>Date</b>	<b>8/3/2017</b>
<b>NC Additional Comments</b>	only \$41,841.21 was deposited against \$42,000.00.		

Revision Date 10/14/16

<b>Reporting Month:</b>	<b>JUNE</b>
<b>NC Name:</b>	<b>WEST HILLS</b>

ADDITIONAL EXPENDITURES BY LINE ITEM (Optional, do not print page 3 unless you use it)								
A	VENDOR	INVOICE NUMBER	APPROVAL CODE	DATE / DESCRIPTION	BUDGET CATEGORY	OUT OF STATE VENDOR	1099 Reportable	TOTAL
#	TARGET	70701848		6/12 FRAMES FOR CERTS	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$22.76
#	TARGET	70701847		6/12 FRAMES FOR CERTS	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$29.26
#	ICONCONTACT	70701851		6/12 WEBSITE MAINTENANCE	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$530.40
#	BEST FOOT FORWARD	50059232	17530	6/12 WIRELESS MICROPHONES	NPG	<input type="checkbox"/>	<input type="checkbox"/>	\$500.00
#	APPLE ONE EMPLOYMENT	50059093		6/12 STAFFING FOR MAY	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$1,306.80
#	HAMLIN CHARTER	50060476	17533	6/12 SOUND EQUIPMENT	NPG	<input type="checkbox"/>	<input type="checkbox"/>	\$1,862.80
#	ENDIA WAY	07663072	17539	6/19 CHICKEN COOP SUPPLIES	NPG	<input type="checkbox"/>	<input type="checkbox"/>	\$1,790.00
#	TEAM POMELO	06113510	17532	6/20 QUARTERLY MAGAZINE	NPG	<input type="checkbox"/>	<input type="checkbox"/>	\$2,400.00
#	WALMART CO	72280348		6/13 WALKIE TALKIE FOR EVENTS	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$179.95
#	LOW'E'S WEST HILLS	70701849		6/12 SHED FOR RECORDS, ETC	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$1,728.04
#	UNION BANK	99521271		6/23 OVERDRAFT ITEM PAID	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$66.00
#	NEW COMMUNITY JE	57109248		6/19 ONE YEAR RENT FOR MEETINGS	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$5.00
#	COMGRESS	06114188		6/22 2017 CONGRESS	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$300.00
#	LA AWARDS			6/22 2017 AWARDS	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$100.00
#	BUDGET ADVOCATES			6/22 2017	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$100.00
#	OFFICE DEPOT	71586268		6/12 PAPER FOR CERTIFICATES	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$17.39
#						<input type="checkbox"/>	<input type="checkbox"/>	
#						<input type="checkbox"/>	<input type="checkbox"/>	
#						<input type="checkbox"/>	<input type="checkbox"/>	
#						<input type="checkbox"/>	<input type="checkbox"/>	
#						<input type="checkbox"/>	<input type="checkbox"/>	
#						<input type="checkbox"/>	<input type="checkbox"/>	
#						<input type="checkbox"/>	<input type="checkbox"/>	
#						<input type="checkbox"/>	<input type="checkbox"/>	
<b>SUBTOTAL: Expenditures by Line Item</b>								<b>\$10,938.40</b>



RECOMMENDATION FROM ZONING & PLANNING COMMITTEE  
"IN SUPPORT OF THE APPLICATION"

**APPLICATIONS:**

NUMEROUS OTHER LOCATIONS IN THE AREA THAT DISPENSE  
NO PROBLEMS AT THE SITE/GOOD SECURITY

THIS BOX FOR CITY PLANNING STAFF USE ONLY

Case Number \_\_\_\_\_

Env. Case Number \_\_\_\_\_

Application Type \_\_\_\_\_

Case Filed With (Print Name) \_\_\_\_\_ Date Filed \_\_\_\_\_

Application includes letter requesting:

Waived hearing       Concurrent hearing       Hearing not be scheduled on a specific date (e.g. vacation hold)

Related Case Number \_\_\_\_\_

*Provide all information requested. Missing, incomplete or inconsistent information will cause delays.  
All terms in this document are applicable to the singular as well as the plural forms of such terms.*

**1. PROJECT LOCATION**

Street Address<sup>1</sup> 6731 N. Fallbrook Avenue, West Hills, CA 91307 Unit/Space Number \_\_\_\_\_

Legal Description<sup>2</sup> (Lot, Block, Tract) Lot 2 to 10 inclusive, 12, 13, 14, 17, and 18 of Tract no. 43447

Assessor Parcel Number 2038040012 Total Lot Area Approximately 75 acres

**2. PROJECT DESCRIPTION**

Present Use Multi-Screen Movie Theater

Proposed Use Service and consumption of Beer, Wine and Distilled Spirits in all 7 auditoriums and lobby areas.

Project Name (if applicable) AMC Fallbrook 7

Describe in detail the characteristics, scope and/or operation of the proposed project A Conditional Use permit to allow the sale and dispensing of a full line of alcoholic beverages for on-site consumption in conjunction with a 44,426 square-foot theatre with seven auditoriums, lobby area, and 942 indoor seats. Hours of operation from 9:00 a.m. – 2:00 a.m., daily.

Additional information attached       YES       NO

Complete and check all that apply:

**Existing Site Conditions**

<input type="checkbox"/> Site is undeveloped or unimproved (i.e. vacant)	<input type="checkbox"/> Site is located within 500 feet of a freeway or railroad
<input checked="" type="checkbox"/> Site has existing buildings (provide copies of building permits)	<input type="checkbox"/> Site is located within 500 feet of a sensitive use (e.g. school, park)
<input type="checkbox"/> Site is/was developed with use that could release hazardous materials on soil and/or groundwater (e.g. dry cleaning, gas station, auto repair, industrial)	<input type="checkbox"/> Site has special designation (e.g. National Historic Register, Survey LA)

<sup>1</sup> Street Addresses must include all addresses on the subject/application site (as identified in ZIMAS—<http://zimas.lacity.org>)  
<sup>2</sup> Legal Description must include all contiguously owned properties (even if they are not a part of the proposed project site)

AUGUST 3, 2017  
WHNC AGENDA ITEM #17-0070

ZONING & PLANNING RECOMMENDATION IN SUPPORT OF AN APPLICATION  
FOR HISTORIC STATUS FOR THE SCHAEFER HOME LOCATED AT  
7806 N JASON AVE, WEST HILLS, CA

DRAFT MINUTES FROM THE JULY 11, 2017 ZONING & PLANNING  
COMMITTEE MEETING

9. Discussion and possible action regarding Case #CHC-2017-2127-HCM Historic-Cultural Monument application for the Schaefer house located at 7806 N Jason Ave., West Hills 91304.
  - Amelia Neudorf, owner, and Dan Brin, member of the committee, explained the historical significance of this home.
  - It was mentioned that the carpenter, and builder, of this home was Frank Schaefer.
  - The home was built in 1952 on a small West Hills ranch as the ranch house.
  - Much of the interior and exterior are original, with lots of wood and stone features.
  - Motion to approve support of this request was unanimously approved by the committee.

## BOARD AGENDA ITEM #17-0071

The Homelessness Committee is requesting the Board's approval for two documents.

1. A CIS addendum our original CIS passed unanimously by the Board on 10/6/16 recommending specific program design changes.

The addendum to the original CIS states we support establishing a Safe Parking Program for the West San Fernando Valley as soon as possible. The addendum will be attached to CF15-1138-S15, Safe Parking Pilot Programming.

2. A letter requesting the immediate establishment of temporary bridge shelter beds and temporary safe parking locations in the West San Fernando Valley (SFV) for relief from the increasing number of homeless encampments and vehicles used for habitation on city streets.

This letter is to be on WHNC letterhead and sent to elected officials in order to impress on the City the urgency of moving forward on decisions regarding homeless issues faced by stakeholders in West Hills and the West SFV.

Using this letter as an example, we will also be asking our sister NC's, community and religious organizations to send similar letters to their elected officials.

### Attachments:

Original CIS passed by the Board on 10/6/17

Addendum to original CIS

Draft letter to Electeds

Contact Information

Neighborhood Council: West Hills Neighborhood Council

Name: Simone Best

Phone Number: (818) 887-0434

Email: [simone.best@westhillsnc.org](mailto:simone.best@westhillsnc.org)

The Board approved this CIS by a vote of: Yea(22) Nay(0) Abstain(0) Ineligible(2) Recusal(0)

Date of NC Board Action: 10/07/2016

Type of NC Board Action: For if Amended

Impact Information

Date: 10/06/2016

Update to a Previous Input: No

Directed To: City Council and Committees

Council File Number: 15-1138-S15

Agenda Date:

Item Number:

Summary: At a duly noticed Brown Act meeting, the West Hills Neighborhood Council Board of Directors voted "For if amended" CF15-1138-S15, Safe Parking Pilot Program.

Amendment to Attachment 4 "The DRAFT Program Policy Framework: Safe Parking for Vehicle Dwellers in the City of Los Angeles"

4. Program Operation Standards,

Participant Eligibility: d) Operational and Registered Vehicle, should read, participant must be able to operate their vehicle, and vehicle must have a current valid registration; participant may be given the opportunity to join in the Parking Citation Homeless Community Service Program, (PCHCSP), if the participant chooses not to participate they may be given a 10 day grace period to remedy insurance, licensing or violations of VI-SPDAT status. Active Participation: participants stay in safe parking lots on a regular basis and renew their permits on a monthly basis.

5. Program Rules

18) Should read "Do not park within 1 mile of the lot you are assigned to at any time".

Also for this program year, no additional funds other than the adopted Homeless Budget for FY16-17 should be allocated to this program.

**Community Impact Statement Recommendation**

To: West Hills Neighborhood Council Board  
From: Homelessness Committee  
**Date Approved by Committee:** 7/13/17  
For Board Consideration on: 8/3/17  
**RE: CF15-1138-S15 – Safe Parking Pilot Program**

**Motion or Recommendation of committee:** The committee requests Board approval to submit an addendum to the original CIS (10/6/16) requesting immediate establishment of a Safe Parking Program as well as bridge shelter beds in the West San Fernando Valley.

**CIS addendum will read:**

The West Hills Neighborhood Council requests the immediate establishment of safe parking locations and emergency triage shelters in the West San Fernando Valley (SFV) for relief from the increasing number of homeless encampments and vehicles used for habitation on city streets.

**Background**

In recent years homeless encampments and vehicle dwelling has increase dramatically in the West SFV. Research shows that unsheltered homeless individuals who remain unserved in the street are at increased risk for poor outcomes, i.e. health risks, incarceration, loss of work skills, etc. Sheltering these individuals, who often become costly high utilizers of emergency, police and medical services, provides significant cost savings to taxpayers. The lack of available bridge shelter beds and safe parking locations in the West SFV fails to serve the needs of thousands of unhoused men, women and children. Moreover, the lack of safe parking locations and bridge shelter beds impedes law enforcements' ability to effectively manage the public safety concerns within our community.

**Proposal**

By utilizing current allocations, City and County budgeted funds and MHSA funds, and newer funding sources, Measures HHH and H, new bridge shelter housing will be created in existing repurposed buildings in the areas with the highest concentration of homelessness throughout the SFV. This proposal aligns with both the City and County Comprehensive Strategic Homeless Strategy(s) to improve emergency shelters. Special considerations should also be made for particularly vulnerable and/or underserved populations, i.e. veterans, women, children and LGBTQ teens.

In addition, the Safe Parking Pilot Program, CF 15-1138-S15, must be made available as quickly as practical at as many County, City, Metro and approved private parking lots to address increasing number of people living in vehicles. On these premises, social services should be made available for unhoused clients to access the Coordinate Entry System (CES)

and Homeless Management Information Systems (HMIS), case management, mental health and substance use treatment. Vouchers for RV waste disposal should be provided as this prevents unhealthy discharging onto public streets.

Both the emergency bridge shelter beds and the Safe Parking Program, should be made available throughout the SFV so each community can best triage and manage its own issues of homelessness. All proposed shelters and safe parking locations should be well maintained with appropriate security to ensure safety. These proposals are meant only as short-term plans to directly deal with the current crisis and not to be permanent infrastructures. These proposals serve as a stopgap measure, then, going forward, responsibility will shift to City and County agencies to properly house citizens with the over-abundance of funds that are now available.

**Fiscal Impact Report: None**

VOTE

Quorum: \_\_\_\_\_

For	
For if amended	
Against	

Against unless amended	
No Position Council file discussed but NC could not muster enough votes either way	
Neutral Position	



If approved, to be typed on WHNC Letterhead

West Hills Neighborhood Council requests the immediate establishment of temporary emergency shelter beds and safe parking locations in the West San Fernando Valley (SFV) for relief from the increasing number of homeless encampments and vehicles used for habitation on city streets.

#### Background

In recent years the number of homeless encampments and vehicle dwellings has increased dramatically in the West San Fernando Valley (SFV). Research shows that unsheltered homeless individuals who remain unserved in the street are at increased risk for poor outcomes, i.e. health risks, incarceration, loss of work skills, etc. Sheltering these individuals, who often become costly high utilizers of emergency, police and medical services, provides significant cost savings to taxpayers. The lack of available shelter beds and safe parking locations in the West SFV fails to serve the needs of thousands of unhoused men, women and children. Moreover, the lack of shelter beds and safe parking locations impedes law enforcement's ability to effectively manage public safety concerns within our community.

#### Proposal

By utilizing current allocations, City and County budgeted funds, Mental Health Services Act funds, and newer funding sources, i.e. Measures HHH and H, new shelter housing will be created in existing repurposed buildings in the areas with the highest concentration of homelessness throughout the SFV. This proposal aligns with the LA City Comprehensive Homelessness Strategy and LA County Homeless Initiative to improve emergency shelters. Special considerations should be made for particularly vulnerable and/or underserved populations, i.e. veterans, women, children and LGBT teens.

In addition, the Safe Parking Pilot Program, CF 15-1138-S15, must be made available as quickly as practical at as many County, City, Metro and approved private parking lots to address the increasing number of people living in vehicles. On these premises, social services should be made available for unhoused clients to access the Coordinate Entry System (CES) and Homeless Management Information Systems (HMIS), case management, mental health, and substance use treatment. Vouchers for RV waste disposal should be provided to prevent unhealthy sewage discharge onto public streets.

Both the emergency triage shelters and the Safe Parking Program should be made available throughout the SFV so each community can best triage and manage its own issues of homelessness. All proposed shelters and safe parking locations should be well maintained with appropriate security to ensure safety. These proposals are meant only as short-term plans to deal directly with the current crisis and not to be permanent infrastructures. These proposals serve as a stopgap measure, then, going forward, responsibility will shift to City and County agencies to house citizens properly with the over-abundance of funds that are now available.

B1

RESOLUTION

**WHEREAS**, any official position of the City of Los Angeles with respect to legislation, rules, regulations or policies proposed to or pending before a local, state or federal governmental body or agency must first have been adopted in the form of a Resolution by the City Council with the concurrence of the Mayor; and

**WHEREAS**, effective January 1, 2003 AB 1866 amended Government Code §65852.2 *et seq*), mandating ministerial consideration of the creation of second dwelling units by local governments with an Accessory Dwelling Unit ordinance; and

**WHEREAS**, the intent of AB 1866 is to encourage the creation of accessory dwelling units (ADUs), also known as 'second dwelling units' and 'granny flats,' in single family and multi-family residential zones, there are also detrimental land use and public utility impacts associated with their construction; and

**WHEREAS**, pending consideration in the Legislature is AB 2299 (Bloom), which would specify that a local agency may reduce or eliminate parking requirements for any second dwelling unit located within its jurisdiction by prohibiting the imposition of parking standards if the ADU is located half a mile of public transit, or located within an architecturally and historically significant historic district, potentially impacting parking in the City's Historic Preservation Overlay Zones (HPOZs) and many other neighborhoods Citywide that are close to public transit ; and

**WHEREAS**, AB 2299 *requires* local agencies to provide by ordinance for the creation of second dwelling units in single family and multifamily residential zones, thereby differing from existing law which gives local governments the *authority* to enact a second dwelling unit ordinance *when needed*; and;

**WHEREAS**, by *mandating* that cities enact a second dwelling unit ordinance, AB 2299 goes beyond the original intent of AB 1866 which provided local agencies the option to enact a second dwelling unit ordinance, and also eliminates parking requirements under certain circumstances, and thereby, undermining local land use control; and

**NOW, THEREFORE, BE IT RESOLVED**, with the concurrence of the Mayor, that by adoption of this Resolution, the City of Los Angeles hereby includes in its 2015-16 State Legislative Program OPPOSITION to AB 2299 (Bloom), which would require local agencies to provide by ordinance for the creation of second dwelling units in single family and multifamily residential zones, thereby differing from existing law, (AB 1866 Government Code §65852.2 *et seq*), which gives local governments the authority to enact a second dwelling unit ordinance when needed, and also under certain circumstances eliminates parking requirements in these zones, and thereby undermining local land use control.

PRESENTED BY:   
NURY MARTINEZ  
Councilwoman, 6<sup>th</sup> District

SECONDED BY:

ORIGINAL

JUN 7 2016

# ACCESSORY DWELLING UNIT ORDINANCE



## BACKGROUND & FREQUENTLY ASKED QUESTIONS – Updated Jan 2017

15-0002-S188  
17-0769

### SUMMARY

On September 27, 2016, Governor Brown signed two accessory dwelling unit (ADU) bills into State law, Assembly Bill 2299 and Senate Bill 1069, amending the State's existing second unit law (Government Code Section 65852.2). Effective January 1, 2017, the new State standards stipulate that local ordinances that do not align with State law will be "null and void," unless a local agency adopts an ordinance in accordance with the specified State provisions in Section 65852.2.

In response to State law, the Department of City Planning (Department) issued a Zoning Administrator Interpretation (ZAI) on November 2, 2016. It provided the City with stop-gap regulations through the end of 2016, while the Department developed an ordinance in compliance with the new State provisions. That ordinance was considered before the City Planning Commission on December 15, 2016 and subsequently transmitted to City Council prior to the end of the calendar year. It is awaiting Council consideration.

### STATE BACKGROUND

ADUs have been identified by the State as an important housing option for renters and homeowners, given the undersupply of housing. To construct, ADUs typically cost less than other types of housing, largely because they do not necessitate paying for land or purchasing major new infrastructure. As a form of infill-development, ADUs provides housing for family members, students, elderly, in-home health care providers, the disabled and others at below market prices within existing neighborhoods. Pursuant to State law, the units cannot be intended for sale separate from the primary residence.

Generally speaking, ADUs can take one of three forms:

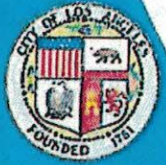
- Detached: Unit is separated from the primary structure
- Attached: Unit is attached to the primary structure
- Repurposed Existing: Space within a primary residence that is converted into an independent living unit

Local governments may apply development standards and make findings to designate where the new construction of ADUs are permitted. Designating where ADUs are allowed should be based primarily on health and safety issues. Unreasonably restricting the ability of homeowners to create ADUs is contrary to the intent of State law and may subject local agencies to legal scrutiny. The California Department of Housing & Community Development has provided guidance stating that limiting the overall square footage of ADUs to unreasonably restrict its creation is inconsistent with the intent of Section 65852.2.

Under State law, the review and approval of an application for an ADU within an existing residence or accessory structure must be ministerial in nature. Detached or attached ADUs are also subject to the ministerial building permit requirements, provided there is independent exterior access to the ADU and rear setbacks sufficient for fire safety.

# ACCESSORY DWELLING UNIT ORDINANCE

BACKGROUND & FREQUENTLY ASKED QUESTIONS – Updated Jan 2017



## LOCAL CONTEXT

Included below is a high-level overview detailing the history of ADUs in the State and City of Los Angeles:

- In 1982, the State established regulations for ADUs to encourage their creation while also maintaining local control and flexibility.
- In 1985, the City adopted Los Angeles Municipal Code (LAMC) 12.23 W.43 and W.44 which permitted second units through a conditional use permit process, subject to local standards.
- In 2002, the State enacted AB 1866 which updated the second-unit law to require that local governments must allow second units on both single family lots and multi-family lots through a by-right process.
- Due to the 2002 changes in State law, the City prepared two memos – one in 2003 and a second one in 2010 – to align the City's practices with the State's by-right process.
- The City was challenged on the legality of the second of the two memos and in September 2016, the City Council directed the Department to prepare a Zoning Administrator Interpretation (ZAI) that provides a by-right pathway for ADUs that adhered to certain standards established in the LAMC 12.23 W. 43 and W44 ordinance from 1985. The ZAI was issued on November 2, 2016.
- In December 2016, the Department transmitted to City Council an ordinance, one which complies with the new State provisions in section 65852.2.
- Effective January 1, 2017, the ZAI and LACM 12.23.W.43 and W.44 were declared null and void. The City of Los Angeles defaults to the new State provisions until a citywide ordinance is in place.

## KEY PROVISIONS OF PROPOSED ORDINANCE

The Department's proposed ordinance includes the following recommendations:

- No ADUs in Hillside areas, except when located within a half mile of public transit and adjoining a standard street;
- No ADUs between the front of the primary residence and the street;
- ADUs are only allowed in zones that allow residential uses with an existing single-family residence;
- ADUs are limited to only one per lot;
- ADUs are limited in size to 50% of the primary residence. Under no circumstance can an ADU be larger than 1,200 sq. ft. As for detached ADUs, the City may not require an ADU less than 640 sq. ft.;
- ADUs are required to meet all underlying zoning, floor area and land use regulations.

**Note:** ADUs must comply with all provisions of the underlying zoning district, except where they conflict with the ordinance. As such, standard regulations such as total residential floor area ratio (which limits total square footage in relation to lot size), height, building separation, etc. must all be met. The Department's proposed revisions to the Baseline Mansionization (BMO) and Baseline Hillside Ordinances (BHO), which is currently awaiting final consideration by the City Council, will further regulate the overall floor area and scale of development on single-family lots.

# ACCESSORY DWELLING UNIT ORDINANCE



## BACKGROUND & FREQUENTLY ASKED QUESTIONS – Updated Jan 2017

### FREQUENTLY ASKED QUESTIONS

#### **What are the State standards that the City must include in its own ordinance?**

- The State's standards include a limitation on the size of an ADU. Both attached and detached ADUs cannot exceed 1,200 square feet. ADUs that are attached to an existing single family dwelling cannot be larger than 50% of the existing living areas.
- It stipulates that no passageway should be required in conjunction with the construction of an ADU.
- It also stipulates that no setbacks should be required for an existing garage that is converted to an ADU. ADUs that are constructed above a garage will need to provide a setback that is no more than five feet from the side and rear lot lines.
- Per State law, accessory structures with side and rear setbacks sufficient for fire safety may be eligible to convert to an ADU, provided they have their own exterior entrance.

#### **What are the State's parking requirements for an ADU?**

State legislation limits the required parking for an ADU to one parking space per unit or per bedroom and permits the parking space to be a tandem space in an existing driveway. When a garage, carport or covered parking structure is demolished in conjunction with the construction of an ADU, the replacement spaces may be located in any configuration on the same lot as the ADU including, but not limited to, as covered spaces, uncovered spaces, or tandem spaces or by the use of mechanical automobile parking lifts. State legislation further stipulates that parking cannot be required when an ADU is located within ½ mile of public transportation or within an historic district. Parking is also not required for ADUs located within a primary residence or when a car-share vehicle is located within one block.

#### **What additional limitations is the City considering?**

The Department's recommended ordinance proposes to exclude ADUs in Hillside areas, except for residences that are located within half a mile from public transit or adjoining a standard street. The ordinance also limits the square footage of a detached ADU to no more than 50% of the square footage of the existing single family home, while allowing an ADU of at least 640 square feet but no more than 1,200 square feet. In addition, detached ADUs shall not be located between the primary dwelling unit and the street. The Baseline Mansionization Ordinance (BMO) and Baseline Hillside Ordinance (BHO), currently awaiting final adoption by Council, will further regulate the size of ADUs.

#### **How does the ADU Ordinance work with the City's Rent Stabilization Ordinance (RSO)?**

The City's Rent Stabilization Ordinance (RSO) provisions apply to properties with two or more single-family dwelling units on the same lot. ADUs qualify as single-family dwelling units. Therefore, creation of an ADU may be subject the property to the RSO. However, the RSO includes exemptions for dwelling units created after October 1, 1978 and to owner-occupied dwelling units. These exemptions will normally exclude a newly created ADU from the provisions of the RSO. Primary residences constructed on or before October 1, 1978 would be subject to the RSO if it is renter-occupied.

#### **What additional standards can the City impose on ADUs?**

The State affords the City the means to ensure that ADUs otherwise adhere to the local jurisdiction's standards with regards to height, setback, lot coverage, floor area and open space of the zone on which

# ACCESSORY DWELLING UNIT ORDINANCE



## BACKGROUND & FREQUENTLY ASKED QUESTIONS – Updated Jan 2017

the property is located.

### How many ADU's have been built in the City?

Since 2003, a total of 644 projects have pulled a permit to build an ADU; however, only 404 of those have received a certificate of occupancy. The 644 permitted ADU's represent 1/8<sup>th</sup> of 1% of the City's 485,000 single family zoned parcels. Those numbers reflect the overall total as of March 14, 2016.

### Why does it appear that there are more than 404 ADUs in the City?

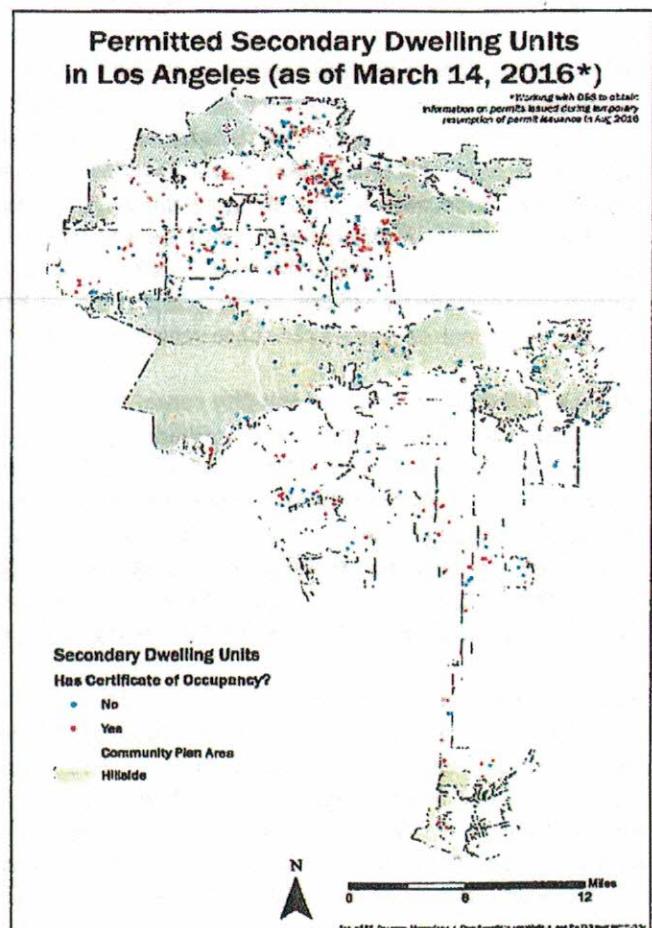
It is estimated that there are thousands of structures that have been converted illegally by converting a garage or recreation room into a dwelling unit without proper permits. Those units are not made legal by the new ordinance and are subject to citation. Some of these existing units may be eligible to pursue permits if they otherwise meet the requirements of the new ordinance and the City's building codes.

### Of the units that have been permitted and/or completed, where are they located?

Most of the approved units have been located in the San Fernando Valley because the lots are typically larger and the driveways and lots are configured such that an ADU can be accommodated. Some units have also been legally built in South LA, Hollywood and West LA.

### How many ADUs have been built in the Hillside areas?

Due to the floor area, height, setback and other limitations that pertain to lots in the Hillside areas only a small handful of ADUs have been built in these areas. To date, 13 ADUs have been completed and another 16 have been permitted but not completed for a total of 29 ADUs in the Hillside areas.



# Community Impact Statement Recommendation

## RE: CF15-0002-S188: Accessory Dwelling Unit (Granny Flats)

To: West Hills Neighborhood Council Board  
From: Government Relations Committee  
Date Approved by Committee: 7/17/17  
Date submitted for Board Consideration: 8/3/17

This motion opposes Assembly Bill (AB) 2299 as it takes away the city's authority to create second accessory dwelling units ordinances differing from AB 1866 Government Code S65852.2 *et seq.* which gives local governments the authority to enact a second dwelling unit ordinance when needed.

**RECOMMENDATION to the Board:** The Government Relations Committee recommends a "FOR" vote on CF15-0002-S188.

We support the Los Angeles City Council's adoption of the Resolution to oppose AB2299 which would require local agencies to provide by ordinance for the creation of second dwelling units in single family and multifamily residential zones, thereby differing from existing law, AB 1866 which gives local governments the authority to enact a second dwelling unit ordinance when needed and to eliminate, under certain circumstances parking requirements in these zones, and thereby undermining local land use control.

Quorum: \_\_\_\_\_

For	
For if amended	
Against	

Against unless amended	
No Position Council file discussed but NC could not muster enough votes either way	
Neutral Position	

**MOTION**

The Department of City Planning released a draft ordinance that seeks to regulate short-term rentals in the City of Los Angeles. As proposed, the ordinance will protect both affordable housing and neighborhoods, while still allowing people to rent their primary residences for home-sharing.

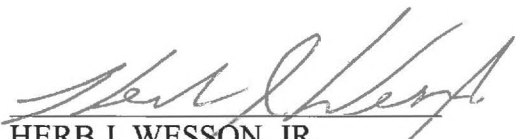
In the time since the draft ordinance was released for public comment on April 15, 2016, the City has received thousands of comments and significant feedback from stakeholders throughout the City. A common concern has been raised specific to how the City would be able to ensure the efficient administration and effective enforcement of the draft ordinance. Members of the public have asked what resources will be devoted to enforcement, and whether the City has the technical capability to manage the registration, implementation, and enforcement processes.

As the draft ordinance continues through the public hearing process, the City must work to identify the resources necessary to ensure that the ordinance is administered properly and can be fully enforced. Given the ever-changing technology utilized in the “peer-to-peer” economy, particularly around home-sharing, the City would be well served to explore the technology-based options that exist for implementation and enforcement of a home-sharing ordinance. This would include identifying potential third-party contractors or consultants who could provide assistance in establishing an efficient home-sharing registration and monitoring system, as well as an effective and proactive enforcement process to pursue entities that list short-term rentals in violation of City rules and regulations.

**I THEREFORE MOVE** that the Department of City Planning and the Office of Finance, in consultation with the CAO’s office as necessary, prepare and release a Request for Information (RFI) seeking information from potential candidates to provide short-term rental permitting and enforcement information technology services.

**I FURTHER MOVE** that the Department of City Planning report back on the results of the RFI and recommendations for potential third-party contractors or consultants at such time as the proposed home-sharing ordinance is considered by the Council.

PRESENTED BY:   
MIKE BONIN  
Councilmember, 11th District

  
HERB J. WESSON, JR.  
Councilmember, 10th District

SECONDED BY: 



ORIGINAL

JUN 15 2016



# HOME SHARING ORDINANCE



## BACKGROUND & FREQUENTLY ASKED QUESTIONS – Updated June 2017

14-1635-53

### Summary

Short-term rentals, which are rooms one may rent for less than 30 days, are currently not permitted in the vast majority of Los Angeles under the zoning code. However, with the growth of internet companies, such as Airbnb and VRBO, there has been a significant rise in this activity. While there are many benefits to sharing one's own home, it presents challenges for the City's neighborhoods, its zoning regulations, and to an already tight housing stock.

On June 2, 2015, Council President Herb Wesson and Councilmember Mike Bonin introduced a motion directing the Department of City Planning Department (DCP) and other City departments, to prepare an ordinance on short-term rentals. Since then, the proposed Home Sharing Ordinance has been approved by the City Planning Commission on June 23, 2016 and the Council's Housing Committee on December 7, 2016. The Council's Planning and Land Use Management (PLUM) Committee will take up the matter on Tuesday, June 13<sup>th</sup>. If the Ordinance is approved by PLUM, it will go to the City Attorney's office for a "form and legality" review.

### Background

Short-term rentals have brought both positive and negative impacts to the City's citizens and neighborhoods. However, a lack of regulatory structure inhibits the ability to enforce current laws and the current ban fails to make a distinction between the occasional sharing of one's home from the wholesale conversion of homes to hotels.

The proposed ordinance provides an opportunity for the City to enact sensible regulations and define what types of short term rentals make sense to be permitted. The ordinance attempts to curb the negative impacts on neighborhoods and the housing stock while establishing a legal framework for responsible home sharing.

The core of the ordinance limits short-term rentals to one's own primary residence, for less than 180 days a year. The limitation to primary residences ensures the protection of long-term housing stock and addresses concerns about loss of residential character.

The ordinance provides for a registration process along with requirements and enforcement policies against unpermitted short-term rentals. These policies will place responsibilities on the hosts as well as the internet companies (hosting platforms) which provide services for hosts. A series of fines and other enforcement mechanisms are established by the ordinance.

### Frequently Asked Questions (FAQ)

#### What are the main eligibility criteria for Home-Sharing?

- Short-term rental of one's own primary residence only
- Not more than 180 days a year
- Possession of a Transient Occupancy (Tax) Registration Certificate from the Office of Finance
- Operation of only one short-term rental in the City
- Approval from landlord (if a tenant)
- Not located in a unit subject to the Rent Stabilization Ordinance (RSO)
- Home-Sharing takes place in area approved for residential us

# HOME SHARING ORDINANCE



## BACKGROUND & FREQUENTLY ASKED QUESTIONS – Updated June 2017

### **How is 'primary residence' defined?**

A primary residence is the home where the resident is present for at least six months of a year. Proof of primary residence will be determined at the time of registration and/or renewal.

### **Which areas of my home can be used for Home-Sharing?**

Areas approved for residential use, according to the Department of Building and Safety. Parts of the property which are not approved for residential uses typically include garages, storage rooms, attics, recreation rooms or temporary structures.

### **Is there a registration fee?**

There will likely be an initial registration fee and then a renewal fee every two years. The fees will help fund the operation and enforcement of the ordinance. The exact amount of the registration and renewal fees will be determined by the City Council.

### **If I own/live in a unit subject to the Rent Stabilization Ordinance (RSO), can I home share?**

No, Home-Sharing is not permitted in buildings under RSO. This is to curtail any motivation to evict tenants or to convert this critical housing stock to short term rentals.

### **Why is there a 180 day limit?**

A limitation on short-term rentals activity is needed to maintain the predominantly long-term residential component of homes and neighborhoods. A cap also minimizes the financial incentive to convert long-term rental units to short-term rentals.

### **How will the ordinance address the conversion of entire apartment buildings into short-term rentals?**

The ordinance curtails the ability of a multi-family building to be converted to short-term rental use. There is a provision of the zoning code (meant for extended stay hotels) which allows for apartment buildings to change their use to short-term rental. It is called a Transient Occupancy Residential Structure. The ordinance would disallow these conversions from apartment buildings.

### **How will the ordinance be enforced?**

Effective enforcement of the ordinance is critical. Other cities have had success pro-actively enforcing the advertisement of short-term rentals when a valid registration has not been obtained. The ordinance would prohibit any listing of a short-term rental without a valid Home-Sharing registration number. An initial notice of violation would be issued where a listing without a registration number is identified. Fines or fees will accrue if the non-permitted activity has not ceased within a specified time. The ordinance provides for the use of several enforcement tools including the Administrative Citation Enforcement (ACE) and the Administrative Nuisance Abatement (ANA) programs. Hosting platforms are required to provide certain information to assist in enforcement cooperation and to remove illegal listings. Additionally, there will be a direct hotline for citizens to register complaints and nuisances. And both hosting platforms and hosts will be asked to maintain and provide written logs of Home-Sharing activity.

### **How will the rights of property owners be protected?**

The ordinance clarifies that renters of units may not engage in Home-Sharing without explicit approval by their landlord. A lease agreement, homeowner's or condo association, or any other legal contract prohibiting short-term rentals shall supersede the Home-Sharing ordinance.

**RE: CF14-1635-S3:  
Home Sharing Ordinance**

To: West Hills Neighborhood Council Board  
From: Government Relations Committee  
Date Approved by Committee: 7/17/17  
Date submitted for Board Consideration: 8/3/17

This motion requests that the City Planning Department, Office of Finance and possibly the CAO’s office prepare and release a Request for Information (RFI) from potential candidates to provide short-term rental permitting and enforcement information technology services.

**RECOMMENDATION to the Board:** The Government Relations Committee recommends a “FOR” vote on CF14-1635-S3.

The City of Los Angeles needs to adopt measures to ensure that the City has the technical capability to manage the registration, implementation, and enforcement processes to protect both affordable housing and neighborhoods while still allowing people to rent part or all of their primary residences for home-sharing (short term rentals).

We support the Los Angeles City Council’s adoption of the Motion to prepare and release a Request for Information seeking information from potential candidates to provide short-term rental permitting and enforcement information technology services.

Quorum: \_\_\_\_\_

For	
For if amended	
Against	

Against unless amended	
No Position Council file discussed but NC could not muster enough votes either way	
Neutral Position	