



CITY OF
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CALIFORNIA



P.O. BOX 4670, WEST HILLS, CA 91308
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WEST HILLS NEIGHBORHOOD COUNCIL

JOINT BOARD AND ZONING & PLANNING COMMITTEE MEETING AGENDA

Tuesday October 14, 2025 @ 6:30 PM

**Chaminade College Preparatory – Condon Center 2nd Floor
23241 W. Cohasset Street, West Hills, CA 91304**

Enter Chaminade through the Cohasset Street entrance between Woodlake and Platt Avenues. Drive through the parking lot, bear left and continue over the hill until you see the Condon Family Technology Center on the left. Park in the nearest lot.

In conformity with the October 6, 2023 enactment of California Senate Bill 411 (Portantino) and La City Council Approval on November 1, 2023, the West Hills Neighborhood Council Joint Board and Zoning & Planning Committee meeting will be conducted virtually, telephonically and in person.

- To attend online via Zoom Webinar: Click or paste the following link into your browser:
<https://us02web.zoom.us/j/85777145429>
- To call in by phone, dial (669) 900-6833, then punch in this Webinar code when prompted: **8577 714 5429**, then press #.
- To attend in person, please attend Chaminade College Preparatory – Condon Center 2nd Floor, 23241 W. Cohasset Street, West Hills, CA 91304

This meeting is open to the public. Doors open 10 minutes before the meeting starts. Those who wish to speak during the meeting may be asked to complete 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.

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| 1. Call to Order | Mr. Bill Rose, Co-Chair
Mrs. Charlene Rothstein, Co-Chair |
| 2. Establish Quorum | Mrs. Carolyn Greenwood, Secretary |
| 3. Comments from the Co-Chairs | Mr. Bill Rose, Co-Chair
Mrs. Charlene Rothstein, Co-Chair |
| 4. Approve meeting minutes of August 12, 2025, and September 9, 2025 | Mrs. Carolyn Greenwood, Secretary |
| 5. Public Comments on Non-Agenda Items | Mr. Bill Rose, Co-Chair
Mrs. Charlene Rothstein, Co-Chair |

OLD BUSINESS

6. Discussion and possible action regarding proposed changes to CUP, Malibu Wines Case #ZA-2017-2535-ZV-PA1 located at 23130 W. Sherman Way, West Hills 91307

Mr. David S. Weinbraub, CEO,
David Weinbraub Consulting
Mr. Devon Freeman,
Manager, Malibu Wines

7. Discussion and possible action regarding LA City Charter Reform recommendations including Article IX

Ms. Penny Newmark, Member

8. Adjournment-Next meeting to be held on TBD

SB 411 Updates - If a Neighborhood Council has a quorum of board members in a physical location, board members who wish to join the meeting via teleconferencing must adhere to AB 2449 rules and regulations. If a Neighborhood Council does not have a quorum of board members in a physical location, they must adhere to SB 411 rules and regulations. In the event of a disruption that prevents the eligible legislative body from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the eligible legislative body's control that prevents members of the public from offering public comments using the call-in option or internet-based service option, the eligible legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption that prevents the eligible legislative body from broadcasting the meeting may be challenged pursuant to Section 54960.1. The eligible legislative body shall not require public comments to be submitted in advance of the meeting and shall provide an opportunity for the public to address the legislative body and offer comments in real time. Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the eligible legislative body, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate. (i) An eligible legislative body that provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to subparagraph, provide public comment until that timed public comment period has elapsed. (ii) An eligible legislative body that does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (D), or otherwise be recognized for the purpose of providing public comment. (iii) An eligible legislative body that provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to subparagraph (D), until the timed general public comment period has elapsed.

Public Input - 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 Board meeting. Public comment is limited to two minutes per speaker, unless adjusted by the presiding officer of the committee.

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, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: NCsupport@lacity.org

Public Posting of Agendas - WHNC agendas are posted for public review at Platt Village, on the Southside of Pavilions, closest to Nothing Bundt Cakes at 6534 Platt Avenue, West Hills, CA 91307 or at our website, www.westhillsnc.org. You can also receive our agendas via email by subscribing to [L.A. City's Early Notification System \(ENS\)](#)

Notice to Paid Representatives - If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code Section 48.01 et seq. More information is available at ethics@lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org

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 our website: www.westhillsnc.org or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the WHNC's executive director via email at michelle.ritchie@westhillsnc.org

Reconsideration and Grievance Process - For information on the NC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the NC Bylaws. The Bylaws are available at our Board meetings and our website www.westhillsnc.org

Servicios De Traducción: 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



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WEST HILLS NEIGHBORHOOD COUNCIL

JOINT BOARD AND ZONING & PLANNING COMMITTEE MEETING DRAFT MINUTES

TUESDAY, September 9, 2025 @ 6:30 P.M.

**Chaminade College Preparatory – Condon Center 2nd Floor
2341 W. Cohasset Street, West Hills, CA 91304**

1. Call to Order at 6:37 P.M. by Bill Rose
2. Quorum was established.

Committee Members Present: Aida Abkarians, Faye Barta (AB2449), Brenda Citrom, Carolyn Greenwood, Glenn Jennings, Kim Koerber, Saif Mogri, Penelope Newmark, Chris Pike, Steve Randall (AB2449), Bill Rose and Charlene Rothstein.

Committee Members Absent: Dan Brin

Other Board Members Present: Brad Vanderhoof.

3. Comments from the Co-Chair(s). Bill thanked everyone for coming and opened the meeting. Char advised that she attended the hearing for the Starbucks project and asked for a continuance. A continuance was given to September 24, 2025. Because of the short time to submit comments, a special meeting will be held on September 18th (zoom only). The hearing officer wants public comments in writing. Char also advised that Malibu Wines tentatively is coming next month. They have been asked to send notices to residents within 300' of the winery regarding the meeting.
4. Minutes from August 12, 2025 were amended and approved.
5. Public Comment on Non-Agenda Items: None

New Business:

6. Discussion and possible action regarding attached files and possible submission of a Community Impact Statement (“CIS”)

Item tabled

Old Business:

7. Discussion and possible action regarding Case #ZA-2023-1899-ZAD-HCA located at 8817-8815 Chatlake Drive West Hills

Bill again stated that we are not here to shut the project down but to hear from the neighbors and the builder before we take a vote on this matter. There were several stakeholders who lived next to or in the area of the project present. Also the builder/owner of the project Amir Samani phoned in to answer any questions. Mr. Samani advised that the builder Mr. Nalo was also on the call. As Char questioned Mr. Samani about the geological report his response was rather sharp and he sounded agitated. When asked about his behaviour he stated that he felt that he was ambushed at the last meeting and he has provided all that was asked of him. He stated he will not live in that neighborhood. He stated he would continue answering valid questions.

The neighbors present asked about the widening of the street and the necessity for doing it. They talked about how there is no street parking on Chatlake Drive and the parking on the site is so limited due to the size of the project; where are the tradesmen going to park and where will he have his building materials? One neighbor presented four previous Administrative Cases where the necessity for widening of the street was determined. There were questions about how long the street could be tied up because of the construction as the size of the street is such that only a single car can pass. This would make it impossible for the residents further up the street to get out should there be an emergency. As there have been heavy rains the past year there are several boulders that could block the road (this has happened in the past).

After hearing from the neighbors and the responses from Mr. Samani, Char made the motion that a letter be sent to the hearing officer with the following recommendations:

- 1- Full frontage widening before construction
- 2- Removal of any loose boulders before construction
- 3- Reduction in project size and footprint
- 4- Construction of a retaining wall at western back portion of site
- 5- Require all staging and trades park onsite
- 6- Require an updated geological report after construction.

Motion passed unanimously.

8. Discussion and possible action regarding revisions to the City Charter including Article IX

Char advised that a subcommittee has been formed. They are starting with going through Article IX. Char asked that the board members and interested stakeholders review the material and give comments to the committee.

9. Discussion and possible action regarding a proposal for Knapp Ranch Park

Karen Newton and Marcie Silverstein stated that they live by the park and are very unhappy with the current condition. They say currently it is unsafe to take a child there; the play structure is old and rusted, there are gopher holes and dog feces throughout the park, dogs are running around unleashed and teenagers are jumping the fence at night. They have tried to contact every agency about the problems and have not received any assistance. Part of the problem seems to be that it is not the main park which is Knapp Ranch Park it is a smaller parcel named Knapp Ranch Addition Park. They are hoping the Council can be of assistance.

Meeting Adjourned by Bill at 8:55



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JOINT BOARD AND ZONING & PLANNING COMMITTEE SPECIAL ONLINE & TELEPHONIC MEETING DRAFT MINUTES

THURSDAY, September 18, 2025 @ 7:00 P.M.

1. Call to Order at 7:00 P.M. by Bill Rose
2. Quorum was established.

Committee Members Present: Aida Abkarians, Faye Barta, Brenda Citrom, Carolyn Greenwood, Glenn Jennings, Kim Koerber, Saif Mogri, Penelope Newmark, Chris Pike, Steve Randall, Bill Rose and Charlene Rothstein.

Committee Members Absent: Dan Brin

3. Comments from the Co-Chair(s)
4. Public Comment on Non-Agenda Items No public present

Old Business

5. Discussion and possible action regarding the Starbucks proposal located at 23717 Victory Boulevard West Hills, CS 91307

The chairs started the discussion. Char stated that when the Zoning Administrator granted the extension it was because they wanted a determination from us. Kim provided information regarding the traffic count that she did (94 cars on Victory that crossed in front of the driveway in five minutes at 4:00 p.m). Saif stated that the issue of traffic was brought up when we first discussed the project and the recommendation was to not allow a left turn because of the short distance. Glenn brought up the possible issue with car exhaust from cars waiting in line. Chris stated the lines are going to be like In and Out. Penny pointed out that it was a sit down restaurant before. She also discussed the observation she and Char made regarding the McDonalds that shares the exit onto Victory. Brenda stated it will

be more of a problem in the morning. Steve stated the the individual owns the property and we may hurt the stakeholder from making a profit.

Bill asked do we have any recommendations. After more discussion the motion was made that the closing time be 10:00 p.m and there be no left turn out of the driveway onto Victory Boulevard. Motion passed unanimously.

Meeting Adjourned by Bill at 7:37

CHARLES J. RAUSCH, JR.
INTERIM CHIEF ZONING ADMINISTRATOR

ASSOCIATE ZONING ADMINISTRATORS

JACK CHIANG
HENRY CHU
LOURDES GREEN
THEODORE L. IRVING
ALETA D. JAMES
FRANKLIN N. QUON
FERNANDO TOVAR
DAVID S. WOLTRAUB
MAYA E. ZAITZEVSKY

CITY OF LOS ANGELES
CALIFORNIA



ERIC GARCETTI
MAYOR

**DEPARTMENT OF
CITY PLANNING**

VINCENT P. BERTONI, AICP
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(213) 978-1271

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DEPUTY DIRECTOR
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<http://planning.lacity.org>

February 16, 2018

Ron Semler (A)
Malibu Management Services No. 2, Inc.
3211 Mulholland Hwy
Malibu, CA 90265

Michael Harris (O)
Sherman Way – West Hills
Partners, LLC
22801 Ventura Boulevard, Unit 111
Woodland Hills, CA 91364

Steve Hunter / Jimmy Lee (R)
Land Design Consultants, Inc
800 Royal Oaks Drive
Monrovia, CA 91016

CASE NO. ZA 2017-2535(ZV)
ZONE VARIANCE
23130 West Sherman Way
Related Cases: CPC-2015-4680-GPA-ZC;
VTT-73814-SL
Zone : (T)(Q)RD5-1; A1-1
D. M. : 183B093; 183B097
C. D. : 12 - Englander
CEQA : ENV-2017-2536-CE
Legal Description: Lots PT 1056 Arb 7, 8,
and 11; TR 1000

Pursuant to Los Angeles City Charter Section 562 and Los Angeles Municipal Code Section 12.27-B, I hereby APPROVE:

a zone variance to permit a change of use to a commercial wine tasting room with an outdoor area with on- and off-site sales of beer and wine as otherwise not permitted in the A1-1 and (T)(Q)RD5-1 Zones, and

a zone variance to permit the required parking area to remain unimproved and not striped in conjunction with the change of use to a commercial wine tasting room with an outdoor area as otherwise required pursuant to LAMC Section 12.21-A, 5 and 6(s),

upon the following additional terms and conditions:

1. All other use, height and area regulations of the Municipal Code and all other applicable government/regulatory agencies shall be strictly complied with in the development and use of the property, except as such regulations are herein specifically varied or required.
2. The use and development of the property shall be in substantial conformance with the plot plan submitted with the application and marked Exhibit "A", except as may be revised as a result of this action.

3. The authorized use shall be conducted at all times with due regard for the character of the surrounding district, and the right is reserved to the Zoning Administrator to impose additional corrective Conditions, if, in the Administrator's opinion, such Conditions are proven necessary for the protection of persons in the neighborhood or occupants of adjacent property.
4. All graffiti on the site shall be removed or painted over to match the color of the surface to which it is applied within 24 hours of its occurrence.
5. A copy of the first page of this grant and all Conditions and/or any subsequent appeal of this grant and its resultant Conditions and/or letters of clarification shall be printed on the building plans submitted to the Development Services Center and the Department of Building and Safety for purposes of having a building permit issued.
6. Approved herein is the change of use of an existing 2,079 square-foot building to a commercial wine tasting room and the establishment of an approximately 12,992 square-foot outdoor garden area. The operations of the wine tasting room and outdoor area shall be subject to the following limitations:
 - a. Hours of operation shall be limited to: 10:00 a.m. to 7:00 p.m., Sunday through Thursday; 10:00 a.m. to 9:00 p.m., Friday and Saturdays. After hours use of the facility, other than for routine clean-up and maintenance, is not permitted.
 - b. The wine tasting room may have a maximum of 28 seats and the outdoor garden may have a maximum capacity of 200 non-fixed seats/occupants
 - c. The establishment shall not provide full dining / kitchen services. Food service shall be limited to food trucks and light snacks.
7. Parking shall be provided pursuant to the Los Angeles Municipal Code, except that the parking area for the required parking spaces may remain unimproved and not striped.
8. Prior to the issuance of a permit, the applicant shall submit proof of a valet service agreement to the Department of City Planning.
9. Live Entertainment is permitted and limited to up to four (4) musicians. Live Entertainment is limited to Fridays, Saturdays, and Sundays, and limited to 9 p.m.
10. The applicant shall not alter any building, fence, or structures that are recognized as part of the Historic Monument.
11. Landscaping shall be in substantial conformance with the Landscape Plan as shown in "Exhibit A".
12. An electronic age verification device shall be retained on the premises available for use during operational hours. This device shall be maintained in operational condition and all employees shall be instructed in its use.

13. No music, sound or noise shall be emitted from the subject businesses at a level prohibited by the noise regulations of the Los Angeles Municipal Code. Any music shall not be audible beyond the area under control of the applicant, and any sound or noise emitted that exceeds the decibel levels permitted by the City's Noise Ordinance and that is under the control of the petitioner shall constitute a violation of Section 116.01 of the LAMC, including any loud, unnecessary or unusual noise that disturbs the peace or quiet of any neighborhood or that causes discomfort. The establishment shall make an effort to control any unnecessary noise made by staff or any employees contracted by the restaurant, or any noise associated with the operation of the establishment, or equipment of the restaurant.
14. There shall be no use of the subject premises which involve Section 12.70 of the Los Angeles Municipal Code uses (Adult Entertainment).
15. The applicant shall be responsible for maintaining free of litter, the area and adjacent to the premises over which they have control.
16. No alcoholic beverage shall be consumed on any property adjacent to the licensed premises under the control of the licensees.
17. No intoxicated person or persons observed publicly drinking shall be admitted to the location.
18. The parking lot of the premises shall be equipped with lighting of sufficient power to illuminate and make easily discernible the appearance and conduct of all persons on or about the parking lot. No commercial lighting will be added with the exception of Italian style outside string lights or similar.
19. There shall be no weddings or like events permitted on the site.
20. "No Left Turn" signage shall be placed at the egress of the site to discourage left turns on to Sherman Way.
21. "No Drinking Beyond This Point" signage shall be placed near areas that lead to the Designated Overflow/Valet Parking Area and designated On-Site Parking Area for the Proposed Wine Tasting Room, as shown on the site plan of "Exhibit A" to the satisfaction of the Zoning Administrator. An exhibit identifying these areas shall be submitted to the Department of City Planning to be included in the case file folder.
22. The applicant shall either provide signage, assign a staff person, or incorporate an appropriate safety mechanism that alerts drivers exiting the premises of students approaching the property's driveways along Sherman Way to reduce potential conflicts with students who walk to and from school to the satisfaction of the Department of City Planning. In the event a staff person is used, the applicant shall inform the Zoning Administrator of the times of day the staff person will be utilized.
23. Signs shall be posted in English and in the predominant language of the facility's clientele, if different, that California State Law prohibits the sale of alcoholic beverages to person who are under 21 years of age.

24. Lighting shall be adequate enough around the property, including in the patio, to make discernible anyone at night. Lighting shall be shielded from residential uses.
25. The applicant/operator shall identify a contact person and provide a "hot line" telephone number during all hours of operation for any inquiries or complaints from the community regarding the subject facility. The phone number shall be provided to the units on the upper floors of the subject building.

The "hot line" shall be:

- a. Posted at the entry, and the cashier.
 - b. Responded to within 24 hours of any complaints/inquiries received on this "hot line."
 - c. Documented in a log and available for review by the Police Department, the Department of Building and Safety and any other City agency upon request.
 - d. This log shall, at a minimum, record when the calls were received, the nature of the complaint, date/time of call returned, and the action taken to address the concern, as well as contact information for the complainant for independent follow up.
26. The applicant shall install video surveillance cameras and monitors inside the premises and cameras outside which show the outside frontage area, to the satisfaction of the Police Department prior to the exercise of the grant. Evidence of compliance shall be submitted by the business operator to the Zoning Administrator. The business operator shall maintain the tapes for at least two weeks and have them made available to the Police Department upon request.
 27. Loitering shall be prohibited on or around the premises under the control of the applicant. Employees shall routinely patrol these areas to insure that no loitering occurs therein.
 28. If at any time during the period of the grant, should documented evidence be submitted showing continued violation(s) of any condition(s) of the grant, resulting in a disruption or interference with the peaceful enjoyment of the adjoining and neighboring properties, the Zoning Administrator will have the right to require the petitioner(s) to file for a plan approval application together with the associated fees, to hold a public hearing to review the petitioner's compliance with and the effectiveness of the conditions of the grant. The petitioner(s) shall submit a summary and supporting documentation of how compliance with each condition of the grant has been attained.
 29. Should there be a change in the ownership or business operator, the owner and/or the business operator shall provide the prospective new owner and/or operator with a copy of these conditions prior to the legal acquisition of the property and/or business. Prior to any closing of escrow for a change in owner or operator, evidence that a copy of this action has been provided to the prospective owner/operator shall be submitted to the Zoning Administrator for inclusion in the file.

30. All licenses, permits, and conditions shall be posted in a conspicuous location at the facility. Additionally, a copy shall be provided to all employees who shall sign an acknowledgement form stating that they have read and understood all of the ABC and variance conditions. Said form shall be maintained at the location by the owner and/or manager who shall present it to Police personnel, ABC investigators, or any other City agency upon request.
31. That the authorized use shall be conducted at all times with due regard for the character of the surrounding district, and the right is reserved by the Zoning Administrator to impose additional corrective conditions, if, in the Administrator's opinion, such conditions are proven necessary for the protection of persons in the neighborhood or occupants of adjacent property or to revoke or amend this authorization if conditions are not met or operation of the site continues to constitute a nuisance.
32. These conditions of approval as well as a copy of any Business permit, insurance information, security, and any emergency contact phone numbers shall be retained on the property at all times and shall be produced immediately upon the request of the Zoning Administrator, the Police Department, the Department of Building and Safety or other enforcement agency.
33. Prior to the effectuation of this grant, a covenant acknowledging and agreeing to comply with all the terms and conditions established herein shall be recorded in the County Recorder's Office. The agreement (standard master covenant and agreement form CP-6770) shall run with the land and shall be binding on any subsequent owners, heirs or assigns. The agreement with the conditions attached must be submitted to the Department of City Planning for approval before being recorded. After recordation, a certified copy bearing the Recorder's number and date shall be provided for inclusion in case file. Fees required per L.A.M.C section 19.01-E(3) for Monitoring of Conditional Use Permits and Inspection and Field Compliance Review of Operations shall be paid to the City prior to the final clearance of this condition.
34. Within one year of the effective date of this determination, all personnel acting in the capacity of manager or server at the premise shall attend at the Los Angeles Police Department "Standardized Training for Alcohol Retailers (STAR)." Upon completion of such training, the applicant shall request the Police Department to issue a letter identifying which employees completed the training. The applicant shall transmit a copy of the letter from the Police Department to the Condition Compliance Unit as evidence of compliance. New employees shall receive such training within 60 days of hiring. Subsequently this training program shall be required for all staff annually.
35. Prior to the clearance of any conditions, the applicant shall show proof that all fees have been paid to the Department of City Planning, Expedited Processing Section.
36. INDEMNIFICATION AND REIMBURSEMENT OF LITIGATION COSTS.

Applicant shall do all of the following:

- (i) Defend, indemnify and hold harmless the City from any and all actions against the City relating to or arising out of the City's processing and approval of this entitlement, including but not limited to, an action to attack, challenge, set aside, void, or otherwise modify or annul the approval of the entitlement, the environmental review of the entitlement, or the approval of subsequent permit decisions, or to claim personal property damage, including from inverse condemnation or any other constitutional claim.
- (ii) Reimburse the City for any and all costs incurred in defense of an action related to or arising out of the City's processing and approval of the entitlement, including but not limited to payment of all court costs and attorney's fees, costs of any judgments or awards against the City (including an award of attorney's fees), damages, and/or settlement costs.
- (iii) Submit an initial deposit for the City's litigation costs to the City within 10 days' notice of the City tendering defense to the Applicant and requesting a deposit. The initial deposit shall be in an amount set by the City Attorney's Office, in its sole discretion, based on the nature and scope of action, but in no event shall the initial deposit be less than \$50,000. The City's failure to notice or collect the deposit does not relieve the Applicant from responsibility to reimburse the City pursuant to the requirement in paragraph (ii).
- (iv) Submit supplemental deposits upon notice by the City. Supplemental deposits may be required in an increased amount from the initial deposit if found necessary by the City to protect the City's interests. The City's failure to notice or collect the deposit does not relieve the Applicant from responsibility to reimburse the City pursuant to the requirement in paragraph (ii).
- (v) If the City determines it necessary to protect the City's interest, execute an indemnity and reimbursement agreement with the City under terms consistent with the requirements of this condition.

The City shall notify the applicant within a reasonable period of time of its receipt of any action and the City shall cooperate in the defense. If the City fails to notify the applicant of any claim, action, or proceeding in a reasonable time, or if the City fails to reasonably cooperate in the defense, the applicant shall not thereafter be responsible to defend, indemnify or hold harmless the City.

The City shall have the sole right to choose its counsel, including the City Attorney's office or outside counsel. At its sole discretion, the City may participate at its own expense in the defense of any action, but such participation shall not relieve the applicant of any obligation imposed by this condition. In the event the Applicant fails to comply with this condition, in whole or in part, the City may withdraw its defense of the action, void its approval of the entitlement, or take any other action. The City retains the right to make all decisions with respect to its representations in any legal proceeding, including its inherent right to abandon or settle litigation.

For purposes of this condition, the following definitions apply:

"City" shall be defined to include the City, its agents, officers, boards, commissions, committees, employees, and volunteers.

"Action" shall be defined to include suits, proceedings (including those held under alternative dispute resolution procedures), claims, or lawsuits. Actions includes actions, as defined herein, alleging failure to comply with any federal, state or local law.

Nothing in the definitions included in this paragraph are intended to limit the rights of the City or the obligations of the Applicant otherwise created by this condition.

37. Prior to the utilization of this grant, a covenant acknowledging and agreeing to comply with all the terms and conditions established herein shall be recorded in the County Recorder's Office. The agreement (standard master covenant and agreement form CP 6770) shall run with the land and shall be binding on any subsequent owners, heirs or assigns. The agreement with the conditions attached must be submitted to the Development Services Center for approval before being recorded. After recordation, a certified copy bearing the Recorder's number and date shall be provided to the Development Services Center for attachment to the subject case file.

OBSERVANCE OF CONDITIONS - TIME LIMIT - LAPSE OF PRIVILEGES

All terms and conditions of the approval shall be fulfilled before the use may be established. The instant authorization is further conditional upon the privileges being utilized within three years after the effective date of approval and, if such privileges are not utilized or substantial physical construction work is not begun within said time and carried on diligently to completion, the authorization shall terminate and become void.

TRANSFERABILITY

This authorization runs with the land. In the event the property is to be sold, leased, rented or occupied by any person or corporation other than yourself, it is incumbent upon you to advise them regarding the conditions of this grant.

VIOLATIONS OF THESE CONDITIONS, A MISDEMEANOR

Section 12.29 of the Los Angeles Municipal Code provides:

"A variance, conditional use, adjustment, public benefit or other quasi-judicial approval, or any conditional approval granted by the Director, pursuant to the authority of this chapter shall become effective upon utilization of any portion of the privilege, and the owner and applicant shall immediately comply with its Conditions. The violation of any valid Condition imposed by the Director, Zoning Administrator, Area Planning Commission, City Planning Commission or City Council in connection with the granting of any action taken pursuant to the authority of this chapter, shall constitute a violation of this chapter and shall be subject to the same penalties as any other violation of this Code."

Every violation of this determination is punishable as a misdemeanor and shall be punishable by a fine of not more than \$2,500 or by imprisonment in the county jail for a period of not more than six months, or by both such fine and imprisonment.

APPEAL PERIOD - EFFECTIVE DATE

The applicant's attention is called to the fact that this grant is not a permit or license and that any permits and licenses required by law must be obtained from the proper public agency. Furthermore, if any Condition of this grant is violated or if the same be not complied with, then the applicant or his successor in interest may be prosecuted for violating these Conditions the same as for any violation of the requirements contained in the Municipal Code. The Zoning Administrator's determination in this matter will become effective after **MARCH 5, 2018**, unless an appeal therefrom is filed with the City Planning Department. It is strongly advised that appeals be filed early during the appeal period and in person so that imperfections/incompleteness may be corrected before the appeal period expires. Any appeal must be filed on the prescribed forms, accompanied by the required fee, a copy of the Zoning Administrator's action, and received and receipted at a public office of the Department of City Planning on or before the above date or the appeal will not be accepted. **Forms are available on-line at <http://planning.lacity.org>**. Public offices are located at:

Downtown	San Fernando Valley	West Los Angeles
Figueroa Plaza 201 North Figueroa Street, 4th Floor Los Angeles, CA 90012 <u>(213) 482-7077</u>	Marvin Braude San Fernando Valley Constituent Service Center 6262 Van Nuys Boulevard, Room 251 Van Nuys, CA 91401 <u>(818) 374-6050</u>	West Los Angeles Development Services Center 1828 Sawtelle Boulevard, 2nd Floor Los Angeles, CA 90025 <u>(310) 231-2598</u>

If you seek judicial review of any decision of the City pursuant to California Code of Civil Procedure Section 1094.5, the petition for writ of mandate pursuant to that section must be filed no later than the 90th day following the date on which the City's decision became final pursuant to California Code of Civil Procedure Section 1094.6. There may be other time limits which also affect your ability to seek judicial review.

NOTICE

The applicant is further advised that all subsequent contact with this office regarding this determination must be with the Zoning Administrator who acted on the case. This would include clarification, verification of condition compliance and plans or building permit applications, etc., and shall be accomplished **BY APPOINTMENT ONLY**, in order to assure that you receive service with a minimum amount of waiting. You should advise any consultant representing you of this requirement as well.

FINDINGS OF FACT

After thorough consideration of the statements contained in the application, the plans submitted therewith, the report of the Zoning Analyst thereon, the statements made at the public hearing on January 16, 2018, all of which are by reference made a part hereof, as

well as knowledge of the property and surrounding district, I find that the requirements for authorizing a conditional use permit under the provisions of Section 12.27 have been established by the following facts:

BACKGROUND

The subject site as it exists today consists of three parcels, with approximately 155,524 square feet of lot area. On October 26, 2016, the City Council denied an appeal and sustained the approval of Vesting Tentative Tract Map No. 73814-SL, which would subdivide the current site. After the recordation of the tract map, the Project Site would be an irregularly shaped site with approximately 78,408 square feet of lot area. The site would have approximately 36 feet of frontage along the eastern side of Woodlake Avenue and 178 feet of frontage along the southern side of Sherman Way.

The site is located within the Canoga Park – Winnetka – Woodland Hills – West Hills Community Plan area and has a land use designation of Low Residential and Very Low Residential. The subject site is currently zoned (T)(Q)RD5-1 and A1-1. According to the zoning map attached to Ordinance No. 184,763, the Project Site would be zoned A1-1 after the recordation of the tract map.

The Project Site is developed with the Canoga Mission Gallery, which is a City of Los Angeles Historic-Cultural Monument (No. 135). The Office of Historic Resources has indicated that the site has been utilized as an art gallery. The Project proposes to change the use of the building to permit the operation of a wine tasting room which would have a maximum of 28 interior seats. The Project does not propose additional floor area for the building. As part of the operations of the wine tasting room, the applicant proposes to designate an approximate 12,992 square-foot outdoor area for outdoor wine tasting. The area would have an occupancy of approximately 200 non-fixed seats.

The change of use would require 23 parking spaces be provided on-site. The applicant has requested a variance to not improve the area in which the parking spaces would be provided. The site is currently improved with gravel. The Office of Historic Resources has indicated that paving the parking area would not fit with the historic nature of the monument.

The applicant proposes to operate the wine tasting room during the hours of 10:00 a.m. to 7:00 a.m. Sunday through Thursday and 10:00 a.m. to 9:00 p.m. on Fridays and Saturdays. The applicant does not propose to have a full service kitchen, but proposes to provide light snacks, such as cheese and crackers to compliment the wine tasting experience. Additionally, the applicant proposes to provide live music Friday through Sunday. The applicant indicates that the Canoga Mission Gallery wishes to holding special functions associated with the wine tasting experience such as receptions, private parties, and corporate parties throughout the year, wedding events are not proposed.

Sherman Way, is a designated Avenue I, dedicated a width of approximately 100 feet and is improved with a roadway and landscaping.

Woodlake Avenue, is a designated Avenue II, dedicated a width of 90 feet and is unimproved.

Previous Cases, Affidavits, Permits, and Orders on the Applicant's Property:

Case No. CPC-2015-4680-GPA-ZC: On September 14, 2016, the City Planning Commission approved and recommended that the City Council adopt an amendment of the land use designation from Very Low Residential to Low Residential and a zone change from A1-1- to (T)(Q)RD5-1 for a portion of the subject site.

Case No. VTT-73814-SL: On October 26, 2016, the City Council denied an appeal and sustained the City Planning Commission's denial of an appeal and approval of Vesting Tentative Tract Map No. 73814-SL for a maximum of 16 lots including 15 small lots and one remainder lot.

Case No. ZA 2012-1146-ELD-SPR-1A: On October 11, 2013, the South Valley Area Planning Commission granted an appeal and overturned the action of the Zoning Administrator in approving an Eldercare Facility.

Previous Cases, Affidavits, Permits, and Orders on the Surrounding Properties:

Case No. CPC-2015-4684-ZC: On September 14, 2016, the City Planning Commission approved and recommended that the City Council adopt a zone change from A1-1 to (T)(Q)RD3-1 for a site located at 23200 Sherman Way.

Case No. VTT-73714-SL: – On October 26, 2016, the City Council denied an appeal and sustained the City Planning Commission's denial of an appeal and approval of Vesting Tentative Tract Map No. 73714-SL for a maximum of 37 lots including 36 small lots and one remainder lot.

Public Correspondence

One phone call was received from a resident in the area requesting additional information regarding the proposed use and expressed concern regarding the volume of cars and the dangerous driving conditions due to the curve in the road.

A letter of support from the West Hills Neighborhood Council, dated December 14, 2017 was submitted to the file. The letter states that the Neighborhood Council voted in support of the project. It should be noted that the letter of support is for a maximum of 200 people and 100 vehicles on site at any given time.

After the public hearing the Associate Zoning Administrator allowed the record to remain open for a period of one week. During that time, one email was submitted requesting clarification of the alcohol request.

Public Hearing

A public hearing was conducted on Tuesday, January 16, 2018, at the Marvin Braude Constituent Services Center on January 16, 2018. The hearing was attended by the applicant's representatives, Michael Harris and David Spiegel, as well as the applicant and his team, neighbors near the project site, and a representative from Council District 12.

Mr. Harris and Mr. Spiegel made the following points:

- The project is requesting on- and off-site sales of beer and wine in the A zone.
- The applicant met with the neighborhood council on three occasions.
- The meeting with the neighborhood council was noticed to all abutting neighbors for the second presentation.
- The Councilmember expressed an interest in the idea of a winery for the subject site.
- A letter of support from the West Hills Neighborhood Council was received, which stated the support for the proposed hours of operation.
- The applicant consents to the No Left turn/Right Turn Only sign off of Sherman Way.
- The project will be limited to 200 people/100 vehicles.
- A traffic study was conducted for the project. The number of attendants was increased in the analysis.
- Data used was from the related neighboring cases, VTT-73714-SL and VTT-73814-SL.
- The applicant concurs with the neighborhood council and is not looking to increase its operating capacity.
- The operation would be seven days a week and include special events.
- Off-site consumption of beer and wine would allow patrons to purchase wine to take home.
- Food preparation would occur through food trucks selling their foods on-site.
- Five outdoor lights will be provided to the satisfaction of DWP.
- The parking lot will be well-lit.
- The applicant met with Officer Jose Fernandez, who expressed non opposition to the project request.
- Live entertainment would only occur on Fridays, Saturdays, and Sundays within the hours recommended by the neighborhood council.

During the public comment portion of the hearing, five people spoke of the project. The following is a summary of the testimony for each speaker:

Speaker: Diane Higgs

- She lives across the street from the site.
- She thought the operation would be open at 11 am not 10 am.
- Wanted to know where delivery trucks and food trucks would be located during operation.

Speaker: Alice Allen

- There are two driveways along Sherman Way.
- Recommended driveways be off of Woodlake Avenue.
- The project should abandon the southwest access points to reduce conflicts with pedestrians.
- The project would create an impact to the historic structure on the site.

Speaker: Rabbi Mark Sobel

- The project should not be granted a permit to sell alcohol pursuant to California Business Code 23789.

- The site is near the walking routes of schools. It has the potential to impact children walking from and to their school along Sherman Way.

Speaker: Chris Matthewson

- Lives on Woodlake Avenue.
- The owner is responsible and wants to participate in the community.

Speaker: Dang Ng, Associate Planning Deputy, Councilmember Mitchell Englander (CD12)

- A change in the maximum seating was considered.
- The original request was to allow for 200 maximum seats.
- The Council Office reviewed the project exceeding this maximum and is okay with the going beyond the maximum.

At the end of the public comment period, the applicant addressed all the comments of the community, including the recommendation of a driveway off of Woodlake. At the conclusion of the hearing, the Associate Zoning Administrator allowed for the public record to be open for one week to allow for the public to respond.

CONDITIONS IDENTIFIED FOR CONSIDERATION BY THE STATE DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL RELATIVE TO THE SALE AND DISTRIBUTION OF ALCOHOLIC BEVERAGES

In approving the instant grant, the Zoning Administrator has not imposed Conditions specific to the sale or distribution of alcoholic beverages, even if such Conditions have been volunteered or negotiated by the applicant, in that the Office of Zoning Administration has no direct authority to regulate or enforce Conditions assigned to alcohol sales or distribution.

The Zoning Administrator has identified a set of Conditions related to alcohol sales and distribution for further consideration by the State of California Department of Alcoholic Beverage Control (ABC). In identifying these conditions, the Office of Zoning Administration acknowledges the ABC as the responsible agency for establishing and enforcing Conditions specific to alcohol sales and distribution. The Conditions identified below are based on testimony and/or other evidence established in the administrative record, and provide the ABC an opportunity to address the specific conduct of alcohol sales and distribution in association with the Conditional Use granted herein by the Zoning Administrator.

They may include those identified during hearing testimony, received as part of correspondence via stakeholder groups, city agency, other responsible agency, Council District, Mayor's office, etc.)

- No "Happy Hour" type of reduced-price alcoholic beverage or "2 for 1" promotion shall be allowed at any time. Discounted food promotions are encouraged.
- There shall be no cocktail lounge or separate bar area.
- There shall be no exterior advertising of any kind or type, including advertising directly to the exterior from within, promoting or indicating the availability of alcoholic beverages. Interior displays of alcoholic beverages or signs which are clearly visible to the exterior shall constitute a violation of this condition.
- The sale of alcoholic beverages for consumption off the premises is prohibited.

- The quarterly gross sales of alcohol shall not exceed the quarterly gross sales of food. The business operator shall maintain records which reflect these numbers and make them available to the Police Department upon request.
- The off-site sale of alcoholic beverages as a secondary use (i.e., "take out") is not permitted.
- No sale of alcohol shall be permitted at any self-service, automated check-out station (checkout conducted primarily by the customer, with assistance by a store monitor) if such are available on the site. All sales of alcohol shall be conducted at a full-service checkout station directly attended by a cashier/checkout clerk specifically assigned solely to that station.
- The alcoholic beverage license shall not be exchanged for a public premises type license nor operated as a public premises.

MANDATED FINDINGS

In order for a variance to be granted, all five of the legally mandated findings delineated in City Charter Section 562 must be made in the affirmative. Following (highlighted) is a delineation of the findings and the application of the relevant facts of the case to same:

1. **The strict application of the provisions of the Zoning Ordinance would result in practical difficulties or unnecessary hardships inconsistent with the general purpose and intent of the zoning regulations.**

The subject property is located within the Canoga Park – Winnetka – Woodland Hills – West Hills Community Plan area, at the southeast corner of Sherman Way and Woodlake Avenue. As previously discussed above, after the recordation of the Vesting Tentative Tract Map No. 73814-SL, the Project Site would consist of approximately 78,408 square feet of lot area. The site is currently zoned A1-1 and is developed with a building known as the Canoga Mission Gallery. The building is designated as a City of Los Angeles Historic-Cultural Monument (No. 135).

As the site is zoned A1-1, commercial uses such as the proposed wine tasting room and the associated sale of beer and wine for on- and off-site consumption would not be permitted. Additionally, the proposed change of use would require that parking be provided consistent with the current regulations. This would entail paving and striping the existing gravel area. Due to the historic designation of the existing building, the ability to utilize the building for a non-commercial use is limited. Additionally, the paving of the gravel area would not fit with the historic nature of the site as designated.

2. **There are special circumstances applicable to the subject property such as size, shape, topography, location or surroundings that do not apply generally to other property in the same zone and vicinity.**

The project site is a residentially zoned property which is developed with a building known as the Canoga Mission Gallery. The building is designated as a City of Los Angeles Historic-Cultural Monument (No. 135). As the site is zoned A1-1, use of the site would be limited to a single-family dwelling and other agricultural uses. The combination of historic designation of the existing building and the agricultural zone presents a special circumstance that is applicable to the subject property that is not

generally applied to other properties in the same zone and vicinity. The ability to rehabilitate and utilize the site for residential uses is limited. The proposed wine tasting room could be conducted within the existing building and would not disrupt the historic nature of the site.

3. **Such variance is necessary for the preservation and enjoyment of a substantial property right or use generally possessed by other property in the same zone and vicinity but which, because of such special circumstances and practical difficulties or unnecessary hardships, is denied the property in question.**

Other A1 zoned properties in the surrounding area are able to develop based on the regulations of the A1 zone. In this instance, the site is developed with an existing building designated as a City of Los Angeles Historic-Cultural Monument (No. 135). The building has historically been utilized for commercial uses and the ability to redevelop the site for residential purposes is limited. The variance for the change of use to wine tasting and to maintain an unpaved parking area would be necessary to continue use of the site that is consistent with the historic designation, while allowing the applicant to effectively utilize the site despite its zoning and historic designation.

4. **The granting of such variance will not be materially detrimental to the public welfare or injurious to the property or improvements in the same zone or vicinity in which the property is located.**

The project site is located along Sherway Way within the Canoga Park – Winnetka – Woodland Hills – West Hills Community Plan area. While the area is developed primarily with low density residential uses, properties to the northeast are commercially zoned and are developed with the West Hills Medical Hospital and Medical Center. The Project Site is currently developed with an existing building known as the Canoga Mission Gallery, which is a City of Los Angeles Historic-Cultural Monument (No. 135). The Project proposes to change the use of the building to allow for a wine tasting room and to establish an outdoor garden area for the on- and off-site consumption of beer and wine.

According to the California State Department of Alcoholic Beverage Control (ABC) licensing criteria for the subject Census Tract No. 1344.22, there are four on-site and two off-site licenses allocated. There is currently one (1) existing on-site license for the sale of beer and wine for a restaurant.

Statistics from the Los Angeles Police Department's Topanga Division reveal that in Crime Reporting District No. 2133, which has jurisdiction over the subject property, a total of 107 crimes were reported in 2016, compared to the area average of approximately 119 crimes and the high crime reporting district average of approximately 42 crimes for the same period. In 2016 there were 0 Liquor Laws, 0 Public Drunkenness, 11 DWI related, 2 Moving Traffic Violations, and 7 other offence-related arrests in the District. These numbers do not reflect the total number of arrests in the subject reporting district over the accountable year. Arrests for this calendar year may reflect crimes reported in previous years.

At the public hearing, comments and issues were raised concerning the location of the driveway and the potential for pedestrian conflicts, especially with school students. The project has been conditioned to maintain the driveway as proposed since its relocation off of Woodlake was not required by the Department of Transportation in their letter, dated December 7, 2017, in addition to potentially conflicting with the queueing of vehicles off of Woodlake Avenue. In regards to pedestrian conflicts, the applicant will be required to provide safety elements to ensure vehicles would be mindful of pedestrians crossing along Sherman Way. The project not striping the parking area would preserve the character and historic nature of the site.

5. **The granting of the variance will not adversely affect any element of the General Plan.**

The granting of the variances will lead to a project that is in conformance with the General Plan and the Winnetka – Woodland Hills – West Hills Community Plan.

Commercial Goals and Objectives of the Community Plan are as follows:

Goal 2: An economically vital commercial sector offering a diversity of goods and services to meet the needs of the community plan area. This means that commercial land use policies must support maximum efficiency and accessibility of commercial development while preserving the historic commercial and cultural character of the district.

Objective 2-1: Conserve and strengthen viable commercial development and encourage recycling of obsolete commercial development.

The granting of the variances will allow for the site to be used for commercial purposes that would bring a unique experience to the area. The use will allow for commercial wine tasting within an outdoor area where on- and off-site sales are permitted. The site would also provide for a venue for special events, thus making use of a site that has limitations based on its zoning and historic nature.

Also, the parking area will remain unimproved and not striped in conjunction with the change of use. The request to have the parking lot remain unstriped preserves the unique nature of the site and contributes to the historic character what's developed on the site. The proposed use and the granted variance requests will help bring a use that encourages the conservation and reuse of the site that is consistent with the community plan.

ADDITIONAL MANDATORY FINDINGS

6. The National Flood Insurance Program rate maps, which are a part of the Flood Hazard Management Specific Plan adopted by the City Council by Ordinance No. 172,081, have been reviewed and it has been determined that this project is located in Zone C.

7. DETERMINED based on the whole of the administrative record, that the Project is exempt from CEQA pursuant to City CEQA Guidelines Article III, Section I Class 5 Category 23, and there is no substantial evidence demonstrating that an exception to a categorical exemption pursuant to CEQA Guidelines, Section 15300.2 applies.

Inquiries regarding this matter should be directed to May Sirinopwongsagon, Planning Staff for the Office of Zoning Administration.



Henry Chu
Associate Zoning Administrator

HC:MS:bk

cc: Councilmember Mitchell Englander
Twelfth District
Adjoining Property Owners
Interested Parties

Revised 10/06/25

LA City Charter Reform Commission

The Charter Reform Commission was [established](#) by Mayor Karen Bass and the Los Angeles City Council in August 2024. The Commission is tasked with reviewing the City Charter and developing recommendations for amendments and revisions for consideration by the City Council and Mayor. It is a civilian board that will be comprised of 13 Commissioners:

- Four appointed by the Mayor.
- Two appointed by the Council President.
- Two appointed by the Council President Pro Tempore.
- Five appointed by the initial eight members through an application process.

All appointments are subject to confirmation by the City Council.

The LA City Charter is the foundational legal document that governs the structure and operation of the city government. It serves as the City's constitution, outlining the roles, powers, and responsibilities of City officials and departments.

The Commission will have the authority to review the entire Charter and also specifically consider changes recommended by the Council. Among the subjects suggested for review are improving the delivery of City services, revising the City's contracting process, revising the City's budgeting process, establishing a consistent procedure for filling vacancies in elected offices, defining the rules for censure and suspension of elected officers, and exploring an increase in the number of Council districts. The Commission's recommendations will be submitted to the City Council in early 2026 for possible inclusion on the November 2026 ballot.

- NC and citizens should be allowed to review and evaluate Charter Commissioners
- Eliminate requirement that commission members submit a letter of separation when they are appointed which undermines their ability to act independently.
- Regular reviews or sunset clauses for City Commissions to prevent outdated or redundant bodies from serving indefinitely

What are Neighborhood Councils

****We are not a grassroots organization**

Correct definition of Grassroots: movements associated with bottom-up, rather than top-down decision-making, and sometimes considered more natural or spontaneous than more traditional power structures; organizations formed by citizens rather than by politicians. The City definition of grass roots is a system that enables and encourages *participation* of ordinary citizens.

Purpose

To promote more citizen participation in government and make government more responsive to local needs, a citywide system of neighborhood councils, and a Department of Neighborhood Empowerment is created. Neighborhood councils shall include representatives of the many diverse interests in communities and shall have an advisory role on issues of concern to the neighborhood.

By creating a network of community-based councils, Article IX fosters an accessible, responsive and inclusive system of participatory decision-making with a collaborative leadership actively involving stakeholders and community members.

These amendments aim to maximize the impact and effectiveness of this system with the City's ongoing commitment to Neighborhood Councils by allocating essential funding, developing skills and knowledge, sharing resources and supporting vital collaborations with City departments and officials. Investing in the success of the Neighborhood Councils is an investment in the City of Los Angeles when each community has a significant role in shaping their own unique qualities.

Neighborhood Councils are a bridge between communities and City Hall resulting in a meaningful, realistic discourse that must be acknowledged, accepted and incorporated in City policies and procedures.

- Mission of NC-Foster sense of community and civic engagement
- NCs provide a forum for discussions and deliberation on issues
- NCs facilitate communication and collaboration between community members, City departments, the City Council, the Mayor and the State and Federal government representatives.
- NCs reach out to involve a diverse community population
- NCs provide multiple and accessible opportunities for the community to learn about, discuss and share input on City policies, programs and decisions.

Bill of Rights (Discussions tabled to November meeting when Char can attend)

NC must have more independence from City oversight

- NC should be able to make their own budget decisions, including budget item for Board elections

Powers of NC

- NC members are volunteers, not City employees, and therefore should not have oppressive and over regulated rules that waste valuable time and efforts that could better serve our communities.
- NCs, City officials and community members will develop a strategic plan to promote ongoing dialogue and collaboration.
- Community & NC input will be integrated with measurable steps into the City decision-making process.
- Continuously evaluate and improve processes and structures
- NCs will have the power to continuously evaluate and require changes in City oversight to improve processes and structures.
- Empower the community with knowledge, skills, and resources they need to effectively participate in governmental decisions.
- NCs will develop and advocate for policies, programs that address the uniqueness of each community and improves quality of life.
- NCs to advise the City and the City will support their marketing strategies reaching out to the community. NCs will be responsible prioritizing the development and implementation of effective marketing and communication strategies to engage and mobilize the community.

- Because NC better represent the uniqueness of their communities on development projects, they must be given the power to make land use decisions.
- NCs must have the ability to appeal discretionary land use decisions and participate with authority equal to the City in administrative proceedings. Eliminate the Area Planning Commissions (APC) or accept reforms stipulated by NCs. APC's must be free from political influence, include members with relevant subject-matter expertise and avoid conflict of interest by rejecting associations with development enterprises.
- NCs have the authority to change the election process for NC Boards. The entire process including eligibility requirements are cumbersome, confusing and reduces participation.
- NCs have the authority to remodel the election system including voter eligibility (voters already registered) and voting procedures, election timing, Board term limits and marketing decisions.
- NCs shall have the right to agendaize and discuss any matter of community concern at their meetings, and to request the presence of City officials or staff to address these matters.
- NCs will have the power to monitor the delivery and quality of City services in their respective communities and to provide input and recommendations to the City Council, Mayor and City departments.
- NCs will create standing committees for City services and City departments will give substantial weight to NC recommendations.

City Council

Increasing City Council members may not improve representation. Costs could negate adding another council district. More campaign dollars are spent from special interests.

- Some City Council meetings should be held on week nights and weekends to allow for more community participation.
- PLUM Committee Agenda items will be taken into consideration and meetings will be held in closer proximity to the affected community, not downtown LA. For West Hills, the location would be Van Nuys.
- Community members will have more time to speak at City Council meetings allowing for increased participation.
- Each NC member is allowed to speak before City Council and City Council committee meetings for up to five minutes on topics that affect their jurisdiction.
- City Councilmembers cannot share their positions on pending matters outside the formal public hearing process to develop consensus in ways that are not transparent.

City, City Council, City Planning and City Commissions

- NCs shall be recognized as legitimate and professional bodies, deserving of respect and cooperation from all City governance, including the City Council, Mayor's office, City Departments and other governmental entities.
- When requests are made 30 days in advance of a NC Board or Committee meetings, all City departments must provide a representative to attend.
- NCs are to be included as an essential decision maker with the City and thereby be notified of issues affecting their communities as soon as the City is notified.
- In public hearings, meetings, and other forums NCs will be given a higher status than the general public in providing recommendations including priority in speaking order with NCs being called upon first and NC's allowed to ask questions of City officials or staff beyond the scope of general public comment.

- If the City does not agree with a position taken by the NC, the City must release an explanation in sufficient time to the Board president for the community and the NC to respond before the approval deadline.
- Agenda notifications for City Council and committee meetings, City Commission meetings, hearings must be available four days (96 hrs) in advance of meeting dates for NCs and the public to plan their participation.
- NCs must be notified within 48 hours by email when land use applications in their areas are received by City Planning.
- When a decision is made by City Planning, the Board of Building and Safety departments and respective Commissions contrary to the NCs recommendation, a written finding must be issued to the NC corroborating that public welfare is at risk and inconsistent with the Community Plan and priorities.
- NC should be able to file appeals for land use issues and fees should be waived
- Re-establish the Board of Zoning Appeals to provide an impartial, expertise-driven review of contested land use decisions.
- Re-establish an assigned City attorney and a police officer to each NC.
- Preserve Rule 245(e) that City Council to correct an erroneous decision made by the City Planning Commission or Area Planning Commission. This provision grants the Council the same authority to act on a matter as that originally held by the Planning Commission.
- Charter mandated, case by case review of all City Commissions, i.e., prohibit commission seats from being used as rewards for political donors, campaign surrogates or insiders lacking relevant expertise. Mayoral appointments are particularly susceptible.
- The City shall provide NCs access to City data, information, and resources necessary to effectively fulfill their roles and responsibilities.
- City departments will provide a written response to all formal communications, including CIS within 30 days of receipt and the response will include: acknowledgment of issues, concerns or recommendation; describe how department will consider or utilize the input provide by the NC; and information on the outcome or resolution of the issue, policy or legislation addressed in the communication/CIS. If a resolution has not been reached within 30-day response period, the City department will provide the NC with regular updates until a final determination is known. A tracking system to monitor departments responsiveness will be developed and available to NCs.
- Require that all virtual meetings of City Council, committees and Commissions be recorded and preserved.
- NC's City shall be actively involved with City departments in the planning, implementation, and evaluation of community outreach programs/activities.
- The City must protect NC Board members and their communities by requiring that all Board candidates be fingerprinted and pass the background check
- Strengthening the Ethics Commission's independence, funding and enforcement authority and insulating it from political considerations.
- Adopt City Controller Kenneth Mejia's August 20, 2025 Letter to the Los Angeles City Charter Reform Commission in its entirety.

BONC (Board of Neighborhood Commissioners)

Volunteers appointed by Mayor and confirmed by City Council; set policy and provide oversight for NCs; has broad and binding policy making authority with respect to system of NCs; subordinate to City Council's legislative authority; vested with decision making authority in specified areas with respect to contracts, leases, rules and regulations governing NC, certify and de-certify NCs and approve boundary adjustments and by-law amendments.

BONC limited to an advisory role on balance of DONE operations. BONC lacks distinguishing feature of a managing commission: the authority to direct the general manager in the carrying out of department affairs. Accordingly, the respect to departmental operations BONC may only play an advisory role.

- Eliminate BONC entirely OR
- Decrease BONC oversight, less BONC, more direct NC empowerment: shift decentralized system where individual NCs have more flexibility and resources to act on local needs.
- Review BONC and Empower LA responsibilities for duplications, decisions, to decrease confusion, misinformation. Decrease oversight of NCs. NCs are volunteers, not paid City employees. Time spent by NCs should be to help the community, not satisfy BONC's and Empower LA's multitude (and growing) requirements over NC Board members. Review and reduce required trainings for Board members and stakeholders.
- Mandatory trainings costs in budget, how much and what is worthwhile? Payment for Cornerstone training; many software issues, why did the City hire them? What trainings are necessary for Board members and stakeholders?

DONE (Department of Neighborhood Empowerment, **Empower LA;**

City paid staff; answers to BONC; recently created Office of City Engagement

Empower LA/Budget

FY 2026-2026 Budget: \$4,310,086, increase of \$380,021 from previous FY year; enhance operational improvements, direct support services of NC; promote greater participation and involvement from NC leaders and residents; includes funds that align with Mayor's goals, including homelessness, public safety and city services

Note: Section 904 of the Charter directs Department of Neighborhood Empowerment "to develop a Plan for a citywide system of neighborhood councils.....Certified NCs shall be as independent, self-governing, and self-directed as possible."

NC Budgets

- To fulfill their purpose and mission, NCs will receive adequate and consistent funding from the City, separate from and in addition to any funds available through optional Neighborhood Purpose Grants. This core funding shall be sufficient to support the basic operations, successful outreach, and participation of NCs. NCs and the City will share equally in budgetary decisions.
- NCs must have a greater authority over their budgets
- The City Council and the Mayor will not use the availability of Neighborhood Purpose Grants to justify reducing or limiting the core funding and support provided to NC.
- NCs must have access with costs paid by the City to maintain digital platforms, tools and resources to facilitate online engagement, communication and collaboration among NCs, their respective community and City agencies to prevent barriers to digital participation.