



CITY OF
LOS ANGELES
CALIFORNIA



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WEST HILLS NEIGHBORHOOD COUNCIL

FINAL BOARD MEETING MINUTES February 1, 2018

de Toledo High School, 22622 Vanowen Street, West Hills

ATTENDANCE:

Present Aida Abkarians, Faye Barta, Sandi Bell, Simone Best, Anthony Brosamle, Thomas Booth, Dan Brin, Bob Brostoff, Margery Brown, Carolyn Greenwood, Bonnie Klea, Olivia Naturman, Steve Randall, Bill Rose, Charlene Rothstein, Myrl Schreiberman, Ron Sobel, Bobbi Trantafello, Joan Trent, Brad Vanderhoof, Ed Young and Joanne Yvanek-Garb

Absent: Alec Uzemeck

OPENING BUSINESS:

President and Co-Chair Dan Brin called the meeting to order at 7:05 p.m. Secretary Carolyn Greenwood called roll and established **quorum**.

Meeting Minutes January 4, 2018 were approved as written.

18-0005 – Discussion and possible action regarding approval of the WHNC's December 2017 Monthly Expenditure Report (MER)

December 2017 MER approved with a vote of 22 ayes and 1 absent.

COMMENTS FROM THE CHAIR:

Comments from the Chair: Co-chair, Mr. Dan Brin stated that he had a good time at the homelessness count event. Many of those on the board were there. We did a good thing for the community and for building community, as several other neighborhood councils took part. An interesting fact was that one minor was identified as living on the streets.

Other news: Spring Fest is coming up March 31st at Shadow Ranch Park and there is an important event coming on Surviving and Active Shooter.

ANNOUNCEMENTS:

LAPD Officer Sean Dinse spoke about how crimes are not being reported. The example he gave is that Ralph's now has three security guards yet the department has not been made aware of an increase of crime there. He also spoke about how many of the homeless the officers deal with are homeless because of mental illness or drug use. They are unable to impound RV's at this time because all the tow yards are full.

Kathleen Quinn, Neighborhood Council Advocate from the Department of Neighborhood Empowerment, advised that the Empower LA Awards are now open. She advised that the City Clerk has drafted clear policies on funding and they were posted on line today. Also she advised that there will be interactive workshops on elections. Two are being held in the valley, February 12th at the Marvin Braude Center, Van Nuys and March 19th at the Canoga Park Community Center, Canoga Park.

COUNCIL ANNOUNCEMENTS:

Education Committee – They have six NPG's (Neighborhood Purpose Grants). Three have been approved and they are working on the others. Pomelo won the Robotics Challenge and is now going to the national competition.

Streets & Transportation – The safety posters designed by the elementary school children are posted at the Platt Library for all to enjoy. They are working to reduce West Hill traffic/pedestrian accidents to Zero by 2025.

Bylaws – Will be wrapping things up at the next meeting Wednesday, February 7th.

Homelessness Committee – Thanked all those who volunteered for the homelessness count. Their next meeting will be Monday, February 26 because of the holiday.

Beautification – A big shout-out to the Reseda ROTC for their assistance at the last cleanup. Next community cleanup will be on Saturday, February 17th at Woodlake and Saticoy. They will meet at Field's Market.

Environment Committee – The meeting is next Wednesday, February 14th. Please bring ideas on subjects you think they should work on.

Community Senior Center – They are still actively working with the councilman and others to secure a site.

Health – There is a very nasty flu going around. There are hints for avoiding and surviving the flu on the website.

Zoning and Planning – Next meeting will be Tuesday, February 13th at 6:30 p.m. They will be discussing violations of the CUP by Shomrei Torah and Highlander Road.

Budget Advocates – Regional Budget Day was January 20th. The Budget Advocates Survey 2018 is now on line.

Bob Brostoff – Encouraged all board members to find sponsors for Spring Fest. Forms are available on line.

PUBLIC COMMENT:

Corinne Ho advised that there is a working group to look at how funding is allocated to each neighborhood council. Coming in March there is a Human Trafficking Forum. She is looking for someone from WHNC to be on the planning committee. On April 28th there is an event “Planning One’s Life” with Sheila Kuehl.

Barry Seybert advised that the light to be installed at Highlander is a ‘smart’ light. It will only change when there is cross traffic present.

Craig Spredeman asked what we thought of having only one day to collect signatures necessary to run in the Special Election. He stated he was thinking of running until he realized that in lieu of paying he would only have one day to collect the necessary signatures.

CERTIFICATES OF APPRECIATION:

Dan Brin presented a Certificate of Appreciation to Barry Seybert for all his work on the West Hills Neighborhood Council. Barry was one of the original board members along with Sandi Bell, Bill Rose and Bobbi Trantafello, who are still presently on the board.

NEW BUSINESS:

18-0006 – Discussion and possible action on filling two vacant seats on the West Hills Neighborhood Council Board.

Charlene Rothstein advised that these positions would be filled until the election in 2021. The first vote was to fill the seat vacated by Barry Seybert. The vote was Ivan Blume 14, Steve Kallen 7 and Zachary Volet 1. The second vote was to fill the seat vacated by Michael Teitelbaum. The vote was Steve Kallen 14 and Zachary Volet 8. The two new board members are Ivan Blume and Steve Kallen.

18-0008 – Discussion and possible action regarding submitting a CIS on Council File 17-1422, the Permanent Support Housing Amendment.

Frances Lapides, representing the League of Women Voters, stated that they are a nonpartisan group. They had been working on this possible solution for some time. In fact, after doing their research on the subject they developed a booklet entitled “Yes in My Backyard.” The booklet is available on line at yesmyla.org.

Saydr Roberts said her response is not in my backyard. She does not want them to build supportive housing in her neighborhood.

Jacqueline Young advised that Councilman Mitch Englander has a home for the homeless in Northridge.

After some discussion, a straw vote was taken of the board. Eleven were in favor of voting on the CIS and ten were in favor of it going back to committee for additional clarification. Supporters of the CIS decided to table the motion.

18-0007 – Discussion and Possible Action regarding submitting a CIS on Council File 17-1432, the Motel Conversion.

After discussion additional language was added. The motion voted on stated approval of a CIS, in favor if amended, on Council File 17-1432, The Motel Conversion with the understanding that this CIS may be supplemented by conditions to be determined and approved by the Zoning and Planning Committee. The CIS in support of Council File 17-1732 with additional language was approved with 22 ayes and 1 no and 1 absent.

18-0009 – First reading to amend the WHNC Bylaws, Article V, Section 6 Vacancies on the Board.

Brad Vanderhoof read new language approved by the Bylaws Committee.

18-0010 – First reading to amend the WHNC Bylaws Article VII, Section 3, Committee Creation and Authorization.

Bob Brostoff read new language approved by the Bylaws Committee.

18-0011 – First reading to amend the WHNC Bylaws, Article V, Section 1, Composition and Table B.

Brad Vanderhoof read new language and change to Table B approved by the Bylaws Committee.

18-0012 – Discussion and possible action to the WHNC Standing Rules change Article V Section 9 Removal of Governing Board Members.

Motion tabled until next month.

18-0013 – Discussion and possible action to support the active shooter community forum on February 6, 2018.

Board voted unanimously in support of event.

18-0014 – Discussion and possible action on approving approximately \$43.76 to Joan Trent for Vision Zero Awards.

Motion approved with 23 ayes and 1 absent.

18-0015 - Discussion and possible action on approving Neighborhood Council Event Approval Form for Spring Fest 2018.

Form approved with 23 ayes and 1 absent.

18-0016 – Discussion and possible action on approving funding request form for Spring Fest 2018 bus bench ads in amount of \$200.

Funding request approved with 23 ayes and 1 absent.

18-0017 – Discussion and possible action to approve spending an amount not to exceed \$350 on tools and supplies for the community cleanup events.

Spending request approved with 23 ayes and 1 absent.

Meeting adjourned 9:50 p.m.

Monthly Expenditure Report



Reporting Month: December 2017 Budget Fiscal Year: 2017-2018

NC Name: West Hills Neighborhood Council

| Monthly Cash Reconciliation | | | | | |
|-----------------------------|-------------|-------------------|-------------|-------------|---------------|
| Beginning Balance | Total Spent | Remaining Balance | Outstanding | Commitments | Net Available |
| \$34536.56 | \$5385.73 | \$29150.83 | \$30.43 | \$0.00 | \$29120.40 |

| Monthly Cash Flow Analysis | | | | | |
|---------------------------------------|----------------|------------------------|------------------------|----------------------------------|---------------|
| Budget Category | Adopted Budget | Total Spent this Month | Unspent Budget Balance | Outstanding | Net Available |
| Office | \$32150.00 | \$2613.60 | \$19475.19 | \$0.00 | \$19444.76 |
| Outreach | | \$2772.13 | | \$30.43 | |
| Elections | | \$0.00 | | \$0.00 | |
| Community Improvement Project | \$1500.00 | \$0.00 | \$1500.00 | \$0.00 | \$1500.00 |
| Neighborhood Purpose Grants | \$9850.00 | \$0.00 | \$9850.00 | \$0.00 | \$9850.00 |
| Funding Requests Under Review: \$0.00 | | Encumbrances: \$0.00 | | Previous Expenditures: \$7289.08 | |

| Expenditures | | | | | | |
|--------------|-----------------------|------------|---------------------------|--------------------------------|--------------|----------|
| # | Vendor | Date | Description | Budget Category | Sub-category | Total |
| 1 | THE WEB CORNER | 12/01/2017 | (Credit card transaction) | General Operations Expenditure | Outreach | \$150.00 |
| 2 | PAVILION #2225 | 12/05/2017 | (Credit card transaction) | General Operations Expenditure | Outreach | \$28.36 |
| 3 | KRISTAL GRAPHICS | 12/07/2017 | (Credit card transaction) | General Operations Expenditure | Outreach | \$52.76 |
| 4 | KRISTAL GRAPHICS | 12/07/2017 | (Credit card transaction) | General Operations Expenditure | Outreach | \$1.64 |
| 5 | THE WEB CORNER | 12/08/2017 | (Credit card transaction) | General Operations Expenditure | Outreach | \$300.00 |
| 6 | STARBUCKS STORE 00563 | 12/18/2017 | (Credit card transaction) | General Operations Expenditure | Outreach | \$15.95 |
| 7 | KRISTAL GRAPHICS | 12/20/2017 | (Credit card transaction) | General Operations Expenditure | Outreach | \$3.12 |
| 8 | OFFICE DEPOT #661 | 12/22/2017 | (Credit card transaction) | General Operations Expenditure | Outreach | \$14.03 |

| | | | | | | |
|------------------|--|------------|-----------------------------------|--------------------------------------|----------|------------------|
| 9 | USPS KIOSK 0512449552 | 12/22/2017 | (Credit card transaction) | General Operations Expenditure | Outreach | \$9.80 |
| 10 | Prince of Peace Chrch Fspl Agnts Fr | 11/28/2017 | HOLIDAY FOOD DRIVE | General Operations Expenditure | Outreach | \$500.00 |
| 11 | AppleOne Employment Services | 12/05/2017 | Per 2017-2018 budget line item | General Operations Expenditure | Office | \$980.10 |
| 12 | AppleOne Employment Services | 12/06/2017 | APPROVED ON BUDGET LINE ITEM | General Operations Expenditure | Office | \$1633.50 |
| 13 | SIMONE BEST | 12/07/2017 | COMMUNITY EDUCATION | General Operations Expenditure | Outreach | \$62.97 |
| 14 | AppleOne Employment Services | 12/08/2017 | LINE ITEM ON 2017-2018 BUDGET | General Operations Expenditure | Outreach | \$1633.50 |
| Subtotal: | | | | | | \$5385.73 |

| Outstanding Expenditures | | | | | | |
|------------------------------|--------------------|------------|------------------------------|--------------------------------------|--------------|----------------|
| # | Vendor | Date | Description | Budget Category | Sub-category | Total |
| 1 | MYRL SCHREIBMAN | 12/06/2017 | SNACKS FOR CLEAN UP EVENT | General Operations Expenditure | Outreach | \$30.43 |
| Subtotal: Outstanding | | | | | | \$30.43 |

WHNC Controller's Audited Expense Report
November/December, 2017

| | Committee | Item | Budget | Jul-17 | Aug-17 | Sep-17 | Oct-17 | Nov-18 | Ded-18 | Total Spent | Pending | Total Spent + Pending | % Spent + Pending | Balance |
|---|---------------|-------------------------|------------------|---------------|-----------------|-----------------|---------------|-----------------|-----------------|-----------------|--------------|-----------------------|-------------------|------------------|
| General & Operational Office | | | | | | | | | | | | | | |
| | | Meeting Rent | 5.00 | | | | | | | 0.00 | | | 0% | 5.00 |
| | | P.O. Box Rental | 284.00 | | | | | | | 0.00 | | | 0% | 284.00 |
| | | Temp Staff | 16,988.00 | | 3,267.00 | 980.10 | | | 4,247.10 | 8,494.20 | | 8,494.20 | 50% | 8,493.80 |
| | | Rack Space | 440.00 | | | | | 106.92 | | 106.92 | | 106.92 | 24% | 333.08 |
| Sub Total | | Sub Total | 17,717.00 | 0.00 | 3,267.00 | 980.10 | 0.00 | 106.92 | 4,247.10 | 4,247.10 | 0.00 | 8,601.12 | 49% | 9,115.88 |
| Outreach | | | | | | | | | | | | | | |
| | Comm | Board Mtg Expenses | 700.00 | 193.50 | 57.48 | 54.17 | 76.40 | 145.84 | 81.13 | 608.52 | | 608.52 | 87% | 91.48 |
| | Comm | Committee Printing | 200.00 | 4.00 | | | 27.86 | 9.00 | 24.98 | 65.84 | | 65.84 | 33% | 134.16 |
| | Comm | iContact | 530.00 | | | | | | | 0.00 | | 0.00 | 0% | 530.00 |
| | Comm | Hot Spot | 0.00 | | 93.97 | | | | | 93.97 | | 93.97 | 100% | -93.97 |
| | Comm | Web Site Maintenance | 1,800.00 | | | 150.00 | 150.00 | 150.00 | 450.00 | 900.00 | | 900.00 | 50% | 900.00 |
| | Comm | Memorial Day Parade | 1,500.00 | | | | | | | 0.00 | | 0.00 | 0% | 1,500.00 |
| | Comm | Communicatons Comm | 160.00 | | | | | | 62.97 | 62.97 | | 62.97 | 39% | 97.03 |
| | Comm | Web Site Improvement | 500.00 | | | | | | | 0.00 | | 0.00 | 0% | 500.00 |
| | Comm | Promo | 385 | | | | | | | 0.00 | | 0.00 | 0% | 385.00 |
| | Comm | Tabling | 511 | | | | | | | 0.00 | | 0.00 | 0% | 511.00 |
| | Comm | Fall Fest | 2,155.00 | | | | | 1,658.22 | | 1,658.22 | | 1,658.22 | 77% | 496.78 |
| | Comm | Bus Bench Ads | 400.00 | | | | | | | 0.00 | | 0.00 | 0% | 400.00 |
| | Home | Faith Based Outreach | 600.00 | | | | | | | 0.00 | | 0.00 | 0% | 600.00 |
| | Home | Home Grown Outreach | 400.00 | | | 8.90 | | | 15.95 | 24.85 | | 24.85 | 6% | 375.15 |
| | Home | LAHSA Connect Day | 500.00 | | | | | | 500 | 500.00 | | 500.00 | 100% | 0.00 |
| | Home | Shower Project | 700.00 | | | | | | | 0.00 | | 0.00 | 0% | 700.00 |
| | Home | Students | 600.00 | | | | | | | 0.00 | | 0.00 | 0% | 600.00 |
| | Home | Homeless Count LAHSA | 75.00 | | | | | | | 0.00 | | 0.00 | 0% | 75.00 |
| | S&T | Streets/Transportation | 2,000.00 | | | | | | | 0.00 | | 0.00 | 0% | 2,000.00 |
| | Gov't | EMPLA Awards | 100.00 | | | | | | | 0.00 | | 0.00 | 0% | 100.00 |
| | Gov't | Budget Advocates | 100.00 | | | | | | | 0.00 | | 0.00 | 0% | 100.00 |
| | Gov't | VANC | 200.00 | | | | | 200.00 | | 200.00 | | 200.00 | 100% | 0.00 |
| | Gov't | EMPLA Congress | 300.00 | | | | | | | 0.00 | | 0.00 | 0% | 300.00 |
| | Unallocated | | 17.00 | | | | | | | 0.00 | | 0.00 | 0% | 17.00 |
| Sub Total | | Sub Total | 14,433.00 | 197.50 | 151.45 | 213.07 | 254.26 | 2,163.06 | 1,135.03 | 4,114.37 | 0.00 | 1,216.28 | 8% | 10,318.63 |
| CIP | | | | | | | | | | | | | | |
| | Beautificatio | Grant | 1,500.00 | | 2.46 | | 6.02 | 5.58 | 3.60 | 17.66 | 30.43 | 48.09 | 1% | 1,482.34 |
| Sub Total | | Sub Total | 1,500.00 | 0.00 | 2.46 | 0.00 | 6.02 | | 3.60 | 17.66 | 30.43 | 48.09 | 1% | 1,482.34 |
| NPG | | | | | | | | | | | | | | |
| | Education | Education NPG's | 9,850.00 | | | | | | | 0.00 | | | 0% | 9,850.00 |
| | | Pomelo | | | | | | | | 0.00 | | 0.00 | | 0.00 |
| | | Hamlin | | | | | | | | 0.00 | | 0.00 | | 0.00 |
| | | Enadia | | | | | | | | 0.00 | | 0.00 | | 0.00 |
| | | Haynes | | | | | | | | 0.00 | | | | |
| | | Capistrano | | | | | | | | 0.00 | | | | |
| | | Welby Way | | | | | | | | 0.00 | | | | |
| | | Blankets of Love \$500 | | | | | | | | 0.00 | | 0.00 | | 0.00 |
| | | Best Foot Forward \$500 | | | | | | | | 0.00 | | 0.00 | | 0.00 |
| Sub Total | | Sub Total | 9,850.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | 0.00 | | 0.00 | 0% | 9,850.00 |
| Grand Total | | Grand Total | 43,500.00 | 197.50 | 3,420.91 | 1,193.17 | 260.28 | 2,269.98 | 5,385.73 | 8,379.13 | 30.43 | 9,865.49 | 23% | 30,766.85 |

West Hills Neighborhood Council Board Vacancy Application Form

Thank you for your interest in serving with the West Hills Neighborhood Council. Please fill out the form below to submit your application to our Vacancy Committee by August 3, 2017. If you have any questions, comments or concerns, please contact Vacancy Ad Hoc Committee Co-Chairs Charlene.Rothstein@westhillsnc.org or Steve.Randall@westhillsnc.org . Thank you and we look forward to seeing your response.

Name *

Ivan Blume

Phone Number(s) *

[REDACTED]

Email Address *

[REDACTED]

Occupation *

Architectural designer / Realtor

Home Address *

[REDACTED]

Agenda Item 18-0006

Work Address (If Applicable)

Stakeholder Status *

I live, work, or own property in West Hills.

How did you hear about the WHNC? *

I was referred by Myrl Schreibman to provide the architectural renderings for the community cultural senior center.

How often do you attend WHNC meetings? *

Once to two times a month.

Why do you wish to participate on the WHNC Board of Directors? *

I wish to provide my community with a particular set of skills i have acquired over my life as an Architectural Designer, a United States Navy Veteran, and a Realtor.

What are your goals for the community? *

My goals for the community are to help keep our neighborhood a place everyone can be proud of living in, by improving public perception, figuring out ways of keeping our neighborhood cleaner, safer, and more welcoming for our citizen's opinions.

Are you prepared to contribute at least 10 hours a month to community service through the council? *

Absolutely.

What areas of community services particularly interest you? *

The areas that interest me are the development of the Cultural Senior Center, and the beautification committee.

Do you have any special interests that might conflict with Neighborhood Council responsibilities? *

No.

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Agenda Item 18-0006

Board Vacancy Application for West Hills Neighborhood Council

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Personal Information

Name *

Tim Frailly

Phone Number *

[REDACTED]

E-Mail *

[REDACTED]

Occupation *

Business Owner

Home Address *

[REDACTED]

Work Address (If Applicable)

Stakeholder Status *

I live, work, or own property in West Hills.



How did you hear about West Hills Neighborhood Council? *

Attended meetings/events ... as well as the community Facebook pages

How often do you attend Neighborhood Council meetings? *

Several times per year

Why do you want to serve on the Neighborhood Council? *

To bring common sense assistance to neighborhood decisions and needs... To get to know issues affecting the neighborhood and work with the city to resolve those issues

What are your goals for the community? *

A safe and clean place to live and do business... To get to know issues affecting the neighborhood and work with the city to resolve those issues

Are you able to devote 10 hours a week to working for the Council? *

Yes

What is your primary area of interest in the Neighborhood council? *

To get to know issues affecting the neighborhood and work with the city to resolve those issues

Do you have any conflicts that may affect your ability to serve? *

No

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Personal Information

Name *

John hogue

Phone Number *

[REDACTED]

E-Mail *

[REDACTED]

Occupation *

Shipping manager

Home Address *

[REDACTED]

Work Address (If Applicable)

.....

Stakeholder Status *

I live, work, or own property in West Hills.



How did you hear about West Hills Neighborhood Council? *

I was a previous board member of WHNC a few years ago.

.....

How often do you attend Neighborhood Council meetings? *

Every so often right now

.....

Why do you want to serve on the Neighborhood Council? *

I want to be of service to our community. I want to be involved more with decisions that affect the community here in West Hills.

What are your goals for the community? *

I would like to get more people in the West Hills community involved in the different issues that affect us here in West Hills.

Are you able to devote 10 hours a week to working for the Council? *

Yes

What is your primary area of interest in the Neighborhood council? *

I would like to be involved in safety issues in the community and work on addressing the homeless issue.

Do you have any conflicts that may affect your ability to serve? *

No

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Personal Information

Name *

Thomas Kageff

Phone Number *

[REDACTED]

E-Mail *

[REDACTED]

Occupation *

Insurance & financial services

Home Address *

[REDACTED]

Work Address (If Applicable)

Stakeholder Status *

I am a student and/or parent of a student attending a school in West Hills. ▼

How did you hear about West Hills Neighborhood Council? *

First when they gave my son an award for his being part of the Welby Way Odyssey of the Mind team that went to the World Finals.

How often do you attend Neighborhood Council meetings? *

I have attended 2-3 meetings in the past and like to attend whenever I can.

Why do you want to serve on the Neighborhood Council? *

As a valley homeowner, former Pierce College instructor in English, and now local small businessman, I am very interested in helping the West Valley to grow smartly, educate our area citizens about the resources available to them, and meet and greet with more area people to listen to their concerns.

What are your goals for the community? *

Smart growth, educating the local area citizens of what the council does and the resources available to help them, raise awareness about the board and enable local West Valley residents to participate and take greater ownership in the issues affecting our community.

Are you able to devote 10 hours a week to working for the Council? *

Yes

What is your primary area of interest in the Neighborhood council? *

As a Ph.D. and former educator, I am of course very interested in educational issues (I have a 10 year old at Welby Way) and listening to the concerns of residents and communicating with them effectively about what the council is doing. As a local businessman involved in sales, I would welcome the opportunity to get out and meet and greet more residents and help to develop greater social media presence with the council. I do a lot of social media marketing of my own business (Facebook Twitter, Instagram, You Tube, etc).

Do you have any conflicts that may affect your ability to serve? *

No.

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Personal Information

Name *

Steve Kallen

Phone Number *

[REDACTED]

E-Mail *

[REDACTED]

Occupation *

Retired

Home Address *

[REDACTED]

Work Address (If Applicable)

Stakeholder Status *

I live, work, or own property in West Hills.



How did you hear about West Hills Neighborhood Council? *

Already serving on Public Safety & Emergency Preparedness Committee and Streets & Transportation Committee

How often do you attend Neighborhood Council meetings? *

Regularly

Why do you want to serve on the Neighborhood Council? *

As a resident of West Hills for the past 24 years, I love the community and strive to make it better moving forward. The noted American Scientist James Conant (1893 - 1978) once said, "Behold the turtle. He makes progress only when he sticks his head out". As I have shared with fellow WHNC committee members, if I don't like what I see, I will push back and strive to make it better. Change is inevitable, how we deal with it defines us. I am currently on the Board of Directors of the Castle Peak North HOA and founded the Neighborhood Watch. My mission statement has been from day one, we need to think beyond our 8,000 square foot properties lines in the spirit of making our neighborhood better. My vision remains the same for West Hills in its entirety.

What are your goals for the community? *

Keeping the community vibrant, up-to-date (beautification/safety/streets) and attractive to prospective families and long-time residents. There are many components to this mix and its a team effort. I grew up in NYC (26 years) and lived in Houston for 15 years prior to being part of a corporate relocate to Los Angeles. I saw multiple neighborhoods sink into decay as a result of the lack of community involvement and awareness. I refuse to allow West Hills to follow this path.

Are you able to devote 10 hours a week to working for the Council? *

Absolutely

What is you primary area of interest in the Neighborhood council? *

Public Safety & Emergency Preparedness / Streets & Transportation - committees I already serve on.

Do you have any conflicts that may affect your ability to serve? *

Being retired, I am light on my feet scheduling wise. I do serve on varied committees for WHNC, Castle Peak North Estates and Shomrei Torah Synagogue. But I am a good juggler and if I am allowed to be a WHNC Board Member, this would take precedent...WHNC Committee involvement will not be an issue as other Board Members are very aware.

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Name *

Christina Morton

Phone Number(s) *

[Redacted]

Email Address *

[Redacted]

Occupation *

High School Student

Home Address *

[Redacted]

Work Address (If Applicable)

Stakeholder Status *

I live, work, or own property in West Hills.

How did you hear about the WHNC? *

I learned about the Neighborhood Council system, therein the West Hills Neighborhood Council, when chosen to represent the Mayor's office as a Youth Councilmember to act as a representative and speak on the issues facing my generation and community. Unfortunately, I didn't learn about the WHNC until my junior year of high school, as local civic engagement is slim in my age group. This is largely due to the lack of civic outreach and education made available towards high school aged youth, a fact I am working to change, and would continue to work to change if chosen to sit on the Board of Directors.

How often do you attend WHNC meetings? *

As aforementioned, I was not aware of the Neighborhood Council system until this past year, but have since made an effort to attend community events, council meetings, and even City Council meetings whenever possible. I also attended Civic University and Civic Youth, programs held by the Department of Neighborhood Empowerment, representing the West Valley area. In addition, I am further committing to becoming even more engaged this following year.

Agenda Item 18-0006

Why do you wish to participate on the WHNC Board of Directors? *

Because community empowerment, a neighborhood of autonomous and self-determined members, exercising their rights and coalescing for their collective liberation holds power unparalleled by any title or office. While change often begins with the individual, it is demonstrably true that it takes a village to catalyze true progress. If I want to see my community become a better place, then I should not be dependent on others to see that progress metastasize, but rather take responsibility and give back to my community. This opportunity to sit on the West Hills Neighborhood Council as a board member is not one I want to pass by if I'm passionate to work to improve the community of West Hills, and therein the City of Los Angeles.

What are your goals for the community? *

My greatest goal is that in a political and social climate of disharmony and division, we in Los Angeles, and more specifically in the West Hills must learn to overcome these differences for our common good. While ideological diversity is integral to our city's identity, we need to recognize how polarization pits our community members against each other in a profoundly alienating way, reducing our functionality as a neighborhood. This is a daunting task, but we cannot accept this status quo of divisiveness that causes friction which manifests in our daily lives, such as on the local West Hills Facebook pages. It is key that we promote an environment not of angry passive aggressive posts, but of civic engagement and open-minded communication to bridge these ideological gaps. The rise and fall of divisive sentiment rides on the misconception that a disconnect exists between neighbor and neighbor, and when we can further overcome that mindset, our community may further heal.

Are you prepared to contribute at least 10 hours a month to community service through the council? *

I would absolutely contribute a minimum of ten hours monthly, and would hope to give many hours more. As a recipient of the President's Volunteer Service award, I earned 150+ community service hours last year and hope to give twice as many more this following year. Community service is by far the most worthwhile and fulfilling way I can spend my time, and whether it be a community clean up, food drive, or tree planting event, I am happy to give my time and effort to serve my neighborhood.

Agenda Item 18-0006

What areas of community services particularly interest you? *

I am especially interested in community service that involves raising awareness of local issues and empowering youth. As a member of YMCA's Youth and Government, I am part of a delegation of nearly two hundred teens, in a program of nearly four thousand statewide. I have witnessed how passionate and well-informed youth are about their communities, and yet are so underrepresented civically. There are 97 Neighborhood Councils in Los Angeles, and barely half have Youth Representatives, or youth members on their board. This identified disconnect between these youth who strongly want to be involved, and the youth who actually do become involved, is a problem because it leaves an entire generation of Angelenos unrepresented at the table. This is not what typically comes to mind when regarding community service, but working to empower youth is vital to the flourishing of a community.

Do you have any special interests that might conflict with Neighborhood Council responsibilities? *

No.

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Agenda Item 18-0006

Board Vacancy Application for West Hills Neighborhood Council

Thank you for your interest in serving with the West Hills Neighborhood Council. Please fill out the form below to submit your application to our Vacancy Committee by January 10, 2018. If you have any questions, comments or concerns, please contact Vacancy Ad Hoc Committee Co-Chairs Charlene.Rothstein@westhillsnc.org or Steve.Randall@westhillsnc.org . Thank you and we look forward to seeing your response.

Personal Information

Name *

Brad Roth

Phone Number *

[REDACTED]

E-Mail *

[REDACTED]

Occupation *

Realtor

Home Address *

[REDACTED]

Work Address (If Applicable)

Stakeholder Status *

I live, work, or own property in West Hills.



How did you hear about West Hills Neighborhood Council? *

I heard about it on the West Hills Facebook site. I am an active participant on it.

How often do you attend Neighborhood Council meetings? *

0

Why do you want to serve on the Neighborhood Council? *

I want to give back to our community. I have always wanted to become more involved. I have served as a leader at the North Valley YMCA as well as Shomrei Torah Synagogue. I am a leader who works well with others.

What are your goals for the community? *

I want the residents in our community to be more aware of what is available to them and I would like to work with them to have a safer community.

Are you able to devote 10 hours a week to working for the Council? *

Yes

What is your primary area of interest in the Neighborhood Council? *

Safety and community awareness

Do you have any conflicts that may affect your ability to serve? *

No

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Personal Information

Name *

Eric Shancey

Phone Number *

[REDACTED]

E-Mail *

[REDACTED]

Occupation *

Producer

Home Address *

[REDACTED]

Work Address (If Applicable)

Stakeholder Status *

I live, work, or own property in West Hills.



How did you hear about West Hills Neighborhood Council? *

Searching about West Hills before we bought our house.

How often do you attend Neighborhood Council meetings? *

Closing on our house on the 16th and will attend my first meeting right after we move in.

Why do you want to serve on the Neighborhood Council? *

To better the community in a positive way and be an always adapting ear for all of our neighbors in West Hills.

What are your goals for the community? *

To help facilitate the needs of the community in an effective and efficient way. Working hard has never been a problem for me.

Are you able to devote 10 hours a week to working for the Council? *

Yes

What is your primary area of interest in the Neighborhood council? *

I would love to work on coordinating events that would bring in revenue to local businesses.

Do you have any conflicts that may affect your ability to serve? *

No

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Board Vacancy Application for West Hills Neighborhood Council

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Personal Information

Name *

Zachary Volet

Phone Number *

[REDACTED]

E-Mail *

[REDACTED]

Occupation *

Life Insurance Claims Analyst

Home Address *

[REDACTED]

Work Address (If Applicable)

[REDACTED]

Stakeholder Status *

I live, work, or own property in West Hills.



How did you hear about West Hills Neighborhood Council? *

I keep informed about all levels of Government, from West Hills Neighborhood Council, to State Assembly and Governor, to our Federal Congresspeople and Senators.

How often do you attend Neighborhood Council meetings? *

Occasionally

Why do you want to serve on the Neighborhood Council? *

I believe that everyone should take part in Civic Responsibility, whether is be as a volunteer, coach, or town representative. As a 36-year-old with a wife and 3 boys (8 months, 8 years, 11 years), I believe it is my civic duty to participant on the town council for their sake, and for the betterment of the town.

I have lived in the Valley for 11 years, and West Hills for 4 years. I believe we have deep ties to the community: my older sons go to St. Bernadine's, where my wife's Grandfather, Wally Hollenstein, was a founding member of the church, my wife works as a property manager in Woodland Hills, and I work at Health Net on Burbank Blvd. The older boys also play West Hills Baseball. We spend every day, working, going to school, and playing in West Hills, and we love our community; I hope the have the chance to repay that feeling of belonging by giving back as a member of the Town Council.

As a resident who works locally, and confronts issues that impact young families every day, I feel I have a unique personal perspective on what the average West Hills resident struggles with daily, and strives to achieve in the long run. I sincerely hope to make an impact at the local level to improve the lot of all West Hills residents.

It's hard not to notice the dramatic shift happening in our area: development is booming. And with these changes, it would be short-sighted not anticipate the changes this development will bring. New commercial development is driving residential development, and with it, a younger demographic. I truly believe that as a politically conscientious, and family-oriented professional, I have the knowledge and foresight to aid and assist with the transformation West Hills is already undergoing.

I hope you will consider me for the open seat.

What are your goals for the community? *

I would love to see West Hills pursue its own Municipal Internet Service. There are many municipalities around the United States implementing public internet services for their cities and towns, and I wholeheartedly believe West Hills should join in the movement. Chattanooga, TN implemented a municipal internet service, and they have among the faster service speeds in the country; all by cutting out corporate interests, and giving the internet to their residents directly.

Additionally, I would love to see greater community organization. As someone who has lived in New York City and New Orleans, I have seen first hand the way that local events like San Gennaro Feast, and Mardi Gras and Jazz Fest, bring communities together across all line; age, race, religion, and ethnicity. Events like these galvanize communities give them a great sense of pride and accomplishment.

As someone who also played multiple youth sports, I would love to improve local youth athletic participation and success. Recreational leagues are a tremendous way to give children a foundation of teamwork and determination that carry on for the rest of their lives, and a great youth sports program can lead to great children, who become great adults.

Are you able to devote 10 hours a week to working for the Council? *

Yes

What is your primary area of interest in the Neighborhood council? *

There are several areas I am interested in, or believe I can be of assistance:

- Municipal Internet
 - Community Outreach
 - Event Planning
 - Bookkeeping
 - Budgeting
 - Zoning
-

Do you have any conflicts that may affect your ability to serve? *

I work 40 hours a week, Monday - Friday, 8:30am - 5:00pm

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**18-0006 - Discussion and possible action on filling two vacant seats on the West Hills Neighborhood Council Board
Seat #2**

PROPOSED CANDIDATES

| | Ivan Blume | Tim Frailly | John Hogue | Thomas Kageff | Steve Kallen | Christina Morton | Brad Roth | Eric Shancey | Zachary Volet | | | | |
|----------------------|------------|-------------|------------|---------------|--------------|------------------|-----------|--------------|---------------|--|--|--|--|
| Board Members | | | | | | | | | X | | | | |
| Aida Abkarians | | | | | | | | | X | | | | |
| Faye Barta | | | | | | | | | | | | | |
| Sandi Bell | | | | | X | | | | | | | | |
| Simone Best | | | | | X | | | | | | | | |
| Thomas Booth | | | | | X | | | | | | | | |
| Dan Brin | | | | | X | | | | | | | | |
| Anthony Brosamle | | | | | X | | | | | | | | |
| Bob Brostoff | | | | | X | | | | | | | | |
| Margery Brown | | | | | X | | | | | | | | |
| Carolyn Greenwood | | | | | | | | | X | | | | |
| Bonnie Klea | | | | | X | | | | | | | | |
| Olivia Naturman | | | | | X | | | | | | | | |
| Steve Randall | | | | | X | | | | | | | | |
| Bill Rose | | | | | | | | | X | | | | |
| Charlene Rothstein | | | | | X | | | | | | | | |
| Myrl Schreibman | | | | | X | | | | | | | | |
| Ron Sobel | | | | | X | | | | X | | | | |
| Bobbi Trantafello | | | | | | | | | | | | | |
| Joan Trent | | | | | X | | | | | | | | |
| Alec Uzemeck | | | | | | | | | | | | | |
| Brad Vanderhoof | | | | | | | | | X | | | | |
| Ed Young | | | | | | | | | X | | | | |
| Joanne Yvanek-Garb | | | | | | | | | X | | | | |
| TOTAL | | | | | 14 | | | | 8 | | | | |

Community Impact Statement Recommendation

To: West Hills Neighborhood Council Board
From: Homelessness Committee
Date Approved by Committee: 1/22/18
For Board Consideration on: 2/1/18

Recommendation of committee:

The Homelessness Committee recommends a Yes vote on CF 17-1432, an ordinance amending Sections 12.03, 14.00 and 151.02 of the Los Angeles Municipal Code establishing regulations to facilitate the use of existing hotels and motels for Supportive Housing and/or Transitional Housing.

Council File: 17-1432

Title

Citywide / Hotels/Motels / Supportive Housing / Transitional Housing / Los Angeles Municipal Code / Amendment

Date Received / Introduced

12/19/2017

Last Changed Date

01/17/2018

Expiration Date

01/17/2020

Summary

At its meeting of **December 14, 2017**, the Los Angeles City Planning Commission took the actions below in conjunction with the approval of the proposed ordinance:

An ordinance amending Sections 12.03, 14.00 and 151.02 of the Los Angeles Municipal Code establishing regulations to facilitate the use of existing hotels and motels for Supportive Housing and/or Transitional Housing

1. **Determined**, based on the whole of the administrative record, that the proposed ordinance is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301, and there is no substantial evidence demonstrating that an exception to a categorical exemption pursuant to CEQA Guidelines Section 15300.2 applies;
2. **Approved and recommend** that the City Council find, pursuant to CEQA Guidelines Section 15074(b), after consideration of the whole of the administrative record, including the Negative Declaration, No. ENV-2017-3410-ND ("Negative Declaration"), and all comments received, there is no substantial evidence that the project will have a significant effect on the environment; Find the Negative Declaration reflects the independent judgment and analysis of the City; and
3. **Adopt the Negative Declaration**; Adopted the staff report as the Commission report on the subject;
4. **Approved** and recommended that the City Council adopt the proposed ordinance, subject to review by the City Attorney as to form and legality; and

5. **Adopted and recommended** that the City Council adopt the attached Findings.

WHEREAS, the extreme shortage of housing in the City of Los Angeles has been well documented;

WHEREAS, the housing shortage continues to exacerbate the homelessness crisis, as rates of homelessness increased 20% in the City of Los Angeles from 2016 to 2017;

WHEREAS, the City of Los Angeles has declared a shelter crisis under California Government Code Section 8698 based on a finding that a significant number of homeless people in Los Angeles are without the ability to obtain shelter, resulting in a threat to their health and safety;

WHEREAS, the City Council has determined that, to address this crisis, the public interest or necessity demands the improvement of real property to provide supportive housing and transitional housing for extremely low income or very low income individuals and families who are homeless or chronically homeless, which includes facilities from which assistance and services, such as mental health treatment, health care, drug and alcohol treatment, education and job training, may be provided;

WHEREAS, on January 7, 2016, the City of Los Angeles issued a Comprehensive Homeless Strategy Report, which identified more than **60 policy and funding recommendations** in addressing homelessness;

WHEREAS, Strategy 7C identified in the Comprehensive Homeless Strategy Report directed the Housing and Community Investment Department and the Department of City Planning to identify opportunities for adaptive reuse of existing private properties in the City of Los Angeles that are capable of being converted to Transitional and Supportive Housing, with special focus on existing high-density structures such as hotels and motels;

WHEREAS, given limited resources and the extreme need for shelter, it is clear that creative, cost-effective strategies are needed to complement the City's plan to address the homeless crisis in the urgent, comprehensive and persistent manner it deserves; and

WHEREAS, the adaptive reuse of hotels and motels presents an opportunity for a cost effective and expeditious strategy to expand the City's supply of Transitional and Supportive Housing

Summary Interim Motel Housing Project

An Interim Motel Housing Project is the physical re-purposing or adaptation of an existing Hotel, Motel, Apartment Hotel, Transient Occupancy Residential Structure, or Hostel for the purposes of using such building or buildings for Supportive Housing and/or Transitional Housing. **All dwelling units** and guest rooms in the project must be used for Supportive Housing and/or Transitional Housing. The Interim Motel Housing Project may not at any point in time result in any additional Floor Area or an expansion of the building footprint or height, **nor shall it result in an increase in the total combined number of dwelling units or guest rooms on the property. Any Floor Area used for onsite Supportive Services shall be considered accessory to the residential use.**

Section 4. URGENCY CLAUSE.

The City finds and declares that this ordinance is required for the immediate protection of the public peace, health, and safety for the following reasons: The Los Angeles Homeless Authority (LAHSA) January 2017 point in time count found that approximately 34,189 people are experiencing homelessness in the City of Los Angeles, reflecting a 20% increase

from 2016. Over 73% of this number, or 25,237 people, are unsheltered, meaning that their primary nighttime residence is a public or private place not designated or ordinarily used as a regular sleeping accommodation for human beings. **A significant portion of people experiencing homelessness in the City of Los Angeles experience multiple health issues, trauma, and disability: 20% have a substance use disorder, 33% have a serious mental illness, and 19% have a physical disability, while 36% have experienced domestic violence.** Furthermore, approximately 31% of this population are experiencing chronic homelessness, a group that, when unsheltered, often incurs significant public costs related to emergency room visits, law enforcement, and incarceration. These costs have been shown to be significantly reduced when individuals are placed into supportive housing. The process in the proposed ordinance is designed to promote the expeditious expansion of the availability of supportive housing and transitional housing within the City. Supportive housing and transitional housing provide stable shelter for individuals experiencing homelessness, along with supportive services which help to address health and disability issues such as substance abuse, serious mental illness, and physical disabilities. For all these reasons, the ordinance allowing Interim Use of Motels for Supportive Housing or Transitional Housing shall become effective upon publication pursuant to Section 253 of the Los Angeles City Charter



LOS ANGELES CITY PLANNING COMMISSION

200 North Spring Street, Room 532, Los Angeles, California, 90012-4801, (213) 978-1300
www.planning.lacity.org

LETTER OF DETERMINATION

MAILING DATE: DEC 19 2017

Case No.: CPC-2017-3409-CA
CEQA: ENV-2017-4476-CE
ENV-2017-3410-ND
Plan Areas: All

Council Districts: All

Project Site: Citywide

Applicant: City of Los Angeles
Representative: Cally Hardy, Planning Assistant

At its meeting of **December 14, 2017**, the Los Angeles City Planning Commission took the actions below in conjunction with the approval of the proposed ordinance:

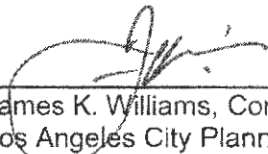
An ordinance amending Sections 12.03, 14.00 and 151.02 of the Los Angeles Municipal Code establishing regulations to facilitate the use of existing hotels and motels for Supportive Housing and/or Transitional Housing.

1. **Determined**, based on the whole of the administrative record, that the proposed ordinance is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301, and there is no substantial evidence demonstrating that an exception to a categorical exemption pursuant to CEQA Guidelines Section 15300.2 applies;
2. **Approved** and recommend that the City Council **find**, pursuant to CEQA Guidelines Section 15074(b), after consideration of the whole of the administrative record, including the Negative Declaration, No. ENV-2017-3410-ND ("Negative Declaration"), and all comments received, there is no substantial evidence that the project will have a significant effect on the environment; **Find** the Negative Declaration reflects the independent judgment and analysis of the City; and **Adopt** the Negative Declaration;
3. **Adopted** the staff report as the Commission report on the subject;
4. **Approved** and **recommended** that the City Council **adopt** the proposed ordinance, subject to review by the City Attorney as to form and legality; and
5. **Adopted** and **recommended** that the City Council **adopt** the attached Findings.

The vote proceeded as follows:

Moved: Dake Wilson
Second: Millman
Ayes: Khorsand, Perlman, Ambroz
Absent: Choe, Mitchell, Mack, Padilla Campos

Vote: 5 - 0



James K. Williams, Commission Executive Assistant II
Los Angeles City Planning Commission

Effective Date/Appeals: The decision of the Los Angeles City Planning Commission is final and not appealable.

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.

Attachments: Ordinance, Findings

c: Ken Bernstein, Principal Planner
Arthi Varma, Principal City Planner
Claire Bowin, Senior City Planner
Matthew Glesne, City Planner
Cally Hardy, Planning Assistant

ORDINANCE NO. _____

An ordinance amending Sections 12.03, 14.00 and 151.02 of the Los Angeles Municipal Code establishing regulations to facilitate the use of existing hotels and motels for Supportive Housing and/or Transitional Housing.

WHEREAS, the extreme shortage of housing in the City of Los Angeles has been well documented;

WHEREAS, the housing shortage continues to exacerbate the homelessness crisis, as rates of homelessness increased 20% in the City of Los Angeles from 2016 to 2017;

WHEREAS, the City of Los Angeles has declared a shelter crisis under California Government Code Section 8698 based on a finding that a significant number of homeless people in Los Angeles are without the ability to obtain shelter, resulting in a threat to their health and safety;

WHEREAS, the City Council has determined that, to address this crisis, the public interest or necessity demands the improvement of real property to provide supportive housing and transitional housing for extremely low income or very low income individuals and families who are homeless or chronically homeless, which includes facilities from which assistance and services, such as mental health treatment, health care, drug and alcohol treatment, education and job training, may be provided;

WHEREAS, on January 7, 2016, the City of Los Angeles issued a Comprehensive Homeless Strategy Report, which identified more than 60 policy and funding recommendations in addressing homelessness;

WHEREAS, Strategy 7C identified in the Comprehensive Homeless Strategy Report directed the Housing and Community Investment Department and the Department of City Planning to identify opportunities for adaptive reuse of existing private properties in the City of Los Angeles that are capable of being converted to Transitional and Supportive Housing, with special focus on existing high-density structures such as hotels and motels;

WHEREAS, given limited resources and the extreme need for shelter, it is clear that creative, cost-effective strategies are needed to complement the City's plan to address the homeless crisis in the urgent, comprehensive and persistent manner it deserves; and

WHEREAS, the adaptive reuse of hotels and motels presents an opportunity for a cost-effective and expeditious strategy to expand the City's supply of Transitional and Supportive Housing;

NOW, THEREFORE,

THE PEOPLE OF THE CITY OF LOS ANGELES

DO ORDAIN AS FOLLOWS:

Section 1. The following definitions are added to Section 12.03 of the Los Angeles Municipal Code to read:

SUPPORTIVE HOUSING. Housing with no limit on length of stay that is occupied by persons with low incomes who have one or more disabilities and may include, among other populations, adults, emancipated minors, families with children, elderly persons, young adults aging out of the foster care system, individuals exiting from institutional settings, veterans, and homeless people. The housing is linked to onsite or offsite Supportive Services, and any onsite Floor Area used for the delivery of Supportive Services shall be considered accessory to the residential use.

TRANSITIONAL HOUSING. A building that is designed to provide housing and Supportive Services to persons with low incomes who have one or more disabilities and may include, among other populations, adults, emancipated minors, families with children, elderly persons, young adults aging out of the foster care system, individuals exiting from institutional settings, veterans, and homeless people, to facilitate movement to permanent housing, typically within 24 months.

SUPPORTIVE SERVICES. Services that are provided on a voluntary basis to residents of Supportive Housing and Transitional Housing, including, but not limited to, a combination of subsidized, permanent housing, intensive case management, medical and mental health care, substance abuse treatment, employment services, benefits advocacy, and other services or service referrals necessary to obtain and maintain housing.

Section 2. Subdivision 12 of Subsection A of Section 14.00 of the Los Angeles Municipal Code is added to read as follows:

12. Interim Use of Motels for Supportive Housing or Transitional Housing. The purpose of this subdivision is to facilitate the interim use of dwelling units or guest rooms in existing Hotels, Motels, Apartment Hotels, Transient Occupancy Residential Structures and Hostels as Supportive Housing and/or Transitional Housing. This subdivision is further intended to allow such property to return to its previous use, or any use consistent with the underlying zoning, upon termination of the interim Supportive Housing and/or Transitional Housing use.

- (a) **Interim Motel Housing Project.** An Interim Motel Housing Project is the physical re-purposing or adaptation of an existing Hotel, Motel, Apartment Hotel, Transient Occupancy Residential Structure, or Hostel for the purposes of using such building or buildings for Supportive Housing and/or Transitional Housing. All dwelling units and guest rooms in the project must be used for Supportive Housing and/or Transitional Housing. The Interim Motel Housing Project may not at any point in time result in any additional Floor Area or an expansion of the building footprint or height, nor shall it result in an increase in the total combined number of dwelling

units or guest rooms on the property. Any Floor Area used for onsite Supportive Services shall be considered accessory to the residential use.

- (1) For the purposes of this Section, properties and/or units that are subject to the provisions of LAMC Section 47.70, et seq. (Residential Hotel Ordinance) at the time that an Interim Motel Housing Project application is submitted to the Department of City Planning, shall remain subject to all requirements and restrictions set forth therein both during the contract term to provide Supportive Housing and/or Transitional Housing and thereafter, including, but not limited to, the submission of an Application for Clearance to the Housing and Community Investment Department (HCID). At the conclusion of the contract term, the number of Residential Units at each participating property shall be no greater or less than the number originally determined by HCID pursuant to LAMC Section 47.76 or any subsequent number approved by HCID as part of an Application for Clearance.

(b) Application and Approval.

- (1) The Department of Building and Safety shall review all Interim Motel Housing Projects for zoning compliance described in Paragraph (d) and adherence to the performance standards in Paragraph (e). The Interim Motel Housing Project shall be approved if the application requirements, zoning compliance and performance standards of this subsection are met.
- (2) Prior to issuance of a building permit, the applicant shall provide a copy of an executed contract agreement which demonstrates that the Supportive Housing and/or Transitional Housing use to be provided on-site and associated Supportive Services have received funding from a local public agency, as identified on a list maintained by the Department of City Planning, and is in place and ready to commence operation upon project occupancy.

(c) Termination of Supportive Housing and/or Transitional Housing Contract.

Upon any termination of the Supportive Housing and/or Transitional Housing contract, the Interim Motel Housing Project shall be required, within 90 days, to notify the Department of Building and Safety and to complete one of the following:

- (1) Submit an application to the Department of Building and Safety to return to the previous use for which a Certificate of Occupancy was valid at the time that the Interim Motel Housing Project application was submitted to the Department of City Planning, or to any use permitted by the current zoning regulations; or
- (2) Provide a copy of a new executed contract agreement in accordance with the requirements in Paragraph (b)(2).

(d) Zoning Compliance.

- (1) Interim Motel Housing Projects shall not be subject to any otherwise applicable zoning ordinance and/or specific plan or other overlay district regulations including but not limited to the following:
 - (i) **Minimum Area per Dwelling Unit or Guest Room.** A building, nonconforming as to the area regulations (density) of the underlying zone, may be used for an Interim Motel Housing Project, provided that the conversion does not create any additional dwelling units or guest rooms.
 - (ii) **Off-Street Automobile Parking.** The required number of parking spaces shall be the same as the number of spaces that existed on the site at the time that the Interim Motel Housing Project application was submitted to the Department of Building and Safety, and shall be maintained and not reduced. Interim Motel Housing Projects shall otherwise be exempt from the provisions of Section 12.21 A.4(m) of this Code.
 - (iii) **Use.** Notwithstanding the use provisions of the underlying zoning, an Interim Motel Housing Project shall be permitted.
 - (iv) **Change of Use.** For any change of use of a building or a portion of a building, Section 12.23 B.7 of this Code shall not apply to Interim Motel Housing Projects.
 - (v) **Nonconforming Use of Buildings in Manufacturing Zones.** Notwithstanding the regulations contained in Section 12.23 B.4 of this Code, an Interim Motel Housing Project shall be permitted in M Zones.
 - (vi) **Nonconforming Use in A and R Zones.** The regulations contained in Section 12.23B.2 of this Code shall not disqualify any existing motel from approval as an Interim Motel Housing Project or from returning to a motel use at the termination of the Supportive Housing and/or Transitional Housing contract.
- (2) **Supplementation of Guest Rooms.** For the purposes of this Section, Guest Rooms may be supplemented with cooking facilities including a sink, a refrigerator not exceeding 10 cubic feet, counter space not exceeding 10 square feet, and a hotplate or microwave. Any such supplementation of Guest Rooms shall be permitted to remain at the time that an Interim Motel Housing Project returns to the original use for which a Certificate of Occupancy was valid at the time of application.

(3) **Preservation of Nonconforming Rights.** Upon termination of the Supportive Housing and/or Transitional Housing use, any building used for an Interim Motel Housing Project that is nonconforming as to area and/or use regulations or any other zoning code requirement or requirements shall be authorized to return to the original use and condition for which a Certificate of Occupancy was valid at the time of application, notwithstanding any physical alterations to the subject property. Any Floor Area used for Supportive Services may be returned to use as guest rooms and/or dwelling units, or may be converted to accessory amenity spaces, so long as the total number of guest rooms and the total number of dwelling units do not exceed the number approved on the previous Certificate of Occupancy.

(e) **Performance Standards.** The Interim Motel Housing Project shall meet the following performance standards:

(1) **Supportive Service Area.** For every twenty (20) units or guest rooms, a minimum of one dedicated office space shall be provided for the provision of on-site Supportive Services, including case management. A minimum of one dedicated office space shall be provided for Interim Motel Housing Projects with fewer than twenty (20) total combined units or guest rooms. Any Floor Area dedicated to Supportive Services may be provided on-site within an existing building, but shall not exceed ten percent (10%) of the total Floor Area of the building.

(2) **Lighting.** Security night lighting shall be shielded so that the light source cannot be seen from adjacent residential properties.

(f) **Purpose.** The use of these guest rooms and dwelling units under this subdivision shall not be considered an increase in density or other change which requires any corresponding discretionary action. Floor Area dedicated to Supportive Services shall be accessory to the Supportive Housing and/or Transitional Housing use. Lighting on the site should be adequate to provide for public safety and should not spill out on adjoining residential uses.

Section 3. Section 151.02 of the Los Angeles Municipal Code is amended to read as follows:

Rental Units. ... The term shall not include:

13. Housing accommodations in Supportive Housing and/or Transitional Housing participating in an Interim Motel Housing Project pursuant to LAMC Section 14.00.A.13.

This exemption shall apply only to housing accommodations which have been issued a housing exemption by the Department indicating satisfaction of the following conditions:

- (1) the subject housing accommodations are subject to and operating in accordance with a contract to provide Supportive Housing and/or Transitional Housing; and
- (2) any tenant remaining in the housing accommodations at the commencement of the contract term to provide Supportive Housing and/or Transitional Housing shall be afforded all rights and protections provided by this Article, including, but not limited to, LAMC Section 151.09A pertaining to the recovery of housing accommodations from any such tenant.

The Department shall have the authority to revoke an exemption issued pursuant to this Subdivision for failure to adhere to any of the conditions for an exemption set forth in this Subdivision.

This exemption shall be deemed automatically revoked upon termination of the contract term or failure to operate in accordance with the contract to provide Supportive Housing and/or Transitional Housing.

Section 4. URGENCY CLAUSE. The City finds and declares that this ordinance is required for the immediate protection of the public peace, health, and safety for the following reasons: The Los Angeles Homeless Authority (LAHSA) January 2017 point in time count found that approximately 34,189 people are experiencing homelessness in the City of Los Angeles, reflecting a 20% increase from 2016. Over 73% of this number, or 25,237 people, are unsheltered, meaning that their primary nighttime residence is a public or private place not designated or ordinarily used as a regular sleeping accommodation for human beings. A significant portion of people experiencing homelessness in the City of Los Angeles experience multiple health issues, trauma, and disability: 20% have a substance use disorder, 33% have a serious mental illness, and 19% have a physical disability, while 36% have experienced domestic violence. Furthermore, approximately 31% of this population are experiencing chronic homelessness, a group that, when unsheltered, often incurs significant public costs related to emergency room visits, law enforcement, and incarceration. These costs have been shown to be significantly reduced when individuals are placed into supportive housing. The process in the proposed ordinance is designed to promote the expeditious expansion of the availability of supportive housing and transitional housing within the City. Supportive housing and transitional housing provide stable shelter for individuals experiencing homelessness, along with supportive services which help to address health and disability issues such as substance abuse, serious mental illness, and physical

disabilities. For all these reasons, the ordinance allowing Interim Use of Motels for Supportive Housing or Transitional Housing shall become effective upon publication pursuant to Section 253 of the Los Angeles City Charter.

Section 5. SEVERABILITY. If any portion, subsection, sentence, clause or phrase of this ordinance is for any reason held by a court of competent jurisdiction to be invalid, such a decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance and each portion or subsection, sentence, clause and phrase herein, irrespective of the fact that any one or more portions, subsections, sentences, clauses or phrases be declared invalid.

FINDINGS

1. General Plan/Charter Findings

City Charter Section 556 and 558

Pursuant to City Charter Sections 556 and 558, as described below, the proposed ordinance is in substantial conformance with the purpose, intent and provisions of the General Plan, as well as in conformance with the public necessity, convenience, general welfare and good zoning practice. Specifically, the action addresses each of the following goals, objectives and policies of the General Plan as outlined below.

General Plan Findings

General Plan Framework Element

The proposed Interim Motel Conversion ordinance will meet the intent and purposes of the General Plan Framework Element to encourage the creation of housing opportunities for households of all types and incomes, while at the same time promoting livable neighborhoods. In particular, the proposed Interim Motel Conversion ordinance would further the intent and purpose of the following relevant goals, objectives, and policies of the Framework Element:

Goal 4A: An equitable distribution of housing opportunities by type and cost accessible to all residents of the City.

Policy 4.1.8: Create incentives and reduce regulatory barriers in appropriate locations in order to promote the adaptive re-use of structures for housing and rehabilitation of existing units.

Housing Element

The proposed Interim Motel Conversion Ordinance is in substantial conformance with the purpose, intent and provisions of the General Plan in that it would further accomplish the goals, objectives and policies of the Housing Element outlined below:

Goal 1: A City where housing production and preservation result in an adequate supply of ownership and rental housing that is safe, healthy and affordable to people of all income levels, races, ages, and suitable for their various needs.

Objective 1.1: Produce an adequate supply of rental and ownership housing in order to meet current and projected needs.

Policy 1.1.2: Expand affordable rental housing for all income groups that need assistance.

Policy 1.1.3: Facilitate new construction and preservation of a range of different housing types that address the particular needs of the city's households.

Objective 1.4: Reduce regulatory and procedural barriers to the production and preservation of housing at all income levels and needs.

Policy 1.4.1: Streamline the land use entitlement, environmental review, and building permit processes, while maintaining incentives to create and preserve affordable housing.

Goal 2: A City in which housing helps to create safe, livable and sustainable neighborhoods.

Objective 2.5: Promote a more equitable distribution of affordable housing opportunities throughout the City.

Policy 2.5.2: Foster the development of new affordable housing units citywide and within each Community Plan area.

Goal 4: A City committed to preventing and ending homelessness.

Objective 4.1: Provide an adequate supply of short-term and permanent housing and services throughout the City that are appropriate and meet the specific needs of all persons who are homeless or at risk of homelessness.

Policy 4.1.3: Provide permanent supportive housing options with services for homeless persons and persons/families at risk of homelessness to ensure that they remain housed and get the individualized help they need.

Policy 4.1.6: Provide housing facilities and supportive services for the homeless and special needs populations throughout the City, and reduce zoning and other regulatory barriers to their placement and operation in appropriate locations.

As made evident by the list of General Plan goals, objectives and policies above, the proposed ordinance is in conformance with a range of General Plan goals related to the provision of permanent and transitional housing and services for persons experiencing homelessness. The City's General Plan clearly recognizes the need for programs which remove regulatory barriers to allow for the conversion of existing structures to affordable housing for persons experiencing homelessness. The proposed ordinance responds to the General Plan by providing a streamlined approval process to allow existing motels to be converted to short-term and permanent housing that is linked with supportive services in locations throughout the City.

2. CEQA Findings

Pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15301 (categorical exemption for existing facilities), the adoption of the proposed ordinance amending Los Angeles Municipal Code (LAMC) Sections 12.03, 14.00 and 151.02 of the Los Angeles Municipal Code

establishing regulations to facilitate the use of existing hotels and motels for Supportive Housing and/or Transitional Housing is categorically exempt from CEQA. Additionally, none of the exceptions to the categorical exemption identified in CEQA Guidelines Section 15300.2 apply, including, but not limited to, because the City expressly finds there is no unusual circumstance including one that could result in a potential significant impact to the environment. The proposed ordinance will have no direct or reasonably foreseeable indirect environmental impacts.

Additionally, approval of the project is supported by the Negative Declaration (ENV-2017-3410-ND) prepared for this project. As demonstrated in Exhibit B.2, the proposed Interim Motel Conversion Ordinance could not have a significant effect on the environment. An Environmental Impact Report is not required.

3. Urgency Clause Findings

The City finds and declares that this ordinance is required for the immediate protection of the public peace, health, and safety for the following reasons: The Los Angeles Homeless Authority (LAHSA) January 2017 point in time count found that approximately 34,189 people are experiencing homelessness in the City of Los Angeles, reflecting a 20% increase from 2016. Over 73% of this number, or 25,237 people, are unsheltered, meaning that their primary nighttime residence is a public or private place not designated or ordinarily used as a regular sleeping accommodation for human beings. A significant portion of people experiencing homelessness in the City of Los Angeles experience multiple health issues, trauma, and disability: 20% have a substance use disorder, 33% have a serious mental illness, and 19% have a physical disability, while 36% have experienced domestic violence. Furthermore, approximately 31% of this population are experiencing chronic homelessness, a group that, when unsheltered, often incurs significant public costs related to emergency room visits, law enforcement, and incarceration. These costs have been shown to be significantly reduced when individuals are placed into supportive housing.

The process in the proposed ordinance is designed to promote the expeditious expansion of the availability of supportive housing and transitional housing within the City. Supportive housing and transitional housing provide stable shelter for individuals experiencing homelessness, along with supportive services which help to address health and disability issues such as substance abuse, serious mental illness, and physical disabilities.

For all these reasons, the ordinance allowing Interim Use of Motels for Supportive Housing or Transitional Housing shall become effective upon publication pursuant to Section 253 of the Los Angeles City Charter.

Community Impact Statement Recommendation

To: West Hills Neighborhood Council Board
From: Homelessness Committee
Date Approved by Committee: 1/22/18
For Board Consideration on: 2/1/18

Motion or Recommendation of committee:

Motion to support an ordinance amending Sections 12.03, 12.04.09, 14.00, and 16.05 of the Los Angeles Municipal Code establishing regulations to facilitate the production of Permanent Supportive Housing.

Council File: 17-1422

Title

Citywide / Permanent Supportive Housing / Los Angeles Municipal Code / Amendment

Date Received / Introduced

12/19/2017

Last Changed Date

01/25/2018

Expiration Date

01/17/2020

Ordinance drafted based on City's Comprehensive Homeless Strategy. As well as common barriers facing development of PSH in the City

Summary

The PSH allows administrative clearance in application process, in addition to new requirements to streamline production of PSH buildings and units

Goal: standardize requirements, streamline planning entitlements, recognize unique characteristics of PSH, and ensure quality design/resident amenities

Measure HHH expenditure plan has goal of City to build 1,000 PSH units over next ten years

The **PSH Ordinance would allow** for projects to select up to four concessions with respect to the Zoning Code, including up to 20 percent decrease in required setbacks, up to 20 percent reduction in required open space, up to 20 percent increase in lot coverage limits, up to 35 percent increase in FAR (Floor to Area Ratio) and depending on the height district up to a 35 percent increase in height or one additional story. Additional design requirements include that when adjacent to or across an alley from an R2 or more restrictive zone, the building's transitional height shall be stepped-back within a 45-degree angle.

When adopted: ordinance would help with community development and reduce project costs while allowing projects to be completed on time

What this ordinance specifically does:

- Create administrative clearance procedure for qualifying PSH projects in public benefit section of zoning code
- Establish requirements regarding population served, notify public and provide supportive services
- Provide density bonus/other incentives (as well as modified parking standards)

- Provide option for additional relief from development standards, consistent with state law
- Establish performance of PSH projects, including design
- Amend site plan review thresholds for qualifying PSH projects

Definitions (LAMC Section 12.03)

The following terms would be defined in Section 12.03, reflecting existing definitions in state law:

- **Supportive Housing**, defined as housing for individuals with low incomes and one or more disabilities, including homeless individuals, which is linked to on-site or off-site supportive services
- **Supportive Services**, defined as services that are provided on a voluntary basis to residents of supportive housing and transitional housing, to assist the individual in obtaining and maintaining their housing

Motions

As its meeting of December 14, 2017 the Los Angeles Planning Commission took the actions below in conjunction with the approval of the proposed ordinance:

An ordinance amending sections 12.03, 12.04.09, 14.00 and 16.05 of the Los Angeles Municipal Code establishing regulations to facilitate the production of Permanent Supportive Housing

Summary of changes

Qualified Permanent Supportive Housing Project (LAMC Section 14.00 A.11(a))

In order to be considered a Qualified PSH Project and eligible for the provisions of this ordinance, the project must be located in a zone that allows **multiple dwellings** (RD1.5 or less restrictive) and all units are required to be **affordable, and a minimum of 50% of the total units must be restricted to the Target Population, which is defined as persons with lower incomes who have one or more disabilities and are homeless, or are chronically homeless**

Requirements (LAMC Section 14.00 A.11(c))

In order to obtain project approval, all Qualified PSH projects would be required to comply with a set of new requirements related to supportive services, including **55-year affordability covenants.**

Design Standards

Due to the **high level of public scrutiny** and funding requirements, PSH projects are typically well-designed. To further ensure that projects have quality design and are well-situated in existing neighborhoods, the proposed ordinance includes a series of ministerial design standards. The design standards were drafted based on multifamily residential design guidelines that currently exist in other City regulations, with the intent that all design standards are objective so as to facilitate ministerial review and approval. The design standards included in the proposed ordinance are intended to ensure that projects provide appropriate pedestrian scale, articulation and massing, and are sensitive to adjoining lower-density residential uses.

Outcome December 14th Planning Commission Meeting

An ordinance amending Sections 12.03, 12.04.09, 14.00, and 16.05 of the Los Angeles Municipal Code establishing regulations to facilitate the production of Permanent Supportive Housing.

1. **Found** pursuant to CEQA Guidelines Section 15074(b), after consideration of the whole of the administrative record, including Mitigated Negative Declaration No. ENV-2017- 3137-MND (Mitigated Negative Declaration), and all comments received, with imposition of mitigation measures, there is no substantial evidence that the project will have a significant effect on the environment; Found that the Mitigated Negative Declaration reflects the independent judgment and analysis of the City; Found the mitigation measures have been made enforceable conditions on the project; and adopt the Mitigated Negative Declaration; and Adopted the Mitigated Negative

Declaration and the Mitigation Monitoring Program prepared for the Mitigated Negative Declaration;

2. **Approve and recommend that the City Council find**, based on their independent judgement, after consideration of the whole of the administrative record, including the SCAG 2016-2040 RTP/SCS PEIR (SCH No. 2015031035), certified on April 7, 2016 (EIR) and the Addendum prepared for the PSH Ordinance (Addendum), the project was assessed in the EIR and pursuant to the CEQA Guidelines, Sections 15162 and 15164 and the Addendum that no major revisions to the EIR are required and no subsequent EIR, or negative declaration is required for approval of the project;
3. **Adopted** the staff report as the Commission report on the subject;
4. **Approved and recommended that the City Council adopt the proposed ordinance**, as amended by the Commission, subject to review by the City Attorney as to form and legality; 1. 2. 3. 4. And
5. **Adopted and recommended** that the City Council adopt the attached Findings.

VOTE

Quorum: _____

| | |
|----------------|--|
| For | |
| Against | |
| For if amended | |

| | |
|------------------------|--|
| Against unless amended | |
| Abstain | |
| | |

ORDINANCE NO. _____

An ordinance amending Sections 12.03, 12.04.09, 14.00, and 16.05 of the Los Angeles Municipal Code establishing regulations to facilitate the production of Permanent Supportive Housing.

THE PEOPLE OF THE CITY OF LOS ANGELES

DO ORDAIN AS FOLLOWS:

Section 1. The following definitions in Section 12.03 of the Los Angeles Municipal Code are added to read:

SUPPORTIVE HOUSING. Housing with no limit on length of stay that is occupied by persons with low incomes who have one or more disabilities and may include, among other populations, adults, emancipated minors, families with children, elderly persons, young adults aging out of the foster care system, individuals exiting from institutional settings, veterans, and homeless people. The housing is linked to onsite or offsite Supportive Services, and any Floor Area used for Supportive Services shall be considered accessory to the residential use. This definition includes a Qualified Permanent Supportive Housing Project, as that term is defined in Section 14.00 A.11(a) of this Code.

SUPPORTIVE SERVICES. Services that are provided on a voluntary basis to residents of Supportive Housing and Transitional Housing, including, but not limited to, a combination of subsidized, permanent housing, intensive case management, medical and mental health care, substance abuse treatment, employment services, benefits advocacy, and other services or service referrals necessary to obtain and maintain housing.

Section 2. Subdivision 11 of Subsection A of Section 14.00 of the Los Angeles Municipal Code is added to read as follows:

11. Density Bonus for Qualified Permanent Supportive Housing. The purpose of this subdivision is to create permanent supportive housing units under a ministerial approval process in conformance with the State Density Bonus provisions in California Government Code Section 65915. The grant of any bonuses, incentives, or concessions under this subdivision shall not be considered an increase in density or other change which requires any corresponding zone change, general plan amendment, specific plan exception or discretionary action.

(a) **Definitions.** Notwithstanding any provision of this Code to the contrary, the following definitions shall apply to this subdivision:

(1) **Qualified Permanent Supportive Housing Project.** The construction of, addition to, or remodeling of a building or buildings containing Supportive Housing, located in a zone that allows multiple dwellings (RD1.5 or less restrictive), where all of the total combined units or guest rooms, exclusive of any manager's units, are affordable to and occupied by Extremely Low, Very Low or Low Income households, as those income ranges are defined by the United States Department of Housing and Urban Development (HUD) or any successor agency, as verified by the Housing & Community Investment Department (HCIDLA). Affordable means that rents or housing costs to the tenant cannot exceed 30 percent of the maximum gross income of each respective household income group. A minimum of fifty (50) percent of the total combined units or guest rooms is occupied by the Target Population.

(2) **Target Population.** Persons with qualifying lower incomes who:

- (i) Have one or more disabilities, including mental illness, HIV or AIDS, substance abuse, or other chronic health condition, and are homeless as defined by any Los Angeles City, Los Angeles County, State of California, or Federal guidelines; or
- (ii) Are chronically homeless, as defined by any Los Angeles City, Los Angeles County, State of California, or Federal guidelines.

(b) **Application and Approval.** The applicant shall submit an application on a form developed by the Department of City Planning that contains basic information about the project, the owner and/or applicant and conformance with this section. All applications shall be reviewed for compliance with the definitions in Paragraph (a), requirements in Paragraph (c), zoning compliance in Paragraph (d), and adherence to the performance standards in Paragraph (g). The application shall be approved through a ministerial Public Benefit process if the eligibility criteria and performance standards of this subsection are met.

(1) **Other Affordable Housing Incentive Programs.** Except as described in Paragraph (f), projects which have applied for other affordable housing incentive programs offered in the Greater Downtown Housing Incentive Area in Section 12.22 A.29, Density Bonus in Section 12.22 A.25, the Transit Oriented Communities Affordable Housing Incentive Program in Section 12.22 A.31, Community Plan Implementation Overlays, or any other affordable housing incentive program shall not be eligible for a Qualified Permanent Supportive Housing Project approval under this Subdivision.

(c) **Requirements.** A Qualified Permanent Supportive Housing Project must comply with the following requirements:

- (1) **Supportive Services.** Applicants shall provide documentation describing the Supportive Services that will be provided onsite and/or offsite. Prior to any approval of a Qualified Permanent Supportive Housing Project by the Department of City Planning, the applicant shall submit information demonstrating that Supportive Services will be provided to residents of the project. The applicant shall indicate the name of the entity or entities that will provide the Supportive Services, funding source(s) for those services, and proposed staffing levels. A signed letter of intent from a local public agency, as identified on a list maintained by the Department of City Planning, shall be provided, verifying that the Supportive Services have received a preliminary funding commitment from the local public agency. If no funding commitment is needed, the applicant shall demonstrate that the entity or entities that will provide the Supportive Services are listed on a prequalified list of service providers maintained by a local public funding agency.
- (2) **Affordable Housing Covenant.** Projects shall record a covenant acceptable to the Housing and Community Investment Department (HCIDLA) that reserves and maintains the number of dwelling units designated as restricted affordable for at least 55 years from the issuance of the Certificate of Occupancy.
- (3) **Housing Replacement.** Projects shall meet any applicable dwelling unit replacement requirements of California Government Code Section 65915(c)(3), as verified by the Housing and Community Investment Department (HCIDLA) and all applicable covenant and monitoring fees in LAMC Section 19.14 shall be paid by the applicant prior to the issuance of any building permit.
- (4) **Notification of Application.** The following requirements shall be completed at least 30 days prior to the Department of City Planning's approval of the Qualified Permanent Supportive Housing Project:
 - (i) The Department shall send written notices of the application by U.S. mail to the abutting property owners and the Council District Office of the site for which a Qualified Permanent Supportive Housing Project application has been proposed; and
 - (ii) The applicant shall post, in a conspicuous place near the entrance of the property, a public notice of the Qualified Permanent Supportive Housing Project application. The applicant shall submit documentation of the public notice on a form provided by the Department, along with required photographs.

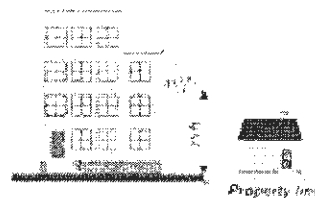
(d) **Bonuses and Incentives.** A Qualified Permanent Supportive Housing Project meeting the requirements in Paragraph (c) and the performance standards in Paragraph (g) is eligible for the following bonuses and incentives:

- (1) **Minimum Lot Area per Dwelling Unit or Guest Room.** In zones where multiple dwelling uses are permitted (R3 and less restrictive), the number of allowable dwelling units or guest rooms shall not be subject to the otherwise maximum allowable residential density under any applicable zoning ordinance and/or specific plan. In the RD1.5 Zone, the minimum lot area per dwelling unit or guest room shall be 500 square feet. All applicable standards pertaining to height and floor area under any applicable zoning ordinance and/or specific plan or overlay shall apply.
- (2) **Automobile Parking Requirements.** The following requirements shall apply to all Qualified Permanent Supportive Housing Projects. Up to 40% of the total required parking may be provided by compact stalls.
 - (i) No parking spaces shall be required for dwelling units or guest rooms restricted to the Target Population.
 - (ii) For Qualified Permanent Supportive Housing Projects located within one-half (1/2) mile of a Transit Stop as defined in Section 12.22 A.25(b), no more than one-half (1/2) parking space shall be required for each income-restricted dwelling unit or guest room not occupied by the Target Population. Otherwise, no more than one (1) parking space shall be required for each income-restricted dwelling unit or guest room not occupied by the Target Population.
 - (iii) One parking space for every twenty (20) dwelling units and/or guest rooms shall be required for the purpose of accommodating guests, supportive services, and case management.
 - (iv) **Exception for Projects Located in the Greater Downtown Housing Incentive Area.** Notwithstanding Paragraph (b)(1), for projects located in the Greater Downtown Housing Incentive Area, no parking space shall be required for dwelling units or guest rooms dedicated or set aside for households that earn less than 50% of the Area Median Income as determined by the Housing and Community Investment Department.
- (3) **Floor Area.** In computing the total floor area, any area designated exclusively for use in conjunction with Supportive Services and any public area accessible to all residents, including public common areas that serve residential or Supportive Services uses, shall not be considered part of the total floor area of the building for the purposes of calculating the total allowable floor area. The floor area shall be measured to the center line of partitions.

- (4) **Use.** Notwithstanding the use provisions of the underlying zoning, a Qualified Permanent Supportive Housing Project developed pursuant to this section shall be permitted when such project is being converted from or is a replacement of a Residential Hotel as defined in Section 47.70 et seq. of this Code and is a continuation of an existing residential use. Any such replacement shall comply with the provisions of Section 47.70 et seq. The total number of dwelling units or guest rooms may increase as a result of the conversion or replacement. This subparagraph shall not apply to a Residential Hotel located in a RD2 or more restrictive residential zone.
 - (5) **Guest Rooms.** For the purposes of this Section, a guest room may contain cooking facilities including a sink, refrigerator not exceeding 10 cubic feet, counter space not exceeding 10 square feet, and a hotplate or microwave.
- (e) **Additional Concessions or Incentives.** The project shall be eligible for any combination of up to five concessions or incentives described below, as applicable. Incentives shall not be used to exempt compliance with the performance standards described in Paragraph (g).
- (1) **Yard/Setback.** Up to 20% decrease in the required width or depth of any individual yard or setback except along any property line that abuts an R1 or more restrictively zoned property provided that the landscaping for the Permanent Supportive Housing project is sufficient to qualify for the number of landscape points equivalent to 10% or more than otherwise required by Section 12.40 of this Code and Landscape Ordinance Guidelines "O." In Residential Zones, the resulting front yard setback may not be less than the average of the front yards of adjoining buildings along the same street frontage. Or, if located on a corner lot or adjacent to a vacant lot, the front yard setback may align with the façade of the adjoining building along the same front lot line. If there are no adjoining buildings, no reduction is permitted. Adjustments to all individual yards or setbacks may be combined to count as one concession or incentive.
 - (2) **Lot Coverage.** Up to 20% increase in lot coverage limits, provided that the landscaping for the Permanent Supportive Housing project is sufficient to qualify for the number of landscape points equivalent to 10% more than otherwise required by Section 12.40 of this Code and Landscape Ordinance Guidelines "O."
 - (3) **Floor Area Ratio.**

 - (i) Up to 35% increase in the allowable Floor Area Ratio; or

- (ii) In lieu of the otherwise applicable Floor Area Ratio, a Floor Area Ratio not to exceed 3:1, provided the parcel is in a commercial zone.
- (4) **Height.** Up to 35% increase in the height requirement in feet, applicable over the entire parcel regardless of the number of underlying height limits. For purposes of this subparagraph, Section 12.21.1 A.10 of this Code shall not apply. In its place, the following transitional height requirements shall be applied.
- (i) In any zone in which the height or number of stories is limited, this height increase shall permit a maximum of one additional story up to eleven feet.
 - (ii) When adjacent to or across an alley from an R2 or more restrictive zone, the building's transitional height shall be stepped-back within a 45 degree angle as measured from a point 25 feet above grade at the property line.



- (5) **Open Space.** Up to 20% decrease from an open space requirement, provided that the landscaping for the Qualified Permanent Supportive Housing Project is sufficient to qualify for the number of landscape points equivalent to 10% more than otherwise required by Section 12.40 of this Code and Landscape Ordinance Guidelines "O."
- (6) **Common Open Space.** Notwithstanding the requirements in LAMC 12.24 G, recreation rooms at least 600 square feet in area for a development of 16 or more dwelling units or guest rooms, or at least 400 square feet in area for a development of fewer than 16 dwelling units or guest rooms, may qualify as common open space, but shall not qualify for more than 40 percent of the total required usable open space.
- (7) **Averaging of Floor Area Ratio, Parking or Open Space, and permitting Vehicular Access.** A Qualified Permanent Supportive Housing Project that is located on two or more contiguous parcels may average the floor area, open space and parking over the project site, and permit vehicular access through a more restrictive zone to a less restrictive zone, provided that:

- (i) The proposed use is permitted by the underlying zone(s) of each parcel; and
 - (ii) No further lot line adjustment or any other action that may cause the Permanent Supportive Housing Project site to be subdivided subsequent to this grant shall be permitted.

- (8) **Ground Floor Use.** Where nonresidential floor area is required by the Department of City Planning in a zoning ordinance, Specific Plan, Community Plan, Pedestrian Overlay Zone or other set of development standards, that requirement may be satisfied by any active ground floor use such as community rooms, resident amenities, supportive service areas, and common open space.

- (9) **Other Development Standard.** Up to a 20% relief may be provided from one other development standard not described in this section, as that term is defined in California Government Code Section 65915(o)(1).

- (f) **Request for Additional Waivers.** The City may not apply a development standard that will physically preclude the construction of the Qualified Permanent Supportive Housing Project. In addition to the Public Benefit Project, applicants may request additional waivers pursuant to the discretionary review procedures described in Section 12.22 A.25(g)(3) of this Code, except that the application shall not be required to provide a pro forma or other documentation to show that the waiver or modification of any development standard(s) are needed in order to make the Qualified Permanent Supportive Housing Project economically feasible. Additional waivers shall not be used to exempt compliance with the performance standards described in Paragraph (g).

- (g) **Performance Standards.** All projects shall meet the following performance standards or shall comply with the alternative compliance measures pursuant to Section 14.00 B of this Code. If otherwise applicable performance standards or design standards established under any zoning code, specific plan, or other overlay requirements conflict with this Section, those requirements shall supersede the standards provided in this Section.
 - (1) **Location Requirement.** The Qualified Permanent Supportive Housing Project shall be located within a High Quality Transit Area for the horizon year in the current Regional Transportation Plan/Sustainable Communities Strategy for the Southern California Association of Governments region.

 - (2) **Unit/Guest Room Requirements.** Each dwelling unit or guest room shall have a private bathroom and cooking facilities containing, at minimum, a sink, refrigerator, counter space, and a hotplate or microwave.

- (3) **On-Site Supportive Services Requirement.** Nonresidential floor area shall be provided for on-site Supportive Services in the following ratios:
- (i) For Qualified Permanent Supportive Housing Projects with 20 or fewer total combined units or guest rooms, no less than 90 square feet of dedicated office space shall be provided; or
 - (ii) For Qualified Permanent Supportive Housing Projects with greater than 20 dwelling units or guest rooms, a minimum of three (3) percent of the total residential floor area shall be dedicated for the provision of on-site Supportive Services that are limited to tenant use, including but not limited to community rooms, case management offices, computer rooms, and/or a community kitchen.
- (4) **Façade Transparency.**
- (i) For any building located in a Commercial Zone, a minimum of 25 percent of that portion of the exterior street-facing walls which are between 2 feet to 8 feet above the sidewalk grade, shall be comprised of transparent (untinted, unfrosted, non-reflective) windows or openings, exclusive of areas for walkways, driveways, paseos and plazas.
 - (ii) Glass Transparency. Glass is considered transparent where it has a transparency higher than 80 percent and external reflectance of less than 15 percent.
- (5) **Massing.** Buildings more than 300 feet in length shall include a design element that provides visual relief every 200 feet. The design feature shall either setback from or step forward from the primary face of the building by at least a depth of 12 inches and shall be a width of no less than 5% of the building face (ex: 5% of 200' = 10') and shall extend up the face of the building at least the full height of the building's first story.
- (6) **Building Orientation.** All buildings shall be oriented to the street by providing primary entrances, windows, architectural features or balconies on the front and along any street-facing elevations. Primary entrances shall be connected to and visible from a public street such that a pedestrian entering the building need not walk through a vehicle parking area in order to arrive at the entrance.
- (7) **Landscaping.** All portions of the required front yard not used for necessary driveways and walkways, including decorative walkways, shall be landscaped and maintained, and not otherwise paved.

- (8) **Lighting.** Security night lighting shall be shielded so that the light source cannot be seen from adjacent residential properties.
- (9) **Surface Parking.** Any surface parking areas shall be landscaped pursuant to the requirements of Subsection 12.21 A.6(i) of this Code.
- (10) **At-Grade Parking.** No at-grade parking space shall be located within the front yard. Loading areas and off-street parking facilities containing three or more spaces shall be effectively screened from abutting streets and lots. However, such screening shall not obstruct the view of the driver entering or leaving the loading area or parking facility, or the view from the street of entrances and exits to a loading area or parking facility. The screening shall consist of one or more of the following:
- (i) A strip at least five feet in width of densely planted shrubs or trees that are at least two feet high at the time of planting and are of a type that may be expected to form, within three years after time of planting, a continuous, unbroken, year round visual screen; or
 - (ii) A wall, barrier, or fence of uniform appearance. Such wall, barrier, or fence may be opaque or perforated provided that not more than 50% of the face is open. The wall, barrier or fence shall be between four and six feet in height.
- (11) **Construction Standards.** The following standards shall be met during project construction and shall be verified prior to issuance of the Certificate of Occupancy:
- (i) No pile driving shall be allowed unless required due to geological conditions. Where piles are needed, they shall use quiet techniques such as vibratory piles.
 - (ii) Where excavating below previously excavated depths, the applicant shall conduct a record search at the appropriate Information Center to determine whether the project area has previously been surveyed and whether archaeological or paleontological resources, or geological features are potentially present, and obtain review by a qualified expert to determine if the project has the potential to impact archaeological resources, or parent material with a moderate to high potential to contain unique paleontological resources, or to require the substantial alteration of a unique geologic feature. If the potential for archaeological, paleontological resources, or unique geological feature exists, the project shall require monitoring by a qualified archaeologist, and/or paleontologist, and/or geologist, as applicable. If archaeological,

paleontological, or unique geological features are discovered during excavation, grading or construction activities, work shall cease in the area of the find until a qualified expert has evaluated the find and taken any necessary measures to preserve and protect the find in accordance with federal, state and local law and guidelines.

- (iii) Projects that involve construction-related soil disturbance located on land that is currently or was historically zoned as industrial or, previously had a gas station or dry cleaning facility on-site, shall conduct a comprehensive search of databases of sites containing hazardous waste or hazardous materials, including on lists prepared pursuant to Government Code, section 65962.2. A report setting forth the results of this database search shall be provided to the City and shall be made publicly available (e.g. historical environmental reports prepared by Enviroscan, EDR or similar firms). If the report indicates the project site or property within one-quarter mile of the project site has the potential to be contaminated with hazardous waste or hazardous materials for any reason,, Phase I and, as needed, Phase II Environmental Site Assessments shall be prepared by a qualified Environmental Professional (as defined in Title 40 Code of Federal Regulations §312.10 Definitions). Applicants shall consult with appropriate oversight agencies, including the Department of Toxic Substances Control and the Los Angeles Regional Water Quality Control Board, and implement remediation measures to minimize human exposure and prevent further environmental contamination. No development shall occur until a letter of No Further Action is obtained, if required, by an appropriate agency.
- (iv) Where excavation could extend below previously disturbed levels, notification shall be provided to California Native American tribes that are traditionally and culturally affiliated with the geographic area of the project site, if the Tribe has submitted to the Department of City Planning a request in writing to be notified of proposed projects in that area. If the potential for tribal resources exists, excavation in previously undisturbed soils shall be monitored by a qualified Tribal Monitor. If tribal resources are discovered during excavation, grading, or construction activities, work shall cease in the area of the find until an appropriate Tribal Representative has evaluated the find. Construction personnel shall not collect or move any tribal resources. Construction activity may continue unimpeded on other portions of the Project site. Any tribal resources shall be treated with appropriate dignity and protected and preserved as appropriate and as required by law.

- (12) **Historic Resources.** The Qualified Permanent Supportive Housing shall not involve a historical resource, as defined by Public Resources Code Section 21084.1 as determined by the Director, in consultation with the Office of Historic Resources.

(h) **Purpose.** The purpose of this subdivision is to facilitate the expedient production of Permanent Supportive Housing units meeting the definitions and regulations established herein, in order to provide high-quality, well-serviced and affordable housing units which are responsive to the needs of the Target Population. Qualified Permanent Supportive Housing Projects should be located at sites that are accessible by public transit, including paratransit. Individual units and/or guest rooms should be provided with basic amenities that are sufficient to support independent living. Areas should be made available on the subject property to provide the appropriate level of Supportive Services to the Target Population. Architectural features should be incorporated in building design to ensure that buildings are street-oriented, provide visual interest at the street level, and facilitate pedestrian access. Landscaping should be provided in any front yard area or on any surface parking area to provide additional visual interest at the street level. Lighting on the site should be located so as to not reflect on adjoining residential uses.

Section 3. Subdivision 11 of Subsection B of Section 12.04.09 of the Los Angeles Municipal Code is added to read as follows:

11. Any joint public and private development that is a Qualified Permanent Supportive Housing Project developed pursuant to Section 14.00 A.11 of this Code, utilizing the uses and standards permitted by the least restrictive adjoining zone. The phrase "adjoining zones" refers to the zones on properties abutting, across the street or alley from or having a common corner with the subject property.

Section 4. Subdivision 8 of Subsection D of Section 16.05 of the Los Angeles Municipal Code is added to read as follows:

8. A Qualified Permanent Supportive Housing Project developed pursuant to Section 14.00 A.11 of this Code and containing no more than 120 units, or no more than 200 units if it is located in the Greater Downtown Housing Incentive Area or on a lot with a general plan land use designation of Regional Center Commercial, Regional Commercial, or Regional Mixed Commercial.

Agenda Item 18-0009 – First reading to amend the WHNC Bylaws, Article V Section 6 Vacancies on the Board WHNC Bylaws Article V,

Section 6: Vacancies on the Board

Vacancies on the Board shall be filled using the following procedure:

A. When a vacancy is created on the Board, the vacancy shall be announced at the next regular meeting of the Board. The WHNC President shall form an Ad Hoc Vacancy Committee. An application period will open for a minimum of thirty (30) days, and application instructions will be posted on the WHNC website and promoted via social media.

B. Any qualified Stakeholder interested in filling a vacant seat on the Board shall submit an application to the Ad Hoc Vacancy Committee. Application forms shall be available on the WHNC website or obtained by written request to the Chair of the Ad Hoc Vacancy Committee.

C. The Ad Hoc Vacancy Committee shall meet no later than 15 days after the filing deadline. The committee shall review the applications to ensure that the applicants are eligible to hold the office and are otherwise qualified to undertake the level of participation expected of Directors of the Board of the WHNC.

D. The committee shall submit all applications and shall make a recommendation of a qualified candidate to the President within a reasonable time frame. The President shall have the filling of the vacancy placed on the agenda for a vote at the next Board meeting.

The votes of the Board shall be taken and the seat shall be filled by a vote of a simple majority. If no candidate has a simple majority after the first vote, the Chair shall call for subsequent votes with candidates who received a low number of votes in the previous round eliminated from consideration.

E. When the aforementioned process fills a vacant seat, that seat shall be filled for the remainder of the term for that seat.

F. In no event shall a vacant seat be filled when a general election or selection is scheduled for that seat within 60 days.

Unanimously approved by the Bylaws Committee – January 3, 2018

Agenda Item 18-0010 – First reading to amend the WHNC Bylaws, Article VII, Section 3, Committee Creation and Authorization

WHNC Bylaws Article VII,

Section 2: Committee Creation and Authorization

The Board shall establish all Standing Committees and the President shall establish Ad Hoc Committees as needed to address temporary issues. Suggestions for committees may come from Stakeholders or from members of the Board.

The President shall appoint the chairs of all committees, subject to a majority vote of the Board as to chair positions in Standing Committees only. Following appointment, committee chairs shall oversee the appointment of other committee officers and the establishment of operating rules for their committees. Chairs of ad hoc committees shall occupy their positions for the lengths of their committees' intended purpose. The President may remove committee Chairs. Such a decision may be overridden by a two-thirds (2/3) vote of the membership present.

Unanimously approved by the Bylaws Committee – January 3, 2018

Agenda Item 18-0011 – First reading to amend the WHNC Bylaws, Article V, Section 1, Composition and Table B WHNC Bylaws Article V,

Section 1: Composition and ATTACHMENT B

Section 1: Composition

The WHNC Board shall consist of twenty-five (25) Directors (or Board Members) elected by the stakeholders on an “at-large” basis.

ATTACHMENT B – Governing Board Structure and Voting

West Hills Neighborhood Council – 25 Board Seats

| BOARD POSITION | # of SEATS | ELECTED OR APPOINTED? | ELIGIBILITY TO RUN FOR THE SEAT | ELIGIBILITY TO VOTE FOR THE SEAT |
|-------------------------------------|------------|-----------------------|--|--|
| At Large Directors Term: 4 Years | 25 | Elected | All Stakeholders who are 16 years or older | All Stakeholders who are 16 years or older |
| | | | | |

Unanimously approved by the Bylaws Committee – January 3, 2018

Agenda Item 18-0012 - Discussion and Possible Action to the WHNC Standing Rules change Article V Section 9 Removal of Governing Board Members

Article V, Governing Board, Section 9: Removal of Governing Board Members

A. A motion to remove a board member shall only be allowed for a violation of one or more of the following: Article V, Section 5, Paragraph A; Article 5, Section 8, Paragraph E; the WHNC Code of Civility; the Neighborhood Council Board Member Code of Conduct Policy-Policy Number 2014-2 -- Adopted 10-4-1.

B. The WHNC President and Vice President shall first attempt to resolve the issue.

C. Should further action be required; a motion shall be placed on the agenda of the next appropriate meeting of the WHNC Board of Directors.

Unanimously approved by the Bylaws Committee – January 3, 2018

Current Standing Rules

Article V, Governing Board, Section 8/9 Censure or Removal of Governing Board Members (As amended 01-17-2016)

Procedures for submitting petitions

- A. A petition must describe in detail the reason(s) for censure or removal as delineated in Article V, Section 8/9
- B. All petitions shall be submitted to the president and vice president, who shall verify that the petition is based upon one of the 3 reasons delineated in Article V, Section 8/9, paragraph D of the bylaws and that, if submitted by a stakeholder, the required minimum 50 signatures are on the petition.
- C. If verified, a complete copy of the petition shall be provided to the subject board member within 5 (five) days of receipt by the president or vice president. Any notice given by mail shall be sent by mail with proof of delivery to the last known address.
- D. The president and vice president shall first attempt to mediate the issues.
- E. An informal meeting of the president, vice president, petition author(s) and the named board member shall take place within 15 days of notification to the named board member to attempt to resolve the issues presented in the petition.
- F. If this mediation is successful no further action will be taken.
- G. If this mediation is not successful the following steps will be taken:
 1. The president or vice president shall seek advice of the City Attorney and EmpowerLA.
 2. A mediation or facilitation shall be requested through EmpowerLA.
 3. If this mediation or facilitation does not take place within 30 days of the request, or if the mediation/facilitation is not successful for any reason the following steps shall be taken:
 - a. If the petition was submitted by a board member, a special meeting of the board shall be called within 15 days from the failure of the mediation for the purpose of the petitioner presenting their case, obtaining the required board signatures on the petition, and proceeding with discussion and possible action.
 - b. If the petition is submitted by a non-board member, a special meeting shall be scheduled only for discussion and possible action
 - (1). At the special meeting, advocates shall present their case which may include discussion, documents and witnesses.
 - (2). Any censure or removal of a Director pursuant to this subsection shall require an affirmative vote of two-thirds (2/3) of the Directors present, and no fewer than 13 (thirteen) affirmative votes.

for Vision Zero Ribbon

Agenda Item 18-0014 - Discussion and possible action on approving approximately \$43.76 to Joan Trent for Vision Zero Awards

Awards - Vision
0

Party City

6559 FALLBROOK AVE
WEST HILLS, CA 91307
818 348-6558

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 TOTAL \$43.76
 ITEMS = 4

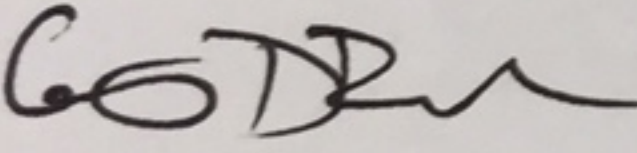
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Expense from
 Streets Transportation
 Committee "Vision
 Zero" School Art
 Project for
 Pedestrian, Cyclist,
 & Driver Safety
 in West
 Hills.


 Co-Chair
 SAT
 Committee

Agenda Item 18-0015 - Discussion and Possible Action on approving
Neighborhood Council Event Approval Form for Spring Fest 2018.



NEIGHBORHOOD COUNCIL EVENT APPROVAL FORM

Office of the City Clerk – Neighborhood Council Funding Program
200 N. Spring Street, Rm 224, Los Angeles, CA 90012 • (213) 978-1058 or Toll-Free 3-1-1
E-mail: Clerk.NCFunding@LACity.org • www.Clerk.LACity.org

Events are great opportunities for Neighborhood Councils to interact with their stakeholders. There are, however, liability and permitting issues that must be handled prior to the event. The Office of the City Clerk, Administrative Services Division, NC Funding Program Section must approve all Neighborhood Council sponsored events before any payments can be processed.

Please complete, sign, and submit this form at least 30 days prior to your event. Missing or incomplete required information or documents will delay review.

Neighborhood Council: West Hills

The Neighborhood Council is the Main Sponsor or Co-Sponsor for the event.

Main sponsor: Shadow Ranch Recreation Center

Contact Person: Christina Henry

Phone: 818-883-3637 Email: ChristinaHenry@lacity.org

Co-Sponsor (if applicable): West Hills NC

Contact Person: Bob Brostoff

Phone: 818-917-0160 Email: Bob.BROSTOFF@WestHillsNC.org

Event Information

Event Description (festival, movie night, etc.): Festival

Date: 3-31-2018 Time Frame: 10AM to 4^{PM} Est. number of attendees: 4500 Event Budget: \$132400

Venue Name: Shadow Ranch Recreation Center

Venue Address: 22633 Vanowen St, West Hills

Contact Person: Christina Henry

Phone: 818-883-3637 Email: ChristinaHenry@lacity.org

Please note: If the location for the event is at City facility, e.g. park, the location approval may be easier and at little or no cost. If the location for event is not a City facility, a separate contract may be needed and can take 30 days to complete.

Please scan the following documents and email to Clerk.NCFunding@lacity.org for approval PRIOR to event:

- Neighborhood Council Event Approval Form – Completed and signed by Treasurer, Second Signatory or Event Chair
- Board Action Request (BAC) Form – Completed and signed by Treasurer and Second Signatory
- Itemized Detailed Event Budget – Total budget with funding categories (food, entertainment, flyers, permits, etc.) and with specific vendors if available.

If a bank card credit limit increase will be necessary to pay for expenditures for this event, please contact your Funding Program Representative to submit a request to increase applicable limits.

The City of Los Angeles provides Neighborhood Councils with event liability coverage in the amount of \$5 million. Depending on the type of event, there may be additional permits and liability issues that must be addressed prior to the event, or the Neighborhood Council will be liable for any penalties or injuries incurred at the event. There may be fees attached to obtaining permits and additional liability so please budget accordingly. It may be easier to partner with the City family or a community based organization or even hire a producer (will require a contract prepared by the Department) so that they can obtain/handle the necessary permits and liability issues instead. The following must be obtained **PRIOR TO THE EVENT** if they are applicable to your event:

If FOOD is being purchased/provided/distributed/served at your event, you may be required to obtain the following documents:

- LA County Public Health Department Permit – if the food is free, no permit is required. If there are tickets being sold for vendor food booths (e.g. "Taste of" type of event, which needs to have a sponsor besides the Neighborhood Council to accept the funds), a paid permit is required, but the fee will be waived if held at a City park.
- LA Fire Department – contact for a permit for use of barbeques or to determine whether a first aid station is necessary

You may need ADDITIONAL INSURANCE for your event from Vendors if they are providing the following services:

- Jumper/Bouncer (Inflatables) – **the City of Los Angeles will need to be listed as Additional Insured** by the company
- Games (e.g. dunk tank, other carnival style games) – City Risk Management will need to review
- Food (purchased, provided, distributed and/or served) – City Risk Management may need to review

If RENTING a vehicle or truck to transport event materials:

- Renting and driving of vehicle/truck must be by a board member
- Additional Insurance offered by the rental company must be purchased in full

ADDITIONAL PERMITS may be required if the event has:

- Over 500 attendees, which may require LAPD presence - LAPD Special Events
- Street closures for block parties - Bureau of Street Services or LADOT for larger street closures, such as a parade
- Tents/canopies larger than 450 square feet or stages/platforms more than 30 inches above grade - Building and Safety

CONTACT INFORMATION for possible permits:

- Street Maintenance - (213) 847-2999
- Building and Safety - (213) 482-0387
- LADOT (Traffic Officers) - (323) 913-4652
- LADOT (Signs) - (213) 485-2298
- LADOT (Special Operations) - (323) 224-2124
- Risk Management - (213) 978-7475
- LAPD - (213) 486-0410
- LAFD - (213) 978-3650
- Sanitation - (213) 485-3612
- Street Services - <http://bsspermits.lacity.org/spevents/>
- LA County Public Health Dept. - <http://publichealth.lacounty.gov>

Original documents to be filed for you records and submitted to NC Funding Program if requested:

- Neighborhood Council Event Approval Form – Signed by Treasurer, Second Signatory or Committee Chair
- Board Action Certification (BAC) Form – Completed and signed by Treasurer and Second Signatory
- Itemized Detailed Event Budget – Final total budget with funding categories and specific vendors.
- Original Invoices and Receipts
- Proof of Sponsorships (e.g. event flyers, webpage copy, etc.)
- Copies of Insurance Certificates (if applicable)
- Copies of Permits (if applicable)
- W-9 (for 1099 Individual Services if applicable)

I have read and understand the requirements set forth in this document and agree to comply with the required paperwork necessary for Neighborhood Council events.

Signature: _____ Date: _____

Print Name: _____ Title: _____

Email: _____ Phone: _____

For Staff Use Only: Approved Denied

Reviewers Signatures: 1st Level _____ 2nd Level _____

Reviewers Names: 1st Level _____ 2nd Level _____

Spring Fest 2018
March 31, 2018
Estimated Budget

| Item | Estimated Cost | Paid By |
|-------------------------|-----------------------|----------------|
| Entertainment | 1,000.00 | Non-Profit* |
| Petting Zoo | 525.00 | Non-Profit |
| Jumpers | 475.00 | Non-Profit |
| Rock Climbing Wall | 594.00 | Non-Profit |
| Bus Bench Ads | 200.00 | WHNC |
| Food | 300.00 | Park |
| Pop-ups, chairs, tables | 600.00 | Non-Profit |
| Staff payroll | <u>3,630.00</u> | Park |
| Estimated Total | 7,324.00 | |

* Friends of Shadow Ranch Park Inc.

