



CITY OF
LOS ANGELES
CALIFORNIA



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

JOINT BOARD AND ZONING & PLANNING COMMITTEE MEETING AGENDA

Tuesday, June 10, 2025 @ 6:30 p.m.

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

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

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

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

This meeting is open to the public. Doors open 10 minutes before the meeting starts. Those who wish to speak during the meeting may be asked to complete a Speaker Card. Comments on matters not on the agenda will be heard during the Public Comment period. Those who wish to speak on an agenda item will be heard when the item is considered.

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| 1. Call to order | Mr. Bill Rose, Co-Chair
Mrs. Charlene Rothstein, Co-Chair |
| 2. Establish Quorum | Mrs. Carolyn Greenwood, Secretary |
| 3. Comments from the Co-Chairs | Mr. Bill Rose, Co-Chair
Mrs. Charlene Rothstein, Co-Chair |
| 4. Approve meeting minutes of May 13, 2025 | Mrs. Carolyn Greenwood, Secretary |
| 5. Public Comments on Non-Agenda Items | Mr. Bill Rose, Co-Chair
Mrs. Charlene Rothstein, Co-Chair |

New Business

- | | |
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| 6. Discussion and possible action to submit a letter to Mayor Karen Bass with a request for the City of Los Angeles to take a position in support of local control and against SB 79 | Mr. Bill Rose, Co-Chair
Mrs. Charlene Rothstein, Co-Chair |
|--|--|

7. Discussion and possible action on submitting a letter to Mayor Karen Bass, City Council and City Planning/Planners regarding suspending progress of the Southwest Valley Community Plans until the State of California has finalized addressing housing shortages.

Mr. Bill Rose, Co-Chair
Mrs. Charlene Rothstein, Co-Chair

Old Business

8. Discussion and possible action regarding revisions to the City Charter including Article IX and Council File 25-0600-S7
9. Meeting Adjournment – Next meeting is July 8, 2025

Mr. Bill Rose, Co-Chair
Mrs. Charlene Rothstein, Co-Chair
Ms. Penny Newmark, Member

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

Public Input - Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, an issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to two minutes per speaker, unless adjusted by the presiding officer of the committee.

The Americans With Disabilities Act - As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: NCsupport@lacity.org

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

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

Public Access of Records - In compliance with Government Code Section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at our website: www.westhillsnc.org or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the WHNC's executive director via email at michelle.ritchie@westhillsnc.org

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

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



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WEST HILLS NEIGHBORHOOD COUNCIL
JOINT BOARD AND ZONING & PLANNING COMMITTEE
MEETING MINUTES

TUESDAY, May 13, 2025 @ 6:30pm
Chaminade College Preparatory – Condon Center 2nd Floor
23241 W. Cohasset Street, West Hills, CA 91304

1. Call to Order at 6:42 pm by Co-Chair Bill Rose.
2. (Co-Chairs) Char Rothstein and Bill Rose stated that committee members cannot miss more than four meetings in a twelve-month period according to our current operating rules. Joan Trent, Anthony Searce and Cole Smith will be deleted from the committee roster. Chris Pike is appointed as a new member to fill one of the vacancies. More new members will be discussed and appointed at the next committee meeting.

Quorum was established. Membership total is 12.

Committee Members Present: Aida Abkarians, Faye Barta, Kim Koerber, Penelope Newmark, Steve Randall (AB2449), Chris Pike, Bill Rose and Charlene Rothstein

Committee Members Absent: Dan Brin, Carolyn Greenwood, Saif Mogri, Myrl Schreibman

Other Board Members Present: Glenn Jennings, Ellen Silvers, Brad Vanderhoof

3. Comments from Co-Chairs: Char spoke to Allan Dietel, an architect WHNC worked with on a prior West Hills development issue. Char will follow up on his recommendation to request a 3-D rendering for the Woodlake Apartments project. Penny Newmark commented that she sent two emails to City Planner Laura Franzen-Steele requesting posting of and access to documents online for Woodlake Apartments.

Penny gave an update on the Chaminade Expansion project and the determination letters were issued and are on the website. Next steps are: waiting for appeals periods to close; then to City Council PLUM Committee for public hearing; lastly, a full City Council public hearing for Vesting Zone and Height District Change recommendation by City Planning Commission.

4. Minutes from March 11, 2025 and April 8, 2025 were amended and approved.
5. Public Comments on Non-Agenda Items: None.

New Business:

6. Discussion and possible action regarding the revision of the City Charter including but not limited to Zoning & Planning.

Char relayed that Neighborhood Councils are included in the City Charter and the Zoning & Planning and the Government Relations Committees should be focusing on these revisions. An application to serve on the City Charter Reform Commission was closed in March.

A subcommittee was formed and will meet to choose a chair and discuss a direction. Committee Board Members: Aida, Bill, Brenda, Char, Kim and Penny. Committee Community Stakeholders: Fran Rubin.

Char will contact Josh Yeager, Legislative Director for City Councilmember John Lee. Penny will send an email to the City Charter subcommittee with available information.

Old Business:

7. Discussion and possible action regarding the DRAFT Southwest Valley Community Plan (includes West Hills).

Char sent an email to City Planning Associate Lucy Martinez for updates. The Plan is still in the consulting stage but moving toward finalization.

Because of State mandates from the CA legislative bills, Char would like to have approval from the committee for a letter to request City Planning not finalize the Plan until the status of Assembly bills is determined.

*Motion passed unanimously to approve letter to City Planning from the Zoning & Planning Committee requesting that the S.W. Valley Community Plan not be finalized until the CA Legislature's bills pertaining to housing are concluded.

We will send a copy of our letter to Mayor Bass and invite her to attend a WHNC meeting.

8. Discussion and possible action regarding Senate Bill 79 and upcoming hearing on May 19, 2025.

Penny shared that the deadline for the Senate Appropriations Committee to vote on SB79 is May 19, 2024. She posted a flyer and information with a template letter on how to send an email message opposing SB79 on our website. Chris posted a message on Instagram. The committee was urged to send letters and an email will be sent to Board members with the same request. There is also a video that can be accessed on YouTube. Glenn & Faye will send information to their Neighborhood Watch list; Ellen is preparing her own letter to send and will cc the committee; Steve will send to his mailing list. Penny will forward information on SB79 to those who offered their mailing lists.

Char gave a “shout out” to United Neighbors for their ongoing dedicated efforts to inform us about the legislative bills.

*Motion passed unanimously to approve a letter to SB79 bill sponsors and to Senate Appropriations Committee members from the Zoning & Planning Committee in opposition to SB79 and stating that local oversight and control should remain with our local government, not mandated by legislative actions in Sacramento.

9. Discussion and possible action regarding Zoning & Planning Committee Membership and Operating Rules approved September 12, 2023.

Action taken under Item #2.

10. The meeting was adjourned by Bill at 7:50 pm. The next meeting is June 10, 2025.

Updates to the Southwest Valley Community Plans

[ABOUT](#) [DRAFT PLAN](#) [MAPS](#) [EVENTS AND NEWS](#) [OFFICE HOURS](#)
[CONTACT](#) [RESOURCES](#)

Southwest Valley Plans

The Los Angeles City Planning Department is in the process of updating its 35 Community Plans. The plans constitute the Land Use Element of the General Plan (https://planning.lacity.org/plans-policies/general-plan-overview), the long-range planning document that presents the City's vision for the future of its

neighborhoods. The Department incorporates input from the community into its policies and programs, which will guide development and growth in Los Angeles's neighborhoods for years to come.

As part of this process, the Department is concurrently updating three plans:

- Canoga Park – Winnetka – Woodland Hills – West Hills, Encino – Tarzana, and Reseda – West Van Nuys - Lake Balboa. These three documents are the Southwest Valley Plans.

The Department's aim is to engage the community around two key goals: planning for projected population and employment growth in the Southwest Valley over the next 25 years in an inclusive, equitable, sustainable and healthy manner, and applying the City's new Zoning Code structure to the region. Community participation in the plan update will be vital for ensuring that the City's land use policy accurately reflects the community's vision for the Southwest Valley.

Outreach Timeline

We Are Here

WE ARE HERE



- Canoga Park-Winnetka-Woodland Hills-West Hills

ARTICLE IX

DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT

Section

- 900 Purpose.
- 901 Department of Neighborhood Empowerment.
- 902 Board of Neighborhood Commissioners.
- 903 General Manager.
- 904 Development of the Neighborhood Council Plan.
- 905 Implementation of the Plan.
- 906 Certification of Neighborhood Councils.
- 907 Early Warning System.
- 908 Powers of Neighborhood Councils.
- 909 Annual City Budget Priorities.
- 910 Monitoring of City Services.
- 911 Appropriation.
- 912 Review.
- 913 Transfer of Powers.
- 914 Effect of Ordinances.

Sec. 900. Purpose.

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

Sec. 901. Department of Neighborhood Empowerment.

The Department of Neighborhood Empowerment shall have the duties and responsibilities set forth in this **Article** and elsewhere in the Charter to implement and oversee the ordinances and regulations creating the system of neighborhood councils enacted pursuant to Section 905. Duties and responsibilities shall include:

- (a) prepare a plan for the creation of a system of neighborhood councils to ensure that every part of the City is within the boundary of a neighborhood council, and has an opportunity to form a neighborhood council (Plan);
- (b) assist neighborhoods in preparing petitions for recognition or certification, identifying boundaries that do not divide communities, and organizing themselves, in accordance with the Plan;
- (c) arrange Congress of Neighborhood meetings if requested to do so by recognized neighborhood councils;

- (d) assist neighborhood councils with the election or selection of their officers;
- (e) arrange training for neighborhood councils officers and staff;
- (f) assist neighborhood councils to share resources, including offices, equipment, and other forms of support for them to communicate with constituents, other neighborhood councils and with government officials; and
- (g) perform other duties as provided by ordinance.

Sec. 902. Board of Neighborhood Commissioners.

(a) There shall be a board of seven commissioners to be known as the Board of Neighborhood Commissioners (board). Commissioners shall be appointed by the Mayor, and shall be from diverse geographic areas, as further specified by ordinance. Appointment and removal of commissioners shall otherwise be in accordance with Section 502.

(b) The board shall be responsible for policy setting and policy oversight, including the approval of contracts and leases and the promulgation of rules and regulations, but shall not be responsible for day-to-day management.

(c) The board shall operate in accordance with Sections 503 through 508 and 510 of the Charter.

Sec. 903. General Manager.

(a) There shall be a general manager of the Department of Neighborhood Empowerment who shall be appointed by the Mayor, subject to confirmation by the Council, and may be removed as provided in Section 508.

(b) The general manager shall have those powers and duties set forth in Section 510.

(c) The general manager shall appoint, discharge and prescribe the duties of staff, consistent with the civil service provisions of the Charter.

Sec. 904. Development of the Neighborhood Council Plan.

The Department of Neighborhood Empowerment shall develop a Plan for a citywide system of neighborhood councils, in conformance with the following:

(a) The Department of Neighborhood Empowerment shall seek public input in the formulation of the Plan.

(b) The Plan shall contain a statement of goals, policies and objectives of the Neighborhood Council system, and shall contain specific regulations, in draft ordinance format (Regulations) which, if adopted by ordinance, would be sufficient to implement the Plan.

(c) The Regulations shall establish the method by which boundaries of neighborhood councils will be determined. The system for determining boundaries shall maintain neighborhood boundaries to the maximum extent feasible, and may consider community planning district boundaries where appropriate.

(d) The Regulations must ensure that all areas of the City are given an equal opportunity to form neighborhood councils.

(e) The Regulations shall establish the procedure and criteria for recognition or certification of neighborhood councils.

(f) The Regulations shall not restrict the method by which the members of a neighborhood council are chosen, if the process otherwise satisfies the requirements of this **Article**.

(g) The Regulations shall require that neighborhood councils adopt fair and open procedures for the conduct of their business.

(h) The Mayor and Council shall provide for the creation of the Department of Neighborhood Empowerment and appointment of the general manager within 120 days of the effective date of this **Article**.

Sec. 905. Implementation of the Plan.

The Department of Neighborhood Empowerment shall complete development of the Plan and present the Plan and all necessary Regulations for a system of neighborhood councils to the Council and Mayor within one year of the establishment of the department and commission. The Council shall consider the Regulations, and within six months after presentation of the Plan to Council may adopt ordinances to implement the Regulations as proposed, or as modified by the Council consistent with the requirements of the Plan set forth in Section 904. If implementing ordinances are not adopted within this time period, the Regulations shall become effective, and to the extent not inconsistent with law shall be binding upon all City departments and offices.

Sec. 906. Certification of Neighborhood Councils.

(a) **By-laws.** Each neighborhood council seeking official certification or recognition from the City shall submit an organization plan and by-laws to the Department of Neighborhood Empowerment showing, at a minimum:

- (1) the method by which their officers are chosen;
- (2) neighborhood council membership will be open to everyone who lives, works or owns property in the area (stakeholders);
- (3) assurances that the members of the neighborhood council will reflect the diverse interests within their area;
- (4) a system through which the neighborhood council will communicate with stakeholders on a regular basis;
- (5) a system for financial accountability of its funds; and
- (6) guarantees that all meetings will be open and public, and permit, to the extent feasible, every stakeholder to participate in the conduct of business, deliberation and decision-making.

(b) **Petitioning for Certification and Approval.** Neighborhood councils may petition for certification or recognition in accordance with rules and procedures set forth in the Plan.

Sec. 907. Early Warning System.

The Regulations shall establish procedures for receiving input from neighborhood councils prior to decisions by the City Council, City Council Committees and boards and commissions. The procedures shall include, but need not be limited to, notice to neighborhood councils as soon as practical, and a reasonable opportunity to provide input before decisions are made. Notices to be provided include matters to be considered by the City Council, City Council Committees, and City boards or commissions.

Sec. 908. Powers of Neighborhood Councils.

Subject to applicable law, the City Council may delegate its authority to neighborhood councils to hold public hearings prior to the City Council making a decision on a matter of local concern.

Sec. 909. Annual City Budget Priorities.

Each neighborhood council may present to the Mayor and Council an annual list of priorities for the City budget. The Mayor shall inform certified neighborhood councils of the deadline for submission so that the input may be considered in a timely fashion.

Sec. 910. Monitoring of City Services.

Neighborhood councils shall monitor the delivery of City services in their respective areas and have periodic meetings with responsible officials of City departments, subject to their reasonable availability.

Sec. 911. Appropriation.

The Mayor and Council shall appropriate funds for the Department of Neighborhood Empowerment and for the startup and functioning of neighborhood councils for the first two years after the effective date of this **Article**. Funds shall be appropriated into a special fund to be established by ordinance. The Mayor and Council shall thereafter appropriate funds for the department and neighborhood councils at least one year in advance of each subsequent fiscal year.

Sec. 912. Review.

The Mayor and Council shall appoint a commission as prescribed by ordinance to evaluate the provisions of this **Article**, the Regulations adopted pursuant to this **Article**, and the efficacy of the system of neighborhood councils no later than seven years after the adoption of the Charter. The commission shall make recommendations to the Council regarding changes to the Charter or the Regulations, as it deems appropriate.

Sec. 913. Transfer of Powers.

Notwithstanding any other provision of the Charter, the Mayor and Council shall not transfer powers, duties or functions of the Department of Neighborhood Empowerment to

any other department, office or agency pursuant to Section 514 during the first five years after implementation of the Plan pursuant to Section 905.

Sec. 914. Effect of Ordinances.

The Council may adopt ordinances concerning neighborhood councils consistent with requirements for the Plan set forth in Section 904 at any time, which ordinances shall supersede any inconsistent Regulations that have become effective pursuant to Section 905.

CITY OF LOS ANGELES

BOARD OF NEIGHBORHOOD COMMISSIONERS

JOY ATKINSON
PRESIDENT

LEONARD SHAFFER
VICE PRESIDENT

DEBBIE WEHBE
MAGGIE QUIROZ
KEREN WATERS
RANDELL ERVING
DOUGLAS EPPERHART

Email: commission@empowerla.org

CALIFORNIA



KAREN BASS
MAYOR

NEIGHBORHOOD COUNCILS
EMPOWER LA
Department of
NEIGHBORHOOD EMPOWERMENT

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CARMEN CHANG
GENERAL MANAGER

ERICK MUÑOZ
COMMISSION EXECUTIVE ASSISTANT

www.EmpowerLA.org

June 3, 2025

Executive Director Justin Ramirez and members of the Charter Reform Commission
200 N Spring St, Room 277
Los Angeles, CA 90012

Dear Commissioners,

I am writing on behalf of the Board of Neighborhood Commissioners ("Board"), which met on June 3rd and approved this letter in support. I am writing to respectfully urge the Charter Reform Commission ("Commission") to consider appointing a current or former Neighborhood Council Board Member to fill the next vacancy on the Commission.

Neighborhood Council Board Members bring valuable grassroots experience and a deep understanding of local community needs. Including this perspective on the Commission would ensure that charter reform efforts remain closely aligned with the voices of the communities they serve.

Thank you for your consideration and for your service to the City of Los Angeles.

Sincerely,

Joy Atkinson, President
Board of Neighborhood Commissioners

cc: Karen Bass, City of Los Angeles Mayor
Max Podemski, Deputy Director
Robert Lewis, Commissioner
Raymond Meza, Commissioner
Melinda Murray, Commissioner
Christina Sanchez, Commissioner
Martin Schlageter, Commissioner
Mona Field, Commissioner
Ted Stein, Commissioner

B25F
020-XR

MOTION NUMBER

6

ADOPTED

NOT ADOPTED

MOTION

I MOVE that the Budget and Finance Committee report on the Mayor's Proposed Budget for 2025-26 be amended to restore funding to the Neighborhood Council Fund, as follows:

OTHER SPECIAL PURPOSE FUNDS (Budget Page 258)

INCREASE

Neighborhood Council Fund

\$693,000

TOTAL CHANGE

\$693,000

Change such other affected totals, subtotals, summaries, scheduled or supporting data as are necessary to conform to modifications hereinabove made.

PRESENTED BY:

Traci Park

TRACI PARK

Councilmember, 11th District

SECONDED BY:

Arletta Poole

**REFERRED TO THE BUDGET AND FINANCE COMMITTEE
(SEE COUNCIL FILE NO. 25-0600-S7)**