



CITY OF  
LOS ANGELES  
CALIFORNIA



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**WEST HILLS NEIGHBORHOOD COUNCIL**  
**SPECIAL BOARD MEETING AGENDA**  
**Thursday, October 9, 2025 @ 7:00 p.m.**  
**de Toledo High School, 22622 Vanowen Street, West Hills 91307**

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 Board Regular Meeting will be conducted virtually, telephonically and in person. All are invited to attend and participate.

- **To attend online** via Zoom Webinar: <https://us02web.zoom.us/j/86151176250>
- **To call in by phone**, dial (669) 900-6833, then punch in this Webinar code when prompted: **8615 117 6250**, then press #.
- **To attend in person**, please attend de Toldeo High School location at 22662 Vanowen Street, West Hills 91307

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

<p><b><u>Opening Business</u></b></p> <p>Call to Order</p> <p>Roll Call – Establish Quorum</p> <p>Pledge of Allegiance</p> <p>Approval to allow Board Member(s) to attend the October 9, 2025 WHNC Special Board Meeting virtually under the provisions of AB2449</p> <p>Approve Meeting Minutes of September 4, 2025</p> <p>Senior Lead Officer Report</p> <p>Los Angeles County Fire Department</p> <p>Treasurer's Report</p> <p>Controller's Report</p> <p>Comments From the Co-Chair(s)</p> <p>Board Vacancy Announcement(s)</p>	<p><b>7:00 P.M.</b></p>	<p><b>Co-Chairs:</b> Mrs. Charlene Rothstein Mrs. Aida Abkarians</p> <p><b>Secretary:</b> Mr. Brad Vanderhoof</p> <p><b>Co-Chair:</b> Mrs. Aida Abkarians</p> <p><b>Secretary:</b> Mr. Brad Vanderhoof</p> <p><b>Secretary:</b> Mr. Brad Vanderhoof SLO Dinse SLO Dao Battalion Chief, Michael Flynn</p> <p><b>Treasurer:</b> Mrs. Carolyn Greenwood</p> <p><b>Controller:</b> Mr. Saif Mogri</p> <p><b>Co-Chairs:</b> Mrs. Charlene Rothstein Mrs. Aida Abkarians Mrs. Charlene Rothstein</p>
<p><b><u>Announcements</u></b></p> <p>Office of Assemblyman Jesse Gabriel</p> <p>Council District 12</p> <p>Department of Neighborhood Empowerment</p> <p>Los Angeles County Supervisor District 3</p> <p>Budget Advocates</p>		<p>Ms. Solen Ronarch, Field Representative</p> <p>Mr. Ron Rubine, Senior Advisor</p> <p>Dr. Vincent Autiero</p> <p>Neighborhood Empowerment Advocate</p> <p>Mr. Daniell Vicente, Field Representative</p> <p>Mr. Glenn Bailey</p>

<p><b><u>Public Comment</u></b>  Comments &amp; statements from stakeholders or interested parties on subjects <b><u>NOT</u></b> on this meeting's agenda.  <b>*The Council affords an opportunity to members of the public to address the Council on items of interest that are within the Council's jurisdiction. The Council is not permitted to take action on items that are not identified on the agenda. The Council reserves the right to limit speakers' time if necessary to provide an adequate opportunity for all to be heard.*</b></p>		<p><b>Co-Chair:</b> Mrs. Aida Abkarians</p>
<p><b><u>Council Announcement</u></b>  Committee &amp; Liaison Reports</p>		
<p><b><u>Old Business</u></b>  <b>25 – 0059</b> - Discussion regarding WHNC Committees functions and purpose <b>(10 Minutes Max)</b>   <b>25-0066</b> – Discussion and possible action regarding the Bylaws Article VII, Section 1: Standing Committees <b>(5 Minutes Max)</b></p>		<p>Mrs. Charlene Rothstein, Co-Chair   Mr. Brad Vanderhoof, Chair  Bylaws Committee</p>
<p><b><u>New Business</u></b>  <b>25-0068</b> - Discussion and possible action regarding approval of the WHNC's August 2025 Monthly Expenditure Report (MER) <b>(5 Minutes Max)</b>   <b>25-0069</b> - Discussion and possible action on filling three (3) vacant seats on the West Hills Neighborhood Council Board with a term ending in 2027 <b>(10 Minutes Max)</b>   <b>25-0070</b> - Discussion and possible action to approve a WHNC Zoning &amp; Planning position letter regarding Case #ZA-2023-1899-ZAD-HCA for a proposal located at 8817 Chatlake Drive, West Hills, CA <b>(10 Minutes Max)</b>   <b>25-0071</b> - Discussion and possible approval of an invoice in the amount of \$1,378.80 from AppleOne for services rendered in the previous fiscal year <b>(5 Minutes Max)</b>   <b>25-0072</b> – Discussion and possible action to file a Community Impact Statement (“CIS”) in support of council file 25-1046: Environmental Protection Agency (EPA)/Greenhouse Gases (GHG) Air Pollutants /Rescission of 2009 Endangerment Findings <b>(5 Minutes Max)</b>   <b>25-0073</b> - Discussion and possible action regarding the WHNC Beautification Committee Clean-Up Event on Saturday, October 25, 2025 from 8:00 a.m. – 11:00 a.m. on Woodlake from Saticoy to Ingomar <b>(5 Minutes Max)</b></p>		<p>Mrs. Carolyn Greenwood, Co-Chair  Budget Committee  Mr. Saif Mogri, Co-Chair  Budget Committee   Mr. Saif Mogri, Chair  Vacancy Ad Hoc Committee   Mr. Bill Rose, Co-Chair  Zoning &amp; Planning Committee  Mrs. Charlene Rothstein, Co-Chair  Zoning &amp; Planning Committee   Mrs. Carolyn Greenwood, Co-Chair  Budget Committee  Mr. Saif Mogri, Co-Chair  Budget Committee   Mr. Brad Vanderhoof, Chair  Streets &amp; Transportation Committee   Mr. Brad Vanderhoof, Co-Chair  Beautification Committee  Ms. Faye Barta, Co-Chair  Beautification Committee</p>

<p><b>25-0074</b> - Discussion and possible action to appoint Kim Koerber as the alternate WHNC Homelessness Liaison (<b>5 Minutes Max</b>)</p> <p><b>25-0075</b> - Discussion and possible action to amend the WHNC Standing Rules Article V, Governing Board, Section 7, Absences (<b>5 Minutes Max</b>)</p> <p><b>25-0076</b> – First reading First reading of the Bylaws Article VII, Committee’s and Their Duties – Standing Committees, Section 1 (<b>2 Minutes</b>)</p>		<p>Mrs. Charlene Rothstein, Co-Chair</p> <p>Mr. Brad Vanderhoof, Chair Bylaws Committee</p> <p>Mr. Brad Vanderhoof, Chair Bylaws Committee</p>
<b><u>Adjournment</u></b>		

**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 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, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of the Board.

**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](mailto: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](http://www.westhillsnc.org) You can also receive our agendas via email by subscribing to [L.A. City’s Early Notification System \(ENS\)](#)

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

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



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## WEST HILLS NEIGHBORHOOD COUNCIL

### BOARD MEETING DRAFT MINUTES

de Toledo High School

September 4, 2025

Revised September 5, 2025

The Board shall take official action by a simple majority of yes and no votes cast by the Directors present at a duly noticed regular or special Board meeting, not to include abstentions. There shall be no proxy voting.

**PRESENT:** Aida Abkarians, Faye Barta, Brenda Citrom, Nick Eskandari, Carolyn Greenwood, Jessica Irias, Glenn Jennings, Kim Koerber, Vinura Kotuwelle, Saif Mogri, Brian Murray, Penelope Newmark, Chris Pike, Bill Rose, Char Rothstein, Joan Trent, Brad Vanderhoof, and Joanne Yvanek-Garb

**ABSENT:** Zhelbert Zohrabian

President Char Rothstein called the meeting to order at 7:09 PM.

Secretary Brad Vanderhoof called roll and an in-person a quorum was established.

Vice President Aida Abkarians led the Pledge of Allegiance.

Approval to allow Board Member(s) to attend the June 12, 2025 WHNC Board Meeting virtually under the provisions of AB2449: There were no Board members attending remotely.

Approve Meeting Minutes from August meeting: The meeting minutes were approved.

#### **Announcements:**

LAPD Senior Lead Officer (SLO) Duke Dao presented a map of SLO assigned areas with contact information.

YTD Crime Stats Compared to Last Year:

Burglaries are up 5% (increase of 28)

GTA down 25% (decrease of 143)

Car break-ins down 15% (decrease of 120)

Coffee with a Cop on September 10 from 3-5 PM at Starbucks on Canoga north of Sherman Way

SLO Dao is making progress on removing the graffiti at Highlander and Platt by getting the homeowners to sign a consent form.

The experimental drone program has moved from Topanga Division for testing in West LA.

**Treasurer's Report:** Treasurer Carolyn Greenwood gave the report. All spending was normal recurring expenses. Net available was \$18,389.87 at the end of July. The double billing for iContact is in the process of being reversed.

## **25-0060 - Approval of the WHNC's July 2025 Monthly Expenditure Report (MER):**

Aida Abkarians -- Ineligible	Faye Barta -- Yes	Brenda Citrom -- Yes
Nick Eskandari -- Ineligible	Carolyn Greenwood -- Yes	Jessica Irias -- Yes
Glenn Jennings -- Yes	Kim Koerber -- Yes	Vinura Kotuwelle -- Ineligible
Saif Mogri - Yes	Brian Murray -- Yes	Penelope Newmark -- Ineligible
Chris Pike -- Yes	Bill Rose -- Yes	Char Rothstein -- Ineligible
Joan Trent -- Ineligible	Brad Vanderhoof -- Yes	Joanne Yvanek-Garb -- Ineligible
Zhelbert Zohrabian -- Absent		

Yes – 11, No – 0, Abstain -- 0, Absent – 1, Ineligible – 7, Recusal – 0  
The MER is approved.

**Controller's Report:** Controller Saif Mogri gave the report. The Controller's Report matches the Treasurer's Report and City records. The only spending in August was recurring office expenses.

**Comments from the Co-Chair(s):** President Rothstein reminded everyone the Board has multiple vacancies and we need to find candidates. She said the October Board meeting will be held on October 9 in observance of Yom Kippur, and the January 2026 Board meeting will be on January 8 so it does not fall on New Year's Day. She also spoke on meeting decorum.

### **Announcements:**

Ron Rubine, Senior Advisor, CD12, said the Conversations with Councils was worthwhile and thanked WHNC for participating with an impressive turnout. The tenth annual drive-in movie night at Shadow Ranch Park is November first and the picture will be Shrek. The Street Smart Initiative is working to go beyond what 311 can handle, so report things like long term problem sidewalks. He is looking forward to the Halloween Houses event.

Vincent Autiero, Neighborhood Empowerment Advocate, DONE, said the Homelessness liaison meeting is September 18, 6-8 PM, and will be virtual. The bylaws amendment period is open (closes April 1), and training is planned for September 30. Code of Conduct suspension notices will go out September 8 for NC members who have not completed the requirement.

Daniell Vicente, Field Representative, LA County Supervisorial District 3, said the Board resumes meeting on Tuesday. There will be a Public meeting on oil wells and capping of the well on Randi Drive on September 10, 6:30-8:30 PM, at Hill Point Montessori.

Glenn Bailey, Budget Advocates, spoke on Congress of Neighborhood sessions, and said they do not count as DONE mandatory training. There is a motion to restore \$7000 of NC funding, but it has not yet been agendaized for the Budget and Finance Committee. The Budget Advocates will launch Departmental Teams soon.

**Public Comment:** Chris Rowe said West Hills needs a hazardous waste collection event, a torn cloth recycling program, and a drive-thru prescription medication drop-off. Fran spoke on the need to publicize the WHNC. Chris Rowe spoke about the SSFL. Glenn Bailey said the next VANC meeting will have updates on State legislation effecting Housing and Zoning. Steve Randall questioned the practice of presenting Certificates of Appreciation to current Board members, and asked why Myrl Schreiber did not receive one.

### **Certificates of Appreciation:**

Heidi Manning presented a certificate to Chris Tedesco for repairing a stone wall on Roscoe that was damaged by cars.

Glenn Jennings presented a certificate to Lynne & Mark Berney for Volunteering to work registration at the Valentine's Dance for three consecutive years.

### **Old Business:**

#### **25 – 0055 - Bylaws Article V, Section 7: Absences**

Aida Abkarians -- Ineligible	Faye Barta -- Yes	Brenda Citrom – Yes
Nick Eskandari – Ineligible	Carolyn Greenwood -- Yes	Jessica Irias – Yes
Glenn Jennings -- Yes	Kim Koerber -- Yes	Vinura Kotuwelle – Ineligible
Saif Mogri - Yes	Brian Murray – Yes	Penelope Newmark -- Ineligible
Chris Pike – Yes	Bill Rose -- Yes	Char Rothstein -- Ineligible
Joan Trent – Ineligible	Brad Vanderhoof -- Yes	Joanne Yvanek-Garb – Ineligible
Zhelbert Zohrabian -- Absent		

Yes – 11, No – 0, Abstain -- 0, Absent – 1, Ineligible – 7, Recusal – 0

The Bylaws amendment passes and will be submitted with the amendment package.

#### **25 – 0059 - Discussion regarding WHNC Committees functions and purpose: There was no discussion.**

### **New Business:**

#### **The following items were considered together:**

**25-0061** - Purchase new badges for WHNC Board Members in the amount of \$60.00

**25-0062** - Purchase of twelve (12) frames in the amount of \$65.00

**25-0064** - WHNC's tabling at Councilmember John Lee's Drive – In Movie Night

**25-0065** - WHNC Beautification Committee Clean-Up Event on September 13

Aida Abkarians -- Ineligible	Faye Barta -- Yes	Brenda Citrom – Yes
Nick Eskandari – Ineligible	Carolyn Greenwood -- Yes	Jessica Irias – Yes
Glenn Jennings -- Yes	Kim Koerber -- Yes	Vinura Kotuwelle – Ineligible
Saif Mogri - Yes	Brian Murray – Yes	Penelope Newmark -- Ineligible
Chris Pike – Yes	Bill Rose -- Yes	Char Rothstein – Ineligible
Joan Trent – Ineligible	Brad Vanderhoof -- Yes	Joanne Yvanek-Garb – Ineligible
Zhelbert Zohrabian – Absent		

The Items are approved.

**25-0063** - Appointment of five WHNC board members who may submit Community Impact Statements (CIS): President Rothstein announced the Board members being considered; Aida Abkarians, Brenda Citrom, Vinura Kotuwelle, Chris Pike, and Joanne Yvanek-Garb.

Aida Abkarians -- Ineligible	Faye Barta -- Yes	Brenda Citrom – Yes
Nick Eskandari – Ineligible	Carolyn Greenwood -- Yes	Jessica Irias – Yes
Glenn Jennings -- Yes	Kim Koerber -- Yes	Vinura Kotuwelle – Ineligible
Saif Mogri - Yes	Brian Murray – Yes	Penelope Newmark – Ineligible
Chris Pike – Yes	Bill Rose -- Yes	Char Rothstein – Ineligible
Joan Trent – Ineligible	Brad Vanderhoof -- Yes	Joanne Yvanek-Garb – Ineligible
Zhelbert Zohrabian – Absent		

The five (5) Board members are approved to submit CISs for the WHNC.

**25-0066** – First reading of the Bylaws Article VII, Section 1: Standing: Brad Vanderhoof read the proposed amendment.

**25-0067** – Appointment of Aida Abkarians as the WHNC Homeless Liaison: NEA Autiero said an NC may have up to three liaisons. President Rothstein said there may be future additional appointments.

Aida Abkarians -- Ineligible	Faye Barta -- Yes	Brenda Citrom – Yes
Nick Eskandari – Ineligible	Carolyn Greenwood -- Yes	Jessica Irias – Yes
Glenn Jennings -- Yes	Kim Koerber -- Yes	Vinura Kotuwelle – Ineligible
Saif Mogri - Yes	Brian Murray – Yes	Penelope Newmark – Ineligible
Chris Pike – Yes	Bill Rose -- Yes	Char Rothstein -- Ineligible
Joan Trent – Ineligible	Brad Vanderhoof -- Yes	Joanne Yvanek-Garb – Ineligible
Zhelbert Zohrabian – Absent		

Aida Abkarians is the WHNC Homelessness Liaison.

President Char Rothstein adjourned the meeting at 8:44 PM.

The next Board meeting is scheduled for October 9, 2025.

## 25-0066 – Discussion and possible action regarding the Bylaws Article VII, Section 1: Standing Committees

### Supplemental Material

Amendment to the WHNC Bylaws

#### ARTICLE VII COMMITTEES AND THEIR DUTIES

##### Section 1: Standing

The Standing Committees of the WHNC are:

D. PUBLIC ~~HEALTH AND SAFETY AND EMERGENCY PREPAREDNESS~~, which shall interface with the Los Angeles Police Department, the Los Angeles Fire Department, hospitals and other agencies on matters relating to the ~~health and safety of the~~ stakeholders.

~~I. PUBLIC HEALTH COMMITTEE, which shall be responsible for making recommendations to the Board for protecting and promoting the health of stakeholders.~~

*Committees J. through M. will be reordered as I. through L.*



# Monthly Expenditure Report



Reporting Month: August 2025

Budget Fiscal Year: 2025-2026

NC Name: West Hills Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$21500.27	\$2922.68	\$18577.59	\$403.50	\$403.50	\$17770.59

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$24000.00	\$2922.68	\$17577.59	\$403.50	\$17174.09
Outreach		\$0.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$1000.00	\$0.00	\$1000.00	\$0.00	\$1000.00
Funding Requests Under Review: \$403.50		Encumbrances: \$0.00		Previous Expenditures: \$3499.73	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	THE WEB CORNER, INC.	08/01/2025	Email to WHNC Stakeholders	General Operations Expenditure	Office	\$150.00
2	RACKSPACE EMAIL & APPS	08/22/2025	WHNC Email Service	General Operations Expenditure	Office	\$65.78
3	PARTNERS IN DIVERSITY, INC.	07/28/2025	WHNC Executive Assistant	General Operations Expenditure	Office	\$807.00
4	PARTNERS IN DIVERSITY, INC.	08/04/2025	WHNC Executive Assistant	General Operations Expenditure	Office	\$403.50
5	APPLEONE EMPLOYMENT SERVICES	08/11/2025	WHNC Executive Assistant	General Operations Expenditure	Office	\$689.40
6	PARTNERS IN DIVERSITY, INC.	08/11/2025	WHNC Executive Assistant	General Operations Expenditure	Office	\$403.50
7	PARTNERS IN DIVERSITY, INC.	08/18/2025	WHNC Executive Assistant	General Operations Expenditure	Office	\$403.50
<b>Subtotal:</b>						<b>\$2922.68</b>

Outstanding Expenditures
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#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	PARTNERS IN DIVERSITY, INC.	08/28/2025	WHNC Executive Assistant	General Operations Expenditure	Office	\$403.50
	<b>Subtotal:</b> Outstanding					<b>\$403.50</b>

# WEST HILLS NEIGHBORHOOD COUNCIL

## CONTROLLER'S REPORT 09/30/25

[illegible]

**WEST HILLS NEIGHBORHOOD COUNCIL  
CONTROLLER'S REPORT 09/30/25**

	Item	Committee	Purpose	Budget	Balance	July	Aug	Sept	Total Spent
	<b>Neighborhood Purpose Grants (NPG's)</b>								
23		Youth and Eduction	NPG's	<b>\$2,500.00</b>	\$2,500.00				\$0.00
18A		Homelessness	NPG's	\$1,000.00	\$1,000.00				
19A		Public Safety	NPG's						
		Total							\$0.00
	<b>Community Improvement Projects (CIP's)</b>								
20A		Streets&Transportation	CIP's						
24		Beautification	Cleanups						\$0.00
25		Beautification	Special Events						
	<b>GRAND TOTAL</b>			<b>\$35,552.59</b>	<b>\$27,152.76</b>				<b>\$8,399.83</b>
	<b>ALLOWED BUDGET</b>			\$25,000.00					
26	<b>Clean Street Grant</b>			\$1,324.83					
	<b>Rollover</b>			\$10,552.59					
	<b>GRAND TOTAL</b>			\$35,552.59					
	<b>GREEN COLOR CANNOT CHANGE</b>								
	<b>RED COLOR REQUESTED AMOUNTS INCLUDES GREEN</b>								

**Agenda Item 25-0069 - Discussion and possible action on filling three (3) vacant seats on the West Hills Neighborhood Council Board with a term ending in 2027**

**WEST HILLS NEIGHBORHOOD COUNCIL (WHNC) BOARD VACANCY APPLICATION**

**Date:** 09/12/2025

**Applicant's Name:** Ryan Caballero **Occupation:** [REDACTED]

**Home Address:** [REDACTED]

**Work Address (if Applicable):**

**Home Phone:** [REDACTED] **Mobile Phone:** [REDACTED]

**Email:** [REDACTED]

**Stakeholder Status (Check all that apply):** ( ☒ ) I live in West Hills, ( ☐ ) I work in West Hills,  
( ☒ ) I own property in West Hills, ( ☒ ) I have a child enrolled in a school in West Hills,  
( ☐ ) I belong to a religious organization in West Hills, ( ☐ ) I belong to a community organization in  
West Hills, ( ☐ ) OTHER:

**How did you hear about the WHNC?** I heard about WHNC when I was walking home with my family  
and happen to meet one of the neighbor that lives in our area

**How often do you attend WHNC meetings?** I have not, but I would like to be involved  
.

**Why do you wish to participate on the WHNC Board?** I want to learn about the neighborhood, issues and +  
that currently exist. I would also like to help with the cleanup and make our neighborhood clean

**What are your goals for the community?** I want to make our community to a great place to live and raise a fami +

**What skills do you have that might be especially useful for the WHNC?** Computer skills, New techn +  
and volunteering.

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

**What areas of community service particularly interest you?** Park Cleanup, Environment, Community dev +  
community cleanup, assisting children and teens, food drives

**Do you have any interests that might conflict with Neighborhood Council responsibilities?**  
no

**(If you need more space, use the reverse side.)**

## WEST HILLS NEIGHBORHOOD COUNCIL (WHNC) BOARD VACANCY APPLICATION

**Date:** Sept 10, 2025

**Applicant's Name:** Francine Rubin **Occupation:** [REDACTED]

**Home Address:** [REDACTED]

**Work Address (if Applicable):** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Mobile Phone:** [REDACTED]

**Email:** [REDACTED]

**Stakeholder Status (Check all that apply):** (x) I live in West Hills, ( ) I work in West Hills,  
(x) I own property in West Hills, ( ) I have a child enrolled in a school in West Hills,  
( ) I belong to a religious organization in West Hills, ( ) I belong to a community organization in  
West Hills, ( ) OTHER: \_\_\_\_\_

**How did you hear about the WHNC?** My friend Penny Newmark is a member of the WHNC

**How often do you attend WHNC meetings?** Monthly planning and zoning and WHNC general board meetings

**Why do you wish to participate on the WHNC Board?** \_\_\_\_\_

I feel it is my responsibility as a member of the community to participate in its well-being.

**What are your goals for the community?** \_\_\_\_\_

My goals are: community safety, cleanliness, environmental impact on the community, maintaining the community  
environment, educational programs for members of the community, and bringing the community together as a  
cohesive

**What skills do you have that might be especially useful for the WHNC?** \_\_\_\_\_

I have good organizational skills, planned events for non-profits, and good communication skills

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

**What areas of community service particularly interest you?** environmental impact, community safety

maintaining the community environment

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

no

**(If you need more space, use the reverse side.)**



**WEST HILLS NEIGHBORHOOD COUNCIL (WHNC) BOARD VACANCY APPLICATION**

Date: September 22, 2025

Applicant's Name: Zhelbert Zohrabian Occupation: [REDACTED]

Home Address: [REDACTED]

Work Address (if Applicable): Home Office [REDACTED]

Home Phone: N/A

Mobile Phone: [REDACTED]

Email: [REDACTED]

**Stakeholder Status (Check all that apply):** (X) I live in West Hills, ( ) I work in West Hills, ( ) I own property in West Hills, ( ) I have a child enrolled in a school in West Hills, ( ) I belong to a religious organization in West Hills, ( ) I belong to a community organization in West Hills, ( ) OTHER: \_\_\_\_\_

**How did you hear about the WHNC:** I was on the Board most recently. Unfortunately, I missed five board meetings. I was given the choice to resign and reapply; hence, this application.

**How often do you attend WHNC meetings?** Prior to being on the board, I have been an active member of the community. One of the major projects was spearheading the relocation of the metro buses' "rest stop location" which was originally located at Valley Circle Blvd. directly by Victory Blvd. This was a safety hazard for many reasons. It was the decision of the City Council and Metro to, then, relocate the rest stop on Platt. I attended several meeting just for that project alone and continued to bring other concerns to respective Committees. I have also worked with Councilmember John Lee's staff regarding various issues over the years.

**Why do you wish to participate on the WHNC Board?** I believe I can better continue my volunteer efforts by being on the WHNC Board.

**What are your goals for the community?** To continue my efforts in bringing beautification and safety concerns by remaining on the respective committees.

**What skills do you have that might be especially useful for the WHNC?** I've been in the corporate (entertainment industry) world, launching an entire new department, which other studios mirrored, and managed over 800 theatres across the country with a staff of 40 internal employees under my wing; I tripled my husband's business; and, in 2019 launched my own business. I've also raised two amazing children on my own - one who is an attorney and the other in her 2nd year of law school. I believe business acumen, people and negotiating skills were the root of all my successes. I would like to bring those skills to the Board.

**Are you prepared to contribute at least ten (10) hours a month to community service through the council? Yes** \_\_\_\_\_

**What areas of community service particularly interest you?** Beautification and Streets and Safety.  
\_\_\_\_\_

**Do you have any interests that might conflict with Neighborhood Council responsibilities? No** \_\_\_\_\_

**(If you need more space, use the reverse side.)**





# WEST HILLS NEIGHBORHOOD COUNCIL

September 12, 2025

**Agenda Item 25-0070 - Discussion and possible action to approve a WHNC Zoning & Planning position letter regarding Case #ZA-2023-1899-ZAD-HCA for a proposal located at 8817 Chatlake Drive, West Hills, CA**

*"Where Neighbors Become Family"*

## Officers

Charlene Rothstein

*President*

Aida Abkarians

*Vice President*

Brad Vanderhoof

*Secretary*

Carolyn Greenwood

*Treasurer*

Saif Mogri

*Controller*

Mr. Jonathan A. Hershey, AICP

Los Angeles City Planning

200 N Spring Street

Los Angeles, CA 90012

**Re:**

**Case# ZA-2023-1899-ZAD-HCA**

**Site Location:**

**8817 Chatlake Drive West Hills, Ca**

## Board of Directors

Aida Abkarians

Faye Barta

Brenda Citrom

Nick Eskandari

Carolyn Greenwood

Jessica Irias

Glenn Jennings

Kim Koerber

Vinura Kotuwelle

Saif Mogri

Brian Murray

Penelope Newmark

Chris Pike

Bill Rose

Charlene Rothstein

Joan Trent

Brad Vanderhoof

Joanne Yvanek-Garb

Zhelbert Zohrabian

Dear Mr. Hershey:

Thank you for the postponement in declaring a decision and affording the West Hills Neighborhood Council (WHNC) the opportunity to meet with the community and submit an informed WHNC determination to you on the above-mentioned case.

In a regularly scheduled WHNC Zoning & Planning committee meeting, held on Tuesday, September 9, 2025, the following was unanimously approved.

We are deeply concerned about the safety implications of allowing new construction in a Very High Fire Hazard Severity and High Wind zone, particularly on a substandard street that has experienced multiple fire evacuations. The most recent fire evacuation in 2025 created traffic congestion that became a serious bottleneck in the area of the subject property.

Therefore, for the safety of all residents, we respectfully submit the following recommendations:

## Past Presidents

Daniel Brin

Stephen Lensek

Ed Youngblood

Charles "Chuck" Gremer

## Executive Director

Michelle Ritchie



P.O. Box 4670, West Hills, CA 91308-4670 • [mail@westhillsnc.org](mailto:mail@westhillsnc.org) • [www.westhillsnc.org](http://www.westhillsnc.org)



1. Full frontage widening of the Chatlake Drive property prior to construction. This is critical for safe access and emergency vehicles. There are approximately 20 homes beyond the subject site that utilize Chatlake Drive;
2. Removal of any loose boulders before construction ensues;
3. Reduction in project size and footprint ("No Street Parking" is consistently posted along Chatlake Drive);
4. Construction of a retaining wall at the western back portion of the site and in other areas as required to prevent future erosion, slope failure, or damage to adjacent properties;
5. Require that all trades and all staging park onsite; and
6. Require an updated geological report after construction (the current report is dated November 5, 2021). Earth movement during construction may dislodge further boulders creating a safety issue.

Site visits were made by Mr. Rose, Co-Chair Zoning & Planning, Ms. Newmark, Zoning & Planning Committee Member and Ms. Charlene Rothstein, Co-Chair Zoning & Planning on several occasions and confirm some of the concerns from the community. (photos attached)

Please find Exhibit A attached, submitted by a resident of Chatlake Drive, Adon Delgado.

Your continued and thoughtful consideration of this proposal is deeply appreciated by the WHNC and by the West Hills community.

Respectfully Submitted,

*Bill Rose*

Bill Rose, Co-Chair  
Zoning & Planning Committee

*Charlene Rothstein*

Charlene Rothstein, Co-Chair  
Zoning & Planning Committee









## EXHIBIT A



The project does not have enough parking to support workers' parking and construction staging such as concrete trucks, lumber trucks, etc...

Project needs to have dwelling footprint reduced and make area in the property to support workers' parking and construction staging. Neighborhood should not suffer for poor project planning.

Burdening the neighborhood with disruptions and road closures for 2 years shows someone who cares little for the neighborhood.

To be respectful to other neighbors, widening of the road along project's street frontage to 20 feet should be skewed towards project's street frontage property line. Currently road is skewed towards neighbors across Chatlake Drive.

The initial southeast part of the street frontage has concerns with boulders which need to be removed/made safe from moving. A retaining wall may be needed depending on the grading work and boulder stability. Builder/owner/geologist needs to get an insurance policy or bond to cover any future damages or injuries that may occur from boulder movements.

Power pole at the start of the curve (in front of the planned house) may need to be moved to make 20 feet of street widening.

The project's previous work shows a pattern of little respect for the LABD, the neighborhood, trees, fire brush cleanup, litter, boulder removal, and working for a safe neighborhood. Going forward as is, will burden the neighborhood, the City, and the project.

Construction of street (plans approved) should be completed before house construction starts. Insurance/bond should be taken to repair all street damages to Chatlake Drive all the way to Valley Circle Boulevard.

Back of property needs to have an approved LABD grading department design to handle water issues that may come up from rain. The design may include retaining/garden walls with French drains and piping to properly control water flow to minimize water damage (erosion).









BB  
RULES, ELECTIONS, INTERGOVERNMENTAL RELATIONS

## RESOLUTION

**WHEREAS**, in 2009, the United States Environmental Protection Agency (“EPA”) made a landmark legal and scientific determination that greenhouse gases like carbon dioxide and methane (“GHGs”) endanger public health and welfare (the “Endangerment Finding”);

**WHEREAS**, the Endangerment Finding was based on strong scientific evidence showing the direct link between GHG emissions and climate change impacts;

**WHEREAS**, the United States Supreme Court has affirmed that GHGs are air pollutants and that EPA has the authority to regulate them if they endanger public health and welfare;

**WHEREAS**, the EPA’s 2009 Endangerment Finding paved the way for the regulation of GHG emissions in vehicles;

**WHEREAS**, on July 29, 2025, EPA proposed to rescind the 2009 Endangerment Finding, and based on the rescission of that finding, also proposed to remove GHG regulations for light-, medium-, and heavy-duty on-highway vehicles;

**WHEREAS**, the City of Los Angeles has a strong interest in ensuring that federal and state agencies continue to regulate GHG emissions, including from vehicles, in order to protect the health and welfare of its residents;

**I THEREFORE MOVE**, the Los Angeles City Council hereby declares its opposition to the EPA’s proposal to rescind the Endangerment Finding, and its proposal to remove GHG regulations for light-, medium-, and heavy-duty on-highway vehicles, and further requests that the City Administrative Officer express the City’s position to EPA so that it may be considered as part of EPA’s rulemaking process.

PRESENTED BY:

  
KATY YAROSLAVSKY  
Councilwoman, 5th District

SECONDED BY:

  
BOB BERMAN

SEP 5 2025

ORIGINAL

Committee Meeting Date: September 16, 2025

Board Meeting Date October 9, 2025

File # :	Council File 25-1046
Title :	Environmental Protection Agency (EPA) / Greenhouse Gases (GHG) Air Pollutants / Rescission of 2009 Endangerment Findings
Type :	
City/State :	City of Los Angeles

Summary :	Proposed -- The WHNC is in support of the Council Resolution.
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Motion :	
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EP Position :	.
Vote :	Streets and Transportation Committee Yes – 6, No – 0, Abstain – 0, Absent – 2, Recusal -- 0

“YES” Vote:	
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“NO” Vote:	
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## NEIGHBORHOOD COUNCIL EVENT APPROVAL REQUEST 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](mailto:Clerk.NCFunding@LACity.org) • [www.Clerk.LACity.org](http://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 Neighborhood Council

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

Main sponsor: West Hills Neighborhood Council

Contact Person: Brad Vanderhoof and Faye Barta

Email: [Brad.Vanderhoof@westhillsnc.org](mailto:Brad.Vanderhoof@westhillsnc.org); [Faye.Barta@westhillsnc.org](mailto:Faye.Barta@westhillsnc.org)

Co-Sponsor (if applicable): \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **Event Information**

Event Title and Description: Community Cleanup – Woodlake Ave.

Date: 10/25/2025 Time Frame: 8:00 AM to 11:00 AM

Est. number of attendees: 25 Event Budget: \$ 00

Venue Name: WHNC Beautification Committee October 2025 Clean-Up

Venue Address: Woodlake between Saticoy and Ingomar

Contact Person: Brad Vanderhoof and Faye Barta

Email: [Brad.Vanderhoof@westhillsnc.org](mailto:Brad.Vanderhoof@westhillsnc.org); [Faye.Barta@westhillsnc.org](mailto:Faye.Barta@westhillsnc.org)

**Please note:** If the venue for the event is at a City or public facility, e.g. park, school, the venue approval may be easier and at little or no cost. If the venue for the event is not a City facility, a separate contract may be needed and can take up to 60 days to complete.

**Please scan the following documents and email to [Clerk.NCFunding@lacity.org](mailto:Clerk.NCFunding@lacity.org) for approval PRIOR to event:**

- ☐ Neighborhood Council Event Approval Form – Signed by Treasurer, 2nd Signer or Event Chair
- ☐ Board Action Request (BAC) Form – Completed and signed by Treasurer and 2nd Signer, or Alternate Signer
- ☐ 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 an event planner (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 and submitted **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 PERMITS:**

- ☐ LA County Public Health Department Permits – Community Event Organizer and Temporary Food Facility permits may be required. Permit fees may be waived by the County if requested.
- ☐ LA Fire Department – Permit may be necessary for temporary structures setup to prep/cook/serve food.

**CERTIFICATES OF INSURANCE, SERVICE AGREEMENTS, and/or FACILITY USE PERMITS from Vendors providing the following types of services. Insurance Certificates need to list the “City of Los Angeles” as Additional Insured.**

- ☐ Jumpers/Bouncers (Inflatables) – City Risk Management may need to review
- ☐ Games (e.g. dunk tank, other carnival style games, video game bus)
- ☐ Food (purchased, provided, distributed and/or served)
- ☐ Entertainers (e.g. DJs, musicians, face painting, balloon artists, etc.)
- ☐ Equipment Rentals (e.g. performing stage, mechanical rides, canopies)
- ☐ Event Venues (e.g. school auditoriums, private theaters and halls, parks, street block, etc.)

**If RENTING a vehicle or truck to transport event materials:**

- ☐ Renting and driving of vehicle/truck must be by aboardmember
- ☐ 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)-978-3640
- Sanitation - (213) 485-3612
- Street Services - <http://bsspermits.lacity.org/spevents/>
- LA County Public Health Dept. - <http://publichealth.lacounty.gov>

**Documents to be submitted to NC Funding Program and filed for you records:**

- ☐ Neighborhood Council Event Approval Form – Signed by Treasurer, 2<sup>nd</sup> Signer, Event Chair.
- ☐ Board Action Certification (BAC) Form – Completed and signed by Treasurer and 2nd Signer, or Alternate Signer
- ☐ Itemized Detailed Event Budget – Final total budget with funding categories and specific vendors.
- ☐ Vendor Invoices and Service/Facility Use Agreements
- ☐ Copies of Insurance Certificates
- ☐ Copies of Permits
- ☐ Proof of Sponsorships (e.g. event flyers, webpage copy, etc.)
- ☐ 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 Code: \_\_\_\_\_

Reviewers Signatures: 1<sup>st</sup> Level \_\_\_\_\_ 2<sup>nd</sup> Level \_\_\_\_\_

Reviewers Names: 1<sup>st</sup> Level \_\_\_\_\_ 2<sup>nd</sup> Level \_\_\_\_\_

**Agenda Item 25-0075 - Discussion and possible action to amend the WHNC Standing Rules Article V, Governing Board, Section 7, Absences**

**Standing Rules Amendment**

Article V, Governing Board, Section 7, Absences A. Absences started being counted effective with the adoption of the bylaws. (May 1, 2013) B. Any board member who comes within one (1) absence of being subject to removal shall be notified promptly in writing that he/she is in jeopardy of being removed from the board. Page 1 Rev 01/07/16 C. Upon exceeding the permissible number of absences, the board member shall be notified promptly in writing. This notice shall include the relevant absence records and shall notify the board member that he/she may dispute the absence records at the next regular board meeting. D. Upon the board's verification of the absence records at its next regular meeting, the board shall ratify the facts and the subject board member's seat shall be vacated. A board member's inability to be present because they are obliged to attend an event elsewhere on Board business shall not be considered an "absence" for purposes outlined in this section.

After an NC Election and the seating of a new Board, previous absences will not be counted towards dismissal. This applies equitably to Board members reelected and those with continuing terms.

This recommendation was approved by the WHNC Bylaws Committee on September 30, 2025.

**Agenda Item 25-0076 – First reading First reading of the Bylaws Article VII, Committee's and Their Duties – Standing Committees, Section 1**

ARTICLE VII COMMITTEES AND THEIR DUTIES –  
STANDING COMMITTEES  
SECTION 1.

The Standing Committees of the WHNC are:

B. ~~YOUTH AND~~ EDUCATION, which shall interface with and negotiate with public and private schools, the City of Los Angeles, businesses and developers on matters concerning the education, recreation and general welfare of the youth who reside in or use the facilities located within the boundaries set forth in Article II.

Recommended amendment passed unanimously by the WHNC Bylaws Committee on September 30, 2025.