

# CITY OF LOS ANGELES

California



## SYLMAR NEIGHBORHOOD COUNCIL

**PRESIDENT:**

**VICE PRESIDENTS:**

Administration: Diane Valencia

Communications: Maria Silva

**TREASURER:** Wilson Bell

**PUBLIC RELATIONS:** David M. Rodriguez

P.O. Box 921023  
Sylmar, CA 91392-1023  
Telephone: (818) 833-8737

E-mail: [Board@SylmarNC.org](mailto:Board@SylmarNC.org)  
Website: [www.SylmarNC.org](http://www.SylmarNC.org)

## GENERAL BOARD MEETING - AGENDA

Thursday, March 23, 2017 - 6:30 PM

Osceola Street Elementary School (Auditorium)

14940 Osceola Street, Sylmar, CA 91342

The Agenda is posted for public review at the Los Angeles Public Library (Sylmar Branch), 14561 Polk Street, Sylmar, CA 91342. As a courtesy, and as time permits, agendas may be emailed to Stakeholders if requested. Agendas may also be found on the SNC website at [www.SylmarNC.org](http://www.SylmarNC.org). You may also subscribe to receive them via email through the City's Early Notification System (ENS) at the following link:  
<http://www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index.htm>

**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 three business days (72 hours) prior to the meeting you wish to attend by contacting the Sylmar Neighborhood Council by phone at (818) 833-8737 or by email to [Diane.Valencia@SylmarNC.org](mailto:Diane.Valencia@SylmarNC.org)**

SI REQUIERE SERVICIOS DE TRADUCCION, FAVOR DE NOTIFICAR A LA OFICINA 3 dias de trabajo (72 horas) ANTES DEL EVENTO. SI NECESITA ASISTENCIA CON ESTA NOTIFICACION, POR FAVOR LLAME A NUESTRA OFICINA AL (818) 833-8737.

The public is requested to fill out a "Speaker Card" to address the Board on any agenda item before the Board takes an action. Unless otherwise specific, public comment is limited to 2 minutes per speaker, but the Board has the discretion to modify the amount of time for any speaker. Comments from the public on agenda items will only be heard when the respective item is being considered. Comments on other matters, not appearing on the agenda that are within the Board's subject matter jurisdiction, will be heard during the Public Comment on Non-Agendum Items period.

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 by visiting our website at [www.SylmarNC.org](http://www.SylmarNC.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 President Tammy Flores at [Tammy.Flores@SylmarNC.org](mailto:Tammy.Flores@SylmarNC.org).

The below times are only estimates. Items may be addressed in a different order and/or at different times. Below times are inclusive of board discussion and possible vote.

- 6:30 – 6:32 p.m. 1. **Call to Order and Pledge of Allegiance (2)**
- 6:32 – 6:34 p.m. 2. **Roll Call (2)**
- 6:34 – 6:35 p.m. 3. **Housekeeping, Speaker Cards, Meeting Rules, and Timekeeper (1)**
- 6:35 – 6:37 p.m. 4. **Welcome and Announcements by Board Meeting facility Host (2)**
- 6:37 – 6:57 p.m. 5. **Public Official and Community Representative Announcements & Presentations (10) 2 min. per speaker**
  - 10.a. Questions / Comments from the Public to the Official or representative. 2 minutes per question or comment (10)
- 6:57 – 7:07 p.m. 6. **Public Comment on Non-Agendum Items within the Board's subject matter jurisdiction (10)**

Public comments are limited to 10 minutes total, no more than 2 minutes per speaker. Time allocated to one speaker may not be transferred to another speaker. Public speaker cards (forms) are located on the welcome table. Please fill out and submit to the President or Vice President of Administration. Names will be called in the order speaker cards submitted. This period is for comments from the public, on matters not appearing on the Agenda, but within the SNC Board's subject matter jurisdiction

### **Unfinished Business**

- 7:07 – 7:12 p.m. 7. **Discussion and possible action** relative to forming additional SNC Committees. (5)
- 7:12 – 7:17 p.m. 8. **Discussion and possible action** relative to the President's nomination of new Committee Chair(s), to be ratified by the Board. (5)
- 7:17 – 7:22 p.m. 9. **Discussion and possible action** to support/sign the request letter drafted by Neighborhoods Council Emergency Preparedness Alliance (N.C.E.P.A.) for the inclusion of four additional city employees in the upcoming 2017 budget, to assist with implementation of the disaster supply cache program. (5)  
Presented by Greg Hoerner – Emergency Preparedness Committee

### **New Business**

- 7:22 – 7:37 p.m. 10. **Committee Reports (15)**  
Executive Committee  
Budget Committee – Wilson Bell  
Bylaws Committee – Diane Valencia  
Outreach Committee – David M. Rodriguez  
Planning & Land Use Committee – Peter Postlmayr  
Government Affairs Committee – Ann Job  
Homeless Committee – Peggy Courtney  
Emergency Preparedness – John Pacheco  
Equestrian Committee – Cheri Blose
- 7:37 - 7:47 p.m. 11. **City Liaison and Representatives Reports (10)**  
Animal Services - Kelli Land  
Budget Representative - Christian Rubalcava and Ann Job  
City Attorney – Tammy Flores and Diane Valencia  
Homelessness – Ann Job  
Planning – Ann Job and Cheri Blose  
Public Safety - Greg Hoerner and Diane Valencia  
Public Works – Christian Rubalcava  
Transportation - Wilson Bell
- 7:47 - 7:49 p.m. 12. **Budget Advocate Report** – Ann Job (2)
- 7:49 - 7:59 p.m. 13. **Introduction and discussion** with Seme Park, Director of Neighborhood Council Operations, Department of Neighborhood Empowerment, regarding general topics which are relevant to Neighborhood Councils (10)
- 7:59 – 8:04 p.m. 14. **Discussion and possible action** to review the absences for SNC Director and Retail Representative, Frank Hughes at the SNC's General Board meetings for June, 2016; October, 2016, January, 2017; February, 2017, per Section 7: Absences: Any Director who misses three (3) regularly scheduled consecutive Council Board Meetings during any six (6) month period or four (4) regularly scheduled meetings within any twelve (12) month period will be subject to removal by a majority vote of the Board. Absences for all Directors shall be recorded in the Council's meeting minutes or other manner of Council record keeping. Upon missing the stated number of Board meetings, the President shall notify the Director of their absences and place the removal of the Director on the agenda of the next General or Special Board meeting, whereupon the Board shall determine the validity of the absences before taking action to remove the Director. Any regular General meeting of the Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board Member attendance. (5)
- 8:04 – 8:14 p.m. 15. **Election** of SNC Officers, including but not limited to all members of the Executive Committee (10)

- 8:14 – 8:19 p.m. 16. **Presentation of Certificates of Recognition** for St. Didacus Catholic Church, Sylmar Branch Library, Coffee and Cream, El Cariso Community Regional Park, Denny's Restaurant, and Discovery Charter Preparatory School for hosting the meetings of the Sylmar Neighborhood Council and its Committees. (5)
- 8:19 - 8:29 p.m. 17. **Recess** (10)
- 8:29 – 8:49 p.m. 18. **Discussion** relative to the proposed use of the National Guard Armory in Sylmar as a year round 24/7 homeless facility with wrap-around services. (20)
- 8:49 – 8:54 p.m. 19. **Discussion and possible action** to issue a letter in support of Assembly Bill 332, introduced by Assemblymember Bocanegra. The bill is intended to help local communities to reduce illegal dumping and will amend current law to allow local governments to vacate a street or alley where persistent illegal dumping has been occurring. (5)
- 8:54 – 8:59 p.m. 20. **Discussion and possible action** to send a letter of support to the Los Angeles City Council Budget & Finance Committee and Public Safety Committee, relative to funding for Los Angeles Fire Department resources in Sylmar, as noted in the LAFD's draft 2017-2018 budget. (5)  
Presented by Diane Valencia – SNC Vice President of Administration / Public Safety Liaison
- 8:59 – 9:04 p.m. 21. **Discussion and possible Board action** to approve the submission of a Community Impact Statement (CIS) from the Sylmar Neighborhood Council in support of Council File 15-1252 (Addressing Longer Emergency Calls Service Delivery and Response Times/ Sylmar Residents / Fire Department / Improvement Measures) (5)  
Presented by Diane Valencia – SNC Vice President of Administration / Public Safety Liaison
- 9:04 – 9:09 p.m. 22. **Discussion and possible Board action** to approve the submission of a Community Impact Statement (CIS) from the Sylmar Neighborhood Council in support of Council File 15-1252-S1 (Concerned Length of Response Times / Fire and Emergency Service Calls / Sylmar Residents / Long-Term Solutions) (5)  
Presented by Diane Valencia – SNC Vice President of Administration / Public Safety Liaison
- 9:09 – 9:19 p.m. 23. **Discussion and possible action** to issue a letter of support for the application for a Conditional Use Permit to allow the continued sale and dispensing of beer & wine for on-site consumption in conjunction with an existing 1,680 SF restaurant having 68 seats and hours of operation 7:00 AM to 10:00 PM daily at 13165-13169 N. San Fernando Road (Las Lomas Mexican and American Restaurant). Applicant: David Vazquez; Owners Representative 818-367-231: Paul Olivares, JPL Zoning 818-781-0016 - Planning and Land Use Committee recommends supporting this application. (10)  
Presented by Peter Postlmayr, Chair - SNC Planning & Land Use Committee
- 9:19 – 9:29 p.m. 24. **Discussion and possible action** to approve a letter to be sent to Williams Homes and City Planning, based on recommendations from the Planning and Land Use Committee which approves various mitigation measures for the project at 13267 – 13275 W. Foothill Blvd. Williams Homes, Inc. 2<sup>nd</sup> Lot ZA-2006-2596-ZV-YV-ZAA-ZAD-SPR-PA2. This item is continued discussion from February PLUC Meeting on Mitigation for Reduced setbacks for front and rear yards, fences and walls being over eight feet in the required setback, six walls in lieu of two walls, and location of recycling area on the front half of lot in lieu of rear half (10)  
Presented by Peter Postlmayr, Chair - SNC Planning & Land Use Committee and Mark Smith, Project Manager
- 9:29 – 9:34 p.m. 25. **Discussion and possible action** to approve a letter, as recommending by the Planning and Land Use Committee, opposing any action on an Entertainment/Show Permit Application for 13647 Foothill Blvd. (La Oficina Bar Café). Applicant has not responded to requests for presentation to the Planning and Land Use Committee. (5)  
Presented by Peter Postlmayr, Chair - SNC Planning & Land Use Committee
- 9:34 – 9:39 p.m. 26. **Discussion and possible action** related to 13872 Polk Street - AA-2016-3873 - This is a 39,381 sf. lot to be subdivided into 2 parcels. Property is located in the "K" District Overlay. The Planning and Land Use Committee (PLUC) is requesting approval to advise that no action be taken by the City's Planning Department until the PLUC receives additional information and has the opportunity to ask questions from the applicant or applicant's representative. (5)  
Presented by Peter Postlmayr, Chair - SNC Planning & Land Use Committee
- 9:39 – 9:42 p.m. 27. **Approval** of Minutes of November 17, 2016 General Board Meeting (3)

- 9:42 – 9:45 p.m. 28. **Approval** of Minutes of January 26, 2017 General Board Meeting (3)
- 9:45 – 9:48 p.m. 29. **Approval** of Minutes of February 23 2017 General Board Meeting (3)
- 9:48 – 9:50 p.m. 30. **Treasurer’s Report** – Wilson Bell (2)
- 9:50 – 9:53 p.m. 31. **Review and Adoption** of the February, 2017 Monthly Expenditure Report (MER) (3)
- 9:53 – 10:03 p.m. 32. **Discussion and possible action** to approve an amount not to exceed \$3,500 to hold a Council District 7 Candidate Debate on a date to be determined and to be held at LA Mission College or alternate location. (10)  
Requested by Ann Job, Chair of the Government Affairs Ad Hoc Committee
- 10:03 – 10:08 p.m. 33. Discussion and approval to adjust the SNC's budget to use the Clean Streets LA Challenge award money in the next fiscal year (2017/2018). This would allow the SNC to receive the funds in July, thereby providing a full year to spend the funds. (5)  
Presented by: Christian Rubalcava, SNC Public Works Liaison
- 10:08 – 10:13 p.m. 34. **Discussion and possible action** to approve a Neighborhood Purpose Grant (NPG) in an amount not to exceed \$2,500 to the Relay for Life of the North Valley for the purposes of holding its "Relay Walk" on April 29-30, 2017, at Olive Vista Middle School in Sylmar. (5)  
Presented by: Adriana Serrano, Community Manager, Relay for Life, American Cancer Society
- 10:13 – 10:16 p.m. 35. **Board Member Comments / Announcements** (3)
- 10:16 – 10:18 p.m. 36. **Future Agenda Items** (2)  
Write to Executive Board by email at ExecutiveBoard@SylmarNC.org or mail Executive Board c/o Sylmar Neighborhood Council, P.O. Box 921023, Sylmar, CA 91392-1023  
The next General Board meeting will be on April 27, 2017, location to be determined
- 10:18 – 10:19 p.m. 37. **Closing Remarks, Acknowledgements, and Adjournment** (1)

Reconsideration of Agenda Items - Bylaws (Article VIII)

The Board may reconsider or amend its actions through the following Motion for Reconsideration process:

- A. Before the Board reconsiders any matter, the Board must approve a Motion for Reconsideration. The Motion for Reconsideration must be approved by official action of the Board. After determining that an action should be reconsidered, the Board has the authority to re-hear, continue, or take action on the item that is the subject of reconsideration within any limitations that are stated in the Motion for Reconsideration.
- B. The Motion for Reconsideration must be brought, and the Board's approval of a Motion for Reconsideration must occur, either during the same meeting where the Board initially acted or during the Board's next regularly scheduled meeting or at a special meeting within these specified time frames to address a Motion for Reconsideration.
- C. A Motion for Reconsideration may be proposed only by a Member of the Board who previously voted on the prevailing side of the original action that was taken by the Board (the "Moving Board Member").
- D. The Moving Board Member may make the Motion for Reconsideration orally during the same meeting where the action that is the subject of reconsideration occurred, or by properly placing the Motion for Reconsideration on the agenda of a meeting that occurs within the allowed specified periods of time as stated above.
- E. In order to properly place the Motion for Reconsideration on the agenda of the subsequent meeting, the Moving Board Member shall submit a memorandum to the Executive Committee in advance of the deadline for posting notices for the meeting.
- F. A Motion for Reconsideration that is properly brought before the Board may be seconded by any Member of the Board.
- G. This reconsideration process shall be conducted at all times in accordance with the Brown Act.

Grievance Process – Bylaws (Article XI)

Any Grievance by a Stakeholder must be submitted in writing to the Board who shall place the matter on the agenda for the next regular Council meeting. At that meeting, the Board shall refer the matter to an Ad Hoc Grievance Panel comprised of three (3) Stakeholders randomly selected by the Board from a list of Stakeholders who have expressed an interest in serving from time-to-time on such a Panel. Within two (2) weeks of the Panel’s selection, the Board shall coordinate a time and place for the Panel to meet with the person(s) submitting a Grievance to discuss ways in which the dispute may be resolved. Within two (2) weeks following such meeting, a Member of the Panel shall prepare a written report to be forwarded to the Board outlining the Panel's collective recommendations for resolving the Grievance. The Board may receive a copy of the Panel's report and recommendations prior to a Board meeting, but, in accordance with the Brown Act, the matter shall not be discussed among the Board Members until it is heard publicly at the next regular Council meeting.

This Grievance process is intended to address matters involving procedural disputes, such as the Board's failure to comply with Board Rules or these Bylaws. It is not intended to apply to Stakeholders who merely disagree with a position or action taken by the Board at one of its meetings, which Grievances may be aired publicly at Council meetings. The Neighborhood Council grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council grievances.

Directors are not permitted to file a Grievance against another Director or against the Council, except as permitted under the City’s grievance policy.

**(Remove after March 23, 2017)**