



**WINNETKA NEIGHBORHOOD COUNCIL**  
 20830 Sherman Way, Winnetka, CA 91306  
[www.winnetkanc.com](http://www.winnetkanc.com)



| President       | Vice – President | Secretary     | Treasurer        | Sergeant at Arms   |
|-----------------|------------------|---------------|------------------|--------------------|
| Erick Lace      | Eric Lewis       | Greg Sullivan | JJ Popowich      | Mike Mikaelian     |
| Board Members   |                  |               |                  |                    |
| Tess Reyes-Dunn | Doug Schmidt     | Vacant        | William Hilliard | Natasha Somerville |
| Tom Sattler     | Marilyn Robinson | Vacant        | Asadbaig Baig    | Eric Yoonjae Lim   |

## REGULAR MEETING AGENDA

Tuesday, October 11, 2011 – 6:30 PM  
 Valley Village at 20830 Sherman Way, Winnetka, CA 91306

The Winnetka Neighborhood Council holds its regular meetings on the second Tuesday of every month and may also call any additional required special meetings in accordance with its Bylaws and the Brown Act. The agenda for the regular and special meetings is posted for public review at **Limerick Avenue Elementary School**, 8530 Limerick Ave., Winnetka, 91306; **Fulton Cleaners**, 20109 Roscoe Street, Winnetka, 91306; **Express Pack & Ship**, 7657 Winnetka Ave., Winnetka, 91306; **Canoga Park Bowl**, 20122 Vanowen St., Winnetka, 91306 (near Bar & ATM Machine); **Winnetka Park** 8401 Winnetka Ave., Winnetka, 91306

### 1. Call to Order & Board Member Roll Call

| Board Member Name                                                                                                         | Jan-11   | Feb-08       | Mar-08   | Apr-12   | May-10    | Jun-14   | Jul-12    | Aug-09   | Sep-13    | Oct-11 | Nov-08 | Dec-13 |
|---------------------------------------------------------------------------------------------------------------------------|----------|--------------|----------|----------|-----------|----------|-----------|----------|-----------|--------|--------|--------|
| Eric Lewis                                                                                                                | x        | XL           | XL       | XL       | X         | XL       | X         | X        | X         |        |        |        |
| Erick Lace                                                                                                                | x        | X            | X        | X        | X         | X        | X         | X        | X         |        |        |        |
| Greg Sullivan                                                                                                             | x        | X            | X        | X        | X         | X        | X         | X        | X         |        |        |        |
| JJ Popowich                                                                                                               | LE,E     | X            | X        | X        | A         | X        | X         | X        | AE        |        |        |        |
| Marilyn Robinson                                                                                                          | x        | X            | X        | X        | X         | X        | X         | X        | X         |        |        |        |
| Mike Mikaelian                                                                                                            | x        | XL           | A        | XL       | A         | X        | X         | XL       | X         |        |        |        |
| Natasha Somerville                                                                                                        | x        | X            | XL       | X        | X         | X        | X         | X        | X         |        |        |        |
| Eric Yoonjae Lim                                                                                                          | /        | /            | /        | /        | X         | A        | X         | A        | X         |        |        |        |
| Tess Reyes-Dunn                                                                                                           | x        | X            | A        | AE       | X         | X        | X         | X        | X         |        |        |        |
| Tom Sattler                                                                                                               | x        | X            | X        | X        | X         | X        | X         | X        | X         |        |        |        |
| William Hilliard                                                                                                          | A        | X            | X        | XLE      | X         | XL       | X         | AE       | X         |        |        |        |
| Asadbaig Baig                                                                                                             | x        | X            | A        | X        | X         | X        | AE        | AE       | XL        |        |        |        |
| Doug Schmidt                                                                                                              | /        | x            | X        | X        | X         | X        | X         | X        | X         |        |        |        |
| <b>Total</b>                                                                                                              | <b>9</b> | <b>11 +1</b> | <b>9</b> | <b>9</b> | <b>11</b> | <b>9</b> | <b>11</b> | <b>8</b> | <b>12</b> |        |        |        |
| X = Present, A = Absent, E = Excused, / = Not on the Board at this time, L = Late, LE = Left early<br>Quorum is 8 members |          |              |          |          |           |          |           |          |           |        |        |        |

### 2. Explanation of Meeting Rules.

### 3. Approval of Minutes for September:

| Board Member       | Yes | No | Abstain | Absent |
|--------------------|-----|----|---------|--------|
| Eric Lewis         |     |    |         |        |
| Erick Lace         |     |    |         |        |
| Greg Sullivan      |     |    |         |        |
| JJ Popowich        |     |    |         |        |
| Marilyn Robinson   |     |    |         |        |
| Mike Mikaelian     |     |    |         |        |
| Natasha Somerville |     |    |         |        |
| Tess Reyes-Dunn    |     |    |         |        |
| Tom Sattler        |     |    |         |        |
| William Hilliard   |     |    |         |        |
| Asadbaig Baig      |     |    |         |        |
| Doug Schmidt       |     |    |         |        |
| Eric Yoonjae Lim   |     |    |         |        |
| Total              |     |    |         |        |

### WNC-2011-101111-01

4. **Public Comments:** Comments from the Public on non-agenda items within the Board's subject matter jurisdiction. The public is requested to fill out a "Speaker Card" to address the Board on any agenda item before the Board takes an action. The Speaker Card is requested so that the Speaker's names are complete and correct in the meeting Minutes.
5. **State and Local Government Representative Updates:** Mayor Villaraigosa's representative, Councilman Smith's representative, Councilman Zine's representative, Department of Neighborhood Empowerment representative, and other local or state government representatives that may wish to attend.
6. **Discussion and possible action to approve the Finance Committee's recommendation to modify the 2011-2012 Budget to move \$5,000 from Outreach-Events to a Community Improvement Project for completion of the Median project.** (CM Zine offers us \$12,000, if we put up \$5,000 additional money for this project. WNC has already earmarked and voted \$5,000 for the matching funds and this would make \$10,000 total from WNC coffers. This project would fix electrical problems supporting the irrigation and plantings.) (Popowich)
7. **Discussion and possible action for volunteers needed at the Oktoberfest at Winnetka Park on October 28th, 29th and 30<sup>th</sup>.** Seek people for the booth from 1PM to 10PM on Sat and Sun (8401 Winnetka Ave). (Reyes-Dunn)

8. **Discussion and possible action on revising the payment schedule to quarterly payments for Moore Business Results; Wendy Moore who is our Webmaster, Constant Contact and helper with Outreach.**

<<Discussion and possible motion to approve an expenditure not to exceed \$3,000 for the 2011-2012 fiscal year to Moore Business Results for Stakeholder Communications, including website content and calendar maintenance and monthly email newsletters to stakeholders. (Sullivan)

Wendy worked with the board and created a custom website; created constant contact newsletter and has worked with us to keep website. city watch 5 were called out works with JJ now Greg has person to go to. Who to promote look at minutes. Wendy and Secretary have a chat and she puts the info out onto the web site. Wendy has worked with other NC's with Porter Ranch, North Hollywood, North East ( ) and Greater Griffith Park NC's explains.

Greg motions for up to \$3,000. to renew with Moore Business Solutions for the next year. Tess seconded the motion.

WNC-2011-071211-02 all approved by consensus.>> (Popowich)

9. **Discussion and possible action on continuing an approved motion from April 2011:**

<<Discussion and possible action to allow council to properly budget for and automatically purchase any future necessary WNC business cards from the City of Los Angeles Publishing Services, as well as any other identification items from the appropriate vendor(s), when needed, without requiring a vote on the matter at every occurrence. (Lace)

William made a motion to automatically allow purchase of business cards as needed. Tom seconds. JJ felt we could make a motion to order cards whenever we bring someone on board. Approved unanimously

OWNC-2011-041211-14>>( Lewis)

10. Discussion and possible action to make recommendations (if any) for the City's sign ordinance (currently under discussion). (Popowich)
11. Discussion and possible action to approve the construction of a two car detached garage located at 20601 W. Archwood St., Winnetka, CA. (Case #: ENV-2011-208-CE and ZA-2011-209-ZAA). This requires the approval of a reduced front yard area. This has already been taken to the Planning Committee who has sent the developer back to the WNC for our opinion. (Popowich)
12. Discussion and possible action to make recommendations/comments (if any) for the City's proposed amendments to the Residential Planned Development supplemental use district establishment provisions. The current ordinances allow only single family homes; this ordinance would allow mixed use projects. (Popowich)
13. Discussion and approval of the Q1 Payment Card report to be submitted to DONE. (Popowich)
14. Discussion and possible action on which two board members from the WNC wish to attend the Mayors Budget day:  
<<This year, the Budget Process begins with the Mayor's Community Budget Day event on Saturday, October 29, 2011, 8:00am-12:30 pm in City Hall. The attached invitation complements the invitation sent to you recently by the FY2011-2012 Budget Advocates. What is most important at this point in time is that **each Neighborhood Council have appointed it's TWO BUDGET REPRESENTATIVES!** Please note that this is different from a Budget Advocate. While several Board Members can become involved in this process through advocacy, there can be only 2 Official Reps from each Neighborhood Council Board.>> (Sullivan)

#### DISCUSSION AND POSSIBLE ACTION ON THE FOLLOWING COMMITTEE REPORTS

15. Finance Committee Report (Including Treasurer's Report) (Popowich)
16. By-Law Review Committee: (Lace)
17. Public Safety Committee: (Vacant)
18. Outreach and Youth Committee Report: (Robinson)
19. Planning & Land Use Management Committee: (Popowich)
20. Public Works & Transportation Committee: (Mikaelian)
21. Rules, Elections & By-Laws (REB) Committee: (Lace)
22. Valley Alliance of Neighborhood Council; V.A.N.C. report (Hilliard and Lewis)
23. Good of the Order
24. Future Agenda Items & other Calendar Events:
  - Public Safety Committee.
  - Outreach & Youth Committee.
  - Public Works & Transportation Committee. 4<sup>th</sup> Tuesday
  - PLUM

## 25. Adjournment

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The public is requested to fill out a “**Speaker Card**” to address the Board on any agenda item before the Board takes an action. Public comment is limited to 3 minutes per speaker, but the Board has the discretion to modify the amount of time for any speaker. Before a vote on each item any member of the public who has not filled out a “**Speaker Card**” will be accorded 1 minute to make a statement. This period will not last longer than 5 minutes total.

The public may comment on a specific item listed on this agenda when the Board considers that item. When the Board considers the agenda item entitled “Public Comments,” the public has the right to comment on any matter that is within the Board’s jurisdiction. In addition, the members of the public may request and receive copies without undue delay of any documents that are distributed to the Board, unless there is a specific exemption under the Public Records Act that prevents the disclosure of the record. (Govt. Code § 54957.5)

The Winnetka Neighborhood Council complies with Title II of the Americans with Disabilities Act and does not discriminate on the basis of any disability. Upon request, the Winnetka Neighborhood Council will provide reasonable accommodations 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 the availability of services, please make your request at least 3 business days (72 hours) prior to the meeting you wish to attend by contacting the Neighborhood Council Secretary at (818) 718-0629, or please send an e-mail that states the accommodations that you are requesting to [sullivang@hotmail.com](mailto:sullivang@hotmail.com)

**SI REQUIERE SERVICIOS DE TRADUCCION, FAVOR DE NOTIFICAR A LA OFICINA 3 Dias de trabajo (72 horas) ANTES DEL EVENTO. SI NECESITA AYUDA CON ESTA AGENDA, POR FAVOR LLAME A NUESTRA OFICINA AL (310) 562-3268.**

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### PROCESS FOR RECONSIDERATION

The Board may reconsider and amend its action on items listed on the agenda if that reconsideration takes place immediately following the original action or at the next regular meeting. The Board, on either of these two days, shall: (1) Make a Motion for Reconsideration and, if approved, (2) hear the matter and Take an Action.

If the motion to reconsider an action is to be scheduled at the meeting following the original action, then two items shall be placed on the agenda for that meeting: (1) A Motion for Reconsideration on the described matter and (2) a {Proposed} Action should the motion to reconsider be approved. A Board member who has previously voted on the prevailing side of the original action taken can only make a motion for reconsideration.

If a motion for reconsideration is not made on the date the action was taken, then a Board member on the prevailing side of the action must submit a memorandum to the Secretary identifying the matter to be reconsidered and a brief description of the reason(s) for requesting reconsideration at the next regular meeting. The aforesaid shall all be in compliance with the Brown Act.

### PROCESS FOR FILING A GRIEVANCE

Any grievance by a Stakeholder must be submitted in writing to the Secretary of the Board of Directors. The Secretary shall then within no more than 30 days refer the matter to an ad hoc grievance panel comprised of 3 Stakeholders who are randomly selected by the Council secretary from a list of Stakeholders who have previously expressed an interest in serving from time-time on such a grievance panel. The Secretary will coordinate a time and a place, not to exceed 10 days for the panel to meet with the person(s) submitting a grievance and to discuss ways in which the dispute may be resolved.

Thereafter, a panel member shall promptly prepare a written report to be forwarded by the Secretary to the Board to be heard at the next board meeting outlining the panels’ collective recommendations for resolving the grievance. The Board of Directors may receive a copy of the panel’s report and recommendations prior to any meeting by the Board, but the matter shall not be discussed among the Board members until the matter is heard at the next regular meeting of the Board pursuant to the Ralph M. Brown Act.

This formal grievance process is not intended to apply to Stakeholders who simply disagree with a position or action taken by the Board at one of its meetings. Those grievances can be aired at the Board meetings. This grievance process is intended to address matters involving procedural disputes, e.g., the Board’s failure to comply with the Board Rules or these Bylaws, or its failure to comply with the City’s Charter, the Plan, local ordinances, and/or State and federal law.

In the event that a grievance cannot be resolved through this grievance process, the complainant has the right to appeal the matter to the Department of Neighborhood Empowerment for consideration or dispute resolution.