

# CITY OF LOS ANGELES

California

## SYLMAR NEIGHBORHOOD COUNCIL

PRESIDENT: Ann Job

VICE PRESIDENTS:

Administration: Diane Valencia

Communications: Kathy Grubert

TREASURER: Patricia Rau

PUBLIC RELATIONS: Maria Silva



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## SYLMAR NEIGHBORHOOD COUNCIL GENERAL BOARD MEETING AGENDA

Thursday, February 26, 2015, 6:30 p.m. – 9:39 p.m.

Sylmar High School / Spartan Hall, 13050 Borden Avenue, 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 Vice President of Administration, Diane Valencia by phone at (818) 833-8737 or email to [Diane.Valencia@sylmarnc.org](mailto:Diane.Valencia@sylmarnc.org)**

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 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-Agendized 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 Ann Job at [Ann.Job@SylmarNC.org](mailto:Ann.Job@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 – 6:34 p.m. 1. **Call to Order and Pledge of Allegiance** (4)

### **Presentation of Colors by the Valley Military Institute**

6:34 – 6:36 p.m. 2. **Roll Call** – Ann Job, President (2)

6:36 – 6:37 p.m. 3. **Housekeeping, Speaker Cards, and Timekeeper** – Diane Valencia (1)

6:37 – 6:39 p.m. 4. **Welcome and Announcements by Board Meeting facility Host** – Derek Martin (2)

6:39 – 6:41 p.m. 5. **Approval of Minutes of the January 22, 2014 General Board Meeting** (2)

6:41 – 7:01 p.m. 6. **Public Official and Community Representative Announcements & Presentations** (10)

6a. **Questions / Comments from the Public** (10)

7:01 – 7:15 p.m. 7. **Committee Reports** (14)

Executive Committee (4)

Budget Committee – Patricia Rau (1)

Outreach Committee – Maria Silva (1)

Equestrian Committee – Cheri Blose (1)

Bylaws Committee – Roy Smith (2)  
Planning & Land Use Committee – (1)  
Government Affairs & City Services – Christian Rubalcava (1)  
Emergency Preparedness & Public Safety Committee – Chardell Powell (1)  
Ad Hoc Sediment Removal Committee – Kathy Grubert (1)  
Underserved Stakeholders Committee – Peggy Courtney (1)

- 7:15 – 7:18 p.m. **8. Reports by Liaisons to the City (3)**  
Budget Representatives – Maria Silva and Patricia Rau  
Department of Public Works – Ann Job  
Legal / City Attorney – Diane Valencia and Ann Job
- 7:18 – 7:38 p.m. **9. Public Comment on Non-Agendized Items within the Board’s subject matter jurisdiction (20)**  
Public comments are limited to 2 minutes per speaker. Public speaker cards (forms) are located on the welcome table. Please fill out and submit to the Secretary or President.

### **Unfinished Business**

- 7:38 – 7:43 p.m. **10. Discussion and possible Board action** to reconsider action taken on Item 23 on the January 22, 2015 General Board Meeting regarding Small Lot Houses project at 13245 Hubbard St. (5).  
Reconsideration requested by Kathy Grubert, who voted on the prevailing side.
- 7:43 – 7:53 p.m. **11. Discussion and possible Board action** to approve the Planning & Land Use Committee’s recommendation regarding: (10)  
  
13245 Hubbard Street: 21 Small Lot Houses.  
Presentation by Cheri Blose, Planning & Land Use Committee - Interim Chair.  
Available for questions: Jim Brewer and David Spiegel
- 7:53 – 7:58 p.m. **12. Discussion and possible Board action** related to the public hearing held on Friday, January 9, 2015, at the Marvin Braude Center in Van Nuys. Subject of the hearing: (5)  
  
Casa Torres restaurant  
Sylmar Towne Shopping Center  
14117 Hubbard Street  
Presentation by Cheri Blose, Planning & Land Use Committee - Interim Chair.  
Available for questions:  
Applicant: Albert Gonzalez  
Contact Person: Sean Nguyen
- 7:58 – 8:03 p.m. **13. Discussion and possible Board action** related to the public hearing held on Thursday, January 15, 2015, at the Marvin Braude Center in Van Nuys. Subject of the hearing: (5)  
  
Starbucks restaurant and drive through  
13673-13689 Foothill Blvd.  
Presentation by Cheri Blose, Planning & Land Use Committee - Interim Chair
- 8:03 – 8:08 p.m. **14. Discussion and possible Board action** related to the public hearing held on Monday, January 12, 2015 at the Marvin Braude Center in Van Nuys. Subject of the hearing: (5)  
  
Solar Farms  
Report by Cheri Blose, Planning & Land Use Committee - Interim Chair.
- 8:08 – 8:18 p.m. **15. RECESS – Featuring Girl Scout Cookies (10)**

## New Business

- 8:18 – 8:21 p.m. **16. Discussion and possible Board action** to approve Sylmar Neighborhood Council monthly expenditure report (MER) for February, 2015 (3)
- 8:21 – 8:25 p.m. **17. Treasurer’s Report** (4)
- 8:25 – 8:35 p.m. **18. Discussion and possible Board action** to move \$5,700.00 from Category 100 – Operations Line Item Facilities Related and Space Rental (FAC) and to reallocate it in the following manner: (10)  
a) \$1,000.00 to be added to Category 100 – Operations Line Item Audio and Visual Equipment (AUD);  
b) \$1,640.00 to be added to Category 100 – Operations Line Item Translation and Transcription (TRL);  
c) \$340.00 to be added to Category 200 – Outreach Line Item Event Expense/Food & Refreshments (EVE)  
d) \$2,720.00 to be added to Category 200 – Outreach a Line Item Earmarked (EAR)
- 8:35 – 8:40 p.m. **19. Discussion and possible Board action** to approve the Planning & Land Use Committee’s recommendation regarding a permit for the conditional use (CUP) for the sale of beer and wine for onsite consumption in conjunction with a new restaurant at 13213 Gladstone Ave. (5)  
Presentation by Cheri Blose, Planning & Land Use Committee - Interim Chair.  
Available for questions: Dennis Eli, owner/operator
- 8:40 – 8:45 p.m. **20. Discussion and possible Board action** to approve the Planning & Land Use Committee’s recommendation regarding renewal of the existing Helistop Conditional Use Permit (CUP) on a building located at 13291 Ralston Ave. (5)  
Presentation by Cheri Blose, Planning & Land Use Committee - Interim Chair  
Available for questions: Alix Wisner-Planner for Armbruster, Goldsmith & Delvac LLP.
- 8:45 – 8:50 p.m. **21. Discussion and possible Board action** to approve an amount not to exceed \$1,000 for renewal of two web domains (sylmarnc.org and sylmarneighborhoodcouncil.org) and email hosting through Go Daddy. (5)
- 8:50 – 8:55 p.m. **22. Discussion and possible Board action** to approve an amount not to exceed \$1,000.00 for a Neighborhood Purpose Grant requested by Relay for Life. (5)
- 8:55 – 9:00 p.m. **23. Discussion and possible Board action** to approve an amount not to exceed \$2,500.00 for a Neighborhood Purpose Grant requested by Graffiti Busters. (5)
- 9:00 – 9:05 p.m. **24. Discussion and possible Board action** to approve an amount not to exceed \$200.00 for a Neighborhood Purpose Grant requested by Pacoima Beautiful for Adelante Hombre, an event for San Fernando Valley youth. (5)
- 9:05 – 9:10 p.m. **25. Discussion and possible Board action** to approve an amount not to exceed \$3,000.00 for the equestrian outreach event, “Make Your Horse Count.” (5)
- 9:10 – 9:15 p.m. **26. Discussion and possible Board action** to approve an amount not to exceed \$250.00 for participation in the VANC (Valley Alliance of Neighborhood Council) Mixer. (5)
- 9:15 – 9:20 p.m. **27. Discussion and possible Board action** to request that Apple One provide the Sylmar Neighborhood Council with temporary staffing services. (5)
- 9:20 – 9:25 p.m. **28. Discussion and possible Board action** to give direction to the Vice President of Administration to continue to search and locate appropriate office space for the Sylmar Neighborhood council (5)  
Presentation by Diane Valencia
- 9:25 – 9:30 p.m. **29. Board Member Community Announcements.** (5)

9:30 – 9:35 p.m. **30. Board Member Comments** - Comments from Board members on matters within the Board's jurisdiction. (5)

9:35 – 9:37 p.m. **31. Future Agenda item suggestions from public and Board members.** (2)

Write to Executive Board by email at [ExecutiveBoard@SylmarNC.org](mailto: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 March 26, 2015 at Concordia Jr / Sr High School

9:37 - 9:39 p.m. **32. Closing Remarks, Acknowledgements, and Adjournment.** (2)

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### **Grievance Procedure**

Any Grievance by a Stakeholder must be submitted in writing to the Board who shall cause the matter to be placed 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 by the Secretary 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.

Board Members are not permitted to file a Grievance against another Board Member or against the Council.

### **Reconsideration of Agenda Items - Bylaws (Article IV)**

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 next 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. For a Board Member to submit a motion for reconsideration the Board Member must have previously voted on the prevailing side of the original action taken. If a motion for reconsideration is not made on the date the action was taken, then the 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 be in compliance with the Brown Act.

**(Remove after February 26, 2015)**

**Approved by:AJ/DV/KG/PR**