



Greater Wilshire Neighborhood Council General Meeting

June 11, 2014

MINUTES

Approved by the Board, 07/10/14

1. Call to Order & Pledge of Allegiance (Owen Smith)

A duly noticed Meeting of the Greater Wilshire Neighborhood Council (“GWNC”) Board of Directors was held on Wednesday, June 11, 2014, at the Ebell of Los Angeles, 743 S. Lucerne Blvd., Los Angeles. President Owen Smith called the meeting to order at 7:01 p. m.

2. Roll Call (Jeffry Carpenter)

Secretary Jeffry Carpenter called the roll. Thirteen of the 21 Board Members or their Alternates were present at the beginning of the Meeting: Jeffry Carpenter, Michael Genewick, John Gresham, Joseph Hoffman, Caroline Moser (Alternate for Jack Humphreville), Frances McFall, Eric Oliver (Alternate for Ann Eggleston), Dorian Shapiro, Owen Smith, Julie Stromberg, Jane Usher, John Winther and James Wolf. The Pledge of Allegiance was led by Ms. McFall. Patricia Carroll, Charles D’Atri (Alternate for Fred Mariscal) and William Funderburk arrived later. Board Members absent and not represented by an Alternate: Patricia Lombard, Clinton Oie, Jason Peers, Daniel Whitley and Greg Wittmann. The GWNC quorum (the minimum number of Board Members needing to be present to take binding votes on Agendized Items) is 13 (see <http://empowerla.org/wp-content/uploads/2012/07/Greater-Wilshire-NC-Bylaws.pdf>), so the Board could take such votes. All 21 Board Seats were filled. No Board Seats were vacant (some Alternate Seats were vacant; see below). Also attending: 14 Stakeholders and guests.

3. Approval of the Minutes (Jeffry Carpenter)

MOTION (by Mr. Gresham, seconded by Mr. Carpenter): The Greater Wilshire Neighborhood Council approves the Minutes of its May 7, 2014 General Meeting as written.

MOTION PASSED unanimously with no objection.

4. President’s Report

Mr. Smith described Meetings he attended of the adjacent Historic Cultural, Hollywood United and Central Hollywood Neighborhood Councils.

Board Member Patti Carroll arrived at this time, making 14 Board Members (or their Alternate(s)) present (the GWNC quorum is 13).

He described election challenges the other Neighborhood Councils faced, especially in determining voter qualifications. He also attended the latest BONC [L.A. Board of

Neighborhood Commissioners] Meeting and expressed to them strong opposition to proposed mandatory sexual harassment prevention training. Mr. Smith described some history of Greater Wilshire area organizing and efforts to work with DONE [the L.A. Dept. of Neighborhood Empowerment].

A. Board Vacancies

Mr. Smith noted the vacancies. Alternates are needed for: Area 2 (Citrus Square), Area 3 (Country Club Heights), Area 4 (Fremont Place), Area 9 (Oakwood-Maplewood-St. Andrews Square), Area 12 (Western-Wilton), Education, Religion and Non-Profit.

B. Seating of Board Members and Alternates Elected or Volunteered But Not Previously Installed.

Area 1 (Brookside) Alternate – Hanne Mintz
(he was absent)Area 14 Alternate – Caroline Moser
Religion Representative – Mike Genewick
Business Representative – John Winther
Neighborhood Council Oath of Office (Owen Smith)

Hanne Mintz, John Winther, Caroline Moser and Mike Genewick read aloud the Oath of Office.

C. Ethics & Funding Training

[The following is from the Agenda.] All Board Members and Alternates must complete Ethics Training in order to vote on funding Motions before the Board. The course is available online at <http://ethics.lacity.org/education/ethics2007/?audience=done>
In addition to Ethics training, all Board Members and Alternates are also REQUIRED to take a new Funding Training course (about the new system of NC checking accounts that will be launched soon). The course is at <http://www.slideshare.net/EmpowerLA/nc-checking-account-training-62413>.
The last page of the presentation contains a link -- <http://www.empowerla.org/Boardregistration> – to a completion form you can submit to register your attendance. Board Members and Alternates MUST complete both trainings to be eligible to vote on funding-related matters. [Tables are in the Agenda that show which Board Members and which Alternates have completed which trainings.]

Mr. Smith noted the above.

5. Local Government Updates

A. CD4 Update (Ben Seinfeld)

Mr. Seinfeld could not attend and there was no report at this time.

B. CD5 Update (John Darnell)

[This Agenda Item was addressed after Item #7.] John Darnell, Field Deputy for L.A. City District Five Councilman Paul Koretz (310-289-0353; John.Darnell@LACity.org; www.lacity.org/council/cd5), reported that Councilman Koretz introduced a Motion “to hire four new City planners” who can help with overlay and historic preservation zones.

6. Community Concerns and Public Comments

There were no public comments at this time.

Board Member Bill Funderburk arrived at this time, making 15 Board Members (or their Alternate(s)) present (the GWNC quorum is 13).

7. Treasurer's Report and Budget Items (Patti Carroll & Elizabeth Fuller)

A. Monthly Budget Reports/Expenditures Approvals

GWNC administrative and communications consultant Elizabeth Fuller reviewed the GWNC "Monthly Expenditure Report for May 2014" and expenses in and since May. The ending balance was "about \$3,100." The GWNC is trying to spend all funds so that as little as possible is swept back to the City.

FUNDING MOTION (by Mr. Gresham, seconded by Ms. McFall): The Greater Wilshire Neighborhood Council approves its "Monthly Expenditure Report for May 2014."

FUNDING MOTION PASSED unanimously by a roll call vote of the nine eligible voters present with all nine in favor ("Yes" or "Aye") (Carpenter, Genewick, Gresham, Hoffman, McFall, Moser, Smith, Usher and Wolf).

FUNDING MOTION (by Mr. Gresham, seconded by Ms. McFall): The Greater Wilshire Neighborhood Council approves the individual expenditures it made in May 2014.

FUNDING MOTION PASSED unanimously by a roll call vote of the nine eligible voters present with all nine in favor ("Yes" or "Aye") (Carpenter, Genewick, Gresham, Hoffman, McFall, Moser, Smith, Usher and Wolf).

B. YTD Budget.

Ms. Fuller noted the year-to-date Budget.

C. Progress report on outstanding contracts (Ebell, WUMC, E. Fuller)

Ms. Carroll reported that "all of the contracts are on the way." She will work with DONE to ensure that all Demand Warrants and contracts for which expenses were incurred this Fiscal Year [ending June 30th] are paid by DONE. She said that "as of yet" around \$2,000 "has not been input into the system" by DONE. She and Ms. Fuller reported that all paperwork was "submitted on time . . . delivered in person" and "checked in."

D. Other Year-End Finance Issues/Expenditures

i. Business cards for new Members

Ms. Carroll reported that these are being ordered.

ii. Office supplies (paper, printer ink, etc.)

Ms. Carroll reported that these were purchased as needed.

iii. Other

No other issues were reported.

8. Neighborhood Council Board Orientation (Lisette Covarrubias)

[*This Agenda Item was addressed after Item #5. B.*] Lisette Covarrubias, Neighborhood Empowerment Analyst, L.A. Dept. of Neighborhood Empowerment (DONE) (213-978-1551; Lisette.Covarrubias@LACity.org; www.EmpowerLA.org), introduced herself.

- A. The role of the GWNC in your community and for your community
- B. “Quick hits” on laws that govern Neighborhood Councils
- C. City charter
- D. Neighborhood Council Plan
- E. Brown Act, Public Records Act
- F. Americans with Disabilities Act (“ADA”)
- G. Conflicts of Interest
- H. Neighborhood Council Funding, Budgeting and Expenditure Approvals
- I. Neighborhood Council Board Member Ethics and Funding Training Requirements
- J. Having great Neighborhood Council meetings
- K. Questions and Answers from Board Members, stakeholders

Ms. Covarrubias distributed copies of the “Neighborhood Council Board Member Development Handbook” and reviewed above items A. – K. She clarified that BONC “sets policy” for the NC system, not DONE. Bylaws changes for individual NCs can be made after July 1st. She reminded that regular/general meetings must be posted at least 72 hours in advance of the meeting start time; special meetings must be posted at least 24 hours in advance.

Board Member Charles D’Atri (Alternate for Fred Mariscal) arrived at this time, making 16 Board Members (or their Alternate(s)) present (the GWNC quorum is 13).

Ms. Covarrubias encouraged GWNC Committees to “be comprised of six or less Board Members” because, for the GWNC, six is less than a quorum of a quorum; she explained that, since the GWNC quorum is 13, a quorum of a quorum would be seven; if more than six Board Members participate in a GWNC Committee it could violate the Brown Act. She reminded that “everything you do” is part of “public records” and “the Neighborhood Council has ten days to respond to” a Public Records Act request. She recommended quickly contacting the City Attorney if a request is received; “the response is from the Board.” Only the Board Member who may have a conflict of interest and the City Attorney can determine if there is a conflict of interest, not the Board. If a Board Member is not sure, “the best thing to do is recuse yourself . . . you physically remove yourself from the meeting.” She reminded that “Budget packages are due June 30th” and the checking account system soon will be available. Ms. Covarrubias described the Community Impact Statement procedure; they are “attached to the Council File.”

9. DWP Oversight (Jack Humphreville)

Mr. Humphreville was not present and there was no report.

10. City Budget Issues (Humphreville)

Mr. Humphreville was not present and there was no report.

11. Old Business

Mr. Smith requested and Ms. Usher and Mr. Gresham agreed to review the Bylaws regarding “term of office” in case any revisions are recommended. She recommended and Mr. Smith agreed to email the Board to ask if they have any Bylaws revisions requests. He explained that GWNC Board Seat categories, a mix of areas and subjects, do a good job of minimizing the possibility of large groups of people voting who do not well-qualify.

12. New Business

Mr. Wolf reported that he received an email from the City Attorney, who is having a Thursday, July 31st, 6:30-8:30 p.m. meeting to introduce the new local Neighborhood Prosecutor to the GWNC and other groups and requested GWNC support. It was agreed to Agendize this. Mr. Wolf encouraged the GWNC hosting or co-hosting the event.

13. Transportation Committee (Julie Stromberg)

A. Bureau of Street Services Neighborhood Council Blitz (for pothole repairs).

Ms. Stromberg reported that the BSS is requesting submission by June 15th a list of street repair needs; by June 24th they will repair potholes, etc. Submit requests for this and future repairs to Transportation@GreaterWilshire.org.

B. Updates from June Metro Advisory Group meeting.

Mr. Carpenter reported that the Group met. A contractor will be selected “in the next couple of months.” Violations regarding Metro construction are being noted and brought to Metro’s attention.

C. Update on Great Streets Initiative.

It was reported that “Western between Third and Melrose” is one of the streets selected for this City program.

14. Outreach Committee (Fred Mariscal)

Seeking “Top 10 Issues” lists from our neighborhood associations.

Ms. Fuller reported that the Committee “has new Members” and is requesting input from the GWNC’s 15 neighborhoods about their “top ten priorities” to help guide GWNC outreach and event planning.

15. Board Member Reports and Comments

There were no other Board Member reports or comments at this time.

16. Land Use Committee (James Wolf)

Ms. Usher recommended that, when supporting a Conditional Use Permit (CUP) application, to specify that the support is of that applicant only, and does not run with the land, for all CUPs.

Board Member Jane Usher recused herself and left the room at this time and was replaced by her Alternate Karen Gilman.

[Each Item's Issue/first paragraph is directly from the Agenda.]

A. Conversion of historic gas station to Starbucks at 859 N. Highland.

Issue: Applicants have filed a CUP for permission to install drive-through service and extended hours from 5 a.m. to midnight at the historic Gilmore Gas Station. Layout of the historic property will remain mostly unchanged from its current original configuration. Applicants are working with the Office of Historic Resources to make sure all plans are historically compatible and acceptable to the City. The shop will contain about 800 square feet of interior space, and an additional 1,000 square feet of patio space. Patio tables will face Highland Ave., with a low buffer wall. Committee Members inquired about landscaping and signage, and requested that applicants provide a drawing of the full frontage view of the proposed project, to clarify the architectural details visible from the street. **LUC Recommended Motion:** That [see the below Motion].

Starbucks' architects, Jamie Pancino and Alicia Thueme, distributed copies of a "Schematic Package," containing the exterior frontage view requested by the LUC, showing the site "at the corner of Highland and Willoughby," which has been "vacant for over 20 years." They are requesting operational hours of 5:00 a.m. – 12:00 midnight for drive-through and "walk-up window only"; there would not be any walk-in service and "there is no interior dining room." The entrance and exit both would be on Willoughby. They are working with the City Office of Historic Preservation, the LADOT and the L.A. Dept. of Building and Safety. The architects described work to rebuild the existing historic structure and "integrate" it with other needed structural elements. Mr. Wolf and Mr. Genewick noted that the existing curb cuts, which will be unused in the new plans, could be a safety hazard. Mr. Wolf noted that the Committee recommended supporting the project "with the condition" in the below Motion, but also requested that the Land Use Committee be given one more chance to discuss the new drawings

MOTION (by Mr. Wolf, seconded by Mr. D'Atri): The Greater Wilshire Neighborhood Council supports the CUP application for the conversion of the historic gas station to a Starbucks at 859 N. Highland on the condition that the applicants return to the Committee with a drawing that shows the full street view of the project.

AMENDED MOTION (by Mr. Genewick, seconded by Mr. Gresham, accepted by Mr. Wolf and Mr. D'Atri): The Greater Wilshire Neighborhood Council supports the CUP application for the conversion of the historic gas station to a Starbucks at 859 N. Highland on the condition that the applicants return to the Committee with a drawing that shows the full street view of the project, and that they fill in the unused curb cuts on Willoughby and Highland.

AMENDED MOTION PASSED unanimously by a roll call vote of the 16 eligible voters present with all 16 in favor ("Yes" or "Aye") (Carpenter, Carroll, D'Atri, Funderburk,

Genewick, Gresham, Hoffman, McFall, Moser, Oliver, Shapiro, Smith, Stromberg, Gilman, Winther and Wolf).

B. Building line repeal at Kangnam Restaurant at 4103 W. Olympic Blvd.

Issue: The restaurant at the NW corner of Bronson and Olympic has long been using two vacant lots on Bronson Ave., just north of Olympic (one on the west side of Bronson, one on the east side), both of which are also owned by the restaurant, for parking. They have filed an application with the City to legalize the non-conforming parking use on both lots and to repeal the building line of the lot on the west side of Bronson. Representatives from the Wilshire Park Neighborhood Association reported that they oppose the building line repeal, but would support parking on both R1 lots (which are “non-contributors” to the local HPOZ), except in the designated 30-foot setback areas. Discussion focused mostly on the impact of the precedents such adjustments would set for the area. **LUC**

Recommended Motions: 1. That [see the below Motion]. 2. That [see the below Motion]. 3. That [see the below Motion]. *[[From the Agenda]* Note: The vote was unanimous on the second recommended Motion, but there was one vote in opposition to the first Motion, and two votes opposed on the third Motion.]

Copies were distributed of an “Application to Repeal Existing Building Line.”

MOTION (by Mr. Wolf, seconded by Mr. Gresham): The Greater Wilshire Neighborhood Council opposes the application for removal of the building lines on Bronson Ave. (both sides of the street), at the intersection of Olympic Blvd. regarding Kangnam Restaurant at 4103 W. Olympic Blvd.

DISCUSSION: Mr. Wolf explained the issue.

MOTION PASSED unanimously by a roll call vote of the 16 eligible voters present with all 16 in favor (“Yes” or “Aye”) (Carpenter, Carroll, D’Atri, Funderburk, Genewick, Gresham, Hoffman, McFall, Moser, Oliver, Shapiro, Smith, Stromberg, Gilman, Winther and Wolf).

MOTION (by Mr. Wolf, seconded by Mr. Gresham): The Greater Wilshire Neighborhood Council opposes the application by Kangnam Restaurant at 4103 W. Olympic Blvd. to allow parking within the 30-foot setback areas of all lots in question, as defined by the lot lines.

DISCUSSION: Mr. Wolf explained the issue.

MOTION PASSED unanimously by a roll call vote of the 16 eligible voters present with all 16 in favor (“Yes” or “Aye”) (Carpenter, Carroll, D’Atri, Funderburk, Genewick, Gresham, Hoffman, McFall, Moser, Oliver, Shapiro, Smith, Stromberg, Gilman, Winther and Wolf).

MOTION (by Mr. Wolf, seconded by Mr. Winther): The Greater Wilshire Neighborhood Council opposes the request by Kangnam Restaurant at 4103 W. Olympic Blvd. for a Conditional Use Permit for the continued use and maintenance of the two additional lots as parking.

DISCUSSION: Mr. Wolf explained the issue.

MOTION PASSED unanimously by a roll call vote of the 16 eligible voters present with all 16 in favor (“Yes” or “Aye”) (Carpenter, Carroll, D’Atri, Funderburk, Genewick, Gresham, Hoffman, McFall, Moser, Oliver, Shapiro, Smith, Stromberg, Gilman, Winther and Wolf).

- C. CUB application for liquor permits and late-night hours at three restaurant spaces at Waa Waa Plaza at 135-139 N. Western Ave.

Issue: Developers of the property are seeking permits for liquor sales and extended hours (until 2 a.m.) for three restaurant spaces in the development: an 1,800-square foot space currently occupied by a Thai restaurant (requesting beer and wine sales and extended hours), a 6,008-square foot space currently occupied by Tom & Tom’s Coffee (requesting extended hours only; no liquor sales), and a 4,066-square foot space that is currently vacant (requesting a sales of a full line of alcoholic beverages, plus extended hours). While this property is technically within the western boundary of the Wilshire Center-Koreatown Neighborhood Council’s territory, its only residential neighbors live within the GWNC’s boundaries along Manhattan Place just to the west behind the development. They will be the neighbors mostly affected by the requested privileges. Representatives of the St. Andrews Square Neighborhood Association, which represents the Manhattan Place neighbors, has requested closing hours of midnight instead of the requested 2 a.m., and expressed concerns about the lack of specific information in the applicants’ parking plan. A Zoning Administrator hearing was held on May 20, but the ZA held comments open for two weeks, to allow for GWNC input (the LUC recommendations, below, were communicated to the ZA after the May 27 LUC meeting). **LUC Recommended Motions:** 1. That [see the below Motion]. 2. That [see the below Motion]. 3. That [see the below Motion].

Copies were distributed of a “Conditional Use – MCUB” application. Mr. Wolf explained that the location “is immediately to the east of our boundary line.”

MOTION (by Mr. Wolf, seconded by Mr. Smith): The Greater Wilshire Neighborhood Council supports the CUB application for wine and beer sales and extended hours from 10am to 12am, with the last call for wine and beer at 11:30 pm, at the 1,830-square foot restaurant space that is now occupied by a Thai restaurant.

AMENDED MOTION (by Ms. Carroll, seconded by Mr. Smith, accepted by Mr. Wolf): The Greater Wilshire Neighborhood Council supports the CUB application for wine and beer sales and extended hours from 10am to 12am, with the last call for wine and beer at

11:30 pm, at the 1,830-square foot restaurant space that is now occupied by a Thai restaurant, to apply to the applicant, not the land.

AMENDED MOTION PASSED unanimously by a roll call vote of the 16 eligible voters present with all 16 in favor (“Yes” or “Aye”) (Carpenter, Carroll, D’Atri, Funderburk, Genewick, Gresham, Hoffman, McFall, Moser, Oliver, Shapiro, Smith, Stromberg, Gilman, Winther and Wolf).

Mr. D’Atri explained that, regarding the following Motion, this was the See’s Candy site. There was extensive discussion about possible effects on neighbors of the extended hours.

MOTION (by Mr. Wolf, seconded by Mr. Smith): The Greater Wilshire Neighborhood Council supports the application for extended hours until 2 a.m. (12 a.m. on the exterior patios), with no liquor sales, at the 6,008-square foot space now occupied by Tom & Tom's Coffee.

AMENDED MOTION (by Mr. Carpenter, seconded by Mr. Gresham): The Greater Wilshire Neighborhood Council supports the application for extended hours until 2 a.m. (11 p.m. for the exterior patios), with no liquor sales, at the 6,008-square foot space now occupied by Tom & Tom's Coffee; the use of the application would be limited to Tom & Tom’s Coffee.

AMENDED MOTION PASSED unanimously by a roll call vote of the 16 eligible voters present with all 16 in favor (“Yes” or “Aye”) (Carpenter, Carroll, D’Atri, Funderburk, Genewick, Gresham, Hoffman, McFall, Moser, Oliver, Shapiro, Smith, Stromberg, Gilman, Winther and Wolf).

MOTION (by Mr. Wolf, seconded by Mr. Gresham): The Greater Wilshire Neighborhood Council opposes the CUB application to allow a full line Type 47 liquor permit and extended hours at the currently vacant 4,066-square foot restaurant space in the development.

MOTION PASSED unanimously by a roll call vote of the 16 eligible voters present with all 16 in favor (“Yes” or “Aye”) (Carpenter, Carroll, D’Atri, Funderburk, Genewick, Gresham, Hoffman, McFall, Moser, Oliver, Shapiro, Smith, Stromberg, Gilman, Winther and Wolf).

D. Remodeling at former Ruskin Art Club at 800 S. Plymouth

Issue: The property, which is a Los Angeles Historic Cultural Monument and a contributor to the Windsor Village HPOZ, is undergoing extensive remodeling. Neighbors are concerned that some demolition of original structures has not been properly permitted and that City review procedures for demolition and permitting of historic structures are not being followed as closely as they should be. **LUC Recommended Action:** That [see the below Motion]

Copies were distributed of a draft letter from the GWNC to the President of the Cultural Heritage Commission of the City of Los Angeles regarding the Ruskin Art Club.

MOTION (by Mr. Wolf, seconded by Mr. Smith): The Greater Wilshire Neighborhood Council will forward the attached letter to the President of the City of Los Angeles Cultural Heritage Commission, requesting that the Commission review (per the requirements of the Cultural Heritage Ordinance) proposed substantial alterations and/or demolitions at 800 S. Plymouth Blvd., also known as the Ruskin Art Club, a contributing structure to the Windsor Village Historic Preservation Overlay Zone and City of Los Angeles Historic Cultural Monument #639.

MOTION PASSED unanimously by a roll call vote of the 16 eligible voters present with all 16 in favor (“Yes” or “Aye”) (Carpenter, Carroll, D’Atri, Funderburk, Genewick, Gresham, Hoffman, McFall, Moser, Oliver, Shapiro, Smith, Stromberg, Gilman, Winther and Wolf).

[*From the Agenda*] [Note: The following item is presented for information only; no Board action is requested or required at this time.]

E. Development of a 5-unit Small Lot Subdivision project at 856 S. Wilton

Issue: Developers are seeking a tract map for a project that would replace a current 4-bedroom single family residence with five new 1,350-square foot units on a small lot subdivision at this location. While the proposed project is less dense than what might be allowed by right (which would be 9 units, according to the developers), Committee Members expressed concerns about the preliminary drawings, noting a lack of green space, southern exposure, and architectural variation among the units. Overall style and compatibility within the context of the neighborhood were also discussed. The developers said they would consider revisions and return to a future LUC meeting.

Mr. Wolf noted the above.

Potential agenda items for future LUC meetings:

- Condo development at 853-859 S. Lucerne
- 30-unit development at 4180 W. Wilshire (at Crenshaw)
- Application to convert recreation space to a living unit with garage, office and attic at 118 S. Gramercy
- Density bonus at 807 N. Hudson
- Larchmont Bungalow variance/CUP application

Mr. Wolf the above and indicated that there were no other potential Agenda Items.

17. Announcements and Adjournment

Mr. Smith noted the next General Board Meeting date: Wednesday, July 9, 7:00 p.m.

MOTION to ADJOURN (by Mr. Genewick).

MOTION PASSED without any objection.

The Meeting was **ADJOURNED** at 9:13 p.m.

Respectfully submitted,
David Levin, Minutes Writer
Edited by GWNC.