

CITY OF LOS ANGELES

CALIFORNIA



HOLLYWOOD HILLS WEST NEIGHBORHOOD COUNCIL OFFICERS

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HOLLYWOOD HILLS WEST NEIGHBORHOOD COUNCIL

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HOLLYWOOD HILLS WEST NEIGHBORHOOD COUNCIL

BOARD MEETING

June 17, 2020

6:00pm

Zoom Meeting Link:

<https://zoom.us/j/97077903452>

Meeting ID: 970 7790 3452

Phone Dial in:

+1-669-900-6833 Code: 97077903452#

In conformity with the Governor's Executive Order N-29-20 (MARCH 17, 2020) and due to concerns over COVID-19, the Hollywood Hills West Neighborhood Council meeting will be conducted entirely telephonically.

Every person wishing to address the Neighborhood Council must dial (669) 900-6833, and enter 97077903452 and then press # to join the meeting. Instructions on how to sign up for public comment will be given to listeners at the start of the meeting.

The public is requested to dial *9, when prompted by the presiding officer, to address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. 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. Agenda is posted for public review: on bulletin boards at the Durant Library Branch, Community Center, 11243 Empowerment Blvd, Los Angeles, and electronically on the Hollywood Hills West Neighborhood Council website www.hhwnc.org and on the Department Of Neighborhood Empowerment, www.empowerla.org. You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at <https://www.lacity.org/subscriptions>

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 at www.hhwnc.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 Board Secretary at secretary@hhwnc.org.

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 200 N. Spring Street Los Angeles, CA 90012 and at our website: www.empowerla.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 Name at (213) 978-1551 or email: NCsupport@lacity.org

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 §§ 48.01 et seq. More information is available at ethics.lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org

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, and 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 you wish to attend by contacting the Department of Neighborhood Empowerment by email: NCsupport@lacity.org or phone: (213) 978-1551.

**ALL ITEMS LISTED ON THIS AGENDA ARE SUBJECT TO:
POSSIBLE ACTION, INCLUDING A BOARD MOTION AND
VOTING ON THE MOTION.**

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 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. A motion for reconsideration can only be made by a Board member who has 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 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 Ralph M. Brown Act.

AGENDA

1. **Call to order by President, Anastasia Mann**
2. **Roll Call by Secretary, Britta Engstrom**
3. **Approval of May 2020 Minutes**
4. **Public Official Reports**
 - a) CD4 –Field Deputy, Madelynn Taras, Office of Councilmember David Ryu
 - b) CD13 – Sean Starkey, Office of Councilman Mitch O’Farrell
 - c) Mayor’s Office, Central Area NC Rep, Angie Aramayo
 - d) 46th Assembly District, Stephanie Mkhlian, Office of Assemblymember Adrin Nazarian
 - e) 43rd Assembly District, Seamus Garrity from the Office of Assemblymember Laura Friedman
 - f) 50th Assembly District- Josh Kurpies, Office of Assemblyman Richard Bloom
 - g) 25th Senatorial District, Vickere Murphy, District Representative, Office of Anthony Portantino
 - h) 3rd Supervisorial District, Erin Seinfeld, Office of Supervisor Sheila Kuehl
 - i) 26th Senate State District, Allison Towle, Office of Senator Ben Allen
 - j) 24th Senate State District, Baydsar Thomasian, Office of Senator Maria Elena Durazo
 - k) Neighborhood Prosecutor, Hollywood Division, Ethan Weaver
 - l) Department of Neighborhood Empowerment, Lorenzo Briceno
 - m) Los Angeles Department of Recreation and Parks, Joe Losorelli
 - n) Hollywood Bowl/Stratiscopes, Angela Babcock
 - o) LAPD – Hollywood & North Hollywood Divisions
 - p) LAFD
 - q) LADWP
 - r) LADOT
5. **President’s Report (Anastasia Mann)**
 - a) Reminder speakers will be limited to 2 minutes each
 - b) Executive Committee Meeting Report (6/8/2020)
 - i. Proposed By Law Changes (see attachment)

Motion: HHWNC to approve the By Law changes as recommended by Executive Committee.
 - ii. Corrected By Laws re: area boundaries and full HHWNC map (see attachments)

Motion: HHWNC approve corrected boundaries for Areas 1-9 and the corrected HHWNC Outer Boundary Map.

- iii. Black Lives Matter - Discussion held on potential community impact statement to address community concerns with respect to recent Protests. Statement to be presented by Matt Shichtman under his report.
- iv. ZOOM Meeting with Raquel Beltran and suggested CIS by Alfredo Gama of South Alameda NC, as follows:

Community Impact Statement
Council File 20-0692
Hollywood Hills West Neighborhood Council

We are in urgent and unprecedented times. As a result, we need urgent and unprecedented action. The Hollywood Hills West Neighborhood Council hereby requests the LA City Council to Increase Neighborhood councils' Annual budget to \$100,000 for the upcoming fiscal year. It is feasible, fair, long overdue and in tune with recent reallocation of funds away from LAPD's and into the community.

The People of our communities have taken to the streets to demand systemic and transformation of how law enforcement and institutions treat black people and other communities affected by a history of white supremacy in America. We have demanded that systemic brutality in the hands of the police be addressed by redirecting funds away from the LAPD and directed into community-based programs, jobs, youth enrichment activities, and other basic needs. As a response, Councilmembers Price, Martinez, and Wesson introduced a motion that explains, "Crime exists where neighborhoods are destabilized because of a system of institutions that produce economic inequity and underfunded schools. But policing is not responsible for, nor can it solve unemployment, poor housing and concentrated poverty." The motion calls for the City Council to "Instruct the City Administrative Officer and Chief Legislative Analyst, with assistance from the Mayor, work to identify at least \$100-\$150 million of cuts from the Los Angeles Police Department's budget". The motion calls for "recommendations on reinvesting these funds back into disadvantaged communities and communities of color." South Central Area Neighborhood Councils are ground zero for disadvantage, underservice, and disinvestment.

The LAPD budget currently stands at over 53% of the city budget accounting for \$1,857,330,549 (1.85 billion) in comparison to the Department of Neighborhood Empowerment at \$2,828,444, (2.8 million) or .006% of the city budget. Neighborhood Council annual budgets were reduced from \$42,000 to \$32,000. Neighborhood councils are the most comprehensive systems of self-governance in the country. We have direct links, lived experiences, and connections to the communities we serve. No one is excluded from participating regardless of gender, citizenship, or any other social status. Funding neighborhood councils is funding food pantries, youth literacy, sports, recreational, and enrichment programs; it is funding the healing of our neighborhoods through mental health services, violence intervention and prevention, and other programs the councils have funded in recent and past history; it is funding local park activities, public schools, and after school programs through Neighborhood Purpose Grants and Community Improvement projects. Funding neighborhood councils reduce crime, trauma, and unrest.

- c) **Area 9 Chair position** remains open. Candidates please submit application to president@hhwnc.org – The position has been open for over 30 days so if we have a candidate we can vote in July.
- d) **Next meeting date** is July 15th, 2020 – Beginning of the new Fiscal Year 2020- 2021

6. First Vice-President's Report (Orrin Feldman)

7. Treasurer's Report (Matt Shichtman)

- a) Board Member Reimbursements – None
- b) Approve March & May Monthly Expenditure Reports

Motion: The Board of the Hollywood Hills West NC approves the March 2020 Monthly Expenditure Report submitted by Treasurer Matt Shichtman.

Motion: The Board of the Hollywood Hills West NC approves the May 2020 Monthly Expenditure Report submitted by Treasurer Matt Shichtman.

- c) Review remaining FY 19-20 budget
- d) Discuss potential expenditures to encumber & Approve Encumbrance Request Form:
 - i. **Motion:** Encumber \$3,000 to be spent in the FY20-21 to fulfill motion passed in May 2020: Renew David Horowitz's contract with the city for the FY20 /21 (July1-2020 to June 30,2021) to provide ongoing website development/administration, Microsoft Exchange administration and other administrative duties at a rate of \$ 250/month , as well as for special projects at a rate of \$80 - \$ 90 per hour.
 - ii. **Motion:** Encumber \$771.68 to renew NC Mailbox in FY20-21 year
 - iii. **Motion:** Encumber \$179.99 to renew SSDNodes subscription (NC Website Hosting) in FY20-21 year
 - iv. **Motion:** Encumber \$400 to spend in FY20-21 for website SSL/TLS Upgrade & Update Contact Lists & Form
 - v. **Motion:** HHWNC approves the Encumbrance Request Form as submitted by treasurer, Matt Shichtman.
- e) Black Lives Matter

Motion: The HHWNC approves issuing the following as a Community Impact Statement on Council File 20-0692 to be sent to Mayor Eric Garcetti, Los Angeles City Council, Los Angeles and Chief of Police Michael Moore:

We stand against racism. We are here in solidarity using our collective voices as the Hollywood Hills West Neighborhood Council to make a call for action to demand our leaders in office make immediate changes within the current law enforcement system. We use our position to take a stand for human and civil rights understanding that, as duly elected representatives and leaders of our community, it is our duty to leverage our voices to combat this systematic injustice. Police brutality and the lack of accountability has to stop! We demand change and accountability by motioning to defund all activities by the LAPD that do not explicitly support activities that serve and protect the communities they serve. We demand a review and evaluation of all instances in which the LAPD are trained, directed, and empowered to use force while interacting with our communities including, but not limited to, immediate adoption by the city of Los Angeles, all remaining tenants of #8CANTWAIT that are not already in effect. We stand for justice. We stand for Peace. We cannot be silent.
#BLACKLIVESMATTER

- f) Community Impact Statement on Council File 20-0692

Motion: The HHWNC approves issuing the following as a Community Impact Statement on Council File 20-0692 to be sent to Mayor Eric Garcetti, Los Angeles City Council, Los Angeles and Chief of Police Michael Moore:

The Hollywood Hills West NC supports Central Alameda NC and Greater Cypress Park NC, as well as the growing support from additional NCs, in requesting LA City Council increase Neighborhood Councils' annual budget to \$100,000 for the upcoming fiscal year. Further, we believe it paramount that this money be earmarked and mandatorily spent within each NC district on causes and organizations which directly and positively impact the black community. It is feasible, fair, long overdue, and in tune with the recent reallocation of funds away from LAPD's and into the community.

8. Second Vice President's Report (Jane Crockett)

- a) DONE has advised that updating Funding Training deadline has been extended until September 30, 2020.

9. Secretary's Report (Britta Engstrom)

10. Committee Reports

a) Park & Open Space Chair (Jeff Masino)

- i. Updates on COVID-19 safety measures, fire safety, and other on-going issues of stakeholder concern. These include Runyon Cyn Park, the Cahuenga peak "Wisdom Tree" trail, and Area 2 open space. LA Rec & Parks representative will be present.

b) Area 7 (Lincoln Williamson)

- i. ZA-2019-6319-CUB. Conditional Use Beverage (CUB) for a to-be-designed, to be entitled, and to-be-constructed retail center at the northeast corner of Sunset and Gardner, and described as 7445 W. Sunset Boulevard.

The application involves the sale and dispensing of a full-line of alcoholic beverages for on-site consumption in conjunction with three restaurants. The proposed hours of operation are from 7:00 am to 2:00 am daily.

Separate from the application, there would be the demolition of the site's existing structures (currently office, retail, and a restaurant), and replacement with a new two-story shopping center and a four-story parking structure. In addition to the three proposed restaurants requested to service alcoholic beverages, the proposed new development would include another five restaurants, as well as retails space.

Area 7 Chair and numerous stakeholders opposes the application based upon, in part, the following reasons: 1) venue has not received planning approval, nor has been vetted by Area 7 or HHWNC and the site may be incompatible for a development with several restaurants plus retail given: i) bordering a narrow road (approximately 50') which is LAFD 41 ingress/egress to Hollywood Boulevard, ii) borders LAUSD Gardner Elementary School, and iii) borders SFR (part of an HPOZ) within 100, 2) hours of operation incompatible with a "commercial corner" (operating hours limited to 11:00 pm), 3) unknown business owner with no local experience, 4) the property is being marked for sale.

A Zoning Administrator meeting is scheduled for June 22, 2020 at 11:30 AM, which will be held entirely telephonically.

Area 7 has solicited and received input from numerous stakeholders, and requests the HHWNC Board to consider and support the following motion:

Motion: HHWNC oppose the sale and on-site consumption of a full line of alcoholic beverages as referenced in application ZA-2019-6319-CUB.

c) **Area 7 (Lincoln Williamson), Infrastructure (Danielle Mead), & Environment (Barbara Witkin)**

- i. On January 26, 2020, members of the Area 7 and Infrastructure committees walked Sunset Blvd from the city border with West Hollywood to La Brea Ave. The committees identified many opportunities for improvements and beautification, including the need for pressure-washing multiple stretches of sidewalks which are dirty, discolored and littered with gum and debris. The committees request an allocation of funds for pressure washing a portion of Sunset Boulevard.

Motion: Motion to amend the May 20, 2020 Area 7 motion re pressure washing sidewalks on Sunset Blvd to delete “up to \$4000” and replace with “\$3,780.00 in order to comply with and add to the City Clerk’s Encumbrment Request Form.

Amend 5/20/20 Motion from: The Hollywood Hills West Neighborhood Council approves up to \$4,000.00 for pressure washing sidewalks (including gum removal) for three blocks along Sunset Boulevard: 1) Hayworth Avenue to Fairfax Avenue (south side), 2) Vista Street to Martel Avenue (north side), and 3) Fuller Avenue to Poinsettia Place (north side).

To: The Hollywood Hills West Neighborhood Council approves \$3,780.00 for pressure washing sidewalks (including gum removal) for three blocks along Sunset Boulevard: 1) Hayworth Avenue to Fairfax Avenue (south side), 2) Vista Street to Martel Avenue (north side), and 3) Fuller Avenue to Poinsettia Place (north side).

d) **Area 3 (Brian Dyer), Housing (Luminita Roman), & Business (Oren Katz)**

- i. In response to City Council direction, Los Angeles City Planning has prepared a proposed ordinance creating a new Restaurant Beverage Program (RBP), which would allow eligible sit-down restaurants to serve alcohol through an administrative clearance process instead of a discretionary Conditional Use Permit (CUP).

Largely as a result of community input, the ordinance incorporates nearly 50 operating standards. These standards will be applied citywide, contributing to consistency and equity in the review of alcohol permits.

(see attachments)

Motion: The Board of HHWNC supports the Restaurant Beverage Program.

e) **Area 6 (Mary Yarber)**

- i. Each year communities across America mark LGBTQ Pride Month. We choose June because of the June, 1969 riot at New York’s Stonewall Inn bar -- often cited as the start of the drive to abolish laws and behavior against LGBTQ Americans. NYPD raided the bar, then beat and jailed its patrons. But LA was actually first: two years earlier, LAPD raided the Black Cat Tavern, in Silver Lake, beating and jailing many people. Protests spanned weeks and an LA LGBTQ movement was born. LA produced the first-known lesbian and gay magazines; first official gay

rights organization, first gay motorcycle club, and the first Supreme Court decision for gay rights.

And while more work remains, we pause each June to honor those who paid for our rights with their work and even their lives, and to celebrate the freedoms and progress we now possess.

Motion: Be it resolved that the Hollywood Hills West Neighborhood Council recognizes June 2020 as “Lesbian, Gay, Bisexual, Transgender, Queer+ Pride Month,” and that we will continue to advocate for equality for all of our stakeholders.

11. **Public Comments** – Comments from the public on agenda items and non-agenda items within the Board’s subject matter jurisdiction. Public comments are limited to 2 minutes per speaker.

12. **Adjournment**

HOLLYWOOD HILLS WEST NEIGHBORHOOD COUNCIL BYLAWS

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ARTICLE I NAME

The name of this organization shall be the Hollywood Hills West Neighborhood Council (HHWNC).

ARTICLE II PURPOSE

The purpose of the HHWNC is to:

- Create a more livable community and City by establishing open lines of communication between the HHWNC and the government including other Neighboring Councils.
- Develop in the stakeholders a sense of personal pride and responsibility for their neighborhood and their City.
- Promote stakeholder participation in the government's decision making process.
- Assist the City and other neighborhoods in finding solutions to common problems.
- Provide an open process by which all stakeholders of the HHWNC may involve themselves in the affairs of the community.
- Educate stakeholders so they can make informed decisions about the quality and condition of their communities.
- Promote the well-being of each and every neighborhood within the HHWNC boundaries.

ARTICLE III BOUNDARIES

Section 1: Boundary Description - The HHWNC will include the geographic area described as follows:

- Northern Boundary:** From the 101 Freeway exit at Forest Lawn Drive, follows the northern boundary of Griffith Park to just south of Bob Hope Drive. Continue on the southern bank of Los Angeles River to Lankershim Blvd. Continue to the western side of Lankershim to circumnavigate properties 4029 N. Lankershim Boulevard, 10619 and 10635 Valleyheart Drive Continue southwest behind parcels on Bluffside Dr to 101 Freeway. Continue south on the border of the 101 Freeway to Lankershim. Continue on Lankershim to its southern end. Continue south on the property line dividing 3600 and 3602 N. Lankershim intersecting with the backside of 10801 W Alta View Dr. Continue east tracing around the property line of 10800 W Alta View Drive onto the backside of parcel 10802 W Alta View Drive. Continue southwest on the backsides of 10806 to 10860 W Alta View Drive until it meets the dividing line between W 10900 Alta View Drive and 10946 Alta View Drive. Continue southeast on the dividing line connecting with eastern boundary of 10948 W. Alta View Drive. Continue around 10948 W. Alta View Drive to dividing line between 7803 and 7813 Mulholland Drive. Continue dividing line to Mulholland Drive. Continue Mulholland Drive West to Laurel Canyon
- Western Boundary:** Western Boundary: East side of Laurel Canyon Blvd. from Mulholland Drive south to Selma Avenue. Continue to Monteel Road west to Marmont Lane. Continue South to Sunset. Continue east to City of Los Angeles boundary. Continue south on City boundary line to southern boundary of 1475 Havenhurst.
- Southern Boundary:** Southside of parcel 1475 Havenhurst continuing east on line between City of Los Angeles and West Hollywood until City boundary meets 8142 Sunset. Continue on City

boundary east to 1842 Fairfax Avenue. Continue South on City boundary to Fountain Avenue. Continue east on City boundary to La Brea Ave. Continue La Brea Ave. north to Hollywood Blvd. Continue Hollywood Blvd east to Cahuenga Blvd.

- D. **Eastern Boundary:** From intersection of Hollywood Blvd and Cahuenga Blvd, continue north on Cahuenga to Cahuenga Terrace. Continue Cahuenga Terrace to Cahuenga. Continue Cahuenga north to Southern boundary of John Anson Ford Theatre. Continue East around John Anson Ford Theatre property line to the Northeast corner of the property. Continue north in a straight line, crossing Lake Hollywood to the dividing line between 6457 Tahoe Drive and DWP Parcel C. Continue up dividing line until the northeast corner of DWP Parcel C. Continue Northwest in straight line to Burbank Peak. Continue east on Aileen Getty Ridge Trail to Mt. Lee Drive. Continue Mount Lee drive east to Mt. Chapel Trail. Continue Mt. Chapel Trail to Mt. Chapel Peak. Continue north to intersection of southern and eastern boundaries of Forest Lawn Memorial Park, Hollywood Hills and Mt. Sinai Memorial Park. Continue north along eastern Boundary of memorial parks to the 101 Freeway exit at Forest Lawn Drive

Section 2: Internal Boundaries – There are nine (9) areas within the HHWNC boundaries:

A. **Area 1: Hollywood Knolls/Manor/Lake Hollywood/Forest Lawn:**

Northern Boundary: From the 101 Freeway exit at Forest Lawn Drive, follows the northern boundary of Griffith Park to just south of Bob Hope Drive. Continue on the southern bank of Los Angeles River to Lankershim Blvd. Continue to the western side of Lankershim to north side of properties 4029 N. Lankershim Boulevard, 10619 and to west side of 10635 Valleyheart Drive (34.142690, -118.344486).

Western Boundary: North side of 4048 Lankershim Boulevard to Western side of 10635 Valleyheart Drive Continue southwest behind parcels on Bluffside Dr to 101 Freeway. Continue south on the border of the 101 Freeway to Lankershim. Continue on Lankershim to its southern end. Continue south on the property line dividing 3600 and 3602 N. Lankershim intersecting with the backside of 10801 W Alta View Dr. Continue east tracing around the property line of 10800 W Alta View Drive onto the backside of parcel 10802 W Alta View Drive. Continue southwest on the backsides of 10806 to 10860 W Alta View Drive until it meets the dividing line between W 10900 Alta View Drive and 10946 Alta View Drive. Continue southeast on the dividing line connecting with eastern boundary of 10948 W. Alta View Drive. Continue around 10948 W. Alta View Drive to dividing line between 7803 and 7813 Mulholland Drive. Continue dividing line to Mulholland Drive. Continue Mulholland Drive West to Laurel Canyon East side of Laurel Canyon Blvd. from Mulholland Drive south to Selma Avenue. Continue to Monteel Road west to Marmont Lane. Continue South to Sunset. Continue east to City of Los Angeles boundary. Continue south on City boundary line to southern boundary of 1475 Havenhurst.

Southern Boundary: From 101 Freeway to Northern side of Ford Ampitheater property line.

Eastern Boundary: From Northeastern corner of Ford Ampitheatre property, continue north in a straight line, crossing Lake Hollywood to the dividing line between 6457 Tahoe Drive and DWP Parcel C. Continue up dividing line until the northeast corner of DWP Parcel C. Continue Northwest in straight line to Burbank Peak. Continue east on Aileen Getty Ridge Trail to Mt. Lee Drive. Continue Mount Lee drive east to Mt. Chapel Trail. Continue Mt. Chapel Trail to Mt.

Chapel Peak. Continue north to intersection of southern and eastern boundaries of Forest Lawn Memorial Park, Hollywood Hills and Mt. Sinai Memorial Park. Continue north along eastern Boundary of memorial parks to the 101 Freeway exit at Forest Lawn Drive

B. Area 2: Cahuenga Pass/Universal City

Northern Boundary: North side of 4048 Lankershim Boulevard to Western side of 10635 Valleyheart Drive.

Western Boundary: Western side of 10635 Valleyheart Drive Continue southwest behind parcels on Bluffside Dr to 101 Freeway. Continue south on the border of the 101 Freeway to Lankershim. Continue on Lankershim to its southern end. Continue south on the property line dividing 3600 and 3602 N. Lankershim intersecting with the backside of 10801 W Alta View Dr. Continue east tracing around the property line of 10800 W Alta View Drive onto the backside of parcel 10802 W Alta View Drive. Continue southwest on the backsides of 10806 to 10860 W Alta View Drive until it meets the dividing line between W 10900 Alta View Drive and 10946 Alta View Drive. Continue southeast on the dividing line connecting with eastern boundary of 10948 W. Alta View Drive. Continue around 10948 W. Alta View Drive to dividing line between 7803 and 7813 Mulholland Drive. Continue dividing line to Mulholland Drive. Continue Mulholland Drive West to Laurel Canyon East side of Laurel Canyon Blvd. from Mulholland Drive south to Selma Avenue. Continue to Monteel Road west to Marmont Lane. Continue South to Sunset. Continue east to City of Los Angeles boundary. Continue south on City boundary line to southern boundary of 1475 Havenhurst.

Southern Boundary: Mulholland Dr. to Macapa Drive. Continue on southern border of Sunny Dell tract to Mulholland Drive. Continue on Mulholland to Cahuenga Blvd. East.

Eastern Boundary: From Northeastern corner of Ford Ampitheatre property, continue north in a straight line, crossing Lake Hollywood to the dividing line between 6457 Tahoe Drive and DWP Parcel C. Continue up dividing line until the northeast corner of DWP Parcel C. Continue Northwest in straight line to Burbank Peak. Continue east on Aileen Getty Ridge Trail to Mt. Lee Drive. Continue Mount Lee drive east to Mt. Chapel Trail. Continue Mt. Chapel Trail to Mt. Chapel Peak. Continue north to intersection of southern and eastern boundaries of Forest Lawn Memorial Park, Hollywood Hills and Mt. Sinai Memorial Park. Continue north along eastern Boundary of memorial parks to the 101 Freeway exit at Forest Lawn Drive..

Internal Boundary: The Universal City Metro Station and associated parking lot whose oversight is shared with the Studio City Neighborhood Council, including Campo de Cahuenga. Parcels within Universal City owned by the City of Los Angeles: 4048 N. Lankershim, 3838 – 3848 N. Lankershim, 111 Universal Drive, 333 E. Universal Drive, 555 E. Universal Drive, APN 2424045034, APN 2424045035.

C. Area 3: Yucca Corridor/Whitley Heights/Cahuenga East –

Northern Boundary: From northeast corner of John Anson Ford Theatre, to 101 Freeway

Western Boundary: 101 Freeway south to Highland Avenue offramp, to Hollywood Boulevard.

Southern Boundary: Hollywood Boulevard between Highland Ave and Cahuenga Avenue intersections.

Eastern Boundary: Cahuenga Avenue North from Hollywood Boulevard to Cahuenga Terrace, north to Cahuenga Blvd to northeast corner John Anson Ford Theatre.

D. Area 4: Hollywood Heights/Hollywood Blvd –

Northern Boundary: From Intersection of Highland Avenue Pilgrim Bridge continue around the northern and western borders of the Hollywood Bowl, continue north side of Broadview parcels.

Western Boundary: From the intersection of the northern most Broadview parcel, straight line southwest to 7098 W LaPresa Drive, continue south to North Sycamore. Continue south to Hollywood Boulevard.

Southern Boundary: Hollywood Boulevard between the intersections of Sycamore and Highland Avenue.

Eastern Boundary: Highland Avenue at Hollywood Boulevard, north to Pilgrim Bridge.

E. Area 5: Outpost/ Cahuenga West –

Northern Boundary: Mulholland at Runyon Canyon entrance easterly to Macapa Drive, then continuing on southern border of Sunny Dell tract until connects again with Mullholland Drive Continue on Mullholland to Cahuenga Blvd. East.

Western Boundary: Mulholland Boulevard to Runyon Canyon entrance. Continue south on western Border of Runyon Canyon to La Brea Terrace. Continue East on La Brea Terrace to La Brea. Continue south to Hollywood Boulevard

Southern Boundary: Hollywood Boulevard between the intersections of Sycamore and La Brea Boulevard.

Eastern Boundary: From Intersection of Highland Avenue Pilgrim Bridge continuing around the northern and western borders of the Hollywood Bowl, Continue north side of Broadview parcels. Continue straight line southwest to 7098 W LaPresa Drive, continue south to North Sycamore. Continue south to Hollywood Boulevard.

F. Area 6: Nichols Canyon/Runyon Canyon/Wattles Park

Northern Boundary: Mullholland Drive between 7256 West Mulholland Drive to the east and 7710 Mulholland to the west.

Western Boundary: From 7701 Mulholland, continue alongside eastern border 7711 W. Flynn Ranch Road to eastern boundary of 3100 and 3101 N. Torreyson Place to northern boundary of Briar Summit Open Space Preserve. Continue around the perimeter of Briar Summit Open Space Preserve straight to 2870 N. Seattle Drive. Continue South on Seattle Drive to Woodrow Wilson. Continue east on Woodrow Wilson to eastern property line of 7620 W Woodrow Wilson Dr. Continue northern boundary of 2715 N Jalmia Drive. Continue East on southern boundary of 2715 N. Jalmia Drive. Follow perimeter of 2715 N. Jalmia Drive to Continue south on the dividing property line between 2715 N. Jalmia Drive and 2608 N. Zorada Drive. Continue south on Jalmia Place to 7503 W Willow Glen Road. Continue due south to north border of APN 5569019006.

Continue east around boundary of APN 5569019006. Continue west on southern side of APN 5569019006 to 1827 N. Nichols Canyon western border. Continue south behind parcels to APN 5551006026. Continue south on western side of APN 5551006026 following western boundary of 1800 N. Binkley Drive and 7809 W. Hillside Ave until Ogden Drive. Continue south to Hollywood Boulevard

Southern Boundary: Hollywood Boulevard between Nichols Canyon on the West to La Brea Avenue on the East.

Eastern Boundary: 7256 W. Continue south on eastern Border of Runyon Canyon to La Brea Terrace. Continue East on La Brea Terrace to La Brea. Continue south to Hollywood Boulevard.

G. Area 7: Spaulding Square/Hollywood-Sunset Flats

Northern Boundary: Hollywood Boulevard between Laurel Canyon and La Brea

Western Boundary: Laurel Canyon at Hollywood Boulevard south to Selma Avenue. Continue to Monteel Road west to Marmont Lane. Continue South to Sunset. Continue east to City of Los Angeles boundary. Continue south on City boundary line to southern boundary of 1475 Havenhurst.

Southern Boundary: Southside of parcel 1475 Havenhurst continuing east on line between City of Los Angeles and West Hollywood until City boundary meets 8142 Sunset. Continue on City boundary east to 1842 Fairfax Avenue. Continue South on City boundary to Fountain Avenue. Continue east on City boundary to La Brea Ave.

Eastern Boundary: La Brea Avenue between Fountain on the South, and Hollywood Boulevard on the North.

H. Area 8: Mt. Olympus/Laurel Canyon Road

Northern Boundary: Willow Glen at Laurel Canyon continuing east to 7503 W. Willow Glen Road.

Western Boundary: Laurel Canyon from Hollywood Boulevard continuing north to Willow Glen Road.

Southern Boundary: Hollywood Boulevard between Nichols Canyon to the east and Crescent Heights to the west.

Eastern Boundary: 7503 W Willow Glen Road. Continue due south to north border of APN 5569019006. Continue east around boundary of APN 5569019006. Continue west on southern side of APN 5569019006 to 1827 N. Nichols Canyon western border. Continue south behind parcels to APN 5551006026. Continue south on western side of APN 5551006026 following western boundary of 1800 N. Binkley Drive and 7809 W. Hillside Ave until Ogden Drive. Continue south to Hollywood Boulevard

I. Area 9: Briar Summit/Woodrow Wilson/Mulholland Drive

Northern Boundary: Mulholland Drive from 7710 Mulholland continue west to Laurel Canyon.

Western Boundary: Laurel Canyon from Mulholland Drive continue south to Willow Glen Road.

Southern Boundary: Willow Glen at Laurel Canyon continuing east to 7503 W. Willow Glen Road.

Eastern Boundary: From 7701 Mulholland, continue alongside eastern border 7711 W. Flynn Ranch Road to eastern boundary of 3100 and 3101 N. Torreyson Place to northern boundary of Briar Summit Open Space Preserve. Continue around the perimeter of Briar Summit Open Space Preserve straight to 2870 N. Seattle Drive. Continue South on Seattle Drive to Woodrow Wilson. Continue east on Woodrow Wilson to eastern property line of 7620 W Woodrow Wilson Dr. Continue northern boundary of 2715 N Jalmia Drive. Continue East on southern boundary of 2715 N. Jalmia Drive. Follow perimeter of 2715 N. Jalmia Drive to Continue south on the dividing property line between 2715 N. Jalmia Drive and 2608 N. Zorada Drive. Continue south on Jalmia Place to 7503 W Willow Glen Road.

The boundaries of the HHWNC are set forth in Attachment A - Map of the Hollywood Hills West Neighborhood Council.

ARTICLE IV STAKEHOLDER

Neighborhood Council membership is open to all Stakeholders. "Stakeholders" shall be defined as everyone who lives, works or owns real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the neighborhood council's boundaries and who may be in a community organization such as, but not limited to, educational, non-profit and/or religious organizations.

ARTICLE V GOVERNING BOARD

The Board of Directors (hereinafter "the Board") shall be the Governing Body of the HHWNC within the meaning of that term as set forth in the Plan for a Citywide System of Neighborhood Councils ("Plan").

Section 1: Composition - The Board will consist of twenty-three (23) Board members: five (5) Officers elected by the general membership, nine (9) Issue Committee Chairs elected by the general membership, and nine (9) Area Committee Chairs elected by stakeholders in each area. No stakeholder can occupy more than one (1) seat on the Board. To the extent possible, the Board will reflect the diversity of the HHWNC's community stakeholders.

Section 2: Quorum - A quorum for a Board is twelve (12) Board members.

Section 3: Official Actions - In order for the HHWNC to take an official action, a majority vote by board members present, not including abstentions, is required. A majority shall be one half (1/2) of those present plus one (1) for the purpose of voting. Any abstaining member shall not reduce the number of votes required to establish a majority.

Section 4: Terms and Term Limits - Board members shall serve a two (2) year term. There are no term limits.

Section 5: Duties and Powers - The primary duties of the Board shall be to govern the HHWNC and to carry out its purposes as stated in Article II.

No individual member of the Board shall speak for the Board or otherwise publicly represent a Board position unless authorized to do so by official action of the Board. The Board may, by official action, delegate to any individual the authority to present before any public body a standing HHWNC position previously adopted by the Board or a statement that the HHWNC has had insufficient time to develop a position or recommendation on a matter before that body. Such authority may be revoked at any time by the Board.

Section 6: Vacancies - A vacancy on the Board shall be filled by the following procedure:

- A. Any Stakeholder interested in filling a vacant seat on the Board shall submit a written application(s) to the President.
- B. The President shall then ensure that the matter is placed on the agenda for the next regular meeting of the Board.
- C. If one (1) or More Stakeholders apply for a vacant seat (within the minimum of (30) days' notice), then a vote of the Board shall be taken at the next publicly noticed meeting, and the candidate elected by majority vote of the Board shall therefore be installed immediately.
- D. When a vacant seat is filled by the aforementioned process, that seat shall be filled only until the next election is held to fill all seats on the Board.

If a HHWNC Board member or Officer is elected to any Los Angeles City political office, such action shall be considered a vacancy.

Section 7: Absences - Absences are addressed in the HHWNC Standing Rules.

Section 8: Censure - Intentionally Left Blank.

Section 9: Removal of Governing Board Members - The HHWNC shall consult with the Office of the City Attorney throughout any Board removal process. A Board member may be removed by the submission of a written petition, which (1) identifies the Board member to be removed, (2) describes in detail the reason for removal, and (3) includes the signature of twenty-five (25) stakeholders. The Secretary shall then have the matter placed on the agenda for a vote of the Board at the next regular meeting of the Board. A vote of "No Confidence" by two-thirds (2/3) of the Board members present shall be necessary to remove the identified Board member forthwith. A Board member can be removed for dereliction of duty without the signature of twenty-five (25) stakeholders with a vote of "No Confidence" by four-fifths (4/5) of the Board members present. The Board member who is the subject of the removal action shall not take part in the vote on this matter but will be allowed to speak at the meeting to the Board prior to the vote. If twelve (12) Board members are not present to take a vote on removal, the matter shall be placed on the agenda for the next regular meeting, and every meeting thereafter, until such time as a vote is taken. If the Board Member removed is a Committee Chair, he/she is also removed as that committee's chair.

Section 10: Resignation - Any Board member or officer may resign by submitting a written resignation to the President.

Section 11: Community Outreach - The HHWNC shall endeavor to inform Stakeholders as to the existence and activities of the HHWNC, including its Board elections, to find future leaders of the HHWNC, and to encourage all Stakeholders to seek leadership positions within the HHWNC.

ARTICLE VI OFFICERS

Section 1: Officers of the Board - The Officers are as follows: President, First Vice President, Second Vice President, Secretary, and Treasurer.

Section 2: Duties and Powers - The duties of the Officers are as follows and also include such additional duties as may be adopted by official action of the Board:

A. The President shall:

- Prepare agendas for and preside at all Board and Executive Committee meetings;
- Serve as spokesperson and representative of the Board's majority position;
- Receive all communications and present them promptly to the Board; ☐ Lead the delegation to citywide neighborhood council conventions; ☐ Serve on the Executive Committee.
- Appoint representatives to the HHWNC ad hoc committees and to committees outside of the HHWNC. All appointments are temporary until approved by a majority the Executive Committee or Board when in session.

B. The First Vice-President shall:

- Perform the duties of the President in the absence of the President;
- Serve with the President as spokesperson and representative for the HHWNC; ☐ Assist the President in deciding what issues may deserve a special meeting; ☐ Serve on the Executive Committee.

C. The Secretary shall:

- Act for the President in the absence of the President and First Vice-President; Second Vice President and Treasurer.
- Take and keep all minutes and records of the Neighborhood Council;
- Maintain a Stakeholders list and update it quarterly;
- See that all notices are duly given in accordance with the provision of these Bylaws and as required by law;
- Serve on the Executive Committee.

D. The Treasurer shall:

- Be held accountable for all funds belonging to the HHWNC;
- Serve as a liaison with the Department of Neighborhood Empowerment (Department) to process financial transactions;
- Prepare an annual draft budget for Board review and approval;
- Comply with the financial controls and reporting required by the City and these Bylaws;
- Act as President in the absence of the President, First Vice-President and Second Vice President.;

- Serve on the Executive Committee;
- Prepare the financial reports as required by the Department.

• **E. The Second Vice President shall:**

- Clarify and concisely convey all matters of parliamentary procedure;
- Act as President in the absence of the President and First Vice-President
- Assist Committee chairs on an as-needed basis;
- Serve on the Executive Committee.

Section 3: Selection of Officers - Officer positions are elected during the City conducted elections of the HHWNC.

Section 4: Officer Terms – The Officers shall serve two (2) year terms.

ARTICLE VII COMMITTEES AND THEIR DUTIES

Section 1: Standing Committees -

- A. **Executive Committee** - The Executive Committee consists of the President, First Vice President, Second Vice President, Secretary, and Treasurer. This Committee will assist and advise in the administration of the HHWNC.
- B. **Planning, Land Use Management Committee (PLUM)** - The Planning, Land Use Management Committee will be chaired by the Vice President and consist of five (5) or more Board members. This Committee is addressed in Standing Rules.
- C. **Area Committees** - Each of the nine (9) Area Committees as noted in Article III, Section 2 will be open to all stakeholders within its respective borders.
- D. **Issue Committees** - Each of the nine (9) Issue Committees will be open to all Stakeholders regardless of area. A stakeholder may be a member of each Issue Committee. The Issue Committees have been formed to address major issues of the general membership.

The Issue Committees are as follows:

- (1) Transportation;
- (2) Community & Youth Relations;
- (3) Business;
- (4) Infrastructure;
- (5) Housing;
- (6) Public Safety;
- (7) Environment;
- (8) Parks and Open Space; and
- (9) Outreach/Public Events.

Section 2: Ad Hoc Committees – The President may create Ad Hoc Committees as needed to deal with temporary issues subject to Board or Executive Committee majority approval.

Section 3: Committee Creation and Authorization – Committee Creation and Authorization is addressed in Standing Rules.

An Area or Issue Committee must have five (5) Stakeholders present for a quorum in order to **Vote on a motion**.

ARTICLE VIII MEETINGS

All meetings, as defined by the Ralph M. Brown Act (*California Government Code Section 54950.5 et seq.*), shall be noticed and conducted in accordance with the Act, the Neighborhood Council Agenda Posting Policy, and all other applicable laws and governmental policy.

Section 1: Meeting Time and Place - All meetings shall be held within the HHWNC boundaries at a location, date and time set by the President or, in case of committee meetings, by the Committee Chair. A calendar of regular meetings shall be established by the President and the Board at its first regular meeting of each calendar year.

- A. **Regular Meetings** - All HHWNC Board of Directors and Committee meetings shall be open to the public. The HHWNC Board of Directors and Committees must hold at least four (4) meetings each year (one (1) each quarter) and may hold as many additional meetings as the Board and/or Committee Chairs desire.
- B. **Special Meetings** – Special Stakeholders, Committee, or Board Meetings may be called by the President or a group of five (5) of the Board members. In the case of a special meeting, notice shall be given in the following manner: as soon as the meeting is called but not fewer than twenty-four (24) hours prior to the meeting, notices shall be posted as per the requirements of the Ralph M. Brown Act.

Section 2: Agenda Setting - The President shall set the agenda for each HHWNC Board meeting after soliciting agenda items from all Board members. If the President declines to add an item to the agenda, the Committee Chair may appeal that decision to the Executive Committee. The Executive Committee may direct the President to place the item on the agenda for the next Board meeting.

Section 3: Notifications/Postings - HHWNC will comply with the Ralph M. Brown Act and Department requirements for posting notices, including the Neighborhood Council Agenda Posting Policy.

Section 4: 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 (2) 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 (2) 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 motion for reconsideration can only be made by a Board member who has

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 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 Ralph M. Brown Act.

ARTICLE IX FINANCES

The HHWNC will comply with all applicable local, state, and federal laws including any and all provisions of (i) generally accepted accounting principles and (ii) the Department.

Financial reports will be prepared for each Board meeting.

The books and records of HHWNC will be open to any HHWNC Stakeholder who wishes to review them. A written request to review the books and records shall be presented to the Treasurer, the Executive Committee or the Board. Within thirty (30) days of that request, the Treasurer shall make the books available at a reasonable time and location.

Accounting journals, records, reports and supporting data for each year will be maintained for six (6) years.

ARTICLE X ELECTIONS

Section 1: Administration of Election - The HHWNC's election will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council elections.

Section 2: Governing Board Structure and Voting - The number of Board seats, the eligibility requirements for holding any specific Board seats, and which stakeholders may vote for the Board seats are noted in Attachment B.

Section 3: Minimum Voting Age – All community stakeholders aged sixteen (16) and above shall be entitled to vote in the HHWNC elections.

Section 4: Method of Verifying Stakeholder Status– Voters will verify their Stakeholder status by presenting a CA driver's license, CA Identification card, passport, utility bill, rental agreement or mortgage statement, property tax bill, rental receipt, business card, City of LA business license, workplace picture ID, paystub, or other form of written verification of stakeholder status acceptable to the City Clerk representative at the election site.

Section 5: Restrictions on Candidates Running for Multiple Seats– A candidate shall declare their candidacy for no more than one (1) position on the Council Board during a single election cycle.

Section 6: Other Election Related Language– Not Applicable

ARTICLE XI GRIEVANCE PROCESS

Any grievance by a Stakeholder must be submitted in writing to the Board. The Executive Committee shall then refer the matter to an ad hoc grievance panel comprised of three (3) Board members who are not named as parties or involved in the matter. If three (3) board members are unavailable to serve on such a panel, then the Executive Committee shall ask prior Board members who are not named as parties or involved in the matter to serve with current Board members who can and are willing to serve on the panel. Otherwise, the Executive Committee may refer the matter to the Department. Stakeholders also may file copies of their grievances with the Department. The Secretary will coordinate a time and a place for the panel to meet promptly with the person(s) submitting a grievance, investigate the grievance, and to discuss ways in which the grievance/dispute may be resolved.

Thereafter, a panel member shall promptly 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 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 Board meetings. This grievance process is intended to address matters involving procedural disputes, e.g., the Board's failure to comply with Board Rules or these Bylaws. In the event that a grievance cannot be resolved through this grievance process, then the matter may be referred to the Department for consideration or dispute resolution in accordance with the Plan.

The provisions listed above will remain in effect until the implementation of the Regional Grievance Panels by the Department, per City Ordinance No. 183487. Once the Regional Panels are implemented, HHWNC grievance reviews will be considered under the following provision:

The City Council passed Ordinance No. 183487, effective May 3, 2015, establishing seven regional Neighborhood Council Grievance Panels – South, Central, Harbor, West, East, North Valley and South Valley. Each Neighborhood Council may appoint one board member or stakeholder to serve on a pool of panelists. These panelists will review grievances and election challenges.

ARTICLE XII PARLIAMENTARY AUTHORITY

The current edition of Robert's Rules of Order Revised shall supplement these Bylaws and govern this organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and special rules and resolutions authorized by these Bylaws.

ARTICLE XIII AMENDMENTS

The Bylaws may be amended, altered, or repealed by a two-thirds (2/3) vote at any special Stakeholders meeting called with a thirty (30) day notice emailed to the Stakeholders and posted per the Ralph M. Brown Act, provided that the exact wording of the proposed change(s) is included in the agenda of the required notice of the meeting. To become effective, any amendment to the Bylaws will require the submission of a Bylaws Amendment Application to the Department. If the Department determines that the bylaw amendment affects the ability of HHWNC to

comply with the criteria for responsible and inclusive community representation, the amendment will not become effective.

ARTICLE XIV COMPLIANCE

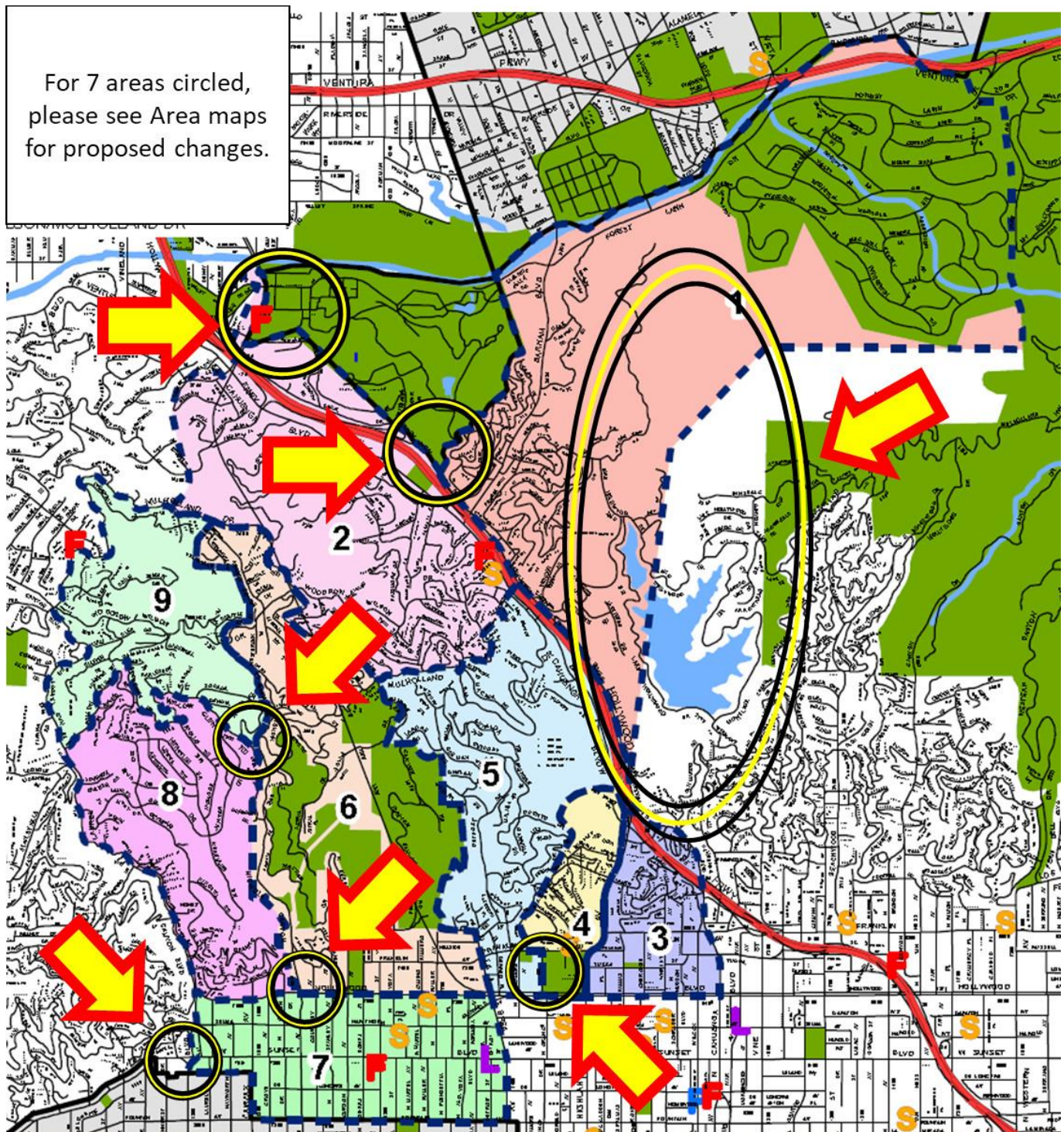
The HHWNC, its representatives, and all Stakeholders shall comply with these Bylaws and with any additional Standing Rules or Procedures as may be adopted by the Board of Directors as well as all local, county, state and federal laws, including, without limitation, the Plan, the City Code of Conduct, the City Governmental Ethics Ordinance (*Los Angeles Municipal Code Section 49.5.1*), the Ralph M. Brown Act (*California Government Code Section 54950.5 et seq.*), the Public Records Act, the American Disabilities Act, and all laws and governmental policies pertaining to Conflicts of Interest.

Section 1: Code of Civility – While respecting all applicable laws of federal, state, and local government, leaders and Stakeholders of the HHWNC will endeavor to conduct HHWNC business in a professional and respectful manner, will refrain from violating Board Rules and shall abide by the Plan. The HHWNC leaders and Stakeholders will demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all of our public activities in order to inspire confidence and trust in this Council. Board members will abide by the Commission’s Neighborhood Council Board Member Code of Conduct Policy.

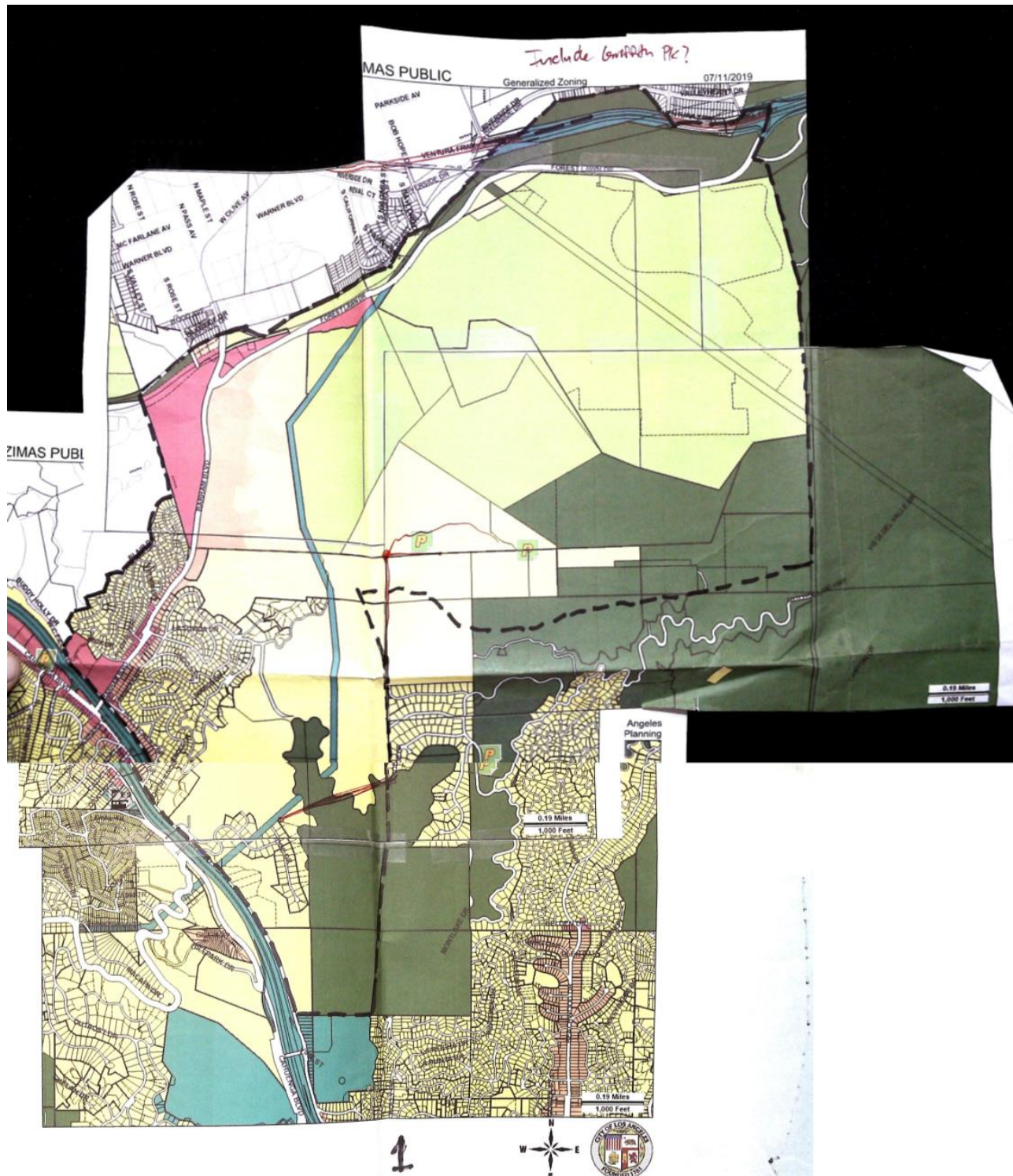
Section 2: Training – All Board members shall take training in the fundamentals of Neighborhood Council, including, but not limited to, ethics and funding trainings provided by the City within forty-five (45) days of being seated, or they will lose their HHWNC voting rights. All board members must take ethics and funding training **and sign the Code of Conduct** prior to making motions and voting on funding related matters.

Section 3: Self-Assessment – Every year, the Council shall conduct a self-assessment pursuant to Article VI, Section 1 of the Plan.

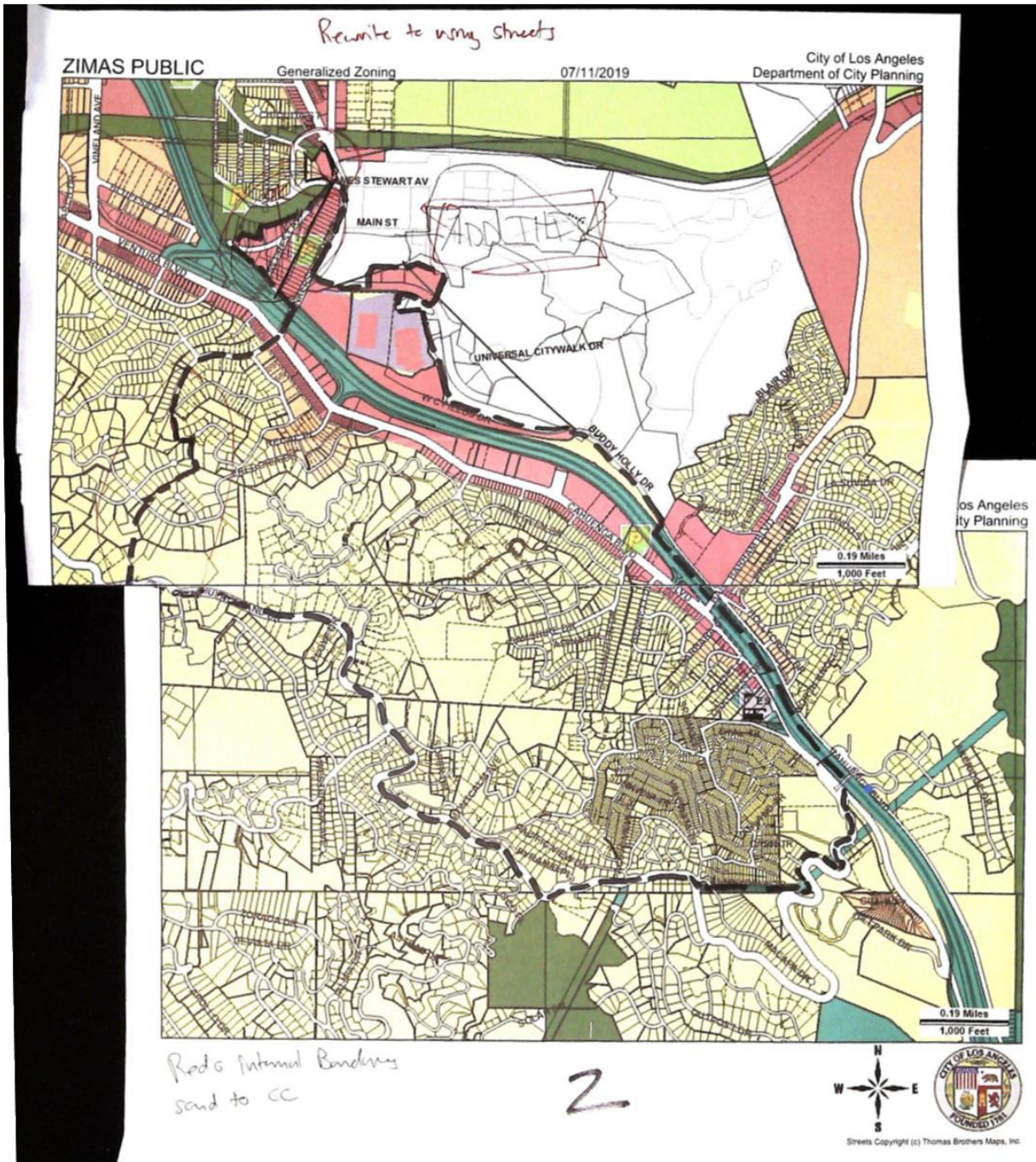
ATTACHMENT A – Maps of the Neighborhood Council External Boundaries and Area Boundaries



ATTACHMENT A-AREA 1

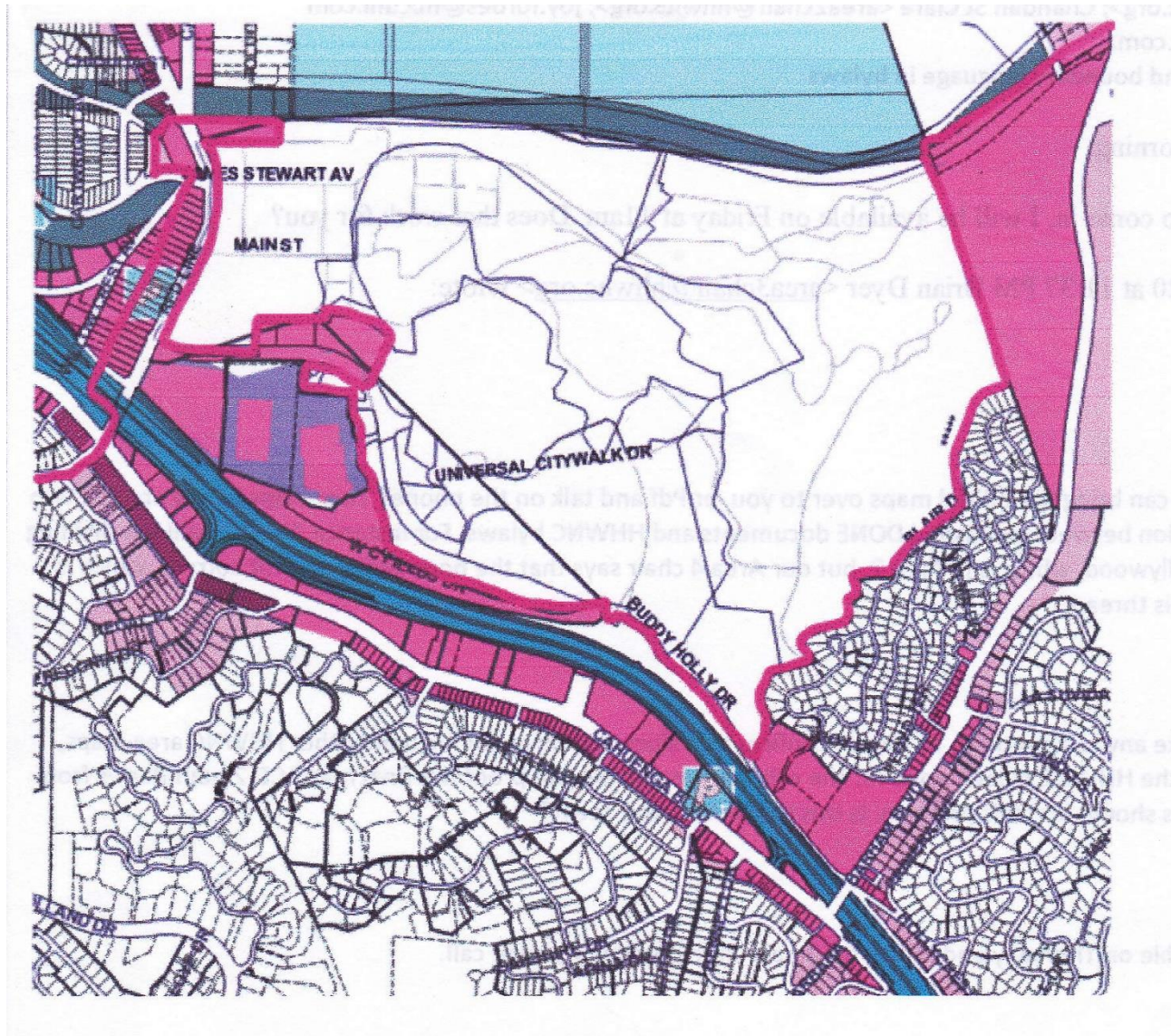


ATTACHMENT A—AREA 2a

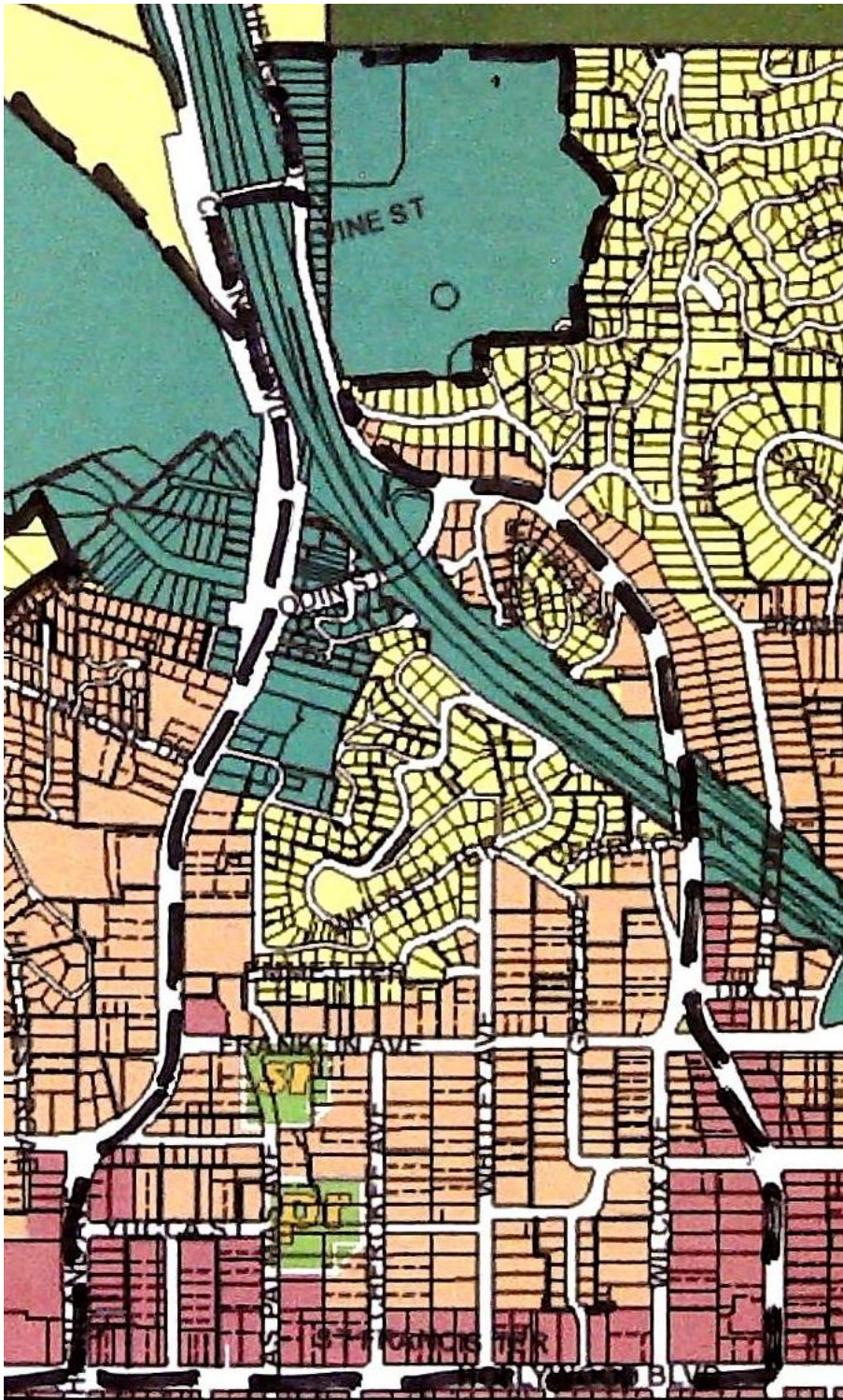


ATTACHMENT AREA—2b

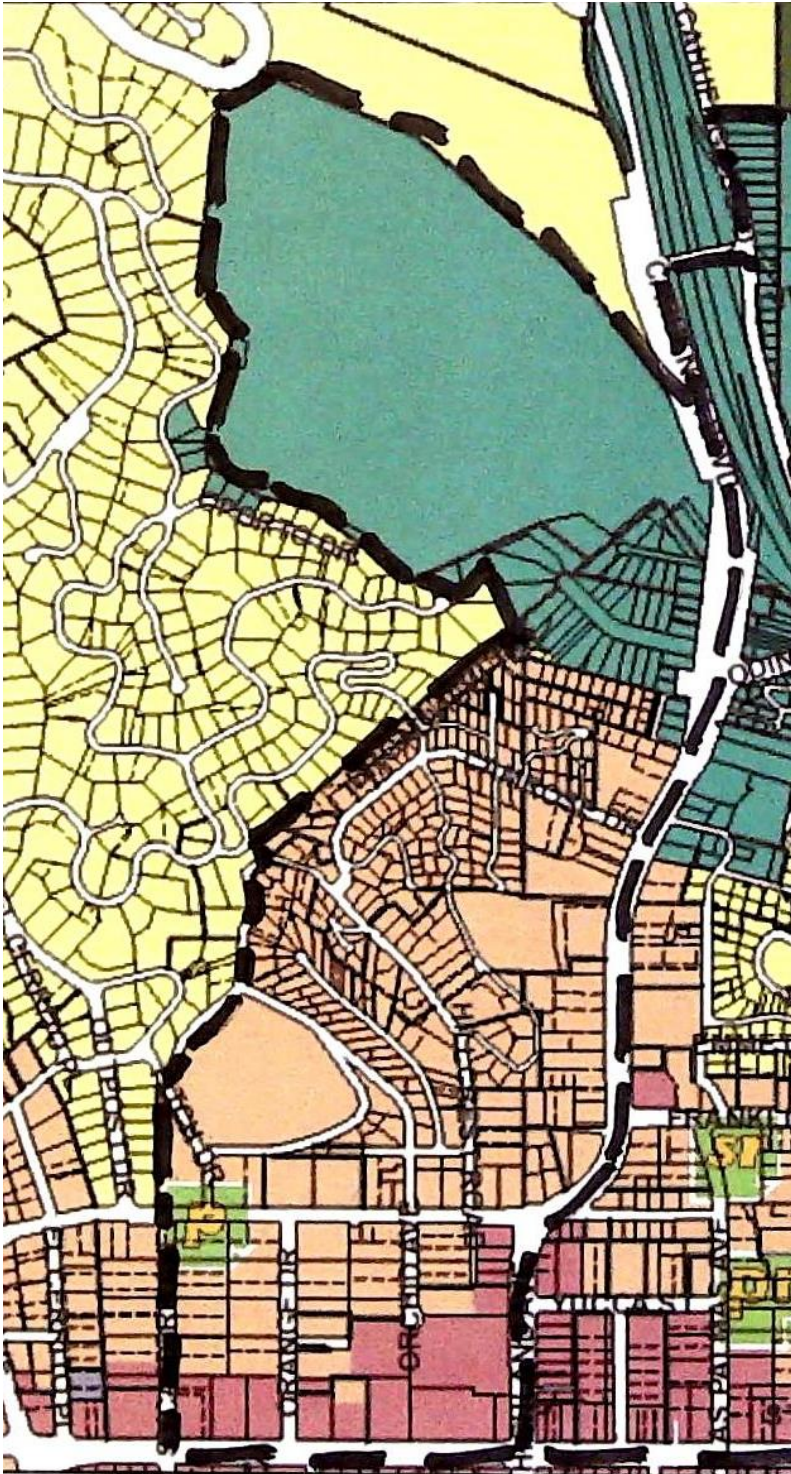
Universal City boundaries within HHWNC insert



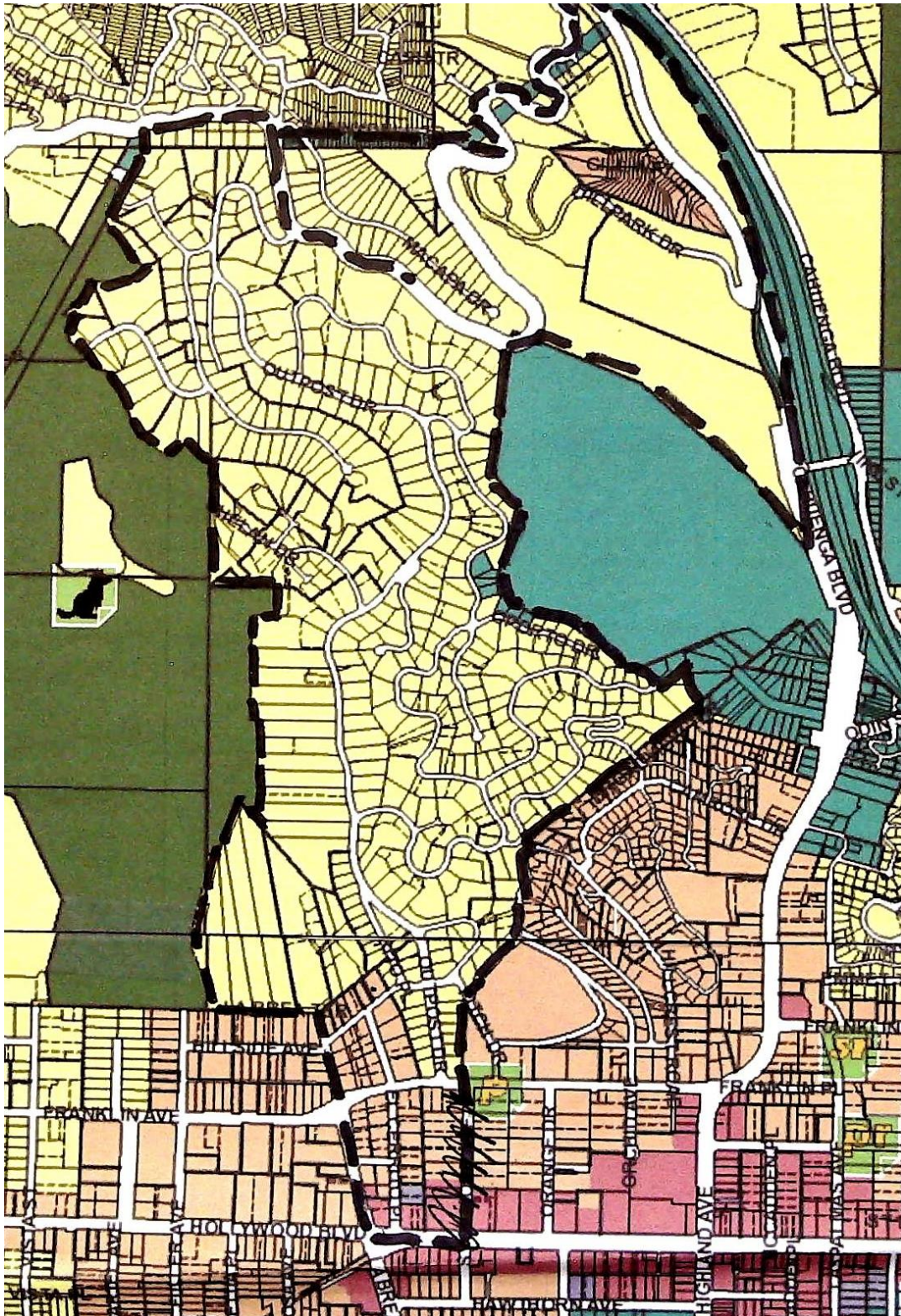
ATTACHMENT A—AREA 3



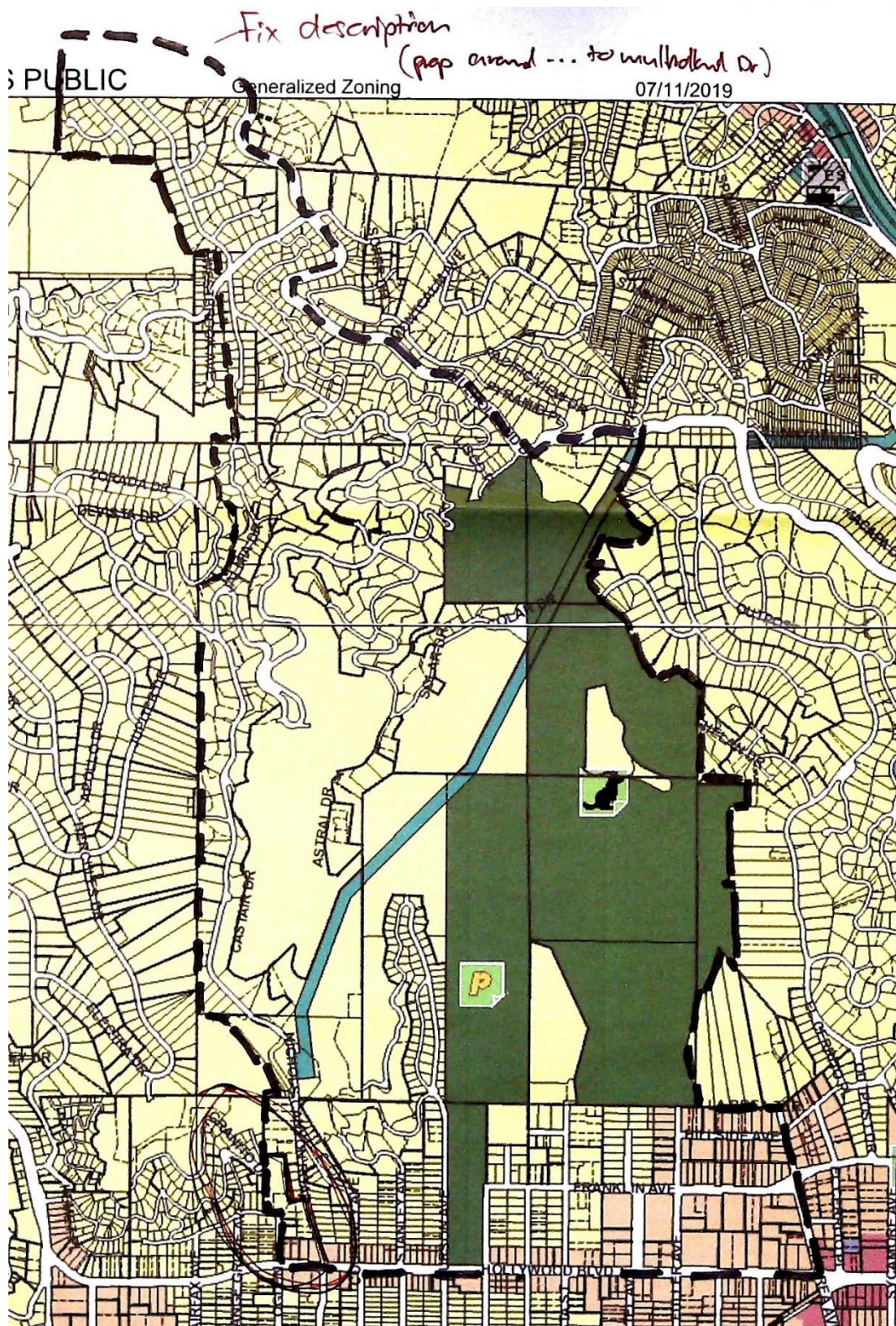
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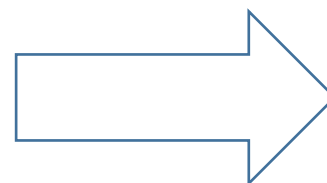


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ATTACHMENT A—AREA 6



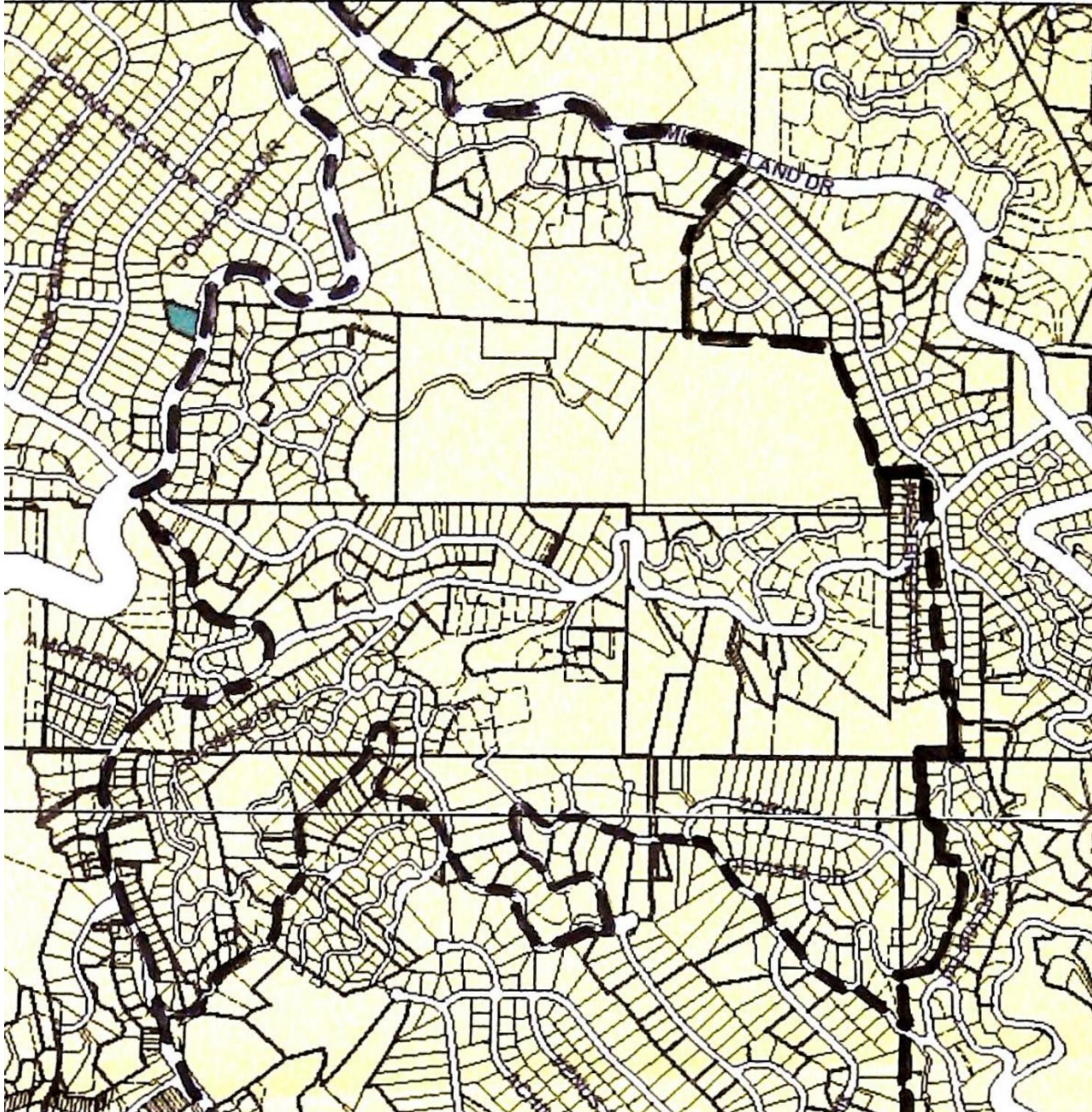
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ATTACHMENT A—AREA 8

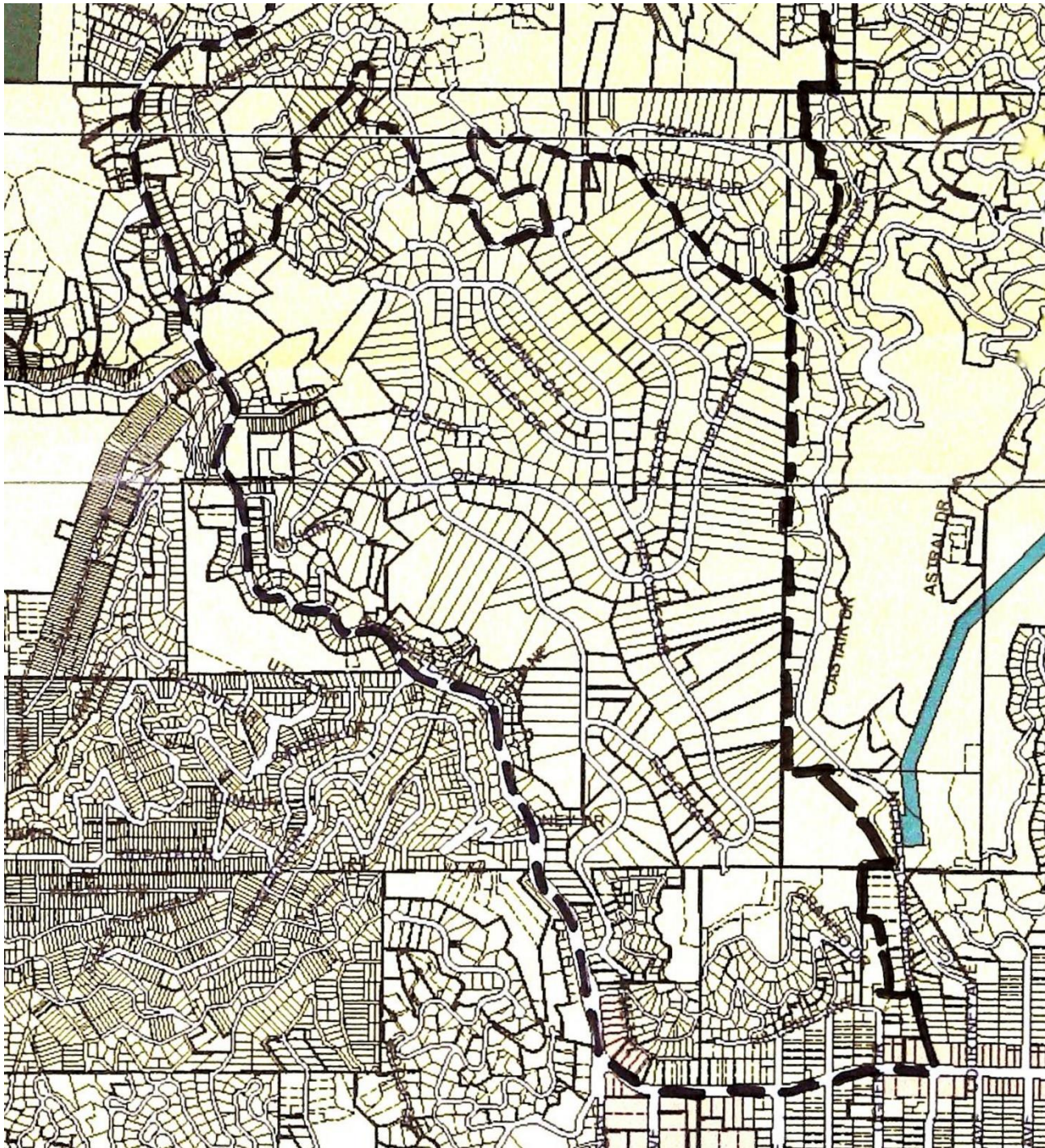
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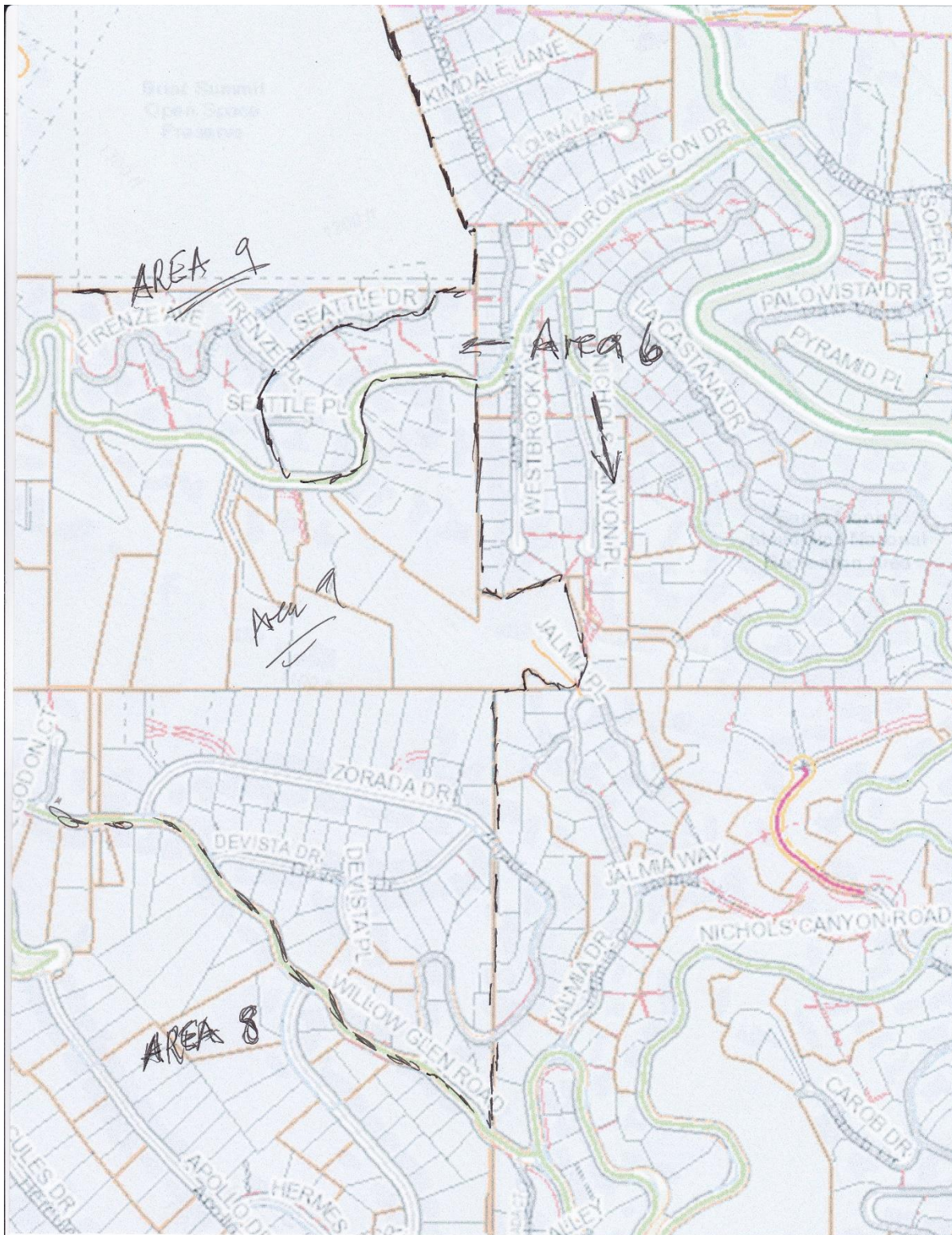
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ATTACHMENT A—AREA 9



ATTACMENT A – Intersection of Areas 6, 9 & 8



ATTACHMENT B – Governing Board Structure and Voting

Hollywood Hills West Neighborhood Council – 23 Board Seats

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
President Term: 2 Years	1	Elected	Stakeholder who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who is 18 years or older.	Stakeholder who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who is 18 years or older
First-Vice President Term: 2 Years	1	Elected	Stakeholder who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who is 18 years or older.	Stakeholder who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who is 18 years or older.
BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT

Secretary Term: 2 Years	1	Elected	Stakeholder who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who is 18 years or older.	Stakeholder who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who is 18 years or older.
Treasurer Term: 2 Years	1	Elected	Stakeholder who live, work or own real property in the and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who is 18 years or older.	Stakeholder who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who is 18 years or older..

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Second Vice-President Term: 2 Years	1	Elected	Stakeholder who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who is 18 years or older.	Stakeholder who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who is 18 years or older.
(1) Transportation (includes traffic, parking, public transportation, bicycles) Term: 2 Years	1	Elected	Stakeholder who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who will lead the HHWNC committee to address traffic, public transportation and parking and who is 18 years or older.	Stakeholder who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who is 18 years or older.

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
(2) Community & Youth Relations (includes education and cultural resources) Term: 2 Years	1	Elected	Stakeholder who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who will lead the HHWNC committee to address youth development, educations and recreational resources and who is 18 years or older.	Stakeholder who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who is 18 years or older..
(3) Business Term: 2 Years	1	Elected	Stakeholder who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who will lead the HHWNC committee to address business issues and who is 18 years or older.	Stakeholder who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who is 18 years or older.

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
(4) Infrastructure (includes utilities and street services) Term: 2 Years	1	Elected	Stakeholder who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who will lead the HHWNC committee to address infrastructure and who is 18 years or older.	Stakeholder who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who is 18 years or older
(5) Housing (includes homelessness and social services) Term: 2 Years	1	Elected	Stakeholder who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who will lead the HHWNC committee to address infrastructure and who is 18 years or older..	Stakeholder who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who is 18 years or older.

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
(6) Public Safety (includes emergency services, police and fire) Term: 2 Years	1	Elected	Stakeholder who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who will lead the HHWNC committee to address emergency services, police and fire and who is 18 years or older.	Stakeholder who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who is 18 years or older.
(7) Environment Term: 2 Years	1	Elected	Stakeholder who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who will lead the HHWNC committee to address environment, beautification, preservation and aesthetics and who is 18 years or older.	Stakeholder who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who is 18 years or older.
BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT

(6) Parks and Term: 2 Years	1	Elected	Stakeholder who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who will lead the HHWNC committee to address emergency services, police and fire and who is 18 years or older.	Stakeholder who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who is 18 years or older.
(7) Environment Term: 2 Years	1	Elected	Stakeholder who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who will lead the HHWNC committee to address environment, beautification, preservation and aesthetics and who is 18 years or older.	Stakeholder who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who is 18 years or older.

BOARD POSITION

OF SEATS

ELECTED OR
APPOINTED?

ELIGIBILITY TO RUN FOR
THE SEAT

ELIGIBILITY TO VOTE FOR
THE SEAT

Area 1: Hollywood Knolls/Manor/Lake Hollywood/Forest Lawn Committee Chair Term: 2 Years	1	Elected	Stakeholder of Hollywood Knolls/Lake Hollywood/Manor/Forest Lawn who lives, works, owns property (and can provide an exact address) in Area 1 and who is 18 years or older.	Stakeholders of Hollywood Knolls/Lake Hollywood/Manor/Forest Lawn who live, work, own property (and can provide an exact address) in Area 1 and who are 16 years or older.
Area 2: Cahuenga Pass/Universal City Committee Chair Term: 2 Years	1	Elected	Stakeholder of Cahuenga Pass/Universal City who lives, works, owns property (and can provide an exact address) in Area 2 and who is 18 years or older.	Stakeholders of Cahuenga Pass/Universal City who live, work, own property (and can provide an exact address) in Area 2 and who are 16 years or older.
Area 3: Yucca Corridor/Whitley Heights/Cahuenga East Committee Chair Term: 2 Years	1	Elected	Stakeholder of Yucca Corridor/Whitley Heights/Cahuenga East who lives, works, owns property (and can provide an exact address) in Area 3 and who is 18 years or older.	Stakeholders of Yucca Corridor/Whitley Heights/Cahuenga East who live, work, own property (and can provide an exact address) in Area 3 and who are 16 years or older.
Area 4: Hollywood Heights/Hollywood Boulevard Committee Chair Term: 2 Years	1	Elected	Stakeholder of Hollywood Heights/Hollywood Boulevard who lives, works, owns property (and can provide an exact address) in Area 4 and who is 18 years or older.	Stakeholders of Hollywood Heights/Hollywood Boulevard who live, work, own property (and can provide an exact address) in Area 4 and who are 16 years or older.

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Area 5: Outpost/Cahuenga West Committee Chair Term: 2 Years	1	Elected	Stakeholder of Outpost/Cahuenga West who lives, works, owns property (and can provide an exact address) in Area 5 and who is 18 years or older.	Stakeholders of Outpost/Cahuenga who live, work, own property (and can provide an exact address) in Area 5 and who are 16 years or older.
Area 6: Nichols Canyon/Runyon Canyon/Wattles Park Committee Chair Term: 2 Years	1	Elected	Stakeholder of Nichols Canyon/Runyon Canyon/Wattles Park who lives, works, owns property (and can provide an exact address) in Area 6 and who is 18 years or older.	Stakeholders of Nichols Canyon/Runyon Canyon/Wattles Park who live, work, own property (and can provide an exact address) in Area 6 and who are 16 years or older.
Area 7: Spaulding Square/Hollywood-Sunset Flats Committee Chair Term: 2 Years	1	Elected	Stakeholder of Spaulding Square/Hollywood-Sunset Flats who lives, works, owns property (and can provide an exact address) in Area 7 and who is 18 years or older.	Stakeholders of Spaulding Square/Hollywood-Sunset Flats who live, work, own property (and can provide an exact address) in Area 7 and who are 16 years or older.
Area 8: Mt. Olympus/Laurel Canyon Road Committee Chair Term: 2 Years	1	Elected	Stakeholder of Mt. Olympus/Laurel Canyon Road who lives, works, owns property (and can provide an exact address) in Area 8 and who is 18 years or older.	Stakeholders of Mt. Olympus/Laurel Canyon Road who live, work, own property (and can provide an exact address) in Area 8 and who are 16 years or older.
Area 9: Briar Summit/Woodrow Wilson/Mulholland Drive Committee Chair Term: 2 Years	1	Elected	Stakeholder of Briar Summit/Woodrow Wilson/ Mulholland Drive who lives, works, owns property (and can provide an exact address) in Area 9 and who is 18 years or older.	Stakeholders of Briar Summit/Woodrow Wilson/ Mulholland Drive who live, work, own property (and can provide an exact address) in Area 9 and who are 16 years or older.



Para español siga hacia abajo.

Dear interested parties,

On June 25, 2020, the City Planning Commission will consider the proposed Restaurant Beverage Program (RBP), which would create an administrative clearance process for sit-down restaurants to serve alcohol if they follow more than 50 eligibility criteria, performance standards, and enforcement procedures. The Commission meeting will begin at 8:30 a.m. and be conducted via teleconference.

The meeting agenda and City Planning's staff recommendation report will be posted approximately one week prior to the meeting at the following link:
<https://planning4la.org/hearings>

If you would like to speak during the meeting, please review City Planning's [instructions](#) for participating in virtual commission meetings. You may also submit comments in writing prior to the meeting to roberto.luna@lacity.org; please reference case no. CPC-2018-4660-CA.

For more information on the RBP, please visit the [Proposed Land Use Regulations](#) page on our website and scroll down to "Restaurant Beverage Program Ordinance."

Thank you for your continued interest in the proposed Restaurant Beverage Program.

Estimados Interesados,

El 25 de junio de 2020, la Comisión de Planeación de la Ciudad de Los Angeles considerará el Programa de Bebidas en Restaurantes (RBP, por sus siglas en inglés) propuesto. El RBP crearía un proceso de autorización administrativa para los restaurantes de mesa que buscan vender bebidas alcohólicas si siguen más de 50 criterios de elegibilidad, estándares de desempeño y procedimientos de cumplimiento. La junta de la Comisión comenzará a las 8:30 a.m. y se llevará a cabo por teleconferencia.

La agenda de la junta y el informe de recomendación preparado por el Departamento de Planeación de la Ciudad de Los Ángeles serán publicados aproximadamente una semana antes de la junta en el siguiente enlace:

<https://planning4la.org/hearings>

Si desea hablar durante la junta, por favor por favor revise [las instrucciones](#) del Departamento de Planeación para participar en las juntas de comisiones virtuales. También puede enviar comentarios por escrito antes de la junta a roberto.luna@lacity.org; por favor de incluir el número del caso CPC-2018-4660-CA.

Para obtener más información sobre el RBP, visite la página de [Regulaciones propuestas de uso de suelo](#) en nuestro sitio web y avance hacia abajo hasta encontrar "Restaurant Beverage Program Ordinance."

Gracias por su continuo interés en el Programa de Bebidas en Restaurantes propuesto.

LOS ANGELES CITY PLANNING
@PLANNING4LA
Planning4LA.org



DEVELOPMENT SERVICES CENTERS

City Planning Email List





LOS ANGELES CITY PLANNING Restaurant Beverage Program Fact Sheet



Restaurant Beverage Program

Summary

City Planning is proposing a program to permit eligible sit-down restaurants to serve alcohol through an administrative clearance process. The Restaurant Beverage Program (RBP) is intended to save applicants time and money.

Largely as a result of community input, the ordinance incorporates nearly 50 operating standards. These standards will be applied citywide, contributing to consistency and equity in the review of alcohol permits.

Background

With the global outbreak of COVID-19, restaurant owners have shifted to take-out, grocery service, and to-go sales of beer, wine, and cocktails to stay afloat. The profit margin from alcohol sales has provided restaurateurs with some temporary relief during the pandemic. The proposed Restaurant Beverage Program will build on the City's efforts to provide relief, offering long-term financial incentives designed to support jobs and business in Los Angeles.

The program shortens the time required for City approvals from months to weeks, helping restaurant owners get up and running faster once safer-at-home orders are lifted. The proposal would also reduce the cost of an alcohol permit from approximately \$13,000 to approximately \$4,000. Eligible restaurant owners would still be subject to operational standards as well as mandatory monitoring and inspections to ensure compliance.

Nightclubs, bars, and liquor stores would not be eligible for the Restaurant Beverage Program. They would continue to apply through a separate discretionary process involving a public hearing and extensive community input.



Key Provisions

In order to apply, restaurant owners must meet specific eligibility criteria and comply with a number of operating standards. These standards are intended to filter out business models that would benefit from additional review and ultimately not qualify under the program's streamlined approval process. Some key provisions include:

- **Eligibility Restrictions:** Only restaurants with an operational kitchen and a full menu are eligible. Food must be served during all operating hours.
- **Hours of Operation:** Hours of operation must be limited to 7 a.m. to 11 p.m.
- **Entertainment:** No live entertainment, dancing, karaoke, DJs, or outdoor TV monitors or music are permitted. Only ambient indoor music is allowed.
- **Lighting:** A minimum amount of interior and exterior lighting is required.
- **Staff Training:** All employers and employees must complete alcohol service training.
- **Security:** Restaurants are required to install a camera surveillance system and maintain a complaint log. Graffiti and litter must be removed.
- **Enforcement Measures:** The restaurant must participate in the City's Monitoring, Verification, and Inspection Program (MViP)—a proactive enforcement program designed to inspect participants and report any violations to the Department of Building and Safety or the Police Department.

Businesses that do not qualify, or that wish to operate beyond the proposed restrictions, would still be able to apply for a conditional use permit.

Frequently Asked Questions

Would bars, nightclubs, or liquor stores qualify for the program?

No. Only bona fide sit-down restaurants with a commercial kitchen, full menu, and continuous food service during all hours of operation are eligible. All food and beverages must be served to seated patrons. Restaurants are ineligible if they charge

ORDINANCE NO. _____

An ordinance amending Sections 12.21, 12.22, 12.24, and 19.01 of the Los Angeles Municipal Code (LAMC) to create the Restaurant Beverage Program, an administrative process for the sale or dispensing of on-site alcohol, subject to a set of standards and enforcement procedures.

THE PEOPLE OF THE CITY OF LOS ANGELES DO HEREBY ORDAIN AS FOLLOWS:

Section 1. Subdivision 10 of Subsection A of Section 12.21 of the Los Angeles Municipal Code is amended to read as follows:

10. Notwithstanding any other provisions of this Code to the contrary, no building, structure or land shall be used for sale or dispensing for consideration of any alcoholic beverage, including beer and wine, for consumption on the premises except upon premises approved for that use in accordance with the provisions of Section 12.24, or if the establishment complies with all the requirements and standards under Section 12.22 A.34 (Restaurant Beverage Program).

The provisions of this subdivision shall not abrogate, however, any right to the continued use of premises for these purposes pursuant to Section 12.24L. ~~Certain restaurants may be excepted from the provisions of this subdivision and Section 12.24 pursuant to authority of the Zoning Administrator contained in Section 12.24X2.~~

Sec. 2. A new Subdivision 34 is added to Subsection A of Section 12.22 of the Los Angeles Municipal Code to read as follows:

34. Restaurant Beverage Program. In the CR, C1, C1.5, C2, C4, C5, CM, M1, M2, and M3 Zones, the sale or dispensing of alcoholic beverages for consumption on the premises shall be allowed administratively without obtaining a conditional use approval as otherwise required by Section 12.21 A.10 of this Code if the below requirements are met.

(a) Eligibility. Only restaurants that comply with the following are eligible for the Restaurant Beverage Program:

(1) Establishments maintained as a bona fide eating place (restaurant) with an operational kitchen where food is prepared on-site and with a full menu containing an assortment of foods. Food service is available at all times during operating hours. The restaurant provides seating and dispenses food and refreshments for consumption on the premises and not solely for the purpose of food takeout or delivery.

(2) Restaurant having between a minimum of 20 patron seats and a maximum of 150 patron seats, including any outdoor seating.

(3) The establishment is not a drive-through fast food establishment, as defined in LAMC Section 12.03.

(4) The restaurant shall not be part of any multiple-tenant entitlement pursuant to Section 12.24 W.1 of the LAMC.

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(5) Daily hours of operation are limited to the hours between 7:00 am and 11:00 pm for both indoor and outdoor areas. There is no after-hours use of the establishment, other than for routine clean-up and maintenance.

(6) All food is delivered to tables by employees.

(7) There are no pool tables or billiard tables.

(8) There is no dancing or Adult Entertainment pursuant to LAMC Section 12.70.

(9) There is no minimum drink purchase required of patrons.

(10) There is no charge for admission.

(11) The restaurant does not organize or participate in organized events where participants or customers pre-purchase tickets or tokens to be exchanged for alcoholic beverages at the restaurant.

(12) All service of alcoholic beverages is conducted by an employee.

(13) The restaurant does not sell distilled spirits by the bottle, or wine or champagne bottles that exceed 750 milliliters.

(14) No employee, while working, shall solicit or accept any alcoholic or non-alcoholic beverage from any customer while on the premises.

(15) No employee, while working, shall be engaged for the specific purpose of sitting with or otherwise spending time with customers while on the premises.

(16) There is no age limitation restricting access to any portion of the restaurant.

(b) Development Standards and Operations.

(1) A maximum of 30 percent of the total number of patron seats may be located outdoors.

(2) There shall not be any shared seating between the restaurant and other restaurants.

(3) The restaurant shall only use fixed bars that are depicted on floor plans. Portable bars are prohibited.

(4) Where booth or group seating is provided, no walls or partitions separating the booth or seating area from the main dining room shall be installed which exceed 48 inches in height above the surface on which occupants' feet are intended to rest. Where a private dining or banquet room is provided, a minimum of 50 percent of the vertical surface area of that portion, extending up to six feet above the floor, of any wall or partition separating the private dining or banquet

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room from the main dining room shall be fully transparent and ensure the occupants are visible to persons looking into the private dining or banquet room.

(5) For properties abutting or across an alley from an A or R zoned lot:

(i) outdoor dining areas associated with the restaurant shall be entirely buffered from the A or R zoned lot by a wholly enclosed building. This requirement shall not apply to outdoor dining permitted on a public sidewalk by a Revocable Permit; and

(ii) outdoor dining is limited to the ground floor only.

(6) Outdoor dining areas shall be limited to seated patrons.

(7) There shall be no live entertainment, karaoke, or disc jockeys on the premises.

(8) Television monitors or screens shall be prohibited in any outdoor dining areas.

(9) There shall be no music or speakers permitted in any outdoor areas.

(10) Entertainment in conjunction with the restaurant is limited to indoor ambient music to complement the dining experience, and shall be limited to background music at a low volume that is not audible outside of the building.

(11) Any music, sound or noise which is under control of the restaurant shall not violate Sections 112.06 or 116.01 of the Los Angeles Municipal Code (citywide noise regulations). At any time, a City official may visit the site during operating hours to measure the noise levels. If, upon inspection, it is found that the noise level exceeds those allowed by the citywide noise regulations, the owner/operator will be notified and will be required to modify or eliminate the source of the noise or retain an acoustical engineer to recommend, design, and implement noise control measures within the property, such as noise barriers, sound absorbers, or buffer zones.

(12) A City-issued identification shall be posted by the restaurant in an area clearly visible to the public, indicating that the restaurant is subject to the requirements and restrictions of the Restaurant Beverage Program.

(13) No more than 50% of the entire restaurant may be closed to the public for private events.

(14) Any portion of the restaurant used for private events shall be subject to all the same provisions and hours of operation stated herein.

(15) A telephone number and an email address shall be provided for complaints or concerns regarding the operation of the restaurant. The phone

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number and email address shall be posted on a sign at least 8.5 × 11 inches in size, which shall be updated to reflect any changes, at the following locations:

- (i) Entry, visible to pedestrians
- (ii) Customer service desk, front desk or near the reception area

(16) Complaints shall be responded to within 24 hours by the restaurant. The restaurant shall maintain a log of all calls and emails, detailing the date the complaint was received, the nature of the complaint, and the manner in which the complaint was resolved. This log shall be made available to the Department of City Planning upon request.

(c) Security.

(1) Within the restaurant, the interior shall be adequately illuminated so as to make discernible all objects and persons, or have a minimum average surface illumination of 2.0 footcandles (21.5 lx).

(2) All exterior portions of the site shall be adequately illuminated in the evening so as to make discernible the faces and clothing of persons utilizing the space, or have a minimum average surface illumination of 0.2 footcandles (2.15 lx). Lighting shall be directed onto the site without being disruptive to persons on adjacent properties.

(3) A camera surveillance system shall be installed and in operation at all times to monitor the interior, entrance, exits and exterior areas, in front of and around the premises. Recordings shall be maintained for a minimum period of 30 days and are intended for use by the Los Angeles Police Department.

(d) Monitoring.

(1) The restaurant shall be responsible for maintaining the premises and adjoining rights-of-way free of debris and litter.

(2) The restaurant shall be responsible for monitoring both patron and employee conduct on the premises and within the parking areas under its control to prevent behavior that adversely affects or detracts from the quality of life for adjoining residents, property owners, and businesses.

(3) The restaurant shall take all reasonable steps to ensure the conditions and activities on the premises and within the parking areas under its control do not adversely affect or detract from the quality of life for the adjoining residents, property owners, and businesses. For purposes of this subparagraph (3), reasonable steps include, but are not limited to:

- (i) Requesting that those persons engaging in conduct that constitutes a nuisance to cease such conduct, unless the owner or operator has reasonable cause to believe such request may jeopardize their personal safety;

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- (ii) Contacting the Police Department or other law enforcement agency if the owner or operator's attempts to abate the nuisance conduct have been unsuccessful, or if the owner or operator has reasonable cause to believe such attempts may jeopardize their personal safety;
- (iii) Timely preventive actions to address conditions that facilitate loitering and other nuisance activity on the premises, such as removing furniture from areas adjacent to the entry of the restaurant, prohibiting persons from using any portion of the premises for the installation and/or operation of a temporary business or other use, and/or other preventive actions.
- (4) Within 24 hours of its occurrence, all graffiti on the property under the restaurant's control shall be removed or painted over to match the color of the surface to which it is applied.
- (5) All trash and recycling bins under control of the restaurant shall be kept closed and locked at all times when they are not in use, and shall be maintained such that they do not overflow.
- (6) Loitering is prohibited on all areas under the control of the restaurant. A "No Loitering or Public Drinking" sign that is a minimum of 4 x 6 inches shall be posted outside next to every exit.
- (7) An electronic age verification device shall be retained on the premises available for use during operational hours. This device shall be maintained in operational condition and all employees shall be instructed in its use.
- (8) The restaurant shall comply with California Labor Code 6404.5 which prohibits the smoking of tobacco or any non-tobacco substance, including from electronic smoking devices or hookah pipes, within any enclosed place of employment.
- (9) A minimum of one on-duty manager with authority over the activities within the restaurant shall be on the premises at all times that the restaurant is open for business. The on-duty manager's responsibilities shall include the monitoring of the premises to ensure compliance with all applicable State laws, Municipal Code requirements and the conditions imposed by the Department of Alcoholic Beverage Control (ABC). The restaurant shall be responsible for discouraging illegal and criminal activity on the subject premises and any exterior area under its control.
- (10) Within the first six months of operation or the administrative clearance, all employees involved with the sale of alcohol shall enroll in the Los Angeles Police Department "Standardized Training for Alcohol Retailers" (STAR) or Department of Alcoholic Beverage Control "Licensee Education on Alcohol and Drugs" (LEAD) training program or the Responsible Beverage Service (RBS) Training Program. Upon completion of such training, the restaurant shall request

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the Police Department or Department of Alcohol Beverage Control to issue a letter identifying which employees completed the training. Said letter shall be maintained on the premises and shall be made available to the City upon request. STAR or LEAD or RBS training shall be conducted for all new hires within three months of their employment.

(e) Administration.

(1) A Revocable Permit from the Bureau of Engineering, Department of Public Works is required for any outdoor dining area located in the public right-of-way. A copy of the approved Revocable Permit, including a plot plan and any conditions thereto, shall be provided to the Department of City Planning prior to placing any seating in the public right-of-way as permitted by this administrative clearance.

(2) The owner or the operator shall reapply for the administrative clearance if there is:

(i) a change in State alcohol license type;

(ii) a modification to the floor plan, including, but not limited to, floor area or number of seats; or

(iii) a change in the ownership or the operator of the restaurant.

(3) The City shall have the authority to conduct inspections to verify compliance with any and all of the requirements pursuant to Section 12.22 A.34 of this Code. Prior to the City's administrative clearance, the applicant shall pay the fees required per LAMC Section 19.01 E.3 for Monitoring Restaurant Beverage Program Compliance and Inspection and Field Compliance Review of Operations. The applicant shall comply with the requirements of the City's Monitoring, Verification, and Inspection Program (MViP). In complying with the MViP program, the restaurant is subject to the following:

(i) Within the first 24 months of the administrative clearance, a MViP inspector will conduct a site visit to assess compliance with, or violations of, any of the operating standards. A second inspection shall take place after 36 months of the first inspection.

(ii) The owner and operator shall be notified of the deficiency or violation and required to correct or eliminate the deficiency or violation. Multiple or continued documented violations or Orders to Comply issued by the Department of Building and Safety which are not addressed within the time prescribed, may result in additional corrective actions taken by the City.

(4) A copy of the Restaurant Beverage Program requirements, LAMC Section 12.22 A.34, shall be retained on the premises at all times and produced upon request by the Police Department, the Department of Building and Safety,

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the Department of City Planning, or the California Department of Alcoholic Beverage Control.

(5) If three citations for violating the Restaurant Beverage Program, LAMC Section 12.22 A.34 (a) through (e), are issued to the restaurant in a two-year period, the restaurant shall not be eligible to use Section 12.22 A.34 as an exception to Section 12.21 A.10 or Section 12.24 W. of the LAMC for five years commencing on the date of the third citation.

(i) A citation shall include citations issued by the Police Department that have been filed with the Los Angeles County Superior Court or Orders to Comply issued by the Department of Building and Safety.

(ii) The California Department of Alcoholic Beverage Control may be notified by the Los Angeles Police Department or other enforcement agency of the issued citations, which may affect the State issued alcohol license.

(6) The City Council District Office and Certified Neighborhood Council within which the restaurant is located shall be notified at the time an application for the Restaurant Beverage Program, pursuant to LAMC Section 12.22 A.34, is filed. If the restaurant is not within the boundaries of a Neighborhood Council, then notification to only the applicable Council District Office shall be sufficient.

(7) The owner and operator shall provide a floor plan and site plan to the Department of City Planning that shows compliance with the applicable floor plan and site plan standards pursuant to Section 12.22 A.34 of the LAMC.

(8) Prior to the administrative clearance, the owner and operator shall execute and record a covenant and agreement satisfactory to the Director of Planning, acknowledging that the owner and operator shall agree to comply with each of the provisions set forth in this subdivision. A certified copy bearing the Recorder's number and date shall be provided to the Department of City Planning. The agreement shall run with the land and shall be binding on any subsequent owners, heirs or assigns. The agreement with the requirements attached must be submitted to the Department of City Planning for approval before being recorded.

Sec. 3. Subdivision 2 of Subsection X of Section 12.24 of the Los Angeles Municipal Code is hereby deleted.

Sec. 4. Subdivision 3 of Subsection E of Section 19.01 of the Los Angeles Municipal Code is amended to read as follows:

3. The following fees shall be charged pursuant to Sections 12.22 A.34, 12.24 F. and 12.24 Z.2 of this Code for costs associated with permit clearance, condition compliance monitoring and inspections conducted by the City, and revocation proceedings.

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Type of Application	Fee
Miscellaneous Sign-Off - Zoning Administrator (moved to Section 19.04)	-
Miscellaneous Sign-Off - Zoning Administrator Single Family Dwellings with No Exceptions (moved to Section 19.04)	-
Monitoring of Conditional Use Permits (Sections 12.24 F., 12.24 M., 12.24 W., 12.24 X.)	\$952
<u>Monitoring Restaurant Beverage Program Compliance (Section 12.22 A.34)</u>	<u>\$952</u>
Field Verification Prior to Operations (Sections 12.24 F., 12.24 M., 12.24 W., 12.24 X.)	\$253
Inspection and Field Compliance Review of Operations (Sections <u>12.22 A.34</u> , 12.24 F., 12.24 M., 12.24 W., 12.24 X.)	\$746
Revocation, Suspension or Restriction Proceedings for Non-Compliance of Conditions (Deposit) (Section 12.24 Z.)	\$5,000

The Planning Department shall calculate actual costs and the resultant fee in accordance with Section 5.121.9.2, Chapter 6 of Division 5 of the Los Angeles Administrative Code, and shall maintain appropriate accounting records of the actual costs. The Director of Planning shall resolve any dispute related to the fee. The Director shall exclude from consideration any cost incurred or attributed to the processing of appeals.

Sec. 5. The City Clerk shall certify that ...

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