

Sunland Tujunga Neighborhood Council

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web site: www.sunlandtujunga.org/council

PROGRAM REGULAR MONTHLY MEETING Wednesday, September 14, 2005 – 7 PM

Mt. Gleason Middle School, 10965 Mt. Gleason Avenue • Sunland

The public is requested to address the Board/Committee on any item of the agenda prior to the Board/Committee taking action on an item. Comments from the public on Agenda items will be heard only when the respective item is being considered and at the discretion of the presiding officer(s). Comments from the public on other matters not appearing on the agenda can be heard during Open Forum Period. Public Comment is limited to two minutes per speaker, unless waived by the presiding officer(s) of the Board/Committee.

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			Priorities
7:00 PM	Call to Order	Ken McAlpine	
	Roll Call (sign in sheet)		
	Welcome and Introductions (5)	Ken McAlpine	
	Flag Salute (2)	Ken McAlpine	
7:05	Executive Committee Reports		
	Hottest Topics (HD, CH, GC, WW) (2)	Ken McAlpine	#6
	Minutes (2)	Tomi Lynn Bowling	
	Treasurer's Report (2)	Robin Meares	
	Grievances (2)	Tomi Lynn Bowling	#6
7:15	Board Reports		
	CPR Now (Written) (0)	Louise Clarke Stone	
	DWP (Written) (0)	Louise Clarke Stone	
7:15	First Public Comments (15)		
	All Nations Cleanup (2)	Mike Carpenter	#1,4,5
	The "New Heaven on Earth Ranch" Foundation (2)	Mike Carpenter	#1,5
	Other Neighbors (10)		#6
7:30	Program		
	Safety for Seniors (15)	Veronica Sanchez	#2,6
	Crime Statistics (3+3 QA)	Frank Avila/Larry Martinez	#2,6
7:55	Committee Reports		
	Sunland-Tujunga Vision 2020 (10)	Julianne Maurseth	#1,6
	DAC (3)	Debby Beck	#1,3,4
	Home Depot (5)	Don Breding	#1,4,6
	Canyon Hills (5)	Rhonda Herbel	#1,3,5,6
	Planning (5)	Dale Thrush	#1,2,3,4,5,6
	Question and Answer DAC (5QA)	Dale Thrush and Debby Beck	#6
	Safety Committee (2)	Nina Royal	#2
	Outreach (Farmers' Market) (3)	Mona Curry / Peter Babaian	#4,5,6
8:35	New Business		
	1) MOTION: Surveillance Camera Purchase (5)	Nina Royal	#2,4
	2) MOTION: Appoint Chair (Louise, Peter) (10)	Robin Meares / Louise Stone	6
	3) MOTION: Appoint Rec Sec'y (Paula Warner) (5)	Julianne Maurseth	6
	4) MOTION: No Kill Shelter Support Letter (5)	Mark Seigel	#6
	5) MOTION: Opposition Letter 10053-55 Samoa (5)	Debby Beck	1,3
	6) MOTION: DAC Appointment (5)	Debby Beck	#6
	7) MOTION: Standing rules – Ethics (10)	Mark Seigel	#6
	8) MOTION: Weatherworld Castle (5)	Mark Seigel	#1,3,5,6
	9) MOTION: Expand Grievance Committee (if needed) (5)	Nina Royal	#6
9:30	Second Public Comment (2)		
	Chairman's Reminders		#6
9:35	Adjournment of Board Business		

Sunland-Tujunga Neighborhood Council
STRATEGIC PLAN - 2005 (DRAFT #5 – approved by STNC Board on 4/13/05)

STNC MISSION: Improving the Quality of Life in Sunland-Tujunga.

STNC PRIORITIES: The following Priorities reflect the Community Survey results from June 2004. Priorities have been grouped and synthesized from the original 10 Goal categories, to target the Community’s major strategic needs.

For Strategic Plan details, see:

- Priority #1:** Improve Community Appearance pp. 2-3
- Priority #2:** Improve Safety & Crime Prevention p. 4
- Priority #3:** Preserve Scenic Beauty & Ecological Protections p. 5
- Priority #4:** Improve Quality & Vitality of Our Business Districts pp. 6-7
- Priority #5:** Promote & Celebrate Our Cultural Resources p. 8
- Priority #6:** Strengthen Outreach Response for Long-Term Health of Community Relations pp. 9-10

KEY STRATEGIES for success of ALL Priorities & Goals:

1. Invite and motivate others to join our 15-year “Sunland-Tujunga Vision 2020” – to become a “model Community” in Los Angeles on how to revitalize, innovate and adapt to change while enhancing our unique Community culture and values.
2. Request all STNC Committees to align their plans & activities in sync with the 6 Priorities, Goals & Strategies – and report regularly to the Community on progress regarding the top Priorities (per “scoreboard”).
3. Promote and maintain a collaborative STNC Board, proactive outreach with all Community stakeholders, partnership with FTDNC and other Neighborhood Councils, and partnership with our District 2 office.
4. Build key relationships with City departments, and create buy-in at each stage. Work with inertia, not against it.
5. Continue to advocate for City Charter enforcement of Article IX regarding Neighborhood Councils.
6. Measure and reward progress - hold Community celebrations for milestones achieved together.
7. All Stakeholders - stay the course with patience for the long-term Vision while achieving short-term goals.

Sunland Tujunga Neighborhood Council
Special Meeting Minutes for March 2, 2005
Municipal Building – 7 PM

The meeting was called to order at 7:14 p.m.

Public Comment:

- An individual commented that there seemed to be 200 people at the recent planning meeting regarding the White Bird Canyon Hills project and she didn't know why the city government didn't listen to the people.

Board Comments:

Julianne Maurseth gave an overview of the White Bird Canyon Hills Planning meeting:

- The meeting held was regarding making amendments to the general plan or not.
- Time was given for the appellants to speak regarding their appeals.
- People spoke for 30 minutes regarding why they were not in favor of the project.
- Council member Wendy Greuel spoke in favor of the community. It would have been better for her to come out more strongly regarding the Slope Density Ordinance.
- Commissioner Schiff seemed to listen very carefully regarding slope density. He disagreed with his colleagues on the Slope Density Ordinance interpretation.
- The decision was rendered: 230 homes on the North side of the property and zero homes on the South side of the property.

Various board members made the following comments:

- Some board members would have liked Council member Greuel to take a stronger position regarding the South side of the property and voiced dissatisfaction. Others stated that they felt that Council member Greuel has been very sincere and helped the community quite a bit and did not want to go on record as having been unhappy with her work.
- Concern was voiced that the South side of the property could be sold to another developer and be developed as it still had development rights. There was also a concern that there may be another compromise in the future wherein White Bird is granted an additional 50 homes in order to give up the South side of the property, making 280 homes in all on the North side. The lots could wind up being 5,000-6,000 square feet with homes that are about 4,000 square feet.
- If the homes are above the 210 Freeway, then strip grading could occur, rather than land form grading.
- A couple of board members stated that they felt that they had not been listened to.
- In November Council member Greuel's planning deputy, Dale Thrush, told the Foothills Trails that Council member Greuel did not want development on the South side and did want 280 homes on the North side only.

- 175 non-clustered homes (with 5 acres each) would be a better option and people would be better stewards of the land. There should be no special deals for White Bird.
- A City employee stated at the planning meeting that slope density had been being calculated this way for 18 years, so it couldn't be wrong. However this property is very unique and should be addressed uniquely.
- The purpose of Neighborhood Councils is to be advisory to City Councils.

Dale Thrush, Planning Deputy for Council District 2, made the following comments in response to statements that had already been made and in answer to a few further questions addressed to him:

- The role of the Neighborhood Council is to advise the City Council.
- The courts interpret ordinances. The Planning Department's interpretation of the Slope Density Ordinance may not be an accurate interpretation. The courts would look to see if the wording of the ordinance is susceptible to the interpretation that is proposed. Ordinances are interpreted the way the public body agrees with when first presented with a need to interpret the ordinance.
- The community's voice is the most important voice within the structure of the rules. The rules can't change unless there was an erroneous interpretation. The City Attorney is looking into this. It must be consistent case to case.
- In the abstract, a statute or ordinance is interpreted by a body and if the interpretation is reasonable under the wording, the court will not overturn the interpretation, even if there is another better interpretation.
- The City Attorney can overrule a city body, e.g. the Planning Department.
- There are about 230 lots on the North side of the property only, considering land form and grading.
- There are 50-55 acres of land in Development Area B with A1 zoning (minimum 5 acre lots). A developer could put 10 five-acre lots in the South side development area. To take these 50-55 acres of land would not require dedication.
- The South side crosses wildlife corridors. A Conservancy Representative testified in January asking that nothing be developed on the South side so that they wouldn't have to buy the land on the South side.

Board members made the following further comments:

- When the Planning Commission approved the General Plan Amendment the Slope Density Ordinance became irrelevant. Approving the amendment avoids the issues on the Slope Density Ordinance.
- The City made moot the community's involvement by giving a variance and a General Plan Amendment.

Dale Thrush commented that what is most important about this site is 1) preservation of open space and 2) the creation of large lots. The property is about 3 miles long. There is nothing like this land in L.A. City. If all of the South side is preserved it will be 85% open space.

Board members made the following further comments:

- White Bird edited the Scenic Preservation plan. That seems to be corruption within the City. All that Neighborhood Councils do is public, but that's not the case for attorneys. This board member felt that Council member Greuel is sincere, but that there is stuff in place from years ago which is "dirty pool".
- An MOU between the Planning Department and Neighborhood Councils was suggested.
- It was suggested to get an investigative reporter involved in the area of planning in the City to find out how the "back door" meetings take place and if there are any.
- If Neighborhood Councils can make small decisions, that is a beginning step. The City Council has opened a door for open dialogue.

Motion: I move that we have a committee of at least three draft a letter for presentation to the STNC at the meeting next week with the following points:

1. We do not agree with the decision and are disturbed by it, listing the reasons.
2. Ask the City Attorney to review the interpretation and legal history of the Slope Density Ordinance. If the history shows that it favors developers, then there is a problem.
3. There is a long-term problem with the City's planning process. We would like to be instrumental in organizing Neighborhood Councils to make an MOU with the Planning Department.

Motion by Julianne Maurseth. Motion carried unanimously.

Public Comment:

- An individual stated that she was at the PLUM meeting where the Interim Ordinance was passed on to the City Council.
- Dale Thrush commented that the PLUM approval acts as a recommendation to the City Council. The City Attorney will have to review the ordinance carefully. It was requested that this be expedited.

The meeting was adjourned at 8:42 p.m.

Minutes by Ava Wrightsman, Recording Secretary.

Sunland Tujunga Neighborhood Council
Board Meeting Minutes for April 13, 2005
Mt. Gleason Middle School – 7 PM

Ken McAlpine called the meeting to order at 7:03 PM and appointed Cindy Cleghorn to take minutes until Ava Wrightsman's arrival at 7:06 PM. There were 20 Board members in attendance and 105 in the audience. Ken McAlpine welcomed newcomers and guests. The Pledge of Allegiance was said.

Executive Committee Reports

Hottest Topics: Julianne Maurseth announced the new EC Report of Hottest Topics. She briefly addressed Canyon Hills and Home Depot. There was a straw poll vote on possible dates for an upcoming town hall meeting on Home Depot.

Treasurer: Robin Meares went over her written Treasury Report, which was provided to all Board Members.

Recording Secretary: Minutes of 9 March 2005 were approved as presented.

Board Reports

Waste Management Grant: Robin Meares announced some information regarding the Waste Management Grant applications.

Repair of Upper Tujunga Canyon: Michelle Sahfran announced that the bulkhead project for the repair of the Upper Tujunga Canyon Boulevard landslide areas would be starting soon. She introduced Vahic Vartanians from the Bureau of Engineering who described the project and showed a map of the location. The work was to start by August 2005.

Public Comment

The following issues and concerns were brought up:

- Councilmember Wendy Greuel's office was thanked for closing down a project on Commerce Avenue that was in violation of the Specific Plan.
- The Sunland-Tujunga Historic Homes Tour was announced.
- Councilmember Wendy Greuel would be starting a column in "The Paper".
- A teacher announced that an honor student was fundraising to go to a medicine convention.
- A city employee offered his volunteer services in emergency and safety management and training, in exchange for a letter recognizing his contributions.
- The 21st Century PAC announced a breakfast to support Congressman Buck McKeon to become Chair of the Education Committee (Congressman McKeon is currently a member of that committee) on April 29th at 8:15 am at Coco's.
- A beauty supply shop announced its grand opening on May 1st.
- A Mother's Day Brunch at Bolton Hall was announced.
- WWW.NO2HOMEDEPOT.COM was announced and people were encouraged to attend the No Home Depot Committee's next meeting.
- Childcare Provider Week was announced as the first week of May.
- A non-permitted development was announced and the individual was referred to the DAC and to Dale Thrush, Planning Deputy for Council District 2.

- The musical "Working" was announced as selling out at the Performing Arts Center. Contact information: (818) 951-4696.
- Board Member Deborah Ray announced that people can call her at (818) 951-0793 regarding people serving overseas so that she can honor them, regarding Neighborhood Watch involvement and handling the increasing gang activity on Commerce Avenue. She also encouraged people to shop on Commerce Avenue.
- A Clean Community Night was announced for April 30th at Sunland Neighborhood Church.
- The Elks Breakfast was announced for Sunday.

Committee Reports

- DAC: Richard Pozzo, Vice Chair, reported on three upcoming hearing notices in April. -
- He announced that the DAC had recommended minimum lot sizes of 7,500 square feet on two subdivision properties: 11104 Oro Vista and 11030 Oro Vista.
- A drive through car wash was proposed for a property at McVine and Foothill and that project would be reviewed at the next DAC meeting.
- A recycling center was being proposed for a property in the neighborhood and the DAC was not in favor of that use.

Dale Thrush, Planning Deputy for Councilmember Wendy Greuel, reported the following:

- Home Depot (Kmart): Preliminary discussions were underway. There would be a meeting with the developer and the STNC and then a larger meeting after that meeting. Nothing would be decided on this property's use without input from the community. Councilmember Wendy Greuel was on record as opposing Home Depot.
- Verdugo Golf Course – There had been a series of meetings. The Council Office was trying to preserve as much open space as possible. There were two proposals for this property: 1) 300,000 square feet shopping center and 2) Detached condos zoned RD3 density (3,000 square feet per unit), but with a large portion of the lot being devoted to open space, yielding a net effect of an RD6 zoning (6,000 square feet per unit).
- 10105 Commerce Avenue: This project was shut down and a meeting was planned between the Council Office, the Planning Department and the property owner to restore the look of the property and correct the use.
- 4 lot subdivision on Oro Vista: The DAC recommended RS zoning, rather than R1, which would mean 50% more land per lot than R1.
- 4 ½ acre subdivision on Oro Vista: The DAC made the same recommendation for RS zoning. A meeting was scheduled and it looked as though the developer had seen the light and understood that the community wanted a quality development.
- Mt. Gleason property: This non-permitted property was brought up in Public Comment and would be looked into.

A question and answer period occurred. The location of the homes and fire fence on the Oro Vista subdivision were not known at the time of the meeting. The Interim Control Ordinance that Councilmember Greuel introduced was announced in response to a question. The McGroarty 14/17 lot subdivision was not scheduled for a public hearing.

Ken announced Kristin Asadourian from Councilmember Wendy Greuel's office and Angela Motta from Mayor Hahn's office.

Safety: Nina Royal announced the Safety Committee Meeting, the Safety and Preparedness Fair, the next Business Watch meeting, the next Basic CAR meeting and the Police Auxiliary League program for youth. Acting SLO Steven Briggs announced that Julie Carpenter was in supervisor school. Officer Briggs announced the Basic CAR meeting and went over crime statistics for Sunland and Tujunga.

Outreach: Mona Curry announced the next Outreach meeting and tentative Farmers Market on Commerce in June. Peter Babaian announced the tentative Farmers Market on Commerce in June. Attention would be paid to allowing for parking for the Farmers Market. Peter also announced an upcoming District 3 meeting.

Program Speakers:

Julianne Maurseth, Sunland-Tujunga 2020, Developers are Not the Enemy

Julianne described the need to recreate conversation regarding development and moving from war with developers to collaboration with them to create the community that we want. She described seeking out community-minded visionary developers and how that would save time and money. She stated that we need to protect open space and bring in the developers and businesses and homes that we need.

Cliff Goldstein, JH Snyder

Mr. Goldstein described the development process. He said that most developers don't care about the community. There are many hoops to get through to get a project to completion. Developers can make a lot of money, but there is also high risk (for example he referenced a development that lost \$15 million last year). Mr. Goldstein listed out the steps of developing land.

Mr. Goldstein stated that statistics show that more people are coming and an area can plan for the people or try to persuade the people not to come. There are a lot of possibilities for this community. The Kmart/Home Depot site is an impact property for this community. He also mentioned that property values could be positively impacted by good development in the area. Further, the Sunland-Tujunga area can plan for development by getting properties zoned so that their highest and best use is what the community wants at that site.

In response to various questions and answers, the following were mentioned:

- Commerce is a great opportunity for mixed use (housing above retail). Mr. Goldstein also suggested that our area get a Community Development Area.
- The recruitment of the developer by the community is important.
- Revitalization of the community doesn't mean big boxy houses. It means bringing back the good things to the community.
- An individual stated that she likes Sunland-Tujunga to be Podunky.
- The Sunland-Tujunga area is currently in a blighted condition.
- Julianne Maurseth mentioned that crime comes with blight and that the open space of the area needs to be protected.

- It is necessary to deal with the economic realities of the situation.
- Kmart should not be developed until there is a consensus by the community. Then that property should be zoned for what the community wants and incentives given to the developers and property owners.
- CRA's cannot acquire property in an area without the right of eminent domain and they don't automatically get this right.
- It is difficult to get a moratorium in Los Angeles, but variances can be used to get a similar effect.

Chairman Ken McAlpine stated that he grew up in Sunland-Tujunga and he wants the community to be back the way that it was when he grew up. Unless we are proactive regarding the development of Sunland-Tujunga, we will get more blight.

Old Business

1: Support Transit Shelter Installation (Robin Meares):

Motion: I move that the STNC support the installation of ten Transit Shelters by Viacom/JC Decaux tentatively scheduled for the following Bus Stop locations:

- WB Foothill NS Oro Vista NE Corner
- EB Foothill FS Fenwick St SE Corner
- WB Sunland NS Fenwick St NE Corner
- WB Foothill NS Saluda Ave NE Corner
- EB Foothill FS Tujunga Cyn SE Corner
- EB Foothill FS Pinewood Ave SE Corner
- WB Foothill NS Pali (Island) NE Corner
- EB Foothill FS Pali SE Corner
- WB Foothill NS Pinewood NE Corner
- WB Foothill NS Mt Gleason NE Corner

95% of those installed will be the Boulevard Shelter types. They will be installed at no cost to the City. Our Council District will share in the revenues of the advertising. The maintenance will be the responsibility of Viacom/JC Decaux.

I further move that our approval is contingent upon approval of final locations of transit shelters and the opportunity to suggest design changes.

Motion by Robin Meares

This motion was postponed at the request of Robin Meares.

2: NC Coalition (Nina Royal):

Motion: That the STNC form a planning group coalition with Chatsworth, Granada Hills, Mission Hills, Northridge, Sylmar and Foothills Trails and any other Neighborhood Council that is interested. And that we elect or appoint representatives to that coalition from the STNC to address the issues specific to the Foothills.

Motion by Nina Royal, as amended by Robin Meares and Julianne Maurseth.

The motion passed with one opposed and one abstaining.

3: That the STNC sponsor the Commerce Street Faire. (Deborah Ray):

This motion was postponed at the request of Deborah Ray.

4: DAC Appointments (Robin Meares):

Motion: To accept the recommendations of the Design Advisory Committee, the following members of the DAC: John LaRocca as Committee Chair, Cindy Cleghorn, Penny Blackwell, Robert Actor-Thomas, Debby Beck, Tomi Lyn Bowling, Deborah Ray, Julianne Maurseth, Lloyd Hitt, Mark Seigel, Richard Pozzo, with Alternates Shelly Albert, Don Breeding, Ed Duke, Ed Rock.

Motion by Robin Meares.

Motion carried unanimously.

New Business

1: NC/DWP MOU Signing (Louise Clarke Stone).

Motion: I move that the Sunland Tujunga Neighborhood Council (1) approve and sign the Intra-City Memorandum of Understanding Between Certified Neighborhood Councils and the Department of Water and Power (version approved by the Board of Water commissioners on April 5, 2005); (2) (STNC) shall designate a representative who is responsible for interfacing with the LADWP Liaison(s); (3) (STNC) shall agree to the appointment of a NCs' LADWP Oversight Committee; (4) the STNC Chair shall appoint or designate the individual who will serve as STNC's representative; and (5) *subsequent to STNC's signing and approval of the MOU*, STNC shall date and sign the form entitled Delegation of Authority to Neighborhood Council's LADWP Oversight Committee (the authority of said Oversight Committee is to (1) designate a matter as "significant" under section 2.1 of the MOU, and (2) to negotiate modifications to the MOU with LADWP).

Motion by Louise Clarke Stone.

Motion carried unanimously.

2: Outreach Funding (Mona Curry).

Motion: I move that the STNC support the purchase of items needed to facilitate the Outreach Committee's goal of marketing to the community. Cost not to exceed \$350.00 for shirts, \$250.00 for lanyards, \$250.00 for pens and \$500.00 for miscellaneous items and that the STNC support the Outreach Committee's participation at two (2) various local events not to exceed \$350.00 for miscellaneous costs per event.

Motion by Mona Curry.

Motion carried unanimously.

3: Planning Letter to Silver Lake NC (Julianne Maurseth).

Motion: I move that the STNC approve of the draft letter in support of the Silver Lake Neighborhood Council's position regarding City Planning reform and Neighborhood Council empowerment.

A copy of the three-page letter was provided to all board members in the Program packet of the April 13th, 2005 meeting.

Motion by Julianne Maurseth.

Motion carried unanimously.

4: Strategic Planning Amendments (Julianne Maurseth).

Motion: I move that the STNC approve of the updated Strategic Plan, per March 2005 recommendations from the Strategic Planning Committee.

Motion by Julianne Maurseth.

Motion carried unanimously.

5: STNC Letter to Mayoral Candidates (Ed Condit).

Motion: I move that the STNC send a letter to the candidates for Mayor of the City of Los Angeles asking for their positions on issues important to the Sunland-Tujunga community as follows:

Dear Candidates,

The Sunland-Tujunga Neighborhood Council requests that you forward your positions in writing on the following issues by close of business April 29, 2005:

1. Planning Commission Reform: the experience of the STNC with the Planning Commission has led us to conclude that the Planning Commission seems to make decisions in an arbitrary manner without regard for community concerns. They have seemingly bypassed the community's well thought out and professionally presented questions and recommendations. They seem to have dismissed the decisions of their own hearing officers without explanation and apparently have limited accountability to the people of the City.

Therefore, what would you do, if elected, to reform the Planning Commission?

2. Oak Tree Protection ordinance: Currently the City's Oak tree protection extends only to lots larger than one acre. Our community loses Oak Trees every month that have taken hundreds of years to grow. Developers are actually pleased to find out that Sunland and Tujunga are part of Los Angeles and not other surrounding cities as that makes it much easier for them to cut them down.

What is your position on strengthening the Oak Tree Ordinance?

Thank you for your prompt reply.

Motion by Ed Condit.

Motion carried unanimously with one abstaining.

6: Canyon Hills follow-up letter (Lisa Keene).

Motion to send the letter to Committee (Julianne Maurseth).

Motion: I move that this letter go to Committee and that Lisa Keene work with Roberta Actor-Thomas and Debby Beck to send a letter with the same intent but integrating reference to our last letter to the Planning Commission.

Motion to send the letter to Committee by Julianne Maurseth passed unanimously.

There were no public comments.

Meeting adjourned at 10:12 PM

Minutes taken by Ava Wrightsman, 2005 Recording Secretary

Sunland Tujunga Neighborhood Council

Notes on Program of August 10, 2005

Mt. Gleason Middle School – 7 PM

The meeting was begun at 7:13pm with 17 Board members in attendance and approximately 70 in the audience. Chairman, Ken McAlpine, announced that this was not a regular board meeting as the posting was late by a few hours. Therefore any action items on our agenda would be postponed to a future posted regular meeting. Ken McAlpine welcomed newcomers and guests. The Pledge of Allegiance was said.

Crime Statistics:

Sunland Senior Lead Officer Larry Martinez reported on the recent crime statistics. There was a question and answer period where the following were discussed: Tattoos with 13 and 14 in them are usually gang related. The tattoo 5150 means that the person has been deemed crazy. It is recommended to use a cross cut shredder to shred documents to prevent ID theft. SLO Martinez would look into an allegation of possible drug dealing at the back of the parking lot by Starbucks. An individual had some concerns regarding traffic in Tujunga.

Public Comment:

Concerns and announcements included: People staying active regarding the Canyon Hills Development; Someone reported the slightly late posting on the agenda; The Kiwanis Incredible Duck Splash would be raising money to go back to the surrounding community; Registration for the McGroarty Arts Center would begin on September 10th and classes would begin on September 26th; McGroarty has a new sculpture garden; There would be a Neighborhood Watch meeting for the Sherman Grove area of Sunland; A position letter was being drafted by the Hillside Federation against Canyon Hills and it would be sent to City officials specifically regarding the Slope Density Ordinance; Various people were thanked for trying to stop the demolition of Weatherwolde Castle; The FAR/ICO passed the City Council. The Mayor was scheduled to sign it Friday; Someone suggested asking Mayor Villaraigosa to give back any campaign money that he had received from the Canyon Hills Developers; Help was requested on handling a developer that was working next door to a Stakeholder; The first farmers market would take place on August 20th; Opposition to Home Depot; Concern regarding the budget, which would be addressed at the next regular meeting of the STNC; Two people suggested STV2020 not be given further funding until the report for Phase I had been received; The need for a second emergency access on Hillhaven Avenue for Canyon Hills; Mark Seigel announced that his HAM radio classes begin this week and he is offering individual classes to accommodate people's schedules.

Chairman Ken McAlpine announced that he was glad that people caught the error in the posting so that the Stakeholders would be protected by the Brown Act.

Kristin Asadourian, Field Deputy for Council District 2, announced a coffee with Councilmember Wendy Greuel on Saturday, August 20th from 8:30-10:30am at the North Valley Neighborhood City Hall (NVNCH). She also announced that the Sunland Tujunga

Coordinating Council would be having a brunch on Saturday, October 1st at 10am at the NVNCH.

Award Presentations:

Ed Rock was presented with a certificate commending him for his volunteer contributions to the STNC and was wished a happy birthday.

Cindy Cleghorn was presented with the Chairman's Award for Outstanding Volunteer to acknowledge her five years of continuous incredible volunteer service to the STNC and the Sunland-Tujunga Community. Chairman Ken McAlpine read a proclamation about her many contributions.

John LaRocca was presented with an award for being the Founding Chairman of the DAC and for being the longest standing committee chair. He was thanked for his wonderful contributions to the community.

Chairman's resignation:

Chairman, Ken McAlpine, read the following letter:

“Friends, neighbors, and fellow Board members,

Due to an extraordinary confluence of career demands and personal obligations, I find that I will not have adequate time to devote to the chairmanship of the STNC for the remainder of my term. After several months of thoughtful consideration, I have decided that it would be best for me to step aside and allow the Board to select a new Chairman to help us maintain our momentum during the next exciting months. Therefore, effective September 15th, I am resigning as Chairman of the STNC and leaving the Board. I will work with our Executive Committee and our Board for the next weeks to transition responsibilities to our Vice Chair until our Board selects a new Chairman.

I cherish the opportunity I've had as the first chairman of our certified STNC. During my four terms as Chairman, and the six years that I've served with the STNC, I've been encouraged to see the great progress this community has made, and even more as I see the great things that lie on the horizon for my hometown. I remain a faithful supporter of the STNC, and I intend to resume my work with the STNC and its committees when my circumstances again permit me to do so.

Sincerely,

Ken McAlpine
Chairman
Sunland Tujunga Neighborhood Council
(2002 2005)”

At the conclusion of the letter, Ken received a standing ovation to acknowledge his contributions to the Sunland-Tujunga community.

Program Speaker: Officer Bill Travis and Mitch Herman:

Officer Bill Travis announced that the Jeopardy Program is an LAPD program designed to help “at risk” children to get off of drugs, out of gangs and give them a positive direction in life. Officer Travis described the brief history of how the program was developed by Officer Richard Stocks. The program is comprised of the following basic parts: 1) Tutoring for Academics, 2) Activities for the children, such as sports, chess, etc. to make the children want to come and participate, 3) counselors who are usually college students ages 21-22, 4) Mandatory parenting classes for 10 nights for 1.5 hours each. The program is for children ages 9-17.

The Jeopardy Program is volunteer driven. Currently the Clubhouse at Sunland Part is available on Saturdays from 2pm-5pm to do tutoring, activities and parenting classes. Officer Travis has already requested a list of “at risk” children from the local schools. The plan is to get a full-fledged Jeopardy program going in Sunland/Tujunga.

Mitch Herman invited anyone who would like to volunteer to come to the Sunland Park Clubhouse on Saturdays from 2pm-5pm to get training as a tutor. Officer Travis stated that this tutoring program (HELP) is very easy. It breaks down the learning process into simple parts.

There was a question and answer period. The following were discussed:

- There is a City Attorney approved curriculum for the parenting classes. T
- The Toonerville Gang was started by Dodgers Stadium and migrated up to Sunland-Tujunga. The Logan Heights Gang was started in the East LA area and has migrated up to Sunland-Tujunga.
- The Jeopardy program does not accept gang members.
- The biggest problem with Armenian gangs is ID Theft.
- There are various Church groups that help out on the Jeopardy program, such as Youth With a Mission and Scientology.
- Officer Travis encouraged parents to find out what kids are interested in doing and get them into activities.
- The Pacoima Jeopardy Program is located at 11844 Glenoaks Blvd.
- All portions of the Jeopardy Program are under the LAPD.
- The best ways to help as an untrained person are 1) to get trained as a tutor and to tutor kids one on one. English, Spanish and Armenian tutors were needed. 2) To teach the kids baseball, dancing, art, karate, etc.
- What is available to the community through Jeopardy is what the community brings to Jeopardy.

Public Comment:

Concerns and announcements included: The posting didn't occur on time, so any action taken in this meeting could have been challenged; People were asked to get involved with the STNC; The date of the postponed regular meeting would be announced soon; The

dates of the September Agenda and Regular meetings were announced; People were asked to make sure that 5% of their Office Depot purchases would go towards a local school by telling the person at the checkout register.

The meeting was adjourned at 8:42 p.m.

Minutes by Ava Wrightsman, Recording Secretary.

Sunland Tujunga Neighborhood Council
Board Meeting Minutes for August 17, 2005
Mt. Gleason Middle School – 7 PM

Ken McAlpine called the meeting to order at 7:10 PM. There were 16 Board members in attendance and 28 in the audience. Ken McAlpine welcomed newcomers and guests. The Pledge of Allegiance was said.

Executive Committee Reports

Recording Secretary: The minutes of June 8th, 2005; July 6th, 2005 and July 13th, 2005 were approved as presented.

Public Comment

The following issues and concerns were brought up: a booklet was distributed called "Redevelopment: The Unknown Government"; a request that STV 2020 not be funded; a concern that Commerce Avenue would be bulldozed; Concern regarding the speed on Eldora due to speed bumps on Oro Vista; a stop sign request for Wyngate; Petitions to sign regarding Weatherwolde Castle; Concern regarding possible graffiti on a future Intersection 2006 art display in Sunland-Tujunga; Cindy Cleghorn announced that due to an allegation of potential conflict of interest, C&M Printing would no longer provide printing and mailing services to the STNC; a request was made for the supposed documents regarding eminent domain in connection with STV 2020; Roberta Actor-Thomas was thanked for her accomplishments on the FAR/ICO; Mark Seigel stated that a great deal of the C&M Printing fees are for postage for the monthly mailings; Robin Meares stated that she was trying to help Mark Seigel and Cindy Cleghorn by recommending that they check with DONE regarding any possibility of a conflict of interest; Cindy and C&M had been very helpful to the STNC; a request was made to operate under 54954.2 of Subdivision A2 of the Brown Act and act on the DWP pay increase during this meeting as an emergency, although it had not been previously posted as a topic for the meeting;

Committee Reports

DAC: Debby Beck stated that the Ford Property Ground Breaking would be postponed. The plans were in plan check. The architect would be at the next DAC meeting.

Dale Thrush, Planning Deputy for Councilmember Wendy Greuel, reported the following:

- FAR/ICO: This ordinance had been approved by the City Council. It was going through the Mayor's Office and should be legally binding in about one month.
- Canyon Hills: The PLUM meeting would take place on Tuesday, September 13th.
- The Golf Course Property: No significant changes were anticipated in the use of this property. Dale recommended small scoping meetings and then a large community meeting on the project.
- Home Depot: The next Home Depot meeting was announced. It was also announced that Home Depot did not want to continue discussions with the community.

-Motion Submitted by Councilmember Wendy Greuel: Dale distributed copies of a motion for a general plan amendment on building, which had been presented by Councilmember Greuel.

In response to various questions and answers, the following were mentioned: The next Home Depot meeting would be a small meeting. The motion was done as there is activity in three of the areas subject to the motion. The FAR moratorium cannot be speeded up anymore than 30 days without invalidating it. Anyone who wanted to change how his or her property was affected by the motion would have to get a general plan amendment. The motion will require lot sizes to be larger than they had been before.

Outreach: Mona Curry announced the Farmer's Market. She thanked CD2 for supporting the porta-potties. She also thanked Peter Babaian and Cindy Cleghorn for their assistance in making the Farmer's Market possible. Mona announced that 50-60 new people had signed up for information about the STNC at the Watermelon Festival. She thanked Linda Casteel for her help at the Festival.

Old Business

1: Support Transit Shelter Installation (Robin Meares):

Motion: Robin Meares moved that the STNC support the installation of ten Transit Shelters by Viacom/JC Decaux tentatively scheduled for the following Bus Stop locations:

WB Foothill NS Oro Vista	NE Corner
EB Foothill FS Fenwick St	SE Corner
WB Sunland NS Fenwick St	NE Corner
WB Foothill NS Saluda Ave	NE Corner
EB Foothill FS Tujung Cyn	SE Corner
EB Foothill FS Pinewood Ave	SE Corner
WB Foothill NS Pali (Island)	NE Corner
EB Foothill FS Pali	SE Corner
WB Foothill NS Pinewood	NE Corner
WB Foothill NS Mt Gleason	NE Corner

95% of those installed will be the Boulevard Shelter types. They will be installed at no cost to the City. Our Council District will share in the revenues of the advertising. The maintenance will be the responsibility of Viacom/JC Decaux.

I further move that our approval is contingent upon approval of final locations of transit shelters and the opportunity to suggest design changes.

Motion by Robin Meares. This motion was seconded by Ava Wrightsman at the March 9, 2005 meeting.

Debby Beck reported that the DAC had passed a motion to accept the boulevard style transit shelters with the dark green color.

The motion failed with 6 assenting votes and 7 dissenting votes.

2: Position Letter re: Planning Committee (Julianne Maurseth):

Motion: Julianne Maurseth moved that the STNC approve the “draft” position statement in response to the Planning Commission Report on the Canyon Hills hearing.

Motion by Julianne Maurseth. Motion postponed, as Julianne was not able to attend the meeting. This motion has not been seconded yet.

3: Strategic Plan Strategy (Julianne Maurseth):

Motion: Julianne Maurseth moved that the STNC approve recommendations from the Strategic Planning Committee regarding short-term “wins” for the Community.

Motion by Julianne Maurseth. Motion postponed, as Julianne was not able to attend the meeting. This motion has not been seconded yet.

New Business

1: VANC “Best Of” Awards (Mark Seigel):

Motion: Mark Seigel moved that the STNC participate in the VANC “Best Of . . .” Awards to be held on November 10, 2005 and that STNC nominate the following three categories:

1. Best Quality of Life Program = FAR/ICO
2. Best Inter-NC Program = STNC for their participation in the DWP Memorandum of Understanding
3. Best Community Outreach = STNC’s monthly postcard outreach

Motion by Mark Seigel. Motion seconded by Deborah Ray.

Motion carried unanimously.

2: Accept Resignations (Ava Wrightsman):

Motion: Ava Wrightsman moved that the STNC accept the resignations of Paul Armbruster, District 4 Representative; John LaRocca, DAC Chairman; and Ed Rock, Budget Committee Member.

Motion by Ava Wrightsman. Motion seconded by Michelle Sahfran.

Motion carried unanimously, with one abstention.

3: Appoint Rhonda Herbel to Budget Committee (Robin Meares):

Motion: Robin Meares moved that the STNC accept Budget Committee's recommendation of appointing Rhonda Herbel to the Budget Committee to replace Ed Rock.

Motion by Robin Meares. Motion seconded by Mona Curry.

Motion carried unanimously.

4: Support Public Art Project (Robin Meares):

Motion: Robin Meares moved that the Sunland Tujunga Neighborhood Council, join Council District 2 and the McGroarty Arts Center in writing a letter of support to Joe Smoke of The Cultural Affairs Department of The City of Los Angeles for the grant application for the Public Art Project from the Eagle Rock Community Cultural Association entitled "INTERSECTION 2006".

Motion by Robin Meares. Motion seconded by Michelle Sahfran.

Motion carried unanimously with 2 abstentions.

5: Approve 05/06 Budget (Robin Meares):

Motion: Robin Meares moved that the Sunland Tujunga Neighborhood Council accept the Budget Committee's recommendation and approve the attached budget.

Motion by Robin Meares. Motion seconded by Ed Condit.

A copy of the budget was provided to all board members in the Program packet of the August 17th, 2005 meeting.

The Motion carried with 11 assenting votes, 4 dissenting votes and one abstention.

6: Safety Committee Budget (Robin Meares):

Motion: Robin Meares moved that the availability of the Safety Committee's 05/06 Budget is contingent upon regularly scheduled Safety Committee meetings.

Motion by Robin Meares. Motion seconded by Michelle Sahfran.

Motion failed with 1 assenting vote, 11 dissenting votes and 2 abstentions.

7: Surveillance Camera Purchase (Robin Meares):

Motion: Robin Meares moved that before the release of funds for the Surveillance Camera Equipment, the STNC will have written confirmation from the responsible party at the LAPD that the surveillance equipment is in working order and that all warranties

and guarantees are available. This is in accordance with DONE's requirements for the purchasing of equipment.

Motion by Robin Meares. Motion seconded by Mona Curry.

Motion failed with 4 assenting vote and 8 dissenting votes.

8: Transfer \$1,557.26 from 04/05 Budget (Robin Meares):

Motion: Robin Meares moved to transfer \$1,557.26 from the 04/05 Outreach Budget to the Administration Budget.

Motion by Robin Meares. Motion seconded by Louise Clarke Stone.

Motion carried unanimously.

9: \$1,000 for Clerical Help (Robin Meares):

Motion: Robin Meares moved that the STNC add a new line item to the Administration Budget with a budget of \$1,000 to cover the costs of temporary clerical help for the extensive copying costs and costs to research past records for the recent public requests. This clerical help would be hired and administered by the STNC Logistical Chair, Ed Rock. Robin further moved that these monies be taken from the unspent 04/05 Equipment Funds.

Motion by Robin Meares, as amended by Mark Seigel. Motion seconded by Louise Clarke Stone.

The Amended Motion carried unanimously.

10: September Ford Ground Breaking (Debby Beck):

This motion was postponed to the September meeting at the request of Debby Beck. The motion was not seconded.

11: Preservation of Historic Buildings (Barbara Howell):

Motion: Barbara Howell moved that the STNC support efforts to preserve the historic and culturally significant buildings and homes in Sunland/Tujunga by creating a new DAC Historic Preservation Team to collaborate with the Little Landers Society. Barbara volunteered to be the Team Leader.”

Motion by Barbara Howell. Motion seconded by Robin Meares.

Motion carried unanimously with one abstention.

12: Add Noise Survey to STNC Website (Barbara Howell):

Motion: Barbara Howell moved that the STNC add a link to a noise survey on the STNC web site. Purpose of the survey is to gather data from Stakeholders on the perceived level of noise in the community, and to use its results to show the need for and support of solutions for noise control.

A community Stakeholder has volunteered to do all the work of maintaining and tabulating the results of the survey, and he will make the information available at any time for the STNC. He has also volunteered to pay all costs for the survey, so there is no cost to the STNC.

Motion by Barbara Howell. Motion seconded by Robin Meares.

Motion failed with 5 assenting votes and 9 dissenting votes.

Greg Nelson from the Department of Neighborhood Empowerment (DONE) commented that the portion of the Brown Act that covers emergencies should never really be applicable to Neighborhood Councils. The main purpose of it is for natural disasters and other such occurrences. Therefore, the STNC was not able to proceed on action related to the DWP pay raise, as requested by the Stakeholder during the first Public Comment Period.

Second Public Comment

The following issues and concerns were brought up: A DONE handout was available for all board members; A poem was read; More money was needed for capital improvements on Tujunga Canyon Blvd; All outstanding STNC paperwork should be gotten into the STNC office; Oversight and a Special Board Meeting were requested on STV 2020; Another Stakeholder was interested in the DAC Chair position and was referred to the DAC; One individual stated that she felt insulted by the newspaper and others at the meeting; Concern was voiced over Community Redevelopment Agencies and eminent domain; ValleyOfTheStars.net was mentioned; It was clarified that ValleyoftheStars.net is not connected to STV 2020; STNC should be a representative body and represent Stakeholder concerns.

Meeting adjourned at 10:24 PM

Minutes taken by Ava Wrightsman, 2005 Recording Secretary

MOTION 1: SURVEILLANCE CAMERA PURCHASE

[Nina Royal] I move that

MOTION 2: APPOINT CHAIR

[Robin Meares / Louise Stone] I move that that STNC appoint Louise Stone / Peter Babaian to fulfill the term of 2005 Chair Ken McAlpine.

MOTION 3: APPOINT RECORDING SECRETARY

[Julianne Maurseth] I move that the STNC appoint Paula Warner to the position of Recording Secretary.

MOTION 4: NO KILL SHELTER SUPPORT LETTER

[Mark Seigel] I move that

MOTION 5: OPPOSITION LETTER; 10053-55 SAMOA

[Debby Beck] I move that the STNC opposes the subdivision of 10053-55 Samoa and sends the attached letter:

MOTION 6: DAC APPOINTMENT

[Debby Beck] I move that the STNC appoint to the DAC those members as recommended by the DAC in their Aug/Sep xxth DAC meeting. These DAC recommended appointments are included on the attached roster. I further move that the STNC appoint Richard Pozzo to chair the DAC as also recommended by the DAC.

MOTION 7: STANDING RULES - ETHICS

[Mark Seigel] I move that the STNC approve the Standing Rules recommendations of the Bylaws Committee regarding STNC Rules of Conduct as follows:

STANDING RULES – GRIEVANCE PROCEDURE

[Mark Seigel] I move that the STNC approve the Standing Rules recommendations of the Bylaws Committee regarding Grievance procedures as follows:

MOTION 8: WEATHERWOLDE CASTLE

[Mark Seigel] I move that the STNC support the recommendation of the DAC to support the position of preserving Weatherwolde Castle as a Historic Monument and that a letter stating this position be sent to the City Council and to the Cultural Heritage Commission as soon as possible.

MOTION 9: EXPAND GRIEVANCE COMMITTEE (if needed)

[Nina Royal] I move that

MOTION 5

September 14, 2005

Emily Gabel-Luddy
Deputy Advisory Agency
City of Los Angeles
Department of City Planning
Subdivision Unit, 7th Floor (Main City Hall)
200 North Spring Street
Los Angeles, CA 90012

Re: 10053-55 N. Samoa Avenue,
Tentative Tract Map No. 62095
ENV-2005-0926-CE

Dear Ms. Luddy:

At its September 14, 2005 meeting, the Sunland Tujunga Neighborhood Council voted to oppose the applicant's request at this time for subdivision for an 11-unit residential condominium conversion of the subject property for the following reasons:

1. The density in this area exceeds the capacity;
2. Parking is insufficient
3. The narrowness of the existing public street is only 23-feet which is not in agreement with the application;
4. The existing building is not to condominium standards; and
5. The proximity of the subject site to Commerce Avenue's retail area will exacerbate an already dense area.

Thank you for your consideration of our request. If you have any questions or concerns, please contact our offices at (818) 951-7411.

Thank you,

Ken McAlpine, Chair
Sunland-Tujunga Neighborhood Council

cc: Councilmember Wendy Greuel, CD 2
Attn: Dale Thrush, Planning Deputy

STNC Rules of Conduct

1. I will commit to learn the applicable laws that govern Neighborhood Councils, including bylaws, standing rules, the Brown Act, ethics rules, DONE rules, and those parts of the city ordinances and the City Charter that are applicable to the STNC.
2. I will conduct myself in a professional and civil manner at all times as a representative of the Sunland Tujunga Neighborhood Council (STNC).
3. I will not speak to government officials or third parties officially on behalf of the STNC unless authorized to do so by approval of a majority of the Boards.
4. I will treat each member of the Board and members of the public with respect at all times, regardless of an individual's opinion, ethnicity, race, sexuality, age, disability, religion, or ideology.
5. I will demonstrate esteem and deference for my colleagues and the public, even in the face of disagreement or differences of opinion.
6. I will communicate my ideas and points of view clearly and as succinctly as possible, and allow others to do the same without interruption.
7. I understand that Board members are volunteers, and that there are many issues to consider. I will respect the time given by each member, and as a proponent see that issues are quickly presented, as a decision maker see that issues are completely understood before voting.
8. I will not use my position on the Board for self-promotion of myself, my business, or the business of others.
9. I will immediately disclose to the entire Board any personal interest I may have in any issue before the Board, and recuse myself from voting on that issue.
10. I will not use language that is abusive, threatening, obscene, or slanderous, including using profanities, insults, or other disparaging remarks, gestures, or respiration.
11. I will not use derogatory language about an individual's ethnicity, race, sexuality, age, disability, religion, or ideology.
12. I will take responsibility for my own actions. If I make a mistake, or inadvertently break a rule, once notified, I will without rancor make amends where possible, and endeavor not to repeat it again.
13. I will report any violations of the laws or rules promptly to any member of the Executive Committee, in a civil manner.
14. I will seek to present information truthfully, and will not knowingly misrepresent, mischaracterize, or misquote.
15. I pledge to truly listen and to hear other points of view.
16. I will practice the art of being able to disagree without being disagreeable.
17. If I am leading a meeting I will act as a non-partisan facilitator in debates, and will make every effort to allow every view to be heard, and every motion and amendment to be debated and voted on.
18. If I am leading a meeting I will ask any Board or Committee member or guest who engages in personally hostile, insulting, abusive, or disruptive language or behavior to desist and apologize immediately, or to leave the meeting. If the language or behavior continues I will ask the Board or Committee to adjourn.

Motion: That the STNC approve the Standing Rules recommendations of the Bylaws Committee regarding Grievance Procedure as follows:

Grievance Procedure:

1. Any STNC community stakeholder who is adversely affected by a decision of the Board, or who feels that the conduct of the Board or one of its Committees is not in accordance with the governing principles listed in Article XII of the Bylaws, may submit a written grievance to any member of the Executive Committee.
2. The Recording Secretary shall announce that a grievance has been filed at the next regular meeting of the STNC, and shall describe the general nature of the grievance without including personal details.
3. The Chair, with the approval of the Executive Committee, shall appoint a Grievance Committee within five days of receiving the grievance. At least three persons shall be appointed to this Committee, and these persons should be generally thought of by the community as being fair and unbiased, and shall not have a conflict of interest with the matter involving the grievance, nor with any persons who may be a party to the grievance.
4. The Grievance Committee shall have three responsibilities: conducting an investigation to ascertain the validity of the claims made in the grievance; fact-finding related to these claims; and formulating a resolution and/or a set of recommendations intended to respond to the claims made in the grievance, should they be found to be valid. These results shall be presented to the Board in written form within 30 days of the formation of the Grievance Committee, if possible. If it is not possible to do this within 30 days than an interim report shall be provided to the board, and the Committee shall continue its process. The Grievance Committee should conduct its business in private, as provided for in the Brown Act.
5. When the Board receives the report of the Grievance Committee it shall vote on whether or not to accept the proposed resolution and recommendations of the Committee. The specific findings of the Committee shall not be read out at the Board meeting, but shall be kept under seal in the STNC archives. They may be viewed privately by interested Stakeholders upon demand.
6. When the Board has voted to accept a resolution to a grievance, the Corresponding Secretary shall inform the person who filed the grievance of this resolution. The filer may accept this resolution, or, if not satisfied, may appeal the matter to DONE.
7. The Grievance Committee shall be dissolved once it has presented its findings and recommendations to the Board.
8. The Board may vote to accept or reject the findings and recommendations of the Committee, but it may not vote to modify or amend them. It may vote to supplement them with other material, however, if it desires to do so.

Dear Ken: In light of the flurry of requests for STNC documents, I feel it is my responsibility to advise you, as Chair, that formal procedures for recordkeeping by the STNC are needed. I am forwarding a copy of this message to Shirley Kelstrom, STNC parliamentarian, and Ava Wrightsmann, STNC recording secretary, for their review and comments or corrections as to process and implementation.

1. All committee chairs are required to maintain full and accurate records of meetings in file(s) kept at the STNC office, as well as posting on the STNC website (in pdf format). Documents to be maintained in said file(s) are to include
 - a. the name of the committee and all (official) members;
 - b. agendas;
 - c. backup documentation for motion(s) and related meeting handouts;
 - d. sign-in sheets; and
 - e. minutes of business conducted.
2. STNC records are to be maintained in an orderly (chronological) manner, in folder(s) labeled with the committee name, chair or recordkeeper name, and identifying dates for ease of reference.
3. Request(s) for document(s) are to be submitted in person to the STNC during regular business hours. Request(s) must include the following information:
 - a. Full name, mailing address, and telephone number of requestor;
 - b. Request form must be dated and receipt information (date, time and name of individual accepting request on behalf of STNC) noted on original request; and
 - c. Itemized list of document(s) to be copied. Identification of documents should include as much information as possible so as to correctly identify (i.e. date, title, type (Minutes, letter, summary, agenda, program)).
4. Upon review of file(s) by a board-designated STNC executive committee member, the original requestor is to be notified of date and time file(s) will be available at STNC office for their review and request for copying. Under no circumstances are files to be removed by requestor from the STNC office, or for the file review to be unsupervised by STNC volunteer personnel. Documents to be copied are to be temporarily clipped or tagged so as not to damage or cause harm to said documents. It is not the responsibility of STNC volunteer officers or personnel to "search" for requested documents. Requestor is to be available for such search and production. Access to public files is required by the Public Records Act (the "Act").
5. A confirming letter to requestor must be prepared by the STNC Recording or Corresponding Secretary as follows:

This will acknowledge receipt of your request for the following documents from STNC's files: [cite exact description from written request].

Although you did not specifically state that you are making a request under the Public Records Act (the "Act"), the

statements in your e-mail will be treated as if making a request under the Act.

The Act is a state law that allows you the ability to inspect non-exempt and reasonably identifiable writings that reflect the public's business and that are prepared, owned, or retained by a local agency. (Gov't Code §§ 6252 et seq.) Under the Act, you are required to reasonably identify or describe the records that are being sought. (Gov't Code § 6253(b).) Under the Act, the public may inspect reasonably identified records only if the records being requested exist and are not exempt (Gov't Code §§ 6252 and 6253(d).) In addition, there is no obligation to create a record for the purpose of responding to a request. (Gov't Code § 6253(c)(4).)

We have located the committee/financial records for _____, that were kept and maintained during the time from _____, 200_ to _____. There are an estimated ___x___ number of pages that are responsive to your request. Please send your check in the amount of \$.00 [... work with DONE ... will DONE copy? will the NC provide the copies? Under the Administrative Code \$1.00 is allowed for the first page with .10 cents per page thereafter

6. Requests for documents will be handled and queued in the order in which the request(s) is/are received. STNC must provide requestor access to requested documents (under 100 pages) within a maximum of 30 days of acknowledged receipt of the request. Larger productions may require an extension of time and the requestor will be advised of an expected date of availability.
7. STNC is to advise requestor of any copying charges and method of accepted payment at the time the order for document(s) is determined, and the anticipated date and time for requestor obtained copied document(s). Gov't Code §§ 6252 and 6253(d).
8. STNC volunteer personnel must maintain confirming record of acceptance of payment for copying of requested documents, as well as a signed statement from requestor acknowledging receipt of said copy/ies.

I further recommend that the following forms be prepared for use by volunteer STNC officers and personnel:

9. Request for document(s) form;
10. STNC acknowledgment of receipt of request;
11. Advice document regarding review time and copying costs;

[Do we want to offer electronically submitting documents to requestor via CD or electronic mail?]

12. Confirmation of record acceptance and payment of copying charges.

Volunteer STNC officer or personnel is to prepare a *duplicate* copy of records submitted to requestor and place in a separate file listing: Documents Produced on month/day/year pursuant to request of [requestor name] dated month/day/year. A full and complete copy of the requestor's form is to be placed on the front of this packet of document(s).

13. STNC volunteer is to electronically or telephonically advise STNC Chair and involved committee chair of completion of transaction.

[date]

[addressee]

Re: Request for documents

Dear _____:

This will acknowledge receipt of your request for the following documents from STNC's files:

[cite exact description from written request]

Although you did not specifically state that you are making a request under the Public Records Act (the "Act"), the statements in your e-mail will be treated as if making a request under the Act.

The Act is a state law that allows you the ability to inspect non-exempt and reasonably identifiable writings that reflect the public's business and that are prepared, owned, or retained by a local agency. (*Gov't Code §§ 6252 et seq.*) Under the Act, you are required to reasonably identify or describe the records that are being sought. (*Gov't Code § 6253(b).*) Under the Act, the public may inspect reasonably identified records only if the records being requested exist and are not exempt (*Gov't Code §§ 6252 and 6253(d).*) In addition, there is no obligation to create a record for the purpose of responding to a request. (*Gov't Code § 6253(c)(4).*)

We have located the financial records for _____, that were kept and maintained during the time from _____, 200_ to _____. There are an estimated ___x_ number of pages that are responsive to your request. Please send your check in the amount of \$.00 [... work with DONE ... will DONE copy? will the NC provide the copies? Under the Administrative Code \$1.00 is allowed for the each request plus .10 cents per page thereafter.

Thank you for your support.

Sincerely,

Louise Clarke Stone
Corresponding Secretary
on behalf of
Sunland-Tujunga Neighborhood Council