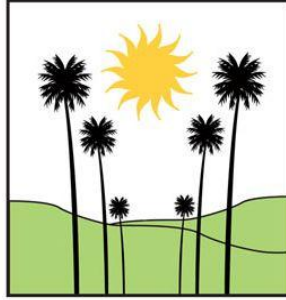


CITY OF LOS ANGELES  
CALIFORNIA



**EXECUTIVE COMMITTEE**

CONNIE CASTRO  
*PRESIDENT*

TAMMY MEMBRENO  
*VICE-PRESIDENT*

ANTHONY MANZANO  
*TREASURER*

SCOTT JOHNSON  
*RECORDING SECRETARY*

EDWARD R. SANTILLAN  
*CORRESPONDING SECRETARY*

**LA-32 COMMUNITIES**

EL SERENO

HILLSIDE VILLAGE

ROSE HILLS

UNIVERSITY HILLS

**LA-32 NEIGHBORHOOD COUNCIL**

**General Board Meeting Agenda**

Wednesday, February 6, 2013

6:00PM-9:00PM

El Sereno Senior Citizen's Center  
4818 Klamath Place, Los Angeles, CA 90032

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Review and approval of minutes of January 2, 2013 LA 32 General Board Meeting
5. Welcome to Officials
  - a. Elected (Senator-State Assembly-Mayor-City Council-Neighborhood Council)
  - b. CD-14 (Updates)
  - c. LAPD
  - d. SEA – Gang Intervention Update
6. Public Comments – Comments from the public on non-agenda items within the Board's subject matter jurisdiction. Public comments are limited to two minutes per speaker
7. President's Report
  - a. Announcement of Marie Salas and Dr. Tom Williams Resignation and announcement of vacancies
8. Treasurer's Report
  - a. Present Actualized Balance Sheet for Board Members/Stakeholders for month of January
  - b. Present Actualized LA32 NC Inventory Control List for all LA32 property/equipment
  - c. **ACTION ITEM:** "Motion that LA 32 NC approve of payment to Department of Recreation & Parks, for use of the El Sereno Senior Center for calendar year 2013, not to exceed \$800
9. Board Member Announcements
10. Committee Reports: (\*\*Committee chairs must submit formal request during Executive Committee Meeting for agenda consideration).
  - a. **Standing Rules Ad Hoc Committee:**
    - i. **RESOLUTION:** To approve the LA 32 Interim Standing Rule: LA 32 NC Guidelines for Expenditures, Attachment A.
  - b. **Land Use and Development:**
    - i. **RESOLUTION:** "Land Use and Development Committee recommend to the LA 32 Board the development of the **DRY** 7-Eleven Convenient Store/Conditional Use Permit to the City of Los Angeles Planning Department for the establishment of a 24 hour 7-Eleven convenience store and gas service station with parking at 5530 E. Valley Blvd. in the City of Los Angeles and recommends the LA 32 Board write a letter to Mr. Charles J. Raush, City of Los Angeles Zoning Administrator outlining LA 32 Boards recommendations (\*\* LUD Attachments noted as Attachment B)
  - c. **Arts and Culture:**
    - i. **ACTION ITEM:** "Motion that the LA32 Neighborhood Council provide funds not to exceed \$1500 for kites, awards, materials, promotional items, refreshment and snacks for the 2013 Third Annual Kite Flying Festival"

**d. Membership and Outreach:**

- i. **REPORT ITEM:** "Update the LA 32 Board with a Plan of Action and update of expenditures for the District 2 – LAUSD Candidate Forum"

**e. Beautification Committee.**

- i. **RESOLUTION:** "Motion to accept letter of encouragement to distribute to businesses within the LA 32 Community. (Letter is denoted as Attachment C)"
- ii. **RESOLUTION:** "Motion to accept letter of thanks to distribute to businesses within the LA 32 Community. (Letter is denoted as Attachment D)"
- iii. **RESOLUTION:** "Motion to send letter to Mexicana Food Market"

11. Old Business - None
12. New Business - None
13. Adjournment

*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 occasions, shall: (1) Make a Motion for Reconsideration and, if approved, (2) hear the matter and take action. If the motion to reconsider and action is to be scheduled at the next regular 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 Brown Act.*

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*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 is within the committee's subject matter jurisdiction will be heard during the Public Comment period. Public comment is limited to 2 minutes per speaker and for a maximum of 20 minutes, unless waived by the presiding officer of the board. In compliance with Government Code section 54957.5., non-exempt writings that are distributed to a majority or all of the board members in advance of a meeting may be viewed at El Sereno Senior Citizens Center, 4818 Klamath Place, LA, CA 90032 during the monthly General Board Meeting held the First Wednesday of each month. In addition, if you would like a copy of any record related to an item on the agenda, please contact Recording Secretary, Scott Johnson, in writing. All Records can be viewed at the LA-32 NC office located at 4927 Huntington Drive, Suite 111 Los Angeles CA 90032. Agenda is posted for public review at the El Sereno Library, 5226 Huntington Drive So., LA, CA 90032, El Sereno Senior Citizens Center, 4818 Klamath Place, LA, CA 90032, El Sereno Recreation Center, 4721 Klamath St, LA, CA 90032, Rose Hills Recreation Center, 4530 Mercury Avenue, LA, CA 90032, and CSULA, 5151 State University Drive, LA, CA 90032. As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting you wish to attend by contacting the Department of Neighborhood Empowerment at (213) 485-1360 or [NCsupport@lacity.org](mailto:NCsupport@lacity.org)*

LA-32 Neighborhood Council General Board Meeting Minutes  
January 2, 2013  
El Sereno Senior Center  
Prepared by Scott Johnson

**1. Call to Order:**

Meeting Called to Order by President Connie Castro at 6:05 P.M.

**2. Pledge of Allegiance:**

Pledge was led by Treasurer Anthony Manzano

**3. Roll Call:**

Roll Call was facilitated via a Sign In Sheet and verbal reading of the roll; the following were present upon its completion. Connie Castro, Tammy Membreno, Anthony Manzano, Edward Santillan, Tom Williams, Roxana Melgar, Cynthia Sandoval, Felix Andrade, George Pantages, Hugo Pacheco and Scott Johnson. The 11 members constituted a quorum.

The following members arrived after Roll Call. Michael McGuire, Miguel Hernandez, Mike Roseberry and Ruben Chavez. (4)

The following members were absent. Angelica Duarte, Michael Oropeza, Francisco Valenzuela, Yesica Contreras and Brenda Moralez. (5)

**4. Review and approval of minutes from December 5, 2012 LA-32 General Board Meeting:**

**\*\* Upon review of the minutes, the Motion to approve the 12/5/12 General Board Meeting Minutes without correction, was called for by Anthony Manzano and seconded by Tammy Membreno. The Motion was approved by an 11-0-2 vote with Scott Johnson and Connie Castro abstaining.**

**5. Welcome to Officials:**

William Morrison of the 51 AD Republican Central Committee, spoke in opposition to proposed LA County Clean Water Parcel Tax.

Julio Esperias of CD City Councilman Jose Huizar El Sereno Office gave a brief update on 710 Freeway Meeting. Michael McGuire asked Esperias about Councilman Huizar's \$10,000 Ethics Commission Fine. Esperias could not comment on a "campaign issue".

Connie Castro stated that LAPD could not attend due to staffing issues.

**6. Public Comment:**

Joe Cano - Commented on the 710 Freeway. Cano stated there was no "Q and A" and that MTA "was on the run, in regards to its last meeting.

George Cabrera - Commented on the possible closure of the Wilson High School JROTC Program. Cabrera gave out contact information for those interested.

Felix Hernandez - Commented on the importance on the Sports and Recreation Committee.

Pedro Carrillo - Introduce himself as the hire consultant for University Hills/ Valley Blvd. 7-11 Project. He

announced that the Planning Commissioner Meeting at City Hall on January 16, 2013 (Rm. 1020) and CSULA Community Meeting on January 17, 2013.

William Morrison - CD 1 City Council Candidate. Morrison commented on proposed development of "Flat Top" in Lincoln Heights and announced the dates, location and time of CD 1 Candidate Forums.

Albelardo Diaz - LAUSD District Two School Board Candidate. Comment on issues with high school class size and briefly mentioned his laundry list of issues. "Monica is for Charter Schools".

Ivan Speigal - Council for Councils. Speigal gave background on this support group for neighborhood councils. Also commented on the need to create exclusive email accounts for NC business.

### **7. President Report:**

President Connie Castro gave the following report.

First was the reading of the following Action Item.

a. **ACTION ITEM:** *"Move to approve LA 32 Board Retreat on Saturday January 26<sup>th</sup> from 9am to 1pm and move to approve an amount up to \$500 for refreshments to be made available during the Board Retreat"*.

Michael McGuire - who will make the agenda?

Hugo Pacheco - commented on Ivan Speigal past work with the Boyle Heights Neighborhood Council

Scott Johnson - commented on the need of all board members to complete their Ethics Training by the time of the retreat.

**\*\* The Question to approve the above Motion was called for by Tammy Membreno and seconded by Scott Johnson. The Motion was approved a 11-2-1 vote with Pacheco, Williams voting no and Connie Castro abstaining**

Castro completed her report by commenting on the Arroyo Park Grand Opening, Huntington and Van Horne Tree lighting events, then lastly commenting on upcoming Treasurer Training.

### **8. Treasurer's Report:**

Treasurer Anthony Manzano gave his report with handouts as requested.

Comments on this agenda item were made by the following.

Luis Sanchez - Commented on the status of \$500 dollars approved for karate classes at El Sereno Park.

Felix Hernandez - Commented that he was on the Sports and Recreation Committee when the expenditure for the class was approved. This issue has been pending for a year.

Ruben Chavez - Commented on his past reckoning of this issue.

### **9. Board Member Announcement:**

Scott Johnson - Announced upcoming Education Committee Meeting.

Cynthia Sandoval -Announced Membership and Outreach Committee Meeting.

Mike Rossberry - Commented on El Sereno Park PAB

Michael McGuire - Sale Tax Agenda item for March Elections.

Hugo Pacheco - Comments on "Mickey Parklet".

Tom Williams commented on selected process of the Parklet comm.

Cynthia Sandoval was on the Parklet committee.

Scott Johnson backed up Williams comment on lack of inclusion.

Ruben Chavez - Commented on need for Maycrest Parklet.

Connie Castro - Reminded committee chairs about following the Ralph M. Brown Act.

## **10. Committee Reports:**

### **a. By-Laws Committee:**

**ACTION ITEM:** *"Motion to approve LA 32 President Connie Castro's recommendation and appointment of Tammy Membreno as Chair, Tom Williams, Ruben Chavez Board Members to the Bylaws Committee".*

Michael McGuire - Asked Tammy if she wanted to be Chairperson of the committee.

Tammy Membreno - replied yes.

Cynthia Sandoval - Asked whether this would be a five person committee? (Yes)

Connie Castro - Stated that Yolie and Jorge Garcia would be the appointed stakeholders to the committee.

Yolie Garcia - questioned the fairness of the process. Also commented on supposed moratorium on Bylaws revision.

Connie Castro - Reinforce her commitment to fair process.

**\*\* The Question to approve the Motion was called for by Scott Johnson and seconded by Mike Roseberry. The Motion was approved by a 13-0-2 vote with Hugo Pacheco and Connie Castro abstaining.**

### **b. Education Committee:**

**ACTION ITEM:** *"Motion to approve LA 32 NC President Connie Castro's recommendation and appointment of George Cabrera resident Stakeholder to the Education Committee".*

Ruben Chavez - Spoke in support of George.

**\*\* The Question to approve the Motion was called for by Anthony Manzano and seconded by Ruben Chavez. The Motion was approved by 14-0-1 vote with Connie Castro abstaining.**

### **c. Business and Economic Committee:**

**ACTION ITEM:** *"Motion to approve LA 32 NC President Connie Castro's recommendation and appointment*

*of Edward Valencia Business Stakeholder to the Business and Development Committee”.*

Hugo Pacheco - Commented that he would like to know who he is voting on.

Tammy Membreno - Gave supporting comments on Mr. Valencia.

Connie Castro - Gave supporting comments on Mr. Valencia.

Ruben Chavez - Commented on lack of Chamber of Commerce.

Michael McGuire - Commented in support of Hugo.

Scott Johnson - Commented on need to develop form for committee consideration.

Tammy Membreno - Commenting on bring committee members to meeting to meet the board.

Ruben Chavez - Commented on the Lone Ranger.

Benny Medina - Inquired about consideration for committee appointments

**\*\* The Question to approve the Motion was called for by Anthony Manzano and seconded by Cynthia Sandoval The Motion was approved by a 13-0-2 vote with Michael McGuire and Connie Castro abstaining.**

**d. Land Use and Development Committee:**

**ACTION ITEM:** *“The LUD Committee supports and promotes a public stakeholder meeting regarding the proposed Valley/ Highbury 7-11 Store Project on Thursday, January 17, 2013 in the University Hills/ South Region of the LA 32 Neighborhood Council Area, location to be determine (Passed 4-1-0).*

Hugo Pacheco - Stated his concerns about 7-11 and their community outreach.

Scott Johnson - Further elaborated on concerns about 7-11 community outreach.

Pedro Carrillo - Commented that he could not disagree with the first two comments.

Val Marquez - Commented on 7-11’s bias thoughts about the last board.

Hugo Pacheco - Wanted amendment to motion “ruled out of order”.

Hugo Pacheco - “Point of Information!”

Tammy Membreno - “Why not withdraw Action Item”?

Tom Williams - CD 14 provides piss poor information.

Tammy Membreno- Was this in regards to Zoning Hearing?

Tom Williams - Commented on the three day notice time for community impact reports.

Hugo Pacheco - Dry stores become wet stores

**\*\* The Question to approve the Motion was called for by Tom Williams and seconded by Anthony Manzano. The Motion was approved by a 15-0-1 vote with Connie Castro abstaining**

**e. Membership and Outreach Committee:**

ACTION ITEM: *“That LA-32 holds a School Board District # 2 debate in the 1<sup>st</sup> two weeks of February, not to exceed \$500.00 in funds for outreach”.*

Hugo Pacheco - Commented how he wished that he spent more time engage in his children educational process.

Michael McGuire - Asked about the location of forum.

Ruben Chavez - Same question, different verbiage.

Tammy Membreno - Questioned whether candidates had confirmed their appearance.

Anthony Manzano - Supports forum.

Annette Vasquez - Asked about committee assignments.

**\*\* The Question to approve the Motion was called for by Edward Santillan and seconded by Hugo Pacheco. The motion was approved by a 15-0-1 vote with Connie Castro abstaining.**

**11. Old Business - None at this time.**

**12. News Business:**

**a. Report on Hazard Park/ USC Health Science Campus Meeting:**

Scott Johnson gave verbal and written report as requested by the Executive Board.

**b. Presentation by Bicentennial Committee:**

Jenny Guerrero gave a brief presentation and emailed to pertinent documentation on grant request .DVD's of past parade can purchase for \$10.00.

**13. Adjournment:**

**\*\* The Question on the Motion to adjourn the meeting was called for by Connie Castro and seconded by Scott Johnson. The Motion was approved by a 16-0 vote.**

**\*\* The following are the Formal and Approved Minutes for the LA 32 Neighborhood Council General Board Meeting for January 2, 2013.**

**President Connie Castro:**

**Date:**

**Recording Secretary Scott Johnson**

**Date**



**ATTACHEMENT A**  
**LA-32 NEIGHBORHOOD COUNCIL**  
**INTERIM STANDING RULE**  
Adopted \_\_\_\_\_ by the LA-32 NC  
**LA-32 NC GUIDELINES FOR EXPENDITURES**

**THE ONLY THREE WAYS THAT LA-32 NC CAN SPEND MONEY:**

1. **CITY CHECK:** (Demand Warrant): REQUIRED FOR PURCHASES OF \$1000 OR MORE. Vendor must invoice AFTER the job/service is completed/delivered. The invoice (along with other required documents) is submitted to DONE for payment with a City check. Vendor should expect payment within 4-6 weeks of submitting all required documents.
2. **PREPAID CARD:** For expenditures less than \$2500. LA-32 NC can pay the vendor with the LA-32 NC prepaid card at the time of delivery.
3. **PETTY CASH:** ONLY FOR SMALL AMOUNTS. LA-32 NC is able to reimburse a Board member for expenditures providing the original receipt and a "Request for Reimbursement" form are submitted after goods are received. DONE frowns on this, so this method should be used as little as possible. It is also possible to reimburse Board members with a check from the City. NOTE: ONLY ELECTED BOARD MEMBERS CAN BE REIMBURSED.

**LA-32 NC PROCEDURE FOR BUDGET ALLOCATION/APPROVAL:**

1. All requests for budget allocations: ***MUST BE SUBMITTED BY THE COMMITTEE CHAIRPERSON WHO WILL OVERSEE THE EXPENDITURE.***
2. Committee Chair must submit a "Request for Budget Allocation" form (TO BE DEVELOPED) to the Budget and Finance Committee for allocation of funds (must be received at least 6 days before the Budget and Finance Committee's monthly[*day of month*] meeting). The Budget Allocation Request can be an estimate of the dollar amount and must include the category to which the dollars will be allocated. There are two kinds of Budget Allocations:
  1. A **General Allocation** - A request for an open budget amount (i.e. printing of handouts, personnel for minute taking, facility rental)
  2. A **Specific Allocation** - A request for a specific expenditure - maximum dollar amount must be submitted.
3. If recommended by the Budget and Finance Committee, it will be placed on the agenda for the next Board meeting (first Wednesday of the month) for approval by the Board. Only **after** the Budget Allocation is approved by the Board can the funds be Committed.
4. All expenditures over \$300 must provide 3 bids (where practical) and the specific expenditure must be approved in advance by the Board. (This can be done simultaneously with the Budget Allocation Request if the request is for a specific item and actual bids are submitted along with the request.) Expenditures under \$300 can be made as soon as the Board approves the Budget Allocation. Possible Conflicts of Interest shall be disclosed.

**LA-32 NC STANDING RULES REGARDING EXPENDITURES** (Approved by the LA-32 NC Board of Officers \_\_date\_\_):

1. All expenditures exceeding \$300.00 need to be approved in advance by the LA-32 NC Board at a publicly noticed meeting.
2. All expenditures (regardless of amount) need to be included in the LA-32 NC Board-Approved Itemized Allocated Budget.
3. The LA-32 NC purchasing policy shall include that first priority be given to LA-32 NC vendors and that 3 competitive bids be required for expenditures over \$300.00.

**DONE GUIDELINES AS TO WHAT LA-32 NC CAN SPEND MONEY ON AND WHAT IS REQUIRED FROM EACH VENDOR:**

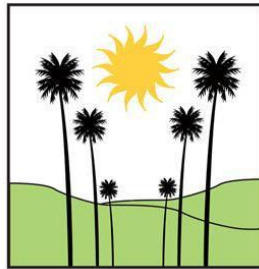
- A. The vendor must have a taxpayer ID number (W-9) and a LA City Business License number.
- B. What is considered an acceptable expenditure? See "Acceptable/Unacceptable Purchases" on the web site under the Budget and Finance Committee. (UNDER CONSTRUCTION)
- C. What is required prior to payment? See "Requirements for Demand Warrants" on the web site under the Budget and Finance Committee. (UNDER CONSTRUCTION)

**LAND USE &  
DEVELOPMENT  
COMMITTEE**

TOM Williams  
*Board Member*  
CONNIE CASTRO  
*Board Member*  
TAMMY MEMBRENO  
*Board Member*

VAL MARQUEZ  
*Stakeholder Member*  
JORGE GARCIA  
*Stakeholder Member*

CITY OF LOS ANGELES  
CALIFORNIA



**LA-32 NEIGHBORHOOD  
COUNCIL**

**LA-32 COMMUNITIES**

EL SERENO  
HILLSIDE VILLAGE  
ROSE HILLS  
UNIVERSITY HILLS

**ATTACHMENT B**

**LAND USE AND DEVELOPMENT COMMITTEE**

Recommendation/Report to the LA32 Board

**RECOMMENDATION:**

Land Use and Development Committee recommend to the LA 32 Board to support the development of the **DRY (The application does not include the sale of beer and wine)** 7-Eleven Convenient Store/Conditional Use Permit to the City of Los Angeles Planning Department for the establishment of a 24 hour 7-Eleven convenience store and gas service station with parking at 5530 E. Valley Blvd.

**BACKGROUND**

Mr. Pedro Carrillo from Urban Associates (UA) spoke on December 5, 2012 at the LA32 Board Meeting during public comment. Mr. Pedro Carrillo indicated that he wanted the LA32 NC to support the development of the 7-Eleven Convenient Store. Mr. Carrillo was informed he should contact Land Use and Development Committee (LUD).

Land Use and Development Committee held three meetings to discuss whether or not to support the recommendation to the LA32 Board. Meetings took place on:

- December 11, 2012,
- January 10, 2013
- Special Meeting January 22, 2013

In addition the Land Use Committee attended the following additional meetings on the 7-Eleven Development:

- ZA Public Hearing January 16, 2013
- CSULA Town hall Meeting January 17, 2013

**MEETING DECEMBER 11, 2013 SUMMARY**

Dr. Tom Williams brought forth the following issues:

1. Truck route;
2. Lighting and landscaping as it related to the transient population;
3. Parking- the tandem parking was a concern; and 1 spot needs to be added to comply with the 20 required spaces; and
4. Traffic.

Land Use Committee Members requested a summary of the outreach that UA had had with the various stakeholder within LA32 and outcome of outreach:

Urban Associates: Overall the community/organizations welcome added retail to the current location, due to the lack retail diversity & convenience, the additional tenant & local market within walking distance is attractive to local neighbors. Local Businesses are supportive. Employees at major employers, such as CSULA, Asher & Sons, & Superior Nut Company, are excited to have more diverse retail and a convenience market to shop and gas up to & from work. Local organizations have expressed support for the new mini shopping center if going in "Dry". Local student housing tenants & student groups liked the convenience of a local market to grab coffee and other items within walking distance to the university and their apartments. List of Stakeholder and Organizations contacted/had meetings, etc.:

1. Hillside Village Property Owners Association
2. University Hills Neighborhood Watch
3. El Sereno Coordinating Council Committee
4. El Sereno Calvary Chapel
5. El Sereno Middle School
6. Farmdale Elementary
7. Over a dozen local small and major employers
8. Hollenbeck Police Department
9. California State University, Los Angeles, Hispanic Business Society
10. California State University, Los Angeles, University Police
11. California State University, Office Vice President of University Advancement
12. California State University, Los Angeles, Alumni Association

The Land Use and Development Committee requested a town hall meeting be held on Thursday, **January 17th at 7pm at CSULA** so that the community most affected may have an opportunity to provide input on the project.

#### **MEETING JANUARY 10, 2013 SUMMARY**

The following issues were brought forth by the LUD:

##### **ALCOHOL**

- Applicant submitted email with new "drawing"
- NO alcohol storage/display references Stating it as DRY
- NO 5-Yr Contract Echo Park/ Silver Lake "Dry" or Reduced Hours
- LACD Plan Planner had NOT noticed the original drawing nor the changes in the email

##### **LOADED FUEL TRUCKS**

- How many 7-11's have gasoline facilities? in LA County Where
- Looping thru residential areas at night -
- unacceptable High bury 31-35ft c-c, other 35ft
- Curvatures
- Driveway curbs and Turnings
- NO LEFT TURNS
- Difficult Turnings in order to unload to east tank

##### **PARKING**

- Inadequate parking - 19 space for Total Square Footage/Two Separate Stores
- parallel space next to fueling area –
- poor/interference with circulation
- Poor locations for HC Parking Spaces

##### **TENANT**

- Shop with 1 entry need 2nd door on east-/south-side of building for garbage access

##### **TRAFFIC**

- Circulation In/Out Parking is Congested

## SIGNAGE FOR TENANTA

- No Images - Lighting, Colors, Sizing
- High and Low Elevation
- Westside Corner Signage - Needs turned 90° toward Valley NOT High bury

## IN/OUT CIRCULATION

- West Bound Left In, Out-Left West Bound - LA Dept. of Transportation

## APPEAL TO THE ZONING ADMINSTRATOR FOR THE ZA HEARING UNTIL FEBRUARY

**LUD: Traffic plans for the delivery trucks and gasoline tankers that will frequent the store:**

**UA: At this time we are awaiting the traffic study and feedback from both the City of Los Angeles Planning Department and Engineering...we will be happy to come back when that is finalized...additionally, please note that the LA City Fire Department will also need to okay our plans with regard to “turnaround” and “access” to development.**

**LUD: The “Handicapped” parking stall is so far away from the actual store front. Is it possible to bring it closer to the actual entrance of both stores, as to limit the distance special needs folks would have to travel?**

**UA: This request is reasonable; I will meet with our planning folks and make the suggestion on your behalf.**

**LUD: We noticed signage on the plans; can you tell the LUD how high they are? Can you tell us if there will be signage both east bound and west bound?**

**UA: Signage standards are regulated by ordinance and the City of Los Angeles will determine what standard to abide by...I’m not certain about the East bound or West bound signage...I can report back, as soon as we know.**

**Can you ask your client to accept a 5 year moratorium on the sale of Alcohol and wine??**

**UA: Because our application is a “Dry” application, we have not had this discussion...furthermore, we have not determined who the franchisee is or will be and therefore it is not something we can impose.**

**Can you provide us a copy of your request (Urban Associates, Inc.) to your client (7-Eleven, Inc.) with reference to the self-imposed moratorium/alcohol request?**

**UA: Our client correspondence and inter-office communications are private and privileged; however, I will report back to the Neighborhood Council that in fact I have had a discussion relevant to the request on a self-imposed moratorium.**

**When 7-Eleven decides who will be the next franchisee, can you bring them to the stakeholders for a “Meet & Greet?”**

**UA: I don’t think that is an unreasonable request, however, I will check with our client and report back...the franchisee has not been selected; however it is a very good suggestion.**

In response to the issues brought up by the LA32 Land Use Committee, 7-Elevens actions were the following:

- Revised the fuel path;
- Enhanced the proposed design;
- Revised the parking layout;
- Requested a traffic study
- Hosted a Town hall meeting on Thursday, Jan. 17th 2013 at 7pm on the Cal State LA Campus—Public Safety Office.

## **CSULA TOWN HALL MEETING JANUARY 17, 2013**

On Thursday, January 17th at California State University at Los Angeles—Public Safety Office approximately ten (10) stakeholders attended the town hall meeting, including representatives from the LA Neighborhood Council 32, the University Hills Neighborhood Watch, and University Hills Residents Association and Councilmember Huizar's office.

The meeting lasted approximately an hour and a half (from 7pm-8:30pm).

Pedro Carrillo, Urban Associates, Inc. provided an overview of the project and opened the meeting for a question and answer format. The group focused on giving feedback on the design and overall project.

Issue raised by Mr. Val Marques:

Flyer from January 17, 2013 Town hall Meeting at CSULA did not contain CSULA Room / location and was very confusing for stakeholders to find the location. His concern was that the lack of information on the flyer impeded stakeholders from attending the meeting.

LAPD Comments:

LAPD – Suggested seeing a space for the police officers as incentives to be on site.

LAPD officer expressed concern and questioned the surveillance cameras locations/resolution and lighting. *Urban Associates, Inc. agreed to work with LAPD and will submit a camera/lighting layout for review for LAPD's recommendations.*

LAPD will continue to support the community's decision. Safety is LAPD's priority and will work with 7/Even on these issues if the project is to be approved.

Over 2/3 of the meeting was discussing about the beer and wine license and the five year moratorium.

Mr. Carrillo informed the attendees that he is working diligently with Councilmember, Jose Huizar to develop a community component language that will be incorporated on the Conditional use Permit.

Councilmember Jose Huizar's office Comments:

Councilmember Jose Huizar's office confirmed the dialog with Mr. Carrillo and informed the attendees that Councilmember, Jose Huizar's position is to respect and support the community's decision about the proposed project.

Univ. Hills Pres. Mark Overstreet expressed support to approve the development of the 7/Even. However, he expressed concern on the beer and wine license and is requesting for 7-Even to consider/accept a five year moratorium on selling beer/wine at this location. Mr. Overstreet, is also requesting that the franchise set up a meet/greet with the community and the Land Use committee for dialogue.

Hillside Village representative George Cabrera expressed support.

The following five questions were raised from the LA32 Land Use Committee and area Stakeholders to Mr. Pedro Carrillo from Urban Associates, Inc.:

1. Who holds the alcohol licenses when applied for? (The corporation or the franchisee).

[UA Response: We will have an answer to the Neighborhood Council by the February 2013 meeting.](#)

2. Is the information received from an ID swipe stored somewhere and/or sold for marketing purposes?

UA Response: We will have an answer to the Neighborhood Council by the February 2013 meeting.

3. Why is there a female/male button on the registers?

UA Response: We will have an answer to the Neighborhood Council by the February 2013 meeting.

4. Can an area be called out on the plans as a “workstation for LAPD” in the backroom/office?

UA Response: We have initiated a change in the plans to reflect that request.

5. Can they receive information on how one qualifies to be a franchisee, and what policies must a franchisee adhere to?

We will have an answer to the Neighborhood Council by the February 2013 meeting.

The meeting concluded with Urban Associates stating that they would take back the information to the 7-Eleven Corp. and incorporate those recommendations that were reasonable and were within the Municipal Code. They would continue to work with the Councilman office, Land Use Committee, LAPD and Community to demonstrate 7-Eleven’s commitment to providing a store reflective of the community. All final plans and layout will be adjusted to include any reasonable feedback from the community meeting prior to the next LA 32 General Board Meeting.

#### **MEETING JANUARY 22, 2013 SUMMARY**

Meeting was called to Order by Land Use Committee Member Connie Castro. Upon conclusion of Roll Call, it was ascertained that the following Land Use Committee Members were present, Connie Castro, Val Marques, Jorge Garcia absent were Mr. Tom Williams and Ms. Angelica Duarte. The presence of three Committee members constituted a quorum. Ms. Angelica Duarte arrived late (approx. 6:30pm) but prior to the Committee voting on the Action Item.

Action Item: Land Use and Development Committee shall consider and recommend the following action to the LA 32 General Board During the February 6, 2013 Board Meeting on whether or not to recommend the development of the 7-Eleven Convenient Store/Conditional Use Permit to the City of Los Angeles Planning Department for the establishment of a 24 hour 7-Eleven convenience store and gas service station with parking at 5530 E. Valley Blvd.

Committee Discussion:

Send the LA 32 board the approved minutes\*\* meeting from the following meetings prior to the February 6, 2013 Board Meeting from:

- December 11, 2012
- January 10, 2013
- January 22, 2013

January 16, 2013 City of Los Angeles Zoning Administrator Hearing

- As representative of the Land Use Committee Connie Castro attended the meeting and expressed the following points were made to the ZA
  - Land Use Committee was scheduled to hold meeting/alongside Urban Associates to listen to all affected stakeholders.
  - Related the information by The University Hills Homeowners Association Former President who on behalf of the group stated that they were in support of

- o the development however they were against any sale of alcohol at the store. They also requested a five year moratorium from the Developer.
  - o Requested to the ZA to hold off on any decisions until our final town hall meeting was held the following day.
- During the meeting the Zoning Administrator mentioned that although he welcomes NC input into all zoning matters they are not vital to his final report.
  - o He stated that at this point and time the only issue in front of him was the Development of a Dry Convenience Store.

January 17, 2013 Town hall Meeting at CSULA

- a. Issues raised by Mr. Val Marques LA32 Land Use Committee: Flyer from January 17, 2013 Town hall Meeting at CSULA did not contain CSULA Room / location and was very confusing for stakeholders to find the location. His concern was that the lack of information on the flyer impeded stakeholders from attending the meeting. Stated that the Urban Associates report submitted to LA 32 Board Members was Incomplete. Due to the incomplete report – the meeting was recorded by a Val Marquez Land Use Committee Member and has requested that the recording be transcribed and submitted to the Board prior to the LA 32 Board Meeting. Ms. Angelica Duarte agreed to transcribe the meeting minutes prior to the Feb. 6, 2013 LA 32 Board Meeting.
- b. LAPD Statements: LAPD – Would like to see a space for the police officers/incentives to be on site.
- c. Over 2/3 of the meeting was discussing the beer and wine license and the five year moratorium.
- d. Univ. Hills Pres. Mike Overstreet expressed support to approve development but wished 7-Eleven would consider/accept a five year moratorium on selling beer/wine. And requested that the franchise set up a meet/greet with the community, Land Use committee for dialogue with the.
- e. Hillside Village representative George Cabrera expressed support for Dry 7-Eleven

Public Comments:

Julio Esperias from Councilman Jose Huizar's Office – Expressed the Councilman's efforts to work with all groups (LA 32, Community, Stakeholders, Consultants, and Franchisee – business owners) so that the community of El Sereno reaches a consensus and move forward to benefit the community.

Kevin Ocubillo – Planner from Councilman Jose Huizar's Office – Expressed the Councilman's efforts to work with all groups (LA 32, Community, Stakeholders, Consultants, and Franchisee – business owners) so that the community of El Sereno reaches a consensus and move forward to benefit the community. In addition Councilman's expressed that the CUP incorporate or have a community component and that if the Alcohol License issue came up the communities concerns would be heard and expressed.

Mark Overstreet – Former president of the University Hills Association expressed support and handed the Land Use Committee a list of the following recommendations:

1. Request for Franchisee to accept a 5 year moratorium on the sale of alcohol and wine (or the Franchise 7-Eleven store)
2. Request that the 7-Eleven Corp. set up a meeting(s) with the community members and the new Franchisee owner (Councilman Huizar and Urban Associates expressed support)

3. Request that the Handicapped parking stall be near the entrance of the store. (Urban Associates has incorporated this into the revised plans submitted to Planning Dept.)
4. Request a workstation within the 7-Eleven stores for the LAPD (Urban Associates has incorporated this into the revised plans submitted to Planning Dept.)

Erika Ramirez – Urban Associates. Ms. Ramirez stated that most of the recommendations and concerns that have been brought forth by the Land Use Committee have been incorporated into the plans. In addition a monument for El Sereno may possibly be on the property or at the Entrance of El Sereno. She was unable to answer whether or not 7-Eleven Corp. would be able to accept the Beer and Wine License moratorium

UA has submitted the following documents requested by the Land Use and Development Committee:

- The full set of plans include a rendering, an updated site map which indicates the new truck route, a security plan identifying a workspace for LAPD, a lighting plan to demonstrate a well light exterior as of February 4, 2013
- A Memorandum dated February 4, 2013 on the proposed 7-Eleven Development
- A Traffic Study that was conducted in reference to the proposed site.



**SUMMARY**

Overall the community supports the development of the **dry** 24 hour 7-Eleven convenience store and gas service station with parking at 5530 E. Valley Blvd. In addition the community supports the development and beautification of the blighted corner due to the unsafe & unattractive nature of the lots current abandoned state.

**LAND USE AND DEVELOPMENT COMMITTEE RECOMMENDATION TO THE BOARD**

Land Use and Development Committee recommend to the LA 32 Board to support the development of the **DRY (The application does not include the sale of beer and wine)** 7-Eleven Convenient Store/Conditional Use Permit to the City of Los Angeles Planning Department for the establishment of a 24 hour 7-Eleven convenience store and gas service station with parking at 5530 E. Valley Blvd. in the City of Los Angeles and recommends the LA 32 Board write a letter to Mr. Charles J. Raush, City of Los Angeles Zoning Administrator outlining LA 32 Boards support of the following:

- 1) Pursuant to L.A.M.C. Section 12.24-W, 27, A conditional use request to operate the retail/convenience store 24-hours per day in lieu of the 7:00 a.m. to 11:00 p.m. restriction;
- 2) Pursuant to L.A.M.C. Section 12.24-W 37, A conditional use request to allow public parking in the residentially zoned portion of the site, and;
- 3) Pursuant to L.A.M.C. Section 12.24-W, 2, A conditional use request to allow a gas service station to operate 24-hours per day in lieu of 7:00 a.m. to 7:00 p.m. Monday through Friday and 8:00 a.m. to 5:00 p.m. Saturday and Sunday.

With the following recommendations:

- 1. Request the 7-Eleven Franchisee to a 5 Year Moratorium
- 2. Request the 7-Eleven Franchisee to meet/greet with the community
- 3. Traffic Study prior to the LA 32 Board Meeting
- 4. CUP language community Component
- 5. Adapt the Service Station canopy to the building canopy

**Land Use and Development Committee Vote Results (Passed 4-0-0)**

<b>Vote:</b>	<b>FAVOR</b>	<b>OPPOSED</b>	<b>ABSTAIN</b>
Connie Castro	YES		
Angelica Duarte	YES		
Tom Williams's	not present		
Val Marquez	YES		
George Garcia	YES		

**\*\*Note: Due to lack of time and resignation of Dr. Tom Williams the committee has not had sufficient time to meet and approve the minutes from the Meetings. In lieu of the minutes this Summary Report is being submitted.**

January 10, 2013

Owner – Manager  
Name of Business  
Street address in El Sereno  
Los Angeles, CA 90032

Dear Owner – Manager:

Neighborhood Councils are volunteer organizations recognized thru the Los Angeles City Charter, and operate throughout the city. The name of the neighborhood council in El Sereno is “LA-32”

First, LA-32 would like to thank you for doing business in our community. You provide a valuable resource to the local residents. All of our members want continued success for your business and only desire to see it prosper.

One significant way we believe you can be even more successful in our community is to have a clean and inviting property line to your business.

We at LA-32 would like to encourage you to be a partner with all of our residents in El Sereno, by asking that you please do all that is necessary to keep the exterior of your property, litter, graffiti and trash free. We all appreciate your efforts in keeping your business as welcoming as possible, and we at LA-32 will endeavor to help you in those achievements. In addition, a direct City resource for you to contact with issues mentioned above, can be obtained by dialing 311. Please follow the voice prompts.

Please allow the neighborhood council to invite you to attend our general meetings. We assemble regularly the first Wednesday of each month at 6:00pm, at the El Sereno Senior Center, located at 4818 Klamath Place. The Senior Center is just southeast of El Sereno Park off Eastern Ave.

Respectfully,

LA-32 Neighborhood Council

ATTACHMENT D

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It has come to the attention of your neighborhood council, how well kept, clean, inviting, and welcoming your property is at the address mentioned above. We at LA-32 would like to thank you for being a diligent, responsible property manager. We encourage you to continue with your partnership with all the residents in El Sereno by thanking you again for keeping the exterior of your property, litter, graffiti and trash free. We appreciate it. Also, a direct City resource for you to contact with issues mentioned above, can be obtained by dialing 311. Please follow the voice prompts.

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Respectfully,

LA-32 Neighborhood Council