

**OFFICERS:**

PRESIDENT Sheila Irani  
VICE-PRESIDENT Tom Meredith  
TREASURER Robert Morrison  
SECRETARY Brandi D'Amore



**BOARD MEMBERS:**

Bianca Cockrell Caroline Johnson  
Jim Van Dusen Kasia Mays  
Margaret Marmolejo Michael Connolly  
Shauna Frente Theresa Gio  
Thomas Daniels Valls Tony Zimbardi

HOLLYWOOD UNITED NEIGHBORHOOD COUNCIL  
Certified Council #52,  
P.O. Box 3272 Los Angeles, CA 90078  
www.MyHUNC.org email us at Info@MyHUNC.org

**BOARD MEETING MINUTES**

**Monday, September 13, 2021, 6:30 PM**  
**Webinar ID:828 3698 1526**  
**<https://us02web.zoom.us/j/82836981526>**

Bianca arrived at 6:39PM  
Thomas attended at 6:51PM

Welcome

**6:36 PM start**

1. Roll Call

**Attending**

Tom Meredith Sheila Irani Jim Van Dusen Margaret Marmolejo Brandi D'Amore Michael Connolly  
Robert Morrison Bianca Cockrell Theresa Gio Shauna Frente Kasia Mays Caroline Johnson  
Thomas Daniels Valls

**Absent**

Tony Zimbardi

2. Approval of Minutes

**Sheila Irani had one edit, under number 6, HUNC committee liaison announcements, 3rd paragraph starting with her name, it should be not EIS but EIR. She also pointed to a formatting issue on 12B, as item 14 is dangling.**

**Motion Made: Motion to approve August '21 Minutes**

**Motion:** Sheila Irani      **Second:** Robert Morrison      **Vote:** Yes-12, No-0, Abstain-0, Recused-0, Ineligible-0

**Yes**

Bianca Cockrell Brandi D'Amore Caroline Johnson Jim Van Dusen Kasia Mays Margaret Marmolejo  
Michael Connolly Robert Morrison Shauna Frente Sheila Irani Theresa Gio Tom Meredith

3. Public Comment on items not on the Agenda (2 minutes each)

**Stakeholder Lucy asked if Alex, the owner of a local deli, had filled out an application for the business area C seat since she invited him to. Brandi D'Amore said she had not received any response or application.**

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**Stakeholder Angela Bai introduced herself as the community organizer for LA Eco Village, an intentional community located in Koreatown. They are offering free workshops for everyone living in CD13 for neighbors to meet and learn how to save energy on LADWP bills. There will be a raffle at each workshop. They will also be talking about different topics each month related to sustainability and better city living. This month they are talking about affordable housing with a guest speaker and lots of valuable info. It will be Sunday, September 19.**

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**Daniel Perez, a member of the board of Central Hollywood NC, introduced himself and said he was here in his role as chair of the LA Congress of Neighborhoods Planning Committee. He wanted to encourage anyone interested to register for 2021 LACON on September 25th. It is open to board members, committee members, and liaisons, and there's only one HUNC representative, Theresa Gio, so far. They have over 30 workshops this year: outreach, climate change, bias, etc. It is totally free and will feature an all-day networking lounge and exhibitor's fair since this year they will be on Zoom. You can get more info and register at neighborhoodcongress.la.**

*Sheila Irani asked if anyone else was signing up for that, and Ms. D'Amore said she is. Tom Meredith added that there are several workshops that are very relevant and salient for HUNC, and they should probably organize a strategic coverage of events among board members. Ms. D'Amore agreed and thought after seeing the subjects, they should probably hone in on which people are attending which meetings. Sheila said "I highly recommend it, I did it my first year. You meet so many different people there."*

4. Comments from any City, County, State or Federal representatives in attendance (5 minutes each)

*Serapia Kim, the Mayor's new Central Area Rep, gave updates, urging stakeholders to vote in the election tomorrow and announcing that LA County would be expanding a bunch of voting centers that day. Within the Mayor's office, they have an exciting civic engagement high school program: the Mayor's Youth Council. It's a year-long program offered to high school students from each area in LA. Stakeholders can find out more about the application process by going to their website at [www.lamayor.org/myc](http://www.lamayor.org/myc). Applications are accepted until September 24th.*

*In addition, the rental assistance program application process has moved from HCID to California state's website which is [housingiskey.com](http://housingiskey.com). If any folks weren't chosen in the previous two rounds, they'll be notified by the City immediately about next steps. If folks haven't applied, go to [housingiskey.com](http://housingiskey.com). Stakeholders can get rent and utilities paid as well as future rent owed.*

*Next, she explained Emergency Housing Vouchers, which act like section 8 vouchers in that LA County will pay for the security deposit and get a signing bonus, and landlords are guaranteed a certain amount of income. The website is [hcla.org](http://hcla.org), and she urged the board to direct constituents there who are homeless or at risk of homelessness or are victims of human trafficking or domestic violence, since those are prioritized.*

*Lastly, regarding COVID numbers for Hollywood: as of Sept 3rd they are at a 68% vaccination rate for those 12 and over, but numbers are looking much worse for seniors. In the coming days or weeks, she would like to talk to the board of the importance of vaccination and a discuss a good place for a mobile vaccination site. Sheila Irani said she passed the MYC info on to Immaculate Heart high school. Also, with vaccinations, they have wanted to do a clinic but DONE has their hands tied. If the Mayor's office would sponsor, they have a site.*

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*Helene Rotolo, Field Deputy for Nithya Raman, gave quick updates on the Duranda gate with a temporary gate being put in and a more permanent solution being investigated. She reiterated Ms. Kim's advice to go to [housingiskey.com](http://housingiskey.com) to apply for rent relief as a tenant or landlord. The LA City Council redistricting commission will be presenting revised maps to the public over Zoom as well, and their website is [laccrc2021.org](http://laccrc2021.org).*

*She then summarized the Councilmember's motions, including a September 4th motion to improve the City framework for reporting hate crimes and collecting data. On August 31 another motion was presented with Dawson to provide incentives to increase the production of affordable housing in high opportunity areas. August 25 she introduced a motion co-presented by others aimed at enforcing the city's homesharing ordinance.*

*Regarding adopted motions, on August 31 a motion of the Councilmember's was adopted to increase storage options for unhoused Angelenos. The plan must be brought back in 60 days for funding of an initial 5 facilities on city lots deemed not appropriate for interim or permanent supportive housing. August 25, 2 motions aimed at lowering emissions passed in council. The first directs for retrofitting of city owned buildings. The second requires all new City owned vehicles be zero emission and examine charging infrastructure for the municipal fleet. She also announced that Rachel Fox will be covering her area as she is out of the office over the course of the next month for her wedding and honeymoon. Ms. Irani thanked Ms. Rotolo for their work on the Duranda gate and asked how long before they get the gate in. Ms. Rotolo said the GSD's contractor had an emergency today, but they will be done tomorrow.*

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*Assemblymember Bloom congratulated the new faces and returning members. He updated that the legislature is out of session as of Friday and recessed until January. He is glad the last two speakers addressed [housingiskey.com](http://housingiskey.com), explaining that CA has 5.2 billion dollars it can spend to help people who owed rent during the last year or who were affected by COVID and struggling to pay this month and next month's rent. The program allows for 18 months of rent to be paid for. The program has also broadened, and people earning under 80% of AMI qualify. They can also have money transferred from other states to CA, which is a once in a lifetime opportunity. They are still helping people with EDD, and the wait time from their office is down from 6 weeks to 1 week. Go to the website to fill out their EDD assistance form. Josh Kurpies from his office clarified that EDD is not allowed for the self-employed. They are just back to regular unemployment as they knew it before the pandemic.*

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*LAPD Senior Lead Officer Heather Mata gave updates on events coming up, including a Coffee with a Cop event tomorrow. Friday that week they are also doing an ice cream event with children in the community. They also have a catalytic convertor task force meeting set for October 9th. Slots will go by appointments only, and if any constituents are interested, email her directly at [40988@lapd.online](mailto:40988@lapd.online) and she will get them on the list. They will get their catalytic converter engraved to be able to track it if there is a theft they've*

*experienced. LAPD is working with a federal task force on mail theft going after a lot of the suspects linked to numerous accounts of crime reports over last year. Hollywood detectives have made several arrests in the last month. Any videos and photos stakeholders send her way do not get discarded, they get passed along to detectives and they get used.*

*On the topic of crime, they are up in every category of crime pretty significantly. Last year was pretty unique with COVID and at the start of the lockdown numbers were extremely low, now numbers are extremely high, except for homicides. They have experienced quite a shortage in officers in the Hollywood division, down over 60 officers from last year.*

*Bianca Cockrell asked to give context if SLO Mata knows any of the data from two years ago before COVID to give a sense of how significant the current spike in crime is. SLO Mata did not have the data but could pull it. She then summarized the spikes in crime by category.*

*Brandi D'Amore asked, putting it in terms of Prop 47, how much of the crime reduction is based on the inability to charge or the lowering of the criminal count, and SLO Mata did not have specifics but said there have been a lot of policy changes that have made it difficult for people to stay in jail because of these offenses. So they are seeing career criminals doing things a lot more frequently than before.*

*Jim Van Dusen reiterated that a 40% increase in crime can lead to panic, but that's coming off an extremely unusual and light year, and said it would be helpful to know crime numbers from two or even three years ago. SLO Mata acknowledged that maybe it was not a fair comparison, but said that if anyone were to sit in a radio car with her, they would hear that violent crime is through the roof. A lot of it is around the Hollywood Entertainment District, and historically, they have had 60+ officers assigned there. Now at 12-15 officers, so that has greatly impacted what has been going on. She can definitely get statistics from before the pandemic. But the city as a whole has not seen numbers like this for two decades.*

5. Community Updates for HUNC

*Brandi D'Amore updated that the Argyle Civic had concerns with the new 7-11 but the meeting was short so they could not address it. She added that the restaurant Mokuzaï has now advanced beyond their citations into criminal trespass.*

*Sheila Irani updated that the number of tourists in the Lake Hollywood area probably exceeds what they were before COVID hit. She does not know if it's people who are using hotels or just locals, they are mainly back to hike it seems, but the park is pretty full. They have parking enforcement as well as rangers and LAPD, same thing with the lake itself, parking is totally full on weekends*

6. HUNC Committee & Liaison announcements on items not on the Agenda: Budget, Sustainability, etc.

A) Budget Representative Report

1. Recap of Budget Day

*Sheila Irani summarized Budget Day and planned spending of their American Rescue Plan money on public health, COVID impacts on businesses and residences, offsetting loss of hotel revenue, and investing in infrastructure. On average, the budget for 21/22 has increased in all departments except LAPD. The budget also aims to increase the reserves for the City, but they still have a shortfall due to City expenses.*

B) NCSA Liaison

*Rosalind Helfand, NCSA liaison for HUNC, spoke before Sheila Irani and the recap of Budget Day. She explained what the NCSA is and summarized their monthly meeting,*

1. Rosalind Helfand to discuss Cool Block Cafes

*starting with the Cool Blocks program which is looking to recruit 200 Cool Block leaders by September 23rd. CBL's reach out to a "block" with the goal is to reach out to 5-8 households to have monthly meetings going through a 5-month program taking actions as households with a different topic at each meeting to reduce your carbon footprint, increase resiliency, etc. The program's goals are community building, increasing sustainability, and disaster preparedness and resilience. Test programs have seen great results with measurable reductions in carbon footprint and water usage and at the same time building that community and increasing disaster resilience. The City is providing resources and the NCSA is hosting a set of Cool Block Cafes to provide info; their website has info to sign up.*

*LA Sanitation and Environment also gave a presentation about community wildlife habitats: the City of LA is partnering with the National Wildlife Federation to become the largest community wildlife habitat. A home, apt building, or school can sign up to be a habitat, [lacitysan.org/habitat](http://lacitysan.org/habitat) for info. There is a \$20 fee to participate, she believes for management of the certification program.*

*Brandi D'Amore added that they will have Michelle Barton at the Transportation and Works Committee soon to possibly get the whole NC as a federal community location, because the money amount and the projects go up based on size of the program. Ms. Irani said in her area they have a beekeeper, organic vineyard, Hollywood Orchard, and a lot of her neighbors have large plots of land dedicated to organic, sustainable gardening.*

7. Executive Committee

A) Report by the President

*Sheila Irani asked board members to check their calendars to take care of immediate issues before going out of town, or contact her and Brandi D'Amore so they can make arrangements and fill that gap so they stay on top of the organization, rules, and protocol. She also announced that October 2nd there is a March for Women's reproductive rights. In addition, the Code of Conduct policy needs some of HUNC's input.*

*The big thing is board vacancies: they are up to six and she invited and encouraged others to invite people to apply, and they will discuss all the nominees for other vacancies. She then confirmed that the board members present could meet on October 11th, Indigenous People's Day.*

B) Report by the Secretary

1. Reminder to Board on how to utilize their social media

*Brandi D'Amore reminded board members that their social media is an extension of their code of conduct. They are not to indicate that they are speaking for the council. They should consider whether their tweeting, posting, liking could be considered an endorsement of a position. And while a board member may understand their own sense of humor, it could be taken as a slight against someone, so refrain from that.*

2. Review of critical items on the EmpowerLA monthly profile

*Brandi D'Amore announced that according to Raquel Beltran as of now the State Government has not signed off on extending Brown Act exemptions. They may be meeting as early as October 1st, so they need to secure their physical location, though Ms. Beltran could not say what restrictions will be in place. Ms. D'Amore is hoping that the government will extend virtual status through December, and the City Council has a file ready to go if that happens. DONE is determining whether or not NC members will have to follow mandate to be vaccinated, since NC's receive public money. Cornerstone Training has now been changed, and board members are all supposed to be getting emails from the City to change their Cornerstone accounts. Transcripts will follow over, but because of numerous issues they are changing usernames. Voting stakeholders in committees will also have to undergo code of conduct training like the rest of the board but through a different platform.*

*There are three more Code of Conduct sessions, and the board may want to decide to have enough people to attend and whether as a board they wish to take a position on that feedback. She will try to go through the sessions of LACON to see which workshops would be good for HUNC to go to, this is a good opportunity to make up for a missed outreach opportunity.*

C) Approval of Stakeholders to Committee

*Brandi D'Amore asked voting stakeholders if approved to consider creating a separate email solely for NC business as DONE recommended.*

1. Discussion and motion to approve by 2/3 board vote Ben Famous to one 1-year term as Voting Stakeholder on Transportation & Works

**Ben Famous introduced himself, saying he ran for a HUNC board member seat late last year. He and his wife moved here as homeowners about a year ago and spent time learning the community: pluses and areas for growth. When Brandi D'Amore reached out for him to join, he wanted to get engaged and learn more. He provided his thoughts on thinking here can always be infrastructure improvements from an ADA perspective, rebuilding and roadwork that can be done, ways to improve safety, ways to be on the road physically and just better connect each of our streets.**

**Motion Made: Motion to approve by 2/3 board vote Ben Famous to one 1-year term as Voting Stakeholder on Transportation & Works**

**Motion:** Brandi D'Amore                      **Second:** Sheila Irani                      **Vote:** Yes-13, No-0, Abstain-0, Recused-0, Ineligible-0

**Yes**

Bianca Cockrell	Brandi D'Amore	Caroline Johnson	Jim Van Dusen	Kasia Mays	Margaret Marmolejo
Michael Connolly	Robert Morrison	Shauna Frente	Sheila Irani	Theresa Gio	Thomas Daniels Valls
Tom Meredith					

2. Discussion and motion to approve by 2/3 board vote Luis Saldivar to one 1-year term as Voting Stakeholder on Renters & Housing

**Luis, previous board member and member of Renters & Housing, was unofficially approved for recommendation in R&H. Brandi D'Amore explained that Luis Saldivar is in Tijuana undergoing emergency dental surgery. He cannot be here but hopes most of the board remembers his commitment to the board**

**Motion Made: Motion to approve by 2/3 board vote Luis Saldivar to one 1-year term as Voting Stakeholder on Renters & Housing**

**Motion:** Tom Meredith                      **Second:** Bianca Cockrell                      **Vote:** Yes-13, No-0, Abstain-0, Recused-0, Ineligible-0

**Yes**

Bianca Cockrell	Brandi D'Amore	Caroline Johnson	Jim Van Dusen	Kasia Mays	Margaret Marmolejo
Michael Connolly	Robert Morrison	Shauna Frente	Sheila Irani	Theresa Gio	Thomas Daniels Valls
Tom Meredith					

3. Discussion and motion to approve by 2/3 board vote Lara Zvirbulis to one 1-year term as Voting Stakeholder on Transportation & Works

**Lara Zvirbulis said she ran for a seat for Area 4, and it was a fun experience. She has lived in Franklin Village for four years this September, loves this neighborhood and wants to create more roots here that she can see flourish in the future. She wants to make sure they have accessible safe transportation for where people want to go, and to make sure the area is walkable.**

**Brandi D'Amore notified Ms. Zvirbulis that she is eligible for the Renter Area B Position and the application is due by the 19th. Should she submit this application and be approved by the board, she may have to choose a different committee because they are full for board members on this committee for which she may be approved.**

**Tom Meredith thanked Ms. Zvirbulis for her diligence and tenacity, and asked if she participated in any of the subsequent Transportation and Works meetings after the election. Ms. Zvirbulis said she took a step back post election and then was traveling, but July and August was when she started getting involved. Ms. D'Amore said that Ms. Zvirbulis was the first to respond to her regarding multiple potential committee spots.**

**Motion Made: Motion to approve by 2/3 board vote Lara Zvirbulis to one 1-year term as Voting Stakeholder on Transportation & Works**

**Motion:** Sheila Irani                      **Second:** Caroline Johnson                      **Vote:** Yes-13, No-0, Abstain-0, Recused-0, Ineligible-0

**Yes**

Bianca Cockrell	Brandi D'Amore	Caroline Johnson	Jim Van Dusen	Kasia Mays	Margaret Marmolejo
Michael Connolly	Robert Morrison	Shauna Frente	Sheila Irani	Theresa Gio	Thomas Daniels Valls
Tom Meredith					

- D) Discussion and motion to approve Bianca Cockrell as one of 5 authorized parties to submit approved Community Impact Statements on behalf of HUNC

**Bianca Cockrell said she wants to be helpful and thinks CIS's are an important part of the NC process. She will be done filming with her current project on Halloween, so she anticipates being able to submit them in a relatively quick fashion.**

**Motion Made: Motion to approve Bianca Cockrell as one of 5 authorized parties to submit approved Community Impact Statements on behalf of HUNC**

**Motion:** Caroline Johnson      **Second:** Michael Connolly      **Vote:** Yes-13, No-0, Abstain-0, Recused-0, Ineligible-0

**Yes**

Bianca Cockrell	Brandi D'Amore	Caroline Johnson	Jim Van Dusen	Kasia Mays	Margaret Marmolejo
Michael Connolly	Robert Morrison	Shauna Frente	Sheila Irani	Theresa Gio	Thomas Daniels Valls
Tom Meredith					

## E) Report by the Treasurer

**Robert Morrison reported that he now has a City of LA credit card.**

## 1. Discussion and vote to approve pending July 2021 Monthly Expense Report for submission

**Robert Morrison shared the July 2021 MER and explained the format for the benefit of new board members. They are generating it a month late because they had trouble getting a receipt in time for the last board meeting. Ms. Frené asked when the fiscal years starts, and Sheila Irani said it is from July 1-June 30th. Brandi D'Amore explained that part of the reason they seated the new board in July was to coincide with the fiscal year.**

**Motion Made: Motion to approve pending July 2021 Monthly Expense Report for submission**

**Motion:** Sheila Irani      **Second:** Kasia Mays      **Vote:** Yes-13, No-0, Abstain-0, Recused-0, Ineligible-0

**Yes**

Bianca Cockrell	Brandi D'Amore	Caroline Johnson	Jim Van Dusen	Kasia Mays	Margaret Marmolejo
Michael Connolly	Robert Morrison	Shauna Frente	Sheila Irani	Theresa Gio	Thomas Daniels Valls
Tom Meredith					

## 2. Discussion and motion to approve August 2021 Monthly Expenditure Report

**Robert Morrison shared the August 2021 MER. Mr. Morrison explained the MER and the major expenses, including a computer for Sheila Irani so she can use their agenda software system.**

**Motion Made: Motion to approve August 2021 Monthly Expenditure Report**

**Motion:** Sheila Irani      **Second:** Kasia Mays      **Vote:** Yes-13, No-0, Abstain-0, Recused-0, Ineligible-0

**Yes**

Bianca Cockrell	Brandi D'Amore	Caroline Johnson	Jim Van Dusen	Kasia Mays	Margaret Marmolejo
Michael Connolly	Robert Morrison	Shauna Frente	Sheila Irani	Theresa Gio	Thomas Daniels Valls
Tom Meredith					

## 3. Discussion and possible motion to approve updates to annual budget administrative packet

**Robert Morrison gave a couple of updates to the administrative packet from last month which they approved: they realized they did not have a line item for basic office supplies. Robert Morrison shared a copy of the spreadsheet so people can more easily see the changes that were made. The sheet highlighted the changes; it kept all the shifts within the Office and Operating Expenses category. It combined line items from web hosting and internet services into one line item. There were other additions to the office items and supplies budget while adjusting the food and refreshments budget. It also reduced the computer software line item by \$400 to reflect board approved motion from last time. All changes are reflected in the admin packet.**

**Motion Made: Motion to approve updates to annual '21-'22 budget administrative packet**

**Motion:** Sheila Irani      **Second:** Tom Meredith      **Vote:** Yes-13, No-0, Abstain-0, Recused-0, Ineligible-0

**Yes**

Bianca Cockrell	Brandi D'Amore	Caroline Johnson	Jim Van Dusen	Kasia Mays	Margaret Marmolejo
Michael Connolly	Robert Morrison	Shauna Frente	Sheila Irani	Theresa Gio	Thomas Daniels Valls
Tom Meredith					

## 8. PLUM Committee

**Brandi D'Amore explained there are two stakeholders with PowerPoints: Jason is presenting on the Bronholly property and Alexis Skarpelos is presenting for the Quebec property. Sheila Irani established that those presentations will receive more speaking time since each stakeholder represents multiple people: 4 minutes for presentation, 1 for comments**

## A) Report by the Committee Chair

B) Discussion and possible motion to deny the application of 6335 Quebec Drive: Project Description: New SFD on a vacant lot, 4073 sq. ft. & 1027 SF garage for 5 cars. Action(s) Requested: ZAD to permit substandard street (less than 20'). Project was heard by HUNC several times in 2019 and voted to deny the project due to insufficient information from the

applicant. Applicant has reapplied with new representation.

*Jim Van Dusen explained the application. PLUM heard this, had quite a few people talk to them, as did the applicant. This project came before the PLUM committee and full HUNC board several times 4 years ago. HUNC issued a motion to deny the application, City Planning moved to terminate in 2019 due to lack of info. The applicant has reinstated the project with new representatives. The motion is that HUNC should vote to deny this project with the following concerns to be addressed: Dirt hauling scheduled between 3 PM--6PM and not on weekends. Site parking for all workers. No smoking must be enforced on project. Between La Punta and Quebec, the road must be widened to 20 feet. Any narrowing of street increases chance of two dead end streets being trapped (high fire history).*

*Sheila Irani asked why they would introduce conditions if they are recommending to deny, and Mr. Van Dusen explained that they want to be on record if the City approves it that these are the conditions they think are the serious issues. As far as the project itself and the house, they finally came through with enough detail that the house made sense. On two lots, one house is being proposed, and the house itself was not controversial. What was controversial was their desire to extend the house so that the street is not at least 20 feet. There is controversy about what the actual width of the street is as well. It is definitely not 20 ft and they are suggesting that the dead end streets may be less than 20. Fire trucks won't make those turns if the intersection isn't at least 20 ft. Brandi D'Amore said since the PLUM meeting, the Planning Department sent an intention to terminate, the letter dated August 20 2019, and the committee was not aware of these issues, but they do not appear to be addressed in this applicant's housing plan either. The applicant is currently reapplying, so it is possible he is trying to fulfill this. Mr. Van Dusen said, to be clear, when the letter of intent was issued it was back when the applicant was giving them NO information at HUNC or PLUM.*

*Argineh Mailian introduced herself as the applicant representative that was brought on about 6-8 months ago. The letter that was spoken to in terms of termination, that was around when she was brought on and all those items have been addressed in cases of requested items. She did want to make a statement that perhaps they could have presented better at the last meeting, and this is info she did not have and she has looked into it. She shared her screen, and explained that regarding street width questions, in ZIMAS (a city database website), the streets do show a larger width of between 30-33 ft which is what caused the confusion. When actually on the street, you can see other housing over time has gone into the street. In reality, these streets are about 17 feet, so it's less than the city records show on the mapping. Working with the plan checker, the architect determined a ZAD would be required to be filed for the continuous roadway. And the reason they could not improve the continuous roadway is there are developments coming out into the street, and they cannot widen a street that comes to a dead end for safety reasons.*

*So the proposal is to dedicate the 3 feet along this corner to bring the road width to 20. What it's requesting is to not be able to do a continuous width of 20 feet going down. So ZAD's cover two things when there's a substandard street. One is the adjacent right of way to the property, which is being met, and 2, the second ZAD request that can come up is the continuous roadway, and that is what the request is. There are no other items from a ZAD or variance standpoint. They meet all other requirements.*

*Mr. Van Dusen appreciated the concern about the entire street, but PLUM was not looking at the entire street. Around the property, he asked if the applicant rep is saying with the 3 feet dedication that they will have 20 feet around their property, and Ms. Mailian said they would. The architect's team, who could not join them, in meeting with the Building and Engineering Departments in order to meet the requirement they came back to us with 3 feet. And it is along the property.*

*Michael Connolly asked if the property was empty right now, which Ms. Mailian confirmed. He asked if there has ever been a structure on these lots. Ms. Mailian said she did not know of any. Ms. D'Amore said they did not see anything about the lot tie in the letter to terminate. Ms. Mailian said she does not handle the building and safety aspect, but she does know the lot tie will be required as soon as their building permits are finalized. There were drastic changes in the plans, so the plan check process will be on hold until planning approves the design. There has been a lot of back and forth before her involvement, and her firm was brought on to address those. Now that they are going forward based on the planning progress coming to a point where there are no further comments, and she thinks that the plan check process will continue. Ms. D'Amore asks if she understands the thought process of the city, because before the baseline hillside ordinance, new ordinances try to compensate for that mistake in the past; Ms. Mailian said she did.*

*Stakeholder Alexa Skarpelos introduced herself as President of the Hollywood Dell Civic Association. She attended the PLUM meeting, and they had their monthly Dell neighborhood meeting last Wednesday. Their residents had a lot to say, so they put together a letter from the HDCA to HUNC. The main focuses of their letter to best represent the 1100 people in their neighborhood were concerns about public safety and activities around the construction project at this location. She has photos that support some of the comments people want to make.*

*Ms. Irani asked what the HDCA's primary objection to the project was, and Ms. Skarpelos explained that the location is problematic because it is at the culmination of two dead end streets and they are in a High Fire Severity zone. As they increase density in this neighborhood, it is very important they have a way to get out in the event of a fire emergency. Ms. Irani asked about the street width issue, and Ms. Skarpelos said according to what was said in the PLUM meeting, it was 18 feet, and they were using a measurement not accurate to what the reality was. So she does not have confidence they will follow through with widening it to a 20 ft wide street.*

*She then introduced images showing the streets adjacent to the lot and the lot itself, showing the street widths, the steepness of*

*the area on and around the lot, and no-parking areas of the streets, saying she is not sure where all the workers and equipment is going to go. In addition, all of Quebec is no parking during red flag days. Ms. Irani asked if the owners of the 6360 Quebec property have agreed to possibly give access to these two vacant lots for construction, and Mr. Van Dusen said he would be surprised.*

*Ms. Skarpelos then showed an image of the brushfire they had in January started by a careless smoker, and that's why they are concerned about fire danger. She then provided examples of a project built on Quebec east of this property causing many problems with construction activities blocking the public and the workers being belligerent. One image showed a dump truck and garbage truck that were stuck unable to move because of the other for an entire day. Another image was a dump truck that lost its brakes and couldn't make a turn on El Ceona that ended up hitting a house, tripping a gas line, and burning the house to the ground. And then the last shot is the lot for the project showing trees when they were told by the project people that the lot had no trees before they clear cut it. While they may have every right to clear their project, the fact that they lied about there being trees does not make stakeholders confident.*

*Stakeholder Mary Ledding has lived on La Punta since 1975, when she moved in there were four houses on that street. You can see that the width has been widened to a full 20 feet and they also put curbs and gutters on the south side of the street. And what's very important is that they maintain a 20 foot wide street space and include in addition the curbs and walkways because people walk these streets all the time and they must maintain a sidewalk there once the construction is finished. They must allow for curbs and gutters to be continued where they currently exist.*

*Stakeholder George Skarpelos said that these developers and owner of the property have been bad actors and exhibited bad faith: at the PLUM meeting they were belligerent and they really did not want to work with them. They denied that the trees were there, they denied that the street was narrow, and all of these issues undermined their presentation and the committee's belief in them. He thinks it's the tenor of what they said and how they acted that's a clear indication of what will happen.*

*Stakeholder Karen Ellis said she lives on Quebec maybe 50 yards from the project and would like to speak to the gradient hauling issue: at the last meeting the developer said they were planning to move almost 1500 cubic yards of dirt from the lot. They claimed the city is okay with that, trucks they plan to use would take 120 trips out of the neighborhood. Ms. Skarpelos showed the truck incident, and Ms. Ellis personally had her planter nearly busted from a truck passing her house. She had her water pipe busted from a truck passing her house causing a water leak.*

*Stakeholder Michael Fruehstorfer was glad that Ms. Skarpelos got the chance to show photos that illustrate his concerns about parking on-site. The lot is even steeper than the pictures show. He has seen trucks getting stuck trying to get up on the hill and is concerned where the developers will park, put restrooms, dumpsters, and stage materials. The street is too narrow.*

*Stakeholder Jodi Ehrlich had 3 major concerns: one is fire safety and emergency vehicle passage during construction, because if they park even one car there they won't get through. Another is hauling. And finally, she feels before any permit is considered, they should show a chart of the number of vehicles they have and exactly where they will be parking them onsite.*

*Stakeholder Jeff Dowden was aware even the ZIMAS overhead photos showed trees over this lot, and at the PLUM meeting the construction rep assured them they did not remove any trees. And that shows a lack of integrity. He encourages people to take a close look at anything they do or say.*

*Stakeholder Alli White said she was the one who had to call the fire department for the original fire on Quebec; on top of the fact there is little emergency access, there is little cell access on that trail. By the time the woman who had accidentally started the fire from smoking got up to her to call 911 and she was able to call 911, they weren't able to get firemen in at the top or bottom. They eventually had to bring in the helicopter because it was the only way they could do it. They are designated a high hazard fire emergency zone, there is no smoking outside allowed, and she is very worried about the fire risk.*

*Stakeholder Bill Walker has been here since 1995 and watched a lot of construction go up. Stakeholders' experience with new construction depended a lot on who was doing the project - there have been a few professionals who have respected the residents, but more often than that, a lot had a really negative impact on their neighborhood, people who were belligerent and disruptive, and these people were belligerent last week.*

*Stakeholders Peter and Wendi Lebow said they are on La Punta, and they agree with the issues everybody's brought up. It's so bad that sometimes cars have problems getting by each other. Almost on a weekly basis residents have to back their car down the street to let regular cars pass by.*

*Public comment was closed.*

*Ms. Irani wanted the developer rep to address where they plan on parking this equipment, the number of trips, parking for the personnel, and the fact that the street width they still have questions about. As well as the fire safety, smoking, and cell service. And why they stated that there were no trees.*

*Ms. Mailian said she thought they mentioned last time, the ownership spoke to some of these items, not her. But what construction trucks can be fit on the property will be fit on the property. They have already made arrangements to park trucks and*



employee cars at the gas station down the hill. Regarding steepness, it depends on when they start doing work, and if they can't park a vehicle there, they will park it at the gas station. She also clarified that at the PLUM meeting the owner did not say they did not remove any trees, they said they did not remove any protected trees.

Ms. Irani asked Mr. Van Dusen if LADOT can mandate having white glove traffic officers present since the road is so narrow, and Mr. Van Dusen said they could not; HUNC can request it, but it would go back to the Department of Building and Safety. If they violate that, then they have to call the Dept of Building and Safety to cite them.

Ms. D'Amore said that Ms. Mailian is not being quite accurate. When the issue of the tree report was put up the applicant categorically denied that there were ever trees, and he said that there was no need for a tree report because there were no trees removed. Chief Hogan, whenever the committee asks him about construction on these types of areas, is always clear that the LAFD need access. So to provide a variance to that is problematic. And they still have not indicated that they were able to meet the substandard hillside ordinance. She believes their motion is accurate.

Mr. Van Dusen said that since the project has been dealt with since 2018 and with the lack of candor from the owner, he would stick with the original motion he read to deny. Under 4, street widths on Laluna and Quebec drives, he would change that. What they are saying is they can't do that, and he would add no 5, all conditions from HDCA letter must be addressed: plan for traffic control and commitment from city to enforce, wanting to see in writing plan for fire safety, under grading and hauling, limiting hauling to from Monday to Thursday because Friday is trash hauling day. Under parking equipment, they want to know specifics of offsite parking, as well as how neighbors should report violations. Otherwise, the motion on table is the motion to vote on. Ms. Irani accepted that friendly amendment.

Ms. D'Amore said the applicant indicated that until they cleared enough space on their lots, the construction equipment would stay on the street, so there needs to be a time guideline or some addressing of that. Ms. Irani did not know if they could state that. Ms. D'Amore asked if they wanted to address the dumpster not being in the street, and Mr. Van Dusen clarified that that will be part of their approval process in their traffic plan. Ms. Irani hoped the applicant hears all the complaints and criticisms, and realizes this is all about safety. And the safety will affect the future inhabitant or inhabitants of the project. 6

**Motion Made:** Motion to deny the application of 6335 Quebec Drive: Project Description: New SFD on a vacant lot, 4073 sq. ft. & 1027 SF garage for 5 cars. Action(s) Requested: ZAD to permit substandard street (less than 20'). Project was heard by HUNC several times in 2019 and voted to deny the project with the following concerns that would need to be addressed if this project were to go forward: Dirt hauling needs to be scheduled between 10a- 3pm with no dirt hauling on Fridays due to trash pickup day as the trash trucks block the narrow roads.; There must be off-site parking for all workers as there is very little street parking available.; As the project is in Very High Fire Severity Zone, no smoking must be enforced for all involved with the project; The street widths on both La Luna and Quebec Drives around the project must be at least 20 feet wide as a narrower road presents a severe safety issue as the lot is directly on the intersection of two dead-end streets. Any narrower width would potentially cause the possibility of residents on two dead-end streets being trapped on their streets and unable to exit if a fire were to erupt (there is a history of fires in the hills around this project);All conditions outlined on the September 10, 2021 letter from the Hollywood Dell Civic Association must be addressed and answered.

**Motion:** Jim Van Dusen                      **Second:** Brandi D'Amore                      **Vote:** Yes-12, No-1, Abstain-0, Recused-0, Ineligible-0

**Yes**

Bianca Cockrell	Brandi D'Amore	Caroline Johnson	Jim Van Dusen	Margaret Marmolejo	Michael Connolly
Robert Morrison	Shauna Frente	Sheila Irani	Theresa Gio	Thomas Daniels Valls	Tom Meredith

**No**

Kasia Mays

- C) Discussion and possible motion to send letter to the Los Angeles City Planning Department Zoning Administrator outlining points of concern with the application of 2654 Bronholly Drive: Project Description: Construction of new 3 level single family residence with attached garage. Action(s) Requested: 1) Lot fronts on a street improved to less than 20' wide; 2) Vehicular access from the lot to the boundary of the hillside area is not on streets continuously improved to a minimum of 20'-0" wide. Hearing scheduled per Zoning Administrator leaving the record open for three weeks for stakeholder input as none was received prior to the Department of City Planning hearing on August 26, 2021.

Jim Van Dusen gave some quick background: this project came through in the Oaks and was sent to them for review, which is the normal process for PLUM since they're knowledgeable. It came to their attention that on August 26 it had made it to a Department of City Planning hearing and the Oaks folks had not followed through with this. At the hearing it had been asked to keep the comments open for stakeholders. So PLUM heard this, this is not a case of a motion to deny or approve, the motion is to send in comments for the Zoning Administrator asking that the project comply with zoning requirements, narrowing of street would be problematic, etc. Brandi D'Amore said they also had the point that the Building and Safety complaint said some conditions had to be met before building could occur.

Glen Salcedo introduced himself as the architect and a representative for the applicant and addressed a few issues raised at PLUM. Regarding the categorical exemption: we are categorically exempt from the justification for SEQA on the environmental issue. That goes through an a-b-c type test and they have met all of those according to Planning as well. Next is the issue of baseline hillside:

*the Oaks had revisions in 2017-18, but either way, because they are in the Oaks of Feliz, they will fall in an exemption. With the garage, they are applying the two hundred which is why it is in the front. They have met that as well and confirmed that with Planning and their logic for that reason. The issue with the deck in the rear, there's two parts to that, it was regarding Building and Safety. They did put the note in the file that the applicant will have to clear that issue. The owner is not removing the deck or the lower wall. Mr. Salcedo thinks the conclusion is that their plans were incorrectly noted, and they have amended that note. That note will be stricken from the drawing package and that deck will stay. What they do need to work out is the easement of that lower part of the lot. The plan checker will have to work that out with the owner. Those are the items he could respond to. He knows the road width is a sticky item and he is working with the ZA and Planning on that.*

*Stakeholder Jason Greenwald explained that there are 5 stakeholder neighbors on the Zoom and they have agreed to cede their time to him.*

*Since Mr. Greenwald was having technical issues, Stakeholder Gordon Gooch talked, saying he lives directly across from the proposed construction and about 15 people along the street have voiced concern about the project, and the character of the developer/builder and relationship they have had with him. The safety of the street is their paramount concern, so these are the types of issues that they are concerned with and hope they would take into account.*

*Mr. Greenwald shared his screen with a presentation entitled "2654 Bronholly does not warrant an exception". He would echo almost everything Alexa Skarpelos said in her presentation on the previous item. This lot is near Griffith Park, and this owner has not complied with brush clearing on two separate occasions in two separate years. Neighbors learned about this only in August, and 16 neighbors opposed the request for relief and signed a letter to ZA requesting the applicant be required to widen the roadway. Bronholly Drive is a substandard Hillside Limited Street. Bronholly Drive is NOT 20' wide at property frontage, in fact it is much less. Bureau of Engineering Hillside Referral form shows street width as 15', not 20 as the developer's representative has claimed on more than one occasion. The neighbors are also familiar with the developer who has had two other projects in immediate vicinity. In a house renovation next door, they constructed an illegal retaining wall. Issues with another renovation included noncompliance with brush clearance rules, and multiple misstatements of fact in application and public statements since then. Regarding the LADBS issue that's been referenced by Ms. D'Amore and the architect, the plan checker has made clear that this is not a plan checking issue, her supervisor's supervisor ruled not to issue the permit due to conditions; this will require a variance to build, and they think it's premature for Planning to consider road widening when Building and Safety has made it clear that no construction can begin by right without structures on site being addressed.*

*Stakeholder Susan Goldstein raised her hand, but could not speak.*

*Stakeholder Ryan Reeves introduced himself as the resident in 2647 Canyon Drive referenced in the presentation, which was a previous development by the current project's developer. Since his purchase of the house in 2016, he and his partner had a litany of projects they wanted to do on house, and found all the projects they wanted ran into issues with substandard construction of the original house. So it concerns him that the quality he is seeing in his own home matches the safety of the current project.*

*Mr. Van Dusen explained that everyone agreed at the meeting that the wall under the deck is not a retaining wall. That's an ownership issue, the gentleman sold the lot with the deck on it, if the new owners want to tear the deck down it's their right. He would leave that in the original motion, but not sure there's anything significant there. The easement issue is an interesting issue, and would add to the motion that the easement issue needs to be worked out.*

*Ms. D'Amore said the applicant is perhaps mistaken: when you go to ZIMAS, it says the project requires fulfilling delimitations AND baseline hillside ordinances. In that area, you cannot ignore the need to expand the street to the statute's requirements. A variance is dangerous, and would produce liability for the city if they were to allow it.*

*Mr. Salcedo said he does not really have much more to add. They are still working through issues particularly with the road width and the only thing he can say is he is working on planning with all these issues, including delimitation. So maybe it is possible Ms. D'Amore or a board member will have to speak to the planner about that, any possible confusion about when it applies and how it applies. He has been through some of these D-limitations before, the way she's ruling it and applying it to them doesn't sound that different from previous projects*

**Motion Made:** Motion to send letter to the Los Angeles City Planning Department Zoning Administrator outlining points of concern with the application of 2654 Bronholly Drive: Project Description: Construction of new 3 level single family residence with attached garage. Action(s) Requested: 1) Lot fronts on a street improved to less than 20' wide; 2) Vehicular access from the lot to the boundary of the hillside area is not on streets continuously improved to a minimum of 20'-0" wide. Hearing scheduled per Zoning Administrator leaving the record open for three weeks for stakeholder input as none was received prior to the Department of City Planning hearing on August 26, 2021.

**Motion:** Jim Van Dusen

**Second:** Sheila Irani

**Vote:** Yes-12, No-0, Abstain-1, Recused-0, Ineligible-0

**Yes**

Brandi D'Amore

Caroline Johnson

Jim Van Dusen

Kasia Mays

Margaret Marmolejo

Michael Connolly

Robert Morrison

Shauna Frente

Sheila Irani

Theresa Gio

Thomas Daniels Valls

Tom Meredith

**Abstain**

Bianca Cockrell

## 9. Outreach Committee

## A) Report by the Committee Chair

**Tom Meredith said they did meet on Monday the 6th and spent their time on two primary issues: one was the mobile vaccination clinic. Based on what had been successful at the Hollywood Dell CA Block Party, they would love to get one going in a broader sense. That project hit skids with restrictions from DONE. It will get pushed over into the Social Services and Homelessness committee to comment on. Shauna Frenté is lead and point person on that project and serves on both. The second project is what they can do to promote vacancy appointments and push people to consider getting appointed. Info is on HUNC's website; some have physically called or visited people for recommendations to encourage interest in appointments.**

## B) Discuss and possible motion to approve up to \$500 for design/creative services to Media Art (owned and operated by George Skarpelos) for producing up to two print ready flyers promoting HUNC Board of Director vacancies

**Tom Meredith said they would like to flyer where they can and suggested they engage Media Art services to make the flyers. Sheila Irani added this is to hire George Skarpelos to design it.**

**Robert Morrison said in terms of approving a financial item, for Outreach, they have budgeted \$3,000 and spent \$356.**

**Bianca Cockrell thought it would be good to work to find printers outside of the board entirely. Mr. Meredith agreed and said he just needed to react quickly, but he has looked and found a few potential vendors they can contract**

**Motion Made: Motion to approve up to \$500 for design/creative services to Media Art (owned and operated by George Skarpelos) for producing up to two print ready flyers promoting HUNC Board of Director vacancies**

**Motion:** Tom Meredith                      **Second:** Sheila Irani                      **Vote:** Yes-13, No-0, Abstain-0, Recused-0, Ineligible-0

**Yes**

Bianca Cockrell	Brandi D'Amore	Caroline Johnson	Jim Van Dusen	Kasia Mays	Margaret Marmolejo
Michael Connolly	Robert Morrison	Shauna Frenté	Sheila Irani	Theresa Gio	Thomas Daniels Valls
Tom Meredith					

## C) Discuss and motion to approve up to \$200 for printing Board vacancy promotional flyers designed by Media Art

**Tom Meredith motioned to approve. Sheila Irani seconded. Brandi D'Amore explained that it is more than their standard printing costs and Robert Morrison said each item should be board voted.**

**Motion Made: Motion to approve up to \$200 for printing Board vacancy promotional flyers designed by Media Art**

**Motion:** Tom Meredith                      **Second:** Sheila Irani                      **Vote:** Yes-13, No-0, Abstain-0, Recused-0, Ineligible-0

**Yes**

Bianca Cockrell	Brandi D'Amore	Caroline Johnson	Jim Van Dusen	Kasia Mays	Margaret Marmolejo
Michael Connolly	Robert Morrison	Shauna Frenté	Sheila Irani	Theresa Gio	Thomas Daniels Valls
Tom Meredith					

## D) Update and discuss HUNC Board retreat to be scheduled sometime following October Board Meeting when qualified applicants will be heard and voted into appropriate vacancies.

**Sheila Irani explained that they want to conduct the retreat after our nominees have been voted on. Tom Meredith added that Robert Morrison has worked on a Doodle to identify some dates and board member's first, second, and third choice. He will send it out after this meeting.**

## 10. Public Safety &amp; Emergency Preparedness Committee

## A) Report by the Committee Chair

**Michael Connolly reported that they met with a gentleman from MySafeLA and discussed fire safety as it relates to multiple things across the city. They decided they will keep in contact with them as they decide what their agenda will be into the year.**

**Ethan Weaver on from the City to discuss the City Streets to Home Strategy: each councilmember can nominate streets to have care and cleanup delivered to homeless encampments. They didn't really drill down on when this will start but the idea is they'll find shelter for folks for these nominated encampments and that's obviously a process. This is one to watch and they will keep our eyes on it. They did not get into which streets to recommend.**

**Tom Meredith suggested that, since LAPD has a website you can go on to follow crime stats, the committee should probably start creating its own log of this and track it over time so they can follow two-year trends.**

## 11. Social Services and Homelessness Committee

- A) Report by the Committee Chair: Committee developed Mission Statement and outreach methods to be shared at retreat.

*Sheila Irani said that Caroline Johnson did a fantastic job taking minutes, and the committee membership has voted yes to volunteer at the Hollywood Food Coalition. Because of COVID it will be outside and they will be working there from 5:30 to 8:30 PM. They were all excited about having a vaccine clinic, but got the kibosh put on it because they cannot sponsor or co-sponsor it. Supervisor Kuehl's office rep explained that since there is a price tag for the church to host it, he is moving to other areas that are access areas and county run. HUNC as an NC can volunteer to have a table there and pass out items like masks.*

*Sauna Fren  understood in this revised model with the new location that they still want to use Curative. Ms. Irani said that they have to use them since it's the county provider. Ms. Fren  said she found out that after November 1, Curative is rolling over to the Department of Public Health. Ms. Irani thanked her for the update and said she would talk to Fernando and figure things out. They are aiming for late October in flu season to have testing, a covid shot, and flu shot all at once.*

- B) Discuss SSH Committee Members (limit of 5) volunteering at Hollywood Food Coalition on Monday Sept 27, 2021, 5:30pm to 8:30 pm.

*Discussed in Chair report*

- C) Update and discuss HUNC plans and participation in non-HUNC sponsored COVID-19 vaccination/testing mobile clinic including volunteering at event sometime in late October.

*Discussed in Chair Report*

## 12. Transportation &amp; Works Committee

- A) Report by the Committee Chair

*Brandi D'Amore said most of what they covered was done earlier in the agenda (voting new members on). They also did their standing rules mission statement. Finally, they discussed what is coming in the future including the community habitat aspect, and will be addressing the council file on the wire trash baskets in communities*

## 13. Non Profit, Education &amp; Arts Committee

- A) Report by the Committee Chair, update on contact spreadsheet

*Margaret Marmolejo thanked everyone new on the committee. At their meeting, they had a visitor from the LA County Parks Department named Jessica Hao who is collecting feedback for a new mural they want to do near Ford's Theater's location. Ms. Marmolejo will find out what the feedback website is. Another person at the meeting was Tremekia Gilmore from LAUSD who is a support supervisor for the Hollywood area for LAUSD. She is interested in finding out different groups of people that might want to support the schools and do things for them. There's things that Cheremoya might need, and people from HUNC's area go to a couple different high schools. Adrian Alfaro also came; he lives in HUNC's area and does murals and wanted to stay in touch with HUNC. They discussed the departure of HUNC's Youth Representative and looking around to other places to fill that traditional role in the committee. Finally, there was a great project started by Theresa Gio making a grid of nonprofits in their area. Ms. Gio explained it is a database of nonprofits, art galleries, and schools in HUNC's area because they do not have a standing list of those now.*

## 14. Renters and Housing Issues Committee

- A) Report by the Committee Chair

*As Bianca Cockrell was not present at September meeting, Vice Chair Brandi D'Amore gave report. Ms. D'Amore discussed that while they had good discussions, the committee could not take action as they did not have quorum. She reminded board and committee members to let them know if they cannot make it to meetings since it could affect quorum. They could not do anything motionable, only discussion. At that time Luis Saldivar was discussed and rotated to the board although they could not make the recommendation. They discussed standing rules and the mission statement but couldn't formalize it. They do need to discuss in Renter's what they will do about the October meeting since 2-3 board members will be at Civic U on that date. Sheila Irani added it probably would also be worthwhile to make inroads with the Building Owners Managers Association (BOMA) and find out who those owners and managers are in their area so they can pass on communiques to them to pass on to their tenants.*

15. Board Member announcements of items not on the Agenda

***Tom Meredith asked if everyone got the email from EmpowerLA about the LA Congress Of Neighborhoods, saying it was really rich with why board members should go. He would encourage the board to go back into that and sign up for classes.***

16. Old/Ongoing Business

***None***

17. New/Future Business

***None***

Adjournment at 9:30 PM

Reconsideration: The Board may reconsider and amend its action on items listed on the agenda if that reconsideration takes place before the end of the meeting at which it was considered or at the next regular meeting. The Board, on either of these two days, shall: (1) Make a Motion for Reconsideration and, if approved, (2) hear the matter and take an action. If the motion to reconsider an action is to be scheduled at the next meeting following the original action, then two items shall be placed on the agenda for that meeting: (1) A Motion for Reconsideration on the described matter and (2) a [Proposed] action should the motion to reconsider be approved. A Motion for Reconsideration can only be made by a Board member who has previously voted on the prevailing side of the original action taken. If a Motion for Reconsideration is not made on the date the action was taken, then a Board member on the prevailing side of the action must submit a memorandum to the Recording Secretary identifying the matter to be reconsidered and a brief description of the reason(s) for requesting reconsideration at the next regular meeting. The aforesaid shall all be in compliance with the Ralph M. Brown Act.