



RAY PEARL
Mayor

NED E DAVIS
Mayor Pro Tem

KELLY HONIG
Councilmember

SUSAN McSWEENEY
Councilmember

BRAD HALPERN
Councilmember

MINUTES Regular Meeting of the City Council April 26, 2023

CALL TO ORDER:

This Regular Meeting of the Westlake Village City Council was called to order by Mayor Pearl on Wednesday, April 26, 2023, at 8:27 p.m., at 31200 Oak Crest Drive, Westlake Village.

PLEDGE OF ALLEGIANCE:

Mayor Pearl led the Pledge of Allegiance.

ROLL CALL:

PRESENT: Councilmembers Halpern, McSweeney, Honig, Mayor Pro Tem Davis, and Mayor Pearl

ABSENT: None

Also Present: City Manager de Geus, City Attorney Boga, Deputy City Manager Eskandar, Administrative Services Director Wilson, Planning Director Forbes, City Clerk Mann, City Engineer Hughes, Senior Planner Sinkula, and Community Services Coordinator Roush.

APPROVAL OF AGENDA:

Mayor Pro Tem Davis moved to approve the Agenda as presented. Councilmember McSweeney seconded the motion.

YES: Councilmembers Halpern, McSweeney, Honig, Mayor Pro Tem Davis, and Mayor Pearl

NO: None

ABSENT: None

ABSTAIN: None

Mayor Pearl declared the motion passed 5-0

APPROVAL OF MINUTES:

Councilmember Halpern moved to approve the Minutes of April 12, 2023 Study Session and April 12, 2023 City Council Regular Meeting as presented. Councilmember McSweeney seconded the motion.

YES: Councilmembers Halpern, McSweeney, Honig, Mayor Pro Tem Davis,
and Mayor Pearl.
NO: None
ABSENT: None
ABSTAIN: None

Mayor Pearl declared the motion passed 5-0

SPECIAL PRESENTATIONS/CEREMONIAL MATTERS: None

PUBLIC COMMENTS: None

COUNCIL RESPONSE:

STAFF COMMENTS:

City Manager de Geus highlighted the upcoming City Council meeting topics for May 10, 2023, 4:30 p.m. City Council Study Session and the regular 6:30 p.m. meeting.

COUNCIL COMMENTS:

Councilmember Honig announced receiving a Community Service Award from the Westlake Village Rotary Club for the City of Westlake Village, for staff efforts at the Holidays in the Village event. Councilmember Honig thanked Community Services Coordinator Roush for her assistance with this event.

MONTHLY DEPARTMENTAL REPORTS:

1. **Sheriff's Department Report**

Deputy Brian Knott presented the Sheriff Department's report for the month of March 2023 including crime statistics.

2. **Fire Department Report**

Assistant Chief Drew Smith presented the Fire Department's report for the month of March 2023 and reported on the number of fires, medical response calls, and rescue activities conducted.

MONTHLY DEPARTMENTAL REPORTS (continued):**3. Chamber of Commerce Report**

Adam Haverstock, Director of Government Affairs and Tourism, highlighted recent and upcoming events of the Greater Conejo Chamber of Commerce including the monthly mixer held at ProActive Sports which included 30 non-profits attending to provide information to the attendees on their service. Mr. Haverstock announced that tickets may be purchased for the Chamber's Annual Recognition Gala on Friday, May 19 at the Moorpark Zoo, and the 40 Under 40 nominations are open until May 24, 2023. Lastly, he stated that the annual "MIXPO" 2023 will be held on June 14. Registration information for events and the nomination forms are located at www.conejochamber.org.

4. Library Report

No verbal report received; see written report for March 2023 statistics.

CITY COUNCIL COMMITTEE REPORTS:**1. ADMINISTRATIVE COMMITTEE REPORT – BUILDING AND SAFETY SERVICES**

City Manager de Geus introduced the item and stated that the Administrative Committee (Pearl/Davis) met on February 13, 2023 to discuss the Building and Safety Program, the City's current contract with Los Angeles County, and alternatives for providing building and safety services.

Planning Director Forbes provided background information on Los Angeles County who has provided building and safety services for the City of Westlake Village, since incorporation. Services include plan review, permits, inspections and administration, and responsibility for all management, day-to-day operations, and continuity of service. Mr. Forbes noted that the program was last reviewed by the Administrative Committee in 2017 and City Council determined to stay with the County. Mr. Forbes reported that 12 Los Angeles County cities contract with the County for building and safety, other cities have in-house programs serviced by city staff, outside consultants, or a combination, and that neighboring cities have in-house programs with dedicated staff and varying amounts of consultant support.

Mr. Forbes discussed the advantages of County services, which included a minimal City staff requirement, County staff manages the day-to-day operations, and the County's depth of staff and resources as an asset to the City that could not be replicated using in-house staff or a private consultant.

Mr. Forbes commented on issues with County services such as unreasonably long plan review times of late, frequent complaints about customer service and general lack of responsiveness from County staff, the understaffed Calabasas Regional Office, and the County's slow response to the City's concerns about these matters.

CITY COUNCIL COMMITTEE REPORTS (continued):

Planning Director Forbes shared recent improvements at the County and confirmed that the approval of plan checker overtime has reduced the plan review backlog; multiple vacancies in the Calabasas office were recently filled including plan checkers, permit technicians, and inspectors; experienced staff members transferred from other regional offices; and the County has committed to migrating Westlake Village and other contract cities to a newer EPIC-LA online permit system by 2023 for improved customer service and communication.

On the topic of bringing building and safety services in-house, Mr. Forbes explained that Staff has completed a preliminary analysis, but will need consultant assistance to continue with a more detailed analysis of matters to consider such as staffing and consultant needs, physical space for people and files, technology needs, and fiscal impact. Planning Director Forbes said a fee study would be required to determine new plan check and permit fees; fees should be set so that the program is self-sustaining; and that up-front costs for the fee study, permit system, records management, and other transition-related tasks could be substantial. He noted that these costs can be recovered over several years through fees, but the initial fiscal impact could be significant.

He mentioned that the Administrative Committee did not reach consensus on a direction forward and recommended that the matter be brought to the full City Council for discussion.

Council discussion included entering into an agreement with a consultant to conduct a detailed analysis for moving Building and Safety internally. Simultaneously, Staff should work with the County on the new permit software upgrades and monitoring customer service. Mr. Forbes informed City Council that the initial analysis would not include a fee study; a fee study will be conducted after a determination has been made on where the Building and Safety function will reside.

Councilmember Halpern moved that the City Council direct staff to enter into an agreement with m6 Consulting, Inc. to proceed with evaluating the staffing, budgetary, and other issues related to transitioning the building and safety program from the existing County contract to an in-house program supported by consultant services and authorize the City Manager to execute the agreement. Councilmember Honig seconded the motion.

YES: Councilmembers Halpern, McSweeney, Honig, Mayor Pro Tem Davis, and Mayor Pearl.
NO: None
ABSENT: None
ABSTAIN: None

Mayor Pearl declared the motion passed 5-0.

PUBLIC HEARINGS:**1. PUBLIC HEARING: CONDITIONAL USE PERMIT NO. 88-007 MODIFICATION NO. 7; RESOLUTION NO. 2294-23**

Mayor Pearl opened the Public Hearing. Senior Planner Sinkula presented a request to approve Modification No. 7 of Conditional Use Permit (CUP) 88-007 to authorize an increase in enrollment from 60 to 75 students and the continued operation of a preschool located at 31840 ½, 31842, 31844, and 31846 Village Center Road.

Ms. Sinkula stated that on February 8, 1989, City Council approved CUP No. 88-007 to establish a private preschool. She noted the CUP has been modified six times over the years to extend the permit term, to authorize minor increases in enrollment, and to authorize the relocation of the school. The applicant is requesting to increase enrollment from 60 to 75 students and extend the permit term.

On April 5, 2023 the Land Use Committee (Davis/Honig) reviewed the request and recommended it be moved forward to the full City Council for a public hearing.

Applicant, Lisa Welch, on behalf of Westlake Patticate, Inc., doing business as The Enriching Hour Preschool addressed the City Council.

Mayor Pearl closed the Public Hearing.

Councilmember Honig moved that the City Council adopt Resolution No. 2294-23, determining Conditional Use Permit No. 88-007 is exempt from CEQA and approving Modification No. 7 of Conditional Use Permit No. 88-007 to authorize an increase in enrollment from 60 to 75 students and the continued operation of a preschool located at 31840 ½, 31842, 31844, and 31846 Village Center Road. Councilmember McSweeney seconded the motion.

YES: Councilmembers Halpern, McSweeney, Honig, Mayor Pro Tem Davis, and Mayor Pearl.

NO: None

ABSENT: None

ABSTAIN: None

RESOLUTION NO. 2294-23 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE VILLAGE APPROVING MODIFICATION NO. 7 TO CONDITIONAL USE PERMIT NO. 88-007 RELATIVE TO THE AUTHORIZATION OF THE CONTINUED OPERATION OF A PRESCHOOL WITHIN AN EXISTING COMMERCIAL CENTER LOCATED AT 31840 ½, 31842, 31844, & 31846 VILLAGE CENTER ROAD

Mayor Pearl declared the motion passed 5-0.

PUBLIC HEARINGS (continued):

2. PUBLIC HEARING: CONDITIONAL USE PERMIT NO. 18-004 MODIFICATION NO. 1; RESOLUTION NO. 2295-23

Mayor Pearl opened the Public Hearing. Senior Planner Sinkula presented a request to approve Modification No. 1 of Conditional Use Permit (CUP) 18-004 to authorize the continued sale of alcoholic beverages for offsite consumption incidental to a custom engraving business located at 31316 Via Colinas, Suite 110.

Ms. Sinkula reported that on April 11, 2018 City Council approved CUP 18-004 to authorize the sale of alcoholic beverages for offsite consumption incidental to a custom engraving business. She noted that the business provides custom hand engraved objects including bottles of alcohol, wine and bar accessories, crystal, promotional products, pens, frames, and trophies. The business either engraves bottles of alcohol provided by their customers or orders the bottles of alcohol to be engraved on behalf of their client and that no alcohol is consumed on the premises.

On April 5, 2023, the Land Use Committee (Davis/Honig) reviewed the request and recommended it be moved forward to the full City Council for a public hearing.

Applicant Daniel Crisafulli, on behalf of LGC Engravers, Inc. was in attendance; however, he did not address City Council.

Mayor Pearl closed the Public Hearing.

Councilmember McSweeney moved that the City Council adopt Resolution No. 2295-23, determining Conditional Use Permit No. 18-004 is exempt from CEQA and approving Modification No. 1 of Conditional Use Permit No. 18-004 to authorize the continued sale of alcohol for offsite consumption incidental to a custom engraving business located at 31316 Via Colinas, Suite No. 110. Councilmember Honig seconded the motion.

- YES: Councilmembers Halpern, McSweeney, Honig, Mayor Pro Tem Davis, and Mayor Pearl.
- NO: None
- ABSENT: None
- ABSTAIN: None

RESOLUTION NO. 2295-23 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE VILLAGE APPROVING MODIFICATION NO. 1 TO CONDITIONAL USE PERMIT NO. 18-004 RELATIVE TO THE AUTHORIZATION OF THE CONTINUED SALE OF ALCOHOL FOR OFFSITE CONSUMPTION WITHIN AN EXISTING BUSINESS PARK LOCATED AT 31316 VIA COLINAS, SUITE NO. 110

Mayor Pearl declared the motion passed 5-0.

PUBLIC HEARINGS (continued):

3. FISCAL YEAR 2023-2024 ASSESSMENTS FOR LIGHTING AND LANDSCAPE ASSESSMENT DISTRICTS: RESOLUTION NOS. 2296-23, 2297-23 AND 2298-23

Mayor Pearl opened the Public Hearing. City Engineer Hughes reported the City Council must annually review and levy assessments against all assessable parcels within the three districts for installation, operation and maintenance of certain street landscaping and street lighting improvements.

Ms. Hughes reviewed the assessment amounts for each District, stating no changes are being proposed to the current assessment amounts in any of the districts. However, several cost factors continue to provide growing pressure on the City's ability to maintain the level of subsidy without consideration of raising assessments in the future. A few of the key cost factors include rising water and electricity rates, and costs associated with the City's transition to 'zero emissions' landscape equipment.

Ms. Hughes noted that the motion in the staff report has the incorrect fiscal year, noting it should be for the Fiscal Year 2023-24.

Supplemental Packet included an updated motion for Public Hearing 3, correcting the Fiscal Year; posted online.

Mayor Pearl closed the Public Hearing.

Mayor Pro Tem Davis moved that City Council adopt Resolution Nos. 2296-23, 2297-23, and 2298-23 to levy the assessment for Fiscal Year 2023-24 with the Lighting Maintenance District No. 1, Landscape Maintenance District No. 1 and Westlake Spectrum Landscape District No. 15; and that the City Clerk and City Engineer be directed to file a certified copy of the Resolutions, annual assessments and diagrams with the Los Angeles County Auditor-Controller. Councilmember Halpern seconded the motion.

- YES: Councilmembers Halpern, McSweeney, Honig, Mayor Pro Tem Davis, and Mayor Pearl.
- NO: None
- ABSENT: None
- ABSTAIN: None

RESOLUTION NO. 2296-23 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE VILLAGE CONFIRMING A DIAGRAM AND ASSESSMENT FOR THE 2023-24 FISCAL YEAR, AND ORDERING THE IMPROVEMENTS IN CONNECTION WITH CITY OF WESTLAKE VILLAGE LIGHTING MAINTENANCE ASSESSMENT DISTRICT NO. 1 PURSUANT TO THE PROVISIONS OF PART 2 OF DIVISION 15 OF THE STREETS AND HIGHWAYS CODE

PUBLIC HEARINGS (continued):

RESOLUTION NO. 2297-23 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE VILLAGE CONFIRMING A DIAGRAM AND ASSESSMENT FOR THE 2023-24 FISCAL YEAR, AND ORDERING THE IMPROVEMENTS IN CONNECTION WITH WESTLAKE VILLAGE LANDSCAPE MAINTENANCE ASSESSMENT DISTRICT NO. 1 PURSUANT TO THE PROVISIONS OF PART 2 OF DIVISION 15 OF THE STREETS AND HIGHWAYS CODE

RESOLUTION NO. 2298-23 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE VILLAGE CONFIRMING A DIAGRAM AND ASSESSMENT FOR THE 2023-24 FISCAL YEAR, AND ORDERING THE IMPROVEMENTS IN CONNECTION WITH WESTLAKE SPECTRUM LOCAL LANDSCAPE ASSESSMENT DISTRICT NO. 15 PURSUANT TO THE PROVISIONS OF PART 2 OF DIVISION 15 OF THE STREETS AND HIGHWAYS CODE

Mayor Pearl declared the motion passed 5-0.

MONTHLY IN-HOUSE DEPARTMENTAL REPORTS:**1. Engineering Department Report**

City Engineer Hughes highlighted various items from the Engineering Department Status Report, noting that the noise study is being conducted at the Community Park related to the pickle ball courts, and staff is updating the Pickle Ball Courts plans and specifications per City Council direction. The North Santa Monica Bay Watershed Area Steering Committee (NSMB WASC) will be holding a State of the Watershed public meeting on May 11, 2023 at Las Virgenes Municipal Water District. Registration is required to attend the event and Ms. Hughes will speak at the event.

2. Planning Department Report

Planning Director Forbes highlighted the Planning Department Status Report noting the schedule for Land Use Committee items will be adjusted with the Development Impact Fee Study and Assessment District update being presented in May 2023 and Fence and Wall Regulations in June 2023.

3. Cultural Recreation Report

Community Services Coordinator Roush highlighted items from the Cultural Recreation Department Status Report including the City's three Earth Day events: the Wishbone Trail Clean-Up held on April 15, the Earth Day Festival held on April 22, and the City's Bi-Annual Shred Event which will be held from 9:00 a.m. – 1:00 p.m. on April 29 at City Hall. She reminded residents to pick up their tabletop trash cans and food waste buckets at the event. Lastly, the City to School Program, in partnership with White Oak Elementary School brings lessons on local government to 4th grade students and will be conducted in May.

CONSENT CALENDAR

Councilmember Honig moved to approve the Consent Calendar. Councilmember McSweeney seconded the motion.

- YES: Councilmembers Halpern, McSweeney, Honig, Mayor Pro Tem Davis, and Mayor Pearl.
- NO: None
- ABSENT: None
- ABSTAIN: None

Mayor Pearl declared the motion passed 5-0.

APPROVAL OF WARRANTS: Warrants effective April 15, 2023 in the amount of \$385,623.16

GENERAL BUSINESS:

1. **RIGHT OF ENTRY AGREEMENT WITH WESTLAKE VILLAGE GOLF COURSE FOR THE 2023 FIREWORKS EVENT** – City Council approved the Right of Entry Agreement with the Westlake Village Golf Course for the 2023 July 4th fireworks event and authorized the Mayor to sign and execute the agreement on behalf of the City.

OLD BUSINESS: None

NEW BUSINESS: None

ADJOURNMENT:

Mayor Pearl announced the next City Council meeting will be held on May 10, 2023. Meeting adjourned at 9:34 p.m.



Ray Pearl, Mayor

Attest:



Antoinette Mann, City Clerk

