

OFFICERS:

PRESIDENT Susan Swan
VICE-PRESIDENT George Skarpelos
TREASURER Tom Meredith
SECRETARY Erin Penner



BOARD MEMBERS:

Adam Miller Anji Williams
Brandi D'Amore Chona Galvez
Coyote Shivers Greg Morris
Jim Van Dusen Luis Saldivar
Margaret Marmolejo Robert Litomisky
Sheila Irani Violet Williams

HOLLYWOOD UNITED NEIGHBORHOOD COUNCIL

Certified Council #52,

P.O. Box 3272 Los Angeles, CA 90078

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BOARD MEETING

Monday, January 22, 2018, 6:30 PM

Fire Station 82 Annex

1800 N. BRONSON AVENUE, L.A., CA 90028

Second Floor Conference Room

The public is requested to fill out a "Speaker Card" to address the Board on any item of the agenda prior to the Board taking action on an item. Comments from the public on Agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the Agenda that is within the Board's subject matter jurisdiction will be heard during the Public Comment period. Public comment is limited to 2 minutes per speaker, for a maximum of 20 minutes total for Public comment, unless waived by the presiding officer of the Board. Agenda is posted for public review at Counterpoint Records and Books 5911 Franklin Ave, on our website at www.MyHUNC.com, and with EmpowerLA.. In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at the scheduled meeting (or location noted in the Agenda item) or by making arrangements with our office (contact information above). 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 Neighborhood Council Support Help Line (213) 978-1551 or email info@myhunc.com. Note: Agenda items may be taken out of order or merged as deemed appropriate by the Board. Action may be taken on all items. To subscribe directly to our Agendas go to <https://www.lacity.org/city-government/subscribe-meeting-agendas-and-more/neighborhood-councils-and> make your choice.

Welcome

6:52 PM start

1. Roll Call

Attending

Susan Swan Anji Williams Sheila Irani Greg Morris Jim Van Dusen Luis Saldivar
Coyote Shivers Margaret Marmolejo Erin Penner Robin McWilliams Adam Miller Violet Williams
Brandi D'Amore

Excused

Tom Meredith Chona Galvez Robert Litomisky George Skarpelos

2. Approval of Minutes

In Item #3, "shrubery" should be spelled shrubbery.

Billboard is not mentioned in the minutes.

Motion: Sheila Irani **Second:** Adam Miller **Vote:** Yes-11, No-0, Abstain-1, Recused-0, Ineligible-1

Yes

Adam Miller Anji Williams Brandi D'Amore Coyote Shivers Greg Morris Jim Van Dusen
Luis Saldivar Margaret Marmolejo Robin McWilliams Sheila Irani Susan Swan

Abstain

Erin Penner

Ineligible

Violet Williams

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

Lee from Beachwood mentions that tents in the homeless encampments on Gower under the overpass are now blocking pedestrians from being able to walk along the sidewalk without having to step into traffic. Dan Halden states that he'll follow up but it is a difficult thing to enforce on a daily basis with LAPD.

4. Jack Humphreville, Budget Advocate

Jack is absent. Luis attended the last budget advocate meeting and offers his feedback. Luis explained that it was very discouraging to see that almost no one attends the budget advocate meetings. He urged that more people need to show as finance and budgeting is so vital.

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

Shannon Prior states that this week is the homeless count and the Hollywood base is still looking for volunteers. The website is www.theycountwillyou.org for volunteering info. The speed hump application window is coming up on February 15th. Shannon mentioned that the Hollywood division of the LAPD is finally getting a handful of more patrolling officers. Shannon stated that the results of the Mobility Study are now available online.

Dan Halden spoke about CD 13's 2017 year in review. St. Andrews now has a new functioning stoplight and Gramercy will get one shortly. There are many street projects in the works and Hollywood and Vine will get a scramble crosswalk. Franklin and Western northbound did qualify for a left turn signal but they are currently looking into the cost. Dan mentions that CD 13's homeless count is on Thursday and he recommends everyone volunteers as the data is so important for LAHSA.

- A) Brief discussion by LAPD and CD Representatives regarding safety issues in the Franklin Village area

6. Presentation and discussion: Universal Waste Systems, Inc. (UWS), the new Franchise Service Provider for the Northeast zone under the recycLA program through the City of Los Angeles. Fact Sheet available at: <http://www.hollywoodunitednc.org/recycLA%20Fact%20Sheet.pdf>

7. PLUM Committee

- A) 6446 West Innsdale Drive: Project: Legalization of a 12-foot front yard fence and 18-foot side yard fence within the required front and side yards of a lot currently developed as a single family residence. Requested Actions(s):

1. MOTION TO DENY: 1. An exemption from CEQA pursuant to CEQA Guidelines, Article III, Section 1, Class 3, Category 6 (assessor structures including fences) and that there is no substantial evidence demonstrating that an exception to a categorical exemption pursuant to CEQA Guidelines, Section 15300.2 applies.

Tabled: Tabled

Motion: Sheila Irani **Second:** Anji Williams **Vote:** Yes-0, No-0, Abstain-0, Recused-0, Ineligible-0

2. MOTION TO DENY: 2. A Zoning Administrator's Adjustment to legalize: 1) a 4-foot concrete wall and 12-foot hedge for a combined fence height of 12 feet, in lieu of the otherwise permitted 3.5 feet fence within the required front yard

Motion: Sheila Irani **Second:** Erin Penner **Vote:** Yes-3, No-9, Abstain-0, Recused-0, Ineligible-1

Yes

Brandi D'Amore Jim Van Dusen Susan Swan

No

Adam Miller Anji Williams Coyote Shivers Erin Penner Greg Morris Luis Saldivar

Margaret Marmolejo Robin McWilliams Sheila Irani

Ineligible

Violet Williams

3. MOTION TO DENY: 2) an 8-foot wood fence and 18-foot hedge for a combined fence height of 18 feet, in lieu of the otherwise permitted 6-foot fence within the required side yard of a RE 15-1-H zoned lot

***REMOVED**

- B) 5923 West Franklin Ave.: Franklin & Co. Project Description: Restaurant. Action(s) Requested: A Plan Approval to allow the continued sale and dispensing of a full line of alcoholic beverages for on-site consumption, in conjunction with an existing 1,877 square-foot restaurant, including a 139 square-foot outdoor patio in the public right-of-way.

Previous Approval was ZA-2009-4074 (CUB)

New Approval is ZA-2009-4074 (CUB)(PA1)

Motion to approve with the following conditions based on the Summary of Requested Changes

1. MOTION TO APPROVE; Type: Square Footage; Condition #:7; Previous Approval: 1,720 s.f.; New Approval: 1,877 s.f.indoors and 139 s.f. patio

Motion: Erin Penner **Second:** Robin McWilliams **Vote:** Yes-10, No-0, Abstain-0, Recused-1, Ineligible-1

Yes

Adam Miller	Anji Williams	Coyote Shivers	Erin Penner	Jim Van Dusen	Luis Saldivar
Margaret Marmolejo	Robin McWilliams	Sheila Irani	Susan Swan		

Recuse

Greg Morris

Ineligible

Violet Williams

1 MOTION TO APPROVE; Type: Alcohol conditions; Condition #:29, 30;
0. Previous Approval: Assorted conditions relating to alcohol sales.; New Approval: Remove these conditions. It is no longer legal for the city to impose.

Motion: Erin Penner **Second:** Robin McWilliams **Vote:** Yes-11, No-0, Abstain-0, Recused-1, Ineligible-1

Yes

Adam Miller	Anji Williams	Brandi D'Amore	Coyote Shivers	Erin Penner	Jim Van Dusen
Luis Saldivar	Margaret Marmolejo	Robin McWilliams	Sheila Irani	Susan Swan	

Recuse

Greg Morris

Ineligible

Violet Williams

1 MOTION TO APPROVE; Type: Alcohol on the patio; Condition #:35; Previous Approval: Not allowed without a meal;
1. New Approval: Remove this condition

Motion: Erin Penner **Second:** Robin McWilliams **Vote:** Yes-11, No-0, Abstain-0, Recused-1, Ineligible-1

Yes

Adam Miller	Anji Williams	Brandi D'Amore	Coyote Shivers	Erin Penner	Jim Van Dusen
Luis Saldivar	Margaret Marmolejo	Robin McWilliams	Sheila Irani	Susan Swan	

Recuse

Greg Morris

Ineligible

Violet Williams

1 MOTION TO APPROVE with condition that Term Limit is 10 years.; Type: Term limit; Condition #:40; Previous
2. Approval: 7 years; New Approval: 10+ years

Motion: Erin Penner **Second:** Robin McWilliams **Vote:** Yes-11, No-0, Abstain-0, Recused-1, Ineligible-1

Yes

Adam Miller	Anji Williams	Brandi D'Amore	Coyote Shivers	Erin Penner	Jim Van Dusen
Luis Saldivar	Margaret Marmolejo	Robin McWilliams	Sheila Irani	Susan Swan	

Recuse

Greg Morris

Ineligible

Violet Williams

2. MOTION TO APPROVE; Type: Hours of Operation; Condition #:10; Previous Approval: 11 a.m. to 12 a.m. Sun-Th, 11 a.m. to 2 a.m. Fri-Sat; New Approval: 10 a.m. to 2 a.m. daily

Motion: Erin Penner **Second:** Robin McWilliams **Vote:** Yes-11, No-0, Abstain-0, Recused-1, Ineligible-1

Yes

Adam Miller	Anji Williams	Brandi D'Amore	Coyote Shivers	Erin Penner	Jim Van Dusen
Luis Saldivar	Margaret Marmolejo	Robin McWilliams	Sheila Irani	Susan Swan	

Recuse

Greg Morris

Ineligible

Violet Williams

3. MOTION TO APPROVE; Type: Indoor Patron Seats; Condition #:8; Previous Approval: 39; New Approval: 47

Motion: Erin Penner **Second:** Robin McWilliams **Vote:** Yes-11, No-0, Abstain-0, Recused-1, Ineligible-1

Yes

Adam Miller	Anji Williams	Brandi D'Amore	Coyote Shivers	Erin Penner	Jim Van Dusen
Luis Saldivar	Margaret Marmolejo	Robin McWilliams	Sheila Irani	Susan Swan	

Recuse

Greg Morris

Ineligible

Violet Williams

4. MOTION TO APPROVE; Type: Patio Patron Seats; Condition #:8, 9a; Previous Approval: 20; New Approval: 24

Motion: Erin Penner **Second:** Robin McWilliams **Vote:** Yes-11, No-0, Abstain-0, Recused-1, Ineligible-1

Yes

Adam Miller	Anji Williams	Brandi D'Amore	Coyote Shivers	Erin Penner	Jim Van Dusen
Luis Saldivar	Margaret Marmolejo	Robin McWilliams	Sheila Irani	Susan Swan	

Recuse

Greg Morris

Ineligible

Violet Williams

5. MOTION TO APPROVE; Type: Bar seats; Condition #:31; Previous Approval: Max 6 seats at the bar; New Approval: Remove this condition

Motion: Erin Penner **Second:** Robin McWilliams **Vote:** Yes-11, No-0, Abstain-0, Recused-1, Ineligible-1

Yes

Adam Miller	Anji Williams	Brandi D'Amore	Coyote Shivers	Erin Penner	Jim Van Dusen
Luis Saldivar	Margaret Marmolejo	Robin McWilliams	Sheila Irani	Susan Swan	

Recuse

Greg Morris

Ineligible

Violet Williams

6. MOTION TO APPROVE with condition that "must have parking lease" is for 45 parking stalls; Type: Parking; Condition #:13a; Previous Approval: Must have parking lease for 75 off-street parking spaces during all hours of operation; New Approval: Only required to provide 30 parking stalls from 6 p.m. to closing

Motion: Erin Penner **Second:** Robin McWilliams **Vote:** Yes-11, No-0, Abstain-0, Recused-1, Ineligible-1

Yes

Adam Miller	Anji Williams	Brandi D'Amore	Coyote Shivers	Erin Penner	Jim Van Dusen
Luis Saldivar	Margaret Marmolejo	Robin McWilliams	Sheila Irani	Susan Swan	

Recuse

Greg Morris

Ineligible

Violet Williams

7. MOTION TO APPROVE; Type: Valet; Condition #:13b; Previous Approval: 5 p.m. to closing daily; New Approval: 6 p.m. to closing

Motion: Erin Penner **Second:** Robin McWilliams **Vote:** Yes-11, No-0, Abstain-0, Recused-1, Ineligible-1

Yes

Adam Miller	Anji Williams	Brandi D'Amore	Coyote Shivers	Erin Penner	Jim Van Dusen
Luis Saldivar	Margaret Marmolejo	Robin McWilliams	Sheila Irani	Susan Swan	

Recuse

Greg Morris

Ineligible

Violet Williams

8. MOTION TO APPROVE; Type: Live Entertainment; Condition #:17, 18, 19; Previous Approval: Up to 3 non-amplified entertainers; New Approval: Same

Motion: Erin Penner **Second:** Robin McWilliams **Vote:** Yes-11, No-0, Abstain-0, Recused-1, Ineligible-1

Yes

Adam Miller	Anji Williams	Brandi D'Amore	Coyote Shivers	Erin Penner	Jim Van Dusen
Luis Saldivar	Margaret Marmolejo	Robin McWilliams	Sheila Irani	Susan Swan	

Recuse

Greg Morris

Ineligible

Violet Williams

9. MOTION TO APPROVE; Type: Patron Dancing; Condition #:20; Previous Approval: None; New Approval: Same

Motion: Erin Penner **Second:** Robin McWilliams **Vote:** Yes-11, No-0, Abstain-0, Recused-1, Ineligible-1

Yes

Adam Miller	Anji Williams	Brandi D'Amore	Coyote Shivers	Erin Penner	Jim Van Dusen
Luis Saldivar	Margaret Marmolejo	Robin McWilliams	Sheila Irani	Susan Swan	

Recuse

Greg Morris

Ineligible

Violet Williams

8. Revisions to Standing Rules and Financial Procedures: Changes are in items 2 and 5.

Motion: Susan Swan **Second:** Luis Saldivar **Vote:** Yes-12, No-0, Abstain-0, Recused-0, Ineligible-1

Yes

Adam Miller	Anji Williams	Brandi D'Amore	Coyote Shivers	Erin Penner	Greg Morris
Jim Van Dusen	Luis Saldivar	Margaret Marmolejo	Robin McWilliams	Sheila Irani	Susan Swan

Ineligible

Violet Williams

A) Current: Standing Rule December 2017 Budget allocations of up to \$3000 per month for use by the Standing Committees (Business; Education Non Profit & Arts; Executive; Outreach; Planning Land Use & Management (PLUM); Public Safety, Works, & Transportation; Renters and Housing Issues) for outreach and/or refreshments as specified in current Financial Procedures:

1. Committee Chairs may spend at their discretion up to \$100 for Committee Meeting Outreach per committee meeting and/or event.
2. The Treasurer may spend at his or her discretion up to \$200 for Board Meeting Outreach per Board Meeting
3. The Treasurer may spend at his or her discretion up to \$200 for office supplies per month.
4. The Treasurer may spend at his or her discretion up to \$500 for Town Hall Meeting Outreach
5. The Executive Committee by a majority vote may spend at its discretion up to \$1,000 for Office Equipment per month.
6. The Treasurer may spend at his or her discretion up to \$500 for ad hoc printing services for any Board Meeting or Committee Meeting All expenditures to be submitted to the Treasurer by a Committee Chair or Co Chair for prior approval on an as needed basis.

Revised: Standing Rule December 2017 Budget allocations of up to \$3000 per month for use by the Standing Committees (Business; Education Non Profit & Arts; Executive; Outreach; Planning Land Use & Management (PLUM); Public Safety, Works, & Transportation; Renters and Housing Issues) for outreach and/or refreshments as specified in current Financial

Procedures:

1. Committee Chairs may spend at their discretion up to \$100 for Committee Meeting Outreach per committee meeting and/or event.
2. The Treasurer may spend at his or her discretion up to \$400 for Board Meeting Outreach per Board Meeting and or sponsored event
3. The Treasurer may spend at his or her discretion up to \$200 for office supplies per month.
4. The Treasurer may spend at his or her discretion up to \$500 for Town Hall Meeting Outreach
5. The Executive Committee by a majority vote may spend at its discretion up to \$1,000 for Office Equipment, operational fees, and renewal fees per month.
6. The Treasurer may spend at his or her discretion up to \$500 for ad hoc printing services for any Board Meeting or Committee Meeting All expenditures to be submitted to the Treasurer by a Committee Chair or Co Chair for prior approval on an as needed basis.

9. Finance

A) Discussion of budget to date and vote to approve December MER for submission

Motion: Luis Saldivar **Second:** Adam Miller **Vote:** Yes-11, No-0, Abstain-1, Recused-0, Ineligible-1

Yes

Adam Miller	Anji Williams	Brandi D'Amore	Coyote Shivers	Erin Penner	Greg Morris
Jim Van Dusen	Luis Saldivar	Robin McWilliams	Sheila Irani	Susan Swan	

Abstain

Margaret Marmolejo

Ineligible

Violet Williams

B) Review status of Board member compliance on Funding Training and calendar for upcoming sessions

C) Review, discuss and clarify Board approval at December Board meeting (12/18/2017) for short-term and longer-term plan for updated HUNC brochure and motion to reinstate HUNC Board approved vote in November Board meeting (11/13/2017) to approve creative as is and expense up to \$1000 for (short) production of 500 units.

Sheila made motion, Luis Seconded. Unanimous approval.

Motion Made: Reinstate HUNC Board approved vote in November Board meeting (11/13/2017) to approve creative as is and expense up to \$1000 for (short) production of 500 units.

Motion: Sheila Irani **Second:** Luis Saldivar **Vote:** Yes-12, No-0, Abstain-0, Recused-0, Ineligible-1

Yes

Adam Miller	Anji Williams	Brandi D'Amore	Coyote Shivers	Erin Penner	Greg Morris
Jim Van Dusen	Luis Saldivar	Margaret Marmolejo	Robin McWilliams	Sheila Irani	Susan Swan

Ineligible

Violet Williams

D) Lake Hollywood Park Playground Mural: Discussion and motion to approve up to \$550 for supplies used in Lake Hollywood Park mural project

Motion: Sheila Irani **Second:** Adam Miller **Vote:** Yes-11, No-0, Abstain-1, Recused-0, Ineligible-1

Yes

Adam Miller	Anji Williams	Brandi D'Amore	Coyote Shivers	Erin Penner	Greg Morris
Jim Van Dusen	Luis Saldivar	Robin McWilliams	Sheila Irani	Susan Swan	

Abstain

Margaret Marmolejo

Ineligible

Violet Williams

E) Motion to approve up to \$200 for refreshments and print expenses for CREST in February

Coyote states that CREST will be Feb 10th 9am-2pm or so

Motion: Erin Penner **Second:** Coyote Shivers **Vote:** Yes-11, No-0, Abstain-1, Recused-0, Ineligible-1

Yes

Adam Miller	Anji Williams	Brandi D'Amore	Coyote Shivers	Erin Penner	Greg Morris
Jim Van Dusen	Luis Saldivar	Robin McWilliams	Sheila Irani	Susan Swan	

Abstain

Margaret Marmolejo

Ineligible

Violet Williams

F) Motion to approve \$1227.48 to extend our 6 web domains to 3/1/28

Motion: Susan Swan **Second:** Brandi D'Amore **Vote:** Yes-11, No-0, Abstain-1, Recused-0, Ineligible-1

Yes

Adam Miller	Anji Williams	Brandi D'Amore	Coyote Shivers	Erin Penner	Greg Morris
Jim Van Dusen	Luis Saldivar	Robin McWilliams	Sheila Irani	Susan Swan	

Abstain

Margaret Marmolejo

Ineligible

Violet Williams

G) Motion to approve \$8311.24 to extend email addresses to 5/1/21 and include archiving, which also includes archiving for 5 years for all past users

Motion: Susan Swan **Second:** Luis Saldivar **Vote:** Yes-11, No-0, Abstain-1, Recused-0, Ineligible-1

Yes

Adam Miller	Anji Williams	Brandi D'Amore	Coyote Shivers	Erin Penner	Greg Morris
Jim Van Dusen	Luis Saldivar	Robin McWilliams	Sheila Irani	Susan Swan	

Abstain

Margaret Marmolejo

Ineligible

Violet Williams

H) Motion to approve \$239.88 to extend Adobe Creative Cloud (Dreamweaver) subscription for one year

Motion: Susan Swan **Second:** Adam Miller **Vote:** Yes-11, No-0, Abstain-1, Recused-0, Ineligible-1

Yes

Adam Miller	Anji Williams	Brandi D'Amore	Coyote Shivers	Erin Penner	Greg Morris
Jim Van Dusen	Luis Saldivar	Robin McWilliams	Sheila Irani	Susan Swan	

Abstain

Margaret Marmolejo

Ineligible

Violet Williams

I) Motion to approve \$251.88 for one year extension of Ultimate Hosting Secure Windows Renewal a GoDaddy

Motion: Susan Swan **Second:** Luis Saldivar **Vote:** Yes-11, No-0, Abstain-1, Recused-0, Ineligible-1

Yes

Adam Miller	Anji Williams	Brandi D'Amore	Coyote Shivers	Erin Penner	Greg Morris
Jim Van Dusen	Luis Saldivar	Robin McWilliams	Sheila Irani	Susan Swan	

Abstain

Margaret Marmolejo

Ineligible

Violet Williams

10. Discussion and motion to approve drafts for surveys regarding HUNC stakeholder interest/preference on various issues impacting the community. Two possible surveys would include one regarding the Hollywood Bowl noise and the other the more generalized survey regarding mobility, Park, homelessness and crime.

****Make a motion to support the 2 possible upcoming surveys***

Motion: Adam Miller **Second:** Margaret Marmolejo **Vote:** Yes-12, No-0, Abstain-0, Recused-0, Ineligible-1

Yes

Adam Miller	Anji Williams	Brandi D'Amore	Coyote Shivers	Erin Penner	Greg Morris
Jim Van Dusen	Luis Saldivar	Margaret Marmolejo	Robin McWilliams	Sheila Irani	Susan Swan

Ineligible

Violet Williams

11. Update on Griffith Park Mobility and Access meeting held 1/16. Motion to approve HUNC support for motion from Councilmember Ryu instructing various City departments to study strategies presented in Dixon Resources Unlimited study of Griffith Park accessibility. CIS to be composed. Press Release and related documents available at www.myhunc.com on home page.

Motion: Susan Swan **Second:** Jim Van Dusen **Vote:** Yes-12, No-0, Abstain-0, Recused-0, Ineligible-1

Yes

Adam Miller	Anji Williams	Brandi D'Amore	Coyote Shivers	Erin Penner	Greg Morris
Jim Van Dusen	Luis Saldivar	Margaret Marmolejo	Robin McWilliams	Sheila Irani	Susan Swan

Ineligible

Violet Williams

12. Committee Reports on items not on the Agenda (2 minutes each)

13. HUNC Committee & Liaison announcements on items not on the Agenda (1 minutes each)

Adam Miller speaks about the encampments in the high fire zone. The LAFD has now set up a policy and method to find encampments. Each station will take a portion of its staff and go to each area and search for homeless and report back to brush clearance units. Robin McWilliams mentions that there is now a new encampment in the new Ivar Park.

14. Board Member announcements on items not on the Agenda

Erin mentions that the next First Aid/CPR class is confirmed for March 24th at 9am. Clean Streets reward ceremony and breakfast will be this Saturday the 27th. Also Erin will be talking to Metro this week about obtaining TAP cards that were approved for the homeless.

15. Old/Ongoing Business

16. New/Future Business

Adjournment at 9:35 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.