



Encino Neighborhood Council

4924 Paso Robles Avenue, Encino CA 91316 Phone: 747.282.0450

Roy Nwaiser - President
Josh Sautter - Vice President
Jennifer Luce - Secretary
Pilar DeFreest - Treasurer
Kelvin Tolbert - Sergeant-at-Arms

NOTICE AND AGENDA ENCINO NEIGHBORHOOD COUNCIL GENERAL BOARD MEETING Wednesday August 27, 2025 @7:00 PM

Encino Neighborhood Council Representatives

Josh Sautter Area 1 Representative	Adam Wright Area 2 Representative	Shaindi Schwebel Area 3 Representative	Joanna C. Power Area 4 Representative	Diane Rosen Area 5 Representative
Laure Stevens Area 6 Representative	Jennifer Novian Area 7 Representative	Kristin Moss At Large Representative 1	Anita Kamjoo At Large Representative 2	Victoria Biddle Business Representative
Business Representative VACANT	Roy Nwaiser Homeowner Representative	Pilar Defreest Renter's Representative	Glenn Bailey Park & Environment Rep	Kelvin Tolbert Planning & Land Use Rep
Jennifer Luce Community Interest Rep	Tess Gurlanick Youth Representative	Rachel Perry At Large Alternate	LeeVante Haywood At Large Alternate	Geraldine Hernandez At Large Alternate
Dana Caruso Area 1 Alternate	Area 2 Alternate VACANT	Area 3 Alternate VACANT	Area 4 Alternate VACANT	Area 5 Alternate VACANT
Scott Fisher Area 6 Alternate	Andrew Zucker Area 7 Alternate			

- 1. Call to Order / Roll call / Determination of quorum**
- 2. Comments from chair**
- 3. Reports from Public Officials/Departments/Community Agencies not limited to (limited to five minutes per report):**

LAPD: Senior Lead Officer Walia, 34024@lapd.online (818) 374-7634

Mayor Karen Bass: David Nguyen, david.c.nguyen@lacity.org

Councilmember Nithya Raman: Denton Cohen, denton.cohen@lacity.org

Assemblymember Gabriel: Jack Trent-Dorfman, Jack.Trent-Dorfman@asm.ca.gov

DONE: John Darnell, john.darnell@lacity.org

- 4. ENC Officer Reports (limited to two minutes per report)**
 - A. President**
 - B. Vice President**
 - C. Treasurer**

Motion: ENC approves the [July 2025 Monthly Expenditure Report](#).

D. Secretary

Motion: ENC approves the July 2025 Board meeting [minutes](#) and July 2025 special Board meeting [minutes](#).

E. Sergeant At Arms

Update on required [training](#) for Board and Committee members.

5. Reports from Alliances (limited to one minute per report):

Budget Advocates: Glenn Bailey

LADWP Advocacy and Oversight: Shaindi Schwebel

Los Angeles Neighborhood Council Coalition (LANCC): Heather Michaels

Neighborhood Council Emergency Preparedness Alliance (NCEPA): Joanna C Power

Neighborhood Council Sustainability Alliance (NCSA): Glenn Bailey/Shaindi Schwebel

Plan Check NC: Victoria Biddle/Kelvin Tolbert

Valley Alliance of Neighborhood Councils (VANC): Glenn Bailey/Heather Michaels

6. Reports from Committee Chairs (limited to one minute per report):

Executive Committee: Roy Nwaisser

Public Safety Committee: Roy Nwaisser

Planning & Land Use: Kelvin Tolbert

Outreach: Josh Sautter

7. Public Comment on Non-Agenda Items

Public comments on non-agenda items **within the ENC's subject matter jurisdiction** is limited to *TWO (2) MINUTES* per speaker. Time may be adjusted at the Chair's discretion.

8. Seating of Alternates: Per ENC Bylaws (Article V, Section C.1-C.2)

Area Seats: Absent Area Rep -> Designated Area Alternate -> Other Area Alternate (designated by president or presiding officer with Board approval) -> At Large Alternate (designated by president or presiding officer with Board approval)

Non-Area Alternates: Non-Area Rep -> At Large Alternate 1 -> At Large Alternate 2 -> At Large Alternate 3 -> Area Alternate (designated by president or presiding officer with Board approval)

Alternates must be in good standing with all training required by the City to be eligible to be seated.

9. Fill Business Representative vacancy

Consider Jill Schwartz [application](#) to fill vacant Business Representative seat. Brief introduction and questions limited to 5 minutes.

Motion: ENC appoints Jill Schwartz to fill the vacant Business Representative Seat.

10. Appoint Committee Chairs

- A. Public Safety
- B. Planning & Land Use
- C. Outreach
- D. Traffic & Transportation
- E. Education
- F. Youth
- G. Finance
- H. Parks & Environment
- I. Bylaws

11. Old Business

- A. Discussion and possible action to approve May 28, 2025 and June 25, 2025 board meeting minutes.

12. Consent Calendar (Consent items are voted together by one vote. Consent items can be pulled for discussion or separate vote.)

- A. **Motion to reschedule November 26 and December 24 Board meetings:** The regularly scheduled November ENC Board meeting is the day before Thanksgiving, and the December Board meeting is the day before Christmas.

Motion: Encino Neighborhood Council will cancel regular November & December meetings and instead schedule one meeting on Wednesday December 3, 2025. (Exec passed 5-0)

- B. **Motion to create Community Events standing committee:** The Encino Neighborhood Council will create a Community Events standing committee to plan and execute large-scale community events such as movie nights and Encino Fest. (Exec passed 5-0)

Note: For reference the following are examples of NC's that have separate Outreach & Events committees: [Tarzana NC](#), [West Hills NC](#), [Atwater Village](#). Atwater example mission statement "*To organize and execute special events. Works with communication and outreach committee to ensure the maximum participation by AVNC Stakeholders.*"

- C. **Motion to affirm Greater Toluca Lake NC Declaration of Commitment to Representative Government:** The Encino Neighborhood Council joins the Greater Toluca Lake Neighborhood Council by affirming their "[Declaration of Commitment to Representative Government](#)" dated June 17th, 2025, and support its principles of Neighborhood Council rights to communicate and advocate to any level of government on behalf of their stakeholders. (Exec passed 5-0)
- D. **[CPC-2023-3134-DB-SPP-HCA](#) EPOA appeal of 16610 Ventura Blvd:** A 5 story 45 units mixed use project. An appeal has been filed by the Encino Property Owner's Association on the approval of this project with the Los Angeles Planning and Land Use Committee. Concerns about parking access to the residences via the alley south of Ventura Blvd is a concern.

MOTION: The ENC PLU Committee recommends the ENC Board support the appeal filed by EPOA to revoke the permit for this development. (PLU passed 6-0)

- E. [CF 25-0642](#) - Seeks citywide elimination of off-street parking requirements for new development and changes of use.

MOTION: The ENC PLU Committee recommends the ENC Board vote to object to CF 25-0642 and write a CIS in objection to the motion. (PLU passed 6-0)

13. New Business

- A. **Motion to amend ENC Standing Rules:** ENC will amend Standing Rules Article VII, Section 1, Subsection I, List of Committees by adding a standing Special Events Committee
- B. Appoint Chair for Special Events Committee

14. New Business – Funding

- A. **Motion to purchase wireless microphones for meetings:** The Encino Neighborhood Council will spend up to \$110 to purchase [TONOR 4 Wireless Microphones with Rechargeable Receiver](#) from Amazon to use for meetings with multiple panelists. (Exec passed 5-0)

Note: Current and historical price is \$89.99 + tax. Approving \$110 in case of price fluctuation before purchase.

- B. **Motion to sponsor Encino Community Center Doggy Costume Contest:** The Encino Neighborhood Council will support the Encino Community Center's Doggy Costume Contest on November 1, 2025. The ENC will purchase needed event items, up to a value of \$200. (Exec passed 5-0)

15. Announcements:

Committee member announcements only about items not related to ENC business.

Three opportunities for CERT training are coming to the San Fernando Valley in September. More information can be found at <https://www.encinonc.org/page/viewNews/9282>.

Los Angeles is reforming the City Charter, this is an important process and community involvement is highly encouraged. Charter Commission meeting schedule and materials can be found at <https://reformlacharter.lacity.gov/commission-meetings-materials>.

The Encino Neighborhood Council (ENC), is a Certified Neighborhood Council of the City of Los Angeles which ADVISES City, other Governmental Officials' and the Community on issues or concerns that are affecting the community of ENCINO. The ENC is made up of volunteers who are ELECTED by the community who live, work or otherwise are involved in the community of ENCINO. The ENC also makes appropriations of City Funds for Community Projects and needs as requested and approved by various committees and the general board.

PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS – 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 are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment on agenda items is limited to 1 minutes per speaker per item, unless adjusted by the presiding officer of the Board or Committee.

PUBLIC POSTING OF AGENDAS - ENC agendas are posted for public review as follows: Glass case outside the Encino Chamber of Commerce office at 4933 Balboa Blvd, Encino, Encino-Tarzana Branch Library, and digitally at www.encinonc.org. You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at <https://www.lacity.org/government/subscribe-agendasnotifications/subscribe-other-meetings-agendas-and-documents>

THE AMERICAN WITH DISABILITIES ACT 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, assisted 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 by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: NCsupport@lacity.org

PUBLIC ACCESS OF RECORDS – 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 our website: encinonc.org or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Pat Bates, Board President, at (747) 282-0450 or email via president@encinonc.org.

RECONSIDERATION AND GRIEVANCE PROCESS

For information on the ENC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the ENC Bylaws. The Bylaws are available at our Board meetings and our website <https://www.encinonc.org/ncfiles/viewPageFile/3541>

NOTICE TO PAID REPRESENTATIVES - If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code Section 48.01 et seq. More information is available at ethics.lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org

SERVICIOS DE TRADUCCIÓN: Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte a Pat Bates, Presidente de la Mesa Directiva, al (747) 282- 0450 o por correo electrónico president@encinonc.org para avisar al Concejo Vecinal.

SB 411 Updates:

In the event of a disruption that prevents the eligible legislative body from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the eligible legislative body's control that prevents members of the public from offering public comments using the call-in option or internet-based service option, the eligible legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption that prevents the eligible legislative body from broadcasting the meeting may be challenged pursuant to Section 54960.1.

(C) The eligible legislative body shall not require public comments to be submitted in advance of the meeting and shall provide an opportunity for the public to address the legislative body and offer comments in real time.

(D) Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the eligible legislative body, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate.

(E) (i) An eligible legislative body that provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to subparagraph (D), to provide public comment until that timed public comment period has elapsed.

(ii) An eligible legislative body that does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to

allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (D), or otherwise be recognized for the purpose of providing public comment.

(iii) An eligible legislative body that provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to subparagraph (D), until the timed general public comment period has elapsed.