



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 May 27, 2026 @ 7:00 PM

Women’s Club 4924 Paso Robles Ave, Encino CA 91316
 (At the Encino Community Center 4935 Balboa Bl, Encino CA 91316)

Public comment on agenda items will be heard when the item is up for discussion. **Public comment on agenda items is limited to ONE MINUTE (1) per agenda item.** Comments from the public on agenda items will be heard only when the respective item is being considered. Time may be adjusted at the Chair’s discretion.

Encino Neighborhood Council Representatives

Josh Sautter Area 1 Representative	Adam Wright Area 2 Representative	Shaindi Schwebel Area 3 Representative	Area 4 Representative VACANT	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	Heather Michaels At Large Representative 3
Victoria Biddle Business Representative	Rachel Perry Business Representative	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	Geraldine Hernandez At Large Alternate 1	LeeVante Haywood At Large Alternate 2
At Large Alternate 3 VACANT	Dana Caruso Area 1 Alternate	Area 2 Alternate VACANT	Area 3 Alternate VACANT	Area 4 Alternate VACANT
Area 5 Alternate VACANT	Robert Meer 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:**

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

LAFD: Battalion Chief Barna robert.barna@lacity.org

Mayor Karen Bass: Vahid Khorsand, vahid.khorsand@lacity.org

Councilmember Nithya Raman: Denton Cohen, denton.cohen@lacity.org (213) 851-3407

Assemblymember Gabriel: Zoe Hronsky, Zoe.Hronsky@asm.ca.gov (818) 380-2460

Supervisor Lindsey Horvath: Paige Hajiloo, PHajiloo@bos.lacounty.gov (310) 231-1170

DONE: John Darnell, john.darnell@lacity.org (213) 473-7470

Budget Advocates: Glenn Bailey, glennbaileyenc@yahoo.com

4. 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 Seats: Absent 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.

5. Consider Applications for ENC vacancies

[Candidate Statements](#)

A. Area 4 Representative

- Michelle Tepper
- Rebeca Gaxiola

B. Area 2 Alternate

- Mark Reynolds

C. At Large Alternate

- Sally Bayram

6. ENC Officer Reports

A. President

B. Vice President

C. Treasurer

D. Secretary

E. Sergeant At Arms

- Reading of ENC Meeting Protocols

7. Reports from Committee Chairs:

Executive Committee: Roy Nwaiser

Parks & Environment Committee: Glen Bailey

Outreach Committee: Kristin Moss

Finance: Pilar DeFrest

Planning & Land Use: Kelvin Tolbert

Traffic & Transportation Committee: Laure Stevens

Community Events: Shaindi Schwebel

Others

8. 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.

Councilmembers may not answer questions from the public or respond to public comment. They may only ask brief clarifying questions.

The total comment period shall not last more than ten minutes. At the conclusion of all business, if time allows, the Chair may, at his or her discretion, open another Comment Period.

9. Old Business

10. Consent Calendar

- A. **Motion:** ENC approves the [April 2026 Board meeting minutes](#)
- B. **Motion:** ENC approves the [May 3, 2026, Board special meeting minutes](#)

11. New Business

- A. **Motion:** ENC approves the [April 2026 Monthly Expenditure Report](#)
- B. **Motion:** ENC approves an increase in the monthly subscription cost for Constant Contact to an amount not to exceed \$125 per month.
- C. **Motion:** ENC approves applicant requests for a zone change pursuant to LAMC 13B.1.4 to remove the existing (Q) Qualified Condition from the subject parcel and restore the property to its base C4-1VL zoning designation. (Passed PLU 5-0)

Kevin Kohan from Elevated Entitlements, representing the landowner, made a presentation about a zone change/correction that would allow the property to be leased out as medical space. There will be no exterior work on the property and there will be no loss of any parking. The zone change/correction will only go to the end of the existing building.
- D. **Motion:** ENC approves up to \$150 for [double decker wagon](#) to transport supplies.

- E. Motion:** ENC approves up to \$1,500 for branded [pop-up tent and accessories](#). (Passed Outreach 5-0)
- 10' x10' pop-up tent with custom canopy top, full printed back wall, two double-sided printed half walls with rails + rolling storage bag. Frame is aluminum with 1.6" hex construction includes stakes and rope.
 - Custom tablecloth with 5-spot logo customization.
 - Custom 33" x 81" retractable vertical banner with carrying case.
 - Expected cost is approximately \$1030 including tax & shipping but price is subject to change based on available promotions and ordinary Amazon price fluctuations.
- F. Discussion and Motion:** Selection of [new Encino Neighborhood Council logo](#).
- G. Motion:** Motion to approve the reallocation of all or part of the Community Improvement Project budget category to the NPG budget category. (Passed Finance 5-0)
- The Finance Committee's intention is for the Board to increase the NPG category by an additional \$3,000.
- H. Discussion and possible Motion:** The ENC Finance Committee recommends that we approve the [Sherman Oaks/Encino Chamber Foundation NPG](#) for up to \$2,965 on the condition that the Sherman Oaks/Encino Chamber Foundation submit an updated NPG with the suggested Completion date of June 30, 2027. (Passed Finance 4-0-1)
- I. Discussion and possible motion:** Some committees are not meeting at the required once-per quarter frequency: Education February 2025, Youth February 2025 Executive Committee requests "meet-by" dates.
- J. Discussion Only:** Clarification on what is permitted at committee meetings.

12. Announcements:

[Encino Fest – May 31](#)

[LAFD Station 83 Pancake Breakfast – June 6](#)

[Encino Disaster Preparedness Drill – June 13](#)

13. Adjournment

Next meeting: 7:00 PM Wednesday, June 24, 2026

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A 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 paragraph (5), to provide public comment until that timed public comment period has elapsed. **California Government Code Section 54953.8(b)(6)(A),**

A 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 paragraph (5), or otherwise be recognized for the purpose of providing public comment. **California Government Code Section 54953.8(b)(6)(B).**

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.

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: www.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 Jennifer Luce, Secretary, at (747) 282-0450 or email at: secretary@encinonc.org.

PUBLIC POSTING OF AGENDAS – Neighborhood Council agendas are posted for public review as follows:

- 4933 Balboa Blvd, Encino, CA 91316
- 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/subscriptions>

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

RECONSIDERATION AND GRIEVANCE PROCESS - For information on the NC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the NC Bylaws. The Bylaws are available at our Board meetings and our website www.encinonc.org