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All compliant submissions may be accessed as follows:

- **“Initial Submissions”**: Compliant submissions received no later than by end of day Monday of the week prior to the meeting, which are not integrated by reference or exhibit in the Staff Report, will be appended at the end of the Staff Report. The Staff Report is linked to the case number on the specific meeting agenda.
- **“Secondary Submissions”**: Submissions received after the Initial Submission deadline up to 48-hours prior to the Commission meeting are contained in this file and bookmarked by the case number.
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If you have any questions, please contact the Commission Office at (213) 978-1300.

SECONDARY SUBMISSIONS



Planning APC South Valley <apcsouthvalley@lacity.org>

Support for appeal of ZA-2017-4754-CU-SPPA-SPP-PA2-1A

Jennifer Khiem <jakada@gmail.com>
To: apcsouthvalley@lacity.org

Mon, Oct 20, 2025 at 10:49 PM

Dear Commissioner,

Thank you for the opportunity to speak as a Chick-fil-A customer, Jennifer Khiem.

I know the franchisee Alyson Perry well and know the hard work she and the company have done to resolve and improve the drive thru traffic. As a busy working mother, I often use the drive thru and know its value for many customers. I hope the city will allow them to continue to operate it and look forward to seeing this location thrive for years to come.

Regards,
Jennifer



Planning APC South Valley <apcsouthvalley@lacity.org>

Opposition to Case No. ZA-2017-4754-CU-SPPA-SPP-PA2

1 message

Shiva & Ben Shprits <shpritsfamily@gmail.com>
To: apcsouthvalley@lacity.org
Cc: Property Owners Encino <info@encinopoa.com>

Tue, Oct 21, 2025 at 9:27 AM

To whom it may concern,

We strongly oppose the appeal filed by Chick-fil-A and support the decision of the zoning administrator. As a residence of Encino, Ventura Boulevard is already heavily congested. The new SB 79 law is going to mean more high density housing will be built in the area which means even more traffic. Please do not approve.

Thanks,
Shiva and Ben Shprits

**Case No. ZA-2017-4754-CU-SPPA-SPP-PA2**

1 message

Isaac Radnia <isaac@burg-brock.com>

Mon, Oct 20, 2025 at 5:14 PM

To: "apcsouthvalley@lacity.org" <apcsouthvalley@lacity.org>

Cc: "info@encinopoa.com." <info@encinopoa.com>

To whom it my concern :

I am a resident of White Oak Avenue. My property is located three parcels south of Chik Fil A. The drive through caused by the traffic has caused a disruption in my ability to exit and enter my drive way on a daily basis.

The traffic jam going North due to patrons attempting to turn into the drive through has cars stuck in a jam which does not allow me to exit. I have brought this up to the management on serval occasions with no recourse.

The garbage from the restaurants littered in front of my house and rodents coming from the restaurant are constant.

I strongly oppose the Appeal filed by Chick-Fil-A and support the decision of the Zoning Administrator. The changes in the traffic signal timing at Ventura/White Oak and changes in traffic lanes have not substantially eliminated the adverse traffic impacts on the surrounding neighborhood and Encino community.

Isaac Radnia, Esq

PARTNER

LAW OFFICES OF BURG & BROCK, INC.

[4554 Sherman Oaks Ave.](#)[Sherman Oaks, CA 91403](#)

Tel: 818-981-9114

Fax: 818-981-0344

email: ISAAC@BURG-BROCK.COM**WARNING AS A MATTER OF WIRE FRAUD SECURITY**

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Allen Matkins

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Emily L. Murray
E-mail: emurray@allenmatkins.com
Direct Dial: 213.955.5584 File Number: 377975.00097/4911-0663-5892.1

Via Electronic Mail

October 20, 2025

South Valley Area Planning Commission
200 N. Spring St., Room 272
Los Angeles, CA 90012
apcsouthvalley@lacity.org

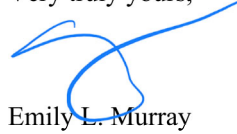
**Re: Request for Continuance to January 8, 2026
Appeal of July 29, 2025 City Zoning Administrator Determination to
Initiate Hearing to Revoke Conditional Use Permit
Case No. ZA-2017-4754-CU-SPPA-SPP-PA2
Applicant/Appellant: Chick-fil-A
Property Address: 17660 Ventura Blvd.**

Dear Members of the South Valley Area Planning Commission:

Chick-fil-A's appeal of the July 29, 2025 Zoning Administrator Determination in the above-referenced matter is currently scheduled to be heard by the South Valley Area Planning Commission next Thursday, October 23, 2025.

Chick-fil-A and the Encino Property Owners Association (EPOA) are currently engaged in discussions through which they are attempting to resolve their concerns and disputes. In light of those ongoing discussions, Chick-fil-A and EPOA would like to jointly request a continuance of the upcoming hearing, **with a date certain of January 8, 2026**. The Zoning Administrator, Henry Chu, has indicated that he will support this continuance request.

Very truly yours,



Emily L. Murray

ELM

Thank you, Commissioners for taking time to read this letter. My name is Jaime Piazza and I have been a part of the White Oak & Ventura Chick-fil-A team since 2019. I recently this year moved out of state with my family, but still work for the brand. I would like to share my experience and insights from the White Oak & Ventura Chick-fil-A from the past 6 years I worked here.

I would like to tell you from firsthand experience over my many years at the White Oak & Ventura Chick-fil-A, that this restaurant has been moving customers through with great efficiency as well as creating a warm and friendly environment for all. During my time at Chick-fil-A White Oak & Ventura we were able to provide more than 100 jobs to individuals, offer scholarships, develop a widespread of talent, host fundraisers, community events, and donate food. I am beyond grateful I was a part and still am of a wonderful company that does all that and more.

I started my career with Chick-fil-A in 2019 at the White Oak & Ventura location under Operator/Owner Alyson Perry. I was a part of the grand opening team as a leader in the restaurant helping assist and support with the stores set up, training new team members and leaders, and ensuring all operations were ready for a successful launch. During this time, I was able to work alongside and create results with other great leaders all over in the restaurant including our drive thru to help significantly improve traffic flow, guest experience, and overall efficiency. I witnessed the many changes the drive thru underwent over these years and had to adjust as well as train others to adapt to these changes. Some of the big projects were the installation of the left turn hand lane into our lot from White Oak Boulevard to widening the entrance and exit of our drive thru to improve safety for our team, guests, and traffic flow. I also was a part of the many film studies that took place. After undergoing all these changes, we were able to successfully run operations with the feedback that was presented to us as well as the plans we created to fit our operations. Our team was able to dial in some new systems for about a year before we were studied again. I believe the last time we were studied, we achieved the ultimate goal, keeping cars off of White Oak & Ventura Boulevard. and keeping our drive thru flowing well. These implementations made dramatic changes to our drive thru and the inside drive thru cockpit for our team members to work more efficiently. From having experience in working in many different Chick-fil-A restaurants of all types, the growth that the team at White Oak & Ventura made from the year we opened to now has been significant. The integration of our systems such as having outside order takers and mobile cash outside at all times, order ahead mobile orders, dual lane drive thru, and adding in a second team member to bag drive thru orders during high peak hours was ultimately a game changer. We also have team members that expedite orders outside the drive thru window to allow cars to exit faster that have received their food. The dual lane helped us allow more cars onto our lot as well as reduce wait times. Adding in a traffic director to the entrance of our drive thru during high peak hours helps control and educate our guests how the flow is supposed to operate. Our traffic director helps direct guests to the pick-up area or join us through drive thru without allowing cars to build up and block the left turn hand lane. All these changes helped improve peak traffic periods leading to overall better customer satisfaction and overall operations. Adding in a second team member to bag drive thru orders during peaks times gave us the opportunity to

serve more guests and quickly, particularly during high demand times without sacrificing the quality of service that Chick-fil-A is known for. Additionally, the use of real time analytics has helped us monitor traffic flow and adjust staffing levels accordingly. The combination of all these implantations has elevated the drive thru experience and has reduced the number of cars on White Oak Boulevard.

I am extremely proud to have been a part of such a transformation and successful restaurant. I am confident that these improvements will continue to leave positive results for Chick-fil-A White Oak & Ventura, especially managing customer traffic more effectively during busy hours. I am grateful to have served the community of Encino for 6 years and after all the long days and nights that our team worked so hard on to implement all these changes, really has assured the community that they can trust our organization. I look forward to seeing continued innovations at Chick-fil-A White Oak & Ventura as I know everyone will continue to deliver an expectational experience as we did in the past.

Thank you for your time and consideration. Should you require any further information or insights from my experience working at the Encino Chick-fil-A, I would be happy to provide further information.

Sincerely,

Jaime Piazza



Planning APC South Valley <apcsouthvalley@lacity.org>

Support for appeal of ZA-2017-4754-CU-SPPA-SPP-PA2-1A

Emma Bromley Hill <emmabromleyhill@gmail.com>
To: apcsouthvalley@lacity.org

Mon, Oct 20, 2025 at 9:27 AM

Thank you, Commissioners, for this opportunity to write to you about the Encino Chick-fil-A location. My name is Emma Hill and I know Alyson Perry personally and I know how hard she has worked to resolve the drive thru traffic challenges at her restaurant.

I asked her what the busiest time of the week was, and she told me it was Fridays at lunch lunchtime. So I went there at the busiest time of the week to see for myself. I also took a video as I drove through the drive-through at this time so that you could see for yourself how it is at the busiest time of the week. I've included the video in this email. I took two separate videos approaching the restaurant from both directions. As you can see, even at the busiest time of the week, they no longer appear to be any issues whatsoever with drive-through traffic.

So I look forward to seeing them thrive at this location for many years to come. Thank you so much for your consideration.

Emma Hill

2 attachments

 **Video.mov**
11334K

 **Video_1.mov**
2962K



Planning APC South Valley <apcsouthvalley@lacity.org>

Fwd: OPPOSING the Appeal filed by Chick-Fil-A - Case # ZA-2017-4754-CU-SPPA-SPP-PA2

1 message

Joscelyne Rosenfield <joscelyne1@gmail.com>

Sat, Oct 18, 2025 at 9:54 AM

To: apcsouthvalley@lacity.org

Cc: info@encinopoa.com

adding: case #

Case No. ZA-2017-4754-CU-SPPA-SPP-PA2**OPPOSING the Appeal filed by Chick-Fil-A****We count of you to keep to support neighborhood safe for traffic impact and safety**Asking for your reconsideration - to oppose this appeal
This has been a traffic impacts

We strongly oppose the Appeal filed by Chick-Fil-A and support the decision of the Zoning Administrator. The changes in the traffic signal timing at Ventura/White Oak and changes in traffic lanes have not substantially eliminated the adverse traffic impacts on the surrounding neighborhood and Encino community.

*Best,***Joscelyne Rosenfield -**

----- Forwarded message -----

From: **Joscelyne Rosenfield** <joscelyne1@gmail.com>

Date: Sat, Oct 18, 2025 at 9:46 AM

Subject: OPPOSING the Appeal filed by Chick-Fil-A

To: <apcsouthvalley@lacity.org>

Cc: Encino Property Owners Association <info@encinopoa.com>

OPPOSING the Appeal filed by Chick-Fil-A

Asking for your reconsideration - to oppose this appeal

*Best,***Joscelyne Rosenfield -**



Planning APC South Valley <apcsouthvalley@lacity.org>

Please eliminate the drive through at the Encino Chick-fil-A

Leslie Elkan <leslie.elkan@gmail.com>

Sun, Oct 19, 2025 at 6:21 PM

To: apcsouthvalley@lacity.org

Cc: Encino Property Owners <info@encinopoa.com>

The drive-through creates tremendous safety hazards and needs to be eliminated.

Thank you,

Leslie Elkan

[4612 Hayvenhurst Ave, Encino, CA 91436](#)

818-326-0273



Planning APC South Valley <apcsouthvalley@lacity.org>

Chick-Fil-A Drive Through - No

John Arnstein <john.arnstein@gmail.com>

Sun, Oct 19, 2025 at 4:49 PM

To: apcsouthvalley@lacity.org

Cc: Encino Property Owners <info@encinopoa.com>

I am writing as an Encino resident and member of the board of the Encino Property Owners Association, requesting that the South Valley Are Planning Commission OPPOSE Chick-fil-A's appeal from the finding that the traffic caused by it's drive through substantially and negatively impacts the adjacent neighborhood and the Encino community.

Fortunately I live far enough away from the Chick-Fil-A that I am not personally affected by the traffic problems, but I know plenty of people that are negatively impacted.

Chick-Fil-A is a good fast food option. However, it should operate without the drive through. The City's Traffic Department made a bad decision when it originally approved the drive through. This long standing problems needs to be corrected.

John Arnstein
4827 Oak Park Ave.
Encino, CA. 91316
818-850-6110
John.arnstein@gmail.com



Planning APC South Valley <apcsouthvalley@lacity.org>

Case No. ZA-2017-4754-CU-SPPA-SPP-PA2

Donna <dstillo@earthlink.net>

Sun, Oct 19, 2025 at 10:45 AM

To: apcsouthvalley@lacity.org

Cc: Property Owners Encino <info@encinopoa.com>

I strongly oppose the Appeal filed by Chick-Fil-A and support the decision of the Zoning Administrator. The changes in the traffic signal timing at Ventura/White Oak and changes in traffic lanes have not substantially eliminated the adverse traffic impacts on the surrounding neighborhood and Encino community.

Donna Stillo
4774 Park Encino Lane
Encino CA 91436

Sent from my iPhone



Planning APC South Valley <apcsouthvalley@lacity.org>

Case No. ZA-2017-4754-CU-SPPA-SPP-PA2

Belen Mirisch <bvmirisch@gmail.com>

Sun, Oct 19, 2025 at 9:07 AM

To: apcsouthvalley@lacity.org

To the South Valley Area Planning Commission --

My name is Richard Mirisch, and I am a resident of Encino. I live on Corinthian just up the street from the Chick-Fil-A at the corner of Ventura and White Oak.

Whilst I have nothing against this restaurant chain, I do have something against their DRIVE THRU. This location is not suitable for a drive thru and since they've opened it has caused nothing but havoc as a gateway to our neighborhood. Constant congestion, weird U-turns, lanes being blocked, horns blaring, finger pointing, and many near accidents are a daily occurrence particularly around lunch and dinner hours.

I strongly oppose the Appeal filed by Chick-Fil-A and support the decision of the Zoning Administrator. As said, the changes in the traffic signal timing at Ventura/White Oak and changes in traffic lanes have not substantially eliminated the adverse traffic impacts on the surrounding neighborhood and Encino community.

Respectfully,

Belen Mirisch
17718 Corinthian Dr.
Encino, CA 91316

Sent from my iPhone



Planning APC South Valley <apcsouthvalley@lacity.org>

Chick Fil A

Paul Kelson <flyfishpaul@gmail.com>

Sat, Oct 18, 2025 at 6:28 PM

To: "apcsouthvalley@lacity.org" <apcsouthvalley@lacity.org>

Cc: "info@encinopoa.com" <info@encinopoa.com>

ZA-2017-4754-CU-SPPA-SPP-PA2

I oppose the appeal filed by Chick Fil A.

The drive thru is a menace to the neighborhood and all motorists in the area of White Oak and Ventura Blvd.

Paul Kelson
Encino



Planning APC South Valley <apcsouthvalley@lacity.org>

Case No. ZA-2017-4754-CU-SPPA-SPP-PA2

Richard Mirisch <richard.mirisch@gmail.com>

Sat, Oct 18, 2025 at 3:08 PM

To: apcsouthvalley@lacity.org

Cc: Encino Property Owners <info@encinopoa.com>, Belly <bvmirisch@gmail.com>

To the South Valley Area Planning Commission --

My name is Richard Mirisch, and I am a resident of Encino. I live on Corinthian just up the street from the Chick-Fil-A at the corner of Ventura and White Oak.

Whilst I have nothing against this restaurant chain, I do have something against their DRIVE THRU. This location is not suitable for a drive thru and since they've opened it has caused nothing but havoc as a gateway to our neighborhood. Constant congestion, weird U-turns, lanes being blocked, horns blaring, finger pointing, and many near accidents are a daily occurrence particularly around lunch and dinner hours.

I strongly oppose the Appeal filed by Chick-Fil-A and support the decision of the Zoning Administrator. As said, the changes in the traffic signal timing at Ventura/White Oak and changes in traffic lanes have not substantially eliminated the adverse traffic impacts on the surrounding neighborhood and Encino community.

Respectfully,

Richard & Belen Mirisch
17718 Corinthian Dr.
Encino, CA 91316



Planning APC South Valley <apcsouthvalley@lacity.org>

Case No. ZA-2017-4754-CU-SPPA-SPP-PA2

MICHAEL WINSTON <mwinstonca@earthlink.net>
To: apcsouthvalley@lacity.org

Sat, Oct 18, 2025 at 2:11 PM

We strongly oppose the Appeal filed by Chick-Fil-A and support the decision of the Zoning Administrator. The changes in the traffic signal timing at Ventura/White Oak and changes in traffic lanes have not substantially eliminated the adverse traffic impacts on the surrounding neighborhood and Encino community.

Michael Winston



Planning APC South Valley <apcsouthvalley@lacity.org>

Oppose

Neal Maslan <nealmaslan@gmail.com>
To: apcsouthvalley@lacity.org

Sat, Oct 18, 2025 at 1:45 PM

As a local resident adversely impacted I strongly oppose the Appeal filed by Chick-Fil-A and support the decision of the Zoning Administrator. The changes in the traffic signal timing at Ventura/White Oak and changes in traffic lanes have not substantially eliminated the adverse traffic impacts on the surrounding neighborhood and Encino community.

Respectfully, Neal Maslan



Planning APC South Valley <apcsouthvalley@lacity.org>

Chick Fil A

Sonia Feldman <soniafeldman@gmail.com>
To: apcsouthvalley@lacity.org
Cc: Encino Property Owners <info@encinopoa.com>

Sat, Oct 18, 2025 at 1:14 PM

We strongly oppose the Appeal filed by Chick-Fil-A and support the decision of the Zoning Administrator. The changes in the traffic signal timing at Ventura/White Oak and changes in traffic lanes have not substantially eliminated the adverse traffic impacts on the surrounding neighborhood and Encino community.

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Sonia Feldman  
[soniafeldman@gmail.com](mailto:soniafeldman@gmail.com)  
~~~~~



Planning APC South Valley <apcsouthvalley@lacity.org>

OPPOSING the Appeal filed by Chick-Fil-A

Arash Farin <arash@arash.tv>
To: apcsouthvalley@lacity.org
Cc: info@encinopoa.com

Sat, Oct 18, 2025 at 12:02 PM

This is regarding case Case No. ZA-2017-4754-CU-SPPA-SPP-PA2.

We strongly oppose the Appeal filed by Chick-Fil-A and support the decision of the Zoning Administrator. The changes in the traffic signal timing at Ventura/White Oak and changes in traffic lanes have not substantially eliminated the adverse traffic impacts on the surrounding neighborhood and Encino community.



Planning APC South Valley <apcsouthvalley@lacity.org>

Re: Case No. ZA-2017-4754-CU-SPPA-SPP-PA2

Karen Carsello <karen@karencarsello.com>
To: apcsouthvalley@lacity.org
Cc: Encino Property Owners <info@encinopoa.com>

Sat, Oct 18, 2025 at 11:44 AM

I strongly oppose the Appeal filed by Chick-Fil-A and support the decision of the Zoning Administrator. The changes in the traffic signal timing at Ventura/White Oak and changes in traffic lanes have not substantially eliminated the adverse traffic impacts on the surrounding neighborhood and Encino community.

My own experience while attempting to pass Chick-Fil-A is that each and every time I witness some near miss of a car being hit by an impatient patron of the restaurant drive through, due to cars backed up waiting on White Oak to go through the intersection.

**Sincerely,
Karen Carsello
resident on Alonzo Avenue**



Planning APC South Valley <apcsouthvalley@lacity.org>

Oppose Chick-Fil-A Drive Thru

EPOA Treasurer <epoatres@gmail.com>

Sat, Oct 18, 2025 at 11:20 AM

To: apcsouthvalley@lacity.org

Cc: Encino Property Owners <info@encinopoa.com>

Hello,

I am writing in regards to Case No. ZA-2017-4754-CU-SPPA-SPP-PA2.

I strongly oppose the Appeal filed by Chick-Fil-A and support the decision of the Zoning Administrator.

The changes in the traffic signal timing at Ventura/White Oak and changes in traffic lanes have not substantially eliminated the adverse traffic impacts on the surrounding neighborhood and Encino community.

This intersection is a constant nuisance due to people trying to get into the drive-thru.

For the safety of all, please eliminate the drive-thru!

Ryan Levey
EPOA Treasurer
epoatres@gmail.com
310.704.2142

If not already a member, please join us! www.EncinoPOA.com



Planning APC South Valley <apcsouthvalley@lacity.org>

Opposing the Appeal by Chik-Fil-A; Case No. ZA-2017-4754-CU-SPPA-SPP-PA2

Karen Bardavid <jade6789@yahoo.com>

Sat, Oct 18, 2025 at 9:54 AM

To: "apcsouthvalley@lacity.org" <apcsouthvalley@lacity.org>

Cc: Encinopoa Info <info@encinopoa.com>

Regarding Case No. ZA-2017-4754-CU-SPPA-SPP-PA2:

We strongly oppose the Appeal filed by Chick-Fil-A and support the decision of the Zoning Administrator. The changes in the traffic signal timing at Ventura/White Oak and changes in traffic lanes have not substantially eliminated the adverse traffic impacts on the surrounding neighborhood and Encino community.

Karen Bardavid,
Encino Resident



Planning APC South Valley <apcsouthvalley@lacity.org>

Support for appeal of ZA-2017-4754-CU-SPPA-SPP-PA2-1A

Martinez, Alban <albanmartinez@gse.harvard.edu>
To: "apcsouthvalley@lacity.org" <apcsouthvalley@lacity.org>

Fri, Oct 17, 2025 at 10:01 PM

To whom it may concern:

As a 26-year resident of the Encino-Tarzana border, I write in support of the appeal for Chick-fil-A Encino, White Oak & Ventura. I write this letter not only on my own behalf, but also on behalf of my family, who have been residents of South of the Boulevard for the last 31 years.

Reflecting on the impact this business has had on the local area, it has the community's best interests in mind, responds to requests, and is a valued member of the community. Having grown up in Encino and Tarzana, and having attended local public schools, Nestle Ave Elementary, and Portola Middle School, I have extremely close ties to the area and have greatly considered the impacts that Chick-fil-A has had in Encino, especially at the intersections of White Oak & Ventura. In addition to attending the local schools, my family has been long-time members of Our Lady of Grace Catholic Church, which is our home Church and where I received my Baptism, Communion, and Confirmation, and where I served on the Our Lady of Grace Youth CORE Leadership Team for 4 years. I state this to provide context to my relationship with the community directly impacted by Chick-fil-A White Oak & Ventura.

I recall how the intersection used to be before the remodeling that began around 2018, when it had a Pollo Loco, Goodwill, and a Temple. While I did value the impact that those services had in the area before 2018, the corner lacked the energy, vibrancy, and bringing together of the multiple members of the surrounding community. Since its construction and opening, Chick-fil-A has served as a hub that gathers people from all walks of life in the area, whether they are the children and students at the local schools, the laborers of the surrounding businesses, or the workers in the local offices.

Given the area's traffic, Chick-fil-A has responded to the community's request promptly and professionally. I can personally attest to the efforts, changes, and adjustments this business has made to alleviate traffic congestion, as I was employed by Chick-fil-A White Oak & Ventura from 2019 until 2025, with my last position as Kitchen Director. I personally worked as a member of the leadership team to implement efforts to ensure that, regardless of the time of day, we had a traffic director, and a priority focus on any traffic we might cause on White Oak. Apart from food safety, the safety of the neighborhood, the surrounding traffic, and the safety of pedestrians was an absolute priority, instilled by our Operator, Alyson Perry. The Director Team was well aware of the commitment to keeping the neighborhood happy, so as not to block driveways, entrances, and respect traffic laws. Not only was this seen through the traffic guard that would be positioned outside with a Stop Sign, but it was also seen through a Team Agreement not to park their cars anywhere down White Oak, as to reserve these spaces for the local residents, despite it being a public street. Inside the business, the Leadership Team, as well as the Team Members, made it a priority we see through the camera that it was getting busier to alleviate the traffic that we might cause. As a member of the very local community, as well as a member of the Director Team, I was proud of the moments of progress we were able to accomplish, and I was proud of our Team Members for caring about the business and the local community, for doing their best to keep the local residents happy.

I am not the only member of the local community that Chick-fil-A White Oak & Ventura employees. This company, as well as Alyson Perry, cares genuinely about their Team Members by ensuring their satisfaction with the shift, providing praise and support, and providing financial assistance to students transitioning to college. I, as well as other Team Members, have received scholarships allowing us to accomplish our goals and alleviate financial pressure. Schooling is not the only way that creates the burden of debt, as well as day-to-day life. Chick-fil-A White Oak & Ventura is committed to assisting the Team Members as it has provided hundreds of local jobs as well as developmental opportunities for the team to grow, as I have over the last five years. Any restriction to the Drive-Thru or other impact on the flow of business will result in the loss of jobs, hours, and other forms of financial and leadership support. The local community has too much to lose from the risk of the loss of business from the revocation of the Drive-thru permit.

I implore the City of Los Angeles to consider the local impact of the workers, as well as the happiness of the community, over the loss of the Drive-Thru Permit.

Thank you for your time.

With Pleasure,

Alban Martinez (he/him)

M.Ed Student, Harvard Graduate School of Education (HGSE)

Education Policy Analysis, Global International Comparative Education

[4939 Lindley Ave, Tarzana CA, 91356](#)

[\(818\)631-1155](#)



Planning APC South Valley <apcsouthvalley@lacity.org>

Support for appeal of ZA-2017-4754-CU-SPPA-SPP-PA2-1A

Richmond Perez <richmondp013@yahoo.com>

Fri, Oct 17, 2025 at 4:02 PM

To: apcsouthvalley@lacity.org

Hello I am writing this to express my support in Chick Fil A White Oak and Ventura's appeal of ZA-2017-4754-CU-SPPA-SPP-PA2-1A

My name is Richmond Perez, and I have been a part of Chick-fil-A White Oak and Ventura since we first opened back in 2019. Throughout the years, I've truly enjoyed working here, as it aligns perfectly with my values of serving others with genuine hospitality. This location has provided me with scholarship opportunities and the flexibility to complete nursing school, where I will continue to uphold the same values of care and service that Chick-fil-A represents.

Over the years, I've witnessed tremendous progress in improving traffic flow and efficiency in our drive-thru operations. From starting with a single lane that used to wrap around and block nearby houses to now having two lanes and a dedicated turn lane that prevents this from happening, the reduction in traffic congestion along White Oak has been remarkable. In addition, we've implemented a traffic director during peak hours to help guide cars safely into the lot and prevent vehicles from blocking the street.

We've also made several operational improvements within our system, including adding a pull-out lane at the exit and stationing team members to expedite orders to ensure speed in our drive thru. I can say firsthand that these adjustments have been effective and have made a noticeable difference in guest satisfaction and overall traffic management.

Thank you for your time and for allowing me to share my perspective in support of the drive-thru operations at Chick-fil-A White Oak.

Sincerely,

Richmond Perez



Planning APC South Valley <apcsouthvalley@lacity.org>

Support for appeal of ZA-2017-4754-CU-SPPA-SPP-PA2-1A

Leslie Hsu Fung <lesliej.hsu@gmail.com>

Fri, Oct 17, 2025 at 7:41 PM

To: apcsouthvalley@lacity.org

South Valley Area Planning Commissioners,

I am writing on behalf of multiple neighbors in support of Chick Fil A in Encino. I have been an Encino resident since the late 1980s and I own two properties in Encino. I am enjoyed dining at Chick-fil-A many times throughout the year and think it is a wonderful edition to our neighborhood. I drive by Chick-fil-A multiple times of day on my way dropping kids off at their activities - basketball at Crespi, dance at Degas Studio and Russian Math. Every successful eatery creates some congestion, but the benefits of the food quality and the employment for community members and the memories created at the eatery outweigh the small inconveniences. What I have seen over the past few years is a significant improvement in traffic flow and customers being able to get in and out of the parking lot. I've noticed traffic controllers directing customers.

The In N Out in Van Nuys, the Gelsons in Encino, the Raising Canes in Encino all create traffic as well. Whatever Chick-fil-A has implemented since opening, is working.

In a historically heavily Jewish neighborhood, I would hate to think that an openly Christian business franchisee is being pushed out by a few litigious community members.

Therefore I am writing in support of Chick-fil-A to continue to operate its drive through and its restaurant as is.

Leslie Fung



Planning APC South Valley <apcsouthvalley@lacity.org>

Support for appeal of ZA-2017-4754-CU-SPPA-SPP-PA2-1A

Alyson Perry <alyson.perry@cfafranchisee.com>
To: "apcsouthvalley@lacity.org" <apcsouthvalley@lacity.org>

Fri, Oct 17, 2025 at 12:20 PM

October 17, 2025

Area Planning Commission
Attn: Vanessa Barraza
[6262 Van Nuys Blvd, Room B](#)
[Van Nuys, CA 94101](#)

Dear President Barraza and Commissioners:

My name is Alyson Perry, and I am the proud Owner/Operator of the Chick-fil-A White Oak & Ventura location in Encino. I am writing to you today to respectfully request your support in our upcoming appeal(ZA-2017-4754-CU-SPPA-SPP-PA2) to retain our drive-thru operation. As a dedicated local business owner, employer, and mother of five, my commitment to this community runs deep. My journey with Chick-fil-A began as a teenager nearly 20 years ago, at the time I had no idea it would change the trajectory of my life. As my time with the company progressed, I decided that I wanted to impact the lives of others the way my Operator and mentor had impacted mine, which led me to pursue becoming a Chick-fil-A Operator myself.

In 2019, I moved to Los Angeles from Kentucky with my husband and almost one year old son to open the Chick-fil-A White Oak & Ventura location. I remember our opening day vividly. It was a culmination of a decade of hard work. While the valley welcomed us with eager guests, I was also met by a group of residents concerned about traffic. I listened to their frustrations and immediately offered to collaborate on solutions. While that initial encounter was heartbreaking, leaving me feeling misunderstood despite my genuine care for the neighborhood, it solidified my resolve to be a proactive and responsible community partner. Since that day, my team and I have worked tirelessly to address every traffic concern. We have invested significantly in comprehensive solutions, including:

- **Operational Enhancements:** Flying drones to study traffic patterns, fine-tuning every system to shave seconds off service times, and upgrading technology for efficiency.
- **Dedicated Staffing:** Investing in traffic attendants during peak hours to manage flow and prevent sidewalk blockages.
- **Infrastructure Improvements:** Partnering with Chick-fil-A Inc. to widen our drive-thru exit and entrance and creating a second drive-thru lane to queue more cars on our property.
- **Key Traffic Solution:** We invested in creating a dedicated turn lane on White Oak Avenue. This substantially eliminated U-turns and significantly improved traffic flow both north and southbound.

Over the past 5 years, we have worked to address every concern the neighbors expressed, and it is now a mostly quiet street.

In January of this year, we conducted a traffic study and found that all traffic impacts on White Oak Ave had substantially been resolved. Our report was submitted to LADOT who wholeheartedly agreed

with these findings. I was proud of how hard my team had worked to get to this place and I was excited to celebrate with them. We were all confused when the Zoning Administrator did not rule in favor of Chick-fil-A after all the improvements and facts had been provided.

I am often reminded by fellow Operators that every car in line is a vote in support of my business, and it is important that I keep working hard to serve them. Losing our drive-thru would not only jeopardize the viability of the business but would also severely impact our ability to serve the Encino community. It would hinder the very mission I set out to achieve:

- **Empowering Our Team:** We currently employ approximately 85 team members, providing a positive work environment and opportunities for growth. In the last six years, I have awarded 15 college scholarships and mentored over 20 young leaders, just as I was once mentored.
- **Nourishing Our Community:** Our Shared Table program has provided over 40,000 meals to those in need. We regularly support local schools and organizations with food donations and gift cards for their events.
- **Local Philanthropy:** In 2022, I was honored to nominate ZOE International, a local organization fighting human trafficking, for a Chick-fil-A True Inspiration Award. They were selected, and I presented them with a \$30,000 check, a moment of immense pride, even as I welcomed my third child that very day.

Commissioners, I am a dedicated business owner, a committed employer, and a passionate community advocate. I am fighting to continue serving the Encino community that I have grown to love. I humbly ask for your support in our appeal, allowing us to maintain our drive-thru and continue our positive contributions to the vibrant fabric of Encino.

Here to serve,

Alyson Perry | Owner/Operator
Chick-fil-A White Oak and Ventura - Drive-Thru Only
[17660 Ventura Blvd Encino, CA 91316](#)

Alyson Perry | Owner/Operator
Chick-fil-A White Oak and Ventura
404-852-2416



Planning APC South Valley <apcsouthvalley@lacity.org>

Chick fil a

Kristin Glushon <kaglushon@gmail.com>
To: apcsouthvalley@lacity.org

Thu, Oct 16, 2025 at 4:49 PM

Please eliminate the drive thru at Chick Fil A.

The drive thru has and continues to create a very unsafe situation for Encino neighbors and all motorists.

Thanks,
Kristin Glushon



Planning APC South Valley <apcsouthvalley@lacity.org>

Re: Chick Fil A - Remove the Drive Thru, Case No. ZA-2017-4754-CU-SPPA-SPP-PA2

Plus Arch <plusarch@aol.com>

Thu, Oct 16, 2025 at 4:13 PM

To: "apcsouthvalley@lacity.org" <apcsouthvalley@lacity.org>

Cc: Laurie Kelson <pkelsondds@aol.com>

Dear South Valley Planning Commissioners:

Please eliminate the drive thru at Chick Fil A.

The drive thru has and continues to create a very unsafe situation for Encino neighbors and all motorists, at the corner of Ventura Blvd. & White Oak Ave, particularly the single family homes behind the restaurant.

Best,

Shahab Ghods
16554 Calneva Dr.
Encino, CA 91436
(310)903-9090



Planning APC South Valley <apcsouthvalley@lacity.org>

Chick-Fil-A Appeal; Case No. ZA-2017-4754-CU-SPPA-SPP-PA2

Sandra Kanter <sandra.kanter@gmail.com>

Wed, Oct 15, 2025 at 9:15 PM

To: apcsouthvalley@lacity.org

Dear Members of the South Valley Area Planning Commission:

We are writing to express our **strong opposition to the appeal filed by Chick-Fil-A** of the Zoning Administrator's determination that the traffic mitigation measures have not substantially eliminated the adverse traffic impacts of the Drive-Thru located at White Oak & Ventura in Encino (**Case No. ZA-2017-4754-CU-SPPA-SPP-PA2**).

The Zoning Administrator studied this issue carefully and determined that the remedies implemented by Chick-Fil-A have not substantially alleviated the horrendous traffic problems caused by its drive-through restaurant. He is correct. The location simply cannot support a drive-thru without causing significant and unavoidable adverse impacts.

We live very close to the Chick-Fil-A, on one of the cul-de-sacs off of Texhoma, which goes southwards, one block east of White Oak.

Every day on Ventura Blvd., we see the impact of the "remedial" efforts. The changes that were made to the traffic lights at the White Oak/Ventura intersection cause daily traffic backups westbound on Ventura Blvd that stretch for many blocks, much worse (particularly in the late afternoon) than existed before the changes were made. These backups cause adverse impacts on the local residents and businesses as well as on the more general traffic flow on Ventura Blvd, a street that is a vital thoroughfare for local and cross-Valley traffic. Even with all the attempts at remediation, the traffic is far worse than it ever was before the Chick-Fil-A opened. Traffic tie-ups at the intersection are also dangerous, as they exacerbate the difficulties that Chick-Fil-A traffic on White Oak causes for emergency vehicles attempting to access the residential streets south of Ventura via White Oak.

Note that we also continue to see trash on Texhoma from people who pick up their meals at the drive-thru, turn right on Texhoma, eat their meals in their cars, and then throw their trash on the street.

The location is not suitable for a drive-through, and the conditional use permit should never have been issued in the first place.

Therefore, we respectfully request that the Commission reject the appeal and uphold the Zoning Administrator's decision to revoke the Drive-Thru Permit.

Sincerely,

Sandra and Michael Kanter



Planning APC South Valley <apcsouthvalley@lacity.org>

APPEAL case # za-2017 4754-cu-sppa-spp-pa2

Frank Chenouda <fchenoudaa1@aol.com>

Wed, Oct 15, 2025 at 2:57 PM

To: "apcsouthvalley@lacity.org" <apcsouthvalley@lacity.org>

My name is Frank. I live at [3815 Alonzo Av. Encino](#). I'm opposing the appeal filed by chick-a- filet located at the corner of Ventura Bl. and White Oak. The traffic s really terrible especially approximately from 11:30 AM until 2:00 PM.

Thank you!

DAY OF HEARING SUBMISSIONS



Planning APC South Valley <apcsouthvalley@lacity.org>

Support for appeal of ZA-2017-4754-CU-SPPA-SPP-PA2-1A

1 message

Dustin Khiem <dusadus@gmail.com>
To: apcsouthvalley@lacity.org

Wed, Oct 22, 2025 at 10:42 AM

I'm writing to support the Chik-fil-A restaurant in Encino. The improvements made to the restaurant and importantly the street have entirely solved the traffic backup issue. I don't observe any issues with getting in and out of the lot or the drive through. The commission should allow Chik-fil-A to continue to operate their drive through. This is a delicious and convenient restaurant that is one of the few affordable options in the area.



Planning APC South Valley <apcsouthvalley@lacity.org>

Appeal: Chick-Fil-A (CFA) @ 17660 Ventura Bl. ZA-2017-4754-CU-SPPA-SPP-PA2

1 message

LAMike Silva <lamike.silva@gmail.com>

Thu, Oct 23, 2025 at 12:30 PM

To: "apcsouthvalley@lacity.org" <apcsouthvalley@lacity.org>

In preparation for the public hearing as requested by Michelle Carter, City Planner

Comment List to be presented in person:

- 1- Traffic concerns also with nearby churches and schools
- 2- CFA has leased a tenant space at the adjacent commercial building-- allows approximately 12 parking spaces for their employees -- in lieu of parking on the streets.
- 3- Substantially eliminated bad traffic maneuvers-- of site and not part of CFA control
- 4- Millions spent on the purchase of the lot and the present improvements
- 5- Hundreds of thousands spent on extraordinary compliance issues of traffic
- 6- Neighbors need to use their schedule to work around the 2- Two hour rush times of Lunch and Dinner at CFA----- much like they do with the churches and schools at different times of the day
- 7- Alternate routes available getting to and moving along Ventura Bl.
- 8- Right hand turns to go East from White Oak onto Ventura are sometimes hampered by pedestrians---- the drivers do have to wait !!!
- 9- This business attracts activity and quickly serves their customers. The BUiness is community friendly and I have seen a tremendous improvement in the traffic at that intersection. Drivers cannot be controlled if they do not want to obey the traffic laws and signs.

I would plead for an approval to the Conditional Use Permit as the amount of time and money invested into the property is significant and as the CFA consultants have submitted--- the traffic concerns are very well mitigated at this time

Michael Silva AIA CASp Architect
 Encino Neighbor @ Valley Vista and White Oak
 Cell 818.437.6568
LAMike.silva@gmail.com



Planning APC South Valley <apcsouthvalley@lacity.org>

Chick Fil A ZA-2017-4754-CU-SPPA-PA-1-1A

Kelvin <kelvintolbertenc@gmail.com>

Wed, Oct 22, 2025 at 5:25 PM

To: apcsouthvalley@lacity.org

On 9/24/25, at a general board meeting of the Encino Neighborhood Council, , A motion was made to oppose the zoning appeal by Chic Fil A and support the findings of the Zoning Administrator decision to revoke their drive through permit. The motion passed 17 for the motion and 0 opposing.

On 9/9/25, the Encino Neighborhood council agendized the Chick Fil A file at its Planning and Land Use committee and heard from all interested parties. Below is the information from that meeting.

Chick Fil A ZA-2017-4754-CU-SPPA-SPP-PA 1-1A is on the agenda for discussion and a vote on whether or not to support an appeal fro revocation of the Drive Thru on White Oak and Ventura Blvd.. There will be a presentation from a representative from Chick Fil A as well as a representative from the Encino Property Owner's Association (EPOA). The representative for Chick Fil A did not show up – they notified the committee that they were not participating with our process. Rob Glushon presented for the EPOA and the neighbors (stakeholders). After the presentation of the EPOA

A motion was made by Kelvin Tolbert and 2nd by Laurie Kelson. The motion was moved that the ENC oppose the appeal by the Appellant and support the findings of the Zoning Administrator decision to revoke the Drive-Thru. The motion passed by a vote of 7 Yes and 0 No.

I am attaching the minutes from both meetings. Please include this information in the Chic Fil A file.

Thank you

2 attachments

 meeting68cb3847ef73e.pdf
162K

 meeting68d75c51e642a.pdf
654K



Encino Neighborhood Council

(A Certified Neighborhood Council)

4924 Paso Robles Avenue, Encino CA 91316 Phone: 747.282.0450

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

NOTICE AND AGENDA ENCINO NEIGHBORHOOD COUNCIL PLANNING AND LAND USE COMMITTEE MEETING

TUESDAY, September 9, 2025 @ 7:00 PM

Via Zoom:

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82675866742>

Meeting ID: 826 7586 6742

Zoom Meetings Are Recorded

Committee Members:

1. *Kelvin Tolbert (Chair),
2. *Diane Rosen
3. *Victoria Biddle
4. *Pilar Defreest
5. *Rachel Perry,
6. Matthew May
7. Laurie Kelson
8. Danny Kashani
- 9.

Alternate Committee Members:

*Laure Stevens

*Denotes Board Member/Alternate (maximum 5 allowed)

1. Call to Order. Start recording. Roll call. Determination of quorum.

Kelvin Tolbert, Diane Rosen, Victoria Biddle, Pilar DeFreest, Rachel Perry, Laurie Kelson, and Danny Kashani were all present – Matthew May was absent. Quorum was determined with 7 of 8 committee members present.

2. Approval of Prior Planning & Land Use Committee [minutes](#).

Minutes from the prior meeting on 8/12/2025 were voted on and was approved by a vote of 5 approving,

3. Reports from Public Officials/Departments/Community Agencies:

No public Officials

4. General Public Comment on Non-Agenda Items – Public comments on non-agenda items within the ENC’s subject matter jurisdiction is limited to TWO MINUTES (2) per speaker. Time may be adjusted at the Chair’s discretion.

5. New Business:

1. **16610 Ventura Blvd. CPC-2023-3134-DB-SPP-HCA.** Results of a settlement between the owner and the EPOA.

An Agreement was made between the EPOA and the Applicant . Because of the motion that the ENC Board voted on supporting the appeal and with the help of Danny Kashani and ENC PLU – it helped bring the representative of the neighbors and the Applicant to terms.

2. **Chick Fil A ZA-2017-4754-CU-SPPA-SPP-PA 1-1A** is on the agenda for discussion and a vote on whether or not to support an appeal fro revocation of the Drive Thru on White Oak and Ventura Blvd.. There will be a presentation from a representative from Chick Fil A as well as a representative from the Encino Property Owner’s Association (EPOA).

The representative for Chick Fil A did not show up – they notified the committee that they were not participating with our process. Rob Glushon presented for the EPOA and the neighbors (stakeholders). After the presentation of the EPOA A motion was made by Kelvin Tolbert and 2nd by Laurie Kelson. The motion was moved that the ENC oppose the appeal by the Appellant and support the findings of the Zoning Administrator decision to revoke the Drive-Thru. The motion passed by a vote of 7 Yes and 0 No.

3. **Public Comment on Non-Agenda Items** – Public Comments on Non-Agenda Items is limited to TWO MINUTES (2) per speaker. Time may be adjusted at the Chair’s discretion. Public comment on agenda items will be heard when the item is up for discussion. Committee Member Comment on Items NOT on this

6. Adjournment

Announcements: Please see the Encino NC website for announcements of other events and to join our mailing list. [Here](#)

2025 Election Timeline and Election Handbook – The 2025 ENC elections are around the corner, please review the election handbook and timeline to become familiar with all things election. Encino is in Region 3.

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.

IN CONFORMITY WITH THE OCTOBER 6, 2023 ENACTMENT OF CALIFORNIA SENATE BILL 411 (PORTANTINO) AND LA CITY COUNCIL APPROVAL ON NOVEMBER 1, 2023, THE ENCINO NEIGHBORHOOD COUNCIL MEETING WILL BE CONDUCTED VIRTUALLY.

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 subject matter 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 is limited to one (1) minute per speaker per item, unless adjusted by the presiding officer of the Board or Committee. Consent items which have been unanimously approved by a public committee meeting are exempted unless pulled from the consent section by a Board member.

PUBLIC POSTING OF AGENDAS - ENC agendas are posted for public review as follows: Glass display case outside the Encino Chamber of Commerce office at 4933 Balboa Blvd, 91316 and digitally at www.encinonc.org. You can also receive our agendas via email by subscribing to L.A. City's Early Notification System: [Early Notification System \(ENS\)](#)

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 Roy Nwaisser, 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/page/viewPage/bylaws>

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 Roy Nwaisser, 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.



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

ENCINO NEIGHBORHOOD COUNCIL GENERAL BOARD MEETING Wednesday September 24, 2025 @7:00 PM **Minutes**

**Encino Community Center
 4935 Balboa Blvd, Encino, CA 91316**

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	Heather Michaels At Large Representative 3
Victoria Biddle Business Representative	Jill Schwartz 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
Rachel Perry At Large Alternate 3	Dana Caruso Area 1 Alternate	Area 2 Alternate VACANT	Area 3 Alternate VACANT	Area 4 Alternate VACANT
Area 5 Alternate VACANT	Area 6 Alternate VACANT	Andrew Zucker Area 7 Alternate		

1. Call to Order / Roll call / Determination of quorum 7:04 pm

ENC GENERAL BOARD					
P/PRESENT A/ABSENT					
NAME/SEAT/TITLE					
	7/23/25	8/27/25	9/24/25	10/22/25	11/26/25
Josh Sautter, Area 1 Representative, Vice President	P	p	P		
Adam Wright, Area 2 Representative	P	p	P		
Shaindi Schwebel, Area 3 Representative	P	p	P		

Joanna C. Power, Area 4 Representative	P	p	P		
Diane Rosen, Area 5 Representative	P	A	P		
Laure Stevens, Area 6 Representative	P	p	P		
Jennifer Novian, Area 7 Representative	P	p	P		
Kristin Moss, At Large Representative 1	P	p	P		
Anita Kamjoo, At Large Representative 2	P	p	P		
Heather Michaels, At Large Representative, 3	P	p	P		
Victoria Biddle, Business Representative	P	p	A		
Business Representative	vacant	vacant	vacant		
Roy Nwaiser, Homeowner Representative, President	P	p	P		
Pilar DeFreest, Renter's Representative, Treasurer	P	p	P		
Glenn Bailey, Park & Environment Rep	P	p	P		
Kelvin Tolbert, Planning & Land Use Rep, Sergeant At Arms	P	p	P		
Jennifer Luce, Community Interest Rep, Secretary	P	p	P		
Tess Gurlanick, Youth Representative	A	p	P		

- 2. Comments from chair coffee with a cop, Share ideas from the community with the board. For new members please reach out to find out**

Education, parks and airport committees need members

Jill Schwartz, business representative resigned

- 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 none

Mayor Karen Bass: David Nguyen, david.c.nguyen@lacity.org not present

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

Earlier this month City Council adopted legislation to reform 911 emergency response system to address call wait times by hiring Police Service representatives to solely handle non-emergency calls and also exploring the creation of a separate armed crisis response dispatch. Trees were trimmed on median at Louise and Ventura.

Assemblymember Gabriel: Jack Trent-Dorfman, Jack.Trent-Dorfman@asm.ca.gov not present

Supervisor Lindsey Horvath: Katie Abrams, KAbrams@bos.lacounty.gov

Board of Supervisors approved motions by Lindsey Horvath and Hilda Solis to provide nearly \$30 million for an emergency rent relief program for those displaced by Palisades wildfires and to immigrant families who have been destabilized by federal immigration enforcement. The EERP will provide rent and mortgage relief. They can receive up to 6 months of assistance not to exceed \$15,000.

DONE: John Darnell, john.darnell@lacity.org not present

LAFD : Scott Hilton be careful of kids around pools, check smoke detectors. Sepulveda Basin mitigation efforts are still underway

4. ENC Officer Reports (limited to two minutes per report)

A. President **none**

B. Vice President **none**

C. Treasurer

Motion: ENC approves the [August 2025 Monthly Expenditure Report](#). Spent \$914.32 last month on office supplies

MOTION: Pilar DeFreest, 2nd Roy Nwaisser, **VOTE 14 YES/3 ABSENT/1 INELIGIBLE/1 VACANT**

		YES	NO	ABSTAIN	INELIGIBLE	RECUSE	ABSENT
Board Member	Seat						
Josh Sautter	Area 1 Representative	Y					
Adam Wright	Area 2 Representative	Y					
Shaindi Schwebel	Area 3 Representative	Y					
Joanna C. Power	Area 4 Representative	Y					
Diane Rosen	Area 5 Representative	Y					
Laurie Stevens	Area 6 Representative	Y					
Jennifer Novian	Area 7 Representative	Y					
Kristin Moss	At Large Representative 1	Y					
Anita Kamjoo	At Large Representative 2	Y					

Heather Michaels	At Large Representative 3						A
Victoria Biddle	Business Representative						A
Vacant	Business Representative						vacant
Roy Nwaiser	Home Owner Representative	Y					
Pilar DeFreest	Renter's Representative	Y					
Glenn Bailey	Park & Environment Rep	Y					
Kelvin Tolbert	Planning & Land Use Rep	Y					
Jennifer Luce	Community Interest Rep	Y					
Tess Gurlanick	Youth Representative				I		

D. Secretary

Motion: ENC approves the [August 2025 Board meeting minutes](#).

MOTION: Jennifer Luce, 2nd Pilar DeFreest, **VOTE 14 YES/3 ABSENT/1 ABSATIN/1 VACANT**

		YES	NO	ABSTAIN	INELIGIBLE	RECUSE	ABSENT
Board Member	Seat						
Josh Sautter	Area 1 Representative	Y					
Adam Wright	Area 2 Representative	Y					
Shaindi Schwebel	Area 3 Representative	Y					
Joanna C. Power	Area 4 Representative	Y					
Diane Rosen	Area 5 Representative	Y					
Laurie Stevens	Area 6 Representative	Y					
Jennifer Novian	Area 7 Representative	Y					
Kristin Moss	At Large Representative 1	Y					
Anita Kamjoo	At Large Representative 2	Y					
Heather Michaels	At Large Representative 3						A
Victoria Biddle	Business Representative						A
Vacant	Business Representative						vacant
Roy Nwaiser	Home Owner Representative	Y					
Pilar DeFreest	Renter's Representative	Y					
Glenn Bailey	Park & Environment Rep			A			
Kelvin Tolbert	Planning & Land Use Rep	Y					
Jennifer Luce	Community Interest Rep	Y					
Tess Gurlanick	Youth Representative	Y					

Motion to Approve August 2025 Special General Board meeting minutes

MOTION: Jennifer Luce, 2ND Pilar DeFreest, VOTE 14 YES/2 ABSENT/1 ABSTAIN/1 VACANT

		YES	NO	ABSTAIN	INELIGIBLE	RECUSE	ABSENT
Board Member	Seat						
Josh Sautter	Area 1 Representative	Y					
Adam Wright	Area 2 Representative	Y					
Shaindi Schwebel	Area 3 Representative	Y					
Joanna C. Power	Area 4 Representative	Y					
Diane Rosen	Area 5 Representative	Y					
Laurie Stevens	Area 6 Representative	Y					
Jennifer Novian	Area 7 Representative	Y					
Kristin Moss	At Large Representative 1	Y					
Anita Kamjoo	At Large Representative 2	Y					
Heather Michaels	At Large Representative 3						A
Victoria Biddle	Business Representative						A
Vacant	Business Representative						vacant
Roy Nwaiser	Home Owner Representative	Y					
Pilar DeFreest	Renter's Representative	Y					
Glenn Bailey	Park & Environment Rep			A			
Kelvin Tolbert	Planning & Land Use Rep	Y					
Jennifer Luce	Community Interest Rep	Y					
Tess Gurlanick	Youth Representative	Y					

E. Sergeant At Arms

Update on required [training](#) for Board and Committee members. **none**

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

Budget Advocates: Glenn Bailey **mayor Bass meeting end of Oct all city dept will be required to give budget requirements.**

LADWP Advocacy and Oversight: Shaindi Schwebel **if want to express opposition to LADWP, submit opposition by Sept 30 to website**

Los Angeles Neighborhood Council Coalition (LANCC): Heather Michaels **Recent LANC Recent Sept 5 presentation on LA County new Dept of Homeless Services & Housing has a recording on LANCC.org**

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 **none**

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

Last meeting went over SB79, meeting was recorded and is accessible on the website

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

Executive Committee: Roy Nwaisser: passed a motion to create a digital roles and responsibilities that was created by Pilar and Kristin Moss

Public Safety Committee: Roy Nwaisser: Coffee with a Cop Oct 1 at Coffee Bean Encino, Re Sepulveda Basin, Mayor's office committed to give monthly updates, \$22 million from Henry Stern office. Army Corps and Homeless Services will start to help beginning next month.

Planning & Land Use: Kelvin Tolbert: Have a motion to support ruling re: Zoning admin has made the decision to revoke the drive thru at Chick-fil-A

Outreach: Josh Sautter (Kristin) Moss: Successful Harvest Moon movie night, Digital platform up 15% year over year. Over 5k connections over all social platforms. Events are helping with social platforms.

Transportation: Laure Stevens: Cal Trans meeting presented renovation plans of Amnestoy Bridge, demolition is off the table. Updates on traffic will be coming.

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.

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.

Charter reform commission is holding several meetings a month.

Charter reform commission has several meetings a month, recommended to follow Unrigged LA's Instagram for meeting times updates since commission does not keep calendars up to date.

Sherman Oaks NC recently submitted a CIS related to how city officials get paid City council members get paid too much.

Charter Reform Commission meeting on Monday

Importance of Charter Reform commission reform, relating to due process and winning back at the podium

Nithya Raman is pushing for no public comment in regards to Planning & Land Use process and also raised a motion to remove requirement for apartment buildings to have double stairwells and instead to have one single stairway exit in residential apartment buildings.

Asaad Alnajjar Mayoral candidate pledges to empower NC system and will be speaking about hoax that city layoffs are not on the table.

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.

Rachel Perry At Large Alternate 3 seated for Victoria Biddle Business Representative

9. Old Business

- A. **Motion for reconsideration:** Motion to reconsider motion passed at August 27, 2025 ENC Board meeting which refers affirmation of the Greater Toluca Lake NC Declaration of Commitment to Representative Government to the Bylaws Committee.

Motion for reconsideration was placed on the agenda following the procedures for reconsideration in Section 4 of the ENC bylaws.

MOTION: Pilar DeFreest, 2nd Diane Rosen, **VOTE 4 YES/10 NO/3 ABSTAIN/1 VACANT**

		YES	NO	ABSTAIN	INELIGIBLE	RECUSE	ABSENT
Board Member	Seat						
Josh Sautter	Area 1 Representative		N				
Adam Wright	Area 2 Representative	Y					
Shaindi Schwebel	Area 3 Representative		N				
Joanna C. Power	Area 4 Representative			A			
Diane Rosen	Area 5 Representative		N				
Laurie Stevens	Area 6 Representative		N				
Jennifer Novian	Area 7 Representative			A			
Kristin Moss	At Large Representative 1		N				
Anita Kamjoo	At Large Representative 2	Y					
Heather Michaels	At Large Representative 3		N				
Rachel Perry	At Large Alt 3/Business Rep		N				
Vacant	Business Representative						vacant
Roy Nwaissier	Home Owner Representative	Y					
Pilar DeFreest	Renter's Representative	Y					
Glenn Bailey	Park & Environment Rep		N				
Kelvin Tolbert	Planning & Land Use Rep		N				
Jennifer Luce	Community Interest Rep		N				
Tess Gurlanick	Youth Representative			A			

- B. **Motion to affirm Greater Toluca Lake NC Declaration of Commitment to Representative Government:** The Encino Neighborhood Council affirms the Greater Toluca Neighborhood Council's "[Declaration of Commitment to Representative Government](#)" and supports its principles of Neighborhood Council rights to independently communicate and advocate to any

level of government on behalf of their stakeholders.

MOTION STRIKED DUE TO MOTION 9A NOT PASSING

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

Josh Sautter pulled Item C

Vote on Consent Calendar for all items except Item C

VOTE 17 YES/1 VACANT

		YES	NO	ABSTAIN	INELIGIBLE	RECUSE	ABSENT
Board Member	Seat						
Josh Sautter	Area 1 Representative	Y					
Adam Wright	Area 2 Representative	Y					
Shaindi Schwebel	Area 3 Representative	Y					
Joanna C. Power	Area 4 Representative	Y					
Diane Rosen	Area 5 Representative	Y					
Laurie Stevens	Area 6 Representative	Y					
Jennifer Novian	Area 7 Representative	Y					
Kristin Moss	At Large Representative 1	Y					
Anita Kamjoo	At Large Representative 2	Y					
Heather Michaels	At Large Representative 3	Y					
Rachel Perry	At Large Alt 3/Business Rep	Y					
Vacant	Business Representative						vacant
Roy Nwaiser	Home Owner Representative	Y					
Pilar DeFreest	Renter's Representative	Y					
Glenn Bailey	Park & Environment Rep	Y					
Kelvin Tolbert	Planning & Land Use Rep	Y					
Jennifer Luce	Community Interest Rep	Y					
Tess Gurlanick	Youth Representative	Y					

- A. **Motion to support revoking drive-through at Chic Fil A in Encino:** The ENC opposes the zoning appeal by Chic Fil A and supports the findings of the Zoning Administrator decision to revoke their drive-through permit. (PLU passed 7-0)

- B. **Motion to create standing Youth Committee:** The Encino Neighborhood Council will create a standing Youth committee to represent and address concerns related to youth. (Exec passed 4-0)
- C. **Motion to define digital communication policy:** The ENC Executive Committee acknowledges BONC-approved "[Board of Neighborhood Commissioners' Digital Communications Policy for the Neighborhood Councils](#)" as prevailing policy guidelines and adopts the ENC Roles & Responsibilities (See Supporting Documents). (Exec passed 4-0)

MOTION AMENDED TO REFER ENC DIGITAL COMMUNICATION POLICY TO OUTREACH COMMITTEE AND THEN TO EXECUTIVE COMMITTEE

MOTION: Glenn Bailey 2nd Josh Sautter **VOTE 16 YES/1 ABSTAIN/1 VACANT**

		YES	NO	ABSTAIN	INELIGIBLE	RECUSE	ABSENT
Board Member	Seat						
Josh Sautter	Area 1 Representative	Y					
Adam Wright	Area 2 Representative	Y					
Shaindi Schwebel	Area 3 Representative	Y					
Joanna C. Power	Area 4 Representative	Y					
Diane Rosen	Area 5 Representative	Y					
Laurie Stevens	Area 6 Representative	Y					
Jennifer Novian	Area 7 Representative	Y					
Kristin Moss	At Large Representative 1	Y					
Anita Kamjoo	At Large Representative 2	Y					
Heather Michaels	At Large Representative 3			A			
Rachel Perry	At Large Alt 3/Business Rep	Y					
Vacant	Business Representative						vacant
Roy Nwaiser	Home Owner Representative	Y					
Pilar DeFreest	Renter's Representative	Y					
Glenn Bailey	Park & Environment Rep	Y					
Kelvin Tolbert	Planning & Land Use Rep	Y					
Jennifer Luce	Community Interest Rep	Y					
Tess Gurlanick	Youth Representative	Y					

- D. **Council File 25-0331 - MOTION:** ENC will submit a CIS supporting CF 25-0331. This requests

a report to assess consolidating the Crisis and Incident Response through Community-Led Engagement (CIRCLE) program and the Unarmed Model of Crisis Response (UMCR) into one program in hopes of reducing operational costs and providing more uniform service throughout the city. (Public Safety passed 4-0)

- E. [Council File 25-0969](#) - ENC Public Safety Committee recommends submitting a CIS supporting CF 25-0969 which seeks to withdraw the maximum legally allowable funding from LAHSA and instead contracts with Department of Homeless Services and Housing which is the new County department of homelessness. (Public Safety passed 4-0)
- F. [Council File 25-0002-S77](#) - ENC Public Safety Committee recommends submitting a CIS supporting CF 25-0002-S77 which is a City Council resolution supporting Senate Bill 682 (Allen). SB 682 regulates PFAS in consumer products under the Safer Consumer Products Program, advancing statewide efforts to protect environmental and human health. (Public Safety passed 4-0)
- G. [Council File 20-0263-S3](#) - ENC Executive Committee recommends submitting a CIS opposing CF 20-0263-S3. This is a request for the city to authorize a total of \$5,904,000 to pay an outside law firm. The law firm will appeal a judgement which implements oversight on the City's compliance with its commitments to create nearly homeless shelter and housing. The City Attorney wants to avoid oversight of homeless services.

Background info here: [City Attorney Seeks \\$6 Million for Legal Bills to Defend \\$2 Billion in Untracked Homeless Funds](#)

11. 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 Youth Committee

MOTION: Roy Nwaisser 2nd Josh Sautter, VOTE 17 YES/1 VACANT

		YES	NO	ABSTAIN	INELIGIBLE	RECUSE	ABSENT
Board Member	Seat						
Josh Sautter	Area 1 Representative	Y					
Adam Wright	Area 2 Representative	Y					
Shaindi Schwebel	Area 3 Representative	Y					
Joanna C. Power	Area 4 Representative	Y					
Diane Rosen	Area 5 Representative	Y					
Laurie Stevens	Area 6 Representative	Y					
Jennifer Novian	Area 7 Representative	Y					
Kristin Moss	At Large Representative 1	Y					

Anita Kamjoo	At Large Representative 2	Y					
Heather Michaels	At Large Representative 3	Y					
Rachel Perry	At Large Alt 3/Business Rep	Y					
Vacant	Business Representative						vacant
Roy Nwaisser	Home Owner Representative	Y					
Pilar DeFreest	Renter's Representative	Y					
Glenn Bailey	Park & Environment Rep	Y					
Kelvin Tolbert	Planning & Land Use Rep	Y					
Jennifer Luce	Community Interest Rep	Y					
Tess Gurlanick	Youth Representative	Y					

B. Appoint Chair(s) for Youth Committee

MOTION: Appoint Tess Gurlanick and Shaindi Schwebel as cochaIRS of Youth Committee

Motion: Roy Nwaisser 2nd Josh Sautter VOTE 17 YES/1 VACANT

		YES	NO	ABSTAIN	INELIGIBLE	RECUSE	ABSENT
Board Member	Seat						
Josh Sautter	Area 1 Representative	Y					
Adam Wright	Area 2 Representative	Y					
Shaindi Schwebel	Area 3 Representative	Y					
Joanna C. Power	Area 4 Representative	Y					
Diane Rosen	Area 5 Representative	Y					
Laurie Stevens	Area 6 Representative	Y					
Jennifer Novian	Area 7 Representative	Y					
Kristin Moss	At Large Representative 1	Y					
Anita Kamjoo	At Large Representative 2	Y					
Heather Michaels	At Large Representative 3	Y					
Rachel Perry	At Large Alt 3/Business Rep	Y					
Vacant	Business Representative						vacant
Roy Nwaisser	Home Owner Representative	Y					
Pilar DeFreest	Renter's Representative	Y					
Glenn Bailey	Park & Environment Rep	Y					
Kelvin Tolbert	Planning & Land Use Rep	Y					
Jennifer Luce	Community Interest Rep	Y					
Tess Gurlanick	Youth Representative	Y					

12. New Business – Funding

- A. **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 of an additional \$150, up to a total value of \$350. (Increased funds requested by Board)

MOTION: Roy Nwaisser 2nd Josh Sautter VOTE 16 YES/1 INELIGIBLE/1 VACANT

		YES	NO	ABSTAIN	INELIGIBLE	RECUSE	ABSENT
Board Member	Seat						
Josh Sautter	Area 1 Representative	Y					
Adam Wright	Area 2 Representative	Y					
Shaindi Schwebel	Area 3 Representative	Y					
Joanna C. Power	Area 4 Representative	Y					
Diane Rosen	Area 5 Representative	Y					
Laurie Stevens	Area 6 Representative	Y					
Jennifer Novian	Area 7 Representative	Y					
Kristin Moss	At Large Representative 1	Y					
Anita Kamjoo	At Large Representative 2	Y					
Heather Michaels	At Large Representative 3	Y					
Rachel Perry	At Large Alt 3/Business Rep	Y					
Vacant	Business Representative						vacant
Roy Nwaisser	Home Owner Representative	Y					
Pilar DeFreest	Renter's Representative	Y					
Glenn Bailey	Park & Environment Rep	Y					
Kelvin Tolbert	Planning & Land Use Rep	Y					
Jennifer Luce	Community Interest Rep	Y					
Tess Gurlanick	Youth Representative				I		

- B. **Motion to revise ENC budget:** The Encino Neighborhood Council authorizes the reallocation of rollover funds totaling \$9,746.76 from the previous fiscal year. These funds shall be incorporated into the 2025–2026 Budget as listed below, resulting in a revised total budget of \$34,746.76 (Finance passed 5-0)

- **General Office Expense:** Increased from \$100 to **\$1,146.76** (+\$1,046.76)
- **Meeting Costs – Refreshments:** Increased from \$500 to **\$1,000** (+\$500)
- **Outreach Events / Promotions:** Increased from \$8,500 to **\$12,700** (+\$4,200)
- **Neighborhood Purposes Grants (NPGs):** Increased from \$8,000 to **\$11,000** (+\$3,000)
- **Community Improvement Projects:** Increased from \$2,000 to **\$3,000** (+\$1,000)

MOTION: Roy Nwaisser 2nd Adam Wright VOTE 16 YES/1 INELIGIBLE/1 VACANT

		YES	NO	ABSTAIN	INELIGIBLE	RECUSE	ABSENT
Board Member	Seat						
Josh Sautter	Area 1 Representative	Y					
Adam Wright	Area 2 Representative	Y					
Shaindi Schwebel	Area 3 Representative	Y					
Joanna C. Power	Area 4 Representative	Y					
Diane Rosen	Area 5 Representative	Y					
Laurie Stevens	Area 6 Representative	Y					
Jennifer Novian	Area 7 Representative	Y					
Kristin Moss	At Large Representative 1	Y					
Anita Kamjoo	At Large Representative 2	Y					
Heather Michaels	At Large Representative 3	Y					
Rachel Perry	At Large Alt 3/Business Rep	Y					
Vacant	Business Representative						vacant
Roy Nwaisser	Home Owner Representative	Y					
Pilar DeFreest	Renter's Representative	Y					
Glenn Bailey	Park & Environment Rep	Y					
Kelvin Tolbert	Planning & Land Use Rep	Y					
Jennifer Luce	Community Interest Rep	Y					
Tess Gurlanick	Youth Representative				I		

- C. **Motion to provide funding for annual Encino Disaster Preparedness Drill:** The Encino Neighborhood Council will provide \$500 funding for necessary supplies for the annual Encino Disaster Preparedness Drill hosted by Sherman/Oaks Encino Chamber of Commerce and LAFD-CERT and held at Encino Park on March 28, 2026. (Public Safety passed 4-0)

MOTION: Roy Nwaisser 2nd Josh Sautter VOTE 16 YES/1 INELIGIBLE/1 VACANT

		YES	NO	ABSTAIN	INELIGIBLE	RECUSE	ABSENT
Board Member	Seat						
Josh Sautter	Area 1 Representative	Y					
Adam Wright	Area 2 Representative	Y					
Shaindi Schwebel	Area 3 Representative	Y					
Joanna C. Power	Area 4 Representative	Y					
Diane Rosen	Area 5 Representative	Y					
Laurie Stevens	Area 6 Representative	Y					
Jennifer Novian	Area 7 Representative	Y					
Kristin Moss	At Large Representative 1	Y					

Anita Kamjoo	At Large Representative 2	Y					
Heather Michaels	At Large Representative 3	Y					
Rachel Perry	At Large Alt 3/Business Rep	Y					
Vacant	Business Representative						vacant
Roy Nwaisser	Home Owner Representative	Y					
Pilar DeFreest	Renter's Representative	Y					
Glenn Bailey	Park & Environment Rep	Y					
Kelvin Tolbert	Planning & Land Use Rep	Y					
Jennifer Luce	Community Interest Rep	Y					
Tess Gurlanick	Youth Representative				I		

- D. Motion to fund National Coffee With A Cop Day:** The Encino neighborhood Council approves hosting an event on 10/1/25 for National Coffee With A Cop Day. Request funding up to \$250 for food & drink and up to \$100 for promotion including social media boosts. (Public Safety passed 4-0)

Note: This was previously passed in previous fiscal year but was delayed so funding must be re-approved.

MOTION: ROY NWAISSE 2ND Josh Sautter VOTE 16 YES/1 INELIGIBLE/1 VACANT

		YES	NO	ABSTAIN	INELIGIBLE	RECUSE	ABSENT
Board Member	Seat						
Josh Sautter	Area 1 Representative	Y					
Adam Wright	Area 2 Representative	Y					
Shaindi Schwebel	Area 3 Representative	Y					
Joanna C. Power	Area 4 Representative	Y					
Diane Rosen	Area 5 Representative	Y					
Laurie Stevens	Area 6 Representative	Y					
Jennifer Novian	Area 7 Representative	Y					
Kristin Moss	At Large Representative 1	Y					
Anita Kamjoo	At Large Representative 2	Y					
Heather Michaels	At Large Representative 3	Y					
Rachel Perry	At Large Alt 3/Business Rep	Y					
Vacant	Business Representative						vacant
Roy Nwaisser	Home Owner Representative	Y					
Pilar DeFreest	Renter's Representative	Y					
Glenn Bailey	Park & Environment Rep	Y					

Kelvin Tolbert	Planning & Land Use Rep	Y					
Jennifer Luce	Community Interest Rep	Y					
Tess Gurlanick	Youth Representative				I		

MOTION TO PUT ITEMS E THROUGH I AS CONSENT VOTE.

MOTION: Roy Nwaisser 2ND Jennifer Luce VOTE 16 YES/1 INELIGIBLE/1 VACANT

		YES	NO	ABSTAIN	INELIGIBLE	RECUSE	ABSENT
Board Member	Seat						
Josh Sautter	Area 1 Representative	Y					
Adam Wright	Area 2 Representative	Y					
Shaindi Schwebel	Area 3 Representative	Y					
Joanna C. Power	Area 4 Representative	Y					
Diane Rosen	Area 5 Representative	Y					
Laurie Stevens	Area 6 Representative	Y					
Jennifer Novian	Area 7 Representative	Y					
Kristin Moss	At Large Representative 1	Y					
Anita Kamjoo	At Large Representative 2	Y					
Heather Michaels	At Large Representative 3	Y					
Rachel Perry	At Large Alt 3/Business Rep	Y					
Vacant	Business Representative						vacant
Roy Nwaisser	Home Owner Representative	Y					
Pilar DeFreest	Renter's Representative	Y					
Glenn Bailey	Park & Environment Rep	Y					
Kelvin Tolbert	Planning & Land Use Rep	Y					
Jennifer Luce	Community Interest Rep	Y					
Tess Gurlanick	Youth Representative				I		

- E. Motion to purchase Neighborhood Watch signs for Encino communities:** The Encino Neighborhood Council approves up to \$1,500 to purchase 40 custom metal Neighborhood Watch signs (with mounting kits) for the community. (Public Safety passed 4-0)

Quote & design [here](#) (one sample order + order for 39 additional).

Actual price is expected to be under \$1310. Signs will have Encino Neighborhood Council

name and website on them. Neighborhood Watch groups will have to provide a certain number of verified members to receive a sign. Members will be added to ENC mailing list and ENC Public Safety will be added to their chat groups

Note: ENC previously bought 25 signs for \$1436.

- F. **Motion to purchase ENC ID Badges:** The Encino Neighborhood Council will spend up to \$325 to purchase 18 magnetic name tags or personalized lanyards for ENC Board members to be used for identification at meetings and events. Board members will have their choice of which style they prefer. Name tags are \$10.95 and lanyards are \$15.95 (plus tax). (Exec passed 4-0)
- G. **Motion to purchase business cards:** The Encino Neighborhood Council will purchase business cards, as needed, for Executive Committee members and Committee Chairs. Up to a maximum of ten people. Total cost including setup and tax not to exceed \$50 0. (Exec passed 4-0)
- H. **Motion to purchase digital voice recorder:** The Encino Neighborhood Council will spend up to \$105 to purchase a [Digital Voice Recorder with AI Transcription](#) to assist Secretary with taking minutes of in-person meetings. Note: Current price is \$80.00 and historical price is \$89.99 (plus tax). Approving \$105 in case of price fluctuation. (Exec passed 4-0)
- I. **Motion to purchase extension cord:** The Encino Neighborhood Council will spend up to \$45 including tax to purchase a 30-foot retractable [extension cord](#) with six outlets for PA system and other possible needs. (Exec passed 4-0)
- J. **Motion to approve NPG:** The ENC Finance Committee recommends approval of the [NPG request](#) from Friends of Los Angeles River (FoLAR) for \$2,500 to support expenses related to the 18 October 2025 Great LA River Clean Up event. FoLAR [outreach package](#) provided. (Finance passed 5-0)

MOTION: Roy Nwaisser 2nd Pilar DeFreest VOTE 16 YES/1 INELIGIBLE/1 VACANT

		YES	NO	ABSTAIN	INELIGIBLE	RECUSE	ABSENT
Board Member	Seat						
Josh Sautter	Area 1 Representative	Y					
Adam Wright	Area 2 Representative	Y					
Shaindi Schwebel	Area 3 Representative	Y					
Joanna C. Power	Area 4 Representative	Y					
Diane Rosen	Area 5 Representative	Y					
Laurie Stevens	Area 6 Representative	Y					
Jennifer Novian	Area 7 Representative	Y					
Kristin Moss	At Large Representative 1	Y					

Anita Kamjoo	At Large Representative 2	Y					
Heather Michaels	At Large Representative 3	Y					
Rachel Perry	At Large Alt 3/Business Rep	Y					
Vacant	Business Representative						vacant
Roy Nwaiser	Home Owner Representative	Y					
Pilar DeFreest	Renter's Representative	Y					
Glenn Bailey	Park & Environment Rep	Y					
Kelvin Tolbert	Planning & Land Use Rep	Y					
Jennifer Luce	Community Interest Rep	Y					
Tess Gurlanick	Youth Representative				I		

13. Announcements:

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

October 1 is National Coffee With A Cop Day which will be celebrated at Coffee Bean in Encino.

14. Adjournment **9:04 PM**

Next meeting: 7:00 PM Wednesday, October 22, 2025 @ Encino Community Center

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.