



**CITY OF LOS ANGELES**  
**CALIFORNIA**



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**PACOIMA NEIGHBORHOOD COUNCIL**

*www.PacoimaNC.com*

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**Regular Board Meeting Agenda**

Wednesday, October 15, 2025

**Time: 6:30pm - 8:30pm**

- **Meeting Type: Hybrid (In-person/Virtual (Zoom)/Teleconference)**
- **In-person Location:** Pacoima Community Center - 11243 Glenoaks Blvd, Pacoima, CA, 91331
- **Virtual Platform:** Zoom Meeting Online
  - **Zoom Link:** <https://us02web.zoom.us/j/87846965371>
- **Teleconference:**
  - To join the meeting by phone dial (669) 900-6833
  - Then enter this Webinar ID: 878 4696 5371 and Press #

Neighborhood Council Executive Board	Board Members
<ul style="list-style-type: none"><li>▪ <b>Mikayeel Khan</b> -- President &amp; Chair of Executive Committee &amp; Chair of Land Use Committee</li><li>▪ <b>Walter Garcia</b> -- Vice President</li><li>▪ <b>Anna M. Justice</b> -- Treasurer &amp; Chair of Budget &amp; Finance Committee</li><li>▪ <b>Roxanne Urquiza</b> -- Secretary</li></ul>	<ul style="list-style-type: none"><li>▪ <b>Fannie Long</b> -- Senior Representative</li><li>▪ <b>Rebecca Long</b> -- At-Large Representative</li><li>▪ <b>Reuben Garcia</b> -- Chair of Public Safety &amp; Health Committee</li><li>▪ <b>Sue Vasquez</b> -- Chair of Youth and Education Development Committee</li><li>▪ <b>John Hernandez</b> -- Retail Business Representative</li><li>▪ <b>Adrian Perez</b> -- Chair of Arts &amp; Culture Committee</li><li>▪ <b>Viviana Lopez</b> -- Chair of Outreach Committee</li></ul>



**CITY OF LOS ANGELES**  
**CALIFORNIA**



Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes de la evento. Por favor contacte, [PNC@empowerla.org](mailto:PNC@empowerla.org) para avisar al Concejo Vecinal.

**IN CONFORMITY WITH THE OCTOBER 6, 2023, ENACTMENT OF CALIFORNIA SENATE BILL 411 (PORTANTINO) AND LA CITY COUNCIL APPROVAL ON NOVEMBER 1, 2023, THE PACOIMA NEIGHBORHOOD COUNCIL MEETING WILL BE CONDUCTED VIRTUALLY. Every person wishing to address the Board must dial (669) 900-6833 and enter 878 4696 5371 and then press # to join the meeting. When prompted by the presiding officer, to provide public input at the Neighborhood Council meeting the public will be requested to dial \*9 or use the Raise Hand option, to address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered.**

Comments from the public on 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 is limited to 2 minutes per speaker, unless adjusted by the presiding officer of the Board.

Los comentarios del público sobre los temas de la agenda se escucharán solo cuando se esté considerando el tema respectivo. Los comentarios del público sobre otros asuntos que no aparecen en la agenda y que están dentro de la jurisdicción de la Junta se escucharán durante el período de Comentarios del Público en General. Tenga en cuenta que en virtud de la Ley Brown, la Junta no puede actuar sobre un asunto que usted señale durante el período de Comentarios del Público General; sin embargo, la cuestión planteada por un miembro del público puede convertirse en el tema de una futura reunión de la Junta. Los comentarios públicos están limitados a 2 minutos por orador, a menos que el presidente de la Junta lo modifique.

**SB 411 Updates:**

If a Neighborhood Council has a quorum of board members in a physical location, board members who wish to join the meeting via teleconferencing must adhere to AB 2449 rules and regulations. If a Neighborhood Council does not have a quorum of board members in a physical location, they must adhere to SB 411 rules and regulations. 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



**CITY OF LOS ANGELES**  
**CALIFORNIA**



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. 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. 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.

- 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, 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.

The Neighborhood Council system enables civic participation for all Angelenos and serves as a voice for improving government responsiveness to local communities and their needs. We are an advisory body to the City of Los Angeles, comprised of volunteer stakeholders who are devoted to the mission of improving our communities and bringing government closer to us. No formal meeting shall be held, or business conducted, or votes taken, in the absence of a quorum. A quorum shall consist of nine (9) members of the Board. No floating quorums are allowed. Contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: [NCsupport@lacity.org](mailto:NCsupport@lacity.org) or Board President Email: [mikayeelkhan@gmail.com](mailto:mikayeelkhan@gmail.com).

**1) WELCOMING REMARKS:**

- a) Call to order & Flag salute.
- b) Board roll Call by Secretary.

**2) COMMUNITY/GOVERNMENT REPORTS & ANNOUNCEMENTS:**

(Representatives from government offices, Police Department, and community-based organizations. *Up to (5) minutes per report, the Chair has the authority to adjust, if necessary, to equal time limits*)

**A. California Congressional District 29**  
Congresswomen Luz Rivas  
Field Deputy: **Cynthia Becerra**

**B. Los Angeles City Council District 7**  
Councilwoman Monica Rodriguez  
Field Representative: **Esmeralda Benitez**

**C. Los Angeles Police Department, Foothill Division**  
Senior Lead Officer: **Steve Nunez and Officer Diana Figueroa**

**D. LAPD Community Safety Partnership**  
Senior Lead Officer: **Luis Garcia and Nancy Escobar**

**E. Department of Neighborhood Empowerment Advocate**  
**Alfonzo Manzo**

**F. California State Assembly District 43**  
**Assemblywoman Celeste Rodriguez**  
Field Representative: **Marisol Sanchez**

**G. LAUSD Board of Education Board**  
Member Kelly Gonez  
Field Deputy: **Maria Flores**

**H. City of Los Angeles Mayor Karen Ruth Bass**  
Field Deputy: **Michelle Vergara**

**I. Los Angeles County Board of Supervisors – 3<sup>rd</sup> District**  
Supervisor Lindsey Horvath  
Field Deputy: **Paulina Torres**

**J. California State Senate District 20**  
Senator Caroline Menjivar  
District Representative: **Teodora Reyes / Katherine Castrejon**

**K. Region 1 Budget Advocate**  
**Lionel Mares**

**L. Los Angeles Metro - East San Fernando Valley Light Rail Transit Project**  
Community Relations Officer: **Raymond Acevedo**



**CITY OF LOS ANGELES**  
**CALIFORNIA**



**3) GENERAL PUBLIC COMMENT ON NON-AGENDA ITEMS:**

*Comments from the public on non-agenda items within the Board's jurisdiction (Up to two (2) minutes per speaker, the Chair has the authority to adjust, if necessary, to equal time limits).*

**4) Presentation:**

- i) Presentation on the Los Angeles Public Works by Steve Kang (President, Board of Public Works) - 15 Minutes

**5) ADMINISTRATIVE/MOTIONS/UPDATES:**

- a. Motion/Discussion/vote for the approval Monthly Expenditure Reports (MER's) for: September 2025. – By Anna Justice (5 Minutes)
- b. Motion/Discussion/ vote for the approval of September 2025 minutes. – By Roxanne Urquiza (5 minutes)
- c. Motion/Discussion/vote for the Council using Web Corner for the web services. – By Treasurer Anna Justice (5 minutes)
- d. Motion/Discussion/ vote for the approval of Mikayeel's internet cost. This is for September and October, up to 150.00. – By Treasurer Anna Justice (5 minutes)
- e. Motion/discussion/vote to provide funds towards the Jeopardy Boxing Event for the community on October 25th, 2025. Requested amount of \$600. – By Viviana Lopez. (10 minutes)
- f. Motion/discussion/vote to provide funds towards the MEND-Meet Each Need with Dignity Season of Thanks & Giving Holiday Food Distribution event on November 15th, 2025. Requested amount of \$1,200. – By Viviana Lopez. (10 minutes)
- g. Motion/discussion/vote to provide funds towards the YMCA Thanksgiving baskets program to provide food items to distribute meals to families in the North San Fernando Valley area. Requested amount of \$1,200. – By Viviana Lopez (10 minutes)
- h. Motion/discussion/vote to provide funds towards the 58th Annual Pacoima Christmas Parade being held Saturday December 13. Requested amount of \$1,200. – By Viviana Lopez (10 minutes)



**CITY OF LOS ANGELES**  
**CALIFORNIA**



- i. Motion/Discussion/vote to issue a support letter for Mend, whose goal is to move the fence that runs along Ilex Avenue so that the homeless can no longer camp there. This change will also allow Mend to expand their parking lot and relieve some of the street parking demands of the staff and guests. This project will be a short-term inconvenience with a long-term positive impact for the neighborhood. – By Mikayeel Khan (20 Minutes)
- j. Motion/Discussion/vote to issue CIS letter for case number - ZA-2025-3676-ELD. The operator has filed an Eldercare facility Unified Permit to allow the use of a residential care facility for the Elderly accommodating up to 18 residents. – By Mikayeel Khan (20 Minutes)

**6) BOARD MEMBERS, COMMITTEE COMMENTS/ANNOUNCEMENTS:**

- President's Report
- Vice-president's Report
- Treasurer's Report
- Secretary's Report
- Outreach Committee
- Housing, Economic Development and Land Use Committee
- Bylaws Committee
- Arts & Culture Committee
- Public Health and Safety Committee
- Youth and Education Development Committee

**7) ADJOURNMENT:**

**Time allocations for agenda items are approximate and may be shortened or lengthened at the discretion of the Chairperson.**

**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**





**CITY OF LOS ANGELES**  
**CALIFORNIA**



by calling (213) 978-1551 or email: [NCsupport@lacity.org](mailto:NCsupport@lacity.org) or Board President Email: [mikayeelkhan@gmail.com](mailto:mikayeelkhan@gmail.com)

**PUBLIC POSTING OF AGENDAS - PNC agendas are posted for public review at the following community locations and our website.**

- El Nido Family Center, 11243 Glenoaks Blvd, Pacoima, CA 91331
- [www.PacoimaNC.com](http://www.PacoimaNC.com)
- You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at <http://www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index.htm>

**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 11243 Glenoaks Boulevard, #1, Pacoima, California, at our website: [www.PacoimaNC.com](http://www.PacoimaNC.com), or at the scheduled meeting.

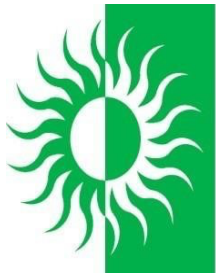
In addition, if you would like a copy of any record related to an item on the agenda, please contact Department of Neighborhood Empowerment by calling (213) 978-1551 or email: [NCsupport@lacity.org](mailto:NCsupport@lacity.org) or Board President Email: [mikayeelkhan@gmail.com](mailto:mikayeelkhan@gmail.com)

**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](http://ethics.lacity.org/lobbying). For assistance, please contact the Ethics Commission at (213) 978-1960 or [ethics.commission@lacity.org](mailto:ethics.commission@lacity.org)

**RECONSIDERATION AND GRIEVANCE PROCESS**

For information on the PNC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the PNC Bylaws. The Bylaws are available at our Board meetings and our website [www.PacoimaNC.com](http://www.PacoimaNC.com).



**CITY OF LOS ANGELES**  
**CALIFORNIA**



**Neighborhood Council Funding Program**

**APPLICATION for Neighborhood Purposes Grant (NPG)**



This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. Upon approval of the application the Neighborhood Council (NC) shall submit the application along with all required documentation to the Office of the City Clerk, NC Funding Program.

Name of NC from which you are seeking this grant: Pacoima Neighborhood Council

**SECTION I - APPLICANT INFORMATION**

- 1a) MEND-Meet Each Need with Dignity 23-7306337 CA July 1976  
*Organization Name Federal I.D. # (EIN#) State of Incorporation Date of 501(c)(3) Status (if applicable)*
- 1b) 10641 N San Fernando Rd Pacoima CA 91331  
*Organization Mailing Address City State Zip Code*
- 1c) \_\_\_\_\_  
*Business Address (If different) City State Zip Code*
- 1d) **PRIMARY CONTACT INFORMATION:**  
Maria Jimenez 818-686-7325 maria@mendpoverty.org  
*Name Phone Email*
- 2) **Type of Organization- Please select one:**  
☐ Public School (not to include private schools) or ☒ 501(c)(3) Non-Profit (other than religious institutions)  
*Attach Signed letter on School Letterhead Attach IRS Determination Letter*
- 3) \_\_\_\_\_  
*Name / Address of Affiliated Organization (if applicable) City State Zip Code*

**SECTION II - PROJECT DESCRIPTION**

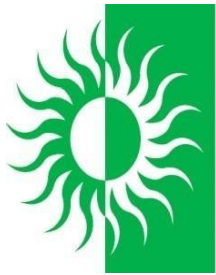
- 4) Please describe the purpose and intent of the grant.

MEND requests a Community Support grant from the Pacoima Neighborhood Council in the amount of \$1,200 to help us fund the purchase of chickens as a center-of-the-table protein for our upcoming Holiday Distribution on Saturday, November 15, 2025. During our free farmers market event, participants will also be able to access fresh donated produce and other food items to help create a festive family meal.

- 5) How will this grant be used to primarily support or serve a public purpose and benefit the public at-large.  
 (Grants cannot be used as rewards or prizes for individuals)

The Holiday Distribution event will take place at MEND, which is located in Pacoima. The distribution will benefit hundreds of local households experiencing food insecurity. With the rising costs of food, gas, and rent, many of our community members continue to come to MEND on a weekly basis to receive food assistance through our Community Nourishment Program, as a means to stretch their incomes. Last November we served a total of 502 households with 32,043 pounds of food at our holiday distribution. This year, we anticipate serving 500+ households during the November Season of Thanks & Giving food distribution event.





**CITY OF LOS ANGELES**  
**CALIFORNIA**



**SECTION III - PROJECT BUDGET OUTLINE**

You may also provide the Budget Outline on a separate sheet if necessary or requested.

6a)	<b>Personnel Related Expenses</b>	<b>Requested of NC</b>	<b>Total Projected Cost</b>
		\$	\$
		\$	\$
		\$	\$
6b)	<b>Non-Personnel Related Expenses</b>	<b>Requested of NC</b>	<b>Total Projected Cost</b>
	Food purchases: central protein (chicken, turkey, ham)	\$ 1200	\$ 7500
		\$	\$
		\$	\$

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?

☒ No ☐ Yes

If Yes, please list names of NCs: \_\_\_\_\_

8) Is the implementation of this specific program or purpose described in Question 4 contingent on any other factors or sources or funding? (Including NPG applications to other NCs) ☒ No ☐ Yes If Yes, please describe:

Source of Funding	Amount	Total Projected Cost
	\$	\$
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: \$ 1200.00

10a) Start date: 11 / 15 / 25 10b) Date Funds Required: 11 / 06 / 25 10c) Expected Completion Date: 11 / 15 / 25  
(After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)

**SECTION IV - POTENTIAL CONFLICTS OF INTEREST**

11a) Do you (applicant) have a current or former relationship with a Board Member of the NC?

☒ No ☐ Yes

If Yes, please describe below:

Name of NC Board Member	Relationship to Applicant

11b) If yes, did you request that the board member consult the Office of the City Attorney before filing this application?

☒ Yes ☐ No

\*(Please note that if a Board Member of the NC has a conflict of interest and completes this form, or participates in the discussion and voting of this NPG, the NC Funding Program will deny the payment of this grant in its entirety.)

**SECTION V - DECLARATION AND SIGNATURE**

I hereby affirm that, to the best of my knowledge, the information provided herein and communicated otherwise is truly and accurately stated. I further affirm that I have read the documents "What is a Public Benefit," and "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED\*

Janet Marinaccio

President & CEO

Janet Marinaccio

PRINT Name

Title

Signature

Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED\*

PRINT Name

Title

Signature

Date

\* If a current Board Member holds the position of Executive Director or Secretary, please contact the NC Funding Program at (213) 978-1058 or [clerk.ncfunding@lacity.org](mailto:clerk.ncfunding@lacity.org) for instructions on completing this form



**CITY OF LOS ANGELES**  
**CALIFORNIA**



Completed Document Audit Report  
Completed with SignWell.com

**Title: MEND\_PacoimaNC\_NPGform\_2025.09.19**

Document ID: 358ad1c1-b8cd-45af-80d4-14fa70a0a0d7

Time Zone: (GMT+00:00) Coordinated Universal Time





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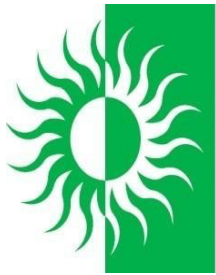
**Files**

MEND\_PacoimaNC\_NPGform\_2025.09.19.pdf - 3 pages

Sep 19, 2025 17:03:38 UTC

**Activity**

 <b>Edward Babayan</b> IP: 47.180.115.89	created the document (edward@mendpoverty.org)	Sep 19, 2025 17:03:53 UTC
 <b>Edward Babayan</b> IP: 47.180.115.89	sent the document to janet@mendpoverty.org	Sep 19, 2025 17:24:35 UTC
 <b>Janet Marinaccio</b> IP: 2a01:111:f400:7e88::100	first viewed document (janet@mendpoverty.org)	Sep 19, 2025 20:36:57 UTC
 <b>Janet Marinaccio</b> IP: 2603:8000:da40:f92c:c1b7:74ce:9e96:fb30	signed the document (janet@mendpoverty.org)	Sep 19, 2025 20:37:12 UTC



**Neighborhood Council Funding Program**  
**APPLICATION for Neighborhood Purposes Grant (NPG)**



This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. Upon approval of the application the Neighborhood Council (NC) shall submit the application along with all required documentation to the Office of the City Clerk, NC Funding Program.

Name of NC from which you are seeking this grant: **Pacoima Neighborhood Council**

**SECTION I- APPLICANT INFORMATION**

- 1a) **North Valley Family YMCA** **95-1644052** **CA** **7/5/11**  
*Organization Name Federal I.D. # (EIN#) State of Incorporation Date of 501(c)(3) Status (if applicable)*
- 1b) **11336 Corbin Ave.** **Porter Ranch** **CA** **91326**  
*Organization Mailing Address City State Zip Code*
- 1c)      
*Business Address (if different) City State Zip Code*
- 1d) **PRIMARY CONTACT INFORMATION:**  
**David Hartmire** **818-271-5053** **davidhartmire@ymcala.org**  
*Name Phone Email*
- 2) **Type of Organization- Please select one:**  
☐ Public School (not to include private schools) or ☒ 501(c)(3) Non-Profit (other than religious institutions)  
**Attach Signed letter on School Letterhead** **Attach IRS Determination Letter**
- 3)      
*Name / Address of Affiliated Organization (if applicable) City State Zip Code*

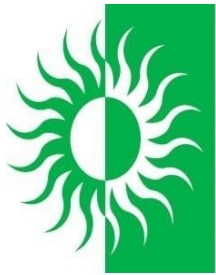
**SECTION II - PROJECT DESCRIPTION**

- 4) **Please describe the purpose and intent of the grant.**

The YMCA conducts an annual Thanksgiving Baskets distribution to needy families in the north San Fernando Valley area. We collect funds and food items to distribute to 4,500 low-income families during the third week of November. Families are identified by the School Principals and non-profit agencies we work with through our YMCA and childcare programs. Funding support from the Pacoima Neighborhood Council would help buy the turkeys, canned goods, and side dishes that are included in the meal baskets distributed to families at schools from the area including Boradus, Maclay MS, Telfair, and Sara Coughlin schools. Our YMCA will also be distributing meals to residents at San Fernando Gardens, where we operate programming out of the Community Center there.

- 5) **How will this grant be used to primarily support or serve a public purpose and benefit the public at-large. (Grants cannot be used as rewards or prizes for individuals)**

As noted above, funding will be used to support our annual YMCA Thanksgiving baskets program, to purchase needed food items to distribute meals to low-income families and individuals in our community, helping them to have a holiday meal for Thanksgiving. Each meal provided to families contains a Happy Thanksgiving flyer listing generous supporters who make this program possible. At the \$5,000 support level, we would include the Pacoima Neighborhood Council's name on the flyer, on the Recognition Wall located in the YMCA lobby, in our e-blasts, and in press releases sent to local media. We appreciate this support, which will reflect the spirit of our community to so many.



**CITY OF LOS ANGELES**  
**CALIFORNIA**



**SECTION III - PROJECT BUDGET OUTLINE**

You may also provide the Budget Outline on a separate sheet if necessary or requested.

6a)	<b>Personnel Related Expenses</b>	<b>Requested of NC</b>	<b>Total Projected Cost</b>
	N/A	\$	\$
		\$	\$
		\$	\$
6b)	<b>Non-Personnel Related Expenses</b>	<b>Requested of NC</b>	<b>Total Projected Cost</b>
	Food Items	\$ 5,000	\$ 80,000
	Truck Rental	\$	\$ 5,000
	Bags, Supplies, Storage	\$	\$ 5,000

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?

☐ No ☒ Yes

If Yes, please list names of NCs: Mission Hills, Sylmar, North Hills West, Porter Ranch, Northridge East, Chatsworth, Granada Hills North.

8) Is the implementation of this specific program or purpose described in Question 4 contingent on any other factors or sources or funding? (Including NPG applications to other NCs) ☐ No ☒ Yes If Yes, please describe:

Source of Funding	Amount	Total Projected Cost
Individual & Corporate Donations	\$ 80,000	\$ 80,000
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: \$ 5,000

10a) Start date: 9 / 1 / 25 10b) Date Funds Required: 11 / 14 / 25 10c) Expected Completion Date: 11 / 17 / 25  
(After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)

**SECTION IV - POTENTIAL CONFLICTS OF INTEREST**

11a) Do you (applicant) have a current or former relationship with a Board Member of the NC?

☒ No ☐ Yes

If Yes, please describe below:

Name of NC Board Member	Relationship to Applicant

11b) If yes, did you request that the board member consult the Office of the City Attorney before filing this application?

☐ Yes ☒ No

\*(Please note that if a Board Member of the NC has a conflict of interest and completes this form, or participates in the discussion and voting of this NPG, the NC Funding Program will deny the payment of this grant in its entirety.)

**SECTION V - DECLARATION AND SIGNATURE**

I hereby affirm that, to the best of my knowledge, the information provided herein and communicated otherwise is truly and accurately stated. I further affirm that I have read the documents "What is a Public Benefit," and "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED\*

David Hartmire

Executive Director

Signature

9/1/25

Date

PRINT Name

Title

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED\*

Maihtili Patil

Committee Chair & Board Member

Signature

9/1/25

Date

PRINT Name

Title

\* If a current Board Member holds the position of Executive Director or Secretary, please contact the NC Funding Program at (213) 978-1058 or [clerk.ncfunding@lacity.org](mailto:clerk.ncfunding@lacity.org) for instructions on completing this form

Dear Janet/MEND,

I am writing to express my support for MEND's planned construction project at 10641 San Fernando Rd, Pacoima, CA 91331. I understand you are planning to move the fence along Ilex Avenue to reduce the space for homeless encampments, which will allow you to expand your parking lot to accommodate more onsite parking, so fewer MEND staff and guests need street parking. I also understand that you are adhering to all local regulations and best practices for managing the construction.

I appreciate the effort you are putting into improving your property, and I believe this project will be a positive addition to our neighborhood. I understand that this will present a short-term inconvenience with long-term benefits for the community. I also appreciate you informing me about potential disruptions and that you are committed to keeping us updated on the progress.

I want to assure you of my support throughout this process. I am confident that you will manage this project responsibly and minimize any inconvenience to the community.

If there is anything I can do to assist or if any questions arise, please do not hesitate to reach out.

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Company/Organization Name (if applicable)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

Estimada Janet/ MEND:

Le escribo para expresar mi apoyo al proyecto de construcción planificado por MEND en 10641 San Fernando Rd., Pacoima, CA 91331. Entiendo que planean mover la cerca a lo largo de la Avenida Ilex para reducir el espacio que actualmente ocupan los campamentos de personas sin hogar, lo que permitirá ampliar su estacionamiento y ofrecer más espacios dentro de la propiedad, de modo que menos personal y visitantes de MEND tengan que usar el estacionamiento en la calle. También entiendo que están cumpliendo con todas las regulaciones locales y las mejores prácticas para la gestión de la construcción.

Agradezco el esfuerzo que están realizando para mejorar su propiedad y creo que este proyecto será una adición positiva para nuestro vecindario. Entiendo que esto representará una incomodidad a corto plazo, pero traerá beneficios a largo plazo para la comunidad. También agradezco que nos informen sobre las posibles interrupciones y que estén comprometidos a mantenernos actualizados sobre el progreso del proyecto.

Quiero asegurarles mi apoyo durante todo este proceso. Confío en que gestionarán este proyecto de manera responsable y minimizarán cualquier inconveniente para la comunidad.

Si hay algo en lo que pueda colaborar o si surge alguna pregunta, no dude en comunicarse conmigo.

Atentamente,

\_\_\_\_\_  
Firma


\_\_\_\_\_  
Nombre

\_\_\_\_\_  
Nombre de la empresa/ organización (si aplica)


\_\_\_\_\_  
Dirección

\_\_\_\_\_  
Fecha





**Department of City Planning**  
200 N. Spring St., Room 763  
Los Angeles, CA 90012



**LOS ANGELES  
CITY PLANNING**

### Notice of Public Hearing

Aviso de Audiencia Pública • 공청회통지 • 公開聽證會通知  
Abiso ng Pagding sa Publiko • Հանրային խորհրդի մասին ծանուցադիր

**Tuesday, October 21, 2025**

**Project Located at:**  
12843 West Kelowna Street


**Hearing Conducted by:**  
ZONING ADMINISTRATOR

This public hearing will be conducted entirely virtually and will allow for remote public comment.  
**Options to Participate:**  
By phone: **822-9113-6896**  
Where promoted, enter the Meeting ID: **822-9113-6896**  
With a PC, MAC, iPad, iPhone, or Android, click on this URL: **https://planning4la.org/hearings/12843-W-Kelowna-Street**  
Enter Meeting ID: **822-9113-6896** and Passcode: **82291136896**  
You will be auto-muted when entering the meeting. To comment on an agenda item, click the raise hand icon (Webinar) or press 9 (Phone) to "raise your hand" virtually following staff calling the item.  
The meeting's agenda will be provided no later than 72 hours before the meeting at [planning4la.org/hearings](https://planning4la.org/hearings). Please note that virtual meeting instructions will be provided on the meeting agenda.

### Notice of Public Hearing

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**311 • Traducción • 311 • 611 • Pagasaan • Բարձրագույն**



**Project Address**  
Sitio de Proyecto  
프로젝트 주소 • 項目地址  
Address ng Proyekto  
12843 West Kelowna Street

**Proposed Project**  
Proyecto Propuesto  
프로젝트 제안 • 項目提案  
Immaginasyon ng Proyekto  
Unangaynagang proyekto

The proposed project involves the change of use from single family residential to Eldercare Facility to allow a 2,962 square foot residential care facility for the elderly with a total of nine (9) Assisted Living units and Dementia/Memory Care rooms.

### Actions Requested

Acciones solicitadas • 요청된 작업 • 所要求の事項 • Humiling ng Mga Pagkilos • Հայցվող գործողություններ

The Zoning Administrator shall consider:

1. An Exemption from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Sections 15301 (Class 1) and that there is no substantial evidence demonstrating that an exception to a categorical exemption pursuant to CEQA Guidelines, Section 15300.2 applies;
2. Pursuant to Los Angeles Municipal Code (LAMC) Sections 14.3.1 and 13B.2.2, of Chapter 1A, a Class 2 Conditional Use Permit to allow an Eldercare Facility Unified Permit for an Eldercare Facility with a total of nine (9) bedrooms in the R1-1-CUGU Zone.

### Case Information


Información del caso • 케이스 정보 • 案例資訊 • Impormasyon sa Kaso • Տեղեկություններ գործի վերաբերյալ

<b>Case Number(s):</b> ZA-2025-3676-ELD	<b>Environmental Case Number(s):</b> ENV-2025-3677-CE
<b>Related Case Number(s):</b> N/A	<b>Overlay(s):</b> Clean Up Green Up (CUGU): Pacoima/Sun Valley
<b>Zone:</b> R1-1-CUGU	<b>Community Plan Area:</b> Arlita - Pacoima
<b>Land Use Designation:</b> Low Residential	<b>Assigned Staff Contact Information:</b> Michelle Carter, City Planner michelle.carter@lacity.org (213)978-1262 200 N. Spring St., Room 763 Los Angeles, CA 90012
<b>Council District:</b> 7 - Monica Rodriguez	
<b>Applicant:</b> Grigor Kapikyan, Whispering Pines Senior Living	
<b>Representative:</b> Liliger Damaso, Conditional Use Permits.com	

### Who's Receiving This Notice

Quién recibe este aviso • 분통지을받은사람들 • 誰會收到此通知  
Sino ang Tumatanggap ng Paunawang Ito • Սույն ծանուցադիրը ստացող կողմը

You are receiving this notice either because you live on or own property that is on a site **within 300 feet of** where a project application has been filed with the Department of City Planning, are the Certified Neighborhood Council for the subject property, or because you requested to be added to the interested parties list, or you are otherwise legally required to receive this notice. You are invited to attend this hearing to learn more about the proposed project and offer feedback. If unable to attend, you may contact the planner to provide written comment, obtain additional information, and/or review the project file.



**General Information** - Visit our website at [planning4la.org/hearings](https://planning4la.org/hearings) for general information about public hearings and the exhaustion of administrative remedies.

**Accommodations** - 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.

To request a reasonable accommodation, such as translation or interpretation, please email and/or call the assigned planner or email [per.planning@lacity.org](mailto:per.planning@lacity.org) a minimum of 3 days (72 hours) prior to the public hearing. Be sure to identify the language you need English to be translated into and indicate if the request is for oral interpretation or written translation services. If translation of a written document is requested, please include the document to be translated as an attachment to your email.