

People St – Sample Neighborhood Council Email Request for Presentation / Agenda Inclusion
Many neighborhood councils have an online form to submit an agenda request – utilize these official channels before sending an email.

Subj: People St Presentation - [Street Name/Location of Potential Project] [Project Type]

[Neighborhood Council Chair or appropriate representative]

My name is [Name] I am applying with [Community Partner] for a [project type] as part of The Los Angeles Department of Transportation's People St Program. People St is an application-based program that transforms public streets into space for people to gather, recreate and relax.

The application process requires a presentation to [Neighborhood Council Name], and I am available for your next board meeting on [Date]. Please let me know if you're able to add the following item to the agenda:

Report from [Community Partner] on pending LADOT People St Special Cycleapplication for [project type] at [address].

Sincerely,
[Community Partner]