

**PUBLIC  
RELATIONS  
WRITING  
FOR  
NEIGHBORHOOD  
COUNCILS**

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# PR WRITING TIPS

## NC SPECIFIC PR CONSIDERATIONS

The audience for NCs is at once highly localized and ridiculously broad. An NC's core audience lies within its strictly contained geography, yet in a diverse city like LA, the people there are wildly diverse with regard to factors age; culture/ethnicity; and their level and manner of engagement. Your NC's PR strategy in terms of the type of content you create and the ways in which you disseminate it must be responsive to that fact.

Sharing an agenda is a PR opportunity. Don't just share the official agenda for a meeting to your email list or website; add a cover note that briefly states 2-3 highlights from the agenda in plain language, to generate interest in your meeting.

## GENERAL PR TIPS

Use the right tool for the job. For example, if your goal is to write something that would get people to your meetings, a national press release would probably not be as effective as a poster placed in a high-traffic area.

Good PR is self-contained. If an intelligent person who knew nothing about your NC read your PR materials, would they be able to understand who you are and what you do? Take care of your audience by giving them all the tools they need to get your point. Doing this can be a matter of very simple things like not using acronyms without using a full name first, or explaining basic concepts like what a neighborhood council is (as many people don't know.)

Good PR is adapted to different audiences. Don't use a one-size-fits-all approach. Adaptation can range from tweaking PR pieces to better suit the interests of a specific group to translating these pieces to multiple languages.

Size the content to the space. Website posts and email newsletters are both often read on phones. Check to make sure your content looks good on both a computer and a phone before publishing it. If you're writing text for a promo brochure or one sheet, make sure the text fits the available space well without cramping.

#Hashtags are not punchlines. They are indexing tools so you can pull up all information related to a specific topic at once.

# BOILERPLATES

## WHAT THEY ARE

A 2 - 4 sentence "About Us" / "About Me" blurb explaining who you are and what your credentials are.

## WHERE THEY ARE USED

Boilerplates can accompany a press release; be submitted for event websites and programs; or be used on the "About" page of your NC's website. They can also be used in outreach materials; letters of opinion and grant applications.

## WHAT TO PUT IN THEM

**Be brief, but don't skimp.** Boilerplates are short, so only list credentials such as awards and prior positions that are directly relevant to the target audience.

Always include your website, and always give the full name of an organization or person the first time you use it - don't use an acronym or refer to someone by just their first or last name till afterwards.

Title boilerplates if you use them at the end of a press release. Examples: "About Mr. Rogers' Neighborhood Council" or "About Fred Rogers."

## ADAPTING THEM TO DIFFERENT PURPOSES

You make the best connections when you adjust your PR material to address the needs and perspectives of different audiences. For example, if I were sharing the boilerplate sample above with a group who didn't know what a neighborhood council was, I'd add a sentence explaining that, and cut down the lake description to make room.

## WHAT MAKES THEM GREAT

A great boilerplate is memorable because it contains concrete details, as short as it is, which means you're telling a story. Rather than wasting space with generic statements such as saying your NC has led a wide variety of community projects, name 2-3 of the best examples. Pick them carefully, because you don't want to create a laundry list. Make sure you choose the examples that will mean the most to your projected audience.

BOILERPLATE SAMPLE - For an NC:

**About the Echo Park Neighborhood Council**

*The Echo Park Neighborhood Council (EPNC) serves over 45,000 Los Angeles residents in one of the city's most creative and culturally diverse communities. The area's unique mix of green and urban spaces is epitomized by local landmarks like Dodger Stadium and Echo Park Lake, where the show-stopping blossoms of one of the largest lotus beds outside Asia are foregrounded against the downtown skyline. EPNC meets the 4th Tuesday of each month at 7 pm. Visit [www.gepenc.org](http://www.gepenc.org) for meeting dates and locations.*

BOILERPLATE SAMPLE - For a bio:

**About Ann-Marie Holman**

*Ann-Marie Holman is a board member of the Echo Park Neighborhood Council, and chairs the Land Use Committee there. A brand management and publicity consultant, she got her start representing one of the world's first e-commerce enterprises both in writing and in person on media outlets like the History Channel, Los Angeles magazine, and TMZ.*

# ONE SHEETS

*SAMPLE - see attached One Sheet for Echo Park NC*

A one sheet is a document that summarizes who your council is and what you do on a single page. You can use printed one sheets instead of a brochure -- or have the elements laid out as a brochure, since both items have about the same surface area.

## **ELEMENTS AN NC ONE SHEET SHOULD HAVE**

- NC name
- Boilerplate
- Contact info - email, phone number, mailing address + links to events calendar or social media (TIP: only post social media links if they're actively maintained already, or they can hurt vs help your reputation for being responsive and integrated with your community.)
- Website
- Meeting info
- Boardmembers
- Committees
- Photo - of your board, your neighborhood, or both.

## **OPTIONAL ELEMENTS FOR NC ONE SHEETS**

Be brief if you use any of the below - just a few bulletpoints:

- Awards or recognitions
- Major projects past or present
- Mission statement
- Goals
- Accomplishments
- Partnerships
- Neighborhood features or history

# PRESS KITS

## ELEMENTS OF AN NC PRESS KIT

A press kit is a promotional packet that provides a more in-depth and multi-faceted overview of your NC; board; and neighborhood than a one sheet would. Here's what it should contain:

- About your NC: You can start with your boilerplate for this one, then add sections on topics such as your goals, accomplishments, partnerships; mission, or NC history.
- About your neighborhood: name + location within Los Angeles; add elements like history; landmarks; cultural mix; statistics. Good guiding questions: What makes your neighborhood typical of LA - and what makes it unique among LA communities? What features of your neighborhood has your NC had a particular impact on?
- About your board: use a group or individual images of your boardmembers + their name/email/board role(s)
- About your committees: committee name, purpose, members list, contact info, regular meeting day + time + location
- Photos suitable for print: one shot of the neighborhood + one people shot, such as a photo of your board or of a meeting or event in action.
- Contact + connect info: name/email/phone number/ mailing address/website + board meeting day/time/location info + events calendar link + links to well-maintained social media accounts

**TIP --** You can use a separate page for each element above, or boil your press kit down to just a few pages. If you want to keep it short, here's a good layout to follow:

1. First page with About the NC, About the neighborhood, and Contact sections on it
2. Second page with board members + committee info on it
3. Third page with two hi res images on it

# PRESS RELEASES

*(SAMPLE - see attached NC Congress 2015 news release)*

## WHEN TO USE A PRESS RELEASE

To promote an event; announce an award, achievement, or project. For NCs, newsworthy items might include upcoming elections; introductions to new boards; calls for NPG funding proposals; or announcements about projects the NC either funded or had a leadership role in.

## DISTRIBUTION CHANNELS:

### City News Service (free)

[www.SocalNews.com](http://www.SocalNews.com)

11400 W. Olympic Blvd., Suite 780 LA, CA 90064

Phone (310) 481-0404

To submit a story by email: [news@socalnews.com](mailto:news@socalnews.com)

To submit a story by fax: (310) 481-0416

### PR Web (cost varies by service)

[www.PRWeb.com](http://www.PRWeb.com)

One of the most cost-effective distribution services to use if you want to send a press release out in a more national or international forum.

- Time of day/day of week matters when you distribute on wire services. You want your news to arrive on someone's desk early enough for them to act on it that day but you don't want it to disappear in a flood of items on a Monday morning. Don't forget to account for East Coast time differences if you're trying for a national story.

### Personal outreach + cover letter

Using a wire service doesn't let you off the hook for personal outreach to key individuals. Taking the time to research a reporter or blogger so you can share your news release with a cover letter explaining why you think your story has an angle appropriate for them always looks more respectful and will get you better results. In fact, it can be so much more effective that you can probably, in most cases, distribute your news personally, and save the costly wire services for situations where you're trying to reach totally new audiences or media outlets.

### EmpowerLA Newsletter:

Newsletter Editor - Diana Ionescu

To submit a story: <http://empowerla.org/empowerla-form-newsletter-article-submission/>

**ELEMENTS OF A PRESS RELEASE:** In order, from the top of the document to the bottom:

1. Timing - this goes at the top left. Most stories can be marked “For Immediate Release”, but on the rare occasion you don’t want a story to be published till a certain date, mark it “UNDER EMBARGO UNTIL (DATE/TIME)”.
2. Image - incorporate one web-sized image in the press release. If your story may go to print, send hi-res versions of the image separately. You can use your NC logo if you don’t have an appropriate photo but if you do that, don’t use it again in the Contact section
3. Title / Subtitle = What this thing is / What makes the thing interesting or exciting
4. Dateline = city + date at start of first paragraph
5. Main body:
  - a. Tell them what the story is. News editors routinely cut press releases from the bottom up, so you **MUST** start with the essentials, in case your story is cut to just the first paragraph to save space. Press releases are the opposite of a detective novel -- rather than putting off the big reveal to create suspense, with a press release, you eat dessert first. The best/most important stuff should be at the very top, like an upside-down triangle.

So open with who, what, why, where and when, and put your main link in the opening paragraph. Also state who would be interested in or affected by your news. Try to stick to two sentences for the opening paragraph. Then, after this strong, informative intro...
  - b. Tell them why they should care: you aren’t guaranteed a story just because you put a press release on a wire. Press releases are for newsworthy items, and in order to be news, it has to be interesting. One good way to add interest with community pieces like you’d get in the NC world is to humanize your story by listing personalities slated to appear, or by using a quote from someone involved. Make sure any quotes keep your story moving forward by revealing an additional angle on your topic, like explaining the inspiration to put on an event.
  - c. REMEMBER: you are writing an article, not a sales pitch. Marketing speak sounds biased in a press release, so stay factual and avoid superlatives. The more your release presents your story the way a news agency would present it, the more likely it is to be published. For the most part, no one writes a story based on your release anymore; they simply publish the story you gave them, so the most successful press releases already feel like news articles or blog entries. Make your PR ready to go, out of the box.
6. Standalone event details: If this is for an event, add a blurb with just the event title/address/date/link. Give people who want to share your news something easy to cut and paste.
7. Boilerplate(s) - about an organizer or about an event. You can use multiple boilerplates. Make sure to keep to one per idea per boilerplate.
8. Press Contact: name/title/telephone/email for follow-up questions. Add logos here if you didn’t use it already as the image at the top.
9. Additional assets: Under the Contact info, you can link to videos or print-ready images. You can also add a note that these assets are “available upon request” here. Alternately, if you submit releases individually, these kinds of links can go in the cover letter.
10. Mark the end: at the very bottom of the final page, write (END) or ###. That way someone knows they didn’t lose a page.



## WRITING & FORMATTING TIPS

- Spell out important links: Hyperlinks make stories easier to read and are great for SEO as linked keywords rank high on search engines. However, press release content tends to get used as is. Hyperlinks are fine if the story is shared electronically, but if someone prints your story, all the links are lost. Make sure to spell out key links like your main website at least once in the story AND in the boilerplate and contact info at the end.
- Tweak it for different audiences: different audiences have differing angles of interest or levels of expertise in your subject matter. Changes to the title; image or boilerplate selection at the end can help tailor your release to optimize its effectiveness for different groups. For example, this year's NC Congress release had one version targeted to NC members, and another version designed for 3rd party media use. The NC version focused on selling the experience of being at the Congress; the media version was more like a news story.

## PRESS RELEASE TIMELINES

Allow plenty of time to create; gain consensus; and polish a press release. Press releases take a couple hours to draft at a minimum, if you already have all assets at your disposal. If you don't yet have materials gathered, it can take a few hours to a few days to do research, obtain images and arrange interviews to get quotes. It usually takes most of a day for a release to make the rounds of those who have input or oversight on it, before the final version is generated. And finally, submitting the release can also take an hour or a few, depending on whether you're writing cover letters or not.

**\*\*\*TIP** – when you're gathering consensus on a press release, save each version by giving it a number so it will have a unique title. Don't keep editing the document under the same title, or call anything "Final," or else someone will wind up sharing the wrong version of the PR.

# FLYERS

*SAMPLES attached - Senor Fish Town Hall flyers in English/Spanish*

Sometimes the only thing your stakeholders have in common is that they all live or work within your neighborhood. Not everyone has a Facebook account, but everyone shops at the local grocery store. As a result, judiciously placed flyers - whether they're put into hands or posted in public places - are a great way to communicate across the barriers arising from differences in technical ability; media access; language or age.

Flyers are easier to understand and more visually attractive than publicly posted agendas, so they're a great tool to get people to meetings. You can also use them to announce projects, or even to hand out basic information about your NC at events.

## ELEMENTS OF AN EVENT OR MEETING FLYER

- Who - whose event is this? Who is it targeted toward? Who is appearing that might be of interest?
- What the event is + its title
- Where the event is - venue name, address, city + zip code, start/end times.
- When the event is - date + day of the week + start/end times
- Follow-up - Directions or link to find more detailed information. The flyer is only for the essentials; don't clutter it with a lot of fine print.

## WHAT MAKES A GREAT FLYER

The content of a good flyer should be easy to assess at a glance. If the flyer is a smaller one on cardstock, that's being passed out at an event, people are going to glance at it to see if they want to keep it or throw it away. If it's a full-sheet size made for posting, then someone needs to be able to see it well enough from a distance to be able to tell if they want to walk over for a closer look. A flyer should just get people in the door, not tell the whole story.

How to test your design for at-a-glance readability? Reduce it to a very small size to see if you can still read it, and tell what the images are. If you can't read the entire thing, you've packed too much information in. Cut it to the bare essentials so the important stuff gets enough real estate to be able to catch the eye.

Size really does matter: If you get flyers printed on thick cardstock, consider using a bookmark size flyer or some other smaller size that will fit more easily in a pocket than the standard quarter-sheet flyers you always see for nightclubs. This raises the keep rate tremendously.

Effective flyers don't have to cost a lot: If you are printing full-page flyers to post around your neighborhood, the cheapest way to do something large-scale enough to be effective is to do a black and white flyer with block letters on neon paper, like the Town Hall samples attached to this packet.

Be legal: If you do post flyers, make sure you have permission. Lampposts, mailboxes and other public places are often illegal to post upon, and you can't claim it wasn't you because your contact info is right on that flyer.

# MAILED NOTICES

*SAMPLE attached - Rodeo Grill Alcohol Renewal Mailer*

You can increase transparency and accessibility by creating templates for mailed notices, whether they are town hall invitations or outreach notices to those affected by development or alcohol licensing proposals.

Supplying presenters with your own notification templates can help ensure that proposals are clearly and adequately summarized in the plainest possible language, and that meeting invitations are made in every language commonly used in your neighborhood.

## NOTICE ELEMENTS

- Town Hall topic or Project Type (Small Lot Subdivision, Alcohol License Renewal)
- Case numbers
- Description of proposal or of the reasons underlying a town hall
- Location venue name + address/city/zip. Make sure to add parking info.
- Date/Time of meeting
- Contact for those who want to provide comments by email, regular mail or phone. Include contact info for an NC point person + contact info for any City decision makers associated with the case

## TIPS

If you use Google Translate to convert text to languages you don't know, you can ID what was lost in translation by pasting the result into a new window; then translating back to English. (You must paste it into a new window; hitting the arrow to switch languages doesn't work.) Edit the original version then repeat the translate-paste-retranslate process till what comes out means about the same thing as what you originally wrote.



# ECHO PARK NEIGHBORHOOD COUNCIL

The Echo Park Neighborhood Council serves over 45,000 Los Angeles residents in one of the city's most creative and culturally diverse communities. The area's unique mix of green and urban spaces is epitomized by local landmarks like Dodger Stadium and Echo Park Lake, where the show-stopping blossoms of one of the largest lotus beds outside Asia are foregrounded against the downtown skyline. EPNC meets the 4th Tuesday of each month at 7 pm. Visit [www.gepenc.org](http://www.gepenc.org) for meeting dates and locations.

## BOARD OF GOVERNORS

### OFFICERS

*Kwazi Nkrumah, President*  
*Fender Santos, Vice President*  
*Paul Bowers, CIO*  
*Gordon Lake, Treasurer*  
*Chente Rodriguez, Member at Large*

### DISTRICT 1

*Veronica Arellano*  
*Matt Sharp*  
*Cheryl Ortega*

### DISTRICT 2

*Judith Garcia*  
*Richard Courtney*  
*Ann-Marie Holman*

### DISTRICT 3

*Connie Acosta*  
*Esmeralda Marcial*

### DISTRICT 4

*Paula Guadron*  
*Tad Yenawine*  
*Elizandro Umana*

### DISTRICT 5

*Avelyn Tapia*  
*Mellie Bautista*  
*Rio Contreras*  
*Alma Baja*

## COMMITTEES

**COMMUNICATIONS**  
**ELECTIONS**  
**PUBLIC SAFETY**

**OUTREACH**  
**PARKS, PUBLIC WORKS & RECREATION**

**PLANNING & LAND USE**  
**SCHOOLS LIBRARIES & COMMUNITY ORGANIZATIONS**

## CONNECT



Certified Neighborhood Council  
April 16, 2002

[www.gepenc.org](http://www.gepenc.org)  
[paulaqb1@yahoo.com](mailto:paulaqb1@yahoo.com)  
(323) 337-2033  
PO Box 261046  
Los Angeles, CA 90026





Los Angeles Mayor Eric Garcetti talks with Neighborhood Council members at the 2014 Congress of Neighborhood Councils. Mayor Garcetti delivers the closing address at this year's event at City Hall.

**FOR IMMEDIATE RELEASE**

## **Local Leaders Learn & Build Liaisons at LA City Hall**

2015 Congress of Neighborhoods features 40 free workshops and the opportunity to meet officials from every city department

(Los Angeles, CA - September 24, 2015) The 2015 [Los Angeles Congress of Neighborhoods](#) - an annual conference of community leaders drawn from across the city - happens Saturday September 26<sup>th</sup> at City Hall. With 40 workshops and opportunities to hear and talk to city officials, the event offers significant educational and networking opportunities to board members and stakeholders of Los Angeles' 96 Certified Neighborhood Councils. The event is free – breakfast, lunch and parking included - but participants must register [here](#).

Created by Neighborhood Council leaders in partnership with [EmpowerLA](#), the event promises something for everyone, from curious stakeholders to new board members, and from seasoned veterans of the civic engagement process to city hall insiders. The theme this year is “Building for the Future - It Starts With Us.”

In keeping with that theme, this year's NC Congress workshops are designed to help Neighborhood Council members contribute to the growth and development of their communities by creating strong partnerships with their stakeholders; other councils; and city departments. Forty workshops are offered in four sessions throughout the day, ranging from outreach and engagement how-tos on social media; PR writing 101; and building media relationships, to political and civic skill-builders in land use; lobbying; code enforcement; and getting funding. Roundtable discussions and panels are also planned around issues and programs that will dramatically impact the future of Los Angeles, such

as affordable housing; sustainability; and the city's new Mobility Plan 2035. See the full schedule at <http://nccongressla.com/2015-workshops/>.

The 2015 Congress of Neighborhoods opens with a keynote from LA City Council President **Herb Wesson**, and closes with a speech from Los Angeles Mayor **Eric Garcetti**. Other top city officials are slated to appear, including City Attorney **Mike Feuer** and several members of the City Council. The event begins with breakfast in the City Hall rotunda at 7:45 am and runs till 4:30 that afternoon, but attendees are free to attend this event as their schedule permits. Sign up now at <http://tiny.cc/NCCongress2015>.

### **LA Congress of Neighborhoods**

Saturday, September 26, 2015

7:45 am - 4:30 pm

Los Angeles City Hall

200 N Spring St

Los Angeles, CA 90012

[www.nccongressla.com](http://www.nccongressla.com)

To register: <http://tiny.cc/NCCongress2015>

### **For more information, please contact:**

Cindy Cleghorn, NC Congress Planning Chair

(818) 429-6699 (mobile)

[CindyCleghorn@me.com](mailto:CindyCleghorn@me.com)

### **About the Congress of Neighborhoods**

The Los Angeles Congress of Neighborhoods ([www.nccongressla.com](http://www.nccongressla.com)) brings together leaders from the city's 96 Neighborhood Councils for a day of networking and education. Held yearly at LA City Hall, the event aims to help Neighborhood Council members obtain the tools and establish the partnerships they need to lead their communities toward a successful future.

### **About the Los Angeles Neighborhood Council system**

Independent yet influential, LA's Neighborhood Councils are grassroots-level advisory bodies that were established in 1999 by the City Charter "to promote more citizen participation in government and make government more responsive to local needs" (Los Angeles City Charter, Article IX). To learn more about each of the city's 96 Neighborhood Councils, visit <http://empowerla.org/councils/>.

**(END)**



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**(END)**



**ECHO PARK NEIGHBORHOOD COUNCIL  
PLANNING & LAND USE COMMITTEE PRESENTS:**

# **SEÑOR FISH TOWN HALL**

**Their proposed expansion could enable this restaurant to operate as a nightclub, with a full bar and dance floor on the patio.**

**Learn about their plan & express your opinion:**

**TUESDAY JUNE 17, 2014**

**7:00 pm**

**Echo Park United Methodist Church  
1226 N Alvarado St 90026**

**This meeting is open to any interested member of the public. Visit [www.gepenc.org](http://www.gepenc.org) to view the full meeting agenda, or email [echopark.PLUC@gmail.com](mailto:echopark.PLUC@gmail.com) to request a copy, or to submit your questions and comments.**

**EL COMITE DE PLANIFICACION Y USO DE TIERRA DEL  
CONCILIO DE VECINDARIOS DE ECHO PARK PRESENTA:**

# **REUNION COMUNITARIA SOBRE SEÑOR FISH**

**Ellos proponen una expansion que incluire una  
licencia de alcohol y piso de baile - lo que permitiria  
que este restaurant (el cual esta en cercania de 3  
escuelas) funcione como discoteca.  
Estacionamiento para desabilitados sera quitado.**

**Reciba mas informacion sobre este plan y comparta su opinion:**

**MARTES el 17 de JUNIO de 2014**

**a las 7:00 pm**

**Echo Park United Methodist Church**

**1226 N Alvarado St 90026**

**Esta reunion sera accessible para cualquier miembro  
interesado del public. Viste [www.gepenc.org](http://www.gepenc.org) para  
revisar la agenda o contacte a  
[Echopark.PLUC@gmail.com](mailto:Echopark.PLUC@gmail.com) para pedir una copia, o  
para someter sus preguntas y comentarios.**

# MEETING INVITATION TO DISCUSS LIQUOR PERMIT RENEWAL - RODEO GRILL *PRESENTED BY ECHO PARK NEIGHBORHOOD COUNCIL*

## ENGLISH

Rodeo Grill is a restaurant located at 1721 W Sunset Blvd (at Lemoyne Street). They have applied to the City of LA to renew their existing Conditional Use Permit to sell a full line of alcoholic beverages. They also propose to add a bar area to their restaurant, and increase indoor seating by 20%. Their current operating hours are 7:00 a.m. to 1:00 a.m.

This proposal will be discussed at the Echo Park Neighborhood Council meeting to be held on **Tuesday September 22, 2015**, at 7:00pm at Cisneros Learning Academy 1018 Mohawk Street, Los Angeles, CA 90026 (in the auditorium).

**IMPORTANT:** please park on the street, not in the garage, or else your car will be locked in.

If you cannot attend the meeting, you may send comments in writing by **Monday September 21st**. Please send them to [echopark.pluc@gmail.com](mailto:echopark.pluc@gmail.com) , or to the following address:

Echo Park Neighborhood Council  
RE: Rodeo Grill  
PO Box 261046  
Los Angeles, CA 90026

## SPANISH

Rodeo Grill es un restaurante ubicado en 1721 W Sunset Blvd (cerca de Lemoyne Street). Han aplicado a renovar su permiso de uso condicional existente para vender una línea completa de bebidas alcohólicas. También proponen añadir una zona de bar a su restaurante, y aumentar asientos en el interior en un 20%. Horas de operación actuales son 7:00 a.m. - 1:00 a.m.

Esta propuesta será discutida en la reunión del Junta de Vecinos de Echo Park que se celebrará el **Martes 22 Septiembre, 2015 a las 7:00 pm** en Cisneros Learning Academy, 1018 Mohawk Street, Los Angeles, CA 90026 (en el auditorio).

**IMPORTANTE:** por favor, aparcar en la calle, no en el garaje, o de lo contrario su coche quedará atrapado en su interior.

Aquellas personas que no puedan asistir a la reunión podrán enviar comentarios por escrito antes del **21 de Septiembre**. Por favor enviarlos a [echopark.pluc@gmail.com](mailto:echopark.pluc@gmail.com) oa la siguiente dirección:

Echo Park Neighborhood Council  
RE: Rodeo Grill  
PO Box 261046  
Los Angeles, CA 90026

## CHINESE

圈地燒烤是一間餐廳，其地址為：1721 W Sunset Boulevard 90026.

他們已申請更新他們現有的有條件使用許可證出售酒精飲料。圈地燒烤提出一個酒吧區添加到他們的餐廳，並增加20%的室內休息。當前的工作時間為上午7:00至凌晨1:00

該提案將在迴聲公園自治會的規劃和土地利用委員會會議上討論舉行星期二**2015年9月22日**，下午7:00在西斯內羅斯書院，1018莫霍克街，洛杉磯，加利福尼亞州90026 (在auditorium。)

**重要提示：**請停放在街道上，而不是在車庫裡，否則你的車就會被困在裡面。

如果您無法參加會議，可以通過**9月21日**發出的書面意見。請發送到echopark.pluc@gmail.com或到以下地址：

Echo Park Neighborhood Council  
RE: Rodeo Grill  
PO Box 261046  
Los Angeles, CA 90026

## TAGALOG

Rodeo Grill ay isang restaurant na matatagpuan sa 1721 W Sunset Blvd (malapit Lemoyne Street). Sila ay nag-aplay para i-renew ang kanilang mga umiiral Kondisyon sa Paggamit Permit na nagbebenta ng isang buong linya ng mga inuming nakalalasing. Sila rin imungkahi upang magdagdag ng isang bar area sa kanilang mga restaurant, at dagdagan ang panloob na seating sa pamamagitan ng 20%. Kasalukuyang oras ng operating ay 07:00-01:00

Proposal na ito ay pagpunta na tinalakay sa Echo Park Kapitbahayan Konseho at pulong na gaganapin sa **Martes Setyembre 22, 2015**, at 7:00 pm sa Cisneros Learning Academy, 1018 Mohawk Street, Los Angeles, CA 90026 (sa auditorium.)

**MAHALAGA:** paki park sa kalye, hindi sa garahe, o iba pa ang iyong sasakyan ay dapat na nakulong sa loob.

Kung hindi ka maaaring dumalo sa pulong, maaari kang magpadala ng mga komento sa pamamagitan ng pagsulat sa pamamagitan ng **Setyembre 21st**. Mangyaring ipadala ang mga ito sa echopark.pluc@gmail.com o sa sumusunod na address:

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