

SAMPLE LETTER 4

Instructions

This sample is provided to help you reach the proper city staff regarding the proposed Home Depot at 16830 Devonshire St, Granada Hills, CA 91344. We recommend using Email as it leaves an electronic trail whereas a letter may be lost or not routed to the proper individuals. It is also helpful if you include us (CC). That way, we have a record that you sent a letter and we can also track the issues that are important to you.

The wording is provided as a guide to include information to establish who you are and where you live. This is to help distinguish your Email from those generated by automated Spambots so it has an impact. Feel free to reword it as you see fit.

We should also note that you are free to send a letter of support for the project should you desire to do so.

Email Addresses

Main:

Ms. Sheila Toni, City Planner
sheila.toni@lacity.org

CC:

Councilmember.Lee@lacity.org
StopHomeDepot@gmail.com

Subject Line:

Proposed Home Depot at 16830 W. Devonshire St., Granada Hills - Case No. ENV-2022-1982-EAF & CPC-2022-1981-CU-SPP-SPR

Ms. Sheila Toni
City Planner
City of Los Angeles Planning Department

Date Here

Dear Ms. Toni:

I am writing you with regard to the proposed Home Depot store at the North Hills Shopping Center. I have lived at [insert your address here] for [number of years]....

In your own words, describe the issues you are concerned about and how they will affect you, your friends and neighbors. We have provided a list of potential issues below but of course, feel free to describe those we are not aware of.

Of course, you may also if you wish, to send a letter of support.

Traffic, noise, air pollution, parking at the site, pedestrian/school student safety, regulatory violations or conflict, environmental damage, neighborhood safety, construction disruption.

Please add my name and email address to the list for notification of future community hearings.

Thank you/Sincerely,

Name, Address and contact info