

Dear PLUM Committee Chair,  
I hope you are doing well today.

If you recall, back in October 2020 we shared with NC's that per Commission's [Leadership Orientation Policy](#) & [NC Reform 18-0467](#), our Department and the Department of City Planning were instructed to design and implement a mandatory planning and land use management training, required Neighborhood Council Planning and Land Use (PLUM) Committee members.

The Department of City Planning conducted a live (virtual) Planning 101 training for NC PLUM committee members on October 13, 15, 17<sup>th</sup>. For those who missed, or were recently appointed to the PLUM Committee, we are happy to announce that we expect the Planning 101 training to be available on Cornerstone Training Portal.

We want to make sure we have the current PLUM rosters in order to add the members to the NC web pages, and display the training expiration dates for those who have completed their Planning Training.

**We will need the rosters as soon as possible, in order to ensure all the current PLU members have access to the Planning 101 training by October 1, 2021.**

Please click the following link to access the PLU Committee Roster Template - feel free to make a copy and add your changes to that copy:

[https://docs.google.com/spreadsheets/d/1sFEHy3-FpJ1w1B\\_YaqyohSedhH8Piv\\_Ie0fXlLv\\_cB4/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1sFEHy3-FpJ1w1B_YaqyohSedhH8Piv_Ie0fXlLv_cB4/edit?usp=sharing)

Send the completed roster to me for processing.

Thank you,

Vanessa Serrano, MPA  
Pronouns: She, her, hers  
Neighborhood Empowerment Advocate

**Department of Neighborhood Empowerment**

14410 Sylvan St. 4th Floor

Los Angeles, CA 91401

Office | 818-374-9889

Email | [Vanessa.Serrano@lacity.org](mailto:Vanessa.Serrano@lacity.org)