



KAREN BASS  
MAYOR

February 27, 2023

Honorable Members of the City Council  
c/o City Clerk  
City Hall, Room 395

Honorable Members:

Subject to your confirmation, I have appointed Ms. Monique Lawshe to the City Planning Commission for the term ending June 30, 2024. Ms. Lawshe will fill the vacancy created by Helen Campbell, who has resigned.

I certify that in my opinion Ms. Lawshe is qualified for the work that will devolve upon her, and that I make the appointment solely in the interest of the City.

Sincerely,

A handwritten signature in black ink that reads "Karen Bass".

KAREN BASS  
Mayor

KB:tga

Attachment

## COMMISSION APPOINTMENT FORM

**Name:** Monique Lawshe  
**Commission:** City Planning Commission  
**End of Term:** 6/30/2024

### Appointee Information

1. **Race:** African American
2. **Gender:** Female
3. **Council district and neighborhood of residence:** 4 - Central
4. **Are you a registered voter?** Yes
5. **Prior commission experience:**
6. **Highest level of education completed:** M.B.A., Anderson Graduate School of Management, University of California, Los Angeles
7. **Occupation/profession:** Retired
8. **Experience(s) that qualifies person for appointment:** See attached resume/bio
9. **Purpose of this appointment:** Appointment
10. **Current composition of the commission (excluding appointee):**

Commissioners	APC	CD	Ethnicity	Gender	Term End
Cabildo, Maria	East LA	14	Latinx	F	30-Jun-25
Choe, Caroline	Central	14	Asian Pacific Islander	F	30-Jun-26
Mack, Karen	Central	4	African American	F	30-Jun-25
Leung, Helen	East	13	Asian Pacific Islander	F	30-Jun-23
Millman, Samantha	South Valley	4	Caucasian	F	30-Jun-24
Zamora, Elizabeth	South LA	10	Latinx	F	30-Jun-23
VACANT					30-Jun-27
Perlman, Dana	Central	5	Caucasian	M	30-Jun-27
VACANT					30-Jun-24

## Bio – Monique Lawshe

Monique Lawshe, a seasoned real estate development and acquisitions professional, has been instrumental in the significant growth of two Los Angeles based real estate companies – first a non profit development company in its third decade of operation and the second a nationally recognized owner and operator of affordable housing.

Ms. Lawshe joined GHC Housing Partners (then GH Capital) in 2002 shortly after it was created, to assist the founder in establishing a new company. She had expertise in acquisition, finance and development or substantial renovation of affordable housing. Her extensive experience with the use of Low Income Housing Tax Credits, multi-layered financing structures and HUD programs, as well as conventional financing methods enabled her to support the company's growth. Her knowledge of these programs, combined with use of various HUD programs led the company to preserve and improve more than 24,000 units of housing nationwide, during her nearly twenty year tenure. She remains a Partner in affiliate PK Management LLC.

While at GHC, Ms. Lawshe directed the acquisition of more than 200 properties, primarily for low income households and secured financing for the acquisition and renovation of affordable housing, located throughout the country – including acquisition of large apartment portfolios. Ms. Lawshe's experience evaluating properties for acquisition encompasses market assessment and financial structuring, in order to ensure the long term economic viability of each property while, meeting investment goals. The availability of social service supportive activities for residents remained a keen focus for Ms. Lawshe at both companies and was incorporated into many of the properties.

Prior to joining GHC, Ms. Lawshe served as the Chief Executive Officer of A Community of Friends, a Los Angeles-based non-profit development organization and was instrumental in directing significant growth of the company, over a 10-year period. Under her leadership, ACOF completed approximately 750 units of permanent affordable housing for people with special needs in Los Angeles, Orange and San Diego counties. During her tenure, ACOF raised more than \$100 million in capital from private and public sources.

Post graduate school experience as a real estate lending officer provided a foundation in financial analysis that complements Ms. Lawshe's development and management expertise. Ms. Lawshe completed a Master of Business Administration degree, with a concentration in Real Estate Finance, at the Anderson School at UCLA and has a B.S. in Industrial Management/Industrial Engineering from Purdue University. Board experience includes: UCLA Ziman Center for Real Estate - Board Member; UCLA Center Affordable Housing Advisory Council member; Former member -Advisory Committee - USC Ross Program for Minorities in Real Estate; former member of the FHLB of San Francisco's Affordable Housing Advisory Committee.



KAREN BASS  
MAYOR

February 27, 2023

Dear Ms. Lawshe:

I am pleased to inform you that I hereby appoint you to the City Planning Commission for the term ending June 30, 2024. In order to complete the process as quickly as possible, there are several steps that must be taken, many of which require visiting City Hall. If you require parking during these procedures, please contact my Commissions team by email at [myr-commissions@lacity.org](mailto:myr-commissions@lacity.org), to make arrangements for you.

To begin the appointment process, please review, sign, and return the enclosed Remuneration Form and Undated Separation Letters **within one week** of receiving this letter. These documents are necessary to ensuring the most efficient, open, and accountable City government possible. Further, Mayor's Office policy requires all potential commissioners to be fingerprinted as part of the background check. The Commissions Team will assist in connecting you with the Personnel Background Unit so that you may schedule an appointment to have this done. You must schedule the appointment **within one week** of receiving this letter.

Should this apply to your Commission, you will be receiving a packet from the City Ethics Commission containing information about the City's conflict of interest laws, and a copy of the State Form 700/Statement of Economic Interests. You are required to complete and return this form **within 21 days** of your nomination to the City Ethics Commission at 200 North Spring Street, City Hall, 24th Floor, Los Angeles, California 90012. Any inquiries regarding this form should be directed to Nicole Enriquez at the Ethics Commission by email at [nicole.enriquez@lacity.org](mailto:nicole.enriquez@lacity.org).

Ms. Monique Lawshe  
February 27, 2023  
Page 2

As part of the City Council confirmation process, meetings will be offered to Nithya Raman, your Councilmember, and Councilmember Marqueece Harris-Dawson, the Chair of the Planning and Land Use Management Committee, to answer any questions they may have. You will be hearing from a City Council committee clerk who will let you know when your appointment will be considered by the Planning and Land Use Management Committee. Sometime thereafter, you will be notified by the committee clerk when your appointment will be presented to the full City Council for confirmation. Once you are confirmed, you will be required to take the oath of office in the City Clerk's Office in Room 395 of City Hall.

Commissioners must be residents of the City of Los Angeles. If you move at any point during your term, have any changes in your telephone numbers, or in the future plan to resign (resignation must be put in writing), please contact my office immediately.

Congratulations and thank you for agreeing to serve the people of Los Angeles.

Sincerely,

A handwritten signature in black ink that reads "Karen Bass". The signature is fluid and cursive, with the first name "Karen" and the last name "Bass" clearly distinguishable.

KAREN BASS  
Mayor

KB:tga

Attachment I  
Ms. Monique Lawshe  
February 27, 2023

### Nominee Check List

**I. Within 7 days:**

\_\_\_\_\_ Schedule an appointment to get fingerprinted to complete a background check. The Commissions team will assist in connecting you with the Personnel Background Unit.

\_\_\_\_\_ Email the completed forms, found on the last three pages of this letter, to: [myr-commissions@lacity.org](mailto:myr-commissions@lacity.org) OR mail them to: Commissions Team, Office of the Mayor, City Hall – Room 303, 200 N. Spring Street, Los Angeles, CA 90012.

- Remuneration Form
- Undated Separation Letters

**II. Within 21 days:**

\_\_\_\_\_ File the following forms with the City Ethics Commission. *If you are required to file, you will receive these forms via email from that office.*

- **Statement of Economic Interest (“Form 700”)**  
*IMPORTANT:* The City Council will not consider your nomination until your completed form is reviewed by the Ethics Commission.
- **CEC Form 60**

**III. The Mayor’s Office will notify the below Councilmembers of your nomination, so that they may reach out to schedule a meeting with you should they wish.**

\_\_\_\_\_ Your City Councilmember Nithya Raman

\_\_\_\_\_ Councilmember Marqueece Harris-Dawson, Chair of the Council Committee considering your nomination