

# CITY OF LOS ANGELES

CALIFORNIA

**JUNE LAGMAY**  
City Clerk

**HOLLY L. WOLCOTT**  
Executive Officer



**ANTONIO R. VILLARAIGOSA**  
MAYOR

Office of the  
CITY CLERK

Council and Public Services  
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**SHANNON HOPPE**  
Council and Public Services  
Division

[www.cityclerk.lacity.org](http://www.cityclerk.lacity.org)

When making inquiries relative to  
this matter, please refer to the  
Council File No.  
12-1484

October 12, 2012

Ms. Marsha L. Brown

**RE: APPOINTMENT TO THE CENTRAL LOS ANGELES AREA PLANNING COMMISSION**

The Office of the City Clerk received the Mayor's letter appointing you to the Central Los Angeles Area Planning Commission (CLAAPC). In order to expedite Council confirmation of your appointment, your attendance at the following meetings is needed:

- Planning and Land Use Management (PLUM) Committee meeting on Tuesday, October 16, 2012 at 2:30 p.m., in the Board of Public Works Edward R. Roybal Hearing Room 350, City Hall, 200 North Spring Street, Los Angeles, CA 90012.
- Los Angeles City Council meeting on Tuesday, October 23, 2012 at 10:00 a.m., in the John Ferraro Council Chamber, Room 340, City Hall.

In addition to appearing at the above confirmation hearings, you may consider doing the following as well:

- Contact the offices of Councilmember Ed P. Reyes, Chair of the PLUM Committee, prior to the Committee hearing and Councilmember Herb J. Wesson, Jr. to arrange a meeting and/or answer any questions they may have.
- Contact the CLAAPC in order to receive a policy briefing.
- Be prepared to answer questions during Committee and Council consideration, including, but not limited to, your qualifications as they relate to this appointment, any potential conflicts or perceived conflicts of interest, by you serving on this Commission, and your understanding of the department to which your Commission is assigned and the issues it faces. Attached for your consideration is a list of issues, adopted pursuant to Council policy that the Council may wish to discuss with you.

For parking arrangements, please contact the Council Office in which you reside in or contact the PLUM Chair's Office at 213.473.7001.

If you have any questions or concerns, please feel free to contact me.

Sincerely,

Sharon Gin  
Office of the City Clerk  
213.978.1074  
Sharon.Gin@lacity.org

Attachment