

HOLLY L. WOLCOTT
CITY CLERK

City of Los Angeles
CALIFORNIA

OFFICE OF THE
CITY CLERK

GREGORY R. ALLISON
EXECUTIVE OFFICER

When making inquiries relative to
this matter, please refer to the
Council File No. **14-0715**



ERIC GARCETTI
MAYOR

COUNCIL AND PUBLIC SERVICES
DIVISION
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LOS ANGELES, CA 90012
GENERAL INFORMATION - (213) 978-1133
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SHANNON HOPPES
DIVISION MANAGER

www.clerk.lacity.org

August 29, 2014

(Sent via email to:)

Gary Lee Moore, City Engineer
Public Works / Bureau of Engineering
1149 South Broadway, Suite 700
Mail Stop 490

Michael J. LoGrande, Director of Planning
City Planning Department
City Hall, Room 525
Mail Stop 395

Seleta Reynolds, General Manager
Department of Transportation
100 South Main Street, 10th Floor
Mail Stop 725

Todd Gaydowski, Records Manager
Office of the City Clerk
555 Ramirez St., Space 320
Mail Stop 161

**SUBJECT: NAMING / RENAMING OF A COMMUNITY,
REQUEST FOR DEPARTMENT EVALUATION**

Dear Department Heads:

The Los Angeles City Council, at its meeting on January 31, 2006 (Council File 02-0196), adopted a policy for the naming and renaming of a community. Part of that policy requires various City departments to review and evaluate whether the proposed name reflects the historical and cultural significance of the community. If your department may have previously been instructed by a Council office, or other entity, to install signs or establish community boundaries within the proposed boundaries of this pending application, please include a copy of the request along with the actual location of the sign placement and/or boundaries of the community with your evaluation.

The Council file and all related documents relative to the application for View Heights can be viewed via the following link: www.lacouncilfile.com (Council file No. 14-0715). Due to the six month deadline to schedule a public hearing on the application, it is imperative that your department's evaluation be received no later than 4:30 p.m., Friday October 31, 2014, by the Office of the City Clerk, Room 395, City Hall, Mail Stop 160. The evaluation will be considered, together with findings received from your department, prior to the public hearing(s).

If you have any questions or require additional information, please contact Eric Villanueva at (213) 978-1051 or via e-mail at eric.villanueva@lacity.org.

Sincerely,

Shannon Hoppes
Division Manager