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City of Los Angeles CALIFORNIA

OFFICE OF THE
CITY CLERK

GREGORY R. ALLISON
EXECUTIVE OFFICER



COUNCIL AND PUBLIC SERVICES
DIVISION
200 N. SPRING STREET, ROOM 395
LOS ANGELES, CA 90012
GENERAL INFORMATION - (213) 978-1133
FAX: (213) 978-1040

When making inquiries relative to
this matter, please refer to the
Council File No. **14-1686**

SHANNON HOPPES
DIVISION MANAGER

www.clerk.lacity.org

ERIC GARCETTI
MAYOR

January 21, 2015

(Sent via email to:)
Grayce Liu, General Manager
Department of Neighborhood Empowerment
200 North Spring Street
Los Angeles, CA 90012

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

Dear Ms. Liu:

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. As outlined in the policy, advocates seeking to establish a name for, or change the name of, their community must first complete and submit a naming application and petition to the City Clerk. Following receipt and review of the application and petition, a copy of the documentation will be forwarded to the Department of Neighborhood Empowerment (DONE) for their review, and to assist, if necessary, the applicant group in their outreach efforts with the affected Neighborhood Council(s). It will be DONE's responsibility to forward a cover letter and naming application(s) to the affected certified Neighborhood Council(s) and any adjacent Neighborhood Council(s) to hold a public hearing, if they so desire, to consider the matter.

The Department of Neighborhood Empowerment will also be responsible for providing assistance, as needed, to the Neighborhood Council(s), in performing the following:

- Reviewing the contents of the application
- Advertising the proposal in affected community and abutting neighborhoods
- Scheduling and conducting a public hearing on the matter
- After the public hearing, submitting the findings and Community Impact Statement to the City Clerk to schedule the matter for Council consideration

You may view the Naming/Renaming Policy and application for View Heights Village via the following links:

<http://cityclerk.lacity.org/cps/pdf/policyfornaming.pdf>
<http://cityclerk.lacity.org/lacityclerkconnect/index.cfm?fa=ccfi.viewrecord&cfnumber=14-0715>

Since the adopted policy requires that a public hearing be scheduled, it is imperative that the Neighborhood Council(s) conduct their public hearings and submit their findings and Community Impact Statements no later than 4:30 p.m., Friday August 28, 2015, to the Office of the City Clerk, Room 395, City Hall. If the Neighborhood Council(s) choose not to conduct a hearing on the matter, please notify the City Clerk's office so that the City Council can proceed with their hearing process.

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

Sincerely,

A handwritten signature in black ink, appearing to read 'Eric Villanueva', with a stylized flourish extending to the right.

Eric Villanueva
Deputy City Clerk