

HOLLY L. WOLCOTT
CITY CLERK

SHANNON HOPPE
EXECUTIVE OFFICER

When making inquiries relative to
this matter, please refer to the
Council File No. **16-1229**

City of Los Angeles CALIFORNIA



ERIC GARCETTI
MAYOR

OFFICE OF THE
CITY CLERK

Council and Public Services Division
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BRIAN WALTERS
DIVISION MANAGER

clerk.lacity.org

November 23, 2016

Dear Mr. Bishop:

RE: APPOINTMENT TO THE SOUTH VALLEY AREA PLANNING COMMISSION

The Office of the City Clerk received the Mayor's letter appointing you to the South Valley Area Planning Commission. In order to expedite Council confirmation of your appointment, your attendance at the following meetings are needed:

- Planning and Land Use Management (PLUM) Committee meeting on **Tuesday, November 29, 2016** at 2:30 p.m., in the Edward R. Roybal Board of Public Works Session Room, Room 350, City Hall, 200 North Spring Street, Los Angeles, CA 90012.
- Los Angeles City Council meeting on **Tuesday, December 6, 2016** at 10:00 a.m., in the John Ferraro Council Chamber, Room 340, City Hall, 200 North Spring Street, Los Angeles, CA 90012, subject to the approval of the Council President.

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

- Contact the offices of Councilmember Jose Huizar, Chair of the PLUM Committee, and Councilmember Bob Blumenfield, your elected official for the Council District in which you reside, to answer any questions they may have prior to your confirmation.
- Be prepared to answer questions as a part of 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 of City Planning including the issues it faces. The Policy on Commission Appointments is attached to this letter, which was adopted by Council and consists of their guidelines in considering appointments to commissions that they may discuss with you.

Please be advised that both the PLUM Committee and City Council reserve the right to continue this matter to a later date, subject to any time limit constraints.

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

Sincerely,

Zina Cheng, Legislative Assistant
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(213) 978-1074