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BRIAN WALTERS  
DIVISION MANAGER

[clerk.lacity.org](http://clerk.lacity.org)

When making inquiries relative  
to this matter, please refer to the  
Council File No. **17-0102**

February 1, 2017

(Sent via email to:)

Grayce Liu, General Manager  
Department of Neighborhood Empowerment (DONE)  
200 North Spring Street, 20<sup>th</sup> Floor  
Los Angeles, CA 90012

**SUBJECT: NAMING / RENAMING OF A COMMUNITY, REQUEST FOR  
NEIGHBORHOOD COUNCIL(S) PARTICIPATION – GLENCREST HILLS**

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.

DONE 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

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You may view the Naming/Renaming Policy and **application to name a community Glencrest Hills** via the following links:

<http://clerk.lacity.org/council-and-public-services/forms>

<https://cityclerk.lacity.org/lacityclerkconnect/index.cfm?fa=ccfi.viewrecord&cfnumber=17-0102>

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. **Tuesday, August 1, 2017**, 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) 978-1071 or via e-mail at [richard.williams@lacity.org](mailto:richard.williams@lacity.org).

Sincerely,



RICHARD E. WILLIAMS  
Legislative Assistant  
Rules, Elections, Intergovernmental Relations, and Neighborhoods Committee

cc: Susan Lustig, Applicant  
Councilmember Paul Krekorian, Council District Two  
attn.: - Jackie Keene  
- Patrick Justice  
- Lorraine Diaz  
- Matthew Hale