

CITY OF LOS ANGELES

CALIFORNIA

KAREN E. KALFAYAN
City Clerk



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

ANTONIO R. VILLARAIGOSA
MAYOR

Office of the
CITY CLERK

Council and Public Services
Room 395, City Hall
Los Angeles, CA 90012
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CLAUDIA M. DUNN
Chief, Council and Public Services Division

www.cityclerk.lacity.org

Council File No. 08-2758

October 17, 2008

BongHwan Kim, General Manager
Department of Neighborhood Empowerment
334-B East Second Street
Mail Stop 968

**SUBJECT: NAMING / RENAMING OF A COMMUNITY,
NEIGHBORHOOD COUNCIL(S) PARTICIPATION**

Dear Mr. Kim:

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 attached, 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 forward to the Department of Neighborhood Empowerment (DONE) for their review, and to assist the applicant group in their outreach efforts with the affected Neighborhood Council(s). It will be DONE's responsibility, with the assistance of the City Clerk, 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 within six months of receipt of the application
- After the public hearing, submitting the findings and Community Impact Statement to the City Clerk to schedule the matter for Council consideration

Attached are the naming/renaming policy, application and related documentation for Sherman Oaks, and the template cover letter to the Neighborhood Council(s) for your review and distribution to the affected Neighborhood Council(s). Since the adopted policy requires that a

Council public hearing be scheduled within six months, it is imperative that the Neighborhood Councils conduct their public hearings and submit their findings and Community Impact Statements no later than 5:00 p.m., Friday, March 20, 2009, 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, the City Clerk's Office will need to be notified immediately so that the City Council can proceed with their hearing process.

If you have any questions or require additional information, please contact Shannon Hoppes of my staff at (213) 978-1073 or via e-mail at shannon.hoppes@lacity.org.

Sincerely,



CLAUDIA DUNN
Division Manager

cc: Laurette Healey, Applicant
Councilmember Wendy Greuel, Council District Two

Attachments