

# CITY OF LOS ANGELES

CALIFORNIA

**JUNE LAGMAY**  
City Clerk

**HOLLY L. WOLCOTT**  
Executive Officer



Office of the  
CITY CLERK

**Council and Public Services**  
Room 395, City Hall  
Los Angeles, CA 90012  
General Information - (213) 978-1133  
Fax: (213) 978-1040  
[www.cityclerk.lacity.org](http://www.cityclerk.lacity.org)

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

**ANTONIO R. VILLARAIGOSA**  
MAYOR

**Council File No. 10-1513**

September 29, 2010

Christine Essel, Chief Executive Officer  
Community Redevelopment Agency  
354 South Spring Street, Suite 800  
Mail Stop 182

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

Dear Ms. Essel:

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 on whether the proposed name reflects the historical and cultural significance of the community.

Attached are the naming/renaming policy, application, and related documentation for Harbor Pines. Due to the 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, December 3, 2010, by the Office of the City Clerk, Room 395, City Hall. The evaluation will be considered, together with findings received from other Departments, prior to the public hearing(s).

If you have any questions or require additional information, please contact Sharon Dickinson of my staff at (213) 978-0420 or via e-mail at [sharon.dickinson@lacity.org](mailto:sharon.dickinson@lacity.org).

Sincerely,

Holly Wolcott  
Executive Officer

Attachments

# CITY OF LOS ANGELES

CALIFORNIA



JUNE LAGMAY  
City Clerk

HOLLY L. WOLCOTT  
Executive Officer

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  
Council File Information - (213) 978-1043  
General Information - (213) 978-1133  
Fax: (213) 978-1040  
<http://cityclerk.lacity.org/>

## POLICY FOR NAMING OR RENAMING A COMMUNITY

The Los Angeles City Council adopted a policy on January 31, 2006 (Council File 02-0196), which provided a process for advocates seeking a name change for their community. A written application, including a petition, must be filed with the City Clerk to initiate the process to either change a neighborhood name or create one where none previously existed.

### POLICY EXEMPTIONS:

1. Requests for historical, cultural and commemorative designations for an area no longer than one linear block
2. Requests where community names that have been established are incidental to another City Council action which has had public input and a hearing process, such as the establishment of a Historic Preservation Overlay Zone, or other special district.

### FILING INSTRUCTIONS:

- ✓ Complete the attached Application and Petition as specified below:

- **Filing Requirement**

- Check the designated box re: Naming or Renaming an Existing Community
- Clarify the information contained in the attached Petition:
  - 500 signatures
  - OR
  - If the population of the neighborhood is less than 2,500 residents, then the petition should contain signatures from 20% of the population.

**NOTE:** The signatures must be from individuals who either reside in and/or have businesses, both profit and nonprofit, in the neighborhood being named or renamed.

- **Application Section #1 – Applicant Information**

- The Application must include the names and contact information of two or more advocates for the name change. The Applicants must reside within the boundaries of the area to be named.

- **Application Section #2- Community Information**

- The proposed and current (if any) name of the community must be included. Specify the reason and justification for the name change, including the rationale, any historical precedent or other relevant reason for the request.
- Any previously recognized name should be given consideration if the neighborhood is looking to name or rename itself.
- Clearly indicate the street boundaries of the community to be named/renamed. A map of the proposed area should be attached. A legal description (street boundaries) of the area may also be included. An example of a legal description for boundaries is as follows:

Northern Boundary: Rover Street from Doe Avenue to Smith Road  
Eastern Boundary: Smith Road south to Jones Place  
Southern Boundary: Jones Place west to Doe Avenue  
Western Boundary: Doe Avenue north to Rover Street

- Indicate the funding source (i.e. community funds, Neighborhood Council(s), Homeowner's Association(s), etc.) to be used to fund the signs (payable to the Department of Transportation after the application is approved by Council.) Funding will range from \$300-\$3000.
- **Petition**
  - The individual responsible for circulating the Petition shall complete the Petition Cover Sheet to certify that the attached signatures were appropriately collected and valid.
  - Include both the original Petition Cover sheet and the original Petition signature sheets when the Application is filed.
  - Enter all Petition addresses into a spreadsheet (i.e. Excel, txt, or cvs) in the following order: house number, house fraction (i.e.1/2), house direction (i.e. north, south, east, west), street name, street type (i.e. Avenue, Road, etc.), apartment number, city, state, zip. Each heading should be entered in to an individual column. (Contact Shannon Hoppes at 213-978-1073 and a template of the spreadsheet can be sent to you via email. Completed spreadsheets are to be included in your Application Package.)

#### INCOMPLETE APPLICATION PACKETS WILL NOT BE ACCEPTED.

- ✓ Submit the Application Package to:

Office of the City Clerk  
Attention: Sharon Dickinson  
Room 395, City Hall  
200 North Spring Street  
Los Angeles, CA 90012

- ✓ For additional information or assistance, contact:

[sharon.dickinson@lacity.org](mailto:sharon.dickinson@lacity.org) or 213-978-0420

#### WHAT HAPPENS NEXT ?:

1. The City Clerk will review the Application for completeness (i.e. proper forms used, all information recorded, and applications signed and dated.) The Application packet will be date-stamped as received, pending content review.
2. The City Clerk will confirm that a Petition has been attached to the Application, which contains either 500 signatures or 20% of signatures for populations less than 2,500 people. The application will be evaluated within a 10-business day time frame (unless it is determined by the City Clerk's office that more time is necessary) so that the City Clerk staff can conduct a **content review** of the Application and Petition.

The **content review** includes confirmation that the minimum number of signatures have been filed and that all addresses listed on the Petition are located within the proposed boundaries of the area to be named. At the conclusion of the 10-business day content review period, the Application and Petition will be deemed complete and date-stamped as **approved for filing**.

- If the petition does not contain the minimum number of signatures required by this policy, then the Application and Petition will be returned to the applicant(s) with a letter stating that the application package is incomplete. The Applicant will then have an opportunity to resubmit the Application Package with the additional names.
3. Upon approval of the Application and Petition for filing, the City Clerk will establish a Council File and number, input the information into the Council File Management System (CFMS), and submit the file for referral to the

Education and Neighborhoods Committee. A six-month deadline for a public hearing will be noted on the file for reference, though it is the discretion of the Education and Neighborhoods Chair to schedule the item on the agenda. The City Clerk will further post a copy of the Application on its website so that the public is noticed of the filing.

4. The City Clerk will transmit a copy of the Application Package to each of the following departments for review and comment:
  - ✓ Department of Neighborhood Empowerment (DONE)
  - ✓ Transportation
  - ✓ City Planning
  - ✓ Community Redevelopment Agency
  - ✓ Bureau of Engineering

The Bureau of Engineering, City Clerk - Records Management Division, City Planning, and Community Redevelopment Agency will be specifically asked to review the application and comment on whether the proposed name reflects the historical and cultural significance of the community.

The City Clerk must receive departmental comments not later than 60 days after the initial filing date so that the comments can be considered and made available to both the Neighborhood Council(s) and the Education and Neighborhoods Committee for consideration at their respective public hearings. The City Clerk will log and track department responses online via the CFMS.

5. With the assistance of DONE, the City Clerk will also forward a transmittal letter and copy of the Application Package to the affected certified Neighborhood Council(s) covering the proposed area and any adjacent Neighborhood Councils, to hold public hearing(s) to consider the matter, if they desire. With respect to the Neighborhood Council public hearings, DONE will establish community outreach procedures for communities affected by the Application and Petition.

Based on the Application filing date, the City Clerk will designate the date by which the Neighborhood Council(s) should conduct a public hearing and submit findings and community impact statements to the City Clerk. This documentation should be completed and on file with the City Clerk one-month prior to the six-month, Education and Neighborhoods Committee public hearing deadline.

**NOTE** -- *The Neighborhood Council may waive consideration of matter and not conduct its own hearing, but they must notify the City Clerk within 30 days of receiving notice of the Application Package filing. If the affected Neighborhood Council(s) waives the public hearing, the matter will be expedited to the Education & Neighborhoods Committee for consideration at a public hearing, and after receiving the required reports from the aforementioned City Departments.*

6. After the Neighborhood Council holds a public hearing, the Neighborhood Council's findings and Community Impact Statement will be sent to the Education and Neighborhoods Committee for consideration at their public hearing. The City Clerk will receive this documentation, update CFMS, and attach documentation to the Council File as the matter progresses through additional Committees, as necessary, and to the full City Council.

#### COMPLAINT/APPEAL PROCESS:

Support or opposition to the Naming/Renaming proposal may be filed when the specific matter is considered at: (1) the Neighborhood Council Public Hearing, (2) the Education and Neighborhoods Committee meeting, and/or (3) the City Council meeting. At any point in this process, an aggrieved party may also file a verbal or written complaint to the City Council, either in general or to a particular Councilmember that consideration was not given to a particular point of view.

CITY OF LOS ANGELES  
OFFICE OF THE CITY CLERK



APPLICATION TO NAME OR RENAME COMMUNITIES

**Filing Requirement**

Pursuant to Council action of January 31, 2006 (Council File 02-0196), an application, including a petition, must be submitted to either change a neighborhood name or create one where none previously existed. The petition must contain a minimum of 500 signatures of individuals who either reside in and/or have businesses, both profit and nonprofit, in the neighborhood being named or re-named. If the population of the neighborhood is under 2,500 people, then 20% of the population of the area being named or renamed is required. No fee is required for the submission of this application.

Please check one: ☐ Name Community ☒ Rename Existing Community

Petition Attached: ☒ 500 signatures ☐ 20% of population

$\frac{\text{Population Total}}{\text{Population Total}} \times .2 = \frac{\text{No. of signatures required}}{\text{No. of signatures required}}$

**1. APPLICANT INFORMATION**

The application requests advocates for a name change to form a group of two or more members who reside within the boundaries of the area to be named.

**Primary Applicant**

Name: Cooley Michael F  
Last First M.I.

Mailing Address: 26308 Pines Estates Drive  
Street Address

Harbor City CA 90710  
City State Zip

Telephone: 818-970-8554 FAX: \_\_\_\_\_

Email: michaelcooley@yahoo.com

3018255 50 6W 5:20

EDUCATION &  
NEIGHBORHOODS  
SEP 29 2010

**Names and Contact Information of Other Advocates in Group**

1. Name: Cooley Kimber S  
Last First M.I.

Mailing Address: 26308 Pines Estates Drive  
Street Address

Harbor City CA 90710  
City State Zip

Telephone: (310) 569-2888 FAX: \_\_\_\_\_

Email: ksmccab@aol.com

2. Name: Harris James "Doug" D.  
Last First M.I.

Mailing Address: 26304 Pines Estates Drive  
Street Address

Harbor City CA 90710

Telephone: 310-539-7080 FAX: \_\_\_\_\_

Email: \_\_\_\_\_

***\*\*Please include additional members on separate sheet.\*\****

## 2. COMMUNITY INFORMATION

Proposed Name of Community: Harbor Pines

Current Name of Community (if applicable): Harbor City

Reason for Name Change (Please state historical precedent or other reason):

This area has long been known as "The Pines" or "Harbor Pines" due to the large number of mature pine trees that line the streets and distinguish this neighborhood from surrounding areas on all sides.

Street boundaries of the community to be named / renamed (Please attach map and/or legal description):

LA City ~~East~~ of Western, South of Anaheim, North  
of PV Drive North

ON BEHALF OF THE AFOREMENTIONED ADVOCATES, THE UNDERSIGNED AGREES TO PROMPTLY NOTIFY THE CITY CLERK OF CHANGES TO THE FOREGOING INFORMATION AND AGREES TO SUBMIT A REVISED APPLICATION AND PETITION IN THE EVENT THAT THIS OCCURS.

*Michael Cooley*  
Signature

8/14/10

Date

To be filed in the:

Office of the City Clerk  
200 North Spring Street, Room 395  
Los Angeles, California 90012  
213-978-1133  
Sharon.Dickinson@lacity.org

For Office of City Clerk Use Only

Date Application/Petition Received: \_\_\_\_\_ Content Review Period End Date: \_\_\_\_\_

Council District(s) \_\_\_\_\_ Neighborhood Council(s) \_\_\_\_\_

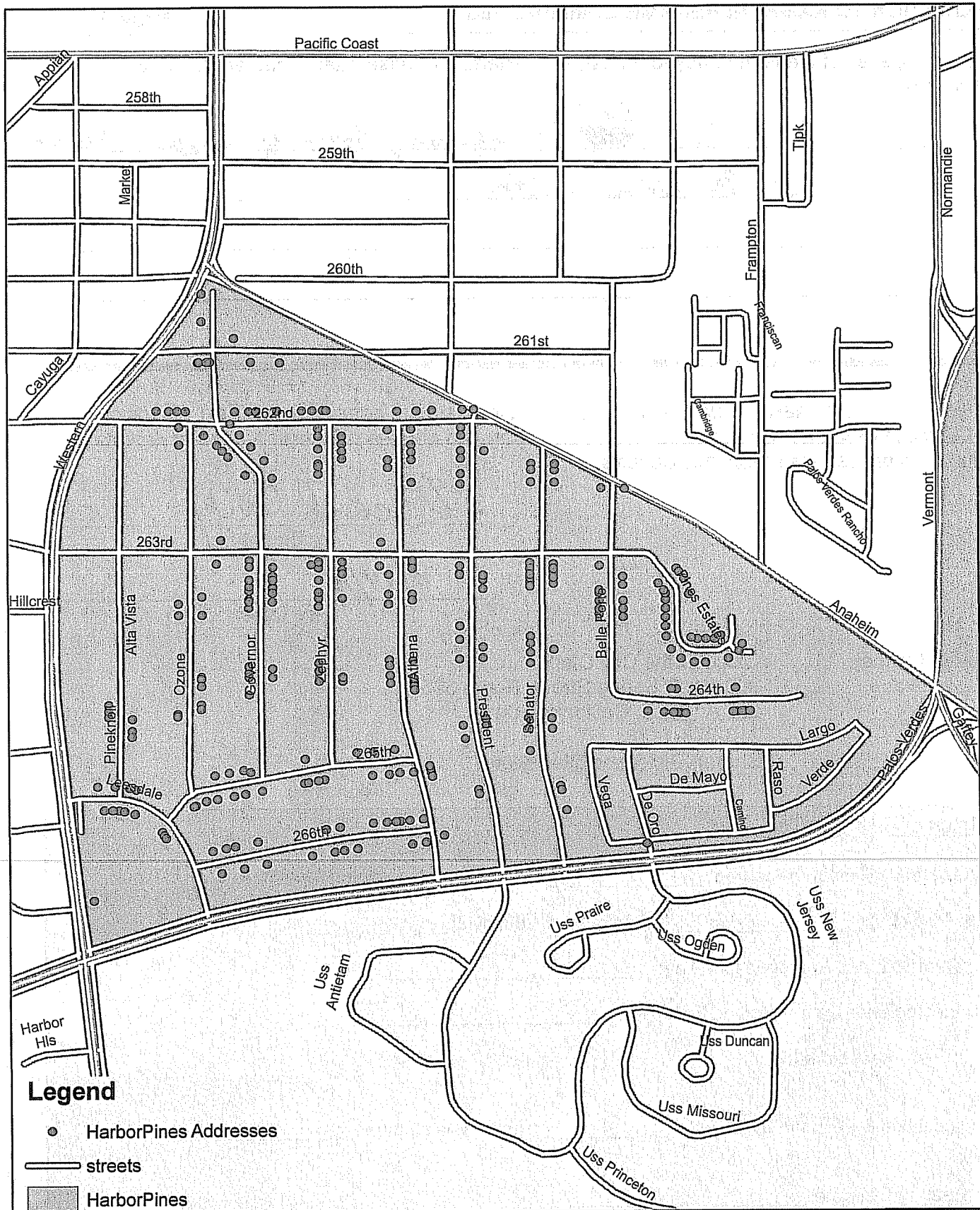
Complete and Approved for Filing: \_\_\_\_\_

Incomplete – Date Returned to applicant: \_\_\_\_\_

✓ Reason returned: \_\_\_\_\_

Date Application & Petition Filed: \_\_\_\_\_ Council File Number: \_\_\_\_\_

Public Hearing Deadline: \_\_\_\_\_



## Proposed Harbor Pines Neighborhood Area

September 24, 2010  
Office of the City Clerk

