

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

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

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:

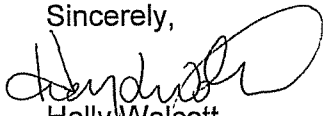
- Reviewing the contents of the application
- Advertising the proposal in affected community and abutting neighborhoods
- Scheduling and conducting a public hearing on the matter
- After the public hearing, submitting the findings and Community Impact Statement to the City Clerk to schedule the matter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

Attached are the naming/renaming policy, application and related documentation for Harbor Pines, 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

public hearing be scheduled, it is imperative that the Neighborhood Councils conduct their public hearings and submit their findings and Community Impact Statements no later than 4:30 p.m., Friday, December 3, 2010, 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 Sharon Dickinson of my staff at (213) 978-0420 or via e-mail at sharon.dickinson@lacity.org.

Sincerely,



Holly Wolcott
Executive Officer

cc: Michael Cooley, Applicant
Councilmember Hahn, Council District 15

Attachments

CITY OF LOS ANGELES

CALIFORNIA



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the Council File No.

ANTONIO R. VILLARAIGOSA
MAYOR

Office of the
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Council and Public Services
Room 395, City Hall
Los Angeles, CA 90012
Council File Information - (213) 978-1043
General Information - (213) 978-1133
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<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 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

Population Total $\times .2 =$ 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

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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) _____

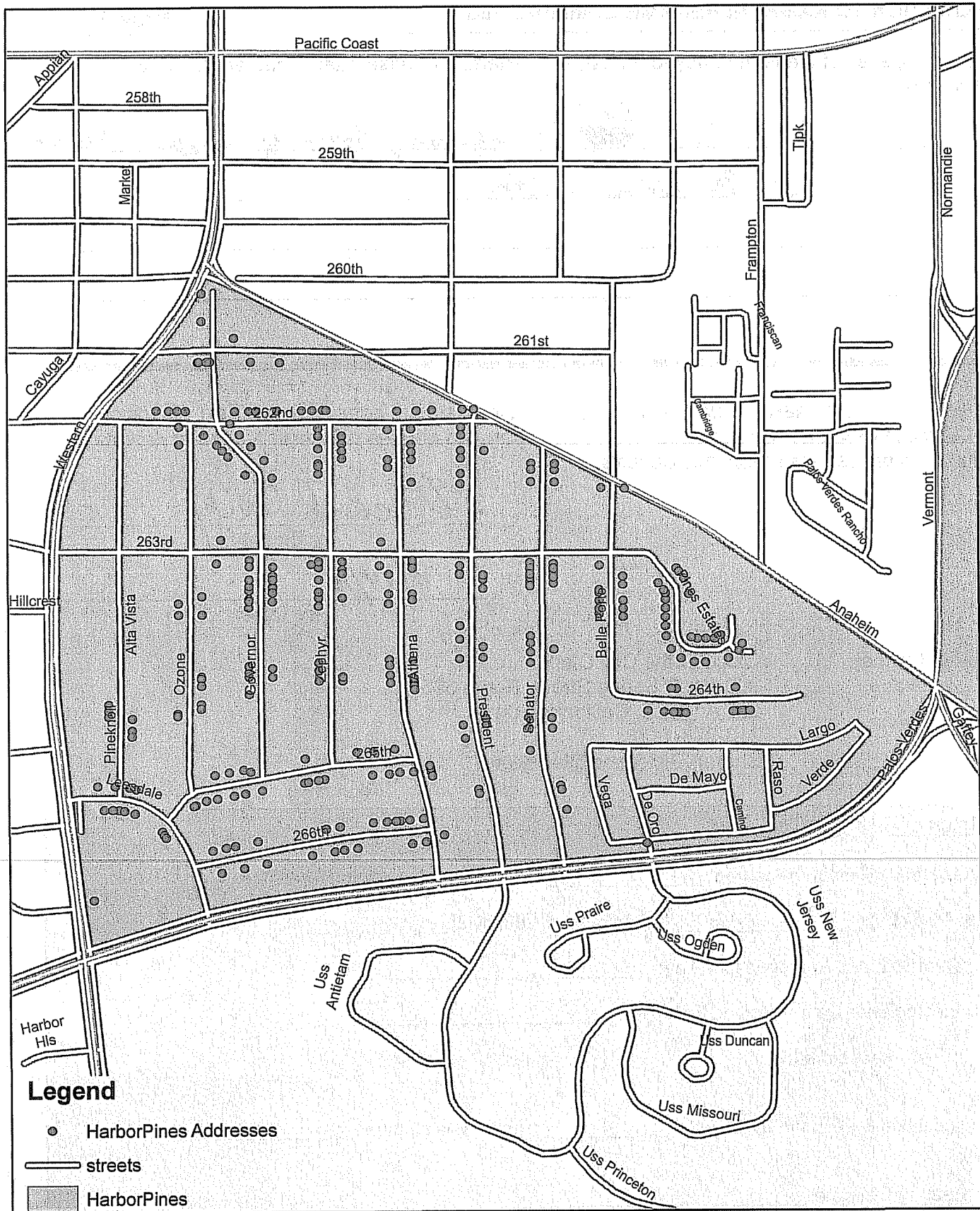
Complete and Approved for Filing: _____

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



TEMPLATE COVER LETTER FOR DISTRIBUTION TO NEIGHBORHOOD COUNCILS
(TO BE SUBMITTED TO DONE FOR THEIR REVIEW AND APPROVAL)

Council File No.

Date

Neighborhood Council (s)
Address

SUBJECT: NAMING / RENAMING OF A COMMUNITY

Dear _____:

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. Pursuant to the procedures established by a working group composed of various City departments, Council staff and members of the general public, a naming process was developed using elements of the zoning variance procedure and the certification process for Neighborhood Councils.

As outlined in the procedures 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. The City Clerk's Office received the attached naming/renaming application and petition on _____ (date), and has reviewed it for completeness. It is the responsibility of the Department of Neighborhood Empowerment (DONE) to forward the attached documents to all affected certified Neighborhood Council(s) covering the proposed area and any adjacent Neighborhood Council(s) for their consideration and to hold a public hearing, if they so desire, on the matter.

The Neighborhood Councils, with the assistance of DONE, will be responsible for performing the following:

- Reviewing the contents of the application
- Advertising the proposal in the affected community and abutting neighborhoods
- Scheduling and conducting a public hearing on the matter within six months of receipt of the application (Please refer to page ____ of the procedures for a list of factors which must be considered during the course of the hearing and evaluation.)
- After the public hearing, submitting the findings and community impact statement to the City Clerk to schedule the matter for Council consideration

Attached is the naming/renaming application (and attachments) for your review and processing. Since the adopted policy requires that a public hearing be scheduled within six months of its filing with the City Clerk, it is imperative that the Neighborhood Councils conduct their public hearings and submit their findings and community impact statements no later than _____, to the Office of the City Clerk, Room 395, City Hall. If the Neighborhood Council chooses not to conduct a hearing on the matter, the City Clerk's Office must be notified immediately so that Council can proceed to conduct a hearing by referral to the appropriate Council committee with a recommendation then made to the Council.

If you have any questions or require additional information, please contact (DONE representative)

Sincerely,

Signature
Department of Neighborhood Empowerment