

**CITY OF LOS ANGELES
CALIFORNIA**

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MAYOR

Office of the
CITY CLERK

Council and Public Services
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Los Angeles, CA 90012
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SHANNON HOPPE
Council and Public Services
Division

www.cityclerk.lacity.org

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

Council file No. 11-0584

May 12, 2011

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 forwarded 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 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 and application for Northridge. The Council file and all related documents relative to the application can be viewed via the following link: <http://cityclerk.lacity.org/lacityclerkconnect/>. 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., Friday, July 22, 2011, 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) 978-1050 or via e-mail at shannon.hoppes@lacity.org.

Sincerely,

Shannon Hoppes
Division Manager

cc: Estelle Goldman, Applicant
Councilmember Smith, Council District 12

Attachments