



Luciralia Ibarra &lt;Luciralia.ibarra@lacity.org&gt;

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## Planning Website

6 messages

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**Luciralia Ibarra** <Luciralia.ibarra@lacity.org>

Mon, Dec 19, 2016 at 3:20 PM

To: James VanGerpen &lt;james.vangerpen@lacity.org&gt;

Cc: Heber Martinez &lt;heber.martinez@lacity.org&gt;, Stephanie Eyestone-Jones &lt;s.eyestone@eyestoneeir.com&gt;

Hi James,

I'm reaching out because we have a project that will soon be approved (we expect this week), to receive Environmental Leadership Development Project status. Similar to what we did for 8150 Sunset, ELDP legislation requires that we upload all application materials and the EIR documents on our website, maintain the case file current on our website, and upload electronic comments within 5 days and written correspondence within 7 days to our website.

We were hoping that we could meet with the appropriate staff to get that up and ready.

Alejandro and Will will be preparing what they suggest could be the folder names and method of posting to make the information more suitable for public access, but also for purposes of organizing our administrative record (for litigation).

Can you let me know who I can talk to in order to set this up?

Thank you!

Luci

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**Luciralia Ibarra, Senior City Planner**

Department of City Planning

Major Projects

(213) 978-1378

200 N. Spring St., 7th Floor, Room 750

Los Angeles, CA. 90012

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**James VanGerpen** <james.vangerpen@lacity.org>

Tue, Dec 20, 2016 at 8:06 AM

To: Luciralia Ibarra &lt;Luciralia.ibarra@lacity.org&gt;

Cc: Heber Martinez &lt;heber.martinez@lacity.org&gt;, Stephanie Eyestone-Jones &lt;s.eyestone@eyestoneeir.com&gt;, Stephanie Luckett &lt;stephanie.luckett@lacity.org&gt;

Good morning Luci,

Stephanie Luckett will be handling this request. Feel free to reach out to her directly or submit a request to the webrequest email address.

BTW - I will be discussing this issue with Yeg. We're hoping to move the website towards a more simplified design. We'll need to figure out how to meet the legal requirements of the ELDP legislation going forward on the new website. I'll circle back with you as that conversation develops.

James

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**James VanGerpen, Director of Systems**  
**Department of City Planning**

T: (213) 978-1399 | M: (213) 408-5046

200 N. Spring Street, Room 825F

Los Angeles, CA 90012

**Stephanie Luckett** <stephanie.luckett@lacity.org>  
To: Luciralia Ibarra <luciralia.ibarra@lacity.org>  
Cc: James VanGerpen <james.vangerpen@lacity.org>

Tue, Dec 20, 2016 at 8:10 AM

Hi Luci,

Please advise when you would like to meet. I am here everyday this week.

Rgds,

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**Stephanie Luckett,**  
Systems Analyst II



**DEPARTMENT OF CITY PLANNING**  
Planning Information Technologies Division  
200 N. Spring St., Suite 825  
Los Angeles, CA 90012  
**Telephone:** 213 978-1447  
**Email:** stephanie.luckett@lacity.org

On Tue, Dec 20, 2016 at 8:01 AM, James VanGerpen &lt;james.vangerpen@lacity.org&gt; wrote:

FYI

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**James VanGerpen, Director of Systems**  
**Department of City Planning**  
T: (213) 978-1399 | M: (213) 408-5046  
200 N. Spring Street, Room 825F  
Los Angeles, CA 90012

**Luciralia Ibarra** <luciralia.ibarra@lacity.org>  
To: Stephanie Luckett <stephanie.luckett@lacity.org>  
Cc: William Lamborn <william.lamborn@lacity.org>, Alejandro Huerta <alejandro.huerta@lacity.org>

Wed, Dec 21, 2016 at 11:01 AM

Hi Stephanie,

We need to duplicate what we've done for 8150 for another project (Crossroads of the World). This includes the comment period for the EIR, and the uploading of materials associated with the project. I have asked the project applicant to arrange to have each of the case files scanned so we can upload those first.

Alejandro Huerta is the project planner and Will Lamborn is helping him as well. I have cc'd them both here. I have asked Alejandro/Will to pull together a list of folder names where we can upload the related documents. Also, we wanted to find out if there was a way we can upload documents in chronological order rather than alphabetical order (as we did with 8150). Is that a possibility?

Thanks!

Luci

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**Stephanie Lockett** <stephanie.lockett@lacity.org>

Wed, Dec 21, 2016 at 12:32 PM

To: Luciralia Ibarra <luciralia.ibarra@lacity.org>

Cc: William Lamborn <william.lamborn@lacity.org>, Alejandro Huerta <alejandro.huerta@lacity.org>

Hi Luci,

If I understand your question correctly, there is no way to upload the files chronologically. You would have to provide me with a list of the order.

Rgds,

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**Stephanie Lockett,**  
Systems Analyst II



**DEPARTMENT OF CITY PLANNING**

Planning Information Technologies Division

200 N. Spring St., Suite 825

Los Angeles, CA 90012

**Telephone:** 213 978-1447

**Email:** stephanie.lockett@lacity.org

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**Alejandro Huerta** <alejandro.huerta@lacity.org>

Thu, Dec 22, 2016 at 8:38 AM

To: Stephanie Lockett <stephanie.lockett@lacity.org>

Cc: Luciralia Ibarra <luciralia.ibarra@lacity.org>, William Lamborn <william.lamborn@lacity.org>

Hi Stephanie,

For when the release the Crossroads Hollywood DEIR, we'll have to have a naming convention for the uploaded files that includes the dates when they were created in the document name like "[Title]\_[Date]," or "[Date]\_[Title]" so it is easily searchable and can be recreated on a list in a chronological order.

As far as folders for the new project, I suggest 2 simple folders in this order: "Administrative Record," and "References."

In addition, Luci wants an electronic submissions option for comments. This time, can we make that more visible? Instead of like this webpage for 8150 Sunset where it's hard to find in the Draft EIR website, I suggest including it on the main EIR page and including it as another link under the folders titled "Submit electronic comments."

Finally, it looks like we'll have to also now post an administrative index within 5 days of the publication of the Draft EIR listing any copyrighted documents that were not prepared for the project. We can call this "Index of Copyrighted Documents."

Can you mock up how this might look on the EIR webpage, like this:

Crossroads Hollywood....

Administrative Record

References

Submit electronic comments

Index of Copyrighted Documents

My best,

ALEJANDRO A. HUERTA

213-978-1454

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