

## MOTION

The Board's Ad Hoc Committee on Overlapping Boundaries has begun considering solutions to some specific problems that are occurring, or that might occur, when the boundaries between two developing neighborhood councils conflict.

At its meeting of November 13, 2001, the Board of Neighborhood Commissioners asked staff to draft a position statement for the Board's consideration that would allow staff to inform developing neighborhood councils how the Board anticipates handling one particular type of boundary problem. Given the time urgency created by the applications that are being processed, the Board realizes that it would be time consuming to resolve this specific problem through an amendment to the Plan for a Citywide System of Neighborhood Councils ("Plan"). However, this and other amendments to the Plan may be recommended by the Board at a later date.

I, THEREFORE MOVE that the Board of Neighborhood Commissioners ask the Department of Neighborhood Empowerment (DONE) staff to inform developing neighborhood councils that:

1. Groups that are preparing certification applications may submit a **Letter of Intent** to the Department of Neighborhood Empowerment (DONE) explaining that they are preparing an application that will likely include boundaries that will conflict with those of an application that has already been received by DONE;
2. The Letter of Intent **must include** the following information to confirm that there is a genuine and serious conflict of boundaries. The Project Coordinator(s) assigned to the disputed area must certify all attachments to the Letter of Intent.
  - a) A detailed outline of the reason(s) for submitting the Letter of Intent
  - b) Details (including attendance information, date, time and location) to support that an organizing meeting has been held in the proposed new neighborhood council area
  - b) A photocopy of a dated sign in sheet which includes a list of signatures from participants in the organizing meeting indicating which groups were represented
  - c) Details indicating that organizing committees for the proposed neighborhood council have been formed including a designation of committee assignments and past or future committee meeting dates
  - d) A map indicating the boundaries in conflict
  - e) A list of outreach methods and samples of outreach materials
3. Upon receiving a Letter of Intent, DONE shall ask the group that submitted the application to voluntarily enter into the 20-day mediation period that is provided for in Article IV, Section 2 (b) of the Plan for a Citywide System of Neighborhood Councils for the purpose of producing a unified application; and
4. If the applicant does not agree to voluntarily enter into mediation, that action will be noted in the public record including the reason for rejecting the mediation period, for the Board's information when the hearing on the application is held.

INTRODUCED BY:

SECONDED BY:

Commissioner Tony Lucente

Commissioner Pat Herrera Duran

Adopted on November 27, 2001