

Project Name: City of Inglewood EIR NOP

Last Update: 1/25/18

NOTICE OF PREPARATION				
NOP Release Date:	2/20/2018			
Comment Due Date:	3/21/2018			
TASK	PERSON ASSIGNED	DUE DATE	STATUS	NOTES
NOP DISTRIBUTION				
Complete Initial Study for NOP	ESA	N/A	Initial Study will not be included	
Complete Draft NOP Distribution List for Review	TC	Fri 1/26/18		Need additional agencies from applicant via project description, and need to confirm if an existing interested parties list is available
Secure Meeting Location for Scoping Meeting(s)	TC	Fri 2/2/18 - Wed 2/7/18	To be coordinated with applicant and City	
Complete the following to include in the Draft NOP: - Project Location with Project Map - Project Description and Objectives - Anticipated Discretionary Approvals and Actions - Probable Environmental Effects - Scoping meeting(s) dates, times and locations - Comment due date - Point of contact with mailing address - Exhibits	ESA	Fri 2/2/18	Awaiting completion of draft project description	List of anticipated discretionary approvals and actions from client will inform update to NOP distribution list
Updated and Complete NOP Distribution List	TC	Fri 2/2/18		
Determine if One-Page Mailer will be Required for Distribution to Interested Parties, and if so, prepare One-Page Mailer	TC/Inglewood	Week of 2/5/18		Agencies will receive full NOP via certified mail and not one-page mailer
Create Website Landing Page and Comment Function with Inglewood IT	TC/Inglewood	Week of 2/5/18		
City of Inglewood Review Draft NOP and Approve Final NOP	Inglewood	Thu 2/8/18		
Obtain Certified Mailing Labels	TC/Inglewood	Fri 2/9/18		
Publish NOP in Local Newspapers for advertisement on 2/20/18	TC	Fri 2/9/18		Anticipate needing to request, pay and submit for advertisement 7-10 days in advance of run date; due date subject to change per confirmation with newspapers; need to confirm City budget as well
Print Approved NOP Documents and Prepare Certified Mailers	TC/Inglewood	Week of 2/12/18		
Obtain Signature for NOP Form	TC	2/19/2018		
File Signed NOP with Inglewood City Clerk	TC	2/19/2018		Need to confirm logistics with Inglewood City Clerk and internal policy for providing case number on final NOP that is distributed
File Signed NOP with State Clearinghouse	TC	2/19/2018		Overnight shipping with 15 hardcopies and NOC; must arrive by 12p 2/20/18
Transmit Signed NOP to Distribution List via Certified Mail	TC	2/19/2018		Postmarked on 2/19/18 to arrive by 2/20-2/21
File Signed NOP with Los Angeles County Clerk	TC	2/20/2018		Includes \$75 filing fee and NOC; obtain proof of filing for admin record
Post Signed NOP onto City Website and Activate Comment Function	TC/Inglewood	2/20/2018		Requires web-ready locked PDF version of NOP documents

Send E-Mail Blast of Signed NOP to Interested Parties	TC/Inglewood	2/20/2018		Requires list of parties that have signed up with City of Inglewood to stay informed on proposed development projects or other list
Follow Up Logistics				
Prepare Scoping Meeting boards, handouts and other collateral materials (sign-in sheets, comment/speaker cards, etc.)	ESA/TC			
Scan and upload comments received onto file sharing system	ESA			

Cell: C7

Comment: Mindala Wilcox:

Will vary depending on date of receipt.

Cell: F12

Comment: Mindala Wilcox:

Let City know specific date/time and what room needs are so we can arrange for set up.

Cell: F13

Comment: Mindala Wilcox:

We should give the applicant a deadline by which we need their final description in order to meet our NOP timeline.

Cell: F15

Comment: Mindala Wilcox:

Just send NOP to all that we are sending to, no separate one page mailer.

Cell: F17

Comment: Mindala Wilcox:

Date needs to be revised, not received yet by City.

Cell: F19

Comment: Mindala Wilcox:

City does not typically publish in newspaper so would suggest that we not do this.

Cell: F25

Comment: Mindala Wilcox:

City does not typically do because not required by CEQA.

Cell: F26

Comment: Mindala Wilcox:

We typically post NOP on website but w/o a comment function.

#	Agency	Contact Name, Title
1	Inglewood Unified School District	Raphael Guzman, Director of Fiscal Services
2	Inglewood Public Works Department	Louis Atwell, Public Works Director
3	Inglewood Parks, Recreation and Public Library Services Department	Sabrina Barnes, Director
4	Inglewood Council District 1	Councilman George Dotson
5	Inglewood Council District 2	Councilman Alex Padilla
6	Inglewood Council District 3	Councilman Eloy Morales, Jr.
7	Inglewood Council District 4	Councilman Ralph Franklin
8	City of Los Angeles	Richard Llewellyn, Interim City Administrative Officer
9	City of Los Angeles	Vince Bertoni, Planning Director
10	City of Los Angeles	Seleta Reynolds, General Manager
11	Los Angeles World Airports	Samantha Bricker, Deputy Executive Director
12	City of Hawthorne	Brian James, Director of Planning and Community Development
13	City of Hawthorne	Arnold Shadbehr, Interim City Manager/ Director of Public Works / City Engineer
14	City of Gardena	Ed Medrano, Assistant Director
15	City of Culver City	John Nachbar, City Manager
16	City of El Segundo	Greg Carpenter, City Manager
17	County of Los Angeles	Sachi Hamai, Chief Executive Officer
18	County of Los Angeles	Richard Bruckner, Planning Director
19	Los Angeles County Fire Department	Annie Duong
20	Sanitation Districts of Los Angeles County	Grace Robinson Hyde
21	Metro	Development Review
22	Metro	Emmanuel 'Cris' Liban, Executive Office
23	Southern California Association of Governments	Hasan Ikhata, Executive Director
24	South Coast Air Quality Management District	Michael O'Kelly, Acting Executive Officer
25	US Army/Air Force/Navy/Marine Corps	See SB 1462 Applicability note below
26	Gabrieleno Band of Mission Indians-Kizh Nation	Andrew Salas, Chairman
27	Caltrans	

Hard Copy

#	Location	Contact Name, Title
1	Inglewood Public Library	

#	Location	Contact Name, Title
1	Inglewood Today	
2	Inglewood Daily News	
3	Los Angeles Sentinel	
4	LA Times	

Agency/Stakeholder Distribution List

Address Line 1	Address Line 2	Address Line 3
	401 S. Inglewood Avenue	Inglewood, CA
		Inglewood, CA
		Inglewood, CA
		Inglewood, CA
		Inglewood, CA
		Inglewood, CA
	200 N. Main Street	Los Angeles, CA 90012
Los Angeles Department of City Planning	200 N. Spring Street	Los Angeles, CA 90012
Los Angeles Department of Transportation	100 S. Main Street	Los Angeles, CA 90012
	1 World Way, Rm 218	Los Angeles, CA
Planning Department	4455 W. 126th Street	Hawthorne, CA
Office of the City Manager	4455 W. 126th Street	Hawthorne, CA
Community Development Department	1700 W. 162nd Street	Gardena, CA
Office of the City Manager	9770 Culver Boulevard	Culver City, CA 90232
Office of the City Manager	350 Main Street	El Segundo, CA 90245
	500 W. Temple Street	Los Angeles, CA
Los Angeles County Department or Regional Planning	320 W. Temple Street, 13th Floor	Los Angeles, CA
Forestry Division	5823 Rickenbacker Road	Commerce, CA
	1955 Workman Mill Road	Whittier, CA
Los Angeles County Metropolitan Transportation Authority	One Gateway Plaza - Mail Stop 99-23-4	Los Angeles, CA
Los Angeles County Metropolitan Transportation Authority	One Gateway Plaza	Los Angeles, CA
	818 West 7th Street, 12 Floor	Los Angeles, CA
	21865 Copley Drive	Diamond Bar, CA
	PO Box 393	Covina, CA

as Made Available at the Following Locations

Address Line 1	Address Line 2	Address Line 3
	101 West Manchester Boulevard	Inglewood, CA 90301

Newspaper Advertisements

Address Line 1	Address Line 2	Address Line 3

