

D 400 ANNEXATIONS/DETACHMENTS

D 410 GENERAL

Annexations and detachments (also called "boundary adjustments") are controlled by State Law, and the Los Angeles Administrative Code. They may be initiated by interested citizens acting independently or collectively, by landowners of affected land, by Councilpersons, or the City Department of Planning.

D 411 DEFINITIONS

D 411.1 ANNEXATION

The act of bringing under the jurisdiction of the government of a city and its various departments, real estate which prior to annexation was solely or jointly under the jurisdiction of the surrounding county (unincorporated territory), or under the jurisdiction of another municipality (incorporated territory). Land which prior to annexation or detachment is a part of another municipality must be detached prior to or simultaneously with annexation to the city.

D 411.2 BOUNDARY ADJUSTMENT

The act of adjusting the political boundary between a city and another municipality, or the county is properly done by annexation and/ or detachment. A combined annexation and detachment to a city is usually done to eliminate inconveniences due to boundaries not following tract lines or other logical physical or legal demarcations. In this latter special case, a boundary adjustment consists of one or more simultaneous annexations and detachments of adjoining or nearby parcels in one action.

D 411.3 DETACHMENT

The act of "deannexing" city territory allows it to revert to unincorporated county territory, or to be annexed to another municipality. The detachment is henceforth not subject to the city government, although some services (e.g. water, power, sewers, etc.) may continue to be provided under agreements between the city and the other jurisdiction.

D 411.4 GENERAL PLAN ADVISORY BOARD (GPAB)

The GPAB is an advisory board, whose members include the City Engineer, the Director of Planning, the Mayor, other elected and appointive City Officers, and other department heads or their representatives. In addition to its primary function of advising and assisting the Director of Planning in preparation of the General Plan, it is to report on each proposed boundary adjustment to the City Council, and make recommendations to the Council.

D 411.5 GPAB CITY BOUNDARIES COMMITTEE

The GPAB city Boundaries Committee is a subcommittee of the GPAB, composed of management and technical staff representatives of Council-controlled departments and the Council's Chief Legislative Analyst. Through its secretary, it solicits data, comments, and exhibits for all proposed boundary adjustments. The Secretary assembles the returned material into a preliminary report which is acted upon by voting members in Committee session. The final report, with recommendations, is forwarded to the GPAB, as the basis for its action on the proposed boundary adjustment.

D 411.6 INHABITED AREA

An area considered for annexation, which contains twelve or more registered voters.

D 411.7 KNOX-NISBET ACT

The California Legislative Act (California Government Code Section 54774 et al) which requires each County to establish a Local Agency Formation Commission.

D 411.8 LOCAL AGENCY FORMATION COMMISSION (LAFCO)

The LAFCO of Los Angeles County regulates all boundary adjustments. They prevent haphazard and illogical boundary adjustments, and ensure a more orderly supply of municipal services. When denying a boundary adjustment, LAFCO effectively stops all proceedings.

D 411.9 MUNICIPAL ORGANIZATION ACT OF CALIFORNIA OF 1977 (MORGA)

The Legislative Act which consolidated all State laws which pertain to City boundary adjustments and incorporation, consolidation, and disincorporation.

D 411.10 UNINHABITED TERRITORY

Territory proposed for annexation or detachment which at the time of the hearing (if required) contains less than twelve registered voters.

D 412 HISTORY

During its first century of existence, the City of Los Angeles changed its boundary only once, when the annexation of one square mile increased the City's area to twenty-eight square miles. When Los Angeles celebrated its Bicentennial, an additional two hundred sixty-six boundary changes had

increased its area to four hundred sixty-five square miles. These boundary changes included ten consolidations with smaller adjacent cities, and forty-four detachments to unincorporated county area or adjacent cities. The remainder of the changes were for annexations or inclusions.

Uniformity of boundary change policies and procedures were established in 1960 with the passage of Ordinance 116,817 (amended by Ordinance 143,333 in 1972). Those acts required that each proposal be submitted to the GPAB, for a report and recommendation to the City Council (Los Angeles Administrative Code Section 19.15). The City Engineer is a member of the GPAB and is represented on its City Boundaries Committee.

The State's overall annexation and boundary change policies and procedures were established primarily by the Knox-Nisbet Act and MORGA.

D 413 PROCEDURES

D 413.1 CITY-WIDE PROCEDURES

Overall coordination of boundary changes rests with the Secretary of the City Boundaries Committee, a staff member of the City-wide Planning and Development Division of the Planning Department. That office normally initiates requests for information and maps from the City Engineer, and disseminates announcements of meetings and official boundary change actions. See Figure 413.1 for the Flow Chart.

D 413.2 CHIEF LEGISLATIVE ANALYST

The City Council's Chief Legislative Analyst is the Council's representative on the GPAB, and acts as liaison to affected Councilpersons in boundary changes. He may request information, maps, or legal descriptions directly from the City Engineer, such as when annexation requests are submitted directly to a councilperson or to the Council.

D 413.3 CITY ENGINEER'S RESPONSIBILITY

The City Engineer through the staffs of the Land Development Group (LDG), the Survey Division (Survey) and the Mapping Division (Mapping) of the Bureau of Engineering, follows the procedures beginning at Section D420.

D 420 BUREAU PROCEDURES

The staff of LDG coordinates the Bureau of Engineering's activities in boundary changes, prepares reports to the Boundaries Committee, and prepares briefing reports to the City Engineer prior to GPAB meetings.

D 421 REVIEW AND COMMENTS

In response to a request from the City Boundaries Committee regarding a proposed boundary change (Figure 421), LDG prepares and submits a timely report to the Committee Secretary. A key part of this report is related to sewers, drainage, street improvements, street lights, sanitation, and street maintenance. Reports on *services* provided by other departments are provided by those agencies. These reports are combined for review by all members prior to the meeting.

D 421.1 REPORT TO BOUNDARIES COMMITTEE

To prepare its report, LDG solicits responses from the affected Engineering District Office (Figure D421.1A), Wastewater Conveyance Engineering Division (Figure D421.1B), Structural Engineering Division (Figure 421.1C, where applicable), Bureau of Street Lighting (Figure D421.1D), Bureau of Street Services (Figure D421.1E), and Bureau of Sanitation (Figure D421.1F).

The appropriate District Office should include in its response a Flood Hazard Report (Figure D421.1G) and estimated costs to complete street improvements, sewerage and drainage facilities when the area is fully developed. Wastewater Conveyance Engineering Division should have commented on present levels of service, the practicability of assuming jurisdiction from the present operator, and cost estimates for present operating levels and future expansion.

After the reports from other offices are received, LDG prepares and forwards its report to the City Boundaries Committee, consisting of a memorandum (Figure D421.1H) and attached Annexation Proposal Data Sheet (Figure D421.1I).

When the Boundaries Committee meeting announcement and draft report to the Boundaries Committee are received (Figure D421.1J), the representative should ascertain that LDG's report is accurately reflected, and should be prepared to present newer or added information at the meeting. When deemed appropriate, the representative should suggest that affected district or design divisions send non—voting observers to the meeting (numbers should be limited, and the Committee Secretary consulted to assure seating availability).

D 421.2 CITY ENGINEER'S GPAB BRIEFING MEMORANDUM

When the GPAB is to consider a proposed boundary change (see meeting notices, Figure D421.2A), LDG shall prepare and forward a briefing memorandum to the City Engineer. The committee's boundary change report

and recommendations (Figure D421.2B) should be compared with the LDG representative's meeting notes, and with the Bureau's position and original report to the committee.

The memorandum (Figure D421.2C) should advise the City Engineer of committee actions or omissions which are considered adverse to Bureau operations or positions. New material may be added if considered relevant to the Bureau's position.

D 421.3 PLANNING AND LAND USE MANAGEMENT COMMITTEE

After the GPAB considers boundary changes, the Planning Commission acts, and makes its recommendation to the City Council. The Planning and Land Use Management Committee of the Council considers the boundary change prior to Council action. This meeting is the last opportunity prior to Council action that the City Engineer has to comment on the boundary change.

D 421.4 COUNCIL CONSIDERATION OF BOUNDARY CHANGES

When the Council places a boundary change on its agenda, the Bureau's Council Liaison will contact LDG for an informal briefing prior to the meeting.

D 421.5 HOUSE NUMBERING MAPS

County House Numbering Maps are procured by Mapping when requested by the Boundaries Committee chairman.

To order the maps, outline the area to be annexed on a small-scale map copy, and add an informal written request to the copy (see Figure D421.5). Mapping liaison personnel will transmit the order and return the requested maps from the County Engineer. Three copies are to be ordered; send two copies to the Boundaries Committee Chairman, and keep one in the Mapping Annexation File.

D 422 LEGAL DESCRIPTION PREPARATION

The Survey Division prepares the initial legal description for a boundary change, when requested by the Committee Secretary or the CLA.

D 422.1 WRITING STANDARD

When requested to prepare a legal description, it shall be prepared in accordance with current standards. When following existing boundaries, reference should be made to the ordinance establishing that line, and to the boundary change date. Label the description with the title furnished by the Boundaries Committee.

D 422.2 FUTURE CITY-COUNTY BOUNDARY

When a proposed annexation's new city-county boundary follows a street, the street centerline is preferred over either street easement line as the future boundary. Backlines of lots may also be used, but cutting existing lots or parcels with future boundary lines is to be avoided. When the intent of the proposal sketch is unclear, the responsible City Planner is to be consulted.

D 422.3 DESCRIPTION APPROVAL

The corrected description is to be stamped and signed off by a checker authorized to sign for the City Engineer. (Figure D422.3)

D 422.4 DISPOSITION OF LEGAL DESCRIPTION

The signed description, original and one copy, are to be forwarded to the Committee Secretary. Additional copies are to be forwarded to the CLA, and the affected districts and divisions. At least one copy shall be kept in the Survey files. Survey will also revise the description as necessary during proceedings. The County Engineer will either copy or rewrite the description for inclusion in final documents.

D 423 MAP PREPARATION

Mapping prepares the official map for the proposed boundary changes, and revises it as necessary. If the boundary change becomes official, Mapping will correct and process it and distribute to City and outside agencies.

D 423.1 MAP FORMAT

Examples of large-area and small-area annexations are shown in Figure D423.1A and D423.1B, respectively. These examples are "half-size" maps (see Section D423.2). Show points called for in the legal description and enough surrounding area to identify location, such as major street intersections. Show street widths and tract and lot information if space permits.

D 423.2 MAP SIZE

Prepare the original map on 17-inch by 22-inch or 17-inch by 28-inch sheets (these reduce to letter or legal size half-size sheets). The base material may be on a stable plastic film, or a high quality vellum material. Proposed boundaries and other details which may change during proceedings should be placed on a suitable transparent overlay sheet, carefully keyed for accurate registration.

D 423.3 TITLE BLOCK

Use the updated title block and note format shown in Figure D423.3. Preparer and checker should *sign* the title block on the original.

D 423.4 PRELIMINARY MAP REPRODUCTION

The necessary number of transparencies should be produced from the corrected preliminary original. The original should be preserved for eventual updating when the project is completed. One transparency shall be used as a master for full-size prints. See Section D423.5 for the number and disposition of the prints and disposition of the remaining preliminary transparencies. The master transparency shall be kept with the Mapping boundary change file.

One half-size reduction shall be produced, on an opaque paper or plastic base. This will become the master for photocopy prints to distribute as noted in D423.5. See Figure D423.4 for sample order for half-size master and copies. File the master in the LDG boundary change file.

D 423.5 PRELIMINARY MAP DISTRIBUTION

<u>Office</u>	<u>Full-Size Transparency</u>	<u>Prints</u>	
		<u>Half-Size Master</u>	<u>Full Size Half Size</u>
City Clerk Room 360, City Hall Mail Stop 160 Attention: Planning And Land Use Management Secretary	1		10
Office of the Chief Legislative Analyst, City Council Room 255, City Hall Mail Stop 136 Attention Federal and State Coordination Section		1	2
Secretary, City Boundaries Committee Department of City Planning 5 th Floor City Hall Mail Stop 395	1		2

LDG Boundary Change File 1 1 2

D 423.6 PRELIMINARY MAP UPDATING

As changes are made in the boundary and other map details by the GPAB, Planning Commission, City Council, or LAFCO during the boundary change procedure, the base map shall be revised and new masters and copies produced and distributed as in Sections D423.4 and D423.5. Note in transmittal memos that earlier versions are superseded and are to be discarded.

D 424 FINAL MAP DISPOSITION

When the boundary change is completed, the boundary change map must be updated and distributed immediately by the City Engineer.

D 424.1 NOTICE OF PROCEEDINGS COMPLETION

Mapping will receive notification of proceedings completion from either the Secretary of LAFCO or the City Clerk, giving the date of filing and the Secretary of State's Instrument Number. If the information is received by phone, request that copies be sent promptly.

D 424.2 MAP COMPLETION

Mapping will complete the notes and title block with the information received in Section D424.1. If corrections are needed, the original drawing and overlay shall be corrected using CADD.

Copies of filing documents must be used by the final checker to verify document and filing numbers.

D 424.3 SIGNATURES

The responsible supervisor shall sign the new (or corrected) transparency, and forward to the Mapping Division Manager and the City Engineer for their signatures. In the transmittal, specify that the map be returned after signing for indexing and distribution. Make a security print for the Mapping file before proceeding to the next step.

D 424.4 INDEXING

Transmit the signed transparency to the Bureau of Engineering's Index to Records for indexing and microfilming. See Figures D424.4A and D424.4B. This map becomes the vault "tracing". Retain one microfilm aperture card for the Mapping file.

D 424.5 FINAL MAP REPRODUCTION

Make the necessary number of full-size prints for final distribution (see Section 424.6). Order a half-size plate and 100 paper prints (as in Section D423.4 - extra copies are to be retained in the LDG file until the *file* is stored). Return the tracing to the vault immediately after the prints and production of the "half-size" plate.

D 424.6 FINAL MAP DISTRIBUTION

Maps are distributed by Mapping.

D 424.61 DISTRUBUTION TO OUTSIDE AGENCIES

Transmit two half-size prints to each of the following agencies or firms, by first-class mail (transmittal letter, Figure D424.61):

Bureau of Census
Data Preparations Division
15400 Sherman Way, Suite 295
Van Nuys, CA 91406
Attention Boundary and Annexation Survey

Administrator, Federal Insurance Administration Federal
Emergency Management Agency
Washington, DC 20472
Attention Chief, Risk Management Division

Postmaster, U. S. Postal Service
Los Angeles GMC
7001 Central Avenue, 3rd Floor
Los Angeles, CA 90052
Attention: Manager Delivery and Retail

District Director
State Department of Transportation District 7
P. O. Box 2304
Los Angeles, CA 90051

Los Angeles County Assessor
Hall of Administration
500 West Temple Street, Room 325
Los Angeles, CA 90012
Attention: Chief Cadastral Engineer

Los Angeles County Sanitation District

P.O Box 4998
Whittier, CA 90607
Attention Right of Way Engineer

Los Angeles County Department of
Health Services
313 No. Figueroa Street
Los Angeles, CA 90012
Attention Records and Statistics, Room 127

Los Angeles County Department of Public Works
900 So. Fremont Avenue, 10th Floor
Alhambra, CA 90020
Attention: Mapping & Property Management, Mapping Services Section

Los Angeles County
Department of Regional Planning
320 W. Temple Street, 13th Floor
Los Angeles, CA 90012
Attention: Supervising Regional Planner II

Metropolitan Water District
P. O. Box 54153
Los Angeles, CA 90054
Attention Right of Way and Land Division

Thomas Bros. Maps
17731 Cowan
Irvine, CA 92614
Attention: Geographic Research Department

Automobile Club of Southern California
P.O. Box 25001
Santa Ana, CA 92799- 5001
Attention: Cartography/Travel Research A375

D 424.62 Distribution to City Offices

Transmit two half-size prints (except as noted) to each of the following City Offices by city messenger (transmittal memo, Figure D424.62):

Bureau of Engineering - See Section D424.63

City Administrative Officer
Room 1500, City Hall East - Stop 130
Attention: Disaster Preparedness Coordinator

City Clerk
Planning and Land Use Management Committee Secretary
Room 360, City Hall - Stop 160
(Note: Twelve half-size copies, and one full-size copy on plastic base material)

Department of Airports
Engineering - Stop 101
(Note: Only maps for boundary changes within a five-mile radius of the Los Angeles International Airport)

Animal Services Department
221 N. Figueroa St., 5th Floor - Stop 105
Attention: Administrative Services

Department of Building & Safety
201 N. Figueroa St., 10th Floor, Stop 115
Attention: Zoning Engineer

Office of the Chief Legislative Analyst Room 255,
City Hall - Stop 136
Attention: Intergovernmental Relations

Department of Water and Power
111 No. Hope Street, Room 1367 - Stop 800
Attention: Water Engr. Design Division Maps & Records Group

Department of Water and Power
111 No. Hope Street, Room 836 - Stop 800
Attention: Distribution Drafting

Los Angeles Fire Department
Room 1800, City Hall East - Stop 250
Attention: GIS Mapping & Graphics Section

Los Angeles Fire Department
Room 1800, City Hall East - Stop 250
Attention: Planning Section

Information Technology Agency
13th Floor, City Hall East – Stop 232
Attention: Data Network Engineering Section

Library Department
630 West 5th Street - Stop 300
Attention Branch Library Services

Department of City Planning
7th Floor, City Hall - Stop 395
Attention: Chief Zoning Administrator

Department of City Planning
7th Floor, City Hall - Stop 395
Attention: Citywide Planning Division

Los Angeles Police Department
221 N. Figueroa St., Suite 650 – Stop 1013
Attention: Planning & Research Division, Cartography Unit

Los Angeles Police Department
Information Technology Division
1149 S. Broadway, Basement Level - Stop 447
Attention: Statistics Section

Department of Recreation and Parks
7th Floor, 1200 West 7th Street - Stop 682
Attention: Planning & Development Division

Bureau of Sanitation
1149 So. Broadway, Suite 900 - Stop 521
Attention: Solid Resources Support Division

Bureau of Street Lighting
2nd Floor, 1149 So. Broadway - Stop 545
Attention: Information Technology Group

Bureau of Street Services
1149 So. Broadway - Stop 550
Attention: Pavement Management Section

Department of Transportation
10th Floor, 100 So. Main Street - Stop 725
Attention: Bureau of Planning and Land Use Development

D 424.63 DISTRIBUTION TO BUREAU OF ENGINEERING OFFICES
Distribute as to other City offices (see Section D424.62):

Central Engineering District
201 N. Figueroa St., 3rd Floor- Stop 503
Attention Street Address Numbers/Highway Dedications
(Note: Include two copies of County House Numbering Map)

Geotechnical Engineering Group
1149 S. Broadway, Suite 100- Stop 495
Attention Geology and Soils Division

District Engineering Offices - affected district(s) only -

Central District Office
201 N. Figueroa St., 3rd Floor- Stop 494

Harbor District Office
636 S. Beacon St., Suite 402 - Stop 497

Valley District Office
6262 Van Nuys Blvd., Rm.351 - Stop 496

West Los Angeles District Office
1828 Sawtelle Blvd., 3rd Floor - Stop 499

Land Development Group
201 N. Figueroa St., Suite 200 – Stop 901

Real Estate Group
1149 S. Broadway, Suite 610 - Stop 515

Structural Engineering Division 1149
S. Broadway, Suite 740 – Stop 491

Survey Division
201 N. Figueroa St., Suite 1100 - Stop 904

Wastewater Conveyance Engineering Division 1149 S.
Broadway, Suite 620 – Stop 538

D 424.64 HISTORICAL FILES

Send one "silver" microfilm aperture card of the annexation map to:

Land Development Group
201 N. Figueroa St., Suite 200 - Stop 901
Attention Historian, Mapping Section

D 425 MAPPING

Each agency and department shall be responsible for plotting boundary changes on the maps it maintains.

D 426 REPORTS

Early in each calendar year, the Bureau of the Census of the U. S. Department of Commerce will forward maps and forms to the City requesting information on all boundary changes during the preceding year. Mapping staff will supply the information in accordance with instructions accompanying the request.

D 427 ANNEXATIONS FILES`

D 427.1 BOUNDARY CHANGE FILES

The City Engineer's primary boundary change files shall be maintained by Mapping.

D 427.2 FILE CLASSIFICATION

Boundary change files are classified as Historical Records (Division 12 of the City Administrative Code).

D 427.3 FILE MAINTENANCE

When a new boundary change is proposed, a new file shall be created and designated by the LAFCO title.

D 427.31 RECORD MATERIAL

Notices, publications, correspondence or copies, maps, and other data having permanent significance shall be kept therein.

Calculations and sketches which explain details not otherwise apparent should be retained. Such material should be labeled so that it may be easily identified by future file users.

D 427.32 EPHEMERAL MATERIAL

Preliminary drafts should be discarded when replaced by later drafts or documents which have been transmitted or recorded.

D 427.33 DISCARD MATERIAL

Duplicate copies should be discarded when feasible, except when retained for distribution.

D 427.34 ABANDONED BOUNDARY CHANGES

Files of boundary changes that are stopped by action of City or outside agencies, shall be updated as in D427.21 through D427.23, then transferred to the inactive section of Mapping's boundary change files, and kept in the office for an additional five years. Material may be utilized in files for newer boundary change proposals over the same area. At the end of five years office storage, the files, may be microfilmed (one set for Mapping, one set for archives), and destroyed.