

HHPNC Alcohol License Guideline Template



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The Historic Highland Park Neighbourhood Council (HHPNC) Board of Directors gave the HHPNC Land Use Committee (LUC) a directive to come up with a community plan on how to manage Alcohol Licenses or otherwise known as Conditional Use Permits (CUP) or for beverages CUB's. This special meeting of the HHPNC LUC is called to gather insight, list stakeholder concerns and to create a plan. The HHPNC is NOT trying to curb CUB's but only trying to control the proliferation that can effect a community's environment for years to come. The final plan will be submitted to the HHPNC Board meeting for final approval. If you are unable to make this meeting or feel uncomfortable with public speaking then please feel free to contact the HHPNC LUC vial email @ HHPNCLUC@highlandparknc.com with concerns or comments.

1 PURPOSE

HHPNC Land Use Committee consists of board members and stakeholders from Highland Park. The committee shall review, take public input, report on and make recommendations of actions to the Board and stakeholders on any land use and planning matters affecting the HHPNC community.

The purpose for an HHPNC Alcohol License Community Plan is to give a voice to Highland Park residents and stakeholders on liquor license and the decisions being made by the Los Angeles City Planning Department for our community without our input.

2 SCOPE

The HHPNC LUC is looking for a balanced approach in our review process, weighing the merits of the individual application, while placing substantial weight on the recommendations of residents, community boards and elected officials.

Attached is a template to be edited so that the HHPNC LUC has a streamlined process to establish the merit of each applicant. This process is not to hamper the application but to create an open dialogue with a fact finding review of the application so the HHPNC can create a positive or negative Community Impact Statement (CIS) to be forwarded to the City of Los Angeles Planning Department and attached to the council file to be heard by the Planning Department.

Other factors that are taken into consideration is census tract saturation, locations adjacent to residents, schools and churches and crime statistics for the area. We also weigh in heavily on public necessity and effects on quality of life to the immediate community.

We also consider if the applicant will be a vital part of Highland Park's local economy or if approval will enhance an unruly entertainment zone causing stress to our existing infrastructure. ie first responders etc.

3 DEFINITIONS

- ABC: Department of Alcohol Beverage Control California
- BEST: Beverage and Entertainment Streamlined
- BOE: Bureau of Engineering
- DCP: Los Angeles Department of City Planning
- DSC: Los Angeles Department of City Planning Development Services Center
- CEQA: California Environmental Quality Act
- CUP: Conditional Use Permit
- CUB: Conditional Use Beverage
- CIS: Community Impact Statement
- BTC: Department of City Planning's mailing contractor
- HCIDLA: Housing and Community Investment Department Los Angeles
- HHPNC: Historic Highland Park Neighbourhood Council
- LADBS: City of Los Angeles Department of Building and Safety
- LAMC: Los Angeles Municipal Code
- LID: Low Impact Development
- LLC: Limited Liability Corporation
- LOA: letter of Authorization
- LUC: Land Use Committee
- Off-site: purchase alcohol and consume off premise
 - Type 20: beer and wine, service stations, convenient stores, grocery stores, etc.
 - Type 21: beer, wine and spirits, service stations, convenient stores, grocery stores, etc.
- On-site: purchase alcohol for onsite consumption
 - Type 41: beer and wine, full service restaurants, all age group
 - Type 42: beer and wine, 21 and over, bars or taverns
 - Type 47: full general liquor, full service restaurants, all age group
 - Type 48: full general liquor, 21 and over, bars or taverns
- PCRf: Planning Case Referral Form
- Public Convenience or Necessity
- Census Tract:
- UDU: Unpermitted Dwelling Unit
- ZIMAS: Los Angeles City Planning's Zoning Information and Map Access System
- 1204: Los Angeles Department of City Planning Environmental Assessment Form
- 2074: Los Angeles Department of City Planning Application Mailing Procedures
- 2415: Los Angeles Department of City Planning Pre-Application Consultation and Review
- 7771: Los Angeles Department of city Planning Application
- 7772: Findings and Specialized Requirements CUP

- 7773: Los Angeles Department of City Planning Special Instructions for Alcohol (CUB)

4 RELATED LEGISLATION AND DOCUMENTS

5 APPROVAL AND REVIEW DETAILS

The applicant shall make initial contact with the HHPNC in writing through an email to the HHPNC President while cc'ing the HHPNC LUC Chair(s). A request for a presentation may be made even if the applicant does not have a City Planning CUP/CUB.

IMPORTANT: No other HHPNC Board member or HHPNC LUC member shall be contacted for this matter for any reason. If contact along with a conversation is made, then that member shall recuse themselves from participation in discussion and voting on this matter.

Below is a detailed list of items and events needed to complete this process in a timely manner. Please follow this guideline, the faster this process is completed the more likely your project may have a chance for approval.

HHPNC LUC Review	Details
CUB documentation	Provide the HHPNC LUC copies of forms and documents sent to LA City Planning including but not limited to form 1204, 2074, 2415, 7771.1, and 7773,
Applicant Presentation	<p>The applicant must present to the HHPNC LUC 15 copies of the following</p> <ul style="list-style-type: none"> a. Letter of intent from owner/owners with a detail summary of their business and type of liquor license. b. Provide a neighbourhood outreach summary with residents' names, address, phone (if possible), ID business or resident, and documented time-line. c. Provide signed letters of support from any of the above neighbors. d. 2 – 8.5 x 11 street view photos from 2 different angles. e. 8.5 x 11 Google aerial of proposed property in question. f. 11 x 17 Plot Plan (clearly mark dedicated parking). g. 11x17 Architectural of site improvements. h. 11 x 17 Color Google aerial of existing census tract with existing liquor licenses identified and labelled with license type. Identify residences, schools and churches!

HHPNC LUC Review	Details
Neighborhood Outreach	HHPNC is responsible for alcohol license application notification via Twitter, Facebook, Nextdoor and the HHPNC website. <ul style="list-style-type: none"> a. LUC will follow a detail plan for HP outreach. b. Applicant will provide all the above details listed in the applicant presentation in PDF format for stakeholders to download from HHPNC website. c. Outreach will include process of support or protest with PD contacts and CUB file number.
LAPD	Identify Northeast LAPD Vice Officer to give HHPNC the crime stats report from LAPD for the immediate area in question.
Next Review Date	HHPNC shall review discuss and motion along with a CIS on all liquor licenses proposed within their boundaries.

HHPNC Board	Details
Approval Authority and Action	Per the Los Angeles NC early notification process or based on filed action by the PD the HHPNC shall place all applicants on the agenda at the very next meeting as discussion, CIS and possible motion at the very next meeting following issuance of CUP/CUB number.
Supplemental Authority and Action	The HHPNC Executive Committee shall be given the authority of emergency meeting action based on the following: <ul style="list-style-type: none"> a. The HHPNC Executive Committee can NOT act on behalf of the HHPNC Board. b. Emergency action needed before the next regularly scheduled HHPNC Board meeting. c. HHPNC LUC reviews application and clarification is needed by the applicant. d. Changes made by application that impacts proposed HHPNC Board motion and CIS.
Notes	It is highly suggested for all CUP/CUB applicants to outreach to the Highland Park community through the HHPNC. A CIS will be filed even though the applicant refuses to provide the HHPNC with a presentation of their proposed intentions.

6 .FEEDBACK

This page is purposely left empty for immediate feedback from Land Use Committee Members and any stakeholders who want their comments submitted for the record and included to the final report to the HHPNC board.

