

HHPNC Alcohol License Guideline Template



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The Historic Highland Park Neighborhood 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, otherwise known as Conditional Use Permits (CUP), or Conditional Use Beverages (CUB).

This special meeting of the HHPNC LUC is called to gather insight, list stakeholder concerns, and create the plan. The HHPNC LUC is NOT trying to curb CUP, CUB, but only trying to control the proliferation of alcohol in our community which can affect our environment for years to come. We also want to provide applicants and Committee members a more uniform and fair method for evaluation and recommendation.

The final plan will be submitted to the HHPNC Board for approval. If you are unable to attend this meeting, or feel uncomfortable with public speaking, please feel free to contact the HHPNC LUC via email prissma.juarez@highlandparknc.com with your concerns or comments.

1 PURPOSE

HHPNC Land Use Committee (LUC) consists of HHPNC Board members and stakeholders from Highland Park. The purpose of an HHPNC Alcohol License Community Plan is to give a voice to Highland Park residents and stakeholders on liquor licensing, and the decisions being made by the Los Angeles City Planning Department affecting our community, The Committee shall consider public input, and make recommendations to the Board and stakeholders.

2 SCOPE

Following the Directive of the HHPNC Board, the HHPNC LUC is looking for a balanced approach in our review process, considering the merits of the individual application, while placing substantial weight on the recommendations of residents, businesses, community boards, and elected officials. Other factors taken into consideration are census tract saturation, locations adjacent to residents, schools, and churches, and crime statistics for the area. We also weigh heavily the possible 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 encourage an unruly entertainment zone causing stress to our existing infrastructure, ie first responders.

This process is not intended to hamper applications, but to create an open dialogue using a fact finding review of the application, and a consistent, streamlined, and fair evaluation process so the HHPNC can create a positive or negative Community Impact Statement. (CIS) HHPNC CIS are forwarded to the City of Los Angeles Planning Department, and are attached to the City Council file. Attached is a proposed template for this process. s 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 proposed template to be edited so that the HHPNC LUC has a streamlined fair process to establish the merit of each applicant. This process is not meant 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) which is then attached to the Council file and forwarded to the City of Los Angeles Planning Department.

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

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

3 DEFINITIONS

- ABC: Department of Alcohol Beverage Control California
- BEST: Beverage and Entertainment Streamlined
- BOE: Bureau of Engineering
- BTC: Department of City Planning's mailing contractor
- Census Tract: Census tracts are small, relatively permanent statistical subdivisions of a county.
- CEQA: California Environmental Quality Act
- CIS: Community Impact Statement
- CUB: Conditional Use Beverage
- CUP: Conditional Use Permit
- DCP: Los Angeles Department of City Planning
- DSC: Los Angeles Department of City Planning Development Services Center
- 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
- 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

Applicants shall make initial contact with the HHPNC in writing through an email to the HHPNC President (stephanie.maynettojackson@highlandparknc.com) and the HHPNC LUC Chair(s) (prisma.juarez@highlandparknc.com, gracie.maynetto@highlandparknc.com). A request for a presentation may be made even if the applicant does not have a City Planning CUP/CUB number.

IMPORTANT: No HHPNC Board member or HHPNC LUC member shall be contacted separately by an applicant. If contact, along with a conversation, is made, then that member shall recuse themselves from participation in discussion and voting on that matter.

Below is a detailed list of items and events needed to complete this process in a timely manner.

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	Provide the HHPNC LUC 15 copies of each the following: <ul style="list-style-type: none"> • Name and information of property legal owner • Letter of intent from owner/owners with a detailed summary of their business, and type of liquor license requested. • A neighborhood outreach summary with dates. Include residents', or business' names, address, phone (if possible). • Signed letters of support from any of the above. • One 8.5x11 street view photo from each of 2 different angles. • One 8.5 x 11 Google aerial view of proposed property.

HHPNC LUC Review	Details
	<ul style="list-style-type: none"> • One 11 x 17 Plot Plan with dedicated parking clearly marked. • One 11x17 Plot Plan with architectural site improvements. • One 11 x 17 Color Google aerial view of entire census tract with existing liquor licenses and license type labeled, with, neighboring residences, schools, and churches identified. <p>All the above details in the applicant presentation in PDF format for  stakeholders to download from HHPNC website. (highlandparknc.com)</p>
Neighborhood Outreach	<ul style="list-style-type: none"> • HHPNC is responsible for alcohol license application details notification via Twitter, Facebook, Nextdoor, and the HHPNC website. • LUC will follow a detailed plan for Highland Park outreach to include a process soliciting support or protest with LAPD, businesses, and affected community •
LAPD	Request Northeast LAPD Vice to give LUC the crime statistics report for the immediate area in question.
Next Review Date	HHPNC shall then review, and discuss, reports and recommendations from the Committee, and possibly create a CIS on all liquor licenses

HHPNC Board	Details
Approval Authority and Action	Per the Los Angeles Neighborhood Council early notification process, the HHPNC shall place all applicants on the agenda at the very next meeting following issuance of a CUP/CUB number for discussion at LUC, Report, possible motion, and possible CIS.
Supplemental Authority and Action	

HHPNC LUC Review	Details
	<p>The HHPNC Executive Committee shall be given the authority of emergency meeting actions based on the following:</p> <ul style="list-style-type: none"> • The HHPNC Executive Committee cannot act on behalf of the HHPNC Board • If emergency action is needed before the next regularly scheduled HHPNC Board meeting • After HHPNC LUC reviews an application, clarification is needed by the applicant • Changes are made in an application that impacts a proposed HHPNC Board motion, and/or CIS.
Notes	<p>A CIS may be filed even if the applicant refuses to provide the HHPNC with a presentation of their proposed intentions.</p>

6 FEEDBACK

This page is left empty for immediate feedback from Land Use Committee Members and any stakeholders. These comments will be submitted for the record, and included in the final report to the HHPNC Board.