



HHPNC Land Use Committee CUB Guidelines

CONTENTS

1 INTRODUCTION	PAGE 1 2
SCOPE AND LIMITATIONS	PAGE 2 3
DEFINITIONS.....	PAGE 3 4
RELATED LEGISLATION AND DOCUMENTS.....	PAGE 4 5
APPROVAL AND REVIEW DETAILS.....	PAGE 4 6
HHPNC Board Responsibilities	PAGE 6 7
FEEDBACK	PAGE 7

INTRODUCTION

The Historic Highland Park Neighborhood Council (HHPNC) Board of Directors gave the HHPNC Land Use Committee (LUC) a directive to compose a community plan for how to manage Alcohol Licenses for Conditional Use Beverages, (CUB) and Conditional Use Permits for new construction (CUP). This plan will exist in the HHPNC's Policies and Procedures (standing rules) and may be changed at any time by the current HHPNC Board.

HHPNC Land Use Committee (LUC) consists of HHPNC Board members and stakeholders from Highland Park. By implementing this Plan, we hope to give a voice to Highland Park residents and stakeholders on alcohol licensing and the decisions being made by the Los Angeles City Planning Department, or the City Council affecting our community. We also want to provide applicants and HHPNC LUC members a more uniform and fair method for evaluation and recommendation.

In this Plan, we may refer to alcohol as beverage or liquor or vice

versa. \

SCOPE and LIMITATIONS

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 will 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. This process is intended to create an open dialogue using a fact-finding review of the application, and a consistent, streamlined, and fair evaluation process. The Committee will report and make recommendations to the Board reflecting these factors.

The HHPNC LUC is NOT trying to curb CUBs or CUPs, or hamper the application process, but only trying to control the proliferation of alcohol in our community which can affect our environment for many years after the decision makers are long gone!

After the LUC has reviewed an application, the HHPNC shall choose a Community Impact Statement (CIS) to support, support with written conditions, oppose, or oppose with written conditions. We wish to provide all applicants the opportunity to modify the application, time allowing. Each CIS, and any conditions, must be approved by the entire Board based on their current by-laws. Only the HHPNC Board President may sign a CIS. HHPNC CIS are then forwarded to a particular committee or LA Planning Department, or the LA City Council, and are attached to the appropriate Case File. Recognition should be paid to deadlines for the Planning Department and the City Council.

HHPNC may act only in an advisory capacity in regard to these CUB/CUP decisions. The decision-maker is the City's Planning Department, and/or the Los Angeles City Council.

DEFINITIONS

ABC: Department of Alcohol Beverage Control California
BES : Beverage and Entertainment Streamlined
BOE: Bureau of Engineering
BTC: Department of City Planning's Mailing Contractor
CIS: Community Impact Statement
CT: Census Tract
CUP: Conditional Use Permit
CUB: Conditional Use Beverage
DCP: Los Angeles Department of City Planning
DSC: Los Angeles Department of City Planning Development Services
Center Form 1204: L A Department of City Planning Environmental Assessment Form 2074: Los Angeles Department of City Planning Application Mailing Procedures
Form 2415: Los Angeles Department of City Planning Pre-Application Consultation and Review
Form 7771: Los Angeles Department of City Planning Application
Form 7772: Findings and Specialized Requirements (CUP)
Form 7773: Findings and Specialized Requirements (CUB)
HHPNC: Historic Highland Park Neighborhood Council
LADBS: City of Los Angeles Department of Building and Safety
LAMC: Los Angeles Municipal Code
LOA: Letter of Authorization
LUC: Land Use Committee
Off-site: purchase alcohol and consume off premise
Type 20: beer, wine, service stations, convenience stores, grocery stores considering public convenience or necessity
Type 21: beer, wine and spirits, service stations, convenience stores, grocery stores considering public convenience or necessity
On-site: purchase alcohol for onsite consumption
Type 41: beer and wine, full service restaurants, all age groups, considering public convenience or necessity
Type 42: beer and wine, age 21 and over, bars or taverns, considering public convenience or necessity
Type 47: full general liquor, full service restaurants, all age groups, considering public convenience or necessity
Type 48: full general liquor, age 21 and over, bars or taverns, considering public convenience or necessity
PCN: Public Convenience or Necessity
UDU: Unpermitted Dwelling Unit:
ZIMAS: Los Angeles City Planning's Zoning Information and Map Access System

RELATED LEGISLATION AND DOCUMENTS

TBD (i.e. Los Angeles City Planning Restaurant Beverage Program)

APPROVAL AND REVIEW

IMPORTANT NOTES:

- **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, as a conflict of interest, from participation in discussion and voting on that matter.**
- **A request for a presentation may be made even if the applicant does not have a City Planning CUB/CUP number**
- **Only the HHPNC Board may submit a CIS.**

- **These guidelines may be amended by the HHPNC board through the following process:**
 - **Presented as an item at LUC meeting for discussion, community input, and motion for amendments (must be approved by a simple majority)**
 - **Amendments to guidelines must then be submitted to the general board to be voted upon and adopted by a simple majority vote**

HHPNC LUC Review	Details
-------------------------	----------------

<p>Applicant Responsibilities</p>	<ul style="list-style-type: none"> • Make initial contact with the HHPNC in writing through an email to the HHPNC President And the HHPNC LUC Chair(s) <p>Provide</p> <ul style="list-style-type: none"> • 5 copies of forms and documents submitted to LA City Planning including, but not limited to, Forms 1204, 2074, 2415, 7771.1, and 7773 • 5 copies of each the following: <ul style="list-style-type: none"> a) Name and information of the property owner(s) b) Letter of intent from the owner(s) with a summary of their business, and type of alcohol license requested c) Neighborhood outreach summary with dates, residents, or business names, address, phones d) Signed letters of support from any of the above. • One 8.5"x11" street view photo from each of 2 different angles. • One 8.5" x 11" aerial view photo of the property. • One 11" x 17" Plot Plan with dedicated parking shown. • One 11"x17" Plot Plan with any architectural site improvements. • One 11" x 17" Color aerial view of the entire census tract with existing liquor licenses and license type
-----------------------------------	--

<p>HHPNC LUC Review</p>	<p>Details</p>
	<p>labeled, with neighboring residences, schools, and churches also identified.</p> <p>NOTE: Licenses by Census Tract can be found at: https://www.abc.ca.gov/licensing/licensing-reports/licenses-by-census-tract/</p> <p>Licenses by Zip Code can be found at: https://www.abc.ca.gov/licensing/licensing-reports/licenses-by-zip-code/</p> <p>. All the above details in the applicant presentation in PDF format for stakeholders to download from HHPNC website</p>

Neighborhood Outreach	<ul style="list-style-type: none"> • HHPNC Outreach Committee will develop and follow a detailed plan for Highland Park outreach to include a process soliciting support or protest with LAPD, businesses, and affected community. • HHPNC Outreach Committee will offer the results to the LUC, before the LUC meeting with the application on the agenda. • HHPNC Outreach Committee shall notify Twitter, Facebook, Nextdoor, and the HHPNC website of the alcohol license application details.
LAPD	<ul style="list-style-type: none"> • LUC will request Northeast LAPD Vice to provide a crime statistics report for the immediate area. • LUC will request Northeast LAPD to report the results of their site visit.
LUC Responsibilities	<ul style="list-style-type: none"> • LUC will place on the LUC Agenda, a Report, not a Motion, from the Chair signaling an application may come before the LUC. • LUC will place the application on the LUC agenda as soon as the materials for the application are received, and the applicant can be present. • LUC will then review, and discuss the application and reports with the applicant. • LUC will then compose a letter, a report and recommendations, with any relevant documentation, to be delivered to the HHPNC with recognition of deadlines at the Planning Dept. and/or the City Council.

HHPNC Board Responsibilities	Details
-------------------------------------	----------------

	<ul style="list-style-type: none">• HHPNC will list applications listed in the Early Notification System as soon as possible.• HHPNC will<ul style="list-style-type: none">○ Place all CUB applications on the agenda for Discussion and Motion○ Complete CIS following issuance of a CUB\CUP number, and after receipt of the LUC report and possible letter, with recommendations and relevant documents.• HHPNC will discuss the application and vote on the type of CIS.• A CIS may be filed even if the applicant refuses to provide the HHPNC with a presentation of their proposed intentions, which LUC will report• HHPNC will draft a letter (or approve letter drafted by LUC) addressed to the effected CD office and also cc our local state Assembly person and Senator. Letter may be submitted along with CIS
--	--