



Los Angeles County
Department of Regional Planning

Planning for the Challenges Ahead



Richard J. Bruckner
Director

November 12, 2015

TO: Hearing Officer

FROM: Carl Nadela, AICP
Zoning Permits East Section

SUBJECT: **Project No. R2015-01431-(4)**
Conditional Use Permit No. 201500058
HO Meeting: November 17, 2015
Agenda Item: 5

Please find attached revised Findings and Conditions for the above project, as directed. Also, for your information, please find attached the B&P Form from the California Department of Alcoholic Beverage Control for this project.

If you need further information, please contact Carl Nadela at (213) 974-6435 or cnadela@planning.lacounty.gov. Department office hours are Monday through Thursday from 7:00 a.m. to 6:00 p.m. The Department is closed on Fridays.

SUGGESTED MOTION:

I, THE HEARING OFFICER, CLOSE THE PUBLIC HEARING, FIND THAT THE PROJECT IS CATEGORICALLY EXEMPT PURSUANT TO STATE AND LOCAL CEQA GUIDELINES, AND APPROVE CONDITIONAL USE PERMIT NUMBER 201500058 SUBJECT TO THE ATTACHED FINDINGS AND CONDITIONS, AS MODIFIED.

c. Scott Seo
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San Pedro, CA 90731
(seoandcompany@gmail.com)

**DRAFT FINDINGS OF THE HEARING OFFICER
AND ORDER
COUNTY OF LOS ANGELES
PROJECT NO. R2015-01431-(4)
CONDITIONAL USE PERMIT NO. 201500058**

1. The Los Angeles County ("County") Hearing Officer conducted a duly-noticed public hearing in the matter of Conditional Use Permit No. 201500058 ("CUP") on November 17, 2015.
2. The permittee, Japanese Wasabi Restaurant LLC ("permittee"), requests the CUP to authorize the continuation of the sale of beer and wine for on-site consumption in conjunction with an existing restaurant ("Project") on a property located at 3135 S. Hacienda Blvd in the unincorporated community of Hacienda Heights ("Project Site") in the C-1 ~~z~~Zone pursuant to Los Angeles County Code ("County Code") ~~s~~Section 22.28.110.
3. The Project Site is 0.9 gross acres in size and consists of one legal lot. The Project Site is rectangular in shape with flat topography and is developed with a single-story commercial building, as part of a larger commercial complex.
4. The Project Site is located in the Hacienda Heights Zoned District and is currently zoned C-1 (Restricted Business Zone).
5. The Project Site is located within the General Commercial (CG) land use category of the Hacienda Heights Community Land Use Policy Map.
6. Surrounding ~~Z~~Zoning within a 500-foot radius includes:
 - North: C-1, R-A-10,000 Residential Agricultural Zone with a Minimum Lot Size of 10,000 sq ft)
 - South: R-1-6,500 (Single-Family Residence Zone with a Minimum Lot Size of 6,500 sq ft)
 - East: C-2 (Neighborhood Business Zone), R-A-15,000 (Residential Agricultural Zone with a Minimum Lot Size of 15,000 sq ft)
 - West: C-1, CPD (Commercial Planned Development Zone), R-1-6,500
7. Surrounding land uses within a 500-foot radius include:
 - North: Commercial uses, single-family residences
 - South: Commercial uses, single-family residences
 - East: Commercial uses, single-family residences
 - West: Commercial uses, single-family residences
8. Ordinance 1494 was adopted ~~i~~on May 21, 1927, which established the different zoning designations for the unincorporated areas of Los Angeles County.

Ordinance 5213 was adopted in October 13, 1948, which established the A-1-10,000 zZone on the subject property.

Ordinance 6629 was adopted in February 8, 1955, which established the R-A 15,000 zZone on the subject property.

Ordinance 7953 was adopted in January 31, 1961, which established the C-1 zZone on the subject property.

Ordinance 2010-00004z was adopted in May 24, 2011, which maintained the C-1 zZone on the subject property.

~~Conditional Use Permit (CUP) 94060 was approved on July 12, 1994 for the sale of alcoholic beverages for off-site consumption at a proposed market that would replace the then-existing market. This project included the demolition of the existing market and the construction of a new one.~~

Plot Plan 43419 was approved on July 23, 2001 to establish the restaurant at the subject site.

CUP 01-235 was approved on April 16, 2002, which first authorized the sale of beer and wine for on-site consumption in conjunction with an existing restaurant at the site. This permit expired in April 30, 2012. This permit application is for the renewal of this expired permit.

~~R2011-01307/CUP 201100123 was approved on September 19, 2011 to authorize the sale of beer and wine for off-site consumption at an existing supermarket, replacing the expired CUP 94060.~~

~~Two~~A couple of zoning enforcement cases ~~had been~~ were opened on the subject in the past two years for unpermitted banners and a Medical Marijuana Dispensary but the ise did not appear to be related to the subject establishment. These cases were also promptly closed by Zoning Enforcement when all violations were addressed on the parcel. The only pending zoning enforcement case related to this establishment is RZPVIO 14-0004892 for the expiration of the CUP, which will be addressed by this application.

9. The site plan for the Project, labeled Exhibit A, depicts the whole commercial complex and the location of the existing restaurant within this complex. The floor plan, labeled Exhibit B, indicates the interior layout of the restaurant

10. The Project Site is accessible via S. Hacienda Blvd to the east. Primary access to the Project Site will be via an entrance/exit on S. Hacienda Blvd. Secondary access to the Project Site will be via an entrance/exit on Colima Road to the north.

11. The restaurant is part of a ~~bigger~~ larger commercial complex that provides a total of 404 parking spaces at the site.

12. The County Sheriff's Department has indicated that there have been no calls for service to this establishment for the last three years. They have no objection to the approval of this permit.

13. As per a review of the database of the California Department of Alcoholic Beverage Control (ABC), there is no over-concentration of alcoholic beverage sales in the area, whether for on-site or off-site consumption. While 6 licenses and 4 licenses for on-site consumption and off-site consumption respectively are allowed in this census tract by ABC, there are only 2 licenses active for on-site consumption, including this establishment, and 3 licenses active for off-site consumption in this tract.

14. Prior to the Hearing Officer's public hearing on the Project, Regional Planning staff determined that the Project qualified for a Class 1, Existing Facilities, categorical exemption from the California Environmental Quality Act (Public Resources Code section 21000, et seq.) ("CEQA"), the State CEQA Guidelines, and the Environmental Document Reporting Procedures and Guidelines for the County, because the Project involved the continued sale of beer and wine in an existing restaurant, with no modifications being proposed.

~~15. Pursuant to the provisions of sections 22.60.174 and 22.60.175 of the Zoning Code, the community was appropriately notified of the Project's public hearings by mail, newspaper, and property posting.~~

~~16.~~15. No comments have been received from the public.

~~17.~~16. *To be inserted after the public hearing to reflect hearing proceedings.*

~~18.~~17. The Hearing Officer finds that the continued sale of beer and wine in conjunction with an existing restaurant at the subject site is consistent with the General Commercial (CG) land use designation of the Hacienda Heights Community Plan.

This designation is intended for local serving commercial, office and professional businesses, retail and service establishments. The proposed sale of beer and wine for on-site consumption at an existing restaurant is consistent with this designation as well as with a number of goals and policies of the plan.

~~19.~~18. The Hearing Officer finds that finds that the continued sale of beer and wine in conjunction with an existing restaurant at the subject site is consistent with the requirements and development standards of the C-1 zone.

Pursuant to Section 22.28.110 of the County Code, the sale of alcoholic beverages in the C-1 zone, whether for on-site or off-site consumption requires a conditional use permit. The approval of this permit with the attached findings and conditions will satisfy this requirement.

~~20.~~19. The Hearing Officer finds that the Conditional Use Permit Burden of Proof requirements have been met pursuant to section 22.56.040 of the County Code.

The requested use has been in operation at the site at its current intensity for more than 20 years. No problems have been reported in association with this operation. This is evidence of the fact that the requested use is not expected to have any adverse impacts on the community in the future; that the site is adequate in size and shape to accommodate the requested use; and that the site is adequately served by highways or streets and other service facilities.

~~21.~~20. The Hearing Officer finds that Burden of Proof requirements for the sale of alcoholic beverages have been met pursuant to section 22.56.195 of the County Code.

There are no sensitive uses within a 600-ft radius of the establishment and a review of the database of ABC indicates that there is no undue concentration of alcoholic beverage sales in the area, whether for on-site or off-site consumption. The restaurant has been in operation for more than 20 years with no adverse impacts to the neighborhood and no changes are being proposed by this project.

~~22.~~21. The Hearing Officer finds that to ensure continued compatibility between the Project and the surrounding land uses, it is necessary to limit the ~~C~~conditional ~~U~~use ~~P~~permit to a term of 15 years.

~~23.~~22. The Hearing Officer finds that pursuant to ~~s~~Sections 22.60.174 and 22.60.175 of the County Code, the community was properly notified of the public hearing by mail, newspaper, and property posting. Additionally, the Project was noticed and case materials were available on Regional Planning's website and at the Hacienda Heights Library. On October 8, 2015, a total of 78 Notices of Public Hearing were mailed to all property owners as identified on the County Assessor's record within a 500-foot radius from the Project Site, as well as ~~6~~six notices to those on the courtesy mailing list for the Hacienda Heights Zoned District and to any additional interested parties.

~~24.~~23. The location of the documents and other materials constituting the record of proceedings upon which the Hearing Officer's decision is based in this matter is at the Los Angeles County Department of Regional Planning, 13th Floor, Hall of Records, 320 West Temple Street, Los Angeles, California 90012. The custodian of such documents and materials shall be the Section Head of the Zoning Permits East Section, Department of Regional Planning.

BASED ON THE FOREGOING, THE HEARING OFFICER CONCLUDES THAT:

- A. The proposed use with the attached conditions will be consistent with the adopted General Plan.
- B. The proposed use at the site will not adversely affect the health, peace, comfort or welfare of persons residing or working in the surrounding area, will not be materially detrimental to the use, enjoyment or valuation of property of other persons located in the vicinity of the site, and will not jeopardize, endanger or otherwise constitute a menace to the public health, safety or general welfare.

- C. The proposed site is adequate in size and shape to accommodate the yards, walls, fences, parking and loading facilities, landscaping and other development features prescribed in this Title 22, or as is otherwise required in order to integrate said use with the uses in the surrounding area.
- D. The proposed site is adequately served by highways or streets of sufficient width and improved as necessary to carry the kind and quantity of traffic such use would generate, and by other public or private service facilities as are required.
- E. The proposed use at the site will not adversely affect the use of a place used exclusively for religious worship, school, park, playground or any similar use within a 600-foot radius.
- F. The proposed use at the site is sufficiently buffered in relation to any residential area within the immediate vicinity so as not to adversely affect said area.
- G. The proposed use at the site will not result in an undue concentration of similar premises.
- H. The proposed use at the site will not adversely affect the economic welfare of the surrounding community.
- I. The exterior appearance of the structure will not be inconsistent with the exterior appearance of commercial structures already constructed or under construction within the immediate neighborhood so as to cause blight, deterioration, or substantially diminish or impair property values within said neighborhood.

THEREFORE, THE HEARING OFFICER:

1. Finds that the Project is exempt from the California Environmental Quality Act pursuant to section 15301 of the State CEQA Guidelines (Class 1, Existing Facilities categorical exemption); and
2. Approves Conditional Use Permit No. 201500058, subject to the attached conditions.

ACTION DATE: [November 17, 2015]

CN:MM
9/23/2015

c: ~~Hearing Officer~~, Zoning Enforcement, Building and Safety

**DRAFT CONDITIONS OF APPROVAL
COUNTY OF LOS ANGELES
PROJECT NO. R2015-01431-(4)
CONDITIONAL USE PERMIT NO. 201500058**

PROJECT DESCRIPTION

The project is for the continuation of the sale of beer and wine for on-site consumption in conjunction with an existing restaurant, subject to the following conditions of approval:

GENERAL CONDITIONS

1. Unless otherwise apparent from the context, the term "permittee" shall include the applicant, owner of the property, and any other person, corporation, or other entity making use of this grant.
2. This grant shall not be effective for any purpose until the permittee, and the owner of the subject property if other than the permittee, have filed at the office of the Los Angeles County ("County") Department of Regional Planning ("Regional Planning") their affidavit stating that they are aware of and agree to accept all of the conditions of this grant, and that the conditions of the grant have been recorded as required by Condition No. 7, and until all required monies have been paid pursuant to Condition No. 10. Notwithstanding the foregoing, this Condition No. 2 and Condition ~~s~~ Nos. 4, 5, and 9 shall be effective immediately upon the date of final approval of this grant by the County.
3. Unless otherwise apparent from the context, the term "date of final approval" shall mean the date the County's action becomes effective pursuant to Section 22.60.260 of the County Code.
4. The permittee shall defend, indemnify, and hold harmless the County, its agents, officers, and employees from any claim, action, or proceeding against the County or its agents, officers, or employees to attack, set aside, void, or annul this permit approval, which action is brought within the applicable time period of Government Code Section 65009 or any other applicable limitations period. The County shall promptly notify the permittee of any claim, action, or proceeding and the County shall reasonably cooperate in the defense. If the County fails to promptly notify the permittee of any claim, action, or proceeding, or if the County fails to cooperate reasonably in the defense, the permittee shall not thereafter be responsible to defend, indemnify, or hold harmless the County.
5. In the event that any claim, action, or proceeding as described above is filed against the County, the permittee shall within ~~10~~^{ten} days of the filing make an initial deposit with Regional Planning in the amount of up to \$5,000.00, from which actual costs and expenses shall be billed and deducted for the purpose of defraying the costs or expenses involved in Regional Planning's cooperation in the defense, including but not limited to, depositions, testimony, and other assistance provided to permittee or permittee's counsel.

If during the litigation process, actual costs or expenses incurred reach 80 percent of the amount on deposit, the permittee shall deposit additional funds sufficient to bring the balance up to the amount of \$5,000.00. There is no limit to the number of supplemental deposits that may be required prior to completion of the litigation.

At the sole discretion of the permittee, the amount of an initial or any supplemental deposit may exceed the minimum amounts defined herein. Additionally, the cost for collection and duplication of records and other related documents shall be paid by the permittee according to County Code Section 2.170.010.

6. If any material provision of this grant is held or declared to be invalid by a court of competent jurisdiction, the permit shall be void and the privileges granted hereunder shall lapse.
7. Prior to the use of this grant, the permittee, or the owner of the subject property if other than the permittee, shall **record the terms and conditions** of the grant in the office of the County Registrar-Recorder/County Clerk ("Recorder"). In addition, upon any transfer or lease of the property during the term of this grant, the permittee, or the owner of the subject property if other than the permittee, shall promptly provide a copy of the grant and its conditions to the transferee or lessee of the subject property.
8. **This grant shall terminate on November 17, 2030.** Entitlement to use of the property thereafter shall be subject to the regulations then in effect. If the permittee intends to continue operations after such date, whether or not the permittee proposes any modifications to the use at that time, the permittee shall file a new **C**onditional **U**se **P**ermit application with Regional Planning, or shall otherwise comply with the applicable requirements at that time. Such application shall be filed at least six (6) months prior to the expiration date of this grant and shall be accompanied by the required fee. In the event that the permittee seeks to discontinue or otherwise change the use, notice is hereby given that the use of such property may require additional or different permits and would be subject to the then-applicable regulations.
9. This grant shall expire unless used within ninety (90) days from the date of final approval of the grant. A single thirty-(30) day time extension may be requested in writing and with the payment of the applicable fee prior to such expiration date. For the purposes of this provision, continued sale of beer and wine for on-site consumption in conjunction with the existing restaurant and satisfaction of Condition No. 2 shall be considered use of this grant.
10. The subject property shall be maintained and operated in full compliance with the conditions of this grant and any law, statute, ordinance, or other regulation applicable to any development or activity on the subject property. Failure of the permittee to cease any development or activity not in full compliance shall be a violation of these conditions. Inspections shall be made to ensure compliance with the conditions of this grant as well as to ensure that any development undertaken

on the subject property is in accordance with the approved site plan on file. The permittee shall deposit with the County the sum of \$1,600.00. The deposit shall be placed in a performance fund, which shall be used exclusively to compensate Regional Planning for all expenses incurred while inspecting the premises to determine the permittee's compliance with the conditions of approval. The fund provides for eight (8) biennial (one every other year) inspections. Inspections shall be unannounced.

If additional inspections are required to ensure compliance with the conditions of this grant, or if any inspection discloses that the subject property is being used in violation of any one of the conditions of this grant, the permittee shall be financially responsible and shall reimburse Regional Planning for all additional enforcement efforts necessary to bring the subject property into compliance. The amount charged for additional inspections shall be \$200.00 per inspection, or the current recovery cost at the time any additional inspections are required, whichever is greater.

11. Notice is hereby given that any person violating a provision of this grant is guilty of a misdemeanor. Notice is further given that the Regional Planning Commission ("Commission") or a Hearing Officer may, after conducting a public hearing, revoke or modify this grant, if the Commission or Hearing Officer finds that these conditions have been violated or that this grant has been exercised so as to be detrimental to the public's health or safety or so as to be a nuisance, or as otherwise authorized pursuant to Chapter 22.56, Part 13 of the County Code.
12. All development pursuant to this grant must be kept in full compliance with the County Fire Code to the satisfaction of ~~said~~the Fire department.
13. All development pursuant to this grant shall conform with the requirements of the County Department of Public Works to the satisfaction of said department.
14. All development pursuant to this grant shall comply with the requirements of Title 22 of the County Code and of the specific zoning of the subject property, unless specifically modified by this grant, as set forth in these conditions, including the approved Exhibit "A," or a revised Exhibit "A" approved by the Director of Regional Planning ("Director").
15. The permittee shall maintain the subject property in a neat and orderly fashion. The permittee shall maintain free of litter all areas of the premises over which the permittee has control.
16. All structures, walls and fences open to public view shall remain free of graffiti or other extraneous markings, drawings, or signage that was not approved by Regional Planning. These shall include any of the above that do not directly relate to the business being operated on the premises or that do not provide pertinent information about said premises. The only exceptions shall be seasonal

decorations or signage provided under the auspices of a civic or non-profit organization.

In the event of graffiti or other extraneous markings occurring, the permittee shall remove or cover said markings, drawings, or signage within 24 hours of such occurrence, weather permitting. Paint utilized in covering such markings shall be of a color that matches, as closely as possible, the color of the adjacent surfaces.

PERMIT-SPECIFIC CONDITIONS - CONDITIONAL USE PERMIT (SALE OF ALCOHOLIC BEVERAGES)

17. The conditions of this grant shall be retained on the premises at all times and shall be immediately produced upon request of any County Sheriff, Zoning Inspector or Department of Alcoholic Beverage Control agent. The manager and all employees of the facility shall be knowledgeable of the conditions herein.
18. Loitering shall be prohibited on the subject property, including loitering by employees of the subject property. Signage in compliance with Section 22.52, Part 10 of the County Code shall be placed on the premises indicating said prohibition. Employees shall be instructed to enforce these regulations and to call local law enforcement if necessary.
19. The permittee, and all managers and designated employees of the establishment, who directly serve or are in the practice of selling alcoholic beverages, shall participate in the LEAD (Licensee Education on Alcohol and Drugs) Program provided by the State of California Department of Alcoholic Beverage Control. All new designated employees shall be required to attend. The licensee shall display a certificate or plaque in a publicly accessible area of the establishment such as the lobby, indicating they have participated in this program. Proof of completion of the facilities' training program by employees, the licensee and all managers shall be available upon request.
20. The permittee shall not advertise the sale of alcoholic beverages on the exterior of any structure on the subject property including windows, walls, fences or similar structures or so as to be visible from the exterior of the establishment.
21. All regulations of the State of California prohibiting the sale of alcoholic beverages to minors shall be strictly enforced.
22. The permittee shall post or otherwise provide telephone numbers of local law enforcement agencies and taxicab companies at or near the cashier, or similar public service area. Such telephone numbers shall be visible by and available to the general public.
23. This grant authorizes the sale of alcoholic beverages at the subject site from 11:00 am to 10:00 pm every day.

24. The permittee shall provide adequate lighting above the entrance of the premises. The lighting shall be of sufficient power to illuminate and make easily discernible the appearance and conduct of all persons entering or exiting the premises.
25. The permittee shall maintain the property in a neat and orderly fashion and maintain free of litter all areas on the premises under which the permittee has control.
26. The permittee shall not install or maintain video games, pool tables or similar game activities or equipment on site.
27. All sellers of alcoholic beverages must be at least 21 years old.

PROJECT SITE-SPECIFIC CONDITIONS

28. This grant shall authorize the continuation of the sale of beer and wine for on-site consumption in conjunction with an existing restaurant.
29. The sale of alcoholic beverages for consumption off the premises is prohibited.

INFORMATION AND INSTRUCTIONS -

SECTION 23958.4 B&P

- Instructions: This form is to be used for all applications for original issuance or premises to premises transfer of licenses.
- Part 1 is to be completed by an ABC employee, given to applicant with pre-application package, with copy retained in holding file or applicant's district file.
 - Part 2 is to be completed by the applicant, and returned to ABC.
 - Part 3 is to be completed by the local governing body or its designated subordinate officer or body, and returned to ABC.

PART 1 - TO BE COMPLETED BY ABC

1 APPLICANT'S NAME

2 PREMISES ADDRESS (Street number and name, city, zip code)

3135 S Hackonda Blvd, Hackonda Heights 91745-5304 (cont)

3 LICENSE TYPE

41

4 TYPE OF BUSINESS

- Full Service Restaurant
- Deli or Specialty Restaurant
- Cafe/Coffee Shop
- Bed & Breakfast
- Wine only
- All
- Hofbrau/Cafeteria
- Comedy Club
- Brew Pub
- Theater
- Cocktail Lounge
- Night Club
- Tavern: Beer
- Tavern: Beer & Wine
- Private Club
- Veterans Club
- Fraternal Club
- Wine Tasting Room
- Supermarket
- Liquor Store
- Drug/Variety Store
- Other - describe:
- Membership Store
- Department Store
- Florist/Gift Shop
- Service Station
- Convenience Market
- Convenience Market w/Gasoline
- Swap Meet/Flea Market
- Drive-in Dairy

5 COUNTY POPULATION

N/A

16 TOTAL NUMBER OF LICENSES IN COUNTY

N/A

17 RATIO OF LICENSES TO POPULATION IN COUNTY

1:1,048

6 CENSUS TRACT NUMBER

4085.03

8 NO OF LICENSES ALLOWED IN CENSUS TRACT

6

110 NO OF LICENSES EXISTING IN CENSUS TRACT

2

9 IS THE ABOVE CENSUS TRACT OVERCONCENTRATED WITH LICENSES? (i.e., does the ratio of licenses to population in the census tract exceed the ratio of licenses to population for the entire county?)

- Yes, the number of existing licenses exceeds the number allowed
- No, the number of existing licenses is lower than the number allowed

678-36

12 DOES LAW ENFORCEMENT AGENCY MAINTAIN CRIME STATISTICS?

- Yes (Go to Item #13)
- No (Go to Item #20)

Industry SS

13 CRIME REPORTING DISTRICT NUMBER

1475

14 TOTAL NUMBER OF REPORTING DISTRICTS

557

15 TOTAL NUMBER OF OFFENSES IN ALL REPORTING DISTRICTS

47,758

16 AVERAGE NO. OF OFFENSES PER DISTRICT

85.7

17 120% OF AVERAGE NUMBER OF OFFENSES

103

18 TOTAL NUMBER OF OFFENSES IN REPORTING DISTRICT

109

19 IS THE PREMISES LOCATED IN A HIGH CRIME REPORTING DISTRICT? (i.e., has a 20% greater number of reported crimes than the average number of reported crimes as determined from all crime reporting districts within the jurisdiction of the local law enforcement agency)

- Yes, the total number of offenses in the reporting district equals or exceeds the total number in item #17
- No, the total number of offenses in the reporting district is lower than the total number in item #17

20 CHECK THE BOX THAT APPLIES (check only one box)

- a. If "No" is checked in both item #11 and item #19, Section 23958.4 B&P does not apply to this application, and no additional information will be needed on this issue. Advise the applicant to bring this completed form to ABC when filing the application.
- b. If "Yes" is checked in either item #11 or item #19, and the applicant is applying for a non-retail license, a retail bona fide public eating place license, a retail license issued for a hotel, motel or other lodging establishment as defined in Section 25503.16(b) B&P, or a retail license issued in conjunction with a beer manufacturer's license, or winegrower's license, advise the applicant to complete Section 2 and bring the completed form to ABC when filing the application or as soon as possible thereafter.
- c. If "Yes" is checked in either item #11 or item #19, and the applicant is applying for an off-sale beer and wine license, an off-sale general license, an on-sale beer license, an on-sale beer and wine (public premises) license, or an on-sale general (public premises) license, advise the applicant to take this form to the local governing body, or its designated subordinate officer or body to have them complete Section 3. The completed form will need to be provided to ABC in order to process the application.

Governing Body/Designated Subordinate Name:

FOR DEPARTMENT USE ONLY

PREPARED BY (Name of Department Employee)