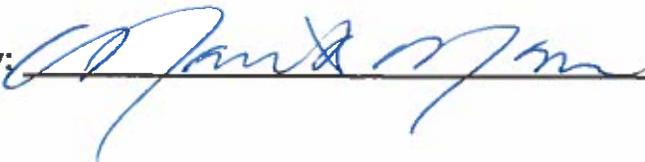


# Hearing Officer Transmittal Checklist

Hearing Date  
5/17/2016  
Agenda Item No.  
7

Case(s): Conditional Use Permit Case No. RPPL2015000290-(4)  
Planner: Steve Mar

- Project Summary
- Property Location Map
- Staff Analysis
- Draft Resolution / Draft Ordinance / 8.5x11 Map (ZC or PA)
- Draft Findings
- Draft Conditions + Other department letters of recommended conditions
- Previous CUP Conditions of Approval
- Burden of Proof Statement(s)
- Environmental Documentation (ND / MND / EIR)
- Correspondence
- Photographs
- Aerial Image(s)
- Land Use/Zoning Map
- Tentative Tract / Parcel Map
- Site Plan / Floor Plans / Elevations
- Exhibit Map
- Landscaping Plans
- Rowland Heights Community Coordinating Council email – 3/17/16
- Sheriff's Department Letter
- ABC B&P Worksheet

Reviewed By: 



Department of Regional Planning  
 320 West Temple Street  
 Los Angeles, California 90012

**HEARING DATE**  
 May 17, 2016

**REQUESTED ENTITLEMENTS**

Conditional Use Permit No. RPPL2015000290-(4)

**PROJECT SUMMARY**

**OWNER / APPLICANT**

Diamond Plaza LLC / JWL Associates

**MAP/EXHIBIT DATE**

-

**PROJECT OVERVIEW**

The applicant, Jun Ka Bok, is requesting a Conditional Use Permit (CUP) to authorize the sale of beer and wine for on-site consumption (Type-41 alcohol license) at an existing restaurant ("Jun Ka Bok") within an existing shopping center in the C-2-DP-BE (Neighborhood Business – Development Program – Billboard Exclusion) zone pursuant to Los Angeles County Code Sections 22.28.160.

**LOCATION**

1380 Fullerton Rd., #104, Rowland Heights

**ACCESS**

via Fullerton Road

**ASSESSORS PARCEL NUMBER(S)**

8270-002-051

**SITE AREA**

4.33 Acres

**GENERAL PLAN / LOCAL PLAN**

Rowland Heights Community Plan

**ZONED DISTRICT**

Puente ZD

**LAND USE DESIGNATION**

C - Commercial

**ZONE**

C-2-DP-BE (Neighborhood Business – Development Program – Billboard Exclusion)

**PROPOSED UNITS**

N/A

**MAX DENSITY/UNITS**

N/A

**COMMUNITY STANDARDS DISTRICT**

Rowland Heights CSD

**ENVIRONMENTAL DETERMINATION (CEQA)**

Class 1 Categorical Exemption – Existing Facilities

**KEY ISSUES**

- Consistency with the Rowland Heights Community Plan
- Satisfaction of the following Section(s) of Title 22 of the Los Angeles County Code:
  - 22.56.040 (Conditional Use Permit Burden of Proof Requirements)
  - 22.44.132 (Rowland Heights CSD requirements)
  - 22.28.170 (C-2 Zone Development Standards)

**CASE PLANNER:**

Steve Mar

**PHONE NUMBER:**

(213) 974-6435

**E-MAIL ADDRESS:**

smar@planning.lacounty.gov

Fullerton Rd

Gale Ave

Industry

**Project Site**

Pomona Frwy

60

State Route 60

Bold St

Well St

Madona St

Santa St

Trot Ave

S Jellicock Ave

Desida St

Remo Ave

100 m

500 ft

Batson Ave

Seidler Dr

**Rowland Heights**



**ENTITLEMENTS REQUESTED**

- Conditional Use Permit (CUP) for the sale of beer and wine for on-site consumption (Type 41 alcohol license) at an existing restaurant within an existing shopping center in the C-2-DP-BE (Neighborhood Business – Development Program – Billboard Exclusion) Zone pursuant to County Code Section 22.28.160.

**PROJECT DESCRIPTION**

The applicant is requesting a Conditional Use Permit (CUP) to authorize the sale of beer and wine for on-site consumption (Type-41 alcohol license) at an existing restaurant (“Jun Ka Bok”) within an existing shopping center in the C-2-DP-BE (Neighborhood Business – Development Program – Billboard Exclusion) zone pursuant to Los Angeles County Code Sections 22.28.160.

**SITE PLAN DESCRIPTION**

The site plan depicts the existing 1,601 sq. ft. restaurant located in a tenant space of an existing shopping center.

**EXISTING ZONING**

The subject property is zoned C-2-DP-BE (Neighborhood Business – Development Program – Billboard Exclusion).

Surrounding properties are zoned as follows:

North: N/A (City of Industry)

South: R-3-3000-14U-DP (Limited Density Multiple Residence – 3,000 Sq. Ft. Min. Req. Area – 14 Units Per Acre), R-3-20U (Limited Density Multiple Residence – 20 Units Per Acre), A-1-6000 (Light Agricultural Zone – 6,000 Sq. Ft. Min. Req. Area)

East: RPD-6000-10U (Residential Planned Development – 6,000 Sq. Ft. Min. Req. Area, 10 Units Per Acre), R-1 (Single-family Residence)

West: N/A (City of Industry)

**EXISTING LAND USES**

The subject property is developed with a multi-tenant shopping center.

Surrounding properties are developed as follows:

North: Manufacturing, Warehouse, Commercial Retail

South: Single-family Residences, Multi-family Residences

East: Jellick Elementary School, Options State Preschool, Options Child Development Center, Single-family Residences

West: Commercial Retail

**PREVIOUS CASES/ZONING HISTORY**

The previous zoning history of the subject parcel is as follows: A1-10000 (5/25/48), C-2-DP-BE (3/16/82)

The project site contains various zoning permit approvals pertaining to the shopping center, including tenant improvements, CUPs to allow alcoholic beverage sales at restaurants, and signage.

**ENVIRONMENTAL DETERMINATION**

Los Angeles County ("County") Staff recommends that this project qualifies for a Categorical Exemption (Class 1 Exemption, Existing Facilities) under the California Environmental Quality Act (CEQA) and the County environmental guidelines. The project proposes the sale of beer and wine for on-site consumption at an existing restaurant and is not proposing any physical changes or alterations to the existing restaurant. Therefore, staff recommends that the Hearing Officer determine that the project is categorically exempt from CEQA.

**STAFF EVALUATION**General Plan/Community Plan Consistency

The project site is located within the C - Commercial land use category of the Rowland Heights Community Plan. This designation is intended for retail commercial, service, and office uses. The sale of beer and wine for on-site consumption at an existing restaurant is compatible with the site's commercial land use designation and is therefore consistent with the permitted uses of the underlying land use category.

- *Maintain and conserve sound existing development.*

The proposal adds an accessory service to the restaurant's existing food services and does not affect the physical development of the existing restaurant or shopping center.

- *Focus intensive urban uses in an interdependent system of activity centers located to effectively provide services throughout the urban area and supported by adequate public transportation facilities.*
- *Maintain and reinforce the multifocused pattern of regional linear activity areas and centers.*
- *Encourage the development of ethnic community theme centers that would preserve and enhance cultural diversity.*
- *Encourage the retention of jobs and investments in older urban areas and prevent losses to other counties, regions, and states.*

The project maintains the existing food service at the restaurant and maintains the existing business within the existing shopping center. The restaurant and the shopping center enhances the ethnic and cultural diversity of the neighborhood. The restaurant is located at an appropriate location to provide on-site alcohol and food services and enhances the shopping center and street where it is situated.

The following policies of the Rowland Heights Community Plan are applicable to the proposed project:

- *Freestanding portable signs are prohibited.*
- *Limit signs to one for each street frontage of a shopping center listing all businesses. The sign should reflect the architectural style of the center.*
- *All businesses in a center (three establishments or more) should present a general harmony of facades.*

The sale of alcoholic beverages at the existing restaurant will not affect existing signs or facades of the shopping center. The shopping center currently provides adequate signage and acceptable facades.

Zoning Ordinance and Development Standards Compliance

Pursuant to Section 22.28.170 of the County Code, establishments in the C-2 Zone are subject to development standards pertaining to landscaping, parking, building height, outside display, and outside storage. Additionally, pursuant to Section 22.44.132 of the County Code, establishments in the Rowland Heights Community Standards District (CSD) are subject to additional development standards such as signage. The project does not propose any physical or operational changes to the existing shopping center or restaurant and abides to all development standards that were previously approved for the shopping center and restaurant.

Neighborhood Impact/Land Use Compatibility

The sale of alcoholic beverages at an existing restaurant on the subject property is compatible with the surrounding neighborhood and provides a needed service to the community. Alcoholic beverage sales is a permitted use in the C-2 zone once a CUP is obtained. Currently, there are nine other establishments within a 500-ft. radius of the subject property that sell alcohol. All nine establishments are restaurants with Type 41 licenses for on-site beer and wine sales. Although this constitutes an undue concentration under code, the sale of alcoholic beverages at the restaurant would serve as a public convenience and necessity to the surrounding community by providing products and services that are consistent with other restaurants in the area. With the proposed draft conditions, the project shall remain consistent and compatible with the surrounding community.

There are three sensitive uses located within a 600-ft. radius of the project site located on a single property immediately to the east of the site. All three uses are educational facilities (Jellick Elementary School, Options State Preschool, Options Child Development Center). The sensitive uses are buffered from the shopping center by fencing surrounding both properties. The portion of the shopping center that faces the three sensitive uses is the rear of the building containing no entrances or exits to the shopping center's tenants.

The applicant carries the Burden of Proof to substantiate all facts as follows:

- A. That the requested use at the location proposed will not:
1. Adversely affect the health, peace, comfort or welfare of persons residing or working in the surrounding area; or
  2. Be materially detrimental to the use, enjoyment or valuation of property of other persons located in the vicinity of the site, or
  3. Jeopardize, endanger or otherwise constitute a menace to the public health, safety or general welfare.

The project is to add beer and wine sales for on-site consumption to an existing restaurant. The restaurant operates as a bona fide eating establishment whose primary sales come from the sales of meals during normal operating hours. Alcoholic beverage sales is intended to be an ancillary service to existing meal service.

- B. That 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.

The project is located at an existing restaurant in an existing shopping center and does not propose any tenant improvements, physical changes, or expansion as a part of the project. The site accommodates the existing restaurant and other retail businesses at the shopping center.

C. That the proposed site is adequately served:

1. By highways or streets of sufficient width and improved as necessary to carry the kind and quantity of traffic such use would generate, and
2. By other public or private service facilities as are required.

The site is easily accessed via a road off of Fullerton Road and is fully equipped with all necessary service facilities.

Additionally, the applicant carries the Burden of Proof to substantiate all facts as related to Alcoholic Beverage Sales as follows:

A. That the requested use at the proposed location 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.

There are three sensitive uses within a 600-ft. radius of the project site. The CUP is for a Type 41 beer and wine license where alcohol will be consumed on-site within the restaurant. The restaurant is located in an existing shopping center whose businesses do not front the three sensitive uses.

B. That the requested use at the proposed location is sufficiently buffered in relation to any residential area within the immediate vicinity so as not to adversely affect said area.

The restaurant is located in a commercial shopping center that contains other restaurant and retail commercial uses. Residential areas to the south of the site are buffered from the shopping center by fences and by the orientation of the front of the shopping center facing away from the residences.

C. The requested use at the proposed location will not result in an undue concentration of similar premises; a separation of not less than 500 feet shall not be construed as undue concentration; provided, however, that the planning agency may find that the public convenience or necessity for an additional facility selling alcoholic beverages for off-site consumption, outweighs the fact that it is located within a 500-foot radius of any other facility selling alcoholic beverages for either on-site or off-site consumption, in which case the shelf space devoted to alcoholic beverages shall be limited to not more than five percent of the total shelf space in the establishment.

The sale of alcoholic beverages at the restaurant would serve as a public convenience and necessity to the surrounding community by providing products and services that complement the restaurant's regular food service and enhances the social atmosphere of the restaurant.

D. That the requested use at the proposed location will not adversely affect the economic welfare of the surrounding community.

The project will continue the restaurant's existing use of providing beverage and dining service to its customers and will not adversely affect the economic welfare of the surrounding community.

E. That 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.

The restaurant is an existing use within the shopping center and conforms to the existing commercial uses on the property. No physical changes are being proposed for the project.

Burden of Proof

The applicant is required to substantiate all facts identified by Section(s) 22.56.040 and 22.56.195 of the County Code. The Burden of Proof with applicant's responses is attached. Staff is of the opinion that the applicant has met the burden of proof.

**COUNTY DEPARTMENT COMMENTS AND RECOMMENDATIONS**

**Sheriff's Station**

The County of Los Angeles Sheriff's Department, Walnut/Diamond Bar Station, researched the subject property's calls for service for the past five years and found only a few calls for disturbance issues outside of the subject restaurant that appear unrelated to the business. The Sheriff's Department recommended that security cameras be installed inside the business and outside facing the parking lot. The Sheriff's Department had no other specific concerns and recommended approval of the project.

**OTHER AGENCY COMMENTS AND RECOMMENDATIONS**

**California Department of Alcoholic Beverage Control**

Statistical data from the California Department of Alcoholic Beverage Control (ABC) report that the site of the subject request is located in a high crime reporting district. The subject property is in Reporting District 2931. The average number of offenses reported per district is 85.7 and the total number of crimes reported for District 2931 is 303.

The subject property lies within Census Tract 4082.11. There are currently 68 existing alcohol licenses in this census tract and 5 licenses are allowed. Therefore there an undue concentration of alcoholic beverages exists within Census Tract 4082.11.

**LEGAL NOTIFICATION AND PUBLIC OUTREACH**

Pursuant to the provisions of Sections 22.60.174 and 22.60.175 of the County Code, the community was appropriately notified of the public hearing by mail, newspaper, property posting, library posting and DRP website posting.

**PUBLIC COMMENTS**

**Rowland Heights Community Coordinating Council**

The Rowland Heights Community Coordinating Council reviewed the project and did not oppose the request.

**FEES/DEPOSITS**

If approved, fees identified in the attached project conditions will apply unless modified by the Hearing Officer.

**STAFF RECOMMENDATION**

The following recommendation is made prior to the public hearing and is subject to change based upon testimony and/or documentary evidence presented at the public hearing:

Staff recommends **APPROVAL** of Conditional Use Permit Number RPPL2015000290-(4) subject to the attached conditions.

**SUGGESTED APPROVAL 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 RPPL2015000290-(4) SUBJECT TO THE ATTACHED FINDINGS AND CONDITIONS.**

Prepared by Steve Mar, Regional Planning Assistant II, Zoning Permits East Section  
Reviewed by Maria Masis, Supervising Regional Planner, Zoning Permits East Section

Attachments:

Draft Findings, Draft Conditions of Approval  
Applicant's Burden of Proof statement  
Correspondence  
Site Plan, Land Use Map

MM:SM  
5/17/16

**DRAFT FINDINGS OF THE HEARING OFFICER  
AND ORDER  
COUNTY OF LOS ANGELES  
CONDITIONAL USE PERMIT NO. RPPL2015000290**

1. The Los Angeles County ("County") Hearing Officer conducted a duly-noticed public hearing in the matter of Conditional Use Permit No. RPPL2015000290 ("CUP") on May 17, 2016.
2. The permittee, Jun Ka Bok, ("permittee"), requests the CUP to authorize the sale of beer and wine for on-site consumption (Type-41 alcohol license) at an existing restaurant ("Jun Ka Bok") within an existing shopping center ("Project") on a property located at 1380 Fullerton Road, #104, in the unincorporated community of Rowland Heights ("Project Site") in the C-2-DP-BE (Neighborhood Business – Development Program – Billboard Exclusion) zone pursuant to Los Angeles County Code ("County Code") section 22.28.160.
3. The Project Site is 4.33 acres in size and consists of one legal lot. The Project Site is irregular in shape with flat topography and is developed with a multi-tenant shopping center.
4. The Project Site is located in the Puente Zoned District and is currently zoned C-2-DP-BE (Neighborhood Business – Development Program – Billboard Exclusion).
5. The Project Site is located within the C - Commercial land use category of the Rowland Heights Community Plan Land Use Policy Map.
6. Surrounding Zoning within a 500-foot radius includes:
  - North: N/A (City of Industry)
  - South: R-3-3000-14U-DP (Limited Density Multiple Residence – 3,000 Sq. Ft. Min. Req. Area – 14 Units Per Acre), R-3-20U (Limited Density Multiple Residence – 20 Units Per Acre), A-1-6000 (Light Agricultural Zone – 6,000 Sq. Ft. Min. Req. Area)
  - East: RPD-6000-10U (Residential Planned Development – 6,000 Sq. Ft. Min. Req. Area, 10 Units Per Acre), R-1 (Single-family Residence)
  - West: N/A (City of Industry)
7. Surrounding land uses within a 500-foot radius include:
  - North: Manufacturing, Warehouse, Commercial Retail
  - South: Single-family Residences, Multi-family Residences
  - East: Jellick Elementary School, Options State Preschool, Options Child Development Center, Single-family Residences
  - West: Commercial Retail
8. The Project Site was zoned A1-10000 in 1948, and rezoned to C-2-DP-BE in 1982. The project site contains various zoning permit approvals pertaining to the shopping center, including tenant improvements, CUPs to allow alcoholic beverage sales at restaurants, and signage.
9. The site plan for the Project depicts the existing 1,601 sq. ft. restaurant located in a tenant space of an existing shopping center.
10. The Project Site is accessible via Fullerton Road to the west. Primary access to the Project Site will be via an entrance/exit on Fullerton Road.

11. The County of Los Angeles Sheriff's Department, Walnut/Diamond Bar Station, researched the subject property's calls for service for the past five years and found only a few calls for disturbance issues outside of the subject restaurant that appear unrelated to the business. The Sheriff's Department recommended that security cameras be installed inside the business and outside facing the parking lot and also recommended that security alarms be installed. The Sheriff's Department had no other specific concerns and recommended approval of the project.

Statistical data from the California Department of Alcoholic Beverage Control (ABC) report that the site of the subject request is located in a high crime reporting district. The subject property is in Reporting District 2931. The average number of offenses reported per district is 85.7 and the total number of crimes reported for District 2931 is 303.

The subject property lies within Census Tract 4082.11. There are currently 68 existing alcohol licenses in this census tract and 5 licenses are allowed. Therefore there an undue concentration of alcoholic beverages exists within Census Tract 4082.11.

12. 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 proposes the sale of beer and wine for on-site consumption at an existing restaurant and is not proposing any physical changes or alterations to the existing restaurant.
13. 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.
14. Prior to the Hearing Officer's public hearing, the Rowland Heights Community Coordinating Council reviewed the project and did not oppose the request.
15. [Hearing Proceedings] *To be inserted after the public hearing to reflect hearing proceedings.*
16. The Hearing Officer finds that the project site is located within the C - Commercial land use category of the Rowland Heights Community Plan. This designation is intended for retail commercial, service, and office uses. The sale of beer and wine for on-site consumption at an existing restaurant is compatible with the site's commercial land use designation and is therefore consistent with the permitted uses of the underlying land use category.
17. The Hearing Officer finds that the sale of alcoholic beverages at an existing restaurant on the subject property is compatible with the surrounding neighborhood and provides a needed service to the community. Alcoholic beverage sales is a permitted use in the C-2 zone once a CUP is obtained. Currently, there are nine other establishments within a 500-ft. radius of the subject property that sell alcohol. All nine establishments are restaurants with Type 41 licenses for on-site beer and wine sales. Although this constitutes an undue concentration under code, the sale of alcoholic beverages at the restaurant would serve as a public convenience and necessity to the surrounding community by providing products and services that are consistent with other restaurants in the area. With the proposed draft

conditions, the project shall remain consistent and compatible with the surrounding community.

There are three sensitive uses located within a 600-ft. radius of the project site located on a single property immediately to the east of the site. All three uses are educational facilities (Jellick Elementary School, Options State Preschool, Options Child Development Center). The sensitive uses are buffered from the shopping center by fencing surrounding both properties. The portion of the shopping center that faces the three sensitive uses is the rear of the building containing no entrances or exits to the shopping center's tenants.

18. The Hearing Officer finds that the project is to add beer and wine sales for on-site consumption to an existing restaurant. The restaurant operates as a bona fide eating establishment whose primary sales come from the sales of meals during normal operating hours. Alcoholic beverage sales is intended to be an ancillary service to existing meal service.
19. The Hearing Officer finds that the project is located at an existing restaurant in an existing shopping center and does not propose any tenant improvements, physical changes, or expansion as a part of the project. The site accommodates the existing restaurant and other retail businesses at the shopping center.
20. The Hearing Officer finds that the site is easily accessed via a road off of Fullerton Road and is fully equipped with all necessary service facilities.
21. The Hearing Officer finds that there are three sensitive uses within a 600-ft. radius of the project site. The CUP is for a Type 41 beer and wine license where alcohol will be consumed on-site within the restaurant. The restaurant is located in an existing shopping center whose businesses do not front the three sensitive uses.
22. The Hearing Officer finds that the restaurant is located in a commercial shopping center that contains other restaurant and retail commercial uses. Residential areas to the south of the site are buffered from the shopping center by fences and by the orientation of the front of the shopping center facing away from the residences.
23. The Hearing Officer finds that the sale of alcoholic beverages at the restaurant would serve as a public convenience and necessity to the surrounding community by providing products and services that complement the restaurant's regular food service and enhances the social atmosphere of the restaurant.
24. The Hearing Officer finds that the project will continue the restaurant's existing use of providing beverage and dining service to its customers and will not adversely affect the economic welfare of the surrounding community.
25. The Hearing Officer finds that the restaurant is an existing use within the shopping center and conforms to the existing commercial uses on the property. No physical changes are being proposed for the project.
26. The Hearing Officer finds that to ensure continued compatibility between the Project and the surrounding land uses, it is necessary to limit the Conditional Use Permit to 15 years.
27. The Hearing Officer finds that pursuant to 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 libraries located in the vicinity of the Rowland Heights community. On April 8, 2016, a total of 93 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 four notices to those on the courtesy mailing list for the Puente Zoned District and to any additional interested parties.

28. 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 requested use at the proposed location 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 requested use at the proposed location is sufficiently buffered in relation to any residential area within the immediate vicinity so as not to adversely affect said area.
- G. The requested use at the proposed location will not result in an undue concentration of similar premises; a separation of not less than 500 feet shall not be construed as undue concentration.
- H. The requested use at the proposed location 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. RPPL2015000290, subject to the attached conditions.

**ACTION DATE: May 17, 2016**

MM:SM

5/17/16

c: Hearing Officer, Zoning Enforcement, Building and Safety

**[DRAFT] CONDITIONS OF APPROVAL  
COUNTY OF LOS ANGELES  
CONDITONAL USE PERMIT NO. RPPL2015000290-(4)**

**PROJECT DESCRIPTION**

The project is a Conditional Use Permit (CUP) to authorize the sale of beer and wine for on-site consumption (Type-41 alcohol license) at an existing restaurant within an existing shopping center 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 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 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 May 17, 2031.** 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 Conditional Use Permit 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 two (2) years from the date of final approval of the grant. A single one-year time extension may be requested in writing and with the payment of the applicable fee prior to such expiration date.
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 the County 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.

17. The subject property shall be developed and maintained in substantial conformance with the plans marked Exhibit "A." If changes to any of the plans marked Exhibit "A" are required as a result of instruction given at the public hearing, **three (3) copies** of a modified Exhibit "A" shall be submitted to Regional Planning by **July 17, 2016**.
18. In the event that subsequent revisions to the approved Exhibit "A" are submitted, the permittee shall submit **three (3) copies** of the proposed plans to the Director for review and approval. All revised plans must substantially conform to the originally approved Exhibit "A". All revised plans must be accompanied by the written authorization of the property owner(s) and applicable fee for such revision.

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

19. 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.

20. 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.
21. 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.
22. 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.
23. All regulations of the State of California prohibiting the sale of alcoholic beverages to minors shall be strictly enforced.
24. 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.
25. This grant authorizes the sale of alcoholic beverages from 11:30 a.m. to 10:00 p.m., seven days a week.
26. There shall be no sale or consumption of alcoholic beverages outside of the restaurant. The permittee shall instruct all designated employees, who directly serve or are in the practice of selling alcoholic beverages, regarding this restriction. Employees shall be instructed to enforce such restrictions and to call local law enforcement as necessary.
27. The permittee shall develop and implement a Designated Driver program (i.e. free soft drinks or coffee to a designated driver of a group). The permittee shall submit the program to the Director of Planning for approval prior to the approval of the Exhibit "A". A printed two-sided card explaining this program shall be placed on all tables in the restaurant or an explanation regarding the program shall be printed on the menu.
28. All servers of alcoholic beverages must be at least 18 years of age.
29. There shall be no music or other noise audible beyond the restaurant premises.
30. No live entertainment, dancing, or dance floor is authorized in or outside the premises.
31. Alcoholic beverages shall be sold to customers only when food is ordered and consumed within the subject restaurant only.
32. The business shall employ not less than one full-time cook that is engaged in the preparation of meals for patrons during the permissible hours of operation.
33. Not less than fifty-one percent of the income from the business enterprise shall be derived from the sale of food and non-alcoholic beverages. The business owner shall at all times

maintain records which reflect separately the gross sale of food and the gross sale of alcoholic beverages. Said records shall be made available to the Los Angeles County Department of Regional Planning, the Department of Alcoholic Beverage Control, or the Los Angeles County Sheriff's Department on demand.

34. The permittee shall not advertise or hold any "happy hour" drink specials, "two for one" specials, or similar promotions.
35. Food service shall be continuously provided during operating hours.
36. Payphones shall be prohibited on the premises.
37. All parking lot and other exterior lighting shall be hooded and directed away from neighboring residences to prevent direct illumination and glare, and shall be turned off within thirty minutes after conclusion of activities, with the exception of sensor-activated security lights and/or low level lighting along all pedestrian walkways leading to and from the parking lot.
38. The permittee shall install security cameras on the inside and outside of the restaurant. Security cameras installed outside of the restaurant shall include a view of the parking lot.
39. The permittee shall install security alarms within the restaurant.



Los Angeles County  
Department of Regional Planning

Planning for the Challenges Ahead



## CONDITIONAL USE PERMIT BURDEN OF PROOF

Pursuant to Zoning Code Section 22.56.040, the applicant shall substantiate the following:

*(Do not repeat the statement or provide Yes/No responses. If necessary, attach additional pages.)*

A. That the requested use at the location will not:

1. Adversely affect the health, peace, comfort or welfare of persons residing or working in the surrounding area, or
2. Be materially detrimental to the use, enjoyment or valuation of property of other persons located in the vicinity of the site, or
3. Jeopardize, endanger or otherwise constitute a menace to the public health, safety or general welfare.

Alcohol License Type 41, which is on sale beer & wine at bonafide eating place, authorizes the sale of beer and wine for consumption on the premises where sold. this existing restaurant is to be operated and maintained as a bonafide eating place; therefore, the proposed use will not affect items # 1, #2 & #3. the restaurant must take actual and substantial sales of meals during normal meal hours that they are open, which is 7 days per week; therefore, the proposed use will not be detrimental to the public health, safety, or general welfare as well as not affecting the neighborhood

B. That 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.

The proposed site size, shape & topography are adequate to accommodate the restaurant. This is an existing restaurant with a new tenant moving in and previous one moving out; therefore, the proposed use will not increase the floor area of the existing restaurant. the site accommodates restaurants without any negative impacts; therefore, the proposed use will not lessen the suitability of any nearby commercial zone properties for commercial use.

C. That the proposed site is adequately served:

1. By highways or streets of sufficient width, and improved as necessary to carry the kind and quantity of traffic such use would generate, and
2. By other public or private service facilities as are required.

Jun ka bok is located at diamond plaza right off fullerton road exit on the 60 pomona freeway that provides adequate street access to and from the restaurant. the street access to and from the restaurant are provided by the means of an accessible driveway between diamond plaza and fullerton road. due to this, no hazardous traffic jams/ conditions are to be generated from the sales of alcohol.



Los Angeles County  
Department of Regional Planning

Planning for the Challenges Ahead



**ALCOHOLIC BEVERAGE SALES BURDEN OF PROOF**

Pursuant to Zoning Code Section 22.56.195, the applicant shall substantiate the following:  
(Do not repeat the statement or provide Yes/No responses. If necessary, attach additional pages.)

ABC License Type No(s): \_\_\_\_\_ (e.g. Type 20, Type 41)

<p>A. That the requested use at the proposed location 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.</p>
<p>Three sensitive uses are within 600 ft of the property. ABC License type#41 authorizes sales of beer and wine for consumption on property where sold. the restaurant is located in diamond plaza and wont adversely affect the surrounding area. owner will be responsible to operate in a good manner to avoid detrimental effect</p>
<p>B. That the requested use at the proposed location is sufficiently buffered in relation to any residential area within the immediate vicinity so as not to adversely affect said area.</p>
<p>The restaurant location is in the commerical zone and plaza. The adjacent uses include restaurants retails, offices and banks. there are single family residence located adjacent to the plaza on the south side; however since the plaza and space are existing, methods of buffering(such as fences, walls orientak'on, distance ) associated with the restaurants are utilized and will not adversely affect the said area.</p>
<p>C. The requested use at the proposed location will not result in an undue concentration of similar premises; a separation of not less than 500 feet shall not be construed as undue concentration; provided, however, that the planning agency may find that the public convenience or necessity for an additional facility selling alcoholic beverages for off-site consumption, outweighs the fact that it is located within a 500-foot radius of any other facility selling alcoholic beverages for either on-site or on-site consumption, in which case the shelf space devoted to alcoholic beverages shall be limited to not more than five percent of the total shelf space in the establishment.</p>
<p>The proposed restaurant will not result in undue concentration of similar premise. The sale of alcoholic beverages at this restaurant would serve as a public convenience and necessity to the community because it compliments well with their selective meal as well as serving as a social communication factor for customers</p>
<p>D. That the requested use at the proposed location will not adversely affect the economic welfare of the surrounding community.</p>
<p>The proposed restaurant is to be operated and maintained as a bonafide eating place. The use will not affect the economic welfare of the surrounding community. this restaurant's obligation is to provide a needed and valuable service to its customers as well as bringing satisfaction to its customers.</p>
<p>E. That 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.</p>
<p>The restaurant is already in uniform with other commercial structures within its surrounding. The previous tenatn moved out and the new tenant moved in; therefore, nothing is changed. it will be consistent with the other commercial restaurants within the plaza. it will not cause blight, deterioration, or impair property values within the neighborhood.</p>

R H C C C

**Steven Mar**

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**From:** Ted Ebenkamp [te44444@hotmail.com]  
**Sent:** Thursday, March 17, 2016 7:12 AM  
**To:** Steven Mar; Carla Sanchez; Charles Liu; David Koo; deann joyce; Debbie Enos; Henry Woo; Kingdon Chew .. wife's number; Roland Sanchez; ted ebenkamp  
**Subject:** RE: CUP Application- 1380 Fullerton Road #104 Rowland Heights, CA 91748  
RPPL2015000290

Mr. Steve Mar

[smar@planning.lacounty.gov](mailto:smar@planning.lacounty.gov)

Re: CUP Application RPPL2015000290

The Rowland Heights Community Coordinating Council (RHCCC) **does not oppose** this conditional use application of the MT RESTAURANT Group, Inc. (dba: Jun Ka Bok) that would enable the sale of beer and wine for onsite consumption at its restaurant located at 1380 Fullerton Road, Unit 104, Rowland Heights, CA 91748.

Ted Ebenkamp  
President, Rowland Heights Community Coordinating Council



# OFFICE OF THE SHERIFF

COUNTY OF LOS ANGELES

## HALL OF JUSTICE

JIM McDONNELL, SHERIFF

(909) 595-264



Subject: Conditional Use Permit (CUP) Consultation for Sale of Alcohol  
 Project No.: RPPL2015000290  
 Permit No.:  
 Establishment: "Jun Ka Bok"  
 Location: 1380 Fullerton Rd., #104, Rowland Heights (Diamond Plaza)  
 Description: Conditional Use Permit request to allow the sale of beer and wine for on-site consumption at a restaurant.

**(1) Summary of service calls and crime history for the project site over the last five years:**

*There have been only a few calls for disturbance issues outside of the restaurant that appear to be unrelated to the business. At this time we have no specific concerns.*

**(2) Comments/recommended conditions:**

We recommend that the locations have security cameras installed inside and outside facing the parking lot. The location is also close to the 60 freeway which could make it a target for burglaries and robberies. We recommend burglary and robbery alarms. We also recommend that if the locations are used in a night club or bar setting in the later hours that a security guard be hired for those evenings. We also recommend Alcohol for sale is kept in the back away from the front doors. Measures should be taken to prevent burglaries since the location is easily accessible from the front and the rear.

**(3) Overall recommendation (check one):**

- Sheriff recommends approval of this CUP.
- Sheriff does NOT recommend approval of this CUP.

Sincerely,

JIM McDONNELL, SHERIFF

Jeffrey L. Stroggin, Captain  
Walnut/Diamond Bar Station

211 WEST TEMPLE STREET, LOS ANGELES, CALIFORNIA 90012

*A Tradition of Service*  
— Since 1850 —

Department of Alcoholic Beverage Control

State of California  
Edmund G. Brown Jr., Governor

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)

1380 Fullerton Rd #104 Rowland Heights, CA

3. LICENSE TYPE

41

4. TYPE OF BUSINESS

- |   |  |  |  |
|---|--|--|--|
| <input checked="" type="checkbox"/> Full Service Restaurant | <input type="checkbox"/> Hofbrau/Cafeteria | <input type="checkbox"/> Cocktail Lounge     | <input type="checkbox"/> Private Club      |
| <input type="checkbox"/> Deli or Specialty Restaurant       | <input type="checkbox"/> Comedy Club       | <input type="checkbox"/> Night Club          | <input type="checkbox"/> Veterans Club     |
| <input type="checkbox"/> Cafe/Coffee Shop                   | <input type="checkbox"/> Brew Pub          | <input type="checkbox"/> Tavern: Beer        | <input type="checkbox"/> Fraternal Club    |
| <input type="checkbox"/> Bed & Breakfast:                   | <input type="checkbox"/> Theater           | <input type="checkbox"/> Tavern: Beer & Wine | <input type="checkbox"/> Wine Tasting Room |
| <input type="checkbox"/> Wine only                          | <input type="checkbox"/> All               |  |  |

- |   |  |  |  |
|---|--|--|--|
| <input type="checkbox"/> Supermarket        | <input type="checkbox"/> Membership Store  | <input type="checkbox"/> Service Station               | <input type="checkbox"/> Swap Meet/Flea Market |
| <input type="checkbox"/> Liquor Store       | <input type="checkbox"/> Department Store  | <input type="checkbox"/> Convenience Market            | <input type="checkbox"/> Drive-in Dairy        |
| <input type="checkbox"/> Drug/Variety Store | <input type="checkbox"/> Florist/Gift Shop | <input type="checkbox"/> Convenience Market w/Gasoline |  |
| <input type="checkbox"/> Other - describe:  |  |  |  |

5. COUNTY POPULATION

N/A

6. TOTAL NUMBER OF LICENSES IN COUNTY

N/A

On-Sale  Off-Sale

17. RATIO OF LICENSES TO POPULATION IN COUNTY

1,1009

On-Sale  Off-Sale

8. CENSUS TRACT NUMBER

4082.11

9. NO. OF LICENSES ALLOWED IN CENSUS TRACT

5

On-Sale  Off-Sale

10. NO. OF LICENSES EXISTING IN CENSUS TRACT

68

On-Sale  Off-Sale

11. 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

12. DOES LAW ENFORCEMENT AGENCY MAINTAIN CRIME STATISTICS?

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

13. CRIME REPORTING DISTRICT NUMBER

2931

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

303

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 25503.18(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)

*[Signature]*

02/03/2016