



APPLICATIONS:

DEPARTMENT OF CITY PLANNING APPLICATION

THIS BOX FOR CITY PLANNING STAFF USE ONLY

Case Number

ZA-2017-2319-CU-CUB

Env. Case Number

ENV-2017-2320-EAF

Application Type

Conditional Use - Conditional Use Beverage-Alcohol

Case Filed With (Print Name)

Tracy Williams

Date Filed

6/12/2017

Application includes letter requesting:

Waived hearing

Concurrent hearing

Hearing not be scheduled on a specific date (e.g. vacation hold)

Related Case Number

Provide all information requested. Missing, incomplete or inconsistent information will cause delays. All terms in this document are applicable to the singular as well as the plural forms of such terms.

1. PROJECT LOCATION

Street Address¹ 12500 Sherman Way, North Hollywood, CA 91605 Unit/Space Number

Legal Description² (Lot, Block, Tract) Portion Lt 8 ARB 6; Lot None; Tract 1081

Assessor Parcel Number 2324-034-018 Total Lot Area 18,664 SF

2. PROJECT DESCRIPTION

Present Use Service Station with accessory uses

Proposed Use Service Station with accessory uses

Project Name (if applicable) Sherman Way Oil

Describe in detail the characteristics, scope and/or operation of the proposed project See attached project description - marked Exhibit A.

Additional information attached YES NO

Complete and check all that apply:

Existing Site Conditions

Site is undeveloped or unimproved (i.e. vacant)

Site is located within 500 feet of a freeway or railroad

Site has existing buildings (provide copies of building permits)

Site is located within 500 feet of a sensitive use (e.g. school, park)

Site is/was developed with use that could release hazardous materials on soil and/or groundwater (e.g. dry cleaning, gas station, auto repair, industrial)

Site has special designation (e.g. National Historic Register, Survey LA)

¹ Street Addresses must include all addresses on the subject/application site (as identified in ZIMAS—http://zimas.lacity.org)

² Legal Description must include all contiguously owned properties (even if they are not a part of the proposed project site)

Proposed Project Information

- Demolition of existing buildings/structures
- Relocation of existing buildings/structures
- Interior tenant improvement
- Additions to existing buildings
- Grading
- Removal of any on-site tree
- Removal of any street tree
- New construction: 2,400 square feet
- Accessory use (fence, sign, wireless, carport, etc.)
- Exterior renovation or alteration
- Change of use and/or hours of operation
- Haul Route
- Uses or structures in public right-of-way
- Phased project

Housing Component Information

Number of Residential Units: Existing 0 – Demolish(ed)³ 0 + Adding 0 = Total 0

Number of Affordable Units⁴ Existing 0 – Demolish(ed) 0 + Adding 0 = Total 0

Number of Market Rate Units Existing 0 – Demolish(ed) 0 + Adding 0 = Total 0

Mixed Use Projects, Amount of Non-Residential Floor Area: 0 square feet

3. ACTION(S) REQUESTED

Provide the Los Angeles Municipal Code (LAMC) Section that authorizes the request and (if applicable) the LAMC Section or the Specific Plan/Overlay Section from which relief is sought; follow with a description of the requested action.

Does the project include Multiple Approval Requests per LAMC 12.36? YES NO

Authorizing section 12.24.W.27 Section from which relief is requested (if any): _____

Request: Conditional Use Permit to allow the operation of a service station and convenience store (operating 24-7-365) as a commercial corner development (across the alley from residential).

Authorizing section 12.24.W.1 Section from which relief is requested (if any): _____

Request: Conditional Use Permit to allow the sale of alcoholic beverages (beer and wine only) for off-site consumption from the hours of 6:00 A.M. to 2:00 A.M. (per state law).

Authorizing section 12.24.W.27 Section from which relief is requested (if any): _____

Request: Conditional Use Permit to allow the operation of a service station and convenience store 24 hours a day, 7 days a week, 365 days a year and to have less than 50% windows on the building facade facing Whitsett Ave.

Additional Requests Attached YES NO

³ Number of units to be demolished and/or which have been demolished within the last five (5) years.

⁴ As determined by the Housing and Community Investment Department

4. RELATED DEPARTMENT OF CITY PLANNING CASES

Are there previous or pending cases/decisions/environmental clearances on the project site? YES NO

If YES, list all case number(s) N/A

If the application/project is directly related to one of the above cases, list the pertinent case numbers below and complete/check all that apply (provide copy).

Case No. N/A Ordinance No.: N/A

- | | |
|---|--|
| <input type="checkbox"/> Condition compliance review | <input type="checkbox"/> Clarification of Q (Qualified) classification |
| <input type="checkbox"/> Modification of conditions | <input type="checkbox"/> Clarification of D (Development Limitations) classification |
| <input type="checkbox"/> Revision of approved plans | <input type="checkbox"/> Amendment to T (Tentative) classification |
| <input type="checkbox"/> Renewal of entitlement | |
| <input type="checkbox"/> Plan Approval subsequent to Master Conditional Use | |

For purposes of environmental (CEQA) analysis, is there intent to develop a larger project? YES NO

Have you filed, or is there intent to file, a Subdivision with this project? YES NO

If YES, to either of the above, describe the other parts of the projects or the larger project below, whether or not currently filed with the City:

N/A

5. OTHER AGENCY REFERRALS/REFERENCE

To help assigned staff coordinate with other Departments that may have a role in the proposed project, please check all that apply and provide reference number if known.

Are there any outstanding Orders to Comply/citations at this property? YES (provide copy) NO

Are there any recorded Covenants, affidavits or easements on this property? YES (provide copy) NO

- Development Services Case Management Number _____
- Building and Safety Plan Check Number _____
- Bureau of Engineering Planning Referral (PCRF) 201700109
- Bureau of Engineering Hillside Referral _____
- Housing and Community Investment Department Application Number _____
- Bureau of Engineering Revocable Permit Number _____
- Other—specify _____

ZA-2017-2319

6. PROJECT TEAM INFORMATION (Complete all applicable fields)

Applicant⁵ name Bijan (Ben) Pouldar

Company/Firm Sherman Way Oil, Inc.

Address: 12500 Sherman Way Unit/Space Number _____

City North Hollywood State CA Zip Code: 91605

Telephone (310) 962-2955

E-mail: _____

Are you in escrow to purchase the subject property?

YES

NO

Property Owner of Record

Same as applicant

Different from applicant

Name (if different from applicant) _____

Address 12500 Sherman Way Unit/Space Number _____

City North Hollywood State CA Zip Code: 91605

Telephone (310) 962-2955

E-mail: SherChevron@aol.com

Agent/Representative name Ben Steckler

Company/Firm Fiedler Group

Address: 299 N. Euclid Ave. Unit/Space Number 550

City Pasadena State CA Zip: 91101

Telephone (213) 381-3243

E-mail: ben.steckler@fiedlergroup.com

Other (Specify Architect, Engineer, CEQA Consultant etc.) Attorney

Name Stephen Jamieson

Company/Firm SSJ Law

Address: 426 Culver Boulevard Unit/Space Number _____

City Los Angeles State CA Zip Code: 90293

Telephone (310) 822-9848

E-mail: sjamieson@ssjlaw.com

Primary Contact for Project Information
(select only one)

Owner

Applicant

Agent/Representative

Other _____

To ensure notification of any public hearing as well as decisions on the project, make sure to include an individual mailing label for each member of the project team in both the Property Owners List, and the Abutting Property Owners List.

⁵ An applicant is a person with a lasting interest in the completed project such as the property owner or a lessee/user of a project. An applicant is not someone filing the case on behalf of a client (i.e. usually not the agent/representative).

PROPERTY OWNER

9. **PROPERTY OWNER AFFIDAVIT.** Before the application can be accepted, the owner of each property involved must provide a notarized signature to verify the application is being filed with their knowledge. Staff will confirm ownership based on the records of the City Engineer or County Assessor. In the case of partnerships, corporations, LLCs or trusts the agent for service of process or an officer of the ownership entity so authorized may sign as stipulated below.

- **Ownership Disclosure.** If the property is owned by a partnership, corporation, LLC or trust, a disclosure identifying the agent for service or process or an officer of the ownership entity must be submitted. The disclosure must list the names and addresses of the principal owners (25% interest or greater). The signatory must appear in this list of names. A letter of authorization, as described below, may be submitted provided the signatory of the letter is included in the Ownership Disclosure. Include a copy of the current partnership agreement, corporate articles, or trust document as applicable.
- **Letter of Authorization (LOA).** A LOA from a property owner granting someone else permission to sign the application form may be provided if the property is owned by a partnership, corporation, LLC or trust or in rare circumstances when an individual property owner is unable to sign the application form. To be considered for acceptance, the LOA must indicate the name of the person being authorized the file, their relationship to the owner or project, the site address, a general description of the type of application being filed and must also include the language in items A-D below. In the case of partnerships, corporations, LLCs or trusts the LOA must be signed and notarized by the authorized signatory as shown on the Ownership Disclosure or in the case of private ownership by the property owner. Proof of Ownership for the signatory of the LOA must be submitted with said letter.
- **Grant Deed.** Provide a Copy of the Grant Deed If the ownership of the property does not match City Records and/or if the application is for a Coastal Development Permit. The Deed must correspond exactly with the ownership listed on the application.
- **Multiple Owners.** If the property is owned by more than one individual (e.g. John and Jane Doe or Mary Smith and Mark Jones) notarized signatures are required of all owners.

- A. I hereby certify that I am the owner of record of the herein previously described property located in the City of Los Angeles which is involved in this application or have been empowered to sign as the owner on behalf of a partnership, corporation, LLC or trust as evidenced by the documents attached hereto.
- B. I hereby consent to the filing of this application on my property for processing by the Department of City Planning.
- C. I understand if the application is approved, as a part of the process the City will apply conditions of approval which may be my responsibility to satisfy including, but not limited to, recording the decision and all conditions in the County Deed Records for the property.
- D. By my signature below, I declare under penalty of perjury under the laws of the State of California that the foregoing statements are true and correct.

*Property Owner's signatures must be signed/notarized in the presence of a Notary Public.
The City requires an original signature from the property owner with the "wet" notary stamp.
A Notary Acknowledgement is available for your convenience on following page.*

Signature 

Date 5-30-2017

Print Name Bijan (Ben) Pouldar

Signature _____

Date _____

Print Name _____

ZA-2017-2319

Space Below For Notary's Use

California All-Purpose Acknowledgement

Civil Code ' 1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of Los Angeles

On May, 30th, 2017 before me, Allen Boghonian, a Notary Public
(Insert Name of Notary Public and Title)

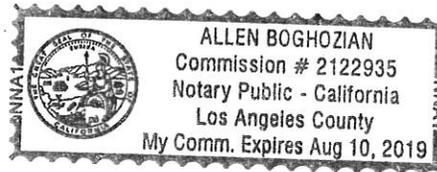
personally appeared Bijan Pouldar, who proved to me on the basis of satisfactory evidence to be the person(~~s~~) whose name(~~s~~) is/~~are~~ subscribed to the within instrument and acknowledged to me that he/~~she/they~~ executed the same in his/~~her/their~~ authorized capacity(~~ies~~), and that by his/~~her/their~~ signature(~~s~~) on the instrument the person(~~s~~), or the entity upon behalf on which the person(~~s~~) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.


Signature

(Seal)



ZA-2017-2319

APPLICANT

- 10. APPLICANT DECLARATION.** A separate signature from the applicant, whether they are the property owner or not, attesting to the following, is required before the application can be accepted.
- A. I hereby certify that the information provided in this application, including plans and other attachments, is accurate and correct to the best of my knowledge. Furthermore, should the stated information be found false or insufficient to fulfill the requirements of the Department of City Planning, I agree to revise the information as appropriate.
 - B. I hereby certify that I have fully informed the City of the nature of the project for purposes of the California Environmental Quality Act (CEQA) and have not submitted this application with the intention of segmenting a larger project in violation of CEQA. I understand that should the City determine that the project is part of a larger project for purposes of CEQA, the City may revoke any approvals and/or stay any subsequent entitlements or permits (including certificates of occupancy) until a full and complete CEQA analysis is reviewed and appropriate CEQA clearance is adopted or certified.
 - C. I understand that the environmental review associated with this application is preliminary, and that after further evaluation, additional reports, studies, applications and/or fees may be required.
 - D. I understand and agree that any report, study, map or other information submitted to the City in furtherance of this application will be treated by the City as public records which may be reviewed by any person and if requested, that a copy will be provided by the City to any person upon the payment of its direct costs of duplication.
 - E. I understand that the burden of proof to substantiate the request is the responsibility of the applicant. Additionally, I understand that planning staff are not permitted to assist the applicant or opponents of the project in preparing arguments for or against a request.
 - F. I understand that there is no guarantee, expressed or implied, that any permit or application will be granted. I understand that each matter must be carefully evaluated and that the resulting recommendation or decision may be contrary to a position taken or implied in any preliminary discussions.
 - G. I understand that if this application is denied, there is no refund of fees paid.
 - H. I understand and agree to defend, indemnify, and hold harmless, the City, its officers, agents, employees, and volunteers (collectively "City"), from any and all legal actions, claims, or proceedings (including administrative or alternative dispute resolution (collectively "actions"), arising out of any City process or approval prompted by this Action, either in whole or in part. Such actions include but are not limited to: actions to attack, set aside, void, or otherwise modify, an entitlement approval, environmental review, or subsequent permit decision; actions for personal or property damage; actions based on an allegation of an unlawful pattern and practice; inverse condemnation actions; and civil rights or an action based on the protected status of the petitioner or claimant under state or federal law (e.g. ADA or Unruh Act). I understand and agree to reimburse the City for any and all costs incurred in defense of such actions. This includes, but it not limited to, the payment of all court costs and attorneys' fees, all judgments or awards, damages, and settlement costs. The indemnity language in this paragraph is intended to be interpreted to the broadest extent permitted by law and shall be in addition to any other indemnification language agreed to by the applicant.
 - I. By my signature below, I declare under penalty of perjury, under the laws of the State of California, that all statements contained in this application and any accompanying documents are true and correct, with full knowledge that all statements made in this application are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of license or permit.

The City requires an original signature from the applicant. The applicant's signature below does not need to be notarized.

Signature: 

Date: 5-30-2017

Print Name: Bijan (Ben) Pouldar

Special Instructions for:

**CONDITIONAL USE PERMIT (CUZ)
COMMERCIAL CORNER DEVELOPMENTS and MINI SHOPPING CENTER**

The **MASTER LAND USE APPLICATION INSTRUCTION SHEET-500' RADIUS** should also be followed.

ZONING CODE SECTIONS: Development standards in 12.22 A 23 and Conditional Use in 12.24 W 27

1. The **MASTER LAND USE APPLICATION FORM CP-7771** must be filled out completely, typed or printed in black ink, with full answers to every statement and question. The application must be signed by the property owner or owners, lessee (only if the entire site is leased), authorized agent of the owner with power of attorney, or officers of a corporation (submit proof). A single application can be used for most projects that have multiple requests.

2. **ADDITIONAL INFORMATION/FINDINGS:** In order to grant your request the following findings/questions must be addressed by the Zoning Administrator. Please try to explain as best as possible how your request conforms to the following requirements:
 - a. That the project will enhance the built environment in the surrounding neighborhood or will perform a function or provide a service that is essential or beneficial to the community, city, or region.
 - b. That the project's location, size, height, operations and other significant features will be compatible with and will not adversely affect or further degrade adjacent properties, the surrounding neighborhood, or the public health, welfare, and safety.
 - c. That the project substantially conforms with the purpose, intent and provisions of the General Plan, the applicable community plan, and any applicable specific plan.
 - d. That based on data provided by the City Department of Transportation or by a licensed traffic engineer, that ingress to and egress from the project will not create a traffic hazard or cause significant traffic congestion or disruption of vehicular circulation on adjacent streets
 - e. That project approval will not create or add to a detrimental concentration of Mini-Shopping Centers or Commercial Corner Developments in the vicinity of the proposed project.
 - f. Are you going to develop any or all of the following Yes/No

1)	A drive-thru fast food establishment?	_____
2)	A business open any time between 11 p.m. and 7 a.m.?	_____
3)	A multi-residential use?	_____
4)	An amusement enterprise as enumerated in Sec. 12.14 A of the Los Angeles Municipal Code?	_____
5)	An automobile laundry or washrack?	_____
6)	A commercial swimming pool	_____
 - g. How many parking spaces are being provided? _____ Standard? _____ Compact? _____
 - h. What is the Height _____ and number of stories _____ of the Project?

- i. List all the uses to be included in the development their hours of operation, square footage and the percentage of the total development to be occupied by each:

<u>Use</u>	<u>Hours of Operation</u>	<u>Square Ft.</u>	<u>Percentage</u>
1) _____			
2) _____			
3) _____			
4) _____			
5) _____			
6) _____			
7) _____			
8) _____			

- j. Describe any security measures that will be taken to prevent loitering, theft, vandalism, etc.
Security lighting and security cameras.
- k. For drive-through fast food establishments submit plans showing points of ingress and egress, the location of speakers, driveways and queuing lanes.
N/A - project is not a drive-through restaurant.
 - a. For drive-through fast food establishments submit plans showing points of ingress and egress, the location of speakers, driveways and queuing lanes.
 - b. For all applications the following items shall be delineated on plans in accordance with the applicable Zoning Code Section:
 - 1) Exterior walls.
 - 2) Lighting plans.
 - 3) Landscaped and irrigated areas in the parking area.
 - 4) Location of trash storage area(s).
 - 5) Location of other storage area(s).
 - 6) Parking layout indicating striping, landscaping, and driveways.

- 3. In addition, specify each and every requirement of Section 12.22 A 23 LAMC that you cannot or do not comply with, and explain (attach form CP-7755).
 - Hours of operation(12.22A23(b)(3)
 - % of windows facing Whitsett is 14 % (12.22A23(a)(3)

GENERAL NOTES:

1. ALL GLAZING TO BE TEMPERED

BEVERAGE RATIO :

 TOTAL BEER AND WINE SQUARE FEET
EQUALS 26.29 SQ. FT.

TOTAL GROSS BUILDING SQ. FT. = 2,408

PERCENTAGE OF ALCOHOLIC BEVERAGE =
26.29/2,408 = 1 PERCENT



299 N. Euclid Ave., Ste 550
Pasadena, CA 91101
(213) 381-7891
Fiedlergroup.com



NO.	DATE	REVISION DESCRIPTION
1	09/12/2017	GENERAL REVISION
2	02/06/2019	GENERAL REVISION

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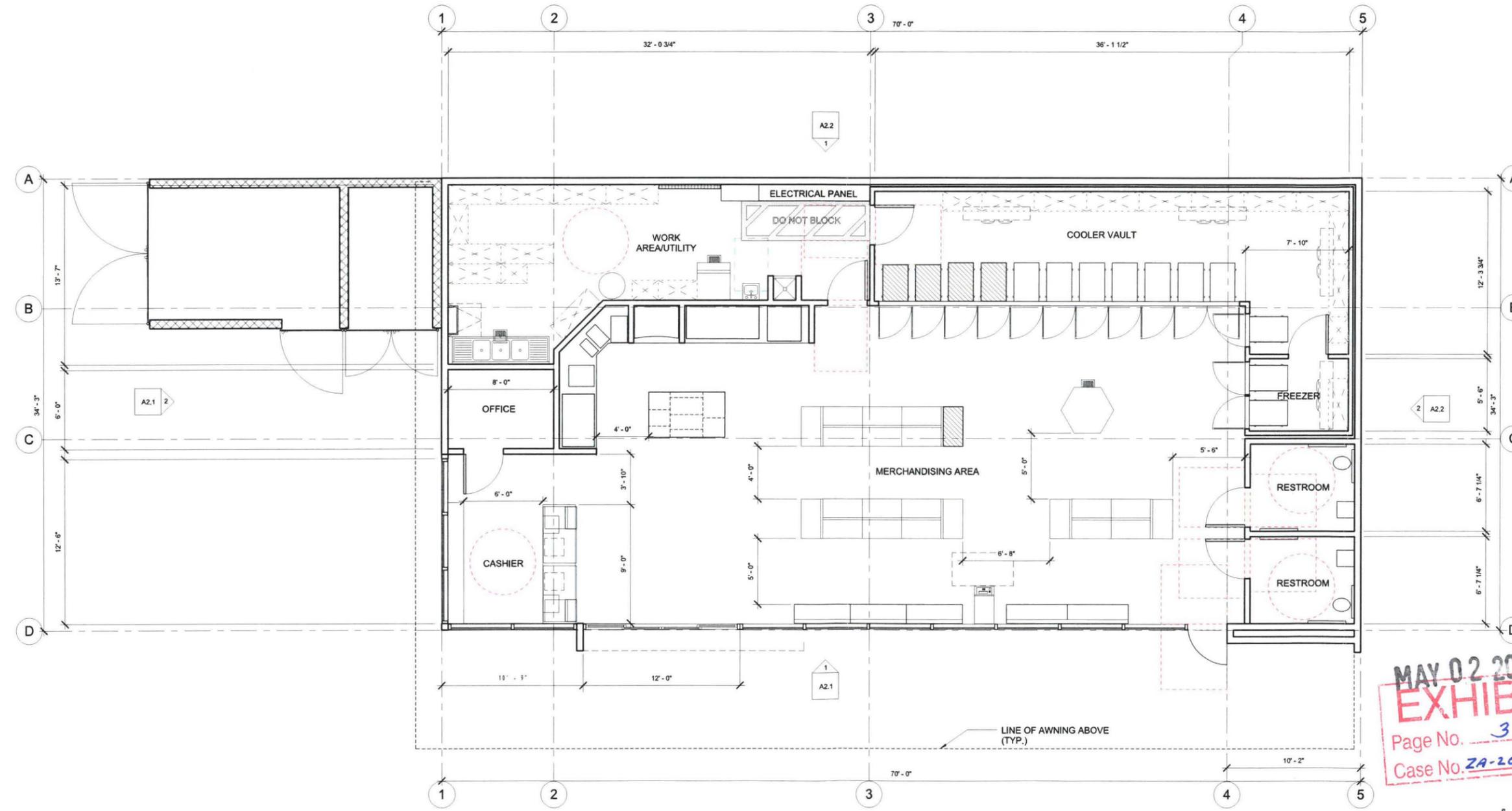
DEVELOPMENT INFORMATION:
NEW DEVELOPMENT
2,400 S.F. C-STORE
6 M.P.D. CANOPY
U.G. STORAGE TANKS

SITE ADDRESS:
12500 SHERMAN WAY
@ WHITSETT AVE.
N. HOLLYWOOD, CA 91605

DESIGNED BY: PSG	FG PR:
CHECKED BY: PSG	MEP PR:
DRAWN BY: PSG	CONSULTANT PR:
DATE: 08/01/2017	PROJECT NO. 15872

FLOOR PLAN

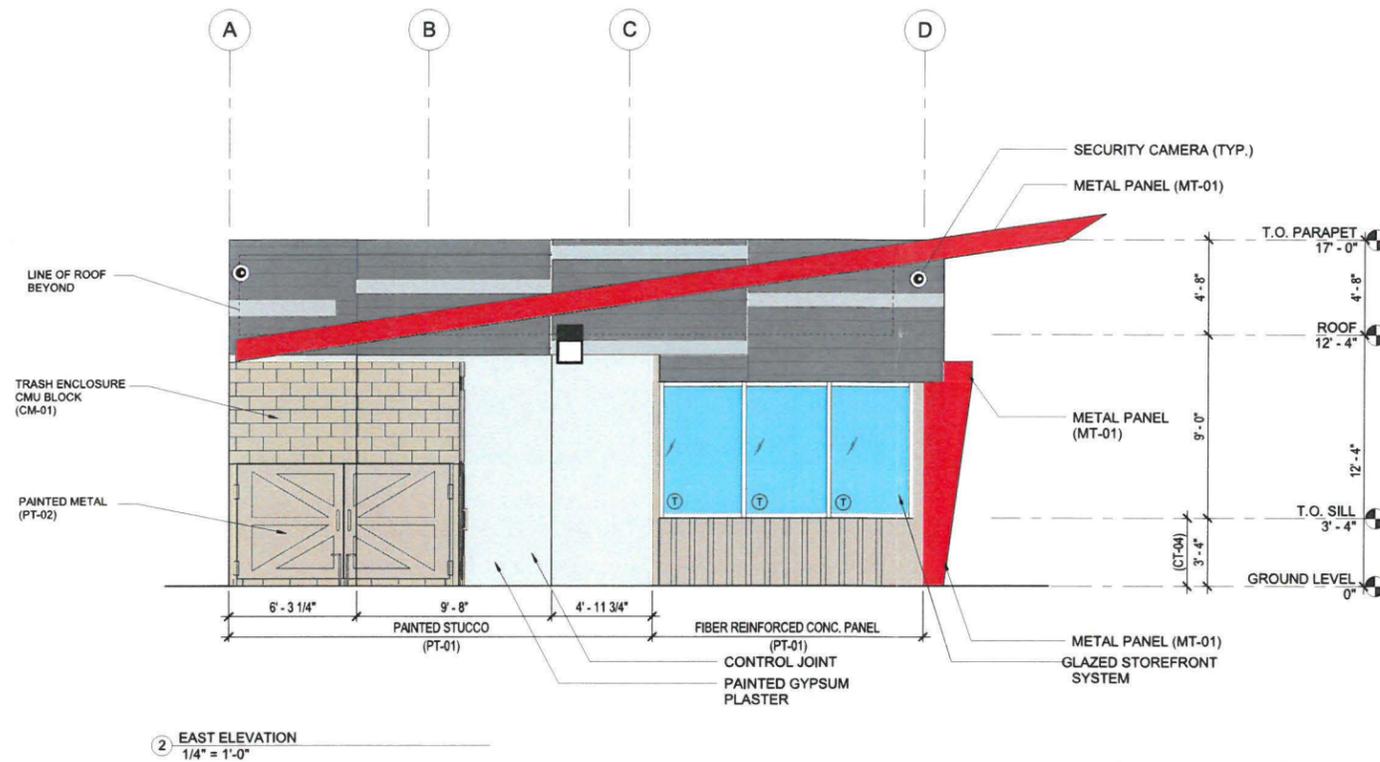
A1.1



MAY 02 2019
EXHIBIT "A"
Page No. 3 of 8
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1 FLOOR PLAN
1/4" = 1'-0"

I:\projects\15872\Design\1000 Permit & Construction Documents\Architectural\Floorplan_12500 Sherman Way N. Hollywood (FG15872) - Schematic plan options - FG15872.rvt



2 EAST ELEVATION
1/4" = 1'-0"

GENERAL NOTES:

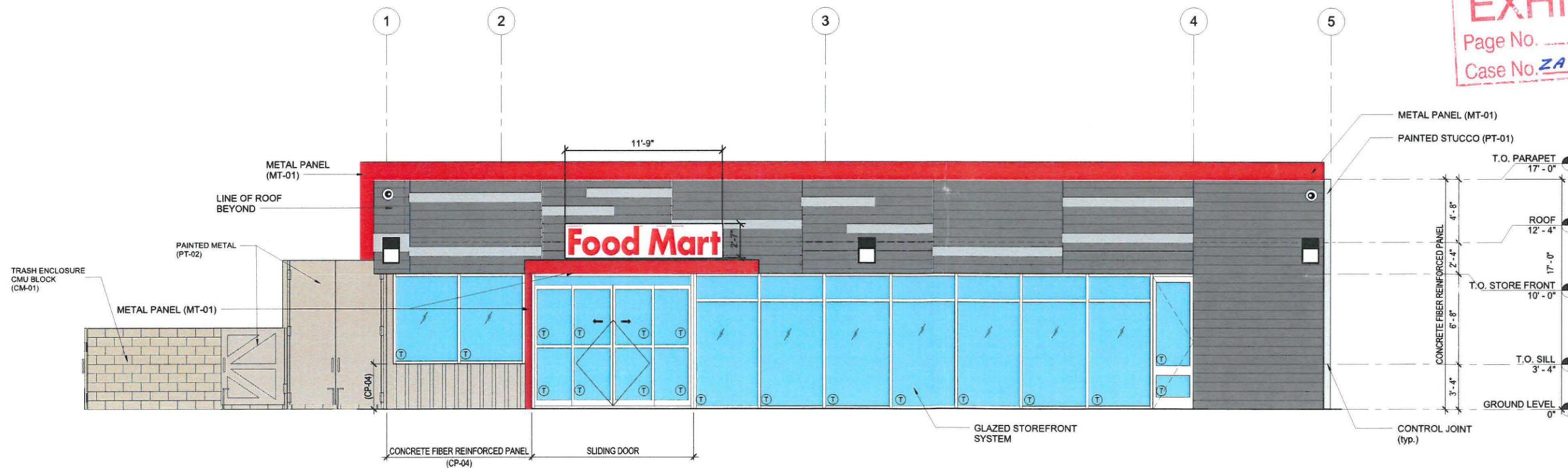
1. ALL GLAZING TO BE TEMPERED

COLOR LEGEND:

- FIBER REINFORCE CONCRETE PANEL
MANF.: RIEDER - OKO SKIN
COLOR: CHROMED
FINISHED: MA MATT
- FIBER REINFORCE CONCRETE PANEL
MANF.: RIEDER - OKO SKIN
COLOR: OFF WHITE
FINISHED: MA MATT
- FIBER REINFORCE CONCRETE PANEL: CP-04
MANF.: RIEDER - OKO SKIN
COLOR: STANDSTONE
FINISHED: MA MATT
- METAL PANEL: MT-01
MANF.: APOLIC MATERIALS
COLOR: ACI RED
- PAINT: PT-01
MANF.: SHERWIN WILLIAMS
COLOR: OLYMPIC WHITE SW 6253
- PAINT: PT-02
MANF.: SHERWIN WILLIAMS
COLOR: MATCH SANDSTONE COLOR CP-04
- CMU BLOCK: CM-01
MANF.: ANGELUS OR EQV.
COLOR: SANDSTONE OR EQV.

MAY 02 2019

EXHIBIT "A"
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1 NORTH ELEVATION
1/4" = 1'-0"



299 N. Euclid Ave., Ste 550
Pasadena, CA 91101

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Call before you dig.
CALL AT LEAST TWO DAYS
BEFORE YOU DIG
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NO.	DATE	REVISION DESCRIPTION
1	09/12/2017	GENERAL REVISION
2	02/06/2019	GENERAL REVISION

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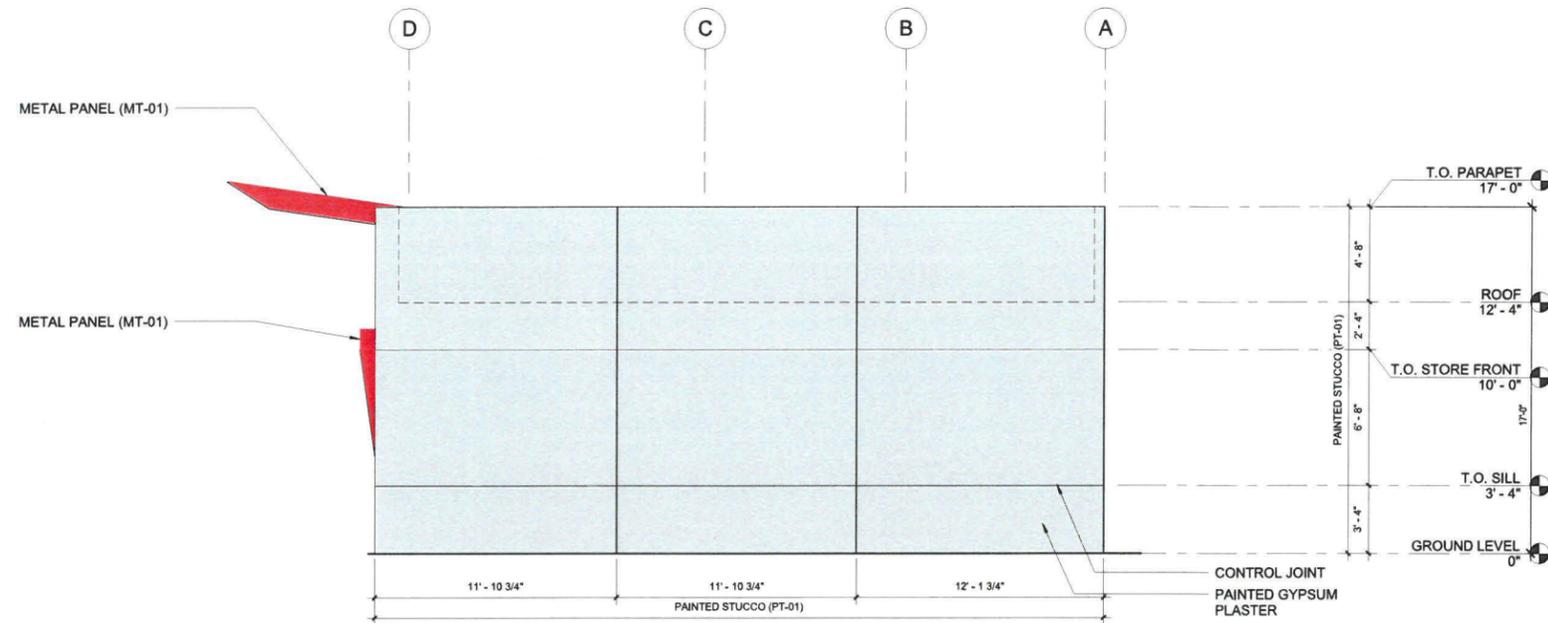
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2,400 S.F. C-STORE
6 M.P.D. CANOPY
U.G. STORAGE TANKS

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@ WHITSETT AVE.
N. HOLLYWOOD, CA 91505

DESIGNED BY: PSG
CHECKED BY: PSG
DRAWN BY: PSG
DATE: 08/01/2017
PROJECT NO.: 15872

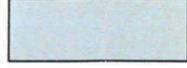
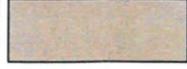
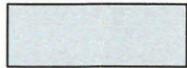
EXTERIOR ELEVATIONS

SHEET NO.:
A2.1



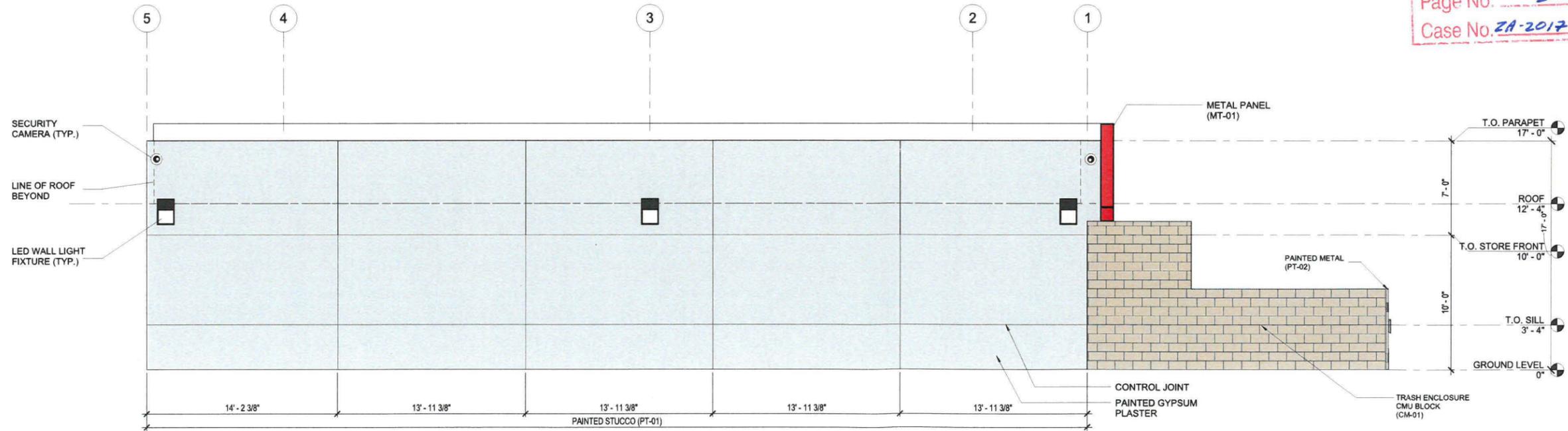
2 WEST ELEVATION
1/4" = 1'-0"

COLOR LEGEND:

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COLOR: CHROMED
FINISHED: MA MATT
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MAY 02 2019

EXHIBIT "A"
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Case No. ZA-2017-2319-CU



1 SOUTH ELEVATION
1/4" = 1'-0"



299 N. Euclid Ave, Ste 550
Pasadena, CA 91101

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Call before you dig.
CALL AT LEAST TWO DAYS
BEFORE YOU DIG
www.call811.com

NO.	DATE	REVISION DESCRIPTION
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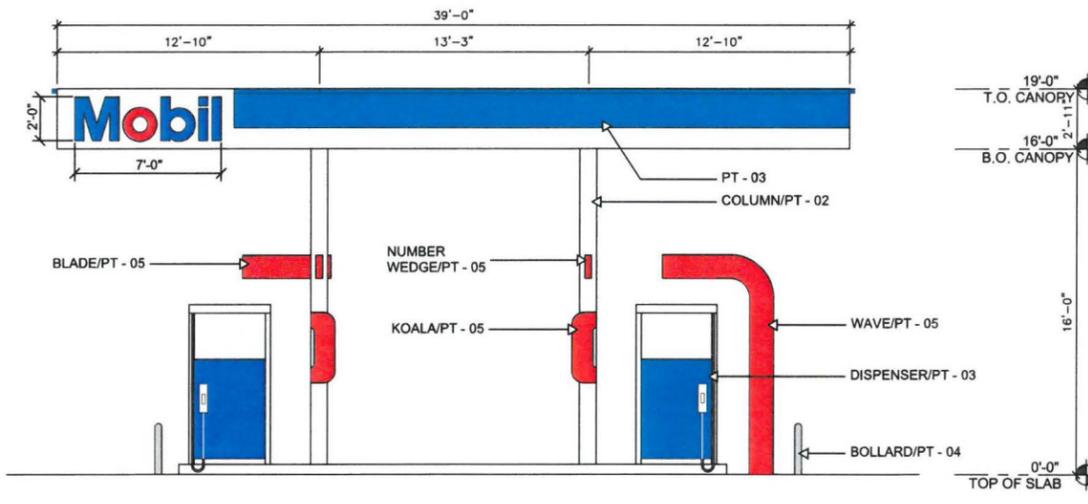
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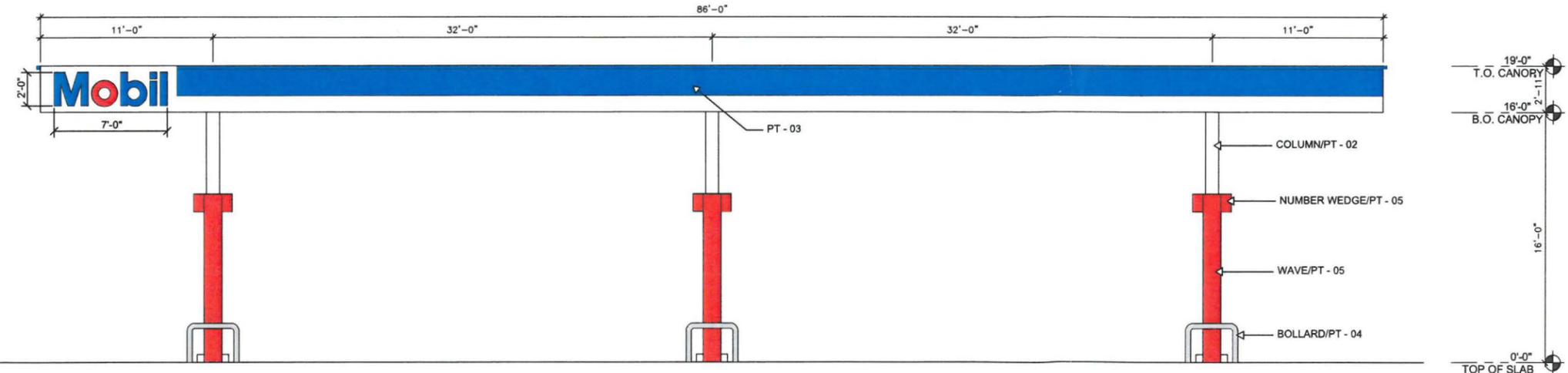
DESIGNED BY: PSG	FG PRJ:
CHECKED BY: PSG	MEP PRJ:
DRAWN BY: PSG	CONSULTANT PRJ:
DATE: 08/01/2017	PROJECT NO. 15872

EXTERIOR ELEVATIONS

SHEET NO.:
A2.2



2 EAST ELEVATION
1/4" = 1'-0"



1 NORTH ELEVATION
1/4" = 1'-0"

COLOR LEGEND:

- PAINT: PT - 02
MANF.: JONES BLAIR 45027-99951
COLOR: EGG SHELL WHITE
FINISH: ACRYLITHANE HS2 SEMI-GLOSS
- PAINT: PT - 03 / PANTONE 293c
MANF.: JONES BLAIR A2N5018/99951
COLOR: EXXONMOBIL BLUE
FINISH: ACRYLITHANE HS2 SEMI-GLOSS
- PAINT: PT - 04
MANF.: JONES BLAIR 45604/99951
COLOR: GRAY
FINISH: ACRYLITHANE HS2 SEMI-GLOSS
- PAINT: PT - 05
MANF.: JONES BLAIR
COLOR: SYNERGY RED (EXISTING EXXONMOBIL RED)
FINISH: ACRYLITHANE HS2 SEMI-GLOSS

MAY 02 2019

EXHIBIT "A"

Page No. 8 of 8

Case No. 2A-2017-2319-CU



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No.	DATE	REVISION DESCRIPTION
1	09/12/2017	GENERAL REVISION
2	02/06/2019	GENERAL REVISION

CONFIDENTIALITY STATEMENT:
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DEVELOPMENT INFORMATION:
NEW DEVELOPMENT
2,400 S.F. C-STORE
6 M.P.D. CANOPY
U.G. STORAGE TANKS

SITE ADDRESS:
12500 SHERMAN WAY
@ WHITSETT AVE.
N. HOLLYWOOD, CA 91605

DESIGNED BY: PSG	FG PIN:
CHECKED BY: PSG	REP PIN:
DRAWN BY: PSG	CONSULTANT PIN:
DATE: 08/01/2017	PROJECT NO. 15872

CANOPY ELEVATIONS

SHEET NO.: **CA2.1**

SPECIAL INSTRUCTIONS FOR ALCOHOL (CUB) & ADULT ENTERTAINMENT ESTABLISHMENTS (CUX) – LAMC 12.24 W.1 & 12.24 W.18

City of Los Angeles – Department of City Planning

The Special Instructions for Alcohol (CUB) & Adult Entertainment Establishments is a required attachment to the *MASTER LAND USE APPLICATION INSTRUCTIONS* (CP-7810). Only utilize this form when filing for a conditional use permit pursuant to LAMC Section 12.24 W.1 for alcohol establishments or pursuant to 12.24 W.18 for adult entertainment establishments.

ADDITIONAL REQUIREMENTS/FINDINGS FOR APPROVAL OF A CUB or CUX:

For a CUB or CUX request to be considered, the following additional information and findings must be provided.

1. RADIUS MAP REQUIREMENTS. In addition to the Public Noticing requirements detailed in the Master Land Use Application Instructions (CP-7810):

- Radius Maps for alcohol uses must show land use to a 600-foot radius.
- A **LIST OF ALCOHOL ESTABLISHMENTS** between 600 and 1,000 feet of the site is required. Include in the list the type of license and address.
- A **LIST OF THE FOLLOWING USES** within 600 feet is also required:
 - (1) residential uses and type (single-family, apartment, hotel, etc.);
 - (2) churches;
 - (3) schools, including nursery schools and child-care facilities;
 - (4) hospitals;
 - (5) parks, public playgrounds and recreational areas; and
 - (6) establishments dispensing, for consideration, alcoholic beverages for consumption on or off premises.

2. FINDINGS (on a separate sheet)

a. General Conditional Use

- i. That the project will enhance the built environment in the surrounding neighborhood or will perform a function or provide a service that is essential or beneficial to the community, city, or region.
- ii. That the project's location, size, height, operations and other significant features will be compatible with and will not adversely affect or further degrade adjacent properties, the surrounding neighborhood, or the public health, welfare, and safety.
- iii. That the project substantially conforms with the purpose, intent and provisions of the General Plan, the applicable community plan, and any applicable specific plan.

b. Additional Findings

- i. Explain how the proposed use will not adversely affect the welfare of the pertinent community.
- ii. Explain how the approval of the application will not result in or contribute to an undue concentration of such establishments.
- iii. Explain how the approval of the application will not detrimentally affect nearby residential zones or uses.

3. QUESTIONS REGARDING THE PHYSICAL DEVELOPMENT OF THE SITE

- a. What is the total square footage of the building or center the establishment is located in? 24,850 sq. ft. = Parcel Area
Proposed Convenience Store = 2,400 sq. ft.
- b. What is the total square footage of the space the establishment will occupy? 18,664 sq. ft.
Proposed Convenience Store = 2,400 sq. ft.
- c. What is the total occupancy load of the space as determined by the Fire Department? TBD
- d. What is the total number of seats that will be provided indoors? N/A Outdoors? N/A
- e. If there is an outdoor area, will there be an option to consume alcohol outdoors? N/A
- f. If there is an outdoor area, is it on private property or the public right-of-way, or both? N/A
 - i. If an outdoor area is on the public right-of-way, has a revocable permit been obtained? N/A
- g. Are you adding floor area? Yes If yes, how much is enclosed? 2,400 sq. ft Outdoors? No

h. Parking

- i. How many parking spaces are available on the site? 10 Parking Spaces (Only 4.8 Spaces Required)
- ii. Are they shared or designated for the subject use? Designated for the Subject Use
- iii. If you are adding floor area, what is the parking requirement as determined by the Department of Building & Safety? 4.8 Parking Spaces (10 Parking Spaces Provided)
- iv. Have any arrangements been made to provide parking off-site? No
 - 1. If yes, is the parking secured via a private lease or a covenant/affidavit approved by the Department of Building & Safety? N/A

Note: Required parking must be secured via a covenant pursuant to LAMC 12.26 E 5. A private lease is only permitted by a Zone Variance.

- 2. Please provide a map showing the location of the off-site parking and the distance, in feet, for pedestrian travel between the parking area the use it is to serve.
- 3. Will valet service be available? N/A Will the service be for a charge? N/A
 - i. Is the site within 1,000 feet of any schools (public, private or nursery schools), churches or parks? Yes
 - j. For massage parlors and sexual encounter establishments, is the site within 1,000 feet of any other Adult Entertainment Businesses as defined by LAMC 12.70 B17? N/A

4. QUESTIONS REGARDING THE OPERATION OF THE ESTABLISHMENT

- a. What are the proposed hours of operation and which days of the week will the establishment be open?

	M	Tu	W	Th	F	Sa	Su
Proposed Hours of Operation	24 hours	24 hours	24 hours	24 hours	24 hours	24 hours	24 hours
Proposed Hours of Alcohol Sale	6am-2am	6am-2am	6am-2am	6am-2am	6am-2am	6am-2am	6am-2am

b. Will there be entertainment such as a piano bar, dancing, live entertainment, movies, karaoke, video game machines, etc...? Please specify: No

Note: An establishment that allows for dancing needs a conditional use pursuant to 12.24 W.18.

c. Will there be minimum age requirements for entry? No If yes, what is the minimum age requirement and how will it be enforced? N/A

d. Will there be any accessory retail uses on the site? Yes What will be sold? Gas/Convenience Items

e. **Security**

i. How many employees will you have on the site at any given time? 1-3 Employees

ii. Will security guards be provided on-site? No

1. If yes, how many and when? N/A

iii. Has LAPD issued any citations or violations? No If yes, please provide copies.

f. **Alcohol**

i. Will there be beer & wine only, or a full-line of alcoholic beverages available? Beer and Wine Only

ii. Will "fortified" wine (greater than 16% alcohol) be sold? No

iii. Will alcohol be consumed on any adjacent property under the control of the applicant? No

iv. Will there be signs visible from the exterior that advertise the availability of alcohol? No

v. **Food**

1. Will there be a kitchen on the site? No

2. Will alcohol be sold without a food order? N/A

3. Will the sale of alcohol exceed the sale of food items on a quarterly basis? N/A

4. Provide a copy of the menu if food is to be served.

vi. **On-Site**

1. Will a bar or cocktail lounge be maintained incidental to a restaurant? N/A

a. If yes, the floor plans must show the details of the cocktail lounge and the separation between the dining and lounge facilities.

2. Will off-site sales of alcohol be provided accessory to on-site sales ("Take Out")? N/A

a. If yes, a request for off-site sales of alcohol is required as well.

3. Will discounted alcoholic drinks ("Happy Hour") be offered at any time? N/A

vii. **Off-Site**

1. Will cups, glasses or other containers be sold which might be used for the consumption of alcohol on the premises? No, cups or glasses may be sold but not for on-site consumption.
 2. Will beer or wine coolers be sold in single cans, or will wine be sold in containers less than 1 liter (750 ml)? No single beer will be sold unless it is at least 20 ounces and at least \$2.99 in order to allow "craft beers". No bottle of wine under 750 ml will be sold.
- viii. Contact the CA Department of Alcoholic Beverage Control (ABC) regarding its requirements -- <http://www.abc.ca.gov/>.

5. **CALDERA BILL (CA Business and Professions Code Section 23958 and 23958.4)**

- a. Is this application a request for on-site or off-site sales of alcoholic beverages? Off-Site
- i. If yes, is the establishment a bona-fide eating place (restaurant) or hotel/motel? No
 1. If no, contact the CA Department of Alcoholic Beverage Control (ABC) to determine whether the proposed site is located in an area whereby:
 - a. issuance of a license to serve alcohol on-site or off-site would tend to create a law enforcement problem, or
 - b. if issuance would result in, or add to an undue concentration of licenses.
 - b. If ABC has determined that an eligible use is in an area of high crime or undue concentration of licenses, the City Council will need to make the finding that the issuance of the license is required for **public convenience or necessity**.

6. **ADDITIONAL REQUIREMENTS FOR MASTER CUBs/CUXs.** In addition to all requirements detailed in the Master Land Use Application Instructions (CP-7810), applications for Master CUBs/CUXs shall include:

- A separate sheet containing a table identifying all CUB or CUX requests on the subject site, indicating: the type of alcohol permit sought; the square footage of each particular restaurant, bar or event space; the identifying address or suite/unit number corresponding to each CUB/CUX request; and (if known) the tenant-operator of each alcohol or adult entertainment establishment.
- All CUB or CUX requests on the subject site clearly identified and labeled on the plot plan and applicable floor plans, indicating: each type of alcohol permit sought; the square footage of each particular restaurant, bar or event space; and the identifying address or suite/unit number corresponding to each CUB/CUX request.

NOTE: *Please consider submitting documents beyond the requirements outlined in this form. If there are other circumstances which may further a more complete understanding of the project, do not hesitate to submit such information. The documents submitted with the application and the public hearing constitute the **primary opportunity** to clarify and define the project.*