

MEMORANDUM

To: Andre Parvenu, City Planning Associate
Planning Department
City Hall, 7th Floor, MS 395

From: John A. White, Deputy City Clerk
Office of the City Clerk
Room 395, City Hall, MS 160

Subject: **Public Convenience or Necessity (Caldera) Application
Council File No. 13-0901; CD 4**

Date: July 30, 2013

An application requesting that the City Council make a finding of Public Convenience or Necessity for the sale of alcoholic beverages at Spin the Bottle Wine Studio gourmet wine bar and shop located at 10139 ½ West Riverside Drive, Toluca Lake, 91602, has been filed with the Office of the City Clerk. Inasmuch as Council directed that involved City departments be informed of this process, you are asked to review the application. The Council file and application can be reviewed in the Office of the City Clerk, or on-line at:

http://clkrep.lacity.org/onlinedocs/2013/13-0901_MISC_07-24-13.pdf

Written comments or reports may be addressed to the City Clerk, Room 395, City Hall, 200 North Spring Street, Los Angeles, CA 90012, attn: John A. White, Deputy City Clerk. Please reference the Council file number in your correspondence.

Please be advised that this matter can be scheduled for Council consideration at any time on, or prior to **September 6, 2013**. Please contact me to confirm the date of the Council hearing. Your report should be submitted prior to the Council hearing date.