

HOLLY L. WOLCOTT  
CITY CLERK

SHANNON HOPPE  
EXECUTIVE OFFICER

When making inquiries relative  
to this matter, please refer to the  
Council File Nos. **16-0738**,  
**16-0738-S1**, **16-0738-S2**,  
**16-0738-S3**, **16-0738-S4**,  
and **16-0738-S5**

# City of Los Angeles CALIFORNIA



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December 19, 2017

Vince Bertoni  
Director of Planning  
Attention: Lisa Webber

Richard H. Llewellyn Jr.  
Interim City Administrative Officer  
Attention: Aurora Abracia  
Claudia Aguilar

Frank M. Bush  
General Manager  
Department of Building and Safety  
Attention: Osama Younan

David H. Wright  
General Manager  
Los Angeles Department of Water and Power  
Attention: Winifred J. Yancy

Sharon M. Tso  
Chief Legislative Analyst  
Attention: Avak Keotahian  
Roberto Mejia

## REQUEST FOR REPORT BACK

On December 5, 2017, the Planning and Land Use Management (PLUM) Committee considered a report from the Department of City Planning (DCP) relative to a response to various Motions aimed to help address challenges that small businesses often experience while establishing and maintaining themselves in the City, and to provide City services in a manner that will assist applicants in opening their businesses.

During the discussion, the PLUM Committee continued the matter and instructed the DCP, to report back on the following:

1. how the memorialization of the policies and operational procedures have been effectuated since the introduction of the various Motions in Council file Nos. 16-0738, 16 0738-S1, 16-0738-S2, 16-0738-S3, 16-0738-S4, 16 0738-S5;
2. with the assistance of the City Administrative Officer, on the steps and budgetary components needed to conduct a fee study on the Conditional Use Permit fee schedule applicable to small business operations;
3. an outreach plan to allow minority-owned or women-owned businesses to be better informed of small business resources made available by the DCP, such as the Beverage and Entertainment Streamlined program; and,

4. a comparison of best practices from other large municipalities of permitting and entitling case management services.

In addition, the PLUM Committee instructed the DCP, Department of Building and Safety (DBS) and Los Angeles Department of Water and Power, with assistance of the Chief Legislative Analyst, to report back on criteria to clearly define what constitutes a small business.

Furthermore, the PLUM Committee instructed the DCP and DBS to report back with steps and budgetary components needed to conduct a survey of small business owners, designers, and hospitality industry representatives to identify what building and zoning code regulations create the most challenges for small businesses, and recommendations to address these challenges.

Please prepare a written response as requested by the PLUM Committee. In your response(s), please reference any of the applicable Council file numbers listed in the table below:

Council file number:	Relative to:
16-0738	Feasibility of administrative renewal of Conditional Use Permits
16 0738-S1	Designating a DCP Case Manager for expediting restaurant uses
16-0738-S2	Code requirements within existing buildings for small businesses
16 0738-S3	Expediting service for small businesses upon building clearances
16-0738-S4	Revision of the Conditional Use Permit fees for small business operations
16 0738-S5	LADBS Streamlining the permitting and entitling of small projects

When this matter is scheduled for Committee consideration, your attendance, or that of your designee, is respectfully requested. If you have questions, please contact me at (213) 978-1074 or [zina.cheng@lacity.org](mailto:zina.cheng@lacity.org).

Thank you,

Zina Cheng  
Deputy City Clerk  
Planning and Land Use Management Committee