

**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

**DATE:** July 1, 2019

**TO:** Condition Compliance Unit  
Department of City Planning  
City Hall, 5th Floor, Mail Stop No. 395

**FROM:** Rita Moreno, Deputy City Clerk  
Office of the City Clerk  
Room 395, City Hall, Mail Stop No. 160

**SUBJECT: Public Convenience or Necessity (Caldera) Application  
Council File No. 19-0678; CD 14**

An application requesting that the City Council make a finding of Public Convenience or Necessity for the sale of alcoholic beverages at Sip & Snack, located at 5003 East York Boulevard, Los Angeles, CA 90042 has been filed with the Office of the City Clerk. Inasmuch as Council has 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 on the City Clerk website at:  
**<http://www.lacouncilfile.com>**

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

Please be advised that this matter will be scheduled for City Council consideration on or before July 30, 2019, based on Office of the City Clerk procedures. Your report should be submitted prior to the hearing date.

My contact information:  
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Deputy City Clerk  
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