

**MASTER LAND USE PERMIT APPLICATION**  
**LOS ANGELES CITY PLANNING DEPARTMENT**

*Planning Staff Use Only*

ENV No.	Existing Zone	District Map
APC	Community Plan	Council District
Census Tract	APN	Case Filed With [DSC Staff]
		Date

CASE No. \_\_\_\_\_

APPLICATION TYPE CUB  
(zone change, variance, conditional use, tract/parcel map, specific plan exception, etc.)

**1. PROJECT LOCATION AND SIZE**

Street Address of Project 5419 W. Sunset Blvd., Los Angeles, CA Zip Code 90027  
Legal Description: Lot Lots 1, 2 & 3 Block None Tract Hamptonia  
Lot Dimensions 180' x 175' Lot Area (sq. ft.) 31,531 sf Total Project Size (sq. ft.) 7,125

**2. PROJECT DESCRIPTION**

Describe what is to be done: Conditional Use Permit (CUB) for the Upright Citizens Brigade Adult Trade School. Request to serve alcohol, beer and wine only, in the existing Theater 95 occupants, Theater Concession area 31, Cafe 76 & Student Union 488 max. occupants all on the 1st floor of the 2 story comedy trade school. Alcohol sales 12 pm -2 am

Present Use: Adult Trade School Proposed Use: Same

Plan Check No. (if available) N/A Date Filed: N/A

Check all that apply:

<input type="checkbox"/> New Construction	<input type="checkbox"/> Change of Use	<input type="checkbox"/> Alterations	<input type="checkbox"/> Demolition
<input checked="" type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input type="checkbox"/> Residential	<input type="checkbox"/> Tier 1 LA Green Code

Additions to the building:

<input type="checkbox"/> Rear	<input type="checkbox"/> Front	<input type="checkbox"/> Height	<input type="checkbox"/> Side Yard
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No. of residential units: Existing 0 To be demolished 0 Adding 0 Total \_\_\_\_\_

**3. ACTION(S) REQUESTED**

Describe the requested entitlement which either authorizes actions OR grants a variance:

Code Section from which relief is requested: \_\_\_\_\_ Code Section which authorizes relief: 12.24 W. 1  
Conditional Use Permit to serve alcohol (beer & wine only)

Code Section from which relief is requested: \_\_\_\_\_ Code Section which authorizes relief: \_\_\_\_\_

Code Section from which relief is requested: \_\_\_\_\_ Code Section which authorizes relief: \_\_\_\_\_

List related or pending case numbers relating to this site:

DIR-2012-2820-SPP, ENV-2012-2821-CE

**4. OWNER/APPLICANT INFORMATION**

Applicant's name Susan Hale Company 5419 Sunset Properties LLC  
 Address: 5419 W. Sunset Blvd. Telephone: ( ) Fax: ( )  
Los Angeles, CA Zip: 90027 E-mail: \_\_\_\_\_

Property owner's name (if different from applicant) \_\_\_\_\_  
 Address: \_\_\_\_\_ Telephone: ( ) Fax: ( )  
 \_\_\_\_\_ Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_

Contact person for project information Leslie Lombard Company Urban Concepts  
 Address: 3701 Wilshire Blvd., Suite 414 Telephone: ( 323 ) 966-2610 Fax: ( 213 ) 388-1678  
Los Angeles, CA Zip: 90010 E-mail: LeslieL@urban-concepts.com

**5. APPLICANT'S AFFIDAVIT**

Under penalty of perjury the following declarations are made:

- The undersigned is the owner or lessee if entire site is leased, or authorized agent of the owner with power of attorney or officers of a corporation (submit proof). (NOTE: for zone changes lessee may not sign).
- The information presented is true and correct to the best of my knowledge.
- In exchange for the City's processing of this Application, the undersigned Applicant agrees to defend, indemnify and hold harmless the City, its agents, officers or employees, against any legal claim, action, or proceeding against the City or its agents, officers, or employees, to attack, set aside, void or annul any approval given as a result of this Application.

Signature: [Signature] Print: SUSAN HALE

**ALL-PURPOSE ACKNOWLEDGMENT**

State of California

County of Los Angeles

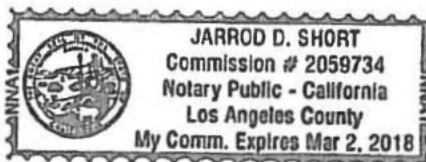
On April 17, 2015 before me, Jarrod D. Short, Notary public  
 (Insert Name of Notary Public and Title)

personally appeared Susan Hale, 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.

Jarrod D. Short (Seal)  
 Signature

**6. ADDITIONAL INFORMATION/FINDINGS**

In order for the City to render a determination on your application, additional information may be required. Consult the appropriate Special Instructions handout. Provide on attached sheet(s) this additional information using the handout as a guide.

NOTE: All applicants are eligible to request a one time, one-year only freeze on fees charged by various City departments in connection with your project. It is advisable only when this application is deemed complete or upon payment of Building and Safety plan check fees. Please ask staff for details or an application.

**Planning Staff Use Only**

Base Fee	Reviewed and Accepted by [Project Planner]	Date
Receipt No.	Deemed Complete by [Project Planner]	Date

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

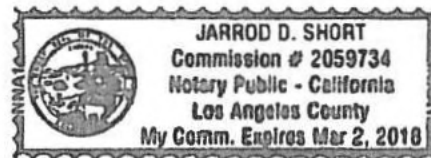
On June 10, 2015 before me, Jarrold D. Short, Notary Public  
(Insert Name of Notary Public and Title)  
personally appeared Susan Hale

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 of 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 Jarrold D. Short (Seal)



CITY OF LOS ANGELES  
DEPARTMENT OF CITY PLANNING

**ENVIRONMENTAL ASSESSMENT FORM**

EAF Case No.: \_\_\_\_\_ ZA Case No.: \_\_\_\_\_ CPC Case No.: \_\_\_\_\_  
Council District No.: \_\_\_\_\_ Community Plan Area: \_\_\_\_\_  
PROJECT ADDRESS: \_\_\_\_\_

Major Cross Streets: \_\_\_\_\_  
Name of Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

**OWNER**

Name: Susan Hale / 5419 Sunset Properties LLC

Address: 5419 W. Sunset Blvd., Los Angeles, CA 90027

Telephone No.: \_\_\_\_\_

Signature: [Signature]

**APPLICANT'S REPRESENTATIVE**  
(Other than Owner)

Name: Leslie Lombard / Urban Concepts  
(Contact Person)

Address: 3701 Wilshire Blvd., Suite 414, Los Angeles, CA 90010

Telephone No.: 323-966-2610 x119

Signature: [Signature]  
(Applicant's Representative)

The following Exhibits are required (3 copies of each exhibit and 3 Environmental Assessment Forms for projects in Coastal & S.M. Mtn. Zones): All Exhibits should reflect the entire project, not just the area in need of zone change, variance, or other entitlement.

**NOTE:** The exhibits are IN ADDITION TO those required for any case for which the Environmental Assessment Form is being filed.

- A. **2 Vicinity Maps:** (8½" x 11") showing nearby street system, public facilities and other significant physical features (similar to road maps, Thomas Brothers Maps, etc.) with project area highlighted.
- B. **2 Radius/Land Use Maps:** (1" = 100') showing land use and zoning to 500 feet (100 feet of additional land use beyond the radius for alcoholic beverage cases); 100' radius line (excluding streets) okay for Coastal building permits 300' for site plan review applications.
- C. **2 Plot Plans:** showing the location and layout of proposed development including dimensions; include topographic lines where grade is over 10%; tentative tract or parcel maps where division of land is involved to satisfy this requirement, and the location and diameter of all trees existing on the project site.
- D. **Application:** a duplicate copy of application for zone change, (including Exhibit "C" justification) batch screening form, periodic comprehensive general plan review and zone change map, variance, conditional use, subdivider's statement, etc.
- E. **Pictures:** two or more pictures of the project site showing walls, trees and existing structures.
- F. **Notice of Intent Fee:** an UNDATED check in the amount of \$75 made out to the **Los Angeles County Clerk** for the purpose of filing a Notice of Intent to Adopt a Negative Declaration as required by § 15072 of the State CEQA Guidelines.
- G. **Hillside Grading Areas/Haul Route Approval:** Projects within a Hillside Grading Area involving import/export of 1,000 cubic yards or more shall submit a soils and/or geotechnical report reviewed & approved by LADBS (reports needed to be determined by LADBS) to include measures to mitigate impacts related to grading and obtain a Haul Route Approval from the Board of Building & Safety Commissioners (refer to <http://www.lacity.org/LADBS/forms/forms.htm>).

APPLICATION ACCEPTED

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

ENVIRONMENTAL ASSESSMENT

APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

RECEIPT NO.: \_\_\_\_\_

**I. Project Description:**

Briefly describe the project and permits necessary (i.e., Tentative Tract, Conditional Use, Zone Change, etc.) including an identification of phases and plans for future expansion:

Conditional Use (CUB) for on-site sale of alcohol (beer & wine only).

Will the project require certification, authorization, clearance or issuance of a permit by any federal, state, county, or environmental control agency, such as Environmental Protection Agency, Air Quality Management District, Water Resources Board, Environmental Affairs, etc.? If so, please specify:

California Department of Alcoholic Beverage Control (ABC)

**II. Existing Conditions:**

- A. Project Site Area 31,500 sf  
 Net and 0.72 acres Gross Acres 0.72 acres
- B. Existing Zoning C2-1
- C. Existing Use of Land Adult Trade School & Retail  
 Existing General Plan Designation Highway Oriented Commercial
- D. Requested General Plan Designation N/A
- E. Number None type N/A and age  $\pm$  N/A of structures to be removed as a result of the project. If residential dwellings (apts., single-family, condos) are being removed indicate the number of units: N/A and average rent: N/A  
 Is there any similar housing at this price range available in the area? If yes, where?  
N/A
- F. Number None Trunk Diameter \_\_\_\_\_ and type \_\_\_\_\_ of existing trees.
- G. Number None Trunk Diameter \_\_\_\_\_ and type \_\_\_\_\_ of trees being removed (identify on plot plan.)
- H. Slope: State percent of property which is:  
100 % Less than 10% slope \_\_\_\_\_ 10-15% slope \_\_\_\_\_ over 15% slope \_\_\_\_\_  
*If slopes over 10% exist, a topographic map will be required. Over 50 acres, 1" = 200' scale is okay.*
- I. Check the applicable boxes and indicate the condition on the Plot Plan. There are ☐ natural or man-made drainage channels, ☐ rights of way and/or ☐ hazardous pipelines crossing or immediately adjacent to the property, or ☐ none of the above.
- J. Grading: (specify the total amount of dirt being moved)  
0 0-500 cubic yards.  
0 if over 500 cubic yards. indicate amount of cubic yards.
- K. Import/Export: Indicate the amount of dirt being imported or exported 0

If the project involves more than one phase or substantial expansion or changes of existing uses, please document each portion separately, with the total or project details written below. Describe entire project, not just area in need of zone change, variance, or other entitlement.

### III. Residential project (if not residential, do not answer)

- A. Number of Dwelling Units-  
Single Family \_\_\_\_\_ Apartment \_\_\_\_\_ or Condominium \_\_\_\_\_
- B. Number of Dwelling Units with:  
One bedroom \_\_\_\_\_ Two bedrooms \_\_\_\_\_  
Three bedrooms \_\_\_\_\_ Four or more bedrooms \_\_\_\_\_
- C. Total number of parking spaces provided \_\_\_\_\_
- D. List recreational facilities of project \_\_\_\_\_
- E. Approximate price range of units \$ \_\_\_\_\_ to \$ \_\_\_\_\_
- F. Number of stories \_\_\_\_\_, height \_\_\_\_\_ feet.
- G. Type of appliances and heating (gas, electric, gas/electric, solar) \_\_\_\_\_  
Gas heated swimming pool? \_\_\_\_\_
- H. Describe night lighting of the project \_\_\_\_\_  
(include plan for shielding light from adjacent uses, if available)
- I. Percent of total project proposed for: Building \_\_\_\_\_  
Paving \_\_\_\_\_  
Landscaping \_\_\_\_\_
- J. Total Number of square feet of floor area \_\_\_\_\_

### IV. Commercial, Industrial or Other Project (if project is only residential do not answer this section). Describe entire project, not just area in need of zone change, variance, or other entitlement.

- A. Type of use Adult Trade School (Upright Citizens Brigade Theater Los Angeles) Comedy School
- B. Total number of square feet of floor area 34,177 sf
- C. Number of units if hotel/motel 0
- D. Number of stories 2 height 25'-4" feet.
- E. Total number of parking spaces provided: 68
- F. Hours of operation 8 am - 2 am Days of operation 7 days
- G. If fixed seats or beds involved, number N/A
- H. Describe night lighting of the project Shielded  
(Include plan for shielding light from adjacent uses, if available)
- I. Number of employees per shift N/A
- J. Number of students/patients/patrons N/A
- K. Describe security provisions for project 2 security personnel during showtimes
- L. Percent of total project proposed for: Building \_\_\_\_\_ No change  
Paving \_\_\_\_\_ No change  
Landscaping \_\_\_\_\_ No change

### Historic/Architecturally Significant Project

Does the project involve any structures, buildings, street lighting systems, spaces, sites or components thereof which may be designated or eligible for designation in any of the following: (please check)

- ☐ National Register of Historic Places \_\_\_\_\_
- ☐ California Register of Historic Resources \_\_\_\_\_
- ☐ City of Los Angeles Cultural Historic Monument. \_\_\_\_\_
- ☐ Within a City of Los Angeles Historic Preservation Overlay Zone (HPOZ) \_\_\_\_\_



**V. Hazardous Materials and Substance Discharge**

Does the project involve the use of any hazardous materials or have hazardous substance discharge? If so, please specify. No

- A. Regulatory Identification Number (if known) \_\_\_\_\_
- B. Licensing Agency \_\_\_\_\_
- C. Quantity of daily discharge \_\_\_\_\_

**VI. Stationary Noise Clearance: A clearance may be necessary certifying the project's equipment (e.g., air conditioning) complies with City Noise Regulations.**

Some projects may require a Noise Study. The EIR staff will inform those affected by this requirement.

**VII. Selected Information:**

- A. Circulation: Identify by name all major and secondary highways and freeways within 1,000 feet of the proposed project; give the approximate distance(s):  
Sunset Blvd. and Western Ave.
- B. Air: All projects that are required to obtain AQMD permits (see AQMD Rules and Regulations) are required to submit written clearance from the AQMD indicating no significant impact will be created by the proposed project.\*

**VIII. Mitigating Measures:**

Feasible alternatives or mitigation measures which would substantially lessen any significant adverse impact which the development may have on the environment. \_\_\_\_\_

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- \* Contact the South Coast Air Quality Management District at (909) 396-2000 for further information.

APPLICANT/CONSULTANT'S AFFIDAVIT

OWNER MUST SIGN AND BE NOTARIZED;

IF THERE IS AN AGENT, THE AGENT MUST ALSO SIGN AND BE NOTARIZED

I, SUSAN HALE  
Owner (Owner in escrow)\*  
(Please Print)

I, Leslie Lombard  
Consultant\*  
(Please Print)

Signed: [Signature]  
Owner

Signed: [Signature]  
Agent

being duly sworn, state that the statements and information contained in this Environmental Assessment Form are in all respects true and correct to the best of my knowledge and belief.

\*\*\*\*\*Space Below This Line for Notary's Use\*\*\*\*\*

ALL-PURPOSE ACKNOWLEDGMENT

State of California

County of Los Angeles

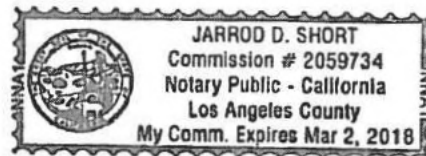
On April 17, 2015 before me, Jarrod D. Short, Notary Public personally appeared  
(Insert Name of Notary Public and Title)  
Susan Hale, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they 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.

Jarrod D. Short  
Signature

(Seal)





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 4/27/15 before me, Dinde R. Patrick, Notary Public  
(Insert Name of Notary Public and Title)

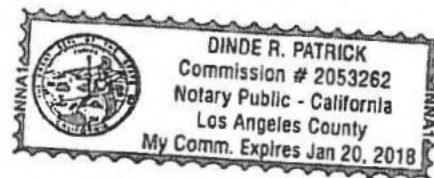
personally appeared Leanne Ann Lombard

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 of 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 Dinde R. Patrick (Seal)



# EXPEDITED PERMIT FEE AGREEMENT

## Section 19.01-W LAMC

City of Los Angeles - Department of City Planning

CASE NO(s). CONDITIONAL USE (BEER AND WINE)

Project Address: 5419 West Sunset Boulevard

I hereby promise to pay all expenses for additional cost and physical resources necessary to expedite the permit process for the above development project. I understand that the expedited service charges are in addition to and separate from the fees charged elsewhere in the L.A. Municipal Code. I also understand that the initial fee of \$8,500 is a deposit, and I agree to pay any additional costs that exceed this deposit to the City of Los Angeles for Planning Department Staff as well as other City Departments for time used to expedite the subject case(s), including any costs accrued during any appeal(s) of the subject case(s). I am well informed that the processing of the case may be placed on hold if an invoice billing for the excessive costs becomes past due. In the event that the property is sold, I understand that I am still responsible for any costs accrued until such time as the new property owners accept responsibility of fees in writing by filing a new Expedited Permit Fee Form with the Planning Department.

Initial Deposit: \$8,500

### COMPANY/OWNER/APPLICANT'S AFFIDAVIT

Under penalty of perjury the following declarations are made:

- The undersigned is the owner or lessee, or authorized agent of the owner or lessee with power of attorney or officers of a corporation (submit proof). (NOTE: for zone changes, lessee may not sign).
- The information presented is true and correct to the best of my knowledge.
- The undersigned has read and accepted the above statement.

Owner/Applicant: 5419 Sunset Properties,

Print Address: 5419 Sunset Blvd., LLC

Los Angeles, CA 90027

Telephone No.: 206-949-7594

Authorized Signature: [Signature]

Print Name: SUSAN HALE

Email Address: Susan@ucbcomedy.com

Date: June 25<sup>th</sup> 2015

\*Please note that the information listed above will be used for billing purposes. Please do not use a P.O. Box as the address.

Representative: Urban Concepts

Contact: Leslie Lombard

Print Address: 3701 Wilshire Blvd.

Los Angeles, CA 90010

Telephone No.: 323-966-2610 x 119

For Owner/Applicant Authorized Signature Only:

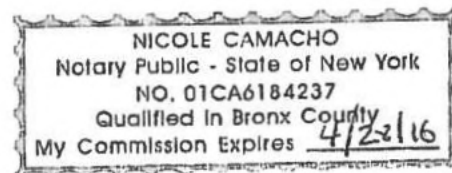
Subscribed and sworn before me this (date):

June 25<sup>th</sup> 2015 in the County of New York

State of ~~California~~ New York

Notary Public

Stamp:



Accepted By Expedited Processing Section

Signature: [Signature]

Date: June 16, 2015

(The application must be filed within 90 days of the date referenced above.)

Applicant to show locations of alcohol service on plans prior to filing.

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~~ New York  
County of New York

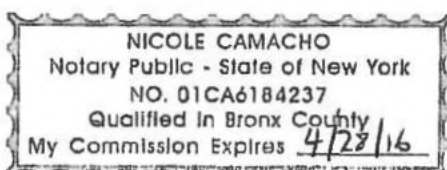
On June 25th, 2015 before me, Nicole Camacho, Notary  
(Insert Name of Notary Public and Title)  
personally appeared Jusan Hale

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 of 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 [Signature] (Seal)



**PRE-APPLICATION FOR CONDITIONAL USE PERMIT & PLAN APPROVAL  
(CUB/PA/PAD/PAB/CUE) FOR ALCOHOL & ENTERTAINMENT ESTABLISHMENTS –  
LAMC 12.24 M, 12.24-W, 1 AND 18(A); 12.24-X(2)**

**MViP APPLICATION USE ONLY\*\***

*City of Los Angeles – Department of City Planning*

\*\* Projects with multiple entitlements, including Projects within Specific Plan Areas, Historic Preservation Overlay Zones and Coastal Development Permit Areas do not qualify for Pre-Application at this time.

**PRE-APPLICATION**

This form must be completed by the applicant prior to filing an application pursuant to LAMC 12.24 M, 12.24-W, 1 and/or 12.24-W, 18(a); 12.24-X(2). A Pre-Application fee pursuant to LAMC 12.24-B 1 and 19.01 E 2 is due at the time of review. The Department's Condition Compliance Unit (CCU) will review the project and related approvals required for the project. This form is intended to provide the applicant with early notification of any zoning or permitting issues which may affect the conditional use process.

**Please submit this form to the Condition Compliance Unit (CCU), City Hall, 200 North Spring Street, Room 528, Los Angeles, CA 90012 or through our website at: <http://planning.lacity.org>**

In addition to the Pre-Application Form, please submit or upload the following: (1) Master Land Use Application- Sections 1 through 4; (2) Environmental Assessment Form; (3) dimensioned plot plan and floor plan showing furniture layout and floor areas (sq. ft.) for each use in the establishment (i.e. lobby, kitchen, dining, etc). Indicate existing and proposed outdoor uses including those in the public right-of-way (sidewalk), clearly identify property lines and sidewalk/patio dimensions including the clear space for pedestrians. Show existing and proposed construction by providing a legend or labeling the floor plan accordingly.

1. **ADDRESS:** 5419 W. Sunset Blvd., Los Angeles, CA 90027 **Unit or Space No.:** \_\_\_\_\_
2. Requested Entitlement (Project Description) Application for a CUB for the Upright Citizens Brigade Trade School / Theater (Beer & Wine only).
3. Name of Establishment (i.e. DBA): Upright Citizens Brigade Theater Los Angeles

**USE**

4. Primary Use of Establishment (i.e. restaurant, bar, nightclub) Comedy Trade School and Theater
5. Ancillary entertainment uses such as a piano bar, dancing, live entertainment, movies, karaoke, video game machines None

**FLOOR AREA**

6. New/Proposed Floor Area Added (If floor area is existing, skip and go to Question No. 7):  
Interior: \_\_\_\_\_ sq. ft.  
Is this new area due to an expansion into an adjacent tenant space? ☐ Yes ☐ No  
Outdoor (private property): \_\_\_\_\_ sq. ft. ☐ covered ☐ uncovered  
Outdoor (public right-of-way): \_\_\_\_\_ sq. ft. ☐ covered ☐ uncovered
7. Total floor area the establishment will occupy (including all proposed additions in Question No. 6):  
Interior 34,177 sq. ft.



Outdoor (private property): 0 sq. ft.

☐ covered☐ uncovered

Outdoor (public right-of-way): 0 sq. ft.

☐ covered☐ uncovered**SEATING**

8. Total number of seats and description (i.e. dining, bar, patio, sidewalk): \_\_\_\_\_

Indoors: 95 seat Theater, 465 sf concession area, 1135 sf Cafe, 3413 sf Student Union (alcohol served)

Outdoors: 0

If an outdoor area is on the public right-of-way, has a revocable permit been obtained? \_\_\_\_\_

Revocable Permit No. \_\_\_\_\_

**ADDITIONAL INFORMATION**10. Are you requesting to extend the term of an existing Conditional Use Permit? ☐ Yes ☒ No

If Yes, Case No. \_\_\_\_\_

11. Number of parking spaces available on the site 66

Number of disabled access stalls on site 3

12. Proposed hours of operation:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
12 pm - 2 am	12 pm - 2 am	12 pm - 2 am	12 pm - 2 am	12 pm - 2 am	12 pm - 2 am	12 pm - 2 am

14. Will there be retail use(s) within the establishment? ☒ Yes ☐ No

If Yes, explain t-shirts, CD's - limited amounts

Will there be any type of wine or other alcoholic beverage tasting on-site? ☐ Yes ☒ No

If Yes, explain \_\_\_\_\_

15. Number of employees on site: 16 average ☐ Proposed ☒ Existing16. Number of security guards on-site: 2 ☐ Proposed ☐ Existing

Number of Shifts: \_\_\_\_\_ Shifts Hours: During Show times

I understand that verification of a Certificate of Occupancy for the premises is part of the process though not a requirement for application submittal. If a permit is required to operate, change the use of, or add floor area to expand the establishment, I will provide these items at the time of condition clearance, or prior to the beginning of operations as may be required by the decision maker, if my request is approved.

Leslie Lombard

Name (Print)

  
 Signature

☐ Owner  
☒ Applicant  
☒ Representative

Telephone Number: 323-966-2610 x119

E-mail: LeslieL@urban-concepts.com

Questions may be directed to the CCU:

General Telephone No.: (213) 978-1914

Email: [planning.ccu@lacity.org](mailto:planning.ccu@lacity.org)

## **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.



**REQUEST FOR ALCOHOL LICENSE (BEER & WINE ONLY) PURSUANT TO  
LOS ANGELES MUNICIPAL CODE SECTION 12.24 W. 1  
FOR  
5419 W SUNSET BOULEVARD  
LOS ANGELES, CA 90027**

**PROJECT REQUEST**

This request is for an alcohol license for beer and wine only at an existing Adult Trade School, the Upright Citizens Brigade Comedy School. The school consists of 34,177 sf in a two story structure. The first level provides a 95 seat theater, a café, a student union area and production areas. The second level consists of classrooms and offices. Rooftop parking is provided on the third level. The property is located in the C2-1 Zone.

The request for alcohol consumption is for the 95 seat Theater and associated concession area, the 1135 sf Café and the 3413 sf Student Union, all of which are located on the first floor. Alcohol will be sold at the theater concession area during performances. It will also be sold in the café starting at lunch time and in the student union during events.

**PENDING OR RELATED CASES**

A Specific Plan Project Permit Compliance from the Western / Vermont Transit Oriented District was granted in 2013 for a change of use from retail and office to an Adult Trade School. Case No. DIR-2012-2820-SPP

## **ALCOHOL (CUB) FINDINGS**

This request is for an alcohol license for beer and wine only at an existing Adult Trade School, the Upright Citizens Brigade Comedy School. The school consists of 34,177 sf in a two story structure. The first level provides a 95 seat theater, a café and a student union area. Rooftop parking is provided on the 3<sup>rd</sup> level. The property is located in the C2-1 Zone.

### **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.**

The surrounding neighborhood consists of big-box retail, retail strip center, a motel and at the rear of the site, multi-family residential. Alcohol consumption will only occur within the existing structure, there will be no exterior consumption of alcohol. The addition of beer and wine will enhance the entertainment experience already provided at the school.

- 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.**

The existing structure is compatible in size and bulk with the surrounding neighborhood structures. Alcohol consumption will only occur within the existing structure, there will be no exterior consumption of alcohol.

- 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.**

The subject site is zoned C2-1 and is designated for Highway Oriented Commercial uses in the Hollywood Community Plan. The Vermont/Western Station Neighborhood Area Plan identified the subject property as "Community Center, Subarea C". The Community Center designation is used in the General Plan Framework and the Specific Plan to intensify commercial and mixed-use development along the major and secondary highways within the community neighborhoods. The existing use and proposed alcohol consumption are in conformance with the intent of the General Plan.

### **b. Additional Findings**

- i. Explain how the proposed use will not adversely affect the welfare of the pertinent community.**

There are no schools, hospitals or recreation areas in the pertinent community. Additionally, there are only a couple of places that serve alcohol in the area therefore the proposed consumption of beer and wine on-site will not adversely affect the welfare of the community.

**ii. Explain how the approval of the application will not result in or contribute to an undue concentration of such establishments.**

Within a 600 and 1000 square foot radius, there is only one establishment, a motel that provides on-site consumption of a full line of alcoholic beverages and two restaurants that provide on-site consumption of beer and wine. Thus the proposed addition at the school of on-site consumption of beer and wine will not 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.**

The proposed consumption of beer and wine on-site will not be detrimental to the nearby R4 and R5 residential uses as the consumption will occur entirely within the building. There will be no increase in student or visitor population in conjunction with this proposal.