

**BUSINESS LICENSE COMMISSION
CITY OF WEST HOLLYWOOD
MINUTES
TUESDAY, NOVEMBER 17, 2020
SPECIAL TELECONFERENCE MEETING**

6:30 P.M. – BUSINESS LICENSE COMMISSION MEETING VIA TELECONFERENCE

1. **CALL TO ORDER** – Chair Anthony called the meeting to order at 6:37 P.M.
2. **PLEDGE OF ALLEGIANCE** – Chair Anthony led the Pledge of Allegiance.

3. ROLL CALL

PRESENT: Commissioner Kalonian
Commissioner Saltzman
Commissioner Shyne
Commissioner Zaden
Commissioner Lo
Vice Chair Copeland
Chair Anthony

ABSENT: None.

ALSO PRESENT: Code Compliance Manager, Danny Rivas
Code Compliance Supervisor, Yessica Benitez
Staff Attorney, Jonathan Holub
Commission Secretary, Falyn Kingi
Director of Public Works, Jackie Rocco

4. APPROVAL OF THE AGENDA

SUBJECT: The Business License Commission is requested to approve the agenda.

ACTION: Approve the agenda of November 17, 2020. **Motion by Commissioner Saltzman, seconded by Commissioner Kalonian, and approved.**

5. APPROVAL OF MINUTES

SUBJECT: The Business License Commission is requested to approve the minutes of prior Business License Commission meetings.

ACTION: Approve the minutes of August 4, 2020. Code Compliance Manager Rivas requested that under item 5, the date of August 4, 2020, be changed to reflect June 29, 2020. **Motion by Commissioner Zaden, seconded by Commissioner Saltzman, and approved as amended.**

6. PUBLIC COMMENT

JOE ESHENBOUGH, spoke regarding a noise concern at Hamburger Mary's.

GENEVIEVE MORRIL, congratulated Commissioner Shyne on her new appointment as a West Hollywood Councilmember.

7. PUBLIC HEARING

None.

8. SPECIAL ITEMS

None.

9. NEW BUSINESS

A. ENHANCING COMPLIANCE DURING COVID-19 LOS ANGELES COUNTY PUBLIC HEALTH ORDERS AND CITY CODE ENFORCEMENT EFFORTS

SUBJECT: The West Hollywood Business License Commission will receive an update regarding COVID-19 Los Angeles County Public Health Orders to keep businesses, workers, and members of the public informed of relevant public health orders and local enforcement measures that will provide opportunities for workers and other members of the public to give public comment at Business License Commission meetings if there are concerns regarding businesses' compliance with public health orders.

Code Compliance Manager Rivas provided background information as provided in the staff report dated November 17, 2020.

RAEQUEL LONDON, stated that her question was answered prior to the meeting.

GENEVIEVE MORILL, spoke in support of the item.

Commissioner Lo inquired if it is required to follow the Los Angeles County Health Officer protocols regardless of being an incorporated City. Code Compliance Manager Rivas confirmed that the guidelines are required to be followed countywide.

Commissioner Saltzman asked for clarification on the role of the Business License Commission regarding this item and if it would be presented monthly. He also inquired about what would be presented to City Council, and if it is a requirement for signage to be posted in multifamily dwellings requiring residents or visitors to wear facial coverings. Code Compliance Manager Rivas explained that this item will be presented monthly to educate the community and allow the public to present any concerns to the Commission. He continued to explain that City staff would provide

follow up and report back to the City Council on this item as a part of the directive received. He also stated there was a Council Directive and ordinance adopted that required notices to be posted in multifamily dwelling common areas and can currently be found on the City's website at www.weho.org/coverthatface.

Vice Chair Copeland questioned how the maximum capacity levels at grocery stores would be determined. Code Compliance Manager Rivas explained that grocery store occupancy levels are required to be set at 50% capacity and City staff has completed outreach to identify the capacity level of each store. He continued to explain that a City Council directive was given that requested staff to draft an ordinance requiring a dedicated employee be placed at the entrance of a grocery store to ensure that occupancy levels, wearing of facial coverings, and social distancing requirements are being met.

Chair Anthony inquired if City Council would be receiving the same report on the new Health Officer Orders or if the Business License Commission would be the only body to receive this report. He also inquired about the procedure for issuing warnings and administrative citations. Code Compliance Manager Rivas explained that the Business License Commission would be the body to filter information regarding the Health Officer Order to the City Council. A report will also be provided to the City Council including the Business License Commission comments and concerns. He explained the standard practices utilized to gain voluntary compliance with the new evolving Health Protocols and emphasized that the primary goal is to educate the community.

Chair Anthony suggested that the COVID-19 standard practices for businesses be posted on the City's website. Code Compliance Manager Rivas agreed with that idea and stated that all public input would be taken into account along with the continued outreach that currently takes place.

10. ITEMS FROM STAFF

A. BUSINESS LICENSE COMMISSION MEETING TIME

SUBJECT: The West Hollywood Business License Commission will consider temporarily establishing 6 P.M. as the new set time for scheduled Business License Commission meetings while meetings are held virtually due to COVID-19.

Code Compliance Manager Rivas acknowledged the concerns that have been shared regarding an earlier start time for the Commission and offered a temporary start time of 6:00 P.M. for the Business License Commission.

Commissioner Kalonian agreed to a 6:00 P.M. start time.

Commissioner Lo stated he was indifferent to the 6:00 P.M. or 6:30 P.M. start time.

Commissioner Saltzman agreed to a 6:00 P.M. start time.

Commissioner Shyne suggested that the voting be postponed until next month to allow the new Commissioner and or Commissioners a chance to vote. She also expressed concern for essential workers being able to attend the meeting.

Commissioner Zaden stated that a 6:30 P.M. start time worked for her, but she was open to a 6:00 P.M. start time as well.

Vice Chair Copeland agreed to postponing votes until next month.

Chair Anthony also agreed to defer the vote.

ACTION: This item was tabled. **Motion by Commissioner Lo, seconded by Vice Chair Copeland, and tabled.**

11. PUBLIC COMMENT

None.

12. ITEMS FROM COMMISSIONERS

Commissioner Saltzman inquired about the Flavored Tobacco item and asked if the item needed to be placed on the next agenda for follow up or discussion. Code Compliance Manager Rivas informed the Commission that the item will be going to City Council in December. Commissioner Saltzman also inquired how the complaints that are presented to the Commission regarding local businesses would be handled. Code Compliance Manager Rivas confirmed that an investigation would be performed based on the information that was provided.

Commissioner Zaden stated that she enjoyed the Ethics Training that was provided by the City Clerk and inquired how local businesses could be recognized. Code Compliance Manager Rivas explained that the City Council has a legacy program where they acknowledge businesses in the City.

Commissioner Shyne shared that this would be her last meeting serving as a Commissioner and expressed her gratitude with Staff and fellow Commissioners on her departure.

Vice Chair Copeland inquired if the Governor signed the SB-793 bill. Code Compliance Manager Rivas confirmed that the ban was signed and would go into effect January 1, 2021, and such information would be included in the staff report that will be presented to City Council.

Chair Anthony expressed his gratitude with Code Compliance Manager Rivas for his thorough presentation and shared his excitement in the role that the Business License Commission will begin to take in the upcoming meetings. He also stated that he would like to receive a written report including the feedback and ideas that are presented during the Commission meetings. Code Compliance Manager Rivas explained that any comments or ideas shared by the Commission would be reflected in the report to City Council.

13. **ADJOURNMENT:** The Business License Commission adjourned at 7:37 P.M. to the next required meeting of this body, to be determined by the Code Compliance Manager, and be held via teleconference.

PASSED, APPROVED, AND ADOPTED by the Business License Commission of the City of West Hollywood at a meeting held this 15th day of December, 2020.

DocuSigned by:
Keith Anthony
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KEITH ANTHONY, CHAIRPERSON

ATTEST:

Falyn Kingi

FALYN KINGI, COMMISSION SECRETARY