

**BUSINESS LICENSE COMMISSION
CITY OF WEST HOLLYWOOD
MINUTES
TUESDAY, AUGUST 8, 2023
WEST HOLLYWOOD PUBLIC MEETING ROOM - COUNCIL CHAMBERS
625 N. SAN VICENTE BOULEVARD**

6:00 PM – ADJOURNED REGULAR MEETING

1. CALL TO ORDER

Chair Eisenberg called the meeting to order at 6:01 p.m.

2. PLEDGE OF ALLEGIANCE

Commissioner Vulin led the Pledge of Allegiance.

3. ROLL CALL

PRESENT: Commissioner Cockeram
Commissioner Eng
Commissioner Hang
Commissioner Vulin
Vice Chair Yusupov
Chair Eisenberg

ABSENT: None

ALSO PRESENT: Neighborhood & Business Safety Manager, Vyto Adomaitis
Code Enforcement Supervisor, Yessica Benitez
Commission Secretary, Falyn Kingi
Deputy City Attorney, Grace Yeo

4. APPROVAL OF AGENDA

Approve the Business License Commission agenda of Tuesday, August 8, 2023.

ACTION: Approve the agenda of Tuesday, August 8, 2023.

Motion by Vice Chair Yusupov, seconded by Commissioner Cockeram, and approved.

5. APPROVAL OF MINUTES

Approve the Minutes of the previous Business License Commission Meeting of Tuesday, July 11, 2022.

ACTION: Approve the minutes of Tuesday, July 11, 2023.

Motion by Commissioner Hang, seconded by Vice Chair Yusupov, and approved.

6. PUBLIC COMMENT

None.

7. PUBLIC HEARING

None.

8. UNFINISHED BUSINESS

None.

9. NEW BUSINESS

A. BUSINESS LICENSE COMMISSION STUDY SESSION

SUBJECT: The West Hollywood Business License Commission will receive an overview of its purview, roles, and responsibilities pursuant to Chapter 2.32 of the West Hollywood Municipal Code, its established By-Laws, the Ralph M. Brown Act (Government Code Section 54950 et seq.) and the Code of Conduct adopted by the City Council by way of Resolution No. 01-2604, as well as an overview of the Neighborhood and Business Safety Division.

Code Enforcement Supervisor, Yessica Benitez, presented a comprehensive overview of the operations of the Neighborhood and Business Safety Division. This included insights into reporting methods, the code enforcement program, data on service requests, and details about the licenses and permits issued by the Division.

Neighborhood and Business Safety Manager, Vyto Adomaitis, along with Deputy City Attorney, Grace Yeo, explained the responsibilities and duties of the Business License Commission. They covered topics such as public hearings, conditions of approval, operating requirements for extended hour business licenses, the appeal process, the Commission's by-laws, Rosenberg's Rules of Order, and The Ralph M. Brown Act.

The Commission and City staff engaged in a conversation regarding the procedure for introducing new regulations for businesses, the process of business license revocation, and the renewal protocols for different business licenses. They also asked about the Commission's authority to impose additional conditions and the criteria that would allow the Director to schedule a hearing.

Chair Eisenberg requested that City staff report back to the Commission with data on the number of appeals that have been filed in the past five years and how many have been granted. The Commission continued to inquire about the appeal process.

The Commission had questions about City Municipal Code Section 5.08.080, which pertains to the grounds for denying a business license. They also addressed the timeframe for reapplying for a business license after a denial, the procedure for handling tied votes, instances suitable for a continuance, and the rationale behind the prohibition of conditional approvals.

The Commission continued to engage in a detailed discussion about the Brown Act, particularly focusing on the guidelines for Commissioner's interactions on social media concerning forthcoming agenda items, and their invitations to the community to attend meetings. They also touched upon the protocol for seating arrangements when participating in events outside of the Commission meetings.

Concluding the session, the Commission and City staff engaged in a discussion regarding the renewal process for business licenses and the enforcement methods used to address businesses in violation.

Lastly, City Attorney, Grace Yeo, offered clarification on the procedure for addressing tied votes. She pointed out that the language in the Commission By-Laws indicates that a majority vote is necessary for any decision.

ACTION: Receive and file.

10. ITEMS FROM STAFF

Neighborhood and Business Safety Manager, Vyto Adomaitis, shared a few updates with the Commission. He informed them about the Annual Commission of Congress will be held on August 23rd, the Disability Service Awards which will be announced at the Disabilities Advisory Board Special Meeting on Wednesday, August 16th. He then requested that the next scheduled Commission meeting to be held on September 5th be canceled.

Commissioner Hang motioned to cancel the September 5th meeting and was seconded by Vice Chair Vulin and approved.

11. PUBLIC COMMENT

None.

12. ITEMS FROM COMMISSIONERS

Vice Chair Yusupov shared his excitement in witnessing fellow Commissioners actively engaged at the National Night Out event. He particularly highlighted the event on Horn Avenue as one of the outstanding events in the area.

Commissioner Eng raised a question regarding the West Hollywood Business Public Safety meeting that took place on August 3, 2023. She sought information about the possibility of another meeting and whether a recording of the previous meeting was available. Neighborhood and Business Safety Manager, Vyto Adomaitis, responded.

Commissioner Hang expressed his appreciation for the successful National Night Out event and extended his gratitude to staff for the comprehensive presentation.

Commissioner Cockeram expressed his gratitude to staff for the presentation received.

Chair Eisenberg expressed her gratitude to staff for the presentation received.

In closing, Neighborhood and Business Safety Manager, Vyto Adomaitis recounted his experience at National Night Out and extended gratitude to all for their active involvement. He also provided an overview of the items that will be presented to the Commission at the upcoming meeting in October.

13. ADJOURNMENT

The West Hollywood Business License Commission adjourned at 7:36 P.M. to its next regular meeting scheduled for Tuesday, October 3rd, 2023, at 6:00 P.M. at West Hollywood Public Meeting Room – Council Chambers, 625 N. San Vicente Boulevard, West Hollywood, CA 90069

PASSED, APPROVED, AND ADOPTED by the Business License Commission of the City of West Hollywood at a meeting held this 3rd day of October 2023.

DocuSigned by:
Elyse Eisenberg
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ELYSE EISENBERG, CHAIR

ATTEST:

Falyn Kingi
FALYN KINGI, COMMISSION SECRETARY