

BUSINESS LICENSE COMMISSION

MINUTES

**Tuesday July 3, 2001
City of West Hollywood
Community Conference Room
8300 Santa Monica Blvd.
WEST HOLLYWOOD, CA**

I. CALL TO ORDER: Chair Sonnenburg called the meeting to order at 6:00 P.M.

A. ROLL CALL:
PRESENT: Commissioners – Maxine Sonnenburg, Eric Thompson, Rodney Scott and James Kazakos.

STAFF PRESENT: Wade Davenport, Code Compliance Manager; Lisa Chilton, Business License Officer; Bruce Robertson, Administrative Staff Assistant.

B. PLEDGE OF ALLEGIANCE: The pledge of allegiance was led by James Kazakos.

C. APPROVAL OF AGENDA:

Action: To approve the Agenda.

Motion: R. Scott Second: Kazakos
Votes: All Ayes Motion carried.

II. CONSENT CALENDAR

To approve the minutes of June 5, 2001,

Motion: Kazakos Second: Thompson
Votes: All Ayes
Abstain: R. Scott Motion carried.

III. ITEMS FROM CITIZENS

IV. PUBLIC HEARING

V. COMMISSION CHAIR'S REPORT

A. Chair Sonnenburg reported that she attended a recent meeting of the City's Commission Chairs where it was reported that Le Colonial has

closed and is currently seeking new management. Chair Sonnenburg asked Staff to update the Commission on the current status of Le Colonial at a time that would be appropriate.

Staff informed the Commission that a letter has been sent to Le Colonial asking about the status of the restaurant in order to determine if a public hearing should be placed on a future Business License Commission agenda.

The Commission asked Staff to bring back an informational item on this matter at the August meeting.

- B. The Chair also noted that the new Community Center at Plummer Park will be opening in the near future.

VI. ITEMS FROM COMMISSIONERS

R. Scott

- Reported on the success of the recently held Christopher Street West Festival and parade, and thanked Lisa Chilton for her help in coordinating licensing for the festival's vendors.

Kazakos

- Commented that he recently attended a performance put on by the West Hollywood Orchestra and that he was very impressed with the program and urged others to show their support of the Orchestra, in the future.

VII. ITEMS FROM STAFF

- A. Commission requested informational report on Sky Sushi's extended hours business operation pursuant to the Commission's direction resulting from public comments during the June 5, 2001 Business License Commission meeting. The business is located at 7901 Santa Monica Blvd.

Lisa Chilton presented the staff report.

Action: To receive and file the staff report.

Motion: Sonnenburg

Second: Thompson

Votes: All Ayes

Motion carried.

VIII. NEW BUSINESS

- A. Training on Brown Act and related information on running a legal meeting by Assistant City Attorney Christi Hogan.

The Brown Act

Meetings

The Brown Act requires that all commission meetings be open to the public and be properly posted. (There are some limited exceptions for closed session meetings that would rarely apply to the Business License Commission.)

There are three types of legal meetings:

- Regular Meeting
- Adjourned Meeting
- Special Meeting

All other meetings are considered illegal including:

- E-mail Meetings
- Telephone Meetings

Be sure that the agenda for the meeting you are about to hold has been properly posted.

Public Comment

- Staff may briefly respond to questions asked, by a commission member, to questions/issues brought up during the public comment period.
- The Commission may direct Staff to investigate and place matters on a future meeting agenda.
- The Commission may recommend that a public speaker go before another commission or body if the issues being addressed do not fall under that commission's purview.
- All documents presented during Public Comment must be made available to the public.

Hearings

- The Commission may ask questions of those testifying to help in making a decision on the subject being heard.
- It is the business owner's right to cross examine witnesses, if requested.

Running a Good Meeting

- Be fair and give all speakers an equal opportunity to speak.
- When a commissioner is stating his/her reasons for making a particular decision it is helpful to state both the arguments and evidence that the commissioner found persuasive and those arguments and evidence that the commissioner did not find persuasive in helping him/her to come to his/her decision.
- All decisions that are made must be based on the facts, supported by evidence, in the record.
- Give the public an idea, up front, of what to expect during the meeting.
- Witnesses may be sworn before addressing the Commission during public comment.
- Once the public hearing has been closed, it may only be reopened if it is certain that no member of the public has left the room.
- Discussion among commissioners should be directed through the chair.
- Formal concise motions should be made so that everyone understands the decision of the Commission.
- Commissioners are subject to the conflict of interest law:
 - If a commissioner owns property within 500' feet of a business he/she has a conflict of interest and should not participate in that item.
 - If a commissioner owns a business that competes with or is within close proximity to a business, with an item being heard by the Commission, that information should be disclosed to Staff, and the City Attorney should be contacted who can assist that commissioner in deciding whether or not he/she has a conflict of interest.
 - Commissioners should recuse themselves from a hearing if they do not feel that they can act without bias.

IX OLD BUSINESS - None

XI. ADJOURNMENT

Action: To adjourn to the next regularly scheduled meeting of the Business License Commission to be held on August 7, 2001 from 6:00 p.m. until completion at West Hollywood City Hall, 8300 Santa Monica Boulevard in the Community Conference Room.

Motion: Sonnenburg
Votes: All Ayes

Second: Thompson
Motion carried.

PASSED, APPROVED AND ADOPTED THIS DAY OF Oct. 2, 2001.

CHAIRPERSON: 

ATTEST:

BUSINESS LICENSE OFFICER:


