



# Temporary Sign and Outdoor Dining Policy

## For Businesses During the COVID-19 Emergency

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### Temporary Signs

The City Council has authorized the temporary suspension of the Temporary Sign Regulations for businesses for a period of 90 days, commencing on June 2, 2020, subject to the following guidelines and restrictions:

- Business operators must obtain property owner permission for any free-standing signs not in locations controlled by the tenant.
- Businesses within a center are encouraged to coordinate efforts to provide a joint or center-wide banner at prominent corners and center entrances to provide a cohesive appearance and avoid sign clutter.
- Signs shall not be located within the public rights-of-way, medians or on other City property.
- Signs or other advertising media shall not be placed on, attached to, tethered or otherwise affixed to the roof of any building above the eave or parapet line.
- Signs or other advertising media shall not extend above the height of the building associated with the businesses being promoted by such signs or advertising media.

### Outdoor Dining

#### **Purpose and Scope**

In response to the COVID-19 emergency restrictions on indoor seating capacities, the City Council has streamlined the permitting process for outdoor dining areas in conjunction with restaurants. The requirement for a Minor Conditional Use Permit (MCUP) for outdoor dining has been waived and made subject to the administrative approval of a COVID-19 Temporary Use Permit (CV-TUP).

Fees are waived for CV-TUP applications, and any building plan checks and building permits issued associated with temporary outdoor dining facilities.

These temporary provisions shall remain in effect as long as LA County Health capacity reductions for indoor seating remain in effect, or until such time as the City suspends, terminates or amends these procedures.

## **CV-TUP Application Requirements**

The application materials listed below shall be submitted to the Community Development Department. Materials may be submitted online or mailed to City Hall.

- A complete application form, signed by both the restaurant applicant and the property owner/center management company representative.
- A site plan (which may be hand-drawn on, for example, an aerial photo printed from Google Maps or similar services) showing the following:
  - Location of the seating area.
  - A safe path to and from one or more doors of the restaurant to the seating area.
  - A seating plan showing the layout of tables, chairs, trash receptacles, heaters, shade structures and other proposed site amenities. Tents or canopies that cover an area greater than 120 square feet require a permit from the Los Angeles County Fire Department.
  - If the outdoor dining area is proposed in a parking lot, it shall be designed such that:
    - Barriers or other methods are proposed to protect seating areas from vehicles encroaching into the area.
    - It does not create a vehicular circulation conflict within the parking lot.
    - If operation of the outdoor seating is proposed during other than daylight hours, state how lights or other methods will be used to ensure that drivers are aware of and can avoid the outdoor dining area.

## **Expedited Approval Procedures**

Upon receipt of a CV-TUP application, Planning Division staff will review the application and contact the applicant within three (3) business days:

- Staff will verify that all required information has been provided and requirements have been satisfied. Applicants may be asked for additional information or clarifications be provided to ensure consistency with requirements.
- Once approved, the applicant will be notified that the restaurant has been registered for the new/additional outdoor seating.
- Upon installation of the temporary improvements, the applicant shall schedule an inspection with City staff to ensure compliance with the approved plans all applicable regulations. City staff will inspect the new/additional outdoor seating at the scheduled time. The restaurant owner or restaurant manager must be present in order to immediately address any compliance issues. If the inspection is approved, an email will be sent stating that the new/additional outdoor seating is approved to begin operation.

If other public agencies have permitting or licensing authority over the outdoor dining operations of the restaurant (such as LA County Public Health, the Department of Alcoholic Beverage Control and LA County Fire), the applicant shall be responsible for ascertaining and complying with the requirements of those agencies.

### **Operating Requirements, Conditions and Limitations**

- Outdoor dining areas shall not be used for activities that would promote congregating, involve shared equipment, or amplify sound, including but not limited to:
  - Standing areas
  - Live music
  - Outdoor games
  - Music over speakers
  - Movies
  - Broadcast sports
  - Loudspeaker call systems
  - Pets, except as provided in the Americans with Disabilities Act
- Required pedestrian paths and ADA access for all businesses shall be maintained at all times.
- Seating shall be ADA compliant to the Building Official's satisfaction.
- Seating areas in parking lots shall maintain adequate emergency vehicle access, as well as access to fire hydrants and other firefighting equipment, to the satisfaction of the LA County Fire Department.
- All outdoor areas associated with restaurant operations shall be maintained and kept clean of litter and spills.
- All applicable requirements and guidance of the LA County Department of Public Health shall be satisfied.
- All requirements of the Department of Alcoholic Beverage Control shall be satisfied.