



Temporary Sign and Temporary Outdoor Commercial Services Policy

For Businesses During the COVID-19 Emergency

[Originally adopted on June 2, 2020 & updated on August 4, 2020.]

Temporary Signs

The City Council has authorized the temporary suspension of the Temporary Sign Regulations for businesses until December 31, 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 Commercial Services

Purpose and Scope

In response to the COVID-19 emergency restrictions on specified businesses, the City Council has streamlined the permitting process for temporary outdoor commercial services in conjunction with specific types of establishments. The requirement for a Minor Conditional Use Permit (MCUP) for outdoor commercial services 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 commercial services.

These temporary provisions shall remain in effect as long as LA County Health restrictions 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 business 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 area for outdoor services.
 - A safe path to and from one or more doors of the business establishment to the area for outdoor services.
 - A plan showing the layout of any 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 area for outdoor service 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 an outdoor business operation 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 service 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 business has been registered for the new/additional outdoor services.
- 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 area for outdoor services at the scheduled time. The business owner or business 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 area for outdoor services is approved to begin operation.

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

Operating Requirements, Conditions and Limitations

- Spacing of Outdoor Uses – The delineated boundaries of each temporary outdoor use shall be spaced at least six feet from the delineated boundaries of any other outdoor use.
- Outdoor services 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 and other 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 business operations shall be maintained and kept clean of litter and spills.
- Electrical cords shall be securely anchored to the ground to prevent tripping hazards or create ADA obstructions.