



CITY OF CULVER CITY
9770 CULVER BOULEVARD, CULVER CITY, CALIFORNIA 90232-0507

**REGULAR MEETING
COMMITTEE ON PERMITS AND LICENSES
WEDNESDAY, JANUARY 14, 2009
10:00 A.M.
CITY HALL, MIKE BALKMAN COUNCIL CHAMBERS
MINUTES**

1. **CALL TO ORDER**

AT 10:01 A.M. CHAIRPERSON SHELLY WOLFBERG CALLED THE COMMITTEE ON PERMITS AND LICENSES TO ORDER.

2. **ROLL CALL**

CHAIRPERSON:

SHELLY WOLFBERG, ASSISTANT TO THE CITY MANAGER

MEMBER DESIGNEES:

JOSE MENDIVIL, ASSOCIATE PLANNER
NAGAM RAO, TREASURY DIVISION MANAGER
LT. BLOOR, POLICE DEPARTMENT
INSPECTOR McCORMICK, FIRE DEPARTMENT

STAFF:

ROLAND MIRANDA, DEPUTY CITY ATTORNEY
SAMANTHA BLACKSHIRE, TRANSIT OPERATIONS MGR.
JEREMY GREEN, CULTURAL AFFAIRS ADMINISTRATOR
SONIA CASTRO, SENIOR ACCOUNT CLERK

3. **RECEIVE AND FILE SECRETARY'S REPORT – POSTING OF AGENDA**

MOTION: MR. RAO

SECOND: LT. BLOOR

That the Committee receives and files the Secretary's Report, which reflects the posting of the Agenda for today's meeting.

PASSED UNANIMOUSLY

4. **(a.) APPROVAL OF MINUTES OF DECEMBER 31, 2008 – HELD OVER**

(b.) APPROVAL OF MINUTES OF JANUARY 7, 2009

MOTION: MR. RAO

SECOND: LT. BLOOR

That the Committee approved the minutes of the January 7, 2009 Committee Meeting.

PASSED UNANIMOUSLY

5. **INFORMATION CARD**

Application for Notice of Intention to Appeal or Solicit for Charitable, Philanthropic, Social Service, Benevolent, Patriotic, Welfare, Civic, Educational, or Fraternal Purposes, Either Actual or Proposed submitted by Shannon Johnston, Agent for ***GIRL SCOUTS OF GREATER LOS ANGELES, ANGELES GIRL SCOUT COUNCIL***, for an Information Card to conduct an Annual Cookie Sale for the purpose of supporting Girl Scouts of Greater Los Angeles, Angeles Girl Scout Council's general operating expenses, for general operating expenses, and for local Girl Scout troops, from Saturday, January 24, 2009, through Sunday, March 29, 2009. Previous permits have been issued.
-AND-

6. **LECTURE/LIMITED TIME PERFORMANCE**

Application by Sandra Grulier, Vice President of ***MINIATURES WEST MINIATURE FAN***, to conduct a Dollhouse Miniature Show & Sale, open to the public, with vendors/booths, entrance fee charged, at the commercial location of the Radisson Hotel, 6161 W. Centinela Ave., on Saturday, February 14, 2009, from 9:30 a.m. to 4:30 p.m., *provided that* all terms and conditions set forth by the Culver City Police Department, Planning Division, and Fire Prevention Bureau are met and adhered to at all times. Approximately 200 people are expected to attend. Previous permits have been issued.
-AND-

7. **LECTURE/LIMITED TIME PERFORMANCE**

Application by Jon Lindsay, Owner of ***LINDSAY PRODUCTIONS***, to conduct a Fitness, Figure, Bodybuilding Contest, open to the public, with vendors/booths, entrance fee charged, to be held at Veterans' Memorial Building, on Saturday, March 28, 2009, Saturday, May 23, 2009, Saturday, July 18, 2009, Saturday, September 12, 2009, and Saturday, December 5, 2009 from 8:00 a.m. to 12:00 a.m., *provided that* all terms and conditions set forth by the Veterans Memorial Complex are met and adhered to at all times. Approximately 800 people are expected to attend. Previous permits have been issued.

MOTION: MR. RAO

SECOND: LT. BLOOR

That the Committee *approves* items #5 through #7 from the regularly scheduled agenda items.

PASSED UNANIMOUSLY

8. **LECTURE/LIMITED TIME PERFORMANCE**

Application by Jay Shery, Chair of ***EXCHANGE CLUB OF CULVER CITY***, to conduct the 6th Annual Cruisin' Back to the 50's Car Show, outdoors, open to the public, with tents, live music, vendors/booths, entrance fee charged, to be held in Downtown Culver City on the city streets of Culver Blvd. to Washington Blvd., on Saturday, May 9, 2009, from 5:00 a.m. to 5:00 p.m., *provided that* all terms and conditions set forth by the Culver City Police Department, Engineering Division, Planning Division, Fire Prevention Bureau, and Transit Division are met and adhered to at all times. Applicant has provided a site plan approved by the Culver City Police Department, Engineering Division, Planning Division, Fire Prevention Bureau, and Transit Division. Approximately 5,000 people are expected to attend. Previous permits have been issued.

Item pulled for discussion

Mr. Rao wanted to confirm with the Exchange Club (Mr. Jay Shery) that they had received an email from Gabe Garcia, Engineering Division dated November 25, 2008 with the conditions for the event. Mr. Shery confirmed receipt of the email. Mr. Rao then asked if the conditions were acceptable and Mr. Shery answered in the affirmative.

Mr. Rao then asked Mr. Shery if he was aware of the condition set forth by the Transportation Department requiring the applicant to have chain link fencing as shown on the Culver City Car Show Tentative Map submitted on 12/3/08 that is 4 – 5 feet in height.

Mr. Shery confirmed that he is aware of the condition and the condition is acceptable to him.

Mr. Rao then read the secondary portion of Transportation's condition which stated "Culver City buses will travel along the emergency lane as they have done in past years."

Mr. Shery stated that is acceptable.

Mr. Rao asked Inspector McCormick, CC Fire Department, if the fire lane was known to him and if it will be the one Fire will be using in case of an emergency.

Inspector McCormick confirmed the lane usage.

MOTION: LT. BLOOR

SECOND: MR. RAO

That the Committee *approves* items #8 from the regularly scheduled agenda items.

PASSED UNANIMOUSLY

9. **LECTURE/LIMITED TIME PERFORMANCE**

Application by Joseph Reilly, Senior Engineer of ***THE COUNTY SANITATION DISTRICTS OF LA COUNTY***, to conduct Too Toxic to Trash - household hazardous & electronic waste round up, at the commercial location of 10808 Culver Blvd (Armory Bldg), with setup on Friday, June 26, 2009 and event on Saturday, June 27, 2009, from 9:00 a.m. to 3:00 p.m., *provided that* all terms and conditions set forth by the Culver City Police Department, Planning Division, Engineering Division, and the Fire Prevention Bureau are met and adhered to at all times. Approximately 400 to 750 people are expected to attend. Previous permits have been issued.

MOTION: MR. RAO

SECOND: LT. BLOOR

That the Committee *approves* items #9 from the regularly scheduled agenda items.

PASSED UNANIMOUSLY

10. **ITEMS FROM COMMITTEE MEMBERS AND STAFF**

Lt. Bloor addressed Staff in regards to conditions placed on Special Event Permits. Lt. Bloor would like to be notified of additional conditions that are placed on Special Event Permits after he has approved the Special Event Application. Lt. Bloor explained that if additional conditions are placed on the event by other city departments after he has given his approval, he would be unaware of those “new” (additional) conditions and those new conditions could possibly affect conditions and/or staffing needs on behalf of the Police Department and possibly other departments as well.

Mr. Rao explained that Transportation’s approval was obtained at the last minute and in an effort to get this item (Exchange Club of Culver City) on the Agenda in a timely manner, the additional conditions from Transportation were not sent over to him; however the conditions for Engineering were received with the application and should have been sent over.

Mr. Rao further explained that there are times where conditions placed by a particular department for items such as staffing X-number of officers at a specific cost; this type of condition would not be sent back to all approving departments. In the future, Mr. Rao stated that new conditions will be passed on to the Committee Members when they are received in a timely manner.

Ms. Castro then explained the current approval process and relaying of information regarding conditions placed by each of the city’s departments; each approving department will only see conditions placed by the Department that approved the event application before them; not all conditions are available at once for each approving department to review. The current process is such that each department is responsible for reviewing the application and documentation attached noting their departmental conditions; the customer then takes the application to the next department for review/approval. The approved application is then taken back to the Business License Division for placement on the COPL agenda. The approval process to date has not included sending the finalized application, attached documentation, and conditions back to all approving departments; which is why we submit the event through the COPL for final review and to address any questions at that time.

Lt. Bloor explained that he was not proposing to change the process, but rather for this particular event that is labor/officer intensive he wanted to be kept abreast of all departmental conditions pertaining to the event.

Mr. Rao then asked if this event was scheduled to go before City Council.

Ms. Green, Cultural Affairs Administration stated that it is scheduled for February 17 and it is a joint item.

11. **ADJOURNMENT**

MOTION: MR. RAO

SECOND: LT. BLOOR

That the meeting be adjourned at 10:10 a.m., until the next regular meeting to be held on Wednesday, January 21, 2009.

PASSED UNANIMOUSLY

Respectfully submitted,

Sonia Castro, Secretary