

City of Culver City, California
Parks, Recreation and Community Services Agenda Item Report

Meeting Date: <u>04/06/2010</u>		Item Number: <u>A-4</u>	
PRCS COMMISSION AGENDA ITEM: Informational Report on the Committee on Permits and Licenses			
Contact Person/Dept.: Pam Robinson, Acting PRCS Director		Phone Number: (310) 253-6655	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☐	
Public Hearing: ☐		Action Item: ☒	Attachments: ☒
Public Notification: (Email) Meetings and Agendas – Parks, Recreation and Community Services Commission (04/01/2010).			
Department Approval: Pam Robinson (03/30/2010)		City Attorney Approval: N/A	
Chief Financial Officer Approval: N/A		City Manager Approval: N/A	

RECOMMENDATION:

Staff recommends that the Parks, Recreation and Community Services (PRCS) Commission receive and file this informational report on the Committee on Permits and Licenses.

BACKGROUND:

At the November 5, 2009 Parks, Recreation and Community Services Commission meeting, Chair Daly Redholtz requested and received consensus to have information regarding the Culver City Committee on Permits and Licenses and its duties and responsibilities presented at an upcoming Commission meeting.

DISCUSSION:

The Culver City Committee on Permits and Licenses is a standing committee comprised of representatives from five City Departments that meets every Wednesday at 10:00 a.m. in the Mike Balkman Council Chambers at City Hall. The current roster of members includes:

Member

Shelly Wolfberg
William Browne
Mike McCormick
Jose Mendivil
Nagam Rao

Department

City Manager's Office
Police Department
Fire Department
Community Development Department
Finance Department

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The Committee on Permits and Licenses is referenced in at least sixteen (16) Chapters of the Culver City Municipal Code (CCMC), including:

CHAPTER 7.02: TRAFFIC REGULATIONS
CHAPTER 9.06: PARTIES AND GATHERINGS; PARADES
CHAPTER 9.07: NOISE REGULATIONS
CHAPTER 11.01: GENERAL LICENSING
CHAPTER 11.04: ALARM SYSTEMS
CHAPTER 11.05: CHARITABLE SOLICITATIONS
CHAPTER 11.06: GAMES, AMUSEMENTS AND ENTERTAINMENTS
CHAPTER 11.07: MASSAGE BUSINESSES
CHAPTER 11.08: FIGURE STUDIOS AND FIGURE MODELING
CHAPTER 11.09: PAWNBROKERS; SALE OF GOODS
CHAPTER 11.11: TOWING AND STORAGE OPERATIONS
CHAPTER 11.13: ADULT USE REGULATIONS
CHAPTER 11.15: TOBACCO RETAILER LICENSING
CHAPTER 13.03: OFFENSES AGAINST PUBLIC PEACE AND SAFETY
CHAPTER 15.02: BUILDINGS, STRUCTURES AND EQUIPMENT
CHAPTER 17.520: TEMPORARY USE, SPECIAL EVENT, AND TEMPORARY
EVENT PERMITS

The primary responsibility of the Committee is to hear, review and approve business permits, out of City business permits, special event permits and temporary event permits. CCMC Section 11.01.300 (Certificates of Compliance; Permit Requirements) et. seq. provides an overview of business permits, Section 11.01.500 (Committee on Permits and Licenses) et. seq. specifies the purpose, organization and administrative processes of the Committee and Chapter 17.520 (Temporary Use, Special Event, And Temporary Event Permits) details the process for reviewing proposed temporary uses, special events and temporary events. These sections of CCMC are provided as Attachment A.

Business Permits

Unlike a business tax certificate (also known as a business license) which is required of all businesses, organizations and professions operating within Culver City, as noted on the City's website, a business permit from the Committee on Permits and Licenses is required for the following business activities:

Ambulance Service	Billiard Hall
Animal Show w/ Admission	Bowling Alley
Arcade	Bridge Card Room
Art/Antique Show-Promoter	Bus Service
Art/Antique Show-Vendors	Car Wash
Auction House Auctioneer	Carnival
Auto Parking Lot	Catering Truck
Auto Parking Service (Valet)	Charitable Bingo
Beer Bar	Charitable solicitation

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Check Cashing Service
Christmas Tree/Sales
Closeout/Bankruptcy sale
Cocktail Bar
Computer Services (On-Line/Credit Card)
Curb Painting
Dancing/Soft Drink Establishment
Dismantling/Wrecking Yard
Employment/Talent Agency
Finance/Escrow Service
Fortune Teller
Funeral Parlor/Mortuary
Golf Course/Drive Range
Handbill Distributor
Health Club/Physical Training
Hospital
Hypnotherapy
Ice/roller Skating Rink
Import/Export
Impound Yard
In-Home Health Care
Klieg Lights/Advertising
Lecture/Ltd Time Performance (open to the public)
Limousine Service
Locksmith
Massage Tech /Accupressure
Massage/Accupressure Facility
Newspaper (fee)
Parade
Pawnbroker
Pool Hall
Radio Station

Recycling
Rentals/Motor Vehicles
Rentals-Personal Property
Rest/Retirement Home
Restaurant serving beer/wine/alcohol
Sales Broker-Used Merchandise
Salvage Dealer/Collector
Sanitarium/Convalescent Hospital
Security Guards/Detective
Sidewalk/Rummage Sale
Solicitation/Canvassing
Special Event (Vendors)
Street Vendor-Non Motor
Tanning Facility
Tattoo Parlor
Telephone 900 Service
Telephone Solicitation
Theater
Ticket Sales
Towing Service
Trade Show-Promoter
Trade Show-Vendors
Travel Agency
Used Computer Sales
Used Merchandise Sales
Used Motor Vehicle Sales
Vehicle Fleet Sales
Vending/Amusement Machines
Veterinarian/Animal Hospital
Wedding Chapel

Home-Based Businesses

CCMC Section 170400.055 (Home Occupations) outlines the types of business that can and cannot be operated from private residences within Culver City (Attachment B; note that the "Director" referred to in this excerpt of CCMC is the Community Development Director). Businesses operated from any location or address within Culver City, including a residential address, are required to obtain a business tax certificate; however, those conducting home occupations as allowed by CCMC are not required to get a business permit from the Committee on Permits and Licenses. Businesses operated from a residence must abide by the following requirements of the Culver City zoning code:

- No disruption to the neighborhood
- No clients/customers on the premises.
- No disturbing noise, vibrations, etc.
- No employees on the premises
- No advertising or signs

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- No storage of materials
- No parking of commercial vehicles

Special Event Permits

All events open to the public require a permit from the City's Committee on Permits and Licenses. Application must be made in person at the Finance Department at City Hall. There is no application fee.

Parks, Recreation and Community Services Department Representation

CCMC Section 11.01.505 (Establishment; Membership; Attachment page 8) states that the Parks, Recreation and Community Services Director is a nonvoting ex-officio member of the Committee on Permits and Licenses. Since 1990, Pam Robinson, Recreation Manager and Acting PRCS Director has been the Departmental liaison to the Committee.

FISCAL IMPACT:

There is no fiscal impact associated with the discussion of this Agenda Item.

ATTACHMENTS:

- A. Selected Sections of the Culver City Municipal Code Relating to the Committee on Permits and Licenses
- B. Culver City Municipal Code Section 11.01.505 HOME OCCUPATIONS

MOTIONS:

That the Parks, Recreation and Community Services Commission:

Receive and file this informational report on the Committee on Permits and Licenses.