

MEETING DATE: April 6, 2010

AGENDA ITEM: Informational Report on the Committee on Permits and Licenses

ATTACHMENTS

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SELECTED SECTIONS OF THE CULVER CITY MUNICIPAL CODE
RELATING TO THE COMMITTEE ON PERMITS AND LICENSES
CHAPTER 11.01: GENERAL LICENSING

(Note: Sections 11.01.005 through 11.01.255 and 11.01.600 through 11.01.660 are not included.)

CERTIFICATES OF COMPLIANCE; PERMIT REQUIREMENTS

- 11.01.300 Certificates of compliance and permits
 - 11.01.305 Schedule of businesses requiring certificate of compliance or permit
 - 11.01.310 Special requirements for trade shows
 - 11.01.315 Enclosed building requirement
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 - 11.01.370 Authority of Committee to pursue withdrawals, surrenders, suspensions, expirations and the like
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§ 11.01.300 CERTIFICATES OF COMPLIANCE AND PERMITS.

A. The following abbreviations for categories of certificates of compliance and permits are hereby established and designated as follows:

1. LAHD Certificate of compliance from the Los Angeles County Health Department.
2. CCFD Certificate of compliance from Fire Prevention/ Building and Safety Division.
3. CCPD Certificate of compliance from Police Department.
4. CPL Permit from the Committee on Permits and Licenses.

('65 Code, § 19-45)

**SELECTED SECTIONS OF THE CULVER CITY MUNICIPAL CODE
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B. No person shall engage in any business which is designated in this Subchapter as requiring a certificate of compliance or a permit without first obtaining such certificate or permit.

('65 Code, § 19-46) (Ord. No. 87-002 § 2)

§ 11.01.305 SCHEDULE OF BUSINESSES REQUIRING CERTIFICATE OF COMPLIANCE OR PERMIT.

The businesses listed below shall require a certificate of compliance or permit as indicated:

<u>Business</u>	<u>Certificate of Compliance or Permit</u>
Ambulance service	CPL
Amusement machines	CPL
Animal hospitals, kennels and boarding stables	CPL
Animal shows when performance involved and/or admission charged	CPL
Art/antique show	CPL
Arcade, amusement	CPL
Automobile repair	CCFD
Bankruptcy sales or close out sales	CPL
Beer bars, beer and cocktail	CPL
Billboards	CCFD
Billiard halls	CPL
Bowling alleys	CPL
Bridge club card rooms	CPL
Bus service, charter or otherwise	CPL
Carnivals	CPL
Car wash, automatic	CPL
Child nurseries, private schools	LAHD
Christmas trees, decorations and miscellaneous merchandise sales other than in connection with a business already paying a tax hereunder	CCFD
Detective agencies, private police agencies, watchmen, and security guard agencies	CPL
Drycleaning plant, cleaning and pressing shop	CCFD
Entertainment provided in connection with a beer bar, cocktail bar, or bona fide restaurant, except for adult uses regulated by <u>Chapter 11.13</u> of this Code	CPL
Food storage establishments, whether retail, wholesale or manufacturing	LAHD
Fortune-telling	See sections <u>11.06.200</u> - <u>11.06.235</u>
Golf course or golf driving range	CPL
Health clubs, spas or other similar types of establishments, including massage establishments	CPL
Hospitals	CPL
Junk dealers and collectors	CPL

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<u>Business</u>	<u>Certificate of Compliance or Permit</u>
Klieg light operators	CCPD
Laundries	CCFD
Laundromats, when operated as a business located in a hotel, motel, apartment house and multiple unit structures	CCFD
Laundromats and all other forms of self-service clothes washing and drying	CCFD
Lectures, limited time performances, or shows	CPL
Locksmiths	CCPD
Machine shops	CCFD
Manufacturing establishments not otherwise listed	CCFD
Mortuaries	CPL
Newsracks	See sections <u>9.08.600</u> - <u>9.08.675</u>
Oil storage tank station	CCFD
Oil well operations	See <u>Chapter 11.12</u>
Pawnbrokers	CPL
Pool halls	CPL
Production businesses, television and motion picture:	
Itinerant motion picture/television producers	CCFD
Motion picture/television production on City streets or other public places or on locations other than a motion picture/television studio	CCFD & CCPD
Public parking in lots or garages	CPL
Rentals:	
Motor vehicles, including campers, motor-homes, trucks, trailers and any other means of transportation when self-propelled by an engine or motor	CPL
Personal property	CPL
Apartments, rooming houses, hotels, motels, trailer park spaces and commercial property	CCFD
Repair shops	CCFD
Restaurants, smoking	LAHD, CCFD/BD
Restaurants, nonsmoking	LAHD, CCFD/BD
Restaurants serving beer, wine or distilled spirits, smoking	LAHD, CPL, CCFD/BD
Restaurants serving beer, wine or distilled spirits, nonsmoking	LAHD, CPL, CCFD/BD
Restaurants with a seating capacity of more than twenty-five (25) seats, which were lawfully doing business in Culver City within one (1) year prior to March 14, 1991	LAHD
Restaurants serving beer, wine or distilled spirits with a seating capacity of more than Twenty-five (25) seats, which were lawfully doing business in Culver City within one (1) year prior to March 14, 1991	LAHD, CPL

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<u>Business</u>	<u>Certificate of Compliance or Permit</u>
Resthomes	CPL
Retail establishments:	
Food, drugs, and farm products	LAHD
Rinks, ice skating, and roller skating	CPL
Sanitariums	CPL
Satellite master antenna system companies	See <u>Chapter 15.02</u>
Second hand dealers	CPL
Service stations, gasoline, diesel	CCFD
Soliciting or distributing handbills and promotional materials and other canvassing	CCPD
Street vending	See sections <u>11.09.200</u> - <u>11.09.215</u>
Studios, motion picture/television/radio	CCFD
Taxicabs	See <u>Chapter 11.10</u>
Telephone solicitation	CPL
Theatres and temporary entertainment provided under a tent or temporary structure	CPL
Theatres for plays and motion pictures, except for adult uses regulated by <u>Chapter 11.13</u> of this Code	CPL
Towing service	CPL
Trade shows, commercial promoters	CPL (also see section <u>11.01.310</u>)
Used cars, trailers, or mobilehomes, wholesale or retail sales	CPL
Van and storage, including personal property movers	CCFD
Vending machines:	
Dispensing any food, drink or other edibles or merchandise (except bulk)	LAHD
Dispensing in bulk unsorted confections, nuts, or merchandise at random without selection by the customer	LAHD
Vendors	CPL
Warehouses not used in connection with established businesses in the City	CCFD
Wholesale establishments:	
For food, drugs and farm products	LAHD & CCFD
All others	CCFD
Woodworking shops	CCFD
Wrecking yards or dismantling yards	CPL

('65 Code, § 19-47) (Ord. No. 87-002 § 1; Ord. No. 91-004 § 9; Ord. No. 98-006, §§ 6, 7)

**SELECTED SECTIONS OF THE CULVER CITY MUNICIPAL CODE
RELATING TO THE COMMITTEE ON PERMITS AND LICENSES**

§ 11.01.310 SPECIAL REQUIREMENTS FOR TRADE SHOWS.

No permit issued for a trade show shall allow an event to continue for more than the thirty (30) consecutive days unless the event is to take place wholly within a building not used to provide access to various retail establishments. A permit issued to the same permittee, trade show or promoter subject to the thirty (30) day limitation shall not be renewed, nor shall another permit be issued for the same building used to provide public access to various retail establishments unless not less than thirty (30) calendar days have elapsed since the expiration of the prior permit. The complete application for the permit must be submitted to the Committee at least fifteen (15) days prior to the show unless the Committee determines otherwise.

('65 Code, § 19-48) (Ord. No. 87-002 § 1)

§ 11.01.315 ENCLOSED BUILDING REQUIREMENT.

A tax certificate shall not be issued to conduct any business which is not carried on entirely within a completely enclosed building until a permit therefor has been issued by the Committee on Permits and Licenses or the City Council has authorized such permit to be issued. This section shall not be applicable to the outdoor display of goods as permitted in § 9.08.040 and the Zoning Code, as set forth in Title 17 of this Code.

('65 Code, § 19-49) (Ord. No. 87-035 § 1; Ord. No. 96-018 § 2)

§ 11.01.320 PERMITS REQUIRED FOR CERTAIN BUSINESSES.

It is unlawful for any person to engage in any business which is designated in this Chapter as requiring a permit without first obtaining a permit in accordance with the provisions of this Subchapter.

('65 Code, § 19-52) (Ord. No. CS-49 § 21.01)

§ 11.01.325 APPLICATION FOR PERMIT.

Application for permit shall be filed with the Tax Collector, in triplicate, on forms provided by him, the original of which shall be duly acknowledged before the Tax Collector or Deputy Tax Collector or some other person lawfully authorized to administer oaths, and shall supply the following information:

- A. A full identification of the applicant and all persons to be directly or indirectly interested in the proposed business;
- B. The residence and business address and the citizenship of applicant, including all directors and officers of any corporation;
- C. The location of the proposed business or place for which the permit is requested and the name of the owner and the present use of such premises;
- D. The exact nature of the proposed business for which the permit is requested and the name under which it is to be operated;
- E. The past experience of the applicant in the business to which the requested permit appertains and the name, address, and past experience in such business of the person to be in charge thereof;
- F. Whether or not any permit has been revoked and, if so, the circumstances causing such revocation;
- G. Such further information as required by the Tax Collector or the Committee on Permits and Licenses or the City Council.

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('65 Code, § 19-53) (Ord. No. CS-49 § 21.02; Ord. No. 88-009 § 1)

§ 11.01.330 INVESTIGATION OF APPLICATION.

Immediately upon filing a properly executed application for a permit, the Tax Collector shall refer one copy to the City Manager and one copy to the Department Head, whose duty it is to inspect the type of business involved. Such Department Head shall make such investigation of the applicant and of the statements set forth in the application, as he shall deem sufficient, and make a written report thereof to the Tax Collector, who shall refer such report and recommendation, together with a copy of the application to the Committee on Permits and Licenses for a hearing set at a certain day, not more than 30 days from the date of filing the application. At such hearing any person interested shall be entitled to be heard and to file objections, protests or recommendations, relative to the subject matter.

('65 Code, § 19-54) (Ord. No. CS-49 § 21.03; Ord. No. 88-009 § 1; Ord. No. 2006-009 § 22 (part))

§ 11.01.335 NOTICE OF HEARING ON APPLICATION.

The Tax Collector shall notify the applicant in writing of the time and place of the hearing before the Committee on Permits and Licenses or the City Council, which shall be given at least three days prior thereto, unless the applicant waives such notice in writing. Whenever the Committee on Permits and Licenses or the City Council deems that a public notice should be given of a special hearing with respect to the application, the applicant shall pay to the City Clerk a fee, as established by resolution, before such notice is given, which payment shall not be in lieu of any license fee or other tax otherwise imposed by law.

('65 Code, § 19-55) (Ord. No. CS-49 § 21.04; Ord. No. 88-009 § 1; Ord. No. 2007-02 § 13)

§ 11.01.340 BASIS OF DETERMINATION AND CONDITIONS FOR GRANTING APPLICATION.

A. *Determination.* The Committee on Permits and Licenses or the City Council shall deny the application for any permit if it shall appear to its satisfaction that the applicant is not a fit and proper person, morally or otherwise, to conduct or maintain the proposed business applied for or that he has not complied with this or any other regulation of the City appertaining to his application, or that the activity for which permit is sought is itself objectionable or detrimental to the public health, morals, safety or general welfare; or that it conflicts with any City, State or Federal law.

('65 Code, § 19-56) (Ord. No. CS-49 § 21.05)

B. *Conditions.* The Committee on Permits and Licenses or the City Council may grant a permit subject to such conditions as in its judgment the public interest may require.

('65 Code, § 19-57)

§ 11.01.345 ISSUANCE OF PERMIT.

In the event the Committee on Permits and Licenses or the City Council approve the application, a written permit in a form approved by the City Attorney shall be delivered to the applicant.

('65 Code, § 19-58)

§ 11.01.350 ASSIGNMENT OF PERMIT.

No permit required under this Chapter shall be assigned or transferred without the express permission of the Committee on Permits and Licenses or the City Council.

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('65 Code, § 19-59) (Ord. No. CS-49 § 21.06)

§ 11.01.355 REVOCATION OF PERMIT.

Any permit granted pursuant to the provisions of this Subchapter may be revoked by the Committee on Permits and Licenses or the City Council for any reason for which the granting of such permit might lawfully be denied, or on any other ground specifically set forth in the herein Code, or which, in the judgment of the Committee or the City Council is sufficient for the protection of the public interest.

('65 Code, § 19-60) (Ord. No. CS-49 § 21.07)

§ 11.01.360 HEARING ON REVOCATION.

Every permittee shall be given at least five days' notice of a hearing on the proposed revocation of his permit, together with written notification of the grounds of complaint against his business or himself personally. The hearing, when convened, may be continued over from time to time, and the findings of the Committee on Permits and Licenses or the City Council shall be final and conclusive on the matter involved.

('65 Code, § 19-61) (Ord. No. CS-49 § 21.07)

§ 11.01.365 SUSPENSION OF PERMIT.

The right to operate any business or other activity for which a permit is required under this Chapter may be suspended forthwith without notice and without hearing, in the event such suspension is necessary for the preservation and protection of the public health, morals, safety or general welfare, if so determined by the Fire Chief, Police Chief, Health Officer, Building Inspector, Superintendent of Streets, City Manager, Committee on Permits and Licenses or the City Council; provided that no such suspension shall continue for more than 15 days unless an order to show cause why such permit should not be revoked shall be issued, as provided in § 11.01.360.

('65 Code, § 19-62) (Ord. No. CS-49 § 21.08; Ord. No. 2006-009 § 22 (part))

§ 11.01.370 AUTHORITY OF COMMITTEE TO PURSUE WITHDRAWALS, SURRENDERS, SUSPENSIONS, EXPIRATIONS AND THE LIKE.

A. The withdrawal of an application for a permit or license after it has been filed with the Committee on Permits and Licenses shall not, unless the Committee on Permits and Licenses has expressly consented in writing to the withdrawal, deprive the Committee on Permits and Licenses of its authority to institute or continue a proceeding against the applicant for the denial of the permit or license upon any ground provided by the Code, or for violation of any law or rule which relates to the suitability of the permittee or licensee to have such permit or license.

B. The suspension, expiration, cancellation or forfeiture by operation of the Code of a permit or license, or its surrender without the express written consent of the Committee on Permits and Licenses, shall not deprive the Committee on Permits and Licenses of its authority to institute or continue a suspension or revocation proceeding against the permittee or licensee upon any ground provided by the Code, or for violation of any law or rule which relates to the suitability of the permittee or licensee to have such permit or license.

('65 Code, § 19-63) (Ord. No. 96-011, § 1; Ord. No. 96-021, § 1)

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**SELECTED SECTIONS OF THE CULVER CITY MUNICIPAL CODE
RELATING TO THE COMMITTEE ON PERMITS AND LICENSES
COMMITTEE ON PERMITS AND LICENSES**

- 11.01.500 Purpose
- 11.01.505 Establishment; membership
- 11.01.510 Organization of Committee
- 11.01.515 Authority of City Manager to approve or deny permit
- 11.01.520 Meetings
- 11.01.525 Investigation of applications
- 11.01.530 Appeals
- 11.01.535 Applications may be submitted to Council
- 11.01.540 Secretary to keep records
- 11.01.545 Reports to Council

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§ 11.01.500 PURPOSE.

It is the purpose and intention of this Chapter to provide a procedure to expedite the processing of various applications for permits and business licenses, in order to avoid encumbering the Councilmanic agenda with such routine matters.

('65 Code, § 19-1) (Ord. No. CS-292 § 1)

§ 11.01.505 ESTABLISHMENT; MEMBERSHIP.

There is created and established the Committee consisting of the City Manager, the Chief of Police, the Fire Chief, the City Planner, the Parks, Recreation and Community Services Director (as a nonvoting ex-officio member), and the City Treasurer, or each of their designees, to be known as the "Committee on Permits and Licenses", and to which Committee all applications for permits covering business operations or other miscellaneous activities shall be heard, except as otherwise provided in this Code.

('65 Code, § 19-2) (Ord. No. CS-553; Ord. No. 87-027 § 1; Ord. No. 93-003 § 1; Ord. No. 2002-005 § 2 (part); Ord. No. 2006-009 § 22 (part))

§ 11.01.510 ORGANIZATION OF COMMITTEE.

The City Manager or his designee, in his absence, shall act as Chairman of the Committee. Three members of the Committee shall constitute a quorum to consider application for permits and such other businesses as may probably come before it. However, a lesser number may adjourn from time to time.

('65 Code, § 19-3) (Ord. No. CS-292 § 4; Ord. No. 87-027 § 2; Ord. No. 2006-009 § 22 (part))

**SELECTED SECTIONS OF THE CULVER CITY MUNICIPAL CODE
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§ 11.01.515 AUTHORITY OF CITY MANAGER TO APPROVE OR DENY PERMIT.

Notwithstanding any other provisions of this Chapter, when, in the opinion of the City Manager and the City Treasurer, an application for a permit requires immediate attention, and a special meeting of the Committee cannot be convened, the City Manager, in consultation with the City Treasurer, may approve or deny a permit. A decision of the City Manager, pursuant to this Section, shall be considered the same as a decision of the Committee. When used herein, the City Manager and the City Treasurer shall include each of their designees.

('65 Code, § 19-3.5) (Ord. No. 86-015 § 1; Ord. No. 2006-009 § 22 (part))

§ 11.01.520 MEETINGS.

The Committee shall meet at least once each week, as determined by the Committee, and may hold special meetings on call of the Chairman or three members of the Committee, and any matter properly coming before it may be considered by said Committee at a regular or special meeting. Written notice of a special meeting shall be delivered to each member at least three (3) hours before the time specified for the proposed meeting.

('65 Code, § 19-4) (Ord. No. CS-292 § 5)

§ 11.01.525 INVESTIGATION OF APPLICATIONS.

The Committee may cause such other investigations to be made of the applicant and the subject matter as it may determine is necessary in order to protect the public interest and to preserve the rights of the applicant. It may request the presence of witnesses, and may require that notices be posted, published, or mailed to residents or owners of property in the neighborhood of the proposed operation, and may follow any other procedure which it deems desirable to protect the interests of all concerned with relation to said application.

('65 Code, § 19-5) (Ord. No. CS-292 § 6)

§ 11.01.530 APPEALS.

The applicant or any person aggrieved or dissatisfied with the determination of the Committee, relative to any application for permit or license filed hereunder, or the revocation or suspension of any permit, may appeal to the City Council from said determination; provided a written notice of appeal is filed with the secretary of the Committee not later than five (5) days from date of the notice to applicant of the action taken on his application. In the event that such appeal is filed, all proceedings shall be stayed until the matter has been disposed of by the City Council, and the secretary of the Committee shall forthwith transmit to the City Clerk the complete file of the proceedings relating to said application, including a copy of the minutes of the meeting at which said application was considered, which file shall, following the completion of consideration by the City Council of said matter, be returned to the secretary of said Committee, with a copy of the record of the action of the City Council thereon.

('65 Code, § 19-6) (Ord. No. CS-292 § 7)

§ 11.01.535 APPLICATIONS MAY BE SUBMITTED TO COUNCIL.

If, in the judgment of the Committee, the facts and circumstances relating to any application for permit or license are such that the public interest or the rights of the applicant would be better served by consideration of the subject matter thereof by the City Council, then the Committee may order that the said application be transmitted to the City Council for consideration at its next regular or subsequent regular meetings.

('65 Code, § 19-7) (Ord. No. CS-292 § 8)

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§ 11.01.540 SECRETARY TO KEEP RECORDS.

The secretary shall keep a record of all proceedings had before the Committee and prepare minutes of said meetings, recording therein the disposition of all applications. If the application for permit is approved by the Committee, a permit, approved as to form by the Committee and to which may be attached such conditions as the Committee may require, will be executed by the City Manager and delivered to the applicant. In all cases wherein a permit is required prior to the issuance of a business license, a copy of said permit shall be forthwith transmitted to the Business Tax Collector, with letter of transmittal authorizing him to issue said business license on payment of the required license fee.

('65 Code, § 19-8) (Ord. No. CS-292 § 9; Ord. No. 88-009 § 1; Ord. No. 2006-009 § 22)

§ 11.01.545 REPORTS TO COUNCIL.

Prior to each regular meeting of the City Council, the Committee shall cause to be delivered to each member of the City Council a list of the applications processed since the preceding regular Council meeting, and the disposition thereof.

('65 Code, § 19-9) (Ord. No. CS-292 § 10)

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CHAPTER 17.520: TEMPORARY USE, SPECIAL EVENT, AND TEMPORARY EVENT PERMITS

Section

- 17.520.005 Purpose
- 17.520.010 Applicability
- 17.520.015 Allowed Temporary Uses, Special Events, and Temporary Events
- 17.520.020 Review Authority
- 17.520.025 Application Filing and Processing
- 17.520.030 Conditions of Approval
- 17.520.035 Development and Operating Standards
- 17.520.040 Post-Approval Procedures

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§ 17.520.005 PURPOSE.

This Chapter provides a process for reviewing proposed temporary uses, special events and temporary events to ensure that basic health, safety, and community welfare standards are met, while approving suitable temporary uses and special events, with the minimum necessary conditions or limitations consistent with the temporary nature of the activity. A Temporary Use Permit, Special Event Permit, or Temporary Event Permit allows short-term activities that might not meet the normal development or use standards of the applicable zoning district, but may be considered acceptable because of their temporary nature. These activities are regulated to avoid incompatibility between the proposed activity and surrounding areas.

(Ord. No. 2005-007 § 1 (part))

**SELECTED SECTIONS OF THE CULVER CITY MUNICIPAL CODE
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§ 17.520.010 APPLICABILITY.

A. Permit Requirement. A Temporary Use, Special Event Permit, or Temporary Event Permit approved by the applicable review authority shall be required for all uses identified in § 17.520.015 (Allowed Temporary Uses, Special Events, and Temporary Events), and shall be issued before the commencement of the activity.

B. Exempt Activities. The following temporary uses and events are exempt from the requirement for a Temporary Use, Special Event Permit, Temporary Event Permit, and other city approval. Uses other than the following shall comply with § 17.520.015 (Allowed Temporary Uses, Special Events, and Temporary Events).

1. On-site contractor's construction yards, in conjunction with an approved construction project. The activity shall cease upon completion of the construction project, or the expiration of the companion building permit authorizing the construction project.

2. Events occurring in meeting halls, theaters, or other permanent indoor or outdoor public assembly facilities subject to all applicable regulations of the CCMC.

3. Promotional activities related to the primary product lines of a retail business, and similar activities (e.g., book readings and signings at book stores, opening receptions at art galleries).

4. Emergency public health and safety activities.

(Ord. No. 2005-007 § 1 (part))

§ 17.520.015 ALLOWED TEMPORARY USES, SPECIAL EVENTS, AND TEMPORARY EVENTS.

The following temporary uses, special events or temporary events may be allowed, subject to the issuance of a Temporary Use, Special Event Permit, or Temporary Event Permit by the applicable review authority. Uses other than the following shall comply with the use and development regulations and permit requirements that otherwise apply to the property, except uses that are exempt from the provisions of this Chapter in compliance with § 17.520.010 (Applicability).

A. Allowed Temporary Uses.

1. **Construction yards.** Off-site contractor construction yards, in conjunction with an approved construction project. The permit shall expire upon completion of the construction project, or the expiration of the companion building permit authorizing the construction project.

2. **Residence.** A mobile home as a temporary residence of the property owner when a valid building permit for a new single-family dwelling is in force. The Temporary Use Permit may be approved for up to one year, or upon expiration of the building permit, whichever occurs first.

3. **Seasonal sales lots.** Seasonal sales activities (for example, Halloween, Christmas), including temporary residence or security trailers, on non-residential properties. The sales activity may be approved for a maximum of 30 days or a length of time determined to be appropriate by the applicable review authority.

4. **Storage.** Enclosed temporary storage, unrelated to a construction project. The use may be approved for a maximum of one year. See § 17.400.115 (Temporary Storage Containers) for specific standards.

5. **Temporary real estate sales offices.** A temporary real estate sales office may be established within the area of an approved development project, solely for the first sale of homes. A permit for a temporary real estate office may be approved for a maximum of one year.

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6. Temporary structures. A temporary classroom, office, or similar structure, including a manufactured or mobile unit, may be approved, for a maximum time period of 18 months from the date of approval, as an accessory use or as the first phase of a development project.

7. Temporary work trailers. A trailer or mobile home as a temporary work site for employees of a business may be allowed:

a. During construction or remodeling of a permanent commercial or manufacturing structure, when a valid building permit is in force; or

b. Upon demonstration by the applicant that this temporary work site is a short-term necessity, while a permanent work site is being obtained.

The permit for a temporary trailer may be granted for up to one year.

8. Similar temporary uses. Similar temporary uses that, in the opinion of the Director, are compatible with the zoning district and surrounding land uses.

B. Allowed Special Events and Temporary Events.

1. Outdoor events. The following outdoor events may be allowed:

a. **Entertainment and assembly events.** Outdoor entertainment and assembly events, including carnivals, circuses, concerts, fairs, farmers' markets, festivals, flea markets, food events, fund-raisers, live entertainment, parades, outdoor sporting events, public relations activities, rummage sales, secondhand sales, swap meets and other similar events designed to attract large crowds, and which are held on private or public property, for up to 12 days per calendar year or as determined appropriate by the applicable Review Authority.

b. **Display or exhibit events.** Outdoor display or exhibit events, including art, cultural, and educational displays, and arts and crafts exhibits on non-residential properties, when not a part of the established primary use of the site, for up to 12 days per calendar year.

c. **Outdoor sales events.** Special events related to an existing business, with temporary outdoor sale of merchandise, in any commercial zoning district, in compliance with the following provisions:

i. There shall be no more than 4 sales in any calendar year.

ii. Each sale shall be limited to 3 consecutive days.

iii. The merchandise displayed shall be that customarily sold on the site.

iv. The site is utilized for a permanently established business holding a valid business tax certificate as required.

2. Similar special events. Similar special events and temporary events, either indoor or outdoor, that, in the opinion of the Director, are compatible with the zoning district and surrounding land uses, for up to 12 days per calendar year or as determined appropriate by the applicable Review Authority.

(Ord. No. 2005-007 § 1 (part))

**SELECTED SECTIONS OF THE CULVER CITY MUNICIPAL CODE
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§ 17.520.020 REVIEW AUTHORITY.

A. Director Review. The Director shall be responsible for the review and approval of all permits for temporary uses, special events, and temporary events not reviewed by the Committee on Permits and Licenses, identified in § 17.520.015 (Allowed Temporary Uses, Special Events, and Temporary Events), and the extension of these permits.

B. Committee on Permits and Licenses. The Committee shall be responsible for the review and approval of all permits for special events and temporary events, unless reviewed by the Director, identified in Subsection 17.520.015.B. (Allowed Temporary Uses, Special Events, and Temporary Events), and the extension of these permits.

(Ord. No. 2005-007 § 1 (part))

§ 17.520.025 APPLICATION FILING AND PROCESSING.

An application for a Temporary Use Permit, Special Event Permit, or Temporary Event Permit shall be filed with the Division and processed as follows.

A. Application Contents. The application shall be made on forms furnished by the Division, and shall be accompanied by the information identified in any applicable City handouts and permit applications.

B. Time for Filing. A temporary use, special event or temporary event permit application shall be filed as follows.

1. Temporary use permit. A temporary use permit application shall be filed at least 14 days in advance of the proposed commencement of the use.

2. Special event and temporary event permit. A special event or temporary event permit application shall be filed at least 7 days in advance of a proposed minor event, and 14 days in advance of a proposed major event. The Director or Committee shall determine whether a proposed special event or temporary event is minor or major, based on the characteristics of, and activities associated with, the event, and the likely impacts on the surrounding community.

3. Additional permits required. Temporary uses, special events and temporary events may be subject to additional permits and other city approvals, licenses, and inspections required by applicable laws or regulations.

(Ord. No. 2005-007 § 1 (part))

§ 17.520.030 CONDITIONS OF APPROVAL.

In approving a Temporary Use Permit, Special Event Permit, or Temporary Event Permit, the review authority may impose reasonable and necessary specific design, locational, and operational conditions to ensure that:

A. The use or event is limited to a duration that is no more than the maximum allowed duration, as determined appropriate by the review authority.

B. The site is physically adequate for the type, density, and intensity of use being proposed, including provision of services (e.g., sanitation and water), public access, and the absence of physical constraints.

C. The design, location, size, and operating characteristics of the proposed use are compatible with the existing land uses on-site and in the vicinity of the subject property.

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D. The temporary use or activity will be removed and the site restored as necessary to ensure that no changes to the site will limit the range of possible future land uses otherwise allowed by this Title.

E. Adequate temporary parking will be provided in order to accommodate the vehicle traffic generated by the temporary use or special event, either on-site or at alternate locations acceptable to the review authority.

F. The use or event will comply with all applicable provision of local, State and Federal laws or regulations.

G. Any other pertinent factors affecting the operation of the temporary use or special event will be addressed, including the following, to ensure the orderly and efficient operation of the proposed use or event, in compliance with the intent and purpose of this Chapter.

1. Conditions may require the provision of:

- a.** Sanitary and medical facilities.
- b.** Security and safety measures.
- c.** Solid waste collection and disposal.

2. Conditions may regulate:

- a.** Nuisance factors, including the prevention of glare or direct illumination of adjacent properties, dirt, dust, gasses, heat, noise, odors, smoke, or vibrations.
- b.** Operating hours and days, including limitation of the duration of the use or event to a shorter time period than that requested.
- c.** Temporary signs.
- d.** Temporary structures and facilities, including height, placement, and size, and the location of equipment and open spaces, including buffer areas and other yards.

(Ord. No. 2005-007 § 1 (part))

§ 17.520.035 DEVELOPMENT AND OPERATING STANDARDS.

A. General Standards. Standards for floor areas, heights, landscaping areas, off-street parking, setbacks, and other structure and property development standards, which apply to the category of use or the zoning district of the subject parcel, shall be used as a guide for determining the appropriate development standards for temporary uses and special events. However, the review authority may authorize an adjustment from the specific requirements as deemed necessary and appropriate.

B. Standards for Specific Temporary Activities. Specific temporary land use activities shall comply with the development standards identified in Chapter 17.300 (General Property Development and Use Standards), as applicable to the use, in addition to those identified in Subsection 17.520.035.A. above, and § 17.520.30 (Conditions of Approval).

(Ord. No. 2005-007 § 1 (part))

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§ 17.520.040 POST-APPROVAL PROCEDURES.

The approval or denial of a Temporary Use Permit, Special Event Permit, or Temporary Event Permit may be appealed in compliance with Chapter 17.640 (Appeals). The procedures of Chapter 17.595 (Permit Implementation, Time Limits, and Extensions) shall apply after the approval of the permit.

A. Condition of the Site Following a Temporary Use or Special Event. Each site occupied by a temporary use or special event shall be cleaned of debris, litter or any other evidence of the temporary activity, on completion or removal of the activity, and shall thereafter be used in compliance with the provisions of this Title.

B. Revocation. A Temporary Use, Special Event Permit, or Temporary Use Permit may be revoked or modified, with only a 24-hour notice, in compliance with Chapter 17.660 (Revocations and Modifications).

C. Extension of the Permit.

Temporary Uses. The Director may extend the operational length of a temporary use or special event if the delay is beyond the control of, and was not the result of actions by, the permittee.

D. Expiration of Permit. A Temporary Use, Special Event Permit, or Temporary Event Permit shall be considered to have expired when the approved use has ceased or been suspended.

(Ord. No. 2005-007 § 1 (part))

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CULVER CITY MUNICIPAL CODE SECTION 14.400.055

§ 17.400.055 HOME OCCUPATIONS.

This Section provides standards for home occupations in compliance with Article 2 (Zoning Districts, Allowable Land Uses and Zone-Specific Development Standards). It is the intent of the City to allow a home occupation within a dwelling unit, provided the home occupation is deemed incidental to, and compatible with, surrounding residential uses:

A. Allowed Home Occupations. The following are deemed appropriate business activities when conducted by the occupants of a dwelling in a manner accessory to, and compatible with, the residential characteristics of the surrounding neighborhood. Allowable home occupations shall be limited to the following activities.

1. One-on-one art, music and similar fine-art related lessons, and academic tutoring, which do not generate more than 6 additional vehicle trips (i.e. 3 car visits) to the dwelling each day.
2. Office-type uses, including an office for an accountant, architect, attorney, consultant, insurance agent, licensed therapist, musician, planner, technical advisor, or writer, which do not generate more than 6 additional vehicle trips (i.e. 3 car visits) to the dwelling each day.
3. Office/information uses that involve the use of a computer, telephone, and other electronic equipment, which do not generate more than 6 additional vehicle trips (i.e. 3 car visits) to the dwelling each day.
4. Art and craft work (ceramics, painting, photography, sculpture, and the like).
5. Sewing (e.g., dressmaking, millinery) and small handcrafts.
6. Other uses the Director deems to be of the same general character as those listed above, and not detrimental to the applicable residential zoning district and surrounding neighborhood.

B. Prohibited Home Occupations. The following list presents examples of commercial uses that are not incidental to or compatible with residential activities, are suitable only in non-residential zoning districts, and are therefore prohibited:

1. Adult business activities or businesses.
2. Businesses that involve the breeding, grooming, harboring, raising, or training of dogs, cats, or other animals on the premises.
3. Carpentry and cabinet making (does not prohibit a normal wood-working hobby operation).
4. Dance club or night club.

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5. Fortune telling (psychic).
6. Hair, nail, facial, and similar personal care.
7. Manufacturing and/or assembly.
8. Massage therapy.
9. Medical and dental offices, clinics, and laboratories.
10. Personal self-storage (mini-storage).
11. Plant nursery.
12. Retail sales (e.g., stock on hand and customers coming to the home are not allowed).
13. Vehicle repair (body or mechanical), upholstery, automobile detailing (e.g., washing, waxing, and the like) and painting. (This does not prohibit mobile minor repair or detailing at the customer's location).
14. Welding and machining.
15. Other uses determined by the Director not to be incidental to, or compatible with, residential activities.

C. Operating Standards. Home occupations are an accessory use to the primary residential use of the site, and shall comply with all of the following operating standards.

1. **Accessory use.** The home occupation shall be clearly secondary to the full-time use of the property as a residence, and shall not alter the appearance of the dwelling.

2. **Limitations on clients.** No customer or client visits to the site of a home occupation shall be permitted, except for the activities identified in Subsection 17.400.055.A.1. and Subsection 17.400.055.A.2. A physically or mentally impaired individual who is prevented, by the nature of the impairment, from independent travel, may invite clientele, customers, or patrons to the premises to conduct business that do not exceed more than 6 additional vehicle trips (i.e. 3 car visits) to the dwelling each day.

3. **Visibility.** The use shall not require any modification not customarily found in a dwelling, nor shall the home occupation activity or storage of materials be visible from the adjoining public right-of-way, or from neighboring residential properties.

4. **Display, sales or storage.** Outdoor display, indoor or outdoor sales, or outdoor storage of materials shall not be allowed on the premises.

5. **Advertising.** Advertising signs on or off the site shall not be allowed.

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6. Parking. The use shall not significantly impact the on-street parking in the neighborhood.

7. Safety, occupancy classification. Activities conducted and equipment or material uses shall not change the fire safety or occupancy classifications of the premises. The use shall not employ the storage of flammable, explosive, or hazardous materials.

8. Off-site effects. No home occupation activity shall create dust, electrical interference, fumes, gas, glare, light, noise, odor, smoke, toxic/hazardous materials, vibration, or other hazards or nuisances, nor any other negative effect that may be felt, heard, or otherwise sensed on adjoining parcels, as determined by the Director.

9. Employees. A home occupation shall have no employees working on the site of the home occupation other than full-time residents of the dwelling.

10. Deliveries. The frequency of deliveries shall not exceed that normally and reasonably occurring for a residence, nor shall the types of vehicles.

11. Motor vehicles. There shall be no motor vehicles used or kept on the premises, except residents' passenger vehicles, and one commercially-licensed automobile, pickup truck, or van.

12. Equipment. The use of power equipment not normally associated with a residence shall not be allowed as part of a home occupation, nor shall any other mechanical equipment.

13. Utility services modifications. The home occupation use shall not have utility service modifications, other than those required for normal residential use, that would be classed as commercial or industrial in load or design.

(Ord. No. 2005-007 § 1 (part))