



# City of Culver City

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## Staff Report

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File #: 22-1215, Version: 1

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**CC - ACTION ITEM:** (1) Consideration and Discussion of the Dissolution of the Committee on Permits and Licenses (COPL); (2) If Dissolution is Desired, Direction to Staff to Draft an Ordinance Amending Relevant Provisions of the Culver City Municipal Code and Authorization to Process COPL Approvals and Other Actions Administratively During this Interim Period; and (3) Direction to the City Manager as Deemed Appropriate

**Meeting Date:** October 24, 2022

**Contact Person/Dept.:** Shelly Wolfberg/City Manager's Office  
Lisa Soghor/Finance

**Phone Number:** (310) 253-6000  
(310) 253-5865

**Fiscal Impact:** Yes  No  **General Fund:** Yes  No

**Attachments:** Yes  No

**Commission Action Required:** Yes  No

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (10/19/2022)

**Department Approval:** John M. Nachbar (10/19/2022); Onyx Jones (10/11/2022)

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### **RECOMMENDATION**

Staff recommends the City Council (1) consider and discuss the dissolution of the Committee on Permits and Licenses (COPL); (2) if dissolution of the COPL is desired, direct staff to draft an ordinance amending relevant provisions of the Culver City Municipal Code (CCMC) and authorize COPL approvals and other actions to continue to be processed administratively during this interim period; and (3) provide other direction to the City Manager as deemed appropriate.

### **BACKGROUND**

The COPL is established in CCMC Section 11.01.500, et seq. for the purpose of providing "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." Although the COPL has the authority to issue and revoke a variety of business-related permits and certificates of

compliance, the primary function of the COPL historically has been to issue special event permits.

## **DISCUSSION**

In its inception, the COPL was intended to streamline the permit process; however, it has proven itself to be a less than efficient process. Frequently, permit applications have been processed administratively, as authorized by CCMC Section 11.01.515, due to the timing of special events in relation to the timing of the COPL meetings. In addition, with the onset of the COVID-19 pandemic in 2020 and restriction against conducting in-person meetings, all permits that would have typically gone to the COPL for approval have been processed administratively. During this time, City staff noted several efficiencies with the administrative process, such as routing Special Event Permit Applications for staff review and comments via email.

The COPL, comprised of City staff, is an unusual and outdated model for the processing of special event and business-related permits. Based on staff's research, cities such as Beverly Hills, El Segundo, Santa Monica, and West Hollywood follow an administrative process for special events, which is coordinated through City staff.

As the City Council is aware, the City Manager recently announced the creation of a new Special Event Coordinator position that will be part of the new Office of Economic and Cultural Development and received Council's approval of the related budget for this position. The new Special Event Coordinator will further streamline the processing of special event permits.

As the COPL is subject to the Brown Act, City staff, who are members of the body, face challenges to efficiently perform their responsibilities with respect to reviewing applications, coordinating event conditions of approval, etc., outside of a COPL meeting.

Staff is recommending the dissolution of the COPL, as it has outlived its utility for serving the City in an efficient manner. If the City Council dissolves the COPL, staff will commence work on amending the relevant provisions of the CCMC and return to a future meeting with a proposed ordinance for City Council's consideration.

## **FISCAL ANALYSIS**

There is no fiscal impact associated with the discussion and direction regarding this matter.

## **ATTACHMENTS**

None.

## **MOTIONS**

That the City Council:

1. Consider and discuss the dissolution of the Committee on Permits and Licenses (COPL);

2. If dissolution of the COPL is desired, direct staff to draft an ordinance amending relevant provisions of the Culver City Municipal Code (CCMC) and authorize COPL approvals, revocations and other actions to continue to be processed administratively during the interim period; and
  
3. Provide other direction to the City Manager as deemed appropriate.