

April 28, 2016

TO: Mayor and City Council  
Planning Commission  
City Manager

From: Jeffery W. Gibson, Community Development Director

SUBJECT: Community Development Director Action for Following Request(s) for the week of **April 25, 2016 – April 28, 2016.**

**ADMINISTRATIVE APPROVAL:**

**Applicant:** Scott Robinson Chrysler Dodge Jeep Ram  
**Case No.:** ADM16-00006  
**Location:** 20910 Hawthorne Boulevard  
**Zoning:** H-PR  
**Summary:** Administrative Approval of Temporary Non-Residential Trailer Permit to allow two temporary trailers for no more than six months on property located in the R2-PP Zone at 20910 Hawthorne Boulevard.

**APPROVED**  
04/25/16

**EVENT PERMIT:**

**Applicant:** Ralphs Grocery Company  
**Case No.:** EVN16-00014  
**Location:** 1770 W. Carson Street  
**Zoning:** IRP  
**Summary:** Request for Administrative Approval for a Mother's Day tent event from 05/05/16-05/12/16 from 8:00am-9:00pm on property located in the IRP Zone at 1770 W. Carson Street.

**APPROVED**  
04/25/16

**Applicant:** Ana Steenson (Torrance Marriott Fashion Way)  
**Case No.:** EVN16-00015  
**Location:** 3635 Fashion Way  
**Zoning:** H-DA1  
**Summary:** Request for Administrative Approval for a hotel event including a food truck on 05/17/16 from 12:00pm-5:00pm on property located in the H-DA1 Zone at 3635 Fashion Way.

**APPROVED**  
04/28/16

**MINOR DEVELOPMENT PERMIT:**

**Applicant:** Little Diversified Architectural Consulting  
**Case No.:** MDP16-00008  
**Location:** 21241 Hawthorne Boulevard  
**Zoning:** HBCSP-DA1 (Del Amo Sub-District One)  
**Summary:** Administrative Approval of a Minor Development Permit to allow exterior ATMs on property located within the H-DA1 Zone (Hawthorne Boulevard Corridor Specific Plan Zone - Del Amo Sub-District One) at 21241 Hawthorne Boulevard.

**APPROVED**  
04/28/16

DATE: April 22, 2016  
TO: Jeffery W. Gibson, Community Development Director  
FROM: Planning Division  
SUBJECT: Planning Administrative Action

Request for approval of Temporary Non-Residential Trailer Permit to allow two temporary trailers for no more than six months on property located in the H-PR Zone at 20910 Hawthorne Boulevard.

Applicant: Scott Robinson Chrysler Dodge Jeep Ram (JRDTSP LLC)  
Case No: ADM16-00006  
Location: 20910 Hawthorne Boulevard  
Zoning: H-PR

This is a request for an Administrative Approval of a Temporary Non-Residential Trailer Permit to allow the temporary placement of an office trailer and a restroom trailer within the inventory lot of an existing automobile dealership on property in the H-PR Zone.

In March 2013, MDP13-00002 allowed the expansion and remodel of the existing automobile dealership. The project is under construction via BLD13-02408. Currently, the dealership is remodeling the internet sales area and restrooms, necessitating the trailers to maintain operations.

The office trailer measures 24.33 feet wide by 60 feet long by 14.33 feet tall, while the restroom trailer measures 10 feet wide by 30 feet long by 13.83 feet tall. The trailers will be located within the southwest corner of the northern display lot, situated just north of the service drive. The trailers will be laid out in a flag shape, with bathroom trailer perpendicular to the office trailer. The office trailer will occupy nine inventory spaces, the restroom trailer will occupy four, and the space between will occupy eight. The project also includes a series of pathways including ramps and landings between trailers, as well as ADA pathways from the sidewalk along Hawthorne Boulevard to the trailers, and from the trailers to the dealership building.

The office trailer is intended to house the dealership's internet sales staff during the remodel. While there may occasionally be a customer, the office trailer is primarily for staff only. The restroom trailer is for both customers and staff. Standard sales activity will take place in the dealership building. The applicants anticipate a timeframe of six months. Staff is adding a condition that limits this Temporary Non-Residential Trailer Permit to six months from the time permits related to installation are issued. Should more time be necessary, the applicants have the option to apply for a six-month extension.

In the judgment of staff, the temporary placement of the office and restroom trailers will not be materially detrimental to the surrounding uses. Sufficient onsite parking will be provided while the trailers are on the property. The trailers allow the dealership to maintain operations during the remodel.

Therefore, based on these findings, staff recommends approval of this temporary trailer permit subject to the following conditions:

1. That all necessary Building & Safety and Fire Prevention permits shall be obtained prior to the installation of the office and restroom trailers;
2. That the trailers shall comply with State handicap requirements;
3. That the trailer shall not block and handicap access or handicap accessible parking spaces;
4. That prohibited signs for this use includes, but is not limited to: A-frames or free standing signs; bow or flag banners; air assisted signs; signs attached to light or utility poles, trees or vehicles; persons holding signs; and temporary signage mounted on the building;
5. That the applicants shall identify on the site plan the location of any generators or other mechanical equipment that will be used for the temporary trailers. All equipment shall adhere to the Torrance Noise Ordinance;
6. That any lighting will be properly shaded and reflected away from public streets and adjacent properties;
7. That the trailers shall not obstruct Fire Department access or equipment (including hydrants), and shall be subject to Fire inspection; and
8. That this approval shall be allowed for a period not to exceed six months the issuance of permits related to the installation of the MRI trailer. The applicant shall request and obtain approval for up to a six-month extension from the Community Development Department should the temporary trailers need to be on the property for a longer period of time.

Prepared by

Soc Angelo Yumul  
Planning Assistant

Respectfully submitted,

Gregg D. Lodan, AICP  
Planning Manager

Attachments:

1. Development Application
2. Site Plan, Floor Plan and Elevations

This request for a Non-Residential Trailer Permit 16-00006 has been  APPROVED  
 DENIED per Section 87.2.3 of the Torrance Municipal Code.

25Cq2014  
Date

Jenny W. Gibson  
Community Development Director

Decisions made by the Community Development Director are appealable to the Planning Commission within fifteen (15) calendar days following the above date of approval or denial.



**City of Torrance, Community Development Department** Jeffery W. Gibson, Director  
 3031 Torrance Blvd., Torrance, CA 90503, Phone (310) 618-5990 Fax (310) 618-5829

# DEVELOPMENT APPLICATION

Please print or type

NAME OF APPLICANT <i>Scott Robinson</i>	ADDRESS <i>Conlyster Dodge Jeep Ram</i>	ZIP CODE <i>20900 Hawthorne Torrance</i>
STREET ADDRESS OR LOCATION OF PROPERTY <i>20900 Hawthorne Blvd Torrance, CA 90503</i>		

PROPOSED USE OF PROPERTY AND PURPOSE OF APPLICATION(S): INSTALL on  
Job site one OFFICE TRAILER and one Rest Room trailer  
24x60 Office trailer and 1 10x30 Rest room trailer  
for customer for a six-month duration during remodel

PROPERTY OWNER		APPLICANT/REPRESENTATIVE (OTHER THAN OWNER)	
I, the undersigned, understand I am responsible with complying with the provisions of the Torrance Municipal Code for, and any conditions of approval related to, the entitlements I am applying for.			
PRINT NAME OF PROPERTY OWNER <i>JRDT SP LLC</i>	PRINT NAME OF APPLICANT/REPRESENTATIVE <i>Please Contact Joel Nelson &amp; Ken Miller</i>		
ADDRESS (PLEASE INCLUDE CITY, STATE & ZIP CODE) <i>20900 Hawthorne Blvd</i>	ADDRESS (PLEASE INCLUDE CITY, STATE & ZIP CODE) <i>20900 Hawthorne Blvd Torrance CA</i>		
PHONE	EMAIL	PHONE <i>310-542-0900</i>	EMAIL
SIGNATURE OF PROPERTY OWNER		SIGNATURE OF APPLICANT/REPRESENTATIVE <i>[Signature]</i>	

## FOR CITY USE ONLY - DO NOT WRITE BELOW THIS LINE

ZONE	OVERLAYS	COUNTY ASSESSORS INFORMATION			LEGAL DESCRIPTION			ESCROW NO.
		BOOK	PAGE	PARCEL NO.	LOT	BLOCK NO.	TRACT	
<i>H-PR</i>	<i>-</i>	<i>7524</i>	<i>015</i>	<i>041</i>			<i>3458</i>	

CHECK TYPE OF PERMIT(S) REQUESTED (APPLICABLE):

- |   |   |   |                                      |
|---|---|---|--------------------------------------|
| <input checked="" type="checkbox"/> Administrative Action | <input type="checkbox"/> Fence Height Exception | <input type="checkbox"/> Planning Commission Review | <input type="checkbox"/> Waiver      |
| <input type="checkbox"/> Conditional Use Permit           | <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Precise Plan               | <input type="checkbox"/> Zone Change |
| <input type="checkbox"/> Development Permit               | <input type="checkbox"/> Minor Development      | <input type="checkbox"/> Tentative Tract            | <input type="checkbox"/> _____       |
| <input type="checkbox"/> Division of Lot                  | <input type="checkbox"/> Modification           | <input type="checkbox"/> Variance                   | <input type="checkbox"/> _____       |

Environmental Assessment Submitted on..... Date: _____	Categorically Exempt per CEQA Section: <u><i>15301</i></u>
<input type="checkbox"/> Negative Declaration..... Date: _____	Signature: _____
<input type="checkbox"/> EIR Adopted..... Date: _____	Date: <u><i>3-25-16</i></u>

### COMMUNITY DEVELOPMENT DEPARTMENT USE

DATE *3/23/16* BY *[Signature]*

CASE NO(S) *ADM16-00006*

EVN16-00014



City of Torrance, Community Development Department Jeffery W. Gibson, Director  
3031 Torrance Blvd., Torrance, CA 90503, Phone (310) 618-5990 Fax (310) 618-5829

TEMPORARY PARKING LOT EVENT PERMIT APPLICATION

Parts I, II, and III to be completed by the Applicant. Please print or type.

I. BUSINESS OWNER INFORMATION/PROPOSED EVENT LOCATION

Name of Applicant			
Ralphs Grocery Company			
Name of Business			
Ralphs Grocery Company			
Property Address (proposed parking lot event location)		City	State
1770 W. CARSON ST		Torrance	CA
Zip Code		90501	
Name of Business Owner		Contact Phone Number	Email
Ralphs Grocery Company		310-787-8786	
Mailing Address (if different from above)		City	State
			Zip Code

II. EVENT AND SITE INFORMATION

Check type of approval requested:

Promotional Outdoor Event     
  Pumpkin Sales Lot     
  Security # of Guards \_\_\_\_\_  
 Outdoor Gathering Of People     
  Christmas Tree Sales Lot     
 Armed (Y/N) \_\_\_\_\_  
 Includes Amplified Sound     
  Other (Please Describe): \_\_\_\_\_

Describe the proposed event: MOTHERS DAY TENT in parking lot 20' x 40' TENT.

Date(s) and Hours of event:

Date:	From: 5/5/14	To: 5/12/14	Hours:	From: 8am	To: 9pm
Set Up Date(s):	From: 5/5/14	To: 5/12/14	Clean Up Date:	5/12/14	

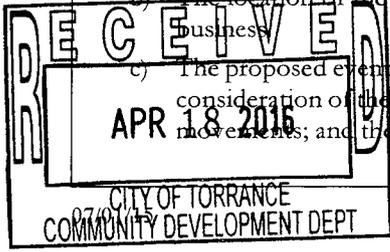
Site Information:

Zoning	Total Lot Area (in sq. ft)	Total Number of Parking Spaces On-Site	Number Parking Spaces Displaced by the Event
IRP	20 x 40	250	6

III. STANDARDS AND REQUIREMENTS

By signing this application form, I as the business owner and/or the property owner, hereby acknowledge that I have read and agree to comply with all applicable City standards regulating the proposed temporary use(s) and the following conditions of approval:

- a) No person will use any existing parking lot for a temporary parking lot sales event or a temporary parking lot special event, as defined in Sections 91.2.165 and 91.2.166 respectively, without first obtaining the prior approval of a Temporary Parking Lot Event Permit.
- b) The location of the proposed event is within an existing parking lot area and is being held by a permanent on-site business.
- c) The proposed event will not disrupt circulation of traffic within the parking lot or within the vicinity as determined by consideration of the location and design of on-site driveways; the on-site parking and circulation, including pedestrian movements; and the on-site lighting and traffic signage in relation to the location of the proposed parking lot event.



- d) The proposed event will not be materially detrimental to the public welfare or to the property of other persons located in the vicinity.
- e) The proposed event will not cover more than ten percent of the required parking spaces.
- f) The proposed event will not cause a shortage of parking for or restrict access to the existing uses.
- g) The business establishment proposing the event has not exceeded the maximum allowable number of four events per business establishment per calendar year.
- h) There are no other temporary parking lot sales or special events occurring on the same parking lot and during the same time period.
- i) All temporary structures, equipment and debris will be removed and the parking lot area will be cleaned and restored to its original condition within one calendar day immediately following the last effective date of the approval for the event.
- j) The operation of a pumpkin or a Christmas tree sales lot will conform to the requirements of Subsections c) and d) 2 through d) 5 of Section 92.2.9 regulating pumpkin and Christmas tree sales on vacant property (summarized below).
- k) The Community Development Director may impose additional conditions to the approval of the Temporary Parking Lot Event Permit to insure the preservation of the public peace, safety, health, and general welfare.
- l) Any violations of Section 93.1.7, other applicable Sections of the Torrance Municipal Code, and/or conditions of approval may result in enforcement actions, immediate suspension of the issued Temporary Parking Lot Event Permit and the denial of an application for such future event permits by the operator and/or the property owner.

**Additional requirement for pumpkins or Christmas trees sales:**

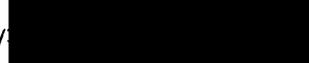
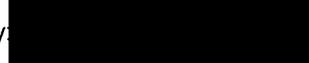
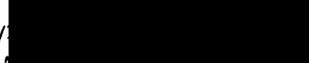
- a) No permit will be issued prior to September 1<sup>st</sup> for a pumpkin lot and November 1<sup>st</sup> for Christmas tree lot.
- b) Site preparation and set up for the sales lot will not commence prior to September 20<sup>th</sup> for a pumpkin sales lot, and November 15<sup>th</sup> for a Christmas tree sales lot.
- c) Sales operations to the public for a pumpkin lot will begin no earlier than October 10<sup>th</sup> and end no later than October 31<sup>st</sup>.
- d) Sales operations to the public for a Christmas tree lot will begin no earlier than the day after Thanksgiving and end no later than December 25<sup>th</sup>.
- e) The proposed sales operation is conducted between the hours of 9:00 a.m. to 10:00 p.m. daily.

APPLICANT		BUSINESS OWNER AND/OR PROPERTY OWNER	
Print Name of Applicant <i>Katie Clark</i>		Print Name of Business Owner and/or Property Owner <i>Ralph Grocery Company</i>	
Mailing Address <i>1770 W CARSON ST TORRANCE CA 90501</i>	City, State, Zip <i>Torrance CA 90501</i>	Mailing Address <i>1770 W CARSON ST TORRANCE CA 90501</i>	City, State, Zip <i>Torrance CA 90501</i>
Contact Phone Number <i>310-787-8786</i>	Email	Contact Phone Number <i>310-787-8786</i>	Email
	Date <i>4/18/16</i>		Date <i>4/18/16</i>

**IV. FOR CITY USE ONLY – DO NOT WRITE BELOW THIS LINE**

Plot Plan Attached     Other Information Attached: CONDITIONS FROM EVN16-00014

Application/Case No. <i>EVN16-00014</i>	Date of Acceptance <i>4-18-16</i>	Fee Amount <i>\$227.00</i>	Accepted By: <i>LEO CORPUS</i>
--	--------------------------------------	-------------------------------	-----------------------------------

<b>Fire</b>	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> See Remarks	By 	Date: <i>4/19/16</i>
<b>Building</b>	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> See Remarks	By 	Date: <i>4/20/16</i>
<b>Environmental</b>	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> See Remarks	By 	Date: <i>4/19/16</i>
<b>Police</b>	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> See Remarks	By 	Date: <i>2/12/16</i>

*See attached email*

REMARKS Please log comments in Permit Plan	
Fire	Tent permit required with fire safety inspection. Tent shall not block fire lanes or hydrants.
Building	- SAFETY-INSPECTION PERMIT REQ'D. FOR THE TENT - NO OBSTRUCTION ALLOWED @ ANY H.C. PATH(S). - IF GENERATOR IS USED, ELECTRICAL PERMIT IS REQUIRED.
Environmental	Do not block handicap parking, All merchandise to be maintained on private property, No portable signs such as A-Frames; balloons; flag banners; sign twirlers; signs in planter; etc., obtain permit for any banners, Provide on site trash/recycle cans
Police	see attached email for Police Department conditions

**STAFF ASSESSMENT AND RECOMMENDATION (COMMUNITY DEVELOPMENT DEPARTMENT)**

- The applicant has satisfied all the standards and requirements of the Permit. Therefore staff recommends approval of the Temporary Parking Lot Event Permit subject to the Standards and Requirements contained in Section III of this approval.
- The application does not meet the standards and requirements for issuance of a Temporary Parking Lot Event Permit and therefore staff recommends denial. The following standards/requirements were not met:

<b>Assessment Made By:</b>	
Name CEO COVERTS	Title PLANNING ASSISTANT
<b>Recommended By:</b>	
Name [REDACTED]	Title Plany Manager

**COMMUNITY DEVELOPMENT DIRECTOR APPROVAL**

This request for a Seasonal Sales Permit is:

Approved  Denied Temporary Parking Lot Permit Number: \_\_\_\_\_

[REDACTED]  
Jeffery W. Gibson  
Community Development Director

25 April 14  
Date:

Decisions by the Community Development Director pertaining to a Temporary Parking Permit Lot Event Permit are appealable to the Planning Commission within five (5) calendar days following the above date of approval or denial.

SAME EVENT...  
REMARKS FROM EVN16-00001

REMARKS Please log comments in Permit Plan	
Fire	Provide (1) 2A 10BC fire extinguisher. No open flames or cooking allowed. Do not block fire lanes, hydrants or fire department connections. Tent permit required.
Building	- OBTAIN SAFETY INSPECTION PERMIT FOR TENT - NO OBSTRUCTION ALLOWED @ ANY H.C. PATHS.
Environmental	DO NOT BLOCK HANDICAP PARKING, NO PORTABLE SIGNS SUCH AS A FRAMES; BALDONS; SIGN TOWERLS; SIGNS ON TRUCKS ETC., OBTAIN A PERMIT FOR ANY BANNERS TO BE USED AT SITE, ALL MERCHANDISE TO REMAIN ON PRIVATE PROPERTY, PROVIDE TRASH CANS & RECYCLE IN AREA
Police	Is this event in the parking stalls away from the store? If so we need a detailed plan of how the propose to ensure safety for patrons control of vehicular traffic. Approval pending.

ASSESSMENT AND RECOMMENDATION (COMMUNITY DEVELOPMENT DEPARTMENT)

- The applicant has satisfied all the standards and requirements of the Permit. Therefore staff recommends approval of the Temporary Parking Lot Event Permit subject to the Standards and Requirements contained in Section III of this approval.
- The application does not meet the standards and requirements for issuance of a Temporary Parking Lot Event Permit and therefore staff recommends denial. The following standards/requirements were not met:

<b>Assessment Made By:</b>	
Name LEO COOPER X-5925	Title PLANNING ASSISTANT
<b>Recommended By:</b>	
Name [REDACTED]	Title Nancy Hanger

COMMUNITY DEVELOPMENT DIRECTOR APPROVAL

This request for a Seasonal Sales Permit is:

- Approved     Denied

Temporary Parking Lot Permit Number: \_\_\_\_\_

[REDACTED]  
Jennifer W. Glisson  
Community Development Director

8/26/16  
Date:

Decisions by the Community Development Director pertaining to a Temporary Parking Permit Lot Event Permit are appealable to the Planning Commission within five (5) calendar days following the above date of approval or denial.

## **Aceves, Luz**

---

**From:** Aceves, Luz  
**Sent:** Thursday, April 21, 2016 4:20 PM  
**To:** 'Clare, Katie'  
**Cc:** Oorts, Leo  
**Subject:** RE: Parking Event Permit 1770 W Carson St

I apologize Katie, with as many permits as we review some of the details get missed. You are correct, we did receive the email for your Valentine's event and will be signing off on your Mother's Day event in the understanding that you will continue to follow the guidelines your indicated in your February 3<sup>rd</sup>, 2016 e-mail.

Thank you and I apologize for my oversight.

**From:** Clare, Katie [mailto: [REDACTED]]  
**Sent:** Thursday, April 21, 2016 4:15 PM  
**To:** Oorts, Leo  
**Cc:** Aceves, Luz  
**Subject:** RE: Parking Event Permit 1770 W Carson St

Good Afternoon,

This is the information that we sent in last time for the Valentines event, it is the same for the Mothers day tent.

If there is an actual form that I should be filling out in addition to the event parking permit I would be happy to do that. If you need any further information for the Mothers day event please let me know.

Thank you,

Katie Clare  
Store Manager  
Ralphs 132  
310-787-8786

**From:** Oorts, Leo [mailto:LOorts@TorranceCA.gov]  
**Sent:** Wednesday, February 03, 2016 8:20 AM  
**To:** Clare, Katie  
**Cc:** Aceves, Luz  
**Subject:** RE: Parking Event Permit 1770 W Carson St

Hi Katie,

Thank you for the update. I am forwarding your email to the Police Department for their review.

If you have any questions, please feel free to call at (310) 618-5925.

Thanks again,

### **Leo Oorts**

Planning Assistant  
City of Torrance | Community Development | 3031 Torrance Blvd | Torrance, CA 90503  
310.618.5925 voice | 310.618.5829 fax | [Loorts@torranceCA.gov](mailto:Loorts@torranceCA.gov) | [www.torranceCA.gov](http://www.torranceCA.gov)

**From:** Clare, Katie [mailto:████████████████████]  
**Sent:** Wednesday, February 03, 2016 8:15 AM  
**To:** Oorts, Leo  
**Subject:** Parking Event Permit 1770 W Carson St

Good Morning,

Our plan for our Valentine's tent event is that we will have a 20' by 40' Tent that is fully enclosed placed within secured parking spots not interfering with the vehicle traffic. All merchandise will be inside along with the register for payment which the line forms within the tent and will remain inside at all times. We will have a 24 hour security guard that will be there everyday that we are opened for business and during open business hours the tent will be staffed with at least 2 Ralphs employees. We will have event signs along with caution cones surrounding the entrance and perimeter of the tent.

We have had this tent event every Valentines Day and Mothers Day for at least the past 5 years and have been very successful with the safety of our customers and staff. If you have any questions or concerns please do not hesitate to contact me.

Thank you,

Katie Clare  
Store Manager  
#132 Carson & Abalone  
310-787-8786

---

This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain information that is confidential and protected by law from unauthorized disclosure. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

---

This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain information that is confidential and protected by law from unauthorized disclosure. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

**Oorts, Leo**

---

**From:** Clare, Katie [REDACTED]  
**Sent:** Monday, April 18, 2016 6:38 PM  
**To:** Oorts, Leo  
**Subject:** Ralphp Site Plan (Mother's Day Tent)  
**Attachments:** r4k2prn1.ra132.kroger.com\_Exchange\_04-18-2016\_21-28-48.pdf

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Completed

Leo,

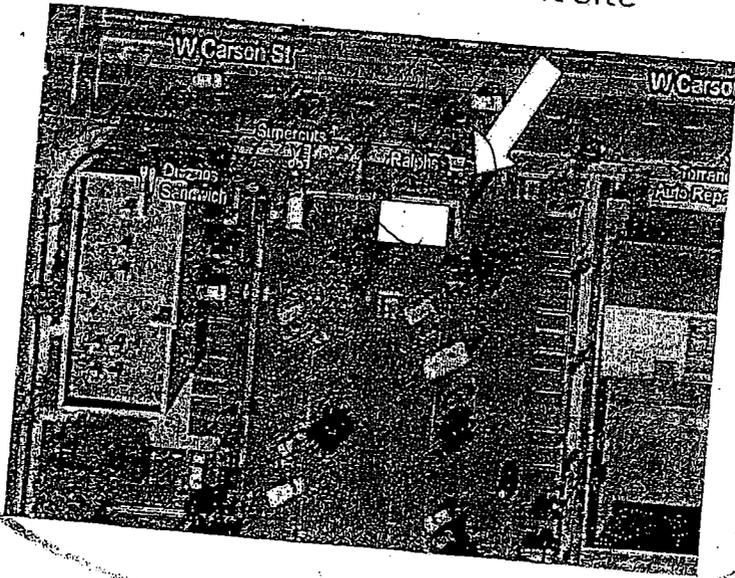
Please see attached site plan for our Mother's Day Tent at Ralphps 1770 W. Carson St.

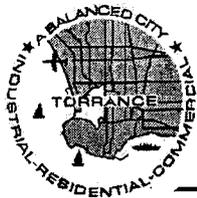
Katie Clare  
Store Manager  
Ralphps 132  
310-787-8786

---

This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain information that is confidential and protected by law from unauthorized disclosure. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

Store 132 proposed Tent Site\*





**TEMPORARY PARKING LOT EVENT PERMIT APPLICATION**

Parts I, II, and III to be completed by the Applicant. Please print or type.

**I. BUSINESS OWNER INFORMATION/PROPOSED EVENT LOCATION**

<b>Name of Applicant</b>			
Ana Steenson			
<b>Name of Business</b>			
Torrance Marriott Fashion Way			
<b>Property Address (proposed parking lot event location)</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
3635 Fashion Way; Torrance, CA 90503			
<b>Name of Business Owner</b>	<b>Contact Phone Number</b>	<b>Email</b>	
XLD Group LLC	310-316-3636	[REDACTED]	
<b>Mailing Address (if different from above)</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>

**II. EVENT AND SITE INFORMATION**

Check type of approval requested:

- Promotional Outdoor Event     
  Pumpkin Sales Lot     
  Security # of Guards   1    
 Outdoor Gathering Of People     
  Christmas Tree Sales Lot     
 Armed (Y/N) \_\_\_\_\_  
 Includes Amplified Sound     
  Other (Please Describe): \_\_\_\_\_

**Describe the proposed event:** Hotel event - Park 70' food truck on roadway by the ballroom. IN-N-OUT.  
Roadway is property of hotel. SECURITY GUARDS ARE PART OF IN-HOUSE LOSS PREVENTION

**Date(s) and Hours of event:**

Date:	From: May 17, 2016	To: May 17, 2016	Hours:	From: 12 NOON	To: 1700 PM
Set Up Date(s):	From: SAME	To:	Clean Up Date:	SAME	

**Site Information:**

Zoning	Total Lot Area (in sq. ft)	Total Number of Parking Spaces On-Site	Number Parking Spaces Displaced by the Event
H-DA1	368,954		0

**III. STANDARDS AND REQUIREMENTS**

**By signing this application form, I as the business owner and/or the property owner, hereby acknowledge that I have read and agree to comply with all applicable City standards regulating the proposed temporary use(s) and the following conditions of approval:**

- No person will use any existing parking lot for a temporary parking lot sales event or a temporary parking lot special event, as defined in Sections 91.2.165 and 91.2.166 respectively, without first obtaining the prior approval of a Temporary Parking Lot Event Permit.
- The location of the proposed event is within an existing parking lot area and is being held by a permanent on-site business.
- The proposed event will not disrupt circulation of traffic within the parking lot or within the vicinity as determined by consideration of the location and design of on-site driveways; the on-site parking and circulation, including pedestrian movements; and the on-site lighting and traffic signage in relation to the location of the proposed parking lot event.

- d) The proposed event will not be materially detrimental to the public welfare or to the property of other persons located in the vicinity.
- e) The proposed event will not cover more than ten percent of the required parking spaces.
- f) The proposed event will not cause a shortage of parking for or restrict access to the existing uses.
- g) The business establishment proposing the event has not exceeded the maximum allowable number of four events per business establishment per calendar year.
- h) There are no other temporary parking lot sales or special events occurring on the same parking lot and during the same time period.
- i) All temporary structures, equipment and debris will be removed and the parking lot area will be cleaned and restored to its original condition within one calendar day immediately following the last effective date of the approval for the event.
- j) The operation of a pumpkin or a Christmas tree sales lot will conform to the requirements of Subsections c) and d) 2 through d) 5 of Section 92.2.9 regulating pumpkin and Christmas tree sales on vacant property (summarized below).
- k) The Community Development Director may impose additional conditions to the approval of the Temporary Parking Lot Event Permit to insure the preservation of the public peace, safety, health, and general welfare.
- l) Any violations of Section 93.1.7, other applicable Sections of the Torrance Municipal Code, and/or conditions of approval may result in enforcement actions, immediate suspension of the issued Temporary Parking Lot Event Permit and the denial of an application for such future event permits by the operator and/or the property owner.

**Additional requirement for pumpkins or Christmas trees sales:**

- a) No permit will be issued prior to September 1<sup>st</sup> for a pumpkin lot and November 1<sup>st</sup> for Christmas tree lot.
- b) Site preparation and set up for the sales lot will not commence prior to September 20<sup>th</sup> for a pumpkin sales lot, and November 15<sup>th</sup> for a Christmas tree sales lot.
- c) Sales operations to the public for a pumpkin lot will begin no earlier than October 10<sup>th</sup> and end no later than October 31<sup>st</sup>.
- d) Sales operations to the public for a Christmas tree lot will begin no earlier than the day after Thanksgiving and end no later than December 25<sup>th</sup>.
- e) The proposed sales operation is conducted between the hours of 9:00 a.m. to 10:00 p.m. daily.

APPLICANT		BUSINESS OWNER AND/OR PROPERTY OWNER	
Print Name of Applicant Ana Steenson	City, State, Zip	Print Name of Business Owner and/or Property Owner XLD Group LLC	City, State, Zip
Mailing Address 3635 Fashion Way; Torrance, CA 90503		Mailing Address SAME	
Contact Phone Number	Email	Contact Phone Number	Email
Signature	Date 5.2.16	Signature	Date 3/7/2016

**IV. FOR CITY USE ONLY - DO NOT WRITE BELOW THIS LINE**

Plot Plan Attached     Other Information Attached:

Application/Case No.	Date of Acceptance	Fee Amount	Accepted By:
EVN 16-00015	4/19/16	227.00	[Redacted]
<b>Fire</b>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	<input type="checkbox"/> See Remarks	By: [Redacted]    Date: 4/20/16
<b>Building</b>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	<input checked="" type="checkbox"/> See Remarks	By: [Redacted]    Date: 4/20/16
<b>Environmental</b>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	<input checked="" type="checkbox"/> See Remarks	By: [Redacted]    Date: 4/20/16
<b>Police</b>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	<input checked="" type="checkbox"/> See Remarks	By: [Redacted]    Date: 4/26/16

REMARKS Please log comments in Permit Plan	
Fire	Tents over 400sf require a permit and fire safety inspection. Barricades or vehicles should have the ability to be moved to allow fire department access in event of emergency.
Building	- TENTS LARGER THAN 10'x12' REQUIRE SAFETY INSPECTION PERMITS. - USE OF GENERATOR REQUIRE ELECTRICAL PERMIT. - NO OBSTRUCTION TO ANY H.C. PATH(S).
Environmental	See Above in comments
Police	Proper barricades need to be placed on both entrance/exit of the event. <u>Must</u> verify that IN-AND-OUT truck is properly licensed in the City of Torrance.

**STAFF ASSESSMENT AND RECOMMENDATION (COMMUNITY DEVELOPMENT DEPARTMENT)**

- The applicant has satisfied all the standards and requirements of the Permit. Therefore staff recommends approval of the Temporary Parking Lot Event Permit subject to the Standards and Requirements contained in Section III of this approval.
- The application does not meet the standards and requirements for issuance of a Temporary Parking Lot Event Permit and therefore staff recommends denial. The following standards/requirements were not met:

No encroachment permitted into public R-R-W, fire lane, or drive aisles/parking areas other than areas shown on attached plot plan. No blocking of any H.C. access or parking spaces permitted. <sup>All activities</sup> Display shall be contained within noted areas on attached plot plan. Clean up of site shall take place per date & time on application & site shall be returned to its previous state. No illegal signs, banners, balloons, sign holders, etc. are permitted.

<b>Assessment Made By:</b>	
Name	Title
[Redacted] ANA FERNANDEZ	PLANNING ASSISTANT
<b>Recommended By:</b>	
Name	Title
[Redacted]	Penny Manager

**COMMUNITY DEVELOPMENT DIRECTOR APPROVAL**

This request for a Seasonal Sales Permit is:  
 Approved     Denied    Temporary Parking Lot Permit Number: \_\_\_\_\_

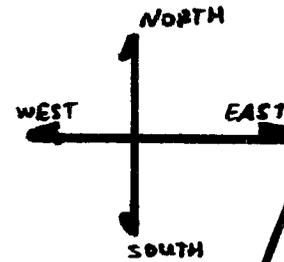
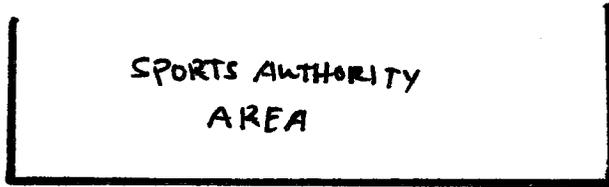
[Redacted Signature]  
 Jeffery W. Gibson  
 Community Development Director

28 April 16  
 Date: \_\_\_\_\_

Decisions by the Community Development Director pertaining to a Temporary Parking Permit Lot Event Permit are appealable to the Planning Commission within five (5) calendar days following the above date of approval or denial.

BUY BUY BABY

TO TORRANCE BVD



552 FEET

150 FEET

FROM STOP SIGN



TO TORRANCE BVD

STREET FOR THROUGH TRAFFIC

O FIRE HYDRANT

TORRANCE MARRIOTT BANQUET HALL

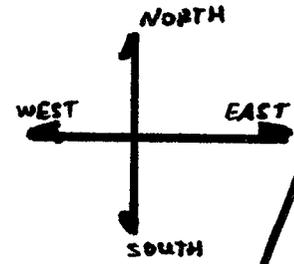
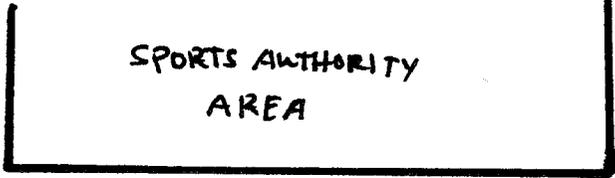
ZEN GARDEN AREA

O FIRE HYDRANT

TORRANCE MARRIOTT  
5635 FASHION WAY  
TORRANCE CA 90503  
310.314.5636

BUY BUY BABY

TO TORRANCE BLVD



552 FEET



Street

FOOD TRUCK

Street

FIRE LANE

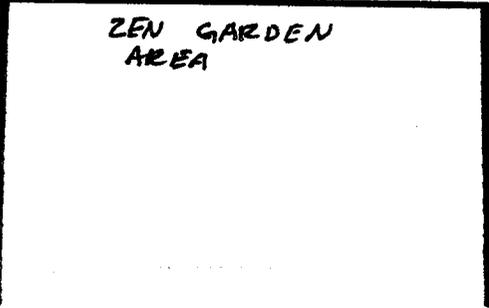
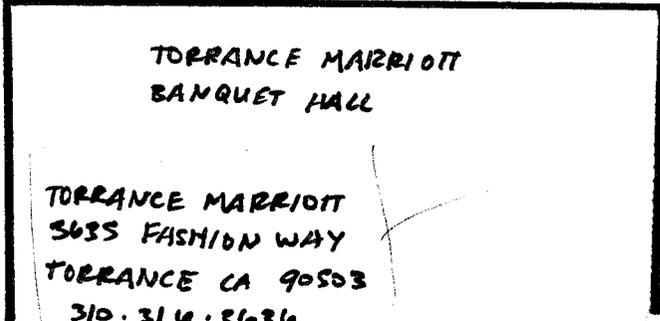
150 FEET

TO TORRANCE BLVD

STREET FOR THROUGH TRAFFIC

○ FIRE H.

○ FIRE HYDRANT



○ FIRE HYDRANT

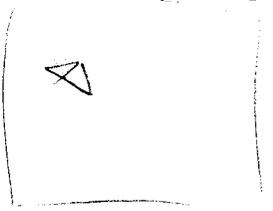
NOON to 5PM

DATE OF BOA EVENT \_\_\_\_\_

START TIME \_\_\_\_\_

END TIME \_\_\_\_\_

NAMES OF BUSINESSES



DATE: April 28, 2016  
TO: Jeffery W. Gibson, Community Development Director  
FROM: Planning Division  
SUBJECT: MINOR DEVELOPMENT PERMIT

A request for approval of a Minor Development Permit to allow exterior ATMs on property located within the H-DA1 Zone at 21241 Hawthorne Boulevard.

Applicant: Little Diversified Architectural Consulting (Quyen Tran)  
Case Nos: MDP16-00008  
Location: 21241 Hawthorne Boulevard  
Zoning: HBCSP (DA-1) – Hawthorne Boulevard Corridor Specific Plan Zone (Del Amo Business Sub-District One)

The applicants request an Administrative Approval of a Minor Development Permit to allow the reinstallation and additional exterior ATMs in conjunction with tenant improvements associated with the change of bank operator. A Minor Development Permit is required because the proposal involves exterior modifications to property located within the Hawthorne Boulevard Corridor Specific Plan.

The subject property is part of the Village Del Amo commercial center, located at the southwest corner of Hawthorne Boulevard and Torrance Boulevard. The site was originally developed via PP78-4 to allow the construction and operation of a multi-use commercial center, and D78-34 to subdivide the project into 17 parcels. The subject pad building was originally developed under PP78-4 as a retail building, and converted to a savings and loan and general office use via a Minor Modification in June 1979.

In September 2013, MDP13-00013 allowed an additional as-built ATM for the prior bank operator. They had two ATMs, located at the pad building's northeast corner, facing west. The prior bank vacated the space in August 2015 and removed their ATMs. The incoming bank operator is proposing four ATMs, with a space reserved for a potential future ATM, at the same corner. The two ATMs closest to the corner will be mounted at standard height, and the two adjacent will be mounted at the ADA accessible height.

The project does not involve additional square footage, nor a change in use; therefore, no additional parking is required at this time.

Staff conducted a site visit of the property and noted that the buildings, parking lot, and landscaping were generally in good repair and properly maintained. There is ongoing construction activity for ADA parking lot improvements directly north of the building, under a separate Building Permit, expected to be completed May 2016.

The ATMs installation is consistent with the Specific Plan and General Plan designation. Staff finds that this proposal satisfies the findings for approval of a Minor Development Permit. As conditioned, all of the applicable provisions of the design guidelines in the Hawthorne Boulevard Corridor Specific Plan are being complied with. The applicant did not propose to alter the existing location of the building and the project maintains existing pedestrian and vehicular circulation. The project will not be detrimental to existing development. The changes will upgrade the existing site and contribute to the overall design quality and visual character of the Hawthorne Boulevard Corridor and the District within which it is located.

In order to approve a Minor Development Permit in the Hawthorne Boulevard Corridor Specific Plan, the Community Development Director is required to make the following findings:

1. That the proposed exterior modifications are consistent with the purpose and requirements of the Hawthorne Boulevard Corridor Specific Plan, Del Amo Business Sub-District One. The property complies with all of the applicable provisions of the Zoning Ordinance;
2. That the proposed exterior modifications to the existing structure conform to all applicable design guidelines and design review criteria of the Hawthorne Boulevard Corridor Specific Plan. Further, the development has been designed to minimize possibly intrusive impacts on residential properties;
3. That the building, structures, and surrounding parking lot are physically suitable for the existing use and will not be affected by the proposed exterior modifications;
4. That by virtue of a high quality design and construction, the proposed development will positively contribute to the orderly and harmonious development of the Hawthorne Boulevard Corridor and the general welfare of the City. The proposed exterior improvements shall incorporate high quality finishes to retain a high quality appearance and complimentary design;
5. That the proposed improvements will enhance the commercial development of the area so as to increase the taxable value of real property and sales tax return to the City, and to maintain the stability and value of the property and of the Hawthorne Boulevard Corridor as a desirable commercial area. The proposed modifications will assist the operations of the site's tenants;
6. That traffic impacts have been mitigated, in whole or in part by the design of the on-site circulation system so as to minimize hazard and congestion, to facilitate on-site movements between adjacent properties, and to maximize opportunities for pedestrian and transit connection;
7. That there are adequate provisions for water, sanitation, and public utilities and services to ensure that the proposed development is not detrimental to public health and safety because the restaurant is an existing site;
8. That the proposed ATM additions and related exterior modifications are consistent with the objectives, policies, general land uses and programs of the Torrance General Plan. The existing bank use encourages a balanced distribution of commercial development in the central Torrance community and promotes the economic health of Del Amo Business Sub-District One;
9. That the proposed exterior modifications will not be materially detrimental to the public interest, health, safety, convenience or welfare; and
10. That minor alterations of existing structures are Categorically Exempted by the Guidelines for Implementation of the California Environmental Quality Act; Article 19, Section 15301. Since the proposed exterior modifications are for an existing use, the modifications are not deemed an expansion of use and conforms to this exemption.

The applicant is advised that the following Code Requirements are applicable to the project:

- Comply with 2013 CBC; (Building and Safety)
- Double-line stripe all parking spaces per Torrance code (93.4.6); and (Environmental)
- The Van Accessible loading area shall be at least 8 feet wide and the words "NO PARKING" shall be painted on the ground within each loading access aisle in white lettering no less than 12 inches high and located so that it is visible to traffic enforcement officials; and (Environmental)

Based on the preceding findings, staff recommends approval of the request subject to the following conditions:

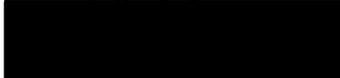
1. That if this Minor Development Permit is not implemented within one year after the approval, it shall expire and become null and void unless extended by the Community Development Director for an additional period, as provided for in Section 92.27.1 of the Torrance Municipal Code;
2. That proposed forms of bank/ATM lighting and placement shall be provided in conformance to State law and to the satisfaction of the Community Development Director; (Planning)
3. That color and material samples shall be submitted for review to the Community Development Department; (Planning)
4. That the applicants shall provide nine inch contrasting address numerals for non-residential uses; (Environmental)
5. That the applicants shall install short- and long-term bicycle racks to comply with California Green Code CGC 5.106.4; (Environmental)
6. That the following types of signage shall be prohibited: A-frame or free standing; bow or flag banners; air-assisted or inflatables; signs attached to light/utility poles, trees, vehicles, or on the roof of the building; persons holding signs; electronically or manually changeable signs; signs with moving copy; or any other temporary signage that violates Torrance Municipal Code requirements for temporary signs; permits for banners must be obtained before use; (Environmental)
7. That all signs (new, modified or revised) shall be approved by the Environmental Division staff with appeal rights to the Planning Commission, or comply with the previously approved sign program; and (Environmental)
8. That an additional two feet of public storm drain easement (for a total of twelve feet centered over the pipe) shall be provided for the existing public storm drain that runs along west side of east property line. (Engineering)

Prepared by



Soc Angelo Yumul  
Planning Assistant

Respectfully submitted,



Gregg D. Lodan, AICP  
Planning Manager

Attachment:  
Site Plan, Floor plans, and Elevations

This request for a Minor Development Permit 16-00008 has been  APPROVED  
 DENIED per Section 92.36.3 of the Torrance Municipal Code.



Jeffrey W. Gibson  
Community Development Director

*26 April 16*

Date

Decisions made by the Community Development Director are appealable to the Planning Commission within fifteen (15) calendar days following the above date of approval or denial.