

February 1, 2013

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 **January 28 – February 1, 2013.**

**EVENTS:**

**Applicant:** Lindy Fong, representing  
The Home Depot

**APPROVED**  
01/28/13

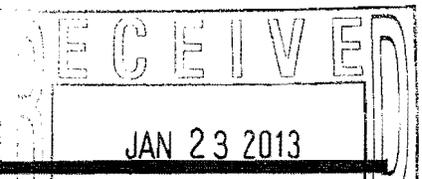
**Case No.:** EVN13-00004

**Location:** 24451 Crenshaw Boulevard

**Zoning:** PD Zone

**Summary:** Request for approval to allow an employee luncheon for Home Depot on 02/06/13 from 6:00AM-5:00PM on property located in the PD Zone at 24451 Crenshaw Boulevard.

EVN13-00004



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 Lindy Fong			
Name of Business The Home Depot- Store #618			
Property Address (proposed parking lot event location) 24451 Crenshaw Blvd.,	City Torrance,	State CA	Zip Code 90505
Name of Business Owner Torrance Shopping Town LLC	Contact Phone Number [REDACTED]	Email [REDACTED]	
Mailing Address (if different from above) [REDACTED]	City Beverly Hills,	State CA	Zip Code 90201

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: tents on side of building set up for breakfast, breaks and lunch for participants of divisional store walk.  
1-30'x60' TEMPORARY TENT for 80 SEAT,  
x 20' x 20' PAK

Date(s) and Hours of event:

Date:	From: 02/06/13	To: 02/06/13	Hours:	From: 6:00 AM	To: 5:00 PM
Set Up Date(s):	From: 02/05/13	To: 02/05/13	Clean Up Date:	02/06/13	

Site Information:

Zoning	Total Lot Area (in sq. ft) 493,535 (including bldg. & garden ctr. 151,833)	Total Number of Parking Spaces On-Site 624	Number Parking Spaces Displaced by the Event 16
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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 Lindy Fong		Print Name of Business Owner and/or Property Owner Torrance Shopping Town LLC	
Mailing Address [Redacted] Orange, CA 92835		Mailing Address [Redacted] Beverly Hills, CA 90201	
Contact Phone Number [Redacted]		Contact Phone Number [Redacted]	
Email [Redacted]		Email [Redacted]	
Signature Fong, Lindy	Date 01/21/13	Signature [Redacted]	Date 1/22/13

**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:
EVN13-00004	1/23/2013	\$219.00	Nina Lang

Fire	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> See Remarks	By: R. Mauer	Date: 1-23-13
Building	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> See Remarks	By: S. J. Nott	Date: 1/23/13
Environmental	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> See Remarks	By: [Redacted]	Date: _____
Police	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> See Remarks	By: _____	Date: _____

REMARKS	
Please log comments in Permit Plan	
Fire	Obtain separate permit from Fire Dept. Need floor plan of tent showing table layout, number of tables, exits, cooking area if any, provide 2 exits. Each exit shall be 6-ft. wide. Post no smoking signs. Occ. load not to exceed 100. Provide two 2A:10BC extinguishers provide certificate of Flame Resistance, provide illuminated exit signs + emergency lighting. Aisle width shall be 44-inches. Acc Party to obtain bus license
Building	- SAFETY INSPECTION PERMITS REQ'D. FOR ALL TENTS. - OVERTIME INSPECTION REQUEST REQ'D. FOR OFF-HOUR INSP. - NO OBSTRUCTION ALLOWED AT ANY H.C. PATHS.
Environmental	Need cart return location for trolleys in lot. taking up parking stalls.
Police	

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

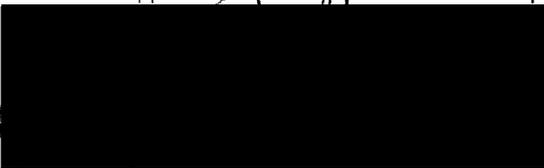
- The applicant has satisfied all the standards and requirements of the Permit. Therefore staff recommends approval of the Temporary Parking Lot Event Permit subject to the Standards and Requirements contained in Section III of this approval.
- The application does not meet the standards and requirements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

<b>Assessment Made By:</b>	
Name <i>Nina Lang</i>	Title <i>Planning Assistant</i>
<b>Recommended By:</b>	
Name 	Title <i>Planning Manager</i>

**COMMUNITY DEVELOPMENT DIRECTOR APPROVAL**

This request for a Seasonal Sales Permit is:

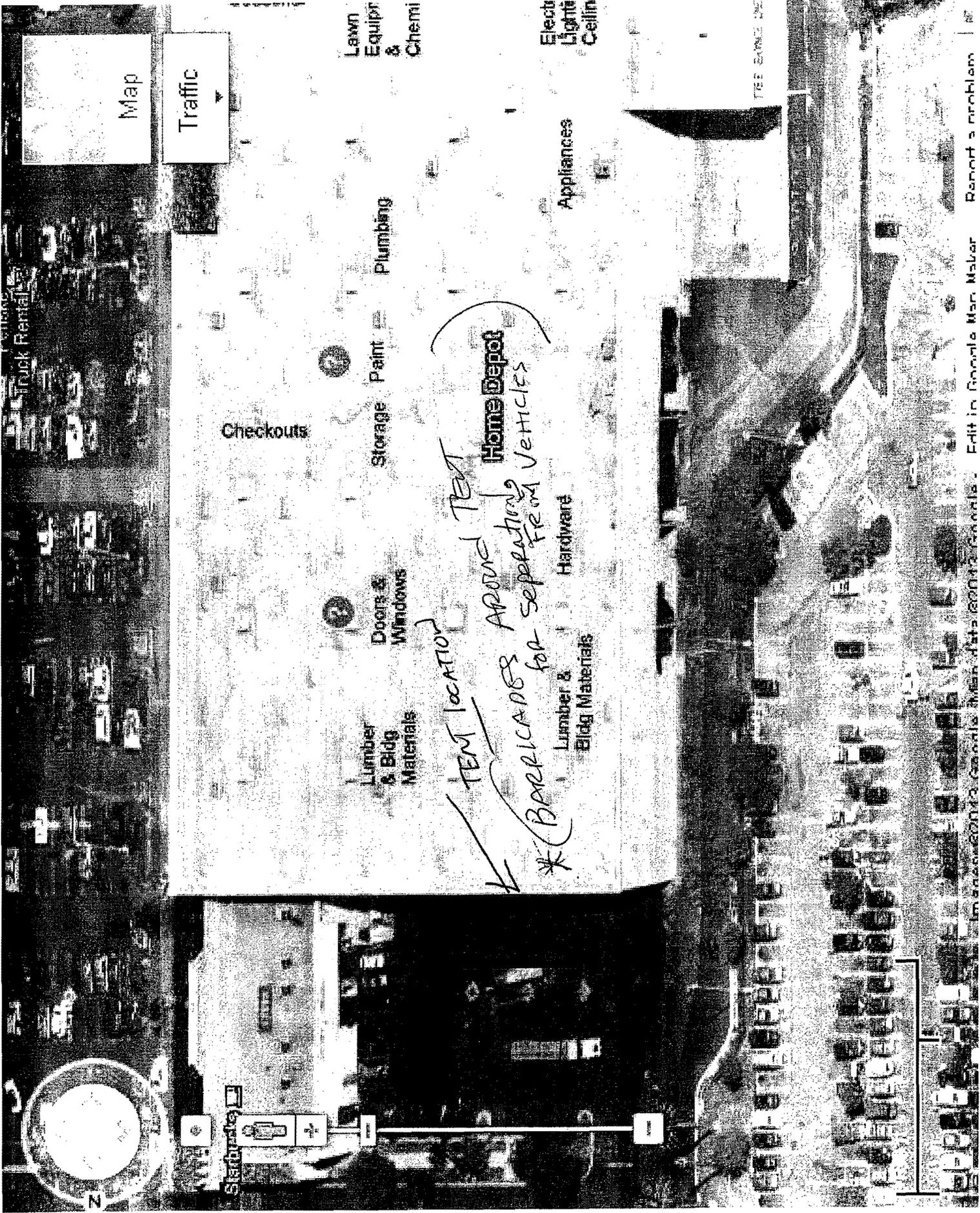
Approved     Denied    Temporary Parking Lot Permit Number: *EVN13-00004*

    *[Signature]*  
Date: *2/28/13*

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.

## **EVN Development Review Comments and Special Conditions of Approval**

- No encroachment permitted into public R-O-W, fire lane, or drive aisles/parking areas, other than area/s shown on attached plot plan.
- No blocking of any handicap access or parking spaces is permitted.
- Displayed merchandise shall not block vehicle or pedestrian circulation.
- All event activities shall be contained within noted areas on attached plot plan.
- Clean up of the site shall take place per date/time on application and the site shall be returned to its previous state held prior to the event.
- No illegal signs, banners, balloons, signholders, etc. are permitted.



Map

Traffic

Checkouts

Lumber & Bldg Materials

Doors & Windows

Storage

Paint

Plumbing

Lawn Equipr & Chemi

Home Depot

TENT LOCATION  
\* BARRICADES AROUND TENT for separating VEHICLES

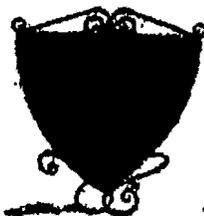
Lumber & Bldg Materials

Hardware

Appliances

Electr Lights & Ceiling

GEORGE CHAVEZ, City Building Official  
 DAVID YELTON, Building Inspection Manager  
 LESTOR OTAZU, Community Preservation Manager  
 RIK KESHISHIAN, Plan Review Supervisor



BUILDING & SAFETY DIVISION  
 455 North Rexford Drive  
 Beverly Hills, CA 90210  
 Tel. (310) 285-1141  
 Fax. (310) 273-0972

*EVN 13-0004*

## REQUEST FOR SPECIAL INSPECTION AND/OR PLAN REVIEW

HEREBY REQUEST SPECIAL SERVICES AS DESCRIBED BELOW. I HAVE READ AND COMPLETED THE FORM AND AUTHORIZE THE PAYMENT OF FEES INCURRED BY THIS AGREEMENT.

*Guest count increased  
to 150*

REQUESTOR'S SIGNATURE

<b>ODAY'S DATE:</b> 1/24	<b>FIELD CONTACT:</b> KEVIN TREMBLE
<b>COMPANY NAME:</b> LA PARTY RENTALS	<b>CONTACT CELL NUMBER:</b> 818 515 1543
<b>ADDRESS:</b> 13520 SATICOY ST VAN NUYS CA 91406	
<b>PHONE:</b> 818 515 1543	<b>RECEIPT:</b>

<b>FEES PER HOUR</b>	<b>BEFORE/AFTER OFFICE HOURS</b>	<b>(2 HOURS MINIMUM = \$172.20)</b>
	<b>OFF DAYS/WEEKENDS</b>	<b>(4 HOURS MINIMUM = \$344.40)</b>

PROVISIONS FOR FEES ARE ESTABLISHED IN ACCORDANCE WITH SEC. 304, TABLE 3-1 OF THE UNIFORM ADMINISTRATIVE CODE.

<b>PROJECT ADDRESS:</b> 8440 8420 WILSHIRE BLVD	
<b>DATE OF SPECIAL INSPECTION REQUEST:</b> 1/24	
<b>PERMIT NUMBER:</b> BS 13011282	
<b>DATE OF INSPECTION REQUESTED:</b> 2/07	
<b>BUILDING INSPECTOR APPROVAL:</b>	
SIGNATURE	DATE
<b>SUPERVISOR APPROVAL:</b>	
SIGNATURE	DATE

NOTE: PREPAYMENT IS REQUIRED AT THE TIME OF REQUEST. MAKE CHECKS PAYABLE TO CITY OF BEVERLY HILLS. IN THE SPACE PROVIDED BELOW, WRITE A BRIEF STATEMENT EXPLAINING WHY THE REQUESTED INSPECTION CANNOT BE MADE DURING REGULAR HOURS.

TENTS INSPECTIONS FOR FEB 7TH ON HAMILTON DR AND 8420 PARKING LOT

40X30 20X80

*2/7*

*3PM*