AGENDA
EL SEGUNDO CITY COUNCIL
COUNCIL CHAMBERS - 350 Main Street

The City Council, with certain statutory exceptions, can only take action upon properly posted and listed agenda items. Any writings or documents given to a majority of the City Council regarding any matter on this agenda that the City received after issuing the agenda packet are available for public inspection in the City Clerk's office during normal business hours. Such Documents may also be posted on the City's website at www.elsegundo.org and additional copies will be available at the City Council meeting.

Unless otherwise noted in the Agenda, the Public can only comment on City-related business that is within the jurisdiction of the City Council and/or items listed on the Agenda during the Public Communications portions of the Meeting. Additionally, the Public can comment on any Public Hearing item on the Agenda during the Public Hearing portion of such item. The time limit for comments is five (5) minutes per person.

Before speaking to the City Council, please come to the podium and state: Your name and residence and the organization you represent, if desired. Please respect the time limits.

Members of the Public may place items on the Agenda by submitting a Written Request to the City Clerk or City Manager's Office at least six days prior to the City Council Meeting (by 2:00 p.m. the prior Tuesday). The request must include a brief general description of the business to be transacted or discussed at the meeting. Playing of video tapes or use of visual aids may be permitted during meetings if they are submitted to the City Clerk two (2) working days prior to the meeting and they do not exceed five (5) minutes in length.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact City Clerk, 524-2305. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

MEETING OF THE EL SEGUNDO CITY COUNCIL
WEDNESDAY, JULY 5, 2017 – 5:00 PM

5:00 P.M. SESSION

CALL TO ORDER

ROLL CALL

PUBLIC COMMUNICATION – (Related to City Business Only – 5 minute limit per person, 30 minute limit total) Individuals who have received value of $50 or more to communicate to the City Council on behalf of another, and employees speaking on behalf of their employer, must so identify themselves prior to addressing the City Council. Failure to do so shall be a misdemeanor and punishable by a fine of $250.
SPECIAL ORDER OF BUSINESS:

CLOSED SESSION:

The City Council may move into a closed session pursuant to applicable law, including the Brown Act (Government Code Section §54960, et seq.) for the purposes of conferring with the City's Real Property Negotiator; and/or conferring with the City Attorney on potential and/or existing litigation; and/or discussing matters covered under Government Code Section §54957 (Personnel); and/or conferring with the City's Labor Negotiators; as follows:

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Gov't Code §54956.9(d)(1): -1- matters

1. Kartsen v. City of El Segundo, LASC Case No. BC617434

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Government Code §54956.9(d)(2): -2- matters.


DISCUSSION OF PERSONNEL MATTERS (Gov't Code §54957): -0- matters

APPOINTMENT OF PUBLIC EMPLOYEE (Gov't. Code § 54957): -0- matter

PUBLIC EMPLOYMENT (Gov't Code § 54957) -0- matter
CONFERENCE WITH CITY'S LABOR NEGOTIATOR (Gov't Code §54957.6): -3-
matters

1. Employee Organizations: Police Management Association; Supervisory, Professional Employees Association and City Employee Association.

Agency Designated Representative: Steve Filarisky and City Manager, Greg Carpenter

CONFERENCE WITH REAL PROPERTY NEGOTIATOR (Gov't Code §54956.8): -0-
matters
AGENDA
EL SEGUNDO CITY COUNCIL
COUNCIL CHAMBERS - 350 Main Street

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REGULAR MEETING OF THE EL SEGUNDO CITY COUNCIL
WEDNESDAY, JULY 5, 2017 - 7:00 P.M.

7:00 P.M. SESSION

CALL TO ORDER

INVOCATION – Pastor Wes Harding, The Bridge Church

PLEDGE OF ALLEGIANCE – Council Member Dugan
PRESENTATIONS

ROLL CALL

PUBLIC COMMUNICATIONS – (Related to City Business Only – 5 minute limit per person, 30 minute limit total) Individuals who have received value of $50 or more to communicate to the City Council on behalf of another, and employees speaking on behalf of their employer, must so identify themselves prior to addressing the City Council. Failure to do so shall be a misdemeanor and punishable by a fine of $250. While all comments are welcome, the Brown Act does not allow Council to take action on any item not on the agenda. The Council will respond to comments after Public Communications is closed.

CITY COUNCIL COMMENTS – (Related to Public Communications)

A. PROCEDURAL MOTIONS

Consideration of a motion to read all ordinances and resolutions on the Agenda by title only.

Recommendation – Approval.

B. SPECIAL ORDERS OF BUSINESS (PUBLIC HEARING)

1. Consideration and possible action regarding Approval of Environmental Assessment No. EA-1161 and Introduction of an Ordinance (Zone Text Amendment No. ZTA 16-05) to amend various sections of the El Segundo Municipal Code (ESMC) Title 15 (Zoning) making numerous corrections and general edits (“Clean-up”). Adopting this Ordinance is statutorily exempt from further environmental review under the California Environmental Quality Act (California Public Resources Code §§21000, et seq., “CEQA”) and CEQA Guidelines (14 California Code of Regulations §§15000, et seq.), because it consists only of minor revisions and clarifications to existing zoning regulations and related procedures. (Applicant: City of El Segundo) (Fiscal Impact: None)

Recommendation – 1) Introduce an Ordinance (Zone Text Amendment No. ZTA 16-05) regarding amendments to various sections of the Zoning Code; 2) Schedule second reading and adoption of the Ordinance for July 18, 2017; 3) Alternatively, discuss and take other possible action related to this item.
C. UNFINISHED BUSINESS

D. REPORTS OF COMMITTEES, COMMISSIONS AND BOARDS

2. Consideration and possible action to announce the appointments to the Planning Commission.
   (Fiscal Impact: None)
   Recommendation – 1) Announce the appointees to the Planning Commission; 2) Alternatively, discuss and take other possible action related to this item.

3. Consideration and possible action to adopt a resolution joining other United States cities in the Climate Mayor's network supporting the goals of the Paris Agreement on Climate Change.
   (Fiscal Impact: None)
   Recommendation – 1) Approve the Resolution for the City to joins other US cities in the Climate Mayor's Network in adopting and supporting the goals of the Paris Agreement; 2) Alternatively, discuss and take other possible action related to this item.

4. Consideration and possible action to receive and file an annual report of the Planning Commission.
   (Fiscal Impact: None)
   Recommendation – 1) City Council to receive and file an annual report of the Planning Commission; 2) Alternatively, discuss and take other possible action related to this item.

E. CONSENT AGENDA

All items listed are to be adopted by one motion without discussion and passed unanimously. If a call for discussion of an item is made, the item(s) will be considered individually under the next heading of business.

5. Warrant Numbers 3016909 through 3017153 on Register No. 18 in the total amount of $1,192,130.83 and Wire Transfers from 6/12/17 through 6/18/17 in the total amount of $1,923,195.04.
   Recommendation – Approve Warrant Demand Register and authorize staff to release. Ratify Payroll and Employee Benefit checks; checks released early due to contracts or agreement; emergency disbursements and/or adjustments; and wire transfers.

Recommendation – Approval

7. Consideration and possible action to extend the provisional appointment for the position of Recreation Supervisor for a 30-day period.
(Fiscal Impact: None)
Recommendation – 1) Approve the 30-day extension for the provisional appointment of Acting Recreation Supervisor per El Segundo Municipal Code Section 1-6-13(c); 2) Alternatively, discuss and take other possible action related to this item.

8. Consideration and possible action regarding Environmental Assessment No. EA-1177, Zone Text Amendment No. ZTA 16-06 regarding Accessory Dwelling Units (ADUs) in Residential Zones. Adopting this Ordinance is statutorily exempt from further environmental review under the California Environmental Quality Act (California Public Resources Code §§21000, et seq., “CEQA”) and CEQA Guidelines (14 California Code of Regulations §§15000, et seq.), because it involves the adoption of an ordinance regarding accessory dwelling units in a single-family or multifamily residential zone to implement the provisions of Government Code Section 65852.2 as set forth in Section 21080.17 of the Public Resources Code, pursuant to CEQA Guidelines §15282(h). (Applicant: City of El Segundo)
(Fiscal Impact: None)
Recommendation – 1) Waive second reading and adopt Ordinance No. 1550 (Zone Text Amendment No. ZTA 16-06) regarding ADUs in Residential Zones; 2) Alternatively, discuss and take other possible action related to this item.

9. Consideration and possible action authorizing the Fire Department to purchase a new 2017 Ford CMax Hybrid SE from Airport Marina Ford for use within the Environmental Safety Division.
(Fiscal Impact: $24,999.99)
Recommendation – 1) Pursuant to El Segundo City Code Section 1-7-18, accept the lowest most responsive bid and authorize the Fire Department to purchase from Airport Marina Ford; 2) Authorize the City Manager to execute an agreement, in a form approved by the City Attorney, to purchase one (1) 2017 Ford CMax Hybrid SE with available Environmental Safety Division Funds; 3) Alternatively, discuss and take other possible action related to this item.
10. Consideration and possible action to enter into a Professional Services Agreement, in a form approved by the City Attorney, with Jeff Cason Productions to support various design and creative services related to Celebrate!, the Centennial fireworks, projection and lighting show taking place on October 7, 2017.
(Fiscal Impact: $34,467 from Centennial Celebration Donations; $0 from General Fund)
Recommendation – 1) Approve the Professional Services Agreement, in a form approved by the City Attorney, with Jeff Cason Productions; 2) Alternatively, discuss and take other possible action related to this item.

F. NEW BUSINESS

11. Consideration and possible action regarding a request from the Alzheimer’s Association to operate a Beer Garden at Campus El Segundo Athletic Fields as a component of the annual fundraising event Go 4 Gold Football Game on Saturday, July 15, 2017, from 5:00pm-10:00pm.
(Fiscal Impact: None)
Recommendation – 1) Approve the request from the Alzheimer’s Association to operate a Beer Garden at Campus El Segundo Athletic Fields as a component of the annual fundraising event Go 4 Gold Football Game on Saturday, July 15, 2017, from 5:00pm-10:00pm, subject to compliance with all Alcohol Beverage Commission regulations and permits, with the condition that they reserve the entire Campus El Segundo facility; 2) Alternatively, discuss and take other action related to this item.

12. Consideration and possible action regarding options for streetscape and landscape improvements along Main Street and Grand Avenue in Downtown El Segundo and upgrading two part-time Park Maintenance Worker positions to full-time Park Maintenance Worker positions.
(Fiscal Impact: $30,000-$140,000 from Parks Salaries)
Recommendation – 1) Approve the transfer of $40,575 from Park Salaries to Park Operating Supplies to complete the in-house purchase and installation of new plant material along the Downtown corridor; 2) Approve the upgrade of two part-time Park Maintenance Workers to full-time Park Maintenance Workers; 3) Alternatively, discuss and take other possible action related to this item.
13. Consideration and possible action to waive all City fees supporting the 2017 Main Street Car Show.
(Fiscal Impact: Approximately $1,625.00 in additional fee waivers)
Recommendation – 1) Deny the request for additional fee waivers for the 2017 Main Street Car Show and continue to honor the 75% fee waiver as approved by City Council on July 15, 2014; 2) Alternatively, discuss and take other action related to this item.

14. Consideration and possible action to approve the addition of one Recreation Supervisor full-time position and one Recreation Coordinator full-time position to the Recreation and Parks Department Recreation Division due to the upcoming opening and planning of the El Segundo Aquatics Center.
(Fiscal Impact: $246,586 Annually)
Recommendation – 1) Approve the addition of one Recreation Supervisor full-time position and one Recreation Coordinator full-time position to the Recreation and Parks Department Recreation Division; 2) Direct staff to proceed with the development of a new part-time job classification of Pool Manager; 3) Alternatively, discuss and take other action related to this item.

G. REPORTS – CITY MANAGER

H. REPORTS – CITY ATTORNEY

I. REPORTS – CITY CLERK

J. REPORTS – CITY TREASURER

K. REPORTS – CITY COUNCIL MEMBERS

Council Member Brann –

Council Member Pirsztuk –

Council Member Dugan –
Mayor Pro Tem Boyles –

Mayor Fuentes –

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MEMORIALS –

CLOSED SESSION

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REPORT OF ACTION TAKEN IN CLOSED SESSION (if required)

ADJOURNMENT

POSTED:

DATE: 02.28.17

TIME: 1:35 pm

NAME: Tracey Weaver
AGENDA DESCRIPTION:

Consideration and possible action regarding Approval of Environmental Assessment No. EA-1161 and Introduction of an Ordinance (Zone Text Amendment No. ZTA 16-05) to amend various sections of the El Segundo Municipal Code (ESMC) Title 15 (Zoning) making numerous corrections and general edits ("Clean-up"). Adopting this Ordinance is statutorily exempt from further environmental review under the California Environmental Quality Act (California Public Resources Code §§21000, et seq., “CEQA”) and CEQA Guidelines (14 California Code of Regulations §§15000, et seq.), because it consists only of minor revisions and clarifications to existing zoning regulations and related procedures. (Applicant: City of El Segundo).

RECOMMENDED COUNCIL ACTION:

1. Introduce an Ordinance (Zone Text Amendment No. ZTA 16-05) regarding amendments to various sections of the Zoning Code;
2. Schedule second reading and adoption of the Ordinance for July 18, 2017;
3. Alternatively, discuss and take other possible action related to this item.

ATTACHED SUPPORTING DOCUMENTS:

1. Proposed Ordinance (strike-out/underline version)
2. Planning Commission Staff Report Dated June 8, 2017
3. Planning Commission Resolution no. 2819

FISCAL IMPACT: None.

Amount Budgeted: N/A
Additional Appropriation: N/A
Account Number(s): N/A

STRATEGIC PLAN:

Goal: 1(a). Provide unparalleled service to internal and external customers
Objective: City services are convenient, efficient and user-friendly for all residents, businesses, and visitors
Activity: Amend zoning code in response to emerging issues discovered by staff and customers

PREPARED BY: Paul Samaras, Principal Planner
REVIEWED BY: Gregg McClain, Planning Manager
Sam Lee, Planning and Building Safety Director
APPROVED BY: Greg Carpenter, City Manager
INTRODUCTION:

The proposed zone text amendment amends various sections of the El Segundo Municipal Code (ESMC) Title 15 (Zoning) to: (1) update definitions of terms, (2) clarify general provisions, (3) modify minor development standards in the R-2 and R-3 zones, (4) modify permitted uses in various nonresidential zones, (5) adjust parking standards, and (6) clarify and correct certain other Zoning Code sections.

BACKGROUND:

The Zoning Code was last updated in a comprehensive manner in 1993. Since 1993, over 80 written determinations were approved by the various Directors of Planning and Building Safety and the Planning Commission, and several more clarifications were made informally, which all together resulted in a large body of interpretations of the zoning regulations not contained within the zoning code and not obvious to the public. This large number of determinations and informal interpretations renders the code unwieldy for staff and the public.

In June 2016, staff initiated a zone text amendment to address these administrative determinations, interpretations, and various other corrections and clarifications identified in the last few years. The draft ordinance addresses the vast majority of these issues. The discussion below summarizes the changes in the proposed ordinance.

Planning Commission consideration

On June 8, 2017, the Planning Commission held a public hearing and considered the proposed ordinance. At the conclusion of the public hearing, the Planning Commission voted 5-0 to adopt Resolution No. 2819 recommending approval of the ordinance as presented.

DISCUSSION:

1. New and updated definitions of terms

The proposed ordinance amends the Zoning Code to include definitions for the terms “animal hospital” and “fitness center.” In addition, it updates and clarifies the terms “retail sales,” “lot coverage,” “medical-dental office,” “general offices,” and “research and development.” These updates and clarifications incorporate previous staff and Planning Commission interpretations into the Zoning Code and improve staff’s and the public’s understanding of these terms.

2. Clarify and update general provisions

The proposed ordinance clarifies and updates provisions on the following topics: a) exceptions to building height; b) height restrictions for walls and fences; c) corner and alley clearance; d) open space areas and encroachments; e) screening; and f) landscaping and encroachments into landscaping.

a) The proposed ordinance updates height provisions to incorporate staff and Planning Commission interpretations and address the increased use of rooftops as private decks.

b) Height restrictions for walls and fences are outdated and difficult to interpret. The proposed ordinance reflects current building code requirements regarding guard rails and clarifies other provisions, particularly regarding retaining walls.
c) The proposed ordinance adds a requirement for a 5-foot clearance area at the intersections of alleys and streets to enhance pedestrian and vehicular safety. The required triangle is smaller for alleys than street intersections due to slower travel speeds in alleys and due to concern regarding the impact of the requirements on the affected private property.

d) The proposed ordinance updates the permitted setback encroachments in residential zones to incorporate additional encroachments of small accessory structures.

e) The equipment screening provisions are updated to clarify the permitted screening types, height and locations, and to give the Director flexibility in implementing these requirements.

f) General landscaping provisions are updated to clarify that nonresidential perimeter landscape setbacks are subject to the City’s Water Conservation in Landscaping requirements and to permit additional parking space encroachments into required interior side and rear yards.

3. Update the front yard setback requirements in the R-2 zone

The proposed ordinance permits porches, decks, and patio covers to encroach up to six feet into the required front yard setback in the R-2 zone. These encroachments are permitted currently only in the Single-Family Residential Zone (R-1). Staff believes that these changes will help create a better sense of a neighborhood in R-2-zoned areas and will make the visual transition between R-1 and R-2 properties more seamless. Furthermore, the proposed changes address requests from residents and property owners to allow front yard porches and decks.

4. Modify the front yard setback and open space requirements in the R-3 zone

The proposed ordinance modifies the front yard setback requirements and the open space and landscaping requirements in the R-3 zone.

a) The proposed ordinance removes front yard setback encroachment provisions in the R-3 zone that conflict with the permitted encroachments in ESMC Chapter 15-2 (General Provisions). Similarly, the front yard setback is currently an average of 20 feet with a minimum of 15 feet. The proposed ordinance sets minimum setback requirement of 15 feet. These changes simplify and streamline the application of the requirements. Requiring a minimum setback of 15 feet brings the buildings closer to the street and helps activate the public realm and creates a better sense of a neighborhood.

b) The provisions for required open space areas and required landscaping area within those open spaces are presently unclear and difficulty to apply. The proposed changes consolidate these requirements and improve their presentation to make them easier to understand and apply. In addition, the changes will allow the Director to approve adjustments from the minimum open space dimensions and minimum landscaping. This change will provide more flexibility in the design of multi-family developments, particularly on narrow lots where compliance with parking, open space, and landscaping requirements is challenging.
5.Modify the permitted uses in various nonresidential zones

The proposed ordinance modifies the permitted uses in various nonresidential zones as follows:

a) It permits animal hospitals, daycare centers, and fitness centers in various commercial zones. Animal hospitals and daycare centers are not listed as permitted uses and fitness centers are listed only in the C-4 zone. However, an animal hospital currently operates in the MM zone and several daycare and fitness centers operate in other commercial zones. In some cases this is the result of determinations that those uses are similar to other permitted uses, while in other cases it is the result of approved precise plans. Staff believes that these uses are complementary to other nonresidential uses and adding them would address a known demand for these services in the commercial zones.

b) It permits production studios (film, photography, etc.) in the Smoky Hollow Specific Plan area. Productions studios are permitted east of Sepulveda Boulevard, but there is a growing demand for studio space in Smoky Hollow. Some studio uses currently operate in Smoky Hollow as a result of Director determinations that such uses are similar to other permitted uses. Permitting these uses in the SB and MM zones addresses a demand for studio and creative office space which is consistent with the City’s long-term vision.

c) It permits car rental agencies in various commercial zones subject to a conditional use permit. This change formalizes an existing determination that this use is similar to other conditionally permitted uses.

d) The draft ordinance permits indoor dog daycare by right and animal boarding or outdoor daycare subject to a conditional use permit in the M-1 zone. Permitting these uses in the M-1 zone addresses a demand for these services and controls potential impacts, such as noise and odors, through the conditional use permit process for animal boarding and outdoor dog daycare.

e) It removes video arcades from the permitted uses citywide. Demand for video arcades has vanished with the advent and proliferation of personal computers and smart phones.

f) It clarifies language regarding outdoor dining uses. The current language is difficult to understand and can be misinterpreted. The proposed changes will simplify the language and clarify that a conditional use permit is required only for outdoor dining areas that exceed 200 square feet.

6. Modify the ESMC provisions regarding off-site parking.

The proposed ordinance expands the Director’s authority to approve covenants for off-site parking. The ESMC currently authorizes the Director to review covenants for a maximum of 20 parking spaces or 20 percent of the required number of parking spaces, whichever is less. The proposed ordinance would authorize the director to approve covenants for 20 parking spaces or 20 percent of the required parking spaces, whichever is more.

7. Modify certain off-street parking development standards.

The proposed ordinance modifies standards for a) driveway and parking area paving; b) parking space location; c) lighting; d) tandem spaces; and e) driveway and curb cut width as follows:

a) The ordinance clarifies the types of alternative paving material the Director can approve at his/her discretion and through an adjustment process.

b) The ordinance modifies the provisions regarding parking space encroachments into required setbacks to be consistent with changes made in the landscaping general provisions.
c) The ordinance eliminates the minimum lighting requirements for parking areas. Parking lot lighting is currently regulated by state energy efficiency regulations, which aim to reduce unnecessary glare and light pollution. In addition, the City Council recently adopted minimum lighting standards for public safety purposes. The proposed change will eliminate the inconsistency between the Zoning Code and state energy efficiency regulations while maintaining the City’s ability to require sufficient lighting for public safety.

d) The ordinance reduces the permitted depth of tandem spaces from three to two spaces. Staff believes that two spaces is more practical because it requires less coordination among users.

e) The ordinance reduces the width of curb cuts and onsite driveways for multi-family developments and nonresidential developments. Two-way curb cuts and driveways would require a minimum of 18 feet instead of 20 feet. In addition, one-way curb cuts and driveways would require a minimum of 12 feet instead of 20 feet. These new widths are adequate and consistent with the required widths for drive aisles in parking lots.

8. Modify the parking requirements for daycare uses and multi-family residential uses.

The proposed ordinance sets a new parking requirement for daycare facilities and modifies the requirement for visitor parking spaces for multi-family residential uses.

a) The Zoning Code currently has a parking requirement for schools, including preschool through junior high level, but does not address daycare for children under preschool age and adults. Staff reviewed the parking requirements for similar uses in the ESMC and conducted a survey of several cities in the Los Angeles region. Based on this review, staff proposes a standard of 1 space for every 7 adults or children served, plus one space for each staff member. The proposed standard is reasonable because it addresses both staff parking and drop off needs.

b) The Zoning Code currently requires two visitor parking spaces for the first 3-5 units, and 2 additional spaces for every 3 units above 5. Staff believes that the requirement is onerous particularly for developments on smaller, narrow lots. As a result of this requirement (and other parking standards, it is difficult for property owners to develop their properties at the densities permitted in the R-3 zone. As a consequence, there is an observed increase in requests for adjustments related to guest parking. Staff proposes a parking ratio of 1 parking space for every 3 units. This is consistent with the majority of cities surveyed.

General Plan and Zoning Consistency

Consistency with the El Segundo Municipal Code.

Pursuant to ESMC Title 15, Chapter 26 (Amendments), in order to approve the proposed amendments, the City Council must find that the amendments are necessary to carry out the general purpose of ESMC Title 15. The purpose of this Title (ESMC §15-1-1) is to serve the public health, safety, and general welfare and to provide economic and social advantages resulting from an orderly planned use of land resources. Staff believes that the City Council can make the findings to approve the proposed amendment. The findings are discussed in the proposed ordinance.
Consistency with the El Segundo General Plan
ESMC Section 15-1-1 (Purpose, Title) states that Title 15 is the primary tool for implementation of the goals, objectives, and policies of the El Segundo General Plan. Accordingly, the City Council must find that the proposed Zone Text Amendment is consistent with those goals, objectives, and policies. Staff believes that the City Council can make the findings in order to approve the proposed amendment. The findings are discussed in the proposed resolution.

ENVIRONMENTAL REVIEW:

Approval of the proposed ordinance is exempt from review under the California Environmental Quality Act (California Public Resources Code §§21000, et seq., “CEQA”) and the regulations promulgated thereunder (14 California Code of Regulations §§15000, et seq., the “State CEQA Guidelines”) because the ordinance consists only of minor revisions and clarifications to existing zoning regulations and related procedures. It does not have the effect of deleting or substantially changing any regulatory standards or findings required thereof. The proposed Ordinance is an action that does not have the potential to cause significant effects on the environment. In addition, any environmental impacts associated with this ordinance are adequately addressed in the General Plan FEIR. Accordingly, this ordinance is consistent with the General Plan FEIR and is exempt from further environmental review requirements under CEQA. Furthermore, this ordinance constitutes a component of the El Segundo Municipal Code which the Planning Commission determined to be consistent with the FEIR for the City of El Segundo General Plan on December 1, 1992. Accordingly, no further environmental review is required pursuant to 14 Cal. Code Regs. §15168(c)(2).

RECOMMENDATION:

Planning staff recommends that the Council:

1. Introduce an Ordinance (Zone Text Amendment No. ZTA 16-05) regarding amendments to various sections of the Zoning Code;
2. Schedule second reading and adoption of the Ordinance for July 18, 2017;
3. Alternatively, discuss and take other possible action related to this item.
ORDINANCE NO. ___

AN ORDINANCE AMENDING VARIOUS SECTIONS EL SEGUNDO MUNICIPAL CODE (ESMC) TITLE 15 (ZONING CODE).

(ZONE TEXT AMENDMENT NO. 16-05)

The City Council of the city of El Segundo does ordain as follows:

SECTION 1: The Council finds and declares as follows:

A. On June 23, 2016, the City initiated the process to amend various sections of ESMC Title 15 (Zoning Code).

B. The City reviewed the project's environmental impacts under the California Environmental Quality Act (Public Resources Code §§ 21000, et seq., "CEQA"), the regulations promulgated thereunder (14 Cal. Code of Regulations §§15000, et seq., the "CEQA Guidelines"), and the City's Environmental Guidelines (City Council Resolution No. 3805, adopted March 16, 1993);

C. The Planning and Building Safety Department completed its review and scheduled a public hearing regarding the application before the Planning Commission for June 8, 2017;

D. On June 8, 2017, the Planning Commission held a public hearing to receive public testimony and other evidence regarding the application including, without limitation, information provided to the Planning Commission by city staff; and, adopted Resolution No. 2819 recommending that the City Council approve the proposed project;

E. On _________ XX, 2017, the City Council held a public hearing and considered the information provided by City staff and public testimony regarding this Ordinance; and

F. This Ordinance and its findings are made based upon the entire administrative record including, without limitation, testimony and evidence presented to the City Council at its _________ XX, 2017 hearing and the staff report submitted by the Planning and Building Safety Department.

SECTION 2: Factual Findings and Conclusions. The City Council finds that implementing the proposed ordinance would result in the following:

A. Add and clarify the definitions of: animal hospital, director, retail sales, personal services, fitness center, lot coverage, medical office, general office, research and development;
B. Clarify provisions regarding building height exceptions, fencing, and encroachments into yards;

C. Require a visibility clearance area at the intersections of streets with alleys;

D. Modify the equipment screening requirements;

E. Modify the landscaping requirements to allow encroachment of parking spaces into required non-street fronting landscaped setbacks;

F. Modify the R-2 zone development standards to allow encroachments of porches, decks and related covers into the required front yard setback;

G. Clarify the front yard setback requirements in the R-3 zone;

H. Clarify the required open space and landscape area dimensions in the R-3 zone;

I. Add daycare centers to the permitted uses in the CRS, C-2, C-3, CO, MU-N, MU-S, and M-1 zones;

J. Remove video arcades from the uses subject an administrative use permit and a conditional use permit in the CRS, C-2, C-3, CO, MU-N, and MU-S zones;

K. Add animal hospitals to the permitted uses in the C-2, C-3 and M-1 zones, and the uses subject to a conditional use permit in the MM zone;

L. Add fitness centers to the permitted uses in the C-2, C-3, CO, MU-N, MU-S, and M-1 zones;

M. Add car rental agencies to the uses subject to a conditional use permit in the C-2 and C-3 zones;

N. Add indoor dog daycare to the permitted uses in the M-1 zone;

O. Add animal boarding and outdoor dog daycare to the use subject to a conditional use permit in the M-1 zone;

P. Add studios for film and photography (production studios) to the permitted uses in the SB and MM zones;

Q. Updated and standardized use terminology in various nonresidential zones;

R. Modify the off street parking regulations to allow the director to approve covenants for more off-site parking spaces;
S. Modify the parking area development standards to: clarify the acceptable paving materials and update the lighting requirements in parking areas, reduce the maximum depth for tandem parking from 3 to 2 spaces, and reduce the minimum required width for curb-cuts and driveways;

T. Modify the minimum parking requirements for daycare centers and reduce the parking requirements for guest spaces in multi-family developments;

U. Modify ESMC chapter 15-24 to allow the director to approve adjustments to the required open space dimensions and minimum landscape area in required open space in the R-3 zone; and

V. Clarify and correct various zoning code sections.

SECTION 3: General Plan Findings. As required under Government Code Section 65860, the ESMC amendments proposed by the Ordinance are consistent with the El Segundo General Plan as follows:

A. The proposed ordinance is consistent with Objectives LU3-2 and LU3-3 of the General Plan Land Use Element in that it would permit flexibility in the design of multi-family developments, such as including porches, decks and patio covers in the front yard of lots in the R-2 zone and permitting adjustments to the size and dimensions of open space areas and landscaping on lots in the R-3 zone.

B. The proposed ordinance is consistent with Goal LU4 of the General Plan Land Use Element in that it will permit new commercial uses, such as animal hospitals, daycare centers, and fitness centers, which will promote a mixed-use environment in existing commercial areas.

C. The proposed ordinance is consistent with Objective LU4-4 of the General Land Use Element in that it will permit new uses in existing commercial and industrial areas, such as animal hospitals, daycare centers, fitness centers, car rental agencies, production studios, and animal daycare and boarding, which have the potential to maximize economic benefit, reduce traffic impacts, and encourage pedestrian environments.

D. The proposed ordinance is consistent with Objective ED1-2 of the General Plan Economic Development Element in that it would permit several new uses in existing commercial and industrial areas, which promotes the diversification of the City’s retail and commercial base.

E. The proposed ordinance is consistent with Policy C1-1.9 of the General Plan Circulation Element in that it will help provide more efficient access to nonresidential properties by reducing the minimum required width of curb-cuts and driveways.
F. The proposed ordinance is consistent with Policy C3-1.9 of the General Plan Circulation Element in that it will maintain a minimum stacking distance of 20 feet at the entrances of multi-family residential developments.

SECTION 4: Zone Text Amendment Findings. In accordance with ESMC Chapter 15-26 (Amendments), and based on the findings set forth in Section 2, the proposed ordinance is consistent with and necessary to carry out the purpose of the ESMC as follows:

A. The ordinance is consistent with the purpose of the ESMC, which is to serve the public health, safety, and general welfare and to provide the economic and social advantages resulting from an orderly planned use of land resources.

B. The ordinance is necessary to facilitate the development process and ensure the orderly development of buildings, parking areas, landscaping, and the location of uses in the City. The intent of the ordinance is to clarify definitions of terms, the permitted uses, and the development standards in various zones, which will facilitate and expedite the development process and provide economic and social benefits resulting from the orderly planned use of land resources.

SECTION 5: Environmental Assessment. Pursuant to the provisions of the California Environmental Quality Act, Public Resources Code Sections 21000, et seq. (“CEQA”), and the regulations promulgated thereunder (14 California Code of Regulations §§ 15000, et seq., the “State CEQA Guidelines”), the proposed ordinance is exempt from further review, because it consists only of minor revisions and clarifications to existing zoning regulations and related procedures. It does not have the effect of deleting or substantially changing any regulatory standards or findings required thereof. The proposed Ordinance is an action that does not have the potential to cause significant effects on the environment. In addition, any environmental impacts associated with this ordinance are adequately addressed in the General Plan FEIR. Accordingly, this ordinance is consistent with the General Plan FEIR and is exempt from further environmental review requirements under the California Environmental Quality Act. Furthermore, this ordinance constitutes a component of the El Segundo Municipal Code which the Planning Commission determined to be consistent with the FEIR for the City of El Segundo General Plan on December 1, 1992. Accordingly, no further environmental review is required pursuant to 14 Cal. Code Regs. § 15168(c)(2).

SECTION 6: Section 15-1-6 is amended to read as follows:

"The following words and phrases, when used in this title, shall have the meanings respectively ascribed to them in this chapter:"
AMENITIES: Facilities which enhance the operation of a use and make it more attractive to present and future uses.

ANIMAL HOSPITAL: A place where animals or pets are given medical or surgical treatment and are cared for during the time of such treatment.

COMMERCIAL:

Financial Institutions: Banks and trust companies, credit agencies, credit unions, investment companies, lending and thrift institutions, securities/commodity contract brokers and dealers, security and commodity exchanges, vehicle finance (equity) leasing agencies. Financial institutions do not include check cashing or payday loan facilities.

Retail Sales: Alcohol sales (off site), building material stores, convenience stores, general retail stores, and warehouse retail showrooms.

General Retail Stores: General retail stores include sales, without limitation, of appliances, art gallery, artists' supplies, bakeries (retail only), bicycles, books and periodicals, cameras and photographic supplies, clothing and accessories, computer and computer equipment, electronics, department stores, drug and discount stores, collectible items sales, curio, gift and souvenir shops, dry goods, fabric and sewing supplies, florists and houseplant stores (indoor), furniture and home furnishings, grocery stores, hardware, hobby materials, household and kitchen goods, jewelry, luggage and leather goods, musical instruments, parts and accessories, newsstands, orthopedic supplies, pet stores, pet supply stores, pharmacies, religious goods, small wares, specialty shops, sporting goods and equipment, stationery, and toys and games.

Retail Services: Personal services and business and consumer support services.

Business And Consumer Support Services: Business and consumer support services include, without limitation, establishments primarily providing consumers and businesses with services, including maintenance, repair and service, testing, rental, as well as the following: business equipment repair services (except vehicle repair, see definition of Vehicle Sales And Services: Maintenance/Repair), computer related services (rental, repair), copying, quick printing, and blueprinting services, equipment rental businesses within buildings, film processing laboratories, heavy equipment repair services where repair occurs on the client site, household appliance and equipment repair services, janitorial and maid services, mail advertising services (reproduction and shipping), photocopying and photofinishing, protective services (other than office related), window cleaning.

Personal Services: Personal services include, without limitation, barbershops and beauty salons, clothing rental, dry cleaning pick up stores with limited equipment, hair,
nail, facial, and personal care, laundromats (self-service laundries), massage establishments, photo development, shoe repair shops, tailors, tanning salons.

**DIRECTOR:** The City’s Director of Planning and Building Safety.

**FITNESS CENTER:** A fitness center (also known as a fitness club, health club and commonly referred to as a gym) is a place which houses exercise equipment for the purpose of physical exercise.

**LOT COVERAGE:**

A. A covered floor area included within and measured from the outside of the exterior walls of a building, including, but not limited to, dwelling units, lobby area, and elevators; and

B. An area not provided with surrounding exterior walls, if located under a roof or other covering, including, but not limited to, areas covered by stairways and walkways which provide ingress and egress. Private balconies and decks (not providing required ingress and egress) that are five feet (5') or less in width as measured from the exterior building wall shall not be included in computing lot coverage. Any portion of private balconies and decks that extends more than five feet (5') from the building wall shall be included in lot coverage.

C. Uncovered decks and patios, which are 30 inches or more in height are also included in lot coverage.

**OFFICE, MEDICAL-DENTAL:** A building or group of buildings designed for the use of, and occupied and used by, physicians, chiropractors, **acupuncturists, physical therapists,** and dentists and others engaged professionally in such healing arts for humans **beings** as are recognized by the laws of the state, including such accessory uses as the installation and use of therapeutic equipment, X-ray equipment or laboratories, chemical, biochemical, and biological laboratories used as direct accessories to the medical-dental professions; dental laboratories including facilities for the making of dentures on prescription; and pharmacies limited to the retail dispensing of pharmaceuticals and sickroom supplies (but not room or orthopedic equipment); provided there shall be no exterior display windows or signs pertaining to such accessory uses other than a directory sign.

**OFFICES, GENERAL:** Offices maintained and used as a place of business conducted by persons whose business activity consists principally of services to the person as
distinguished from the handling of commodities. This does not include medical-dental offices. General offices include, but are not limited to, the following:

A. Administrative/Business: Establishments providing direct services to consumers, such as credit, lending, and trust agencies, data processing services, detective agencies, employment, insurance agencies, real estate offices, stenographic, secretarial and word processing services, government offices and educational institution offices, union offices and utility company offices.

RESEARCH AND DEVELOPMENT: A process of experimentation, whereby a physical product, such as a biological, chemical, electrical, magnetic, mechanical and/or optical component is designed, manufactured, tested, and refined. This process does not include uses/activities that do not lead to the development of a physical product, such as computer modeling, computer software development, soils and other materials testing laboratories, or medical laboratories. This process does not include the general or mass production of the product.

SECTION 7: ESMC Section 15-2-3 (Exceptions to building height) is amended to read as follows:

"Penthouses or roof structures for the housing of elevators, stairways, mechanical or similar equipment required to operate and maintain a building, fire or parapet walls, open-work guardrails, skylights, towers, flagpoles, chimneys, smokestacks, radio, television masts, radar and other similar structures may be erected above the height limits prescribed in this title. Non-permanent accessories, such as furniture, barbeques, or umbrellas placed on a roof deck may be erected up to a maximum eight feet above the height limits prescribed in this title. No such penthouse, structure or accessory is, but no penthouse or roof structure, or any other space above the height limit prescribed for the zone in which the building is located shall be allowed for the purpose of providing additional floor space. Any such structures in residential zones shall be for noncommercial purposes only."

SECTION 8: ESMC Section 15-2-4 (Height restrictions for walls, fences and hedges) is amended to read as follows:

"15-2-4: HEIGHT RESTRICTIONS FOR WALLS, FENCES AND HEDGES:

A. Generally: In any R zone, a wall, fence, or hedge forty-two inches (42") or fence 42 inches in height may be located and maintained on any part of a lot. On an interior or corner lot, a wall, fence, or hedge or fence not more than six feet (6') in height may be located anywhere on the lot to the rear of the required setback. On a reversed corner lot, a wall, fence, hedge or fence not more than six feet (6') in height may be maintained anywhere on the lot to the rear of the rear line.
of the required front yard except within the required triangular open area at the rear constituting a part of the required side yard of the street side. The provisions of sections 15-2-6 and 15-2-11 of this chapter shall apply to walls, fences, and hedges and fences adjacent to corners and driveways. Wall, fence and hedge and fence heights in nonresidential zones shall be subject to the approval of the Director of Community, Economic and Development Services.

B. Retaining Walls:

1. Where a retaining wall protects a cut slope below the natural grade, as depicted in figure 1 in subsection E of this section, the retaining wall may be topped by a fence or wall or hedge or wall of a height equal to that which would otherwise be permitted at that location. This does not apply to retaining walls which protect a fill slope.

2. Where a retaining wall contains a fill and is not located in any required setback, as depicted in figure 2 in subsection E of this section, the height of the retaining wall built to retain the fill shall be considered as contributing to the permissible height of a fence, wall or hedge or wall. A protective fence if required by the California Residential Code, an open work fence or guardrail, not more than forty-eight inches (48") in height, may be erected on top of a retaining wall. An "open work fence" means a fence in which the component solid portions are evenly distributed, vertically oriented, and constitute not more than twenty five percent (25%) of the total surface area of the fence.

3. A retaining wall located in any required setback, as depicted in figure 3 in subsection E of this section, may retain a maximum of three feet (3") of fill. The height of the retaining wall built to retain the fill is considered as contributing to the permissible height of a fence or wall.

In a required side or rear setback, if required by the California Residential Code, an open work fence or guardrail, not more than forty-eight inches (48") in height, may be erected on top of a retaining wall in a side or rear setback. However, the maximum height of the fence and/or wall above the fill including a required openwork fence or guardrail shall be limited to six feet (6") six feet, six inches.

In a required front setback, a six inch (6") wall or fence may be erected on top of a wall which retains a maximum of three feet (3") No open work fence, above the maximum forty-two (4" total height, shall allowed in the front setback.

C. Exceptions: The provisions of this section shall not apply to fences required by state law to surround and enclose public utility installations or to chainlink fences enclosing school grounds and public playgrounds.
D. Adjustments: A wall, fence, or hedge or fence up to eight feet (8') in height may be allowed in residential zones subject to the approval of an adjustment, pursuant to chapter 24 of this title. A variance is required for a wall, fence, or hedge or fence in a residential zone which exceeds eight feet (8') in height.

E. Figures And Diagrams:

SECTION 9: ESMC Section 15-2-6 is hereby amended to read as follows:

"15-2-6: CORNER AND ALLEY CLEARANCE:
For the purpose of safe visibility, all corner lots, and reversed corner lots must maintain a triangular area, described as follows: one angle must be formed by the front and side property lines, and the sides of this angle must be fifteen feet (15') in length, measured along the front and side property lines; the third side of this triangle must be a straight line connecting the two (2) other lines at their endpoints. Within the area comprising this triangle, no trees, fences, shrubs, retaining walls, buildings and structures, or other physical obstructions must be permitted to exceed thirty inches (30") in height from street grade, unless it is a tree which is trimmed to provide a minimum of twelve feet (12') of visibility from street grade under the canopy created by the branches."
Lots located at the intersection of a public street and an alley must maintain a triangular area, described as follows: one angle must be formed by the property lines abutting the street and the alley, and the sides of this angle must be five feet in length. The third side of this triangle must be a straight line connecting the two other lines at their endpoints. Along alleys that are more than 15 feet wide, this triangle must be located only on the lot to the right of the alley as seen from a vehicle exiting the alley to enter the adjacent street.

Within the area comprising these triangles, no trees, fences, shrubs, retaining walls, buildings and structures, or other physical obstructions may exceed 30 inches in height from street grade, unless it is a tree which is trimmed to provide a minimum of 12 feet of visibility from street grade under the canopy created by the branches.

**FIGURE 1- CORNER DRIVEWAY AND ALLEY VISIBILITY**

![Diagram showing corner driveway and alley visibility](image)

**SECTION 10:** ESMC Section 15-2-7 (Open Space Areas and Encroachments) is amended to read as follows:

*B. Residential Zones: In residential zoning districts:

1. A porte-cochere (open carport) may be placed over a driveway in the front twenty20 feet (20') of one side yard setback, outside of the front yard setback, or attached to the front twenty20 feet (20') of one dwelling unit closest to the front lot line, provided the structure is not more than one story in height; is unenclosed on three (3) sides; and is entirely open except for the necessary supporting columns and architectural features.
2. Mechanical equipment, such as pool heaters, water heaters, and air conditioners not wider than eight feet (8') measured in the general direction of the wall of which it is a part, and adequately soundproofed, may project two feet (2') into required side and rear yards, provided the required yard cannot be reduced to less than three feet (3').

3. Detached arbors, pergolas, or trellises that partially cover a walkway and do not exceed eight feet in overall height, six feet in width, and five feet in length may have a zero setback in the front and streetside yards. However, the structures must comply with the requirements of Sections 15-2-6 (Corner Clearance) and 15-2-11 (Driveway Visibility) of this Code.

4. Uncovered porches, platforms and landings which do not exceed 12 inches in height above finished grade may have a zero setback in non-street fronting side and rear yards.

SECTION 11: ESMC Section 15-2-8 (Screening) is amended to read as follows:

“Facilities or equipment shall Equipment must be screened in the following manner:

A. Electrical Lines; Cables: All electrical, telephone, cable television and similar service wires and cables which provide direct service to the property being developed, within the exterior boundary lines of such property, shall must be installed underground. Risers on poles and buildings are permitted and shall must be provided by the developer or owner onto the pole which provides service to said property. Utility service poles may be placed on the rear of the property to be developed only for the purpose of terminating underground facilities. The developer or owner is responsible for complying with the requirements of this section and shall must make the necessary arrangements with the utility companies for the installation of such facilities.

B. Equipment; Transformers: Appurtenances and associated equipment and appurtenances such as, but not limited to, surface mounted transformers, pedestal mounted terminal boxes and meter cabinets, sprinkler manifolds and concealed ducts in an underground system may be placed above ground, provided such appurtenances and associated equipment that they are located in a fully enclosed structure or are screened from public view to the satisfaction of the Director. are located in a fully enclosed structure. Screening must sufficiently obstruct view of said equipment from public rights-of-way surrounding the equipment location. Screening material may include masonry, metal, wood, vinyl or similar durable material. Screening may be up to 30 percent open on the vertical surface, for example, perforated, lattice, louvered, and stacked. Chain link fencing may not be used for screening equipment. All vent pipes and
similar devices which are attached to the building shall **must** be painted to match the building.

C. Rooftop Installation: Mechanical equipment installed on rooftops shall be painted to match the building and **must be** screened from public view, **to the satisfaction of the Director.** Screening **must sufficiently obstruct the view of said equipment from public rights-of-way surrounding the equipment location.** Screening material may include masonry, metal, wood, vinyl or similar durable material. Screening material and colors must be compatible with the building on which the equipment is located. Screening may be up to 30 percent open on the vertical surface, for example, perforated, lattice, louvered, and stacked. Chain link fencing may not be used for screening equipment. The height of said screening shall be the maximum the height of said equipment.

D. Storage Areas: Storage areas, including those for cartons, containers and trash, shall be provided. All outdoor storage areas, **including those for cartons, containers and trash,** shall **must** be appropriately screened from public view **to the satisfaction of the Director**, as determined by the director of community, economic and development services. **Screening must sufficiently obstruct view of said equipment from public rights-of-way surrounding the storage area location.** Screening material may include masonry, metal, wood, vinyl or similar durable material. Chain link fencing may not be used for screening of storage areas.
FIGURE 1- SCREENING

PLAN

ELEVATION

BUILDING

EQUIPMENT

LINE OF SIGHT

STREET

SIDEWALK OR PUBLIC WAY

TYP.

Page 13 of 45
SECTION 12: Section 15-2-14(B) (General Provisions – Landscaping) is amended as follows:

"B. Components: To achieve these purposes, the landscape criteria is divided into the following components:

* * * *

3. Property Perimeter: All required setback areas shall be fully landscaped including permanent irrigation systems. **must be landscaped as required by chapter 15A of this Title. In addition, the** landscaping shall **must** incorporate the theme utilized for the public rights of way and one shade tree shall **must** be provided for every twenty-five feet (25') **25 feet** of street frontage. The following encroachments are permitted into the landscaped setback areas:

a. Parking spaces may encroach into the landscaped setback up to a maximum of fifty percent (50%) of the required setback area, provided a minimum landscaped setback of five feet (5') is maintained. **Parking spaces may encroach into a required street-facing setback up to a maximum of 50 percent of the required setback area, provided a minimum landscaped setback of 5 feet is maintained. Parking spaces may encroach into a required interior side and rear setback up to the interior side or rear property line, provided that the interior side and rear property line does not abut a public or private street.**

b. "Architectural landscape features", as defined in section 15-1-6 of this title, may encroach into the landscaped setback area up to a maximum of eighty percent (80%) of the required setback area, provided a minimum landscaped setback of five feet (5') is maintained. The features may cover a maximum of twenty-five percent (25%) of the total area of the setback, and be a maximum of twenty feet (20') in height. Encroachments which exceed any of these standards, or which contain an open roof covering or side walls with greater than twenty percent (20%) component solid portions, requires the approval of an adjustment, as provided in chapter 24 of this title.

A combination of soft and hard landscape materials may be installed, provided the use of such materials will form a cohesive, attractive and functional design. Such design is to be integrated with and, if appropriate, physically connected to that provided for the building and VUA areas.

* * * *

SECTION 13: Subsection 15-4B-6(D)(1) (R-2 zone front and rear yard setbacks) is amended to read as follows:

"1. Front And Rear Yard: The combined total of setbacks for the front and rear yard shall **must** be at least thirty feet (30') **30 feet**, with no front yard setback less than
twenty-feet (20') 20 feet and no rear yard setback less than five feet (5') 5 feet.

a) Encroachments. The following structures may encroach in the required front yard setback:
   i) Porches or verandas not fully enclosed on 3 sides (railings and/or columns permitted);
   ii) Raised decks not greater than 2 feet above grade constructed in conjunction with a lattice cover not greater than 10 feet above grade;
   iii) Lattice patio covers not greater than 10 feet above grade;

   These structures may encroach up to 6 feet into the required setback for 50 percent of the building width, not to exceed 20 feet.”

SECTION 14: Subsection 15-4C-5(D) (R-3 zone Setbacks) is amended to read as follows:

D. Setbacks: A building or structure may encroach up to two feet (2') into a required yard, provided, that an equivalent volume is set back from the required yard. This encroachment shall not be allowed in any yard adjacent to a single-family residential zone.

1. Front Yard: **Structures must maintain a minimum setback of 15 feet. Entry gates for vehicular access must maintain a minimum setback of 20 feet.**

An average of twenty feet (20') shall be provided, but in no case shall it be less than fifteen feet (15'). Should vehicular access be through the front yard and controlled by an entry gate, a minimum of twenty feet (20') shall be provided for a vehicle to temporarily stop outside the gated area prior to entering the project.

SECTION 15: Subsection 15-4C-5(I) (R-3 zone Open Space and Recreation requirements) is amended to read as follows:

"I. Open Space And Recreation Requirements: The following **minimum** open space and recreational facilities shall **must** be provided:

<table>
<thead>
<tr>
<th>Number Of Units</th>
<th>Private Open Space per unit</th>
<th>Common Open Space per unit</th>
<th>Recreational Facilities per unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 or less units</td>
<td>50 square feet/unit</td>
<td>150 square feet/ unit</td>
<td></td>
</tr>
<tr>
<td>5 - 9 units</td>
<td>50 square feet/unit</td>
<td>200 square feet/ unit</td>
<td></td>
</tr>
<tr>
<td>10 - 20 units</td>
<td>50 square feet/unit</td>
<td>250 square feet/unit</td>
<td></td>
</tr>
<tr>
<td>---------------</td>
<td>---------------------</td>
<td>----------------------</td>
<td></td>
</tr>
<tr>
<td>21 - 50 units and above</td>
<td>50 square feet/unit</td>
<td>250 square feet/unit</td>
<td>50 square feet/unit</td>
</tr>
<tr>
<td>50 and up</td>
<td>50-square-feet/unit</td>
<td>250-square-feet/unit</td>
<td>50-square-feet/unit</td>
</tr>
</tbody>
</table>

All required open space and recreational facilities shall be in addition to the required front and street side setbacks. Interior side and rear setbacks may be considered as required open spaces and recreation facilities. Landscaped areas are considered as open space if they are physically or visually accessible to the residents. A landscaped area must be a minimum of five feet (5') in both length and width in order to be counted as open space. **All required common open space must: a) be physically or visually accessible to the residents, b) be a minimum of 5 feet in both length and width, and c) include a minimum of 50 percent of softscape landscaping.**

**Adjustments:** The Director may approve adjustments from the minimum open space dimensions and landscaping percentage standards as provided in chapter 24, "Adjustments", of this title.”

**SECTION 16:** Subsection 15-4C-6(B) (R-3 zone Landscaping) is amended to read as follows:

"B. Those setback areas fronting upon a public street must incorporate a combination of Softscape and Hardscape in the landscape, except for those portions devoted to vehicular parking. At least fifty percent (50%) of the required common open space must include Softscape landscaping. In addition, those portions of the property which abut a different zoning classification must be landscaped with trees and shrubs to provide an effective buffer from adjoining property.

"* * *"

**SECTION 17:** Section 15-5A-2 (Downtown Commercial (C-RS) zone permitted uses) is amended to read as follows:

"The following uses are permitted in the C-RS zone:

A. Billiard-pool rooms and bowling alleys.

B. Financial institutions.

C. Daycare centers."
CD. General offices.

DE. Government buildings (including offices, police and fire stations, parking and related buildings).

EF. Medical-dental offices.

FG. Restaurants, delicatessens, and cafes (excluding dancing and entertainment).

GH. Retail uses providing sales (excluding off site alcohol sales) and services.

HI. Schools.

IJ. Other similar uses approved by the Director of Planning and Building Safety, as provided by chapter 22 of this title."

SECTION 18: Section 15-5A-4 (Downtown Commercial (C-RS) zone uses subject to administrative use permit) is amended to read as follows:

“A. The off site sale of alcohol at retail establishments.

B. The on site sale and consumption of alcohol at restaurants, drive-through restaurants, and delicatessens.

C. Video arcades with three (3) or fewer video or arcade machines.

DC. Other similar uses approved by the Director of Planning and Building Safety, as provided by chapter 22 of this title."

SECTION 19: Section 15-5A-5 (Downtown Commercial (C-RS) zone uses subject to conditional use permit) is amended to read as follows:

“The following uses are allowed subject to obtaining a conditional use permit, as provided by chapter 23 of this title:

A. Assembly halls.

B. On site sale and consumption of alcohol at bars.

C. Outdoor dining, exempting cafes, outdoor dining at restaurants and drive-through restaurants where outdoor dining comprises twenty percent (20%) or less of the total dining area of the restaurant or drive-through restaurant, but not exceeding two hundred (200) square feet of floor area. Outdoor dining areas for restaurants, except cafes, that are larger than 200 square feet.
D. Service stations, if a five hundred foot (500) 500-foot minimum distance from any residential zoned property is provided. This distance criteria does not apply to properties east of Sepulveda Boulevard.

E. Video arcades with four (4) or more video or arcade machines.

EE. Other similar uses as approved by the Director of Planning and Building Safety, as provided by chapter 22 of this title.”

SECTION 20: Section 15-5B-2 (Neighborhood Commercial (C-2) zone permitted uses) is amended to read as follows:

“The following uses are permitted in the C-2 zone:

A. Animal Hospitals.

B. Daycare Centers.

C. Fitness Centers.

AD. General and medical-dental offices.

BE. Neighborhood services, including, but not limited to, beauty/barber shops and markets. Personal Services

C. Neighborhood serving commercial uses, including, but not limited to, retail sales (excluding off-site alcohol sales).

DF. Public uses, including, but not limited to, fire and police stations, post offices and libraries.

EG. Recreational facilities (public and private).

FH. Restaurants and cafes.

I. Retail Sales.

GJ. Other similar uses approved by the Director of Community, economic and development services, as provided by chapter 22 of this title.”

SECTION 21: Section 15-5B-4 (Neighborhood Commercial (C-2) zone uses subject to administrative use permit) is amended to read as follows:

“A. The off site sale of alcohol at retail establishments.
B. The on site sale and consumption of alcohol at restaurants, drive-through restaurants, and delicatessens.

C. Video arcades with three (3) or fewer video or arcade machines.

D. Other similar uses approved by the Director of community, economic and development services, as provided by chapter 22 of this title."

SECTION 22: Section 15-5B-5 (Neighborhood Commercial (C-2) zone uses subject to conditional use permit) is amended to read as follows:

"The following uses shall be allowed subject to obtaining a conditional use permit, as provided by chapter 23 of this title.

A. Bed and breakfast inns.

B. Car rental agencies.

BC. On site sale and consumption of alcohol at bars.

CD. Outdoor dining, exempting cafes, outdoor dining at restaurants and drive-through restaurants where outdoor dining comprises twenty percent (20%) or less of the total dining area of the restaurant or drive-through restaurant, but not exceeding two hundred (200) square feet of floor area. **Outdoor dining areas for restaurants, except cafes, that are larger than 200 square feet.**

DE. Service stations, if a five hundred foot (500') **500-foot** minimum distance from any residential zoned property is provided. This distance criteria does not apply to properties east of Sepulveda Boulevard.

E. Video arcades with four (4) or more video or arcade machines.

F. Other similar uses approved by the Director of community, economic and development services, as provided by chapter 22 of this title."

SECTION 23: Section 15-5C-2 (General Commercial (C-3) zone permitted uses) is amended to read as follows:

"The following uses are permitted in the C-3 zone:

A. Animal Hospitals.

B. Daycare Centers.

C. Fitness Centers."
AD. General offices not exceeding five thousand (5,000) square feet.

BE. Hotels and motels.

CF. Medical-dental offices and facilities.

DG. Public uses, including, but not limited to, fire and police stations, post offices and libraries.

EH. Recreational facilities (public and commercial).

FI. Restaurants and cafes.

GL. Retail uses (excluding off site alcohol sales).

HK. Other similar uses approved by the Director of community, economic and development services, as provided by chapter 22 of this title."

SECTION 24: Section 15-5C-4 (General Commercial (C-3) zone uses subject to administrative use permit) is amended to read as follows:

"A. The off site sale of alcohol at retail establishments.

B. The on site sale and consumption of alcohol at restaurants, drive-through restaurants, and delicatessens.

C. Video arcades with three (3) or fewer video or arcade machines.

DC. Other similar uses approved by the Director of community, economic and development services, as provided by chapter 22 of this title."

SECTION 25: Section 15-5C-5 (General Commercial (C-3) zone uses subject to conditional use permit) is amended to read as follows:

"The following uses shall be allowed subject to obtaining a conditional use permit, as provided by chapter 23 of this title.

A. Car rental agencies.

AB. Drive-through restaurants, except properties located west of Sepulveda Boulevard where drive-through restaurants are prohibited;

BC. Freight forwarding.

GD. Helicopter landing facilities subject to the provisions of section 15-2-13 of this title.
DE. On site sale and consumption of alcohol at bars.

EF. Outdoor dining, exempting cafes, outdoor dining at restaurants and drive-through restaurants where outdoor dining comprises twenty percent (20%) or less of the total dining area of the restaurant or drive-through restaurant, but not exceeding two hundred (200) square feet of floor area. Outdoor dining areas for restaurants, except cafes, that are larger than 200 square feet.

FG. Service stations, if a five hundred foot (500') 500-foot minimum distance from any residential zoned property is provided. This distance criteria does not apply to properties east of Sepulveda Boulevard.

G. Video arcades with four (4) or more video or arcade machines.

H. Other similar uses approved by the Director of Community, Economic and Development Services, as provided by chapter 22 of this title."

SECTION 26: Section 15-5D-2 (Corporate Office (CO) zone permitted uses) is amended to read as follows:

The following uses are permitted in the CO zone:

A. Daycare centers.

B. Fitness centers.

AC. General offices.

BD. Medical-dental offices.

CE. Public uses, including, but not limited to, fire and police stations, post offices and libraries.

DF. Recreational facilities (public and private).

EG. Research and development uses, located east of Sepulveda Boulevard only.

FH. Restaurants and cafes.

GI. Other similar uses approved by the Director of Community, Economic and Development Services, as provided by chapter 22 of this title."

SECTION 27: Section 15-5D-4 (Corporate Office (CO) zone uses subject to administrative use permit) is amended to read as follows:
“A. The off site sale of alcohol at limited support service retail establishments as an accessory use.

B. The on site sale and consumption of alcohol at restaurants, drive-through restaurants, and delicatessens.

C. Video arcades with three (3) or fewer video or arcade machines.

D. Other similar uses approved by the Director of community, economic, and development services, as provided by chapter 22 of this title.”

SECTION 28: Section 15-5D-5 (Corporate Office (CO) zone uses subject to conditional use permit) is amended to read as follows:

The following uses shall be allowed subject to obtaining a conditional use permit, as provided by chapter 23 of this title:

A. Drive-through restaurants, except properties located west of Sepulveda Boulevard where drive-through restaurants are prohibited.

B. Freight forwarding.

C. Helicopter landing facilities subject to the provisions of section 15-2-13 of this title.

D. Hotels and motels, except properties located west of Sepulveda and east of Aviation Boulevards where hotels and motels are prohibited.

E. Museums.

F. On site sale and consumption of alcohol at bars.

G. Outdoor dining, exempting cafes, outdoor dining at restaurants and drive-through restaurants where outdoor dining comprises twenty percent (20%) or less of the total dining area of the restaurant or drive-through restaurant, but not exceeding two hundred (200) square feet of floor area. **Outdoor dining areas for restaurants, except cafes, that are larger than 200 square feet.**

H. Service stations, if a five hundred foot (500) **500-foot** minimum distance from any residential zoned property is provided. This distance criteria does not apply to properties east of Sepulveda Boulevard.

I. Video arcades with four (4) or more video or arcade machines.

J. Other similar uses approved by the planning and building safety **Director**, as provided by chapter 22 of this title.”
SECTION 29: Section 15-5E-2 (Urban Mixed Use North (MU-N) zone permitted uses) is amended to read as follows:

"The following uses are permitted in the MU-N zone:

A. Business-service establishments such as electronic computer facilities and addressing services **Data Centers**.

B. Daycare centers.

BC. General offices of commercial, financial or industrial establishments.

C. Engineering, industrial design, consultation and other offices.

D. Financial institutions.

E. Fitness centers.

EF. Hotels and motels.

FG. Medical-dental offices or facilities.

GH. Motion picture/television production facilities (excluding outdoor facilities).

I. Research and Development.

HJ. Restaurants and cafes.

IK. Retail (excluding off site alcohol sales) and wholesale sales and service.

J. Scientific research and experimental development laboratories.

KL. Other similar uses approved by the Director of planning and building safety, as provided by chapter 22 of this title."

SECTION 30: Section 15-5E-4 (Urban Mixed Use North (MU-N) uses subject to administrative use permit) is amended to read as follows:

"A. Light industrial uses.

B. The off site sale of alcohol at retail establishments.

C. The on site sale and consumption of alcohol at restaurants, drive-through restaurants, and delicatessens.

D. Video arcades with three (3) or fewer video or arcade machines."
ED. Other similar uses approved by the Director of planning and building safety, as provided by chapter 22 of this title."

SECTION 31: Section 15-5E-5 (Urban Mixed Use North (MU-N) uses subject to conditional use permit) is amended to read as follows:

"The following uses are allowed subject to obtaining a conditional use permit, as provided by chapter 23 of this title:

A. Assembly halls.
B. Catering services and flight kitchens.
C. Drive-through restaurants.
D. Helicopter landing facilities subject to the provisions of section 15-2-13 of this title.
E. Hospitals.
F. Motion picture/television production facilities (outdoor facilities only).
G. On site sale and consumption of alcohol at bars.
H. Outdoor dining, exempting cafes, outdoor dining at restaurants and drive-through restaurants where outdoor dining comprises twenty percent (20%) or less of the total dining area of the restaurant or drive-through restaurant, but not exceeding two hundred (200) square feet of floor area, Outdoor dining areas for restaurants, except cafes, that are larger than 200 square feet.
I. Parking facilities, including park and ride lots.
J. Recreational facilities (public and commercial).
K. Service stations, if a five hundred feet (500)500-foot minimum distance from any residential zoned property is provided. This distance criteria does not apply to properties east of Sepulveda Boulevard.
L. Video arcades with four (4) or more video or arcade machines.
ML. Other similar uses approved by the Director of planning and building safety, as provided by chapter 22 of this title."

SECTION 32: Section 15-5F-2 (Urban Mixed Use South (MU-S) zone permitted uses) is amended to read as follows:
"The following uses are permitted in the MU-S zone:

A. Business-service establishments such as electronic computer facilities and addressing services **Data centers**.

B. **Daycare centers.**

B. Engineering, industrial design, consultation and other offices.

C. Financial institutions.

D. **Fitness centers.**

DE. General offices of commercial, financial or industrial establishments.

EF. Hotels and motels.

FG. Massage establishments that meet the requirements of **title 4, chapter 10** of this code, in addition to all other requirements imposed by law.

GH. Medical-dental offices or facilities.

HI. Motion picture/television production facilities (excluding outdoor facilities).

J. **Research and development.**

IK. Restaurants and cafes.

JL. Retail (excluding off site alcohol sales) and wholesale sales and service.

K. Scientific research and experimental development laboratories.

LM. Other similar uses approved by the **Director** of planning and building safety, as provided by chapter 22 of this title."

**SECTION 33:** Section 15-5F-4 (Urban Mixed Use South (MU-S) uses subject to administrative use permit) is amended to read as follows:

"A. Light industrial uses.

B. The off site sale of alcohol at retail establishments.

C. The on site sale and consumption of alcohol at restaurants, drive-through restaurants, and delicatessens.

D. Video arcades with three (3) or fewer video or arcade machines."
ED. Other similar uses approved by the Director of planning and building safety, as provided by chapter 22 of this title.”

SECTION 34: Section 15-5F-5 (Urban Mixed Use South (MU-S) uses subject to conditional use permit) is amended to read as follows:

“The following uses are allowed subject to obtaining a conditional use permit, as provided by chapter 23 of this title:

A. Assembly halls.

B. Catering services and flight kitchens.

C. Drive-through restaurants.

D. Freight forwarding.

E. Helicopter landing facilities subject to the provisions of section 15-2-13 of this title.

F. Hospitals.

G. Motion picture/television production facilities (outdoor facilities only).

H. On site sale and consumption of alcohol at bars.

I. Outdoor dining, exempting cafes, outdoor dining at restaurants and drive-through restaurants where outdoor dining comprises twenty percent (20%) or less of the total dining area of the restaurant or drive-through restaurant, but not exceeding two hundred (200) square feet of floor area. **Outdoor dining areas for restaurants, except cafes, that are larger than 200 square feet.**

J. Parking facilities, including park and ride lots.

K. Recreational facilities (public and commercial).

L. Service stations, if a five hundred foot (500') **500-foot** minimum distance from any residential zoned property is provided. This distance criteria does not apply to properties east of Sepulveda Boulevard.

M. Video arcades with four (4) or more video or arcade machines.

NM. Other similar uses approved by the Director of planning and building safety, as provided by chapter 22 of this title.”

SECTION 35: Section 15-6A-2 (Light Industrial (M-1) zone permitted uses) is amended
to read as follows:

The following uses are permitted in the M-1 zone:

A. Animal hospitals.

B. Daycare centers.

C. Dog daycare (Indoor).

AD. Emergency shelters.

B. Fiberglass products, continuous-filament lamination of.

E. Fitness centers.

GF. General offices and establishments for research, professional and technical services.

DG. General storage, warehousing and ministorage.

EH. High and medium bay labs.

FI. Light manufacturing uses and related offices.

G. Manufacturing and assembly of electrical appliances, electronic instruments and devices, radios and phonographs, including the manufacturing of small tools and parts such as coils, condensers, transformers, crystal holders, etc.

H. Manufacturing of cleaning agents, waxes and finishes.

I. Manufacturing of cutlery, hardware, and hand tools and kitchen utensils.

J. Manufacturing, processing and packaging of pharmaceuticals, drugs, toiletries and cosmetics, except soap.

KJ. Public facilities, including, but not limited to, fire and police facilities, post offices, and libraries.

LK. Public utilities, including, but not limited to, power substations and telephone exchanges.

ML. Recreation facilities (public and private).

M. Research and development.
N. Restaurants and cafes.

O. Other similar uses approved by the Director of Community, Economic and Development Services, as provided by chapter 22 of this title.

SECTION 36: Section 15-6A-5 (Light Industrial (M-1) zone uses subject to conditional use permit) is amended to read as follows:

"The following uses shall be allowed subject to obtaining a conditional use permit, as provided by chapter 23 of this title:

A. Animal boarding.

AB. Any use permitted in the MU, CO, C-3, C-2 and C-RS zones, except residential uses and sexually oriented businesses.

C. Dog daycare (outdoor).

BD. Drive-through restaurants.

CE. Freight forwarding, transfer, trucking yards or terminals.

DF. Helicopter landing facilities subject to the provisions of section 15-2-13 of this title.

EG. Outdoor dining, exempting cafes, outdoor dining at restaurants and drive through restaurants where outdoor dining comprises twenty percent (20%) or less of the total dining area of the restaurant or drive through restaurant, but not exceeding two hundred (200) square feet of floor area. Outdoor dining areas for restaurants, except cafes, that are larger than 200 square feet.

FH. Service stations, if a five hundred foot (500') 500-foot minimum distance from any residential zoned property is provided. This distance criteria does not apply to properties east of Sepulveda Boulevard.

GI. Other similar uses approved by the Director of Community, Economic and Development Services, as provided by chapter 22 of this title."

SECTION 37: Section 15-6C-2 (Small Business (SB) zone permitted uses) is amended to read as follows:

"The following uses are permitted in the SB zone:

A. Art studios (production space only).

B. General and/or multimedia related offices, up to 15,000 fifteen thousand (15,000) square feet per site."
C. General offices in conjunction with any other permitted use as long as the office use does not occupy in excess of 40% of the total building square footage.

D. General storage and warehousing.

DE. Light industrial uses.

EF. Manufacturing.

FG. Public facilities and utilities.

GH. Research and development.

HI. Restaurants and cafes without drive-through facilities.

IJ. Warehousing and distribution.

J. Studios for film and photography (production studios).

JK. Other similar uses approved by the Director of Planning and Building Safety, as provided by chapter 22 of this title.

SECTION 38: Section 15-6C-3 (Small Business (SB) zone permitted accessory uses) is amended to read as follows:

“A. Any use customarily incidental to a permitted use.

B. Cafes.

C. Employee recreation facilities and play areas.

D. Open storage incidental to a principal use.

E. Parking structures and surface parking lots.

F. Permitted wholesale sales and services ("will call" types of businesses).

G. Retail sales and services.

H. Single caretaker units at the ratio of one per legal building site or business establishment whichever is larger, as long as two (2) on-site parking spaces are provided for each dwelling unit.
I. Other similar uses approved by the Director of planning and building safety, as provided by chapter 22 of this title."

SECTION 39: Section 15-6C-5 (Small Business (SB) zone uses subject to conditional use permit) is amended to read as follows:

"The following uses shall be allowed subject to obtaining a conditional use permit, as provided by chapter 23 of this title:

A. Automobile service uses, if a three hundred foot (300') minimum distance from any residentially zoned property is provided. This distance criteria does not apply to properties east of Sepulveda Boulevard.

B. Freight forwarding.

C. Outdoor dining, exempting cafes, outdoor dining at restaurants and drive-through restaurants where outdoor dining comprises twenty percent (20%) or less of the total dining area of the restaurant or drive-through restaurant, but not exceeding two hundred (200) square feet of floor area. Outdoor dining areas for restaurants, except cafes, that are larger than 200 square feet.

D. Service stations, if a five hundred foot (500') minimum distance from any residentially zoned property is provided. This distance criteria does not apply to properties east of Sepulveda Boulevard.

E. Other similar uses approved by the Director of community, economic and development services, as provided by chapter 22 of this title."

SECTION 40: Section 15-6D-2 (Medium Manufacturing (MM) zone permitted uses) is amended to read as follows:

"The following uses are permitted in the MM zone:

A. Art studios (production space only).

B. General and/or multimedia related offices, up to fifteen thousand (15,000) 15,000 square feet per site, except for mixed use projects of thirty thousand (30,000) 30,000 square feet or more, in which the size may be greater.

C. General offices in conjunction with any other permitted use as long as the office does not occupy in excess of sixty percent (60%) 60 percent of the total building square footage.

D. General storage and warehousing.

DE. Light assembly and processing.
EF. Light industrial.

FG. Manufacturing.

GH. Mixed use projects including commercial, office and light industrial uses. In mixed use projects of thirty thousand (30,000) \textbf{30,000} square feet or more where the light industrial uses make up at least fifty percent (50%) \textbf{50 percent} of the total project’s square footage.

HI. Parking structures and parking lots.

IJ. Public facilities, public utilities.

JK. Research and development.

KL. Restaurants and cafes without drive-through facilities.

LM. Retail sales for wholesale outlets.

N. Studios for film and photography (production studios).

M. Warehousing and distribution.

NO. Other similar uses approved by the \textbf{Director of planning and building safety}, as provided by chapter 22 of this title."

\textbf{SECTION 41}: Section 15-6D-3 (Medium Manufacturing (MM) zone permitted accessory uses) is amended to read as follows:

A. Any use customarily incidental to a permitted use.

B. Cafes.

C. Employee recreation facilities and play areas.

D. Open storage incidental to a principal use.

E. Retail sales and services.

F. Single caretaker units at the ratio of one per legal building site or business establishment whichever is larger, as long as two (2) on-site parking spaces are provided for each dwelling unit.

G. Other similar uses approved by the \textbf{Director of planning and building safety}, as provided by chapter 22 of this title.
SECTION 42: Section 15-6D-5 (Medium Manufacturing (MM) zone uses subject to conditional use permit) is amended to read as follows:

"The following uses shall be allowed subject to obtaining a conditional use permit, as provided by chapter 23 of this title:

A. Animal hospitals.

AB. Automobile service uses, if a three hundred foot (300') minimum distance from any residentially zoned property is provided. This distance criteria does not apply to properties east of Sepulveda Boulevard.

BC. Freight forwarding.

CD. Outdoor dining, exempting cafes, outdoor dining at restaurants and drive-through restaurants where outdoor dining comprises twenty percent (20%) or less of the total dining area of the restaurant or drive-through restaurant, but not exceeding two hundred (200) square feet of floor area-Outdoor dining areas for restaurants, except cafes, that are larger than 200 square feet.

DE. Service stations, if a five hundred foot (600') 500-foot minimum distance from any residential zoned property is provided. This distance criteria does not apply to properties east of Sepulveda Boulevard.

EF. Other similar uses approved by the dDirector of community, economic and development services, as provided by chapter 22 of this title."

SECTION 43: Subsection 15-15-3(H) is amended to read as follows:

"H. Off Site Parking:

1. Applicability: The dDirector of planning and building safety may approve off site parking locations within the city for nonresidential uses to meet the parking requirements of this chapter. Such off site parking locations must be secured with a covenant, approved by the city attorney, and recorded in the county recorder's office before the city issues building permits. The off site parking spaces used to satisfy the parking requirements for a different site must be surplus to the required parking spaces required for uses of the off site location. Alternatively, the planning commission may approve a reduction of required parking spaces as provided in this chapter.

2. Director Review: The dDirector of planning and building safety may review off site parking covenants for a maximum of 20 twenty (20) parking spaces or 20 twenty percent (20%) of the required number of parking spaces, whichever is less more. The
parking covenant may include such conditions as the Director of planning and building safety may lawfully impose.

3. Planning Commission Review: The planning commission must review all off site parking covenants for more than twenty (20) parking spaces than the Director is authorized to approve. The parking covenant may include such conditions as the planning commission may lawfully impose.

4. Off Site Parking Findings Of Approval: Requests for off site parking must meet the following requirements:

a. The off site parking must be located so that it will adequately serve the use for which it is intended. In making this determination, the following factors, among other things, must be considered.

(1) Proximity of the off site parking facilities (i.e., 750 feet is a reasonable maximum walking distance for high turnover uses such as retail sales, services and restaurants);

(2) Ease of pedestrian access to the off site parking facilities;

(3) Provisions for transportation to and from the off site parking facility (e.g., shuttle or valet services);

(4) The type of use the off site parking facilities are intended to serve (i.e., off-site parking) may not be appropriate for high turnover uses such as retail sales and services).

SECTION 44: Section 15-15-5 (Off-Street Parking Development Standards) is amended to read as follows:

*   *   *

B. Driveway And Parking Area Paving And Surfacing: All permanent on site parking, loading, vehicle storage and vehicle sales areas must be paved with approved concrete or asphaltic concrete. On site parking areas to be used for not longer than one year must be surfaced and maintained with an impervious material acceptable to the Director of planning and building safety so as to eliminate dust and mud. All on site parking areas must be graded and drained so as to dispose of all surface water in accordance with the applicable stormwater regulations. The Director of planning and building safety may at his discretion, approve alternative paving material such as decorative concrete, permeable concrete, grasscrete, brick, or similar material of equivalent durability. The Director of planning and building safety may approve administrative adjustments from the driveway and parking area paving standards for non-standard roadbed construction and alternative roadway surfaces (such as drivable reinforced turf) as provided in chapter 24, "Adjustments", of this title.

*   *   *
D. Parking Space Location

2. Nonresidential Spaces

a. Encroachment: Parking spaces may encroach into a required street-facing setback up to a maximum of fifty percent (50%) of the required setback area, provided a minimum landscaped setback of five feet (5') is maintained. For properties within the Mixed-Use South (MU-S) zone, parking spaces may be located in parking spaces may encroach into a required interior side and rear setbacks up to the interior side or rear property line, provided that the interior side and rear property line does not abut a public or private street or driveway.

b. Minimum Landscaped Setback: Parking spaces that back up directly into a driveway entrance must maintain a minimum landscaped setback of twenty feet (20') from any street facing property line.

c. Access By Alley: Where vehicular access is provided by an alley, parking may intrude into the required rear yard; provided, however, the amount of setback intruded upon must be replaced by increasing the other required yards on site by an equivalent amount.

G. Lighting:

1. All required parking areas must be illuminated with a minimum level of maintained 1.25 foot candles of light during all hours of operation.
21. Lights provided to illuminate any parking area or vehicle sales areas as permitted by this code must be arranged so as to direct the light away from any premises upon which a residential dwelling unit is located.
32. Parking area light standards located within fifty feet (50') of a property line must not exceed twenty-five feet (25') in height.
43. The Director of Planning and Building Safety may approve administrative adjustments from the lighting standards as provided in chapter 24, "Adjustments", of this title.

K. Tandem Spaces Permitted: All tandem parking spaces, where allowed, must be clearly outlined on the surface of the parking facility.

<table>
<thead>
<tr>
<th>Tandem Spaces Permitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use</td>
</tr>
</tbody>
</table>

Page 34 of 45
<table>
<thead>
<tr>
<th></th>
<th>Total Required Spaces</th>
<th>Required Spaces In Smoky Hollow</th>
<th>Depth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single-family and two-family dwellings</td>
<td>100</td>
<td>n/a</td>
<td>2 spaces</td>
</tr>
<tr>
<td>Multiple-family residential</td>
<td>Prohibited</td>
<td>Prohibited</td>
<td>n/a</td>
</tr>
<tr>
<td>Retail uses and services</td>
<td>Prohibited</td>
<td>30</td>
<td>32 spaces</td>
</tr>
<tr>
<td>Industrial uses</td>
<td>20</td>
<td>85</td>
<td>32 spaces</td>
</tr>
<tr>
<td>Offices</td>
<td>20</td>
<td>85</td>
<td>32 spaces</td>
</tr>
<tr>
<td>Restaurants</td>
<td>Prohibited</td>
<td>10</td>
<td>32 spaces</td>
</tr>
</tbody>
</table>

Notes:
1. Tandem spaces for single- and two-family dwellings must be assigned to the same unit.
2. Tandem parking is permitted for multiple-family residential developments involving density bonuses, pursuant to Government Code section 65915.
3. Includes manufacturing, warehousing, and research and development uses.

The Director of planning and building safety may approve tandem parking and/or administrative adjustments to the tandem parking standards as provided in chapter 24, "Adjustments", of this title, subject to conditions. The conditions may include recording of a covenant agreement, requiring a parking attendant, requiring valet service, and other operational conditions. The Director of planning and building safety may also approve tandem parking in excess of the above limits for permitted temporary uses and/or special events.

O. Driveway And Curb Cuts: All curb cuts and driveways must lead directly to required parking. Curb cuts not leading to parking, must be removed whenever new buildings are constructed or additions are made to existing buildings. The location and design of all driveway entrances and exits must comply with the standards listed below. The goal of these standards is to: 1) preserve on street parking spaces, 2) improve traffic safety, and 3) improve on site vehicle circulation.

1. Driveway And Curb Cut Width:

<table>
<thead>
<tr>
<th>Zone</th>
<th>Curb Cut Width</th>
<th>Driveway Width</th>
</tr>
</thead>
</table>

Page 35 of 45
<table>
<thead>
<tr>
<th>Zone</th>
<th>Minimum</th>
<th>Maximum</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>R-1 and R-2—lots less than 50 feet wide</td>
<td>10</td>
<td>20</td>
<td>10</td>
<td>20</td>
</tr>
<tr>
<td>R-1 and R-2—lots at least 50 feet wide</td>
<td>10</td>
<td>25</td>
<td>10</td>
<td>28</td>
</tr>
<tr>
<td>R-3—serving 12 or fewer parking spaces or one-way drive aisle</td>
<td>12</td>
<td>30</td>
<td>12</td>
<td>30</td>
</tr>
<tr>
<td>R-3—serving 13 or more parking spaces or two-way drive aisle</td>
<td>18</td>
<td>30</td>
<td>18</td>
<td>30</td>
</tr>
<tr>
<td>Nonresidential— one-way</td>
<td>12</td>
<td>30</td>
<td>12</td>
<td>30</td>
</tr>
<tr>
<td>Nonresidential— two-way</td>
<td>18</td>
<td>30</td>
<td>18</td>
<td>30</td>
</tr>
</tbody>
</table>

Note:
1. Curb cut width excludes the width of aprons.
2. Curb Cut Locations:

<table>
<thead>
<tr>
<th>Zone</th>
<th>Minimum Distance Between Curb Cuts On The Same Property</th>
<th>Minimum Distance From Curb Cuts To Street Corners</th>
<th>Minimum Distance From Curb Cuts To Property Lines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential</td>
<td>24 feet</td>
<td>20 feet</td>
<td>5 feet</td>
</tr>
<tr>
<td>Nonresidential</td>
<td>24 feet</td>
<td>50 feet</td>
<td>5 feet</td>
</tr>
</tbody>
</table>

FIGURE 8 - CURB CUT AND DRIVEWAY LOCATIONS

3. Adjustment Approval: The Director of planning and building safety may approve administrative adjustments to the driveway and curb cut standards as provided in chapter 24, "Adjustments", of this title.

* * *

SECTION 45: Section 15-15-6(A) (Automobile Spaces Required) is amended as follows:

A. Automobile Spaces Required:

<table>
<thead>
<tr>
<th>Use</th>
<th>Number Of Parking Spaces Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial:</td>
<td></td>
</tr>
<tr>
<td>Animal care:</td>
<td></td>
</tr>
<tr>
<td>-------------------------------------------------</td>
<td>-----------------------------------------------------------------</td>
</tr>
<tr>
<td>Animal boarding, kennels</td>
<td>1 space for each 300 square feet of office/retail area, plus 1 space per 1,000 square feet of storage and animal area including outdoor play area</td>
</tr>
<tr>
<td>Animal daycare and training (no overnight stay)</td>
<td>1 space for each 300 square feet of office/retail area, plus 1 space per 1,000 square feet of storage and animal area, including outdoor area</td>
</tr>
<tr>
<td>Veterinary hospital</td>
<td>1 space for each 300 square feet</td>
</tr>
<tr>
<td>Fitness centers, gyms, health clubs</td>
<td>1 space for each 150 square feet</td>
</tr>
<tr>
<td>Hotels, motels, auto courts, bed and breakfast inns, motor lodges, and tourist courts</td>
<td>1 space for each of the first 100 rooms, or sleeping units; 3/4 space for each of the next 100 rooms, or sleeping units; and 1/2 space for each room above 200 rooms, or sleeping units</td>
</tr>
<tr>
<td>Landscape nurseries</td>
<td>1 space for each 300 square feet of interior floor area, plus 1 space for each 1,000 square feet of exterior storage and display area</td>
</tr>
<tr>
<td>Medical/dental offices and clinics</td>
<td>1 space for each 200 square feet</td>
</tr>
<tr>
<td>Retail sales</td>
<td>1 space for each 300 square feet for the first 25,000 square feet</td>
</tr>
<tr>
<td>Retail services:</td>
<td></td>
</tr>
<tr>
<td>Business and consumer support services</td>
<td>1 space for each 350 square feet for the second 25,000 square feet</td>
</tr>
<tr>
<td>Financial institutions</td>
<td>1 space for each 400 square feet for the area in excess of 50,000 square feet</td>
</tr>
<tr>
<td>Personal services</td>
<td></td>
</tr>
<tr>
<td>General offices (including up to 500 square feet of accessory eating establishments)</td>
<td></td>
</tr>
<tr>
<td>Eating and drinking establishments:</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Cafes:</td>
<td></td>
</tr>
<tr>
<td>Which equal 20 percent or less of the gross floor area of a multi-tenant shopping center, office development or the commercial portion of a mixed use development</td>
<td>1 space for each 300 square feet</td>
</tr>
<tr>
<td>Any portion of a cafe or any cumulative floor area of multiple cafes which exceed 20 percent of a multi-tenant shopping center, office development, or the commercial portion of a mixed use development</td>
<td>1 space for each 75 square feet, including outdoor areas if outdoor dining area exceeds 200 square feet</td>
</tr>
<tr>
<td>Fast food and drive-through restaurants, bars, and cocktail lounges</td>
<td>1 space for each 75 square foot area, including outdoor dining areas. (Parking for outdoor dining areas is required only for the portion that exceeds 200 square feet or 20 percent of the indoor dining area, whichever is less.) Minimum of 3 spaces regardless of size</td>
</tr>
<tr>
<td>Food to go uses</td>
<td>1 space for each 300 square feet, with a minimum of 3 spaces</td>
</tr>
<tr>
<td>Full service restaurants</td>
<td>1 space for each 75 square feet of dining area, including outdoor dining areas (parking for outdoor dining areas is required only for the portion that exceeds 200 square feet or 20 percent of the indoor dining area, whichever is less), and 1 space for each 250 square feet of nondining areas. Minimum of 3 spaces regardless of size</td>
</tr>
<tr>
<td>Group care:</td>
<td></td>
</tr>
<tr>
<td>Daycare (adult and children)</td>
<td>1 for every 7 adults/children, plus 1 space for each employee and faculty member</td>
</tr>
<tr>
<td>Hospitals</td>
<td>1½ spaces for each bed</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>Senior communities, rest homes,</td>
<td></td>
</tr>
<tr>
<td>convalescent homes</td>
<td>1 space for each 2 beds</td>
</tr>
<tr>
<td><strong>Industrial uses:</strong></td>
<td></td>
</tr>
<tr>
<td>Data centers</td>
<td>1 space for each 3,500 square feet</td>
</tr>
<tr>
<td><strong>Heavy industrial:</strong></td>
<td></td>
</tr>
<tr>
<td>Extraction of raw materials and</td>
<td>1 space for each 500 square feet for the first 50,000 square feet</td>
</tr>
<tr>
<td>refining</td>
<td></td>
</tr>
<tr>
<td>Factories</td>
<td>1 space for each 1,000 square feet for the area in excess of 50,000 square feet</td>
</tr>
<tr>
<td>Generating stations</td>
<td></td>
</tr>
<tr>
<td>Heavy manufacturing</td>
<td></td>
</tr>
<tr>
<td><strong>Light industrial:</strong></td>
<td></td>
</tr>
<tr>
<td>High and medium bay labs</td>
<td>1 space for each 500 square feet for the first 50,000 square feet</td>
</tr>
<tr>
<td>Light assembly and processing</td>
<td>1 space for each 1,000 square feet for the area in excess of 50,000 square feet</td>
</tr>
<tr>
<td>Light manufacturing</td>
<td></td>
</tr>
<tr>
<td>Research and development</td>
<td></td>
</tr>
<tr>
<td>(includes office with on site</td>
<td></td>
</tr>
<tr>
<td>testing facilities)</td>
<td></td>
</tr>
<tr>
<td>Wholesaling</td>
<td>1 space for each 300 square feet of office and/or showroom area, plus parking as required for storage/warehouse areas</td>
</tr>
<tr>
<td>Ministorage, personal storage</td>
<td>5 spaces minimum, plus 1 space per 50 storage units or 5,000 square feet</td>
</tr>
<tr>
<td><strong>Warehousing and storage related uses:</strong></td>
<td></td>
</tr>
<tr>
<td>Freight forwarding</td>
<td>1 space for each 1,000 square feet for the first 20,000 square feet</td>
</tr>
<tr>
<td>General storage</td>
<td></td>
</tr>
<tr>
<td>Transfer, trucking yards or</td>
<td>1 space for each 2,000 square feet for the second 20,000 square feet</td>
</tr>
<tr>
<td>terminals</td>
<td></td>
</tr>
<tr>
<td>Purpose</td>
<td>Requirement</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Warehouses and storage buildings</td>
<td>1 space for each 4,000 square feet for the area in excess of 40,000 square feet</td>
</tr>
<tr>
<td>Warehousing and distribution</td>
<td></td>
</tr>
<tr>
<td>Public assembly:</td>
<td></td>
</tr>
<tr>
<td>Assembly hall:</td>
<td></td>
</tr>
<tr>
<td>With fixed seats</td>
<td>1 space for every 4 seats</td>
</tr>
<tr>
<td>Without fixed seats</td>
<td>1 space for every 35 square feet of floor area used for assembly purposes</td>
</tr>
<tr>
<td>Recreational uses:</td>
<td></td>
</tr>
<tr>
<td>Arcades—primary use (more than 3-games/computers)—</td>
<td>1 space for each 250 square feet</td>
</tr>
<tr>
<td>Batting cages</td>
<td>2 spaces for each cage</td>
</tr>
<tr>
<td>Billiard parlors/pool halls - primary use (more than 2 tables)</td>
<td>1 space for each 100 square feet</td>
</tr>
<tr>
<td>Bowling alleys</td>
<td>4 spaces for each lane, plus parking for other uses</td>
</tr>
<tr>
<td>Residential uses:</td>
<td></td>
</tr>
<tr>
<td>Caretaker units</td>
<td>1 space for each unit</td>
</tr>
<tr>
<td>Live/work units</td>
<td>2 spaces for each unit plus 1 space per 350 square feet of commercial/work area</td>
</tr>
<tr>
<td>Lodging houses, rooming houses, and guesthouses</td>
<td>1 space for each guestroom</td>
</tr>
<tr>
<td>Multiple-family dwellings</td>
<td>2 spaces for each unit plus 2 visitor spaces for the first 3-5 dwelling units and 2 visitor spaces for each additional 3 units (e.g., 3-5 units = 2 visitor spaces; 6-8 units = 4; 9-11 units = 6; 12-14 units = 8, etc.) 2 spaces per unit, plus 1 visitor space for every 3 units (3-5 units = 1 visitor space, 6-8 units = 2 visitor spaces, etc.)</td>
</tr>
<tr>
<td>Single-family and two-family dwellings</td>
<td>2 spaces for each unit and 1 additional space for dwelling units exceeding 3,000 square feet of gross floor area</td>
</tr>
<tr>
<td>Schools - educational institutions:</td>
<td></td>
</tr>
<tr>
<td>Preschool, elementary through junior high level</td>
<td>1 space for each 1 classroom, plus 1 space for each employee and faculty member</td>
</tr>
<tr>
<td>High school level</td>
<td>7 spaces per classroom plus auditorium or stadium parking requirements</td>
</tr>
<tr>
<td>Adult level, college, business and trade</td>
<td>1 space for every 50 square feet of gross floor area or 1 space for every 3 fixed seats - whichever is greater; or, as modified by a parking demand study</td>
</tr>
<tr>
<td>Vehicle related services¹:</td>
<td></td>
</tr>
<tr>
<td>Car washes:</td>
<td></td>
</tr>
<tr>
<td>Automated, and/or accessory to service/gas station</td>
<td>2 space minimum, plus queuing space for 3 vehicles ahead of each wash lane</td>
</tr>
<tr>
<td>Full service</td>
<td>10 spaces minimum or 1.5 spaces per 1,000 square feet, whichever is greater, plus 3 space queuing lane ahead of each wash lane</td>
</tr>
<tr>
<td>Self-service</td>
<td>1 space minimum per washing stall</td>
</tr>
<tr>
<td>Service stations</td>
<td>3 spaces minimum or 1 space per 300 square feet of office/retail area, whichever is greater</td>
</tr>
<tr>
<td>Vehicle maintenance/repair, accessories installation, and body shops</td>
<td>2 spaces for each service stall plus 2 spaces for office</td>
</tr>
</tbody>
</table>

Additionally, a parking plan must be submitted for automobile service uses that include limited automobile sales. The plan must demonstrate that the area for the display of automobiles for sale will not encroach into required setbacks, parking spaces, driveways, drive aisles, vehicle back up areas, landscaping, and any
Note:
1. Repair bays, washing stalls, vacuum stalls, and fuel pump spaces do not count toward required parking.

SECTION 46:
Subsection 15-15A-4(B) is amended to read as follows:

"B. The Landscape Documentation Package must include a "Certificate of Completion Compliance" that has been prepared by an appropriately licensed professional stating that the landscape design and water use calculations were prepared by or under the supervision of the licensed professional and are certified to comply with the Water Conservation in Landscaping Act."

SECTION 47:
Subsection 15-15A-14(B) is amended to read as follows:

"B. Items Submitted For Review: The following items must be submitted for review to request a certificate of completion:

1. Landscape Certificate of Completion form.
3. Irrigation Scheduling Parameters.
5. Landscape and Irrigation Maintenance schedule."

SECTION 48:
Section 15-24-1 (Adjustments) is amended to read as follows:

"15-24-1: GRANTING:

Whenever a strict interpretation of the provisions of this title or its application to any specific case or situation pertaining to the following items would result in the unreasonable deprivation of the use or enjoyment of property, an adjustment or an administrative adjustment may be granted, subject to the following restrictions. Adjustments may be granted to allow:

A. A fence, wall, or hedge up to a maximum height of eight feet (8') B. feet.

B. Architectural landscape features which exceed the standards set forth in section 15-2-14 of this title.

C. Signs which exceed the standards set forth in chapter 18 of this title.
D. Noise permits which exceed the standards set forth in section 7-2-11 of this code.

E. Parking and loading space standards as set forth in chapter 15 of this title.

F. Reduction of retention of a minimum of fifty percent (50%) of exterior perimeter wall height and/or deviation from development standards for life safety purposes.

G. Deviation from development standards for reasonable access accommodations.

H. Dimensions of required open space and size of required landscaping area within required open space in the Multi-family residential (R-3) zone as set forth in section 15-4C-5 of this title.”

SECTION 49: CONSTRUCTION. This Ordinance must be broadly construed in order to achieve the purposes stated in this Ordinance. It is the City Council’s intent that the provisions of this Ordinance be interpreted or implemented by the City and others in a manner that facilitates the purposes set forth in this Ordinance.

SECTION 50: ENFORCEABILITY. Repeal of any provision of the ESMC does not affect any penalty, forfeiture, or liability incurred before, or preclude prosecution and imposition of penalties for any violation occurring before this Ordinance’s effective date. Any such repealed part will remain in full force and effect for sustaining action or prosecuting violations occurring before the effective date of this Ordinance.

SECTION 51: VALIDITY OF PREVIOUS CODE SECTIONS. If this entire Ordinance or its application is deemed invalid by a court of competent jurisdiction, any repeal or amendment of the ESMC or other city ordinance by this Ordinance will be rendered void and cause such previous ESMC provision or other the city ordinance to remain in full force and effect for all purposes.

SECTION 52: SEVERABILITY. If any part of this Ordinance or its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this Ordinance are severable.

SECTION 53: The City Clerk is directed to certify the passage and adoption of this Ordinance; cause it to be entered into the City of El Segundo's book of original ordinances; make a note of the passage and adoption in the records of this meeting; and, within fifteen (15) days after the passage and adoption of this Ordinance, cause it to be published or posted in accordance with California law.
SECTION 54: This Ordinance will go into effect and be in full force and effect on the thirty-first (31st) day after its passage and adoption.

PASSED AND ADOPTED this ___ day of ____________, 2017.

__________________________________________
Suzanne Fuentes, Mayor

APPROVED AS TO FORM:

By:
__________________________________________
Mark D. Hensley, City Attorney

ATTEST:

STATE OF CALIFORNIA  )
COUNTY OF LOS ANGELES  )  SS
CITY OF EL SEGUNDO  )

I, Tracy Weaver, City Clerk of the City of El Segundo, California, do hereby certify that the whole number of members of the City Council of said City is five; that the foregoing Ordinance No. ________ was duly introduced by said City Council at a regular meeting held on the ___ day of _________ 2017, and was duly passed and adopted by said City Council, approved and signed by the Mayor, and attested to by the City Clerk, all at a regular meeting of said Council held on the ___ day of ____________, 2017, and the same was so passed and adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

__________________________________________
Tracy Weaver, City Clerk
AGENDA DESCRIPTION:
Consideration and possible action regarding Environmental Assessment No. EA-1161 and Zone Text Amendment No. ZTA 16-05 to amend various sections of the El Segundo Municipal Code (ESMC) Title 15 (Zoning Code) to: (1) update definitions of terms, (2) clarify general provisions, (3) modify minor development standards in the R-2 and R-3 zones, (4) modify permitted uses in various nonresidential zones, (5) adjust parking standards, and (6) clarify and correct certain other Zoning Code sections. (Fiscal Impact: None)

RECOMMENDED PLANNING COMMISSION ACTION: It is recommended that the Planning Commission open the public hearing and take public testimony on the proposed ordinance; close the public hearing and consider the evidence; and adopt Resolution No. 2819 recommending that the City Council adopt the proposed Ordinance.

ATTACHED SUPPORTING DOCUMENTS:

1. Proposed Planning Commission Resolution No. 2819
   a. Proposed Ordinance

ORIGINATED BY: Paul Samaras, Principal Planner
REVIEWED BY: Gregg McClain, Planning Manager
APPROVED BY: Sam Lee, Director of Planning and Building Safety

INTRODUCTION:
The proposed ordinance is part of staff’s efforts to continuously improve and update the Zoning Code, so that it better fulfills its purpose “to serve the public health, safety, and general welfare and to provide the economic and social advantages resulting from an orderly planned use of land resources” (ESMC Section 15-1-1). The proposed ordinance makes more than 50 individual changes, not counting typographical corrections, condensing and streamlining language, and other miscellaneous clarifications that affect seven out of 28 chapters in the Zoning Code. Staff intends to similar “omnibus” ordinance on a yearly basis.

BACKGROUND AND DISCUSSION:

Background
The Zoning Code was last updated in a comprehensive manner in 1993. In addition, it was amended several times to address specific issues or to update specific chapters, such as an update to the City’s off-street parking regulations (2011) and an update to the R-1 zone regulations (2017). In-lieu of comprehensively updating the Code, city staff used administrative determinations and interpretations to clarify certain code provisions and to specific land uses. Since 1993, over 80 written determinations were approved by the Director and the Planning Commission and several
more clarifications were done informally, which resulted in in a large body of interpretations of the zoning regulations not contained within the zoning code, and not obvious to the public. This large number of determinations and informal interpretations renders the code unwieldy for staff and the public.

In June 2016, staff initiated a zone text amendment to address these administrative determinations, interpretations, and various other corrections and clarifications identified in the last few years. The draft ordinance addresses the vast majority of these issues. The discussion below summarizes the changes in the proposed ordinance.

Discussion

1. New and updated definitions of terms

Description
The proposed ordinance amends ESMC Section 15-1-6 to include definitions for the terms a) Animal hospital and b) Fitness center.

a) Animal hospitals are not listed as permitted uses in any zone in the City and are not defined either. However, an animal hospital was permitted in the Medium Manufacturing (MM) zone with a conditional use permit as a result of an interpretation that it was similar to other uses permitted in the MM zone. Staff receives occasional inquiries from the public to allow animal hospitals in commercial zones, so it was important as a first step to include a definition of the term in the ESMC.

b) Fitness centers are listed as a permitted use only in the Commercial Center (C-4) zone. However, they were permitted in other commercial zones as a result of interpretations that it is similar to other permitted uses. Staff regularly receives interest from the public to permit fitness centers in other commercial zones so it is important to include a definition of the term. In addition, fitness centers (or gyms) are sometimes confused with studios for martial arts and with recreational facilities. It is important to distinguish between these uses.

In addition to the new definitions above, the proposed ordinance includes updates and clarifications to the terms “Retail sales,” “lot coverage,” “Medical-dental office,” “general offices,” and “research and development.” The purpose of these updates and clarifications is to incorporate previous staff and Planning Commission interpretations and to improve both staff’s and the public’s understanding of these terms.

2. Clarify and update general provisions in ESMC Chapter 15-2 (General Provisions)

Description
The proposed ordinance clarifies and updates provisions on the following topics: a) exceptions to building height (ESMC Section 15-2-3), b) height restrictions for walls and fences (ESMC Section 15-2-4), c) corner and alley clearance (ESMC Section 15-2-6), d) open space areas and encroachments (ESMC Section 15-2-7), e) screening (ESMC Section 15-2-8), and f) landscaping and encroachments into landscaping (ESMC Section 15-2-14).
a) The exceptions to building height provisions are updated in the proposed ordinance to incorporate staff and Planning Commission interpretations particularly in light of the increased use of rooftops as decks for private open space.
b) The height restrictions for walls and fences are outdated and often difficult to interpret. The proposed change reflects current requirements in the building code regarding guard rails and clarifies other provisions, particularly regarding retaining walls.
c) Corner clearance provisions are updated in the proposed ordinance to add a requirement for a 5-foot clearance area at the intersection of alleys and streets to enhance pedestrian and vehicular safety. The required triangle is smaller for alleys than street intersections due to slower travel speeds in alleys and due to concern regarding the impact of the requirements on the affected private property.
d) The permitted setback encroachment provisions in residential zones are updated in the proposed ordinance to incorporate interpretations allowing additional encroachments of small accessory structures.
e) The equipment screening provisions are updated to clarify requirements regarding the types of permitted screening, to clarify where screening must be located and how tall it must be, and to give the Director flexibility in implementing the screening requirements.
f) The general landscaping provisions are updated to clarify that nonresidential perimeter setback areas must be landscaped in a manner consistent with the City’s Water Conservation in Landscaping requirements. In addition, the permitted parking space encroachments into required landscape setback areas are modified to allow encroachments up to the property line along interior side and rear yards.

3. Update the front yard setback requirements in the R-2 zone (ESMC Subsection 15-4B-6(D)(I))

Description
The proposed ordinance modifies the front yard setback requirements in the R-2 zone to permit encroachments of porches, decks, and patio covers in the required front yard setback. The Single-Family Residential (R-1) zone permits encroachments of porches, decks, and patio covers up to six feet into the required front setback. These encroachments are important in that they improve the appearance of residences and bring the building and its residents closer to the street, thereby helping activate the public realm (the area between the residences and the street). Staff believes that these changes will help create a better sense of a neighborhood in R-2 zoned areas and will make the visual transition between R-1 and R-2 properties more seamless. Furthermore, the proposed changes address requests from residents and property owners to allow front yard porches and decks.
4. Modify the front yard setback and open space requirements in the R-3 zone (ESMC Subsections 15-4C-5(D), 15-4C-5(I) and 15-4C-6(B))

Description
The proposed ordinance modifies a) the front yard setback requirements and b) the open space requirements and landscaping requirements in required open space areas in the R-3 zone.

a) The front yard setback provisions in the R-3 zone currently contain language regarding permitted encroachments that conflict with the permitted encroachments provisions in ESMC Chapter 15-2. The proposed ordinance would remove this conflicting language. Similarly, the front yard setback requirement is currently an average of 20 feet with a minimum of 15 feet, which is difficult to apply from case to case. The proposed ordinance modifies the requirement by setting a single minimum setback requirement of 15 feet. The changes simplify and streamline the application of the front yard setback requirements. Requiring a minimum setback of 15 feet brings the buildings closer to the street and, similarly to the R-2 provisions above, helps activate the public realm and creates a better sense of a neighborhood.

b) The provisions for required open space areas and required landscaping area within those open spaces are not presented clearly in the ESMC and cause difficulty in their application. The proposed changes consolidate these requirements in one section and improve their presentation. These changes will help staff and the public to better understand these provisions and more easily apply them. In addition, the changes will allow the Director to approve adjustments from the minimum open space dimensions and minimum landscaping. This change will help allow more flexibility in the design of smaller multi-family developments, particularly those on narrow lots where compliance with parking, open space, and landscaping requirements is challenging.

5. Modify the permitted uses in various nonresidential zones

Description
The proposed ordinance modifies the permitted uses in various nonresidential zones as follows:

a) It permits Animal hospitals, daycare centers, and fitness centers, in various commercial zones. Animal hospitals and daycare centers are not listed as permitted uses in any nonresidential zones and fitness centers are listed as permitted only in the C-4 zone. However, an animal hospital operates in the MM zone and several daycare centers and fitness centers operate in other commercial zones currently. In some cases this is the result of determinations that those uses are similar to other permitted uses, while in other cases it is the result of approved precise plans. Staff believes that these uses are complementary to other nonresidential uses. Adding these uses would incorporate in the ESMC previous interpretations, reflect current practice, address a known demand for these services, and improve the mix of uses in the commercial zones.

b) Production studios (film, photography, etc.) in the Smoky Hollow Specific Plan area will be permitted. Productions studios are permitted in the eastern portion of the City but there is a growing demand for studio space in Smoky Hollow’s SB and MM zones. Some studio uses currently operate in Smoky Hollow as a result of Director determinations that such uses are similar to other permitted uses. Permitting these uses in the SB and MM zones addresses a demand for studio and creative office space which is consistent with the City’s long-term vision.
c) Car rental agencies in various commercial zones will be permitted subject to a conditional use permit. Conditionally permitting car rental agencies in commercial zones formalizes an existing determination that this use is similar to other conditionally permitted uses in the same zones.

d) The draft ordinance permits indoor dog daycare by right and animal boarding or outdoor daycare subject to a conditional use permit in the M-1 zone. Permitting these uses in the M-1 zone addresses a demand for these services while limiting potential impacts such as noise and odors. Requiring a conditional use permit for animal boarding and outdoor dog daycare helps to address those potential impacts on a case-by-case basis.

e) Video arcades are removed from the lists of uses permitted subject to an administrative and conditional use permit. Video arcades became an archaic use after the proliferation of personal computers and smart phones.

f) Language regarding when a conditional use permit is required for outdoor dining uses is clarified. The current language is difficult to understand and was misinterpreted as requiring a conditional use permit for outdoor dining areas that are less than 200 square feet. The proposed changes will simplify the language and clarify that a conditional use permit is required only for outdoor dining areas that exceed 200 square feet.

6. Modify the ESMC provisions regarding off-site parking (ESMC Subsection 15-15-3(H)).

Description
The proposed ordinance expands the Director’s authority to approve covenants for off-site parking. The ESMC currently authorizes the Director to review covenants for a maximum of 20 parking spaces or 20 percent of the required number of parking spaces, whichever is less. The proposed ordinance would authorize the director to approve covenants for 20 parking spaces or 20 percent of the required parking spaces, whichever is more. In addition, the ordinance establishes a guideline of 750 feet as a reasonable maximum distance for off-site parking for high turn-over uses, such as restaurants, retail sales and services.

7. Modify the following off-street parking development standards (Section 15-15-5): a) Driveway and parking area paving, b) parking space location, c) lighting, d) permitted tandem spaces, and e) driveway and curb cut width.

Description
The proposed ordinance modifies and clarifies those standards as follows

a) The ordinance would clarify the types of alternative paving material the Director can approve at this/her discretion and through an adjustment process. These changes incorporate into the ESMC two determinations made by the Director to clarify the intent of the existing code language.

b) The ordinance would modify the provisions regarding parking space encroachments into required setbacks to be consistent with changes made in the general provisions of ESMC Section 15-2-14 (Landscaping). The intent, as stated before, is to allow for greater flexibility in the design of parking lots in nonresidential zones.

c) The ordinance eliminates the minimum lighting requirements for parking areas. The minimum lighting level currently is 1.25 foot-candles. The level is inconsistent with recently adopted state energy efficiency regulations, which aim to reduce unnecessary glare and light pollution. Furthermore, the City Council recently adopted minimum lighting standards for public safety, with which the Zoning Code is also inconsistent. The proposed
change will eliminate the inconsistency between the Zoning Code and state energy efficiency regulations while maintaining the City’s ability to require sufficient lighting for public safety.

d) The ordinance will reduce the permitted depth of tandem spaces from three to two spaces. Staff believes that the currently permitted depth of three spaces is not functional in practice. A depth of two spaces is practical because it requires less coordination among tenants.

e) The ordinance would reduce the width of curb cuts and onsite driveways for multi-family developments and nonresidential developments. Specifically, curb cuts and driveways providing two-way access will require a minimum of 18 feet instead of 20 feet. Additionally, curb cuts and driveways providing one-way access will require a minimum of 12 feet instead of 20 feet. These new widths are adequate and are consistent with the required widths for drive aisles in parking lots.

8. Modify the parking requirements for a) daycare uses and b) multi-family residential uses (ESMC Section 15-15-6(A)).

Description
The proposed ordinance a) sets a new parking requirement for daycare facilities and b) modifies the requirement for visitor parking spaces for multi-family residential uses.

a) The Zoning Code currently has a parking requirement for schools, including preschool through junior high level, but does not address daycare for children under preschool age and adults. Staff reviewed the parking requirements for similar uses, such as schools, in the ESMC and conducted a survey of several cities in the Los Angeles region. Based on this review, staff proposes a standard of 1 space for every 7 adults or children served by a facility, plus one space for each employee and faculty member. Staff considers this standard reasonable because it addresses both staff parking and drop off needs.

b) The Zoning Code currently requires two visitor parking spaces for the first 3-5 units, and 2 additional spaces for every 3 units above 5. Staff believes that the requirement is onerous particularly for developments on smaller, narrow lots. As a result of this requirement (and other parking standards, it is difficult for property owners to develop their properties at the densities permitted in the R-3 zone. As a consequence, there is an observed increase in requests for adjustments related to guest parking. Staff proposes a parking ratio of 1 parking space for every 3 units. This is consistent with the majority of cities surveyed.

9. Permit deviations from the required open space dimensions and landscaping area within required open spaces.

Description
The proposed ordinance modifies ESMC Chapter 15-24 to allow the Director to approve adjustments from the Dimensions of required open space and size of required landscaping areas in the Multi-family residential (R-3) zone. The intent of the proposed change is to help provide more flexibility in the design of smaller multi-family developments, particularly those on narrow lots where compliance with parking, open space, and landscaping requirements is challenging.
General Plan and Zoning Consistency

Consistency with the El Segundo Municipal Code.
Pursuant to ESMC Title 15, Chapter 26 (Amendments), in order to recommend City Council approval of the proposed amendments, the Planning Commission must find that the amendments are necessary to carry out the general purpose of ESMC Title 15. The purpose of this Title (ESMC §15-1-1) is to serve the public health, safety, and general welfare and to provide economic and social advantages resulting from an orderly planned use of land resources. Planning staff believes that the Planning Commission can make the findings in order to recommend City Council approval of the proposed amendment. The findings are discussed in the proposed resolution.

Consistency with the El Segundo General Plan
ESMC Section 15-1-1 (Purpose, Title) states that Title 15 is the primary tool for implementation of the goals, objectives, and policies of the El Segundo General Plan. Accordingly, the Planning Commission must find that the proposed Zone Text Amendment is consistent with those goals, objectives, and policies. Planning staff believes that the Planning Commission can make the findings in order to recommend City Council approval of the proposed amendment. The findings are discussed in the proposed resolution.

Environmental Review

The proposed zone text is exempt from review under the California Environmental Quality Act (California Public Resources Code §§21000, et seq., “CEQA”) and the regulations promulgated thereunder (14 California Code of Regulations §§15000, et seq., the “State CEQA Guidelines”) because it consists only of minor revisions and clarifications to existing zoning regulations and related procedures. It does not have the effect of deleting or substantially changing any regulatory standards or findings required thereof. The proposed Ordinance is an action that does not have the potential to cause significant effects on the environment. In addition, any environmental impacts associated with this ordinance are adequately addressed in the General Plan FEIR. Accordingly, this ordinance is consistent with the General Plan FEIR and is exempt from further environmental review requirements under the California Environmental Quality Act. Furthermore, this ordinance constitutes a component of the El Segundo Municipal Code which the Planning Commission determined to be consistent with the FEIR for the City of El Segundo General Plan on December 1, 1992. Accordingly, no further environmental review is required pursuant to 14 Cal. Code Regs. §15168(c)(2).

Recommendation

Staff recommends that the Planning Commission adopt Resolution No. 2819 recommending that the City Council adopt the proposed Ordinance.
RESOLUTION NO. 2819

A RESOLUTION RECOMMENDING THAT THE CITY COUNCIL ADOPT AN ORDINANCE AMENDING VARIOUS SECTIONS EL SEGUNDO MUNICIPAL CODE (ESMC) TITLE 15 (ZONING CODE).

(Environmental Assessment No. 1161 and Zone Text Amendment No. 16-05)

The Planning Commission of the City of El Segundo does resolve as follows:

SECTION 1: The Planning Commission finds and declares that:

A. On June 23, 2016, the City initiated the process to amend various sections of ESMC Title 15 (Zoning Code).

B. The City reviewed the project's environmental impacts under the California Environmental Quality Act (Public Resources Code §§ 21000, et seq., "CEQA"), the regulations promulgated thereunder (14 Cal. Code of Regulations §§15000, et seq., the “CEQA Guidelines”), and the City’s Environmental Guidelines (City Council Resolution No. 3805, adopted March 16, 1993);

C. The Planning and Building Safety Department scheduled the public hearing regarding the application before the Planning Commission for June 8, 2017;

D. On June 8, 2017, the Planning Commission held a public hearing to receive public testimony and other evidence regarding the proposed amendment, including information provided to the Planning Commission by City staff and public testimony;

E. This Resolution and its findings are made based upon the evidence presented to the Commission at its June 8, 2017, hearing including the staff report submitted by the Planning and Building Safety Department.

SECTION 2: Factual Findings And Conclusions. The Commission finds that implementing the proposed ordinance would result in the following:

A. Add and clarify the definitions of: animal hospital, director, retail sales, personal services, fitness center, lot coverage, medical office, general office, research and development;

B. Clarify provisions regarding building height exceptions, fencing, and encroachments into yards;

C. Require a visibility clearance area at the intersections of streets with alleys;

D. Modify the equipment screening requirements;
E. Modify the landscaping requirements to allow encroachment of parking spaces into required non-street fronting landscaped setbacks;

F. Modify the R-2 zone development standards to allow encroachments of porches, decks and related covers into the required front yard setback;

G. Clarify the front yard setback requirements in the R-3 zone;

H. Clarify the required open space and landscape area dimensions in the R-3 zone;

I. Add daycare centers to the permitted uses in the CRS, C-2, C-3, CO, MU-N, MU-S, and M-1 zones;

J. Remove video arcades from the uses subject an administrative use permit and a conditional use permit in the CRS, C-2, C-3, CO, MU-N, and MU-S zones;

K. Add animal hospitals to the permitted uses in the C-2, C-3 and M-1 zones, and the uses subject to a conditional use permit in the MM zone;

L. Add fitness centers to the permitted uses in the C-2, C-3, CO, MU-N, MU-S, and M-1 zones;

M. Add car rental agencies to the uses subject to a conditional use permit in the C-2 and C-3 zones;

N. Add indoor dog daycare to the permitted uses in the M-1 zone;

O. Add animal boarding and outdoor dog daycare to the use subject to a conditional use permit in the M-1 zone;

P. Add studios for film and photography (production studios) to the permitted uses in the SB and MM zones;

Q. Updated and standardized use terminology in various nonresidential zones;

R. Modify the off street parking regulations to allow the director to approve covenants for more off-site parking spaces;

S. Modify the parking area development standards to: clarify the acceptable paving materials and update the lighting requirements in parking areas, reduce the maximum depth for tandem parking from 3 to 2 spaces, and reduce the minimum required width for curb-cuts and driveways;

T. Modify the minimum parking requirements for daycare centers and reduce the parking requirements for guest spaces in multi-family developments;
U. Modify ESMC chapter 15-24 to allow the director to approve adjustments to
the required open space dimensions and minimum landscape area in
required open space in the R-3 zone; and

V. Clarify and correct various zoning code sections.

SECTION 3: General Plan Findings. As required under Government Code Section
65860, the ESMC amendments proposed by the Ordinance are consistent with the El
Segundo General Plan as follows:

A. The proposed ordinance is consistent with Objectives LU3-2 and LU3-3 of
the General Plan Land Use Element in that it would permit flexibility in the
design of multi-family developments, such as including porches, decks and
patio covers in the front yard of lots in the R-2 zone and permitting
adjustments to the size and dimensions of open space areas and
landscaping on lots in the R-3 zone.

B. The proposed ordinance is consistent with Goal LU4 of the General Plan
Land Use Element in that it will permit new commercial uses, such as animal
hospitals, daycare centers, and fitness centers, which will promote a mixed-use environment in existing commercial areas.

C. The proposed ordinance is consistent with Objective LU4-4 of the General
Land Use Element in that it will permit new uses in existing commercial and
industrial areas, such as animal hospitals, daycare centers, fitness centers,
car rental agencies, production studios, and animal daycare and boarding,
which have the potential to maximize economic benefit, reduce traffic
impacts, and encourage pedestrian environments.

D. The proposed ordinance is consistent with Objective ED1-2 of the General
Plan Economic Development Element in that it would permit several new
uses in existing commercial and industrial areas, which promotes the
diversification of the City’s retail and commercial base.

E. The proposed ordinance is consistent with Policy C1-1.9 of the General
Plan Circulation Element in that it will help provide more efficient access to
nonresidential properties by reducing the minimum required width of curb-
cuts and driveways.

F. The proposed ordinance is consistent with Policy C3-1.9 of the General
Plan Circulation Element in that it will maintain a minimum stacking distance
of 20 feet at the entrances of multi-family residential developments.

SECTION 4: Zone Text Amendment Findings. In accordance with ESMC Section 15-26-
4 and based on the findings set forth in Section 2, the proposed zone text amendment is
consistent with and necessary to carry out the general purpose of ESMC Tile 15 as follows:

A. The ordinance is consistent with the purpose of the ESMC, which is to serve the public health, safety, and general welfare and to provide the economic and social advantages resulting from an orderly planned use of land resources.

B. The ordinance is necessary to facilitate the development process and ensure the orderly development of buildings, parking areas, landscaping, and the location of uses in the City. The intent of the ordinance is to clarify definitions of terms, the permitted uses, and the development standards in various zones, which will facilitate and expedite the development process and provide economic and social benefits resulting from the orderly planned use of land resources.

SECTION 5: Environmental Assessment. Pursuant to the provisions of the California Environmental Quality Act, Public Resources Code Sections 21000, et seq. ("CEQA"), and the regulations promulgated thereunder (14 California Code of Regulations §§ 15000, et seq., the "State CEQA Guidelines"), the proposed ordinance is exempt from further review, because it consists only of minor revisions and clarifications to existing zoning regulations and related procedures. It does not have the effect of deleting or substantially changing any regulatory standards or findings required thereof. The proposed Ordinance is an action that does not have the potential to cause significant effects on the environment. In addition, any environmental impacts associated with this ordinance are adequately addressed in the General Plan FEIR. Accordingly, this ordinance is consistent with the General Plan FEIR and is exempt from further environmental review requirements under the California Environmental Quality Act. Furthermore, this ordinance constitutes a component of the El Segundo Municipal Code which the Planning Commission determined to be consistent with the FEIR for the City of El Segundo General Plan on December 1, 1992. Accordingly, no further environmental review is required pursuant to 14 Cal. Code Regs. § 15168(c)(2).

SECTION 6: Recommendation. The Planning Commission recommends that the City Council adopt the ordinance in a form substantially similar to the draft attached as Exhibit "A," which is incorporated into this resolution by reference.

SECTION 7: Reliance On Record. Each and every one of the findings and determination in this Resolution are based on the competent and substantial evidence, both oral and written, contained in the entire record relating to the project. The findings and determinations constitute the independent findings and determinations of the Planning Commission in all respects and

SECTION 8: Limitations. The Planning Commission's analysis and evaluation of the project is based on information available at the time of the decision. It is inevitable that in
evaluating a project that absolute and perfect knowledge of all possible aspects of the project will not exist. In all instances, best efforts have been made to form accurate assumptions.

SECTION 9: This Resolution will remain effective until superseded by a subsequent resolution.

SECTION 10: The Commission secretary is directed to mail a copy of this Resolution to any person requesting a copy.

SECTION 11: This Resolution may be appealed within 10 calendar days after its adoption. All appeals must be in writing and filed with the City Clerk within this time period. Failure to file a timely written appeal will constitute a waiver of any right of appeal.

PASSED AND ADOPTED this ___ day of ___________ 2017.

__________________________
Ryan Baldino, Chair
City of El Segundo Planning Commission

ATTEST:

__________________________
Sam Lee, Secretary

Baldino -  
Newman -  
Nicol -  
Nisley -  
Wingate -  

APPROVED AS TO FORM:  
Mark D. Hensley, City Attorney

By: ________________________________
David King, Assistant City Attorney
AGENDA DESCRIPTION:
Consideration and possible action to announce the appointments to the Planning Commission. (Fiscal Impact: None)

RECOMMENDED COUNCIL ACTION:
1. Announce the appointees to the Planning Commission; and/or,
2. Alternatively, discuss and take other possible action related to this item.

ATTACHED SUPPORTING DOCUMENTS:

FISCAL IMPACT: None
Amount Budgeted: $None
Additional Appropriation: N/A
Account Number(s):

STRATEGIC PLAN:
Goal: 1 Enhance Customer Service Engagement
Objective: 1(b) The City is engages in regular, intentional information gathering

ORIGINATED BY: Mishia Jennings, Executive Assistant
REVIEWED BY: 
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:

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<td>Jay Hoeschler</td>
<td>06/30/21 – Full Term</td>
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AGENDA DESCRIPTION:
Consideration and possible action to adopt a resolution joining other United States cities in the Climate Mayor’s network supporting the goals of the Paris Agreement on Climate Change.
(Fiscal Impact: None)

RECOMMENDED COUNCIL ACTION:
1. Approve the Resolution for the City to joins other US cities in the Climate Mayor’s Network in adopting and supporting the goals of the Paris Agreement; or

2. Alternatively, discuss and take other possible action related to this item.

ATTACHED SUPPORTING DOCUMENTS:
Resolution

FISCAL IMPACT: None
Amount Budgeted: $0
Additional Appropriation: N/A
Account Number(s): N/A

STRATEGIC PLAN

Goal: 1  Enhance Customer Service & Engagement
Objective: 1b  El Segundo’s Engagement with the Community Ensures Excellence

ORIGINATED BY: El Segundo Environmental Committee
SUBMITTED THROUGH: Ken Berkman, Director of Public Works
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:
The United States recently pulled itself from the Paris Agreement on Climate Change (Paris Agreement). The Paris Agreement requires participating nations to determine National Declared Contributions (NDCs). The United States NDC was a reduction of 26 – 28 percent by 2025.

The State of California has the most aggressive greenhouse gas regulations and goals in the country. The goals of the State are even more aggressive than the commitments made in the Paris Agreement. The Global Warming Solutions Act (AB32) was passed by the California State Legislature in 2006 to reduce greenhouse gas (GHG) emissions. AB 32 established an emission reduction target of 15 percent by 2020. Subsequently, SB32 extended AB32 to 2050 and
established new Statewide reduction targets of 40 percent by 2030 and 80 percent by 2050. It is likely that individual California cities would meet the requirements of the Paris Agreement largely through implementation of measures to comply with AB32 and SB32.

To date, 323 cities, representing a combined total of over 64 million Americans, have signed on to uphold the commitments of the Paris Agreement and commit to working together to strengthen local efforts for reducing GHG emissions. Joining the Climate Mayor’s Network represents an opportunity to reduce carbon emission, which directly affects climate. It would also demonstrate the City’s commitment to reducing municipal operating costs and reducing costs for residents and businesses. In addition, it presents a marketing opportunity for the City to attract new businesses, as hundreds of business leaders urged the Administration remain in the Paris Agreement.

It is therefore respectfully recommended that the City Council approve the Resolution to join other US cities in the Climate Mayor’s Network in adopting and supporting the goals of the Paris Agreement on Climate Change.
RESOLUTION NO. _____

A RESOLUTION SUPPORTING THE PARIS AGREEMENT ON CLIMATE CHANGE

The City Council of the City of El Segundo does resolve as follows:

SECTION 1: Recitals:

A. The City of El Segundo ("City") is committed to excellence and leadership in the community;

B. The City, being a coastal city, is more susceptible to potential climate impacts due to its proximity to the ocean;

C. The City recognizes that consensus exists among the world’s leading climate scientists that global warming caused by emissions of greenhouse gases (GHG) from human activities is among the most significant problems facing the world today;

D. The City is aware of the economic, environmental, and societal benefits of taking a lead role in the implementation of energy efficiency and reduction of greenhouse gas emissions;

E. The City recognizes that energy efficiency can result in significant cost savings for residents and businesses;

F. In 2006, the State of California passed the California Global Warming Solutions Act of 2006 (AB 32), which required the California Air Resources Board (CARB) to develop regulations that would reduce California’s GHG emissions to 1990 levels by 2020;

G. To support AB32, among other things, the state established targets to increase retail sales of renewable electricity to 50 percent by 2030 and double the energy efficiency savings in electricity and natural gas end uses by 2030 (SB350); required the State Air Resources Board to complete a comprehensive strategy to reduce emissions of short-lived climate pollutants by January 1, 2016 (SB605); established a state goal of 1 million zero-emission and near-zero-emission vehicles in service by 2020, amended the enhanced fleet modernization program to provide a mobility option (SB1275);

H. In 2015 and 2016, the Legislature further extended the state’s goals of reducing GHG emissions to 40% below 1990 levels by 2030 and 80% below 1990 levels by 2050 (SB 350, SB 32);
I. In 2015, the U.S. joined 195 other members of the United Nations Framework Convention on Climate Change (UNFCCC) in adopting by consensus an agreement commonly referred to as the “Paris Agreement on Climate Change” under which each member country determines, plans and regularly reports its own contribution to mitigating global warming;

J. The City respects that the Paris Agreement on Climate Change aims to reduce carbon emissions and resulted in a commitment from almost every nation to take action and enact programs to limit global temperature increase to less than 2 degrees Celsius, with an expectation that this goal would be reduced to 1.5 degrees in the future; and

K. The City Council desires to lead by example through the incorporation of measures that increase energy efficiency and reduce GHG emissions.

SECTION 2: The City Council hereby:

1. Affirms its commitment to the energy efficiency and reduction of GHG emissions;

2. Agrees to join other U.S. cities in the Climate Mayor’s Network in adopting and supporting the goals of the Paris Agreement; and

3. Commits to exploring the potential benefits and costs of adopting policies and programs that promote the long-term goal of GHG emissions reduction while maximizing economic and social co-benefits of such action.

SECTION 3: The City Clerk is directed to certify the adoption of this Resolution; record this Resolution in the book of the City’s original resolutions; and make a minute of the adoption of the Resolution in the City Council’s records and minutes of this meeting.

SECTION 4: This Resolution will become effective immediately upon adoption and remain effective unless superseded by a subsequent resolution.

PASSED, APPROVED AND ADOPTED this 5th day of July, 2017.

Suzanne Fuentes, Mayor

ATTEST:

STATE OF CALIFORNIA )
COUNTY OF LOS ANGELES ) SS
CITY OF EL SEGUNDO )

I, Tracy Weaver, City Clerk of the City of El Segundo, California, do hereby certify that the whole number of members of the City Council of said City is five; that the foregoing
Resolution No. ____ was duly passed, approved and adopted by said City Council at a regular meeting held on the ____ day of July, 2017, approved and signed by the Mayor, and attested to by the City Clerk, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

__________________________
Tracy Weaver, City Clerk

APPROVED AS TO FORM:

__________________________
Mark Hensley, City Attorney
EL SEGUNDO CITY COUNCIL
AGENDA STATEMENT AGENDA HEADING: Reports of Committees, Commissions and Boards

MEETING DATE: July 5, 2017

AGENDA DESCRIPTION:
Consideration and possible action to receive and file an annual report of the Planning Commission.

RECOMMENDED COUNCIL ACTION:
1. City Council to receive and file an annual report of the Planning Commission;
2. Alternatively, discuss and take other possible action related to this item.

ATTACHED SUPPORTING DOCUMENTS:

FISCAL IMPACT: None

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STRATEGIC PLAN

Goal: 1 El Segundo provides unparalleled service to internal and external customers.

Objective: 2 City services are convenient and user-friendly for all residents and businesses.

ORIGINATED BY: Gregg McClain, Planning Manager

REVIEWED BY: Sam Lee, Planning and Building Safety Director

APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:
The Planning Commission is a five member board of El Segundo residents appointed by the City Council to staggered four-year terms. The Planning Commission is the first hearing body for most land use matters in the City. The Commission hears and advises the City Council on matters involving the General Plan and ordinances related to zoning.

This is an annual report of past year Planning Commission actions and initiatives. Because the focus of the Commission’s work is always on the future, the report also addresses trends and emerging themes in the planning and zoning world that will impact El Segundo.

Members of the Planning Commission are:
Ryan Baldino, Chair (appointment through June 2020)
Brenda Newman, Vice-chair (appointment through June 2020)
Carol Wingate (appointment through June 2019)
Scot Nicol (appointment though June 2018)
John Nisley (appointment expired June 30, 2017)
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<td>Associated Recreation Activities Fund</td>
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STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

Information on actual expenditures is available in the Director of Finance's office in the City of El Segundo.

I certify as to the accuracy of the Demands and the availability of fund for payment thereof.

For Approval: Regular checks held for City council authorization to release.

CODES:

**R =** Computer generated checks for all non-emergency/urgency payments for materials, supplies and services in support of City Operations

**A =** Payroll and Employee Benefit checks

**B - F =** Computer generated Early Release disbursements and/or adjustments approved by the City Manager. Such as: payments for utility services, petty cash and employee travel expense reimbursements, various refunds, contract employee services, agreement, instances where prompt payment discounts can be obtained or late payment penalties can be avoided or when a situation arises that the City Manager approves.

**H =** Handwritten Early Release disbursements and/or adjustments approved by the City Manager

FINANCE DIRECTOR: [Signature] DATE: 6-27-17

CITY MANAGER: [Signature] DATE: 6-27-17

**VOID CHECKS DUE TO ALIGNMENT:**

**VOID CHECKS DUE TO INCORRECT CHECK DATE:**

**VOID CHECKS DUE TO COMPUTER SOFTWARE ERROR:**

**NOTES**
CITY OF EL SEGUNDO
PAYMENTS BY WIRE TRANSFER
6/12/17 THROUGH 6/18/17

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**DATE OF RATIFICATION: 6/19/17**
TOTAL PAYMENTS BY WIRE: 1,923,195.04

Certified as to the accuracy of the wire transfers by:

Deputy City Treasurer II

Director of Finance

City Manager

Information on actual expenditures is available in the City Treasurer's Office of the City of El Segundo.
Recommendation – Approval
AGENDA DESCRIPTION:
Consideration and possible action to extend the provisional appointment for the position of Recreation Supervisor for a 30-day period. (Fiscal Impact: None)

RECOMMENDED COUNCIL ACTION:
1. Approve the 30-day extension for the provisional appointment of Acting Recreation Supervisor per El Segundo Municipal Code Section 1-6-13(c); and/or,
2. Alternatively, discuss and take other possible action related to this item.

ATTACHED SUPPORTING DOCUMENTS:
1. El Segundo Municipal Code Section 1-6-13(c)

FISCAL IMPACT: Included in Adopted FY 16/17 Budget

Financial Impact:
- Amount Budgeted: N/A
- Additional Appropriation: N/A
- Account Number(s): 001-400-5203-4101

STRATEGIC PLAN:

Goal: 3a El Segundo is a City employer of choice and consistently hires for the future

Objective: 3 The City has a comprehensive, intentional plan for staff development, training and succession

ORIGINATED BY: Meredith Petit, Director of Recreation and Parks
REVIEWED BY: Meredith Petit, Director of Recreation and Parks
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:

Over the past seven months, three full-time positions within the Recreation Division in the Recreation and Parks Department have become vacant, one Recreation Superintendent and two Recreation Supervisors. The Recreation Superintendent position was filled and assumed in mid-March.

To ensure continuity in services, daily operations and oversight, the Department made appointments to Acting assignments. One such position, the Recreation Supervisor position in the Cultural Arts programs at the George E. Gordon Clubhouse, responsible for class registration processes, daily deposits, youth drama, recreation classes and summer day camps, has yet to be permanently filled. The Recreation Supervisor recruitment is nearing completion and it is anticipated that the position will be have a permanent replacement selected in mid-July.
Recreation Coordinator Shaunna Hunter has been assigned this provisional position, effective November 28, 2017. In accordance with El Segundo Municipal Code Section 1-6-13(c), no person shall be employed by the City under provisional appointment for more than six (6) months in any fiscal year, or May 28, 2017 in this case. The Code further states the provisional appointment may be extended for not more than thirty (30) days with Council approval. City Council approved a 30-day extension through June 28, 2017, at the June 6, 2017 City Council meeting. At this time, staff is requesting an additional thirty (30) day extension through July 28, 2017.
El Segundo, California
City Code

1-6-13: APPOINTMENT IN CLASSIFIED SERVICE:

C. Provisional Appointment: In the absence of appropriate employment lists, a provisional appointment may be made of a person meeting the qualifications established for the classification. Any employment list shall be established within six (6) months, for any permanent position filled by provisional appointment. No person shall be employed by the City under provisional appointment for a total of more than six (6) months in any fiscal year except that the City Manager may, with approval of the City Council, extend the period of any provisional appointment for not more than thirty (30) days by any one action.
AGENDA DESCRIPTION:

Consideration and possible action regarding Environmental Assessment No. EA-1177, Zone Text Amendment No. ZTA 16-06 regarding Accessory Dwelling Units (ADUs) in Residential Zones. Adopting this Ordinance is statutorily exempt from further environmental review under the California Environmental Quality Act (California Public Resources Code §§21000, et seq., "CEQA") and CEQA Guidelines (14 California Code of Regulations §§15000, et seq.), because it involves the adoption of an ordinance regarding accessory dwelling units in a single-family or multifamily residential zone to implement the provisions of Government Code Section 65852.2 as set forth in Section 21080.17 of the Public Resources Code, pursuant to CEQA Guidelines §15282(h). (Fiscal Impact: None) (Applicant: City of El Segundo).

RECOMMENDED COUNCIL ACTION:

1. Waive second reading and adopt Ordinance No. 1550 (Zone Text Amendment No. ZTA 16-06) regarding ADUs in Residential Zones; and/or
2. Alternatively, discuss and take other possible action related to this item.

ATTACHED SUPPORTING DOCUMENTS:

1. Ordinance No. 1550
2. City Council Staff Report Dated June 20, 2017

FISCAL IMPACT: None

Amount Budgeted: N/A
Additional Appropriation: N/A
Account Number(s): N/A

STRATEGIC PLAN:

Goal: None (State mandate)
Objective: Not applicable

PREPARED BY: Paul Samaras, Principal Planner
REVIEWED BY: Gregg McClain, Planning Manager
Sam Lee, Planning and Building Safety Director
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION

On June 20, 2017, the City Council introduced an Ordinance to approve Environmental Assessment No. EA-1177, Zone Text Amendment No. ZTA 16-06 regarding Accessory Dwelling Units (ADUs) in Residential Zones. The ordinance amends several sections of the El Segundo Municipal Code (ESMC) to regulate accessory dwelling units (ADU) in the R-1 (Single-Family
Residential) and R-2 (Two-Family Residential) zones. City staff initiated this amendment to address changes in state law, specifically California Government Code Section 65852.2 as amended by Assembly Bill (AB) 2299 and Senate Bill (SB) 1069 approved on September 27, 2016 and effective January 1, 2017.

The Council may waive second reading and adopt Ordinance 1550. If adopted, Ordinance will become effective in 30 days.
ORDINANCE NO. 1550

AN ORDINANCE AMENDING TITLES 8 AND 15 OF THE EL SEGUNDO MUNICIPAL CODE RELATED TO ACCESSORY DWELLING UNITS

The City Council of the City of El Segundo does ordain as follows:

SECTION 1: The City Council finds and declares as follows:

A. On February 15, 2005, the City Council adopted Ordinance No. 1381 which added article E to El Segundo Municipal Code (ESMC) chapter 15-4 which provided for the creation of second dwelling units; the ordinance limited the location of second dwelling units to the R-1 zone and applied certain development standards as permitted by law;

B. The location of second dwelling units was limited in Ordinance No. 1381 based on certain findings made by the City Council at the time. In particular, the City Council found that traffic volumes were already increasing, resulting in numerous intersections then at less-than-desired levels of service. It was found that the small residential area of the City was not prepared to handle the relatively higher density and the expected impacts related to street parking;

C. In recent years, there has been considerable discussion throughout the state regarding a housing shortage in California, which is associated with rising housing costs and a shortage of affordable housing options, and increased homelessness. Accessory dwelling units by their nature are considered to be affordable units which will help to alleviate some of the lack of affordability in housing markets;

D. On September 27, 2016, Assembly Bill No. 2299 and Senate Bill No. 1069 were both approved. These bills amended Government Code Section 65852.2 to facilitate the development of accessory dwelling units (formerly termed "second dwelling units");

E. On November 29, 2016, staff initiated an application for Environmental Assessment No. EA-1177 and Zone Text Amendment No. ZTA 16-06 to amend the City’s regulations affecting accessory dwelling units to ensure conformity with the State’s changes to Government Code Section 65852.2;

F. The City reviewed the project’s environmental impacts under the California Environmental Quality Act (California Public Resources Code §§21000, et seq., CEQA) and the regulations promulgated thereunder (14 California Code of Regulations §§15000, et seq., CEQA Guidelines), and the City’s Environmental Guidelines (City Council Resolution No. 3805, adopted March 16, 1993);
G. The Planning and Building Safety Department scheduled the public hearing regarding the application before the Planning Commission for March 9, 2017;

H. On March 9, March 23, and April 27, 2017, the Planning Commission held a public hearing to receive public testimony and other evidence regarding the proposed amendment, including information provided by City staff and public testimony;

I. On May 11, 2017, the Planning Commission received further testimony and other evidence regarding the proposed amendment and adopted Resolution No. 2809 recommending the City Council approve Environmental Assessment No. EA-1177 and Zone Text Amendment No. ZTA 16-06;

J. On June 6, 2017, the City Council held a public hearing, considered the Planning Commission’s recommendation, and information provided by City staff and public testimony regarding this Ordinance;

K. The City Council finds that the conditions that were cited in Ordinance No. 1381 that existed in the City at the time (i.e., increased traffic, relatively high density of housing in a small area, and intense on-street parking) continue to exist within the City, so it is appropriate to limit the location of accessory dwelling units to certain areas within the City as described by this ordinance and pursuant to Government Code section 65852.2(a)(1)(A);

L. The City Council further finds that the prospect of garages being converted into accessory dwelling units would exacerbate the City’s existing on-street parking problems since converting garages into accessory dwelling units displaces both the required parking for the primary dwelling as well as adding street parking demand related to the tenants of the accessory dwelling units;

M. This Ordinance and its findings are made based upon the entire administrative record including the Planning Commission’s recommendation, testimony and evidence presented to the City Council at its June 6, 2017 hearing, and the staff report submitted by the Planning and Building Safety Department; and

SECTION 2: Factual Findings and Conclusions. The City Council finds that implementing the proposed ordinance would result in the following:

A. Facilitate the development of accessory dwelling units in the Single-Family Residential (R-1) and Two-Family (R-2) zones;

B. Accessory dwelling units will be permitted on real property that cannot consist of more than one lot;
C. Accessory dwelling units will be permitted only on lots that contain at least an existing single-family dwelling, or will be constructed in conjunction with a single-family dwelling;

D. Accessory dwelling units will not be allowed to be sold separately from a primary dwelling;

E. Accessory dwelling units or the primary dwelling units on a lot will be required to be owner-occupied;

F. Accessory dwelling units will be restricted to the height and setback standards applicable to all other accessory structures in their respective zones;

G. Accessory dwelling units within existing primary dwellings and detached accessory dwelling units will be restricted to a maximum size of 1,200 square feet. All accessory dwelling units are subject to the total floor area ratio limitation applicable to the lot;

H. Accessory dwelling units will be required to be compatible in architectural design with the primary dwelling on a lot;

I. In accordance with Government Code Section 65852.2(d), 100 percent of residential lots that are eligible for an accessory dwelling unit within the City are within half of a mile of public transit and are, therefore, not required to provide parking for the accessory unit;

J. Accessory dwelling units will be required to comply with applicable building, health and fire codes, except where explicitly exempted by Government Code Section 65852.2; and

K. Conversions of garages and carports required under the provisions of ESMC Title 15 will be prohibited.

SECTION 3: General Plan Findings. As required under Government Code Section 65860, the ESMC amendments proposed by the Ordinance are consistent with the El Segundo General Plan as follows:

A. The proposed zone text amendment is in conformity with the Land Use Element goals, objectives and policies. Specifically, the zone text amendment is consistent with Land Use Element Goal LU3 and Objectives LU3-1 and LU3-2 in that the amendment will: a) facilitate the development of accessory dwelling units in the City's R-1 and R-2 zones as required by Section 65852.2 of the Government Code; and b) will protect single family residential uses and preserve the City's low-medium residential nature through the use of development standards, such as limits to the area, height, and setbacks for accessory dwelling units. These limits will ensure accessory dwelling units remain secondary and subordinate to primary
dwellings on a property and will reduce potential negative impacts on surrounding properties; and

B. The proposed zone text amendment is consistent with the Housing Element goals, objectives and policies. Specifically, the zone text amendment is consistent with Goal No. 4 to remove governmental constraints on housing development, in that it will remove the location restrictions, lot size, and parking requirements for accessory dwelling units. In addition, the zone text amendment is consistent with the goal of assisting in the production of affordable housing and Program No. 3 in that it will facilitate the development of accessory units on R-1 zoned lots. Further, the zone text amendment is consistent with Program No. 6 to facilitate development on underutilized sites and on small lots, particularly on small lots in the R-2 zone through the elimination of parking requirements for accessory dwelling units.

SECTION 4: Zone Text Amendment Findings. In accordance with ESMC Chapter 15-26 and based on the findings set forth in Section 2, the proposed zone text amendment is consistent with and necessary to carry out the general purpose of ESMC Tile 15 as follows:

A. It is consistent with the purpose of the ESMC, which is to serve the public health, safety, and general welfare and to provide the economic and social advantages resulting from an orderly planned use of land resources. In addition, it is consistent with the purpose of the R-1 and R-2 zones to promote development of single-family and two-family homes within a safe and healthy environmental for existing and future residents, in that accessory dwelling units will conform to the height and setback standards applicable to accessory structures, will be compatible architecturally with primary dwellings, and meet all applicable building, health, and fire codes; and

B. It is necessary to facilitate the development process and ensure the orderly development of accessory dwelling units on properties in the R-1 and R-2 zones that are compatible with surrounding properties and consistent with the goals, policies, and objectives of the General Plan as set forth in Section 4 above.

SECTION 5: Environmental Assessment. Because of the facts set forth in Section 2, the proposed zone text amendment is statutorily exempt from further environmental review under the California Environmental Quality Act (California Public Resources Code §§21000, et seq., “CEQA”) and CEQA Guidelines (14 California Code of Regulations §§15000, et seq.), because it involves the adoption of an ordinance regarding accessory dwelling units in a single-family or multifamily residential zone to implement the provisions of section 65852.2 of the Government Code as set forth in section 21080.17 of the Public Resources Code, pursuant to CEQA Guidelines section 15282(h).
SECTION 6: ESMC Section 8-5A-2 (Preferential Parking Zones; Definitions) is amended as follows (strike-through is language proposed to be deleted, and underlined is language proposed to be added):

8-5A-2: DEFINITIONS.

For the purpose of this Article, certain words and phrases are defined as follows:

DWELLING UNIT: Any self-contained house, apartment, stock cooperative, or condominium or accessory dwelling unit occupied solely for residential purposes.

PREFERENTIAL PARKING ZONE: A residential area with streets and boundaries designated by the City Council wherein vehicles displaying a permit shall be exempt from parking restrictions established by this Article.

RESIDENT: Any person who lives in a dwelling unit located in a preferential parking zone.

VISITOR: A person visiting residents living in a dwelling unit in a preferential parking zone.

SECTION 7: ESMC Section 15-1-6 (Definitions) is amended as follows:

15-1-6: DEFINITIONS:

The following words and phrases, when used in this Title, shall have the meanings respectively ascribed to them in this Chapter:

* * *

ACCESSORY DWELLING UNIT: An attached or a detached residential dwelling unit which provides complete independent living facilities for one or more persons. The unit shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family dwelling is situated. The term "accessory dwelling unit" includes:
(A) An efficiency unit, as defined in Section 17958.1 of the Health and Safety Code.
(B) A manufactured home, as defined in Section 18007 of the Health and Safety Code.

* * *

SECOND DWELLING UNIT: Independent living facilities of limited size (based upon lot coverage, which includes the size of the second dwelling unit as well as the primary dwelling unit on the parcel) that provides permanent provisions for living, sleeping, eating, cooking and sanitation located on the same parcel as a single-family dwelling and either attached
or detached from the single-family dwelling but share no common interior passageways.

SECTION 8: ESMC Section 15-4B-2 (Two-Family Residential (R-2) zone: Permitted uses) is amended as follows:

15-4B-2: PERMITTED USES:

A. Any use permitted in the R-1 zone.

B. A two-family dwelling, duplex, or two (2)-one-family dwellings.

C. A three-family or a four-family dwelling when the side lot line of the lot upon which it is located forms a common boundary with a lot or lots zoned for C-RS, C-2, C-3, CO, MU-N, MU-S, M-1 or M-2, but in no case shall the property used for the three-family or four-family dwelling consist of more than one lot, exceed a density of twelve (12) units per acre, or have less than three thousand five hundred (3,500) square feet of lot area per unit.

D. Other similar uses approved by the director of planning and building safety, as provided by chapter 22 of this title.

SECTION 9: ESMC Section 15-4B-3 (Two-Family Residential (R-2) zone: Permitted Accessory uses) is amended as follows:

15-4B-3: PERMITTED ACCESSORY USES:

A. Any use customarily incidental to a permitted use.

B. Detached accessory buildings and structures, including private garages.

C. An accessory dwelling unit, pursuant to Article 15-4E of this title.

D. Playhouses.

E. Other similar uses approved by the director of planning and building safety, as provided by chapter 22 of this title.
SECTION 10: ESMC Article 15-4E (Second Dwelling Units) is deleted in its entirety and replaced with the following:

ARTICLE E. ACCESSORY DWELLING UNITS

15-4E-1: PURPOSE; FINDINGS.
15-4E-2: GENERAL REQUIREMENTS.
15-4E-3: DEVELOPMENT STANDARDS.
15-4E-4: PLAN REVIEW PROCESS; FEES.

This Article is adopted pursuant to Government Code Section 65852.2, as amended by Assembly Bill No. 2299 (effective January 1, 2017), for the purpose of implementing the City’s regulation of accessory dwelling units.

Pursuant to Government Code Section 65852.2(a), this Article designates areas within the City where accessory dwellings are permitted. Because accessory dwelling units tend to increase the volume of vehicle traffic within the city, on-street parking, noise, and other adverse impacts, this Article restricts the location of accessory dwelling units within single-family residential zones. Increased traffic not only impacts existing public infrastructure, such as streets and intersections, but degrades air quality, increases noise, and can introduce pollutants into the city’s storm drains. Further, the increased density of housing within the city’s jurisdiction impacts public health and safety, and the public welfare by increasing the demand for public services.

15-4E-2: GENERAL REQUIREMENTS.

A. Definition of “Existing.” For purposes of this Article and defining an allowable space or structure that can be converted to an accessory dwelling unit, the term “existing” means dwellings or structures that:

1. Lawfully existed on the parcel as of January 1, 2017 or were the subject of a building permit duly issued before January 1, 2017; and

2. Can be made safely habitable under local building codes at the determination of the building official.

B. Locations. Accessory dwelling units are permitted by right throughout the R-1 zone and in the R-2 zone on lots that are less than 4,000 square feet. Accessory dwelling units may be i) contained within the existing space of a single-family residence and/or attached to a single-family residence, ii) within the existing space of an existing accessory structure, such as a pool house, studio or similar structure with four walls and a roof (but not including garages), or iii) detached from the single-family
residence, subject to the requirements and development standards in this Code and state law.

C. The real property proposed for the accessory dwelling unit may not consist of more than one lot.

D. The lot must contain an existing single-family dwelling. An accessory dwelling unit may only be constructed in conjunction with a single-family dwelling.

E. *Separate Sale Prohibited.* Accessory dwelling units may not be sold separately from a primary dwelling.

F. *Owner Occupancy Required.* The primary dwelling unit or the accessory dwelling unit must be the primary residence of the property owner of the lot. If none of the units on the lot are occupied by the owner as the owner’s primary residence, the accessory dwelling unit will automatically be deemed a nonhabitable space which may not be used as a dwelling and may not be rented.

G. *Covenant Required.* Before the city issues a building permit for an accessory dwelling unit, the property owner must record with the county recorder a covenant running with the land stating that the accessory dwelling unit cannot be used in violation of this chapter. The covenant must be approved by the Director of Planning and Building Safety and approved as to form by the City Attorney.

H. *Release of Covenant.* In the event a covenant was previously recorded for a permitted accessory structure restricting the structure as non-habitable pursuant to Section 15-4A-6(H) of this Code, before the city issues a building permit for an accessory dwelling unit, the property owner must record a release of such covenant with the county recorder, in a form approved by the Director of Planning and Building Safety and the City Attorney.

I. *Garage Conversions Prohibited.* Garages and carports required under this Title do not constitute “an existing accessory structure,” as used in this Article, and any conversion of such a garage or carport to an accessory dwelling unit is expressly prohibited.

15-4E-3: DEVELOPMENT STANDARDS.

Accessory Dwelling Units must meet the development standards applicable to accessory structures in the R-1 and R-2 zones and the following standards:

A. *Height:* Same as structures in the R-1 and R-2 zones.
B. **Setbacks:**
   1. Attached to and/or within a primary dwelling: same as primary dwellings in the R-1 and R-2 zones.
   2. Detached from a primary dwelling: same as detached accessory structures in the R-1 and R-2 zones.
   3. **Exception:** No setback shall apply to a non-required portion of an existing garage or carport that is converted to an accessory dwelling unit.

C. **Building area:**
   1. Attached to a primary dwelling and/or within the primary dwelling: Maximum of 49 percent of the total floor area of the combined dwellings, or 1,200 square feet, whichever is less.
   2. Detached: Maximum of 1,200 square feet.
   3. The total area of the primary dwelling and the accessory dwelling unit may not exceed the maximum permitted floor area of the lot.

D. **Density:** One accessory dwelling unit per lot. In all cases, accessory dwelling units are only permitted on lots with a single primary residence. Properties developed with more than one unit are not permitted to also have an accessory dwelling unit.

E. **Architectural Design:** Each unit, whether attached or detached, must be architecturally compatible with the primary dwelling.

F. **Parking:** No parking spaces are required for accessory dwelling units within one half mile of a transit stop.

G. **Separate Entrance:** If the accessory dwelling unit is attached to or within the primary dwelling, it must have independent exterior access from the primary dwelling. Such independent exterior access may not be an entrance facing the front yard. An independent and separate entrance to the accessory dwelling unit must be located on the side or at the rear of the primary dwelling.

H. The accessory dwelling unit must comply with applicable building, health and fire codes except where explicitly exempted by Government Code Section 65852.2. Fire sprinklers for accessory dwelling units are required only when they are required for the primary dwelling on the lot.

**15-4E-4: APPLICATION PROCESS; FEES.**

A. Pursuant to Government Code section 65852.2, any application for a building permit to create an accessory dwelling unit that conforms to this Article and is otherwise complete shall be ministerially approved within 120 days of application.
B. The applicant must pay any applicable fees, including but not limited to
development impact fees imposed pursuant to Chapter 27A of this title,
in an amount set by city council resolution.

SECTION 11: CONSTRUCTION. This ordinance must be broadly construed in order to
achieve the purposes stated in this ordinance. It is the City Council's intent that the
provisions of this ordinance be interpreted or implemented by the City and others in a
manner that facilitates the purposes set forth in this ordinance.

SECTION 12: ENFORCEABILITY. Repeal of any provision of the El Segundo Municipal
Code does not affect any penalty, forfeiture, or liability incurred before, or preclude
prosecution and imposition of penalties for any violation occurring before this ordinance's
effective date. Any such repealed part will remain in full force and effect for sustaining
action or prosecuting violations occurring before the effective date of this ordinance.

SECTION 13: VALIDITY OF PREVIOUS CODE SECTIONS. If this entire ordinance
or its application is deemed invalid by a court of competent jurisdiction, any repeal or
amendment of the ESMC or other city ordinance by this ordinance will be rendered void
and cause such previous ESMC provision or other ordinance to remain in full force and
effect for all purposes.

SECTION 14: SEVERABILITY. If any part of this ordinance or its application is deemed
invalid by a court of competent jurisdiction, the City Council intends that such invalidity
will not affect the effectiveness of the remaining provisions or applications and, to this
end, the provisions of this ordinance are severable.

SECTION 15: The City Clerk is directed to certify the passage and adoption of this
ordinance; cause it to be entered into the City of El Segundo's book of original ordinances;
make a note of the passage and adoption in the records of this meeting; and, within 15
days after the passage and adoption of this ordinance, cause it to be published or posted
in accordance with California law.

SECTION 16: The City Clerk is further directed to submit a copy of this ordinance to the
Department of Housing and Community Development within 60 days after adoption.

SECTION 17: This Ordinance will become effective on the thirty-first day following its
passage and adoption.

PASSED AND ADOPTED this ___ day of ____________, 2017.

__________________________
Suzanne Fuentes, Mayor

ATTEST:

STATE OF CALIFORNIA  )

10
I, Tracy Weaver, City Clerk of the City of El Segundo, California, do hereby certify that the whole number of members of the City Council of said City is five; that the foregoing Ordinance No. ____ was duly introduced by said City Council at a regular meeting held on the ___ day of ____________, 2017, and was duly passed and adopted by said City Council, approved and signed by the Mayor, and attested to by the City Clerk, all at a regular meeting of said Council held on the ___ day of ____________, 2017, and the same was so passed and adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

______________________________
Tracy Weaver, City Clerk

APPROVED AS TO FORM:

______________________________
Mark D. Hensley, City Attorney
EL SEGUNDO CITY COUNCIL  
AGENDA STATEMENT

MEETING DATE: June 20, 2017  
AGENDA HEADING: Unfinished Business

AGENDA DESCRIPTION:
Consideration and possible action regarding Environmental Assessment No. EA-1177, Zone Text Amendment No. ZTA 16-06 regarding Accessory Dwelling Units (ADUs) in Residential Zones. Adopting this Ordinance is statutorily exempt from further environmental review under the California Environmental Quality Act (California Public Resources Code §§21000, et seq., “CEQA”) and CEQA Guidelines (14 California Code of Regulations §§15000, et seq.), because it involves the adoption of an ordinance regarding accessory dwelling units in a single-family or multifamily residential zone to implement the provisions of Government Code Section 65852.2 as set forth in Section 21080.17 of the Public Resources Code, pursuant to CEQA Guidelines §15282(h). (Applicant: City of El Segundo).

RECOMMENDED COUNCIL ACTION:
1. Introduce an Ordinance (Zone Text Amendment No. ZTA 16-06) regarding ADUs in Residential Zones;
2. Authorize the Director of Planning and Building Safety to release covenants currently recorded on accessory structures for those owners who apply to the City to convert such structures into accessory dwelling units;
3. Schedule second reading and adoption of the Ordinance for July 5, 2017;
4. Alternatively, discuss and take other possible action related to this item.

ATTACHED SUPPORTING DOCUMENTS:
1. Proposed Ordinance (strike-out/underline version)

FISCAL IMPACT: None.

Amount Budgeted: N/A
Additional Appropriation: N/A
Account Number(s): N/A

STRATEGIC PLAN:

Goal: None (State mandate)
Objective: Not applicable

PREPARED BY: Paul Samaras, Principal Planner
REVIEWED BY: Gregg McClain, Planning Manager
Sam Lee, Planning and Building Safety Director
APPROVED BY: Greg Carpenter, City Manager
INTRODUCTION:

The proposed zone text amendment would amend several sections of the El Segundo Municipal Code (ESMC) to regulate accessory dwelling units (ADU) in the R-1 (Single-Family Residential) and R-2 (Two-Family Residential) zones. City staff initiated this amendment to address changes in state law, specifically California Government Code Section 65852.2 as amended by Assembly Bill (AB) 2299 and Senate Bill (SB) 1069 approved on September 27, 2016 and effective January 1, 2017.

BACKGROUND AND DISCUSSION:

On June 6, 2017, the City Council held a public hearing and considered a draft ordinance pertaining to the regulation of accessory dwelling units. After taking public testimony, the City Council closed the public hearing, discussed the item and gave staff direction to modify the draft ordinance for the purpose of introducing it at its meeting on June 20, 2017. The City Council directed staff to make the following changes:

1. Allow new construction of detached accessory dwelling units without limiting such units to additions to the primary dwelling and to detached garages; and
2. Increase the maximum size limit for detached accessory dwelling units to 1,200.

Staff has made the above changes to the draft ordinance and is presenting the revised version for the City Council’s consideration. If introduced and adopted at second reading, the Ordinance will take effect 30 days after adoption.

In addition, the City’s code states that accessory structures may only be constructed if a covenant is recorded on the property stating that the accessory structure may not be used as a dwelling unit. Several residents with such covenants recorded on their properties have inquired about converting their accessory structures into accessory dwelling units. Because such a conversion would require the covenant to be released, staff seeks the City Council’s direction regarding such covenants.

ENVIRONMENTAL REVIEW:

This action is statutorily exempt from further environmental review under the California Environmental Quality Act (California Public Resources Code §§21000, et seq., “CEQA”) and CEQA Guidelines (14 California Code of Regulations §§15000, et seq.), because it involves the adoption of an ordinance regarding accessory dwelling units in a single-family or multifamily residential zone to implement the provisions of Government Code Sections 65852.1 and 65852.2 as set forth in Section 21080.17 of the Public Resources Code, pursuant to CEQA Guidelines §15282(h).

RECOMMENDATION:

Planning staff recommends that the Council:

1. Introduce an Ordinance (Zone Text Amendment No. ZTA 16-06) regarding Accessory Dwelling Units in Residential Zones;
2. Authorize the Director of Planning and Building Safety to release covenants currently recorded on accessory structures for those owners who apply to the City to convert such structures into accessory dwelling units;
3. Schedule second reading and adoption of the Ordinance for July 5, 2017;
4. Alternatively, discuss and take other possible action related to this item.
ORDINANCE NO. ___

AN ORDINANCE AMENDING TITLES 8 AND 15 OF THE EL SEGUNDO MUNICIPAL CODE RELATED TO ACCESSORY DWELLING UNITS

The City Council of the City of El Segundo does ordain as follows:

SECTION 1: The City Council finds and declares as follows:

A. On February 15, 2005, the City Council adopted Ordinance No. 1381 which added article E to El Segundo Municipal Code (ESMC) chapter 15-4 which provided for the creation of second dwelling units; the ordinance limited the location of second dwelling units to the R-1 zone and applied certain development standards as permitted by law;

B. The location of second dwelling units was limited in Ordinance No. 1381 based on certain findings made by the City Council at the time. In particular, the City Council found that traffic volumes were already increasing, resulting in numerous intersections then at less-than-desired levels of service. It was found that the small residential area of the City was not prepared to handle the relatively higher density and the expected impacts related to street parking;

C. In recent years, there has been considerable discussion throughout the state regarding a housing shortage in California, which is associated with rising housing costs and a shortage of affordable housing options, and increased homelessness. Accessory dwelling units by their nature are considered to be affordable units which will help to alleviate some of the lack of affordability in housing markets;

D. On September 27, 2016, Assembly Bill No. 2299 and Senate Bill No. 1069 were both approved. These bills amended Government Code Section 65852.2 to facilitate the development of accessory dwelling units (formerly termed "second dwelling units");

E. On November 29, 2016, staff initiated an application for Environmental Assessment No. EA-1177 and Zone Text Amendment No. ZTA 16-06 to amend the City’s regulations affecting accessory dwelling units to ensure conformity with the State’s changes to Government Code Section 65852.2;

F. The City reviewed the project's environmental impacts under the California Environmental Quality Act (California Public Resources Code §§21000, et seq., CEQA) and the regulations promulgated thereunder (14 California Code of Regulations §§15000, et seq., CEQA Guidelines), and the City's Environmental Guidelines (City Council Resolution No. 3805, adopted March 16, 1993);
G. The Planning and Building Safety Department scheduled the public hearing regarding the application before the Planning Commission for March 9, 2017;

H. On March 9, March 23, and April 27, 2017, the Planning Commission held a public hearing to receive public testimony and other evidence regarding the proposed amendment, including information provided by City staff and public testimony;

I. On May 11, 2017, the Planning Commission received further testimony and other evidence regarding the proposed amendment and adopted Resolution No. 2809 recommending the City Council approve Environmental Assessment No. EA-1177 and Zone Text Amendment No. ZTA 16-06;

J. On June 6, 2017, the City Council held a public hearing, considered the Planning Commission’s recommendation, and information provided by City staff and public testimony regarding this Ordinance;

K. The City Council finds that the conditions that were cited in Ordinance No. 1381 that existed in the City at the time (i.e., increased traffic, relatively high density of housing in a small area, and intense on-street parking) continue to exist within the City, so it is appropriate to limit the location of accessory dwelling units to certain areas within the City as described by this ordinance and pursuant to Government Code section 65852.2(a)(1)(A);

L. The City Council further finds that the prospect of garages being converted into accessory dwelling units would exacerbate the City’s existing on-street parking problems since converting garages into accessory dwelling units displaces both the required parking for the primary dwelling as well as adding street parking demand related to the tenants of the accessory dwelling units;

M. This Ordinance and its findings are made based upon the entire administrative record including the Planning Commission’s recommendation, testimony and evidence presented to the City Council at its June 6, 2017 hearing, and the staff report submitted by the Planning and Building Safety Department; and

SECTION 2: Factual Findings and Conclusions. The City Council finds that implementing the proposed ordinance would result in the following:

A. Facilitate the development of accessory dwelling units in the Single-Family Residential (R-1) and Two-Family (R-2) zones;

B. Accessory dwelling units will be permitted on real property that cannot consist of more than one lot;
C. Accessory dwelling units will be permitted only on lots that contain at least an existing single-family dwelling, or will be constructed in conjunction with a single-family dwelling;

D. Accessory dwelling units will not be allowed to be sold separately from a primary dwelling;

E. Accessory dwelling units or the primary dwelling units on a lot will be required to be owner-occupied;

F. Accessory dwelling units will be restricted to the height and setback standards applicable to all other accessory structures in their respective zones;

G. Accessory dwelling units within existing primary dwellings and detached accessory dwelling units will be restricted to a maximum size of 1,200 square feet. All accessory dwelling units are subject to the total floor area ratio limitation applicable to the lot;

H. Accessory dwelling units will be required to be compatible in architectural design with the primary dwelling on a lot;

I. In accordance with Government Code Section 65852.2(d), 100 percent of residential lots that are eligible for an accessory dwelling unit within the City are within half of a mile of public transit and are, therefore, not required to provide parking for the accessory unit;

J. Accessory dwelling units will be required to comply with applicable building, health and fire codes, except where explicitly exempted by Government Code Section 65852.2; and

K. Conversions of garages and carports required under the provisions of ESMC Title 15 will be prohibited.

SECTION 3: General Plan Findings. As required under Government Code Section 65860, the ESMC amendments proposed by the Ordinance are consistent with the El Segundo General Plan as follows:

A. The proposed zone text amendment is in conformity with the Land Use Element goals, objectives and policies. Specifically, the zone text amendment is consistent with Land Use Element Goal LU3 and Objectives LU3-1 and LU3-2 in that the amendment will: a) facilitate the development of accessory dwelling units in the City’s R-1 and R-2 zones as required by Section 65852.2 of the Government Code; and b) will protect single family residential uses and preserve the City’s low-medium residential nature through the use of development standards, such as limits to the area, height, and setbacks for accessory dwelling units. These limits will ensure accessory dwelling units remain secondary and subordinate to primary
dwellings on a property and will reduce potential negative impacts on surrounding properties; and

B. The proposed zone text amendment is consistent with the Housing Element goals, objectives and policies. Specifically, the zone text amendment is consistent with Goal No. 4 to remove governmental constraints on housing development, in that it will remove the location restrictions, lot size, and parking requirements for accessory dwelling units. In addition, the zone text amendment is consistent with the goal of assisting in the production of affordable housing and Program No. 3 in that it will facilitate the development of accessory units on R-1 zoned lots. Further, the zone text amendment is consistent with Program No. 6 to facilitate development on underutilized sites and on small lots, particularly on small lots in the R-2 zone through the elimination of parking requirements for accessory dwelling units.

SECTION 4: Zone Text Amendment Findings. In accordance with ESMC Chapter 15-26 and based on the findings set forth in Section 2, the proposed zone text amendment is consistent with and necessary to carry out the general purpose of ESMC Title 15 as follows:

A. It is consistent with the purpose of the ESMC, which is to serve the public health, safety, and general welfare and to provide the economic and social advantages resulting from an orderly planned use of land resources. In addition, it is consistent with the purpose of the R-1 and R-2 zones to promote development of single-family and two-family homes within a safe and healthy environmental for existing and future residents, in that accessory dwelling units will conform to the height and setback standards applicable to accessory structures, will be compatible architecturally with primary dwellings, and meet all applicable building, health, and fire codes; and

B. It is necessary to facilitate the development process and ensure the orderly development of accessory dwelling units on properties in the R-1 and R-2 zones that are compatible with surrounding properties and consistent with the goals, policies, and objectives of the General Plan as set forth in Section 4 above.

SECTION 5: Environmental Assessment. Because of the facts set forth in Section 2, the proposed zone text amendment is statutorily exempt from further environmental review under the California Environmental Quality Act (California Public Resources Code §§21000, et seq., “CEQA”) and CEQA Guidelines (14 California Code of Regulations §§15000, et seq.), because it involves the adoption of an ordinance regarding accessory dwelling units in a single-family or multifamily residential zone to implement the provisions of section 65852.2 of the Government Code as set forth in section 21080.17 of the Public Resources Code, pursuant to CEQA Guidelines section 15282(h).
SECTION 6: ESMC Section 8-5A-2 ( Preferential Parking Zones; Definitions) is amended as follows (strike-through is language proposed to be deleted, and underlined is language proposed to be added):

8-5A-2: DEFINITIONS.

For the purpose of this Article, certain words and phrases are defined as follows:

DWELLING UNIT: Any self-contained house, apartment, stock cooperative, or-condominium or accessory dwelling unit occupied solely for residential purposes.

PREFERENTIAL PARKING ZONE: A residential area with streets and boundaries designated by the City Council wherein vehicles displaying a permit shall be exempt from parking restrictions established by this Article.

RESIDENT: Any person who lives in a dwelling unit located in a preferential parking zone.

VISITOR: A person visiting residents living in a dwelling unit in a preferential parking zone.

SECTION 7: ESMC Section 15-1-6 ( Definitions) is amended as follows:

15-1-6: DEFINITIONS:

The following words and phrases, when used in this Title, shall have the meanings respectively ascribed to them in this Chapter:

ACCESSORY DWELLING UNIT: An attached or a detached residential dwelling unit which provides complete independent living facilities for one or more persons. The unit shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family dwelling is situated. The term “accessory dwelling unit” includes:
(A) An efficiency unit, as defined in Section 17958.1 of the Health and Safety Code.
(B) A manufactured home, as defined in Section 18007 of the Health and Safety Code.

SECOND DWELLING UNIT: Independent living facilities of limited size (based upon lot coverage, which includes the size of the second dwelling unit as well as the primary dwelling unit on the parcel) that provides permanent provisions for living, sleeping, eating, cooking, and sanitation located on the same parcel as a single-family dwelling and either attached
or detached from the single-family dwelling but share no common interior passageways.

SECTION 8: ESMC Section 15-4B-2 (Two-Family Residential (R-2) zone: Permitted uses) is amended as follows:

15-4B-2: PERMITTED USES:

A. Any use permitted in the R-1 zone.

B. A two-family dwelling, duplex, or two (2) one-family dwellings.

C. — A three-family or a four-family dwelling when the side lot line of the lot upon which it is located forms a common boundary with a lot or lots zoned for C-RS, C-2, C-3, CO, MU-N, MU-S, M-1 or M-2, but in no case shall the property used for the three-family or four-family dwelling consist of more than one lot, exceed a density of twelve (12) units per acre, or have less than three thousand five hundred (3,500) square feet of lot area per unit.

D. — C. Other similar uses approved by the director of planning and building safety, as provided by chapter 22 of this title.

SECTION 9: ESMC Section 15-4B-3 (Two-Family Residential (R-2) zone: Permitted Accessory uses) is amended as follows:

15-4B-3: PERMITTED ACCESSORY USES:

A. Any use customarily incidental to a permitted use.

B. Detached accessory buildings and structures, including private garages.

C. An accessory dwelling unit, pursuant to Article 15-4E of this title.

C.D. Playhouses.

D.E. Other similar uses approved by the director of planning and building safety, as provided by chapter 22 of this title.
SECTION 10: ESMC Article 15-4E (Second Dwelling Units) is deleted in its entirety and replaced with the following:

ARTICLE E. ACCESSORY DWELLING UNITS

15-4E-1: PURPOSE; FINDINGS.
15-4E-2: GENERAL REQUIREMENTS.
15-4E-3: DEVELOPMENT STANDARDS.
15-4E-4: PLAN REVIEW PROCESS; FEES.

This Article is adopted pursuant to Government Code Section 65852.2, as amended by Assembly Bill No. 2299 (effective January 1, 2017), for the purpose of implementing the City’s regulation of accessory dwelling units.

Pursuant to Government Code Section 65852.2(a), this Article designates areas within the City where accessory dwellings are permitted. Because accessory dwelling units tend to increase the volume of vehicle traffic within the city, on-street parking, noise, and other adverse impacts, this Article restricts the location of accessory dwelling units within single-family residential zones. Increased traffic not only impacts existing public infrastructure, such as streets and intersections, but degrades air quality, increases noise, and can introduce pollutants into the city’s storm drains. Further, the increased density of housing within the city’s jurisdiction impacts public health and safety, and the public welfare by increasing the demand for public services.

15-4E-2: GENERAL REQUIREMENTS.

A. Definition of “Existing.” For purposes of this Article and defining an allowable space or structure that can be converted to an accessory dwelling unit, the term “existing” means dwellings or structures that:

1. Lawfully existed on the parcel as of January 1, 2017 or were the subject of a building permit duly issued before January 1, 2017; and

2. Can be made safely habitable under local building codes at the determination of the building official.

B. Locations. Accessory dwelling units are permitted by right throughout the R-1 zone and in the R-2 zone on lots that are less than 4,000 square feet. Accessory dwelling units may be i) contained within the existing space of a single-family residence and/or attached to a single-family residence, ii) within the existing space of an existing accessory structure, such as a pool house, studio or similar structure with four walls and a roof (but not including garages), or iii) detached from the single-family
residence, subject to the requirements and development standards in this Code and state law.

C. The real property proposed for the accessory dwelling unit may not consist of more than one lot.

D. The lot must contain an existing single-family dwelling. An accessory dwelling unit may only be constructed in conjunction with a single-family dwelling.

E. Separate Sale Prohibited. Accessory dwelling units may not be sold separately from a primary dwelling.

F. Owner Occupancy Required. The primary dwelling unit or the accessory dwelling unit must be the primary residence of the property owner of the lot. If none of the units on the lot are occupied by the owner as the owner’s primary residence, the accessory dwelling unit will automatically be deemed a nonhabitable space which may not be used as a dwelling and may not be rented.

G. Covenant Required. Before the city issues a building permit for an accessory dwelling unit, the property owner must record with the county recorder a covenant running with the land stating that the accessory dwelling unit cannot be used in violation of this chapter. The covenant must be approved by the Director of Planning and Building Safety and approved as to form by the City Attorney.

H. Release of Covenant. In the event a covenant was previously recorded for a permitted accessory structure restricting the structure as nonhabitable pursuant to Section 15-4A-6(H) of this Code, before the city issues a building permit for an accessory dwelling unit, the property owner must record a release of such covenant with the county recorder, in a form approved by the Director of Planning and Building Safety and the City Attorney.

I. Garage Conversions Prohibited. Garages and carports required under this Title do not constitute “an existing accessory structure,” as used in this Article, and any conversion of such a garage or carport to an accessory dwelling unit is expressly prohibited.

15-4E-3: DEVELOPMENT STANDARDS.

Accessory Dwelling Units must meet the development standards applicable to accessory structures in the R-1 and R-2 zones and the following standards:

A. Height: Same as structures in the R-1 and R-2 zones.
B. Setbacks:
1. Attached to and/or within a primary dwelling: same as primary dwellings in the R-1 and R-2 zones.
2. Detached from a primary dwelling: same as detached accessory structures in the R-1 and R-2 zones.
3. Exception: No setback shall apply to a non-required portion of an existing garage or carport that is converted to an accessory dwelling unit.

C. Building area:
1. Attached to a primary dwelling and/or within the primary dwelling: Maximum of 49 percent of the total floor area of the combined dwellings, or 1,200 square feet, whichever is less.
2. Detached: Maximum of 1,200 square feet.
3. The total area of the primary dwelling and the accessory dwelling unit may not exceed the maximum permitted floor area of the lot.

D. Density: One accessory dwelling unit per lot. In all cases, accessory dwelling units are only permitted on lots with a single primary residence. Properties developed with more than one unit are not permitted to also have an accessory dwelling unit.

E. Architectural Design: Each unit, whether attached or detached, must be architecturally compatible with the primary dwelling.

F. Parking: No parking spaces are required for accessory dwelling units within one half mile of a transit stop.

G. Separate Entrance: If the accessory dwelling unit is attached to or within the primary dwelling, it must have independent exterior access from the primary dwelling. Such independent exterior access may not be an entrance facing the front yard. An independent and separate entrance to the accessory dwelling unit must be located on the side or at the rear of the primary dwelling.

H. The accessory dwelling unit must comply with applicable building, health and fire codes except where explicitly exempted by Government Code Section 65852.2. Fire sprinklers for accessory dwelling units are required only when they are required for the primary dwelling on the lot.

15-4E-4: APPLICATION PROCESS; FEES.

A. Pursuant to Government Code section 65852.2, any application for a building permit to create an accessory dwelling unit that conforms to this Article and is otherwise complete shall be ministerially approved within 120 days of application.
B. The applicant must pay any applicable fees, including but not limited to development impact fees imposed pursuant to Chapter 27A of this title, in an amount set by city council resolution.

SECTION 11: CONSTRUCTION. This ordinance must be broadly construed in order to achieve the purposes stated in this ordinance. It is the City Council's intent that the provisions of this ordinance be interpreted or implemented by the City and others in a manner that facilitates the purposes set forth in this ordinance.

SECTION 12: ENFORCEABILITY. Repeal of any provision of the El Segundo Municipal Code does not affect any penalty, forfeiture, or liability incurred before, or preclude prosecution and imposition of penalties for any violation occurring before this ordinance's effective date. Any such repealed part will remain in full force and effect for sustaining action or prosecuting violations occurring before the effective date of this ordinance.

SECTION 13: VALIDITY OF PREVIOUS CODE SECTIONS. If this entire ordinance or its application is deemed invalid by a court of competent jurisdiction, any repeal or amendment of the ESMC or other city ordinance by this ordinance will be rendered void and cause such previous ESMC provision or other ordinance to remain in full force and effect for all purposes.

SECTION 14: SEVERABILITY. If any part of this ordinance or its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this ordinance are severable.

SECTION 15: The City Clerk is directed to certify the passage and adoption of this ordinance; cause it to be entered into the City of El Segundo's book of original ordinances; make a note of the passage and adoption in the records of this meeting; and, within 15 days after the passage and adoption of this ordinance, cause it to be published or posted in accordance with California law.

SECTION 16: The City Clerk is further directed to submit a copy of this ordinance to the Department of Housing and Community Development within 60 days after adoption.

SECTION 17: This Ordinance will become effective on the thirty-first day following its passage and adoption.

PASSED AND ADOPTED this ___ day of __________, 2017.

Suzanne Fuentes, Mayor

ATTEST:

STATE OF CALIFORNIA  

10
COUNTY OF LOS ANGELES ) SS
CITY OF EL SEGUNDO )

I, Tracy Weaver, City Clerk of the City of El Segundo, California, do hereby certify that the whole number of members of the City Council of said City is five; that the foregoing Ordinance No. ____ was duly introduced by said City Council at a regular meeting held on the ____ day of ____________, 2017, and was duly passed and adopted by said City Council, approved and signed by the Mayor, and attested to by the City Clerk, all at a regular meeting of said Council held on the ____ day of ____________, 2017, and the same was so passed and adopted by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

____________________________
Tracy Weaver, City Clerk

APPROVED AS TO FORM:

____________________________
Mark D. Hensley, City Attorney
AGENDA DESCRIPTION:
Consideration and possible action authorizing the Fire Department to purchase a new 2017 Ford CMax Hybrid SE from Airport Marina Ford for use within the Environmental Safety Division. (Fiscal Impact: $24,999.99)

RECOMMENDED COUNCIL ACTION:
1) Pursuant to El Segundo City Code Section 1-7-18, accept the lowest most responsive bid and authorize the Fire Department to purchase from Airport Marina Ford.
2) Authorize the City Manager to execute an agreement, in a form approved by the City Attorney, to purchase one (1) 2017 Ford CMax Hybrid SE with available Environmental Safety Division Funds;
3) Alternatively, discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS:
1) Quote from Airport Marina Ford
2) Quote from National Auto Fleet Group
3) Quote from South Bay Ford

FISCAL IMPACT: $24,999.99

Amount Budgeted: $0
Additional Appropriation: None
Account Number(s): 001-276-0000-3210 ($24,999.99)

STRATEGIC PLAN:

Goal: 2 Support Community Safety & Preparedness
Objective: 1 El Segundo is a safe and prepared city

ORIGINATED BY: Carol Lynn Anderson, Senior Management Analyst
REVIEWED BY: Christopher Donovan, Fire Chief
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:
The Environmental Safety Division is charged with ensuring public safety through the on-going inspection and regulation of all businesses that store, process and/or distribute hazardous materials. The Division has two staff members, but only one vehicle which makes for conflicts in scheduling field inspections and is an inefficient work practice. The current vehicle used is a 1990 Ford Crew Cab Truck that was recently refurbished and is in good working condition. When available,
Environmental Safety staff use a 2006 Ford Crown Victoria staff vehicle, but there is demand for that vehicle with other fire department members. It is recommended that the Ford Crew Cab be used by the Principal Environmental Specialist and the CMax be used by the Environmental Safety Manager. Based on work demands and field inspections it is prudent to purchase this vehicle and maintain two (2) front-line staff vehicles for use within the Environmental Safety Division, while also keeping the 2006 staff vehicle for other department needs (examples include use by suppression personnel to attend training out of the area or for back-up use if a front-line staff vehicle requires maintenance). This recommendation will add one vehicle to the City fleet and will undoubtedly require on-going coordination and communication with City yard staff to best manage the maintenance of all fire department vehicles. These discussions are currently underway and it is expected that a plan can be put into place to satisfy the public safety demands of the Environmental Safety Division and Fire Prevention Division with the work/maintenance demands of staff vehicles on public works personnel.

It is recommended that the City use Certified Unified Participating Agency (CUPA) funds that have accumulated over the years from business inspections. This is an appropriate use of those monies and does not impact the general fund. This purchase is also in alignment with AB2766, the Motor Vehicle Subvention Program, which is aimed at reducing air pollution from motor vehicles. To purchase this vehicle in a timely manner, the fire department would like to accept the low bid from Airport Marina Ford, in alignment with purchase requirements established in El Segundo Municipal Code §1-7-8.
Disclaimer: This window sticker is only representative of the information contained on an actual window sticker, and may or may not match the actual window sticker on the vehicle itself. Please see your retailer for further information.

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<th>Vehicle Description</th>
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Included on this Vehicle

- EQUIPMENT GROUP 200A

Optional Equipment

- 2017 MODEL YEAR
- OXFORD WHITE CHARCOAL BLACK CLOTH SEATS
- 2.0L ATKINSON-CYCLE I-4 HYBRID CVT TRANSMISSION
- P225/50R17 TIRES FRONT LICENSE PLATE BRACKET
- 50 STATE EMISSIONS

TOTAL VEHICLE & OPTIONS 24,175

TOTAL MSRP $25,050

Disclaimer: Option pricing will be blank for any item that is priced as 0 or "No Charge".
| CITY MPG 42 | Actual mileage will vary with options, driving conditions, driving habits and vehicle's condition. Results reported to EPA indicate that the majority of vehicles with these estimates will achieve between _ and _ mpg in the city and between _ and _ mpg on the highway. |
| HIGHWAY MPG 38 | For Comparison Shopping all vehicles classified as have been issued mileage ratings from _ to _ mpg city and _ to _ mpg highway. |

Ford Extended Service Plan is the ONLY service contract backed by Ford and honored by the Ford and Lincoln dealers. Ask your dealer for prices and additional details or see our website at www.Ford-ESP.com.

Kyle Balthaser
Internet Sales Director
Airport Marina Ford
310-649-3673 Main
kyle@airportmarinaford.com
### CASH PURCHASE

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Incentive programs and rebates are estimates, subject to change and verification. **THIS QUOTE EXPIRES AT MIDNIGHT TODAY!**

Tax Profile: 8.75% Tax

---

Interest Rates, Pricing, Rebates and Terms are estimates, subject to change and apply only on 06/22/2017.

FOR INTERNAL USE ONLY

Airport Marina Ford -- (310) 649-3673

© Copyright 2017 Guest Concepts, Inc. – All Rights Reserved
6/27/2017

QuoteID: 10510
Order Cut Off Date: 6/30/2017

GARY MULLINS
CITY OF EL SEGUNDO
PUBLIC WORKS
150 ILLINOIS ST
EL SEGUNDO, California, 90245

Dear GARY MULLINS,

National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration.
One (1) New/Unused (2017 Ford C-Max Hybrid (P5A) SE FWD, ) and delivered to your specified location, each for

<table>
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- per the attached specifications. Price includes 2 additional key(s).

This vehicle(s) is available under the National Joint Powers Alliance Contract 120716-NAF. Please reference this Bid number on all purchase orders to National Auto Fleet Group. Payment terms are Net 30 days after receipt of vehicle.

https://www.nationalautofleetgroup.com/OrderRequest/SSDPrint/10510?ssdType=OrderRequest&ws=True&se=True&Msg=A+National+Auto+Fleet+Group+Account+Manager+will+be+contacting+you+soon.

1/11
Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,

John Oviyach
Account Manager
Email: john.oviyach@gmail.com
Office: 562-618-0928
Fax: 562-684-4672
In order to Finalize your Quote, please submit this purchase packet to your governing body for Purchase Order Approval. Once you issue a Purchase Order please send by:

Fax:  (831) 480-8497

Mail:  National Auto Fleet Group
       490 Auto Center Drive
       Watsonville, CA 95076

Email:  Fleet@nationalautofleetgroup.com

We will then send a W-9 if you need one

Please contact our main office with any questions:
1-855-289-6572
Vehicle Configuration Options
### ENGINE

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### TRANSmission

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### PRIMARY PAINT

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### SEAT TYPE

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### OPTION PACKAGE

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</table>
# 2017 Fleet/Non-Retail Ford C-Max Hybrid SE FWD

## WINDOW STICKER

<table>
<thead>
<tr>
<th>CODE</th>
<th>MODEL</th>
<th>MSRP</th>
</tr>
</thead>
<tbody>
<tr>
<td>P5A</td>
<td>2017 Ford C-Max Hybrid SE FWD</td>
<td>$24,175.00</td>
</tr>
</tbody>
</table>

### OPTIONS

- **99U** ENGINE: 2.0L IVCT ATKINSON-CYCLE I-4 HYBRID, (STD) | $0.00
- **___** TRANSMISSION: ELECTRONICALLY CONTROLLED (ECVT), -inc: Continuously variable (STD) | $0.00
- **TDH** TIRES: P225/50R17, (STD) | $0.00
- **YZ** OXFORD WHITE | $0.00
- **___** STANDARD PAINT | $0.00
- **KW** CHARCOAL BLACK, CLOTH FRONT BUCKET SEATS, -inc: 10-way power driver seat (fore/aft, up/down, tilt, recline, w/2-way power lumbar), 4-way manual passenger seat (fore/aft, recline), and 2 4-way adjustable head restraints | $0.00
- **200A** EQUIPMENT GROUP 200A | $0.00

### SUBTOTAL

- Advert/ Adjustments | $0.00
- Manufacturer Destination Charge | $875.00

**TOTAL PRICE**

$25,050.00

Est City: 42 MPG
Est Highway: 38 MPG
Est Highway Cruising Range: 513.00 mi

Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.
## Standard Equipment

### MECHANICAL

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engine</td>
<td>2.0L iVCT Atkinson-Cycle I-4 Hybrid</td>
</tr>
<tr>
<td>Transmission</td>
<td>Electronically Controlled (eCVT) -inc: Continuously variable</td>
</tr>
<tr>
<td>50 State System</td>
<td>-inc: Standard equipment on all C-Max Hybrid trim levels</td>
</tr>
<tr>
<td>Engine Auto Stop-Start Feature</td>
<td></td>
</tr>
<tr>
<td>Transmission w/Driver Selectable Mode</td>
<td></td>
</tr>
<tr>
<td>Front-Wheel Drive</td>
<td></td>
</tr>
<tr>
<td>2.57 Axle Ratio</td>
<td></td>
</tr>
<tr>
<td>390CCA Maintenance-Free Battery w/Run Down Protection</td>
<td></td>
</tr>
<tr>
<td>Hybrid Electric Motor</td>
<td></td>
</tr>
<tr>
<td>Gas-Pressurized Shock Absorbers</td>
<td></td>
</tr>
<tr>
<td>Front And Rear Anti-Roll Bars</td>
<td></td>
</tr>
<tr>
<td>Electric Power-Assist Speed-Sensing Steering</td>
<td></td>
</tr>
<tr>
<td>13.5 Gal. Fuel Tank</td>
<td></td>
</tr>
<tr>
<td>Single Stainless Steel Exhaust</td>
<td></td>
</tr>
<tr>
<td>Strut Front Suspension w/Coil Springs</td>
<td></td>
</tr>
<tr>
<td>Multi-Link Rear Suspension w/Coil Springs</td>
<td></td>
</tr>
<tr>
<td>Regenerative 4-Wheel Disc Brakes w/4-Wheel ABS, Front Vented Discs, Brake Assist and Electric Parking Brake</td>
<td></td>
</tr>
<tr>
<td>Brake Actuated Limited Slip Differential</td>
<td></td>
</tr>
<tr>
<td>Lithium Ion Traction Battery</td>
<td></td>
</tr>
</tbody>
</table>

### EXTERIOR

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wheels</td>
<td>17&quot; Bright Silver Finish Painted Aluminum</td>
</tr>
<tr>
<td>Tires</td>
<td>P225/50R17</td>
</tr>
<tr>
<td>Spare Tire Mobility Kit</td>
<td></td>
</tr>
<tr>
<td>Clearcoat Paint</td>
<td></td>
</tr>
<tr>
<td>Body-Colored Front Bumper</td>
<td></td>
</tr>
<tr>
<td>---------------------------</td>
<td></td>
</tr>
<tr>
<td>Body-Colored Rear Bumper</td>
<td></td>
</tr>
<tr>
<td>Black Side Windows Trim and Black Front Windshield Trim</td>
<td></td>
</tr>
<tr>
<td>Body-Colored Door Handles</td>
<td></td>
</tr>
<tr>
<td>Body-Colored Power Side Mirrors w/Convex Spotter, Manual Folding and Turn Signal Indicator</td>
<td></td>
</tr>
<tr>
<td>Fixed Rear Window w/Fixed Interval Wiper, Heated Wiper Park and Defroster</td>
<td></td>
</tr>
<tr>
<td>Light Tinted Glass</td>
<td></td>
</tr>
<tr>
<td>Variable Intermittent Wipers</td>
<td></td>
</tr>
<tr>
<td>Fully Galvanized Steel Panels</td>
<td></td>
</tr>
<tr>
<td>Lip Spoiler</td>
<td></td>
</tr>
<tr>
<td>Black Grille w/Chrome Surround</td>
<td></td>
</tr>
<tr>
<td>Liftgate Rear Cargo Access</td>
<td></td>
</tr>
<tr>
<td>Tailgate/Rear Door Lock Included w/Power Door Locks</td>
<td></td>
</tr>
<tr>
<td>Fully Automatic Aero-Composite Halogen Daytime Running Headlamps w/Delay-Off</td>
<td></td>
</tr>
</tbody>
</table>

### ENTERTAINMENT

<table>
<thead>
<tr>
<th>Radio: AM/FM/CD/MP3 Audio -inc: active noise cancellation, 6 speakers and speed-sensitive volume control</th>
</tr>
</thead>
<tbody>
<tr>
<td>Radio w/Seek-Scan, Clock, Steering Wheel Controls, Radio Data System and SYNC 3 External Memory Control</td>
</tr>
<tr>
<td>SiriusXM Radio -inc: 6-month prepaid subscription, Service is not available in Alaska and Hawaii, Subscriptions to all SiriusXM services are sold by SiriusXM after trial period, If you decide to continue service after your trial, the subscription plan you choose will automatically renew thereafter and you will be charged according to your chosen payment method at then-current rates, Fees and taxes apply, To cancel you must call SiriusXM at 1-888-635-2349, See SiriusXM customer agreement for complete terms at <a href="http://www.siriusxm.com">www.siriusxm.com</a>, All fees and programming subject to change</td>
</tr>
<tr>
<td>SYNC Communications &amp; Entertainment System -inc: enhanced voice recognition, 911 Assist, 4.2&quot; LCD screen in center stack, AppLink and 1 smart-charging USB port</td>
</tr>
<tr>
<td>Wireless Streaming</td>
</tr>
<tr>
<td>Integrated Roof Antenna</td>
</tr>
<tr>
<td>Bluetooth Wireless Phone Connectivity</td>
</tr>
<tr>
<td>3 LCD Monitors In The Front</td>
</tr>
</tbody>
</table>

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### INTERIOR

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>30-40 Folding Split-Bench Front Facing Fold Forward Seatback Cloth Rear Seat</td>
<td></td>
</tr>
<tr>
<td>Manual Tilt/Telescoping Steering Column</td>
<td></td>
</tr>
<tr>
<td>Gauges -inc: Speedometer, Odometer, Tachometer, Traction Battery Level, Power/Regen, Traction Battery Temperature, Trip Odometer and Trip Computer</td>
<td></td>
</tr>
<tr>
<td>Power Rear Windows and Fixed 3rd Row Windows</td>
<td></td>
</tr>
<tr>
<td>Leather/Metal-Look Steering Wheel</td>
<td></td>
</tr>
<tr>
<td>Front Cupholder</td>
<td></td>
</tr>
<tr>
<td>Rear Cupholder</td>
<td></td>
</tr>
<tr>
<td>2 12V DC Power Outlets</td>
<td></td>
</tr>
<tr>
<td>Compass</td>
<td></td>
</tr>
<tr>
<td>Remote Keyless Entry w/Integrated Key Transmitter, Illuminated Entry and Panic Button</td>
<td></td>
</tr>
<tr>
<td>Remote Releases -inc: Power Cargo Access and Power Fuel</td>
<td></td>
</tr>
<tr>
<td>Cruise Control w/Steering Wheel Controls</td>
<td></td>
</tr>
<tr>
<td>Dual Zone Front Automatic Air Conditioning</td>
<td></td>
</tr>
<tr>
<td>HVAC -inc: Underseat Ducts and Console Ducts</td>
<td></td>
</tr>
<tr>
<td>Illuminated Glove Box</td>
<td></td>
</tr>
<tr>
<td>Driver Foot Rest</td>
<td></td>
</tr>
<tr>
<td>Cloth Front Bucket Seats -inc: 10-way power driver seat (fore/aft, up/down, tILT, recline, w/2-way power lumbar), 4-way manual passenger seat (fore/aft, recline), and 2 4-way adjustable head restraints</td>
<td></td>
</tr>
<tr>
<td>Interior Trim -inc: Metal-Look Instrument Panel Insert, Metal-Look Door Panel Insert, Metal-Look Console Insert, Chrome And Metal-Look Interior Accents</td>
<td></td>
</tr>
<tr>
<td>Full Cloth Headliner</td>
<td></td>
</tr>
<tr>
<td>Cloth Door Trim Insert</td>
<td></td>
</tr>
<tr>
<td>Leather/Metal-Look Gear Shift Knob</td>
<td></td>
</tr>
<tr>
<td>Day-Night Rearview Mirror</td>
<td></td>
</tr>
<tr>
<td>Driver And Passenger Visor Vanity Mirrors w/Driver And Passenger Illumination</td>
<td></td>
</tr>
<tr>
<td>Full Floor Console w/Covered Storage, Mini Overhead Console w/Storage, 2 12V DC Power Outlets and 1 AC Power Outlet</td>
<td></td>
</tr>
<tr>
<td>Front Map Lights</td>
<td></td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fade-To-Off Interior Lighting</td>
<td></td>
</tr>
<tr>
<td>Full Carpet Floor Covering -inc: Carpet Front And Rear Floor Mats</td>
<td></td>
</tr>
<tr>
<td>Carpet Floor Trim</td>
<td></td>
</tr>
<tr>
<td>Cargo Area Concealed Storage</td>
<td></td>
</tr>
<tr>
<td>Roll-Up Cargo Cover</td>
<td></td>
</tr>
<tr>
<td>Cargo Features -inc: Spare Tire Mobility Kit</td>
<td></td>
</tr>
<tr>
<td>Cargo Space Lights</td>
<td></td>
</tr>
<tr>
<td>FOB Controls -inc: Trunk/Hatch/Tailgate</td>
<td></td>
</tr>
<tr>
<td>Interior Concealed Storage, Driver / Passenger And Rear Door Bins, 2nd Row Underseat Storage and Audio Media Storage</td>
<td></td>
</tr>
<tr>
<td>Power 1st Row Windows w/Front And Rear 1-Touch Up/Down</td>
<td></td>
</tr>
<tr>
<td>Delayed Accessory Power</td>
<td></td>
</tr>
<tr>
<td>Power Door Locks w/Autolock Feature</td>
<td></td>
</tr>
<tr>
<td>Systems Monitor</td>
<td></td>
</tr>
<tr>
<td>Trip Computer</td>
<td></td>
</tr>
<tr>
<td>Outside Temp Gauge</td>
<td></td>
</tr>
<tr>
<td>Digital/Analog Display</td>
<td></td>
</tr>
<tr>
<td>Seats w/Cloth Back Material</td>
<td></td>
</tr>
<tr>
<td>Manual Adjustable Rear Head Restraints</td>
<td></td>
</tr>
<tr>
<td>Front Center Armrest</td>
<td></td>
</tr>
<tr>
<td>2 Seatback Storage Pockets</td>
<td></td>
</tr>
<tr>
<td>Perimeter Alarm</td>
<td></td>
</tr>
<tr>
<td>Securilock Anti-Theft Ignition (pats) Engine Immobilizer</td>
<td></td>
</tr>
<tr>
<td>2 12V DC Power Outlets and 1 AC Power Outlet</td>
<td></td>
</tr>
<tr>
<td>Air Filtration</td>
<td></td>
</tr>
</tbody>
</table>

**SAFETY**

- Advancetrac w/Roll Stability Control
- Electronic Stability Control (ESC) And Roll Stability Control (RSC)
- ABS And Driveline Traction Control
<table>
<thead>
<tr>
<th>Feature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Side Impact Beams</td>
</tr>
<tr>
<td>Dual Stage Driver And Passenger Seat-Mounted Side Airbags</td>
</tr>
<tr>
<td>Tire Specific Low Tire Pressure Warning</td>
</tr>
<tr>
<td>Dual Stage Driver And Passenger Front Airbags</td>
</tr>
<tr>
<td>Curtain 1st And 2nd Row Airbags</td>
</tr>
<tr>
<td>Airbag Occupancy Sensor</td>
</tr>
<tr>
<td>Driver Knee Airbag</td>
</tr>
<tr>
<td>Mykey System -inc: Top Speed Limiter, Audio Volume Limiter, Early Low Fuel Warning, Programmable Sound Chimes and Beltminder w/Audio Mute</td>
</tr>
<tr>
<td>Rear Child Safety Locks</td>
</tr>
<tr>
<td>Outboard Front Lap And Shoulder Safety Belts -inc: Rear Center 3 Point, Height Adjusters and Pretensioners</td>
</tr>
<tr>
<td>Back-Up Camera</td>
</tr>
</tbody>
</table>
AGENDA DESCRIPTION:
Consideration and possible action to enter into a Professional Services Agreement, in a form approved by the City Attorney, with Jeff Cason Productions to support various design and creative services related to Celebrate!, the Centennial fireworks, projection and lighting show taking place on October 7, 2017. (Fiscal Impact: $34,467 from Centennial Celebration Donations; $0 from General Fund)

RECOMMENDED COUNCIL ACTION:
1. Approve the Professional Services Agreement, in a form approved by the City Attorney, with Jeff Cason Productions; and/or,
2. Alternatively, discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS:
1. Scope of Services and Cost Breakdown

FISCAL IMPACT: $34,467 from Centennial Celebration Donations; $0 from General Fund

| Amount Budgeted: | N/A |
| Additional Appropriation: | N/A |
| Account Number(s): | 702-200-5418-2606 |

STRATEGIC PLAN:

- **Goal:** 1b El Segundo’s engagement with the community ensures excellence
- **Objective:** 1 The City is transparent regarding services and performance
- **Goal:** 5b El Segundo approaches its work in a financially strategic and responsible way
- **Objective:** 2 The City will maintain a stable, efficient, and transparent financial environment

PREPARED BY: Meredith Petit, Recreation and Parks Director
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND & DISCUSSION:
The City of El Segundo is celebrating its Centennial year all throughout 2017. The Centennial Celebration Executive Planning Committee is comprised of community residents, representatives from community organizations and local businesses, elected officials and city staff. The committee has been planning and implementing a variety of activities and events to commemorate the important milestone in the City’s history and to celebrate its bright future.

One of the upcoming special one-time events is Celebrate!, a fireworks, projection and lighting show using El Segundo High School as a backdrop. The event is being produced by Jeff Cason, formerly of Broadway in the Park, and is sure to be a one-of-a-kind opportunity for the City of El Segundo to tell the story of the City through amazing technology and choreography with pyrotechnics. A show of this scale has many complex pieces including the creative design elements such as music composition, musical performances, voice-over narration, animation design and lighting choreography. As the event producer, Jeff Cason is managing all
components of the event, given his experience and expertise in theater and production. To that end, the Centennial Celebration Committee has full confidence that Jeff Cason Productions will produce a high-quality show that will be a keepsake in many peoples' memories for years to come.

The committee has reviewed and approved the projected expenses for this show and fully understands the various elements that make up the event budget. The Centennial Celebration activities are funded mostly by sponsorships, donations, and revenue from merchandise sales and event admissions. For ease of implementation and because of the nature of the work to be performed and their expected payment terms, City staff recommends entering into a Professional Services Agreement with Jeff Cason Productions to manage and handle all components, including payments, with the off-site creative design elements of the event, totaling $34,467. All on-site vendors and contractors will remain under separate contracts directly with the City.
JEFF CASON PRODUCTIONS

Celebrate! A Fireworks Spectacular — Scope of Services

OVERVIEW
Celebrate! A Fireworks Spectacular is a 15-minute long fireworks and projection show celebrating 100 years of El Segundo history. Set at El Segundo High School, the show will feature pyrotechnics, original music, architectural lighting, and projection mapping.

SCOPE OF SERVICES
Jeff Cason’s role will be creator, producer, director, and designer for Celebrate!:

Creator: Jeff will create the concept for the show including story development, visual look and feel, and final script.

Producer: Jeff will serve as Producer, overseeing all production logistics. This includes setting project scope, identifying and hiring vendors, managing production budget, overseeing creative team, managing production schedule and deliverables, and leading on-site rehearsals and performances. Jeff will also provide consultation for the daytime event and concert, in collaboration with City of El Segundo staff.

Director: Jeff will act as Director for Celebrate! which includes guiding the production from concept to execution, providing artistic guidance to vendors and creative team, collaborating with pyro and music designers through multiple iterations of the show, function as lead creative agent on-site during rehearsals and performances.

Designer: Jeff will design the projections and lighting for Celebrate!. For projections this includes concept design, animation and content creation, producing animatics in collaboration with designers, installation supervision, and programming the show on-site. For lighting this includes concept design, production paperwork, vendor coordination, installation supervision, and programming the show on-site. Jeff will also contribute graphic design for the production including logo, production artwork, and presentations.

JEFF’S DELIVERABLES
Jeff agrees to provide the following deliverables:

- Develop Production Concept — 11/5/16
- Create Production Budget — 2/14/17
- Select Vendors — 2/14/17
- Write Show Script — 3/1/17
• Hire Production Team — 4/24/17
• Finalize Vendor Estimates — 5/15/17
• First Draft Anictic — 6/10/17
• Draft Projection Assets — 7/1/17
• Supervise Music Recording Sessions — 7/18/17 - 7/20/17
• Design Pyrotechnics with PyroSpectaculars — 8/15/17
• Final Anictic — 8/25/17
• Final Projection Assets — 9/1/17
• Lighting Paperwork — 9/15/17
• Supervise Power & Lighting Installation — 10/2/17
• Supervise Video Installation — 10/4/17
• Supervise Audio Installation — 10/5/17
• Supervise Pyrotechnic Installation — 10/7/17
• Lead Rehearsals & Programming — 10/2/17 - 10/6/17
• Performance — 10/7/17
• Supervise Strike — 10/8/17

SUBCONTRACTORS
Jeff will hire and oversee the following subcontractors (see Appendix A for detail):

MATT GLENN & MARK CASPARY - SOUND DESIGN
  Scope: Creating sound FX and soundscapes to go with the projections, designing the
  sound system for the event, sourcing audio gear, leading the crew in installation, running
  the audio during rehearsals and performance
  Project Commitment: April 24, 2017 - October 8, 2017

CLAYTON TRIPP - SHOW CONTROL LEAD
  Scope: Oversees successful integration of show systems, operates systems during
  rehearsals and performances
  Project Commitment: July 1, 2017 - October 8, 2017

ENCORPASS MUSIC PARTNERS
  Scope: Contracting a union orchestra for recording session
  Project Commitment: July 19, 2017 recording session

WARNER BROTHERS
  Scope: Sound stage rental for orchestral recording session
  Project Commitment: July 19, 2017 recording session

JO ANN KANE MUSIC SERVICES
  Scope: Copying and music preparation for orchestral recording session
  Project Commitment: July 19, 2017 recording session
RECORDING ENGINEER
  Scope: Engineer for orchestral recording session
  Project Commitment: July 19, 2017 recording session

VOX USA - ELLEN DUBIN VOICE OVER
  Scope: Ellen Dubin voice over services - show narrator
  Project Commitment: July 18, 2017 recording session

EARS UP SOUND DESIGN
  Scope: Voice over recording session studio and engineering
  Project Commitment: July 18, 2017 recording session

NATHAN BRISBY
  Scope: Lyricist for finale song
  Project Commitment: July 20, 2017 recording session

VOCALIST - FINALE RECORDING SESSION
  Scope: Vocalist for finale song
  Project Commitment: July 20, 2017 recording session

BANJO & GUITAR PLAYER
  Scope: Musician for instrumental tracks
  Project Commitment: July 20, 2017 recording session

MERRIWETHER & WILLIAMS INSURANCE
  Scope: Liability insurance for production team
  Project Commitment: July 10, 2017 - October 8, 2017

DELIVERABLE EXCLUSIONS
The following elements will be part of the Celebrate! event but will not fall under the scope of the Production Team’s final responsibility:

- Production logistics for the daytime event and concert in the park
- Budget and logistical support for non-production related rentals (crowd control, security services, food trucks, chairs, fencing, catering, etc)
- Non-production staffing for the event (maintenance, cleaning, crowd control, guest relations, guest safety, perimeter control, etc)
- Coordinating permits, facilities agreements, or interagency permissions

COST OF SERVICES
Total cost for the listed services is $34,467 and shall be payable by 7/10/17. Additionally, the Centennial Celebration Committee agrees to reimburse Jeff for the cost of an approved contractor insurance policy and the cost of an El Segundo business license, both required by the City of El Segundo to provide consultation services for this event.

This agreement is signed and agreed upon by:

________________________________________  ______________________________________
Jeff Cason, Producer and Director  Approved agent for City of El Segundo
## Appendix A
Payment Schedule & Rates

### Payment Schedule

<table>
<thead>
<tr>
<th>EST DATE</th>
<th>VENDOR</th>
<th>EST COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 5</td>
<td>Jeff Cason (creative team contracts)</td>
<td>$14,200.00</td>
</tr>
<tr>
<td>Jul 5</td>
<td>Merriwether &amp; Williams Insurance (Creative Team Insurance Policy)</td>
<td>$667.00</td>
</tr>
<tr>
<td>July 10</td>
<td>Encompass Music Partners (orchestra and instruments)</td>
<td>$11,400.00</td>
</tr>
<tr>
<td>July 10</td>
<td>Warner Brothers (sound stage rental)</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>July 10</td>
<td>JoAnn Kane Music Services (music copying and prep)</td>
<td>$1,700.00</td>
</tr>
<tr>
<td>July 10</td>
<td>Engineer TBD (engineer for orchestral recording session)</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>July 15</td>
<td>Vox USA (Ellen Dubin voice over)</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>July 15</td>
<td>Ears Up Sound Design (voice over recording studio rental and engineering)</td>
<td>$300.00</td>
</tr>
<tr>
<td>July 20</td>
<td>Nathan Brisby (Lyricist, finale song)</td>
<td>$500.00</td>
</tr>
<tr>
<td>July 20</td>
<td>Vocalist TBD (singer, finale song)</td>
<td>$500.00</td>
</tr>
<tr>
<td>July 20</td>
<td>Guitarist / Banjo TBD (home recording session)</td>
<td>$200.00</td>
</tr>
</tbody>
</table>

$34,467.00
AGENDA DESCRIPTION:
Consideration and possible action regarding a request from the Alzheimer’s Association to operate a Beer Garden at Campus El Segundo Athletic Fields as a component of the annual fundraising event Go 4 Gold Football Game on Saturday, July 15, 2017, from 5:00pm-10:00pm. (Fiscal Impact: None)

RECOMMENDED COUNCIL ACTION:
1. Approve the request from the Alzheimer’s Association to operate a Beer Garden at Campus El Segundo Athletic Fields as a component of the annual fundraising event Go 4 Gold Football Game on Saturday, July 15, 2017, from 5:00pm-10:00pm, subject to compliance with all Alcohol Beverage Commission regulations and permits, with the condition that they reserve the entire Campus El Segundo facility; and/or,
2. Alternatively, discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS:
1. Request letter from the Alzheimer’s Association
2. Event Site Plan

FISCAL IMPACT: None

<table>
<thead>
<tr>
<th>Amount Budgeted:</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Appropriation:</td>
<td>N/A</td>
</tr>
<tr>
<td>Account Number(s):</td>
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</tr>
</tbody>
</table>

PREPARED BY: Meredith Petit, Recreation and Parks Director
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND & DISCUSSION:
Alzheimer’s Greater Los Angeles is sponsoring their 6th Annual Charity Women’s Flag Football event to be held at Campus El Segundo on Saturday, July 15, 2017, from 5:00pm–10:00pm on the west field. The organization has paid all applicable field reservation fees for the west field and submitted the Special Event Permit Application and required insurance certificates. A request has been submitted by Alzheimer’s Greater Los Angeles to sell beer and wine as a fundraising component of their event. Alzheimer’s Greater Los Angeles is a designated 501c3 non-profit organization.

El Segundo Municipal Code Section 7-6-8 states that it is unlawful to drink any alcoholic beverage or possess an open container of any alcoholic beverage upon any public street, alley, sidewalk, pathway, parking lot, park, beach, or other public property. Alzheimer’s Greater Los Angeles is requesting City Council to waive Municipal Code Section 7-6-8 and allow the sale of beer and wine at their event.

Alzheimer’s Greater Los Angeles will obtain the appropriate permit to operate a beer garden as regulated by the Alcohol Beverage Commission and follow all rules and regulations. Event staff will be checking identifications at the gate, and wrist bands to purchase beer and wine will be issued to those 21 years old and over. While there are currently no other paid reservations for the facility on the opposite field it would remain open to the general public during the times of the event. To eliminate the chances of the event negatively impacting general public usage, or to avoid conflict of reserving the field to another group that
may not be a good fit (i.e. a youth sports tournament), staff recommends that the applicant reserve and pay applicable fees for the east field, in addition to the west field, so as to ensure the entire facility is reserved for this permitted use only. If the applicant reserves the entire facility, staff recommends approval of the beer garden component because the event would be self-contained and there would be no concern of the beer garden activities impeding upon normal park usage.
June 23, 2017

Dear Members of the City Council

Alzheimer’s Greater Los Angeles, a 501c3 nonprofit organization, has been serving Greater Los Angeles for more than thirty-six years. We are your local leaders in Alzheimer’s and dementia care and the only full-service dementia-focused charity with five local offices and 57 staff. Unlike large national organizations, 100% of the funds we raise support local programs and services. All our programs and services are free to families and caregivers.

Our programs include:

- **Savvy Caregiver**, training for caregivers that is proven to keep loved ones in their homes longer.
- **Care Counseling**, a personalized care plan covering diagnosis to the end of life provided by one of our Care Counselors, each of whom is a Master Level Social Worker (MLSW).
- **24/7 Helpline**, providing information, emotional support and referrals to thousands of families looking for help.

Alzheimer’s Greater Los Angeles’ ability to provide these services is made possible through events like TackleALZ, scheduled for July 15, 2017 at Campus El Segundo. Now in its sixth year, TackleALZ, our women’s flag football game, represents three months of practice, training, and fundraising. Since inception, the event has raised over $250,000 and we expect to raise another $50,000 this year.

Playing in TackleALZ is an emotional event for women like Dawn Langford, who lost her mother on December 17, 2013 to Alzheimer’s disease. Dawn, and dozens of women like her, see this as an opportunity to combine two passions – football and supporting local Alzheimer’s care. They invite friends, family and co-workers to cheer them on in the stands, give to our organization, and join in celebrating the memory of those lost to Alzheimer’s or dementia. Our goal is to deliver the best game-day experience possible.

This year, for the first time, we would like the opportunity to add a small “beer garden” to the event. Alzheimer’s Greater Los Angeles competes for awareness and donations with hundreds of other charitable organizations. Our ability to engage and retain donors is directly linked to the experience we can deliver. Just as The Kiwanis Club operates beer gardens at the Richmond Street Fair, we believe that the opportunity to enjoy a craft beer adds to the experience of watching a football game.

We take seriously our responsibility to the communities and venues who host our events each year. Our approach to TackleALZ at Campus El Segundo is no different. We have built long-term relationships with many of our host venues and look forward to doing the same with the City of El Segundo.

Thank you for your time and consideration. We look forward to your prompt reply.

Sincerely,

John Selber
Vice President, Development

...also serving San Bernardino and Riverside Counties
Main Entrance for players, staff, and spectators.
Location where IDs will be checked & wrist bands provided for Adults 21+
Event exit for players, staff, and spectators

Existing Property Fencing.

No alcohol beyond this point. Boundary marked by signs, cones, and stantions.
Main Entrance for players, staff, and spectators.

Location where IDs will be checked & wrist bands provided for Adults 21+

Event exit for players, staff, and spectators

10x10 pop up tents weighted down by water or sand

6’ table for PA announcers using our equipment

Electrical outlets

6’ Table for DJ & Equipment

EMT On-site

Speakers—facing WEST towards the Metro Line

Existing Property Fencing

Security Guards
One (1) @ site entrance
One (1) @ Beer Garden

No alcohol beyond this point. Boundary marked by signs, cones, and stantions.
Security Guards
One (1) @ site entrance
One (1) @ Beer Garden

- Main Entrance for players, staff, and spectators.
- Location where IDs will be checked & wrist bands provided for Adults 21+
- Event exit for players, staff, and spectators

Existing Property Fencing—
No alcohol beyond this point

No alcohol beyond this point. Boundary marked by signs, cones, and stantions.

- Beer & Wine Service Area
- Food service area

6’ Table for DJ & Equipment

6’ table for PA announcers using our equipment

Electrical outlets

EMT On-site

Speakers—facing WEST towards the Metro Line
AGENDA DESCRIPTION:
Consideration and possible action regarding options for streetscape and landscape improvements along Main Street and Grand Avenue in Downtown El Segundo and upgrading two part-time Park Maintenance Worker positions to full-time Park Maintenance Worker positions. (Fiscal Impact: $30,000-$140,000 from Parks Salaries)

RECOMMENDED COUNCIL ACTION:
1. Approve the transfer of $40,575 from Park Salaries to Park Operating Supplies to complete the in-house purchase and installation of new plant material along the Downtown corridor; and/or,
2. Approve the upgrade of two part-time Park Maintenance Workers to full-time Park Maintenance Workers; and/or,
3. Alternatively, discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS:
1. Recommended Project Cost Estimates for City Employee (In-House) Installation
2. Proposal for Contracted Installation – LandCare
3. Cost Proposal for Recurring Maintenance of Downtown Planters – LandCare

FISCAL IMPACT: $30,000-$140,000

Amount Budgeted: $0
Additional Appropriation: N/A – Transfer from Parks Salaries
Account Number(s): 001-400-5102-4102 – Parks Salaries

STRATEGIC PLAN:
Goal: 4 Develop Quality Infrastructure & Technology
Objective: 1 El Segundo’s physical infrastructure supports an appealing, safe and effective City

Goal: 5 Champion Economic Development & Fiscal Sustainability
Objective: 1 El Segundo promotes community engagement and economic vitality

PREPARED BY: Meredith Petit, Recreation and Parks Director
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND & DISCUSSION:
The streetscape is that part of the street right-of-way between the face of the curb and the building. In Downtown El Segundo, the streetscape includes the sidewalk surface, street trees, street/pedestrian lights and a collection of furnishings. These furnishings include benches, planters for flowers and plant material, tree wells, trash receptacles, bicycle racks, and newsstands. A cohesive streetscape design can create a common thread through the downtown area which contributes to a feeling of coherence and continuity. Streetscapes provide a setting for community events, for development of adjacent private property, and for the everyday interaction of people who frequent downtown.
Downtown El Segundo streetscapes are managed by both the Public Works Department and the Recreation and Parks Department. The Recreation and Parks Department is responsible for the planters and trees, while the Public Works Department is responsible for sidewalks, lighting, and site furnishings within the right-of-way.

The existing plant material within the planters is old and outdated. When Main Street underwent major improvements in 2004, the City selected trees and plant material to be installed. Now over twelve years old, many of the trees have been removed due to failure and much of the plant material has been removed due to pedestrian trampling, car doors damaging the plants, or simply dying off. Like all living things, plants and trees have an expected life span. Many of the species originally installed are expected to live as little as four to six years. Appropriate species selection is critical to prolong the aesthetic characteristics of the plant or tree. Additionally, over the past several years the City has had reduced resources for funding and maintaining replacement plants and trees.

With anticipated savings from several vacancies in the Parks Division, staff recommends utilizing some of the excess funds to enhance the landscaped areas in Downtown. There are many vacant areas in the planters that can be excavated and new material installed. The Parks Division has the capability to complete this project utilizing in-house maintenance crews. Staff estimates the cost of 2,403 units of plants and tress to be about $13,575. The staff costs associated with one Supervisor and a three-man crew to excavate and install the material over the course of three weeks totals about $23,600, and would be absorbed into the current staffing budget.

Additionally, there are 58 poles throughout Downtown that are designed for hanging flower baskets. Having live flowers has created a maintenance routine that was too costly, time-consuming and cumbersome to upkeep the flowers. With water restrictions in place the flowers and landscaping did not survive. At one time the El Segundo Woman’s Club donated time and materials to re-plant the hanging baskets. Staff has explored the option of purchasing commercial grade silk flower arrangements. The baskets cost about $200 each and last for several years without fading or degrading. Many commercial centers and cities are installing artificial plant material to save water and reduce ongoing maintenance requirements. Purchasing 116 baskets for about $27,000 is one way to maintain color and greenery along the Downtown corridor using an economical approach.

It is anticipated that the Parks Division will have an overall savings of up to $140,000 in Parks Salaries due to vacancies. With the abovementioned improvements, staff recommends transferring $40,575 from Parks Salaries to Operating Supplies for the purchase of live and artificial plant material to immediately improve the aesthetics of Downtown.

As a comparison, the City’s current landscape maintenance contractor LandCare has submitted a proposal for the purchase and installation of plant material along Main Street and Grand Avenue. The proposal totals nearly $26,000 but includes just 918 units, compared to the over 2,400 that is recommended by direct purchase for about half the cost. By completing the project in-house, the City’s funds can be used more effectively for a much larger amount of plant material. Additionally, the City’s Park Supervisors are talented and experienced in landscape and tree selection. Staff is confident that they can complete this detail to help Downtown look great again. Recent landscape projects have included the Police Station and Fire Station #1.

Once this project is complete, the Parks Division strives to properly maintain the planters with ongoing and preventative maintenance as well as a replacement planting routine and corresponding budget. Over the
past several years the Parks Division staffing has been reduced while the areas of responsibility have increased. The maintenance crews have had to adapt to reduced staffing levels which has inhibited their ability to assign areas of accountability as they had in the past. Much of the daily work has become reactionary versus being able to take proactive steps to maintaining the landscaped areas of parks and public spaces before they get old, outdated or overgrown.

In 1985, the Parks Division was comprised on 15 full-time positions including one Superintendent, two Supervisors, eight Park Maintenance Workers at Recreation Park, one Park Maintenance Worker at City Hall, one Craftsworker, two Tree Maintenance Workers and additional part-time weekend and summer employees. Currently, the Division has 11 full-time employees and 3 part-time employees. Additional areas of responsibility over the past twenty years include: Downtown Streetscape, Holly Valley Park, Hillcrest House, Dog Park, Clutters Park, Campus El Segundo, Camp Eucalyptus, Franklin and Richmond Parking Lot, Main and Mariposa Parking Lot, Richmond Street, in addition to other duties such as special event set-ups including Farmers Market weekly. Moreover, due to the nature of the job, it is not uncommon to have one or more employees on restricted duty with various limitations.

During the preparations for the current fiscal year budget, the City Council approved the expenses related to upgrading two part-time Park Maintenance Worker positions to full-time positions. These position changes totaled $58,243 increase per year because the current part-time positions are budgeted to work 30-hours per week and are subsequently receiving CalPERS benefits. The upgrade would provide the maintenance crew an additional 20 hours per week of work that could be focused on maintaining newly renovated landscaped areas. In comparison, if the routine maintenance of the Downtown planters were contracted out, LandCare has provided a proposal totaling $57,540 annually. The advantages to keeping this maintenance within City crews is that these employees could also be used on special detail projects, special event support, and other park maintenance duties as needed.

In addition to landscape improvements, other streetscape improvements can be considered to help create a cohesive and well-designed Downtown area. For instance, the poles currently designed for hanging flower baskets can be refurbished and retrofitted for decorative pedestrian lighting. A preliminary price quote has indicated a project for that purpose would cost $80,000-$100,000. Matching site fixtures and furnishings such as benches, bike racks, newsstands and the like could be purchased and installed. These types of improvements would be considered a capital improvement project and subject to the capital project ranking process and/or additional City Council discussion. Additionally, long-term design planning should be a process in which the community is included, such as the business owners in Downtown, and a comprehensive approach is developed and facilitated over the course of several months. Staff recommends further developing the concept of a Downtown Streetscape Improvement Project to be discussed during the strategic planning process when allocating funds for capital improvement projects for the upcoming fiscal year.
Downtown El Segundo

Recommended Plant Species, Quantities, Prices and Project Budget

City Employee (In-House) Purchase & Installation

*Plant replacements to fill in open areas*

### 100 Block of Main St.

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<th>Qty</th>
<th>Description</th>
<th>Size</th>
<th>Unit price</th>
<th>Total</th>
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<td>Iceberg Roses</td>
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<td>25</td>
<td>Red Knockout Roses</td>
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### 200 Block of Main St.

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<td>211</td>
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<td>60</td>
<td>Cuphea</td>
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<td>Holly shrub</td>
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### 500 Block of Main St.

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<td>220.00</td>
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<td>2</td>
<td>Red Knockout Roses</td>
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</table>
100-200 Block W. Grand Ave
284 Cuphea 1 gal 3.20 908.80
46 Iceberg Roses 1 gal 10.00 460.00
16 Carrissa 1 gal 3.20 51.20
11 Camillia 5 gal 18.00 198.00
4 Osteospernum flats 18.00 72.00
14 Kangaroo paw (red) 5 gal 11.00 154.00
5 Westringia 1 gal 2.40 12.00
Total $1856.00

100-200 Block E. Grand Ave
22 Red Knockout Roses 1 gal 11.00 242.00
23 Iceberg Roses 1 gal 10.00 230.00
4 Camillia 5 gal 18.00 72.00
173 Daylillys 1 gal 2.90 501.70
169 Cuphea 1 gal 3.20 540.80
Total $1586.50

Total for all planters $12,453.80 (2,403 units)
Tax .09% $1120.84
Grand Total $13,574.64

Commercial Silk Hanging Baskets
116 baskets @ $200.00 each = $23,200.00 + tax + shipping
Estimated Total $27,000

City Employee Installation
*estimating 3-week project with four-man crew and one Supervisor

Park Supervisors
60 hrs x $57.44 = $3,446.40 – Oversee grubbing and stump removals prior to installation
60 hrs x $61.71 = $3,702.60 – Oversee installation and placement of plants

Park Maintenance Workers
480 hrs x $41.45 = $19,896 – 4-man crew

Total Staff Costs $23,598.60

ESTIMATED BUDGET
Plant Material $13,575
Hanging Baskets $27,000
Staff Costs $23,600 (absorbed in current budget)
Project Total $64,175
Subtract Staff Costs in Budget ($23,600)
Transfer from Salary Savings $40,575 ($13,575 w/o hanging baskets)
El Segundo, City of  
350 Main Street  
Contact: Mark Trijillo  
El Segundo, CA 90245  
(O)310-524-2716  
(C) mtrujillo@elsegundo.org  

Rigoberto Barajas  
rigoberto.barajas@landcare.com  
CO # 3014709  
October 25, 2016  

Authorization for Extra Work - at Main and gran

LandCare proposes to provide and install the following material.

<table>
<thead>
<tr>
<th>Qty</th>
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<th>Description</th>
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<td>148.00</td>
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<td>585.00</td>
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<td>1.00</td>
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<td>Shrub Install</td>
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<td>Liriope muscari</td>
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SubTotal: $25,958.95
Tax: $0.00
Total: $25,958.95

Warranty:
All new woody plant material will carry a one year material and labor warranty. This warranty will be honored only if the plant material is watered, fertilized and maintained to defined standards. This warranty is limited to a one time replacement. This warranty is subject to payment of the original invoice being made within the terms of the sale and account being current.

TERMS:
A service charge of 1.5% per month will be added to all balances not paid within thirty (30) days of invoice. This represents an annual rate of 18%. In addition to all service charges there shall also be paid the reasonable costs of collection including attorneys fees and court costs.

By  
Rigoberto Barajas

Date 10/25/2016

LandCare

By  

Date  
El Segundo, City of
LANDSCAPE MANAGEMENT AGREEMENT

THIS AGREEMENT is entered into November 02, 2016, by and between LandCare USA, LLC, a CA GP located at 5248 Governor Drive, San Diego, CA 92122, hereafter referred to as the “Contractor”, and , the Owner or designated Owner's Representative, hereinafter referred to as “Owner”.

The parties wish to enter into an agreement to define the terms and conditions under which Contractor will provide landscape maintenance services to Owner.

The parties hereby agree as follows:

1) **Services.** The Contractor agrees to perform the landscape management services noted on the “Landscape Management Annual Schedule” in accordance with the “Specifications” both of which are attached to and incorporated into this Agreement, for the property of the Owner, located at City of El Segundo, , , , (hereinafter referred to as the "Property").

2) **Start Date.** This Agreement shall commence on **January 01, 2017**, and shall renew annually subject to price adjustments (paragraph 3.C. below) on the anniversary date of the Agreement unless terminated by either party by providing thirty (30) days written notice prior to the end of the then current term.

3) **Consideration/Payment/Price Adjustments.**

   A. In consideration for the Contractor's performance for services described in the “Landscape Management Annual Schedule”, Owner agrees to pay Contractor a monthly amount of $4,795.00 which is equal to $57,540.00 annually.

   B. Invoices will be sent on or about the 1st day of each month for current month's services and payment shall be due upon receipt. A late charge of 1.5% per month shall be charged on all amounts 30 days past due and a $20.00 fee will apply to any returned check.

   C. Approximately sixty (60) days prior to each annual renewal, Contractor may send Owner notification of renewal and a price adjustment. If the Owner does not object in writing within 30 days of the date of the notification of price adjustment, then the renewal of this Agreement shall include the price adjustment. If the Owner objects to the notification of price adjustment in writing within 30 days of the date of notice then Contractor has the option to either (i) renew the Agreement without the price adjustment or (ii) terminate the Agreement.

4) **Additional Services.** Services performed and/or materials delivered, which are not specifically described herein, or changes in the size or physical condition of the Property will be deemed ‘Additional Services’. Additional services will be billed separately and all payments are due upon receipt. The performance of, and the payment for Additional Services are subject to all the terms and conditions of this Agreement.

5) **Materials, Supplies, and Equipment.** Contractor will furnish all materials, labor, supplies, and equipment necessary to perform the services specified.

6) **Venue and Attorney’s Fees.** This Agreement shall be governed by the laws of the State of with venue in the same county where Contractor’s service location is based. In the event of suit or action commenced to enforce the terms of the Agreement, the prevailing party shall be entitled to reimbursement of its reasonable expenses, attorney's fees and costs, including appeals.

7) **Minor Repairs.** Contractor is authorized to perform up to $200.00 worth of repairs not covered by this Agreement without prior approval of Owner.

8) **Liability.** Contractor is an independent contractor and the Owner assumes no liability for injury to the
Contractor or the Contractor’s agents or employees, unless such injury is caused by the Owner, the Owner’s agents, servants, or employees. It is further understood that the Contractor is not liable for any damage of any kind whatsoever that is not caused by the Contractor, its agents, or employees and Contractor shall not be responsible for any damages other than direct damages. This exclusion includes, without limitation, incidental, consequential, special and punitive damages.

9) **Insurance.** Contractor agrees to carry worker’s compensation, comprehensive general liability, and automobile insurance in an amount not less than $1,000,000 in the aggregate.

10) **Notification of Deficient Work.** If Owner believes Contractor is providing deficient work, Owner agrees to notify Contractor of deficiencies, in writing, within 10 days of said occurrence. If written notice is not received by Contractor within 10 days Owner knew or should have known of the deficiencies, Owner is deemed to have waived any and all claims to recover past payments and/or rights to withhold present or future payments due under this Agreement. Upon a notification of deficient work, Contractor agrees to rectify such deficiencies within 14 days to the extent commercially reasonable. If the Contractor corrects the deficiencies in accordance with the schedule, it shall not forfeit any amounts due under this Agreement.

11) **Early Termination.** Either party may terminate this Agreement by giving 30 days written notice to the other party. Contractor may also immediately cease performance or terminate this Agreement if Owner refuses or fails to pay Contractor according to the terms of this Agreement.

12) **Assignment.** Neither party may assign this Agreement without the other’s written consent and then only after thirty (30) days prior written notice. Should Owner assign this Agreement to a new Owner or entity, Contractor may require (i) approval of the credit worthiness of the new Owner and (ii) written assumption by the new Owner of all terms of this Agreement. Contractor may subcontract any portion of this Agreement to a qualified third party.

13) **Notices.** Notice to Contractor shall be sufficient if made or addressed to 215 N. Cedar Ave Inglewood, CA 90301 and to Owner at the principal place of business stated herein.

14) **Complete Agreement.** This Agreement constitutes the entire Agreement of the parties. Both parties have read this Agreement and fully understand its contents.

LANDCARE USA

By: ____________________________
Name: Jehovan Melgoza
Title: ____________________________
Date: ____________________________

Owner

By: ____________________________
Name: ____________________________
Title: ____________________________
Date: ____________________________

This Agreement is valid only if accepted and executed by the Customer and/or Property Owner within thirty (30) days of the date first submitted or, if later than thirty (30) days, revalidated by LandCare.

**LandCare Account Manager Information**

Name: Jehovan Melgoza
Email: jehovan.melgoza@landcare.com
Mobile: ____________________________

**Primary Contact Information**

Primary Contact: Mark Trujillo
Primary Phone: ____________________________
Primary Email: ____________________________

**Billing Contact Information**

Billing Contact: ____________________________
Billing Phone: ____________________________
Billing Email: ____________________________

LandCare
215 N. Cedar Ave Inglewood, CA 90301
LANDSCAPE MANAGEMENT ANNUAL SCHEDULE

SERVICES
Maintenance Visit
Bed Fertilization

<p>| | |</p>
<table>
<thead>
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<th></th>
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</thead>
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<tr>
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</tr>
<tr>
<td>TOTAL</td>
<td>$57,540.00</td>
</tr>
</tbody>
</table>

OPTIONAL SERVICES
SPECIFICATIONS

1.0 Turf Management

A. Lawn Mowing
   i. For all turf areas, LandCare (LC) will inspect and police the grounds for litter and debris prior to each mowing and dispose of it.
   
   ii. Turf will be mowed one time per week during active growing periods, and as often as required during slow periods of growth to maintain a neat and manicured appearance, weather permitting.
   
   iii. Mowing height for all irrigated lawn areas will be in accordance with best horticultural practices for a finished cut height (typically, for most species, no less than 1½” and no more than 2½”) unless otherwise requested. Turf will be cut at a uniform height. Mowing equipment will be kept sufficiently sharp and properly adjusted through daily servicing to provide a cleanly cut grass blade. Grass blade bruising, tearing, and shredding are to be prevented. Mowing pattern will be varied where possible to reduce rutting and compaction of grade. Any excess clippings will be dispersed and/or collected to prevent damage and unsightly appearance of lawns.

B. Edging & String Trimming
   i. All sidewalks curb lines, concrete slabs, tree circles, and bed edges will be edged as often as necessary to maintain a neat and manicured appearance. String trimming will be performed around all trees, shrubs, road signs, guard posts, utility poles, and other obstacles.

C. Cleaning of Walks
   i. At the conclusion of each visit, walks adjacent to work areas will be blown clean.

2.0 Shrub & Bed Maintenance

A. Policing & Grooming
   i. Landscaped areas will be patrolled throughout the growing season for weeds, litter, and debris. Particular attention will be paid to entryways, focal points, and high traffic areas.
   
   ii. Planter beds will be groomed to promote an attractive and fresh appearance.

B. Edging & String Trimming
   i. Complete trimming, edging, and weeding of all shrub and ground cover areas will be done on a cyclical basis.

C. Pruning
   i. Major pruning will be done following flowering or during plant’s dormant season.
   
   ii. Shrubbery and hedges will be pruned at established “maintenance” height.
   
   iii. Groundcover will be pruned as required to “contain” perimeter growth to within bed areas where adjacent to walks, curbs, and structures. Mature groundcover will be maintained at a consistent appearance with a beveled or rolled edge at hard surfaces.

LandCare
215 N. Cedar Ave Inglewood, CA 90301
iv. Shearing of plants will occur only where previous practice has been to shear, or as directed.

v. Removal of leaves and debris from lawns, planter beds, and walkways will be completed throughout the year as needed to maintain a clean appearance.

3.0 Arbor Care & Pruning
A. Skirting
   i. Trees will be “skirted” as needed to allow for pedestrian and vehicle clearance.

   ii. Lower branches of trees will be removed when in conflict with the growth of plantings beneath.

B. Pruning
   i. Pruning is limited to work that can be contained from the ground.

   ii. On trees that are over 12’, only low hanging branches that are considered a hazard to pedestrians or vehicles will be pruned as part of this agreement.

   iii. Trees less than 12’ total height will be pruned to remove weak, dead, damaged, and diseased portions of the tree for natural growth development.

   iv. Cuts will be flush and clean, leaving no stubs or tearing of bark. Major pruning will be done following flowering or during plant’s dormant season.

C. Staking & Guying
   i. Staked or guyed trees shall be monitored.

   ii. Supports will be removed or loosened when appropriate to prevent girdling of the trunk and encourage root development for support.

4.0 Fertilization
A. LC will provide all labor and materials to fertilize lawn, shrubs, and ground cover to maintain proper nutrient levels and provide a consistent, healthy appearance.

B. Turf, shrub, and ground cover areas will be fertilized with specially formulated products including well balanced, slow-release fertilizers.

C. Fertilizer product will be selected based on plant type and season.

5.0 Environmental Weed & Pest Control Program
A. Handling
   i. All applications of herbicides or pesticides will be performed under the direction of a licensed pest control applicator and in accordance with the laws of the state.

   ii. All safety precautions will be taken in the handling and application of chemicals as stated on manufacturer’s labels.

B. Weeds
i. Broadleaf turf weeds will be treated as needed in the spring and fall with applicable materials.

ii. Weeds in shrub, planter beds, ground cover areas, tree circles, parking lots and sidewalk cracks adjacent to landscaped areas will be controlled by a manual weeding program or by the use of selective herbicides, including pre-emergent herbicides.

C. Pests
i. Planting areas will be monitored for insect and disease infestations. Moles, field mice, ground squirrels, gophers, and other rodent activity will be monitored. Notification of problems and recommendations for timely appropriate, control measures will be made.

ii. Safety Data Sheets (SDS) for all chemicals used on site will be available from LC to clients in accordance with EPA and OSHA regulations.

iii. LC will comply, at all times with requirements for hazardous communications programs. Pest control specialists are trained and supervised in the safe application, storage, and disposal of chemicals in accordance with EPA, OSHA, and DPR regulations.

6.0 Irrigation Equipment & Operation
A. Scheduling
i. Irrigation controllers will be scheduled to maximize existing system efficiency and will be set for night and/or early mornings unless instructed otherwise by Owner.

ii. Controller programs will be adjusted as determined by weather and plant requirements and will be shut off during periods of rain.

B. Cleaning and Monitoring
i. Sprinklers will be cleaned and adjusted to provide the best coverage possible from your existing system.

ii. Each zone will be turned on and monitored for leaks or malfunctioning parts and adjusted for proper spray arc and maximum system efficiency.

C. Inspection and Repairs
i. Damage or vandalism caused by others shall be reported to owner promptly.

ii. Repair and/or replacement of any damaged or malfunctioning components beyond LC control will be submitted as an extra.

iii. Damage caused to the irrigation system by LC shall be repaired immediately and at no charge.

7.0 General Conditions
A. Owner is responsible for all costs associated to water.

B. LC will provide uniformed staff supervised by fully trained Supervisors and Production Managers.

C. Mobile communications are in use during regular business hours and emergency after-hours communication is available.

LandCare
215 N. Cedar Ave Inglewood, CA 90301
D. LC provides all payment of wages, workers’ compensation insurance, social security tax, employment compensation tax, employer’s liability insurance, and all other requirements of federal, state, and local government.

E. Licenses and proof of insurance are available on request. California Contractor License: C-27 License - 970508

F. Inspection of site(s) will be made regularly and problems, if found, will be discussed by LC with the Owner.

G. Written, comprehensive inspection reports will be provided, upon request.

H. Organic debris collected by LC is removed from site and recycled and/or composted.

8.0 Work Performed at an Additional Fee

A. Extra work will be agreed upon by both parties in advance of work.

B. Irrigation repairs and replacement of heads, valves, controllers, wires, mainlines and lateral lines not specifically included in the landscape management annual schedule. Any work under hardscape will be repaired as an extra charge using time and material rates.

C. Trimming of trees over 12’ in total height.

D. Treatment for rodents, snails, diseases, or pests on lawns, trees & shrubs, except as specified, or requiring any overhead application.

E. Any unforeseen pest invasion requiring control above and beyond normal horticultural practices.

F. Parking lot maintenance (parking lot sweeping, leaf pickup, litter pickup).

G. Aeration, scalping, or renovation of lawn areas.

H. Correcting pre-existing conditions such as dead or dying plant material requiring remedial work.

I. Cleaning and/or repairing from acts of vandalism, natural disorders, or acts of God.

J. Materials such as mulch or annual or perennial color.
EL SEGUNDO CITY COUNCIL
AGENDA ITEM STATEMENT

AGENDA DESCRIPTION:
Consideration and possible action to waive all City fees supporting the 2017 Main Street Car Show, (Fiscal Impact: Approximately $1,465.00 in additional fee waivers)

RECOMMENDED COUNCIL ACTION:
1. Deny the request for additional fee waivers for the 2017 Main Street Car Show and continue to honor the 75% fee waiver as approved by City Council on July 15, 2014; and/or,
2. Alternatively, discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS:
1. Letter from the CEO/President of the El Segundo Chamber of Commerce requesting 100% fee waiver for the 2017 Downtown El Segundo Car Show.
2. Original Fee Waiver Scorecard
3. City Costs for 2016 Car Show

FISCAL IMPACT: $5,860 Total; Approximately $1,465.00 in additional fee waivers

Amount Budgeted: N/A
Additional Appropriation: N/A
Account Number(s): N/A

STRATEGIC PLAN:
Goal: 5a El Segundo promotes economic growth and vitality for businesses and the community

Goal: 5b El Segundo approaches its work in a financially strategic and responsible way

Objective: 2 The City will maintain a stable, efficient, and transparent financial environment

PREPARED BY: Meredith Petit, Director of Recreation and Parks
REVIEWED BY: Barbara Voss, Economic Development Manager
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND & DISCUSSION:
From 1997 through 2015 the El Segundo Police Officers’ Association (ESPOA) sponsored the Main Street Car Show in downtown El Segundo. This popular event is a favorite among El Segundo residents and brings visitors from throughout the region to City’s downtown district. In addition to classic and specialty cars, the show features live music and vendors, and provides increased sales for the shops and restaurants in the downtown area.

In 2016, the ESPOA announced that it would temporarily suspend hosting the car show. After the announcement, the El Segundo Chamber of Commerce, along with the Automobile Driving Museum,
offered to step in to host the car show until the ESPOA resumes the role of hosting in future years, to provide the community with continuity in upholding the annual car show tradition.

According to the City’s Special Event Fee Waiver Policies, the ESPOA Main Street Car Show is eligible to receive a 75% fee waiver on all city services and charges associated with supporting the event (see Attachment #2 – Fee Waiver Scorecard). Fees include equipment rentals (show mobile, barricades, etc.), banner permits, amplified sound permits, and related staff time. However, due to the unforeseen circumstances in 2016, the Chamber requested a 100% fee waiver from the City Council and on May 17, 2016, the City Council voted and approved the 100% fee waiver request for the 2016 event on a “one time basis”. The cost to the City to support the 2016 Car Show was $5,859.67.

The El Segundo Chamber of Commerce has announced that the 2017 Car Show will be organized in partnership with ESPOA, and in a letter addressed to the City Manager have once again requested that the City waive all fees associated with the event taking place on Saturday, August 29, 2017. It is anticipated that the costs associated with the 2017 event will be similar to 2016, and are estimated at $5,860.00. The event is already approved to receive a 75% fee waiver, approximately $4,395.00, making the additional non-recovered costs for the City $1,465.00 should the request be granted. According to the El Segundo Municipal Code 8-8-7, the City Council has the authority to waive fees for non-profit organizations.

After reviewing the request, staff recommends upholding the original fee waiver of 75% due to the fact that the 2016 fees were waived in their entirety on a one-time basis because the Police Officers Association was unable to organize the event and subsequently the Chamber’s goal in stepping in was to provide continuity for the Downtown merchants and visitors. Now that the POA has renewed their commitment to the event, the event should remain under the same judgment as prior years. The event is a fundraiser and raises enough funds to cover the cost of the 25% City charges while still providing funds to be used for other charitable purposes.
June 5, 2017

Greg Carpenter
City Manager
City of El Segundo
350 Main Street
El Segundo, CA 90245

Dear Greg:

As you know, the El Segundo Police Officers’ Association produced the much loved Main Street Car Show in Downtown El Segundo for many years. Last summer, the El Segundo Chamber stepped in and produced the Downtown El Segundo Car Show when the ESPOA was unable to do so. We are happy to announce that the El Segundo Chamber and the ESPOA will be working together this year to create the Main Street Car Show during this exciting Centennial Year Celebration of El Segundo!

The Chamber and ESPOA will be joining together with the Automobile Driving Museum in bringing the Main Street Car Show to our community on Saturday, August 19, 2017. This event will bring hundreds of both residents and visitors to Downtown El Segundo thus ensuring a robust day for our shops and restaurants as well as a wonderful day for families and car show enthusiasts.

We respectfully request the City of El Segundo to support this important event for our community thus waiving the fees for equipment (showmobile, barricades, etc), sound permit/banner permit as well as staff time. We appreciate your consideration in joining together with us to create another memorable experience for our community and a successful day for our businesses.

Warm regards,

Marsha

Marsha Hansen
CEO/President

427 Main Street • El Segundo, CA 90245 • 310-322-1220 • Fax 310-322-6880
director@elsegundochamber.org • www.elsegundochamber.com
## CITY OF EL SEGUNDO FEE WAIVER SCORECARD

**EVENT NAME & DATE:** ESPOA Main Street Car Show

<table>
<thead>
<tr>
<th>Category</th>
<th>Comments</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ORGANIZATION INFORMATION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>This section considers the organization's financial status and the percentage of the organization's funds that are used directly for social programs.</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Type of Organization</td>
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<td></td>
</tr>
<tr>
<td>Resident / El Segundo Non-Profit</td>
<td>(10)</td>
<td>10</td>
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<tr>
<td>El Segundo School Org.</td>
<td>(8)</td>
<td></td>
</tr>
<tr>
<td>Non-Resident Non-Profit</td>
<td>(6)</td>
<td></td>
</tr>
<tr>
<td>Resident Commercial</td>
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<td></td>
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<tr>
<td>Non-Resident Commercial</td>
<td>(2)</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>(0)</td>
<td></td>
</tr>
</tbody>
</table>

| **EVENT/PROGRAM INFORMATION**  |          |       |
| *This section considers whether or not the event is a fundraiser. It also considers who the event or program is designed for.* |          |       |
| Fundraising Status              |          |       |
| Non-fundraising                 | (4)      | 3     |
| Fundraising for ES Org          | (3)      |       |
| Fundraising for other           | (1)      |       |
| Target Audience                 |          | 3     |
| (Defined as the population that the event or program is intended to serve) |          |       |
| El Segundo Residents            | (4)      |       |
| General Public                  | (3)      |       |
| Exclusive Use                   | (0)      |       |
| Cost to Participate             |          | 2     |
| Free to attend                  | (2)      |       |
| Fee charged                     | (0)      |       |

| **CONSIDERATIONS**             |          |       |
| *This section considers the perceived benefits and the impacts of the event or program to the residents of the City El Segundo.* |          |       |
| Perceived Community Benefit    |          | 4     |
| Mostly Community               | (5)      |       |
| Considerable Community         | (4)      |       |
| Balanced                       | (3)      |       |
| Considerably Individual        | (2)      |       |
| Mostly Individual              | (0)      |       |
| Impact                         | Street Closures; Sound Permit | -2     |
| Street Closure                 | (-1)     |       |
| Property Wear & Tear           | (-1)     |       |
| Sound Impact                   | (-1)     |       |
| Other Considerations &         |          |       |
| Recommendations                |          |       |
| **TOTAL SCORE**                | 20       |       |

Total Amount Requested to be Waived $%
Total Amount Waived $%

**Level I:** 25-20 = Consider waiving most fees (75%)
**Level II:** 19-15 = Consider waiving partial fees (50%)
**Level III:** 14-12 = Consider waiving minimal fees (25%)
**Level IV:** <12 = Do not consider waiving fees (0%)
## 2016 Chamber of Commerce Main St. Car Show

### City Staff Charges

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<tr>
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<th>Cost</th>
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<tbody>
<tr>
<td>Public Works Staff - Reg.</td>
<td>$1,798.34</td>
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<tr>
<td>Supervisor $50.02 hr. x 8 hrs</td>
<td>$400.16</td>
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<tr>
<td>Lead Worker $44.21 x 6 hrs</td>
<td>$265.26</td>
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<tr>
<td>Lead Worker $44.21 x 8 hrs</td>
<td>$353.68</td>
</tr>
<tr>
<td>2 Maint. Workers $35.42 x 8 hrs</td>
<td>$566.72</td>
</tr>
<tr>
<td>Maint. Worker $35.42 x 8 hrs</td>
<td>$212.52</td>
</tr>
<tr>
<td>Parks Staff - OT $57.61 hr. x 10 hrs</td>
<td>$576.10</td>
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<tr>
<td>Police Dept. Staff</td>
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### Permit Fees

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<td>Amplified Sound Permit</td>
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<tr>
<td>Banner Permit</td>
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### Equipment

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<tbody>
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<td>Showmobile/Tow</td>
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<tr>
<td>Pick up 2608 $21.43 x 8 hrs</td>
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<tr>
<td>Pick up (large) 2603 $26.90 x 8 hrs</td>
<td>$215.20</td>
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<tr>
<td>Pick up (large) 2676 $26.90 x 6 hrs</td>
<td>$161.40</td>
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<tr>
<td>Temporary No Parking Signs $.30 x 78</td>
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<tr>
<td>Barricades $30.88 x 8</td>
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### Totals

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<tr>
<td>Permit Fees</td>
<td><strong>$313.00</strong></td>
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<tr>
<td>Equipment</td>
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<tr>
<td>Application Fee</td>
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<td><strong>Sub Total</strong></td>
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<td>Less Fee Waiver 100%</td>
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<td><strong>Total</strong></td>
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AGENDA DESCRIPTION:

Consideration and possible action to approve the addition of one Recreation Supervisor full-time position and one Recreation Coordinator full-time position to the Recreation and Parks Department Recreation Division due to the upcoming opening and planning of the El Segundo Aquatics Center. (Fiscal Impact: $246,586 Annually)

RECOMMENDED COUNCIL ACTION:

1. Approve the addition of one Recreation Supervisor full-time position and one Recreation Coordinator full-time position to the Recreation and Parks Department Recreation Division; and,
2. Direct staff to proceed with the development of a new part-time job classification of Pool Manager; or,
3. Alternatively, discuss and take other possible action related to this item.

ATTACHED SUPPORTING DOCUMENTS:

1. Current Recreation Division Organizational Structure
2. Proposed Recreation Division Organizational Structure

FISCAL IMPACT: $246,586 Annually

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STRATEGIC PLAN:

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<th>Objective:</th>
<th>Implementation:</th>
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<tr>
<td>1a</td>
<td>1</td>
<td>El Segundo provides unparalleled service to internal and external customers</td>
</tr>
<tr>
<td>3a</td>
<td>3</td>
<td>El Segundo is a City employer of choice and consistently hires for the future</td>
</tr>
</tbody>
</table>

Objective: 3 The City has a comprehensive, intentional approach to staff development, training and succession

ORIGINATED BY: Meredith Petit, Director of Recreation and Parks

REVIEWED BY: Greg Carpenter, City Manager

APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:

Through a Settlement Agreement between the Wiseburn Unified School District ("Wiseburn") and the City of El Segundo, the two parties have been collaborating on designing and constructing a joint-use aquatics facility that will be located on Wiseburn property but operated and maintained by the City. The City Council approved a facility design that includes a 53.2-meter by 25-meter
competition pool, a warm-up pool, spectator seating, locker rooms and restroom facilities, staff
offices, a mechanical building, parking lot, and sports lighting. The upgraded facility design was
in large part selected to enable the City to maximize its potential to generate revenue through a
wide variety of programming and special event rentals. The facility is currently under construction
and, according to the Settlement Agreement, must be completed on or before July 31, 2018.

To properly prepare for the facility opening, it is necessary to have full-time staff in place at least
six months prior to the facility opening to begin planning programs, booking events, and recruiting,
hiring and training staff. The full-time staff assigned to the aquatics program will also be assisting
the Recreation Superintendent in ordering necessary equipment and supplies, coordinating
registration processes, and setting up the City offices at the new facility. Additionally,
programming adjustments will be necessary at the Urho Saari Swim Stadium and will require
additional preparation than administering programs status quo. The recruitment period for a full-
time position will take approximately four months from posting to first day of work.

During the planning stages of this project the City consulted with Isaac Sports Group, LLC, to
conduct a Programming, Design, and Financial Analysis of various aquatics center options, in
which the findings and recommendations were presented to the City Council on February 3, 2015.
The financial projections for the selected design option and total aquatics program is summarized
below:

<table>
<thead>
<tr>
<th>Maintenance/Public Works</th>
<th>The Plunge</th>
<th>Aquatics Center</th>
<th>Annual Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$ 219,158</td>
<td>$ 215,544</td>
<td>$ 434,702</td>
</tr>
<tr>
<td>Aquatics/Recreation</td>
<td>$ 477,547</td>
<td>$ 622,256</td>
<td>$ 1,099,803</td>
</tr>
<tr>
<td>Insurance/Finance</td>
<td>$ 19,469</td>
<td>$ 20,821</td>
<td>$ 40,290</td>
</tr>
<tr>
<td>EXPENSES TOTAL</td>
<td>$ 716,174</td>
<td>$ 858,621</td>
<td>$ 1,574,795</td>
</tr>
<tr>
<td>REVENUE TOTAL</td>
<td>$ 242,406</td>
<td>$ 818,926</td>
<td>$ 1,061,332</td>
</tr>
<tr>
<td>NET OPERATING INCOME (DEFICIT)</td>
<td>(473,768)</td>
<td>(39,695)</td>
<td>(513,463)</td>
</tr>
</tbody>
</table>

It is important to note that the revenue projections for the new Aquatics Center and the entire
aquatics program including the Urho Saari Swim Stadium and outdoor pools were based upon
assumptions identified in the study and presentations, including increased fees for programs,
significant program expansion, and the implementation of creative programming that has never
been explored in El Segundo. For the projections to become realized, all components will have to
align. This endeavor is dependent upon experienced and dedicated recreation professionals.

More specifically, the personnel related costs estimated in the study are summarized as follows:

<table>
<thead>
<tr>
<th>Maintenance/Public Works</th>
<th>The Plunge</th>
<th>Aquatics Center</th>
<th>Annual Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$ 101,658</td>
<td>$ 55,972</td>
<td>$ 157,630</td>
</tr>
<tr>
<td>Aquatics/Recreation</td>
<td>$ 369,000</td>
<td>$ 436,955</td>
<td>$ 805,955</td>
</tr>
<tr>
<td>Aquatic Supervisor</td>
<td>79,200</td>
<td>-</td>
<td>79,200</td>
</tr>
<tr>
<td>Aquatic Center Manager</td>
<td></td>
<td>49,754</td>
<td>49,754</td>
</tr>
<tr>
<td>Lifeguards/Cashiers (non-instructional)</td>
<td>220,000</td>
<td>347,478</td>
<td>567,478</td>
</tr>
<tr>
<td>Benefits/Taxes, etc.</td>
<td>69,800</td>
<td>39,723</td>
<td>109,523</td>
</tr>
<tr>
<td>EXPENSES TOTAL</td>
<td>$ 470,658</td>
<td>$ 492,927</td>
<td>$ 963,585</td>
</tr>
</tbody>
</table>
As the facility design and the expectations have continued to develop over the past two and a half years, staff has continued analyzing program needs and related personnel requirements. Safety and program success is of the utmost importance. To that end, staff recommends a comprehensive personnel structure to manage the entire aquatics program, including all programs, maintenance, supervision and administration of six swimming pools: two pools at the Urho Saari Swim Stadium, Hilltop Outdoor Pool, Acacia Outdoor Pool and two pools at the new El Segundo Aquatics Center.

The recommended personnel structure dedicated solely to aquatics would include one full-time Pool Maintenance Technician (under Public Works Department), one full-time Recreation Supervisor (located at the Aquatics Center), and one full-time Recreation Coordinator (located at the Urho Saari Swim Stadium). In addition, the aquatics facilities and programs will require a new part-time job classification to be created, titled Pool Manager, to supervise daily operations at all facilities. All facilities will continue to be staffed with appropriate Senior Lifeguards and Lifeguards to enforce pool rules and provide emergency response to swimmers in distress. Lastly, Recreation Leaders are required to function as cashiers to provide customer service functions such as collecting entrance fees, admitting entry, processing program registrations, answering phone calls and providing general information to the public.

While the 2015 study incorporated many of these job functions and personnel expenses, it was also assumed that the existing positions within the Recreation Division may absorb some of the full-time position functions. However, after further review, it is recommended that the Recreation Supervisor and Recreation Coordinator positions be added positions to the Department’s overall organizational structure in order for the aquatics program to have dedicated staff assigned solely to these facilities. The added positions will allow the Recreation Division to continue to administer quality programs in other areas such as senior services, youth camps and programs, transportation, teen center activities, sports programs and special events, as well as continue to enhance and add programs to meet the needs of the community.

Additionally, the assumptions used in the study to estimate costs associated with the lifeguard functions of the operations are lower than staff anticipates the actual need to be based on the anticipated hours of operation, the variety of programming that will be occurring at the facility at any given time, and the desired lifeguard staffing method to ensure the highest safety level is achieved. The difference in budgetary implications from the preliminary estimates to current recommendations are as follows:

<table>
<thead>
<tr>
<th></th>
<th>The Plunge</th>
<th>Aquatics Center</th>
<th>Annual Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance/Public Works</td>
<td>$ 88,633</td>
<td>all aquatics facilities</td>
<td>$ 88,633</td>
</tr>
<tr>
<td>Aquatics/Recreation</td>
<td>$ 369,139</td>
<td>$ 752,400</td>
<td>$ 1,121,538</td>
</tr>
<tr>
<td>Recreation Supervisor (FT)- Aquatics*</td>
<td>* Includes benefits</td>
<td>107,175</td>
<td>107,175</td>
</tr>
<tr>
<td>Recreation Coordinator (FT)- Aquatics*</td>
<td>85,939</td>
<td>* Includes benefits</td>
<td>85,939</td>
</tr>
<tr>
<td>Pool Managers (PT)</td>
<td>28,000</td>
<td>56,000</td>
<td>84,000</td>
</tr>
<tr>
<td>Lifeguards/Cashiers</td>
<td>220,000</td>
<td>500,228</td>
<td>720,228</td>
</tr>
<tr>
<td>Benefits/Taxes, etc.(PT)</td>
<td>35,200</td>
<td>88,996</td>
<td>124,196</td>
</tr>
<tr>
<td><strong>EXPENSES TOTAL</strong></td>
<td><strong>$ 457,772</strong></td>
<td><strong>$ 752,400</strong></td>
<td><strong>$ 1,210,171</strong></td>
</tr>
<tr>
<td><strong>VARIANCE FROM 2015 ESTIMATES TO CURRENT RECOMMENDATIONS</strong></td>
<td></td>
<td></td>
<td><strong>$ 246,586</strong></td>
</tr>
</tbody>
</table>
If approved, staff intends to promptly begin the recruitment process for the Recreation Supervisor position through a nation-wide recruitment effort through various professional aquatics associations to ensure that we attract someone with prior experience in operating a multi-faceted aquatics program, has established professional networks in the industry, and is truly dedicated to safety and quality in aquatics operations. While the total annual personnel expenses for part-time personnel related to the Aquatics Center is projected to be $645,225 per year, the fiscal impact for Fiscal Year 17/18 would be projected at $161,306, or 25% of the annual budget, due to the Aquatics Center anticipated opening on or around July 1, 2018. The full-time Recreation Supervisor would be anticipated to start around the beginning of the fiscal year, while the Recreation Coordinator would likely start in Spring 2018. Staff would budget these positions at 100% and 50% respectively for FY17/18.
Recreation Division

Proposed Organizational Chart

Recreation Superintendent
Recreation Division Management
Arts & Culture Advisory Committee

Recreation Supervisor
Sports / Field Reservations
Special Events / Sponsorships
Checkout

Recreation Supervisor
Cultural Arts
Registration / Brochure
Clubhouse

Recreation Supervisor
Seniors / Housing Board
Transportation / Volunteers
Joslyn Center

NEW POSITION
Recreation Supervisor
Aquatics
Aquatics Center

NEW POSITION
Recreation Coordinator
Teens / Special Events
Teen Center

Recreation Coordinator
Contract Classes / Camps
Farmers Market
Clubhouse

Recreation Leader IV
Teen Center

Recreation Leader IV
Checkout

Recreation Leader IV
Sports / CES

Recreation Leader IV
Camps / Classes

Recreation Leader IV
Registration

Recreation Leader IV
Joslyn / Transportation

Recreation Leader IV
Shuttle Drivers

Outreach Office

NEW POSITIONS (PT)
Pool Managers
All Facilities

Senior Lifeguards
Lifeguards
Swim Instructors

Recreation Leaders