



City of El Segundo

Office of the City Manager

ADMINISTRATIVE ORDER NO. 1 TO ADDRESS COVID-19

Re-opening of Restaurants, Retail Food Facilities and Retail Operations in the
City of El Segundo

Revised Order Issued: July 16, 2020

By virtue of authority vested in me as the City Manager of the City of El Segundo pursuant to the provisions of the El Segundo Municipal Code, Section 2-2-5, to promulgate, issue, and enforce rules, regulations, orders, and directives, I hereby declare the following orders to be necessary for the protection of life and property. This Order will take effect immediately and remain in effect until the current COVID-19 emergency is terminated by City Council resolution.

This Order is issued in accordance with, and incorporates by reference, the March 4, 2020 Proclamation of a State of Emergency issued by Governor Gavin Newsom, the March 4, 2020 declaration of public health emergency issued by the Los Angeles County Board of Supervisors and Los Angeles County Health Officer, and the March 17, 2020, Confirmation of a Local Emergency issued by the El Segundo City Council.

On May 29, 2020, the Los Angeles County Health Officer issued the “Reopening Safer at Work and in the Community for Control of COVID-19” Order which applies to all cities in Los Angeles County (including the City of El Segundo) except the cities of Pasadena and Long Beach. This Order is intended to supplement and further clarify the Los Angeles County Health Officer’s Order, as amended, within the City of El Segundo.

PURSUANT TO GOVERNMENT CODE SECTION 8630 AND EL SEGUNDO MUNICIPAL CODE CHAPTER 2-2, THE CITY MANAGER, ACTING AS THE EMERGENCY SERVICES DIRECTOR, ORDERS THE FOLLOWING:

1. All restaurant and retail food facilities in the City of El Segundo may re-open for indoor and outdoor table dining in compliance with the County’s current order.
2. Any restaurant or retail food facility with a valid permit to conduct outdoor dining within the public right-of-way may resume outdoor dining service in compliance with the terms of the city-issued permit, Municipal Code section 15-2-16, and the Los Angeles County Health Officer’s most current order.
3. Restaurants and retail food facilities that are not presently authorized to conduct outdoor dining service within the public right-of-way may apply for a Temporary Encroachment Permit. For restaurants and retail food facilities located within the

Elected Officials

Drew Boyles,
Mayor

Chris Pimentel,
Mayor Pro Tem

Carol Pirsztuk,
Councilmember

Scot Nicol,
Councilmember

Lance Giroux,
Councilmember

Tracy Weaver,
City Clerk

Matthew Robinson,
City Treasurer

Appointed Officials

Scott Mitnick,
City Manager

Mark D. Hensley,
City Attorney

Department Directors

Barbara Voss,
Deputy City Manager

Joseph Lillio,
Finance

Chris Donovan,
Fire Chief

David Serrano,
Human Resources

Charles Mallory,
Information Systems

Melissa McCollum,
Library Services

Sam Lee,
Planning & Building Safety

Bill Whalen,
Police Chief

Mark Watkins,
Public Works

Meredith Petit,
Recreation & Parks

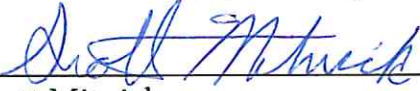
Downtown Specific Plan (“DSP”) Area, the DSP’s design review requirement for outdoor dining is hereby waived for the term of this order or until further notice and the Interim Public Works Director or designee is authorized to issue temporary encroachment permits that may remain effective through January 10, 2021. The Interim Public Works Director or designee may issue a temporary encroachment permit pursuant to this paragraph without having first received the proof of insurance required by the terms of the permit, provided that proof of adequate insurance is submitted to the Interim Public Works Director within 72 hours after issuance of the temporary permit. If the applicant fails to timely provide proof of insurance, the permit will automatically become null and void. Those persons interested in applying for and receiving such a permit may contact the City at 310-524-2360 or NPetrevski@elsegundo for more information.

4. The Planning and Building Safety Director or his designee is authorized to temporarily waive otherwise applicable on-site parking requirements for any restaurant, retail food facility, or retail operation that wishes to conduct temporary outdoor dining or temporary outdoor retail uses within a portion of the onsite, off-street parking area that serves the restaurant, retail food facility or retail operation. Temporary outdoor dining within an on-site, off-street parking area must be conducted in accordance with El Segundo Municipal Code section 15-2-16 and the Los Angeles County Health Officer’s most current order. Temporary outdoor retail uses within an on-site, off-street parking area must be conducted in accordance with the Los Angeles County Health Officer’s most current order. A Temporary Use Permit is required for the displacement of any on-site parking to allow additional space for outdoor dining or outdoor retail uses. The Planning and Building Safety Director or his designee is authorized to issue Temporary Use Permits consistent with this paragraph. The Planning and Building Safety Director or his designee may issue a temporary use permit pursuant to this paragraph without having first received the proof of insurance required by the terms of the permit, provided that proof of adequate insurance is submitted to the Director or his designee within 72 hours after issuance of the temporary permit. If the applicant fails to timely provide proof of insurance, the permit will automatically become null and void.
5. Any retail operation with a valid permit to conduct outdoor retail uses within the public right-of-way may resume outdoor retail uses in compliance with the terms of the city-issued permit and the Los Angeles County Health Officer’s most current order. Retail operations that are not presently authorized to conduct outdoor retail uses within the public right-of-way may apply for a Temporary Encroachment Permit. For retail operations located within the Downtown Specific Plan Area, the DSP’s design review requirement for outdoor retail uses is hereby waived for the term of this order or until further notice and the Interim Public Works Director or designee is authorized to issue temporary encroachment permits that may remain effective through January 10, 2021. The Interim Public Works Director may issue a temporary encroachment permit pursuant to this paragraph without having first received the proof of insurance required by the terms of the permit, provided that proof of adequate insurance is submitted to the Interim Public Works Director within 72 hours after issuance of the temporary permit. If the applicant fails to timely provide proof of insurance, the permit will automatically become null and void. Those persons interested in applying for and receiving such a permit may contact the City at 310-524-2360 or NPetrevski@elsegundo.for more information.
6. If otherwise allowed under the most recent orders of the State of California and the Los Angeles County Health Officer, an assembly hall may, upon obtaining a Temporary Use Permit (TUP) from the City, conduct an assembly outdoors on the property on which the assembly hall is located. The Planning and Building Safety Director (Director) or his designee is authorized to temporarily waive otherwise applicable on-site parking requirements for any assembly hall that wishes to conduct temporary assemblies within a portion of the on-site, off-street parking area that serves the assembly hall. The Director may condition each TUP as he deems appropriate to ensure compatibility with adjacent uses, including, without limitation, restrictions on the type and use of sound amplification equipment, video screens, seating, temporary shade structures, platforms,

and the days/times during which an assembly may take place and the duration of each assembly. No food service of any kind is allowed in connection with an outdoor assembly held pursuant to this paragraph. Any outdoor assembly held pursuant to this paragraph must be conducted in a manner consistent with the most current order of the Los Angeles County Health Officer (e.g., social distancing requirements, facial covering requirements, maximum number of attendees, etc.) The Director is authorized to issue Temporary Use Permits consistent with this paragraph. The Director may require proof of liability insurance naming the City as additional insured prior to issuance of a TUP. No TUP may be issued for an assembly use that is prohibited by the most recent order of the State of California or the Los Angeles County Health Officer. Temporary Use Permits issued pursuant to this paragraph will remain in effect for effective through January 10, 2021.

7. The fees for all permits issued pursuant to this order are hereby waived.

This version of Administrative Order No. 1 supersedes all previous versions. A violation of any of the above prohibitions constitutes a misdemeanor under El Segundo Municipal Code Section 2-2-8 and is punishable by fines not to exceed \$1,000 or imprisonment not to exceed six months.



Scott Mitnick
City Manager
City of El Segundo

16th July 2020
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