



City of El Segundo

Office of the City Manager

ADMINISTRATIVE ORDER NO. 1 TO ADDRESS COVID-19

Amended and Restated Order Issued: January 29, 2021

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,
Chief Financial Officer

Melissa McCollum,
Community Services Director

Sam Lee,
Development Services Director

Chris Donovan,
Fire Chief

Donna Peter,
Human Resources Director
(Interim)

Charles Mallory,
IT Director

Bill Whalen,
Police Chief

Elias Sassoon,
Public Works Director

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 attest to the following orders as 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 Proclamation 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 January 29, 2021, the Los Angeles County Health Officer issued a new 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 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 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 Public Works Director or designee is authorized to issue Temporary Encroachment Permits that may remain effective through July 1, 2021. The 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 temporary permit, provided that proof of adequate insurance is submitted to the 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's Acting Public Works Inspector Nick Petrevski at 310-524-2360 or npetrevski@elsegundo.org for more information.

- 4) The Development Services 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 (TUP)** is required for the displacement of any on-site parking to allow additional space for outdoor dining or outdoor retail uses. The Development Services Director or his designee is authorized to issue TUPs consistent with this paragraph. The Development Services Director or his designee may issue a TUP pursuant to this paragraph without having first received the proof of insurance required by the terms of the temporary 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. Those persons interested in applying for and receiving such a permit may contract the City's Principal Planner Eduardo Schonborn at (310) 524-2312 or eschonborn@elsegundo.org for more information.
- 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 Public Works Director or designee is authorized to issue Temporary Encroachment Permits that may remain effective through July 1, 2021. The 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 temporary permit, provided that proof of adequate insurance is submitted to the 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's Acting Public Works Inspector Nick Petrevski at 310-524-2360 or npetrevski@elsegundo.org for more information.
- 6) If allowed under the most recent orders of the State of California and the Los Angeles County Health Officer, **personal care facilities, assembly halls and fitness centers** may, upon obtaining a **Temporary Use Permit (TUP)** from the City, provide services outdoors on the property on which the use is located. The Development Services Director (Director) or his designee is authorized to temporarily waive applicable on-site parking requirements for any such uses that wishes to temporarily provide services within a portion of the on-site, off-street parking area that serves the use. The Director may condition each TUP as deemed necessary and appropriate to ensure compatibility with adjacent uses. Any services provided outdoors pursuant to a TUP must be conducted in a manner consistent with the most current applicable order of the Los Angeles County Health Officer. No TUP may be issued for a use that is prohibited by the most recent order of the State of California or the Los Angeles County Health Officer. TUPs issued pursuant to this paragraph will remain effective through July 1, 2021.
- 7) **Personal care facilities, assembly halls and fitness centers** that wish to provide services outdoors and within the public right-of-way may apply for a **Temporary Encroachment Permit**. The Public Works Director or designee is authorized to issue Temporary Encroachment Permits that may remain effective through July 1, 2021 and may condition each such permit as deemed necessary and appropriate to protect and preserve the public health, safety and welfare. Any services provided within the public right-of-way pursuant to a Temporary Encroachment Permit must be conducted in a manner consistent with the most current applicable order of the Los Angeles County Health Officer, and must comply with all applicable laws, including the Americans with Disabilities Act. The 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 temporary permit, provided that proof of adequate insurance is submitted to the Public Works Director within 72 hours after issuance of the temporary permit. If the applicant fails to provide proof of insurance within that period, the permit will automatically become null and void.

- 8) **Other uses** may be allowed outdoors upon issuance of a Temporary Use Permit (TUP) from the City, provided: a) the use is allowed under the most recent orders of the State of California and the Los Angeles County Health Officer; b) LA County has provided/adopted reopening protocols or guidelines for said use; and/or, c) the use is associated with the existing use on the property for which a TUP is issued.
- 9) The fees for all permits issued pursuant to this order are hereby waived.
- 10) Until further notice, all persons must wear a face covering or mask over both the nose and mouth whenever they are present in any common area within the **Park Vista Senior Housing Facility** located at 615 E. Holly Avenue.

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/Director of Emergency Services
City of El Segundo

Date: January 29, 2021