

**CITY OF REDONDO BEACH
HARBOR COMMISSION AGENDA
Monday, May 10, 2021**

**THIS VIRTUAL MEETING IS HELD PURSUANT TO EXECUTIVE ORDER N-29-20 ISSUED BY
GOVERNOR NEWSOM ON MARCH 17, 2020.**

REGULAR MEETING OF THE HARBOR COMMISSION - 6:30 PM

**ALL COMMISSION MEMBERS ARE PARTICIPATING BY VIRTUAL
MEETING. MEMBERS OF THE PUBLIC MAY ONLY PARTICIPATE BY
ZOOM, EMAIL OR eCOMMENT.**

Harbor Commission meetings are broadcast live through Spectrum Cable, Channel 8, and Frontier Communications, Channel 41. Live streams and indexed archives of meetings are available via internet. Visit the City's office website at www.Redondo.org/rbtv.

TO WATCH MEETING LIVE ON CITY'S WEBSITE:

<https://redondo.legistar.com/Calendar.aspx>

*Click "In Progress" hyperlink under Video section of meeting

TO WATCH MEETING LIVE ON YOUTUBE:

<https://www.youtube.com/c/CityofRedondoBeachIT>

TO JOIN ZOOM MEETING (FOR PUBLIC COMMENT ONLY):

Register in advance for this meeting:

https://us02web.zoom.us/webinar/register/WN_wEgX-DZzRpeLkfl_zMO6Ug

After registering, you will receive a confirmation email containing information about joining the meeting.

If you are participating by phone, be sure to provide your phone # when registering. You will be provided a Toll Free number and a Meeting ID to access the meeting. Note; press # to bypass Participant ID. Attendees will be muted until the public participation period is opened. When you are called on to speak, press *6 to unmute your line. Note, comments from the public are limited to 3 minutes per speaker.

eCOMMENT: COMMENTS MAY BE ENTERED DIRECTLY ON WEBSITE AGENDA PAGE:

- 1) Public comments can be entered before and during the meeting.
- 2) Select a SPECIFIC AGENDA ITEM to enter your comment;
- 3) Public will be prompted to Sign-Up to create a free personal account (one-time) and then comments may be added to each Agenda item of interest.
- 4) Public comments entered into eComment (up to 2200 characters; equal to approximately 3 minutes of oral comments) will become part of the official meeting record. Comments may be read out loud during the meeting.

EMAIL: TO PARTICIPATE BY WRITTEN COMMUNICATION WITH ATTACHED DOCUMENTS BEFORE 3PM DAY OF MEETING:

Written materials that include attachments pertaining to matters listed on the posted agenda

received after the agenda has been published will be added as supplemental materials under the relevant agenda item. waterfront@redondo.org

REGULAR MEETING OF THE HARBOR COMMISSION - 6:30 PM

A. CALL TO ORDER

B. ROLL CALL

C. SALUTE TO THE FLAG

D. APPROVE ORDER OF AGENDA

E. BLUE FOLDER ITEMS - ADDITIONAL BACK UP MATERIALS

Blue folder items are additional back up material to administrative reports and/or public comments received after the printing and distribution of the agenda packet for receive and file.

E.1. [For Blue Folder Documents Approved at the Harbor Commission Meeting](#)

F. CONSENT CALENDAR

Business items, except those formally noticed for public hearing, or those pulled for discussion are assigned to the Consent Calendar. The Commission Members may request that any Consent Calendar item(s) be removed, discussed, and acted upon separately. Items removed from the Consent Calendar will be taken up under the "Excluded Consent Calendar" section below. Those items remaining on the Consent Calendar will be approved in one motion. The Chair will call on anyone wishing to address the Commission on any Consent Calendar item on the agenda, which has not been pulled by the Commission for discussion. Each speaker will be permitted to speak only once and comments will be limited to a total of three minutes.

F.1. [APPROVAL OF AFFIDAVIT OF POSTING FOR THE HARBOR COMMISSION MEETING OF MAY 10, 2021.](#)

F.2. [APPROVAL OF THE FOLLOWING MINUTES: MARCH 8, 2021](#)

G. EXCLUDED CONSENT CALENDAR ITEMS

H. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

This section is intended to provide members of the public with the opportunity to comment on any subject that does not appear on this agenda for action. This section is limited to 30 minutes. Each speaker will be afforded three minutes to address the Commission. Each speaker will be permitted to speak only once. Written requests, if any, will be considered first under this section.

H.1. [For eComments and Emails Received from the Public](#)

I. EX PARTE COMMUNICATION

This section is intended to allow all officials the opportunity to reveal any disclosure or ex parte communication about the following public hearings.

J. PUBLIC HEARINGS

K. ITEMS CONTINUED FROM PREVIOUS AGENDAS

L. ITEMS FOR DISCUSSION PRIOR TO ACTION

L.1. [DISCUSSION AND POSSIBLE ACTION ON THE PERMIT PROCESS FOR MOBILE OPERATORS TO PROVIDE STAND-UP PADDLEBOARD INSTRUCTION AND/OR](#)

EQUIPMENT RENTAL IN KING HARBOR

- L.2.** DISCUSSION AND POSSIBLE ACTION REGARDING THE REQUEST FOR PROPOSALS FOR A PUBLIC AMENITIES PLAN FOR KING HARBOR AND SELECTION OF HARBOR COMMISSION REPRESENTATIVES FOR PLANNING COMMITTEE
- L.3.** DISCUSSION AND POSSIBLE ACTION REGARDING OUTDOOR DINING PROGRAM FOR KING HARBOR
- L.4.** DIRECTOR'S REPORT
- M.** **ITEMS FROM STAFF**
- N.** **COMMISSION ITEMS AND REFERRALS TO STAFF**
- O.** **ADJOURNMENT**

The next meeting of the Redondo Beach Harbor Commission will be an adjourned regular meeting to be held at 6:30 p.m. on June 2, 2021, in the Redondo Beach Council Chambers, at 415 Diamond Street, Redondo Beach, California via teleconference.

It is the intention of the City of Redondo Beach to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting you will need special assistance beyond what is normally provided, the City will attempt to accommodate you in every reasonable manner. Please contact the City Clerk's Office at (310) 318-0656 at least forty-eight (48) hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodations to attend or participate in meetings on a regular basis.

An agenda packet is available 24 hours at www.redondo.org under the City Clerk.



Administrative Report

E.1., File # HC21-2445

Meeting Date: 5/10/2021

TITLE

For Blue Folder Documents Approved at the Harbor Commission Meeting



Administrative Report

F.1., File # HC21-2448

Meeting Date: 5/10/2021

TO: HARBOR COMMISSION

FROM: STEPHEN PROUD, WATERFRONT & ECONOMIC DEVELOPMENT
DIRECTOR

TITLE

APPROVAL OF AFFIDAVIT OF POSTING FOR THE HARBOR COMMISSION MEETING OF MAY 10, 2021.

ATTACHMENTS

AFFIDAVIT OF POSTING FOR MAY 10, 2021 HARBOR COMMISSION MEETING

Waterfront & Economic
Development Department

415 Diamond Street
Redondo Beach, CA 90277

tel 310-372-1171
fax 310-937-6621

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS
CITY OF REDONDO BEACH)

AFFIDAVIT OF POSTING

In compliance with the Brown Act, the following materials have been posted at the locations indicated below.

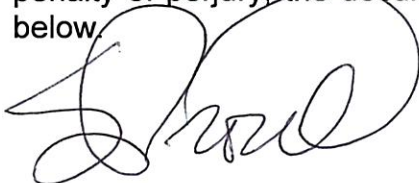
Legislative Body Harbor Commission

Posting Type Regular Meeting Agenda

Posting Locations 415 Diamond Street, Redondo Beach, CA 90277
 ✓ City Hall Kiosk

Meeting Date & Time May 10, 2021, 6:30 pm

As the W.E.D. representative at the City of Redondo Beach, I declare, under penalty of perjury, the document noted above was posted at the date displayed below.



Stephen Proud, Director

Date: May 5, 2021



Administrative Report

F.2., File # HC21-2447

Meeting Date: 5/10/2021

TO: HARBOR COMMISSION

FROM: STEPHEN PROUD, WATERFRONT & ECONOMIC DEVELOPMENT
DIRECTOR

TITLE

APPROVAL OF THE FOLLOWING MINUTES: MARCH 8, 2021

ATTACHMENTS

MINUTES - MARCH 8, 2021

**MINUTES OF THE
REDONDO BEACH HARBOR COMMISSION MEETING
MARCH 8, 2021**

A. CALL MEETING TO ORDER

A Virtual regular meeting of the Harbor Commission was held pursuant to Executive Order N-29-20 issued by Governor Newsom on March 17, 2020 and was called to order by Chair Light at 6:30 p.m.

B. ROLL CALL

Commissioners Present: Bauer, Callahan, Carlson, Chrzan, Light, Kilroy, Walters

Commissioners Absent: None

Officials Present: Brandy Forbes, Community Development Director
Stephen Proud, W.E.D. Director
Elizabeth Hause, W.E.D.
Antonio Gardea, Senior Planner

C. SALUTE TO THE FLAG

Commissioner Carlson led the assembly in the salute to the flag.

D. APPROVAL OF ORDER OF AGENDA

Motion by Commissioner Callahan, seconded by Commissioner Carlson to approve the order of the agenda. Motion carried, without objection.

E. BLUE FOLDER ITEMS - None

E.1. For Blue Folder Documents Approved at the Harbor Commission Meeting

F. CONSENT CALENDAR

F.1. APPROVAL OF AFFIDAVIT OF POSTING FOR THE HARBOR COMMISSION MEETING OF MARCH 8, 2021

F.2. APPROVAL OF THE FOLLOWING MINUTES: JANUARY 11, 2021 AND FEBRUARY 8, 2021

W.E.D. Director Proud announced there were no public eComments or emails received from the public regarding the Consent Calendar.

Motion by Commissioner Kilroy, seconded by Commissioner Callahan, to approve the Consent Calendar, as presented. Motion carried, without objection.

G. EXCLUDED CONSENT CALENDAR ITEMS - None

H. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS - None

MINUTES – HARBOR COMMISSION
MONDAY,
MARCH 8, 2021

H.1 For eComments and Emails Received from the Public

W.E.D. Director Proud announced there were no public, eComments or emails received from the public on this item.

I. EX PARTE COMMUNICATION

Chair Light reported communicating with Mark Hanson related to a submission for tonight's meeting.

J. PUBLIC HEARINGS

J.1. Consideration of an Exemption Declaration and amendment to a Conditional Use Permit to allow the operation of a nightclub with entertainment, full bar service and cocktail lounge within a portion of an existing retail commercial building on property located within a Coastal Commercial (CC-2) zone at 100 "J" Fisherman's Wharf.

RECOMMENDATION:

- 1. Open public hearing, receive and file all documents, and correspondence on the proposed project;**
- 2. Accept all testimony from staff, applicant and the public, and deliberate;**
- 3. Close public hearing;**
- 4. Adopt Resolution No. HCR-2021-03-01 by title only approving an Exemption Declaration and granting the amendment to an existing Conditional Use Permit (Resolution No. HC-04-08-04) to allow the operation of nightclub uses with entertainment, full bar services and cocktail lounges within portions of an existing retail commercial building on property located within a Coastal Commercial (CC-2) zone at 100 "I" and 100 "J" Fisherman's Wharf, subject to the plans and applications submitted, and the findings and conditions contained therein.**

CONTACT: ANTONIO GARDEA, SENIOR PLANNER

W.E.D. Director Proud introduced the item; discussed the area under consideration; addressed existing conditions and deferred to staff for a report.

Senior Planner Antonio Gardea presented details of the administrative report addressing the request for an amendment to the existing CUP, background, exemption from the Coastal Development Permit, zoning and proximity map, specific criteria for approval, the pier level plan, basement level plan, conditions of approval and recommendations.

Motion by Commissioner Kilroy, seconded by Commissioner Callahan, to receive and file the report and open the public hearing. Motion carried, without objection.

W.E.D. Director Proud announced there were no eComments or emails received from the public on this item and noted the applicant is available to speak on the matter.

Robert Resnick, Applicant, thanked City staff; addressed challenging times on the pier; spoke about lost businesses due to COVID-19; spoke about prior uses of the site; discussed the existing CUP; noted the need to have uniform conditions on both properties and stressed the City will retain control of final conditions.

Commissioner Callahan spoke about her experience at Under the Pier in 1973 and commented positively on the proposed project.

In response to Commissioner Carlson's question regarding the non-conforming CUP, Mr. Resnick reported the property has been vacant for more than two years and reported this will be a down zoning of the entitlements as there were no conditions when the property was grandfathered in.

Community Development Director Brandy Forbes clarified the need for an amendment to the existing CUP.

Senior Planner Gardea added the space had been operating as a grandfathered use and did not have the required CUP. It will add the required oversight to the Harbor Commission.

If the Master Leaseholder is unable to find a tenant for the specified use, he would have to apply for a new CUP for a different use.

Discussion followed regarding the space being one operation with the choice of two different stages, providing a turn-key operation to attract tenants, facilitating reinvestment in the pier, proposed hours of operation, previous complaints, inclusion of a condition of approval requiring coordination with the City in terms of security, setting standard delivery hours and the success of the Temporary CUPs the City has allowed in response to COVID-19 closures in activating the pier.

There were no other public comments.

Motion by Commissioner Callahan, seconded by Commissioner Kilroy, to close the public hearing. Motion carried, without objection.

Motion by Commissioner Callahan, seconded by Commissioner Kilroy, to adopt Resolution No. HCR-2021-03-01 by title only approving an Exemption Declaration and granting the amendment to an existing Conditional Use Permit (Resolution No. HC-04-08-04) to allow the operation of nightclub uses with entertainment, full bar services and cocktail lounges within portions of an existing retail commercial building on property located within a Coastal Commercial (CC-2) zone a 100 "I" and 100 "J" Fisherman's Wharf, subject to the plans and applications submitted, and the findings and conditions contained therein. Motion carried, unanimously, by roll call vote.

K. ITEMS CONTINUED FROM PREVIOUS AGENDAS - None

L. ITEMS FOR DISCUSSION PRIOR TO ACTION

L.1. DISCUSSION AND POSSIBLE ACTION REGARDING REQUEST FOR PROPOSALS TO PREPARE A PUBLIC AMENITIES PLAN FOR KING HARBOR AND SELECTION OF A PLANNING SUBCOMMITTEE OF THE HARBOR COMMISSION

W.E.D. Director Proud presented the administrative report; discussed prior consideration by the Commission; referenced a red-line version of the RFP for a public amenities plan; asked for the Commission's input and addressed next steps.

Chair Light thanked staff and Commissioners Walters and Carlson for their work on the document; suggested adding the Sports Fishing pier as a priority use and made a small grammatical correction.

Commissioner Callahan commented positively on the document and suggested adding the Sports Fishing pier.

Commissioner Carlson spoke about focusing on three items and prioritizing them and stated no objection to adding the Sports Fishing pier to the list.

Commissioner Kilroy noted the Sports Fishing pier is mentioned in the scope of work; stated he would not consider it a primary item for consideration and opined a better priority would be connectivity between Mole C and the horseshoe pier.

Commissioner Chrzan agreed with Commissioner Kilroy; suggested clarifying distinctions between Moonstone Park and Portofino Way; including the overall vision for the Harbor; spoke about respondents demonstrating the proper expertise and talked about clarifying the timeline.

Discussion followed regarding requiring a community participation plan and assigning a timeline to it.

Commissioner Walters discussed the purpose of the RFP; talked about improving the boardwalk experience and suggested adding bathrooms and outdoor seating/dining in the scope of work.

Chair Light felt listing specifics such as adding restrooms does not belong in the document.

Director Proud spoke about considering items in the City's Capital Improvement Plan; noted the City is already in a program of trying to upgrade existing facilities and suggested referencing the CIP.

Commissioner Kilroy suggested leaving the document, as is, or adding connectivity.

Commissioner Callahan preferred leaving the document, as is in order to expedite it to City Council and Commissioner Kilroy agreed.

Commissioner Walters favored adding connectivity.

Commissioner Bauer supported leaving the document, as is.

Commissioner Chrzan supported adding connectivity.

Commissioner Carlson supported leaving the document, as is, noting connectivity could be addressed later in the process.

Chair Light supported leaving the document, as is, and there was no dissent from the Commission.

Director Proud referenced Commissioner Chrzan's suggestion to add a vision for the Harbor as a whole, including connectedness in the document summary and the Commission concurred.

Director Proud invited comments from the public.

Mark Hanson referenced the southeastern break wall; suggested reviewing previous wave studies to determine the best place for the docks, without a southeastern break wall or do another study showing different levels of protection. He suggested adding a statement to the document relative to reviewing past studies and discussed considering the AES sites.

Director Proud read an eComment from Bryan Mitchell requesting that Moonstone Park be part of the consultant's work effort and that it not be considered separately from the amenities plan.

Chair Light confirmed with the Commission that the AES site is out of scope for the amenities plan.

Discussion followed regarding whether the public amenities plan should include an extension of the southern break wall.

Mr. Hanson reiterated his suggestion to add a statement to the document letting the consultant know about the availability of previous wave studies and encouraging them to review them when considering the location of the boat ramp.

Commissioner Callahan discussed passing on relevant information and resources.

The Commission concurred to include the review of technical studies as part of the background document repository.

Regarding Mr. Mitchell's statement, Chair Light felt Mr. Mitchell misunderstood why the projects were separated and noted the need to expedite the Moonstone Park project.

Commissioner Callahan spoke in support of moving ahead with the Moonstone Park project.

In reply to Commissioner Chrzan's question, Director Proud explained there was a lot of work already done on Moonstone Park; stated it will have a better chance of moving through the process, quickly and noted the importance of the Commission's review of the prior plans. He did not identify a challenge with Moonstone Park being on a separate track, as long as the same contractor performs the work.

Commissioner Kilroy stated he was part of the approval for the Moonstone Park Master Plan; provided a brief history of the item; reported the project has been funded for years and noted the need to expedite it.

Motion by Commissioner Carlson, seconded by Commissioner Walters, approve, as a form, the RFP, as drafted, and to submit to the City Council, for their consideration, the draft RFP as modified, incorporating changes, as discussed, and including one comment by the public. Motion carried, unanimously, without objection.

Discussion followed regarding establishing one or two subcommittees and the number of members to assign to each.

Commissioner Callahan suggested postponing this action until the next meeting to allow Commissioner Members additional time to consider the item.

Director Proud reported he will add a statement indicating the Harbor Commission will wait for direction from Council regarding the RFP, before forming subcommittees.

L.2. DIRECTOR'S REPORT

Previous Council Items – None

Upcoming Council Items

- City Council will consider two subleases
- City Council will consider the Public Amenities Plan

Miscellaneous Follow-up Items

- Spoke about possible changes to COVID-19 regulations
- Referenced an email regarding the City's response to comments regarding the dredging permit
- Discussed the hand launch project
- Addressed the Yacht Club Way lights and intersection
- Talked about removal of the abandoned boat in the mooring

Discussion followed regarding dumping in the Harbor and the need to remove the abandoned boat in the Harbor.

Commissioner Carlson suggested reaching out to Long Beach Harbor Patrol, as they hold auctions twice a year for abandoned boats; discussed Sealab Corner and removing the "Right on Red" sign and addressed the intersection of Diamond and PCH.

In response to Commissioner Carlson's question regarding the dredging project, Director Proud discussed the next steps in the process.

Director Proud provided an update regarding the Harbor Patrol Dock Replacement project.

Commissioner Carlson reported receiving emails from residents supporting outdoor dining at the pier.

M. ITEMS FROM STAFF - None

N. COMMISSION ITEMS AND REFERRALS TO STAFF

Chair Light noted discussion regarding forming the Amenities Plan subcommittee will be scheduled for the April 12, 2021 Harbor Commission agenda.

Commissioner Callahan asked about the use of fireworks for the upcoming Fourth of July holiday and Director Proud stated he will follow up on the matter.

O. ADJOURNMENT

*Motion by Commissioner Callahan, seconded by Commissioner Carlson, to adjourn the meeting.
Motion carried, without objection.*

At 8:55 p.m., Chair Light adjourned the meeting to the next regular meeting of the Harbor Commission on April 12, 2021 at 6:30 p.m.

Respectfully submitted,

 Stephen Proud, Director
 Waterfront & Economic Development



Administrative Report

H.1., **File #** HC21-2446

Meeting Date: 5/10/2021

TITLE

For eComments and Emails Received from the Public



Administrative Report

L.1., File # HC21-2449

Meeting Date: 5/10/2021

TO: HARBOR COMMISSION

FROM: STEPHEN PROUD, WATERFRONT & ECONOMIC DEVELOPMENT

DIRECTOR

TITLE

DISCUSSION AND POSSIBLE ACTION ON THE PERMIT PROCESS FOR MOBILE OPERATORS TO PROVIDE STAND-UP PADDLEBOARD INSTRUCTION AND/OR EQUIPMENT RENTAL IN KING HARBOR

RECOMMENDATION

Staff recommends the Harbor Commission:

- 1) Receive and File the Administrative Report on the SUP Permit process.
- 2) Provide appropriate direction.

BACKGROUND

In May 2018, based on the recommendation of the Harbor Commission, the Redondo Beach City Council approved a temporary use permit system to allow stand-up paddleboard instruction and equipment rental in King Harbor. This action was in response to a number of businesses that were using both on-site and on-line reservation systems to solicit patrons for instructional classes and/or the delivery of rental equipment to King Harbor. These operators were providing services on public property without any contractual or permitting authority from the City. All other commercial ventures within the City's Waterfront require some form of regulatory or contractual relationship with the City that requires, among other things, that the businesses carry insurance, provide indemnification, and pay rental fees to the City.

The temporary use permit process was intended to be limited in duration, as the City Council expressed a clear preference to having business operations in the Harbor be conducted at a "brick and mortar" location. However, due to on-going litigation, the leasing program was limited and the temporary use permit ("TUP") process was intended to bridge the gap until the City was able to resume leasing commercial space. The City is now actively leasing space in the harbor and staff is seeking input from the Harbor Commission on the continued use of the temporary use permit process for SUP instruction and/or equipment rental.

Attached is a current copy of the Temporary Use Permit Application. Over the past three seasons that the TUP process has been in place, the City has generally issued two permits per season. Staff

is aware that there continue to be businesses operating without a permit, but on-going enforcement of the permit process remains a challenge. In addition, staff has received several complaints from members of the public over the past few seasons with regard to businesses operating from the hand launch facility (both permitted and unpermitted). The common complaint is that the operators store their equipment on the ramp and hand launch dock creating access issues for other users.

If the Harbor Commission recommends continuation of the TUP process for SUP instruction and/or equipment rental, staff recommends that the number of permits continue to be limited to three operators and that the operators be prohibited from storing equipment on the ramps and hand launch facility. Patrons can meet the operators in the Redondo Beach Marina parking lot and transport their own equipment to the hand launch, returning it when their rental/instruction is complete.

The Permit Application sets forth the various information required by the City prior to issuing a permit for SUP instruction and/or equipment rental in the Harbor. It includes a proposed permit fee of \$1,000 per month.

ATTACHMENTS

Exhibit A - Temporary Use Permit Application

**CITY OF REDONDO BEACH
WATERSPORT INSTRUCTION
AND EQUIPMENT RENTAL
TEMPORARY USE PERMIT**



Section 1: Permittee Information

Permittee Name: _____
Business Name: _____
Business Address: _____
Mailing Address: _____
Daytime Phone Number: _____ Email: _____

Section 2: Permit Term

Proposed Permit Start Date: _____
Proposed Permit End Date: _____

Section 3: Operation Summary

Proposed Launch Location: _____
Estimate of Boards/Equipment Per Hour/Day: _____
Days/Hours of Operation: _____
Sales Location: ☐ On-Site ☐ Online ☐ Both

Section 4: Required Documentation Checklist

Required Attachments. See page 2 for details.

- ☐ Letter of Transmittal
- ☐ Operation Team summary
- ☐ Business Plan
- ☐ Emergency Response Plan
- ☐ Client Training/Safety Plan
- ☐ References
- ☐ Certificate of Insurance
- ☐ Acknowledgement (See Page 6)

**CITY OF REDONDO BEACH
WATERSPORT INSTRUCTION
AND EQUIPMENT RENTAL
TEMPORARY USE PERMIT REQUIREMENTS**



A Watersport Instruction and Equipment Rental Temporary Use Permit must be filled out and submitted via hard copy or electronically (in PDF form) to the Waterfront and Economic Development Department of the City Redondo Beach and must include the following:

1. Letter of Transmittal – Include a short introduction of the proposed Operation.
2. Operation Team – Provide a brief summary of the personnel involved in the Operation. Designate the principal in charge and other key personnel stating the specific role of each. Provide a description of the overall history and experience of the Team with similar operations and the qualifications of each Team member.
3. Business Plan – Provide a comprehensive plan of how the Operation is envisioned to operate within King Harbor, including the proposed location of launch, rental and instruction. The Business Plan should detail the number of paddleboards or other equipment that will be made available for rent per rental block (hourly, half-day, and/or full day). The Business Plan should also provide information on equipment delivery, loading and unloading, and the staging/storage of equipment on-site. In addition, the Business Plan should outline how clients will be scheduled and the staffing that will be on-hand during those periods.
4. Emergency Response Plan – Provide a detailed plan of procedures, methods and apparatus to respond to accidents that may occur.
5. Client Training/Safety Plan – Provide a plan for client training specific to each lesson location, detailing precautions taken to ensure safe instruction and interaction with other users. Safety elements include:
 - a) Ensure instructors are experienced in SUP operations. On water Instructor to new student ratio not to exceed 1:5.
 - b) Signed agreement on file by clients agreeing to comply with the rules posted in King Harbor for operation of watercraft, including but not limited to:
 - i. No swimming in the Harbor;
 - ii. Safe distances from marine mammals;
 - iii. Rules of the road for marine navigation – including an statement that boats cannot stop and have limited maneuverability;
 - iv. And a copy of the “safe” areas to paddle and the areas to avoid.
 - c) Rental equipment will be marked with the commercial operator’s identification to aid in enforcement of Harbor safety.
6. References – Provide three references who can comment on the past performance of the Operator and key staff. Indicate reference name, address, telephone number, project(s), and firm or individual(s) associated with the project(s).
7. Permit Fee – Provide acknowledgement and acceptance of the Permit Fee for the use of City land and water area within King Harbor. The Permit Fee for the Operation will be one thousand dollars (\$1,000.00) per month, due to be paid fully in advance upon Permit approval.

Certificate of Insurance – See attached Insurance Requirements for Standup Paddleboard (SUP) Instructors.

INSURANCE REQUIREMENTS FOR STAND UP PADDLEBOARD (SUP) INSTRUCTION AND EQUIPMENT RENTAL

Without limiting Permittee's indemnification obligations under this Agreement, Permittee shall procure and maintain for the duration of the permit, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the instruction and/or equipment rental hereunder by the Permittee, its agents, representatives, or employees.

Minimum Scope of Insurance

Coverage shall be at least as broad as:

Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001).

Workers' Compensation insurance as required by the State of California.

Employer's Liability Insurance.

Minimum Limits of Insurance

Operator shall maintain limits no less than:

General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage. The general aggregate limit shall apply separately.

Employer's Liability: \$1,000,000 per accident for bodily injury or disease.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: (1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees and volunteers or (2) the Operator shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.

Other Insurance Provisions

The general liability policy is to contain, or be endorsed to contain, the following provisions:

The City, its officers, elected and appointed officials, employees, and volunteers are to be covered as insureds with respect to liability arising out of the instruction and/or equipment rental by the Operator. General liability coverage can be provided in the form of an endorsement to the Operator's insurance.

For any claims related to instruction and/or equipment rental, the Operator's insurance coverage shall be primary insurance as respects the City, its officers, elected and appointed officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the Operator's insurance and shall not contribute with it.

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

Each insurance policy shall be endorsed to state that the inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, and the coverages afforded shall apply as though separate policies had been issued to each insured.

The maintenance of proper insurance coverage is a material element of the permit and failure to maintain or renew coverage or to provide evidence of renewal may be treated by the City as a material breach on the Operator's part.

Acceptability of Insurers

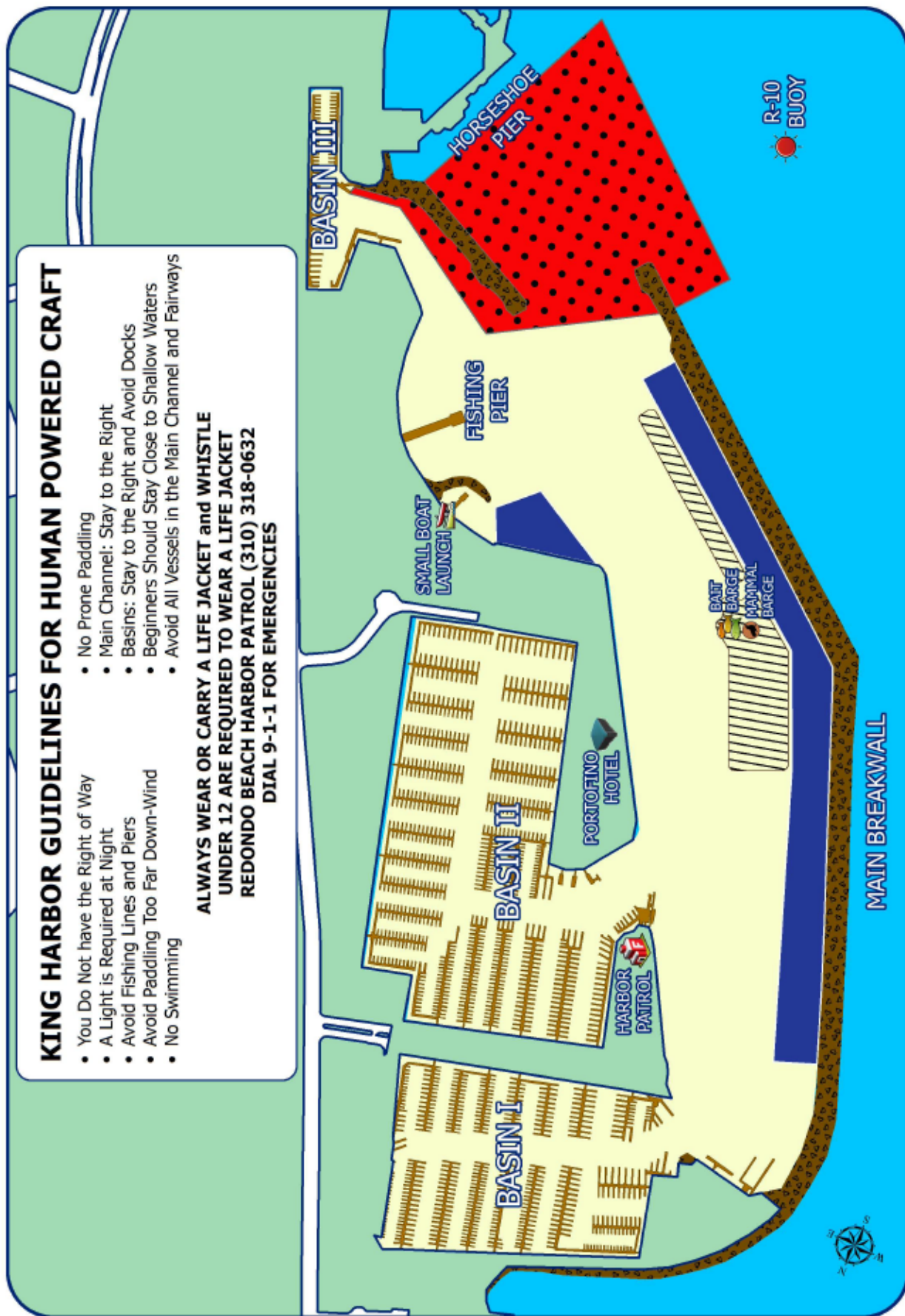
Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII and which are authorized to transact insurance business in the State of California by the Department of Insurance.

Verification of Coverage

Operator shall furnish the City with original certificates and amendatory endorsements effecting coverage required by this clause. The endorsements should be on the City authorized forms provided with the contract specifications. Standard ISO forms which shall be subject to City approval and amended to conform to the City's requirements may be acceptable in lieu of City authorized forms. All certificates and endorsements are to be received and approved by the City before the permit is granted. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

Risk Management

Operator acknowledges that insurance underwriting standards and practices are subject to change, and the City reserves the right to make changes to these provisions in the reasonable discretion of its Risk Manager.



High Traffic Area - Use extreme caution; No loitering

Transient Vessel Mooring

Suggested Beginner Area

High Traffic Area - Use caution



**CITY OF REDONDO BEACH
WATERSPORT INSTRUCTION
AND EQUIPMENT RENTAL
TEMPORARY USE PERMIT**



Acknowledgment

I have read and understand the Temporary Use Permit Requirements contained herein and I accept all the requirements and agree to be bound by them.

I have read and understand that the Temporary Use Permit is for the term approved by the City as noted below and that termination of the Permit will be made at the sole discretion of the City at any time.

I certify that I am qualified and will abide by all the requirements and conditions set forth in this Temporary Use Permit and all reasonable conditions which may be imposed by the City of Redondo Beach in the issuance of this Temporary Use Permit.

I understand the monthly Permit fee for the Temporary Use Permit shall be due in advance and shall cover the full Term of this Temporary Use Permit.

I have read, understand, accept and agree to the following indemnification provision:

The Permittee shall defend, indemnify and hold harmless the City, its officials, officers, agents, employees, successors and assigns from and against any and all injuries, liability, demands, claims, loss, liens, costs and expenses, including attorney fees, of whatsoever kind or nature, sanctions, awards, damages, judgments, arising from or related to or in any way connected with: 1) the use and/or occupancy of the public right-of-way, easement or property that is the subject of this permit; 2) any act or omission on the part of Permittee or any of its agents, contractors, subcontractors, servants, employees, subtenants, licensees, and invitees; 3) any work or act done, on or about the public right-of-way, easement or property that is the subject of this permit or any part thereof by the Permittee, its agents, contractors, subcontractors, servants, employees, licensees or invitees; 4) any accident, injury damage to any person or property occurring in, on or about the public right-of-way, easement or property that is the subject of this Permit or any part thereof; 5) any failure on the part of Permittee to perform or comply with any of the covenants, terms, provisions, conditions or limitations contained in this Permit on its part to be performed or complied with.

Permittee(s) Name: _____

Permittee's Signature: _____ Date: _____

For Office Use Only:

Approved By: _____
Name Signature Date

Amount Paid: _____

Approved Hours of Operation: _____

Date Paid: _____

Approved Location of Operation: _____

Permit Issue Date: _____

Business License No.: _____

Permit End Date: _____



Administrative Report

L.2., File # HC21-2442

Meeting Date: 5/10/2021

TO: HARBOR COMMISSION

**FROM: STEPHEN PROUD, WATERFRONT & ECONOMIC DEVELOPMENT
DIRECTOR**

TITLE

DISCUSSION AND POSSIBLE ACTION REGARDING THE REQUEST FOR PROPOSALS FOR A PUBLIC AMENITIES PLAN FOR KING HARBOR AND SELECTION OF HARBOR COMMISSION REPRESENTATIVES FOR PLANNING COMMITTEE

RECOMMENDATION

Staff recommends the Harbor Commission:

- 1) Receive and file the Administrative Report regarding the Request for Proposals for Public Amenities Plan.
- 2) Select Harbor Commission representation for the planning committee.
- 3) Provide additional direction as appropriate.

BACKGROUND

On January 12, 2021, the Redondo Beach City Council directed staff to initiate the process of drafting a Request for Proposals ("RFP") for a qualified professional consultant, or consultant team, to prepare a public amenities plan for King Harbor. At the February 8, 2021 and March 8, 2021 meetings, the Harbor Commission reviewed and provided comments on a draft RFP prepared by staff. On March 16, 2021, the draft RFP was presented to the Redondo Beach City Council and the Council authorized issuance of the RFP with a few additional edits.

Staff conducted targeted research for a direct solicitation of the RFP and assembled background documents in a Dropbox account. The RFP was issued in mid-April and sent to approximately eighteen (18) different consultants which included engineering firms, landscape architects, and multidisciplinary firms that have in-house planning and engineering services. In addition, the RFP was posted to LinkedIn, the American Planning Association RFQ/RFP Marketplace, and the City's website. Based on those postings, the City received several additional inquiries regarding the RFP and distributed an additional eight (8) copies of the RFP.

Responses to the RFP are due on May 17, 2021. A selection committee comprised of representatives from the Waterfront and Economic Development Department, Public Works, Community Development, and the City Manager's Office will review the proposals and make a recommendation to the Harbor Commission. The Harbor Commission will have an opportunity to review the proposal from the recommended consultant and provide comments to the City Council for consideration as part of the contracting process.

Based on previous discussions regarding the RFP, the Harbor Commission has recommended a committee be formed to work with the selected consultant or consultant team. This committee would include representatives of the Harbor Commission, as well as other stakeholders with an interest in the Harbor. Staff recommends that the Harbor Commission receive and file this update on the Public Amenities Plan RFP process and select the representatives that will serve on the committee working with the consultant team approved by the City Council.

ATTACHMENTS

Exhibit A - RFP for Public Amenities Plan for King Harbor

I. Summary

The City of Redondo Beach is commencing a planning effort to establish a framework plan to improve and enhance various public amenities within the City's waterfront, commonly referred to as King Harbor. The City is seeking proposals from experienced and qualified consultants and or consultant teams to assist the City in preparing this plan. The general scope of work related to this effort includes the following:

- Review existing Waterfront conditions and previous planning documents, technical studies, and design work related to the various public amenities located or proposed for King Harbor;
- Prepare a framework plan that sets forth an overall site plan for the area that addresses which amenities should be rebuilt or renovated, where the amenities should be located, and what recreational and operational elements should be included in their design. Although the framework plan is generally focused on the area between Portofino Way to the north and the South end of the International Boardwalk, the plan should consider the overall vision for King Harbor and the connections between the various public amenities.
- Collaborate with stakeholders to expedite and refine the initial planning process.
- Use web-based tools including the City's website and social media platforms, as well as traditional outreach and consensus-building strategies, for the public to participate in the planning process.
- Engage in a parallel and expedited planning effort for the area commonly referred to as Moonstone Park located on Mole B within the Harbor.
- Develop an implementation strategy for the framework plan and assist the City in identifying potential funding sources that may include grants and loans.

The City of Redondo Beach invites your firm to submit your qualifications and proposal for the King Harbor public amenities plan presented in further detail herein.

II. Background

The City of Redondo Beach, incorporated in 1892, is a Charter City operating under the Mayor-Council/Manager form of government and is located in southwest Los Angeles County approximately 7 miles south of Los Angeles International Airport. The City encompasses approximately six square miles of land area. Surrounding communities include Manhattan Beach, Hermosa Beach, El Segundo, Torrance and the Palos Verdes Peninsula. The City is divided into two (North and South) areas with 190th, Anita, and Herondo streets as boundaries. North Redondo begins north of 190th Street and is primarily inland. While predominantly residential, North Redondo does contain some of the City's major industrial and commercial developments. South Redondo consists primarily

of several close-knit neighborhoods, including the Riviera Village, a pedestrian scale mixed use neighborhood and King Harbor, which includes commercial uses, recreational marina and public pier.

The City Council has made the revitalization of the waterfront a key strategic priority for many years. Key to the revitalization effort is the need to upgrade or replace many of the public amenities within the waterfront. These public amenities serve as the framework within which other revitalization activities can occur, including the attraction of private investment to the waterfront and improve the various offerings available to residents and visitors including, recreational, educational, entertainment and other public uses and facilities.

Over the past several years, the City has initiated the planning process for several key amenities, including a public boat launch facility and the replacement of the existing sportfishing pier. In addition, in 2017 the voters of Redondo Beach passed Measure C which includes several parameters for the improvement/replacement of various public amenities including the Seaside Lagoon and public boat launch facility. These past actions have primarily focused on the individual facilities and there has not been an effort to date to plan for the Waterfront as a whole and understand how the various public amenities may be organized and implemented to maximize the recreational and visitor experience.

Understanding that the various public amenities are interrelated and recognizing that these amenities set the framework for other public and commercial activities within the Waterfront, the City is moving forward to create a public amenities plan for the waterfront. It is expected that this plan will set forth an overall site plan for the area that addresses what amenities should be rebuilt or renovated, where the various amenities should be located and what recreational and operational elements should be included in their design.

III. Scope of Work

To realize the promise of a Waterfront that meets the needs and interest of local residents and is attractive to visitors, it is imperative the City provide a series of high-quality public amenities that can serve a diverse range of recreational, educational, entertainment and other potential public interests. In addition, it is important that these amenities be thoughtfully planned and delivered in a manner that sets the framework within which future additional public and private investment can occur.

The public amenities that exist in the waterfront today were developed in a piecemeal fashion over many years and they lack the functionality necessary to provide a first-rate resident and visitor experience. In addition, given the advanced age and existing conditions of the facilities in the Waterfront, many have or are reaching the end of their useful life and require significant expense to repair and/or replace. The City is seeking a qualified

consultant or consultant team to assess current conditions, review various planning documents and technical studies, evaluate the planning and design conducted to date for specific amenities, propose innovative solutions and prepare a framework plan for public amenities in the waterfront.

The City anticipates that the creation of a waterfront public amenities plan will, at a minimum, include the following major tasks within the scope of work:

- A. Review Existing Conditions and Data:** The Consultant shall conduct a visual inspection of existing site conditions of the Waterfront. Further, Consultant shall review existing and relevant planning documents and technical studies that may include, but is not limited to, the General Plan, the Harbor/Civic Center Specific Plan, and Local Coastal Plan. In addition, the consultant shall review existing planning and design work conducted to date for various waterfront public amenities including, but not limited to, Seaside Lagoon, the public boat launch facility, Moonstone Park, and the public sportfishing pier. In addition to reviewing existing data, the consultant will be expected to identify and compile additional data based on field observations or other required research. Upon completion of its review, Consultant shall prepare a Memorandum of Existing Conditions, which is submitted to the City Staff that summarizes its review of prior planning documents, technical studies and existing conditions, plus any field observations and research. As required, Consultant shall also summarize any key issues, findings and conclusions from its data review as it relates to the Draft Waterfront Public Amenities Plan.
- B. Collaborate with Working Committee:** With input from City Staff and the City's Harbor Commission, a working committee will be established that includes but is not limited to representation from the Harbor Commission, the boating community, leaseholders, and City staff. The goal of the Working Committee is to streamline the initial phases of planning and develop early phase conceptual plans that can be shared with the community through a series of community workshops. To the extent feasible, Consultant shall attempt to address or otherwise incorporate concerns and comments of the City Staff, Harbor Commission and other members of the Working Committee. Where feasible, Consultant shall consider a variety of enhancements to existing public amenities and related improvements, such as, sustainability features, aesthetics, educational, visitor attractions, recreational activities, public safety, large public events, additional facilities and others.
- C. Develop a Community Participation Plan:** The consultant will be expected to develop as one of the first work efforts an effective and productive community outreach and participation program that will include a strategy to facilitate public participation throughout the entire process, and which takes into consideration the constraints imposed by the COVID-19 pandemic which limits in-person gatherings. It is expected that the Consultant will organize and facilitate all public participation

and agency coordination events, plus attend and participate at meetings and public hearings of the Harbor Commission and City Council. It is expected that web-based tools and social media are integral components of the overall “platform” for the coordination and facilitation efforts of the community participation program. In this task, Consultant shall prepare a Community Participation Plan that outlines its proposed strategy to facilitate public participation, including, the means, methods and schedule for such community participation.

D. Prepare a Draft Waterfront Public Amenities Plan: Consultant shall prepare a Draft Waterfront Public Amenities Plan that will serve as a framework to improve the existing public waterfront amenities between Portofino Way to the north and Quality Seafood to the south. This framework plan should also include an overall site plan and related drawings for the area that addresses what amenities should be rebuilt, renovated or newly added; where the amenities should be located; and what recreational, operational, and other functional elements should be included in their design. It is expected the framework plan will identify specific enhancements to the Waterfront and otherwise specifically incorporate the following elements into the overall site plan:

- a plan to enhance the waterfront promenade that connects Mole C to the Horseshoe Pier and specifically identifies ways to improve the overall pedestrian experience along the International Boardwalk and reduce flooding that occurs along the boardwalk during high tides, including, any structural upgrades, additional facilities, aesthetic improvements and possible reconfiguration of Basin 3 boat slip layout;
- the location and design of the public boat launch facility and required support parking;
- a plan for the future use, design, and lay-out of Seaside Lagoon, including its use as a public event space;
- the location and programmatic elements of a replacement Sportfishing Pier, if any;
- consideration of large public events that may take place within the plan footprint, such as music concerts, 5k runs, sport tournaments and other similar events.
-
- the location and design of a dinghy dock to serve the harbor mooring field;
- upgrades to the City’s existing personal watercraft hand launching facility, including the consideration of a zero-depth launch option; and
- consideration of additional amenities, educational features, visitor attractions and public art.

In addition, the plan should address the design for Moonstone Park and Mole B. It is anticipated that this particular planning effort will occur on a separate and expedited track and will address the overall design of the park; accommodations for the outrigger clubs that operate from the Mole; opportunities for dry-stack/mast-up boat storage; and use of the Mole for special events.

Primary items for consideration are the public boat ramp, Seaside Lagoon, the sportfishing pier, and Moonstone Park.

- E. Implementation Strategy:** Craft an Implementation Strategy for the framework plan that outlines the sequencing of the various public amenities as well as cost estimates, and assist the City in identifying potential funding sources for the improvements that may include grants and loans. Budgetary costs to implement the various public amenities and plans shall state all necessary assumptions used to develop such cost estimates.

IV. Resource Documents Available

In preparing a proposal, a prospective Consultant may wish to review the existing General Plan, the Harbor/Civic Center Specific Plan, and Local Coastal Plan. These documents are available on the City's website.

In addition, the City has initiated several planning and design efforts including, but not limited to Seaside Lagoon, the public boat launch facility, Moonstone Park, and the public sportfishing pier. The City has assembled these documents into a Dropbox location that will be shared upon request from the Waterfront and Economic Development Department

V. Deliverables

Per the above scope of work, Consultant shall complete and deliver the following deliverables in this project:

1. Memorandum of Existing Conditions (Task A)
2. Community Participation Plan (Task C – delivered 2 weeks after contract execution)
3. Draft Waterfront Public Amenities Plan (Task D)
4. Implementation Strategy (Task E)

VI. Timeline

The above scope of work should be completed no later than nine (9) months from the date of Consultant contract award and execution. In its proposal, Consultant shall include a

project schedule that contains a proposed timeframe and deadlines to complete the tasks and project deliverables noted above. Note that the City requires that all deliverables be completed and submitted within the first six (6) months from the date of Consultant contract award and execution. It is expected that the final three (3) months will be reserved for public hearings before the City of Redondo Beach Harbor Commission and City Council, during which the Consultant will be expected to make a presentation.

VII. Role of City of Redondo Beach Personnel

The Waterfront and Economic Development Department will provide overall coordination, and will handle administrative matters, such as processing Consultant invoices. The City and the Consultant will jointly determine how the public outreach effort will be rolled out to the community, including the use of web-based tools and social media.

VIII. Proposal Requirements

The City of Redondo Beach requires a work product that allows the City to realize the promise of a Waterfront that meets the needs and interests of local residents and is attractive to visitors. It is imperative that the City deliver a series of high-quality public amenities that can serve a diverse range of recreational interests. In addition, it is important that these amenities be thoughtfully planned and delivered in a manner that sets the framework within which future additional public and private investment can occur in the Waterfront. To that end, the Consultant should demonstrate not only an ability to be a problem identifier, but also a problem solver and be capable of presenting innovative approaches with workable solutions.

Proposals must be concise and focused on the specific scope of work specified in this RFP. Consultants shall submit ten (10) hard copies and one (1) electronic copy of their proposal. The proposal, at a minimum, shall contain the following information in the following order:

- A. Letter of transmittal, signed by an individual authorized to bind the proposing entity to the proposal for a period of 90 days.
- B. Table of Contents
- C. Executive Summary
- D. General description of, and capabilities and qualifications of your firm, relative to the Scope of Work and Proposed Requirements for this RFP.
 1. General information about the firm including company size, location of offices, years in business, organizational chart of staff proposed for assignment to this project
 2. Documentation that demonstrates that personal, financial and/or organization conflicts of interests prohibited by law do not exist.

3. Statement that the firm can meet the City's insurance requirements. Consultant shall procure and maintain for the duration of this contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work by the Consultant or its agents, representatives, employees or subconsultants.
4. Identify the relevant experiences of the Consultant, Project Manager and team members, including professional resumes. Consultant must identify experience specifically related to marine engineering and waterfront planning and design.
5. Identify at least three (3) project examples that Consultant has completed for other municipalities which are the same or similar to the scope of work.

E. Scope of Work and Public Participation

1. Specify the scope of the proposed public participation and the number of workshops and public hearings anticipated. Include information on type of meeting, anticipated participants and estimated length and size of meeting. Articulate your plan for utilizing web-based tools and social media to advance public participation.
2. Provide a proposed list of required tasks and milestones to address the provided scope of work.
3. Provide a project flow chart depicting the key tasks, activities and sequences.
4. Provide a proposed project schedule that includes the key tasks, activities, duration and milestones that will complete the scope of work in the timelines provided in this RFP.

F. Cost Proposal: The cost proposal shall include the following at a minimum:

1. A cost analysis for the entire project and for each of the key tasks in the proposed scope of work.
2. A man-hour analysis table that lists the job classifications, compensation level, and proposed hours of personnel assigned to the various project tasks, estimated costs of materials, mileage and incidental services, total fees for labor and indirect costs, and total sub consultant fees.

VIII. Submittal Instructions

Proposals may be mailed or delivered to the City - faxed or emailed proposals will not be accepted. It is the applicant's sole responsibility to ensure delivery of the proposal to the City of Redondo Beach Waterfront and Economic Development Department prior to 5pm on Monday, May 17, 2021. Late proposals will not be considered. Proposals shall be enclosed in a sealed envelope plainly marked on the outside:

"Redondo Beach Waterfront Public Amenities Plan"

Applicants shall submit ten (10) hard copies and one (1) digital copy of the proposal addressed to:

City of Redondo Beach Waterfront and Economic Development Department
415 Diamond Street
Redondo Beach, CA 90277

Applicants shall attach a cost proposal as discussed in Section VII (F).

Issuance of this RFP and receipt of proposals does not commit the City to award a contract. The City reserves the right to reject any or all proposals, to accept any proposals, or portion thereof, to waive any irregularity, and to take the proposals under advisement for the period of time as may be required to provide for the best interests of the City of Redondo Beach. In no event will an award be made until all necessary investigations are made as to the responsibility and qualifications of the applicant to whom the award is contemplated.

A proposal may be withdrawn by a written request signed by the applicant. Such requests must be delivered to the City of Redondo Beach Waterfront and Economic Development Department. The withdrawal of a proposal will not prejudice the right of the applicant to submit a new proposal, providing there is time to do so.

All proposals must be submitted, filed, made, and executed in accordance with State and Federal laws relating to proposals for contracts of this nature whether the same are expressly referred to herein or not. Any person submitting a proposal shall by such action thereby agree to each and all of the terms, conditions, provisions, and requirements set forth, contemplated, and referred to in scope of services, contract documents, and to full compliance therewith.

IX. Additional Stipulations

- A. The content of your proposal will become an integral part of the contract documents if you are selected to provide services to the City.
- B. The City shall not be liable for any pre-contractual expenses incurred by the Consultant in preparing a response to this RFP. The City reserves the right to withdraw the RFP at any time, the right to postpone the consideration of the proposals and to reject any and all proposals without any reasons therefore.
- C. Any and all agreements that may be generated as a result of the RFP are contingent upon approval by the City of Redondo Beach City Council. The City reserves the right to remove any firm from the RFP proposal process due to unsatisfactory performance or changes in key personnel or other factors.

- D. The Agreement between the City and the selected firm will be crafted upon the City's standard contract and contain the City's standard insurance and indemnification language for agreements of this type. Proof of insurance is not required to be submitted with your proposal, but will be required prior to the City's award of contract.

X. Method of Award

The proposal will be evaluated and ranked by a Selection Committee. Based on this evaluation of the submitted proposals, the firms may be interviewed by the Selection Committee. After hearing the responses of the interviewed firms, the Committee will select one firm and negotiations will begin immediately to finalize the personnel, hours, hourly rates, use of sub-consultants (if any), timelines, modifications to the scope of work and other direct costs. If agreement cannot be reached with the top ranked firm, the Selection Committee will identify the next most responsive and qualified firm and enter negotiations with them. This process will continue until agreement is reached with a qualified firm that can provide the required services.

XI. Selection Criteria

1. Qualifications and experience of the key project staff members as demonstrated by their past experience and performance on similar projects;
2. Familiarity with the project and with City of Redondo Beach policies, ordinances, procedures and capability to handle all aspects of the project;
3. Ability to begin work upon issuance of the notice to proceed;
4. Demonstrated ability to complete projects within proposed time lines and cost;
5. Firm's experience and past performance and quality on similar projects;
6. Completeness, accuracy and clarity of submittal; and
7. Overall cost to the City.

These are required elements of a responsive proposal and must be covered in the response to the RFP.

I. Evaluation AND Selection Process

Timely and responsive proposals will be scored in accordance with the following scoring system for each selection criteria.

City of Redondo Beach
Statement of Qualifications and Request for Proposal
King Harbor Public Amenities Plan

4	Outstanding
3	Good
2	Fair
1	Poor
0	Unacceptable

Selection criteria will be weighted as follows:

- Firm's experience and past performance and quality on similar projects, including qualifications and experience of the key project staff members as demonstrated by their past experience and performance on similar projects; - **40%**
- Familiarity with the project and with City of Redondo Beach policies, ordinances, procedures and capability to handle all aspects of the project; - **10%**
- Completeness, accuracy and clarity of submittal; - **5%**
- Ability to begin work upon issuance of the notice to proceed; - **5%**
- Demonstrated ability to complete projects within proposed timelines and cost; - **20%** and
- Overall cost to the City - **20%**

Cost will be evaluated based on the proposals submitted with the highest cost receiving no credit (0%) and the lowest cost receiving full credit (20%).

Each submittal will be reviewed to determine if it meets the required information and format specified herein. Failure to meet the requirements may be cause for eliminating the proposal from further consideration. The City shall have 60 days following the submittal of proposals within which to begin negotiations with the successful applicant. All provisions of the proposal are deemed to remain the same during that period.

King Harbor Area Map





Administrative Report

L.3., File # HC21-2451

Meeting Date: 5/10/2021

TO: HARBOR COMMISSION

FROM: STEPHEN PROUD, WATERFRONT & ECONOMIC DEVELOPMENT

DIRECTOR

TITLE

DISCUSSION AND POSSIBLE ACTION REGARDING OUTDOOR DINING PROGRAM FOR KING HARBOR

RECOMMENDATION

Staff recommends the Harbor Commission:

- 1) Receive and file the Administrative Report on Outdoor Dining for King Harbor
- 2) Provide appropriate direction.

BACKGROUND

With the onset of the COVID-19 pandemic in March 2020, the Los Angeles County Safer at Home Order limited local restaurants service to take-out or delivery options. On May 29, 2020, the State of California authorized a waiver that allowed the expansion of food service to outdoor seating areas operating within strict COVID-19 protocols. In response to the State waiver, the City of Redondo Beach initiated a Temporary Use Permit ("TUP") process to allow restaurants to "utilize the privately-owned parking areas and outdoor spaces" as expanded service areas to accommodate appropriate social distancing and COVID-19 protocols associated with restaurant operations.

Although the TUP was initially designated for privately owned restaurants in the City, the program was expanded to the Pier to allow restaurants to utilize the public areas above the International Boardwalk, the "Pad 10" or former Octagon Building location, and limited locations adjacent to existing businesses. The TUP was intended to allow businesses to expand into public areas to offset the loss of indoor seating and to accommodate social distancing protocols. It was not intended to allow businesses to expand beyond their current indoor seating capacity, but rather to provide a larger footprint for existing capacity. In addition, the TUPs were expected to last for the duration of the local emergency declaration related to COVID-19 and once the declaration was lifted and the TUP expired - the area that is the subject of the TUP was expected to be returned to its previous operating condition.

By all accounts, the outdoor dining/TUP process at the Pier has been a success and has allowed many of our local restaurants to survive the economic impact of the COVID-19 pandemic. The outdoor dining areas have become popular locations that allow patrons at the Pier to take advantage of the mild Southern California weather while enjoying a meal. In response to this popularity, several lessees at the Pier and throughout the Waterfront have requested the City consider options to create

permanent outdoor dining at the Pier.

As a first step in this process, staff is bringing this report to the Harbor Commission for discussion and input. In evaluating the creation of permanent outdoor dining, there are several factors that will need to be taken into consideration, including - but not limited to:

- Commercialization of Public Space - The outdoor dining program occupies areas that have traditionally been used as public space at the pier. The upper portion of the International Boardwalk serves as a bicyclist and pedestrian walkway as well as an elevated viewing area for the Harbor. The Pad 10/Octagon Building area serves as the location for several special events and summertime activities, including and annual skate camp. It is important to note that during the course of the pandemic, the City has received several complaints regarding the intrusion of outdoor dining into these public areas.
- Contracting\Licensing of Space - Unlike other areas in the City where property is privately owned, the businesses at the Pier are all subject to leases with either the City or a Master Leaseholder. Generally, the premises of each business is defined in the lease and typically only includes indoor areas. To allow the businesses to operate in the outdoor areas, the City will need to formalize an agreement with the various businesses for use of the space. This could take the form of a lease amendment to add the outdoor space to the premises. Another approach is the issuance of a permit for the space. By way of example, in 2018, the City began issuing Encroachment Permits for Sidewalk Dining Facilities/Improvements in the Public Right of Way. A copy of the permit package is attached to this report as Exhibit A. This packet could be modified to accommodate permits for outdoor dining at the Pier.
- Alcohol Service - In response to COVID-19, the California Department of Alcoholic Beverage Control (the "ABC") has allowed certain business to operate under a Temporary Catering Authorization. The COVID-19 Temporary Catering Authorization allows for the on-site consumption of those alcoholic beverages for which the licensee has on-site privileges - on property that is adjacent to the licensed premises and that is under the control of the licensee. It is unclear how long this temporary authorization will remain in place and once rescinded, if the ABC will allow alcohol sales in the proposed outdoor spaces.
- Allocation of Space - Once indoor operations are allowed to resume at 100% of capacity, the City will need to gauge the level of interest from the restaurants at the Pier for additional outdoor seating. The City will then need to develop a plan for outdoor seating areas and how those areas will be divided among the interested parties.
- Quality of Furnishings - The TUP currently in place does not set standards for the quality of the fixtures and furnishings in the outdoor seating areas. If these areas become permanent, it will be important for the Harbor Commission to set forth a series of standards for fixtures and furnishings. Furthermore, the Harbor Commission will need to determine if the outdoor dining spaces will have a uniform look and feel or if each individual operator will be allowed to provide their own furnishings.

As noted earlier, this list of items is intended to facilitate the Harbor Commission's discussion of

permanent outdoor dining in the public areas of the Harbor. Once the threshold question of whether this use is allowed is answered - the Harbor Commission will need to turn its attention to the numerous factors that will need to be addressed as part of an outdoor dining program. Staff is recommending the current TUP process remain in place for the Summer of 2021 so the City can monitor the changing COVID-19 landscape and related reopening protocols. In addition, this time will allow for a better understanding of how various government entities such as the ABC may modify their regulatory framework to respond to the post COVID-19 environment. In the meantime, the City can start to address some of the operational considerations related to the outdoor dining program and bring a recommendation back to the Harbor Commission for further discussion and consideration.

ATTACHMENTS

Exhibit A - Sidewalk Dining Permit Application



Fees, Process, and Submittal Requirements for Encroachment Permit for Sidewalk Dining Facilities/Improvements in the Public Right-of-Way

Governing Municipal Code:

Redondo Beach Municipal Code Title 3 Public Safety; Chapter 14 Encroachment Permits; § 3-14.03 Encroachment Permit for “...improvement in the public right-of-way wishing to occupy said right-of-way...”.

The City Engineer and Community Development Director jointly serve as “Permit Administrator” for “Encroachment Permits” issued for the development/provision of “sidewalk dining” facilities/improvements within the public right-of-way and shall be issued at their sole discretion or their designee(s). Responsible agencies also include the City of Redondo Beach’s Police Department, Risk Management, and California State ABC.

Any such Sidewalk Dining Permit application shall be subject to an annual fee (after the first year of operation for projects with improvements) or upon issuance (for projects with no improvements) as established by resolution of the City Council in addition to plan check and inspection fees as required below.

Public Works Department Fee Schedule:

Engineering Plan Check Fee (Due at issuance):	\$ 236/Per Plan Check
Encroachment Permit Fee (Due at issuance):	\$ 80
Engineering Inspection (Due at issuance):	\$ 278 min-\$ 139/Per Inspection
Engineering Deposit (Due at issuance):	\$ 1,000
Sidewalk Dining Annual Fees:	
Tier 1 (Alcohol)	\$ 12/SF
Tier 2 (No Alcohol)	\$ 6/SF
Deposit	10% of valuation or cost to remove improvements; \$1,000 minimum (Tier 1 & 2)

Community Development Department Fee Schedule:

Planning Division Plan Check Fee (Due at issuance):	\$ 205
Planning Division "Field Re-Inspection" Fee (Due issuance):	\$ 200
Building Division Plan Check Fee (NA):	NA
Building Division Permit intake and routing fee (Due at issuance):	TBD

Total Fee Estimates for Sidewalk Dining Plan Check/Permit/Inspection (based on 2 rounds of plan check) (does not include Engineering Deposit or Building Division Permit intake and routing fee): \$ 1,096.00.

The above fee schedule is an estimate and can vary based upon the scope and complexity of the actual project. **The above fee schedule estimate does not include a license fee for the ongoing use of Public Right-Of-Way beyond the initial one (1) year term for projects with improvements. This annual license fee has yet to be determined.**

The City of Redondo Beach may find it necessary to request additional information after initial review and issuance of the Engineering Permit-Encroachment Permit for Sidewalk Dining Facilities/Improvements within the Public Right-Of-Way.

Process Summary and Schedule for Sidewalk Dining Encroachment Permit Review and Issuance:

- 1. Initial inquiries should be made through the Planning Division. Primary initial contact is the City's Planning Manager, Sean Scully.**
 - a. Email: sean.scully@redondo.org
 - b. Phone: 310-318-0637
- 2. The Planning Division will provide the initial guidance in consultation with the Public Works Department. Planning Division will provide:**
 - a. Fees and Submittal Requirements for Sidewalk Dining Informational Bulletin
 - b. "Exhibit A" Encroachment Permit for Sidewalk Dining
 - c. "Engineering Permit" Application (Example) (Actual "Engineering Permit" must be obtained at the Public Works Department – Engineering Services Division)
 - d. Insurance Requirements
 - e. RBMC Title 3 Chapter 14 Encroachment Permits
- 3. Schedule a consultation with Public Works Department to confirm plan details and requirements, conceptual design, and obtain "Engineering Permit Application" and specific Insurance Requirements.**
- 4. With completed applications (Exhibit "A" and "Engineering Permit Application"), required fees (final amount to be determined at time of submittal), insurance/indemnifications, five (5) sets of complete plans (see 4. below for plan requirements), submit to the Community Development Department, Building Division.**
- 5. Plans routed:**

- a. Building/Planning Division
 - b. Engineering Division
 - c. Fire Department
 - d. Police Department
 - e. Risk Management
- 6. Review schedule:**
- a. Initial plan review: 6 weeks
 - b. Additional plan reviews: 2 weeks per
- 7. Approval/Issuance:**
- a. Community Development Director/City Engineer/Chief of Police
 - b. Proof of CA State ABC approval (if applicable)

Submittal Requirements for an “Encroachment Permit” for the development/provision of “sidewalk dining facilities” (improvements) within the public right-of-way:

TIER 1 – Alcohol

1. Completed “Engineering Permit” application, attached.
2. All required fees, insurance, and indemnifications.
 - a. All permit requirements and conditions as stipulated per § 3-14.03 Encroachment Permit and herein apply (§ 3-14.03 Encroachment Permit attached).
 - b. Insurance must be specific to the use of the ROW for sidewalk dining.
3. Proof of CA State ABC notification and demonstration of compliance with all applicable ABC regulations for serving alcohol outdoors is required prior to issuance of Encroachment Permit.
4. Submit Five (5) sets of fully dimensioned and scaled plans that includes the following information.
 - a. Foot print and floor plan of subject business.
 - b. Foot print of businesses immediately adjacent to subject business.
 - c. Site plan with surveyed property line and all existing and proposed improvements in the Right-Of-Way.
 - d. Elevations.
 - e. Sections.
 - f. Details and engineering calculations (if applicable).
 - g. Specifications of the following:
 - i. Pavers to match the projects on Catalina Ave. Construction details per paver manufacturer’s and City’s requirements.
 - ii. Sidewalk cross slope shall be 2%, and the running slope shall match existing slope (per SPPWC).

- iii. Provide positive drainage for the area.
- iv. Provide tree well with pull boxes and conduits for up lights, street lights (2- 2" dia. And 1-3" dia. PVC, schedule 80 for the whole length of frontage, terminated at pull boxes), up lights, and tree (species as determined by Urban Forestry Manager).
- v. Provide irrigation line and power for tree well as required (verify with Urban Forestry Manager).
- vi. Provide 7' wide continuous pedestrian path of travel for sidewalk.
- vii. Provide concrete edge restraint between existing concrete sidewalk and new paver sidewalk (6" wide, 12" deep).
- viii. All work shall comply with ADA, CBC, and SPPWC standards and requirements.
- h. Curb, gutter, sidewalk, parking stalls, landscaping, street furniture, and street geometrics (pavement markings and striping) to the centerline fronting subject business and the businesses immediately adjacent to the subject business.
 - i. Include property line.
 - ii. Note distance to nearest intersection.
 - iii. A topographic survey of the project sidewalk area with existing utilities, grading, structures, street hardscape and landscape, etc. including areas 25' beyond the project limit.
 - iv. All existing private improvements located within the Right-Of-Way must be identified.
 - v. All existing street furniture/infrastructure, underground utilities, landscaping, improvements, and pavement markings/striping must be included on site plan.
 - 1. All subsurface utilities: Gas, water, electrical, sewer, etc.
 - 2. Provide cross sections of sidewalk dining area perpendicular (to store front) and parallel to curb.
 - a. Cross sections shall provide all proposed furniture and flooring/grade elements/materials with linear distances and heights dimensioned.
 - vi. All proposed tables, chairs, decking/flooring, umbrellas, and railings, lighting and heating, and any other proposed fixtures/furniture shall be included on plan.
 - 1. Provide details for anchoring and attaching/mounting to the ground, any furniture or decking/flooring and all fixtures.
 - vii. Identify any awnings or similar features existing and proposed within the right-of-way (separate building permit may also be required.)
 - 1. Awnings (or similar feature) may not extend past the limits of the dining area.

2. Awnings (or similar feature) may not be supported by posts (anything) in the PROW with exception of an existing roof overhang already in the PROW.
3. Awnings (or similar feature) may not contain any utilities (electrical, water for misters or irrigation).
4. Nothing may be hung from the awning (or similar feature).
5. No part of the awning (or similar feature) shall be less than 8 feet off the deck or sidewalk directly below it.
- viii. Topographic and drainage details to ensure sidewalk dining area does not obstruct impede existing drainage facilities.
- ix. Aisle width details for maintaining required path of travel on sidewalk.
 1. A minimum 7' wide clear path of travel must be provided on adjacent sidewalk.
- x. Business operations statement that includes sidewalk dining service menu, planned number of employees for servicing sidewalk dining area and hours of operations for indoor and outdoor areas.
 1. Include any plans for outdoor entertainment.
- i. Include photos of the existing site conditions fronting your business and immediately adjacent businesses.
5. Pay all fees (Encroachment Permit, plan check, inspections, and insurances); payable to the City of Redondo Beach either by check, money order, or Visa/MC. (See "Fee Schedule" herein).
6. Submit all of the above items to the Public Works Department, Engineering Division at 415 Diamond Street, Redondo Beach, CA 90277.
7. Upon notification that the Encroachment Permit has been approved the applicant must return to the City to pay inspection and permit issuance fees.
 - a. The following City of Redondo Beach Departments will be required to approve an Encroachment Permit for Sidewalk Dining prior to its issuance: Risk Management, Community Development, Engineering, and Police.
 - b. Proof of CA State ABC approval is required prior to issuance.

TIER 2 – No Alcohol

1. Completed "Engineering Permit" application, attached.
2. All required fees, insurance, and indemnifications.
 - a. All permit requirements and conditions as stipulated per § 3-14.03 Encroachment Permit and herein apply (§ 3-14.03 Encroachment Permit attached).
 - b. Insurance must be specific to the use of the ROW for sidewalk dining.
3. Submit Five (5) sets of fully dimensioned and scaled plans that includes the following information.
 - a. Foot print and floor plan of subject business.
 - b. Foot print of businesses immediately adjacent to subject business.

- c. Photographs with note “No changes to storefront elevations.”
- d. Curb, gutter, sidewalk, parking stalls, landscaping, street furniture, and street geometrics (pavement markings and striping) to the centerline fronting subject business and the businesses immediately adjacent to the subject business.
 - i. Include property line.
 - ii. All existing private improvements located within the Right-Of-Way must be identified.
 - iii. All existing street furniture/infrastructure, underground utilities, landscaping, improvements, and pavement markings/striping must be included on site plan.
 - 1. All subsurface utilities: Gas, water, electrical, sewer, etc.
 - 2. Provide cross sections of sidewalk dining area perpendicular (to store front) and parallel to curb.
 - a. Cross sections shall provide all proposed furniture and flooring/grade elements/materials with linear distances and heights dimensioned.
 - iv. All proposed tables, chairs, decking/flooring, umbrellas, and railings, lighting and heating, and any other proposed fixtures/furniture shall be included on plan.
 - 1. Provide details for anchoring and attaching/mounting to the ground, any furniture or decking/flooring and all fixtures.
 - v. Identify any awnings or similar features existing and proposed within the right-of-way (separate building permit may also be required.)
 - 1. Awnings (or similar feature) may not extend past the limits of the dining area.
 - 2. Awnings (or similar feature) may not be supported by posts (anything) in the PROW with exception of an existing roof overhang already in the PROW.
 - 3. Awnings (or similar feature) may not contain any utilities (electrical, water for misters or irrigation).
 - 4. Nothing may be hung from the awning (or similar feature).
 - 5. No part of the awning (or similar feature) shall be less than 8 feet off the deck or sidewalk directly below it.
 - vi. Aisle width details for maintaining required path of travel on sidewalk.
 - 1. A minimum 7' wide clear path of travel must be provided on adjacent sidewalk.
 - vii. Business operations statement that includes sidewalk dining service menu, planned number of employees for servicing sidewalk dining area and hours of operations for indoor and outdoor areas.
 - 1. Include any plans for outdoor entertainment.
- e. Include photos of the existing site conditions fronting your business and immediately adjacent businesses.

4. Pay all fees (Encroachment Permit, plan check, inspections, and insurances); payable to the City of Redondo Beach either by check, money order, or Visa/MC. (See “Fee Schedule” herein).
5. Submit all of the above items to the Public Works Department, Engineering Division at 415 Diamond Street, Redondo Beach, CA 90277.
6. Upon notification that the Encroachment Permit has been approved the applicant must return to the City to pay inspection and permit issuance fees.
 - a. The following City of Redondo Beach Departments will be required to approve an Encroachment Permit for Sidewalk Dining prior to its issuance: Risk Management, Community Development, Engineering, and Police.

Renewals:

Within 30 days of the expiration of the Encroachment Permit, the applicant must return to the City to apply for a renewal, and bring the following (renewal is subject to City Council extending this “program”):

1. Five (5) copies of site plan (If different from original submittal).
2. Current or recently expired Engineering Permit-Encroachment Permit for Sidewalk Dining in the Public Right-of-Way.
3. Renewal fees by money order, check, Visa or MC (See Fee Schedule, subject to change per City Council).
4. Renewal application and proof of current insurance and indemnifications consistent with applicable requirements.

Suspension, Modification, Revocation, and Cessation-Termination:

The Sidewalk Dining Permit and Engineering Encroachment Permit for work and improvements within the public right-of-way may be suspended, modified, or revoked at any time by the Community Development Director or Public Works Director for non-compliance with Permit conditions and/or operation of the sidewalk dining area in a manner that constitutes a public nuisance, public safety problem or violation of any laws, ordinances, policies or regulations. The permittee shall take immediate action (within 30 days) to correct any violations and shall discontinue use and restore the permit area to a condition as determined by the City, upon notice from the City.

Upon voluntary cessation/termination of the sidewalk dining facilities said facilities and all associated improvements, as determined by the City, in support of the permit shall be restored to a condition as determined by the City at the sole expense of the permittee.

Attachments:

- “Exhibit A” Encroachment Permit for Sidewalk Dining;
- “Engineering Permit” Application (Example) (Actual “Engineering Permit” must be obtained at the Public Works Department – Engineering Services Division);

- Insurances/Indemnifications Requirements;
- RBMC Section 3-14.03 Encroachment Permit.



Exhibit A

Encroachment Permit for Sidewalk Dining

Tier 1 ☐ Tier 2 ☐

Permittee:

Name of Business: _____ Date: _____

Address: _____ Email: _____

Contact Person: _____ Phone No.: _____

Mailing Address: _____
(If different from Restaurant address)

Name of Property Owner: _____ Owner Phone No.: _____

Owner Mailing Address: _____

Description of Work/Operation:

Number of Tables: _____ Number of Chairs: _____ Number of Benches: _____

Number of Umbrellas: _____ Number of Heaters: _____ (If Heaters are provided, additional review and approval by Fire Department is required for use of heaters.)

Description of Other Proposed Fixtures/Furniture:

Description of Any Existing/Proposed Structure(s), Façades, Lighting, Signage, Roof Eaves/Awning (or Similar Shade Feature) Located within the Public Right-Of-Way (may require the issuance of a building permit):

Total Square Footage of Sidewalk Occupied: Length_____Feet x Width_____Feet =_____Square Feet

Hours of Operation: From_____To _____ (Mon, Tues, Wed, Thu, Fri, Sat, Sun)

From_____To _____ (Mon, Tues, Wed, Thu, Fri, Sat, Sun)

Do you wish to serve alcohol in the sidewalk dining area? No:_____ Yes:_____
(If yes, additional conditions apply)

Do you wish to use heaters in the sidewalk dining area? No:_____ Yes:_____
(If yes, number of heaters: _____ (additional conditions apply)

Attachment:

☐ Approved Plans

Continue to page 3

Conditions per § 3-14.03 Encroachment Permit:

1. It is unlawful and a violation of the Redondo Beach Municipal Code for any person to encroach upon any City right-of-way, easement, or property of any kind without first having obtained a permit for that encroachment.
2. This Encroachment Permit is granted for the sole purpose of supporting a Sidewalk Dining facility and is granted under the terms and conditions imposed hereunder, for the Permittee with rights in property which abuts a City right-of-way, easement or property to perform the work in the public right-of-way and to occupy said public right-of-way, easement or property subject to the terms of Title 3 Public Safety, Chapter 14 Encroachment Permits of the Redondo Beach Municipal Code and of this Sidewalk Dining Permit inclusive of the attached approved plans.
 - a. This Encroachment Permit will terminate one (1) year from its date of issuance. See “Renewals” section of this Encroachment Permit.
 - b. Future renewals of this Encroachment Permit will be subject to additional land use fees as approved by the City Council for the continued “use” of the sidewalk dining areas approved by this Encroachment Permit.
3. The Permittee shall defend, indemnify and hold harmless the City, its officials, officers, agents, employees, successors and assigns from and against any and all injuries, liability, demands, claims, loss, liens, costs and expenses, including attorney fees, of whatsoever kind or nature, sanctions, awards, damages, judgments, arising from or related to or in any way connected with: 1) the use and/or occupancy of the public right-of-way, easement or property that is the subject of this permit; 2) any negligence or other wrongful act or omission on the part of Permittee or any of its agents, contractors, subcontractors, servants, employees, subtenants, licensees, and invitees; 3) any work or act done, on or about the public right-of-way, easement or property that is the subject of this permit or any part thereof by the Permittee, its agents, contractors, subcontractors, servants, employees, licensees or invitees, including but not limited to the installation, use, maintenance, repair or removal of any improvements on or to the public right-of-way, easement, property that is the subject of this permit; 4) any accident, injury damage to any person or property occurring in, on or about the public right-of-way, easement or property that is the subject of this Permit or any part thereof; 5) any failure on the part of Permittee to perform or comply with any of the covenants, terms, provisions, conditions or limitations contained in this Permit on its part to be performed or complied with.

4. The permittee shall procure and maintain at its own cost during the term of the permit comprehensive general liability insurance covering its occupancy of the public right-of-way, easement, or property from an insurer admitted in California or having a minimum rating of or equivalent to A: VIII in "Best's Insurance Guide" in an amount to be determined by the Permit Administrator which shall be not less than One Million and no/100ths (\$1,000,000.00) Dollars.
 - a. Said policy shall name the City as additional insured. The permittee shall deliver to the City, prior to occupying the City right-of-way, easement, or property a certificate of insurance with endorsements.
 - b. Said certificate shall provide that the City shall receive thirty (30) days prior notice before cancellation or change of coverage. Said insurance and the certificates therefor shall be subject to the review and approval of the City.
5. The permit is terminable by the City at any time at the City's sole discretion and that upon termination some improvements made by the permittee, as determined by the City, must be removed within a specified time or shall become the property of the City and that upon termination the property encroached upon shall be returned to a condition as determined by the City.
6. This permitted encroachment is non-exclusive and the City will be permitted to interfere with the permittee's enjoyment of its permit rights when necessary for the public health, safety or welfare.
7. That said permit shall be personal to the permittee and non-transferable and shall not run with the ownership of the permittee's abutting property rights.
8. Said encroachment permit which shall be issued at the sole discretion of the Permit Administrator or designee shall be subject to a fee to be established by resolution by the City Council. Each such permit issued shall, at a minimum, provide the following:
 - a. Specify the purpose of the encroachment and limit the uses permitted;
 - b. That the permittee shall defend, indemnify and hold harmless the City its officers, agents, and employees from and against any and all claims of injury, damage, liability, cost and expense, including attorney fees, resulting from or in any way connected with the permittee's occupancy of the public right-of-way, easement or property.
9. All permit requirements and conditions as stipulated per § 3-14.03 Encroachment Permit and herein apply (§ 3-14.03 Encroachment Permit attached).
10. Maintenance at all times of all required insurances and indemnifications paid and provided.
 - a. Insurance must be specific to the use of the Public ROW for sidewalk dining.
11. Maintenance in good standing at all times of required CA State ABC license for serving alcohol outdoors.
12. Absence of incidence requiring actions by the City of Redondo Beach Police Department.
 - a. In the event that services by the City of Redondo Beach Police Department are required

in relation to the use and operation of the sidewalk dining facilities/improvements a hearing will be held with the Community Development Director, City Engineer, Chief of Police and permittee to determine required actions, if any.

- b. Outcome and determined required actions, if any, of “hearing” are final and not appealable.

13. Maintenance at all times is required for all safety barriers, railings, and the clear sidewalk path of travel, minimum 7’ in width.
14. Maintenance at all times is required of all underlying and adjacent drainage facilities.
15. Furniture and fixtures of all types associated with the operation of outdoor dining facilities must be either anchored and/or “stable/secure” and maintained in good working order at all times.
16. All decking and flooring associated with the outdoor dining facilities must be securely anchored and “stable/secure” and maintained in good working order at all times.
17. All pots with landscaping and any other landscaping areas within the frontage of the permittees business must be maintained with live plants at all times.
18. Additional improvements pursuant to determined Riviera Village streetscape improvements may be required as a condition of this encroachment permit.

The business must be operated pursuant to the conditions of this encroachment permit. Any proposed changes to this permit will require the approval of the Permit Administrators and the City of Redondo Beach’s Police Department.

Applicant understands and agrees to comply with all the conditions noted on this application and other local, State and Federal laws governing accessibility and other applicable matters as they may apply to this permit.

Signature of Applicant / Authorized Representative

Date

Attachments:

- ☐ Approved Site plan
- ☐ Conditions of Approval
- ☐ Evidence of Liability Insurance for One Year (\$1,000,000)
- ☐ Check / Money Order / Visa / MasterCard for Annual Permit, Plan Check, Permit, Inspection Fee as determined applicable

Renewals:

The City is not issuing automatic renewal permits at this time. The initial term of this permit is one (1) from the date of issuance unless suspended, modified or revoked. Within 30 days of the expiration of this Encroachment Permit for Sidewalk Dining, the applicant must return to the City to apply for a renewal, and bring the following (renewal is subject to City Council extending this “program”):

1. Five (5) copies of site plan (If different from original submittal).
2. Current or recently expired Engineering Permit-Encroachment Permit for Sidewalk Dining in the Public Right-of-Way.
3. Renewal fees by money order, check, Visa or MC (See Fee Schedule, subject to change per City Council).
4. Proof of current insurance and indemnifications consistent with applicable requirements.

Suspension, Modification, Revocation, and Cessation-Termination:

The Sidewalk Dining Permit and Engineering Encroachment Permit for work and improvements within the public right-of-way may be suspended, modified, or revoked at any time by the Community Development Director or Public Works Director for non-compliance with Permit conditions and/or operation of the sidewalk dining area in a manner that constitutes a public nuisance, public safety problem or violation of any laws, ordinances, policies or regulations. The permittee shall take immediate action to correct any violations and shall discontinue use and restore the permit area to a condition as determined by the City, upon notice from the City.

Upon voluntary cessation/termination of the sidewalk dining facilities said facilities and all associated improvements, as determined by the City, in support of the permit shall be returned to a condition as determined by the City at the sole expense of the permittee.

Approvals:

Brandy Forbes
Community Development
Director

Andrew Winje
City Engineer

Chief Kauffman
Police Chief



CITY OF REDONDO BEACH
PUBLIC WORKS DEPARTMENT - ENGINEERING SERVICES DIVISION

ENGINEERING PERMIT

ENGINEERING INSPECTION/NOTIFICATION HOTLINE (310) 937-6653
CUT-OFF TIME 3:00PM FOR FOLLOWING BUSINESS DAY

PERMITTEE

NAME: _____ ☐ PAYER
ADDRESS: _____
CITY: _____ ZIP: _____
HOME PHONE: (____) _____ WORK PHONE: (____) _____
CITY BUSINESS LICENSE: _____ EXPIRES: _____

CONTRACTOR

I, THE UNDERSIGNED, HEREBY DECLARE THAT I AM A CONTRACTOR LICENSED UNDER THE PROVISIONS OF SECTION 7000, CHAPTER 9, DIVISION 3 OF THE BUSINESS AND PROFESSIONS CODE, AND THAT MY LICENSE, LISTED BELOW, IS AND WILL REMAIN IN FULL FORCE AND EFFECT FOR THE TERM OF THIS PERMIT.

NAME: _____ ☐ PAYER
ADDRESS: _____
CITY: _____ ZIP: _____
BUSINESS PHONE: (____) _____ 24 HR. PHONE: (____) _____
STATE LICENSE NO: _____ CLASS: _____ EXPIRES: _____
CITY BUSINESS LICENSE: _____ EXPIRES: _____

PERMIT TYPE

WORK WITHIN THE PUBLIC RIGHT-OF-WAY

☐ ROAD ☐ SEWER ☐ DRAINAGE ☐ ENCROACHMENT
☐ DUMPSTER ☐ UTILITIES ☐ NEWS RACK ☐ OTHER _____
WORK DESCRIPTION: _____

WORK WITHIN PRIVATE PROPERTY

☐ GRADING ☐ DEMOLITION ☐ SANDBLASTING ☐ OTHER _____
WORK DESCRIPTION: _____

WE, THE PERMITTEE AND THE CONTRACTOR, INDIVIDUALLY AND COLLECTIVELY, HEREBY ACKNOWLEDGE THAT WE HAVE READ THIS APPLICATION, AND STATE THAT THE INFORMATION THAT WE HAVE GIVEN ABOVE, IS CORRECT. WE, THE PERMITTEE AND THE CONTRACTOR, INDIVIDUALLY AND COLLECTIVELY, UNDERSTAND THAT THE WORK DESCRIBED ABOVE WILL BE PERFORMED STRICTLY BY THE ABOVE LISTED CONTRACTOR. WE, THE PERMITTEE AND THE CONTRACTOR, INDIVIDUALLY AND COLLECTIVELY, HEREBY AGREE TO COMPLY WITH ALL APPLICABLE FEDERAL, STATE AND LOCAL LAWS, RULES AND REGULATIONS, INCLUDING THE ATTACHED GUIDELINES OF THIS PERMIT.

SIGNATURE OF PERMITTEE
OR AUTHORIZED AGENT: _____ DATE: _____

SIGNATURE OF CONTRACTOR
OR AUTHORIZED AGENT: _____ DATE: _____

ISSUED BY: _____ DATE: _____

PERMIT NO.

RECEIPT NO.

PROJECT ADDRESS:

ATTACHMENTS TO ORIGINAL

COPY	EXPIRES
PERMITTEE'S CA ID	
CONTRACTOR'S CA ID	
CONTRACTOR'S STATE LICENSE ID	
INSURANCE CERTIFICATE	
OTHER:	
COPY	
WATER QUALITY FORMS	
PERMIT GUIDELINES	
SIGNATURE AUTHORIZATION	
PLANS	

FEES, DEPOSIT, AND BOND

PERMIT FEE	
INSPECTION FEE	
OTHER:	
TOTAL FEES	

CASH DEPOSIT	
DEDUCTION	
TOTAL REFUND	

PERFORMANCE BOND NO.

INSPECTION RECORD

1. _____
2. _____

☐ CONCRETE CLASS REPORT ☐ ASPHALT CLASS REPORT
☐ COMPACTION REPORT ☐ OTHER: _____

☐ **FINAL INSPECTION**

INSPECTED BY: _____ DATE: _____

RELEASED BY: _____ DATE: _____



CITY OF REDONDO BEACH

PUBLIC WORKS DEPARTMENT - ENGINEERING SERVICES DIVISION

ENGINEERING PERMIT GUIDELINES

REGULATIONS

- PURSUANT TO TITLE 7 OF THE REDONDO BEACH MUNICIPAL CODE, NO WORK SHALL BE PERFORMED WITHIN THE PUBLIC RIGHT-OF-WAY, WITHOUT FIRST OBTAINING A PERMIT FROM THE CITY ENGINEER.
- ALL WORKS WITHIN THE PUBLIC RIGHT-OF-WAY SHALL BE PERFORMED BY A STATE LICENSED CONTRACTOR OF THE PROPER LICENSE CLASS.
- THIS PERMIT SHALL BECOME **NULL AND VOID** IF WORK PERMITTED THEREBY IS PERFORMED IN VIOLATION OF ANY APPLICABLE FEDERAL, STATE OR LOCAL LAW, RULE OR REGULATION, INCLUDING THESE PERMIT GUIDELINES.
- THIS PERMIT IS VALID ONLY TO THE EXTENT OF THE JURISDICTION OF THE CITY OF REDONDO BEACH. PERMITS REQUIRED BY OTHER INTERESTED AGENCIES ARE THE RESPONSIBILITY OF BOTH, THE PERMITTEE AND CONTRACTOR.
- THIS PERMIT IS SUBJECT TO ALL RESTRICTIONS AND CONDITIONS ESTABLISHED BY **PRIOR** ACTIVE PERMITS, AGREEMENTS, COVENANTS, EASEMENTS, PRIVILEGES AND ALL OTHER RIGHTS, RECORDED AND UNRECORDED, IN THE AREA OF THE PERMITTED WORK. IT IS THE RESPONSIBILITY OF BOTH, THE PERMITTEE AND THE CONTRACTOR, TO MAKE THE NECESSARY ARRANGEMENT WITH THE HOLDERS OF SUCH RIGHTS.
- UPON A WRITTEN NOTICE, THE CITY ENGINEER AND/OR HIS REPRESENTATIVE MAY CANCEL OR REVOKE THIS PERMIT FOR ANY CAUSE WHATSOEVER. CONSEQUENTLY, THE CONTRACTOR SHALL RESTORE ALL AFFECTED IMPROVEMENTS TO ITS ORIGINAL CONDITION, TO THE SATISFACTION OF THE CITY ENGINEER AND/OR HIS REPRESENTATIVE, AT CONTRACTOR'S SOLE COST, AND VACATE THE PUBLIC RIGHT-OF-WAY. SHOULD THE CONTRACTOR, FAIL TO RESTORE THE AFFECTED IMPROVEMENTS TO ITS ORIGINAL CONDITION, THE CITY SHALL EITHER PERFORM THE RESTORATION WORK, OR HAVE THE WORK PERFORMED BY AN OUTSIDE CONTRACTOR. **THE PERMITTEE AND THE CONTRACTOR, JOINTLY AND INDIVIDUALLY, HEREBY AGREE TO REIMBURSE THE CITY FOR THE COST OF SAID CITY-FINANCED RESTORATION WORK, WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF RECEIPT OF A STATEMENT FROM THE CITY.**
- **ANY COST INCURRED BY THE PERMITTEE AND/OR THE CONTRACTOR, AS A RESULT OF THE CONDITIONS OF THIS PERMIT OR AS A RESULT OF THE CITY EXERCISING ANY OF THE CITY'S RIGHTS OR AUTHORITIES SHALL BE BORN BY THE PERMITTEE AND/OR THE CONTRACTOR RESPECTIVELY.**

LICENSING

- CONTRACTOR SHALL MAINTAIN AN ACTIVE CONTRACTOR'S STATE LICENSE OF THE PROPER LICENSE CLASS, THROUGHOUT THE TERM OF THIS PERMIT.
- CONTRACTOR SHALL MAINTAIN AN ACTIVE REDONDO BEACH CITY BUSINESS LICENSE, THROUGHOUT THE TERM OF THIS PERMIT.

INSURANCE, SUBROGATION & INDEMNITY

- PERMITTEE AND/OR CONTRACTOR SHALL MAINTAIN ON CITY FILES, THROUGHOUT THE TERM OF THIS PERMIT, A CITY-APPROVED GENERAL LIABILITY INSURANCE POLICY AND ENDORSEMENT NAMING THE CITY ADDITIONAL INSURED ON PRIMARY BASIS. **INSURERS MUST BE ADMITTED TO DO BUSINESS IN THE STATE OF CALIFORNIA AND POSSESS A CURRENT A.M. BEST'S RATING OF NO LESS THAN "A:VII".**
- PERMITTEE AND/OR CONTRACTOR SHALL MAINTAIN ON CITY FILES, THROUGHOUT THE TERM OF THIS PERMIT, A CITY-APPROVED WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY INSURANCE POLICY OR DECLARATION WHEN REQUIRED.
- SIGNING THIS PERMIT IS PRIMA FACIE EVIDENCE THAT PERMITTEE AND/OR CONTRACTOR, JOINTLY AND INDIVIDUALLY, HEREBY WAIVE(S) THEIR/ITS RIGHT OF SUBROGATION AGAINST THE CITY OF REDONDO BEACH, ITS OFFICERS, ELECTED AND APPOINTED OFFICIALS, EMPLOYEES AND VOLUNTEERS FOR ANY LOSS, LIABILITY, DAMAGE, OR COST SUSTAINED BY ANY PERSON OR PROPERTY, ARISING OUT OF WORK OR OPERATIONS PERFORMED BY OR ON BEHALF OF THE PERMITTEE AND/OR CONTRACTOR, INCLUDING MATERIALS, PARTS, OR EQUIPMENT FURNISHED IN CONNECTION WITH SUCH WORK OR OPERATIONS.
- SIGNING THIS PERMIT IS PRIMA FACIE EVIDENCE THAT PERMITTEE AND/OR CONTRACTOR, JOINTLY AND INDIVIDUALLY, HEREBY AGREE(S) TO INDEMNIFY, DEFEND AND HOLD HARMLESS THE CITY OF REDONDO BEACH, ITS OFFICERS, ELECTED AND APPOINTED OFFICIALS, EMPLOYEES AND VOLUNTEERS AGAINST ANY LOSS, LIABILITY, DAMAGE, OR COST SUSTAINED BY ANY PERSON OR PROPERTY, ARISING OUT OF WORK OR OPERATIONS PERFORMED BY OR ON BEHALF OF THE PERMITTEE AND/OR CONTRACTOR, INCLUDING MATERIALS, PARTS, OR EQUIPMENT FURNISHED IN CONNECTION WITH SUCH WORK OR OPERATIONS.

SIGNS & NOTIFICATION

- PERMITTEE AND/OR CONTRACTOR SHALL POST ONE (1), 18"x12", WEATHERPROOF SIGN AT EVERY ENTRANCE TO EACH BLOCK OF THE AFFECTED PUBLIC RIGHT-OF-WAY. SAID SIGN SHALL CONTAIN THE NAMES OF THE PERMITTEE AND THE CONTRACTOR, THE CONSTRUCTION HOURS AND A 24-HOUR TELEPHONE NUMBER.
- PERMITTEE AND/OR CONTRACTOR SHALL NOTIFY THE PUBLIC WORKS DEPARTMENT-ENGINEERING SERVICES DIVISION, **TWO (2) WORKING DAYS PRIOR TO THE COMMENCEMENT OF ANY WORK WITHIN THE PUBLIC RIGHT-OF-WAY.**

- PERMITTEE AND/OR CONTRACTOR SHALL NOTIFY NEIGHBORING RESIDENTS AND BUSINESSES **TWO (2) WORKING DAYS PRIOR TO THE COMMENCEMENT OF ANY WORK** WITHIN THE PUBLIC RIGHT-OF-WAY.
- WRITTEN NOTICES SHALL PROVIDE THE PERMITTEE'S AND/OR CONTRACTOR'S 24-HOUR TELEPHONE NUMBER, THE NATURE OF THE PROPOSED WORK AND THE ANTICIPATED TIME OF COMMENCEMENT AND COMPLETION OF SAID WORK.
- **THE CITY ENGINEER AND/OR HIS REPRESENTATIVE SHALL APPROVE ALL WRITTEN NOTICES PRIOR TO DISTRIBUTION.**

TIME

- **ACTUAL CONSTRUCTION SHALL COMMENCE NO EARLIER THAN 7:00 A.M. AND SHALL CEASE NO LATER THAN 6:00 P.M., MONDAY THROUGH FRIDAY.**
- WORK WITHIN THE PUBLIC RIGHT-OF-WAY, SHALL BE PERFORMED BETWEEN THE HOURS OF **9:00 A.M. AND 3:00 P.M., MONDAY THROUGH FRIDAY**, IF SAID WORK FALLS WITHIN THE FOLLOWING MAJOR THOROUGHFARES:
 1. ARTESIA BOULEVARD.
 2. AVIATION BOULEVARD.
 3. BERYL STREET.
 4. CAMINO REAL.
 5. CATALINA AVENUE.
 6. INGLEWOOD AVENUE.
 7. MANHATTAN BEACH BOULEVARD.
 8. MARINE AVENUE.
 9. PALOS VERDES BOULEVARD.
 10. PROSPECT AVENUE.
 11. TORRANCE BOULEVARD.
 12. 190TH / ANITA STREET.

NO WORK WITHIN THE PUBLIC RIGHT-OF-WAY SHALL BE PERFORMED DURING THE FOLLOWING HOLIDAYS.

1. MEMORIAL DAY.
2. INDEPENDENCE DAY.
3. LABOR DAY.
4. THANKSGIVING DAY.
5. CHRISTMAS DAY.
6. NEW YEARS DAY.

- **NO WORK WITHIN THE PUBLIC RIGHT-OF-WAY SHALL BE PERFORMED ON SATURDAYS WITHOUT THE PRIOR WRITTEN CONSENT OF THE CITY ENGINEER AND/OR HIS REPRESENTATIVE. WORK AUTHORIZED FOR SATURDAYS, SHALL BE PERFORMED BETWEEN THE HOURS OF 9:00 A.M. AND 5:00 P.M.**
- **NO WORK WITHIN THE PUBLIC RIGHT-OF-WAY SHALL BE PERFORMED ON SUNDAYS.**
- THIS PERMIT SHALL BECOME **NULL AND VOID** UNLESS WORK PERMITTED THEREBY IS COMMENCED AND DILIGENTLY PURSUED WITHIN **(180) CALENDAR DAYS** FROM THE DATE OF ISSUANCE OF THIS PERMIT.
- THIS PERMIT SHALL BECOME **NULL AND VOID** IF WORK PERMITTED THEREBY IS SUSPENDED FOR ANY REASON WHATSOEVER, AT ANY TIME DURING CONSTRUCTION, FOR **(180) CALENDAR DAYS.**

UTILITIES

- PERMITTEE AND/OR CONTRACTOR SHALL CALL UNDERGROUND SERVICE ALERT AT ITS TOLL FREE NUMBER, 1-800-227-2600, **TWO (2) WORKING DAYS PRIOR TO THE COMMENCEMENT OF ANY EXCAVATION.** SECTION 4216/4217 OF THE GOVERNMENT CODE REQUIRES A DIG ALERT IDENTIFICATION NUMBER TO BE ISSUED BEFORE A "PERMIT TO EXCAVATE" WILL BE VALID.
- CONTRACTOR SHALL LOCATE AND PROTECT EXISTING UTILITIES AT CONTRACTOR'S SOLE COST.
- CONTRACTOR SHALL REPAIR, AT THE CONTRACTOR'S SOLE COST, TO THE SATISFACTION OF THE CITY ENGINEER AND/OR HIS REPRESENTATIVE, ANY DAMAGE INFLECTED BY OR ON BEHALF OF THE CONTRACTOR ON EXISTING UTILITIES.
- **UPON COMPLETION CONTRACTOR SHALL REMOVE ALL SPRAY PAINTED MARKINGS PRIOR TO THE FINAL INSPECTION.**

LANDSCAPING

PERMITTEE AND/OR CONTRACTOR SHALL REPLACE IN KIND, AT THEIR/ITS COST, TO THE SATISFACTION OF THE CITY ENGINEER AND/OR HIS REPRESENTATIVE, TREES AND ALL OTHER LANDSCAPING AND IRRIGATION ELEMENTS THAT ARE REMOVED FROM PUBLIC RIGHT-OF-WAY PER THE APPROVED PROJECT PLANS OR PER THE DIRECTIONS OF THE CITY ENGINEER AND/OR HIS REPRESENTATIVE.

TRAFFIC CONTROL

- CONTRACTOR SHALL SUBMIT TRAFFIC DELINEATION PLANS TO THE CITY ENGINEER AND/OR HIS REPRESENTATIVE FOR APPROVAL.
- WHEN THE REQUIREMENT FOR TRAFFIC DELINEATION PLANS IS WAIVED BY THE CITY ENGINEER AND/OR HIS REPRESENTATIVE, CONTRACTOR SHALL EXECUTE TRAFFIC

DELINEATION IN ACCORDANCE WITH THE LATEST EDITION OF THE **CA MUTCD**, AS AMENDED, TO THE SATISFACTION OF THE CITY ENGINEER AND/OR HIS REPRESENTATIVE.

- CONTRACTOR SHALL OBTAIN APPROVAL OF THE CITY ENGINEER AND/OR HIS REPRESENTATIVE, AS WELL AS THE POLICE DEPARTMENT AT (310) 318-0611, **PRIOR** TO POSTING NO-PARKING SIGNS.
- CONTRACTOR SHALL POST NO-PARKING SIGNS **(72) HOURS PRIOR TO ENFORCEMENT**.
- CONTRACTOR SHALL ENSURE THAT COMMERCIAL VEHICLES TRANSPORTING SOIL, EQUIPMENT OR CONSTRUCTION MATERIALS, AND HAVING UNLADEN WEIGHT, AS DEFINED IN SECTION 660 OF CVC, OF 6,000 POUNDS OR MORE, OR HAVING MANUFACTURER'S GROSS WEIGHT RATING, AS DEFINED IN SECTION 390 OF CVC, OF 10,000 POUNDS OR MORE, SHALL USE DESIGNATED TRUCK ROUTE TO COMMUTE TO PROJECT SITE. ANY COMMERCIAL VEHICLE HAVING A FULLY LADEN WEIGHT OF 20,000 POUNDS OR MORE **SHALL NOT USE CONDITIONAL TRUCK ROUTE**. MAPS SHOWING TRUCK ROUTES ARE AVAILABLE FROM THE PUBLIC WORKS DEPARTMENT - ENGINEERING SERVICES DIVISION.

PERFORMANCE

- CONTRACTOR SHALL ENSURE THAT **ALL WORKS** COMPLY WITH THE REQUIREMENTS OF THE LATEST EDITION OF **CAL/OSHA CONSTRUCTION SAFETY ORDERS**, AS AMENDED, TO THE SATISFACTION OF THE CITY ENGINEER AND/OR HIS REPRESENTATIVE. EXCAVATIONS EQUAL OR EXCEED FIVE (5) FEET IN DEPTH, INTO WHICH A PERSON IS REQUIRED TO DESCEND, AND THE CONSTRUCTION OR THE DEMOLITION OF ANY SCAFFOLDING FALSEWORK, BUILDING OR STRUCTURE MORE THAN THREE STORIES HIGH, REQUIRE A SEPARATE PERMIT FROM CAL/OSHA.
- CONTRACTOR SHALL ENSURE THAT **ALL WORKS** COMPLY WITH THE REQUIREMENTS OF THE **CLEAN WATER ACT (CWA)** AND THE **NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)**, TO THE SATISFACTION OF THE CITY ENGINEER AND/OR HIS REPRESENTATIVE. CONTRACTOR SHALL ADHERE TO THE SELECTED **BEST MANAGEMENT PRACTICES (BMP)** PLAN AND ALL ADDITIONAL CORRECTIVE STEPS AS REQUIRED BY THE CITY ENGINEER AND/OR HIS REPRESENTATIVE. **CONTRACTOR IS HEREBY ADVISED THAT CONTRACTOR SHALL BE SUBJECT TO FINES FROM THE CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD (CRWQCB), THE STATE DEPARTMENT OF FISH AND GAME AND THE UNITED STATES COAST GUARD FOR ANY WATER POLLUTION CAUSED BY THE CONTRACTOR.**
- UNLESS DIRECTED OTHERWISE BY THE CITY, CONTRACTOR SHALL ENSURE THAT **ALL WORKS WITHIN THE PUBLIC RIGHT-OF-WAY**, COMPLY WITH THE REQUIREMENTS OF THE LATEST EDITION OF THE **AMERICAN PUBLIC WORKS ASSOCIATION (APWA) STANDARD PLANS AND SPECIFICATIONS**, AS AMENDED, TO THE SATISFACTION OF THE CITY ENGINEER AND/OR HIS REPRESENTATIVE.
- PERMITTEE AND/OR CONTRACTOR SHALL ENSURE THAT THE CONSTRUCTION, DEMOLITION OR ABANDONMENT OF WATER WELLS, MONITORING WELLS AND CATHODIC PROTECTION WELLS, COMPLY WITH THE REQUIREMENTS OF THE LATEST EDITION OF THE **CALIFORNIA WELL STANDARDS**, ISSUED BY THE **CALIFORNIA DEPARTMENT OF WATER RESOURCES**, AS AMENDED, TO THE SATISFACTION OF THE CITY ENGINEER AND/OR HIS REPRESENTATIVE.
- PERMITTEE AND/OR CONTRACTOR SHALL KEEP THE PUBLIC RIGHT-OF-WAY CLEAN AND CLEAR FOR PEDESTRIAN AND VEHICULAR TRAFFIC AT ALL TIMES, TO THE SATISFACTION OF THE CITY ENGINEER AND/OR HIS REPRESENTATIVE.
- PERMITTEE AND/OR CONTRACTOR SHALL STORE NEITHER DEBRIS, MATERIALS NOR EQUIPMENT WITHIN THE PUBLIC RIGHT-OF-WAY, WITHOUT THE **PRIOR WRITTEN CONSENT** OF THE CITY ENGINEER AND/OR HIS REPRESENTATIVE.
- PERMITTEE AND/OR CONTRACTOR SHALL ENFORCE THE CITY'S DUST CONTROL REQUIREMENTS AT ALL TIMES, TO THE SATISFACTION OF THE CITY ENGINEER AND/OR HIS REPRESENTATIVE.
- PERMITTEE AND/OR CONTRACTOR SHALL ENFORCE THE CITY'S NOISE CONTROL REQUIREMENTS AT ALL TIMES, TO THE SATISFACTION OF THE CITY ENGINEER AND/OR HIS REPRESENTATIVE.
- **CONTRACTOR SHALL REMOVE ALL SPRAY PAINTED MARKINGS PRIOR TO THE FINAL INSPECTION.**
- **CONTRACTOR'S COPY OF THIS PERMIT, INCLUDING ALL ATTACHMENTS, ALONG WITH AN APPROVED SET OF PROJECT PLANS AND SPECIFICATIONS, SHALL BE KEPT AT THE PROJECT SITE, READY FOR INSPECTION BY ANY AUTHORIZED AGENT OF THE CITY, UPON DEMAND.**

REPORTS

PERMITTEE AND/OR CONTRACTOR SHALL SUBMIT THE FOLLOWING TO THE PUBLIC WORKS DEPARTMENT - ENGINEERING SERVICES DIVISION, DURING CONSTRUCTION AND **PRIOR TO REQUESTING FINAL INSPECTION**:

1. CONCRETE CLASS REPORTS.
2. ASPHALT CLASS REPORTS.
3. COMPACTION REPORTS.
4. ALL OTHER REPORTS AND DOCUMENTS AS REQUESTED BY THE CITY ENGINEER AND/OR HIS REPRESENTATIVE.

INSPECTION

- PERMITTEE AND/OR CONTRACTOR SHALL ENSURE THAT ALL WORKS WITHIN THE PUBLIC RIGHT-OF-WAY ARE INSPECTED AND APPROVED BY THE PUBLIC WORKS INSPECTOR.
- PERMITTEE AND/OR CONTRACTOR SHALL ARRANGE FOR PUBLIC WORKS INSPECTION **(24) HOURS IN ADVANCE**.
- PERMITTEE AND/OR CONTRACTOR SHALL CONTACT THE PUBLIC WORKS DEPARTMENT - ENGINEERING SERVICES DIVISION AT **(310) 937-6653** BEFORE 3:00 P.M. FOR ALL INSPECTION REQUESTS. CALLS RECEIVED AFTER 3:00 P.M. SHALL NOT BE SCHEDULED FOR NEXT BUSINESS DAY INSPECTION.

- PERMITTEE AND/OR CONTRACTOR SHALL ENSURE THAT **FIRST INSPECTION** TAKE PLACE WHEN **ONE OR MORE** OF THE FOLLOWING OCCUR:

1. ALL FORMS HAVE BEEN PROPERLY INSTALLED AND ARE READY TO RECEIVE CONCRETE.
2. A SUBSTRATUM IN A PAVEMENT SECTION HAS BEEN PROPERLY INSTALLED, COMPACTED, HAD PASSED THE REQUIRED COMPACTION TEST, PRIMED AND IS READY TO RECEIVE THE NEXT LAYER OF PAVEMENT.
3. ALL PIPES AND CONDUITS HAVE BEEN PROPERLY INSTALLED INTO THEIR TRENCHES, AND ARE READY TO BE COVERED.

- PERMITTEE AND/OR CONTRACTOR SHALL ENSURE THAT **SECOND INSPECTION** TAKE PLACE WHEN **ONE OR MORE** OF THE FOLLOWING OCCUR:

1. CONCRETE IS BEING POURED AND FINISHED.
2. SUBBASE, BASE OR ASPHALTIC CONCRETE LAYER IS BEING INSTALLED.
3. TRENCHES ARE BEING BACKFILLED AND COMPACTED.

- PERMITTEE AND/OR CONTRACTOR SHALL ENSURE THAT **FINAL INSPECTION** TAKES PLACE SUBSEQUENT TO THE FOLLOWING:

1. ALL REQUIRED REPORTS AND/OR DOCUMENTS HAVE BEEN RECEIVED AND ACCEPTED BY THE CITY ENGINEER AND/OR HIS REPRESENTATIVE.
2. ALL PERMITTED WORK IS COMPLETED.
3. THE ENTIRE PROJECT HAS BEEN INSPECTED AND FINALIZED BY THE CITY'S BUILDING DIVISION.

DEPOSITS AND BONDS

- IF ALL WORKS ARE INSPECTED AND FOUND TO BE IN ORDER, POSTED DEPOSITS AND BONDS SHALL BE RELEASED WITHIN **APPROXIMATELY THIRTY (30) CALENDAR DAYS FROM THE DATE OF FINAL INSPECTION**, LESS ANY AND ALL CHARGES AND PENALTIES INCURRED.
- IF CITY CREWS ARE CALLED UPON TO PERFORM WORK WITHIN THE PUBLIC RIGHT-OF-WAY, DUE TO THE NEGLIGENCE OF THE PERMITTEE AND/OR CONTRACTOR, ALL EXPENSES INCURRED BY THE CITY CREWS, SHALL BE DEDUCTED FROM ANY AND ALL DEPOSITS AND BONDS POSTED WITH THE CITY BY THE PERMITTEE AND/OR CONTRACTOR.

CIVIL DEBT

IF ALL DEPOSITS AND BONDS POSTED BY THE PERMITTEE/CONTRACTOR WITH THE CITY ARE NOT SUFFICIENT TO COVER CHARGES AND PENALTIES INCURRED BY THE PERMITTEE/CONTRACTOR, THEN THE BALANCE OF ANY AND ALL PENALTIES AND CHARGES INCURRED BY THE PERMITTEE/CONTRACTOR SHALL BE CHARGED AS A CIVIL DEBT TO THE PERMITTEE/CONTRACTOR, AND MAY BE COLLECTED BY THE CITY IN THE SAME MANNER AS IT COLLECTS ANY OTHER CIVIL DEBT OR OBLIGATION.

STATEMENT AND AGREEMENT

WE, THE PERMITTEE AND THE CONTRACTOR, HEREBY STATE THAT WE HAVE READ AND UNDERSTAND THE ABOVE GUIDELINES OF THIS PERMIT. WE, THE PERMITTEE AND THE CONTRACTOR, HEREBY AGREE TO COMPLY WITH ALL APPLICABLE FEDERAL, STATE AND LOCAL LAWS, RULES AND REGULATIONS INCLUDING THE ABOVE GUIDELINES OF THIS PERMIT.

NAME OF PERMITTEE: _____

SIGNATURE OF PERMITTEE
OR AUTHORIZED AGENT: _____

NAME OF CONTRACTOR: _____

SIGNATURE OF CONTRACTOR
OR AUTHORIZED AGENT: _____

PROJECT ADDRESS: _____

DATE: _____ PERMIT NO.: _____

REGULATIONS

BEST MANAGEMENT PRACTICES

STORM WATER RUNOFF FROM CONSTRUCTION SITES HAS BEEN SHOWN TO BE A MAJOR SOURCE OF WATER POLLUTION. THE FOLLOWING REPRESENTS THE MINIMUM STANDARDS OF GOOD HOUSEKEEPING, WHICH MUST BE IMPLEMENTED ON ALL CONSTRUCTION SITES REGARDLESS OF SIZE:

- I.** ALL PERSONS WORKING AT THE SITE SHOULD OBTAIN, READ, AND UNDERSTAND THE BEST MANAGEMENT PRACTICES PAMPHLETS FOR THE TYPE(S) OF CONSTRUCTION BEING DONE.
- II.** STOCKPILES OF SOIL, DEMOLITION, DEBRIS, CEMENT, SAND, TOPSOIL, ETC. MUST BE COVERED WITH A WATERPROOF MATERIAL OR BERMED TO PREVENT BEING WASHED OFF SITE.
- III.** FUELS, OILS, PAINTS, SOLVENTS, AND OTHER LIQUID MATERIALS MUST BE KEPT INSIDE BERMED AREAS. SPILLS MUST NOT BE WASHED TO THE STREET.
- IV.** WASTE CONCRETE MUST NOT BE WASHED INTO THE STREET, STORM DRAIN CATCH BASINS, OR PUBLIC RIGHT-OF-WAY. ALL DUST AND SLURRY FROM CONCRETE CUTTING MUST BE REMOVED USING A WET-DRY VACUUM OR EQUIVALENT.
- V.** TRASH AND OTHER CONSTRUCTION SOLID WASTES MUST BE PLACED IN A COVERED TRASH RECEPTACLE.
- VI.** ERODED SOIL FROM DISTURBED SLOPES MUST BE CONTAINED USING BERMS, SILT FENCES, SETTLING BASINS, OR GOOD EROSION MANAGEMENT PRACTICES SUCH AS RESEEDING.
- VII.** WASH WATER FROM CLEANING CONSTRUCTION VEHICLES AND EQUIPMENT MUST BE KEPT ON-SITE WITHIN A CONTAINMENT AREA.

STATEMENT

WE, THE UNDERSIGNED, HEREBY STATE THAT WE HAVE RECEIVED THE CHECKED PAMPHLETS, WE HAVE READ, UNDERSTAND AND WILL COMPLY WITH ALL RULES AND REGULATIONS OF STORM WATER RUNOFF POLLUTION PREVENTION (SWRPPP) STIPULATED THERETO, TO THE SATISFACTION OF THE CITY.

SIGNATURE OF PERMITTEE OR AUTHORIZED REPRESENTATIVE

DATE

SIGNATURE OF CONTRACTOR OR AUTHORIZED REPRESENTATIVE

DATE



CITY OF REDONDO BEACH

PUBLIC WORKS DEPARTMENT - ENGINEERING SERVICES DIVISION

SWPPP CHECKLIST

PROJECT ADDRESS:	PERMITTEE:
PERMIT NO.	CONTRACTOR:

CONSTRUCTION RELATED ACTIVITY	CITY PROVIDED BMP PAMPHLETS								
	☑	ROADWORK AND PAVING	PAINTING	LANDSCAPING, GARDENING, AND PEST CONTROL	GENERAL CONSTRUCTION AND SITE SUPERVISION	HEAVY EQUIPMENT & EARTH-MOVING ACTIVITIES	HOME REPAIR AND REMODELING	FRESH CONCRETE AND MORTAR APPLICATION	AUTOMOTIVE MAINTENANCE AND CAR CARE
ROAD CONSTRUCTION	<input type="checkbox"/>	●			●	●		●	
DRIVEWAY CONSTRUCTION	<input type="checkbox"/>	●			●	●		●	
ROADWAY SEAL COATING	<input type="checkbox"/>	●			●	●			
HEAVY EQUIPMENT OPERATION	<input type="checkbox"/>				●	●			●
CEMENT TRUCK OPERATION	<input type="checkbox"/>				●	●			●
ASPHALT AND CONCRETE SAW CUTTING	<input type="checkbox"/>	●			●		●		
ASPHALT AND CONCRETE REMOVAL	<input type="checkbox"/>	●			●		●		
EXCAVATION	<input type="checkbox"/>				●	●			
MATERIALS STOCKPILING	<input type="checkbox"/>				●				
GRADING	<input type="checkbox"/>				●	●	●		
PAINTING	<input type="checkbox"/>		●		●		●		
DRYWALL, PLASTER, PAPER HANGING, & FLOORING	<input type="checkbox"/>		●		●		●		
PAINT REMOVAL	<input type="checkbox"/>		●		●		●		
LANDSCAPING AND GARDENING	<input type="checkbox"/>			●	●		●		
PEST CONTROL	<input type="checkbox"/>			●	●		●		
EQUIPMENT MAINTENANCE	<input type="checkbox"/>				●				●
VEHICLE MAINTENANCE	<input type="checkbox"/>				●				●
EQUIPMENT AND VEHICLE	<input type="checkbox"/>				●				●
ROOFING	<input type="checkbox"/>				●		●		
EQUIPMENT FUELING	<input type="checkbox"/>				●				●
VEHICLE FUELING	<input type="checkbox"/>				●				●
CONCRETE OR MASONRY WORK	<input type="checkbox"/>				●			●	
DEMOLITION	<input type="checkbox"/>				●		●		



CITY OF REDONDO BEACH
PUBLIC WORKS DEPARTMENT - ENGINEERING SERVICES DIVISION

NPDES CERTIFICATION FORM

REGULATIONS

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) IS THE PORTION OF **THE CLEAN WATER ACT (CWA)** THAT APPLIES TO THE PROTECTION OF RECEIVING WATERS. IF A PROJECT INVOLVES A CONSTRUCTION ACTIVITY THAT DISTURBS A GROUND SURFACE AREA OF **ONE (1)** ACRE OR MORE, OR IF SAID ACTIVITY RESULTS IN THE DISTURBANCE OF LESS THAN **ONE (1)** ACRE OF A GROUND SURFACE AREA BUT IS A PART OF A LARGER COMMON PLAN OF DEVELOPMENT OR SITE THAT EXCEEDS **ONE (1)** ACRE, THE PROJECT WILL BE SUBJECT TO REQUIREMENTS OF THE CALIFORNIA GENERAL PERMIT FOR STORMWATER DISCHARGE ASSOCIATED WITH CONSTRUCTION ACTIVITIES (**PERMIT NO. CAS004001**) UNDER THE NPDES PROGRAM. WHEN A PROJECT IS SUBJECT TO THE REQUIREMENTS OF PERMIT NO. CAS004001, A **NOTICE OF INTENT (NOI)** IS REQUIRED TO BE FILED WITH THE **STATE WATER RESOURCES CONTROL BOARD (SWRCB)** AND A **STORMWATER POLLUTION PREVENTION PLAN (SWPPP)** IS REQUIRED TO BE PREPARED, IMPLEMENTED AND BE AVAILABLE AT THE PROJECT SITE FOR REVIEW AND VERIFICATION AT ALL TIMES. THE WASTE DISCHARGE IDENTIFICATION NUMBER (WDID) MUST BE OBTAINED FROM SWRCB AND ENTERED BELOW, AND SUBMITTED TO THE CITY BEFORE THE ISSUANCE OF AN ENGINEERING PERMIT.

PROJECT INFORMATION

PROJECT ADDRESS: _____ PERMIT NO.: _____

PERMITTEE: _____ CONTRACTOR: _____

STATEMENT (I)

WE, THE UNDERSIGNED, HEREBY STATE THAT WE HAVE READ, UNDERSTAND THE AFOREMENTIONED REGULATIONS AND THAT THIS PROJECT IS NOT SUBJECT TO THE REQUIREMENTS OF NPDES PERMIT NO. CAS004001.

SIGNATURE OF PERMITTEE OR AUTHORIZED REPRESENTATIVE

DATE

SIGNATURE OF CONTRACTOR OR AUTHORIZED REPRESENTATIVE

DATE

STATEMENT (II)

WE, THE UNDERSIGNED, HEREBY STATE THAT WE HAVE READ, UNDERSTAND THE AFOREMENTIONED REGULATIONS AND THAT THIS PROJECT IS SUBJECT TO THE REQUIREMENTS OF NPDES PERMIT NO. CAS004001. FURTHER, WE HEREBY STATE THAT A STORMWATER POLLUTION PREVENTION PLAN HAS BEEN PREPARED AND MAINTAINED AT THE PROJECT SITE TO THE SATISFACTION OF THE CITY ENGINEER AND/OR HIS REPRESENTATIVE (WDID NO. _____).

SIGNATURE OF PERMITTEE OR AUTHORIZED REPRESENTATIVE

DATE

SIGNATURE OF CONTRACTOR OR AUTHORIZED REPRESENTATIVE

DATE



Administrative Report

L.4., File # HC21-2450

Meeting Date: 5/10/2021

TO: HARBOR COMMISSION

FROM: STEPHEN PROUD, WATERFRONT & ECONOMIC DEVELOPMENT
DIRECTOR

TITLE
DIRECTOR'S REPORT

RECOMMENDATION
Receive and File