

CITY MANAGER/DIRECTOR OF EMERGENCY SERVICES
EXECUTIVE ORDER NO. 2020-09-29
(COVID-19 CITY PARKS OPEN SPACE SERVICE AREA REGULATIONS)

Issue Date: September 29, 2020

1. Purpose. These regulations allow businesses such as gyms, fitness centers, dance studios, and cycling studios to reserve an open space within a City-owned park to conduct instructional classes. Businesses shall follow proper social distancing protocols outlined in the Los Angeles County Department of Public Health outdoor services guidelines.
2. Compliance with Law. Gyms, fitness centers, dance studios and cycling studios using City-owned park space to provide outdoor service (herein after referred to as “Outdoor Services”) shall comply with all applicable laws, including, but not limited to:
 - Americans with Disabilities Act
 - California Department of Public Health Regulations
 - California Department of Consumer Affairs
 - City of Los Angeles Building & Safety Codes
 - City of Los Angeles Fire Department Codes
 - Los Angeles County Health Officer Orders
 - San Fernando Municipal Code
3. Permit Duration. COVID-19 Outdoor Services Permits to use City-owned park open space shall be valid only on the date and time reserved through the San Fernando Recreation and Community Services Department reservation system. Reservations are first come/first served based on availability. Outdoor Services reservations will be taken through December 31, 2020, unless earlier canceled or extended by the City Manager/Director of Emergency Services or by the City Council.

Outdoor Services, as defined in this Executive Order, must be provided indoor as soon as permitted by the County of Los Angeles Department of Public Health – Health Officer Order.

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4. Permit Overview.

A. LOCATION:

- a. The outdoor activity area must be located in a predesignated open space area located within a city-owned park, and must not take place on any of the following: on-street parking spaces, and right-of-way that cannot provide the minimum requirement of a 5-foot clear path of travel.
- b. An outdoor service area shall not be located outside of the designated area or operated in a manner that jeopardizes the safety of other park patrons. The Director of Recreation and Community Services may impose safety measures as necessary to protect the safety of activity participants, other park guests, and vehicles in and around the proposed outdoor service area.

B. RESERVATIONS:

- a. The San Fernando Recreation and Community Services Department will maintain a listing of predesignated areas that may be reserved for Outdoor Services.
- b. Reservations are first come/first served based on availability. The City does not guarantee that the applicant will receive the requested predesignated space. The City reserves the right to assign any predesignated outdoor space based on availability, group size and other factors as promulgated by the Recreation and Community Services Director.
- c. Reservations may be made no more than 30 days in advance of the requested activity.

C. SOCIAL DISTANCING:

- a. All businesses shall ensure that social distancing is maintained by persons in the outdoor service area or on any adjacent public space waiting for the next activity session to start.
- b. Businesses shall follow all safety protocols per the Los Angeles County Department of Public Health.

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D. NOISE:

- a. The business owner must undertake appropriate measures to ensure that the level of noise associated with the instructional activity does not disturb the right to quiet enjoyment of the park and neighboring properties.
- b. Live music is not allowed per the County of Los Angeles Department of Public Health – Health Officer Order.
- c. Amplified music is permitted so long as it remains in compliance with the City of San Fernando’s Noise Ordinance (SFMC Sec. 34-26 through 71).

E. MAINTENANCE:

- a. The permittee shall maintain the outdoor service area clear of litter, packaging, and gum. At the end of each activity session, the permittee shall remove all trash and clean the area in and around the open space.
- b. The permittee does not have storage privileges. All property shall be removed from the park premises at the close of business activity.
- c. The City may temporarily revoke any permit to conduct any necessary repairs or maintenance on public facilities.

F. PARKING:

- a. The permittee and clients’ of the establishment shall adhere to all applicable City parking regulations.
- b. Existing disabled (ADA) access parking stalls and the path of travel shall not be impacted by the outdoor activity.

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G. SIGNAGE:

- a. A small banner no larger than 6' x 3.5' may promote the activity during instruction only. The banner may not be left in the park and must be removed at the end of the class session.
- b. The banner must be within 20 feet of the permitted area. The permittee shall be responsible for any hardware needed to post their banner. Banners may not be affixed to:
 - i. Walls
 - ii. Light Poles
 - iii. Bushes/Shrubs
 - iv. Playground Equipment

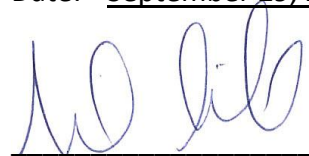
H. REQUIRED DOCUMENTS: The following documents are required to complete the permitting process:

- a. City of San Fernando Business License.
- b. Certificate of General Liability Insurance; Must include the City of San Fernando as Additional Insured.
- c. A diagram of the open space showing how social distancing protocols will be maintained during the activity session.

I. NON-TRANSFERABLE: The permit issued to the business is non-transferable, and must be produced upon request from City staff.

ISSUED:

Date: September 29, 2020



Nick Kimball, City Manager
Director of Emergency Services
City of San Fernando