PLANNING AND DEVELOPMENT
CURRENT PLANNING DIVISION

Culver CITY

(310) 253-5710

www.culvercity.gov

9770 CULVER BOULEVARD, CULVER CITY, CALIFORNIA 90232-0507

July 28, 2026

Lyra Marble
Mr. Bones Pumpkin Patch, Inc.
2632 Wilshire Boulevard #406
Santa Monica, CA 90403

RE: NOTICE OF DECISION FOR TEMPORARY USE PERMIT, P2026-0123-TUP, MR. BONES PUMPKIN PATCH INC.
10100 Jefferson Boulevard, Mixed-Use Corridor 2 (MU-2) Zone

Dear Lyra Marble:

The Current Planning Division has conditionally approved your Temporary Use Permit, P2026-0123-TUP, to operate a pumpkin patch at 10100 Jefferson Boulevard as described in Attachment 2.

The TUP shall be effective from September 1, 2026, through November 16, 2026, which includes setup and cleanup associated with the use. Operation of the pumpkin patch shall be limited to the approved operating period from October 2, 2026, through November 1, 2026. The TUP is subject to conditions of approval outlined in Attachment 1.

This administrative decision may be appealed in accordance with Culver City Municipal Code, Section 17.640.030 Appeals, by any interested person within 15 calendar days of approval, by 5:30 PM.

For any inquiries, please contact Reese Hammons, Acting Assistant Planner, at (310) 253-5712 or reese.hammons@culvercity.gov.

Sincerely,

Emily Stadnicki
Planning and Development Director

Attachments:
1. Analysis and Conditions of Approval
2. Project Description and Plans
3. Community Risk Reduction – Outdoor Assembly and Special Event Guidelines

Copy: Timothy Koutsouros, Building Official
Dave Montgomery, Fire Prevention Specialist
Daniel Nembhard, Fire Inspector
Marian Aspnes, Enforcement Services Manager
Case File No. P2026-0123

Temporary Use Permit P2026-0123-TUP
10100 Jefferson Blvd
Attachment 1: Analysis and Conditions of Approval – Mr. Bones Pumpkin Patch, Inc.

Request

Culver City Municipal Code (CCMC) Chapter 17.520 requires approval of a Temporary Use Permit (TUP) for temporary seasonal uses and activities. A TUP application was submitted on May 19, 2026, requesting permission to operate a seasonal pumpkin patch at the project site. The proposed operation period is September 1, 2026, through November 16, 2026, including setup and cleanup activities. Pumpkin patch sales and related activities will occur from October 2 through November 1, 2026, operating from 9:00 AM to 9:00 PM Sunday through Thursday, and 9:00 AM to 10:00 PM on Friday and Saturday.

The project site includes vacant parcels of land at the southeast corner of Jefferson Boulevard and College Avenue, and a paved parking lot (10100 Jefferson Boulevard) used by West Los Angeles Community College. The project site proposes to use a 1.4 acre-portion of Assessor Parcel Numbers (APNs) 4296-001-906, and -905 and -013 for the pumpkin patch activities, while the other parcels (APNs 4206-001-002, -003, and -004) will be used as temporary parking for the event.

Analysis

The proposed pumpkin patch will feature a variety of attractions and amenities, including pumpkin sales, a straw maze, petting zoo and pony rides, inflatable play structures, and designated activity zones for face painting, pumpkin decorating, and pumpkin carving. Additional features include a performance stage with canopy, scenic and decorative props, food trucks, picnic seating, security and office trailers, on-site storage units, and portable restrooms. An 8-foot-high perimeter fence is proposed around the entire event area for screening.

The performance stage is located near College Boulevard, at the northern edge of the site, and is significantly set back from the nearest residential uses located to the south. Given this separation and the open-air configuration of the site, no substantial impacts related to noise, dust, or debris are anticipated for neighboring homes. The petting zoo component will require separate approval from the Los Angeles County Department of Public Health. Animal waste will be managed in compliance with local health standards, using a City-provided organic waste dumpster with daily disposal.

The project provides on-site parking access via Jefferson Boulevard for up to 180 vehicles, with an additional 34 spaces available on weekdays after 4 PM and throughout the weekend. Peak attendance is estimated at up to 600 guests at one time. As a group-oriented, family event, attendees are expected to arrive in parties of two or more, resulting in fewer vehicles per visitor. Based on this expected attendance pattern, the City has determined that proposed parking and site access are adequate for the temporary use, subject to conditions of approval to support safe traffic circulation.

At the conclusion of the event, all temporary equipment, merchandise, and refuse will be removed, and the site will be restored to its original condition no later than November 16, 2026.

Findings

The following findings for a temporary use permit have been made pursuant to CCMC Section 17.520.030:

A. The use is limited to a duration that is no more than the maximum allowed duration, as determined appropriate by the review authority.

The Applicant's proposed dates of operation are September 1, 2026, to November 16, 2026, with pumpkin patch sales and operational activities occurring no more than 30 days (specifically October 2 to November 1). The duration of the proposed temporary use, including setup, cleanup, and event activities are determined appropriate by the review authority, consistent with CCMC Section 17.520.015.A.3.

B. The site is physically adequate for the type, density, and intensity of use being proposed, including provision of services (e.g. sanitation and water), public access and the absence of physical constraints.

The pumpkin patch will be located on 1.4-acres of vacant land, with a generally consistent slope for much of the area and is adjacent to existing roadways and sidewalks. The site's large size and relatively level topography can support the placement of temporary structures and entertainment uses. All vehicle and pedestrian access to the pumpkin patch is provided via Jefferson Boulevard. Although currently vacant and not connected to permanent utilities, the applicant will install a temporary electrical panel, power poles, and water hookups to serve the event. Waste management will comply with the standards and requirements of the Culver City Public Works Environmental Programs and Operations (EPO) Division, and on-site dumpsters and portable restrooms will be provided throughout the duration of the event. Considering the site's size, condition, surrounding public access, and the provision of temporary utilities and amenities, the site is suitable to support the proposed temporary use.

C. The design, location, size, and operating characteristics of the proposed use are compatible with the existing land uses on-site and in the vicinity of the subject property.

The proposed location of the pumpkin patch use is at the intersection of Jefferson Boulevard and College Boulevard, where the surrounding uses consist of larger commercial and light industrial uses, and the West Los Angeles Community College. The subject site is buffered by an existing parking lot and vacant land where additional parking will be provided. The nearest residential uses are approximately 500 feet away and based on the operations and with the conditions of approval, the proposed temporary use will not adversely impact nearby residential and non-residential uses in the vicinity.

D. The temporary use will be removed, and the site restored as necessary to ensure that no changes to the site will limit the range of possible future land uses otherwise allowed by this Title.

The operation of the temporary pumpkin patch use and the proposed temporary improvements on the subject site will not result in any permanent changes to the physical layout or character of the site. All improvements related to the pumpkin patch use will be removed no later than November 16, 2026, and the site will be restored to its original condition. This includes the scattering of mulch over the site after cleanup to help the soil recover from any potential fatigue or damage resulting from the temporary use. Further, no part of the proposed temporary use will affect the range of possible future land uses.

E. The use will comply with all applicable provisions of local, State, and Federal laws or regulations.

The proposed temporary use, including the installation of any temporary improvements, is required to comply with all applicable regulations, including all applicable local, State and Federal laws or regulations, and shall not interfere with any other activities on the surrounding properties.

F. In order to ensure public health, safety, and welfare, certain conditions of approval are necessary.

Various conditions applicable to this Temporary Use Permit have been determined necessary to ensure the health, safety and welfare of the community and are made part of this approval as listed herein, below.

Environmental Determination

Pursuant to the California Environmental Quality Act (CEQA) guidelines, initial review of the project established there are no potentially significant adverse impacts on the environment and the Project has been determined to be Categorically Exempt pursuant to Section Class 4 Categorical Exemption pursuant to Section 15304(e) – Minor Alterations to Land, because the temporary seasonal pumpkin sales lot is considered a minor temporary use of land having negligible or no permanent effects on the environment.

Conditions of Approval

Based upon the authority provided for in CCMC Section 17.520.030, Temporary Use Permit, P2026-0123-TUP is hereby approved subject to the following conditions:

1. The temporary use shall operate and be developed as outlined in the attached project description and proposed site plan in Attachment 2, except as modified by these conditions of approval.

2. The temporary seasonal pumpkin patch use shall only be permitted on the site from September 1, 2026, through November 16, 2026, with pumpkin patch sales and activities limited to the designated operating period of October 2 through November 1, 2026, from

9:00 AM to 9:00 PM Sunday through Thursday, and 9:00 AM to 10:00 PM on Friday and Saturday. Use of the site outside of the operating period shall be limited to setup and takedown activities only.

3. The applicant shall apply and pay for all other applicable City permits for the installation of all temporary improvements and equipment including, but not limited to, the following:
    a. A business tax certificate from the City's Finance Department;
    b. Building and electrical permits from the City's Building & Safety Division (including for, but not limited to, the temporary power pole and lighting);
    c. Permits for all structures over 400 square feet from the City's Community Risk Reduction Division;
    d. Trash dumpster permit(s) from the City's EPO Division; and
    e. Special Event Permit from the City's Committee on Permits and Licenses.

4. All other businesses, including food trucks participating in the pumpkin patch event, shall obtain a Culver City business license and any other required permits as applicable.

5. The applicant will perform a perimeter check two times a day to ensure that no debris or trash from the operation is in the public right-of-way. At the end of each business day, the applicant shall remove all trash and debris resulting from the operation from the subject site and immediately adjacent sites.

6. The proposed operation shall comply with all applicable provisions of local, State and Federal laws, code requirements, and regulations.

7. The applicant shall temporarily install the following traffic safety improvements in accordance with the Traffic Considerations for Jefferson Boulevard Entrance section of the Project Description in Attachment 2:
    a. A "No Left Turn" or "Right Turn Only" symbol sign posted at the driveway exit onto Jefferson Boulevard so that outgoing traffic only turns right onto eastbound Jefferson Boulevard.
    b. A "No Left Turn/No U-Turn" traffic sign placed in the center painted median on Jefferson Boulevard facing westbound traffic near the entrance to the event site.

8. The above noted traffic signs shall be maintained by the applicant on a daily basis throughout the duration of the TUP to ensure they are not moved or defaced. Any signs that are moved, damaged, or defaced shall be promptly restored or replaced.

9. The applicant shall provide restrooms that comply with the Americans with Disabilities Act (ADA) accessibility requirements for at a minimum of 5% of the restrooms provided.

10. The applicant shall provide ADA accessible parking spaces closest to the entry point and provide an ADA accessible path of travel.

11. The temporary use shall comply with most current adopted Fire Code, and with the Outdoor Assembly and Special Event Guidelines in Attachment 3.

12. The applicant shall obtain permit(s) from Community Risk Reduction Division for tents greater than 400 square feet and tents without sides greater than 700 square feet.

13. Prior to event opening, the Community Risk Reduction Division shall inspect the premises for fire safety.

14. The site shall provide a chain link fence measuring a maximum height of 8 feet along the perimeter of the site. No fence gate(s) shall be permitted to swing out into the abutting public sidewalk.

15. The unpaved parking areas and all points of vehicular ingress and egress shall be treated/covered with 3 inches of crushed rock, woodchips or other suitable material, to provide an adequate driving surface, to prevent mud or similar debris from tracking onto City streets and the surrounding area, and to prevent the spread of dirt into the air and surrounding neighborhood. The applicant shall be responsible for clean-up of any elements that are tracked onto city streets.

16. Lighting shall be temporary, directed onto the project site and away from the site perimeter, and shall not create glare. Lighting shall be shielded to prevent spillover onto abutting properties and public rights-of-way.

17. All project-related solid and recyclable waste material handling shall be in accordance with CCMC Section 5.01.010 – “Solid Waste Management”, which outlines the Public Works EPO Division’s exclusive franchise for services.

18. The temporary use shall provide adequate trash, recycling, and organics waste capacity, and shall comply with Assembly Bills 939, 1826, and 341 waste diversion goals.

19. The temporary use shall house a 40-yard container for trash, a 3-yard bin for organic waste, and a 3-yard bin for recycling. The applicant shall coordinate all container and bin rentals through EPO Division's Sanitation Office 2 weeks prior to start of the event.

20. The applicant shall dispose of any litter and debris into the appropriate disposal containers and shall be responsible for maintaining the subject site in litter free and safe condition. Refuse and recyclable storage location(s), access and pickup shall be placed and maintained in accordance with the standards set by the City’s EPO Division.

21. The applicant shall provide security personnel on the subject site as may be required by the Planning & Development Director or their designee.

22. The temporary use shall be conducted in compliance with the City’s noise ordinance (CCMC Chapter 9.07). The operation of generators, if any, will be limited to the hours of operation. The applicant understands their operation is adjacent to commercial and light industrial uses and residential properties and shall operate at noise levels not deemed to be a nuisance.

23. The applicant shall obtain a separate permit from the Police Department for the use of sound amplifying equipment at least 10 days prior to the day on which the equipment is to be used.

24. The operation of sound amplifying equipment shall occur only between the following hours:
    - 8 AM through 8 PM, Monday through Thursday.
    - 8 AM through 10 PM, Friday.
    - 10 AM through 10 PM, Saturday.
    - 10 AM through 8 PM Sunday and City specified holidays.

25. The applicant shall prohibit the presence, sale, or consumption of alcoholic beverages at the subject site by its staff, visitors, and customers.

26. Signs facing the public right-of-way shall be installed per the approved submitted plans. The City reserves the right to request the removal of any sign which has not been approved and remove any sign upon 24-hour written notice.

27. The project and its operations shall comply with all code requirements and standards and shall obtain all necessary City permits to follow the conditions of approval stated herein.

28. The City reserves the right to periodically inspect the premises without prior notification to ensure ongoing compliance with all conditions of approval.

29. Pursuant to CCMC Chapter 17.660, the City reserves the right to revoke or modify this approval of the Temporary Use Permit at any time if any non-compliance with the Conditions of Approval is found, or if it is determined that the temporary use allowed by the permit has become detrimental to the public health, safety, or general welfare, or the manner of operation constitutes or creates a nuisance.

30. All improvements, trash, and debris within the subject site and perimeter shall be cleared no later than 10 PM on November 16, 2026. The applicant shall scatter mulch on the site upon cleanup to help the soil recover from any potential fatigue or damage resulting from the temporary use.

Attachment 2: Project Description and Plans

Mr. Bones Pumpkin Patch at West Los Angeles College 2026

Mr. Bones has been a beloved Autumn Festival institution in the West Los Angeles region for 39 years during the month of October.
Mr. Bones has grown to be a favorite destination for a diverse cross-section of families throughout Los Angeles and Southern California.

For the 2026 Season Mr. Bones Pumpkin Patch (Mr. Bones) would like to return to the West Los Angeles College Campus (WLAC) property. The Corner of Jefferson Blvd. and College Blvd. offers an appropriate setting with ample parking potential. See Google Earth Snapshot below.



The WLAC Jefferson Blvd. & College Blvd. Property is 1.4 acres with access to parking on the adjacent undeveloped acreage.

WLAC Property Usage Considerations

Parking
Mr. Bones has previously utilized 1.4 acres located on the corner of Jefferson Blvd. & College Blvd. plus all available parking on the undeveloped property including and around the Hammer Throw practice facility. We were able to prepare the property for 10 Seasons since 2015 so that it is very functional and tested for this particular use with an estimated 180 parking spaces available in the upper area not including the 34 marked parking spaces available weekdays after 4:00 pm and all day on Saturday and Sunday and sufficient handicap parking.

2026 Schedule

Set-up September 2 – October 1, 2026

Operation October 2 – November 1, 2026

Removal November 2 - 16, 2026

Operating Hours
9:00 am to 9:00 pm Sunday – Thursday
9:00 am to 10:00 pm Friday & Saturday

Water
Mr. Bones will utilize hose hook-ups to high-pressure water supplied by West LA College.

Temporary Power, Distribution, and Lighting
Temporary 200 Amp Panel & Pole
Mr. Bones owns and utilizes temporary power with a permitted electrical panel.
Power Distribution and Lighting
14 ft. poles utilized to provide distribution of electrical power and illumination with festoon lighting fixtures

Waste Management
Trash Roll-off along with Green Waste & Recycling Dumpsters supplied and serviced by Culver City Sanitation

Temporary Fencing
8 ft. high perimeter screened fencing

Portable Toilets & Wash Stations
14 portable toilets & 5 wash stations are provided for patrons and are serviced every other day during the week and daily Friday, Saturday, and Sunday.

On-Site Security & Management Trailers
Security will be provided 24 hours a day by Mr. Bones' Staff.
One trailer will be utilized for on-site security, one as a management office, and one as a break room for staff.

Temporary Structures
Tents & Canopies

6	10' x 10' Canopies
6	10' x 20' Canopies
1	15' x 20' Canopy
3	20' x 20' Canopies
2	20' x 30' Canopies
3	30' x 30' Tent Canopy
1	Tipi Tent 18' D

Trailers
30' Security Trailer
25' Office Trailer
25' Staff Trailer

Activities & Amusements

- Petting Zoo
- 2 - 18' high Inflatable Slides
- 2 - Inflatable Spider Bounce Houses
- Straw Bale Maze
- Pumpkin Decorating

- Face Painting

Performance Stage

- Stage Platform 20 inches high x 10' wide x 15' (No wiring or electrical under stage)
- 15' x 20' Band Shell Canopy (Included with Tents/Canopies Above)

Scenic Props

1 Giant Fiberglass Pumpkin

7 Giant Character Props attached to 14-foot poles buried in ground

3 Scenic Displays for photographic back grounds

4 Giant Rocking Horses

Pumpkin Patch

- Pumpkins and Squash will be arrayed on the property in rows about 4 ft. wide with a 4 ft. path between each row
- Customers will have the use of wooden wagons to gather pumpkins

Food Service

- 1 food service in a tented area
- A limited number of Food Trucks on a scheduled basis, maximum 4 at a time

Signage

Identification Signage

2 Mr. Bones Pumpkin Patch (7'x 8' & 7'x14') Vinyl Banners

Operational Signs

1 "Mr. Bones' Parking Here" Banner Sign placed strategically

6-10 Operational Signs for Vehicle Entrance & Exit, Parking, Valet, Pedestrian Entrance & Exit, etc.

TBD All necessary operational and permit-required signage

Fire Safety

- **Water Hoses are distributed throughout the property.**
- Fire Extinguishers will be placed as directed by the Fire Marshall
- Required Flame Resistance Certification for Tent materials, etc. are ready for submission.
- No open flame or smoking is allowed.

On-Site Parking

Parking is required for as many as 180 vehicles on the weekends.
Parking is managed by third-party facilitators and a licensed valet service.

Traffic Considerations for Jefferson Blvd. Entrance

Vehicular traffic can enter and exit from Jefferson Blvd. onto Access Road between corner property and WLAC LACCD facility with certain considerations.

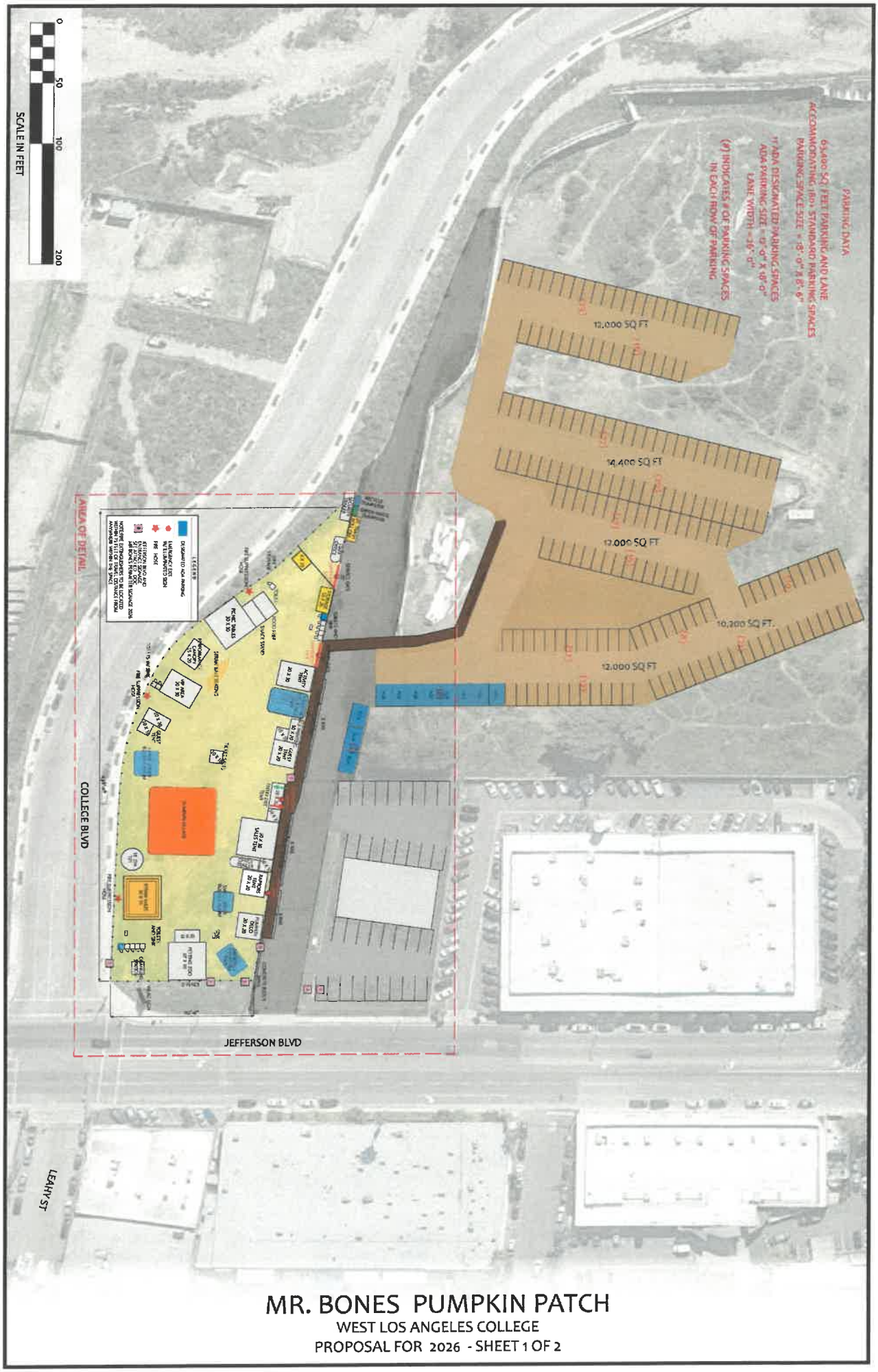
- Eastbound traffic right turns into Entrance drive

- A No Left Turn traffic sign will be placed in the center of Jefferson near the parking entrance for westbound traffic as was done since 2015.

Deliveries
Delivery Trucks can be directed to the south end of the corner property for offloading with a forklift.

Post-Use Remediation of Property

- Remove all equipment and props
- Remove all waste material



MR. BONES PUMPKIN PATCH

WEST LOS ANGELES COLLEGE

PROPOSAL FOR 2026 - SHEET 1 OF 2


MR. BONES PUMPKIN PATCH
WEST LOS ANGELES COLLEGE
PROPOSAL 2026 - SHEET 2 OF 2
JEFFERSON BLVD
COLLEGE BLVD
AREA OF DETAIL
438'-0"
112'-0"
ADA
RECYCLE DUMPSTER
GREEN WASTE DUMPSTER
20' TRASH ROLL OFF
SECURITY TRAILER
STAFF OFFICE
SERVICE GATE 20'
EMERGENCY EXIT
STORAGE 10 X 20
TOILETS AND SINK
EMERGENCY EXIT
K RAIL
8 X 10
ACTIVITY TENT 20 X 30
RAINBOW INFLATABLE SLIDE
FACE PAINTING 10 X 20
GUEST TENT 20 X 20
10 X 20
ENTRY EXIT TENT
30 X 30 SALES TENT
OFFICE TRAILER
RAPTORS TENT 20 X 20
PUMPKIN DECO 20 X 20
CONCRETE BLOCK WALL
DRY STORAGE
TOILET
FOOD PREP
SNACK STAND
FIRE SUPPRESSION HOSE
PICNIC TABLES 30 X 30
TICKET SALES
STRAW BALE SEATING
SMALL SPIDER BOUNCE ROOM
SINK
PERFORMANCE CANOPY 15 X 20
VIP AREA 20 X 30
PUMPKIN VILLAGE
10 X 20
PETTING ZOO 30' X 30'
8' FENCE
TOILETS W/ SINK
FIRE SUPPRESSION HOSE
GUEST TENT
LARGE SPIDER BOUNCE ROOM
18' DIA TIPI
STRAW MAZE 30 X 35'
TOILETS AND SINK
CHANGING STATION
W.L.A.C. SIGN
FIRE SUPPRESSION HOSE
LEGEND
DESIGNATED ADA PARKING
EMERGENCY EXIT W/ ILLUMINATED SIGN
FIRE HOSE
JEFFERSON BLVD AND ENTRANCE SIGNAGE SEE ATTACHED .DOC MR BONES PERIMETER SIGNAGE 2026
NOTE:FIRE EXTINGUISHERS TO BE LOCATED WITHIN 75 FEET OF TRAVEL DISTANCE FROM ANYWHERE WITHIN THE SPACE

2026 Mr. Bones Pumpkin Patch Perimeter Signage

#1



#1 Mr. Bones Pumpkin Patch
7'H x 14'W Vinyl Banner Attached to 8' H Chain-link Fencing On Corner of College Blvd. & Jefferson Blvd. Corner.

#2

#2 Mr. Bones Pumpkin Patch
8' H x 29' W Vinyl Banner Attached to 8' H Chain-link Fencing Adjacent to Jefferson Blvd.



#3



#3 Mr. Bones Pumpkin Patch
7' H x 8' W Vinyl Banner
Attached to 8'H Chain-link Fencing
On Jefferson Blvd. near Access Road.

#4



#5



#4 Mr. Bones Logo & #5 Parking Direction 4' H x 8' Plywood Signs
Strapped to 4" Steel Box Tubing & fastened to 6" D Wood Post

#6



#6 4' Mr Bones Information
4' H x 8' W Plywood Sign
Bolted to Wood Posts

#7



#7 Mr. Bones 4' H x 10' W Plywood Entrance Sign
Secured with attachment hardware to Canopy Frame and Leg Piping

FIRE DEPARTMENT

(310) 253-5925

Culver CITY

KENNETH POWELL
Fire Chief

9770 CULVER BOULEVARD, CULVER CITY, CALIFORNIA 90232-0507

CHRIS MILLER
Fire Marshal

COMMUNITY RISK REDUCTION DIVISION

Outdoor Assembly and Special Event Guidelines

Purpose

The purpose of these guidelines is to provide information regarding fire and life safety requirements for outdoor assembly special events.

Note: *This information is being provided by the Culver City Fire Department as a summary of the 2022 California Fire Code (CFC) which is adopted by City Ordinance in the Culver City Municipal Code. This information is intended to be used as a quick reference guide. It is not all inclusive and does not supersede other adopted codes and regulations.*

General Requirements

Operational Permit

Outdoor assembly events shall be approved by CCFD Community Risk Reduction (CRR) per CFC 3106.2.1. An operational permit shall be required for Outdoor Assembly Events as set forth in CFC 105.6. *CFC 3106.2.2*

Occupant Load

The occupant load shall be assigned by CCFD CRR. Every room or space which is used for assembly, classroom, dining, drinking, or similar purposes having an occupant load of 50 or more shall have the occupant load of the room or space posted in a conspicuous place, near the main exit or exit access doorway from the room or space. Posted signs shall be of an approved legible permanent design and shall be maintained by the owner or the owner's authorized agent. *CFC 1004.3*

Crowd Managers

Where events involve a gathering of more than 1,000 people, trained crowd managers shall be provided at the Fire Marshal's discretion in accordance with Section 403.12.3. *CFC 3106.4.3*

Weather Monitoring

The event sponsor shall designate one qualified person to continuously monitor local weather reports, forecasts and conditions. This person will be responsible for initiating weather-related event mitigation activities and if necessary, cancel the outdoor assembly event. An evacuation signal per the approved public safety plan may need to be issued. *CFC 3106.4.2*

Smoking
Smoking shall be permitted only in designated areas. Other areas shall have approved "No Smoking" signs conspicuously posted and maintained in accordance with Section 310. *CFC 3106.4.5*

Combustible Refuse
Combustible refuse shall be kept in noncombustible containers with tight-fitting or self-closing lids. Combustible refuse shall be removed from the event site at regular intervals to prevent an unsafe accumulation within the event. *CFC 3106.4.7*

Roles and Responsibilities

Event Sponsor
- ✓ Obtain the proper permits from the City of Culver City (open flame, tents, cooking tent, proximate audience pyrotechnics).
- ✓ Provide a site plan to CCFD CRR upon request showing:
  - The location of stages, non-food booth vendors, food vendors and display areas.
  - Locations of emergency exits.
  - Ensure access to fire hydrants will be maintained clear and unobstructed. A clear space of 3 feet shall be maintained in all directions.
- ✓ The Event Sponsor shall distribute to each hot food vendor a copy of the *Fire Safety Requirements for Hot Food Vendors.*

Event Vendors
- ✓ Fire protection equipment and systems access clear and unobstructed.
- ✓ Read, understand and adhere to the *Fire Safety Requirements for Hot Food Vendors.*
- ✓ Be prepared at any time for a fire inspection.

Fire Department Inspectors
The CCFD inspectors are responsible for inspecting events in which a site inspection is deemed necessary prior to the opening of the event. The inspectors will issue correction notices when non-compliant conditions needing correction are found and will re-inspect to ensure compliance.

The fire department inspections shall include, but are not limited to the following:
- ✓ Hot food vendor booths
- ✓ Fire department and emergency apparatus access
- ✓ Access to fire hydrants, fire department connections, and fire control rooms
- ✓ Event egress
- ✓ Propane tank placement and security
- ✓ Pyrotechnics and open flame effects

- ✓ Tents requiring a permit
- ✓ Generator placement and use
- ✓ Proper flame-retardant treatment of decorative materials

Fire Protection Equipment and Systems

Fire hydrants, fire extinguishers and fire protection components shall be maintained operational and accessible at all times. *CFC 3106.2.3.1*

Fire extinguishers shall have a minimum 2-A:10-B:C rating. They shall have a current service tag provided by a State Fire Marshal approved fire extinguisher service company or proof of purchase within the previous 12 months.

Fire extinguishers shall be located within 75 feet of travel distance from anywhere within the space. They shall be properly mounted and shall be visible and accessible at all times. Clearly identify locations with signs or reflective tape. *CFC 3106.4.4*

Fenced Events: Access and Egress

Number of Exits:
A fenced outdoor assembly occupancy shall have not less than two remote means of egress for the enclosure in accordance with NFPA 101 7.5.1.3, unless otherwise required by one of the following:

1. If more than 6000 persons are to be served by such means of egress, there shall be not less than three means of egress.
2. If more than 9000 persons are to be served by such means of egress, there shall be not less than four means of egress.

2018 NFPA 101 12.2.4.4

*The number and location of emergency egress and escape routes shall be approved by CCFD CRR.

Exit Spacing and Location
Exits shall be equally spaced along the perimeter of the fence. The exits shall be spaced so that all points are 100 feet or less from an exit.

Exit Dimensions
Exit width shall provide an opening of no less than 48 inches wide and 84 inches high.

Exit Staffing
Each exit shall have a member of the event staff or security assigned and posted to it. The event sponsor shall provide a gate assignment roster upon request. Panic hardware installed on outward swinging doors can be utilized in lieu of staffing.

Exit Identification
Each exit shall be identified by use of approved exit signs on the interior side of the fence.
Means of egress illumination shall be provided. Exit signs shall be either listed and labeled in accordance with UL 924 as the internally illuminated type and used in accordance with the listing or shall be externally illuminated by luminaires supplied in either of the following manners:

1. Two separate circuits, one of which shall be separate from all other circuits for occupant loads of 300 or less.
2. Two separate sources of power, one of which shall be an approved emergency system, shall be provided where the occupant load exceeds 300.

Fire Safety Requirements for Hot Food Vendor Booths

General Requirements

The fire safety of these booths falls under the jurisdiction of the Fire Department. The following fire safety requirements apply to the individual vendor freestanding booths. All food vendors are subject to inspection prior to an event. Failure to comply with the following requirements may result in closure of the individual food booth until reasonable compliance is achieved.

Heating & Cooking Equipment
Installation: as specified in the *California Mechanical Code* and the *International Fuel Gas Code.* ***Installation shall be approved by the Fire Department. *CFC 3107.12.1*

Venting: to outside air of fuel-burning equipment as specified in the *International Fuel Gas Code* and the *California Mechanical Code.* Vents to be equipped with approved spark arresters where required and not less than 12" from all portions of the tent or membrane structure. *CFC 3107.12.2*

Location: Cooking and Heating Equipment shall not be located within 10 feet of exits or combustible materials. *CFC 3107.12.3*

Electrical Heating and Cooking Equipment: shall comply with the *California Electrical Code.* *CFC 3107.12.7*

LP-Gas: Portable LP-gas containers are prohibited indoors and in tents.
Portable LP-gas containers with a capacity of 500 gallons or less shall have a minimum separation between the containers and tent(s) not less than 10 feet; more than 500 gallons not less than 25 feet.

Containers shall be protected to prevent tampering, damage, or tipping over.

LP-gas equipment shall be approved and in accordance with CFC Chapter 61 and *the California Plumbing Code.* *CFC 3107.13.1*

***Event Sponsor to provide approved storage for any additional LP-gas (propane) tanks to be used by the food vendors.

Open or Exposed Flame: charcoal burners, open-flame cooking devices, open flame or any device emitting flame or spark shall not be used in or located within 20 feet of any tent while open to the public, unless approved by the Fire Marshal. *CFC 3107.4* ….shall not be operated within 10 feet of combustible construction. *CFC 308.1.4*

Portable Fire Extinguishers

A portable fire extinguisher shall be provided for each food booth and shall be placed in an accessible and visible location near the cooking area. Fire extinguishers shall have a minimum rating of 2-A:10-B:C. If cooking involves the use of a deep fat fryer, a Type K wet chemical fire extinguisher shall also be provided. Fire extinguishers shall have a current service tag provided by a State Fire Marshal approved fire extinguisher service company or proof of purchase within the previous 12 months.

Location of Cooking Equipment

1. Location of Cooking Equipment *Outside* of Tents

Grease-laden Vapors, Sparks, or Flying Embers: outdoor cooking that produces sparks or grease-laden vapors or flying embers (firebrands) shall not be performed within 20 feet of a tent or temporary structure. This includes but not exclusive to deep fat fryers, grills, griddles and solid fuel. *CFC 3107.12.6*

Exceptions:

(1) Tents or structures where cooking appliances are protected with an automatic fire extinguishing system in accordance with Section 904.12.
(2) Designated Cooking Tents: not occupied by the public when approved by the Fire Marshal. A permit will need to be obtained from Community Risk Reduction. *CFC3106.5.1*

Cooking Tents: Tents with sidewalls or drops where cooking is performed. Cooking tents shall be separated from other tents or membrane structures by not less than 20 feet and shall not be occupied by the public. *CFC 3107.12.5*

****Hazardous cooking in tents may be allowed by the Fire Marshal on a case by case basis.**

- ✓ **A permit will need to be obtained from Community Risk Reduction.**
- ✓ **Cooking must be performed in designated cooking tents.**

Deep fat fryers and Cooking Equipment Using Combustible Oils or Solids: They shall be used on a solid noncombustible surface to prevent falling or tipping. A noncombustible lid shall be immediately available. The lid shall be of sufficient size to

cover the cooking well completely. Physical guards or fencing shall be utilized to limit contact by the public. *CFC 3106.5.2*

2. Location of Cooking Equipment *Inside* of Tents
Operations such as warming of food, cooking demonstrations and similar operations that use solid flammable, butane or other similar devices that do not pose an ignition hazard, shall be approved. *CFC 3107.12.4*

Tents & Membrane Stuctures

Tent Definition: A structure, enclosure or shelter, with or without sidewalls or drops, constructed of fabric or pliable material supported by any manner except by air or the contents that it protects. Compliance with the 2019 California Fire Code Chapter 31 is required for all tents and membrane structures.

Membrane Structure Definition: An air-inflated, air supported, cable or frame-covered structure as defined by the California Building Code and not otherwise defined as a tent. Compliance with 2019 California Fire Code Chapter 31 is required for all tents and membrane structures.

Tents with one or more sides over 400 sq. ft. and tents without sides over 700 sq. ft. are required to be permitted through CCFD Risk Reduction.

Information Required with the Tent Permit Application
- ✓ **Certificate of Flame Retardant** (The structure shall have a permanently affixed label indicating compliance with flame propagation requirements).
- ✓ **Site map** including an overall and detailed site plan.

Aisles & Seating

When more than 200 loose seats or folding chairs are used, they shall be bonded together in groups of three or more.

Aisles shall not be less than 44 inches in width. Seating row widths shall not be less than 12 inches. Rows shall be increased by 0.3 inch for every additional seat beyond 14, to the maximum of 22 inches.

Portable Generators

- ✓ Generators and other internal combustion power sources shall be separated from tents, membrane structures, or structures by not less than 20 feet. Generators shall be installed not less than 10 feet from combustible material and shall be isolated

from contact with the public by fencing, enclosure or other approved means not less than 3 feet away from the internal combustion source.

- ✓ Generators shall be diesel fuel type.
- ✓ Generators shall not be refueled while they are running. Refueling of hot generators is not permitted.
- ✓ All generators must be grounded and secured.
- ✓ Properly trained personnel shall be assigned to the generator during operation to remedy potential problems with the generator/ electrical should they arise.
- ✓ A minimum 2-A:10-B:C extinguisher is required for each generator.

Electrical

All temporary electrical systems shall be permitted in accordance with the Culver City Building and Safety Division and maintained in accordance with the California Electrical Code.

Outdoor use: Electrical equipment and wiring shall be listed and labeled for outdoor use.

Power strips: Only UL listed power strips with overcurrent protection shall be used when the number of outlets provided is inadequate. Power strips shall be plugged directly into the outlet, and shall not be plugged into one another in series.
Electrical cords and connections shall be protected from mechanical damage (foot traffic) and moisture.

String lighting: Manufacturer's installation guidelines shall be followed for the maximum allowable number of string lights that can be connected. When connecting string light together, the total amperage of all string lights shall be calculated to ensure that they do not exceed the amperage for the extension cord and circuit.

Flammable & Combustible Liquids

All flammable and combustible liquids are to be stored outside in an approved flammable liquid storage cabinet; not less than 50 feet from a tent or membrane structure.
Refueling shall be performed in an approved location not less than 20 feet from tents or membrane structures.

Portable Outdoor Gas-fired Heating Appliances

Prohibited locations: The storage or use of outdoor gas-fired heating appliance is prohibited in any of the following locations:

- Inside of any occupancy when connected to the fuel gas container.

- Inside of tents, canopies and membrane structures.
- On exterior balconies, except as allowed by section 6.20 of NFPA 58.

Clearance to buildings: Portable outdoor gas-fired appliances shall be located at least **5 feet** from buildings.

Clearance to combustible materials: Portable outdoor gas-fired heating appliances shall not be located beneath, or closer than **5 feet** to combustible decorations and combustible overhangs, awnings, sunshades, or similar combustible attachments to buildings.

Proximity to exits: Portable outdoor gas-fired appliances shall not be located within **5 feet** of exits or exit discharges.

Tip-over switch: Portable gas-fired heating appliances shall be equipped with a tilt or tip-over switch that automatically shuts off the flow of gas if the appliance is tilted more than 15 degrees from vertical.

Guard against contact: The heating element or combustion chamber of portable outdoor gas-fired heating appliances shall be permanently guarded so as to prevent accidental contact by persons or materials.

LP-Gas Containers

Fuel gas containers for portable outdoor gas-fired heating appliances shall comply with the following:

- **Approved containers**. Only approved DOTn or ASME gas containers shall be used.
- **Container replacement**. Replacement of fuel containers in portable outdoor gas-fired appliances shall not be conducted while the public is present.
- **Container capacity**. The maximum individual capacity for gas containers used in connection with portable gas-fired outdoor heating appliances shall not exceed 20 pounds.
- **Indoor storage prohibited**. Gas containers shall not be stored inside of buildings and shall not be located near exit doors or stairways used as a means of egress.

Protection of valves on LP-gas containers in storage: LP-gas container valves shall be protected by screw-on-type caps or collars which shall be securely in place on all containers stored regardless of whether they are full, partially full, or empty. Container outlet valves shall be closed or plugged.

Exposure hazards: LP-gas containers in storage shall be located outside in a manner that minimizes exposure to excessive temperature rise, physical damage, or tampering.

Securing of compressed gas containers, cylinders or tanks: Compressed gas containers, cylinders or tanks shall be secured to prevent falling caused by contact, vibration or seismic activity. This can be accomplished by one of the following methods:

- **Fixed object:** Securing to a fixed object with one or more restraints.
- **Mobile Device:** Securing on a cart or other mobile device designed for the movement of compressed gas containers, cylinders or tanks.
- **Cabinet:** Securing to or within a rack, framework, cabinet or similar assembly designed for such use.

***Event Sponsor to provide approved storage for extra LP-gas (propane) tanks to be used by the food vendors.

Decorative Material

Definition: All materials used for decorative, acoustical or other effect (such as curtains, draperies, fabrics, streamers, and surface coverings) and all other materials utilized for decorative effect (such as batting, cloth, cotton, hay stalks, hay bales, straw, vines, leaves, trees, moss and similar items), including foam plastics and other materials containing foam plastics. This includes straw scattered on the ground.

Decorative materials must meet the following criteria:

- ✓ **Flame retardant:** All decorative materials shall be both inherently flame retardant and labeled as such, or shall be treated with a listed flame-retardant material.
- ✓ **Flame test:** Testing shall be done in accordance with Section 803.5 of the CFC.
- ✓ **Placement:** Decorative materials, props and/or performer platforms shall not obstruct, confuse, or obscure exits, exit signs, exit pathways, emergency lighting or any component of fire protection systems and equipment (i.e. fire extinguishers, fire alarm systems, fire sprinklers, etc.).

Hay, straw, shavings or similar combustible materials shall not be located within any tent or membrane structure containing an assembly occupancy. Sawdust and shavings utilized for a public performance or exhibit shall not be prohibited provided that they are treated with a listed flame-retardant material or kept damp at the discretion of the Fire Marshal.

All decorative finishes shall be Class A rated in accordance with the California Building Code.

Smoke Generators

Use of smoke-generating equipment may be restricted if determined to be incompatible with smoke alarm(s). Smoke generator and smoke alarm locations shall be approved by the fire department.

Display of Motor Vehicles

The following conditions must be met for the display of motor vehicles at outdoor assembly events:

- At least one 20-B:C fire extinguisher shall be on hand.
- Disconnect the negative battery cable. ***EXCEPTION:** Electric vehicles or newer vehicles with computerized systems. Person(s) in charge of vehicle shall secure keys and shall ensure that only authorized persons move or operate vehicle*.
- Ensure e-brakes are set and at least 1 wheel is chocked (i.e. secured from movement) on both sides.
- Fuel in fuel tanks does not exceed one-quarter tank or 5 gallons (19 L), whichever is least.
- Fuel tanks and fill openings are closed and sealed to prevent tampering.
- No fueling of vehicles, boats or other motor craft within the building.
- Oil pan shall be placed under all applicable vehicles.

**Any variance to the requirements listed above shall be approved in writing by the CCFD.*