



Los Angeles County Department of Regional Planning

Planning for the Challenges Ahead



Amy J. Bodek, AICP
Director of Regional Planning

Dennis Slavin
Chief Deputy Director,
Regional Planning

Guidelines for Temporary Outdoor Services (Hair Salons, Barbershops, and Personal Care Establishments)

Private Walkways and On-Site/Off-Site Parking Facilities

A. Purpose

As Los Angeles County moves towards recovery during the COVID-19 emergency, social (physical) distancing measures aimed at curtailing the spread of the virus prevent hair salons, barbershops, and personal care establishments from operating indoors. To counter these limitations, many jurisdictions across the country have repurposed sidewalks, street parking spaces, and private parking lots to provide alternate space for these types of establishments.

This document outlines a process for operators and their building owners to utilize private walkways and on-site and off-site parking facilities for temporary outdoor services during the COVID-19 emergency.

The eligibility criteria, applicant requirements, and application and review processes for each type of outdoor space are described below for salons, barbershops, and personal care establishments, excluding electrology, tattooing, microblading, permanent make-up, eyelash services, eyebrow waxing and threading, facials, and piercing.

B. Temporary Outdoor Services in Private Walkways and Parking Facilities

1. Private On-site Walkways and Parking Facilities

Hair salons, barbershops, and personal care establishments (“establishments”) currently require on-site parking facilities in most unincorporated communities in Los Angeles County pursuant to [Chapter 22.112 \(Parking\) of the Los Angeles County Code](#).

Any reduction in the number of required parking spaces provided on-site, or through alternative parking arrangements (e.g. off-site parking), require a discretionary permit. Depending on the type of reduction or alternative arrangement, the permit could be a Minor Parking Deviation pursuant to [Los Angeles County Code Chapter 22.176](#), a Parking Permit pursuant to [Los Angeles County Code Chapter 22.178](#), or a Variance pursuant to [Los Angeles County Code](#)

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[Chapter 22.194](#). The application fee for these permits range from \$1,532 to \$10,069 and environmental analysis under the California Environmental Quality Act (“CEQA”) may require additional fees.

Special Event Permits (“SEPs”) authorize temporary uses, activities, or events in locations where they are otherwise not allowed by the underlying zoning pursuant to [Chapter 22.188 \(Special Event Permits\) of the Los Angeles County Code](#). SEPs authorize short-term and extended-term special events, and require noticing for a 15-day public comment period. Short-term special events are limited to no more than 6 weekends or 7 consecutive days during any 12-month period. The application fees are \$234 for an SEP without a public hearing (i.e. short-term special event), and \$3,523 for an SEP with a public hearing (i.e. extended-term special event).

To increase the ability for establishments to utilize on-site walkways and parking facilities for outdoor services, Chapter 22.112 (Parking) and Chapter 22.188 (Special Event Permits) of the Los Angeles County Code as well as any applicable Community Standards Districts (“CSDs”) with restrictions on outdoor activities, have been superseded by the following requirements and application and review information for the duration of the Safer at Home Order per “Resolution of the County of Los Angeles Board of Supervisors Temporary Permits for Hair Salons, Barbershops, and Personal Care Establishments to Provide Outdoor Services in Unincorporated Areas” as approved on August 4, 2020.

a. Eligibility Criteria – On-Site

Applicants will be eligible for a temporary outdoor services SEP if the applicant owns a permitted establishment with private on-site walkways or parking facilities in an unincorporated Los Angeles County community and has authorization from the property owner to establish the temporary outdoor service area.

b. Applicant Requirements – On-Site

Los Angeles County will issue a temporary outdoor services SEP if the applicant complies with the following requirements throughout the permit's duration:

- i. Provide authorization from the property owner, if different than the applicant.
- ii. Maintain a valid County of Los Angeles business license.
- iii. Defend, indemnify, and hold harmless the County of Los Angeles, its Supervisors, employees, and agents in regard to any claims, lawsuits, or liability arising from injuries and/or damage caused by, or related to, applicant's or its employees or agents' conduct, including, without limitation, negligent or tortious conduct, under this SEP and/or in breach or violation of this SEP, which conduct may include, without limitation, placement, use, or maintenance of outdoor services furnishings and equipment.

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- iv. The temporary outdoor services area does not exceed 100% of the existing establishment's floor area. Parking for the temporary outdoor services area shall not be required.
- v. No more than 50% of the establishment's on-site parking spaces are converted into a temporary outdoor services area. Walkways may be included in the temporary outdoor services area.
- vi. The temporary outdoor services area is not separated from the establishment by an active internal driveway or aisle and is not located within 10 feet of any active driveway within the on-site parking facility, including any loading zones. Except for any required fire lanes, interior driveways and aisles may be converted to a temporary outdoor services area as so long as adequate vehicular circulation within the parking facility is maintained.
- vii. The temporary outdoor services area is delineated from any active driveway or parking areas with barriers to ensure vehicular traffic cannot enter the temporary outdoor services area. If the temporary outdoor services area is adjacent to a public sidewalk, street or highway, the barrier must provide separation unless the public right-of-way is also authorized for temporary services under a temporary permit approved under the County's Temporary Outdoor Services program. Acceptable barriers include federally recognized traffic barricades.
- viii. When provided, lighting for the temporary outdoor services area is arranged to prevent glare or direct illumination onto any residential or agricultural zone.
- ix. Only the following furnishings and equipment may be placed within the temporary outdoor services area:
 - (a) Tables
 - (b) Chairs and benches
 - (c) Structures and equipment for weather protection, that do not overhang any internal active driveway, Americans with Disabilities Act (ADA)-accessible parking space or ADA path of travel, and have a stable base to prevent accidental or wind-blown tipping over, including:
 - i. Umbrellas; and
 - ii. Unenclosed (open on three sides) shade structures no larger than 120 square feet in size.
- x. Authorized outdoor service furnishings and equipment are not attached to the on-site walkway or parking facility in any way.
- xi. All services provided are to be completed outdoors.
- xii. The outdoor service area includes an outdoor reception area, but no waiting area.

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- xiii. No customer amenities, such as self-service water or coffee stations, magazines, books, etc. shall be provided.
- xiv. Outdoor services, including structures and equipment, complies with the Los Angeles County Department of Public Health's [Reopening Protocol for Personal Care Establishments: Appendix R](#) and [Reopening Protocol for Hair Salons and Barbershops: Appendix H](#).
- xv. The permittee complies with all current ADA requirements, including parking spaces and path of travel.
- xvi. The temporary outdoor service area remains free from trash and debris.

The County may revoke the temporary outdoor services SEP, without hearing, at any time, in the County's sole discretion, for any reason including, without limitation, non-compliance, unsafe conditions, or discontinuation of the program.

c. Application Process – On-site

The applicant must submit an online application on the EPIC-LA website to be considered for a temporary outdoor services SEP (<https://epicla.lacounty.gov/SelfService/#/home>). Applicants without access to a computer may call (213) 974-6411 for assistance.

- i. Cost. A one-time application fee of \$234 is required.
- ii. Application submission materials. Applicants shall provide the following during the application process:
 - a) A signed acknowledgment agreeing to the Applicant Requirements described in Section B.1.b.
 - b) A description of the temporary outdoor service area, including barriers, tables, chairs, equipment, etc.
 - c) A sketch of the proposed temporary outdoor services area layout depicting:
 - The dimensions of the existing establishment, the on-site parking facility, and the proposed outdoor service area; and
 - The barrier between the temporary outdoor services area and the on-site parking facility, and public right-of-way if applicable; and
 - The furnishings and equipment.

d. Review Process – On-Site

Upon receipt of a completed application, Regional Planning will ensure that the location meets the minimum eligibility criteria and the applicant provided all required documentation. Provisions related to Outdoor Services, Required Parking, and the granting of an SEP shall not apply except as otherwise required under these Guidelines.

e. Implementation Process – On-Site

Once a permittee receives the temporary outdoor services SEP described in Section B.1.d, the permittee may proceed with the temporary conversion of on-site walkways and/or parking facilities to outdoor services pursuant to the requirements outlined herein. The permittee shall have the sole responsibility to arrange the authorized temporary outdoor services area barriers, furnishings and equipment per the sketch provided at the time of application. Should an alternate layout be necessary or desired, the permittee shall submit a new sketch to Regional Planning.

f. Temporary Authorization, Expiration, and Notification – On-Site

The temporary outdoor services SEP shall automatically expire upon the end of the County's proclamation of an emergency and declaration of a local health emergency.

The County reserves the right to revoke the temporary outdoor services SEP before its expiration date, at any time, for any reason, including, without limitation, lack of compliance with these guidelines, a high volume of reported concerns, or lack of program funding. The County will notify the permittee of the revocation by the preferred method of contact noted on the application.

Upon notification of revocation by the County or the expiration of the temporary outdoor services SEP, the permittee shall cease the use of the on-site walkway or parking facility for outdoor service purposes and remove all furnishings, equipment and structures from the temporary outdoor services area within 72 hours of such notification or expiration.

2. Private Off-site Walkways and Parking Facilities

Hair salons, barbershops, and personal care establishments (“establishments”) are required to provide on-site parking pursuant to [Chapter 22.112 \(Parking\) of the Los Angeles County Code](#), and may provide such parking through off-site parking facilities subject to a discretionary permit pursuant to [Chapter 22.178 \(Parking Permit\)](#) or [Chapter 22.194 \(Variance\)](#) of the Los Angeles County Code, except as otherwise authorized in certain CSDs. The application fee for the Parking Permit or Variance is \$10,069 and environmental analysis under CEQA may require additional fees.

SEPs also authorize temporary uses, activities, or events in locations where they are otherwise not allowed by the underlying zoning pursuant to [Chapter 22.188 \(Special Event Permits\) of the Los Angeles County Code](#). SEPs authorize short-term and extended-term special events and require noticing for a 15-day public comment period. Short-term special events are limited to no more than 6 weekends or 7 consecutive days during any 12-month period. The application fees are \$234 for an SEP without a public hearing (i.e. short-term special event), and \$3,523 for an SEP with a public hearing (i.e. extended-term special event).

To increase the ability for establishments to utilize off-site walkways and parking facilities for outdoor service purposes, Chapter 22.112 (Parking) and Chapter 22.188 (Special Event Permits) of the Los Angeles County Code as well as any applicable CSDs with outdoor services provisions, have been superseded by the following requirements and application and review information for the duration of the Safer at Home Order per “Resolution of the County of Los Angeles Board of Supervisors Temporary Permits for Hair Salons, Barbershops, and Personal Care Establishments to Provide Outdoor Services in Unincorporated Areas” as approved on August 4, 2020.

a. Eligibility Criteria – Off-Site

Applicants will be eligible for a temporary outdoor services SEP if the applicant owns a permitted establishment in an unincorporated Los Angeles County community, has a valid Parking Permit or Variance to use off-site parking facilities to meet the establishment’s required parking, and has authorization from the owner of the off-site walkway or parking facility to establish the temporary outdoor services area.

b. Applicant Requirements – Off-Site

Los Angeles County will issue a temporary outdoor services SEP if the applicant complies with the following requirements throughout the permit’s duration:

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- i. Provide authorization from the property owner of the establishment and off-site walkway or parking facility, if different than the applicant.
- ii. Maintain a valid County of Los Angeles business license.
- iii. Defend, indemnify, and hold harmless the County of Los Angeles, its Supervisors, employees, and agents in regard to any claims, lawsuits, or liability arising from injuries and/or damage caused by, or related to, applicant's or its employees or agents' conduct, including, without limitation, negligent or tortious conduct, under this SEP and/or in breach or violation of this SEP, which conduct may include, without limitation, placement, use, or maintenance of outdoor services furnishings and equipment.
- iv. The temporary outdoor services area does not exceed 100% of the existing establishment's floor area. Parking for the temporary outdoor services area shall not be required.
- v. No more than 50% of the establishment's dedicated off-site parking spaces are converted into a temporary outdoor services area. Walkways may be included in the temporary outdoor services.
- vi. The temporary outdoor services area is not separated from the establishment by an active internal driveway or aisle and is not located within 10 feet of any active driveway within the on-site parking facility, including any loading zones. Except for any required fire lanes, interior driveways and aisles may be converted to temporary outdoor services area so long as adequate vehicular circulation within the parking facility is maintained.
- vii. The temporary outdoor services area is delineated from any driveway or parking areas with barriers to ensure vehicular traffic cannot enter the temporary outdoor services area. If the temporary outdoor services area is adjacent to a public sidewalk, street or highway, the barrier must provide separation unless the public right-of-way is also authorized for temporary services use under a temporary permit approved under this Temporary Outdoor Services program. Acceptable barriers include federally recognized traffic.
- viii. When provided, lighting for the temporary outdoor services area is arranged to prevent glare or direct illumination onto any residential or agricultural zone.

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- ix. Only the following furnishings and equipment may be placed within the temporary outdoor services area:
 - (a) Tables
 - (b) Chairs and benches
 - (c) Structures and equipment for weather protection, that do not overhang any internal active driveway, Americans with Disabilities Act (ADA)-accessible parking space or ADA path of travel, and have a stable base to prevent accidental or wind-blown tipping over, including:
 - i. Umbrellas; and
 - ii. Unenclosed (open on three sides) shade structures no larger than 120 square feet in size.
- x. Authorized outdoor services furnishings and equipment are not attached to the off-site walkway or parking facility in any way.
- xi. All services provided are to be completed outdoors.
- xii. The outdoor service area includes an outdoor reception area, but no waiting area.
- xiii. No customer amenities, such as self-service water or coffee stations, magazines, books, etc. shall be provided.
- xiv. Outdoor services, including structures and equipment, comply with the Los Angeles County Department of Public Health's [Reopening Protocol for Personal Care Establishments: Appendix R](#) and [Reopening Protocol for Hair Salons and Barbershops: Appendix H](#).
- xv. The permittee complies with all current ADA requirements, including parking spaces and path of travel.
- xvi. The temporary outdoor services area remains free from trash and debris.

The County may revoke the temporary outdoor services SEP, without hearing, at any time, in the County's sole discretion, for any reason including, without limitation, non-compliance, unsafe conditions, or discontinuation of the program.

c. Application Process – Off-Site

The applicant must submit an online application to EPIC-LA to be considered for a temporary outdoor services SEP (<https://epicla.lacounty.gov/SelfService/#/home>). Applicants without access to a computer may call (213) 974-6411 for assistance.

- i. Cost. A one-time application fee of \$234 is required.
- ii. Application submission materials. Applicants shall provide the following during the application process:
 - a) A signed acknowledgment agreeing to the Applicant Requirements described in Section B.2.b.
 - b) A description of the temporary outdoor services area, including barriers, tables, chairs, equipment, etc.
 - c) A sketch of the proposed temporary outdoor services area layout depicting:
 - The dimensions of existing establishment, off-site walkway or parking facility, and proposed outdoor services area; and
 - The barrier between temporary outdoor services area and off-site walkway or parking facility and public right-of-way, if applicable; and
 - The furnishings and equipment.

d. Review Process – Off-Site

Upon receipt of a completed application, Regional Planning will ensure that the applicant provided all required documentation, and that the location for which the applicant is applying meets the minimum eligibility criteria, including a valid Parking Permit or Variance authorizing use of the off-site walkway or parking facility. Provisions related to Outdoor Services, Required Parking, and the granting of an SEP shall not apply except as otherwise required under these Guidelines.

e. Implementation Process – Off-Site

Once a permittee receives the temporary outdoor services SEP described in Section B.2.d, the permittee may proceed with the temporary conversion of off-site walkways and/or parking facilities to outdoor services pursuant to the requirements outlined herein. The permittee shall have the sole responsibility to arrange the authorized temporary outdoor services area barriers, furnishings and equipment per the sketch provided at the time of application. Should an alternate layout be necessary or desired, the permittee shall submit a new sketch to Regional Planning.

f. Temporary Authorization, Expiration, and Notification – Off-Site

The temporary outdoor services SEP shall automatically expire upon the end of the County's proclamation of an emergency and declaration of a local health emergency or upon expiration of the associated Parking Permit or Variance.

The County reserves the right to revoke the temporary outdoor services SEP before its expiration date, at any time, for any reason, including, without limitation, lack of compliance with these guidelines, a high volume of reported concerns, or lack of program funding. The County will notify the permittee of the revocation by the preferred method of contact noted on the application.

Upon notification of revocation by the County or the expiration of the temporary outdoor services SEP, the permittee shall cease the use of the off-site walkway or parking facility for outdoor services purposes and remove all furnishings, equipment and structures from the temporary outdoor services area within 72 hours of such notification or expiration.

D. Updates to Guidelines

This guideline document is intended to be a living document, and periodic updates may be made by the Director of the County Department of Regional Planning in her sole discretion.