



Date: December 17, 2024

To: Honorable Mayor and Members of the City Council

From: Aram Chaparyan, City Manager

By: Logan Galimi, Management Aide | [LGalimi@torranceca.gov](mailto:LGalimi@torranceca.gov)

Subject: City Manager – Review and Provide Direction on External Lighting Policy for City Facilities. Expenditure: None.

## RECOMMENDATION

Recommendation of the City Manager that City Council review and provide direction on the External Lighting Policy for City Facilities.

## FUNDING

None required.

## DISCUSSION

City Hall, the Torrance Historical Museum, and the Mary K. Giordano Regional Transit Center have been equipped with external lighting systems that can be used to illuminate these City facilities. Staff is bringing forth a draft policy of illumination protocols for City facilities, including those mentioned above, prior to implementation. The draft policy is attached.

Staff is considering explicitly defining the followings terms: City Council, External Lights / External Lighting System, Holidays, Lighting Event, Mayor, and Mayor Pro Tempore. In particular, External Lights and External Lighting System would refer to “the lights, typically a color other than white, that are installed outside of, reflect off of, and illuminate City facilities, including City Hall, for decorative purposes.” Additionally, a Lighting Event would be recognized as “the illumination of City facilities to recognize holidays; promote (i) events sponsored or co-sponsored by the City and/or (ii) the City’s mission as set out in the City’s Strategic Plan or other superseding document; and/or in response to any extraordinary events of City, County, State, National, or International significance.”

The draft policy establishes that City facilities be illuminated during non-religious holidays legally observed by the City and in colors traditionally corresponding to the holiday/season; in red, white, and blue during Patriotic Days such as Veteran’s Day, Armed Forces Day Weekend, and during Elections; and white otherwise. City Council would retain the authority to decide when and how City facilities are illuminated for non-holidays and non-Patriotic Days. Staff envisions this to be via Council Concurrence rather than a formal Council item. Additionally, in order to quickly respond to and recognize recent championship achievements by Los Angeles area professional sports teams and Torrance high schools, staff requests the Mayor to be able to direct the illumination of

City Council  
December 17, 2024  
Page 2

City facilities with the team/school colors for up 72 hours after the achievement. In the Mayor's absence, this responsibility would transfer to the Mayor Pro Tempore.

**ATTACHMENT**

1. City Facilities External Lighting Draft Policy

**City of Torrance City Facilities External Lighting Policy**

Chapter XX – Policy: City Facilities External Lighting Policy

Chapter XXX – Procedure: City Facilities External Lighting Policy

**Contents**

<i>Policy</i>	City Facilities External Lighting Policy.....	1
	Definitions .....	1
	City Council .....	1
	External Lights / External Lighting System .....	1
	Holidays .....	1
	Lighting Event .....	1
	Mayor .....	2
	Mayor Por Tempore .....	2
 <i>Procedure</i>	City Facilities External Lighting Procedures .....	 2
	Holidays .....	2
	Patriotic Days and non-Holidays .....	2
	City Council Authority .....	2
	Public Authority .....	2
	 Historical Record .....	 3

XX.05

**CITY FACILITIES EXTERNAL LIGHTING POLICY**

The purpose of this policy is to establish guidelines to provide uniform and consistent procedures for illuminating City facilities, including City Hall and any other capable City facility, via external lights.

XX.10

**Definitions**

City Council

The governing body of the City of Torrance.

External Lights / External Lighting System

The lights, typically a color other than white, that are installed outside of, reflect off of, and illuminate City facilities, including City Hall, for decorative purposes.

Holidays

Holidays shall include those legally observed by City Hall.

Lighting Event

The illumination of City facilities to recognize holidays; promote (i) events sponsored or co-sponsored by the City and/or (ii) the City’s mission as set out in the City’s Strategic Plan or other superseding document; and/or in response to any extraordinary events of City, County, State, National, or International significance.

## City of Torrance City Facilities External Lighting Policy

Chapter XX – Policy: City Facilities External Lighting Policy

Chapter XXX – Procedure: City Facilities External Lighting Policy

### Mayor

The City Council member elected by the public as Mayor who presides over City Council meetings.

### Mayor Pro Tempore

The City Council member elected by the City Council to serve as Mayor Pro Tempore.

XXX.05

## **CITY FACILITIES EXTERNAL LIGHTING PROCEDURES**

The intent of the program is to comply with all Federal and State laws.

XXX.10

### **Regular Days**

City facilities shall be illuminated white unless otherwise specified.

XXX.15

### **Holidays**

Presently, the City of Torrance observes the following Holidays: New Years' Day, Martin Luther King Jr. Day, Lincoln's Birthday, Washington's Birthday (now President's Day), Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, the Day after Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve. Whenever possible, City facilities shall be illuminated by its external lighting system during non-religious holidays.

XXX.20

### **Patriotic Days**

City facilities may be illuminated with the American flag colors of red, white, and/or blue in recognition of patriotic events such as Armed Forces Day weekend and Elections.

XXX.25

### **City Council Authority**

City Council, through a majority vote, shall retain the authority to decide when and how City facilities external lights are illuminated for non-religious Holidays.

XXX.30

### **Mayor Authority**

In order to quickly respond to and recognize recent championship achievements by Los Angeles area professional sports teams and Torrance high schools, the Mayor may direct the illumination of City facilities with the team/school colors. Said illumination shall not extend for a period beyond 72 hours after the achievement. In the Mayor's absence, the Mayor Pro Tempore shall fulfill this responsibility.

XXX.35

### **Public Authority**

The external lighting system of City facilities are not intended to serve as a forum for free expression by the public.

**City of Torrance City Facilities External Lighting Policy**

Chapter XX – Policy: City Facilities External Lighting Policy

Chapter XXX – Procedure: City Facilities External Lighting Policy

**Historical Record**

Original Publication

10/2024

Revisions