

May 20, 2003

**Honorable Mayor and Members  
of the Hermosa Beach City Council**

**Regular Meeting of  
May 27, 2003**

SUBJECT: AMENDMENT TO THE MUNICIPAL CODE REGARDING SPECIAL EVENTS

**Recommendation:**

That the City Council approve the attached amendment to the Municipal Code providing new regulations for special events within the City.

**Background:**

In February, staff reported to the City Council that the Coastal Commission staff had requested additional changes to the City's draft Local Coastal Program (LCP). Among the issues raised by the Commission staff was the regulation of special events within the coastal zone. This agenda item, is intended to provide for consistency with the draft LCP, including but not limited to, the coastal zone.

**Analysis:**

Chapter 12.28, the relevant chapter of the Municipal Code, "Parks, Playgrounds and Other Public Areas", is proposed for amendment per the attached draft ordinance. The amendment includes the following changes to the existing text:

1. Transfer of responsibility for issuance of permits for special events from the City Manager to the Community Resources Director.
2. The addition of findings to be made by the Director prior to issuance of any special event permit, including reimbursement for costs to the City, provision of adequate parking and traffic control, proof of insurance, provisions for security and site cleanup, and a number of other findings and requirements.
3. Establishment of an upper limit of 16 days duration for any special event.

The City's draft LCP presently specifies a limit of eight days on the duration of special events in the coastal zone unless a coastal development permit (CDP) is approved (Sec. 17.37.040-A8). If Council approves the limit of 16 days for citywide special events, the foregoing eight-day limit will be changed in the draft LCP to 16 days in order to ensure consistency between the coastal zone overlay regulations and the amended special event regulations and to maintain the same permit process and standards both inside and outside the coastal zone.

**Environmental Review:**

The code amendment is categorically exempt from environmental review pursuant to the California Environmental Quality Act Guidelines, Section 15305, Class 5: Minor Changes in Land Use Limitations, because the amendment would make minor changes in the regulation of temporary land uses.

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Sol Blumenfeld, Director  
Community Development Department

Concur:

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Stephen R. Burrell,  
City Manager

Attachments:

1. Draft Ordinance Amending Municipal Code

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ORDINANCE NO.

AN ORDINANCE OF THE CITY OF HERMOSA BEACH  
AMENDING SECTION 12.28.010 OF THE HERMOSA BEACH  
MUNICIPAL CODE RELATING TO THE REGULATION OF  
SPECIAL EVENTS IN THE CITY

The City Council of the City of Hermosa Beach does ordain as follows:

Section 1. Section 12.28.010 of Title 12, Chapter 12.28 of the Hermosa Beach Municipal Code is amended to read as follows:

**“12.28.010 Special Event Permits.**

- A. For purposes of this Section, a “special event” shall mean any organized event, activity, celebration or function involving the use of City property, rights-of-way, parkland or the beach at which twenty-five (25) or more persons are to be assembled. The activities described in Sections 12.28.060 through 12.28.090 and 12.28.110 are “special events” within the meaning of this Section regardless of anticipated or actual attendance.
- B. No person shall organize or conduct a special event without first obtaining a permit to do so as prescribed by this Section.
- C. Application for a special event permit shall be made on forms provided for that purpose by the Community Resources Department, and shall contain the following information:
1. Name, address, telephone number and other identification information about the person or organization responsible for organizing the event, including its commercial/nonprofit status.
  2. The proposed dates and hours of operation of the event, including the period required for set-up and break-down/clean-up.
  3. The estimated daily and total attendance at the event (including organizers, participants, spectators, volunteers and others), with an explanation as to the factual basis for the estimate.
  4. A description of all organized activities proposed to take place during the event, and whether admission is to be charged.
  5. A description or diagram showing the proposed location of the event, including all temporary facilities/structures/signage/equipment to be erected, ingress and egress, number and type of vehicles and whether existing structures/facilities are to be relocated or modified.
  6. A parking plan showing the number of public parking spaces to be occupied by the event organizers, the location of satellite parking lots to be used for attendee parking, arrangements for shuttle bus transportation, and plans for publicizing the availability of off-site public parking.

- 1 7. Such other information determined by the Director of Community
- 2 Resources to be necessary to evaluate the proposed event.
- 3 8. A permit fee in an amount determined by resolution of the City Council.
- 4 9. A dated signature of the organizer or its authorized agent attesting to the truth, completeness and accuracy of the contents of the application.

5 D. The Community Resources Director may issue a special events permit upon finding that:

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- 7 1. The special event, if it falls within Sections 12.28.060 through 12.28.090
- 8 and 12.28.110, is included in the annual special event calendar approved by the City Council.
- 9 2. The applicant reimburses the City for all costs incurred by the City in connection with the event, including public safety, traffic control and monitoring.
- 10 3. The number of estimated attendees can be accommodated at the proposed location and surrounding area.
- 11 4. The applicant is capable and qualified to manage the event in a competent, professional manner in accordance with all conditions of approval.
- 12 5. Adequate provision has been made for satellite parking, shuttle transportation and traffic control.
- 13 6. Adequate provision has been made for security, crowd control, ingress and egress, and clean-up.
- 14 7. The total number of days required for the event shall not exceed sixteen (16) days.
- 15 8. The applicant provides required insurance, deposits, bonding and indemnification of the City.
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19 E. The Community Resources Director may impose such conditions and operational rules and regulations on the special event permit as are necessary to minimize its impact on the community and to assure that it will not be a detriment to public health and safety. Such conditions include, but are not limited to:

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- 22 1. Monetary deposits, bonds and other security as may be necessary to guarantee performance of all required conditions, clean-up and repair of any City property or facilities damaged as a result of the event.
- 23 2. Procurement of liability and other insurance policies to protect the applicant and attendees, naming the City and its officers and employees as additional insureds.
- 24 3. Limitations on the hours of operation and volume of public address systems and/or amplified music.
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27 F. Any person may appeal a decision of the Community Resources Director as regards a special event permit application by filing an appeal in writing to the City Clerk within ten (10) days of the decision. The appeal shall set forth the grounds

1 upon which the appellant believes the decision is in error or contrary to applicable  
2 law. The City Council shall consider and take action on the appeal at its next  
3 regular meeting following receipt of the appeal, provided that it may continue its  
4 deliberations to a date certain with the consent of the applicant. The decision of  
5 the City Council shall be final.”

6 Section 2. This code amendment is categorically exempt from environmental review  
7 pursuant to the California Environmental Quality Act Guidelines, Section 15305, Class 5: Minor  
8 Changes in Land Use Limitations, because the amendment would make minor changes in the  
9 regulation of temporary land uses.

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11 **PASSED, APPROVED, and ADOPTED** this 10<sup>th</sup> day of June, 2003

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13 PRESIDENT of the City Council and MAYOR of the City of Hermosa Beach, California

14 ATTEST:

15 APPROVED AS TO FORM:

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18 CITY CLERK

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20 CITY ATTORNEY