



TEMPORARY MINOR SPECIAL EVENTS
ON PRIVATE PROPERTY
IN CONJUNCTION WITH A BUSINESS OR NONRESIDENTIAL USE
Hermosa Beach Municipal Code, Section 17.42.150

The City of Hermosa Beach provides an administrative permit process allowing 'minor special events' on private property to encourage activities that promote or benefit businesses or the community, but that do not cause significant impacts.

Minor special events are allowed in C-1, C-2, C-3, M-1, SPA 7, SPA-8 and SPA-11 zones. They are allowed in Residential zones on property developed with nonresidential uses. They may also be allowed on school district property with approval of the school principal.

Please note that uses that may attract crowds or extend beyond hours allowed under a conditional use permit may not be allowed on St. Patrick's Day, July 4th, Cinco de Mayo, New Year's Eve or other date where the Police Department determines the accumulation of activities in the City may exceed its capacity to adequately protect public safety.

The event categories are:

- Outdoor entertainment or assembly unrelated to an existing use or business on the site (*carnival, concert, farmers' market, fairs, sporting event, etc.*) (Maximum of 4 times per year, limited to 7 consecutive days each occurrence)
- Outdoor display or exhibit unrelated to an existing use or business on the site (*art, cultural, or education displays, arts and crafts exhibits, etc.*) (Maximum of 4 times per year, limited to 7 consecutive days each occurrence)
- Outdoor sales/attraction related to an existing business on the site (Maximum of 4 per year, limited to 3 consecutive days each occurrence)
- Indoor activity related to an existing use on the site (*may include limited outdoor display or activity*) (Maximum of 12 times per year, limited to 3 consecutive days each occurrence)
- Other types of event that are found to be similar may be considered by the City and the rules for that type of event will apply.

A related event promotes, benefits or is related to the onsite use and is conducted during the normal business hours of the onsite use. An unrelated event does not promote or benefit an onsite use, or is unrelated to the onsite use, or is not conducted during the normal business hours of the onsite use.

APPLICATION SUBMITTAL

Submit the following information to the Community Development Department, 1315 Valley Drive, Hermosa Beach, CA 90254. Office hours are Monday – Thursday, 7:00 a.m. to 6:00 p.m. excluding holidays.

1. A fee payable to the City of Hermosa Beach (see [Master Fee Schedule](#))
 - **Expedited Review (less than 30 days prior to event date):** **Double** the applicable Fee + 7% Records Technology System. **New application submitted within 14 days of event cannot be accepted.**



- Each application is subject to the permit fee as assigned by the Master Fee Schedule.

Applications submitted to add dates to previously approved events, are subject to full permit application fee.

2. The minor special event application and a colored site plans showing the proposed location and event details in sufficient detail to demonstrate compliance with the requirements of Hermosa Beach Municipal Code, Section 17.42.150. Photos of the proposed site are desirable but not required. Site plan must be to scale and provide enough detail for review; the site plan must include all onsite parking stalls.

*** If the proposed event will occur indoors a floor plan is required**

APPLICATION REVIEW

1. The permit shall be issued only to the property owner, business owner or business license holder, and the permit holder shall be physically present on the property for the duration of the use including set up and break down.
2. The application will be reviewed for compliance with Hermosa Beach Municipal Code Sections 17.42.150 and 17.55.
3. The proposed use may be conditioned to mitigate impacts to the surrounding area and provision of services, relating to number of people, traffic generated, type and volume of amplified music or entertainment, day of week and hours, sanitation, environment, concentration of activity and events during the same time period, availability of city services to protect the health, safety and welfare of the public and property, compliance with other provisions of law, and other similar considerations.
4. If the subject property is governed by a conditional use permit or parking plan, the administrative permit shall not be approved unless the proposed use is timed and designed so it does not conflict with the purpose of the conditional use permit or parking plan.
5. Uses that may attract crowds or extend beyond allowed hours pursuant to a conditional use permit may be restricted from operating on St. Patrick's Day, July 4th, Cinco de Mayo, New Year's Eve or any other date where the Police Department determines the accumulation of activities in the City may exceed its capacity to adequately protect public safety.
6. Application review may take up to 30 days after the filing of a complete application, at which time you will be notified whether the permit is approved, approved with conditions, or denied. You may ask for an expedited review (2 weeks) when you submit the application and pay double the fees.
7. The time period for which the administrative permit applies cannot exceed 180 days (6 months) in any calendar year.

APPEAL AND RE-APPLICATION

1. The decision of the Community Development Director may be appealed to the Planning Commission within fifteen (15) days of the Director's decision by filing a written appeal together with the appeal fee.
2. Notice of hearing will be given to the applicant at least ten (10) days prior to the hearing. The decision of the Planning Commission shall be final and conclusive.
3. After the denial of the permit is final, no application for the same administrative permit may be filed for at least six months unless the project has been revised to eliminate the reasons for denial. Said revision shall require a completely new application and payment of fees.



REVOCAION AND EXPIRATION

1. The administrative permit may be revoked or modified with a 24-hour notice to the holder of the permit if any statute, law, regulation, or condition of the permit is not complied with or is being violated, and the event in progress shall conclude and any subsequent events under the permit shall not be conducted. The administrative permit may also be immediately revoked, and the event ordered concluded at any time during the course of the event by the Hermosa Beach Police Department upon a determination that the event is causing a violation of law or of any condition of approval or is causing a threat to public safety.
2. The administrative permit shall expire at the conclusion of the permitted events. In no case shall the duration of the permit exceed six (6) months during the same calendar year.
3. In the event an administrative permit has been revoked or documented problems have occurred or not been timely abated, the Community Development Director may deny a future application for a similar event on the same property within a one-year period.

HERMOSA BEACH MUNICIPAL CODE SECTIONS 17.42.150 AND 17.55

1. The Permittee (the property owner, business owner, or business license holder) shall be physically present on the property during all hours of the event, including set up and break down.
2. The Permit is issue only for the activity described in the application. No adult uses or uses prohibited by the Hermosa Beach Municipal Code are allowed.
3. All elements of the use shall be contained on the subject site.
4. Operating hours for minor special events related to the existing uses on sites in the C-2, C3, SPA zones that allow C-3 uses, and SPA-11 zone shall be limited to the same hours as the customary use on the subject site.
5. When unrelated to the onsite use, or not within a building, the operating hours for the minor special event are limited to 8:00 a.m. to 10:00 p.m.
6. In the C-1, M-1, and R zones developed with nonresidential uses, the operating hours for a minor special event are limited to 10:00 a.m. to 9:00 p.m.
7. The sale, service or consumption of alcoholic beverages shall obtain and display the appropriate Department of Alcohol Beverage Control license of approval. Outdoor activities involving alcoholic beverages shall be located a minimum of 300 feet from any public-school property between 7:00 a.m. and 6:00 p.m. on school days unless the school principal has been consulted and any concerns are mitigated to the satisfaction of the City.
8. Amplified entertainment is limited to 10:00 a.m. to 9:00 p.m. for not more than 4 hours in any day. Noise levels shall not exceed 80 DBA at the property line. At no time may noise levels constitute a nuisance or violate the Noise Control Ordinance in Chapter 8.24.
9. The event shall be designed to provide safe, accessible pedestrian ways a minimum of four feet wide, without encroaching on landscaping, required parking spaces and vehicular ways.
10. An event that occupies required parking spaces shall not reduce existing parking by more than 10% excluding disabled spaces. When there are 11 spaces or less excluding disabled spaces, the use may occupy one parking space, provided at least 5 spaces including one disabled space remain unencumbered by the event.
11. No additional parking is required for events related to the onsite use, unless the event is likely to create parking problems as determined by the Community Development Director.
12. When the event is unrelated to the onsite use, parking adequate for the use, but not less than 10 spaces, shall be provided excluding disabled spaces.



13. The occupancy of any buildings, structures or spaces, whether indoor or outdoor, shall be consistent with building and fire codes and safety protocols as determined by the Community Development Director. Temporary structures such as tents shall be securely fastened and comply with city codes.
14. Any lighting shall be shielded, downcast and directed onto the subject property. No strobes or moving lights are permitted.
15. If the duration of the event exceeds one (1) hour, or if seating is provided, then restroom access for both employees and customers shall be provided on the property or a contiguous property for the duration of the use with directional signs thereto. No portable restrooms are allowed.
16. The event shall provide refuse containers proximate to the use adequate to contain all refuse generated by the operation of the use. The operator shall pick up all refuse generated by such operation prior to vacating the site.
17. The event shall comply with Chapter 8.44 of the Municipal Code and shall not discharge liquid or solid waste to the environment or municipal storm water system.
18. The provision of food and beverages shall comply with Chapter 8.64 of the Municipal Code and shall not be dispensed in polystyrene food service ware.
19. Control over attendance is the responsibility of the permittee. Advertising and media to attract people to the event shall be moderated to reduce the potential for impacts. Adequate security shall be provided.
20. Where a discretionary permit has been issued for the site, the event shall only be allowed and shall be conducted in a manner that does not conflict with the purposes of that permit as determined by the Community Development Director.
21. This administrative permit may be revoked or modified with a 24-hour notice to the holder of the permit. The administrative permit may be immediately revoked, and the event ordered concluded at any time during the course of the event by the Hermosa Beach Police Department upon a determination that the event is causing a violation of State law or of any condition of approval or is causing a threat to public safety.
22. Any deviation from the above standards shall require a conditional use permit in compliance with Hermosa Beach Municipal Code, Chapter 17.40.



City of Hermosa Beach
 Community Development Department | Planning Division
 1315 Valley Drive, Hermosa Beach, CA 90254
 o: 310-318-0242 e: planning@hermosabeach.gov
Office Hours: Monday – Thursday 7:00 AM – 6:00 PM

**TEMPORARY MINOR SPECIAL EVENT ON PRIVATE PROPERTY
 IN CONJUNCTION WITH A BUSINESS OR NONRESIDENTIAL USE**

Hermosa Beach Municipal Code, Section 17.42.150

Please note that all information submitted becomes public record.

SITE ADDRESS:	City Use: MSE# _____
APPLICANT NAME:	
<p><i>I am the: _____ Property Owner _____ Business Owner _____ City Business License Holder of the business or site where the event(s) will be conducted. I understand I must be present on the property during all hours of the event, including set up and break down.</i></p>	
Mailing Address:	
Email:	
Phone:	
PROPERTY OWNER NAME:	
Mailing Address:	
Email:	
Phone:	



MINOR SPECIAL EVENT TYPE: Select one of the types of events listed below.

This application may propose that one of the types of events below is held one or more times during a period of 6 months within the same calendar year. The maximum number stated includes all times that each type of event is proposed during the same calendar year:

- A related event promotes, benefits or is related to the onsite use and is conducted during the normal business hours of the onsite use.
- An unrelated event does not promote or benefit an onsite use, or is unrelated to the onsite use, or is not conducted during the normal business hours of the onsite use.
- Outdoor entertainment or assembly unrelated to an existing use or business on the site (*carnival, concert, farmers' market, fairs, sporting event, etc.*) (Maximum of 4 times per year, limited to 7 consecutive days each)
- Outdoor display or exhibit unrelated to an existing use or business on the site (art, cultural, or education displays, arts and crafts exhibits, etc. (Maximum of 4 times per year, limited to 7 consecutive days each)
- Outdoor sales/attraction related to an existing business on the site (Maximum of 4 per year, limited to 3 consecutive days each)
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What dates are proposed for the event(s)? The proposed events cannot be more than 180 days (6 months) apart.

Hours of event:	
Maximum <u>total</u> number of people at the event <u>on any day</u> :	
Maximum number of people at the event <u>at any time</u> :	
What hours will music or entertainment be provided:	
What hours will alcohol be provided or allowed:	



Check all the following that apply:

- The event will be entirely or partially located in a parking lot.
- The event will be located entirely inside a building.
- Parking will be available on the site for people attending the event.
How many spaces will be available? _____
- There will be mobile food vendors/food trucks.
How many? _____
- Some of the designated parking for the event is located offsite.
How many spaces? _____
Where? _____
- Food will be provided or sold (other than mobile food vendors/food trucks).
- Some parking spaces on the site will be used or blocked by the event.
How many spaces? _____
- Alcoholic beverages will be sold or provided.
- Some driveways, streets or other access ways will be closed or blocked by the event.
- Music or entertainment will be provided.
- Refuse containers will be provided.
- Music or entertainment will be amplified.
- Tents, stages, seating, or other furnishings will be provided.
- Banner or signs will be posted on or near the site.
- There will be access to restrooms on the site.
- Businesses nearby will be open during the event.
If yes, provide business name and address: _____



Event Description: Please describe the event. Provide a site map showing where the event will be located, its relationship to parking and other elements, and any other information to explain your proposal.

How will the event be advertised? Is crowd control, parking control or security needed or provided?

BUSINESS OWNER'S SIGNATURE IS REQUIRED

CERTIFICATION: I HAVE READ THE FOREGOING REQUIREMENTS, UNDERSTAND THEM, AND ACCEPT THEM. IF THE PERMIT IS ISSUED, I AGREE TO COMPLY WITH THE ABOVE AND ANY CONDITIONS OF APPROVAL THAT MAY BE APPLIED. FAILURE TO DO SO MAY RESULT IN IMMEDIATE REVOCATION OF THIS PERMIT.

I am the: _____ Business Owner, or _____ City Business License Holder of the business or use on the site where the event(s) will be conducted.

SIGNATURE: _____ **DATE:** _____

PRINT NAME: _____

PROPERTY OWNER'S SIGNATURE IS REQUIRED AND SHALL BE NOTARIZED (Please see Page 9 for notary form that must be completed.)

CERTIFICATION: I HAVE READ THE FOREGOING REQUIREMENTS, UNDERSTAND THEM, AND ACCEPT THEM. IF THE PERMIT IS ISSUED, I AGREE TO COMPLY WITH THE ABOVE AND ANY CONDITIONS OF APPROVAL THAT MAY BE APPLIED. FAILURE TO DO SO MAY RESULT IN IMMEDIATE REVOCATION OF THIS PERMIT.

SIGNATURE: _____ **DATE:** _____

PRINT NAME: _____



ALL-PURPOSE ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

Date of Document: _____

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
)ss.
 County of _____)

On _____ before me, _____, Notary Public,
 personally appeared _____
 _____,

who proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____

FOR NOTARY STAMP



DECISION ON APPLICATION FOR TEMPORARY MINOR SPECIAL EVENT

The Community Development Department makes the following determinations on MSE # _____.

_____ The application is approved. You must comply with all regulations in Hermosa Beach Municipal Code, Section 17.42.150, and Chapter 17.55 as Applicable and all Conditions listed below.

_____ The Permit for the Minor Special Event(s) described in the application is denied for the reasons stated below. You may or appeal the decision or amend the application and resubmit as indicated in the information sheet.

_____ The application for a Permit for the Minor Special Event(s) described in the application is incomplete for the reasons stated below. Please provide the information requested.

_____ The application for a Permit for the Minor Special Event(s) described in the application cannot be approved for reasons that are minor in nature. Please consider modifying the application to comply.

Reviewed By: ___ Police ___ Public Works ___ Fire ___ Building

 Planner

 Date

CONDITIONS AND DETERMINATIONS:

1. The zone is _____. The regulations in Hermosa Beach Municipal Code, Section 17.42.150 & Chapter 17.55 apply.

2. Approved dates are: