

**CITY OF HERMOSA BEACH
ORDINANCE NO. ORD-25-**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HERMOSA BEACH, CALIFORNIA AMENDING VARIOUS SECTIONS OF TITLE 2 OF THE HERMOSA BEACH MUNICIPAL CODE TO UPDATE THE TERMS OF OFFICE, APPOINTMENT, AND RESPONSIBILITIES OF CITY COMMISSIONS AND DETERMINING THE ORDINANCE IS NOT A PROJECT UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

RECITALS

WHEREAS, the City of Hermosa Beach ("City") City Council is empowered to establish rules for governance and create advisory boards and commissions pursuant to California Government Code Sections 36501, 36505, and 36506; and

WHEREAS, the City Council has created various City commissions and review boards ("Commissions") under its general police powers and state statutory authority to assist with the administration of City business; and

WHEREAS, the City Council desires to update the terms of office, appointment, and responsibilities of certain Commissions to ensure that the processes and procedures are consistent across the City; and

WHEREAS, the City Council held a first reading and public hearing of this Ordinance at a regular meeting on October 14, 2025, and received written and oral testimony regarding the proposed code amendments.

THE CITY COUNCIL OF THE CITY OF HERMOSA BEACH DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. Recitals. The recitals above are true and correct, and are hereby incorporated herein by this reference.

SECTION 2. Amendment. The City Council hereby amends certain Chapters to Title 2 (Administration and Personnel) of the Municipal Code as follows:

a. Chapter 2.28 (Parks, Recreation, and Community Resources Advisory Commission); Chapter 2.32 (Planning Commission); Chapter 2.76 (Civil Service); and Chapter 2.80 (Public Works Commission) are amended as set forth in Exhibit A, attached hereto and incorporated herein by reference.

b. Chapter 2.36 (Design Review Board) is deleted in its entirety.

SECTION 3. California Environmental Quality Act ("CEQA"). The City Council finds that this Ordinance is not subject to CEQA pursuant to CEQA Guidelines section 15378 (b)(5) as an organization or administrative activity of the City because it will not result in direct or indirect physical changes in the environment.

SECTION 4. Severability. If any provision of this Ordinance or its application to any person or circumstance is held to be invalid, such invalidity has no effect on the other provisions or applications of the Ordinance that can be given effect without the invalid provision or application; and to this extent, the provisions of this Ordinance are severable. The City Council declares that it would have adopted this Ordinance irrespective of the invalidity of any portion thereof.

SECTION 5. Effective Date. This Ordinance shall take effect thirty (30) days after its passage and adoption pursuant to California Government Code section 36937.

SECTION 6. Certification. The City Clerk is directed to certify the passage and adoption of this ordinance; cause it to be entered into the City's book of original ordinances; make a note of the passage and adoption in the records of this meeting; and, within fifteen (15) days after the passage and adoption of this ordinance, cause it to be published or posted in accordance with California law.

PASSED, APPROVED and ADOPTED on this 28th day of October 2025.

Rob Saemann

PRESIDENT of the City Council and **MAYOR** of the City of Hermosa Beach, CA

ATTEST:

APPROVED AS TO FORM:

Myra Maravilla
City Clerk

Jason Baltimore
Interim City Attorney

EXHIBIT A

Chapter 2.28 (Parks, Recreation, and Community Resources Advisory Commission) of Title 2 (Administration and Personnel) of the Hermosa Beach Municipal Code is hereby amended to read as follows, in its entirety:

Chapter 2.28 Parks, Recreation and Community Resources Advisory Commission

2.28.010 Parks, recreation, and community resources advisory commission created—composition—Appointment of members.

Pursuant to authority granted to the [city council](#) there is hereby created and established a parks, recreation, and community resources advisory commission composed of five members who are bona fide residents of the city and appointed by the city council.

2.28.020 Terms of members – vacancies.

The members of the parks, recreation, and community resources advisory commission shall be appointed for a term of four [years](#).

If a vacancy shall occur otherwise than by expiration of term, it shall be filled by appointments by the [city council](#) for the unexpired portion of the term. Appointments shall be made pursuant to Government Code Section [54970](#) et seq. Members serve at the pleasure of the city council and may be removed, without cause, by a majority vote of the city council.

Upon an expiration of term, vacancy or resignation, said member of the commission may continue to serve until a successor is appointed and qualified. Where the city council votes to remove a member of the commission, the city council shall determine the effective date of said removal.

In the event of a vacancy, whether scheduled or unscheduled, the City Clerk shall submit an item for said vacancy on the next City Council agenda.

Two absences from regularly scheduled meetings of any member within one calendar quarter, and/or four absences from regular meetings within one calendar year creates an automatic vacancy. There shall be no distinction between excused or unexcused absences. When an automatic vacancy occurs, the staff liaison shall promptly notify the city council, the commission, and the member. The automatic vacancy shall not be effective until council receives notice and fails to waive application of this section. The city council may waive application of the automatic vacancy upon its own motion; otherwise, the vacancy so created shall be filled pursuant to the above sections.

2.28.021 Terms of office.

The terms of office for members of the Parks, Recreation, and Community Resources Advisory Commission shall be staggered for a period of four years from July 1st through June 30th.

2.28.022 Meetings.

The commission shall take formal action at their last meeting of the calendar year to set the meeting schedule for the following calendar year. The approved meeting schedule shall be available on the commission webpage.

2.28.040 Chairperson.

The parks, recreation, and community resources advisory commission shall elect by majority vote one of its members to serve as chairperson for a period of one [year](#). The chairperson may be re-elected to serve an additional term, or additional terms, upon a majority vote of approval. The chairperson shall continue to serve until a successor is duly elected and qualified. The duties of the chairperson shall be such as are usually carried by this type of officer on other boards and commissions as created [in the city](#).

2.28.050 Meetings–quorum–absences–rules of procedure.

The parks, recreation, and community resources advisory commission shall adopt rules and regulations to govern procedures and shall by a vote set a time for regular meetings which shall be held at least once a [month](#). Special meetings may be held providing notice is given according to provisions contained in the Government Code of the [state](#). A majority of the regular members shall constitute a quorum. All meetings shall be held in the community center or other designated city-owned facilities. All meetings of the commission and all hearings required to be held by the commission shall be public.

2.28.070 Duties and responsibilities.

The duties and responsibilities of the commission shall include the following and such others as the [city council](#) may from time to time prescribe:

- A. Act in an advisory capacity to the city council in all matters pertaining to the department of community resources; and cooperate with other government agencies and civic groups in the advancement of sound leisure, cultural, social service and educational programming;
- B. Formulate policies on the services, programs and lease agreements of the department subject to the approval of the city council;
- C. Advise city council on all aspects of the various operations within the department;
- D. Make periodic inventories of programs, services and facilities including park areas, and interpret the needs of the public to the city council;

- E. Work with department staff in the preparation of the annual budget and capital improvement program including parkland development;
- F. Aid in establishing and recruiting community support groups for the department's activities, programs and services;
- G. Aid in promoting and communicating the functions, programs and services of the department to the public;
- H. Aid in the formulation, promotion and development of fund raising programs for the department;
- I. Aid in the formulation, development and review of grant applications related to the department.

Chapter 2.32 (Planning Commission) of Title 2 (Administration and Personnel) of the Hermosa Beach Municipal Code is hereby amended to read as follows, in its entirety:

Chapter 2.32 Planning Commission

2.32.010 Created—composition.

A planning commission is created, which shall consist of five members. The members shall be qualified electors of the [city](#) appointed by the city [council](#).

2.32.020 Terms of members—vacancies.

The members of the planning commission shall be appointed for a term of four [years](#).

If a vacancy shall occur otherwise than by expiration of term, it shall be filled by appointments by the [city council](#) for the unexpired portion of the term. Appointments shall be made pursuant to Government Code Section [54970](#) et seq. Members serve at the pleasure of the city council and may be removed, without cause, by a majority vote of the city council.

Upon an expiration of term, vacancy or resignation, said member of the commission may continue to serve until a successor is appointed and qualified. Where the city council votes to remove a member of the commission, the city council shall determine the effective date of said removal.

In the event of a vacancy, whether scheduled or unscheduled, the City Clerk shall submit an item about said vacancy on the next City Council agenda.

Two absences from regularly scheduled meetings of any member within one calendar quarter, and/or four absences from regular meetings within one calendar year creates an automatic vacancy. There shall be no distinction between excused or unexcused absences. When an automatic vacancy occurs, the staff liaison shall promptly notify the city council, the commission, and the member. The automatic vacancy shall not be effective until council receives notice and fails to waive application of this section. The city council may waive application of the automatic vacancy upon its own motion; otherwise, the vacancy so created shall be filled pursuant to the above sections.

2.32.021 Terms of office.

The terms of office for members of the Planning Commission shall be staggered for a period of four years from July 1st through June 30th.

2.32.022 Meetings.

The commission shall take formal action at their last meeting of the calendar year to set the meeting schedule for the following calendar year. The approved meeting schedule shall be posted on the commission webpage.

2.32.030 Powers and duties.

The [city](#) planning commission shall be governed in all respects and perform the duties prescribed by applicable [state](#) and local laws.

2.32.040 Disqualification for conflict of interest.

Any member of the Planning Commission who is disqualified from voting or taking any action on a particular matter by reason of a conflict of interest as defined either by the Political Reform Act (Government Code Sections [81000](#) et seq.) ("the Act") or by Government Code Section [1090](#) shall disclose the nature of said conflict of interest at the earliest possible time to the Manager and City Attorney.

Chapter 2.76 (Civil Service Commission) of Title 2 (Administration and Personnel) of the Hermosa Beach Municipal Code is hereby amended to read as follows, in its entirety:

Chapter 2.76 Civil Service

2.76.010 Created - composition.

A civil service board is hereby created, which shall consist of five members. The members shall be qualified electors of the [city](#) and appointed by the city [council](#). The civil service board shall consist of those [persons](#) most

recently appointed as members of the previous civil service board at the time of adoption of this chapter. The terms of the members under the previous civil service board shall be reinstated and upon expiration, the city council shall appoint a board member. Any member may be reappointed. No person shall be appointed to the civil service board who holds any salaried public office or employment with the city. No person, while a member of the civil service board, shall be eligible for appointment to any office or employment with this city.

2.76.020 Terms of members - vacancies.

The members of the civil service board shall be appointed for a term of four [years](#).

Appointments shall be made pursuant to Government Code Section 54970 et seq. Members serve at the pleasure of the city council and may be removed, without cause, by a majority vote of the city council.

Upon an expiration of term, vacancy or resignation, said member of the board may continue to serve until a successor is appointed and qualified. Where the city council votes to remove a member of the board, the city council shall determine the effective date of said removal.

In the event of a vacancy, whether scheduled or unscheduled, the City Clerk shall submit an item about said vacancy to the next City Council agenda.

Two absences from regularly scheduled meetings of any member within one calendar quarter, and/or four absences from regular meetings within one calendar year creates an automatic vacancy. There shall be no distinction between excused or unexcused absences. When an automatic vacancy occurs, the staff liaison shall promptly notify the city council, the board, and the member. The automatic vacancy shall not be effective until council receives notice and fails to waive application of this section. The city council may waive application of the automatic vacancy upon its own motion; otherwise, the vacancy so created shall be filled pursuant to this Chapter.

2.76.021 Terms of office.

The terms of office for members of the civil service board shall be staggered for a period of four years from July 1st through June 30th.

2.76.022 Meetings.

The civil service board shall take formal action at their last meeting of the calendar year to set the meeting schedule for the following calendar year. The approved meeting schedule shall be posted on the board webpage.

2.76.030 Meetings-quorum-powers and duties generally.

The civil service board shall determine the order of business for the conduct of its meetings and shall meet as needed, as outlined by the Hermosa Beach Personnel Rules and Regulations for Civil Service Employees. Three members of the civil service board shall constitute a quorum for the transaction of business.

The functions and duties of the civil service board shall be provided for in the Hermosa Beach Personnel Rules and Regulations for Civil Service Employees, as amended or modified, and as directed by the City Council.

Chapter 2.28 (Public Works Commission) of Title 2 (Administration and Personnel) of the Hermosa Beach Municipal Code is hereby amended to read as follows, in its entirety:

Chapter 2.80 Public Works Commission

2.80.010 Created—composition.

A public works commission is created, which shall consist of five members. The members shall be qualified electors of the [city](#) appointed by the city [council](#).

2.80.020 Terms of members—vacancies.

The members of the public works commission shall be appointed for a term of four [years](#).

If a vacancy shall occur otherwise than by expiration of term, it shall be filled by appointments by the [city council](#) for the unexpired portion of the term. Appointments shall be made pursuant to Government Code Section [54970](#) et seq. Members serve at the pleasure of the city council and may be removed, without cause, by a majority vote of the city council.

Upon an expiration of term, vacancy or resignation, said member of the commission may continue to serve until a successor is appointed and qualified. Where the city council votes to remove a member of the commission, the city council shall determine the effective date of said removal.

In the event of a vacancy, whether scheduled or unscheduled, the City Clerk shall submit an item about said vacancy to the next City Council agenda.

Two absences from regularly scheduled meetings of any member within one calendar quarter, and/or four absences from regular meetings within one calendar year creates an automatic vacancy. There shall be no distinction between excused or unexcused absences. When an automatic vacancy occurs, the staff liaison shall promptly notify the city council, the commission,

and the member. The automatic vacancy shall not be effective until council receives notice and fails to waive application of this section. The city council may waive application of the automatic vacancy upon its own motion; otherwise, the vacancy so created shall be filled pursuant to the above sections.

2.80.021 Terms of office.

The terms of office for members of the Public Works Commission shall be staggered for a period of four years from July 1st through June 30th.

2.80.022 Meetings.

The commission shall take formal action at their last meeting of the calendar year to set the meeting schedule for the following calendar year. The approved meeting schedule shall be posted on the commission webpage.

2.80.030 Powers and duties.

The public works commission shall review and make recommendations to the [city council](#) on all capital improvement projects, assist in the development and updating of design guidelines for city public improvements, review and take action on applications to remove live parkway trees with a trunk diameter in excess of twelve (12) inches as provided in Section 12.36.060(D), and other matters referred to the commission by the city council.