

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

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HERMOSA BEACH, CALIFORNIA, AMENDING CHAPTERS 2.20, 2.28, AND 12.30 OF THE HERMOSA BEACH MUNICIPAL CODE TO UPDATE THE TITLE OF THE COMMUNITY RESOURCES DEPARTMENT AND DETERMINING THE ORDINANCE IS NOT A PROJECT UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (“CEQA”).

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 titles of the “Community Resources Department,” the “Community Resources Director,” and the “Parks, Recreation, and Community Resources Advisory Commission” to accurately reflect their purpose and responsibilities and to ensure that the titles 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 January 13, 2026 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) and Title 12 (Street, Sidewalks, and Public Places) of the Municipal Code as follows:

a. Chapter 2.20 (Community Resources Department) of Title 2 of the Hermosa Beach Municipal Code is hereby amended as set forth in Section 1 of Exhibit A, attached hereto and incorporated herein by reference.

b. Chapter 2.28 (Parks, Recreation, and Community Resources Advisory Commission) of Title 2 of the Hermosa Beach Municipal Code are hereby amended as set forth in Section 2 of Exhibit A, attached hereto and incorporated herein by reference.

c. Chapter 12.30 (Special Events on Public Property) of Title 12 of the Hermosa Beach Municipal Code is hereby amended as provided for Section 3 of Exhibit A, attached hereto and incorporated herein by reference.

SECTION 3. Environmental Review. This Ordinance is not a project under the California Environmental Quality Act pursuant to CEQA Guidelines section 15378 (b)(5) as it is an organization or administrative activity of the City that 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 13th day of January, 2026.

Mayor 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

EXHIBIT A

1. Chapter 2.20 (Community Resources Department) of Title 2 (Administration and Personnel) of the Hermosa Beach Municipal Code is hereby amended to read as follows, in its entirety, with deletions shown in ~~strike through~~ and additions shown in **bold italics**:

Chapter 2.20 ~~Community Resources~~ Parks and Recreation Department

2.20.010 ~~Community resources~~ Parks and recreation department.

The functions of the ~~community resources~~ **parks and recreation** department are to provide opportunities for educational, recreational, cultural and social service activities for all age groups and to develop and maintain in an attractive and safe manner the leisure areas and facilities of the city and to ensure that such facilities are suitable for a wide variety of purposes. (Prior code § 2-70)

2.20.020 ~~Community resources~~ Parks and recreation director—appointment.

The director of ~~community resources~~ **parks and recreation** shall be appointed and shall administer, subject to authority of the city manager, the educational, recreational, cultural and social service programs of the city. (Prior code § 2-71)

2.20.030 Director—duties and responsibilities.

The duties and responsibilities of the ~~community resources~~ **parks and recreation** director shall be to:

- A. Recommend to the city manager the employment of required personnel such as assistants, supervisors, leaders, clerical and maintenance employees, and supervise them in the performance of their various duties;
- B. Administer, operate and maintain existing park and recreation areas and leisure facilities and plan for the acquisition, development and operation of the proposed facilities in accordance with recommended policies by the ~~community resources~~ **parks and recreation advisory** commission and approved by the city council;
- C. Inform the general public of the services and facilities being provided by the ~~community resources~~ **parks and recreation** department;
- D. Solicit suggestions from the general public to improve or increase the effectiveness of the service;
- E. Cooperate with governmental and voluntary organizations and agencies in the furtherance of park and recreation opportunities;
- F. Prepare manuals, bulletins and reviews on department activities;
- G. Provide, upon request, assistance of a technical nature to community agencies and organizations having problems relating to recreational social service facilities and programs;
- H. Counsel with official of public and private organizations and interested groups concerning community recreation and leisure activities and assist them in the

promotion of park and recreational services; and shall serve as liaison to the commission;

- I. Conduct studies of local conditions and needs for park and recreation services, cultural arts programs, social service programs, and assist with recruitment and training of said personnel;
- J. Enforce all rules and regulations, resolutions and ordinances of the city pertaining to public behavior in all city-owned leisure oriented facilities and park areas. (Prior code § 2-72)

2. 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, with deletions shown in ~~strike through~~ and additions shown in **bold italics**:

Chapter 2.28 Parks, ~~and Recreation and Community Resources~~ Advisory Commission

2.28.010 Parks, ~~and 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, **and** recreation, ~~and community resources~~ advisory commission composed of five members who are bona fide residents of the city and appointed by the city council.

2.28.20 Terms of members—vacancies.

The members of the parks, **and** 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.

2.28.21 Terms of office.

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

2.28.22 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, **and** 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, **and** 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~~ **parks and recreation**; 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.
3. Chapter 12.30 (Special Events on Public Property) of Title 12 (Street, Sidewalks, and Public Places) of the Hermosa Beach Municipal Code is hereby amended to read as follows, in its entirety, with deletions shown in ~~strike through~~ and additions shown in **bold italics**:

Chapter 12.30 Special Events on Public Property

12.30.010 Special event regulations generally.

- A. For purposes of this section, a "special event" shall mean any organized event, activity, celebration or function involving the use of the beach at which one hundred (100) or more persons are to be assembled, or use of outdoor city facilities, rights-of-way, or parkland at which twenty-five (25) or more persons are to be assembled.
- B. No person shall organize or conduct a special event without first obtaining a permit to do so as prescribed by this section. In addition to the permit requirements prescribed by this section, certain special events occurring or planned to occur on summer days within the coastal zone may be required to obtain a coastal development permit.
- C. On at least one (1) weekend during each summer season, the parks, **and** recreation ~~and community resources~~ advisory commission shall recommend that no organized events be held on the beach.
- D. To balance coastal access with beach events, the city council shall establish peak season event limits for the beach/Pier Plaza up to a maximum number of days used by events between the Saturday preceding Memorial Day through Labor Day. (Ord. 16-1370 §6 (part), 2016)

12.30.020 Special event application required.

- A. Application for a special event permit shall be made on forms provided for that purpose by the ~~community resources~~ **parks and recreation** 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 setup and breakdown/cleanup.
 3. An evaluation of the event impact on city facilities, coastal access, and city staff resources.
 4. 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.
 5. A description of all organized activities proposed to take place during the event, and whether admission is to be charged.
 6. 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.
 7. 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.
 8. An environmental protection plan showing proposed compliance with specified measures to reduce impacts and costs to the environment, the city, and the community. Such measures may include, but shall not be limited to:
 - a. Waste recycling and reduction.
 - b. Energy efficiency.
 - c. Protection of the marine environment.
 - d. Community education opportunities.
 - e. Monitoring and reporting compliance with the environmental protection plan.
 9. Such other information determined by the ~~community resources manager~~ **parks and recreation director** to be necessary to evaluate the proposed event.
 10. An application fee in any amount determined by resolution of the city council.
 11. A dated signature of the organizer or its authorized agent attesting to the truth, completeness and accuracy of the contents of the application. (Ord. 16-1370 §6 (part), 2016)

12.30.030 Special event approval and permit issuance.

- A. Special events are categorized as Impact Level I, II, or III event based on the number of participants, years of reoccurrence, location, time of the year, day(s) of the week, number of consecutive days, and any additional requests. The

event levels may be further defined in a special events policy guide adopted by the city council.

- B. Special events applications must be submitted as follows:
 - 1. New events: If the new event is an Impact Level I or II, must be submitted at least ninety (90) days in advance of the event. If the new event is an Impact Level III, must be submitted no later than July 30 for the following calendar year.
 - 2. Returning Level III events: must be submitted no later than July 30th for the following calendar year.
 - 3. Returning Level II events: must be submitted at least ninety (90) days prior to the event.
 - 4. Returning Level I events: must be submitted at least thirty (30) days prior to the event.
- C. The parks, ~~and recreation, and community resources~~ **and** recreation, ~~and community resources~~ advisory commission and city council will evaluate and recommend approval of Impact Level III events and a "Nothing Weekend" first, and then recommend Impact Level II events within the targets established in peak season event limits.
- D. At the discretion of the ~~community resources manager~~ **community resources manager parks and recreation director**, applications may be submitted and approved after the application submittal deadline has passed, provided:
 - 1. There are unforeseeable circumstances (memorial service, team victory celebration, need for minimal marketing/advertising).
 - 2. The event does not exceed peak season or off season event limits.
 - 3. The event can still meet all of the event approval findings (as noted in subsection (F) of this section).
- E. Special events will be reviewed as follows:
 - 1. Any new event to Hermosa Beach will be subject to a public hearing before both the parks, ~~and recreation, and community resources~~ **and** recreation, ~~and community resources~~ advisory commission and the city council.
 - 2. Returning Level III events: will be subject to approval by both the parks, ~~and recreation, and community resources~~ **and** recreation, ~~and community resources~~ advisory commission and the city council.
 - 3. Returning Level II events: will be subject to approval by the parks, ~~and recreation, and community resources~~ **and** recreation, ~~and community resources~~ advisory commission and subject to appeal to the city council.
 - 4. Returning Level I events: will be reviewed and approved by the ~~community resources manager~~ **community resources manager parks and recreation director** and subject to appeal to the parks, ~~and recreation, and community resources~~ **and** recreation, ~~and community resources~~ advisory commission.
- F. The ~~community resources manager~~ **community resources manager parks and recreation director** may issue a special events permit upon finding that:
 - 1. The special event is considered by the appropriate level of review identified in subsection (E) of this section.
 - 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.

3. The number of estimated attendees can be accommodated at the proposed location and surrounding area.
 4. The applicant is capable and qualified to manage the event in a competent, professional manner in accordance with all conditions of approval.
 5. Adequate provision has been made for satellite parking, shuttle transportation and traffic control.
 6. Adequate provision has been made for security, crowd control, ingress and egress, and cleanup.
 7. The total number of days required for the event shall not exceed sixteen (16) days.
 8. The applicant provides required insurance, deposits, bonding and indemnification of the city.
- G. The ~~community resources manager~~ **parks and recreation 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:
1. Monetary deposits, bonds and other security as may be necessary to guarantee performance of all required conditions, cleanup and repair of any city property or facilities damaged as a result of the event.
 2. Procurement of liability and other insurance policies to protect the applicant and attendees, naming the city and its officials and employees as additional insureds.
 3. Limitations on the hours of operation and volume of public address systems and/or amplified music.
- H. Any person may appeal a decision in regards to 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 upon which the appellant believes the decision is in error or contrary to applicable law. The appellate body shall consider and take action on the appeal at its next regular meeting following receipt of the appeal; provided, that it may continue its deliberations to a date certain with the consent of the applicant. The decision of the appellate body shall be final. (Ord. 16-1370 §6 (part), 2016)

(Ord. # 22-1452 §2, adopted 10/25/2022, effective 11/24/2022)

12.30.040 Commercial Groups–Permit required.

Permits shall be required for any commercial group requesting use of any outdoor area or public facility within the city. Any firm, association, partnership, business trust, corporation or company that is hosting a special event for the purposes of advertising or generating revenue for profit shall be considered a commercial group. Such permits shall be subject to a fee established by the city council, plus all costs incurred by the city on behalf of the event. (Ord. 16-1370 §6 (part), 2016)

12.30.050 Nonprofit organizations–Permit required.

Permits shall be required for any nonprofit group requesting use of any outdoor area or public facility within the city. Nonprofit groups may file a non-profit fee waiver or reduction request with the ~~community resources manager~~ **parks and recreation director** subject to approval by the city council. Such permits shall be subject to the applicable full, reduced or waived fee, plus all costs incurred by the city on behalf of the event. (Ord. 16-1370 §6 (part), 2016)

12.30.060 Pass-throughs–Permit required.

Permits shall be required for any group requesting use of any outdoor area or facility for a pass-through event within the city. A pass-through event is one in which neither the start nor finish occur within the city, but the event requests to utilize city right-of-way to pass through the city. Such events shall be subject to a permit processing fee established by resolution of the city council, plus all costs incurred by the city on behalf of the event. (Ord. 16-1370 §6 (part), 2016)

12.30.070 Block party permits.

Requests for permits for use of public rights-of-way for block parties may be made only by Hermosa Beach residents to the chief of police. All permit requests shall be subject to review and approval by the chief of police or his/her designee. Such permits are subject to a permit processing fee established by resolution of the city council. (Ord. 16-1370 §6 (part), 2016)

12.30.080 Commercial filming permits.

As determined by the California Legislature in California Government Code Section 14998.1, motion picture production is an important industry to the economy of California and local governments in this state should accordingly provide an environment conducive to the undertakings of the motion picture industry. To that end, the city expresses its desire and intention to create and maintain an environment in the city conducive to motion picture production activities in all areas of the city.

In accordance with this purpose, film permits for nonpermanent filming activities may be issued for filming on or in any private or city-owned property in any area of the city, irrespective of zoning in the area in which the permit is issued; provided, that such transient activity to which the permit applies will not be unduly disruptive of neighboring land uses. The ~~community resources~~ **parks and recreation** department is vested with the authority to approve or deny film permits for nonpermanent filming activities in any area of the city and in making such determination to approve or deny a film permit application, to exercise its discretion to determine: (A) whether a particular filming activity is permanent or nonpermanent; (B) whether a particular filming activity would unduly interfere with or disrupt neighboring land uses so as to justify denial of the permit; and (C) mitigation measures to reduce any adverse impact on neighboring land uses. Conditions imposed under any permit shall reduce, to the extent the ~~community resources~~ **parks and recreation** department determines appropriate in light of both the neighbors' and permittees' concerns, any adverse impact on neighboring land uses.

A "nonpermanent" filming activity, for purposes of this section, is an activity under an approved permit which involves no more than fifteen (15) days of consecutive filming at a single location.

The city council may adopt or amend from time to time the filming policy and procedures, which shall be consistent with this section and shall act as guidelines to the ~~community resources~~ **parks and recreation** department in issuing or denying permits including appeal rights thereto, and which shall be incorporated by reference into any film permit which the ~~community resources~~ **parks and recreation** department may issue. All film permits shall be subject to imposition of fees which shall be set forth in the filming policy and procedures. (Ord. 16-1370 §6 (part), 2016)

12.30.020 Costs for repairs.

The cost for repairs for any damage incurred as the result of activities related to a special event will be deducted from the event deposit or shall be required to pay the cost of the repair if more than the deposit. (Ord. 16-1370 §6 (part), 2016)

12.30.020 Tents.

Tents and other temporary structures or equipment erected in conjunction with a permitted special event may remain overnight; provided, that a security guard is present at all times. (Ord. 16-1370 §6 (part), 2016)