



Honorable Mayor and Members of the Hermosa Beach City Council

**INTRODUCE AN ORDINANCE APPROVING ZONE TEXT AMENDMENT (TA 25-03)
AMENDING VARIOUS SECTIONS OF TITLE 17 OF THE HERMOSA BEACH CODE
PERTAINING TO APPEAL PERIODS AND THE TRANSMISSION OF PLANNING
COMMISSION DECISIONS**

CEQA: The project qualifies for a Categorical Exemption per Section 15061(b)(3) of the California Environmental Quality Act Guidelines
(Community Development Director Alison Becker)

Recommended Action:

Staff recommend City Council:

1. Conduct a public hearing to consider amendments to the Hermosa Beach Municipal Code pertaining to appeals and transmission of Planning Commission decisions for City Council review;
2. Find that the action is exempt from the California Environmental Quality Act (CEQA) pursuant to section 15061(b)(3) of the CEQA Guidelines; and
3. Introduce by title only and waive first reading of an Ordinance (**Attachment 1**) of the City of Hermosa Beach approving Zone Text Amendment (TA 25-03)

Executive Summary:

At its December 16, 2025, meeting, the Planning Commission recommended that the City Council approve zone text amendments to Title 17 of the Hermosa Beach Municipal Code pertaining to appeals and City Council review of Planning Commission actions. The Zone Text Amendment is intended to align the Zoning Code with recent City Council amendments to Title 2 of the Hermosa Beach Municipal Code pertaining to the review of Planning Commission actions.

Background:

At its October 28, 2025, meeting, City Council amended Title 2 of the Hermosa Beach Municipal Code (HBMC) to eliminate the sequential process of the City Council's review of Planning Commission actions and the public appeal process. Under the prior procedures, applicants waited a minimum of three weeks for the City Council's review and then waited for the public appeal process to expire. At times, the period between the Planning Commission decision and the conclusion of the public appeal process could be longer, particularly when there are five weeks in a month, holidays, or both. Ordinance No. 25-1491 was adopted by the City Council, establishing new procedures that allow for

a concurrent timeframe for public appeal and City Council review which included a fixed 15-day call-up period following the Planning Commission’s decision (**Attachment 2**). To facilitate this concurrent process, the Planning Commission meeting minutes will no longer be presented at a City Council meeting on the consent calendar. Instead, action minutes from the Planning Commission are posted within 24 hours of the meeting, and City Staff will send courtesy notice to Councilmembers. The City Council could then review the actions and submit a form to the City Clerk requesting to schedule a future hearing for review of the application. Upon receipt of two review requests for the same item, the matter will be scheduled for a future City Council meeting.

At its December 16, 2025 meeting, the Planning Commission, which serves as the advisor to the City Council on all land-use matters, reviewed the related Zone Text Amendment and recommended City Council’s approval.

Past Commission and Council Actions

Meeting Date	Description
<p>City Council October 14, 2025</p>	<p>City Council adopted an Ordinance amending Section 2.52.040, establishing that the CC review timeline should commence following the Planning Commission’s action and run concurrently with the public appeal process</p>
<p>Planning Commission December 16, 2025</p>	<p>The Planning Commission recommended CC approve amendments to Title 17 of the HBMC pertaining to appeal periods for Planning Commission decisions and the transmission of the record to the City Council for review.</p>

Discussion:

The City must amend HBMC Title 17, Zoning, to align with City Council’s amendment to Title 2. City Council call-up procedures for Variances and Conditional Use Permits are cited in the appeals section for these entitlements and have a 15-day appeal period. The appeal periods for Conditional Use Permits for residential condominium conversions and Development Agreements are proposed to be changed from ten (10) days to fifteen (15) days. The proposed amendment also updates the decision-making body for variances to reflect that the Planning Commission, not the defunct Board of Zoning Adjustments, is responsible for this role. The Planning Commission's recommended changes would create consistency in appeal and review timeframes, making the process more straightforward and predictable for the public, applicants, and staff. Consistent with the intent of the Planning Commission’s recommendation and City Council action, staff is recommending that the public’s appeal period of Precise Development Plans also be amended from ten (10) days to fifteen (15) days.

Environmental Analysis:

The proposed zone text amendment is a project subject to the California Environmental Quality Act (CEQA) and qualifies for an exemption from CEQA pursuant to Section

15061(b)(3) (Common Sense Exemption) of the State CEQA Guidelines (Chapter 3 of Division 6 of Title 14 of the California Code of Regulations). The activity is covered by the Common Sense Exemption, which states that CEQA applies only to projects that have the potential for causing a significant effect on the environment. There is no possibility that the proposed change to the zoning code may have a significant effect on the environment; therefore, the activity is not subject to CEQA. No special circumstances exist that the proposed change would create a significant adverse effect on the environment (i.e. no sensitive species or habitats, no hazardous sites, no scenic highways, no historic resources, etc.).

Public Notification:

For the January 27, 2026, City Council hearing a legal ad was published on January 15, 2027, in the Easy Reader a newspaper of general circulation and posted in three locations.

Fiscal Impact:

There is no fiscal impact associated with the recommended actions.

Attachments:

1. Draft Ordinance
2. City Council Ordinance No. 25-1491

Respectfully Submitted by: Alexis Oropeza, Planning Manager

Concur: Alison Becker, AICP, Community Development Director

Noted for Fiscal Impact: Henry Chao, Finance Manager

Legal Review: Sarah Locklin, Interim Assistant City Attorney

Approved: Steve Napolitano, City Manager