



Honorable Mayor and Members of the Hermosa Beach City Council

**ADOPT AN ORDINANCE APPROVING ZONE TEXT AMENDMENT (TA 25-03)
AMENDING VARIOUS SECTIONS OF TITLE 17 OF THE HERMOSA BEACH
MUNICIPAL CODE PERTAINING TO APPEAL PERIODS 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. Determine the Ordinance is exempt from the California Environmental Quality Act (CEQA) pursuant to section 15061(b)(3) of the CEQA Guidelines;
2. Adopt by title only and waive second reading of an Ordinance approving a Zone Text Amendment (TA 25-03), amending various sections of Title of the Hermosa Beach Municipal Code pertaining to appeal periods of Planning Commission Decisions; and
3. Direct the City Clerk to print and publish the summary ordinances in a newspaper of general circulation within 15 days following adoption and post it on the City's bulletin for 30 days.

Executive Summary:

At its February 3, 2026, meeting, City Council held a public hearing and approved amendments to Title 17 of the Hermosa Beach Municipal Code pertaining to appeals 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 amending the appeal period for Planning Commission decisions.

At the January 27, 2026, meeting, the City Council opened the hearing to consider a zone text amendment and continued the matter to a date certain of February 3, 2026. At its February 3, 2026, meeting, City Council considered the Planning Commission’s recommendation and adopted the draft ordinance without further amendments.

Past Commission and Council Actions

Meeting Date	Description
City Council October 14, 2025	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
Planning Commission December 16, 2025	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.
City Council February 3, 2026	City Council approved ZTA 25-03 pertaining to the appeal periods of Planning Commission decisions.

Discussion:

HBMC Title 17, Zoning, must be amended 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:

No legal ad is required for the February 24, 2026 hearing. A legal ad was published in the Easy Reader on January 15, 2026, for the January 27, 2026, meeting. The City Council continued the matter from January 27, 2026 to the City Council meeting date of February 3, 2026 and no additional notice was required.

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