



# CITY COUNCIL

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## CITY OF LA HABRA

OCTOBER 20, 2025

ZONE CHANGE 25-0003



# ZONE CHANGE PROPOSAL

- Initiated by City Council
  - Create a more “Business-Friendly” Environment
  - Establish clear and consistent procedures for the application, review, and approval of special events.
- Establish new Chapter 18.65 (Special Event Permits)
  - Clarify processing requirements for SEPs
  - Codify and modify the existing requirements for small and large SEPs.
- First step in a two-part process
  1. Codify requirements and processes for Special Event Permit Applications
  2. Update SEP Application Document

# NEIGHBORING JURISDICTIONS

City	Permit Type	Approval Authority	Regulations & Limitations	Application Timeline
Anaheim	SEP	Director, Appealed to PC	No longer than nine consecutive calendar days. No business or organization shall be issued more than four special event permits during any calendar year.	180 days prior to event
Brea	Temporary Use Permit	Director, Appealed to PC	Temporary uses and activities shall not exceed four calendar days and no business or organization shall be issued more than four temporary use permits in a given year.	45 days prior to event
Buena Park	Temporary Use Permit	Director, Appealed to PC	Temporary uses shall not exceed 30 days in duration. Outdoor special event sales are limited to not more than three consecutive days in duration, nor more than three events per calendar year	30 days prior to event

# NEIGHBORING JURISDICTIONS

City	Permit Type	Approval Authority	Regulations & Limitations	Application Timeline
Fullerton	SEP	Director, Appeals not specified	The City of Fullerton does not specify a maximum event duration or amount allowed per year.	30 days prior to event
Garden Grove	SEP/Temporary Use Permit	Director, appealed to City Manager	Special Events may last up to four days in duration. Outdoor sales events may take place four times per calendar year and last up to four days in duration.	21 business days prior to temp use, 10 business days prior to special event
Whittier	SEP	City Council, CC can authorize City Manager to approve	The City of Whittier does not specify a maximum event duration or amount allowed per year.	45 days prior to the event

# WHAT IS A SEP?

- A permit that requires either administrative or discretionary approval for any organized temporary activity, gathering or series of activities.
- Two Types:
  - Small SEP
  - Large SEP
- Issued at the discretion of a local jurisdiction.
- Approved under a set of conditions.
- Requires approval authority to make certain findings

# EXEMPTIONS

- The following activities are exempt from requiring a Special Event Permit:

- Events conducted entirely within an enclosed building or facility, which are part of the normal and customary operations of the property.
- Gatherings on private property that do not involve amplified sound audible beyond the property line, temporary structures, or the sale of goods/services to the public, and are not visible from the public right-of-way.
- Garage sales or yard sales conducted in accordance with all applicable provisions of this code.
- Activities or events sponsored, held, or conducted by or on behalf of, or in coordination with, the city.
- Funeral processions conducted by a licensed mortuary or funeral home.
- Free speech activities protected by the First Amendment.
- Activities or events held or conducted by a public or private elementary or secondary school that is legally operated in the city, provided that the activity or event is conducted on property owned, used, or leased by the entity or its sponsor and is for the benefit of the entity that owns the property on which the activity takes place.

# PROPOSED LARGE SEP

## Defined

- “Special Event, Large” means a special event that includes any of the following:
  - 250 or more anticipated attendees
  - A duration of five days or more
  - Temporary removal of more than 25% of available on-site parking
  - Closure of one or more public street(s)
  - Use of an inflatable larger than 200 square feet in size

## Approval Authority:

- Planning Commission
  - Decision may be appealed to City Council

## Application timing

- Permit shall be submitted 120 days prior to desired event date

# HOW IS A LARGE SEP APPROVED?

- Reviewed by the Planning Commission at a public hearing
- 10-day notice of public hearing
  - Published in OC Register
  - Mailed to property owners within 300-feet
- Staff report and draft resolution
  - Posted on website
  - 72-hours before public hearing
- Public Hearing
  - Staff presentation
  - Public Comments
  - Deliberation
  - Approve, deny or continue
- Decision may be appealed to City Council
  - Within 10-days of approval

# PROPOSED SMALL SEP

## Defined

- “Special Event, Small” is defined as any special event that is not classified as a large special event.

## Approval Authority:

- Director of Community and Economic Development
  - Decision may be appealed to City Manager

## Application timing

- Permit shall be submitted 60 days prior to desired event date

# HOW IS A SMALL SEP APPROVED?

- Reviewed by the Director of Community and Economic Development
- Decision may be appealed to City Manager
  - Within 10-days of approval

# WHAT ARE SEP FINDINGS?

The approval authority must make the following conclusions before approving a SEP:

- The proposed site is adequate in size and shape to accommodate such special event without material detriment to the use or enjoyment of the property of other persons located in the vicinity of the site;
- Sufficient off-street parking spaces, which may include off-site locations, shuttles, or valet parking, are provided;
- The proposed site is adequately served by streets or highways having sufficient width and improvements to accommodate the kind and quantity of traffic that such special event will or could reasonably generate;
- The proposed event will not interfere with any other special event for which a permit has already been approved or with the provision of city services in support of other scheduled activities;
- The use or event will comply with all applicable provisions of local state and federal laws and regulations;
- The proposed activity will not be detrimental to the public peace, health, safety, or welfare; and
- The event is not subject to any grounds of denial.

# PROPOSED REQUIREMENTS

## Amount Allowed

- 12 Special Events per Calendar year, with a minimum of 30 days in between each event
- 4 Special Events with outdoor sales per calendar year, with a minimum 30 days in between each event
- A business may apply for a Conditional Use Permit (CUP) if they wish to exceed these requirements

# PROPOSED REQUIREMENTS

## Cost

Small SEP: \$32

Large SEP: \$517

## Application Materials

- Complete application form
- Site Plan
- List of temporary signs
- Indemnification agreement
- Proof of insurance
- Mailing label list for large special event permits
- Security, sanitation, and traffic control plans
- Business license for sales
- Any other required permit or release from other agencies

# OTHER REVISIONS

## Other revisions to Title 18 (Zoning)

- **Section 18.04.030 (Terms Defined)**
  - Expand definition of “Approving body” to include City Council, Planning Commission and authorized official(s) designated to review and approve ministerial and administrative reviews and approvals.
  - Add definition for “special event”
  - Add definition s for “Small” and “Large” special events
- **Section 18.23.090 (Sign Regulations – Temporary Signs)**
  - Update provisions used for temporary signage on seasonal commercial sales lots to include temporary signage for all special events.
- **Table 18.06.040 (Land Use Matrix)**
  - Update the land use matrix to be consistent with the language and intent of the new chapter.

# RECOMMENDATION

That the City Council consider and approve the first reading of ORDINANCE NO. CC 2025-\_\_ ENTITLED:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LA HABRA, CALIFORNIA, APPROVING ZONE CHANGE 25-0003 (ZC 25-0003), ADDING CHAPTER 18.65 (SPECIAL EVENT PERMITS) TO TITLE 18 (ZONING) AND AMENDING SECTION 18.04.030 (TERMS DEFINED) OF CHAPTER 18.04 (DEFINITIONS), SECTION 18.06.040 (LAND USES) OF CHAPTER 18.06 (ZONES ESTABLISHED – ZONING MAP BOUNDARIES AND LAND USES), AND SECTION 18.23.090 (SIGN REGULATIONS – TEMPORARY SIGNS) OF CHAPTER 18.23 (SIGN STANDARDS) OF TITLE 18 (ZONING) OF THE LA HABRA MUNICIPAL CODE FOR CONSISTENCY WITH CHAPTER 18.65 (SPECIAL EVENT PERMITS) AND MAKING A DETERMINATION THAT THE ORDINANCE IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO SECTIONS 15378(b)(5) AND 15061(b)(3) OF THE CEQA GUIDELINES.