



## Staff Report

**TO:** City Council

**FROM:** Steven Jones, Community Development Director  
Darron Usher, Principal Management Analyst

**DATE:** October 21, 2025

**SUBJECT:** Discussion and Direction on Proposed Amendments to Beaumont Municipal Code Chapter 9.03 – Special Event Permits

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**Description:** Revising the thresholds for major and minor special events and a revision of the adopted fee schedule for consistency and for BMC alignment with the City's currently adopted fee schedule.

### **Background and Analysis:**

On July 16, 2024, staff proposed an amended Special Event Ordinance to update event definitions consistent with the City's Development Related Fee Schedule. That item was continued to the August 20, 2024, Council meeting to allow further research into fee schedule alignment. During this review, staff determined that additional adjustments, including Consumer Price Index (CPI) updates, would be necessary.

Staff members from several departments have taken a comprehensive look at the entire special event permit process, focusing on improving customer service while also streamlining the process.

### **Pre-Application Process**

The first recommendation from staff is to implement a pre-application process to determine whether the proposed event requires a special event permit per the BMC. During this process, applicants will be asked to provide information on their proposed event, and specific triggers will determine whether additional oversight is needed regardless of the event's size.

These triggers include:

- Requirement of an ABC permit (alcohol sales).
- Road closures or rerouting of traffic.
- Construction or installation of infrastructure (e.g., stages, Ferris wheels, or grandstands).
- Paid or ticketed events with temporary facilities.

- Outdoor food preparation using grills or kitchens.
- Use of a property outside its intended use (e.g., residential yard parties or parking lot events).
- Violation of the City’s noise ordinance.

### **Event Classification**

Currently, the Beaumont Municipal Code defines “**Major Special Events**” as events involving 500 or more people, and “**Minor Special Events**” as those with fewer than 500. However, the 2023 Council-approved fee schedule instead uses a 1,000-person threshold to distinguish between major and minor events. This inconsistency has confused applicants and staff alike.

Staff proposes adopting a **four-tiered system** of event classifications:

- **Tier 1 – Micro Special Events (Less than 499 attendees):** Small, intimate events with little to no City oversight, such as neighborhood block parties, weddings, or small religious ceremonies.
- **Tier 2 – Minor Special Events (500–999 attendees):** Community fairs, school carnivals, or 5K runs that may require limited City coordination.
- **Tier 3 – Intermediate Special Events (1,000–2,499 attendees):** Medium-sized concerts, festivals, or athletic tournaments requiring moderate City resources and interdepartmental coordination.
- **Tier 4 – Major Special Events (2,500+ attendees):** Parades, citywide celebrations, and multi-day festivals requiring extensive City resources and oversight.

This tiered framework ensures that private or low-impact events do not face unnecessary City oversight while still providing safeguards for larger events that could impact public safety, City infrastructure, or require significant staff resources.

It is important to note that private events on private property (e.g., HOA clubhouses or backyard gatherings) may not require a Special Event Permit unless one or more of the above-listed triggers are present.

## Planning Fee Schedule Adjustments

The current Planning Fee Schedule, last updated in 2023 (Effective July 2, 2023), has five different categories for Special Events listed as follows:

**Table 1. Current Planning Fee Schedule**

Type of Event	CEQA Required (Y/N)	Approval Authority	Fee	Fee Type	Notes
Special Event - Major	N	Administrative	\$ 1,985	Flat Fee	Fee per application
Special Event - Major (Carnival, Circus, Menagerie)	N	City Council	\$1,985 + \$455	Flat Fee	Major event fee plus carnival, circus, or menagerie fee)
Special Event - Major (Over 1,000)	N	Administrative	\$ 5,000	Deposit	Fully allocated hourly rates and any outside costs
Special Event - Minor	N	Administrative	\$ 500	Deposit	Fully allocated hourly rates and any outside costs
Special Event - Miscellaneous	N	Administrative	\$ 1,000	Flat Fee	Fee per application

Staff proposes changing the fee schedule for consistency and clarity:

**Table 2. Proposed Planning Fee Schedule**

Type of Event	CEQA Required (Y/N)	Approval Authority	Fee	Fee Type	Notes
Micro Special Event (Up to 499)	N	Administrative	\$ 200	Deposit	Fully allocated hourly rates and any outside costs
Special Event – Minor (500-999)	N	Administrative	\$ 500	Deposit	Fully allocated hourly rates and any outside costs
Special Event – Intermediate (1,001 – 2,499)	N	Administrative	\$ 2,500	Deposit	Fully allocated hourly rates and any outside costs
Special Event - Major (Over 2,500)	N	Administrative/City Council	\$ 5,000	Deposit	Fully allocated hourly rates and any outside costs

**Fiscal Impact:**

The estimated cost of preparing this staff report is \$350.

This is a discussion item only; there is no fiscal impact at this time.

**Recommended Action:**

Direct staff to bring back an ordinance amending Title 9 (Public Peace, Morals and Welfare) of the Beaumont Municipal Code (BMC) Section 9.03.020 “Definitions” to revise the thresholds for major and minor special events, and a resolution revising the adopted fee schedule for consistency.

**Attachments:**

- A. Current Ordinance
- B. Redlines Ordinance