



Staff Report

TO: City Council

FROM: Steven Jones, Community Development Director
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DATE: November 18, 2025

SUBJECT: Public Hearing for Introduction and First Reading of Ordinance Amending Beaumont Municipal Code Chapter 9.03 “Regulations of Special Events” Sections 9.03.020 – Definitions, 9.03.040 – Permit Required, and 9.03.050 - Permit Application – Filing and Fee a

Description: Introduction and first reading of ordinance amending Beaumont Municipal Code (BMC) Section 9.03.020 “Definitions”, 9.03.040 “Permit Required”, and 9.03.050 “Permit Application – Filing Fee” to revise 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. On October 21, 2025, staff presented a discussion item to Council to adjust the tiers and deposit amounts for each special event definition within the fee schedule.

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.

To resolve this misalignment, staff recommends 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.

A **Pre-Application process** will be used to determine tier placement. 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.

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 listed triggers are present. If a trigger is present within the pre-application, staff will have the ability to raise a lower-tiered event into a higher tiered event.

Per Council’s direction, Section B of the Code, which limits the number of special events that can be held by one person or entity, is being removed.

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

Consistency with Adopted Goals, Plans, and Programs:

General Plan Consistency

The proposed recommended amendments would be in conformance with the Beaumont General Plan and consistent with Implementation Strategy LUCD5 Development Review – since the proposed amendments would support finding efficiencies and making development permitting as simple as possible by clarifying definitions and employing consistent meanings throughout related documents.

Strategic Plan

The proposed amendments would also be consistent with Strategic Plan targets aimed at promoting communication and strengthening relationships, since providing clarity and consistency through revisiting the City’s Municipal Codes and Zoning ordinances encourages overall effectiveness and citywide communication improvement.

Fiscal Impact:

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

There are no changes to the fees associated with Special Event Permits. The only amounts changing are the deposit amounts.

Recommended Action:

Hold a public hearing;

Waive the first full reading and approve by title only; “An Ordinance of the City Council of the City of Beaumont, California, Amending Chapter 9.03 ‘Regulation Of Special Events’ of the Beaumont Municipal Code to Revise Special Event Classifications and Remove Limitations on Permit Frequency”, and

Adopt a Resolution of the City Council of the City of Beaumont, California, Amending the Planning Fee Schedule to Align with Revisions to Chapter 9.03 ‘Regulation of Special Events’ of the Beaumont Municipal Code”.

Attachments:

- A. Ordinance – Clean Version
- B. Ordinance Redlines
- C. Draft Ordinance
- D. Draft Resolution