

ORDINANCE NO. 2026-2

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF  
LAKEWOOD AMENDING THE LAKEWOOD MUNICIPAL  
CODE TO CREATE A TEMPORARY SPECIAL EVENT PERMIT  
(TSEP)

THE CITY COUNCIL OF THE CITY OF LAKEWOOD DOES ORDAIN AS  
FOLLOWS:

SECTION 1. PURPOSE. The Lakewood City Council hereby finds that there is a need to create a Temporary Special Event Permit (TSEP) to formally establish a procedure to authorize temporary and periodic events that are hosted by for-profit businesses and/or by non-profit private organizations primarily located on private property, but sometimes using publicly owned property and/or public rights-of-way. Furthermore, there is a need to formally adopt these procedures into the Lakewood Municipal Code so that they are more enforceable than the current administrative policy and procedure being implemented by the Finance and Administrative Services Department. Such short-term events are for the purposes of providing temporary, seasonal, and/or periodic: 1) commercial entertainment and recreation activities; 2) promotional and commercial “pop up” sales opportunities; and 3) cultural and educational exhibits. This includes authorizing such activities as grand opening events, parking lot sales, radio station promotions or other promotions of local businesses, a circus, a pumpkin patch, a car show, a farmer’s market, an outdoor dining event, an art exhibit, and various temporary seasonal sales events. In addition, it includes events requiring street closures or other uses of public rights-of-way such running, cycling and marathon events. Such activities and events are located primarily outdoors in underutilized parking lots, vacant lots, and sometimes inside vacant commercial tenant spaces.

SECTION 2. INTENT. It is the intent of this ordinance to establish a Temporary Special Event Permit (TSEP) to authorize temporary and periodic commercial events. A primary intent of a TSEP is to allow local businesses to increase and boost the local commercial vitality by hosting temporary and/or periodic promotions, outdoor sales events, outdoor dining events, live music, festivals, and other public assembly gatherings that are of interest to residents and visitors. The TSEP will ensure that such temporary or periodic uses comply with public health and safety regulations, while coordinating with all necessary city services and outside agencies. The TSEP will assist in assuring that potential issues are reviewed by appropriate agencies prior to permitting the event. These potential issues include assuring the provision of adequate traffic circulation, pedestrian movement control, parking, public safety and security, sufficient well-maintained sanitation facilities, adequate waste and debris collection, noise attenuation, hours of operation, proper control of alcoholic beverages, and safe food preparation/food storage as licensed and monitored by County Public Health. It is also the intent of the ordinance to make sure that after the event is completed, the TSEP applicant properly cleans up the site with all trash, debris, and litter removed, porta potties serviced and removed, all equipment and temporary structures removed, and any damage repaired. This includes graffiti removal, revitalization of landscaping, and completion of any necessary repairs. The outdoor location or tenant space is required to be in the same or better condition as it was prior to the event.

SECTION 3. Section 9432 of the Lakewood Municipal Code regarding the establishment of a Temporary Special Event Permit (TSEP) is hereby added to read as follows:

**Section 9432. Temporary Special Event Permit**

**A. Purpose and Intent.**

1. Purpose. The purpose of a Temporary Special Event Permit (TSEP) is to establish regulations that allow for the safe operation of short-term, temporary, periodic and seasonal events that are planned to attract fifty (50) or more customers/attendees to a) promotional and sales events, b) commercial entertainment and recreation activities, and/or c) cultural and educational exhibits, operated in outdoor spaces and/or vacant tenant spaces.

The TSEP procedure is intended to increase the regional commercial shopping draw, expand commercial shopping opportunities, and enhance the Lakewood lifestyle. These activities may temporarily deviate from normal zoning requirements and standards, but the TSEP shall ensure that such events are safe, orderly, and are conducted in a manner to protect the general public health, safety, and welfare of Lakewood residents and visitors.

2. Intent. The intent of the Temporary Special Events Permit (TSEP) is to provide regulations for the establishment, operation, removal, and cleanup of temporary special events that do not constitute a land use of sufficient magnitude or longevity to be a permanent land use.

The TSEP shall manage and regulate impacts resulting from increases in traffic circulation, parking demands, pedestrian control, public safety/security waste collection, sanitation provision, noise attenuation, consumption of food and alcohol, and to safely allow public assembly in both indoor and outdoor spaces for such events. The outdoor location or indoor tenant space is required to be left in the same or better condition as it was prior to the event. This includes post event cleanup, graffiti removal, revitalization of landscaping, and completion of any necessary repairs.

**B. Review Authority**

1. Temporary Special Event Permits (TSEP) shall be reviewed and then either approved or disapproved by the Community Development Director (Director) or his/her designee. The Director may determine whether the size and scope of an event does or does not require a TSEP for any lot or any activity proposed in the city. In addition, the Director may refer any TSEP application to the Planning and Environment Commission (PEC) for a public hearing, if the Director determines that such a hearing is warranted based upon input from the City Council, other city departments, outside agencies, and/or the community.
2. An approved TSEP permit shall stipulate the conditions of approval that are required to minimize the impacts of the proposed event or activity.

**C. Procedures.**

1. Permit Required. Except as otherwise provided by the Lakewood Municipal Code or State law, no person or entity shall advertise, conduct, maintain, operate, or provide admission for any temporary special event within the City without possessing a valid TSEP for each event. The following types of events and activities are examples of the types of activities which require a TSEP, as well as others to be determined to be the same or similar by the Community Development Director.

- (a) Temporary Sales and/or Promotional Commercial Events: Parking lot sales, all day/multiple-day Grand Opening events with sales and activities, radio show promotional broadcast, new product or vehicle demonstration (test drive events), open air dining, a food tasting/sampling, food truck festival, and weekly farmer's market, etc.
- (b) Community Non-Profit Events: a community run or community car shows, etc.
- (c) Seasonal/Holiday Sales and activities: Pumpkin patch with rides, Christmas sales, etc.
- (d) Commercial Entertainment/Recreational Events: Circus, skating/ice skating rink, etc.
- (e) Cultural and Educational Exhibits: Art shows, cultural dance or music recitals, etc.

2. Exemptions. The following temporary, seasonal, or periodic events are generally exempt from the requirements of obtaining a TSEP, as determined by the Director:

- (a) Any event or activity that anticipates a daily attendance of less than 50 people.
- (b) Any event or activity on a lot in a residential district with a primary residential use.
- (c) Any sites and land uses that have received land use approval (e.g., Conditional Use Permit or Development Review Board approval) to allow such events on a permanent and/or ongoing basis (e.g., an event center).
- (d) Any temporary event held in a city park or community center that are organized and/or sponsored by the city or by a non-profit organization that is authorized by the city through the Recreation and Community Services Department.

3. TSEP Application Filing and Processing Requirements. An application for a TSEP shall be filed through the City's online planning application portal. The applicant shall supply accurate and complete information regarding the proposed location with a fully dimensioned site plan showing all event components and existing structures, event description, anticipated attendance, any extraordinary need for law enforcement, traffic/pedestrian/crowd control, and the level of public and private services required to operate the event safely.

- (a) The Community Development Department (Department) staff shall review and determine if all applicable information has been submitted, and if the application can be deemed complete.
- (b) The Department shall notify and consult with all relevant City, County, State, and Federal agencies, including but not limited to the following:
  - (1) Lakewood Departments:
    - Public Works – (*encroachment permit for any required traffic and pedestrian control, storm water drainage, or waste and debris collection/hauling*)
    - Building and Safety (*Temporary electrical, plumbing, and structural needs*)
    - Public Safety (*Public Safety Officers, County Sheriff, and County Fire*)
    - Administrative Services (*Business License and Parking Control*)
    - Recreation and Community Services Department (*City Parks and Community Centers*)
  - (2) Los Angeles County Departments:
    - Sheriff (*Traffic, pedestrian, and crowd control and overall public safety*)
    - Fire (*Evacuation routes, fire lanes, suppression plans, paramedic services*)
    - Public Health (*Food preparation/handling, public sanitation*)
  - (3) State of California – Department of Alcoholic Beverage Control (*ABC Licenses, Other State agencies as determined to be appropriate*)

2. First Time TSEP Events. The TSEP applicant shall have the application filed, accepted and deemed complete at least sixty (60) days in advance of an event being held for the first time at a specified location. This is to allow sufficient time to receive all necessary input from other city departments and outside agencies. All estimated review fees and charges shall be deposited, as required for each agency review.
3. Recurring Periodic TSEP Events. The TSEP applicant shall have the application filed, accepted, and deemed complete at least forty-five (45) days in advance, if a similar event at the same location has been previously reviewed and approved. This is to allow sufficient time to receive all necessary input from other city departments and outside agencies. All estimated review fees and charges shall be deposited, as required for each agency review.
4. Insurance and Cleanup Deposit. Each TSEP permit applicant may be required to provide sufficient liability insurance, naming the City as an additional named insured. The insurance shall be sufficient to protect, defend, and indemnify the City, its agents, employees, officers, and volunteers from and against any claim, damage, injury, liability, and loss of any nature arising out of, or in any way connected to the event. The amount, quality, and type of insurance shall be determined in compliance with the policies established by the Administrative Services Director in coordination with any other agency providing services.

The Director may require a cleanup deposit to be posted before the special event to ensure that all conditions are met, including the location cleanup, and the restoration of landscape or other damage to private or public amenities. Within sixty (60) days of the end of the event, the event operator shall deposit all unpaid City department fees and charges, and the affected department(s) shall refund any surpluses, as applicable.

5. TSEP Permit - Nontransferable. Any TSEP permit issued in compliance with this Code shall not be transferable to any other date, organization, person, place, or time.
6. TSEP Permit - Posting. Every permit required by this Code shall be conspicuously posted upon the premises of the temporary special event in a manner specified by the Department.
7. TSEP Permit Conditions. The Community Development Director shall take into consideration all relevant information when determining the approval or disapproval and any necessary conditions for a requested TSEP to operate, including the following:
  - Insurance – Applicant shall submit, if required, prior to issuance of TSEP.
  - Cleanup Deposit - Applicant shall submit, if required, prior to issuance of TSEP.
  - Conditions of Operation: Specify hours of operation, maximum attendance, and sound attenuation requirements. List operational contingencies for inclement weather.
  - Event security and medical staffing needs shall be addressed, including any need for Sheriff Deputies, private security, traffic/pedestrian control officers and on-site medical staff. Plan paramedic and ambulance availability and emergency access routing. Identify any on-site lighting, temporary power, and security cameras.
  - Provide adequate traffic circulation for both ingress/egress and adequate parking with traffic control officers and pedestrian crossing guards, if needed.
  - Fire protection shall be addressed, including the location of fire hydrants, supplemental water sources, evacuation routes, suppression capability and adequacy of fire lanes.

- Noise. Any applicant requests to play or broadcast amplified music or a public address system outside shall be limited to the hours between 7:00 a.m. to 10:00 p.m.
- Maintain sanitation facilities (*porta potties*) daily and identify any hydration stations. Identify locations of trash cans/bins and waste storage areas. Maintain litter free space.
- Communication Requirements. Applicant shall provide event staff adequate phones, radios and a public address system, if needed. Identify any social media releases.
- Food concessions shall have proper Public Health licenses, inspections and clearances. Control of alcoholic beverages shall conform to state law requirements.
- Post Event. Site cleanup includes 1) removal of all solid waste, recyclables, organic waste, and litter 2) removal of graffiti and stickers, 3) repair/revitalize landscape/irrigation, and 4) removal of temporary equipment and structures.

**D. Grounds for Suspension or Revocation.** The Community Development Director (Director), the Sheriff or the Fire Chief or designees may suspend, and the Community Development Director may revoke any TSEP issued in compliance with this Code based upon reasonable causes, which may include any one of the following:

1. Nonpayment of required fees to a city agency or required outside agencies.
2. Information contained in the application, or supplemental information requested from the applicant, is found to be false in any material detail. TSEP shall not be valid if approval predicated on incomplete, false or misleading information.
3. Violation of any permit condition.
4. Violation of any law involving the operation of the event.
5. Any disorderly conduct or use of dangerous substances caused by the TSEP operation.

**E. TSEP Suspension.**

1. The Community Development Director (Director), Los Angeles County Sheriff (Sheriff), or the Los Angeles County Fire Chief (Fire Chief) or designees thereof may summarily suspend the operation of any TSEP, if they find or reasonably suspect that the operation of the event may create an immediate safety hazard or constitute an immediate threat to public health, safety or welfare. If an urgent situation exists an emergency suspension may be executed by the Director or the Los Angeles County Sheriff or designees thereof to be effective immediately.
2. At the time of suspension, the Director, the Sheriff, Fire Chief or designees thereof shall issue a written notice to the TSEP permit holder stating the grounds for the suspension and notifying the permit holder of the right to have a hearing.
3. If a written request for hearing is filed with the Director within 15 calendar days after the receipt of the Notice of Suspension, the Director shall provide a Notice of Hearing within five (5) City business days following the receipt of the written request for an administrative hearing.
4. At the conclusion of the administrative hearing, the Director shall render a decision to either remove or sustain the suspension with a statement of the requirements that must be completed to remove the suspension. The Director may continue the suspension in effect until the Director determines the grounds for suspension no longer exist.

**F. TSEP Revocation.**

An approved TSEP for an event or a periodic series of events may be subject to revocation by Community Development Director (Director) with properly documented justification.

1. If an urgent situation exists relative to the public health, safety, or welfare for a specific special event, an Emergency TSEP revocation may be executed by the Director to become effective immediately.
2. The Emergency TSEP revocation shall then be followed with a Notice of Revocation to have a properly noticed TSEP revocation hearing conducted by the Director.
3. The Director may commence a TSEP revocation hearing by emailing and/or mailing a Notice of Revocation Hearing (Notice), not less than five (5) City business days prior to the scheduled revocation hearing. The Notice shall include the causes for revocation and the date, time, and place of the scheduled Revocation Hearing that will be conducted by the Director or designee as an Administrative Hearing.
4. At the conclusion of the Revocation Hearing, the Community Development Director shall render a decision to either sustain the revocation or to modify the TSEP approval or to allow it to remain as currently approved.
5. A revocation hearing may be held concurrently with a suspension hearing.

**G. Violations/Remedies.** It shall be unlawful for any person to do any of the following and may be the grounds for suspension and/or revocation of the TSEP:

1. Advertise, conduct, or operate an event or activity without first possessing a valid and unexpired Temporary Special Event Permit (TSEP) for each event.
2. Distribute, give, or sell admission passes or tickets to any temporary event without first possessing a valid and unexpired TSEP for each event.
3. Operate any event in a manner that would create a public or private nuisance.
4. Conduct, exhibit, or show within the place of the authorized event any activity that violates California State law, City ordinance or City regulation.
5. Allow any person on the site of the authorized event to cause or create a disturbance in, around, or near any authorized TSEP location by offensive or disorderly conduct.
6. Allow any person to consume, distribute, possess, or sell any alcoholic beverage on the site of an approved TSEP, except as expressly allowed as a condition of the permit and in full compliance with the laws enforced by the State Department of Alcoholic Beverage Control.
7. Allow any person to consume, distribute, possess, or sell any controlled drug or dangerous substance in, around, or near any place of an approved TSEP.
8. Broadcast or play any live, recorded, or synthesized music after 10:00 p.m. or before 7:00 a.m. at the site of an approved TSEP, except as expressly authorized in the TSEP.

**H. Unauthorized Events.** Any temporary or periodic event conducted without the required TSEP or other required permit(s) is subject to closure at any time by any enforcement staff during the event. The promoter, business owner, tenant, and/or landowner may be subject to cost recovery demands by the agencies participating in the closure.

**I. Post Event Procedures.**

1. Post Event - Site Condition. Each site occupied by a short-term activity shall be cleaned of debris, litter, or other evidence of the temporary activity on completion or removal of the activity and shall thereafter be used in compliance with the provisions of this Code. A cleanup deposit may be required before initiation of the activity to ensure cleanup after the event is finished.
2. Expiration. The TSEP automatically expires and is no longer valid following the last day authorized in the TSEP for event operation. An ongoing periodic event TSEP operation (*e.g., weekly Farmer's Market*) may not have a specified expiration date but shall be renewed annually.

SECTION 4. CEQA. This Ordinance is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3) which is the general "common sense" rule that CEQA applies only to projects which have a potential for causing a significant effect on the environment. CEQA does not apply where it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment. This Ordinance has no impact on the physical environment as it will only modify administrative procedures and not result in any changes to the physical environment.

SECTION 5. SEVERABILITY. If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Ordinance, is for any reason held to be invalid or unconstitutional by the decision of any court of competent authority, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared invalid or unconstitutional.

SECTION 6. CONTINUITY. To the extent the provisions of the Lakewood Municipal Code as amended by this Ordinance are substantially the same as the provisions of that Code as they read immediately prior to the adoption of this Ordinance, then those provisions shall be construed as continuations of the earlier provisions and not as new enactments.

SECTION 7. CERTIFICATION. The City Clerk shall certify the adoption of this Ordinance and shall post a certified copy of this Ordinance, including the vote for and against same, in the Office of the City Clerk, in accordance with Government Code Section 36933. The City Council hereby finds and determines there are no newspapers of general circulation both published and circulated within the City and, in compliance with Section 36933 of the Government Code, directs the City Clerk to cause the ordinance within 15 days after its passage to be posted in at least three (3) public places within the City as established by Ordinance.

SECTION 8. EFFECTIVE DATE. This Ordinance shall be posted and/or published as required by law and shall take effect thirty (30) days after its adoption.

APPROVED AND ADOPTED this 10th day of March, 2026, by the following roll call vote:

	Ayes	Nays	Absent
Council Member Arellano	X	_____	_____
Council Member Croft	X	_____	_____
Council Member Rogers	X	_____	_____
Council Member Wood	X	_____	_____
Mayor Chase	X	_____	_____

\_\_\_\_\_  
Mayor

ATTEST:

*for* Isabella Schultzy  
City Clerk

STATE OF CALIFORNIA )  
COUNTY OF LOS ANGELES ) SS  
CITY OF LAKEWOOD )

I, **Isabelle Schultz, Assistant City Clerk** of the City of Lakewood, California, do hereby certify under penalty of perjury that:

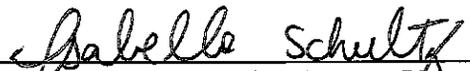
Ordinance No. 2026-2 had its first reading on February 24, 2026, by the following vote to wit:

**AYES:** Council Members – Wood, Croft, Arellano, and Mayor Chase

Ordinance No. 2026-2 had its second reading on March 10, 2026, and was duly passed, approved, and adopted by the City Council of the City of Lakewood at its Regular Meeting of March 10, 2026, by the following vote to wit:

**AYES:** Council Members – Wood, Croft, Arellano, and Mayor Chase

**Dated: March 11, 2026**

  
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**Isabelle Schultz, Assistant City Clerk**  
**City of Lakewood, California**

(SEAL)