

**CITY OF HUNTINGTON BEACH  
INTER OFFICE COMMUNICATION**

**TO:** Shari Freidenrich, City Treasurer  
Det. Erik Krause, Vice Unit  
Leonie Crouch, Sr. Customer Service Rep.  
Planning Staff

**FROM:** Howard Zelefsky, Planning Director  
Ron Lowenberg, Police Chief

**DATE:** August 7, 2001

**SUBJECT: ENTERTAINMENT PERMIT PROCESSING**

Police Department, Planning Department, and Business License staff recently revisited the specific procedures for live entertainment approval. The establishment of entertainment requires approval of both an Entertainment Permit by the Police Chief and a Conditional Use Permit by the Planning Commission. Two (2) flow charts have been revised to further clarify the process. Flow Chart No. 1 outlines the process when no conditional use permit is on file with the Planning Department, while Flow Chart No. 2 describes the process when Planning has a valid conditional use permit on file.

The Police and Planning Departments will continue to recognize each department's role when drafting conditions of approval. Every effort shall be made to avoid conflicting conditions, however, should it occur, the more stringent conditions will apply. As a reminder, each department shall structure their conditions to address the following:

**POLICE CONDITIONS  
ON ENTERTAINMENT PERMIT**

**PLANNING COMMISSION CONDITIONS  
ON CONDITIONAL USE PERMIT**

1. Hours of live entertainment
2. Type of entertainment
3. Number of entertainers
4. Number of security guards
5. Noise

1. Hours of operation for establishment (e.g. Bar)
2. Noise impacts/noise attenuation and buffers
3. Light and glare impacts
4. Parking and traffic impacts
5. Land use compatibility
6. Property values/detriment to adjacent properties
7. Consistency with Zoning and General Plan
8. Line formation
9. Door restrictions

**AMENDMENTS TO ENTERTAINMENT PERMIT**

Amendments may be requested upon annual renewal of the entertainment permit, subject to approval by the Police Department.

**AMENDMENTS TO CONDITIONAL USE PERMIT**

Amendments require review and approval by the Planning Commission following a public hearing.

**ENFORCEMENT OF ENTERTAINMENT PERMIT CONDITIONS**

Police Department

**ENFORCEMENT OF CONDITIONS OF APPROVAL**

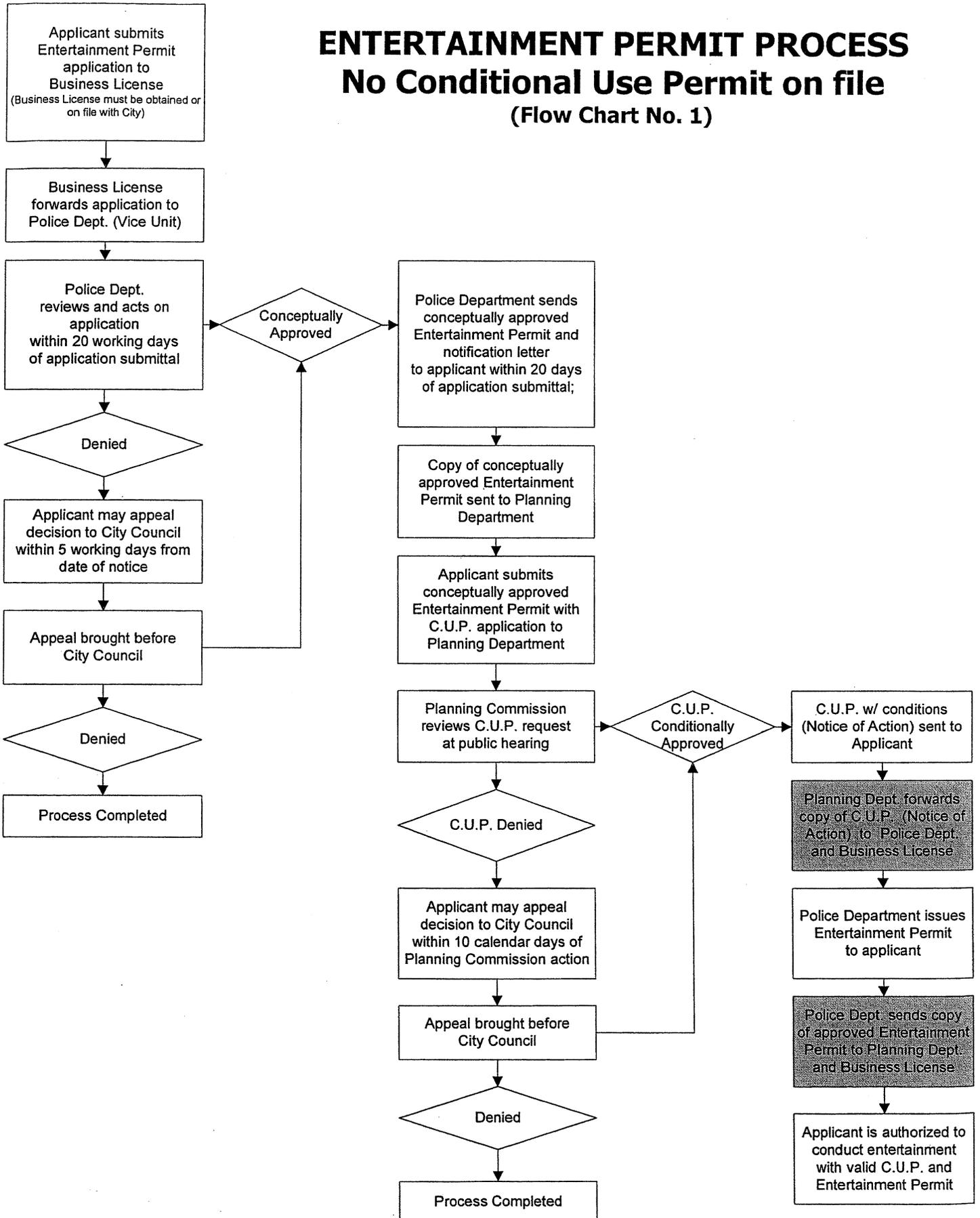
Code Enforcement Division (Planning Department)

Attachments (2)

# ENTERTAINMENT PERMIT PROCESS

## No Conditional Use Permit on file

(Flow Chart No. 1)



# ENTERTAINMENT PERMIT PROCESS

## Valid Conditional Use Permit on file

(Flow Chart No. 2)

