ORDINANCE NO. 755

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ROLLING HILLS ESTATES, CALIFORNIA, ADOPTING MUNICIPAL CODE CHAPTER 5.62 (FILM PERMITS) PERTAINING TO THE PERMITTING AND REGULATION OF FILMING

The City Council of the City of Rolling Hills Estates ordains as follows:

SECTION 1. Findings. The City Council finds as follows:

A. In California Government Code section 14998.1, the Legislature found that there is "a need for concerted efforts by California state and local governments to provide an environment supportive of, and conducive to, the undertakings of the motion picture industry in this state." According to the Legislature, a key element of this effort is "to make California as uniform as possible in the local regulation and permitting of the film industry."

B. As part of this effort to make local regulation of filming more uniform, the California Film Commission has developed a "model" ordinance to guide local agencies in establishing film permitting procedures and regulations.

C. Using the California Film Commission model ordinance as guidance, as well as the regulations of nearby cities, the City of Rolling Hills Estates (City) has prepared a new chapter 5.62 (Film Permits) to be added to Rolling Hills Estates Municipal Code (RHEMC) as set forth in the attached Exhibit A.

D. The film permit requirements to be established in RHEMC Chapter 5.62 are intended to facilitate filming activities within the City in a manner that does not unreasonably interfere with the public peace, quiet enjoyment, health, and safety, including traffic, parking, and the use of or access to public property, facilities, and services.

SECTION 2. Environmental Findings. The City Council exercises its independent judgment and finds that this Ordinance is not subject to California Environmental Quality Act (CEQA) pursuant to Section 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment), and Section 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because the subject Ordinance has no potential for resulting in any significant physical change to the environment, either directly or indirectly.

SECTION 3. Adoption of RHEMC Chapter 5.62 (Film Permits). Chapter 5.62 (Film Permits) is hereby added to the RHEMC as set forth in Exhibit A.

SECTION 4. Severability. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this Ordinance and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of the Ordinance would be subsequently declared invalid or unconstitutional.

SECTION 5. Summary. The City Council determines that it is not feasible to prepare a fair and adequate summary of the proposed Ordinance and orders that a display advertisement of at least one-quarter of a page be published in accordance with Government Code section 36933(c). The approved display summary of this Ordinance is attached as Exhibit B.

SECTION 6. Publication. The City Clerk is directed to certify the adoption of this Ordinance and cause a summary to be published in the manner required by law.

ADOPTED this 28th day of October, 2025.

Debby Stegura

DEBBY STEGURA, MAYOR

[signatures continued on next page]

ATTEST:

LAUREN PETTIT, CITY CLERK

APPROVED AS TO FORM:

DONALD M. DAVIS, CITY ATTORNEY

I HEREBY CERTIFY that the foregoing Ordinance No. 755 was adopted by the City Council of the City of Rolling Hills Estates at a regular meeting held on October 28, 2025, by the following vote:

AYES: BROWN SCHACHTER, HUFF, SCHMITZ, STEGURA

NOES: NONE

ABSTAIN: NONE

ABSENT: ZERUNYAN

LAUREN PETTIT, CITY CLERK

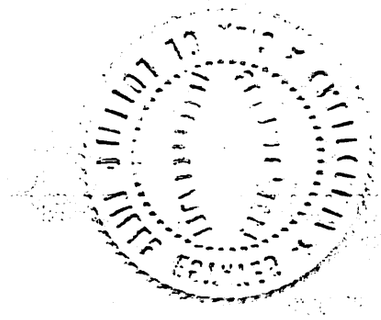

EXHIBIT A

CHAPTER 5.62
FILM PERMITS

5.62.010 Definitions.

For the purposes of this chapter:

"Commercial filming" means filming for the primary purpose of commercial use, sale or distribution, including, but not limited to, filming done for compensation, the expectation of compensation, or advertising on any medium, as well as filming done by non-profit organizations as part of their organizational purposes and activities.

"Department" means the Department of Community Development.

"Director" means the Director of the Department of Community Development or the director's designee.

"Expedited film permit" means an application for a film permit that will be processed within five days of submittal of a complete application.

"Filming" means and includes all activity related to the taking of any still photographs, or the staging, videotaping or filming of motion pictures, television shows or programs, serials, commercials, music videos, digital media, advertisement, training or educational videos, in any medium including film, tape or digital format, or any other type of visual recording process.

"Student filming " means filming by an individual enrolled in a recognized post-secondary educational institution and who is conducting filming for the purpose of a class assignment or school requirement.

5.62.020 Filming - permit required

Any person who desires to conduct any commercial filming or student filming in the city must first obtain a film permit issued by the city under this chapter.

5.62.030 Permit exemptions.

The provisions of this chapter do not apply to:

A. Photographers, camera operators, or reporters in the employ of a newspaper, internet uses, news service, radio or television broadcasting station, or similar entity, or otherwise engaged in on-the-spot filming and broadcasting of news events concerning persons, scenes or occurrences which are in the current news and of general public interest.

B. Filming conducted within legally established commercial motion picture/television/still photography studios.

5.62.040 Rules and regulations for filming.

The city manager is authorized and directed to promulgate rules and regulations governing the time, place, and manner of any commercial filming or student filming permitted under this chapter.

5.62.050 Film permit application and processing.

A. Form. The application for a film permit must be made on the form provided by the department.

B. Fee. The application must include the applicable permit fee adopted by city council resolution. An applicant seeking an expedited film permit will be subject to the expedited permit fee.

C. Hold Harmless Agreement. An applicant for commercial filming must execute and submit a hold harmless agreement in the form provided by the city.

D. Insurance. An applicant for commercial filming must submit proof of, and if the permit is approved maintain in full force and effect during the term of the permit, a policy (or policies) of insurance from an insurance company licensed to do business in California, which policy (or policies) names the city, its officers, employees and agents as additional insureds insuring against any and all liability of permittee in connection with the filming and permittee's obligations and liabilities under its permit and any other regulations contained in this code and its indemnities, including, but not limited to, commercial general liability insurance on an occurrence basis against claims for personal injury, including death, bodily injury or property damage liability and in an amount not less than $1,000,000, or such additional amounts the director deems necessary to provide sufficient coverage that is adequate under the circumstances. The director may waive the requirement of insurance or a particular type of coverage if the director determines that the intended use does not present any significant exposure to liability for the city or to public property damage.

E. Referrals. Prior to issuance of a film permit, the director may refer the application to other city departments that may be impacted by the proposed filming for the department's review, evaluation, and recommendation on the application.

F. Permit Approval. The director may issue a film permit provided the following findings can be made:

1. The proposed filming or use of the property will not unduly interfere with traffic or pedestrian movement in the area or unduly interfere with nearby residents' or business owners' quiet, peaceful enjoyment of their property.

2. The proposed filming or use of the property will mitigate, to the extent feasible, disruptions to all persons in the affected area.

3. The proposed filming or use of the property will not endanger public health, safety, property, or general welfare.

4. The proposed filming will not unduly impede, obstruct or interfere with the operation of emergency vehicles or equipment in or through the permitted area.

5. The proposed filming will not unduly interfere with normal governmental functions or city services and operations, or conflict with previously scheduled events.

6. The application meets all the requirements of this chapter (including the administrative rules and regulations) and all other applicable laws and regulations.

G. Conditions of Approval. The director may impose such conditions as are deemed necessary to ensure that the permit protects the public health, safety, and general welfare. These conditions may involve any pertinent factors affecting the filming activity, and may include:

1. Provision of adequate temporary off-street parking facilities, including vehicular access and egress.

2. Regulation of nuisance factors such as the prevention of glare or direct illumination onto adjacent properties, noise, vibrations, smoke, dust, dirt, odors, gasses, and heat.

3. Regulation of temporary buildings, structures and facilities, including placement, height and size, location of equipment and open spaces, including buffer areas.

4. Provision of security and safety measures.

5. Regulation of operating hours and days, including limitation of the duration of the filming to a shorter time period than that requested, and limiting the hours for production set-up, break-down, and clean-up.

6. Such other conditions which will ensure the operation of the proposed filming activity occurs in an orderly and efficient manner and in accord with this chapter.

H. Security Deposit. For any commercial filming on city property, the director may require the permittee to submit a refundable security deposit in such reasonable amount as may be determined by the director prior to commencement of filming. Subject to the deduction for any damages caused to city property during the filming, the security deposit will be refunded to the permittee within 30 days of the completion of filming.

I. Timing of Approval. If the application is complete and satisfies the criteria of this chapter, the permit will be issued within ten business days of submittal for a standard permit and within five business days of submittal for an expedited permit. These timeframes are directory only.

J. Permit Denial. The director may deny a film permit if the requirements of this chapter and all applicable laws and regulations have not been met, or if the application contains incomplete, false, or misleading information.

K. Display of Permit. The permittee must maintain the film permit at the filming location at all times for the duration of the filming.

5.62.060 Suspension or revocation of permit.

The director may immediately suspend or revoke a film permit if:

1. The requirements of this chapter, including one or more conditions of the film permit, or other applicable laws and regulations are not met.

2. The information supplied by the permittee becomes, or is determined to be, incomplete, false, or misleading.

3. Any substantial change in circumstances renders the filming detrimental to the public health, safety, property, or general welfare.

The director will notify a permittee in writing of the grounds for a revocation or suspension of a permit. The permittee must immediately cease all filming activity at the filming location, except as necessary to clear the filming location.

5.62.070 Appeals.

Appeals of the issuance, denial, or suspension of a film permit must be made directly to the city manager. Only parties receiving notice of the film permit application may appeal the film permit issuance, and appeals must be made in writing at least 48 hours prior to the start of production activities. Only the applicant may appeal the denial of a film permit application and only the permittee may file an appeal of a suspension or revocation of a film permit, which in each case must be made in writing within five business days of the challenged action. Notice of such appeal must be filed in the office of the city clerk together with any required fees and must be accompanied by a written statement setting forth the reasons for the appeal. Following a review and consideration de novo, and without any public hearing, the city manager will render a decision on the appeal within two business days following receipt of the appeal. The decision of the city manager will be final.

Exhibit B

Summary for Publication (Gov. Code §36933(c)(2))
Ordinance No. 755

Pursuant to Government Code section 36933(c), the following is a summary of an ordinance introduced on October 14, 2025, and scheduled for adoption on October 28, 2025, by the Rolling Hills Estates City Council.

A certified copy of the full text of the ordinance is posted and available for review in the City Clerk's Office at 4045 Palos Verdes Drive North, City of Rolling Hills Estates, California and on the City's website at: https://www.rollinghillsestates.gov/departments/administration/city-clerk/public-notices. This ordinance will be effective on the 31st day following its adoption and after posting and publication as required by law.

ORDINANCE NO. 755

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ROLLING HILLS ESTATES, CALIFORNIA, ADOPTING MUNICIPAL CODE CHAPTER 5.62 (FILM PERMITS) PERTAINING TO THE PERMITTING AND REGULATION OF FILMING

This ordinance adds a new Chapter 5.62 to the Rolling Hills Estates Municipal Code pertaining to the permitting and regulation of filming activities. The ordinance is based on the model film permit ordinance developed by the California Film Commission.

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:

Lauren Petit
City Clerk