



## PERMIT SNAPSHOT REPORT SPEV-25-00082 FOR CITY OF MANHATTAN BEACH

<b>Permit Type:</b> Special Event Permit	<b>Project:</b>	<b>App Date:</b> 05/14/2025
<b>Work Class:</b> PUBLIC PROPERTY	<b>District:</b> City of Manhattan Beach	<b>Exp Date:</b> 05/14/2026
<b>Status:</b> In Review	<b>Square Feet:</b> 0.00	<b>Completed:</b> NOT COMPLETED
<b>Valuation:</b> \$0.00	<b>Assigned To:</b> Robb, Linda	<b>Approval Expire Date:</b>

**Description:** 2025 Holiday Stroll for North Manhattan Beach. The event will include vendors, local business participation, Santa, a petting zoo and more.

<b>Parcel:</b> 4137004047	Main	<b>Address:</b> 4216 Highland Ave #E Manhattan Beach, CA 90266	Main	<b>Zone:</b> 4(District 4) RH(RH) COASTAL ZONE(COASTAL ZONE) C(Area C) HIGH DENSITY RESIDENTIAL(HIGH DE
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<b>Applicant</b> Maya Brewer 425 15th Street Manhattan Beach, CA 90266 Business: (310) 545-5313 Mobile: (310) 321-8955	<b>Day of Event Contact</b> Maya Brewer 425 15th Street Manhattan Beach, CA 90266 Business: (310) 545-5313 Mobile: (310) 321-8955	<b>Event Organizer</b> Tim Ryan 2701 Midway Dr #371762 San Diego, CA 92110
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### Permit Custom Fields

1. Cars	vendors and staff to brings stroll related items to the event	10. Dance Floors	N/A	11. Alcohol Sales and Consumption Areas	N/A
12. Generators	TBD	13. Sound Equipment	TBD	14. Lighting	Lights above and around vendor tents
15. Signs	standard street banners	16. Portable Restrooms	N/A	17. Cooking Equipment	N/A
18. Livestock	There may be a petting zoo.	19. Other Equipment Type		2. Semi-Trucks	N/A
3. Vans	no	4. Motor Homes	no	5. Trailers	no
6. Enclosed Tents	no	7. Canopies	vendors will bring their own canopies	8. Stages	N/A
9. Live Music	There will be music for children in designated area.	Affirm	Yes	Alcoholic Beverages?	No
Amplified Sound?	Yes	Any Fenced Areas?	Yes	Any Public Facilities?	No
Any Stages, Structures, Yes Tents, Canopies?		Assembly Area/Event Start		Crowd Control	CITY
Disbanding Area/Event End		Event Break Down Date	December 7	Event Break Down Time	9:30pm
Event End Time	9pm	Event Location	between 33rd street and Highland Ave	Event Name	North Manhattan Beach Holiday Stroll
Event Route		Event Set-Up Date	December 7	Event Set-Up Time	3pm
Event Start Time	5pm	Event Type	Repeat Event (No major changes)	Event Website for Public Relations	www.manhattanbeachchamber.com
Filming or Television Coverage?	N/A	If Yes, Provide I.D. or Tax Exempt #	950968754	Is This a Fundraiser Event?	No
Is this a Non-Profit Organization?	Yes	No. of Participants	MEDIUM 300 – 999 PARTICIPANTS	No. of Security Guards	
No. of Spectators	0	No. Spaces/Dates – Organizer	15 spots for organizers and vendors	No. Spaces/Dates - Other	
No. Spaces/Dates – Participants		Organization Address	https://www.manhattanbeachchamber.com/	Organization Name	Manhattan Beach Chamber of Commerce
Please Provide Post Event Clean-Up Plan	TBD	Provide Event Marketing/Promotion Info	MBCC	Public Relations Contact Email	maya@manhattanbeachchamber.com
Public Relations Contact Name	maya brewer	Public Relations Contact Phone No.	3103218955	Registration or Entrance Fee	0.00

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Requested Event Date (1st Choice):	Dec 7 2025 12:00AM	Requested Event Date (2nd Choice):	Dec 7 2025 12:00AM	Requesting Street Banners?	Yes
Reserved Parking Spaces Needed	Yes	Security Company Name	TBD	Security Company Phone No.	TBD
Social Media Channels	instagram and Facebook	Sound Company Name	TBD	Sound Company Number	
Special Event	STREET FAIR/FESTIVAL	Special Event - Other		Sponsors	N/A
Street Closure Information	Request to close Highland Ave, 33rd to Rosecrans	Total Expected Attendance	600	Vendors Selling Merchandise?	Yes
Volunteers?	Yes				

Attachment File Name	Added On	Added By	Attachment Group	Notes
Holiday Stroll 2025.pdf	05/14/2025 14:30	Brewer, Maya		Site Plan

Invoice No.	Fee	Fee Amount	Amount Paid
NOT INVOICED	100-21914-Technology Fee	\$0.00	\$0.00
	Special Event-Repeat Fee	\$0.00	\$0.00
Total for Invoice NOT INVOICED		\$0.00	\$0.00
Grand Total for Permit		\$0.00	\$0.00

Submittal Name	Status	Received Date	Due Date	Complete Date	Resubmit	Completed
Special Event Review (All Tiers) v.1	In Review	06/02/2025	06/20/2025		No	No
Item Review Name	Department	Assigned User	Status	Assigned Date	Due Date	Completed Date
Building Review-Special Event	Building	Heise, Ryan	In Review	06/02/2025	06/20/2025	
Item Review Name	Department	Assigned User	Status	Assigned Date	Due Date	Completed Date
Fire Review	Fire	Shin, Kevin	In Review	06/02/2025	06/20/2025	
Item Review Name	Department	Assigned User	Status	Assigned Date	Due Date	Completed Date
Parks & Recreation	Parks & Recreation	Leyman, Mark	In Review	06/02/2025	06/20/2025	
Item Review Name	Department	Assigned User	Status	Assigned Date	Due Date	Completed Date
Police Review	Police	Benjamin, Kelly	In Review	06/02/2025	06/20/2025	
Item Review Name	Department	Assigned User	Status	Assigned Date	Due Date	Completed Date
Public Works Review-Special Event	Public Works	Roberts, Sean	In Review	06/02/2025	06/20/2025	
Item Review Name	Department	Assigned User	Status	Assigned Date	Due Date	Completed Date
Risk Management	Risk Management	Morales, Briza	In Review	06/02/2025	06/20/2025	
Item Review Name	Department	Assigned User	Status	Assigned Date	Due Date	Completed Date
Traffic Review	Traffic	Zandvliet, Erik	In Review	06/02/2025	06/20/2025	

Workflow Step / Action Name	Action Type	Start Date	End Date
<a href="#">Review v.1</a>		06/02/2025 0:00	
<a href="#">Confirm Application Valid v.1</a>	Generic Action		06/02/2025 10:57
<a href="#">Special Event Review (All Tiers) v.1</a>	Receive Submittal	06/02/2025 0:00	
<a href="#">Assess Fees v.1</a>	Generic Action		
<a href="#">Issue Permit v.1</a>			
<a href="#">Issue Permit v.1</a>	Create Report		
<a href="#">Inspections v.1</a>			
<a href="#">Building Site v.1</a>	Inspection		

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Final Fire v.1	Inspection
After Event Review v.1	
Assess Fees v.1	Generic Action