

Development Services

Planning Division
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Oxnard, California 93030
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August 2, 2017

Oxnard Event Organizers:

RE: Temporary Use Permits

Dear Oxnard Event Organizers and Interested Parties:

Thank you for your business with the City of Oxnard. The events that you bring to our City provide a range of unique entertainment, educational, and cultural experiences which are unmatched in Ventura County. Your events inspire our residents and bring new visitors to Oxnard. We are contacting you because you conduct or have conducted in the past Temporary Use Permit (TUP) activities in the City of Oxnard.

One of the City Council approved 2016-2017 Fiscal Year Strategic Priorities was to enhance business development throughout the City by developing a strong economy. One of the tasks associated with this objective was to re-evaluate and update the City's TUP process and procedures. We've received valuable feedback from event organizers over the years regarding the TUP process. As a result of staffing and budget constraints, an update to our TUP process will occur in two phases.

Phase 1 will be implemented as of September 1st – With the exception of The Collection at RiverPark and Plaza Park, TUP applicants will be asked to process their TUP personally with individual departments rather than Staff routing these requests. In order to address any concerns or inconvenience that this may cause, Planning Staff is happy to meet with TUP applicants to explain the TUP review and routing process. Planning Staff remains available during normal business hours to assist applicants or help resolve issues regarding the review of TUPs. Resources continue to be available on line to assist in explaining the TUP process; see <https://www.oxnard.org/city-department/development-services-4/planning/planning-handouts-applications-2/>

Phase 2 will be implemented during the 2017-2018 Fiscal Year and will involve a comprehensive review of the existing TUP process including event tiers associated with review and the routing of applications for departmental feedback.

We welcome your feedback regarding our TUP process. Please contact our office if you should have any questions. If you'd like to schedule a meeting to discuss our TUP process, please contact Doug Spondello at (805) 385-3919.

Sincerely,

A handwritten signature in blue ink that reads "Kathleen Mallory".

Kathleen Mallory, LEED GA, AICP
Planning Manager