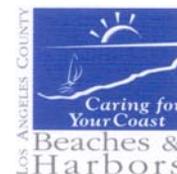




“To enrich lives through effective and caring service”



DESIGN CONTROL BOARD GUIDELINES
Revised May 24, 2006

Stan Wisniewski
Director

Kerry Silverstrom
Chief Deputy

GENERAL: Prior to the implementation of any exterior modifications or improvements to any Marina del Rey parcel, Design Control Board (DCB) approval is required. The DCB can approve a submittal as proposed, approve it with revisions or deny it.

MEETINGS: The DCB regularly meets on the third Thursday of every month at 2:00 p.m. at Burton Chace County Park, 13650 Mindanao Way, Marina del Rey, in the Community Building. Meetings are canceled if a quorum is unobtainable or if there is no agenda proposed. The project architect, designer and/or manager should attend the hearing to respond to questions from the DCB and, if necessary, be able to authorize DCB-suggested modifications to the original proposal. If no representative for the submittal is present at the meeting, the item will not be heard.

SUBMITTAL DEADLINE:

In order to be eligible to be set on the agenda, a **complete application package must be submitted to the Department by noon on the first work day of the month.** For major renovations and redevelopment, please submit by the last Thursday of the month for a meeting the following month. If the deadline is not met or the submittal is missing information, the proposal will not be scheduled. Please do not ask for an exception to the deadline; staff has only a 4-day period to complete an internal circulation, evaluate the proposals and prepare and distribute the staff review and other materials.

Additionally, prior to being set on the DCB agenda, all proposals must receive departmental approval through an internal review. For major renovations and redevelopment, we recommend that you coordinate with the Asset Management Division prior to submitting to the DCB.

If the proposal is from a sub-lessee, the applicant must have the main lessee's written support and an approved sub-lease.

It is also strongly recommended that you set up an appointment with Ms. Julie Carpenter, Planner and DCB representative (at 310-305-9530) prior to the deadline in order for your submittal to be reviewed and approved as complete.

APPLICATION PACKAGE:

1. Fourteen (14*) complete paper-clipped or clamped sets of materials, ready for distribution (NOT 14 separate stacks of plans, cover letters, etc. that staff has to put together). Staff will NOT assemble your packages or make copies of the cover letter or other materials. It is STRONGLY recommended that one additional copy of a complete set be submitted in ELECTRONIC FORMAT.
2. An original and 13 copies (for a total of 14) of a cover letter providing a complete description of the proposed improvements. This includes a written description of location, dimensions, materials, colors, etc. For major renovations and redevelopments, specific areas of concern detailed in the Local Coastal Program (such as height, view corridors, promenade, etc.) will need to be thoroughly described and analyzed. The cover letter should be addressed to Mr. Stan Wisniewski, Director, Department of Beaches & Harbors, Design Control Board, 13483 Fiji Way Trailer #3, Marina del Rey, CA 90292, Attn: Julie Carpenter.
3. If the proposal is from a sub-lessee, the applicant must provide an original and 13 copies (for a total of 14) of a letter from the parcel's primary lessee concurring with the request. Please note that a fully executed sub-lease must be in place prior to appearing before the DCB.
4. 14 sets of architectural drawings, folded to 8 1/2" x 11". Do NOT submit rolled plans. These must contain a site plan of the parcel and illustrate how the proposed modifications relate within the parcel and to its adjacent sites. If applicable, submit a scaled schematic drawing illustrating the layout or floor plan of the proposed project and an elevation drawing of the project, including dimensions and design details.
5. A location map showing the site of the proposal on the parcel (do NOT use the Thomas Guide). If not noted on the architectural drawings, provide 14 copies of the location map.
6. For any new project or existing project that proposes a color change, we require a set of color chips with the manufacturer's identification number indicated.

7. For landscape projects, all plans submitted must show the precise layout of plant materials and the irrigation system. These plans must also identify any plant material to be removed and the botanical and common names of any new plant material. The plan should be illustrative and include plant quantities, sizes and spacing requirements.
8. For sign requests, all plans must identify the size, type of sign, materials, lettering font, lettering size, lighting type, artwork and any other embellishments for both the proposed and any existing signage on site. The materials must also include a color rendering and color chips.
9. A check payable to the Department of Beaches and Harbors for the applicable fee required to appear before the DCB as determined by the attached schedule. The fee is based on a cost estimate for the work required to implement the project. A submittal will not be considered complete without receipt of the required fee.
10. Color renderings and photographs are extremely helpful to the DCB and strongly recommended. However, they are a requirement for signage submittals only.
11. Materials and color boards are strongly encouraged.

ADDITIONAL INFORMATION

If the proposal is approved by the Board, and following approval of the Minutes and DCB Review (action by the DCB is called a "DCB Review") at a subsequent meeting, you will receive your plans stamped "Approval in Concept" by the Department. The DCB Review should be available for review by the Department's inspector and, if applicable, a copy of the Review should be submitted with the stamped plans to the Department of Public Works - Division of Building and Safety and/or the Department of Regional Planning for further review.

PLEASE NOTE: All applications to the Department of Regional Planning must first be reviewed and signed by the Department of Beaches and Harbors as the property owner, before they can be submitted.

*14 complete sets of DCB application materials must be provided. The 14 sets are distributed as follows: five (5) sets (one each) to the five DCB members, one (1) set to the Small Craft Harbor Commission liaison, (1) set to the library, one (1) set to the Administration Building, one (1) set to the Chace Park Community Center, one (1) set to the Visitor's Center, one (1) set for the DCB meeting, one

Design Control Board Guidelines

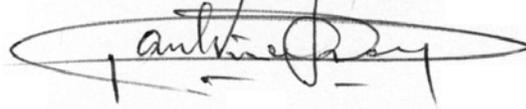
(1) set for review by the Department of Regional Planning and two (2) sets for internal DBH circulation and staff analysis.

Of these 14 sets, at least one (1) set will be returned to the applicant following the DCB determination.

I hope this information will assist you in obtaining the necessary Design Control Board approval for your future projects. If you have any questions regarding this process or would like to set up a submittal appointment, please contact Ms. Julie Carpenter, AICP, in the Planning Division, at 310-305-9530.

Very truly yours,

STAN WISNIEWSKI, DIRECTOR

A handwritten signature in black ink, appearing to read "Paul Wong", is written over a horizontal line. The signature is enclosed within a large, hand-drawn oval.

Paul Wong, Division Chief
Asset Management & Planning Bureau

SW:PW:JAC
Attachment

TABLE FOR COMPUTING COUNTY PLAN REVIEW FEES

Fee Description	Authority	Fee Basis	Date Fee Changed	Current Fee	Responsible Division
Plan Review Fee	County Code 2.116.020B MdR Lease Section 5	Based on a Graduated Scale Used by Public Works	Oct 1985	See below	Planning

Estimated Construction Costs (ECC)	Fees	Responsible Division
\$ 100 – 15,000	\$25 + .006 of ECC	Planning
\$ 15,001 – 30,000	\$125 + .0033 of ECC in excess of \$15,000	Planning
\$ 30,001 – 70,000	\$175 + .0013 of ECC in excess of \$30,000	Planning
\$ 70,001 – 175,000	\$225 + .002 of ECC in excess of \$70,000	Planning
\$175,001 – 375,000	\$425 + .0005 of ECC in excess of \$175,000	Planning
\$375,001 – 500,000	\$525 + .0033 of ECC in excess of \$375,000	Planning
\$500,001 and up	\$925	Planning