

Caring for Your Coast

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## **DESIGN CONTROL BOARD**

### **DESIGN REVIEW SUBMITTAL PROCEDURES**

### **FOR PROJECTS IN MARINA DEL REY (REVISED 1/1/16)**

The following information is provided to assist applicants with the Design Control Board (DCB) project review and submittal process.

#### **I. DCB OVERVIEW**

#### **II. PROJECTS SUBJECT TO DCB REVIEW**

#### **III. SUBMITTING A PROJECT FOR DCB REVIEW**

#### **IV. DCB MEETINGS**

#### **V. POST DCB MEETING PROCESS**

#### **I. DCB OVERVIEW**

The Design Control Board (DCB) is made up of five members, each of whom are selected by a member of the Los Angeles County Board of Supervisors (BOS) and appointed by the full BOS. The DCB is composed of two architects, one landscape architect, one developer, and one member in the field of business management.

The DCB reviews all projects that involve exterior modifications or improvements to properties in Marina del Rey. This includes new development, renovations, repainting, signage, landscaping, and other related activities. The DCB can approve a submittal as proposed, approve it with revisions and/or conditions, or deny it. Depending on the type of request, additional permits may be required from the Department of Public Works' (DPW) Division of Building & Safety, the Department of Regional Planning (DRP) and/or the California Coastal Commission.

#### **II. PROJECTS SUBJECT TO DCB REVIEW**

All exterior modification projects in Marina del Rey are subject to DCB review, except the following:

- Tenant Improvements (for interior work only)
- Like-for-like replacement (identical existing/proposed design)\*
- Ongoing maintenance work (e.g. landscaping/tree pruning)\*

As a general rule of thumb, if a project will change the appearance of a property in Marina del Rey, in any way, it will require DCB review and approval. DCB-approved projects must return to the DCB if any changes are made to the proposed plans after the approval.

*\* Department of Beaches and Harbors (DBH) staff must be consulted in order to determine if these projects are exempt from DCB review.*

### **III. SUBMITTING A PROJECT FOR DCB REVIEW**

In order to have a project placed on the DCB meeting agenda, applicants must complete the following steps:

- 1) **Mandatory Pre-Submittal Meeting.** Schedule a *mandatory* pre-submittal meeting with Planning Division staff at least one week prior to the filing deadline. Call **(310)-305-9505** to set up an appointment with a Planner and email a digital copy of the proposed submittal to the Planner to review.
  - ❖ For minor alteration projects (e.g. signage, repainting, etc.), in-person pre-submittal meetings may be substituted with a telephone consultation.
- 2) **DCB Submittal.** Refer to the *DCB Submittal Checklist (Attachment A)* for a complete list of required submittal contents. Deliver fourteen (14) complete and collated sets and one (1) electronic copy to **13837 Fiji Way, Marina del Rey**. Staff will NOT assemble submittal packages or make copies of the materials.

Staff distributes the fourteen (14) copies of the submittal as follows:

- One (1) set to each DCB member (5 total)
  - One (1) set to the Lloyd Taber-Marina del Rey Library
  - One (1) set to the Burton W. Chace Park Community Center
  - One (1) set to the Marina del Rey Visitor's Center
  - One (1) set to the Department of Regional Planning
  - One (1) set for the DCB meeting
  - Four (4) sets for internal Department circulation and staff analysis
- 3) **Fees.** Fees are due at the time of DCB package submittal. Refer to the *Table for Computing County Plan Review Fees (Attachment B)* to determine the applicable fee amount. Fees are based on a cost estimate of the proposed project. Checks should be made payable to "County of Los Angeles, Department of Beaches and Harbors."
  - 4) **Filing Deadline.** Submittals are due no later than 12:00 p.m., four Wednesdays prior to the desired DCB meeting. Refer to *Meeting and Submittal Filing Deadlines (Attachment C)* for dates. If the deadline is not met or the submittal is missing information, the proposal will not be placed on the agenda. Exceptions to the deadline are not made as the Department has a limited period of time to evaluate the proposal and prepare and distribute a staff review and other materials. Agendas can fill up quickly, so applicants are encouraged to submit a complete package as early as possible.

### **IV. DCB MEETINGS**

DCB meetings are open to the public, and are generally held on the third Wednesday of each month at 1:30 p.m. in the Community Room at Burton W. Chace Park located at 13650 Mindanao Way, Marina del Rey. Refer to *Meeting and Submittal Filing Deadlines (Attachment C)* for dates. Meetings may be cancelled if a quorum is unobtainable, or if there are no agenda items proposed. From time to time, a DCB meeting may be scheduled as an evening meeting if the DCB Chair

determines that an agenda item is a matter of broad public interest.

Meeting agendas from current and past meetings are available on DBH's website at:  
<http://beaches.lacounty.gov/wps/portal/dbh/home/detail/?current=true&urile=wcm:path:/dbh+content/dbh+site/home/home+detail/dcb+archive+detail>

- ❖ **Applicant Presentation.** At the meeting, DBH staff will give a short PowerPoint briefing for each agenda item. For submittals involving anything more than a simple sign request, the applicant should be prepared to make a full presentation. Presentations should be sent to Planning Division staff by email at least one day prior to the meeting. Flash drives are no longer at meetings.
- ❖ **Required Meeting Attendance.** In addition to the lessee or their representative, the project architect, designer and/or manager must attend the hearing to respond to questions from the DCB. If the lessee sends a representative, that person must be able to authorize DCB-suggested modifications to the original proposal. If no lessee or lessee representative for the submittal is present at the meeting, the item will not be heard.

#### **V. POST DCB MEETING PROCESS**

If an item is approved by the DCB, staff will stamp three (3) copies of the applicant's plan with an "Approval in Concept" and return one to the applicant. The applicant should submit the stamped plans to DRP with their Zoning Application and/or DPW's Division of Building and Safety, if applicable, for further review.

- ❖ **DRP Zoning Application.** Every application submitted to DRP that involves Marina del Rey parcels will require a sign-off by DBH (as property owner and "co-applicant") upon submittal.
- ❖ **Coastal Development Permits**  
For any project requiring a Coastal Development Permit (CDP), the CDP application may not be filed prior to the date that the project is scheduled for DCB review. This is in accordance with the Local Coastal Program requirements giving the DCB 120 days from the filing of the CDP application to provide its comments on the project to the Department of Regional Planning, for presentation to the Regional Planning Commission.

Approved:



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Charlotte Miyamoto, Planning Division Chief

- ATTACHMENT A -

**DCB SUBMITTAL CHECKLIST**

A complete DCB Submittal consists of the following:

- 1) **Application**
- 2) **Project Description**
- 3) **Letter of Authorization \***
- 4) **Sub-lease Approval Letter \***
- 5) **Asset Management Division Sign-Off \***
- 6) **Location Map**
- 7) **Architectural Drawings (site plan, elevations, and floorplans)**
- 8) **Material Samples & Color Board**
- 9) **Renderings and Photographs**
- 10) **Landscaping Plan \***
- 11) **Lighting Plans \***
- 12) **Sign Plans \***

*\* If applicable.*

**1. Application**

Complete the *DCB Application*.

**2. Project Description**

Provide a project description of the proposed improvements and existing conditions. The project description should be a written narrative of the work shown on the plans, including location, dimensions, materials, colors, hours of illumination, etc. Please be sure to describe what, if any, public benefits the proposed project will provide. For major renovations and redevelopment, specific areas of concern detailed in the Local Coastal Program (such as height, view corridors, promenade, public access, etc.) will need to be thoroughly described and analyzed. The Local Coastal Program can be found at:

<http://planning.lacounty.gov/marina/documents>.

**3. Letter of Authorization (for Sub-lessee submittals only)**

If the project proposal is from a sub-lessee, the applicant must provide a *Letter of Authorization* from the parcel's primary lessee authorizing the request. It is the responsibility of the primary lessee to review and ensure the submittal package is complete prior to submittal.

**4. Sub-lease Approval Letter (for Sub-lessee submittals only)**

If the project proposal is from a sub-lessee, a fully executed sub-lease must be in place prior to submittal. The applicant must provide a *Sublease Approval Letter* that indicates that the sub-lease was reviewed and approved by the DBH Asset Management Division. Applicants should contact their respective DBH Lease Agent to request a copy of the letter.

**5. Asset Management Sign-Off (For major renovation and redevelopment projects only)**

For major renovations and redevelopment, the applicant must be able to demonstrate *in writing* that the DBH Asset Management Division has cleared their project prior to making a DCB



submittal, particularly if there are specific lease provisions referring to the improvements being proposed.

**6. Architectural Drawings**

A complete set of full-sized architectural drawings, folded to 8 ½" x 11", with the sheet title block clearly visible in the lower right corner, is required. Do NOT submit rolled plans. Architectural drawings reduced to 11" x 17" format are acceptable so long as the information provided is clearly visible. Architectural drawings should include a scaled site plan, floor plans, and elevations. The site plan of the parcel should illustrate how the proposed modifications relate within the parcel and with adjacent sites. Plans should include dimensions and design details. For redevelopment and renovation projects, include building heights for all existing and proposed buildings on site.

**7. Location Map**

If not noted on the architectural drawings, a location map showing the site of the proposal on the parcel is required. Do NOT use the Thomas Guide, as it does not provide a detailed enough location.

**8. Material Samples & Color Board**

Material samples and color boards are mandatory for the meeting. For any project that proposes a color change, provide a full set of color chips with the manufacturer's identification numbers indicated. Vinyl samples attached to a single piece of paper or cardboard are acceptable.

**9. Renderings and Photographs**

Color renderings are required for redevelopment submittals, and because they are extremely helpful to the DCB, they are strongly recommended for all other types of submittals (e.g. renovations, exterior modifications, signage, landscaping, etc.) as well. Labeled photos of existing site conditions should also be included.

**10. Landscaping Plan (if applicable)**

For projects involving new landscaping or changes to existing landscaping, 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 photos of proposed plant materials, plant quantities, sizes, and spacing requirements. All existing and proposed trees must be shown on the plans. Any trees proposed to be removed must be replaced onsite at a 1:1 ratio.

**11. Lighting Plan (if applicable)**

For projects involving new lighting fixtures or changes to existing lighting, provide a detailed lighting plan that illustrates the location and type of light fixtures on a site plan. Photos of existing and proposed light fixtures should also be included.

**12. Sign Plan (if applicable)**

For signage proposals, architectural drawings must identify the location and type of each proposed sign on a site plan. Size, dimensions, materials, lettering font, lettering size (lengths, widths, heights, and depths), height above grade, mounting method, artwork and any other

embellishments, for both existing and proposed signs must be illustrated on elevations.

For multiple signs, a summary table is recommended to present the above-listed information. Include labeled photos of existing site conditions. If the proposed signage is to be lit, provide the type and proposed hours of illumination.

Please review the appropriate sign regulations to ensure that proposed signs comply with applicable regulations:

- *Revised Permanent Sign Controls and Regulations* can be found at:  
[http://file.lacounty.gov/dbh/docs/cms1\\_149881.pdf](http://file.lacounty.gov/dbh/docs/cms1_149881.pdf)
- Los Angeles County Code sign regulations can be found at:  
[http://library.municode.com/HTML/16274/level4/TIT22PLZO\\_DIV1PLZO\\_CH22.52GERE\\_PT10SI.html#TOPTITLE](http://library.municode.com/HTML/16274/level4/TIT22PLZO_DIV1PLZO_CH22.52GERE_PT10SI.html#TOPTITLE)

- ATTACHMENT B -

**TABLE FOR COMPUTING COUNTY PLAN REVIEW FEES**

<b>Fee Description</b>	<b>Authority</b>	<b>Fee Basis</b>	<b>Date Fee Changed</b>	<b>Current Fee</b>	<b>Responsible Division</b>
Plan Review Fee	County Code 2.116.020.B MdR.Lease Section 5	Based on a Graduated Scale Used by Public Works	Old-Oct 1985 <b>New-Aug 2009</b>	See Below	Planning

<b>Estimated Construction Costs (ECC)</b>	<b>New Fees</b>	<b>Responsible Division</b>
\$ 100-15,000	<b>\$ 40 + .006 of ECC</b>	Planning
\$ 15,001-30,000	<b>\$ 200 + .0033 of ECC in excess of \$ 15,000</b>	Planning
\$ 30,001-70,000	<b>\$ 275 + .0013 of ECC in excess of \$30,000</b>	Planning
\$ 70,001-175,000	<b>\$ 350 + .002 of ECC in excess of \$70,000</b>	Planning
\$ 175,001-375,000	<b>\$ 675 + .0005 of ECC in excess of \$175,000</b>	Planning
\$ 375,001-500,000	<b>\$ 825 + .0033 of ECC in excess of \$375,000</b>	Planning
\$ 500,001 and up	<b>\$1,500</b>	Planning



- ATTACHMENT C -

**MEETING AND SUBMITTAL FILING DEADLINES**

*(most current year to be attached)*