

ADMINISTRATIVE REVIEW

PACIFIC PALISADES COMMERCIAL VILLAGE AND NEIGHBORHOODS SPECIFIC PLAN

Emergency Executive Order No. 10 (EO10) - Administrative Review Checklist



Related Code Section

[Emergency Executive Order No. 10 \(EO10\)](#) authorizes an Administrative Review for Eligible Projects that comply with the requirements of the Pacific Palisades Commercial Village and Neighborhoods Specific Plan (Specific Plan); established by Ordinance Nos. [160,515](#) and [168,246](#) and amended by Ordinance Nos. [168,579](#) and [184,371](#). The Specific Plan consists of five Subareas - the Commercial Village (which is further divided into Subareas A and B) and Neighborhood Areas A, B, and C. The regulations listed here apply to all Subareas, unless stated otherwise.

Procedures for Administrative Review are governed by LAMC Section 13B.3.1. of Chapter 1A. Projects that do not meet the criteria for an EO10 Eligible Project or request a deviation from the requirements of the Specific Plan are subject to a discretionary review and the procedures outlined in Division 13B.4 of Chapter 1A of the LAMC.

Filing Instructions

This Checklist is a form required for EO10 Eligible Projects in the Pacific Palisades Commercial Village and Neighborhoods Specific Plan (Specific Plan). Plan Sheet references are to be completed by the **applicant** in accordance with plans submitted for review. To submit this form for review by Project Planning Staff assigned to the Specific Plan area, complete and upload this form to the [Online Application System \(OAS\)](#) portal.

This Checklist includes the following Specific Plan Sections:

- Land Use (Section 6) – **Specific Plan pages 6-7**
- Height (Section 7) – **Specific Plan page 7**
- Floor Area Ratio (Section 8) – **Specific Plan pages 7-8**
- Setbacks (Section 9) – **Specific Plan page 8**
- Parking (Section 10) – **Specific Plan pages 8-10**
- Landscaping Standards and Urban Design Features (Section 12) – **Specific Plan pages 14-15**
- Sign Standards (Section 13) – **Specific Plan pages 15-19**
- Design Review and Standards (Section 14) – **Specific Plan pages 19-20**

1. APPLICANT INFORMATION

Applicant Name _____

Address _____ Unit/Space Number _____

City _____ State _____ Zip _____

Telephone _____ E-mail _____

2. PROJECT DETAILS

Project Address _____

Assessor Parcel Number _____

Building Permit Number(s) _____

Project Description:

3. EO10 ELIGIBLE PROJECT EVALUATION (EO10 Subsection A-1)

Eligibility Criteria (Answers Must be YES.)	Completed by <u>APPLICANT</u>
A. The Project is located on a commercially-zoned property within the boundaries of the Specific Plan, including those properties in the Coastal Zone.	☐ Yes ☐ No ☐ N/A
B. The Project consists of non-residential uses and fully complies with the Specific Plan. *For purposes of this requirement, a qualifying project may include any mixed-use buildings or structures within Commercial Village Subarea A, as identified on Map 2 of the Specific Plan, so long as the project does not involve an increase in the number of dwelling units or residential floor area.	☐ Yes ☐ No ☐ N/A

Pacific Palisades Commercial Village and Neighborhoods Specific Plan

EO10 Eligible Project - Administrative Review Checklist

To be completed by applicant and subsequently verified by Project Planners during review.

SPECIFIC PLAN STANDARD	Plan Sheet (Completed by Applicant)	Administrative Use Only	
		Standard Met?	Staff Comments

Section 6. Land Use. In addition to any regulations set forth by the underlying zone and the LAMC, Projects shall comply with the following Land Use regulations:

A. Uses.

1. Allowed Uses. a. Commercial Village and Neighborhood Areas B and C. Lots zoned C2 shall only be used for gas stations and all other uses permitted in the C4 Zone. b. Neighborhood Area A. Lots zoned [Q]C2-1XL shall only be used for uses permitted in the C1 Zone and gas stations, which are permitted only as a conditional use.		☐ Yes ☐ No ☐ N/A	
2. Prohibited Uses. a. The Project does not contain the following prohibited uses: i. Automobile, recreational vehicle or bus-related uses, including automobile wash racks, used automobile and trailer sales, tire and battery servicing; ii. Wholesale or retail businesses, except supermarkets, with a gross floor area of 25,000 square feet or more; iii. Drive-in businesses in the Commercial Village and Neighborhood Areas A and C; iv. Hotels and motels; and v. Trade schools and universities.		☐ Yes ☐ No ☐ N/A	

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B. Ground Floor Retail. In addition to any regulations set forth by the underlying zone and the LAMC, Projects shall comply with the following Ground Floor Retail regulations:

1. Ground Floor. All buildings shall have a Ground Floor. a. Ground Floor: The lowest story within a building which is accessible from the street, the floor level of which is within three feet above or below curb level, which has frontage on or is primarily facing any public street, and which is at least 30 feet in depth or the total depth of a building, whichever is less (Specific Plan Section 4 (pp. 4)).		☐ Yes ☐ No ☐ N/A	
2. Ground Floor Retail. Ground Floor Retail uses shall occupy at least 75 percent of the linear frontage of the building along a public street. a. Ground Floor Retail: The sale of commodities to the public (as distinguished from wholesale sales not available to the public) and the provision of services, located on the ground floor of a building (Specific Plan Section 4 (pp. 4)).		☐ Yes ☐ No ☐ N/A	
3. Exemption. Day care and elementary school uses on the Ground Floor are exempt from the Ground Floor Retail requirement.		☐ Yes ☐ No ☐ N/A	
4. Mixed-Use Project. Residential uses may occupy the second story of any building so long as the building complies with the floor area requirement in Section 8 and the parking requirements in Section 10 D of this Specific Plan.		☐ Yes ☐ No ☐ N/A	

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Section 7. Height. In addition to any regulations set forth by the underlying zone and the LAMC, Projects shall comply with the following Height regulations:

1. Building Stories and Height. No Project shall exceed two stories or 30 feet in height. a. Exception. In Commercial Village Subarea A, buildings with architectural roof features are limited to 34 feet in height. i. Architectural Roof Features: Unique details and architectural components above the parapet or building's fascia, such as cupolas, dormers, towers, louvered vents, and mansard and pitched roofs (Specific Plan Section 4 (pp. 3)).		☐ Yes ☐ No ☐ N/A	
2. Ceiling Height. No Project shall exceed 27 feet in height, as measured from grade to the ceiling of the Project's upper story.		☐ Yes ☐ No ☐ N/A	

Section 8. Floor Area Ratio (FAR). In addition to any regulations set forth by the underlying zone and the LAMC, Projects shall comply with the following FAR regulations:

1. Commercial Village. The FAR of any Project located in the Commercial Village shall not exceed 1.5:1, except that a mixed-use Project shall be permitted a floor area ratio of up to 2:1.		☐ Yes ☐ No ☐ N/A	
2. Neighborhood Areas. The FAR of any Project located in the Neighborhood Areas shall not exceed the following for each respective Neighborhood Area: a. Neighborhood Area A: 0.5:1 b. Neighborhood Area B: 1.0:1 c. Neighborhood Area C: 0.75:1		☐ Yes ☐ No ☐ N/A	

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3. Gross Lot Area. Gross lot area may be used to calculate allowable floor area ratio for any residential Project.		☐ Yes ☐ No ☐ N/A	

Section 9. Setbacks. In addition to any regulations set forth by the underlying zone and the LAMC, Projects shall comply with the following Setback regulations:

1. With the exception of Neighborhood Area A, any Project shall have a minimum setback of 2 feet from the sidewalk.		☐ Yes ☐ No ☐ N/A	
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Section 10. Parking. In addition to any regulations set forth by the underlying zone and the LAMC, Projects shall comply with the following Parking regulations:

A. PB Zone. Lots zoned PB (Parking Building) shall conform to the following:

1. Notwithstanding LAMC Section 12.21.1 B 3, no parking building shall exceed a height of 30 feet.		☐ Yes ☐ No ☐ N/A	
2. Parking buildings shall have a second-story setback of an additional ten feet from the perimeter of the first story.		☐ Yes ☐ No ☐ N/A	
3. Areas for parking vehicles in or on a building shall be completely screened from view, as seen from a public street.		☐ Yes ☐ No ☐ N/A	

B. Parking Space Requirements.

1. For dwelling units containing fewer than four habitable rooms or with a floor area of not more than 700 square feet, one parking space for each unit.		☐ Yes ☐ No ☐ N/A	
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2. For dwelling units containing four or more habitable rooms or with a floor area of more than 700 square feet, two and a half parking spaces for each unit.		☐ Yes ☐ No ☐ N/A	
3. For retail, community rooms, and service commercial uses, one parking space for each 300 square feet of floor area.		☐ Yes ☐ No ☐ N/A	
4. Notwithstanding LAMC Section 12.21 A 4 (c) (3) for any restaurant, one parking space for each 100 square feet of floor area, except that for a fast-food restaurant, one parking space for each 75 square feet of floor area.		☐ Yes ☐ No ☐ N/A	
5. For general offices, one parking space for each 300 square feet of floor area.		☐ Yes ☐ No ☐ N/A	
6. For Medical and Dental Buildings, one parking space for each 125 square feet of gross floor area.		☐ Yes ☐ No ☐ N/A	
7. For Financially-Oriented Services, one parking space for each 300 square feet of gross floor area.		☐ Yes ☐ No ☐ N/A	
8. For movie theaters, one parking space for every four seats.		☐ Yes ☐ No ☐ N/A	
9. For high schools, seven parking spaces for each classroom or teaching station.		☐ Yes ☐ No ☐ N/A	
10. For elementary or junior high schools, four parking spaces for each classroom or teaching station.		☐ Yes ☐ No ☐ N/A	

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11. For child care and preschool, one parking space for each staff member and one parking space for each eight children.		☐ Yes ☐ No ☐ N/A	
12. For gyms, aerobic dance studios, health clubs or similar uses, one parking space for each 100 square feet of gross floor area.		☐ Yes ☐ No ☐ N/A	
13. Where additions to existing buildings or structures are 500 square feet or less, the above requirements shall apply only to the addition. For additions of more than 500 square feet, these parking requirements shall apply to both the existing building or structure and the addition.		☐ Yes ☐ No ☐ N/A	

D. Provisions for Bicycle Parking. The following requirements shall be provided for all Projects consisting of new buildings or structures or additions to existing buildings where the additions add more than 500 square feet of floor area:

1. Bicycle parking shall be provided in an area equivalent to one percent of the floor area of a Project or at a ratio of two bicycle parking stalls per 1,000 square feet of floor area of the building or structure, whichever is less.		☐ Yes ☐ No ☐ N/A	
2. These bicycle parking spaces shall be located as close to the front entrance of the building or structure as possible and not within the sidewalk right-of-way.		☐ Yes ☐ No ☐ N/A	
3. For theaters, there shall be bicycle parking spaces equal to 30 percent of the automobile parking spaces required by this Specific Plan.		☐ Yes ☐ No ☐ N/A	
4. In Commercial Village Subarea A, bicycle parking shall be pursuant to LAMC Section 12.21 A 16.		☐ Yes ☐ No ☐ N/A	

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E. On-site Parking and Driveway Access, Proposed Development.

1. Prior to the issuance of a design review approval by the Director of Planning, the applicant shall submit plans to the Department of Transportation for its review as to the adequacy of the design of parking lots, their relationship to the buildings or structures they serve and the number and placement of driveways		☐ Yes ☐ No ☐ N/A	
2. Left turns from or into driveways providing access to Sunset Boulevard shall be minimized as determined by the Department of Transportation in accordance with LAMC Section 80.14.		☐ Yes ☐ No ☐ N/A	
3. Wherever possible, driveway access shall be from any street or alley, other than from Sunset Boulevard.		☐ Yes ☐ No ☐ N/A	

Section 12. Landscaping Standards and Urban Design Features. In addition to any regulations set forth by the underlying zone and the LAMC, Projects shall comply with the following Landscaping and Urban Design regulations:

A. Street Trees.

1. Street trees shall conform to the City's street tree requirements.		☐ Yes ☐ No ☐ N/A	
2. Street trees shall be approved by the Department of Public Works.		☐ Yes ☐ No ☐ N/A	
3. Unless determined to be infeasible by the Department of Public Works, street trees shall be placed at least 30 feet apart and no more than ten feet from the curb.		☐ Yes ☐ No ☐ N/A	

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4. The minimum size for street trees shall be ten feet in height and 2 inches in caliper.		☐ Yes ☐ No ☐ N/A	
B. Entrances to Courtyards and Walkways.			
1. Landscaping which includes grouping of plant materials, consisting of small trees, shrubs, planter boxes or tubs of flowers, shall be placed at entrances to courtyards and along walkways.		☐ Yes ☐ No ☐ N/A	

C. Side Yard Areas.

1. Side yard areas shall be landscaped using plant materials similar to those used in the front yard of a Project.		☐ Yes ☐ No ☐ N/A	
2. Where side yards include entrances to buildings or structures, the entrances shall be subject to Subsection B above.		☐ Yes ☐ No ☐ N/A	

D. Buffering.

1. There shall be a buffer of plant material satisfactory to the Director of Planning wherever a commercially zoned lot is adjacent to or abutting the side or rear yard of a residentially zoned or residentially used lot.		☐ Yes ☐ No ☐ N/A	
2. The plant material shall be maintained to a height not exceeding eight feet and shall not be less than 6 feet at maturity.		☐ Yes ☐ No ☐ N/A	

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3. If a plant material is not feasible for the buffer as determined by the Director of Planning, then a 6-foot high decorative masonry wall shall be utilized as a buffer.		☐ Yes ☐ No ☐ N/A	
4. A landscaped buffer shall also be provided between parking buildings and adjacent residential areas.		☐ Yes ☐ No ☐ N/A	

E. Parking Lots.

1. At least five percent of the total area of an at-grade, open parking lot shall be landscaped with plant material.		☐ Yes ☐ No ☐ N/A	
2. At least half of the landscaped area shall be planted with evergreen, shade-producing trees no less than 10 feet in height at planting.		☐ Yes ☐ No ☐ N/A	

F. Landscaping of Parking Buildings.

1. Landscaping, visible from the street, shall be provided on each floor of a parking building to the satisfaction of the Director of Planning.		☐ Yes ☐ No ☐ N/A	
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G. Landscape Maintenance.

1. It shall be the responsibility of the property owner to maintain all landscape and hardscape features located on private property, including, but not limited to, plant material, signs, walkways, benches and fountains.		☐ Yes ☐ No ☐ N/A	
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2. All fabricated features shall be maintained in good condition both in structural integrity and cosmetic appearance.		☐ Yes ☐ No ☐ N/A	
3. All vegetation shall be watered, fertilized, trimmed and maintained in a good condition.		☐ Yes ☐ No ☐ N/A	

H. Metal Awnings and Bars on Windows.

1. Metal awnings attached to any part of a building or structure are prohibited.		☐ Yes ☐ No ☐ N/A	
2. Metal bars at the front of any window are prohibited unless approved by the Director of Planning pursuant to standards established in Section 14 of the Specific Plan.		☐ Yes ☐ No ☐ N/A	
3. Metal bars shall only be located on the inside of a window and only when permitted under the City's building and fire codes.		☐ Yes ☐ No ☐ N/A	

I. Underground Utilities.

1. Where feasible, when a new building or structure is developed, utility connections shall be placed underground.		☐ Yes ☐ No ☐ N/A	
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SPECIFIC PLAN STANDARD	Plan Sheet (Completed by Applicant)	Administrative Use Only	
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Section 13. Signs. In addition to any regulations set forth by the underlying zone and the LAMC, Projects shall comply with the following Sign regulations:

A. Prohibitions.

1. Prohibited Signs. a. The following signs are prohibited: i. Off-site commercial signs ii. Roof signs iii. Window signs (except store names, store hours, logos, and holiday paintings, which must be removed within five business days after the holiday) iv. Animated signs, including flashing neon signs v. Bench signs vi. Pole signs and monument signs (except as provided in Subsection C of this Section)		☐ Yes ☐ No ☐ N/A	
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B. General Sign Requirements.

1. The total sign area shall not exceed two square feet for each of the first 20 feet of building frontage which is adjacent to a public access way and one square foot for each linear foot of building frontage which exceeds the first 20 feet.		☐ Yes ☐ No ☐ N/A	
2. Where buildings or structures occupy a corner site, total sign area shall be 1.5 times the building frontage. For such corner locations, no more than two-thirds of the total allowable sign area shall be permitted facing on any one of the street frontages.		☐ Yes ☐ No ☐ N/A	

SPECIFIC PLAN STANDARD	Plan Sheet (Completed by Applicant)	Administrative Use Only	
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3. For all buildings occupied by several businesses or uses, the size of signs pertaining to each business or use is governed by the proportion of the building frontage occupied by that business or use.		☐ Yes ☐ No ☐ N/A	
4. Where there is a public entrance from an alley or from a parking lot in addition to the main entrance, there shall be permitted an additional sign area of one-half square foot for each linear foot on that side of the lot, not to exceed 20 square feet in area. If there is no public entrance on that side of the building, sign area is limited to a business identification sign, not to exceed two square feet in sign area.		☐ Yes ☐ No ☐ N/A	
5. No single sign shall exceed 100 square feet in sign Area.		☐ Yes ☐ No ☐ N/A	
6. With the exception of Commercial Village Subarea A, marquee signs and signs attached to awnings may not project above the marquee or awning; may not extend more than 12 inches below the marquee or awning; and shall be at least eight feet above the sidewalk or ground. In Commercial Village Subarea A, a marquee sign may not exceed 200 square feet of sign area per face and may project outward from a building. Such sign shall not be located lower than eight feet above grade and may not exceed 30 feet in height above the adjacent sidewalk grade.		☐ Yes ☐ No ☐ N/A	
7. One Symbol Sign shall be permitted for each business or use and is not included in aggregate size limits. A Symbol Sign may not exceed three square feet in total area and must project from the building or structure or wrought iron brackets of uniform size established by the Design Review Board.		☐ Yes ☐ No ☐ N/A	
8. Notwithstanding Subsections (c), (d) and (e) of LAMC Section 62.132, banners shall only be permitted if (a) the banner is hung on a 4-foot flag pole; (b) it is attached to the front of a building or structure; and (c) there is clearance of at least 12 feet above the adjacent grade. Banners shall be a uniform size of four by two and one-half feet and may not be displayed for more than 30 days.		☐ Yes ☐ No ☐ N/A	

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9. All signs, other than those described in Subdivisions 6, 7, 8 and 10 of this Subsection shall be parallel to building walls or facades.		☐ Yes ☐ No ☐ N/A	
10. Temporary Signs inside a building and visible from the outside shall be set back at least six inches from a window and may not be displayed for more than 30 days. The total sign area of such sign shall not exceed 20 percent of the total square footage of the window.		☐ Yes ☐ No ☐ N/A	
11. No sign shall be attached directly to either the inside or outside of any window or door, except for store names, store hours and logos.		☐ Yes ☐ No ☐ N/A	
12. Any store hours sign shall be placed in the front door or window closest to the front door. Such sign shall not exceed three square feet in sign area.		☐ Yes ☐ No ☐ N/A	
13. All signs located in Commercial Village Subarea A shall comply with the Master Sign Program provided in Appendix B of this Specific Plan.		☐ Yes ☐ No ☐ N/A	

C. Gas Station Sign Requirements.

1. In addition to one wall sign, a gas station may have one monument sign or one pole sign. A pole sign for a gas station shall not exceed the height of the roof line of the station or eight feet in height from ground level, whichever is less.		☐ Yes ☐ No ☐ N/A	
2. No gas station pole or monument sign shall exceed 36 square feet of sign area including all faces of a multi-faced sign, and shall be placed in a permanently landscaped area of no less than 24 square feet surrounded by a concrete curb of no less than six inches and no more than 12 inches in height.		☐ Yes ☐ No ☐ N/A	

SPECIFIC PLAN STANDARD	Plan Sheet (Completed by Applicant)	Administrative Use Only	
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3. A double-faced sign shall be used to advertise the price of gasoline. The sign area of such sign shall not exceed nine square feet on each side, shall be hung beneath the canopy of the station and shall not extend more than four feet beneath the canopy.		☐ Yes ☐ No ☐ N/A	
4. One additional sign may be used to advertise services offered by the gas station. Such sign shall be single-faced, not more than 12 square feet in total sign area, shall be attached to the building, and shall not extend above the roof of the building to which it is attached.		☐ Yes ☐ No ☐ N/A	

D. Exceptions. The Sign regulations shall not apply to the following signs:

1. Any sign required by law or by a governmental agency, except for gas station signs.		☐ Yes ☐ No ☐ N/A	
2. Any real estate sign which pertains to rent, lease or sale of property only and has a sign area which does not exceed 18 by 25 inches.		☐ Yes ☐ No ☐ N/A	
3. Any Block Directory Sign which has been approved by the Director of Planning.		☐ Yes ☐ No ☐ N/A	
4. Any traffic direction and parking information sign in the Commercial Village and Neighborhood Areas which has been approved by the Director of Planning.		☐ Yes ☐ No ☐ N/A	
5. Any mural which has been approved by the Cultural Affairs Commission of the City and has been reviewed and approved by the Director of Planning.		☐ Yes ☐ No ☐ N/A	
6. Any time and temperature sign, provided no advertising is included.		☐ Yes ☐ No ☐ N/A	

SPECIFIC PLAN STANDARD	Plan Sheet (Completed by Applicant)	Administrative Use Only	
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7. Any sign advertising the sale or lease of a vacant lot provided it has been approved by the Director of Planning and complies with the following conditions: a. The sign shall not be illuminated. b. The total sign area shall not exceed nine square feet. c. The sign shall not exceed a height of six feet above the ground level or adjacent sidewalk. d. The sign shall be located not less than ten feet from the lot line		☐ Yes ☐ No ☐ N/A	
8. Any temporary construction sign located on a lot where a building or structure is being erected or remodeled and which identifies the owner, architects, engineers, financing agent and/or contractors involved in the Project; provided the sign shall not be more than 40 square feet in total sign area nor extend more than eight feet issuance of a certificate of occupancy for the building or structure.		☐ Yes ☐ No ☐ N/A	
9. Any temporary political or other ideological sign, provided that the sign may not be a roof sign, may not exceed 20 square feet in sign area and 10 feet in height, and if it relates to an election or other event is removed within 15 days following the election or event to which it relates.		☐ Yes ☐ No ☐ N/A	
10. Any sign which identifies security protection systems, provided the sign does not exceed a sign area of 49 square inches.		☐ Yes ☐ No ☐ N/A	
11. Any flag.		☐ Yes ☐ No ☐ N/A	
12. Any Sandwich Sign, not otherwise prohibited by the LAMC, provided it does not exceed two feet by three feet in sign area, is no higher than 40 inches in overall height, is placed so as not to impede pedestrian traffic and is approved by the Director of Planning.		☐ Yes ☐ No ☐ N/A	
13. Any restaurant menu sign with a sign area of less than nine square feet.		☐ Yes ☐ No ☐ N/A	

Section 14: DESIGN REVIEW STANDARDS

To be completed by applicant and subsequently verified by Project Planners during review.

Design Best Standards (Palisades Commercial Village and Neighborhoods Specific Plan, Section 14, pp. 19-20)	Plan Sheet	Administrative Use Only			
		Yes	No	N/A	Staff Comments
1. All proposed buildings or structures shall be designed in such a fashion that all ventilation, heating or air conditioning ducts, equipment or other related appurtenances are adequately screened from public view.					
2. Any exterior treatment of a building or structure including color, texture, windows or other architectural features shall be applied to all exterior walls in a similar manner.					
3. Colors and types of building materials shall be reasonably consistent with the colors and types of building materials used in existing structures in each area and shall be harmonious with the character of each area.					
4. The exterior building components, sun shading devices, lighting plan and fixtures shall be compatible with the general character of each area.					
5. The proposed buildings or structures shall be designed, to the extent feasible, so as not to cast shadows on adjacent property.					
6. Buildings and structures shall be oriented to maximize the potential for landscaped areas and public spaces and to minimize obstruction of mountain views.					
7. The size of proposed buildings or structures shall be similar in scale to surrounding buildings or structures and shall be appropriate to the character of the areas.					

Section 14: DESIGN REVIEW STANDARDS

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Design Best Standards (Palisades Commercial Village and Neighborhoods Specific Plan, Section 14, pp. 19-20)	Plan Sheet	Administrative Use Only			
		Yes	No	N/A	Staff Comments
8. All open areas not utilized for buildings, driveways, parking areas, recreational facilities or walks shall be landscaped so that multi- family or commercial uses are substantially buffered from the view of single-family dwellings.					
9. Landscape design and plant types shall be compatible with the building design, site location, and the general character of each area.					

Administrative Review Comments Page

Please insert checklist standard item number and comments, as needed.

16	No above-grade parking structures present
35	Project site is not within 500 feet of I-210

Comment on Checklist Standard

THE FOLLOWING SECTION SHALL BE COMPLETED BY PROJECT PLANNING STAFF AFTER THE REVIEW OF SUBMITTED PLANS:

Planning Signature	Phone Number
Print Name	Date