

ADMINISTRATIVE REVIEW



WEST ADAMS – BALDWIN HILLS – LEIMERT CPIO Commercial Corridor Subareas and Appendices Checklist

Related Code Sections

Los Angeles Municipal Code (LAMC) Section 13.14 G (Administrative Review) of Chapter 1 authorizes ministerial review for projects in compliance with (Community Plan Implementation Overlays (CPIOs). Ordinance No. 184,794 established the West Adams-Baldwin Hills-Leimert CPIO; refer to Chapter II and Appendices B – D referenced below when completing this checklist. Procedures for Administrative Review are governed by LAMC Section 13B.3.1. of Chapter 1A.

Filing Instructions

This checklist is a supplemental form required for projects that fall within the West Adams CPIO. 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 Geographic Planning area, complete and upload this form to the [Online Application System \(OAS\)](#) portal.

This Commercial Corridors Subarea Checklist includes the following CPIO Sections:

- Commercial Corridors Subarea (Chapter II), **page 2**
- Environmental Standards (Appendix B), **page 12**
- Washington Boulevard Design Guidelines (Appendix C), **page 13**
- Robertson Boulevard Design Guidelines (Appendix D), **page 15**

1. APPLICANT INFORMATION

Applicant Name _____

Address _____ Unit/Space Number _____

City _____ State _____ Zip _____

Telephone _____ E-mail _____

2. ELIGIBLE HISTORIC RESOURCE EVALUATION (CPIO Subsection 6.C.5. (p. 12); Subsection 6.C.6. (p. 13))

Evaluation Question	Answer by <u>APPLICANT</u>
A. Does the Project involve an Eligible Historic Resource or Designated Historic Resource as defined by the West Adams-Baldwin Hills-Leimert CPIO (CPIO, p. 8)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
B. Does the Project involve the demolition of an Eligible Historic Resource or Designated Historic Resource?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

CPIO Commercial Corridors Subarea Standards Checklist <i>To be completed by the applicant and subsequently verified by Project Planners during review.</i>		
CPIO STANDARD	See Plan Sheet (Completed by Applicant)	Administrative Use Only
		Standard Met? Staff Comments
II.1.A. Land Use Regulations		
Any new use or Change of Use shall be subject to the use regulations set forth in Table II-1 (See Table II-1 Commercial Corridors Subarea Use Regulations, which is also available in the CPIO, p. 20)		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
II.2. Development Standards		
A. Building Height		
1. Overall height: 45 feet Maximum <ul style="list-style-type: none"> Architectural features may exceed the maximum building height by up to 20%. Individual stories shall not exceed 14 feet in height from finished floor to finished ceiling, except the ground floor, which may have a maximum finished floor to finished ceiling height of 25 feet. The ground floor shall have a minimum finished floor to finished ceiling height of 		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

CPIO STANDARD	See Plan Sheet (Completed by Applicant)	Administrative Use Only	
		Standard Met?	Staff Comments
<p>11 feet.</p> <ul style="list-style-type: none"> Parapet walls and guard rails utilized to enclose roof uses, such as terraces, gardens or green roofs, shall be permitted to exceed the maximum allowable building height by up to 42 inches or as required by the Building Code. Guard rails shall not be located within 5 feet of the lot line shared with a residential lot. Rooftop equipment, structures, and improvements may exceed the maximum building height when authorized pursuant to LAMC Section 12.21.1 B.3(a) of Chapter 1 so long as it is screened from public view using non-reflective materials or otherwise made compatible with the overall design of the building. 			
<p>2. Transition to Residential: New construction on a lot designated as Commercial or Industrial in the Community Plan that directly abuts or is across an alley from a lot designated as Residential in the Community Plan shall transition in the following manner:</p> <ul style="list-style-type: none"> Where the rear or side yard property line is contiguous with the residential lot or separated by an alley that is less than 15 feet in width, the entire building shall be set back or individual floors “stepped back” one foot for every foot in building height as measured 15 feet above grade at the shared property line. Where the Project lot and the residential lot are separated by an alley 15 feet or greater in width, the entire building shall be set back or individual floors “stepped back” one foot for every foot in building height as measured from grade at the shared property line. 		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
B. Building Density & Intensity			

CPIO STANDARD	See Plan Sheet (Completed by Applicant)	Administrative Use Only	
		Standard Met?	Staff Comments
Maximum Residential Density: R3 Maximum Floor Area Ratio (FAR): 1.5:1		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
C. Building Disposition			
Lot Coverage All Projects that involve the construction of a new building shall provide a minimum lot coverage of 30%. Lot coverage shall be the cumulative total of the building footprint of all buildings on the lot.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
D. Building Design			
1. Sidewalk Frontage: <ul style="list-style-type: none"> The maximum setback for the Primary Frontage from the sidewalk shall be 2 feet. If the street facing façade is accessible to the public, the maximum Primary Frontage setback from the sidewalk may be exceeded by up to 20 feet along any portion of a lot line that abuts any Pedestrian Amenities incorporated into the Project. The maximum Primary Frontage setback shall not apply to those portions of the Primary Frontage where driveways are required. The maximum Primary Frontage setback frontage requirement shall be waived to the extent necessary to preserve a Designated or Eligible Historic Resource, or a Character Defining Element of the façade consistent with CPIO Subsection I-6.C.6. 		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
2. Corner Building Frontages: <ul style="list-style-type: none"> All street facing facades for a building on a corner lot shall comply with the Primary Frontage requirements listed in Building Design. Sidewalk Frontage above. For Mixed-Use buildings on a corner lot, no setback requirements, other than those listed in Building Design. Sidewalk 		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

CPIO STANDARD	See Plan Sheet (Completed by Applicant)	Administrative Use Only	
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Frontage, above, shall apply to any portion of the building used for residential uses.			
3. Pedestrian-Oriented Ground Floor: For Projects with new construction or a change of use, the ground floor of the Primary Frontage shall incorporate public interior spaces (such as public access areas, lobbies, or spaces used for Commercial Uses or Community Facilities) and be designed in the following manner: <ul style="list-style-type: none"> • Public interior spaces shall face the street. • Pedestrian entrances shall be no more than 3 feet above or below the grade of the abutting public sidewalk and shall face the Primary Frontage street. • The façade shall have a minimum of 30% clear and non-reflective storefront glazing, except for Commercial or Mixed-Use Projects, which shall have a minimum of 50% clear and non-reflective storefront glazing. • For Commercial or Mixed-Use Projects, the ground floor of the public interior space shall be: <ul style="list-style-type: none"> ○ A minimum of 75% of the length of the Primary Frontage, excluding areas used for vehicular access. ○ A minimum depth of 25 feet or, the total depth of the building, whichever is less. 		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
4. Residential: All single- and two-family dwellings, including Small Lot Subdivisions, as authorized by LAMC Section 12.22 C.27 of Chapter 1, shall have 0 side yard setbacks with abutting or shared common walls, as permitted by the Building Code.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
E. Parking. In addition to any regulations set forth by the underlying zone and the LAMC, the following parking regulations shall apply:			

CPIO STANDARD	See Plan Sheet (Completed by Applicant)	Administrative Use Only	
		Standard Met?	Staff Comments
<p>1. Reductions for Required On-site Parking:</p> <p>a. Is the Project a Restoration or Rehabilitation Project of a Designated Historic Resource or Eligible Historic Resource?</p> <p><input type="checkbox"/> Yes - exempt from all off-street parking requirements provided that it does not include an addition of more than 500 square feet or involves the demolition more than 10% of the original building envelope.</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> N/A</p> <p>b. Does the Restoration or Rehabilitation Project of a Designated Historic Resource or Eligible Historic Resource include a demolition or addition that is in excess of the limits listed in the preceding bullet point above, or involves the preservation of the Character Defining Elements of the façade consistent with CPIO Subsection I-6.C.6.?</p> <p><input type="checkbox"/> Yes - may reduce the required parking by 25%.</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> N/A</p> <p>c. Does the Project include a new use or change of use to a Full-Service Grocery Store use or Community Facilities?</p> <p><input type="checkbox"/> Yes - may reduce the required parking by 25%. <i>Projects obtaining parking reductions under this subsection shall record a covenant guaranteeing the Full- Service Grocery Store use or Community Facilities use in connection with the reduced parking requirement.</i></p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> N/A</p> <p>d. Is the Project a Change of Use within the existing building with a frontage on</p>		<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> N/A</p>	

CPIO STANDARD	See Plan Sheet (Completed by Applicant)	Administrative Use Only	
		Standard Met?	Staff Comments
<p>Adams Boulevard (between Fairfax Avenue and Somerset Drive) as of the effective date of the West Adams CPIO?</p> <p><input type="checkbox"/> Yes – No additional parking is required for any change of use provided any existing on-site parking is maintained or is reduced in accordance with this subsection (Parking).</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> N/A</p>			
<p>2. Parking Location and Access:</p> <p>Projects are encouraged, but not required to, substantially conform to the landscaping design guidelines in Appendix C or D, as applicable, and the Community Plan Commercial Area Design Guidelines. Projects shall comply with the following parking design regulations:</p> <ul style="list-style-type: none"> • Surface parking areas shall not be located between the property line and any building façade facing a street. • A minimum of 10% of the total area of the surface parking lot shall be landscaped. It shall have at least one shade tree for every four uncovered parking spaces dispersed within the parking area so as to shade the uncovered, unroofed surface parking area. A minimum of half of the trees planted should be evergreen shade-producing trees of no less than a 24" box tree or 15-gallon tree. These trees can, but are not required, to be one of the following variety: California Peppers, Magnolia or, Tipu. The trees shall be distributed throughout the parking lot to shade the parking area at maturity. <ul style="list-style-type: none"> ○ Those surface parking areas that are not located to the rear of the lot behind a building shall provide a 3-foot landscaped buffer, and a 3.5-foot-high 		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

CPIO STANDARD	See Plan Sheet (Completed by Applicant)	Administrative Use Only	
		Standard Met?	Staff Comments
<p>solid decorative wall along the property line facing the street or alley, and shall contain a 24" box tree or 15-gallon tree every 20 lineal feet. Trees provided within the landscape buffer may also be applied toward the tree requirements of this subsection.</p> <ul style="list-style-type: none"> Structured or podium parking located at the ground floor level of Commercial and Mixed-Use buildings shall be buffered from view, including through the use of public interior spaces pursuant to the Pedestrian-Oriented Ground Floor subsection in Building Design. Structured or podium parking located at the ground floor level that is not buffered from view through Commercial, Mixed-Use uses or other public interior spaces, shall be screened by a minimum 3-foot-wide landscaped buffer that conforms to the following standards: <ul style="list-style-type: none"> The buffer shall be landscaped with one of the following: <ul style="list-style-type: none"> 24" box trees or 15-gallon trees, not less than 10 feet in height at the time of planting, planted at a ratio of one for every 20 lineal feet; or Ground cover with a minimum height of 3 feet at maturity planted over the entire landscaped setback; or Clinging vines, oleander trees or similar vegetation planted over in the landscaped setback and capable of covering or screening the length of the wall of the podium parking up to a height of at least 9 feet. An automatic irrigation system shall be installed within the landscaped buffer. Parking structures located below grade may 			

CPIO STANDARD	See Plan Sheet (Completed by Applicant)	Administrative Use Only	
		Standard Met?	Staff Comments
<p>occupy the entire footprint of the site.</p> <ul style="list-style-type: none"> Access driveways shall be taken from alleys or side-streets when present. Driveway widths shall not exceed 30 feet, or the minimum allowed by the Los Angeles Department of Transportation, whichever is less. Multiple driveways providing access to the same project shall be a minimum of 200 feet apart from each other. 			

Table II-1. Commercial Corridors Subarea Use Regulations

Use	Regulation	Applicable Location	Exemptions/ Clarifications
Off-Site Alcohol Sales	In addition to compliance with the South Los Angeles Alcohol Sales Specific Plan, not more than one establishment is permitted within a ½ mile (2640 linear foot) radius of another Off-Site Alcohol Sales use ¹	All Corridors, except S. Robertson Blvd.	<ul style="list-style-type: none"> Full-Service Grocery Stores shall be exempt. Convenience Food Stores and other Off- Site Alcohol Sales establishments shall be exempt provided that they maintain the following dedicated sales floor area percentages, enforceable by a covenant: <ul style="list-style-type: none"> No more than 5% devoted to alcoholic beverage products; and More than 20 % devoted to the sale of fresh produce, meat, cheese or other perishable food. Sales floor area, includes, but is not limited to, shelving, refrigerators, and display cases.
Automotive Uses	Not more than one establishment is permitted within a ½ mile (2640 linear foot) radius of another Automotive	All Corridors, except S. Robertson Blvd.	Multiple Automotive Uses or accessory automotive uses are allowed when combined within the same lot or parcel of an existing Automotive Use.

Table II-1. Commercial Corridors Subarea Use Regulations

Use	Regulation	Applicable Location	Exemptions/ Clarifications
	Use. ¹		
	Prohibited	S. Robertson Blvd.	
Bail Bond Broker	Prohibited	S. Robertson Blvd.	
Bath, Turkish and the like	Prohibited	S. Robertson Blvd.	
Bathhouse and Hot Tub	Prohibited	S. Robertson Blvd.	
Boat Sales	Prohibited	S. Robertson Blvd.	
Farm Machinery Sales	Prohibited	S. Robertson Blvd.	
Free-Standing Fast-Food Establishment	Except where prohibited, not more than one establishment is permitted within a ½ mile (2640 linear foot) radius of another Free-Standing Fast-Food Establishment use ¹	All Corridors	<ul style="list-style-type: none"> • Applies to Free-Standing Fast-Food Establishments, with or without drive-through service. • Expansion or replacement of existing uses shall be exempt.
Free-Standing Fast-Food Establishment	Prohibited	Directly adjacent, across a street, alley or intersection from a public school	'Public school' shall include any elementary, middle or high school, whether a public, a charter, or a magnet school.
Gun and Pawn Shops	Prohibited	All Corridors	Includes storage of guns or pawned items to be sold, rented or otherwise relocated for sale.
Helicopter Landing	Prohibited	S. Robertson Blvd.	
Hostel	Prohibited	S. Robertson Blvd.	
100% Residential Developments	Prohibited	Commercial and RAS zoned properties along Washington, Pico & S. Robertson Blvds.	
Open Storage	Not more than one establishment is permitted within a ½ mile (2640 linear	All Corridors, except S. Robertson Blvd.	

Table II-1. Commercial Corridors Subarea Use Regulations

Use	Regulation	Applicable Location	Exemptions/ Clarifications
	foot) radius of another Open Storage use ¹		
	Prohibited	S. Robertson Blvd.	
Payday Lenders and/or Check Cashing Facilities	Not more than one establishment is permitted within a ½ mile (2640 linear foot) radius of another Payday Lenders and/or Check Cashing Facilities use ¹	All Corridors, except S. Robertson Blvd.	
	Prohibited	S. Robertson Blvd.	
Recycling Collection or Buyback Centers	Not more than one establishment is permitted within a ½ mile (2640 linear foot) radius of another Recycling Collection or Buyback Center use ¹	All Corridors, except Jefferson, Adams, La Cienega, Venice, and S. Robertson Blvds.	
	Prohibited	Jefferson, Adams, La Cienega, Venice and S. Robertson Blvds.	
Sorority and Fraternity Houses	Prohibited	S. Robertson Blvd.	
Storage Building for Household Goods	Not more than one establishment is permitted within a ½ mile (2640 linear foot) radius of another Storage Building for Household Goods use ¹	All Corridors, except S. Robertson Blvd.	Expansion of existing uses shall be limited to a total FAR of 1.5:1
	Prohibited	S. Robertson Blvd.	
Storefront Churches/ Storefront Houses of Worship or other	Conditional Use Permit required pursuant to LAMC Section 12.24 of	Washington Blvd.	Use limitation applies only to uses located exclusively along the Primary Frontage of the Ground Floor

Table II-1. Commercial Corridors Subarea Use Regulations

Use	Regulation	Applicable Location	Exemptions/ Clarifications
secular and non-secular places of assembly	Chapter 1		
Swap Meets	Not more than one establishment is permitted within a ½ mile (2640 linear foot) radius of another Swap Meets use ¹	All Corridors	Applies to indoor and outdoor swap meets
Taxicab Business	Prohibited	S. Robertson Blvd.	
Tobacco/Cigarette Shops (Wholesale or Discount)	Not more than one establishment is permitted within a ½ mile (2640 linear foot) radius of another Tobacco/Cigarette Shops use ¹	All Corridors, except S. Robertson Blvd.	Includes Smoke Shops
	Prohibited	S. Robertson Blvd.	

¹ Distance shall be measured from the center point of the front lot line of the subject parcel to the nearest property line of any parcel containing the same use.

Appendix B: CPIO Environmental Standards – New Construction or Major Remodels Only
To be completed by the applicant and subsequently verified by Project Planners during review.

Environmental Standards (CPIO, pp. 107 – 113)		See Plan Sheet (Completed by Applicant)	Administrative Use Only		
			Yes	No	N/A
Aesthetics	AE1: Setbacks/Stepbacks AE2: Lighting AE3: Glare				
Air Quality	AQ1: Emission Control During Construction				
Biological Resources	BR1: Bird Nesting BR2: LA City Tree Preservation Ordinance				
Cultural Resources	CR1: HCM Review CR2: HPOZ Review CR3: SurveyLA Review CR4: Cultural Resource Record Search				

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

Environmental Standards (CPIO, pp. 107 – 113)		See Plan Sheet (Completed by Applicant)	Administrative Use Only		
			Yes	No	N/A
	CR5: On-Site Cultural Resource Removal CR6: Archeologist Inspection/Examination CR7: Archeologist Course of Action CR8: Cultural Materials Scientific Analysis CR9: Paleontologist Inspection/Examination CR10: Human Remains Notifications				
Greenhouse Gas Emissions	GHG1: GHG Reduction Measures				
Hazards and Hazardous Materials	HM1: Phase 1 ESA				
Noise and Vibration	N1: Haul Route Management N2: HCM Adjacent Vibration Control Plan N3: Noise Study				
Public Services	PS1: LAPD Crime Prevention				

Appendix C: Washington Boulevard Design Guidelines

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

		Plan Sheet	Administrative Use Only			
			Yes	No	N/A	Staff Comments
Site and Building Design Guideline A-1: Site Plan						
A-1.A.	Courtyards and Open Space					
A-1.B.	Pedestrian Connection					
A-1.C.	Pedestrian Passageways					
A-1.D.	Driveway Access					
A-1.E.	Bicycle Parking					
A-1.F.	Utilities					
A-1.G.	Mechanical & Electrical Equipment					
A-1.H.	Exterior Lighting					
A-1.I.	Trash Enclosures					

Appendix C: Washington Boulevard Design Guidelines

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

		Plan Sheet	Administrative Use Only			
			Yes	No	N/A	Staff Comments
A-1.J.	Fencing					
A-1.K.	Crime Prevention Through Environmental Design					
Guideline A-2: Architectural Design						
A-2.A.	Primary Entrance					
A-2.B.	Compatibility					
A-2.C.	Ground Level Retail					
A-2.D.	Security					
A-2.E.	Façade Articulation					
A-2.F.	Architectural Features					
A-2.G.	Building Materials					
A-2.H.	Building Form					
A-2.I.	Rooftop Mechanical Equipment & Utilities					
A-2.J.	Rooftop Patio and Balconies					
A-2.K.	Parking Structures					
B. Landscaping						
Guideline B-1: Landscape and Walls						
B-1.A.	Lot Area					
B-1.B.	Entrances					
B-1.C.	Screening of Above-Grade Parking					
B-1.D.	Mixed-Use					
B-1.E.	Buffering Walls					
B-1.F.	Unenclosed Industrial Uses					
B-1.G.	Auto-Servicing Uses, Storage Areas & Laundromats					
B-1.H.	Parking Structures					
Guideline B-2: Surface Parking						
B-2.A.	Design					
B-2.B.	Buffering and Walls					
B-2.C.	Abutting Residential					

Appendix C: Washington Boulevard Design Guidelines

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

		Plan Sheet	Administrative Use Only			
			Yes	No	N/A	Staff Comments
Guideline B-3: Maintenance						
B-3.A.	Fabricated Features					
B-3.B.	Vegetation					
B-3.C.	Irrigation					
C. Signs						
Guideline C-1. General Guidelines						
C-1.A.	Maximum Size					
C-1.B.	Number of Signs					
C-1.C.	Awning Signs					
C-1.D.	Window Signs					
C-1.E.	Wall Signs					
C-1.F.	Monument Signs					
C-1.G.	Pole Signs					
D. Streetscape Features:						
Guideline D-1. Streetscape						
D-1.A.	Street Trees					
D-1.B.	Plant Material					
D-1.C.	Pavings & Curbs					
D-1.D.	Street Signage					
D-1.E.	Street Lights					
D-1.F.	Sidewalks					
D-1.G.	Crosswalks					

Appendix D: Robertson Boulevard Design Guidelines

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

		Plan Sheet	Administrative Use Only				
			Yes	No	N/A	Staff Comments	
A. SITE AND BUILDING DESIGN							
Guideline A-1: Site Plan							
A-1.A.	Courtyards and Outdoor Areas						
A-1.B.	Location of Open Space						

Appendix D: Robertson Boulevard Design Guidelines

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

		Plan Sheet	Administrative Use Only			
			Yes	No	N/A	Staff Comments
Guideline A-2: Pedestrian Orientation						
A-2.A.	Location of Retail Uses					
A-2.B.	Pedestrian Entrances					
A-2.C.	Pedestrian Walkways					
Guideline A-3: Architectural Design						
A-3.A.	Building Wall					
A-3.B.	Façade Articulation					
A-3.C.	Façade Treatment – Horizontal Elements					
A-3.D.	Building Wall Materials					
Guideline A-4: Security, Screening, Mechanical & Rooftop Features						
A-4.A.	Security Devices					
A-4.B.	Screening Devices					
A-4.C.	Iron Fencing					
A-4.D.	Mechanical Equipment/Utilities					
A-4.E.	Roof Top Equipment					
Guideline A-5: Storage, Trash and Loading Areas						
A-5.A.	Trash Enclosures					
A-5.B.	Loading and Storage Areas					
Guideline A-6: On-Site Lighting						
A-6.A.	Light of Vehicular and Pedestrian Access					
A-6.B.	Other On-Site Lighting					
Guideline A-7: Building Articulation						
A-7.A.	Color					
A-7.B.	Awnings					
A-7.C.	Maintenance					
B. SIGNS						
Guideline B-1: Materials and Color						
B-1.A.	Color					
Guideline B-2: Illumination						

Appendix D: Robertson Boulevard Design Guidelines

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		Plan Sheet	Administrative Use Only			
			Yes	No	N/A	Staff Comments
B-2.A.	Illumination					
B-2.B.	Monument Signs					
Guideline B-3: Sign Plan						
B-3.A.	Building Identification Signs – Number and Size					
B-3.B.	Awning Signs – Number and Size					
B-3.C.	Wall Signs – Number					
B-3.D.	Wall Signs – Size					
B-3.E.	Wall Signs – Placement					
B-3.F.	Monument Signs – Number, Size and Placement					
B-3.G.	Projecting Signs – Size and Placement					
B-3.H.	Multi-Tenant Listings					
C. Landscaping						
Guideline C-1: Landscaping Features						
C-1.A.	Entrances					
C-1.B.	Side and Rear Yards					
C-1.C.	Lighting					
C-1.D.	Surface Parking					
C-1.E.	Number of Trees					
C-1.F.	Buffers					
C-1.G.	Walls – General					
C-1.H.	Walls Abutting Residential Uses					
Guideline C-2: Maintenance						
C-2.A.	Fabricated Features					
C-2.B.	Vegetation					
C-2.C.	Irrigation					
Guideline C-3: Repair and Service Shops Not Fully Enclosed						
C-3.A.	Walls					
C-3.B.	Landscape Setback					
Guideline C-4: Freestanding Walls						

Appendix D: Robertson Boulevard Design Guidelines

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

		Plan Sheet	Administrative Use Only			
			Yes	No	N/A	Staff Comments
C-4.A.	Freestanding Walls					
D. PARKING STRUCTURES						
Guideline D-1: Design						
D-1.A.	Screening					
D-1.B.	Irrigation					
D-1.C.	Buffers Along Residential Uses					
E. Mixed-Use Projects Guideline E-1: Design						
E-1.A.	Pedestrian Entrances					
E-1.B.	Façade Treatment – Finish					
E-1.C.	Mechanical Equipment					
E-1.D.	Building Walls					
E-1.E.	Design of Open Space Areas					
E-1.F.	Roofs and Rooftop Equipment					
E-1.G.	Storage and Trash Areas					
E-1.H.	Freestanding and Retaining Walls					
Guideline E-2: Parking Structures						
E-2.A.	Wall Treatments					
E-2.B.	Landscaping					
F. STREETSCAPE FEATURES						
Guideline F-1: Streetscape and Hardscape Features						
F-1.A.	Free standing Planters					
F-1.B.	Security Devices					
Guideline F-2: Paving/Sidewalks						
F-2.A.	Paving/Sidewalks					

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 review of submitted plans:

Planning Signature	Phone Number
Print Name	Date