



Architectural Commission Report

Meeting Date: Wednesday, July 17, 2013

Subject: **COFFEE BEAN & TEA LEAF**
233 South Beverly Drive

Request for approval of a façade remodel, business identification signage, and a construction barricade graphic. The Commission will also consider adoption of a Categorical Exemption, pursuant to the California Environmental Quality Act. (PL1309803)

Project agent: Michael Zenobi – Coffee Bean & Tea Leaf

Recommendation: Conduct public hearing to discuss the project details and provide the applicant with an approval.

REPORT SUMMARY

The applicant is requesting review and approval of a façade remodel, business identification signage, and a construction barricade graphic. The façade remodel includes the following components:

- Paint façade end walls in burgundy;
- Frameless storefront system with stainless steel top and curb;
- White outdoor dining railing;
- Ventless interior/exterior fireplace;
- Wrap existing storefront column in stainless steel to match storefront;
- Façade graphic (perpendicular to storefront);
- Light fixtures beneath existing awning, and;
- Paint existing outdoor dining railing white.
- *Note: Existing awning is proposed to remain.*

The applicant is also requesting business identification signage. The total business identification signage area for the tenant space is proposed at 28.5 and is configured as follows:

- One 24.5 SF façade-mounted halo-lit business identification sign, and;
- One 4 SF interior ceiling-mounted illuminated business identification sign.

The façade-mounted business identification sign consists of halo-lit, pin-mounted, aluminum lettering painted "Duranodic Bronze". The interior business identification sign consists of an internally lit white acrylic face.

Pursuant to Beverly Hills Municipal Code (BHMC) §10-4-604, the maximum sign area for a ground floor business with street frontage is calculated at a ratio of 2 SF for each one foot of linear street frontage. Based on a street frontage of approximately 29'-0", the maximum sign area for this tenant is 58 SF. In addition, a ground floor business may have an additional 5 SF sign for each fifty feet of street frontage.

Attachment(s):

- A. Detailed Design Description and Materials (Applicant Prepared)
- B. Project Design Plans
- C. DRAFT Approval Resolution

Report Author and Contact Information:

Cindy Gordon, Associate Planner
(310) 285-1191
cgordon@beverlyhills.org



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The applicant is also requesting one barricade graphic with signage. The graphic is artful in nature with a 9 SF business logo; the maximum sign area for construction barricades is 12 SF. No signage is proposed on the barricade returns; however, a project-specific condition has been added to the draft resolution of approval requiring that 6 SF of sign area is allocated on each return for adjacent tenants. This condition is to comply with the Community Development Department's policy of requiring such signage to ensure that adjacent tenants maintain visibility during construction.

DESIGN ANALYSIS

Based on staff's review of the proposed design, two areas of improvement were identified to enhance the storefront design and, therefore, enhance the overall streetscape. This review resulted in the following comments:

- The façade-mounted business identification sign is currently proposed at a height of approximately 1'-4". This height results in a sign that is overly large for the area in which it is mounted. Staff recommends reducing the height of the sign to a maximum letter height of 12" and reducing the width of the sign proportionally. The sign shall be centered in the area in which it is mounted.
- The outdoor dining railing is currently proposed to be painted white. Staff recommends the railing be painted in black to better blend in with the streetscape.

Project-specific conditions have been included in the draft resolution of approval. The Commission may choose to adopt the conditions proposed or revise them based on comments provided at the meeting.

ZONING CODE COMPLIANCE

Applications for design review are preliminarily evaluated for compliance with the zoning code. Applicants are encouraged and have the option of requesting a comprehensive review separate and apart from this application. Formal compliance review will occur when a building permit application is filed (plan check). The applicant has been advised that changes during plan check may require revisions and subsequent approval from the Architectural Commission or staff, as appropriate.

ENVIRONMENTAL ASSESSMENT

The subject project is exempt from the California Environmental Quality Act (CEQA – Public Resources Code §§21000 – 21178), pursuant to Section 15061(b)(3) of the State CEQA Guidelines in that the project includes the review of building design, colors and materials to the façade of the building, front yard landscaping or minor low-scaled accessory structures, such as fences or walls. It can be seen with certainty that there is no possibility that the subject activity could result in a significant effect on the environment.

PUBLIC OUTREACH AND NOTIFICATION

Public notification was not required for this project.



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Attachment A:

Detailed Design Description
and Materials (applicant prepared)

SECTION 1 – AUTHORIZATION & APPLICANT TEAM

A Property Information

Project Address: 233 S. Beverly Dr., Beverly Hills, CA 90212
Adjacent Streets: Charleville Blvd., Gregory Way, El Camino Dr. and Reeves Dr.

B Property Owner Information¹

Name(s): Daniel J. Blatteis
Address: 1940 Century Park East, Suite 200
City: Los Angeles State & Zip Code: CA 90067
Phone: 310-282-5300 ext. 224, 310-429-8150 (cell) Fax: 310-282-5311
E-Mail: dblatteis@b-srealty.com

C Applicant Information [individual(s) or entity benefiting from the entitlement]

Name(s): Michael Anthony Zenobi
Address: 1945 S. La Cienega Blvd.
City: Los Angeles State & Zip Code: CA 90034
Phone: 310-237-2355, 310-279-0782 (cell) Fax: 310-815-2504
E-Mail: mzenobi@coffeebean.com

D Architect / Designer Information [Employed or hired by Applicant]

Name(s): James Rosenlieb - JDR Architects Registered Architect? Yes No
Address: 7010 Arlington Ave., Suite 206
City: Riverside State & Zip Code: CA 92503
Phone: 951-729-5400, 714-227-0886 (cell) Fax:
E-Mail: jrosenlieb@jdrarchitects.com

E Landscape Designer Information [Employed or hired by Applicant]

Name(s): N/A
Address:
City: State & Zip Code:
Phone: Fax:
E-Mail:

F Agent [Individual acting on behalf of the Applicant] NOTE: All communication is made through the Agent.

Name(s): N/A
Address:
City: State & Zip Code:
Phone: Fax:
E-Mail:

G I hereby certify that I am the owner(s) of the subject property and that I have reviewed the subject application and authorize the Agent to make decisions that may affect my property on my behalf.²

see attached authorization letter

Property Owner's Signature & Date

Property Owner's Signature & Date

¹ If the owner is a corporate entity, the names of two corporate officers are required from each of the following Groups:
Group A – Chairperson or president of the board; Group B – board secretary or chief financial officer.

² A signed and dated authorization letter from the property owner is also acceptable.

SECTION 2 – PROJECT DESCRIPTION / ZONING INFORMATION

A Indicate Requested Application

- Staff Review
 - Three (3) sets of plans required (all plan sets must be 11" x 17" in size).
- Architectural Commission Review
 - Eight (8) sets of plans required (all plan sets must be 11" x 17" in size).
 - Public Notice materials required for Sign Accommodations (see Section 5 for public notice requirements).

B Identify the scope of work (check all that apply):

- New construction
 - Façade Remodel ONLY
 - Business Identification Sign(s)
 Number of signs proposed: 1
 - Building Identification Sign(s)
 Number of signs proposed: _____
 - Sign Accommodation (explain reason for the accommodation request below):
 Number of signs proposed: 1
 - Other: _____
- Remodel: Int. & Ext, no floor area added
 - Remodel: Int. & Ext, floor area added
 - Awning(s): New Recovery
 - Open Air Dining: #Tables _____ # Chairs _____

C Describe the scope of work proposed including materials and finishes:

Replace (E) illuminated sign with new LED illuminated (halo) sign.
 Replace (E) worn wood storefront system with new frameless storefront system. No change in location or size of glazed open.
 Install new ventless fireplace in storefront.
 Remove (E) exterior tile at patio.
 Refinish (E) exterior concrete at patio to uniform finish.
 Repaint (E) aged railing at (E) patio.
 Repaint (E) exterior plaster soffit and exterior plaster walls.
 Install new vinyl mural graphic on aluminum panel.
 Install new exterior space heaters.
 Add silk screened logo on (E) canvas awning.

D Identify the Project Zoning (City Zoning Map: <http://gis.beverlyhills.org/>)

- R-4 R-4X R-4 R-4-P R-4X2
- R-3 RMCP C-3 C-3A C-3B
- C-5 C-3T-1 C-3T-2 C-3T-5 C-5
- Other: _____

E Lot is currently developed with (check all that apply):

- General Office Building Multi-family Building Other (specify below): _____
- Retail Building Vacant
- Medical Office Building Restaurant

F Has the existing structure been designed by a notable architect or is it identified on any historic resource inventory, including the City of Beverly Historic Resources Survey (Verify with the Planning Division if the property is listed on the City's survey)?

Yes No If yes, please list Architect's name: _____

SECTION 3 – PROJECT DETAILS AND MATERIALS (continues on next page)

A Indicate in the chart below all applicable signage details:

	Type of Sign	Quantity	Dimensions	Square Ft	Maximum Area Permitted by Code
1	Business ID Sign(s)		18" 10" X 1'-3 3/4"	24.5 (channel letter sign)	1 sq ft per 1 linear ft of footage
2					
3					
4					
5					

B List the specific materials and finishes for all of the architectural features proposed in the project (List N/A, not applicable, for features that do not apply.):

FAÇADE (List all material for all portions visible from the street)

Material: New Storefront System: Frameless 1/2" glass with top and bottom SS track Blumcraft 1300 Series or Similar; New ventless fire place EcoSmart Designer Range - Vision
Texture /Finish: _____
Color / Transparency: _____

WINDOWS/DOORS (Include frame, trim, glass, metal, etc.)

Material: New Storefront System: Frameless 1/2" glass with top and bottom SS track Blumcraft 1300 Series or Similar
Texture /Finish: _____
Color / Transparency: _____

ROOF

Material: N/A
Texture /Finish: _____
Color / Transparency: _____

COLUMNS

Material: Existing
Texture /Finish: Smooth
Color / Transparency: Benjamin Moore Classic Burgundy B-26

BALCONIES & RAILINGS

Material: Railing (existing)
Texture /Finish: Semi-Gloss
Color / Transparency: Benjamin Moore Simply White OC-119

OUTDOOR DINING ELEMENTS (List all material for all outdoor dining elements.)

Material: Patio heaters - metal, exterior patio chairs, exterior soft seats, exterior tables
Texture /Finish: Smooth (heaters), woven/aluminum frames (chairs), teak (soft seats), painted metal (tables)
Color / Transparency: Stainless steel (heaters, Ventana brown (chairs), natural finish (soft seats), Ventana Brown (tables)

SECTION 3 – PROJECT DETAILS AND MATERIALS (continued from previous page)

AWNINGS, CANOPIES

Material: Awning (E) adding logo
Texture /Finish: silkscreened
Color / Transparency: White

DOWNSPOUTS / GUTTERS

Material: N/A
Texture /Finish:
Color / Transparency:

BUSINESS ID SIGN(S)

Material: Aluminum (channel letter sign)
Texture /Finish: Painted automotive enamel
Color / Transparency: Duranodic bronze

BUILDING ID SIGN(S)

Material: N/A
Texture /Finish:
Color / Transparency:

EXTERIOR LIGHTING

Material: Metal
Texture /Finish: Smooth
Color / Transparency: White

PAVED SURFACES

Material:
Texture /Finish:
Color / Transparency:

FREESTANDING WALLS AND FENCES

Material: Railing (E)
Texture /Finish: Smooth
Color / Transparency: White

OTHER DESIGN ELEMENTS

Material:
Texture /Finish:
Color / Transparency:

C Describe the proposed landscape theme, if applicable. Explain how the proposed landscaping complements the proposed style of architecture:

N/A

SECTION 4 – DESIGN ANALYSIS AND FINDINGS (for Commission level applications only)

A Clearly identify how your project adheres to each of the required findings of the Architectural Review Commission:

1. **Describe** how the proposed building or structure is in conformity with good taste and good design and, in general, contributes to the image of Beverly Hills as a place of beauty, spaciousness, balance, taste, fitness, broad vistas and high quality.

The primary intent of the proposed design is to replace existing worn and damaged elements with all new finishes. The design intentionally utilizes minimal number of finishes in order to present a contemporary look in keeping with the surrounding buildings.

2. **Describe** how the proposed building or structure indicates the manner in which the structure is reasonably protected against external and internal noise, vibrations, and other factors which may tend to make the environment less desirable.

The proposed new storefront is of the highest quality to ensure the best possible sound insulation.

3. **Describe** how the proposed building or structure is not, in its exterior design and appearance, of inferior quality such as to cause the nature of the local environment to materially depreciate in appearance and value.

All exterior materials (stainless steel, glass, existing exterior cement plaster) are durable and weather resistant.

4. **Describe** how the proposed building or structure is in harmony with the proposed developments on land in the general area, with the general plan for Beverly Hills, and with any precise plans adopted pursuant to the general plan.

The proposed design is an upgrade of the existing finishes. There is no change in use or occupancy.

5. **Describe** how the proposed development is in conformity with the standards of the municipal code and other applicable laws insofar as the location and appearance of the buildings and structures are involved.

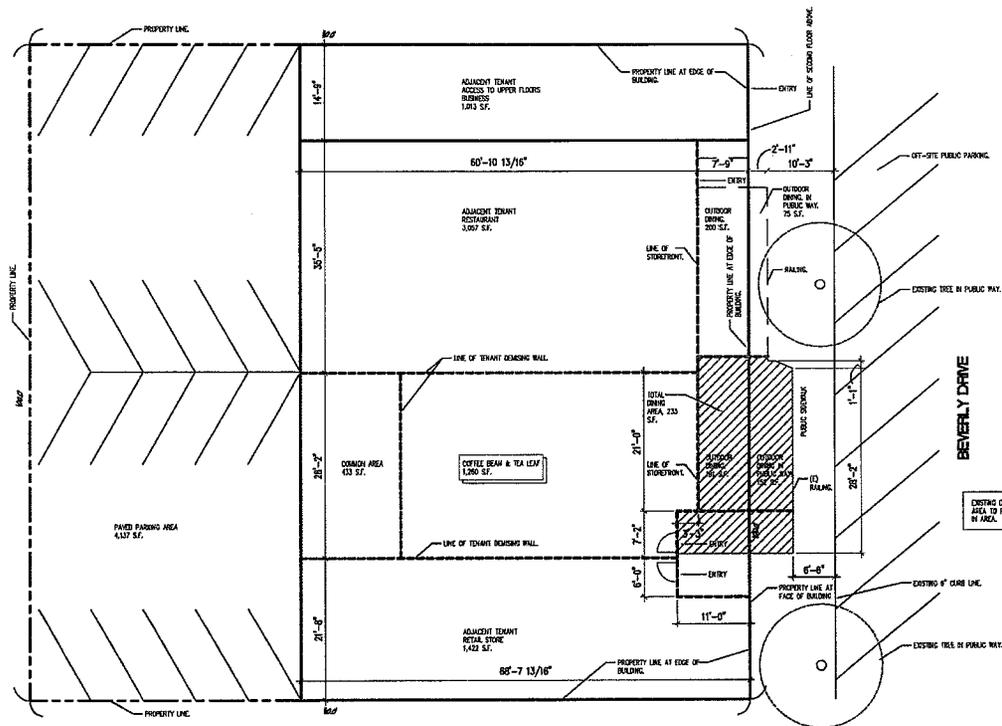
New proposed signage is a total of 29 sq. ft. in conformance to maximum area permitted by code - 1 sq. ft. per linear ft. of frontage.



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Attachment B:
Project Design Plans



PLOT PLAN
SCALE: 1/8" = 1'-0"

SA01.00

2

APN: 4328934005
 GENERAL PLAN: COMMERCIAL - LOW DENSITY
 ZONING: C-5 COMMERCIAL
 LOT SIZE: 11,000 S.F. (PER PLAT MAP)
 13,600 S.F. (PER APN)
 F.A.R. ALLOWED: 2.0
 F.A.R. ACTUAL: 1.19
 NO REQUIRED BUILDING SETBACKS PER ZONING ORDINANCE SECTION 10-5-2008

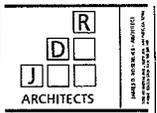
FLOOR AREA
 FIRST FLOOR: 6,285.00 S.F.
 SECOND FLOOR: 6,865.00 S.F.
TOTAL FLOOR AREA: 13,090 S.F.
 PATIO AREA: 181 S.F.
 CBLT TENANT AREA: 152 S.F.
 TOTAL CBLT PATIO AREA: 333 S.F.
 ADJACENT TENANT AREA: 200 S.F.
 ADJACENT TENANT PUBLIC AREA: 75 S.F.
 TOTAL ADJACENT TENANT AREA: 275 S.F.
 TOTAL PATIO AREA: 608 S.F.
 TOTAL PAVED AREA: 4,137 S.F.

FIRST FLOOR TENANT AREAS:
 BUSINESS TENANT: 1,013 S.F.
 RESTAURANT TENANT: 2,157 S.F.
 COFFEE BEAN & TEA LEAF: 1,260 S.F.
 RETAIL STORE: 1,422 S.F.
 COMMON AREA: 433 S.F.
TOTAL FLOOR AREA: 6,285 S.F.

PROJECT DATA
SCALE: NONE

NT-42

1



The Coffee Bean & Tea Leaf
 1945 South Le Cienega BLVD
 Los Angeles, CA 90034

landlord

XXXX XXXX
 XXXX, CA XXXXX

The Coffee Bean and Tea Leaf
 STORE 27 - 233 S. BEVERLY DR.
 BEVERLY HILLS, CA 90212

Δ	Date	Description	By
	02/07/13	DESIGN REVIEW	JDR
	03/11/13	FINAL REVIEW	JDR
	06/03/13	CITY DESIGN REVIEW	
	06/12/13	CITY DESIGN REVIEW	
	06/20/13	CITY DESIGN REVIEW	

Project Name
CBLT - STORE 27 REMODEL

Client Name
SKB-00

Plot Name
SA01-00

Description
PLOT PLAN

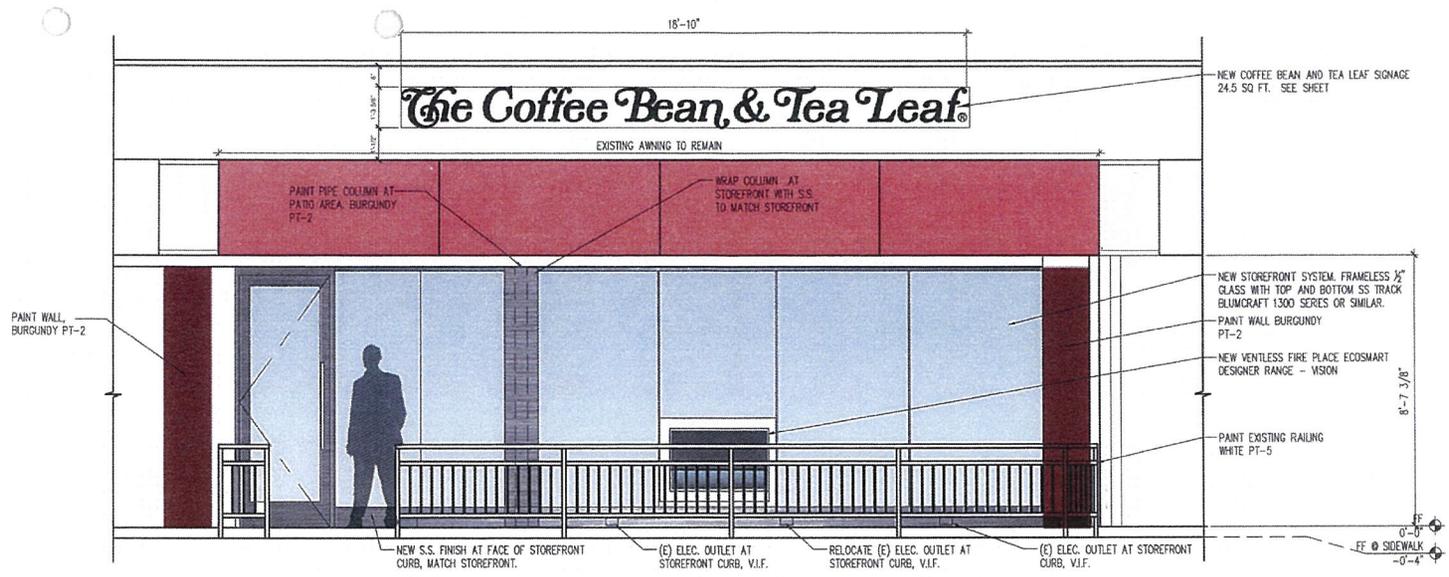
Sheet
27

Scale
1/8" = 1'-0"

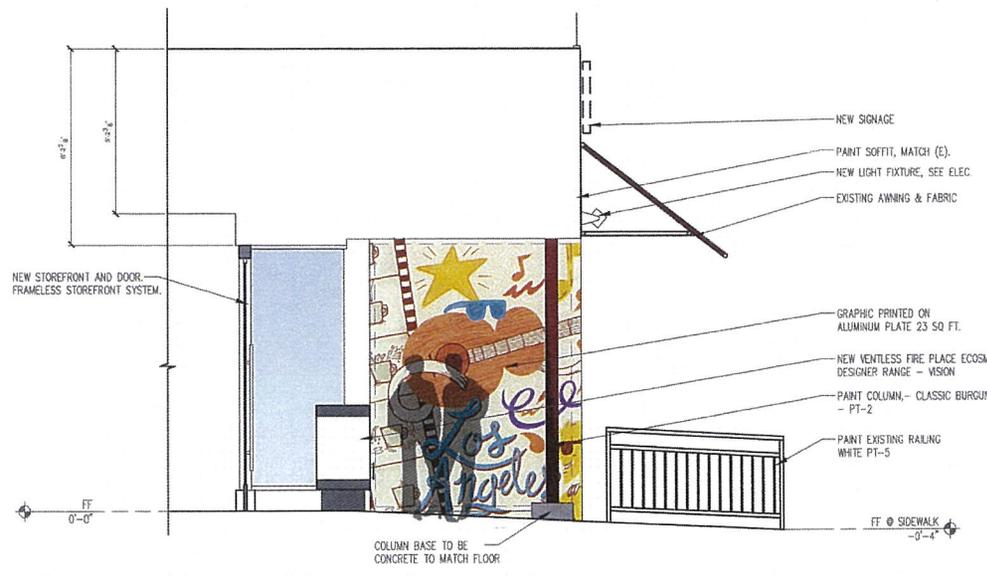
Date
01/15

SA01.00

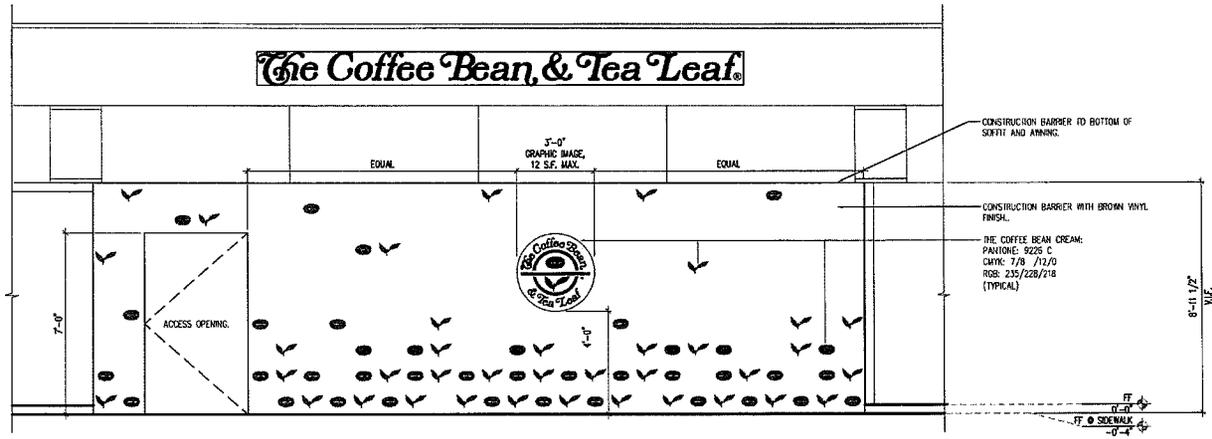
01/15



STOREFRONT ELEVATION
1/4"=1'-0"



SECTION AT FIREPLACE
1/4"=1'-0"

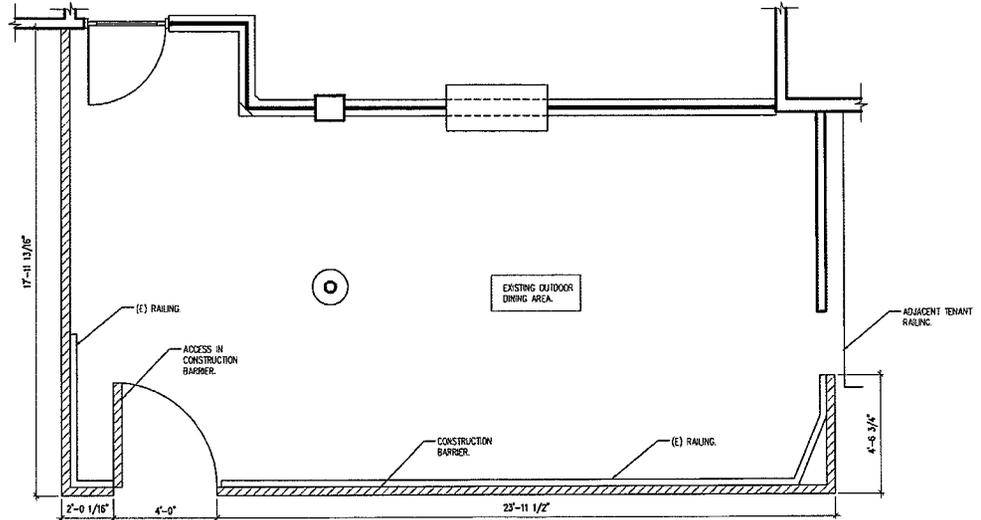


CONSTRUCTION BARRIER ELEVATION

SCALE: 1/2" = 1'-0"

EE_02

2

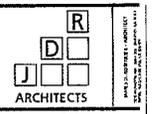


ENLARGED PLAN - CONSTRUCTION BARRIER

SCALE: 1/2" = 1'-0"

PP_02

1



The Coffee Bean & Tea Leaf
1945 South La Cienega BLVD
LOS ANGELES, CA 90034

landlord
xxx address
xxx, CA xxxxx

The Coffee Bean and Tea Leaf
STORE 27 - 233 S. BEVERLY DR.
BEVERLY HILLS, CA 90212

Date	Revised / Description	By	Check
02.07.13	DESIGN REVIEW	JDR	JDR
03.11.13	FINAL REVIEW	JDR	JDR
06.03.13	CITY DESIGN REVIEW		
06.12.13	CITY DESIGN REVIEW		
06.20.13	CITY DESIGN REVIEW		

Project Name: CBLT - STORE 27 REMODEL
Store Number: 27
CAD File Name: A09-03
Description: CONSTRUCTION BARRICADE ELEV. & ENLARGED PLAN
Sheet:

A09.03

©2013

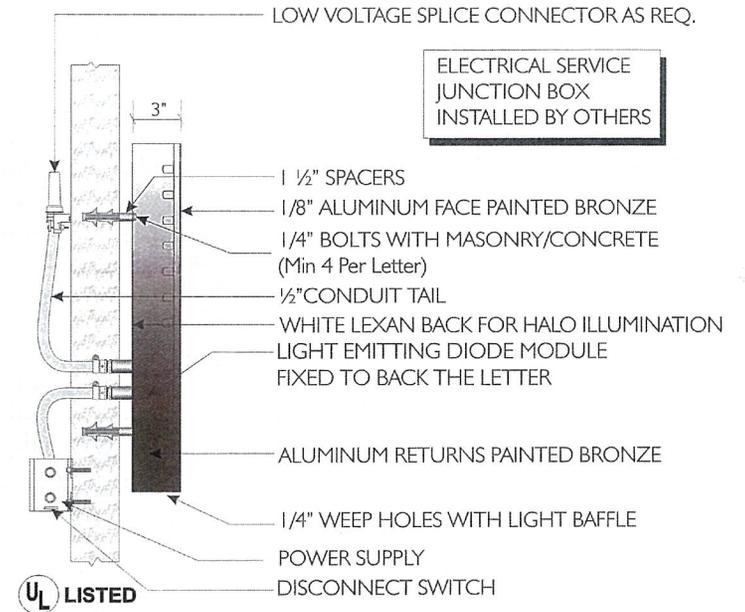
TOTAL FRONTAGE 29'-0"



Storefront Elevation

Scale: 3/16" = 1'-0"

**EXISTING 24" HANGING LOGO SIGN
SEE SHEET 2 FOR DETAILS
(SIGN TO BE RELOCATED HERE)**



Reverse Channel Halo Lit Letters



SIGN

1 Measurements

25.11 Sq. Ft.

Scale: 1/2" = 1'-0"

VISIBLE GRAPHICS

21520 Strathern Street
Canoga Park, CA 91304
T 818.787.0477
Fax 818.787.0415
www.visiblegraphics.com

Project Name:
The Coffee Bean

Project Address:
Beverly Hills, Ca

Date: 6-24-13
Sign Type: Sign I
Scale: As Noted
Sr Acct Mngr: Dave
Coordinator:
Designer: Leslie

CLIENT



CLIENT APPROVAL
Visible Graphics does NOT provide primary electrical to sign location - responsibility of others

Client Signature _____ Date _____
COPY - COLORS - SIZES

LANDLORD APPROVAL

Landlord Signature _____ Date _____

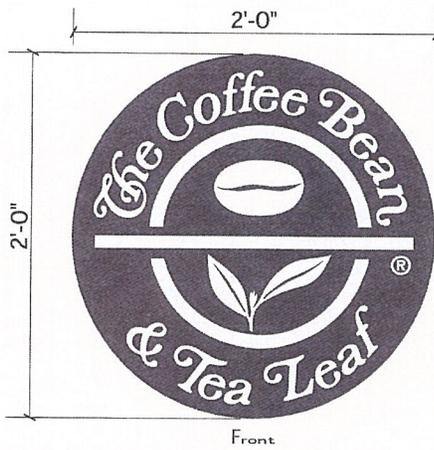
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Job Number _____

Sheet:



RELOCATE EXISTING SIGN

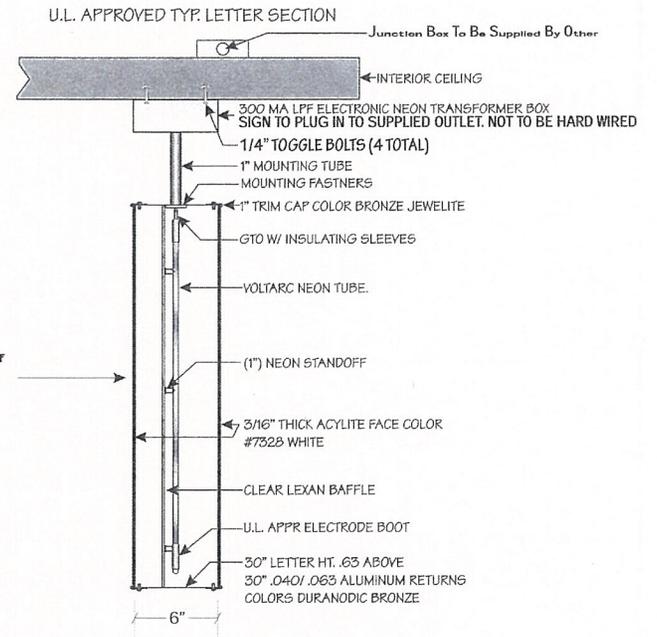


Elevation: D/F The Coffee Bean Lollipop Sign



Back

Note: 5'-6" From Center Of Lollipop Sign To Floor



Side View Details: D/F The Coffee Bean Lollipop Sign

V I S I B L E G R A P H I C S



Project Name: The Coffee Bean
Project Address: Beverly Hills, Ca

Date: 6-24-13
Sign Type: Hanging Logo
Scale: As Noted
Sr Acct Mngr: Dave
Coordinator:
Designer: Leslie

CLIENT



CLIENT APPROVAL
Visible Graphics does NOT provide primary electrical to sign location - responsibility of others

Client Signature _____ Date _____
COPY - COLORS - SIZES

LANDLORD APPROVAL

Landlord Signature _____ Date _____

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Job Number _____

Sheet:

2



Architectural Commission Report

445 North Rexford Drive, Room 280-A

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Attachment C:

DRAFT Approval Resolution

RESOLUTION NO. AC-XX-13

RESOLUTION OF THE ARCHITECTURAL COMMISSION OF THE CITY OF BEVERLY HILLS CONDITIONALLY APPROVING AN ARCHITECTURAL REVIEW PERMIT TO ALLOW A FAÇADE REMODEL, BUSINESS IDENTIFICATION SIGNAGE, AND A CONSTRUCTION BARRICADE GRAPHIC FOR THE PROPERTY LOCATED AT 233 SOUTH BEVERLY DRIVE (PL1309803 – COFFEE BEAN & TEA LEAF).

The Architectural Commission of the City of Beverly Hills hereby finds, resolves and determines as follows:

Section 1. Michael Anthony Zenobi, agent, on behalf of the property owner, Daniel J. Blatteis, and the tenant, Coffee Bean & Tea Leaf (Collectively the “Applicant”), has applied for architectural approval of a façade remodel, business identification signage, and a construction barricade graphic for the property located at 233 South Beverly Drive.

Section 2. Beverly Hills Municipal Code Article 30, Chapter 3 of Title 10, authorizes the Architectural Commission the authority to approve, approve with conditions or deny design-related aspects of projects located in the city’s commercial and multi-family districts, subject to findings set forth in Beverly Municipal Code Section 10-3-3010.

Section 3. Consistent with Beverly Hills Municipal Code Section 10-3-3010, this resolution documents the official action of the architectural commission with respect to the project.

Section 4. The subject project has been reviewed pursuant to the provisions set forth in the California Environmental Quality Act (CEQA – Public Resource Code Sections 21000, *et seq.*), the State CEQA Guidelines (California Code of Regulations, Title 14, Sections 15000 *et seq.*), and the city’s

local CEQA Guidelines. The subject project is exempt from environmental review pursuant to Section 15061(b)(3) of the State CEQA Guidelines in that the project includes the review of building design, colors and materials to the façade of the building, landscaping or minor low-scaled accessory structures, such as fences or walls. It can be seen with certainty that there is no possibility that the subject activity could result in a significant effect on the environment.

Section 5. The Architectural Commission conducted a duly noticed public hearing on July 17, 2013 at which time oral and documentary evidence was received concerning the application.

Section 6. Based upon the evidence presented at the hearings, including the staff report(s), oral and written testimony, the Architectural Commission hereby makes the following findings:

A. The plan for the proposed building or structure is in conformity with good taste and good design and, in general, contributes to the image of Beverly Hills as a place of beauty, spaciousness, balance, taste, fitness, broad vistas, and high quality. Specifically the project incorporates an appropriate balance of color, high quality materials and appropriate architectural design principles to reinforce the city's urban form and promote the image of Beverly Hills.

B. The plan for the proposed building or structure indicates the manner in which the structure is reasonably protected against external and internal noise, vibrations, and other factors which may tend to make the environment less desirable. The proposed project is proposed to be constructed using contemporary building materials and practices, and, as conditioned, compliant with all applicable building codes, including standards that protect against unwanted noise and vibrations.

C. Proposed building or structure is not, in its exterior design and appearance, of inferior quality such as to cause the nature of the local environment to materially depreciate in appearance and value. Specifically, the commission has reviewed the design and construction materials proposed for the project, which incorporates contemporary building material of known quality and durability. Moreover, the project design is appropriate to the building and surrounding improvements and is well matched to the selected materials.

D. As conditioned, the proposed building or structure is in harmony with the proposed developments on land in the general area, with the general plan for Beverly Hills, and with any precise plans adopted pursuant to the general plan. The proposed project complies with the applicable goals and policies set forth in the general plan, and, as conditioned, designed in a manner that complies with local ordinances. The overall design is consistent with and appropriate to other improvements in the general vicinity.

E. The proposed development is in conformity with the standards of this code and other applicable laws insofar as the location and appearance of the buildings and structures are involved. As, conditioned, the project will be designed in compliance with all applicable regulations.

F. The proposed development is designed in a manner that protects and preserves those exterior elements of the building which the planning commission found contributed to the determination of the project as a "character contributing building": in accordance with section 10-2-707 of this title. The proposed project does not include a request and has not been determined by the planning commission to be a project that qualifies as a "character contributing building" under section 10-2-707. Therefore, this finding is not applicable to the subject project.

Section 7. Based on the foregoing, the Architectural Commission hereby grants the request defined in this resolution subject to the following conditions:

Project-Specific Conditions

1. The maximum letter height for the façade-mounted business identification sign shall be 12". The width of the façade-mounted business identification sign shall be reduced proportionally.
2. The outdoor dining railing shall be painted black in color.
3. The construction barricade shall be revised so that a six (6) square foot sign is located on each barricade return and allocated for the tenants immediately adjacent to the barricade. This signage shall allow such tenants to provide signage that indicates their establishments remain open for business.

Standard Conditions

4. **Revised Plan Submittal.** For all projects that are approved with project-specific conditions, a revised plan set that has fully incorporated all such conditions shall be submitted to the project planner, both in hard copy format and in electronic format, prior to submitting for the building permit plan check process.
5. **Architectural Approval.** Project approval is for the design-related aspects of the project only. No approval is implied or granted with regard to applicable city zoning or technical codes, which may require review and approval from other city commissions or officials.
6. **Compliance with Municipal Code.** Prior to issuance of a building permit, the applicant shall demonstrate compliance with all applicable provisions of the city's municipal code and applicable conditions imposed by any discretionary review approval.

7. **Compliance with Special Conditions.** Any special conditions that require approval by the director of community development, or designee, shall be submitted to the staff liaison to the commission within fourteen (14) days of approval or prior to submittal of the plan check review application, whichever is greater.
8. **Project Rendering.** Prior to issuance of a building permit, the applicant shall incorporate into the building permit set of plans, an updated color rendering of all building facades. The quality and detail of the rendering shall be subject to approval from the director of community development, or designee, and shall include sufficient design information to evaluate project compliance during construction.
9. **Approval Resolution.** A copy of the signed resolution of approval shall be scanned onto the cover sheet(s) of the building permit set of plans.
10. **Substantial Compliance with Approved Plans.** The director of community development, or designee, shall determine if changes to the approved project are in substantial compliance with the commission's action. This determination shall be subject to applicable fees and charges. A substantial modification to the approved project requires approval from the Architectural Commission.
11. **Validity of Permits.** The rights granted by this approval shall remain valid for three (3) years from the date of approval, unless extended pursuant to Beverly Hills Municipal Code Section 10-3-207.

Section 8. The Secretary of the Architectural Commission shall certify to the passage, approval, and adoption of this resolution, and shall cause this resolution and its certification to be entered in the administrative record maintained by the community development department.

Section 9. Decisions of the Architectural Commission may be appealed to the City Council within fourteen (14) days of the final action by filling a written appeal and paying appropriate fees with the City of Beverly Hills City Clerk.

Approved as to Form and Content:

Adopted: July 17, 2013

William Crouch, Commission Secretary
Community Development Department

James Blakeley, III, Chair
Architectural Commission