



Architectural Commission Report

Meeting Date: Wednesday, September 18, 2013

Subject: **MORGAN STANLEY**
9665 Wilshire Boulevard
Request for approval of new building identification signage and new signage on an existing monument sign.
(PL1318995)

Project agent: Rob Clark – Megahertz Sign

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 new signage on an existing 157 foot tall commercial building. The proposed signage includes:

- Remove two existing “Morgan Stanley Smith Barney” building identification signs
- Install two new “Morgan Stanley” building identification signs in approximately the same location on the south and west elevations, visible from Wilshire Boulevard
 - 48”h internally illuminated white channel letters
 - 3” square tube connection onto existing glass façade and vertical window mullions
- Install new tenant panel on existing monument sign
 - 4.5”h white vinyl overlay letters
 - Copy: “Morgan Stanley”

Pursuant to Beverly Hills Municipal Code (BHMC) §10-4-605, the total building identification sign area on any one side of a building shall not exceed 2% of the vertical surface of such side. No more than one building identification sign shall be permitted on any one side of a building and no more than 4 such signs in total shall be permitted on any building. The vertical surface of the subject building is 27,632 square feet, so 2% or 552 square feet would be the maximum permissible sign area on each elevation; 195.7 square feet of signage is proposed on each of two elevations.

URBAN DESIGN ANALYSIS

Based on the Urban Designer’s review of the proposed project, the proposed sign letters are too large on the building and the monument sign. Though the overall sign area will be decreasing with the removal of the copy “Smith Barney,” the “Morgan Stanley” letter size will be increasing from 36” to 48” in height so the impact of the sign will appear larger. Staff recommends that the new “Morgan Stanley” sign letters keep to a 36” letter height which, placed at 143 feet off grade, will still be highly visible on the two building elevations. Additionally, the proposed monument sign letters are oversized for the panel space in which they are proposed. The Urban Designer recommends that the monument sign

Attachment(s):

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

Report Author and Contact Information:

Reina Kapadia, Limited Term Planner
(310) 285-1129
rkapadia@beverlyhills.org



Architectural Commission Report

455 North Rexford Drive, Room 280-A

AC Meeting – September 18, 2013

letters be reduced to a size more compatible with the other existing tenant signs, no more than 3 inches in height.

Project-specific conditions have been proposed in the draft approval resolution to reflect the Urban Designer's analysis. The Architectural Commission may choose to incorporate such conditions, propose alternative project-specific conditions based on the review conducted by the Commission at the public hearing, or approve the project as presented.

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. The project has also been reviewed and found to be a potential historic resource. However, the project has been designed consistent with the Secretary of the Interior's Standards for Rehabilitation and is also exempt from the California Environmental Quality Act, pursuant to Section 15331 (Historical Resource Restoration/Rehabilitation) of the State CEQA Guidelines.

PUBLIC OUTREACH AND NOTIFICATION

No public notification was required for this project.



Architectural Commission Report

455 North Rexford Drive, Room 280-A

AC Meeting – September 18, 2013

Attachment A:

Detailed Design Description
and Materials (applicant prepared)

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). *N/A*

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

- New construction
 - Façade Remodel ONLY
 - Business Identification Sign(s)
Number of signs proposed: _____
 - Building Identification Sign(s)
Number of signs proposed: *2*
 - Sign Accommodation (explain reason for the accommodation request below):
Number of signs proposed: _____
 - 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:

Remove two (2) sets of 36" face-lit channel letters reading, "Morgan Stanley Smith Barney" (250 square feet per set) and replace with two (2) sets of 48" face-lit channel letters reading, "Morgan Stanley" (146 square feet per set).

Both existing and proposed letters are all aluminum construction, LED illumination with white plex faces and white painted returns.

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

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

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

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

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: *CRAIG EWWOOD*

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	BUILDING ID # E01	1		195.72	2% OF BUILD ELEV
2	" # E02	1		"	" "
3	MONUMENT REFACE # E03	1			TOTAL SIGN AREA 55 S/F
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: GLASS W/ ALUMINUM MULLION
 Texture / Finish: _____
 Color / Transparency: _____

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

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

ROOF

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

COLUMNS

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

BALCONIES & RAILINGS

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

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

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

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

AWNINGS, CANOPIES

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

DOWNSPOUTS / GUTTERS

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

BUSINESS ID SIGN(S)

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

* **BUILDING ID SIGN(S)**

Material: ALUMINUM
Texture /Finish: SMOOTH PAINTED (WHITE) FINISH
Color / Transparency: WHITE PLEX GLASS

EXTERIOR LIGHTING

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

PAVED SURFACES

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

FREESTANDING WALLS AND FENCES

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

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:

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 proposed sign is of the same design, colors, materials and mounting design as the existing sign. The existing sign was approved by the City of Beverly Hills and the proposed sign reflects the good taste and design. Since the "Smith Barney" part of the name has been eliminated, the overall characters of the sign have been reduced from twenty-four to thirteen. The proposed sign will be a single line design instead of the two-line design that it is replacing.

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.

Signs are not applicable to being protected against external or interior noise or vibrations and will not have a negative effect on the environment.

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.

The proposed sign consists of individual channel letters utilizing internal illumination with LED lighting, the most environmentally friendly method of illumination available. The quality of the proposed signs will match the quality of the existing signage we are replacing.

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.

High-rise buildings in the general area employ individual channel letters for their identification. Many of these signs are older and utilize neon for their illumination. Neon uses far more energy and are far more dangerous than the new technology of LED lighting. Our letters are unsurpassed in quality and safety within the sign industry.

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.

The Beverly Hills Municipal Code section 10-4-605 #2 requires that Building ID shall be restricted to those sides of a building directly fronting on a public street. #3 goes on to allow two more signs not fronting on a public street if the building exceeds 100 feet from grade. Morgan Stanley is only requesting two Building ID signs. The sizes of the signs are limited to 2% of the vertical surface area of the face of the building to which the sign will be attached. The area of the building face for sign E-01 is 27,632 SF. 2% of that number is 552.64 allowable SF of signage. The proposed size of E-01 is 195.72 SF. The area of the building face for sign E-02 is 13,816 SF. 2% of that number is 276.32 SF. The proposed size of E-02 is 195.72 SF.

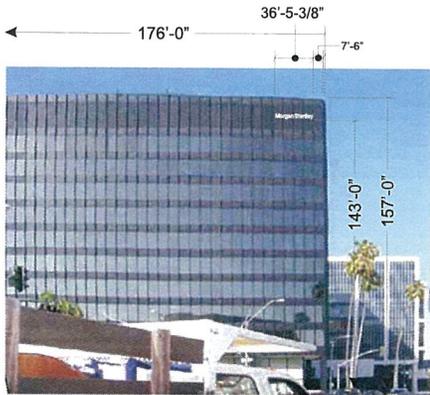


Architectural Commission Report

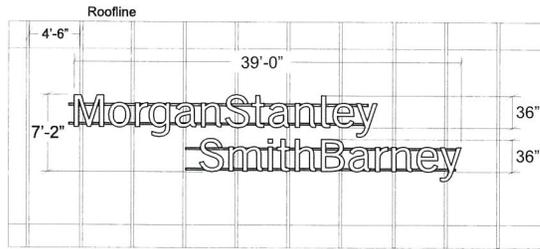
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AC Meeting – September 18, 2013

Attachment B:
Project Design Plans

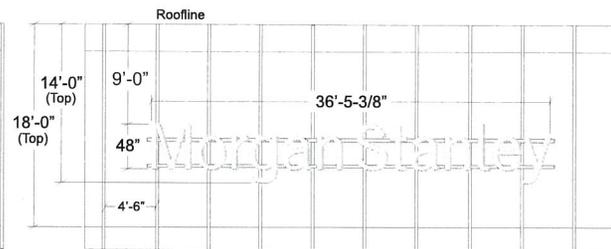
Recommended Sign Type



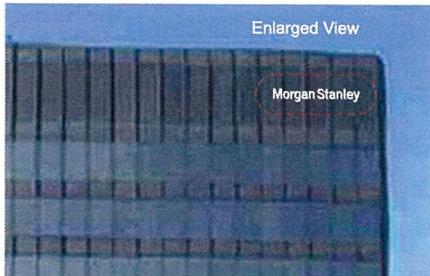
E-01 - WEST ELEVATION
N.T.S. 27,632 S/F



Existing 318.5 Sq. Ft. Scale: 3/32" = 1'-0"

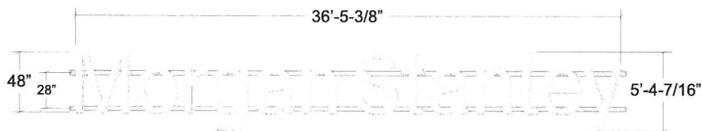


Proposed 195.72 Sq. Ft. Scale: 3/32" = 1'-0"



E-01 - WEST ELEVATION CLOSE-UP
N.T.S.

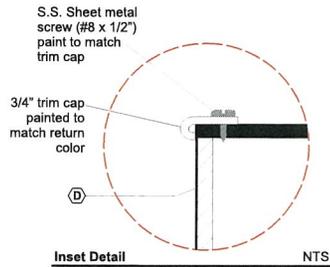
E-01 48" LED Illuminated Channel Letter Set



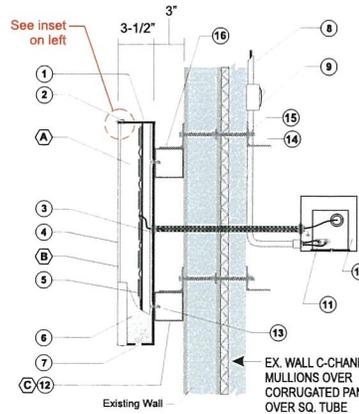
FRONT VIEW

Illuminated Channel Letters
White translucent faces
Trim cap & Returns - Painted White
LED illumination

SIDE VIEW



Installation Note: thru-bolt connection @ every Vertical Window Mullion @ Square Tube connection
Total: sixteen (16) connection points



Section Detail

WHITE LED ILLUMINATED CHANNEL LETTERSET

Remote Mount

Installation: Interior; Exterior.

Electrical specifications:

Volts: 120 Amp: 1.70 Circ: 1

Descriptions:

1	RETURNS TO BE .040 ALUMINUM WELDED TO .063 ALUMINUM BACKS. RETURNS PAINTED WHITE SATIN ACRYLIC POLYURETHANE
2	#8 X 1/2" SS SCREWS PAINTED TO MATCH RETURN
3	CONDUIT LOCKNET
4	3/16" WHITE ACRYLIC #7328
5	SLOAN EXTERIOR GRADE WHITE LED
6	ALUMINUM RETURNS WELDED TO BACK
7	1/4" WEEP HOLES WITH LIGHT BLOCKER
8	PRIMARY ELECTRICAL FEED (EXISTING)
9	LISTED DISCONNECT SWITCH IN PRIMARY
10	POWER SUPPLY WITH UL LISTED BOX
11	GROUND WIRE
12	3" X 3" X .120" WALL ALUMINUM SQUARE TUBING, TYP.
13	#10 - 16 HILTI KWIK PRO MIN. FOUR (4) PER LETTER, TYP.
14	METAL ANGLE IRON BACK SUPPORT HARDWARE
15	1/2" DIA. THRU-BOLT @ 4'-6" O.C.
16	2.5" X 2.5" X 1/4" X 6" ALUM. WELDED ANGLE TO THE 3" X 3" X .120" WALL ALUM. SQUARE TUBING

Notes:

- * ALL WIRES AND TRANSFORMERS SHALL BE HIDDEN FROM VIEW
- * ALL COMPONENTS TO MEET LOCAL CODES
- * ALL SIGNAGE SHALL BE UL LISTED AND LABELED
- * NO SEAMS OR WELDS SHOULD BE VISIBLE

Colors:

A	INTERIOR PAINTED STAR BRIGHT WHITE
B	PAINTED METALLIC SILVER
C	WIREWAY PAINTED TO MATCH BUILDING FASCIA
D	FACES WHITE LEXAN



112 W. Elm Court, Burbank, CA 91502
Phone: 818.566.1850
Fax: 818.566.1821
www.megahertzsign.com

Morgan Stanley #554
9665 Wilshire Blvd.
Beverly Hills, CA. 90212

Date: April 18, 2013
Salesperson: Rob Clark
Coordinator: Rob Clark
Designer: RC/MB
Scale: Noted

Revisions

1. Revisions 07/23/13 MB

CUSTOMER APPROVAL

Customer Signature _____ Date _____
COPY, COLORS & SIZES

MegaHertz Electric & Signs does NOT provide primary electrical to sign location- RESPONSIBILITY OF OTHERS!

Customer Signature _____ Date _____

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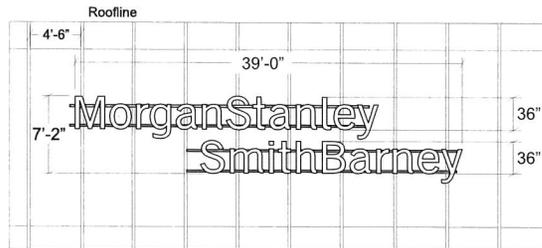
THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRIC CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUNDING AND BONDING OF THE SIGN.

Drawing Number: _____

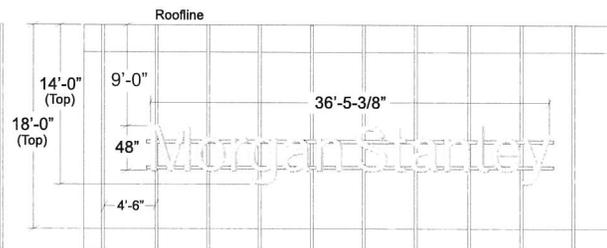
Work Order Number: _____

Sheet: 2 of:

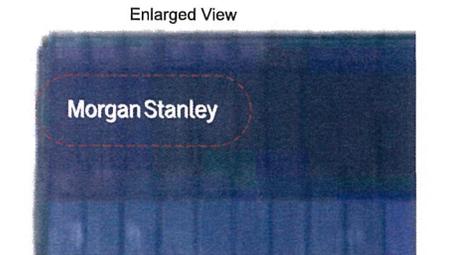
Recommended Sign Type



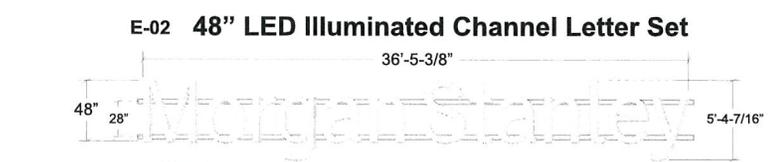
Existing 318.5 Sq. Ft. Scale: 3/32" = 1'-0"



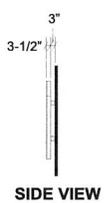
Proposed 195.72 Sq. Ft. Scale: 3/32" = 1'-0"



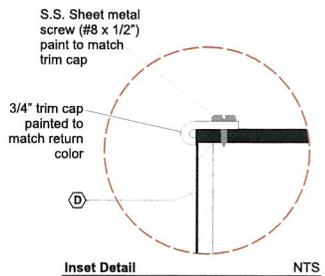
E-02 - SOUTH ELEVATION CLOSE-UP
N.T.S.



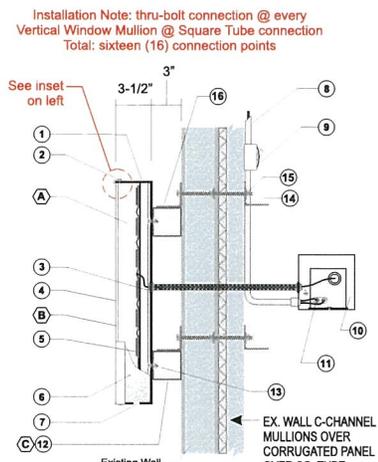
E-02 48" LED Illuminated Channel Letter Set
Illuminated Channel Letters | White translucent faces
Trim cap & Returns - Painted White | LED illumination



SIDE VIEW



Inset Detail NTS



Section Detail NTS

Installation Note: thru-bolt connection @ every Vertical Window Mullion @ Square Tube connection
Total: sixteen (16) connection points

WHITE LED ILLUMINATED CHANNEL LETTERSET

Remote Mount

Installation: Interior Exterior
Electrical specifications:
Volts: 120 Amp: 1.70 Circ: 1

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3	CONDUIT LOCKNET
4	3/16" WHITE ACRYLIC #7328
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6	ALUMINUM RETURNS WELDED TO BACK
7	1/4" WEEP HOLES WITH LIGHT BLOCKER
8	PRIMARY ELECTRICAL FEED (EXISTING)
9	LISTED DISCONNECT SWITCH IN PRIMARY
10	POWER SUPPLY WITH UL LISTED BOX
11	GROUNDING WIRE
12	3" X 3" X .120" WALL ALUMINUM SQUARE TUBING, TYP.
13	#10 - 16 HILTI KWIK PRO MIN. FOUR (4) PER LETTER, TYP.
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Notes:
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C	WIREWAY PAINTED TO MATCH BUILDING FASCIA
D	FACES WHITE LEXAN

MEGAHERTZ
Electric • Signs • Lighting
CONTRACTOR LICENSE #019078

112 W. Elm Court, Burbank, CA 91502
Phone: 818.566.1850
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www.megahertzsign.com

Morgan Stanley #554
9665 Wilshire Blvd.
Beverly Hills, CA. 90212

Date: April 18, 2013
Salesperson: Rob Clark
Coordinator: Rob Clark
Designer: RC/MB
Scale: Noted

Revisions

1. Revisions	07/23/13	MB

CUSTOMER APPROVAL

Customer Signature _____ Date _____
COPY, COLORS & SIZES

MegaHertz Electric & Signs does NOT provide primary electrical to sign location-
RESPONSIBILITY OF OTHERS!

Customer Signature _____ Date _____
This design is the exclusive property of MegaHertz Electric & Signs and cannot be reproduced in whole or in part, without their prior written approval.

UL Underwriters Laboratories Inc. APPROVED

THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 608 OF THE NATIONAL ELECTRIC CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUNDING AND BONDING OF THE SIGN.

Drawing Number: _____
Work Order Number: _____
Sheet: 3 Of: _____



112 W. Elm Court, Burbank, CA 91502
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Revisions

1. Revisions	07/23/13	MB

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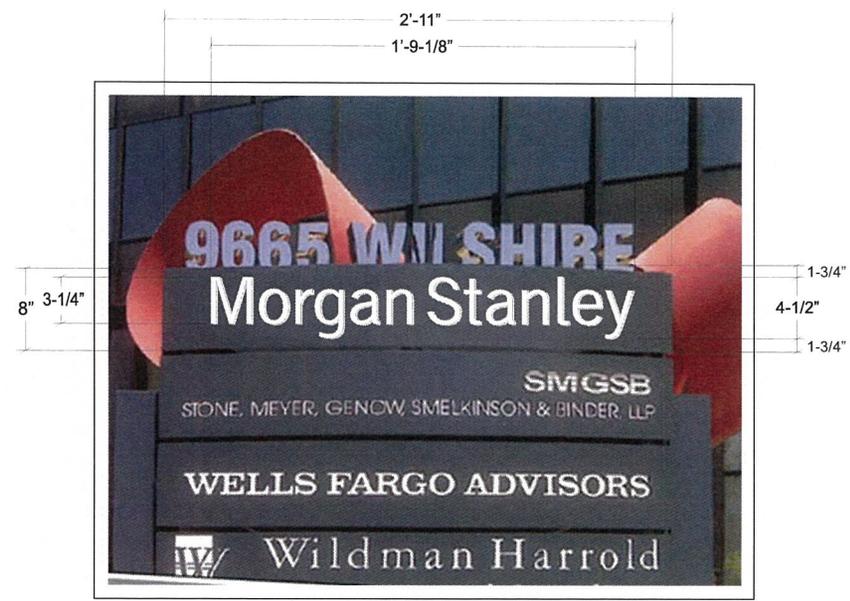
THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRIC CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUNDING AND BONDING OF THE SIGN.

Drawing Number: _____

Work Order Number: _____

Sheet: **4** Of: _____

Recommended Sign Type



PROPOSED



EXISTING

- E-03 3-1/4" high vinyl overlay**
- Proposed Action: Remove and Install
 - Proposed Sign Type: Tenant Panel on Existing Monument
 - Sign ID: LL Controlled Item
 - Description: Landlord to receive request to change sign
 - Signage Text: Morgan Stanley
 - Signage Material: 3M White .015 vinyl overlay w/ adhesive back
 - Monument Sign: Externally illuminated w/ two (2) uplights



Architectural Commission Report

455 North Rexford Drive, Room 280-A

AC Meeting – September 18, 2013

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 NEW BUILDING IDENTIFICATION SIGNAGE AND NEW SIGNAGE ON AN EXISTING MONUMENT SIGN FOR THE PROPERTY LOCATED AT 9665 WILSHIRE BOULEVARD (PL1318995 – MORGAN STANLEY).

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

Section 1. Rob Clark or Megahertz Signs, agent, on behalf of the property owner, Equity Office, and the tenant, Morgan Stanley (Collectively the “Applicant”), has applied for architectural approval of new building identification signage and new signage on an existing monument sign for the property located at 9665 Wilshire Boulevard.

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. The project has also been reviewed and found to be a potential historic resource. However, the project has been designed consistent with the Secretary of the Interior's Standards for Rehabilitation and is also exempt from the California Environmental Quality Act, pursuant to Section 15331 (Historical Resource Restoration/Rehabilitation) of the State CEQA Guidelines.

Section 5. The Architectural Commission conducted a duly noticed public hearing on September 18, 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, complaint 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 building identification signs shall be reduced in size to a letter height of 36 inches.
2. The tenant’s monument signage shall be reduced in size to a letter height of 3 inches.

Standard Conditions

1. **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.
2. **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.

3. **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.
4. **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.
5. **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.
6. **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.
7. **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.

8. **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: September 18, 2013

William Crouch, Commission Secretary
Community Development Department

James Blakeley III, Chair
Architectural Commission