



Architectural Commission Report

Meeting Date: Wednesday, July 15, 2015

Subject: **OBAGI (PL1506057)**
270 North Canon Drive

Request for approval of a sign accommodation for multiple business identification signs and a sign accommodation for multiple building identification signs. The Commission will also consider adoption of a Categorical Exemption, pursuant to the California Environmental Quality Act.

(continued from the May 20, 2015 Architectural Commission meeting)

Project agent: Bob DeRobbio – Sign Management

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

REPORT SUMMARY

The applicant is requesting review and approval of a sign accommodation for multiple business identification signs and a sign accommodation for multiple building identification signs for Obagi located at 270 North Canon Drive.

The project was previously reviewed by the Architectural Commission at its meeting on Wednesday, May 20, 2015. At that meeting, the Commission indicated the designed warranted further review and directed the project to be restudied and returned to a future meeting. The comments provided by the Commission related primarily to the building identification signage in its configuration, size, and relation to the architecture of the existing building.

As a result of the Commission's comments, the applicant has modified the design and has prepared an applicant-preferred option and an alternative option, as follows:

Applicant-preferred Option (Building Identification Signage)

- One (1) 25.3 SF façade-mounted, halo-illuminated sign with aluminum letters (sign copy: "ZEIN OBAGI"), and;
- One (1) 20 SF façade-mounted, halo-illuminated sign with an aluminum material (sign copy: logo)
- *Note: The signs were previously proposed at 36.5 SF and 36 SF, respectively.*

Alternative Option (Building Identification Signage)

- One (1) 45 SF façade-mounted, halo-illuminated sign with aluminum letters (sign copy: "ZEIN OBAGI" + logo)

Pursuant to BHMC §10-4-605, the Architectural Commission may approve a sign accommodation to allow multiple building identification signs provided that the signs located on any one side of a building

Attachment(s):

- A. May 20, 2015 Staff Report and Previously Proposed Plans
- B. Response to Comments (applicant-prepared)
- C. Project Design Plans
- D. DRAFT Approval Resolution

Report Author and Contact Information:

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



Architectural Commission Report

455 North Rexford Drive, Room 280-A

AC Meeting – July 15, 2015

do not exceed two percent (2%) of the vertical surface area of that wall, excluding penthouse walls. As such, based on a vertical surface area of 5,304 SF and a maximum sign area of 106 SF, the proposed building identification signage is within the maximum standards set forth in the BHMC.

No changes are proposed to the previously proposed business identification signs as a result of the Commission's comments and the proposal remains as follows:

Sign Accommodation (multiple business identification signs)

- One (1) 9.3 SF fountain-mounted, non-illuminated sign with aluminum letters (sign copy: "OBAGI"), and;
- One (1) 16.3 façade-mounted, non-illuminated sign with aluminum and acrylic letters (sign copy: "OBAGI, SKIN HEALTH INSTITUTE")
- *Note: The proposed business identification signs will replace the existing signage.*

TOTAL SIGN AREA: 25.6 SF

Pursuant to BHMC §10-4-604, the Architectural Commission may approve a sign accommodation to allow multiple business identification signs if the total area of all business identification signs does not exceed the lesser of: 1) 100 square feet; 2) the total business sign area otherwise permitted by this section, or; 3) 10% of the vertical surface area of that portion of the wall below 20'-0". As such, based on a storefront length of 102'-6" and a maximum sign area of 100 SF, the proposed business identification signage is within the maximum standards set forth in the BHMC.

URBAN DESIGN ANALYSIS

The replacement of the existing business identification signs with those currently proposed will continue to serve as a positive enhancement to the streetscape of North Canon Drive and will allow the business to showcase an updated branding identity. The proposed business identification signs are appropriate in scale and complement the building aesthetic.

However, the proposed Applicant-preferred Option continues to detract from the building as it lacks a clear and cohesive configuration in its relation to the building's architecture. City staff recommends approval of the proposed Alternative Option, with its full vertical alignment of the sign text and logo, as it more appropriately fits within the aesthetic of the building and expresses a coherent configuration that will enhance the building and the streetscape of North Canon Drive.

A project-specific condition has been added to the draft approval resolution indicating that the building identification signs are to be consistent with the "Alternative Option". The Commission may elect to remove, modify, or add additional conditions as a result of their analysis and discussion on the project.

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



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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 not be a historic resource. The existing improvements to be demolished or altered were not designed by an architect or builder identified on the City's Master Architect list and the site and improvements are not listed on the City's historic resource inventory.

PUBLIC OUTREACH AND NOTIFICATION

Public outreach and notification was not required for this project.



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Attachment A

May 20, 2015 Staff Report
and Previously Proposed Plans



Architectural Commission Report

Meeting Date: Wednesday, May 20, 2015

Subject: **OBAGI (PL1506057)**
270 North Canon Drive

Request for approval of a sign accommodation for multiple business identification signs and a sign accommodation for multiple building identification signs. The Commission will also consider adoption of a Categorical Exemption, pursuant to the California Environmental Quality Act.

Project agent: Bob DeRobbio – Sign Management

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 sign accommodation for multiple business identification signs and a sign accommodation for multiple building identification signs for Obagi located at 270 North Canon Drive. The project includes the following components:

Sign Accommodation (multiple business identification signs)

- One (1) 9.3 SF fountain-mounted, non-illuminated sign with aluminum letters (sign copy: "OBAGI"), and;
- One (1) 16.3 façade-mounted, non-illuminated sign with aluminum and acrylic letters (sign copy: "OBAGI, SKIN HEALTH INSTITUTE")
- *Note: The proposed business identification signs will replace the existing signage.*

TOTAL SIGN AREA: 25.6 SF

Pursuant to BHMC §10-4-604, the Architectural Commission may approve a sign accommodation to allow multiple business identification signs if the total area of all business identification signs does not exceed the lesser of: 1) 100 square feet; 2) the total business sign area otherwise permitted by this section, or; 3) 10% of the vertical surface area of that portion of the wall below 20'-0". As such, based on a storefront length of 102'-6" and a maximum sign area of 100 SF, the proposed business identification signage is within the maximum standards set forth in the BHMC.

Sign Accommodation (multiple building identification signs)

- One (1) 36.5 SF façade-mounted, halo-illuminated sign with aluminum letters (sign copy: "ZEIN OBAGI"), and;
- One (1) 36 SF façade-mounted, halo-illuminated sign with aluminum letters (sign copy: logo)

TOTAL SIGN AREA: 72.5 SF

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



Architectural Commission Report

455 North Rexford Drive, Room 280-A

AC Meeting – May 20, 2015

Pursuant to BHMC §10-4-605, the Architectural Commission may approve a sign accommodation to allow multiple building identification signs provided that the signs located on any one side of a building do not exceed two percent (2%) of the vertical surface area of that wall, excluding penthouse walls. As such, based on a vertical surface area of 5,304 SF and a maximum sign area of 106 SF, the proposed building identification signage is within the maximum standards set forth in the BHMC.

URBAN DESIGN ANALYSIS

The replacement of the existing business identification signs with those currently proposed will continue to serve as a positive enhancement to the streetscape of North Canon Drive and will allow the business to showcase an updated branding identity. The proposed business identification signs are appropriate in scale and complement the building aesthetic.

However, the proposed building identification signs detract from the as they appear crowded on the façade and obscure the simplicity and clean aesthetic of the building. The signs are overly large and should be rescaled so as to more appropriately fit within the area they are placed.

A project-specific condition has been added to the draft approval resolution indicating that the building identification signs should be redesigned, subject to final review and approval by City staff. The Commission may elect to remove, modify, or add additional conditions as a result of their analysis and discussion on the project.

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 not be a historic resource. The existing improvements to be demolished or altered were not designed by an architect or builder identified on the City's Master Architect list and the site and improvements are not listed on the City's historic resource inventory.

PUBLIC OUTREACH AND NOTIFICATION

Public outreach and notification was not required for this project.

6019 OAK MEADOW DR.
YORBA LINDA, CA 92806

PHONE 714 608-1563
FAX 714 693-4475

CSL# 530949

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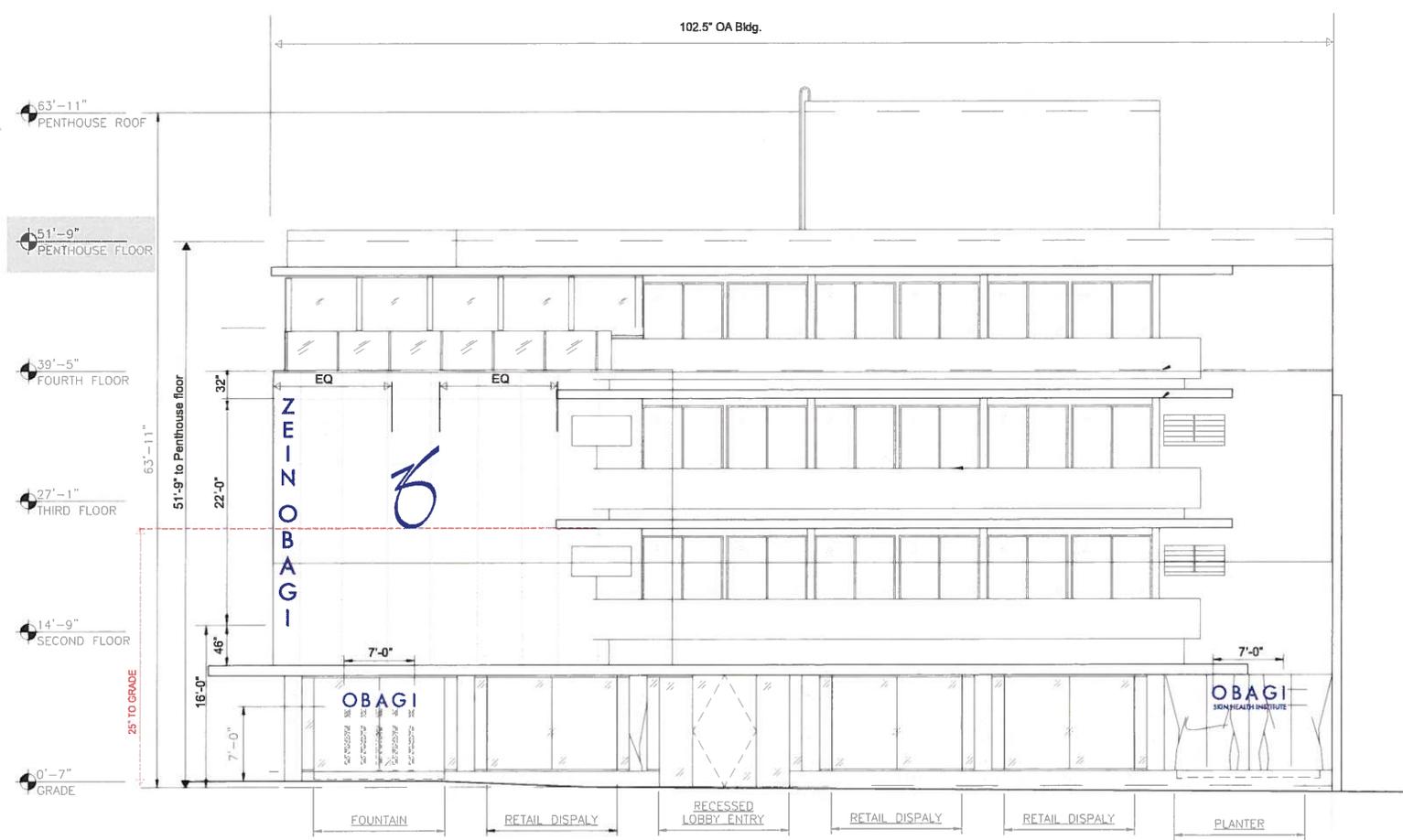
Obagi Skin Health
CLIENT
270 N. Canon Dr
Beverly Hills, CA

Re-Branding OBAGI
PROJECT
270 N. Canon Dr
LOCATION
Beverly Hills, CA

02/17/15
DATE
04/2/15 04/20/15
REVISED

APPROVED DATE

DRAWING NO. 151367 Elevation
Page: 2 Canon Elevation All signs



FRONT ELEVATION Facing West on Canon Dr. 3/32" = 1'-0"

Building ID Sign Letters & Logo
Letters: 22'-0" x 1'-8" = 36.5 Sq ft
Logo: 4'-6" x 8' = 36 Sq ft
Total Letters and logo = 72.5 Sq. ft

Allowable Building ID Signage calculations
re: Beverly Hills (Sterling Codifer, Inc.) 10.4.604
Total Sq Ft Canon Elevation to Penthouse floor
51.75' x 102.5' = 5304 Sq st
Allowable signage = 2% of above.
2% =106 sq ft

Business ID Signs
"OBAGI skin care" wall sign 28" x 84" = 16.33sq ft
"OBAGI Fountain 16" x 84" = 9.33 sq ft.

Total Business ID Signs 25.66 sq ft

Allowable Business ID Signs:
100 Sq Ft

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Obagi Skin Health
CLIENT

270 N. Canon Dr

Beverly Hills, CA

Re-Branding OBAGI
PROJECT

270 N. Canon Dr

LOCATION

Beverly Hills, CA

02/17/15

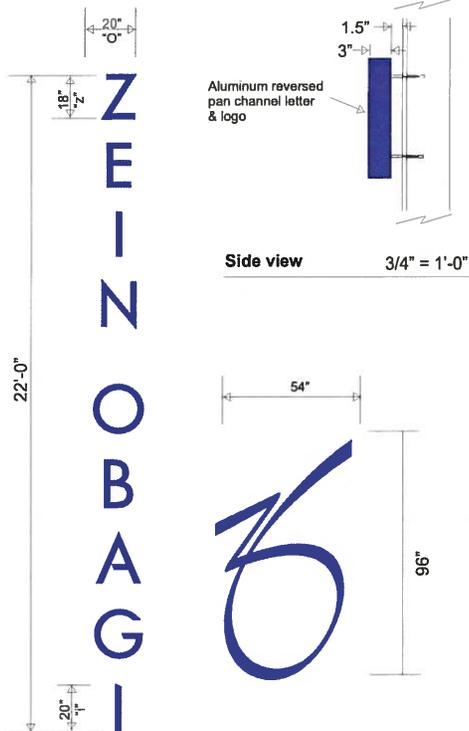
DATE

04/2/15 04/20/15

REVISED

APPROVED DATE

DRAWING NO. 151367 Elevation
Page 3 Building ID Signs

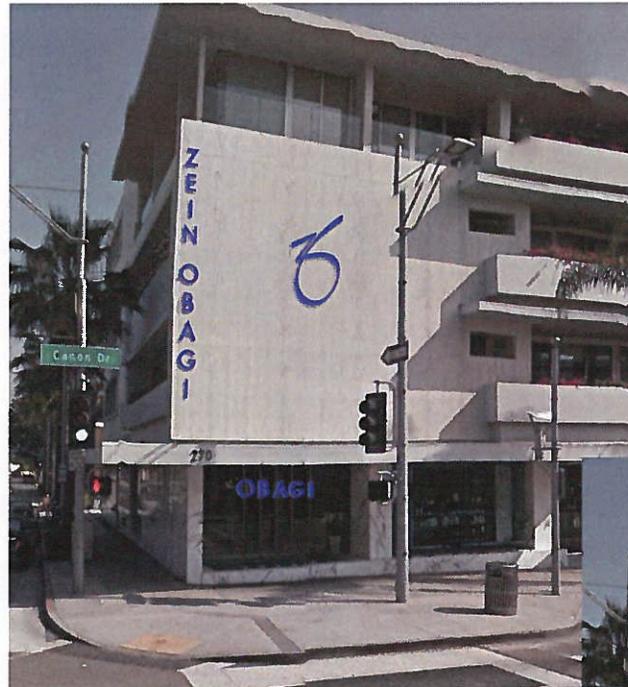


Building ID Sign Letters & Logo 1/4" = 1'-0"

Letters: 22'-0" x 1'-8" = 36.5 Sq ft
Logo: 4'-6" x 8" = 36 Sq ft.
Total Letters and logo = 72.5 Sq. ft

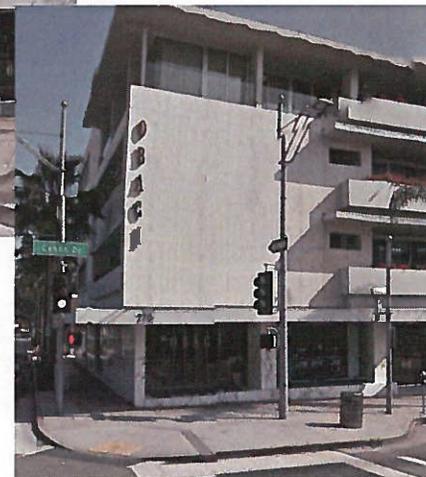
Allowable Building ID Signage calculations re: Beverly Hills (Sterling Codifer, Inc.) 10.4.604

Total Sq Ft Canon Elevation to Penthouse floor
51.75" x 106" = 5,485.5 Sq ft
Allowable signage = 2% of above.
2% = 106 sq ft



Building ID New Exterior signs 3/32 = 1'-0"

Halo Illuminated Fabricated aluminum letters and logo
Painted Blue
White LED illumination



Existing exterior sign nts

1'.0" x 15.5' = 15.5 sq ft

Halo Illuminated Fabricated aluminum letters
Painted Blue



Architectural Commission Report

455 North Rexford Drive, Room 280-A

AC Meeting – July 15, 2015

Attachment B

Response to Comments

(applicant-prepared)

June 29, 2015

Re:

Signs for Logo change, Re-branding
Obagi Skin Health Institute
270 N. Canon
Beverly Hills CA 90210

Architectural Commission Comments

“ZEIN OBAGI” letters:

- Letters too large
- Typestyle a little “blocky”
- Letters too close to edge of building

Logo:

- Too large
- “Awkward” placement
- Possibly use different treatment such as sandblasting into wall or different material

General consensus was that the letters were too large and that the logo was too dominant on the wall, distracting from the building.

Action

Letters:

- Reduced the size of the letters to 86% of original submittal.
- Made letters slightly narrower to reduce “blocky” affect.
- Moved letters away from the edge of the building.

Logo:

- Reduced the size of the logo to 75% of original submittal
- Changed material to satin stainless steel to match some features of the building.



Architectural Commission Report

455 North Rexford Drive, Room 280-A

AC Meeting – July 15, 2015

Attachment C
Project Design Plans

6019 OAK MEADOW DR.
YORBA LINDA, CA 92806

PHONE 714 608-1563
FAX 714 693-4475

CSL# 530949

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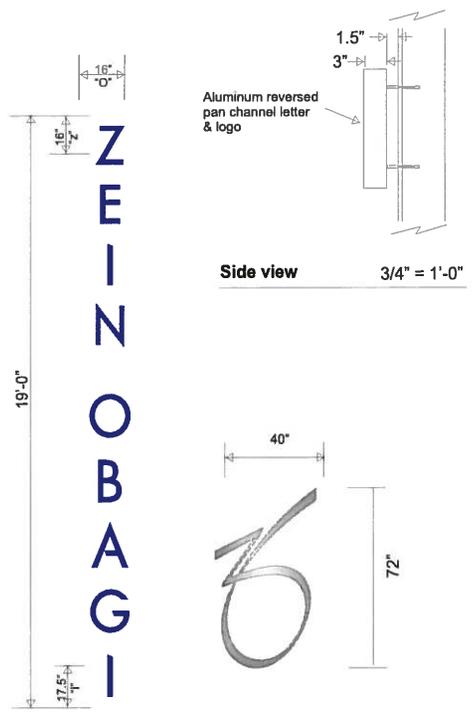
OBAGI
CLIENT

OBAGI
PROJECT
270 N. Canon Dr
LOCATION
Beverly Hills, CA

02/17/15
DATE
06/22/15
REVISED
06/27/15

APPROVED _____ DATE _____

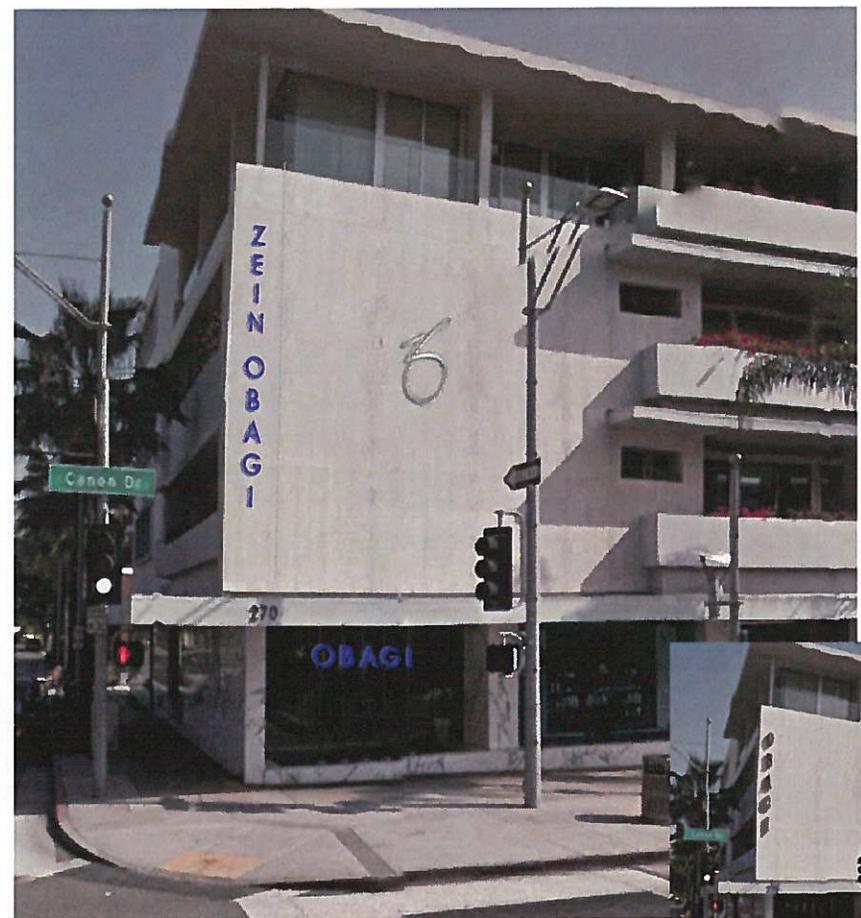
DRAWING NO.
151367 Rev1- 72" Logo
Page: 2
elevation



Letters & Logo 1/4" = 1'-0"

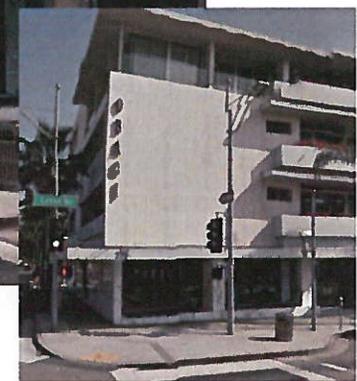
Letters: 19'-0" x 1'-4" = 25.3 Sq ft
Logo: 3'-4" x 6'-0" = 20 sq ft.
Total Letters and logo = 45.3 Sq ft

Allowable Building ID Signage calculations re: Beverly Hills (Sterling Codifer, Inc.) 10.4.604
Total Sq Ft Canon Elevation to Penthouse floor
51.75" x 106' = 5,485.5 Sq ft
Allowable signage = 2% of above.
2% = 106 sq ft



Building ID New Exterior signs 1/8" = 1'-0"

Letters: Halo Illuminated Fabricated aluminum
Painted Blue
Logo: Halo Illuminated Fabricated satin SS.
White LED illumination



Existing exterior sign nts

1'-0" x 15.5' = 15.5 sq ft
Halo Illuminated Fabricated aluminum letters
Painted Blue

APPLICANT PREFERRED OPTION

6019 OAK MEADOW DR.
YORBA LINDA, CA 92806

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FAX 714 693-4475

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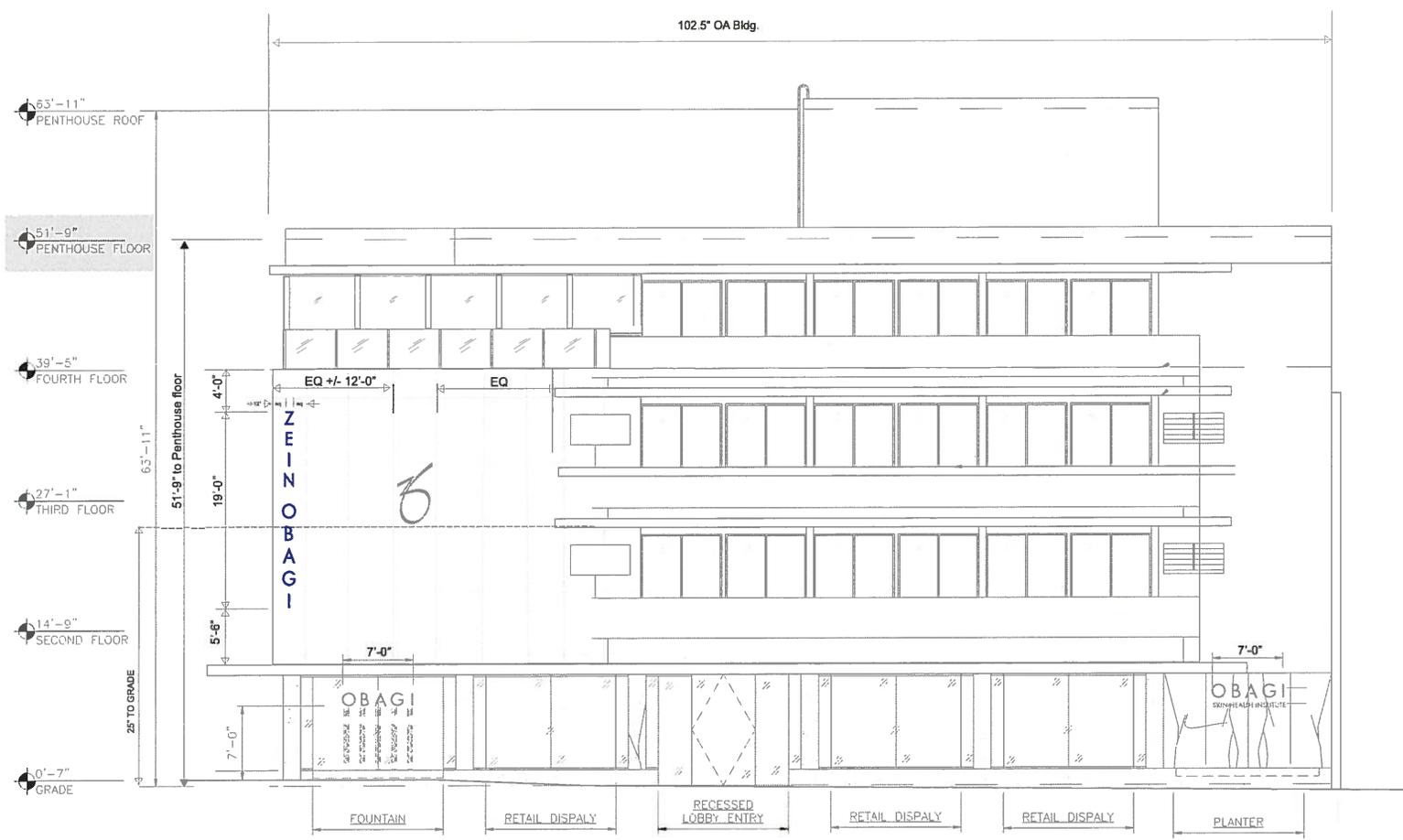
Obagi Skin Health
CLIENT
270 N. Canon Dr
Beverly Hills, CA

Re-Branding OBAGI
PROJECT
270 N. Canon Dr
LOCATION
Beverly Hills, CA

02/17/15
DATE
04/2/15 04/20/15
REVISED
06/22/15 06/27/15

APPROVED DATE

DRAWING NO.
151367 Rev1- 72" Logo
Page: 3
elevation detail



FRONT ELEVATION Facing West on Canon Dr.

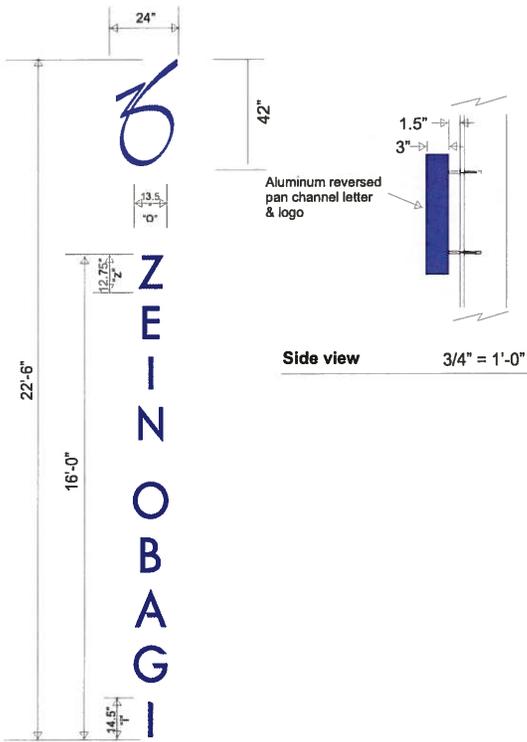
3/32" = 1'-0"

Building ID Sign Letters & Logo
Letters: 19'-0" x 1'-4" = 25.3 Sq ft
Logo: 3'-4" x 6'-0" = 20 sq ft
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Allowable Building ID Signage calculations
re: Beverly Hills (Sterling Codifer, Inc.) 10.4.604
Total Sq Ft Canon Elevation to Penthouse floor
51.75' x 102.5' = 5304 Sq st
Allowable signage = 2% of above.
2% = 106 sq ft

Business ID Signs
"OBAGI skin care" wall sign 28" x 84" = 16.33sq ft
"OBAGI Fountain 16" x 84" = 9.33 sq ft.
Total Business ID Signs 25.66 sq ft
Allowable Business ID Signs:
100 Sq Ft

APPLICANT PREFERRED OPTION



Building ID Signs, Letters & Logo 1/4" = 1'-0"

Letters & Logo: 22'-6" x 2'-0" = 45 Sq ft

Total Letters and logo = 45 Sq ft

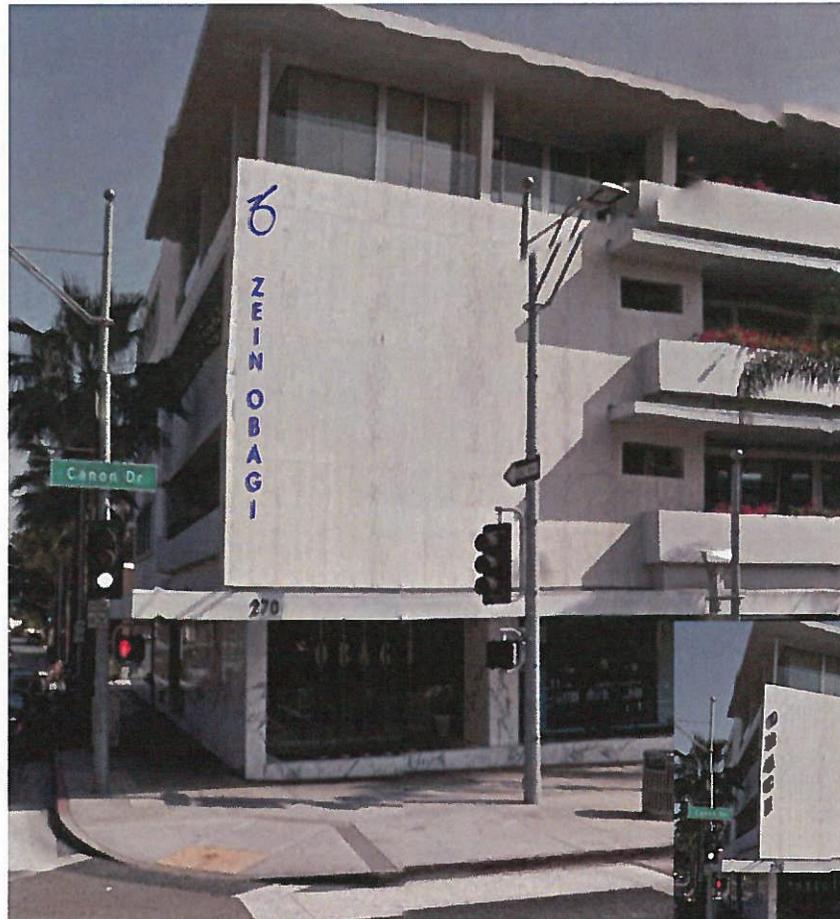
Allowable Building ID Signage calculations re: Beverly Hills (Sterling Codifer, Inc.) 10.4.604

Total Sq Ft Canon Elevation to Penthouse floor

51.75' x 106' = 5,485.5 Sq ft

Allowable signage = 2% of above.

2% = 106 sq ft



Building ID New Exterior signs 3/32" = 1'-0"

Halo Illuminated Fabricated aluminum letters and logo
Painted Blue
White LED illumination



Existing exterior sign nts

1'-0" x 15.5' = 15.5 sq ft

Halo Illuminated Fabricated aluminum letters
Painted Blue

ALTERNATIVE OPTION



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YORBA LINDA, CA 92806

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OBAGI
CLIENT

OBAGI
PROJECT

270 N. Canon Dr
LOCATION

Beverly Hills, CA

02/17/15
DATE

06/22/15
REVISED

06/27/15
DATE

APPROVED

DATE

DRAWING NO.
151367 Rev1- 42" Logo

Page: 2 Elevation

6019 OAK MEADOW DR.
YORBA LINDA, CA 92806

PHONE 714 608-1563
FAX 714 693-4475

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Obagi Skin Health
CLIENT
270 N. Canon Dr
Beverly Hills, CA

Re-Branding OBAGI
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LOCATION
Beverly Hills, CA

02/17/15
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04/2/15 04/20/15
REVISED

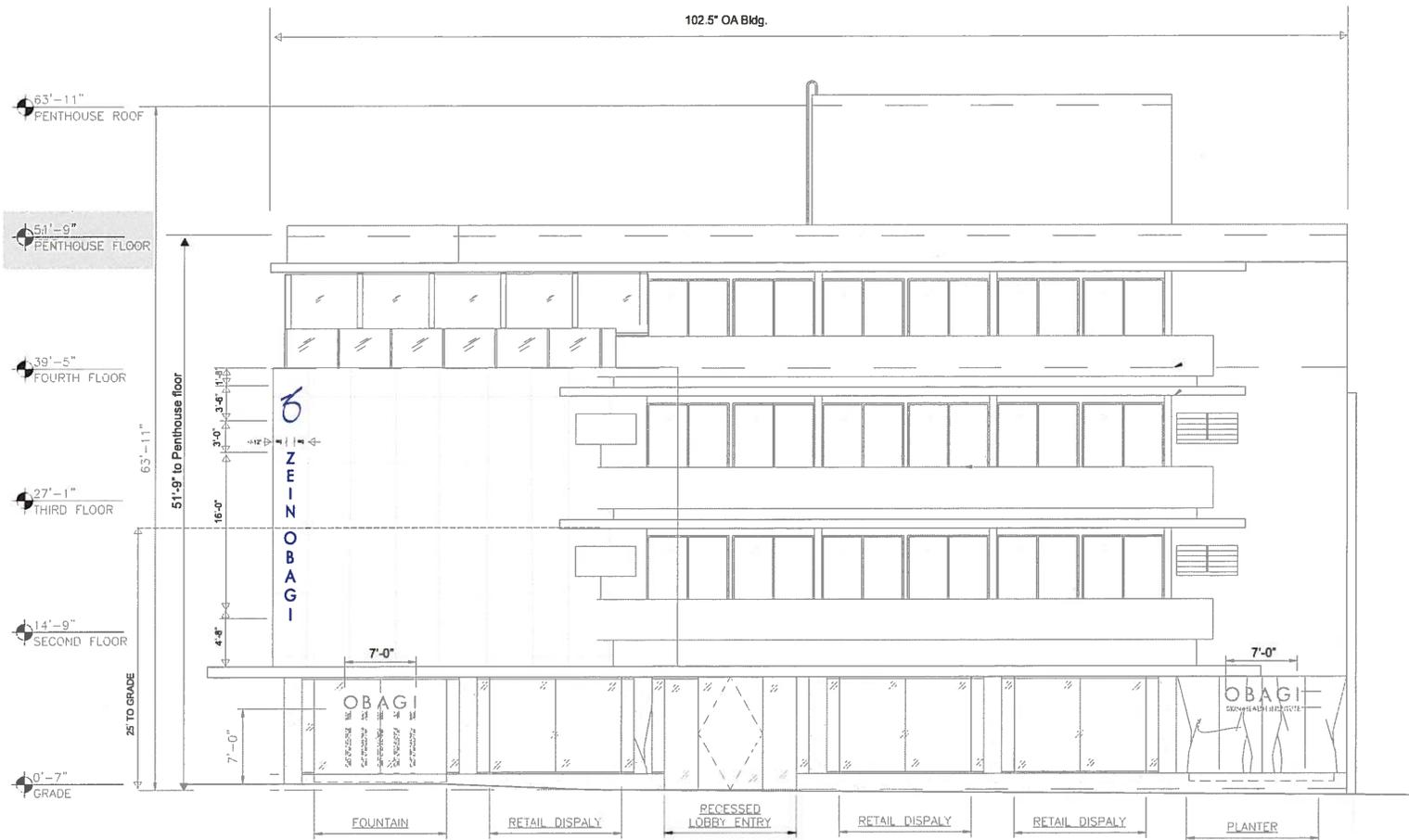
06/22/15

06/25/15

APPROVED DATE

DRAWING NO.
151367 Rev1- 42" Logo

Page: 3
Elevation Detail



FRONT ELEVATION Facing West on Canon Dr.

3/32" = 1'-0"

Building ID Signs, Letters & Logo
Letters & Logo: 22.-6" x 2'-0" = 45 Sq ft
Total Letters and logo = 45 Sq ft

Allowable Building ID Signage calculations
re: Beverly Hills (Sterling Codifer, Inc.) 10.4.604
Total Sq Ft Canon Elevation to Penthouse floor
51.75' x 102.5' = 5304 Sq ft
Allowable signage = 2% of above.
2% = 106 sq ft

Business ID Signs
"OBAGI skin care" wall sign 28" x 84" = 16.33sq ft
"OBAGI Fountain 16" x 84" = 9.33 sq ft.

Total Business ID Signs 25.66 sq ft

Allowable Business ID Signs:
100 Sq Ft

ALTERNATIVE OPTION



Architectural Commission Report

455 North Rexford Drive, Room 280-A

AC Meeting – July 15, 2015

Attachment D

DRAFT Approval Resolution

RESOLUTION NO. AC-XX-15

RESOLUTION OF THE ARCHITECTURAL COMMISSION OF THE CITY OF BEVERLY HILLS CONDITIONALLY APPROVING AN ARCHITECTURAL REVIEW PERMIT FOR A SIGN ACCOMMODATION FOR MULTIPLE BUSINESS IDENTIFICATION SIGNS AND A SIGN ACCOMMODATION FOR MULTIPLE BUILDING IDENTIFICATION SIGNS FOR THE PROPERTY LOCATED AT 270 NORTH CANON DRIVE (PL1506057 - OBAGI).

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

Section 1. Bob DeRobbio, Sign Management, agent, on behalf of the property owner, ZSO LP, and the tenant, Obagi, (Collectively the "Applicant"), has applied for architectural approval for a sign accommodation for multiple business identification signs and a sign accommodation for multiple building identification signs for the property located at 270 North Canon 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 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 not be a historic resource. The existing improvements to be demolished or altered were not designed by an architect or builder identified on the City's Master Architect list and the site and improvements are not listed on the City's historic resource inventory.

Section 5. The Architectural Commission conducted a duly noticed public hearing on **May 20, 2015 and July 15, 2015** 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 environmental 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 building identification signage and business identification signage shall be consistent with the plans identified as “Alternative Option”.

Standard Conditions

2. **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.
3. **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.

4. **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.

5. **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.

6. **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.

7. **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.

8. **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.

9. **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 15, 2015**

Ryan Gohlich, Commission Secretary
Community Development Department

Andrea Gardner Apatow, Chair
Architectural Commission