

A quarterly newsletter of the Community Development Department of the City of Beverly Hills

Spring 2018

What We Do: Commissions

The Community Development Department supports five different commissions related to planning and development throughout the City. Each commission provides a necessary function to City government to ensure that the needs of the community are considered and that projects are consistent with the City's vision. All commissioners serve in a volunteer capacity and are appointed by the City Council. The following provides a brief overview of each of the five commissions.

Architectural Commission

The Architectural Commission oversees the architectural designs for projects proposed in the City's commercial and multi-family residential areas. The Commission is a five-member body comprised of Beverly Hills residents and design professionals, one of which must be a licensed architect in the state of California. Current members include Chair Michelle Kaye, Vice Chair Sheri Hirschfeld, Commissioner Andrea Gardner Apatow, Commissioner Gidas Peteris, AIA, and Commissioner Sharon Persovski. The types of projects reviewed by the Architectural Commission include new commercial and multi-family buildings, major façade remodels, business and building signs, and landscaping. Additionally, the Commission serves in an advisory role to the City Council on City building projects. When reviewing projects, the Commission considers a wide variety of criteria related to high quality design and architecture to ensure a project's compatibility with the surrounding area. Such criteria include ensuring that the project is designed in conformity with



good taste and good design; is not of inferior quality; is in harmony with the Beverly Hills General Plan; and is in conformity with applicable development standards.

The Architectural Commission meets on the third Wednesday of each month at 1:30 pm, in Room 280-A on the second floor of City Hall.



Cultural Heritage Commission

The Cultural Heritage Commission is the City's newest Commission and it was created in 2012 to implement the City's historic preservation program. The Commission is a five-member body comprised of Beverly Hills residents and currently includes Chair Noah Furie, Vice Chair Richard Waldow, Commissioner Rebecca Pynoos, Commissioner Maralee Beck, and Commissioner Lisa Greer (note: resident Jill Collins will be replacing Commissioner Lisa Greer beginning in July 2018). The Commission is involved in a wide range of preservation activities, including recommending local landmarks to the City Council; compiling and maintaining a list of Local Master Architects;

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providing recommendations to the City Council regarding the utilization and promotion of incentives for historic properties (such as the Mills Act Program); developing programs to celebrate historic resources; and, reviewing and making recommendations to the Planning Commission on certain

proposals related to the preservation of historic properties.

The Cultural Heritage Commission meets on the second Wednesday of each quarter at 1:30PM, in Room 280-A on the second floor of City Hall.

Design Review Commission

The Design Review Commission was created in 2004 to encourage appropriate development for single-family residential projects in the Central Area of the City. The Commission is a five-member body comprised of Beverly Hills residents and design professionals, one of which must be a licensed residential architect. Current members include Chair Mahnaz Sharifi, Vice Chair Ilona Sherman, Commissioner Barry Bernstein, Commissioner Tony Spann, AIA, and Commissioner Sandy Pressman. The projects that require review by this Commission are new single-family residences and substantial remodels; however, only those areas of a project that are visible from a public street are subject to review. Certain design review projects may be reviewed and approved by the City's Urban Designer if they are designed by a licensed architect in the state of California and are considered a "pure architectural style", as identified in the City's Residential Style Catalogue. If a project does not meet both of those criteria then it is referred to the Design Review Commission. The primary objectives of the Design Review



Commission are to control the scale and mass of single-family residential projects; ensure design compatibility between various elements of the identified architectural style; and to consider the prevailing styles and character of the neighborhood in which the project is proposed.

The Design Review Commission meets on the first Thursday of each month at 1:30 pm, in Room 280-A on the second floor of City Hall.



Planning Commission

The Planning Commission is a five-member commission that currently consists of Chair Lori Greene Gordon, Vice Chair Andy Licht, Commissioner Farshid Joe Shooshani, Commissioner

Alan Robert Block and Commissioner Peter Ostroff. Members of the Planning Commission are appointed by the City Council to make decisions and recommendations regarding land use. Specifically, the Planning Commission reviews development projects for their conformance to the City's General Plan; implemented the General Plan through the administration of specific plans and zoning and subdivision ordinances; and annually reviews the City's Capital Improvement Program for consistency with the General Plan.

The Planning Commission is the final authority over a multitude of discretionary applications such as Conditional Use Permits, Development Plan Review Permits, Central and Hillside R-1 Permits, and View Restoration, and for the environmental assessment of such applications.

Planning Commission meetings are held on the second and fourth Thursdays of every month at 1:30 pm, in Room 280-A on the second floor of City Hall.

What We Do: Commissions (continued from page 2)



Traffic and Parking Commission

The Traffic and Parking Commission performs the functions and duties relative to traffic, parking, and public transportation vehicles as designated by the Municipal Code. This five-

member commission is currently comprised of Chair Nooshin Meshkaty, Vice Chair Jay Solnit, Commissioner Pamela Hendry, Commissioner David Seidel, and Commissioner Jake Manaster. The Commission is tasked with consulting with the Transportation/Engineering Official and the Police Chief as to ways and means to improve general traffic conditions in the City. Additionally, preparing and coordinating with the Planning Commission, and recommending to the City Council, a comprehensive long range plan relating to transportation, traffic, and parking in the City; and acting as advisory to the City Council in all matters which relate to parking and traffic. The TPC has been instrumental in the Santa Monica Reconstruction project, the Purple Line Extension, the City's Bikeshare program, and most recently held two Complete Streets Workshops on March 12 and May 30, 2018.

Traffic and Parking Commission meetings take place at 9:00 AM on the first Thursday of the month, in Room 280-A on the second floor of City Hall.

Tools Corner – e-Noticing and Subscription System

The City of Beverly Hills website's e-Noticing and subscription tools work hand-in-hand to help the public stay connected to the City by providing convenient email notifications for all topics to which they subscribe. Available topics include, but are not limited to, City events, ongoing initiatives, news, and updates related to the City Council and the City's Commissions. When a user subscribes to a specific Commission, they will receive email notifications with Commission schedules, agendas, and meeting minutes when available, and will be alerted if a meeting is cancelled or a special meeting will be held.

The first step is to register for an individual e-Noticing account, also known as a "My.BeverlyHills.org" account, on the Beverly Hills website (see link below). This account provides a centralized hub to access the website's notification services, where users can manage and customize their subscriptions to e-Notice topics and Beverly Hills webpages, and add personal information to receive optional text message alerts.

After registering for an e-Noticing account, users may also utilize the subscribe tool as a quick way to update their subscriptions. The subscribe tool is available on most Beverly Hills webpages; a user may simply click the subscribe button, input the email address associated with their e-Noticing account, and the subscription will be reflected in their e-Noticing account. These tools are the quickest and easiest way to stay up-to-date with all things Beverly Hills, and are another way the City honors its commitment to outstanding customer service.

Register for an e-Noticing account here:

<http://www.beverlyhills.org/user/register.jsp>, and subscribe to the CDD Connection newsletter here:

<http://www.beverlyhills.org/cddnewsletter>.

Look out for these subscribe icons on City webpages:



The screenshot shows the registration page for the City of Beverly Hills. At the top, it says "CITY OF BEVERLY HILLS" and "455 NORTH REXFORD DRIVE, BEVERLY HILLS, CA 90210". Below that is a "REGISTER" button. The main content area is titled "REGISTER" and contains the following text: "Welcome to my.beverlyhills.org account management system." "A my.beverlyhills.org account is a free service provided for authentication and access to online services available on the city's website." "To register for an account, please enter your email address in the field provided at the right." "Once you have registered, you will receive an email with your login information." "Click here to view our privacy policy." There is an email input field with a "Submit" button next to it.

How to – Community Preservation: Code Enforcement Corner

Community Preservation Services improves the quality of life in neighborhoods through constituent outreach, education, responsiveness to community concerns, and the fair enforcement of municipal codes.

COMPLAINTS HANDLED

The Community Preservation Program of the Community Development Department has the primary responsibility of ensuring compliance with the various provisions of the City’s municipal code. It handles complaints on numerous regulations such as property maintenance, building and zoning violations, animal services, rent stabilization, smoking, etc.

HELPING PEOPLE COMPLY

Community Preservation and its partner enforcement agencies such as the Beverly Hills Police Department, Fire Department, Community Services and Public Works, try first to obtain compliance through education and collaboration, as opposed to focusing on punitive measures such as penalties and fines. This approach has been successful in resolving many code violation cases soon after notification to owners. Many code violation cases result from property and business owners who unknowingly violate established ordinances and regulations. Educating the community on the rules is one of the best ways to prevent violations from occurring. Community Preservation is always seeking new opportunities to meet with the public and provide education on common code violations.

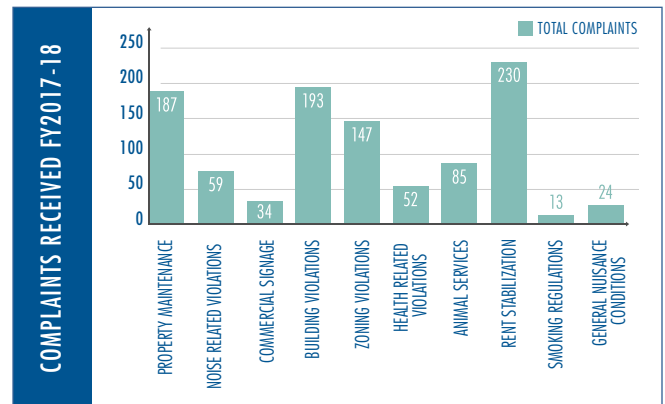


ENFORCEMENT PROCESS

There are four basic steps once a complaint has been received. A staff member must confirm the validity of the complaint. This often requires getting clarification from the complainant, researching permit and assessor records, reviewing historical imagery, coordination with other agencies, and a site visit in certain cases. Once a violation has been confirmed, a Stop Work Order, Warning Citation, Voluntary Compliance Letter, or a Notice of Violation can be issued. These notices will contain information regarding the violation, method to achieve compliance, and a timeline for

compliance. Once a timeline is set, staff will follow up to verify compliance. If progress is being shown and if a delay is requested for legitimate reasons, the City may grant a time extension.

If stronger enforcement measures are necessary, an administrative citation may be issued with a fine of \$100. Continued failure to meet established deadlines may result in progressively higher fines (\$250 for second infraction and \$1000 for the third and subsequent infractions) and a more aggressive compliance schedule. In certain cases, criminal prosecution will be pursued through the City Prosecutor’s office. For transparency, once a violation has been resolved, staff will contact the complainant and explain the findings and results.



SOLVING PROBLEMS COLLABORATIVELY

Priority is placed on resolving code violations in an expeditious manner. Staff will provide clear direction on the nature of the violation, options on how the violation can be resolved, and a timeline for compliance. Staff will customarily respond to phone calls and emails within one business day. It is the responsibility of the property owner to implement the direction given. Any property owner having difficulty in correcting the violation should ask staff for a meeting to discuss options. If necessary, a supervisor can also be requested to attend the meeting.

Residents are encouraged to establish good relationships with their neighbors and work together to resolve challenges before conflicts arise. In these instances, if discussion is not fruitful, staff encourages use of the City’s free mediation program. To request mediation services, please contact Community Preservation staff at: 310-285-1119.

SUBMITTING COMPLAINTS

(310)285-1119

www.beverlyhills.org/askbev

Facts – Development Service Activity

PC and Building permits issued

Prior to the issuance of a building permit, all projects must first go through the plan check process to ensure consistency with applicable zoning and building codes. Generally, there are two ways that plan check applications for building permits are reviewed. Smaller projects can often be reviewed “over-the-counter” at the public counter. This consists of a 30-60 minute meeting to review the plans and issue the permits during the same meeting. Larger and more complex projects, such as new houses or extensive commercial remodels, must be submitted for review to provide sufficient time to ensure the project fully complies with all applicable regulations. The initial review may take anywhere from two to six weeks with additional reviews required to address any needed corrections.

A building permit is required before any construction work occurs on a project. Projects that may have an impact on the community, neighbors, or tenants are required to have a pre-construction meeting with the City prior to the commencement of any construction work. During the construction phase, the project is monitored by a building inspector

to ensure compliance with the approved plans and any necessary measures required for a safe construction site. For all new construction, the certificate of occupancy is issued once the project receives the final inspection. This step finalizes the development process. The following table provides a comparison between last fiscal year to date and this current fiscal year (July 2017 through March 2018) for leading construction indicators:

	July - March	July - March
	FY2016-17	FY2017-18
No. of Building Plan Checks Received	2,081	1,486
No. of Building Permits Issued	854	963
No. of Total Permits Issued (including Bldg permits)	4,676	5,266
No. of Building Inspections	11,752	11,970

*Other permits issued include Electrical, Plumbing, demolition, etc.

Rent Stabilization Program

What is rent stabilization?

California is unique in that several of its cities, including Beverly Hills, Santa Monica, West Hollywood, Los Angeles, San Francisco, Berkeley and Oakland, have passed laws providing rent control regulations above and beyond State requirements. Beverly Hills adopted its first Rent Stabilization Ordinance (RSO) in March 1979, which provides protections for tenants of multi-family apartment buildings that fall under its Ordinance. The Rent Stabilization Ordinance regulates all multi-family rental properties of 2 units or more built prior to February 1, 1995.

The following dwelling units are exempt from the provisions of the RSO:

- Single family homes
- Condominiums and dwelling units in non-profit cooperatives
- Commercial properties
- Hotels, motels, inns and rooming houses
- Dwelling units owned and operated by the government or an agency or authority of the government.

The RSO has two fundamental purposes:

- 1) to protect occupants of rental apartments units from unreasonable rent increases; and
- 2) to provide a rental increase provision to offset building and property maintenance and improvement costs for landlords. Additionally, the RSO recognizes two types of tenants, defined and regulated through Title 4, Chapters 5 and 6 of the municipal code. These tenants are commonly referred to as Chapter 5 Tenants and Chapter 6 Tenants and are defined in the following manner:

Chapter 5 tenant

- A tenant whose most recent lease or rental agreement stipulates an initial move-in rent of \$600 or less per month, and
- Resides in a dwelling unit located in a structure completed before September 20, 1978

Rent Stabilization Program (continued from page 5)

Chapter 6 tenant

- A tenant whose most recent lease or rental agreement stipulates an initial move-in rent of more than \$600 per month, and
- Resides in a dwelling unit located in a structure completed before February 1, 1995

Most Recent Ordinance Changes

The RSO was most recently amended in early 2017, the amended ordinance made the following changes to Chapter 5 and Chapter 6 rent regulations:

Chapter 5

- Updated the amount relocation fees for limited no cause evictions
- Established a minimum nine month out of every calendar year primary residency requirement to keep Chapter 5 status.

Chapter 6

- Reduced the maximum allowable annual rent increase from 10% to 3% or the Consumer Price Index (CPI) whichever is greater
- Required payment of relocation fees for no-cause evictions

Other Adopted Amendments to the Ordinance:

- Established an annual rental registry
- Established a process for landlords to seek a fair and equitable rent adjustment under certain circumstances in order to achieve a just and reasonable return based on net operating income principles

The establishment of the rental unit registry requires that landlords must enroll all rental units with the City annually within 30 days of receipt of the notice of registration. Property owners who register are required to report a re-rental of the unit to the City within 30 days by amending their rental unit registration. The first annual registration period opened on July 24, 2017 and continued until all property owners complied with the registration requirement. Staff has offered one-on-one private assistance to property owners to facilitate and help complete the registration process. As of March 2018, a total of 1,097 properties have been registered with the City, which represents a total of 7,701 units. The base rent amount for each registered unit has been

certified. The success of such a high compliance rate is attributed to robust outreach efforts by staff via phone calls, emails, website updates, notices and the property owners' willingness to comply with the ordinance requirements.

Next steps for the Rent Stabilization Program is based in part on the public participation and recommendations from the facilitated dialogue sessions over the summer of 2017 and public policy direction of the City Council. Part of this effort included City Council's desire to complete an analysis of the RSO in order to determine what adjustments, if any should be made. City Council approved the services of a professional economic consultant firm, HR&A Advisors, Inc. to complete such analysis. The consultant is expected to report back to the City Council by September 2018 at which time staff will seek direction from the Council on the implementation of the recommendations as presented by the consultant. The next steps will also include preparations of the upcoming 2018 annual rental unit registration. It is estimated that the new registration process will begin October 1, 2018. Notices will be mailed out to all property owners at least six weeks in advance to allow ample time for compliance.

A major focus of the Rent Stabilization Program is to actively inform both tenants and landlords about their rights and responsibilities. This effort includes maintaining the program website with most current information, conducting community education workshops, providing one-on-one appointments to both tenants and landlords, responding to all inquiries received through incoming calls and emails. The Rent Stabilization Program contact information is as follows:

Website: www.beverlyhills.org/bhrent

Email: bhrent@beverlyhills.org

Hotline: 310-285-1031

REGISTERED PROPERTIES TABLE		
REGISTERED PROPERTY TYPE	TOTAL PROPERTIES	UNIT COUNT PER PROPERTY
Duplex	211	420
Triplex	65	192
Fourplex	184	736
5-10 units	468	3,239
11-20 units	114	1,625
21-40 units	53	1,402
41 or more units	2	87

Staff Highlight – Karen Myron, Executive Assistant I



I grew up in West Central Ohio, but realized as a young adult that I wanted something more. I first visited California in 2000, and loved it so much I moved here six months later.

Before joining the City of Beverly Hills, I spent most of my career as an official for professional Motocross and Supercross. I started out as a part-time weekend “gofer”, and over the course of 12 years, I worked my way up to Competition Manager. During this time I traveled all over the

country, and had responsibilities such as deciding if a competitor should be issued a license, presenting Championships on live television, and just about everything in between.

My five and a half years with the City have been focused on supporting the Commissions of the Community Development Department. My work with the Commissions keeps me very busy, with the preparation and publishing of agenda packets, start-to-finish meeting logistics, serving as the recording secretary in meetings, preparing minutes and managing meeting records, assisting Commissioners with training and general how-to requests, and coordination of annual meeting schedules among many

other things.

Every day is different, and it is fascinating to see projects transition from ideas on paper to real buildings that people from all over the world flock to see. I genuinely enjoy getting to know the 25 Commissioners as individuals, and I think it’s great that they volunteer so much time for their community.

Outside of work, I can often be found on hiking trails, and have tackled the challenges of summiting Half Dome and Mount Whitney. I am an avid volunteer – especially for animal rescues, and often spend time with my Neighborhood Council in Hollywood, lending a hand with community beautification and cleanup projects.

Short-Term Residential Rental Guide



Step 1: Check for Eligibility



Step 2: Understand the Rules

Single family homes and City approved guest houses are intended to be used as a private residence. Short term stays (transient use) are defined as renting/leasing a home for a period of less than six months and is only allowed a maximum of two times per calendar year.

Multi-family buildings (apartments) and condominiums are intended to be occupied for a period of not less than 30 days. Short term stays (transient use) of less than 30 days are prohibited.



Frequently Asked Questions

Q. Can I advertise and rent my single-family home as a short term vacation rental?

A. You may rent your home a maximum of two times in a calendar year. However, you are conducting short-term rental business activity and will be required to pay all annual business taxes AND applicable Transient Occupancy Taxes.

Q. Can I advertise and rent my guest house as a short-term vacation rental?

A. You may rent your guest house only if approved by the City through a second unit use permit. If guest house is approved as a second unit, you may rent it a maximum of two times in a calendar year. However, you are conducting short term rental business activity and will be required to pay all annual business taxes AND applicable Transient Occupancy Taxes.

Q. Does the City regulate Short Term Rentals?

A. The City actively monitors vacation rental websites and investigates complaints regarding unlawful rentals and impacts to neighbors. Property Owners that are found to be noncompliant will be referred to the City Prosecutor for criminal/civil prosecution and be required to pay any overdue fines and taxes.

Q. Does the City enforce Short Term Rental violations?

A. Yes. The City takes violations of short term rentals seriously. In addition to the annual business taxes, Transient Occupancy Taxes, and related fines, the City may take legal action, including but not limited to, issuance of citations and civil/criminal prosecution. Additionally, legal action may be taken against the occupant, tenant and property owner.

Q. Who may I contact to ask questions or file a complaint?

A. City of Beverly Hills Community Preservation (310) 285-1119 or AskBev at www.beverlyhills.org/askbev

CDD Connection

KEY DATES:

UPCOMING PROJECTS TO THE PLANNING COMMISSION:

- **Beverly Hills Media Center** - 100 North Crescent Drive. The proposed project would add two stories to the existing building at 100 N. Crescent Drive. The project would increase the height of the building from 43 to 72 feet and add approximately 55,070 square feet of floor area to the building. If there are question regarding this project, please contact Alek Miller, AICP, Associate Planner in the Planning Division at (310)285-1196.
- **Beverly Hilton Hotel** - A revision to the previously approved 2008 Beverly Hilton Specific Plan has been submitted to the City for review. The modifications include consolidation of two residential towers into one 23-story residential building; change to the configuration of the pool, open space, and restaurant(s); and modify the distribution of conference center space. If there are any questions regarding this project, please contact Cindy Gordon, AICP, Associate Planner in the Planning Division at (310)285-1191.
- **9908 S. Santa Monica Boulevard (Former Friar's Club Site)** - would involve a mixed-use building that would include commercial and residential land uses on a 36,002 square-foot site. The building would be five stories tall and a total height of 58 feet. If there are questions regarding this project, please contact Masa Alkire, AICP, Principal Planner in the Planning Division at (310)285-1135.

Standing Meeting Schedule:

Architectural Commission -

- ▶ Meets the 3rd Wednesday of each month at 1:30 PM

Cultural Heritage Commission -

- ▶ Meets the 2nd Wednesday of each quarter at 1:30 PM

Design Review Commission -

- ▶ Meets the 1st Thursday of each month at 1:30 Pm

Planning Commission -

- ▶ Meets the 2nd and 4th Thursday of each month at 1:30 PM

Traffic and Parking Commission -

- ▶ Meets the 1st Thursday of each month at 9 AM



City Hall Hours:

Monday–Thursday 7:30 AM–5:30 PM
Friday 8:00 AM–5:00 PM

Community Development Walk-ins:

Monday–Thursday 8:00 AM–10:00 AM
Call ahead 310-285-1141

Schedule an Appointment:

<http://www.beverlyhills.org/appointments>

Construction Hours:

Monday–Friday 8:00 AM–6:00 PM
Except during city holidays

Community Development Department

455 N. Rexford Drive
Beverly Hills, CA 90210

(310) 285-1141

www.beverlyhills.org

Email: buildingandsafetyinfo@beverlyhills.org

Email: transportation@beverlyhills.org