



HEIGHT LIMIT EXCEPTION (R-3 ZONE)

1. SUBMIT PROJECT TO THE COMMUNITY DEVELOPMENT DEPARTMENT, PLANNING DIVISION

The following items must be submitted to the Community Development Department, Planning Division, before any application for a height limit exception will be accepted.

1. **Fifteen (15) sets of 11”x 17” plans to scale; collated, stapled and folded to 8 ½” x 11”.** The plans shall include the following:
 - a. **Topographical Lot Survey** showing all existing improvements, adjacent sidewalk, curb, street improvements, provide property corner elevations, identify property corner elevations, provide lot dimensions, and adjacent property elevations. Survey must be stamped and signed by a Civil Engineer or licensed Land Surveyor. (Topographical lot survey shall be recent, but no more than a year old.)
 - b. **Site Plan/Parking Plan** shall clearly identify and dimension lot size, property corner elevations, building dimensions, setbacks, parking space dimension, turning radii. The site plans shall also show existing curb cuts and existing on-street parking, existing and finished elevations and adjacent elevations, and grading plans for projects on sloping lots.
 - c. **Floor Plans/Roof Plan/Cross Section** shall include identification and dimensions of all rooms, garages, and open space areas (i.e., decks and balconies), and a longitudinal cross-section of all existing and proposed structures showing finished floor heights of each floor, and finished height of building. The height information shall include identification of the 30-foot height line to clearly show the amount of the building exceeding 30 feet.
 - d. **Architectural Elevations** providing views of all sides of all proposed structures, and showing and identifying all types of exterior architectural materials to be used, e.g., glass block, tile roofing, wood siding, stucco, etc.
 - e. **Colored Architectural Rendering.** A street view perspective showing the three-dimensional qualities of the proposed development.
 - f. **Landscape Plans** identifying type, size, and quantity of plants to be utilized and identifying existing trees of over 6” in diameter. Existing trees shall be saved where possible or compensated with an equivalent size tree elsewhere on the site. All landscaped area shall be provided with an automatic irrigation system. Plans must be consistent with Hermosa Beach Municipal Code, Chapters 8.56 and 8.60.

2. **One (1) full size set of plans to scale; plans shall not exceed 24"x36"; collated, stapled and folded to approximately 8 1/2" x 14". Plans shall include all required items listed above (Items 1a to 1f).**
 3. **PDF copy of architectural plans and topographical survey on a CD.** (Please combine all PDFs into ONE single PDF file). **THIS IS REQUIRED FOR ALL SUBMITTALS.** The final plans will be placed online, on the City's website, www.hermosabeach.gov, for review by the general public.
 4. A surrounding area height survey (for example, a map showing the estimated height of surrounding buildings), and any other plans, diagrams, maps, area wide elevations or sectional drawings, videotapes, or view analyses, etc., necessary to demonstrate consistency with the conditions of Section 601 to justify the height exception (Section 601 attached).
 5. Completed [Planning Application form](#). All required signatures must be included on the application.
 6. Payment of fees:
 - a. Height Limit Exception. \$4,055
 - b. 300' Radius Noticing..... \$832
 - c. Legal Ad.....\$168
 - d. Public Notice Poster..... \$187
 - e. Categorical Exemption.....\$193
 - f. Records Technology..... \$380
 - Total... \$5,815
 - g. OPTIONAL: Notice of Exemption filing - \$75 (*payable to "L.A. County Clerk" with NO DATE*), to shorten the statute of limitations
- Concurrent applications filed at same time: 100% of highest fee, plus 50% of second highest fee, plus 25% of additional application fees. Public noticing, CEQA and other fees are charged once unless otherwise required. Other fees may be required during the application process per the adopted Fee Schedule.
7. Staff reports, meeting agendas and documents related to City decision on your project will be emailed to you. Please provide correct email addresses on the application.

Only complete applications will be accepted. The Community Development Department, Planning Division, reserves the right to reject any application based on insufficient information or to request additional information for 30 days after the submittal.

2. INTER-DEPARTMENT REVIEW

Plans will be distributed to the following City departments for a 2-week preliminary review and comment immediately following submittal:

- A. **Planning Division** reviews for overall design, and compliance with zoning codes and planning requirements.
- B. **Building Division** reviews for compliance with building and safety codes, and any noted conflicts with zoning codes;

- C. **Public Works Department** reviews for impact on public utilities, use of right-of-ways, traffic impacts, drainage impacts and to indicate any necessary upgrades or improvements to public facilities; and, also for compliance with applicable municipal codes;
- D. **LA County Fire Department** reviews for compliance with fire safety codes, and for any obstruction for accommodating emergency services

3. **PLANNING COMMISSION**

Upon submittal of the application the request will be scheduled for public hearing before the Planning Commission once the application has been deemed complete by Planning Division.

The Planning Commission is composed of five citizens appointed by the City Council. The Planning Commission has the authority to approve or deny the project and may impose conditions to mitigate any potential impacts associated with the project.

The Planning Division will give the applicant a Public Notice poster which must be displayed at the site a minimum of ten days before the meeting of the Planning Commission.

A representative of the project must be at the meeting of the Planning Commission to answer any questions.

A copy of the staff report, with staff recommendation and draft resolution will be available for review at the end of the business day on the Thursday prior to the meeting on the City's web site at www.hermosabeach.gov.

4. **REVIEW AND RECONSIDERATION BY THE CITY COUNCIL**

City Council determines whether or not to review the decision of the Planning Commission at the succeeding City Council meeting.

5. **BUILDING PERMITS**

The Community Development Department will not issue any building permits for the project until all the Conditions of the approved Resolution are met, as specified, and the California Coastal Commission has approved the plans for all projects that are within the coastal boundaries as applicable.

6. **NOTICE**

Please note that the requirements and policies of the Zoning Ordinance, General Plan and other codes (Chapters 15 and 17 and Sections 8.56, 8.60, 8.12 and 8.44) are basic requirements. The Planning Commission or the City Council (on appeal), may impose other conditions on the project to address site specific concerns and/or to mitigate any adverse impacts that potentially would be caused by approval of the project.

City staff are available for assistance and can provide samples of typical requirements that may be imposed. The scope of the review may be found in the applicable code sections. Time frames to process applications are approximate and may be longer when necessary due to

requirement for information or revised plans from the applicant, to prepare environmental documents, or for continued hearings as directed by the decision making bodies.

17.16. 020 Height.

Intent and Purpose. The intent and purpose of this section is to set a standard height limit for most projects in scale with existing development and to minimize view obstruction. However, to recognize that pre-existing development in some neighborhoods and/or clusters of lots are already predominately built higher than the height limit, this section also allows some projects to exceed the height limit to enable property owners to enjoy the same rights to view, sunlight and air enjoyed by those property owners with the higher buildings. This section further sets forth the conditions and design criteria for determining whether a project is allowed to exceed the height limit.

A. No building shall exceed thirty (30) feet in height unless in compliance with subsections B and C of this section. Refer to **Chapter 17.22** for additional height requirements for condominium projects located adjacent to walk streets.

B. The planning commission shall hold a public hearing and may grant or conditionally grant an exception to allow a multiple- or single-family building to exceed thirty (30) feet in height up to a maximum of thirty-five (35) feet in height when all of the following conditions are met to the satisfaction of the planning commission (subject to appeal to the city council pursuant to **Section 17.58.040**):

1. An extension above the height limit is necessary to take advantage of a scenic view over surrounding structures which are already constructed above thirty (30) feet in height. Said structures already in excess of thirty (30) feet would otherwise significantly obstruct the proposed project's view potential;
2. The proposed development is located between, and adjacent to, two or more contiguous lots with buildings constructed in excess of the thirty (30) foot height limit;
3. The structural extension above thirty (30) feet will not adversely impact the available views, and access to sunlight and air of adjacent and surrounding properties;
4. If all the above conditions are satisfied, the following design features of the portion of the building above thirty (30) feet shall also be considered by the planning commission to determine if an exception should be granted:
 - o a. The style and pitch of the roof,
 - o b. The mass and bulk of the proposed structure above thirty (30) feet (in order to minimize bulk of the upper floor),
 - o c. The architectural appearance, as exhibited by the type, style, and shape of the structure and the proposed exterior materials.

C. Application and public hearing requirements for processing exceptions to the height limit shall be in accordance with procedures established by the city council. Applicants for exceptions shall provide detailed topographical surveys and spot elevations of existing buildings for determining if existing building on adjacent lots exceed thirty (30) feet. (Ord. 95-1136 §§ 1 (part), 2 (part), 1995; prior code Appx. A, § 601)