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July 24, 2023

The Honorable City Council  
City of Los Angeles  
City Hall, Room 395  
Los Angeles, California 90012

**PLANNING BOARD COMPARISON TABLE**

Dear Honorable Members:

In response to the Motion in Council File 17-1071-S1 that speaks to amending language related to the Plan Review Board for the Ventura-Cahuenga Boulevard Corridor Specific Plan, the Planning Department has put together a comparison chart of existing boards that the Department currently works with, as a baseline of information for the Council to consider. Please see the enclosed Planning Board Comparison Table.

Sincerely,

VINCENT P. BERTONI, AICP  
Director of Planning

Shana M.M. Bonstin  
Deputy City Planner

VPB:SMMB: RV:PM:CS

Enclosures  
Planning Board Comparison Table

## Planning Boards Comparison Table

Composition	Term	Qualifications	Appointment	Responsibilities	Source
<b>Design Review Boards (LAMC Section 16.50)</b>					
<p><b>5-7 members</b></p> <p>a minimum of five and maximum of seven voting members</p>	<p><b>4-year term</b></p> <p>shall be appointed to staggered terms so that at least one term becomes vacant on each successive year.</p> <p>chairperson and vice-chairperson shall be elected annually by a majority of the DRB members.</p> <p>No member of a Board shall serve more than two consecutive four year terms. Members of the board whose terms have expired shall remain members until their replacements have been appointed.</p>	<p>two (2) <b>architects</b></p> <p>two (2) professionals from the following or <b>related fields: planning, urban design, and landscape architecture.</b></p> <p>The remaining member or members need not be design professionals.*</p> <p>All members shall reside, operate a business, or be employed within the specific plan area.</p>	<p><b>Councilmember(s)</b> of the Council District(s) in which the specific plan area is located**</p> <p><b>If the design review board area is represented by more than one Councilmember</b>, then the President of the City Council shall, to the extent feasible, determine the number of members appointed by the Councilmember of each council district, <b>based on the percentage of design review board area located in each council district.</b></p>	<p>Design review boards shall <b>review applications and accompanying materials</b> in relation to compliance with the design components and criteria set forth in LAMC 16.50, any applicable specific plan and adopted design guidelines, and <b>provide recommendations</b> to the Director.</p> <p><b>Review</b> all projects for which applications for preliminary design review have been accepted</p>	<p><a href="https://codelibrary.amlcgal.com/code/s/los_angeles/late/lamc/0-0-0-121643">https://codelibrary.amlcgal.com/code/s/los_angeles/late/lamc/0-0-0-121643</a></p>
<b>Mulholland Design Review Board (Ordinance 167943, Section 11)</b>					
<p><b>7 members</b></p>	<p>Same as the above</p>	<p>At least: one (1) <b>licensed architect</b> one (1) <b>registered civil engineer</b> one (1) <b>registered landscape architect</b> one (1) <b>geo-technical engineer or geologist.</b> three (3) members shall <b>reside within the Specific Plan area, preferably in the inner corridor</b></p>	<p>One (1) by each <b>Councilmember</b> of the Council Districts which are included within the Specific Plan area</p> <p>One (1) by the <b>Mayor</b></p> <p>One (1) by the <b>Santa Monica Mountains Conservancy Board of Directors.</b></p>	<p>The Board <b>shall advise</b> the Director of Planning on aspects of exterior design; site layout; grading; driveway access; landscaping; and height, bulk, materials, textures and colors of any building, structure, sign or other development of property or appurtenances or alterations thereto after reviewing plans, elevations and/or other graphic representations for a project to assure compliance with the criteria set forth in this Specific Plan.</p> <p>The Board <b>may advise</b> the Advisory Agency on the layout and design of subdivisions, the Area Planning Commission and the City Planning Commission on zone changes and conditional uses, the Zoning Administrator on variances and conditional uses, and the appropriate City decisionmaking body on any public project or discretionary action.</p> <p>The Board shall be <b>prohibited from</b> changing, altering, modifying or amending any final discretionary actions previously approved by the Los Angeles City Planning Commission, Area Planning Commission, Los Angeles City Council or other discretionary decision making body.</p>	<p><a href="https://planning.lacity.org/odocument/1ca45b19-cbf5-40ec-b169-1735878beca2/Mulholland_Scenic_Parkway_Specific_Plan_.pdf">https://planning.lacity.org/odocument/1ca45b19-cbf5-40ec-b169-1735878beca2/Mulholland_Scenic_Parkway_Specific_Plan_.pdf</a></p>
<b>Ventura Plan Review Board (Ordinance 166,560, Section 15)</b>					
<p><b>5 members***</b></p>	<p><b>4-year term</b></p> <p>with <b>only one four year extension permitted</b>, if the Councilmember, or the Mayor for the at-large member, so choose.</p> <p>No member of the Board shall serve more than two (2) consecutive 4-year terms.</p> <p>Members of the Board whose terms have expired shall remain members until their replacements have been appointed.</p> <p>The board shall elect a chair and a first and second vice-chair at the December meeting to take office on January 1 of each year. The chair and two vice-chairs shall serve no longer than two consecutive one-year terms.</p>	<p>individuals who represent the varied interests of the immediate community (e.g., business, residential, environmental, etc.)</p>	<p>Two (2) by each of the <b>Councilmembers</b> of the Council Districts in which the Specific Plan area is located.</p> <p>One (1) at large appointed by the <b>Mayor.</b></p>	<p>(a) <b>Make recommendations</b> to the Councilmembers of the Districts in which the Specific Plan is located and to the Mayor concerning the development and implementation of the Specific Plan. These recommendations shall include programming and funding mechanisms.</p> <p>(b) Prior to the completion of the annual report, the Plan Review Board will meet with the appointing authorities for presentation and <b>review</b> of the staff's proposed annual Specific Plan report.</p> <p>(c) <b>Make recommendations</b> to the appointing authorities regarding the priorities and timing of intersection improvements and traffic mitigations in the Specific Plan area.</p> <p>(d) <b>Make recommendations</b> to the appointing authorities on the implementation and amendment of community design guidelines and community streetscape plans for each community to encourage pedestrian activity.</p> <p>(e) <b>Review</b> Exceptions or Amendments to the Specific Plan. When an application is made for a Specific Plan Exception or when any proposal to amend the Specific Plan is initiated, the Department of City Planning shall send the Plan Review Board Chair a copy of the proposed amendment or application within seven calendar days of the Department's receipt, and the PRB shall have 30 calendar days running concurrently with the City review process in which to review the matter. The Plan Review Board, at its option, <b>may provide</b> the appointing authorities with <b>written recommendations and comments</b> regarding the matter under discussion.</p>	<p><a href="https://planning.lacity.org/odocument/472adbfb-4942-4e2f-8603-820ca76881d8/VenturaCahuenga_Boulevard_Corridor_Specific_Plan.pdf">https://planning.lacity.org/odocument/472adbfb-4942-4e2f-8603-820ca76881d8/VenturaCahuenga_Boulevard_Corridor_Specific_Plan.pdf</a></p>

\*Unless otherwise specifically required in a specific plan

\*\*Except for Mulholland DRB

\*\*\* Redistricting modifies from previous 4 districts to 2 districts, so 5 members instead of the previous 9

## Planning Boards Comparison Table

Composition	Term	Qualifications	Appointment	Responsibilities	Source
<b>Warner Center Plan Implementation Board (Ordinance 185618)- Managed by Council District 3</b>					
<b>9 members</b>	<b>3-year term</b>  initial terms staggered (3 serve 3-year terms, 3 serve 2-year terms, 3 serve 1-year terms) members serving less than a full 3-year term may be reappointed at the conclusion of that term for a successive full 3-year term	at least one elected member or board member from each of the following organizations: <b>two (2) members from the Woodland Hills-Warner Center Neighborhood Council</b> <b>two (2) members from the Warner Center Association</b> one (1) from the <b>West Valley-Warner Center Chamber of Commerce</b> one (1) from the <b>Woodland Hills Homeowner Organization</b> three (3) general Council Office Appointees	<b>Councilmember</b> within whose District the plan falls appoints all 9	(a) <b>Recommend prioritization</b> of the implementation of mitigation measures outlined in Appendix C of the Warner Center 2035 Plan, or any subsequently approved revisions.  (b) <b>Provide recommendations</b> on public improvement projects within the Warner Center 2035 Specific Plan area carried out by the Departments of Public Works, Transportation, or Recreation and Parks, as to the priority of projects to be implemented.  (c) <b>Provide recommendations</b> and work plans for other items related to the implementation of the Plan, as outlined in Section 10.1 of the Warner Center 2035 Specific Plan.  (d) <b>Prepare an annual report</b> , with assistance from the Departments of Public Works and Transportation, on the status of mitigation measures outlined in Appendix C of the Warner Center 2035 Specific Plan, or any subsequently approved revisions  (e) <b>Prepare an annual report</b> , with assistance from relevant City Departments, on the status of projects related to the implementation of the Plan, as outlined in Section 10.1 of the Warner Center 2035 Specific Plan, and other public improvement projects within the Warner Center 2035 Specific Plan area carried out by the Departments of Public Works, Transportation, or Recreation and Parks	<a href="https://clkrep.lacity.org/online/docs/2013/13-0197-S8_ORD_185618_07-30-2018.pdf">https://clkrep.lacity.org/online/docs/2013/13-0197-S8_ORD_185618_07-30-2018.pdf</a>
<b>Historic Preservation Boards (LAMC Section 12.30.3)</b>					
<b>5-7 members</b>  Where a Board serves two (2) or more Preservation Zones, the Board shall be comprised of seven (7) members.	<b>4-year term</b> or if expired, may continue to serve on the Board until their replacements are appointed  No member shall serve more than two (2) consecutive 4-year terms	All members shall have demonstrated a knowledge of, and interest in, the culture, buildings, structures, historic architecture, history and features of the area encompassed by the Preservation Zone and, to the extent feasible, shall have experience in historic preservation.  One (1) member having <b>extensive real estate or construction experience</b>  At least three (3) members shall be <b>Renters or Owners of property in the Preservation Zone(s), with a Renter or property Owner representative from each Preservation Zone on the Board.</b>	<b>Mayor:</b> appoints one (1) member having extensive real estate or construction experience  <b>Councilmembers</b> where the Zone is located: appoints one (1) member who is a Renter or Owner of Property in the Preservation Zone(s). Where a Board serves two (2) or more Preservation Zones two (2) Renters or Owners of Property.  <b>Cultural Heritage Commission:</b> appoints one (1) who is an architect licensed by the State of California. Appoints one (1) member who is a Renter or Owner of Property in the Preservation Zone(s). Where a Board serves two or more Preservation Zones two (2) Renter or Owners of Property shall be appointed  <b>Board:</b> appoints one (1) member who is a Renter or Owner of Property in the Preservation Zone (s) pursuant to the criteria set forth in Subsection D.4(d)	<b>To evaluate and make recommendations</b> to the City Planning Commission, Cultural Heritage Commission and City Council on the following matters within the Preservation Zone it administers:  (a) proposed changes to the boundaries of the Preservation Zone (b) Historic Resources Survey, resurvey, partial resurvey, or modification undertaken (c) proposals for the designation of Historic- Cultural Monuments (d) applications for Certificates of Appropriateness or Certificates of Compatibility  <b>To make recommendations</b> to decision makers regarding:  (a) façade easements, covenants, and the imposition of other conditions for the purposes of historic preservation (b) the utilization of grants and budget appropriations to promote historic preservation  <b>To assist in:</b>  (a) the updating of the Historic Resources Survey for the Preservation Zone (b) the preparation of a Preservation Plan, which clarifies and elaborates upon these regulations as they apply to the Preservation Zone  And:  (a) <b>to render guidance and advice</b> to any Owner or occupant on construction, Demolition, Alteration, removal or relocation of any Monument or any building, structure, Landscaping, Natural Feature or lot within the Preservation Zone it administers. This guidance and advice shall be consistent with approved procedures and guidelines, and the Preservation Plan, or in absence of a Plan, the guidance and advice shall be consistent with the Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings.	<a href="https://codelibrary.amlegal.com/code/s/los_angeles/latest/lamc/0-0-0-112632">https://codelibrary.amlegal.com/code/s/los_angeles/latest/lamc/0-0-0-112632</a>

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## Planning Boards Comparison Table

Composition	Term	Qualifications	Appointment	Responsibilities	Source
<b>Cultural Heritage Commission (Los Angeles City Charter, Section 22.171 et sequentia)</b>					
<b>5 members</b>	<b>5-year term</b> , beginning on July 1.  An appointment to fill an unexpired term on any board shall be for the period of the unexpired term.	All Commissioners shall have a demonstrated interest, competence or knowledge of historic preservation. At least two (2) of the Commissioners should be <b>professionals</b> who meet the qualifications for various disciplines outlined by the U.S. Secretary of the Interior, Code of Federal Regulations, 36 CFR Part 61. These disciplines include history, architecture, architectural history, planning, pre-historic and historic archeology, folklore, cultural anthropology, curation, conservation and landscape architecture or related disciplines, such as urban planning, American studies, American civilization or cultural geography.	<b>Mayor</b> appoints boards of commissioners created by the Charter, subject to Council confirmation as provided in the Charter;	(a) <b>review nominations</b> for sites to be designated as historic cultural monuments  (b) take all steps necessary to <b>preserve Monuments</b> , including assistance in the creation of civic citizens' committees, assistance in the establishment of a private fund for the acquisition or restoration of designated Monuments, and recommendation that a Monument be acquired by a governmental agency where private acquisition is not feasible  (c) <b>review applications</b> for the Demolition, substantial alteration, or Relocation of a Site, Building or Structure Designated a Monument, if it is immediately necessary in the interest of the public health, safety or general welfare.  (d) <b>review and approval of historic resources</b> surveys conducted for proposed Historic Preservation Overlay Zones (historic districts)  (e) <b>appointment of two of the five members of each Historic Preservation Overlay Zone Board</b> , including the Board architect (the CHC approves three of the seven members for Boards that oversee multiple HPOZs)  (f) <b>oversight of the Mills Act Historical Property Contract Program</b> and <b>approval of exemptions</b> from the City's valuation limits for the Mills Act  (g) <b>comment on behalf of the City</b> , as a Certified Local Government for historic preservation, on nominations of sites to the National Register of Historic Places	<a href="https://codelibrary.amlegal.com/codes/los_angeles/latest/laac/0-0-0-48548">https://codelibrary.amlegal.com/codes/los_angeles/latest/laac/0-0-0-48548</a>
<b>City Planning Commission (Los Angeles City Charter, Section 551)</b>					
<b>9 members</b>	<b>5-year term</b> , beginning on July 1.  The terms of the commissioners shall be designated so that as much as possible the terms of office are staggered.  Period of each commissioner's term shall be designated in the appointment. An appointment to fill an unexpired term on any board shall be for the period of the unexpired term.	(1) Must be a registered voter of the City. (2) No person who is required by ordinance to be registered as a lobbyist shall be appointed to a commission whose members are required to file financial disclosure statements pursuant to the California Political Reform Act. (3) Diversity. Unless otherwise provided in the Charter, the Mayor, Council or other appointing authority shall strive to make his or her overall appointments to appointed boards, commissions or advisory bodies established by the Charter or ordinance reflect the diversity of the City, including, but not limited to, communities of interest, neighborhoods, ethnicity, race, gender, age and sexual orientation.	<b>Mayor</b> appoints boards of commissioners created by the Charter, subject to Council confirmation as provided in the Charter;	(a) <b>give advice and make recommendations</b> to the Mayor, Council, Director of Planning, municipal departments and agencies with respect to City planning and related activities and legislation;  (b) <b>make recommendations</b> concerning amendment of the General Plan and proposed zoning ordinances in accordance with Sections 555 and 558;  (c) <b>make reports and recommendations</b> to the Council and to other governmental officers or agencies as may be necessary to implement and secure compliance with the General Plan; and  (d) <b>hear and determine applications</b> for, or appeals related to, various approvals in accordance with procedures prescribed by ordinance;  (e) perform other functions prescribed by the Charter or ordinance.	<a href="https://codelibrary.amlegal.com/codes/los_angeles/latest/laac/0-0-0-2427">https://codelibrary.amlegal.com/codes/los_angeles/latest/laac/0-0-0-2427</a> <a href="https://codelibrary.amlegal.com/codes/los_angeles/latest/laac/0-0-0-568">https://codelibrary.amlegal.com/codes/los_angeles/latest/laac/0-0-0-568</a>
<b>Area Planning Commission (Los Angeles City Charter, Section 552)</b>					
<b>5 members</b>	<b>5 year-term</b> , beginning on July 1.  The terms of the commissioners shall be designated so that as much as possible the terms of office are staggered.  Period of each commissioner's term shall be designated in the appointment. An appointment to fill an unexpired term on any board shall be for the period of the unexpired term.	Members shall be appointed and removed in the same manner as members of the City Planning Commission, except that residency in the area served by the Area Planning Commission shall be a qualification for appointment.	<b>Mayor</b> appoints boards of commissioners created by the Charter, subject to Council confirmation as provided in the Charter;	(a) <b>hear and determine</b> appeals where it is alleged there is error or abuse of discretion in any order, requirement, decision, interpretation or other determination made by a Zoning Administrator;  (b) <b>hear and make determinations</b> on any matter normally under the jurisdiction of a Zoning Administrator when that matter has been transferred to the jurisdiction of the Area Planning Commission because the Zoning Administrator has failed to act within the time limits prescribed by ordinance;  (c) <b>hear and determine</b> applications for, or appeals related to, conditional use permits and other similar quasi-judicial approvals, in accordance with procedures prescribed by ordinance;  (d) <b>make recommendations</b> with respect to zone changes or similar matters referred to it from the City Planning Commission pursuant to LAMC Section 562; and  (e) <b>hear and determine</b> other matters delegated to it by ordinance.	<a href="https://codelibrary.amlegal.com/codes/los_angeles/latest/laac/0-0-0-2440">https://codelibrary.amlegal.com/codes/los_angeles/latest/laac/0-0-0-2440</a> <a href="https://codelibrary.amlegal.com/codes/los_angeles/latest/laac/0-0-0-568">https://codelibrary.amlegal.com/codes/los_angeles/latest/laac/0-0-0-568</a> <a href="https://planning.lacity.org/odocument/4280ea01-cef1-4aaa-9f20-168297b788b5/Processes_Comparison_Table_Final.pdf">https://planning.lacity.org/odocument/4280ea01-cef1-4aaa-9f20-168297b788b5/Processes_Comparison_Table_Final.pdf</a>

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