



Serving the Silver Lake Community Since 2003

P.O. Box 26385
Los Angeles, California 90026

Phone 323-413-SLNC (7562)
Email board@silverlakenc.org
www.silverlakenc.org

Silver Lake Urban Design & Preservation Advisory Committee

Guidelines for Development Proposals and Conditional Use Permit Applications (except minor additions to and the remodeling of single family or duplex dwellings)

Revised July 2014

PROCEDURES

In the interest of uniform treatment, any Applicant approaching the SLNC should immediately be referred to the UD&PAC. The Applicant should not meet with any other committee. If the development is at a preliminary stage, the UD&PAC is willing to meet with the Applicant and will encourage the Applicant to maintain communication with the committee and the community throughout the development process. If a development application has already been submitted, the steps below should be worked through.

At the time of the Master Land Use Permit Application ("MLUPA") submission to the Department of Planning, the Applicant will be required to submit an extra copy of the application which the Department of Planning will mail to the SLNC for consideration. Once the Chair(s) of UD&PAC gets this application and it becomes an agenda item, a copy of this application is forwarded to all committee members.

The SLNC process may take a minimum of 60 days. If an Applicant pleads lack of time because of an impending hearing, the City Council office, or the Department of City Planning should be contacted to request an extension in the case's comment period.

STAGE 1

1. The UD&PAC Chair(s) shall communicate with the Applicant to provide general guidelines for the particular application and instructions with regards to the SLNC process.
2. The UD&PAC Chair(s) will then schedule an application presentation at a regular monthly UD&PAC committee meeting (held on the second Wednesday of each month). Following the presentation, a Q&A period will be allowed for discussion and possible action.
3. Applicant will mail or deliver the meeting notice, using the suggested format, to each & every occupant and owner within a 500-foot radius, for Applicant's upcoming presentation at the UD&PAC meeting. (This is completely separate from the public hearing notice mailed from the City Planning.)
4. The Applicant is requested to bring the following to the UD&PAC meeting:
 - A summary of their request. Be prepared to describe the project.
 - The proposed plans mounted (if possible) for presentation, or via projection.
 - Proof of outreach to neighbors/stakeholders, and the outreach notice that was utilized.
 - Site plans, elevations, sections, and renderings, and in context if possible.

STAGE 2

5. If the UD&PAC finds that the application is of such magnitude or importance that it triggers a major impact on the community, then the UD&PAC will sponsor a meeting (“Community Outreach Meeting”) at a location, date and time allowing the attendance by local stakeholders and the Applicant.
6. Notice for a Community Outreach Meeting should be carried out in the following ways:
 - The Applicant should assist with outreach to neighbors/stakeholders.
 - An outreach flyer (using the suggested format) for this meeting shall be forwarded to the entire SLNB Board, and the appropriate SLNC Regional Board Members shall be requested to disseminate this flyer, as well as post to the appropriate posting locations.
 - The UD&PAC shall arrange for posting to the following: SLNC Website, SLNC Facebook Page, UD&PAC Facebook Group, and SLNC Twitter account.
 - The UD&PAC shall assist with outreach for the meeting.
7. The UD&PAC will facilitate the Community Outreach Meeting.
8. Community Outreach Meeting* sample agenda:
 - UD&PAC Chair(s) give background and other pertinent info, and introductions.
 - Applicant gives presentation.
 - General Q&A and comment period facilitated by the UD&PAC Chair(s).
 - Suggestions for follow-up.
 - Invitation to next UD&PAC meeting.(*Note: Community Outreach Meetings are informational only.)
9. UD&PAC discusses the project, including input from the Community Outreach Meeting, at its next regularly scheduled meeting (if practical), to which the Applicant and anyone else interested may attend.

STAGE 3

10. UD&PAC will then decide whether further action shall be taken. UD&PAC may recommend support for the project to the SLNC Governing Board, or may make no recommendation. If UD&PAC recommends support for the project, Applicant may be invited to make a brief presentation at the next possible SLNC Governing Board meeting.
11. If the SLNC Governing Board recommends support of the project, a document stating the position will be sent to City Planning and the appropriate City Council office(s), and shall be available on request to the Applicant and local stakeholders.

General Note:

The procedures listed above should be followed by all parties as closely as possible, with the understanding that some of the steps and meetings may be modified by the Chair(s).



Serving the Silver Lake Community Since 2003

P.O. Box 26385
Los Angeles, California 90026

Phone 323-413-SLNC (7562)
Email board@silverlakenc.org
www.silverlakenc.org

Recommendations for Applicants and Developers Silver Lake Neighborhood Council Urban Design and Preservation Committee

Silver Lake is a neighborhood of distinct styles and eclectic architecture. From our Schindler and Neutra historical buildings to neighborhood treasures like the "Boat Building," Silver Lake residents take pride in our unique structures. Developers have an opportunity to explore the multitude of styles that make Silver Lake a special place to live and work. Our hillside topography and winding streets present challenges to new construction projects, and at the same time, an opportunity for thoughtful design that takes into account the surrounding neighborhood and its residents.

This Committee understands architectural design is often a matter of taste on which there are a myriad of opinions. With that in mind, this Committee strongly urges developers and architects to design thoughtful, creative structures that respect the context of the immediate area and add to the architectural landscape in a meaningful way.

DESIGN CRITERIA

- Silver Lake is a hillside neighborhood mixed with apartments, commercial buildings and Single Family Residences sometimes all on the same block. This Committee encourages developers to seriously consider the adjacent properties when deciding on site orientation, setbacks, and overall scale of the project.
- The Committee favors:
 - Open decks and ground level open space as an alternative to roof decks
 - Reducing the FAR of the buildable lot that reflects the immediate neighborhood
 - Building smaller, more affordable units
 - Design that factors in privacy and noise impacts on surrounding properties

OUTREACH

- This Committee takes community outreach very seriously and will not vote on a project if proper outreach has not been done. Outreach includes:
 - Applicants introducing themselves to immediate neighbors
 - Making plans available to neighbors for review prior to Committee meeting
 - Inviting neighbors to attend the Committee meeting
 - Being prepared to address neighbors specific concerns in Committee meeting

PRESENTATION

- We recommend that Site plans, Floor plans, and Elevations be submitted 1 week in advance.
- Plans and/or renderings (to scale) showing the relationship to adjacent structures relative to height and setbacks are essential for the Committee to understand the impact of the project on the neighbors. Please include these in your presentation.
- The Committee strongly recommends the architect appear at the Committee Meeting.
- Several Committee meetings may be required in order to incorporate suggestions from the Committee and neighborhood stakeholders.

PROPERTY OWNERS

- It is the Committee's expectation that when applicants purchase a property, with or without existing tenants, the property be appropriately maintained in accordance with all codes and in a manner respectful of area stakeholders.
- This Committee keeps record of properties subject to LA's Rent Stabilization Ordinance and will contact the HCDLA if any known violations are reported to us.