

Environmental Review Board

Procedural Manual



LOS ANGELES COUNTY
DEPARTMENT OF
REGIONAL PLANNING

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BIOLOGICAL ASSESSMENT CHECKLIST

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I. INTRODUCTION

The Environmental Review Board (“ERB”) serves to ensure that proposed development in biologically sensitive areas within the Santa Monica Mountains Coastal Zone (“Coastal Zone”) is reviewed by an independent body of qualified professionals. The review process is set forth in Section 22.44.1850 et seq. of the Santa Monica Mountains Local Coastal Program (“SMMLCP”). This document is intended as a supplemental guide to outline those processes and procedures. In the event there is a real or perceived conflict between this document and the SMMLCP, the SMMLCP controls.

II. PURPOSE

ERB is an expert advisory committee established by the SMMLCP to assist the Los Angeles County Department of Regional Planning (“Department”) in assessing impacts on biological resources within or in proximity to sensitive environmental resource areas (“SERAs”), defined and mapped as H1, H2 “High Scrutiny,” or H2 habitat categories, and within certain Rural Villages by:

- Reviewing Biological Inventories (“BI”) and Biological Assessments (“BA”) for adequacy and content;
- Reviewing development proposals for conformity with all applicable biological resource protection policies, provisions, and development standards of the SMMLCP; and
- Reviewing requests to modify mapped habitat categories located on properties proposed for development.

III. REVIEW PROCEDURES AND ROLES

A. PROJECTS SUBJECT TO REVIEW

All proposed development shall be reviewed by the ERB for consistency with the biological resource protection policies and provisions of the

SMMLCP if located in the following areas, collectively known herein as “ERB review areas:”

- H1 Habitat or within 200 feet of H1 Habitat.
- H2 Habitat or within 200 feet of H2 Habitat (including H2 “High Scrutiny” Habitat).
- Any development within the Las Flores Heights, Malibu Mar Vista, Malibu Vista, and Vera Canyon Rural Villages.

B. EXEMPTIONS FROM REVIEW

In addition to development qualifying for one of the exemptions listed under Section 22.44.820, the following shall be exempt from review by the ERB pursuant to Section 22.44.1860.C.2:

- Remodeling an existing structure that does not extend the existing structure footprint.
- Additions to existing legal structures that are within the lawfully-established graded pad area or the existing developed/landscaped area, if there is no graded pad, that are not within 200 feet of H1 habitat that do not raise the height of the structure to the point that it would impact vegetation, protected public views, or require additional fuel modification.

C. APPLICATION MATERIALS

As part of an application for a coastal development permit, an applicant must submit the following reports (collectively “biological reports”), as applicable:

- Biological Inventory (BI): The BI is required for all projects that are not located in an ERB review area. The BI is a report documenting the biological resources and physical features found on a project site and shall be prepared consistent with the requirements of Section 22.44.840.P.
- Biological Assessment (BA): The BA is required for projects in an ERB review area. The BA is also required for projects not in an

ERB review area if the BI indicates the presence or potential for H1, H2 “High Scrutiny,” or H2 habitats. The BA is a report documenting the habitat types and any special status plant or animal species found on a project site. The BA shall be prepared consistent with the requirements of Section 22.44.1870

Biological Assessment Requirements

The BA shall be based upon information gathered during a site-specific investigation by a qualified biologist or resource specialist from the Department’s Certified List of ERB Consultants and will identify, characterize, and delineate habitat types as well as any special status plant or animal species on the project site.

The BA shall contain the following components (refer to Section 22.44.1870 for additional detail on content and form and refer to Appendix A of this manual for a copy of the required checklist):

- An introduction describing the proposed project and a discussion of the physical characteristics of the site.
- A list of potential sensitive species and/or habitats that could occur on the site as an appendix to the report.
- Field survey results, identifying and mapping all the vegetation community types present on the property, and generally indicating the location of the communities on adjacent properties (this shall include trees potentially used by sensitive species or raptors and potential wetland areas).
- An oak tree report if the protected zone of oak trees is within 25 feet of the proposed development.
- A native tree report if the protected zone of sycamore, walnut, bay, or any other species of native tree is within 25 feet of the proposed development.
- A description of the general biological

context of the project site and a description of the actual wildlife use.

- A discussion of the potential impacts of the proposed development on biological resources.
- A discussion of any apparent unauthorized development on the parcel.
- A discussion of the frequency of wildfires affecting the proposed development site, impact of fire on the natural habitat, and time since the last burn.
- A discussion of the steps to be taken to avoid and minimize impacts to SERAs and a plan to mitigate permissible unavoidable impacts.

The Director of the Department of Regional Planning can require any additional information be included in the BA, as necessary, to determine project consistency with the biological resource protection policies and provisions of the SMMLCP.

D. ROLES, RESPONSIBILITIES, AND EXPECTATIONS

The following section identifies the different roles and responsibilities for conducting an ERB meeting and ERB review:

- ERB Members. ERB members review all pertinent project materials including Bas and requests to modify the mapped location of SERAs on a project site and prepare project notes for each scheduled item before each ERB meeting. Members review development proposals for conformity with all applicable biological resource protection policies and provisions of the SMMLCP, and make recommendations to minimize impacts to SERAs.
- ERB Coordinator. The ERB coordinator is appointed by the Director of the Department of Regional Planning and is responsible for communicating with members, setting agendas, ensuring quorums for each meeting,

and facilitating meetings. The ERB coordinator ensures that actions taken at meetings are clearly stated and voted upon individually. The ERB coordinator also oversees the ERB secretary.

- ERB Secretary. The ERB secretary reports to the ERB coordinator and Current Planning Division's management. The ERB secretary prepares meeting minutes, maintains the ERB schedule, books the meeting room, tracks ERB deadlines, collects and distributes all submittal materials, posts items to the ERB webpage, documents and distributes approved ERB recommendations to the case planner, assists ERB members with requests including parking reimbursements, and performs other administrative tasks as required. When the ERB secretary position is vacant, these responsibilities fall to the ERB coordinator.
- Case Planner. The case planner coordinates with the staff biologist, ERB coordinator, and ERB secretary so that qualifying development projects are scheduled for ERB review. The case planner is expected to attend any ERB meeting during which a case assigned to them is being reviewed. During these meetings, the case planner is responsible for making a brief presentation about the project. After ERB review, the case planner works with an applicant to address comments from the ERB, incorporating ERB notes and recommendations into the project staff report, findings, conditions of approval, and environmental document as appropriate.
- Staff Biologist. The staff biologist reviews the biological reports (as applicable) submitted by the applicant for adequacy of content and form. When reviewing biological reports, the staff biologist shall consider the following:
 - ◇ Does the Biological Assessment include all necessary information?
 - ◇ Was the Biological Assessment performed during the right time of the

year?

- ◇ Are additional surveys necessary?
- ◇ Is there sufficient habitat/species information to determine what occurs on-site?
- ◇ Has the on-site habitat been appropriately categorized?
- ◇ If sensitive species were observed on-site, were protocol-level surveys used?
- ◇ Does the Biological Assessment include the correct and delineated habitat category map?
- ◇ Does the Biological Assessment include a comparison of actual conditions to the mapped habitat?
- ◇ Are the conclusions of the Biological Assessment in keeping with the report results?
- ◇ Does the Biological Assessment provide sufficient information for project recommendations to be made?

The staff biologist will work directly with an applicant (in coordination with case planner) to make any necessary revisions to biological reports in order to meet the requirements of the SMMLIP. Once the biological report is determined to be adequate, the staff biologist will submit a report to the ERB on the adequacy of the biological report and shall suggest any necessary recommendations needed to minimize potential project impacts to SERAs.

- Applicant/Representative. The applicant or applicant's representative shall be present at ERB meetings where their development project is on the agenda. The applicant or applicant's representative will be able to make a brief presentation, if they choose, and shall be available to answer questions about

the project and discuss recommendations made by the staff biologist or ERB members.

- Applicant's Biologist. Applicants pursuing a coastal development permit must retain the services of a biologist from the Department's Certified List of ERB Consultants to prepare all required Biological Assessments and inventories necessary for application submittal. The applicant's biologist must also be present at ERB meetings in order to answer questions related to reports that they have prepared.

E. MEETING PREPARATION AND NOTICING

Prior to scheduling a project for review by the ERB, the case planner shall work with the applicant to ensure that all required application materials have been submitted and contain all necessary information. Using eConsult, the case planner will transmit the biological reports and any other pertinent case information to the staff biologist for review for form and content. The staff biologist will work with the applicant to ensure that the biological reports are adequate. Once the staff biologist determines that the biological reports are considered adequate, the case planner will work with the ERB coordinator to schedule the project for ERB review.

Once scheduled, the following tasks shall be completed on the timeline outlined below:

- Four (4) weeks prior to the meeting:
 - ◇ The ERB coordinator uploads the draft agenda and required project materials to the ERB webpage at: <http://planning.lacounty.gov/agenda/erb>.
 - ◇ The ERB coordinator delivers notice of ERB meetings personally or by first class mail to any person who has requested to be notified of such meetings.
 - ◇ The ERB coordinator ensures there is a quorum for the ERB meeting.
- Two (2) weeks prior to the meeting:
 - ◇ ERB members review all project materials for each item on the agenda and begin compiling case notes for each item.
 - ◇ ERB members who have comments on projects submit their case notes to the ERB coordinator, who will then compile them into the Master List of Case Notes, which is a single document containing all case notes from all ERB members. This document is intended to guide the discussion at ERB meetings and does not constitute official ERB recommendations.
 - ◇ The ERB coordinator sends the Master List of Case Notes to the case planner, staff biologist, and applicant, and posts the notes to the ERB webpage.
 - ◇ The case planner and staff biologist review the Master List of Case Notes and may bring up any possible questions or comments at the ERB meeting.
 - ◇ ERB members scheduled to attend the ERB meeting submit a written disclosure of any conflicts of interest.
- One (1) week prior to the meeting:
 - ◇ All written public comments are distributed to ERB members and are posted to the ERB webpage.
- At least 72 hours prior to the meeting:
 - ◇ The ERB coordinator posts the final agenda to the ERB webpage and outside of Room 1385.
 - ◇ The ERB coordinator submits a Meeting Request HelpDesk ticket requesting all necessary audio-visual aids for the ERB meeting.
 - ◇ The ERB coordinator posts draft meeting

minutes from the previous ERB meeting to the ERB webpage.

- ◇ The ERB coordinator posts any pertinent case materials and the required BA review report.

F. MEETING CONDUCT

ERB meetings are held at 1:00 pm on the third Monday of each month in Room 1385 of the Los Angeles County Hall of Records, 320 West Temple Street, Los Angeles, CA 90012 unless otherwise notified.

The ERB coordinator will call the meeting to order and call each agenda item before ERB. Agenda items are set so that cases are scheduled in the order they were received by the ERB coordinator. Once the review of an item is complete, the ERB may not engage in further discussion of the project without first re-noticing the project.

The structure of the agenda is as follows:

1. Approval of Minutes: Discussion and approval of the minutes from the previous meeting(s).
2. Consent Items: Action on items that are not considered controversial or where no impacts to SERAs would occur and a project conforms to all applicable biological resource protection policies.
3. Old Business: Discussion and consideration of projects continued from previous meetings.
4. New Business: Discussion and consideration of new projects that have never been reviewed by the ERB. This section of the agenda is also reserved for hearing public comment on any item not specifically identified on the agenda.
5. Discussion Items: Discussion and consideration of non project-related items (e.g., discussion of standard mitigation or

updates to the SMMLCP).

6. Other Items: This section of the agenda is reserved for any item that does not fit into one of the previous sections (e.g., trainings for ERB members or public comment not related to a specific agenda item).

Consideration of each agenda item shall be conducted as follows:

- Case Planner Presentation: The case planner provides a brief presentation to the ERB that includes a project description.
- Applicant Presentation: The applicant or the applicant's representative may give a brief presentation on project; this is optional.
- Staff Biologist Presentation: The staff biologist presents a brief summary of any issues on the project site as detailed in the submitted biological report and any recommendations identified to address the issues, if applicable.
- ERB Discussion: ERB will hold a technical discussion on the following features (see Section 22.44.1850.C for additional detail) and may call on the case planner, staff biologist, or the applicant to gain clarity about the proposed project:
 - ◇ Biological reports for adequacy and conformance with the applicable requirements of the SMMLIP.
 - ◇ Request to modify mapped habitat categories. Members will evaluate an applicant's biological reports and requests to modify mapped habitat categories on the subject property to reflect observed on-site resources. ERB will make a recommendation in accordance with this evaluation.
 - ◇ Development proposals for conformity with all applicable biological resource protection policies, provisions, and development standards of the SMMLCP.

- ◇ Recommendations submitted to the Master List of Case Notes.
- Public Comment: Public comments on specific cases must be heard before any action is taken on each case. In addition, written public comments may be submitted via email (ERB@planning.lacounty.gov) or through the mail system (Attention: ERB Coordinator, Floor 13, 320 W. Temple Street, Los Angeles, CA 90012). All written comments must be received at least one week prior to the ERB meeting in order for ERB members to receive the comments in advance of the meeting. All written comments received after this point will be distributed to ERB on the day of the meeting and subsequently posted to the ERB webpage. Additionally, public comment not related to specific agenda items will be heard at the end of the ERB meeting.
- ERB Action: The ERB must take action on each project reviewed. If multiple actions are needed for a single project (e.g., numerous recommendations and an SMMLCP consistency recommendation), each action must be voted upon separately. Refer to the *Findings, Recommendations, and Actions* section for a detailed discussion of actions that can be taken by the ERB.

Following each ERB meeting, the ERB secretary shall prepare draft meeting minutes and a write-up of approved recommendations for each project. The draft minutes shall be posted to the ERB webpage and the recommendations shall be distributed to the case planner.

G. FINDINGS, RECOMMENDATIONS, AND ACTIONS

ERB Findings

Proposed Development

In reviewing proposed development, the ERB shall consider whether the project has met the following burden of proof:

- That the requested development is sited and designed to avoid H1 Habitat and areas within 100 feet of H1 Habitat except as permitted by Sections 22.44.1800 through 22.44.1950;
- That the requested development is sited and designed to avoid the 100-foot Quiet Zone except as set forth herein;
- That the requested development is sited and designed to avoid H2 “High Scrutiny” and H2 Habitat to the maximum extent feasible. Where avoidance is not feasible and it is necessary to allow the owner a reasonable economic use of the property, the requested development is sited and designed to minimize and mitigate significant adverse impacts in conformance with the policies and provisions of the LCP;
- That the requested development is sited and designed to avoid wildlife movement corridors (migratory paths) to the maximum extent feasible to ensure these areas are left in an undisturbed and natural state. Where avoidance is not feasible and it is necessary to allow the owner a reasonable economic use of the property, the requested development is to be sited and designed to minimize significant adverse impacts in conformance with the policies and provisions of the LCP; and
- That roads and utilities serving the proposed development are located and designed so as to avoid H1 Habitat, H1 buffer, and to avoid or minimize significant adverse impacts to H2 “High Scrutiny,” and H2 Habitat and migratory paths.

Habitat Mapping Modification

Based on the contents of the Biological Assessment, the ERB may be asked to modify the mapped location of biological resources on a specific project site. If the ERB concurs that the mapped extents of biological resources should be modified, the ERB must make the following

finding:

- If the ERB concurs that the physical extent of the habitats on a project site are different than those indicated on the Biological Resources Map, the ERB shall make a finding that the map should be modified to accurately reflect on-site conditions.

ERB Recommendations

The ERB may make recommendations and/or suggest mitigation measures to address potential impacts to sensitive biological resources to ensure a project's ability to meet the Burden of Proof. Recommendations and mitigation measures may be related to issues such as project design, submitted materials, or other project-related elements as long as the scope of the each recommendation is limited to addressing potential impacts to sensitive biological resources. These recommendations do not preclude ERB from taking any action on the project. The case planner will include all official ERB project recommendations in the staff report by attaching the meeting minutes.

ERB Actions

Upon completing its review, the ERB may take the following actions:

Consent Items:

- Concur with staff biologist's recommendations and declaration of conformity that a project is consistent with all of the applicable biological resource protection policies and provisions of the SMMLCP and meets the Burden of Proof.
- Conclude that the project does not qualify for a recommendation on consent and should be brought back for full ERB review at a specific future date.

Old Business/New Business:

Adequate/Consistent:

- Conclude that a project's biological report, as reviewed by the staff biologist, adequately addresses the requirements of the SMMLCP.
- Conclude that the project is consistent with the applicable biological resources protection policies and development standards of the SMMLCP and that the project meets the Burden of Proof after incorporation of project recommendations.
- Conclude that the project is consistent with the applicable biological resource protection policies and development standards of the SMMLCP and that the project meets the Burden of Proof.

Inadequate/Inconsistent:

- Conclude that a project's biological report, as reviewed by the staff biologist, does not adequately address the requirements of the SMMLCP.
- Conclude that the project is inconsistent with the applicable biological resource protection policies and development standards of the SMMLCP and make recommendations and/or suggest incorporation of mitigation measures to address potential impacts. If a redesign is recommended to address potential impacts, the project is to be rescheduled to a specific future date for reevaluation. If five years have passed since the biological report was prepared, updated biological information may be required.
- Conclude that the project cannot meet the Burden of Proof and that it is inconsistent with the applicable biological resource protection policies and development standards of the SMMLCP.

Map Changes:

- Conclude that a request to modify the physical extent of mapped biological resources on a lot or lots is appropriate and recommend that the map be modified.
- Conclude that a request to modify the physical extent of mapped biological resources on a lot or lots is not appropriate and recommend denial of the requested map modification.

Discussion Items:

- No action necessary.

Other Items:

- Action taken will be based on each individual item on the agenda.

ERB Deliverables

Following completion of each ERB meeting, the ERB secretary shall provide the case planner with a copy of the draft meeting minutes containing the following, as applicable, for inclusion into the staff report (see Administrative Record):

- Recommendation on the project's conformance or lack thereof with the biological resource protection policies and provisions of the SMMLCP.
- Mitigation measures designed to avoid and minimize adverse impacts on sensitive biological resources.
- Mitigation measures necessary to protect the integrity of identified resources and meet the burden of proof described in 22.44.1850.
- Recommendation to modify the Biological Resources map to re-categorize on-site resources to accurately reflect existing conditions.

Decision-Maker Findings

In addition to other findings that may be

required to satisfy entitlement requests for a project, the case planner shall address each of the following, as applicable, in the staff report and findings:

- The physical extent of habitats that meet the criteria of the habitat categories based on substantial evidence and detailed justification for any classification or reclassification of habitat categories on the project site.
- The project's conformance with the biological resource protection policies and provisions of the SMMLCP.
- The project's conformance with the recommendations of the staff biologist and/or the ERB, or if the project does not conform to the recommendations, findings explaining why the recommendations are not feasible or warranted.
- Substantiation of the burden of proof requirements contained in Section 22.44.1850.

H. ADMINISTRATIVE RECORD

The ERB coordinator will keep an account of each ERB meeting as part of the administrative record. The record will consist of an audio recording of the meeting as well as minutes, which will be comprised of the following, as it applies to the items heard:

- A brief summary and description of projects considered before ERB, including the following, as applicable:
 - ◇ Project number
 - ◇ Project description
 - ◇ Consent determination
 - ◇ Adequacy of Biological Assessments
 - ◇ Suggested redesigns

- ◇ Suggested mitigation measures
- ◇ Final project consistency recommendation
- A brief summary of any biological resource mapping modifications considered and associated recommendations
- A brief summary of any other item heard before or discussed by ERB and any conclusions or determinations reached.

Following approval at a subsequent meeting, the ERB coordinator shall make the audio recording and the meeting minutes available to the public on the ERB website.

IV. Additional Information

A. COMPOSITION

Membership

ERB is comprised of nine qualified professionals with technical expertise in resource management. ERB members are selected by and serve at the pleasure of the Department's Director. There is no limit to the amount of time that a member may serve on the Board.

Required Area of Expertise

Qualified candidates for membership shall have expertise from among the following list of professions, including, but not limited to, aquatic biologist, archaeologist, architect, biogeographer, botanist, certified arborist, civil engineer, coastal geologist, conservation biologist, ecologist, forester, freshwater biologist, geomorphologist, horticulturist, hydrologist, landscape architect, marine biologist, marine microbiologist, planner, soils specialist, trails expert, water quality specialist, and wildlife biologist. At any one time, no more than three (3) members may be County employees. When an agenda item is concurrently requesting a modification to the mapped boundaries of existing habitat categories, at least three (3) members present must have technical expertise in terrestrial, marine, or aquatic

biology, botany, or ecology.

Quorum

The quorum for ERB meetings will be five members or alternates. A quorum must be present at each meeting in order to conduct official business. When a quorum cannot be made, the meeting will be adjourned to the next scheduled meeting. At the next meeting, all agenda items from the previous meeting will be continued to a specific future date.

Alternates

For purposes of making quorum, up to two staff members from a County Department may sit on ERB as an alternate. If possible, the alternate shall have technical expertise in one of the biology-related professions required of full members. If not possible, the alternate shall have technical expertise in any of the professions required of full members. Where an agenda item is concurrently considering a modification to the mapped boundaries of existing habitat categories, the alternate shall have expertise in terrestrial, marine, or aquatic biology, botany, or ecology. The alternate shall not have counseled an applicant or worked on a proposed project being reviewed by ERB at that meeting.

Membership Vacancy

Announcements on ERB vacancies are prepared by the ERB coordinator and posted on the ERB webpage. The ERB coordinator is responsible for soliciting applications from relevant organizations or businesses. The Director selects new ERB members from solicited applications in consultation with Department staff. The Director will issue a memo to the Department and the remaining ERB members informing them of any new ERB members.

B. ETHICAL GUIDELINES AND DISCLOSURE OF INTEREST

To preserve the impartiality of the process, ERB members are required to disclose any potential conflict of interest they might have in the

outcome of any case discussed at ERB meetings. ERB members with conflicts of interest are required to submit a written notice of disclosure to the applicant and the Department two weeks prior to the ERB meeting. If at any point during the two weeks leading up to an ERB meeting a member discovers a conflict of interest, it must be disclosed. Disclosure shall occur at the beginning of the ERB meeting during which the item is to be heard. Examples of potential conflicts of interest include:

- The applicant has hired an ERB member or their organization to work on their project;
- An ERB member has been hired by another applicant for a property that's adjoining the site under discussion;
- An ERB member is involved in some manner with an individual or organization that has a clear financial interest in the outcome of the case (e.g., the ERB member is employed by a business which wants to propose additional development in the area if the site under discussion is developed); or
- An ERB member or their employer, acting in their professional capacity and not as a member of the ERB, has submitted a public comment either supporting or opposing the project.

Department staff and/or an applicant may request that a member of ERB be recused in a case where a potential conflict of interest exists. ERB members may also voluntarily recuse themselves from project discussions. If an ERB member discloses a potential conflict of interest and there is no subsequent request for recusal from Department staff or the applicant, then the member shall be free to serve in ERB on the case. If a member discloses a conflict of interest, and a request is made for recusal, the director will determine in writing whether or not the ERB member is required to recuse themselves from the review. Failure to disclose any conflicts of interest by ERB members may result in the dismissal of the member from ERB at the

discretion of the director.

Members who have been recused from specific cases will be recused for the entire item during the ERB meeting, but they may attend the ERB meetings as a general member of the public. An announcement shall be made by the ERB coordinator regarding the recusal of an ERB member and if the member intends to participate in the meeting as a member of the public. If a recused member of ERB chooses to utilize the public comment period to comment on a specific case, they must clearly state that they are doing so as a member of the public, not as a member of ERB, and they will be allotted the same amount of time to speak as all other members of the public.

C. BROWN ACT BODY

ERB meetings are subject to the Brown Act. As such, meeting schedules, agendas, and other ERB information are available on the ERB webpage. ERB members may attend an ERB meeting from a remote location only at the discretion of the ERB Coordinator and only if all of the following criteria are met:

- The remote location is located in the County of Los Angeles.
- The remote location complies with all Brown Act requirements. Specifically, the ERB meeting agenda must be posted outside of the remote location at least 72 hours prior to the ERB meeting and the remote location must be included on the meeting notice.
- The remote location is in compliance with all ADA standards so that all members of the public may access and attend.

APPENDIX
Biological Assessment Checklist

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Santa Monica Mountains Biological Assessment Checklist	Page	Initials
Title Page		
A. Project name.		
B. County identification numbers (Project number, Permit number, APNs).		
C. Applicant name and contact information		
D. Name and affiliation of preparer.		
E. Date.		
I. Project and Survey Description		
A. Project description.		
1. Project name, type of report, address of project.		
2. County application identification numbers including APNs.		
3. Applicant name and contact information.		
4. Parcel and acreage information.		
5. Location.		
a. Map of regional features showing project location, including watershed boundaries, proximity to public lands, streams, drainages, and roads in region.		
b. Color aerial photograph(s) showing regional context of project, project parcel(s), existing development, open space, etc.		
6. Detailed description of proposed project, including area of vegetation removal, modification, or disturbance, grading volumes, etc.		
B. Description of major natural features.		
1. Landforms and geomorphology.		
2. Drainage and wetland features.		
3. Soils (soil/geological map optional).		
C. Methodology of biological survey.		
1. Date(s) of survey(s).		
2. Detailed description of survey methods.		
II. Biological Characteristics of the Site		
A. Flora.		
1. Map of vegetation communities, specifying system used (the use of Sawyer et al. 2009 is recommended).		
2. Map of project site showing the habitat areas (H1, H2, H2 "High Scrutiny", H3 Habitat) from the LUP Biological Resources map.		
3. Vegetation cover table, with acreages of each vegetation type (can be a legend in map).		
4. Location, trunk, diameter, and canopy extent mapped for each protected tree (oak, sycamore, walnut, bay) that is within 25 feet of any portion of the proposed development (on-site or off-site). Note: for protected oaks (>5" DBH) on or within 200' of property, an oak tree report is required. Include oak tree reports in an appendix.		
B. Fauna.		
1. Discussion of species observed; description of wildlife community.		
C. Sensitive species.		
1. Table of possible sensitive species and possible sensitive vegetation, including brief description of potential impacts to any sensitive species.		
2. Maps of occurrence for sensitive species observed.		

Santa Monica Mountains Biological Assessment Checklist	Page	Initials
D. List of flora and fauna observed or known from site.		
E. Survey Checklist (see Part B, Survey Checklist, above).		
III. Bibliography		
A. Bibliography of references cited in text.		
IV. Appendices		
A. Site photographs (color).		
B. Qualifications of biologists and other contributors.		
C. Oak tree report for sites with jurisdictional native oak trees (if applicable).		

*Digital copies of biological assessments must be provided to DRP as .pdf for final version, including georeferenced files of vegetative data and sensitive species occurrences.