



City of Malibu

23825 Stuart Ranch Road · Malibu, California · 90265-4861
Phone (310) 456-2489 · Fax (310) 456-3356 · www.malibucity.org

ENVIRONMENTAL REVIEW BOARD INSTRUCTIONS

What is the ERB?

The Environmental Review Board (ERB) serves as a technical advisory board to the City of Malibu Planning Director regarding matters of environmental concern. The ERB members are selected by the Planning Director and the board is comprised of qualified professional with technical expertise in biological resources, geology, architecture or civil engineering, landscape architecture, and the California Environmental Quality Act (CEQA). The purview of the ERB is limited to biological resource issues, geological issues, siting of structures on hillsides, fuel modification issues, and planting of wildland edges, unless otherwise directed by the Planning Director/City Biologist.

Can members of the public attend an ERB meeting?

Yes. Though the ERB is a non-Brown Act body, City staff welcomes public comments at these meetings. The chair of the board, the City Biologist, reserves the right to determine the length of public comments at each meeting. Members of the public are also welcomed to submit letters and additional materials to the board at or before the meeting.

What types of projects may require ERB review?

Your project requires ERB review for one or more of the following reasons:

- The project is located within an Environmentally Sensitive Habitat Area (ESHA) or within a 100-feet of an ESHA or other areas determined to support sensitive resources;
- The project includes a subdivision or land division;
- The project requires an initial study or environmental impact report; or
- If the Planning Director or City Biologist determines a project may have the potential to significantly impact the following resources either individually or cumulatively: archaeological resources, sensitive species or habitats, parkland, geology, landforms and watersheds, and/or shoreline resource.

What will the ERB consider?

The ERB shall consider the individual and cumulative impacts of the proposed project, make recommendations for the least environmentally damaging alternative, and recommend modifications and/or mitigation measures where necessary to ensure conformance with the Malibu Local Coastal Program (LCP) and Malibu Municipal Code (MMC). The ERB will only consider information presented by City staff. The ERB receives an agenda packet which includes: an agenda, staff report, a set of 11x17 project plans, and a flash drive with all attachments, including the project plans.

When will my project be considered by the ERB?

ERB review takes place before the City makes a decision on your project (e.g., Planning Director or Planning Commission). Your case planner will coordinate when your project will be reviewed by the ERB. In general, all agency approvals must be completed and story poles, if required, must be placed prior to ERB review. ERB meetings take place on the 4th Wednesday of each month at 9:00 a.m. in the Large Conference Room at City Hall. The ERB agenda packet will be distributed to the ERB, staff, and the applicant/owner no less than seven (7) days prior to the meeting date.

What do I need to do before my project is reviewed by ERB?

First and foremost, story poles, if required, must be approved by the case planner and placed onsite. Then, the case planner will review the project application and records on file with the City and will determine which additional documents are required to complete the ERB submittal package. The case planner will submit the below checklist to you.

What happens after ERB's review?

Following ERB review, your case planner will compile the board's recommendations into one document, the "ERB Recommendation". If accepted by the Planning Director or Planning Commission, the ERB recommendations shall be incorporated as conditions of approval. Depending upon the recommendations, your case planner may request that additional materials be submitted to meet the ERB's recommendations.

ERB Submittal Checklist (TO BE COMPLETED BY CASE PLANNER):

- ERB Analysis Fee (see fee schedule)
- Hardcopies - Eight (8) sets of 11x17 plans to include architectural, landscaping, approved fuel modification plans, civil and onsite wastewater treatment plans.

****PDF versions of these plans must be provided on a CD as well.**

After reviewing your project application and records on file with the City, the Case Planner determined that additional documents are required to complete the ERB submittal package. **Please submit the documents below in PDF on a flash drive.**

- Department Review Sheets
- Total Grading Yardage Verification Certificate (if not imprinted on the grading plans)
- Will Serve Letter issued by the Los Angeles County Waterworks District No. 29
- Site photos with a photo location key
- Aerial photograph at a scale suitable to illustrate the subject property and at a minimum, all immediately adjacent properties
- A Site Plan with existing topography to include the following (if applicable):
 - All required or anticipated road/driveways, turnaround and access around the buildings, access easements, buildings, structures, fences and walls;
 - Proposed development area;
 - ESHA/ESHA buffer delineation;
 - Most landward mean high tide line and corresponding 10-foot setback; and
 - Protected native trees with a diameter of 6 inches or greater at breast height (dbh).
- An approved Fire Department Fuel Modification Plan showing required fire clearance zones around all structures
- A Grading and Drainage Plan, including retaining walls, corresponding wall heights, grading limit and drainage devices
- Geohydrological report for water wells
- Geotechnical, Geological and Soils Reports
- Onsite Wastewater Treatment System (OWTS) Report(s) and plans
- Wave Action Report(s)
- Biological Assessment (and Restoration Report, if applicable)
- Protected Native Tree Report (and Mitigation Report, if applicable)
- Dune Restoration / Enhancement Plan

Additional documents:
