



PALOS VERDES ESTATES

ESTABLISHED 1939

Resident Handbook



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Resident Handbook



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INSERT

Your Elected Officials

Your City Staff

Contact Reference Guide



HISTORY AND CHARACTERISTICS

The City of Palos Verdes Estates, incorporated December 20, 1939, is the oldest of the four cities on the Palos Verdes Peninsula.

The Palos Verdes Peninsula, which became known as Rancho de los Palos Verdes, was part of a land grant deeded to Don Delores Sepulveda in 1822, in return for his support of the Mexican Revolution. In 1882, the land was deeded to Jotham Bixby who brought farming to the Peninsula. The Bixby family in turn, sold the land to New York City Financier Frank A. Vanderlip, Sr. in 1913. Vanderlip, then President of National City Bank in New York, covered every mile of his new acquisition on horseback and formed his vision of a magnificent community by the sea. To achieve these goals, Vanderlip called in the most talented experts and professionals of his day.

Deed restrictions were imposed on the land in 1923, when the Bank of America, as trustee for Vanderlip's Palos Verdes Project, drafted a trust indenture and outlined provisions for development of the new community. The restrictions included specific items to "preserve the fine views of ocean, mountains and park," and "increase with the years the wonderful natural beauty of the property". The document established set-back requirements, prohibited billboards and imposed a system of architectural review on builders administered by the Palos Verdes Homes Association and the Palos Verdes Art Jury.

Vanderlip's plans were slowed by World War I, but subdivision of the land and construction of the first Spanish style homes in what is today Palos Verdes Estates began in the early 1920's.

The new community was laid out and landscaped by the famous Olmsted Brothers, sons of Frederick Law Olmsted, Sr., who designed



Central Park in New York City. Gently winding roadways, green hillsides, paths, eucalyptus, pepper, and coral trees were established, and a full 28% of the land area was dedicated to be permanent open space. This early planning and dedication of parklands gives the City its unique rural character and has resulted in its international reputation for scenic beauty.

Palos Verdes Estates first functioned as an unincorporated community and the Homes Association was liable for taxes on all parkland. After the economic crash in 1929, the Association owed parkland taxes to Los Angeles County and area residents were afraid that the parklands might be sold for payment. City incorporation was voted in 1939 and the parklands were deeded to the new City in 1940 by the Homes Association.

Neptune Fountain

One of Palos Verdes Estates' notable landmarks is Neptune Fountain, the City's logo, in Malaga Cove Plaza. The elaborate two-thirds scale replica of a bronze statue and fountain erected in Bologna, Italy in 1563 was donated to Palos Verdes Estates in 1930 by the Palos Verdes Project. The statue, thought to have been over 100 years old before it was brought to the City, was obtained from a villa courtyard outside Venice.



CITY FACTS AND FIGURES

| | |
|---|----------------------------------|
| Incorporated: | December 20, 1939 |
| Population estimate as of January 2009: | 14,046 |
| Area: | 4.75 sq. miles or 3,038 acres |
| Approximate Linear Miles of Coastline: | 4.5 miles |
| Highest Elevation: | 1,134 feet |
| Lowest Elevation: | Sea level |
| Miles of Paved Streets: | 87.9 miles |
| City Parkland: | 849 acres, 28% of City land |
| Dwelling Units: | 5,435 |
| Single family | 5,134 |
| Multi-family | 301 |
| Average # of residents per household | 2.63 |
| Registered Voters: | 9,546 |
| Type of Government: | Council/Manager |
| Type of City: | General Law |



Official Meetings: *

City Council

2nd & 4th Tuesday of the month

(No meetings in August or the 4th Tuesday of December)

Closed Session (if necessary)

6:30 p.m.

Regular Session

7:30 p.m.

Planning Commission

3rd Tuesday of the month

6:30 p.m.

Parklands Committee

2nd Monday of the month

7:30 p.m.

Traffic Safety Committee

2nd Wednesday of the month

4:00 p.m.

*Some meeting times are subject to change. Please call City Hall to confirm.



One of the City's oldest buildings is Malaga Cove Library located at 2400 Via Campesina. The library was constructed in 1929-30 and designed by architect, Myron Hunt. The building has been placed on the California State and Federal Register of Historic Places. The library includes a local history room and an art gallery/meeting room.



CITY GOVERNMENT

City Council

As a “general law” city, Palos Verdes Estates provides services to the public mandated by the California State Code. The City’s authorized legislative body is the City Council, which consists of five residents elected at large on a non-partisan ballot for four-year overlapping terms. Each year one member of the Council is selected by the Council to serve as Mayor and one as Mayor Pro Tempore.

Regular City Council meetings are held on the second and fourth Tuesdays of each month, except August and the 4th Tuesday of December, in the City Council Chambers at City Hall. The Council meets at 6:30 p.m. for a closed session (as necessary). The **regular agenda** begins at **7:30 p.m.** State law requires all action items to be placed on an agenda and posted 72 hours in advance of decision-making. Members of the public may address Council about an item on the agenda or talk about an item not on the agenda under “Communications from the Public” by submitting a green speaker’s card at the meeting.

Council makes policy decisions which are implemented by the City Manager and City staff. City committees and commissions study issues and advise Council. Agendas for all regular meetings of the City’s committees, commissions, and the City Council are posted on the Channel 35 reader board; at the front of City Hall, on the City’s website and at the Golf Club Pro-Shop. Special and adjourned regular meetings are posted as required by law.

Planning Commission

Planning Commissioners are appointed by the Mayor and City Council. Commissioners serve two-year overlapping terms. The



Commission reviews and makes decisions on most construction projects, zoning changes, grading and neighborhood compatibility applications, utility projects and right-of-way encroachments in the City. It periodically updates the City's General Plan. (Plans for exterior changes must also be submitted to the Palos Verdes Homes Association).

Parklands Committee

The Parklands Committee is an advisory body to the City Council. Members are appointed by the Mayor and Council to two-year overlapping terms. The Committee has knowledge of local plants and trees and an appreciation of the City's Parklands and rights-of-way plantings. The Committee advises residents concerning designated street trees, tree management procedures, and right-of-way planting. It reviews and makes recommendations on homeowner proposals for right-of-way and parkland planting, and tree pruning, removals and maintenance. It administers the Tree Management Policy which is a process whereby residents may request the removal or reduction of public trees, primarily for view enhancement.

Traffic Safety Committee

The Traffic Safety Committee is an advisory body to the City Council. Members are appointed by the Mayor and Council to overlapping two-year terms. The Committee suggests the best means for coordinating and administering traffic calming, assists in the publication of traffic reports, receives traffic matter complaints, and recommends the best means of improving traffic conditions and the administration and enforcement of traffic regulations.

Other City Committees

Residents of Palos Verdes Estates have a history of active commitment to volunteer community service. The City Council appoints interested and qualified residents to both standing and ad hoc committees from



time to time. Each committee reviews matters under its purview and advises the Council. Interested residents who would like to serve on a committee may submit resumes to the City Clerk. Openings are announced in the City Newsletter.

Ad hoc committees are appointed when a need arises. Ad hoc committees in past years have been the Financial Advisory, Fire and Paramedic Tax, Cable, Insurance, PVE 60th Celebration, and Roessler Pool Restoration (culminating in the Palos Verdes Beach & Athletic Club).



Haggarty Estate/Neighborhood Church. One of the more spectacular early buildings, an Italian villa, was built in 1928 by J.J. Haggarty of Haggarty's Department Store. Designed by architect, Armand Monaco, it was decorated with Italian Renaissance frescoes and included a vaulted ceiling entrance, dining room with a decorated ceiling with arched coffers, a swimming pool, miniature golf course and pier extending from the property into the ocean. Today the building houses the Neighborhood Church. The beautiful church and garden are located at 415 Paseo del Mar.



PREPARING FOR A PRESENTATION BEFORE THE CITY COUNCIL

The City Council welcomes and encourages public participation at the Council meetings. A portion of the agenda is reserved for comments from the public on items which are not on the agenda. Due to state law, no action can be taken by the Council on matters presented under this section.

If you plan to speak to City Council at a meeting, whether under a specific Agenda item or under Communications from the Public, please review the following tips:

1. Prepare your materials in advance. The City Council can make more informed decisions when they have complete and detailed information before them.
2. Background materials with photographs, if relevant, must be submitted to staff no later than the Thursday before the meeting, so that they may be forwarded to the Council in an advance packet.
3. To prepare to comment on your concern before City Council, organize and prioritize your remarks. Be prepared to answer questions from members of the Council.
4. At the City Council meeting, complete a green speaker's card. This indicates to the City Council your interest to speak.



5. After your comments, Council will deliberate and discuss the issue if it is an item already placed on the agenda. A decision may be made or the matter may be scheduled for a future agenda if additional information is needed.

VOTING

Regular City elections are held on odd numbered years the first Tuesday in March after the first Monday. Special elections may be held at other times.

As a Los Angeles County resident, you may register to vote if you are a citizen of the United States and will be at least 18 years of age at the time of the next election. Your registration must take place at least 15 days before an election for you to be qualified to vote in that election. There is no separate registration for city elections. You may register to vote by picking up a mail-in application at City Hall, or online at www.lavote.net, the Los Angeles County Registrar/Recorder's official website.

If you prefer to vote by mail, this option is available for any election. Simply complete the form provided with the Sample Ballot you receive by mail, affix first-class postage, and drop it in the mail. Mail applications must be submitted and received by the election's official, no later than 7 days prior to any election.

You may apply for permanent Vote by Mail (VBM) status. As a permanent VBM voter, a ballot will automatically be mailed to you for each election in which you are eligible to vote. A permanent



VBM application is available at City Hall or online at www.lavote.net. Please note that your VBM status will be discontinued if you do not vote in 2 consecutive elections.

CITY FINANCES

The City's fiscal year is July 1 - June 30. The City Manager submits his recommended budget to the City Council in May. While the City prepares a two-year budget document, the Council adopts the budget annually. A private, independent auditing firm, engaged by the City Council, performs an annual audit of the City's financial records.

Palos Verdes Estates is primarily a residential community with little commercial tax base. The City receives a significant portion of its operating revenues from the property tax. As a result of Proposition 13 and subsequent legislation, the city receives 11 cents of each property tax dollar paid to the County.

Forced by the impacts of Proposition 13, the City ceased operation of its own Fire Department in 1986 and has since contracted with Los Angeles County for fire and paramedic services. The current contract expires in June 2016. Special financing for this contract is a crucial component of the City's fiscal health. From 1991 to 2001, a special benefit assessment district was used for financing. The assessment included a flat charge per parcel and a cost per square foot for building improvement. Due to changes in state law, in 2003, City voters approved a special parcel tax, including the same components of per parcel and building improvement charges. The tax was renewed by a vote of the residents in 2007 and expires in 2017.

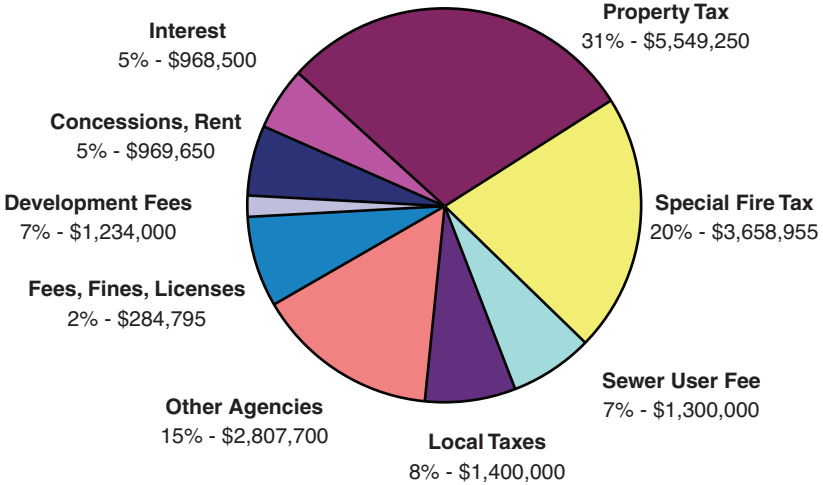


YOUR PROPERTY TAX DOLLAR

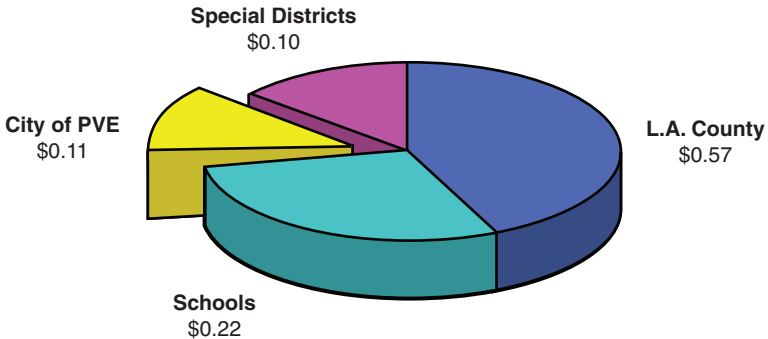
Where It Goes and How It's Spent

Operating Revenues

FY 2008-09 \$18,172,850



Distribution \$1 Local Property Tax Dollar



CITY DEPARTMENTS

City Manager

The City Manager is appointed by the City Council and serves as the City's Chief Administrative Officer ensuring that the policies of the City Council are executed effectively and efficiently. This position is responsible for recruiting and appointing all employees (with the exception of the City Attorney), preparing and monitoring the City budget, analyzing policies and making recommendations to the City Council. The City Manager is responsible for personnel management and administration and oversees purchasing. The City Manager may be assisted by other staff members in these tasks, but retains ultimate responsibility for them.

City Clerk

The City Clerk's office, under the supervision of the Assistant City Manager, maintains all official City records such as ordinances, resolutions, contracts, minutes, deeds and agreements. The Clerk prepares City Council agendas and back-up materials, maintains the Municipal Code and City Seal, administers City elections and the Fair Political Practices Act and publishes public information.

Finance Department

The Finance Department, under the supervision of the Assistant City Manager, operates and maintains the City's accounting and internal auditing systems and collects and disburses all City funds. The Department also administers the City's payroll and license collection. In preparation of the annual budget, the Assistant City Manager acts as an advisor to the City Manager and also serves as the City's Risk Manager.



City Treasurer

The City Treasurer, an elected official, is responsible for keeping accurate accounting records and reporting cash balances monthly to the City Council. The Treasurer is in charge of the City's investments, maintaining an investment portfolio to ensure liquidity, preserve principal and achieve maximum interest, while at the same time accomplishing the day to day cash flow needs of the City.

City Attorney

The City Attorney, a contract employee, is appointed and retained by the City Council on a part-time basis to advise the Council, City Manager, staff, committees and commissions on matters of law as they relate to City activities. The City Attorney represents the City in litigation and drafts ordinances, resolutions, contracts, agreements and other legal documents.

Public Works/Planning Department

Engineering, planning, streets and parks are functions of the City's Public Works and Planning Departments. Services are provided by both City and contract employees with management provided by a contract consulting firm. The Department plans and supervises all capital improvement projects related to streets, storm drains and other City property. Also, under its supervision are parklands and plaza maintenance, street sweeping, tree trimming, street resurfacing, storm drain maintenance, waste management and processing of conditional use permits, variance applications, grading permits and neighborhood compatibility applications for construction projects. The Planning Department oversees land use and development policies of the City including all elements of the City's General Plan.



Building Department

The City's Building Department services are also contracted. The Building Department enforces construction standards to safeguard life, health and property. The standards are defined in the Municipal Code. Enforcement is achieved through inspection of new construction, modifications, demolition, repairs and use of buildings and structures. The Building Department issues required permits and checks building plans for compliance to City codes. The Department issues permits for all construction projects in the City and inspects such projects. **Anyone contemplating new construction, additions, or remodeling should check with the Building Department first to find out what building code provisions may apply. Inspectors are in the office to answer calls or answer questions in person BETWEEN 8:00 A.M. AND 10:00 A.M. Monday - Friday.**

Police Department

Palos Verdes Estates is one of the safest cities in the nation and is the only city on the Palos Verdes Peninsula with its own Police Department. The Department enforces all local, state and federal laws, including criminal and traffic. The Police Department offices are located on the first floor of City Hall, 340 Palos Verdes Drive West, and is open 24 hours a day.

There are two divisions in the department: operations and support. Department facilities include full, state-approved detention facilities with on-duty jailers. The Department also maintains its own 911 operators and police dispatchers on site. The Palos Verdes Estates Police Department is a California POST (Peace Officers Standards and Training) certified department. As such, all members, sworn and non-sworn, receive basic, intermediate and advanced training as well as continual professional law enforcement training, annually.



Using a balanced program of traditional service and thoughtful innovation, the Department strives to increase public safety in our community through crime analysis, crime trends assessment and strategic enforcement. The Community Relations Officer helps to disseminate pertinent crime related information to the members of Neighborhood Watch and other community groups.

Residents are urged to register with the Police Department before they leave on vacation so that house security checks may be made. Residents may request public information programs and canine demonstrations for community groups. The City is proud of its independent Police Department and their rapid response to resident emergencies.

CRIME PREVENTION

Neighborhood Watch

Law enforcement in Palos Verdes Estates receives support from an active Neighborhood Watch organization. The basis of Neighborhood Watch is simply neighbors cooperating to keep an eye on each others' homes and to report any suspicious circumstances to the Police. Groups have been organized throughout the City. Meetings are held for neighbors to meet each other and hear speakers on crime prevention. Contact the Community Relations Officer of the Police Department for more information.

Operation Identification Available

Operation Identification helps reduce burglary by encouraging the engraving of your valuables. You may borrow the engraving tool from the Police Department. The Police Department recommends that you keep an inventory with photographs or videos of those items not suitable for engraving.



FIRE PROTECTION AND PARAMEDIC SERVICES

The Consolidated Fire Protection District of Los Angeles County provides fire protection and paramedic services to the City of Palos Verdes Estates by contract. In addition to its firefighting, rescue and first aid duties, the County Fire Department conducts fire prevention inspections in open space and canyon areas throughout the city. The Fire Department also offers complimentary residential property inspections upon request. To arrange for an inspection of your property, please contact the Fire Station and ask for the Captain on Duty.

SENIOR AND ELDERLY CARE

Palos Verdes Estates Community Assistance and Resources for the Elderly and Seniors (PVE-CARES) is a unique program created by the Police Department. PVE-CARES offers resources to help senior residents to stay safe and independent in their own homes. When the last census was taken in 2000, it revealed that our nation's population of senior citizens (age 65 and older) was 12.4%. It also revealed that the proportion of senior citizens in Palos Verdes Estates far exceeded the national average at 19.9%. Most definitely those figures have risen over the past eight years. With this growing population of senior citizens, also comes a number of challenges to law enforcement that have recently come to the forefront such as elder abuse, physical neglect, and financial abuse.

At the current time, there is no other City with a program like PVE-CARES. Crimes against this age group and issues concerning them have never been as relevant as they are today. PVE-CARES is innovative and unique in that its approach is proactive rather than reactive. The goal is to bring safety, comfort and dignity to



the everyday life of seniors through education concerning crime prevention and resources that are available to seniors.

Any Palos Verdes Estates resident age 65 or older or any “dependent adult” age 18 to 64 is urged to register with PVE-CARES. A dependent adult is defined as anyone with physical or mental limitations that restrict one’s ability to carry out normal activities or their ability to protect their rights. You can register for this program by calling the PVE-CARES Coordinator at the Police Department.

EMERGENCY PREPAREDENESS

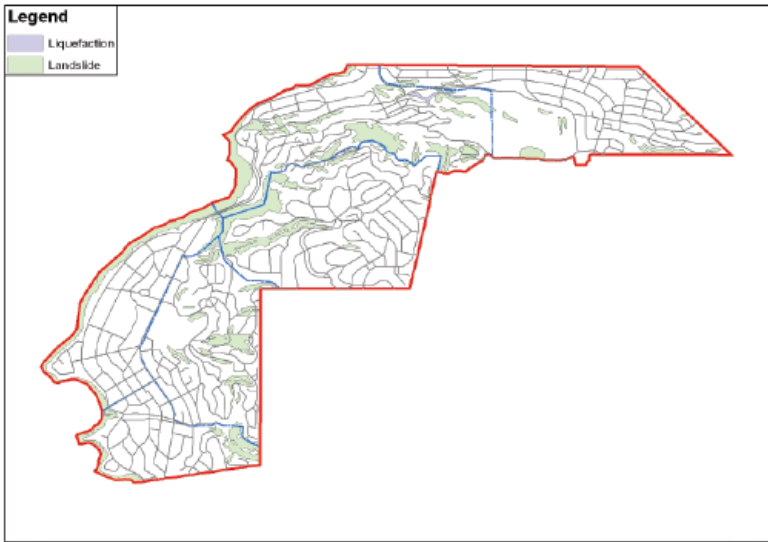
Though Emergency Preparedness falls under the auspices of the Police Department, all City staff participate in disaster readiness training utilizing the most current disaster preparedness plan. The plan is under constant revision as related laws are legislated and new information becomes available.

The Police Department, in conjunction with resident leaders, is developing a disaster readiness plan of action at the neighborhood level. This plan, known as the Palos Verdes Estates Disaster District Plan (PVE-DDP), was conceived with the realization that at the onset of a disaster, resident victims may be on their own for a period of time. The DDP seeks to help prepare residents by dividing the City into manageable zones, enlisting the aid of leaders in each zone, formulating a plan and training the leaders, focusing on the first 10 days of a disaster. Thus, a cache of supplies for each zone is necessary as well as the encouragement to residents to maintain their own 10-day survival kit.

Additionally, the Police Department and DDP team work closely with the Los Angeles County Fire Departments’ CERT (Community



Emergency Response Team) program. CERT training classes are offered free to the community several times throughout the year. Their mission is to teach the community how to equip themselves and others for disaster survivability. CERT continues to be an outstanding tool teaching the skills necessary to survive a disaster, as well as how to help others survive. Citizens are taught assessment techniques, structural shoring-up techniques, organizational skills, basic first aid, triage, and fire prevention. Monthly refresher courses are also offered in order to help keep skills honed and interest heightened.



Map of Disaster Districts

The City also works in close cooperation with the Palos Verdes Estates Neighborhood Amateur Radio Team (PVE-NART). PVE-NART is a citizen group of HAM radio operators formed with the sole purpose of providing communication from residents to the City and County in a disaster.



If interested in participating in the PVE-DDP, PVE-NART, or CERT, please contact the Community Relations Officer at the Police Department.

Get Ready - Get Certified Program

Get Ready - Get Certified disaster preparedness program has been created in partnership with resident volunteers and emergency personnel

The Get Ready - Get Certified program is one component of the PVE Disaster District Plan (DDP) devised to enhance your family's emergency preparedness. The program is designed to allow residents to self-certify through an easy 3-step process:

1. Become informed about Disaster Preparedness and develop, and implement, a household plan using the Get Ready - Get Certified guidelines.
2. Acquire and safely store adequate water and food supplies for each household member.
3. Acquire and safely store emergency equipment and supplies for your household.

When these three steps are complete, a one-page self certification form demonstrates your household has completed the three step process. For additional information on this program, or to begin the certification process, please visit the City's website, or contact the Community Relations Officer of the PVE Police Department.

Ready! Set! Go! Personal Wildfire Action Plan

The Los Angeles County Fire Department takes precautions to help protect you and your property from wildfire. In the event of a major wildfire, however, there will simply not be enough fire engines or firefighters to defend every home in the early stages of the



incident. This reality requires you to take personal responsibility for protecting yourself, your family and your property.

The Fire Department developed the Ready! Set! Go! Personal Wildfire Action Plan to give you the tips and tools to successfully prepare for a wildfire. The Plan will give you guidance on retrofitting your home with fire-resistive features and it will help you create the necessary defensible space around your home. This publication will help you prepare your home, yourself, and your family so that you can go early; well ahead of a fast-approaching wildfire.

It's not a question of "if," but "when" the next major wildfire will occur in Los Angeles County. That is why the most important person in protecting your life and property is not the firefighter, but yourself. Through advance planning and preparation, we can all be ready for the next wildfire. For more information, please call the LAC Fire Department Public Information Office.

HOMES ASSOCIATION AND ART JURY

The Palos Verdes Homes Association and Art Jury were established in 1923 to enforce the Protective Deed Restrictions set forth in the early planning and development of this beautiful city. These deed restrictions determine the building setbacks within each lot as well as the type of architecture allowable. A group of local architects and engineers, known as the Art Jury, reviews all projects within Palos Verdes Estates to determine if the design meets all criteria set forth in the Protective Restrictions. Any project that includes modifying the exterior of the house (i.e. additional square footage, window/door changes, roof material change, paint colors, etc.), or the landscaping, requires Art Jury review and approval.

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POINTS OF INTEREST

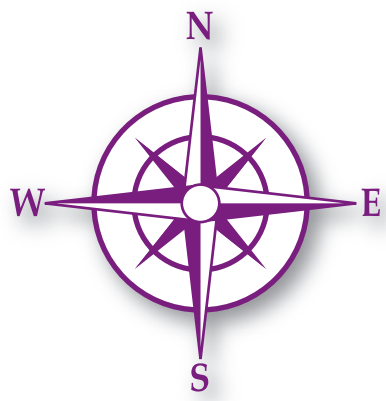
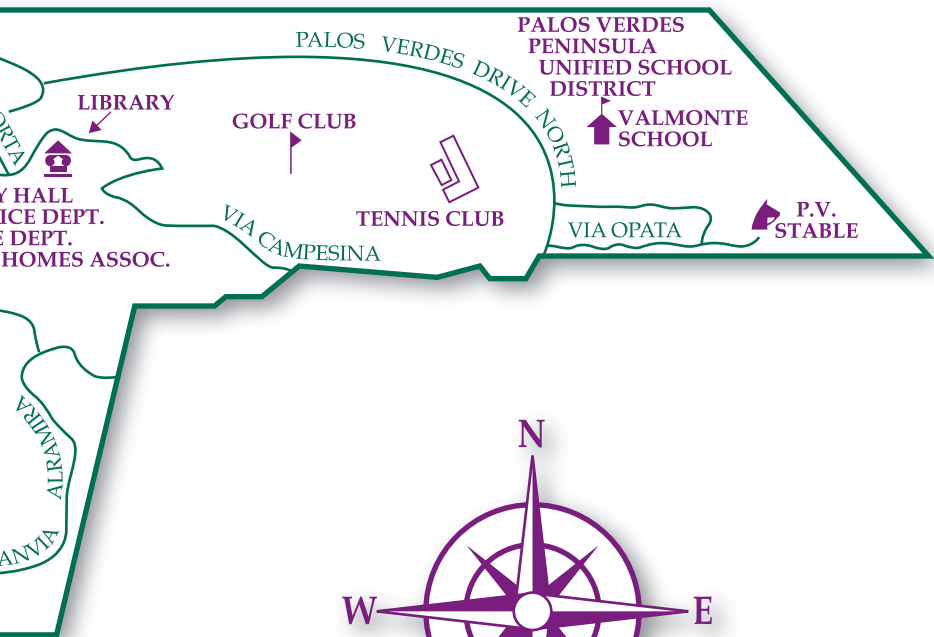
See City Map on Following Page

| | |
|---|-----------------------------|
| City Hall | 340 Palos Verdes Drive West |
| Police and Fire Department | 340 Palos Verdes Drive West |
| Palos Verdes Homes Association | 320 Palos Verdes Drive West |
| Palos Verdes Golf Club | 3301 Via Campesina |
| Palos Verdes Tennis Club | 3303 Via Campesina |
| Palos Verdes Beach and Athletic Club | 389 Paseo del Mar |
| Palos Verdes Stables | 4057 Via Opata |
| La Venta Inn | 796 Via del Monte |
| Malaga Cove Library | 2400 Via Campesina |
| Lunada Bay Elementary School | 520 Paseo Lunado |
| Malaga Cove School Site | 300 Paseo del Mar |
| Montemalaga Elementary School | 1121 Via Nogales |
| Palos Verdes Intermediate School | 2161 Via Olivera |
| Palos Verdes High School | 600 Cloyden Road |
| Palos Verdes Peninsula Unified School District | |
| Administrative Offices | 3801 Via la Selva |
| Sunrise Early Education Center | 3801 Via la Selva |





COVE
L SITE



CITY OF PALOS VERDES ESTATES



(continued from page 24)

The Palos Verdes Homes Association is located on the easterly side of City Hall at 320 Palos Verdes Drive West. It is open Mondays, Wednesdays, Thursdays, and Fridays from 8:30 a.m. to 5 p.m. This office is closed to the public on Tuesdays for plan reviews and site inspections. For further information, you can contact the Homes Association

MAINTAINING A SAFE AND AESTHETIC COMMUNITY

Palos Verdes Estates has always enjoyed a reputation of well kept properties in a beautiful community. Various City ordinances and regulations help to maintain this environment. Several of these are included in this booklet to provide you with basic information about topics which may affect you and your community. City staff is always happy to answer any further questions you may have regarding these matters, or any other related concerns.

Neighborhood Compatibility and Maximum Allowable Floor Area Residential Zoning Codes.

In 1988, the City Council adopted two ordinances revising the single-family residential zoning code. The ordinances set forth policy for the issues of maximum allowable floor area and neighborhood compatibility for new construction and for remodel projects. The purpose of both ordinances is to maintain the character of the City as defined in the community objectives set out in the Land Use Element of the General Plan.

The Neighborhood Compatibility Ordinance was implemented to minimize the impacts of new construction. The process includes a hearing before the Planning Commission, during which the following four issues are analyzed:



1. **Natural Amenities** “Improvements to residential property shall respect and preserve to the greatest extent practicable, the natural features of the land, including the existing topography and landscaping.”

2. **Neighborhood Character** “Proposals shall be reasonably compatible with the existing neighborhood character in terms of scale of development of surrounding residences, particularly those within three hundred (300’) feet of the proposed development parcel boundaries.”

3. **Privacy** “Design proposals shall respect the existing privacy of adjacent properties by maintaining an adequate amount of separation between the proposed structure and adjacent properties, and the design of balconies, decks and windows should respect the existing privacy of adjacent properties.”

4. **Views** “Designs should consider to the extent reasonably practicable neighbors’ existing views.”

Permits Required for Home Improvements

To maintain the character of the City as set out in the City’s General Plan and to ensure that all development meets the legally adopted building standards, plans and specifications for all construction must be submitted to the Building Department before permits can be issued.

The City requires that a building permit be issued prior to the construction, alteration, conversion or enlargement of any house or structure in the City. This requirement applies to the construction of any structure including garages, decks, patio covers, retaining



walls, room additions, solar energy units, storage buildings, pools, spas, re-roofing and masonry structures including fences, and walls. Electrical, plumbing or mechanical permits are also needed for installations of water heaters, garbage disposals, furnaces, yard wiring, yard drainage, et cetera.

The City emphasizes that consultation with the City Building Department staff *prior* to undertaking any remodeling or construction project is highly desirable. The Building Department staff is available for further information on Monday through Friday from 8:00 a.m. to 10:00 a.m.

It is recommended that persons applying for a building permit follow these simple steps:

1. If the exterior of the structure is to be changed or affected by the proposed construction, submit the plans to the Art Jury of the Palos Verdes Homes Association for review and approval.
2. After Homes Association approval, submit the plans to the Building Department for plan check.
3. After the plan check is completed and corrections are made, a building permit may be obtained. Building permit fees are required to pay for the City's cost of providing this service.

The Palos Verdes Homes Association and the City have published an informational brochure: "**Guidelines for Building or Remodeling a House in Palos Verdes Estates**" which is available at City Hall, or the PV Homes Association.



Construction Site Maintenance Requirements

In order to maintain high aesthetic standards in the City and also to expedite construction, the City has a construction site maintenance law. Under this law, all building permits, if not completed through final inspection, will expire 18 months after the date of issuance, at which time a new permit and fees will be required.

If circumstances beyond the control of the permit holder have prevented the project from being completed after the initial period, the permit holder may apply to the City Engineer for a six month extension, but no more than one extension may be granted.

At the time of receiving a building permit, the property owner will be required to sign a Construction Site Maintenance Agreement which specifies the regulations by which the site must be kept. These regulate such things as dumpsters, building debris and equipment and materials.

Code Enforcement

The City's enforcement program seeks to maintain the high aesthetic standards historically adhered to in Palos Verdes Estates. With the adoption of a new ordinance in 1991, the Code Enforcement Officer may cite offenders for non-compliance of property maintenance standards on the basis of Municipal Code 8.48 relating to nuisance abatement.

Palos Verdes Estates also enforces an anti-graffiti ordinance. Upon notification of the existence of graffiti, the City shall give notice to any property owner whose property displays graffiti. If the graffiti is not removed in 24 hours, the City shall have the right, at no expense to the property owner, to enter onto the property and remove the graffiti. If you are aware of any graffiti, please contact the Code Enforcement Officer.



Property Maintenance Standards

The City's Municipal Code identifies property maintenance requirements, as well as what is considered unacceptable. Some of the unacceptable items are as follows:

1. Maintenance of any structure in a state of substantial deterioration, which is viewable from a public right-of-way or viewable from the sites of neighboring properties, where such condition would depreciate the aesthetic and property values of surrounding property.
2. Windows which normally contain glass, without any glass, or contain broken glass for more than thirty (30) days in occupied buildings or in the case of abandoned buildings for more than five (5) days.
3. Land, the topography, geology or configuration of which, whether in natural state or as a result of grading operations, excavation or fill, could cause potential erosion, subsidence or surface water drainage problems of such magnitude as to be injurious or potentially injurious to the public health, safety and welfare or to the adjacent properties.
4. Storing inoperable vehicles, equipment or discarded furniture in front and side yards, including trailers, camper shells, boats, inoperable vehicles and other equipment kept or stored for unreasonable periods, but not less than 72 hours, in yard areas where the equipment is not screened so that it cannot be viewed from off-site.



5. Maintaining property with overgrown or dead vegetation, including lawns, weeds, plants, shrubs, hedges and trees and including any such vegetation within that portion of the unimproved street right-of-way adjacent to the property. There shall be a conclusive presumption that vegetation is overgrown if the vegetation has not been properly cut and trimmed within thirty (30) days after notification that said vegetation is overgrown.
6. Any uncompleted building or work for which a permit is issued pursuant to Chapters 8, 12, and 15 of the Municipal Code, and the said permit has expired and has not been renewed, provided that at least one hundred eighty (180) days has passed since such permit expired.
7. Any uncompleted building or work which is found to adversely impact the neighborhood.

Call the Code Enforcement Officer at City Hall to request an inspection of any properties which may be in violation of the above.

Maintenance of Trees on Streets and Public Places

Much of the beauty of Palos Verdes Estates is due to the trees which grow in our extensive parklands and line our City streets.

Tree Management Policy

The City's Tree Management Policy recognizes that both the abundance of mature trees and beautiful views contribute to the City's special character. It defines an orderly procedure for resident requests to trim or remove trees on Parklands, or within public right-of-way. The guidelines in the Tree Management Policy apply only to publicly owned land.



Designated Street Trees

Every street in the City has a designated street tree. This concept was established by the original city planners, and was included in the Street Tree Ordinance of 1968. A list of designated street trees, developed by the Parklands Committee, and City Council, is available at City Hall.

Each year, the City trims selected street trees for health, safety and traffic clearance. Residents who wish more frequent or aesthetic trimming must first obtain a City permit and follow City pruning standards. Removal or planting of trees on Parkland or within city right-of-way must be approved by the Parklands Committee, City Forester, or the City Council before work begins. Under special circumstances, this work may be approved and completed at the applicant's expense. Unauthorized topping or removal of a City tree is unlawful and a violation of the City Code.

Planting of Parklands, Plazas, and Street Right-of-Way

Any resident or group wishing to beautify an area of public land is encouraged to submit plans to the City for approval. The group must underwrite the initial costs. Residents may donate the needed funds for the project to Palos Verdes Beautiful, a non-profit corporation, which may finance the beautification. Please contact City Hall for more information on Palos Verdes Beautiful.

Street right-of-way includes islands, dividers, and strips of land between the curb or edge of pavement and the beginning of private property. It varies in depth depending on the individual street. Trees planted in this area are to be designated street trees.

Guidelines for uses of Unimproved Street Right-of-way

Unimproved street right-of-way is the area between the edge of the improved portion of the public street up to the abutting private



property line. The width of the street right-of-way can vary for each street, and is typically between 7 feet and 25 feet.

Because street right-of-way is City property, certain improvements are not allowed without first obtaining City approval. These restrictions are necessary to provide adequate sight distance for vehicular traffic and to minimize hazardous conditions. A public works permit must be issued before construction may begin. Check with the Public Works Department for the width of the street right-of-way in front of your home.

Improvements that are allowed without a permit:

- Low ground cover (under 30 inches)
- Irrigation system for plantings

Improvements on street right-of-way that require Planning Commission and City Council approval as well as a public works permit:

- Walls, fences, or any above ground structures
- Lights of any kind
- Sidewalks (parallel to the curb)
- Non-standard driveway

Improvements requiring only a public works permit are:

- Standard Driveway
- Mailboxes
- Curb and gutter construction
- Standard walkways
- All other construction in the street right-of-way

Call the Public Works Department for more information.



Encroachments

Residents are not permitted to encroach onto public property, including street right-of-way and City parkland, with any structures without a permit. Permits are granted only under limited circumstances. An encroachment permit or a public works permit is required for any work performed in the street right-of-way or on public property.

Masonry Mailboxes

The City has set standards for masonry mailboxes, which can be obtained from the Public Works Department. An encroachment application is required for standard masonry mailboxes; no fee is charged. Planning Commission review and City Council approval is required only for non-standard masonry mailboxes.

Temporary Street Use

Please remember that a permit is required to place construction materials, dumpsters, etc. on City streets. Call the Public Works Department for further information.

Recreational Vehicle Storage

Owners of recreational vehicles, recreational vessels, or utility trailers, must secure a Certificate of Compliance from the Police Department unless these vehicles are completely garaged or stored outside City limits.

Key requirements for storage on your property include:

- Vehicles must be completely screened from three sides and substantially screened from the remaining surface.
- If not garaged, the vehicle must be parked on a City-approved surface.



- No portion of the unit may be within 20 feet of any curb.
- Guest recreational vehicle: shall require a permit to allow parking and occupancy for a period not to exceed 7 days in any one calendar year.

Storm Drainage System Upkeep

An important responsibility of homeowners is to regularly clean debris, leaves and other matter from drainage swales and private yard drains located on the property. Swales and drains which are not kept free of debris prevent the storm drainage system from operating effectively and might cause yard and slope slippage.

Swimming pool owners please note: pool water may not be drained into the City's storm drain system which drains into Santa Monica Bay due to the harmful chemicals in pool waste water. Pool water should be backwashed into the sewer system. Call the Building Department for more information.

Posting Signs

To help maintain the beauty of the community, the posting of signs in the right-of-way or on public property is prohibited unless a permit has been granted by the City Council.

Solicitation Ordinance

City-issued permits and photo ID cards are now required of all solicitors. Residents should ask to see both pieces of identification before responding to any solicitation. A city issued permit **is not** an endorsement; it is simply proof of registration. *Residents not wanting to be disturbed may post a sign stating "No Solicitation", "Do Not Disturb" or "No Trespassing".* The Police Department can enforce property rights if a sign is clearly posted. Signs must be



placed on private property, preferably at the entry way, and comply with the City's sign ordinance. "No Solicitation" signs are available at City Hall.

Home Occupations

The City has a rigorous home occupation ordinance and requires all residents operating a business out of their home to obtain a permit. It is the intent of the City to preserve residential zones in the City for residential purposes and not to encourage or approve the operation of commercial businesses in any residential zone. Please check with the Finance Department about City requirements for home occupations.

SERVICES

Trash Collection, Recycling, Hazardous Waste

According to City Code, residents may not place their rubbish containers at the curb. Trash collectors pick up the trash from your property's enclosed trash yard.

The City has a contract for rubbish collection, recycling and landscape waste. All residents are required to pay for refuse collection and disposal and are billed directly by the contractor. Below are trash collection and recycling guidelines:

1. Containers used for the storage and collection of refuse, green waste, and/or recyclables may be metal, hard rubber, or plastic. Plastic bags may be used for refuse only if properly tied and secured.
2. Recyclables are picked up every other week. Acceptable materials include glass, plastics, metal, cardboard and paper.



Unacceptable materials include window glass, mirrors, plastic toys, light bulbs and Styrofoam. The refuse hauler provides two blue 32-gallon containers for recyclables.

3. Green waste is picked up every week. Acceptable materials include grass, leaves, weeds, twigs and small branches. Unacceptable materials include palm fronds, yucca plants, dirt, rocks and sod. The refuse hauler provides two green 32 gallon containers for green waste. Green waste may be tied securely in bundles by means of heavy twine or rope, if limited to forty-eight (48) inches in length and sixty (60) pounds in weight.
4. Latex paint may be disposed of at Lunada Bay Hardware, 2216 Via Anacapa, (310) 377-3588.
5. Electronic waste (E-Waste), such as televisions, computers, etc, may be dropped off at the City Yard located adjacent to the Police Department between 8 am - 12 am weekdays.
6. Oil based paint and other hazardous waste may be disposed of at announced county-wide hazardous waste pick-up events. Call 1-800-CLEANLA for more information.

Annual Clean-Up Day

The City's refuse hauler provides an annual bulky trash pick-up day each spring where bulky items may be placed out at curbside early morning for disposal. This day is publicized in the City Newsletter and announced in your refuse bill.

Large items such as washers, dryers, water heaters, sofas and mattresses are collected at no additional charge by the City's refuse hauler on the Annual Clean-Up Day. Construction waste, green waste, hazardous waste items, such as refrigerators with compressors are not allowed.



Palos Verdes Peninsula Transportation

The City of Palos Verdes Estates, in partnership with its neighboring cities, Rolling Hills Estates, Rancho Palos Verdes and the unincorporated areas of the Peninsula, cooperate in providing local bus service within the Palos Verdes Peninsula through **P.V. Transit buses**.

Contact the Peninsula Transit Authority for information. Bus passes and tokens are also available at Palos Verdes Estates City Hall. In addition to the bus fare, this local transit is subsidized by a 1/2 cent Los Angeles County Sales Tax.

Transferring to MTA and Torrance buses is possible. Contact the Metropolitan Transit Authority (MTA) at (800) 266-6883 for more information.

Transportation for Senior Citizens or the Disabled

Transportation for Senior Citizens and the disabled is available through the Peninsula Dial-A-Ride program.

Dial-A -Ride runs 24 hours a day, 7 days a week. This service transports users to medical facilities (within a designated area) off the Peninsula in addition to destinations on the Peninsula. Access Services Inc., a transit service for Dial-A -Ride registrants who cannot access regular bus service because of a disability, also offers an extended transit option to destinations throughout Los Angeles County. *You must register to use Dial-A-Ride at **Peninsula Transit Authority***. Contact them directly to register.

Seniors, or the disabled, may also contact the Police Department's Program, PVE-CARES, to set up this service.



Animal Control Services

Animal control services are managed by the City's Police Department. Call the Police Department for information and assistance. The City contracts with Los Angeles County Animal Control. All requests to pick up biting dogs, sick, injured or stray animals in distress, or animals causing a hazardous situation should go through the Police Department.

The City issues dog licenses which are required for all dogs four months old and over. A rabies clinic is held at City Hall once a year in the summer and is announced in the City Newsletter. For more information, please contact the City's Finance Department at City Hall.

COMMUNITY RECREATION FACILITIES

Palos Verdes Estates provides its residents with a number of outstanding opportunities for recreational and sporting activities. The City owns and maintains 382 acres of Parklands, 130 acres of shoreline preserve, a 3-mile equestrian trail, a 214 acre golf course, a tennis club, stable and beach and athletic club. Please refer to the Reference Guide for information about how to contact these facilities.



La Venta Inn, located at 796 Via Del Monte, is one of two original buildings that were constructed in 1932. This venue became a popular spot for entertaining. Designed by architects Pierpont and Walter Swindell Davis, the managers of La Venta later used the Inn to further the Palos Verdes Projects. Today La Venta is still used as an Inn, hosting receptions, dinners and weddings.



Golf Club



The Palos Verdes Golf Club was the second facility built in the Palos Verdes Projects in 1924. It featured a 213 acre course - most with ocean views. Today the Golf and Country Club offer a challenging course and beautiful dining facilities.

The Palos Verdes Golf and Country Club is located at 3301 Via Campesina. The land and facility belong to the City, and the Club is operated under a concession agreement with the City. The Clubhouse is open to the general public for most meals. City property owners may apply for membership to the club. Contact the Golf Club for additional information.



Tennis Club



The Palos Verdes Tennis Club offers 12 courts, clubhouse and active social programs for adults and youth.

Located next to the Golf Club, the Tennis Club, at 3303 Via Campesina, is also owned by the City and operated under a concession agreement with the City. There are 10 lighted and 2 unlighted courts and a clubhouse. Members have preference, but non-members may play for a fee when courts are available. Contact the Tennis Club for additional information.



Beach and Athletic Club



The Palos Verdes Swimming Club was opened in 1930, and later named Roessler Pool after the City's first Mayor, HFB Roessler. The facility was completely refurbished in 1992 and re-opened as the Palos Verdes Beach and Athletic Club. It is located at 389 Paseo del Mar.

The Palos Verdes Beach and Athletic Club (PVBAC) opened in 1993 on the former Roessler Memorial Pool site. The PVBAC is owned by the City and operated under a concession agreement. It offers two pools, clubhouse, aerobics classes, weight facilities, training and a full social program. Some programs are restricted to members. Contact the PVBAC for additional information.



Palos Verdes Stables



One of the amenities of the community is the Palos Verdes Stables.

The Palos Verdes Stables, located at 4057 Via Opata, is owned by the City and operated under a concession agreement. Guided rides, lessons, horse rentals, boarding and horse camps are offered. Trail rides are available. Horse camps for children are held throughout the year. Contact the Stables for more information.

Parcourse

Located at the corner of Palos Verdes Drive West and Via Coronel, a parcourse for exercise enthusiasts is adjacent to the Little League fields.

Parklands

The City's original planners set aside 28% of the City's acreage as permanently protected parklands. The parklands are maintained largely in their original state helping to give Palos Verdes Estates its open semi-rural character. Some of the parklands contain pathways where walking or hiking is allowed. Various species of wildlife inhabit these areas.



EVENTS

Fourth of July Celebration

Every Fourth of July, an all-day celebration is traditionally held at the Malaga Cove School grounds. Organized by volunteer citizens, this is one of the highlights of the year in Palos Verdes Estates. The program traditionally includes games, an apple pie baking contest, a bicycle parade, music and entertainment, an essay contest, and presentations of awards to individuals who have made outstanding contributions to the community.

Concerts in the Park

Outdoor music concerts are held at Farnham Martin Park and Lunada Bay Park throughout the summer.

Santa Parades

Santa traditionally rides through town two times during the month of December. In early December, he visits Lunada Bay Park and on Christmas Eve, he rides through town on a fire engine and visits Malaga Cove Plaza.

Special Event Applications

Groups desiring to hold special events which have an impact on the City's streets and public spaces, or on public safety and welfare, must fill out an application at City Hall. The application sets conditions for the event and requires the applicant to obtain city approval. A fee and liability insurance are required. The application must be approved by the City Council. Groups planning special events should allow two months lead time to obtain the approvals. Please contact City Hall for more information.



Private functions held on private property, such as weddings, birthday parties, etc., are not required to complete a Special Event application. It is strongly encouraged that event sponsors inform the Police Department of the event's location, date and time to ensure no restrictions exist.

Block Parties

Block parties are informal gatherings among residents in a specific and narrowly defined area of a neighborhood of Palos Verdes Estates. The City is supportive of neighborhood activities that promote a greater sense of community. Block parties concern the City when they may impact City streets and services, public safety, citizen welfare, or disrupt traffic and community activities, or create liability issues. The City, therefore, imposes specific conditions upon the participants of neighborhood block parties and requires a Block Party application be approved at least two weeks prior to the party. Please contact City Hall for more information.

Reserving Parks

Farnham Martin Park, adjacent to Malaga Cove Library, may be reserved for small private events with limited impact on surrounding properties. Examples include family portraits, small wedding groups, picnics or other small group activities. If you are holding an event with more than 10 people, a Group Gathering Permit is required. Applications must be made no less than seven (7) days prior to the event. Large events must follow the Special Event Application process.

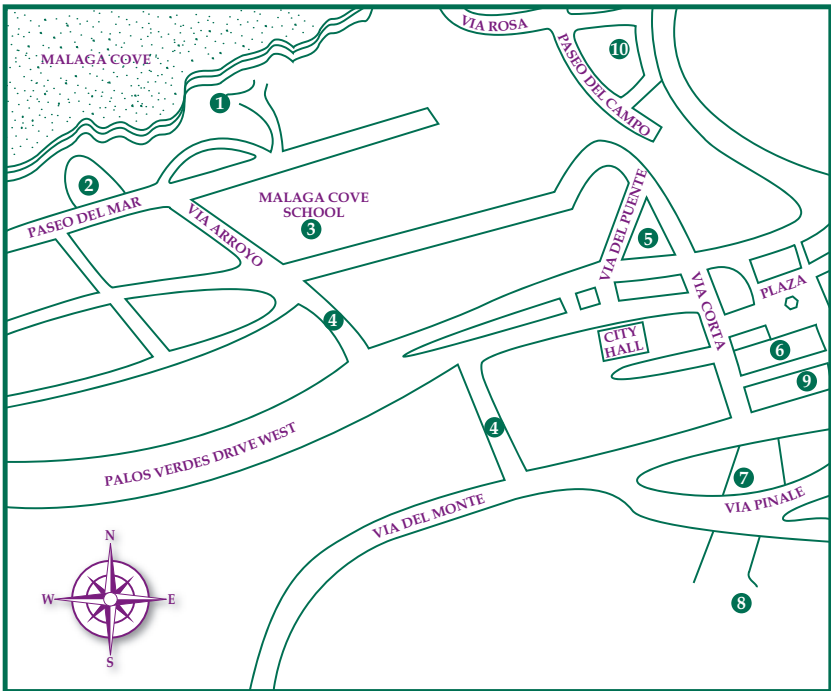
Lunada Bay Park may only be reserved for events that follow the Special Event Application process and by obtaining City Council approval. Please contact City Hall for more information.



Posting Promotional Signs

Palos Verdes Estates Municipal Code Chapter Section 8.20.050 requires City Council approval to post signs in two permitted areas within the City. Promotional Signs may be posted for City-sponsored and City recreational club events and events conducted by a public entity or entities sponsored by the Palos Verdes Peninsula Unified School District and the Palos Verdes Peninsula Library District. Please contact City Hall for more information.

HERITAGE WALK AND MAP



The Heritage Walk, sponsored by the Palos Verdes Historical Society, is a self-guided tour of 10 historical sites in the Malaga Cove area.

Sites on the Heritage Walk are:

1. Roessler Pool - once the Palos Verdes Bath House, (now the Palos Verdes Beach and Athletic Club) 389 Paseo del Mar. Built by the Palos Verdes Project in the late '20s, the pool was named after F.H.B. Roessler after his death in 1964. In 1993, after extensive renovation, the Club re-opened as a semi-private membership facility.

2. Neighborhood Church - 415 Paseo del Mar. A mansion, built by the owner of Haggerty's Department Store in the late '20s. It was decorated with Italian Renaissance frescoes. It included a swimming pool, miniature golf course and pier for launching boats. In the late '40's it was purchased for use as a church.

3. Malaga Cove School - 300 Paseo del Mar. First school built in Palos Verdes in the late '20s.

4. Via Arroyo Pathway - Via del Monte to Malaga Cove School. One of many planned paths throughout Palos Verdes Estates. Runs from the 600 block of Via del Monte to Malaga Cove School.

5. Palos Verdes Estates Memorial Garden, intersection of Via Corta, P.V. Drive West and Via del Puente. Original site of the Palos Verdes Project sales office (and projected main entrance to the city, via a bridge from the north). Currently a park memorializing Palos Verdes Estates residents who gave their lives fighting in the armed services and a memorial to two Palos Verdes Estates police officers killed in the line of duty in 1994.



6. Malaga Cove Plaza. - From Palos Verdes Drive West, the Gardner Building was the site of the first classrooms and library in the community. Across the Plaza, Casa del Portal contained a nursery school and during World War II was the Red Cross Center. The King Neptune Fountain is a scaled down replica of the bronze fountain in Bologna, Italy.

7. Farnham Martin Park/Malaga Cove Library -2400 Via Campesina. The beautiful Malaga Cove Library has been designated a registered historic place. Farnham Martin Park is named in memory of Farnham Martin, Landscape Architect for the Olmsted Bros. Farnham Martin was the Director of Parks for the Palos Verdes Project. After designing the park and fountain, he died tragically in an automobile accident, prior to the park's dedication.

Farnham Martin Park is available for private gatherings and events during specific hours when the library is not open. Call the City Offices at 378-0383 for more information.

8. Old Pump House, directly behind the library on Via Pinale. Stone building built to house pumps for the Palos Verdes water system, on another of the planned walking trails.

9. 2433 Via Campesina. Bob Williams designed this apartment building, built in the late '50s on the site of the Mexican encampment where the laborers who built the roads lived.

10. St. Francis Church Chapel - 2200 Via Rosa. Designed by renowned architect (and colorful local character) Walter Davis who also designed La Venta Inn.





Palos Verdes Memorial Garden - Located across from City Hall, was rededicated in 1996. Originally dedicated to John Bleeker, Hammond Sadler, and Morris Shipley who lost their lives in World War II, the Garden now honors all members of the Armed Services who lost their lives in the line of duty and Police Officers, Captain Michael Tracy and Sergeant Tom Vanderpool, who were killed in service to the City on February 14, 1994.



Historical and Informational Resources for New Residents

“A Guide to the Palos Verdes Peninsula” published by the League of Women Voters.

History of Palos Verdes Estates, by Gus Bauman and Contributors.

The Palos Verdes Story, a history of the Palos Verdes Peninsula by Delane Morgan.

Time and the Terraced Land, a history of Palos Verdes Peninsula by Augusta Fink.

“Palos Verdes Peninsula Directory” published for the benefit of the Palos Verdes Hills Nursery School, includes a complete listing of Peninsula telephone numbers, social services, commercial services, churches, educational facilities, community and charitable organizations.





City Hall

340 Palos Verdes Drive West
Palos Verdes Estates, CA 90274