

# Cypress Park & Glassell Park

## Community Design Overlay *Design Guidelines and Development Standards*

Ordinance No. 180,561  
Effective April 6, 2009

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## **INTRODUCTION**

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### **Plan Overview**

The Cypress Park & Glassell Park Community Design Overlay District (CDO) Plan provides guidelines and standards for public and private development projects within the District. The intent of the CDO is to provide guidance and direction in the design of new buildings and the exterior remodeling and restoration of existing homes, buildings and storefronts that contribute to the area's revival as an attractive and vital business district and a walkable and desirable residential neighborhood. In addition it is the intent of the CDO to protect the culturally and historically significant architecture of the area.

The Design Guidelines found within the Cypress Park & Glassell Park CDO exist as a framework to guide future projects within the District. The subsequent Development Standards set forth requirements that bring about compliance with portions of the Design Guidelines. These Guidelines and Standards bring about an overall pedestrian orientation and neighborhood beautification for the Cypress Park & Glassell Park District.

### **Boundaries and Organization**

The Cypress Park & Glassell Park CDO District encompasses the majority of those two communities which are roughly bounded by the Glendale City Limit to the north, the Los Angeles, River to the west, The Pasadena Freeway to the south and the Mount Washington hillside area and York Boulevard to the east. A map clearly delineating the District boundaries is included on page 3 of this Section. The CDO provides Design Guidelines and Development Standards for the four prevailing land use and building types within the District. These land use and building types are Commercial, Industrial, Multi-family and Single Family.

Projects should comply with the Design Guidelines and Development Standards that are most applicable to the type of land use and building proposed. For instance a proposed apartment building should comply with the Multi-Family Structures Design Guidelines and Development Standards. Commercial uses that are proposed within a Commercial or C Zone or an Industrial or M Zone should comply with the Commercial Design Guidelines and Development Standards found in Section 4, which are specifically tailored for commercial building types. However, commercial or industrial uses along San Fernando Road should comply with the Industrial Design Guidelines and Development Standards found in Section 7, which are specifically tailored for industrial building types found along these streets.

### **Site Planning**

Site Planning relates to how buildings and uses are placed on the site. The appropriate location of buildings and building entrances can encourage pedestrian use and can minimize the potential for automobile and pedestrian conflicts. Site Planning also relates to how buildings and uses respond to the surrounding neighborhood context; a building with appropriate site planning will respond to the location of immediately surrounding buildings rather than function as an isolated site.

### **Building Design**

Building Design addresses the configuration of massing, volumes and openings on individual buildings. Thoughtfully designed buildings that adhere to the principals enumerated in this document will be of a scale and configuration that

responds to the surrounding context and contributes to the overall appearance of a street or neighborhood. Building Design also addresses issues such as fenestration, roof configuration and façade articulation.

## **Architectural Features**

Architectural features are individual adornments and specific details that begin to define the character and appearance of both a structure and a street. Whereas Building Design would relate to the number and pattern of window openings, Architectural Features will address the type of window used, the surrounding sills and frames etc. Special attention should be paid to the type of architectural features that are used with respect to the surrounding context; for instance if the majority of buildings along a street utilize masonry facades, a new structure that utilizes little or no masonry may detract from the quality of the District. Furthermore, special attention should also be paid toward preserving and where possible, restoring existing architectural features on historic buildings.

## **Landscaping**

All projects are required to comply with the City of Los Angeles Landscape Ordinance 170,978 or any subsequent amendments to that Ordinance, pursuant to 12.40-12.43 of the LAMC. The Landscape Ordinance and its accompanying Guidelines are attached to this document as Appendix 1. The Design Guidelines and Development Standards found herein add to the City's existing Landscape Guidelines. Compliance with the following Design Guidelines and Development Standards does not necessarily imply compliance with the Landscape Guidelines. To simplify the review process, applicants should first review landscaping for compliance with the City Landscape Guidelines and should then review landscaping for compliance with the CDO.

## **Mechanical Features**

Mechanical Features relates to any mechanical apparatus related to the functioning of a building or site. This would include large items such as HVAC equipment loading docks and wireless communication facilities. Mechanical Features also addresses security equipment such as retractable security grills, window bars and other anti-theft devices. Lastly, Mechanical Features addresses items such as trash and recycling enclosures. Because Mechanical Features are generally ancillary to the operation of a building or use, and because their appearance can often detract from the quality of the district as a whole, special attention should be paid to how such features are located and screened from public view.

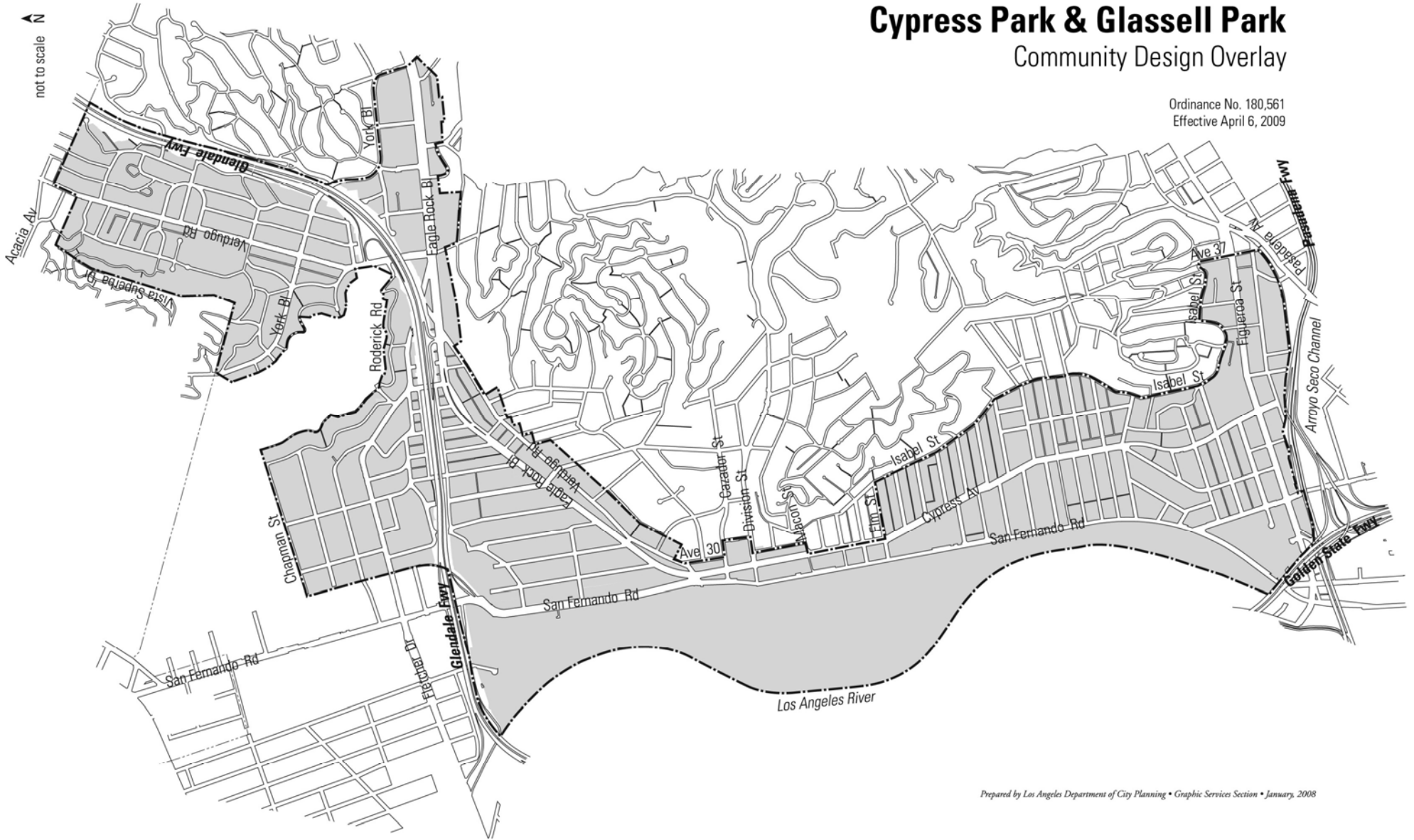
## **Signage**

All projects are required to comply with the City of Los Angeles Sign Ordinance found in Chapter 62 of the City Building Code. The Design Guidelines and Development Standards found herein add to the City's existing Sign Ordinance. Compliance with the following Design Guidelines and Development Standards does not necessarily imply compliance with the Sign Ordinance; for instance the use of individually cut externally illuminated channel letters would comply with the Design Guidelines and Development Standards, though such a sign would still be subject to the square footage requirements found within the Sign Ordinance. To simplify the review process, applicants should first review proposed signs for compliance with the Sign Ordinance and should then review proposed signs for compliance with the CDO.

# Cypress Park & Glassell Park

## Community Design Overlay

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## Cypress Park & Glassell Park Overview

The Cypress Park community lies north of the Pasadena Freeway and generally south of Division Street between Mt. Washington and the Los Angeles River. The rail lines and major thoroughfares such as San Fernando Road and Figueroa Street, are traveled daily by commuters passing through the community. Cypress Park is the site of the largest railroad yard in the City, the largely-abandoned Taylor Yard which is home to the newly developed Rio de Los Angeles State Park adjacent to the site of the Los Angeles River Center. The past several years have seen a conversion of much of the community's forgotten industrial spaces into public amenities, though there continues to be a strong presence of industrial uses along San Fernando Road and neighboring streets. The Cypress Park neighborhood is also one of the City's oldest residential neighborhoods with a strong presence of historic homes peppered amongst newer residential developments.

Glassell Park, one of the City's older neighborhoods is named for Andrew Glassell a landowner who originally subdivided the District in 1907. Overtime the community has grown into an attractive working and middle class neighborhood with numerous craftsman style homes, many on hillside lots, low-rise commercial development along Eagle Rock Boulevard (formerly Glassell Boulevard), Verdugo Road and San Fernando Road and for a time, easy public transit access along the Yellow Car line. Today Glassell Park is in many respects a complex corridor linking Cypress Park, Mt. Washington, Atwater Village, Highland Park, and Eagle Rock. It is primarily a residential and commercial area, with some industrial activity, located generally east of San Fernando Road along an axis formed by Eagle Rock Boulevard between Division Street and York Boulevard. Outlying neighborhoods extend up the northern slopes of Mt. Washington, along the Fletcher Drive corridor between San Fernando Road and Eagle Rock Boulevard, and in the Verdugo Road corridor between Eagle Rock Boulevard and the City of Glendale.

Despite the many assets of these two communities: a walkable street grid, historic architecture that is built to a human scale; numerous locally owned and operated businesses; land uses and buildings have evolved into a complex and troublesome mixture in some areas. Residential uses are often not buffered adequately from neighboring industrial and commercial uses. Some massive residential complexes intrude into older, lower density residential areas. Historic storefronts are enclosed and turn a blind-eye to the street and newer commercial developments in some places break the pattern of pedestrian orientation and have been built primarily to accommodate automobiles. While many storefronts sit vacant or underutilized, others are inundated with inappropriate signage. Throughout the District there is a significant need for neighborhood serving commercial uses, restaurants and entertainment.

In recent years, Cypress Park & Glassell Park have increased their visibility and identity in Northeast Los Angeles. The Mount Washington/Glassell Park Specific Plan is widely known as the primary mechanism regulating development east of Verdugo Road and south of El Paso Drive. Moreover, the Glassell Park community has erected attractive monument signs in the median of Eagle Rock Boulevard to announce itself to passing motorists and the Cypress Park community has a station for the Metro Gold Line, a light rail linking the Downtown Los Angeles transit hub to the City of Pasadena.



*1920 Aerial view looking south at Glassell Park & Cypress Park with the LA River in the foreground. Glassell Blvd (now Eagle Rock Blvd) runs diagonal across the lower left. The Golden State Freeway (Interstate 5) has not yet been constructed.*

## **District Goals**

The purpose of the Cypress Park & Glassell Park Community Design Overlay District is to improve the physical appearance of Cypress Park & Glassell Park (consistent with the goals set forth for a CDO in 13.08 of the LAMC and the Community Design Criteria set forth in the Northeast Los Angeles Community Plan). The CDO is intended to bolster the District's strength as a viable business district and to allow for neighborhood growth while preserving architectural and cultural resources within the greater neighborhood context. In particular, the commercial centers of the two communities along Eagle Rock Boulevard, Verdugo Road, Cypress Avenue and Figueroa Street, provide a central location to the surrounding residents who have been severely underserved with respect to basic neighborhood services and the CDO endeavors to create a desirable and walkable commercial district within these two communities.

The Cypress Park & Glassell Park District exhibits several important attributes, among them: substantial pedestrian and vehicular traffic, a central location, monumental and historic architecture that provides a sense of uniqueness to the area and substantially underutilized commercial corridors. Both communities have begun to develop as commercial centers with these attributes and despite years of slow growth and lack of attention to their physical appearance, the existing development pattern still retains the underlying physical features that are necessary for a vibrant and successful area. The goal of the CDO is to build upon these physical strengths to revitalize this community.

The specific goals of the Cypress Park & Glassell Park CDO District are as follows:

1. To promote design for commercial projects which invite pedestrian interest and activity and communicate a sense of permanence to the area;
2. To provide direction for site planning standards that facilitates ease of pedestrian movement and minimize automobile and pedestrian conflicts;
3. To reemphasize the underlying pedestrian scale that can exist within the existing Cypress Park & Glassell Park street network;
4. To provide direction for storefront rehabilitation and guide new infill development that is consistent with successful commercial districts;
5. To preserve the historically and architecturally significant buildings in the District including the residential neighborhoods and to encourage new development that is appropriate for the surrounding neighborhood context.

## **Six Design Principles**

The Design Guidelines and Standards for Cypress Park & Glassell Park are based on a set of principles that are often found in vibrant, walkable and attractive communities. Essential to community life is the physical environment that is created by the arrangement and design of buildings, streets, parking lots, and open spaces. Cypress Park & Glassell Park possess many architectural assets that are vital to a vibrant community center and strong economic core. The Cypress Park

& Glassell Park CDO provides site planning, architectural, and design standards for commercial, industrial and residential projects, which are based on the following six principles:

1. **Activity.** Sidewalk activity defines a vibrant commercial district; development in the District should promote an active street life. The most important feature of Glassell Park is the opportunity to provide much needed community services along the existing commercial corridors that readily connect with adjacent residential neighborhoods.
2. **Pedestrian Scale.** Pedestrian scale refers to the perceived size or bulk of a building with respect to the size of the human body. A pedestrian scale can be achieved through storefront ornamentation, reduction of blank surfaces, building articulation, color, texture, and decoration.
3. **Transparency.** In a successful pedestrian environment, the dominant feature of the street wall, at the first story level, is clear glass or open elements. Transparent elements include storefront windows, doorways, transom windows, and openings that provide views into the storefront. These elements create visual interest and invite pedestrian window-shopping.
4. **Individuality.** Just as a sign might show the name of a business or the nature of goods and services sold, the physical appearance of a storefront provides important information about the content of the store. A storefront should express clarity and distinctiveness within the context of the overall design guidelines.
5. **Contribution.** A building or storefront design should contribute to the aesthetic and physical character of the District as a whole. A storefront design can achieve the principle of contribution by using materials and architectural features that are representative of the District as a whole while at the same time fostering a sense of individuality and creativity. Buildings can achieve the principle of contribution through appropriate massing, site planning and use of materials and architectural features that take into account the physical realities of the surrounding context and not just the individual site.
6. **Simplicity.** Structures in the District should have clean and simple form. Often, a storefront is transformed into a giant advertising billboard, causing the storefront to become a point of advertising instead a point of sales. Examples of this principle of simplicity include signs limited to business identification, color schemes that are simple and limited to two or three colors, and windows that are clear and unobstructed.

## **ADMINISTRATION**

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### **CDO Projects**

All Projects within in the Cypress Park & Glassell Park Community Design Overlay District will be reviewed for compliance with the Design Guidelines and Standards prior to being issued a building permit. Thoughtful application of the Guidelines and a sensitive design that is well detailed, using quality materials, will assist in creating a project that contributes to neighborhood character and reduces the potential for conflict and delay.

**Project Definition:** The definition of a project is provided in Chapter 1, Section 13.08 of the LAMC.

**Procedures:** The procedures for processing a case are provided in Chapter 1, Section 13.08 of the LAMC

**Procedures for Minor Projects:** Notwithstanding the procedures established in Section 13.08 of the LAMC regarding Design Overlay Plan Approvals for all other projects, the Director of Planning may issue a Building Permit clearance for the following minor projects that comply fully with the Design Guidelines and Development Standards:

1. Signs proposed for an existing building that comply fully with the Design Guidelines and Development Standards;
2. The installation of awnings or other similar canopy structures on an existing building that comply fully with the Design Guidelines;
3. The installation of mechanical equipment that complies fully with the Design Guidelines.
4. Requests for modifications to the exterior of a single family home or property on an R1 lot shall be made through the completion of the Cypress Park & Glassell Park CDO Single Family Home Checklist found in Appendix 1 of this plan. Modifications to the exterior of single family homes that are determined though the checklist not to constitute a substantial change to the appearance of the home as viewed from the public street and that comply fully with the provisions of the CDO shall be issued a building permit clearance sign off.

**Exemptions:** The following shall be exempt from review for compliance with the CDO:

1. Cultural Historic Monuments;
2. Vacant property sharing a property line with, and associated with the use and operation of the Forest Lawn Cemetery.

**Application Requirements:** The materials that are required to apply for review of a project are provided in Chapter 1, Section 13.08 of the LAMC.

### **Relationship to Other Plans and Other Provisions of the LAMC:**

The Cypress Park & Glassell Park Community Design Overlay District exists in close proximity to numerous other Supplemental Use Districts and Overlay Zones. Immediately west of portions of the District boundaries is the existing Fletcher Square CDO. Immediately southeast of portions of the District boundaries is the Highland Park HPOZ. Each of these districts has boundaries that do not overlap with the Cypress Park & Glassell Park CDO and therefore their respective land use and design provisions do not directly pertain to the District.



The Mt. Washington/Glassell Park Specific Plan, which covers most of the hillsides and surrounding area to the east of the CDO District, overlaps with portions of the easterly District boundaries. The River Improvement Overlay (RIO) is an overlay zone that pertains to properties that are within proximity to the Los Angeles River corridor spanning from Canoga Park to Downtown Los Angeles. Portions of the RIO overlap with portions of the westerly District boundaries. While the CDO addresses neighborhood design issues, these two plans deal primarily with zoning and watershed issues (respectively). Wherever the provisions of the CDO are in conflict with the provisions of the Mt. Washington/Glassell Park Specific Plan or the RIO, those plans shall supersede the CDO. However projects shall still require review for compliance with the CDO for those provisions not addressed within the Specific Plan or the RIO.

Wherever the provisions of the CDO conflict with provisions of the LAMC and any ordinance therein, the LAMC shall supersede the CDO unless an ordinance, such as a Qualifying Condition has been adopted to support the provision of the CDO.

## **DEFINITIONS**

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**Articulation:** The term articulation refers to a variation in a wall, façade or roofline. Such a variation can be accomplished through the changing of a plane, variations in materials, coloration or the introduction of architectural features. Generally articulation in walls, facades or rooflines helps to create structures that are aesthetically pleasing and provides interest to the pedestrian environment.

**Awnings & Canopies:** Awnings and canopies are both architectural features that provide shade to windows, doors and adjacent pedestrian areas. Awnings are generally wood or metal-framed structures sheathed with fabric and can be permanently affixed or retractable. Most awnings will have a valance, or a portion of fabric that hangs down below the frame on which it is affixed. Canopies are usually solid structural elements that are constructed of materials found elsewhere on the building on which they are affixed.

**Bulkhead:** A bulkhead is the portion of a storefront that acts as a base to store front windows along the building frontage.

**Canister Signs:** Canister Signs, also known as Cabinet or Can Signs are signs with text, logos and/or symbols that are placed on the plastic face of an enclosed sheet metal box or cabinet and are commonly internally illuminated.

**Flag Parking Lot:** With this suggested design surface parking areas are located at the rear of a parcel and are accessed via a narrow driveway leading from the major street to the subject parking area.

**Florescent Colors:** Florescent colors, also known as neon or iridescent colors, are paint and dye colors that have been given unique chemical properties, which make the colors, appear to glow in daylight.

**Illuminated Awning Signs:** Illuminated Awnings Signs are awnings that are generally made from vinyl or plastic where signage is represented on the surface of the awning and the interior of the awning is illuminated, usually with florescent light tubes.

**Electronic Message Display Sign:** A wall, projecting or pedestrian sign that displays still images, scrolling or moving images, including video and animation, utilizing a series of grid lights that may be changed through electronic means such as cathode ray, light emitting diode display (LED), plasma screen, liquid crystal display (LCD), fiber optic, or other electronic media or terminology.

**Pedestrian Entrance:** A Pedestrian Entrance is the primary entrance that serves a building or individual business on a building façade. A Pedestrian entrance is demarcated by architectural features such as columns, canopies or steps and helps promote use of the building.

**Project:** The definition of a Project for the purposes of this CDO is found in Section 13.08 C 2 of the LAMC.

**Structural Bays.** Structural Bays are architectural features on a building façade that help to create a pattern along the street frontage and avoid the presence of a monotonous façade. Structural Bays can be accomplished through the use of columns placed in a pattern or recesses in the façade.

**Stucco:** A coarse plaster composed of Portland or masonry cement, sand and hydrated lime, mixed with water and applied in a plastic state to form a hard covering for exterior walls

**Trowled Finish:** A dense, smooth finish obtained by working a fresh concrete or plaster surface with a steel trowel.

**Usable Outdoor Public Space:** Usable outdoor public space refers to outdoor areas that facilitate pedestrian activity and act as a focal point to community activity. Usable public spaces can be implemented into site design through the use of plazas, courtyards, outdoor dining areas and other such outdoor spaces. Usable Public Space must be primarily open to the sky, must be accessible to the general public and should be developed subject to the provisions found in the Design Guidelines and Standards.

## COMMERCIAL GUIDELINES AND STANDARDS

The following Design Guidelines and Development Standards apply to Commercially (C) and Industrially (M) zoned property along Eagle Rock Boulevard, Verdugo Road, Fletcher Drive, Cypress Avenue, Figueroa Street, Division Street and any other commercial street within the District.

### Site Planning

#### Setbacks

**Guideline 1:** Continuity in the streetwall creates an aesthetically pleasing environment and provides security for pedestrians by eliminating blind spots. Encourage an inviting pedestrian environment and provide for continuity in the street wall by locating storefronts, entryways and pedestrian serving uses at the street frontage (at the front property line) or by providing pedestrian amenities along the street front.

*Standard 1a:* Locate ground floor uses so that they are built to the front lot line except where pedestrian amenities such as patios and outdoor dining areas have been incorporated into the site design the setback may extend no more than 5 feet from the front property line.

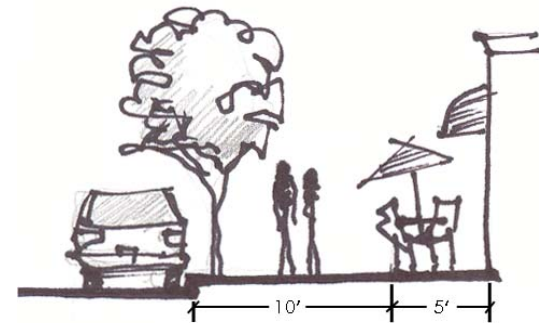
*Standard 1b:* Ground floor uses along Eagle Rock Boulevard between lower Verdugo Road and York Boulevard; and along Cypress Avenue between Eagle Rock Boulevard and Pepper Avenue may be located up to 12 feet from the front lot line. This setback space should be improved with pedestrian amenities such as additional shade trees, plazas, fountains, outdoor dining areas, seating, forecourts, arcades or other active public uses.

*Standard 1c:* In cases where existing buildings along a street front have varied front setbacks, infill projects should act as a transition between front setbacks of varying depths and in unifying the overall rhythm of the streetscape. In designing the front setback, consider the following measures; other measures may also be appropriate depending on the circumstances of a particular project:

- Articulate the facade with well-defined building entrances and projecting and recessed facade features that will establish a rhythm and add visual interest to the block face.
- Articulate the front facade in “steps” to create a transition between adjacent buildings.
- Avoid creating blank walls along the side property lines that will be visible from the street.

#### Storefront Orientation

**Guideline 2:** Promote ease of pedestrian movement between stores and enhance the level of pedestrian activity by placing pedestrian entrances along the street for each business that fronts the public right of way.



*Commercial buildings may be set back up to 5 feet on most streets where a pedestrian amenity is provided.*



*Commercial buildings along much of Eagle Rock Blvd. can be set back to 12 feet to accommodate pedestrian amenities and a buffer from the busy street.*

*Standard 2a:* Provide a pedestrian entrance for each business that fronts a public street. Where multiple building entrances might create operational issues or security concerns for building tenants, a single building entrance should be located fronting the public street.

*Standard 2b:* Provide a clearly defined pedestrian walkway for any new project that connects building entrances to parking areas. Walkways should be comprised of stamped concrete, brick, tile or some other decorative paving surface.

#### Automobile Ingress/Egress

**Guideline 3:** Minimize conflicts between pedestrians on the sidewalk and automotive traffic by providing vehicular access to parking areas along side streets or alleys wherever possible.

*Standard 3a:* Locate curb cuts and driveways at alleys or side streets to the greatest extent possible.

*Standard 3b:* Limit curb cuts along major and secondary highways to one per 100 feet of street frontage to the greatest extent possible.

#### Usable Outdoor Public Space

**Guideline 4:** Public gathering spaces, plazas and outdoor dining areas can energize a commercial environment, and encourage pedestrian activity. Large commercial projects should provide usable outdoor public space in the form of plazas, courtyards and outdoor eating areas to encourage pedestrian activity with the CDO.

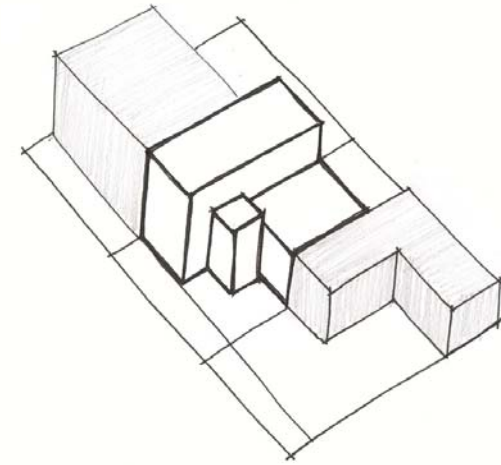
*Standard 4a:* Incorporate usable outdoor public open space for commercial or mixed-use projects that exceed 50,000 square feet of floor area, including rehabilitation of existing buildings as defined in LAMC 13.08 C 2. Useable outdoor public open space should be constructed in the form of plazas, courtyards and outdoor eating areas at a ratio of at least 2% of the overall floor area of the structure.

*Standard 4b:* Locate seventy five-percent of all required usable outdoor public space at ground level and should be directly accessible to the general public from a public street.

*Standard 4c:* Develop usable outdoor public space in conformance with the Glassell Park CDO Landscape Design Guidelines.

#### Parking Structures

**Guideline 5:** Parking structures should be an unobtrusive part of the pedestrian environment and should be located out of view whenever possible; they should be architecturally compatible with the design of the buildings that they are serving



*The building at center unifies the streetwall by responding to the varying setbacks of its neighbors.*



*A well delineated path from rear parking areas to storefront entrances along the street can negate the need for multiple entrances and provide a traditional storefront that promotes pedestrian activity.*

*Standard 5a:* Construct parking structures with materials and architectural elements that are compatible with surrounding structures.

*Standard 5b:* Wherever parking structures are to be located along a street frontage, the structure should be designed with ground floor commercial uses integrated into the design along the entirety of the commercial street frontage except those portions which accommodate for automobile ingress and egress. Commercial uses should be designed with a minimum depth of 25 feet.

## Building Design

### Facades

**Guideline 6:** The design of all buildings should be of a quality and character that improves community appearance and should be representative of an overall architectural theme. Buildings should be composed of a variety of forms, contrasting shapes and should employ attractive and complementary buildings materials and architectural features. The massing and proportion of buildings at ground level along the public right of way should be at a pedestrian scale.

*Standard 6a:* Provide a break in plane for every 20 feet in horizontal length and every 15 feet in vertical length on all exterior building elevations. Breaks in plane should be created by a change in plane, incorporation of an architectural detail or a change in material. Windows or doors that are flush with the plane of the building shall not be included as a change in material or break in the plane.

*Standard 6b:* Provide articulation in the form of vertical changes in plane or variation in gables for all rooflines that exceed 40 linear feet.

*Standard 6c:* Provide structural bays at a minimum of 20-foot intervals for all ground floor storefronts on projects that are greater than 30 feet in width. Structural bays, at minimum, should be demarcated by a 3-inch recess.

### Wall Openings

**Guideline 7:** Encourage window-shopping and an active pedestrian environment by providing a significant level of storefront transparency at ground floor building facades along public streets.

*Standard 7a:* Wall openings such as windows and doors should occupy at least 70-percent of the ground floor street façade and 25-percent of the ground floor street façade for secondary facades on corner-lot buildings.



*Structural bays at the ground level, as shown above, maintain a pedestrian scale along the sidewalk. Articulating the upper floor façade through changes in façade plane and building materials break up the mass and provide visual interest.*



*Large window openings bring activity and interest to the sidewalk and bulkheads at the ground plane communicate a sense of permanence for new structures.*



*Standard 7b:* The bottom of storefront windows should be a minimum of 18-inches and a maximum of 36-inches from the sidewalk grade to accommodate a traditional bulkhead.

*Standard 7c:* Storefronts on existing buildings that have been enclosed or have had windows removed or replaced with smaller windows should be restored to their original appearance to the greatest extent possible.

### Corporate Identity Architecture

**Guideline 8:** Buildings in the District should contribute to the architectural integrity of the surrounding area. Buildings used for franchise-type restaurants, retail space or other commercial uses that traditionally have a pre-determined corporate architectural identity should be designed so as to be consistent with the CDO Design Guidelines and Development Standards.

*Standard 8:* All projects, including those related to franchise or corporate establishments shall be designed to comply fully with the Design Guidelines and Development Standards.

## Architectural Features

### Exterior Surface Materials & Colors

**Guideline 9:** Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property should be preserved or replaced with designs and materials that match the original where modifications to an existing structure are proposed. Building modifications that diminish the architectural integrity of existing buildings should be avoided.

*Standard 9a:* Materials such as stone, brick, tile and natural wood finishes on existing structurally viable buildings should not be painted over, removed or otherwise obscured.

*Standard 9b:* Decorative features such as corbels, friezes, transom windows, pilasters and other such character defining architectural elements shall be preserved and should not be painted over, removed or concealed by building additions, structural elements, signage or facades.

**Guideline 10:** Building façades should be constructed of high quality materials that communicate a sense of permanence within the area and that are complementary to surrounding buildings and features.

*Standard 10a:* Plywood siding and heavily textured stucco should not be used on building exteriors.

*Standard 10b:* Stucco should not comprise more than 80% of a building façade (as viewed from an elevation façade projection, not counting door and window area). Projects that propose the use of



*The franchise drugstore above provides complies with the design standards by providing openings at the ground floor, structural bays, an entrance at the street etc whereas the drugstore below does not.*



stucco should integrate additional building materials into the façade and/or shall utilize more than a single color of stucco.

Standard 10c: Conjectural decorative features, such as foam plant-ons should be avoided.

**Guideline 11:** Building material and paint colors should be attractive and complementary to the surrounding buildings and features.

*Standard 11a:* A three-color paint scheme is generally encouraged; applying harmonious colors to the body, trim and any accent features on the structure.

*Standard 11b:* Colors such as white and light shades of gray and tan, as well as overly bright colors, when applied to the body of a structure, can produce glare and should be used sparingly. Fluorescent colors are considered inappropriate for all exterior applications.

*Standard 11c:* Paint all vents, gutters, downspouts, flashing, electrical conduits etc. to match the color of the adjacent surface unless being used expressly as a trim or accent element.



*Architectural features such as the decorative plaster work surrounding this building entrance should be preserved.*

### Storefront Entrances

**Guideline 12:** Storefront entrances should be designed so that they are a predominant architectural feature on the building façade and so that they create an inviting entrance to the building. Entrances should be enhanced through architectural treatments such as tile on the floor around the doorway, individual awnings or placements of appropriate signage above the entryway.

*Standard 12a:* Provide the primary building entrance for all buildings from the public street.

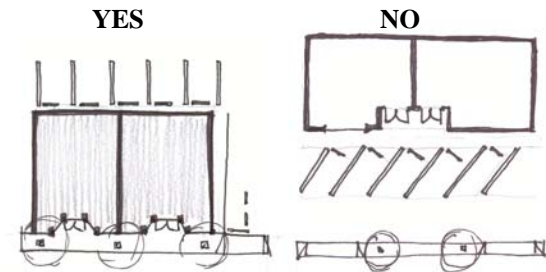
*Standard 12b:* Maintain the primary building entrance for all buildings along the public street so that they remain unlocked and unobstructed during normal business hours.

### Storefront Windows

**Guideline 13:** Storefront windows should allow maximum visibility from the sidewalk areas into the interior of all commercial uses and should maintain their transparency through the choice of glass material and careful placement of window signs.

*Standard 13a:* Use non-reflective glass that allows a minimum of 90-percent light transmission on all street-fronting facades.

*Standard 13b:* Recess new storefront windows at least 3 inches from the front plane of the building.



*Keeping storefronts located along the street-front and parking areas at the rear encourages pedestrian activity and maintains a consistent streetwall.*



*Standard 13c:* Use no more than 10% of storefront window surfaces for internally or externally posted signage regardless of the duration of the signage.

#### Awnings and Canopies

**Guideline 16:** Add visual interest to storefronts through the use of high-quality awnings and canopies that provide articulation in the street wall. Awnings should be designed to complement buildings and individual structural bays.

*Standard 14a:* Plastic, vinyl and other similar materials should not be used on storefront awnings.

*Standard 14b:* On storefronts that are greater than 25 feet in length, provide one awning or canopy where for each structural bay where such bays exist. Avoid single awnings or canopies for buildings that are greater than 25 feet in length.

*Standard 14c:* Signs on awnings and canopies should be permitted only on the valance. The valance should be a maximum of 8 inches with lettering and logos being a maximum of 6 inches high.

*Standard 14d:* Awnings or canopies should not conceal architectural features such as decorative grille work or transom windows and should be designed so as to be architecturally compatible with the structure on which they are to be attached.



*Simple, individual awnings that complement rather than dominate the exterior of a structure are encouraged.*

#### Rooflines

**Guideline 15:** Rooflines should be designed so as to add interest to the building façade and to complement the surrounding area. Monotonous rooflines should be avoided.

*Standard 15:* Provide architectural relief for all rooflines that exceed 40 linear feet either through a change in depth or height, the application of gables, dormers, changes of material or other types of articulation.

#### Graffiti

**Guideline 16:** Use exterior surface materials that will reduce the incidence and appearance of graffiti.

*Standard 16a:* Treat exterior walls with graffiti resistant surfaces. Such treatment may include specialized coatings and the installation of vegetation.

*Standard 16b:* Treat storefront windows on new structures with graffiti resistant film or other specialized coatings so as to protect them from vandalism.



*Varied and decorative rooflines break up the mass of a structure and diminish the likelihood of monotony.*

## Free Standing Walls & Fences

**Guideline 17:** Freestanding walls should contribute to the architectural integrity of the surrounding area and should be compatible with surrounding structures. Walls should provide security and enclosure to the extent necessary but should not create impermeable compounds as viewed from the street and should not communicate a general lack of security about the district.

*Standard 17a:* Provide a break in plane for all free standing walls using an architectural detail such as pilasters, patterned block or other articulation in 20-foot intervals.

*Standard 17b:* Construct all freestanding walls of materials that are compatible with surrounding buildings.

*Standard 17c:* Chain link, barbed wire, corrugated metal and other similar materials should not be used for fences along public streets.

*Standard 17d:* Free standing walls or fences should not use barbed or razor wire to adorn the tops of walls within view of public streets. Pointed wrought iron is encouraged where fencing is needed to provide security to a site.

*Standard 17e:* Fences along public rights of way may only be constructed of highly transparent materials such as non-decorative/darkly colored wrought iron. Block walls and fences with block pilasters should be avoided.



*Chain link, barbed wire and other similar fences along pedestrian streets can appear unsightly and diminish feelings of safety and security.*

## Landscaping

All projects are required to comply with the City of Los Angeles Landscape Ordinance 170,978 or any subsequent amendments to that Ordinance, pursuant to 12.40-12.43 of the LAMC. The Landscape Ordinance and its accompanying Guidelines are attached to this document as Appendix 3. The Design Guidelines and Development Standards found herein add to the City's existing Landscape Guidelines. Compliance with the following Design Guidelines and Development Standards does not necessarily imply compliance with the Landscape Guidelines. To simplify the review process, applicants should first review landscaping for compliance with the City Landscape Guidelines and should then review landscaping for compliance with the CDO.

### General Landscaping

**Guideline 20:** In addition to aesthetic benefits, landscaping provides shade, reduces glare and minimizes surface runoff during rainy periods. Projects should provide landscaping that complements existing architecture, provides shade to pedestrian areas and that provides a high level of surface permeability.



*Simple landscape buffers such as this planter, along with distinct paving surfaces can provided a needed barrier between parking areas and pedestrian space.*

*Standard 20:* Projects shall comply with the City Landscape Ordinance and the accompanying Guidelines.

### Pedestrian Connectivity

**Guideline 21:** Surface-parking areas should provide for an ease of pedestrian movement and should encourage pedestrian movement through the subject parking area from the public street to the building.

*Standard 21a:* All surface parking areas should include a pedestrian walkway that extends up to 50 feet from the primary structure served by the parking area. The pedestrian walkway should be paved with stamped concrete or another decorative surface in keeping with the architectural style of the surrounding structures. Where parking areas exist adjacent to public streets the pedestrian paved surface should provide a direct link from the street to those structures served by the parking area, even if such distances exceed 50 feet.

*Standard 21b:* Pedestrian walkways through surface parking lots should be accompanied by decorative landscaping including but not limited to shade trees, arbors and other plant features.

### Usable Public Space

**Guideline 22:** Projects that are required or proposing to provide usable public space should be developed with landscape and hardscape improvements, seating and other attractions that encourage public gathering, outdoor dining and create a lively pedestrian environment.

*Standard 22a:* Usable public spaces, including plazas and courtyards should contain a minimum of 15% planted area which can include trees, shrubs, and/or ground covering. Planters, planter boxes and similar planting containers may be counted toward this requirement.

*Standard 22b:* Paved surfaces within usable public spaces should be comprised of stamped concrete, tile or other decorative paving surfaces. Asphalt is prohibited as a paving surface within usable public spaces.

### Signs

All projects are required to comply with the City of Los Angeles Sign Provisions found in Chapter 14.4 of the Zoning Code. The Design Guidelines and Development Standards found herein add to the City’s existing Sign Provisions. Compliance with the following Design Guidelines and Development Standards does not necessarily imply compliance with the Sign Ordinance; for instance the use of individually cut externally illuminated channel letters would comply with the Design Guidelines and Development Standards, though such a sign would still be subject to the square footage requirements found within the



*Strong pedestrian connections between the street and recessed commercial stores maintain a sense of pedestrian belonging and reduces conflicts between motorists and pedestrians.*



*Decorative paving surfaces along with raised landscape treatments and ample seating surfaces create functional and aesthetically pleasing public open space.*



Zoning Code. To simplify the review process, applicants should first review proposed signs for compliance with the Zoning Code and should then review proposed signs for compliance with the CDO.

### Simplicity and Quality

**Guideline 26:** Signage should be simple, expressive and of high quality with regard to construction, typography and artistic images. Signage that contributes to a cluttered, non-cohesive or unprofessional appearance diminishes the quality and commercial viability of the District and should be avoided.

*Standard 26a:* Individual businesses and institutions should have no more than one wall sign per elevation unless a special circumstance exists whereby a single wall sign would not be universally visible from the public right of way.

*Standard 26b:* Individual signs should utilize a consistent and thoughtful color scheme. Generally business signs should not utilize more than three colors.

*Standard 26c:* Wherever multiple business signs exist on a single wall or monument sign the sign should utilize a uniform background color.

*Standard 26d:* The use of fluorescent colors in signs is prohibited.

*Standard 26e:* Hand-painted lettering should be administered by a professional sign painter and should be comprised of typography and images that are uniform in point size, kerning and overall appearance and are produced from an identifiable font. Lettering and iconography produced by spray-on paint or air brushes is prohibited.

### Mural Signs

**Guideline 27:** Mural signs can contribute to the appearance of individual buildings, street frontages and the District as a whole. Furthermore, such signage can be an important expression of the unique artistic and cultural identity of the District. Mural signs should be allowed when they are created with a high level of artistic quality and do not diminish the architectural integrity of a historic building.

*Standard 27a:* Murals that are not intended as part of business signage (and are not defined as Mural Signs in Section 3 of this document) must be approved by the Department of Cultural Affairs and may in no way include onsite or offsite commercial advertising or imagery.

*Standard 27b:* Mural signs may cover up to 30% of a building façade, however such area shall include the permitted wall sign area. Mural sign area that exceeds the square footage allowed for wall signs



*Pole signs, such as this multi-tenant pole sign, can become unsightly and unreadable and are not permitted within the District.*



*Signage that is simple and complementary to building architecture effectively communicates a professional look that is beneficial to the business and the District.*

may not include signage text, logos or other such commercial renderings such as drawings of individual products sold within a store.

*Standard 27c:* Mural signs should not cover or obscure unique architectural features such as corbels, transoms, pilasters, un-painted masonry, windows or other such character defining features of an historic building.

### Prohibited and Restricted Signs

**Guideline 28:** Signs that contribute to the appearance of clutter along a street frontage or on a building; that draw unnecessary attention to a single use at the expense of the district as a whole or that communicate a lack of permanence to the District should not be used.

*Standard 28a:* Off-site signage, including, billboards and signs advertising off-site activities, is prohibited.

*Standard 28b:* Pole signs are prohibited. This includes the structural modification of existing signs that increase the height, massing or fascia of existing signs or the addition of poles to existing pole signs. The re-use of pole signs is strongly discouraged and project proponents are encouraged to consider pedestrian oriented signage options such as monument signs.

*Standard 28c:* Temporary banners, streamers, flags not affixed to a flagpole, inflated devices, bubble-machines, rotating devices, and other attention-getting devices are prohibited.

**Guideline 29:** Signage illumination should be used sparingly and at a pedestrian scale. Overly-bright illumination, digital signage and internally light signage that is intended to capture the attention of motorists generally does not invite pedestrian use or prolonged visits to the district outside of immediate car trips. External illumination for signage is encouraged in lieu of internally light signage.

*Standard 29a:* Electronic message display signs, except for time and temperature signs are prohibited.

*Standard 29b:* Internally illuminated canister signs, except for channel letters or logos, and illuminated architectural canopy signs are prohibited. Reverse channel letters or externally light individually cut letters are encouraged in lieu of internally light channel letters.

*Standard 29c:* Any time and temperature sign that is not placed on a building roof, shall be permitted, provided it has no blinking lights, includes no advertising, sign content consists exclusively of time and temperature information and the face of the sign is no larger than 16 square feet in area.



*Painted signs, when professionally executed can provide charm and character. Unprofessionally painted signs can appear cluttered and diminish the overall quality of the district.*



## Mechanical Equipment

### Mechanical Equipment & Loading

**Guideline 29:** Utilities, storage areas, loading docks, mechanical equipment and other service areas should be screened from the adjacent public right of way. Equipment can be screened from public view through the use of building parapets, landscaping walls and other similar architectural treatments. Plywood and wood lattice screens should be avoided.

*Standard 29a:* Locate all service areas and loading docks at the rear of structures or at the location that is most out of view to the general public.

*Standard 29b:* Screen all exterior rooftop and ground level mechanical equipment, including HVAC equipment, exhaust fans and satellite dishes from public view.

*Standard 29c:* No mechanical equipment shall be permitted in window or door openings facing public streets.

*Standard 29d:* Service areas, such as those used for automobile repair facilities, should be enclosed within a building.

### Security Equipment

**Guideline 30:** Buildings should be designed with security features that effectively detour criminal activity while maintaining a positive image about the community. When used, security grills should be screened from view during business hours and should be integrated into the design of the building.

*Standard 30a:* Permanently affixed exterior security grills or bars are prohibited.

*Standard 30b:* Security grills should be retractable and should recess completely into pockets that completely conceal the grill when it is retracted. Such pockets should be integrated into the design of the building.

*Standard 30c:* Roll-down security grills that conceal storefront windows are prohibited.

*Standard 30d:* Existing security grills and bars, whether retractable or permanently affixed should be painted black or another color that diminishes the appearance of such devices as viewed against the window.

### Trash Equipment

**Guideline 31:** Trash enclosures should be designed so that trash and recycle bins are not visible to the general public.

*Standard 31a:* Enclose all trash collection areas with a minimum six-foot high decorative wall or fence.

*Standard 31b:* Provide a separate enclosure for trash and recyclable materials.

#### Wireless Telecommunication Facilities

**Guideline 32:** Wireless telecommunication facilities should be designed so as to appear compatible with or complementary to surrounding architecture and structures.

*Standard 32a:* Where possible, wireless telecommunication facilities should be incorporated into existing buildings and other structures and should appear unobtrusive.

*Standard 32b:* Roof-top wireless facilities should be located so as to be least disruptive to the primary visible façade of the building and should be screened by materials that are simple and do not compete with or attempt to replicate the architectural features of the existing building.

## **MULTI-FAMILY GUIDELINES AND STANDARDS**

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### **Site Plan**

#### Street Frontage

**Guideline 1:** Encourage an inviting pedestrian environment and provide for streetwall continuity by locating buildings with a consistent setback, orienting buildings to the street and providing pedestrian amenities along the front of buildings. Site plans that fortify individual projects rather than connect them to the street are strongly discouraged.

*Standard 1a:* Align the front façade of new structures with adjacent structures to the greatest extent allowed by the Zoning Code.

*Standard 1b:* Provide a prominent pedestrian entrance with a walkway that leads directly from the entrance to the street.

*Standard 1c:* Where projects have multiple residential units at ground level, individual entrances are encouraged.

#### Open Space

**Guideline 2:** Encourage the use of open surface area for open space, landscaping and recreation areas by minimizing surface parking and by providing adequate separation between existing and new structures.

*Standard 2a:* Open space yard areas and courtyards with a minimum dimension of 15 feet are encouraged between existing structures and new structures on the same parcel.

#### Parking and Circulation

**Guideline 3:** Parking areas and the driveways that accompany them can contribute to a cluttered appearance and can diminish the pedestrian livelihood of a street. Such areas should be kept out of view from the public street to the greatest extent possible.

*Standard 3a:* Driveways within the front yard area should be no wider than 15 feet unless additional width is needed to accommodate entry ramps into subterranean parking areas.

*Standard 3b:* Parking areas should be located underground, at the rear of properties or at other suitable locations that are not visible from the public street. Multiple garage bays along the front of a building should be avoided. Surface parking areas and driveway “back-up” space between a structure and the public street (regardless of setback requirements) are prohibited.



*This larger apartment building provides a prominent entrance, shaded by a canopy, at the street corner.*



## Building Design

### Scale

**Guideline 3:** The overall scale of all buildings should maintain existing height and massing patterns on streets where a consistent pattern exists. A building that is larger than its neighbors can still be in scale and be compatible with the smaller buildings in the area through facade articulations and through setbacks to upper floors. In other cases, it may be necessary to reduce the height or bulk of the building.

*Standard 3a:* Where the height of a building would be inconsistent with the height of adjacent buildings as viewed from the street, upper-floor setbacks should be used to adequately maintain the appearance of a prevailing height. A minimum 15-foot setback of upper floors from the building front is recommended when new buildings or additions will be a full floor higher than adjacent structures.

*Standard 3b:* Where the massing of a building would be inconsistent with the massing of adjacent buildings as viewed from the street (for instance where a building would be two or three times the width of neighboring buildings), articulation and setbacks should be used to recreate existing massing patterns on the street to the greatest extent possible.

### Articulation and Fenestration

**Guideline 4:** Buildings should be composed of a rich variety of forms and contrasting shapes that will provide depth and texture and will avoid the appearance of monotonous architecture.

*Standard 4a:* At minimum, all exterior building elevations should provide a break in the plane every 20 feet in horizontal length and every 15 feet in vertical length, created by a change in plane, architectural detail or a change in material. Windows or doors that are flush with the plane of the building and exterior hallways and stairwells shall not constitute a change in material or break in the plane.

*Standard 4b:* Rooflines should include articulation that corresponds to articulation found on the building façade. At minimum rooflines that exceed 40 feet shall provide articulation in the form of vertical changes in plane or variation in roof types.

*Standard 4c:* Outdoor hallways and stairwells are generally discouraged and if used should be integrated into the overall structure through facades, materials and a cohesive architectural strategy.



*The apartment building show here articulates the façade through plane changes, different building materials and decorative window sills. The roof is articulated through a cross-gable design that makes the building appear less massive.*

**Guideline 5:** Buildings should have meaningful fenestration that establishes a clear pattern on the façade (with special attention paid to facades that are visible from the street) and that provides depth and additional articulation. Openings such as doors and windows should not be designed as an after-thought once the floor plan of a structure has been established, but rather should serve as an integral part in how the building relates to both the public and private realm.

*Standard 5a:* Recess windows and doors along the street front at least three inches from the façade. Window frames and sills are strongly encouraged.

*Standard 5b:* Special attention should be paid to window alignment and patterns. Where appropriate, windows should be aligned along their top-line.

*Standard 5c:* Canopies and awnings, which provide additional façade articulation and provide shade, are encouraged, especially on facades where articulation is otherwise minimal.

**Guideline 6:** Building materials should be varied and should reflect a high level of quality and craftsmanship. The use of varied materials adds texture and depth to a façade and assists in providing needed articulation. Where specific building materials are found in abundance on a street front, such as wood siding or river rock, such materials should be incorporated into the façade of new buildings

*Standard 6a:* Plaster or stucco finishes should not comprise more than 75% of the surface area of any exterior elevation (as viewed from an elevation projection excluding window and door area). Heavily textured stucco finishes are prohibited.

*Standard 6b:* The exterior finish on all balconies should employ a finish material that is different, from the finish material employed on the primary body of the building.

*Standard 6c:* All building fixtures, awnings, security gates, etc., should complement and be architecturally integrated to the design of the building.

**Guideline 7:** Additions and new structures within rear yards should be of a scale and style that is compatible with existing development on the site and with adjacent structures.

*Standard 7a:* Provide roof forms on additions and new structures that are reasonably compatible with existing on-site development.

*Standard 7b:* Provide fenestration on additions and new structures that is reasonably compatible with existing on-site development.

*Standard 7c:* Utilize building materials on additions and new structures that are reasonably compatible with existing on-site development.

*Standard 7d:* Modifying existing building materials (such as stuccoing over and existing structure that might otherwise have desirable exterior finish materials), fenestration or roofs so as to achieve uniformity should be avoided.

## **Architectural Features:**

**Guideline 5:** Emphasize pedestrian orientation and accessibility by creating well-articulated, inviting building entrances and by orienting building entrances toward the street.

*Standard 5a:* Orient primary entrances toward the street. Emphasize entrances through architectural features such as front porches, awnings, columns and/or prominent walkways.

*Standard 5b:* Where multiple ground level entrances exist, individual building entrances should be architecturally emphasized according to Standard 5a.

**Guideline 6:** Encourage architectural compatibility by designing additions and rear-yard infill projects to have compatible architectural features.

*Standard 6a:* Where existing structures on a site contain architectural features such as porches, bay windows, decorative roof brackets etc. such features should be repeated on additions or new infill structures. Architectural features should be repeated to a lesser degree of detail when inspired from historic structures.

*Standard 6b:* Where additions and rear-yard infill projects are adjacent to R1 lots the project should provide horizontal stepbacks above the first 30 vertical feet (in areas where structures are permitted to exceed 30 feet) along the building façade abutting the R1 lot. The maximum stepback height shall be measured from a 45 degree angle from the 30 vertical feet mark.

**Guideline 7:** Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property should be preserved or replaced with designs and materials that match the original where modifications to an existing structure are proposed. Building modifications that diminish the architectural integrity of existing buildings should be avoided.

*Standard 7a:* Materials such as stone, brick, tile and natural wood finishes on existing structurally viable buildings should not be painted over, removed or otherwise obscured.

*Standard 7b:* Decorative features such as corbels, friezes, transom windows, pilasters and other such character defining architectural elements should be preserved and should not be painted over, removed or concealed by building additions, structural elements, signage or facades.

*Standard 7c:* Existing doors and windows should be retained and if needed, repaired rather than replaced. If replacement of such features is needed, in-kind materials should be used. The alteration of existing door and window openings along facades that are visible from the street is discouraged.

*Standard 7d:* Where appropriate paint colors should accentuate architectural features. In many instances a three-color paint scheme for body, trim and accent pieces is preferred. Overly bright paint colors, and fluorescent paint colors shall not be used. Colors such as beige, white and gray that produce glare, should be used sparingly.

*Standard 7e:* All vents, gutters, down spouts, etc. should be painted to match the color of the adjacent surface, unless being used expressly as a trim or accent element.

## **Landscaping**

All projects are required to comply with the City of Los Angeles Landscape Ordinance 170,978 or any subsequent amendments to that Ordinance, pursuant to 12.40-12.43 of the LAMC. The Landscape Ordinance and its accompanying Guidelines are attached to this document as Appendix 3. The Design Guidelines and Development Standards found herein add to the City’s existing Landscape Guidelines. Compliance with the following Design Guidelines and Development Standards does not necessarily imply compliance with the Landscape Guidelines. To simplify the review process, applicants should first review landscaping for compliance with the City Landscape Guidelines and should then review landscaping for compliance with the CDO.

**Guideline 8:** In addition to aesthetic benefits, landscaping provides shade, reduces glare and minimizes surface runoff during rainy periods. Projects should provide landscaping that complements existing architecture, provides shade to pedestrian areas and that provides a high level of surface permeability.

*Standard 8:* Projects shall comply with the City Landscape Ordinance and the accompanying Guidelines.

**Guideline 9:** Front yard and outdoor spaces such as common and private open space should be developed to an extent that encourages use and enhances the livability of residential structures.

*Standard 9a:* All projects shall comply with the Open Space Requirements listed in Section 12.21 G of the LAMC. All subsequent Standards shall enhance those requirements found within the LAMC.

*Standard 9b:* Utilize drought tolerant plant species within required open space areas to the greatest extent possible.

*Standard 9c:* Open space areas should not have slopes exceeding 10%.

**Guideline 10:** Front yards provide for transition between the public right of way and the residential building. Front yard areas should remain open and used for landscaping and passive recreation space. In order to maintain a consistent streetwall, avoid the appearance of clutter and minimize excessive surface water runoff during rainy seasons massive fences, parking areas and excessive paving should be avoided in the front yard area.

*Standard 9a:* Develop front yards with a prominent front walkway that leads directly from the sidewalk to the pedestrian entrance. Walkways should be improved with stamped concrete, brick, tile, stone or other such decorative surfaces.

*Standard 9b:* Paving surfaces should be provided exclusively for driveways and walkways. Parking areas located between the front of a structure and the front property line (regardless of setback requirements) and paving of front yards not used for driveways and walkways is inappropriate.

*Standard 9c:* Front yard fences shall not exceed the height permitted by the Zoning Code and should be comprised of transparent materials such as darkly colored (black or dark green) non-decorative wrought iron. Where Yard Adjustment Variances have been granted by the Zoning Administrator to allow over-height fences, such fences should be constructed only of materials enumerated above.

*Standard 9d:* Concrete block walls, concrete block pilasters, chain link and overly decorative and/or brightly colored wrought iron should not be used for front yard fences or any fences along a public street.

## **Mechanical Equipment**

**Guideline 10:** Trash enclosures should be designed so that trash and recycle bins are not visible to the general public.

*Standard 10a:* Enclose all trash collection areas with a minimum six-foot high decorative wall or fence.

*Standard 10b:* Provide a separate enclosed area for recyclable materials for each trash enclosure.

**Guideline 11:** Wireless telecommunication facilities should be designed so as to appear compatible with or complementary to surrounding architecture and structures.

*Standard 11a:* Where possible, wireless telecommunication facilities should be incorporated into existing buildings and other structures and should appear unobtrusive.

*Standard 11b:* Roof-top wireless facilities should be located so as to be least disruptive to the primary visible façade of the building and should be screened by materials that are simple and do not compete with or attempt to replicate the architectural features of the existing building.

## **SINGLE FAMILY GUIDELINES AND STANDARDS**

### **A note on hillside properties:**

The following Design Guidelines and Development Standards have been written to apply most effectively to standard width flat lots within the Cypress Park & Glassell Park single family neighborhoods. However, it is understood that many of the single family lots in the Upper-Verdugo area and east of Cypress Avenue are hillside lots and consequently may face challenges in applying the Design Guidelines and Development Standards to a strict degree. For this reason a greater degree of flexibility should be used when applying some of the concepts of this document to hillside lots (in particular those that relate to site planning). Projects should comply with the Design Guidelines and Development Standards to the greatest extent possible and should otherwise be found in substantial conformance where appropriate.

### **A note on historic architectural styles:**

Many of the houses in Glassell Park were constructed in the early 1900 to early 1940's and are indicative of architectural styles that were popular during this time. Among these, the Craftsman Bungalow the Hipped Roof Cottage and Spanish Colonial styles are most prevalent (though like any neighborhood in Los Angeles a multitude of styles exist). Generally the houses built during these periods were constructed with a high level of craftsmanship and attention to detail that is not often found on contemporary construction. Furthermore most of these houses contain features that the CDO would endeavor to recreate on future construction for the purpose of maintaining attractive, pedestrian oriented neighborhood streets.

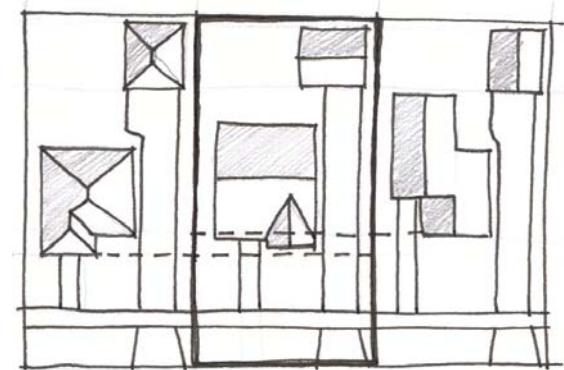
For this reason, a greater understanding of these architectural styles and their significant features should be gained prior to attempting to alter the homes. Applicants should refer to the Architectural Styles in Appendix 2 before proposing to modify an existing residence. Many of the guidelines below are aimed at maintaining a sense of neighborhood character and scale that has already been established by these homes that were constructed during a specific period with unique features. Consequently, attempts to alter existing facets of the neighborhood in such a way that the overall neighborhood character and scale would be compromised is generally discouraged.

### **Site Planning**

**Guideline 1:** Encourage an inviting pedestrian environment and provide for streetwall continuity by locating residences with a consistent setback (as much as the Zoning Code will allow), orienting buildings to the street and providing pedestrian amenities along the front of buildings.

*Standard 1:* New homes on non-hillside lots should be built with primary front entrances that are directly accessible from the public street. Existing front entrances shall be maintained. Hillside lots shall provide primary pedestrian entrances that are directly accessible to the street to the greatest extent possible.

**Guideline 2:** Front yard areas function as a necessary transition between the public realm and the private realm. As such, front yards should maintain an open and uncluttered appearance. Encourage the use of front yards as landscape areas by keeping parking areas to the rear of developments.



*Appropriate: The new home in the middle maintains the prevailing setback, provides a pedestrian entrance and keeps the parking area the rear of the property.*

*Standard 2a:* Homes with existing rear yard parking areas should maintain such areas and should not be permitted to construct new garages or carports at the front of the house. New homes should be built with rear yard parking areas to the greatest extent feasible.

*Standard 2b:* Homes should maintain or be constructed with driveways that have minimal paved surface and front walkways that lead directly from the street to the front entrance.

*Standard 2c:* The paving of front yards (other than walkways and driveways) and the use of any space between the front of the house and the front property line (regardless of setback requirements) for parking is inappropriate.

*Standard 2d:* Driveways within the front yard should be no wider than the separation between the house and the side yard lot line.

## Building Design

**Guideline 3:** Facilitate a sense of community and neighborhood security by encouraging the orientation of buildings toward the street and by encouraging a high level of transparency.

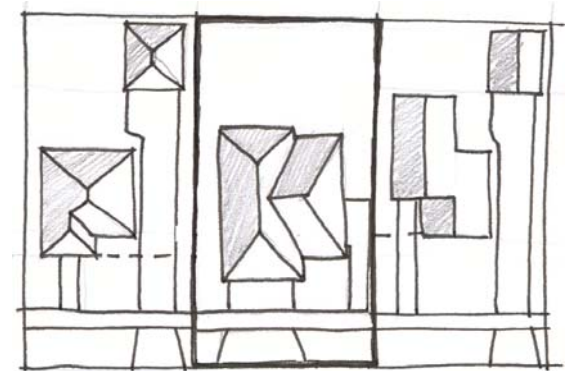
*Standard 3a:* Front entrances on existing homes should be preserved to the greatest extent possible and should not be obscured or removed through additions or re-modeling.

*Standard 3b:* Existing front porches on homes should be preserved. New homes should be designed with front porches or front entrances that are well defined by architectural features such as canopies, columns or entry patios. The filling-in of existing front porches is inappropriate.

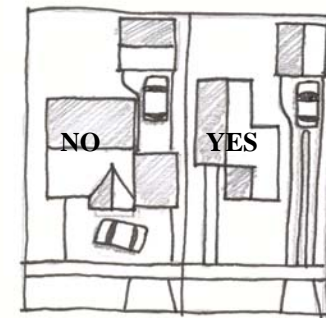
*Standard 3c:* Homes should be designed with a high degree of transparency by including windows along all facades. Windows on existing homes should be maintained to the greatest extent feasible with regard to window type and the size of openings. The alteration of window openings along facades that are visible from the street is inappropriate.

**Guideline 4:** Most neighborhood streets have been developed with single-story homes or homes with a subordinate attic-style second floor. While second floor additions may be appropriate, special attention should be paid to scale, massing and the location of second-floor area. Encourage a cohesive neighborhood character by building new structures and additions at a scale that is appropriate to the street and the surrounding neighborhood context.

*Standard 4a:* Locate additions to the rear of existing structures whenever possible, away from the front façade of an existing building.



*Inappropriate: The new home in the middle disrupts the prevailing front setback and provides parking at the front with a subordinate side entrance for pedestrians.*



*The house at left provides excessive paved surface in the front for car parking and a car port that appears tacked-on. The home at right maintains a historic Hollywood driveway and maximizes green space in the front yard.*



*Standard 4b:* Additions should be compatible in form with the existing structure although visually subordinate in massing. Second floor additions shall be set back from the front of the existing residence in such a way that the existing roofline and other significant architectural features are preserved, and should be designed so as to be visually unobtrusive.

*Standard 4c:* Addition roof forms and building shapes should be consistent with those of the existing structure.

*Standard 4d:* The original rooflines of the front façade of a structure should remain readable and not be obscured by an addition.

*Standard 4e:* The scale, roof form and architectural style of new structures should be consistent with the surrounding neighborhood context.

## Architectural Features

**Guideline 5:** Emphasize pedestrian orientation and accessibility by creating well-articulated, inviting entrances to homes and by orienting homes toward the street.

*Standard 5:* Emphasize front entrances through architectural features such as front porches, awnings, columns and/or prominent walkways.

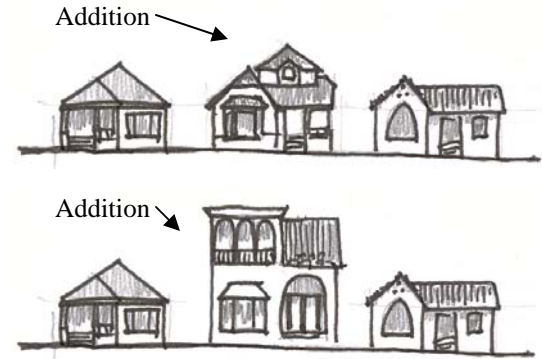
**Guideline 6:** Encourage architectural compatibility by designing additions and infill projects to have compatible architectural features.

*Standard 6a:* Use compatible window and door patterns, openings and materials on additions to existing homes.

*Standard 6b:* Additions to existing structures should be architecturally compatible with the existing architectural style of a home and should not drastically alter or modify the existing structure

**Guideline 6:** New homes should be built with a high level of craftsmanship and attention to detail and should contribute in a positive way to the character of the surrounding neighborhood. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize an existing structure should be preserved or replaced with designs and materials that match the original where modifications to an existing structure are proposed. Building modifications or new construction that diminish the architectural integrity of existing buildings or streetscapes should be avoided.

*Standard 6a:* Materials such as stone, brick, tile, wood siding and natural wood finishes on existing structurally viable buildings should not be painted over, removed or otherwise obscured.



*The addition at top is minimally disruptive to the style of the house and the character of the street. The addition at bottom dramatically alters the house and the prevailing single-story character of the street.*



*The original window openings have been altered and the accompanying sashes and sills have been removed resulting in a house with out of scale fenestration that is inconsistent with the neighborhood.*

*Standard 6b:* Decorative features such as corbels, friezes, divided-light or decorative windows, pilasters and other such character defining architectural elements should be preserved and should not be painted over, removed or concealed by building additions, structural elements, or facades.

*Standard 6c:* New homes should be designed with window configurations that are appropriately scaled to the size of the façade; include sills and frames; and are arranged in cohesive patterns through top-alignment, even spacing and symmetry where appropriate.

*Standard 6d:* Where appropriate paint colors should accentuate architectural features. In many instances a three-color paint scheme for body, trim and accent pieces is preferred. Overly bright paint colors, and fluorescent paint colors shall not be used. Colors such as beige, white and gray that produce glare, should be used sparingly.

*Standard 6e:* All vents, gutters, down spouts, etc. should be painted to match the color of the adjacent surface, unless being used expressly as a trim or accent element.



*This home has been stripped of most of its original architectural features resulting in a blighting effect on the surrounding neighborhood.*

## Landscaping

**Guideline 7:** Encourage the use of front yards as a transition between private and public space, that contribute to the overall visual quality of the individual home and the surrounding neighborhood context. Yards should be landscaped and maintained to an extent that encourages use and enhances the livability of residential structures.

*Standard 7a:* Improve all open areas not used for approved parking, walkways or driveways with landscape features such as turf, trees, flowering plants and shrubbery. Drought tolerant plants are preferred.

*Standard 7b:* Develop front yards with a prominent front walkway that leads directly from the sidewalk to the pedestrian entrance. Walkways should not exceed 5 feet in width and shall be improved with stamped concrete, brick, tile, stone or other such decorative surfaces.

*Standard 7c:* Improve a minimum 75% of the area between the front of the house and the front property line (regardless of front yard setbacks) with landscape features such as turf, trees, flowering plants and shrubbery. Drought tolerant plans are preferred.

*Standard 7d:* When paving driveways, utilize pervious or semi-pervious surfaces such as Portland-cement concrete, grass-crete, Hollywood-driveways (tire-wide paved strips with grass running up the middle) or stone/grass surfaces to the greatest extent possible.



*This driveway utilizes grass-crete which increases rain water permeability and adds an attractive landscape feature to the front yard.*

*Standard 7e:* Front yard fences shall not exceed the height permitted by the Zoning Code and should be comprised of transparent materials such as darkly colored (black or dark green) non-decorative wrought iron. Where Yard Adjustment Variances have been granted by the Zoning Administrator to allow over-height fences, such fences should be constructed only of materials enumerated above.

*Standard 7f:* Concrete block walls, concrete block pilasters, chain link and overly decorative and/or brightly colored wrought iron should not be used for front yard fences or any fences along a public street.

*Standard 7g:* Trash and recycling bins shall be kept out of view from the public right-of-way and should be stored in the rear yard area



*Massive front yard fences disrupt the transition from public to private space and obscure neighborhood vistas.*

## **INDUSTRIAL GUIDELINES AND STANDARDS**

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### **Site Planning**

**Guideline 1:** Encourage an inviting pedestrian environment that provides linkages within and through industrial areas by locating structures with a consistent setback (as much as the Zoning Code will allow), orienting buildings to the street, where appropriate, and providing pedestrian amenities and or visual buffers along the front of buildings and yards.

*Standard 1a:* New buildings along San Fernando Road should be sited to accommodate a 5-foot to 15-foot landscape buffer. The Landscape Buffer should be improved consistent with the Landscape Guidelines.

*Standard 1b:* In cases where existing buildings along a street front have varied front setbacks, infill projects should act as a transition between front setbacks of varying depths and in unifying the overall rhythm of the streetscape, while still maintaining a minimum 5-foot setback.

**Guideline 2:** Industrial streets within the district tend to contain a variety of building types and uses and because of their proximity to residential neighborhoods, schools and parks attract a high level of pedestrian traffic. Buildings should be oriented toward the street to the greatest extent possible so as to maintain a clean, cohesive and lively streetwall.

*Standard 2a:* Buildings should have primary entrances that face the street to the greatest extent possible.

*Standard 2b:* Loading and service areas should be located away from public streets and screened from adjacent residences to the greatest extent possible.

*Standard 2c:* Industrial uses that have office space, sales areas or any other such uses should orient such uses toward the front of the property to the greatest extent possible.

### **Building Design**

**Guideline 3:** The design of all buildings should be of a quality and character that improves community appearance and should be representative of an overall architectural theme. Buildings should be composed of a variety of forms, contrasting shapes and should employ attractive and complementary buildings materials and architectural features. The massing and proportion of buildings at ground level along the public right of way should be at a pedestrian scale.

*Standard 3a:* Provide breaks in plane for all exterior building elevations every 20 feet in horizontal length and every 15 feet in vertical length, created by a change in plane, incorporation of an architectural detail or a change in material. Aluminum framed windows or doors that are flush with the plane of the building do not constitute a change in material or break in the plane.

*Standard 3b:* Provide articulation in the form of vertical changes in plane or variation in gables for all rooflines that exceed 40 linear feet.

*Standard 3c:* Provide structural bays at a minimum of 20-foot intervals for all ground floor storefronts on projects that are greater than 30 feet in length along the street front. Structural bays, at minimum, shall be demarcated by a 3-inch recess.

**Guideline 4:** Encourage an active pedestrian environment by providing a significant level of fenestration and transparency at ground floor building facades along public streets.

*Standard 4a:* Wall openings such as windows and doors should occupy at least 50% of the ground floor street façade and 25% of the ground floor street façade for secondary facades on corner-lot buildings.

*Standard 4c:* Storefronts on existing buildings that have been enclosed or have had windows removed or replaced with smaller windows should be restored to their original appearance to the greatest extent possible.

#### Corporate Identity Architecture

**Guideline 5:** Buildings in the District should contribute to the architectural integrity of the surrounding area. Buildings used for franchise-type restaurants, retail space or other commercial uses that traditionally have a pre-determined corporate architectural identity should be designed so as to be consistent with the CDO Design Guidelines and Development Standards.

*Standard 5:* All projects, including those related to franchise or corporate establishments shall be designed to comply fully with the Design Guidelines and Development Standards.

## Architectural Features

#### Exterior Surface Materials & Colors

**Guideline 6:** Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property should be preserved or replaced with designs and materials that

match the original where modifications to an existing structure are proposed. Building modifications that diminish the architectural integrity of existing buildings should be avoided.

*Standard 7a:* Materials such as stone, brick, tile and natural wood finishes on existing structurally viable buildings should not be painted over, removed or otherwise obscured.

*Standard 7b:* Decorative features such as corbels, friezes, transom windows, pilasters and other such character defining architectural elements should be preserved and should not be painted over, removed or concealed by building additions, structural elements, signage or facades.

**Guideline 8:** Building façades should be constructed of high quality materials that communicate a sense of permanence within the area and that are complementary to surrounding buildings and features.

*Standard 8a:* Plywood siding and heavily textured stucco should not be used on building exteriors.

*Standard 8b:* Stucco should not comprise more than 80% of a building façade (as viewed from an elevation façade projection, not counting door and window area). Projects that propose the use of stucco should integrate additional building materials into the façade and/or shall utilize more than a single color of stucco.

**Guideline 9:** Building material and paint colors should be attractive and complementary to the surrounding buildings and features.

*Standard 9a:* A three-color paint scheme is generally encouraged; applying complementary colors to the body, trim and any accent features on the structure.

*Standard 9b:* Colors such as white and light shades of gray and tan, as well as overly bright colors, when applied to the body of a structure, can produce glare and should be used sparingly. Fluorescent colors are inappropriate.

*Standard 9c:* All vents, gutters, downspouts, flashing, electrical conduits etc. should be painted to match the color of the adjacent surface unless being used expressly as a trim or accent element.

#### Storefront Entrances

**Guideline 10:** Entrances along public streets for industrial uses are encouraged. When used, they should be designed so that they are a predominant architectural feature on the building façade and so that they create an inviting entrance to the building. Entrances should be enhanced through architectural treatments such as canopies above the doorway, individual awnings or placement of appropriate signage above the entryway.

*Standard 10:* Emphasize building entrances that are found along public streets through architectural features such as canopies, pilasters or other similar features.

#### Storefront Windows

**Guideline 11:** When commercial uses are proposed along Industrial streets, storefront windows should maintain their transparency through the choice of glass material and careful placement of window signs.

*Standard 11a:* Recess new storefront windows at least 3 inches from the front plane of the building.

*Standard 11b:* Use no more than 10% of storefront window surfaces for internally or externally posted signage regardless of the duration of the signage.

#### Awnings and Canopies

**Guideline 12:** Add visual interest to storefronts and facades through the use of high-quality awnings and canopies that provide articulation in the street wall. Awnings should be designed to complement buildings and individual structural bays.

*Standard 12a:* Plastic, vinyl and other similar materials should be not be used on storefront awnings.

*Standard 12b:* On storefronts that are greater than 25 feet in length, provide one awning or canopy where for each structural bay where such bays exist. Avoid single awnings or canopies for buildings that are greater than 25 feet in length.

*Standard 12c:* Signs on awnings and canopies should be permitted only on the valance. The valance should be a maximum of 8 inches with lettering and logos being a maximum of 6 inches high.

*Standard 12d:* Awnings or canopies should not conceal architectural features such as decorative grille work or transom windows and should be designed so as to be architecturally compatible with the structure on which they are to be attached.

#### Rooflines

**Guideline 13:** Rooflines should be designed so as to add interest to the building façade and to complement the surrounding area. Monotonous rooflines should be avoided.

*Standard 13:* Provide architectural relief for all rooflines that exceed 40 linear feet, either through a change in depth or height, the application of gables, dormers, changes of material or other types of articulation.

## Graffiti

**Guideline 14:** Use exterior surface materials that will reduce the incidence and appearance of graffiti.

*Standard 14a:* Treat exterior walls with graffiti resistant or detouring surfaces such as specialized coatings and the installation of vegetation.

*Standard 14b:* Cover storefront windows on new structures with graffiti resistant film or other specialized coatings so as to protect them from vandalism.

## Free Standing Walls & Fences

**Guideline 15:** Freestanding walls should contribute to the architectural integrity of the surrounding area and should be compatible with surrounding structures. Walls should provide security and enclosure to the extent necessary but should not create impermeable compounds as viewed from the street and should not communicate a general lack of security about the district.

*Standard 15a:* Provide a break in plane for all free standing walls using an architectural detail such as pilasters, patterned block or other articulation in 20-foot intervals.

*Standard 15b:* Construct all freestanding walls of materials that are compatible with surrounding buildings.

*Standard 15c:* Chain link, barbed wire, corrugated metal and other similar materials should not be used for fences along public streets.

*Standard 15d:* Free standing walls or fences should not use barbed or razor wire to adorn the tops of walls within view of public streets. Pointed wrought iron is encouraged where fencing is needed to provide security to a site.

*Standard 15e:* Fences along public rights of way may only be constructed of highly transparent materials such as non-decorative/darkly colored wrought iron. Block walls and fences with block pilasters should be avoided.

## Landscaping



All projects are required to comply with the City of Los Angeles Landscape Ordinance 170,978 or any subsequent amendments to that Ordinance, pursuant to 12.40-12.43 of the LAMC. The Landscape Ordinance and its accompanying Guidelines are attached to this document as Appendix 1. The Design Guidelines and Development Standards found herein add to the City's existing Landscape Guidelines. Compliance with the following Design Guidelines and Development Standards does not necessarily imply compliance with the Landscape Guidelines. To simplify the review process, applicants should first review landscaping for compliance with the City Landscape Guidelines and should then review landscaping for compliance with the CDO.

#### General Landscaping

**Guideline 16:** In addition to aesthetic benefits, landscaping provides shade, reduces glare and minimizes surface runoff during rainy periods. Projects should provide landscaping that complements existing architecture, provides shade to pedestrian areas and that provides a high level of surface permeability.

*Standard 16a:* Projects shall comply with the City Landscape Ordinance and the accompanying Guidelines.

*Standard 16b:* Improve the required 5-15 foot setback along San Fernando Road with landscaping that complies with the City Landscape Ordinance and the accompanying Guidelines.

## Signs

All projects are required to comply with the City of Los Angeles Sign Ordinance found in Chapter 62 of the City Building Code. The Design Guidelines and Development Standards found herein add to the City's existing Sign Ordinance. Compliance with the following Design Guidelines and Development Standards does not necessarily imply compliance with the Sign Ordinance; for instance the use of individually cut externally illuminated channel letters would comply with the Design Guidelines and Development Standards, though such a sign would still be subject to the square footage requirements found within the Sign Ordinance. To simplify the review process, applicants should first review proposed signs for compliance with the Sign Ordinance and should then review proposed signs for compliance with the CDO.

#### Simplicity and Quality

**Guideline 17:** Signage should be simple, expressive and of high quality with regard to construction, typography and artistic images. Signage that contributes to a cluttered, non-cohesive or unprofessional appearance diminishes the quality and commercial viability of the District and should be avoided.

*Standard 17a:* Individual businesses and institutions should have no more than one wall sign per elevation unless a special circumstance exists whereby a single wall sign would not be universally visible from the public right of way.

*Standard 17b:* Individual signs should utilize a consistent and thoughtful color scheme. Generally business signs should not utilize more than three colors.

*Standard 17c:* Wherever multiple business signs exist on a single wall or monument sign the sign should utilize a uniform background color.

*Standard 17d:* The use of fluorescent colors in signs is prohibited.

*Standard 17e:* Hand-painted lettering should be administered by a professional sign painter and should be comprised of typography and images that are uniform in point size, kerning and overall appearance and are produced from an identifiable font. Lettering and iconography produced by spray-on paint or air brushes is prohibited.

#### Mural Signs

**Guideline 18:** Mural signs can contribute to the appearance of individual buildings, street frontages and the District as a whole. Furthermore, such signage can be an important expression of the unique artistic and cultural identity of the District. Mural signs should be allowed when they are created with a high level of artistic quality and do not diminish the architectural integrity of a historic building.

*Standard 18a:* Murals that are not intended as part of business signage (and are not defined as Mural Signs in Section 3 of this document) must be approved by the Department of Cultural Affairs and may in no way include onsite or offsite commercial advertising or imagery.

*Standard 18b:* Mural signs may cover up to 30% of a building façade, however such area shall include the permitted wall sign area. Mural sign area that exceeds the square footage allowed for wall signs may not include signage text, logos or other such commercial renderings such as drawings of individual products sold within a store.

*Standard 18c:* Mural signs should not cover or obscure unique architectural features such as corbels, transoms, pilasters, un-painted masonry, windows or other such character defining features of an historic building.

#### Prohibited and Restricted Signs

**Guideline 19:** Signs that contribute to the appearance of clutter along a street frontage or on a building; that draw unnecessary attention to a single use at the expense of the district as a whole or that communicate a lack of permanence to the District should not be used.

*Standard 19a:* Off-site signage, including, billboards and signs advertising off-site activities, is prohibited.

*Standard 19b:* Pole signs are prohibited. This includes the structural modification of existing signs that increase the height, massing or fascia of existing signs or the addition of poles to existing pole signs. The re-use of pole signs is strongly discouraged and project proponents are encouraged to consider pedestrian oriented signage options such as monument signs.

*Standard 19c:* Temporary banners, streamers, flags not affixed to a flagpole, inflated devices, bubble-machines, rotating devices, and other attention-getting devices are prohibited.

**Guideline 20:** Signage illumination should be used sparingly and at a pedestrian scale. Overly-bright illumination, digital signage and internally light signage that is intended to capture the attention of motorists generally does not invite pedestrian use or prolonged visits to the district outside of immediate car trips. External illumination for signage is encouraged in lieu of internally light signage.

*Standard 20a:* Electronic message display signs, except for time and temperature signs are prohibited.

*Standard 20b:* Internally illuminated canister signs, except for channel letters or logos, and illuminated architectural canopy signs are prohibited. Reverse channel letters or externally light individually cut letters are encouraged in lieu of internally light channel letters.

*Standard 20c:* Any time and temperature sign that is not placed on a building roof, shall be permitted, provided it has no blinking lights, includes no advertising, sign content consists exclusively of time and temperature information and the face of the sign is no larger than 16 square feet in area.

## **Mechanical Equipment**

### Mechanical Equipment & Loading

**Guideline 21:** Utilities, storage areas, loading docks, mechanical equipment and other service areas should be screened from the adjacent public right of way. Equipment can be screened from public view through the use of building parapets, landscaping walls and other similar architectural treatments. Plywood and wood lattice screens should be avoided.

*Standard 21a:* Locate all service areas and loading docks at the rear of structures or at the location that is most out of view to the general public and to adjacent residential properties.

*Standard 21b:* Locate all exterior rooftop and ground level mechanical equipment, including HVAC equipment, exhaust fans and satellite dishes so that they are screened from public view.

*Standard 21c:* Maintain street-facing window and door openings so that they are unencumbered by mechanical equipment.

*Standard 21d:* All service areas, such as those used for automobile repair facilities, should be enclosed within a building.

### Security Equipment

**Guideline 22:** Buildings should be designed with security features that effectively detour criminal activity while maintaining a positive image about the community. When used, security grills should be screened from view during business hours and should be integrated into the design of the building.

*Standard 22a:* Permanently affixed exterior security grills or bars are prohibited.

*Standard 22b:* Security grills should be retractable and should recess completely into pockets that completely conceal the grill when it is retracted. Such pockets should be integrated into the design of the building.

*Standard 22c:* Roll-down security grills that conceal storefront windows are prohibited.

*Standard 22d:* Existing security grills and bars, whether retractable or permanently affixed should be painted black or another color that diminishes the appearance of such devices as viewed against the window.

### Trash Equipment

**Guideline 23:** Trash enclosures should be designed so that trash and recycle bins are not visible to the general public.

*Standard 23a:* Enclose all trash collection areas with a minimum six-foot high decorative wall or fence.

*Standard 23b:* Provide a separate enclosure for trash and recyclable materials.

## Wireless Telecommunication Facilities

**Guideline 24:** Wireless telecommunication facilities should be designed so as to appear compatible with or complementary to surrounding architecture and structures.

*Standard 24a:* Where possible, wireless telecommunication facilities should be incorporated into existing buildings and other structures and should appear unobtrusive.

*Standard 24b:* Roof-top wireless facilities should be located so as to be least disruptive to the primary visible façade of the building and should be screened by materials that are simple and do not compete with or attempt to replicate the architectural features of the existing building.