

WORK GUIDELINES FOR LANDMARKS AND HISTORIC DISTRICTS

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**LOS ANGELES COUNTY
DEPARTMENT OF REGIONAL PLANNING**

320 West Temple Street, Los Angeles, CA 90012
T: (213) 974-6411 • F: (213) 626-0434 • TDD: (213) 617-2292

1. Introduction

This document is intended to be used by property owners, their architects and contractors, County staff, and the Historical Landmarks and Records Commission (HLRC) when considering or reviewing work on landmarks and on property located within historic districts (“districts”). The document:

- Interprets the United States Secretary of the Interior's Standards for the Treatment of Historic Properties for the County;
- Defines applicable terms;
- Provides an overview of the requirements and procedures for reviewing work on landmarks and property located within districts;
- Describes historical architectural styles and character-defining features; and
- Establishes guidelines for work on landmarks and districts.

2. Terminology

- Definitions for the Historic Preservation Ordinance are located [here](#). See the *Historic Preservation* section.
- *Historic* shall mean dating to the period of significance of the historic resource.
- *Historic Integrity*

The National Park Service defines *integrity* as the ability of a property to convey its significance. To retain historic integrity, a property must possess several, and usually most of the following aspects of integrity:

- *Location* is the place where the historic property was constructed or the place where the historic event occurred.
- *Design* is the combination of elements that create the form, plan, space, building, and style of a property.
- *Setting* is the physical environment of a historic property and refers to the character of the site and the relationship to surrounding features and open space. Setting often refers to the basic physical conditions under which a property was built and the functions it was intended to serve. These features can be either natural or manmade, including vegetation, paths, fences, and relationships between other features or open space.
- *Materials* are the physical elements that were combined or deposited during a particular period or time, and in a particular pattern or configuration to form a historic property.
- *Workmanship* is the physical evidence of crafts of a particular culture or people during any given period of history or prehistory and can be applied to the property as a whole, or to individual components.
- *Feeling* is a property's expression of the aesthetic or historic sense of a particular period of time. It results from the presence of physical features that, when taken together, convey the property's historic character.

- *Association* is the direct link between the important historic event or person and a historic property.
- *Period of Significance* is defined by The National Park Service as the span of time during which significant events and activities occurred associated with a historic resource.
- *Recommendation* indicates that the guideline is advisory and not enforceable.

3. Certificates of Appropriateness

A Certificate of Appropriateness (CoA) is required prior to conducting any of the following work:

- Work involving or impacting the exterior of a landmark structure or property located within a historic district. A CoA is only required for an interior space if it has been held open to the public and has been identified as a character-defining feature
- Work involving or impacting a character-defining feature of a landmark or historic district. Character-defining-features are identified in landmark designation resolution or the historic district ordinance (see appendix); or
- Work which requires a CoA pursuant to the resolution or ordinance designating the landmark or historic district.

CoAs are not required for:

- Maintenance and repair;
- A change to sign or copy of a sign affixed to or part of a landmark or located within a historic district, if the change does not alter the existing design or materials of the sign;
- Work which is necessary to correct an unsafe condition as determined by the County;
- Painting, unless the landmark is a mural
- Solar energy equipment installations; or
- Landscaping that has not been specifically designated, including replacement of front lawns with drought tolerant landscaping.
- Accessory Dwelling Units

CoAs require an application and fee. Consult with Staff prior to application submittal.

CoAs for reconstruction, rehabilitation, restoration, or an addition of less than 500 square feet of new floor area will be processed administratively. All other work requires a public hearing with the HLRC. The CoA process is located here.

A CoA will be approved if work complies with the following standards:

- The proposed work is appropriate for and consistent with the purposes of the Historic Preservation Ordinance.
- The proposed work will comply with the United States Secretary of the Interior's Standards for the Treatment of Historic Properties for landmarks and contributing properties. The Standards for Rehabilitation are the most applicable for projects requiring a CoA and are as follows:

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
 2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
 3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
 4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
 5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
 6. **Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials.** Replacement of missing features will be substantiated by documentary and physical evidence.
 7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
 8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
 9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
 10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.
- The proposed work will preserve, enhance, or restore, and does not damage or destroy, the exterior or character-defining features, interior (if designated) or exterior, of a landmark or contributing property.
 - The proposed work will not adversely affect the special character or special historical, architectural, or aesthetic interest or value of a landmark, contributing property, or historic district.
 - For proposed work involving the exterior of a building in a historic district, which building is not designated as a landmark or contributing property, the proposed work will be compatible with the character of the historic district.

- The proposed work will comply with the provisions of the applicable resolution or ordinance designating the landmark or historic district. Character-defining features are identified in the landmark designation resolutions and historic district designation ordinances.
- The proposed work will comply with these guidelines.

4. Professionals

To maintain the historical integrity of a property, it is recommended that professionals qualified to work on historic properties be used. Professionals guiding a project should meet the Secretary of the Interior's Professional Qualification Standards in the fields of Architectural History, History, and/or Historic Architecture. A list of qualified professionals and other resources are located [here](#).

5. Architectural Styles

The architectural styles identified in this section are prominent in districts. See adopted designation resolutions for description of styles and character-defining features applicable to specific landmarks.

5.1 Arts and Crafts

Led by designer William Morris, the Arts and Crafts movement developed in England in response to the patterns of mass production and materialism created by the Industrial Revolution. Morris and his proponents called for a return to the use of natural materials, simplicity of form, quality of craftsmanship, and attention to detail. As the movement spread to the United States, designers such as Gustav Stickley were inspired by Morris's ideals to create furniture that reflected the aesthetics of the movement. He also published *The Craftsman* magazine from 1901 to 1916 to spread the word throughout the country. But it was in Southern California where the movement became a fully formed architectural style through the work of Pasadena brothers Charles and Henry Greene. Influenced by the English Arts and Crafts movement, inspired by Japanese architecture, and trained in the manual arts, the brothers designed elaborately detailed buildings, which were published in many popular magazines. The high form of the Greene and Greene style was simplified and applied to more modest one and two-story homes with plans that could be built by local builders. Altadena developed rapidly during the time these styles were popular, and the result is a rich and diverse array of significant homes.

5.1.1 Craftsman



1115 E. Woodbury Road
Historic Highlands Historic District
Altadena

Craftsman homes can range from high style, architect-designed masterpieces, to modest one-story bungalows ordered from a catalog. Stylistically, a Craftsman house can have details borrowed from a Swiss chalet, or pagoda-style roofs and flared eaves inspired by Japanese architecture. What they have in common is an attention to detail and craftsmanship. The Period of Significance for the style is 1905-1930

Character-Defining Features

- One or two stories in height.
- Low-pitched front-facing gabled roofs.
- Broad, overhanging eaves with exposed structural members such as rafter tails, knee braces, and king posts.
- Shingled exteriors with some clapboard.
- Broad front entry porches of half or full-width, with square or battered columns.
- Extensive use of natural materials for columns, chimneys, retaining walls, and landscape features.
- Wide, solid wood doors with sidelights.
- Casement windows arranged in groups.
- Three-over-one or four-over-one windows.

5.1.2 American Foursquare



1000 New York Drive
Historic Highlands Historic District
Altadena

A uniquely American house, the American Foursquare was one of the earliest responses to the ornate and elaborate Queen Anne designs that precede it. The basic, clean lines and sparsely ornamented surfaces made it more affordable and easier to construct. Because of its simplicity, this style was popular in Sears Catalogues and other mail-order companies. The Period of Significance for the style is 1880 to 1955.

Character-Defining Features

- Square or rectangular plan.
- Compact, two-story massing.
- Symmetrical or asymmetrical composition.
- Hipped or pyramidal roof, sometimes with wide boxed eaves and eave brackets or dentil molding.
- Central hipped dormer.
- Exterior walls finished in horizontal wood siding or stucco.
- Projecting one-story porch with classic details.
- Wood double-hung windows.
- Detached carriage house, usually at rear of property.

5.2 Period Revivals

Although there are examples of Period Revival architecture prior to 1920, it was primarily after World War I that styles began to shift from the modern-influenced Arts and Crafts to more traditional forms that referenced various historical periods. These styles were popular across the United States during the 1920s and 1930s, but in California, particularly Southern California where cities were growing rapidly, Period Revival styles dominated the built environment. The combination of new arrivals, speculative development, and the fantasy lifestyle represented by the movie industry, resulted in revival styles ranging from the highly traditional Colonial Revival to the widely fanciful Storybook Style. In Los Angeles County, the proliferation of revival styles

was aided by low-cost building techniques and plan books, which gave local builders the ability to adapt Spanish Colonial or Tudor Revival styles to smaller cottages and bungalows.

5.2.1 Colonial Revival

The term Colonial Revival refers to the revived interest in the early Dutch and English houses found along the Atlantic coast. Georgian and Federal revivals styles are the most common examples of Colonial Revival. Designers often mixed elements from the various sub-styles resulting in eclectic examples of Colonial Revival.

Colonial Revival homes feature horizontal clapboard or brick or stone veneer exteriors, simple building forms, and side-gabled or gambrel roofs, often with boxed eaves. The roofs may have multiple symmetrical dormers. Buildings are typically one or two stories in height. Details may include stylized door surrounds; paneled front doors, sometimes within a broken pediment, porticos or a recessed entryway; multi-paned double-hung sash windows; and fixed shutters. The period of significance for the style is 1880-1955.

Character-Defining Features

- Square or rectangular plan.
- Compact, two-story massing.
- Symmetrical composition.
- Side-gabled or gambrel roof, sometimes with wide boxed eaves and eave brackets or dentil molding.
- Chimneys are symmetrical and often used as roof accents.
- Symmetrical front-gabled dormers.
- Exterior walls finished in horizontal wood siding, brick or stone veneer, or stucco.
- Projecting one-story porch with classical details.
- Wood double-hung windows.
- Primary entrance accented with broken pediments, sidelights, or porticos.
- Windows accented with pediments or cornice returns.

5.2.2 Modern Colonial



1236 New York Drive
Historic Highlands Historic District
Altadena

Modern Colonial represents a continuation of the popularity of the American Colonial Revival style through much of the twentieth century. The style was more simplified than its earlier counterparts and often suggested earlier eighteenth-century design elements rather than recreating them. It was frequently used in residences that were not necessarily architect designed. The stripped-down style lent itself well to the large numbers of residences, both single- and multi-family, that were constructed after World War II.

Modern Colonial homes feature clapboard or brick exteriors, simple building forms, and side-gabled roofs, often with boxed eaves. The roofs may have multiple dormers. Buildings are typically one or two stories in height. Details may include stylized door surrounds; paneled front doors, sometimes within a recessed entryway; multi-paned double-hung sash windows; and fixed shutters. Unlike earlier versions of the style, the classical detailing of the Modern Colonial style is simplified to merely suggest colonial precedents rather than mirroring or reproducing them. The Period of Significance is 1945 to present.

Character-Defining Features

- Typically, one or two stories in height.
- Simple building forms.
- Side-gabled roof, typically with boxed eaves.
- May display multiple roof dormers.
- Symmetrical façade with entryway as the primary focus.
- Clapboard or brick exteriors
- Classical detailing is simplified to merely suggest their Colonial precedents, rather than closely mirroring them.
- Details may include stylized door surrounds; paneled front door, sometimes set within a recessed entry; multi-paned double-hung sash windows; and fixed shutters.

5.2.3 Tudor Revival



1360 New York Drive
Historic Highlands Historic District
Altadena

The Tudor Revival style shares its origins with the Arts and Crafts Movement whose founders looked for inspiration in English domestic architecture of the sixteenth and seventeenth centuries. Although it appears as early as the 1890s, the style reached its peak of popularity in the 1920s and 1930s as one of many revival styles adapted to the needs of rapidly growing communities. The Tudor Revival, along with its subtypes the English Cottage Revival and Storybook cottage, were particularly popular in Southern California here the idea of a “fairy tale” house particularly appealed to new arrivals. The style could work with grand estates as well as tiny cottages, and is found in domestic, ecclesiastic, and sometimes commercial architecture as well. The period of significance for the style is 1890 to 1940.

Character-Defining Features

- Asymmetrical façade and irregular massing.
- Steeply pitched multi-gabled roof with a prominent front-facing gable and slate, wood shake, or composition roofing.
- Brick or plaster exterior wall cladding, typically with half-timbering and decorative details in wood, stone or brick.
- Tall, narrow divided-light windows, usually casement, often grouped horizontally or in bays; may have leaded diamond-shaped lights
- Decorative half-timbering.
- Entrance with pointed arch, set in turret or under secondary gable.
- Prominent chimney with elaborate brickwork.

5.2.4 English Cottage Revival



1083 Atchison Street
Historic Highlands Historic District
Altadena

The English Cottage Revival style is a smaller scale version of the Tudor style, typically one-story with simpler roof forms. Brick or stone is more commonly used than stucco and the walls have less half-timbering details. The steeply pitched roofs may have a rounded shape at the eaves to mimic the thatched roofs of English country cottages. The period of significance for the style is 1890 to 1940.

Character-Defining Features

- Asymmetrical with irregular plan and massing.
- Steeply pitched roof with little or no eave extension, sometimes with rolled edges on roofing to imitate thatch.
- Gable or cross-gable roof.
- Stucco walls, sometimes with brick or wood accents.
- Decorative masonry on exterior walls or gables, primarily brick.
- Recessed entry, usually under a primary front-facing gable but sometimes under small gable-roof portico.
- Groupings of tall, narrow casement windows, often with leaded, diamond panes.

5.2.5 Spanish Colonial Revival/Spanish Eclectic



1030 New York Drive Historic
Highlands Historic District
Altadena

Spanish Colonial Revival-style architecture became popular throughout Southern California following the Panama-California Exposition held in San Diego in 1915. The exposition buildings were designed by architect Bertram Grosvenor Goodhue, who wanted to expand the limits of the Mission style and explore the more varied and rich precedents of Spanish architecture throughout Latin America. The exposition prompted other architects to look to Latin America and directly to Spain for inspiration. The style became especially popular in Southern California where it appeared to romanticize the region's colonial past, although visually had little in common with the adobes and missions constructed during that time. An adaptable style, it could be applied to a wide variety of property types with elaborate expressions or through simple details. The style is characterized by its complex building forms, stucco-clad wall surfaces, and clay tile roofs. The period of significance for the style is 1915 to 1940.

Character-Defining Features

- Asymmetrical façades and complex massing.
- Use of patios, courtyards, loggias or covered porches, and/or balconies.
- Stucco wall cladding.
- Low-pitched gable or hipped roofs with clay tile roof cladding.
- Coved, molded, or wood-bracketed eaves.
- Square or round towers.
- Arched window and door openings.
- Single or paired multi-paned windows.
- Decorative stucco or tile vents.
- Use of wrought iron, cast stone, terra cotta or colored tile.

5.2.6 Neoclassical Revival



1390 New York Drive
Historic Highlands Historic District
Altadena

The Neoclassical style is an almost academic reinterpretation of Greek and Roman precedents. The style is primarily distinguished from Beaux Arts Classicism by its simpler treatment of classical forms, features, and ornament. Dignified, severe, and unornamented, these buildings tended to favor the Greek orders, Doric and Ionic, over the Roman. Colossal columns and colonnades, temple fronts with pedimented porticoes, and flat-headed windows characterize the style. Plain wall surfaces are not unusual, uninterrupted by projections, recessions, or sculpture. Neoclassical style residential buildings display many of the same qualities as commercial and institutional property types. A colossal order porch--whether a full-width colonnade or an attached portico with columns supporting a triangular pediment--adds a signature element of domestic design to this style. Other aspects of Neoclassical style houses are a direct reflection of Colonial Revival-style architecture. These buildings evoke symmetry with horizontal and raking cornices detailed with dentils or modillions, entries with arched or broken pediments, and double-hung sash windows with multiple lights in the upper sashes. The period of significance for the style is 1895 to 1955.

Character-Defining Features

- Symmetrical or asymmetrical front elevation with emphasis on classical element or elements.
- Prominent front porch with combinations of classical detailing.
- Classical columns.
- Narrow, clapboard, or stucco siding.
- Double-hung windows, leaded glass in upper sash or transom.

5.3 Modernism

While Americans were building period revival houses, European architects like Le Corbusier, Mies van der Rohe, and Walter Gropius were developing radically new designs with no historic precedent. The movement that came to be known as the International Style emphasized the structural steel skeleton and the importance of functionalism. Although not easily applicable to domestic architecture, Le Corbusier's idea of the house as a "machine for living" was one that would have a great influence in the following decades. The term Modernism was used to describe this general tendency to move away from the influences of the past and embrace technology and

contemporary materials. In Southern California, architects like Rudolph Schindler and Richard Neutra used the International Style as inspiration for creating a unique form of Southern Californian Modernism.

5.3.1 Minimal Traditional



1720 Mar Vista Avenue Historic
Highlands Historic District
Altadena

The Minimal Traditional style is defined by simple exterior forms with a one-story plan and minimum use of architectural detail. With origins in the Modern movement, the style grew in popularity during the Depression and continued into the years following World War II. It was popular in suburban residential developments throughout the United States because it could be built quickly and cheaply. In Southern California the style continued well into the post-war years in large scale developments. The period of significance for the style is 1935 to 1950.

Character-Defining Features

- Simple, rectangular plan.
- One-story configuration.
- Medium or low-pitched hip or side-gable roof with shallow eaves.
- Smooth stucco wall cladding, often with wood lap or stone veneer accents.
- Wood multi-light windows, including picture, double-hung sash, casement and slider.
- Lack of decorative exterior detailing.
- Shallow entry porch with slender wood supports.
- Detached garages, usually located at the rear of the property.

5.3.2 Ranch



1854 Mar Vista Avenue Historic
Highlands Historic District
Altadena

As a style, Ranch has its roots in Southern California where architect Cliff May was one of several architects who merged the rustic adobe “rancho” idea with Modern aesthetics in the late 1930s. Prior to World War II, these custom-designed “haciendas” had clay tile roofs and stucco exteriors. During this same time, developers were looking at the Ranch house as the solution to building appealing houses on a massive scale. After the war, lenders such as the Veterans Administration and the Federal Housing Administration found that the Ranch house design best met their standards. This combination of factors led to the Ranch house becoming the most popular housing style from the 1940s through the 1970s. The period of significance is 1935 - 1985.

Character-Defining Features

- One-story, sprawling plan.
- Low, horizontal massing with wide street façade.
- Low-pitched hipped or gable roof with open overhanging eaves and wood shakes.
- Plaster, wood lap, or board-and-batten siding, often with brick or stone accents.
- Divided light wood sash windows including picture, casement, diamond-pane.
- Wide, covered front porch with wood posts.
- Attached garage, sometimes linked with open-sided breezeway.
- Details such as wood shutters, attic vents in gable ends, dovescotes, and extended gables.
- Cinderella/Storybook Ranch sub-type may feature scalloped bargeboards, decorative shutters, and bird houses in the gable ends.
- Asian sub-type may feature hip on gable roofs (pagoda influence), false beams and ornate grill work.
- Emphasis on bringing the outdoors in through the use of large banks of windows and sliding glass doors.

6. Building Features

This section applies to landmarks contributing properties.

6.1 Siding

- Replacement siding material should match the original in composition, scale, size, exposed lap spacing and surface finish. Original primary building materials, such as wood siding and brick, should not be replaced with synthetic materials. Use of synthetic materials, such as aluminum or vinyl siding or panelized brick, as replacements for primary building materials on a historic building is inappropriate.
- Non-historic covering should be removed before residing.
- Original building materials and finishes should not be eroded by abrasive cleaning methods, such as sandblasting, that accelerate deterioration.
- Materials that are in good condition and repairable should not be removed.
- Removing repairable exterior wall, or portions thereof, is inappropriate.
- Covering historic siding materials and features, with non-historic materials, such as synthetic stucco, panelized brick, vinyl, aluminum, composite siding is inappropriate.

6.2 Exterior Finishes

6.2.1 Wood Finishes

- Wood surfaces should be painted, oiled, or stained.
- Use of texture coat paints that will alter the appearance of the original finish is inappropriate.
- Original materials should not be damaged by harsh or abrasive methods of cleaning or paint removal.
- Replacement of wood with synthetic materials is inappropriate.

6.2.2 Masonry

- Painting of masonry that was not painted historically is inappropriate.
- Improper paint removal techniques that include sandblasting and certain chemical solvents that deteriorate masonry and cause lasting damage are inappropriate.

6.2.3 Mortar

- Original mortar joint and unit size, the tooling and bonding patterns, coatings, and color of masonry surfaces should be preserved in place.
- Only those mortar joints where there is evidence of moisture problems or where mortar is missing should be repointed.
- New mortar should match the old mortar in strength, composition, color, texture, and joint width and profile.
- New mortar should fill the joint but should not overfill it, and it should not be applied on the faces of the masonry units.

- Using electric saws and hammers to remove mortar can seriously damage the adjacent masonry and are therefore inappropriate. It is recommended that mortar joints should be cleared with hand tools.

6.2.4 Stucco Finish

- New stucco should match the original in color, texture, and finish.
- Synthetic spray stucco is inappropriate.

6.3 Roofs

- Original roof materials and eave depth should be preserved.
- The shadows created by traditional overhangs contribute to one's perception of the building's historic scale and therefore these overhangs should be preserved.
- Visual impacts of skylights and other rooftop devices should be minimized.
- Skylights should:
 - Not interrupt the plane of the historic roof and should be located below the ridgeline.
 - Not be located on a front roof plane.
 - Be flat and flush with the roof plane, unless appropriate for the architectural style.
- Replacement roof materials for a historic building should convey a scale and texture similar to those used traditionally.
- Replacement materials should be similar to those seen historically and appropriate to the architectural style.
- Altering the slope profile of a historic roof is inappropriate.
- The line and orientation of the roof as seen from the street should be maintained.
- Cutting back roof rafters and soffits, adding fascia boards where none existed or in other ways altering the traditional roof overhang is inappropriate.
- Boxing in exposed roof rafters is inappropriate.
- Replacing original roofing material type with a different roofing material type is inappropriate.

6.4 Porches

Common porch elements on historic buildings include balustrades; railings; posts; architectural details; and gabled, hipped or flat shed roofs.

6.4.1 New and Replacement Porches

- Replacement porches should be reconstructed to match the original in form and detail.
- Replacement porches should use similar materials as the original.

- Where no evidence, such as photographs, plans or “ghost lines” on walls that indicate the outline of the porch and/or holes on the exterior wall that indicate where the porch may have been attached to the front façade, if the original historic porch exists, a new porch should be of a compatible design or one that is similar in character to those found on comparable buildings.
- New porch posts should be in scale and proportion to those used historically.
- The height of new railings and the spacing of balusters should be similar to those used historically but comply with the Building Code.

6.4.2 Porch Enclosures

- Only transparent material, such as glass or screening, should be used to enclose.
- Enclosure material should be placed behind porch posts.

6.5 Windows

6.5.1 Types

Common window types found on historic buildings are:

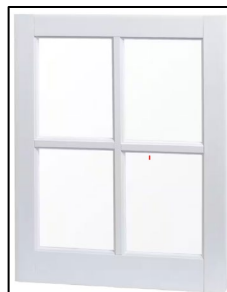
- Casement - Hinged windows that swing open, typically to the outside.



- Single hung - Two sash elements, one above the other. Only the lower sash moves.
- Double hung - Two sash elements, one above the other. Both upper and lower sashes slide within tracks on the window jambs



- Fixed - The sash does not move.



6.5.2 All Facades

6.5.2.1 Replacement Window Features

- Replacement window features should be of similar shape, size, configuration, molding profile and true divided lights.
- The original number of divided lights in a window should be maintained.
- The profile of the sash and its components should match as closely as possible to that of the original window(s).
- Replacement hardware should be in keeping with the design of the building.
- Window openings should be unaltered.

6.5.2.2 New and Replacement Windows

- New or replacement windows should be similar in style, materials, and arrangement, and have true divided lights as original windows.
- New or replacement windows should be finished with trim elements similar to those used traditionally. This trim should have dimensions similar to that used historically.
- Divided lights should be formed from smaller mullions integral to the window.
- Changing the original opening to accommodate a new window that is a different size than the original window is inappropriate.
- Replacement of original windows with more ornate ones is inappropriate.
- Installation of unusually shaped windows, such as triangles and trapezoids, is inappropriate.
- Large areas of glass are inappropriate except for Ranch-style buildings.

6.5.2.3 Security

- Security bars should be constructed of light metal and be installed on the interior of the window.
- Replacing original glazing with tempered or laminated glass is permitted on windows not visible from the public right-of-way.

6.5.3 Primary Façades and Portions of the Secondary Facades that are Visible from the Public Right-of-Way (ROW)

- Only irreparable windows or replacement windows that are not historically appropriate may be replaced.
- Replacement windows should match original's style and materials.

- New snap-in muntins are inappropriate.
- The removal of sashes to accommodate to accommodate a window air-conditioners is inappropriate.
- Enclosing a historic window opening is inappropriate.
- Addition of a new window opening is inappropriate.

6.5.4 Secondary Facades not Visible from the ROW - New and Replacement Windows

- Additional windows are permitted to increase visibility to the outside and increase natural light.
- Additional windows located on the side facades should not create privacy issues for the neighbors.
- New openings should be similar in location, size, and type to those seen traditionally.
- New and replacement windows may be constructed of materials different than original windows if the windows match those of the original in dimension, profile, and finish.
- Low energy efficiency windows may be replaced.
- Snap-in Muntins
 - Snap-in wooden muntins create the same effect as true divided lights are acceptable.
 - Snap-in wooden muntins should be used on both the interior and exterior of windows when used.
- Wired-glass on original and new windows is permitted for security.

6.6 Doors

- Common door types found on historic buildings are:
 - Doorway with transom



- Paneled Door



- Glass Paneled Door



- Half-glass Door



- Important door features include the materials and details of the door itself, its frame, sill, head, jamb, and any flanking windows or transoms.
- The location, number, size, and arrangement of historic doors in a building wall should be preserved.
- The proportions and arrangement of doors contribute to the character of each residence and should be preserved.
- Enclosing a historic door opening or adding a new opening in a primary façade or secondary façade visible from the ROW is inappropriate.
- Functional and decorative features of a historic door should be preserved.
- The original number of divided lights in the door should be preserved.
- Glazing in doors should be preserved.
- Frames
 - Historic door frames should be preserved.

- Replacement frames should be of similar shape, size, configuration, and material.
- Hardware
 - Repairable hardware should not be replaced.
 - Replacement hardware should be in keeping with the design of the building.
- Repairable doors should not be replaced.
- New and Replacement Doors
 - Replacement doors should match original design as closely as possible.
 - Replacement door material may differ from the original material if it matches the original in dimension, profile, and finish.
 - Intact original casing should be preserved
 - Reuse of salvaged doors from other (similarly styled) historic buildings are permitted.
 - The following are inappropriate:
 - Installation of metal grille security doors on the primary façade.
 - Reducing or enlarging an original opening to accommodate a smaller or larger door.
 - Installation of ornate doors that do not reflect the character of the original and do not match the style of the building.

6.7 Foundations

- The foundation of an older building usually consists of the footing, a concrete or masonry building which is typically wider than the wall above it (its role is to spread the building's weight out so the surrounding soil can support it); and the foundation wall, which rises from the footing to or above the ground surface.
- The foundation wall materials should be concrete, rough or finished stone, or brick.
- Original foundation materials visible from the ROW should be preserved.
- Replacing irreparable original rock or brick foundations with poured-in-place concrete faced with rock or brick is permitted.

6.8 Chimneys

- New and replacement chimneys should be in the historic style and materials of the building.
- The replaced chimney shape should match that of the historic one being replaced.
- The brick laying pattern and mortar should match that of the historic chimney being replaced.
- Chimney extensions and spark arresters required by the County Code are allowed.

6.9 Additions

- To the maximum extent feasible, new additions should not obscure or damage character-defining features (such as windows, doors, porches, brackets, or roof lines).
- New additions should be consistent with the proportions, massing, and siting of a historic building.
- New additions should be compatible with overall feel and setting of the neighborhood.
- The detailing of an addition should be compatible with the historic building.
- The relationship of solids to void (the amount of facade that is devoted to wall surface versus windows and doors) on additions should be compatible with the historic building.
- Side additions are discouraged and if considered, they should be set back from the primary facade to allow the original proportions, form, and overall character of the historic building to remain prominent.
- The materials of an addition should be similar to that of the original building.
- The roof form (pitch and style) of an addition should be compatible with that of the primary building.
- Windows
 - Windows in an addition that are visible from the public right-of-way should be compatible with those of the historic building.
 - Windows of an addition should be different in design or detailing to help distinguish the addition from the historic building.
 - The window-to-wall ratio of an addition should be similar to that of the historic building.
- Residential Rooftop Additions
 - Upper story additions should be in character with the style of the historic building.
 - Upper story additions are only permitted by converting existing attics and using dormers.
 - A new dormer should be in character with the style and roof pitch of the primary building.
 - Gabled, hipped, or shed dormers are appropriate for most buildings.
 - A new dormer should be subordinate to the historic roof in size and detail and located to the rear of the building.
 - The size of a roof addition, including dormers, should be set back from the primary façade so that the original roof line and form is perceived from the street.

- Historically significant older additions dating to the period of significance should be preserved.
- The following are inappropriate:
 - Additions that imply an earlier or later period than that of the building.
 - Details on additions that are not a part of the historic style of the building.
 - Addition of a dormer that is added to the primary elevation of a building simply as a design feature and not to expand livable space.

7. Site Features

7.1 Sidewalks

- New sidewalks should align with those that already exist along a block.
- Scoring lines or textual finishes such as “brushing” patterns should be consistent with those in the existing sidewalk.
- Generally, new sidewalks located in historic districts should be detached and separated from the curb with a parkway.

7.2 Walkways

- Walkways are pedestrian pathways that connect the sidewalk to the entry of the house.
- Most walkways are typically perpendicular to the sidewalk, some corner lots have walkways that are approximately 45 degrees from the street, and some walkways are serpentine.
- Historic walkways should be preserved.
- The established progression of public-to-private spaces should be maintained.
- Replacement materials should match the original in color, texture, size, and finish as closely as possible.

7.3 Fences

- Historic fences were typically constructed of wood picket, wrought iron and wire.
- Historic fences should be preserved.
- New Fences
 - New fences should be similar in character with those seen historically.
 - New fences should be appropriate to the architectural style of the historic house.
 - New fences should be similar in design and materials to those used historically in a district.
 - New wood fences should be painted or stained.
 - The following are inappropriate:

- Solid walls or walls with decorative metal panels.
- Masonry or concrete walls.
- Masonry or concrete piers that are part of a fence design.
- Use of chain link, concrete block, un-faced concrete, plastic, fiberglass, plywood, and mesh “construction” fences.
- Cast metal ornamentation and carriage lamps on fencing.

7.4 Trees

- The following applies to designated mature trees located in the front and side yards or other mature trees that have been designated in the County, such as street trees.
- Public Right-of-Way (ROW)
 - The Department of Regional Planning will inform the Department of Public Works’ (DPW) Roadside Tree Superintendent of the location of nominated and designated trees, located in the ROW or on private property with branches that may extend into the ROW, for inclusion in DPW’s GIS-based Road Information Management System.
 - DPW will adhere to these Guidelines regarding trees. However, a CoA is not required for DPW to prune or remove trees.
 - DPW will consult with DRP prior to work impacting nominated or designated trees and will inform of DRP of completion of said work.
- Trees will be protected during construction by fencing.
- Removal and Pruning
 - Removal or pruning of a tree is inappropriate unless it is necessary because all or a portion of the tree is dying, dead, diseased or poses a safety hazard as determined by the Director or County Forester (“Forester”).
 - Removal or pruning of trees requires that the property owner submit an arborist report, along with a CoA application, that substantiates the need for removal or pruning of the tree. The report will be prepared to the satisfaction of the Director or Forester and include at least four photos of the tree taken from the cardinal directions.
 - Removal
 - Stumps of removed trees will be ground-out and a replacement tree that is at least eight feet tall and of a similar species will be planted in the same place as the original tree unless that location would damage the building infrastructure or site features such as driveways.
 - Replacement trees will be planted from November 1st to February 28th, following removal.
 - Replacement trees failing to thrive will be replaced.

- Pruning
 - Pruning of a tree will be overseen by a licensed arborist.
 - Within 14 calendar days of pruning, the licensed arborist will submit photos of the pruned tree, taken from the same locations as those submitted with the original arborist report, to the Director or Forester for review. Pursuant to Section 22.124.240, removing or pruning trees in violation of the approved CoA is subject to enforcement and penalties.

7.5 Hard Surfaces

The amount of hard surfaces in the front yard should be minimized.

7.6 Lighting

- The finish or patina of historic metal fixtures, especially copper, should not be removed.
- Unrepairable historic light fixtures should be replaced with a replica light fixture, if available.
- New exterior lights should be simple in character.
- New lighting fixtures should be appropriate to the building in terms of style and size.
- Site and architectural lighting should be minimized.
- Historic light fixtures that are original to a house or integral to an architectural style should be preserved.
- New exterior lighting should be a subordinate element.
- The following are inappropriate:
 - Unshielded lights.
 - Using more than one fixture to light the same area.
 - Highly ornamental new street lighting that has not been documented or that invokes a false sense of history.

7.7 Driveways and Parking

- Historically, parking was an ancillary use which typically was located to the rear of a site.
- Paving materials should minimize the impact a driveway will have on a streetscape.
- Decomposed granite, pea gravel, exposed aggregate concrete, gravel or chip and seal are permitted.
- Large new paving areas inappropriate.
- Plain asphalt/black top is typically inappropriate.
- New on-site parking should be subordinate to other uses.
- Yards should not be used for parking.

- Any replacement materials should match as closely as possible to the original in color, texture, size, and finish.
- New driveways should be compatible with the historic character of the streetscape.
- New paving materials should be similar to those employed historically.
- Surface parking should be screened from the public right-of-way by fencing, hedge, or other landscape device.

7.8 Service Areas

- New technologies in heating, ventilating, and telecommunications have introduced mechanical equipment into historic areas where they were not seen traditionally.
- To the greatest extent feasible, service systems should be screened from public view by methods such as screening through landscaping or low fencing.

7.9 Garages

- The visual impacts of parking, driveways and garages should be minimized by locating structures towards the rear of the property.
- On-site parking should be subordinate to the house.
- A historic garage should be preserved in its original location.
- Character-defining features of a historic garage, such as the primary materials, roof materials, roof form, window and door openings and any architectural details, should be preserved.
- Historic garages may be expanded. If there is a front gable on the original garage, it is appropriate have a side gable over the addition.
- New and Replacement Garages
 - Unrepairable historic garages that are not being expanded, should be replaced in-kind.
 - Unrepairable historic garages may be replaced with a larger garage in-keeping with the scale and design of the primary building and shall be located in same location and maintain the same orientation as the original garage.
 - New and replacement garages should be compatible with the overall character of the primary building.
 - A new garage should be subordinate to the primary building on the site in terms of massing, scale, and location.
 - New detached garages should be located to the rear of the property and set back substantially from the house.
 - The material and detailing of a garage should be utilitarian and compatible with historic buildings.

- When a garage must be attached, as appropriate to the architecture, it should be located on the rear elevation, or the percentage of building front allocated to the garage should be minimized.
- New attached garages should be detailed similarly as the primary building.
- Replacement Garage Doors
 - A replacement garage door of a historic garage should be similar to those seen traditionally.
 - A replacement garage door should:
 - Be of a design that compliments the historic character of the garage or that is a simple design that does not detract from the historic garage or house; and
 - Be constructed of the same materials as the original doors compatible with architectural style.

7.10 Relocated Buildings

Buildings relocated to a historic district should maintain a sense of architectural unity with existing buildings in the district.

8. New Construction

8.1 General

- Front and side yard setbacks should be the average found on the block.
- The front of the house should be oriented to the street.
- The front door should be clearly defined.
- A porch element should be used to define the entry.

8.2 Mass and Scale

- Building materials should be of traditional dimensions found in the district.
- Generally, new buildings should have a one-story front porch that is similar in size to those seen in the district.
- The building mass should be similar in size to other buildings in the district.
- Window openings should be similar in size to those seen in the district.
- New buildings should be similar in mass and scale to that of other buildings in the district. This may be achieved by subdividing a larger building mass into smaller modules that are similar in size to buildings seen in the district. Additionally, subordinate modules may be attached to the primary building form.
- Front elevations should appear similar in scale to those seen traditionally in the block. This may be achieved by the following:

- Stepping a building down in height as it approaches smaller buildings on adjacent lots.
- Including a one-story element, such as a porch, where the immediate context dictates.
- The single wall plane on the front elevation should not exceed the typical maximum width as seen in the immediate context.
- A new building should be within the range of heights seen traditionally in a district.
- The maximum wall height should be compatible with other buildings located on contributing properties within the historic district.

8.3 Building and Roof Form

- The form of a building is a major feature of buildings in a historic district. When repeated along the street, the repetition of similar building and roof forms also contribute to the sense of visual continuity. In each case, the roof pitch, its materials, size, and orientation are all important to the overall character of the building.
- New buildings should have basic roof and building forms that are similar to those seen traditionally in the district.
- Overall façade proportions should be in harmony with the context.
- Simple building forms are usually appropriate.
- Roof form, pitch and materials should be consistent with neighboring contributors.
- Shed roofs are appropriate for some porch additions.
- “Exotic” building forms that would detract from the visual continuity of the streetscape are inappropriate.

8.4 Materials

- Building materials of new buildings should contribute to the visual continuity of the district and appear similar to those used historically.
- Building materials should contribute to the traditional sense of scale that reinforces visual continuity in the district.
- Use of highly reflective materials, such as glass or polished metal, as a primary building material is inappropriate.
- Wood Siding
 - Lap dimensions should be similar to that seen historically.
 - Wood siding is appropriate in most applications.
 - Wood shingles are appropriate for Victorian, Craftsman, Tudor, Ranch and Minimal Traditional architectural styles.
- Masonry

- Masonry should appear similar in character to that seen traditionally in the district.
- Brick should have a modular dimension similar to that used traditionally in the district.
- Stone and stucco should be similar to that used traditionally in the district.
- New Materials
 - New materials should be similar to historic materials.
 - Alternative materials should appear similar in scale, proportion, texture, and finish to those used traditionally in the district.
 - Tile roofs are appropriate for the Spanish Colonial, Mediterranean and Monterey revival architectural styles.
 - Composite shingles should convey a scale and texture similar to those used traditionally in the district.

8.5 Architectural Details

- General
 - New buildings should be designed to be interpretations of traditional building styles found within the district without copying them exactly.
 - Building components should be similar in scale to those used historically.
 - Excessive use of decorative ornamentation is generally inappropriate.
 - Use of historical details that were not found within the district is inappropriate.
- Projecting Elements
 - Projecting elements such as dormers, bays, chimneys, and cornices help to provide visual interest to a building and can influence its perceived scale.
 - Projecting elements should be included in the design of a new building and should be similar in size, shape, and type with those found historically.
- Porches
 - Porches should be designed to be similar to those seen historically.
 - New porches should not visually overwhelm the primary façade.
- Materials
 - Concrete porch decking was also a traditional part of a residential porch.
 - Materials should be similar to those seen historically.
 - Porch posts or columns should be of a substantial enough size to anchor the porch visually.
 - Wood, brick, or stone columns are appropriate.

- A stucco finish on columns is acceptable.
- Horizontal Elements
 - The alignment of horizontal elements along the block should be maintained.
 - Windowsills, moldings, and eave lines are among those elements that should align with similar elements on adjacent historic properties to the maximum extent feasible
- Windows and Doors
 - The similarity of window and door sizes and location contributes to a sense of visual continuity along the street. To maintain this sense of visual continuity, a new building should maintain the basic window and door proportions and placement seen traditionally in a district.
 - A typical historical building appeared to be a rectangular solid, with small holes “punched” in the walls for windows and doors. The solid to void is the amount of facade that is devoted to wall surface, as compared to that developed as openings. Historical building usually had similar amounts of glass, resulting in a relatively uniform solid-to-void ratio.
 - The solid-to-void ratio on new buildings should be similar to that of historic buildings within a district.
 - Windows and doors should be of a traditional size for the architectural style.
 - Windows should be simple in shape, arrangement, and detail.
 - The number of different window styles should be limited.
 - Unusually shaped windows, such as triangles and trapezoids are permitted as accents only.
- Trim Elements
 - Windows and doors should be finished with trim elements similar to those used traditionally in the district.
 - Trim should have a dimension similar to that used historically.

8.6 Accessory Buildings

- Accessory buildings on historic residential properties may include garages, carriage houses, barns, sheds and guest houses. Typically, these were smaller, utilitarian buildings located to the rear of a lot.
- Accessory buildings are encouraged to minimize the total mass and scale of new building(s) on a site.
- New buildings should be compatible with the primary building on the site in design, materials and architectural style.

- The massing of the accessory buildings should be smaller in comparison to the primary building, appear as secondary to the primary building and be minimally visible from the street.
- Design choices such as flat roofs that minimize massing and visibility and include alternative parking configurations are encouraged.
- Accessory buildings should be located to the rear of a lot.
- An accessory building located to the side of a primary building is permitted if it is set back substantially from the front façade of the primary building.
- Accessory buildings should be subordinate in size with and similar in character to the primary building.
- Accessory buildings should be unobtrusive and not compete visually with the primary building.
- While the roof line does not have to match the house, they should not vary significantly.
- The roof pitch should match the house.
- An accessory building should be subordinate, in terms of mass, size and height, to the primary building.
- An accessory building should be similar in character to those seen traditionally in the district.
- Accessory buildings should use a traditional range of building materials.
- Details that give an accessory building, that is not a guest house, a residential appearance is inappropriate.
- A new accessory building should not replicate the primary building exactly.
- Appropriate siding materials for accessory buildings include unpainted or stained wood siding, wood planks, vertical board and batten siding, or corrugated metal.
- Siding materials should be utilitarian in appearance.
- Detailing should be minimal.
- Pre-manufactured storage buildings (such as Tuff Sheds) should not be visible from the public ROW.
- Ornate detailing is inappropriate.

8.7 Utilities

- Utilities that serve properties may include telephone and electrical lines, gas meters, air conditioners and telecommunication systems.
- The visual impacts of utilities and service equipment should be minimized.
- Utilities should be located at the rear or sides of a property.
- Utilities should not be located near the public ROW.

- Utilities visible from public right-of-way should be screened by such methods as landscaping.
- Ground mounted or wall installed air conditioners should be located where they are not visible from the public ROW.
- Utility devices should have a matte or nonreflective finish.
- Satellite dishes should not be visible from the public ROW.
- Vents for direct-vent fireplaces should not be installed on the front of the building.
- Mechanical equipment that must be mounted on the roof should be located to the back of the building.

8.8 Non-Contributors

- To maintain the visual cohesion of the district, work on non-contributors (non-contributing properties) should comply with the guidelines of this section.
- Site Design and Orientation
 - Additions or alterations to non-contributing buildings should not disrupt the prevailing rhythm of setbacks on the block.
 - The front of the house should be oriented toward the street and the front entrance clearly defined.
 - Non-contributing properties should comply with standards in the Site Features section.
- Massing and Scale
 - Additions to non-contributing buildings should have a similar mass to the surrounding buildings. For example, a two-story building is generally not appropriate on a block composed exclusively of one-story houses.
 - Front elevations should appear similar in scale to those seen traditionally in a district.
 - The width and height of a non-contributing building should not exceed the typical maximum dimensions seen in the district.
- Building and Roof Form.
 - Simple rectangular forms are generally preferred.
 - Simple gabled or hipped roofs with a pitch similar to the surrounding buildings are generally appropriate.
 - Exotic or complex roof forms that detract from the visual continuity of the historic district are generally inappropriate.
- Siding and Other Materials
 - Building materials should be of traditional dimensions.

- Alternative materials should appear similar in scale, proportion, texture and finish to those used historically.
 - Wood, brick, or stone elements should be similar in dimension and pattern to that used historically and employed in traditional manner in terms of design.
 - Extensive use of glass or polished metal, or other highly reflective material, as a primary exterior finish is generally not appropriate.
 - Roofing materials should generally have a non-reflective, matte finish.
 - Stucco should be appropriate to the architectural style and should maintain a finish compatible with that seen historically within the district.
 - Synthetic spray-on stucco is generally not appropriate.
 - Wood lap or shingles, brick, or stone are appropriate.
 - Ornamental details should be used with restraint.
 - Avoid the use of architectural details that are not appropriate to the architectural style.
- Fenestration
 - Window openings should maintain a similar size to those seen traditionally in a district.
 - Window styles and types should be similar to those seen historically in the district.
 - Windows should be simple in shape, arrangement, and detail.
 - The number of different window styles should be limited.
 - Windows and doors should be finished with trim elements in a manner consistent with the historic architectural styles seen in a district.

9. Amendments

The HLRC is authorized to amend this document. Additionally, the Director of Regional Planning is authorized to make corrective or clarification amendments to this document.