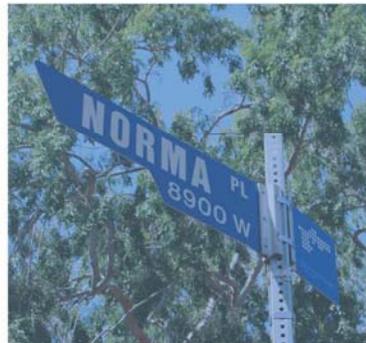


NORMA TRIANGLE SINGLE-FAMILY DESIGN GUIDELINES



City of West Hollywood
California 1984

CITY OF WEST HOLLYWOOD, CALIFORNIA

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1. Purpose, Process and Principles

1.1 Introduction

The Norma Triangle Single-Family Design Guidelines were developed through collaboration between members of the community, urban design professionals, and City of West Hollywood staff to achieve the following goals:

- **Manage change** within the Norma Triangle Single-Family Neighborhood;
- **Protect desirable qualities** and characteristics of the neighborhood valued by current residents and property owners; and
- **Allow flexibility** for creative design solutions.

Norma Triangle is a small (173 parcels) residential neighborhood located in the north west “triangle” of West Hollywood. It is comprised of primarily single-family homes surrounded by commercial and multi-family buildings. These design guidelines provide direction for the single-family (R1B) zoned lots only. Residents value the neighborhood and its close proximity and walkability to local shops, bars, and restaurants. In addition to its prime location, Norma Triangle boasts an eclectic mix of one- and two-story buildings in a wide range of styles and eras. These include Hollywood Regency homes, French eclectic, Spanish revival, contemporary modern, and traditional homes. The buildings generally have a small appearance, even if they are larger than what would be allowed today. The lots are small and streets are narrow, lined with mature street trees with narrow sidewalks. Buildings front the street, and many properties have fences and hedges at the property line. As future development occurs, these guidelines encourage new homes, additions, and remodels to respect the neighborhood’s vitality, character, context, and charm, while encouraging innovative, quality design.

These Design Guidelines, and the creation of a corresponding Norma Triangle Neighborhood Overlay District, have been developed to address the following key objectives:

Massing | Require and encourage variation in size and shape of buildings.

Scale | Require and encourage buildings that complement with the surrounding neighborhood.

Privacy | Require and encourage design solutions that address privacy concerns.

Quality of Materials and Design | Encourage use of enduring and sustainable materials, and properties showing clear design concepts.

Variation of Materials and Design | Encourage design solutions that contribute to the eclectic character of the Neighborhood.

1.2 Purpose

The purpose of the Norma Triangle Single-Family Design Guidelines (Guidelines) is to provide clear guidance for property owners, developers, builders, and design professionals, as well as residents and other stakeholders, when preparing applications for New Construction, Additions, and Exterior Alterations within the Norma Triangle Neighborhood Overlay District (NTNOD).

The Guidelines will be used by all those applying for a Planning Permit within the Norma Triangle Neighborhood Overlay District, by City Staff, the Planning Commission, the Community Development Department, and City Council. In order to approve a project, decision makers must make the following findings:

- a. Neighborhood Fit. The massing, scale, and proportion, as well as landscape, site, and streetscape design of the proposed project complements the existing neighborhood;
- b. Quality Materials and Details. The proposed project exhibits use of quality materials and details appropriate to the design concept that will ensure proper execution of the design; and
- c. Variety in New Construction. For new construction, that the building is a unique design.

The Guidelines provide detailed information in the form of specific design guidance and photographic examples on how to meet those findings.



Map of the Norma Triangle Neighborhood Overlay District indicating single-family(R1B) zoned parcels.

Norma Triangle Neighborhood Overlay District

The Guidelines apply to all single-family properties zoned “R1B” within the Norma Triangle Neighborhood Overlay District. The Overlay District is bounded by Doheny Drive to the west, Vista Grande Street to the north, Hilldale Avenue to the east, and West Lloyd Place to the south.

Applicable Projects

These Guidelines apply to:

New Construction of primary and/or accessory buildings.

New construction that does not maintain the building footprint requires a Development Permit.

Additions to existing buildings (on both first- and second-floor).

Projects that expand the structure on the first story up to 500 square feet require a Zone Clearance Planning Permit.

Projects that expand the structure on the second story up to 500 square feet require an Administrative Permit.

Projects that expand the structure over 500 square feet require a Development Permit.

Replacement of building/structural elements, such as new windows, doors, porches, etc.

These types of projects require a Zone Clearance Planning Permit.

Exterior Alterations to existing buildings.

Projects that alter exterior walls and maintain building footprints and architectural character require a Zone Clearance Planning Permit.

Projects that alter exterior walls, maintain building footprint and change architectural character require an Administrative Permit.

Refer to WHMC Chapter 19.40 for Application Filing and Processing information.

The Design Guidelines apply to:



New Construction



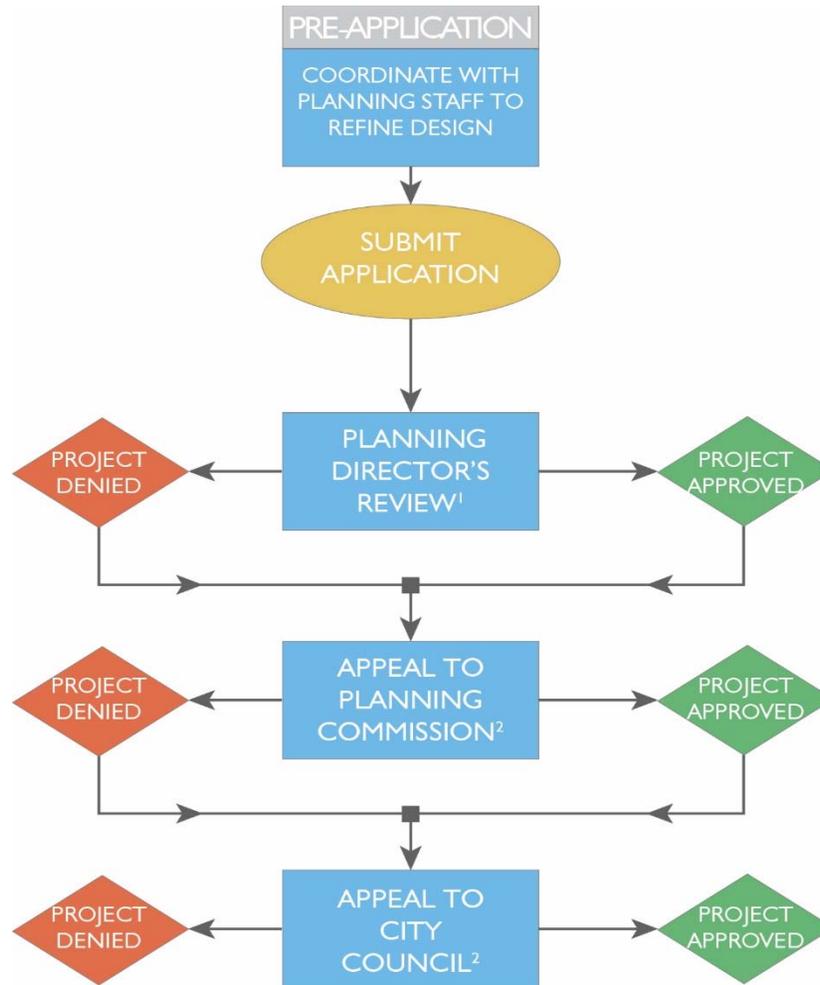
Additions



Exterior Alterations

Approval Process

Regardless of the type of Planning Permit required, all projects in the Overlay District require Design Review¹. The Review Authority for projects in Norma Triangle Single-Family Neighborhood is the City of West Hollywood Community Development Director (Director). The application process is illustrated in the diagram below.



¹ The Development Permit review process is specified in Chapter 19.48 of the West Hollywood Municipal Code (WHMC)

² Appeals procedures are specified in Chapter 19.76 of the WHMC

¹ Refer to Municipal Code Chapter 19.47

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1.3 Norma Triangle Single-Family Design Principles

The Review Authority may interpret these Guidelines with some flexibility in their application to specific projects, as not all design criteria may be workable or appropriate for every project. In some circumstances, one guideline may be relaxed to facilitate compliance with another guideline determined by the review authority to be more important in the particular case.

The overall objective is to ensure that the intent and spirit of the Design Guidelines are followed. Applications should meet the objectives of the following Norma Triangle Single-Family Design Principles:

Neighborhood Fit

In Norma Triangle the massing, scale, and proportion, as well as landscape, site, and streetscape design of the proposed project complement the existing neighborhood.

Variety in New Construction

Norma Triangle has evolved over time into a cohesive community with an eclectic character. Every exterior alteration, addition, and new building is a unique design, enhancing this variety.

Quality Materials & Details

In Norma Triangle, new construction, additions, and exterior alterations incorporate quality materials and details that reinforce the overall design concept.

Strong Design Concept

In Norma Triangle, changes to individual properties are guided by a unified architectural design concept.

Safety

In Norma Triangle, new projects provide visibility between the street and the front yard.

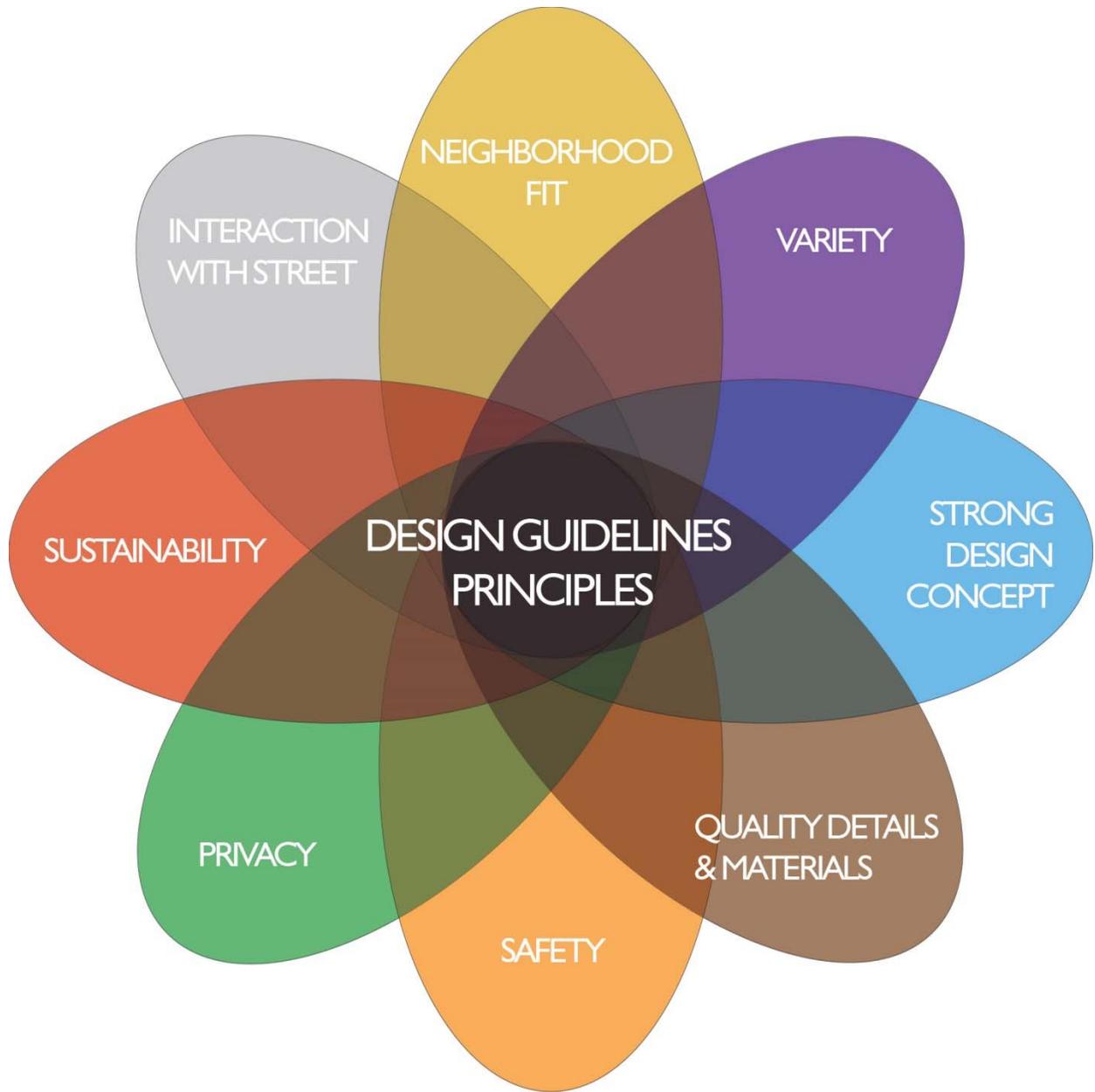
Privacy

In Norma Triangle, designs for exterior alterations, additions, and new buildings consider privacy for neighboring properties.

Sustainability

Sustainable design and construction practices are utilized throughout the design and construction process.

Sustainability is often defined as meeting the needs of the present without compromising the ability of future generations to meet their own needs.



1.4 Neighborhood Overlay Zoning District

These Design Guidelines are to be used in tandem with the Norma Triangle Neighborhood Overlay Zoning District.

The **Norma Triangle Neighborhood Overlay District** (NTNOD) provides requirements for development and land uses where important neighborhood characteristics necessitate particular attention in project planning. The NTNOD standards must be followed in addition to the standards and regulations of primary zoning districts.

The **Norma Triangle Single-Family Design Guidelines** provide recommendations to promote development that meets design expectations for maintaining the character of the neighborhood. Unlike the Municipal Code, guidelines are more flexible, as all criteria may not be appropriate for each project; however, the principles outlined within the guidelines must be followed.

Relation to the West Hollywood Municipal Code

Development in West Hollywood is governed by the City's Municipal Code, including ordinances, plans, and other supplemental documents outlined by the Community Development Department. Where there is any conflict between the WHMC and NTNOD, the WHMC will govern. These will continue to be the overriding regulations in the ongoing development issues within Norma Triangle Single-Family Neighborhood. Both the Design Guidelines and the Neighborhood Overlay District are place-specific planning tools that will complement the existing Municipal Code with the necessary criteria and framework to maintain the unique characteristics and qualities of the neighborhood, while promoting growth and development through good design.

As noted previously, these Guidelines will be applied as part of the review of residential projects through the Design Review process, and included in the project approvals². The design elements of each project (including site design, architecture, landscaping, signs, and parking design) will be reviewed on a comprehensive basis. Design Guidelines in other chapters of the Zoning Ordinance dealing with signs, landscaping, and parking shall also be addressed whenever applicable.

² WHMC Chapter 19.46

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2. Site Planning and Design

2.1 Norma Triangle Single-Family Neighborhood Characteristics

As part of the design process, it is important to understand and respect these neighborhood characteristics. It is not the intent of these Guidelines to impose an architectural style, but rather to create a framework that allows for strong design while maintaining the neighborhood character.

The Norma Triangle Single-Family Neighborhood follows the typical development pattern of many early 20th Century neighborhoods, narrow, rectangular lots developed with primarily single-story homes with simple floor plans. Walls, fences, and tall hedges provide privacy to those who reside behind them. Views beyond these garden walls provide glimpses of the quaint one-story houses featuring a variety of architectural and historic styles dating back to the 1920's through the 1950's. Due to narrow, small lots, many homes use the front yard setback as private living space, expanding the front porch, stoop, or patio toward the street. Parkways create a buffer between the street and the sidewalk, enhancing the walkable environment. One-car garages are typically attached to the house or single-lane driveways lead to a detached garage in the rear of the property. Characteristics of the original Norma Triangle streetcar suburban neighborhood (pre-World War II) are:

- Narrow, rectangular lots, generally 40 feet-wide.
- Typical front-yard setbacks.
- Narrow end of houses toward street.
- Detached garages at rear accessed by narrow driveways.
- Shallow side yards.
- Primarily single-story construction.
- Pedestrian in scale.
- Simple floor plans.
- Eclectic variety of architectural styles

These original neighborhood characteristics still provide an underlying framework for construction of new buildings/structures and/or alterations to existing buildings/structures.

Because the Norma Triangle Single-Family Neighborhood was mostly built-out prior to WWII, post-war development consisted of minimal new construction on empty lots, additions and alterations to existing homes, and replacement of existing homes with new construction. It is this evolution over time that provides Norma Triangle with much of its eclectic character and charm. Characteristics of the post-war development include:

- An increase in two-story homes or additions, resulting in a mix of one- and two-story homes with a variety of roof forms.
- A variety of parking solutions, ranging from attached, front-of-property garages to porte-cochères and larger detached garages to the rear.
- Increased building to the rear of lot, whether garages, workshops, or guest quarters.

An understanding of the existing context is important to provide an appropriate design response. In general, an urban design and architectural concept should govern the site design.

2.2 Site Planning

2.2.a Design Objective

Locate and configure new development, renovations, and additions in relation to the existing neighborhood context.

Guidelines

- 2.2.a.1 Locate structures and landscape features on the site with regard to the neighborhood's development pattern. This includes block pattern, size, and shape of individual lots; vehicular access to individual sites; configuration of buildings on each site; and relationship of buildings to the street. One or more of these factors can vary, but if enough of these characteristics are significantly different, the new development may not be appropriate.



New one-story house considered the neighborhood's pattern of development.



Consider the relationship of existing houses to the street. The primary structures on this street have a consistent setback that contributes to a unified pattern of development.

2.2 Site Planning (cont.)

- 2.2.a.2 Options may be limited for building configuration and placement, but consider the building's relationship to the street and the surrounding context.
- 2.2.a.3 Locate structures and landscape features on the site with regard to vehicular and pedestrian access.
- 2.2.a.4 Consider locating buildings and landscape features to maximize the potential for passive solar and ventilation design.
- 2.2.a.5 Corner sites demand special attention because they are more visible than other lots on the block. Consider the special conditions and increased visibility associated with corners, and views from the corner and both streets.



Vehicular access from a side street is preferred, when possible.



Locate features on the site with regard to solar orientation. This mature canopy tree helps shade and cool this residence.



Consider the view of the house and landscape from both streets for corner lot.

2.3 Site Design Details

2.3.a Design Objective

Incorporate inviting street-facing façade and landscape details.

Guidelines

- 2.3.a.1 The main entry of the building should be visible, preferably from the street, and integrated well into the overall design.
- 2.3.a.2 While an entry feature is important, it should not overwhelm the building or the entire façade.
- 2.3.a.3 Street-facing façades should not give the impression of being the rear or side of the buildings/structures, particularly for corner lots.



☑ Sense of openness is reinforced by inviting, street-facing entries.



⊗ The entry feature dominates and overwhelms the building.



☑ Street-facing façades should not give the impression of being the rear or side façades, particularly for corner lots.

3. Mass and Scale

One of the most important and challenging design issues for new architectural projects is to incorporate new designs within the existing surrounding building fabric. While new proposals need not copy existing development in order to complement the existing context, managing the mass and scale of a new project to respect adjacent development is important to the overall urban design of the Norma Triangle Single-Family Neighborhood.

3.1 Architectural Concept

3.1.a Design Objective

Architectural designs and massing solutions shall be guided by a cohesive design concept.

Guidelines

- 3.1.a.1 New development should provide designs that express a clear architectural concept in the project massing while respecting the surrounding context.
- 3.1.a.2 Concept should be clear and discernable in arrangement of forms.



☑ Varied in its articulation, this building has consistent conceptual elements.



⊗ The varied volumes and openings illustrate a lack of design concept and proportion.

3.1 Architectural Concept (cont.)

- 3.1.a.3 The architectural concept should apply to all elements of a project (i.e., size and scale, materials, and details).
- 3.1.a.4 In proposing changes to a property, consider massing composition, parking solutions, accessory structures, and/or design details that work together for a clear architectural concept.



☑ This second-story addition is unified with the original one-story bungalow through a consistent design concept.



⊗ The design concept for this second-story addition is unclear. The arbitrary choices for cladding and narrow windows are architecturally disruptive.

3.2 Unique Design

3.2.a Design Objective

The neighborhood has an eclectic character. New construction, additions, and renovations should provide variety.

Guidelines

- 3.2.a.1 New development should avoid repeating the building designs of neighboring development (i.e., avoid “cookie-cutter” designs). Simply changing the materials and colors does not provide sufficient variation.

3.3 Scale, Massing, and Proportion

3.3.a Design Objective

The scale, massing, and proportion of buildings, additions, and their elements should be consistent with established residential patterns and respectful of surrounding buildings.

Guidelines

3.3.a.1 Massing of new buildings/additions should respect the surrounding context and streetscape.

- a. Identify location of open space on the subject property to relate to the surrounding context and for the best design and function of the project.
- b. Avoid building forms that are out of scale with the surrounding buildings.



⊘ The two-story side wall of this new development looms over its bungalow neighbor.



☑ This second-story addition is set back from the ground floor to reduce apparent size.

3.3 Scale, Massing, and Proportion (cont.)

- 3.3.a.2 Balance building elements to produce an appropriately-scaled building.
- a. Modulate exterior walls to manage apparent size of buildings/additions.
 - b. Consider using lower plate heights to reduce the perceived height of exposed walls.
 - c. The roof-wall relationship impacts the perceived bulk of the building. Avoid monolith roofs that appear more massive than varied roof lines.
 - d. Select roof forms to manage apparent size of new buildings/additions, as appropriate to the design concept.
 - e. Provide projections or recesses into the building form to reduce apparent massing.



☑ Use of sloped roof forms and lower plate heights reduces the perceived scale of this two-story building.



⊗ Use of multiple roof slopes and small gable forms make this home disproportionate to others in the neighborhood.

3.3 Scale, Massing, and Proportion (cont.)

- 3.3.a.3 Divide a larger building mass into smaller modules.
 - a. Placement of building forms in relation to one another should reduce perceived mass and scale.
 - b. Limit the use of rectilinear forms without a horizontal or vertical break that may increase building mass.
- 3.3.a.4 Human scale is important for residential design. Use scale and proportion in form, fenestration, and architectural elements related to human scale.



☑ The modulation of rectilinear volumes makes this home appear less massive in relation to its neighbors.



☑ Modulation of volumes along with a combination of horizontal and vertical massing creates a balanced composition.



⊗ Use of too many varying shapes, roof forms, and volumes can result in a building being out of character with the surrounding context.

3.3 Scale, Massing, and Proportion (cont.)

3.3.a.5 Avoid monumental or over-scaled openings (windows and doors), unless relevant to the architectural concept.



☑ The window proportions are appropriate for this contemporary home.



☑ The window proportions of this new home are consistent with the Spanish Colonial Revival Style.



⊘ The window proportions are over-scaled and do not integrate with the traditional residential façade forms.



☑ The window proportions are appropriate for this revival style home.

3.3 Scale, Massing, and Proportion (cont.)

- 3.3.a.6 Vary wall plane lengths and wall height.
- a. Avoid projecting a single wall or glass plane across the entire length or width of the building.
 - b. Incorporate projections and recesses to create shadow and depth along elevations.



☑ Projections create shadow and depth.



⊘ The second-story elements are out of proportion with both the first floor and the streetscape.



☑ Use of skewed roof and window openings adds visual interest while maintaining an appropriate scale for the streetscape.

3.4 Second-Story Additions

3.4.a Design Objective

The perceived size of a second-story addition should relate well to surrounding buildings along the streetscape.

Guidelines

- 3.4.a.1 Balance the building elements of the addition for a unified and proportionate building.
- 3.4.a.2 Select roof forms to manage apparent size of additions. Varied roof forms including modulated (stepped) roofs, sloped roofs, or vaulted roofs can all be effective at reducing the apparent size of an addition, while still providing sufficient living space.



☑ This second-story addition is integrated into the original design through the modulation of its components and forms.



⊗ At the second story, the mismatched roof slope is inconsistent with the original bungalow, creating disproportionate massing.

3.4 Second-Story Additions (cont.)

- 3.4.a.3 Articulate exterior walls to manage apparent size of additions. Volumetric variety is provided by projections or recesses into the building form..
- 3.4.a.4 Avoid additions that appear monumental, or otherwise out of scale with the surrounding buildings.
- 3.4.a.5 Consider using lower plate heights to reduce the perceived height of an addition.
- 3.4.a.6 Design and detailing of additions should complement the main structure.
- 3.4.a.7 Materials used for additions and renovations should complement and enhance the existing structure.



⊗ Addition is out of scale and appears mismatched to original building.



⊗ Illustrates addition with poor materials, articulation, and integration.

3.4 Second-Story Additions (cont.)

3.4.b Design Objective

The scale, massing, and proportion of an addition should be complementary to the original building.

Guidelines

- 3.4.b.1 Break up large volumes into smaller modules to reduce apparent size.
- 3.4.b.2 Avoid monumental or over-scaled openings (windows and doors), unless relevant to the architectural concept.
- 3.4.b.3 Vary wall plane lengths and wall heights.
- 3.4.b.4 Incorporate projections and recesses to create shadow and depth.
- 3.4.b.5 The use of rectilinear forms should complement the existing interior volumes.



☑ At the second story, the modulating of volumes and gable roof is in keeping with the original Spanish Colonial style design.



☑ Use of stepped-back, simple, rectilinear form complements the original building.



⊘ The flat roof of this two-story rear addition is inconsistent with the characteristics of the original building.

3.5 Accessory Structures

Accessory structures have been present in the Norma Triangle Single-Family Neighborhood since its beginnings in the early 20th Century. Earlier accessory structures tended to be:

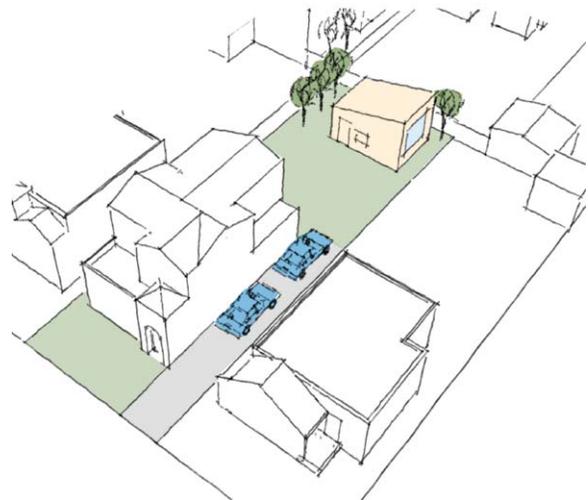
- Utilitarian in function.
- Located to the rear of the lot along a side property line.
- Relatively small in size and footprint.
- Connected to the street by a narrow driveway.

3.5.a Design Objective

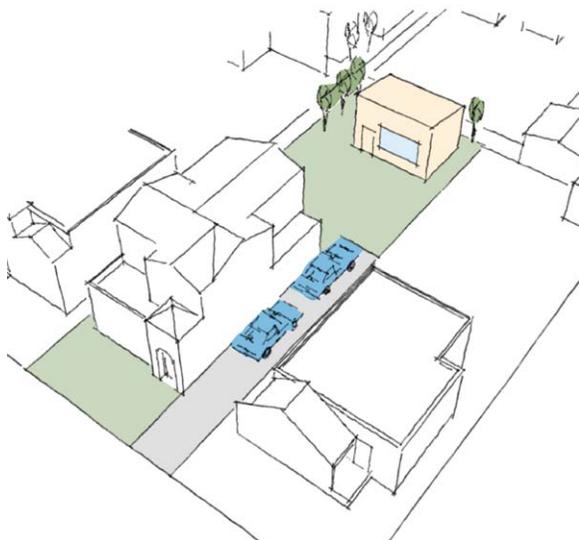
Accessory structures should be respectful of the patterns and character of the streetscape and adjoining properties to the side and rear, in addition to adjacent, neighboring properties.

Guidelines

- 3.5.a.1 Placement of accessory structures on the lot should be consistent with patterns present in the surrounding properties and on the same block.



⊗ The large window to the side does not orient this accessory structure towards the subject property.



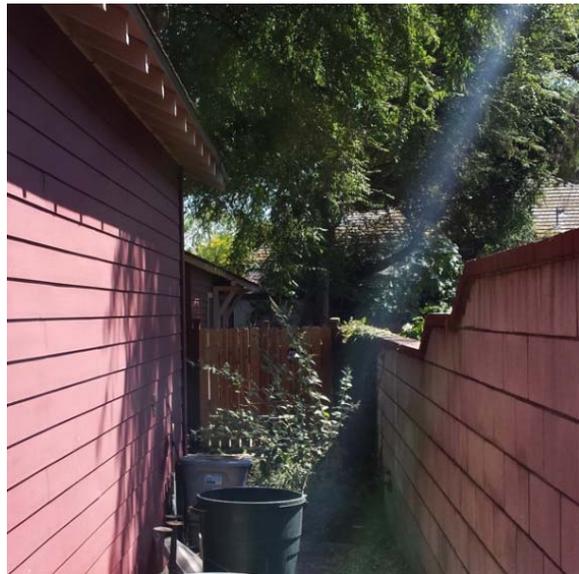
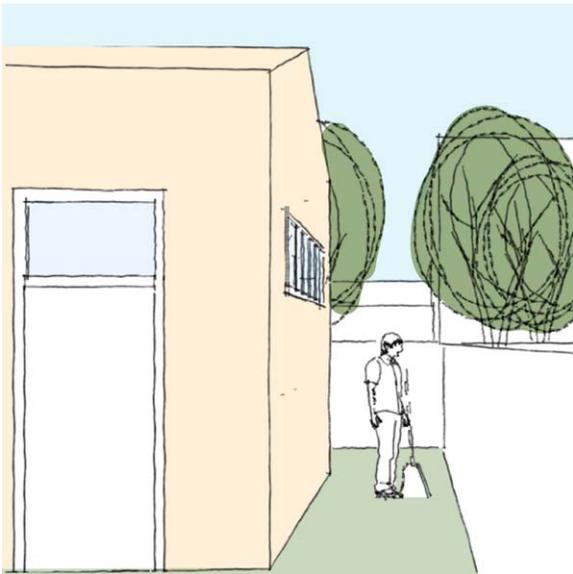
☑ Accessory structure oriented towards the subject property.

3.5 Accessory Structures (cont.)

- 3.5.a.2 Placement of accessory structures on the lot should consider potential impacts to properties to the rear and sides.
- Consider placement of building volumes with respect to adjacent properties.
 - Assure spaces between adjacent structures can be adequately cleaned and maintained.
- 3.5.a.3 Design and detailing of accessory structures should consider impacts to properties to the rear and sides.
- Side and rear windows and doors should be sized and placed to reduce potential impacts on adjacent properties.
 - Light fixtures to the sides and rear should not shine or reflect light onto neighboring properties.
 - Accessory structures should be adequately soundproofed.



☑ An original 1920s shed (right) has been repurposed as an office, with a carport behind. Both are oriented to the subject property.



☑ Provide adequate space between the accessory structure and site walls for maintenance.

3.5 Accessory Structures (cont.)

3.5.b Design Objective

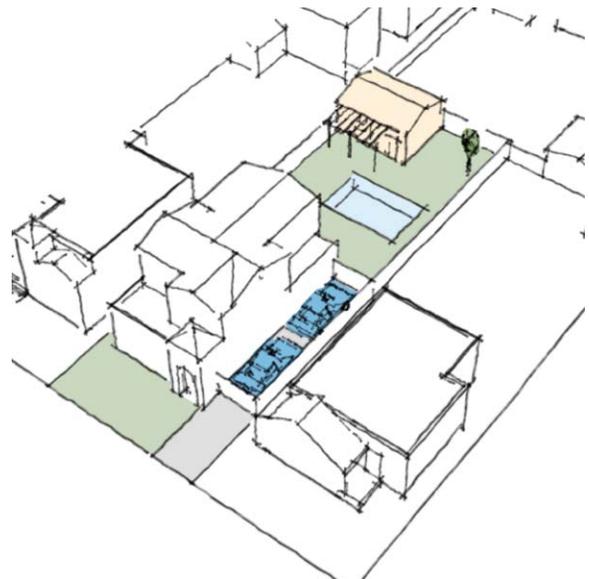
Accessory structures are to be secondary in nature to the primary building/structure and guided by the same architectural design concept applied to the overall property.

Guidelines

- 3.5.b.1 Accessory structures should be smaller in size and scale than primary structures.
- 3.5.b.2 The massing and proportions of accessory structures should correlate to and/or complement the primary structure.
- 3.5.b.3 Be cognizant of the outdoor spaces created by the location of accessory structures on the lot.
 - a. Maximizing the use of outdoor space is encouraged.
- 3.5.b.4 Proportions and locations of openings, including garage doors, should reinforce the design concept.
- 3.5.b.5 Materials and details should reinforce the design concept.



Accessory structure relates to primary structure with openness to subject property.



Maximizing the use of outdoor space is encouraged.

3.6 Parking

3.6.a Design Objective

Parking solutions should be respectful of the patterns and character of the streetscape and adjoining properties to the side and rear, in addition to adjacent neighboring properties.

Guidelines

- 3.6.a.1 Placement of garages, porte-cochères, carports, and driveways should reinforce pedestrian-oriented streetscape patterns present in the surrounding properties and on the same block.
- 3.6.a.2 Attached garages, porte-cochères, and carports should be well-integrated into the primary building.
 - a. Avoid perceived increases of size and scale due to inclusion of an attached garage.



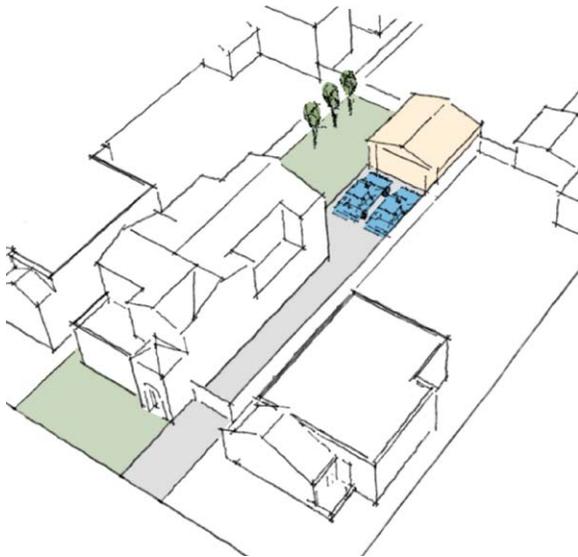
☑ This porte-cochère is an articulated feature that is integrated into the design of the building.



☑ This porte-cochère is integrated into the roofline of the building, creating visual continuity and cohesion.

3.6 Parking (cont.)

3.6.a.3 Locating parking to the rear or side of the lot is encouraged.



☑ This rear parking plan is cohesive with the architectural design and allows for the front yard to interact with the streetscape.



☑ This side parking plan is set back and features several elements that interact to create visual interest.



⊘ The front parking here is infringing on the streetscape.

3.6 Parking (cont.)

- 3.6.a.4 Screening of parking from the street is encouraged. Gates provide a visual screen for parking from the street.



☑ Recessed gates provide a visual screen for rear parking, yet open up the front yard to the streetscape.



☑ This gate is consistent with the design concept.

3.6 Parking (cont.)

- 3.6.a.5 Placement of detached garages or carports on the lot should consider impacts to properties to the rear and sides.
 - a. Assure spaces between adjacent buildings and structures can be adequately cleaned and maintained.
- 3.6.a.6 Design and detailing of detached garages should consider impacts to properties to the rear and sides.
 - a. Side and rear windows and doors of detached garages should be sized to reduce potential impacts on adjacent neighbors.
 - b. Light fixtures should not shine or reflect light onto neighboring properties.
- 3.6.a.7 Carports should complement the building design in placement, material, and detail.
- 3.6.a.8 Placement of carports and porte-cochères should consider potential impacts to adjacent property.



☑ This carport does not impede the neighboring property.

3.6 Parking (cont.)

3.6.b Design Objective

Parking strategies should be thoroughly integrated into the overall architectural design concept.

Guidelines

- 3.6.b.1 Consider the hierarchy of garages, porte-cochères, and carports in relation to primary buildings.
- a. Garages, porte-cochères, and carports should be of secondary importance to primary buildings/structures, as reflected in scale, massing and proportion.
 - b. Proportions of openings (windows and doors) and other elements of garages should complement the primary building/structure and reinforce the design concept.
 - i. Garage doors should be proportionate to both the garage and primary building/structure.
 - ii. For detached garages, two smaller openings may be better than one large one (large doors prohibited by code).



☑ This porte-cochère is integrated into the building.



☑ This porte-cochère is integrated into the building.

3.6 Parking (cont.)

3.6.b.2 Be cognizant of impact of parking on outdoor spaces.

- a. Maximize the use of outdoor space where possible.
- b. Improve the visual effect, recharge ground water and limit heat islands by limiting use of impervious/hardscape surfaces associated with driveways and parking areas.
- c. Consider the following strategies:
 - i. A landscape strip between the driveway and the side property line eases transitions between properties.
 - ii. “Hollywood” driveways (with a center planting strip between paving).
 - iii. Geometric strips or blocks of concrete separated by planting strips.
 - iv. Strategic use of decomposed granite and turf block toward the rear of the property.



☑ The “Hollywood” driveway with central planting strip.



☑ A simple geometric paving system integrates the driveway into the landscape.



☑ This surfacing is permeable and has a tectonic quality that integrates driveway into the landscape.



⊘ Expansive slab surfaces are to be avoided.

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4. Design and Detailing

4.1 Materials and Detailing

4.1.a Design Objective

Select materials and details consistent with the overall architectural design concept.

Guidelines

- 4.1.a.1 Select quality materials that reinforce the overall design concept.
- 4.1.a.2 Use a variety of materials that reinforce the design concept and create visual interest and movement in the design.
- 4.1.a.3 Provide quality details, especially where different materials meet.



☑ Material choices enhance the design concept.



☒ The windows are of poor quality, finishes do not enhance building design.



☑ A variety of high quality materials reinforces the design concept for this entry.

4.1 Materials and Detailing (cont.)

4.1.b Design Objective

Detail materials to be consistent with, and reinforce, the overall architectural concept.

Guidelines

- 4.1.b.1 Material modules should be in proportion with other building elements.
- 4.1.b.2 Materials should be integrated into the overall design to avoid the appearance of a surface application.
- 4.1.b.3 Materials should terminate at an inside corner. Materials that terminate at an outside corner may look like a surface application.
- 4.1.b.4 Materials and details should be used in an authentic manner, reinforcing the architectural style and overall concept.
- 4.1.b.5 Accent and trim elements should be differentiated in texture, color, or material.
- 4.1.b.6 Consider accent colors for window sash, mullion and/or trim to enhance detail and provide additional layers of visual interest.



☑ Materials detailed to create a unifying architectural composition.



⊗ The transition between brick and stucco is poorly conceived, creating an unintegrated and unfinished appearance.

4.2 Architectural Style

There are a variety of architectural styles present within the Norma Triangle Single-Family Neighborhood. The styles from the neighborhood's initial development are reflective of those that were popular at the time: Craftsman, Spanish Colonial Revival, Mission Revival, and French Revival. As the neighborhood has evolved, so have the style of the buildings. There are a few Hollywood Regency and Mid-Century Modern buildings. During the latter portion of the 20th Century, a handful of contemporary and modern buildings were constructed. Most recent construction offers a variety of contemporary modernist adaptations, with some return to revival styles.

These guidelines do not impose any particular architectural styles upon new development in the neighborhood; rather, the guidelines encourage a variety of styles and well-executed design in whichever style is expressed.

For information, some of the more common features of the architectural styles in the neighborhood are:

- Fundamentally rectilinear floor plans with minor irregularities (i.e., porches, bay windows, entry towers, nooks, balconies, etc.), which result in exterior walls with planar variation.
- A combination of sloped and flat roofs.
- Asymmetrical front façades.
- Pedestrian-friendly entries oriented towards the street.
- Detached, rear garages.
- A mix of one- and two-story buildings.
- Large picture windows from living space facing the street.
- Unique architectural features such as trellises, chimneys, and wing walls.



Spanish Revival



French Eclectic

4.2 Architectural Style (cont.)



Contemporary Traditional



Hollywood Regency



Contemporary Modern



Contemporary Modern

4.3 Roof, Windows and Doors

4.3.a Design Objective

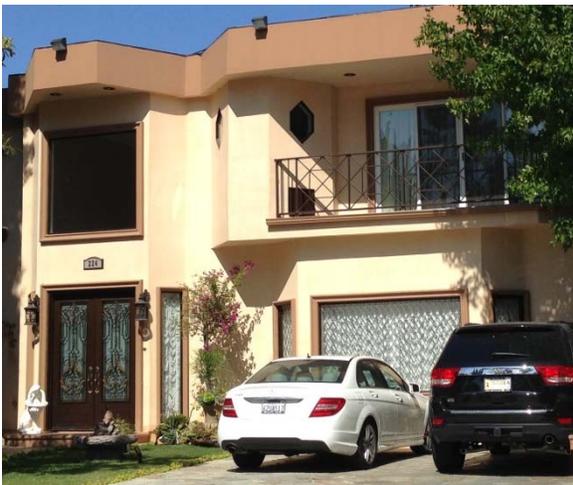
The design and detailing of the roof, windows, and doors should give scale and character to the architecture.

Window and Door Guidelines

- 4.3.a.1 The material(s), type, shape and proportion of windows and doors should be consistent with the architectural concept.
- 4.3.a.2 Size and proportion of windows should support appropriate scale and proportions of building design.



☑ Use of a gabled roof provides a contemporary response to the existing vernacular.



⊗ The type, size, placement, and proportions of the doors and windows do not contribute to a cohesive architectural concept.



☑ The windows present are consistent with the design concept of the house and provide ample natural light and privacy.

4.3 Roof, Windows and Doors (cont.)

- 4.3.a.3 Window and door trim, surrounds, mullions, and muntins should reinforce the building design.
- 4.3.a.4 Quality windows and doors are required.
- 4.3.a.5 Vinyl windows and doors are discouraged.
- 4.3.a.6 Use of applied muntins is strongly discouraged.



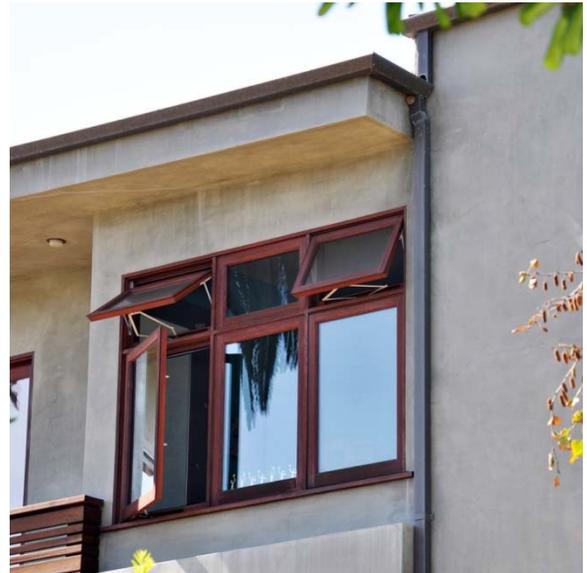
☑ A well-designed window can be the focal-point of a building.



☑ Quality wood window with simple detailing.



☑ The articulation of the trim, sill, and glazing are important design details.



☑ Various window types support different functional approaches to regulating air and light.

4.3 Roof, Windows and Doors (cont.)

- 4.3.a.7 The rhythm and placement of windows and doors should enhance the modulation of the building.
- 4.3.a.8 Detail windows and doors to reinforce the architectural concept.
- 4.3.a.9 Use shade and shadow to add visual interest. Recessed windows, projecting awnings, canopies, or other elements provide shadows, a sense of depth, and visual interest.



☑ Recessed entry door with attractive surround and lighting provides interest to a plain wall.



⊗ This building mixes window and door shapes in an inconsistent manner.



☑ Placement and composition of windows enhances the design concept.

4.3 Roof, Windows and Doors (cont.)

Roof Guidelines

- 4.3.a.10 Roof form, materials and detailing should be consistent with the architectural concept.
- 4.3.a.11 Provide variation in roof elements and form to enhance the design and visual interest.
- 4.3.a.12 Roof materials that create excess glare are discouraged.



☑ Expressive roof elements add visual interest to this property.



⊗ The roof / column placement creates an awkward relationship.



☑ Variation of roof materials add a rich texture to this residence.

4.3 Roof, Windows and Doors (cont.)

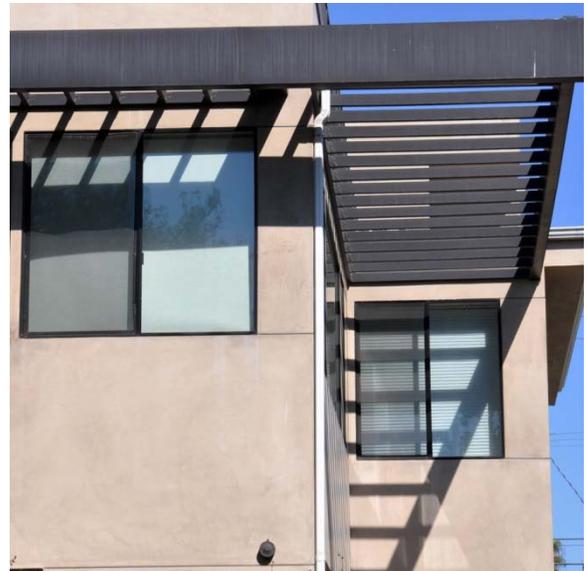
- 4.3.a.13 The size and proportion of eaves and overhangs (roof-wall transitions) should reinforce the architectural concept.
- 4.3.a.14 Use eaves, overhangs, and other architectural features to provide visual interest, including shade and shadow, to the building.
- 4.3.a.15 Terminate roof materials at logical locations to avoid a “tacked on” appearance.
- 4.3.a.16 Incorporate gutters, downspouts and other functional elements into the overall design.
- 4.3.a.17 Consider the use of rainchains or scuppers in lieu of exterior downspouts.
- 4.3.a.18 Consider placing planters strategically to collect runoff from the building and site.



☑ Expressive eaves and detailing are appropriate for this neo-traditional design.



☑ “Rainchains” add visual interest to an ordinary gutter and downspout system.



☑ Visual interest, shade and shadow are provided by this architectural feature.

4.4 Privacy Mitigation

Often visible from the street, the design and detailing of windows and balconies on side elevations require careful balancing of several objectives, including: consistency with the architectural design concept, providing natural light, and maintaining a sense of privacy between neighbors. The size and placement of windows and balconies on side elevations is particularly important in the Norma Triangle Single-Family Neighborhood due to the narrow lot width and resulting close proximity of buildings.

4.4.a Design Objective

Windows on side elevations should be respectful of adjacent, neighboring properties.

Privacy Guidelines - Windows

- 4.4.a.1 Whenever possible, avoid placing windows directly across from the windows in adjacent buildings.
- Consider window locations of neighboring properties when placing and sizing windows on side elevations.
 - If placement of windows directly across from neighboring windows is unavoidable, provide frosted/patterned glass, shutters, or other methods, to provide a sense of privacy.



Avoid placing windows directly across from the windows in adjacent buildings.



Frosted glass and architectural screening can provide a sense of privacy.

4.4 Privacy Mitigation (cont.)

- 4.4.a.2 Avoid large windows (particularly on second stories) that may impinge upon a neighbor's sense of privacy.
- a. Clerestory windows, windows with higher sills, clusters of smaller windows, and/or skylights are strategies for providing natural light and reducing the perceived size of a window.
- 4.4.a.3 Avoid use of reflective glazing, which may cast glare into adjacent buildings.
- 4.4.a.4 Consider providing window treatments to reduce the "throw" of interior light onto neighboring properties.
- 4.4.a.5 Consider providing a pocket or soffit detail on the interior for future installation of shading devices.



☑ Small side windows at the second story along with trellis at the first floor balance the needs of light and privacy.



⊘ Large windows, particularly side windows, should be avoided.



☑ These small octagonal side windows are well placed to allow for both natural light access and privacy.

4.4 Privacy Mitigation (cont.)

4.4.b Design Objective

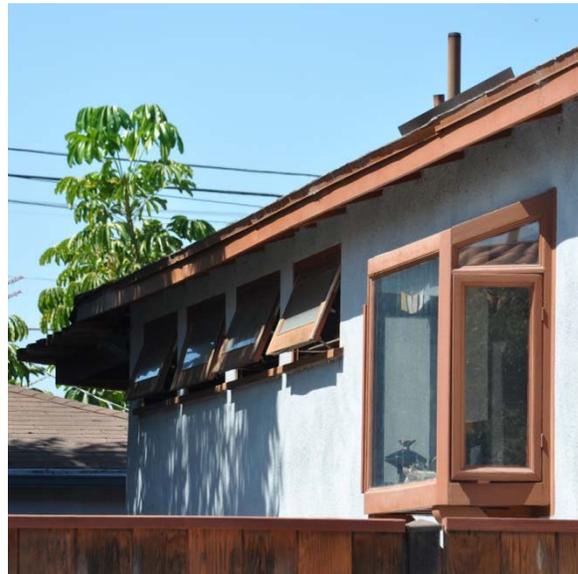
The size, placement, proportion, and detailing of windows on side elevations should be consistent with the overall architectural design concept while providing proper functioning spaces.

Privacy Guidelines - Windows

- 4.4.b.1 Window type, operation, and detailing should be consistent with the design concept.
- 4.4.b.2 Size windows appropriate to interior uses of the home. For example, avoid large transparent windows in bathrooms.



☑ This clerestory window is consistent with the design concept and allow for natural light access while maximizing privacy.



☑ The windows present are all consistent with the design concept and placed in a way that provides plenty of natural light and privacy.

4.4 Privacy Mitigation (cont.)

4.4.c Design Objective

The size, placement, proportion, and detailing of balconies on side elevations should be consistent with the overall architectural design concept and respectful of adjacent, neighboring properties.

Privacy Guidelines - Balconies

- 4.4.c.1 Size, placement and proportion of balconies should be consistent with overall architectural concept.
- 4.4.c.2 Design of balcony screening and railings, including the choice of materials and detailing, should be consistent with the overall design concept.
- 4.4.c.3 Consider layout of adjacent, neighboring properties when placing and sizing balconies on side and rear elevations.
- 4.4.c.4 Balconies should be scaled in relation to their adjacent indoor use. For example, balconies off of bedrooms are semi-private spaces for a small number of people.
- 4.4.c.5 Privacy screens should complement the design and character of the building while providing a break in material and massing in addition to creating articulation along the building elevation.



☑ Quality materials and assemblies are encouraged for side balcony screening.

4.5 Exterior Lighting and Sound

4.5.a Exterior Lighting Design Objective

In addition to WHMC Section 19.20.100, limit glare, light trespass, and sky glow from both outdoor light fixtures, as well as indoor light fixtures through windows, doors, and skylights as much as possible.

Guidelines

- 4.5.a.1 Direct interior lighting away from windows, doors, and skylights, such that direct illumination of exterior elements is limited to the confines of the property.
- 4.5.a.2 Consider allowing for interior window treatments to limit glare and light trespass.
- 4.5.a.3 When used, the sensitivity and timing of motion sensors will not result in blinking or flashing lights.
- 4.5.a.4 Consider low level lighting at the front property line to illuminate sidewalk and entry gates.



⊗ Light trespass from the subject property to surrounding properties is to be avoided.

4.5 Exterior Lighting and Sound (cont.)

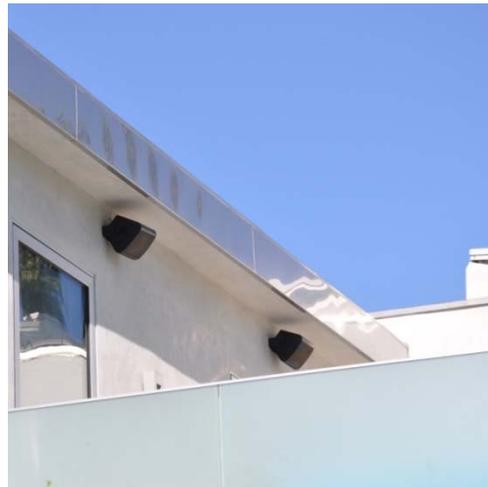
4.5.b Sound Design Objective

In addition to WHMC Section 19.20.090, prevent adverse noise that might be heard by persons on adjacent properties.

- 4.5.b.1 Exterior wall assemblies should effectively limit sound transmission from interiors.
- 4.5.b.2 Locate mechanical equipment, pool equipment, motors, fans, etc. such that noise is directed toward the subject property. These items should be integrated into the building and site design.
- 4.5.b.3 Mechanical equipment, pool equipment, motors, fans, gates, etc. should operate quietly.
 - a. Provide noise-abating screens as necessary to reduce noise from equipment. The screens for mechanical equipment should be integrated into the architectural design concept for the property.
- 4.5.b.4 Design sound systems to focus sound toward the interior of the lot.
 - a. Integrate any outdoor speakers into the overall design concept and direct speakers toward the interior of the lot.
 - b. Consider utilizing numerous smaller speakers rather than fewer larger speakers.



☑ Mechanical screen integrated with building design.



⊗ Large speakers directed outward from the building are discouraged.

4.6 Sustainable Materials

The environmental impact of the construction, operation, and maintenance of buildings is significant. Consider not only the “embodied energy” required to produce and transport materials to a site, but also the durability and recyclability of different materials.

4.6.a Design Objective

Material selections should help to protect the natural environment.

Guidelines

- 4.6.a.1 Refer to the West Hollywood Green Building Manual.
- 4.6.a.2 Use durable, long-lasting materials that require minimal maintenance.
- 4.6.a.3 Select reclaimed and recycled-content materials.
- 4.6.a.4 Select materials that can be recycled.
- 4.6.a.5 Use materials that minimize the transfer of heat between indoor and outdoor.

5. Landscape Design

The first consideration in the design of any project should be its relationship to its context. In order to reinforce a sense of place, all new development, renovations, and additions should be sited and configured to provide an appropriate response to the surrounding streetscape in terms of their arrangement on the site, existing topography, existing trees and vegetation, relationship to the street, and vehicular and pedestrian access. In addition, consideration should be given to solar and wind orientation to maximize sustainability.

5.1 Design Concept

5.1.a Design Objective

Locate and configure new development, renovations, and additions to minimize the impact to existing vegetation.

Guidelines

- 5.1.a.1 Locate structures and landscape features on the site to incorporate existing mature trees when possible.



Any future development should consider protecting mature trees.



This trellis was designed and built around an existing palm.

5.1 Design Concept (cont.)

5.1.b Design Objective

Design the site's overall landscape to be cohesive within the property, and to relate to the character of the Norma Triangle Single-Family Neighborhood.

Guidelines

- 5.1.b.1 Landscape designs should be guided by an overall concept.
- 5.1.b.2 Landscape designs should be cohesive with the building design.
- 5.1.b.3 Consider landscape design concepts that contribute to the eclectic character of the neighborhood.
- 5.1.b.4 Incorporate parkways cohesively into the site's landscape design. Consult the City of West Hollywood's Parkway Design Guide.



☑ Incorporate a sense of the landscape design as a space or collection of spaces.



☑ This landscape, with soft grasses, agaves, palms, and natural stone path accentuates the rustic and eclectic details of the house.



☑ Consider landscape design concepts that utilize plant materials and features that contribute to the eclectic character of the neighborhood.

5.2 Topography and Drainage

5.2.a Design Objective

Locate and configure new development, renovations, and additions to minimize the impact to existing site grading and natural processes.

Guidelines

- 5.2.a.1 Locate buildings/structures and landscape features on the site with regard to existing topography. Minimize changes to the existing landforms.
- 5.2.a.2 Consider natural drainage patterns when locating building/structure and landscape features, and maximize opportunities for onsite stormwater management.



☑ Locate buildings and landscape features on the site with regard to existing topography. In this example, the home and retaining wall respond to existing change in elevation.



☑ Consider natural drainage patterns when locating features and structures. Here, a cobble swale directs stormwater through the landscape.

5.2 Topography and Drainage (cont.)

5.2.b Design Objective

When practical to do so, grade the site with minimal changes, and in a manner that reflects natural conditions and processes.

Guidelines

- 5.2.b.1 Retaining walls and raised planting beds should be designed to be cohesive with the project architecture in style, color and materials, and should blend into the landscape.
- 5.2.b.2 Wherever possible, use subtle variations in grade.
- 5.2.b.3 Minimize the use of retaining walls to modify landform. A series of lower, terraced retaining walls is preferable to a single, taller retaining wall.
- 5.2.b.4 Provide plantings to minimize the visual impact of retaining walls.
- 5.2.b.5 Site grading should be designed to retain stormwater on site.



☑ Wherever possible, use subtle variations in grade.



☑ Example of cohesive design.

5.3 Planting

5.3.a Design Objective

Utilize vegetation in landscape designs to contribute to the park-like character of the neighborhood.

Guidelines

- 5.3.a.1 Consider planting trees or shrubs to screen blank building façades, accentuate building features, and otherwise enhance visual interest and building scale.
- 5.3.a.2 Integrate a variety of plant species in the planting design. Utilize variations in plant color, form, and texture to contribute to a cohesive landscape design.
- 5.3.a.3 Existing mature trees should be saved where possible.
- 5.3.a.4 It is recommended to have at least two trees on the property, to enhance the site and neighborhood.
- 5.3.a.5 Avoid using invasive plant species particularly on or near side and rear property lines.
- 5.3.a.6 Use of bamboo on property lines is discouraged.
- 5.3.a.7 Consider the mature height and width of trees when locating them on site in relation to buildings/structures, features, and other vegetation.
- 5.3.a.8 The use of materials such as crushed rock, redwood bark chips, pebbles, stone, and boulders or masonry slabs should not be used in place of live plant materials unless used to accompany plants to accentuate the landscape design concept, such as xeriscaping to reduce irrigating landscape areas.



Consider planting trees or shrubs to screen blank building façades.



Decomposed granite is appropriately used as a groundcover between these plantings.

5.3 Planting (cont.)

5.3.b Design Objective

Select, plant, and maintain vegetation to contribute to a landscape that is healthy, sustainable, and part of the site's overall design aesthetic.

Guidelines

- 5.3.b.1 Refer to Section 19.26.060 B of the Municipal Code for drought-tolerant plant materials requirements.
- 5.3.b.2 Trees, shrubs, and other vegetation should be planted using industry-accepted methods.
- 5.3.b.3 Use a range of low-water and drought-tolerant ground cover plants in place of turf grass.
- 5.3.b.4 Utilize native planting where possible.
- 5.3.b.5 Consider utilizing the appropriate understory species for plantings below the canopies of existing mature trees.
- 5.3.b.6 Specimen trees (boxed trees) should be used for immediate effect and accent.
- 5.3.b.7 For new plantings, select trees, shrubs, and vine specimens that have body and fullness that are typical of the species.



☑ Consider using a variety of low-water and drought-tolerant ground cover plants in place of turf grass.



☑ Trees help retain stormwater, reduce the urban heat island effect, and provide a comfortable microclimate for the yard.

5.4 Surfacing | Driveways and Paving

5.4.a Design Objective

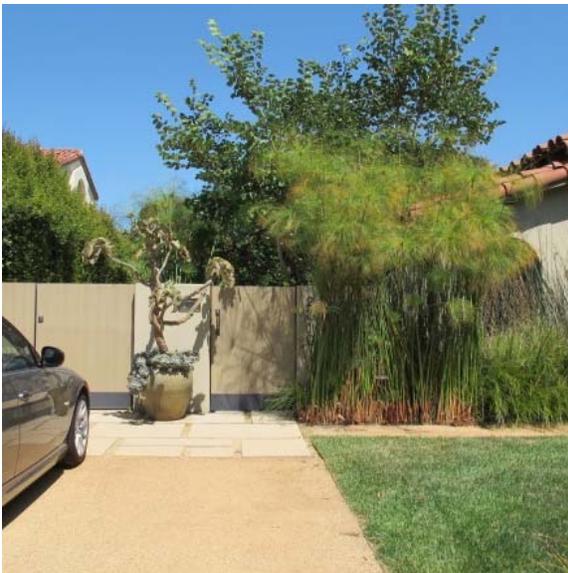
Support the landscape design concept and provide visual interest with the design of driveways and paved areas.

Guidelines

- 5.4.a.1 Consider materials that add character to a driveway and help reduce runoff from the property into the storm drains, such as gravel, decomposed granite, planting strips, or grass-crete.
- 5.4.a.2 Select paving materials with high solar reflectance index (SRI) values to help reduce the urban heat island effect and contribute to more comfortable microclimates.



☑ Center strip of planting in driveway.



☑ Decomposed granite driveway.



☑ Light-colored paving that is integrated with planting reduces stormwater run-off and urban heat island effect.

5.4 Surfacing | Driveways and Paving (cont.)

5.4.b Design Objective

Support the landscape design concept and provide visual interest with the design of driveways and paved areas.

Guidelines

- 5.4.b.1 Integral color concrete, natural stone, brick, or permeable materials are suggested materials. Plain concrete is discouraged.
- 5.4.b.2 Minimize the amount of paved areas as much as possible.
- 5.4.b.3 Asphalt should not be used.
- 5.4.b.4 Use earth tone concrete, gravel, and landscape rock. White gravel landscape rock should not be used.



Walkway of decorative tile complements the project architecture.



Decorative details and materials for driveways are encouraged.



White gravel or landscape rock is discouraged.



This natural stone walkway blends with the landscape.

5.5 Site Perimeters

5.5.a Design Objective

When designing for a sense of privacy and security within the property, maintain the characteristics of a safe, open, and welcoming neighborhood.

Guidelines

- 5.5.a.1 Residential projects with open, unenclosed front yards are encouraged, especially on streets where that is the predominant pattern.
- 5.5.a.2 At the front yard, consider layered landscape elements rather than a single tall hedge or fence.
- 5.5.a.3 Planting material is the preferred approach for screening the view of equipment, storage, or utility areas from the public right-of-way.



☑ Residential projects with open, unenclosed front yards are encouraged, especially on streets where that is the predominant pattern.



☑ Plantings provide a screen for refuse receptacles.



☑ Layered landscape elements can soften the appearance of screening from the street while still providing a sense of privacy.

5.5 Site Perimeters (cont.)

- 5.5.a.4 Property lines shared by low-density residential and commercial uses (including parking areas/structures) should be buffered.
- Rear yard buffer treatments should span the entire distance of the common property line shared by low density residential properties and high density residential or commercial properties.
- 5.5.a.5 On corner lot properties, consider locating fences or walls at a diagonal to eliminate blind corners for pedestrians on the sidewalk.



⊘ This example shows a wall and hedges that obstruct visibility between the driveway and sidewalk, which would not conform to NTNOD regulations.



☑ Property lines shared between residential and commercial uses should be buffered, and treatments should taper down at the front to improve visibility.



☑ On corner lot properties, consider locating fences or walls at a diagonal across the corner to eliminate blind corners for pedestrians on the sidewalk.

5.5 Site Perimeters (cont.)

5.5.b Design Objective

Fences, walls, and gates should utilize materials and colors that are durable and cohesive with the site design concept.

Guidelines

- 5.5.b.1 Materials and color of fences, walls, and gates should be cohesive with the project architecture.
- 5.5.b.2 Use materials for fences, walls, and gates that are durable and suitable for exterior use. Wood should be treated to prevent undesired weathering. Metal should be coated to prevent undesired oxidation. Paint should not easily scratch, chip, or fade.



☑ The perimeter wall matches the structure's walls, and the gate is coordinated with the trim of the windows and doors.



☑ The front fence is set back from the sidewalk, provides architectural interest, and provides landscaping to soften the edge along the sidewalk.

5.5 Site Perimeters (cont.)

5.5.c Design Objective

The design of site perimeter landscape features should relate to the neighborhood context and be cohesive with the landscape and project architecture design concepts of the subject property.

- 5.5.c.1 A wall should not run in a continuous plane for more than thirty (30) feet without incorporating some variation in the wall plane.
- 5.5.c.2 The style of fences, walls, gates, and perimeter plantings should be cohesive with the project architecture.
- 5.5.c.3 Driveway gates may be used to screen parking areas from view from the public right-of-way. Open un-gated driveways are encouraged where that is the predominant pattern on the street.
- 5.5.c.4 Place hedge planting 18-24 inches from the front property line to avoid creating obstructions to the sidewalk.



☑ Materials and details in this example are repeated in the building and perimeter wall.



☑ Driveway gates located within the front setback should be low, or have open elements for the upper portion.

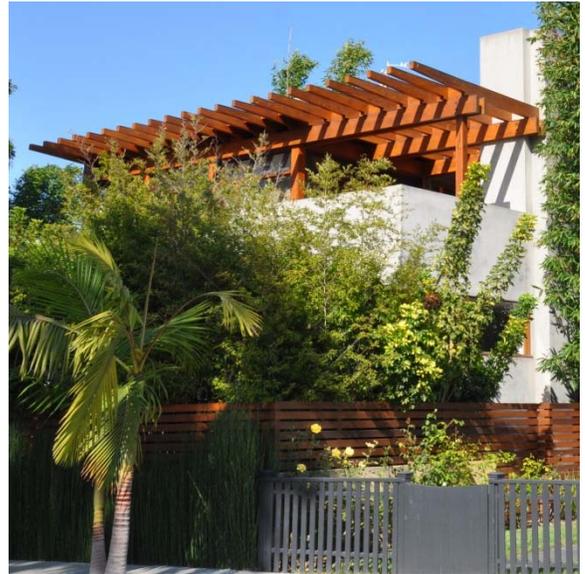
5.6 Site Furniture

5.6.a Design Objective

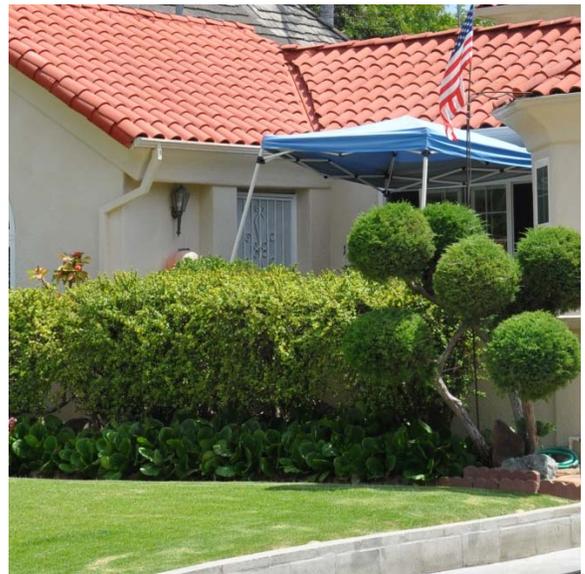
Design or select site furnishings that enhance and are cohesive with the landscape and architectural concepts.

Guidelines

- 5.6.a.1 Materials and colors of shade structures should be cohesive with the project architecture.
- 5.6.a.2 Use materials for shade structures that are durable and suitable for exterior use. Vegetation may be integrated with shade structures.
- 5.6.a.3 When designing and locating shade structures, consider the impact to neighboring properties.
- 5.6.a.4 Typical play structures, such as swing sets or playhouses, should not be clearly visible from the public right-of-way.



☑ The shading structure here is cohesive with the architecture of the building.



⊗ Temporary pop-up shading structures that are not integrated into the architecture concept are discouraged.

5.7 Outdoor Lighting

5.7.a Design Objective

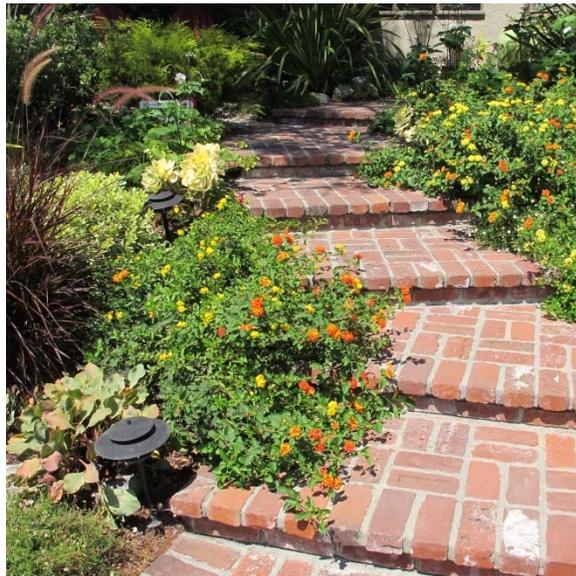
In addition to Section 19.20.100 in the Municipal Code for outdoor lighting requirements, design outdoor lighting as an integral part of the landscape, with a clear purpose and in consideration of neighboring properties.

Guidelines

- 5.7.a.1 Refer to section 19.20.100 in the Municipal Code for outdoor lighting requirements.
- 5.7.a.2 Outdoor lighting should integrate with the architecture and overall design concept.
- 5.7.a.3 Utilize lighting to order and strengthen spatial definition of the landscape.
- 5.7.a.4 The lighting design should create a meaningful hierarchy to develop the character of the spaces within the landscape.
- 5.7.a.5 Utilize lighting to highlight individual features of the landscape, such as specimen trees.



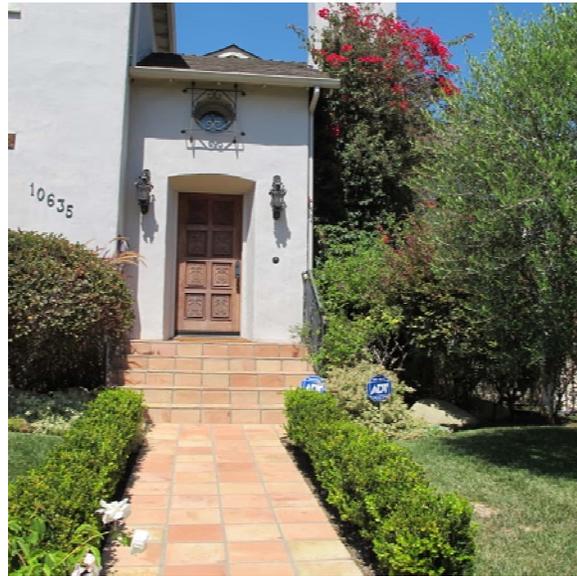
☑ This lighting design develops the character of the landscape, and highlights key features.



☑ Lighting for pedestrian paths is encouraged, especially at steps.

5.7 Outdoor Lighting (cont.)

- 5.7.a.6 Lighting should signal entries and light pedestrian paths, especially at steps.
- 5.7.a.7 Lighting should be utilized to contribute to the safety and security of both the site and the adjacent public sidewalk.
- 5.7.a.8 Provide and maintain lighting to prevent dark corners or other potential hiding spaces.
- 5.7.a.9 Avoid excessive lighting. Provide light for functional purposes and to highlight the most important elements.



Provide adequate lighting to signal entries and light stairways.



Provide and maintain lights in entryway niches, to prevent dark corners along public sidewalks.

5.8 Maintenance

5.8.a Design Objective

Design landscapes that can be maintained, with minimal resources, as beautiful and safe spaces that contribute to the park-like character of the neighborhood.

Guidelines

- 5.8.a.1 Maintain landscape features in the parkway and at the front property line so they do not encroach into the sidewalk or street.
- 5.8.a.2 All plantings should be maintained in a healthy manner, and planting areas should be kept free of weeds and debris.
- 5.8.a.3 Maintenance practices that do not utilize gas or electric powered equipment are preferred.
- 5.8.a.4 Reduce the use of chemicals in the landscape by following Integrated Pest Management principles and using organic fertilizers where possible.



All plantings should be maintained in a healthy manner, and planting areas should be kept free of weeds and debris.



This front yard is heavily planted, but still maintains visual clearance

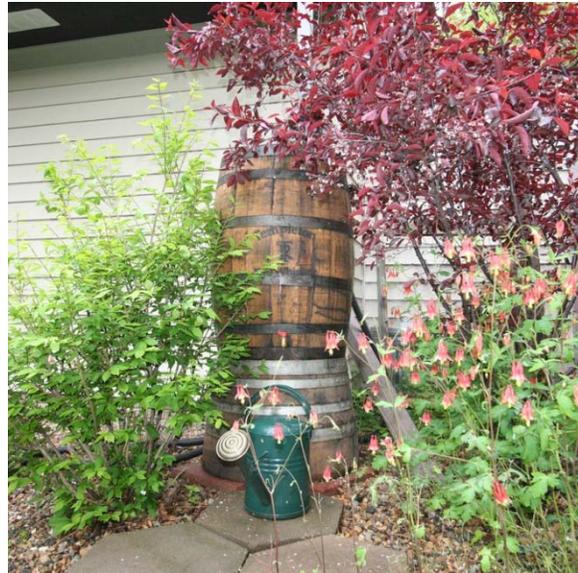
5.9 Sustainable Practices

5.9.a Design Objective

Incorporate sustainable practices into the site design and implementation to minimize the impact on environmental systems and reduce reliance on resources.

Guidelines

- 5.9.a.1 Assess existing conditions and explore options for sustainable approaches prior to site and building design.
- 5.9.a.2 Consider utilizing the frameworks and recommendations provided by green rating systems, such as Leadership in Energy and Environmental Design (LEED) and Sustainable SITES Initiative.
- 5.9.a.3 Utilize native planting where possible. Plants and trees that provide habitat value are preferred.
- 5.9.a.4 Vegetation should be drought-tolerant to minimize the use of supplemental irrigation.
- 5.9.a.5 Select locally-sourced materials when possible.
- 5.9.a.6 Consider features that capture rainwater and store it for later use on the site.
- 5.9.a.7 Site design should maximize water permeability by reducing paved areas (hardscape), use of permeable paving materials, and preserving open space drainage ways when feasible.



☑ Rain barrels capture rainwater from gutters and store it for watering plants later.

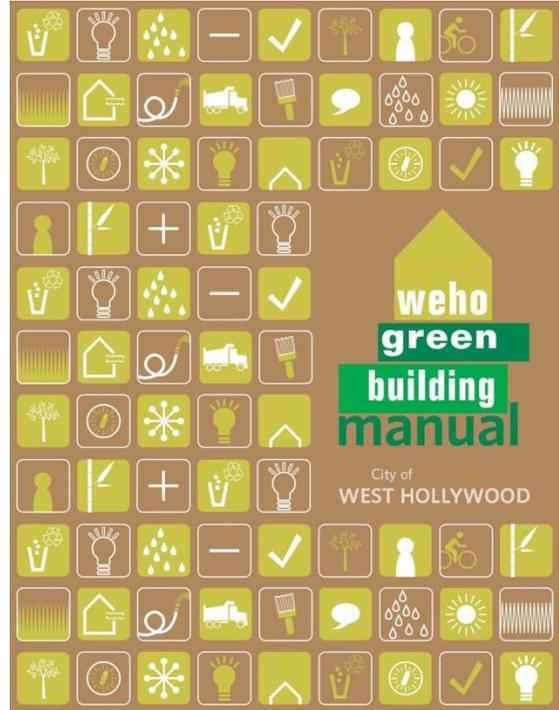


☑ Utilize native planting where possible. Plants and trees that provide habitat value are preferred.

For further information regarding sustainable and environmentally conscious building practices in the City of West Hollywood, please consult the [**WEHO GREEN BUILDING MANUAL.**](#)

Other supplemental materials can be found on the City's Community Development Website:

<http://www.weho.org/city-hall/city-departments/community-development/building-and-safety/green-building-program>



Glossary

Accessory Structure: A structure that is physically detached from, secondary and incidental to, and commonly associated with the primary structure. (West Hollywood Municipal Code 19.90.020)

Accessory Uses and Structures, Residential: Any use and/or structure that is customarily a part of, and clearly incidental and secondary to, a residence and does not change the character of the residential use. These uses include the following detached accessory structures, and other similar structures normally associated with a residential use of property:

- Garages
- Gazebos
- Greenhouses
- Spas/Hot tubs
- Storage sheds
- Swimming pools
- Tennis and other on-site sport courts
- Workshops

Also includes the indoor storage of automobiles (including their incidental restoration and repair), personal recreational vehicles, and other personal property, accessory to a residential use. Does not include home satellite dish and other receiving antennas for earth-based TV and radio broadcasts.

Architectural Character: Character of a structure that is defined by the scale and composition of the structure, as well as the proportion, style, and arrangement of doors, openings, and other architectural elements on the exterior walls of the structure. The architectural character of a structure does not change simply because it is of a larger size. (West Hollywood Municipal Code 19.90.020)

Architectural Projection: Any component or element that extends outwards from a building or structure.

Asymmetrical: Components those that are not parallel balanced in size, arrangement, or shape.

Attic: The area located between the uppermost plate and the roof or ridge of a structure. (West Hollywood Municipal Code 19.90.020)

Balcony: A projecting platform and/or open-air space that is integrated into a building's design and is enclosed by a railing, balustrade, or privacy screen on one to three sides.

Breezeway: An open-ended, roofed passageway between two buildings, with the two buildings connected by the roof. (West Hollywood Municipal Code 19.90.020)

Buildable Area: The horizontal and vertical space on a lot where a building and/or structure can be sited. This is usually dictated by setbacks, density, FAR, and other zoning restrictions.

Building Permit: A “building permit” is authorization from the City to commence construction and complete a structure in compliance with the plans approved by the City. (WHMC 19.90.020.)

Cantilever: A projecting horizontal element of a structure that does not have vertical support.

Carport: A roofed structure that extends from a building to cover a parking spot, open on at least 2 sides.

Clerestory: A long horizontally- oriented window set near the top portion of a wall in order to maximize natural lighting access and privacy.

Cohesive Design: The presence of good design in terms of architectural appropriateness and sound proportions as a single building, but also as it relates to the surrounding context.

Concept: The central design theme and/or idea behind the design program of a building and/or structure.

“Consider”: The act of consciously regarding and/or making allowance for a design aspect that is suggested and outlined within the Norma Triangle Single-Family Design Guidelines.

Context: The surrounding urban environment. This includes all structures, landscape features, building uses, etc.

Deck: An open- air outdoor floored space. Can be set on top of a building (roof deck) or adjacent to a building at grade as a transitional buffer between the interior and exterior spaces.

Density: The number of housing units per net acre, unless otherwise stated, for residential uses. (West Hollywood Municipal Code 19.90.020)

Design Review for Single Family Homes in Norma Triangle Single-Family: The process by which architectural plans and concepts are evaluated and assessed by the City’s Urban Designer, Planning staff, and Director of the Community Development Department Director for their appropriateness in terms of the Norma Triangle Single-Family Design Guidelines.

Driveway: A private route for vehicles that transitions between the street and parking space(s).

Dwelling, Dwelling Unit, or Housing Unit: A room or group of internally connected rooms that have sleeping, cooking, eating, and sanitation facilities, but not more than one kitchen, which constitutes an independent housekeeping unit, occupied by or intended for one household on a long-term basis. (West Hollywood Municipal Code 19.90.020)

Elevation: The vertically- oriented face, façade, or “side” of a building and/or structure.

Exterior Treatment: The veneer, cladding, and/or finish applied to the exterior wall(s) of a building and/or structure.

Façade: Any exterior elevation of a building. (West Hollywood Municipal Code 19.90.020)

Floor Area, Gross:

- 1) The floor area between the floor and roof above it, as measured from the outside edge of the exterior walls, of the main structure and all accessory structures excluding balconies, basements, decks, covered porches unenclosed on one or more sides, covered parking (up to a maximum of 400 square feet), patios, and uncovered porches. Non-habitable attic space (having a height of six feet or less) is excluded. Portions of structures, including stairwells, over seventeen (17) feet in interior height, are counted twice for purposes of computing floor area. Multi-level atria with an interior height of seventeen (17) feet or less are calculated at one level only.
- 2) In all other situations, it is the total enclosed area of all floors of a structure or portion of a structure proposed for a use, measured to the inside face of the exterior walls, including: elevator shafts at each floor level, halls, service and mechanical equipment rooms, stairways, and basement or attic areas having a height of more than six feet, but excluding the area used exclusively for vehicle parking or loading. Multi-level atria are calculated at each level. (West Hollywood Municipal Code 19.90.020)

See also Section 19.14.130 Norma Triangle Neighborhood Overlay District for additional requirements

Floor Plan: The internal layout of a building's spaces, rooms, uses, and circulation patterns of a building and/or structure.

Functional Element: Part of a building and/or structure that serves as an operational part of one of the buildings systems of a building and/or structure.

Garage: A structure for parking vehicles that is completely enclosed on four sides, with a solid roof. (West Hollywood Municipal Code 19.90.020)

Grade (Ground Level). The average of the finished ground level at the center of all walls of a building and/or structure. In cases where walls are parallel to and within five feet of sidewalks, the grade shall be measured at the sidewalks. (West Hollywood Municipal Code 19.90.020)

Impervious Surface: A hardscape surface on grade that blocks rain water and runoff from entering the ground.

Infill Development: Construction of a building and/or structure that is occurring in a previously developed neighborhood.

Light Trespass: When light from a property or lighting element spills on to an adjacent property.

Lot or parcel: A recorded lot or parcel of real property under single ownership, lawfully created as required by the Subdivision Map Act and City ordinances. Types of lots include the following:

- *Corner Lot.* A lot located at the intersection of two or more streets, where they intersect at an interior angle of not more than 135 degrees. If the intersection angle is more than 135 degrees, the lot is considered an interior lot.
- *Flag Lot.* A lot having access from the building site to a public street by means of private right-of-way strip that is owned in fee.
- *Interior Lot.* A lot abutting only one street.
- *Key Lot.* An interior lot, the front of which adjoins the side property line of a corner lot.
- *Reverse Corner Lot.* A corner lot, the rear of which abuts a key lot.
- *Through Lot.* A lot with frontage on two generally parallel streets. (West Hollywood Municipal Code 19.90.020)

Lot Area: Gross lot area is the total area included within the lot lines of a lot, exclusive of adjacent dedicated street rights- of- way. Net lot area is exclusive of easements, including those for utilities or flood control channels, which limit the use of the lot. (West Hollywood Municipal Code 19.90.020)

Lot Depth: The average linear distance between the front and the rear lot lines, or the intersection of the two side lot lines if there is no rear line. The Community Development Department Director shall determine lot depth for parcels of irregular configuration. (West Hollywood Municipal code 19.90.020)

Lot Frontage: The boundary of a lot adjacent to a public street right-of-way. (West Hollywood Municipal Code 19.90.020)

Lot Line or Property Line: Any recorded boundary of a lot. Types of lot lines are as follows:

- *Front Lot Line.* On an interior lot, the property line separating the parcel from the street. The front lot line on a corner lot is the line with the shortest frontage with access to a street. t. (If the lot lines of a corner lot are equal in length, the front lot line shall be determined by the Community Development Department Director.) On a through lot, both lot lines are front lot lines and the lot is considered to have no rear lot line.
- *Interior Lot Line.* Any lot line not abutting a street.
- *Rear Lot Line.* A property line that does not intersect the front lot line, which is most distant from and most closely parallel to the front lot line.
- *Side Lot Line.* Any lot line that is not a front or rear lot line. (West Hollywood Municipal Code 19.90.020)

Lot Width: The horizontal distance between the side lot lines, measured at right angles to the lot depth at a point midway between the front and rear lot lines. The Community Development

Department Director shall determine lot width for parcels of irregular shape. (West Hollywood Municipal Code 19.90.020)

Low Impact Development: A project that has reduced negative effect on environmental systems and surroundings.

Manage: Active stewardship of the neighborhood's designed elements and resulting character.

Massing: The visual appearance of size, shape, and scale.

Modules: A functional and dimensional unit that occurs in a buildings planning, program, and/or construction.

Modulation: The distinct separation between design elements, achieved through various techniques that break up plain, monotonous areas, and create patterns of movement, light, and shadow.

Monumental: A building that is large and static in appearance through outsized and heavy scale, massing, and proportions.

Neighborhood: A community or locality that shares common thematic patterns and elements in its orientation and functionality.

Neighborhood Character: The thematic perception of a cohesive community that is attributed to the interpretation of overall aesthetics. This includes landscape, buildings, streetscape, structures, objects, cleanliness, apparent age, development patterns, and circulation.

Nonconforming Parcel: A parcel that was legally created prior to the adoption of this Zoning Ordinance and which does not conform to current code provisions/standards (e.g., access, area or width requirements, etc.) prescribed for the zoning district in which the parcel is located. (West Hollywood Municipal Code 19.90.020)

Nonconforming Structure: A structure that was legally constructed prior to the adoption of this Zoning Ordinance and which does not conform to current code provisions/standards (e.g., open space, distance between structures, etc.) prescribed for the zoning district in which the structure is located. (West Hollywood Municipal Code 19.90.020)

Out of Scale: A structure that is disproportionate in scale, massing, and proportion with its surrounding context.

Parkway: An unpaved area between a sidewalk and the street curb used to provide a landscaping strip. (West Hollywood Municipal Code 19.90.020)

Perception: The visual interpretation of a building's size, shape, scale, and proportions from a point where a line-of-sight can be established (i.e., street, sidewalk, adjacent properties, public domain, etc.).

Perceived Height: How an individual visually interprets the height of a building and/or structure.

Perceived Size: How an individual visually interprets a building's the overall size of a building and/or structure.

Permeable Surface: A landscape surface that allows rain water to pass through into the ground.

Plate Height: The point where a wall reaches its most vertical point and connects with the floor or roof structure.

Pop-up Features: This refers to temporary, collapsible structures.

Porch: An exterior structure that is set around an entranceway. It is commonly shaded and serves as a transition between the exterior grade and the ground floor of the building.

Porte-cochère: A roofed structure that extends from a building over a driveway that a car can drive through.

Privacy Screen: An exterior architectural element that is meant to allow light to permeate an interior space while restricting visibility into an adjacent building or property. These are usually found around windows, balconies, and other points where visibility into an adjacent building or property could occur.

Property Line: The recorded boundary of a parcel of land. (West Hollywood Municipal Code 19.90.020)

Proportion: Refers to the size of a building and/or, structure, portion of a structure, and architectural elements (e.g., windows, doors, etc.) in relation to each other and the overall architectural composition.

Rear Structure: See "Second Residential Units."

Remodel/Rehabilitate: Changes or alterations to an existing building and/or structure, which may include the replacement of interior walls, exterior walls, or structural elements according to the requirements of the Building Code. (West Hollywood Municipal Code 19.90.020)

Roofline: The contour or profile of a roof.

Scale: 1) The size of a building and/or structure, or building and/or structural element, in relation to surrounding buildings and/or structures and their components. 2) The size of a building and/or structural element or space relative to the dimensions and proportions of the human body.

Second Residential Units: A second permanent dwelling that is accessory to a primary dwelling on the same site. A secondary residential unit provides complete, independent living

facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, sanitation, and parking. (West Hollywood Municipal Code 19.90.020)

Semi-Subterranean Parking: A garage that has a finished floor below grade, but is not below grade in its entirety.

Senior Unit: A second residential unit intended for the sole occupancy of one or two adult persons who are sixty (60) years of age or over, and the floor space area of the unit does not exceed 640 square feet. (West Hollywood Municipal Code 19.90.020)

Setback: The distance by which a building and/or structure, parking area, or other development feature must be separated from a lot line, other building and/or structure or development feature, or street centerline. Setbacks from private streets are measured from the edge of the easement. See also "Yard." (West Hollywood Municipal Code 19.90.020)

"Should": Used to indicate strong recommendation. These guidelines are strongly encouraged to be followed.

Site Coverage: The percentage of total site area occupied by buildings and/or structures, and paving for vehicle use. Structure/building coverage includes the primary structure, all accessory structures (e.g., carports, garages, patio covers, storage sheds, trash dumpster enclosures, etc.), and architectural features (e.g., chimneys, balconies, decks above the first floor, porches, stairs, etc.). Structure/building coverage is measured from exterior wall to exterior wall. Pavement coverage includes areas necessary for the ingress, egress, outdoor parking, and circulation of motor vehicles. (West Hollywood Municipal Code 19.90.020)

Slope: The topographical transition between grades.

Sound Trespass: The encroachment of noise to an adjacent property over a certain decibel level as defined in the Noise Ordinance (West Hollywood Municipal Code 9.08.050)

Story: The portion of a building and/or structure included between the surface of any floor and the surface of the next floor above it, or if there is no floor above, the space between the floor and the ceiling above. A semi-subterranean garage shall not be considered a story if the top of the garage is six feet or less above grade. (West Hollywood Municipal Code 19.90.020)

Streetcar Suburb: A residential neighborhood where the pattern of development was formed by the use of a streetcar, or other form of public transit, as a primary mode of transportation.

Streetscape: The pattern and impression formed by the combination of visible elements from all lots along a street on both sides for a single block.

Subterranean Parking: A garage that is situated entirely below grade.

Sustainability: Meeting the needs of the present without compromising the ability of future generations to meet their own needs.

Unbroken Roofline: A single continuous roof profile or shape.

Wall Plane: The general profile and contours of an exterior wall along a single horizontal and vertical line.

Yard: An area between a lot line and a setback, unobstructed and unoccupied from the ground upward, except for projections permitted by the West Hollywood Municipal Zoning Ordinance (West Hollywood Municipal Code, Title 19).

- *Front Yard.* An area extending across the full width of the lot between the front lot line and the required setback.
- *Rear Yard.* An area extending the full width of the lot between a rear lot line and the required setback.
- *Side Yard.* An area extending from the front yard to the rear yard between the nearest side lot line and the required setback. (West Hollywood Municipal Code 19.90.020)