

Windsor Square HPOZ Review

When submitting plans to the City of Los Angeles' Building and Safety Department, the Planning Department staff will review the plans to determine whether they are exempt from the Windsor Square HPOZ, or whether it is subject to either a staff level review or HPOZ Board review. This is a determination that staff can typically make across the counter when you visit City Hall to submit your plans for a building permit. In some cases, staff may need additional information to make this determination.

Exemptions

Certain type of work is exempt and goes through the normal plan check and permit process with no further HPOZ review. The exemptions to the HPOZ are in two broad categories: the first list of exemptions apply to work regardless of where it is located on your property (General Exemptions) and the second list of exemptions are more narrow and apply to work that is not generally visible from the public street and sidewalk (Visibility Exemptions). In order to determine whether a project is generally visible, the City has prepared a "Façade and Visible Area Map" which is available to review at the Planning Department and clearly delineates the visible portions of all of the properties in the Windsor Square HPOZ.

General Exemptions

The following type of work is exempt, regardless of where it is located on the property:

- Improvements and remodels that are on the interior of the home, provided that they do not impact the exterior of the homes.
- Paint color
- Lighting
- Fences and walls that are not attached to the home
- Landscaping
- Pavement and hardscape materials that are within the existing footprint of walkways and driveways
- Awnings and shutters
- Window boxes
- Maintenance repair, and/or rehabilitation of existing foundations
- Maintenance, repair, and/or rehabilitation of existing stucco
- Gutters and downspouts

Visibility Exemptions

The following type of work is exempt if it is not located in the Façade and Visible Area:

- Decks
- Swimming Pools
- Solar collectors, skylights, antennas, satellite dishes, and broadband Internet systems
- Air conditioning equipment that is not located on the roof

- The construction or alteration of detached accessory structures such as garages, gazebos, potting sheds, and greenhouses
- Alterations, maintenance and repair, reconstruction, rehabilitation and restoration work
- Security grills
- Additions to homes that maintain the rooflines of the existing home

Planning Staff Review

Certain type of construction is not exempt from the HPOZ, nor is it subject to review by the HPOZ Board. This work is reviewed and approved by the Planning Department staff. In these cases, staff reviews the project to see if it is consistent with the Windsor Square HPOZ Preservation Plan. If Planning Department staff determines that the project is consistent with the Preservation Plan, then Planning staff will issue an approval and the permit process will continue through the normal LADBS permit process. If the Planning Department staff determines that the project is not consistent with the Preservation Plan, then staff will refer the project to the HPOZ Board for its review.

Staff Review

The following type of work may be reviewed and approved by the Planning Department staff without HPOZ Board review:

- Maintenance and repairs (using in-kind materials) and restoration of a home within the Façade and Visible Area.
- Air Conditioning equipment that is located on the roof or in the Façade and Visible Area.
- Landscaping in the parkways (the landscape strip between the sidewalk and street).

HPOZ Board Review

The HPOZ Board must review all other types of work that are not exempt or that are not reviewed by City Planning staff and make a recommendation to the City's Planning Department staff. When making recommendations to the City Planning staff, the Board follows the Windsor Square HPOZ Preservation Plan. Staff reviews the HPOZ Board's recommendations and prepares a written determination either accepting, modifying, or rejecting the HPOZ Board's recommendations and will issue either a certificate of appropriateness or a certificate of compatibility.

The HPOZ Board is comprised of five members and currently all of the Board members reside in Windsor Square. The Board is appointed by a variety of public officials: the Mayor appoints one member who must be a real estate professional, the City Council member appoints one member who must be a resident of the HPOZ, the City of Los Angeles Cultural Heritage Commission appoints two members (one of whom must be an architect), and the Board appoints the fifth member who must be a resident of the HPOZ. All Board members are required to be familiar with historic preservation principles and practices.

The Board meets twice a month to review projects and provide recommendations to the City's Planning Director regarding remodels, room additions, and new construction. Currently, the Windsor Square HPOZ Board meetings are on the second and fourth Tuesday of each month at 6:00 p.m. at St. Brendan's Church on Van Ness and Third Street and are open to the public. Occasionally, Board meetings are cancelled due to a lack of items to be considered by the Board. All of the items placed on a Board agenda must be submitted to the City Planning staff prior to the Board meeting.

Windsor Square HPOZ Preservation Plan

The Windsor Square HPOZ Preservation Plan governs the review of construction projects in Windsor Square. The Preservation Plan describes the HPOZ review process, the criteria that the HPOZ Board uses when reviewing projects, and provides illustrative guidelines that assist homeowners and architects on modifications that are appropriate to the character of their homes.

Additional Information

For additional information regarding the Windsor Square HPOZ review process, the HPOZ Preservation Plan, and how to submit an application for construction that is subject to the Windsor Square HPOZ, please contact Marianne Askew at (213) 978-1203 or marianne.askew@lacity.org.