Welcome to HPOZ 101!

Topics include:

• What is an HPOZ?
• How to establish an HPOZ?
• How do HPOZs function?
• Myth Busters
• Things You Should Know

Instructors:

Kimberly Henry
Shannon Ryan
Steve Wechsler

From the L.A. Office of Historic Resources
What is an HPOZ?

• Zoning overlay that **regulates exterior** changes to properties within the district

• Intent is to **protect and enhance structures**, sites, landscapes, that have high level of historic, architectural, cultural or aesthetic significance

• Aims to preserve the historic character of the neighborhood
How does an HPOZ work?

• HPOZ Ordinance established in 1979 (Los Angeles Municipal Code Section 12.20.3)

• The HPOZ zoning triggers review of all projects within the district including work that may not require a building permit

• All work is reviewed for conformance with design guidelines in the Preservation Plan

• Applicant’s first point of contact is HPOZ planner

• Planner will review project and guide applicant through the approval process

• Not all projects are reviewed by the HPOZ Board
Establishing an HPOZ

- Established based upon **findings of historic, architectural, and/or cultural significance**
HPOZ Survey

- Boundaries
- Period of Significance
- Context Statement
- Contributor
- Altered Contributor
- Non-Contributor
Contributor

• Built in Period of Significance
• Retains physical associations with that Period
Altered Contributor

- Built in Period of Significance
- Retains most physical associations with that Period
- Alterations are reversible
Non-Contributor

- Built out of Period of Significance or
- Lost physical association with Period of Significance
Preservation Plan

• Based on the Secretary of the Interior’s Standards for Rehabilitation

• Emphasis on retaining historic character of the property

• Repair instead of replace

• When replacement is necessary, replace in-kind

• Many projects can be reviewed internally by staff

• Larger project such as additions or new construction are reviewed by the HPOZ Board
Exemption from HPOZ Review

• Correction of emergency or hazardous conditions as determined by DBS, LAHD, LAFD or other City Departments.
• Public Work improvements unless to a Contributor identified in the Survey.
• Work authorized by an approved Historical Property Contract by the City Council.
• City Historic-Cultural Monuments.
• Any work exempted in an approved Preservation Plan.
Conforming Work

- Administrative (Yes or No)
- No Filing Fees
- 3-day Notice on posted agenda
- Board makes final decision (unless delegated to Planning in Preservation Plan or by inaction of Board)
- 21 Days to Act on Complete Application

Contributors
- Restoration
- Maintenance/Repair
- Natural Disaster
- Rear Addition < 250 s.f.

Non-Contributors
- Any work except:
  - Demolition
  - New Construction
Certificates

- Discretionary (Findings and Conditions)
- Filing Fees
- CEQA Review
- 10-day Notice to neighbors
- Appealable to Area Planning Commission
- Board makes recommendation
- 75 Days to Act on Complete Application (Board has 30 Days to Vote)

Contributors
- Certificate of Appropriateness

Non-Contributors
- Certificate of Compatibility
Review Process
Composition of the HPOZ Board

- Two members appointed by Cultural Heritage Commission: 1) Licensed Architect; 2) Renter or Owner in district
- One member (renter or owner in district) appointed by City Councilmember
- One member (real estate or construction experience) appointed by the Mayor
- One member (property owner within HPOZ) appointed by Board itself after considering appointee suggestions from Certified Neighborhood Council
Terms of HPOZ Board Members

• Four-Year Terms
• Term limits: no more than two consecutive four-year terms
• Appointees serve at the pleasure of the appointing authority; appointment may be rescinded at any time
• Three consecutive unexcused absences or eight excused absences cause for removal (excused absences may be granted by Board chair).
Board Meetings and Administration

• Two meetings per month (cancellations may occur)
• Chair and Vice-Chair elected annually, for one year term
• Three members constitute a quorum
• Minutes and records shall be kept by Board
Board Meetings and Administration

• Board Chair runs meeting
• Vice-Chair fills in
• Secretary keeps minutes
• Treasurer manages any funds
Conflict of Interest

No Board member shall discuss with anyone the merits of any matter pending before the Board other than during a duly called meeting of the Board or subcommittee of the Board. No member shall accept professional employment on a case that has been acted upon by the Board in the previous 12 months or is reasonably expected to be acted upon by the Board in the next 12 months.

Recusal should also apply to any action on a property abutting your own property.
Minutes

Record of action taken by board
• Applicant Name/Project Address
• Project Description as Presented
• Motion Made and Second
• Finding to Support Action (part of motion)
• Vote Tally (3 for a Quorum, Majority Rules)
And now… Things you should know!

- Contact your HPOZ Planner first, as the HPOZ review process may require multiple consultations
- Research your property on ZIMAS and visit the OHR website for info on your HPOZ ([www.preservation.lacity.org/hpoz/homepage](http://www.preservation.lacity.org/hpoz/homepage))
- Contact Office of Historic Resources Staff for information regarding the Mills Act Program or Historic Cultural Monuments (HCMs)
Brown Act

• HPOZ Meetings are Public Meetings
• Action on Agendized Items Only
• 3-Day Notice for Conforming Work and Board Business
• 10-Day Notice (posting and mailing) for COAs and CCMPs
• No Private Discussions, Email Discussions, Cereal Conversations
Property Research and Code Enforcement

- Reviewing a project at an upcoming meeting?
- Curious about on-going construction activity?
- Spot an alteration that did not get HPOZ approval?

**ZIMAS**: Zoning Information and Map Access System

**LADBS**: Los Angeles Department of Building and Safety

**LAHD**: Los Angeles Housing Department (multi-family structures)

**OHR**: Office of Historic Resources
ZIMAS: Zoning Information and Map Access System

- Comprehensive property information
- Aerial photos and other maps
- Analysis tools

http://zimas.lacity.org
ZIMAS: Zoning Information and Map Access System

Property Information
• Zoning and Overlays, including Historic Preservation
• Assessor Info
• History of Cases
• Jurisdictional
• Permit History (LADBS…)

Los Angeles Department of City Planning
SEARCH BY:

Address
Street Intersection
Assessor Parcel No.
PIN Number
Legal Description
MapSheet
Case Number
Community Plan Area
Council District
Certified Neighborhood Council

SEARCH BY ADDRESS:

To search by property address, enter its house number in the first field and enter its street name in the second field below. Click GO when ready. Alternatively, you can click on the menu items on the left to search by other methods such as Street Intersection, Assessor Parcel Number, Council District, etc.

House Number: 2231
Street Name: 30
Example: Enter "14400"
Note: Do not use prefixes or suffixes
Example: For W Van Nuys Blvd, enter "van nuys"

Click "GO" to start the search: GO

☐ Display resulting parcel in a new popup for comparison?
HISTORIC PRESERVATION
2231 W 30TH ST

HPOZ INFO:
- Boundary Map
- Special Instructions
- Survey Map
- Preservation Plan

RESOURCES:
- Zone Code: Sec. 12.20.3
- Secretary of the Interior's Standards for Rehabilitation
- Mills Act

HPOZ Name:
Jefferson Park

Historic Designation:
Contributing Feature (Altered)

Historic Name:

Common Name:

Year Built:
1906

Architecture:
Craftsman, Transitional

Architect:

Builder:

Photo Date: February 2009
Structural Alterations:
- Security door added
- Windows replaced
- Tiles at porch steps added
- Wood trellis with tile pedestals added at walkway

Landscaping:
- Lawn, plantings

Survey Date:
- June 2009

Mills Act:
- Contract Number: None
- Case Number: None

Facade Visibility:
[Image Not Available]
Property Activity Report

Plan Check, Permit, and Inspection addresses found: 1
Code Enforcement addresses found: 1

PLEASE CLICK ON AN ADDRESS TO GET MORE DETAILS:

Plan Check, Permit, and Inspection Information
2231 W 30TH ST 90018

Code Enforcement Information
2231 W 30TH ST

BACK   NEW SEARCH
ZIMAS: Zoning Information and Map Access System

Maps, Photos, and Other Useful Tools

- Aerial Photos (up to 2008)
- Parcel Maps and Building Outlines
- Measuring Tools
- Google Maps and Street View
LADBS: Los Angeles Dept. of Building and Safety

- Building permit history
- Code enforcement cases
- Report a violation

http://ladbs.org
Customer Feedback & Outreach

- General Manager's Message
- Customer Survey
- Customer Hotline

What's New

- Effective 11/1/2011, Extra Set of Plans Required
- Automated Parking Presentation
- Seismic Risk Presentation
- 2011 Industry Training Presentation
- Development Services Case Management
- Development Reform

Most Popular

- Construction-Inspection Partnership Program
- Parallel Design-Permitting Process
- Restaurant and Hospitality Express Permitting

City Links

- Traffic Safety Education and Awareness
- Services for Neighborhood Councils/Residents shopLA
Property Activity Report

The purpose of the Internet based Property Activity Report is to allow easy access and visual display of general information from the Los Angeles Department of Building and Safety (LADBS) Plan Check and Inspection System (PCIS) and the Code Enforcement Information System (CEIS). This general information can be generated by either the address(es) or PCIS/CEIS number associated with it.

In addition to searching LADBS Property Activity Report, please use Los Angeles Housing Department (LAHD) Property Activity Report to access Code Enforcement information regarding properties with two or more dwelling units (duplexes and apartment buildings).

Please enter only one of the four possible search criterias:

Street Number: 2231
Street Name: 30th

NOTE: Use a percent sign (%) to substitute any remaining portion of the street name you are unsure of as long as you enter a minimum of three characters and/or numbers. Click here for the address search rules.

15-Digit PCIS Application/Permit Number: [Input fields]
10-Digit PCIS Plan Check/Job Number: [Input field]
CEIS Customer Request Number: [Input field]

[Submit] [Reset]
Property Activity Report

Plan Check, Permit, and Inspection addresses found: 1
Code Enforcement addresses found: 1

PLEASE CLICK ON AN ADDRESS TO GET MORE DETAILS:

Plan Check, Permit, and Inspection Information
2231 W 30TH ST 90018

Code Enforcement Information
2231 W 30TH ST
### Property Activity Report

**2231 W 30TH ST 90018**

#### PLEASE CLICK ON AN APPLICATION/PERMIT NUMBER TO GET MORE DETAILS:

<table>
<thead>
<tr>
<th>APPLICATION/PERMIT NUMBER</th>
<th>PC / JOB NUMBER</th>
<th>TYPE</th>
<th>STATUS</th>
<th>STATUS DATE</th>
<th>EXCERPT OF WORK DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>96016 10000 02546</td>
<td>--</td>
<td>Bldg-Alter/Repair</td>
<td>Permit</td>
<td>07/15/2008</td>
<td>REPLACE WINDOWS (SAME SIZE) FOUNDATION BOLTING Replace windows (same size), fou</td>
</tr>
<tr>
<td>96016 10000 02562</td>
<td>--</td>
<td>Bldg-Alter/Repair</td>
<td>Permit</td>
<td>07/15/2008</td>
<td>Remove non-bearing partition in the family room</td>
</tr>
<tr>
<td>05016 10000 25024</td>
<td>X05LA1062</td>
<td>Bldg-Alter/Repair</td>
<td>Permit</td>
<td>07/31/2007</td>
<td>REPLACE (13) WINDOWS. SAME SIZE AND TYPE</td>
</tr>
<tr>
<td>11016 10000 17169</td>
<td>B11LA09524</td>
<td>Bldg-Alter/Repair</td>
<td>Issued</td>
<td>01/19/2012</td>
<td>PARTIAL NEW ROOFING WITH FRAMING TO (E) SFD.</td>
</tr>
<tr>
<td>07042 90000 16279</td>
<td>--</td>
<td>Plumbing</td>
<td>Permit</td>
<td>07/31/2007</td>
<td>installation of two eqvs</td>
</tr>
</tbody>
</table>

[BACK] [NEW SEARCH]
Property Activity Report

2231 W 30TH ST 90018

APPLICATION / PERMIT NUMBER: 11016-10000-17169

PLAN CHECK / JOB NUMBER: B11LA09524

Permit Application or Issued Permit Information

GROUP: Building
TYPE: Bldg-Alter/Repair
SUB-TYPE: 1 or 2 Family Dwelling
PRIMARY USE: (1) Dwelling - Single Family

WORK DESCRIPTION: PARTIAL NEW ROOFING WITH FRAMING TO (E) SFD.

PERMIT ISSUED: Yes
PERMIT ISSUE DATE: 01/19/2012
ISSUING OFFICE: Metro
CURRENT STATUS: Issued
CURRENT STATUS DATE: 01/19/2012

Permit Application Status History
Submitted 08/31/2011  PCIS IMPORT
PC Assigned 08/31/2011  SALVADOR QUINTANILLA
PC Info Complete 01/19/2012  SHUN YU ZHANG
Ready to Issue 01/19/2012  SHUN YU ZHANG
Issued 01/19/2012  ACS SYSTEM

Permit Application Clearance Information
Eng Process Fee Ord 176,300 Cleared 01/19/2012  ARMENIA HERNANDEZ
HPOZ Cleared 01/19/2012  LAMEESE ELQURA
Roof/Waste drainage to street Cleared 01/19/2012  ARMENIA HERNANDEZ

Licensed Professional/Contractor Information

Contractor Information
Owner Builder

Disclaimer
Plan Check, Permit, and Inspection addresses found: 1
Code Enforcement addresses found: 1

PLEASE CLICK ON AN ADDRESS TO GET MORE DETAILS:

Plan Check, Permit, and Inspection Information
2231 W 30TH ST 90018

Code Enforcement Information
2231 W 30TH ST
### Property Activity Report

#### 2231 W 30TH ST

<table>
<thead>
<tr>
<th>DATE RECEIVED</th>
<th>PROBLEM DESCRIPTION</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/16/2008</td>
<td>construction in progress without permits or inspections</td>
<td>CLOSED</td>
</tr>
<tr>
<td>07/15/2008</td>
<td>construction done without permits or inspections</td>
<td>REFERRAL TO OTHER AGENCY</td>
</tr>
<tr>
<td>07/20/2011</td>
<td>any changes done to a property in an historical area</td>
<td>REFERRAL TO OTHER AGENCY</td>
</tr>
<tr>
<td>07/25/2011</td>
<td>any changes done to a property in an historical area</td>
<td>DUPLICATE SERVICE REQUEST</td>
</tr>
<tr>
<td>07/26/2011</td>
<td>any changes done to a property in an historical area</td>
<td>UNDER INVESTIGATION</td>
</tr>
</tbody>
</table>

[BACK] [NEW SEARCH]
Property Activity Report

2231 W 30TH ST

Date Received: 07/26/2011
Description: ANY CHANGES DONE TO A PROPERTY IN AN HISTORICAL AREA
Inspector: EDMOND DECKERT
Phone: (213)252-3952
Status: UNDER INVESTIGATION

ORDER INFORMATION

<table>
<thead>
<tr>
<th>Order Number</th>
<th>Order Type</th>
<th>Compliance Date</th>
<th>Issued By</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>2823901</td>
<td>ORDER TO COMPLY</td>
<td>09/08/2011</td>
<td>EDMOND DECKERT</td>
<td>(213)252-3952</td>
</tr>
</tbody>
</table>

CODE VIOLATION

 Violation: Construction work is being performed without the required permits.
 Date in Compliance: N/A

Username Password Login Reset
Some LADBS terminology….

**Order to Comply**
Official notification sent to owner for violation (including fine)

**Compliance Date**
Deadline for owner to comply with Order

**Date in Compliance**
Date which inspector observed that owner has complied with Order

**Status**
- Under Investigation – Inspector assigned to case
- Closed – Owner in compliance
- Referral to Other Agency – Jurisdiction with other agency, i.e. LAHD
- No Violation – Investigation complete and no violation was observed
- Duplicate Service Request – Case already exists for this violation
Before you report a violation….

Check with your HPOZ Planner
- The Planner may be aware of the situation and already be in contact with the property owner.
- The Planner may have approved the project as Conforming Work as part of “delegated” approval policy.

Talk to Your Neighbor
- Introduce yourself as a Board member or simply as a concerned neighbor, and encourage them to call the HPOZ Planner to discuss.
- This method shows you are genuinely concerned about the community and is friendlier (no fines issued to owner).
- More direct approach is often faster and avoids bureaucracy.
- Be cautious when approaching strangers, stick to your instincts.
How to report a violation…. 

ONLINE through ladbs.org
Complaints cannot be submitted anonymously, but names and phone numbers of complainants will NOT be made public

or

OVER THE PHONE by calling 311 (within City of LA) or (213) 473-3231
Complaints can be submitted anonymously

Have on hand the exact property address and be prepared to describe the nature of the violation, i.e. “Wood window on front of house, second-story was replaced with a new aluminum sliding window.”
REPORT A PROPERTY VIOLATION

If you wish to file a complaint regarding potential code violation on a private property, you may do so by using this website or calling 311.

The Los Angeles Department of Building and Safety is responsible for investigating code violations on existing single family residential, commercial, industrial and vacant buildings inside the City of Los Angeles.

For service requests regarding properties with two or more dwelling units (duplexes and apartment buildings), please contact the Los Angeles Housing Department at (866) 557-7368.

For service requests regarding graffiti or assistance with removal, please contact Los Angeles Office of Community Beautification or call 311.

For service requests regarding abandoned, inoperative or junk vehicles, please call 311.

The following information is required when submitting a service request:

- Property address requiring attention
- Your name
- Your phone number

Anonymous complaints are no longer accepted through this website. Your complaint will not be investigated if you provide an invalid name or phone number. Complainant’s name and phone number information is kept confidential.
Site Address - 108 N FORMOSA AVE, LOS ANGELES, California 90036

Please provide a description of the problem and any details that may assist us in our investigation. If you have several complaints on one property, it is important that you list each one in this box.

Maximum 1000 characters, 1000 characters left.

Please select a complaint type that most clearly matches your description from the drop down menu. If the complaint type does not exist, select 'MISCELLANEOUS COMPLAINTS'.

Complaint, code violation, or problem type:
Site Address - 108 N FORMOSA AVE, LOS ANGELES, California 90036

Please provide a description of the problem and any details that may assist us in our investigation. If you have several complaints on one property, it is important that you list each one in this box.

- ABANDONED OR VACANT BUILDING LEFT OPEN TO THE PUBLIC
- ANY CHANGES DONE TO A PROPERTY IN AN HISTORICAL AREA
- ANY ISSUE REGARDING RECYCLING CENTERS
- ANY ISSUES WITH HOTELS AND MOTELS
- ANY PROBLEMS THAT ONLY OCCUR FROM 5:00PM TO 7:00AM (AT NIGHT) OR ON WEEKENDS
- AUTOMOBILE REPAIR CONDUCTED ON RESIDENTIAL PROPERTY (SINGLE FAMILY DWELLINGS ONLY)
- BLOCKED EXITS PASSAGEWAYS OR WINDOWS
- BUILDING OR FENCE NEEDS PAINT
- BUILDING OR PROPERTY CONVERTED TO ANOTHER USE
- BUILDING OR WALL THAT COULD FALL DOWN
- BUILDINGS IN NEED OF GENERAL REPAIR
- BUSINESS OPERATED FROM A HOUSE OR GARAGE
- CONSTRUCTION DONE WITHOUT PERMITS OR INSPECTIONS
- CONSTRUCTION IN PROGRESS WITHOUT PERMITS OR INSPECTIONS
- EARTHQUAKE DAMAGE
- FENCES WALLS AND HEDGES THAT ARE TOO HIGH
- GARAGE CONVERTED TO A DWELLING OR ANY OTHER USE OTHER THAN PARKING
- GATE OR FENCE AROUND POOL MISSING OR DEFECTIVE
- GRAFFITI ON THE BUILDING, FENCES OR WALLS
Follow up on a reported violation…

Check ladbs.org for current status

Contact your HPOZ Planner
Ask if he/she has been in contact with the owner.

Call the Inspector assigned to the case
Name and phone number is listed on the Code Enforcement page
Keep in mind inspectors are often in the field and have limited office hours
The Cultural Heritage Commission Reviews Conservation of the Watts Towers

The Cultural Heritage Commission held a special meeting in Watts on November 17, 2011 to review recent work by the L.A. County Museum of Art (LACMA) on the conservation of the Watts Towers.

Los Angeles Reaches Preservation Milestone: Historic-Cultural Monument #1000

The City of Los Angeles has reached a significant milestone in its historic preservation program: the approval of City Historic-Cultural Monument #1000, the Golden State Mutual Life Insurance building in West Adams.

The Office of Historic Resources

The Department of City Planning’s Office of Historic Resources (OHR) is working to create a comprehensive, state-of-the-art, and balanced historic preservation program.
Historic Preservation Overlay Zones (HPOZs)

While many outsiders may view Los Angeles as an imposing megalopolis, it is truly a city of great neighborhoods. Just slightly off the beaten path, in communities throughout the city, are remarkably intact historic neighborhoods.

Recognizing the need to identify and protect neighborhoods with distinct architectural and cultural resources, the City has developed an expansive program of Historic Preservation Overlay Zones (HPOZs). HPOZs, commonly known as historic districts, provide for review of proposed exterior alterations and additions to historic properties within designated districts.

The City Council adopted the ordinance enabling the creation of HPOZs in 1979; Angeline Heights became Los Angeles' first HPOZ in 1983. Today, the City of Los Angeles has 29 designated HPOZs, with many more under consideration (Proposed HPOZs). HPOZ areas range in size from neighborhoods of approximately 50 parcels to more than 3,000 properties. While most districts are primarily residential, many have a mix of single-family and multi-family housing, and some include commercial and industrial properties. HPOZs are established and administered by the Los Angeles City Planning Department (in concert with the City Council). Individual buildings in an HPOZ need not be of landmark quality on their own: it is the collection of a cohesive, unique, and intact collection of historic resources that qualifies a neighborhood for HPOZ status.

Please feel free to browse our HPOZ Blog to read the latest news on pending HPOZs, preservation events, and helpful tips on restoring your historic building.
Los Angeles' Historic Preservation Overlay Zones (HPOZs)

Los Angeles' Historic Preservation Overlay Zones are:

- Adams-Norman
- Angelino Heights
- Balboa Highlands
- Banning Park
- Carthay Circle
- Country Club Park
- Gregory Ain Mar Vista Tract
- Hancock Park
- Harvard Heights
- Highland Park-Garvanza
- Hollywood Grove
- Jefferson Park
- Lafayette Square
- Lincoln Heights
- Melrose Hill
- Miracle Mile North
- Pico-Union
- South Carthay
- Spaulding Square
Balboa Highlands

The Balboa Highlands HPOZ, located in the community of Granada Hills in the North San Fernando Valley, is the first post-World War II neighborhood in the San Fernando Valley to achieve historic district status. Balboa Highlands was constructed from 1962-64 by developer Joseph Eichler, who built thousands of homes in Northern California. It is one of only three Eichler tracts in Southern California (the other two are located in the City of Orange and in Thousand Oaks), and the only Eichler development in Los Angeles County. Its homes were built around an atrium accessed through sliding-glass doors, blurring indoor and outdoor space. Designed by noted architects A. Quincy Jones, Frederick Emmons, and Claude Oakland, Balboa Highlands represents an outstanding example of Mid-Century Modern residential architecture.

- Balboa Highlands Survey Map [PDF, 867KB]
- Balboa Highlands Adopting Ordinance [PDF, 188KB]
- Balboa Highlands Preservation Plan [PDF, 2.2MB]
- Citywide HPOZ Ordinance [PDF, 256KB]

For any questions or to schedule a review of a proposed project within this HPOZ, please contact Steven Wechsler of the Department of City Planning’s Office of Historic Resources, at (213) 978-1391, or steven.wechsler@lacity.org.
Myth busters

True or false

- I need permission to do anything to my property
- A property in an HPOZ can never be demolished
- Historic buildings aren’t green enough
- There’s no funding available to restore my property