

CHAPTER 1

USER'S GUIDE TO THE DESIGN GUIDELINES MANUAL



I. INTRODUCTION

The City of Baldwin Park Design Guidelines Manual is drafted as a means of implementing the goals and policies of the City's General Plan and the Design Review process as established by the Zoning Code. The purpose of design guidelines is to improve the City's image and livability through the promotion of high quality architectural design and appropriate site relationships. Because of the City's "built out" character, these guidelines recognize that most new development will be within the context of established neighborhoods, and therefore emphasize compatibility while also striving to meet or exceed the standards set by surrounding development and contribute to the overall improvement of the area. The guidelines acknowledge the prevailing development patterns within the area today, promote positive design characteristics, encourage innovative design solutions, and complement mandatory development standards established in the Zoning Code.

The Design Guidelines Manual is intended to assist developers and project designers in understanding and identifying design opportunities and constraints at the earliest stages of development. It also establishes criteria for the evaluation of design proposals - criteria readily available to the general public, project designers and decision-making bodies. Licensed design professionals should be hired to prepare development plans to ensure that the intent and requirements of the Design Guidelines are fulfilled. All persons involved in project design, including architects, engineers, landscape architects, and site planners should consult the Design Guidelines Manual at the earliest stages for a coordinated development proposal.

It is not the intent of the Design Guidelines to stifle creativity or the creative process. Deviations from specific guidelines will be considered by the approval bodies, and must exhibit a superior approach to fulfilling the goals and objectives of the Design Guidelines. In addition, consideration may be given to unusual sites or circumstances where compliance with specific guidelines does not represent a feasible solution.

A. Objectives of the Design Guidelines

The Design Guidelines for the City of Baldwin Park have been established in order to accomplish the following objectives:

- Implement goals and policies of the General Plan for the orderly development of the City.
- Encourage excellence in site planning and architectural design.
- Enhance the City's identity and character and contribute to a positive City image.
- Stimulate investment and strengthen the economic vitality of the City.
- Maintain and protect the value of property.
- Maintain a high quality of life and improve the standards of appearance in the City.

B. Organization

The Design Guidelines Manual is organized as follows:

- Chapter 1 – User's Guide to the Design Guidelines Manual
- Chapter 2 – Single-Family Residential Design Guidelines
- Chapter 3 – Multiple-Family Residential Design Guidelines
- Chapter 4 – Commercial Design Guidelines
- Chapter 5 – Industrial Design Guidelines
- Chapter 6 – Mixed Use Design Guidelines

Project applicants should review relevant chapters of this Design Guidelines Manual prior to beginning a project's design.

II. DESIGN REVIEW PROCESS

A. Applicability and Purpose

The Design Review application initiates the first phase of the development process, and is mandatory for most development projects (refer to the individual chapters for detailed applicability requirements). This shall apply to the construction or exterior alteration of any building or structure requiring a building permit, as well as pre-application reviews of all discretionary permit requests associated with a development proposal (Section 153.210.170 of the Zoning Code).

The design review process is established to improve the general standards and orderly development of the city through review of the design, layout, and other features of proposed developments and their environs prior to submission of plans to the Building Division for plan check. The Baldwin Park Design Guidelines establish standards and policies that will promote and enhance good design, site relationships, and other aesthetic considerations in the city (Section 153.210.160 of the Zoning Code).

Each application submitted under the Design Review process will be reviewed by a Plan Review Committee (consisting of staff representatives of the City's Planning Division, Building

Division, Engineering Division, and Police Department, and the County Fire Department) for the following:

1. Completeness of the application (i.e. whether all requested information has been included as part of the submittal package).
2. Conformance with specific City, County, and State codes; particular emphasis will be given to reviewing conformance with the City's Zoning Code.
3. Identification of additional information which, while not required of the Design Review process, will be required during the Plan Check stage of any development proposal.

In addition, the City's Design Review Committee (composed of the Director of Community Development, Building Official, City Engineer, representative of the Police Department, representative of the Fire Department, and City Planner as the chairperson, pursuant to Section 153.220.050 of the Zoning Code) will review the proposal for the following:

1. Architectural design and aesthetic quality.
2. Compatibility of design with adjacent land uses.
3. Conformance with the adopted design guidelines.

The primary objective of the Guidelines as established by the Zoning Code (Section 153.210.160) is to "provide for functional site planning, integrate architectural elements within a project and within streetscapes, protect privacy, and ensure the provision of high-quality projects." Typically, the City's Design Review Committee will gain substantial input and recommendations from an assigned staff planner (who will also perform the Planning Division's review of the plans as part of the Plan Review Committee).

B. Pre-Submittal Review of Project Proposals

Prior to submitting an application for Design Review, it is recommended that the project designer contact Planning Division staff to discuss the feasibility of the project proposal. The most beneficial method of doing so is to prepare conceptual drawings of the project proposal and to bring them to the Planning Division during public counter hours. At that time, a Planning Division staff member will undertake a cursory review of the project in an attempt to identify any major shortcomings and deficiencies. If no major deficiencies are identified at that time, the staff planner will recommend that the project be formally submitted for Design Review.

An applicant/project designer must consider a number of facts regarding the preliminary review of conceptual drawings. First and foremost, as the over-the-counter review is but a brief review of the conceptual plan, a project designer cannot expect a complete review of the project proposal, nor can the project designer expect project approval or guarantees of project approval. Staff will do its best to identify major problems and suggest major revisions where necessary, however, the Design Review process may yet pinpoint a range of design deficiencies. Second, a

designer is responsible for addressing all of the Zoning Code standards and Design Guidelines that apply to a given project proposal. Considerable confusion can be avoided, and much time can be saved, if the designer has taken the time to understand the applicable standards and guidelines, and has proceeded to design accordingly. If an applicant is unaware or unsure as to the requirements of the Zoning Code or Design Guidelines for a particular project proposal, Planning Division staff should be contacted for assistance even prior to a pre-submittal review of conceptual drawings.

Finally, applicants and project designers must be aware that only under unusual circumstances will Planning Division staff deviate from the policy of undertaking informal pre-submittal reviews on an over-the-counter basis. Staff will generally not review conceptual plan proposals that are presented for an informal (pre-submittal) review on a non-counter basis. In addition, time constraints will generally prohibit staff from scheduling meetings to engage in more lengthy discussions and reviews of conceptual project proposals. Exceptions to the above policies will be considered for large scale and/or redevelopment projects regarded as being of exceptional benefit to the City. (Please note that the restriction on scheduled meetings with staff does not necessarily apply to projects which have already undergone formal Design Review, and for which further clarification as to identified deficiencies may be necessary.)

C. Design Review Submittal Package

Formal submittal of the Design Review application shall be made to the Planning Division, and shall include the completed application form, required drawings, etc., and the application fee. It is requested that all submittals for Design Review occur at the Planning Division counter during public counter hours, unless the applicant has made prior arrangements with Planning Division staff. Adherence to this request will normally permit staff to turn away incomplete applications at the counter, and thereby minimize the time consumed and time delays which are otherwise associated with having to notify applicants of an incomplete application through the mail.

Listed below are those items, in addition to the application form and fee, required for a complete Design Review submittal package. No item is to be excluded from a submittal package, unless it is determined by staff, or it may logically be determined that particular information is not relevant in the review of the application. (Any questions or doubts should be resolved through the Planning Division staff.) All applications shall include 7 sets of all required drawings, except where indicated to the contrary. Furthermore, please note that staff shall retain the right to request any additional information as it relates to the individual project.

Site Plan (to include the following information):

1. Show north arrow, scale, and provide a small vicinity map.
2. The site plan shall be drawn at an Engineering scale (either 1"=10', 1"=20', or 1"=30'; choose the scale which will best communicate the required information).

3. Delineate property lines for the subject property and easements, including utility easements.
4. Identify all adjacent streets including the location, dimensions and centerline dimensions.
5. Indicate all existing and proposed public improvements including streets, drive approaches, and sidewalks; identify street dedication.
6. Provide location and use or uses proposed for each structure on-site, and indicate dimensions, setbacks, the number of stories, and entrance locations.
7. Locate pedestrian, vehicular, and service points of ingress and egress, and on-site drives, walkways, and paths. Provide the location and dimensions of off-street parking and loading areas; dimension driveway widths. Indicate the type of surfacing for all on-site walks, drives, and parking areas.
8. Provide location and height of all walls, fences and gates.
9. Locate all additional and accessory structures and miscellaneous on-site equipment, such as trash enclosures, mailbox units, recreational amenities, etc.
10. Identify open space use and landscape areas (a separate landscape plan is required).
11. Each site plan shall also include a legend summarizing the following information:
 - a. Address of property, if any; otherwise provide a legal description on the plans.
 - b. Name and address of recorded owner of property.
 - c. Name, address, and telephone of applicant (if not owner).
 - d. Name, address, and telephone of project architect/designer.
 - e. Gross site area (in square feet and acres).
 - f. Net site area (i.e. exclude dedication, private streets in planned developments, etc.; in square feet and acres).
 - g. Lot coverage (building footprint in square feet).
 - h. Total gross and net square footage of each building, and building square footage by use, i.e. office, commercial retail, manufacturing, warehousing, etc. (and for restaurants compute kitchen and dining area).
 - i. Parking (lot) area (include drives; in square feet).
 - j. Landscaped area (in square feet).
 - k. Landscaping of parking area (landscaping directly adjacent to parking area and drives, excluding required yard areas; in square feet).
 - l. Parking spaces required.
 - m. Parking spaces provided.

Building Design and Elevations:

1. Elevation drawings of each building and a composite elevation from the street if multiple buildings are proposed and/or if an entrance gate is included in the design of the proposal. Include the scale.
2. One set of colored renderings of each building elevation and the composite elevation in electronic format. (Staff will review the first submittal package without the required colored elevations, understanding that the colored elevations will be requested upon resubmittal as no approval can be given without their review, often applicants desire feedback on the design of the elevations, prior, to undertaking the preparation of colored renderings.)
3. One materials/colors board (i.e. materials examples, paint chips, etc. mounted on a sturdy cardboard or foamboard backing) of all finish materials and colors, not to measure larger than 8 1/2" by 11". In many instances, manufacturer's literature may substitute for actual materials examples.
4. Building elevations are to clearly show where each of the proposed materials are to be used; the colored renderings are to clearly show where each of the proposed colors are to be used.
5. Dimensioned floor plans, with the use of each room or work area within a building clearly labeled. Include the scale.

Landscape Plan:

1. A detailed landscaping plan indicating species type (common name should be included as well), location and size of trees, shrubs and groundcover. In most instances, the landscaping plan should not be included as a part of the site plan. (Irrigation plans are not required for the Design Review submittal, but are required during the Plan Check phase of development.)
2. Locate all existing mature trees, noting type and approximate trunk size on the landscaping plan; include a note as to which trees are to be removed or relocated on-site, and which are to be maintained.

Additional Information:

1. Schematic lighting plan indicating the location of all proposed exterior light fixtures and standards, including wall mounted fixtures. The schematic lighting plan may be included as a part of the site plan. Note the height of all pole lights.
2. Detailed renderings of the proposed exterior light fixtures and standards. Manufacturer's literature clearly depicting the proposed lighting may be submitted as a substitute.

3. Detailed renderings or elevation drawings of all additional and accessory structures and/or equipment to be located on the site, including but not limited to the following:
 - a. Entry gates and walls.
 - b. Perimeter walls (section drawings not acceptable).
 - c. Trash enclosures.
 - d. Mailbox units.
 - e. Trellises or gazebos (typically for residential projects).
 - f. Additional on-site amenities such as barbecues, play equipment, etc. (typically for residential projects).

Where applicable, finish materials should be clearly noted. In many instances, particularly in regard to on-site amenities, manufacturer's literature may be substituted for detailed renderings.

4. Locate all exterior mechanical equipment such as air conditioning units, utility meters, etc. on the site plan and/or floor plans. Air conditioning units located to the interior of a building should be noted on the floor plans as well. Show by way of a detailed rendering, or other appropriate means, the manner by which the mechanical equipment is to be screened.

All submitted plans and drawings shall be drawn neatly, and dimensioned and drawn to scale, in most instances, it is recommended that design professionals be hired to prepare the drawings. In addition, each of the required 7 sets of drawings is to be collated, stapled and folded prior to submittal. A submittal package that has not been prepared in this manner will not be accepted by staff.

Finally, each Design Review submittal shall be accompanied by the proper review fee. The fee for Design Review is set by City Council Resolution. For new construction, the fee is based upon the total number of dwelling units for residential projects, and the total square footage of new building construction for commercial and industrial projects. The fee for facade improvements only is separate. Planning Division staff may be contacted prior to submittal for the proper fee. This initial fee will cover up to two Design Review resubmittals, after which an additional fee shall be charged on each resubmittal at a rate of 33.3 percent of the base (initial) fee.

D. Design Review Procedures and Notification of Decisions

Should the Plan Review Committee find an application to be incomplete, and is consequently incapable of adequately reviewing the proposal, the applicant will be notified in writing within 30 days of fee payment as to the additional information required for a complete application, and without the benefit of additional review. Therefore, in order to avoid extensive delays in project review it is important that a complete application be submitted. Plans delivered without fee

payment will absolutely not be accepted at the counter, and applicants submitting plans through the mail without proper fees will be notified either by telephone or through the mail to immediately retrieve their plans.

Upon the determination that an application is sufficiently complete, staff (i.e. the Plan Review Committee and the City's Design Review Committee) will proceed with the review, and notify the applicant in writing as to whether a proposal has been approved, conditionally approved, or denied through the Design Review process. A decision letter will typically be mailed within 30 days of the date upon which the application was submitted, and staff will work to expedite the process whenever feasible. Applicants should take note that the Design Review process within the City of Baldwin Park does not involve a public hearing, except in the instance of an appeal of a decision to the Planning Commission.

Decision letters will contain a cover letter stating the review committees' decision on the project proposal, as well as attachment sheets describing conditions of approval where applicable, or deficiencies in the instance of a project denial. Representatives from the various Divisions and Departments reviewing the plans will additionally identify any information that will be required during the later Plan Check phase of development. Finally, if necessary, a set of plans marked by staff in red pencil (or red ink) will also be included to help clarify comments written on the attachment sheets.

It is important that the applicant or project designer direct questions regarding conditions, deficiencies, or comments identified in the attachment sheets to the applicable Division or Department. For example, the Planning Division will be unable to answer questions regarding comments made by the Engineering Division or the County Fire Department. For the applicant's convenience, contact names and phone numbers are provided with the attachment sheets.

In the event of a project denial, deficiencies will be identified relative to those items reviewed by the Plan Review Committee and the Design Review Committee, including deficiencies related to the following: failure to meet applicable Code requirements, particularly Zoning Code requirements; failure to provide an aesthetically acceptable design solution; and failure to provide a complete application with all of the requested information. (As a practical measure, staff will occasionally proceed with the review of a project for which some of the required information is missing, and note the missing items as part of the list of deficiencies.) Deficiencies will be described in detail, and when appropriate, staff will provide suggested solutions in writing or in diagram to aid the project designer in correcting the deficiencies. However, it is the responsibility of the applicant and/or project designer to respond to the deficiencies and devise solutions prior to any resubmittal, and therefore, staff suggestions will not always be forthcoming due to constraints related to time, expertise, or otherwise.

E. Following Notification of Decisions

In the event of a project denial, the development process has ended for the applicant unless the applicant proceeds with one of the following described steps. Design Review approval is required prior to submittal for Plan Check, and no permit shall be issued on any project which has not been approved through the review process (Section 153.210.160 of the Zoning Code).

The first option is for the applicant to pursue the project as proposed and appeal the decision of the Design Review Committee relative to aesthetic considerations to the City's Planning Commission. An applicant may appeal any or all of the findings made by the Design Review Committee (Section 153.210.150 of the Zoning Code). This step will require the additional nonrefundable payment of fees, and in the vast majority of instances this approach is not recommended.

The recommended alternative in the event of project denial is for the applicant to redesign the project proposal in accordance with the identified deficiencies, and to formally submit the redesign for Design Review. Staff identifies this as a "resubmittal", and it is not unusual for projects to require one or two resubmittals. Resubmittals do not require completion of a new application form (and the first two resubmittals do not require the payment of additional fees), however, all of the required drawings and supporting information must be submitted unless the Planning Division staff indicates otherwise. (For instance, a resubmittal may or may not require the submittal of new colored elevation drawings, depending on the extent of the redesign.) As with a new submittal, the same procedures apply as to the notification of the Design Review decision.

In the event of Design Review approval, with or without conditions, the applicant may proceed to make application for any additional approvals or permits which may be required for construction of the project. The attachment sheet(s) included with the decision letter will briefly describe any additional approvals or permits which are required, and how the applicant may go about making application for the approvals. The applicant should not delay in requesting any additional approvals or permits, as a Design Review approval will typically be conditioned upon receipt of building permits within one year of the date of Design Review approval. Applicants should also bear in mind that construction drawings which are ultimately submitted for building permits must be drawn in strict conformance with the proposal approved through Design Review. Failure to do so could substantially delay issuance of building permits, and changes of any kind may require a new submittal for Design Review approval.

III. GLOSSARY OF TERMS

Abut/Abutting land – A parcel of land that has a common boundary with another parcel of land, including parcels which share a common corner.

Access – The place, means, or way, by which pedestrians and vehicles shall have safe, adequate, and usable ingress and egress to a lot, from a public street, private street, or alley.

Accessory structure – A structure that is subordinate and incidental to the main building or structure that is located on the same lot.

Addition – Any construction that is attached to an existing building or facility and which increases the size or capacity of a building or facility in terms of site coverage, building height, length, width, or gross floor area.

Adjacent – Two or more objects that are located in close proximity to each other.

Aesthetics – The branch of philosophy that deals with the nature of beauty, design and taste.

Alley – A public or private right-of-way, other than a street, which is designated as an alley by the city, that provides a permanently reserved but secondary means of access to adjoining lots.

Alterations – An exterior or interior change or variation of the structural or architectural feature or visual characteristic of a building or structure.

Arcade – A covered walkway attached to buildings and supported on the other side by columns.

Arch – A curved structure for spanning an opening.

Architectural feature – An architectural element of the design of a building or structure embodying the style, general arrangement, and components on the outer surface thereof, including, but not limited to the kind, color, or texture of building materials and the type and style of windows, doors, lights, signs, and other fixtures appurtenant to the building or structure.

Architectural style – A fashion in which elements of a structure's forms, materials, etc., creates a design which can be identified as a particular style. This can include the style of the building which existed when that building was constructed.

Articulation – Clear and distinct separation between design elements such as materials, walls and architectural details.

Awning – A roof-like cover of canvas or other materials extending over building openings to provide protection from the sun and rain.

Balcony – An elevated platform projecting from the wall of a building, usually enclosed by a parapet or railing.

Blockface – The architectural setting formed by the conjunction of all the buildings in a block.

Building – Any structure having a roof supported by columns or by walls and intended for the shelter, housing, or enclosure of persons or property of any kind.

Building frontage – That face of a building that is parallel to, or is at a near parallel angle to a public street or public parking area.

Bulkhead – The solid area beneath a storefront display window.

Canopy – A structural, ornamental, roof like appendage, freestanding or attached to a building.

Carport – A permanently roofed structure with no more than 2 enclosed sides that is used for automobile storage and shelter.

Clerestory window – Ribbon windows on the upper portion of an exterior wall that allows light in but restricts views out.

Column – A vertical support, usually cylindrical, consisting of a base, shaft and capital.

Compatibility – Having an architectural style, visual bulk, massiveness, height, width, and length which is compatible with the neighborhood and which harmonizes with existing structures in the neighborhood and within itself.

Complement – In new construction it means to add to the character of the area by attempting to incorporate similar setback, height, scale, massing, and materials.

Courtyard – An uncovered area partly or wholly surrounded by buildings or walls.

Curb cuts – The elimination of a street curb to enable vehicles to cross sidewalks and enter driveways or parking lots.

Design context – Describes the surrounding styles, building scales, uses, and other factors that identify distinctive qualities in relation to a design project.

Design continuity – The state or quality of a design being continuous, connected and having coherence.

Design Review Committee – The Design Review Committee of the City of Baldwin Park is composed of the Director of Community Development, Building Official, City Engineer, representative of the Police Department, representative of the Fire Department, and City Planner as the chairperson.

Detail – An element of a building such as trim, moldings, other ornaments, or decorative features.

Dormer – A projecting structure built out from a sloping roof, usually housing a vertical window or ventilating louver.

Double-hung window – A window with two sashes, both of which are operable, usually arranged one above the other.

Driveway – A private roadway or access way providing vehicular access to a parking space, parking lot, garage, or other parking area.

Drought-tolerant plant material – Those plants that tolerate heavy clay to sandy soil with the use of limited supplemental water. Such plants are able to thrive with deep, infrequent watering once their root systems are established (3 to 12 month average time period). Plants include those that naturally grow in areas of limited natural water supply and that are adaptable to weather and soil conditions prevalent in the City of Baldwin Park.

Dwelling unit – Any building or portion thereof designed for living and sleeping purposes that contains independent cooking and sanitation facilities.

Multiple-family dwelling unit – A building or portion thereof containing 3 or more dwelling units designed for the independent occupancy of 3 or more households.

Primary dwelling unit – An existing single-family residential structure on a single lot with provisions for living, sleeping, eating, a single kitchen for cooking, and sanitation facilities.

Second dwelling unit – An attached or detached dwelling unit which provides complete, independent living facilities for 1 or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel where an existing dwelling unit is situated.

Single-family dwelling unit – A detached building containing no more than 1 dwelling unit which, regardless of form of ownership, is designed and/or uses to house not more than 1 household, including all domestic employees for such household.

Two-family dwelling unit – A building containing two dwelling units designed for the independent occupancy of 2 households.

Earth tones – Color combinations found in the natural landscape.

Eave – The protecting lower edges of a roof overhanging beyond the wall of a building.

Emphasis – Describes the use of elements that call attention to themselves. Emphasis is an important feature in creating balance when using dissimilar elements. Emphasis can also provide a directional guide because it creates a point of reference for the user such as the main entrance of a building.

Energy efficient – A method of conserving energy consumption and usage with practices and equipment that use energy, fossil fuels, natural gas, and electricity, efficiently.

Environmental sensitivity – Practices that reduce the impact of energy and materials consumption on natural systems.

Façade – The front or any side of a building.

Fascia – Any broad, flat horizontal surface, as the outer edge of a cornice or roof.

Fence – An artificially constructed barrier of any material or combination of materials erected to enclose or screen areas of land.

Fenestration – The design, proportioning, grouping and pattern of openings on a facade, and the materials of their construction. Openings include windows, doors and sun screening/shading devices, among others.

Gable – A roof with two sloping planes supported at their ends by triangular upward extensions of two walls known as gables.

Garage – Any building, with three enclosed sides, provided with a closeable access door or doors, designed for use as an automobile shelter or storage.

Glare – Any brightness within the field of vision of such a character as to cause annoyance, discomfort, interference with vision, or loss in visual performance and visibility.

Glazed – Filled with a pane of glass.

Grade – The average level of the finished ground levels at the different midpoints of the exterior walls of a building.

Hardscape – Any type of paving materials, such as concrete, brick, stone, etc., which are integrated within the site improvements of a development proposal. Hardscape includes streets, parking areas, driveways, and sidewalk paving, as well as decorative paving in walkways and plazas.

Hipped roof – A roof with uniformly sloped surfaces.

Hollywood drive – Driveway with a middle planting strip to minimize paved areas.

Human scale – The proportion of a structure or elements within a structure that are small and/or lower to the ground, relative to the size of a person, creating similarity in scale. These are commonly referred to as intimate spaces or elements because of the close relationship of a human being to the space or element.

HVAC systems – Heating, Ventilation, Air Conditioning unit.

Impervious coverage – Any hardscape material that prevents absorption of water into previously undeveloped land, such as concrete.

Infill – Improvements within an existing developed area.

Landscaping – Areas devoted to, or developed and maintained predominantly with, native or exotic plant materials including lawn, ground cover, trees, shrubs, and other plant material. Landscaping may also include small amounts of accessory decorative outdoor landscape elements such as pools, fountains, and paved or decorative surfaces, all of which are suitably designed, selected, installed, and maintained to enhance a site.

Lintel – A beam supporting the weight above a door or window opening.

Mansard – A roof having on each side a steeper pitched lower roof part and a shallower pitched upper roof part. In contemporary commercial development, the second portion of the roof may be replaced with a flat roof or an equipment well.

Masonry – Construction with units of various natural or manufactured products, such as stone, brick and concrete block.

Mass – The physical volume or bulk of a solid body. Mass describes three-dimensional forms, the simplest of which are cubes, boxes, cylinders, pyramids and cones. This composition is generally described as the “massing” of forms in a building.

Mixed-use development – Integrated, complementary residential and commercial development on the same parcel or contiguous group of parcels.

Modulation, horizontal – Columns or other vertical elements that are measured by the space between columns and the length of the facade.

Modulation, vertical – Beams or other horizontal elements that are measured in terms of floor-to-floor and building height.

Molding – A slender strip of ornamental material with a uniform cross section and a decorative profile.

Monolithic – A single, large, flat surface (façade) without relief. A massive uniform structure.

Mullion – A slender, vertical dividing bar between the lights of windows, doors, etc.

Muntin – Any of the strips of wood or metal used for support between panes of glass, as in a window.

Natural materials – Building materials made of resources found in nature; i.e., wood, clay, slate, stone.

Non-descript – Without distinctive architectural form or style. Ordinary and without architectural style or character.

Open space – An area or a lot, other than a required yard area, driveway, or off-street parking facility, which has no building or structure located therein, except for landscaping, walls, fences, patios, swimming pools, and other permitted buildings or structures, used exclusively for recreational purposes.

Common Open Space – An open space area, located at grade which is available for the common use or enjoyment of all persons residing on the lot upon which such open space is located.

Private Open Space – That open space, other than a required yard area, which is immediately adjacent to the dwelling unit served thereby, and which is available for the exclusive use of the occupants of the dwelling unit.

Ornamentation – Accessories, articles or details added to a structure solely for decorative reasons.

Parapet – A low protective wall at the edge of a terrace, balcony, or above the roofline.

Pedestrian orientation – Any physical structure or place with design qualities and elements that contribute to an active, inviting and pleasant place for pedestrians including but not limited to:

- Street furniture.
- Design amenities related to the street level such as awnings, paseos, and arcades.
- Visibility into buildings at the street level.
- Highly articulated facades at the street level with interesting uses of material, color, and architectural detailing.

- Continuity of the sidewalk with a minimum of intrusions into pedestrian right-of-way.
- Continuity of building facades along the street with few interruptions in the progression of buildings and stores.
- Signage oriented and scaled to the pedestrian rather than the motorist.
- Landscaping.

Pergola – A structure consisting of parallel colonnades supporting an open roof of cross rafters.

Permeable surface –Any material that permits full or partial absorption of water into previously unimproved land.

Pier – A vertical supporting structure, column or pillar.

Pilaster – A column attached to a wall. A vertical feature projecting from a wall, architecturally treated as a column.

Pitch – The slope of a roof commonly expressed in terms of inches or vertical rise per foot of horizontal run.

Plan Review Committee – The Plan Review Committee of the City of Baldwin Park is composed of staff representatives of the City’s Planning Division, Building Division, Engineering Division, Police Department, and the County Fire Department.

Planes – A flat level or even surface that wholly contains every straight line joining any two points lying in it.

Porch – An exterior covered approach or vestibule to a doorway.

Primary structure – The main, usually largest, structure on a lot. In residential zones, it is the main residence.

Proportion – Deals with the ratio of dimension between elements. Proportion can describe height-to-height ratios, width-to-width ratios, width-to-height ratios, as well as ratios of massing. On a larger level, proportion can be described by the relationship of buildings and streetscape elements to each other.

Public view – The visual range of a property from the public right-of-way.

Reveal – The vertical side section of a doorway or window frame.

Rhythm – The relationship of buildings to buildings or the components of a building to each other. Rhythm relates to the spacing of elements and can be described in terms of proportion, balance, patterns in the timing, spacing, repetition, accenting, and emphasis.

Ridge – The highest line of a roof where sloping planes intersect.

Scale – Proportionate size judged in relation to an external point of reference.

Setback – The minimum distance between the main building on a lot and the property lines of the lot, measured at a right angle from the designated property line.

Shake – Split wood shingles.

Showcase windows – Large glazed openings designed to showcase merchandise.

Sidelights – Vertical windows along the outside of a door.

Siding – A material such as shingles or boards used for surfacing the exterior of a frame building (with the exception of masonry).

Site – Any lot or parcel of land, or combination of contiguous lots or parcels of land, used or intended for a particular use or group of uses.

Softscape – Softscape improvements include landscaping elements, such as trees, bushes and other plant material.

Solar access – A property owner's right to have sunlight shine on the owner's land.

Stoop – A raised platform, approached by steps and sometimes having a roof, at the entrance to a house.

Storefront – The traditional "main street" façade bounded by a structural pier on either side, the bulkhead on the bottom and the lower edge of the upper façade on top.

Story – That portion of a building included between the upper surface of any floor and the upper surface of the floor next above, except that the topmost story shall be that portion of a building included between the upper surface of the topmost floor and the ceiling or roof above.

Streetscape – The elevation of a residential block which includes primary and accessory structures, landscaping, and other improvements visible from the street.

Stucco – An exterior finish, usually textured, composed of cement, lime and sand mixed with water.

Synthetic materials – Man-made materials, some of which are designed to simulate natural materials.

Texture – The visual and especially tactile quality of a surface apart from its color and form. Refers to variations in the exterior facade finish and may be described in terms of the roughness of the surface material, the patterns inherent in the material or the patterns in which the material is placed.

Transition – A passage connecting two sections of composition conditions or forms.

Transom – An opening over a door or window, usually for ventilation, containing a glazed or solid sash, usually hinged or pivoted.

Trellis – A frame supporting open lattice work used as a screen or a support for growing vines or plants.

Trim – The finished woodwork, plasterwork or the like used to decorate, border, or protect the edges of openings or surfaces.

Uplighting – Landscape lighting technique of placing a sunken light source below ground, often hidden from view, to upwardly light certain architectural and landscape elements, such as building facades and specimen trees and plantings.

Vinyl-clad windows – A window with a vinyl coating over the wood frame and mullions.

Wall – A physical barrier constructed largely of masonry, brick, concrete, stucco, concrete block, or any combination thereof and intended to mark a boundary.

Window lites – A window pane made of glass.

Yard – An area upon a lot, other than a court or open space, required as a front, side or rear yard, which shall be maintained unoccupied and unobstructed from the ground upward without any encroachment therein, except as expressly authorized by the Zoning Code.