



City of Burbank
Neighborhood Compatibility Review
and
Design Guidelines



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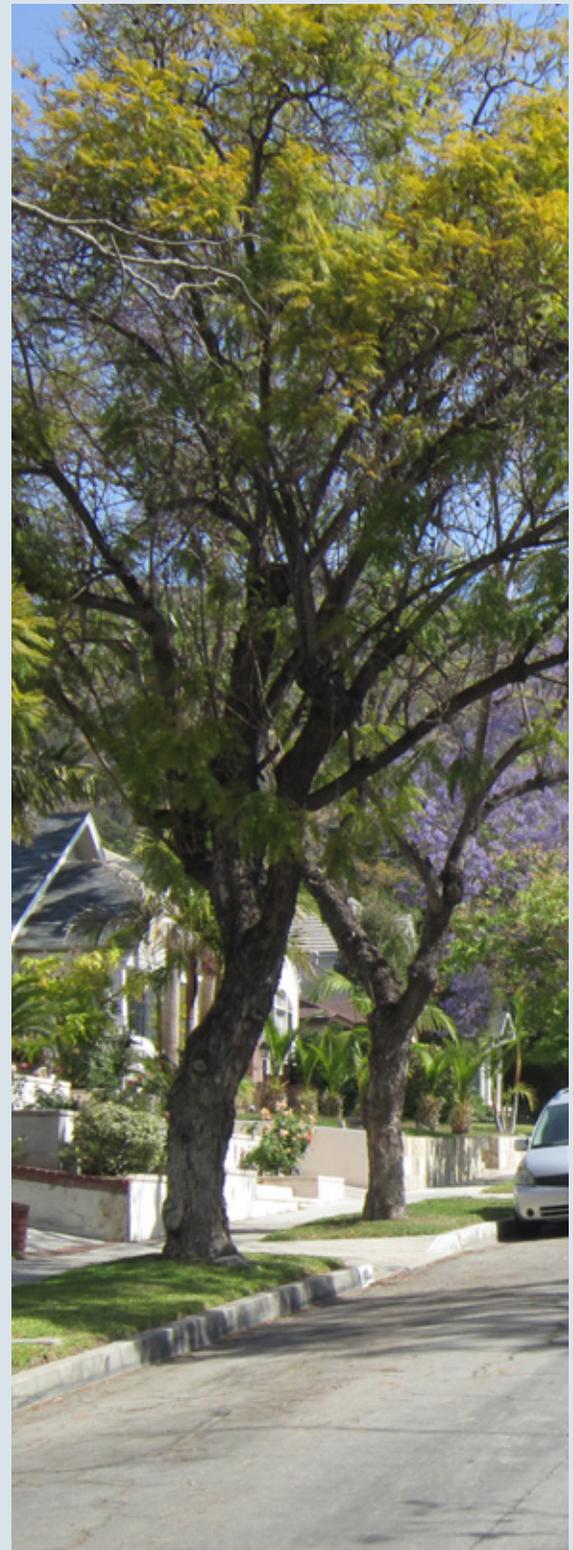


Figure 1 - *The look, feel, and experience of Burbank's single-family residential streets and architecture is a key factor that defines the environmental quality of this city.*

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Figure 2 - *The continuity of the streetscape through the Rancho and Flats neighborhoods including the preponderance of one-story homes on both sides of the street is a treasured context for Burbank residents.*

1. Design Guidelines Purpose

These City of Burbank Single-Family Residential Design Guidelines (Guidelines) are utilized by project applicants, home owners, architects and residential designers to assist in the development of residential designs that relate to existing single-family neighborhood contexts.

These Guidelines were developed in response to community concerns that there are too many examples of new single-family construction that do not relate to the scale and character of existing homes, and that the cumulative impact of non-contextual single-family dwelling construction diminishes Burbank's neighborhood quality and values. To address these concerns, the City adopted an Interim Control Ordinance on April 1, 2015. Simultaneously the City retained consultants and undertook a planning process to address the challenges and opportunities associated with alterations, additions, and new construction of single-family residences.

Concerns noted during "walkshops" of neighborhoods, public workshops, meetings, group and one-on-one conversations, and surveys included observations that many new dwellings are much larger than adjoining residences, new second floors on existing homes sometimes loom over adjacent yards and single-story homes, over height fences and walls are too often located inappropriately in yards, new or expanded garages are placed contrary to existing patterns of development, hillside views are impeded by new

construction, and the quality and character of new architecture is inappropriate in relationship to characteristic Burbank styles. At the same time there were many voices that expressed a need to balance the qualities of existing residential development patterns with contemporary lifestyles that include larger multi-generational families, trends towards increased home sizes, increases in automobile ownership and larger garages, and individual design expression.

These Guidelines seek to balance these issues and concerns. They are primarily based upon the enduring qualities and characteristics that for decades have shaped Burbank's existing single-family residential neighborhoods and at the same time acknowledge that new home-building trends and expressions.

The Guidelines first and foremost create a framework of design decision-making that relates new structures and additions to the settings, orientation, forms, masses, and characters of Burbank's residential communities.

Specifically, the Guidelines are used by applicants to understand community expectations for design of residential construction, and utilized by City staff and decision-makers to process and approve Neighborhood Compatibility Review applications (see also Section 10-1-106 of the Municipal Code) for new homes, additions to existing homes, alterations to structures, and residential landscapes.

2. Neighborhood Compatibility Review and Approval Process

A. Purpose - The purpose of neighborhood compatibility review is to enhance the character of Burbank's residential neighborhoods and ensure that the design of new homes, additions, and alterations to existing dwellings relates to the existing community character. Design review by City staff is intended to promote high-quality design, which will be achieved with well-crafted and maintained buildings and landscaping, use of high-quality building materials, and well-executed details. This review shall be carried out in a manner that encourages creative and appropriate solutions while avoiding unnecessary delays in project approval or burdens on projects that are deemed approved.

B. Applicability and Review Process - Neighborhood compatibility review and compliance is required for all projects for which a building permit is required that involves new construction, additions, and/or exterior alterations greater than 500 square feet, or resulting in a house with a Floor Area Ratio (FAR) greater than 0.35, or resulting in a house greater than 3,500 square feet. Neighborhood compatibility review will be conducted by City staff simultaneously with other required permit reviews including those for Single Family Development Permits and Hillside Development Permits.

C. Design Review - Design review is a discretionary review process for projects where the FAR is more than 0.35 or more than 500 square feet are being added. In these cases, compliance with the Design Guidelines, as adopted by the City Council, is required. Reasonable conditions of approval may be imposed as part of the design review process including limitations on building size, height, and setbacks (see also Section 2.E below). Alterations, additions, and repairs that do not change any aspect of the exterior appearance or footprint of a structure, including replacement in-kind of existing building features, do not require Design Review.

D. Scope of Design Review - Neighborhood compatibility design review shall be based on consideration of the following features of a permit submittal and/or application:

1. Prevailing and/or transitional heights, massing, setbacks and garage location so as to relate to neighborhood built-form patterns.
2. Orientation and location of main residential buildings and accessory structures in relationship to streets, topography, yards, and other physical features of the existing built and natural environment.
3. The size, location, and arrangement of on-site parking and paved areas.
4. Building massing, bulk, and skyline appearance.
5. Height, materials, and variety of fences, walls, and screen plantings.
6. Location and type of landscaping, including selection and size of plant materials, and design of hardscape.

E. Required Findings - Prior to approving an application for neighborhood compatibility review, the Director or his/her designee must make all of the following findings on the basis of the application and the design submitted:

1. That the proposal is consistent with City zoning standards
2. The proposal, as submitted or modified by conditions of approval is consistent with the adopted Design Guidelines as determined by use of the Design Guidelines Checklist.

F. Limitations On Building Size, Height, and

Setback - Where a project is subject to Neighborhood Compatibility Review, the Director or his/her designee may impose more restrictive size and height limitations and may require greater setbacks and required yards than those specified in this article where specific and unusual site circumstances or natural or topographic features such as the following are present on the site:

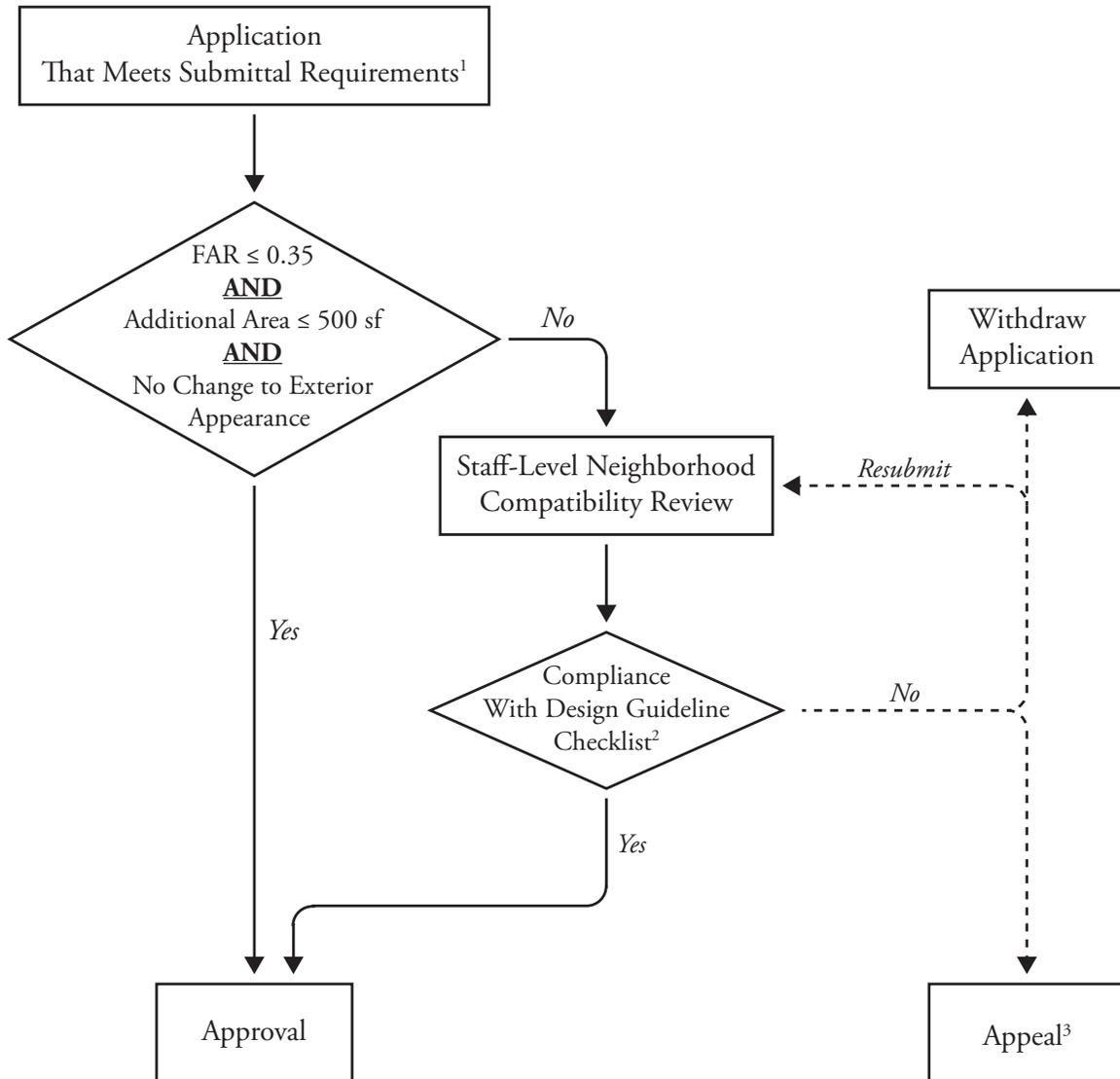
1. The lot has an irregular configuration (e.g., a flag lot).
2. The proposed building site is located on a steep slope above or below a street or other homes.
3. The lot contains natural or topographic features; large trees or other significant vegetation; other significant site features such as a major rock outcropping; other drainage way or riparian area(s); areas of very steep slope which limit the practical building area on the lot; is in a visually prominent location; or portions of the lot are inaccessible due to a creek or other feature intersecting the lot.
4. The maximum permitted size and/or height would result in a home and/or garage which is/ are not generally compatible with the scale of other homes and/or garages in the vicinity such as where, for example, the lot is considerably larger than other lots in the vicinity.

G. Appeals - Neighborhood compatibility review decisions are subject to appeal to the Planning Board under the provisions of Section 10-10-1907-3. Appeal of a neighborhood compatibility review decision shall be based on design issues that are within the scope of this article and the purview of the Community Development Director unless the appellant asserts that the Director's decision exceeded the authority granted for conducting the review. Consistent with the requirements in Section 10-10-1907, evidence must be provided to the Planning Board as to the ability to make the required findings and consistency with the approved Design Guidelines.

H. Conformance to Approved Plans Required -

All building permit plans shall incorporate all of the project elements reviewed as part of the determination of project compatibility when issuing the Single Family Development Permit. All construction shall comply with building permit plans approved following neighborhood compatibility review and issuance of the Single Family Development Permit unless very minor modifications or changes are approved by the Community Development Director.

Neighborhood Compatibility Review and Approval Process



Notes

- 1. See Section 7 - Application Materials.
- 2. See Section 9.
- 3. See Section 2.G.

Figure 3 - Neighborhood Compatibility Review and Approval Process

3. Design Guidelines Objectives

All residential design projects ideally begin with careful study and observation of the existing neighborhood and then use this study and observation to relate to and conserve an existing neighborhood setting. The Design Guidelines Objectives (Objectives) of this section provide an overarching yet flexible design framework to assist in the realization of this goal. The Objectives acknowledge characteristic Burbank settings and architectural styles while allowing for additional architectural expressions, including contemporary and innovative architecture.

- A. Projects that are subject to these Design Guidelines shall be in compliance with the Objectives of this section. A project shall be determined to be in compliance with these Objectives, as determined by the Director or his/her designee, if compliance with the Design Guidelines Checklist described in Section 8, is met.
- B. Notwithstanding the Design Guidelines of Section 6 below, when an appeal to a Director or his/her designee Neighborhood Compatibility review decision is filed by an Applicant, in addition to any required findings that may be required by the Municipal Code, the design shall be determined to be in compliance with the Objectives of this Section as follows:
 1. A project design shall follow the prevailing setbacks at front and side yards and provide similar entry and residence orientation as seen at the majority of other residences on the same block on the same side of the street
 2. A project design shall maintain the prevailing neighborhood pattern of garage placement and orientation in relationship to the main residential structure on the lot. When the prevailing garage placement pattern allows for placement of a front-yard-adjoining garage, the impact of this type shall be minimized by subordinating the length and height of the garage in relationship to the front building plane of the residential structure.
 3. The bulk, mass, and skyline of a project design shall relate to the prevailing scale of adjoining residential properties as seen from the front yard and the street by utilizing similar heights, roof types, and massing, or establishing distinct transitions in height, mass, bulk, and skyline that relate and subordinate new construction, and in particular upper level stories, to adjoining residences along the same side of the block and street.
 4. The architectural character of a design shall extend to all building facades. When a characteristic Burbank architectural style, as defined by Section 5 below, is used for a project design, the design shall be consistent with examples of the characteristic architectural style as seen in the community and/or as developed through research.

4. Neighborhood Design Contexts

Four key and distinct single-family residential neighborhood types have been observed in Burbank; “Flats,” “Cut-Hillside,” “Rancho,” and “Hillside.” Each is shaped by divergent topography, lot sizes, and the era of development. In general, the Flats were the first neighborhoods developed in Burbank, starting in the 1920s. The Rancho and Cut-Hillside neighborhoods followed, with much of the construction in these areas occurring before and after World War II and through the 1950s. While Hillside neighborhoods were developed from the City’s inception, much of the construction in the hillier areas of the community is more recent. While the character of all of these neighborhoods is eclectic, inclusive of a variety of architectural styles ranging from the traditional to the whimsical, to the contemporary (see also Section 5, Characteristic Architectural Styles), there is nevertheless overall consistency and continuity of observed setbacks, massing, heights, and landscape expression on a neighborhood-by-neighborhood basis.

The Design Guidelines of Section 6 are based upon the goal of conserving the settings and character of the four neighborhood types. When proposing a project, the design should begin with an understanding, of and sensitivity to, the specific neighborhood context as well as the adjoining property characteristics. To assist this understanding, the following descriptions of the key neighborhood types are provided.



Figure 4 - A view down Hampton road from Scott road.

A. Flats.

Flats incorporate some of the oldest residential communities in Burbank and contain the largest percentage of homes in the city. Smaller lot sizes and shallow side yard setbacks between typically one-story pitched roof homes establish a built-form pattern that is compact, but with a sense of space, light, and air between structures. Residential streetscapes are lined with shade trees.

The design character of the Flats is established by an eclectic mix of Spanish Revival, Colonial Revival/ Minimal Traditional, and Ranch homes. An occasional Storybook, Art-Deco, or Contemporary design compliments the diversity of styles. While each house is unique, common elements include respect for front setbacks and use of pitched roofs appropriate to the house's architectural style. Other observed architectural components include front-facing picture and bay windows as well as covered porches. Along most streets in the Flats, garages are located to the rear of lots.



Figure 5 - Small single-family homes with garages placed to the rear of the lot characterize the Flats.



Figure 6 - One story construction characterizes the sidewalk and neighborhood context in the Flats.



Figure 7 - Front-facing picture/bay windows, covered porches and awnings are observed as typical architectural components in the Flats. Note the massing of the second-story addition to the rear maintaining the one-story context.

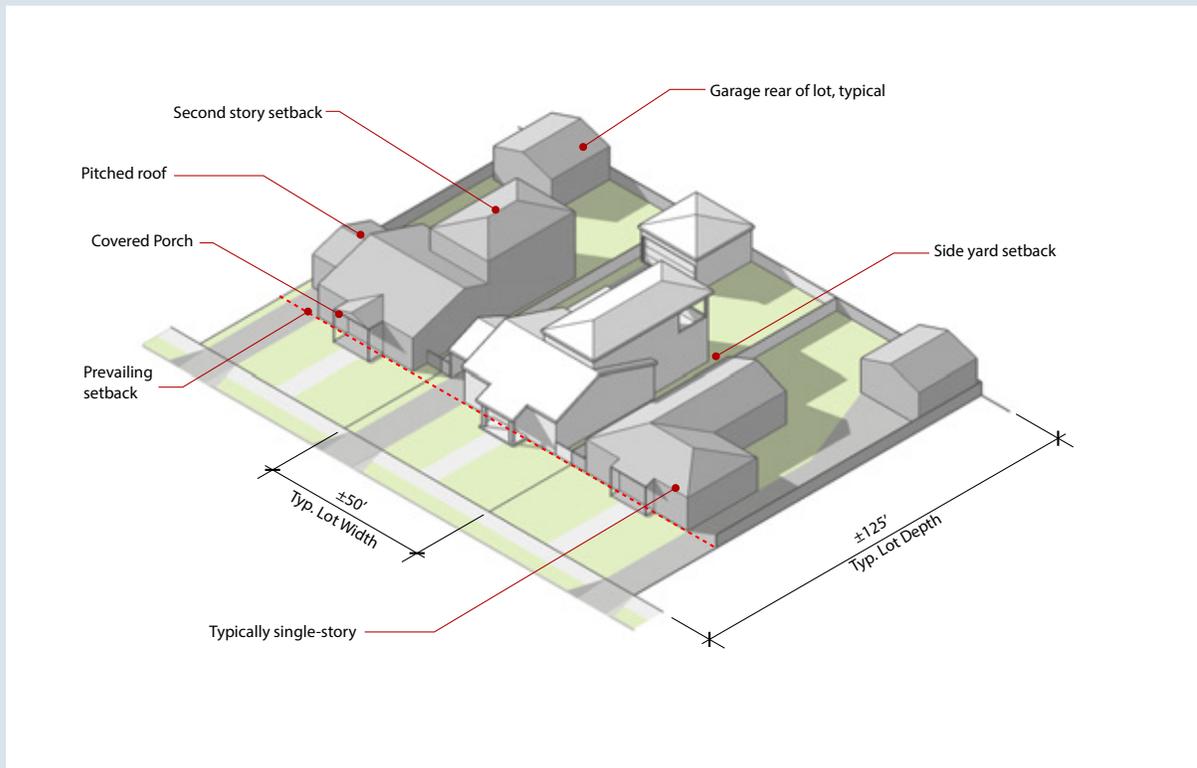


Figure 8 - Illustration of the typical houses, yards, and features seen in the “Flats”. In these neighborhoods, the quality of the experience is created by the consistency of front yard setbacks and landscaping, clearly delineated entries oriented to the sidewalk, low one-story heights with higher second stories and masses set back from the front yards, and the preponderance of garages placed within rear yards. To maintain these architectural qualities, the Design Guidelines encourage the conservation of these built form patterns when designing alterations, additions, and new homes.

B. Cut Hillside.

Cut Hillside communities are the second-most predominant neighborhood type in Burbank and were developed both before and after World War II. Lots trend larger than in the Flats. Here, in contrast to the Flats, sloping topography is step-graded into flat building pads along the length of the streets. Low retaining walls, often constructed of clay or concrete brick, are often built perpendicular to the public roadways. Occasionally, retaining walls wrap around the front lawn to support an elevated lot, creating a street-facing wall along the front property line.

Homes in the Cut Hillside neighborhoods are typically one- and two-story multi-level pitched roofs. Front yard facing garages are more common than in the Flats, reflecting changing attitudes towards the importance of cars and increased automobile ownership after the war. A few properties employ front yard car courts with garages set beneath a front gabled structure and the main residence set behind the garage. Regardless of the placement of the garage, front setbacks remain typically uniform.

While a range of 20th Century building styles are seen in the Cut Hillside communities, many homes, because of the later period of development, reflect Ranch and Traditional Minimal influences. Given the topography, many also incorporate Split-Level designs, introducing a sense of varied massing, multi-level height, and modulation along the Cut Hillside neighborhood street frontages.



Figure 9 - Sloping topography that is step-graded into flat building pads characterizes Cut Hillside neighborhoods



Figure 10 - Cut Hillside homes often deploy multi-ridged roofs at differing levels, reducing the bulk of the residence.



Figure 11 - Changes in topography across Cut Hillside lots often allows garages to be discretely tucked into the cross-section of a parcel.

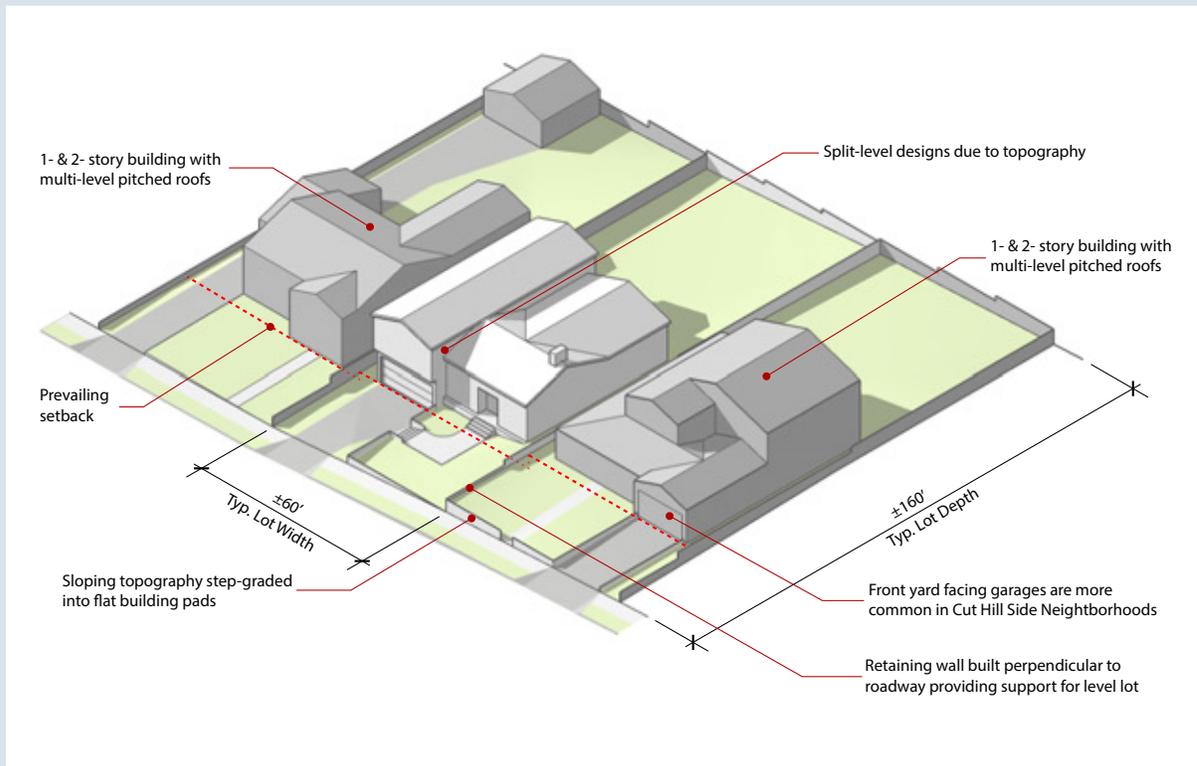


Figure 12 - Illustration of the typical houses, yards, and features seen in the “Cut Hillside” districts. In these neighborhoods, the quality of the experience is created by the consistency of front yard setbacks and landscaping, multi-ridged pitched rooflines that reduce bulk, and garage placement and massing that is subordinate to the primary mass and character of the house. To maintain these architectural qualities, the Design Guidelines encourage the conservation of these built form patterns when designing alterations, additions, and new homes.

C. Rancho.

Curving along Burbank's border with the City of Glendale, the Rancho's character derives from the equestrian needs of the community. Horse trails follow roadways or the rear of properties along the edge of the Los Angeles River. Homes display broader and lower architectural massing that takes advantage of the generally larger lot sizes. Typical streets are well shaded by generous tree canopies.

One and two-story Ranch style homes are predominant, though Spanish Revival, Colonial Revival, and Traditional Minimal styles are also common. Occasional split-level homes and Storybook style residences are also seen. Front lawns are deeper. Hipped and low slope roofs are typical. Garages or carports are accessed from the sides of lots and are often contiguous with the front of the residence, with doors and distinct massing incorporated into the facade.



Figure 13 - Low pitched and broad roofs and single-story homes characterize the Rancho style of architecture.



Figure 14 - In the Rancho, trees shade front lawns. In this residence, change in materials, from brick to vertical board and batten at the garage, and its separate small projecting mass, subordinate this latter volume in relationship to the horizontal length and breadth of the home. The entry, marked by the recess in the front wall plane, creates further visual interest.



Figure 15 - The garage of this home is contiguous with the front of the main massing of the residence, but the lowered ridgeline subordinates its mass to the primary bulk of the dwelling.

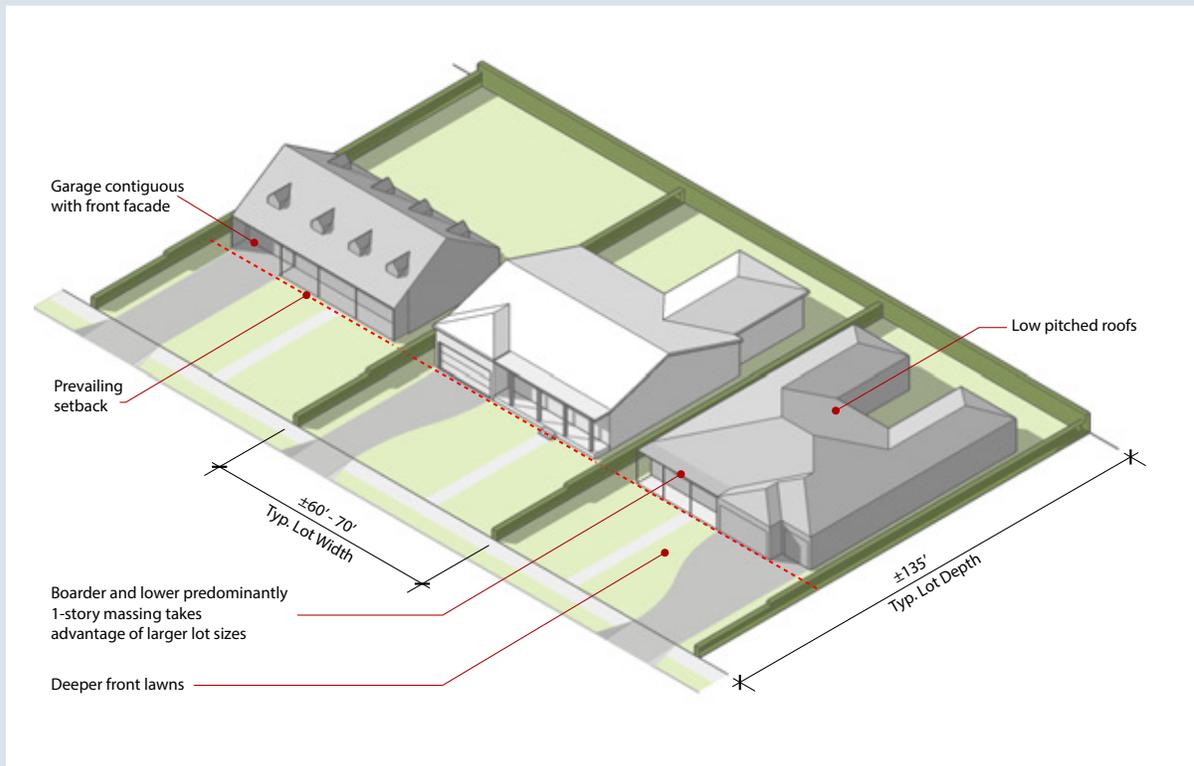


Figure 16 - Illustration of the typical houses, yards, and features seen in the “Rancho” districts. In these neighborhoods, the quality of the experience is created by the consistency of front yard setbacks and landscaping, simple one-story massing topped by low pitched hipped and gabled roof ridges, and garage placement and massing that is subordinate to the primary mass and character of the house. Entries are typically recessed from the front façade plane, set back under shallow porches. To maintain these architectural qualities, the Design Guidelines encourage the conservation of these built form patterns when designing alterations, additions, and new homes.

D. Hillside.

Along the ridgelines of the Verdugo Mountains, Hillside neighborhoods enjoy views of Downtown Burbank, the Flats, the Bob Hope Airport, and the San Fernando Valley. Hillside lots are generally larger, but often greatly vary in size and are set amidst switchback streets that follow the steeper topography that edges the city.

Unlike the Cut Hillside communities, many of the homes in the Hillside neighborhoods are set within the hillside and massing consequently follows the topography. Minimal grading results in more irregularity of front yard setbacks, more street-facing garages, and greater variety of built-forms. Garages are typically attached to the main structure with entry points at the front facade.

As many homes follow the topography, house-by-house (and even within the same structure) there are variations in rooflines, heights, and bulk as buildings move up and down the hillside. Retaining walls are also common where changes in grade call for adjustments in elevation.

In the hillside communities, one-, two-, and sometimes three-story homes are observed. However, there are hillside subdivisions where there is great consistency of building types; for instance, there are tracts from the 1960s and 1970s where almost all of the homes are one-story. This consistency is often prized. There are other blocks in the hillside neighborhoods where one sees a mix of both one- and two-story structures and some homes are able to realize a third story tucked into a downslope or upslope conditions. Street by street, fit within the topography and sensitivity to existing story heights of adjoining properties as well as maintenance of views to and from properties are typical design considerations that should shape architectural decisions. Though there is no one dominant style of architecture utilized in hillside neighborhoods, architectural character ranges across 20th Century styles, with numerous Spanish Revival, Craftsman, Minimal Traditional, and Split-Level examples seen.

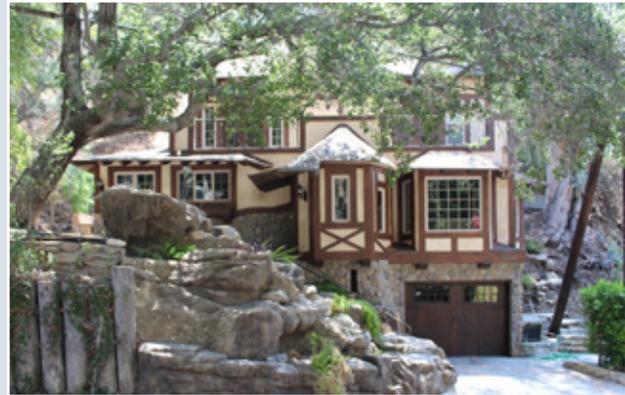


Figure 17 - *The most visually fitting Hillside residences are cut into and/or follow the topography to reduce the perception of height and bulk and honor the natural settings.*



Figure 18 - *Along some streets in the Hillside neighborhoods, irregular and topographically challenging sites lead to innovative expressions. Here the visual impact of the three-car garage is diminished by the character of the projecting roof, recess, and horizontal glass of the third level, creating a visual crown that leads the eye upward.*



Figure 19 - *This three-story home on a downslope lot follows the topography by having one story below street level, reducing the bulk and mass observed. Note the below-grade minimally visible garage.*

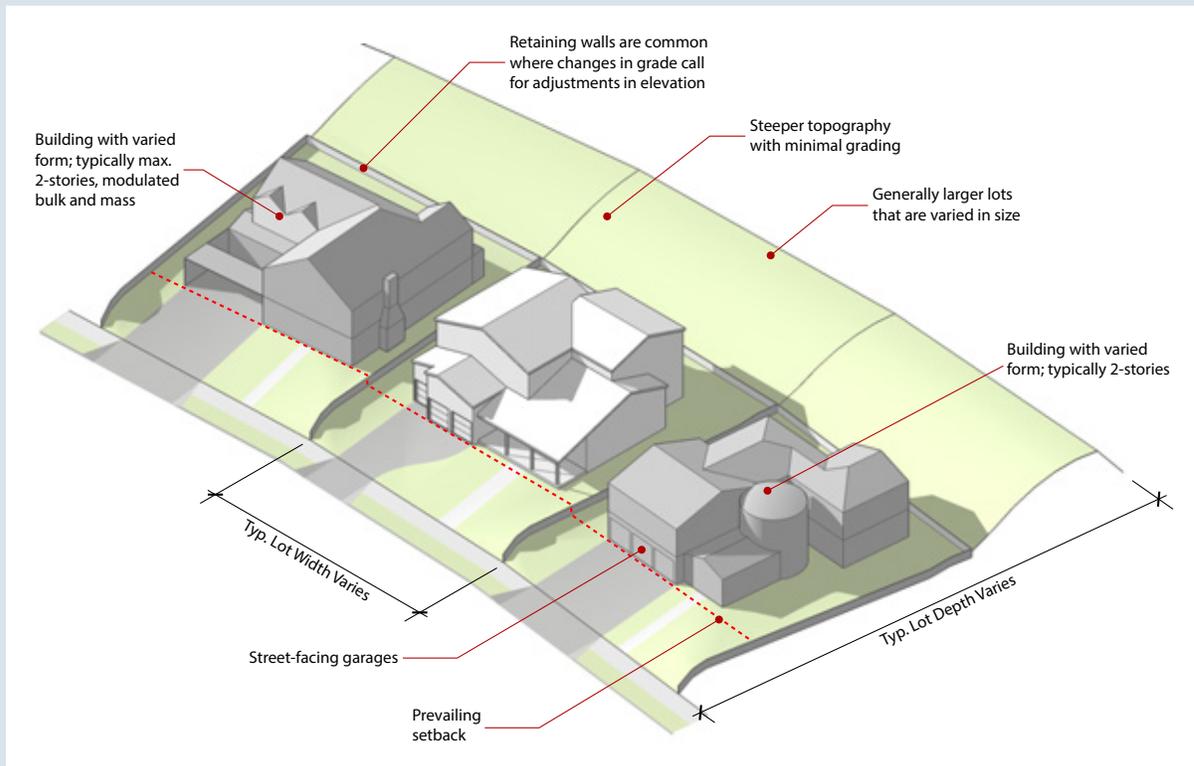


Figure 20 - Illustration of the typical houses, yards, and features seen in the “Hillside” districts. In these neighborhoods, the quality of the experience is primarily established when residences have a sense of fit that follows the topography. The overall bulk of homes is broken down by secondary and subordinate masses, ridge lines of roofs are broken and follow the topography, reducing the perception of height. While garages on both upslope and downslope sites often adjoin front yards, they are subordinate to the overall mass and bulk. In Hillside subdivisions there is great consistency of setbacks, heights, and architectural character forming a strong context that alterations, additions, and new construction need to address. To maintain these architectural qualities, the Design Guidelines encourage the conservation of these built form patterns when designing alterations, additions, and new homes.

5. Characteristic Architectural Styles

Almost every architectural style that has been historically utilized for the design of American homes since Burbank's incorporation in 1911 is seen in this city. During the time of Burbank's greatest growth, the 1920's to the 1950's, five period styles collectively established the architectural character of the neighborhoods; "Craftsman", "Spanish Revival", "Tudor", "Minimal Traditional with Colonial Revival", and "Ranch". Two additional styles "Storybook" and "Split-Level" may be seen respectively as a fanciful 1920s outlier style and a post-war building type, both creating distinct impact when encountered.

High quality examples of every architectural expression from traditional to contemporary are present in Burbank's neighborhoods and these Guidelines encourage all forms of creative expression. Many homeowners choose to make additions to existing homes or build new homes utilizing existing community design cues. In these cases, careful observation of the characteristics of these seven styles, how they utilize rooflines, modulate massing, deploy proportions, incorporate materials and colors, and express features and details such as porches, window divides, and overhangs, stimulates design knowledge as well as points of design departure. To assist in understanding these design choices, the following descriptions of the seven characteristic Burbank residential architectural styles and types are provided.



Figure 21 - *This Tudor style home has steep roofs, expressed on the front façade by different sized equilateral-shaped gables. The roofed bay window contrasts with the vertical and narrow slot windows. The decorative brick and stucco chimney introduces additional visual variety and interest to this house.*

A. Craftsman Style

Rustic in its feeling and typically incorporating indoor-outdoor relationships, Craftsman architecture establishes a natural sensibility through use of gabled and overhanging roof forms, eaves with expressed structure and detail, raised and broad porches, and typical use of shingles, wood siding, and earth-tone materials and colors. Craftsman houses are typically raised several steps off the ground and sit on exposed foundation walls, sometimes of cobbled stone tapered at the corners. Protruding rafter tails and brackets visually support roof eaves while rooflines maintain a low pitch. When more than one story is present, dormers with lower ridgelines are subordinated to the main ridgeline, which often sits behind and parallel to the front façade. Entryway porches are covered by broad roofs, supported by roof-to-foundation columns, and extend across the front façade. Windows are often divided and typically at least one prominent window or window bay faces the front yard.



Figure 22 - A Craftsman style home with expressed structure and a front-facing open gable. The recessed porch, raised three steps above the front lawn, invites entry.

B. Spanish Revival Style

Red tiles on multi-level or cross-gabled roofs, light colored stucco walls, asymmetry, and decorative exposed beams at overhangs and gables characterize this characteristically Southern California style. Roofs typically have little or no overhang and are of low to moderate pitch, rarely exceeding a 1:3 slope. Entryways are framed by columns or arches and some houses incorporate arcade components or landscaped forecourts. On more decorative residences, doors and openings are outlined with spiral columns, carved stonework, or patterned surrounds of tiles. Windows may also be arched and divided, and sometimes are further defined by decorative treatments such as wood or iron grilles. Square or rounded towers with hipped and polygonal roofs may be incorporated into and punctuate the roofline and offset building wings. Chimneys create additional visual counterpoints and are often topped with terracotta pots. Two-story massing is typically modulated by lower gabled wings and ells that break up the bulk of the residence.



Figure 23 - Asymmetric massing and a forward-thrusting but subordinate living room mass characterize this Spanish Revival dwelling. The 1:3 roof pitch pierced by a trapezoidal chimney, use of red roof tile and light colored stucco, recessed front entry, and low-walled forecourt are all typical of the style.

C. Tudor Style

Steeply pitched cross-gable and multi-ridged roofs with proportions based on near-equilateral triangles, decorative half-timbering, use of stucco or brick, and vertical sensibility mark the Tudor style. Roofs commonly include protruding dormers and massive decorative brick chimneys that may be crowned with decorative tops. Homes are typically side-gabled and incorporate a prominent front facing, sometimes overhanging, triangular gable at the second level that encompasses an offset main entryway. Doors are framed with round or Tudor arches, sometimes feature observation windows, and are often of board and batten construction. Facades are a balanced collage of offset asymmetrical planes with windows clustered in tall, narrow, multi-pane groupings. Common materials include stucco and masonry, as well as decorative wood and half-timbering.



Figure 24 - A Tudor style home with diamond window panes, a board and batten entry door, and half-timbering. Note also the steeply pitched roofs and equilateral gable that faces the street that expresses the function of the main living area.

D. Minimal Traditional/Colonial Revival Style

Simple in massing and detail, the design of a Minimal Traditional home is often realized using stucco, horizontal lap siding, or brick panels facing the street. Massing is predominantly side-gabled (Cape Cod in derivation), with pitched roofs sloping towards the sidewalk, through many examples utilize side-hipped roofs creating a greater sense of horizontal expression. Use of decorative vertical siding under street-facing gabled roof forms is also common. Windows are typically double-hung and often paired and framed by shutters. Main doors are accented with sidelights and overhead lamps. Second stories are expressed as a secondary mass rising behind the parallel-to-the-street main ridgeline. This style, popular in Burbank, is often embellished with simplified Colonial Revival treatments, including decorative crowns at entryway doors, shallow pitched roofs over entries, side porches supported by slender pillars, and living rooms expressed as forward thrusting gabled or hipped house wings.



Figure 25 - A home with decorative shutters, and low pitched and hipped roofs, as well as minimal detailing exemplifies the Minimal Traditional/Colonial Revival style.

E. Ranch Style

This popular post-World War II style incorporates longer, ground-hugging designs with gently pitched and sometimes hipped roofs reaching to the horizon. Shallow entries and porches, sometimes supported by slender wood columns, rest under deep-set eaves. Mostly one story tall, these structures use brick, wood, stone and stucco to characterize otherwise simply detailed asymmetrical facades. Large picture windows define open living areas and traditional decorative emphasis is often limited to door or entryway treatments with hand-carving or wrought iron hardware. Garages or porte-cocheres often attach to the main façade and directly face the street; though given the increased lengths of the homes these elements are not dominant in appearance. Second stories are atypical and the primary mass and bulk is almost always limited to the first level. Ranch designs, a Southern California innovation, are well suited for the combination of house, garage, stable and equestrian use located in the Rancho neighborhoods.



Figure 26 - *The ground-hugging form of this one-story Ranch home is also echoed by the low-pitched, gabled and hipped and deep-eaved roof line.*

F. Split-Level Style

This post World War II modern type is best suited and most often seen along the sloping grades of either the Cut Hillside or Hillside neighborhoods. Split-level homes are often realized as variants of Minimal Traditional and Ranch styles, though the type accommodates all architectural expressions. Split-level buildings typically stack three levels along the length of a sloped grade. These tri-level buildings are connected by half-flights of stairs in the interior. At the exterior, the entry level and garage are connected either by a short stair or sloped sidewalk. Garages are typically built into the lowest level and face the street. Front entries are situated half a level up adjacent to the garage. Second levels usually sit over the garage and sit partially over the one-story living area, realizing a one and one-half level massing with multi-level overhanging low-pitched roofs that are either gabled or hipped. The overall result accommodates generous square footage with a sense of reduced bulk and modulated mass.



Figure 27 - *This Split-Level home utilizes its parts to create a sense of more intimate scale. The garage is placed below the street-facing gabled form that features decorative roof brackets. In turn, this element, as well as the dormer over the recessed entry porch, create smaller masses that contrast with the overall bulk. The overall sense of size is further mitigated by the retreating slope of the main roof.*

G. Storybook Style

Storybook style uses decorative rustic features, purposely uneven and asymmetrical lines and masses, and collages of both diminutive and exaggerated architectural components. Roofs use steep pitches, rolled eaves, shaped ridgelines, and planes of curving roof shingles or tiles to create shifts in scale, mass, bulk, and texture. Towers and turrets are common features, often accompanied by twisting and shaped chimneys with decorative brick or stonework inlay. Facades are generally built of face stone or stucco and may be decorated by half-timbering, carving, or other ironwork. Doors typically use board and batten wood construction with heavy wrought-iron hardware. Multi-pane windows are set in wood or steel frames. Ornate lighting fixtures are also common. Derived from Cottage, Gothic Revival, Medieval Revival, Tudor, and other romantic sensibilities, this whimsical design style emerged in the 1920s as both a built antidote to modernism and a physical celebration of fairy tales.

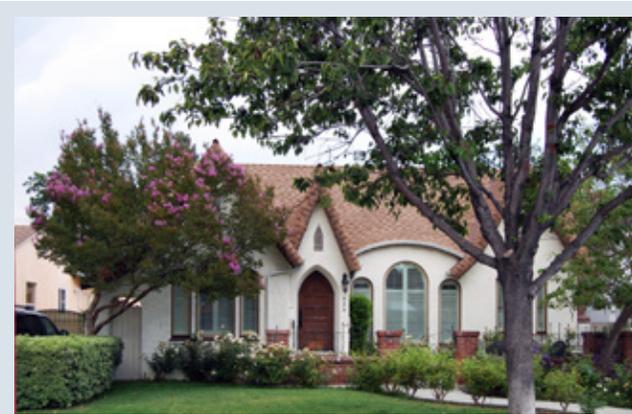


Figure 28 - *The rolled eaves, steep roof, vertically proportioned windows and doors, and Gothic style arch of the entry door are indicators of a Storybook style home.*

6. Single-Family Design Guidelines

The realization of a high-quality residential project in Burbank starts with design sensitivity to existing neighborhood conditions including respect for existing setbacks, use of typical orientation of entries to sidewalks, acknowledgement through massing and bulk variation of lower surrounding structures, similar modulation and scale to what is seen along the same street, maintenance of views to and from properties, and use of building character, materials, and colors that relate to the surrounding neighborhood. The following guidelines establish a framework for evaluating these relationships and form the evaluative and qualitative criteria for neighborhood compatibility review.

To determine compliance with the following Design Guidelines, City staff will utilize a checklist (see Section 9 - Design Guidelines Checklist). When designing an alteration, addition, or new home, this checklist should be carefully considered as some guidelines, for instance those relating to mass, bulk and setbacks, carry more weight than others, for example use of a characteristic Burbank style. The applicant's and residential designer's critical responsibility is to utilize these guidelines and the checklist to shape the highest quality project that contributes to the residential setting of the existing community.



Figure 29 - This home combines the character-defining features of more than one Burbank-defining architectural style. In this case elements of both the Ranch style (use of horizontal lap board and recessed front porch across the majority of the house front), as well as the Minimal Traditional/Colonial Revival (use of shutters, side yard-facing gables, and simple and singular bulk) are observed (see also Section 5 for a discussion of Burbank Characteristic Architectural Styles).

A. Dwelling Setbacks

- 1. Front Yard Setbacks.** A project design should follow the prevailing front yard setback and in those cases where adjoining dwellings have different setbacks, the project design should establish transitions in the front building plane that average and blend the different front yard setbacks.
- 2. Side Yard Setbacks.** A project design should provide sufficiently proportioned side yard setbacks to provide for buffering and privacy between adjacent dwellings. Privacy may be achieved through use of landscape buffering such as hedges, the alternating of windows such that they do not look directly into each other, or increased side yard setbacks along all or a portion of the side yard building face. When a second story adjoins a side yard, all or portions of the side yards should be increased in size to provide for privacy between adjoining properties.
- 3. Rear Yard Setbacks.** Accessory buildings should be setback from rear property lines to ensure adequate space for landscape buffers along rear property lines that enhance the sense of openness and privacy between adjacent homes.

B. Dwelling Orientation

- 1. Dwelling Frontage Orientation.** The frontages of residences that face public streets and sidewalks should incorporate secondary and minor elements such as entry porches, recessed front doors, overhangs, building wings, use of more than one material, and building modulation of front building planes and roof lines to create visual interest.
- 2. Front Entry Orientation.** Front entries and doors should be visible and accessible from the front yard and sidewalk.
- 3. Front Entry Design.** Front entries should incorporate a sense of design interest that leads the eye and person to the entry and creates a sense of

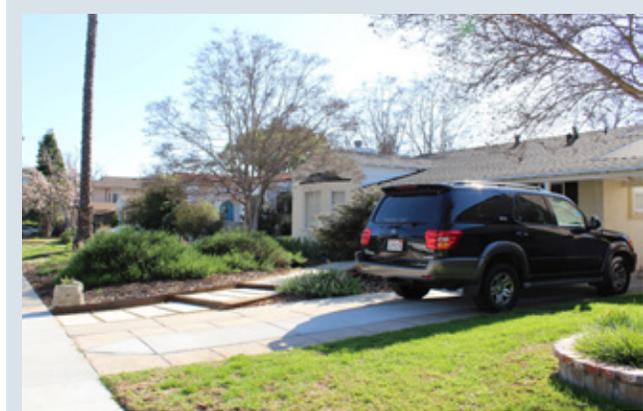


Figure 30 - *Maintaining front yard setbacks is key to conserving existing contexts.*



Figure 31 - *The entry orientation of this Craftsman style home is accentuated by the recessed porch drawn across the entirety of the house's front façade.*



Figure 32 - *Beneath the recessed porch, the eye is drawn to the front entry of this Tudor style dwelling.*



Figure 33 - Front entry placed within a secondary mass that is subordinate to and lower than the overall height of the building.



Figure 34 - A carport adjoins the front yard. The deep overhang minimizes the visual impact of the garage beyond.

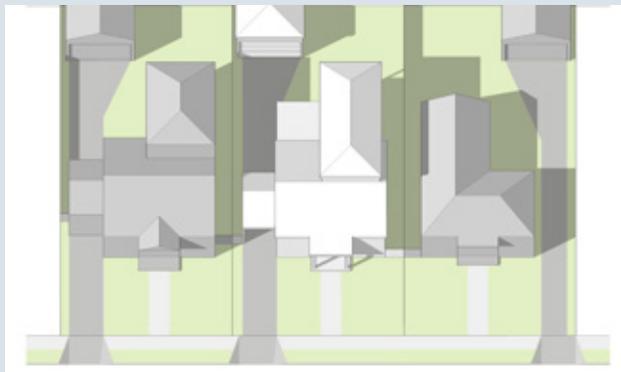


Figure 35 - In those locations where garages are typically placed behind the home, this built-form pattern should be respected.

transition between the front yard and the interior of the home. This can be accomplished by many design means including but not limited to recessing the entry behind the main front building plane and within a front porch or overhang, raising the front door above the grade of the front yard, placing the front entry within a minor mass subordinate to the overall form of the house, and/or utilizing a high-quality material, contrasting colors, and details surrounding the front door.

- 4. Front Entry Height.** The front entry should be recessed within and not exceed the height of the volume of the architecture. If the entry is placed within a secondary mass, this form and any roof elements associated with this form and the entry should be clearly subordinate to and lower than the overall height of the building and the building's highest ridge line.
- 5. Garage Orientation, General.** Front yard garages are allowed but discouraged except for those parcels where it is impractical due to considerations of topography, geometry of the lot, and constraining dimensions of property boundaries. Front yard facing garages may be considered where there is precedent along the same block and side of the street. When there is precedent for front yard garages, or front yard garages are allowed, the garage should be subordinate to the bulk and mass of the dwelling.
- 6. Garage Orientation, Alleys.** Where an alley provides access to a residential lot, the garage should be accessed from the alley.
- 7. Garages, Design.** Garage character should be subordinated to the overall length, height, mass, and bulk of the dwelling, or be configured as a subordinate wing or ell. Rear yard garages should be similar in character and detail to the main residential structure but when not visible from the street may utilize simpler massing and detail.

C. Rooflines

1. Pitched Roofs. Buildings should utilize pitched roofs, roofs with intersecting ridgelines, and roofs with multi-level ridgelines at differing heights that are similar to those along the same block face as well as those at adjoining properties along the same street. When new dwellings and upper level additions with roof pitches are proposed adjacent to homes of lesser height, bulk, and/or mass, the new roofs should express a transition in height and/or mass from the adjacent dwelling to the high point of the new roof construction.

2. Flat Roofs. Where flat roofs are utilized, there should be precedent for flat roofs as seen along the same block face on the same side of street. Or, the design of a flat roofed main residential structure, through use of major and minor masses, wings and ell's such as at porches, entries, and living areas, should be modulated with different roof heights and parapet heights to create a sense of varied and intersecting massing.

3. Skyline Interest. When utilizing a Characteristic Residential Architectural Style or other design expression, design components typical to the style or consistent to the expression such as multi-level ridgelines, cross gables, chimneys, and tower elements should be utilized to enhance skyline interest.

D. Major and Minor Massing

1. Major and Minor Massing. Residences should incorporate both major and minor massing at a variety of heights to create visual modulation and interest. This type of modulation should be related to the massing, rooflines, heights, setbacks, front building planes, and overhangs of adjoining residences. Elements that establish major and minor massing include but are not limited to porches, front entries, one-story building wings, second story wings that overhang first stories, integral balconies that sit under rooflines, first story wings that



Figure 36 - Bulk is diminished when multiple intersecting ridgelines of varying height are introduced.



Figure 37 - The tower element breaks the line of the roof ridge. The three smaller masses contrast with the overall bulk, reducing the perception of a large, box-like form.



Figure 38 - The overall bulk of this home is reduced through the introduction of two smaller masses, the gabled second-story mass that is smaller than the overall bulk, and the subordinate garage mass. The chimney creates additional variety and interest and a sense of smaller scale.



Figure 39 - *The bulk of this home, under a uniform-in-height ridgeline, is articulated by a major mass that incorporates a recessed corner entry, and a minor asymmetric mass, accented by a vertical chimney.*

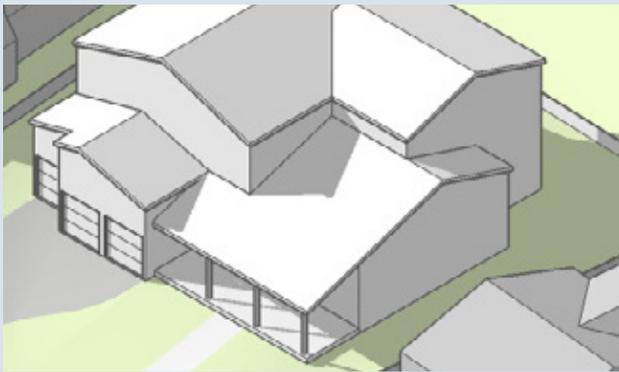


Figure 40 - *An illustration of intersecting masses, ridgelines, gables, and a recessed entry porch, together realize a modulated and smaller sense of bulk, mass, and scale. The second story portion steps back from the minimum side yard*



Figure 41 - *Minor architectural components including dormers, planter boxes, three ridgelines at differing heights, a change of materials that distinguishes the second floor from the first floor, shutters, and a two-sided entrance porch and overhang each contribute to reducing the overall sense of bulk.*

foreground second stories, and second stories that are smaller than first stories.

- 2. Major Versus Minor Massing.** When minor massing becomes the dominant visual expression of a home, the overall mass, form, and design of the dwelling is often perceived to be diminished. Where major and minor massing are utilized, the minor massing should be clearly subordinate to the major massing. This can be accomplished by decreasing the number of minor masses so as not to obscure the major mass and/or limiting the height of minor masses to below the major mass ridge line and/or eave height.

E. Modulation

- 1. Residential Modulation, Front Yards.** Building mass and bulk visible from the street, i.e. the front building plane, should be modulated and broken, to reduce the length of the overall façade and repeat the scale and size of building components seen along the block length of the same side of the street including but not limited to building wings and ells, multi-level ridgelines and cross gables, overhangs, and the length and height of existing one story components such as entries, porches and wings.
- 2. Residential Modulation Side Yards.** At both the first and upper stories, building mass along the side yards, i.e. the side building plane, should be modulated with regard to length and height to maintain at a minimum the maximum side yard while further reducing the sense of bulk through use of one story building wings that step down towards the side yard, additional setbacks, at the first and second stories, and/or multi-planed building faces along side yards that both set back and step back away from the side property lines.
- 3. Residential Modulation, Minor.** Consider use of bay windows, dormers, covered and recessed entries, porches, stoops, one story wings, awnings and other minor architectural components to reduce the overall sense of mass and bulk.

F. Residential Dwelling Height, Upper Stories, and Height Transitions

- 1. Residential Height, One Story.** On streets and in neighborhoods with a predominance of one-story houses, and where adjoining dwellings are one-story, one-story additions, and when new construction is permitted, one-story dwellings, are encouraged.
- 2. Alterations Under Existing Rooflines.** At existing residences with roof pitches, where roof pitches above first stories allow for adequate height and floor area, second stories should be placed under the existing roofline and the existing characteristic residential architectural style maintained.
- 3. Residential Height and Upper Levels Adjoining Existing One-Story Dwellings.** Where one-story dwellings adjoin the front and/or side yards of new residences, or additions to existing residences, new homes with upper levels, or upper level additions, should incorporate or maintain elements of one-story massing oriented towards the front yard and the side yards of adjoining and existing one-story homes, and create height transitions between the adjoining one-story dwelling and the new upper level mass.
- 4. Upper Stories, New Construction.** The area of second stories should be smaller than the footprint of first stories and a portion of the second story should be set back from the front building plane.
- 5. Window, Balcony, and Roof Terrace Placement at Upper Stories Overlooking Side Yards.** Windows, balconies, and roof terraces at upper stories should be located to avoid direct views across side yards into windows of existing adjoining residences. Landscape in the form of screening hedges that meet City height requirements and/or trees should be placed along affected property lines.



Figure 42 - On streets with a preponderance of one-story homes, alterations, additions, and new houses are encouraged to maintain the one-story context.

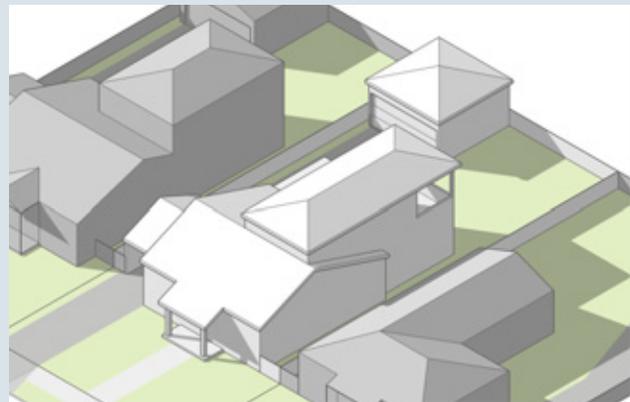


Figure 43 - When second stories are added to one-story homes, the project design should incorporate elements of one-story massing oriented to the front yard. Second story massing should be oriented to the rear of lots. Side yard massing should be modulated to minimize impacts of second-story construction.



Figure 44 - Setting the mass of the second story behind the one-story roof ridgeline reduces the perception of bulk and maintains one-story character oriented towards the sidewalk.

6. Window, Balcony, and Roof Terrace

Placement at Upper Stories Overlooking Rear Yards.

Windows, balconies, and roof terraces at upper stories that overlook rear yards of adjoining residences should be screened from adjoining residences by landscape in the form of screening hedges that meet City height requirements, and/or trees placed along affected property lines.

7. Upper Levels and Views; Hillside Only.

Upper levels, bulk, mass, and height of proposed Hillside projects should be placed to the maximum extent feasible to maintain the view corridors of existing homes. “To the maximum extent feasible” means that upper levels may be permitted where there are view corridors, but that the footprint of upper levels should be smaller than the first stories, and/or that the upper level bulk, mass, and height should be placed way from the view corridor, and/or that where a view corridor is impacted, that first stories should be optimized before second stories affect view corridors.

8. Third Stories, General. Third stories are discouraged except in cases where they fit within a permitted roof pitch.

9. Third Stories, Hillside. When third stories are proposed in Hillside neighborhoods, whether on upslope or downslope sites, they should not impact view corridors.

G. Windows

1. Window Quality and Design. In new residences, windows should be of enduring materials and window divides and the size of individual window lights should be similar to the size of window lights at adjoining residences along the same street. In addition and alteration projects, windows should be similar in scale, include divides if appropriate and be similar in existing windows. And, in projects that utilize a Characteristic Residential Architectural Style, windows should be based upon traditional materials, scales and proportions appropriate to the characteristic design expression of the style.



Figure 45 - The third story of this home is set under the pitch of the roof planes. The dormer at the third level adds visual interest to the home.



Figure 46 - Windows should be matched to and maintain the original character of the home.



Figure 47 - The architectural detail, character, and landscape of this home extends to all visible building details along both street frontages, establishing a sense of 360° design care and quality.

H. 360° Architecture

- 1. 360° New Construction.** The architectural character of new residential projects should extend to all building frontages visible from the street and adjacent and adjoining dwellings.
- 2. 360° Additions.** The architectural character of additions should be similar to and complimentary in character to the proportions, massing, and details, of the existing residence.
- 3. 360° Alterations.** Alteration projects should typically utilize in-kind, similar, and/or equivalent proportions, massing, materials, and details, when improvements are proposed for existing residences. Where the existing architectural design is not reflective of a characteristic Burbank architectural style, or lacks a sense of quality as defined by these Design Guidelines, the alteration should utilize these Design Guidelines to develop a distinct architectural direction as demonstrated by compliance with these Design Guidelines.

I. Accessory Structures

- 1. Accessory Structure, Design.** Accessory structure design for separate garages, carports, stables, porte-cocheres, sheds and other buildings should be similar in character and detail to the main residential structure but may utilize simpler massing and detailing or alternative design means when not visible to the street or public rights-of-way.



Figure 48 - Fences, walls, and hedges, if provided at front yards, need to meet City height requirements and should be set back from the back of sidewalk to provide landscape opportunities on both sides.

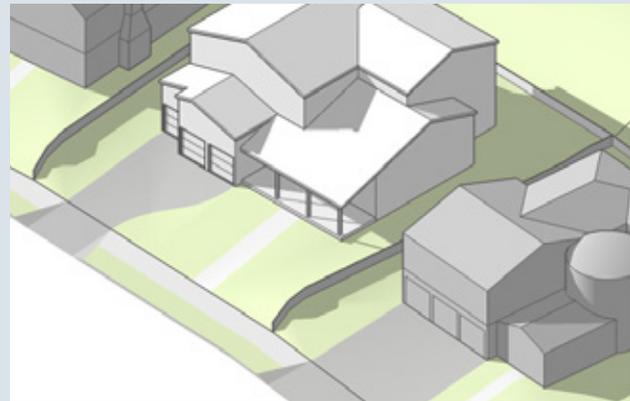


Figure 49 - Fences, walls and hedges at side yards need to meet City height requirements and should maintain the tradition of views across front yards.



Figure 50 - Accessory structures and garages should be subordinate to the primary expression of the dwelling. In this home, the garage is set back from the front building plane and the placement downslope further reduces its bulk and impact on the appearance of the front yard and the public streetscape.

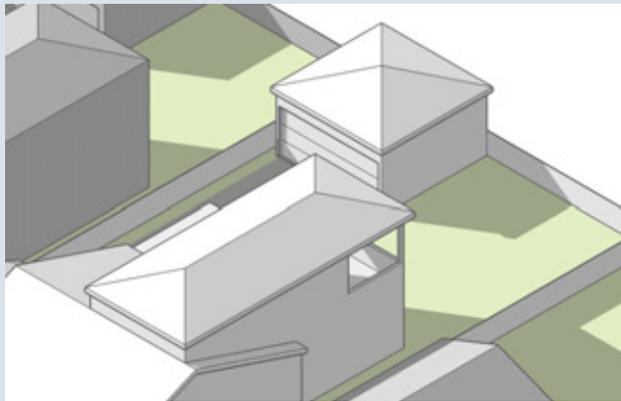


Figure 51 - When an accessory structure is visible to the street, the design should be similar in character to the main structure, though simpler detailing may be utilized given its distance from the street.



Figure 53 - Continuous, low, and open landscape and views across front yards characterize high-quality single-family residential streetscapes in Burbank.



Figure 52 - Contemporary landscape design needs to meet City requirements for low water use.

J. Fences and Property Line Walls

1. At Front Yards. Fences and walls at front yards are discouraged to maintain the traditional open front yard views and feel across property lines, along sidewalks, and up and down streets. When proposed, only low hedges or fences that are open, i.e. with pickets or similar should be utilized, and fences should be set back from the back of sidewalk to allow for landscape on both sides of the fence, such as climbing vines and low-growing plant materials. Low fences and hedges, if used, should be maintained so that their organic height does not exceed City requirements.

2. At Street-Facing Side Yard When proposed, fences and walls should be set back from the back of sidewalk to provide for plant materials including climbing vines.

3. Retaining Walls, at Front Yards and Street-Facing Side Yards. Retaining walls in front yards and at street-facing side yards are discouraged and when provided should be set back from the back of sidewalk to allow for landscape including low shrubs and climbing vines.

K. Landscape

1. Landscape Design. Landscape design and materials, both plant materials and hardscape, should be integral and related to the architectural design of the project and additionally meet City and State requirements for irrigation and low water use.

2. Landscape Along Street Frontages. Landscaping along the street sides of residences should maintain a sense of continuity and openness along the block face and at adjoining properties along the same street. Continuity and openness conserve the traditions and views of continuous open planting areas along streetscapes, avoidance of dividing walls and hedges between properties at front yards, and limiting of fences and walls at the backs of sidewalks. Hedges should be considered as the equivalent of walls and meet City requirements with

regard to height at mature growth and will need ongoing maintenance to maintain these limiting heights.

3. Lawns and Turf Substitutes. Grass lawns still characterize the majority of Burbank front yards and establish a key component of the typical residential streetscape experience, especially in the Rancho neighborhoods. Maintenance of substantial front yard areas utilizing drought resistant grasses, turf substitutes, or ground covers that maintain a living, organic, and continuous sense of a green carpet are encouraged.

4. Artificial Turf, Front Yards. Use of artificial turf at front yards is discouraged.

5. Hardscape, Front Yards. Hardscape at front yards should be minimized and never constitute a majority of the available landscape area.

6. Trees. Additional trees should be planted at front yards and/or parkways and street-facing side yards to enhance the City's shade canopy.

7. Landscape at Buildings. Base plantings including shrubs should be planted along building perimeters at street-facing facades.

8. Side Yard Landscape. Landscape, including plant materials, hedges, and trees should be proportioned to the depth of the side yard and designed to enhance privacy between adjoining properties. Hedges should be considered as the equivalent of walls and meet City requirements with regard to height and be maintained at this limiting height.

9. Rear Yard Landscape. Landscape including plant materials, hedges, and trees should be provided and proportioned to enhance privacy between adjoining properties. Hedges should be considered as the equivalent of walls and meet City requirements with regard to height at mature growth and be maintained at this limiting height.



Figure 54 - *Trees in front yards create additional shade along streets.*



Figure 55 - *Foundation plantings at the front façade create a natural transition from the lawn to the home. Low bushes and ground cover maintain views across the front yard, reduce the area of the traditional turf lawn, and save water.*



Figure 56 - *Low hedges at the back of sidewalk, low walls at the entry, foundation plantings, and a traditional turf lawn maintain the appearance and character of this home.*

Design Considerations Regarding Colors and Materials

Choice of color and use of materials are very specific to the type of architecture designed and the eye of the individual homeowner. Given the broad range of architectural styles and color palettes observed in Burbank, specific guidelines are not proposed. However, observation of Burbank single-family neighborhoods suggests that there is consistency with regard to use of materials and colors. Materials are typically based upon the architectural style utilized. Colors are the choice of the homeowner, yet tend to reflect unspoken consensus street by street. The following recommendations for color and material choice are presented for information purposes only, are not reviewed as part of the neighborhood compatibility review and approval process, but should be considered as a design means to further optimize the quality of the existing built environment.

Consider Use of Appropriate Local Colors

- A. Consider utilizing exterior colors that are similar in hue, intensity, and lightness to those seen within the neighborhood. Alternatively, use Southern California regional colors, earth-toned colors, or colors associated with a Burbank Characteristic Residential Architectural Style. These latter color choices are often catalogued by and available at local paint stores. For example, if the project is based upon the Craftsman style, most paint companies will offer color choices based upon this type of design.
- B. Quality paint schemes often use of two or more colors that harmonize. Consider use of a base color for broad building planes, a contrasting color for windows and window casings, and trim or accent colors for details. Again, a paint store or design professional can offer good suggestions for highlights and contrasts based upon the architectural character of the home.

Consider Use of Architecturally Appropriate Materials

- A. Burbank Characteristic Residential Architectural Styles utilize specific building and roof materials as well as finishes associated with the style. For example, Spanish Revival style homes incorporate tile roofs, exposed beams at eave lines, and on more decorative designs, cast stone door and window surrounds. Similarly, Ranch style homes typically utilize more than one façade material, for instance stucco complimented by vertical board and batten or brick relief planes that highlight entries, under-gable areas, or building wings. Even the many post-war Minimal Traditional/Colonial Revival homes feature complimentary window shutters, and secondary brick or wood panels providing visual interest and detail.
- B. To create a sense of design consistency, a quality seen along most Burbank residential streets, utilize a material palette typical of the design character, or finishes similar to those observed on the same block, or at adjoining residences along the same street.



Figure 57 - Some of the colors and materials typically seen in Burbank single-family residential neighborhoods.

10. Exterior Lighting. Exterior lighting should enhance safety between streets, sidewalks, and residential entries, and additionally utilize shielded fixtures to avoid glare and light intrusion between adjoining and adjacent residences.

11. Landscape at Views. In Hillside neighborhood, landscape should be designed to minimize impacts on views. Trees should be carefully selected and located to avoid interference with existing view corridors from both private properties and public rights-of-way.

L. Use of Characteristic Residential Architectural Styles

1. Use of Characteristic Residential Architectural Styles. Characteristic residential architectural styles observed in Burbank neighborhoods includes but are not limited to the Craftsman, Spanish Revival, Tudor, Minimal Traditional with Colonial Revival, Ranch, Split-Level, and Storybook styles (For more information on characteristic architectural styles see Section 5 above).

Use of Burbank Characteristic Architectural Styles in residential design is encouraged. When a characteristic architectural style is utilized the design character, rooflines, components, proportions, details, materials, and typical color palettes should be extended to all exterior portions of the structure.

M. Use of Other Architectural Styles

1. Use of other architectural styles and expressions including contemporary architecture is encouraged. When other architectural styles are used, these Neighborhood Compatibility Review Design Guidelines shall be complied with and the design character, rooflines, components, proportions, and details of the architectural expression should be extended to all exterior portions of the structure.



Figure 58 - Street by street, consistency in the character of residential architecture is often observed in Burbank.



Figure 59 - In addition to the characteristic Burbank architectural styles noted, the Design Guidelines encourage other well-executed and high-quality design languages, such as seen in this post and beam Mid-Century Modern residence.

7. Application Materials

To facilitate staff neighborhood compatibility review and approvals, the following minimum of drawings and design materials should be submitted with each application. Applications may be deemed incomplete if the minimum materials as noted in this section are not provided by applicants.

Site Documentation. Photographs should be provided of adjoining properties to either side of the project site as well as color photographs of each property along the same side of the street as well as the block from intersection to intersection and/or street terminus.

Site Plan. A site plan should be provided and be to-scale, preferably 1/16" or 1/10" to the foot, and illustrate the entire project site, landscaping treatments, first level versus any upper levels, topography at minimum five foot contours, property corner elevations, as well as the basic layout of buildings and yards at adjoining properties to the side and rear of the project. Site plans should be fully dimensioned and include the lengths and widths of all elements including but not limited to building foot prints, yards, and outdoor features such as patios and driveways. Fences and hedges should be shown and their heights notated, and all existing and proposed trees should be illustrated.

Floor Plans. Dimensioned and noted to-scale floor plans of every proposed level, at a minimum of 1/8" or 1/4" to the foot, should be delineated with each room clearly described, all windows, doors, and openings shown, and a summary of square footages provided.

Elevations. Dimensioned and noted to-scale elevations of every building façade visible from public-rights-of way or adjoining properties, at a minimum of 1/8" or 1/4" to the foot, should be delineated with all elevations of floors, building ridgelines, major and minor roofs, and massing dimensioned. All openings such as windows and doors should be shown and

dimensioned, materials should be called out, and finishes specified. At least one of the elevations, typically the most visible elevation from a public right-of-way, shall be colored to fully describe the proposed quality of the architectural character.

Sections. At least two, to-scale building sections, one latitudinal and one longitudinal, at a minimum of 1/8" or 1/4" to the foot, should be provided. Building sections should incorporate all project building and site features from property line to property line and additionally depict adjoining properties to the sides and rear of the project.

Hillside Requirements. A view analysis that may include but is not limited to enhanced building sections, expanded site plans, and perspective renderings should be provided that demonstrates the impacts, if any, on views from public rights-of-way and adjoining properties.

Optional Application Materials

1. Materials and finishes board or sheets.
2. Landscape and planting plan.
3. Rendering(s) of the project from public rights-of-way and adjoining properties.
4. Physical and/or digital model of the project including its context and surrounds.

Preparation of Application Materials. Application materials, as provided in this section, may be prepared directly by the applicant. Use of an experienced residential designer or architect is encouraged.

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8. Glossary

Arcade. A pedestrian walkway defined by columns, pilasters, or short-length open-to-the-outside walls supporting a roof that provides shelter along its length.

Art-Deco. A decorative style of the machine-age popular during the 1920s and 1930s, characterized by simple geometric shapes, strong colors, and streamlining.

Asymmetry. Buildings faces that do not have identical features or the property of mirroring on both sides of a central line.

Bay Window. A window within a curved or angular projection of a building.

Block Face. One side of a street, or the building facades that make up one side of a street, between two consecutive intersections, or an intersection and a cul-de-sac or street terminus.

Board and Batten. A type of exterior siding that has alternating wide boards and narrow wooden strips (called battens).

Bracket. Any strut or angled support of a shelf, beam, overhang, or projecting roof.

Building Pads. A level plot to build on.

Building Plane. The vertical face of a building or the vertical outer envelope of the structure.

Built Form. The pattern of masses, heights, details, expressions, and characters in a structure both in relationship to each other and to their environmental surrounds.

Bulk. The overall magnitude or largeness of the aggregate sizes and/or shape(s) of a building, particularly in comparison to the visible overall magnitude or largeness of adjoining buildings.

Cape Cod. A style of house originating in New England in the 17th century. The style is characterized by a main story generally overhung with moderately steep, gable-ended roof with a ridge line parallel to the frontage, a second story tucked underneath the roof, a

large central chimney, and little ornamentation.

Casement. A window or part of a window set on a hinge so that it opens like a door.

Column. A supporting post.

Contemporary. Present day architecture that reflects present day trends, styles, and culture.

Context. The whole of the surrounding natural, built, historic, and cultural environment.

Cottage. A small, single story home.

Cross-Gabled Roofs. Roofs that have two or more ridgelines that intersect and that feature at the ends of the ridgelines triangle shapes that terminate the building plane.

Cut Hillside. The second-most predominant neighborhood type in Burbank, characteristically built on sloping topography, which typically incorporates Split-Level designs, retaining walls, and one- to two-story homes.

Design Guidelines. A toolbox of a broad range of design approaches that assists project proponents and their design teams in reaching compliance with the Zoning Code.

Design Objectives. Overarching urban design and built-form principles. When a project is required to be in compliance with the Design Guidelines, the project needs to meet the intent of the Design Objectives as determined by the appropriate review authority.

Dormer. A window and roofline placed as an inset in a sloping roof.

Double-Hung Windows. A window having two operating sashes that move up and down allowing for ventilation on the top, bottom, or both.

Elevation, Building. The flat side or external face of a building.

Elevation, Height. The height of a building above a fixed reference point.

Ell. A minor extension of a building.

Façade. A face and/or plane of a building typically incorporating windows, entries, and architectural treatments.

Flats. A Burbank neighborhood that is home to some of the oldest residential communities, characterized by near horizontal topography, smaller lot sizes, shallow side-yard setbacks, and an overall compact built form.

Floor Area Ratio (FAR). The ratio of a building's total floor area to the size of the lot's square footage upon which it is built.

Floor Plate. The flat surface of a building level contained within the extent of the exterior walls and including habited and permanently covered outdoor areas.

Front Yard Adjoining Garage. A garage structure that adjoins the front yard or is located such that entry to the garage is directly from the front yard.

Gable. A triangular feature, often the upper section of a wall at the end of a pitched roof.

Gothic Revival. A revival of Gothic styles featuring pointed arches, ribbed vaults, flying buttresses, and walls reduced to a minimum by spacious arcades, galleries, and clerestory windows.

Half-Timbering. A method of building in which external and internal walls are constructed of timber frames with diagonal members, with the spaces between the structural members filled with materials including brick, plaster, or wattle and daub. In more recent times, half-timbering is a decorative treatment as opposed to a building technique.

Hardscape. The nonliving or man-made paving materials of a planned exterior yard.

Hillside. Burbank neighborhoods set amidst switchback streets and/or steeper hillsides that follow the hills at the edge the city.

Hipped Roof. A roof with ends inclined from a ridgeline.

Horizontal Lap Siding. Exterior wall covering made of wood (or any other type of similar material on the outer frame of a building).

Mass. The general shape, form, and consequent volume of components that come together to form a building.

Medieval Revival. A revival of architecture common to medieval Europe including Gothic and Romanesque styles characterized by flying buttresses, sharply pointed spires, barrel vaults, and skeletal stone structures. This type of design was often used in the for religious buildings.

Modulation, Architectural. Adjustment and variation of proportion, scale, detail, and/or change in expression of architectural components, elements, and design to realize architectural variety and enhanced complexity of design expression; to modulate.

Modulation, Façade Plane. Adjustment and breaking of a façade plane(s) to realize variations in massing, scale, materials, color, and/or proportion, to introduce a sense of variety and major and minor building plane rhythms.

Multi-Pane Window. Multiple-panes of glass separated by sticking or mullions.

Multi-Ridged Roofs. A roof with one or more ridgelines often at different heights.

One Story Wings. A single level portion of a building that is subordinate to the main, central structure.

Parapet. A low wall that edges a balcony, terrace, or roof, immediately below which is a drop.

Picture Windows. A large window, typically in a living room overlooking a street.

Pillar. Upright members primarily used for supporting structures; distinguished from columns in that pillars need not be cylindrical or conform to the measures of classically inspired columns.

Pitch. The slope of a roof, usually given in degrees or as a ratio of height to length as in a 1 to 3 or 3 to 4.

Polygonal Roofs. Roof structures with more than four sides, typically in the form of turrets or towers.

Porte-Cochere. A covered entrance porch for vehicles, attached to and projected into either the front or side yard.

Public Right-of-Way. A type of easement granted or reserved over the land for roads, footpaths, railways, canals, as well as electrical transmission lines and other utilities.

Rancho. This Burbank neighborhood incorporates horse trails and includes homes on larger lots that accommodate stables or other accessory structures. Homes are typically Ranch style and one story.

Retaining Walls. A wall that supports a weight of earth or water.

Ridgelines. A horizontal line at the top of two sloping roof surfaces.

Riparian. Of, relating to, or situated on the banks of a river.

Roof Eaves. The under part of a roof overhanging a wall.

Scale, Building. The perceived effect on humans of the combined elements of a structure in relationship to the scale of adjoining buildings, urban and/or natural features, open spaces, and/or the human body.

Scale. The direct relationship of components and details to the dimensions and physical, behavioral, and cultural patterns of humans.

Screening Hedges. Any variant of thick greenery that is planted or grown to purposefully create a privacy barrier.

Setback. The minimum permitted distance between a property line and a building plane or a distance between one building plane and a second building plane.

Side-Gabled. A house with a roof ridgeline parallel to its front.

Side-Hipped Roofs. A pitched roof that parallels its frontage with slopes at either side.

Single-Family Residential. A free-standing residential building designated for one group of individuals.

Skyline, Skyline Expression. The intersection of roof lines, building ridges, parapets, building bulk and mass, and architectural projections such as chimneys with the sky.

Step-Graded. Grading in a short, step-like manner, along a street's natural slope to provide level pads for development.

Streetscape. The scene along a street; the design quality of the street and its visual effect.

Switchback Streets. Roads that make a series of 180° bends, that more gently move up the side of a slope.

Topographic. The arrangement of the natural and artificial physical features of a landform or area.

Tudor Revival. Architecture with characteristic features such as lavish half-timber work; large groups of vertical and grouped windows, complex and steep roofs with many gables, interesting and sometimes fantastic chimney treatment; and much brickwork, frequently in patterns.

Turret. A very small and slender tower.

View Corridor. The line of sight of an observer looking toward an object of significance to the community (e.g., ridgeline, river, historic building, etc.)

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9. City of Burbank

Neighborhood Compatibility Review - Design Guidelines Checklist

The purpose of these design guidelines is to ensure that new homes and alterations and additions to existing homes, enhance the character of Burbank’s residential neighborhoods, while allowing flexibility in design. Standards on maximum allowable building mass and building form, coupled with a neighborhood compatibility review process, are established to implement this policy.

Compliance with the Design Guidelines shall be determined by the Director or his/her designee or Planning Board or City Council through use of the following checklist. Compliance with the design Guidelines may also be required for projects that are required to secure a Single Family Development Permit or a Hillside Development Permit. The design Guidelines for a description of the Neighborhood Compatibility Review and Approval Process, Section 2.G for an understanding of the appeals process, and Figure 3 for an illustration of the review and approval process.

Design Guidelines	Description	In Compliance
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DWELLING SETBACKS

<i>Table A. Must meet all 3 below.</i>		
1. Front Yard Setbacks	A project design should follow the prevailing front yard setback and in those cases where adjoining dwellings have different setbacks, the project design should establish transitions in the front building plane that average and blend the different front yard setbacks. (see Section 6.A.1).	
2. Side Yard Setbacks	A project design should provide sufficiently proportioned side yard setbacks to provide for buffering and privacy between adjacent dwellings. Privacy may be achieved through use of landscape buffering such as hedges, the alternating of windows such that they do not look directly into each other, or increased side yard setbacks along all or a portion of the side yard building face. When a second story adjoins a side yard, all or portions of the side yards should be increased in size to provide for privacy between adjoining properties. (see Section 6.A.2).	
3. Rear Yard Setbacks	Accessory buildings should be setback from rear property lines to ensure adequate space for landscape buffers along rear property lines that enhance the sense of openness and privacy between adjacent homes. (see Section 6.A.3).	

DWELLING ORIENTATION

<i>Table B. Must meet minimum 1 of 4 below.</i>		
1. Dwelling Frontage Orientation	Incorporate secondary and minor elements and visual interest (see Section 6.B.1).	
2. Front Entry Orientation	Visible and accessible from front yard and sidewalk (see Section 6.B.2).	
3. Front Entry Design	Lead eye and person to entry (see Section 6.B.3).	
4. Front Entry Height	When placed within secondary mass, subordinate to overall height (see Section 6.B.4).	

<i>Table C. Must meet minimum 1 of 2 below.</i>		
1. Garage Orientation, General	Generally should be placed behind main dwelling; EXCEPT - <ul style="list-style-type: none"> • When garages are attached to front building elevation, the garage should be subordinate to the bulk and mass of primary dwelling (see Section 6.B.5). • Where there are alleys, it is preferable to provide alley access to garage (see Section 6.B.6). 	
2. Garages, Design	Subordinate to bulk of building and utilize similar character, when not visible to street may utilize simpler mass and detail (see Section 6.B.7).	

ROOFLINES

Table D. Must meet minimum 1 of 3 below.		
1. Pitched Roofs	Utilize pitched roof, intersecting and multi-level ridgelines and transitions to lower adjoining dwellings (see Section 6.C.1).	
2. Flat Roofs	Utilize where there is precedent at block face at same side of street; modulate flat roofs with major and minor masses and different heights (see Section 6.C.2).	
3. Skyline Interest	When utilizing a Characteristic Residential Architectural Style or other design expression, design components typical to the style or consistent to the expression should be utilized (see Section 6.C.3).	

MAJOR & MINOR MASSING & MODULATION

Table E. Must meet minimum 2 of 4 below.		
1. Major & Minor Massing	Utilize major and minor massing and variety of heights (see Section 6.D.1) and subordinate minor massing to major massing (see Section 6.D.2).	
2. Residential Modulation, Front Yards	Modulate and break front building plane (see Section 6.E.1.)	
3. Residential Modulation, Side Yards	At both the first and upper stories, modulate along both length and/or height (see Section 6.E.2)	
4. Residential Modulation, Minor	Use minor massing components such as bay windows, dormers, porches, recessed entries, one-story wings, awnings, etc. (see Section 6.E.3)	

RESIDENTIAL DWELLING HEIGHT, UPPER STORIES & HEIGHT TRANSITIONS

Table F. With one story only, must meet minimum 1 of 2 below and then do not complete Table G; OR With two or more stories, skip Table F and complete Table G.		
1. Residential Height, One Story	One story in height dwellings and additions are encouraged (see Section 6.F.1).	
2. Alterations, Under Existing Rooflines	Place additional upper-level area under existing roof with no changes to rooflines (see Section 6.F.2).	

Table G. With two stories or more, must meet minimum 3 of 4 below.		
1. Residential Height and Upper Levels, Adjoining Existing One-Story Dwellings	Provide one-story component and/or minor massing at front yard and/or side yard when adjoining existing single-story dwelling(s) (see Section 6.F.3).	
2. Upper Stories, New Construction	Provide upper story footprint(s) smaller than the first story (see Section 6.F.4).	
3. Window, Balcony, and Roof Terrace Placement, at Upper Stories Overlooking Side Yards	Locate to avoid direct views into windows of adjoining residences; provide landscape screening that meets City standards (see Section 6.F.5).	
4. Window, Balcony, and Roof Terrace Placement, at Upper Stories Overlooking Rear Yards	When present, provide landscape screening that meets City standards (see Section 6.F.6).	

Table H. With third story, must meet the following.		
1. Third Stories	Discouraged except when placed within roof pitches (see Section 6.F.8), or where view corridors not impacted at Hillside lots (see Section 6.F.9).	

WINDOWS & 360° ARCHITECTURE

Table I. Must meet minimum 1 of 4 below.

1. Window Quality and Design	At alterations and additions provide windows similar to original, and/or similar to existing in neighborhood, and/or windows representative of Characteristic Burbank Architectural Style (see Section 6.G.1).	
2. 360° New Construction	Extend to all building frontages visible from street and adjacent and adjoining dwellings (see Section 6.H.1).	
3. 360° Additions	Similar to and complimentary in character to the proportions, massing, and details of existing residence (H.2)	
4. 360° Alterations	Utilize in-kind proportions, massing, and details (see Section 6.H.3).	

ACCESSORY STRUCTURES

Table J. If provided, must meet the following.

1. Accessory Structure Design	Similar in character and intensity of detail to main dwelling when visible to the street; when not visible may be of simpler design (see Section 6.I.1).	
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FENCES & PROPERTY LINE WALLS

Table K. If provided, must meet all 3 below.

1. At Front Yards	Walls are discouraged; utilize low hedges and fences only that meet City requirements. Set back from sidewalk; landscape both sides (see Section 6.J.1).	
2. At Street-Facing Side Yards	Set back from sidewalk to allow for landscape (see Section 6.J.2).	
3. Retaining Walls, at Front Yards and Street-Facing Side Yards	Set back from back of sidewalk to allow for landscape (see Section 6.J.3).	

LANDSCAPE

Table L. Must meet minimum 2 of 4 below.

1. Landscape Design	Integrated and related to architectural design; provide landscape design (see Section 6.K.1). (A landscape plan is only required for construction of new homes, not for additions)	
2. Artificial Turf, Front Lawns	Not utilized (see Section 6.K.4).	
3. Hardscape, Front Yards	Less than majority of available landscape area (see Section 6.K.5)	
4. Trees	Place additional trees at front yards and/or parkways and street-facing side yards (see Section 6.K.6).	

Table M. Must meet minimum 3 of 7 below.

1. Landscape along Street Frontages	Maintains continuity and openness along block face at front yards (see Section 6.K.2).	
2. Lawns and Low Maintenance Lawn Alternatives	Low Maintenance Lawn Alternatives and ground covers encouraged (see Section 6.K.3).	
3. Landscape at Buildings	Use base/foundation plantings and shrubs at visible street-facing building perimeters (see Section 6.K.7)	
4. Side Yard Landscape	Utilize to enhance privacy between adjoining dwellings (see Section 6.K.8).	
5. Rear Yard Landscape	Include trees to enhance shade and privacy (see Section 6.K.9)	
6. Exterior Lighting	Enhance safety and use shielded fixtures (see Section 6.K.10)	
7. Landscape at Views	Avoid interference with existing view corridors (see Section 6.K.11).	

USE OF CHARACTERISTIC OR OTHER ARCHITECTURAL STYLES

<i>Table N. Meet 1 of 2 below.</i>		
1. Use of Characteristic Style	Character defining features utilized at all exterior elevations (see Section 6.L.1)	
2. Use of other architectural styles	Character defining features utilized at all exterior elevations (see Section 6.M.1)	

Overall Compliance Finding YES NO

by _____
(printed name here)

10. Acknowledgement

City Council

Jess Talamantes, Mayor
Will Rogers, Vice Mayor
Emily Gable-Luddy, Council Member
Dr. David Gordon, Council Member
Bob Frutos, Council Member

Planning Board

Christopher Rizzotti, Chair
Kimberly Jo, Vice-Chair
Apraham Atteukenian
Diane Eaton
Undine M. Petrulis

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