

**The Sunset/Spaulding Square HPOZ Board asked the Sunset Square Neighborhood Organization (SSNO) to mail this letter to our residents. We hope you find it helpful and informative as we work together to support our Historical Preservation Overlay Zone.**

Please note the [Sunset/Spaulding Square HPOZ Board](#) and [Sunset Square Neighborhood Organization](#) are two separate entities. The HPOZ Board is overseen by the City's Office of Historic Resources. The Board reviews plans for projects, such as home construction, exterior improvements, and landscaping. Many rules, including fence heights, are determined by the City's Zoning Code. SSNO is a volunteer committee that deals with matters affecting the neighborhood, ranging from street signs to the block party, to collecting revenues from filming, and advocating for our neighborhood with City Council and Sacramento. To date, SSNO projects are funded by revenue collected from filming. **Visit the SSNO website at [sunsetsquarehollywood.org](https://sunsetsquarehollywood.org) to sign up for emails and to see the HPOZ page with more information and convenient links.**

Dear Sunset Square Neighbor,

We are pleased you have chosen to make Sunset Square your home. To help our neighborhood retain its historic architectural character, we earned the rare designation of Historic Preservation Overlay Zone (HPOZ) in 2017. This zoning designation helps maintain the character and value of the neighborhood by setting guidelines for any changes made to the exterior of our homes, including our front yards. The goal is to retain and/or restore original features and add new features in compliance with our adopted Preservation Plan.

**If you are considering any exterior work, please contact Amanda Kainer, our HPOZ City Planner at (213) 847-3647 or [amanda.kainer@lacity.org](mailto:amanda.kainer@lacity.org). Amanda will provide guidance to ensure a smooth and timely approval process.**

Applications can be easily submitted online through a simple online application (<https://plncts.lacity.org/oas>). Many projects can be approved directly by planning staff, and others may require review by the joint Sunset/Spaulding Square HPOZ Board. The volunteer HPOZ Board is made up of professionals and knowledgeable neighbors, and it meets on the 2nd and 4th Thursday of each month at 5 pm. Currently meetings are held virtually. The Board will review the project for conformance with the HPOZ's Preservation Plan and help guide you and/or your architect with the project's design. The Board can also provide consultation with you on your plans until you're ready to file your application.

**Examples of exterior projects that require approval include, but are not limited to:**

- Projects that may not require a permit
- Any and all exterior alterations or modifications to the house itself, including window or door replacement
- Exterior painting, replacement of wall cladding, and/or roofing
- Modification or replacement of hardscape (sidewalks, driveways, walkways, stairs, retaining walls, etc.)
- Installation or removal of fences, gates, walls, or hedges
  - *Please note the City-wide height limit of front yard residential fences is 42 inches. This height limit is NOT set by our HPOZ, and we do not have authority to grant waivers or exceptions.*
- Major landscaping changes, including removal of significant trees
- Construction/demolition of ancillary buildings (garages, sheds, or ADU's) and additions

We recognize the many maintenance and restoration requirements of old houses, and the Preservation Plans are user-friendly and allow flexibility in adapting your home to present-day needs while preserving its valuable architectural character. We also offer a support network of skilled craftspeople and sources for materials. Please familiarize yourself with the HPOZ program at <https://planning.lacity.org/preservation-design/local-historic-districts> (where you can find more information about the Sunset Square Preservation Plan). Please contact Amanda Kainer (contact info above) before starting any exterior project. Together, we'll ensure that Sunset and Spaulding Squares remain the special places that they are.

**Your Sunset/Spaulding Square HPOZ Board**