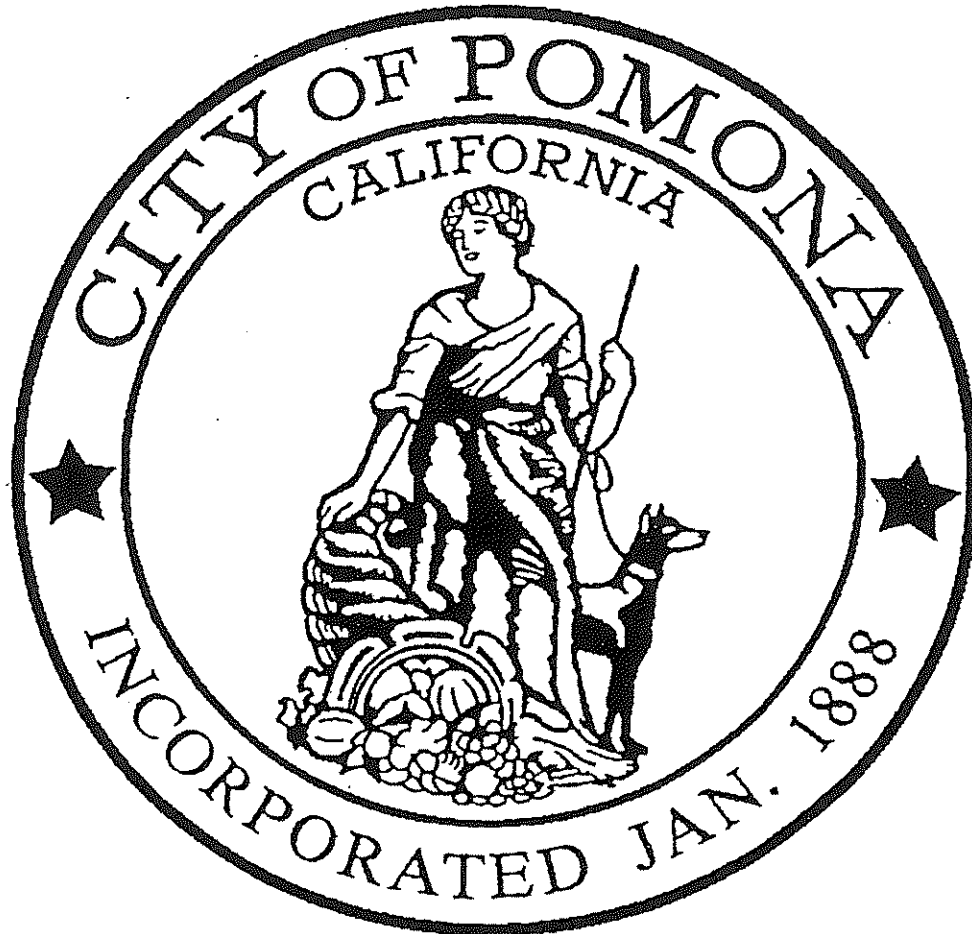


DESIGN GUIDELINES



JULY 19, 1999

THE HISTORY OF POMONA: A FRUITFUL PAST WORTH PRESERVING

In 1875 the leaders of the newly surveyed township of Pomona awarded Solomon Gates, a local nurseryman, the prize of a town lot for proposing that the community be named in honor of the Roman goddess of fruit. Pomona seemed the ideal name for a place the *Los Angeles Star* proclaimed as blessed with "a rich, friable loam of exhaustless fertility, and adapted to the growth of all fruits and cereals indigenous to this section." One hundred years after Pomona's incorporation in 1888, Clemett L. Neibel, Chairman of the Pomona Centennial Committee, wrote this glowing account of the early days in the golden land named for a goddess.

On a crisp, clear Spring morning in 1833, two Mexican caballeros gazed from their vantage point atop a hill at a scene of wondrous beauty. Stretched out before their eyes were thousands of acres in a valley verdant with spring grass, oak and sycamore trees and laced with sagebrush. To the north were snow capped mountains looming up as if they could be reached in a few minutes ride, and in the distant east other mountains, also white with snow, formed a backdrop to this beautiful and peaceful scene.

The two young caballeros were Don Ygnacio Palomares and Don Ricardo Vejar, former soldiers who had fought together to help free Mexico from Spanish rule. The hill on which they stood was Ganessa, [site of the historic Native American community of Toybipet], and the panorama spread in front of them was the Pomona Valley, with Old Baldy [Mt. San Antonio] to the north and San Gorgonio and San Jacinto to the east.

The land had remained public domain for the nearly 300 years while under Spanish and, later, Mexican rule... The two caballeros fell in love with the land and, being determined to own it, petitioned Juan B. Alvarado, governor ad interim of California, for a grant of two square leagues. They received it on April 15, 1837, and immediately moved with their families, hired hands, stock and possessions and settled on this virgin land.

This was the beginning of Pomona, and the founders left their mark. The four Adobes which still remain from the Rancho days are constant reminders of their hospitable and gracious ways which gave birth to the feeling of warmth and friendliness which has continued to be a way of life in Pomona.

Once occupied, the area attracted others to come. The way they lived, what they did and the community they built shaped the history of Pomona.

The lives and accomplishments of many of those who shaped Pomona are embodied today in the rich the legacy they left behind in the form of historic structures such as the remaining nineteenth century adobes. Just as the adobes embody the spirit of Pomona's Rancho days, numerous other historic structures tell the story of the periods following Mexican rule, which together comprise Pomona's rich history. These structures--the fruits of Pomona's past--range from trees to trellises, modest cottages to mansions, mundane commercial buildings to magnificent churches. All are precious resources that enrich the lives of those who live, work, and play in the city. Unless Pomona's historic structures are conscientiously preserved, they will be lost as sources of identity, pride, aesthetic pleasure, and economic wealth.

*Help preserve the fruits of the past--
Support historic preservation in the City of Pomona!*

**OVERVIEW OF THE
GUIDELINES FOR ALTERATIONS TO POMONA'S HISTORIC PROPERTIES**
Preserve the fruits of Pomona's Past!

Purpose of the Guidelines: The City of Pomona Historic Preservation Ordinance (Pomona City Code Sections .5809-13) addresses Pomona's rich cultural landscape. A product of the interaction between people and place over time, this landscape is comprised of the city's unique array of elements and features: its climate, topography, vegetation, prehistoric and archeological sites, land use patterns, circulation networks, building clusters, individual buildings, walls, gates, and gardens. The guidelines contribute to the implementation of the ordinance and the protection of Pomona's cultural landscape by specifically addressing the architectural character of Pomona's historic landmarks and districts. They provide information to property owners, community residents, city staff, and city decision-makers regarding appropriate alterations to historic properties. *It is vital that all parties work together to preserve these properties-- the fruits of Pomona's past.*

Format of the Guidelines: The guidelines consist of a set of individual brochures providing general background on historic preservation in Pomona as well as specific information regarding various types of alterations to historic properties. Individual brochures address the following topics:

- Historic landmark designation
- Historic preservation district designation
- Certificates of appropriateness for minor alterations
- Certificates of appropriateness for major alterations
- Roofs
- Siding
- Windows
- Doors and doorways
- Garages and other secondary structures
- Driveways and walkways
- Landscaping
- Fences
- Lighting
- Patios/porches/decks/gazebos/awnings/masonry
- Additions
- Conversions
- Relocation and demolition
- New construction

Properties Covered by the Guidelines: Properties covered by the guidelines have been designated by the city as historic landmarks or as properties within historic preservation districts. For information regarding the designation process, please refer to individual brochures covering landmark and district designation.

Alterations Covered by the Guidelines: All exterior alterations are covered by the guidelines—those that are regulated and require a building permit and Certificate of Appropriateness (COA) as well as those that are not regulated. For more information regarding COAs, please consult brochures providing overviews of the COA application process.

Alterations Not Requiring Certificates of Appropriateness: Some alteration projects may be undertaken without a Certificate of Appropriateness (COA), for example, landscaping or painting projects. *However, in order to protect the historic value of their own properties and the integrity of historic districts as a whole,*

property owners should follow the guidelines when undertaking any type of alteration. To determine whether a particular alteration project requires a COA, please refer to individual brochures covering specific types of alterations.

Minor Alterations and Certificates of Appropriateness: Minor alterations fall into three general categories:

- the replacement of elements of a primary structure with similar elements—examples include the replacement of a window, doorway, or fascia board with elements of a similar material and design
- the addition of elements that are part of a historic property but are not an essential part of a primary structure—examples include the addition of a secondary structure or deck
- the alteration or removal of secondary structures related to non-contributing structures

Certain minor alterations may not be undertaken until a property owner has obtained a building permit and a Certificate of Appropriateness (COA). The Planning and Development Services Manager will review COA applications for administrative approval or denial. Administrative decisions may be appealed to the Historic Preservation Commission. To determine whether a particular minor alteration requires a COA, please refer to individual brochures covering specific types of alterations.

Major Alterations and Certificates of Appropriateness: Major alterations fall into three general categories:

- the alteration of a structure's significant historic qualities—examples include changes in height, mass and space, roof shape, scale, or distinctive facades
- the addition of significant elements to a structure—examples include room, porch, or dormer additions
- the demolition or relocation of primary historic structures

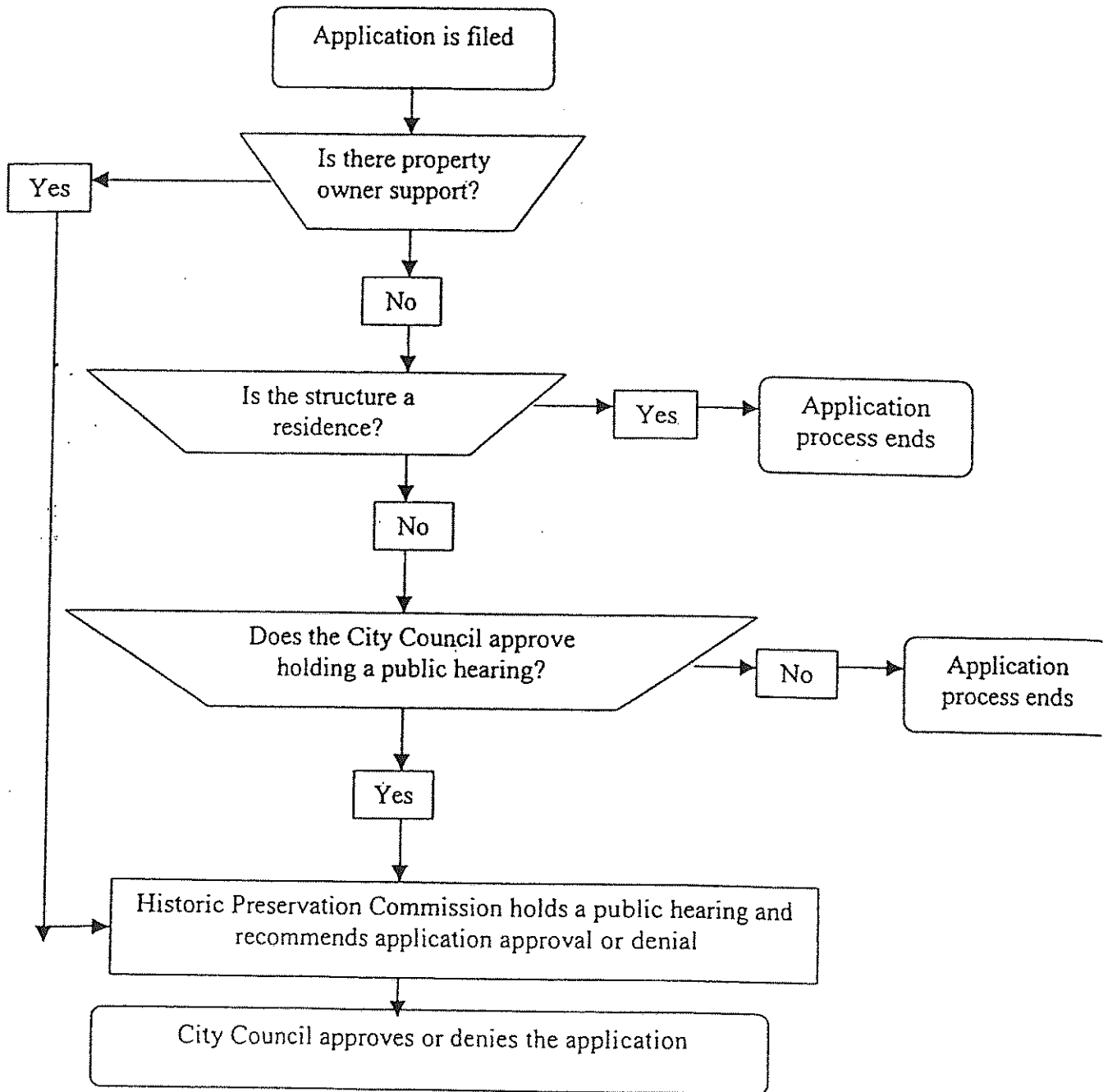
No major alteration may be undertaken until a property owner has obtained a building permit and a Certificate of Appropriateness (COA). The Historic Preservation Commission will review COA applications for approval, conditional approval, or denial. Commission decisions may be appealed to the City Council.

For more information on historic preservation in Pomona, contact the City Planning Division at 505 South Garey Avenue or call 909 620 2191.

OVERVIEW OF THE CITY OF POMONA
HISTORIC LANDMARK DESIGNATION PROCESS

Preserve the fruits of Pomona's Past

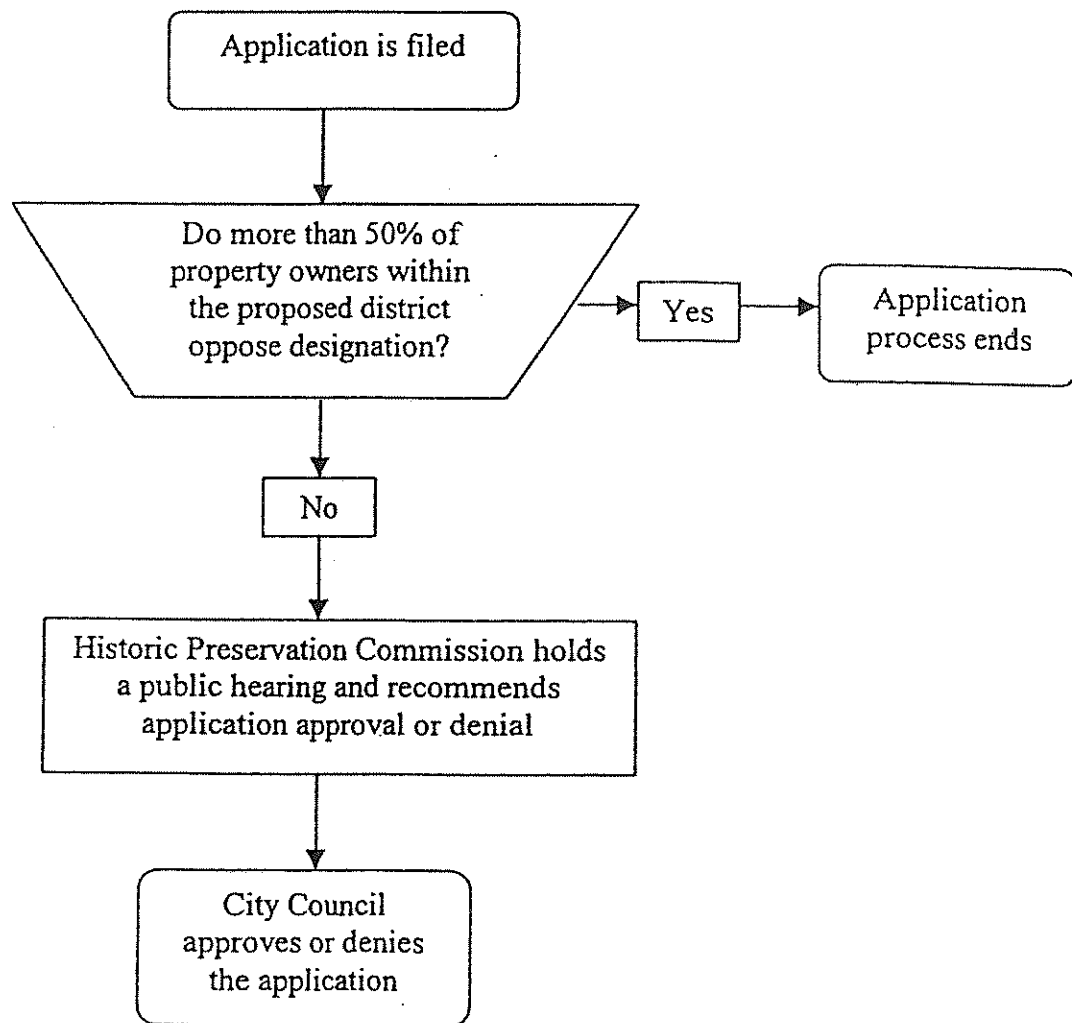
Pomona is fortunate to have a wealth of residences, commercial buildings, churches, and other structures that embody the spirit and architecture of its historic periods. Protection for these valuable landmarks can be achieved under the city's Historic Preservation Ordinance (Pomona City Code Sections .5809-13) by way of the historic landmark designation process diagrammed below. To ensure that landmarks receive full protection, even those listed on the National Register of Historic Places must be officially designated at the local level.



OVERVIEW OF THE CITY OF POMONA HISTORIC PRESERVATION DISTRICT DESIGNATION PROCESS

Preserve the fruits of Pomona's Past!

Pomona is fortunate to have a wealth of residences, commercial buildings, churches, and other structures that embody the spirit and architecture of its historic periods. Often the value of these structures is best preserved if they are protected as a unified group, for example, as an entire neighborhood or commercial area. Such protection can be achieved under the city's Historic Preservation Ordinance (Pomona City Code Sections .5809-13) by way of the historic district designation process diagramed below. To ensure that historic districts receive full protection, even districts listed on the National Register of Historic Places must be officially designated at the local level. Local designation encourages the cooperation of the city and the citizens of Pomona in the important on-going effort to preserve the fruits of Pomona's past!



Through the public hearing process, individual property owners may request in writing or verbally that their property be exempted from district provisions for as long as they own the property.

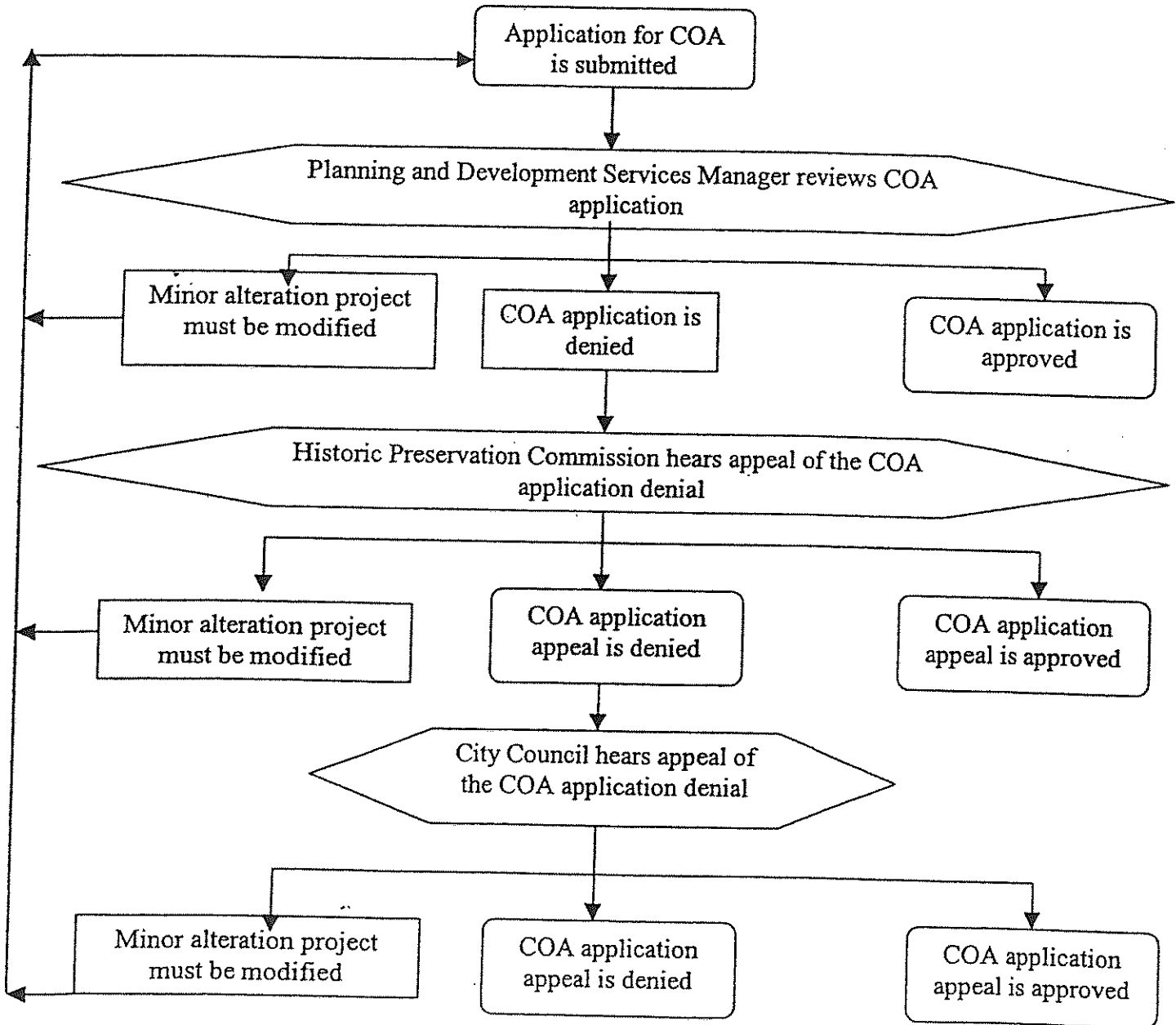
For more information on historic preservation in Pomona, contact the City Planning Division at 505 South Garey Avenue or call 909 620 2191.

**OVERVIEW OF THE
CERTIFICATE OF APPROPRIATENESS APPLICATION PROCESS
FOR MINOR ALTERATIONS TO POMONA'S HISTORIC PROPERTIES**

Preserve the fruits of Pomona's Past!

To preserve the historic appearance and value of Pomona's designated historic landmarks and structures within preservation districts, property owners must obtain a Certificate of Appropriateness (COA) before undertaking any minor alteration projects that require a building permit. The city's planning division will provide property owners with brochures indicating which projects are considered minor alterations.

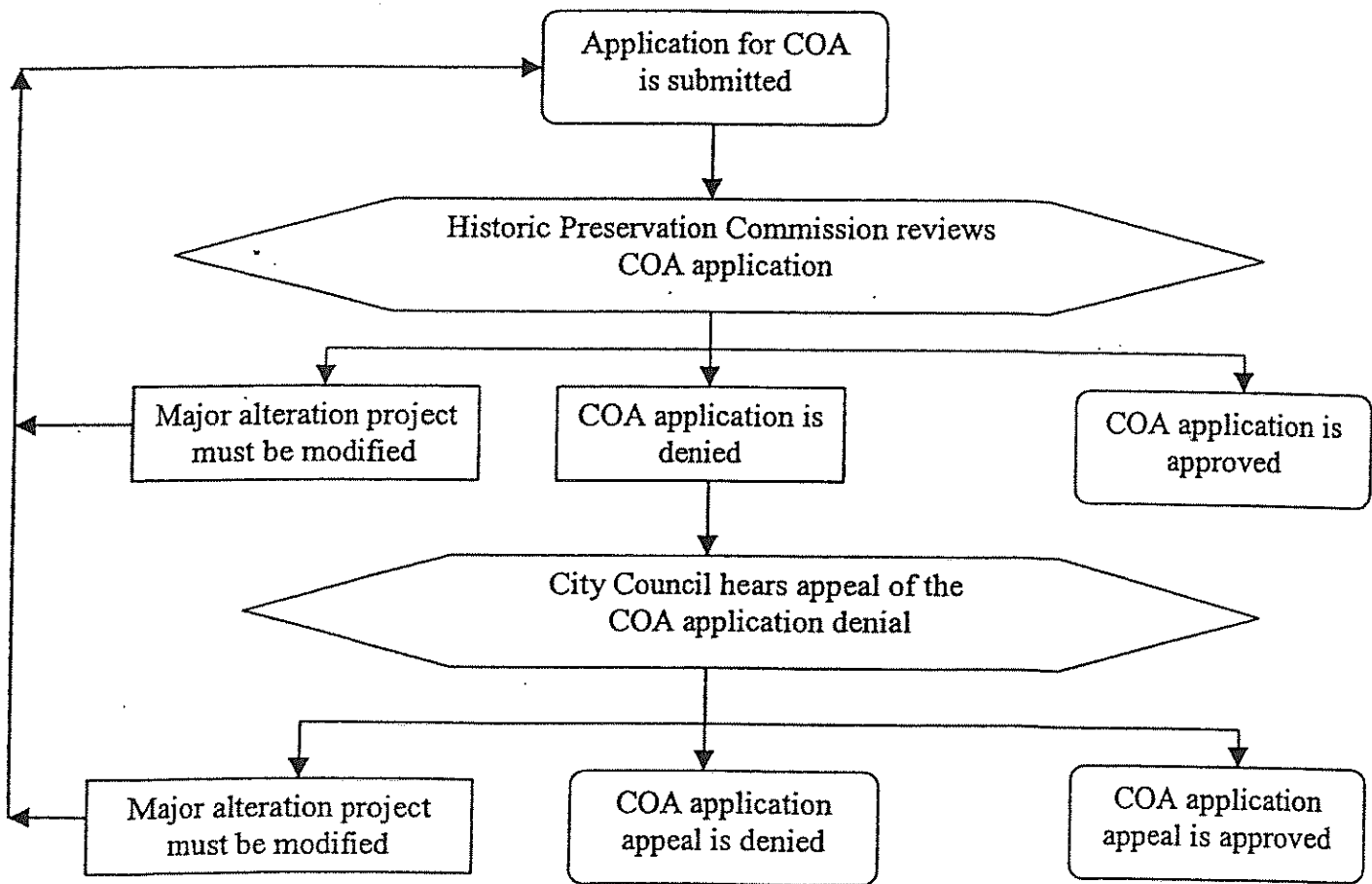
Applications for a COA can be filed with the planning division. Each application should be accompanied by plans and specifications, including drawings that show the relationship of the proposed project to surrounding historic structures and properties. Applications for minor alterations are reviewed by the Planning and Development Services Manager or the Manager's designee.



**OVERVIEW OF THE
CERTIFICATE OF APPROPRIATENESS APPLICATION PROCESS
FOR MAJOR ALTERATIONS TO POMONA'S HISTORIC PROPERTIES**
Preserve the fruits of Pomona's Past!

To preserve the historic appearance and value of Pomona's designated historic landmarks and structures within preservation districts, property owners must obtain a Certificate of Appropriateness (COA) before undertaking any major alteration projects that require a building permit. The city's planning division will provide property owners with brochures indicating which projects are considered major alterations.

Applications for a COA can be filed with the planning division. Each application should be accompanied by plans and specifications, including drawings that show the relationship of the proposed project to surrounding historic structures and properties. Applications for major alterations are reviewed by the Historic Preservation Commission.



For more information on historic preservation in Pomona, contact the City Planning Division at 505 South Garey Avenue or call 909 620 2191.

GUIDELINES FOR ALTERATIONS TO ROOFS ON HISTORIC STRUCTURES

Preserve the fruits of Pomona's Past!

The Ideal Preservation Approach

A roof is an important feature of a historic structure. To preserve the historic appearance and value of a structure, the historic design and materials of the roof should be maintained as much as is possible. The ideal approach would involve the following:

- Replacing composition shingles with shingles of similar materials and appearance
- Replacing wood shingles with shingles of the similar materials and appearance that have been treated to improve their fire retardant quality
- Removing original clay tiles and reusing them after repairs have been made to the underlying structure--if individual replacement tiles are needed, they should match the existing tile as closely as is possible
- Maintaining the architectural integrity of the roof where additions and expansions are undertaken
- Maintaining historic roof supporting structures, e.g., rafters, eaves, and fascia boards
- Maintaining historic roof drainage elements, e.g., gutters, downspouts, and canales
- Maintaining existing chimneys in good repair
- Avoiding the installation of equipment on the portions of the roof visible from the street—such equipment might include air conditioners or solar energy devices

The more nearly a project conforms to the ideal, the more likely it will be approved.

Roof Projects NOT Requiring a COA

- Existing gutters or downspouts are to be replaced
- Eaves or gutters are to be repainted
- Existing chimneys are to be remortared

Roof Projects as a Minor Alteration Requiring a COA from City Staff

If a property owner proposes any of the following projects, the city Planning and Development Services Manager will evaluate the COA application for consistency with the ideal preservation approach:

- Original roofing materials are to be replaced with products of like materials and design
 - Cedar shingles are to be replaced with composition shingles on houses of styles for which such a practice has been prevalent in the area
 - Unusual composition shingles of a type no longer available are to be replaced with an appropriate substitute
 - Original wood shingles that have been previously covered with composition shingles are to be replaced with similar composition shingles
 - Aluminum edging, which today is routinely installed with new roofs, is to be of a size and color that renders it relatively unnoticeable
 - Unobtrusive chimney support structures are to be added
 - Damaged chimney elements are to be replaced with elements of like materials and design
 - Unhistorical elements or materials are to be replaced with historical elements or materials
-

Roof Projects as a Major Alterations Requiring a COA from the Commission

If a property owner proposes any of the following projects, the Historic Preservation Commission must evaluate the COA application for consistency with the ideal preservation approach:

- New roofing products designed to resemble original materials are to be installed
- A roof important in defining the overall historic character of a structure is to be changed significantly
- A major portion of a roof or roofing material that is repairable is to be removed
- A metal roof is to be installed, unless the original was metal
- Deteriorating roof supporting structures are to be altered rather than replaced with similar structures
- Any roof-mounted equipment is to be installed
- Existing chimney elements are to be replaced with elements differing in materials or design
- Obtrusive chimney support structures are to be added
- An existing chimney is to be removed
- A chimney is to be added to an existing structure
- Any project that is referred to the Commission by the Planning and Development Services Manager because of the particular design issues involved

For more information on historic preservation in Pomona, contact the City Planning Division at 505 Garey Avenue or call 909 620 2191.

GUIDELINES FOR SIDING ALTERATION OR REPLACEMENT ON HISTORIC STRUCTURES

Preserve the fruits of Pomona's Past!

The Ideal Preservation Approach

Original siding is perhaps the most important exterior feature of historic structures. To preserve the historic appearance and value of a structure, the original materials should be preserved to the greatest extent possible. The ideal approach would involve the following:

- Maintaining and preserving the original siding on a historic structure and on any additions to it
- Repairing rather than replacing damaged siding
- Using materials as similar in kind and appearance to the original as is possible when replacement is unavoidable

The more nearly a project conforms to the ideal, the more likely it will be approved.

Siding Projects NOT Requiring a COA

If a property owner proposes any of the following projects, a COA is not required:

- Siding is to be repainted
- Small holes caused by weathering, decay, or accidents are to be patched

Siding Repair or Replacement as a Minor Alteration Requiring a COA from City Staff

If a property owner proposes any of the following projects, the city Planning and Development Services Manager will evaluate the COA application for consistency with the ideal preservation approach:

- Original siding is to be repaired with products of like materials and appearance
- Original siding is to be replaced with products of like materials and appearance
- Unhistorical elements or materials are to be replaced with historical elements or materials

Siding Replacement as a Major Alteration Requiring a COA from the Commission

If a property owner proposes any of the following projects, the Historic Preservation Commission must evaluate the COA application for consistency with the ideal preservation approach:

- Wood siding is to be replaced with wood sheathing having the appearance of siding
- Existing deteriorated stucco is to be replaced rather than repaired
- Historically painted wood surfaces are to be stripped bare or replaced with unpainted wood to achieve a "natural look"
- Historical siding is to be covered over with siding of a different material or design
- Any project that is referred to the Commission by the Planning and Development Services Manager because of the particular design issues involved

For more information on historic preservation in Pomona, contact the Planning Division in City Hall 505 S. Garey Avenue, Pomona, CA or call 909 620 2191.

GUIDELINES FOR WINDOW ALTERATION OR REPLACEMENT ON HISTORIC STRUCTURES

Preserve the fruits of Pomona's Past!

The Ideal Preservation Approach

The size, type, and placement of windows are important defining features of historic structures. To preserve the historic appearance and value of a structure, the original windows should be preserved whenever possible. The ideal approach would involve the following:

- Providing adequate protection and regular maintenance to windows to prevent their deterioration
- Repairing rather than replacing damaged windows, using similar materials
- Replacing windows that cannot be repaired with windows of a similar type, for example, replacing original wooden sash windows with new wooden sash windows
- Maintaining the original size, shape, and rhythm of window openings on portions of structures visible from the street

The more nearly a project conforms to the ideal, the more likely it will be approved.

Window Projects NOT Requiring a COA

If a property owner proposes any of the following projects, a COA is not required:

- Cords, weights, or sashes are to be repaired
- Broken window panes are to be replaced using similar glass

Window Repair or Replacement as a Minor Alteration Requiring a COA from City Staff

If a property owner proposes any of the following projects, the city Planning and Development Services Manager will evaluate the COA application for consistency with the ideal preservation approach:

- An original window is to be repaired with similar materials and left in its original opening
- An original window is to be replaced with the same type of window
- Unhistorical elements or materials are to be replaced with historical elements or materials

Window Modification or Replacement as a Major Alteration Requiring a COA from the Commission

If a property owner proposes any of the following projects, the Historic Preservation Commission must evaluate the COA application for consistency with the ideal preservation approach:

- Historic window trim is to be altered or removed
- Historic window accent material such as wood, cast iron, or bronze is to be removed
- Replacement windows are to be installed that do not fit historic openings
- The historic appearance of windows is to be modified using designs, materials, and finishes that noticeably change the sash, depth of reveal, muntin configurations, glazing, or frame
- Windows are to be replaced because of broken glass, broken counter-weight ropes, stuck sash, or high air infiltration when they could be repaired
- Any project that is referred to the Commission by the Planning and Development Services Manager because of the particular design issues involved

For more information on historic preservation in Pomona, contact the Planning Division in City Hall 505 S. Garey Avenue, Pomona, CA or call 909 620 2191.

GUIDELINES FOR DOOR/DOORWAY ALTERATIONS OR REPLACEMENT ON HISTORIC STRUCTURES

Preserve the fruits of Pomona's Past!

The Ideal Preservation Approach

The size, type, and placement of doors and doorways are important defining features of historic structures. To preserve the historic appearance and value of a structure, the original doors and doorways should be preserved whenever possible. The ideal approach would involve the following:

- Providing adequate protection and regular maintenance to doors and doorways to prevent their deterioration
- Repairing rather than replacing damaged doors and doorways using similar materials
- Replacing doors and doorways that cannot be repaired with elements of a similar type, for example, replacing a door with another one having similar panels or molding
- Maintaining historic doorway openings

The more nearly a project conforms to the ideal, the more likely it will be approved.

Door/Doorway Projects NOT Requiring a COA

If a property owner proposes any of the following projects, a COA is not required:

- A door is to be replaced within an existing doorway opening not visible from the street
- A door/doorway is to be painted or refinished

Door/Doorway Modification or Replacement as a Minor Alteration Requiring a COA from City Staff

If a property owner proposes any of the following projects, the city Planning and Development Services Manager will evaluate the COA application for consistency with the ideal preservation approach:

- A door that is visible from the street within an existing opening is to be replaced. Staff to determine that the door is historically correct
- Unhistorical elements or materials are to be replaced with historical elements or materials, for example, a modified doorway opening is to be restored to its historical size and shape
- An unhistorical doorway is to be removed

Door/Doorway Modification or Replacement as a Major Alteration Requiring a COA from the Commission

If a property owner proposes any of the following projects, the Historic Preservation Commission must evaluate the COA application for consistency with the ideal preservation approach:

- Replacement doors that are not historically correct or do not fit historic doorway openings are to be installed
- Historic doorway trim is to be removed or covered with metal or other material
- Any project that is referred to the Commission by the Planning and Development Services Manager because of the particular design issues involved

For more information on historic preservation in Pomona, contact the Planning Division in City Hall 505 S. Garey Avenue, Pomona, CA or call 909 620 2191.

GUIDELINES FOR ALTERATIONS AND INSTALLATIONS INVOLVING GARAGES AND OTHER SECONDARY STRUCTURES ON HISTORIC PROPERTIES

Preserve the fruits of Pomona's Past!

The Ideal Preservation Approach

Garages and other secondary structures located on a property containing historic primary structures can play an important part in maintaining the historic character of the property as a whole. When altering or installing these secondary structures, property owners should consult the preservation guidelines that pertain to landmarks and historic preservation districts. City staff will provide them with brochures that describe ideal preservation approaches for projects involving roofs, siding, windows, doors/doorways, exterior lighting, etc.

The more nearly a project conforms to the ideal, the more likely it will be approved.

Secondary Structure Projects NOT Requiring a COA

If a property owner proposes any of the following projects, a is not required:

- Alterations are to be made to a structure of less than 64 square feet
- Alterations are to be made to a structure having a vertical clearance of less than 7 feet

Secondary Structure Projects as Minor Alterations Requiring a COA from City Staff

If a property owner proposes any of the following projects, the city Planning and Development Services Manager will evaluate the COA application for consistency with the ideal preservation approach:

- Original roofing materials on garages or on other secondary structures visible from the street are to be replaced with products of like materials and design
- Original siding on garages or on other secondary structures visible from the street is to be replaced with products of similar materials and appearance
- Original windows and doors/doorways on garages or on other secondary structures visible from the street are to be replaced with similar windows and door/doorways
- Unhistorical elements or materials are to be replaced with historical elements or materials
- Alterations are made to structures that are secondary to a non-conforming structure.

Secondary Structure Projects as Major Alterations Requiring a COA from the Commission

If a property owner proposes any of the following projects, the Historic Preservation Commission must evaluate the COA application for consistency with the ideal preservation approach:

- Alterations are to be made that would produce significant changes in the appearance of roofs, elevations, siding, windows, and doorways
- Modular structures or trailers that may be visible from the street are to be temporarily installed
- Minor secondary structures such as tool or storage sheds of metal or other modern construction are to be installed so that they may be visible from the street
- Any project that is referred to the Commission by the Planning and Development Services Manager because of the particular design issues involved

For more information on historic preservation in Pomona, please contact the Planning Division at 505 S. Garey Avenue or call 909 620 2191.

**GUIDELINES FOR DRIVEWAY AND WALKWAY ALTERATIONS AND INSTALLATIONS
ON HISTORIC PROPERTIES**

Preserve the fruits of Pomona's Past!

The Ideal Preservation Approach

Driveways and walkways located on a property containing historic primary structures can play an important part in maintaining the historic character of the property as a whole. To preserve the historic appearance and value of such properties as well as the districts that surround them, existing driveways and walkways should be retained when possible. Regular maintenance and appropriate repairs can go a long way in preserving original structures.

The repair, extension, replacement, or installation of new driveways and walkways does not require a Certificate of Appropriateness (COA). However, property owners who wish to preserve Pomona's historic character will abide by the following guidelines.

- For the repair, extension, or replacement of driveways and walkways—keep material, surface finish and design details as close to the original as is possible.
- For the installation of new driveways and walkways—use a scale, location, material, surface finish, and design details that are compatible with the period and architecture of the primary historic buildings on the property.
- Whenever possible, retain existing ribbon driveways—new ribbon driveways are not allowed by code, but a similar appearance may be attainable by using materials such as brick or concrete if replacement is unavoidable.
- Avoid the use of asphalt except to repair existing asphalt.
- Avoid modern-day resurfacing products and techniques including decorative or simulated patterns.
- Avoid the use of historic materials that do not match the period and architecture of the contributing historic structures on the property.

For more information on historic preservation in Pomona, please contact the Planning Division at 505 S. Garey Avenue or call 909 620 2191.

GUIDELINES FOR LANDSCAPING ALTERATIONS AND INSTALLATIONS ON HISTORIC PROPERTIES

Preserve the fruits of Pomona's Past!

The Ideal Preservation Approach

Landscaping can have surprisingly dramatic effects on the character of historic landmarks and districts. Large old trees, hedges pruned in historic forms, and plant species and planting patterns that were popular during particular periods with particular architectural styles all have a role to play in preserving the historic appearance and value of both individual properties and entire districts. Property owners and city staff are urged to become knowledgeable regarding historic landscaping and to consider historic themes when they undertake maintenance and installation projects on private and public property.

Landscape maintenance and installation do not require a Certificate of Appropriateness (COA). However, property owners and city staff who wish to preserve Pomona's historic character will consider the following guidelines.

- Significant historic trees (those approximately as old as historic structures) should be preserved whenever possible—appropriate pruning, rather than overly severe cutting back, will enhance tree health and beauty as well as public safety.
- Historic landscapes should be maintained on both private and public properties if possible—when individual replacement plants are required, they should be selected so that they harmonize with existing species and design themes.
- In historic districts, front and side yard landscaping visible from the street should be compatible with the theme of the surrounding neighborhood—this can be especially delightful when variations on a historic theme are sprinkled throughout a neighborhood.
- Avoid covering large areas that were historically grass with groundcovers, pavers, concrete, rock, wood chips, or other unhistorical materials.
- Avoid the addition of modern or historically inappropriate structures or accessories to front yard landscapes.

For more information on historic preservation in Pomona, please contact the Planning Division at 505 S. Garey Avenue or call 909 620 2191.

GUIDELINES FOR FENCE / WALL ALTERATIONS AND INSTALLATIONS ON HISTORIC PROPERTIES

Preserve the fruits of Pomona's Past!

The Ideal Preservation Approach

While fences and walls are secondary features of properties containing historic structures, they can significantly alter the appearance of individual landmarks and entire historic districts. Many historic districts do not have front yard fences or walls, in which case maintaining an open front yard contributes directly to the historic appearance of the neighborhood. Where fencing is required, it should be compatible with the architectural style of adjacent historic structures. If historic fences or walls are already in place, they should be maintained in their original state to the greatest extent possible.

Fence and wall alterations and installations require approval of either a Certificate of Appropriateness (COA) or a Fence and Wall Permit. Before undertaking a fence or wall project, property owners should review Zoning Ordinance Section .503-I for permit requirements, as well as keep in mind the following guidelines to preserve Pomona's historic character.

- Repair or replacement of historic fences or walls should be accomplished with like materials and designs.
- The acceptability of a new fence or wall installation will depend on the existence of fences and walls in the immediate neighborhood. Whenever possible, avoid installing a new front yard fence or wall in neighborhoods with open front yards. Similarly, avoid installing a new fence or wall in street facing side yards in neighborhoods with open side yards unless needed for screening or safety purposes, in which case the yard should be kept as open as possible.
- If a new fence or wall is to be installed, it should be compatible in material and design with the period and style of the primary historic structure.
- Avoid the use of cyclone fencing, even in areas that are not visible from the street.

NOTE: Some walls will require a building permit. Please check with the City Building Division before beginning a wall construction or alteration project.

For more information on historic preservation in Pomona, please contact the Planning Division at 505 S. Garey Avenue or call 909 620 2191.

GUIDELINES FOR MISCELLANEOUS INSTALLATIONS ON HISTORIC PROPERTIES

Preserve the fruits of Pomona's Past!

The Ideal Preservation Approach

The installation of a variety of seemingly minor structures to a historic property can significantly change its character. Such structures include raised masonry work, patios, patio covers, decks, porches, carports, and awnings. To preserve the historic appearance and value of individual properties and historic districts as a whole, unnecessary additions should be avoided. When additions are required, they should be compatible in material and design with nearby primary historic structures.

The installation of raised masonry work, patios, patio covers, decks, porches, carports, and awnings does not require a Certificate of Approval (COA). However, property owners who wish to preserve Pomona's historic character will abide by the following guidelines.

- Avoid the addition of new raised concrete or masonry elements to primary historic structures unless such elements are clearly consistent with the overall architectural style of the structure.
- Avoid using aluminum, fiberglass or unpainted redwood decking when installing patios, decks, carports, gazebos, or awnings on historic properties.
- Select appropriate gazebo styles –gazebos were historically installed in Pomona, but not all gazebo styles would be compatible with the architecture of particular historic structures.
- Avoid installing awnings on structures that historically did not have awnings-to shade structures, instead use trees, lattice-style screens, or sun-blocking materials that do not significantly alter the appearance of windows.
- If awnings must be installed, their design, materials, and construction should be compatible with the historic structure to which they are attached.

For more information on historic preservation in Pomona, please contact the Planning Division at 505 S. Garey Avenue or call 909 620 2191.

GUIDELINES FOR EXTERIOR LIGHTING ALTERATIONS AND INSTALLATIONS ON HISTORIC PROPERTIES

Preserve the fruits of Pomona's Past!

The Ideal Preservation Approach

Exterior lights—entry lights, spotlights, and security lights—frequently are incompatible in design, location, and quantity with historic structures. The presence of incompatible exterior lighting can detract from the historic ambience of individual properties and entire historic districts. To preserve the historic character of both landmarks and districts, original historic lighting should be repaired and maintained when possible. The installation of additional lighting should be undertaken only if it is necessary and with an eye to preserving the historic appearance of a property as a whole.

Exterior lighting alterations and installations do not require a Certificate of Appropriateness (COA). However, property owners who wish to preserve Pomona's historic character will consider the following guidelines.

- Existing historic lighting should be repaired with similar materials.
- If the replacement of historic lighting is unavoidable, new lighting should be compatible with the period and style of the primary historic structure.
- If modern spot or flood lighting is to be used, it should not be attached to primary historic structures or be visible from the street.
- Exposed accent lighting for landscapes should be of historic appearance or not visible from the street.
- High output vapor security lighting is incompatible in appearance with historic structures. When such lighting must be installed for safety, it should not be attached to primary historic structures. If possible, it should be installed so that it is not visible from the street.

For more information on historic preservation in Pomona, please contact the Planning Division at 505 S. Garey Avenue or call 909 620 2191.

GUIDELINES FOR ADDITIONS TO HISTORIC LANDMARKS AND CONTRIBUTING STRUCTURES WITHIN HISTORIC DISTRICTS

Preserve the fruits of Pomona's Past!

The Ideal Preservation Approach

Additions to landmarks and contributing structures within historic preservation districts have the potential to diminish their historical and architectural integrity. Poorly executed additions can also significantly devalue a property—potential buyers are sure to avoid structures with makeshift additions. Before undertaking projects such as room or porch additions, property owners should attempt to accommodate needed functions within the existing structure via interior modifications. If an addition is necessary, its size should be limited so that it does not visually overpower the existing structure. An attempt should be made to limit the visibility of the addition from the street by placing it on the rear or side of the existing structure or above its back portions if an upper story is to be added. Finally, the design and materials of the addition should be compatible with those of the existing structure.

Addition projects require review by the Historic Preservation Commission. The more nearly a project conforms to the ideal, the more likely it is that the Commission will approve the project and issue a Certificate of Appropriateness.

Issues the Commission Will Consider When Reviewing Proposed Addition Projects

- Whether the size and placement of the addition would preserve the historical and architectural integrity of the existing structure
- Whether the addition will have the same vertical or horizontal character as the existing structure
- Whether the roof of the new addition will maintain the shape, pitch, and material of the existing roof
- Whether the windows, doors, and trim of the addition will be similar in material, size, style, and spacing to those elements of the existing structure
- Whether the siding of the addition will be compatible with the original siding in scale, texture, and style
- Whether the foundation materials and details of the addition will be similar to those of the existing foundation

For more information on historic preservation in Pomona, contact the Planning Division in City Hall 505 S. Garey Avenue, Pomona, CA or call 909 620 2191.

GUIDELINES FOR THE CONVERSION OF HISTORIC PROPERTIES TO NONTRADITIONAL USES

Preserve the fruits of Pomona's Past!

The Ideal Preservation Approach

The conversion of historic structures has the potential to diminish their historical and architectural integrity. Poorly executed conversions can also significantly devalue a property—potential buyers will avoid makeshift conversions. Before undertaking exterior alteration projects to implement the conversion of a single family residence or other non-commercial structure to a multi-family, commercial, or institutional structure, property owners should attempt to accommodate needed functions within the existing structure via interior modifications. When exterior modifications are necessary, their scope should be limited so that they do not significantly change the visual character of the existing structure and surrounding landscape. An attempt should be made to limit the visibility of any modifications from the street by placing them to the rear or on the sides of existing structures. Finally, the design and materials of conversion modifications should be compatible with those of existing structures. Such modifications should conform to the guidelines provided in individual brochures covering alterations to the elements of historic landmarks and structures within historic districts.

Conversions of historic single family residences and other non-commercial structures to multi-family, commercial, or institutional structures require review by the Historic Preservation Commission. The more nearly a project conforms to the ideal, the more likely it is that the Commission will approve the project and issue a Certificate of Appropriateness.

Issues the Commission Will Consider When Reviewing Proposed Conversion Projects

- Whether alterations to a structure will preserve its historic character while accommodating new uses
- Whether required parking will be added so that it is not visible from the street
- Whether ADA access is to be provided to the rear or on the side of a structure so that it is near ADA parking and is less visible from the street
- Whether signs are compatible in style and material with historic structures
- Whether the size and placement of signs reflect the pedestrian character of a historic neighborhood
- Whether historic front yard landscaping is to be maintained
- Whether a minimum of 5 feet of landscaping is to be maintained where pavement abuts a structure

For more information on historic preservation in Pomona, contact the City Planning Division at 505 South Garey Avenue or call 909 620 2191.

GUIDELINES FOR THE RELOCATION OR DEMOLITION OF HISTORIC STRUCTURES

Preserve the fruits of Pomona's Past!

The Ideal Preservation Approach

Historic landmarks and structures that contribute to the character of historic preservation districts are valuable components of Pomona's rich architectural mosaic. With each demolition of a historic or contributing structure, the quality of the entire mosaic is diminished. The ideal, then, is to maintain such structures in good condition on their original sites. Before demolition is considered, possibilities for creative rehabilitation and reuse should be fully explored. If these alternatives are not feasible, then property owners should consider either selling their properties to buyers desirous of maintaining the structures or relocating the structures to appropriate sites. Demolition should be considered as a last resort.

Proposals to relocate or demolish any of the following structures, will require a COA:

- Single historic landmarks
- Contributing structures within a historic district
- Any structure built before 1945.

Issues the Commission Will Consider When Reviewing Proposed Relocation Projects

- Whether the relocation would have a detrimental effect on the structure's soundness
- Whether the relocation would have a detrimental effect on the historical, cultural, architectural, or aesthetic features of the original site or the surrounding historic district
- Whether the proposed new site would be harmonious with the historical and architectural aspects of the relocated structure
- Whether relocation is the only feasible means of saving the structure from demolition

Issues the Commission Will Consider When Reviewing Proposed Demolition Projects

- Whether the demolition would have a detrimental effect on the historical, cultural, architectural, or aesthetic features of the historic property or the surrounding historic district
- Whether there has been careful consideration of the feasibility of rehabilitating or reusing the structure
- Whether relocation of the structure is a practical alternative to demolition
- Whether demolition is the only means of fulfilling the property owner's stated need

The Historic Preservation Commission cannot approve demolition of any structure that would be eligible for designation as a historic landmark.

For more information on historic preservation in Pomona, contact the Planning Division in City Hall 505 S. Garey Avenue, Pomona, CA or call 909 620 2191.

GUIDELINES FOR NEW CONSTRUCTION ON PROPERTIES WITHIN HISTORIC PRESERVATION DISTRICTS

Preserve the fruits of Pomona's Past!

The Ideal Preservation Approach

New construction keeps a city dynamic and exciting. Thus, Pomona encourages new construction projects within historic preservation districts if the projects are compatible with surrounding structures and help to preserve the character of the district as a whole. Compatibility is achieved not through attempts to slavishly reproduce historic styles but rather through the use of new technologies, building materials, and design ideas in the creation of structures that reflect but do not mimic historic structures. Elements of historic structures that should be reflected in new construction include height, mass, setback, window and door proportions, roof shape, facade direction, and rhythm and articulation.

New construction projects require review by the Historic Preservation Commission. The more nearly a project conforms to the ideal, the more likely it is that the Commission will approve the project and issue a Certificate of Appropriateness.

Issues the Commission Will Consider When Reviewing Proposed New Construction Projects

- Whether the overall mass of new structures would be compatible with the height and bulk of surrounding structures
- Whether new structures would maintain setbacks that generally prevail in a district
- Whether new structure window and door proportions and relationships would harmonize with the existing historic architecture
- Whether the roofs of new structures would repeat the roof lines and elements such as gables and turrets that are common to surrounding historic structures
- Whether the vertical and horizontal elements of new structure facades would echo the dominant district facade expression
- Whether new structures would reflect the repetition of architectural details and materials that give the surrounding historic district its particular character
- Whether the location of buildings on the site reflect the historic character of the surrounding neighborhood. For example, in many historic neighborhoods garages are located to the rear of the lot.

For more information on historic preservation in Pomona, please contact the Planning Division at 505 S. Garey Avenue or call 909 620 2191.
