

### 3. Function of the Plan

#### 3.1 Role of the Preservation Plan

This Preservation Plan is a City Planning Commission approved document which governs the [name of HPOZ] Historic Preservation Overlay Zone (HPOZ). The plan, through its design guidelines, as well as its goals and objectives, aims to create a clear and predictable set of expectations as to the design and review of proposed projects within the district. This plan has been prepared specifically for this HPOZ to clarify and elaborate upon the review criteria established under the HPOZ Ordinance.

The [name of HPOZ] Preservation Plan serves as an implementation tool of the [name] Community Plan (a part of the land use element of the City's General Plan). HPOZs are one of many types of overlay districts, policies, and programs that serve to advance the goals and objectives of the Community Plan.

The [name of HPOZ] Preservation Plan outlines design guidelines for the rehabilitation and restoration of single and multiple-family residential structures, commercial structures, the public realm including streets, parks, street trees, and other types of development within the HPOZ. The Preservation Plan is to be made available to property owners and residents within the [name of HPOZ] HPOZ, and shall be reviewed by the Board every two years.

The [name of HPOZ] HPOZ Board makes recommendations and decisions based on this document. The Department of City Planning uses this document as the basis for its determinations. The [name of HPOZ] Preservation Plan articulates the community's vision and goals regarding the HPOZ by setting clear guidelines for the development of properties within the district.

The [name of HPOZ] Preservation Plan will be used by the Historic Preservation Board when reviewing projects. It will serve as a resource for property owners planning repairs or alterations, as an educational tool for both existing and potential property owners, residents, and investors, and will also be used by the general public to learn more about the City of Los Angeles and its unique neighborhoods.

All proposed work within the district is review by the HPOZ Board, unless exempted from review, or the authority to review has been delegated to the Director of Planning. The HPOZ Board reviews each application against the applicable criteria and guidelines within this document.

**Notes:**

**Function of the Plan**

*The Function of the Plan section is proposed as a required element of a Preservation Plan. This section gives an overview as to how the plan operates, and will detail many of the procedures and processes involved with a Historic Preservation Overlay Zone. It is the administrative section of the document, and as such will closely be linked to the HPOZ ordinance and City Planning Department processes.*

*It is important to note that in addition to outlining the role, purpose, and organization of the plan, this section may also include key language on delegation and exemption. Any type of work listed in the delegation section will go straight to the Director of Planning for review. A specific type of work or scope of work listed in the exemption section will be exempted from review and the HPOZ ordinance will not apply. For example, some HPOZs may wish to exempt landscaping from review, or exempt non-primary facades and rear yards. Some HPOZs will choose to take advantage of this opportunity to delegate review authority to the Director of Planning on certain matters that routinely may be handled effectively by Planning staff. Other existing and proposed HPOZs will choose to limit or more clearly define the scope and range of HPOZ review within a specific Preservation Zone. The goal of this component is to allow the Preservation Plan to respond to preservation issues and concerns at the local level, and most effectively achieve the goals and objectives of each HPOZ.*

*The Function of the Plan chapter will have the following sections:*

- *Role of the Preservation Plan*
- *Organization of the Preservation Plan*
- *Process Overview*
- *Exemptions*
- *Delegated Authority*

*In addition to these sections, You may wish to create additional background resources to help applicants as they move through the review process using the Preservation Plan. It is recommended that the majority of these additional guides, resources, helpful contact numbers, processes, and handouts are referred to as appendices which will be included with the Plan. In this way, simple changes and updates to these resource documents may be made periodically as changes occur without requiring resubmission of the entire Preservation Plan to the Planning Department, Cultural Heritage Commission, and City Planning Commission.*

**3.1 Role of the Preservation Plan**

*Here briefly explain the role of the Preservation Plan within the greater realm of Historic Preservation in your community, with a special emphasis on how the Plan will be used in the project review process. Also, discuss how the plan fits into the greater context of the City's HPOZ ordinance, Community Plan, and General Plan.*

*You may want to insert specific language from your Community Plan in the text on the left. Community Plans may be found online for most areas of the City at [www.lacity.org/pln](http://www.lacity.org/pln).*

*In the absence of an adopted Preservation Plan, HPOZ Boards must base the determination whether to approve, conditionally approve, or disapprove a Certificate of Appropriateness on the United States Secretary of the Interior's Standards for Rehabilitation. These standards may be fully incorporated into a Preservation Plan. The Plan may offer more detail and specific guidelines than the national language.*

### 3. Function of the Plan

#### 3.2 Organization of the Preservation Plan

Each Preservation Plan is organized into seven required elements, including: the Mission Statement, Goals & Objectives, Function of the Plan, the Historic Resources Survey, the Context Statement, Design Guidelines, and the Preservation incentives/Adaptive reuse policies.

The Mission Statement and the statement of Goals and Objectives begin each Preservation Plan by stating the community's aspirations for their Preservation Plan, what Goals it should accomplish, and offers specific programs or actions (Objectives) generally describing how the goals will be accomplished.

The Context Statement briefly outlines the history and significance of the community's development.

The Historic Resources Survey serves as the foundation for the HPOZ, and identifies all Contributing and Non-Contributing structures, including at times Contributing and Non-Contributing landscaping, natural features and sites, and vacant lots. The Historic Resources Survey also serves as the starting point for the Architectural Style pages and the Rehabilitation and Infill Guidelines found within this Preservation Plan.

The Design Guidelines section contains two parts: Architectural Styles and Design Guidelines for specific building elements. The Architectural Styles pages provide an overview of the variety of architectural styles present within the HPOZ, and identifies many of the character defining features of these styles. The Architectural Style pages are intended to work in concert with the applicable sections of the Design Guidelines for proposed work.

An appendix of other useful information may be created at the back of this Plan. This appendix may include process charts, the HPOZ Ordinance, and a compilation of preservation incentives and adaptive reuse policies.

#### 3.3 Process Overview

The Historic Preservation Overlay Zone process has different review processes for different types of projects. The following are the main types of project review within a HPOZ. For more information on which review type is appropriate for a certain project, contact Planning Staff.

1. Certificate of Appropriateness. The Certificate of Appropriateness procedure is a thorough review process involving significant work on features identified as Contributing in the Historic Resources Survey.

**Notes:**

**Preparing the Function of the Plan section (Cont.)**

**3.2 Organization of the Preservation Plan**

*Here you may add language explaining how the different components of the Preservation Plan relate to each other, and describe how the plan is designed to be used during the review process. You may want to give an overview of the relationship between the Goals and Objectives and the Design Guidelines. Or, you may more clearly define the relationship of the various Design Guideline sections to the Historic Resource Survey.*

*The Architectural Styles pages can serve as a starting point for the development of the Rehabilitation and Infill Guideline sections, in addition to serving as an educational tool for HPOZ boards, property owners, prospective investors, and the general public.)*

*The Rehabilitation and Infill Guidelines section of the Plan are key in the implementation of the Goals and Objective of the Plan. The Rehabilitation Guidelines are intended to address projects for properties that are designated by the Historic Resource Survey as Contributing. The Infill Guidelines are intended to address projects for properties that are designated by the Historic Resource Survey as Non-Contributing, or for new structures on vacant lots. These Guidelines should clearly state what is, and what is not allowed so that property owners, prospective investors, and the general public can be fairly certain of how to gain approval of the HPOZ board.*

**3.3 Process Overview**

*This section may briefly hit on the main points of the HPOZ review process. Detailed information, including flow charts and summaries of the major processes of the HPOZ review process, should appear in the appendix. A description of the different types of review, including Certificates of Appropriateness, as well as discussion of the appeal process will also be a part of this appendix. This section should briefly provide the roadmap to moving through the HPOZ review process, including California Environmental Quality Act (CEQA) review. Detailed materials and recommended language may be provided as part of the Preservation Plan appendix.*

### 3. Function of the Plan

#### 3.3 Process Overview - cont'd

2. Certificate of Compatibility. The Certificate of Compatibility procedure is for the review of new construction on vacant lots, including building replacement, for features identified as Non-Contributing or not listed in the Historic Resources Survey.

3. Conforming Work. Conforming Work is a more expedient review process for the following types of work:

Contributing Structures:

- 1) Restoration work
- 2) Demolition in response to natural disaster
- 3) Ordinary Maintenance and Repair
- 4) Additions of less than 250 square feet not on the primary facade of a structure with no increase in height

Non-Contributing Structures:

- 1) Work on Non-Contributing properties other than building replacement or new construction on vacant lots

The process itself is straightforward. The following is a typical simplified review process. For full requirements, please consult the HPOZ Ordinance language located in the Appendix of this Plan.

- 1. Contact Planning Staff. Submit application (often done over the phone).
- 2. Planning Staff determines appropriate review, and schedules project for review at next HPOZ meeting.
- 3. Project is reviewed by the HPOZ Board at meeting. Board issues recommendation or certifies conformance based on Preservation Plan.
- 4. Approved project may obtain required building permits (if required, other regulations may apply) after appeal period, if any.

#### 3.4 Exemptions

*Insert exemption language here, if any.*

**Notes:**

**Preparing the Function of the Plan section (Cont'd)**

#### 3.4 Exemptions

*A short definition of terms, as well as references to the possible enabling language in the HPOZ ordinance, should introduce the reader to this important section. The language should be clear, concise, and effective in defining the range and scope to which the HPOZ ordinance will be applied within the Preservation Zone.*

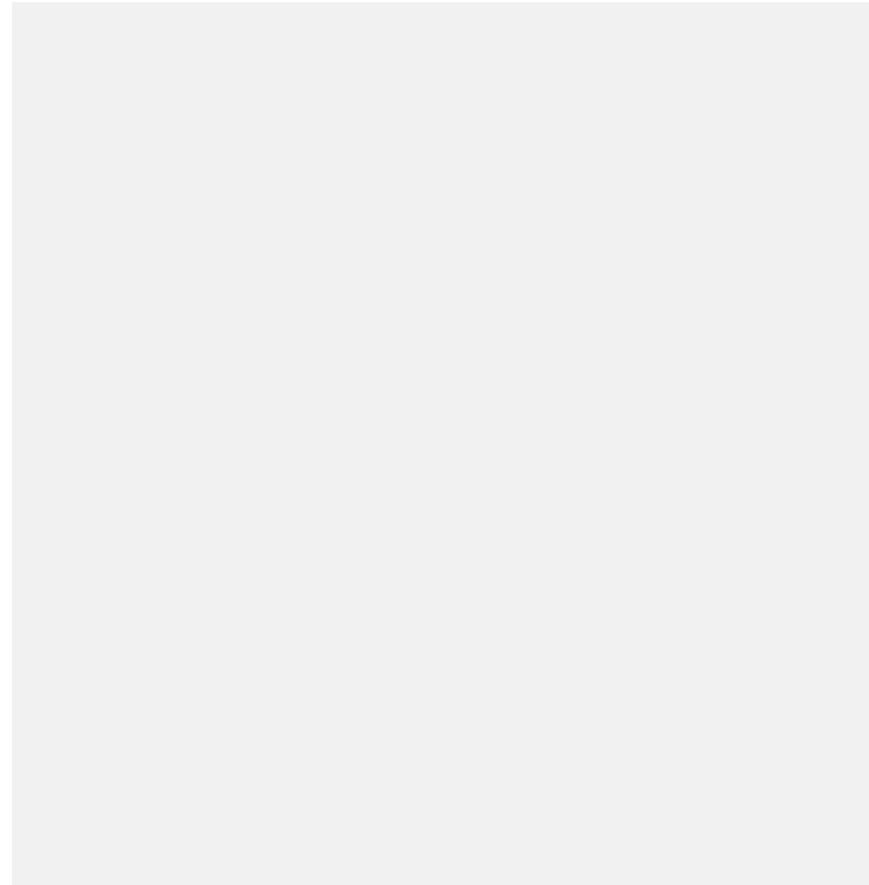
*Here is an example of possible exemption language:*

*The following types of work are exempted from review in the HPOZ:*

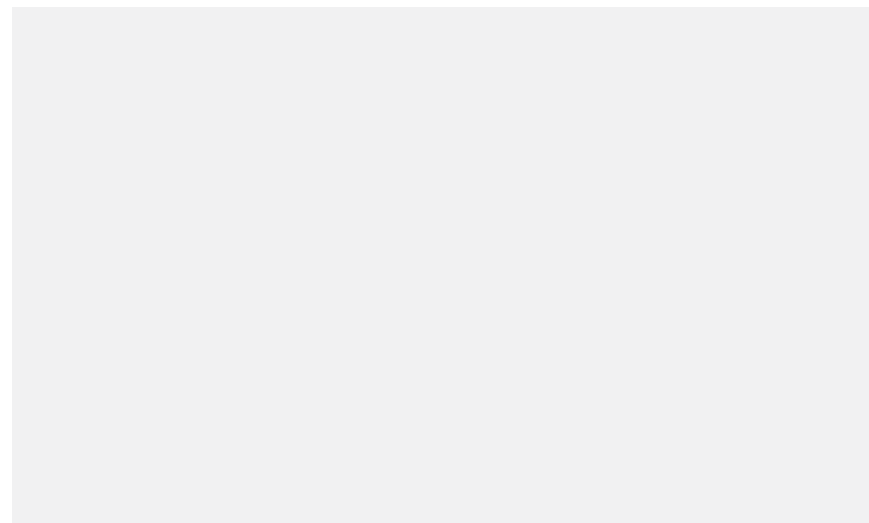
- 1. *Work not visible from the public way*
- 2. *Work entirely located within rear yards*
- 3. *Re-roofing*
- 4. *Work on non-primary facades*

### 3. Function of the Plan

#### 3.4 Exemptions - cont'd



#### 3.5 Delegated Authority to the Director of Planning



**Notes:**

**Preparing the Function of the Plan section (Cont'd)**

- 5. Landscaping
- 6. Exterior painting
- 7. Foundation Work

*The above are just examples to start the thinking process. It is important to remember that the inclusion of this section is entirely optional. Some HPOZs may find the use of exemptions useful in creating consensus, while others may decide after community discussion that there is no desire to include exemptions in their neighborhood's Preservation Plan.*

*For effective implementation, exemptions may also be listed in the applicable design guideline section.*

**3.5 Delegated Authority**

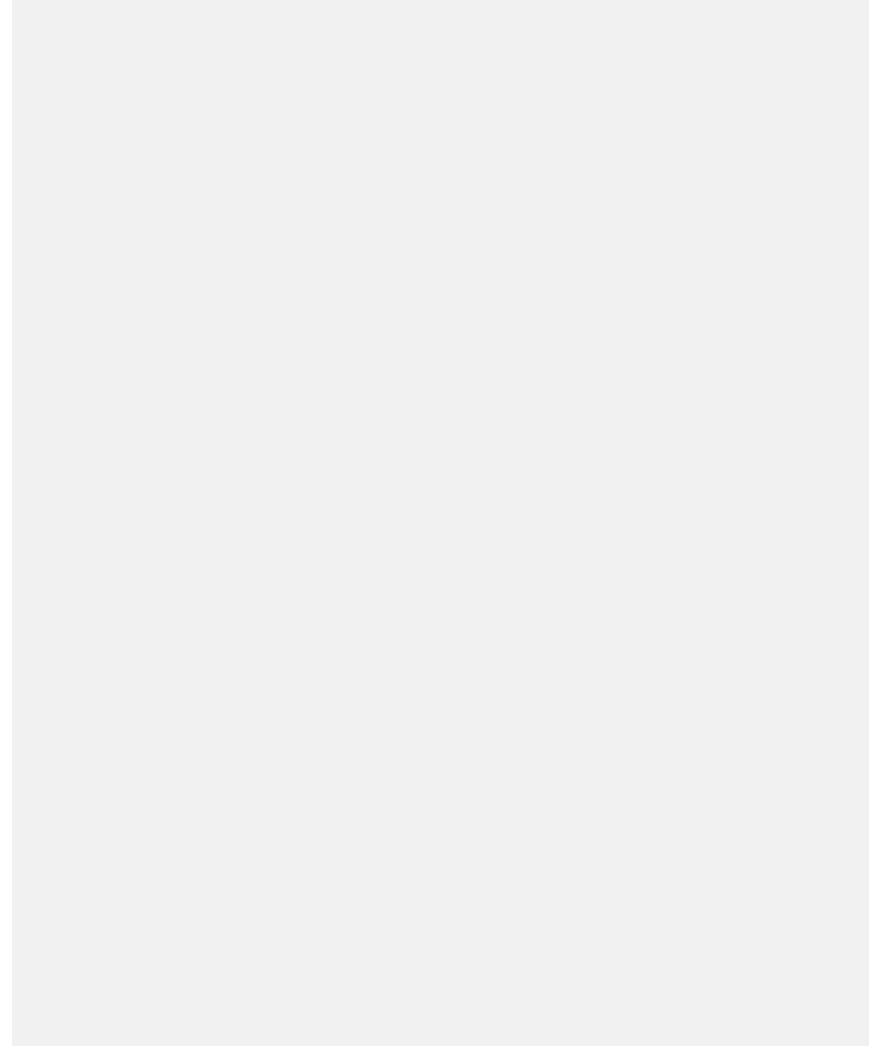
*A short definition of the term with a reference to the possible enabling language in the HPOZ ordinance should begin this section. Next, list specific elements or types of projects in which the Board would like to delegate review authority to the Director of Planning. For example, your HPOZ may choose to delegate review authority to the Director of Planning on certain matters that routinely may be handled effectively by Planning staff. Staff will use the Preservation Plan and the Secretary of the Interior's Standards to review proposals. The HPOZ Board will receive a copy of all project reviews and sign-offs delegated to the Director of Planning.*

*Wide ranges of review authority may be delegated to the Director, or conversely, specific recurring items that create review time burdens on applicants may be delegated to be reviewed per criteria in the Design Guideline portion of the plan. An HPOZ may choose to not delegate any authority to the Director of Planning as well.*

*All proposed work falling within this delegation authority will be referred to Planning staff for review and sign-off.*

### 3. Function of the Plan

#### 3.5 Delegated Authority to the Director of Planning - cont'd



**Notes:**

**Preparing the Function of the Plan section (Cont'd)**

*Here is a possible example of the format of this section:*

*Review of the following work is delegated to the Director of Planning, subject to the Preservation Plan and the Secretary of the Interior's Standards for Rehabilitation. Projects meeting the below standards and the Preservation Plan's design guidelines shall be approved by Planning Staff upon proper application:*

1. Landscaping
2. Rear Yards
3. Ordinary Maintenance, Repair, and Identical Replacement.  
*Maintenance repair or replacement includes only work which involves no change whatsoever in size, design, texture, appearance or materials.*
4. In Kind Roofing Replacement  
*In kind roofing replacement includes the replacement of roofing finish material (i.e. composition shingles, wood shake, tile, or slate) with a material that resembles the existing material in texture, composition, size, shape, and design. In kind replacement includes replacement of colored tile, slate, shake, or other specialty material shall be carried out with materials which match the existing material in color. In kind replacement of asphalt or composition shingle includes replacement of the existing shingle with a medium to dark tone of green, brown, red, or gray. In kind replacement includes the replacement of underlayment or decking materials which will not result in a change to the visible roof structure or associated architectural elements.*
5. Paint Color
6. Rear Yard Decks
7. Rear Window and Door Replacement
8. Rear Swimming Pools and Home Air Conditioning Units  
*provided fan and equipment are screened from view*

*For effective implementation, delegated authority will also be listed in the applicable design guideline section.*

*Remember, the sections dealing with Exemption and Delegation are optional and are not required to be included in a Preservation Plan.*