CITY OF DIAMOND BAR
CITYWIDE DESIGN GUIDELINES

Adopted
June 16, 1998
Resolution No. 98-41

Prepared by
CITY OF DIAMOND BAR
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DESIGN GUIDELINES

INTRODUCTION

These Design Guidelines have been created to assist City staff and decision makers and the development community in achieving a high quality of aesthetic and functional design throughout the City. These guidelines are to be applied in conjunction with development standards in implementing the City's development review process. Although these guidelines are expected to be followed, they are general and may be interpreted with some flexibility in order to encourage creativity on the part of the project designer.

The design guidelines are intended to assist in the achievement of orderly and attractive development, to protect and enhance the City's unique character and assets and to ensure the stability and growth of public and private investment in land and improvements. The purpose of these guidelines is to promote development which respects the physical and environmental characteristics of the community and the site, and which reflects functional and attractive site planning and high quality design.

The Design Guidelines are to be used in conjunction with the City's development standards contained within the comprehensive Development Code. Further, all development projects must comply with all building and fire codes and requirements for the disabled.

GENERAL PLAN CONSISTENCY

The goals, objectives and strategies contained within the General Plan which address design issues provide the basis and framework for the guidelines contained within the following sections. As stated in the Land Use Element:

"It is the overall goal of the Land Use Element to ensure that the land uses and development decisions of Diamond Bar maintain and enhance the quality of life for its residents."

While the Development Code includes enforceable standards which implement the General Plan, design guidelines have been created as a further measure to assist in the creation of a built environment of a quality and superiority in design beyond what can be achieved simply by the adherence to development standards. The following are the specific goals, objectives and strategies that these Guidelines are intended to implement.
General Plan Goal

Goal 3 - Consistent with the Vision Statement, maintain recognition within Diamond Bar and the surrounding region as being a community with a well planned and aesthetically pleasing physical environment.

General Plan Objectives

Objective 2.2 - Maintain an organized pattern of land use which minimizes conflicts between adjacent land uses.

Objective 3.2 - Ensure that new development and the intensification of existing development yields a pleasant, living, working or shopping environment, and attracts the interest of residents, workers, shoppers, and visitors as a result of consistent exemplary design.

Objective 3.3 - Protect the visual quality and character of remaining natural areas, and ensure that hillside development does not create unsafe conditions.

General Plan Strategies

Strategy 1.2.1 - Maintain a system of identifiable complementary neighborhoods, providing neighborhood identity signage, where appropriate, and ensuring that such signage is well maintained over time.

Strategy 1.2.4 - Maintain residential areas which provide ownership for single family housing and require that new development be compatible with the prevailing character of the surrounding neighborhood.

Strategy 1.2.6 - Broaden the range of, and encourage innovation in, housing types. Require developments within all Residential areas to provide amenities such as common usable, active open space and recreational areas, when possible.

Strategy 1.3.6 - Encourage consolidation of individual lots into a coordinated project; encourage the provision of enhanced amenities such as public art, plaza areas, open space and landscaping, and pedestrian facilities in excess of required minimums.

Strategy 1.6.2 - Require that Planning Area projects provide a greater level of community amenities and cohesiveness, achieve superior land use, and create a more desirable living environment than could be achieved through conventional subdivision design and requirements.

Strategy 1.6.4 - Encourage clustering within the most developable portions of a project site to preserve open space and/or other natural resources. Such
development should be located to coordinate with long-term plans for active parks, passive (open space) parks, and preserve natural open space areas.

**Strategy 2.2.1** - Require that new developments be compatible with surrounding land uses.

**Strategy 2.2.2** - Prohibit the development of adjacent land uses with significantly different intensities, or that have operating characteristics which would create nuisances along a common boundary unless an effective buffer can be created.

**Strategy 2.2.3** - Where land uses of significantly different intensity or use are planned adjacent to each other, ensure that individual site designs and operations are managed in such a manner as to avoid the creation of nuisances and hazards.

**Strategy 3.2.3** - Minimize the use of block walls unless they are needed for specific screening, safety, or sound attenuation purposes. Where feasible, provide instead a wide open area with informal clusters of trees, defined by split rail, wrought iron, or similar open fencing. Where construction of a solid wall which will be visible along a public street is necessary, provide landscaping such as trees, shrubs, or vines to break the visual monotony, and soften the appearance of the wall, and to reduce glare, heart or reflection. Where solid wall currently exist along the primary roadway system, and it is possible to retrofit landscape screens, establish a funding mechanism for the construction of such screens.

**Strategy 3.2.4** - Enhance pedestrian activity within residential, commercial, office and light industrial areas.

(a) Ensure that non-residential facilities are oriented to the pedestrian, by the incorporation of seating areas, courtyards, landscaping and similar measures.

(b) Utilize “street furniture” (decorative planters, bike rack, benches) to create and enhance urban open spaces.

(c) Design commercial and office project so as to have a central place, theme, focus or feature.

(d) Utilize varied building setback and stagger elevations to create plaza-like areas which attract pedestrians, wherever possible.

**Strategy 3.2.5** - Require that automobile service facilities and commercial loading areas be oriented away from the street frontage and from residential edges wherever possible to minimize sight and sound impacts.
Strategy 3.2.6 - Where the rear or side of commercial, office or other non-residential buildings will be visible within a residential neighborhood, ensure that the visible elevations will be treated in such a manner as to provide a pleasing appearance.

Strategy 3.2.7 - Ensure that commercial development are designed with a precise concept for adequate signage, including provisions for sign placement and number, as well as sign scale in relationship to the building, landscaping and readability as an integral part of the signage concept. Ensure that signs are integrated into the overall site and architectural design theme of commercial developments.

Strategy 3.3.1 - Balance the retention of the natural environment with its conversion to urban forms.

Strategy 3.3.5 - Require that all manufactured slope be landscape and that, where practical, landform grading and planting techniques be implemented in the construction of manufactured slopes.

(a) Foliage used in planting palettes should be drought tolerant, fire resistant, and have colors similar to native material in the surrounding area.

(b) Within landform graded slopes plants should be grouped within swale areas to more closely reflect natural conditions.
COMMERCIAL DESIGN GUIDELINES

When the City incorporated in 1989, the majority of the land uses and development pattern were already in place. Commercial land uses evolved with an inward orientation, away from the freeway system and regional serving roadway network. Much of the retail space in Diamond Bar is hidden from view by the community’s topography which has added to the perception of Diamond Bar’s pleasant, quiet, semi-rural character.

Diamond Bar’s community core and main retail commercial properties are located at the intersection of Diamond Bar Boulevard and Grand Avenue. Each of the corners of this intersection and land extending along Diamond Bar Boulevard were generally developed to meet community service and retail needs. Commercial centers are generally one or two story “strip” centers designed in the Spanish or Mediterranean architectural style.

Other areas of the City with more of a freeway orientation were also developed as commercial land uses, specifically the areas in and around Diamond Bar Boulevard and Golden Springs on either side of the 60 Freeway and the area along Golden Springs at the intersection of the 60 and 57 Freeways along the western extent of the City.

Because Diamond Bar is predominantly built-out, new commercial development will consist primarily of infill projects and the expansion or remodeling of existing commercial centers. There will be few opportunities to “start from scratch.” However, elements of good design should be utilized in projects of any scale and are just as applicable to the remodeling or expansion of exiting developments as they are to large scale commercial projects.

The purpose of this section is to provide general guidelines which are applicable to commercial projects throughout the City, including, retail, service and office uses. The purpose of these guidelines is to aid developers in creating projects that reflect a positive and appropriate City image, and which are compatible with the size and scale of existing commercial uses and compatible with adjacent residential uses.
A. SITE PLANNING

The first category is Site Planning. Site planning addresses the arrangement and placement of buildings on a parcel of land, their relationship to surrounding developments and the design of the parking lot and the placement of drive aisles.

1) Buildings should be sited to be compatible with surrounding development and reflect community character while suggesting uniqueness and quality.

2) The proposed building orientation should respect the orientation of surrounding buildings and the orientation of surrounding streets.

3) Building placement should optimize off-site and on-site views. Solar access should be considered for natural lighting and shading of pedestrian areas and walkways.

4) Adjacent residential and non-residential uses should be segregated as is necessary to maintain a livable residential environment, by employment of masonry walls, landscaping, berms, building orientation and activity limitations.

5) A visual link should be established between buildings. This link can be accomplished through the use of an arcade system, trellis or other open structure as well as landscaping.
6) The spatial relationships between the building should provide for and promote pedestrian access and movement in an environment that reflects a human scale.

7) Use the space between buildings. Recognize the importance of spaces between buildings as "outdoor rooms" on the site. These spaces should have clear, useable shapes that are not simply left over areas between buildings.

8) Developments should be convenient to and accessible by persons with physical limitations and disabilities.

9) Developments should derive their basic ordering from the geometry of city streets and the north/south, east/west orientation it implies. This will assist the ready comprehensibility of the city. Individual projects should relate to existing streets, except where creative design establishes a more successful relationship to new streets, pedestrian walkways, or major open spaces.

10) Sites should be planned to respect existing natural and manmade landmarks and to create landmarks for the ease of public recognition.

11) Service and loading areas should be located to the rear of buildings.

12) Loading areas, access and circulation driveways, trash and storage areas, and rooftop equipment should be located as far as possible from adjacent residences and camouflaged where possible.

13) Provide for clusters of buildings with protected indoor or plaza/open areas within commercial and office projects to promote protection from wind and sun.
14) Use appropriate building shapes and locations in order to promote maximum feasible solar access of individual units.

B. ARCHITECTURE

Architecture refers to the appearance of the outside of the building, focusing on how the shapes of the buildings, construction materials, color and other features combine to enhance the design and appearance of the building’s exterior.

1) Building design should reflect long term traditional values and should relate to the community character. Fantasy themes in both design and color should be avoided.

2) Building design should be responsive to the existing context - including historical patterns and cultural expectations.

3) The scale of the building should be consistent throughout the development. Where anchor or major tenants require larger building areas, the larger scale of these units shall be broken down into units comparable to the predominant unit in the development.

4) Buildings should reflect a sense of balance and proportion common to the architectural style being used in both exterior forms such as building massing and roof design and the placement of internal elements such as windows, doors and pedestrian amenities.

5) A large structure should contain elements which transition to the human scale, particularly near the ground.

6) The architectural treatment of buildings should extend to all visible sides.
7) Small plaza areas, arbor-like facilities, courtyards, atriums and outdoor gathering and eating areas are desirable because they create focal points and a pedestrian focus which in turn creates a sense of a community gathering place within the commercial center.

8) Recesses that provide shade and create an interplay of light and shadow such as covered walkways, colonnades, arcades and openings that create interest are desirable.

9) If a development is larger (or smaller) than its adjacent physical context, the design should provide transitional elements at the perimeter to integrate it with its surroundings.

10) Each building should be stylistically consistent. For example, "Spanish" details are consistent with stucco buildings and mission tile roofs; period detailing on an otherwise contemporary style building is considered to be inappropriate.

11) The scale of new buildings should be compatible with, not necessarily the same as, adjacent buildings. Special care, however, should be taken to achieve compatibility of larger buildings next to small scale buildings; techniques should include limited size, building articulation, and shadow patterns.

12) Monotony of building design should be avoided; on the other hand, busyness also should be avoided. Variation in wall place, roof line, detailing materials, and siting may be used to prevent a monotonous appearance in buildings. Roof and wall place variations, including building projections, bay windows, and balconies, are recommended to reduce scale and bulk.
13) Auxiliary structures should be architecturally consistent with the primary structures of the site.

14) Parapet walls should be treated as an integral part of the building design. Such walls should not appear as unrelated visual elements.

15) The exterior building design, including roof style, color, materials, architectural form and detailing, should be consistent along all buildings in a complex and on all elevations of each building to achieve design harmony and continuity within itself.

16) Service areas adjacent to public streets must be screened to conceal trash containers, loading docks, transformers, backflow preventers and other mechanical and/or electrical equipment from eye level.

Trellis structure used to screen top view of trash enclosure.

17) All roof-mounted, ground mounted and wall-mounted utility and mechanical equipment should be underground or screened as much as possible with an integral part of the building design. Building accessory equipment should be incorporated with the structure and avoid a "tacked on" look.
18) Windows, doors, wall vents, stairways and other architectural features should be highlighted and treated in a decorative manner to break up flat surfaces that create monotony. Building cutouts, overhangs, and building staggering is encouraged.

19) Incorporate architectural and landscape elements at the pedestrian level.

20) The variation of scale, pattern and texture of building and landscaping elements is encouraged to create a more visually interesting project. The variety should be "readable" at the pedestrian scale as well as from a distance (i.e. skyline).
21) Recognize the interest created by both the repetition and changes in various project patterns from window openings to paving designs.

22) Buildings should be designed to reveal or express their primary patterns of use and entry. This will not only assist comprehensibility, but also achieve a desirable variety.

23) The transition between base and accent colors should relate to changes in building materials or changes of building planes. Colors should generally not meet or change without some physical change or definition.

24) To promote a pedestrian scale, storefront openings should not exceed 30 feet in width without the interruption of a vertical building element, such as a column or wall. Openings over 30 feet are acceptable, but should define how they achieve pedestrian scale and avoid monument scale.

25) Articulation and accent color for identity and interest is a recommended treatment for the building entrance.

26) Storefront windows are encouraged to be recessed a minimum of 6 inches from the building face while 6 to 12 inches is preferable. Flat building faces/storefronts can be permitted if other elements of the building provide necessary architectural articulation that can offset the static sameness of the flat building face/storefront.

27) Overhangs, trellises, projections, reveals, and awnings contribute to the character of the building and create shadow patterns while aiding in climate control, and are encouraged.
28) Roof forms and materials should be stylistically consistent with the overall design theme of the building.

29) The materials and architectural details of a building should relate to each other in ways that are traditional and/or logical. For example, heavy materials should appear to support lighter materials.

30) Roof drains should be designed as an integral part of the structure and should not be exposed on building exteriors facing public streets and parking lots.

31) Decorative roof elements should not be used only in the most visible locations, but should continue all the way around the building. Roof elements should be combined with wall elements which work together to unify all sides of the building.

32) Design individual buildings to maximize natural internal lighting through interior court areas, skylights, clerestory windows and energy efficient building shapes.

33) Orient the maximum amount of glass possible toward the south, the side with the greatest amount of solar collection (heat gain potential) in combination with other measures for shading to mitigate against summer heat.

34) Use canopies and overhangs to provide shade to windows during summers months, while allowing for reflection of direct sunlight through the windows during the winter months (care should be taken to assure the overhangs and canopies do not prevent sufficient light for daytime purposes).

C. PARKING AND CIRCULATION

1) Building and on-site circulation systems are located to minimize pedestrian/vehicle conflicts where possible.
2) Parking ingress and egress should not interfere with street movement or pedestrian circulation.

3) Parking lots should be designed with a hierarchy of circulation: major access drives with no parking; major circulation drives with little or no parking; and parking aisles with direct access to parking spaces. Small projects may need to combine components of the hierarchy.

4) Access drives, internal circulation drives, parking areas, and pedestrian walkways should be designed to provide safety and convenience for motorists and pedestrians, and to insure access for the physically disabled.

5) Texture and color variation in paving materials should occur where pedestrian and vehicular areas overlap. The use of stamped concrete, stone, brick or granite pavers, exposed aggregate, or colored concrete is encouraged in parking lots to promote pedestrian safety and to minimize the negative impact of large expanses of asphalt pavement.

Enhance project entries with landscaping and special paving for visual impact.

6) Parking areas should be buffered from adjacent residential properties and screened from streets so that cars are not visible below the average height of the headlights.
7) Parking lots should be screened from view of the public street utilizing berming, landscaping or low walls in conjunction with landscaping.

8) Separate cars and pedestrians. Design parking areas so that pedestrians walk parallel to moving cars. Minimize the need for the pedestrian to cross parking aisles and landscape areas.

9) Parking lots should include landscaping that accents the importance of the driveways from the street, frames the major circulation aisles, and highlights pedestrian pathways. Driveways should have visual cues for drivers such as distinctive landscaping or directional signs.
10) Parking lots should be accessed from commercially developed streets.

11) Pedestrian aisles at store front entrances should be designed without massive columns or other features which may block pedestrian view to the drive aisles.

12) Parking areas should be separated from buildings by either a raised walkway or landscape strip.

Not considered parking lot landscaping. Not bounded by parking or aisle on three sides.

Parking lot landscaping. Landscape planter is bounded on three sides by parking space or parking aisle.

13) Separate car and truck access. Customer access and circulation should be separated from service truck area.

14) Provide on-site circulation. Vehicles entering the parking facilities should not be required to enter a street to move from one location within the same parking facility or premises.

15) Handicapped parking spaces should be located in close proximity to building entrances and should be located to minimize the need to cross drive aisles.

16) Use special accents at entries. Monumentation, special textured paving, flowering accents, walls, shrubs, and the use of specimen trees should be used to generate visual interest at entry points to commercial centers.

17) Driveways should be coordinated with existing or planned median openings. Driveways should line up with driveways on the opposite side of the roadway.

LANDSCAPING

Landscaping serves many purposes within a commercial development. It is used to enhance architectural design and soften hard building edges as well as to
separate parking areas and buildings from the street and other land uses. It is also used to screen lots from view and to provide shade for parked cars.

1) Landscaping should express the three dimensions of the project and continue patterns of landscaping in the surrounding area.

2) Landscaping should be provided that softens building bulk without obscuring signage or architectural features.

3) Landscaping should be used to break up otherwise uninterrupted building mass, frame views, and connect with development on adjacent pads.

4) Parking lot landscaping should be provided to reduce the visual impact of parking area, utilizing hedges, berming, planted islands and fingers.
5) Strategically placed tree wells should be utilized to optimize parking lot shading and accenting of architectural features.

6) Buildings and parking areas should be set back from property lines to provide adequate landscaping and relief from the street edge.

7) Landscaping setbacks should be utilized to buffer commercial development from adjacent uses, particularly residential, and to soften project edges.

8) Plant materials should be spaced so that they do not interfere with the lighting of the premises or restrict access to emergency apparatus such as fire hydrants or fire alarm boxes. Plant spacing should insure unobstructed access for vehicles and pedestrians in addition to providing clear vision of any intersections.

9) Landscaping should be in scale with adjacent buildings and be of appropriate size at maturity to accomplish its intended goals.

10) Landscaped areas should generally incorporate planting utilizing a three tiered system; 1) grasses and ground covers, 2) shrubs and vines, and 3) trees. All areas not covered by structures, service yards, walkways, driveways, and parking spaces should be landscaped.

11) Landscaping should be protected from vehicular and pedestrian encroachment by raised planting surfaces, depressed walks, or the use of curbs. Concrete mow-strips separating turf and shrub areas should be provided.

12) Landscaping around the entire base of buildings is encouraged to soften the edge between the parking lot and the structure. This should be accented at entrances to provide focus.
13) Unity of design should be achieved by repetition of certain plant varieties and other materials, and by coordination with adjacent landscaping, where appropriate.

14) Vines and climbing plants integrated upon buildings, trellises, and perimeter walls look good and help to discourage graffiti.

15) The size and spacing of landscape elements should be consistent with the size of the project and should relate to any identifiable streetscape.

HARDSCAPE ELEMENTS

1) Hardscape elements should be used in combination with the architecture and landscaping to provide a link between the street edge and the individual developments.

2) Attention to hardscape detail should create a strong sense of community by relating individual buildings to an overriding theme.

3) Hardscape materials should be utilized as a thematic accent to site architecture. Materials used in construction of street furniture should compliment architectural materials used on adjacent buildings and should be restricted to a common design. Trash receptacles and other minor details must relate to the architectural style of the buildings.

4) Newspaper racks, bus stops, reverse vending machines, and phone booths should be compatible with the design and colors of the main structure. Newspaper/magazine racks should be consolidated into a single unit to reduce visual clutter.
5) Exterior vending machines, such as soft drink dispensers and cigarette machines, are discouraged.

6) Outdoor furniture should be adequately constructed to withstand daily abuse.

7) Outdoor furniture should be situated so it will not conflict with the circulation pattern of the site.

8) Enriched paving treatment should be used for major entries into the site and intersection to highlight key areas of the streetscape. Paving treatments at building entry plaza areas, building approaches, driveways, crosswalks, and vehicular drop-off areas is encouraged.

9) Water features such as fountains, ponds and sculptures create visual excitement at project and building entry areas and courtyards. Such features should be used as meditative focal points along pedestrian areas or views from windows.

WALLS AND FENCES

1) Walls or retaining walls and fences should reinforce community identity and image. Construction material and colors should be consistent with the project's architecture. The material, style and height of walls and fences should provide an element of visual continuity. Where applicable, fencing should be sensitive to adjacent property uses and provide screening and buffering.
2) Landscaping should be utilized in conjunction with walls and fences to soften hard edges and to provide continuity with on-site landscaping.

3) Where a commercial development abuts a residential development, a solid masonry wall should be utilized in conjunction with setbacks and landscaping to buffer the residential development.

4) Low walls can be utilized along property lines to define the project boundary and screen for parked cars.
5) Walls should be utilized to screen service and loading areas from public view. These walls shall be constructed of colors and materials which are compatible with the building’s architecture.

6) Walls with enhanced landscaping can be utilized at project entries as decorative elements containing signage and as a part of an integrated entry statement.

7) Chain link fencing should not be utilized where it is visible from public streets, on-site major circulation aisles, adjacent residential uses or pedestrian areas.

8) Walls should be offset and architecturally designed to reduce monotony. Landscape pockets along the wall should be provided at regular intervals.
LIGHTING

1) Lighting should consider the community architectural themes as well as the safety of the site users. Light standards should blend architecturally with the buildings, pedestrian areas and other hardscape elements.

2) Design and placement of site lighting must minimize glare affecting adjacent properties, buildings and roadways through the use of low rise light standards emphasizing human scale.

Parking lot lighting should not emit light beyond the development.

3) Lighting should be utilized within specific areas in order to promote nighttime use of sites.

SIGNAGE

1) The sign program should provide a consistent theme throughout a commercial center. A good sign program increases the sense of order and unity in a center and increases legibility because the eyes don’t have to adjust to a variety of sign styles, sizes and colors.
2) Signs must suit the building's architecture. The architectural features of the building, including those of upper stories, should be considered. Assessing features such as windows for characteristics (vertical and horizontal rectangles, arches, squares, etc.) will assist in the selection of a sign shape that will suit the building.

3) Colors schemes for signage should relate to other signs, graphics and color schemes in the center in order to achieve an overall sense of identity. Care should be taken that the sign contrasts with the building so that it can be visible from a distance.

4) Suitable materials utilized in the construction of the building should be utilized in monument signs. A repetition of materials will unite the building and the signage visually.

5) Signage should be appropriate for the type of activity that the business conducts.

6) A simple message, layout, and color scheme is most effective because it is easiest to read and is more likely to be compatible with the existing architecture and the signage.
7) There are two approaches for creating uniformity of signage within shopping centers:

a: A single color of lettering may be selected as the unifying element, allowing the tenant flexibility in selecting a letter style.

b: A consistent lettering style creates a uniform program and gives the freedom to choose colors. In no event should more than three colors be used within a uniform program.

8) Sign and lettering size should be compatible with the architecture on which it is applied. When a sign is properly fitted to its building, the entire building can be seen as a very impressive sign.

9) Walls signs should be centered between the architectural elements (i.e. windows, between windows and doors, or between columns, etc.) with some wall space remaining around the sign.

10) Signs may be designed with internal or external sources of lighting. The lighting method should complement the building’s architecture.
INDUSTRIAL DESIGN GUIDELINES

Industrial development within the City is generally confined to the northwest quadrant of the City north of the Pomona Freeway along Lemon Avenue and portions of Brea Canyon and Lycoming Street. Diamond Bar’s industrial space is well located and can be considered as “City of Industry adjacent.” The majority of industrial uses within the City are light industrial uses located within business parks.

According to the City’s General Plan the Light Industrial (I) designation is intended to provide “for light industrial, research and development and office-based industrial firms seeking a pleasant and attractive working environment, as well as, for business support services and commercial uses requiring more land than is available in General Commercial or Commercial Office areas.”

A. SITE PLANNING

1) The primary elements of good industrial development are:

   a: Emphasis on the main building entry and landscaping

   b: Controlled site access

   c: Service areas located to the sides and rear of the building

   d: Convenient public access and visitor parking.

   e: Screening of storage, work areas, and mechanical equipment

   f: Does not unnecessarily impact existing views.

2) A variety of building and parking setbacks should be provided to create diversity and avoid long monotonous building facades.
3) Buildings should be located on “turf islands” where the office portion does not directly abut paved parking areas. A landscape strip should be provided between parking areas and the office portion of the structure.

4) Larger than required setbacks should be provided on buildings over 20 feet high.

5) Building placement which creates opportunities for plazas, courts, or gardens is encouraged. Setback areas can be utilized to provide space for patio areas.

6) Where an industrial use is adjacent to a non-industrial use, appropriate buffering techniques such as additional setbacks, walls, screening and landscaping should be provided to mitigate any negative effects of the industrial use.

7) When a multi-story building is adjacent to a residential use, windows above the first floor should be set back further from the property line to ensure the privacy of the adjacent residents.

B. ARCHITECTURE

1) The quality of a new development should not adversely affect the value of surrounding properties. New projects should use building materials of similar or higher quality than those used on adjacent projects.

2) The architectural qualities and design elements for buildings that are most actively encouraged are:
   
   a. Variety of building indentations and architectural details,
   
   b. Building entry accentuation, and
   
   c. Landscaping to soften building exteriors and buffer between uses
3) Warehouses should avoid blank front wall elevations on street frontages through the use of building indentations and architectural details.

4) Entries to industrial buildings should present a quality office appearance while being architecturally related to the overall building design.

5) An energy efficient design to reduce summer heat gain, through window and door placement, the landscape plan, partially burying or berming the building, use of innovative construction material, or the building orientation is encouraged. The design should specifically deal with a western building elevation exposure.

6) Building projections should provide interest and variety through the use of windows, doors, eaves, and parapets. Building components should have good proportions and interesting relationships to help avoid monotonous building elevations.

7) Details that create shade and cast shadows can be used to provide visual relief to the building.
8) Alteration of colors and materials should be used to produce diversity and visual interest.

Window glazing, color bands, textured walls and entry indentation.

Mix of complimentary materials, varied wall planes, increased window areas, and some textured walls.

9) Blending of compatible colors in a single facade or composition is a good way to add interest and variety while reducing building scale and breaking up plain walls.

10) Light neutral colors should be used on industrial buildings to help reduce their perceived size. Contrasting trim and horizontal color bands can help break up the vertical monotony of tall flat walls.

11) The use of low maintenance materials such as concrete, stone, cement block or slumpstone that will withstand abuse by vandals or accidental damage from machinery is encouraged.

12) To reduce opportunities for graffiti, walls should have rough surfaces such as split face block.

13) Minimize the use of glass and other reflective materials, especially adjacent to residential areas.
14) A full pitched roof over an entire industrial building is not realistic. If the building's architecture can accommodate it, a roof over the office portion of the structure may be appropriate.

15) Roof top equipment shall be screened from view by architectural features integrated with the design of the structure.

C. LANDSCAPING

1) Within industrial building developments, enhanced landscaping should be provided at building frontages and entrances to soften architecture and create a "pedestrian friendly" environment.

2) For multi-story buildings, the use of vines or other "creeping" plants is encouraged to soften and add interest to building facades.

3) Whenever possible, vines should be maintained on the lower portions of a wall. Plant material should be utilized immediately adjacent to walls to discourage graffiti.

4) Landscaping should be in scale with adjacent buildings and should be of an appropriate size and maturity to accomplish its intended purpose.

5) Landscaping around the entire base of the building is recommended to soften the edge between the parking lot and the building.

6) Use changes in building elevation or berming at the edge of the building in conjunction with landscaping to reduce structure mass and height along street facades.

7) For industrial use, landscaping should be used to define areas such as entrances to buildings and parking lots, define the edge of various land use, provide transition between neighboring properties (buffering) and provide screening for outdoor storage, loading and equipment areas.

8) Landscaping should be protected from vehicular and pedestrian encroachment by raised planting surfaces, depressed walks, or the use of curbs. Concrete mow-strips are recommended around shrub areas.
D. PARKING AND LOADING

1) The circulation system should be designed to reduce conflicts between vehicular and pedestrian traffic, provide adequate maneuvering and stacking areas, and provide consideration for emergency vehicle access.

2) Parking lots and cars should not be the dominant visual element of the site. Large expansive paved areas located between the street and the building should be avoided in favor of small multiple lots separated by landscaping and paving.

3) A vehicle entering the parking facility should not be required to enter a street to move from one location to another location within the parking facility or premises.

4) Parking lots adjacent to and visible from the public view should be screened from view through the use of rolling earth berms, low screen walls, changes in elevation, landscaping or combination thereof.

5) Loading facilities for industrial uses should be located at the rear of the site.

Wall, landscaping and berms screen industrial buildings and storage.

Landscape berm / buffer.
RESIDENTIAL DESIGN GUIDELINES

Diamond Bar is primarily residential. Single family detached units represent the majority of the City’s housing stock. Approximately five percent of the single family units are on large, “rural” residential lots (one acre or more). In general, development densities are greater in the flatter portions of the City (west), while larger lots predominate the hillside areas.

While single family development predominates, multi-family projects can be found along Diamond Bar Boulevard south of Grand Avenue, and on Golden Springs Drive north of Diamond Bar Boulevard.

Lot size, unit size, and unit price in Diamond Bar generally increase with the degree of slope. East of Diamond Bar Boulevard, development density decreases as lot size increases.

Because the City is largely built out, the patterns of residential development have generally been established and there won’t be a significant number of new tracts in the future. While the housing stock is relatively new, as it ages, houses will be remodeled, expanded and in some cases will be demolished and reconstructed on the same lot. One of the most important issues is to ensure that new or remodeled residential development is compatible and complementary to the existing neighborhood.

Because of the differences in the type of residential development within the City, (i.e., the typical tract housing in the flatter area of the City), large lot development in the hillsides and multi-family development along Diamond Bar Boulevard, the Residential Design Guidelines have been tailored to address these different types of development. The residential guidelines present general design principles for all types of residential development. The tract guidelines and multi-family guidelines are provided to supplement these principles by addressing the specific design concerns of tract and multi-family development.

Design guidelines for hillside development are contained within the City’s Hillside Management Ordinance which has been codified and included as an chapter within the new comprehensive Development Code.
GENERAL RESIDENTIAL DESIGN GUIDELINES

A. SITE PLANNING

1) The site layout is very important in creating the character of a project. Many different factors contribute to the formulation of a site plan and should be considered within the design, including the physical, social and psychological needs of the users of the site. Each individual site will have unique elements which may effect the design.

2) Compatibility with adjacent uses is the primary consideration. Projects shall be designed to minimize negative impacts on surrounding uses. A gradual transition between the project and adjacent uses should be achieved through appropriate setbacks, building height, landscaping, window and door placement.

3) Dwellings and other improvements should be appropriate in mass and scale to the site on which they are placed. The site and its relationship to other structures, scenic values, climate orientation, and access should be factors in the design and orientation of structures on each site.

4) Building placement should consider the potential for tree and plant growth on the lot.

5) Open space used meaningfully, can reduce the perceived crowdedness, density, and tightness of a project. Open space can also be used as a buffer between neighboring adjacent properties.
6) The siting and design of structures and landscaping should ensure that they blend into the terrain and do not dominate the landform as seen from lower elevations. Where feasible, locate buildings to conceal larger graded slopes.

B. ARCHITECTURE

1) There is no preferred architectural "style" for residential structures. The focus should be on the development of a high quality residential environment. The architecture should consider compatibility with surrounding character, including harmonious building style, form, size, color, material, and roofline.

2) Architectural design should accentuate simplicity of line and form, and restrained and understated elegance as opposed to the overly ornate or monumental.
3) All elevations should be architecturally treated. Building elevations which back or side onto streets, open spaces or tops of slopes should be strongly articulated along the visible facade.

4) Elements such as overhangs, projections and recesses of stories, porches, balconies, reveals and awnings are encouraged.

5) Dwelling entries should be articulated through massing treatment and/or should incorporate detailed design elements.

6) Roof lines should be representative of the design and scale of the structure. For sloped roofs, both vertical and horizontal articulation is encouraged. Roof articulation may be achieved by changes in plane and/or the use of traditional roof forms such as gables, hips, and dormers. Flat roofs and A-frame type roofs are discouraged unless appropriate to the architectural style.

7) Garage doors are often a major visual element of a home and should appear to be set into the walls rather than flush with the exterior wall. The use of two doors on a two-car garage or three doors on a three-car garage can significantly enhance the street scene and is encouraged.

8) Balconies, porches and patios, as well as ancillary structures such as gazebos, cabanas, and storage sheds, should be compatible with the design and materials of the dwelling.

C. MATERIALS AND COLORS

1) On elevations and roofs use materials and colors that blend with natural environment. Use natural-color materials for foundations and lower portions of house. Avoid bright or reflective colors and materials.
2) While variety and interest are encouraged, a limited number of materials and colors should be utilized on a single elevation. Large expanses of a single material or color should be avoided.

D. FENESTRATION (PLACEMENT OF DOORS AND WINDOWS)

1) The placement and relationship of windows, doors and other building openings plays a significant role in achieving a unified building composition, and should be carefully integrated with a building’s overall design.

2) Avoid large wall expanses that have no windows.

3) Where possible, window sizes should be coordinated vertically as well as horizontally, and window design should be consistent in terms of style and general arrangement on all sides of the building.

4) The placement and design of windows should consider floor plans, yards and setbacks of adjacent homes to promote interior privacy to the greatest degree possible.

E. EQUIPMENT SCREENING
GUTTERS, DOWNSPOUTS AND VENTS

1) Any equipment, whether on the roof, side of a structure, or on the ground, should be properly screened. The method of screening should be architecturally compatible with the dwelling in terms of materials, color, shape, and size, and should blend with the building design. In lieu of screening, utility meters and equipment should be placed in locations which are not exposed to view from the street where possible.

2) Gutters and downspouts should be concealed unless designed as an architectural feature. Exposed gutters and downspouts not used as architectural features should be color coordinated with the surface to which they are attached. Roof vents should be colored to coordinate with roofing material.
3) Solar panels installed on the roof should be parallel to and resting on the roof slope. Frames should be colored to coordinate with roof colors. Integrate solar panels into roof's design.

F. FENCES AND WALLS

1) Integrate fences and walls with structures and setting, utilize matching or complementary styles, materials, and colors.

2) Integrate vegetation and landscaping with fence and wall design.

3) Utilize earth-tone colors and native, natural materials.

4) Minimize fence and wall heights. Break retaining walls into a few low segments.

5) Break long, continuous sound walls by changes in height, setback and vegetation.

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Elevation of Staggered Wall.

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Elevation of Planters/Wall.

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Elevation of Wall with Breaks.

6) Follow contour lines with fence and wall design. Minimize length of solid fences on hillsides.

7) Use horizontal lines and proportions to reduce perception of height and bulk.
G. LANDSCAPING

1) Utilize landscaping to soften building lines and blend a structure with its environment, creating a transition between the hard vertical edges of the structure and the softer horizontal lines of the site.

2) Utilize planting to and emphasize the positive features of a site. Design plant groupings to highlight significant site features or man-made focal points such as gardens, patios or walkways.

3) Utilize native plant materials which are compatible and harmonious with the prevailing pattern of planting in the immediate area.

4) Choose appropriate species of trees in relation to seasonal change, path of sun, and wind direction.

5) Plant trees to control winter and summer exposure to sun.

6) Utilize planting to create shadow and patterns against walls.

7) Utilize trees to canopy and shade, creating areas for shaded play, or passive outdoor recreation.

H. ADDITIONS

1) Create building additions, accessory structures and secondary units that are visually integrated with the primary structure, by utilizing similar forms, colors and materials.

2) Roof type, pitch and materials should match those of the primary structure.

3) Window forms (type, dimensional ratios) and other key exterior architectural features such as wall moldings, stairways, entry elements, chimneys, paving materials should match those of the primary structure.
PRIVACY

1) Minimize second-story windows facing close neighboring properties. Avoid windows and balcony locations that impact privacy.

Lack of privacy due to poor window placement should result in increased building spacing requirements.

Appropriate window placement and various methods of screening can reduce separation width.

2) Orient upper floor balconies toward large yard areas.

3) Set back second-story portions of structures back the first story.

4) Utilize evergreen trees and shrubs to provide year-round privacy.

5) Use landscaping to screen living areas most sensitive to privacy.

RESIDENTIAL TRACT DESIGN

1) If possible, project entries should be punctuated by an open view of green space. Homes across from entry points should be plotted so that landscaping is the predominant view from entry drives.

2) Individual dwelling units should relate in terms of mass and bulk and should be distinguishable from one another. A difference in the massing and composition (not just finish materials) of each adjacent house should be accomplished.
3) The overall street scene should be arranged to convey a sense of ordered variety. One elevation should not be repeated more frequently than each fourth house. Wherever the same unit plan is proposed adjacent or directly across from another unit, "alternate elevations" should be utilized. "Reversed" elevations are not considered alternate elevations.

4) Colors can be used in combination with design to distinguish one home from another. Walls and other large expanses should generally be light earth tones, with elements such as doors, window framing, chimneys, trim, railings, awnings and light fixtures in a contrasting color to add interest and variety. Subdued color combinations are encouraged.

5) The articulation of facades and the massing of structures gives them depth and substance. Uninterrupted exterior walls and monolithic forms should be avoided on all structures. All front, rear and exterior sideyard walls should have relief, offsets, overhangs and recesses in order to create an interesting blend with landscaping, structures, and the casting of shadows. The integration of varied texture, relief, and design accents on building walls softens the architecture.

6) Varying the distance of homes from the street and between adjacent homes, or between homes and fences, creates different patterns of visible open space, avoids a repetitive appearance, and results in different types of yards and private patio areas. A variation of only a few feet is perceivable.
A. ARCHITECTURE

1) Unite all structures by using a single architectural theme or design. Use similar materials, colors and roof pitch on multiple structures to create a complete form on the site. Avoid a large number of detached accessory structures.

2) Form, proportion and scale should relate to the use of the structure as a single-family residence. The scale of structures should be within a human scale so as not to overwhelm or dominate their surroundings. Second story rooms may be tucked into roof planes to maintain low profiles. Clipping the roofs at the sides and corners of buildings can be used to lower apparent height.

3) Consideration should be given to the way in which each elevation is viewed; in most cases the side elevations, while visible, are viewed from the street only obliquely. Less concentrated side-facade articulation may be more effective in such an oblique view. Consideration must be given, however, to the straight view that side facades present to adjacent properties, and whether that view may need to be screened.

4) Most buildings benefit from elements which lend depth and shadow to surfaces. Cornices, belt moldings, pilasters, inset windows and doors as well as balconies can be used to create surface variations and related shadow definition to facades.

5) Wall openings for doors and windows should be punched in, or cut into the wall in a way that the wall thickness is apparent, and in the case of openings in thin walls, enhanced through the application of exterior trim. Such building-
out of openings should be behind the building face, although framing the opening from the outside to enhance depth is acceptable.

6) Create inviting, pedestrian scale and pedestrian-oriented unit and/or building entries.

a: Enhanced materials should be utilized in the entry area (this implies changes in accentuation of colors). For example, doors might be solid wood with panels, or have decorative window insets, and attractive hardware; paving areas might be brick, tile, decorative concrete, flagstone or slate; other elements might include decorative light fixtures, address plaques, wrought iron gates or grilles.

b: Doorway areas can be accentuated through the use of porch recesses, small entry canopies, molding surrounds or entry planters and changes in paint colors.

c: Other facade articulation devices such as horizontal joints (screed lines, belt molding), inset windows and multi-paned windows help reduce the visual scale of the entry area as presented to the pedestrian and the neighborhood.

8) Balconies, porches, and projections are encouraged as elements adding greatly to the quality of the units and the street as a residential environment.

a: Balcony design should involve careful treatment in terms of massing and detailing. Unarticulated boxes cantilevered from the face of the building are often detrimental to the appearance of the building and street.
b: Vertically aligned balconies usually benefit from articulated vertical connecting elements such as surface relief, columns, or color distinction.

c: Balconies enclosed only by rails or lattice expose to outside view items left on them, leading to a cluttered appearance and a privacy problem.

d: Horizontal rails, rather than providing safety for toddlers offer an irresistible and very dangerous "ladder" for them. Horizontal rails, in guardrail situations are only allowed as the top one or two rails.

e: Balcony scuppers and dividing panels between adjacent balconies should be integrated with the design.

B. COMMON OPEN SPACE

1) Common usable open space should be provided to compensate for smaller private yards. It should include areas for both passive and active recreation, as well as amenities such as tables and seating areas, barbecues, courts and tot lots:

2) Common open space should be provided in large, meaningful areas and not fragmented or consist of "left over" land. Without sufficient area, common open space cannot serve the purpose for which it is intended.

3) Common open space areas should be centrally located, easily accessible for the majority of units, and buffered but visible from surrounding dwellings. When feasible, locate private common areas adjoining entries or other locations to maximize their visual impact.

4) Major slopes located next to common areas should be transitioned into landscaping and usable areas to maximize the effect of open space.

5) Tot lots should feature a soft ground surface, shaded seating areas, and defining edges and/or open fencing of wrought iron or tubular steel. The tot lot should be well separated and buffered from adjacent dwellings.

6) A water drainage and/or runoff system should be provided for all common outdoor activity areas. Vegetated swales rather than concrete swales should be used whenever possible. Avoid water runoff across pedestrian walkways. Drainage elements which dissect paving should complement the paving design.
VIEW PROTECTION

According to the City’s General Plan “there is a strong, long-held goal among the residents to maintain and protect the distinctive, physical attributes of Diamond Bar which make it a desirable place in which to live....” One of Diamond Bar’s most significant and distinguishing features are its hillsides. Homes within these areas offer the best of both worlds; the convenience of living close to the “big city” with the beauty and semi-rural atmosphere of the hillsides and canyons. The significant views of these natural areas is an important part of the ambiance of the semi-rural atmosphere.

As the City’s hillsides experience increasing development, it is not always possible to maintain unobstructed, panoramic views from every home. However, with careful planning and design, it is possible to develop without sacrificing the scenic qualities of these views. The following guidelines are to be applied to all residential development.

A. GENERAL GUIDELINES

1) Views should be preserved as much as possible. However, not everyone can have a panoramic view. The owner and architect of a new dwelling must work together to obtain the best solution between a slot (partial) view, view corridors and a panoramic view.

2) View quality is usually more important than view quantity. In order to minimize the impacts of view blockage as much as possible it is important to remember that view protection is more important for major “ceremonial” rooms (living, dining, kitchen, deck). Than for secondary rooms. (bedroom, bathroom, family room, etc.)

3) A slot view is just as important to the person who owns it as the 360 degree panoramic view is to its owner. But the slot view can be obscured by just one tree or poorly sited dwelling.
4) A view consists of foreground, middle distance and background or distance elements. Trees which block views are often attractive foreground elements which can be pruned into beautiful open screens through which to see the view. Attractive landscaping and buildings in the foreground often frame the views of distant objects.

5) Blockage of any important objects in the view (canyon, significant ridgeline, city lights, etc.) is more difficult to accept than the blockage of other, less well-known elements.

6) The horizon line is the most sensitive part of a view, then the foreground, then middleground. If possible, avoid cutting the horizon line of a neighbor’s view. Blockage of the center of a view is more damaging than the blockage of the side of a view.

7) A wide panoramic view can accept more view blockage than the smaller, slot (partial) view.

8) Privacy and views are sometimes in direct conflict. There must be compromise between conflicting objectives of existing dwellings and new ones. Views are very important but so is privacy. Prethinking solutions is important.
SITE PLANNING

1) Do not site a building uphill near an existing dwelling. This will obstruct most of the view for the uphill house.

2) Site a new dwelling downhill from an existing residence, this will create view corridors between existing housing. Uphill houses will retain similar views.

3) By slicing off a corner of a new house, most of the view from the adjacent house is retained.

4) When constructing a new home, orient the living areas towards the high quality view.

5) Do not sacrifice a neighbors privacy by insisting on the complete view.

6) Preserve views of significant visual features as seen from both within and outside a development.

7) For tract design, projects should incorporate clustering, variable setbacks, multiple orientations, and other site planning techniques to preserve open spaces, protect natural features and offer views to residents.

ARCHITECTURE

1) Minimize building bulk as much as possible through the setback of second stories, and by offsetting building planes.
2) Minimize the use of spires, cupolas, domes, balconies or other similar features which may block views by adding unnecessarily to a building's height or bulk. Avoid the use of balconies on the side of a residence, which may block views and contribute to a closed in appearance.

3) Use windows to properly frame views while avoiding excessive sun glare or privacy.

**LANDSCAPING**

1) Plan landscaping so it does not grow into the view corridors of neighboring dwellings.

2) Open trees, (oak, madrone), well pruned can provide dramatic, attractive frames for a view and an ideal sun block for west-facing dwellings.

3) Avoid planting columnar trees, such as Italian cypress too close together or in dense groupings across views.

4) High trees in line downhill block less view than those across a hill.

5) Low trees, planted close to a residence, protect privacy without blocking neighbor’s views.
RESOLUTION NO. 98-41

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DIAMOND BAR ADOPTING AND ESTABLISHING CITYWIDE DESIGN GUIDELINES AS PART OF THE CITY'S DEVELOPMENT CODE.

A. RECITALS

i. On April 18, 1989, the City of Diamond Bar was established as a duly organized municipal corporation of the State of California. Thereafter, the City Council of the City of Diamond Bar adopted its Ordinance No. 14 (1990), thereby adopting the Los Angeles County Code as the ordinances of the City of Diamond Bar. Title 22 of the Los Angeles County Code contain the Development Code of the County of Los Angeles. Now currently applicable to development applications within the City of Diamond Bar.

ii. On July 25, 1995, the City of Diamond Bar adopted its General Plan. Action was taken on the subject application as to its consistency with the General Plan. It has been determined that the proposed project is consistent with the General Plan.

iii. The City of Diamond Bar has determined that the existing zoning development standards contained within the County of Los Angeles Planning and Zoning Code (Title 22 of the Municipal Code) fails to provide the adequate guidance needed to achieve the quality of development envisioned by the General Plan.

iv. The Planning Commission of the City of Diamond Bar on July 22, 1997; July 29, 1997; August 5, 1997, August 12, 1997; August 19, 1997, August 26, 1997; September 2, 1997; September 6, 1997; September 9, 1997; September 23, 1997; October 14, 1997; October 27, 1997; November 12, 1997; November 25, 1997 and December 9, 1997 conducted duly noticed public hearings with regard to the Draft Citywide Design Guidelines.

v. The City Council of the City of Diamond Bar on March 17, 1998; April 7, 1998; April 21, 1998; May 5, 1998; May 18, 1998; and June 16, 1998 conducted duly noticed public hearings with regard to the Draft Citywide Design Guidelines.

vi. The City Council has reviewed the Draft Citywide Design Guidelines and after due consideration of public testimony, staff analysis and the Council's deliberations has determined that the Draft Citywide Design Guidelines attached hereto as Exhibit "A" and incorporated by reference into this Resolution satisfy and exemplify the aesthetic goals and needs of the community. The City Council has duly considered the issues related to the Draft Citywide Design Guidelines so as to provide maximum benefit to the City.

vii. All legal prerequisites to the adoption of this resolution have occurred.
B. RESOLUTION

NOW, THEREFORE, it is found, determined and resolved by the City Council of the City of Diamond Bar as follows:

1. This City Council hereby specifically finds that all of the facts set forth in the Recitals, Part A, of this Resolution are true and correct.

2. The City Council hereby determines that there is no substantial evidence that the Draft Citywide Design Guidelines as a part of the Development Code will have a significant effect on the environment and therefore a Negative Declaration (ND 97-3) has been prepared, pursuant to the requirements of the California Environmental Quality Act of 1970, as amended, and the guidelines promulgated thereunder, pursuant to Section 15070 of Article 19 of Chapter 3 of Division 13 of Title 14 of the California Code of Regulations.

3. The City Council hereby specifically finds and determines that, having considered the record as a whole including the findings set forth below, there is no evidence before this City Council that the Draft Citywide Design Guidelines proposed herein will have the potential of an adverse effect on wildlife resources or the habitat upon which the wildlife depends. Based upon substantial evidence, this City Council hereby rebuts the presumption of adverse effects contained in Section 753.5 (d) of Title 14 of the California Code of Regulations.

4. The City Council finds and determines that the Draft Citywide Design Guidelines are consistent with and implements the specific goals, objectives and strategies of the City of Diamond Bar General Plan, addressing the aesthetic quality of development within the City.

5. The Draft Citywide Design Guidelines attached hereto as Exhibit A are hereby adopted.

APPROVED AND ADOPTED THIS 16th DAY OF JUNE, 1998, BY THE CITY COUNCIL OF THE CITY OF DIAMOND BAR.

BY: __________________________

Carol [Signature]

MAYOR
I, LYNDA BURGESS, City Clerk of the City of Diamond Bar do hereby certify that the foregoing Resolution was passed, adopted and approved at a regular meeting of the City Council of the City of Diamond Bar held on the 16TH day of JUNE, 1998, by the following vote:

AYES: COUNCIL MEMBERS: Huff, O'Connor, MPT/Chang, M/Herrera

NOES: COUNCIL MEMBERS: None

ABSENT: COUNCIL MEMBERS: Ansari

ABSTAIN: COUNCIL MEMBERS: None

ATTEST: Lynda Burgess
City Clerk, City of Diamond Bar