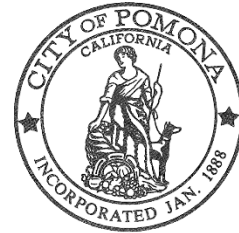


THE CITY OF  
**POMONA**

Development Services Department



December 21, 2023

James Keegan and Angela Keller  
465 West Alvarado Street  
Pomona, CA 91768

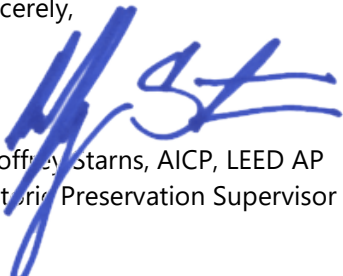
**Subject: Notice of Decision for File No.(s) MINCOA-022969-2023**

Dear Mr. Keegan and Ms. Keller,

The Planning Division has reviewed your Certificate of Appropriateness application to construct a new driveway and remove an unprotected street tree. Upon review of the City's historic preservation ordinance and design guidelines your project has been **approved**. The attached decision letter provides the analysis and basis for the decision. There is a 20 day appeal period from the date of approval.

If you have any questions, please contact me at (909) 620-2445 or email me at [geoffrey.starns@pomonaca.gov](mailto:geoffrey.starns@pomonaca.gov).

Sincerely,

  
Geoffrey Starns, AICP, LEED AP  
Historic Preservation Supervisor

Attachment



City of Pomona

# MINOR CERTIFICATE OF APPROPRIATENESS DECISION LETTER

**FILE NO:** MINCOA-022969-2023  
A request for a Minor Certificate of Appropriateness for to construct a new driveway and remove an unprotected street tree.

**ADDRESS:** **465 West Alvarado Street**

**APPLICANT:** James Keegan and Angela Keller

**PROJECT PLANNER:** Geoffrey Starns, AICP, LEED AP, Historic Preservation Supervisor

**DECISION:** Approve File No(s). MINCOA-022969-2023.

## **BASIS FOR DECISION**

Staff reviewed Pomona’s Historic Preservation Ordinance (Section .5809-13), and the applicable design standards in Preserving Pomona – The Pomona Guide to Historic Preservation. In order to approve a Minor Certificate of Appropriateness Staff must determine that the findings contained in the City’s Historic Preservation Ordinance can be made.

### **Applicable Design Standards**

There are no adopted guidelines for new driveways. Because there are no guidelines, several factors we examined to determine whether or not a driveway should be permitted. The first factor was whether or not a drive way should be allowed at all. We looked at other properties on the block and whether or not there was access to an alley or other means of vehicular access to the site. The second factor looked at is whether or not the proposed location of the driveway is appropriate. The final factor examined is was the design of the driveway appropriate to the character of the district and property.

First it has been determined that this particular property is the only property on the block without a driveway. There is also no alley, and therefore, no other means of providing vehicular access to the property. It is therefore appropriate to allow a driveway. Second, based on the setback of the existing historic home, the location proposed is the only location that will allow vehicular access to the rear of the property in a similar manner to every other property on the block. This location will allow for a garage at the rear of the property which is the appropriate location for a garage on this street. Finally, the proposed driveway is proposed to be a “Hollywood Drive” which was common in the 1910s and 1920s.

During this time period there were two common ways of designing a driveway. A “Hollywood Drive” has two small strips of concrete (approximately 3 feet in width) with a strip of landscaping in between the concrete. It got its name from the wagon trail ruts in movies at the time. The first was the “Hollywood drive” and the second was a solid strip of concrete 8-10 feet wide. There was no preferred style and it is common to see



City of Pomona

# MINOR CERTIFICATE OF APPROPRIATENESS DECISION LETTER

both designs next to each other. This is during the period of significance of the Wilton Heights Historic District and therefore, appropriate to the neighborhood. In addition, the place of the driveway will require removal of one (1) American Sweetgum (*Liquidambar styraciflua*) tree.

Although this tree is not protected because of its size, because it is a street tree it must be replaced. Since it cannot go back on the site, the applicant must pay the in-lieu fee to plant a tree elsewhere in the historic district.

## **Existing Tree(s)**

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Species: American Sweetgum (*Liquidambar styraciflua*)  
Diameter: 7 inches

## **CONDITIONS OF APPROVAL:**

The Planning Division has completed its review of MINCOA-022969-2023. The request has been **approved**. The approval is subject to the following conditions:

1. The approval shall be used in the manner requested and shall be in substantial conformity with the plans approved by the Planning Division on the date listed on this letter, in accordance with the revision and/or additional conditions specifically required in this approval.
2. The approval shall be valid for not more than one year from the date of Permit approval. The Planning Division may grant a time extension for one (1) year provided that a written request by the applicant is submitted to the Planning Division within thirty (30) days prior to the expiration date without a fee. If plans are submitted to the Building and Safety division within one year from the date of approval, the proposed action shall be considered active.
3. The applicant shall obtain any required permits from the Building & Safety Division and/or Department of Public Works.
4. In the event that the approved plans under this Minor Certificate of Appropriateness are inconsistent with the provisions of the California Code of Regulations, Title 24 and/or any other applicable uniform building codes, the applicable building codes shall prevail.
5. Any deviation from the approved plans, shall require modification to the Certificate of Appropriateness and require approval of the Planning Division and, if necessary, the Historic Preservation Commission.
6. All project conditions shall be imprinted on the title sheet of the construction drawings (if



City of Pomona

## MINOR CERTIFICATE OF APPROPRIATENESS DECISION LETTER

required). The approved set of plans shall be retained on-site for review by Building Inspectors during the course of construction.

7. Prior to Occupancy the Planning Division shall inspect the premises to ensure the Conditions of Approval have been met and that the project has been constructed per the approved plans.

8. Construction Activities:

Hours of construction activity shall be limited to:

7:00 a.m. to 8:00 p.m., Monday through Saturday  
(There shall be no construction allowed on Sunday or on any Federal or State Holiday)

9. Violation of any of the conditions of this permit shall be cause for revocation and termination of all rights thereunder.

10. The applicant shall obtain an encroachment permit and if necessary, a building permit prior to any demolition or construction.

11. The applicant shall pay an in-lieu fee of \$269.40 (subject to change depending on the contract price at the time payment is made) for the replacement of the tree. The City will use that money to plant a replacement tree in the neighborhood.

### APPEALS

This decision will become final on January 11, 2024, unless an appeal is filed with the Planning Division prior to this date. The applicant or any member of the public may file an appeal. There is no cost to file an appeal for a Minor Certificate of Appropriateness. Appeals may be filed with the contact listed in this letter.

Sincerely,

A handwritten signature in blue ink, appearing to read "G. Starns".

Geoffrey Starns, AICP, LEED AP BD+C  
Historic Preservation Supervisor

December 21, 2023

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Date