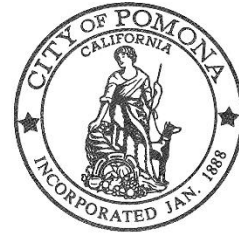


# THE CITY OF POMONA

Development Services Department



May 21, 2024

Eddie Chen  
2046 Central Avenue  
Duarte, CA 91010

**Subject: Revised Notice of Decision for File No.(s) MINCOA-000541-2024**

Dear Mr. Chen,

The Planning Division has reviewed your Certificate of Appropriateness application to approve the replacement of vinyl windows with wood windows. 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@pomona.gov](mailto:geoffrey.starns@pomona.gov).

Sincerely,

A handwritten signature in blue ink, appearing to read "G. Starns", is written over a blue ink stamp.

Geoffrey Starns, AICP, AIA, LEED AP  
Historic Preservation Supervisor

Attachment



City of Pomona

# MINOR CERTIFICATE OF APPROPRIATENESS DECISION LETTER

**FILE NO:** MINCOA-000541-2024

A request for a Minor Certificate of Appropriateness to retroactively approve the replacement of vinyl windows with wood windows

**ADDRESS:** **404 East Kingsley Avenue**

**APPLICANT:** Eddie Chen

**PROJECT PLANNER:** Geoffrey Starns, AICP, AIA, LEED AP, Planning Manager – Urban Design Division

**DECISION:** Approve File No(s). MINCOA-000541-2024.

## **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.

The applicant is proposing to replace vinyl windows with wood windows. In his project description and on the windows assessment he proposes to replace all vinyl windows with wood windows from TM Cobb, which is on our lists of approved windows.

- N/A Windows must be repaired first. Replacement is a last resort. (Proof from contractor is needed). (Window Installer not acceptable)
- N/A Replacement windows are a “Like for Like” or an “In-kind” replacement
- X Vinyl windows are prohibited.
- X Replacement of a non-historic window(s) shall meet the “Like for Like” standard based on the style and material historically typical for its style (See Chapter 2).



City of Pomona

# MINOR CERTIFICATE OF APPROPRIATENESS DECISION LETTER

## CONDITIONS OF APPROVAL:

The Planning Division has completed its review of MINCOA-000541-2024. 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 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 a building permit prior to any demolition or construction.



City of Pomona

## MINOR CERTIFICATE OF APPROPRIATENESS DECISION LETTER

11. All ground and roof-mounted equipment is required to be fully screened from view. Upon final inspection, Planning Division staff may require additional screening if warranted, through either landscaping, walls or a combination thereof.
12. The proposed windows are TM Cobb wood windows and must match the existing windows in style and material. The windows will be true divided light, wood frame windows.
13. The proposed windows shall use the existing trim. Any removal of window trim will be replaced with trim of the same material and style to match the existing trim.

### APPEALS

This decision will become final on June 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, AIA, LEED AP  
Historic Preservation Supervisor

May 21, 2024

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Date