



# Staff Report

City of Pomona Historic Preservation Commission

April 1, 2026

**FILE NO:** MAJCOA-000010-2026

A request for a Certificate of Appropriateness, Major for a proposed project pertaining to an accessory dwelling unit garage conversion of 396 SF with a 171 SF addition for a total of 569 SF at a contributing resource within the Lincoln Park Historic District.

**ADDRESS:** 296 E. Columbia Ave

**APPLICANT:** Maura Montellano

**PROJECT PLANNER:** Irene Mouré, Assistant Planner

**ENVIRONMENTAL REVIEW:** This project is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15301 (Class 1) of the California CEQA Guidelines.

**RECOMMENDATION:** Approve File No(s). MAJCOA-000010-2026 and adopt Resolution No. 26-014.

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## Project Information:

**GENERAL PLAN DISTRICT:** Residential Neighborhood

**ZONING DISTRICT:** Residential  
Neighborhood District 1 –  
Historic Overlay (RND1-  
H)

**TRANSECT:** T3

**SPECIFIC PLAN DISTRICT:** N/A

**GENERAL PLAN DENSITY:** 20 DU/AC

**NEW HOUSING UNITS:** 1 ADU

## Important Dates:

**DATE SUBMITTED:** January 8, 2026

**DATE DETERMINED COMPLETE:** February 2026

**DEADLINE TO MAKE A DECISION:** April 21, 2026

## Property Background:

The property located at 296 E. Columbia Avenue is a two-story, single-family residence with a garage accessory structure estimated to have been constructed in 1915. The property is designated as a contributing resource to the Lincoln Park Historic District (LPHD).

In October 2024, the property was awarded a Mills Act contract (MILLS-000852-2024) by the City Council (Resolution No. 2024-168).

## Architectural Style:

The LPHD survey identifies the contributing resource as a Craftsman architectural style. The primary structure is estimated to have been constructed in 1915. It is a two-story configuration with an accessory garage structure located on the southwest corner of E. Columbia Avenue and N. Gibbs Street.

## Architectural Description:

The primary structure is a classic Craftsman architectural style home, from the full-width porch with the stonework pedestals to the ornamental roof eave brackets and the double-hung wood windows. The structure is two-stories with a rectangular layout. The porch, a quintessential Craftsman element, is large and covers the width of the front elevation and extends to a porte-cochere on the westerly side, serving as a carport. The roof brackets are not only supportive of the deep eave overhang but are decorative statement pieces that highlight the horizontal orientation of the structure.

Several window types of various sizes are placed throughout the structure, with the majority being double hung. The placement of the attic window pairs on the second floor on both north and south elevations provides a balance between the second and first floors. The primary entrance door on the north elevation is made of oak wood and has large, rectangular beveled glass panel. Moreover, the secondary entrance door on the east elevation are French doors. All doors and windows have a trim.

The secondary entrance has a projecting porch and gable on the east side of the primary structure and can be considered a distinguishing element that a few Pomona Craftsman style homes bear. Like the full-width porch on the north elevation, the secondary porch also has thick posts atop stonework pedestals. Both gables on each elevation are adorned with three decorative brackets.

The garage accessory structure is located at the rear of the property and shares many architectural elements to the primary, such as the horizontal wood siding and exposed eaves with a large roof overhang. The garage doors, now facing an in-ground pool, are carriage style. The windows are double-hung, true divided light wood windows. At one point, these windows were removed and replaced with vinyl windows. In 2006, during a change of property ownership, the original windows were located on the property and reinstalled.

### **RELEVANT ALTERATIONS:**

March 2006 – Remove 3 unpermitted slider, vinyl windows and a door. Replaced with original double-hung wood windows and original French door

March 2006 – Remove drywall from garage

March 2006 – Demolish unpermitted steps  
March 2006 – Installation of swimming pool  
April 2006 – Deck to rear of dwelling  
May 2006 – Construction of lattice pergola to rear east side of garage  
October 2019 – Solar panels installed

### Character-Defining Features:

1. Two-story configuration
2. Full-width porch with a low gable roof extending over
3. Porte-cochere projecting out
4. Ornamental roof eave brackets and large overhangs, exposed rafters
5. Double-hung wood windows and attic windows
6. Second-story attic windows
7. Horizontal wood siding
8. Thick posts atop stonework pedestals
9. Stonework pedestals with roping in the joints
10. Oak front door with rectangular beveled glass
11. French-style doors on east side with porch and extended side gable
12. Existing side yard wall is made of stone with wood fencing

### Discussion of Existing Conditions

The property abuts the southwest corner of E. Columbia Avenue and N. Gibbs Avenue and has a paved alleyway at the rear. According to the Los Angeles County Assessor's portal, the lot is recorded at approximately 8,640 SF in area. The primary structure is 3,162 SF in building area and is two-stories in height. Furthermore, the garage structure in the rear is 396 SF in area and is one-story in height with a rectangular layout. Overall, the contributing resource has not undergone any major alterations or modifications to the exterior or building footprint. Since 1915, the primary structure has largely maintained its architectural integrity and character-defining Craftsman features. There has been minor work conducted on the site. However, the minor work is limited to the rear yard, including installation of a swimming pool, construction of lattice roofed accessory structures, and the removal of unpermitted alterations.

### Design Review:

On January 2, 2026, the Planning Division received a Major Certificate of Appropriateness application (MAJCOA-000010-2026) for the proposed 171 SF addition to an existing garage to an accessory dwelling unit (ADU) conversion of 396 SF. In total, the proposed ADU will be 569 SF in building area.

The existing garage structure is in the rear of the property, located about 53 FT and 4 IN away from the rear wall of the primary dwelling. Currently, the garage sits 53 FT and 6 IN away from the rear wall of the primary dwelling, 3 FT and 3 IN away from the rear yard/alleyway, 20 FT and 5 IN from the easterly side yard, and 17 FT and 9 IN from the westerly side yard. The project proposes adding 171 SF to the existing 396 SF of the garage, bringing the total

proposed ADU area to 569 SF. The addition will be 4 FT from the rear lot line/alleyway and 7 FT and 10 ½ IN from the side property line on the west, reducing the current side yard setback by approximately 10 FT.

The project is proposing to remove the existing carriage garage doors and replace it as a wall with in-kind siding to match the existing exposure on the accessory structure. Two of the original windows on the west and east elevation will be removed and replaced by French doors, on the westerly side, and wooden door with rectangular beveled glass and a glass sidelight. On the north elevation, where the current garage doors are, two small windows will be added to maintain light transmission for the proposed living room area and to ensure privacy for swimming pool usage purposes. The proposed ADU layout consists of 1 bedroom, 1 bath, and a kitchen with a small dining area, a living room and a washer/dryer closet.

The proposed scope of work also includes the demolition of a small, shed accessory structure located against the rear and westerly side property lines. Staff have determined through Building and Safety permit record history, photographic evidence, and via geographical information systems that the shed structure is not a part of the designated resource. Therefore, it is eligible for demolition.

The project proposes work limited to the ADU garage conversion and addition only. The primary structure will remain as is.

#### **SECRETARY OF THE INTERIOR'S STANDARDS FOR THE TREATMENT OF HISTORIC PROPERTIES.**

The Historic Preservation Ordinance provide that the Commission be guided by the latest Rehabilitation Standards contained in the Secretary of the Interior's Standards for the Treatment of Historic Properties. Staff reviewed the project for compliance with the applicable standards below:

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces and spatial relationships.  
The property will continue to operate as a residential dwelling. The ADU is intended for residential use as well. Therefore, it will be as it was historically and meets this standard.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.  
The historic character of the property will be retained and preserved as the garage ADU conversion, particularly the addition, is designed to replicate the character-defining features that are existing on the garage, such as the roof brackets, large overhang, and horizontal wood siding. Therefore, this project is in compliance with this standard.
3. Each property will be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.  
The project is proposing to match the Craftsman style on the ADU garage conversion. Architectural elements added to the new addition will maintain the same Craftsman elements and any addition of conjectural features from other historic properties will not be undertaken. Therefore, the project is in compliance with this standard.

4. Changes to a property that have acquired historic significance in their own right will be retained and preserved. This standard does not apply as there are no changes on the property that have acquired historic significance in their own right.

5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.

The proposed project consists of continuing the existing architectural elements that characterize the property. Therefore, the project is in compliance with this standard.

6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.

The structures are architecturally sound and do not have deteriorated historic features. Should there be deteriorated historic features, replacement of such features will match in-kind materials. Therefore, this standard is being met.

7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.

The project is not proposing any modifications to the historic resource. Therefore, the project is in compliance with this standard.

8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

The proposed project will not have an impact on any potential archaeological resources. Therefore, the proposal is compliant with this standard.

9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

Then new 171 SF addition to the proposed garage ADU conversion will not destroy historic materials, features, or spatial relationships that characterize the property. The new work is proposed to maintain the same exterior wood and continue the material and exposure to the new addition. Furthermore, roof brackets will be added to west elevation, mirroring the existing east elevation. There will only be an increase of 171 SF, expanding the width of the accessory structure but not the depth or height. Therefore, the project is meeting this standard.

10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Should the proposed project be removed in the future, a separate Certificate of Deconstruction application will be required to determine it's removal on the contributing resources. Furthermore, the garage accessory structure has been functioning as a storage unit rather than for vehicular parking since 2006, when the

swimming pool was installed. The placement of the swimming pool makes it impossible for vehicles to access the existing garage. The historic property and its environment will largely be unaffected by the construction.

**Pomona Historic Preservation Guidelines:**

Chapter 3: Updating Your Historic Building of the Pomona Guide to Historic Preservation includes guidelines and standards for accessory dwelling units (ADUs) within designated historic districts. All these guidelines and standards must be met by the proposed building. These include, but are not limited to, the following:

1. Architectural style (e.g. Craftsman), architectural detailing, (e.g. exposed rafters), construction materials, finishes, and colors, door trim and style, and window trim and style (grid pattern, frame thickness, opening direction, etc.) must be the same as the existing structure.

The garage conversion to ADU and the 171 SF addition is designed to maintain the existing Craftsman architectural elements, such as the exposed rafters, decorative roof brackets, and the exterior siding of wood material. The project design proposal is consistent with guidelines set and in compliance with applicable standards.

2. The ADU shall comply with the following:
  - a. The ADU shall meet all applicable Pomona ADU standards
  - b. The ADU shall be to the rear of the primary structure
  - c. The side and rear-yard setbacks shall be at least four feet
  - d. The peak height above grade is sixteen feet
  - e. The maximum site coverage for all structure is 35%
  - f. The distance between the ADU and the main structure is ten feet

The proposed ADU is in compliance with Ordinance No. 4363 and the applicable ADU standards set forth. Currently, the proposed ADU is located to the rear of the primary structure by about 37 FT. The new 171 SF addition to the garage conversion will be set 4 FT from the rear property line and 7 FT and 10 ½ IN from the west, side property line. Moreover, the proposed project will be maintaining the same height, there will not be an increase in peak height. The proposed garage conversion ADU and addition is meeting the maximum lot coverage for the Housing Medium 1 (HM1) form module for the property. Lastly, since the ADU will maintain its 37 FT distance from the primary structure. Therefore, the proposed project follows these ADU guidelines.

3. The entry of an ADU shall face the interior of the property and not be visible from the street to the extent feasible

The primary entrance to the ADU will be facing the exterior of the property and is located on the east elevation, facing the side street. However, the entrance is obscured by a solid, 6 FT fencing. Therefore, the entrance will not be particularly visible from the street.

## Required Findings:

The findings required in Sections .800.C.7. and .1190.D. of the Pomona Zoning and Development Code for a Certificate of Appropriateness are contained in the attached resolution (Attachment 1).

## Conclusion:

Staff have determined the proposed garage ADU conversion and 171 SF addition, for a total of 567 SF, is architecturally consistent with the primary structure's Craftsman style. The project is proposing to maintain the existing exterior wood siding and large overhang with decorative supportive brackets. While the entryway is facing the side street of N. Gibbs Avenue, the entrance is obscured by a solid, 6 FT fencing along the side and rear property line. Overall, the architectural integrity of the primary dwelling will be retained and preserved not only for the contributing resource, but for the entirety of LPHD. If the ADU were to be removed in a future event, the overall state of the property will remain the same.

## Environmental Review:

Staff has determined that this project is exempt for the California Environmental Quality Act (CEQA) pursuant to Section 15301 (Class 31) Existing Facilities of the California CEQA Guidelines.

## Conditions of Approval:

The Conditions of Approval are contained in the attached resolution (Attachment 1).

## Attachments:

1. Historic Preservation Commission Resolution No. 26-014
2. Project Plans
3. Photographs of site and surrounding area
4. Relevant Building and Safety permit records
5. Public Hearing Affidavit