



Staff Report

City of Pomona Historic Preservation Commission

November 5, 2025

FILE NO: MAJCOA-000453-2025

A request for a Major Certificate of Appropriateness (MAJCOA-000453-2025) for the construction of a new detached 998 square-foot accessory dwelling unit (ADU) with an 88 square-foot porch at the rear of a contributing resource within the Lincoln Park Historic District.

ADDRESS: 566 E. Jefferson Avenue (APN: 8338-028-005)

APPLICANT: Steven Shi

PROJECT PLANNER: Alan Fortune, Associate Planner

ENVIRONMENTAL REVIEW: This project is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15331, Class 31 (Historical Resource Restoration and Rehabilitation) and Section 15301, Class 1 (Existing Facilities) of the California CEQA Guidelines.

RECOMMENDATION: Approve File No. MAJCOA-000453-2025 and adopt Resolution No. 25-037. (Attachment 1).

Project Information:

GENERAL PLAN DISTRICT: Residential Neighborhood

ZONING DISTRICT: Residential Neighborhood District 1 (RND1-H)

TRANSECT: T3

SPECIFIC PLAN DISTRICT: N/A

GENERAL PLAN DENSITY: 20 DU/AC

NEW HOUSING UNITS: 1 ADU

Important Dates:

DATE SUBMITTED: June 12, 2025

DATE DETERMINED COMPLETE: October 21, 2025

DEADLINE TO MAKE A DECISION: December 26, 2025

Property Background:

The contributing resource located at 566 E. Jefferson Avenue consists of a single-family residence estimated to have been constructed in 1922. The property is developed with a 1,085 square foot single family home on a 7,231 square foot lot. The property is a contributing property to the Lincoln Park Historic District. The Lincoln Park Historic District survey that evaluated this property identifies the structure as Craftsman Bungalow style architecture and give the resource a "Contributing" rating with no significant additions or alterations having been made.

On June 12, 2025, Planning Staff received an application for a Major Certificate of Appropriateness (MAJCOA-000453-2025) for the construction of a new 998 square-foot accessory dwelling unit (ADU) with an attached 88 square-foot porch. Project plans as well as site photographs have been provided for Commission consideration as Attachments 2 and 3 respectively.

Architectural Style:

The primary dwelling unit was constructed as a single-family home in 1922, according to City historic resource surveys. The structure is identified as a **Craftsman Bungalow** with many character-defining features of this architectural style.

Architectural Description:

Based on the historic resource surveys and staff visits to the site, the condition of the structure is good with no major alterations or additions having been made since the estimated time of construction in 1922, with exception to the demolition of the existing garage. Otherwise, the structure retains its character-defining features. Additionally, according to City permit records, no significant alterations have been made.

RELEVANT ALTERATIONS:

Previously existing detached garage has been demolished.

Character-Defining Features:

1. Wide, spacious, enclosed front porch with broad and low front gable extending over front porch. Front porch is supported by two wood columns with river rock base.
2. Lifted river rock foundation
3. Narrow clapboard siding covering exterior of house
4. Exposed rafter beams on roof overhang
5. Wood hung or casement windows

Discussion of Existing Conditions:

With exception to the demolition of the garage, a majority of existing conditions on property are original. The existing primary structure retains its character-defining features from original construction in 1922. The proposed accessory dwelling unit is detached from the primary structure and there is no proposed work on the primary home. The proposed structure is designed as a Craftsman Bungalow as it incorporates many of the character-defining features of the primary home.

Design Review:

The proposed project consists of the construction of a detached accessory dwelling structure with a porch at the rear of the property. The new structure will match the architectural style of the home and incorporate several character defining features. All features on the primary resource will remain intact as the primary structure is not a part of this proposed project

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

The Historic Preservation Ordinance provides 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 use of the property will not change; the single-family home will remain unaltered. The detached structure will function as an accessory dwelling unit, maintaining the property use as residential.

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 new detached accessory structure will continue all the character-defining features of the Craftsman Bungalow architectural style to be appropriate for the period and neighborhood.

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 proposed addition will continue the existing features on the primary home to match. The construction of the detached accessory dwelling unit and garage structure will not create a false sense of historical development as it will be appropriate to the period of the home and neighborhood. The proposed accessory structure will match elements of the style and will be compatible with the period and neighborhood

4. *Changes to a property that have acquired historic significance in their own right will be retained and preserved.*

Does not apply. 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 character-defining features of the Craftsman Bungalow home will be kept as these features and elements will be incorporated into the proposed new construction to match the house primary house

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.*

Does not apply. No deteriorated historic features are proposed for removal

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.*

Does not apply. No damaging treatments are proposed

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

Does not apply. The proposed project will not impact any potential archaeological resources

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.*

The new construction will not destroy any features and spatial relationship that characterize the property as it will be constructed in a similar location toward the rear of the property. The construction will continue the character-defining architectural features of the primary home

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.*

The proposed new structure will be detached from the primary contributing resource therefore if removed, it will not have an impact on the integrity of the historic property

Pomona Historic Preservation Guidelines:

Chapter 3: Updating Your Historic Building of the Pomona Guide to Historic Preservation includes many guidelines and standards for Accessory Dwelling Units (ADUs), all of which are being 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 proposed detached accessory dwelling unit is designed as a Craftsman Bungalow and has included many architectural character-defining features from the primary home, including exposed rafters, gable venting, river rock columned porch, wood sung or casement windows, identical wood siding, extruded support beams, siding and roofing materials, etc.

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 structures is 35%*
 - f. *The distance between the ADU and the main structure is ten feet*

The proposed accessory dwelling unit complies with all applicable ADU standards. The structure is at the rear of the property and is less than 16' tall, shorter than the primary house so not to visually overwhelm the existing structure or structures on neighboring properties. The structure is setback five feet from the side and six feet from the rear, rather than the required four, and is over twelve feet away from the primary dwelling. The lot coverage is approximately 32%.

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 entrance of the Aud faces the side of the property. The ADU is also set back 134'6" from the front property line and is located to the rear of the primary home. Therefore the structure will not be particularly visible from the public right-of-way.

Required Findings:

The findings required in Section .1190.D.4 of the Pomona Zoning and Development Code for a Certificate of Appropriateness are included in the attached draft HPC Resolution No. 25-037 (Attachment 1).

Conclusion:

Staff concludes that the construction of a 998 square-foot accessory dwelling unit with an 88 square-foot porch is appropriate to the primary home as the construction will be made to match all architectural detailing and will continue any character-defining features of the Craftsman Bungalow home.

Environmental Review:

Staff has determined that this project is exempt for the California Environmental Quality Act (CEQA) pursuant to Section 15331, Class 31 – Historical Resource Restoration and Rehabilitation and Section 15301, Class 1 – Existing Structures of the CEQA Guidelines.

Conditions of Approval:

The Conditions of Approval are contained in the attached Draft Historic Preservation Commission Resolution No. 25-037 (Attachment 1).

Attachments:

1. Draft Historic Preservation Commission Resolution No. 25-037
2. Project Plans
3. Site Photographs
4. Lincoln Park Historic District Survey Forms
5. Notice of Public Hearing
6. ADU pages of the Pomona Guide to Historic Preservation