

**DRAFT HPC RESOLUTION NO. 26-014**

**A RESOLUTION OF THE HISTORIC PRESERVATION COMMISSION OF THE CITY OF POMONA, CALIFORNIA APPROVING MAJOR CERTIFICATE OF APPROPRIATENESS (MAJCOA-000010-2026) FOR THE PROPOSED GARAGE TO ACCESSORY DWELLING UNIT CONVERSION AND 171 SF ADDITION AT THE REAR OF A CONTRIBUTING RESOURCE LOCATED AT 296 EAST COLUMBIA AVENUE IN THE LINCOLN PARK HISTORIC DISTRICT (APN: 8339-013-001)**

**THE HISTORIC PRESERVATION COMMISSION OF THE CITY OF POMONA DOES RESOLVE AS FOLLOWS:**

**WHEREAS**, the applicant, Maura Montellano, submitted an application for a Major Certificate of Appropriateness (MAJCOA-000010-2026) for a proposed garage accessory dwelling unit (ADU) conversion and a 171 SF addition for a total of 567 SF ADU located in the rear yard (APN: 8337-013-029);

**WHEREAS**, the residential structure at the site was originally constructed in 1915 in the Craftsman style of architecture;

**WHEREAS**, the subject property is a contributing resource to the Lincoln Park Historic District, which was designated as a historic district by the Pomona City Council on May 4<sup>th</sup>, 1998;

**WHEREAS**, any new or proposed accessory dwelling on a contributing resource within a designated historic district requires the Historic Preservation Commission to approve a Major Certificate of Appropriateness prior to the issuance of building permits;

**WHEREAS**, the Historic Preservation Commission must make findings as described in Section .1190.D.4. of the Zoning Ordinance to approve a Major Certificate of Appropriateness for an accessory dwelling unit consisting of a project with additions at a contributing resource located in a historic district;

**WHEREAS**, the Historic Preservation Commission of the City of Pomona, has, after giving notice thereof as required by law, held a public hearing on April 1, 2026, concerning the requested Major Certificate of Appropriateness (MAJCOA-000010-2026); and

**WHEREAS**, the Historic Preservation Commission has carefully considered all pertinent testimony and the staff report offered in the case presented at the public hearing.

**NOW THEREFORE, BE IT HEREBY RESOLVED** by the Historic Preservation Commission of the City of Pomona, California, as follows:

**SECTION 1.** The Historic Preservation Commission hereby determines that, pursuant to the Guidelines for Implementation of the California Environmental Quality Act (CEQA), the

proposed project is exempt from environmental review in accordance with Section 21084 of the California Environmental Quality Act (CEQA) and Section 1530 (Class 1) Existing Facilities of the CEQA Guidelines. Therefore, will not cause a substantial adverse change in the significance of a historical resource.

**SECTION 2.** Section. 1190.D.4. of the Pomona Ordinance requires the Historic Preservation Commission to make findings to approve a Major Certificate of Appropriateness. The Historic Preservation Commission hereby makes the following findings:

1. *The proposed alteration, restoration, relocation, or construction, in whole or in part, will not detrimentally change, destroy, or adversely affect any significant or character-defining feature of the resource.*

The scope of work for the proposed project is solely regarding the existing garage structure located in the rear of the property. The project consists of a garage to accessory dwelling unit conversion of 396 SF and includes a 171 SF addition to the proposed ADU for a total of 567 SF. The proposed project has been designed to significantly maintain the existing Craftsman architectural elements, such as the decorative roof brackets and the exterior wood siding. Overall, it is designed to match the Craftsman architectural style of the primary dwelling unit on site; therefore, this project will not affect any significant character-defining features of the resource.

2. *The proposed alteration, restoration, relocation, or construction, in whole or in part, will not detrimentally change, destroy, or adversely affect the historic character or value of the resource.*

The proposed project was designed to be compatible with the existing, contributing historic resource on the site by maintaining existing elements and incorporating Craftsman architectural elements to the proposed accessory dwelling unit. This project will not affect the value or historic character of the property or the Lincoln Park Historic District as a whole.

**SECTION 3.** The Historic Preservation Commission hereby approves the Major Certificate of Appropriateness (MAJCOA-000010-2026) for a garage to accessory dwelling unit conversion and 171 SF located in the rear of a contributing the resource within the Lincoln Park Historic District with the following conditions:

1. **Time Limits.** The Certificate of Appropriateness shall become void twelve (12) months from the date of approval (April 1, 2026) unless a building permit has been issued and work authorized by this approval has commenced prior to the expiration date and is diligently pursued to completion.

2. **Approved Plans.** The proposed project shall be built in compliance with the approved plans on file with the Planning Division.
3. **Certificate of Appropriateness.** 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.
4. **Required Permits.** The applicant shall obtain any required permits from the Building and Safety Division and/or Department of Public Works.
5. **Project Conditions.** All project conditions shall be imprinted on the title sheet of the construction drawings. The approved set of plans shall be retained on-site for review by Building Inspectors during the course of construction.
6. **Title 24.** In the event that conditions imposed by the Historic Preservation Commission are inconsistent with provisions of the California Code of Regulations, Title 24 (also known as the California Building Standards Code) or any uniform construction code applicable within this jurisdiction, such conditions of the Historic Preservation Commission shall be waived in favor of such code.
7. **Occupancy.** 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 and Revocation.** Violation of any of the conditions of this permit shall be cause for revocation and termination of all rights thereunder.
10. **Window Style.** The style (i.e. frame thickness, opening direction, etc.) and fenestration of the new windows shall match those of the existing building. Submit a cut sheet(s) of all the window types to be used to Planning for review and approval prior to issuance of building permit.
11. **Roof Vents.** If new roof venting is required, the vents shall be low profile vents to minimize the visual impact.

12. Roofing Material. The roofing materials of the proposed accessory dwelling unit shall maintain the existing pitch and shall match materials, composition shingle, of the existing primary dwelling.
13. Roof Eaves. Eave overhangs shall match the dimensions and architectural detailing of the existing primary dwelling.
14. Roofing Brackets. Roofing brackets shall match the existing roofing brackets on primary structure.
15. Exterior Siding. All siding on the proposed accessory dwelling unit addition shall match the siding of the existing siding on the garage in material and exposure. Submit a cut sheet(s) of the proposed siding material for Planning review and approval prior to issuance of building permit(s).
16. Window Material. Windows shall be single-hung wood windows and are required to significantly match the scale, form, and decorative features of the existing living space windows of the existing single-family structure located on the subject site. Plans must indicate material, style, and trimming prior to the issuance of a Building Permit.
17. Privacy Windows. Privacy windows on the north elevation of the proposed ADU shall match the attic windows on size, wood material, direction, trim, and recessed opening located on the north and south elevation on the primary structure's second floor.
18. Trim. All windows and doors shall have a wooden trim to match the primary dwelling.
19. Recessed Openings. All windows and exterior doors shall have a recessed opening to match existing.
20. Mechanical Equipment. All ground and roof-mounted mechanical 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.
21. Garage Doors. Existing garage doors shall be replaced with a solid wall. Exterior siding must match in-kind in materials, exposure, and direction.
22. Original Wood Windows. To the extent feasible, the original wood windows to the garage structure shall be donated and/

**SECTION 4.** The Secretary shall certify to the adoption of this Resolution and forward the original to the City Clerk.

**APPROVED AND PASSED THIS 1<sup>ST</sup> DAY OF APRIL 2026.**

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BRITNEY GALLIVAN  
HISTORIC PRESERVATION COMMISSION  
CHAIRPERSON

**ATTEST:**

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GEOFFREY STARNES, AICP, AIA, LEED AP  
HISTORIC PRESERVATION COMMISSION  
SECRETARY

STATE OF CALIFORNIA)  
COUNTY OF LOS ANGELES)  
CITY OF POMONA)

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

Pursuant to Resolution No. 76-258 of the City of Pomona, the time in which judicial review of this action must be sought is governed by California Code of Civil Procedure Section 1094.6.