



Staff Report

City of Pomona Historic Preservation Commission

June 3, 2026

FILE NO:	MINCOA-022883-2023
	A request to modify previously approved Minor Certificate of Appropriateness (MINCOA-022883-2023), which proposed the construction of an addition to a garage of a contributing resource within the Lincoln Park Historic District. This modification request is limited to including hopper windows as an approved window type.
ADDRESS:	281 East Jefferson Avenue
APPLICANT:	George Moawad
PROJECT PLANNER:	Geoffrey Starns, AICP, AIA, LEED AP, Planning Manager
RECOMMENDATION:	Approve modification request for File No(s). MINCOA-022883-2023 and adopt Resolution No. 26-022 (Attachment No. 1)

Project Information

GENERAL PLAN DISTRICT:	Residential Neighborhood	ZONING DISTRICT:	Residential Neighborhood District 1 (RND1)
TRANSECT:	T4-B	ZONE STRING:	[HM1-N1-R1]
GENERAL PLAN DENSITY:	20 DU/AC	HISTORIC DISTRICT:	Lincoln Park Historic District

Related Actions

Historic Preservation Entitlement	May 1, 2024: Appeal of a Minor Certificate of Appropriateness (MINCOA-022883-2023) to construct an addition to an existing garage was denied by the Historic Preservation Commission, upholding staff's approval of the project.
Building & Safety Plan Check	December 22, 2025: Permit application submitted to Building & Safety for project review.

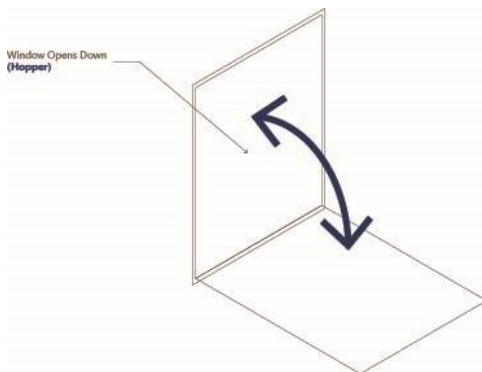
Previous Action

During a regularly scheduled public hearing, the Historic Preservation Commission denied an appeal, and upheld staff's approval of a Minor Certificate of Appropriateness for the construction of an addition to an existing garage at 281 East Jefferson Avenue, located within the Lincoln Park Historic District. The item was approved with a 6-0-0-1 vote on May 1, 2024.

A key component of the Minor Certificate of Appropriateness review included project compliance with architectural design guidelines for contributing properties. The proposed addition was approved with conditions requiring the incorporation of architectural elements commonly associated with Prairie architecture into the overall design. The project conditioned the use of four-over-one or six-over-one, double-hung wood windows to match the house (Condition No. 13 of the Minor Certificate of Appropriateness Decision Letter (Attachment No. 2)).

Discussion

The applicant is requesting to use hopper style windows similar to existing windows on the kitchen of the house (Attachment No. 4). A hopper window is a window that opens in or out with the hinge located on the bottom of the window.



The grouping of windows proposed for the hopper windows is similar to the grouping on the kitchen where the existing hopper windows are located. The proposed windows will be wood framed and match the existing hopper windows on the kitchen. The proposed Window locations are on the attached plans (Attachment No. 3).

Conclusion

Upon review of the requested window type, staff determined that the hopper windows are an acceptable alternative to the previously approved wood windows, based on their comparable design. Therefore, Planning staff recommends that the Historic Preservation Commission approve the requested modification to the Minor Certificate of Appropriateness application (MINCOA-022883-2023) and adopt Resolution No. 26-022.

Attachments:

1. Historic Preservation Commission Resolution No. 26-022
2. Minor Certificate of Appropriateness Decision Letter
3. Proposed plans (Plan Check Set)
4. Pictures of existing windows