

# CITY OF HIGHLAND SPECIAL MEETING OF THE HISTORIC AND CULTURAL PRESERVATION BOARD AGENDA

## SPECIAL MEETING

August 6, 2020

5:00 p.m.

City Hall

Donahue Council Chambers

27215 Base Line

Highland, California

## MEMBERS

Tony Mauricio, Chair

Patrick Sandford, Vice Chair

Pamela Bible, Member

Lewis Cantrell, Member

Colin Childs, Member

## STAFF

Lawrence A. Mainez, Community Development Director

Kim Stater, Assistant Community Development Director

Ashiq Syed, Associate Planner

Camille Goritz, Administrative Assistant III

## MISSION STATEMENT

Highland is dedicated to the betterment of the individual, the family, the neighborhood and the community. The City Council and the staff of Highland are dedicated to providing the quality of public facilities and services that its citizens are willing to fund and will do so as efficiently as possible.

Visit the City's Website at: [www.cityofhighland.org](http://www.cityofhighland.org)

CITY OF HIGHLAND • 27215 BASE LINE • HIGHLAND, CALIFORNIA 92346 • (909) 864-6861 • (909) 862-3180

**The City of Highland complies with the Americans with Disabilities Act of 1990. If you require special assistance to attend or participate in this meeting, please call the City Clerk's Office at (909) 864-6861 Ex. 226, at least 48 hours prior to the meeting.**

Pursuant to Government Code Section 54957.5, any disclosable public records related to an open session item on a regular meeting agenda and distributed by the City of Highland to all or a majority of the Historic and Cultural Preservation Board, less than 72 hours prior to that meeting, are available for public inspection at Highland City Hall, 27215 Base Line, Highland, CA 92346, during normal business hours.

### **SPECIAL NOTICE REGARDING COVID-19**

In accordance with Governor Newsom's Executive Order N-25-20 and N-29-20, this meeting is being conducted via teleconference/Zoom. Anyone can join the meeting virtually or by phone:

- To join the Zoom Meeting online: <https://zoom.us/j/98019910555>
- Listen to the meeting by calling (669) 900-9128 and enter the Meeting ID: 980 1991 0555#

Toll free phone numbers:

(877) 853-5247 or (888) 788-0099  
Meeting ID: 980 1991 0555#

Submission of Public Comments: For those wishing to make public comments at the August 6, 2020 Historic & Cultural Preservation Special meeting, please submit your comments by email to be read aloud at the meeting by the Community Development Administrative Assistant. Email comments must be submitted by 4:00 p.m. on August 6, 2020 to the Community Development Administrative Assistant at [publiccomment@cityofhighland.org](mailto:publiccomment@cityofhighland.org). If you are making a comment regarding an item on the agenda, please identify the agenda item in the subject line. All email comments shall be subject to the same rules as would otherwise govern speaker comments at the Historic & Cultural Preservation Special meeting.

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## **HISTORIC AND CULTURAL PRESERVATION BOARD SPECIAL MEETING AGENDA August 6, 2020 - 5:00 P.M.**

### **CALL TO ORDER**

Pledge of Allegiance

### **COMMUNITY INPUT (ITEMS NOT ON THE AGENDA)**

The Community Development Administrative Assistant shall read all email comments received before 4:00 p.m., provided that the reading shall not exceed three (3) minutes because this is the time limit for speakers at a Historic & Cultural Preservation Special meeting. The email comments submitted shall become part of the record of the Historic & Cultural Preservation Special meeting.

## CONSENT CALENDAR

1. Minutes from June 4, 2020 Special Meeting  
RECOMMENDATION: That the Historic and Cultural Preservation Board approve the minutes, as submitted.

## BUSINESS ITEMS

2. Selection of an Event Date, Budget Analysis and Organizational Details for the 24<sup>th</sup> Annual Citrus Harvest Festival in 2021.  
RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board (Board):
  - 1) Continue discussion regarding the logistics of the Citrus Harvest Festival and;
  - 2) Recommend a date and budget for the Citrus Harvest Festival to the City Council for approval.
3. A status of Certificate of Appropriateness Applications for properties within the Highland Historic District.  
RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board receives and file Staff's report.
4. Agenda Items and date for next Historic and Cultural Preservation Board (HCPB) Special Meeting scheduled for October 1, 2020.  
RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board provide direction to Staff on items for the next Agendas and confirm the dates for the next HCP meetings. Recommendations include:
  - 1) Citrus Harvest Festival
  - 2) Certificates of Appropriateness

## ANNOUNCEMENTS

## ADJOURN

I, Camille Goritz, Administrative Assistant III of the City of Highland, California, certify that I caused to be posted this agenda on or before the July 30, 2020 by 4:30 p.m. on our website at [www.cityofhighland.org](http://www.cityofhighland.org) and in the following designated areas:

Highland Branch Library  
7863 Central Avenue

Fire Station No. 1  
26974 Base Line

City Hall  
27215 Base Line

Date: July 30, 2020

  
\_\_\_\_\_  
Camille Goritz, Administrative Assistant III



# STAFF REPORT

## TO THE HISTORIC & CULTURAL PRESERVATION BOARD

**DATE:** August 6, 2020

**FROM:** Lawrence A. Mainez, Community Development Director

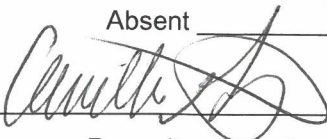
**REVIEWED BY:** Kim Stater, Assistant Community Development Director *KS*

**PREPARED BY:** Camille Goritz, Administrative Assistant III *CG*

**SUBJECT:** Minutes from the June 4, 2020 Historic and Cultural Preservation Board Regular Meeting

**RECOMMENDATION:** Staff recommends the Historic and Cultural Preservation Board approve the Minutes as submitted.

**PUBLIC NOTICE:** The agenda for this item was posted at the three locations per Resolution No. 2011-047 and on the City's website.

|                                                                                                            |               |                                                                                                                        |                          |
|------------------------------------------------------------------------------------------------------------|---------------|------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Approved _____                                                                                             | Motion _____  | Second _____                                                                                                           | Agenda Item No. <u>1</u> |
| Denied _____                                                                                               | Ayes _____    |                                                                                                                        |                          |
| Continued _____                                                                                            | Noes _____    |                                                                                                                        | File No. _____           |
| Tabled _____                                                                                               | Abstain _____ |                                                                                                                        |                          |
|                                                                                                            | Absent _____  |                                                                                                                        |                          |
| <br>Recording Secretary |               | <br>Community Development Director |                          |

**MINUTES  
HISTORIC AND CULTURAL PRESERVATION BOARD  
SPECIAL MEETING  
June 4, 2020**

This meeting was conducted as a video conference meeting in a remote location. All votes during the meeting were conducted by roll call.

**CALL TO ORDER**

The regular meeting of the Planning Commission of the City of Highland was called to order at 5:06 p.m. by Chair Mauricio through video conference.

|          |            |                  |
|----------|------------|------------------|
| Present: | Chair      | Tony Mauricio    |
|          | Vice Chair | Patrick Sandford |
|          | Member     | Pam Bible        |
|          | Member     | Lewis Cantrell   |
|          | Member     | Colin Childs     |

Staff Present: Kim Stater, Assistant Community Development Director  
Ash Syed, Associate Planner  
Camille Goritz, Administrative Assistant III

The Pledge of Allegiance was led by Vice Chair Patrick Sandford

**COMMUNITY INPUT**

None

**BUSINESS ITEMS**

1. Discussion of the cancelled 2020 Citrus Harvest Festival, including discussion of Future Plans, Vendors, Car Show, Home Tour, Entertainment and Marketing.

RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board discuss the event cancellation and provide direction as necessary.

Associate Planner Syed provided an update on the suspension of the 2020 Citrus Harvest Festival due to COVID-19. He stated the expenditures and the festivals revenues. The vendors were refunded their money, except for Jim Cimino; it was important to him for the City to keep his donation for next year's Citrus Harvest Festival. Thank you, Jim Cimino.

Member Childs stated it was possible that we could have lost a lot more revenue if we hadn't canceled the festival in advance.

Member Bible stated staff was very smart to cancel Citrus Harvest Festival as early as they did.

Associate Planner replied we saved money on staff's shirts and kids activities by canceling early, a lot of the smaller costs that would add up.

Chair Mauricio commented on staff doing a phenomenal job coordinating the Festival.

Associate Planner replied thank you for the recognition.

Jeff Staggs of the Highland Kawanis Club stated they had 12 pre entries for the car show participants. We have since refunded the participants, and looking forward to next year.

Member Childs asked if there is potential to stage the festival at a later time this year as things change or maybe staging parts of the festival.

Associate Planner Syed replied there has not been discussion yet on rescheduling the event.

Chair Mauricio stated Discover Highland event is usually scheduled in October. Is the City entertaining an idea of possibly merging with that event in a smaller scale with social distancing?

Assistant Community Development Director Stater replied no there has not been discussion on merging the events. We have a year's calendar that we have been discussing as the weeks go by as far as what events we will have and not have given state and county mandates.

Member Bible stated merging the events together is something that should be discussed in August as a possibility.

Chair Mauricio replied he is on board. We need to keep it fresh in people's minds so we can keep the excitement going even if it is on a smaller scale. When we reconvene in August maybe Highland Chambers could be a part of this discussion. It would be a benefit everyone.

2. A status of Certificate of Appropriateness Applications for properties within the Highland Historic District.

RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board receives and file Staff's report.

Associate Planner Syed presented the updated chart for the certificate of appropriateness.

Member Bible asked about the ramp that has been removed on Main Street.

Associate Planner Syed replied he will update the list and check on the property.

Member Bible asked if we could get a copy of the approved plans of what the porch reconstruction is supposed to look like.

Associate Planner Syed replied he will bring the plans to the next meeting.

3. Agenda Items and date for next Historic and Cultural Preservation Board (HCPB) Special Meeting scheduled for August 6, 2020.

RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board provide direction to Staff on items for the next Agendas and confirm the dates for the next HCP meetings. Recommendations include:

Chair Mauricio asked if any of the members had any ideas they would be interested in discussing at the August 6 meeting.

Member Childs stated in the next meeting we should discuss more input from the Historic Society as to how we could keep the momentum going as a result of the Citrus Harvest Festival being canceled.

Member Sandford commented the Historical Society has two booths at the Discover Highland night, and if the goal is to merge the two events Historical Society will be there.

Chair Mauricio replied that is the goal, to keep the chatter alive and the excitement going. If we could make a deal with Chamber of Commerce and the City to merge the two events it would be great for everyone and it would get people out and about again. Also, this is an opportunity to support their community.

## ANNOUNCEMENTS

Assistant Community Development Director Stater announced that City of Highland lifted their curfew at 4:30 p.m. on June 4, 2020. Also, there is a planned protest in the city on June 5, 2020 scheduled at 12 p.m. at Smart and Final parking lot.

## ADJOURN

There being no further business, Chair Mauricio declared the meeting adjourned at 5:43 p.m.

Submitted by:

Approved by:

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Camille Goritz,  
Administrative Assistant III

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Tony Mauricio, Chair  
Historic and Cultural Preservation Board



# STAFF REPORT

## TO THE HISTORIC AND CULTURAL PRESERVATION BOARD

**DATE:** August 6, 2020

**FROM:** Lawrence A. Mainez, Community Development Director

**REVIEWED BY:** Kim Stater, Assistant Community Development Director *KS*

**PREPARED BY:** Ash Syed, Associate Planner *Ash*

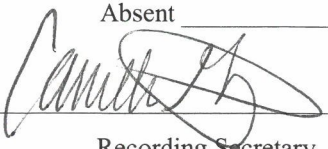
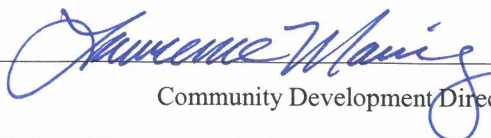
**SUBJECT:** Selection of an Event Date, Budget Analysis and Organizational Details for the 24<sup>th</sup> Annual Citrus Harvest Festival in 2021.

**RECOMMENDATION:** Staff recommends the Historic and Cultural Preservation Board (Board):

- 1) Continue discussion regarding the logistics of the Citrus Harvest Festival and;
- 2) Recommend a date and budget for the Citrus Harvest Festival to the City Council for approval.

**FISCAL REVIEW:** The Festival Account has a balance of \$257. Separately, the Home tour Account has a balance of \$1,639.91. All expenses from the prior year have been paid and these funds are available to utilize.

Attached is the 2021 Draft Budget (Attachment 1). Expenses are estimated to be \$14,928 while expected revenues are \$15,000. In preparation for the 2020 Citrus Harvest Festival, which was cancelled two weeks prior to the planned event date of March 28<sup>th</sup>, the City had expended a total of \$4,393 which went toward advertising, music copyrights, a street banner, postage, plaques, and miscellaneous supplies. While the costs that went toward the newsletter and postage are irrecoverable, the radio advertisement has been credited and the street banner shall be used for multiple festivals in the future. For the canceled 2020 event, the City had allotted a total of

|                                                                                                            |               |                                                                                                                        |                          |
|------------------------------------------------------------------------------------------------------------|---------------|------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Approved _____                                                                                             | Motion _____  | Second _____                                                                                                           | Agenda Item No. <u>2</u> |
| Denied _____                                                                                               | Ayes _____    |                                                                                                                        |                          |
| Continued _____                                                                                            | Noes _____    |                                                                                                                        | File No. _____           |
| Tabled _____                                                                                               | Abstain _____ |                                                                                                                        |                          |
|                                                                                                            | Absent _____  |                                                                                                                        |                          |
| <br>Recording Secretary |               | <br>Community Development Director |                          |

\$3,400 to go toward booth spaces for Historic Demonstrators. Staff recommends that the Historic and Cultural Preservation Board review the current budget and advise staff as necessary.

The Budget does not reflect a Rain Date contingency or Staff's time. Costs associated with a Rain Date are approximately \$5,000 for re-advertising, vendor cancellations and modifications to entertainment and paid demonstrators.

Traditionally, staff time is not charged to the CHF fund. Planning, Public Works and Finance Departments spend many hours on the event. Personnel costs are estimated at \$18,000.

**PROJECT REVIEW:** The Board may wish to discuss the following topics in preparation for the Festival:

1. Event Date – Historically, the Festival has been held either the fourth or last Saturday of March. To maintain consistency, Staff recommends the Festival be held on Saturday, **March 27, 2021** with a Rain date the following Saturday, **April 3, 2021**.

Other community events and important dates in March and April:

March 22 – April 2: Spring Break for Redlands School District  
March 22 – April 2: Spring Break for San Bernardino School District  
April 4: Easter Sunday  
April 21 – 25: Redlands Bike Classic

2. Vendor Booth Fees - The fees for last year were:

|                                     |       |
|-------------------------------------|-------|
| Historic Demonstrators / Exhibitors | Free  |
| Non-profit / Government Agencies    | \$40  |
| Direct Sales Vendors                | \$40  |
| Food Vendors (10x20')               | \$200 |
| Late Fee                            | \$15  |
| Credit for being from Highland      | -\$5  |

3. Sponsor Levels – For the past several years, the contributions were as follows:

1 – Title Sponsor, \$2,500  
5 – Co-Sponsors, \$1,000 each  
5 – Additional Sponsors, \$500 each  
10 – Citrus Supporters, \$100 each  
1 – Print Media Sponsor – as negotiated with Highland Community News

4. Entertainment - Entertainment typically includes: local entertainers and school bands. Last year's contests included Citrus Label Design, Citrus Coloring, Poetry and Baking.

*Historic and Cultural Preservation Board Meeting of  
August 6, 2020*

- Attachments:
1. Budget for 2021 Citrus Harvest Festival
  2. Map of 2020 Citrus Harvest Festival

## **Attachment 1:**

### **Budget for 2021 Citrus Harvest Festival**

## *2021 Citrus Harvest Festival Budget*

| <b>FESTIVAL EXPENDITURES (Initial Balance \$257)</b>                                                                                      |                 |
|-------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| <b>Item / Description</b>                                                                                                                 | <b>Budget</b>   |
| Advertising (HCN \$0, RDF/Sun \$1,225, EHR \$535 & Peach Jar \$518)<br>Radio – (KCAL 96.7 \$1,085 / <b>Hot 103.9 \$1,200 [credited]</b> ) | 2,278           |
| Historic Demonstrators/Exhibitors (17 x \$200 ea)                                                                                         | 3,400           |
| Entertainment (Bands & DJ) (BMS \$100, CVHS \$100, Highland Music Co. \$1,300)                                                            | 1,500           |
| Balloons street decorations                                                                                                               | 1,300           |
| Insurance                                                                                                                                 | 2,000           |
| Street Banner over Base Line (date modification)                                                                                          | 300             |
| Portable toilets                                                                                                                          | 1,300           |
| Posters, Flyers, print marketing materials                                                                                                | 250             |
| Mobile Stage (Towing)                                                                                                                     | 550             |
| Paper materials, copying, postage                                                                                                         | 650             |
| Tables w/ umbrella & chairs for food court & stage area                                                                                   | 550             |
| Signs for parking & festival activities                                                                                                   | 300             |
| Contest ribbons & prizes                                                                                                                  | 300             |
| Kid's activities                                                                                                                          | 100             |
| Booth refunds for historic displays                                                                                                       | 150             |
| CHF Honoree plaque                                                                                                                        | 150             |
| Miscellaneous supplies                                                                                                                    | 50              |
| Staff shirts (10)                                                                                                                         | 150             |
| Contest materials                                                                                                                         | 100             |
| <b>TOTAL</b>                                                                                                                              | <b>\$15,378</b> |

| <b>FESTIVAL REVENUES</b>   |                 |
|----------------------------|-----------------|
| <b>Item / Description</b>  | <b>Budget</b>   |
| Sponsorship                | 11,000          |
| Retail vendor Booth spaces | 2,500           |
| Food vendor booth spaces   | 2,000           |
| <b>TOTAL</b>               | <b>\$15,500</b> |

|  |                               |                                 |
|--|-------------------------------|---------------------------------|
|  | <b>Initial Balance: \$257</b> | <b>Projected Balance: \$379</b> |
|--|-------------------------------|---------------------------------|

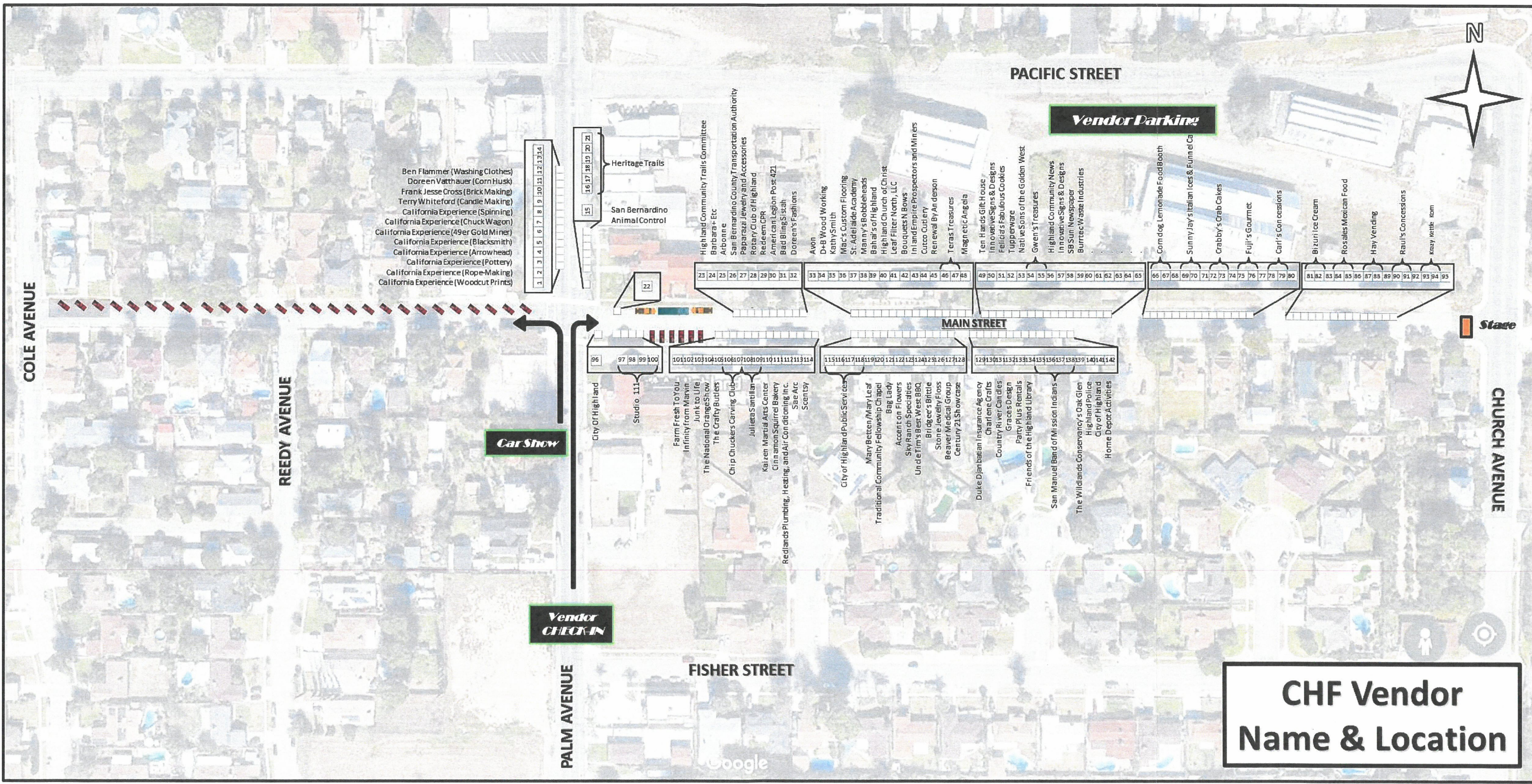
## *2021 Home Tour Budget*

| HOME TOUR EXPENDITURES                        |              |
|-----------------------------------------------|--------------|
| Item / Description                            | Budgeted     |
| Brochure                                      | 25           |
| Flowers                                       | 125          |
| Fee paid to property owners for participation | 300          |
| Shoe covers                                   | 50           |
| <b>TOTAL</b>                                  | <b>\$500</b> |

| HOME TOUR REVENUES     |              |
|------------------------|--------------|
| Item / Description     | Budgeted     |
| Sponsors               | 350          |
| Home Tour ticket sales | 50           |
| <b>TOTAL</b>           | <b>\$400</b> |

## **Attachment 2:**

### **Map of 2020 Citrus Harvest Festival**



Ben Flammer (Washing Clothes)  
Doreen Vatthauer (Corn Husk)  
Frank Jesse Cross (Brick Making)  
Terry Whiteford (Candle Making)  
California Experience (Spinning)  
California Experience (Chuck Wagon)  
California Experience (49er Gold Miner)  
California Experience (Blacksmith)  
California Experience (Arrowhead)  
California Experience (Pottery)  
California Experience (Rope-Making)  
California Experience (Woodcut Prints)

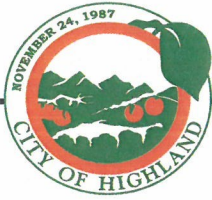
**Car Show**

**Vendor Check-in**

**Vendor Parking**

**Stage**

**CHF Vendor  
Name & Location**



# STAFF REPORT

## TO THE HISTORIC AND CULTURAL PRESERVATION BOARD

**DATE:** August 6, 2020

**FROM:** Lawrence A. Mainez, Community Development Director

**REVIEWED BY:** Kim Stater, Assistant Community Development Director *KS*

**PREPARED BY:** Ash Syed, Associate Planner *AS*

**SUBJECT:** A status of Certificate of Appropriateness Applications for properties within the Highland Historic District.

**LOCATION:** Highland Historic District, generally bound by Nona Avenue to the north, Clifton Avenue to the south, Orange Street to the west and Church Avenue to the east.

**RECOMMENDATION:** Staff recommends the Historic and Cultural Preservation Board receives and file Staff's report

**PUBLIC NOTICE:** As required by City Council Resolution, notice of the public meeting was posted at three (3) designated posting locations within the City. No further notice is required.

**DESCRIPTION OF SITE:** The City's Historic District consists of 102 contributing properties and 32 noncontributing properties and is generally bounded by Nona Avenue to the north, Church Avenue to the east, Clifton Avenue to the south and Orange Street to the west. All 134 properties within the Historic District were considered when reviewing Certificate of Appropriateness projects.

### PROJECT REVIEW/ANALYSIS:

Attachment 1 includes a table of approved Certificates of Appropriateness which have not yet been completed or partially completed.

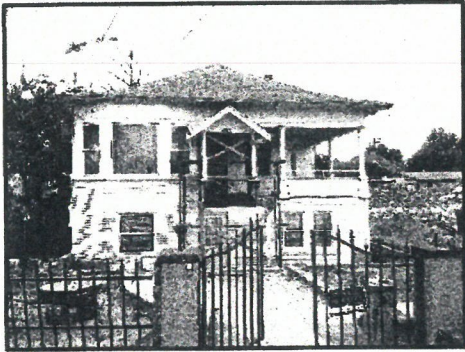
**Attachments:** 1. Certificate of Appropriateness Log

|                                          |               |                                                          |                          |
|------------------------------------------|---------------|----------------------------------------------------------|--------------------------|
| Approved _____                           | Motion _____  | Second _____                                             | Agenda Item No. <u>3</u> |
| Denied _____                             | Ayes _____    |                                                          | File No. _____           |
|                                          | Noes _____    |                                                          |                          |
| Continue _____                           | Abstain _____ |                                                          |                          |
|                                          | Absent _____  |                                                          |                          |
| <i>Canisha D.</i><br>Recording Secretary |               | <i>Lawrence Mainez</i><br>Community Development Director |                          |

### Certificate of Appropriateness Applications Not Yet Completed

| <b>File Number</b> | <b>Address</b>       | <b>Description of Project</b>                            | <b>Approved</b> | <b>Expires</b> | <b>Status</b>                              |
|--------------------|----------------------|----------------------------------------------------------|-----------------|----------------|--------------------------------------------|
| COA 15-001         | 6892 Palm Avenue     | New use – Administrative office for landscaping business | April 2015      | April 2016     | Partially complete                         |
| COA 18-002         | 6922 Palm Avenue     | Front porch reconstruction                               | Aug 2018        | Aug 2019       | Complete, awaiting inspection              |
| COA 18-003         | 27465 Pacific Street | Perimeter Fence                                          | October 2019    | October 2020   | End of October to Remove and Replace Fence |

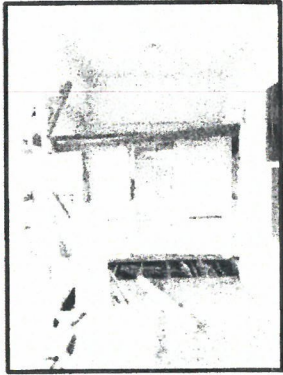
| SHEET INDEX                                                                              | LOT DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                               | SCOPE OF WORK                                                                                                                                                                                                                                                                        | VICINITY MAP | ASSESSOR'S MAP |
|------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------------|
| 1 SITE PLAN<br>2 EXISTING 1ST AND 2ND FLOOR PLAN<br>3 PROPOSED FLOOR PLAN AND ELEVATIONS | OCCUPANCY GROUP : R-1 U-1<br>TYPE OF CONSTRUCTION : VB<br>NUMBER OF STORIES : 2<br>APN # 0279-074-33-0000                                                                                                                                                                                                                                                                                                                     | EXISTING 2-2 STORY UNITS 2ND FLOOR FRONT PORCH TO BE REMODEL. DAMAGED STANDARD WOOD FRAME TO REBUILD LIKE TO LIKE. EXTEND DECK LANDING 6'. NEW GUARD RAIL AND RAILING MATCH EXISTING.                                                                                                |              |                |
|                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                               | 2016 CALIFORNIA RESIDENTIAL CODE                                                                                                                                                                                                                                                     |              |                |
|                                                                                          | BUILDING SUMMARY                                                                                                                                                                                                                                                                                                                                                                                                              | THIS PROJECT SHALL COMPLY WITH THE 2016 CALIFORNIA RESIDENTIAL CODE                                                                                                                                                                                                                  |              |                |
|                                                                                          | RECORDED LOT SIZE: 10,201.00 SQ. FT.<br>(E) 1ST FLOOR UNIT: 1,637.00 SQ. FT.<br>(E) 2ND FLOOR UNIT: 1,405.00 SQ. FT.<br>(E) 2ND FLOOR PORCH TO REMODEL: 232.00 SQ. FT.<br>(E) 2ND FLOOR REAR WALKING DECK: 293.00 SQ. FT.<br>TOTAL SQUARE FOOTAGE: 3,567.00 SQ. FT.<br>(E) 1ST FLOOR UNIT: 1,637.00 SQ. FT.<br>(E) 2ND FLOOR REAR WALKING DECK: 293.00 SQ. FT.<br>TOTAL LOT COVER: 1,930.00 SQ. FT.<br>TOTAL COVERAGE: 18.91% | APPLICABLE CODES<br>2016 California Building Code (CBC), 2016 California Plumbing Code (CPC), 2016 California Mechanical Code (CMC), 2016 California Electrical Code (CEC), 2016 California Residential Code (CRC), 2016 California Energy Code, 2016 California Green Building Code |              |                |



1



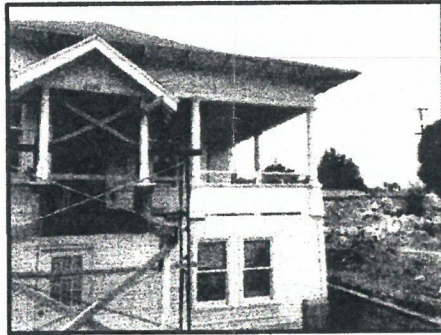
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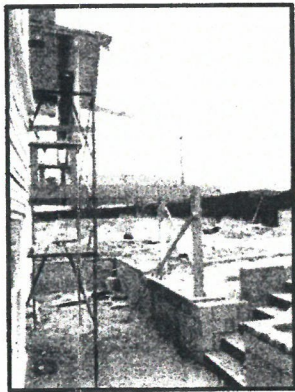
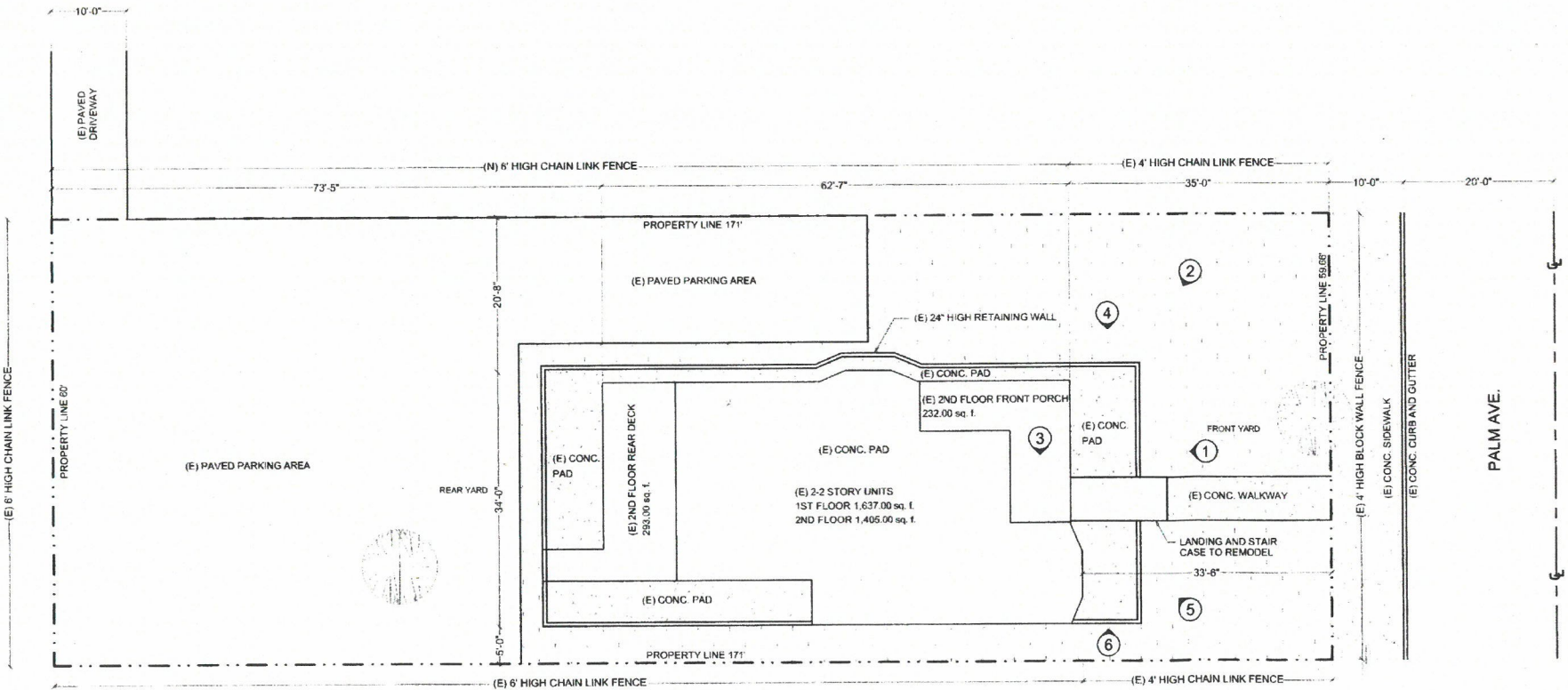
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4



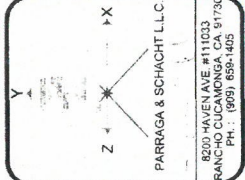
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6



| REVISIONS | PLAN CHECK # | DATE | NO. | DATE | NO. |
|-----------|--------------|------|-----|------|-----|
|           |              |      |     |      |     |

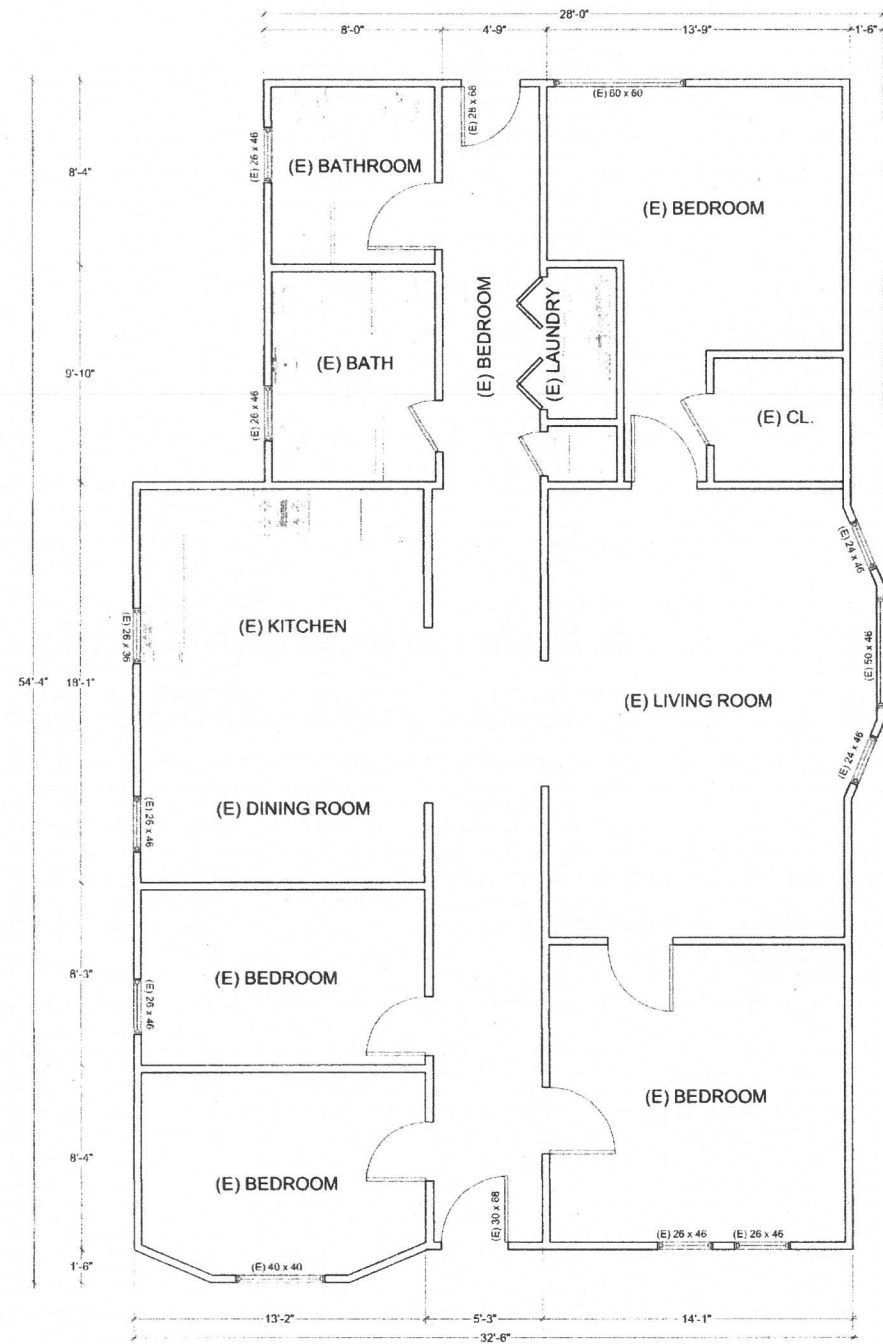


**michael j. murphy a.i.a.**  
ARCHITECT  
PH.: (909) 556-9727



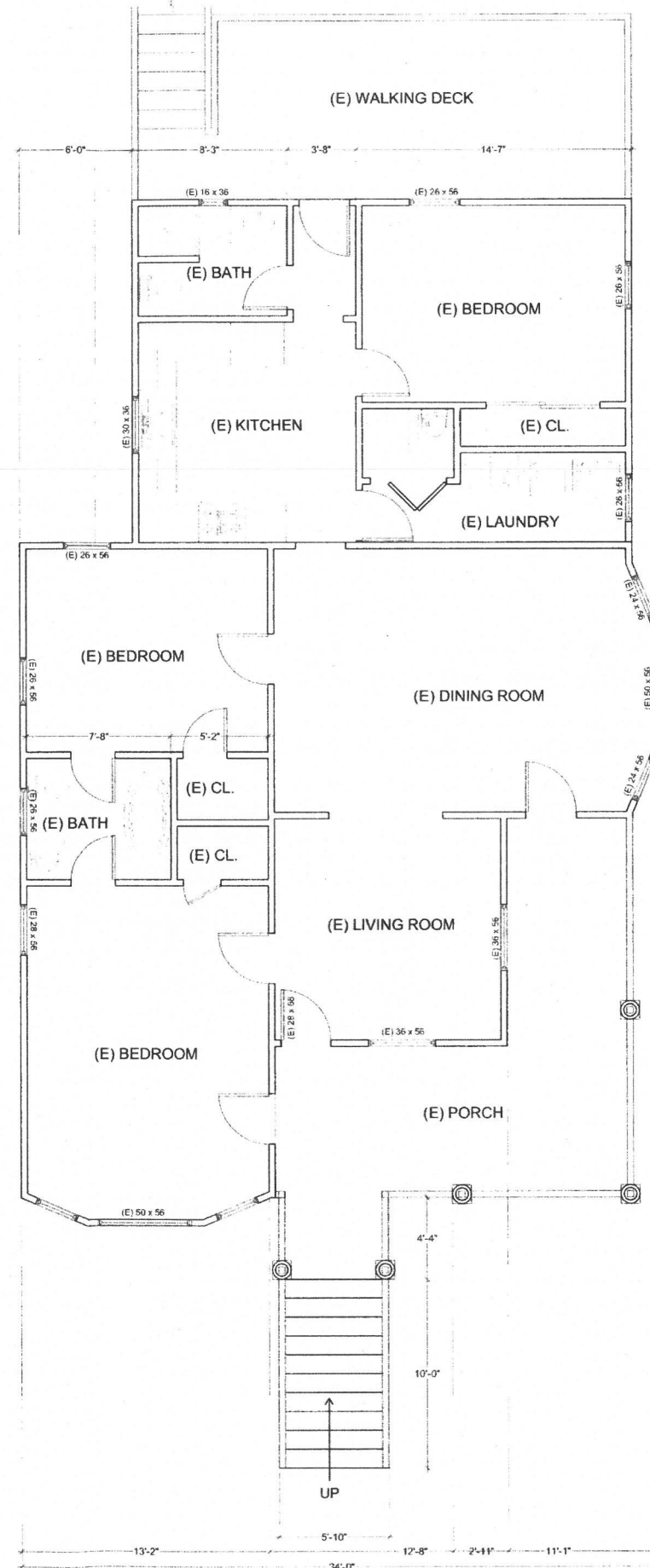
**OLOV LINBERG**  
OWNER: 6926 PALM AVE. HIGHLAND, CA. 92346  
LOCATION: TEL: (626) 390-3057 APN: 1191-471-19-0000  
TEL: (626) 390-3057  
PROJECT NAME: EXISTING SINGLE FAMILY RESIDENCE 2ND FLOOR FRONT PORCH TO BE REMODEL

PLAN NAME: **SITE PLAN**  
JOB No: 014-18 DATE: 05-17-18  
SCALE: 1" = 10' PLAN No: **1**



EXISTING 1ST FLOOR PLAN

7'-0"  
6'-2"  
12'-0"  
11'-1"  
6'-9"  
16'-10"  
1'-6"



EXISTING 2ND FLOOR PLAN



WRITTEN DIMENSIONS SHALL TAKE REFERENCE OVER SCALED DIMENSIONS AND SHALL BE VERIFIED ON THE JOB SITE. ANY DISCREPANCY SHALL BE BROUGHT TO THE NOTICE OF MICHAEL MURPHY A.I.A., PRIOR TO THE COMMENCEMENT OF ANY WORK.

OWNER: **OLOV LINBERG**  
 LOCATION: 6926 PALM AVE. HIGHLAND, CA. 92346  
 TEL: (626) 390-3057 APN: 1191-471-19-0000

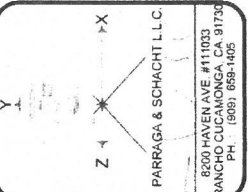
PROJECT NAME: **EXISTING SINGLE FAMILY RESIDENCE  
 2ND FLOOR FRONT PORCH TO BE REMODEL**



*michael j. murphy a.i.a.*

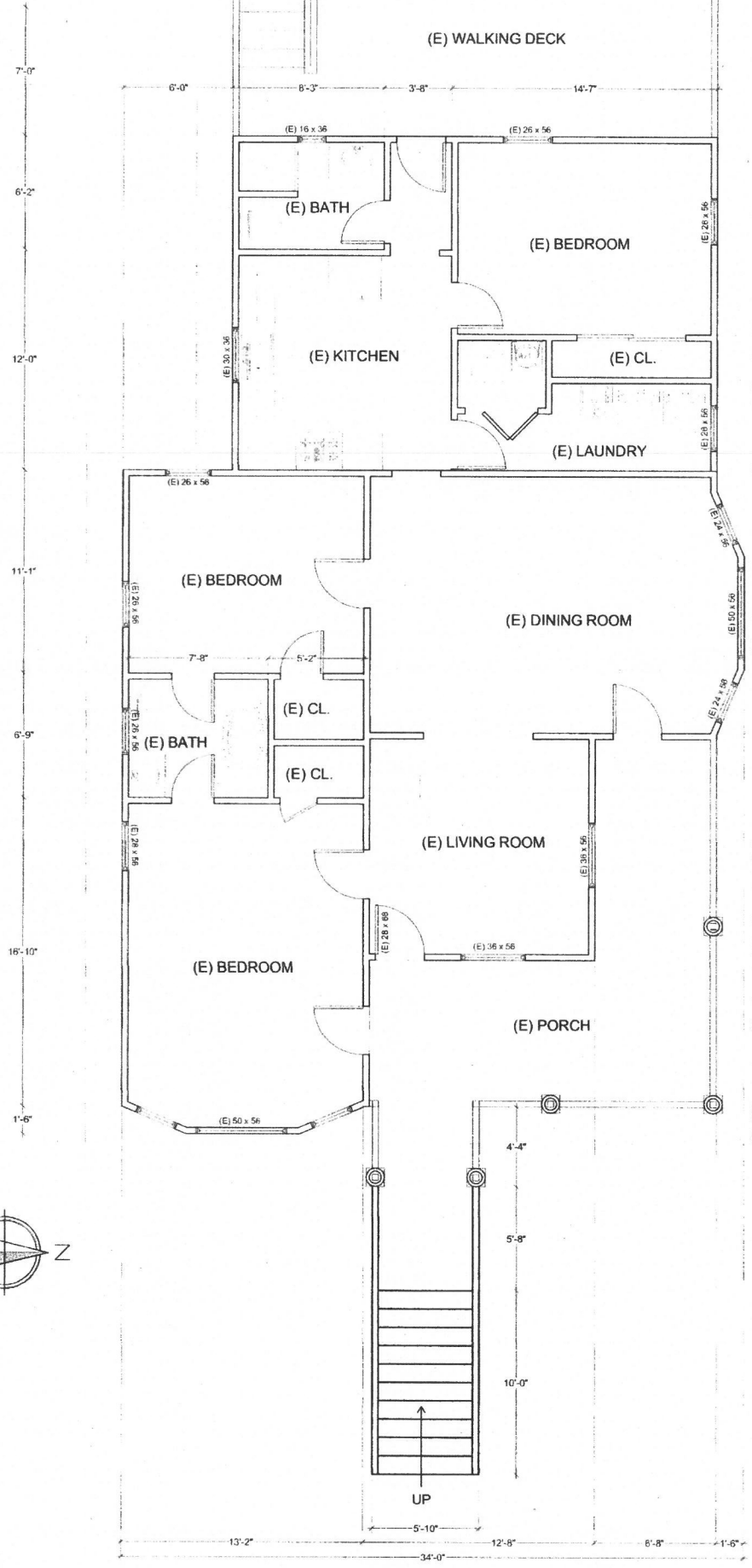
ARCHITECT

PH.: (909) 556-9727



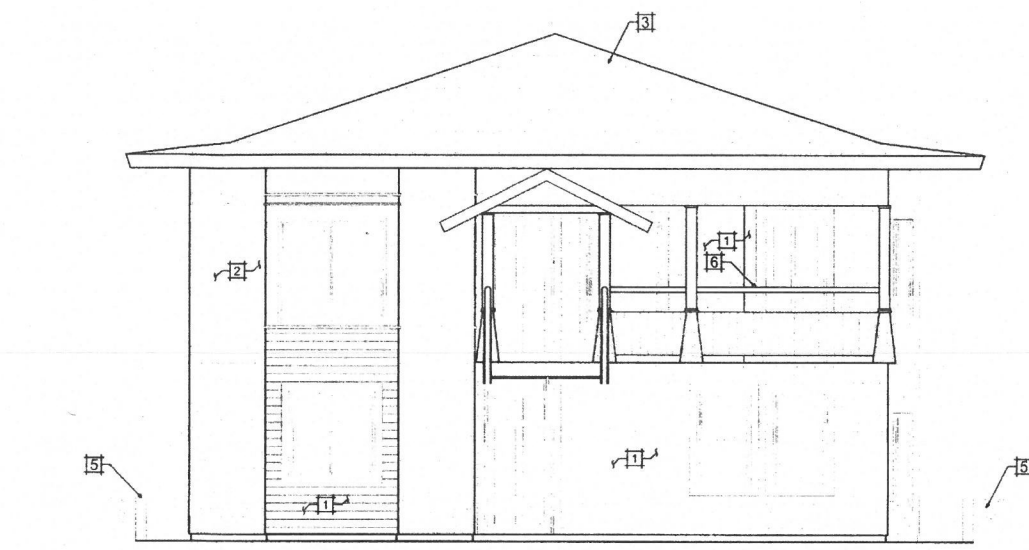
| REVISIONS |      | PLAN CHECK # |      |
|-----------|------|--------------|------|
| NO.       | DATE | NO.          | DATE |
| 1         |      | 1            |      |
| 2         |      | 2            |      |
| 3         |      | 3            |      |

| PLAN NAME           |                  |
|---------------------|------------------|
| EXISTING FLOOR PLAN |                  |
| JOB No.<br>014-18   | DATE<br>05-17-18 |
| SCALE<br>1/4" = 1'  | PLAN No.<br>2    |

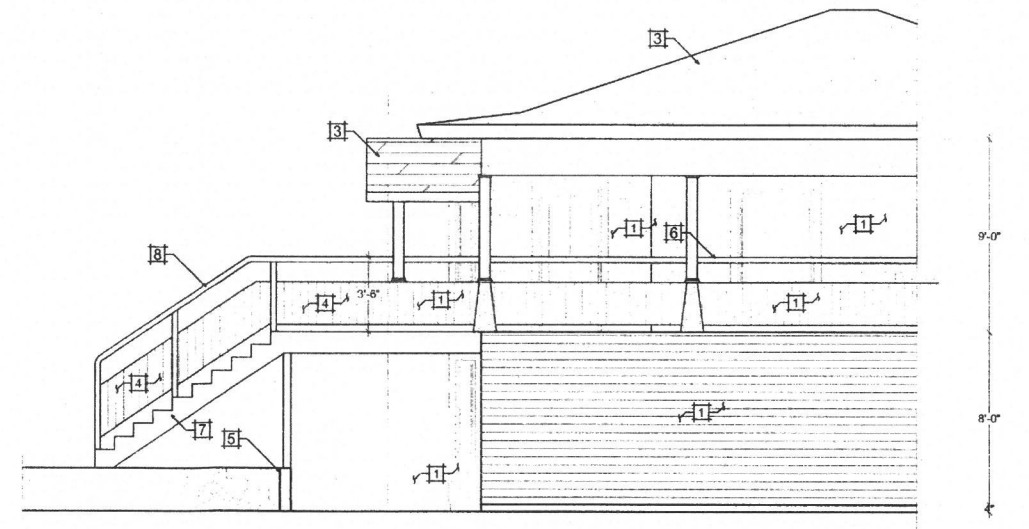


PROPOSED 2ND FLOOR PLAN

(N) DECK LANDING EXTENSION AND STAIRS



FRONT ELEVATION



RIGHT ELEVATION

ELEVATION PLAN KEYNOTE

- 1 EXISTING STRIPED WOOD SIDING
- 2 EXISTING PLANE WOOD SIDING
- 3 EXISTING COMPOSITION SHINGLE
- 4 NEW WOOD SIDING, MODEL AND COLOR TO MATCH EXISTING
- 5 EXISTING RETAINING WALL
- 6 EXISTING GUARDRAIL
- 7 NEW STAIRS
- 8 NEW HANDRAIL AND GUARDRAIL TO MATCH EXISTING

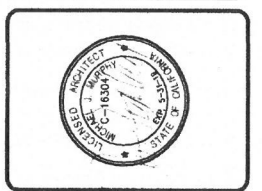
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| REVISIONS    |      |     |      |
|--------------|------|-----|------|
| PLAN CHECK # |      |     |      |
| No.          | DATE | No. | DATE |
| 1            |      | 2   |      |
| 3            |      | 4   |      |

Y  
X  
Z

PARRAGA & SCHACHT L.L.C.  
8200 HAVEN AVE. #11033  
RANCHO CUCUMBERA, CA 91730  
PH: (909) 855-4405

*michael j. murphy a.i.a.*  
ARCHITECT  
PH: (909) 556-9727



**OLOV LINBERG**  
OWNER: 6926 PALM AVE. HIGHLAND, CA. 92346  
LOCATION: TEL: (626) 390-3057 APN: 1191-471-19-0000  
PROJECT NAME: EXISTING SINGLE FAMILY RESIDENCE  
2ND FLOOR FRONT PORCH TO BE REMODEL

PLAN NAME: PROPOSED FLOOR PLAN AND EXISTING ELEVATION  
JOB No. 014-18 DATE 05-17-18  
SCALE 1/4" = 1' PLAN No. 3



# STAFF REPORT

## TO THE HISTORIC AND CULTURAL PRESERVATION BOARD

**DATE:** August 6, 2020

**FROM:** Lawrence A. Mainez, Community Development Director

**REVIEWED BY:** Kim Stater, Assistant Community Development Director *KS*

**PREPARED BY:** Ash Syed, Associate Planner *AS*

**SUBJECT:** Agenda Items and date for next Historic and Cultural Preservation Board (HCPB) Special Meeting scheduled for October 1, 2020.

**RECOMMENDATION:** Staff recommends the Historic and Cultural Preservation Board provide direction to Staff on items for the next Agendas and confirm the dates for the next HCP meetings. Recommendations include:

- 1) Citrus Harvest Festival
- 2) Certificates of Appropriateness

|                                                                                                            |               |                                                                                                                        |                          |
|------------------------------------------------------------------------------------------------------------|---------------|------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Approved _____                                                                                             | Motion _____  | Second _____                                                                                                           | Agenda Item No. <u>4</u> |
| Denied _____                                                                                               | Ayes _____    |                                                                                                                        |                          |
| Continued _____                                                                                            | Noes _____    |                                                                                                                        | File No. _____           |
| Tabled _____                                                                                               | Abstain _____ |                                                                                                                        |                          |
|                                                                                                            | Absent _____  |                                                                                                                        |                          |
| <br>Recording Secretary |               | <br>Community Development Director |                          |