

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

SPECIAL MEETING

September 10, 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

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/99246911947>
- Listen to the meeting by calling (669) 900-9128 and enter the Meeting ID: 992 4691 1947#

Toll free phone numbers:

(877) 853-5247 or (888) 788-0099
Meeting ID: 992 4691 1947#

Submission of Public Comments: For those wishing to make public comments at the September 10, 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 September 10, 2020 to the Community Development Administrative Assistant at 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.

HISTORIC AND CULTURAL PRESERVATION BOARD SPECIAL MEETING AGENDA September 10, 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 August 6, 2020 Special Meeting

RECOMMENDATION: That the Historic and Cultural Preservation Board approve the minutes, as submitted.

BUSINESS ITEMS

2. Certificate of Appropriates (COA No. 20-002) to approve the replacement of the front 465 square feet of the roof to match the existing remainder of the roof on a 1,148 square foot historic residence. (27237 Pacific Street, APN No. 1191-471-65)

RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board:

- 1) Approve COA No. 20-002, to approve the replacement of the front 465 square feet of the roof to match the existing remainder of the roof on a 1,148 square foot historic residence, subject to Conditions of Approval, and;
- 2) Adopt the Findings of Fact.

3. Certificate of Appropriateness No. 20-001 for a 288 square foot addition at the rear of a contributing historic residence. (27417 Main Street, APN No. 1200-351-43)

RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board:

- 1) Approve COA 20-001, for a 288 square foot addition at the rear of a contributing historic residence, subject to the Conditions of Approval, and;
- 2) Adopt the Findings of Fact

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 3rd of September, 2020 by 4:30 p.m. on our website at 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: September 3, 2020



Camille Goritz, Administrative Assistant III



STAFF REPORT

TO THE HISTORIC & CULTURAL PRESERVATION BOARD

DATE: September 10, 2020

FROM: Lawrence A. Mainez, Community Development Director

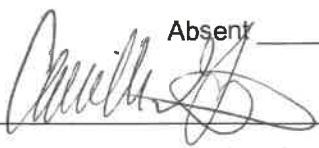
REVIEWED BY: Kim Stater, Assistant Community Development Director

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

SUBJECT: Minutes from the August 6, 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 _____		
 Recording Secretary		 Community Development Director	

**MINUTES
HISTORIC AND CULTURAL PRESERVATION BOARD
SPECIAL MEETING
August 6, 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 5:02 p.m. by Chair Mauricio through video conference.

Present:	Vice Chair	Patrick Sandford
	Member	Pam Bible
	Member	Lewis Cantrell
	Member	Colin Childs

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

The Pledge of Allegiance was led by Staff.

COMMUNITY INPUT

None

CONSENT CALENDAR

1. Minutes from the June 4, 2020 Special Meeting.

A MOTION was made by Member Bible, seconded by Member Cantrell, to approve the minutes, as amended. Motion carried on a roll call vote, 4-0, with Chair Mauricio absent.

BUSINESS ITEMS

2. Selection of an Event Date, Budget Analysis and Organizational Details for the 24th Annual Citrus Harvest Festival in 2021.

Associate Planner Syed presented the staff report.

Member Childs recommended the Citrus Harvest Festival be scheduled at an earlier date.

Member Bible stated concerns about the vendors already scheduling the dates for the Citrus Harvest Festival since it always takes place at the end of March. We have been very consistent on the date and it's been a routine. I would prefer to keep the March 27th date.

Vice Chair Sandford stated concerns about the weather, the closer we are to February the higher probability it will rain. The last Saturday of March is usually cool and sometimes hot. I concur with Pam, I like consistency.

Member Cantrell stated in the previous meeting we talked about combining Citrus Harvest Festival with Discover Highland Night. Is that complete off the board or is this something that is possible still?

Member Bible stated the purpose to combine the two was to hold people over until the next regular Citrus Harvest Festival. You cannot regularly hold the Festival at Discover Highland Night in the parking lot because it has to be in the Historic District.

Associate Planner Syed stated regarding the discussion about collaborating with Discover Highland Night. We did not know what the situation would be, and with restrictions on social gatherings I will still need to contact the Chambers of Commerce for their decision on Discover Highland Night to confirm if they are still planning the event. For the Festival for next year I want to point out the Spring Break on the two school districts.

Member Bible stated the festival has been during spring break several times and I do not remember it having any significant affect in attendance. Kim might remember that better than me.

Assistant Community Development Director Stater replied it is traditional for us to split the San Bernardino and Redlands school districts spring breaks. The only downside with that is sometimes the music departments have trouble finding kids to play. What they have done in the past is combine grades in schools. I don't think it has negatively affected us to have the event during spring break.

Member Bible stated the rain date cost would be around \$5,000, do we even have it in the budget to schedule a rain date or should we consider just having one festival date set without a rain date?

Associate Planner Syed replied right now our balance is \$257 and that does not cost the \$5,000 that is expected if we have to reschedule the festival rain date. If we cannot hold the festival on the suggested date of March 27, 2021 maybe the only option we have is to go ahead and cancel it for 2021.

A MOTION was made by Member Bible, seconded by Vice Chair Sandford, to recommend to the City Council approve the Citrus Harvest Festival be held on Saturday, March 27, 2021 and exclude the rain date scheduled Saturday, April 3, 2021 and approve the budget. Motion carried on a roll call vote, 4-0, with Chair Mauricio absent.

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

Associate Planner Syed presented the staff report.

Member Bible stated concerns about the project being approved on 6922 Palm Avenue. There is a metal pipe on top of the railing that was added. I checked on the Caltrans survey and other photos I have and the metal pipe was not there. It was built sometime in the 2000's. Since it is approved we really cannot do anything about that, right?

Associate Planner Syed stated the property was inspected. The site plans that were submitted as well as the photographs matched what was built on the property. If there was a railing that was put up in the 2000's and it was not according to code and unapproved, we could bring that up to Olov and ask him to remove that, but it is our disadvantage.

Member Bible asked for input from the other members.

Member Childs replied the owner potentially can argue that it is ADA compliant to have a railing and it is hazardous without one. Unless it's a glaring eyesore, I do not think we should pursue anything too extensive.

Member Cantrell stated he doesn't feel strongly either way.

Vice Chair Sanford concurred with Member Childs.

Member Bible stated we need to be more diligent on our approvals. If the owner needed something for ADA than maybe it should have been out of wood, not metal. It would have been more appropriate.

Vice Chair Sanford asked if this residence is two units.

Member Bible replied she believes it is two units.

Member Childs stated the plans show both the upstairs and downstairs have kitchens, dining rooms and bathrooms. So it is intended to become two units.

Associate Planner Syed stated historically this building was a duplex. The previous owner prior to Olov utilized this as a single family home. It technically has always been a duplex.

Vice Chair Sanford replied that the plans should reflect that it is a duplex.

Associate Planner Syed stated you are right; it should have been listed as a duplex.

Member Bible stated in the Caltrans survey it is listed as a residence with a basement underneath.

Member Childs stated the city is probably running off the tax role, and this property from a tax perspective was probably always seen as what it is classified to the city. So there legal documentation is more important than the Caltrans survey.

Associate Planner Syed replied Member Childs is correct.

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

Associate Planner Syed asked if the members were available in August 27th to meet again regarding two Certificates of Appropriateness. To revisit the items regarding the Citrus Harvest Festival I will contact the Chamber of Commerce to discuss partnering with Discover Highland Night and if the event is being held this year.

ANNOUNCEMENTS

Member Childs asked if the other members wanted to reach out to Charles Kiel to offer condolences to his wife Kathy Toy passing away.

ADJOURN

There being no further business, Vice Chair Sanford declared the meeting adjourned at 5:51 p.m.

Submitted by:

Approved by:

Camille Goritz,
Administrative Assistant III

Tony Mauricio, Chair
Historic and Cultural Preservation Board



STAFF REPORT

THE HISTORIC AND CULTURAL PRESERVATION BOARD

DATE: September 10, 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: Certificate of Appropriateness (COA No. 20-002) to approve the replacement of the front 465 square feet of the roof to match the existing remainder of the roof on a 1,148 square foot historic residence.

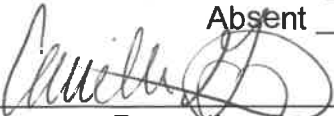
LOCATION: 27237 Pacific Street, Highland Historic District
Assessor's Parcel No. 1191-471-65

REPRESENTATIVE: Maria Guzman, Owner

RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board:

1. Approve COA No. 20-002, to approve the replacement of the front 465 square feet of the roof to match the existing remainder of the roof on a 1,148 square foot historic residence, subject to Conditions of Approval, and;
2. Adopt the Findings of Fact.

DESCRIPTION OF SITE: The project site is located on the south side of Pacific Street, between Palm Avenue and Cole Avenue (Attachment 1 - Aerial Map). The 1988 Historic Architectural Survey deemed the property as a contributing bungalow cottage residence constructed in the mid 1930s. The residence is primarily brown in color with white trim and is characterized by its use of natural materials, extended eaves with visible rafters, board and batten siding, a stone chimney, and a decorative porch which frames the front door. Skirting has been installed at the base of the home to screen the raised foundation and is constructed of horizontal panels which have been painted brown.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>2</u>
Denied _____	Ayes _____		File No. _____
Continue _____	Noes _____		
	Abstain _____		
	Absent _____		
 Recording Secretary		 -1- Community Development Director	

BACKGROUND: In November of 2013, the Historic and Cultural Preservation Board approved the construction of a 366 square foot addition to the rear of the then-782 square foot existing residence. The addition increased the number of bedrooms from two (2) to three (3), enlarged the existing bathroom, and enlarged the existing laundry room. From a roofing standpoint, this addition utilized the same desert tan colored asphalt shingles that had been used for the original part of the house.

PROJECT REVIEW: The Applicant is requesting to approve the replacement of the front 465 square feet of the roof as it is approaching the end of it's lifespan and may begin showing signs of leakage during the upcoming rainy season. The replacement roof proposed shall match the existing portion of the roof installed in 2013.

ANALYSIS: According to the Roofing Guidelines for the Highland Historic District, the proposed roof color does not meet the acceptable material standard for the replacement roofs on homes constructed from 1931-present, as the subject home is. Per the acceptable standard, the replacement roof shall be "three tab or dimensional composition shingle, any color or tone other than brown" (Attachment 2 - Roofing Guidelines). Considering that the proposed color does not qualify for City Staff Approval per the Historic District Guidelines, the application shall be reviewed by the Historic & Cultural Preservation Board.

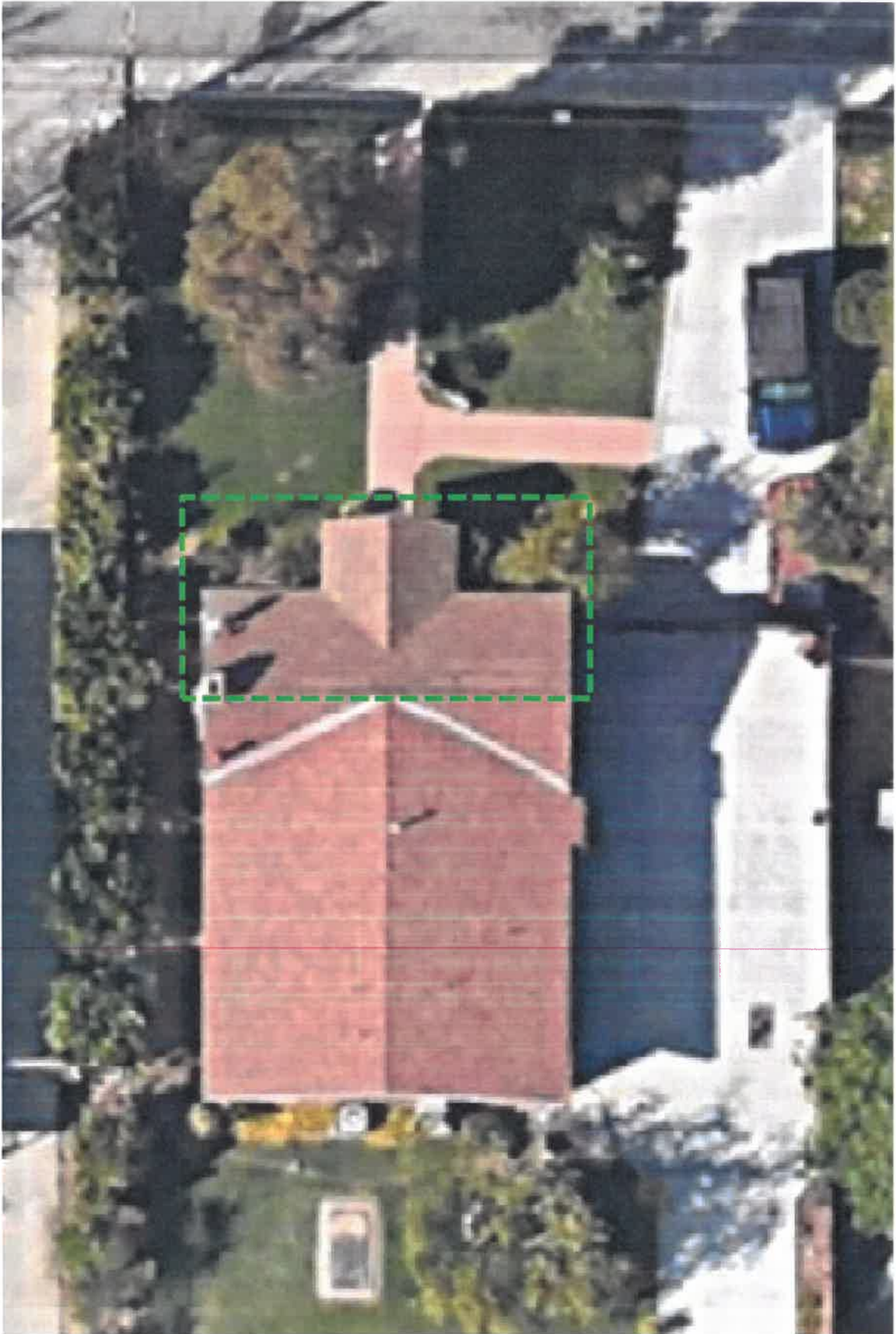
The proposed addition is subject to the Secretary of the Interior's Standards for Rehabilitation which guide the City in the treatment of repairs, alterations and additions to historic structures (Attachment 3 - Secretary of the Interior's Standards for Rehabilitation). The Standards state that alterations may occur as long as those features of the historic property that convey its architectural values be preserved with minimal change to distinctive materials, features and spatial relationships. The proposed scope of work does not include any substantial alterations to the existing residence, as indicated above. The proposed new portion of the roof shall match the desert tan asphalt shingle used on the portion of the roof installed in 2013 without creating a false sense of history (Attachment 4 - Existing Roof Photo).

As such, the character of the property will be maintained and the property will continue its use as a single-family residence. Therefore, Staff recommends approval of the proposed scope of work.

- Attachments:
1. Aerial Map
 2. Roofing Guidelines
 3. Secretary of the Interior's Standards for Rehabilitation
 4. Existing Roof Photo
 5. Conditions of Approval
 6. Findings of Fact

Attachment 1:

Aerial Map



Attachment 2:

Roofing Guidelines

ROOFING GUIDELINES

for the Highland Historic District

Applicability – These Roofing Guidelines are applicable to all properties within the Highland Historic District, including historically contributing and non-contributing properties.

Guidelines – A Certificate of Appropriateness Application must be filed with the City and approved prior to construction. Applications which meet the criteria below will be reviewed by City Staff and a notice of approval will be issued within fourteen (14) calendar days. All other Applications will be reviewed by the Historic & Cultural Preservation Board at a public meeting.

Standards:

Existing Material	Acceptable Replacement Material
Three-tab Composition Shingle (1890-1930 construction)	Dimensional composition shingle, brown color or tone only
Three-tab Composition Shingle (1931-present construction)	Three tab or dimensional composition shingle, any color or tone other than brown
Dimensional Composition Shingle (1890-1930 construction)	Dimensional composition shingle, brown color or tone only
Dimensional Composition Shingle (1931-present construction)	Dimensional composition shingle, any color or tone other than brown
Wood Shake and Shingles	Simulated or real wood shake or shingles of similar size and color meeting Highland Fire Department regulations, concrete tile of similar size or dimensional composition shingle, brown color or tone only
Slate	Slate of the same size and color, concrete or composite tile of similar size and color or dimensional composition shingle of the same color or a brown or gray color
Clay Tiles	Clay tiles of similar shape and color or concrete tile of similar size and color
Roll Composition (hot mop or torch down)	Roll composition of similar finish and visual character or dimensional composition shingle if appropriate for the pitch, dark gray or black only

- If a wood shake or shingle roof is to be replaced, the spaced sheathing (original nailing strips), if present, shall be preserved in place. If it is necessary to install new plywood, start behind the eaves, where it will not be visible.
- New galvanized drip edges shall be iron if available. It shall be painted to match the trim of the structure.

Adopted by the Historic and Cultural Preservation Board 10/07/2004

Attachment 3:

**Secretary of the Interior's Standards
for Rehabilitation**

The Secretary of the Interior's Standards for Rehabilitation

The Secretary of the Interior is responsible for establishing professional standards and providing advice on the preservation and protection of all cultural resources listed in or eligible for listing in the National Register of Historic Places.

Rehabilitation:

The act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.

Standards for Rehabilitation:

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.
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.
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.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
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.
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.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
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 shall 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.

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

NOTE:

When repair and replacement of deteriorated features are necessary; when alterations or additions to the property are planned for a new or continued use; and when its depiction at a particular period of time is not appropriate, Rehabilitation may be considered as a treatment. Prior to undertaking work, a documentation plan for Rehabilitation should be developed.

Attachment 4:
Existing Roof Photo



Attachment 5:
Conditions of Approval

**CERTIFICATE OF APPROPRIATENESS
CONDITIONS OF APPROVAL**

Date: September 10, 2020

Applicant: Maria Guzman

File/Index: COA 20-002

Proposal: Certificate of Appropriateness (COA No. 20-002) to replace 465 square feet of brown-tone asphalt shingle roofing on a historic residence.

Location: 27237 Pacific Street, Highland Historic District
Assessor's Parcel No. 1191-471-65

The CERTIFICATE OF APPROPRIATENESS Application has been conditionally approved subject to the compliance with the requirements as specified below:

1. This CERTIFICATE OF APPROPRIATENESS shall become null and void:
 - a. Unless all conditions have been complied with and occupancy or use of the land or existing structures authorized by Certificate of Appropriateness No. 20-002 has taken place within twelve (12) months after the approval of said Certificate of Appropriateness.
 - b. Where circumstances beyond the control of the Applicant cause delays which do not permit compliance with the time limitation established in this Section, the Historic and Cultural Preservation Board may grant an Extension of Time for a period of not to exceed an additional twelve (12) months. Applications for an extension of time must set forth, in writing, the reasons for granting an extension, and shall be filed together with a fee as established by the City Council, with the Planning Division thirty (30) calendar days prior to the expiration of Certificate of Appropriateness No. 20-002.

NOTE:

All required on-site and off-site improvements, shall be completed and approved prior to final inspection of any building or structure.

The conditions listed below are continuing conditions; failure of the Applicant to comply with any/all conditions at any time, shall result in initiating revocation of the subject permit granted to use the property.

PLANNING CONDITIONS

2. The subject property shall be developed in accordance with plans submitted on August 6, 2020 and approved by the Historic and Cultural Preservation Board on September 10, 2020, on file with the City of Highland Planning Department, and shall be in compliance with all conditions of approval contained herein.
3. Prior to the issuance of any permits, the Applicant/Owner of the property shall submit to the Planning Department written evidence of agreement with all conditions of this approval.
4. Certificate of Appropriateness No. 20-002 shall replace 465 square feet of brown-tone asphalt shingle roofing on a historic residence.
5. Color and material for the 465 square foot roof replacement shall be "Desert Tan" asphalt shingle consistent with the "Desert Tan" asphalt shingle used on the portion of the roof installed in 2013:
6. The Applicant/Owner shall obtain all required permits from the Planning and Building and Safety Division.
7. In compliance with the Highland Municipal Code, the Applicant/Owner shall agree, at his/her sole cost and expense, to defend, indemnify, and hold harmless, the City, its officers, employees, agents, and consultants, from any claim, action, or proceeding brought by a third-party against the City, its officers, agents, and employees, which seeks to attack, set aside, challenge, void, or annul an approval of the City Council, Planning Commission, or other decision-making body, including staff, concerning this project. The City may, at its sole discretion, participate at its own expense in the defense of any such action but such participation shall not relieve the Applicant/Owner of his/her obligations under this condition.

Attachment 6:
Findings of Fact

CERTIFICATE OF APPROPRIATENESS FINDINGS OF FACT

Date: September 10, 2020

Applicant: Maria Guzman

File/Index: COA 20-002

Proposal: Certificate of Appropriateness (COA No. 20-002) to approve the replacement of the front 465 square feet of the roof to match the existing remainder of the roof on a 1,148 square foot historic residence.

Location: 27237 Pacific Street, Highland Historic District
Assessor's Parcel No. 1191-471-65

The Historic and Cultural Preservation Board shall make the following Findings of Fact prior to approval of the application:

1. With regard to a designated resource, the proposed work will neither adversely affect the significant architectural features of the designated resource nor adversely affect the character of historical, architectural, or aesthetic interest or value of the designated resource and its site.

The bungalow cottage residence has been listed as a contributor to the Historic District within the 1988 Historic Architectural Survey. The residence is primarily brown in color with white trim and is characterized by its use of natural materials, extended eaves with visible rafters, board and batten siding, a stone chimney, and a decorative porch which frames the front door. The proposed roof replacement does not include substantial alterations to the existing residence and has been designed to blend with the original architecture without negatively affecting the aesthetics. The asphalt shingles will be of the same color and material as that of the remaining portion of the roof.

2. With regard to any property located within a Historic District, the proposed work conforms to the prescriptive standards and design guidelines for the District adopted by the Board and does not adversely affect the character of the district.

The project can be accomplished in a way that conforms to the Secretary of the Interior's Standards for Rehabilitation. The Standards state alterations may be made if they do not destroy historic materials, features and spatial relationships that characterize the property. The property is used as a single-family residence and the proposed roof replacement matches the color and material approved by the Historic and Cultural Preservation Board for a prior roof modification in 2013.

3. In the case of construction of a new improvement, addition, building, or structure upon a designated cultural resource site, the use and exterior of such improvements will not adversely affect and will be compatible with the use and exterior or existing designated cultural resources, improvements, buildings, natural features, and structures on said site.

The proposed roof replacement will complement the surrounding vicinity and consist of materials and colors that match the ones approved by the Historic and Cultural Preservation Board for a prior roof modification in 2013. The proposed scope of work does not include any substantial alterations to the existing residence, as mentioned previously. The proposed new portion of the roof shall match the character of the home without creating a false sense of history.



STAFF REPORT

THE HISTORIC AND CULTURAL PRESERVATION BOARD

DATE: September 10, 2020

FROM: Lawrence A. Mainez, Community Development Director

REVIEWED BY: Kim Stater, Assistant Community Development Director 

PREPARED BY: Ash Syed, Associate Planner 

SUBJECT: Certificate of Appropriateness No. 20-001 for a 288 square foot addition at the rear of a contributing historic residence.

LOCATION: 27417 Main Street, Highland, CA 92346
Assessor's Parcel No. 1200-351-43

APPLICANT: Antonio Lopez

RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board:

1. Approve COA 20-001, for a 288 square foot addition at the rear of a contributing historic residence, subject to the Conditions of Approval, and;
2. Adopt the Findings of Fact.

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

PUBLIC COMMENT: Staff has not received any public comments at the time of preparing this staff report.

ENVIRONMENTAL REVIEW: This project is Categorically Exempt from environmental proceedings pursuant to Section 15331, Class 31, Historical Resource Restoration/

Approved _____	Motion _____	Second _____	Agenda Item No. <u>3</u>
Denied _____	Ayes _____		File No. _____
Continue _____	Noes _____		
	Abstain _____		
	Absent _____		
 Recording Secretary		 Community Development Director	

Rehabilitation, of the California Environmental Quality Act (CEQA) Guidelines, since the proposed project consists of construction/legalization of an unpermitted addition to an existing residence in a manner consistent with the Secretary of the Interior's Standards.

DESCRIPTION OF SITE: The site is a large residential lot that contains a single family home which predates 1907. It is located on the south side of Main Street, mid-block between Palm Avenue and Church Avenue (Attachment 1 – Area Map). The residence is a single story, gable-end house with a full front porch supported on turned posts. The front door is located at the center of the house and flanked by double-hung windows. The house is sheathed in three-lap drop siding, and likely dates from about 1900. Skirting found at the bottom of the home is constructed with light gray wood paneling. The house has also been painted to a light gray with white trim and dark gray asphalt shingle roofing.

A two-car garage is located at the rear of the property. The garage is unique in design, constructed of rock and mortar with a wood framed gable and wood door. The roofing matched that of the house.

BACKGROUND: The home is a contributing property in the Historic District. Its architecture is that of a simple cottage / bungalow. The home was originally constructed with two bedrooms, a bathroom, living room, dining room, kitchen, porch, and laundry room. In total, the home measured 808 square feet with a front porch spanning 165 square feet.

In the late 2000s, the then-property owner brought to the City's attention that a rear room addition was constructed by a previous owner. It had included a large master bedroom and bathroom and a relocated back porch area (Attachment 1 – Initial Plans). The addition was very easily identified as the siding used to construct the exterior was modern plywood placed vertically, in contrast to the rest of the older siding placed horizontally. The roof line also changed from a gable end to a low angled roof sloping to the rear of the home. Additionally, the four new windows were vinyl sliding windows, unlike the traditional double hung windows in the rest of the original home and garage.

In August of 2010, the Historic and Cultural Preservation Board approved the property owner's application for a Certificate of Appropriateness for the addition on the condition that they replace the exterior siding panels from the vertically placed design to a horizontal design that was 1" wider than the original panels to offset the addition from the rest of the home. Additionally, all the vinyl windows were to be replaced with traditional wood double hung windows. There is no record of building permits being issued to the owner for this addition.

In the late 2010s, a new owner purchased the house and modified the Board approved, unpermitted addition by rearranging the bedroom and living room layout and relocating the rear entrance/exit. This resulted in revised building elevations, which were not approved by the Board (Attachment 2 - Floor Plan and Elevations).

In August of 2020, after the current owner had purchased the property, it came to the attention of the Building and Safety Department that the approved rear addition had been modified and had still not been issued a permit for the initial approval. The current owner subsequently submitted an Application to the City for a Certificate of Appropriateness for the revised addition.

ANALYSIS: The Applicant is requesting to legalize the 288 square foot unpermitted addition at the rear of a contributing historic residence. While this addition had been constructed in the mid-2000s and approved by the Historic and Cultural Preservation Board in 2010, because the exterior design and location of the porch has been altered, the current owner is requesting a new Certificate of Appropriateness.

The rear addition now utilizes the same colors and features characteristic of the existing residence, including a gray asphalt shingle roof and horizontal panel siding. Although this siding is not 1" wider for the purpose of offsetting it from the original siding, per the 2010 Board directives, Staff seeks the Boards correspondence on this issue. The addition does still feature vinyl sliding windows in contrast to the traditional double hung windows found on the rest of the original home. The current owner is proposing to keep the vinyl windows on the new addition as they face the rear of the property and are not visible from the street view of the home (Attachment 3 - Photos). Considering that this does not comply with the Historic District policy, Staff has added a condition of approval for the vinyl sliding windows to be replaced with the traditional wood double hung windows.

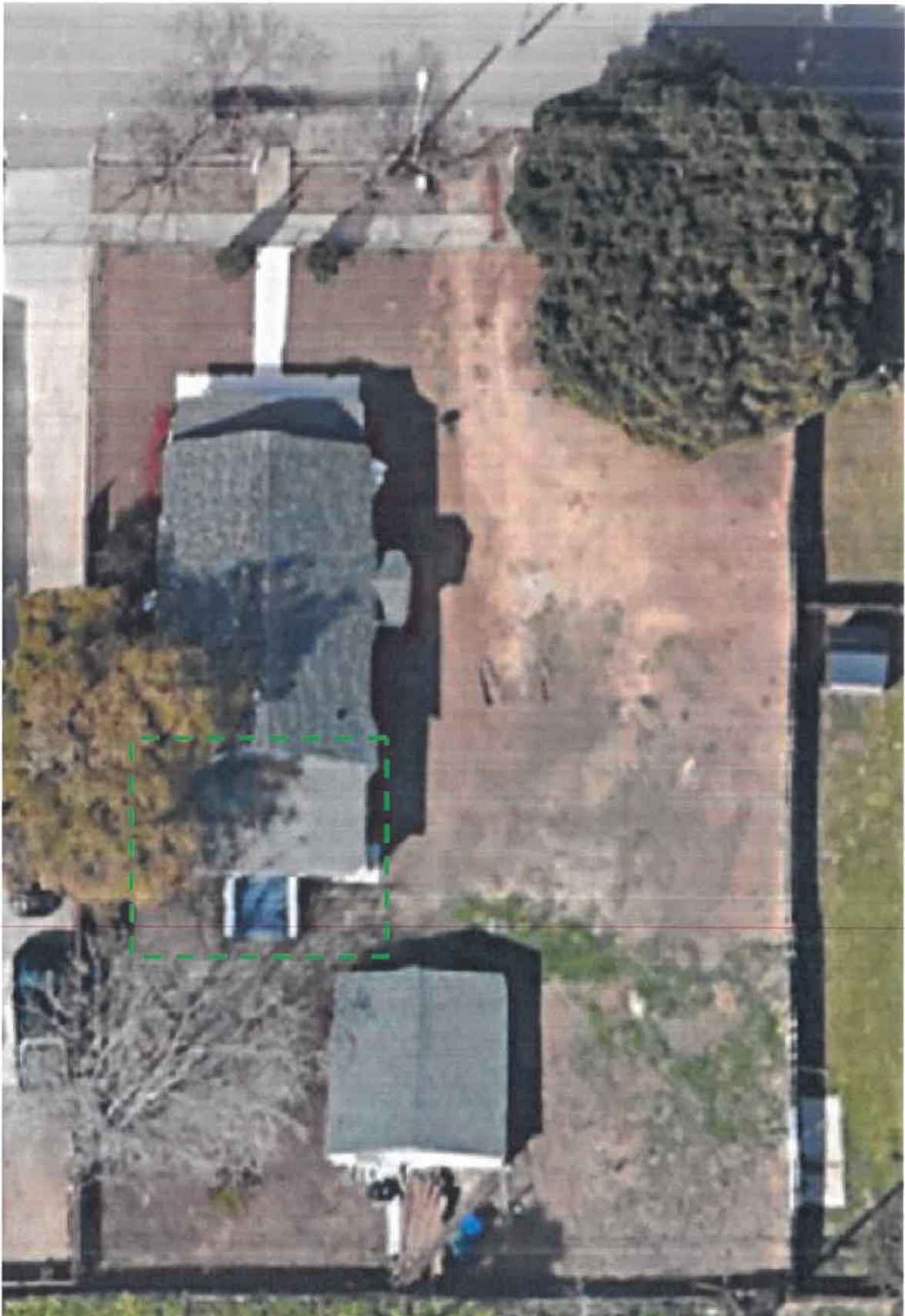
In order to avoid the creation of a false sense of history, the addition is clearly delineated by a change in the existing rooflines. The rear of the residence currently contains a south-sloping roof with a very low pitch in contrast the original portion of the home with a roof that has a far greater pitch. The new south-facing gables will tie into the hip of the existing bellcast pyramidal roof on the south elevation.

The proposed addition is subject to the Secretary of the Interior's Standards for Rehabilitation which guides the City in the treatment of repairs, alterations and additions to historic structures (Attachment 4 - Secretary's Standards for Rehabilitation). The Standards state that alterations may occur as long as those features of the historic property that convey its architectural values be preserved with minimal change to distinctive materials, features and spatial relationships. The subject addition has been modified from its early state to now match the exterior siding of the original portion of the home and now features a relocated staircase from the southeast corner to the southern rear side with landing area reminiscent of porches from the early 1900s. Most importantly, the modified addition matches the colors and prominent features of the existing residence without creating a false sense of history.

As such, the character of the property will be maintained and the property will continue its use as a single-family residence. Therefore, Staff recommends approval of the proposed legalization, subject to the Conditions of Approval and Findings of Fact.

Attachment 1:

Area Map

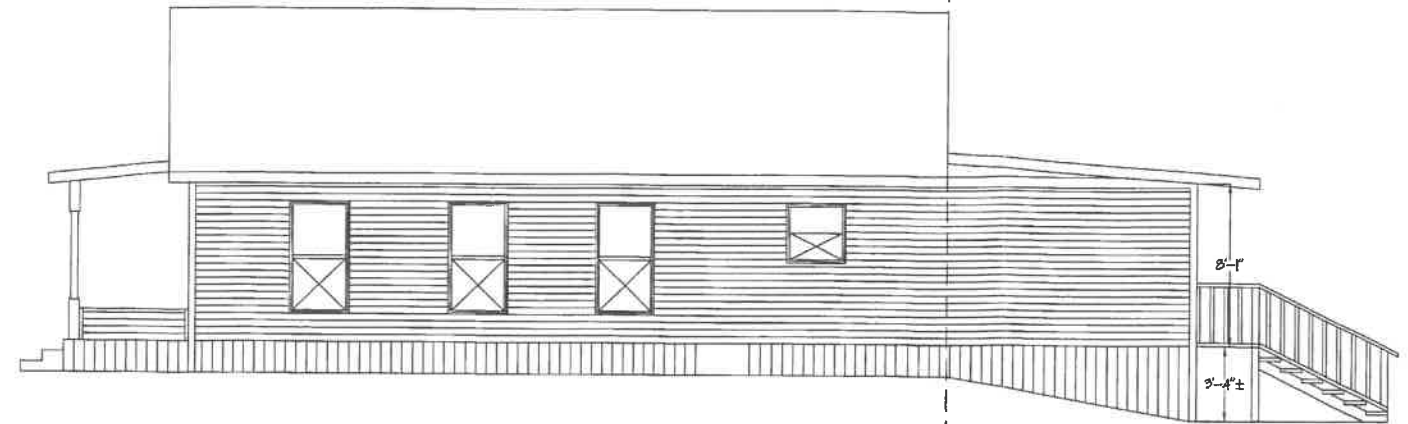


Attachment 2:
Floor Plan and Elevations



FRONT (EXISTING)

SCALE: $\frac{1}{4}''=1'$

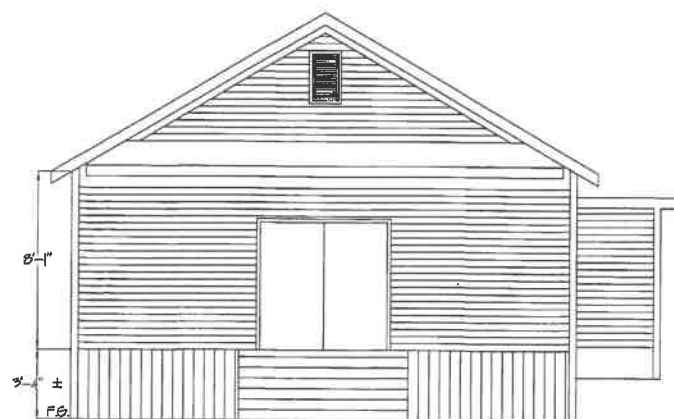


EXISTING

ADDITION

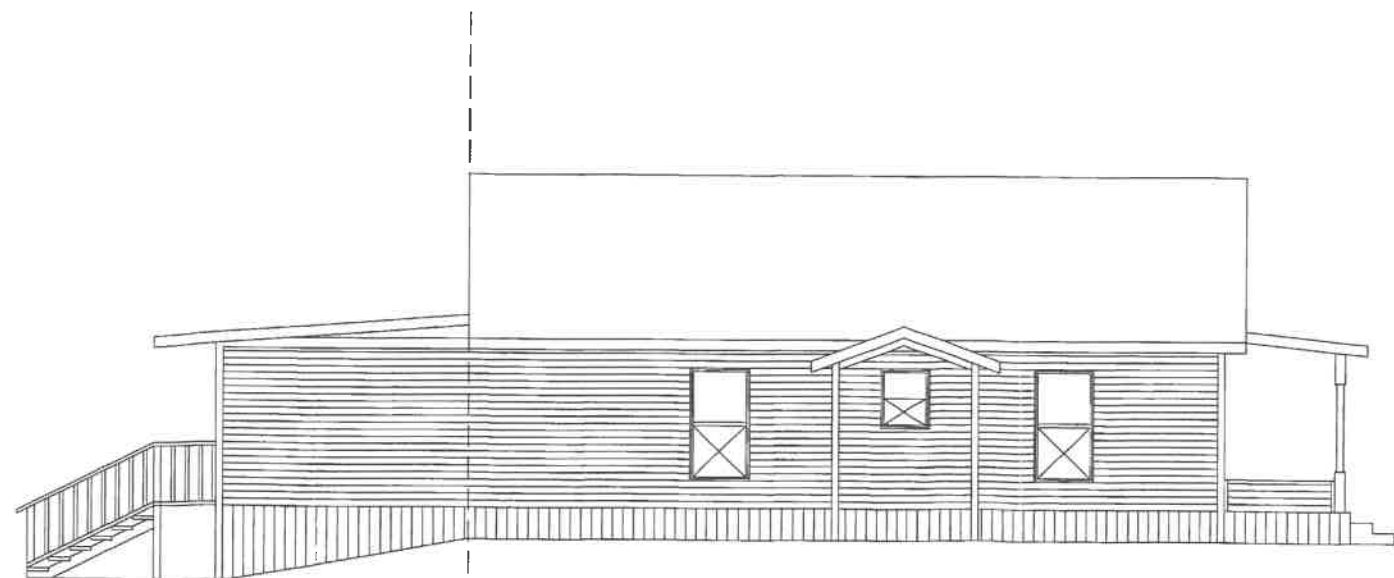
RIGHT (EXISTING/ADDITION)

SCALE: $\frac{1}{4}''=1'$



REAR (ADDITION)

SCALE: $\frac{1}{4}''=1'$



ADDITION

EXISTING

LEFT (EXISTING/ADDITION)

SCALE: $\frac{1}{4}''=1'$



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PROFESSIONAL



AGENCY:

APPROVAL:

PROJECT NAME:

27417
HIGHLAND

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JOB NUMBER:

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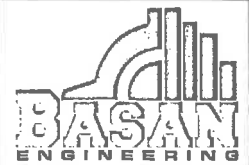
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ELEV

SHEET NUMBER:

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DIAMOND BAR, CA 91765
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PROFESSIONAL SEAL:



AGENCY:

APPROVAL:

PROJECT NAME:

27417 MAIN ST.
HIGHLAND, CA. 92346

PREPARED FOR:

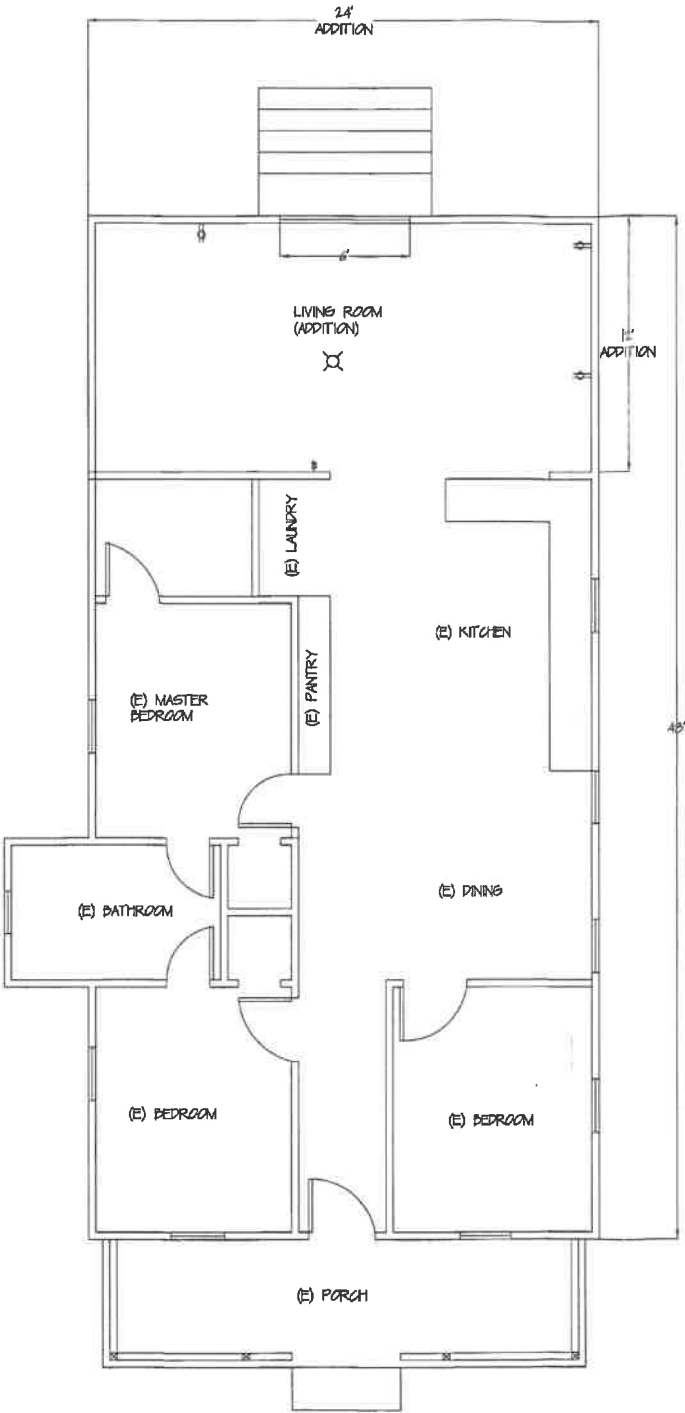
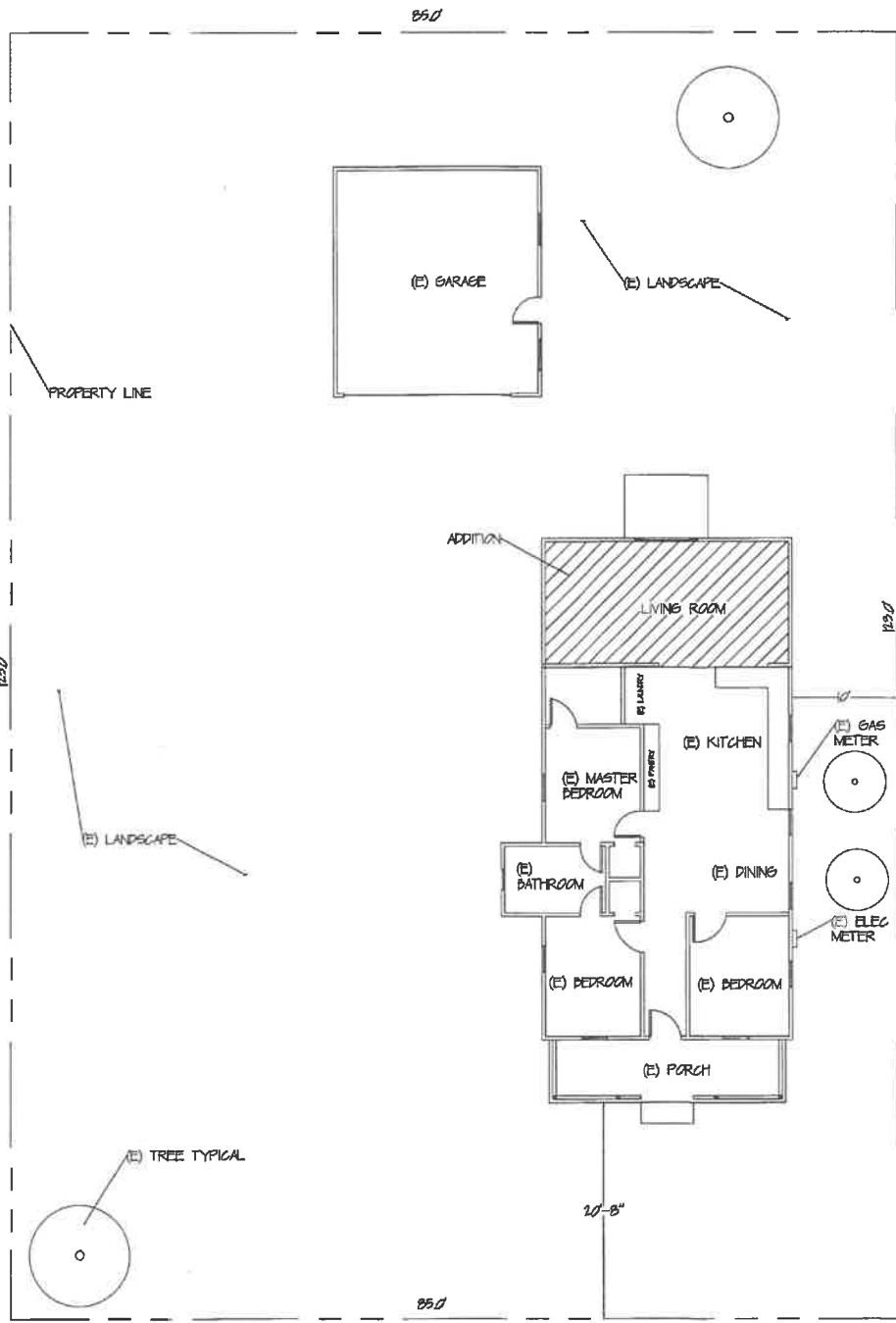
BUILDING PERMIT	
DATE:	07/13/20
JOB NUMBER:	
DRAWN BY:	EB
SCALE:	AS NOTED

SHEET TITLE:

SITE & FLOOR
PLANS

SHEET NUMBER:

A1.1



SITE PLAN

SCALE: 1/8"=1'

FLOOR PLAN

SCALE: 1/4"=1'

Attachment 3:

Photos









Attachment 4:

Secretary's Standards for Rehabilitation

The Secretary of the Interior's Standards for Rehabilitation

The Secretary of the Interior is responsible for establishing professional standards and providing advice on the preservation and protection of all cultural resources listed in or eligible for listing in the National Register of Historic Places.

Rehabilitation:

The act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.

Standards for Rehabilitation:

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.
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.
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.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
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.
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.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
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 shall 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.

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

NOTE:

When repair and replacement of deteriorated features are necessary; when alterations or additions to the property are planned for a new or continued use; and when its depiction at a particular period of time is not appropriate, Rehabilitation may be considered as a treatment. Prior to undertaking work, a documentation plan for Rehabilitation should be developed.

Attachment 5:
Conditions of Approval

**CERTIFICATE OF APPROPRIATENESS
CONDITIONS OF APPROVAL**

Date: September 10, 2020

Applicant: Antonio Lopez

File/Index: COA 20-001

Proposal: Certificate of Appropriateness No. 20-001 for a 288 square foot addition at the rear of a contributing historic residence.

Location: 27417 Main Street, Highland, CA 92346
Assessor's Parcel No. 1200-351-43

The CERTIFICATE OF APPROPRIATENESS Application has been conditionally approved subject to the compliance with the requirements as specified below:

1. This CERTIFICATE OF APPROPRIATENESS shall become null and void:
 - a. Unless all conditions have been complied with and occupancy or use of the land or existing structures authorized by Certificate of Appropriateness No. 20-001 has taken place within twelve (12) months after the approval of said Certificate of Appropriateness.
 - b. Where circumstances beyond the control of the Applicant cause delays which do not permit compliance with the time limitation established in this Section, the Historic and Cultural Preservation Board may grant an Extension of Time for a period of not to exceed an additional twelve (12) months. Applications for an extension of time must set forth, in writing, the reasons for granting an extension, and shall be filed together with a fee as established by the City Council, with the Planning Division thirty (30) calendar days prior to the expiration of Certificate of Appropriateness No. 20-001.

NOTE:

All required on-site and off-site improvements, shall be completed and approved prior to final inspection of any building or structure.

The conditions listed below are continuing conditions; failure of the Applicant to comply with any/all conditions at any time, shall result in initiating revocation of the subject permit granted to use the property.

PLANNING CONDITIONS

2. The subject property shall be in accordance with plans and materials approved by the Historic and Cultural Preservation Board on September 10, 2020, on file with the City of Highland Planning Department, and shall be in compliance with all conditions of approval contained herein.
3. Prior to the issuance of any permits, the Applicant/Owner of the property shall submit to the Planning Department written evidence of agreement with all conditions of this approval.
4. Certificate of Appropriateness No. 20-001 for a 288 square foot addition at the rear of a contributing historic residence.
5. The addition and any new wood shall be painted to match the original structure.
6. All current and new windows shall be traditional wood double hung windows.
7. The Applicant/Owner shall obtain all required permits from the Planning and Building and Safety Division.
8. Revisions, modifications, and/or deletions to the approved plans must be submitted to the Planning Division for review and approval. Revisions, modifications and/or deletions may require additional review by the Historic and Cultural Preservation Board.
9. In compliance with the Highland Municipal Code, the Applicant/Owner shall agree, at his/her sole cost and expense, to defend, indemnify, and hold harmless, the City, its officers, employees, agents, and consultants, from any claim, action, or proceeding brought by a third-party against the City, its officers, agents, and employees, which seeks to attack, void, or annul an approval of the City Council, Planning Commission, or other decision-making body, including staff, concerning this project. The City may, at its sole discretion, participate at its own expense in the defense of any such action but such participation shall not relieve the Applicant/Owner of his/her obligations under this condition.
10. The Applicant/Owner is responsible for implementing all conditions of approval to the satisfaction of the Community Development Director, City Engineer, Fire Department, and Police Department. No final inspection or clearances shall be given until all conditions are met. Each condition of approval is separately enforced, and if one of the conditions of approval is found to be invalid by a court of law, all the other conditions shall remain valid and enforceable.
11. All Ordinances, Policy Resolutions, and Standards of the City in effect at the time this project is approved shall be complied with as a condition of this approval.

Attachment 6:
Findings of Fact

CERTIFICATE OF APPROPRIATENESS FINDINGS OF FACT

Date: September 10, 2020

Applicant: Antonio Lopez

File/Index: COA 20-001

Proposal: Certificate of Appropriateness No. 20-001 for the legalization of a 288 square foot unpermitted addition at the rear of a contributing historic residence.

Location: 27417 Main Street, Highland, CA 92346
Assessor's Parcel No. 1200-351-43

The Historic and Cultural Preservation Board shall make the following Findings of Fact prior to approval of the application:

1. With regard to a designated resource, the proposed work will neither adversely affect the significant architectural features of the designated resource nor adversely affect the character of historical, architectural, or aesthetic interest or value of the designated resource and its site.

With regard to the contributing historic residence, the subject room addition has been constructed in a way that it blends well with the original architecture without negatively affecting defining features. The rear of the home, when originally constructed in the early 1900s, would likely have been simple in design as seen today on the remainder of the structure. To staff's knowledge, no historic or aesthetic interest has been compromised.

2. With regard to any property located within a Historic District, the proposed work conforms to the prescriptive standards and design guidelines for the District adopted by the Board and does not adversely affect the character of the district.

The project can be accomplished in a way that conforms to the Secretary of the Interior's Standards for Rehabilitation. The Standards state alterations may be made if they do not destroy historic materials, features and spatial relationships that characterize the property. The subject room addition is residential in character and is compatible with the historic materials, features, size, scale, proportion, and massing of the existing original home. It meets all other criteria established in the Highland Municipal Code, Section 16.32.070 Certificate of Appropriateness permits, and does not negatively affect the character of the Historic District.

3. In the case of construction of a new improvement, addition, building, or structure upon a designated cultural resource site, the use and exterior of such improvements

will not adversely affect and will be compatible with the use and exterior or existing designated cultural resources, improvements, buildings, natural features, and structures on said site.

The subject room addition is residential and complementary to the existing residential structure. The addition does not alter the feel of the structure as a single family residence. The addition, as conditioned, is to be compatible in materials, scale, and massing with its neighboring residential uses. The materials and construction are distinguished as newer construction and do not create a false sense of history.