

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

SPECIAL MEETING

October 1, 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

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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/92078973247>
- Listen to the meeting by calling (669) 900-9128 and enter the Meeting ID: 920 7897 3247#

Toll free phone numbers:

(877) 853-5247 or (888) 788-0099
Meeting ID: 920 7897 3247#

Submission of Public Comments: For those wishing to make public comments at the October 1, 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 October 1, 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 October 1, 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 September 10, 2020 Special Meeting

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

BUSINESS ITEMS

2. Preparation for the 24th Annual Citrus Harvest Festival in 2021.

RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board discuss the logistics of the Festival and direct staff as necessary.

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. Existing guidelines for contributing properties within the Highland Historic District.

RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board provide Staff with direction on the existing guidelines.

5. Agenda Items and date for the next Historic and Cultural Preservation Board Special Meeting scheduled for December 3, 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 HCPB meeting. Recommendations include:

- 1) Citrus Harvest Festival
- 2) Certificate 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 24th 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 24, 2020



Camille Goritz, Administrative Assistant III



STAFF REPORT

TO THE HISTORIC & CULTURAL PRESERVATION BOARD

DATE: October 1, 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 September 10, 2020 Historic and Cultural Preservation Board Special 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 _____		
<i>Camille Goritz</i> Recording Secretary		<i>Lawrence Mainez</i> Community Development Director	

MINUTES
HISTORIC AND CULTURAL PRESERVATION BOARD SPECIAL MEETING
September 10, 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 special meeting of the Historic and Cultural Preservation Board of the City of Highland was called to order at 5:12 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 Member Sandford.

COMMUNITY INPUT

None

CONSENT CALENDAR

1. Minutes from the August 6, 2020 Special Meeting.

A MOTION was made by Member Bible, seconded by Member Sandford, to approve the minutes, as amended. Motion carried on a roll call vote, 5-0.

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)

Associate Planner Syed presented the staff report.

Member Bible stated the problem with the certificate is the color; however I believe that this guideline is in error. When we approve the roofing colors it was supposed to be everything from 1938 and before was brown. It didn't go to 31 because that was the period of significance and we wanted to keep all those brown. It should have been from 39 and later a different color. Staff needs to do some research on this or this needs to be an agenda item to be sure it needs to be corrected. I believe brown is the correct color.

Associate Planner Syed replied I spoke to Member Bible earlier today about what the roofing guidelines are. My records show this is the most up-to-date one I have. I can look into any updates that may have been before I got to the city. I will address this before the next meeting.

Assistant Community Development Director Stater stated we go from 1891 and 1938. It is odd, and what Ash is saying is that he could go back and look at the historic board minutes.

Member Bible replied I think it is supposed to be a 9 and not a 1. I think somehow it was typed wrong.

Assistant Community Development Director Stater replied maybe. This is what we have in our folders. I think this helps the scenario, and the actual application we have before us.

Associate Planner Syed stated what the homeowner is proposing is exactly what Member Bible was looking for. It should not come to Historic Board. Brown is what should be able to be approved by staff over the counter. We are here because that is what the guidelines have suggested, and the guidelines are wrong.

Member Childs stated realistically the house is very pretty and maintained. The walls are a brown as well, and it would be crazy to disapprove them replacing the front part of the roof because of color.

A MOTION was made by Vice Chair Sandford, seconded by Member Childs, to approve:

- 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.
Motion carried on a roll call vote, 5-0.
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)

Associate Planner Syed presented the staff report.

Member Bible stated if I am correct they were supposed to change the type of the siding so when you looked at it you can easily tell the difference. My thought is that too cost prohibitive to make them do that, but I think we could still get the same effect if they put up a board. It looks like there is a vertical board in the picture, however there does not look like one on the other east side of the house. If they would go back and add the vertical board up and down so we could get more distinction then I could let the siding go.

Member Childs stated I cannot vote because I live right around the corner from this home.

Associate Planner Syed stated Member Childs has to recuse himself from this item because of the conflict of interest.

Member Bible stated whatever size it is on the west side if you could put on the east side. Another question, I do not see a place to put wood windows in.

Associate Planner Syed asked Mr. Lopez the addition is the part with the flat roof, and when we are looking at the addition from the exterior just past that existing white trim piece there is a window, right?

Mr. Lopez, Homeowner replied yes.

Associate Planner Syed asked if that is a wood frame window or vinyl.

Mr. Lopez replied it is a vinyl window with a wood trim.

Member Bible asked if that is the only vinyl window Mr. Lopez has or are there others.

Associate Planner Syed replied the other vinyl window on the east side of the house. The actual addition had windows on the south side which are replaced with that door. The windows on the addition have been replaced with the sliding door in the back now, but there are windows on the east and west side that is just north of the addition that are vinyl windows with wood trims.

Member Bible stated that was part of what was supposed to be approved before that did not get done. How does everyone else feel about those windows? Should that be included in this approval? They are not wood like they should be.

Member Cantrell stated I was not here when it was the original approval, but I do not see anything about the door. The door does not look like it is appropriate for historic property. You would think it would be required to be a French door or a wooden door.

Member Bible replied I agree. I didn't get to that yet; I was stuck on the doors.

Chair Mauricio stated he is on the fence on the door. I am ok with the windows.

Vice Chair Sandford stated if we say something and we come up with something we need to be consistent. What we do for one, we do for all. In this case, if we come up with that direction seven years we should stay consistent.

Chair Mauricio stated I am ok with the windows.

Member Cantrell stated I think it should be as per the recommendation changed to wooden double hung windows.

Member Bible replied we have 3 for wood and 1 for vinyl. What is this backdoor made of?

Mr. Lopez stated vinyl sliding door.

Member Bible stated I do not like the vinyl back door. What was originally approved?

Associate Planner Syed replied the original door that was approved back in 2010 was a wooden door. It was a man door. Where the door has been relocated to is a larger opening, it is more like a patio entrance.

Member Bible stated they make French doors that are wood and fit in that size opening. If he could find a sliding wood door that would be ok too, I just think it has to be wood.

Member Cantrell replied I agree. Yes, they do make wood sliding doors that look like a regular sliding door, but are made of wood. When I drove by it looks like there was a metal cabinet had been added to the outside of the house and looked like for a water heater.

Assistant Community Development Director Stater asked what the approximate size was.

Member Cantrell stated it was 8 feet high and 2 feet wide.

Assistant Community Development Director Stater asked if it was a requirement of the Building and Safety Division.

Mr. Lopez stated I do not know. I just bought the property a year ago. I was not notified that there was a lien on the property by the city and we owed money to the city due to expired permits.

Assistant Community Development Director Stater stated we would have to ask Building and Safety if that is a required enclosure of an exterior water heater.

A MOTION was made by Member Bible, seconded by Member Cantrell, to approve the item with the requirement that there must be a vertical board added on the east side to distinguish the addition from the original part of the house. The two windows must be replaced with wooden windows and the back door be replaced to either wooden French doors or a wooden sliding door. The water heater enclosed with wood sighting on a similar nature to the house.

Motion carried on a roll call vote, 4-0-1, with Member Childs abstaining.

ANNOUNCEMENTS

The next Historic and Cultural Preservation Board meeting is scheduled October 1, 2020.

ADJOURN

There being no further business, Chair Mauricio declared the meeting adjourned at 6:03 p.m.

Submitted by:

Approved by:

Camille Goritz,
Administrative Assistant III

Tony Mauricio, Chair
Historic and Cultural Preservation Board



STAFF REPORT

TO THE HISTORIC AND CULTURAL PRESERVATION BOARD

DATE: October 1, 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: Preparation for the 24th Annual Citrus Harvest Festival in 2021.

RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board discuss the logistics of the Festival and direct staff as necessary.

FISCAL REVIEW: The Festival Account has a balance of \$257. Separately, the Home tour Account has a balance of \$1,639.91. These funds were raised from sponsorships and vendor booth sales of prior festivals. All expenses from the prior year have been paid and these funds are available to utilize. Attached is the 2021 Draft Budget as approved by the Board and the Highland City Council (Attachment 1).

PROJECT REVIEW: The Highland City Council approved the Board's recommended event date of March 27th.

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

Entertainment

1. Contests
2. Entertainment Schedule
3. Festival Honoree (San Manuel Band of Mission Indians, 2020)

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

Historic and Cultural Preservation Board Meeting of
October 1, 2020

Car Show

1. Update from Kiwanis Club (If Available)

Home & Walking Tour

1. Discuss Tour Options

Vendors

1. Discuss Specialty Vendors and Demonstrators – Lowe's, Historic Reenactors, and SB County Animal Control
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

Comparable Event – Redlands Night Market

FEES

Base fees have been established to mitigate some of the costs associated with operating the market including street cleaning and sweeping; trash pick-up; portable toilet facilities; police; etc.

Spaces are 12' x 12' Mini spaces are 6' x 3'

\$65 per market	Food vendors (food meant for consumption at the market)
\$60 per market	Regular vendor
\$60 per market	Kids' zone vendor (bounce house, inflatables, bungee, train rides, climbing wall, etc.)
\$50 per market	Non-profit organizations
\$50 per market	Animal attractions (pony rides, carriage rides, petting zoo, etc.)
\$50 per market	Mini space
\$30 per market	"Downtown businesses" (No additional discounts apply. One space per storefront)
	<i>"Downtown businesses" are defined as those within the following boundaries: The south side of Redlands Boulevard on the north; the west side of Ninth Street on the east; Citrus Avenue on the south; and the east side Orange Street on the west.</i>

The following discounts are available:

10% OFF	With advance payment of 4 consecutive weeks
20% OFF	With advance payment of 12 consecutive weeks
\$15 OFF	January through March, \$15 shall be deducted from the food and regular vendor space fees
\$10 OFF	January through March, \$10 shall be deducted from the mini, non-profit and animal space fees

LATE FEE

All fees must be paid by 5:30 p.m. on the Tuesday prior to Thursday's participation. If payment is not received by this time, a \$10.00 late fee will be charged.

Admin / Marketing

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

- Attachments:
- 1. Contests
 - 2. Entertainment Schedule
 - 3. Budget for 2021 Citrus Harvest Festival
 - 4. Map of 2020 Citrus Harvest Festival
 - 5. List of Vendor Types for 2020 Citrus Harvest Festival

CONTEST	CATEGORIES	NO. WINNERS (total)	PRIZE
COLORING	Pre-K & K	1 st , 2 nd , & 3 rd place for each grade (6 total)	Ribbon & Prizes for all (6)
POETRY	Grades 1-3	1 st , 2 nd , & 3 rd place for each grade (9 total)	Ribbon & Prizes for all (9)
CITRUS LABEL	Grades 4-12	1 st , 2 nd , & 3 rd place for each grade (27 total)	Ribbon & Prizes for all (27)
BAKING	Cookie, Pie, Cake, Bread/Muffin/Jams/ Jellies/Marmalade (5)	1 st , 2 nd , & 3 rd place for each category (15 total)	Ribbon for all (15) Prizes for 1 st place only
CITRUS GROWING	Orange – Including Largest, Best Flavor, Best Appearance Lemon – including Largest, Best Flavor, Best Appearance	1 st , 2 nd , & 3 rd place for each grade (6 total)	1 st Place for each category (6 total)

ENTERTAINMENT SCHEDULE

2020 HIGHLAND CITRUS HARVEST FESTIVAL

10:00 am Citrus Valley High School Jazz Ensemble (B)

10:30 am Announce Winners for the:
 * **Baking Contest**
 * **Coloring Contest**
 * **Poetry Contest**
 * **Citrus Label Design Contest**

11:15 am Beattie Middle School Band

12:00 pm Presentation of Festival Honoree:
 * **San Manuel Band of Mission Indians**

12:15 pm Citrus Valley High School Jazz Ensemble (A)

1:00 pm Announce Winners for the:
 * **Car Show**
 * **Citrus Growing Contest**

1:15 pm Highland Music Company

3:30pm End of Show

2021 Citrus Harvest Festival Budget

FESTIVAL EXPENDITURES (Initial Balance \$257)	
Item / Description	Budget
Advertising (HCN \$0, RDF/Sun \$1,225, EHR \$535 & Peach Jar \$518) Radio – (KCAL 96.7 \$1,085 / Hot 103.9 \$1,200 [credited])	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
TOTAL	\$15,378

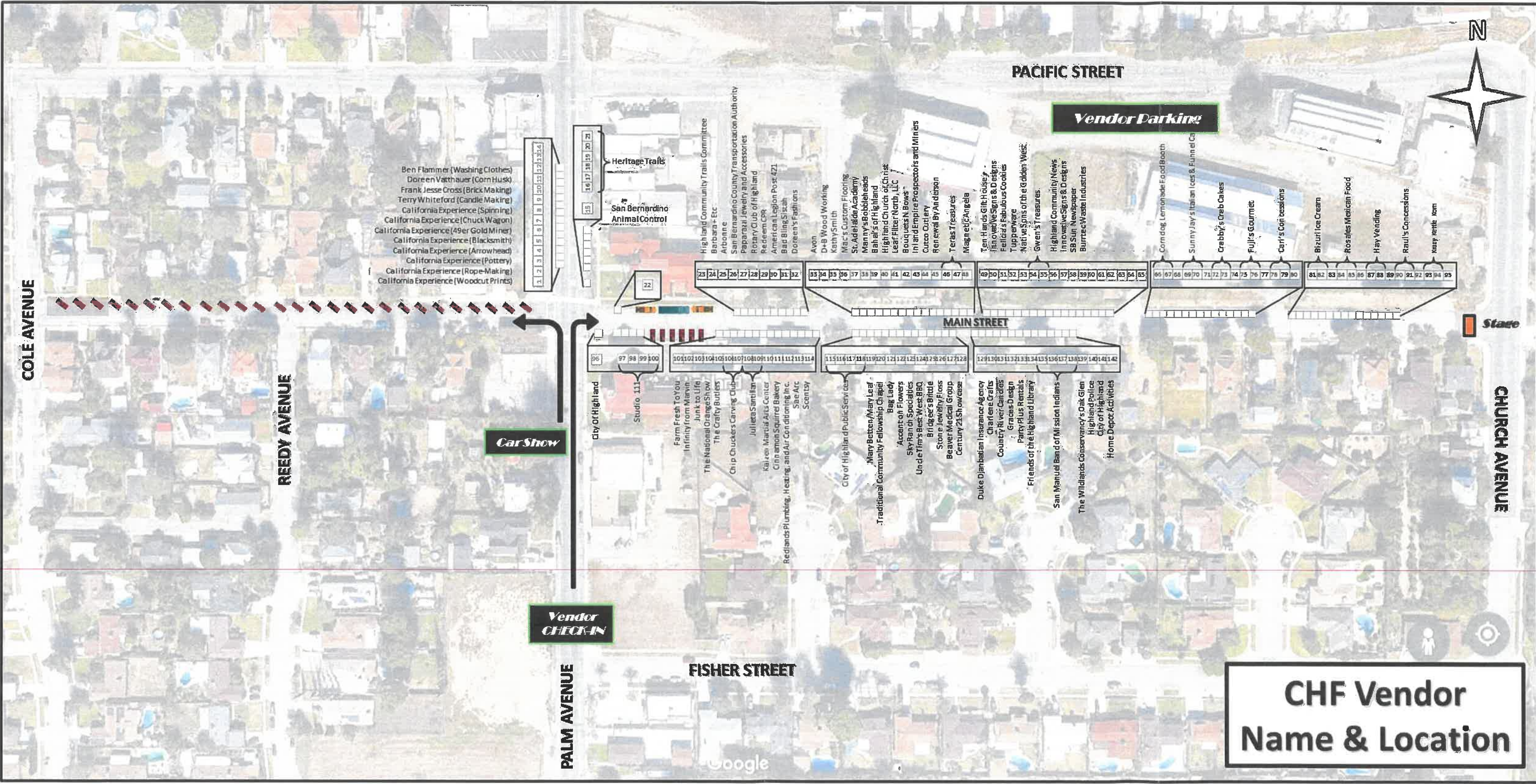
FESTIVAL REVENUES	
Item / Description	Budget
Sponsorship	11,000
Retail vendor Booth spaces	2,500
Food vendor booth spaces	2,000
TOTAL	\$15,500

	Initial Balance: \$257	Projected Balance: \$379
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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
TOTAL	\$500

HOME TOUR REVENUES	
Item / Description	Budgeted
Sponsors	350
Home Tour ticket sales	50
TOTAL	\$400



Type	Business Name	Booths
Activity	Kaizen Martial Arts Center	1
Direct Sales	Accent on Flowers	1
Direct Sales	Avon	1
Direct Sales	Bag Lady	1
Direct Sales	Bouquets N Bows	1
Direct Sales	Brenda Dixie / Bad Bling Sistah	1
Direct Sales	Century 21 Showcase	2
Direct Sales	Cinnamon Squirrel Bakery	1
Direct Sales	Cutco Cutlery	1
Direct Sales	D+B Wood Working	1
Direct Sales	Doreen's Fashions	1
Direct Sales	Duke Djanbatian Insurance Agency	1
Direct Sales	Farm Fresh To You	1
Direct Sales	Graces Design	1
Direct Sales	Gwen's Treasures	2
Direct Sales	Infinity from Marvin	1
Direct Sales	Innovative Signs & Designs	1
Direct Sales	Julieta Santillan	2
Direct Sales	Junk To Life	1
Direct Sales	Leaf Filter North, LLC	1
Direct Sales	Magnetic Angela	1
Direct Sales	Manny's Bobbleheads	1
Direct Sales	Mary Betten	1
Direct Sales	Paparazzi Jewelry and Accessories	1
Direct Sales	Redlands Plumbing, Heating, and Air Conditioning Inc.	1
Direct Sales	Renewal By Anderson	1
Direct Sales	Sae Arc	1
Direct Sales	Scentsy	1
Direct Sales	Steve's Bird Houses	2
Direct Sales	Ten Hands Gift House	1
Direct Sales	Texas Treasures	2
Direct Sales	The Crafty Butlers	1
Direct Sales	Uncle Tim's Best West BBQ	1
Food	Blizuri Ice Cream	2
Food	Carl's Concessions	2
Food	Fuji's Gourmet	2
Food	Hay Vending	2
Food	Krazy Kettle Korn	2
Food	Rosales Mexican Food	2
Historic Demonstrators	1929 Ford Model Fruit Truck	1
Historic Demonstrators	1930 Ford Model Fruit Truck	1
Historic Demonstrators	Ben Flammer (Washing Clothes)	1
Historic Demonstrators	California Experience (49er Gold Miner)	1
Historic Demonstrators	California Experience (Arrowhead)	1
Historic Demonstrators	California Experience (Blacksmith)	1
Historic Demonstrators	California Experience (Chuck Wagon)	1
Historic Demonstrators	California Experience (Pottery)	1
Historic Demonstrators	California Experience (Rope Making)	1
Historic Demonstrators	California Experience (Spinning)	1
Historic Demonstrators	California Experience (Woodcut Prints)	1
Historic Demonstrators	Doreen Vatthauer (Corn Husk)	1
Historic Demonstrators	Frank Jesse Cross (Brick Making)	1
Historic Demonstrators	Heritage Trails Association	6
Historic Demonstrators	Paradise Valley Model A Ford Club	1
Historic Demonstrators	Terry Whiteford (Candle Making)	1
Historic Demonstrators	The Wildlands Conservancy's Oak Glen	1
Historic Demonstrators	Western Antique Power Associates WAPA	1
Nonprofit Gov Org	Bahai's of Highland	1
Nonprofit Gov Org	Highland Church of Christ	1
Nonprofit Gov Org	Highland Police	1
Nonprofit Gov Org	Inland Empire Prospectors and Miners	1
Nonprofit Gov Org	Rotary Club of Highland	1
Nonprofit Gov Org	San Bernardino County Animal Care and Control	1
Nonprofit Gov Org	San Bernardino County Transportation Authority	1
Nonprofit Gov Org	The National Orange Show	1
Sponsor	Beaver Medical Group	1
Sponsor	Cleanstreet	
Sponsor	East Valley Water District	1
Sponsor	Highland Area Historical Society	
Sponsor	Highland Community News	1
Sponsor	Jim Cimino Realty	
Sponsor	John & Carol Timmer	
Sponsor	Party Plus Rentals	
Sponsor	Richard Watson Gershon	
Sponsor	San Manuel Band of Mission Indians	
Sponsor	The San Bernardino Sun	

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STAFF REPORT

TO THE HISTORIC AND CULTURAL PRESERVATION BOARD

DATE: October 1, 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. _____
Continue _____	Noes _____		
	Abstain _____		
	Absent _____		
<i>Anetha</i> Recording Secretary		<i>Lawrence Mainez</i> Community Development Director	

Certificate of Appropriateness Applications Not Yet Completed

File Number	Address	Description of Project	Approved	Expires	Status
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



STAFF REPORT

TO THE HISTORIC AND CULTURAL PRESERVATION BOARD

DATE: October 1, 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: Existing guidelines for contributing 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 provide Staff with direction on the existing guidelines.

BACKGROUND: At the September 10, 2020 meeting, the Board directed Staff to include a copy of all Historic District Guidelines at the October 1, 2020 meeting. Attached are the guidelines for exterior doors and window screens, hardscaping, exterior painting, fencing, roofing, and signage.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>4</u>
Denied _____	Ayes _____		File No. _____
	Noes _____		
Continue _____	Abstain _____		
	Absent _____		
<i>Amelia</i> Recording Secretary		<i>Lawrence Mainez</i> Community Development Director	

EXTERIOR DOOR & WINDOW SCREEN GUIDELINES

for the Highland Historic District

Applicability – These Exterior Door and Window Screen Guidelines are applicable to the entire Highland Historic District, including all contributing and non-contributing private properties within the District.

Guidelines – A Certificate of Appropriateness Application must be filed with the City and approved prior to installation. Screen door and window screen 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:

- **Exterior Door** – Doors which are original to the structure shall be repaired and refinished. If the original door is in disrepair and cannot be reused, the door can be replaced with a new door that matches the original door in design and material.

If the door is not original to the structure and if historic documentation (such as a photograph) depicts a door of a specific design and material existed between 1891 and 1938, then the door shall be replaced with a replica, to the extent feasible.

Doors which are not original, have no historic value and no historical documentation can be replaced with a new door. The new door shall be constructed of solid wood or wood laminate and must be simple in design and scale.

- **Screen Door** – Only wood framed screens are permitted.
- **Garage Door** – All garage doors needing replacement must be replaced with a wood door.
- **Window Screens** – Existing wood framed screens can be rescreened, but must keep their wood frame. New screens must be wood framed. Existing aluminum frames can be kept and rescreened.

Approved by the Historic and Cultural Preservation Board 6/3/2010

HARDSCAPE GUIDELINES

for the Highland Historic District

Applicability – These Hardscape Guidelines are applicable to the entire Highland Historic District, including all contributing and non-contributing private properties and public right-of-way within the District.

Guidelines – A Certificate of Appropriateness Application must be filed with the City and approved prior to alteration or removal of any existing hardscape feature. All applications will be reviewed by the Historic & Cultural Preservation Board at a public meeting.

Hardscape – Features subject to review by the Historic & Cultural Preservation Board shall include the following:

- Concrete ribbons
- Irrigation flumes
- Rock and/or concrete retaining walls or garden walls
- Water features
- Rock and/or concrete planters
- Driveways (must also comply with Guidelines adopted by the Board on August 26, 1999 and modified on August 1, 2013)
- Rock curb and/or gutter
- Rock and/or concrete walkway, sidewalk, drive approach, and driveway apron

Materials – Alterations and/or repairs to hardscape features shall consist of the same materials and replicate the existing feature to the satisfaction of the Historic and Cultural Preservation Board.

All off-site work within the public right-of-way requires approval of a permit from the City

Approved by the Historic and Cultural Preservation Board 6/5/2014

GUIDELINES AND POLICIES FOR EXTERIOR PAINTING

for the Highland Historic District

Applicability – These Painting 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 start of 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:

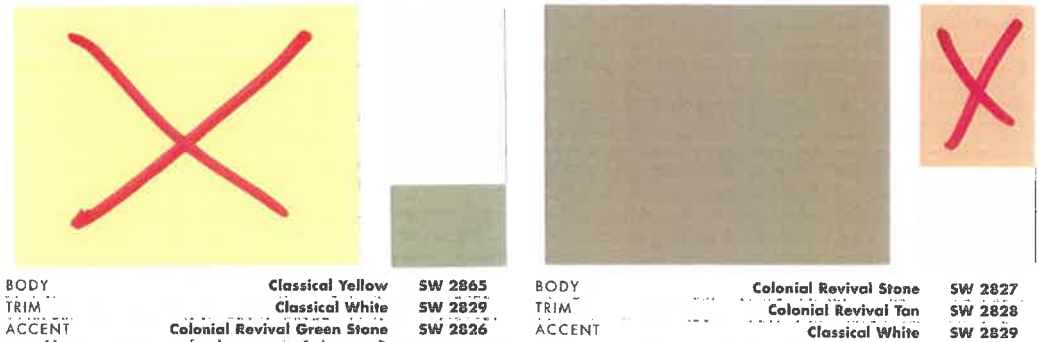
- Exterior paint colors shall be selected from the Sherwin Williams “America’s Heritage – Exterior Historic Colors” palettes.
- Community Development Staff shall review and may issue a Certificate of Appropriateness for the exterior painting of properties where the paint color is selected from the Sherwin Williams exterior color palette listed above, or where a color by another manufacturer is equal to that of the palette. If the proposed paint color is not consistent with the color palette listed above, the request shall be forwarded to the Historic and Cultural Preservation Board.
- Community Development Staff shall review and may issue a Certificate of Appropriateness for the exterior painting of properties where the paint color selected is equal to the original color or existing color of the structure. If the proposed paint color is not consistent with the color palette listed above, the request shall be forwarded to the Historic and Cultural Preservation Board.
- Existing, non-conforming colors may be duplicated; however, the inclusion of additional approved colors to the palette must be approved by the Historic and Cultural Preservation Board.
- The Historic and Cultural Preservation Board shall review all situations in which Staff cannot issue a permit.
- Community Development Staff or the Historic and Cultural Preservation Board may deny any color or combination based on the character of the adjacent properties.
- Painting a porch floor which was not historically painted is prohibited.

Updated by the Historic and Cultural Preservation Board 08/06/2015

IT IS THE TRUE AMERICAN STYLE. First created by Thomas Jefferson, this balanced blend of 18th century neoclassicism and 19th century romanticism emulated the spirit of a new nation with its leanings toward Ancient Greek and Roman style. Yellowish whites were used to simulate ancient marble. It's a style that continues in popularity today, and you'll find every authentic shade in our Preservation Palette®.



possible palettes



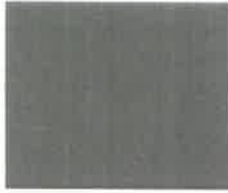
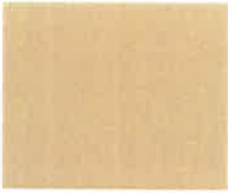
Samples approximate the actual paint color.
Some colors limited to select product lines.

www.sherwin-williams.com
1-800-4SHERWIN

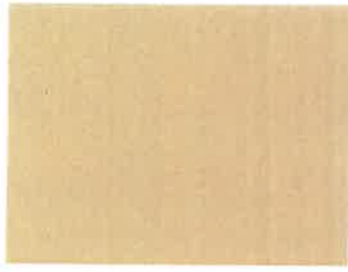
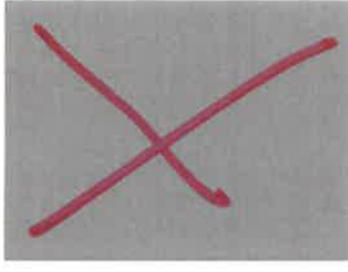
©2001 The Sherwin-Williams Company
657-2812
CS 5/08



IT WAS A PERIOD OF CONTRASTS. Natural shades of sand, stone, slate and earth, on homes designed in the style of a Gothic Revival. Accents were everything, with ornate windows, doors and cornices painted in vivid hues that featured every ornament. And whether you're faithfully restoring a home in perfect detail, or simply love the look, our Victorian Preservation Palette® has all the authentic colors you need.

 Rookwood Dark Red SW 2801	 Rookwood Red SW 2802	 Rookwood Terra Cotta SW 2803 <i>*ExteriorAccents® Vivid Yellow</i>	 Renwick Rose Beige SW 2804
 Rookwood Dark Brown SW 2808	 Rookwood Medium Brown SW 2807	 Rookwood Brown SW 2806	 Renwick Beige SW 2805
 Rookwood Shutter Green SW 2809	 Rookwood Sash Green SW 2810	 Rookwood Blue Green SW 2811	 Rookwood Jade SW 2812
 Rookwood Dark Green SW 2816	 Renwick Olive SW 2815	 Rookwood Antique Gold SW 2814	 Downing Straw SW 2813
 Renwick Golden Oak SW 2824	 Rookwood Clay SW 2823	 Downing Sand SW 2822	 Downing Stone SW 2821
 Rookwood Amber SW 2817 <i>*ExteriorAccents® Vivid Yellow</i>	 Renwick Heather SW 2818	 Downing Slate SW 2819	 Downing Earth SW 2820

possible palettes

 BODY TRIM ACCENT	 Renwick Olive SW 2815	 Rookwood Dark Brown SW 2808
 BODY TRIM ACCENT	 Downing Straw SW 2813	 Rookwood Dark Green SW 2816
 BODY TRIM ACCENT	 Rookwood Blue Green SW 2811	 Rookwood Terra Cotta SW 2803
 BODY TRIM ACCENT	 Renwick Heather SW 2818	 Downing Slate SW 2819

* Available only in Exterior Accents®

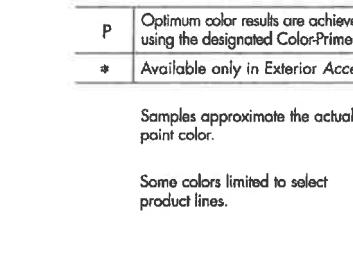
Samples approximate the actual paint color.

Some colors limited to select product lines

IT WAS PURELY USEFUL, AND SIMPLY BEAUTIFUL. But the Arts & Crafts Movement was more California bungalows and Prairie School villas. It was a blend of Victorian windows, Queen Ann Colonial columns, Gothic half-timbering, Mission dormers and bungalow brackets—all painted in the rich Roycroft colors. And whether you're a craftsman purist, or you just like the look, our Preservation 1 has all the colors you need for utilitarian beauty.

 Roycroft Vellum SW 2833	 Birdseye Maple SW 2834	 Craftsman Brown SW 2835 P1	 Quartersawn Oak SW 2836
 Hammered Silver SW 2840	 Roycroft Copper Red SW 2839	 Polished Mahogany SW 2838	 Aurora Brown SW 2837
 Roycroft Mist Gray SW 2844	 Roycroft Brass SW 2843	 Roycroft Suede SW 2842	 Weathered Shingle SW 2841
 Bungalow Gray SW 2845	 Roycroft Bronze Green SW 2846	 Roycroft Bottle Green SW 2847	 Roycroft Pewter SW 2848

possible palettes

 BODY TRIM ACCENT	 Roycroft Suede SW 2842	 Roycroft Brass SW 2843
 BODY TRIM ACCENT	 Polished Mahogany SW 2838	 Roycroft Vellum SW 2833
 BODY TRIM ACCENT	 Birdseye Maple SW 2834	 Weathered Shingle SW 2841
 BODY TRIM ACCENT	 Aurora Brown SW 2837	 Roycroft Suede SW 2842
 BODY TRIM ACCENT	 Craftsman Brown SW 2835	 Roycroft Vellum SW 2833
 BODY TRIM ACCENT	 Birdseye Maple SW 2834	 Hammered Silver SW 2840
 BODY TRIM ACCENT	 Bungalow Gray SW 2845	 Roycroft Bottle Green SW 2847
 BODY TRIM ACCENT	 Roycroft Copper Red SW 2839	 Roycroft Suede SW 2842

P Optimum color results are achieved using the designated ColorPrime®

* Available only in Exterior Accents®

Samples approximate the actual paint color.

Some colors limited to select product lines.

RESIDENTIAL FENCING GUIDELINES

for the Highland Historic District

Applicability – These Fencing Guidelines are applicable to all residential 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 including non-residential properties will be reviewed by the Historic & Cultural Preservation Board at a public meeting.

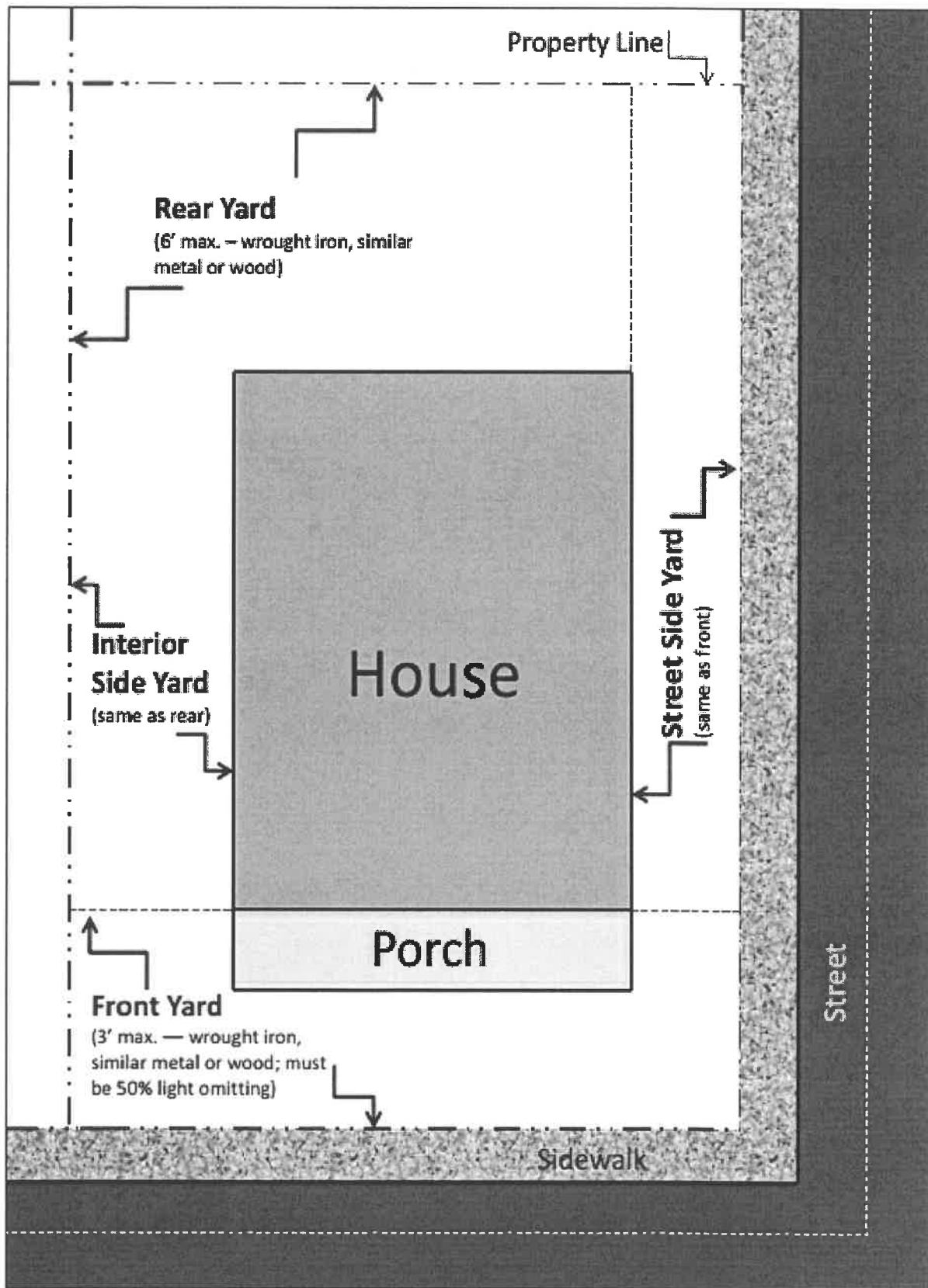
Standards:

- **Front Yard** – The front yard is considered that area from the front property line to the front of the residence, not including the porch. Fences or walls shall be a maximum of three (3) feet high and shall be constructed of wrought iron or similar metal, and shall be painted a dark color, and may have block, stucco, stone, or brick columns. Wood fences are also permitted and shall be painted a dark color or retain its natural color. All Fences and walls shall be 50% light omitting.
- **Street Side Yard** – The street side yard is considered the area between the street side property line and the side of the structure, and between the front yard fence line and rear property line. (*Same as Interior Side and Rear Yard*)
- **Interior Side Yard and Rear Yard** – The interior side yard and rear yard encompass all areas not included within the front yard and street side yard as described above. Fences or walls shall be a maximum of six (6) feet in height and shall be constructed of block, wrought iron or similar metal, and shall be painted a dark color, and may have block, stucco, stone, or brick columns. Wood fences are also permitted and shall be painted a dark color or retain its natural color.
- **Shared Driveways** – When two (2) adjacent residences share a common driveway and/or two (2) adjacent properties contain a shared area which is currently used or was historically used as a driveway, no fence, wall, landscaping or similar material shall be constructed within the shared driveway/area which would eliminate vehicular access to the rear of either property.

Materials:

- Stone, block and brick shall retain their natural color.
- Wrought iron shall be finished with a dark color such as black, brown, green or gray.
- Wood may be painted a dark color or shall retain its natural color.

Updated by the Historic and Cultural Preservation Board 1/5/2017



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

GUIDELINES AND POLICIES FOR EXTERIOR SIGNAGE

for the Highland Historic District

Applicability – These Signage 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 start of 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:

- Exterior signage font shall either be similar to the historic crate label fonts approved by the Board and/or the fonts depicted in photographs of the Historic District during the Period of Significance (1890-1938).
- Community Development Staff shall review and may issue a Certificate of Appropriateness for the exterior signage of properties where the font is similar to the historic crate label fonts and/or fonts depicted in historic photographs. If the proposed font is not consistent with the approved list of historic crate label fonts and/or historic photographs, the request shall be forwarded to the Historic and Cultural Preservation Board.
- The Historic and Cultural Preservation Board shall review all situations in which Staff cannot issue a permit.

Updated by the Historic and Cultural Preservation Board 10/01/2015



STAFF REPORT

TO THE HISTORIC AND CULTURAL PRESERVATION BOARD

DATE: October 1, 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 December 3, 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>5</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 Recording Secretary		 Community Development Director	