

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

## **SPECIAL MEETING**

April 1, 2021

5:00 p.m.

City Hall

Donahue Council Chambers

27215 Base Line

Highland, California

## **MEMBERS**

Pamela Bible, Chair

Colin Childs, Vice Chair

Tony Mauricio, Member

Patrick Sandford, Member

Vacant, Member

## **STAFF**

Lawrence A. Mainez, Community Development Director

Kim Stater, Assistant Community Development Director

Ashiq Syed, Associate Planner

Camille Goritz, Administrative Assistant III

## **MISSION STATEMENT**

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

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

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

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

This meeting is being held in person. Please be advised, facial coverings or masks must be worn in the Council Chambers. If you do not have a facial covering or mask, one will be provided to you. The number of persons permitted in the Council Chambers will be limited to the available seats in order to adhere to social distancing guidelines. Temperature checks will be taken prior to entering the Council Chambers.

If there are no available seats in the Council Chambers, accommodations will be made for members of the public to listen to the meeting outside the Council Chambers.

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Submission of Public Comments: To limit the number of persons in the Council Chambers, the public is encouraged to make public comments by email rather than in person. For those wishing to make public 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 April 1, 2021 to [publiccomment@cityofhighland.org](mailto:publiccomment@cityofhighland.org).

Members of the public will be permitted to make public comments in person.

**HISTORIC AND CULTURAL PRESERVATION BOARD  
SPECIAL MEETING AGENDA  
APRIL 1, 2021 - 5:00 P.M.**

**CALL TO ORDER**

Pledge of Allegiance

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

**CONSENT CALENDAR**

1. Minutes from February 4, 2021 Regular Meeting

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

## BUSINESS ITEMS

2. Certificate of Appropriateness (COA 21-001) for the reconstruction of an existing deck and staircase on the Stone House in East Highlands Ranch.

RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board:

1. Approve Certificate of Appropriateness (COA 21-001) for the reconstruction of an existing deck and staircase on the Stone House in East Highlands Ranch, subject to the Conditions of Approval and Findings of Fact.

3. Certificate of Appropriateness (COA 21-003) to permit the replacement of a roof on a contributing residence within the Highland Historic District.

RECOMMENDATION: Staff recommends that the Historic and Cultural Preservation Board consider Certificate of Appropriateness (COA 21-003) for the replacement of a roof on a contributing residence within the Highland Historic District.

4. Certificate of Appropriateness (COA No. 21-002) to install two white vinyl six (6) foot tall fences on a non-contributing residential property within the Highland Historic District.

RECOMMENDATION: Staff recommends that the Historic and Cultural Preservation Board consider the applicant's request, Certificate of Appropriateness (COA No. 21-002), for two white vinyl six (6) foot tall fences on a non-contributing residential property.

5. Certified Local Government Program 2019–2020 Annual Report.

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

6. 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.

## 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 March 25, 2021 by 4:30 p.m. on our website at [www.cityofhighland.org](http://www.cityofhighland.org) and in the following designated areas:

Highland Branch Library  
7863 Central Avenue

Fire Station No. 1  
26974 Base Line

City Hall  
27215 Base Line

Date: March 25, 2021

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



# STAFF REPORT

## TO THE HISTORIC & CULTURAL PRESERVATION BOARD

**DATE:** April 1, 2021

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

**REVIEWED BY:** Kim Stater, Assistant Community Development Director *[Signature]*

**PREPARED BY:** Camille Goritz, Administrative Assistant III *[Signature]*

**SUBJECT:** Minutes from the February 4, 2021 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 _____  |                                                      |                              |
| <i>[Signature]</i><br>Recording Secretary |               | <i>[Signature]</i><br>Community Development Director |                              |

**MINUTES**  
**HISTORIC AND CULTURAL PRESERVATION BOARD REGULAR MEETING**  
**February 4, 2021**

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 Vice Chair Patrick Sandford 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 Chair Mauricio.

**COMMUNITY INPUT**

None

1. Election of Chair and Vice Chair for 2020-2021

Assistant Community Development Director Stater opened the floor for nominations.

Member Childs nominated Member Cantrell for Chair.

Chair Mauricio nominated Member Bible for Chair. Seconded by Member Childs.

Member Bible was appointed as Chair, 5-0.

Chair Bible opened the floor for nominations.

Member Mauricio nominated Member Childs for Vice Chair. Seconded by Member Sandford.

Member Childs was appointed Vice Chair, 5-0.

**CONSENT CALENDAR**

2. Minutes from the October 1, 2020 Special Meeting.

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

## BUSINESS ITEMS

3. Discussion of the cancelled 2021 Citrus Harvest Festival, including discussion of Future Plans, Vendors, Car Show, Home Tour, Entertainment and Marketing.

Associate Planner Syed presented the staff report.

Vice Chair Childs stated a few years ago we created a story map which was a series of pictures and maps and I would like to recreate something like this. He suggested to put on the city's website.

4. A status of Certificate of Appropriateness Applications for properties within the City of Highland Historic Board.

Associate Planner Syed presented the staff report.

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

Associate Planner Syed presented the staff report.

Vice Chair Childs stated the paint colors are fantastic. There are so many newer generations of paints out there that are heat resistant and much better suited to the kind of climate changes that we have. We may want to consider possibility allowing additional kinds of paint type of materials or coverings that are more suited to extreme temperatures.

Associate Planner Syed replied I did modify the standards for the paint colors in the document to allow homeowners to pick any colors that are similar to the ones we selected.

Assistant Community Development Director Stater stated essentially that is what staff has always done. We have always required that color match of a paint we never told anybody they had to have a Sherman-Williams paint, but they did have to match the color whether it is from another company.

Chair Bible replied yes, I was just concerned because I thought I heard Associate Planner Syed say similar color and I want the exact color; however, I do not care what brand it is.

Assistant Community Development Director Stater replied you are correct; it must be a color match.

Chair Bible stated for exterior doors and windows I wanted to change the last part of the sentence. I want to change the rest of the sentence to say it must be the appropriate architectural style and scale for the structure. For the roofing guidelines, there was a distinction between pre 1930 and 1931 to present. I had talked to staff about going back

and checking that because I thought it was supposed to be everything before 1938 or 1939.

Assistant Community Development Director Stater stated we did review that, we could not find confirmation of that, but now is the perfect time to change it.

Chair Bible stated I do not know the correct year, everything before that would be the brown color or tone, and the non-contributing or anything after 1940 would be any color or tone other than brown.

Assistant Community Development Director Stater replied the period of significance for the district is 1890-1938, so 1938 would be a contributing year. Do you want to make any distinction between contributing and non-contributing?

Chair Bible stated I did think about that. I think it is easier to go with the year distinction. I went through the exterior paint color list and saw a few colors crossed out that was on the original Historic Preservation plan that should have not been crossed off.

**A MOTION** was made by Chair Bible, seconded by Member Mauricio, to approve all the corrections in the exterior paint color guidelines.

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

## **ANNOUNCEMENTS**

Associate Planner Syed announced in the past our final item on the agenda was items for discussion for the next meeting, going forward that will not be an item anymore.

Assistant Community Development Director Stater announced the Director who reviews and approvals all of the agendas is wanting format that matches all of the boards and commissions. He wanted to put it under announcements instead of having an actual formal staff report.

## **ADJOURN**

There being no further business, Chair Bible declared the meeting adjourned at 5:52 p.m.

Submitted by:

Approved by:

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Camille Goritz, Administrative Assistant III

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Pamela Bible, Chair



# STAFF REPORT

## THE HISTORIC AND CULTURAL PRESERVATION BOARD

**DATE:** April 1, 2021

**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 21-001) for the reconstruction of an existing deck and staircase on the Stone House in East Highlands Ranch.

**LOCATION:** 7136 Club View Drive  
Assessor's Parcel Number: 0288-251-20

**APPLICANT:** East Highlands Ranch Home Owners' Association

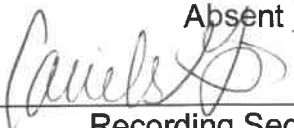
**RECOMMENDATION:** Staff recommends the Historic and Cultural Preservation Board:

1. Approve Certificate of Appropriateness (COA 21-001) for the reconstruction of an existing deck and staircase on the Stone House in East Highlands Ranch, subject to the Conditions of Approval and Findings of Fact.

**PUBLIC NOTICE:** As required by City Council Resolution, a notice of the public hearing was posted at the City's three (3) designated posting locations within the City and a legal notice was posted on the City's website.

**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/Rehabilitation, of the California Environmental Quality Act (CEQA) Guidelines, since the proposed project consists of reconstruction of a deck and staircase on an existing structure in a manner consistent with the rehabilitation standards.

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

**DESCRIPTION OF SITE:** The site is a 10 acre parcel that serves as the community activities area for East Highlands Ranch. The Stone House, which according records was constructed as early as 1920, is located toward the center of the parcel, just across Club View Drive from the tennis courts (Attachment 1 – Area Map). The structure is a two-story, gable-end house with a 15ft x 9ft deck area with a staircase leading down to the first floor from the northside. The front doors, on both the first and second floor, are located at the center of the building with two sets of double-hung windows on both sides. The house is sheathed in stone siding that is also found at the bases of the two posts supporting the deck on the second floor (Attachment 2 – Elevations).

**BACKGROUND:** According to City records, initial construction of the Stone House in East Highlands Ranch predates the 1920s. The building embodies the distinctive characteristics of a type, period, region, method of construction, and possesses high artistic values. Thus, the Historic and Cultural Preservation Board must consider it to be historically significant.

Prior to the City's incorporation, in the early 1980s the original deck and staircase to the second floor was demolished and rebuilt.

**ANALYSIS:** In December 2020, the applicant submitted an application to reconstruct the deck and staircase as the current one is detaching from the side of the building and also has compromised post footings. The new deck and staircase are proposed to be reconstructed with the same overall design as the original 1920s construction.

In order to avoid the creation of a false sense of history, the new design proposes the deck and staircase to be freestanding, in that there will be no physical attachment points to the Stone House. This design will also prevent unnecessary loads that could potentially further compromise the existing structure. The proposed deck will be a light brown/bronze finish with a taupe railing that closely matches the color scheme of the existing structure. Supporting the deck will be six (6) independent posts of the same earth tones with stone clad bases that match the 8-inch stone siding found on the existing building.

The proposed addition is subject to the Secretary's Standards for Rehabilitation which guides the City in the treatment of repairs, alterations and additions to historic structures (Attachment 3 – 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 deck and staircase had been rebuilt in the early 1980s to match the design from its original construction in from the 1920s. Likewise, the new deck and staircase proposed will emulate the design and characteristics from the original deck and staircase but will be a freestanding structure. Staff recommends approval of the proposed reconstruction, subject to the Conditions of Approval and Findings of Fact.

**Attachments:**

1. Area Map
2. Elevations
3. Secretary's Standards for Rehabilitation
4. Conditions of Approval
5. Findings of Fact

## **Attachment 1:**

### **Area Map**

Plotted: Thursday, November 12, 2020



EXISTING SITE PLAN

| DRAWN     |
|-----------|
| CHECKED   |
| DATE      |
| 11-6-20   |
| SCALE     |
| 1"=20'-0" |
| JOB NO.   |
| 2022.00   |
| SHEET NO. |
| ESP       |

**ehr**  
**stone house**

A Deck Redesign For:  
East Highland Ranch Stone House  
7150 Club View Dr  
Highland, California 92346  
Tract No. 12306 Lot 1 • APN 028-848-142

**ARCHITECTS**  
**ARCADE ADDEN**

Architecture - Planning - Interiors  
75-145 St. Charles Place, Suite 4  
Palm Desert, CA 92211  
P: 760-346-8014 F: 760-568-0863  
Web: chrismcdonarchitect.com

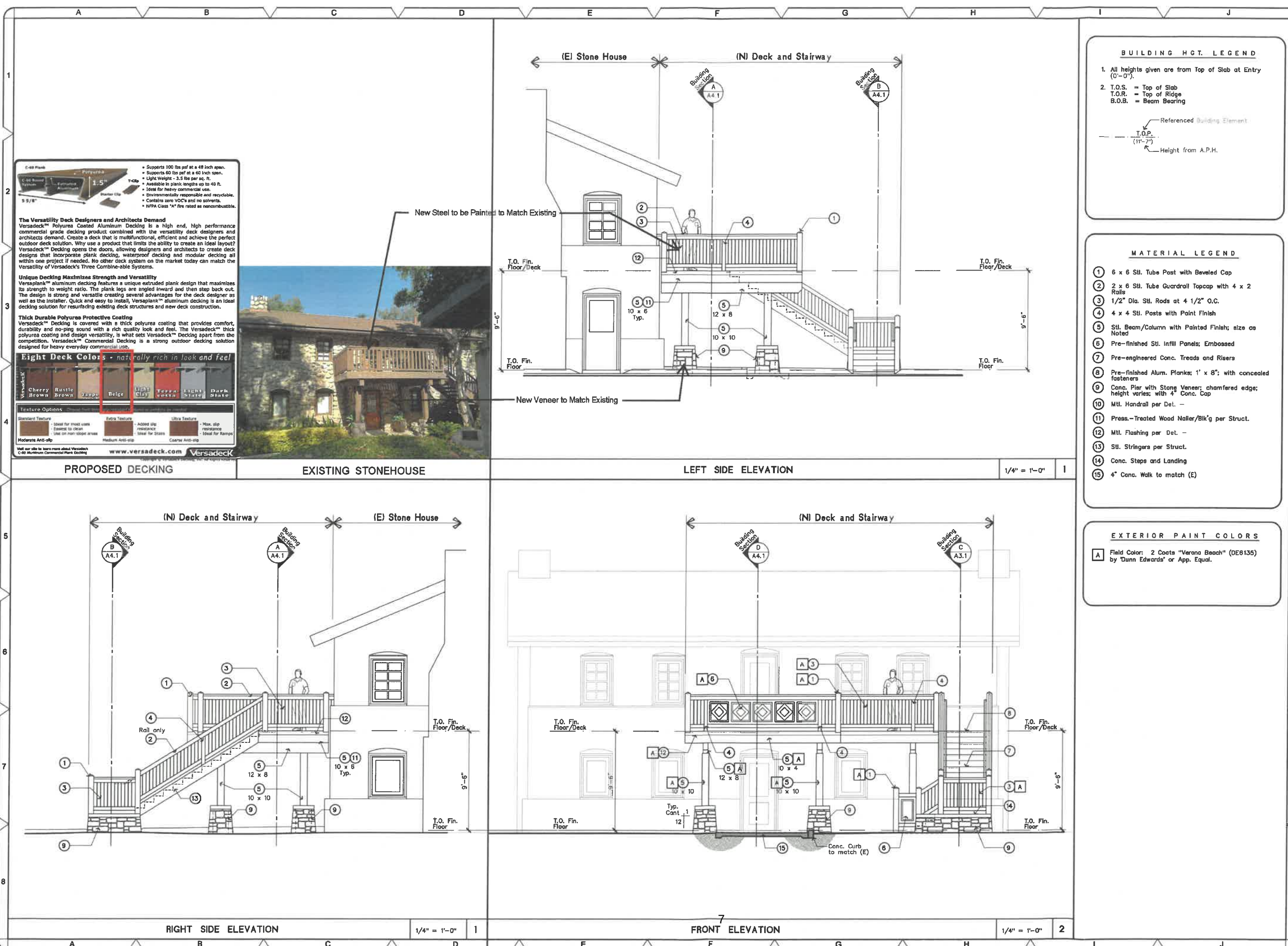
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| REVISIONS | BY |
|-----------|----|
|           |    |
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|           |    |
|           |    |

## **Attachment 2:**

### **Elevations**



**The Versadeck Decking System**

Supports 100 lbs. per sq. ft. at a 48 inch span.  
Supports 60 lbs. per sq. ft. at a 60 inch span.  
Light Weight - 3.5 lbs. per sq. ft.  
Available in plank lengths up to 40 ft.  
Ideal for heavy commercial use.  
Environmentally responsible and recyclable.  
Contains zero VOC's and no solvents.  
NFAA Class "A" fire rated as noncombustible.

**The Versadeck Decking System**

Versadeck™ Polyurea Coated Aluminum Decking is a high end, high performance commercial grade decking product combined with the versatility deck designers and architects demand. Create a deck that is multifunctional, efficient and achieve the perfect outdoor deck solution. Why use a product that limits the ability to create an ideal layout? Versadeck™ Decking opens the doors, allowing designers and architects to create deck designs that incorporate plank decking, waterproof decking and modular decking all within one project if needed. No other deck system on the market today can match the Versatility of Versadeck's Three Combine-able Systems.

**Unique Decking Maximizes Strength and Versatility**

Versadeck™ aluminum decking features a unique extruded plank design that maximizes its strength to weight ratio. The plank legs are angled inward and then step back out. The design is strong and versatile creating several advantages for the deck designer as well as the installer. Quick and easy to install, Versadeck™ aluminum decking is an ideal decking solution for resurfacing existing deck structures and new deck construction.

**Thick Durable Polyurea Protective Coating**

Versadeck™ Decking is covered with a thick polyurea coating that provides comfort, durability and no-ping sound with a rich quality look and feel. The Versadeck™ thick polyurea coating and design versatility, is what sets Versadeck™ Decking apart from the competition. Versadeck™ Commercial Decking is a strong outdoor decking solution designed for heavy everyday commercial use.

**Eight Deck Colors - naturally rich in look and feel**

Cherry Brown, Rustic Brown, Taupe, Beige, Light Clay, Terra Cotta, Light Slate, Dark Slate

**Texture Options**

Standard Texture: Ideal for most uses, Eased to clean, Used on non-sloped areas.  
Extra Texture: Added slip resistance, Ideal for stairs.  
Ultra Texture: Max. slip resistance, Ideal for Ramps.

Visit our site to learn more about Versadeck C-40 Aluminum Commercial Plank Decking. [www.versadeck.com](http://www.versadeck.com)

- BUILDING HGT. LEGEND**
- All heights given are from Top of Slab at Entry (0'-0").
  - T.O.S. = Top of Slab  
T.O.R. = Top of Ridge  
B.O.B. = Beam Bearing
- Referenced Building Element  
T.O.P. (11'-7")  
Height from A.P.H.
- MATERIAL LEGEND**
- 6 x 6 Stl. Tube Post with Beveled Cap
  - 2 x 6 Stl. Tube Guardrail Topcap with 4 x 2 Rails
  - 1/2" Dia. Stl. Rods at 4 1/2" O.C.
  - 4 x 4 Stl. Posts with Paint Finish
  - Stl. Beam/Column with Painted Finish; size as Noted
  - Pre-finished Stl. Infill Panels; Embossed
  - Pre-engineered Conc. Treads and Risers
  - Pre-finished Alum. Planks; 1' x 8"; with concealed fasteners
  - Conc. Pier with Stone Veneer; chamfered edge; height varies; with 4" Conc. Cap
  - MU. Handrail per Det. -
  - Press.-Treated Wood Nailer/Blk'g per Struct.
  - MU. Flashing per Det. -
  - Stl. Stringers per Struct.
  - Conc. Steps and Landing
  - 4" Conc. Walk to match (E)
- EXTERIOR PAINT COLORS**
- A Field Color: 2 Coats "Verona Beach" (DE6135) by "Dunn Edwards" or App. Equal.

REVISIONS BY

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Architecture Planning Interiors Engineering  
CHRISTOPHER McFADDEN ARCHITECT  
Tel: (760) 346-8014 Fax: (760) 568-0963  
75-145 St. Charles Place #4 • Palm Desert, Ca. 92211

A Deck Replacement For: Stone House  
East Highland Club View Dr.  
Highland, California 92346  
Tract No. 12306 Lot 1 • APN 028-848-142

**eh stone house**

DRAWN  
CHECKED  
DATE  
SCALE  
1/4" = 1'-0"  
JOB NO.  
2022.00  
SHEET NO.

**A3.1**

**Attachment 3:**  
**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 4:**  
**Conditions of Approval**

**CERTIFICATE OF APPROPRIATENESS  
CONDITIONS OF APPROVAL**

Date: April 1, 2021

Applicant: East Highlands Ranch Home Owners' Association

File/Index: COA 21-001

Proposal: Certificate of Appropriateness (COA 21-001) for the reconstruction of an existing deck and staircase on the Stone House in the East Highlands Ranch.

Location: 7136 Club View Drive  
Assessor's Parcel Number: 0288-251-20

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. 21-001 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. 21-001.

**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 April 1, 2021, on file with the City of Highland Planning Division, 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 Division written evidence of agreement with all conditions of this approval.
4. Certificate of Appropriateness (COA 21-001) for the reconstruction of an existing deck and staircase on the Stone House in the East Highland Ranch.
5. Color and material for the deck and staircase shall be consistent with the brown/bronze finish with a taupe colors used on the existing banister and deck while the bases on the posts feature the same stone cladding found on the existing building siding.
6. The Applicant/Owner shall obtain all required permits from the Planning Division 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.
8. 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.
9. 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 5:**

### **Findings of Fact**

## **CERTIFICATE OF APPROPRIATENESS FINDINGS OF FACT**

Date: April 1, 2021

Applicant: East Highlands Ranch Home Owners' Association

File/Index: COA 21-001

Proposal: Certificate of Appropriateness (COA 21-001) for the reconstruction of an existing deck and staircase on the Stone House in the East Highland Ranch.

Location: 7136 Club View Drive  
Assessor's Parcel Number: 0288-251-20

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 deck and staircase will be constructed in a way that it blends well with the original architecture without negatively affecting defining features. The proposed design emulates the look of the original deck and staircase constructed in the 1920s. However, to ensure the avoidance of any false sense of history, the proposed new deck and staircase is a free standing structure detached from the Stone House. To staff's knowledge, no historic or aesthetic interest will be 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'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 proposed reconstruction is for a deck and staircase that was rebuilt in the 1980s without the necessary permits or inspections. The proposed design emulates the look of the original deck and staircase constructed in the 1920s. 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 Stone House.

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 reconstruction is for a deck and staircase that was rebuilt in the 1980s. The proposed design emulates the look of the original deck and staircase constructed in the 1920s. The proposed colors and materials to be used will accurately emulate the look and design of the deck and staircase on the Stone House first built in the 1920s.



# STAFF REPORT

## THE HISTORIC AND CULTURAL PRESERVATION BOARD

**DATE:** April 1, 2021

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

**REVIEWED BY:** Kim Stater, Assistant Community Development Director *[Signature]*

**PREPARED BY:** Ash Syed, Associate Planner *[Signature]*

**SUBJECT:** Certificate of Appropriateness (COA 21-003) to permit the replacement of a roof on a contributing residence within the Highland Historic District

**LOCATION:** 27433 Main Street, Highland, CA 92346  
Assessor's Parcel No. 1200-351-44

**APPLICANT:** Erika Valenzuela

**RECOMMENDATION:** Staff recommends that the Historic and Cultural Preservation Board consider Certificate of Appropriateness (COA 21-003) for the replacement of a roof on a contributing residence within the Highland Historic District.

**ENVIRONMENTAL REVIEW:** This project is Categorically Exempt from environmental proceedings, pursuant to Section 15331, Class 31, Historical Resource Restoration/Rehabilitation, of the California Environmental Quality Act (CEQA) Guidelines. The project consists of re-roofing an existing residence and involves no expansion of the existing residential use.

**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 and mailed to the surrounding property owners. No further notice is required.

**PUBLIC COMMENT:** Staff has not received any public comments in response to the project notice at the time of preparing this staff report.

|                                           |               |                                                        |                          |
|-------------------------------------------|---------------|--------------------------------------------------------|--------------------------|
| Approved _____                            | Motion _____  | Second _____                                           | Agenda Item No. <u>3</u> |
| Denied _____                              | Ayes _____    |                                                        | File No. _____           |
|                                           | Noes _____    |                                                        |                          |
| Continue _____                            | Abstain _____ |                                                        |                          |
|                                           | Absent _____  |                                                        |                          |
| <i>[Signature]</i><br>Recording Secretary |               | <i>[Signature]</i><br>1 Community Development Director |                          |

**DESCRIPTION OF SITE:** The site is located on the south side of Main Street, mid-block between Palm Avenue and Church Avenue (Attachment 1 – Area map). Per the 2001 Historic Architectural Survey, the property is listed as a contributing residence as it was constructed in 1930, during the 1890-1938 Period of Significance. The one-story residence is a bluish-gray wood clapboard siding with white accent window trims and columns, a white door, and a wrap-around wood porch along the front and west side. The existing roof and porch overhang comprise of brown composition shingle. (Attachment 2 – Photos).

**BACKGROUND:** In August of 2004, the Historic and Cultural Preservation Board adopted roofing guidelines to streamline the permitting process. These guidelines prohibit removal and installation of new roofing on a historic residence without evidence that indicates the new roof is an acceptable replacement material and/or evidence that the existing roof material was presence of a similar roof during the District's Period of Significance.

In February of 2021, the Historic and Cultural Preservation Board revised the roofing guidelines for replacement roofs to differentiate homes that were constructed during the Period of Significance from homes that were not. Per the new guideline, if a home was constructed between 1890 and 1938, it shall have a composition shingle roof that is brown or similar in color. In contrast, if a home was constructed prior to 1890 or after 1930, it shall be any color other than brown. Homes that are not in conformance with this roofing guideline revision are exempt from this requirement. However, if a homeowner with a non-conforming color roof wishes to replace an existing roof, the new color shingle shall be in conformance with the new roofing guideline (Attachment 3 – Roofing Guidelines).

**PROJECT REVIEW/ANALYSIS:** As mentioned above, the residence, constructed in 1930, is a contributing property within the Highland Historic District.

The property owner is requesting to replace the current brown composition shingle roof with a new gray composition shingle. While the existing brown roof is in conformance with the Historic District's roof guidelines, the proposed gray roof color does not meet the standard.

The property owner has indicated that the proposed gray roof color better compliments the existing siding of the home and several other homes on the block feature the same blue/gray color scheme.

The Secretary's Standards provide direction for the City to assess repairs, alterations and additions to historic structures (Attachment 4 – 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. While the proposed roof does meet the roofing guidelines as approved by the Board, it also does

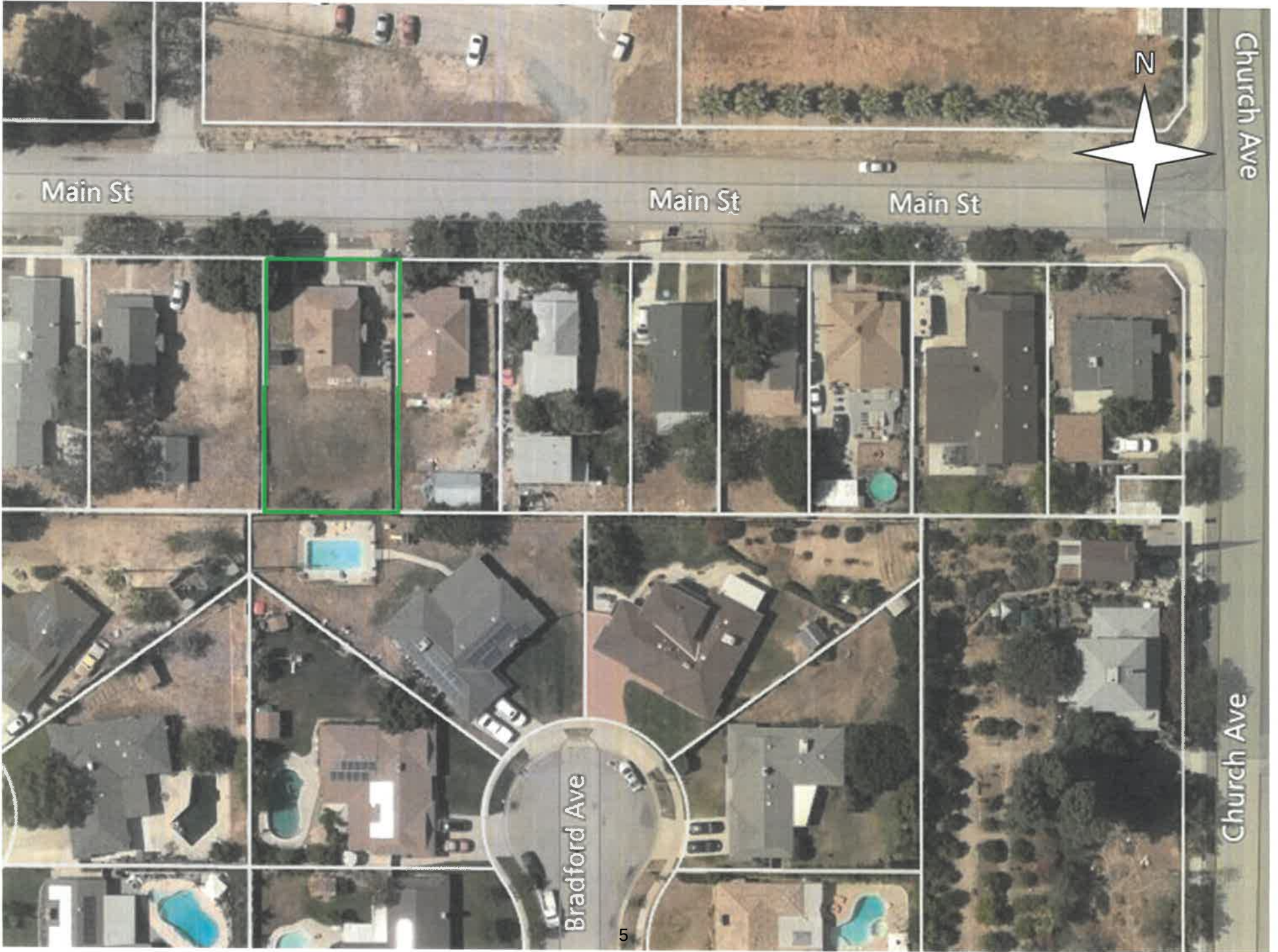
not alter the architectural value of the historic residence itself or structurally compromise the home or cause permanent alteration.

According to the Period of Significance, many of the roofs constructed on residences from this era were of wood shake shingle. Without photographic evidence that the current brown composition roof was installed during the Period of Significance, Staff cannot make the determination that brown was the original color of the roof on this property. The Applicant would prefer to install the gray composition shingles as proposed. Staff recommends the Historic and Cultural Preservation Board consider the Applicant's request.

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

## **Attachment1:**

### **Area Map**



## **Attachment 2:**

### **Photos**



# **Attachment 3:**

## **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                                                                                                                                                                             |
|---------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Three-tab or Dimensional Composition Shingle (1890-1938 construction)</b>    | Dimensional composition shingle, brown color or tone only                                                                                                                                                   |
| <b>Three-tab or Dimensional Composition Shingle (1939-present construction)</b> | Three tab or dimensional composition shingle, any color or tone other than brown                                                                                                                            |
| <b>Wood Shake and Shingles</b>                                                  | 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 |
| <b>Slate</b>                                                                    | 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                                        |
| <b>Clay Tiles</b>                                                               | Clay tiles of similar shape and color or concrete tile of similar size and color                                                                                                                            |
| <b>Roll Composition (hot mop or torch down)</b>                                 | 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.

## **Attachment 4:**

### **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 5:**  
**Conditions of Approval**

**CERTIFICATE OF APPROPRIATENESS  
CONDITIONS OF APPROVAL**

Date: April 1, 2021

Applicant: Erika Valenzuela

File/Index: COA 21-003

Proposal: Certificate of Appropriateness (COA 21-003) to permit the replacement of a roof on a contributing residence within the Highland Historic District

Location: 27433 Main Street, Highland, CA 92346  
Assessor's Parcel No. 1200-351-44

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 (COA 21-003) 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 (COA 21-003).

**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 March 22, 2021 and approved by the Historic and Cultural Preservation Board on April 1, 2021, on file with the City of Highland Planning Division, 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 Division written evidence of agreement with all conditions of this approval.
4. Certificate of Appropriateness (COA 21-003) shall replace 892 square feet of brown-tone asphalt shingle roofing on a historic residence.
5. Color and material for the 892 square foot roof replacement shall be gray composition shingle.
6. The Applicant/Owner shall obtain all required permits from the Planning Division 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: April 1, 2021

Applicant: Erika Valenzuela

File/Index: COA 21-003

Proposal: Certificate of Appropriateness (COA 21-003) to permit the replacement of a roof on a contributing residence within the Highland Historic District

Location: 27433 Main Street, Highland, CA 92346  
Assessor's Parcel No. 1200-351-44

### **Certificate of Appropriateness (COA 21-003) Findings of Fact:**

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 proposed project consists of the removal of the existing roof and replacement with a new roof that is not on the Board's determined list of approved colors. Given that the proposed roof is not in conformance with the colors for homes constructed during the Period of Significance, as established by the Historic and Cultural Preservation Board, the historic resource will be negatively affected.

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 Historic District Standards state that alterations may occur as long as features of the historic property that convey its architectural values be preserved with minimal change to distinctive materials, features and spatial relationships. While the proposed roof does meet the roofing guidelines as approved by the Board, it also does not alter the architectural value of the historic residence itself or structurally compromise the home or cause permanent alteration. Additionally, without photographic evidence that the current brown composition roof was installed during the Period of Significance, Staff cannot make the determination that brown was the original color of the roof on this property.

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.

While the proposed roofing material is compatible with the residential use of the property, it is not consistent with colors approved by the Board. The proposed roof is gray, which is not in conformance with the colors designated for homes constructed during the 1890-1938 Period of Significance.



# STAFF REPORT

## THE HISTORIC AND CULTURAL PRESERVATION BOARD

**DATE:** April 1, 2021

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

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

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

**SUBJECT:** Certificate of Appropriateness (COA No. 21-002) to install two white vinyl six (6) foot tall fences on a non-contributing residential property within the Highland Historic District.

**LOCATION:** 27259 Nona Avenue, Highland, CA 92346  
Assessor's Parcel No. 1191-341-46

**OWNER:** Wadsworth Murad

**RECOMMENDATION:** Staff recommends that the Historic and Cultural Preservation Board consider the applicant's request, Certificate of Appropriateness (COA No. 21-002), for two white vinyl six (6) foot tall fences on a non-contributing residential property.

**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 and mailed to the surrounding property owners. 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/ Rehabilitation, of the California Environmental Quality Act (CEQA) Guidelines.

|                                        |               |                                                            |                          |
|----------------------------------------|---------------|------------------------------------------------------------|--------------------------|
| Approved _____                         | Motion _____  | Second _____                                               | Agenda Item No. <u>4</u> |
| Denied _____                           | Ayes _____    |                                                            | File No. _____           |
|                                        | Noes _____    |                                                            |                          |
| Continue _____                         | Abstain _____ |                                                            |                          |
|                                        | Absent _____  |                                                            |                          |
| <i>Carey D.</i><br>Recording Secretary |               | <i>Lawrence Mainez</i><br>1 Community Development Director |                          |

**DESCRIPTION OF SITE:** The site is a non-contributing residential property located on the south side of Nona Avenue, approximately 200 feet west of Palm Avenue, within the Highland Historic District (Attachment 1 – Area Map). In 1927, a small bungalow of approximately 1,310 square feet was constructed on the site with three (3) bedrooms, a fireplace, a small porch, a basement, and a single car garage. This structure was considered a contributing property until 1990 when it was destroyed by a fire. All that remained from the blaze was the single car garage.

While rebuilding the house soon afterward on its original foundation, the property owners added a second story toward the rear side. The house retained the same footprint and façade, with the exception of the roof height, and much of the home's original appearance was preserved. The second story addition is visible in the increased height of the roof from the side view but blends well with the penitence of landscaping around the perimeter of the property.

The exterior of the home is single rounded drop siding and the windows are dual pane with aluminium frames. A variety of windows were used around the house, including single hung and double hung with mullions. Prior to the 1990 fire, the front door was a modern design. During the reconstruction, the front door was replaced with a vintage style wood door with windowed panels on each side. The house is currently painted a light grey with blue trim (Attachment 2 – Photos).

**ANALYSIS:** The Applicant is requesting the Historic and Cultural Preservation Board's consideration of two white vinyl six (6) foot tall fences installed on the non-contributing residential property. The first section, on the western side of the home, adjacent to the chimney, sits beyond the designated 25 ft setback area and is six (6) feet in height.

The second section of the vinyl fencing, on the eastern side of the property, along the driveway, appears to be approximately six (6) feet in height and is constructed in the front setback area. While a fence taller than four (4) ft in height is not permitted in the front setback area of any residential property in the City of Highland, the Historic District further restricts the height limit for fencing in the front setback area to three (3) feet. Nonetheless, the eastern "side" fencing in the front setback area of the home is shared with what is considered the "rear" fencing on the property to the east. According to the city standards, fencing along a rear property line is permitted up to six (6) feet in height.

The Owner constructed these two fences earlier this year for privacy reasons, as the backyard of the home was otherwise easily in view from the street as well as from the backyard of the home to the east. Additionally, the house has a swimming pool in the backyard and the City's Building Code requires a six (6) foot tall safety fence either around the perimeter of the pool or along the side and rear property lines. With regard to the material, the Owner opted for vinyl instead of traditional wood over concerns about the durability and longevity of wood to withstand the strong Santa Ana winds.

To clarify, only wrought iron and dark wood fencing are permitted in the Highland Historic District, regardless of whether the parcel is a contributing property. The Owner

informed Staff that he was previously unaware that the Historic District's Guidelines for Residential Fencing were applicable to his property, even though his is non-contributing, and a Certificate of Appropriateness application is required.

Staff recommends the Historic and Cultural Preservation Board consider and provide direction on this fencing, subject to the Conditions of Approval and Findings of Fact.

Attachments:

1. Area Map
2. Photos
3. Residential Fencing Guidelines
4. Conditions of Approval
5. Findings of Fact

## **Attachment 1:**

### **Area Map**



Nona Ave

Nona Ave

Palm Ave

Palm Ave

Palm Ave

27259 NONA AVE



## **Attachment 2:**

### **Photos**





**Attachment 3:**

**Residential Fencing Guidelines**

# 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.

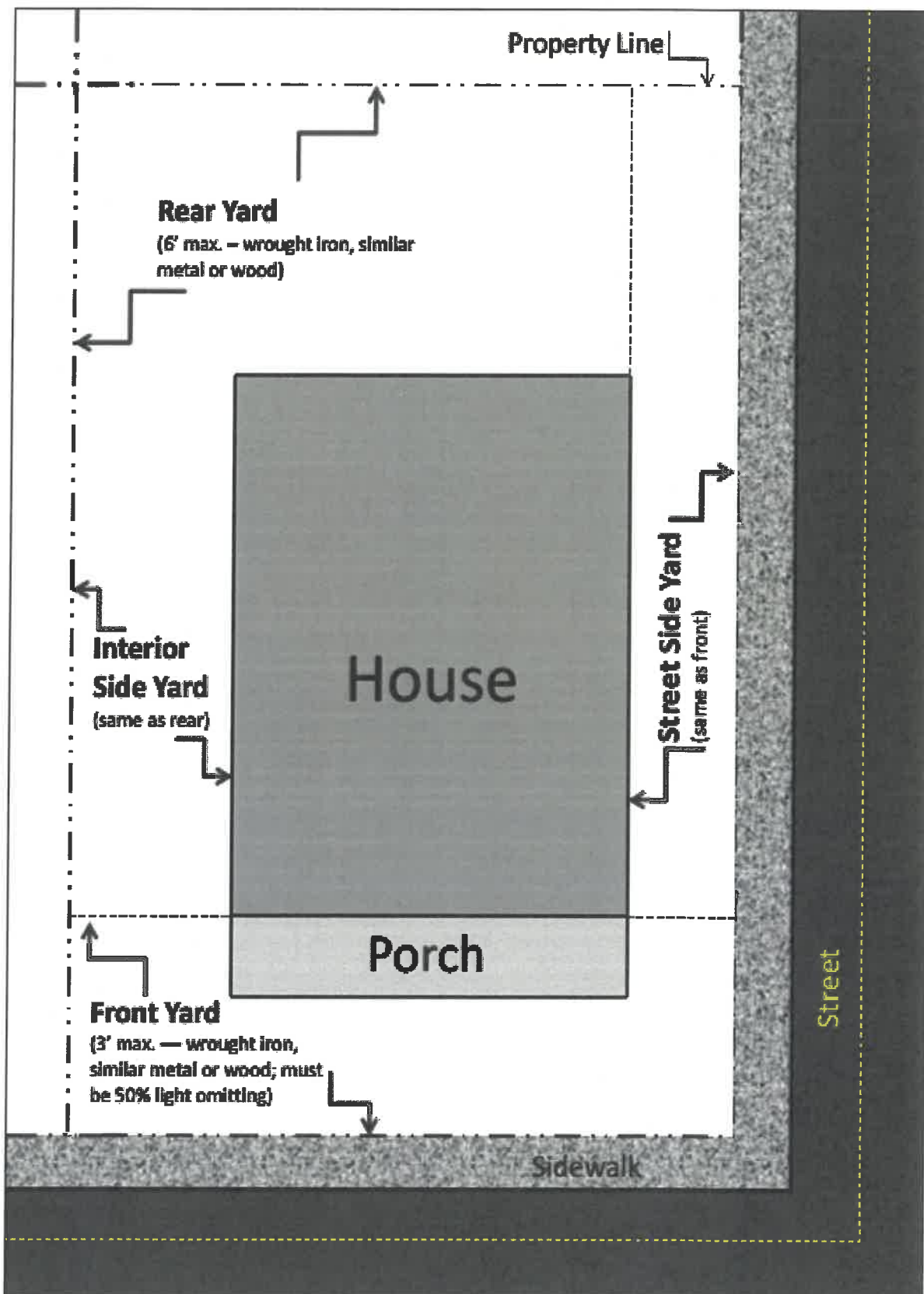
### **Standards:**

- ***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 admitting.**
- ***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*



**Attachment 4:**  
**Conditions of Approval**

**CERTIFICATE OF APPROPRIATENESS  
CONDITIONS OF APPROVAL**

Date: April 1, 2021

Applicant: Wadsworth Murad

File/Index: COA 21-002

Proposal: Certificate of Appropriateness (COA No. 21-002) to install two white vinyl six (6) foot tall fences on a non-contributing residential property within the Highland Historic District.

Location: 27259 Nona Avenue, Highland, CA 92346  
Assessor's Parcel No. 1191-341-46

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. 21-002 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. 21-002.

**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 materials approved by the Historic and Cultural Preservation Board on April 1, 2021 and shall be in compliance with all conditions of approval contained herein.
3. Certificate of Appropriateness (COA No. 21-002) to install two white vinyl six (6) foot tall fences on a non-contributing residential property.
4. Prior to the issuance of any applicable permits, the Applicant/Owner of the property shall submit to the Planning Division written evidence of agreement with all conditions of this approval.
6. The proposed fence must be consistent with the character of the building, and surrounding area. The fence shall be installed to match the surrounding neighborhood and to the satisfaction of the Planning Division.
7. The owner/applicant shall obtain all required permits from the Planning Division, Engineering Division, and Building and Safety Divisions.
8. Revisions, and/or modifications to the approved materials shall 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, as determined by the Community Development Director.
9. In compliance with the Highland Municipal Code, the owner/applicant 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.
10. The owner/applicant 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. No expansion beyond the scope and nature described in this application shall be permitted except upon application for, and approval of, modification of this permit in compliance with all procedures and requirements therefore.

## **Attachment 5:**

### **Findings of Fact**

## **CERTIFICATE OF APPROPRIATENESS FINDINGS OF FACT**

Date: April 1, 2021

Applicant: Wadsworth Murad

File/Index: COA 21-002

Proposal: Certificate of Appropriateness (COA No. 21-002) to install two white vinyl six (6) foot tall fences on a non-contributing residential property within the Highland Historic District.

Location: 27259 Nona Avenue, Highland, CA 92346  
Assessor's Parcel No. 1191-341-46

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 existing home was built in 1990 as a reconstruction after a fire took down the originally home that was built in 1927. Considering this, the home is not a contributing residence to the Highland Historic District. Nonetheless, the residential fencing standard for the district applies to every residence, whether it is a contributing property or not. While the 6 foot tall vinyl fencing on both the west and east side of the property does not meet the fencing standard for the Highland Historic District, the fences do not adversely impact the character or aesthetic value of the home in any way either.

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.

Per the Highland Historic District Residential Fencing Guidelines, any residence within the district, regardless of its status as a contributing or non-contributing parcel, is subject to the fencing standards. While the 6 foot tall vinyl fencing on both the west and east side of the property does not meet the fencing standard for the district, the fences do not adversely impact the character or aesthetic value of the home or neighboring properties in any way.

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 existing non-contributing residence is a reconstruction that was completed in 1990. The house does not feature a historic design nor does it promote a false sense of history. Considering the age and exterior aesthetics of the house, though the 6 foot tall vinyl fencing on both the west and east side of the property does not meet the fencing standard for the district, the fences do not adversely impact the character or aesthetic value of the house or neighboring properties in any major way.



# STAFF REPORT

## TO THE HISTORIC AND CULTURAL PRESERVATION BOARD

**DATE:** April 1, 2021

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

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

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

**SUBJECT:** Certified Local Government Program 2019–2020  
Annual Report

**LOCATION:** Citywide

**RECOMMENDATION:** Staff recommends the Historic and Cultural Preservation Board receive 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.

**PROJECT REVIEW/ANALYSIS:** The Certified Local Government (CLG) Program is offered by the National Park Service (NPS) and the State Historic Preservation Offices (SHPOs) and allows local governments to work together to preserve the historic character of their communities. Through the certification process, local governments make a commitment to preserve, protect, and increase awareness of historic resources. Once certified, CLGs gain access to benefits of the program and agree to follow required Federal and State requirements.

The City of Highland became a Certified Local Government on April 17, 1995. In order to maintain this certification, Staff must prepare an annual report outlining preservation efforts through implementation of the City's Historic Preservation Plan and adherence to State and Local legislation. Attachment 1, which contains the 2019–2020 Annual Report, has been attached for your review.

**Attachments:** 1. CLG Program 2018-2019 Annual Report

|                                           |               |                                                        |                          |
|-------------------------------------------|---------------|--------------------------------------------------------|--------------------------|
| Approved _____                            | Motion _____  | Second _____                                           | Agenda Item No. <u>5</u> |
| Denied _____                              | Ayes _____    |                                                        | File No. _____           |
|                                           | Noes _____    |                                                        |                          |
| Continue _____                            | Abstain _____ |                                                        |                          |
|                                           | Absent _____  |                                                        |                          |
| <i>[Signature]</i><br>Recording Secretary |               | <i>[Signature]</i><br>1 Community Development Director |                          |

## Certified Local Government Program -- 2019-2020 Annual Report

(Reporting period is from October 1, 2019 through September 30, 2020)

**INSTRUCTIONS:** This is a Word form with expanding text fields and check boxes. It will probably open as Read-Only. Save it to your computer before you begin entering data. This form can be saved and reopened. Because this is a WORD form, it will behave generally like a regular Word document except that the font, size, and color are set by the text field.

- Start typing where indicated to provide the requested information.
- Click on the check box to mark either yes or no.
- To enter more than one item in a particular text box, just insert an extra line (Enter) between the items.

Save completed form and email as an attachment to [Lucinda.Woodward@parks.ca.gov](mailto:Lucinda.Woodward@parks.ca.gov). You can also convert it to a PDF and send as an email attachment. Use the Acrobat tab in WORD and select Create and Attach to Email. You can then attach the required documents to that email. If the attachments are too large (greater than 10mb total), you will need to send them in a second or third email.

Name of CLG

*City of Highland*

Report Prepared by: *Ash Syed*

Date of commission/board review: *April 1, 2021.*

### MINIMUM REQUIREMENTS FOR CERTIFICATION

#### I. Enforce Appropriate State or Local Legislation for the Designation and Protection of Historic

##### Properties. A. Preservation Laws

1. What amendments or revisions, if any, are you considering to the certified ordinance? Please forward drafts or proposals. **REMINDER:** Pursuant to the CLG Agreement, OHP must have the opportunity to review and comment on ordinance changes prior to adoption. Changes that do not meet the CLG requirements could affect certification status.

*None*

2. Provide an electronic link to your ordinance or appropriate section(s) of the municipal/zoning code. <http://www.codepublishing.com/ca/highland/>

## Certified Local Government Program -- 2019-2020 Annual Report

(Reporting period is from October 1, 2019 through September 30, 2020)

### B. New Local Landmark Designations (Comprehensive list of properties/districts designated under local ordinance, HPOZ, etc.)

1. During the reporting period, October 1, 2019 – September 30, 2020, what properties/districts have been locally designated?

| Property Name/Address | Date Designated | If a district, number of contributors | Date Recorded by County Recorder |
|-----------------------|-----------------|---------------------------------------|----------------------------------|
| NONE                  | N/A             | N/A                                   | N/A                              |

**REMINDER:** Pursuant to California Government Code § 27288.2, “the county recorder shall record a certified resolution establishing an historical resources designation issued by the State Historical Resources Commission or a local agency, or unit thereof.”

2. What properties/districts have been de-designated this past year? For districts, include the total number of resource contributors?

| Property Name/Address | Date Removed | Reason |
|-----------------------|--------------|--------|
| NONE                  | N/A          | N/A    |

### C. Historic Preservation Element/Plan

1. Do you address historic preservation in your general plan? ☐ No
- ☐ Yes, in a separate historic preservation element. ☒ Yes, it is included in another element.

Provide an electronic link to the historic preservation section(s) of the General Plan.

[http://cityofhighland.org/GeneralPlan/PDFs/10-Community\\_Design\\_Element.pdf](http://cityofhighland.org/GeneralPlan/PDFs/10-Community_Design_Element.pdf)

### D. Review Responsibilities

1. Who takes responsibility for design review or Certificates of Appropriateness?

- ☐ All projects subject to design review go the commission.

## Certified Local Government Program -- 2019-2020 Annual Report

(Reporting period is from October 1, 2019 through September 30, 2020)

☑ Some projects are reviewed at the staff level without commission review. What is the threshold between staff-only review and full-commission review? *Staff reviews applications for fencing, roofing, and exterior paint colors (including doors) for which there are written guidelines adopted by the Historic and Cultural Preservation Board (HCPB). If the project does not meet the guidelines, or is more extensive than fencing, roofing, or exterior paint, the HCPB is the reviewing authority. If a project is reviewed by Staff and an applicant appeals the review, the project is forwarded to the HCPB for a determination.*

### 2. California Environmental Quality Act

- What is the role of the staff and commission in *providing input* to CEQA documents prepared for or by the local government? *Staff is responsible for the composition, review, and filing of CEQA documents. If a project exceeds the expertise of Staff, it is outsourced to an environmental consultant.*

What is the role of the staff and commission in *reviewing* CEQA documents for projects that are proposed within the jurisdiction of the local government? *When a CEQA document is prepared by an applicant, Staff and the Historic and Cultural Preservation Board will review the document at a public meeting and have an opportunity to comment as provided by CEQA Guidelines.*

### 3. Section 106 of the National Historic Preservation Act

- What is the role of the staff and commission in *providing input* to Section 106 documents prepared for or by the local government? *Staff is responsible for preparing and/or providing input for Section 106 documents. If the project exceeds the expertise of Staff, it is outsourced to a qualified consultant.*
- What is the role of the staff and commission in *reviewing* Section 106 documents for projects that are proposed within the jurisdiction of the local government? *Staff and the Historic and Cultural Preservation Board will review the document at a public meeting and have an opportunity to comment as provided by law.*

## II. Establish an Adequate and Qualified Historic Preservation Review Commission by State or Local

### Legislation. A. Commission Membership

## Certified Local Government Program -- 2019-2020 Annual Report

(Reporting period is from October 1, 2019 through September 30, 2020)

| Name             | Professional Discipline | Date Appointed | Date Term Ends |
|------------------|-------------------------|----------------|----------------|
| Tony Mauricio    | General Interest        | 2/2021         | 2/2025         |
| Patrick Sandford | General Interest        | 2/2021         | 2/2025         |
| Pamela Bible     | General Interest        | 12/2018        | 12/2022        |
| Colin Childs     | General Interest        | 2/2021         | 1/2025         |
| Lewis Cantrell   | General Interest        | 11/2019        | 11/2023        |

Attach resumes and Statement of Qualifications forms for all members.

1. If you do not have two qualified professionals on your commission, explain why the professional qualifications not been met and how professional expertise is otherwise being provided. *There are not two historic professionals on the Historic and Cultural Preservation Board because the City has not received an application by such a professional. Professional expertise is provided by consultants and staff.*
2. If all positions are not currently filled, why is there a vacancy, and when will the position be filled? *N/A.*

### B. Staff to the Commission/CLG staff

1. Is the staff to your commission the same as your CLG coordinator? ☒ Yes ☐ No
2. If the position(s) is not currently filled, why is there a vacancy? *N/A*

Attach resumes and Statement of Qualifications forms for staff.

| Name/Title                                                | Discipline                                                                | Dept. Affiliation     | Email Address                                                              |
|-----------------------------------------------------------|---------------------------------------------------------------------------|-----------------------|----------------------------------------------------------------------------|
| Lawrence A. Mainez<br>Community Development<br>Director   | Economic Development,<br>Planning, Code Enforcement,<br>Building & Safety | Community Development | <a href="mailto:lmainez@cityofhighland.org">lmainez@cityofhighland.org</a> |
| Kim Stater<br>Assistant Community<br>Development Director | Planning & Economic<br>Development                                        | Community Development | <a href="mailto:kstater@cityofhighland.org">kstater@cityofhighland.org</a> |
| Ash Syed<br>Associate Planner                             | Planning                                                                  | Community Development | <a href="mailto:asyed@cityofhighland.org">asyed@cityofhighland.org</a>     |

## Certified Local Government Program -- 2019-2020 Annual Report

(Reporting period is from October 1, 2019 through September 30, 2020)

### C. Attendance Record

Please complete attendance chart for each commissioner and staff member. Commissions are required to meet four times a year, at a minimum. If you have not met at least four times, explain why not.

| Commissioner/Staff                              | Oct                                 | Nov                      | Dec                                 | Jan                                 | Feb                                 | Mar                                 | Apr                      | May                      | Jun                                 | Jul                      | Aug                                 | Sep                                 |
|-------------------------------------------------|-------------------------------------|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|-------------------------------------|-------------------------------------|
| Member Mauricio                                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Member Sandford                                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Member Bible                                    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Member Childs                                   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Member Cantrell                                 | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Assistant Community Development Director Stater | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Associate Planner Syed                          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

### D. Training Received

Indicate what training each commissioner and staff member has received. Remember it is a CLG requirement is that all commissioners and staff to the commission attend at least one training program relevant to your commission each year. It is up to the CLG to determine the relevancy of the training.

## Certified Local Government Program -- 2019-2020 Annual Report

(Reporting period is from October 1, 2019 through September 30, 2020)

| Commissioner/Staff Name                         | Training Title & Description<br>(including method presentation, e.g., webinar, workshop) | Duration of Training | Training Provider                  | Date      |
|-------------------------------------------------|------------------------------------------------------------------------------------------|----------------------|------------------------------------|-----------|
| Member Mauricio                                 | The California Historical Building Code<br>Incentivizing Reuse of Historic Buildings     |                      |                                    |           |
| Member Sandford                                 | The California Historical Building Code<br>Incentivizing Reuse of Historic Buildings     | 10am – 3pm           | California Preservation Foundation | 3/20/2020 |
| Member Bible                                    | The California Historical Building Code<br>Incentivizing Reuse of Historic Buildings     | 10am – 3pm           | California Preservation Foundation | 3/20/2020 |
| Member Childs                                   | The California Historical Building Code<br>Incentivizing Reuse of Historic Buildings     |                      | California Preservation Foundation | 3/20/2020 |
| Member Cantrell                                 | The California Historical Building Code<br>Incentivizing Reuse of Historic Buildings     | 10am – 3pm           |                                    |           |
| Assistant Community Development Director Stater | The California Historical Building Code<br>Incentivizing Reuse of Historic Buildings     |                      | California Preservation Foundation | 3/20/2020 |
| Associate Planner Syed                          | The California Historical Building Code<br>Incentivizing Reuse of Historic Buildings     | 9am – 4pm            | California Preservation Foundation | 3/20/2020 |

## Certified Local Government Program -- 2019-2020 Annual Report

(Reporting period is from October 1, 2019 through September 30, 2020)

### III. Maintain a System for the Survey and Inventory of Properties that Furthers the Purposes of the National Historic Preservation Act

- A. Historical Contexts: initiated, researched, or developed in the reporting year (excluding those funded by OHP) NOTE:** California CLG procedures require CLGs to submit survey results, including historic contexts, to OHP. (If you have not done so, submit an electronic copy or link if available online with this report.)

| Context Name | Description | How it is Being Used | Date Submitted to OHP |
|--------------|-------------|----------------------|-----------------------|
| N/A          | N/A         | N/A                  | N/A                   |

**B. New Surveys or Survey Updates (excluding those funded by OHP)**

**NOTE:** The evaluation of a single property is not a survey. Also, material changes to a property that is included in a survey, is not a change to the survey and should not be reported here.

| Survey Area | Context Based-yes/no | Level: Reconnaissance or Intensive | Acreage | # of Properties Surveyed | Date Completed | Date Submitted to OHP |
|-------------|----------------------|------------------------------------|---------|--------------------------|----------------|-----------------------|
| N/A         | N/A                  | N/A                                | N/A     | N/A                      | N/A            | N/A                   |

## Certified Local Government Program -- 2019-2020 Annual Report

(Reporting period is from October 1, 2019 through September 30, 2020)

### C. Corrections or changes to Historic Property Inventory

| Property Name/Address | Additions/Deletions to Inventory | Status Code Change From To | Reason | Date of Change |
|-----------------------|----------------------------------|----------------------------|--------|----------------|
| N/A                   | N/A                              | N/A                        | N/A    | N/A            |

### IV. Provide for Adequate Public Participation in the Local Historic Preservation Program

#### A. Public Education

What public outreach, training, or publications programs has the CLG undertaken? How were the commissioners and staff involved? Please provide an electronic link to all publications or other products not previously provided to OHP.

| Item or Event | Description | Date |
|---------------|-------------|------|
| N/A           | N/A         | N/A  |

### ADDITIONAL INFORMATION FOR NATIONAL PARK SERVICE ANNUAL PRODUCTS REPORTS FOR CLGS

**NOTE:** OHP will forward this information to NPS on your behalf. Please read "Guidance for completing the Annual Products Report for CLGs" located at [http://www.nps.gov/clg/2015CLG\\_GPRA/FY2013\\_BaselineQuestionnaireGuidance-May2015.docx](http://www.nps.gov/clg/2015CLG_GPRA/FY2013_BaselineQuestionnaireGuidance-May2015.docx).

#### A. CLG Inventory Program

During the reporting period (October 1, 2019-September 30, 2020) how many historic properties did your local government add to the CLG inventory? This is the total number of historic properties and contributors to districts (or your best estimate of the number) added to your inventory **from all programs**, local, state, and Federal, during the reporting year. These might include National Register, California Register, California Historic Landmarks, locally funded surveys, CLG surveys, and local designations.

## Certified Local Government Program -- 2019-2020 Annual Report

(Reporting period is from October 1, 2019 through September 30, 2020)

| Program area               | Number of Properties added |
|----------------------------|----------------------------|
| Highland Historic District | None                       |

### B. Local Register (i.e., Local Landmarks and Historic Districts) Program

1. During the reporting period (October 1, 2019-September 30, 2020) did you have a local register program to create local landmarks and/or local districts (or a similar list of designations) created by local law?  
☐ Yes ☒ No
2. If the answer is yes, then how many properties have been added to your register or designated from October 1, 2019 to September 30, 2020? *None*

### C. Local Tax Incentives Program

1. During the reporting period (October 1, 2019-September 30, 2020) did you have a Local Tax Incentives Program, such as the Mills Act? ☒ Yes ☐ No
2. If the answer is yes, how many properties have been added to this program from October 1, 2019 to September 30, 2020? *2*

| Name of Program               | Number of Properties that have Benefited                                                                                     |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| Mills Act Improvement Program | 2 contracts signed this annual period -<br>27268 Main Street, Highland, CA 92346<br>27156 Pacific Street, Highland, CA 92346 |

### D. Local "bricks and mortar" grants/loan program

1. During the reporting period (October 1, 2019-September 30, 2020) did you have a local government historic preservation grant and/or loan program for rehabilitating/restoring historic properties? ☒ Yes ☐ No
2. If the answer is yes, then how many properties have been assisted under the program(s) from October 1, 2019 to September 30, 2020? *N/A*

## Certified Local Government Program -- 2019-2020 Annual Report

(Reporting period is from October 1, 2019 through September 30, 2020)

| Name of Program                                                                                                   | Number of Properties that have Benefited |
|-------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| Commercial Façade Improvement Grant Program – Matching grants to be used for paint, window, and door improvements | None this reporting year                 |

### E. Design Review/Local Regulatory Program

1. During the reporting period (October 1, 2019-September 30, 2020) did your local government have a historic preservation regulatory law(s) (e.g., an ordinance) authorizing Commission and/or staff review of local government projects or impacts on historic properties? ☒ Yes ☐ No
2. If the answer is yes, how many historic properties did your local government review for compliance with your local government's historic preservation regulatory law(s) from October 1, 2019 to September 30, 2020?

27417 Main Street – 288 sf living space addition  
27237 Pacific Street – Re-Roof  
27268 Main Street – Re-Roof  
27449 Main Street – Re-Roof

### F. Local Property Acquisition Program

1. During the reporting period (October 1, 2019-September 30, 2020) did you have a local program to acquire (or help to acquire) historic properties in whole or in part through purchase, donation, or other means? ☐ Yes ☒ No
2. If the answer is yes, then how many properties have been assisted under the program(s) from October 1, 2019 to September 30, 2020? *N/A*

### IN ADDITION TO THE MINIMUM CLG REQUIREMENTS, OHP IS INTERESTED IN A SUMMARY OF LOCAL PRESERVATION PROGRAMS

- A. What are your most critical preservation planning issues? *Our most critical preservation issues are 1) The reconstruction of 3 demolished contributing buildings in our Historic District. 2) The proper preservation and maintenance of existing structures. 3) The lack of economic viability of the Historic Downtown. 4) Inappropriate modifications or use of modern materials. 5) Infrastructure repair and improvement. Also, the dissolution of Redevelopment Agencies state-wide has brought the City's residential rehabilitation program to an end. As such, there are no financial incentive programs provided by the City for preservation or rehabilitation of historic residences.*

## Certified Local Government Program -- 2019-2020 Annual Report

(Reporting period is from October 1, 2019 through September 30, 2020)

- B. What is the single accomplishment of your local government this year that has done the most to further preservation in your community? *Updating the Roofing and Exterior Painting guidelines for Historic Residences.*
- C. What recognition are you providing for successful preservation projects or programs? *Articles in the local newspaper.*
- D. What are your local historic preservation goals for 2020-2021? *Complete the Historic District Street Guidelines and host the 24<sup>th</sup> annual Citrus Harvest Festival.*
- E. So that we may better serve you in the future, are there specific areas and/or issues with which you could use technical assistance from OHP? *Use of appropriate replacement building materials.*
- F. In what subject areas would you like to see training provided by the OHP? How you like would you see the training delivered (workshops, online, technical assistance bulletins, etc.)?

| Training Needed or Desired                                                                                                     | Desired Delivery Format     |
|--------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| Architectural styles prevalent from the late 1800's to mid-1950's. Preservation techniques for turn-of-the-century residences. | Workshops and/or trainings. |

- G. Would you be willing to host a training working workshop in cooperation with OHP? ☒ Yes ☐ No
- H. Is there anything else you would like to share with OHP? *No*

## **Certified Local Government Program -- 2019-2020 Annual Report**

(Reporting period is from October 1, 2019 through September 30, 2020)

### **XII Attachments (electronic)**

- ☒ Resumes and Statement of Qualifications forms for **all** commission members/alternatives and staff.
- ☒ Minutes from commission meetings
- ☐ Drafts of proposed changes to the ordinance
- ☐ Drafts of proposed changes to the General Plan
- ☐ Public outreach publications

Email to [Lucinda.Woodward@parks.ca.gov](mailto:Lucinda.Woodward@parks.ca.gov)



**RECEIVED**  
DEC 21 2020  
**CITY OF HIGHLAND**

**For Office Use Only:**

Expires: 12/2021

### **PUBLIC SERVICE APPLICATION**

Appointees must be residents within the corporate city limits of the City of Highland, serve without compensation, submit a Statement of Economic Interests Form 700 and complete an ethics training course pursuant to AB 1234.

#### **BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:**

- ☐ Community Trails Committee (see attached roles and responsibilities)
- ☒ Historic and Cultural Preservation Board (see attached roles and responsibilities)
- ☐ Planning Commission (see attached roles and responsibilities)

#### **PERSONAL INFORMATION:**

Name: Colin CHILDS  
Address: 6986 Church Ave, Highland CA 92346  
How long have you resided in Highland? 12 years  
Home phone:                      Cell phone: 909 3636836  
Work phone: (909) 793 2853 #2684  
Email address: CCCHILD@ESRI.com / ARCgismmm@gmail.com  
Occupation/Employer: ESRI Inc  
Employer address: 380 New York St, Redmond, 92375  
Position held: Software Product Engineer  
Available for meetings: ☐ Daytime ☒ Evenings ☐ Both

**INTEREST IN THE POSITION:**

What are your principal areas of interest in your City Government?

Historic + Cultural Preservation

Education, training or special knowledge which might be relevant to this appointment:

Urban Geography.

Geographic Information System Professional (GIS)

Employment, membership in service or community organizations or volunteer work which might be relevant to this appointment:

→ Current member of Historic + Cultural Preservation Board.

→ Faculty at UCR Extension Center (GIS)

Have you been, or are you now, a member of a governmental board, commission or committee? ☒ Yes ☐ No

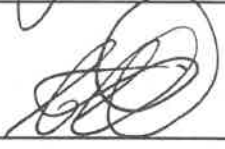
If so, please list the name and dates served:

Historic + Cultural Preservation Board

**REMARKS:**

Please indicate any further information you wish to add regarding your desired appointment (use other side of paper if needed).

I Reside in a historic home located in the  
Highland Historic Area. I am an Urban  
Geographer with interest in Urban Development  
and Sustainability. I have strong Analytical  
Skills and use Spatial Modeling and Analysis  
on a daily Basis to make decisions and explore outcome.

SIGNATURE: 

DATE: 22 Dec 2020

☒ Check box to confirm you have read the attached roles and responsibilities related to the committee, board or commission you are applying for.

When you have completed this application, please submit to:

CITY CLERK  
CITY OF HIGHLAND  
27215 BASE LINE  
HIGHLAND, CA 92346  
(909) 864-6861, EXT. 226

This application will be kept on file for a period of one year from the date signed.



RECEIVED

SEP 28 2020

CITY OF HIGHLAND  
CITY CLERK

For Office Use Only:

Expires: 09/2021

**PUBLIC SERVICE APPLICATION**

Appointees must be residents within the corporate city limits of the City of Highland, serve without compensation, submit a Statement of Economic Interests Form 700 and complete an ethics training course pursuant to AB 1234.

**BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:**

- per Tony, use for HCPS 1-11-21 BH*
- ☐ Community Trails Committee (see attached roles and responsibilities)
- ☒ Historic and Cultural Preservation Board (see attached roles and responsibilities)
- ☒ Planning Commission (see attached roles and responsibilities)

**PERSONAL INFORMATION:**

Name: Tony Mauricio

Address: 7811 Village Lakes Rd. Highland Ca. 92346

How long have you resided in Highland? 18 years

Home phone: (909) 862-2412 Cell phone: (909) 312-9805

Work phone: (909) 882-2678

Email address: 52010-tm@aol.com

Occupation/Employer: Stater Bros. Reciever

Employer address: 1522 E. Highland Ave. San Bernardino 92404

Position held: Reciever / CSR

Available for meetings: ☐ Daytime ☒ Evenings ☐ Both

**INTEREST IN THE POSITION:**

What are your principal areas of interest in your City Government?

Currently my Main interest in City Govt. is the Highland Historic & Preservation Board. For this is the Board I currently Preside over in my Current Position as Chairman.

Education, training or special knowledge which might be relevant to this appointment:

Well in Serving on the Preservation Board I've — over seen many Projects Specifically Pertaining to Residential & Property Values. Currently the — Historic Board is Working to Re-vamp the Historic District.

Employment, membership in service or community organizations or volunteer work which might be relevant to this appointment:

For the Past 8 years I've Served on the Kiwanis Board of Highland, Street Naming Committee, Citizen of the Year Committee and Currently Serving as Chairman of the Highland Cultural & Preservation Board. — I've also the Supported the Ymca & Highland Police Dept.

Have you been, or are you now, a member of a governmental board, commission or committee? ☒ Yes ☐ No

If so, please list the name and dates served:

Highland Cultural & Preservation Board (12-8-14-2020-)  
Citizen of Year Committee for the last 4 years. —

**REMARKS:**

Please indicate any further information you wish to add regarding your desired appointment (use other side of paper if needed).

Its my intention to Continue to Serve in some  
Capacity for the City. In my past and Current  
Experience I feel that its every Citizens Sale —  
duty to give Back in some way. In only Public  
Service does an Active Citizen feel there full  
Potential in there Community & City. —

SIGNATURE: [Signature]

DATE: 9-23-20

☒ Check box to confirm you have read the attached roles and responsibilities related to the committee, board or commission you are applying for.

When you have completed this application, please submit to:

CITY CLERK  
CITY OF HIGHLAND  
27215 BASE LINE  
HIGHLAND, CA 92346  
(909) 864-6861, EXT. 226

This application will be kept on file for a period of one year from the date signed.

Public Service Application  
September 2020  
Page 2 of 5



RECEIVED

DEC 24 2020

CITY OF HIGHLAND  
CITY CLERK

For Office Use Only:

Expires: 12/2021

**PUBLIC SERVICE APPLICATION**

Appointees must be residents within the corporate city limits of the City of Highland, serve without compensation, submit a Statement of Economic Interests Form 700 and complete an ethics training course pursuant to AB 1234.

**BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:**

- ☐ Community Trails Committee (see attached roles and responsibilities)  
☒ Historic and Cultural Preservation Board (see attached roles and responsibilities)  
☐ Planning Commission (see attached roles and responsibilities)

**PERSONAL INFORMATION:**

Name: PATRICK SANDFORD

Address: 29225 LAKEVIEW LN HIGHLAND 92346

How long have you resided in Highland? 17 YEARS

Home phone: (909) 863-7533 Cell phone: (909) 754-9499

Work phone: (909) 863-5899

Email address: SPSNKIDS@AOL.COM

Occupation/Employer: SAN MANUEL TRIBAL GAMING COMMISSION

Employer address: 27995 HIGHLAND AVE HIGHLAND 92346

Position held: SURVEILLANCE INVESTIGATOR

Available for meetings: ☒ Daytime ☒ Evenings ☒ Both

**INTEREST IN THE POSITION:**

What are your principal areas of interest in your City Government?

PRESERVING THE HISTORY OF  
HIGHLAND AND SHARING THE PAST  
WITH THE PUBLIC

Education, training or special knowledge which might be relevant to this appointment:

10 YEARS ON THE HCPB  
I AM THE PRESIDENT OF THE HIGHLAND  
AREA HISTORICAL SOCIETY

Employment, membership in service or community organizations or volunteer work which might be relevant to this appointment:

SEE ABOVE

Have you been, or are you now, a member of a governmental board, commission or committee? ☒ Yes ☐ No

If so, please list the name and dates served:

HCFB 9/2010 TO PRESENT

**REMARKS:**

Please indicate any further information you wish to add regarding your desired appointment (use other side of paper if needed).

PLEASE CONSIDER CONTINUING  
MY TENURE ON THE HCFB.

SIGNATURE: Patrick R. Hufford  
DATE: 12/24/20

☒ Check box to confirm you have read the attached roles and responsibilities related to the committee, board or commission you are applying for.

When you have completed this application, please submit to:

CITY CLERK  
CITY OF HIGHLAND  
27215 BASE LINE  
HIGHLAND CA 92346  
(909) 864-6861, EXT. 226

This application will be kept on file for a period of one year from the date signed.

**RECEIVED**

For Office Use Only:

OCT 31, 2019

Expires: \_\_\_\_\_

CITY OF HIGHLAND  
CITY CLERK

**PUBLIC SERVICE APPLICATION**

Appointees must be residents within the corporate city limits of the City of Highland, serve without compensation, will have to submit an FPPC Statement of Economic Interests form and complete an ethics training course pursuant to AB 1234.

**BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:**

HISTORIC & CULTURAL PRESERVATION BOARD

**PERSONAL INFORMATION:**

Name: LEWIS CANTRELL

Address: 6752 VAN LEUVEN LN, HIGHLAND

How long have you resided in Highland? 32 YEARS

Are you a registered voter at your current address? YES

Home phone: (909) 864-3746 Cell phone: (951) 312-7611

Work phone: (909) 748-5147

Email address: LEWIS@LOISLAVER.COM

Occupation/Employer: CENTURY 21 LOIS LAVER REALTY

Employer address: 1998 ORANGE TREE LANE, REDLANDS 92374

Position held: SALES AGENT

Available for meetings: \_\_\_\_\_ Daytime \_\_\_\_\_ Evenings ☒ Both

**INTEREST IN THE POSITION:**

What are your principal areas of interest in your City Government?

I AM INTERESTED IN HISTORIC AND CULTURAL  
PRESERVATION — AND ALSO INTERESTED IN CITY  
PLANNING

Education, training or special knowledge which might be relevant to this appointment:

I HAVE BEEN IN REAL ESTATE FOR 40 YEARS  
AND HAVE A STRONG INTEREST IN HISTORIC  
PROPERTIES AND LOOKING AFTER PROPERTIES THAT  
MAKE OUR CITY SPECIAL AND UNIQUE.  
BACHELOR OF BUSINESS ADMINISTRATION.

Employment, membership in service or community organizations or volunteer work which might be relevant to this appointment:

THROUGH MY YEARS IN REAL ESTATE I HAVE SOLD MANY  
OLD AND POSSIBLY HISTORIC PROPERTIES. MY PARTICULAR  
PASSION IS FOR SEEING HISTORIC PROPERTIES THAT HAVE  
KEPT THEIR ORIGINAL CHARACTER  
PREVIOUS MEMBER & CHAIR OF PUBLIC NUISANCE HEARING  
BOARD.

Have you been, or are you now, a member of a governmental board, commission or committee? ☒ Yes ☐ No

If so, please list the name and dates served:

PUBLIC NUISANCE HEARING BOARD

**REMARKS:**

Please indicate any further information you wish to add regarding your desired appointment (use other side of paper if needed).

I AM SEMI-RETIRED AND HAVE THE  
TIME TO DEVOTE TO HISTORIC AND CULTURAL  
PRESERVATION.

SIGNATURE: *Louis Cantrell*

DATE: 10/31/2019

When you have filled out this application please return it in person or mail to:

CITY CLERK, CITY OF HIGHLAND  
27215 BASE LINE  
HIGHLAND CA 92346  
(909) 864-6861, EXT. 226

Be sure to check the due date on any position applied for as all applications must be received by that date. Postmarks will not be accepted.

This application will be kept on file for a period of one year from the date signed.

**RECEIVED**

**For Office Use Only:**

Expires: \_\_\_\_\_

OCT 15 2018

CITY OF HIGHLAND  
CITY CLERK

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**PUBLIC SERVICE APPLICATION**

Appointees must be residents within the corporate city limits of the City of Highland, serve without compensation, will have to submit an FPPC Statement of Economic Interests form and complete an ethics training course pursuant to AB 1234.

**BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:**

Historical and Cultural Preservation Board

**PERSONAL INFORMATION:**

Name: Pamela Beachtel Bible

Address: 27263 Main Street, Highland, CA 92346

How long have you resided in Highland? 1968

Are you a registered voter at your current address? yes

Home phone: (909) 425-9349 Cell phone: (909) 633-3777

Work phone: (909) 864-4040

Email address: pjbible@att.net

Occupation/Employer: California Eviction Service

Employer address: 27141 E. Baseline #9, Highland, CA 92346

Position held: owner

Available for meetings: Daytime Evenings X Both

**INTEREST IN THE POSITION:**

**What are your principal areas of interest in your City Government?**

I would like to see more improvements within the  
Historic District. In the past there were some grant funds  
available that helped with needed repairs. Offering those  
grants helped promote goodwill between the city and residents.  
Hopefully there could be more incentives offered in the future.  
I am aware of the current pending grant for street improvements.  
This is a much needed project. If these repairs are done I  
believe it will encourage property owners to begin their own  
restorations.

**Education, training or special knowledge which might be relevant to this appointment:**

I have served on the Historic Board since 1997 and have  
attended all the yearly required trainings. I currently own  
three Victorian houses within the Historic District so I have  
personal knowledge about their restoration and unique problems.

**Employment, membership in service or community organizations or volunteer work  
which might be relevant to this appointment:**

Current Secretary of the Highland Area Historical Society.

Have you been, or are you now, a member of a governmental board, commission or committee? X Yes \_\_\_\_ No

If so, please list the name and dates served:

Historical and Cultural Preservation Board

from May 1997 through now.

**REMARKS:**

Please indicate any further information you wish to add regarding your desired appointment (use other side of paper if needed).

SIGNATURE: Paula B. Bibe

DATE: October 4, 2018

**When you have filled out this application please return it in person or mail to:**

**CITY CLERK, CITY OF HIGHLAND  
27215 BASE LINE  
HIGHLAND CA 92346  
(909) 864-6861, EXT. 226**

**Be sure to check the due date on any position applied for as all applications must be received by that date. Postmarks will not be accepted.**

**This application will be kept on file for a period of one year from the date signed.**

**MINUTES  
HISTORIC AND CULTURAL PRESERVATION BOARD  
REGULAR MEETING  
October 3, 2019  
5:00 P.M.**

**CALL TO ORDER**

The regular meeting of the Historic and Cultural Preservation Board of the City of Highland was called to order at 5:03 p.m. by Chair Mauricio at the Donahue Council Chambers, 27215 Base Line, Highland, California.

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

Absent: None

Vacant: One

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

The Pledge of Allegiance was led by Vice Chair Sandford.

**COMMUNITY INPUT**

None

**CONSENT CALENDAR**

1. Minutes from August 1, 2019 Regular Meeting

**A MOTION** was made by Member Bible, seconded by Vice Chair Sandford, to approve the minutes, as submitted. Motion carried, 4-0, with one seat vacant.

**BUSINESS ITEMS**

2. Flyer for current and potential property owners within the Highland Historic District providing information about the Mills Act Incentives.

Associate Planner Syed presented the staff report.

A decision was made to use a photograph that represents a more historically accurate representation of the colors used in the Historic District, and a recommendation was made to encourage maintenance of property exteriors as well.

**A MOTION** was made by Member Childs, seconded by Member Bible, to approve the flyer providing information about Mills Act Incentives. Motion carried, 4-0, with one seat being vacant.

**A MOTION** was made by Vice Chair Sandford, seconded by Member Childs, to change the order of agenda items, hearing Item Number 4 before Item Number 3, to allow time for the Applicant to arrive. Motion carried, 4-0, with one seat being vacant.

3. An Application by William Lennick for the Mills Act Tax Adjustment Program.

Member Bible recused herself, leaving the dais at 5:13 p.m., as she lives within the 500 foot boundary of the subject property.

Applicant, William Lennick spoke on behalf of his application, stating his intention regarding repairs and improvements.

**A MOTION** was made by Member Childs, seconded by Vice Chair Sandford, to recommend the City Council approve the Mills Act Application. Motion carried, 3-0, with Member Bible abstaining, and with one seat being vacant.

Member Bible returned to the dais at 5:33 p.m.

4. Certificate of Appropriateness (COA No. 18-004) to permit a four (4) foot high perimeter fence around the property consisting of three (3) feet of chain link atop one (1) foot of brick wall on a non-contributing commercial parcel. (Continued from August 1, 2019)

Member Childs recused himself, leaving the dais at 5:34 p.m., as he lives within the 500 foot boundary of the subject property.

Associate Planner Syed gave a presentation of the staff report.

Discussion followed regarding the differing height of the gates, the materials to be used, and the heights proposed along each side of the property.

Applicant Vahan Grigorian answered questions about the plans for fencing and gates, indicating the choices were made because of cost.

**A MOTION** was made by Member Bible, seconded by Vice Chair Sandford, to approve Certificate of Appropriateness (COA No. 18-004) for a four (4) foot high perimeter fence around the property consisting of three (3) feet of wrought iron atop one (1) foot of brick wall along Pacific and Church where it is visible to the public, allowing existing fencing to remain along the rear and interior side of the property that is not street-adjacent, with six (6) foot high gates using existing framing with wrought iron attached, on a non-contributing commercial parcel. Motion carried, 3-0, with Member Childs abstaining, and with one seat being vacant.

Member Childs returned to the dais at 5:58 p.m.

5. Preparation for the 24<sup>th</sup> Annual Citrus Harvest Festival in 2020.

Associate Planner Syed presented the staff report.

Entertainment options were discussed. It was decided to discontinue the photography contest and the ugly dog contest. Other ideas suggested included the K-9's and a traveling circus.

The car show and the home and walking tour will be included again.

A suggestion was made to check with other area events regarding vendor booth fees for a comparison.

The event layout was discussed in depth, and will be revisited at future meetings.

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

Member Bible recused herself due to a conflict of interest, leaving the dais at 6:33 p.m.

Associate Planner Syed gave an update of the Certificate of Appropriateness Applications.

Member Bible returned to the dais at 6:34 p.m.

7. Agenda Items and date for next Historic and Cultural Preservation Board (HCPB) Special Meeting scheduled for December 5, 2019.

Certificates of Appropriateness  
Citrus Harvest Festival

## **ANNOUNCEMENTS**

Member Carlos Trujillo submitted his resignation.  
Volunteer Dinner on October 17, 2019

## **ADJOURN**

There being no further business, Chair Mauricio declared the meeting adjourned at 6:45 p.m.

Submitted by:

Approved by:

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Nancy Stewart, Administrative Assistant III

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Tony Mauricio, Chair  
Historic and Cultural Preservation Board

**MINUTES  
HISTORIC AND CULTURAL PRESERVATION BOARD  
REGULAR MEETING  
December 5, 2019  
5:00 P.M.**

**CALL TO ORDER**

The regular meeting of the Historic and Cultural Preservation Board of the City of Highland was called to order at 5:02 p.m. by Chair Mauricio at the Donahue Council Chambers, 27215 Base Line, Highland, California.

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

Absent: Member Colin Childs (arrived at 5:08 p.m.)

Staff Present: Kim Stater, Assistant Community Development Director  
Ash Syed, Associate Planner  
Nancy Stewart, Administrative Assistant III  
Shannon Wisniewski, Administrative Assistant III

The Pledge of Allegiance was led by Member Cantrell.

**COMMUNITY INPUT**

None

**CONSENT CALENDAR**

1. Minutes from October 3, 2019 Regular Meeting

**A MOTION** was made by Member Bible, seconded by Vice Chair Sandford, to approve the minutes, as submitted. Motion carried, 4-0, with Member Childs being absent.

**BUSINESS ITEMS**

2. An Application by Kristopher Sovers for the Mills Act Tax Adjustment Program.

Associate Planner Syed gave a brief presentation of the staff report. On page 18, the address listed in bold is incorrect and will be corrected.

Member Childs arrived at 5:08 p.m.

Applicant Kristopher Sovers addressed the Board and answered questions regarding planned improvements to his home.

**A MOTION** was made by Member Bible, seconded by Member Childs, to recommend the City Council approve the Mills Act Agreement application. Motion carried, 5-0.

3. Preparation for the 24<sup>th</sup> Annual Citrus Harvest Festival.

Associate Planner Syed presented the staff report.

The pros and cons of the 2018 vs. 2019 festival layout were discussed at length. Items addressed included the Palm Avenue businesses, the car show, the 2019 festival vendor survey, and the placement of the stage, food vendor booths and historic demonstrators. A modified layout was proposed utilizing the 2019 festival layout, placing the historic demonstrators on the west side of Palm between Main and Pacific across from the businesses.

**A MOTION** was made by Member Childs, seconded by Member Bible, to vote on the amended layout using part of Palm for the historic demonstrators in front the businesses. Motion carried, 3-2, with Chair Mauricio and Vice Chair Sanford dissenting.

Further discussion regarding the upcoming Harvest Festival followed, which included the home walking tour, the schedule of events and entertainment, and festival honorees.

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

Member Bible recused herself, leaving the dais at 6:04 p.m.

Associate Planner Syed gave a review of the staff report, which was received and filed.

Member Bible returned to the dais at 6:06 p.m.

5. Agenda Items and date for next Historic and Cultural Preservation Board (HCPB) Special Meeting scheduled for January 2, 2020.

A Special Study Session will be held on January 2, 2020, to further discuss preparations for the Citrus Harvest Festival.

## **ANNOUNCEMENTS**

Member Lewis Cantrell, formerly serving on the Public Nuisance Hearing Board, was introduced and welcomed.

Administrative Assistant III Stewart will be retiring at year end. Administrative Assistant III Wisniewski was introduced and will be filling in until a replacement is hired.

## ADJOURN

There being no further business, Chair Mauricio declared the meeting adjourned at 6:08 p.m.

Submitted by:

Approved by:

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Camille Goritz , Administrative Assistant III

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Tony Mauricio, Chair  
Historic and Cultural Preservation Board

**MINUTES  
HISTORIC AND CULTURAL PRESERVATION BOARD  
REGULAR MEETING  
February 6, 2020  
5:00 P.M.**

**CALL TO ORDER**

The regular meeting of the Historic and Cultural Preservation Board of the City of Highland was called to order at 5:00 p.m. by Chair Mauricio at the Donahue Council Chambers, 27215 Base Line, Highland, California.

|          |            |                 |
|----------|------------|-----------------|
| Present: | Chair      | Tony Mauricio   |
|          | Vice Chair | Patrick Sanford |
|          | Member     | Pam Bible       |
|          | Member     | Lewis Cantrell  |

Absent: Member Colin Childs (arrived at 5:07 p.m.)

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

The Pledge of Allegiance was led by Member Bible.

**COMMUNITY INPUT**

None.

**CONSENT CALENDAR**

1. Minutes from the December 5, 2019 Regular Meeting

**A MOTION** was made by Member Bible, seconded by Vice Chair Sanford, to approve the minutes as submitted. Motion carried, 5-0.

**BUSINESS ITEMS**

2. Preparation for the 24<sup>th</sup> Annual Citrus Harvest Festival in 2020

Associate Planner Syed provided an update to the board on the current planning and preparation in progress for the Citrus Harvest Festival.

Chair Mauricio suggested that if time permits, staff could seek to implement a performance from the Citrus Valley High School Cheerleading team as an opportunity to show support for one of the local City of Highland High Schools.

Associate Planner Syed stated that he would reach out to the Athletics Department of the school to inquire about the possibility of the Cheerleading Team performing. He informed the board that an Acrobatics Performance group inquired about being hired to perform during the Citrus Harvest Festival. A video of the group's past performances was provided to the board, along with the cost for utilizing their entertainment services during the festival. Members were advised that there are currently no funds available in the Citrus Harvest festival budget for additional expenses; however, the option to use reserve funding that totals \$3,600.00 is available.

Members discussed the financial impact to the board by using reserve funding, and agreed to discuss the matter in further detail at the next special meeting on March 5<sup>th</sup>.

Jeff Staggs of the Highland Kawanis Club spoke at the dais to confirm the car show set-up schedule for the Citrus Harvest Festival and the directives provided to the car show participants. Mr. Staggs addressed the board's inquiry from the previous meeting regarding dash plaque pricing, and confirmed Staff received the cost details for creating the plaques via email.

Associate Planner Syed discussed the walking tours that will take place during the festival and confirmed the ticket price will be \$2.00 and participants will receive a complimentary orange.

Member Bible inquired about assigning a point of contact for the different Citrus Harvest Festival event categories.

The board agreed to assign a point person to each event category as follows:

Car show: Chair Mauricio

Home Tour: Member Childs

Admin Marketing: Vice Chair Sanford

Vendors: Member Bible

Entertainment: Member Cantrell

### 3. Certified Local Government Program 2018-2019 Annual Report

Associate Planner Syed explained the purpose of the Certified Local Government Program Annual Report, which informs the State of California that the City of Highland operates as a certified local government fully participating in national and state historic preservation programs. The report provides an overview of how the city operates its Historical Preservation program, and the members involved in providing oversight within the program.

Member Bible inquired about the definition of the term "professional" within the Historical Preservation program report.

Assistant Community Development Director Stater stated that “professional” could be a variety of professions involved in working with Historical structures.

Associate Planner Syed stated that he provided the name of former Historical Preservation Board member Carlos Trujillo who served on the board during the 2018-2019 periods. Mr. Trujillo’s profession involved the detailed knowledge of historical structures. He also stated that the report does state that former member Carlos Trujillo has since resigned from the board.

Member Childs added that in the future, staff can list him as an Urban Geographer for the report.

**A MOTION** was made by Vice Chair Sanford and Seconded by Member Bible, to direct staff to file the report with the state as amended. Motion passed 5-0.

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

Associate Planner Syed provided an update regarding the property located at 27465 Pacific Street owned by Mr. Vahan Grigorian. The property owner has submitted plans in accordance with the Historic Boards previous direction. Further update is not available at this time.

Member Childs inquired about the process required of a home owner with an approved Certificate of Appropriateness before beginning construction on a historic structure.

Assistant Community Development Director Stater replied stating that the home owner is required to obtain permits and receive an inspection from her and Associate Planner Syed. The property owner would also be required to receive an inspection from the Building Official to assure the building is structurally sound.

Member Bible stated that it appears the home owner has added some type of hand rail in front of the property.

Associate Planner Syed stated that he is unaware of new construction at the location, and would inspect as soon as possible.

Chair Mauricio revisited the subject of the Citrus Harvest Festival, and inquired about District-Wide cleaning activities with the Kiwanis Club prior to the event date.

Assistant Community Development Director Stater confirmed that a Highland Improvement Team (HIT) Team cleaning will take place prior to the festival on Saturday, March 21, 2020.

5. Agenda Items and date for next Historic and Cultural Preservation Board (HCPB) Special Meeting scheduled for March 5, 2020

Associate Planner Syed confirmed the next meeting of the Historic and Cultural Preservation Board will be a special meeting on March 5, 2020 at 5pm in the City of Highland City Hall Conference Room C. The board will only be able to discuss the business of the Citrus Harvest Festival.

## **ANNOUNCEMENTS**

None.

## **ADJOURN**

There being no further business, Chair Mauricio declared the meeting adjourned at 5:42 p.m.

Submitted by:

Approved by:

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Camille Goritz,  
Administrative Assistant III

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Tony Mauricio, Chair  
Historic and Cultural Preservation Board

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

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

**CALL TO ORDER**

The special meeting of the Historic and Cultural Preservation Board of the City of Highland was called to order at 5:06 p.m. by Chair Mauricio through video conference.

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

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

The Pledge of Allegiance was led by Vice Chair Patrick Sandford

**COMMUNITY INPUT**

None

**BUSINESS ITEMS**

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

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

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

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

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

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

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

Associate Planner replied thank you for the recognition.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## ANNOUNCEMENTS

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

## ADJOURN

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

Submitted by:

Approved by:

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Camille Goritz,  
Administrative Assistant III

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Tony Mauricio, Chair  
Historic and Cultural Preservation Board

**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 special meeting of the Historic and Cultural Preservation Board 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 |
|---------|-------|---------------|

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 24<sup>th</sup> 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 27<sup>th</sup> date.

Vice Chair Sanford 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 Sanford, 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 Sandford declared the meeting adjourned at 5:51 p.m.

Submitted by:

Approved by:

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Camille Goritz,  
Administrative Assistant III

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Tony Mauricio, Chair  
Historic and Cultural Preservation Board

**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 Sanford 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:

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Camille Goritz,  
Administrative Assistant III

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Tony Mauricio, Chair  
Historic and Cultural Preservation Board



# STAFF REPORT

## TO THE HISTORIC AND CULTURAL PRESERVATION BOARD

**DATE:** April 1, 2021

**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>6</u> |
| Denied _____                              | Ayes _____    |                                                        | File No. _____           |
| Continue _____                            | Noes _____    |                                                        |                          |
|                                           | Abstain _____ |                                                        |                          |
|                                           | Absent _____  |                                                        |                          |
| <i>[Signature]</i><br>Recording Secretary |               | <i>[Signature]</i><br>1 Community Development Director |                          |

### Certificate of Appropriateness Applications Not Yet Completed

| <b>File Number</b> | <b>Address</b>       | <b>Description of Project</b>  | <b>Approved</b> | <b>Expires</b> | <b>Status</b>                                                    |
|--------------------|----------------------|--------------------------------|-----------------|----------------|------------------------------------------------------------------|
| COA 18-003         | 27465 Pacific Street | Perimeter Fence                | October 2019    | October 2020   | Complete.                                                        |
| COA 20-001         | 27417 Main Street    | 288 sf Living Space Addition   | September 2020  | September 2021 | Approved with amended Conditions. Need to pull building permits. |
| COA 21-001         | 7136 Club View Drive | Deck and Staircase Replacement |                 |                | Application Submitted                                            |
| COA 21-002         | 27259 Nona Avenue    | Front and Side Yard Fencing    |                 |                | Application Submitted                                            |