

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

SPECIAL MEETING

June 2, 2022

5:00 p.m.

City Hall

Donahue Council Chambers
27215 Base Line
Highland, California

MEMBERS

Patrick Sandford, Chair
Pamela Bible, Vice Chair
Colin Childs, Member
Tony Mauricio, Member
Gail Shelton, Member

STAFF

Lawrence A. Mainez, Community Development Director
Kim Stater, Assistant Community Development Director
Ashiq Syed, Associate Planner
Camille Goritz, Administrative Assistant III

MISSION STATEMENT

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

Visit the City's Website at: www.cityofhighland.org

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

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

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 5:00 p.m. on June 2, 2022 to publiccomment@cityofhighland.org.

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

**HISTORIC AND CULTURAL PRESERVATION
BOARD
SPECIAL MEETING AGENDA
June 2, 2022 - 5:00 P.M.**

CALL TO ORDER

Pledge of Allegiance

COMMUNITY INPUT (ITEMS NOT ON THE AGENDA)

To address the Historic and Cultural Preservation Board please complete a speaker form located at the entrance and give it to the Administrative Assistant prior to the beginning of the meeting. Your name will be called when it is your turn to speak. Individual speakers are limited to three minutes each. Comments received via email by June 2, 2022, 5:00 p.m., will be read into the record, provided that the reading shall not exceed three (3) minutes.

CONSENT CALENDAR

1. Minutes from May 11, 2022, Special Meeting.

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

BUSINESS ITEMS

2. Certificate of Appropriateness (COA 22-002) for a 63 square foot building expansion on the west side of a contributing residence in the Historic District. (27206 Nona Avenue)

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

- 1) Approve Certificate of Appropriateness (COA 22-002) for a 63 square foot building expansion on the west side of a contributing residence, subject to the Conditions of Approval, and;
- 2) Adopt the Findings of Fact.

3. Certification of Appropriateness (COA 22-001) for the demolition and reconstruction of a 2,450 square foot structure commonly known as the "Old Bank Building" located in the Highland Historic District (6956 Palm Ave) (Continued from May 11, 2022)

RECOMMENDATION: Staff recommends that the Historic and Cultural Preservation Board table this item to allow the Applicant ample time to accommodate the Board's directives on the "Old Bank Building" provided during the May 11, 2022 meeting.

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

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

ANNOUNCEMENTS

ADJOURN

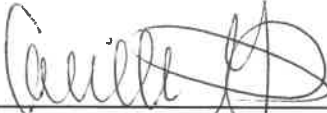
I, Camille Goritz, Administrative Assistant III of the City of Highland, California, certify that I caused to be posted this agenda on or before the 26th of May 2022 by 4:30 p.m. on our website at www.cityofhighland.org and in the following designated areas:

Highland Branch Library
7863 Central Avenue

Fire Station No. 1
26974 Base Line

City Hall
27215 Base Line

Date: May 26, 2022



Camille Goritz, Administrative Assistant III



STAFF REPORT

TO THE HISTORIC & CULTURAL PRESERVATION BOARD

DATE: June 2, 2022

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 May 11, 2022 Historic and Cultural Preservation Board Special Meeting

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

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

Approved _____	Motion _____	Second _____	Agenda Item No. <u>1</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		

<i>[Signature]</i>	<i>[Signature]</i>
Recording Secretary	Community Development Director

**MINUTES
HISTORIC AND CULTURAL PRESERVATION BOARD SPECIAL MEETING
May 11, 2022**

CALL TO ORDER

The regular meeting of the Historic and Cultural Preservation Board of the City of Highland was called to order at 5:01 p.m. by Chair Bible at the Donahue Council Chambers, 27215 Base Line, Highland, California.

Present: Chair Patrick Sandford
 Member Colin Childs
 Member Tony Mauricio
 Member Gail Shelton

Absent: Vice Chair Pamela Bible

Staff Present: Lawrence Mainez, Community Development Director
 Kim Stater, Assistant Community Development Director
 Ash Syed, Associate Planner
 Matt Wirz, Building Official
 Shannon Wisniewski, Administrative Assistant III

The Pledge of Allegiance was led by Member Mauricio.

COMMUNITY INPUT

None

CONSENT CALENDAR

1. Minutes from the April 7, 2022 Special Meeting.

A MOTION was made by Member Shelton, seconded by Member Childs, to approve the minutes, as submitted. Motion carried, 4-0-1, with Vice Chair Bible being absent.

BUSINESS ITEM

2. Certificate of Appropriateness (COA 22-001) for the demolition and reconstruction of a 2,450 square foot structure commonly known as the "Old Bank Building" located in the Highland Historic District. (6956 Palm Avenue)

Associate Planner Syed presented the staff report.

Robert Lee, Representative stated the safe is on the other side of that masonry-built wall, and it is two floors tall. The basement level has a significant safe that has the entire vault that has arched ceilings and above that is another portion of the safe. We don't know if there's any steel masonry.

Assistant Community Development Director Stater asked is that a safe room? What are the interior dimensions?

Robert Lee stated downstairs in the basement was approximately 15 feet by 10 feet and then upstairs was about 6 by 6.

Member Shelton asked if there is any way to keep any part of that existing building, whether it's a facade on top. Is there a way to keep any part of that building?

Robert Lee stated unfortunately, that is the worst part is the exterior. In 1950 or 1960 they reinforced the masonry with shotcrete and to make that structurally sound, that's where all the cost comes in. I would love to be able to re utilize every portion, including the windows, but the windows in their condition don't meet the current energy standards.

Member Shelton asked how about inside? Is there a way to save some of the internal aspects of the building decorating?

Robert Lee stated I would love to keep the safe. That was not touched by any shotcrete, and we can use sonar and find out what kind of steel reinforcement is inside of those walls. I would also like to keep the light fixtures.

Member Childs asked what shotcrete is? This building appears to be brick.

Robert Lee stated it is essentially what they use when they construct a pool. That is the cement material on the inside of the pool for the walls. There is minor structural stability to that and they covered that beautiful brick with two inches of shotcrete. It is a constant maintenance, it cracks every movement, and it is less structurally sound than stucco.

Member Mauricio it looks like the previous owners were trying to aim for like an Adobe design.

Robert Lee stated I believe that's exactly what they were going for and shotcrete is also less expensive than stucco.

Community Development Director Mainez stated the architect that consulted on this building was the same one that worked on the Mission Inn in Riverside. It's aesthetic, but I think also to it's for stability and protection of the brick that may not have been engineered.

Member Mauricio stated where is everyone going to park?

Robert Lee stated I've talked to the owners about possibly purchasing a lot across the street that is vacant and utilizing it as off-street parking. The other option is on street parking. I am worried about the handicap spaces met as well as the path of travel.

Associate Planner Syed stated if you are open to the idea of a of a demolition and reconstruction. It doesn't necessarily have to be this if there's another design that you would like the Architect and the Applicant to put some thought into that works too.

Community Development Director Mainez stated this was built in 1904, it was brick and then it sounds like based upon what you've been told in the 50s, is when the shotcrete was put on.

Assistant Community Development Director Stater passed around a photo that showed the building with a horse and buggy. Dating from the early 1900's. The white exterior was already in place.

Margaret Sellman, Public Speaker stated I live at 6936 Palm Avenue and I'm across the street. I have some questions because I have also been impacted. I see that it went from one story to two story, and I understand there's a basement because there were people renting in that building in 2003. Will this be a three-story building? Two stories above the basement, is that correct?

Associate Planner Syed stated from what the Applicant conveyed to me, it is a first floor and a second story.

Margaret Sellman asked if they're going to seal up the basement?

Robert Lee stated that is the current plan however, from comments that I've heard here, I'm going to be relaying back to the property owner about trying to keep this safe, because that is where a big portion of the safe and the historical significance of the safe is down in the basement.

Margaret Sellman asked how many people are going to be permitted inside the building at any point in time?

Building Official Matt Wirz stated that would be dependent on the occupancy that is chosen for this building. So, looking at the square footage, it would be about 20 people.

Margaret Sellman stated 20 people is a lot of parking and there is already an issue on Palm Avenue. So, what's the potential for parking issues? I would love to have that building fixed because it's an eyesore.

Member Mauricio asked is the main concern the parking and traffic?

Margaret Sellman stated yes, the parking and the type of people coming in.

William Lennick, Public Speaker stated I reside at 27268 Main Street. It's the 1910 mission craftsman diagonally from this building. Where is the utility going to go if there isn't a basement?

Robert Lee stated as far as the utilities they will put underground.

William Lennick stated the basement should be a utility room where people should not be and that is something I would suggest to the board as a consideration. There's no windows in the second floor. I am trying to understand how it's going to exist.

Robert Lee showed the proposed floor plan.

William Lennick stated they have two chimneys in the original buildings.

Associate Planner Syed stated I didn't receive elevations that showed the other two sides, so I'm not sure if they were incorporated in this design, but the Architect can probably provide some more detail.

Robert Lee stated this is the first I've heard of any type of chimney. If there were chimneys, I can certainly add them into the facade and the architectural, but this is the first I've heard of any chimneys.

William Lennick stated they should stay.

Chair Sanford stated we want this building to stay as original as possible. It's just the current standards and the standards from over 100 years ago are going to be changed, so it's hard to make the building exact same standards.

Board Members were looking at the photo number 2021-12-06-11-45-05.

Assistant Community Development Director Stater stated Ms. Sellman per her request and her inquiries, what we understand to be the future use of that building is probably a retail use. I don't think it's been 100% determined, so occupancy is kind of a two-prong question. Occupancy will be determined by the Building Official Matt Wirz, who is talking as far as what the occupant load can be to meet building and safety standards. When we look at parking, we use a square footage of the building for the use. So, if it's retail, one parking spaces required for every 250 square feet of usable area. This particular use if it was retail would require 12 parking spaces. There's zero on site because the users have separated with one from the south, which is probably one of the most unfortunate parts of this project. For it to be utilized properly in the future, it has no parking is it's now separated from the garage and doesn't have any of the parking that came with the garage, so I don't know if that was clear one of the early slides. The property is two different parcels where the building used to sit so the original bank is a separate parcel from the garage that was to the south. It doesn't have appropriate dimensions for two-way travel by a vehicle. If this project proceeds through the Historic Board, it will go to the Planning Commission and the Planning Commission would have to make the appropriate findings that almost 100% of the parking for this use, whatever it may be, can be provided on the street. We don't know the answer to that yet. For tonight, we are just dealing with kind of the historical aspects of should this building be demolished and reconstructed or not?

Margaret Sellman stated I really wanted to share my concerns for how many people are in there because they must have parking and then whoever is visiting them must have parking and we already have a parking issue.

Assistant Community Development Director Stater stated right now, we are looking at the materials, size and the dimensions reconstructed as it was, that's the first thing we need to look at. The second thing is, is the Applicants looking for wanting to reconstruct it partially. However, we want to make modifications and improvements and expand it, which falls under the standards for rehabilitation. So, you're looking at two standards at the same time, and you must as a board, decide if you're willing to make that transition from just reconstruction. If you even permit the demolition and the reconstruction of it, and in addition to the reconstruction, do you want to allow the rehabilitation, which would be the expansion.

Member Mauricio asked what's the time frame on this?

Assistant Community Development Director Stater stated the faster the better for the Applicant so they can decide how to proceed. Tonight, is a Certificate of Appropriateness,

which is exactly what we've been talking about. If you were to say no, no matter what the price is, we're looking at strictly from historic preservation. We want you to structurally improve it, we want it to be rehabbed to the original building.

Member Childs stated we stick strongly to the rehabilitation standards and guidelines, and those are clear to us. As Kim has said, we have the option of reconstructing fully or partially. These standards themselves are very clear. The character of the property shall be retained and preserved. Removal of historic materials or alteration of features and spaces that characterize the property shall be avoided. Those are some very, very strict guidelines. We have so few historic buildings in California. We break them and destroy them. No matter what decision is made, there are going to be financial impacts and to help us to preserve these old buildings and to maintain the character of things like this there are several different avenues that a homeowner and business owner can go through. There's a federal historic preservation tax incentive, that the owner can apply to, which will give them roughly a 20% income tax credit to rehabilitate a building that is of economic and potential income revenue. The state of California also has something called the certified California tax incentive, so this works in conjunction with the Federal Historic Preservation Tax incentive as well and it has been funded this year. The third thing, which one of our stakeholders today mentioned was something called the Mills Act. As soon as the property is registered to be part of the Mills Act, all property taxes or a lot of property taxes are defrayed on that property to maintain the historic integrity. If you were going to pay \$10,000 in tax, you would probably only pay \$2,000 and \$8,000 would be used to preserve your property and maintain.

Chair Sanford stated it is most troubling that we're talking about getting rid of a safe that was built 118 years ago, so I understand that it's going to be expensive to try to bring it back to a building of value. What I'm seeing here tonight is we're talking about doing away with the basement and just having two floors.

Associate Planner Syed stated these plans are just their initial idea of what they would like to propose. Based on our discussion about potentially saving the basement and the safe these elevations look acceptable, for example. I would like to see a rendition where we keep that basement floor and a floor plan that has three levels.

Member Mauricio stated it is technically two floors, and I would like to keep the safe. I think the keeping somewhat of the facade, if it's structurally feasible, then we can move forward with that and the safe.

Member Shelton stated I would agree.

Chair Sanford stated we want the safe maintained as part of the building because near as I could tell from what the concept as I understand it, it's going to require a flat, heavy floor. It won't be a bank building anymore.

Associate Planner Syed stated the photo the members are looking at is 2021-12-06-10-34-34 and we want to keep that same look since it's a historic building.

Assistant Community Development Director Stater stated it would be reconstruction to maintain the northerly and the easterly facades including the parapets and I'd like to make sure that we understand your concurrence to add a second story from ground level, so,

basement is a ground level and then a second story that you are giving them direction to. Let's proceed with that modification, which would be the rehabilitation part, yes?

All 4 Board Members agreed with Assistant Community Development Director Stater.

Member Childs stated would it make sense to have them more full windows? So that they're fully glass all the way. If this is going to be office space, privacy is probably not that big a deal anyway.

Robert Lee stated I was trying to replicate the arch without having just solid walls of glass. Once we have the walls glass, we run into a Title 24 issue and trying to make that, it turns the building into a greenhouse essentially.

Member Mauricio stated I am ok with the small window already there, because I am thinking of the heat.

Assistant Community Development Director Stater stated you have to make a motion to continue the meeting to a date specific.

A MOTION was made by Chair Sandford, seconded by Member Childs, to continue this item to June 2, 2022. Motion carried, 4-0-1, with Vice Chair Bible being absent.

ANNOUNCEMENTS

None.

ADJOURN

There being no further business, Chair Sandford declared the meeting adjourned at 6:20 p.m.

Submitted by:

Approved by:

Camille Goritz, Administrative Assistant III

Patrick Sandford, Chair



STAFF REPORT

THE HISTORIC AND CULTURAL PRESERVATION BOARD

DATE: June 2, 2022

FROM: Lawrence A. Mainez, Community Development Director

REVIEWED BY: Kim Stater, Assistant Community Development Director 

PREPARED BY: Ash Syed, Associate Planner 

SUBJECT: Certificate of Appropriateness (COA 22-002) for a 63 square foot building expansion on the west side of a contributing residence in the Historic District.

LOCATION: 27206 Nona Avenue, Highland, CA 92346
Assessor's Parcel No. 1191-341-58

APPLICANT: Pamela Bible

RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board:

1. Approve Certificate of Appropriateness (COA 22-002) for a 63 square foot building expansion on the west side of a contributing residence, subject to the Conditions of Approval, and;
2. Adopt the Findings of Fact.

PUBLIC NOTICE: As required by City Council Resolution, notice of the public meeting was posted at three (3) designated posting locations within the City and mailed to all property owners contiguous to the project site. No further notice is required.

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

Approved _____	Motion _____	Second _____	Agenda Item No. <u>2</u>
Denied _____	Ayes _____		File No. _____
	Noes _____		
Continue _____	Abstain _____		
	Absent _____		

 _____ Recording Secretary	 _____ Community Development Director
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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 a building expansion to an existing residence in a manner consistent with the Secretary of the Interior's Standards.

DESCRIPTION OF SITE: The site is a large residential lot that contains a single family home constructed around 1900. Located on the northeast corner of Nona Avenue and Cole Avenue, the residence is a two-story building sheathed in two-lap drop siding with medium/steep gables and decorative millwork in the gable ends (Attachment 1 – Area Map). The front door is located toward the center of the house and is flanked by large, floor-to-ceiling windows. With an overall floorplan in the shape of a T, the wrap-around porch spans the front of the home and continues around to the east and west sides and provides additional points of entry into the home. A portion of the porch on the west side appears to have been enclosed with plywood at some point prior to the City's incorporation. A single story wing is present at the rear of the home and a lean-to addition has been made on the west. An older two-car garage with a medium end gable and two-lap drop siding stands east of the house, likely constructed at the time of the relocation in 1936. Another garage, which appears considerably newer, has been constructed at the northwest corner of the property and features a low gabled roof and V-rustic siding. The remnants of a former orange grove occupy the remainder of the property.

BACKGROUND: The existing house was initially located at 6990 Palm Avenue and originally owned by Mr. and Mrs. John D. Boley. According to a July 1936 edition of the Highland Messenger, the home was purchased by Mr. Henslee Smith and relocated to its current location at the northeast corner of Nona Avenue and Cole Avenue. It was also reported that upon purchasing and relocating the home, Mr. Smith performed a variety of interior and exterior renovations to better suit his personal taste.

ANALYSIS: The Applicant is looking to expand one of the home's downstairs bedrooms, adding an additional 63 square feet to the existing floorplan. As previously mentioned, there is a wrap around porch that appears to have been constructed prior to the City's incorporation and set back approximately thirteen (13) feet from western property line. The portion of the home just north of the porch, which the Applicant is proposing to extend outward (westward), is currently set back seventeen (17) feet from the western property line. The Applicant is permitted to extend this subject portion of the home four (4) feet outward (westward) from its current placement, as proposed, aligning it with the westerly side of existing wrap around porch. (Attachment 2 – Floor Plan and Photos)

As was the case with additions to other contributing residences within the Historic District, in order to avoid the creation of a false sense of history, the addition should be clearly delineated vertical wood siding that contrasts the existing horizontal siding.

The proposed addition is subject to the Secretary of the Interior's Standards for Rehabilitation which guides the City in the treatment of repairs, alterations and additions to historic structures (Attachment 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 proposed addition meshes rather well with the exterior siding on the existing home and will be finished with contrasting vertical siding as to not create a false sense of history.

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

ATTACHMENTS:

1. Area Map
2. Floor Plan and Photos
3. Secretary's Standards for Rehabilitation
4. Conditions of Approval
5. Findings of Fact

Attachment 1:

Area Map



Attachment 2:

Floor Plan and Photos

N
W + E
S

27206 Nona Avenue
Highland, CA 92346

A hand-drawn floor plan of a house. The layout includes a central Dining Room and a large Living Room at the front. To the left of the Dining Room is a Kitchen, which contains a pantry. Behind the Kitchen is a Breakfast room. To the left of the Kitchen is a Laundry and Bathroom. A closet is located between the Kitchen and the Dining Room. A bedroom is situated to the left of the Dining Room, with a set of stairs leading up to it. Another set of stairs is located between the bedroom and the Dining Room. A basement access is shown on the far left. The house has a large front porch, a side porch, and a back porch. Steps lead to the front porch, and steps lead to the back porch. The plan is drawn with simple lines and includes some furniture like a bed in the bedroom and a table in the Dining Room.

Laundry and Bathroom

Kitchen

Breakfast room

closet

pantry

basement access

bedroom

stairs

Dining Room

stairs

Living Room

porch

porch

steps

steps

COLE

AVENUE

PARCEL
APN 1191-341-42

"A"

sidewalk
to house
17'

44"

15'5"

sidewalk
to porch
13'

porch
length
21'3"

PROPOSED
FLOOR
PLAN

(150')

6'

GARAGE

2'

CONC

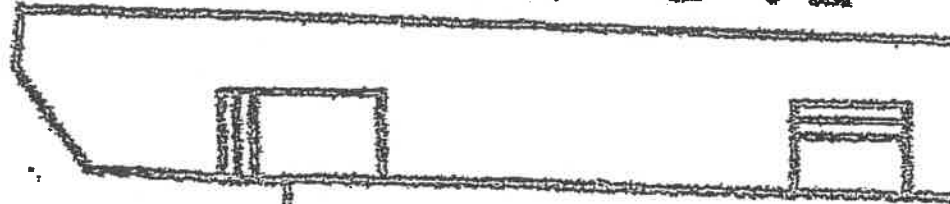
addition
would be
59'
from front
sidewalk

SIDEWALK

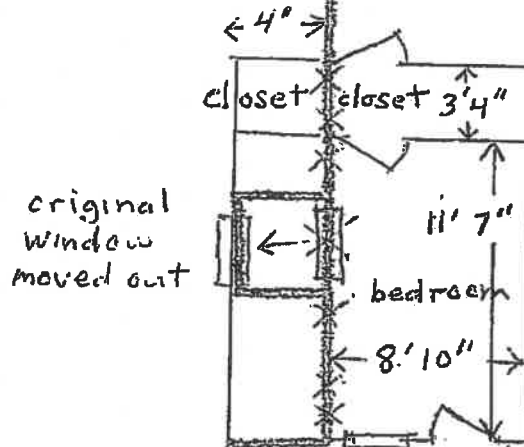
PROPERTY
LINE

sidewalk
to house
38'

APN 1191-341-



laundry +
bathroom



PROPOSED
FLOOR
PLAN

* House is 2 story
addition to first floor only

LETTER

sidewalk

PROPERTY
LINE

Existing West side view - 27206 Nona Ave, Highland, CA 92346



27206 Nona Ave.
Existing West side View



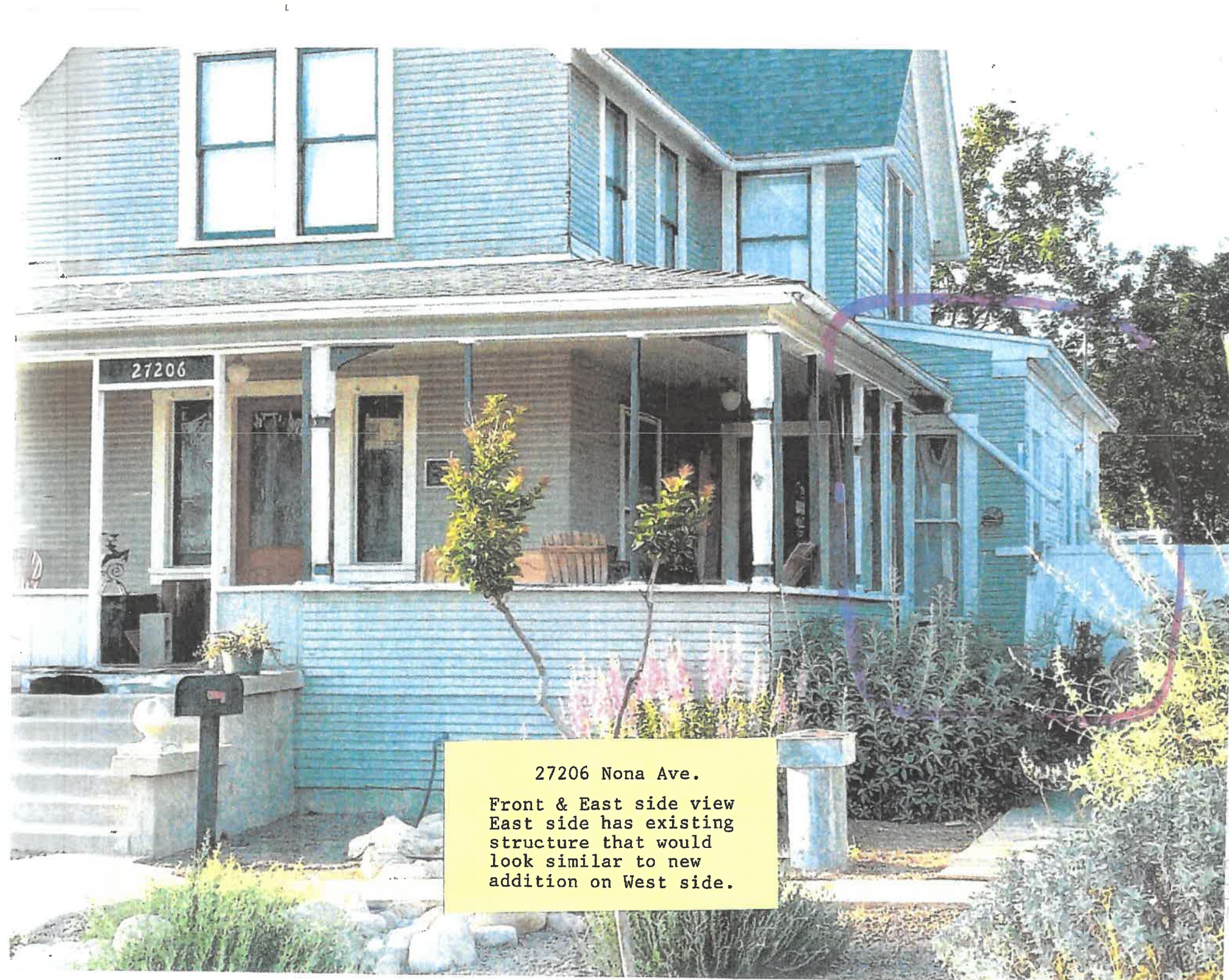
PROPOSED
WEST
SIDE
ADDITION



Area where
porch ends
will be enclosed,
Rest of porch to
remain open
→

Basement
will be accessed
from inside
house

Addition
will bring
house out
flush with
porch
←



27206

27206 Nona Ave.

Front & East side view
East side has existing
structure that would
look similar to new
addition on West side.



27206 Nona Ave
Front & West side view

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 rehabilitation and protection of all cultural resources listed in or eligible for listing in the National Register of Historic Places.

The Secretary of the Interior's Standards for Treatment of Historic Properties apply to all proposed development grant-in-aid projects assisted through the National Historic Preservation Fund, and are intended to be applied to a wide variety of resource types, including buildings, sites, structures, objects and districts. These Standards, developed in 1992, were codified as 36 CFR Part 68 in the July 12, 1995, Federal Register (Volume 60, No. 133). They replace the 1978 and 1983 versions of 36 CFR 68 entitled, "The Secretary of the Interior's Standards for Historic Preservation Projects."

The Secretary of the Interior's Standards for the Treatment of Historic Properties may be used by anyone planning and undertaking work on historic properties, even if grant-in-aid funds are not being sought. It should be noted that another regulation, 36 CFR Part 67, focuses on "certified historic structures" as defined by the IRS Code of 1986. The "Standards for Rehabilitation" cited in 36 CFR 67 should always be used when property owners are seeking certification for federal tax benefits.

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: June 2, 2022

Applicant: Pamela Bible

File/Index: Certificate of Appropriateness (COA 22-002)

Proposal: COA 22-002 for a 63 square foot building expansion on the west side of a contributing residence in the Historic District.

Location: 27206 Nona Avenue, Highland, CA 92346
Assessor's Parcel No. 1191-341-58

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. 22-002 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. 22-002.

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 in accordance with plans and materials approved by the Historic and Cultural Preservation Board on June 2, 2022, on file with the City of Highland Planning Department, and shall be in compliance with all conditions of approval contained herein.
3. Prior to the issuance of any permits, the Applicant/Owner of the property shall submit to the Planning Department written evidence of agreement with all conditions of this approval.
4. Certificate of Appropriateness (COA 22-002) for a 63 square foot building expansion on the west side of a contributing residence in the Historic District.
5. The addition and any new wood shall be painted to match the original structure.
6. Original wood framed windows on the western wall of the room undergoing the expansion shall be reused at its new location.
7. A vertical white plank shall be added to the house to distinguish between the original part of the home and the addition.
8. The Applicant/Owner shall obtain all required permits from the Planning and Building and Safety Division.
9. Revisions, modifications, and/or deletions to the approved plans must be submitted to the Planning Division for review and approval. Revisions, modifications and/or deletions may require additional review by the Historic and Cultural Preservation Board.
10. In compliance with the Highland Municipal Code, the Applicant/Owner shall agree, at his/her sole cost and expense, to defend, indemnify, and hold harmless, the City, its officers, employees, agents, and consultants, from any claim, action, or proceeding brought by a third-party against the City, its officers, agents, and employees, which seeks to attack, void, or annul an approval of the City Council, Planning Commission, or other decision-making body, including staff, concerning this project. The City may, at its sole discretion, participate at its own expense in the defense of any such action but such participation shall not relieve the Applicant/Owner of his/her obligations under this condition.
11. 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.

12. 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: June 2, 2022

Applicant: Pamela Bible

File/Index: Certificate of Appropriateness (COA 22-002)

Proposal: COA 22-002 for a 63 square foot building expansion on the west side of a contributing residence in the Historic District.

Location: 27206 Nona Avenue, Highland, CA 92346
Assessor's Parcel No. 1191-341-58

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 portion of the home just north of the existing porch, which the Applicant is proposing to extend outward (westward), is currently set back seventeen (17) feet from the western property line. The Applicant is permitted to extend this portion an additional four (4) feet outward (westward) from its current placement, aligning it with the westerly side of existing porch. This proposal will not negatively impact the surrounding area as the proposed expansion is conditioned to be distinguished from the original home with contrasting vertical wood siding and a white wooden slat.

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.

As was the case with additions to other contributing residences within the Historic District, this proposed building expansion will be consistent with the Secretary of the Interior's Standards for Rehabilitation. In particular, the requirement that "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" will be satisfied by the addition being clearly delineated with vertical wood siding that contrasts the existing horizontal siding.

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 onsite.

The Community Development Director has determined that in keeping with prior approvals regarding building expansions for Historic Buildings, the Applicant would be permitted to extend the subject portion of the home an additional four (4) feet outward (westward) from its current placement, aligning it with the westerly side of existing porch. This proposal will not negatively impact the surrounding area as the proposed expansion is conditioned to be distinguished from the original home with contrasting vertical wood siding and a white wooden slat. Additionally, this proposed addition is not changing the land use, zoning designation, or any or site specific standard. The 63 square foot increase in square footage will also not trigger any type of development impact fees related to Planning upon submittal for building permits.



STAFF REPORT

THE HISTORIC AND CULTURAL PRESERVATION BOARD

DATE: June 2, 2022

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 22-001) for the demolition and reconstruction of a 2,450 square foot structure commonly known as the "Old Bank Building" located in the Highland Historic District. **(Continued from May 11, 2022)**

LOCATION: 6956 Palm Avenue, Highland, CA 92346
Assessor's Parcel No. 1191-471-62

OWNER / APPLICANT: Adam Tabba

RECOMMENDATION: Staff recommends that the Historic and Cultural Preservation Board table this item to allow the Applicant ample time to accommodate the Board's directives on the "Old Bank Building" provided during the May 11, 2022 meeting.

FISCAL IMPACT: There is no fiscal impact related to the project other than Staff's time spent to prepare this report.

PREVIOUS ACTION: At the May 11, 2022 Historic and Preservation Board Meeting, the Architect, on behalf of the Applicant, presented a proposed two (2) story reconstruction of the Old Bank Building for feedback from the Board members. The Board

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

reviewed photographs of a site inspection performed by the Civil Engineer and Architect and was receptive to the idea of a partial demolition and reconstruction, with interest in preserving parts of the existing structure. The Board directed the Architect to work with the Applicant and incorporate the existing walls/facades along the Palm Avenue and Main Street frontages, insisting that a full redesign would do entirely away with the historic prominence of the current building. The Board also directed the Architect to accommodate the existing basement into the redesign, in particular the bank safe, as preserving the basement would be another key to retaining the historic foundation of the original Bank Building. At the Architect's request, the Board continued the item to the June 2, 2022 meeting to grant the Applicant another opportunity to attend the meeting and allow the Architect to incorporate the Board's directives into the project plans.

CONCLUSION: As of May 26, 2022, the Architect has been unable to contact the Applicant to discuss the directives and thus was unable to provide Staff with the necessary materials for the June 2, 2022 meeting. Staff recommends that the Historic and Cultural Preservation Board table the item to allow the Architect and the Applicant ample time to accommodate the Board's directives on the "Old Bank Building" and provide Staff with revised plans.



STAFF REPORT

TO THE HISTORIC AND CULTURAL PRESERVATION BOARD

DATE: June 2, 2022

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>4</u>
Denied _____	Ayes _____		File No. _____
	Noes _____		
Continue _____	Abstain _____		
	Absent _____		
<i>Caillaud</i> Recording Secretary		<i>Lawrence Mainez</i> Community Development Director	

Certificate of Appropriateness Applications Not Yet Completed

File Number	Address	Description of Project	Approved	Expires	Status
COA 21-001	7136 Club View Drive (Stone House)	Deck and Staircase Replacement	April 2021	<i>April 2022</i>	<i>Approved. Plan Check extended through August 2022 by Building Official</i>
COA 21-007	6944 Palm Avenue	Fire Station Garage Door Replacement	February 2022	February 2023	Approved. Has not submitted plans to Building and Safety.
COA 22-001	6956 Palm Avenue	Bank Building Renovation/ Reconstruction			<i>Continued from May 11, 2022 HCPB Meeting</i>
COA 22-002	27206 Nona Avenue	63 sf Building Expansion			Scheduled for June 2, 2022 HCPB Meeting