

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

SPECIAL MEETING

January 11, 2023
5:00 p.m.
City Hall
Donahue Council Chambers
27215 Base Line
Highland, California

MEMBERS

Patrick Sandford, Chair
Pamela Bible, Vice Chair
Tyler Brown, 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

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 72 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.

Submission of Public Comments: For those wishing to make public comments by email, please submit your comments by email to be read aloud at the meeting. Email comments must be submitted by 4:00 p.m. on January 11, 2023 to publiccomment@cityofhighland.org. if you are submitting a public comment pertaining to an item on the January 11, 2023 agenda, please identify the agenda item number in the subject line.

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

**HISTORIC AND CULTURAL PRESERVATION
BOARD
SPECIAL MEETING AGENDA
January 11, 2023 - 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 January 11, 2023, 4:00 p.m., will be read into the record, provided that the reading shall not exceed three (3) minutes.

CONSENT CALENDAR

1. Minutes from December 1, 2022 Special Meeting.

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

BUSINESS ITEMS

2. Certificate of Appropriateness (COA 22-009) to permit the installation of a 305 square foot roof-mounted solar photovoltaic system on a single-story contributing historic residence. (29197 Pacific Street)

RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board:

1. Approve Certificate of Appropriateness (COA 22-009), to permit the installation of a 305 square foot roof-mounted solar photovoltaic system on a single-story contributing historic residence, subject to Conditions of Approval and Findings of Fact.
3. Certificate of Appropriateness (COA 23-001) to permit an existing 482 square foot roof-mounted solar photovoltaic system on a single-story contributing historic residence. (6976 Cole Ave)

RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board:

1. Deny Certificate of Appropriateness (COA 23-001), for the installation of a 482 square foot roof-mounted solar photovoltaic system on a single-story contributing historic residence, subject to the Findings of Fact.
4. Preparation for the 25th Annual Citrus Harvest Festival in 2023.

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

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 9th of January 2023 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: January 9, 2023



Camille Goritz, Administrative Assistant III



STAFF REPORT

TO THE HISTORIC & CULTURAL PRESERVATION BOARD

DATE: January 11, 2023

FROM: Lawrence A. Mainez, Community Development Director

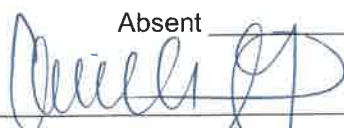
REVIEWED BY: Kim Stater, Assistant Community Development Director

PREPARED BY: Camille Goritz, Administrative Assistant III 

SUBJECT: Minutes from the December 1, 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 _____		
 Recording Secretary		 Community Development Director	

MINUTES
HISTORIC AND CULTURAL PRESERVATION BOARD SPECIAL MEETING
December 1, 2022

CALL TO ORDER

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

Present:	Chair	Patrick Sandford
	Member	Tony Mauricio
	Member	Gail Shelton

Absent:	Vice Chair	Pamela Bible
	Member	Tyler Brown

Staff Present: Ash Syed, Associate Planner
Camille Goritz, Administrative Assistant III

The Pledge of Allegiance was led by Member Shelton.

COMMUNITY INPUT

None

CONSENT CALENDAR

1. Minutes from the October 6, 2022 Special Meeting.

A MOTION was made by Member Shelton seconded by Member Mauricio, to approve the minutes, as submitted. Motion carried, 3-1, with Vice Chair Bible and Member Brown being absent.

BUSINESS ITEMS

2. Preparation for the 25th Annual Citrus Harvest Festival in 2023.

Associate Planner Syed presented the staff report.

Member Shelton stated I would like to be a judge for the baking contest.

Associate Planner Syed stated the prize for the Good Neighbor Award will be a gift bag plus a plaque. I will reach out to the local high schools and middle schools to see who would like to perform. The main band will still be Highland Music Company. Regarding the honoree for next year, we have Hector from Highland Community News and Sam Racadio, do we have a decision on who we are choosing?

Chair Sandford stated I'm going to go ahead and respectfully ask that we table this until January's meeting with the support of my board members because Member Bible is not here.

Member Shelton stated I would agree that we wait until all members are present.

Associate Planner Syed stated we will leave the car show layout as is. Next item from discussion would be for the Home and Walking Tour.

Member Mauricio stated Gail and I are going to do the Walking Tour as a team.

Associate Planner Syed stated the next item of discussion would be for the different levels of sponsorship.

Member Shelton stated I was one that had brought up the \$250 sponsorship.

Associate Planner Syed stated there is a pretty big gap between the \$100 sponsors and the \$500 sponsors because there are poster boards that is attached to the banners. So, when we bring in the \$250 sponsorship, I feel like it would bring in a lot of potential sponsors, but what do we offer them?

Member Shelton stated I think we were looking into that to see if it made sense.

Associate Planner Syed stated I will look into this. For our print media, does San Bernardino Sun work?

Member Mauricio stated I think Redlands Daily Facts would help as well.

Associate Planner Syed stated ok, Redlands Daily Facts, Redlands Community News and San Bernardino Sun.

Historic and Cultural Preservation Board receives and files Staff's report.

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

Associate Planner Syed presented the staff report.

Historic and Cultural Preservation Board received and filed staff's report.

ANNOUNCEMENTS

The next meeting will be January 5, 2022 at 5:00 pm.

ADJOURN

There being no further business, Chair Sanford declared the meeting adjourned at 5:25 p.m.

Submitted by:

Approved by:

Camille Goritz, Administrative Assistant III

Patrick Sanford, Chair



STAFF REPORT

THE HISTORIC AND CULTURAL PRESERVATION BOARD

DATE: January 11, 2023

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 22-009) to permit the installation of a 305 square foot roof-mounted solar photovoltaic system on a single-story contributing historic residence

LOCATION: 27197 Pacific Street, Highland Historic District
Assessor's Parcel No. 1191-471-02

OWNER: Guadalupe Matadamas

RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board:

1. Approve Certificate of Appropriateness (COA 22-009), to permit the installation of a 305 square foot roof-mounted solar photovoltaic system on a single-story contributing historic residence, subject to Conditions of Approval and Findings of Fact.

ENVIRONMENTAL REVIEW: This project is Categorically Exempt from environmental proceedings pursuant to Section 15301, Class 1, Existing Facilities, of the California Environmental Quality Act (CEQA) Guidelines, since the proposed project consists of minor exterior alterations to an existing residence which involves no expansion of the existing residential use. The proposed panels may be removed at a later date with no permanent alteration to the historic structure.

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

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

Recording Secretary

Lawrence Mainez
Community Development Director

notice was posted on the City's website, and mailed to adjacent property owners of the project site. 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.

DESCRIPTION OF SITE: The subject site is located on the south side of Pacific Street, just east of Cole Avenue (Attachment 1 – Area Map). The 2001 Historic Architectural Survey lists the property as a contributing residence which was constructed in 1901. Although the building is just outside of the area covered by the 1899 Sanborn map, architectural evidence suggests that the house was constructed shortly after the turn of the century. It is shown on the 1907, 1918, and 1930 maps an L-shaped layout. Later, compatible alterations include the addition of a room by the front and the enclosure of the porch at the main entrance some time after 1930. The house is sheathed in two-lap drop siding. The site also contains a detached garage at the rear of the property, which matches the residence in color and materials. (Attachment 2 – Street View).

PROJECT REVIEW/ANALYSIS: As aforementioned, the residence was constructed in 1901 and is a contributing property within the Highland Historic District. The homeowner is looking to install a 5.72 kW DC solar photovoltaic (PV) system consisting of thirteen (13) solar modules; seven (7) on the south facing roof of the main home and six (6) on the west facing roof of the garage (Attachment 3 – Solar Plan). Each panel measures approximately 82.5 inches in length, 41 inches in width, 1.5 inches in thickness, and just over 53 pounds in weight. In its proposed configuration, the solar array encompasses approximately 305 total square feet of roof area. The proposed service panel and meter will be retrofitted at its current location at the rear of the residence, an area easily accessible for utility providers. All exposed conduit will be painted to match the existing residence.

Although photovoltaic panels are considered to be temporary in nature, they could potentially affect the visual quality of the home and surrounding neighborhood. The proposed plans depict standard flat-plate photovoltaic panels which will be flush-mounted at the same pitch of the existing roof.

The Secretary of the Interior's Standards for Rehabilitation guides the City on how to address repairs, alterations and additions to historic structures. 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 solar array will not alter the architectural value of the historic residence itself, does not structurally compromise the home or cause permanent alteration, and is temporary in nature in that it can be installed and removed without affecting the structure. Moreover, the panels are proposed at a location not visible from the public right-of-way.

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 installation of the solar array, subject to the conditions of approval and Findings of Fact.

- ATTACHMENTS:**
1. Area Map
 2. Street View
 3. Solar Plan
 4. Secretary's Standards for Rehabilitation
 5. Conditions of Approval
 6. Findings of Fact

Attachment 1:

Area Map



Attachment 2:

Street View

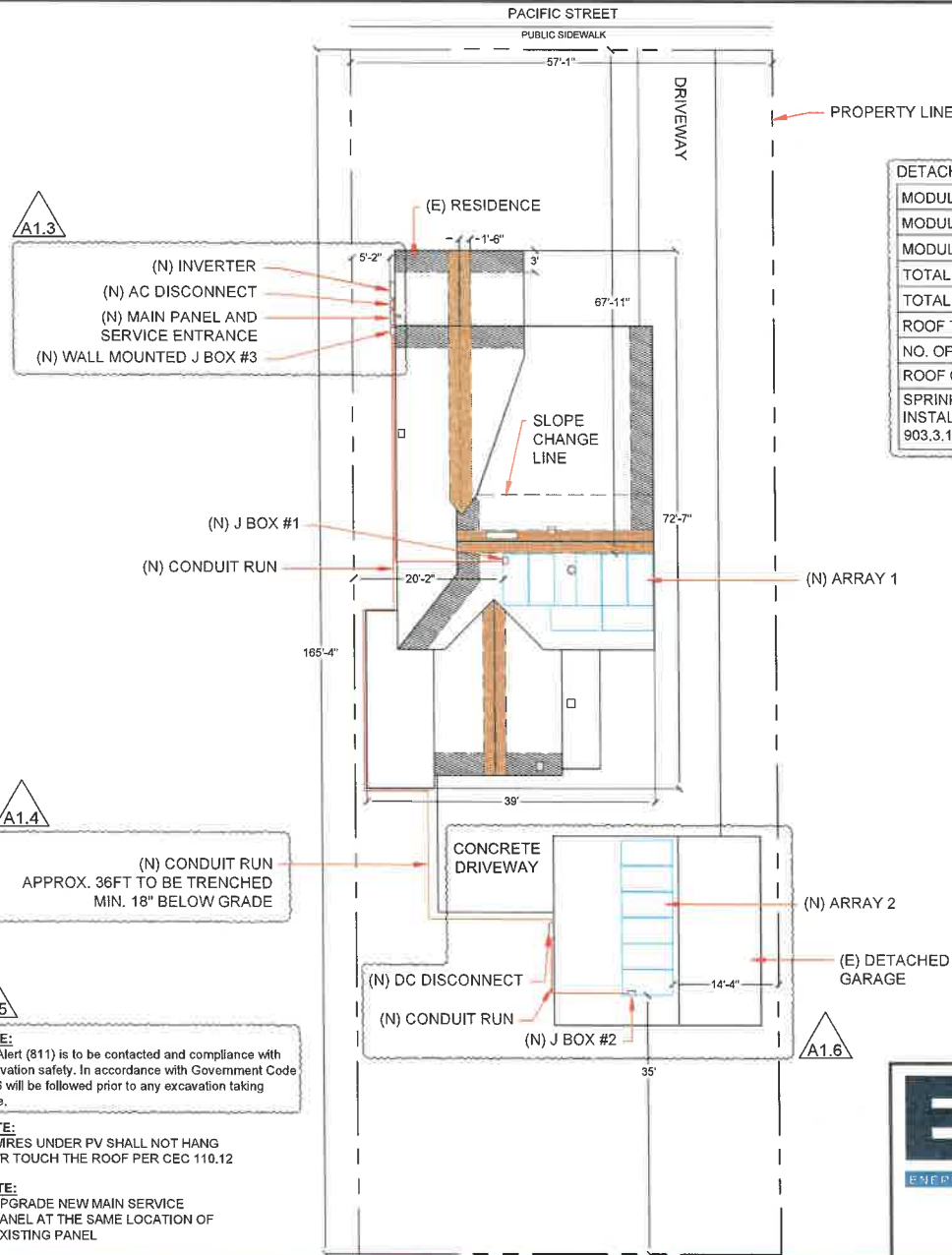


Attachment 3:

Solar Plan

SITE PLAN

SCALE: 1/16" = 1'-0"



A1.3

A1.4

A1.5

NOTE:
Dig Alert (811) is to be contacted and compliance with excavation safety. In accordance with Government Code 4216 will be followed prior to any excavation taking place.

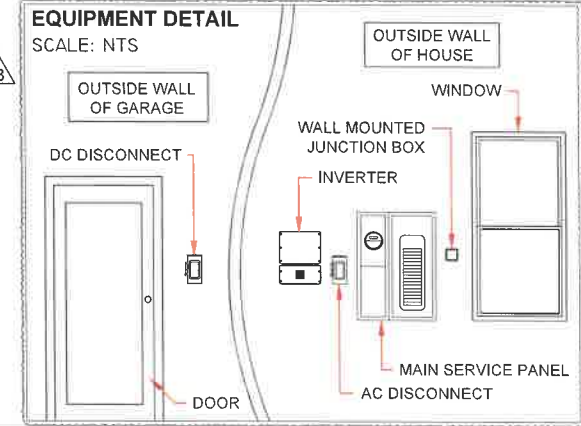
NOTE:
• WIRES UNDER PV SHALL NOT HANG OR TOUCH THE ROOF PER CEC 110.12

NOTE:
• UPGRADE NEW MAIN SERVICE PANEL AT THE SAME LOCATION OF EXISTING PANEL

DETACHED GARAGE	
MODULE	APTOS DNA-144-MF26-440W [BLK]
MODULE DIMENSIONS	82.48" X 40.91" X 1.57"
MODULE WEIGHT	53.13 LBS
TOTAL ARRAY AREA	141 SQ. FT.
TOTAL ROOF AREA	713 SQ. FT.
ROOF TYPE	1 LAYER COMPOSITION SHINGLE
NO. OF STORIES	1
ROOF COVERAGE	19.8 %
SPRINKLER SYSTEM INSTALLED (CFC 903.3.1.3)	NO

	ROOF PITCH (DEG)	AZIMUTH (DEG)	PV AREA (SQ. FT)	NO. OF MODS
ARRAY 1	32°	180°	164	7
ARRAY 2	23°	270°	141	6

MAIN HOUSE	
MODULE	APTOS DNA-144-MF26-440W [BLK]
MODULE DIMENSIONS	82.48" X 40.91" X 1.57"
MODULE WEIGHT	53.13 LBS
TOTAL ARRAY AREA	164 SQ. FT.
TOTAL ROOF AREA	2296 SQ. FT.
ROOF TYPE	1 LAYER COMPOSITION SHINGLE
NO. OF STORIES	1
ROOF COVERAGE	7.1 %
SPRINKLER SYSTEM INSTALLED (CFC 903.3.1.3)	NO



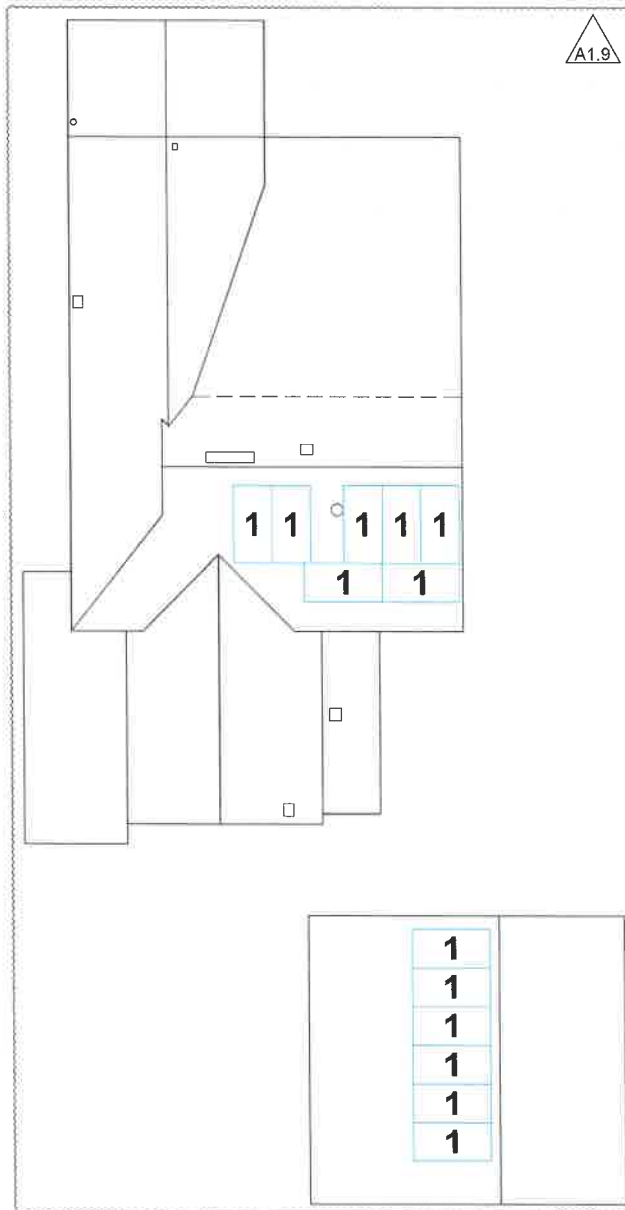
CONDUIT NOTES
CONDUIT TO BE RUN ON CONDUIT BLOCKS MIN. 1" ABOVE ROOF SURFACE AND UNDER EAVES; AND CLOSE TO RIDGELINES, LABELED AT MAX. 10' INTERVALS.
CONDUIT TO BE PAINTED TO MATCH EXTERIOR/EXISTING BACKGROUND COLOR OF ITS LOCATION



CONTRACTOR:
ENERGY SERVICE PARTNERS
970 W 190TH ST, STE 302
TORRANCE, CA 90502
CSLB # 619149 CLASS: B, C-10
NAME: GARY GIETZ, JACK MCCLARY
SIGNED: 11/18/22 PHONE 310.904.6139

CLIENT
GUADALUPE MATADAMAS
27197 PACIFIC STREET,
HIGHLAND, CALIFORNIA 92346
APN # 1191 471 02 0 000 TEL #: (562) 552-2682
SITE PLAN
REV: A 11/18/22 PV-3

STRING/BRANCH MAP
SCALE: 3/32" = 1'-0"



STRING MAP

INVERTER SE5000H-US (RGM)
1 - STRING 1



CONTRACTOR:

ENERGY SERVICE PARTNERS
970 W 190TH ST, STE 302
TORRANCE, CA 90502
CSLB # 619149 CLASS: B, C-10
NAME: GARY GIETZ, JACK MCCLARY
SIGNED: 11/18/22 PHONE 310.904.6139

[Handwritten signatures]

CLIENT:

GUADALUPE MATADAMAS
27197 PACIFIC STREET,
HIGHLAND, CALIFORNIA 92346

APN # 1191 471 02 0 000 TEL # (562) 552-2682

STRING /BRANCH MAP

REV: A 11/18/22 PV-3.1

Attachment 4:
Secretary's Standards for Rehabilitation

The Secretary of the Interior's Standards for Rehabilitation

The Secretary of the Interior is responsible for establishing professional standards and providing advice on the 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 5:
Conditions of Approval

CERTIFICATE OF APPROPRIATENESS CONDITIONS OF APPROVAL

Date: January 11, 2023
Owner: Guadalupe Matadamas
Applicant: Energy Service Partners
File/Index: COA 22-009
Proposal: Certificate of Appropriateness (COA 22-009) to permit the installation of a 305 square foot roof-mounted solar photovoltaic system on the rear of a single-story contributing historic residence, not visible from the public right-of-way.
Location: 27197 Pacific Street, Highland Historic District
Assessor's Parcel No. 1191-471-02

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 22-008) 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 22-009).

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 January 11, 2023, attached, 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 22-009) shall allow for the installation of a 5.72 kW solar array consisting of thirteen (13) roof-mounted photovoltaic panels and spanning 305 square feet on the rear of an existing home.
5. Photovoltaic panels shall be flush-mounted against the existing roof and shall be installed at the angles consistent with the pitch of the supporting roof and not visible from the public right-of-way. All conduit shall be painted to match the existing residence.
6. The owner/applicant shall obtain all required permits from the Planning, Engineering and Building and Safety Divisions.
8. Revisions, modifications, and/or deletions 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.
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. All Ordinances, Policy Resolutions, and Standards of the City in effect at the time this project is approved shall be complied with as a condition of this approval.

Attachment 6:

Findings of Fact

CERTIFICATE OF APPROPRIATENESS FINDINGS OF FACT

Date: January 11, 2023
Owner: Guadalupe Matadamas
Applicant: Energy Service Partners
File/Index: COA 22-009
Proposal: Certificate of Appropriateness (COA 22-009) to permit the installation of a 305 square foot roof-mounted solar photovoltaic system on the rear of a single-story contributing historic residence, not visible from the public right-of-way.
Location: 27197 Pacific Street, Highland Historic District
Assessor's Parcel No. 1191-471-02

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 2001 Historic Architectural Survey lists the property as a contributing residence which was constructed in 1901. Although the building is just outside of the area covered by the 1899 Sanborn map, architectural evidence suggests that the house was constructed shortly after the turn of the century. It is shown on the 1907, 1918, and 1930 maps an L-shaped layout. Later, compatible alterations include the addition of a room by the front and the enclosure of the porch at the main entrance some time after 1930. The house is sheathed in two-lap drop siding. The solar array will not alter the architectural value of the historic residence itself, does not structurally compromise the home or cause permanent alteration, and is temporary in nature in that it can be installed and removed without affecting the structure. Moreover, the panels are proposed at a location not visible from the public right-of-way.

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

The project can be accomplished in a way that conforms to the Secretary of the Interior's Standards for Rehabilitation. The Standards state alterations may be made if they do not destroy historic materials, features and spatial relationships that characterize the property. The proposed photovoltaic (PV) system does not alter the architectural value of the historic residence and do not structurally compromise the home or cause permanent alteration. In addition, the photovoltaic panels are considered

temporary in that they can be installed and removed without significant damage to the historic residence.

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 of existing designated cultural resources, improvements, buildings, natural features, and structures on said site.

The proposed photovoltaic panels are compatible with the residential use of the property and are not considered a permanent modification to the home since they can be easily removed without damaging or altering the historic residence.



STAFF REPORT

THE HISTORIC AND CULTURAL PRESERVATION BOARD

DATE: January 11, 2023

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 23-001) to permit an existing 482 square foot roof-mounted solar photovoltaic system on a single-story contributing historic residence.

LOCATION: 6976 Cole Ave, Highland Historic District
Assessor's Parcel No. 1191-472-08

OWNER: William Wise

RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board:

1. Deny Certificate of Appropriateness (COA 23-001), for the installation of a 482 square foot roof-mounted solar photovoltaic system on a single-story contributing historic residence, subject to the Findings of Fact.

PUBLIC NOTICE: As required by City Council Resolution, notice of the public meeting was posted at three (3) designated posting locations within the City. In addition, the notice was posted on the City's website, and mailed to adjacent property owners of the project site. 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.

DESCRIPTION OF SITE: The subject site is located on the west side of Cole Avenue, just south of Main Street (Attachment 1 – Area Map). The 2001 Historic Architectural Survey lists the property as a contributing residence which was constructed in 1908. The one-story home is described as a traditional bungalow style with a hip roof along

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

Recording Secretary

Lawrence Mainez

Community Development Director

with what appears to be a hip roofed attic vent. The footprint of the roof includes the front porch, which is centered in the façade of the house. The main entrance is flanked by paired windows, pointed rafter tails that are exposed at the eaves, and purlins that extend forward at the corners. The house is sheathed in two-lap drop siding. The site also contains a detached garage at the rear of the property, which matches the residence in color and materials. (Attachment 2 – Street View).

PROJECT REVIEW/ANALYSIS: As aforementioned, the residence was constructed in 1908 and is a contributing property within the Highland Historic District. On December 29, 2022, the homeowner installed an 8.58 kW DC solar photovoltaic (PV) system consisting of twenty-two (22) solar modules on the main home without building permits or a Certificate of Appropriateness. This is an active code enforcement violation. The system consists of ten (10) panels on the south facing roof and twelve (12) panels on the north facing roof (Attachment 3 – Solar Plan). Each panel measures approximately 76.4 inches in length, 41.3 inches in width, 1.4 inches in thickness, and just under 52 pounds in weight. In its current configuration, the solar array encompasses approximately 482 total square feet of roof area.

Although photovoltaic panels are considered to be temporary in nature, the location and visibility negatively affect the visual quality of the home and surrounding neighborhood. As in this case, while the plans depict standard flat-plate photovoltaic panels that are flush-mounted at the same pitch of the existing roof, the placement of the panels on the south facing and north facing sides of the roof makes them visible from the public right-of-way.

The Secretary of the Interior's Standards for Rehabilitation guides the City on how to address repairs, alterations and additions to historic structures. 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 solar array itself does not structurally compromise the home or cause permanent alteration and is temporary in that it can be installed and removed without affecting the structure, the installation of the solar panels at the current location violates the following standards:

"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."

As such, considering the contributing status of the subject parcel and in order to preserve the value and aesthetics of the Historic District itself, Staff advises the system be removed from its currently location and be resized to fit the maximum number of

panels that the east and west facing roofs on the detached garage can accommodate. Staff recommends denial of the 8.58 kW solar array as installed in its current configuration.

- ATTACHMENTS:**
1. Area Map
 2. Street View
 3. Solar Plan
 4. Secretary's Standards for Rehabilitation
 5. Findings of Fact

Attachment 1:

Area Map



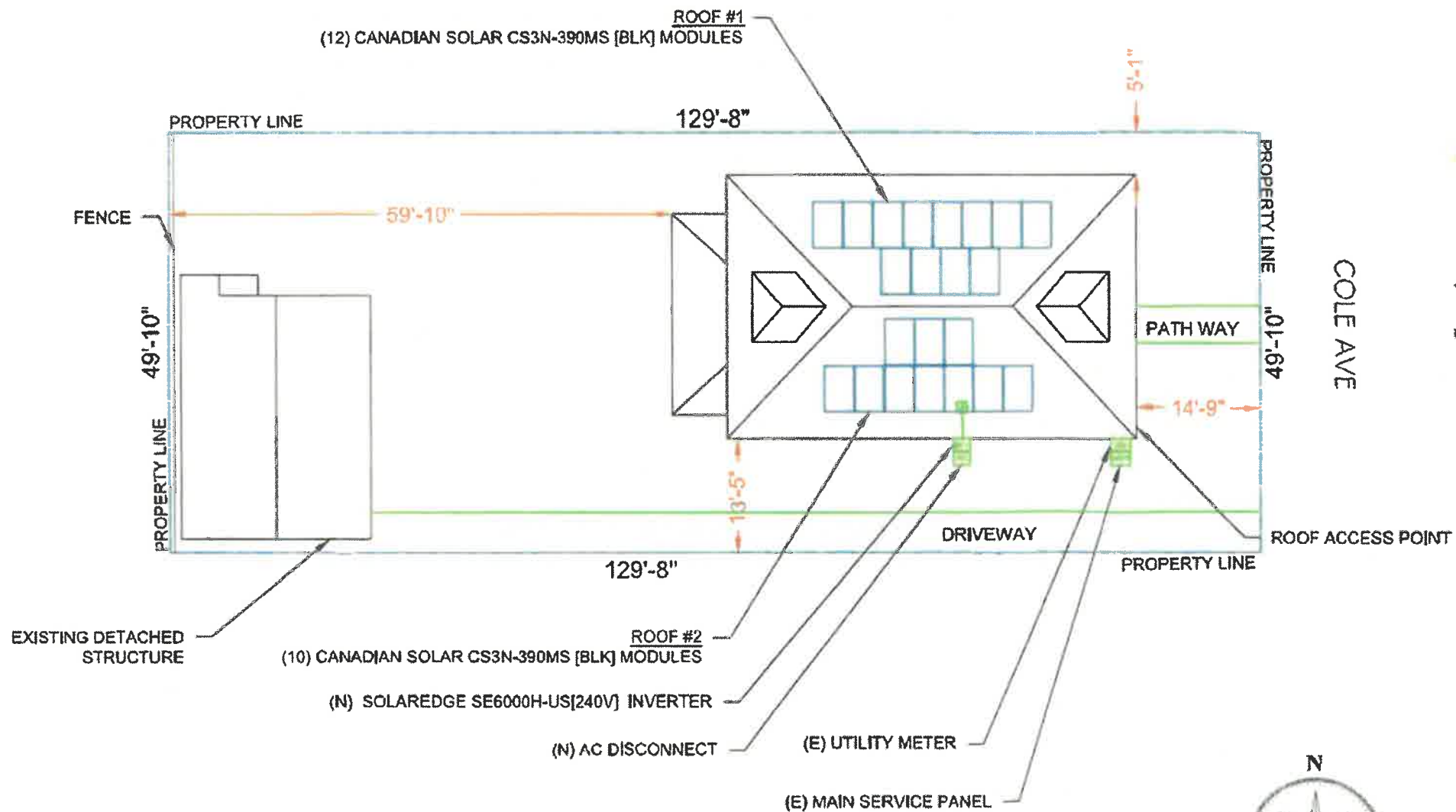
Attachment 2:

Street View



Attachment 3:

Solar Plan



1 | PLOT PLAN WITH ROOF PLAN
 CS | SCALE: 1/16" = 1'-0"



Attachment 4:

Secretary's Standards for Rehabilitation

The Secretary of the Interior's Standards for Rehabilitation

The Secretary of the Interior is responsible for establishing professional standards and providing advice on the 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 5:
Findings of Fact

CERTIFICATE OF APPROPRIATENESS FINDINGS OF FACT

Date: January 11, 2023
Owner: William Wise
Applicant: Levion Construction
File/Index: COA 23-001
Proposal: Certificate of Appropriateness (COA 23-001) to permit an existing 482 square foot roof-mounted solar photovoltaic system on a single-story contributing historic residence.
Location: 6976 Cole Ave, Highland Historic District
Assessor's Parcel No. 1191-472-08

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 2001 Historic Architectural Survey lists the property as a contributing residence which was constructed in 1908. The one-story home is described as a traditional bungalow style with a hip roof along with what appears to be a hip roofed attic vent. The footprint of the roof includes the front porch, which is centered in the façade of the house. The main entrance is flanked by paired windows, pointed rafter tails that are exposed at the eaves, and purlins that extend forward at the corners. The house is sheathed in two-lap drop siding. While, the solar array itself does not structurally compromise the home or cause permanent alteration and is temporary in that it can be installed and removed without affecting the structure, the placement of the array significantly alters the aesthetics of the historic residence itself.

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 Secretary of the Interior's Standards for Rehabilitation state alterations may be made if they do not destroy historic materials, features and spatial relationships that characterize the property. Specifically, standard No. 2 states that *"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."* The solar array, installed in its current location and visible from the Cole Avenue, negatively impacts the curb appeal of the home along with its historical aesthetic and contribution to the historic district.

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

Standard for Rehabilitation No. 3 states that *“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.”* While, the installation of solar arrays are generally discouraged on homes within the Historic District, they are acceptable if positioned away from the public right-of-way and out of the public's view. In this case, the Applicant has installed panels that are directly visible from Cole Avenue, without the issuance of building permits, drastically impacting the visual nature of the home and its contribution to the historic impacts of the district.



STAFF REPORT

TO THE HISTORIC AND CULTURAL PRESERVATION BOARD

DATE: January 11, 2023

FROM: Lawrence A. Mainez, Community Development Director

REVIEWED BY: Kim Stater, Assistant Community Development Director 

PREPARED BY: Ash Syed, Associate Planner 

SUBJECT: Preparation for the 25th Annual Citrus Harvest Festival in 2023

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

FISCAL REVIEW: The Festival Account has a balance of \$1,970.98. Separately, the Home Tour Account has a balance of \$1,639.91. Expenses are estimated to be \$14,533 while the expected revenues are \$14,800. Attached is the 2023 Citrus Harvest Festival Budget (Attachment 1).

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

PROJECT REVIEW: The Highland City Council approved the Board's recommended event date of **March 25, 2023**, with a rain date of **April 1, 2023**.

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

*Historic and Cultural Preservation Board Meeting of
December 1, 2022*

1. Entertainment – TBD

- Contests
- Entertainment Schedule
- Festival Honoree

2. Car Show – TBD

- Discuss Potential Sponsors
- Car Show Layout
- *Jeff Staggs will remain the point of contact*

3. Home & Walking Tour – **Gail**

- Discuss Tour Options

4. Vendors – TBD

- Discuss Specialty Vendors and Demonstrators – Lowe's, Historic Reenactors, and SB County Animal Control
- 15 Vendors Application received as of 1/5/2023

5. Admin/Marketing – TBD

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

- 1 – Title Sponsor, \$2,500
- 5 – Co-Sponsors, \$1,000 each
- 5 – Additional Sponsors, \$500 each
- 10 – Citrus Supporters, \$100 each
- 1 – Print Media Sponsor (*SB Sun?/Redlands Daily Facts?/Redlands Community News*)

*Potential \$250 sponsor?

- | | | |
|--------------|----|--------------------------------------|
| Attachments: | 1. | Citrus Harvest Festival (CHF) Budget |
| | 2. | CHF Contests |
| | 3. | Entertainment Schedule |
| | 4. | CHF Potential Honorees |
| | 5. | Citrus Harvest Festival Layout |
| | 6. | List of 2023 Vendors |

2023 Citrus Harvest Festival Budget

FESTIVAL EXPENDITURES	
Item / Description	Budget
Advertising (HCN \$0, RDF/Sun \$1,225, EHR \$535 & Peach Jar \$518) Radio – Hot 103.9 \$1,200	2,278
Historic Demonstrators/Exhibitors (17 x \$200 ea)	3,400
Entertainment (Bands & DJ) (School Bands \$200, Highland Music Co. \$1,300)	1,500
Balloons street decorations	1,200
Insurance	1,800
Street Banner over Base Line (date modification)	300
Portable toilets	1,000
Posters, Flyers, print marketing materials	450
Mobile Stage (Towing)	400
Paper materials, copying, postage	500
Tables w/ umbrella & chairs for food court & stage area	830
Signs for parking & festival activities	0
Contest ribbons & plaques	240
Kid's activities	100
Booth refunds for historic displays	-
CHF Honoree plaque	310
Miscellaneous supplies	50
Staff shirts (5)	75
Contest materials	100
TOTAL	\$14,533

FESTIVAL REVENUES	
Item / Description	Budget
Sponsorship	11,000
Direct Sales vendor Booth spaces (70 x \$40) (69 in 2022)	2,800
Food vendor booth spaces (5 x \$200) (4 in 2022)	1,000
TOTAL	\$14,800

	Initial Balance: \$1,971	Projected Balance: \$2,238
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CONTEST	CATEGORIES	NO. WINNERS (total)	PRIZE
COLORING	Pre-K & K	1 st , 2 nd , & 3 rd place for each grade (6 total)	Ribbon & Prizes for all (6)
POETRY	Grades 1-3	1 st , 2 nd , & 3 rd place for each grade (9 total)	Ribbon & Prizes for all (9)
CITRUS LABEL	Grades 4-12	1 st , 2 nd , & 3 rd place for each grade (27 total)	Ribbon & Prizes for all (27)
BAKING	Cookie, Pie, Cake, Bread/Muffin/Jams/ Jellies/Marmalade (5)	1 st , 2 nd , & 3 rd place for each category (15 total)	Ribbon for all (15) Prizes for 1 st place only
CITRUS GROWING	Orange – Including Largest, Best Flavor, Best Appearance Lemon – including Largest, Best Flavor, Best Appearance	1 st , 2 nd , & 3 rd place for each grade (6 total)	1 st Place for each category (6 total)
GOOD NEIGHBOR AWARD	Best Landscaping / Best Restoration	1 st place	Gift Bag/Plaque?

ENTERTAINMENT SCHEDULE

2023 HIGHLAND CITRUS HARVEST FESTIVAL

- 10:30 am** **Announce Winners for the:**
 * **Baking Contest**
 * **Coloring Contest**
 * **Poetry Contest**
 * **Citrus Label Design Contest**
- 11:00 am** **Highland Music Company**
- 12:00 pm** **Presentation of Festival Honoree: *TBD***
- 12:15 pm** **Main Band *TBD***
- 1:15 pm** **Announce Winners for the:**
 * **Car Show**
 * **Citrus Growing Contest**
 * **Best Landscaping Award**
 * **Best Restoration Award**
- 1:30 pm** **School Band *TBD***
- 2:30 pm** **School Band *TBD***
- 3:30pm** **End of Show**

Citrus Harvest Festival Honorees

- 2004 Kay Beattie
- 2005 Kim Clinton Adams Wilson
- 2006 Jo Meade
- 2007 Rick Hartmann
- 2008 Don & Elizabeth Kiel
- 2009 Bill Calvert
- 2010 George & Pauline Murillo
- 2011 Bud & Margaret Wright
- 2012 Laurie Frymire, Dennis Johnson, & Ross Jones
- 2013 Arnott Family
- 2014 Kim Stater (**Chamber Sponsored Festival**)
- 2015 Charles Kiel (**Chamber Sponsored Festival**)
- 2016 Nancy Alexander
- 2017 Charles Roberts
- 2018 Jodi Scott & Margaret Hill
- 2019 Curtis Allen
- 2022 San Manuel Band of Mission Indians
- 2023 Potential Honorees –
 - Sam Ricadio
 - Highland Community News (Hector Hernandez)



Business Name	Type	Contact Person	Address	City	State & Zip	Contact #	Booths	Insure	Paid? / \$?	Specical Requests
California Experience (Rope Making)	Historic Demonstrators	Camille Meldrum	4998 W Ramsey Street	Banning	CA, 92220	952 306-2640	1			
California Experience	Historic Demonstrators	Eleanor Yates	25459 Wedmore Dr.	Moreno Valley	CA, 92553	909 947-7028	1			
California Experience	Historic Demonstrators	Jeanne Duebbert	2112 W Westward Ave.	Banning	CA, 92220	951 849-9444	1			
California Experience (Chuck Wagon)	Historic Demonstrators	Klaus Duebbert	2112 W Westward Ave.	Banning	CA, 92220	951 849-9444	1			
California Experience (Pottery)	Historic Demonstrators	Paul Bear Bradford	4998 W Ramsey Street	Banning	CA, 92220	951 306-2640	1			
Carl's Concessions	Food	Carl Verbanic	1093 Alcott Ct	Hemet	CA, 92543	951 634-4056	2		\$200	Same spot as 2022
Doreen's Fashions	Direct Sales	Doreen Davis	111 N Plymouth Way	San Bernardino	CA, 92408	909 519-3398	1		\$40	Placed at corner of Center and Main
Highland Community Trails Committee	Nonprofit Gov Org	Angela Tafolla	27215 Base Line	Highland	CA, 92346	909 864-8732	2		\$0	
Highland Police	Nonprofit Gov Org	Lisa Henley	26985 Base Line	Highland	CA, 92346	909 425 9793	2		\$0	
Historic Demonstration (2 Ford Model A)	Historic Demonstrators	Lynda Shubert	7740 Calhoun Road	Highland	CA, 92346	909 208-5218	1		\$0	
Innovative Signs & Designs	Direct Sales	Theresa Rivera	2550 Highland Ave	Highland	CA, 92346	909 425 3638	2		\$80	
Pampered Chef	Direct Sales	Jackie Aronowitz	1932 Duke Street	Redlands	CA, 92405	909 335-1833	1		\$40	
Paparazzi Jewelry and Accessories	Direct Sales	Jainell Wesson	2909 N Pershing Ave	San Bernardino	CA 92405	909 674-7076	2		\$80	Placed at a corner booth
Scentsy	Direct Sales	Tawanna Blanche	28945 E Vallejo Avenue	Temecula	CA, 92592	951 551-2409	1		\$40	Placed at a corner booth
Steve's Bird Houses	Direct Sales	Steve Hadley	6535 Rhone Ct.	Highland	CA, 92346	909 647-3642	2		\$70	Placed at a corner booth
						Booths:	20		\$550	