

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

REGULAR MEETING

February 6, 2025

5:00 p.m.

City Hall

Donahue Council Chambers

27215 Base Line

Highland, California

MEMBERS

Gail Shelton, Chair

Patrick Sandford, Vice Chair

Pamela Bible, Member

Jeffery Staggs, Member

Hugh Walker, Member

STAFF

Lawrence A. Mainez, Community Development Director

Kim Stater, Assistant Community Development Director

Angela Tafolla, Associate Planner

Camille Duarte, 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 February 6, 2025 to publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the February 6, 2025 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
REGULAR MEETING AGENDA
February 6, 2025 - 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 February 6, 2025, 4:00 p.m., will be read into the record, provided that the reading shall not exceed three (3) minutes.

1. Election of Chair and Vice Chair

RECOMMENDATION: Staff recommends the Historic and Preservation Board conduct an Election for Chair and Vice Chair.

CONSENT CALENDAR

2. Minutes from January 9, 2025 Special Meeting.

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

BUSINESS ITEMS

3. Certificate of Appropriateness (COA 25-001) for the seismic retrofit on a commercial building in the Historic District. (Owner: Olov Lindberg, Location: 6944 Palm Ave)
RECOMMENDATION: Staff recommends that the Historic and Cultural Preservation Board approve the applicant's request, Certificate of Appropriateness (COA 25-001) for a proposed retrofit on a commercial building.
4. Preparation for the 27th Annual Citrus Harvest Festival
RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board review and provide direction on key logistics for the Festival.

ANNOUNCEMENTS

ADJOURN

I, Camille Duarte, Administrative Assistant III of the City of Highland, California, certify that I caused to be posted this agenda on or before the 30th of January 2025 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 30, 2025



Camille Duarte, Administrative Assistant III



STAFF REPORT

TO THE HISTORIC AND CULTURAL PRESERVATION BOARD

DATE: February 6, 2025

FROM: Lawrence A. Mainez, Community Development Director

PREPARED BY: Camille Duarte, Administrative Assistant III

SUBJECT: Election of Chair and Vice Chair

RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board conduct an Election for Chair and Vice Chair

FISCAL IMPACT: None

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

BACKGROUND: In accordance with Highland Municipal Code Section 2.20.050, the Historic & Cultural Preservation Board will annually meet on the first Thursday of February to appoint a Chair and Vice Chair for the coming year. The current Chair will turn the meeting over to Staff, who will take nominations and the vote for Chair. After the appointment of the Chair, Staff will turn the meeting over to the newly appointed Chair who will then take nominations and the vote for Vice Chair.

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



STAFF REPORT

TO THE HISTORIC & CULTURAL PRESERVATION BOARD

DATE: February 6, 2025

FROM: Lawrence A. Mainez, Community Development Director

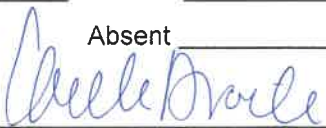
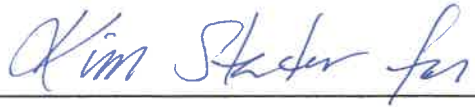
REVIEWED BY: Kim Stater, Assistant Community Development Director *KS*

PREPARED BY: Camille Duarte, Administrative Assistant III

SUBJECT: Minutes from the January 9, 2025 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>2</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
			
Recording Secretary		Community Development Director	

MINUTES
HISTORIC AND CULTURAL PRESERVATION BOARD SPECIAL MEETING
January 9, 2025

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 Member Bible at the Donahue Council Chambers, 27215 Base Line, Highland, California.

Present: Member Pamela Bible
 Member Jeff Staggs
 Member Hugh Walker

Absent: Chair Gail Shelton
 Vice Chair Patrick Sandford

Staff Present: Kim Stater, Assistant Community Development Director
 Angela Tafolla, Associate Planner
 Camille Duarte, Administrative Assistant III

Member Bible led the Pledge of Allegiance.

COMMUNITY INPUT

None.

BUSINESS ITEM

1. Preparation for the 27th Annual Citrus Harvest Festival

Associate Planner Tafolla presented the staff report.

Member Bible stated regarding the best restoration and best landscape, I took some pictures, and I brought them for you to look at and vote. I'm not telling whose houses they are because we don't want to influence, but there are two options each.

All members decided to wait to vote until February.

Associate Planner Tafolla stated that the vendor and car show application is on the city's website. So far, we have received vendor applications. The city is creating an Instagram page and will be posting flyers and additional information for the festival. We also will post on our Facebook and Next Door Application page.

Associate Planner Tafolla stated regarding the ugly dog contest, we have eliminated cutest and best costume. This year we will only be picking the ugliest dog. The layout will be the same as last year's, which is Palm Avenue and Main Street.

The Historic and Cultural Preservation Board reviewed and provided direction on key logistics for the Festival.

ANNOUNCEMENTS

None.

ADJOURN

There being no further business Member Bible declared the meeting adjourned at 5:20 p.m.

Submitted by:

Approved by:

Camille Duarte, Administrative Assistant III

Gail Shelton, Chair



STAFF REPORT

THE HISTORIC AND CULTURAL PRESERVATION BOARD

DATE: February 6, 2025

FROM: Lawrence A. Mainez, Community Development Director

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

PREPARED BY: Angela Tafolla, Associate Planner *AT*

SUBJECT: Certificate of Appropriateness (COA 25-001) for the seismic retrofit on a commercial building in the Historic District.

LOCATION: 6944 Palm Avenue, Highland, CA 92346
Assessor's Parcel No. 1191-471-39

OWNER / APPLICANT: Olov Lindberg

RECOMMENDATION: Staff recommends that the Historic and Cultural Preservation Board Approve the applicant's request, Certificate of Appropriateness (COA 25-001) for a proposed seismic retrofit on a commercial building.

ENVIRONMENTAL REVIEW: This project is Categorically Exempt from environmental review pursuant to Section 15331, Class 31 (Historical Resource Restoration/Rehabilitation) of the California Environmental Quality Act (CEQA) Guidelines, as the proposed project involves a seismic retrofit of an existing historic residence. The work will not expand the building's overall footprint and will be conducted in a manner that preserves the property's distinctive materials, features, spaces, and spatial relationships, consistent with the Secretary of the Interior's Standards for Rehabilitation.

DESCRIPTION OF SITE: The site consists of two (2) existing commercial buildings on shared 6,000 square foot parcel on the north side of Main Street, approximately eighty (80) feet west of Palm Avenue. The two (2) buildings are commonly referred to as the

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

“Old Fire Station” and “Old Gas Station” signifying their most prominent uses during the City’s “Period of Significance”.

Adjacent to the site is a single-family home to the north and to the west, a vacant commercial building, referred to as the “Old Bank Building” to the south, and the Highland Baptist Temple to the east.

The Old Fire Station, a single story, tan stucco building approximately 2,500 square feet in area is located on the west side of the parcel. There are four (4) access points along the street side of the building; two (2) man doors and two (2) bay doors. The building is divided into three (3) areas; fire truck bays at the center with shops on each side. The most noteworthy architectural features on the building are the distinct windows. Over each man door is a row of windows, which run the length of the two shops, divided by vertical wood slats partitioning the windows into three on the west and nine on the east. The westerly side of the building is solid block with no windows or doorways. The easterly side features one (1) window while the rear features three (3) windows and two (2) man doors.

According to the Historic Architectural Survey Report prepared for Caltrans in 1988, the Old Fire Station was constructed in 1925 and was utilized as a multi-use building featuring a barber shop, a grocery store, and a restaurant through the 1930s. Since then, a variety of smaller commercial uses have come and gone but since the City’s incorporation in 1987, the building has remained primarily unoccupied.

In 2021, the Board approved the replacement of the two bay doors fronting Main Street with the existing 1920s-style door after the previous doors were deemed unsalvageable.

PROJECT REVIEW & ANALYSIS: The Owner/Applicant is proposing a seismic retrofit for the existing historic commercial structure located at 6944 Palm Ave to improve its structural stability while ensuring the building’s historic integrity remains intact. The building, classified as an unreinforced masonry (URM) structure, is vulnerable to seismic activity, requiring reinforcement measures that align with the Secretary of the Interior’s Standards for Rehabilitation. The proposed work consists primarily of internal structural reinforcements, including the installation of shear walls, Simpson helical ties, and a moment frame structural system to enhance seismic resistance.

The Applicant has confirmed that no visible changes will be made to the building’s exterior as part of the retrofit. The existing brick and stucco facade will remain unchanged, with all modifications occurring internally or in a method that does not alter the structure’s street-facing frontage. Additionally, no modifications to windows, door openings, or other character-defining features are proposed. The project also includes the reinforcement of the parapet, selective replacement of damaged unreinforced masonry walls with shear

panel walls, and waterproofing treatment on the west wall, which is partially below grade. The foundation will be strengthened, but any necessary excavations will be contained within the building footprint to avoid visual impacts.

Overall, the seismic retrofit will not alter the historic character of the structure or negatively impact the surrounding Historic District. The project is designed to preserve the existing architectural integrity while bringing the building into compliance with state and local seismic safety requirements. As no visible exterior changes are proposed, the project remains consistent with historic preservation guidelines and does not diminish the building's contribution to the Historic District. If further exterior modifications are proposed, an additional Certificate of Appropriateness application and Historic Board review will be required.

The proposed seismic reinforcement aligns with the Standards for Rehabilitation by preserving the building's historic integrity while incorporating shear walls, Simpson helical ties, and a moment frame foundation internally, ensuring no visible changes to the street-facing façade or character-defining features. The Standards emphasize that "the existing conditions of historic features will be evaluated to determine the appropriate level of intervention needed." In accordance with this guidance, the retrofit will retain and reinforce the existing brick and stucco façade, with any necessary repairs to deteriorated masonry completed using historically appropriate materials and techniques to maintain the building's original aesthetic and spatial relationships (Attachment 4 – Standards for Rehabilitation).

CONCLUSION: The proposed project preserves the historic integrity and character of the building while enhancing its structural stability for continued use. Staff recommends approval of the project, subject to the Conditions of Approval and Findings of Fact (Attachments 5 & 6)

ATTACHMENTS:

1. Area Map
2. Photos
3. Proposed Seismic Retrofit Plans
4. Standards for Rehabilitation
5. Conditions of Approval
6. Findings of Fact

ATTACHMENT 1

Area Map

6944 Palm Ave.



1/29/2025, 4:25:12 PM

1:1,719

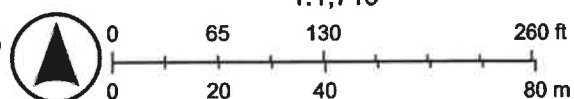
—— Street Network Nearmap US Vertical Imagery (Esri Telecom)

Address Points

 Red: Band 1

Parcels

 Green: Band 2

 **Blue: Band 3**

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ATTACHMENT 2

Photos



ATTACHMENT 3
Proposed Seismic Retrofit Plans

This drawing is an instrument of service and is the sole property of The Eden Group. Any use of this drawing without written consent by The Eden Group is prohibited.

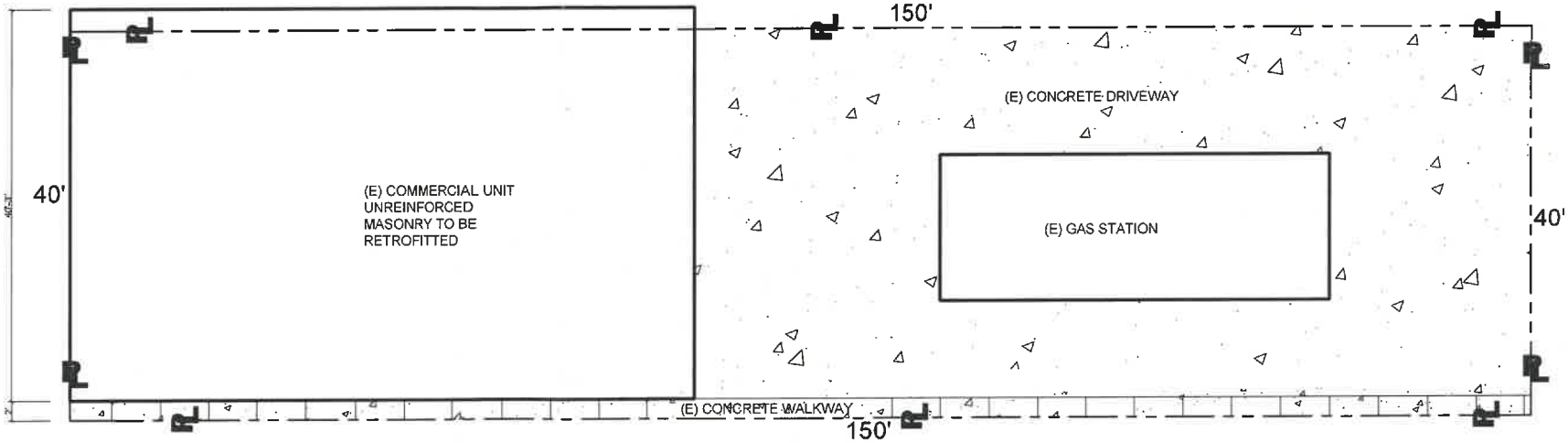


VICINITY MAP
1" = 1000'

EXHIBIT FOR HISTORICAL BOARD REVIEW

PROJECT DATA	
PROJECT DESCRIPTION:	EXISTING COMMERCIAL BUILDING SEISMIC RETROFIT
PROJECT ADDRESS:	6944 PALM AVE, HIGHLAND, CA 92346
ASSESSOR PARCEL NO. (APN):	1191471390000
ZONE:	VC
LOT:	39
ENGINEER:	JOSEPH T. EDEN 40717 BIG BEAR BLVD. BIG BEAR LAKE, CA 92315 (818) 679-8180 Projects@TheEdenGroup.com
OWNER:	OLOV LINDBERG (626) 390-3057 OlovLindberg@yahoo.com
TRACT:	Ptn. Tract 5111
LOT AREA:	6000 S.F. = 0.138 ACRE

SHEET INDEX	
SHEET NUMBER	DESCRIPTION
A-0	PROJECT DATA & SITE PLAN
A-1	EXISTING FLOOR PLAN AND SOUTH ELEVATION
S-0	PROPOSED FOUNDATION PLAN & SECTION VIEW
S-1	PROPOSED FRAMING & SECTION VIEW



EXISTING SITE PLAN
SCALE: 1/8" = 1'-0"



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40717 BIG BEAR BLVD, BIG BEAR LAKE, CA 92315
(818) 788-1481
(909) 415-1074

DATE	REVISION	NO.

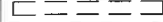
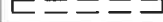
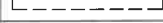
6944 PALM
6944 PALM AVE, HIGHLAND, CA 92346
PROJECT DATA & SITE PLAN

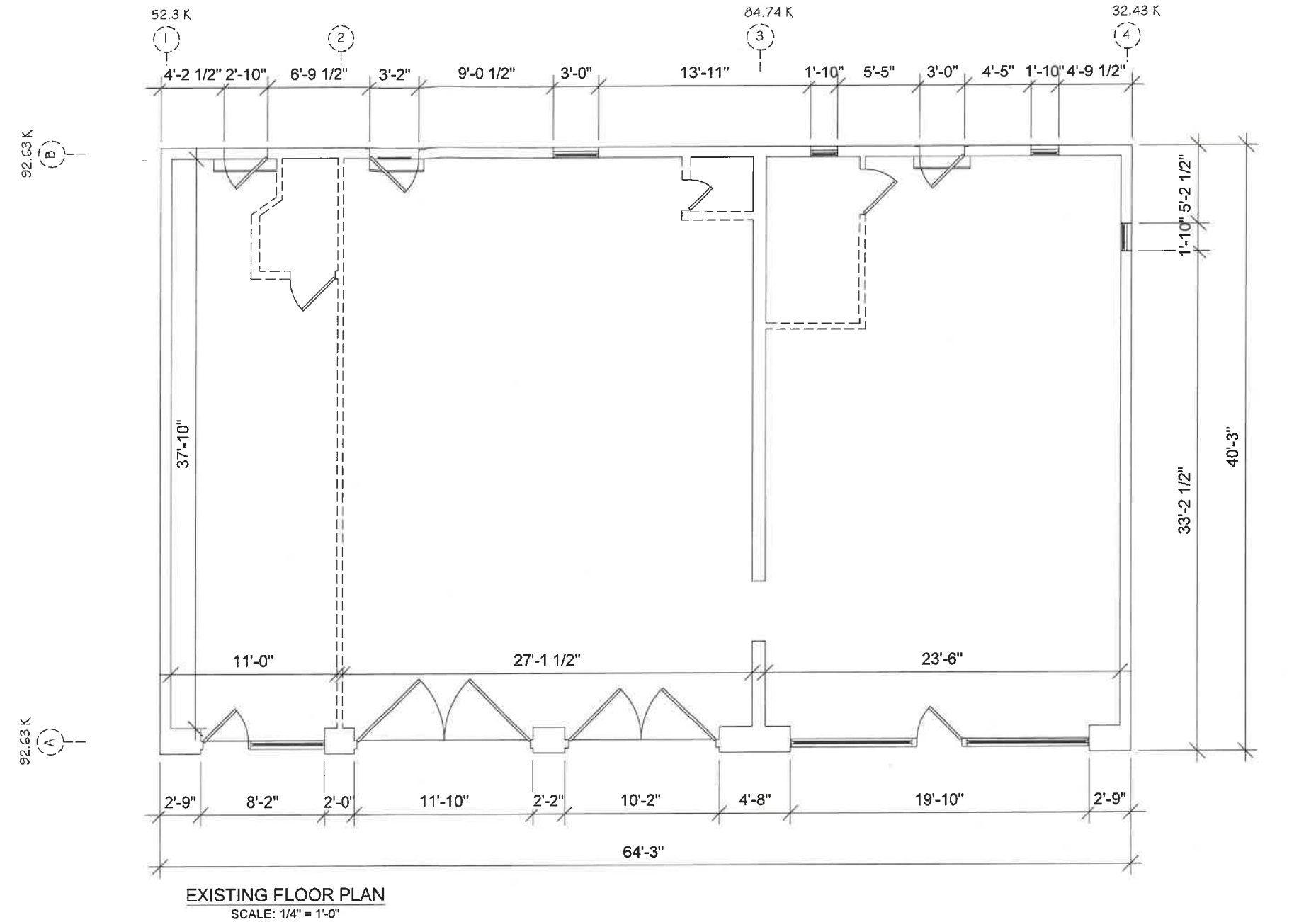
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MANAGER:	---
DRAWN BY:	---
CHK BY:	---
SCALE:	1/8" = 1'-0"
DATE:	12/11/2024

A - 0

SHEET 1 OF 4

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LEGEND	
	NEW WALLS
	EXISTING WALLS
	EXISTING FOUNDATION
	NEW FOUNDATION
	NON BEARING WALL
	SHEAR WALLS





THE EDEN GROUP

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NO.	REVISION	DATE

6944 PALM
6944 PALM AVE, HIGHLAND, CA 92346

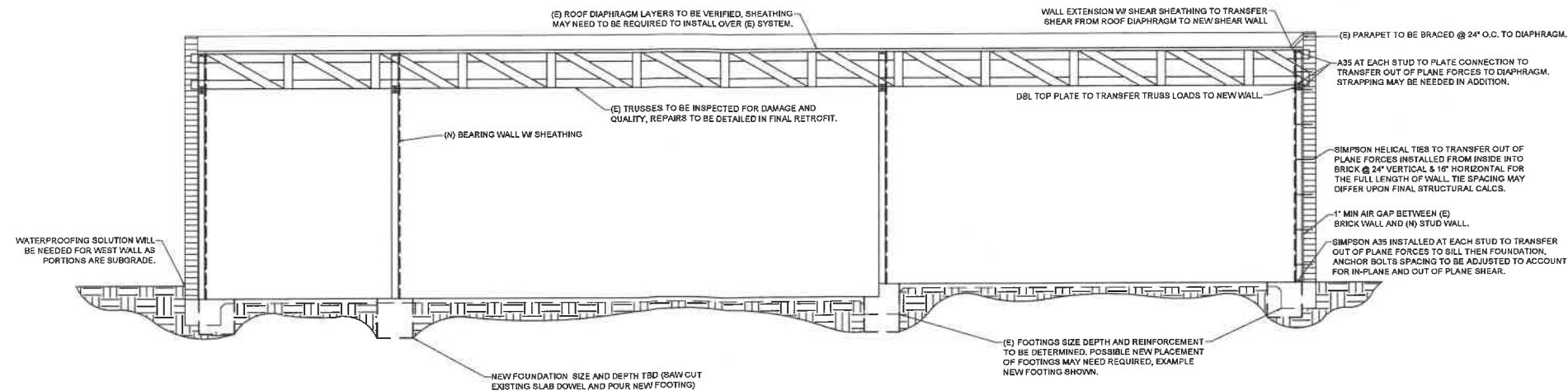
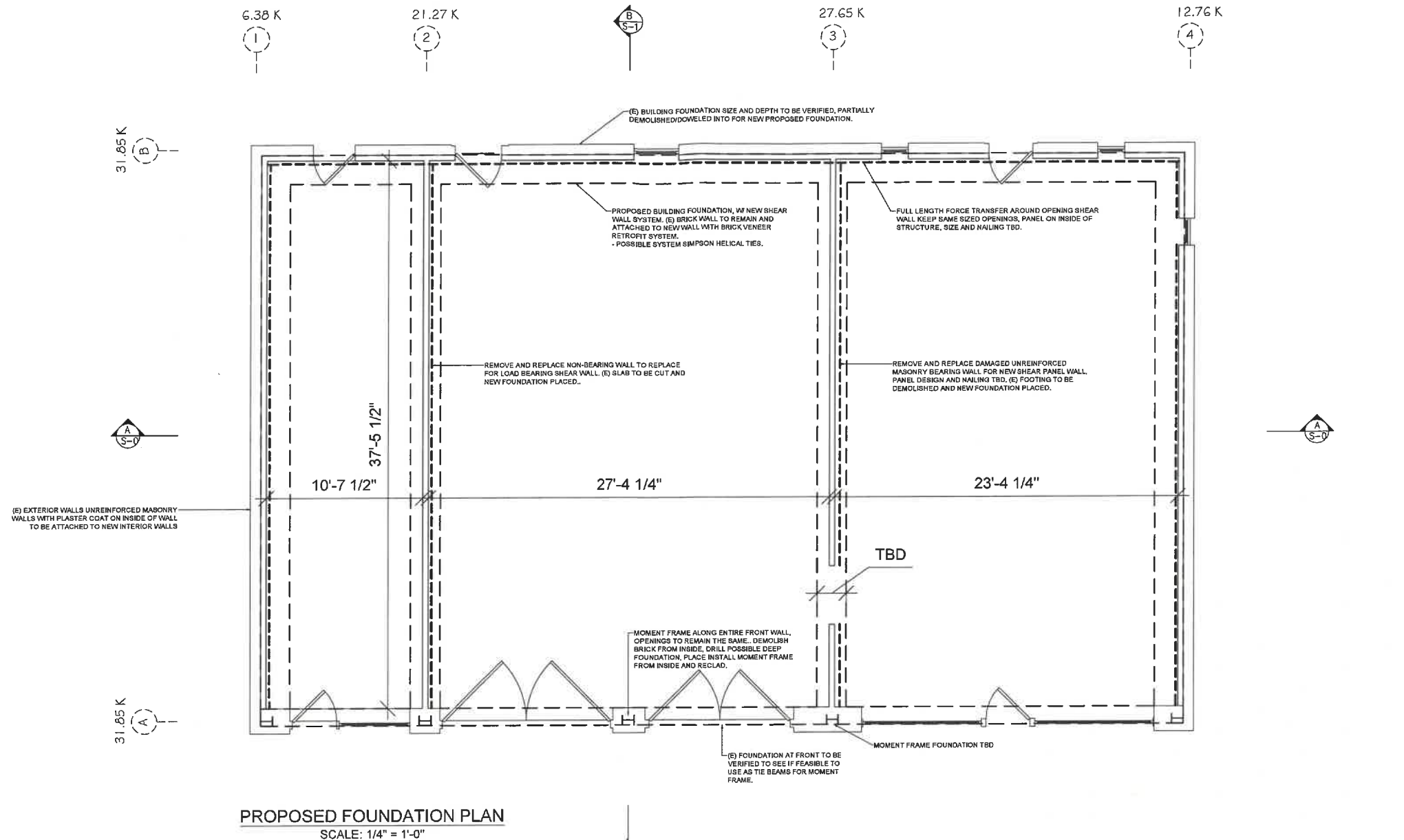
(E) FLOOR PLAN & SOUTH ELEVATION

JOB NO:	—
MANAGER:	—
DRAWN BY:	—
CHK BY:	—
SCALE:	1/4" = 1'-0"
DATE:	12/11/2024

A - 1

SHEET 2 OF 4

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SECTION A-A
SCALE: 1/4" = 1'-0"



NO.	REVISION	DATE

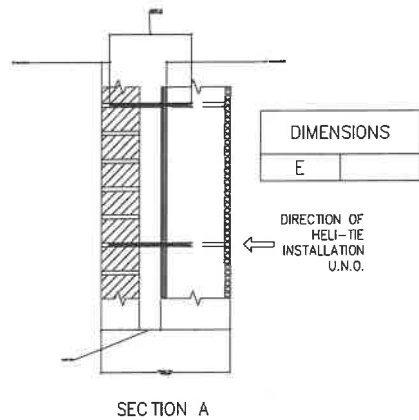
6944 PALM
6944 PALM AVE, HIGHLAND, CA 92346
PROP. FOUNDATION & SECTION

JOB NO:	
MANAGER:	
DRAWN BY:	
CHK BY:	
SCALE:	1/4" = 1'-0"
DATE:	12/11/2024

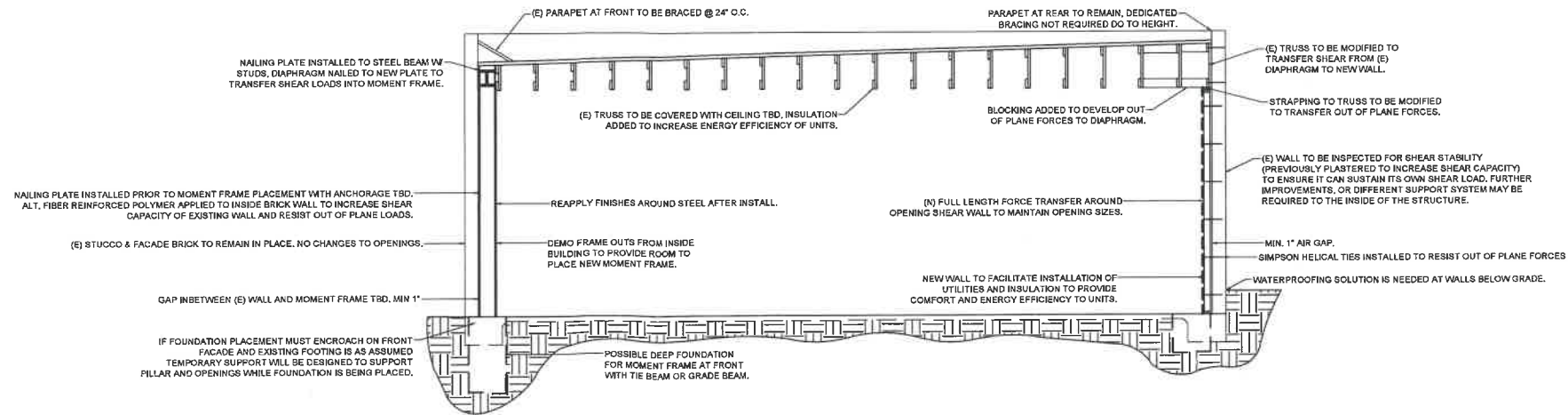
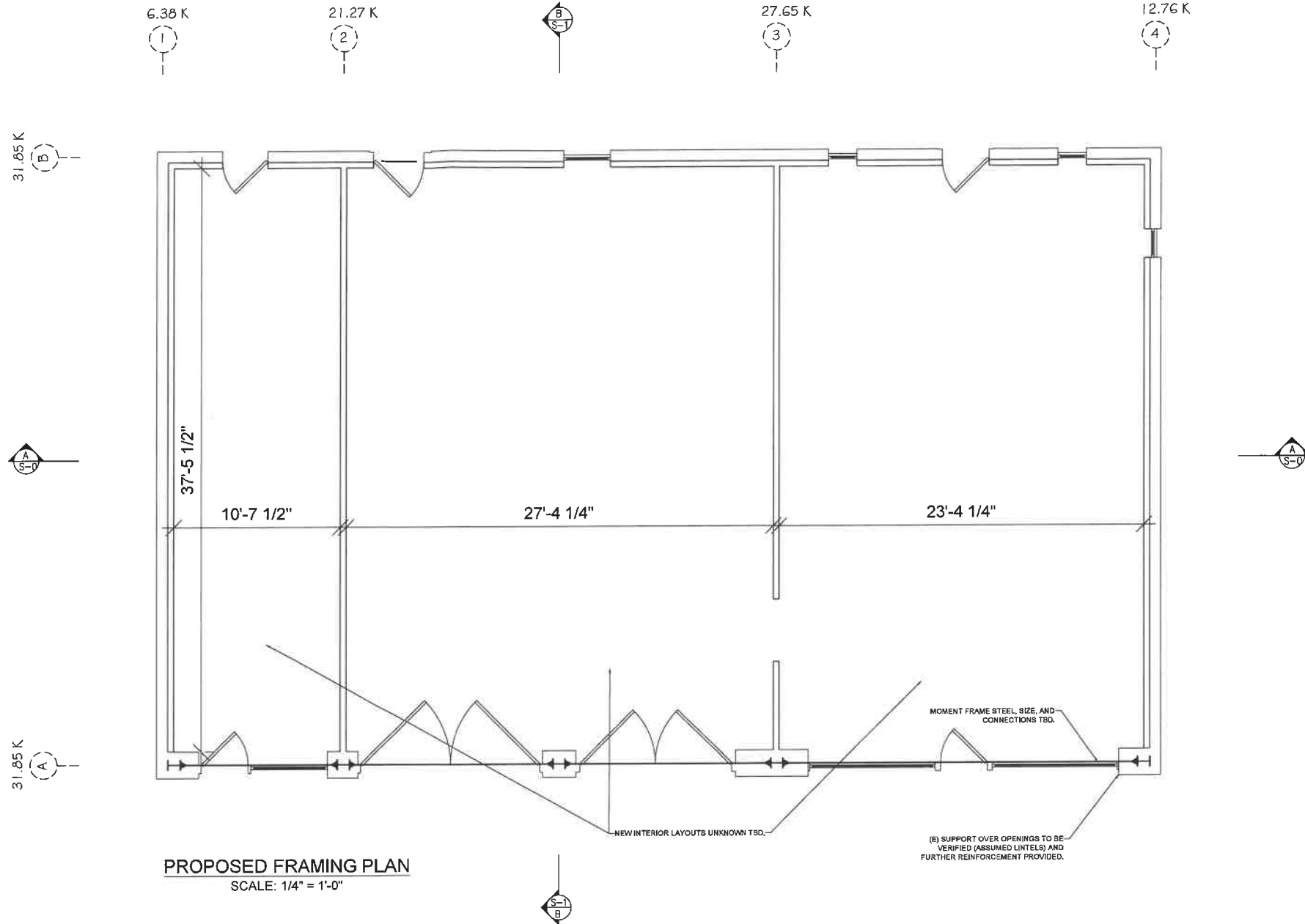
S - 0
SHEET 3 OF 4

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1 TYP. HELICAL WALL TIE INSTALLATION
N.T.S.



SECTION B-B
SCALE: 1/4" = 1'-0"



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(909) 415-1074

NO.	REVISION	DATE

6944 PALM
6944 PALM AVE, HIGHLAND, CA 92346
PROP. FRAMING & SECTION

JOB NO:	—
MANAGER:	—
DRAWN BY:	—
CHK BY:	—
SCALE:	1/4" = 1'-0"
DATE:	12/11/2024

S - 1

SHEET 4 OF 4

ATTACHMENT 4
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: February 6, 2024
Applicant: Olov Lindberg
File/Index: COA-25-001
Proposal: Certificate of Appropriateness No. 25-001 to allow a seismic retrofit of an existing building located within the Highland Historic District.
Location: 6944 Palm Avenue, Highland Historic District
Assessor's Parcel Nos. 1191-471-39

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. 25-001 has taken place within twelve (12) months after the approval of said Certificate of Appropriateness.
 - b. Where circumstances beyond the control of the Applicant cause delays which do not permit compliance with the time limitation established in this Section, the Historic and Cultural Preservation Board may grant an Extension of Time for a period 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. 25-001.

NOTE:

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

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

PLANNING CONDITIONS

2. The subject property shall be developed in accordance with plans and materials approved by the Historic and Cultural Preservation Board on February 6, 2025, on file with the City of Highland Planning Department, and shall be in compliance with all conditions of approval contained herein.

3. Certificate of Appropriateness No. 25-001 shall allow the seismic retrofit of a commercial building with no exterior modifications.
4. The Applicant/Owner shall obtain all required permits from the Planning and Building and Safety Divisions.
5. Outdoor storage of material is prohibited.
6. Revisions, modifications, and/or deletions to the approved project 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.
7. In compliance with the Highland Municipal Code, the Applicant/Owner shall agree, at his/her sole cost and expense, to defend, indemnify, and hold harmless, the City, its officers, employees, agents, and consultants, from any claim, action, or proceeding brought by a third-party against the City, its officers, agents, and employees, which seeks to attack, set aside, challenge, void, or annul an approval of the City Council, Planning Commission, or other decision-making body, including staff, concerning this project. The City may, at its sole discretion, participate at its own expense in the defense of any such action but such participation shall not relieve the Applicant/Owner of his/her obligations under this condition.
8. No Certificate of Occupancy, or any other final clearance needed prior to occupancy, shall be given until all other conditions are met.
9. All weeds, trash and debris shall be removed and landscaping shall be installed and maintained in a healthy and thriving condition. Dead, damaged, and/or missing landscaping shall be replaced/replanted.

ATTACHMENT 6

Finding of Fact

CERTIFICATE OF APPROPRIATENESS FINDINGS OF FACT

Date: February 6, 2024

Applicant: Olov Lindberg

File/Index: COA-25-001

Proposal: Certificate of Appropriateness No. 25-001 to allow a seismic retrofit of an existing building located within the Highland Historic District.

Location: 6944 Palm Avenue, Highland Historic District

Assessor's Parcel Nos. 1191-471-39

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 proposed seismic retrofit will not adversely affect the significant architectural features of the designated historic resource, nor will it impact the historical, architectural, or aesthetic character of the building or its site. The retrofit has been designed to preserve the existing exterior, with all structural reinforcements—including shear walls, Simpson helical ties, and a moment frame foundation—installed internally to maintain the historic facade and character-defining features. No modifications to window or door openings, decorative elements, or spatial relationships are proposed.

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 proposed seismic retrofit complies with the prescriptive standards and design guidelines for the Historic District, which utilize the Secretary of the Interior's Standards for Rehabilitation as a guiding framework. The project is designed to reinforce the building's structural integrity without altering its historic character, ensuring that all improvements are entirely internal and do not affect the façade, roofline, or spatial relationships that contribute to the district's significance. Additionally, the retrofit does not introduce incompatible materials, finishes, or design elements that could impact the architectural cohesion of the surrounding historic context. By adhering to the Secretary of the Interior's Standards, the project ensures that the building's rehabilitation is sensitive to its historic nature while maintaining its contribution to the overall character of the Historic District.

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

The proposed seismic retrofit does not involve the construction of a new improvement, addition, or building, but rather the reinforcement of an existing historic structure in a manner that is fully compatible with its historic character. All structural improvements will be installed internally, ensuring that the exterior appearance remains unchanged and continues to be compatible with the surrounding designated cultural resources. The project does not introduce new architectural elements, modify existing spatial relationships, or alter the historic integrity of the site, thus preserving the visual stability and historic fabric of the area.



STAFF REPORT

TO THE HISTORIC AND CULTURAL PRESERVATION BOARD

DATE: February 6, 2025

FROM: Lawrence A. Mainez, Community Development Director

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

PREPARED BY: Angela Tafolla, Associate Planner *[Signature]*

SUBJECT: Preparation for the 27th Annual Citrus Harvest Festival

RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board review and provide direction on key logistics for the Festival.

FISCAL REVIEW: The Festival Account has a balance of \$1577. The Home Tour Account has a balance of \$1,639.91. Expenses are estimated to be \$18,020 while the expected revenues are \$18,100. Attached is the 2025 Citrus Harvest Festival Budget (Attachment 1).

PROJECT REVIEW: Staff recommends review and provide direction on the following aspects of the 27th Annual Citrus Harvest Festival:

Entertainment – Patrick

- Contests details:
 - Good neighbor award - Potential recipients (27206 Nona, 27215 Pacific, 6976 Cole, and 6962 Cole) were presented by board member Pam Bible at the 1/9/25 meeting (Attachment 5 - Photos)
 - i. Best Restoration: 6676 Cole Ave. - Chosen by the Board at their 1/9/25 meeting.
 - ii. Best Landscaping: Undecided - Bring back for final vote.

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

Home & Walking Tour – Gail

- The walking tour flyer and payment QR code has been posted on the City website.

Vendors – Pam

- As of 1/29/25 - 52 vendor applications have been received:
 - 11 Food Vendors
 - 25 Direct Sales
 - 6 Government/Non-profit
 - 10 Historic Demonstrators

Admin/Marketing – Hugh

- The save the date flyer has been posted on Facebook, Nextdoor App, and City website.
- The City Instagram is still pending.
- Twisted Images is working on the main flyer.

Sponsors Levels – For the past several years, the contributions were as follows:

1 – Title Sponsor, \$2,500
5 – Co-Sponsors, \$1,000
5 – Additional Sponsors, \$500
10 – Citrus Supporters, \$100
1 – Print Media Sponsor

- Attachments:
1. 2025 Citrus Harvest Festival Budget
 2. CHF Contests
 3. Citrus Harvest Festival Layout
 4. CHF Previous Good Neighbor Awards
 5. Photos of potential recipients of the good neighbor awards presented by Board Member Pam Bible

ATTACHMENT 1
2025 Citrus Harvest Festival Budget

2025 Citrus Harvest Festival Budget

FESTIVAL EXPENDITURES	
Item / Description	2025 Budget
Advertising – Print Media Sponsor	0
Advertising - Redlands Daily Facts / SB Sun	1,250
Advertising - East Highlands Ranch Newsletter	700
‘Peach Jar’ School District Electronic Newsletter	500
Hot 103.9 Radio Advertisement	1400
Historic Demonstrators/Exhibitors (5 x \$200 ea) (2 x \$300 WAPA/ Heritage Hills)	1700
Entertainment DJ & MC	1500
Citrus Valley Music Boosters & Beattie Middle School	250
Balloons street decorations	1,250
Insurance	1,800
Street Banner over Base Line (date modification)	0
Portable toilets	2,500
Posters Boards, Flyers, print marketing materials	600
Mobile Stage (rental)	1100
Paper materials, copying, postage	500
Tables w/ umbrella & chairs for food court & stage area	800
Signs for parking & festival activities	0
Contest ribbons (126) & Plaques (1 Honorees + 2 Home Restoration)	550
Kid’s activities	300
Miscellaneous supplies	400
Staff shirts (2 x \$25)	50
Contest materials	300
Car show dash plaques	570
TOTAL	\$18,020

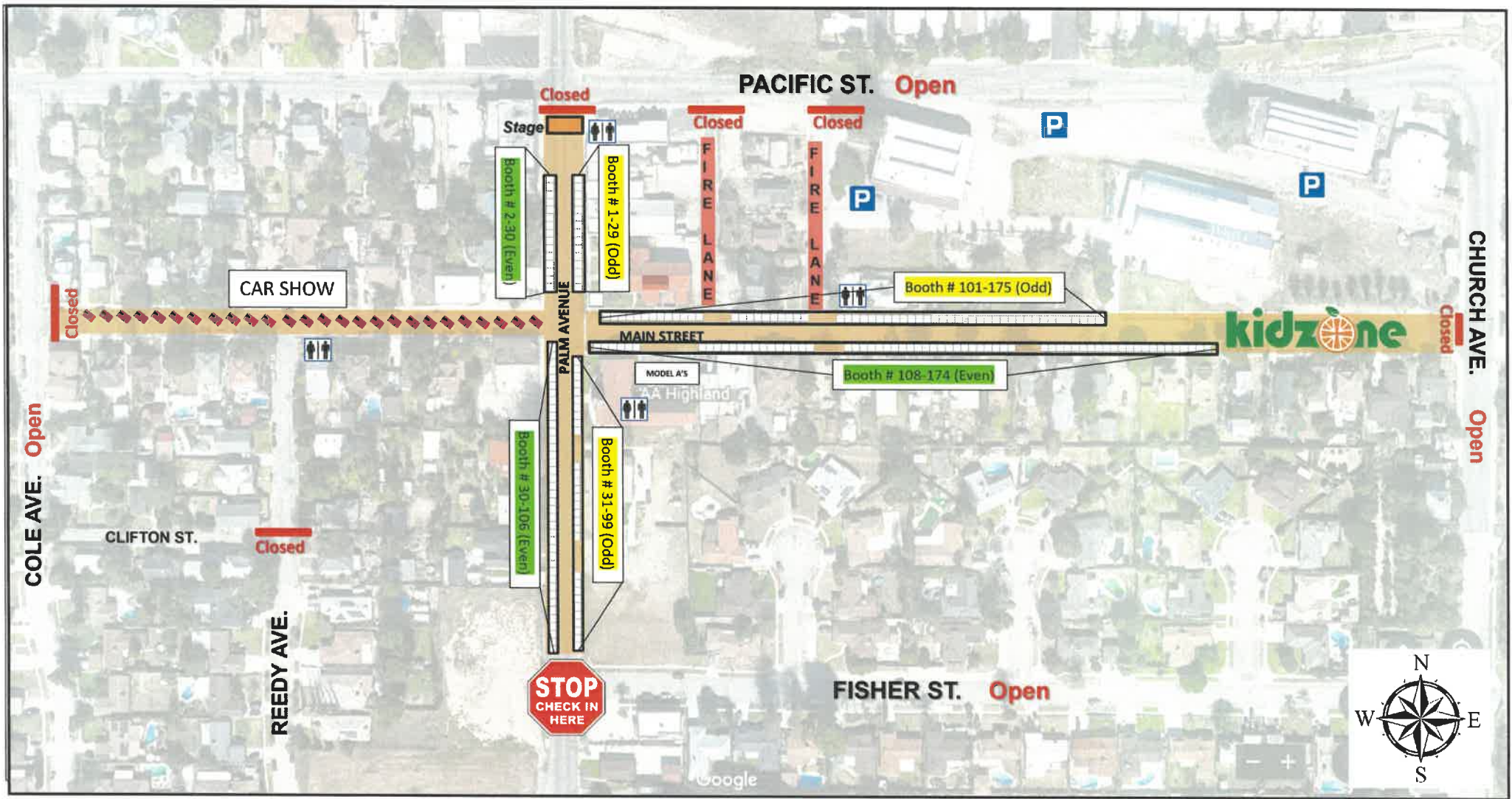
Item / Description	2025 Budget
Sponsorship	12,000 (0)
Retail vendor Booth spaces	3,500 (665)
Food vendor booth spaces	2,600 (1,200)
TOTAL	\$18,100
	CUREENT BALANCE: \$1,577

ATTACHMENT 2

CHF Contests

CONTEST	CATAGORIES	NO. WINNER (TOTAL)	PRIZE
COLORING	Pre-5 & K	1 st , 2 nd , & 3 rd place for each grade (2x3 = 6 total)	Ribbon & Prizes for all (6)
POETRY	Grades 1-3	1 st , 2 nd , & 3 rd place for each grade (3x3 = 9 total)	Ribbon & Prizes for all (9)
CITRUS LABEL	Grades 4-12	1 st , 2 nd , & 3 rd place for each grade (9x3 = 27 total)	Ribbon & Prizes for all (27)
BAKING	1. Cake/Cupcake/Bread/Muffin 2. Cookie/Bar 3. Pie/Tart 4. Jam/Jelly	Adults – 1 st , 2 nd , & 3 rd place for each category (12 total) Kids – 1 st , 2 nd , 3 rd (No Jams) (9 total)	Ribbon for all (21) Prizes for 1 st place only
GOOD NEIGHBOR AWARD	1-Best Landscaping 1-Best Restoration	(2 total)	Plaques (2)
UGLY DOG	1-Ugliest	1 st place (1 total)	Ribbons (1)
PIE EATING	1 – ages 5-11 1 – ages 12-18	1 st place (2total)	Ribbons (2)

ATTACHMENT 3
Citrus Harvest Festival Layout



ATTACHMENT 4
CHF Previous Good Neighbor Awards

Good Neighbor Award Winners

2022

- Most improved landscaping – Pythian
- Most improved property – Highland Community Cross Church

2023

- Best Exterior Restoration – Highland Community Cross Church
- Best Exterior Restoration – 27180 Pacific Street
- Best Landscaping – Highland Baptist Temple
- Best Landscaping – 27417 Main Street

2024

- Best Landscaping – 6986 Church Ave.
- Best Exterior Restoration – Shorty's Garage – 6905 Palm Ave.

2025

ATTACHMENT 5

Photos of potential recipients of the good neighbor awards
presented by Board Member Pam Bible



