

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

MEMBERS

Patrick Sandford, Chair
Pamela Bible, Vice Chair
Gail Shelton, Member
Jeffery Staggs, Member
Hugh Walker, Member

SPECIAL MEETING

April 3, 2025
5:00 p.m.
City Hall
Donahue Council Chambers
27215 Base Line
Highland, California

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 April 3, 2025 to publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the April 3, 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
SPECIAL MEETING AGENDA
April 3, 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 April 3, 2025, 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 March 6, 2025 Special Meeting.

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

BUSINESS ITEM

2. Certified Local Government Program 2023-2024 Annual Report.

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

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 31st of March 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: March 31, 2025



Camille Duarte, Administrative Assistant III



STAFF REPORT

TO THE HISTORIC & CULTURAL PRESERVATION BOARD

DATE: April 3, 2025

FROM: Lawrence A. Mainez, Community Development Director

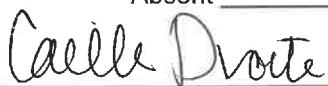
REVIEWED BY: Kim Stater, Assistant Community Development Director

PREPARED BY: Camille Duarte, Administrative Assistant III

SUBJECT: Minutes from the March 6, 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>1</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
			
Recording Secretary		Community Development Director	

**MINUTES
HISTORIC AND CULTURAL PRESERVATION BOARD SPECIAL MEETING
March 6, 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 Chair Sandford at the Donahue Council Chambers, 27215 Base Line, Highland, California.

Present:	Chair	Patrick Sandford
	Vice Chair	Pamela Bible
	Member	Gail Shelton
	Member	Jeff Staggs
	Member	Hugh Walker

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

Member Staggs led the Pledge of Allegiance.

COMMUNITY INPUT

None.

CONSENT CALENDAR

1. Minutes from February 6, 2025 Regular Meeting.

A MOTION was made by Member Shelton, seconded by Member Walker to approve as approved. Motion carried, 5-0.

BUSINESS ITEM

2. Preparation for the 27th Annual Citrus Harvest Festival

Associate Planner Tafolla presented the staff report.

Associate Planner Tafolla gave an update on Highland Music Company entertainment, Historic Demonstrators, flyers posted on social media platforms, vendor applications, home tour, potential sponsors, and the budget.

Historic and Cultural Preservation Board received and filed the Staff's report.

ANNOUNCEMENTS

Historic and Cultural Preservation Board next meeting will be scheduled April 3, 2025.

ADJOURN

There being no further business Chair Sanford declared the meeting adjourned at 5:26 p.m.

Submitted by:

Approved by:

Camille Duarte, Administrative Assistant III

Patrick Sanford, Chair



STAFF REPORT

TO THE HISTORIC AND CULTURAL PRESERVATION BOARD

DATE: April 3, 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: Certified Local Government Program 2023–2024
Annual Report

LOCATION: Citywide

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

PUBLIC NOTICE: As required by City Council Resolution, notice of the public meeting was posted at three (3) designated posting locations within the City. No further notice is required.

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

The City of Highland became a Certified Local Government on April 17, 1995. In order to maintain this certification, Staff must prepare an annual report outlining preservation efforts through implementation of the City's Historic Preservation Plan and adherence to State and Local legislation.

ATTACHMENTS: 1. CLG Program 2023-2024 Annual Report

Approved _____	Motion _____	Second _____	Agenda Item No. <u>2</u>
Denied _____	Ayes _____		File No. _____
	Noes _____		
Continue _____	Abstain _____		
	Absent _____		
<i>Calle Dorte</i> Recording Secretary		<i>Lawrence Mainez</i> Community Development Director	

ATTACHMENT 1

CLG Program 2023-2024 Annual Report

Certified Local Government Program -- 2023-2024 Annual Report

(Reporting period is from October 1, 2023, through September 30, 2024)

INSTRUCTIONS: This is a Word form with expanding text fields and check boxes. It will probably open as Read-Only. Save it to your computer before you begin entering data. This form can be saved and reopened.

Because this is a WORD form, it will behave generally like a regular Word document except that the font, size, and color are set by the text field.

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

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

Name of CLG

CITY OF HIGHLAND

Report Prepared by: ANGELA TAFOLLA

Date of commission/board review: APRIL 3, 2024

MINIMUM REQUIREMENTS FOR CERTIFICATION

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

A. Preservation Laws

1. Are you considering amending or revising your certified ordinance this year?

REMINDER: Pursuant to the *CLG Agreement*, the Office of Historic Preservation (OHP) must have the opportunity to review and comment on ordinance changes prior to adoption. Please communicate directly with the OHP Local Government Unit staff to coordinate the review. Changes that do not meet the CLG requirements could affect certification status.

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

Certified Local Government Program -- 2023-2024 Annual Report

(Reporting period is from October 1, 2023, through September 30, 2024)

B. New Local Landmark Designations (Comprehensive list of properties/districts designated during the reporting.

1. During the reporting period, October 1, 2023 – September 30, 2024, what properties/districts have been locally designated?

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

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

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

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

C. Historic Preservation Element/Plan

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

Provide an electronic link to the historic preservation section(s) of the General Plan or to the separate historic preservation element. <https://cityofhighland.org/DocumentCenter/View/157/Community-Design-Element-PDF>

D. Review Responsibilities

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

- ☐ All projects subject to design review go the commission.
☒ Some projects are reviewed at the staff level without commission review.

Certified Local Government Program -- 2023-2024 Annual Report

(Reporting period is from October 1, 2023, through September 30, 2024)

What is the threshold between staff-only review and full-commission review? *Staff reviews applications for fencing, roofing, and exterior paint colors (including doors) for which there are written guidelines adopted by the Historic and Cultural Preservation Board (HCPB). If the project does not meet the guidelines, or is more extensive than fencing, roofing, or exterior paint, the HCPB is the reviewing authority. If a project is reviewed by Staff and an applicant appeals the review, the project is forwarded to the HCPB for a determination.*

2. California Environmental Quality Act (CEQA)

- Explain the historic preservation staff and commission role in *providing input* to CEQA documents prepared for or by the local government. *Staff is responsible for the composition, review, and filing of CEQA documents. If a project exceeds the expertise of Staff, it is outsourced to an environmental consultant.*
- Explain the staff and commission role in *reviewing* CEQA documents for projects that are proposed within the jurisdiction of the local government. *When a CEQA document is prepared by an applicant, Staff and the Historic and Cultural Preservation Board will review the document at a public meeting and have an opportunity to comment as provided by CEQA Guidelines.*

3. Section 106 of the National Historic Preservation Act

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

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

A. Commission Membership

Name	Professional Discipline	Date Appointed	Date Term Ends	Email Address
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Certified Local Government Program -- 2023-2024 Annual Report

(Reporting period is from October 1, 2023, through September 30, 2024)

PATRICK SANFORD	GENERAL INTEREST	2/23/2021	11/1/2024	JPSNKIDS@AOL.COM
PAMELA BIBLE	GENERAL INTEREST	12/11/2018	11/1/2026	PJBIBILE48@GMAIL.COM
GAIL SHELTON	GENERAL INTEREST	5/2/2021	11/1/2026	GAIL.SHELTON@COLDWELLBANKER.COM
HUGH WALKER	GENERAL INTEREST	1/9/2024	11/1/2024	ZAPPER1@ROADRUNNER.COM
TONY MAURICIO	GENERAL INTEREST	2/23/2021	4/1/2024	52010.tm@GMAIL.COM
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Attach resumes and Statement of Professional Qualifications forms for all members.

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

B. Staff to the Commission/CLG staff

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

Certified Local Government Program -- 2023-2024 Annual Report

(Reporting period is from October 1, 2023, through September 30, 2024)

Attach resumes and Statement of Professional Qualifications forms for staff.

Name/Title	Discipline	Dept. Affiliation	Email Address
Lawrence A. Mainez Community Development Director	Economic Development, Planning, Code Enforcement, Building and Safety	Community Development	Imaniez@cityofhighland.org
Kim Stater Assistant Community Development Director	Planning & Economic Development	Community Development	kstater@cityofhighland.org
Angela Tafolla Associate Planner	Planning	Community Development	atafolla@cityofhighland.org

C. Attendance Record

Please complete the commission meeting attendance chart for each commissioner and staff member. Commissions are required to meet a minimum of four times a year. If you haven't met at least four times, explain why not.

Commissioner/Staff	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
MEMBER SANDFORD	☐	☒	☒	☐	☒	☒	☒	☐	☐	☐	☒	☐
MEMBER BIBLE	☐	☐	☒	☐	☒	☐	☒	☐	☐	☐	☒	☐
MEMBER WALKER	☐	☐	☐	☐	☒	☒	☒	☐	☐	☐	☒	☐
MEMBER SHELTON	☐	☒	☒	☐	☒	☒	☒	☐	☐	☐	☒	☐
MEMBER MAURICIO	☐	☒	☐	☐	☒	☒	☒	☐	☐	☐	☐	☐
ASSISTANT COMMUNITY DEVELOPMENT DIRECTOR STATER	☐	☒	☒	☐	☒	☒	☒	☐	☐	☐	☒	☐
ANGELA TAFOLLA, ASSOCIATE PLANNER	☐	☒	☒	☐	☒	☒	☒	☐	☐	☐	☒	☐
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Certified Local Government Program -- 2023-2024 Annual Report

(Reporting period is from October 1, 2023, through September 30, 2024)

Commissioner/Staff	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Type here.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

D. Training Received

Please indicate the specific training each commissioner received last year.

Reminder: It is a CLG requirement that all commissioners and staff to the commission attend at least one training program relevant to your commission each year. It is up to the CLG to determine the relevancy of the training.

Commissioner/Staff Name	Training Title & Description (including method presentation, e.g., webinar, workshop)	Duration of Training	Training Provider	Date
MEMBER BIBLE	California Preservation Conference	6.5 hours	California Preservation Foundation	5/30/2024
MEMBER SANDFORD	Type here.	Type here.	Type here.	
MEMBER WALKER	California Preservation Conference	6.5 hours	California Preservation Foundation	5/30/2024
MEMBER SHELTON	Type here.	Type here.	Type here.	Type here.
MEMBER MAURICIO				
ASSISTANT COMMUNITY DEVELOPMENT DIRECTOR	California Preservation Conference	6.5 hours	California Preservation Foundation	5/30/2024
ANGELA TAFOLLA, ASSOCIATE PLANNER	California Preservation Conference	6.5 hours	California Preservation Foundation	5/30/2024
Type here.	Type here.	Type here.	Type here.	Type here.

Certified Local Government Program -- 2023-2024 Annual Report

(Reporting period is from October 1, 2023, through September 30, 2024)

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

A. Historical Contexts: initiated, researched, or developed in the reporting year (excluding those funded by the OHP)

Reminder: California CLG procedures require CLGs to submit survey results, including historic contexts, to the OHP. If you have not done so, submit an electronic copy or link if available online with this report.

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

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

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

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

Explain how you are using the survey data: Type here.

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

A. Public Education

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

Certified Local Government Program -- 2023-2024 Annual Report

(Reporting period is from October 1, 2023, through September 30, 2024)

Item or Event	Description	Date
HIGHLAND CITRUS HARVEST FESTIVAL	One-day street festival commemorating the Historic District's Period of Significant (1890-1938). Activities include a historic home tour, historic exhibitors and crafters, antique car show, children's contests (i.e. citrus label design, essays, poetry and coloring contests). Approximately 7,000 area residents attend.	03/30/24

ADDITIONAL INFORMATION FOR NATIONAL PARK SERVICE ANNUAL PRODUCTS REPORTS FOR CLGS

During the reporting period (October 1, 2023 – September 30, 2024) how many historic properties did your local government **add** to the CLG inventory? This is the total number of historic properties and contributors to districts (or your best estimate of the number) added to your inventory **from all programs**, local, state, and Federal, during the reporting year. This includes the National Register, California Register, California Historical Landmarks, locally funded surveys, CLG surveys, and local designations.

Program area	Number of Properties added
HIGHLAND HISTORIC DISTRICT	NONE

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

- During the reporting period (October 1, 2023 – September 30, 2024) did you have a local register program to create local landmarks and/or local districts (or a similar list of designations) created by local law? ☒ Yes ☐ No
- If yes, how many properties have been added to your register or designated during the reporting period? **NONE**

C. Local Property Tax Incentive Program

- During the reporting period (October 1, 2023 – September 30, 2024) did you have a Mills Act program? ☐ Yes ☒ No
- If yes, how many properties entered into a contract during the reporting period?

Certified Local Government Program -- 2023-2024 Annual Report

(Reporting period is from October 1, 2023, through September 30, 2024)

Name of Program	Number of Properties Added During 2023-2024	Total Number of Properties Benefiting From Program
NONE	N/A	N/A

D. Local “bricks and mortar” grants/loan program

- During the reporting period (October 1, 2023 – September 30, 2024) did you have a local government historic preservation grant and/or loan program for rehabilitating/restoring historic properties? ☒ Yes ☐ No
- If yes, how many properties have been assisted under the program(s) during the reporting period?

Name of Program	Number of Properties that have Benefited
Commercial Façade Improvement Grant Program – Matching grants to be used for paint, window, and door improvements	0

E. Design Review/Local Regulatory Program

- During the reporting period (October 1, 2023 – September 30, 2024) did your local government have a historic preservation regulatory law(s) (e.g., an ordinance) authorizing Commission and/or staff review of local government projects or impacts on historic properties? ☒ Yes ☐ No
- If yes, how many historic properties did your local government review for compliance with your local government’s historic preservation regulatory law(s) during the reporting period? 9

F. Local Property Acquisition Program

- During the reporting period (October 1, 2023 – September 30, 2024) did you have a local program to acquire (or help to acquire) historic properties in whole or in part through purchase, donation, or other means? ☐ Yes ☒ No
- If the answer is yes, then how many properties have been assisted under the program(s) during the reporting period?

Name of Program	Number of Properties that have Benefited
N/A	N/A

Certified Local Government Program -- 2023-2024 Annual Report

(Reporting period is from October 1, 2023, through September 30, 2024)

IN ADDITION TO THE MINIMUM CLG REQUIREMENT THE OHP IS INTERESTED IN YOUR TRAINING NEEDS

In years past, the OHP sponsored a series of free CAMP trainings from the National Alliance of Preservation Commissions (NAPC). Would you be interested in attending future CAMP trainings funded by the OHP? **YES**

The OHP has also hosted training workshops and webinars of our own, and we plan to do so again in the coming year and beyond. What are some topics you would like to see covered in these trainings? **Application of the Secretary of the Interior's Standards**

XII Attachments (electronic)

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

Email to: info.calshpo@parks.ca.gov



RECEIVED

SEP 28 2020

CITY OF HIGHLAND
CITY CLERK

For Office Use Only:

Expires: 09/2021

PUBLIC SERVICE APPLICATION

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

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

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

PERSONAL INFORMATION:

Name: Tony Mauricio

Address: 7811 Village Lakes Rd. Highland Ca. 92346

How long have you resided in Highland? 18 years

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

Work phone: (909) 882-2678

Email address: 52010.tm@gmail.com

Occupation/Employer: Stater Bros. Receiver

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

Position held: Receiver / CSR

Available for meetings: ☐ Daytime ☒ Evenings ☐ Both

Public Service Application
September 2020
Page 1 of 2

INTEREST IN THE POSITION:

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

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

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

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

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

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

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

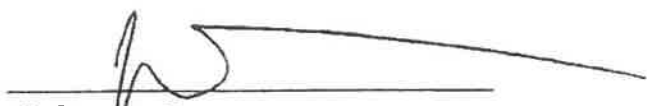
If so, please list the name and dates served:

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

REMARKS:

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

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

SIGNATURE: 

DATE: 9-23-20 —

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

When you have completed this application, please submit to:

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

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

Public Service Application
September 2020
Page 2 of 2



RECEIVED

OCT - 3 2022

CITY OF HIGHLAND
CITY CLERK

For Office Use Only:

Expires: 10/2023

PUBLIC SERVICE APPLICATION

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

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

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

PERSONAL INFORMATION:

Name: Pamela Beachtel Bible

Address: 27263 Main Street, Highland, CA 92346

How long have you resided in Highland? 1968

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

Work phone: (909) 864-4040

Email address: pjbible48@gmail.com

Occupation/Employer: self employed - Calif. Eviction Serv.

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

Position held: owner

Available for meetings: ☐ Daytime ☐ Evenings ☒ Both

INTEREST IN THE POSITION:

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

I would like to see more improvements within the Historic District. Although some properties have new owners and are being restored correctly, there are others that are now in worse condition. Overall the District improved greatly when the City was able to offer grants to pay for needed repairs. Hopefully grants might be available again in the future. One of the biggest detriments are new owners that purchase without knowledge that the property is within a Historic District.

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

I have served on the Historic Board since 1997 and have attended the yearly training seminars. In addition to my home, I own two other Victorian houses within the District. I have personal knowledge about their restoration and unique problems.

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

Current Secretary for the Highland Area Historical Society.

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

If so, please list the name and dates served:

Historical and Cultural Preservation Board

from 1997 through now.

REMARKS:

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

SIGNATURE: *R. D. Able*

DATE: October 3, 2022

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

When you have completed this application, please submit to:

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

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



RECEIVED

OCT 13 2022

For Office Use Only:

Expires: 10/2023

CITY OF HIGHLAND
CITY CLERK

PUBLIC SERVICE APPLICATION

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

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

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

PERSONAL INFORMATION:

Gail M Shelton

Name: _____

29255 Silverfern Place, Highland, CA 92346

Address: _____

How long have you resided in Highland? 7 years

Home phone: n/a Cell phone: 860.394.9366

Work phone: 909.862.5411

Email address: gail.shelton@coldwellbanker.com

Occupation/Employer: Realtor

Employer address: Coldwell Banker - 27880 E Baseline Street - Ste. A, Highland, CA 92346

Position held: Realtor

Available for meetings: ☐ Daytime ☐ Evenings ☒ Both

INTEREST IN THE POSITION:

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

Planning and design that preserves the past and balances the quality of life in Highland with expansion of new businesses and services for residents.

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

Background as Strategic Planning Consultant and working with Leadership Greater Hartford on Mayor's initiative on consensus building. Especially enjoyed the chance to incorporate historic buildings into meetings I scheduled. Past service on 5 non-profit Boards and current position as President of the Highland Area Chamber of Commerce.

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

As a Realtor serving the Inland Empire, I have the opportunity to promote our City of Highland and the historic district. Volunteer work as President of the Highland Area Chamber of Commerce, Race Director for the Discover Highland Run in 2021 & 2022, member of the EVWD Advisory Commission, city clean-up initiative, and as sponsor of various community events.

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

If so, please list the name and dates served:

Yes - City of Highland Historic & Cultural Preservation Board member & service on East Valley Water District Advisory Commission.

REMARKS:

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

~~I thank the City Council for appointing me to serve on the Historic & Cultural Preservation for the 2022 calendar year, and it would be my honor to continue to serve. I am especially looking forward to working on the Citrus Harvest Festival in this Anniversary year and to being a partner with the City on marketing initiatives to preserve our historic buildings and to further develop interest in the historic district within our community.~~

SIGNATURE: 

DATE: 10-13-22



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

When you have completed this application, please submit to:

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

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



RECEIVED

OCT 24 2024

CITY OF HIGHLAND
CITY CLERK

For Office Use Only:

Expires: Oct. 2025

PUBLIC SERVICE APPLICATION

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

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

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

PERSONAL INFORMATION:

Name: Hugh A. Walker

Address: 7750 Silver Buckle Road

How long have you resided in Highland? 34

Home phone: _____ Cell phone: 602-885-8323

Work phone: _____

Email address: zapper1@roadrunner.com

Occupation/Employer: Hugh A. Walker, Enterprises, Inc.(An Arizona Corporation)

Employer address: 7231 Boulder Ave. PMB 700

Position held: President (Retired)

Available for meetings: ☐ Daytime ☒ Evenings ☐ Both

INTEREST IN THE POSITION:

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

Want to be of service to the community where

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

Planning Dept & the County of San Bernardino, Solid Waste Division
as an intern, before taking a position with the California Waste Mngt
Board as a special consultant. BS degree, California Polytechnic University

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

Over 30 years of experience as vice president/project principal for several
consulting engineering firms as the primary point of contact between
the customer and local, county, state and federal regulatory agencies.

Served on the legislative task force for the Solid Waste Association of North America. Kept
of changing California legislation affecting solid waste management activities and reported

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

If so, please list the name and dates served:

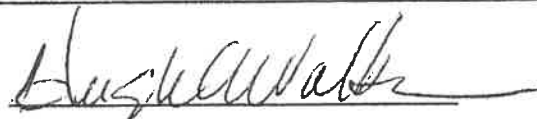
City of Highland, Historic and Cultural Preservation Board

Feb ,2024 to present date

REMARKS:

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

SIGNATURE:



DATE: October 23, 2024

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

When you have completed this application, please submit to:

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

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



RECEIVED

NOV 04 2024

CITY OF HIGHLAND
CITY CLERK

For Office Use Only:

Expires: Nov. 2025

PUBLIC SERVICE APPLICATION

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

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

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

PERSONAL INFORMATION:

Name: PATRICK SANDFORD

Address: 29225 LAKE VIEW LN HIGHLAND 92346

How long have you resided in Highland? 21 YEARS

Home phone: _____ Cell phone: (909) 754-9499

Work phone: _____

Email address: JPSNKIDS @ AOL . COM

Occupation/Employer: RETIRED

Employer address: _____

Position held: INVESTIGATIONS

Available for meetings: ☐ Daytime ☐ Evenings ☒ Both

INTEREST IN THE POSITION:

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

PRESERVATION OF HIGHLAND'S
HISTORY AND EDUCATION OF
THE CITY'S (AREAS) HISTORY
THROUGH VARIOUS EVENTS

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

14 YEARS ON THE CITY OF HIGHLAND
HISTORIC AND CULTURAL PRESERVATION BOARD
7 YEARS AS PRESIDENT OF THE HIGHLAND
AREA HISTORICAL SOCIETY

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

MULTIPLE STATE HISTORIC TRAININGS

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

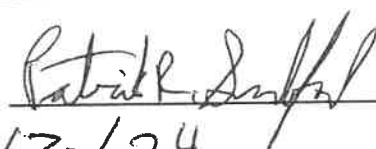
If so, please list the name and dates served:

CITY OF HIGHLAND HISTORIC AND CULTURAL
PRESERVATION BOARD FROM 9/2010 TO PRESENT

REMARKS:

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

I PARTICIPATE IN THE HIT CLEAN UP
EVERY MARCH IN PREPARATION OF THE
CITRUS HARVEST FESTIVAL. I CREATED ENTRIES
AND PARTICIPATED IN THE HIGHLAND JULY
4 PARADE.

SIGNATURE: 

DATE: 10/30/24

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

When you have completed this application, please submit to:

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

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

**MINUTES
HISTORIC AND CULTURAL PRESERVATION BOARD SPECIAL MEETING
November 2, 2023**

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 Vice Chair Sandford at the Donahue Council Chambers, 27215 Base Line, Highland, California.

Present: Vice Chair Patrick Sandford
 Member Tony Mauricio
 Member Gail Shelton

Absent: Chair Pamela Bible

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

Member Shelton led the Pledge of Allegiance.

COMMUNITY INPUT

None

CONSENT CALENDAR

1. Minutes from August 3, 2023 Special Meeting.

A **MOTION** was made by Member Shelton, seconded by Member Mauricio, to approve as submitted. Motion carried, 3-0, with Chair Bible being absent.

BUSINESS ITEM

2. An application by Sean and Alicia Cobb for the Mills Act Tax Adjustment Program.

Associate Planner Tafolla presented the staff report.

Member Shelton asked are the homeowners restoring their property?

Associate Planner Tafolla stated they are proposing to restore the restroom.

Assistant Community Development Director Stater stated for many years we have advertised the Mills Act to residents in the Historic District. The purpose is to give the homeowners partial relief on their property taxes and to use those funds to restore and maintain the property. These current homeowners have not lived there for an extended period of time, so all of these renovations are before they bought the property. The list of renovations that the owner is asking for are appropriate for use under the Mills Act.

Member Maurico stated I am glad to hear that the homeowners are taking the proper steps to complete the Mills Act. I think it is a great property.

A MOTION was made by Member Shelton, seconded by Member Maurico to recommend the City Council approve the Mills Act Agreement. Motion carried, 3-0, with Chair Bible being absent.

ANNOUNCEMENTS

None.

ADJOURN

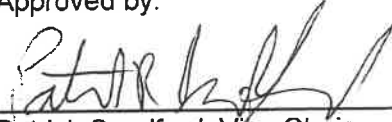
There being no further business, Vice Chair Sanford declared the meeting adjourned at 5:08 p.m.

Submitted by:



Camille Duarte, Administrative Assistant III

Approved by:



Patrick Sanford, Vice Chair

**MINUTES
HISTORIC AND CULTURAL PRESERVATION BOARD REGULAR MEETING
February 1, 2024**

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	Pamela Bible
	Vice Chair	Patrick Sandford
	Member	Gail Shelton
	Member	Tony Mauricio
	Member	Hugh Walker

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

Member Shelton led the Pledge of Allegiance.

COMMUNITY INPUT

None

1. Election of Chair and Vice Chair

The Historic and Cultural Preservation Board elected Gail Shelton for Chair and Patrick Sandford for Vice Chair. Motion carried 5-0.

CONSENT CALENDAR

2. Minutes from January 4, 2024 Special Meeting.

A MOTION was made by Vice Chair Sandford, seconded by Member Shelton, to approve as submitted. Motion carried, 5-0.

BUSINESS ITEMS

3. Code of Ethics – Annual Review

The Historic and Cultural Preservation received and filed the current Code of Ethics.

4. Preparation for the 26th Annual Citrus Harvest Festival in 2024.

Assistant Community Development Director Stater presented the staff report.

Associate Planner Tafolla stated the school contests have been mailed out to all the schools. Are the members still interested in placing a stuffed orange around the festival for kids to find?

Chair Shelton stated yes, definitely.

Assistant Community Development Director Stater notified the members about the oriental fruit fly infestation and how it impacts the citrus contest and festival this year.

Member Bible asked how can you tell if the trees are infested?

Assistant Community Development Director Stater stated I know that the larger commercial growers are informed right away. There is a farm that is close to Aurantia Park, and the county came out and told them they are under quarantine.

Member Mauricio stated regarding the contest, we should have two stuffed toys for the kids to find to make it fairer.

Assistant Community Development Director Stater suggested putting the stuffed toys at the sponsor booths. We will think of prize ideas and bring it back to our March meeting.

Associate Planner Tafolla stated regarding performances, the dancers have been confirmed and they will be performing in the afternoon. Pam Bible was nominated this year's honoree.

Assistant Community Development Director Stater stated I spoke with Julie Farron and informed us of the passing of James Fulmer a former editor for Highland Community Newspaper. She just wanted you to be aware in case you wanted to add him to a list of future honorees.

All Members nominated Pam Bible as the honoree.

Chair Shelton stated great, Pam Bible is our honoree this year.

Associate Planner Tafolla stated City of Redlands no longer is allowing anybody out of the city to use their stage. We do have estimates which is apart of the staff report.

Vice Chair Sandford stated I am looking at the different estimates because it looks like they are the same stage. I am looking at the labor for set up and tear down which is \$500 for James Morales quote. Is set up and tear down included for Party Plus?

Assistant Community Development Director Stater stated there preference is to set up and take down. We can confirm if they do and ask if set up and tear down is included in price.

A MOTION was made by Member Bible, seconded by Vice Chair Sandford, to approve Party Plus stage and that staff verifies the set up and breakdown as stated, with no additional charge. Motion carried, 5-0.

Assistant Community Development Director Stater stated we are not recommending or suggesting it, but it is an option, but this stage set up does offer an opportunity to move it elsewhere, whether it is in the middle of the event or one of the other corners. It is unfortunate because the Redlands stage was a safety barrier for the performers and for people driving into the event, which has been a public safety concern for years now.

Member Mauricio stated I prefer the stage to be moved to Palm Avenue because it is the heart of the Historic District, and it is by the car show.

Chair Shelton stated I agree.

Member Bible stated the only bad part about moving the stage back to Palm Avenue is businesses complain when there was food on both sides of the street because it blocked the front of their stores. Do we know how many food vendors there are? Would we be able to put them all on the west side of Palm Avenue so that the businesses on the east side are not blocked?

Assistant Community Development Director Stater stated it is different now because we have food trucks now.

Associate Planner Tafolla stated we have 6 food vendors and 3 pending as of now. So far, we have 2 trucks.

Member Bible stated we can put the food trucks on the west side and the tents on the east side. We can move the engines on the south side of Palm Avenue.

Assistant Community Development Director Stater stated there are a few things to consider before making the change, one is the public safety issue. Also, for most of the years, the engines were over on Center Street. Last year we had the train and thought that is the perfect spot, so we moved the engines into a more prominent spot. When I spoke to them midday they had a great day, they loved it because they could put their personal vehicles on the east side of the street. It turns out at the end of the day; they were not quite as happy because the Belle bar had karaoke all day and had a hard time communicating to residents about the engines.

Member Bible stated keep the engines on Palm Avenue but put them further down. Palm is wider and should have enough room to be on one side of the street.

All members agreed the main stage will be on Palm Avenue.

Associate Planner Tafolla asked when should the winners be announced for the car show?

Jeff Staggs stated normally we do our judging somewhere around 1:00 p.m. and try and have the results between 1:30 - 2:00 p.m. We have the car show participants gather in the car show booth because they do not like to leave their cars and then I go to the stage and give the results on who won. We want to do a noontime rumble where everyone starts their cars at the same time.

Member Mauricio stated I like that idea; we should incorporate that into the car show this year.

Jeff Staggs stated we can give a flyer to the participants that states we will do a rumble at 12:00 p.m.

Vice Chair Sandford stated we need to coordinate because there might be performances at that time.

Chair Shelton stated I like that idea if they do the rumble before announcing the winners of the car show.

Member Mauricio stated instead of the rumble at noon, we can call it the afternoon rumble.

Jeff Staggs stated I would rather have it at noon so we can draw people to see the cars and vote.

Assistant Community Development Director Stater stated we will have the car show dash plaques this year.

Member Bible asked how many dash plaques?

Jeff Staggs stated 55-60 dash plaques I ordered last year.

Chair Shelton suggested \$3 to participate in the home tour.

Member Bible stated yes, but children under 12 are free.

All members agreed to charge for the home tour.

Associate Planner Tafolla stated Member Bible is overseeing vendors. As of today, we have 53 vendors signed up. We have 7 historic demonstrators. Our new member Walker will be in charge of marketing, and we will have a save the date flyer on our social media and website. We are already getting interest in the event.

Assistant Community Development Director Stater stated we have requested Costco to be a cosponsor and we are waiting to hear back. Regarding the best landscaping award and best restoration award, we had discussion on a house on Church Avenue which has hundreds of citrus trees. The new owner came in and started fresh, but kept about 30% of what was there, but really cleaned up the property.

Member Bible stated first year was the Pythian Hall for landscaping. Last year there were 4 awards because we did two residential and two businesses. We had the Baptist Church for landscaping and the blue house on Main Street. The restorations were the house Pacific Street and the Community Cross Church, but they got awards for both years, and we do not know why. We have only been doing this for two years.

Assistant Community Development Director Stater stated one was specific because of the fencing and the second award was overall restoration. For this year we will Shorty's Garage for best restoration, and best landscape will go to 6986 Church Avenue.

All members were in consensus for best restoration and landscape.

The Historic and Cultural Preservation received and filed the 26th preparation of the Citrus Harvest Festival.

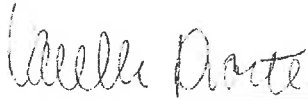
ANNOUNCEMENTS

Member Mauricio announced that he will be leaving the Historic and Cultural Preservation Board in April 2024. He has been a member for 10 years.

ADJOURN

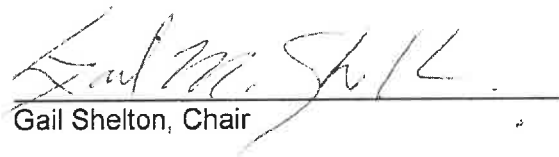
There being no further business Chair Shelton declared the meeting adjourned at 6:16 p.m.

Submitted by:



Camille Duarte, Administrative Assistant III

Approved by:



Gail Shelton, Chair

**MINUTES
HISTORIC AND CULTURAL PRESERVATION BOARD SPECIAL MEETING
March 7, 2024**

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

Present: Chair Gail Shelton
 Vice Chair Patrick Sandford
 Member Tony Mauricio
 Member Hugh Walker

Absent: Member Pamela Bible

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

Member Shelton led the Pledge of Allegiance.

COMMUNITY INPUT

None

CONSENT CALENDAR

2. Minutes from February 1, 2024 Special Meeting.

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

BUSINESS ITEMS

3. Certificate of Appropriateness No. 24-001 to allow a three-tabbed 'white' composition shingle re-roof on a contributing property within the Highland Historic District. (Applicant: Richard Gallina, Address: 27234 Main Street)

Associate Planner Tafolla presented the staff report.

All members were in consensus to approve the re-roof as proposed.

A MOTION was made by Vice Chair Sandford, seconded by Member Mauricio to approve Certificate of Appropriateness Application No. 24-001 re-roof, which entails the use of 'white' three-tabbed composition shingle, on a contributing Historic District property. Motion carried 4-0, with Member Bible absent.

4. Preparation for the 26th Annual Citrus Harvest Festival in 2024.

Associate Planner Tafolla presented the staff report.

All members went through the logistics for the festival.

Chair Shelton and Member Mauricio spoke about the Home Tour and where to meet prior to the tour and if a QR code would be the best payment method for participants.

Assistant Community Development Director Stater stated yes, our Finance Department will have the payment online set up.

Associate Planner Tafolla asked is the Home Tour going to be the same route as last year's?

Chair Shelton and Member Mauricio stated yes, we enjoyed this year.

Associate Planner Tafolla stated we have additional historic demonstrators which are the heritage trails to participate in the event, however we are a little over budget. We need the board to approve if we should have heritage trails participate and how much.

All members were in consensus to allow the heritage trails to participate in the festival at \$300.

Assistant Community Development Director Stater went over the budget for the festival.

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

The Historic and Cultural Preservation Board received and filed Staff's report.

ANNOUNCEMENTS

Member Mauricio announced that this is his last meeting as a board member. He thanked the board members and staff for all the great times, and he will miss serving the City of Highland.

Community Development Director Mainez personally thanked Member Mauricio for his service and contribution.

ADJOURN

There being no further business Chair Shelton declared the meeting adjourned at 5:39 p.m.

Submitted by:


Camille Duarte, Administrative Assistant III

Approved by:


Gail Shelton, Chair

MINUTES
HISTORIC AND CULTURAL PRESERVATION BOARD SPECIAL MEETING
April 10, 2024

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

Present:	Chair	Gail Shelton
	Vice Chair	Patrick Sandford
	Member	Pamela Bible
	Member	Hugh Walker
	Member	Vacant

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

Vice Chair Sandford led the Pledge of Allegiance.

COMMUNITY INPUT

None

CONSENT CALENDAR

2. Minutes from March 7, 2024 Special Meeting.

A MOTION was made by Vice Chair Sandford, seconded by Member Walker to approve as submitted. Motion carried, 4-0.

BUSINESS ITEMS

2. Post-event discussion of the 2024 annual Citrus Harvest Festival, including Vendors, Car Show, Walking Tour, Entertainment, and Marketing.

Associate Planner Tafolla presented the staff report. Unfortunately, because of the rain on March 30th, the festival was scheduled on April 6, 2024. We had a great turn out considering it being held on the rain date. We had about 5,000 people attend the festival. Unfortunately, we had 30 vendors cancel because they had prior commitments for the following weekend.

Chair Shelton asked was that a lot of cancellations?

Associate Planner Tafolla stated yes, however, we had additional vendors apply at the last minute. We had five food vendors cancel. We had a decent number of vehicles participate in the car show, which was great.

Vice Chair Sandford stated there were 41 cars that attended the festival.

Member Bible stated there were 47 cars last year.

Associate Planner Tafolla mentioned that the cars preformed the rumble noise at the same time while we were giving out prizes at the stage.

Assistant Community Development Director stated it was a noon.

Associate Planner Tafolla stated there was a big crowd for the home tour.

Member Bible asked did they pay for the home tour?

Associate Planner Tafolla stated not many as we thought. It was last minute, so we wanted to ensure residents were able to participate.

Assistant Community Development Director stated our Community Development Director Mainez volunteered to lead the home tour.

Community Development Director Mainez stated it was fun, we had about 15 people participate in the home tour. The comment I have is to take the Belle Bar off the hour tour because there were too many people inside and we felt like we were interrupting. There is so much to talk about on Main Street during the tour. There are many unique houses and stores on that street. Once the bank building is remodeled it is going to be amazing. I had a hand full of people who wanted to see the Bauer building and the elevator. The history is rich, and everyone enjoyed the tour. The tour lasted 2.5 hours. My suggestion is to shorten the tour.

Chair Shelton stated I would like to work on the material of the home tour earlier so we can make changes to the route and more inside house tours. My goal is more advanced planning so everything is organized well in advance so we can presell tickets.

Community Development Director Mainez stated I valued the information that was provided to me, it was helpful.

Member Bible stated when I was leading the home tour we went into multiple homes and gave the history to each house.

Assistant Community Development Director Stater stated it was extensive before. There were 10 volunteers per house. There were flowers donated, booties, cleaning and made a booklet every year. We sent notices to homeowners; it was a huge outcome.

Member Bible stated what building in the Historic District were shown at the festival?

Community Development Director Mainez stated both churches, house on Church Ave, Bauer pottery, steel house and the two houses. Next year the bank building is going to be the highlight.

Associate Planner Tafolla stated the tour started early and not a lot of people were at the festival yet.

Assistant Community Development Director Stater stated 12:00 p.m. is the best time for the tour, there is a bigger crowd.

All members and Assistant Community Development Director Stater congratulated Associate Tafolla on planning her first Citrus Harvest Festival and what a great job she did.

Historic and Cultural Preservation Board receive and file Staff's report.

3. Certified Local Government Program 2022–2023 Annual Report.

Associate Planner Tafolla presented the staff report.

Chair Shelton asked on page 3, Section 106 of the National Historic Preservation Act, what exactly is that section?

Assistant Community Development Director Stater stated it is a federal law that regulates the treatment of historic properties. So sometimes projects in the city triggers Section 106 review, which is a federal level consideration, however, does not happen very often.

Chair Shelton asked what is our annual training supposed to be?

Assistant Community Development Director Stater stated being a CLG, the state asks to educate staff and board members once a year with training. We have gone to multiple trainings all over, however with COVID-19, they wanted more of an online approach and now they are back in person. We will be looking into training this year.

Historic and Cultural Preservation Board receive and file Staff's report.

ANNOUNCEMENTS

None.

ADJOURN

There being no further business Chair Shelton declared the meeting adjourned at 5:34 p.m.

Submitted by:



Camille Duarte, Administrative Assistant III

Approved by:



Gail Shelton, Chair

MINUTES
HISTORIC AND CULTURAL PRESERVATION BOARD SPECIAL MEETING
August 15, 2024

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

Present:	Chair	Gail Shelton
	Vice Chair	Patrick Sandford
	Member	Pamela Bible
	Member	Jeff Staggs
	Member	Hugh Walker

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

Vice Chair Sandford led the Pledge of Allegiance.

COMMUNITY INPUT

None

CONSENT CALENDAR

1. Minutes from April 10, 2024 Special Meeting.

A MOTION was made by Member Walker, seconded by Vice Chair Sandford to approve as amended. Motion carried, 5-0.

BUSINESS ITEMS

2. Certificate of Appropriateness No. 24-004 to allow the reconstruction and addition of an existing detached garage within the rear yard. (27268 Main St. Representative: William Lennick)

Member Bible recused herself from this item.

Associate Planner Tafolla presented the staff report.

Representative William Lennick stated there were two options in terms of design that I wanted to bring up to public consideration. The first option is the simplest way to build it, in terms of cost, however option two is for the correct building standards and more properly built. For the window I am going to cut into some of the existing studs from the original building and basically destroy them. If I were to keep the bottom option with the two windows on the 1st floor then it would be very tall. Right now, the windows are pretty small and narrow, about 30 inches wide. The windows are probably the 1930's. I spoke to the Building Official Wirz, and we can completely preserve the structure of the building. It sits

on an elevated footing which is about 6 inches tall and wide. Basically, as you see will remain structurally. INAUDIBLE.

Chair Shelton stated I have seen the garage, and we are extraordinarily fortunate that we have somebody qualified to do the work and is so respectful and accommodating who wants to preserve the land. I think as a board we need to discuss the window choice. From my perspective, I would add that I do not see a great difference from a historical perspective on either choice, perhaps the option two as Williams said, it does not destroy the existing studs. Also, being able to salvage any part of the original building seems like a good idea and more efficient.

Representative William Lennick stated I intend to preserve everything.

Member Staggs asked how do you plan to access the second level?"

Representative William Lennick stated there will be an interior staircase.

Vice Chair Sandford asked anytime somebody builds an additional unit what is to prohibit it from becoming a dwelling and having people living there?

Associate Planner Tafolla stated for Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs) are not permitted in the historic district without the board's approval. They can potentially come back and covert this to an ADU.

Vice Chair Sandford asked at this point, there is not any plumbing or electrical to put a bathroom in?

Associate Planner Tafolla stated that is correct.

Vice Chair Sandford stated what will it look like at street view?

Assistant Community Development Director Stater stated the garage is not completely visible, it is mostly the top half of the existing structure.

Vice Chair Sandford asked have we contacted the neighbors?

Associate Planner Tafolla stated yes.

Assistant Community Development Director Stater asked is your preference option two?

Representative William Lennick stated that is correct.

Assistant Community Development Director Stater stated the board needs to decide on option one or option two if it is the board's intention to approve it.

All members unanimously voted for option two.

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

1. Approve COA-24-004, for the reconstruction and addition of an existing garage within the rear yard to provide additional storage of a contributing residence, subject to Conditions of Approval, and;
2. Adopt the Findings of Fact. Motion carried, 4-0-1, with Member Bible abstaining.

Member Bible came back to Council Chambers.

3. Certificate of Appropriateness No. 24-005 to permit the repainting of the exterior house on a contributing property within the Highland Historic District. (27276 Main St. Property Owner: Ed Beltran)

Member Bible recused herself from this item.

Associate Planner Tafolla presented the staff report.

Property Owner Ed Beltran stated I bought this house 28 years ago, and it was never disclosed to me that it was a Historical house. I've always tried to be maintain within the guidelines. There was a grant available, and I could not get it because I made too much money, so I have never had any assistance trying to maintain the property. I am senior citizen disabled on a fixed income, the house has been green for 20 years, and it is not quite the same shade that it was because my wife picked it out. I have always tried to be in compliance with you all and do my part to maintain the neighborhood. When I am available with funds, I will match the paint that I had previously had.

Vice Chair Sandford asked do you know the time frame that will be?

Property Owner Ed Beltran stated hopefully by next March 2025.

All Historic Board members concurred that the paint color change will be done by August 2025.

Property Owner Ed Beltran stated I agree with the timeframe.

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

1. Approve Certificate of Appropriateness No. 24-005, for the repainting of the exterior of the residence and;
2. Adopt the Findings of Fact modifying Condition of Approval No. 5. Motion carried, 4-0-1, with Member Bible abstaining.

Member Bible came back to Council Chambers.

4. Certificate of Appropriateness No. 23-004 A proposed change of use at 6986 Church Avenue from a primary Residential use to a public Museum use with second story living quarters. (6986 Church Ave. Owner: Antonio Pinon)

Administrative Assistant Duarte read the one public comment into the record.

Associate Planner Tafolla presented the staff report.

Owner Antonio Pinon stated thank you for giving us this meeting. When we first got this house, we saw the potential and me and my wife, we are lovers of history, and we saw the amazing potential we could do with this property. It has been so fun and great that we have been able to bring it back to life. My intention is never to tear down or replace, it is to bring back what is already there and that is our primary goal and to share that with the community. I think it would be a great addition to Highland.

Chair Shelton stated I met Antonio and his wife during the cleanup in preparation for the Citrus Harvest Festival last year and I was excited about their enthusiasm for their new house and their interest in developing something further to incorporate the whole community to enjoy the beauty of the house. I am excited about the concept of a museum there, however. I certainly understand the residents' concerns and I would think all of these considerations would be taken into account when the property is being reviewed for a Conditional Use Permit.

Member Bible asked what is going in the museum?

Owner Antonio Pinon stated currently there are historical structures that we are trying to bring back to life. We are looking for items specifically for Highland. We are actively looking on eBay for time period items since the house was built in 1887. We are going to have them on display with placards explaining what it is we are going to have them encased with either that is a painting or special item.

Member Bible asked so you are going to leave it like a house inside, but put period time items in it?

Owner Antonio Pinon stated yes.

Member Bible asked what about the kitchen? Are you trying to put the kitchen back?

Owner Antonio Pinon stated yes. We are going to try to make it as authentic as we can with modern changes that were added. We are going to still get a table and items in the kitchen, such as teapots that makes it feel authentic.

Chair Shelton asked is there a kitchen upstairs where you are living?

Owner Antonio Pinon stated everything is self-contained except the kitchen. When it comes to cooking, we are going downstairs and prepare those meals. We are eventually going to put a refrigerator upstairs, but as of now we still have our stove downstairs.

Member Bible asked since it is a public space, can they still be able to use the kitchen downstairs?

Assistant Community Development Director Stater stated that will be reviewed during the Conditional Use Permit process. The point of this evening's meeting is to discuss whether

or not you think it is a good idea to have a public museum at this location based on the historical significance of the home and the property.

Owner Antonio Pinon stated my understanding there is a lot of necessary things that need to be added or moved to make it safe for the public that's going to take place on the next stage. I am prepared to make heavy adjustments to whatever the planning proposes.

Member Bible stated I have heard that it might also be for a wedding venue. Are you considering that to be an option?

Owner Antonio Pinon stated yes, I have spoken to the other departments regarding parking requirements for the use of a venue, however right now, our original goal is to get adequate parking for the museum. Eventually we would be interested this to be a wedding venue.

Member Bible asked would that be asking for additional parking if it became a wedding venue?

Associate Planner Tafolla stated yes, that is correct.

Owner Antonio Pinon explained the plans that he had in mind regarding the construction of the front and backyard. He also explained the plans for onsite parking.

A MOTION was made by Vice Chair Sandford, seconded by Member Staggs to accept the applicant's request, Certificate of Appropriateness (COA 23-004) to change the existing use from Residential to a public Museum with a living quarters on the second story as a secondary function. Motion carried, 5-0.

5. Post-event discussion of the 2024 annual Citrus Harvest Festival, including Vendors, Car Show, Walking Tour, Entertainment, and Marketing.

Associate Planner Tafolla presented the staff report.

Member Bible asked why did we not have the Redlands stage this year?

Assistant Community Development Director Stater stated unfortunately we will not be able to borrow their stage again.

Chair Shelton asked how the vendors liked the festival's layout?

Associate Planner Tafolla stated it was mixed, either the vendors were happy about the layout and some that did not like it. It all depended on where they were located. We had a lot of new vendors that attended, and they liked the layout.

Vice Chair Sandford asked the majority of the vendors preferred 2023 festival layout?

Associate Planner Tafolla stated our returning vendors liked the 2023 layout better.

Chair Shelton spoke about the home tour and what changes to look forward to for next year's festival.

MINUTES
HISTORIC AND CULTURAL PRESERVATION BOARD SPECIAL MEETING
October 3, 2024

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

Present: Chair Gail Shelton
 Vice Chair Patrick Sandford
 Member Jeff Staggs
 Member Hugh Walker

Absent: Member Pamela Bible

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

Vice Chair Sandford led the Pledge of Allegiance.

COMMUNITY INPUT

None.

BUSINESS ITEM

1. Certificate of Appropriateness No. 24-006 to allow the demolition of two (2) unpermitted patios and to permit a 196 square foot enclosed patio addition, which was constructed without permits to a contributing house in the Historic District. (Location: 6932 Cole Ave.) (Representative: Michael Hanna)

Associate Planner presented the staff report.

Chair Shelton stated I am pleased they are upgrading the house. They seem to be compliant to the historic district requirements and needs.

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

1. Approve COA-24-006, for demolition of two (2) unpermitted patios and legalize an unpermitted approximate 196 square foot rear living space addition, subject to Conditions of Approval, and;
2. Adopt the Finding of Fact. Motion carried, 4-0, with Member Bible being absent. Motion carried, 4-0, with Member Bible being absent.

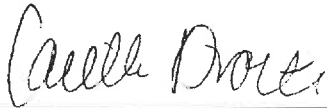
ANNOUNCEMENTS

None.

ADJOURN

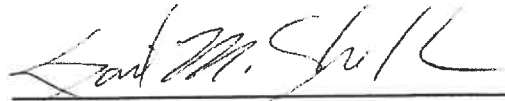
There being no further business Chair Shelton declared the meeting adjourned at 5:10 p.m.

Submitted by:



Camille Duarte, Administrative Assistant III

Approved by:



Gail Shelton, Chair

EXAMPLE PROPERTY TAX CALCULATION

Current assessed valuation = \$ 250,000

Current taxes = \$ 3,125
(\$ 250,000 x 0.0125)

Recalculation Using Mills Act Assessment Method:

Gross income = \$ 14,400
(\$ 1,200 X 12 mo.)

Less expenses = \$ 2,000
(insurance, repairs, utilities)

Net income = \$ 12,400

Capitalization rate = 13.66%

Interest component at 6.75%

Historic property risk component at 4%

Amortization component at 1.67%

Property tax component at 1.24%

Total 13.66%

New valuation = \$90,776
(\$12,400)
(0.1366)

New taxes = \$ 1,135
(\$ 90,776 x 0.0125)

TOTAL SAVINGS OF \$ 1,990 IN ANNUAL PROPERTY TAXES

CONTACT: ANGELA TAFOLLA
PHONE: 909-864-6861 EXT. 258
EMAIL: ATAFOLLA@CITYOFHIGHLAND.ORG

TERMS DEFINED

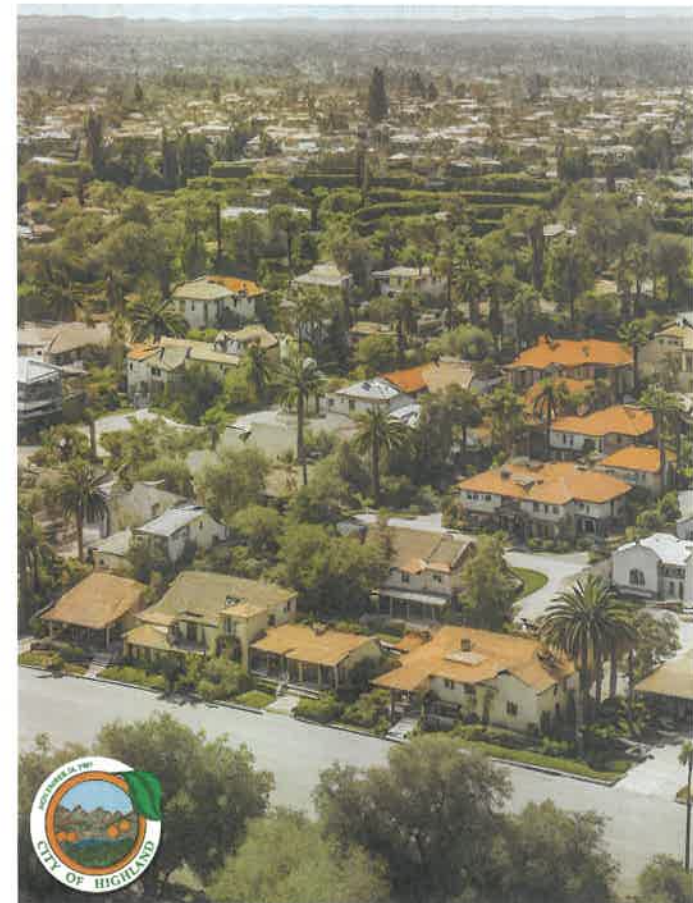
- Interest component is determined by the State Board of Equalization by September of the year preceding the assessment year and is based on the effective rate on conventional mortgages as determined by the Federal Home Loan Bank Board.
- Historic property risk component is 4% in the case of owner-occupied single-family dwellings and condos. In all other cases, the historic property risk component is 2%.
- Amortization component is a percentage equal to the reciprocal of the remaining life of the improvements. Although this calculation varies by individual structure, as an estimate, typical remaining life of a frame building would be 20 years (or 0.05); for a masonry building, the remaining life might be up to 50 years (or 0.02).
- Property tax component is defined as the percentage of the estimated total tax rate applicable to the property for the assessment year multiplied by the assessment ratio.

REQUIRED APPLICATION MATERIALS

- Mills Act Contract Application.
- Copy of legal description.

THE FOLLOWING MUST BE PREPARED BY THE CITY OF HIGHLAND:

- An architectural report identifying the status of all character-defining features of the building(s) and site (photographs required).
- A restoration/rehabilitation plan for the designated property. If the building(s) is already restored in good condition, a maintenance list must be submitted to support the need for tax relief.
- The City of Highland Historic and Cultural Preservation Board suggests that 10% of the property maintenance budget must be allotted toward exterior remodeling and upkeep. However, this is not mandatory.



THE MILLS ACT

A TAX INCENTIVE FOR
PRESERVING AND RESTORING
HISTORIC PROPERTIES

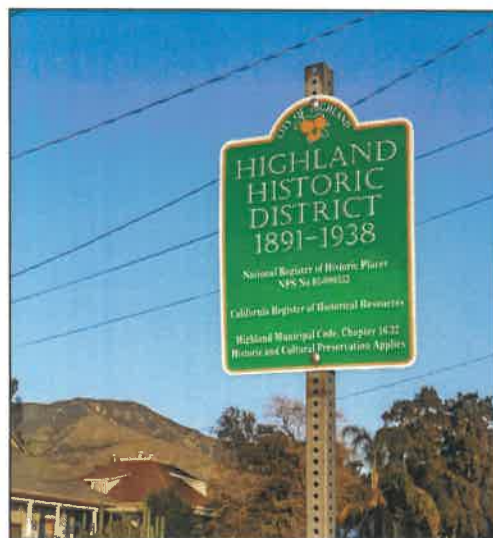
PREPARED BY:
CITY OF HIGHLAND
HISTORIC AND CULTURAL
PRESERVATION BOARD

WHAT IS THE MILLS ACT?

The Mills Act is a state law which allows a city to sign contracts with the owners of buildings and structures within a city's historic district. Such contracts offer a reduction in property taxes in exchange for the continued preservation of the property. Modified property taxes are recalculated using a formula in the Mills Act and Revenue and Taxation Code.

The Highland City Council has approved the use of Mills Act contracts with property owners within the Historic District. Based on this action, the Highland Historic and Cultural Preservation Board is promoting awareness and use of the Mills Act as an incentive for the preservation of local historic buildings.

In Highland, the Mills Act requires that historic property owners **spend the property tax money that is saved through the Mills Act on preserving and/or restoring their property.**



HOW IT WORKS

The Mills Act enables the Highland City Council to enter into 10-year contracts with owners of historically "contributing" properties. Under these Mills Act contracts, owners agree to maintain and utilize the savings to rehabilitate their historic structures.

Mills Act contracts have a minimum term of 10 years and are automatically renewed annually for each additional year. Thus, unless the City of Highland or the owner files a notice of non-renewal, a Mills Act contract always has a term of 10 years.

Either the property owner or the City of Highland may elect not to renew for any reason. The effect of non-renewal is to terminate the contract at the end of the existing 10-year term. During the remainder of the contract term, the property taxes increase gradually back to the normal rates.

If a Mills Act contract is terminated for any reason, the property owner's taxes will increase to the level they would have been had the Mills Act contract not been signed into effect.

WHO IS ELIGIBLE?

To qualify for the Mills Act, a building must first be designated by the City of Highland as a "contributing" property in the Highland Historic District

CALCULATING PROPERTY TAX

Mills Act contracts are unique among preservation incentives in that tax benefits are available not only for income properties (rentals) but also for owner occupied properties.

In simple terms, the income minus certain expenses is divided by a capitalization rate to determine the assessed value of the property. When a property is owner-occupied, the determination of "income" is based on what a property could reasonably be expected to yield.

The income projected for an owner-occupied property is based on comparable rent amounts for similar properties in the area.

In the case of an income producing property, the income amount is based on rent actually received and on typical rents received for similar properties of similar uses.

The capitalization rate for both owner-occupied and income property is determined by adding together an interest component, a historic property risk component, an amortization component, and a property tax component.

