

MINUTES
HISTORIC AND CULTURAL PRESERVATION BOARD SPECIAL MEETING
May 1, 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 Vice Chair Bible at the Donahue Council Chambers, 27215 Base Line, Highland, California.

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

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

All members led the Pledge of Allegiance.

COMMUNITY INPUT

None.

CONSENT CALENDAR

1. Minutes from April 3, 2025 Special Meeting.

A MOTION was made by Member Shelton, seconded by Member Walker to approve as amended. Motion carried, 4-0, with Chair Sandford being absent.

BUSINESS ITEMS

2. Certificate of Appropriateness No. 25-004 to allow the installation of roof-mounted photovoltaic panels on a detached garage of a contributing residence in the Highland Historic District. (Owner: Sean Cobb, Location: 27225 Nona Ave).

Member Bible excused herself because of a conflict of interest.

Angela Tafolla presented the staff report.

A MOTION was made by Member Shelton, seconded by Member Walker to approve COA 25-004, for the installation of roof-mounted photovoltaic panels on a contributing historic district parcel, subject to Conditions of Approval, and Adopt the Findings of Fact. Motion carried, 3-0, with Chair Sandford being absent.

Member Bible came back to the dais.

3. Post-event discussion of the 2025 annual Citrus Harvest Festival, including Vendors, Car Show, Walking Tour, Entertainment, and Marketing.

Associate Planner Tafolla gave an overview of the post event of the 2025 Citrus Harvest Festival which included the budget, car show, walking tour, retail and food vendors.

Staff and Historic and Cultural Preservation Board members gave their feedback of the 2025 Citrus Harvest Festival.

The Historic and Cultural Preservation Board discussed the event and provided direction as necessary.

ANNOUNCEMENTS

Historic and Cultural Preservation Board next meeting will be scheduled June 5, 2025.

ADJOURN

There being no further business Vice Chair Bible declared the meeting adjourned at 5:35 p.m.

Submitted by:

Approved by:

Camille Duarte, Administrative Assistant III

Patrick Sandford, Chair