

# 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

June 5, 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](http://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 June 5, 2025 to [publiccomment@cityofhighland.org](mailto:publiccomment@cityofhighland.org). If you are submitting a public comment pertaining to an item on the June 5, 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.

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**HISTORIC AND CULTURAL PRESERVATION BOARD  
SPECIAL MEETING AGENDA  
June 5, 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 June 5, 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 May 1, 2025 Special Meeting.  
RECOMMENDATION: That the Historic and Cultural Preservation Board approve the minutes, as submitted.

**BUSINESS ITEM**

- 2. Residential Fencing Guidelines for the Highland Historic District  
 RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board review Fencing Guidelines and, if appropriate, revise.

**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 2nd of June 2025 by 4:30 p.m. on our website at [www.cityofhighland.org](http://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: June 2, 2025

  
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 Camille Duarte, Administrative Assistant III



# STAFF REPORT

## TO THE HISTORIC & CULTURAL PRESERVATION BOARD

**DATE:** June 5, 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 May 1, 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 _____		
<i>Camille Duarte</i>		<i>Lawrence Mainez</i>	
Recording Secretary		Community Development Director	

**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

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 Chair Sandford declared the meeting adjourned at 5:35 p.m.

Submitted by:

Approved by:

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Camille Duarte, Administrative Assistant III

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Patrick Sandford, Chair





# STAFF REPORT

## TO THE HISTORIC AND CULTURAL PRESERVATION BOARD

**DATE:** June 5, 2025

**FROM:** Lawrence A. Mainez, Community Development Director

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

**PREPARED BY:** Angela Tafolla, Associate Planner 

**SUBJECT:** Residential Fencing Guidelines for the Highland Historic District

**LOCATION:** Highland Historic District, generally bound by Nona Avenue to the north, Clifton Avenue to the south, Orange Street to the west and Church Avenue to the east.

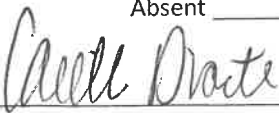

**RECOMMENDATION:** Staff recommends the Historic and Cultural Preservation Board review Fencing Guidelines and, if appropriate, revise.

**DESCRIPTION OF THE SITE:** The City's Historic District consists of 102 contributing properties and 32 noncontributing properties and is generally bounded by Nona Avenue to the north, Church Avenue to the east, Clifton Avenue to the south and Orange Street to the west. All 134 properties within the Historic District would be subject to the proposed guidelines.

**BACKGROUND:** The Historic and Cultural Preservation Board last reviewed the Historic District Residential Fencing Guidelines at its meeting on February 4, 2021, during which no revisions were made.

**PROJECT REVIEW:** At the January 9, 2025 Historic and Cultural Preservation Board meeting, Vice Chair Pam Bible requested that the Residential Fencing Guidelines be placed on a future agenda for Board review and discussion. As part of that request, she recommended also reviewing language from the Historic Preservation Plan, Old Town, Highland, California, dated September 18, 1998, which states:

"Fencing should be restricted to the residential portion of the District. The same should be reserved for only the side and rear yards, unless historic documentation indicates another precedence. These features should be no more than 36 inches in height."

Approved _____	Motion _____	Second _____	Agenda Item No. <u>2</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
			
Recording Secretary		Community Development Director	

*Historic and Cultural Preservation Board Meeting of  
June 5, 2025*

Staff has provided the current 2021 Residential Fencing Guidelines (Attachment 1) for the Board's review and consideration.

Attachments:

1. Residential Fencing Guidelines

**ATTACHMENT 1**

Residential Fencing Guidelines

# RESIDENTIAL FENCING GUIDELINES

## for the Highland Historic District

**Applicability** – These Fencing Guidelines are applicable to all residential properties within the Highland Historic District, including historically contributing and non-contributing properties.

**Guidelines** – A Certificate of Appropriateness Application must be filed with the City and approved prior to construction. Applications which meet the criteria below will be reviewed by City Staff and a notice of approval will be issued within fourteen (14) calendar days. All other Applications including non-residential properties will be reviewed by the Historic & Cultural Preservation Board at a public meeting.

### **Standards:**

- ***Front Yard*** – The front yard is considered that area from the front property line to the front of the residence, not including the porch. Fences or walls shall be a maximum of three (3) feet high and shall be constructed of wrought iron or similar metal, and shall be painted a dark color, **and may have block, stucco, stone, or brick columns. Wood fences are also permitted and shall be painted a dark color or retain its natural color. All Fences and walls shall be 50% light admitting.**
- ***Street Side Yard*** – The street side yard is considered the area between the street side property line and the side of the structure, and between the front yard fence line and rear property line. *(Same as Interior Side and Rear Yard)*
- ***Interior Side Yard and Rear Yard*** – The interior side yard and rear yard encompass all areas not included within the front yard and street side yard as described above. Fences or walls shall be a maximum of six (6) feet in height and shall be constructed of **block, wrought iron or similar metal, and shall be painted a dark color, and may have block, stucco, stone, or brick columns. Wood fences are also permitted and shall be painted a dark color or retain its natural color.**
- ***Shared Driveways*** – When two (2) adjacent residences share a common driveway and/or two (2) adjacent properties contain a shared area which is currently used or was historically used as a driveway, no fence, wall, landscaping or similar material shall be constructed within the shared driveway/area which would eliminate vehicular access to the rear of either property.

### **Materials:**

- Stone, block and brick shall retain their natural color.
- Wrought iron shall be finished with a dark color such as black, brown, green or gray.
- Wood may be painted a dark color or shall retain its natural color.

*Updated by the Historic and Cultural Preservation Board 1/5/2017*

