

MINUTES
HISTORIC AND CULTURAL PRESERVATION BOARD SPECIAL MEETING
June 5, 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

All members led the Pledge of Allegiance.

COMMUNITY INPUT

None.

CONSENT CALENDAR

1. Minutes from May 1, 2025 Special Meeting.

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

BUSINESS ITEM

2. Residential Fencing Guidelines for the Highland Historic District

Associate Planner Tafolla presented the staff report.

Member Walker stated on staff report it stated features should be no more than 36 inches in height and that should be in the front yard correct?

Associate Planner Tafolla stated that is correct.

Assistant Community Development Director Stater stated when the board recommended these guidelines in 1998, the consultant said if something did not exist previously you should not have it. That being said, they understood that there was probably going to be some need or request for fencing. The consultant's recommendation was 36 inches in the front yard.

Vice Chair Bible stated I wanted to go back and look at what the Andrea (City's Preservation Consultant) recommended to make sure how that compares with what we are currently asking for.

Associate Planner Tafolla stated in 2007 we did allow vinyl fencing. It was in the guidelines for interior side yard and rear yard fencing. In 2016, the Board removed that from the fencing guidelines, so now vinyl is not mentioned.

Vice Chair Bible asked what year did we approve front yard fencing?

Member Shelton asked is it because of security issues?

Chair Sandford stated it was for the safety of children.

Vice Chair Bible asked what about the wrought iron fencing? I also remember it was a dark color.

Assistant Community Development Director Stater stated we have at least four sets of adopted fencing guidelines. What you might be seeing is something staff wrote.

Associate Planner Tafolla stated in 2001, when the Board reviewed fence guidelines, they do mention materials. It stated, "A required wall, or fence shall be constructed with either stone, ornamental wood painted, a dark or an appropriate color to complement the existing structures, ornamental vines over chain link fence." After this approval of 2001 when the Board starts reviewing guidelines throughout the years that language is removed to specific types of material, and it was changed to same type of fencing as exhibited by the documentation would be permitted. They have to prove that there was a fence that was previously there.

Vice Chair Bible asked it was dark and metal fence?

Associate Planner Tafolla stated no, it stated stone or ornamental wood painted fencing.

Vice Chair Bible stated I thought Andrea recommended only metal.

Member Shelton asked is that the issue?

Vice Chair Bible stated yes that it could have the columns of brick or stone, and it was supposed to be metal because it is not a rural setting like picket fences. We had so many fences going up in the historic district because we never had concrete guidelines, then City Council let them keep the vinyl fencing up. I wished we would have had that in the beginning and then City Council would have been on our side more. We cannot fix those; however, we could have guidelines in the future. Our current guidelines does not say vinyl fencing in the front, so I do not know why they installed it in their front yard.

Associate Planner Tafolla stated that was my mistake. I was reviewing old guidelines. The applicant expressed that children would be living there and wanted vinyl because it lasts longer.

Vice Chair Bible stated you approved the vinyl fence when it should have not been approved.

Associate Planner Tafolla stated correct, it was a mistake.

Vice Chair Bible stated it looks like the fences can be iron or wood with the block stucco stone or brick columns. If it is wood it has to be 50% light emitting. I would prefer the wood to be either a dark or natural colored wood, not white.

Chair Sandford asked Vice Chair Bible if how things are written now would suffice?

Vice Chair Bible stated yes. I was hoping the original said iron fencing only. I do not remember wood fencing.

Assistant Community Development Director Stater asked do you want us to add to the guidelines that vinyl fencing is prohibited?

Vice Chair Bible stated yes.

Assistant Community Development Director Stater stated we should add a footnote that states existing vinyl fencing was previously approved under prior guidelines.

Vice Chair Bible stated maybe we should remove wood fencing because it is causing the vinyl problem. I would only like iron fencing, last longer, and less noticeable driving by.

Chair Sandford suggested we move this item to another meeting to allow our members to drive around and get their opinion on the fencing in the district.

Member Shelton stated I agree, this would be helpful.

A MOTION was made by Chair Sandford, seconded by Member Bible to table this item until August 7, 2025. Motion carried, 5-0.

ANNOUNCEMENTS

Historic and Cultural Preservation Board next meeting will be scheduled August 7, 2025.

ADJOURN

There being no further business Vice Chair Bible declared the meeting adjourned at 5:58 p.m.

Submitted by:

Approved by:

Camille Duarte, Administrative Assistant III

Patrick Sandford, Chair