



City of Highland

Patrick Sandford, Chair

Pamela Bible, Vice Chair

Gail Shelton, Member

Jeffrey Staggs, Member

Hugh Walker, Member

Historic and Cultural Preservation Special Meeting Agenda

November 6, 2025 at 5:00 PM

City Hall Donahue Council Chambers | 27215 Base Line, Highland CA 92346

Staff

Lawrence A. Mainez, Community Development Director

Kim Stater, Assistant Community Development Director

Angela Tafolla, Senior 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.

In compliance with the Brown Act, any writings or documents provided to a majority of the legislative body regarding any item on this agenda, that are not exempt from disclosure under the California Public Records Act, will be made available for public inspection at City Hall, 27215 Base Line Highland, CA 92346, during normal business hours. Such documents will also be made available on the City's website at www.cityofhighland.org.

In compliance with the Americans with Disabilities Act (ADA), if you need special assistance, please contact the City Clerk's office at (909) 864-6861, ext. 226, at least 72 hours prior to the meeting for any requests for reasonable accommodations, including interpreters.

Levine Act: Pursuant to Government Code Section 84308, any party to a City proceeding must disclose on the record any campaign contributions made to a member of the City Council (or commission) in excess of \$250 in the past 12 months. This disclosure requirement includes contributions by the party's agent and aggregated contributions from persons or entities related to the party. Please make the disclosure as soon as possible, but no later than the beginning of the proceeding.

Call to Order

Pledge of Allegiance

Public Comment

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 3 minutes each. For those wishing to make public comments by email, please submit your comments by 5:00 p.m. on DATE, to publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the agenda, please identify the agenda item number.

Historic and Cultural Preservation Board Consent Calendar

1. Minutes - October 2, 2025 Historic and Cultural Preservation Board Special Meeting

Approve Minutes as submitted.

Business Items

2. Certificate of Appropriateness No. 25-011 A proposed change of use at 6905 Palm Avenue from an auto repair use to art studio use with accessory retail sales and exterior modifications to the structure and site. Continued from the October 2, 2025 Historic and Cultural Preservation Board Meeting.

The Historic and Cultural Preservation Board consider the applicant's request, Certificate of Appropriateness (COA 25-011) to change the existing use from Commercial auto repair to a Commercial art studio with retail sales and site and structure modifications as proposed on the plans.

3. Certificate of Appropriateness (COA 25-013) a request to remove/demolish an existing church bell tower located on a non-contributing religious institution within the Highland Historic District.

Staff recommends that the Historic and Cultural Preservation Board deny the applicant's request, Certificate of Appropriateness (COA 25-013) to remove the existing bell tower on a non-contributing religious institution.

4. Preparation for the 28th Annual Citrus Harvest Festival

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

Announcements

Adjourn

Certification

I, Camille Duarte, Administrative Assistant, or my designee, hereby certify that the foregoing agenda was posted 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), and City Hall (27215 Base Line) at least seventy-two (72) hours prior to the meeting per Government Code Section 54954.2.