



# 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.*

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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](http://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.

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## 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](mailto: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

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

**Announcements**

**Adjourn**

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**Certification**

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

# Staff Report

to the Historic & Cultural Preservation Board



## Agenda Item No. 1.

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**Date:** November 6, 2025  
**From:** Lawrence Mainez, Community Development Director  
**Reviewed By:** Camille Duarte, Administrative Assistant III  
**Prepared By:** Camille Goritz, Administrative Assistant III  
**Subject:** Minutes - October 2, 2025 Historic and Cultural Preservation Board Special Meeting

**Recommendation:**

Approve Minutes as submitted.

**Fiscal Impact:**

None.

**Public Notice:**

The agenda for this item was posted at the three locations per Resolution No. 2011-047 and on the City's website.

**Background:**

None.

**Attachments:**

1. HCPB 10-02-2025 Minutes

**MINUTES**  
**HISTORIC AND CULTURAL PRESERVATION BOARD SPECIAL MEETING**  
**October 2, 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            Jeff Staggs

Absent:        Member            Gail Shelton  
                 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 August 7, 2025 Special Meeting.

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

**BUSINESS ITEMS**

Certificate of Appropriateness No. 25—011 A proposed change of use at 6905 Palm Ave. from an auto repair use to art studio with accessory retail sales and exterior modifications to the structure and site.

No vote taken. There was a lack of quorum and will need to table this item to the next meeting, November 6, 2025.

2. Selection of an Event Date, Budget Analysis, and Organizational details for the 28<sup>th</sup> annual Citrus Harvest Festival in 2026.

Senior Planner presented the staff report.

Associate Planner Tafolla gave an overview for next year's Citrus Harvest Festival which included the budget, car show, walking tour, retail, sponsorships, and food vendors.

Staff and Historic and Cultural Preservation Board members gave their feedback on the 2026 budget, walking tour, vendors, honoree, marketing, and sponsorships.

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

**ANNOUNCEMENTS**

Historic and Cultural Preservation Board next meeting will be scheduled November 6, 2025.

**ADJOURN**

There being no further business Chair Sandford declared the meeting adjourned at 5:28 p.m.

Submitted by:

Approved by:

\_\_\_\_\_  
Camille Duarte, Administrative Assistant III

\_\_\_\_\_  
Patrick Sandford, Chair

# Staff Report

to the Historic & Cultural Preservation Board



## Agenda Item No. 2.

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**Date:** November 6, 2025

**From:** Lawrence Mainez, Community Development Director

**Reviewed By:** Kim Stater, Assistant Community Development Director

**Prepared By:** Angela Tafolla, Senior Planner

**Subject:** 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.**

### **Recommendation:**

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.

### **Fiscal Impact:**

The City Council adopted a fee schedule whereby no fee will be collected for a Certificate of Appropriateness. The cost to the City is time and materials for preparation of the Staff Report and advertisement.

### **Public Notice:**

The agenda for this item was posted at the three locations per Resolution No. 2011-047 and on the City's website.

### **Background:**

#### Environmental Review:

This project is Categorically Exempt from environmental proceedings pursuant to Section 15331, Class 31, Historical Resource, of the California Environmental Quality Act (CEQA) Guidelines, since the proposed project consists of a change of use with an existing structure which does not involve an expansion of the existing building and complies with the Secretary of the Interiors Treatment of Historic Properties. The property will be adapted to a new use that maintains the relationship of distinctive material, features, spaces, and spatial relationships.

#### Public Notice:

As required by City Council Resolution, notice of the public meeting was posted at three (3) designated posting locations within the City. In addition, the notice was posted on the City's website, and mailed to adjacent property owners of the project site on September 16, 2025. No further notice is required

#### Public Comment:

Staff has not received any public comments in response to the project notice at the time of preparing this staff report.

### Background:

On October 2, 2025, the Historic and Cultural Preservation Board held a public meeting for the subject project. However, due to the lack of a quorum, the Board was unable to take action on the item. As a result, the hearing was continued to the next scheduled meeting on November 6, 2025.

### Description of Site:

The site is a non-contributing property within the Highland Historic District and consists of a single commercial building situated on a 0.21-acre parcel at the southeast corner of Palm Avenue and Pacific Street (Attachment 1). The building, constructed circa 1952, was originally developed as a service station and auto repair facility. It is most notably remembered by the community as “A Transmission,” and more recently operated as “Shorty’s Garage.”

The building is representative of 20th Century Commercial style, defined by its flat roof with stepped parapets, strong horizontal emphasis, and use of utilitarian materials such as concrete block and stucco. The primary façade includes a series of wood sectional roll-up garage doors with integrated glass windows, each framed by vertical pilasters.

A cantilevered canopy supported by metal posts extends over the main pedestrian entry, a typical feature of mid-century gas stations, which helps distinguish the front entry from the vehicle service bays. The entry is composed of aluminum-frame double doors with adjacent storefront picture windows. The exterior is finished in a two-tone stucco color scheme that reflects recent improvements but maintains the building’s utilitarian character.

According to the Historic Architectural Survey Report prepared for Caltrans in 1988, the old gas station/auto repair shop is built on the site formerly occupied by a one-story brick commercial building used as a grocery store and meat market, as shown on the 1907, 1918 and 1930 Sanborn maps. The current building is “non-contributing” because it was constructed outside the Districts Period of Significance (1891-1938).

### Project Review/Analysis:

The applicant proposes to change the use of the property from an auto repair facility to an art studio with secondary retail sales operating Monday thru Friday 8:00 am to 6:00 pm and Saturday thru Sunday 10:00 am to 9:00 pm. The proposed use will operate within the existing commercial structure and will be accessible to the public. No exterior structural additions are proposed.

The existing building will remain largely unaltered. The applicant proposes to remove two (2) side doors along the west elevation, which will be infilled with concrete masonry units to match the surrounding wall finish. The four (4) existing dilapidated roll-up garage doors will be replaced in-kind with new wood-framed roll-up doors with glass panels, maintaining the structure’s historic visual rhythm and proportions. The primary entry will be upgraded with new solid wood doors featuring floor-to-header glazing to provide visibility and light. Additionally, the applicant proposes to install new, non-functional fuel pumps in the original location of the former gas station pumps for aesthetic purposes. The applicant is also proposing to modify the existing grade near the building’s entry (Attachment 3 – Project Plans). This change in elevation necessitates the construction of a small set of stairs to provide access from the modified ground level to the primary entrance, while maintaining the building’s visual and structural integrity. Interior improvements will include modifications to the restroom facilities and public areas to ensure compliance with Americans with Disabilities Act (ADA) requirements and applicable California Building Code standards for public occupancy.

The site plan includes a total of eight (8) standard parking spaces and one (1) ADA-accessible space. Per Highland Municipal Code (HMC) §16.52.040, one off-street parking space is required for every 250 square feet of gross floor area in general retail commercial use. Based on a total building size of 2,270 square feet, nine (9) spaces are required; the current proposal satisfies this requirement.

Vehicle access to the site will be provided by a single driveway located along Pacific Street. The parking lot configuration and backup dimensions will be reviewed for conformance with HMC design standards. The Fire Marshal will evaluate the adequacy of site access during Building & Safety plan check review and may require a secondary point of access depending on operational needs. To enhance security the applicant proposes installation of a 6-foot-high black decorative wrought iron fence along the perimeter.

The property is located within the Village Commercial (VC) zoning district and designated Historic Village District in the General Plan. As specified in HMC Table 16.20.030.A, art studios and retail sales are permitted uses in the VC zone, subject to approval of a Staff Review (SR) application. Because the proposal constitutes a change in use from automotive repair to a publicly accessible art studio with retail, review and approval of a Certificate of Appropriateness (COA) by the Historic and Cultural Preservation Board is also required.

Although no structural additions or major exterior alterations are proposed, the project includes minor modifications such as the removal and infill of two side doors, replacement of deteriorated roll-up garage doors with in-kind materials, and the installation of non-functional, period-style fuel pumps. As the property is a non-contributing resource within the Highland Historic District, these changes are still subject to review under the Secretary of the Interior's Standards for Rehabilitation (Attachment 4) to ensure they do not adversely impact the broader character of the district. The decorative fuel pumps, while referencing the site's historic use as a service station, are clearly non-operational and not intended to replicate a precise historical feature, thereby complying with Standard 3 which directs against creating a false sense of historical development. If the Board considers approving the proposed wrought iron perimeter fencing, Staff recommends the height be reduced to four feet (4') along the frontage of Palm Avenue and Pacific Street in accordance with HMC Section 16.40.100.C.1. The overall change in use from an automotive repair facility to an art studio with accessory retail demonstrates an appropriate adaptive reuse that retains the building's massing, form, and spatial relationships with accepted preservation practices.

Staff recommends the Historic and Cultural Preservation Board consider the proposed Certificate of Appropriateness for the change of use. If approved, the applicant will proceed with submission of a formal Staff Review application to the Planning Division for final review of site development standards and conformance with all applicable municipal requirements.

**Attachments:**

1. Area Map
2. Site Photos
3. Project Plans
4. Secretary of the Interior's Standards for Rehabilitation
5. Findings & Conditions of Approval

# **ATTACHMENT 1**

Area Map



## **ATTACHMENT 2**

Site Photos





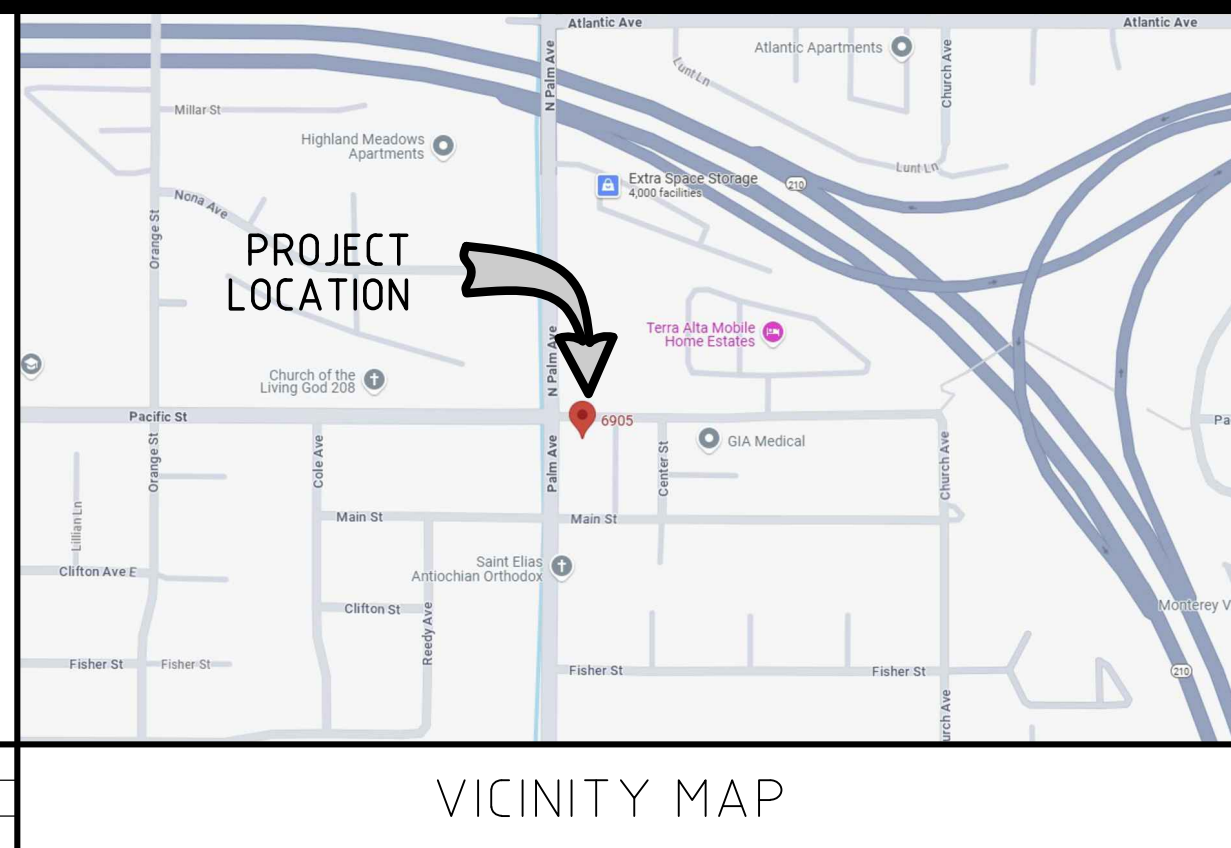


## **ATTACHMENT 3**

Project Plans

# Shorty's Garage

6905 Palm Avenue  
Highland, Ca 92346  
[c/o Ron baskettt]



- Job-Site Requirements (As Applicable):
- A. Approved temporary sanitary facilities (i.e. chemical toilets shall be on the construction site prior to request for first inspection). (Health and Safety Code, Section 5416)
- B. Contractor and/or owner shall provide a trash bin to insure proper clean-up of all building materials.
- C. Storage of building materials or debris shall be confined to the lot for which the permit is issued. Adjacent vacant properties may not be utilized for this purpose unless written permission of the owner is on file with this office. The public right-of-way shall be maintained in a clear condition at all times.
- D. Address numerals shall comply with Local City & Fire Department Ordinance. You may request details of applicable Ordinance(s) at the Building Department.
- E. CONSTRUCTION HOURS:  
Monday - Friday 7:00 a.m. - 6:00 p.m.  
Saturday 8:00 a.m. - 6:00 p.m.  
Government Holidays 8:00 a.m. - 6:00 p.m.  
Violation of the above work hours may be citable under Local Municipal Code.
- F. School Tax Fees, as applicable, must be paid prior to the issuance of the building permit.
- G. The Traffic Uniform Mitigation Fees (TUMF), as applicable, must be paid at time of issuing the building permit.
- H. Block walls, trash enclosures, temporary power poles, pools, spas, site lighting, signage, awnings, etc. require separate permits.
- I. General contractors and/or owner-builders shall submit a completed Sub-Contractor list to the Building & Safety Department prior to requesting a final inspection. Absolutely no Sub-Contractor lists will be accepted unless all required information is provided on the appropriate City forms.

Assessor's Parcel Number : 1200-351-07-0000  
Building Owner : Voodoo Nation LLC

Tenant :  
c/o "Shorty's Garage"  
(Project Coordinator) Ron Baskettt  
909-229-4744

Site Address: 6905 Palm Ave. 92346-4902  
Highland, CA

Mail Address: 26535 Indian Service Road  
Highland, CA 92346-1713

Legal Desc.: Lot Number: 1.2 Block: A District: 12 City, Municipality, Township: HIGHLAND Subdivision Name: HIGHLAND Brief Description: HIGHLAND TOWNSITE LOT 1 AND N 157 FT LOT 2 BLK A

Lot Number: 1.2  
Tract Number: N/A  
Census Tract: 0074.09  
County: SAN BERNARDINO COUNTY

Lot Size: 0.21 acre / 9,150 sq.ft.  
Use: Garage (Existing) [S-1]  
Proposed Use: Mercantile [M]  
Year Built: 1955  
Zone: Village Commercial Zone (Existing)

Type of Construction (Existing): VB, Non-Sprinklered  
No. of Stories (Existing): 1 Story  
Building Footprint (Existing): 2,270 sq.ft. (ACTUAL)

Occupancy (Existing & Proposed): Existing S-1 / Proposed M  
Occupant Load (Gross): 2,270 / 60 (Gross) = 38 (See Sheet A-1 for Existing)  
Parking: (1 / 250 sq.ft.) 2,270 / 250 = 9.08 Spaces Required

REVISIONS

DATE:	BY:

**A.W. STRICKLER DESIGN**  
IN COOPERATION WITH  
**Jonathan L. Zane Architecture**  
Jonathan L. Zane, Architect  
California License #C-101246  
1000 N. GARDEN ST., SUITE 200  
COSTA MESA, CA 92626-5600  
909.376.5268

### GENERAL NOTES (TENANT IMPROVEMENTS):

- THIS PLAN REVIEW OR APPROVAL ENCOMPASSES THE TENANT IMPROVEMENT PLANS ONLY. FIRE SPRINKLER SYSTEM(S), ALARM SYSTEM(S), UNDERGROUND FIRE LINES OR ANY OTHER FIRE PROTECTION SYSTEM OR REQUIRED FIRE DEPARTMENT PERMIT(S), REQUIRES A SEPARATE PLAN SUBMITTAL AND ARE NOT ENCOMPASSED IN THIS PLAN REVIEW OR APPROVAL.
- PLANS OF NEW OR MODIFICATIONS TO EXISTING FIRE PROTECTION, DETECTION, ALARM OR MONITORING SYSTEM(S) SHALL BE APPROVED BY THE LOCAL FIRE DEPARTMENT PRIOR TO INSTALLATION OR MODIFICATION. A SEPARATE PLAN SUBMITTAL IS REQUIRED PRIOR TO THE COMMENCEMENT OF ANY WORK. CFC, ARTICLE 10.
- IF ADDITIONS OF WALLS AND/OR OTHER TENANT IMPROVEMENTS OBSTRUCT OR EFFECT COVERAGE OR PERFORMANCE OF THE FIRE SPRINKLER SYSTEM AND/OR IF ANY MODIFICATIONS TO THE FIRE SPRINKLER SYSTEM IS NECESSARY, FIRE SPRINKLER TENANT IMPROVEMENT PLANS SHALL BE SUBMITTED TO THE LOCAL FIRE DEPARTMENT FOR APPROVAL PRIOR TO INSTALLATION OR ALTERATION(S). NFPA 13

### ELECTRICAL/MECHANICAL AND PLUMBING NOTES

- PLUMBING SYSTEM and FIXTURES AS DESIGNED PER PLAN.
- MECHANICAL SYSTEM and FEATURES AS DESIGNED PER PLAN.
- ELECTRICAL SYSTEMS and FEATURES AS DESIGNED PER PLAN.

### STANDARD CONSTRUCTION NOTES:

- Business License requirement for architects, engineers, contractors and sub-contractors per local ordinance for BUSINESS LICENSE REQUIREMENTS.
- It is unlawful for any person, whether as principal or agent, clerk or employee, either for himself or for any other person, or for anybody corporate, or as an officer of any corporation, or otherwise to commence or carry on any lawful business, trade, calling, profession or occupation in the city without first having procured a license from this city to do so or without complying with any and all regulations of such trade, calling, profession or occupation contained in Local Municipal Code.
- New construction shall meet or exceed the minimum requirements of the current California Building Code editions that include the Building, Fire, Plumbing, Mechanical, Electrical, Green Building Standards and Energy Commission series. In cases where the Codes may conflict with the provisions in these plans or specifications, the more restrictive provisions shall govern. Call for all required inspections prior to concealing work.
- Anyone who is involved with the construction of this project shall comply with all applicable Best Management Practices (BMP) to contain or prevent any illegal discharge or storm-water pollution within the project boundary until the project is completed and accepted by the Public Works Inspector of the City.
- Recycling of construction and demolition debris is required as mandated by AB 939 and SB 1066 and as amended by Local Municipal Code.
- Construction activity noise shall be limited to the hours between 7:00 a.m. and 6:00 p.m. Monday through Saturday, or as noted otherwise per Local Ordinance.
- Every permit issued under the provisions of these plans shall expire by limitation and become null and void if the building or work authorized by such permit is not commenced within 180 days from date of such permit, or if the building or work authorized by such permit is suspended or abandoned for a period of 180 or more days after work has commenced.
- The Chief Building Official may extend the time for commencement of work for a period not exceeding 180 days upon written request by the permittee providing evidence of the circumstances beyond the control of the permittee which have prevented work from commencing.
- It shall be the responsibility of the permittee to show evidence of "start of construction" by arranging for building inspections within 180 days after issuance of permit and to verify continuing construction activity by arranging for building inspections which will show the work is progressing within the 180 day period.

### EXIT ACCESS / EGRESS / TRAVEL DISTANCE

For an 'M' Occupancy, w/out sprinklers  
Per Table 1017.2, Exit Access Travel Distance = 200'

Per C.B.C. Sect. 1006.2.1 & Table 1006.2.1,  
'M' Occupancy without Sprinkler System;  
Maximum Occupant Load = 49  
"75 feet Maximum Common Path of Egress Travel Distance"

Per C.B.C. Sect. 1005.3.2 Egress Components:  
The capacity in inches per "Means of Egress Capacity Factor" = 0.2 inches  
Occupant Load = 38 x 0.2" = 7.6" [36" DIRECT EXIT PROVIDED]

### Plumbing Fixtures (Per C.P.C. Sect. 422 & Table 4-1):

38 persons / 2 = 19 Men / 19 Women  
Per Table 422.1  
For 'M' Occupancy

	Water Closet(s)	Urinal(s)	Lavatories
MEN 1-100	(1) W.C.	1-200 (0) Urinals	(1) LAVY (1-200 Men)
WOMEN 1-100	(1) W.C.	N/A	(1) LAVY (1-200 Women)

### TOTAL PROVIDED:

MEN:	(1) W.C.	N/A	(1) LAVATORIES
WOMEN:	(1) W.C.	N/A	(1) LAVATORIES

### SCOPE OF WORK

Proposed, 135 sq. ft. Tenant Improvement to remove & replace (1) non-compliant restroom & add (1) additional accessible restroom.

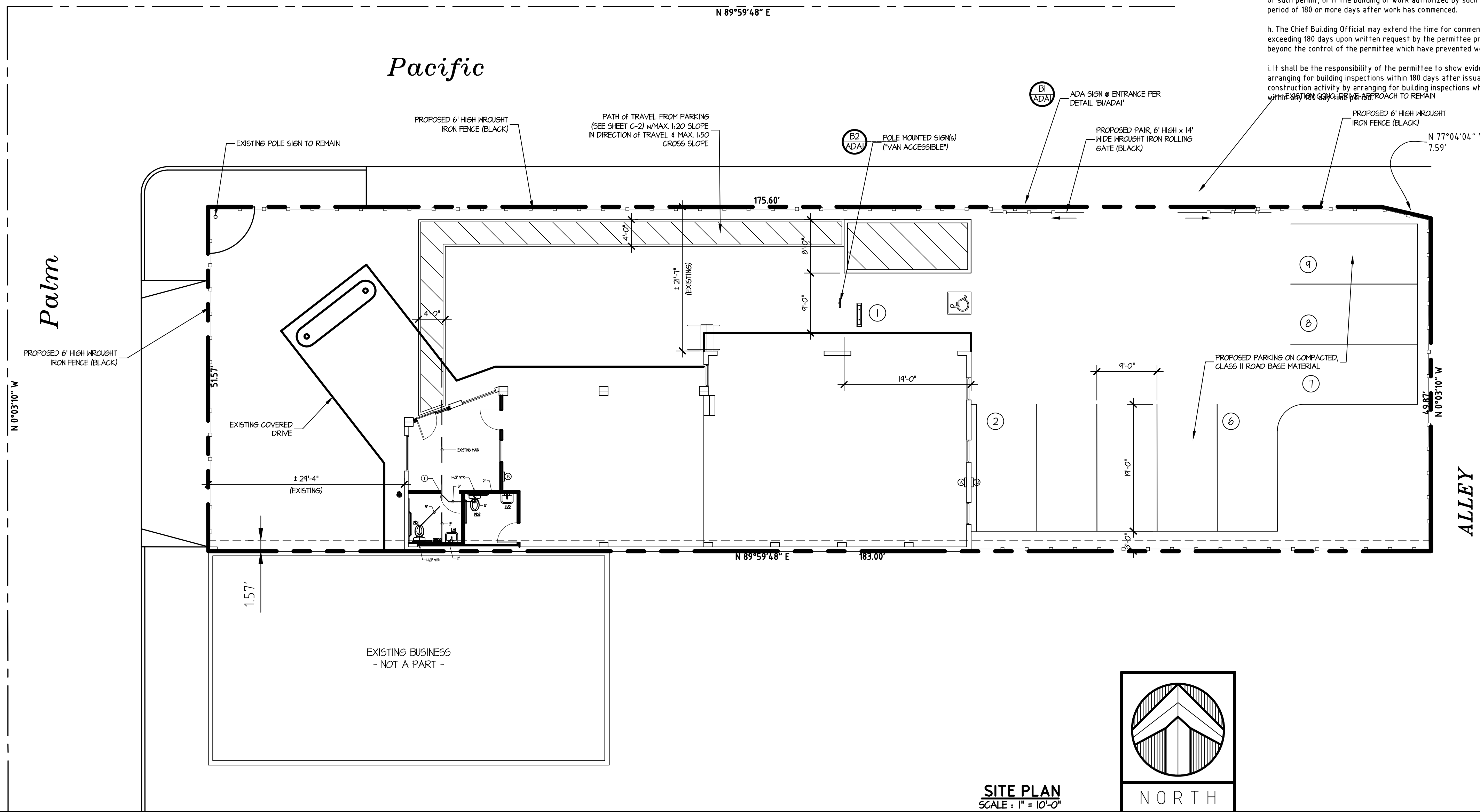
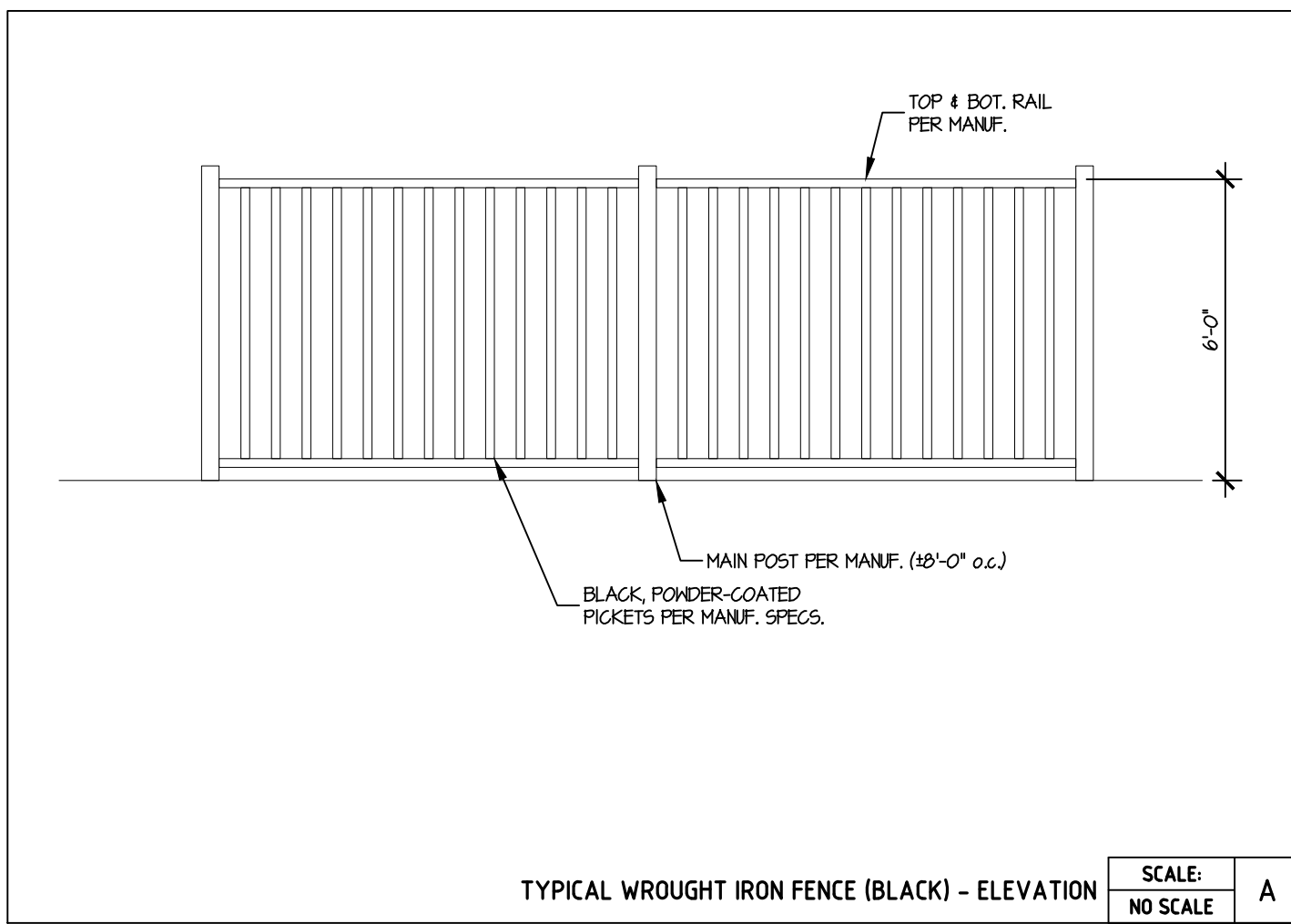
### APPLICABLE CODES

2022 C.B.C.  
2022 C.M.C.  
2022 C.P.C.  
2022 C.E.C.  
2022 C.F.C.  
2022 California Green Building Code  
2022 California Energy Code (CEnC)

All new work shall comply with listed codes and all current local and state amendments.

GENERAL NOTES:  
01) SYSTEM WILL ALSO COMPLY WITH ALL CITY/COUNTY ORDINANCES, CODES AND REQUIREMENTS.  
02) ALL PLUMBING FIXTURES SHALL BE IN COMPLIANCE WITH CALIFORNIA GREEN CODE WATER SAVING REQUIREMENTS.

APPLICABLE CODES:  
California Building Code  
2022 C.B.C. 2022 C.P.C.  
2022 C.M.C. 2022 C.E.C.  
2022 C.F.C. 2022 C.E.C.  
2022 CalGreen  
2022 California Energy Code  
All new work shall comply with listed codes and all current local and state amendments.



### SITE DATA

C-1	SITE PLAN / COVER SHEET
A-1	EXISTING/DEMO PLAN
A-2	PROPOSED FLOOR PLAN & DETAILS
A-3	PROPOSED FLOOR PLAN - NOTES
A-3	EXISTING EXTERIOR ELEVATIONS

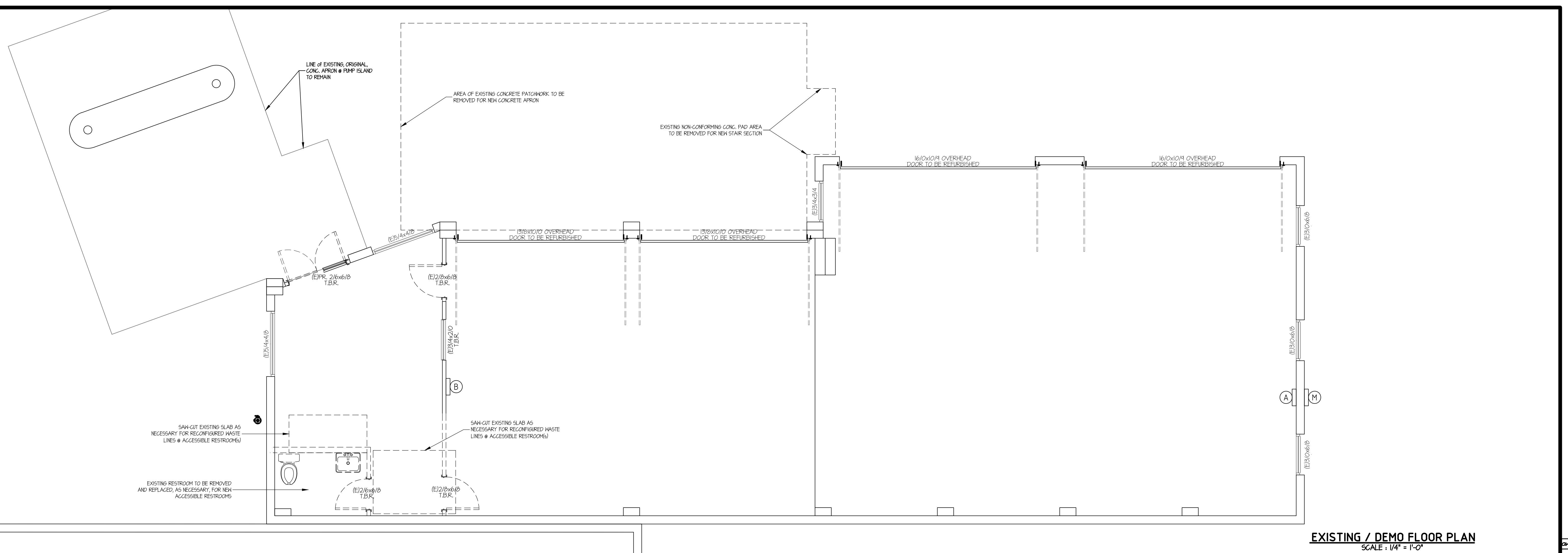
### SHEET INDEX

A Tenant Improvement For:  
**"Shorty's Garage"**  
LOCATED AT:  
6905 Palm Ave.  
Highland, CA  
92346-4902

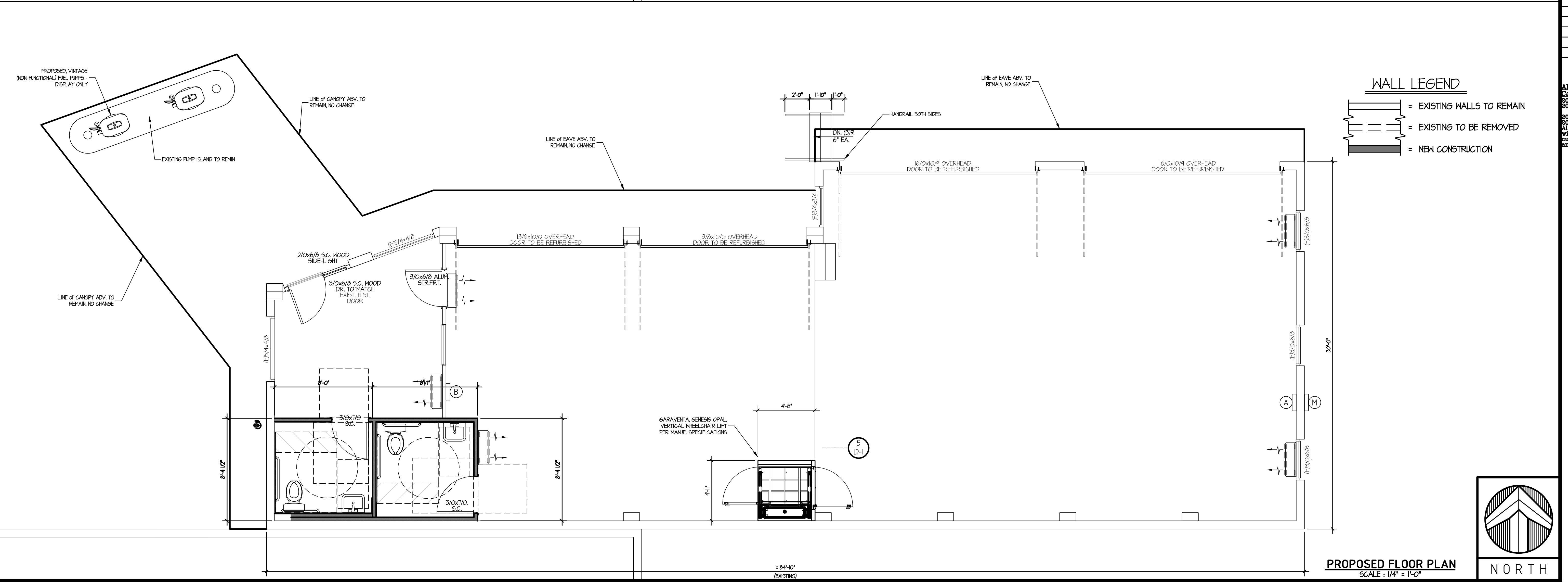
DATE: 6/18/2025  
SCALE: 1" = 10'-0"  
DRAWN: Art.S.  
JOB: 25-004  
SHEET: C-1

NOTICE: The designs and ideas indicated by these drawings were created for the use of this project only and are the sole property of Arthur W. Strickler Designer. These designs may not be used for any other purpose whatsoever or reproduced without the written consent of Arthur W. Strickler & Jonathan L. Zane, Architect.

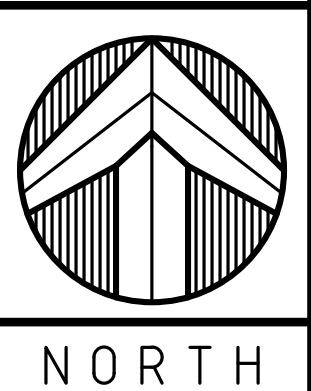
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**EXISTING / DEMO FLOOR PLAN**  
SCALE: 1/4" = 1'-0"



**PROPOSED FLOOR PLAN**  
SCALE: 1/4" = 1'-0"



REVISIONS	
DATE:	BY:

**A.W. STRICKLER DESIGN**  
IN COOPERATION WITH  
**Jonathan L. Zane Architecture**  
Jonathan L. Zane, Architect  
California License #C-1046  
1000 10th Street, Suite 100  
Costa Mesa, CA 92626-5000  
909.376.5268

**REGISTERED ARCHITECT**  
JONATHAN L. ZANE  
NO. C-1046  
REV. 31-25  
STATE OF CALIFORNIA

DATE:	PHASE
7/02/25	1st CK_BLDG

APPLICABLE CODES:  
California Building Code:  
2022 C.B.C. 2022 C.F.C.  
2022 C.F.C. 2022 C.M.C.  
2022 C.E.C. 2022 C.E.C.  
2022 CalGreen  
2022 California Energy Code  
All new work shall comply with listed codes and all current local and state amendments.

A Tenant Improvement For:  
**"Shorty's Garage"**  
LOCATED AT:  
6805 Palm Ave.  
Highland, CA  
92346-4902

DATE:	6/18/2025
SCALE:	1/4" = 1'-0"
DRAWN:	Art.S.
JOB:	25-004
SHEET:	A-1

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**DOOR SCHEDULE**

SYMBOL	QUANTITY	SIZE		TYPE						FRAME		NOTES & FINISH	
		WIDTH	HEIGHT	THICK	MATERIAL					STEEL	HARDWARE		
					METAL	S.C.	WOOD	H.C.	ALUM.				PAIR
1	1	3'-0"	6'-8"										
2	1	3'-0"	6'-8"										
3	1	3'-0"	6'-8"										
4	1	3'-0"	6'-8"										
E1	2	± 13'-8"	± 10'-0"										
E2	2	± 16'-0"	± 10'-9"										

**NOTES:**  
 1) DOORS SHALL BE OPERABLE FROM THE INSIDE WITHOUT THE USE OF A KEY OR SPECIAL KNOWLEDGE.  
 2) PROVIDE SIGN OVER DOOR, W/MIN. 1" HIGH (BLACK) LETTERING OVER WHITE OR CONTRASTING BACKGROUND; THIS DOOR TO REMAIN UNLOCKED WHEN THIS SPACE IS OCCUPIED.  
 NOTE: SIGN SHALL BE POSTED, BOTH SIDES OF ROLL-UP DOOR.  
 3) SEE DETAIL 1' SHEET ADA3 FOR DOOR MANEUVERING CLEARANCE & REQUIREMENTS  
 4) EXISTING DOOR(S) TO BE REFURBISHED TO MATCH HISTORIC RECORDS  
 5) EXISTING DOOR(S) TO COMPLY WITH ALL H.C. ACCESSIBILITY REQUIREMENTS, FIELD VERIFY COMPLIANCE  
 6) NEW DOOR PER OWNER SPECS.  
 7) EXISTING DOOR W/FLUSH THRESHOLD  
 8) --

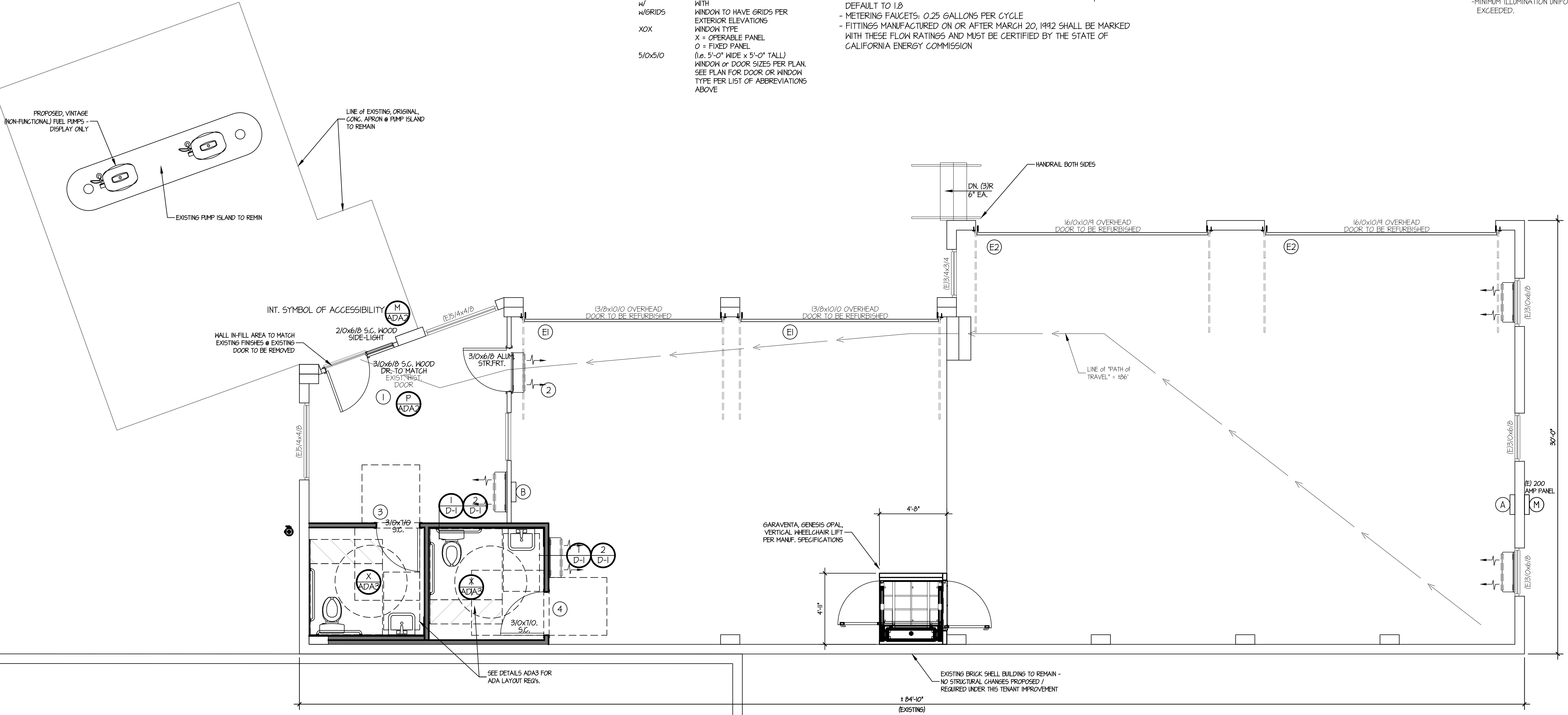
**HARDWARE:**  
 ALL DOOR HARDWARE SHALL COMPLY WITH ALL ACCESSIBILITY REQUIREMENTS.  
 A. PANIC HARDWARE WITH LOCKING MECHANISM & FULL TRIM  
 B. LEVER TYPE W/ STORE-ROOM LOCK AS SPECIFIED PER OWNER  
 C. NON-LATCHING, STOREFRONT DOOR W/ LOCKING HARDWARE PER MANUFACTURER & FISH-FALL GUARD  
 D. LEVER TYPE, NON LOCKING AS SPECIFIED PER OWNER  
 E. LEVER TYPE W/ PRIVACY LOCK AS SPECIFIED PER OWNER  
 F. LEVER TYPE PASSAGE W/ KEYED OFFICE LOCK AS SPECIFIED PER OWNER  
 G. NON-LATCHING DOOR W/FULL TRIM & PUSH PLATE  
 H. DOOR HARDWARE PER MANUF. LOCKING HARDWARE  
 I. not used  
 J. (EXISTING) PANIC HARDWARE WITH LOCKING MECHANISM & FULL TRIM

**ABBREVIATIONS:**  
 ADU ABOVE FINISHED FLOOR  
 ADV. APPROXIMATE  
 BOT. BOTTOM  
 BM. BEAM  
 CL.G. CEILING  
 CLR. CONC.  
 CS.MT. CASEMENT (WINDOW)  
 DBL. DOUBLE  
 D.H. DOUBLE HANG (WINDOW)  
 DIM. DIMENSION  
 DR. DRIVE  
 DRV. DRIVEWAY  
 DSH. DISH WASHER  
 EX. EXISTING  
 ELEV. ELEVATION  
 EX. EXISTING  
 EXIST. EXISTING  
 F.A. FINISHED FLOOR  
 FIN. FIN. FLOOR  
 FIN. FIN. GRADE  
 FIX. FIXED GLASS (WINDOW)  
 GL. GLASS  
 H.C. HOLLOW CORE (DOOR)  
 H.S. HORIZONTAL SLIDER (WINDOW)  
 IN. INSULATION  
 MAX. MAXIMUM  
 MIN. MINIMUM  
 MT. MOUNT (MOUNTED)  
 NEW  
 NAT. NATURAL LIGHT  
 NAT. NATURAL VENTILATION  
 PKT. POCKET (DOOR)  
 REM. REMOVED  
 REFR. REFRIGERATOR  
 REQ'd REQUIRED  
 REQ'S REQUIREMENTS  
 S.C. SOLID CORE (DOOR)  
 S.F. SQUARE FEET  
 SFR. SINGLE FAMILY RESIDENCE  
 S.H. SHADING COEFFICIENT PER ATTACHED TITLE 24 ENERGY ANALYSIS  
 SHWR. SHOWER  
 S.L. SIDE LIGHT (FRENCH DOOR)  
 SLDG. GL. DR. SLIDING GLASS DOOR  
 S.P. SHEAR PANEL  
 SQ.FT. SQUARE FEET  
 TEMP. TEMPERED (GLASS)  
 TRANS. TRANSPARENT (ABOVE DOOR or WINDOW)  
 TYP. TYPICAL  
 T & B TOP AND BOTTOM  
 UNDER UNDER COUNTER  
 U-FACT U-FACTOR PER ATTACHED TITLE 24 ENERGY ANALYSIS  
 UNLESS UNLESS NOTED OTHERWISE  
 WITH  
 WINDOW WINDOW TO HAVE GRIDS PER EXTERIOR ELEVATIONS  
 WINDOW WINDOW TYPE  
 X = OPERABLE PANEL  
 O = FIXED PANEL  
 (i.e. 5'-0" WIDE x 5'-0" TALL)  
 WINDOW or WINDOW SIZES PER PLAN. SEE PLAN FOR DOOR or WINDOW TYPE PER LIST OF ABBREVIATIONS ABOVE

**DOOR NOTES:**  
 1. DEADBOLTS ARE NOT PERMITTED ON EXIT DOORS. A DURABLE SIGN WITH 1" HIGH LETTERS SHALL BE PLACED OVER ALL EXIT DOORS STATING THAT THIS DOOR TO REMAIN UNLOCKED WHENEVER THE BUILDING IS OCCUPIED.  
 2. ALL EXITS TO BE OPENABLE FROM INSIDE WITHOUT USE OF A KEY OR ANY SPECIAL KNOWLEDGE OR EFFORT.  
 3. ALL DOOR HARDWARE SHALL BE LEVER TYPE, PUSH TYPE OR PANIC BAR HARDWARE.  
 4. ALL GLASS OVER 9 SQ. FT. IN AREA WITHIN 18" OF FLOOR OR 36" OF GRADE, AND ALL GLASS DOORS AND HALL PANELS SHALL BE LAMINATED, FULLY TEMPERED.  
 -THE EMERGENCY POWER SYSTEM SHALL PROVIDE POWER FOR A DURATION OF NOT LESS THAN 2-HOURS AND SHALL CONSIST OF STORAGE BATTERIES, UNIT EQUIPMENT OR AN ON-SITE GENERATOR. THE INSTALLATION OF THE EMERGENCY POWER SYSTEM SHALL BE IN ACCORDANCE WITH SECTION 2102.  
 -EMERGENCY LIGHTING FACILITIES SHALL BE ARRANGED TO PROVIDE INITIAL ILLUMINATION THAT IS AT LEAST AN AVERAGE OF 1 FOOT-CANDLE (1 LUX) AND A MINIMUM AT ANY POINT OF 0.1 FOOT-CANDLE (1 LUX) MEASURED ALONG THE PATH OF EGRESS AT FLOOR LEVEL. ILLUMINATION LEVELS SHALL BE PERMITTED TO DECLINE TO 0.6 FOOT-CANDLE (6 LUX) AVERAGE AND A MINIMUM AT ANY POINT OF 0.06 FOOT-CANDLE (0.6 LUX) AT THE END OF THE EMERGENCY LIGHTING TIME DURATION. A MAXIMUM-TO-MINIMUM ILLUMINATION UNIFORMITY RATIO OF 40 TO 1 SHALL NOT BE EXCEEDED.  
 -TACTILE EXIT SIGNS SHALL BE REQUIRED AT THE FOLLOWING LOCATIONS:(C.B.C.1013.4)  
 A. "EXIT" SIGN AT EACH GRADE-LEVEL EXTERIOR DOOR.  
 B. "EXIT ROUTE" AT EACH EXIT DOOR THAT LEADS DIRECTLY TO A GRADE-LEVEL EXTERIOR EXIT BY MEANS OF A STAIRWAY OR RAMP SHALL BE IDENTIFIED BY A TACTILE EXIT SIGN WITH THE FOLLOWING WORDS AS APPROPRIATE:  
 I. "EXIT STAIR DOWN"  
 II. "EXIT RAMP DOWN"  
 III. "EXIT STAIR UP"  
 IV. "EXIT RAMP UP"  
 C. "EXIT ROUTE" AT EACH EXIT DOOR THAT LEADS DIRECTLY TO A GRADE-LEVEL EXTERIOR EXIT BY MEANS OF AN EXIT ENCLOSURE OR AN EXIT PASSAGEWAY.  
 D. "EXIT ROUTE" AT EACH EXIT ACCESS DOOR FROM AN INTERIOR ROOM OR AREA TO A CORRIDOR OR HALLWAY.  
 E. "TO EXIT" AT EACH EXIT DOOR THROUGH A HORIZONTAL EXIT.  
**FLOW NOTES:**  
 THE FOLLOWING ARE MAXIMUM FLUSH VOLUMES AND FLOW RATES  
 - WATER CLOSETS : 1.28 GALLONS PER FLUSH (BLOWOUT TYPE EXEMPT)  
 - URINALS : 0.125 gal/flush (WALL MOUNT) 0.5 gal/flush (OTHER)  
 - LAVATORY FAUCETS : 1.2 GALLONS PER MINUTE @ 60psi (SINKS & LAVS)  
 - MINIMUM 0.8 GALLONS PER MINUTE @ 20 psi.  
 - KITCHEN FAUCETS : 1.8 GALLONS PER MINUTE @ 60psi AND MAY TEMPORARILY INCREASE TO MAX. 2.2 GALLONS PER MINUTE @ 60 psi AND DEFAULT TO 1.8  
 - METERING FAUCETS: 0.25 GALLONS PER CYCLE  
 - FITTINGS MANUFACTURED ON OR AFTER MARCH 20, 1992 SHALL BE MARKED WITH THESE FLOW RATINGS AND MUST BE CERTIFIED BY THE STATE OF CALIFORNIA ENERGY COMMISSION

**DOOR ACCESSIBILITY NOTES:**  
 1. MIN. DOOR STRIKE EDGE DISTANCE OF 24" @ EXTERIOR DOORS, 12" ON THE PUSH SIDE AND 18" ON THE PULL SIDE FOR ALL DOORS.  
 2. MAX. HEIGHT OF THRESHOLD SHALL BE 1/2" WITH MAX SLOPE OF 1:12.  
 3. DOOR OPENING FORCE APPLIED TO THE LATCH SIDE SHALL NOT EXCEED THE FOLLOWING PER SECTION 1133B.2.5.0 C.B.C.:  
 - 5 LBS FOR INTERIOR AND EXTERIOR DOORS  
 - 15 LBS FOR FIRE RATED DOORS  
 4. ALL DOOR OPENINGS SHALL BE MINIMUM 32" CLEAR WITH WITH DOOR OPEN @ 90°.  
 5. USE SINGLE EFFORT NON-GRASP TYPE DOOR HARDWARE PER SECTIONS 1003.3.1.8, 1003.3.1.9 AND 1133B.2.5.1 CBC  
 6. ALL HAND-ACTIVATED DOOR OPENING HARDWARE MEETS THE FOLLOWING REQUIREMENTS, PER SECTION 1133B.2.5.2:  
 A. LATCHING, OR LOCKING DOORS IN A PATH OF TRAVEL ARE OPERATED WITH A SINGLE EFFORT BY LEVER TYPE HARDWARE, BY PANIC BARS, PUSH-PULL ACTIVATING BARS, OR OTHER HARDWARE DESIGNED TO PROVIDE PASSAGE WITHOUT REQUIRING THE ABILITY TO GRASP THE OPENING HARDWARE.  
 B. IS TO BE CENTERED > 30" BUT < 44" ABOVE FLOOR.

**EGRESS NOTES:**  
 -EXIT SIGNS SHALL BE INTERNALLY OR EXTERNALLY ILLUMINATED.  
 -EXIT SIGNS ILLUMINATED BY AN EXTERNAL SOURCE SHALL HAVE AN INTENSITY OF NOT LESS THAN 5 FOOT CANDLES (54 LUX).  
 -INTERNALLY ILLUMINATED SIGNS SHALL BE LISTED AND LABELED AND SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURERS INSTRUCTIONS, SECTION 2102.  
 -EXIT SIGNS SHALL BE ILLUMINATED AT ALL TIMES. (1013.3)  
 -EXIT SIGNS SHALL BE CONNECTED TO AN EMERGENCY POWER SYSTEM THAT WILL PROVIDE AN ILLUMINATION OF NOT LESS THAN 90 MIN. IN CASE OF PRIMARY POWER LOSS. (1013.6.3)  
 -EGRESS DOORS SHALL BE READILY OPERABLE FROM THE EGRESS SIDE WITHOUT THE USE OF A KEY OR SPECIAL KNOWLEDGE OR EFFORT. SEE 10101.3.3 FOR EXCEPTIONS.  
 -DOOR HANDLES, LATCHES AND OTHER OPERATING DEVICES SHALL BE INSTALLED AT A MIN. 34" AND A MAX. 44" ABOVE THE FINISHED FLOOR.  
 -ALL EGRESS DOOR OPERATION SHALL ALSO COMPLY WITH SECTION 10101.4 & 10101.9.12.  
 -THE MEANS OF EGRESS, INCLUDING THE EXIT DISCHARGE, SHALL BE ILLUMINATED AT ALL TIMES THE BUILDING SPACE SERVED BY THE MEANS OF EGRESS IS OCCUPIED.  
 -THE MEANS OF EGRESS ILLUMINATION LEVEL SHALL NOT BE LESS THAN 1 FOOT-CANDLE AT THE WALKING SURFACE.  
 -DOORS SHALL BE READILY OPERABLE FROM THE EGRESS SIDE WITHOUT THE USE OF A KEY OR SPECIAL KNOWLEDGE OR EFFORT.  
 -DOOR HANDLES, LATCHES, PULLS, LOCKS AND OTHER OPERATING DEVICES SHALL BE INSTALLED 34" MIN. AND 44" MAX. ABOVE THE FINISHED FLOOR.  
 -MATERIAL OTHER THAN FOAM PLASTICS, USED AS INTERIOR TRIM SHALL HAVE A MIN. CLASS C FLAME SPREAD AND SMOKE-DEVELOPED INDEX AND SHALL NOT EXCEED 10% OF THE WALL OR CEILING AREA IN WHICH IT IS ATTACHED.  
 -THE POWER SUPPLY FOR MEANS OF EGRESS ILLUMINATION SHALL NORMALLY BE PROVIDED BY THE PREMISES ELECTRICAL SUPPLY. IN THE EVENT OF POWER SUPPLY FAILURE, AN EMERGENCY ELECTRICAL SYSTEM SHALL AUTOMATICALLY ILLUMINATE THE FOLLOWING:  
 1. AISLES AND UNENCLOSED EGRESS STAIRWAYS IN ROOMS AND SPACES THAT REQUIRE TWO OR MORE MEANS OF EGRESS.  
 2. CORRIDORS, EXIT ENCLOSURES AND EXIT PASSAGEWAYS IN BUILDINGS REQUIRE TO HAVE TWO OR MORE EXITS.  
 3. EXTERIOR EGRESS COMPONENTS AT OTHER THAN THE LEVEL OF EXIT DISCHARGE UNTIL EXIT DISCHARGE IS ACCOMPLISHED FOR BUILDINGS REQUIRED TO HAVE TWO OR MORE EXITS.  
 4. INTERIOR EXIT DISCHARGE ELEMENTS, AS PERMITTED IN SECTION 1028.1.1 IN BUILDINGS REQUIRED TO HAVE TWO OR MORE EXITS.  
 5. EXTERIOR LANDINGS, AS REQUIRED BY SECTION 10101.6, FOR EXIT DISCHARGE DOWNWAYS IN BUILDINGS REQUIRED TO HAVE TWO OR MORE EXITS.  
 -THE EMERGENCY POWER SYSTEM SHALL PROVIDE POWER FOR A DURATION OF NOT LESS THAN 2-HOURS AND SHALL CONSIST OF STORAGE BATTERIES, UNIT EQUIPMENT OR AN ON-SITE GENERATOR. THE INSTALLATION OF THE EMERGENCY POWER SYSTEM SHALL BE IN ACCORDANCE WITH SECTION 2102.  
 -EMERGENCY LIGHTING FACILITIES SHALL BE ARRANGED TO PROVIDE INITIAL ILLUMINATION THAT IS AT LEAST AN AVERAGE OF 1 FOOT-CANDLE (1 LUX) AND A MINIMUM AT ANY POINT OF 0.1 FOOT-CANDLE (1 LUX) MEASURED ALONG THE PATH OF EGRESS AT FLOOR LEVEL. ILLUMINATION LEVELS SHALL BE PERMITTED TO DECLINE TO 0.6 FOOT-CANDLE (6 LUX) AVERAGE AND A MINIMUM AT ANY POINT OF 0.06 FOOT-CANDLE (0.6 LUX) AT THE END OF THE EMERGENCY LIGHTING TIME DURATION. A MAXIMUM-TO-MINIMUM ILLUMINATION UNIFORMITY RATIO OF 40 TO 1 SHALL NOT BE EXCEEDED.



**PROPOSED FLOOR PLAN - ARCHITECTURAL**  
 SCALE: 1/4" = 1'-0"

**REVISIONS**

DATE:	BY:

**A.W. STRICKLER DESIGN**  
 IN COOPERATION WITH  
**Jonathan L. Zane Architecture**  
 Jonathan L. Zane, Architect  
 California License # C-10146  
 10101.4 & 10101.9.12  
 909.376.5268

**APPROVED ARCHITECT**  
 JONATHAN L. ZANE  
 NO. C-10146  
 REV. 31-25

DATE: 11/02/2025  
 SUBMITTALS PHASE  
 DATE: 7/02/25 1st CK-BLDG

APP(CA)BIA CODES:  
 California Building Code  
 2022 C.B.C. 2022 C.F.C.  
 2022 C.P.C. 2022 C.M.C.  
 2022 C.E.C.

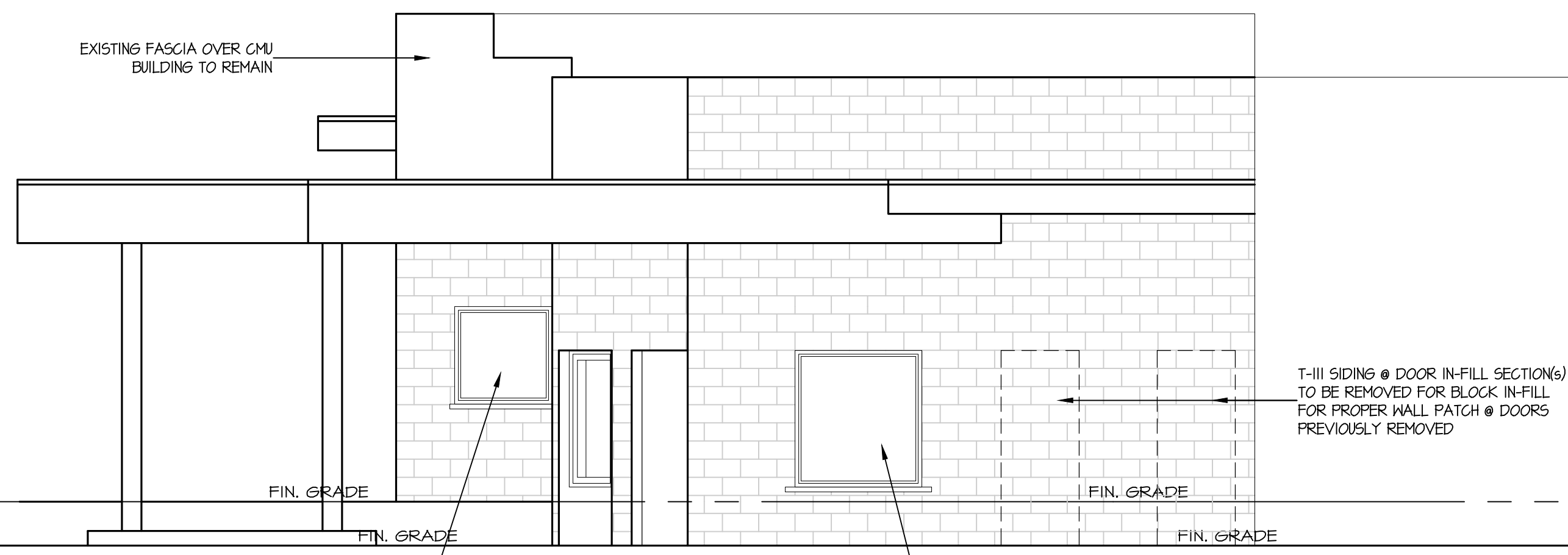
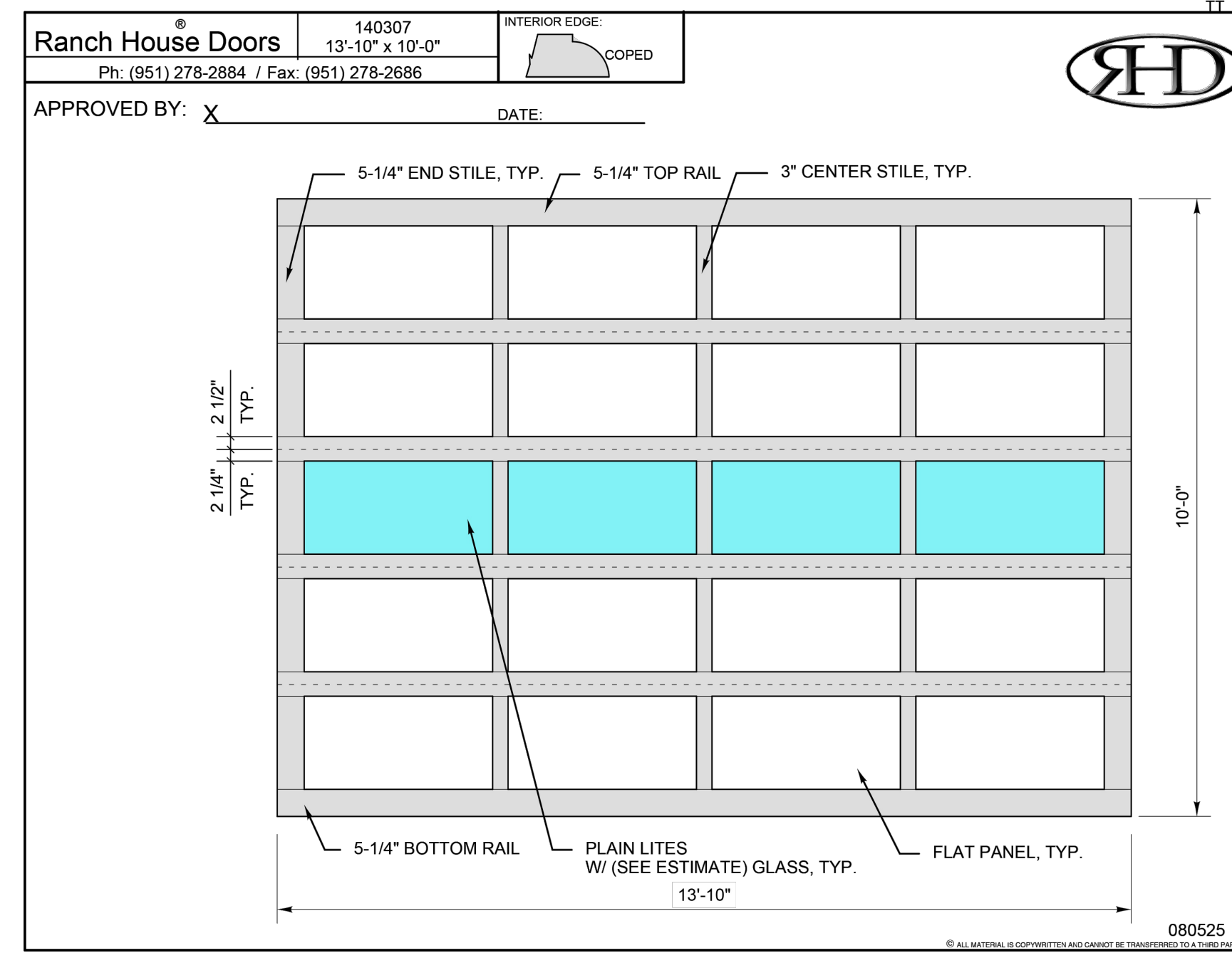
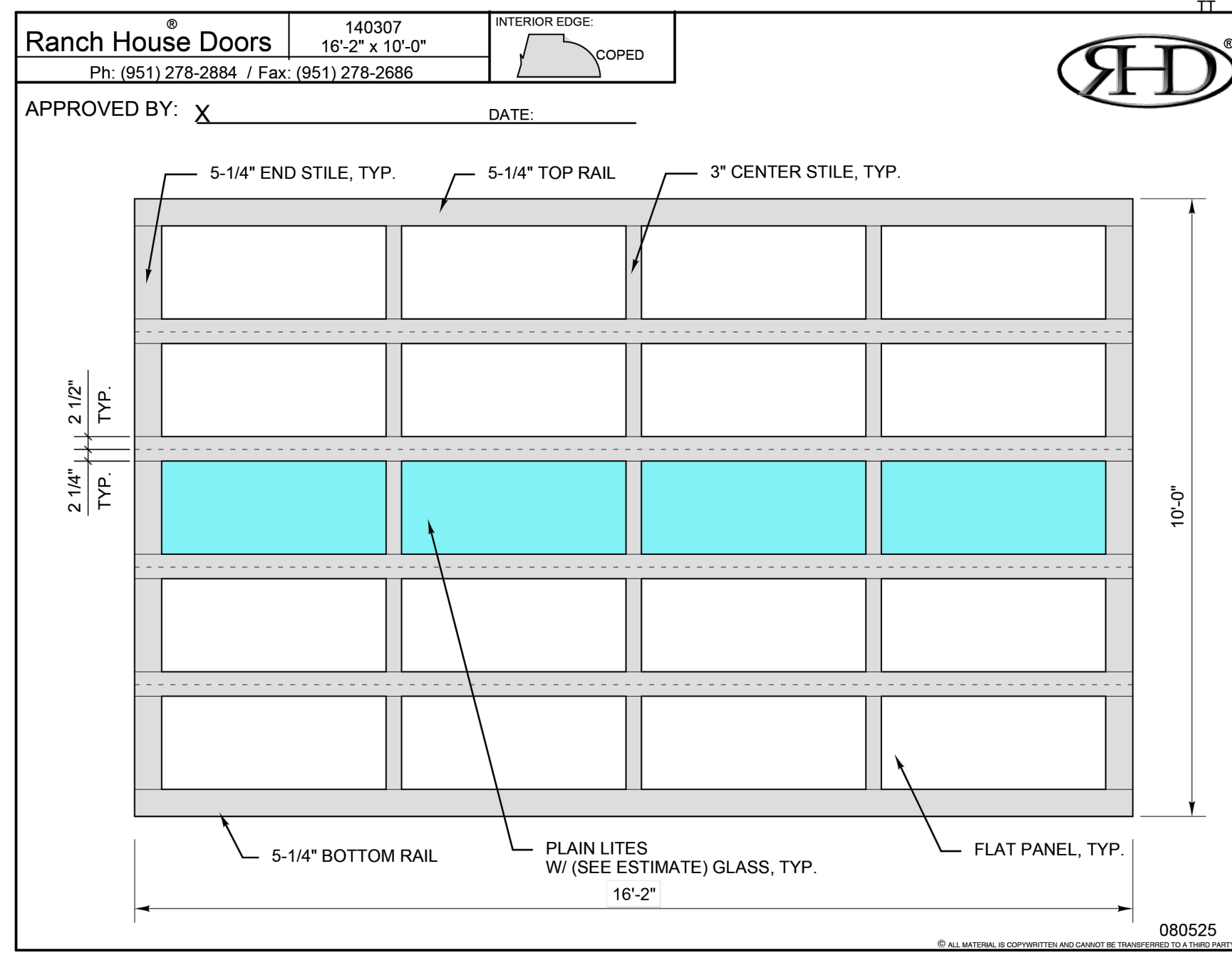
2022 CalGreen  
 2022 California Energy Code  
 All new work shall comply with listed codes and all current local and state amendments.

A Tenant Improvement For:  
**"Shorty's Garage"**  
 LOCATED AT:  
 6805 Palm Ave.  
 Highland CA  
 92346-4902

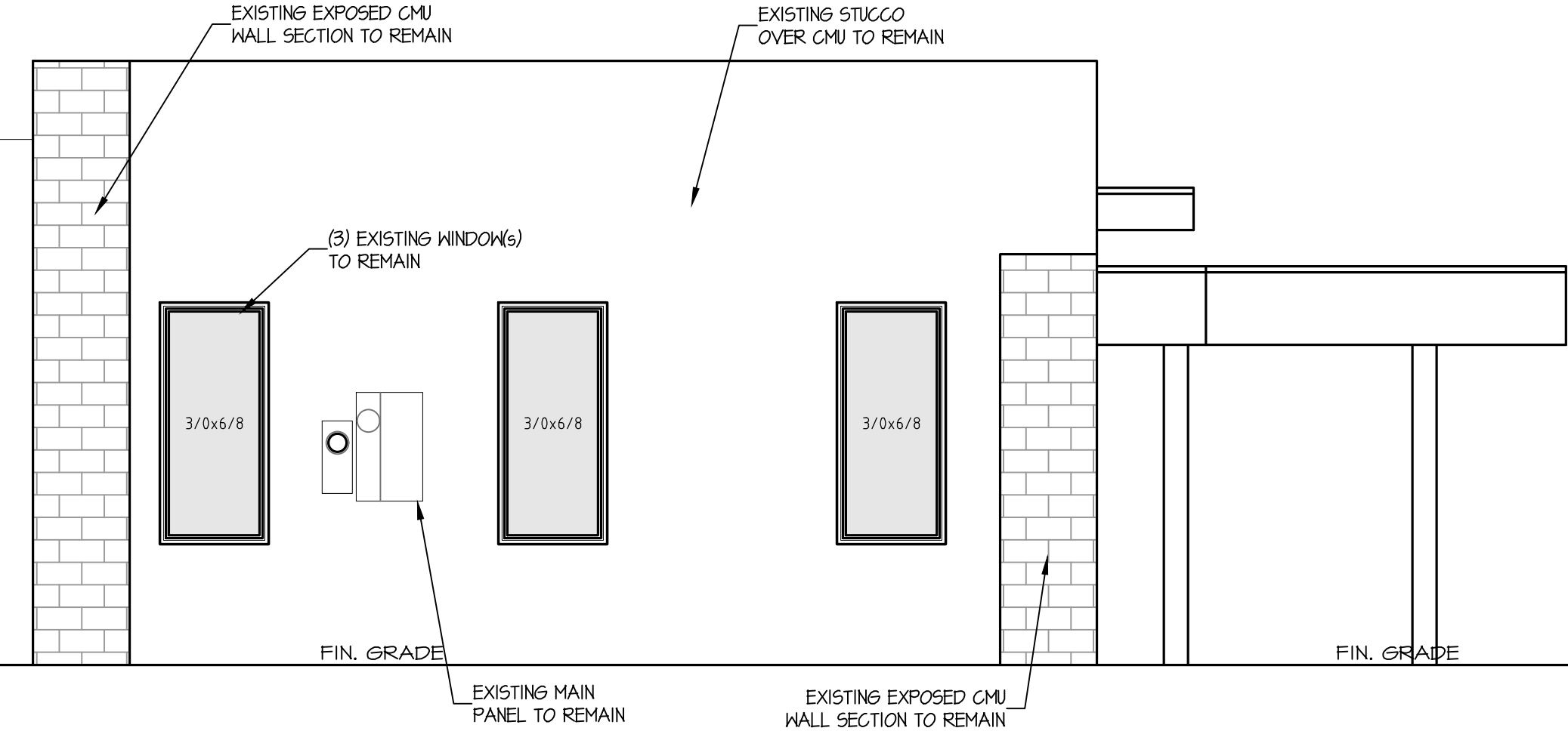
DATE: 6/18/2025  
 SCALE: 1/4" = 1'-0"  
 DRAWN: Art.S.  
 JOB: 25-004  
 SHEET: A-2

**NORTH**

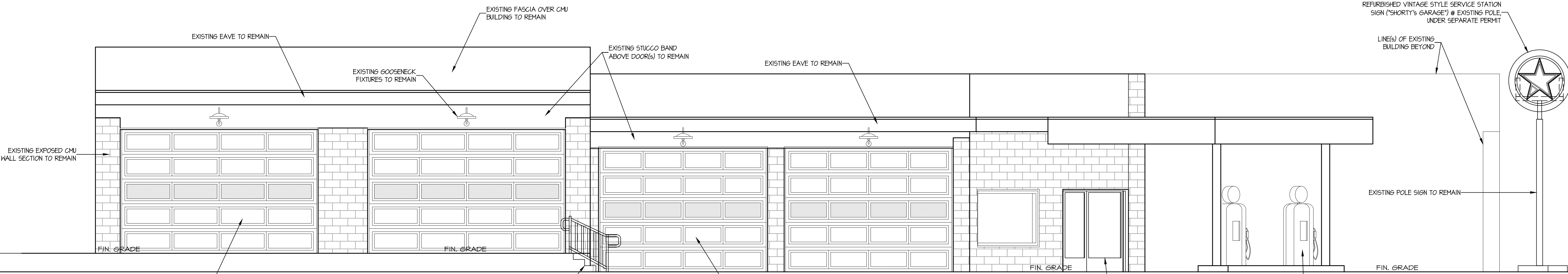
NOTICE: The designs and ideas indicated by these drawings were created for the use of this project only and are the sole property of Arthur W. Strickler, Designer. These designs may not be used for any other purpose whatsoever or reproduced without the written consent of Arthur W. Strickler & Jonathan L. Zane, Architect.



**EXISTING RIGHT SIDE (WEST) ELEVATION**  
SCALE: 1/4" = 1'-0"



**EXISTING LEFT SIDE (EAST) ELEVATION**  
SCALE: 1/4" = 1'-0"



**EXISTING FRONT (NORTH) ELEVATION**  
SCALE: 1/4" = 1'-0"

REVISIONS	
DATE:	BY:

**A.W. STRICKLER DESIGN**  
IN COOPERATION WITH  
**Jonathan L. Zane, Architect**  
California License #C-11046  
4838 NORTH LA JOLLA DRIVE  
COSTA MESA, CA 92626  
909.376.5268

**PROFESSIONAL ARCHITECT**  
JONATHAN L. ZANE  
NO. C-11046  
REN-31-25  
STATE OF CALIFORNIA

DATE: 1/02/2025  
SUBMITTALS  
DATE: 1/02/25  
PHASE  
1st ck-BLDG

**APPLICABLE CODES:**  
2022 C.B.C. 2022 C.P.C.  
2022 C.F.C. 2022 C.E.C.  
2022 CalGreen  
2022 California Energy Code  
All new work shall comply with listed codes and all current local and state amendments.

A Tenant Improvement For:  
**"Shorty's Garage"**  
LOCATED AT:  
6905 Palm Ave.  
Highland, CA  
92346-4902

DATE: 6/18/2025  
SCALE:  
DRAWN: Art.S.  
JOB: 25-004  
SHEET: **A-3**

## **ATTACHMENT 4**

Secretary of the Interior's Standards for Rehabilitation

## **The Secretary of the Interior's Standards for Rehabilitation**

The Secretary of the Interior is responsible for establishing professional standards and providing advice on the rehabilitation and protection of all cultural resources listed in or eligible for listing in the National Register of Historic Places.

The Secretary of the Interior's Standards for Treatment of Historic Properties apply to all proposed development grant-in-aid projects assisted through the National Historic Preservation Fund, and are intended to be applied to a wide variety of resource types, including buildings, sites, structures, objects and districts. These Standards, developed in 1992, were codified as 36 CFR Part 68 in the July 12, 1995, Federal Register (Volume 60, No. 133). They replace the 1978 and 1983 versions of 36 CFR 68 entitled, "The Secretary of the Interior's Standards for Historic Preservation Projects."

The Secretary of the Interior's Standards for the Treatment of Historic Properties may be used by anyone planning and undertaking work on historic properties, even if grant-in-aid funds are not being sought. It should be noted that another regulation, 36 CFR Part 67, focuses on "certified historic structures" as defined by the IRS Code of 1986. The "Standards for Rehabilitation" cited in 36 CFR 67 should always be used when property owners are seeking certification for federal tax benefits.

### **Rehabilitation:**

The act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.

### **Standards for Rehabilitation:**

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

10. New additions and adjacent or related new construction will be undertaken in a such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

*NOTE:*

*When repair and replacement of deteriorated features are necessary; when alterations or additions to the property are planned for a new or continued use; and when its depiction at a particular period of time is not appropriate, Rehabilitation may be considered as a treatment. Prior to undertaking work, a documentation plan for Rehabilitation should be developed.*

## **ATTACHMENT 5**

Findings of Fact & Conditions of Approval

**CERTIFICATE OF APPROPRIATENESS  
FINDINGS OF FACT**

Date: October 2, 2025  
Applicant: VooDoo Nation, LLC  
File/Index: COA-25-011  
Proposal: Certificate of Appropriateness No. 25-01 a proposed change of use from a Automotive Repair use to an Art Studio with a accessory retail sales and exterior modification to the structure and site.  
Location: 6905 Palm Avenue., Highland. Assessor's Parcel No. 1200-351-07

The Historic and Cultural Preservation Board shall make the following Findings of Fact prior to approval of the application:

1. With regard to a designated resource, the proposed work will neither adversely affect the significant architectural features of the designated resource nor adversely affect the character of historical, architectural, or aesthetic interest or value of the designated resource and its site.

The proposed change of use for 6905 Palm Avenue from an auto repair use to an art studio with accessory retail sales, along with proposed modifications to the structure and site, will not adversely affect the significant architectural features or the historical, architectural, or aesthetic character of the property. The project, in alignment with the Secretary of the Interior's Standards for Rehabilitation, involves minor exterior changes including the replacement of deteriorated garage doors with in-kind materials, infill of non-original side doors, and installation of decorative, non-functional fuel pumps in historically appropriate locations. These modifications retain the property's distinctive materials, industrial character, and spatial relationships. Although the property is a non-contributing structure within the Historic District, the proposed adaptive reuse is compatible with the surrounding context and supports the continued revitalization of the district. The art studio and retail component is expected to attract additional pedestrian activity and cultural engagement, which will help boost visibility and sales for adjacent businesses within the Historic Business District, further enhancing the area's economic vitality and community presence.

2. With regard to any property located within a Historic District, the proposed work conforms to the prescriptive standards and design guidelines for the District adopted by the Board and does not adversely affect the character of the district.

The proposed change of use for 6905 Palm Avenue from an auto repair facility to an art studio with accessory retail sales conforms to the prescriptive standards and design guidelines adopted by the Historic and Cultural Preservation Board for the Highland Historic District. While the property is identified as a non-contributing resource, the proposed improvements are consistent with the Village Commercial development pattern and respect the historic character of the district. The minor exterior alterations—such as in-kind replacement of roll-up garage doors and

installation of decorative, non-functional fuel pumps are compatible with the building's historic use and surrounding neighborhood. No new construction or incompatible additions are proposed, and the project maintains the site's existing orientation, scale, and materiality. As such, the project supports the district's overall character and integrity while facilitating the adaptive reuse of a long-standing commercial structure.

3. In the case of construction of a new improvement, addition, building, or structure upon a designated cultural resource site, the use and exterior of such improvements will not adversely affect and will be compatible with the use and exterior or existing designated cultural resources, improvements, buildings, natural features, and structures on said site.

The proposed project at 6905 Palm Avenue does not include the construction of any new primary buildings or substantial additions. All proposed improvements are limited to minor exterior modifications to an existing non-contributing structure within the Highland Historic District. These changes, including in-kind replacement of deteriorated garage doors, selective infill of side openings, and installation of decorative, non-functional fuel pumps, are compatible with the existing building's industrial character and scale. The improvements respect the architectural language of the original auto-related use and do not introduce features that conflict with the surrounding historic context. As such, the proposed work maintains compatibility with the site and adjacent contributing resources and will not negatively affect the integrity of the designated cultural resource site.

**CERTIFICATE OF APPROPRIATENESS  
CONDITIONS OF APPROVAL**

Date: October 2, 2025  
Applicant: VooDoo Nation, LLC  
File/Index: COA 25-011  
Proposal: Certificate of Appropriateness (COA 25-011) for the 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.  
Location: 6905 Palm Avenue, Highland, CA 92346  
Assessor's Parcel No. 1200-351-07

The CERTIFICATE OF APPROPRIATENESS Application has been conditionally approved subject to the compliance with the requirements as specified below:

1. This CERTIFICATE OF APPROPRIATENESS shall become null and void:
  - a. Unless all conditions have been complied with and occupancy or use of the land or existing structures authorized by Certificate of Appropriateness (COA 25-011) has taken place within twelve (12) months after the approval of said Certificate of Appropriateness.
  - b. Where circumstances beyond the control of the Applicant cause delays which do not permit compliance with the time limitation established in this Section, the Historic and Cultural Preservation Board may grant an Extension of Time for a period of not to exceed an additional twelve (12) months. Applications for an extension of time must set forth, in writing, the reasons for granting an extension, and shall be filed together with a fee as established by the City Council, with the Planning Division thirty (30) calendar days prior to the expiration of Certificate of Appropriateness (COA 25-011).

**NOTE:**

All required on-site and off-site improvements, shall be completed and approved prior to final inspection of any building or structure.

The conditions listed below are continuing conditions; failure of the Applicant to comply with any/all conditions at any time, shall result in initiating revocation of the subject permit granted to use the property.

**PLANNING CONDITIONS**

2. Certificate of Appropriateness (COA 25-011) for the proposed change of use at 6905 Palm Avenue from an auto repair use to art studio use with accessory retail sales and exterior modifications. Said modifications includes the following: Construction of nine (9) new on-site parking spaces & one (1) ADA-accessible stall, installation of an improved parking surface material consistent with City standards, replacement of four

- (4) existing roll-up garage doors with new wood-framed roll-up doors featuring glass panels, installation of non-functional fuel pumps, replacement of the primary entry with new solid wood double doors featuring full-height glazing and installation of a new exterior stairway along the front elevation as a result of proposed grading modifications. All work shall be completed in accordance with the Secretary of the Interior's Standards for Rehabilitation and shall comply with all applicable provisions of the Highland Municipal Code.
3. The subject property shall be developed in accordance with plans approved by the Historic and Cultural Preservation Board on October 2, 2025 and shall be in compliance with all conditions of approval contained herein.
  4. Prior to the issuance of any applicable permits, the Applicant/Owner of the property shall submit to the Planning Division written evidence of agreement with all conditions of this approval.
  5. The owner/applicant shall obtain all required permits from the Planning Division, and Building and Safety Divisions.
  6. Revisions, and/or modifications to the approved materials shall be submitted to the Planning Division for review and approval. Revisions, modifications and/or deletions may require additional review by the Historic and Cultural Preservation Board, as determined by the Community Development Director.
  7. If further exterior modifications are necessary per the Building & Safety review, a supplemental Certificate of Appropriateness application and Historic Board review will be required.
  8. Indemnity, Duty to Defend and Obligation to Pay Judgments and Defense Costs, Including Attorneys' Fees, Incurred by the City. The Applicant shall defend, indemnify, and hold harmless the City, its elected officials, officers, employees, volunteers, agents, and those City agents serving as independent contractors in the role of City officials (collectively "Indemnitees") from and against any claims, damages, actions, causes of actions, lawsuits, suits, proceedings, losses, judgments, costs, and expenses (including, without limitation, attorneys' fees or court costs) in any manner arising out of or incident to the Planning Commission's actions, the City Council's actions, related entitlements, or the City's environmental review thereof. The Applicant shall pay and satisfy any judgment, award or decree that may be rendered against City or the other Indemnitees in any such suit, action, or other legal proceeding. The City shall promptly notify the Applicant of any claim, action, or proceeding and the City shall reasonably cooperate in the defense. If the City fails to promptly notify the Applicant of any claim, action, or proceeding, or if the City fails to reasonably cooperate in the defense, the Applicant shall not thereafter be responsible to defend, indemnify, or hold harmless the City or the Indemnitees. The City shall have the right to select counsel of its choice. The Applicant shall reimburse the City, and the other Indemnitees, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Nothing in this condition shall be construed to require the Applicant to indemnify Indemnitees for any

claim arising from the sole negligence or willful misconduct of the Indemnitees. In the event such a legal action is filed challenging the City's determinations herein or the issuance of the approval, the City shall estimate its expenses for the litigation. The Applicant shall deposit the said amount with the City within thirty days of being notified of the estimate cost or, at the discretion of the City, enter into an agreement with the City to pay such expenses as they become due.

# Staff Report

to the Historic & Cultural Preservation Board



## Agenda Item No. 3.

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**Date:** November 6, 2025  
**From:** Lawrence Mainez, Community Development Director  
**Reviewed By:** Kim Stater, Assistant Community Development Director  
**Prepared By:** Angela Tafolla, Senior Planner  
**Subject:** 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.

### **Recommendation:**

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.

### **Fiscal Impact:**

The City Council adopted a fee schedule whereby no fee will be collected for a Certificate of Appropriateness. The cost to the City is time and materials for preparation of the Staff Report and advertisement.

### **Public Notice:**

The agenda for this item was posted at the three locations per Resolution No. 2011-047 and on the City's website.

### **Background:**

### **Public Notice:**

As required by City Council Resolution, notice of the public meeting was posted at three (3) designated posting locations within the City. In addition, the notice was posted on the City's website and mailed to the surrounding property owners. No further notice is required.

### **Public Comment:**

Staff has not received any public comments at the time of preparing this staff report.

### **Description of Site:**

The subject property is the Highland Community Cross Church, located at the southeast corner of Palm Avenue and Main Street, within the Highland Historic District (Attachment 1 – Area Map). The lot is approximately 0.5 acres in size and contains the church building along with associated parking and landscaped areas.

The church was originally constructed in 1886 by the Highland Congregational Church at the corner of Church Street and Base Line. In 1905, the building was relocated to its current site and underwent significant alterations. Architect Arthur B. Benton, who designed both the First Bank of Highland at the southwest corner of Palm Avenue and Main Street and the Mission Inn in Riverside, prepared plans for the addition. As part of the relocation, the building was rotated 90 degrees, and a new sanctuary was constructed perpendicular to the original structure. The

earlier church building was remodeled into Sunday School rooms.

The remodeled church featured shingle cladding and was distinguished by a tall tower with a pointed, four-sided roof topped by a large finial. The entrance porch included a medium gable roof and visible structural elements, reflecting the design of early twentieth-century Episcopal churches inspired by vernacular English Gothic architecture.

On January 23, 1947, the church suffered heavy fire damage due to an electrical fire. While the structure was repaired, it was also extensively remodeled during that time, including the modernization of the tower. The current architectural appearance of the building reflects the 1947 remodel.

Due to the loss of original architectural features and materials during the fire reconstruction, the building has been classified as a non-contributing resource within the Highland Historic District (Attachment 2 – Photos).

**Project Review:**

The Applicant is requesting approval of a Certificate of Appropriateness (COA 25-013) for the removal of the existing bell tower from the Highland Community Cross Church, located at the southeast corner of Palm Avenue and Main Street. The bell tower is a structural element integrated into the church building and is situated above the primary entrance. The request includes demolition of the bell tower due to long-term structural deterioration and the financial burden associated with its repair and ongoing maintenance (Attachment 3 – Highland Community Cross Church of the Nazarene Project Description and Justification). The Applicant has submitted a structural observation report and narrative outlining the condition of the tower and the justification for removal based on costs and feasibility (Attachment 4 – Engineering Observation Report).

Visual simulations have also been provided to show the church with and without the bell tower from various vantage points along Palm Avenue (Attachment 5 – Before and After Visual Simulation Photos). No replacement element or architectural feature is proposed as part of this request.

**Analysis:**

Although the Highland Community Cross Church is classified as a non-contributing structure within the Highland Historic District, the proposed removal of its longstanding bell tower must still be reviewed for its impact on the character of the District as a whole.

According to the Secretary of the Interior’s Standards for Rehabilitation, “New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property.” Additionally, the Standards note that “the existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color, and texture” (Attachment 6 – Secretary of the Interior’s Standards for Rehabilitation).

The bell tower has been a documented and defining feature of the site since at least 1905 and remains a recognizable component of the church’s presence at the intersection of Palm Avenue and Main Street. Its removal would permanently alter the structure’s silhouette and diminish the visual continuity and sense of place within the Historic District.

Staff recommends denial of the request, as the proposal does not align with the preservation

goals outlined in the Secretary of the Interior's Standards and would detract from the overall integrity of the District. This recommendation is subject to the Findings of Fact.

**Attachments:**

1. Area Map
2. Photos
3. Highland Community Cross Church of the Nazarene Project Description and Justification
4. Engineering Observation Report by the Eden Group
5. Before and After Visual Simulation Photos
6. Secretary of the Interior's Standards for Rehabilitation
7. Findings of Fact

# ATTACHMENT 1



Area Map

# Plot Plan

6955 Palm Avenue, Highland CA 92346  
Highland Community Cross Church of the Nazarene



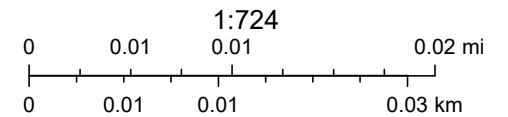
9/12/2025

 Assessor Page Index  
 Parcels

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 Townships

APN 120-035-131

Owner: Highland Community Cross Church of the Nazarene



Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community, County of San Bernardino.

Area: 0.51 acre

## ATTACHMENT 2

Photos



In 1947, an electrical wire caused a fire in the church, and two-thirds of the building burned. Take note of the steeple in this photo and the next.



This is the rebuilt Congregational Church. The Highland Congregational Church occupied this building until 1963, when they moved to their new church building at the northeast corner of Palm and Atlantic Avenues. Photo courtesy H.C.C. records.



## ATTACHMENT 3

Highland Community Cross Church of the Nazarene  
Project Description and Justification

## HIGHLAND COMMUNITY CROSS CHURCH OF THE NAZARENE

### PROJECT DESCRIPTION AND JUSTIFICATION FOR CERTIFICATE OF APPROPRIATENESS

September 23, 2025

Highland Community Cross Church of the Nazarene (HCC) is located at 6955 Palm Avenue in the City of Highland Historic District (HHD). The City of Highland Development Code (2.20.090.G) requires that the following findings be made for issuance of a Certificate of Appropriateness (COA) for any proposed modification to buildings with the HHD:

1. With regard to a designated resource, the proposed work will neither adversely affect the significant architectural features of the designated resource nor adversely affect the character of historical, architectural, or aesthetic interest or value of the designated resource and its site;
2. With regard to any property located within an historic district, the proposed work conforms to the prescriptive standards and design guidelines for the district adopted by the board, and does not adversely affect the character of the district;
3. In the case of construction of a new improvement, addition, building or structure upon a designated cultural resource site, the use and exterior of such improvements will not adversely affect and will be compatible with the use and exterior of existing designated cultural resources, improvements, buildings, natural features, and structures on the site.

This write-up provides a project description and justification for a COA for the removal of the bell tower on the HCC sanctuary.

The original building was constructed in 1886 at an off-site location, moved to the current location in 1896 and significantly remodeled in 1905 as “a shingle-clad edifice, dominated by the tall tower with its pointed, four-sided roof capped by a large finial.” (1988 and 2001 Historic Architectural Survey Report). As part of the remodel in 1905 the building was rotated 90 degrees and moved to the south from its original location, and a major new addition, containing the statuary was constructed. The original church was converted to Sunday School rooms. The church was heavily damaged by a fire in 1947. The building was “extensively remodeled during the repair work, including the addition of a tile roof, modernization of the tower, addition of a large wing on the east, and the sheathing of the entire building in stucco. The present appearance of the building, therefore, dates from the 1947 remodeling and bears little resemblance to the A.B. Benton church of 1905.” (1988

and 2001 Historic Architectural Survey Report). The building was determined to be “Non-Contributing” to the HHD by both 1988 and 2001 Historic Architectural Survey Reports.

As noted, the church suffered significant fire damage during the 1947 fire, including the bell tower. When the remodel was completed in 1947, the bell tower was not adequately repaired, and additionally the bell tower was covered with stucco. The additional weight of the stucco has resulted in structural integrity issues for the bell tower and foundation. The bell tower now has a significant lean to the east.

HHC retained The Eden Group (TEG) to conduct a site inspection and prepare an Engineering Observation Report to assess the viability and cost of either correcting the structural deficiencies, or the need to remove the bell tower for safety reasons. TEG concluded that “The fire damage observed in the tower is beyond repair and would require the tower to be rebuilt.” And further in the report, “It is my professional opinion that the tower be removed without replacement due to the extent of foundations repairs to reconstruct.” (TEG 2025). The TEG cost estimate to remove and rebuild the bell tower would range from between \$118,500 and \$167,500, both of which exceed what HCC would be able to afford.

### **Proposed Project**

HCC is proposing to remove the existing bell tower without replacing it with a new bell tower. This will address the immediate safety concern of the stability of the bell tower and will also significantly reduce the stress placed on the foundation by the weight of the existing bell tower. Tiles from the back side of the educational wing could be used to cover the hole in the roof created by the elimination of the tower to maintain a seamless look on the roof following the bell tower removal.

HCC has prepared side by side photographic comparisons of the look of the building and its context along Palm Avenue before and after the project (Figures 1 – 4).

Figure 1 shows the look from Palm Avenue at the front of the church. The church would retain its overall architectural appearance with the removal of the bell tower.

Figure 2 shows the before and after photos looking from the south on Palm Avenue. The bell tower is visible over the existing structures on the east side of Palm Avenue and stands out as architecturally different from the adjacent properties, especially the historic period properties (gray and white trim buildings) on the west side of Palm Avenue. Elimination of the bell tower allows the church roofline to be more consistent with the adjacent structures.

Figure 3 shows the before and after photos looking from the immediate north of HCC. The church retains the look of the church with the removal of the bell tower.

Figure 4 shows the before and after photos looking from further north of HCC on Palm Avenue. The bell tower does stand out in the existing condition, but with removal, the church building is more consistent with the buildings immediately surrounding the church. The HCC roofline follows the Highland Baptist Temple church immediately north of HCC.

## Findings

1. With regard to a designated resource, the proposed work will neither adversely affect the significant architectural features of the designated resource nor adversely affect the character of historical, architectural, or aesthetic interest or value of the designated resource and its site;

**Compliance:** The existing bell tower is completely different from the original structure constructed in 1905 described as “dominated by the tall tower with its pointed, four-sided roof capped by a large finial.” The “modernized” tower constructed in 1947 lacks any of the characteristics of the original tower, and adding the stucco has only added to a much more contemporary look. For these reasons, as well as the others previously stated, the HCC is considered a non-contributing resource for the HHD (1988 and 2001 Historic Architectural Survey Report). The removal of the bell tower would still allow the church to retain its overall character, and the scale of the building would be more in line with the surrounding structures.

The architectural classification for the HHD is described as Late 19<sup>th</sup> and early 20<sup>th</sup> century “Mission Revival, Queen Anne, Craftsman/Bungalow, and Spanish Colonial Revival.” (2001 Historic Architectural Survey Report). The HCC, when remodeled in 1947, no longer retained any of these architectural features.

The COA city code (2.20.090) states:

“In evaluating applications for **certificates of appropriateness**, the board or the city council upon appeal shall consider the existing and proposed architectural style, design, arrangement, texture, materials, and any other factors with regard to the original distinguishing architectural characteristics of the designated resource.”

The original distinguishing architectural characteristics of the HCC from 1905 were completely changed when the church was remodeled and expanded following the 1947 fire. The building is no longer shingle-clad sided, and the bell tower no longer retains any of the original architectural features of the 1905 bell tower. Removal of the “modernized” bell tower for structural and safety reasons would not impact the original

distinguishing architectural characteristics because they are no longer present on the existing bell tower and HCC.

For these reasons, the removal of the bell tower would not adversely affect any significant architectural features nor adversely affect the character, architectural, or aesthetic interest or value of the HCC.

2. With regard to any property located within an historic district, the proposed work conforms to the prescriptive standards and design guidelines for the district adopted by the board, and does not adversely affect the character of the district;

**Compliance: The** proposal is the removal of the bell tower. No new structures are proposed. The board standards and guidelines apply to design elements of various architectural features, none of which apply to the removal of a bell tower. Finding two is met because none of the standards and guidelines apply.

3. In the case of construction of a new improvement, addition, building or structure upon a designated cultural resource site, the use and exterior of such improvements will not adversely affect and will be compatible with the use and exterior of existing designated cultural resources, improvements, buildings, natural features, and structures on the site.

**Compliance: The** proposal is the removal of the bell tower. No new structures are proposed, and as such, Finding 3 is met because it does not apply in this case.

## **Attachments**

Plot Plan Showing Church Location and Relevant Information

Figures 1-4 Photographs Showing the Church Before and After Bell Tower Removal

Certificate of Appropriateness Application

## ATTACHMENT 4

Engineering Observation Report by the Eden Group

## ENGINEERING OBSERVATION REPORT

### PROJECT ADDRESS

6955 PALM AVE,  
HIGHLAND, CA 92346

### DATE

AUGUST 28, 2025



### PREPARED BY

The Eden Group  
(909) 415-1074  
Projects@TheEdenGroup.com

08/28/2025

### PREPARED FOR

Barry Jones  
(619) 742-2068  
bjdj44@cox.net

August 28, 2025

Mr. Barry Jones,  
(619) 742-2068  
bjdj44@cox.net

**Subject:** 6955 Palm Ave, Highland, CA 92346  
Visual Structural and Site Condition Observation

Dear Mr. Jones,

Thank you for choosing The Eden Group for the engineering observation report service and site visit. We visited the site located at 6955 Palm Ave, Highland on Monday, August 11th, 2025, to visually observe the bell tower structure and surrounding site conditions. The scope of this preliminary visual observation is limited to the structural components of the building visible from the ground, balconies, decks and other safe accessible areas only. This inspection was performed in compliance with ASCE 11-99 and standard engineering practices. This observation report shall not be used as a home warranty, guarantee, insurance policy, or substitute for real estate transfer disclosures.

**Introduction:**

This structural observation was strictly visual as no destructive testing was performed on any parts of the structures and no uncovering of any existing members was done at this time. No observation on the structural integrity of enclosed building components or unaccessible areas were made. No seismic or structural design evaluation was conducted as part of this report. Soil conditions or stability of existing slopes were not reviewed or analyzed as part of this report.

It is my professional opinion that the damage to the bell tower would require full reconstruction and additional foundation support to bring it back to an acceptable level of safety. Due to the required cost to reconstruct and retrofit the foundation, it is best that the bell tower be removed and the roof be re-framed to cover the opening.

The Eden Group, upon request, can provide design and management services to correct the items noted in the report.

If you have any questions, please contact us at (909) 415-1074 or [Projects@TheEdenGroup.com](mailto:Projects@TheEdenGroup.com).

Sincerely,  
Joseph Eden, P.E., MS, CM  
CA LIC. NO. - C39955

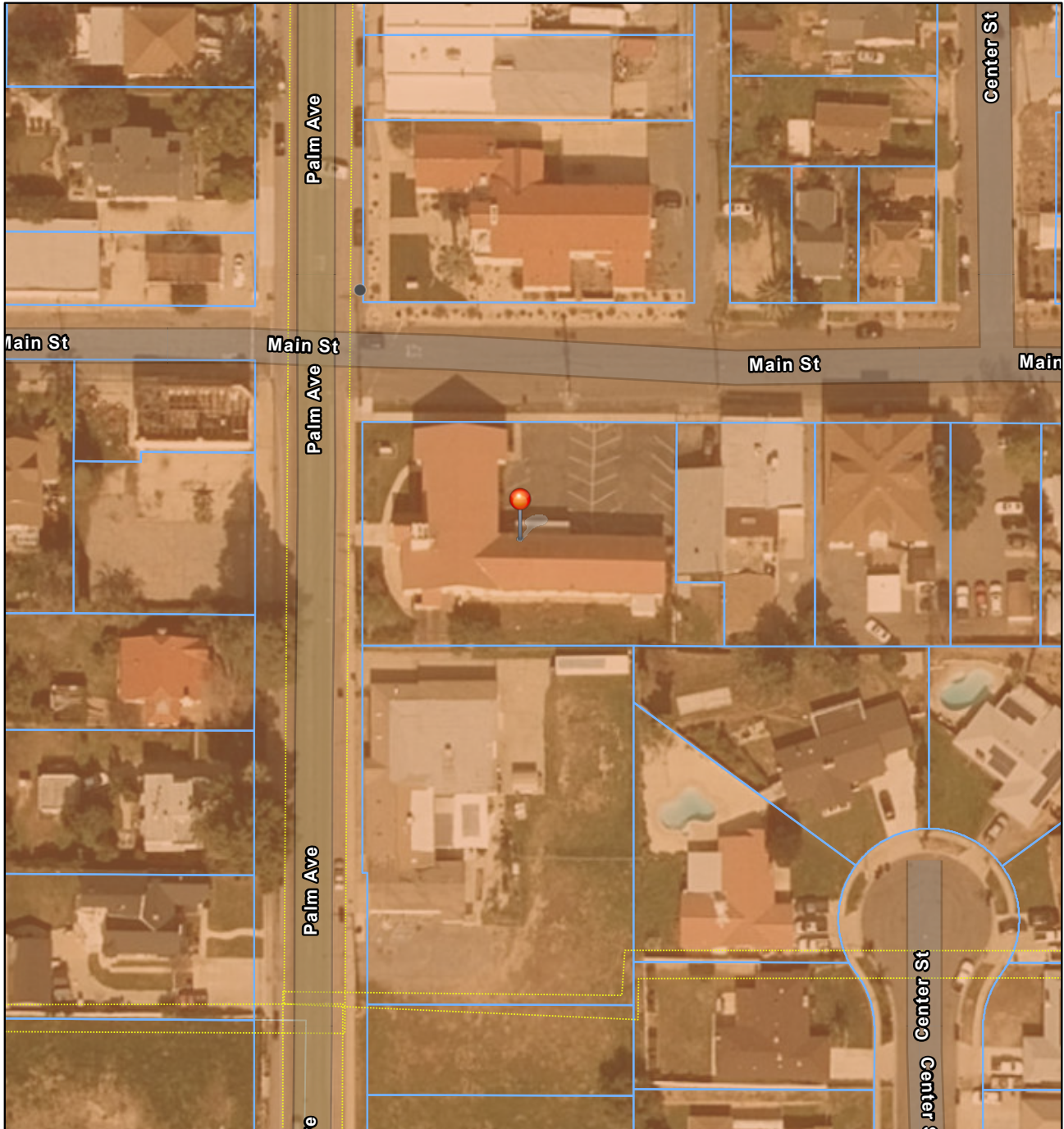


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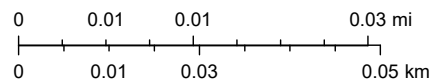
## SUBJECT PROPERTY MAP San Bernardino County Parcel Viewer



8/19/2025, 12:15:09 PM

1:1,128

-  Subject Property
-  Parcels
-  City Limits
-  Assessor Page Index
-  Townships



Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community, County of San Bernardino, Maxar, Microsoft

San Bernardino County GIS

County of San Bernardino, Maxar, Microsoft | County of San Bernardino | Esri Community Maps Contributors, County of San Bernardino, California State Parks, © OpenStreetMap, Microsoft, Esri,

### OBSERVED DRAINAGE CONDITIONS AT THE STRUCTURE

The site is observed to be relatively flat with drainage running towards both streets. The location of the irrigation system at the structure has caused staining to occur on the stucco and allows water to enter the crawlspace and foundations below. The water intrusion is enough to make areas of crawlspace this muddy and has been causing further deterioration of the existing brick foundation. The observed conditions can be seen in Figures 2 & 3 Below. It was additionally noticed that the waterproofing layer on the porch is damaged and requires repair to further limit points of entry for water into the crawlspace below. It is suggested that the irrigation be limited and a french drain around all foundations, or gutters be installed along the roof line, with downspouts routed away from foundations to further limit the water at these sensitive foundations. It can be seen in Figure 1 below that the roof line and walls are sloped and slanted signifying that movement in the foundation is occurring.



*FIGURE 1. WATER STAINING ON STUCCO, AND  
PLANTER NEARBY FOUNDATION*



*FIGURE 2. EXISTING FOUNDATION AT WEST WALL*



*FIGURE 3. EXISTING FOUNDATION AT WEST WALL*



*FIGURE 4. FAILED WATERPROOFING OVER EXISTING WOOD DECKING*

### OBSERVED BELL TOWER SUPPORT

The tower is supported at the North and West by existing brick foundation. The South face of the tower is supported by a beam. The East face which carries additional roof load from the roof is supported by the floor joists below which carry back to the beam and foundation. The beam has lateral bracing by 2 rods either end connecting to floor joists above. The tower is observed to be leaning towards the East, into the structure. This is caused by a lack of adequate foundation support on the East support of the tower and settlement of these existing foundations. Removal of the tower will reduce the load on these foundations and will slow the settlement of these foundations. The settlement has not been observed to cause detrimental effects to the existing structures safety, and as such no foundation retrofits should be required after the tower is removed. It is recommended that the foundation is routinely inspected for new cracks, further settlements, or movements to ensure the safety of the structure



FIGURE 5. VIEW OF THE NORTH FACE OF TOWER



FIGURE 6. TOWER BEAM TEMPORARY SUPPORT INSTALLED IN BASEMENT



*FIGURE 7. WEST END OF TOWER SUPPORT BEAM*



*FIGURE 8. BEAM BRACING ROD END CONNECTION*



*FIGURE 9. WEST TOWER VIEW*



*FIGURE 10. BEAM BRACING ROD INTERSECTING COLUMN SUPPORT*

### OBSERVED STRUCTURAL DEFICIENCIES

The fire damage observed in the tower is beyond repair and would require the tower to be rebuilt. In the tower's framing current state the tower is at risk of collapsing due to the loss of strength of the wood from exposure to high temperatures and reduced cross sectional area from burnt material. To ensure the safety of the public and to prevent damage to the remaining structure, the tower should be removed as soon as possible. Additionally, it is noted that the East supporting wall of the Tower is leaning slightly, it is unsure if there is any direct correlation to the leaning of the tower above. However, this wall should be monitored for further movement prior to the tower being removed, and repaired upon removal of the tower.



FIGURE 11. FIRE DAMAGE AT SOUTH BELL TOWER WALL

FIGURE 12. FIRE DAMAGE AT TOP OF BELL TOWER



*FIGURE 13. FIRE DAMAGE AT EAST BELL TOWER WALL*



*FIGURE 14. LOWER EAST SUPPORTING WALL*

## **CONCLUSIONS AND RECOMMENDATIONS**

It is my professional opinion that the tower be removed without replacement due to the extent of foundations repairs to reconstruct. Cost estimates of repair are provided below along with the estimated design fees. Furthermore, irrigation at the foundations should be limited and a foundation drainage solution should be put in place to limit saturation of soils at the foundation. At minimum a roof gutter system should be provided to pipe roof runoff away from the foundations. The existing brick foundations should be planned to be retrofitted in the near future, and be inspected routinely.

## **PRELIMINARY COST ESTIMATE**

The preliminary estimates contained below only are based on the scope of structural repair in relation to the above report, and do not include additional allowances for additional scopes such as, but not limited to: electrical, mechanical, plumbing, drainage, roof re-framing, re-roofing, re-waterproofing, and replacement of finishes outside of the immediate area of work. The design estimates below are subject to change. The construction cost estimates provided below are based on best known data and are not a price guarantee.

### **ESTIMATED DESIGN SERVICES FOR RETROFIT:**

Tower Retrofit Plan including framing and foundation, with seismic upgrades: \$12,500

### **ESTIMATED CONSTRUCTION COSTS:**

Removal of Tower: \$20,000 - \$35,000

Tower Rebuild: \$55,000 - \$68,000

Foundation Retrofit: \$31,000 - \$52,000

## **PROFESSIONAL LIMITATIONS**

Our observation was performed using the degree of care and skill ordinarily provided by other professionals in the same discipline, under similar circumstances, and similar localities.

The conclusions and recommendations contained herein, are based upon the findings and observations made at the time of the site observation. These conclusions and recommendations should be considered preliminary since they are based on visual inspections only. Further investigations and destructive testing is required as conditions can vary from what is visually observable.

## ATTACHMENT 5

Before and After Visual Simulation Photos



Front of Church With Bell Tower

Front of Church Without Bell Tower

Figure 1 Front of Church With and Without Bell Tower  
Highland Community Cross Church of the Nazarene



Church with Bell Tower

Church Without Bell Tower

Figure 2 View of Church From Palm Avenue Looking North  
Highland Community Cross Church of the Nazarene



Church with Bell Tower



Church Without Bell Tower

Figure 3 View of Church Immediately North Looking South on Palm Avenue  
Highland Community Cross Church of the Nazarene



Church with Bell Tower

Church Without Bell Tower

Figure 4 View of Church From the North Looking South on Palm Avenue  
Highland Community Cross Church of the Nazarene

## ATTACHMENT 6

Secretary of the Interior's Standards for Rehabilitation

## **The Secretary of the Interior's Standards for Rehabilitation**

The Secretary of the Interior is responsible for establishing professional standards and providing advice on the rehabilitation and protection of all cultural resources listed in or eligible for listing in the National Register of Historic Places.

The Secretary of the Interior's Standards for Treatment of Historic Properties apply to all proposed development grant-in-aid projects assisted through the National Historic Preservation Fund, and are intended to be applied to a wide variety of resource types, including buildings, sites, structures, objects and districts. These Standards, developed in 1992, were codified as 36 CFR Part 68 in the July 12, 1995, Federal Register (Volume 60, No. 133). They replace the 1978 and 1983 versions of 36 CFR 68 entitled, "The Secretary of the Interior's Standards for Historic Preservation Projects."

The Secretary of the Interior's Standards for the Treatment of Historic Properties may be used by anyone planning and undertaking work on historic properties, even if grant-in-aid funds are not being sought. It should be noted that another regulation, 36 CFR Part 67, focuses on "certified historic structures" as defined by the IRS Code of 1986. The "Standards for Rehabilitation" cited in 36 CFR 67 should always be used when property owners are seeking certification for federal tax benefits.

### **Rehabilitation:**

The act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.

### **Standards for Rehabilitation:**

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

10. New additions and adjacent or related new construction will be undertaken in a such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

*NOTE:*

*When repair and replacement of deteriorated features are necessary; when alterations or additions to the property are planned for a new or continued use; and when its depiction at a particular period of time is not appropriate, Rehabilitation may be considered as a treatment. Prior to undertaking work, a documentation plan for Rehabilitation should be developed.*

## ATTACHMENT 7

Findings of Fact for Denial

**CERTIFICATE OF APPROPRIATENESS  
FINDINGS OF FACT FOR DENIAL**

Date: November 6, 2025  
Applicant: Highland Community Cross Church of the Nazarene  
File/Index: COA 25-013  
Proposal: Certificate of Appropriateness (COA 25-013) for the approval to remove/demolish the existing bell tower on the  
Location: 6955 Palm Avenue, Highland, CA 92346  
Assessor's Parcel No. 1200-351-31

The Historic and Cultural Preservation Board shall make the following Findings of Fact prior to approval/or denial of the application:

1. With regard to a designated resource, the proposed work will neither adversely affect the significant architectural features of the designated resource nor adversely affect the character of historical, architectural, or aesthetic interest or value of the designated resource and its site.

Although the church is classified as a non-contributing structure, it is located within the Highland Historic District, which as a whole is a designated historic resource. The proposed removal of the bell tower would adversely affect the district by eliminating a long-standing architectural feature that contributes to the overall sense of place and visual continuity of the area. Historical documentation confirms the presence of the tower on this site as early as 1905 and following the 1947 fire, reinforcing its longstanding role in the district's architectural landscape. The Secretary of the Interior's Standards for Rehabilitation specify that exterior alterations should not destroy features or spatial relationships that characterize a historic property. Removing the tower would result in a permanent change to the building's form and diminish the cohesive character of the district. Therefore, the proposed work does not satisfy this finding, as it would adversely affect the character, architectural interest, and aesthetic value of a designated historic resource.

2. With regard to any property located within a Historic District, the proposed work conforms to the prescriptive standards and design guidelines for the District adopted by the Board and does not adversely affect the character of the district.

The proposed removal of the bell tower does not conform to the Historic and Cultural Preservation Board's adopted standards and design guidelines for properties within the Highland Historic District. While the subject building is categorized as a non-contributing structure, it is still located within a designated Historic District and subject to all applicable review standards. The request to remove the bell tower would result in a permanent and visible alteration to the district's physical environment, affecting the integrity of the district's historical context. Because the removal of the bell tower does not maintain the established

character, materials, or spatial relationships that define the district as a whole, it is inconsistent with the Secretary of the Interior's Standards for Rehabilitation, which serve as the guiding reference for evaluating proposed changes to properties within the district. Therefore, the proposal would adversely affect the character of the Historic District.

3. In the case of construction of a new improvement, addition, building, or structure upon a designated cultural resource site, the use and exterior of such improvements will not adversely affect and will be compatible with the use and exterior or existing designated cultural resources, improvements, buildings, natural features, and structures on said site.

The subject property is located within the Highland Historic District, a designated cultural resource. The proposed removal of the bell tower constitutes an exterior alteration to a long-standing architectural feature that has been present on the site since at least 1905. Eliminating this element would introduce a substantial visual change that diminishes the architectural rhythm and spatial relationships established by the historic buildings throughout the Highland Historic District. Although the church structure is identified as non-contributing structure within the district, any proposed change on the site must be compatible with the district's established historical context and adjacent contributing structures. The removal of the bell tower does not support compatibility with the existing use, form, and architectural character of the site or its surrounding cultural resources and would adversely affect the district's cohesive historic environment.

# Staff Report

to the Historic & Cultural Preservation Board



## Agenda Item No. 4.

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**Date:** November 6, 2025  
**From:** Lawrence Mainez, Community Development Director  
**Reviewed By:** Kim Stater, Assistant Community Development Director  
**Prepared By:** Angela Tafolla, Senior Planner  
**Subject:** Preparation for the 28th Annual Citrus Harvest Festival

### **Recommendation:**

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

### **Fiscal Impact:**

The Festival Account has a balance of \$444.45. Separately, the Home Tour Account has a balance of \$1,639.91. All expenses from the past year have been paid. Attached is the 2026 Citrus Harvest Festival Draft Budget.

### **Public Notice:**

The agenda for this item was posted at the three locations per Resolution No. 2011-047 and on the City's website.

### **Background:**

### **Project Review:**

At its October 16, 2025 meeting, the Highland City Council approved the event date of March 28, 2026, along with the event budget. During the meeting, Council Member Saldana recommended placing an event banner on the west side of the City to help promote the event. He also offered the fence line at his personal business, Showcase Auto Glass (26411 Base Line), as a potential location for the banner. Staff added a line item in the budget to purchase the banner.

Staff recommends the board review and provide direction on the following aspects of the 28th Annual Citrus Harvest Festival:

1. Entertainment – **Unassigned**
  - Entertainment Schedule – Discuss car show timings.
  - Festival Honoree – Discuss possible candidates. Board member Bible suggested Pam Miller while Staff recommended Brett Waterman.
  - Good Neighbor Award – Discuss possible candidates.
  - Discuss Highland Music Co. as band and emcee.
2. Car Show – Board Member, Jeff Staggs
3. Home & Walking Tour – Board Member, Gail Shelton

- Discuss number of tours and times

#### 4. Marketing – **Unassigned**

- Discuss installation of an additional banner as requested by Council member Saldana. The Board should decide size, posting location and content.
- Twisted Images Ink has confirmed they can produce a banner under 50 square feet, within a suggested total budget of \$250. Examples include sizes such as 5'x9', 3'x12', or 4'x10'.
- The Board should consider size, visibility, and location in determining how to best maximize the \$250 allocation.

#### **Attachments:**

1. 2026 CHF Contest
2. 2026 Draft CHF Entertainment Schedule
3. 2026 Budget
4. Map of 2026 Citrus Harvest Festival
5. List of Prior Festival Honorees
6. List of Prior Good Neighbor Award Recipients

# **ATTACHMENT 1**

2026 CHF Contests

CONTEST	CATAGORIES	NO. WINNER (TOTAL)	PRIZE
<b>COLORING</b>	Pre-5 & K	1 <sup>st</sup> , 2 <sup>nd</sup> , & 3 <sup>rd</sup> place for each grade (2x3 = 6 total)	Ribbon & Prizes for all (6)
<b>POETRY</b>	Grades 1-3	1 <sup>st</sup> , 2 <sup>nd</sup> , & 3 <sup>rd</sup> place for each grade (3x3 = 9 total)	Ribbon & Prizes for all (9)
<b>CITRUS LABEL</b>	Grades 4-12	1 <sup>st</sup> , 2 <sup>nd</sup> , & 3 <sup>rd</sup> place for each grade (9x3 = 27 total)	Ribbon & Prizes for all (27)
<b>BAKING</b>	1. Cake/Cupcake/Bread/Muffin 2. Cookie/Bar 3. Pie/Tart 4. Jam/Jelly	Adults – 1 <sup>st</sup> , 2 <sup>nd</sup> , & 3 <sup>rd</sup> place for each category (12 total) Kids – 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> (No Jams) (9 total)	Ribbon for all (21) Prizes for 1 <sup>st</sup> place only
<b>GOOD NEIGHBOR AWARD</b>	1-Best Landscaping 1-Best Restoration	(2 total)	Plaques (2)
<b>UGLY DOG</b>	1-Ugliest	1 <sup>st</sup> place, 2 <sup>nd</sup> & 3 <sup>rd</sup> (3 total)	Ribbons (3)
<b>PIE EATING</b>	1 – ages 5-11 1 – ages 12-18	1 <sup>st</sup> place (2 total)	Ribbons (2)

## **ATTACHMENT 2**

2026 Draft CHF Entertainment Schedule

# DRAFT EVENT SCHEDULE

## 2026 HIGHLAND CITRUS HARVEST FESTIVAL

- 10:10 am Highland Senior Center Aerobics Club
- 10:50 am St. Adelaide Academy Cheerleaders/Band - ?
- [11:00 am Aztec Dancers performing at Main Street & Palm Avenue]
- 11:20 am Baking Contest Winners Announced
- 11:30 am Art Contests. Coloring, Poetry, Citrus Label Winners Announced
- 11:50 am Band
- 12:30 pm Presentation of Festival Honoree
- 12:45 pm Band
- 1:30 pm Best Neighbor Awards Announced  
\* Best Historic District Landscaping Restoration –  
\* Best Historic Home Restoration –
- 1:45 pm Car Show Trophies Awarded
- 2:00 pm Ugly Dog Contest
- 2:15 pm Pie Eating Contest
- 2:30 pm Ballet Folklorico Cultural - ?

## **ATTACHMENT 3**

2026 Budget

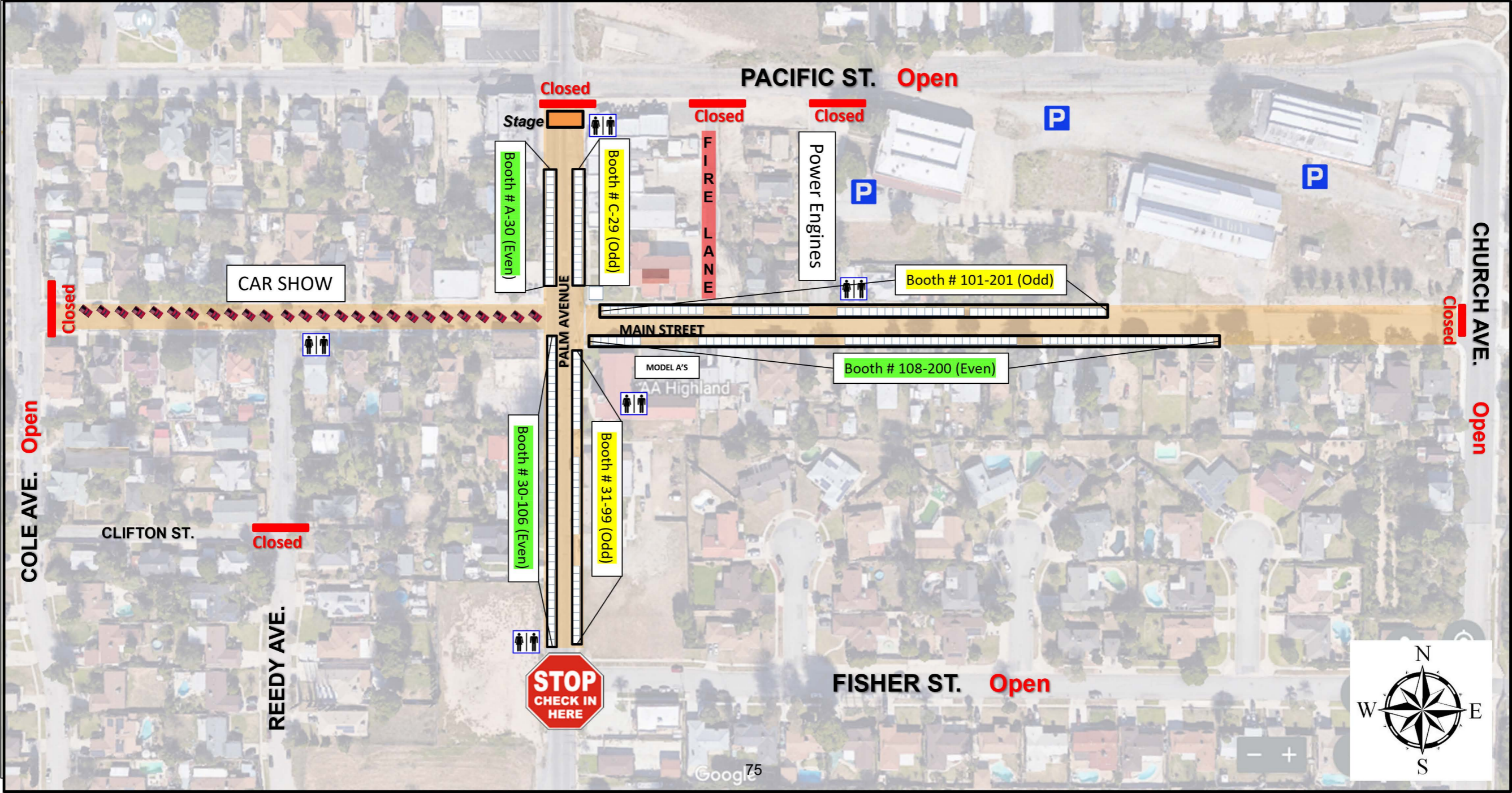
## 2026 CHF Budget

Item/Description	2025 Budget	2025 expenditures	2026 Budget
Advertising - Redlands Daily Facts / SB Sun	1,250.00	1,250.00	1,250.00
Advertising - East Highlands Ranch Newsletter	700.00	680.00	700.00
<del>Peach Jar School District Electronic Newsletter</del>	500.00	450.00	-
<del>Hot 103.9 Radio Advertisement</del>	1,400.00	1,250.00	-
<b>Facebook/Instagram Meta Ads Manager</b>			1,000.00
Historic Demonstrators/Exhibitors (5 x \$200 ea) (2 x \$300 WAPA/ Heritage Hills)	1,700.00	1,750.00	1,750.00
Entertainment DJ & MC	1,500.00	1,700.00	1,700.00
Citrus Valley Music Boosters & Beattie Middle School	250.00	-	500.00
Balloons street decorations	1,250.00	1,207.00	1,250.00
Insurance	1,800.00	1,717.00	1,800.00
Hanging Banner - West end of town (new)	-	-	250.00
Street Banner over Base Line (date modification) (replacement banner)	-	-	1,200.00
Portable toilets - add wash stations to all 4 locations for 2026 CHF	2,500.00	1,041.00	2,000.00
Posters Boards, Flyers, print marketing materials	600.00	200.00	300.00
Mobile Stage (rental)	1,100.00	1,143.00	1,420.00
Paper materials, copying, postage	500.00	250.00	250.00
Tables w/ umbrella & chairs for food court & stage area	800.00	740.00	900.00
Signs for parking & festival activities	-	-	-
Contest ribbons (126) & Plaques (1 Honorees + 2 Home Restoration)	550.00	117.82	550.00
Kid's activities	300.00	350.00	400.00
Miscellaneous supplies	400.00	496.00	500.00
Staff shirts (2 x \$25)	50.00	-	-
Contest materials	300.00	398.84	300.00
Car show dash plaques	570.00	687.88	700.00
<b>TOTAL</b>	<b>\$ 18,020.00</b>	<b>\$ 15,428.54</b>	<b>\$ 18,720.00</b>

Festival Revenue	Projected	Received	Projected
Sponsorship	12000.00	9800.00	12000.00
Retail vendor Booth spaces	3500.00	3000.00	3500.00
Food vendor booth spaces	2600.00	3400.00	3500.00
<b>TOTAL</b>	<b>\$ 18,100.00</b>	<b>\$ 16,200.00</b>	<b>\$ 19,000.00</b>

## **ATTACHMENT 4**

Map of 2025 Citrus Harvest Festival



PACIFIC ST. **Open**

**Closed**

**Closed**

**Closed**

Stage

Booth # A-30 (Even)

Booth # C-29 (Odd)

FIRE LANE

Power Engines

Booth # 101-201 (Odd)

CAR SHOW

MAIN STREET

Booth # 108-200 (Even)

MODEL A'S

Booth # 30-106 (Even)

Booth # 31-99 (Odd)

CLIFTON ST.

**Closed**

COLE AVE. **Open**

REEDY AVE.

**STOP**  
CHECK IN  
HERE

FISHER ST. **Open**

CHURCH AVE. **Open**



## **ATTACHMENT 5**

List of Prior Festival Honorees

# Citrus Harvest Festival Honorees

- 2004 Kay Beattie
- 2005 Kim Clinton Adams Wilson
- 2006 Jo Meade
- 2007 Rick Hartmann
- 2008 Don & Elizabeth Kiel
- 2009 Bill Calvert
- 2010 George & Pauline Murillo
- 2011 Bud & Margaret Wright
- 2012 Laurie Frymire, Dennis Johnson, & Ross Jones
- 2013 Arnott Family
- 2014 Kim Stater (**Chamber Sponsored Festival**)
- 2015 Charles Kiel (**Chamber Sponsored Festival**)
- 2016 Nancy Alexander
- 2017 Charles Roberts
- 2018 Jodi Scott & Margaret Hill
- 2019 Curtis Allen
- 2022 San Manuel Band of Mission Indians
- 2023 Sam Racadio & Highland Community News (Hector Hernandez)
- 2024 Pamela Bible
- 2025 Bauer Pottery – Janek Boniecki
- 2026 TBD

## **ATTACHMENT 6**

List of Prior Good Neighbor Award Recipients

## Good Neighbor Award Winners

2022

- Most improved landscaping – Pythian
- Most improved property – Highland Community Cross Church

2023

- Best Exterior Restoration – Highland Community Cross Church
- Best Exterior Restoration – 27180 Pacific Street
- Best Landscaping – Highland Baptist Temple
- Best Landscaping – 27417 Main Street

2024

- Best Landscaping – 6986 Church Ave.
- Best Exterior Restoration – Shorty's Garage – 6905 Palm Ave.

2025

- Best Landscaping - 27206 Nona
- Best Exterior Restoration - 6676 Cole Ave.

2026

- TBD

# Staff Report

to the Historic & Cultural Preservation Board



## Agenda Item No. 5.

---

**Date:** November 6, 2025  
**From:** Lawrence Mainez, Community Development Director  
**Reviewed By:** Kim Stater, Assistant Community Development Director  
**Prepared By:** Angela Tafolla, Senior Planner  
**Subject:** A status of Certificate of Appropriateness Applications for properties within the Highland Historic District.

**Recommendation:**

Staff recommends the Historic and Cultural Preservation Board receives and file Staff's report.

**Fiscal Impact:**

There is no fiscal impact related to this Project other than City Staff's time to research the individual projects/properties and to prepare the Report.

**Public Notice:**

The agenda for this item was posted at the three locations per Resolution No. 2011-047 and on the City's website.

**Background:**

Description of 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 were considered when reviewing Certificate of Appropriateness projects.

Project Review/Analysis:

Attachment 1 includes a table of approved Certificates of Appropriateness which have not yet been completed or are partially completed.

**Attachments:**

1. Certificate of Appropriateness Log

### Certificate of Appropriateness Applications Not Yet Completed

File Number	Address	Description of Project	Approved	Expires	Status
COA 23-005	6956 Palm Avenue	Bank Building re-roof and waterproofing	10/25/23		<i>Approved. Permit issued on 11/01/23. Temp power issued 1/2024. 2/25/25 2<sup>nd</sup> plan check submitted for structural observation report. 3/3/25 completed framing and roof support.</i>
COA 24-004	27268 Main St.	Garage reconstruction & Addition	8/15/24		<i>Received 6/03/2024 HCPB Approved on 8/15/2024. Building &amp; Safety 1<sup>st</sup> Plan check submitted on 10/11/24. Corrections picked up by applicant on 11/6/24. Applicant is working on corrections met with staff on 7/8/25. No Change to report.</i>
COA-25-001	6944 Palm Ave.	Olov Lindberg - Old Fire Station building Seismic retrofit	2/6/25	2/6/26	<i>Received 1/7/25 HCPB Approved on 2/6/25. No Building &amp; Safety activity to date. No Change to report.</i>
COA 25-004	27225 Nona Ave.	Rachel Moore – Solar installation on rear garage	5/01/25	6/1/26	<i>HCPB Approved on 5/1/25 No Building and Safety Activity to date. No Change to report.</i>
COA 25-011	6905 Palm Ave.	VooDoo Nation (Shorty's Garage) – Change of Use			<i>Received 8/14/25. HCPB continued from 10/2/25 to 11/6/25.</i>

COA 25-012	27171 Pacific St.	Detached storage room conversion to ADU.			<i>Received 10/1/25. Pending plan corrections. HCPB not yet scheduled.</i>
COA 25-013	6955 Palm Ave.	Request to remove Church bell tower.			<i>Received 10/1/25. HCPB scheduled for 11/6/25.</i>