



City of Highland

Patrick Sandford, Chair

Pamela Bible, Vice Chair

Gail Shelton, Member

Jeffrey Staggs, Member

Hugh Walker, Member

Historic and Cultural Preservation Board Special Meeting **Agenda**

November 20, 2025 at 4:00 PM

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

Staff

Lawrence A. Mainez, Community Development Director

Kim Stater, Assistant Community Development Director

Angela Tafolla, Senior Planner

Camille Duarte, Administrative Assistant III

Mission Statement

Highland is dedicated to the betterment of the individual, the family, the neighborhood and the community. The City Council and the staff of Highland are dedicated to providing the quality of public facilities and services that its citizens are willing to fund and will do so as efficiently as possible.

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

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

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

Call to Order

Pledge of Allegiance

Public Comment

To address the Historic and Cultural Preservation Board, please complete a speaker form located at the entrance and give it to the Administrative Assistant prior to the beginning of the meeting. Your name will be called when it is your turn to speak. Individual speakers are limited to 3 minutes each. For those wishing to make public comments by email, please submit your comments by 3:00 p.m. on November 20, 2025, to publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the agenda, please identify the agenda item number.

Business Items

1. 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.

Announcements

Adjourn

Certification

I, Camille Duarte, Administrative Assistant, or my designee, hereby certify that the foregoing agenda was posted on our website at www.cityofhighland.org and in the following designated areas: Highland Branch Library (7863 Central Avenue), Fire Station No. 1 (26974 Base Line), and City Hall (27215 Base Line) at least seventy-two (72) hours prior to the meeting per Government Code Section 54954.2.



Staff Report

to the Historic & Cultural Preservation Board/Appeals Board

Agenda
Item
No.1.

Date: November 20, 2025

From: Lawrence Mainez, Community Development Director

Prepared By: Camille Goritz, Administrative Assistant III

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

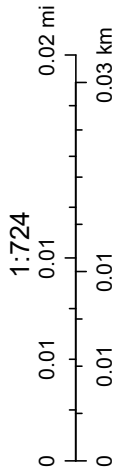
Plot Plan

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



9/12/2025

- Assessor Page Index
- Parcels
- City Limits
- Townships



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

APN 120-035-131

Owner: Highland Community Cross Church of the Nazarene

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 19th and early 20th 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.

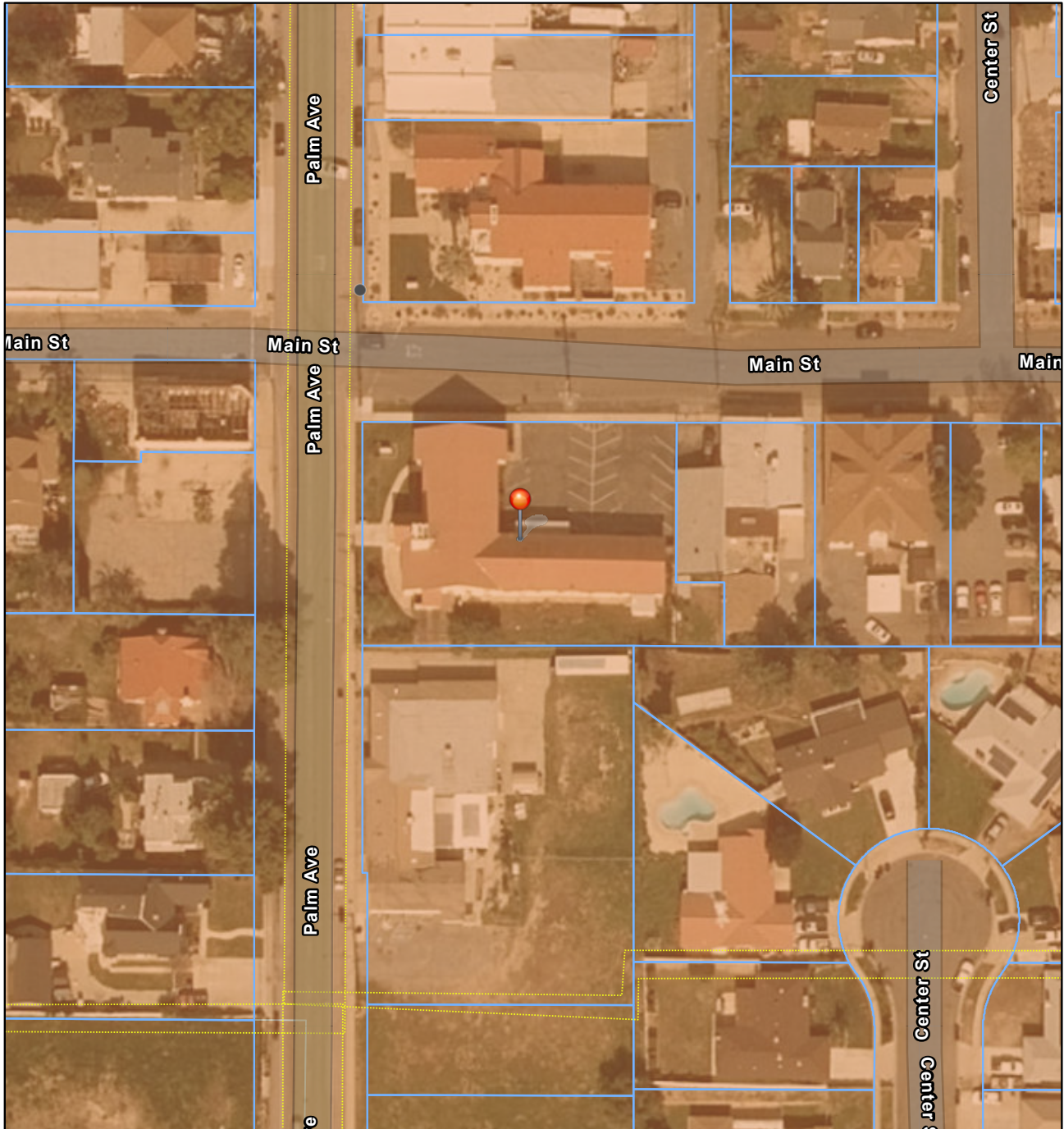
Sincerely,
Joseph Eden, P.E., MS, CM
CA LIC. NO. - C39955

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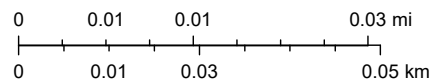
SUBJECT PROPERTY MAP San Bernardino County Parcel Viewer



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



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 Without Bell Tower

Church with Bell Tower

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



Church Without Bell Tower



Church with Bell Tower

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



Church without Bell Tower

Church with 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.