



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

December 4, 2025 at 5:00 PM

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

Staff

Lawrence A. Mainez, Community Development Director

Kim Stater, Assistant Community Development Director

Angela Tafolla, Senior Planner

Camille Duarte, Administrative Assistant III

Mission Statement

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

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

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

Levine Act: Pursuant to Government Code Section 84308, any party to a City proceeding must disclose on the record any campaign contributions made to a member of the City Council (or commission) in excess of \$500 in the past 12 months. This disclosure requirement includes contributions by the party's agent and aggregated contributions from persons or entities related to the party. Please make the disclosure as soon as possible, but no later than the beginning of the proceeding.

Call to Order

Pledge of Allegiance

Public Comment

To address the Historic and Cultural Preservation Board, please complete a speaker form located at the entrance and give it to the Administrative Assistant prior to the beginning of the meeting. Your name will be called when it is your turn to speak. Individual speakers are limited to 3 minutes each. For those wishing to make public comments by email, please submit your comments by 5:00 p.m. on December 4, 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 Economic Hardship by Community Cross Church requesting the reconsideration of Certificate of Appropriateness (COA 25-031) permitting the demolition of an existing church bell tower at a non-contributing religious institution located at 6955 Palm Avenue. Assessor's Parcel Number 1200-351-31.

Approve a Certificate of Economic Hardship to Community Cross Church permitting removal of a church bell tower. The Board hereby finds that the demolition/removal of the tower cannot be rehabilitated in a manner which would allow a reasonable use of or return from the property to the property owners (HMC 16.32.090.E)

2. Preparation for the 28th Annual Citrus Harvest Festival

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

3. Certificate of Appropriateness No. 25-012 to allow the conversion of an approximately 892 square foot non-contributing garage to a detached Accessory Dwelling Unit (ADU) on a site with a contributing Historic District residence.

1. Approve COA 25-012, for the conversion of an approximately 892 square foot non-contributing garage to a detached Accessory Dwelling Unit (ADU), subject to Conditions of Approval, and;

2. Adopt the Findings of Fact.

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.