



City of Highland

Gail Shelton, Chair

Patrick Sandford, Vice Chair

Pam Bible, Member

Jeffrey Staggs, Member

Hughes Walker, Member

Historic and Cultural Preservation Special Meeting Agenda

June 4, 2026 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.highlandca.gov.

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 July 4, 2026, to publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the agenda, please identify the agenda item number.

Historic Board Consent Calendar

1. Historic and Cultural Preservation Board Special Meeting Minutes - March 3, 2026

Approve minutes as submitted

Business Items

2. Certified Local Government Program 2024–2025 Annual Report

The Historic and Cultural Preservation Board receive and file this report.

3. A status of Certificate of Appropriateness Applications for properties within the Highland Historic District.

The Historic and Cultural Preservation Board receive and file this report.

4. Post-event discussion of the 2026 annual Citrus Harvest Festival, including Vendors, Car Show, Walking Tour, Entertainment, and Marketing.

Staff recommends the Historic and Cultural Preservation Board discuss the event and provide direction as necessary.

Announcements

Adjourn

Certification

I, Camille Duarte, Administrative Assistant, or my designee, hereby certify that the foregoing agenda

was posted on our website at www.highlandca.gov 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: June 4, 2026
From: Lawrence Mainez, Community Development Director
Prepared By: Camille Duarte, Administrative Assistant III
Subject: Historic and Cultural Preservation Board Special Meeting Minutes - March 3, 2026

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 03-05-2026

MINUTES
HISTORIC AND CULTURAL PRESERVATION BOARD SPECIAL MEETING
March 5, 2026

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 Shelton at the Donahue Council Chambers, 27215 Base Line, Highland, California.

Present: Chair Gail Shelton
 Vice Chair Patrick Sandford
 Member Pamela Bible
 Member Jeff Staggs

Absent: Member Hugh Walker

Staff Present: Kim Stater, Assistant Community Development Director
 Angela Tafolla, Senior Planner
 Camille Duarte, Administrative Assistant III

All members led the Pledge of Allegiance.

COMMUNITY INPUT

None.

2. Minutes from August 7, 2025 Special Meeting.

A MOTION was made by Member Staggs, seconded by Vice Chair Sandford to approve as amended. Motion carried, 3-1-0, with Member Bible abstaining and Walker being absent.

BUSINESS ITEM

3. Preparation for the 28th Annual Citrus Harvest Festival

Senior Planner Tafolla presented the staff report.

Senior Planner Tafolla gave an overview for this 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, car show, walking tour, vendors, 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 April 2, 2026.

ADJOURN

There being no further business Chair Shelton declared the meeting adjourned at 5:22 p.m.

Submitted by:

Approved by:

Camille Duarte, Administrative Assistant III

Gail Shelton, Chair



Staff Report

to the Historic & Cultural Preservation Board

Agenda
Item
No.
2.

Date: June 4, 2026
From: Lawrence Mainez, Community Development Director
Reviewed By: Kim Stater, Assistant Community Development Director
Prepared By: Angela Tafolla, Senior Planner
Subject: Certified Local Government Program 2024–2025 Annual Report

Recommendation:

The Historic and Cultural Preservation Board receive and file this report.

Fiscal Impact:

None

Agenda Posting:

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

Project Detail:

Public Notice:

As required by City Council Resolution, notice of the public meeting was posted at three (3) designated posting locations within the City. No further notice is required.

Project Review/Analysis:

The Certified Local Government (CLG) Program is offered by the National Park Service (NPS) and the State Historic Preservation Offices (SHPOs) and allows local governments to work together to preserve the historic character of their communities. Through the certification process, local governments make a commitment to preserve, protect, and increase awareness of historic resources. Once certified, CLGs gain access to benefits of the program and agree to follow the required Federal and State requirements.

The City of Highland became a Certified Local Government on April 17, 1995. In order to maintain this certification, Staff must prepare an annual report outlining preservation efforts through implementation of the City's Historic Preservation Plan and adherence to State and Local legislation.

Attachments:

1. CLG Annual Report 2024-2025

Certified Local Government Program: 2024-2025 Annual Report

(Reporting period is from October 1, 2024 through September 30, 2025)

INSTRUCTIONS: This is a fillable PDF with expandable text fields and checkboxes. This form can be saved and reopened. The font, size, and color are set by the text field.

- Start typing where indicated to provide the requested information.
- Click on the check box to mark either yes or no.
- To enter more than one item in a particular text box, just insert an extra line (Enter) between the items.

Save the completed form and email it as an attachment to info.calshpo@parks.ca.gov. You can then attach the required documents to that email. If the attachments are too large (totaling more than 20 MB), you will need to send them in a separate email.

Report Prepared by: ANGELA TAFOLLA

Date of commission/board review: June 4, 2026

MINIMUM REQUIREMENTS FOR CERTIFICATION

I. Enforce Appropriate State or Local Legislation for the Designation and Protection of Historic Properties.

A. Preservation Laws

1. Are you considering amending or revising your certified ordinance this year? NO

REMINDER: Pursuant to the *CLG Agreement*, the Office of Historic Preservation (OHP) must have the opportunity to review and comment on ordinance changes prior to adoption. Please communicate directly with the OHP Local Government Unit staff to coordinate the review. Changes that do not meet the CLG requirements could affect certification status.

2. Provide an electronic link to your ordinance or appropriate section(s) of the municipal/zoning code. _____

ecode360.com/48780336

Certified Local Government Program: 2024-2025 Annual Report

(Reporting period is from October 1, 2024 through September 30, 2025)

B. New Local Landmark Designations (Comprehensive list of properties/districts designated during the reporting.

1. During the reporting period, October 1, 2024 – September 30, 2025, what properties/districts have been locally designated?

Property Name/Address	Date Designated	If a district, number of contributors	Date Recorded by County Recorder
NONE	N/A	N/A	N/A

Reminder: Pursuant to California Government Code § 27288.2, “the county recorder shall record a certified resolution establishing an historical resources designation issued by the State Historical Resources Commission or a local agency, or unit thereof.”

2. What properties/districts have been de-designated this past year? For districts, include the total number of resource contributors.

Property Name/Address	Date Removed	Reason
NONE	N/A	N/A

C. Historic Preservation Element/Plan

1. Do you address historic preservation in your general plan?

Yes, in a separate historic preservation element.
 No
 Yes, it is included in another element.

Provide an electronic link to the historic preservation section(s) of the General Plan or to the separate historic preservation element. highlandca.gov/DocumentCenter/View/157/Community-Design-Element-PDF

Certified Local Government Program: 2024-2025 Annual Report

(Reporting period is from October 1, 2024 through September 30, 2025)

D. Review Responsibilities

1. Who takes responsibility for design review or Certificates of Appropriateness?

All projects subject to design review go the commission.

Some projects are reviewed at the staff level without commission review.

What is the threshold between staff-only review and full-commission review?

Staff reviews applications for fencing, roofing, and exterior paint colors (including doors) for which there are written guidelines adopted by the Historic and Cultural Preservation Board (HCPB). If the project does not meet the guidelines, or is more extensive than fencing, roofing, or exterior paint, the HCPB is the reviewing authority. If a project is reviewed by Staff and an applicant appeals the review, the project is forwarded to the HCPB for a determination.

2. California Environmental Quality Act (CEQA)

- Explain the historic preservation staff and commission role in *providing input* to CEQA documents prepared for or by the local government.

Staff is responsible for the composition, review, and filing of CEQA documents. If a project exceeds the expertise of Staff, it is outsourced to an environmental consultant.

- Explain the staff and commission role in *reviewing* CEQA documents for projects that are proposed within the jurisdiction of the local government.

When a CEQA document is prepared by an applicant, Staff and the Historic and Cultural Preservation Board will review the document at a public meeting and have an opportunity to comment as provided by CEQA Guidelines.

3. Section 106 of the National Historic Preservation Act

- Explain the staff and commission role in *providing input* to Section 106 documents prepared for, or by, the local government.

Staff is responsible for preparing and/or providing input for Section 106 documents. If the project exceeds the expertise of Staff, it is outsourced to a qualified consultant.

- Explain the staff and commission role in *reviewing* Section 106 documents for projects that are proposed within the jurisdiction of the local government:

Staff and the Historic and Cultural Preservation Board will review the document at a public meeting and have an opportunity to comment as provided by law.

Certified Local Government Program: 2024-2025 Annual Report

(Reporting period is from October 1, 2024 through September 30, 2025)

II. Establish an Adequate and Qualified Historic Preservation Review Commission by State or Local Legislation.

A. Commission Membership

Name	Professional Discipline	Date Appointed	Date Term Ends	Email Address
PATRICK SANFORD	GENERAL INTEREST	2/2021	11/2028	JPSKNKIDS@AOL.COM
PAMELA BIBLE	GENERAL INTEREST	12/2018	11/2026	PJBIBILE48@GMAIL.COM
GAIL SHELTON	GENERAL INTEREST	5/2021	11/2026	GAIL.SHELTON@COLDWELLBANKER.COM
HUGH WALKER	GENERAL INTEREST	1/2024	11/2028	ZAPPER1@ROADRUNNER.COM
JEFFREY STAGGS	GENERAL INTEREST	8/2024	11/2028	jeffstags@sbcglobal.net

Attach resumes and Statement of Professional Qualifications forms for all members.

1. If you do not have two qualified professionals on your commission, explain why the professional qualifications have not been met and how professional expertise is otherwise being provided.

There are not two historic professionals on the Historic and Cultural Preservation Board because the City has not received an application by such a professional. Professional expertise is provided by consultants and staff.

2. If all positions are not currently filled, why is there a vacancy, and when will the position be filled?

N/A

Certified Local Government Program: 2024-2025 Annual Report

(Reporting period is from October 1, 2024 through September 30, 2025)

B. Staff to the Commission/CLG staff

1. Is the staff to your commission the same as your CLG coordinator? Yes No
2. If not, please provide the Commission staff member's contact information. N/A
3. If the position(s) is not currently filled, why is there a vacancy? N/A

Attach resumes and Statement of Professional Qualifications forms for staff.

Name/Title	Discipline	Dept. Affiliation	Email Address
LAWRENCE A. MAINEZ	ECONOMIC DEVELOPMENT,	COMMUNITY DEV.	LMAINEZ@HIGHLANDCA.ORG

C. Attendance Record

Commissions are required to meet a minimum of four times a year. If you haven't met at least four times, explain why.

N/A

D. Training Received

It is a CLG requirement that all commissioners and staff to the commission attend at least one training program. It is up to the CLG to determine the relevancy of the training. Please indicate the specific training each commissioner received last year.

Commissioner/Staff Name	Training Title & Description (including method presentation, e.g., webinar, workshop)	Duration of Training	Training Provider	Date
Kim Stater	A Homeowners Guide to Historic Preservation webinar	6 hours total	CPF	4/17, 4/22 & 5/1
Angela Tafolla	A Homeowners Guide to Historic Preservation webinar	6 hours total	CPF	4/17, 4/22 & 5/1
Patrick Sandford	A Homeowners Guide to Historic Preservation webinar	2 hours total	CPF	4/17, 4/22 & 5/1
Gail Shelton	A Homeowners Guide to Historic Preservation webinar	2 hours total	CPF	4/17, 4/22 & 5/1
Pamela Bible	A Homeowners Guide to Historic Preservation webinar	2 hours total	CPF	4/17, 4/22 & 5/1

Certified Local Government Program: 2024-2025 Annual Report

(Reporting period is from October 1, 2024 through September 30, 2025)

Hugh Walker	A Homeowners Guide to Historic Preservation webinar	2 hours	CPF	4/17, 4/22 & 5/1
Jeffery Staggs	A Homeowners Guide to Historic Preservation webinar	2 hours	CPF	4/17, 4/22 & 5/1

III. Maintain a System for the Survey and Inventory of Properties that Furthers the Purposes of the National Historic Preservation Act

A. Historical Contexts: initiated, researched, or developed in the reporting year (excluding those funded by the OHP)

Reminder: California CLG procedures require CLGs to submit survey results, including historic contexts, to the OHP. If you have not done so, submit an electronic copy or link if available online with this report.

Context Name	Description	How it is Being Used	Date Submitted to the OHP
n/a	n/a	n/a	n/a

B. New Surveys or Survey Updates (excluding those funded by the OHP)

Note: The evaluation of a single property is not a survey. Also, material changes to a property that is included in a survey, is not a change to the survey and should not be reported here.

Survey Area	Context Based-yes/no	Level: Reconnaissance or Intensive	Acreage	# of Properties Surveyed	Date Completed	Date Submitted to the OHP
n/a	n/a	n/a	n/a	n/a	n/a	n/a

Explain how you are using the survey data: n/a

Certified Local Government Program: 2024-2025 Annual Report

(Reporting period is from October 1, 2024 through September 30, 2025)

IV. Provide for Adequate Public Participation in the Local Historic Preservation Program

A. Public Education

Has your CLG undertaken any public outreach, training, or publications programs this year? How were the commissioners and staff involved? Please provide an electronic link to all publications or other products not previously provided to the OHP.

Item or Event	Description	Date
Highland Citrus Harvest Festival	One-day street festival commemorating the Historic District's Period of Significance (1890-1938). Activities include a historic home tour, historic exhibitors and crafter, antique car show, children;s contest (i.e. citrus label design, poetry and coloring contests). Approx. 7,000 area resident attend.	03/28/2025

ADDITIONAL INFORMATION FOR NATIONAL PARK SERVICE ANNUAL PRODUCTS REPORTS FOR CLGS

During the reporting period (October 1, 2024 – September 30, 2025) how many historic properties did your local government **add** to the CLG inventory? This is the total number of historic properties and contributors to districts (or your best estimate of the number) added to your inventory **from all programs**, local, state, and Federal, during the reporting year. This includes the National Register, California Register, California Historical Landmarks, locally funded surveys, CLG surveys, and local designations.

Program area	Number of Properties added
Highland Historic District	None

A. Local Register (i.e., Local Landmarks and Historic Districts) Program

- During the reporting period (October 1, 2024 – September 30, 2025) did you have a local register program to create local landmarks and/or local districts (or a similar list of designations) created by local law? Yes No
- If yes, how many properties have been added to your register or designated during the reporting period?

None

Certified Local Government Program: 2024-2025 Annual Report

(Reporting period is from October 1, 2024 through September 30, 2025)

C. Local Property Tax Incentive Program

1. During the reporting period (October 1, 2024 – September 30, 2025) did you have a Mills Act program? Yes No
2. If yes, how many properties entered into a contract during the reporting period?

Name of Program	Number of Properties Added During 2024-2025	Total Number of Properties Benefiting From Program
Mills Act Program	0	0

D. Local “bricks and mortar” grants/loan program

1. During the reporting period (October 1, 2024 – September 30, 2025) did you have a local government historic preservation grant and/or loan program for rehabilitating/restoring historic properties? Yes No
2. If yes, how many properties have been assisted under the program(s) during the reporting period?

Name of Program	Number of Properties that have Benefited
Commercial Facade Improvement Grant Program - Matching grants to be used for paint, window, and door improvements.	0

E. Design Review/Local Regulatory Program

1. During the reporting period (October 1, 2024 – September 30, 2025) did your local government have a historic preservation regulatory law(s) (e.g., an ordinance) authorizing Commission and/or staff review of local government projects or impacts on historic properties? Yes No
2. If yes, how many historic properties did your local government review for compliance with your local government’s historic preservation regulatory law(s) during the reporting period?

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F. Local Property Acquisition Program

1. During the reporting period (October 1, 2024 – September 30, 2025) did you have a local program to acquire (or help to acquire) historic properties in whole or in part through purchase, donation, or other means? Yes No

Certified Local Government Program: 2024-2025 Annual Report

(Reporting period is from October 1, 2024 through September 30, 2025)

2. If the answer is yes, then how many properties have been assisted under the program(s) during the reporting period?

Name of Program	Number of Properties that have Benefited
N/A	N/A

IN ADDITION TO THE MINIMUM CLG REQUIREMENT THE OHP IS INTERESTED IN YOUR TRAINING NEEDS

If the OHP was able to sponsor free CAMP trainings from the National Alliance of Preservation Commissions (NAPC), would you be interested in attending?

Yes

The OHP has also hosted training workshops and webinars of our own, and we plan to begin doing so again in the future. What topics you would like to see covered in these trainings?

Application of the Secretary of the Interior's Standards

XII Attachments (electronic)

- Resumes and Statement of Qualifications forms for **all** commission members/alternatives and staff
- Minutes from commission meetings
- Drafts of proposed changes to the ordinance
- Drafts of proposed changes to the General Plan
- Public outreach publications

Email to: info.calshpo@parks.ca.gov



RECEIVED

OCT 24 2024

CITY OF HIGHLAND
CITY CLERK

For Office Use Only:

Expires: Oct. 2025

PUBLIC SERVICE APPLICATION

Appointees must be residents within the corporate city limits of the City of Highland. Appointees who will serve without compensation, submit a Statement of Economic Interests Form, and complete an ethics training course pursuant to AB 1234.

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

- Community Trails Committee (see attached roles and responsibilities)
- Historic and Cultural Preservation Board (see attached roles and responsibilities)
- Planning Commission (see attached roles and responsibilities)

PERSONAL INFORMATION:

Name: Hugh A. Walker

Address: 7750 Silver Buckle Road

How long have you resided in Highland? 34

Home phone: _____ Cell phone: 602-885-8323

Work phone: _____

Email address: zapper1@roadrunner.com

Occupation/Employer: Hugh A. Walker, Enterprises, Inc.(An Arizona Corp.)

Employer address: 7231 Boulder Ave. PMB 700

Position held: President (Retired)

Available for meetings: Daytime Evenings Both

INTEREST IN THE POSITION:

What are your principal areas of interest in your City Government?

Want to be of service to the community where

Education, training or special knowledge which might be relevant to this appointment:

Planning Dept & the County of San Bernardino, Solid Waste Division
as an intern, before taking a position with the California Waste Mngt
Board as a special consultant. BS degree, California Polytechnic University

Employment, membership in service or community organizations or volunteer work
might be relevant to this appointment:

Over 30 years of experience as vice president/project principal for several
consulting engineering firms as the primary point of contact between
the customer and local, county, state and federal regulatory agencies.

Served on the legislative task force for the Solid Waste Association of North America. Member
of changing California legislation affecting solid waste management activities and reporting

Have you been, or are you now, a member of a governmental board or committee? Yes No

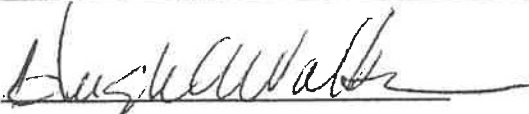
If so, please list the name and dates served:

City of Highland, Historic and Cultural Preservation Board

Feb ,2024 to present date

REMARKS:

Please indicate any further information you wish to add regarding appointment (use other side of paper if needed).

SIGNATURE: 

DATE: October 23,2024

Check box to confirm you have read the attached roles and responsibilities related to the committee, board or commission you are applying for.

When you have completed this application, please submit to:

CITY CLERK
CITY OF HIGHLAND
27215 BASE LINE
HIGHLAND CA 92346
(909) 864-6861, EXT. 226

This application will be kept on file for a period of one year from the date signed.



RECEIVED

NOV 04 2024

CITY OF HIGHLAND
CITY CLERK

For Office Use Only:

Expires: Nov. 2025

PUBLIC SERVICE APPLICATION

Appointees must be residents within the corporate city limits of the City of Highland, serve without compensation, submit a Statement of Economic Interests Form 700 and complete an ethics training course pursuant to AB 1234.

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

- Community Trails Committee (see attached roles and responsibilities)
- Historic and Cultural Preservation Board (see attached roles and responsibilities)
- Planning Commission (see attached roles and responsibilities)

PERSONAL INFORMATION:

Name: PATRICK SANDFORD

Address: 29225 LAKE VIEW LN HIGHLAND 92346

How long have you resided in Highland? 21 YEARS

Home phone: _____ Cell phone: (909) 754-9499

Work phone: _____

Email address: JPSNKIDS @ AOL . COM

Occupation/Employer: RETIRED

Employer address: _____

Position held: INVESTIGATIONS

Available for meetings: Daytime Evenings Both

INTEREST IN THE POSITION:

What are your principal areas of interest in your City Government?

PRESERVATION OF HIGHLAND'S
HISTORY AND EDUCATION OF
THE CITY'S (AREAS) HISTORY
THROUGH VARIOUS EVENTS

Education, training or special knowledge which might be relevant to this appointment:

14 YEARS ON THE CITY OF HIGHLAND
HISTORIC AND CULTURAL PRESERVATION BOARD
7 YEARS AS PRESIDENT OF THE HIGHLAND
AREA HISTORICAL SOCIETY

Employment, membership in service or community organizations or volunteer work which might be relevant to this appointment:

MULTIPLE STATE HISTORIC TRAININGS

Have you been, or are you now, a member of a governmental board, commission or committee? Yes No

If so, please list the name and dates served:

CITY OF HIGHLAND HISTORIC AND CULTURAL
PRESERVATION BOARD FROM 9/2010 TO PRESENT

REMARKS:

Please indicate any further information you wish to add regarding your desired appointment (use other side of paper if needed).

I PARTICIPATE IN THE HIT CLEAN UP
EVERY MARCH IN PREPARATION OF THE
CITRUS HARVEST FESTIVAL. I CREATED ENTRIES
AND PARTICIPATED IN THE HIGHLAND JULY
4 PARADE.

SIGNATURE: *Patrick S. [Signature]*
DATE: 10/30/24

Check box to confirm you have read the attached roles and responsibilities related to the committee, board or commission you are applying for.

When you have completed this application, please submit to:

CITY CLERK
CITY OF HIGHLAND
27215 BASE LINE
HIGHLAND CA 92346
(909) 864-6861, EXT. 226

This application will be kept on file for a period of one year from the date signed.



RECEIVED

OCT 13 2022

CITY OF HIGHLAND
CITY CLERK

For Office Use Only:

Expires: 10/2023

PUBLIC SERVICE APPLICATION

Appointees must be residents within the corporate city limits of the City of Highland, serve without compensation, submit a Statement of Economic Interests Form 700 and complete an ethics training course pursuant to AB 1234.

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

- Community Trails Committee (see attached roles and responsibilities)
- Historic and Cultural Preservation Board (see attached roles and responsibilities)
- Planning Commission (see attached roles and responsibilities)

PERSONAL INFORMATION:

Name: Gail M Shelton

Address: 29255 Silverfern Place, Highland, CA 92346

How long have you resided in Highland? 7 years

Home phone: n/a Cell phone: 860.394.9366

Work phone: 909.862.5411

Email address: gail.shelton@coldwellbanker.com

Occupation/Employer: Realtor

Employer address: Coldwell Banker - 27880 E Baseline Street - Ste. A, Highland, CA 92346

Position held: Realtor

Available for meetings: Daytime Evenings Both

INTEREST IN THE POSITION:

What are your principal areas of interest in your City Government?

Planning and design that preserves the past and balances the quality of life in Highland with expansion of new businesses and services for residents.

Education, training or special knowledge which might be relevant to this appointment:

Background as Strategic Planning Consultant and working with Leadership Greater Hartford on Mayor's initiative on consensus building. Especially enjoyed the chance to incorporate historic buildings into meetings I scheduled. Past service on 5 non-profit Boards and current position as President of the Highland Area Chamber of Commerce.

Employment, membership in service or community organizations or volunteer work which might be relevant to this appointment:

As a Realtor serving the Inland Empire, I have the opportunity to promote our City of Highland and the historic district. Volunteer work as President of the Highland Area Chamber of Commerce, Race Director for the Discover Highland Run in 2021 & 2022, member of the EVWD Advisory Commission, city clean-up initiative, and as sponsor of various community events.

Have you been, or are you now, a member of a governmental board, commission or committee? Yes No

If so, please list the name and dates served:

Yes - City of Highland Historic & Cultural Preservation Board member & service on East Valley Water District Advisory Commission.

REMARKS:

Please indicate any further information you wish to add regarding your desired appointment (use other side of paper if needed).

~~I thank the City Council for appointing me to serve on the Historic & Cultural Preservation for the 2022 calendar year, and it would be my honor to continue to serve. I am especially looking forward to working on the Citrus Harvest Festival in this Anniversary year and to being a partner with the City on marketing initiatives to preserve our historic buildings and to further develop interest in the historic district within our community.~~

SIGNATURE: 

DATE: 10-13-22

Check box to confirm you have read the attached roles and responsibilities related to the committee, board or commission you are applying for.

When you have completed this application, please submit to:

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CITY OF HIGHLAND
27215 BASE LINE
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RECEIVED

OCT -3 2022

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CITY CLERK

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PUBLIC SERVICE APPLICATION

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BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

- Community Trails Committee (see attached roles and responsibilities)
- Historic and Cultural Preservation Board (see attached roles and responsibilities)
- Planning Commission (see attached roles and responsibilities)

PERSONAL INFORMATION:

Name: Pamela Beachtel Bible

Address: 27263 Main Street, Highland, CA 92346

How long have you resided in Highland? 1968

Home phone: (909) 425-9349 Cell phone: (909) 633-3777

Work phone: (909) 864-4040

Email address: pjbible48@gmail.com

Occupation/Employer: self employed - Calif. Eviction Serv.

Employer address: 27141 E. Base Line #9, Highland, CA 92346

Position held: owner

Available for meetings: Daytime Evenings Both

INTEREST IN THE POSITION:

What are your principal areas of interest in your City Government?

I would like to see more improvements within the Historic District. Although some properties have new owners and are being restored correctly, there are others that are now in worse condition. Overall the District improved greatly when the City was able to offer grants to pay for needed repairs. Hopefully grants might be available again in the future. One of the biggest detriments are new owners that purchase without knowledge that the property is within a Historic District.

Education, training or special knowledge which might be relevant to this appointment:

I have served on the Historic Board since 1997 and have attended the yearly training seminars. In addition to my home, I own two other Victorian houses within the District. I have personal knowledge about their restoration and unique problems.

Employment, membership in service or community organizations or volunteer work which might be relevant to this appointment:

Current Secretary for the Highland Area Historical Society.

Have you been, or are you now, a member of a governmental board, commission or committee? Yes No

If so, please list the name and dates served:

Historical and Cultural Preservation Board
from 1997 through now.

REMARKS:

Please indicate any further information you wish to add regarding your desired appointment (use other side of paper if needed).

SIGNATURE: 

DATE: October 3, 2022

Check box to confirm you have read the attached roles and responsibilities related to the committee, board or commission you are applying for.

When you have completed this application, please submit to:

CITY CLERK
CITY OF HIGHLAND
27215 BASE LINE
HIGHLAND CA 92346
(909) 864-6861, EXT. 226

This application will be kept on file for a period of one year from the date signed.

EXAMPLE PROPERTY TAX CALCULATION

Current assessed valuation = \$ 250,000
 Current taxes = \$ 3,125
 (\$ 250,000 x 0.0125)

Recalculation Using Mills Act Assessment Method:

Gross income = \$ 14,400
 (\$ 1,200 X 12 mo.)
 Less expenses = \$ 2,000
 (insurance, repairs, utilities)
 Net income = \$ 12,400
 Capitalization rate = 13.66%
 Interest component at 6.75%
 Historic property risk component at 4%
 Amortization component at 1.67%
 Property tax component at 1.24%
 Total 13.66%

New valuation = \$90,776
 (\$12,400)
 (0.1366)

New taxes = \$ 1,135
 (\$ 90,776 x 0.0125)

**TOTAL SAVINGS OF \$ 1,990
 IN ANNUAL PROPERTY TAXES**

CONTACT: ANGELA TAFOLLA
 PHONE: 909-864-6861 EXT. 258
 EMAIL: ATAFOLLA@CITYOFHIGHLAND.ORG

TERMS DEFINED

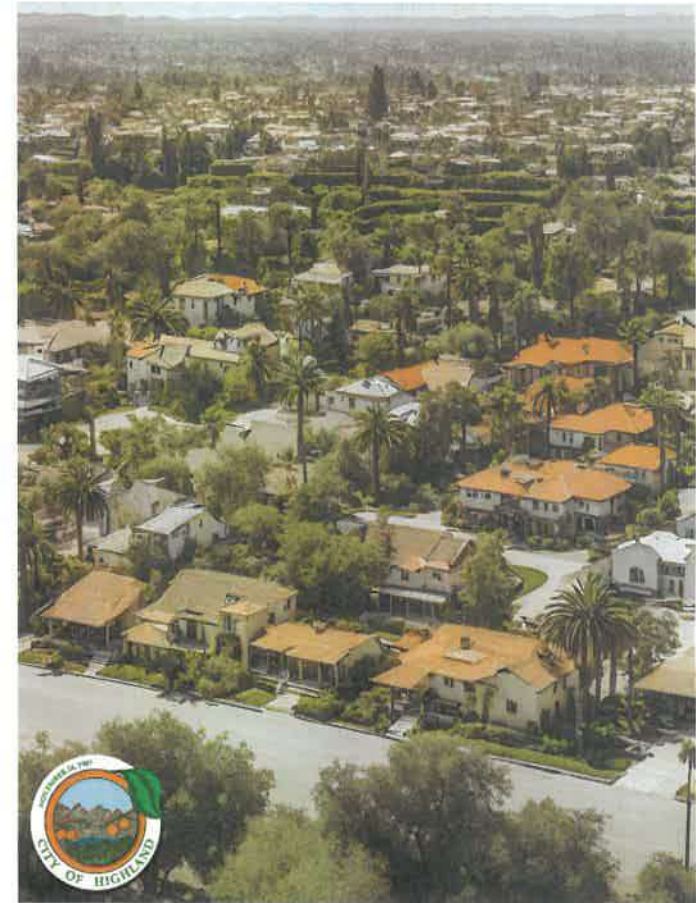
- Interest component is determined by the State Board of Equalization by September of the year preceding the assessment year and is based on the effective rate on conventional mortgages as determined by the Federal Home Loan Bank Board.
- Historic property risk component is 4% in the case of owner-occupied single-family dwellings and condos. In all other cases, the historic property risk component is 2%.
- Amortization component is a percentage equal to the reciprocal of the remaining life of the improvements. Although this calculation varies by individual structure, as an estimate, typical remaining life of a frame building would be 20 years (or 0.05); for a masonry building, the remaining life might be up to 50 years (or 0.02).
- Property tax component is defined as the percentage of the estimated total tax rate applicable to the property for the assessment year multiplied by the assessment ratio.

REQUIRED APPLICATION MATERIALS

- Mills Act Contract Application.
- Copy of legal description.

THE FOLLOWING MUST BE PREPARED BY THE
 CITY OF HIGHLAND:

- An architectural report identifying the status of all character-defining features of the building(s) and site (photographs required).
- A restoration/rehabilitation plan for the designated property. If the building(s) is already restored in good condition, a maintenance list must be submitted to support the need for tax relief.
- The City of Highland Historic and Cultural Preservation Board suggests that 10% of the property maintenance budget must be allotted toward exterior remodeling and upkeep. However, this is not mandatory.



THE MILLS ACT

**A TAX INCENTIVE FOR
 PRESERVING AND RESTORING
 HISTORIC PROPERTIES**

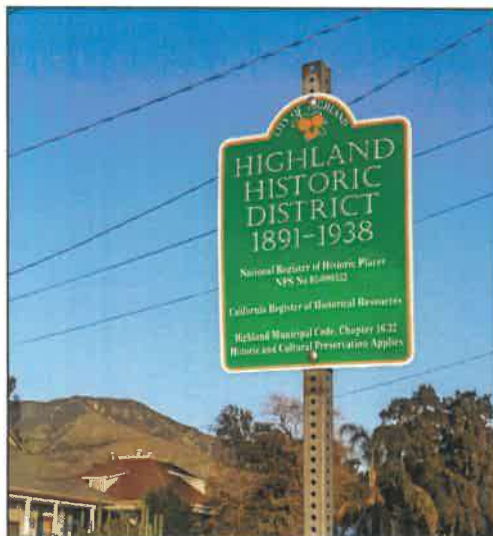
**PREPARED BY:
 CITY OF HIGHLAND
 HISTORIC AND CULTURAL
 PRESERVATION BOARD**

WHAT IS THE MILLS ACT?

The Mills Act is a state law which allows a city to sign contracts with the owners of buildings and structures within a city's historic district. Such contracts offer a reduction in property taxes in exchange for the continued preservation of the property. Modified property taxes are recalculated using a formula in the Mills Act and Revenue and Taxation Code.

The Highland City Council has approved the use of Mills Act contracts with property owners within the Historic District. Based on this action, the Highland Historic and Cultural Preservation Board is promoting awareness and use of the Mills Act as an incentive for the preservation of local historic buildings.

In Highland, the Mills Act requires that historic property owners **spend the property tax money that is saved through the Mills Act on preserving and/or restoring their property.**



HOW IT WORKS

The Mills Act enables the Highland City Council to enter into 10-year contracts with owners of historically "contributing" properties. Under these Mills Act contracts, owners agree to maintain and utilize the savings to rehabilitate their historic structures.

Mills Act contracts have a minimum term of 10 years and are automatically renewed annually for each additional year. Thus, unless the City of Highland or the owner files a notice of non-renewal, a Mills Act contract always has a term of 10 years.

Either the property owner or the City of Highland may elect not to renew for any reason. The effect of non-renewal is to terminate the contract at the end of the existing 10-year term. During the remainder of the contract term, the property taxes increase gradually back to the normal rates.

If a Mills Act contract is terminated for any reason, the property owner's taxes will increase to the level they would have been had the Mills Act contract not been signed into effect.

WHO IS ELIGIBLE?

To qualify for the Mills Act, a building must first be designated by the City of Highland as a "contributing" property in the Highland Historic District

CALCULATING PROPERTY TAX

Mills Act contracts are unique among preservation incentives in that tax benefits are available not only for income properties (rentals) but also for owner occupied properties.

In simple terms, the income minus certain expenses is divided by a capitalization rate to determine the assessed value of the property. When a property is owner-occupied, the determination of "income" is based on what a property could reasonably be expected to yield.

The income projected for an owner-occupied property is based on comparable rent amounts for similar properties in the area.

In the case of an income producing property, the income amount is based on rent actually received and on typical rents received for similar properties of similar uses.

The capitalization rate for both owner-occupied and income property is determined by adding together an interest component, a historic property risk component, an amortization component, and a property tax component.



MINUTES
HISTORIC AND CULTURAL PRESERVATION BOARD SPECIAL MEETING
October 3, 2024

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 Shelton at the Donahue Council Chambers, 27215 Base Line, Highland, California.

Present: Chair Gail Shelton
 Vice Chair Patrick Sandford
 Member Jeff Staggs
 Member Hugh Walker

Absent: Member Pamela Bible

Staff Present: Kim Stater, Assistant Community Development Director
 Angela Tafolla, Associate Planner
 Camille Duarte, Administrative Assistant III

Vice Chair Sandford led the Pledge of Allegiance.

COMMUNITY INPUT

None.

BUSINESS ITEM

1. Certificate of Appropriateness No. 24-006 to allow the demolition of two (2) unpermitted patios and to permit a 196 square foot enclosed patio addition, which was constructed without permits to a contributing house in the Historic District. (Location: 6932 Cole Ave.) (Representative: Michael Hanna)

Associate Planner presented the staff report.

Chair Shelton stated I am pleased they are upgrading the house. They seem to be compliant to the historic district requirements and needs.

A MOTION was made by Vice Chair Sandford, seconded by Member Walker to:

1. Approve COA-24-006, for demolition of two (2) unpermitted patios and legalize an unpermitted approximate 196 square foot rear living space addition, subject to Conditions of Approval, and;
2. Adopt the Finding of Fact. Motion carried, 4-0, with Member Bible being absent. Motion carried, 4-0, with Member Bible being absent.

ANNOUNCEMENTS

None.

ADJOURN

There being no further business Chair Shelton declared the meeting adjourned at 5:10 p.m.

Submitted by:



Camille Duarte, Administrative Assistant III

Approved by:



Gail Shelton, Chair

MINUTES
HISTORIC AND CULTURAL PRESERVATION BOARD SPECIAL MEETING
January 9, 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 Member Bible at the Donahue Council Chambers, 27215 Base Line, Highland, California.

Present: Member Pamela Bible
 Member Jeff Staggs
 Member Hugh Walker

Absent: Chair Gail Shelton
 Vice Chair Patrick Sandford

Staff Present: Kim Stater, Assistant Community Development Director
 Angela Tafolla, Associate Planner
 Camille Duarte, Administrative Assistant III

Member Bible led the Pledge of Allegiance.

COMMUNITY INPUT

None.

BUSINESS ITEM

1. Preparation for the 27th Annual Citrus Harvest Festival

Associate Planner Tafolla presented the staff report.

Member Bible stated regarding the best restoration and best landscape, I took some pictures, and I brought them for you to look at and vote. I'm not telling whose houses they are because we don't want to influence, but there are two options each.

All members decided to wait to vote until February.

Associate Planner Tafolla stated that the vendor and car show application is on the city's website. So far, we have received vendor applications. The city is creating an Instagram page and will be posting flyers and additional information for the festival. We also will post on our Facebook and Next Door Application page.

Associate Planner Tafolla stated regarding the ugly dog contest, we have eliminated cutest and best costume. This year we will only be picking the ugliest dog. The layout will be the same as last year's, which is Palm Avenue and Main Street.

The Historic and Cultural Preservation Board reviewed and provided direction on key logistics for the Festival.

ANNOUNCEMENTS

None.

ADJOURN

There being no further business Member Bible declared the meeting adjourned at 5:20 p.m.

Submitted by:



Camille Duarte, Administrative Assistant III

Approved by:



Gail Shelton, Chair

MINUTES
HISTORIC AND CULTURAL PRESERVATION BOARD SPECIAL MEETING
February 6, 2025

CALL TO ORDER

The regular meeting of the Historic and Cultural Preservation Board of the City of Highland was called to order at 5:00 p.m. by Chair Sandford at the Donahue Council Chambers, 27215 Base Line, Highland, California.

Present:	Chair	Patrick Sandford
	Vice Chair	Pamela Bible
	Member	Gail Shelton
	Member	Jeff Staggs
	Member	Hugh Walker

Staff Present: Kim Stater, Assistant Community Development Director
Angela Tafolla, Associate Planner
Camille Duarte, Administrative Assistant III

Member Staggs led the Pledge of Allegiance.

COMMUNITY INPUT

None.

1. Election of Chair and Vice Chair

The Historic and Cultural Preservation Board elected Patrick Sandford for Chair and Pamela Bible for Vice Chair. Motion carried 5-0.

CONSENT CALENDAR

2. Minutes from January 9, 2025 Regular Meeting.

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

BUSINESS ITEM

3. Certificate of Appropriateness (COA 25-001) for the seismic retrofit on a commercial building in the Historic District. (Owner: Olov Lindberg, Location: 6944 Palm Ave)

Associate Planner Tafolla presented the staff report.

Vice Chair Bible excused herself from the agenda item and left Council Chambers.

Chair Sandford opened the public hearing.

Public Speaker Margaret Telman stated what is the building going to be used for?

Owner Olov Linberg stated I do not know yet. It has to be something that will not have a lot of visitors coming into the property. There are about 30-40 people who want to lease the building, however I have only spoken to a few and unfortunately some do not fit the criteria.

I have to retrofit it before I get a tenant.

Public Speaker Margaret Telman asked is the building going to change inside?

Owner's Representative Dylan stated as of now, there are not any changes to the interior footprint, however it may change a bit further in the process.

Chair Sandford closed the public hearing.

A MOTION was made by Member Shelton, seconded by Member Walker approve the applicant's request, Certificate of Appropriateness (COA 25-001) for a proposed retrofit on a commercial building. Motion carried, 4-1, with Member Bible abstaining.

Vice Chair Bible returned to Council Chambers.

4. Preparation for the 27th Annual Citrus Harvest Festival

Associate Planner Tafolla presented the staff report.

All members commented on two houses, 27206 Nona and 27215 Pacific for who should be awarded best landscaping.

A MOTION was made by Member Shelton, seconded by Member Walker approve 27206 Nona as best landscaping. Motion carried, 4-1, with Member Bible abstaining.

Associate Planner Tafolla gave an update on the house tour, flyers posted on social media, 57 vendor applications submitted, potential sponsors, and the budget.

Historic and Cultural Preservation Board received and filed the agenda item.

ANNOUNCEMENTS

None.

ADJOURN

There being no further business Member Bible declared the meeting adjourned at 5:45 p.m.

Submitted by:



Camille Duarte, Administrative Assistant III

Approved by:



Patrick Sandford, Chair

**MINUTES
HISTORIC AND CULTURAL PRESERVATION BOARD SPECIAL MEETING
March 6, 2025**

CALL TO ORDER

The regular meeting of the Historic and Cultural Preservation Board of the City of Highland was called to order at 5:00 p.m. by Chair Sandford at the Donahue Council Chambers, 27215 Base Line, Highland, California.

Present: Chair Patrick Sandford
 Vice Chair Pamela Bible
 Member Gail Shelton
 Member Jeff Staggs
 Member Hugh Walker

Staff Present: Kim Stater, Assistant Community Development Director
 Angela Tafolla, Associate Planner
 Camille Duarte, Administrative Assistant III

Member Staggs led the Pledge of Allegiance.

COMMUNITY INPUT

None.

CONSENT CALENDAR

1. Minutes from February 6, 2025 Regular Meeting.

A MOTION was made by Member Shelton, seconded by Member Walker to approve as approved. Motion carried, 5-0.

BUSINESS ITEM

2. Preparation for the 27th Annual Citrus Harvest Festival

Associate Planner Tafolla presented the staff report.

Associate Planner Tafolla gave an update on Highland Music Company entertainment, Historic Demonstrators, flyers posted on social media platforms, vendor applications, home tour, potential sponsors, and the budget.

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

ANNOUNCEMENTS

Historic and Cultural Preservation Board next meeting will be scheduled April 3, 2025.

ADJOURN

There being no further business Chair Sanford declared the meeting adjourned at 5:26 p.m.

Submitted by:



Camille Duarte, Administrative Assistant III

Approved by:



Patrick Sanford, Chair

MINUTES
HISTORIC AND CULTURAL PRESERVATION BOARD SPECIAL MEETING
April 3, 2025

CALL TO ORDER

The regular meeting of the Historic and Cultural Preservation Board of the City of Highland was called to order at 5:00 p.m. by Chair Sandford at the Donahue Council Chambers, 27215 Base Line, Highland, California.

Present: Chair Patrick Sandford
 Vice Chair Pamela Bible
 Member Gail Shelton
 Member Jeff Staggs
 Member Hugh Walker

Staff Present: Lawrence Mainez, Community Development Director
 Camille Duarte, Administrative Assistant III

Member Staggs led the Pledge of Allegiance

COMMUNITY INPUT

Public Speaker Maureen Merideth stated I live in the City of Highland, and I hike on the trails. I noticed that the burn area had taken the larger trees which are not coming back. I wanted to see how I can assist with replanting trees and bringing them back to their natural habitat.

CONSENT CALENDAR

1. Minutes from March 6, 2025 Special Meeting.

A MOTION was made by Member Shelton, seconded by Member Walker to approve as approved. Motion carried, 5-0.

BUSINESS ITEM

1. Certified Local Government Program 2023-2024 Annual Report.

Community Development Director Mainez presented the staff report.

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

ANNOUNCEMENTS

Historic and Cultural Preservation Board next meeting will be scheduled May 1, 2025.

ADJOURN

There being no further business Chair Sandford declared the meeting adjourned at 5:10 p.m.

MINUTES
HISTORIC AND CULTURAL PRESERVATION BOARD SPECIAL MEETING
May 1, 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 Vice Chair Bible at the Donahue Council Chambers, 27215 Base Line, Highland, California.

Present: Vice Chair Pamela Bible
 Member Gail Shelton
 Member Jeff Staggs
 Member Hugh Walker

Absent: Chair Patrick Sandford

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 April 3, 2025 Special Meeting.

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

BUSINESS ITEMS

2. Certificate of Appropriateness No. 25-004 to allow the installation of roof-mounted photovoltaic panels on a detached garage of a contributing residence in the Highland Historic District. (Owner: Sean Cobb, Location: 27225 Nona Ave)

Member Bible excused herself because of a conflict of interest.

Angela Tafolla presented the staff report.

A MOTION was made by Member Shelton, seconded by Member Walker to approve COA 25-004, for the installation of roof-mounted photovoltaic panels on a contributing historic district parcel, subject to Conditions of Approval, and Adopt the Findings of Fact. Motion carried, 3-0, with Chair Sandford being absent.

Member Bible came back to the dais.

3. Post-event discussion of the 2025 annual Citrus Harvest Festival, including Vendors, Car Show, Walking Tour, Entertainment, and Marketing.

Associate Planner Tafolla gave an overview of the post event of the 2025 Citrus Harvest Festival which included the budget, car show, walking tour, retail and food vendors.

Staff and Historic and Cultural Preservation Board members gave their feedback of the 2025 Citrus Harvest Festival.

The Historic and Cultural Preservation Board discussed the event and provided direction as necessary.

ANNOUNCEMENTS

Historic and Cultural Preservation Board next meeting will be scheduled June 5, 2025.

ADJOURN

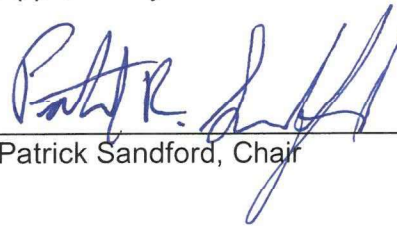
There being no further business Vice Chair Bible declared the meeting adjourned at 5:35 p.m.

Submitted by:



Camille Duarte, Administrative Assistant III

Approved by:



Patrick Sanford, Chair

MINUTES
HISTORIC AND CULTURAL PRESERVATION BOARD SPECIAL MEETING
May 1, 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 Vice Chair Bible at the Donahue Council Chambers, 27215 Base Line, Highland, California.

Present: Vice Chair Pamela Bible
 Member Gail Shelton
 Member Jeff Staggs
 Member Hugh Walker

Absent: Chair Patrick Sandford

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 April 3, 2025 Special Meeting.

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

BUSINESS ITEMS

2. Certificate of Appropriateness No. 25-004 to allow the installation of roof-mounted photovoltaic panels on a detached garage of a contributing residence in the Highland Historic District. (Owner: Sean Cobb, Location: 27225 Nona Ave)

Member Bible excused herself because of a conflict of interest.

Angela Tafolla presented the staff report.

A MOTION was made by Member Shelton, seconded by Member Walker to approve COA 25-004, for the installation of roof-mounted photovoltaic panels on a contributing historic district parcel, subject to Conditions of Approval, and Adopt the Findings of Fact. Motion carried, 3-0, with Chair Sandford being absent.

Member Bible came back to the dais.

3. Post-event discussion of the 2025 annual Citrus Harvest Festival, including Vendors, Car Show, Walking Tour, Entertainment, and Marketing.

Associate Planner Tafolla gave an overview of the post event of the 2025 Citrus Harvest Festival which included the budget, car show, walking tour, retail and food vendors.

Staff and Historic and Cultural Preservation Board members gave their feedback of the 2025 Citrus Harvest Festival.

The Historic and Cultural Preservation Board discussed the event and provided direction as necessary.

ANNOUNCEMENTS

Historic and Cultural Preservation Board next meeting will be scheduled June 5, 2025.

ADJOURN

There being no further business Vice Chair Bible declared the meeting adjourned at 5:35 p.m.

Submitted by:



Camille Duarte, Administrative Assistant III

Approved by:



Patrick Sandford, Chair

MINUTES
HISTORIC AND CULTURAL PRESERVATION BOARD SPECIAL MEETING
June 5, 2025

CALL TO ORDER

The regular meeting of the Historic and Cultural Preservation Board of the City of Highland was called to order at 5:00 p.m. by Chair Sandford at the Donahue Council Chambers, 27215 Base Line, Highland, California.

Present: Chair Patrick Sandford
 Vice Chair Pamela Bible
 Member Gail Shelton
 Member Jeff Staggs
 Member Hugh Walker

Staff Present: Kim Stater, Assistant Community Development Director
 Angela Tafolla, Associate Planner
 Camille Duarte, Administrative Assistant III

All members led the Pledge of Allegiance.

COMMUNITY INPUT

None.

CONSENT CALENDAR

1. Minutes from May 1, 2025 Special Meeting.

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

BUSINESS ITEM

2. Residential Fencing Guidelines for the Highland Historic District

Associate Planner Tafolla presented the staff report.

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

Associate Planner Tafolla stated that is correct.

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

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

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

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

Member Shelton asked is it because of security issues?

Chair Sandford stated it was for the safety of children.

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

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

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

Vice Chair Bible asked it was dark and metal fence?

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

Vice Chair Bible stated I thought Andrea recommended only metal.

Member Shelton asked is that the issue?

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

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

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

Associate Planner Tafolla stated correct, it was a mistake.

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

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

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

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

Vice Chair Bible stated yes.

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

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

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

Member Shelton stated I agree, this would be helpful.

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

ANNOUNCEMENTS

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

ADJOURN

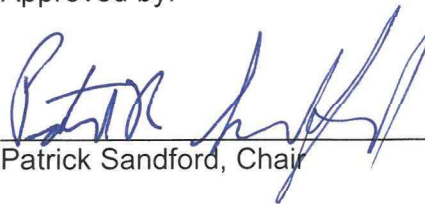
There being no further business Vice Chair Bible declared the meeting adjourned at 5:58 p.m.

Submitted by:



Camille Duarte, Administrative Assistant III

Approved by:



Patrick Sandford, Chair

MINUTES
HISTORIC AND CULTURAL PRESERVATION BOARD SPECIAL MEETING
August 7, 2025

CALL TO ORDER

The regular meeting of the Historic and Cultural Preservation Board of the City of Highland was called to order at 5:00 p.m. by Chair Sandford at the Donahue Council Chambers, 27215 Base Line, Highland, California.

Present: Chair Patrick Sandford
 Vice Chair Pamela Bible
 Member Gail Shelton
 Member Hugh Walker

Absent: Member Jeff Staggs

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 June 5, 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

2. Residential Fencing Guidelines for the Highland Historic District.

Senior Planner presented the staff report.

A MOTION was made by Member Walker, seconded by Member Shelton approved Fencing Guidelines as submitted. Motion carried, 4-0, with Member Staggs being absent.

3. Selection of an Event Date, Budget Analysis, and Organizational details for the 28th 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.

4. A status of Certificate of Appropriateness Applications for the properties within the Highland Historic District.

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

ANNOUNCEMENTS

Historic and Cultural Preservation Board next meeting will be scheduled October 2, 2025.

ADJOURN

There being no further business Chair Sandford declared the meeting adjourned at 6:01 p.m.

Submitted by:



Camille Duarte, Administrative Assistant III

Approved by:



Patrick Sandford, Chair



Staff Report

to the Historic & Cultural Preservation Board

Agenda
Item
No.
3.

Date: June 4, 2026
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:

The Historic and Cultural Preservation Board receive and file this report.

Fiscal Impact:

None

Agenda Posting:

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

Project Detail:

Public Notice:

As required by City Council Resolution, notice of the public meeting was posted at three (3) designated posting locations within the City. No further notice is required.

Description of Site:

The City's Historic District consists of 102 contributing properties and 32 non-contributing 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 Table

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>Current due to active construction.</i>	<i>Approved. Permit issued on 11/01/23. Temp power issued 1/2024. 2/25/25 2nd plan check submitted for structural observation report. 3/3/25 completed framing and roof support. Roofing permit finalized week of 5/26/26.</i>
COA 24-004	27268 Main St.	Garage reconstruction & Addition	8/15/24	<i>Current due to active construction.</i>	<i>HCPB Approved on 8/15/2024. Building & Safety 1st plan check submitted on 10/25/24. Corrections picked on 11/6/24. Building & Safety expired plan check/permit on 10/23/2025.</i>
COA-25-001	6944 Palm Ave.	Olov Lindberg - Old Fire Station building Seismic retrofit	2/6/25	2/6/26	<i>HCPB Approved. Building & Safety 1st plan check comments emailed on 3/19/26.</i>
COA 25-011	6905 Palm Ave.	VooDoo Nation (Shorty's Garage) – Change of Use	11/13/2025	11/13/2026	<i>HCPB Approved. 4/8/26 Building & Safety 2nd plan check comments picked up by applicant.</i>
COA 25-012	27171 Pacific St.	Detached storage room conversion to ADU.	12/4/25	<i>Current due to active construction.</i>	<i>HCPB Approved. Building & Safety issued permit on 4/13/26. Framing inspection scheduled for 5/20/26.</i>

COA 25-013	6955 Palm Ave.	Request to remove Church bell tower and hardship application.	12/4/25	12/4/26	<i>HCPB denied removal on 11/6/25. HCPB approved hardship on 12/4/25. No changes to report.</i>
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Staff Report

to the Historic & Cultural Preservation Board

Agenda
Item
No. 4.

Date: June 4, 2026
From: Lawrence Mainez, Community Development Director
Reviewed By: Kim Stater, Assistant Community Development Director
Prepared By: Angela Tafolla, Senior Planner
Subject: Post-event discussion of the 2026 annual Citrus Harvest Festival, including Vendors, Car Show, Walking Tour, Entertainment, and Marketing.

(SB 1439 Campaign Contributions and Conflicts of Interest - Government Code Section 84308 is applicable)

Recommendation:

Staff recommends the Historic and Cultural Preservation Board discuss the event and provide direction as necessary.

Fiscal Impact:

The Festival Account has a balance of \$56.35. Separately, the Home/Walking Tour Account has a balance of \$1,661.19.

Agenda Posting:

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

Project Detail:

The 28th annual Citrus Harvest Festival took place on Saturday, March 28, 2026. Staff will provide a verbal presentation regarding the Logistics, Entertainment, Car Show, Vendors, Administration, Marketing, and Home/Walking Tour.

Attachments:

1. 2026 Final Itemized Budget

2026 CHF Budget

Item/Description	2026 Budget	Actual
Advertising - EVWD newsletter (\$3,500 In Kind)	0	\$0.00
Advertising - Redlands Daily Facts / SB Sun	\$1,250.00	\$1,250.00
Advertising - East Highlands Ranch Newsletter	\$700.00	\$680.00
Facebook/Instagram Meta Ads Manager	\$1,000.00	\$563.64
Historic Demonstrators/Exhibitors (6 x \$200 ea) (2 x \$300 WAPA/ Heritage Hills)	\$1,750.00	\$1,800.00
Entertainment DJ & MC	\$1,700.00	\$1,700.00
Citrus Valley Music Boosters & Beattie Middle School	\$500.00	\$500.00
Balloons street decorations	\$1,250.00	\$1,207.12
Insurance	\$1,800.00	\$1,581.00
Hanging Banner - West end of town (new)	\$250.00	\$220.00
Street Banner over Base Line (replacement banner & pole boards) (\$1,000 In Kind)	\$1,200.00	\$892.18
Portable toilets - add wash stations to all 4 locations for 2026 CHF	\$2,000.00	\$1,201.60
Posters Boards, Flyers, print marketing materials	\$300.00	\$0.00
Mobile Stage (rental)	\$1,420.00	\$1,416.69
Paper materials, copying, postage	\$250.00	\$175.88
Tables w/ umbrella & chairs for food court & stage area	\$900.00	\$867.64
Signs for parking & festival activities	\$0.00	\$0.00
Contest ribbons (126) (1 Honorees + 2 Home Restoration - \$112.62)	\$550.00	\$210.00
Kid's activities (face painter 290 for 3 hours)	\$400.00	\$631.20
Miscellaneous supplies (\$100)	\$500.00	\$212.00
Staff shirts (2 x \$25)	\$0.00	\$0.00
Contest materials	\$300.00	\$53.59
Car show dash plaques	\$700.00	\$664.28
TOTAL	\$ 18,720.00	\$15,826.82

Festival Revenue	Projected	Received
Sponsorship (\$4,500 - In Kind)	12000.00	\$12,150.00
Vendor Booth spaces	3500.00	\$4,455.00
Food vendor booth spaces (13 vendors booked/paid)	3500.00	\$3,250.00
TOTAL	\$ 19,000.00	\$19,855.00
Adding 2025 account balance		\$528.17
Minus In Kind sponsorship		\$4,500.00
Minus 2026 Expenditures		\$15,826.82
Balance		\$56.35