

HISTORIC AND CULTURAL PRESERVATION BOARD AGENDA

SPECIAL MEETING

DATE: October 19, 2016
TIME: 5:00 p.m.
LOCATION: Highland City Hall
Leo Donahue Council Chambers
27215 Base Line
Highland, CA 92346

MEMBERS

Patrick Sandford, Chairman
Pamela Bible, Vice Chairwoman
Colin Childs, Member
Tony Mauricio, Member
Vacant, Member

STAFF

Lawrence A. Mainez, Community Development Dir.
Kim Stater, Asst. Community Development Dir.
Ignacio Rincon, Senior Planner
Brandy Littleton, Administrative Assistant III

CITY OF HIGHLAND
27215 BASE LINE • HIGHLAND, CALIFORNIA 92346
PHONE (909) 864-6861; FAX (909) 862-3180
Website: www.cityofhighland.org



The City of Highland complies with the Americans with Disabilities Act of 1990. If you require special assistance to attend or participate in this meeting, please call the City Clerk's Office at (909) 864-6861 Ex. 226, at least 48 hours prior to the meeting.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the City of Highland to all or a majority of the Historic and Cultural Preservation Board, less than 72 hours prior to that meeting, are available for public inspection at Highland City Hall, 27215 Base Line, Highland, CA 92346, during normal business hours.

**HISTORIC AND CULTURAL PRESERVATION BOARD
SPECIAL MEETING AGENDA
October 19, 2016
5:00 P.M.**

1.0 CALL TO ORDER

Pledge of Allegiance

2.0 COMMUNITY INPUT

Citizens wanting to address the Historic and Cultural Preservation Board will be asked to give their name, address, and the subject to be addressed on a speaker form and return it to the Recording Secretary. **Comments are limited to three minutes and are meant to be an opportunity to express one's views and not to debate the issues.**

3.0 CONSENT CALENDAR

- 3.1 Minutes of September 14, 2016, Special Meeting
RECOMMENDATION: Approve the minutes, as submitted.

4.0 OLD BUSINESS

5.0 NEW BUSINESS

- 5.1 Residential Fencing Guidelines for the Highland Historic District
RECOMMENDATION: That the Historic and Cultural Preservation Board review the Draft Residential Fencing Guidelines, as amended for the February 2016 meeting.
- 5.2 Planning for the 2017 Annual Citrus Harvest Festival, Including Discussion of Vendors, Car Show, Home Tour, Entertainment, and Marketing
RECOMMENDATION: That the Historic and Cultural Preservation Board discuss preparations for the upcoming event.
- 5.3 An Update Regarding Public Outreach to Educate the Historic District Owners and Tenants on the Mills Act and the Implications and/or Benefits of Owning a Home in the Historic District
RECOMMENDATION: That the Historic and Cultural Preservation Board receive and file Staff's report.

- 5.4 Update Regarding Installation of a Commemorative Plaque at the "Iron Bridge" on Greenspot Road in Celebration of its 100th Anniversary
RECOMMENDATION: That the Historic and Cultural Preservation Board discuss the proposed sign and budget.
- 5.5 An Update of Code Enforcement Activity in the Historic District and Status Report Regarding Certificate of Appropriateness Applications
RECOMMENDATION: That the Historic and Cultural Preservation Board receive and file staff's report.
- 5.6 Code of Ethics – Annual Review
RECOMMENDATION: That the Historic and Cultural Preservation Board review the current Code of Ethics and make any recommendations or changes, if needed, to the City Council.

6.0 ANNOUNCEMENTS

7.0 ADJOURN

The next Historic and Cultural Preservation Board regular meeting is tentatively scheduled for December 1, 2016.

I, Brandy Littleton, Community Development Administrative Assistant III of the City of Highland, California, certify that I caused to be posted this agenda on or before the 14th of October, 2016, by 5:30 p.m. 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

City Hall
27215 Base Line

Date: October 14, 2016



Brandy Littleton, Community Development Administrative Assistant III



STAFF REPORT

TO THE HISTORIC AND CULTURAL PRESERVATION BOARD

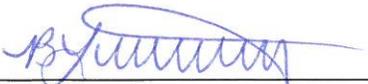
DATE: October 19, 2016

FROM: Lawrence A. Mainez, Community Development Director

PREPARED BY: Brandy Littleton, Administrative Assistant III

SUBJECT: Minutes from the September 14, 2016 Historic and Cultural Preservation Board Special meeting

RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board approve the minutes, as submitted.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>3.1</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
			
Recording Secretary	Community Development Director		

**MINUTES
HISTORIC AND CULTURAL PRESERVATION BOARD
SPECIAL MEETING
September 14, 2016**

1.0 CALL TO ORDER

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

Present:	Chairman	Patrick Sandford
	Members	Pamela Bible
		Colin Childs
		Tony Mauricio
		Vacancy

Absent: None

Staff Present: Kim Stater, Assistant Community Development Director
Ignacio Rincon, Senior Planner
Brandy Littleton, Community Development Administrative Assistant III

The Pledge of Allegiance was led by Member Bible.

2.0 REORGANIZATION OF THE HISTORIC AND CULTURAL PRESERVATION BOARD

2.1 Election of Vice Chairman

Member Childs nominated Member Bible to serve as the Vice Chairwoman.

Member Bible was elected as Vice Chairwoman, with a 4-0 vote.

3.0 COMMUNITY INPUT

There were none.

4.0 CONSENT CALENDAR

4.1 Minutes of April 7, 2016, Regular Meeting

A MOTION was made by Vice Chairwoman Bible, seconded by Member Mauricio to approve the minutes, as submitted

Motion carried, 4-0.

4.2 Minutes of August 4, 2016, Regular Meeting

A MOTION was made by Member Childs, seconded by Vice Chairwoman Bible to approve the minutes, as submitted

Motion carried, 4-0.

4.3 Appoint a Historic and Cultural Preservation Board Member to Serve on the Street Naming Committee

Chairman Sandford nominated Member Mauricio to be appointed to the Street Naming Committee.

Member Mauricio was appointed to the Street Naming Committee, 4-0.

5.0 OLD BUSINESS

There were none.

6.0 NEW BUSINESS

6.1 Certificate of Appropriateness No. 16-006 to Allow the Installation of Fascia Boards on a Two-Story Contributing Historic Residence

Assistant Community Development Director Stater introduced Senior Planner Ignacio.

Vice Chairwoman Bible excused herself from the dais at 5:06 PM due to a conflict of interest due to living within five hundred feet (500') of the property.

Senior Planner Rincon presented the Staff Report.

Member Childs inquired if older roofs were removed during the reroofing process. Edwin Beltran, the Applicant, responded yes.

Member Childs asked if a new board was installed with a new roof on top. The applicant responded, the roof remains intact and are waiting on the Board's decision on the fascia board.

Member Childs questioned what the material was for the fascia board. The Applicant responded two by six (2" x 6"), matching what was there.

Mr. Beltran reiterated the significant structure strength that is added due to the fascia board. Member Childs concurred.

A MOTION was made by Member Childs, seconded by Member Mauricio to:

- 1) Approve COA-16-006, for the installation of fascia boards on a contributing residence, subject to the conditions of approval; and
- 2) Adopt the Findings of Fact.

Motion Carried, 3-0, with Vice Chairman Bible abstaining due to a conflict of interest due to living within five hundred feet (500') of the property.

Vice Chairwoman Bible returned to the dais at 5:14 PM

6.2 Agenda Items Tentatively Scheduled for the Next Regularly Scheduled Historic and Cultural Preservation Board Meeting

Assistant Community Development Director Stater indicated fencing guidelines, the Greenspot Bridge Plaque, Certificates of Appropriateness', Citrus Harvest Festival, and Code Enforcement Cases will be brought back before the Board.

Member Childs requested to discuss public outreach to educate the Historic District on what is and is not acceptable and the implications of owning a home in the Historic District.

7.0 **ANNOUNCEMENTS**

Assistant Community Development Director Stater accepted RSVPs from the Historic Board for the 23rd Annual Volunteer Recognition Dinner.

Assistant Community Development Director Stater updated the Historic Board on the Garnet Bridge, over Mill Creek.

Assistant Community Development Director Stater informed the Board of Discover Highland Night on October 22, 2016.

8.0 **ADJOURN**

There being no further business, Chairman Sandford declared the meeting adjourned at 5:35 pm.

Submitted by:

Approved by:

Brandy Littleton, Administrative Assistant III
Community Development Department

Patrick Sandford, Chairman
Historic and Cultural Preservation Board



STAFF REPORT

TO THE HISTORIC AND CULTURAL PRESERVATION BOARD

DATE: October 19, 2016

FROM: Lawrence A. Mainez, Community Development Director

REVIEWED BY: Kim Stater, Assistant Community Development Director *[Signature]*

PREPARED BY: Ignacio Rincon, Senior Planner *[Signature]*

SUBJECT: Residential Fencing Guidelines for the Highland Historic District

LOCATION: Highland Historic District, generally bound by Nona Avenue to the north, Clifton Avenue to the south, Orange Street to the west and Church Avenue to the east

RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board review the draft Residential Fencing Guidelines as amended at the February 2016 meeting.

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 noncontributing properties and is generally bounded by Nona Avenue to the north, Church Avenue to the east, Clifton Avenue to the south and Orange Street to the west. All 134 properties within the Historic District would be subject to the proposed guidelines.

PROJECT REVIEW/ANALYSIS: The Board asked to review the Residential Fencing Guidelines. Attached are the current standards (Attachment 1).

The first request to install a new fence was considered by the Board in 1999, prior to adoption of the Guidelines. At the time there was much discussion as to the appropriate standards that should be used.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>5.1</u>
Denied _____	Ayes _____		File No. _____
Continue _____	Noes _____		
	Abstain _____		
	Absent _____		
<i>[Signature]</i>	<i>[Signature]</i>		
Recording Secretary	Community Development Director		

The City's Historic Preservation Plan, adopted in 1998, reads as follows:

“Fencing

Fencing should be restricted to the residential portion of the District. This same should be reserved for only the side and rear yards, unless historic documentation indicates another precedence. These features should be no more than 36” in height.” (Appendix C Landscape and Design Recommendations)

Staff sought further advice from the State Office of Historic Preservation (OHP). In a Staff Report dated August 26, 1999, Staff summarized OHP's recommendation to, “Discourage front yard fencing. If a front yard fence is approved, it should not exceed thirty-six inches (36”) high and be constructed of stone or ornamental wood painted a dark color. The recommendation is based on the historical perspective that these types of homes originally did not have fences around the front yard. OHP Staff also suggested, if a front yard fence is essential for the purpose of safety and privacy and is in keeping with the overall character of the historical house or district, the local Board may approve such fence (made of materials temporary in nature and construction) if it meets the above criteria. Additionally, the approval should be based on the type of request and on a case-by-case study.”

At the February 4, 2016, meeting, the Board adopted revised language for front yard fencing.

At the April 7, 2016, meeting, the Board agreed to have staff revise the language to read “three feet (3’) in height and be constructed of wrought-iron, similar metal, or wood; crossing out stone, block, or brick; be painted dark color, and may have block, stucco, stone, or brick columns, and eliminating vinyl completely from the guidelines”. The revision is attached for the Board's review.

At the September 14, 2016, special meeting, Board briefly discussed what the spacing between each board on all wood and vinyl fences shall be, and would like to discuss further.

Attachments: 1. Residential Fencing Guidelines

RESIDENTIAL FENCING GUIDELINES

for the Highland Historic District

Applicability – These Fencing Guidelines are applicable to all residential properties within the Highland Historic District, including historically contributing and non-contributing properties.

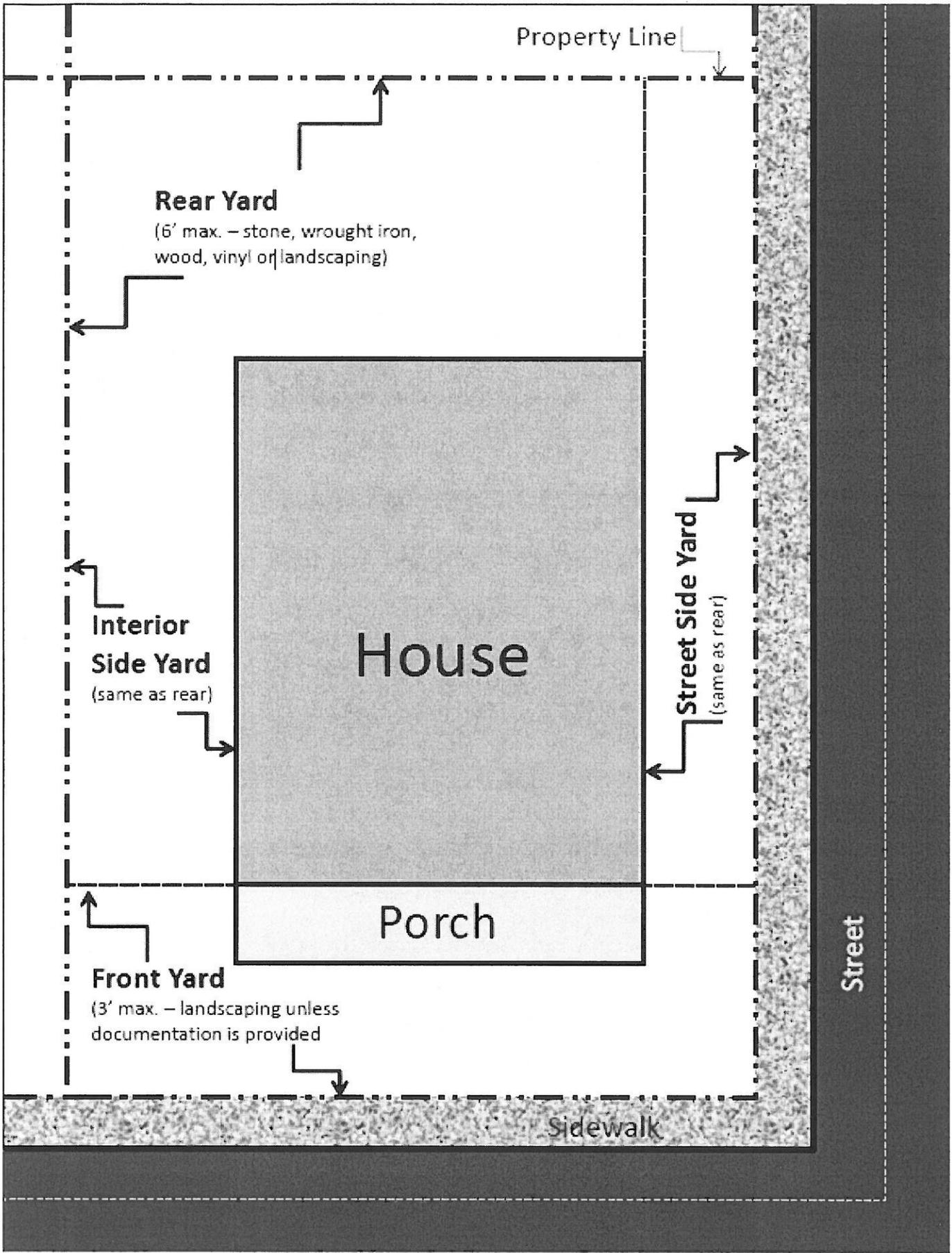
Guidelines – A Certificate of Appropriateness Application must be filed with the City and approved prior to construction. Applications which meet the criteria below will be reviewed by City Staff and a notice of approval will be issued within fourteen (14) calendar days. All other Applications will be reviewed by the Historic & Cultural Preservation Board at a public meeting.

Standards:

- ***Front Yard*** – The front yard is considered that area from the front property line to the front of the residence, not including the porch. No fence or wall shall be permitted in the front yard except live landscape at a maximum height of three (3) feet unless historic documentation (such as a photograph) indicates fencing existed between 1891 and 1938. In this case, only the same type of fencing as exhibited by the documentation will be permitted at a maximum height of three (3) feet and shall be painted a dark color, **and may have block, stucco, stone, or brick pilasters.**
- ***Street Side Yard*** – The street side yard is considered the area between the street side property line and the side of the structure, and between the front yard fence line and rear property line. Fences or walls shall be a maximum of six (6) feet in height and shall be constructed of stone, block, brick, wrought iron or similar metal, wood, vinyl, live plant materials, or any combination thereof.
- ***Interior Side Yard and Rear Yard*** – The interior side yard and rear yard encompass all areas not included within the front yard and street side yard as described above. Fences or walls shall be a maximum of six (6) feet in height and shall be constructed of stone, block, brick, wrought iron or similar metal, wood, vinyl, live plant materials, or any combination thereof.
- ***Shared Driveways*** – When two (2) adjacent residences share a common driveway and/or two (2) adjacent properties contain a shared area which is currently used or was historically used as a driveway, no fence, wall, landscaping or similar material shall be constructed within the shared driveway/area which would eliminate vehicular access to the rear of either property.

Materials:

- Stone, block and brick shall retain their natural color.
- Wrought iron shall be finished with a dark color such as black, brown, green or gray.
- Wood shall be painted a dark color (front yard only) or shall retain its natural color.
- Vinyl shall be brown.





STAFF REPORT

TO THE HISTORIC AND CULTURAL PRESERVATION BOARD

DATE: October 19, 2016

FROM: Lawrence A. Mainez, Community Development Director

REVIEWED BY: Kim Stater, Assistant Community Development Director *KS*

PREPARED BY: Ignacio Rincon, Senior Planner *IR*

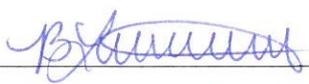
SUBJECT: Planning for the 2017 Annual Citrus Harvest Festival, including discussion of Vendors, Car Show, Home Tour, Entertainment and Marketing.

RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board discuss preparations for the upcoming Event.

BACKGROUND: On September 13, 2016, the City Council approved the selected event date of March 25, 2017, with a Rain date the following Saturday, April 1, 2017.

There is an existing fund balance in the Citrus Harvest Festival Account (051-1471) of approximately \$700. Separately, the Home Tour Account (051-1478) has a balance of \$2,172. The funds may be used to fund the Greenspot Bridge plaque.

- Attachments:
1. 2017 CHF Budget
 2. Entertainment Schedule/Contests
 3. Contests
 4. Sponsorship

Approved _____	Motion _____	Second _____	Agenda Item No. <u>5.2</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 _____ Recording Secretary		 _____ Community Development Director	

2017 CITRUS HARVEST FESTIVAL

Entertainment

1. Review Schedule of Events
2. Review Contests
3. Chili Cook-Off
4. San Bernardino K-9 Fundraiser

Car Show

1. Update from Kiwanis Club if available

Home Tour

1. Mail LOI to Property Owners in January

Vendors

1. Discuss Specialty Vendors and Demonstrators – Lowe's, Historic Reenactors, SB County Animal Control, US Forest Service
2. Provide list of current vendors, number and types

Admin. / Marketing

1. Update on Sponsors
2. Discuss marketing proposals



STAFF REPORT

TO THE HISTORIC AND CULTURAL PRESERVATION BOARD

DATE: October 19, 2016

FROM: Lawrence A. Mainez, Community Development Director

REVIEWED BY: Kim Stater, Assistant Community Development Director *KS*

PREPARED BY: Ignacio Rincon, Senior Planner *IR*

SUBJECT: An update regarding Public Outreach to Educate the Historic District Owners and Tenants on the Mills Act and the Implications and/or Benefits of Owning a Home in the Historic District

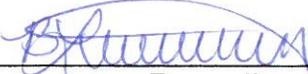
LOCATION: Highland Historic District, generally bound by Nona Avenue to the north, Clifton Avenue to the south, Orange Street to the west and Church Avenue to the east

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

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 noncontributing properties and is generally bounded by Nona Avenue to the north, Church Avenue to the east, Clifton Avenue to the south and Orange Street to the west. All 134 properties within the Historic District were considered when reviewing Code Enforcement activity and Certificate of Appropriateness projects.

PROJECT REVIEW/ANALYSIS: The Board requested to discuss public outreach event(s) to educate the Historic District on preservation, what is acceptable and what is not acceptable when renovating and/or rehabilitating the property. Also, inform on the implications of owning a home in the Historic District. Provide information regarding the Mills Act, possible funding available, etc.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>53</u>
Denied _____	Ayes _____		File No. _____
Continue _____	Noes _____		
	Abstain _____		
	Absent _____		
 _____ Recording Secretary		 _____ Community Development Director	

Attachments:

1. Mills Act



Mills Act Program

The Mills Act, sponsored by the City of Highland, is a tax-based incentive program offered to qualified owners of historic property. The program reduces annual property taxes and allows the savings to be used for maintenance, preservation and restoration of the property itself. Maintenance can include, but is not limited to, exterior renovation, interior renovation, reconditioning of architectural features, painting, reroofing, restoration of accessory structures, walls and fences.

The Mills Act, under state law, enables the City Council to enter into an agreement with the owner of a qualified historical property to preserve and rehabilitate the home or structure. The *property must be a designated local landmark*. The agreement runs for a length of 10 years and is automatically renewed annually for an additional year unless canceled.

When a property owner requests to enter into an agreement, terms regarding renovation / restoration must be approved by the City's Historic and Cultural Preservation Board and City Council. Once approved, the County Assessor re-evaluates the property taxes using the capitalization method rather than the market value (see attached example). The result is a substantial reduction in property taxes for qualified properties. Properties purchased after Proposition 13 will receive the largest tax cut.

Maintenance and restoration of historic landmarks benefit not only the owner, but the entire community.

For additional information contact Kim Stater, Assistant Planner, at (909) 864-8732, extension 210.

Mills Act Tax Adjustment

The following is a simple example showing the possible tax benefits to the historical property owner participating in a Mills Act Agreement.

The current assessed value of a home is \$100,000 and that a fair rent or income is \$600 per month (perscribed in Sec. 439.2 of the State Revenue and Tax Code).

1.) Determine annual income. \$600 per month minus approximately *\$100 per month for maintenance, repairs, insurance, water and gardner gives a net income of \$500 per month. Multiply by 12 months to get an **annual income of \$6000**. (*assumption for discussion purpose only)

2.) Determine capitalization rate as follows:

a. Determine home loan mortgage rate per the Federal Housing Finance Board as of September 1, 1996. The rate was 7.87% rounded to the nearest 1/4% = 7.75%.

b. The historical property risk component of 4%. (as perscribed in Sec. 439.2 of the State Revenue and Tax Code)

c. The Tax rate of .01 times the assessment ratio of 100% (1%)

d. Assume a remaining life of 20 years. Reciprocal of this is 1/20 or 5%.

Add a through d: $7.75\% + 4\% + 1\% + 5\% = 17.75\%$ **Capitalization Rate**

3.) The new assessed value is determined by dividing the annual income (\$6000 per Step 1) by the capitalization rate (17.75%) to arrive at the **new assessed value of \$33,803..**

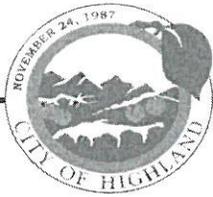
4.) Determine the amount of taxes to be paid, by taking 1% of the new assessed value

Mills Act Property Tax: 1% of new assessed value of \$33,803 is **\$338**

Compare with current property tax rate: 1% of original assessed valuation of \$100,000 is \$1000 ($\$100,000 \times 1\% = \1000)

Savings of \$662 annually in property taxes.

**** This is a simplified example. Individual savings may vary.



STAFF REPORT

TO THE HISTORIC AND CULTURAL PRESERVATION BOARD

DATE: October 19, 2016

FROM: Lawrence A. Mainez, Community Development Director

REVIEWED BY: Kim Stater, Assistant Community Development Director

PREPARED BY: Ignacio Rincon, Senior Planner *IR*

SUBJECT: Update regarding installation of a commemorative plaque at the "Iron Bridge" on Greenspot Road in celebration of its 100th Anniversary

LOCATION: Adjacent to the Greenspot Road Bridge at its crossing of the Santa Ana River in Highland

RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board discuss the proposed sign and budget.

FISCAL IMPACT: The Board approved a plaque cost of \$1,650. As of October 2016, funds available in the Board's Citrus Harvest Festival (Home Tour account #051-1478471) is \$2,172.

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.

PREVIOUS ACTION: At the October 6, 2011, meeting the Board approved wording for the proposed plaque. At the December 1, 2011, meeting the Board determined the plaque should be constructed of granite and generally located within the City's interpretive sign program area which will be constructed in conjunction with the City's bridge realignment project. The plaque was to be installed on a large boulder adjacent to the original bridge. On April 5, 2012, the Board approved a specific location within the trail node and determined the plaque should be constructed concurrently with the node. On February 6, 2014, the Board continued an update on the proposed plaque to the April 3, 2014, meeting. On April 3, 2014, the Board received an update from Staff regarding the expected completion date of the project and approved minor revisions to

Approved _____	Motion _____	Second _____	Agenda Item No. <u>54</u>
Denied _____	Ayes _____		File No. _____
Continue _____	Noes _____		
	Abstain _____		
	Absent _____		
<i>[Signature]</i>		<i>[Signature]</i>	
Recording Secretary		Community Development Director	

the plaque text. On April 2, 2015, the Board received an update from Staff regarding an increase in cost for construction and installation of the commemorative sign since the selected contractor was no longer in business. On August 6, 2015 and October 1, 2015, the Board received an update from Staff regarding requests for estimates from several contractors for construction and installation of the plaque. On April 7, 2016, the Board motioned to move the matter to the June 2016, meeting, but the meeting was cancelled. At the September 14, 2016 meeting, Assistant Community Development Director Stater informed the Board that the Greenspot Bridge Plaque would be discussed at the next meeting.

PROJECT REVIEW/ANALYSIS: The proposed plaque will commemorate the 100th Anniversary of the Greenspot Road Bridge commonly referred to as the "Iron Bridge." The City recently realigned Greenspot Road and constructed a replacement bridge at the Santa Ana River crossing. The new bridge accommodates vehicular traffic and the original bridge is utilized for pedestrian and bike travel. A node located northwest of the original bridge will be constructed linking the bridge with the City's Trail System which will eventually connect to the Santa Ana River Trail.

Again, staff received several estimates for the construction of the granite plaque and installation of the plaque on a concrete pedestal from the following contractors:

- Artistic Signatures in the amount of \$4,398.15 (including taxes);
- Frank L. Ricker Incorporated in the amount of \$5,505.00 (excluding taxes); and
- Stone Imagery in the amount of \$3,500 for a for a laminate panel sign.

On September 2016, staff met with Stone Imagery at the Greenspot Bridge to discuss possible locations and several different plaque ideas and costs. Stone Imagery has agreed to provide other possible design options and costs at a later date. No other design options and costs have been provided.



STAFF REPORT

TO THE HISTORIC AND CULTURAL PRESERVATION BOARD

DATE: October 19, 2016

FROM: Lawrence A. Mainez, Community Development Director

REVIEWED BY: Kim Stater, Assistant Community Development Director *KS*

PREPARED BY: Ignacio Rincon, Senior Planner *IR*

SUBJECT: An update of Code Enforcement activity in the Historic District and status report regarding Certificate of Appropriateness Applications

LOCATION: Highland Historic District, generally bound by Nona Avenue to the north, Clifton Avenue to the south, Orange Street to the west and Church Avenue to the east

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

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 noncontributing properties and is generally bounded by Nona Avenue to the north, Church Avenue to the east, Clifton Avenue to the south and Orange Street to the west. All 134 properties within the Historic District were considered when reviewing Code Enforcement activity and Certificate of Appropriateness projects.

PROJECT REVIEW/ANALYSIS: The following are active Code Enforcement cases within the Historic District:

Approved _____	Motion _____	Second _____	Agenda Item No. <u>55</u>
Denied _____	Ayes _____		File No. _____
Continue _____	Noes _____		
	Abstain _____		
	Absent _____		
<i>[Signature]</i> Recording Secretary		<i>[Signature]</i> Community Development Director	

Open code enforcement cases:

27268 Main

6975 Cole

27439 Main

6994 Cole

Closed code enforcement case:

6984 Reedy

Certificates of Appropriateness

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

Attachments: 1. Certificate of Appropriateness Log

FILE NUMBER	ADDRESS	DESCRIPTION OF PROJECT	APPLICANT	APPROVED	EXPIRES	STATUS
02-005	27265 Pacific Street	Construct a picket fence and solid wood fence	Lester & Angela Whitacre	Mar-02	Mar-02	Partially complete
08-011	27254 Main Street	Conversion of a social hall to a single family residence & covered patio addition	William & Brenda Hatfield	Sep-08	Sep-09	Partially complete Permits expired 2/24/14
11-007	27268 Main Street	Rehabilitation and remodel of laundry room and back patio.	William Lowe	Dec-11	Dec-12	Partially Complete
13-004	27268 Main Street	Expansion of an existing driveway	William Lowe	Denied by CC		Partially Complete
13-005	27226 Main Street	Modification and expansion of an existing driveway	Daniel Storman	Nov-13	Nov-14	Partially Complete
13-007	27206 Nona Avenue	Exterior Paint	Pam Beachtel-Bible	Nov-13	Nov-14	Partially complete
13-009	27206 Nona Avenue	Exterior doors and window	Pam Beachtel-Bible	Dec-13	Dec-14	Partially Complete
14-001	6975 Cole Avenue	Fire Rebuild	Ana Maria Quintero	May-14	May-15	Partially Complete
14-002	6975 Cole Avenue	Painting and Roofing for Fire Rebuild	Ana Maria Quintero	May-14	May-15	Not Started
14-004	6986 Church Avenue	Replacement of 20 exterior windows	Colin Childs & Melita Kennedy	Jun-14	Jun-15	Partially Complete
14-006	6984 Reedy Avenue	Demolition of accessory structure	Robert Buse	Oct-14	Oct-15	Not Started
14-007	27268 Main Street	Installation of ramp and gate in the front yard	William Lowe	Dec-14	Dec-15	Partially Complete
15-001	6892 Palm Avenue	New Use - Landscape Admin. Office	Peter Forteza	Apr-15	Apr-16	Partially Complete
15-005	27439 Main Street	Demolition of unpermitted addition and reconstruction	Ramon Sandoval	Jun-15	Jun-16	Not Started
16-001	27237 Pacific Street	Construction of a carport	Maria Guzman	Feb-16	Feb-16	Not Started
16-003	6997 Palm	New Exterior Paint	Victor Rosales	Jun-16	Jun-16	



STAFF REPORT

TO THE HISTORIC & CULTURAL PRESERVATION BOARD

DATE: October 19, 2016

FROM: Kim Stater, Asst. Community Development Director

PREPARED BY: Betty Hughes, MMC, City Clerk *BH*

SUBJECT: Code of Ethics – Annual Review

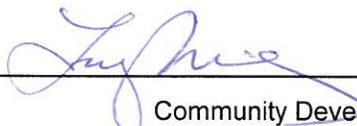
RECOMMENDATION: That the Historic and Cultural Preservation Board review the current Code of Ethics and make any recommendations or changes, if needed, to the City Council.

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: The Code of Ethics was adopted by the City Council in January 2004. The Code is being brought forward for its annual review to all the Boards, Commissions and/or Committees for recommendations, if any.

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Approved _____	Motion _____	Second _____	Agenda Item No. <u>5.6</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
			
Recording Secretary		Community Development Director	

CITY OF HIGHLAND CODE OF ETHICS

PREAMBLE

The citizens and businesses of Highland are entitled to have fair, ethical and accountable local government which has earned the public's full confidence for integrity. In keeping with the City of Highland's Commitment to excellence, the effective functioning of democratic government therefore requires that:

- ✓ public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government;
- ✓ public officials be independent, impartial and fair in their judgement and actions;
- ✓ public office be used for public good, not for personal gain; and
- ✓ public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the Highland City Council has adopted a Code of Ethics for members* of the City Council and of the City's boards, commissions and committees to assure public confidence in the integrity of local government and its effective and fair operation.

PRINCIPLES

1. Act in the Public Interest

Recognizing that stewardship of the public interest must be their primary concern, members will work for the common good of the people of Highland and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims and transactions coming before the Highland City Council, boards, commissions and committees.

2. Comply with the Law

Members shall comply with the laws of the nation, the State of California and the City of Highland in the performance of their public duties. These laws include, but are not limited to: the United States and California constitutions; laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, and open processes of government; and City ordinances and policies.

3. Conduct of Members

The professional and personal conduct of members must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of Council, boards, commissions and committees, the staff or public.

4. Respect for the Process

Members shall perform their duties in accordance with the processes and rules or order established by the City Council, boards, commissions and committees governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the City Council by City staff.

5. Conduct of Public Meetings

Members shall prepare themselves for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall refrain from interrupting other speakers; making personal comments not germane to the business of the body; or otherwise interfering with the orderly conduct of meetings.

6. Decisions Based on Merit

Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.

7. Communication

Members shall publicly share substantive information that is relevant to a matter under consideration by the Council or boards and commissions, which they may have received from sources outside of the public decision-making process.

8. Conflict of Interest

In order to assure their independence and impartiality on behalf of the common good, members shall not use their official positions to influence government decisions in which they have a material financial interest or where they have an organizational responsibility or personal relationship, which may give the appearance of a conflict of interest. In accordance with the law, members shall disclose investments, interests in real property, sources of income, and gifts, and they shall abstain from participating in deliberations and decision-making where conflicts may exist.

9. Gifts and Favors

Members shall not take any special advantage of services or opportunities for personal gain, by virtue of their public office, that are not available to the public in general. They shall refrain from accepting any gifts, favors or promises of future benefits which might compromise their independence of judgement or action or give the appearance of being compromised.

10. Confidential Information

Members shall respect the confidentiality of information concerning the property, personnel or affairs of the City. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial or other private interests.

11. Use of Public Resources

Members shall not use public resources not available to the public in general, such as City staff time, equipment, supplies or facilities, for private gain or personal purposes.

12. Representation of Private Interests

In keeping with their role as stewards of the public interest, members of Council shall not appear on behalf of the private interests of third parties before the Council or any board, commission or proceeding of the City, nor shall members of boards and commissions appear before their own bodies or before the Council on behalf of the private interests of third parties on matters related to the areas of service of their bodies.

13. Advocacy

Members shall represent the official policies or positions of the City Council, board or commission to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, members shall explicitly state they do not represent their body or the City of Highland, nor shall they allow the inference that they do.

14. Policy Role of Members

Members shall respect and adhere to the council-manager structure of Highland City government. In this structure, the City Council determines the policies of the City with the advice, information and analysis provided by the public, boards and commissions, and City staff. Members therefore shall not interfere with the administrative functions of the City or the professional duties of City staff; nor shall they impair the ability of staff to implement Council policy decisions.

15. Independence of Boards and Commissions

Because of the value of the independent advice of boards and commissions to the public decision-making process, members of Council shall refrain from using their position to unduly influence the deliberations or outcomes of board and commission proceedings.

16. Positive Work Place Environment

Members shall support the maintenance of a positive and constructive work place environment for City employees and for citizens and businesses dealing with the City. Members shall recognize their special role in dealings with City employees to in no way create the perception of inappropriate direction to staff.

17. Implementation

As an expression of the standards of conduct for members expected by the City, the Highland Code of Ethics is intended to be self-enforcing. It therefore becomes most effective when members are thoroughly familiar with it and embrace its provisions. For this reason, ethical standards shall be included in the regular orientations for candidates for City Council, applicants to boards and commissions, and newly elected and appointed officials. Members entering office shall sign a statement affirming they read and understand the City of Highland Code of Ethics. In addition, the Code of Ethics shall be annually reviewed by the City Council, boards and commissions, and the City Council shall consider recommendations from boards and commissions and update it as necessary.

18. Compliance and Enforcement

The Highland Code of Ethics expresses standards of ethical conduct expected for members of the Highland City Council, boards and commissions. Members themselves have the primary responsibility to assure that the ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government.

The chairs of boards and commissions and the Mayor have the additional responsibility to intervene when actions of members that appear to be in violation of the Code of Ethics are brought to their attention.

The City Council may impose sanctions on members whose conduct does not comply with the City's ethical standards, such as reprimand, formal censure, or loss of committee assignments. The City Council also may remove members of boards and commissions from office.

A violation of this Code of Ethics shall not be considered a basis for challenging the validity of a Council, board or commission decision.

Adopted by the Highland City Council
January 27, 2004

* For ease of reference in the Code of Ethics, the term "member" refers to any member of the Highland City Council or any of the City's boards, commissions and committees established by City ordinance or Council policy.