

**NOTICE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA,  
REGARDING THREE VACANCIES ON THE HISTORIC AND  
CULTURAL PRESERVATION BOARD**

The Historic and Cultural Preservation Board is required to meet at least once per year on the first Thursday of February, and the time, manner, and location of meetings thereafter shall be on an as-needed basis as determined by the Community Development Director. The Board shall be familiar with surveys of cultural heritage resources within the City and its sphere of influence, and periodically update and publish results; be familiar with local register of designated cultural resources consistent with the National Register of Historic Places criteria; recommend the designation of cultural resources, including properties, landmark sites, landmark and historic districts to the City Council; adopt prescriptive standards to be used by the board in reviewing applications for permits to construct, change, alter, modify, remodel, remove, or significantly affect any designated cultural resource; investigate and make recommendations to the City Council on the use of various federal, state, local, or private funding sources and mechanisms available to promote cultural and historical preservation in the City; approve or disapprove, in whole or in part, and approve with conditions, applications for certificate of appropriateness or certificate of economic hardship; provide the opportunity for direct public participation in all board responsibilities including the surveys and review process; participate in, promote, and conduct public information, educational, and interpretative programs pertaining to cultural resources preservation (such as, but not limited to, the City's Annual Citrus Harvest Festival); and perform such other functions as may be delegated from time to time to the Historic and Cultural Preservation Board by the City Council.

Three vacancies have been declared by the City Council. The terms of office for these vacancies will expire November, 2024. The City Council is tentatively scheduled to make the appointment at their regular meeting of February 23, 2021. All appointees shall be residents of Highland and serve without compensation. Also, Board Members are required to complete the Form 700 (Statement of Economic Interests Form) annually, and every two (2) years, pursuant to AB1234, complete a two (2) hour minimum ethics training course.

Residents of Highland meeting the criteria above who wish to be considered should file a Public Service Application with the City Clerk prior to the close of business on **FEBRUARY 16, 2021**. Applications can be obtained at City Hall, 27215 Base Line, Highland, CA 92346.

Dated: January 14, 2021

Betty Hughes, MMC  
City Clerk of the City of Highland



**For Office Use Only:**

Expires: \_\_\_\_\_

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## **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: \_\_\_\_\_

Address: \_\_\_\_\_

How long have you resided in Highland? \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Work phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Occupation/Employer: \_\_\_\_\_

Employer address: \_\_\_\_\_

Position held: \_\_\_\_\_

Available for meetings:     Daytime                       Evenings                       Both

**INTEREST IN THE POSITION:**

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

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

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

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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:

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**REMARKS:**

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

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SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**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.

## **ROLES AND RESPONSIBILITIES**

**COMMUNITY TRAILS COMMITTEE:** The Community Trails Committee is required to meet at least once per year on the second Thursday of February to select a chairman and vice chairman of the committee, and the time, manner, and location of meetings thereafter shall be on an as-needed basis as determined by the Community Development Director. The Community Trails Committee works with the Community Development Director and recommends priorities for public trails development, improvements, and maintenance for budget consideration and grant funding. The Committee encourages citizen involvement in the use, development and maintenance of trails, and receives input from members of the public about public trails-related matters. The Committee members are required to complete the Form 700 (Statement of Economic Interests Form) annually, and every two (2) years, pursuant to AB1234, complete a two (2) hour minimum ethics training course.

**HISTORIC AND CULTURAL PRESERVATION BOARD:** The Historic and Cultural Preservation Board is required to meet at least once per year on the first Thursday of February to select a chairman and vice chairman of the Board, and the time, manner, and location of meetings thereafter shall be on an as-needed basis as determined by the Community Development Director. The Board shall be familiar with surveys of cultural heritage resources within the City and its sphere of influence, and periodically update and publish results; be familiar with local register of designated cultural resources consistent with the National Register of Historic Places criteria; recommend the designation of cultural resources, including properties, landmark sites, landmark and historic districts to the City Council; adopt prescriptive standards to be used by the board in reviewing applications for permits to construct, change, alter, modify, remodel, remove, or significantly affect any designated cultural resource; recommend to the Community Development Director, Planning Commission and City Council criteria and guidelines for historic preservation; when requested by the City Council, review and comment upon the impact of land use, housing, redevelopment, municipal improvement programs, and other types of planning and programs undertaken by any agency of the City, County, or State, as they relate to the survey results and cultural resources of the community; investigate and make recommendations to the City Council on the use of various federal, state, local, or private funding sources and mechanisms available to promote cultural and historical preservation in the City; approve or disapprove, in whole or in part, and approve with conditions, applications for certificate of appropriateness or certificate of economic hardship; provide the opportunity for direct public participation in all board responsibilities including the surveys and review process; participate in, promote, and conduct public information, educational, and interpretative programs pertaining to cultural resources preservation (such as, but not limited to, the City's Annual Citrus Harvest Festival); and perform such other functions as may be delegated from time to time to the Historic and Cultural Preservation Board by the City Council. The Board members are required to complete the Form 700 (Statement of Economic Interests Form) annually, and every two (2) years, pursuant to AB1234, complete a two (2) hour minimum ethics training course.

**PLANNING COMMISSION:** The City of Highland Planning Commission serves at the discretion of the City Council, and it has duties as provided in the City's Municipal Code and State laws. The Commission is required to meet on the first and third Tuesdays of each month commencing at 6:00 p.m. unless the meeting is canceled and/or rescheduled by the Community Development Director. The Commission is authorized to determine if projects are consistent with the City's General Plan, meet the City's Land Use and Development Code standards and guidelines, to approve or deny applications for design review, and to impose reasonable conditions upon such approval subject to requirements for open space, screening, and buffering of the adjacent properties, fences and walls, requirements for installation and maintenance of landscaping and erosion control measures, regulations of signs, grading requirements, regulations for hours of operations, establishment of development schedules or time limits for performance and completion of improvements, and such other matters the Commission may deem necessary to ensure compatibility with surrounding uses; to preserve the public health, safety, and general welfare; and to enable the Commission to make findings necessary for approval. The Commission is also responsible for reviewing public trails systems as part of entitlements and development applications. The Commission serves as the City's Appeals Board and Building Appeals Board, and presides over administrative hearings involving municipal code or state code violations cited by the City or authorized enforcement officer. The Commission also reviews and approves new street names for new development and/or housing tracts. The City of Highland Planning Commissioners are also required to complete the Form 700 (Statement of Economic Interests Form) annually, and every two (2) years, pursuant to AB1234, complete a two (2) hour minimum ethics training course.