

CITY OF HIGHLAND SPECIAL MEETING OF THE COMMUNITY TRAILS COMMITTEE AGENDA

MEMBERS

Robert La Chausse, Chair
Erwin Fogerson, Vice Chair
Richard Bowman, Member
Michael McMillan, Member
Brent Merideth, Member

SPECIAL MEETING

May 12, 2022
6:00 p.m.
City Hall
Donahue Council Chambers
27215 Base Line
Highland, California

STAFF

Lawrence A. Mainez, Community Development Director
Kim Stater, Assistant Community Development Director
Angela Tafolla, Assistant Planner
Camille Goritz, 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.

Visit the City's Website at: www.cityofhighland.org

CITY OF HIGHLAND • 27215 BASE LINE • HIGHLAND, CALIFORNIA 92346 • (909) 864-6861 ☎ • (909) 862-3180 📠

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 Ext. 226, at least 48 hours prior to the meeting.

Pursuant to Government Code Section 54957.5, 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 Community Trails Committee 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.

Submission of Public Comments: To limit the number of persons in the Council Chambers, the public is encouraged to make public comments by email rather than in person. For those wishing to make public comments by email to be read aloud at the meeting by the Community Development Administrative Assistant. Email comments must be submitted by 5:00 p.m. on May 12, 2022 to publiccomment@cityofhighland.org.

Members of the public will be permitted to make public comments in person.

**COMMUNITY TRAILS COMMITTEE
SPECIAL MEETING AGENDA
May 12, 2022 - 6:00 P.M.**

CALL TO ORDER

Pledge of Allegiance

COMMUNITY INPUT (ITEMS NOT ON THE AGENDA)

To address the Community Trails Committee 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 three minutes each. Comments received via email by May 12, 2022, 5:00 p.m., will be read into the record, provided that the reading shall not exceed three (3) minutes.

CONSENT CALENDAR

1. Minutes from April 14, 2022, Regular Meeting.

RECOMMENDATION: That the Community Trails Committee approve the minutes, as submitted.

BUSINESS ITEMS

2. 26th Annual Community Trails Day

RECOMMENDATION: Staff recommends the Community Trails Committee (CTC) hear Staff's verbal presentation regarding the Community Trails Committee and provide Staff with comments and / or recommendations, as necessary.

3. Tres Lagos Property – San Bernardino Valley Municipal Water District Board of Directors Workshop update.

RECOMMENDATION: Staff recommends the Community Trails Committee (CTC) receives and files Staff presentation regarding the Tres Lagos property.

ANNOUNCEMENTS

ADJOURN

I, Camille Goritz, Administrative Assistant III of the City of Highland, California, certify that I caused to be posted this agenda on or before the 6th of May 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: May 6, 2022



Camille Goritz, Administrative Assistant III



STAFF REPORT

TO THE COMMUNITY TRAILS COMMITTEE

DATE: May 12, 2022

FROM: Lawrence Mainez, Community Development Director

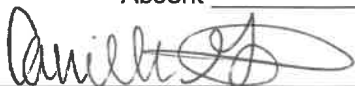
PREPARED BY: Camille Goritz, Administrative Assistant III 

SUBJECT: Minutes from the April 14, 2022 Community Trails Committee Special Meeting.

RECOMMENDATION: Staff recommends the Community Trails Committee approve the Minutes as submitted.

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

Approved _____	Motion _____	Second _____	Agenda Item No. <u>1</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		

 _____ Recording Secretary	 _____ Community Development Director
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**COMMUNITY TRAILS COMMITTEE
SPECIAL MEETING MINUTES
April 14, 2022**

CALL TO ORDER

The Special meeting of the Community Trails Committee of the City of Highland was called to order at 6:00 p.m. by Chair La Chausse at the Donahue Council Chambers, 27215 Base Line, Highland, California.

Present:	Chair	Robert La Chausse
	Member	Richard Bowman
	Member	Michael McMillan

Absent:	Vice Chair	Erwin Fogerson
	Member	Brent Merideth

Staff Present: Lawrence Mainez, Community Development Director
Angela Tafolla, Assistant Planner
Camille Goritz, Administrative Assistant III

Pledge of Allegiance led by Chair La Chausse.

COMMUNITY INPUT (ITEMS NOT ON THE AGENDA)

Resident Bob Hitchman spoke regarding Shelton Trail and the maintenance problems that are occurring on the trail.

CONSENT CALENDAR

1. Minutes from the March 10, 2022 Regular Meeting.

A MOTION was made by Member Bowman, seconded by Member McMillan, to approve the minutes as submitted. Motion carried, 3-0-2, with Member Merideth and Vice Chair Fogerson being absent.

BUSINESS ITEMS

2. Overview of the 2022 Citrus Harvest Festival

Assistant Planner Tafolla spoke in favor of the event and presented information/passed out maps of our Highland trails to the public. Many residents had questions regarding trails, it was great outreach to communicate to the residents, so they can participate more.

Member Bowman stated he liked the booth set up and we were well prepared.

Community Development Director Mainez stated Member Merideth was there and I was impressed by the way everyone interacted with the public. Member Merideth and Member Fogerson were selling our trails to the public, it was great. We passed out a lot of maps,

and the residents were amazed that they have access to our city trails. Also, thank you Bob Hitchman for helping.

Assistant Planner Tafolla stated I would like two booth spaces next year, one booth can have our maps displayed and the other booth has activities that the public can participate in.

3. 26th Annual Community Trails Day

Assistant Planner Tafolla presented the staff report. The Annual Trails Day event will be held at City Creek, where would we like to place our booth?

Member McMillan stated he liked the booth in the park location. It is easier for parking and a less impacted area from a noise standpoint.

Chair La Chausse stated I like that idea of having it on Base Line because it is busy. People are going to see balloons and they will see they have access to the trail. The public can park in the Albertsons parking lot.

Member McMillan stated I'm not opposed to that, and I see the advantages of that. I'm just thinking of the interaction with people.

Member Bowman stated I prefer Base Line.

Assistant Planner Tafolla stated the park is called Canyon Oaks Park.

Chair La Chausse asked what is our booth going to be like and what are we providing to the public?

Assistant Planner Tafolla stated it is going to be very similar to how we set up the Citrus Harvest Festival. We will pass out maps, whistles, Adopt A Trail mile marker, etc. We will have water, snacks, and maybe some giveaways.

Chair La Chausse suggested a QR code that would go directly to the City of Highland webpage for trail maps.

Assistant Planner Tafolla stated I will look into that; we would have to get approval from management staff and our IT team.

Chair La Chausse asked can we pass out flyers to the businesses the weekend before trails day?

Assistant Planner Tafolla stated yes, absolutely.

Chair La Chausse stated it would be nice to have a contest for kids and families. Does staff have forms that we need to take to businesses if we are asking for their sponsorship?

Assistant Planner Tafolla stated we have a formal letter that we send out asking for donations. Staff will be in charge of asking the businesses for sponsorships and donations.

Community Development Director Mainez stated we have a lot of new developers in town, and they have a branch of community networking and outreach. We will certainly reach out to them.

A MOTION was made by Chair La Chausse, seconded by Member McMillan, to wait till the next trails meeting with all members present to decide where the booth location will be held on Annual Trails Day on June 4, 2022. Motion carried 3-0-2, with Member Merideth and Vice Chair Fogerson being absent.

ANNOUNCEMENTS

Assistant Planner Tafolla stated Member Merideth had questions regarding missing trail links throughout the city, and I will be working on a review on the missing trail links and present it once it is completed. Next Community Trails Committee meeting is scheduled May 12, 2022.

ADJOURN

There being no further business, Robert La Chausse declared the meeting adjourned at 6:35 P.M.

Submitted by:

Approved by:

Camille Goritz,
Administrative Assistant III

Robert La Chausse,
Community Trails Committee Chair



STAFF REPORT

TO THE COMMUNITY TRAILS COMMITTEE

DATE: May 12, 2022

FROM: Lawrence A. Mainez, Community Development Director

PREPARED BY: Angela Tafolla, Assistant Planner *AT*

SUBJECT: 26th Community Trails Day

RECOMMENDATION: Staff recommends the Community Trails Committee (CTC) hear Staff's verbal presentation regarding the Community Trails Committee and provide Staff with comments and / or recommendations, as necessary.

PUBLIC NOTICE: As required by City Council Resolution, notice of the CTC's Meeting was posted at the City's three designated posting locations within the City. In addition, the Agenda was posted on the City's Website. No further Notice is required.

Background: On April 14, 2022, the Community Trails Committee selected the City Creek Levee Trail between Base Line and Highland Avenue as the location for the 26th Annual Community Trails Day Event.

Fiscal Impact: The 2021-2022 City Budget for Community Events "Trails Day" is \$1,200.00.

Event Staging Area Location:

There are two (2) potential locations to stage this year's Event, either Canyon Oaks Park or the City Creek Levee trailhead (along Base Line) at the top of the hill (near the west gate). At the last meeting the CTC members made a motion to continue the discussion to following meeting when all members were present and able to comment.

Canyon Oaks Park offers a large open green space to set up tables for food and trails handouts. The park also provides a play area for children and tables for a family picnic.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>2</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
 Recording Secretary		 Lawrence A. Mainez, Community Development Director	

Trails Day attendees will park along Summertrail Place and in the event anyone wishes to bring a horse, they can unload their horses on the street.

The Base Line trailhead near the westerly gate is located just east of the Highland Village Plaza. Trails Day attendees will have plenty of space to park and walk to the staging area. It's also very visible from Base Line and will provide free visible promotion to vehicle traffic.

A decision will need to be made to decide the staging area and the flyer will be updated as needed and distributed.

Advertisements and News Releases:

Historically the Annual Trails Day event was advertised in the Highland Community Newspaper. With the sudden closure of the Highland Community Newspaper Staff has contacted the Southern California News Group (SCNG) who facilitates ads for The SB Sun, Redlands Daily Facts and other local newspapers. SCNG has agreed to run an announcement as community news at no cost in either the SB Sun or Redlands Daily Facts. The representative from SCNG was not able to share which paper it would be published in until they were able to review the event flyer.

The CTC directed staff to share the Trails Day event flyer with the local schools through the Peachjar flyer distribution platform. The Peachjar platform charges \$25.00 per school of your choosing. The one-time flyer distribution can take place any day between May 5, 2022, and May 31, 2022. A decision will need to be made to decide the date the flyer should be shared and how many schools will be involved.

Event Flyer 8 1/2" X 11"

Additional flyers will be printed, upon request, for any Committee Members wishing to distribute to the public and businesses prior to the Trails Day Event. A copy of the proposed Flyer is found as Attachment 1.

The flyer will also be featured on the city website home page and also on the local community event page.

Social media blasts will take place on Facebook and on the Nextdoor App.

Community Trails Day Event Scheduling:

- 7:00 am – 8:00 am: Event Set-up (put canopy, tables, materials, water station, organize parking, set out access road signs);
- 8:00 am – 8:15 am: Event Registration (allow crowd to gather);

- 8:15 am – 8:25 am: Public Statements/Speeches from CTC Chairman regarding trail options, cautions and etiquette;
- 8:25 am: Begin self-guided hikes.
- 10:00 am: Prize distribution

Attachment 1



CITY OF HIGHLAND 26TH ANNUAL COMMUNITY TRAILS DAY

SATURDAY, JUNE 4, 2022 8:00 AM – 11:00 AM

The City of Highland is hosting its 26th Annual Highland Community Trails Day. This year's selected trail route for hiking or walking is City Creek Levee Trail, which will start at the westerly gate along Base Line, hiking north to Highland Avenue, and looping to the second segment of the trail. This loop is approximately 2.33 miles long.

Hikers can take a side trip from the Canyon Oak Park and visit the Browning Road Trail (approximately .63 miles) and loop back to the City Creek Levee Trail to finish the trail walk with a total hike of 2.96 miles.

Along the City Creek Levee Trail Loop hikers have the option of visiting various integrative sign stations along the trail which includes signs that show the history of the City. All are welcome to attend.



For Information on the event, please contact Angela Tafolla, (909) 864-6861 Ext.258 or by email at trails@cityofhighland.org





STAFF REPORT

TO THE COMMUNITY TRAILS COMMITTEE

DATE: May 12, 2022

FROM: Lawrence A. Mainez, Community Development Director

PREPARED BY: Angela Tafolla, Assistant Planner *AT*

SUBJECT: Tres Lagos Property – San Bernardino Valley Municipal Water District Board of Directors Workshop update

RECOMMENDATION: Staff recommends the Community Trails Committee (CTC) receives and files Staff presentation regarding the Tres Lagos property.

PUBLIC NOTICE: As required by City Council Resolution, notice of the CTC's Meeting was posted at the City's three designated posting locations within the City. In addition, the Agenda was posted on the City's Website. No further Notice is required.

LOCATION: The Tres Lagos property is located at the eastern edge of Highland adjacent to unincorporated areas of San Bernardino County and the San Bernardino National Forest. It encompasses approximately 1,657 acres within the "Seven Oaks Policy Area". The Project Site is located approximately six miles east of State Route 210, 1.5 miles north of Interstate 10 and just north of State Route 38.

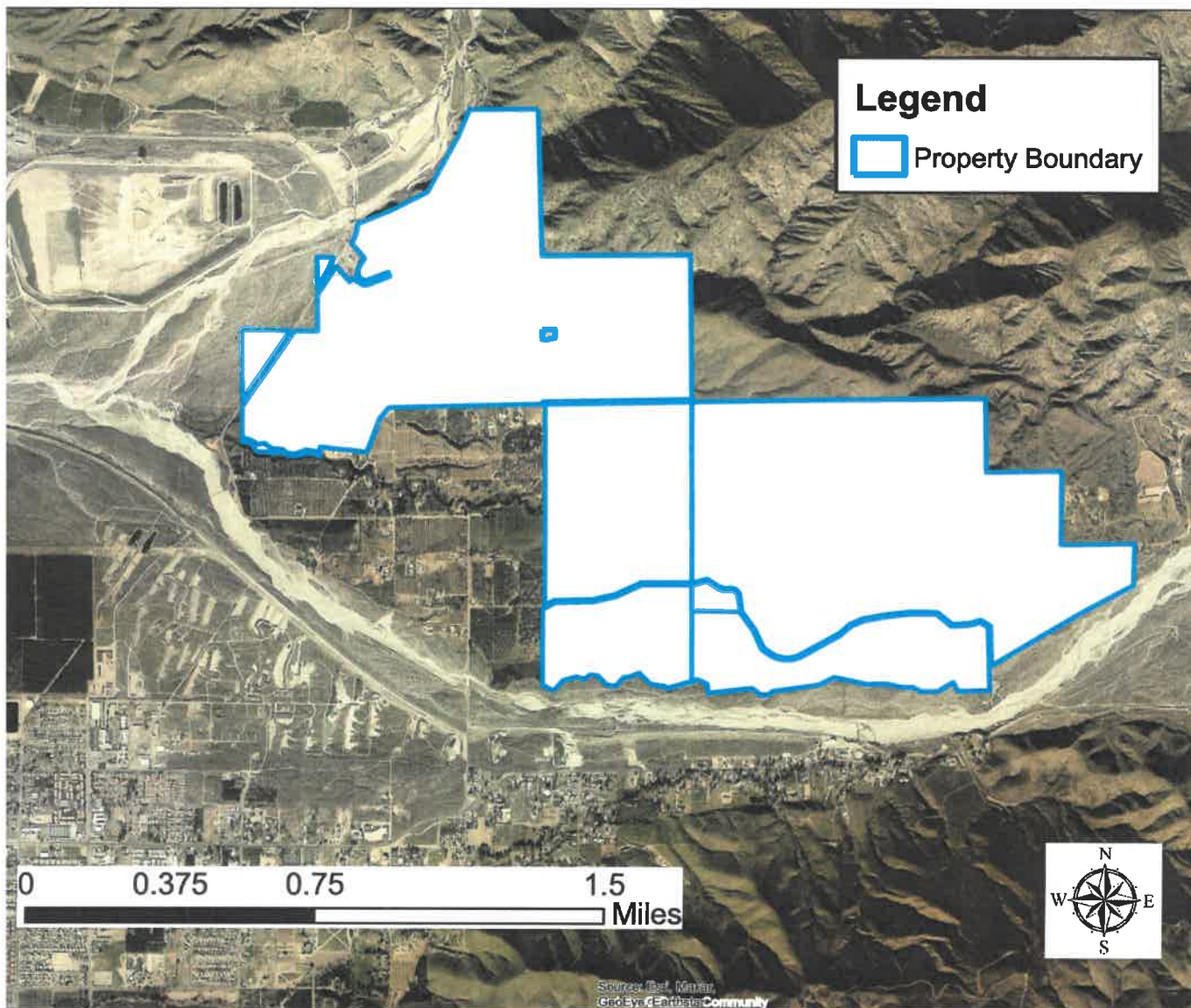
ANALYSIS: The Tres Lagos property recently became under the ownership of the San Bernardino Valley Municipal Water District (SBVMWD) on April 21, 2022. The SBVMWD held a workshop on April 21, 2022 with the Board of Directors to receive input from interested parties through public comment, provide input on potential future uses, and discuss the next steps regarding the property. Staff attended the virtual meeting to hear potential proposed uses as it would relate to future Highland Trail opportunities. In the meeting it was mentioned that Highland Staff has previously made contact with SBVMWD and indicated interest to connect the Tres Lagos property with the Highland Trail system.

Staff will continue to keep the CTC updated as the SBVMWD continues to move towards proposed uses.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>3</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 Recording Secretary		 Lawrence A. Mainez, Community Development Director	

Attachment: 1. Aerial Photo of Project Area

Attachment 1



Property Information

- Approximately 1,650 acres
- Purchase by SBVMWD
February 2022 for \$31.8M
(approx. \$19,200 per acre)