

CITY OF HIGHLAND REGULAR MEETING OF THE COMMUNITY TRAILS COMMITTEE AGENDA

REGULAR MEETING

February 9, 2023

6:00 p.m.

City Hall

Donahue Council Chambers

27215 Base Line

Highland, California

MEMBERS

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

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 📠

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 accommodation to include interpreters.

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 Planning Commission, 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: For those wishing to make public comments by email, please submit your comments by email to be read aloud at the meeting. Email comments must be submitted by 5:00 p.m. on February 9, 2023 to publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the February 9, 2023 agenda, please identify the agenda item number in the subject line.

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

**COMMUNITY TRAILS COMMITTEE
REGULAR MEETING AGENDA
February 9, 2023 - 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 February 9, 2023, 5:00 p.m., will be read into the record, provided that the reading shall not exceed three (3) minutes.

1. Election of Chair and Vice Chair

RECOMMENDATION: Staff recommends the Community Trails Committee conduct an Election for Chair and Vice Chair.

CONSENT CALENDAR

2. Minutes from January 12, 2023 Special Meeting.

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

BUSINESS ITEMS

3. 2023 Citrus Harvest Festival

RECOMMENDATION: Staff recommends the Community Trails Committee (CTC) Members select attendance time slots for the 2023 Citrus Harvest Festival and discuss CTC booth activities.

4. 27th Annual Community Trails Day

RECOMMENDATION: Staff recommends the Community Trails Committee (CTC) hear Staff's verbal presentation regarding the updates on the 2023 Community Trails Day Event.

ANNOUNCEMENTS

ADJOURN

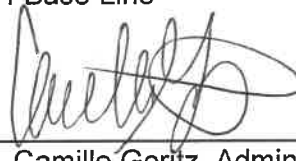
I, Camille Goritz, Administrative Assistant III of the City of Highland, California, certify that I caused to be posted this agenda on or before the 1st of February 2023 by 5:30 p.m. on our website at www.cityofhighland.org and in the following designated areas:

Highland Branch Library
7863 Central Avenue

Fire Station No. 1
26974 Base Line

City Hall
27215 Base Line

Date: February 1, 2023



Camille Goritz, Administrative Assistant III



STAFF REPORT

TO THE COMMUNITY TRAILS COMMITTEE

DATE: February 9, 2023

FROM: Lawrence A. Mainez, Community Development Director

PREPARED BY: Camille Goritz, Administrative Assistant III 

SUBJECT: Election of Chair and Vice Chair

RECOMMENDATION: Staff recommends the Community Trails Committee conduct an Election for Chair and Vice Chair

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: In accordance with Highland Municipal Code Section 2.32.040, the Community Trails Committee will annually meet on the second Thursday of February to appoint a Chair and Vice Chair for the coming year. The current Chair will turn the meeting over to Staff, who will take nominations and the vote for Chair. After the appointment of the Chair, Staff will turn the meeting over to the newly appointed Chair who will then take nominations and the vote for Vice Chair.

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



STAFF REPORT

TO THE COMMUNITY TRAILS COMMITTEE

DATE: February 9, 2023

FROM: Lawrence Mainez, Community Development Director

PREPARED BY: Camille Goritz, Administrative Assistant III *(Signature)*

SUBJECT: Minutes from the January 12, 2023 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>2</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	- Absent _____		
<i>(Signature)</i> Recording Secretary		<i>(Signature)</i> Community Development Director	

**COMMUNITY TRAILS COMMITTEE
SPECIAL MEETING MINUTES
January 12, 2023**

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 LaChausse
	Vice Chair	Erwin Fogerson
	Member	Richard Bowman
	Member	Brent Merideth

Absent:	Member	Michael McMillan
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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 Charles Kiel stated just heard you folks talking about the new website and I am glad that it's been progressing and especially the little calendar part on the beginning of the website, which helps so much. I did the search tab and typed trails, and, in my opinion, that can still use some refining or worked on more. It seems like if we can put a quick link to the trail maps to give people an idea of where they can go and what's really available. We have that same map that we've had for years showing an overview but the quality of work that you've been doing for the staff report with the different trail options and the different larger trail images is an excellent step. Thank you.

Resident Bob Hitchman stated we might have another volunteer; his name is Octavio. He's retired and got a call out of the blue from Denise that I he wanted to help. He actually called me, and I took him out a couple times, he wanted to see the old tunnels, but I used him the first day he was out there. Someone had pushed the couch over where the right bench is, and it's been down there for maybe at least 10 years. I've been doing this for 12 years and I've never seen anybody that sticks around but he does the trials on south of Base Line.

BUSINESS ITEM

1. 27th Community Trails Day Budget and event date

Assistant Planner Tafolla presented the staff report.

Member Merideth stated in the past I remember we used to hold it two weeks after Citrus Harvest Festival. Is that still in the realm of possibility or do we want to keep it at the National Trails Day date? I get nervous when it is so close to summer.

Chair LaChausse stated I like the idea having trails day on National Trails Day.

A MOTION was made by Member Bowman, seconded by Member Fogerson, to approve Trials Day scheduled on June 3, 2023. Motion carried, 4-1, with Member McMillan being absent.

Member Merideth stated Tres Lagos location is nice, we have had some great trails days there and it's a beautiful property and the hiking is very easy. I would like to make sure that we tie in with the San Bernardino Municipal Water District (SBMWD) and get approval before we do that. I would like to propose the Shelton Trail because you can either choose to go on the Shelton Trail in one direction or you can go in the opposite direction, which almost has unlimited distance if you go towards the water tower, and I don't think we've ever done trails day from that point. I think it might be something worth considering.

Chair LaChausse asked what do you guys all think of the Shelton Trail?

Member Fogerson stated I think it's great to utilize trails that we already have that are being used and are available now.

Community Development Director Mainez stated we actually did that several years ago.

Assistant Planner Tafolla stated it was in 2008 the last time we were at Shelton Trail for trails day. We staged at the East Highlands Ranch right in front of the lake and it was all street parking. East Highlands Ranch also let us use their private trails.

Chair LaChausse asked how long is the trail?

Member Merideth stated it is very long. So we have a hard blockage now on Bacon Street so if you started on Van Leuven Street, you'd only be able to go southwest from there.

Chair LaChausse asked how long would it take to go counterclockwise from where that red line is?

Member Merideth stated that is probably four miles. It is very uphill, but once you're at the top it has a gorgeous view. It is something you could choose your own distance.

Member Bowman stated maybe a simpler trail that more people would enjoy of all ages.

Community Development Director Mainez stated the reason why we are somewhat excited about the Tres Lagos property is I've been in contact with the General Manager at SBMWD and they are in the process of reviewing their Master Plan. A part of our comments early on is to make sure to include trails in the Master Plan and as part of their plan is required outreach and they thought that this might be a good opportunity for them to go out on our trails day with their own booth That is going to generate a lot more people to our trail's day event.

Chair LaChausse stated I think it's more appealing to me if they had staff present or board members out there that were going to promote this. They're providing water bottles, snacks, promoting it on their website and/or on the back of their utility bill, I think that would be appealing.

A MOTION was made by Member Merideth, seconded by Member Bowman, to request Staff coordinate with SBMWD and how they can be involved during Trials Day scheduled on June 3, 2023 given we pick Tres Lagos property. Motion carried, 4-1, with Member McMillan being absent.

All members agreed to look into a sponsor banner and how much it will cost that will go across Base Line. Staff will reach out to the Developers in the City of Highland for sponsorship.

ANNOUNCEMENTS

Community Development Director Mainez stated that the Airport Gateway Specific Plan meeting is tonight and since that includes bikes lanes this will come forward to CTC for comments.

ADJOURN

There being no further business, Chair La Chausse declared the meeting adjourned at 6:56 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: February 9, 2023

FROM: Lawrence A. Mainez, Community Development Director

PREPARED BY: Angela Tafolla, Assistant Planner *AT*

SUBJECT: 2023 Citrus Harvest Festival

RECOMMENDATION: Staff recommends the Community Trails Committee (CTC) Members select attendance time slots for the 2023 Citrus Harvest Festival and discuss CTC booth activities.

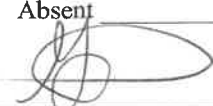
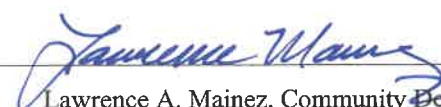
PUBLIC NOTICE: As required by City Council Resolution, notice of the CTC's Meeting was posted at the City's three designated posting locations within the City. In addition, the Agenda was posted on the City's Website. No further Notice is required.

BACKGROUND: The 2023 Citrus Harvest Festival is scheduled for March 25th. Historically members of the CTC have volunteered their time to represent the CTC at the booth and promote the Community Trails activities and resources (i.e., Trails Day Event, Mile Markers, Adopt-A-Trail and Trails History).

The event lasts approximately six hours (9:30 am – 3:30 pm) and will be divided into one (1) hour shifts. Staff will host the final hour and booth tear down.

Please be prepared to select a time slot to represent the CTC during the Citrus Harvest Festival and discuss how trails can be promoted such as a fun booth activity.

Time Slot	CTC Members/Staff	
9:30 am – 10:30 am		Booth Setup
10:30 am – 11:30 am		
11:30 am – 12:30 pm		
12:30 pm – 1:30 pm		
1:30 pm – 2:30 pm		
2:30 pm – 3:30 pm	Staff	Booth take down

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	



STAFF REPORT

TO THE COMMUNITY TRAILS COMMITTEE

DATE: February 9, 2023

FROM: Lawrence A. Mainez, Community Development Director

PREPARED BY: Angela Tafolla, Assistant Planner *AT*

SUBJECT: 27th Annual Community Trails Day

RECOMMENDATION: Staff recommends the Community Trails Committee (CTC) hear Staff's verbal presentation regarding the updates on the 2023 Community Trails Day Event.

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.

Event Location

Staff began conversations with the San Bernardino Valley Municipal Water District (SBVMWD) for the proposed use of the Tres Lagos site for the 27th Annual Trails Day. The SBVMWD has a scheduled Board Meeting on February 2, 2023 and will be discussing with Staff the possibility of coordinating with the City of Highland to hold the CTC Annual Trails Day event. Staff will provide the CTC with the conclusion of the said meeting at its February 9, 2023 meeting.

City Council Approval

The 27th Annual Community Trails Day to be held on June 3rd is scheduled on the February 14th City Council Agenda for approval. The proposed Tres Lagos location was briefly discussed as a possibly event location in the Staff Report.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>4</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
<i>Carroll</i> _____	Absent _____	<i>Lawrence A. Mainez</i> _____	
Recording Secretary		Lawrence A. Mainez, Community Development Director	

Street Banner:

Staff contacted the local print company Twisted Images Inc. for a bid on a 3'x30' double sided vinyl banner with reinforced corners and webbing for durability with wind slits and sewn in rope (see attachment 1 – Quotes). The banner standard is very specific, and this local company is familiar with the banner requirements and is used by other City departments.

1. \$979.10 – 3'x30' Street Banner
2. \$40.00 – Annual date revisions

Should the CTC choose to move forward with purchasing the banner Staff will begin sponsorship outreach from local businesses and developers.

Event Flyer 8 1/2" X 11"

A draft design will be presented to the Committee at the March 9, 2023, CTC meeting. Once the CTC has approved the draft the flyer will be printed and ready for distribution at the Citrus Harvest Festival. Staff will also begin distributing the flyer and event information to other free advertisement sources such as:

1. City of Highland Website – Front splash page & upcoming events
2. The Sun Newspaper – Community Events Section
3. The Rowe Report – Online newsletter by Supervisor Dawn Rowe
4. CTC Instagram – @cityofhighlandtrails
5. Nextdoor App – City of Highland page
6. Facebook – City of Highland page

The CTC will be provided with paper copies of the flyer for distribution to local businesses as suggested at the previous CTC trails meeting.