

CITY OF HIGHLAND SPECIAL MEETING OF THE HISTORIC AND CULTURAL PRESERVATION BOARD AGENDA

SPECIAL MEETING

June 4, 2020

5:00 p.m.

City Hall

Donahue Council Chambers

27215 Base Line

Highland, California

MEMBERS

Tony Mauricio, Chair

Patrick Sandford, Vice Chair

Pamela Bible, Member

Lewis Cantrell, Member

Colin Childs, Member

STAFF

Lawrence A. Mainez, Community Development Director

Kim Stater, Assistant Community Development Director

Ashiq Syed, Associate 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 Ex. 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 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.

SPECIAL NOTICE REGARDING COVID-19

In accordance with Governor Newsom's Executive Order N-25-20 and N-29-20, this meeting is being conducted via teleconference/Zoom. Anyone can join the meeting virtually or by phone:

- To join the Zoom Meeting online: <https://zoom.us/j/93735826048>
- Listen to the meeting by calling (669) 900-9128 and enter the Meeting ID: 93735826048#

Toll free phone numbers:

(877) 853-5247 or (888) 788-0099
Meeting ID: 93735826048#

Submission of Public Comments: For those wishing to make public comments at the June 4, 2020 Historic & Cultural Preservation Special meeting, please submit your comments by email to be read aloud at the meeting by the Community Development Administrative Assistant. Email comments must be submitted by 4:00 p.m. on June 4, 2020 to the Community Development Administrative Assistant at publiccomment@cityofhighland.org. If you are making a comment regarding an item on the agenda, please identify the agenda item in the subject line. All email comments shall be subject to the same rules as would otherwise govern speaker comments at the Historic & Cultural Preservation Special meeting.

HISTORIC AND CULTURAL PRESERVATION BOARD SPECIAL MEETING AGENDA June 4, 2020 - 5:00 P.M.

CALL TO ORDER

Pledge of Allegiance

COMMUNITY INPUT (ITEMS NOT ON THE AGENDA)

The Community Development Administrative Assistant shall read all email comments received before 4:00 p.m., provided that the reading shall not exceed three (3) minutes because this is the time limit for speakers at a Historic & Cultural Preservation Special meeting. The email comments submitted shall become part of the record of the Historic & Cultural Preservation Special meeting.

BUSINESS ITEMS

1. Discussion of the cancelled 2020 Citrus Harvest Festival, including discussion of Future Plans, Vendors, Car Show, Home Tour, Entertainment and Marketing.
RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board discuss the event cancellation and provide direction as necessary.
2. A status of Certificate of Appropriateness Applications for properties within the Highland Historic District.
RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board receives and file Staff's report.
3. Agenda Items and date for next Historic and Cultural Preservation Board (HCPB) Special Meeting scheduled for August 6, 2020.
RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board provide direction to Staff on items for the next Agendas and confirm the dates for the next HCP meetings. Recommendations include:
 - 1) Citrus Harvest Festival
 - 2) Certificates of Appropriateness

ANNOUNCEMENTS

ADJOURN

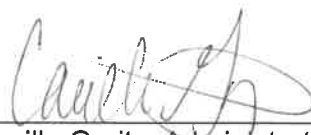
I, Camille Goritz, Administrative Assistant III of the City of Highland, California, certify that I caused to be posted this agenda on or before the May 28, 2020 by 4:30 p.m. on our website at www.cityofhighland.org and in the following designated areas:

Highland Branch Library
7863 Central Avenue

Fire Station No. 1
26974 Base Line

City Hall
27215 Base Line

Date: May 28, 2020



Camille Goritz, Administrative Assistant III



STAFF REPORT

TO THE HISTORIC AND CULTURAL PRESERVATION BOARD

DATE: June 4, 2020

FROM: Lawrence A. Mainez, Community Development Director

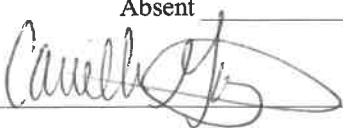
REVIEWED BY: Kim Stater, Assistant Community Development Director 

PREPARED BY: Ash Syed, Associate Planner 

SUBJECT: Discussion of the cancelled 2020 Citrus Harvest Festival, including discussion of Future Plans, Vendors, Car Show, Home Tour, Entertainment and Marketing.

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

BACKGROUND: The 24th Annual Citrus Harvest Festival was scheduled to take place on Saturday, March 28, 2020 but was suspended due to the ongoing COVID-19 pandemic. Staff will provide a verbal presentation regarding the budget, potential plans to reschedule, car show, vendors, and administration/marketing.

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

2020 CITRUS HARVEST FESTIVAL

Budget

1. Current Balance

Vendors

1. Discuss the Vendors and Demonstrators
 - Vendors and Sponsors refunded

Admin. / Marketing

1. Hot 103.9
 - \$1,200 CREDIT

Car Show

1. Update from Kiwanis Club (if available)

2020 Citrus Harvest Festival Budget

FESTIVAL EXPENDITURES (Initial Balance \$3,650)		
Item / Description	Budget	Actual
Advertising (HCN \$0, RDF/Sun \$1,225, EHR \$535 & Peach Jar \$518) Radio – (KCAL 96.7 \$1,085 / Hot 103.9 \$1,200)	3,478	1,735
Historic Demonstrators/Exhibitors (17 x \$200 ea)	3,400	
Entertainment (Bands & DJ) (BMS \$100, CVHS \$100, Highland Music Co. \$1,300, Copyrights \$110)	1,500	110
Balloons street decorations	1,300	
Insurance	1,991	
Street Banner over Base Line	1,200	1,441
Portable toilets (Deposit)	1,322	264
Posters, Flyers, print marketing materials	250	
Mobile Stage (Towing)	550	
Paper materials, copying, postage	655	341
Tables w/ umbrella & chairs for food court & stage area	550	
Signs for parking & festival activities	300	
Contest ribbons & prizes	300	
Kid's activities	100	
Booth refunds for historic displays	150	
CHF Honoree plaque, Car Show Plaque	150	494
Miscellaneous supplies	50	8
Staff shirts (10)	150	
Contest materials	100	
TOTAL	\$17,496	\$4,393

FESTIVAL REVENUES		
Item / Description	Budget	Actual
Sponsorship	11,000	1,000
Retail vendor Booth spaces	2,500	0
Food vendor booth spaces	2,000	0
Food vendor booth spaces	2,000	0
TOTAL	\$16,000	\$1,000

-6-	Projected Balance: \$2,154	Final Balance: \$257
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STAFF REPORT

TO THE HISTORIC AND CULTURAL PRESERVATION BOARD

DATE: June 4, 2020

FROM: Lawrence A. Mainez, Community Development Director

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

PREPARED BY: Ash Syed, Associate Planner *AS*

SUBJECT: A status of Certificate of Appropriateness Applications for properties within 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 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 Certificate of Appropriateness projects.

PROJECT REVIEW/ANALYSIS:

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

Approved _____	Motion _____	Second _____	Agenda Item No. <u>2</u>
Denied _____	Ayes _____		File No. _____
	Noes _____		
Continue _____	Abstain _____		
	Absent _____		
<i>Laurel H.</i> Recording Secretary		<i>Lawrence Mainez</i> -7- Community Development Director	

Certificate of Appropriateness Applications Not Yet Completed

File Number	Address	Description of Project	Approved	Expires	Status
COA 14-007	27268 Main Street	Installation of HC ramp and gate in front yard	Dec 2014	Dec 2015	Partially complete
COA 15-001	6892 Palm Avenue	New use – Administrative office for landscaping business	April 2015	April 2016	Partially complete
COA 18-002	6922 Palm Avenue	Front porch reconstruction	Aug 2018	Aug 2019	Complete, awaiting inspection
COA 18-003	27465 Pacific Street	Perimeter Fence			Permit issued by Building & Safety



STAFF REPORT

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DATE: June 4, 2020

FROM: Lawrence A. Mainez, Community Development Director

REVIEWED BY: Kim Stater, Assistant Community Development Director 

PREPARED BY: Ash Syed, Associate Planner 

SUBJECT: Agenda Items and date for next Historic and Cultural Preservation Board (HCPB) Special Meeting scheduled for August 6, 2020.

RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board provide direction to Staff on items for the next Agendas and confirm the dates for the next HCP meetings. Recommendations include:

- 1) Citrus Harvest Festival
- 2) Certificates of Appropriateness

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