

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

SPECIAL MEETING

October 7, 2021

5:00 p.m.

City Hall

Donahue Council Chambers

27215 Base Line

Highland, California

MEMBERS

Pamela Bible, Chair
Colin Childs, Vice Chair
Tony Mauricio, Member
Patrick Sandford, Member
Gail Shelton, 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 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 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.

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 October 7, 2021 to publiccomment@cityofhighland.org.

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

**HISTORIC AND CULTURAL PRESERVATION BOARD
SPECIAL MEETING AGENDA
October 7, 2021 - 5:00 P.M.**

CALL TO ORDER

Pledge of Allegiance

**SWEARING IN OF NEWLY APPOINTED HISTORIC AND CULTURAL PRESERVATION
BOARD MEMBER**

Gail Shelton

COMMUNITY INPUT (ITEMS NOT ON THE AGENDA)

To address the Historic and Cultural Preservation Board 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 October 7, 2021, 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 August 5, 2021 Special Meeting.
RECOMMENDATION: That the Historic and Cultural Preservation Board approve the minutes, as submitted.

BUSINESS ITEMS

2. Certificate of Appropriateness (COA 21-006) for the approval of two (2) wrought iron gates on a non-conforming religious institution within the Highland Historic District. (6955 Palm Ave, APN No. 1200-351-31)

RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board consider the applicant's request, Certificate of Appropriateness (COA 21-006) for the approval of two (2) wrought iron gates on a non-contributing religious institution.

3. Preparation for the 24th Annual Citrus Harvest Festival in 2022.

RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board discuss the logistics of the festival and direct Staff as necessary.

4. 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 files Staff's report.

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 September 30, 2021 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: September 30, 2021



Camille Goritz, Administrative Assistant III



STAFF REPORT

TO THE HISTORIC & CULTURAL PRESERVATION BOARD

DATE: October 7, 2021

FROM: Lawrence A. Mainez, Community Development Director

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

PREPARED BY: Camille Goritz, Administrative Assistant III *CG*

SUBJECT: Minutes from the August 5, 2021 Historic and Cultural Preservation Board Special Meeting

RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board 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 _____		
<i>Camille Goritz</i> Recording Secretary		<i>Lawrence A. Mainez</i> Community Development Director	

MINUTES
HISTORIC AND CULTURAL PRESERVATION BOARD SPECIAL MEETING
August 5, 2021

CALL TO ORDER

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

Present:	Chair	Pamela Bible
	Vice Chair	Colin Childs
	Member	Tony Mauricio
	Member	Patrick Sandford

Absent: Member Gail Shelton

Staff Present: Kim Stater, Assistant Community Development Director
Camille Goritz, Administrative Assistant III

The Pledge of Allegiance was led by Chair Bible.

COMMUNITY INPUT

None

CONSENT CALENDAR

1. Minutes from the April 1, 2021 Special Meeting.

A MOTION was made by Member Mauricio, seconded by Vice Chair Childs, to approve the minutes, as submitted. Motion carried on a roll call vote, 4-0, with Member Shelton being absent.

BUSINESS ITEMS

2. Selection of an Event Date, Budget Analysis and Organizational Details for the 24th annual Citrus Harvest Festival in 2022.

Assistant Community Development Director Stater presented the staff report.

Chair Bible asked the Board Members if anyone had a different proposed date in mind or if the March 26, 2022 date was acceptable?

Member Mauricio stated the March 26th is fine.

Vice Chair Childs stated I am ok with that, but it's not harvest anymore. It is very late in the season. Have we ever thought of rebranding it as Citrus Blossom?

Assistant Community Development Director Stater stated when we very first started this event, there was the Riverside Orange Blossom Festival at the same time. You could change your name, but it might be a bit confusing.

Chair Bible stated I like keeping the name.

Member Mauricio stated I do like the Orange Blossom Festival name.

Assistant Community Development Director Stater stated vendor booth fees are the traditional \$40 for nonprofit and direct sales, \$200 for food, \$15 late fee, and \$5 credit if you're a local resident or business. Do we have any changes to that?

Chair Bible stated I think they're fine still. I know I'd like to have more money, but we've already missed two years and I want people to come so I don't think I want to raise prices right now.

Member Mauricio stated I'm fine with that.

Member Sandford and Vice Chair Childs concurred with Chair Bible and Member Mauricio.

Vice Chair Childs stated I was thinking it would be very useful to is East Valley Water District are progressing quite extensively on the new water processing plant, and I think it would be great for us and maybe encourage them as well. People are always very reluctant to drink water that's being reprocessed, so it may be a nice opportunity for them to kind of build some community spirit or encourage them to get involved in some of the activities.

Chair Bible asked didn't they have sponsorship in our previous Citrus Harvest Festival?

Assistant Community Development Director Stater stated they had sponsorship. They have had it at varying levels, so they would usually bring out one or two tables there. They have an antique truck, the blue and white one you see in the parade and a water fountain that they hook up right in front of the Baptist Church. Do we want to modify any of the sponsor levels or numbers? I know last year we talked about if we could get additional sponsors, this doesn't have to be a limitation. This is what we strive to do, and this is what fits best on our marketing.

Chair Bible stated last time we had a festival; did we even fill our sponsor spots?

Assistant Community Development Director Stater stated we were very close. We were only short little bit.

Chair Bible stated if it is working, I think we should leave it then.

Member Mauricio stated I am ok with the sponsor layout.

Assistant Community Development Director Stater asked if anyone has questions regarding the contests.

Vice Chair Childs asked since we're in the Historic District, what are your thoughts on home improvement contest or something to encourage people to do a little bit of gardening or improvement or something to showcase some of the stuff that they've done to encourage them at least to preserve or consider to preserving.

Assistant Community Development Director Stater stated we could do that. Next is entertainers and schedule events on page 7. We traditionally have spots for three school bands, contest announcements, the festival honoree, and one main band that plays for about 2 hours towards the end of the day. We can talk to San Manuel and if they are interested in promoting their new facility and having some type of entertainer come, we can make that available. If not, do we want to keep this this schedule?

Chair Bible stated I think the schedule works for us.

Vice Chair Childs stated if we could get San Manuel to help with sponsorship or have their if they have their own musicians that they would use.

Assistant Community Development Director Stater stated the budget is on page four and five and this is taken from last budget with some modifications. All the costs are constant it just depends on the focus of the board for marketing and for historic demonstrators. Home tour budget we haven't really utilized the last couple years, we could remove it from the budget altogether.

Chair Bible stated it doesn't really hurt it to leave it on there in case we needed it, right?

Assistant Community Development Director Stater stated it should give us an idea. So, if this budget is ok, we will take it to the City Council with the date when there's a motion made at the end of the agenda item.

Member Mauricio asked are there any other sponsors that this board wants to bring in?

Vice Chair Childs stated I am pretty good with everything. We had already paid for advertising on radio for previous Citrus Harvest Festival, did we get a credit back?

Assistant Community Development Director Stater stated they're keeping that credit so we will be able to utilize that for this event. We still have the Redlands Daily Facts, San Bernardino Sun, East Highlands Ranch and Peachjar.

Chair Bible asked was there any more discussion on the budget?

Member Mauricio asked how's that banner?

Assistant Community Development Director Stater stated good, the banners brand new. We'll just change the date and it'll be perfect.

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

- 1) Provide direction regarding the logistics of the Citrus Harvest Festival and;
 - 2) Recommend the date and budget for the Citrus Harvest Festival to the City Council for approval. Motion carried, 4-0, with Member Shelton being absent.
3. A status of Certificate of Appropriateness Applications for properties within the Highland Historic District.

Assistant Community Development Director Stater presented the staff report.

The Historic and Cultural Preservation Board received and filed staff's report.

ANNOUNCEMENTS

None

ADJOURN

There being no further business, Chair Bible declared the meeting adjourned at 5:44 p.m.

Submitted by:

Approved by:

Camille Goritz, Administrative Assistant III

Pamela Bible, Chair



STAFF REPORT

THE HISTORIC AND CULTURAL PRESERVATION BOARD

DATE: October 7, 2021

FROM: Lawrence A. Mainez, Community Development Director

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

PREPARED BY: Ash Syed, Associate Planner *ASB*

SUBJECT: Certificate of Appropriateness (COA 21-006) for the approval of two (2) wrought iron gates on a non-contributing religious institution within the Highland Historic District.

LOCATION: 6955 Palm Avenue, Highland, CA 92346
Assessor's Parcel No. 1200-351-31

OWNER: Highland Community Cross Church

RECOMMENDATION: Staff recommends that the Historic and Cultural Preservation Board consider the applicant's request, Certificate of Appropriateness (COA 21-006) for the approval of two (2) wrought iron gates on a non-contributing religious institution.

PUBLIC NOTICE: As required by City Council Resolution, notice of the public meeting was posted at three (3) designated posting locations within the City. In addition, the notice was posted on the City's website and mailed to the surrounding property owners. No further notice is required.

PUBLIC COMMENT: Staff has not received any public comments at the time of preparing this staff report.

DESCRIPTION OF SITE: The subject property is the Highland Community Cross Church, located at the southeast corner of Palm Avenue and Main Street, within the Highland Historic District (Attachment 1 – Area Map). The lot is approximately 0.5 acres and comprises of the church building along with the associated parking lot and landscaping.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>2</u>
Denied _____	Ayes _____		File No. _____
Continue _____	Noes _____		
	Abstain _____		
	Absent _____		

Carell D.
Recording Secretary

Lawrence Mainez
Community Development Director

The church building was first constructed by the Highland Congressional Church in 1886 at the corner of Church Street and Base Line. 1905, the building was moved to its present site and underwent notable modifications. Architect Arthur B. Benton, who designed the First Bank of Highland at the southwest corner of Palm Avenue and Main Street as well as the Mission Inn in Riverside, prepared plans for the addition. The building was rotated 90 degrees and a new addition containing the sanctuary was constructed perpendicular to it on the north. The earlier church was remodeled into Sunday School rooms.

The remodeled church was a single-clad edifice, dominated by the tall tower with its pointed, four-sided roof capped by a large finial. The entrance porch, with its expressed structured and medium gable roof, was similar to the architect's Episcopal churches of the early part of the century, which were modeled after the vernacular Gothic of English country churches.

On January 23, 1947, the church was heavily damaged by an electrical fire. The damage was repaired, however the building was extensively remodeled including the addition of stucco to the entire body of the building. The current appearance of the building dates from the 1947 remodeling and bears little resemblance to the Arthur B. Benton church of 1905.

The building has been deemed a non-contributing structure within the Highland Historic District as a result of the remodel and loss of original architecture and materials. (Attachment 2 – Photos).

PROJECT REVIEW: The Applicant is requesting the Historic and Cultural Preservation Board's approval of two (2) wrought iron gates recently installed on the property. The subject gates were installed without permits. The Church was notified by the City and promptly submitted a Certificate of Appropriateness application. The first gate, located at the front porch of the church building, spans the entire entrance to provide security and prevents transients from seeking shelter on the church's porch. The second gate, located to the south of the church building, is six (6) feet in height and replaced a rusted chain link fence. The new fence secures the side yard of the property, an area reserved for outdoor church gatherings (Attachment 3 – Wrought Iron Gates).

ANALYSIS: The Church building does not retain enough elements to be individually contributing. Nonetheless, when alterations are made to any building in the District, it is necessary to ensure that it does not negatively impact the surrounding properties as a whole. The Secretary of the Interior's Guidelines should be followed when considering a project involving a non-contributing structure.

The Standards for Rehabilitation state that, "New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property". They also state that, "the existing conditions of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited

replacement of a distinctive feature, the new material will match the old in compositions, design, color, and texture” (Attachment 4 – Standards for Rehabilitation).

The security gate at the south side of the property is the replacement of an existing chain link fence that has become rusted and lost its structural integrity. Although the gate along the front porch of the building alters the appearance and curb appeal of the church, it does not negatively impact the surrounding properties or act as a detriment to the Historic District.

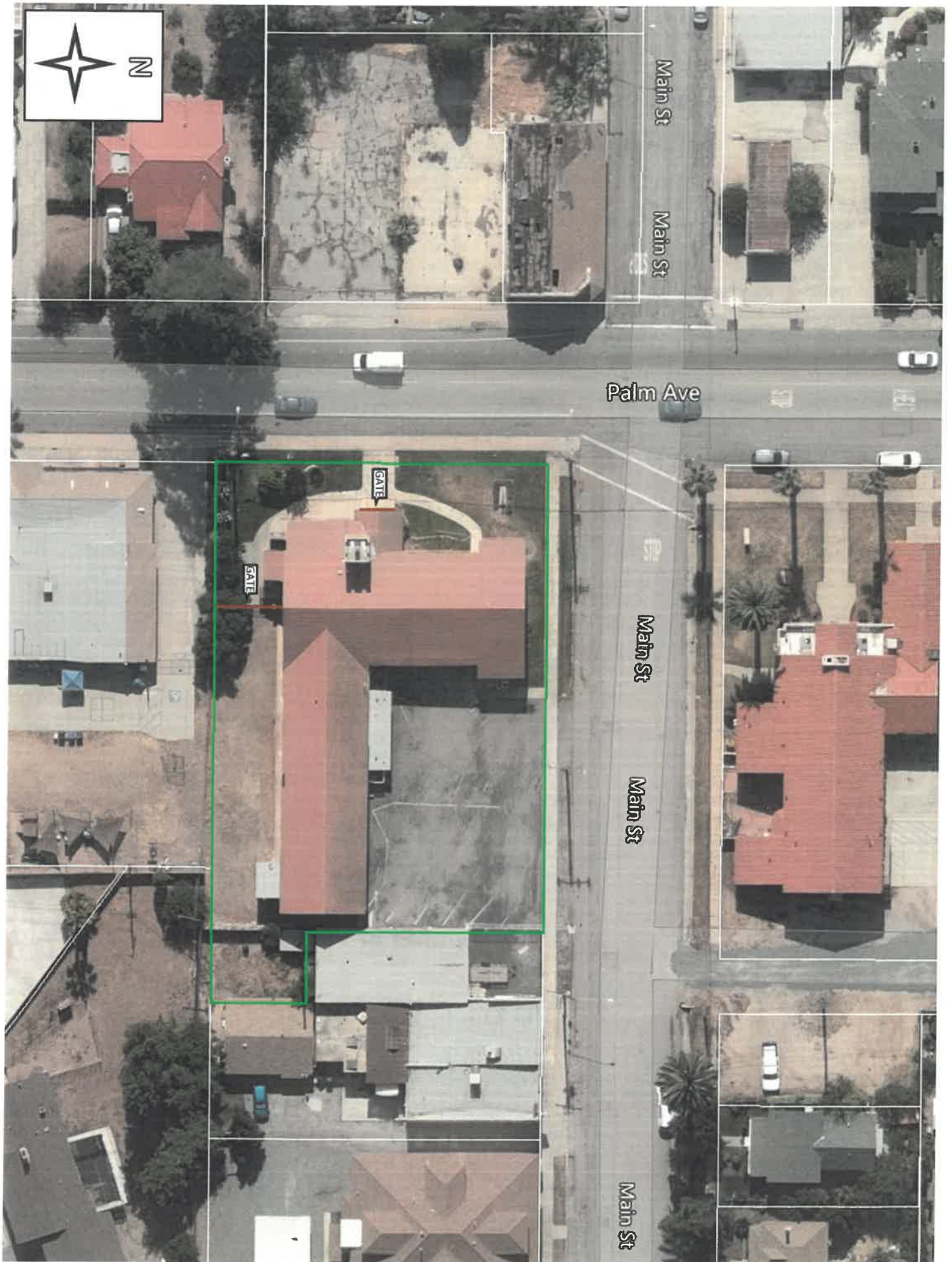
Staff recommends the Historic and Cultural Preservation Board consider and provide direction on the two (2) wrought iron gates, subject to the Conditions of Approval and Findings of Fact.

Attachments:

1. Area Map
2. Photos
3. Wrought Iron Gates
4. Standards for Rehabilitation
5. Conditions of Approval
6. Findings of Fact

Attachment 1:

Area Map



Attachment 2:

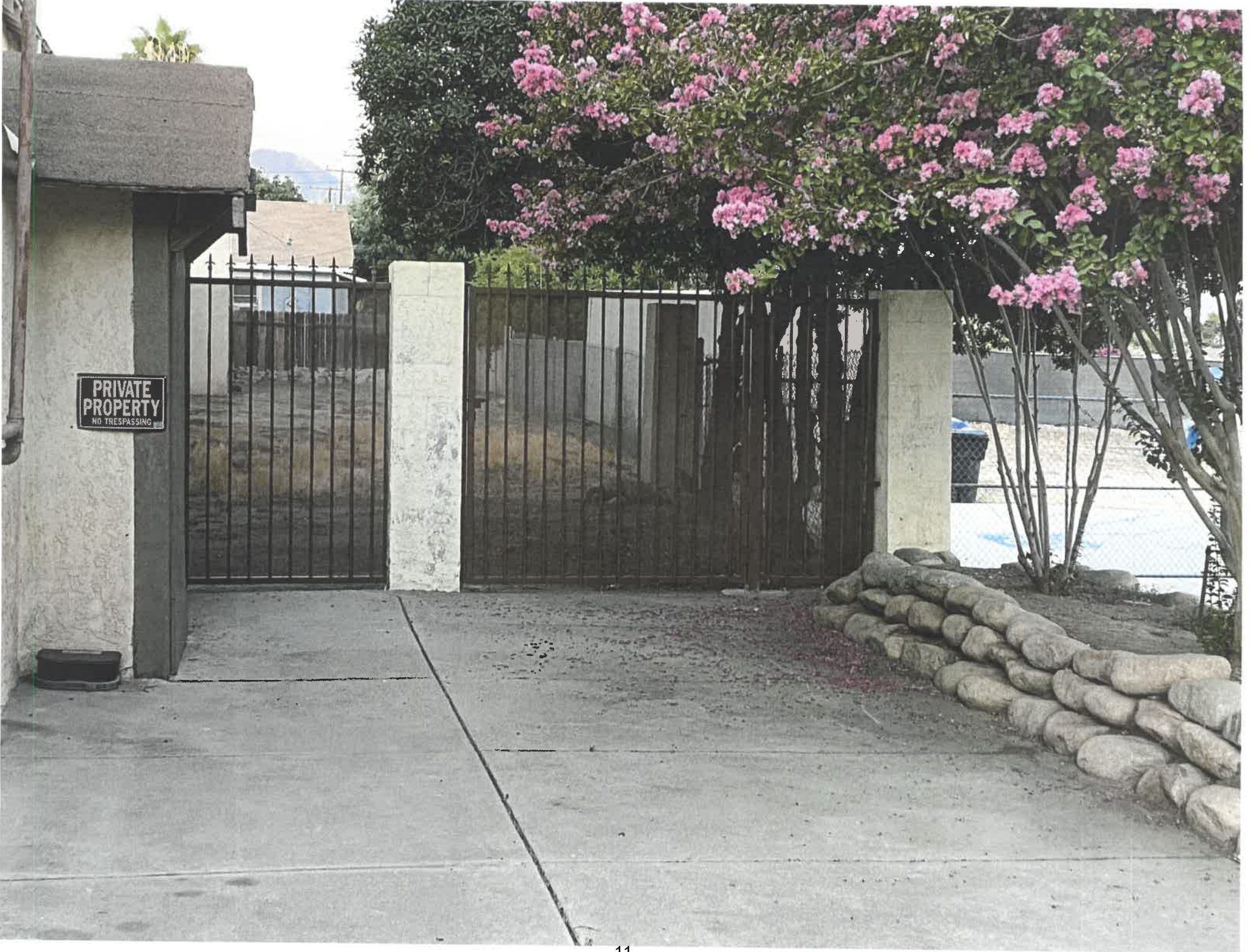
Photos





Attachment 3:
Wrought Iron Gates





Attachment 4:
Standards for Rehabilitation

The Secretary of the Interior's Standards for Rehabilitation

The Secretary of the Interior is responsible for establishing professional standards and providing advice on the rehabilitation and protection of all cultural resources listed in or eligible for listing in the National Register of Historic Places.

The Secretary of the Interior's Standards for Treatment of Historic Properties apply to all proposed development grant-in-aid projects assisted through the National Historic Preservation Fund, and are intended to be applied to a wide variety of resource types, including buildings, sites, structures, objects and districts. These Standards, developed in 1992, were codified as 36 CFR Part 68 in the July 12, 1995, Federal Register (Volume 60, No. 133). They replace the 1978 and 1983 versions of 36 CFR 68 entitled, "The Secretary of the Interior's Standards for Historic Preservation Projects."

The Secretary of the Interior's Standards for the Treatment of Historic Properties may be used by anyone planning and undertaking work on historic properties, even if grant-in-aid funds are not being sought. It should be noted that another regulation, 36 CFR Part 67, focuses on "certified historic structures" as defined by the IRS Code of 1986. The "Standards for Rehabilitation" cited in 36 CFR 67 should always be used when property owners are seeking certification for federal tax benefits.

Rehabilitation:

The act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.

Standards for Rehabilitation:

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

10. New additions and adjacent or related new construction will be undertaken in a such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

NOTE:

When repair and replacement of deteriorated features are necessary; when alterations or additions to the property are planned for a new or continued use; and when its depiction at a particular period of time is not appropriate, Rehabilitation may be considered as a treatment. Prior to undertaking work, a documentation plan for Rehabilitation should be developed.

Attachment 5:
Conditions of Approval

**CERTIFICATE OF APPROPRIATENESS
CONDITIONS OF APPROVAL**

Date: October 7, 2021

Applicant: Highland Community Cross Church

File/Index: COA 21-006

Proposal: Certificate of Appropriateness (COA 21-006) for the approval of two (2) wrought iron gates on a non-contributing commercial property within the Highland Historic District.

Location: 6955 Palm Avenue, Highland, CA 92346
Assessor's Parcel No. 1200-351-31

The CERTIFICATE OF APPROPRIATENESS Application has been conditionally approved subject to the compliance with the requirements as specified below:

1. This CERTIFICATE OF APPROPRIATENESS shall become null and void:
 - a. Unless all conditions have been complied with and occupancy or use of the land or existing structures authorized by Certificate of Appropriateness No. 21-002 has taken place within twelve (12) months after the approval of said Certificate of Appropriateness.
 - b. Where circumstances beyond the control of the Applicant cause delays which do not permit compliance with the time limitation established in this Section, the Historic and Cultural Preservation Board may grant an Extension of Time for a period of not to exceed an additional twelve (12) months. Applications for an extension of time must set forth, in writing, the reasons for granting an extension, and shall be filed together with a fee as established by the City Council, with the Planning Division thirty (30) calendar days prior to the expiration of Certificate of Appropriateness No. 21-002.

NOTE:

All required on-site and off-site improvements, shall be completed and approved prior to final inspection of any building or structure.

The conditions listed below are continuing conditions; failure of the Applicant to comply with any/all conditions at any time, shall result in initiating revocation of the subject permit granted to use the property.

PLANNING CONDITIONS

2. The subject property shall be developed in accordance with materials approved by the Historic and Cultural Preservation Board on October 1, 2021 and shall be in compliance with all conditions of approval contained herein.
3. Certificate of Appropriateness (COA 21-006) for the approval of two (2) wrought iron gates on a non-contributing commercial property within the Highland Historic District.
4. Prior to the issuance of any applicable permits, the Applicant/Owner of the property shall submit to the Planning Division written evidence of agreement with all conditions of this approval.
5. The owner/applicant shall obtain all required permits from the Planning Division, Engineering Division, and Building and Safety Divisions.
6. Revisions, and/or modifications to the approved materials shall be submitted to the Planning Division for review and approval. Revisions, modifications and/or deletions may require additional review by the Historic and Cultural Preservation Board, as determined by the Community Development Director.
7. In compliance with the Highland Municipal Code, the owner/applicant shall agree, at his/her sole cost and expense, to defend, indemnify, and hold harmless, the City, its officers, employees, agents, and consultants, from any claim, action, or proceeding brought by a third-party against the City, its officers, agents, and employees, which seeks to attack, set aside, challenge, void, or annul an approval of the City Council, Planning Commission, or other decision-making body, including staff, concerning this project. The City may, at its sole discretion, participate at its own expense in the defense of any such action but such participation shall not relieve the Applicant of any obligations under this condition.

Attachment 6:
Findings of Fact

CERTIFICATE OF APPROPRIATENESS FINDINGS OF FACT

Date: October 7, 2021

Applicant: Highland Community Cross Church

File/Index: COA 21-006

Proposal: Certificate of Appropriateness (COA 21-006) for the approval of two (2) wrought iron gates on a non-contributing commercial property within the Highland Historic District.

Location: 6955 Palm Avenue, Highland, CA 92346
Assessor's Parcel No. 1200-351-31

The Historic and Cultural Preservation Board shall make the following Findings of Fact prior to approval of the application:

1. With regard to a designated resource, the proposed work will neither adversely affect the significant architectural features of the designated resource nor adversely affect the character of historical, architectural, or aesthetic interest or value of the designated resource and its site.

The current appearance of the building dates from the 1947 remodeling and bears little resemblance to the original design from of 1905. The Church building does not retain enough elements to contribute to the architectural value of the Historic District. Nonetheless, when alterations are made to any building in the District, it is necessary to ensure that it does not negatively impact the surrounding properties or District as a whole. The security gate at the south side of the property is the replacement of an existing chain link fence that has become rusted and lost its structural integrity. Although the gate along the front porch of the building alters the appearance and curb appeal of the church, it does not negatively impact the surrounding properties or act as a detriment to the Historic District.

2. With regard to any property located within a Historic District, the proposed work conforms to the prescriptive standards and design guidelines for the District adopted by the Board and does not adversely affect the character of the district.

The Standards for Preservation state that, "The replacement of intact or repairable historic materials or alterations of features, spaces, and spatial relationships that characterize a property will be avoided". However, the security gate at the south side of the property is the replacement of an existing chain link fence that has become rusted and lost its structural integrity. Although the gate along the front porch of the building alters the appearance and curb appeal of the church, it does not negatively impact the Historic District.

3. In the case of construction of a new improvement, addition, building, or structure upon a designated cultural resource site, the use and exterior of such improvements will not adversely affect and will be compatible with the use and exterior or existing designated cultural resources, improvements, buildings, natural features, and structures on said site.

On January 23, 1947, the church was heavily damaged by an electrical fire. The damage was repaired; however, the building was extensively remodeled including the addition of stucco to the entire body of the building. The current appearance bears little resemblance to the Arthur B. Benton church of 1905. Nonetheless, when alterations are made to any building in the District, it is necessary to ensure that it does not negatively impact the surrounding properties. The security gate at the south side of the property is fully compliant with the current Historic District Residential Fencing Standards. Although the gate along the front porch of the building alters the appearance and curb appeal of the church, it too does not negatively impact the surrounding properties.



STAFF REPORT

TO THE HISTORIC AND CULTURAL PRESERVATION BOARD

DATE: October 7, 2021

FROM: Lawrence A. Mainez, Community Development Director

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

PREPARED BY: Ash Syed, Associate Planner *AS*

SUBJECT: Preparation for the 24th Annual Citrus Harvest Festival in 2022

RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board discuss the logistics of the Festival and direct Staff as necessary.

FISCAL REVIEW: The Festival Account has a balance of \$257. Separately, the Home Tour Account has a balance of \$1,639.91. Expenses are estimated to be \$15,378 while expected revenues are \$15,500. Attached is the 2022 Citrus Harvest Festival Budget (Attachment 1).

Traditionally, staff time is not charged to the CHF fund. Planning, Public Works, and Finance Departments spend many hours on the event. Personnel costs are estimated at \$18,000.

PROJECT REVIEW: The Highland City Council approved the Board's recommended event date of **March 26, 2022**, with a rain date of **April 2, 2022**.

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

The Board may wish to discuss the following topics in preparation for the Festival:

1. Entertainment –

1. Entertainers –
2. Schedule of Events –

2. Car Show –

1. Update Kiwanis Club

3. Home and Walking Tour –

1. Discuss Home and Walking Tour

4. Vendors –

1. Discuss Specialty Vendors and Demonstrators – Lowe's, Historic Reenactors, SB County Animal Control, Kid's Activities
2. Vendor Application

5. Admin / Marketing –

- | | | |
|--------------|----|---|
| Attachments: | 1. | 2022 Citrus Harvest Festival (CHF) Budget |
| | 2. | 2022 CHF Contests |
| | 3. | 2022 CHF Schedule of Events |
| | 4. | 2022 CHF Layout |
| | 5. | 2022 CHF Vendor Application |

2022 Citrus Harvest Festival Budget

FESTIVAL EXPENDITURES	
Item / Description	Budget
Advertising (HCN \$0, RDF/Sun \$1,225, EHR \$535 & Peach Jar \$518) Radio – Hot 103.9 \$1,200 [credited]	2,278
Historic Demonstrators/Exhibitors (17 x \$200 ea)	3,400
Entertainment (Bands & DJ) (Middle School \$100, High School \$100, Highland Music Co. \$1,300)	1,500
Balloons street decorations	1,300
Insurance	2,000
Street Banner over Base Line (date modification)	300
Portable toilets	1,300
Posters, Flyers, print marketing materials	250
Mobile Stage (Towing)	550
Paper materials, copying, postage	650
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	150
Miscellaneous supplies	50
Staff shirts (10)	150
Contest materials	100
TOTAL	\$15,378

FESTIVAL REVENUES	
Item / Description	Budget
Sponsorship	11,000
Direct Sales vendor Booth spaces (62 x \$40)	2,500
Food vendor booth spaces (10 x \$200)	2,000
TOTAL	\$15,500

	Initial Balance: \$257	Projected Balance: \$379
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CONTEST	CATEGORIES	NO. WINNERS (total)	PRIZE
COLORING	Pre-K & K	1 st , 2 nd , & 3 rd place for each grade (6 total)	Ribbon & Prizes for all (6)
POETRY	Grades 1-3	1 st , 2 nd , & 3 rd place for each grade (9 total)	Ribbon & Prizes for all (9)
CITRUS LABEL	Grades 4-12	1 st , 2 nd , & 3 rd place for each grade (27 total)	Ribbon & Prizes for all (27)
BAKING	Cookie, Pie, Cake, Bread/Muffin/Jams/ Jellies/Marmalade (5)	1 st , 2 nd , & 3 rd place for each category (15 total)	Ribbon for all (15) Prizes for 1 st place only
CITRUS GROWING	Orange – Including Largest, Best Flavor, Best Appearance Lemon – including Largest, Best Flavor, Best Appearance	1 st , 2 nd , & 3 rd place for each grade (6 total)	1 st Place for each category (6 total)
GOOD NEIGHBOR AWARD	Most Improved	1 st place	Gift Bag

ENTERTAINMENT SCHEDULE

2022 HIGHLAND CITRUS HARVEST FESTIVAL

10:00 am School Band

10:30 am Announce Winners for the:

- * Baking Contest**
- * Coloring Contest**
- * Poetry Contest**
- * Citrus Label Design Contest**

11:15 am School Band

**12:00 pm Presentation of Festival Honoree:
San Manuel Band of Mission Indians**

12:15 pm School Band

1:00 pm Announce Winners for the:

- * Car Show**
- * Citrus Growing Contest**
- * “Good Neighbor” Award**

1:15 pm Main Band

3:30pm End of Show



RE: 2022 HIGHLAND CITRUS HARVEST FESTIVAL

You are cordially invited to participate as a vendor in the 24th Annual Highland Citrus Harvest Festival. The event is a one day, family-oriented street festival celebrating the rich citrus history of Highland. There will be approximately 200 vendors and exhibitors, live entertainment, car show, historic home tour, kids' zone, contests and much, much more. Attendance is estimated to be 6,500.

This year's event will be held Saturday, **March 26, 2022**, from 10:00 a.m. to 3:30 p.m. in Highland's Historic District at the intersection of Palm Avenue and Main Street.

Enclosed is a vendor information packet and application. If you would like to reserve space, please complete and return the application by March 11, 2022. Space is limited and booths will be filled on a first come, first serve basis.

If you have any questions, please call me at (909) 864-6861, extension 210.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Ash Syed', with a stylized, cursive script.

Ash Syed
Associate Planner

24th ANNUAL CITRUS HARVEST FESTIVAL VENDOR APPLICATION

Saturday, March 26, 2022

(April 2, 2022 In Case of Rain)



Return Applications & make checks payable to
CITY OF HIGHLAND

27215 BASE LINE, HIGHLAND, CA 92346

Phone: (909) 864-6861 ext. 210

Fax: (909) 862-3180

Email: asyed@cityofhighland.org

Business/Group Name: _____

Address: _____

Street City Zip

Contact Person: _____

Telephone: _____

Day

Evening

Fax

State Board of Equalization Permit No.: _____

Insurance Policy # (Food Concessions & Activities Only): _____

Vendor Type, Check One:

☐ Direct Sales (general merchandise, crafts, apparel, jewelry, art, etc.)

☐ Food

☐ Activity (air bounce, pony rides, petting zoo, etc.)

☐ Nonprofit or Government Organization

☐ Historic Demonstrator (display or activity demonstrating an historic craft or trade)

List all items to be sold and/or description of activities (items not listed cannot be sold):

Comments / Special requests:

Please refer to "Vendor Information Packet" for complete details regarding Fees. Information provided below is for easy reference only and does not include all "Fee" information.

◆ Direct Sales	\$40.00
◆ Food	\$200.00
◆ Activity	\$40.00
◆ Non-Profit Government Organization	\$40.00
◆ Historic Demonstrators	Free

(If you are a City of Highland Resident and/or your Business is located in the City of Highland, you qualify for \$5.00 discount)

Number of booths _____ x \$ _____ /per booth = \$ _____

Late Fee – Add \$15.00 (if after 3/11/2022) \$ _____

Total \$ _____

Are you a past participant of Highland's Citrus Harvest Festival? ☐ Yes, for ____ Years ☐ No

I would like the following phone number available to the public for referrals: (____) _____

- OVER -

LIABILITY WAIVER

The undersigned acknowledges receipt of the Citrus Harvest Festival Vendor Information Packet, and agrees that he/she will comply with said rules. Noncompliance will result in removal of the activities from the streets. The undersigned further certifies that he/she is responsible for the activity, and is authorized to: a) execute on behalf of the group; and, b) accept legal process on behalf of the group. The undersigned also agrees to indemnify and hold harmless the City of Highland, the Historic and Cultural Preservation Board, and building owners and tenants from all damages, liabilities, costs and expenditures, including attorney fees and costs of defense, which may occur by reason of use of street for Festival activities.

In consideration of the acceptance of my Application for entry into the above Event, I hereby waive, release and discharge any and all claims for damage for death, personal injury or property damage I may have, or which hereafter accrue to me, against the City as a result of participation in the Event. This release is intended to discharge the City, its officers, officials, employees and volunteers, any other involved municipalities or agencies from and against any and all liability arising out of or connected in any way with my participation in the Event, even though that liability may arise out of the negligence or carelessness on the part of the persons or cities mentioned above. I further understand that accidents and injuries can arise out of the Event; knowing the risks, nevertheless, I hereby agree to assume those risks and to release and to hold harmless all of the persons or agencies mentioned above who (through negligence or carelessness) might otherwise be liable to me (or my heirs or assigns) for damages. It is further understood and agreed that this waiver, releases and assumption of risk is to be binding on my heirs and assigns.

SIGNATURE

DATE

PRINTED NAME

24th ANNUAL CITRUS HARVEST FESTIVAL
SATURDAY, MARCH 26, 2022
10:00 a.m.- 3:30 p.m.

VENDOR INFORMATION PACKET

Info. (909) 864-6861 ext. 210

The deadline for Vendor Applications is **March 11, 2022**. The Highland Historic and Cultural Preservation Board ("Board") has the right to review all Applications and merchandise before the Application is accepted.

VENDOR CLASSIFICATIONS

- ◆ **Direct Sales:** Vendors selling merchandise including, but not limited to: crafts, apparel, art, jewelry, toys, collectibles, etc.
- ◆ **Activities:** pony ride, petting zoo, air bounce & similar activities belong in this category.
- ◆ **Food:** Vendors selling any food or consumable item. It is the Vendor's responsibility to contact the San Bernardino County Department of Health Services before submitting an Application. You are responsible for meeting your own Health Services requirements including a 3-compartment sink for hand and utensil washing. Appropriate Health Department permits and verification of insurance shall be submitted with the Application.
- ◆ **Government and Nonprofit Organizations:** Nonprofit Organizations, Service Clubs and Government Agencies. You are eligible to receive a full refund of your Vendor Fee if your group dresses in period costume (1890 -1940) or exhibits a comprehensive historical display to complement the theme of the Festival. This refund is available to Government and Nonprofit Organizations only.
- ◆ **Historic Demonstrators:** Demonstrators include persons or groups exhibiting a specific craft, trade, artifact or hobby (i.e., blacksmith, weaver, sculpture, museum, historical society, etc.).

NOTIFICATION OF BOOTH NUMBER

Final selection of booth locations will be made by the Board following the Application deadline. It is the Board's discretion to limit the number of Vendors in any category. **Vendor confirmations including the booth location will be mailed no later than March 17, 2022.**

BOOTH FEES

- ◆ Direct Sales - **\$40** Fee per booth space
- ◆ Activity: **\$40**
- ◆ Food Concessions - **\$200** Fee per booth space
- ◆ Nonprofit Organizations and Government Agencies - **\$40** Fee per booth space (refundable with confirmation of comprehensive historic exhibit or costume).
- ◆ Historic Demonstrators – **Free**
(If you are a City of Highland Resident and/or your Business is located in the City of Highland, you qualify for \$5.00 discount)

Late Fee- An additional **\$15 Late Fee** is required for Applications received after the **March 11, 2022** deadline. All Fees must be paid at the time the Application is submitted. **Vendors may pay by cash, check or money order made payable to the CITY OF HIGHLAND.** There will be a \$25 charge for all returned checks. Please do not mail cash with the Application. Cash is accepted in person, at the Cashier's Window during business hours in City Hall only. If you require a booth space larger than 10X10, or 10x20 for Food Vendors, you are required to pay full price for each additional space.

PERMITS AND DOCUMENTATION

Participants shall comply with all City, County and State permit requirements. It is the responsibility of the Vendor to be aware of all permit requirements, and pay any fees associated with the issuance of such permits. The following permits shall be on premises during the Festival;

- ◆ San Bernardino County Environmental Health (Temporary Health Permit, for Food Vendors only)
(909) 884-4056 Monday – Friday 8:00am to 5:00pm
- ◆ State Board of Equalization Permit (Sellers Permit) naming 27215 Base Line as the business location (951) 680-6400.

CANCELLATION

The Board recognizes that situations may arise preventing participation. Vendors must inform the Festival Staff of cancellation 48 hours in advance. Failure to do so will result in the loss of Fees paid. Refunds will be determined on a case-by-case basis at the Board's regularly scheduled meeting. All decisions are final.

RAIN DATE

If weather forecast is very poor on March 26, 2022, the Event will be *rescheduled* for **April 2, 2022**. On April 2, 2022, the Festival will be held "Rain or Shine". Vendors cancelling participation in the Festival on April 2, 2022 due to threatening weather shall forfeit all Fees paid.

INSURANCE

All Food Vendors and Activity Vendors (air bounce, pony ride, etc.) must provide \$1,000,000 General Liability Insurance. **The enclosed insurance form shall be completed by the Vendor's insurance company and returned with the Application. NO SUBSTITUTIONS ACCEPTED.**

Vendors shall procure and maintain for the duration of the Event insurance against claims for injuries to persons or damages to property which may arise from, or in connection with, the performance of the work hereunder by the Vendor, his agents, representatives, employees or subcontractors. Such insurance shall include coverage for general liability, automobile liability, and Worker's Compensation if applicable, as required by State law. Such coverage's shall be endorsed to cover the City of Highland and their officers, employees, and Vendors as respects to liability arising out of the activities performed by or on behalf of the Vendor. Such coverage shall be primary as respects to the City of Highland. Vendors shall furnish the City with certificates of insurance with original endorsements effecting coverage required by this clause and endorsements shall be to the satisfaction of the City's Risk Manager.

Temporary coverage may be purchased for an additional Fee. For additional information, please check the Temporary Insurance Coverage box on the Application. Festival Staff will contact you with additional information and fees.

SPACE ALLOCATION

All booths are outdoor. Booth spaces are 10'x10', with the exception of Food Vendor spaces which are 10'x20'. Sidewalks, planters, and fire lanes must remain clear at all times. Vendors must present an attractive display including the use of table drapes long enough to cover any items stored underneath. Festival Staff reserves the right to relocate Vendors and/or reassign spaces. Activities deemed inappropriate will not be permitted.

Food Vendors shall place a drop-cloth on the ground within the booth area and any other area where food or grease may leave residue. All food remnants must be removed from Festival streets at the end of the day. **A cleaning Fee will be billed to Vendors who leave trash or food remnants behind.** The Fee will be calculated based on the fully burdened hourly rate of the City employee(s) required to abate trash and/or food remnants on behalf of the Vendor.

STREET CLOSURE, SET UP AND DISMANTLING

Vendors will not be permitted on the Festival streets before 6:00 a.m. All Vendors are required to enter at the Vendor Entrance located on South Palm Avenue accessible from Base Line. At 6:00 a.m. Vendors may enter the Vendor entrance and unload at curbside. After unloading, but before setting up, vehicles must be removed from the street and parked off-site. Business entrances and their "Private Parking" spaces cannot be blocked at any time. All vehicles must be off Festival streets by 9:30 a.m. All **PARKING RULES AND REGULATIONS WILL BE STRICTLY ENFORCED**. Vendors arriving after 9:15 a.m. are not guaranteed access, and shall forfeit their entry Fees. The Festival begins promptly at 10:00 a.m.

The Festival concludes at 3:30 p.m. Vendors shall not start dismantling their booths until the conclusion of the Festival. Booths shall be dismantled and merchandise packed before bringing vehicles on Festival streets. Vehicles will be permitted back on streets for loading only. Blocking streets is not allowed at any time during the Festival. Barricades will be removed and the streets opened to traffic at 4:00 p.m.

FIRE LANES

Fire lanes must be maintained open throughout the Festival and during set up and break down of booths. Only people shall be permitted in fire lanes. No vehicles, tables, risers, or other equipment are allowed in fire lanes without express written permission by the Fire Dept. and/or Festival Staff. Offenders will be cited.

ELECTRICITY, TABLES, CHAIRS, CANOPIES & EQUIPMENT REQUIREMENTS

The City will not provide electrical power, water, tables, chairs, canopies or other equipment. Food Vendors are permitted to use generators. Any other Vendors may use generators upon prior notice only. Any non-food Vendors requiring use of a generator must indicate so under the "Comments" Section of this Application. All non-food Vendors using generators will be placed in the Kids Zone. Generators will not be permitted in any other areas of the Festival.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

(Applicable ONLY to Food and Activity Vendors)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
INSURED	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A :	
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
INSURER F :		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY						EACH OCCURRENCE \$
	COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
	CLAIMS-MADE OCCUR						MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
							GENERAL AGGREGATE \$
							PRODUCTS - COMP/OP AGG \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						\$
	POLICY PRO-JECT LOC						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	ANY AUTO						BODILY INJURY (Per person) \$
	ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y / N	N / A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

CANCELLATION

City of Highland 27215 Base Line Highland, CA 92346	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – DESIGNATED
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
On behalf of the named insured in the city, it is agreed that the City of Highland, their officers, employees and volunteers are added as additional insureds under this policy and the coverage provided hereunder shall be primary insurance available to the City of Highland, California.
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.



STAFF REPORT

TO THE HISTORIC AND CULTURAL PRESERVATION BOARD

DATE: October 7, 2021

FROM: Lawrence A. Mainez, Community Development Director

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

PREPARED BY: Ash Syed, Associate Planner *[Signature]*

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>4</u>
Denied _____	Ayes _____		File No. _____
Continue _____	Noes _____		
	Abstain _____		
	Absent _____		
<i>[Signature]</i> Recording Secretary		<i>[Signature]</i> Community Development Director	

Certificate of Appropriateness Applications Not Yet Completed

File Number	Address	Description of Project	Approved	Expires	Status
COA 20-001	27417 Main Street	288 sf Living Space Addition	September 2020	September 2021	Approved with amended Conditions. Building Plans Submitted. In Plan Check
COA 21-001	7136 Club View Drive	Deck and Staircase Replacement	April 2021	April 2022	Approved. Building Plans Submitted. In Plan Check
COA 21-002	27259 Nona Avenue	Front and Side Yard Fencing	June 2021	June 2022	Approved. Completed