

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

SPECIAL MEETING

December 2, 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 December 2, 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
December 2, 2021 - 5:00 P.M.**

CALL TO ORDER

Pledge of Allegiance

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 December 2, 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 October 7, 2021 Special Meeting.
RECOMMENDATION: That the Historic and Cultural Preservation Board approve the minutes, as submitted.

BUSINESS ITEMS

2. Certificate of Appropriateness (COA 21-007) for the replacement of the two (2) existing garage doors on the commercial building in the Historic District. (6944 Palm Avenue)

RECOMMENDATION: Staff recommends that the Historic and Cultural Preservation Board consider the applicant's request, Certificate of Appropriateness (COA 21-007) for the replacement of the two (2) existing garage doors.

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

RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board continue discussion regarding logistics of the Citrus Harvest

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 file Staff's report.

ANNOUNCEMENTS

ADJOURN

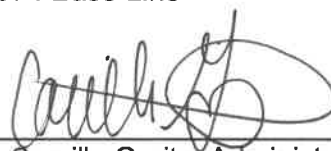
I, Camille Goritz, Administrative Assistant III of the City of Highland, California, certify that I caused to be posted this agenda on or before the November 23, 2021 by 4:30 p.m. on our website at www.cityofhighland.org and in the following designated areas:

Highland Branch Library
7863 Central Avenue

Fire Station No. 1
26974 Base Line

City Hall
27215 Base Line

Date: November 23, 2021



Camille Goritz, Administrative Assistant III



STAFF REPORT

TO THE HISTORIC & CULTURAL PRESERVATION BOARD

DATE: December 2, 2021

FROM: Lawrence A. Mainez, Community Development Director

REVIEWED BY: Kim Stater, Assistant Community Development Director

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

SUBJECT: Minutes from the October 7, 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 _____		

 Recording Secretary	 Community Development Director
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**MINUTES
HISTORIC AND CULTURAL PRESERVATION BOARD SPECIAL MEETING
October 7, 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
	Member	Gail Shelton

Staff Present: Kim Stater, Assistant Community Development Director
Ash Syed, Associate Planner
Camille Goritz, Administrative Assistant III
Betty Hughes, City Clerk

The Pledge of Allegiance was led by Chair Bible.

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

Gail Shelton

COMMUNITY INPUT

None

CONSENT CALENDAR

1. Minutes from the August 5, 2021 Special Meeting.

A MOTION was made by Member Sandford, seconded by Vice Chair Childs, to approve the minutes, as submitted. Motion carried, 5-0.

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)

Chair Bible excused herself from the item.

Associate Planner Syed presented the staff report.

Member Sandford clarified that church location was originally at Church Avenue and Base Line.

Grant Reader Applicant stated the I'm the current senior pastor at the Community Cross Church in the Nazarene. We have had issues with homeless on our property, and we have been having ongoing problems for at least the last 5-6 years. Most recently the drug addicted and probably mentally ill child of a former parishioner there had been planting himself at various places around the property. I had to call the Sheriff's department 4-5 times because he would be in the front yelling, cursing, and screaming. There was blood all over our front porch and it was from whom I believe was him and another homeless person got in a fight over spending the night there. At that point is when our board was going to fence that in and the fence we chose fit the architecture well. I would invite all of you to come by the property to look at it, it's a very beautiful gate. We have the ability to lock and secure it now. Since we have put the gate up, we have not had an issue with the homeless.

Member Mauricio asked is this the only fencing that will be on the property or are you going to add more down the road?

Grant Reader stated on the north side of the property would be the east end of the property there is a large wooden gate and right now, we do not have current plans to replace it.

Vice Chair Childs stated I do want to commend you with the choice of design for the initial gate that you put in front door. I think it is attractive and it adds to the property. I would like to urge you that if you are going to replace any of the other doors or any of the other areas to try and use the same style.

Member Sandford stated I like it, thank you for adding to the building.

Member Shelton stated I think you did a fabulous job matching the style and texture for this church.

Vice Chair Childs stated just a slight caution, usually people living in and working and housing in the area come to us first and ask for appropriateness. I'd like to urge that in the future, if you when you make any changes, you may want to come around first before I sort of coming back retroactively as we're doing now.

A MOTION was made by Member Mauricio, seconded by Member Sandford, to approve 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. Motion carried, 4-0-1, with Chair Bible abstaining.

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

Associate Planner Syed presented the staff report.

Assistant Community Development Director Stater stated over our 24-year history we try and get kind of a range, so we've had various high schools, middle schools and elementary schools come and perform, but we have good representation from the Redlands School District. From San Bernardino School District we used to get Thompson Elementary School. Beattie Middle School band director and high school band directors worked together pretty closely, so and sometimes they have to combine because we have this around their Spring Break.

Chair Bible asked did we have a drum group at one point?

Assistant Community Development Director Stater stated we had the San Geronio drum line; they were amazing, but we haven't been able to get them back.

Vice Chair Childs stated since our honoree will be the San Manuel Band of Indians, wouldn't it be prudent for us to potentially reach out to them and ask if they would like to contribute some of the entertainment, or at least be participants in the entertainment. They may have within the band itself or a group for traditional dancing. Since they are rebranding, they might want to use it as an opportunity to expose the community.

Assistant Community Development Director Stater stated we will do that. They do have a group that comes and participates in like the 4th of July parade, so I know they have some Native American performers. The City Council just approved this event last Tuesday, so that's really the time that we get to start running.

Chair Bible asked could we possibly use San Manuel for the main band and still have our school bands?

Assistant Community Development Director Stater stated what we might want to do is the main band is a 2-hour performance. We will want to talk to them and see if that's something they want to do. Highland Music Company comes out, and sometimes it makes a presentation to you, and they DJ the whole event, in addition to performing. It is a significant cost to us, it is \$1,300. We'll start reaching out to the schools, Highland Music Company and San Manuel and see who's interested and bring back some options for you next time.

Member Mauricio asked what about Magicians and a magic show?

Assistant Community Development Director Stater stated it'll probably be a paid person and magic can be period appropriate. At the last meeting we spoke about the Good Neighbor Award.

Vice Chair Childs stated it could be rewarding somebody who has done restoration work on the exterior of the property, it could be related to garden or planting improvements.

Member Mauricio stated I like the best restored idea.

Jeff Skaggs President of the Highland Kiwanis Club stated we as a club are facing challenges, our membership has dwindled. We are looking at merging with the Redlands Kiwanis Clubs. Right now, our plans are to continue with putting on the car show at the Citrus Harvest Festival and we will ask members of the Redlands Club to assist us.

Member Mauricio thanked Jeff for all his hard work.

Vice Chair Childs stated regarding the home touring, why don't we limit it down to a single tour rather than two and then offer a second tour later in the afternoon. People are welcome to the orange grove that I have with 40 different citrus trees. I have also cleaned the Packinghouse out, but I am willing to open the citrus garden.

Member Mauricio and Member Shelton stated that is a great idea.

Associate Planner Syed stated fees have not changed, it is \$40 for booths, activities, nonprofits, and for food it will be \$200.

Member Mauricio stated at the Citrus Harvest Festival I can help with entertainment.

Vice Chair Childs stated I will help with home and walking tour.

Chair Bible stated I can help with vendors and exhibitors.

Member Shelton stated I can help with the car show.

Member Sandford stated I will help with the admin marketing.

4. A status of Certificate of Appropriateness Applications for properties within the Highland Historic District.

Associate Planner Syed presented the staff report.

ANNOUNCEMENTS

Associate Planner Syed announced the training session in October 2021.

ADJOURN

There being no further business, Chair Bible declared the meeting adjourned at 6:08 p.m.

Submitted by:

Approved by:

Camille Goritz, Administrative Assistant III

Pamela Bible, Chair



STAFF REPORT

THE HISTORIC AND CULTURAL PRESERVATION BOARD

DATE: December 2, 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: Certificate of Appropriateness (COA 21-007) for the replacement of the two (2) existing garage doors on a commercial building in the Historic District.

LOCATION: 6944 Palm Avenue, Highland, CA 92346
Assessor's Parcel No. 1191-471-39

OWNER / APPLICANT: Olov Lindberg

RECOMMENDATION: Staff recommends that the Historic and Cultural Preservation Board consider the applicant's request, Certificate of Appropriateness (COA 21-007) for the replacement of the two (2) existing garage doors.

DESCRIPTION OF SITE: The site consists of two (2) existing commercial buildings on shared 6,000 square foot parcel on the north side of Main Street, approximately eighty (80) feet west of Palm Avenue. The two (2) buildings are commonly referred to as the "Old Fire Station" and "Old Gas Station" signifying their most prominent uses during the City's "Period of Significance".

Adjacent to the site is a single-family home to the north and to the west, a vacant commercial building, referred to as the "Old Bank Building" to the south, and the Highland Baptist Temple to the east.

Approved _____	Motion _____	Second _____	Agenda
			Item No. <u>2</u>
Denied _____	Ayes _____		
	Noes _____		File No. _____
Continue _____	Abstain _____		
	Absent _____		
<i>[Signature]</i>		<i>[Signature]</i>	
Recording Secretary		Community Development Director	

The Old Fire Station, a single story, tan stucco building approximately 2,500 square feet in area is located on the west side of the parcel. There are four (4) access points along the street side of the building; two (2) man doors and two (2) bay doors. The building is divided into three (3) areas; fire truck bays at the center with shops on each side. The most noteworthy architectural features on the building are the distinct windows. Over each man door is a row of windows, which run the length of the two shops, divided by vertical wood slats partitioning the windows into three on the west and nine on the east. The westerly side of the building is solid block with no windows or doorways. The easterly side features one (1) window while the rear features three (3) windows and two (2) man doors.

According to the Historic Architectural Survey Report prepared for Caltrans in 1988, the Old Fire Station was constructed in 1925 and was utilized as a multi-use building featuring a barber shop, a grocery store, and a restaurant through the 1930s. Since then, a variety of smaller commercial uses have come and gone but since the City's incorporation in 1987, the building has remained primarily unoccupied.

Some exterior improvements have been made by the owner recently to repair the broken doors and cracked windows along the southerly and easterly sides of the building. The Owner/Applicant has informed Staff that each of the damaged fixtures and treatments were replaced with ones similar or identical and from the same era.

PROJECT REVIEW & ANALYSIS: The Owner/Applicant is requesting approval for the replacement of the two (2) existing garage bay doors on the building with two (2) vintage design doors from the 1920s. The Owner/Applicant has explained to Staff that the condition of the existing doors has reached an unsalvageable level and have made it rather difficult to access the building (Attachment 2 – Photos) The Owner/Applicant has provided Staff with images of vintage replacement doors that embrace and emulate the 1920s design of the original garage bay doors (Attachment 3 – Proposed Garage Bay Doors).

The two (2) existing garage bay doors are not original, nor historic, and have sustained considerable wear due to a lack of wood treatment over the decades. The doors have deteriorated to the point where the Owner/Applicant is unable to restore them. Unfortunately, the City has no clear images of the original garage doors on record that would indicate architectural detail or operating mechanisms. Thus, Staff directed the Owner/Applicant to propose a door design that could be deemed appropriate for Historic Board review. The replacement doors the Owner/Applicant has chosen seem to resemble the same architectural characteristics found on similar fire station buildings from the 1920s and do not negatively impact the surrounding vicinity or Historic District.

It should be noted that the building is classified as an unreinforced masonry (URM) structure, which leaves it vulnerable to damage or potential collapse during a seismic event. Thus, state and local laws require that the building be retrofitted prior to its re-occupancy. The Owner/Applicant or any potential Tenant will be required to submit plans to the City's Building & Safety Division for the retrofit. If further exterior modifications are proposed, an additional Certificate of Appropriateness application and Historic Board review will be required.

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". It also states 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).

Staff recommends the Historic and Cultural Preservation Board consider and provide direction on the two (2) replacement garage bay doors, subject to the Conditions of Approval and Findings of Fact.

ATTACHMENTS:

1. Area Map
2. Photos
3. Proposed Garage Bay Doors
4. Standards for Rehabilitation
5. Conditions of Approval
6. Findings of Fact

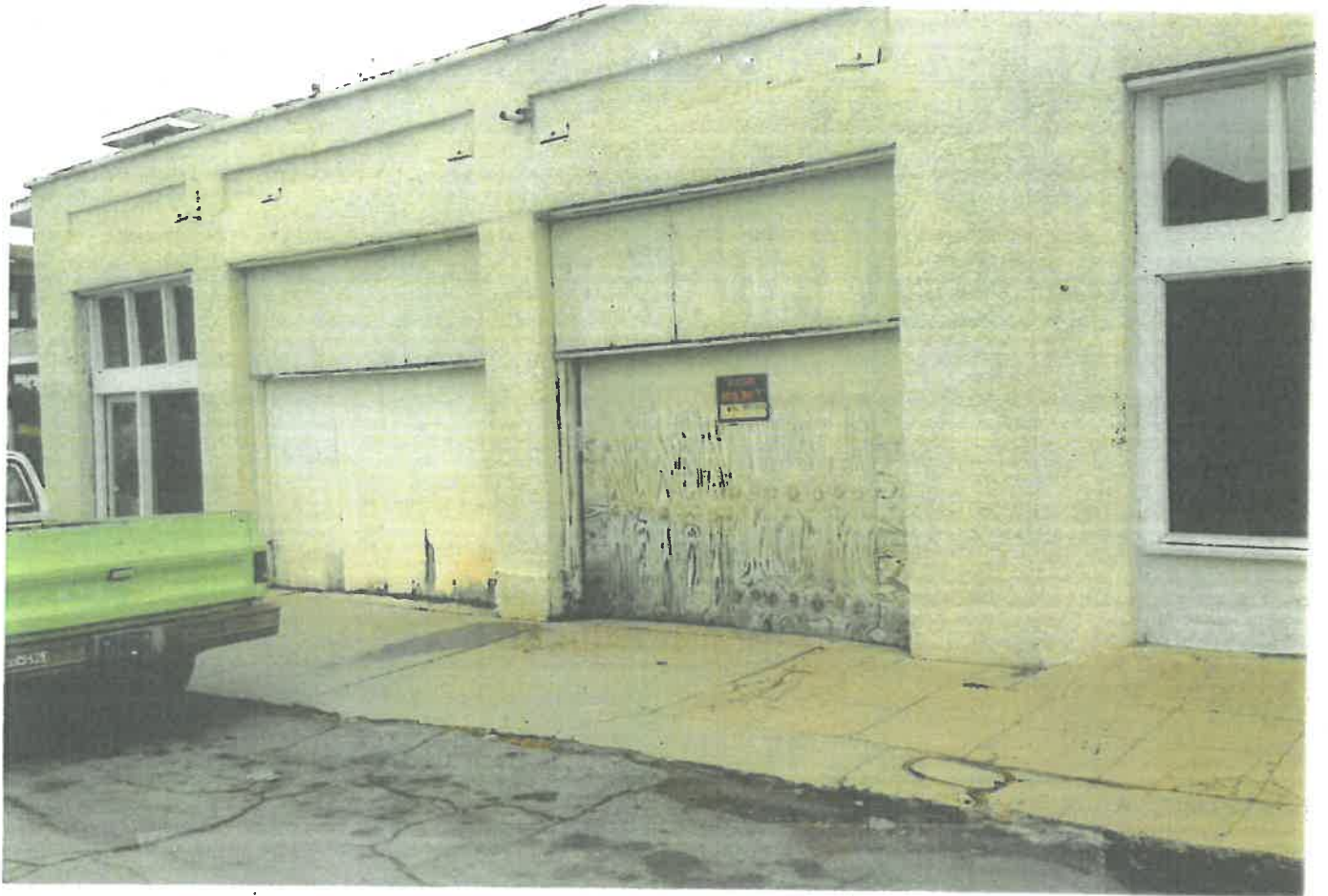
Attachment 1:

Area Map



Attachment 2:

Photos



Attachment 3:

Proposed Garage Bay Doors



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: December 2, 2021

Applicant: Olov Lindberg

File/Index: COA 21-007

Proposal: Certificate of Appropriateness (COA 21-007) for the replacement of the two (2) existing garage doors.

Location: 6944 Palm Avenue, Highland, CA 92346
Assessor's Parcel No. 1191-471-39

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. 21-007 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. 21-007.

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 photos/renderings approved by the Historic and Cultural Preservation Board on December 2, 2021 and shall be in compliance with all conditions of approval contained herein.
3. Certificate of Appropriateness (COA 21-007) for the replacement of the two (2) existing garage doors.
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: December 2, 2021

Applicant: Olov Lindberg

File/Index: COA 21-007

Proposal: Certificate of Appropriateness (COA 21-007) for the replacement of the two (2) existing garage doors.

Location: 6944 Palm Avenue, Highland, CA 92346
Assessor's Parcel No. 1191-471-39

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 existing garage bay doors are not the original doors from the when the Old Fire Station was constructed, in 1925. At some point, after the 1930s but prior to the City's incorporation in 1987, one of the owners of the building replaced the original doors with wooden slab, non-historic style doors. The Owner/Applicant is looking to replace these doors with vintage doors that resemble the ones seen in photographs of the original building. This proposal will not negatively impact the surrounding area in any way, and instead falls in line with the historic value of the building.

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 existing garage bay doors are not historic, nor do they provide a falls sense of history with regard to the building. The existing doors have simply deteriorated beyond repair and are in fact posing as a detriment to the building and the Historic District as a whole. The proposed replacement doors are vintage in design and operation and resemble the appearance of the original doors from 1925.

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 onsite.

The two (2) existing garage bay doors are not original, nor historic, and have sustained considerable wear due to a lack of wood treatment over the decades. The doors have deteriorated to the point where the Owner/Applicant is unable to restore them. The replacement doors the Owner/Applicant has proposed resemble the same architectural characteristics found on the original doors from the 1920s photos and do not negatively impact the surrounding vicinity or Historic District in any way.



STAFF REPORT

TO THE HISTORIC AND CULTURAL PRESERVATION BOARD

DATE: December 2, 2021

FROM: Lawrence A. Mainez, Community Development Director

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

PREPARED BY: Ash Syed, Associate Planner *AS*

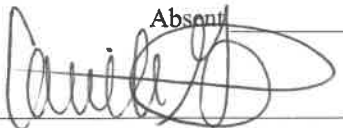
SUBJECT: Preparation for the 24th Annual Citrus Harvest Festival in 2022

RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board continue discussion regarding logistics of the Citrus Harvest 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 as approved by the City Council (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 _____		
 Recording Secretary		 Community Development Director	

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

1. Entertainment – **Tony**

1. Contests – Coloring, Poetry, Citrus Labels, Baking, Citrus Growing, Neighbor
2. Entertainers – Aztec Dancers, School Bands
3. Schedule of Events – (Attached)
4. Festival Honoree – San Manuel Band of Mission Indians

2. Car Show – **Gail**

1. Update from Kiwanis Club (if available)

3. Home and Walking Tour – **Colin**

1. Discuss Home and Walking Tour – 1 Tour, no tickets
2. Finalize brochures, tickets, and time(s)

4. Vendors – **Pam**

1. Discuss Specialty Vendors and Demonstrators – Historic Reenactors, SB County Animal Control, Kid's Activities (Free showcase groups)
2. Attached Vendor Application

5. Admin / Marketing – **Patrick**

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

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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2022 Home Tour Budget

HOME TOUR EXPENDITURES	
Item / Description	Budgeted
Brochure	25
Flowers	125
Fee paid to property owners for participation	300
Shoe covers	50
TOTAL	\$500

HOME TOUR REVENUES	
Item / Description	Budgeted
Sponsors	350
Home Tour ticket sales	50
TOTAL	\$400

	Initial Balance: \$1,639.91	Projected Balance: \$1,539.91
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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	Best Landscaping Best Restoration	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**
 * **Best Landscaping Award**
 * **Best Restoration Award**

1:15 pm Main Band

3:30pm End of Show





STAFF REPORT

TO THE HISTORIC AND CULTURAL PRESERVATION BOARD

DATE: December 2, 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: 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

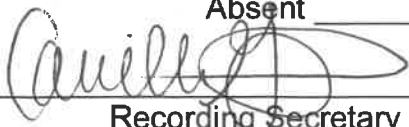
PUBLIC NOTICE: As required by City Council Resolution, notice of the public meeting was posted at three (3) designated posting locations within the City. No further notice is required.

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. _____
	Noes _____		
Continue _____	Abstain _____		
	Absent _____		
 Recording Secretary		 Community Development Director	

Certificate of Appropriateness Applications Not Yet Completed

File Number	Address	Description of Project	Approved	Expires	Status
COA 21-001	7136 Club View Drive (Stone House)	Deck and Staircase Replacement	April 2021	April 2022	Approved. Building Plans Submitted. In Plan Check
COA 21-007	6944 Palm Avenue	Fire Station Garage Door Replacement			COA Application Submitted