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

SPECIAL MEETING

February 3, 2022
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 February 3, 2022 to publiccomment@cityofhighland.org.

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

HISTORIC AND CULTURAL PRESERVATION BOARD
REGULAR MEETING AGENDA
February 3, 2022 - 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 February 3, 2022, 5:00 p.m., will be read into the record, provided that the reading shall not exceed three (3) minutes.

1. Election of Chair and Vice Chair.
   RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board conduct an Election for Chair and Vice Chair.

CONSENT CALENDAR

2. Minutes from January 6, 2022, Special Meeting.
   RECOMMENDATION: That the Historic and Cultural Preservation Board approve the minutes, as submitted.

BUSINESS ITEMS

3. Certificate of Appropriateness (COA 21-007) for the replacement of the two (2) existing garage doors on the commercial building in the Historic District. (Continued from December 2, 2021) (6944 Palm Avenue, APN # 1191-471-39)

   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.

4. 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

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 27th of January 2022 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: January 27, 2022

Camille Goritz, Administrative Assistant III

STAFF REPORT

TO THE HISTORIC AND CULTURAL PRESERVATION BOARD

DATE: February 3, 2022

FROM: Lawrence A. Mainez, Community Development Director

PREPARED BY: Camille Goritz, Administrative Assistant III

SUBJECT: Election of Chair and Vice Chair

RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board conduct an Election for Chair and Vice Chair

FISCAL IMPACT: None

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

BACKGROUND: In accordance with Highland Municipal Code Section 2.20.050, the Historic & Cultural Preservation Board will annually meet on the first Thursday of February to appoint a Chair and Vice Chair for the coming year. The current Chair will turn the meeting over to Staff, who will take nominations and the vote for Chair. After the appointment of the Chair, Staff will turn the meeting over to the newly appointed Chair who will then take nominations and the vote for Vice Chair.

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

STAFF REPORT

TO THE HISTORIC & CULTURAL PRESERVATION BOARD

DATE: February 3, 2022

FROM: Lawrence A. Mainez, Community Development Director

REVIEWED BY: Kim Stater, Assistant Community Development Director

PREPARED BY: Camille Goritz, Administrative Assistant III

SUBJECT: Minutes from the January 6, 2022 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. 2
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		

Recording Secretary

Community Development Director

MINUTES
HISTORIC AND CULTURAL PRESERVATION BOARD SPECIAL MEETING
January 6, 2022

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
Absent:	Member	Patrick Sandford
	Member	Gail Shelton

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

The Pledge of Allegiance was led by Chair Bible.

COMMUNITY INPUT

None

CONSENT CALENDAR

1. Minutes from the December 2, 2021 Special Meeting.

A MOTION was made by Member Sandford, seconded by Vice Chair Childs, to approve the minutes, as amended. Motion carried, 3-0-2, with Member Shelton and Sanford absent.

BUSINESS ITEMS

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

Associate Planner Syed presented the staff report.

Chair Bible asked when the letters were sent out to the homeowners for the Good Neighbor award?

Associate Planner Syed stated I just mailed them out today.

Associate Planner Syed stated I checked in with our radio station, which was HOT 103.9 FM, because they were going to do our advertisements in 2020. We received credit for our $1200 amount, so that's going to go towards advertising for this. I also checked in with CSAC which is our music performance license company and inform them that we are going to have an event for this year.

Assistant Community Development Director Stater stated I did contact Citrus Valley High School, Beattie Middle School, and the Aztec dancers to see if they'd be returning this year. I know we had several directives for other entertainers, so we will make sure to follow up on those as well as East Valley Water District. We will contact San Manuel to see if have tribal members that want to come and perform.

Vice Chair Childs stated we probably should do is address the possibility of this getting canceled again.

Assistant Community Development Director Stater stated I'm hoping the numbers will come back down and we can go into March looking good, but we really don't know right now, so it'll be a decision of the City Manager when to take it back to the Council and how they'd like to proceed if the County prohibits events of this size, we don't have a choice.

Chair Bible stated last time when we cancelled, how long in an advance did we cancel the festival?

Associate Planner Syed stated two weeks.

Chair Bible asked how long can we wait without losing money again?

Assistant Community Development Director Stater stated that's going to be our marketing. The Sun newspaper, East Highland Ranch, Peach jar, and the radio has a credit and so no matter what we do, we'd probably be ok. That full budget is about $2,200. Some things are investments like the street banner last year, even though we lost money, we have a brand-new banner that can go into the future. Balloon and street decorations are typically from a sponsor and kind of looking down the list. Our entertainers wouldn't be an issue. I know some companies have gone to different COVID-19 procedures for canceling events and crediting, it is a little easier, but it's a good question.

Vice Chair Childs stated I think people are kind of desperate for all kinds of entertainment than doing things. Since City of Redlands is not doing their market night and they keep postponing, they have a Saturday morning organic street market that does well.

Jeff Staggs stated I really don't have much of an update as far as the car show. I have the mailing list which I keep track of and that can go into effect and the basics for putting together the flyer. As far as the Highland Kiwanis Club, we are currently meeting on a joint basis with the Redlands evening club. There are three Kiwanis clubs in Redlands, so they have a morning, noon, and evening club. The evening club we are working together with currently and so we do one meeting a month here in Highland.

Member Mauricio asked how many cars off hand, do you know that are going be participating in the festival?

Jeff Staggs stated I don't have any signed up at this time. Last year, when before we cancelled the event, I had about 20 already signed up, which was a pretty good showing pre-event.

Vice Chair Childs stated at this point I haven't contacted any of the homeowners yet, but after some time it would be a good idea to knock on their doors verifying that they received the letter and if they could respond.

Assistant Community Development Director Stater asked to clarify, was your letter for the neighborhood nominations or for the home tour?

Associate Planner Syed stated it was for the good neighbor award.

Assistant Community Development Director Stater stated we typically send out the home tour ones on February 1st, do you want us to send those out sooner?

Vice Chair Childs stated I think so. I'll go on a weekend one weekend with just a clipboard and knock-on doors and ask if they received the letter.

Chair Bible stated we used to send out the home tour letter at the beginning of January and we asked for them to reply by February. I thought at the last meeting we talked about sending those together on the same letter.

Vice Chair Childs stated it doesn't really matter. I will make sure I go door to door and ask the residents if they received the letter and if they would be interested.

Associate Planner Syed stated regarding vendors, we have a fair number of applications that have come in so far, primarily food. Regarding historic demonstrators, we've had a couple of them come in. They almost all did receive the applications because they called to let me know that they received the application, and we will be mailing it in at some point. Regarding kids activities, I didn't get to reach out to Lowe's or Home Depot yet to see what they would be contributing for what toy sets they would provide for us. The historic reenactors, I haven't received contact any of them yet, but I will this month now that my other workloads a little bit later. Regarding the marketing for our radio advertising, we have our credit that we're going to use for this year.

The Historic and Cultural Preservation Board receives and file staff's report

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

Associate Planner Syed presented the staff report.

The Historic and Cultural Preservation Board receives and file staff's report.

ANNOUNCEMENTS

Associate Planner Syed announced the next Historic Board meeting is scheduled February 3, 2022.

ADJOURN

There being no further business, Chair Bible declared the meeting adjourned at 5:38 p.m.

Submitted by: Approved by:

Camille Goritz, Administrative Assistant III

Pamela Bible, Chair

STAFF REPORT

THE HISTORIC AND CULTURAL PRESERVATION BOARD

DATE: February 3, 2022

FROM: Lawrence A. Mainez, Community Development Director

REVIEWED BY: Kim Stater, Assistant Community Development Director

PREPARED BY: Ash Syed, Associate Planner

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. **(Continued from December 2, 2021)**

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. 3
Denied _____	Ayes _____		
	Noes _____		File No. _____
Continue _____	Abstain _____		
	Absent _____		
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)

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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).

PREVIOUS ACTION: On December 2, 2021, the Historic and Cultural Preservation Board held a public meeting to review the proposed replacement of the two (2) existing garage doors. Because the Applicant was not present at the meeting, he was unable to respond to the Board's concerns regarding the placement of the doors and how the provided photograph depicted the doors as swinging outward and onto the public sidewalk. Thus, the Board continued the item to the February 3, 2022 meeting to provide the Applicant with an opportunity to be present and provide a design that instead swings inward and does not obstruct the public sidewalk.

CONCLUSION: The Applicant has since informed Staff that the mechanical operation of the doors will indeed be modified to swing inward when opened. Staff recommends the Historic and Cultural Preservation Board consider provide direction on the two (2) replacement garage bay doors, subject to the Conditions of Approval and Findings of Fact.

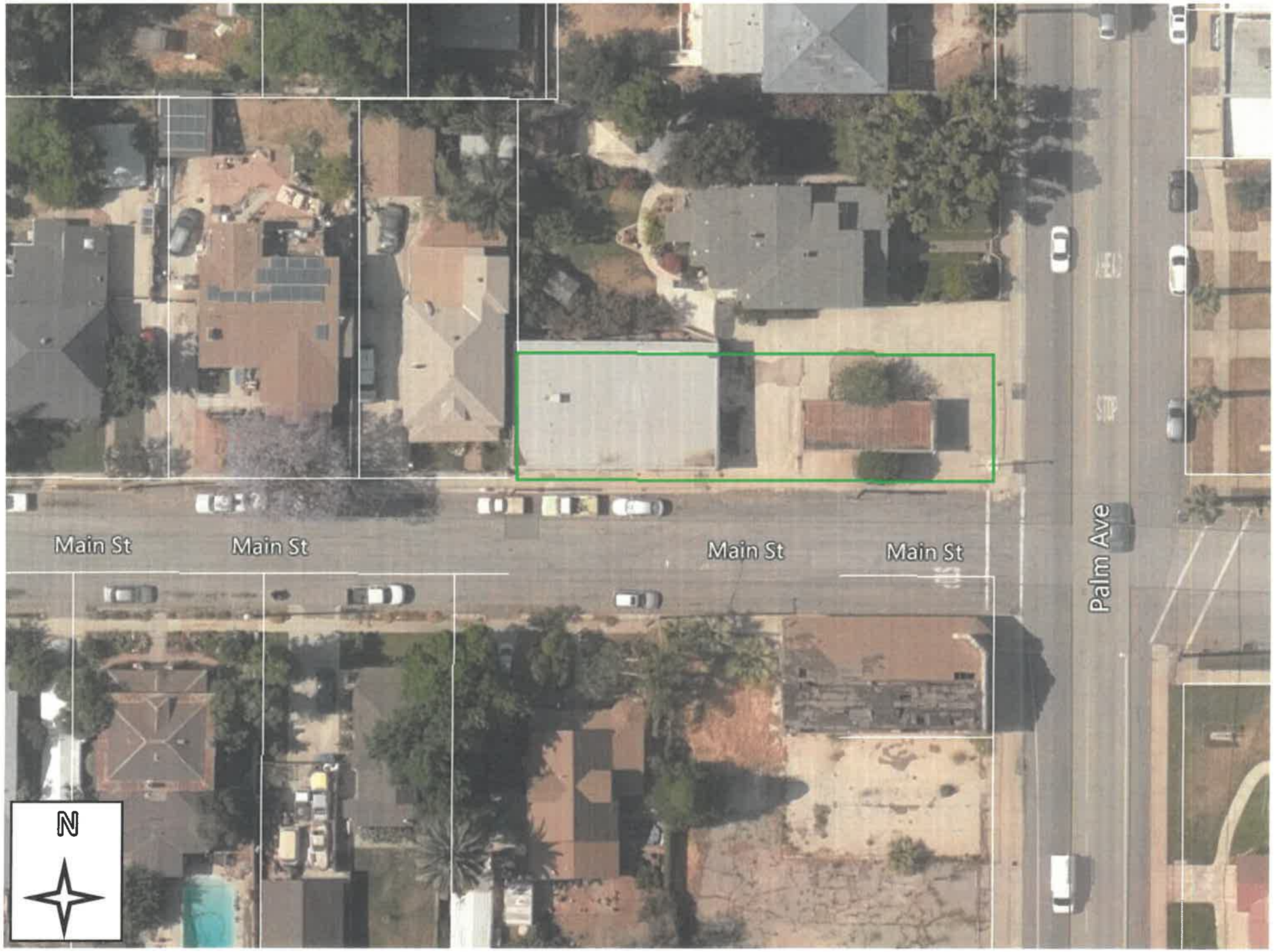
ATTACHMENTS:

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

3

Attachment 1:

Area Map


Main St
Main St
Main St
Main St
Palm Ave
N

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: February 3, 2022

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, 2021and 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. Garage doors shall swing and open inward, into the building.

5. 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: February 3, 2022

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: February 3, 2022

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 $1,243. 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. 4
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

Attachment 1:

2022 Citrus Harvest Festival (CHF) Budget

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: $910	**Projected Balance: $1,032**

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**

Attachment 2:

2022 CHF Contests

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

Attachment 3:

2022 CHF Schedule of Events

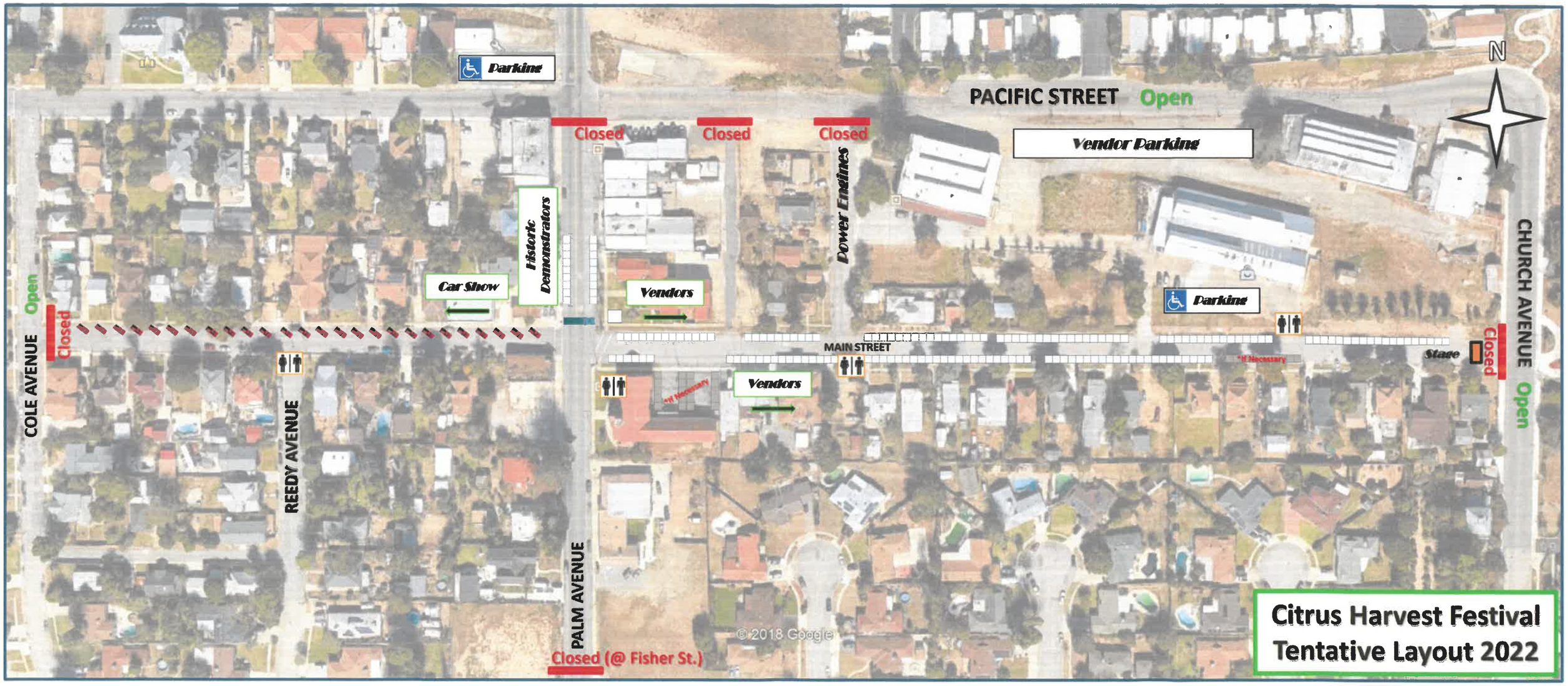
ENTERTAINMENT SCHEDULE

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**

Attachment 4:

2022 CHF Layout


Parking
PACIFIC STREET
Open
Closed
Closed
Closed
Vendor Parking
N
Historic Demonstrators
Power Engines
Car Show
Vendors
Parking
CHURCH AVENUE
Open
Closed
COLE AVENUE
Open
Closed
MAIN STREET
*If Necessary
Stage
Closed
*If Necessary
Vendors
REEDY AVENUE
PALM AVENUE
© 2018 Google
Closed (@ Fisher St.)
Citrus Harvest Festival
Tentative Layout 2022