

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

SPECIAL MEETING

August 4, 2022

5:00 p.m.

City Hall

Donahue Council Chambers

27215 Base Line

Highland, California

MEMBERS

Patrick Sandford, Chair
Pamela Bible, Vice Chair
Tony Mauricio, Member
Gail Shelton, Member
Member, Vacant

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

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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 72 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: For those wishing to make public comments by email, please submit your comments by email to be read aloud at the meeting. Email comments must be submitted by 4:00 p.m. on August 4, 2022 to publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the August 4, 2022 agenda, please identify the agenda item number in the subject line.

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

**HISTORIC AND CULTURAL PRESERVATION
BOARD
SPECIAL MEETING AGENDA
August 4, 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 August 4, 2022, 4:00 p.m., will be read into the record, provided that the reading shall not exceed three (3) minutes.

CONSENT CALENDAR

1. Minutes from June 2, 2022, Special Meeting.

RECOMMENDATION: That the Historic and Cultural Preservation Board approve the minutes, as submitted.

BUSINESS ITEMS

2. Selection of an Event Date, Budget Analysis, and Organizational details for the 25th annual Citrus Harvest Festival in 2023.

RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board:

- 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.

3. 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

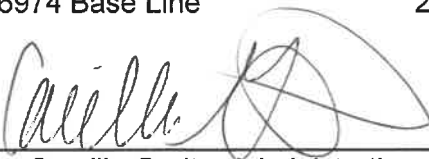
I, Camille Goritz, Administrative Assistant III of the City of Highland, California, certify that I caused to be posted this agenda on or before the 1st of August 2022 by 4:30 p.m. on our website at www.cityofhighland.org and in the following designated areas:

Highland Branch Library
7863 Central Avenue

Fire Station No. 1
26974 Base Line

City Hall
27215 Base Line

Date: August 1, 2022



Camille Goritz, Administrative Assistant III



STAFF REPORT

TO THE HISTORIC & CULTURAL PRESERVATION BOARD

DATE: August 4, 2022

FROM: Lawrence A. Mainez, Community Development Director

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

PREPARED BY: Camille Goritz, Administrative Assistant III *[Signature]*

SUBJECT: Minutes from the June 2, 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. _____
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
<i>[Signature]</i> Recording Secretary		<i>[Signature]</i> Community Development Director	

MINUTES
HISTORIC AND CULTURAL PRESERVATION BOARD SPECIAL MEETING
June 2, 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	Patrick Sandford
	Vice Chair	Pamela Bible
	Member	Tony Mauricio
	Member	Gail Shelton

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

The Pledge of Allegiance was led by Member Shelton.

COMMUNITY INPUT

None

CONSENT CALENDAR

1. Minutes from the May 11, 2022 Special Meeting.

A MOTION was made by Member Shelton, seconded by Member Mauricio, to approve the minutes, as amended. Motion carried, 3-1-1, with Member Bible abstaining, and Member Childs being absent.

BUSINESS ITEM

2. Certificate of Appropriateness (COA 22-002) for a 63 square foot building expansion on the west side of a contributing residence in the Historic District. (27206 Nona Avenue)

Vice Chair Bible excused herself because she is the applicant for this item.

Associate Planner Syed presented the staff report.

Pamela Bible, Applicant stated the change is very minimal. The vertical board won't really distinguish it because the whole house has white board corners. We will go with 6-inch shiplap wood, instead of the two-lap siding, which is what I have already, unfortunately it did not show up on the photo. Several years ago, we had to change siding on the bathroom that was a newer wall, and that's what we have there which is the 6-inch shiplap so this will be the same, that is the new addition wood.

Associate Planner Syed stated Planning Condition No. 3 stated the proposal will not negatively impact the surrounding area, as the proposed expansion is conditioned to be distinguished from the original home with contrasting vertical wood siding and a white wooden slat.

Pamela Bible stated but it's not vertical. It is going to be horizontal shiplap, but it'll be 6-inch shiplap instead of two lap siding.

Associate Planner Syed stated adding to the beginning of Planning Condition No. 5 will be modified to the addition and any new wood shall be 6-inch horizontal shiplap siding painted to match the original structure.

Chair Sanford stated on page 13, the photo of the west side of the building and it states basement will be accessed from inside house. I want to confirm with staff that everybody from Building and Safety and Fire as far as any type of required access.

Pamela Bible stated it is not a live in basement, it's only access to the heater and the water heater. It's like it's a crawl space access, so it really isn't a basement.

Assistant Community Development Director Stater stated we will confirm and if it needs to be moved and extended out for building code.

Chair Sanford stated I support this.

- 1) **A MOTION** was made by Member Mauricio, seconded by Member Shelton, to Approve Certificate of Appropriateness (COA 22-002) for a 63 square foot building expansion on the west side of a contributing residence, subject to the Conditions of Approval as amended, and;
 - 2) Adopt the Findings of Fact. Motion carried, 3-1-1, with Member Bible abstaining, and Member Childs being absent.
3. Certification of Appropriateness (COA 22-001) for the demolition and reconstruction of a 2,450 square foot structure commonly known as the "Old Bank Building" located in the Highland Historic District (6956 Palm Ave) (Continued from May 11, 2022)

Vice Chair Bible excused herself since she is within 500 feet of the building.

Associate Planner Syed presented the staff report.

Robert Lee, Representative stated I spoke with the owners of this building and the property, and they understand what the recommendations from the city are and I have a meeting scheduled with them for next Wednesday to sit down and try and redesign their new building. It is an ongoing continuation, and I don't have any answers yet, but that is what is going on right now.

Chair Sanford asked is our next earliest meeting would be on Tuesday, July 7, 2022, would that give you enough time to come back?

Robert Lee stated I believe we will have something I will have something drawn up and ready to go by that meeting, all I need to know from the Historic Board is what is the deadline for Associate Planner Syed to have those plans?

Associate Planner Syed stated two weeks prior.

A MOTION was made by Member Shelton, seconded by Member Mauricio, to table this item to allow the Applicant ample time to accommodate the Board's directives on the "Old Bank Building". Motion carried, 3-1-1, with Member Bible abstaining, and Member Childs being absent.

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

Associate Planner Syed presented the staff report.

Historic and Cultural Preservation Board receives and files Staff's report.

ANNOUNCEMENTS

Assistant Community Development Director reminded members in our August meeting we usually pick dates for Citrus Harvest Festival, which is our 25th Anniversary.

ADJOURN

There being no further business, Chair Sandford declared the meeting adjourned at 5:45 p.m.

Submitted by:

Approved by:

Camille Goritz, Administrative Assistant III

Patrick Sandford, Chair



STAFF REPORT

TO THE HISTORIC AND CULTURAL PRESERVATION BOARD

DATE: August 4, 2022

FROM: Lawrence A. Mainez, Community Development Director

REVIEWED BY: Kim Stater, Assistant Community Development Director 

PREPARED BY: Ash Syed, Associate Planner 

SUBJECT: Selection of an Event Date, Budget Analysis, and Organizational details for the 25th annual Citrus Harvest Festival in 2023

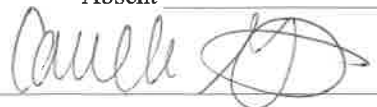
RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board:

- 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.

FISCAL REVIEW: The Festival Account has a balance of \$1,970.98. Separately, the Home Tour Account has a balance of \$1,639.91. These funds were raised from sponsorships and vendor booth sales of prior festivals. All expenses from the past year have been paid and these funds are available to utilize. Attached is the 2023 Draft Budget.

Staff recommends the Historic and Cultural Preservation Board review the current budget and advise Staff as necessary.

Traditionally, Staff time spent 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.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>2</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
			
Recording Secretary		Community Development Director	

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

1. Event Date – Historically, the Festival has been held either the fourth or last Saturday of March. To maintain consistency, Staff recommends the Festival be held on Saturday, **March 25, 2022** with a rain date of **April 1, 2022**.

Other community events and important dates in March and April:

March 20 – March 31: Spring Break for Redlands School District
March 20 – March 31: Spring Break for San Bernardino School District
April 9: Easter Sunday
April 12 – April 16: Redlands Bike Classic

2. Vendor Booth Fees – The fees for the 2022 Citrus Harvest Festival were:

Historic Demonstrators / Exhibitors	Free
Non-profit / Government Agencies	\$40
Direct Sales Vendors	\$40
Food Vendors (10'x20')	\$200
<i>Late Fee</i>	<i>\$15</i>
<i>Credit for being from Highland</i>	<i>-\$5</i>

3. Sponsor Levels – For the past several years, the contributions were as follows:

1 – Title Sponsor, \$2,500
5 – Co-Sponsors, \$1,000 each
5 – Additional Sponsors, \$500 each
10 – Citrus Supporters, \$100 each
1 – Print Media Sponsor

4. Entertainment –

- Contests
- Entertainment Schedule
- Festival Honoree (San Manuel Band of Mission Indians, 2022)

5. Car Show –

- Discuss Potential Sponsors
- Car Show Layout

6. Home & Walking Tour –

- Discuss Tour Options

*Historic and Cultural Preservation Board Meeting of
August 4, 2022*

7. Vendors –

- Discuss Specialty Vendors and Demonstrators – Lowe's, Historic Reenactors, and SB County Animal Control
- 2022 Festival Breakdown

Food (4)
Historic Demonstrator (12)
Direct Sales (69)
Sponsor (13)
Radio Station (1)
Total: 98

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- Attachments:
1. 2022 Contests
 2. 2023 Entertainment Schedule
 3. Draft Budget for 2023 Citrus Harvest Festival
 4. Map of 2022 Citrus Harvest Festival

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

2023 HIGHLAND CITRUS HARVEST FESTIVAL

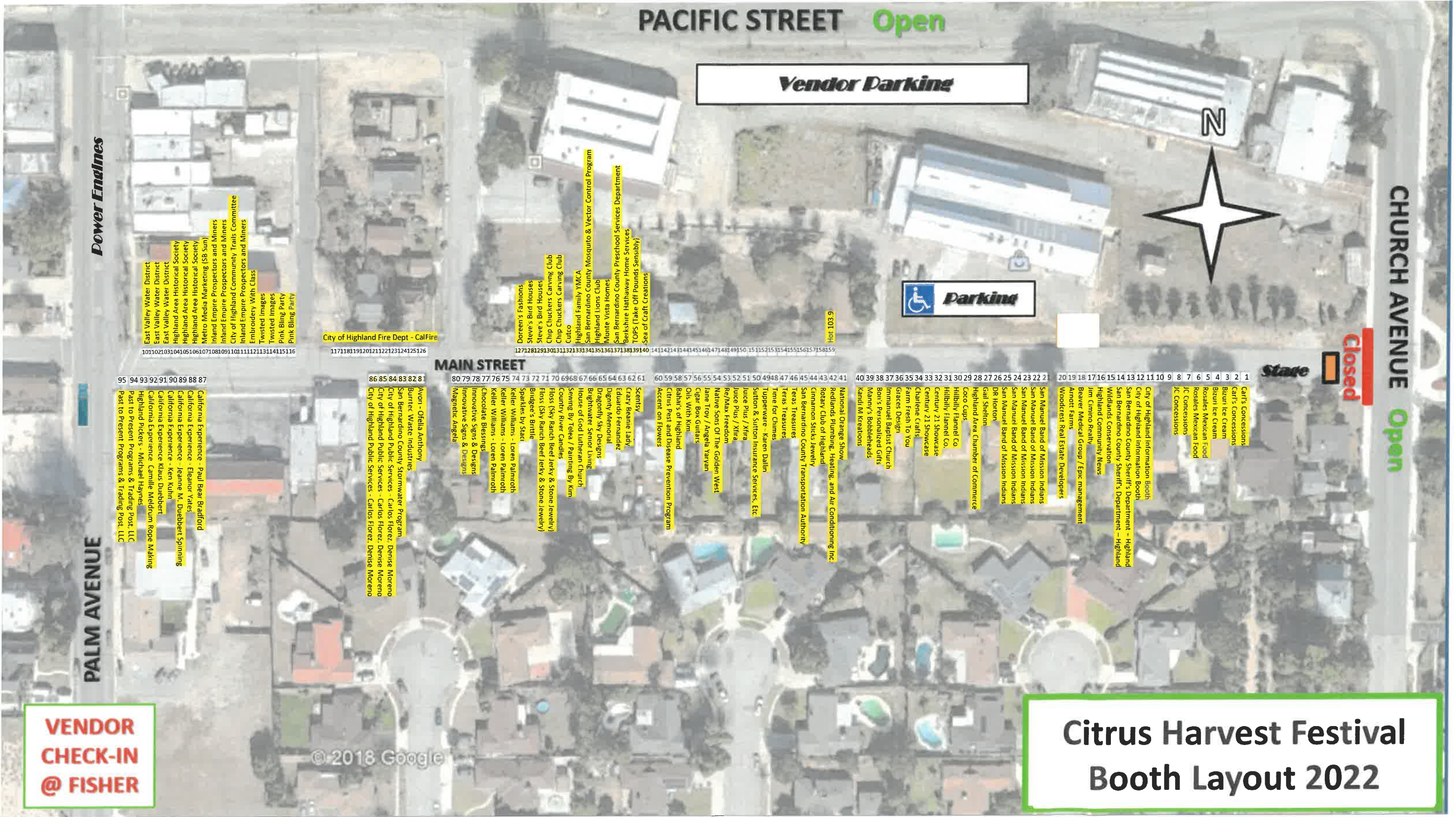
- 10:30 am Announce Winners for the:**
 * **Baking Contest**
 * **Coloring Contest**
 * **Poetry Contest**
 * **Citrus Label Design Contest**
- 11:00 am Main Band TBD**
- 12:00 pm Presentation of Festival Honoree:**
 San Manuel Band of Mission Indians
- 12:15 pm Main Band TBD**
- 1:15 pm Announce Winners for the:**
 * **Car Show**
 * **Citrus Growing Contest**
 * **Best Landscaping Award**
 * **Best Restoration Award**
- 1:30 pm School Band TBD**
- 2:30 pm School Band TBD**
- 3:30pm End of Show**

2023 Citrus Harvest Festival Draft Budget

FESTIVAL EXPENDITURES	
Item / Description	Budget
Advertising (HCN \$0, RDF/Sun \$1,225, EHR \$535 & Peach Jar \$518) Radio – Hot 103.9 \$1,200	2,278
Historic Demonstrators/Exhibitors (17 x \$200 ea)	3,400
Entertainment (Bands & DJ) (School Bands \$200, Highland Music Co. \$1,300)	1,500
Balloons street decorations	1,200
Insurance	1,800
Street Banner over Base Line (date modification)	300
Portable toilets	1,000
Posters, Flyers, print marketing materials	450
Mobile Stage (Towing)	400
Paper materials, copying, postage	500
Tables w/ umbrella & chairs for food court & stage area	830
Signs for parking & festival activities	0
Contest ribbons & plaques	240
Kid's activities	100
Booth refunds for historic displays	-
CHF Honoree plaque	310
Miscellaneous supplies	50
Staff shirts (5)	75
Contest materials	100
TOTAL	\$14,533

FESTIVAL REVENUES	
Item / Description	Budget
Sponsorship	11,000
Direct Sales vendor Booth spaces (70 x \$40) (69 in 2022)	2,800
Food vendor booth spaces (5 x \$200) (4 in 2022)	1,000
TOTAL	\$14,800

	Initial Balance: \$1,971	Projected Balance: \$2,238
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STAFF REPORT

TO THE HISTORIC AND CULTURAL PRESERVATION BOARD

DATE: August 4, 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: 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

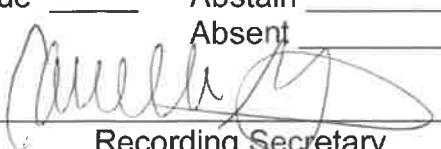
PUBLIC NOTICE: As required by City Council Resolution, notice of the public meeting was posted at three (3) designated posting locations within the City. No further notice is required.

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>3</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	<i>Approved. Plan Check extended through October 2022 by Building Official</i>
COA 21-007	6944 Palm Avenue	Fire Station Garage Door Replacement	February 2022	February 2023	<i>Approved. Has not submitted plans to Building and Safety.</i>
COA 22-001	6956 Palm Avenue	Bank Building Renovation/ Reconstruction			Continued from June 2, 2022 HCPB Meeting. No revisions submitted since. 'For Sale' sign has been posted on the building. Code Enforcement will be issuing a Public Nuisance to the owner.
COA 22-002	27206 Nona Avenue	63 sf Building Expansion	Jun 2022	June 2023	<i>Approved. Has not submitted plans to Building and Safety.</i>
COA 22-004	27206 Main Street	540 sf ADU and 490 sf JADU			<i>Special Meeting TBD</i>