

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

SPECIAL MEETING

October 6, 2022

5:00 p.m.

City Hall

Donahue Council Chambers

27215 Base Line

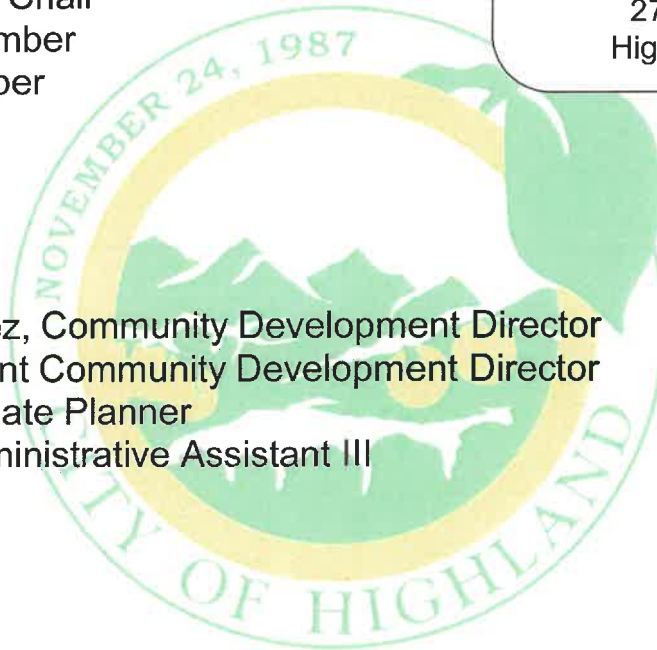
Highland, California

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

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 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 October 6, 2022 to publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the October 6, 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
October 6, 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 October 6, 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 August 4, 2022, Special Meeting.

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

BUSINESS ITEMS

2. Preparation for the 25th Annual Citrus Harvest Festival in 2023.

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

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 28th of September 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: September 28, 2022



Camille Goritz, Administrative Assistant III



STAFF REPORT

TO THE HISTORIC & CULTURAL PRESERVATION BOARD

DATE: October 6, 2022

FROM: Lawrence A. Mainez, Community Development Director

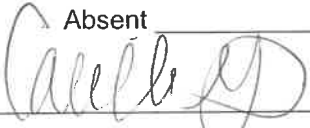
REVIEWED BY: Kim Stater, Assistant Community Development Director 

PREPARED BY: Camille Goritz, Administrative Assistant III 

SUBJECT: Minutes from the August 4, 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. <u>1</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 Recording Secretary		 Community Development Director	

MINUTES
HISTORIC AND CULTURAL PRESERVATION BOARD SPECIAL MEETING
August 4, 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	Gail Shelton
	Member	Vacant

Absent: Member Tony Mauricio

Staff Present: Kim Stater, Assistant Community Development Director
Ash Syed, Associate Planner

The Pledge of Allegiance was led by Member Shelton.

COMMUNITY INPUT

None

CONSENT CALENDAR

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

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

BUSINESS ITEMS

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

Associate Planner Syed presented the staff report.

Member Shelton suggested the dates to be either April 1st or 8th, 2023.

Assistant Community Development Director Stater stated those dates are better for the school bands, however it is not good for our vendors who set aside the last Saturday in March.

A MOTION was made by Member Shelton, seconded by Vice Chair Bible, to accept the Citrus Harvest Festival date of March 25, 2023, and a rain date of April 1, 2023. Motion carried, 3-1, with Member Mauricio being absent.

Assistant Community Development Director Stater stated this is a recommendation for City Council which will be presented at the next hearing.

Associate Planner stated we have vendor booth fees, and these haven't changed in the past four years or so. Does anyone have input on modifying the fees?

Vice Chair Bible stated it did not seem that we had many food vendors last year.

Associate Planner Syed stated I reached out all the previous vendors, and 75% do not operate anymore because of COVID-19. Next year, we are hopeful that we will have more participate.

Vice Chair bible stated it would be great if we had vendors that had carts, that wouldn't have to take up two spaces. A pushcart would be the best option that we could offer a lower price for them. Is that an option?

Associate Planner Syed stated we have vendors that makes prepackaged items, for example, beef jerky, BBQ sauce and peanut brittle.

Historic Board members were in consensus of the vendor booth fees presented in the staff report.

Associate Planner Syed stated we no longer have Highland Community News as print media sponsor.

Member Shelton stated the Chamber of Commerce will promote it, as well as the Redlands Community News. We also have the San Bernardino Sun.

Assistant Community Development Director Stater stated we can ask San Bernardino Sun if they are willing to be our print media sponsor.

Member Shelton asked I was wondering if there was an opportunity to add in a \$250 sponsor? I would love to be a sponsor at that level. How much are the flag sponsors?

Assistant Community Development Director Stater stated if you are 500, 1,000, 2,500 or print media sponsor you are on the flag poles.

Member Shelton stated I think having \$250 would be another category we should consider to folks.

Vice Chair Bible stated I am worried if you add even more categories than that's more spaces to fill up and are you going to fill them?

Chair Sandford asked my question is, what does that get you as the sponsor?

Vice Chair Bible asked what does the \$100 sponsor receive?

Assistant Community Development Director Stater stated T-shirts, a space at the event, and your announced at the event. What we wouldn't want to do is add more sponsors to the flyer because there is so many already.

Member Shelton stated I think there are a lot of smaller businesses in Highland who would like to see their names up there and would be willing to spend the money, which would increase the sponsorship.

Assistant Community Development Director Stater stated we can bring this back for discussions for the next meeting.

Associate Planner Syed stated regarding the contests on page 4 you will see the contests including the new Good Neighbor award. We had several homeowners inquire about it after we had decided who the winners were going to be. I let them know they can participate next year. The school contests are always the same and quite of few entries of every grade level. I sent the Good Neighbor award inquiries to the homeowners in January 2022 and another batch of letters in February 2022. The only people that we heard from was who Colin personally went and spoke with.

Vice Chair Bible stated the letters were not the same, one of them was a Good Neighbor award and another was regarding the Home Tour award.

Associate Planner Syed stated the Home Tour letter was sent out January 2022.

Vice Chair Bible stated I think both letters need to be sent out in January to give the Historic District more notice. Also, I think it should be the same letter for instead of two separate letters.

Member Shelton stated yes, and then another letter to follow up.

Associate Planner Syed stated that is a good idea. Do we have any volunteers to take Colin's job and go out and speak with some of the homeowners about participating?

Vice Chair Bible stated I think it would be better to send the letter in February and then follow up beginning of March go speak to the homeowners in person.

Associate Planner Syed stated I think that works out better. Regarding the honoree for next years Citrus Harvest Festival, do we have any suggestions who our honoree will be?

Vice Chair Bible stated I did not bring my list with me.

Historic Board members and staff spoke about who the past honorees were.

Associate Planner Syed suggested Larry McCallon as an honoree for next year. We could honor Highland Community News.

Vice Chair Bible stated yes, we could, that is a good idea because they were involved the last 24 festivals.

Historic Board members and staff spoke about businesses that have served Highland for over 25 years.

Vice Chair Bible stated Historical Society would be nice to have them as an honoree. During Covid-19 that was going to be their 40th anniversary.

Member Shelton stated I would like the Historical Society to be our honoree too.

Chair Sandford stated I am not opposed to the Historical Society. What about Sam Racadio?

Vice Chair Bible stated he was on the list.

Chair Sandford stated I would like to bring this back to the October 2022 meeting and discuss it further.

Associate Planner Syed stated regarding the car show, we have not decided if they're going to be around to sponsor the car show next year.

Assistant Community Development Director Stater stated if the Kiwanis car club is no longer, the city will pick up the responsibility, it will not completely go away.

Associate Planner Syed stated the home and walking tour was wonderful. Colin Childs has a lot of knowledge to express to the community. With him no longer apart of the Historic District we need someone to take that initiative. Any volunteers?

Assistant Community Development Director Stater stated unless the board wants to wait until Member Mauricio returns and then we have the assignment of all five members.

Chair Sandford stated I have feedback regarding the layout of the festival, when we were moving things, I was concerned moving away from Palm Avenue where our true retailers are, however the power engines were great located there.

Vice Chair Bible asked how long did it take them to take down everything once the event was over?

Associate Planner Syed stated by 4, it was quick and easy for them. They said their access to get in and get out was significantly faster than where their placement was previous years.

Historic and Cultural Preservation Board received and filed staffs report.

3. 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 received and filed staffs report.

ANNOUNCEMENTS

The next meeting will be October 6, 2022 at 5 pm.

ADJOURN

There being no further business, Chair Sandford declared the meeting adjourned at 6:10 p.m.

Submitted by:

Approved by:

Camille Goritz, Administrative Assistant III

Patrick Sandford, Chair



STAFF REPORT

TO THE HISTORIC AND CULTURAL PRESERVATION BOARD

DATE: October 6, 2022

FROM: Lawrence A. Mainez, Community Development Director

REVIEWED BY: Kim Stater, Assistant Community Development Director 

PREPARED BY: Ash Syed, Associate Planner 

SUBJECT: Preparation for the 25th Annual Citrus Harvest Festival in 2023

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

FISCAL REVIEW: The Festival Account has a balance of \$1,970.98. Separately, the Home Tour Account has a balance of \$1,639.91. Expenses are estimated to be \$14,533 while the expected revenues are \$14,800. Attached is the 2023 Citrus Harvest Festival Budget (Attachment 1).

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.

PROJECT REVIEW: The Highland City Council approved the Board's recommended event date of **March 25, 2023**, with a rain date of **April 1, 2023**.

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

*Historic and Cultural Preservation Board Meeting of
October 6, 2022*

1. Entertainment –

- Contests
- Entertainment Schedule
- Festival Honoree

2. Car Show –

- Discuss Potential Sponsors
- Car Show Layout

3. Home & Walking Tour –

- Discuss Tour Options

4. Vendors –

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

5. 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 (*SB Sun?*)

*Potential \$250 sponsor?

Attachments:	1.	2023 Citrus Harvest Festival (CHF) Budget
	2.	2023 CHF Contests
	3.	2023 Entertainment Schedule
	4.	2023 CHF Potential Honorees
	5.	2023 Citrus Harvest Festival Layout
	6.	2023 CHF Vendor Application

2023 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	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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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: *TBD*

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

Citrus Harvest Festival Honorees

2004 Kay Beattie

2005 Kim Clinton Adams Wilson

2006 Jo Meade

2007 Rick Hartmann

2008 Don & Elizabeth Kiel

2009 Bill Calvert

2010 George & Pauline Murillo

2011 Bud & Margaret Wright

2012 Laurie Frymire, Dennis Johnson, & Ross Jones

2013 Arnott Family

2014 Kim Stater (**Chamber Sponsored Festival**)

2015 Charles Kiel (**Chamber Sponsored Festival**)

2016 Nancy Alexander

2017 Charles Roberts

2018 Jodi Scott & Margaret Hill

2019 Curtis Allen

2022 San Manuel Band of Mission Indians

2023 Potential Honorees –

- Sam Ricadio
- Highland Area Historical Society
- Original City Businesses (All Pet Feed and Tack, K&L Hardware, Jody Scott Income Tax)



RE: 2023 HIGHLAND CITRUS HARVEST FESTIVAL

You are cordially invited to participate as a vendor in the 25th Annual Highland Citrus Harvest Festival. The event is a one day, family-oriented street festival celebrating the rich citrus history of Highland. There will be approximately 200 vendors and exhibitors, live entertainment, car show, historic home tour, kids' zone, contests and much, much more. Attendance is estimated to be 6,500.

This year's event will be held Saturday, **March 25, 2023**, from 10:00 a.m. to 3:30 p.m. in Highland's Historic District at the intersection of Palm Avenue and Main Street.

Enclosed is a vendor information packet and application. If you would like to reserve space, please complete and return the application by March 10, 2023. Space is limited and booths will be filled on a first come, first serve basis.

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

Sincerely,

A handwritten signature in black ink, appearing to read 'Ash Syed', with a stylized flourish at the end.

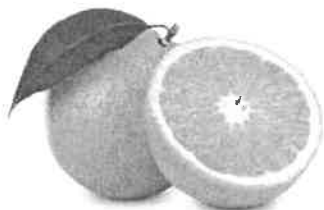
Ash Syed
Associate Planner



25th ANNUAL CITRUS HARVEST FESTIVAL VENDOR APPLICATION

Saturday, March 25, 2023

(April 1, 2023 In Case of Rain)



Return Applications & make checks payable to
CITY OF HIGHLAND

27215 BASE LINE, HIGHLAND, CA 92346

Phone: (909) 864-6861 ext. 210

Fax: (909) 862-3180

Email: asyed@cityofhighland.org

Business/Group Name: _____

Address: _____

Street City Zip

Contact Person: _____

Telephone: _____

Day

Evening

Fax

State Board of Equalization Permit No.: _____

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

Vendor Type, Check One:

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

☐ Food

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

☐ Nonprofit or Government Organization

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

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

Comments / Special requests:

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

◆ Direct Sales \$40.00

◆ Food \$200.00

◆ Activity \$40.00

◆ Non-Profit Government Organization \$40.00

◆ Historic Demonstrators Free

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

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

Late Fee – Add \$15.00 (if after 3/10/2023) \$ _____

Total \$ _____

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

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

- OVER -

LIABILITY WAIVER

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

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

SIGNATURE

DATE

PRINTED NAME

25th ANNUAL CITRUS HARVEST FESTIVAL
SATURDAY, MARCH 25, 2023
10:00 a.m.- 3:30 p.m.

VENDOR INFORMATION PACKET

Info. (909) 864-6861 ext. 210

The deadline for Vendor Applications is **March 10, 2023**. The Highland Historic and Cultural Preservation Board ("Board") has the right to review all Applications and merchandise before the Application is accepted.

VENDOR CLASSIFICATIONS

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

NOTIFICATION OF BOOTH NUMBER

Final selection of booth locations will be made by the Board following the Application deadline. It is the Board's discretion to limit the number of Vendors in any category. **Vendor confirmations including the booth location will be mailed no later than March 16, 2023.**

BOOTH FEES

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

Late Fee- An additional **\$15 Late Fee** is required for Applications received after the **March 10, 2023** deadline. All Fees must be paid at the time the Application is submitted. **Vendors may pay by cash, check or money order made payable to the CITY OF HIGHLAND.** There will be a \$25 charge for all returned checks. Please do not mail cash with the Application. Cash is accepted in person, at the Cashier's Window during business hours in City Hall only. If you require a booth space larger than 10X10, or 10x20 for Food Vendors, you are required to pay full price for each additional space.

PERMITS AND DOCUMENTATION

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

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

CANCELLATION

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

RAIN DATE

If weather forecast is very poor on March 25, 2023, the Event will be *rescheduled* for **April 1, 2023**. On April 1, 2023, the Festival will be held "Rain or Shine". Vendors cancelling participation in the Festival on April 1, 2023 due to threatening weather shall forfeit all Fees paid.

INSURANCE

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

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

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

SPACE ALLOCATION

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

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

STREET CLOSURE, SET UP AND DISMANTLING

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

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

FIRE LANES

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

ELECTRICITY, TABLES, CHAIRS, CANOPIES & EQUIPMENT REQUIREMENTS

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

(Applicable ONLY to Food and Activity Vendors)

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

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

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

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

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

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

CERTIFICATE HOLDER

CANCELLATION

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

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

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

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

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



STAFF REPORT

TO THE HISTORIC AND CULTURAL PRESERVATION BOARD

DATE: October 6, 2022

FROM: Lawrence A. Mainez, Community Development Director

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

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 _____		
<i>[Signature]</i> Recording Secretary		<i>[Signature]</i> Community Development Director	

Certificate of Appropriateness Applications Not Yet Completed

File Number	Address	Description of Project	Approved	Expires	Status
COA 21-001	7136 Club View Drive (Stone House)	Deck and Staircase Replacement	April 2021	April 2022	Approved. Plan Check extended to December 2022 by Building Official
COA 21-007	6944 Palm Avenue	Fire Station Garage Door Replacement	February 2022	February 2023	Approved. Has not submitted plans to Building and Safety.
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. <u>Item scheduled for October 4, 2022 Public Nuisance Hearing</u>
COA 22-002	27206 Nona Avenue	63 sf Building Expansion	Jun 2022	June 2023	Approved. Currently in Building and Safety Plan Check.