

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

## SPECIAL MEETING

December 1, 2022

5:00 p.m.

City Hall

Donahue Council Chambers

27215 Base Line

Highland, California

## MEMBERS

Patrick Sandford, Chair  
Pamela Bible, Vice Chair  
Tyler Brown, Member  
Tony Mauricio, 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](http://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 December 1, 2022 to [publiccomment@cityofhighland.org](mailto:publiccomment@cityofhighland.org). if you are submitting a public comment pertaining to an item on the December 1, 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.

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**HISTORIC AND CULTURAL PRESERVATION  
BOARD  
SPECIAL MEETING AGENDA  
December 1, 2022 - 5:00 P.M.**

**CALL TO ORDER**

Pledge of Allegiance

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

**Tyler Dean Brown**

**COMMUNITY INPUT (ITEMS NOT ON THE AGENDA)**

To address the Historic and Cultural Preservation Board please complete a speaker form located at the entrance and give it to the Administrative Assistant prior to the beginning of the meeting. Your name will be called when it is your turn to speak. Individual speakers are limited to three minutes each. Comments received via email by December 1, 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 October 6, 2022 Special Meeting.

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

## BUSINESS ITEMS

2. Preparation for the 25<sup>th</sup> 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

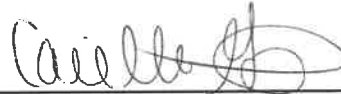
I, Camille Goritz, Administrative Assistant III of the City of Highland, California, certify that I caused to be posted this agenda on or before the 21st of November 2022 by 4:30 p.m. on our website at [www.cityofhighland.org](http://www.cityofhighland.org) and in the following designated areas:

Highland Branch Library  
7863 Central Avenue

Fire Station No. 1  
26974 Base Line

City Hall  
27215 Base Line

Date: November 21, 2022



Camille Goritz, Administrative Assistant III



# STAFF REPORT

## TO THE HISTORIC & CULTURAL PRESERVATION BOARD

**DATE:** December 1, 2022

**FROM:** Lawrence A. Mainez, Community Development Director

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

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

**SUBJECT:** Minutes from the October 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. <u>1</u> |
| Denied _____                                 | Ayes _____    |                                                          |                          |
| Continued _____                              | Noes _____    |                                                          | File No. _____           |
| Tabled _____                                 | Abstain _____ |                                                          |                          |
|                                              | Absent _____  |                                                          |                          |
| <i>Camille Goritz</i><br>Recording Secretary |               | <i>Lawrence Mainez</i><br>Community Development Director |                          |

**MINUTES**  
**HISTORIC AND CULTURAL PRESERVATION BOARD SPECIAL MEETING**  
**October 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      | Patrick Sandford |
|          | Vice Chair | Pamela Bible     |
|          | Member     | Tony Mauricio    |
|          | Member     | Gail Shelton     |
|          | Member     | Vacant           |

Staff Present: Lawrence Mainez, Community Development Director  
Shannon Wisniewski, Administrative Assistant III

The Pledge of Allegiance was led by Member Mauricio.

**COMMUNITY INPUT**

None

**CONSENT CALENDAR**

1. Minutes from the August 4, 2022 Special Meeting.

**A MOTION** was made by Member Shelton seconded by Vice Chair Bible, to approve the minutes, as submitted. Motion carried, 4-0, with a seat vacant.

**BUSINESS ITEMS**

2. Preparation for the 25<sup>th</sup> Annual Citrus Harvest Festival in 2023.

Chair Sandford stated let's start with contests, any questions?

Member Shelton stated I would like more advance notice to participate judging for the baking contest next year.

Vice Chair Bible stated regarding the Good Neighbor award it only says gift bag, don't they receive something else?

Member Shelton stated yes, wooden plaque.

Chair Sandford stated the language for the award should be changed from gift bags to wood plaque.

Community Development Director Mainez replied noted.

Chair Sanford stated now let's move on to honoree on page 6. Who would we like to be the honoree next year?

Member Mauricio stated we mentioned Sam Ricardo as an honoree in the past.

Vice Chair Bible stated we have always had a rotating list on who will be the honoree.

Member Mauricio stated I vote for Sam, he was the first City Manager at City of Highland, is named after our library, he sponsored the first Highland Improvement Day (HIT) and was also a Council Member. I have interest in this candidate.

Vice Chair Bible stated we had discussed at the last meeting of considering the Highland Community News and since they were no longer around. They had covered majority of our previous events, so it might be the time to honor them because this is the first year, they're not covering us.

Member Shelton stated I wonder if there's a way to honor them separately.

Chair Sanford stated I think it would be appropriate to recognize Highland Community News.

Vice Chair Bible stated for the timing, I agree that it's time for the newspaper, but are we considering that they were already honored when we did Charles Roberts? Were we specifically honoring him or the newspaper?

Chair Sanford stated I remember honoring him.

Member Mauricio stated I think both Charles and the newspaper. I respect all your opinions on this but if you look at this list and the person on this list that's been bumped around has been Sam Racardio's.

Vice Chair Bible stated I don't think so. There have been others that were on a few times, and it just depended on when the time was right for them and I'm really thinking it should be the Community News.

Member Mauricio stated if we honor the century News Group, who and what figure was going to represent?

Vice Chair Bible replied Hector.

Member Mauricio stated why don't we do two awards?

Vice Chair Bible stated there is not a reason we can't wait for another year to honor Sam.

Member Mauricio stated then he'd be bumped three times already.

Vice Chair Bible stated does it matter?

Member Mauricio stated absolutely it matters. This man did a lot of hard work, just like Hector has. You have a person who represents a publication, and they did a fantastic job

and I wish they were still here, but you also have an individual who did another extreme amount of work throughout the years.

Chair Sandford stated we need to go back on the minutes, I don't recall us saying Sam will be our next honoree. Sam's name has come up and we discussed the fact that he has a building already named after him. I don't have that recollection that we ever said next year, a certain year or this in this amount of time and the only relevance I wanted to emphasize, which I said earlier was the fact that the paper just dissolved.

Member Shelton stated I think Hector did an amazing job for us hands down, but he was also an employee of the paper, I would think as we're looking to honor somebody specifically for the Citrus Harvest Festival that the idea is to honor someone who has given their personal time as a volunteer. When you're looking to recognize them in a leadership role for the city that you might want to take that into consideration.

Vice Chair Bible stated if the paper did not close, I would be voting for same, but because the paper closed that we need to kind of tie that together with what we're doing and honor them right now.

Member Shelton stated I would think there's could be some consideration for a media award.

**A MOTION** was made by Vice Chair Bible to honor the Highland Community News and Hector all together.

Chair Sandford stated hearing no seconded for the other motion, no motion placed.

**A MOTION** was made by Member Mauricio seconded by Member Shelton to honor Sam Racardio as the Citrus Harvest Festival honoree. Motion carried, 2-2-0, with Chair Sandford and Vice Chair Bible dissenting, and a vacant seat.

The motion failed due to a tie vote. Chair Sandford stated this item will be tabled for the next meeting.

Chair Sandford stated now we will talk about entertainment schedule. We have a lot of to be determined for who is performing. We have always had the Highland Music Company. Next, we will discuss the car show. Kiwanis has always coordinated the car show and the future of the Kiwanis Club is in question, but I do know that they are in discussion if they are dissolving, but there is a plan.

Vice Chair Bible stated Colin Childs has always overseen the walking tours, and since he left, we need to have someone else step up and lead the tour. I believe Colin Childs had cheat sheets that he used and talked about getting them on file.

Member Shelton and Mauricio volunteered to take charge of the walking tour next year.

Community Development Director Mainez stated we will obtain the walking tour overview and ensure you have the appropriate information.

Chair Sandford stated next, we will go over sponsors. There was a discussion about potentially having a \$250 sponsor. Did we want to discuss creating a new level of \$250?

Member Mauricio stated not really, was it true that it would minimize the names?

Vice Chair Bible stated yes, there would not be enough room to go that the other sponsors had. Let's continue this to the next meeting.

Member Shelton stated regarding the layout, everyone that I spoke to was in favor of the layout.

Member Mauricio stated I am happy with the new layout.

Chair Sanford stated I want to make sure we are drawing attention to our historic businesses. The members with the power engines were very pleased.

Vice Chair Bible stated we have the south Palm Avenue area that does not have anything there, it is a possibility to put the cars there so they can leave quick.

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

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

Vice Chair Bible asked is there an update on the bank building?

Community Development Director Mainez stated yes, it is very expensive to retrofit that building for earthquake standards. That building is going to fall, so we declared it a public nuisance. We don't want to tear it down, however we hope it will get fixed.

Vice Chair Bible asked is there any chance the city is going to step in and do something to save the building?

Community Development Director Mainez stated that is not on our radar right now.

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

## **ANNOUNCEMENTS**

The next meeting will be November 3, 2022 at 5:00 pm.

## **ADJOURN**

There being no further business, Chair Sanford declared the meeting adjourned at 6:05 p.m.

Submitted by:

Approved by:

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Camille Goritz, Administrative Assistant III

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Patrick Sanford, Chair



# STAFF REPORT

## TO THE HISTORIC AND CULTURAL PRESERVATION BOARD

**DATE:** December 1, 2022

**FROM:** Lawrence A. Mainez, Community Development Director

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

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

**SUBJECT:** Preparation for the 25<sup>th</sup> 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 _____  |                                                      |                          |
| <i>[Signature]</i><br>Recording Secretary |               | <i>[Signature]</i><br>Community Development Director |                          |

1. Entertainment – TBD

- Contests
- Entertainment Schedule
- Festival Honoree

2. Car Show – TBD

- Discuss Potential Sponsors
- Car Show Layout

3. Home & Walking Tour – **Gail**

- Discuss Tour Options

4. Vendors – TBD

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

5. Admin/Marketing – TBD

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

## *2023 Citrus Harvest Festival Budget*

| <b>FESTIVAL EXPENDITURES</b>                                                                     |                 |
|--------------------------------------------------------------------------------------------------|-----------------|
| <b>Item / Description</b>                                                                        | <b>Budget</b>   |
| Advertising (HCN \$0, RDF/Sun \$1,225, EHR \$535 & Peach Jar \$518)<br>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             |
| <b>TOTAL</b>                                                                                     | <b>\$14,533</b> |

| <b>FESTIVAL REVENUES</b>                                  |                 |
|-----------------------------------------------------------|-----------------|
| <b>Item / Description</b>                                 | <b>Budget</b>   |
| 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           |
| <b>TOTAL</b>                                              | <b>\$14,800</b> |

|  |                                 |                                   |
|--|---------------------------------|-----------------------------------|
|  | <b>Initial Balance: \$1,971</b> | <b>Projected Balance: \$2,238</b> |
|--|---------------------------------|-----------------------------------|

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





# STAFF REPORT

## TO THE HISTORIC AND CULTURAL PRESERVATION BOARD

**DATE:** December 1, 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

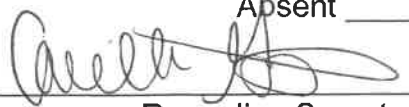
**PUBLIC NOTICE:** As required by City Council Resolution, notice of the public meeting was posted at three (3) designated posting locations within the City. No further notice is required.

**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 _____  |                                                                                                                        |                          |
| <br>Recording Secretary |               | <br>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<br>(Stone House) | Deck and Staircase Replacement              | April 2021    | April 2022    | <i>Approved. Plan Check extended to December 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/<br>Reconstruction |               |               | Continued from June 2, 2022 HCPB Meeting. No revisions submitted since. Building currently in escrow for purchase by a professional historic restoration company |
| COA 22-002  | 27206 Nona Avenue                     | 63 sf Building Expansion                    | Jun 2022      | June 2023     | <i>Approved. Currently in Building and Safety Plan Check.</i>                                                                                                    |
| COA 22-008  | 27215 Nona Avenue                     | 4.86 kW DC Solar PV installation            |               |               |                                                                                                                                                                  |
| COA 22-009  | 27197 Pacific Street                  | 5.72 kW DC Solar PV installation            |               |               |                                                                                                                                                                  |