

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

REGULAR MEETING

February 2, 2023

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

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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 February 2, 2023 to publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the February 2, 2023 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
REGULAR MEETING AGENDA
February 2, 2023 - 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 2, 2023, 4:00 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 December 1, 2022 Special Meeting.

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

3. Minutes from January 11, 2023 Special Meeting.

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

BUSINESS ITEMS

4. Certificate of Appropriateness (COA 23-001) to permit an existing 482 square foot roof-mounted solar photovoltaic system on a single-story contributing historic residence. (6976 Cole Ave) (Continued from January 11, 2023)

RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board continue this item to March 2, 2023.

5. 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.

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 2023 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, 2023



Camille Goritz, Administrative Assistant III



STAFF REPORT

TO THE HISTORIC AND CULTURAL PRESERVATION BOARD

DATE: February 2, 2023

FROM: Lawrence A. Mainez, Community Development Director

PREPARED BY: Camille Goritz, Administrative Assistant III

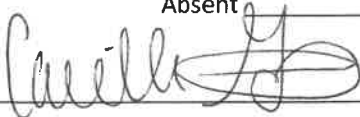
SUBJECT: Election of Chair and Vice Chair

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. <u>1</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 Recording Secretary		 Community Development Director	



STAFF REPORT

TO THE HISTORIC & CULTURAL PRESERVATION BOARD

DATE: February 2, 2023

FROM: Lawrence A. Mainez, Community Development Director

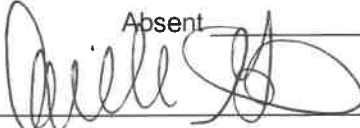
REVIEWED BY: Kim Stater, Assistant Community Development Director

PREPARED BY: Camille Goritz, Administrative Assistant III

SUBJECT: Minutes from the December 1, 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>2</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
Absent _____			
 Recording Secretary		 Community Development Director	

MINUTES
HISTORIC AND CULTURAL PRESERVATION BOARD SPECIAL MEETING
December 1, 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
	Member	Tony Mauricio
	Member	Gail Shelton

Absent:	Vice Chair	Pamela Bible
	Member	Tyler Brown

Staff Present: 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 October 6, 2022 Special Meeting.

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

BUSINESS ITEMS

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

Associate Planner Syed presented the staff report.

Member Shelton stated I would like to be a judge for the baking contest.

Associate Planner Syed stated the prize for the Good Neighbor Award will be a gift bag plus a plaque. I will reach out to the local high schools and middle schools to see who would like to perform. The main band will still be Highland Music Company. Regarding the honoree for next year, we have Hector from Highland Community News and Sam Racadio, do we have a decision on who we are choosing?

Chair Sandford stated I'm going to go ahead and respectfully ask that we table this until January's meeting with the support of my board members because Member Bible is not here.

Member Shelton stated I would agree that we wait until all members are present.

Associate Planner Syed stated we will leave the car show layout as is. Next item from discussion would be for the Home and Walking Tour.

Member Mauricio stated Gail and I are going to do the Walking Tour as a team.

Associate Planner Syed stated the next item of discussion would be for the different levels of sponsorship.

Member Shelton stated I was one that had brought up the \$250 sponsorship.

Associate Planner Syed stated there is a pretty big gap between the \$100 sponsors and the \$500 sponsors because there are poster boards that is attached to the banners. So, when we bring in the \$250 sponsorship, I feel like it would bring in a lot of potential sponsors, but what do we offer them?

Member Shelton stated I think we were looking into that to see if it made sense.

Associate Planner Syed stated I will look into this. For our print media, does San Bernardino Sun work?

Member Mauricio stated I think Redlands Daily Facts would help as well.

Associate Planner Syed stated ok, Redlands Daily Facts, Redlands Community News and San Bernardino Sun.

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

ANNOUNCEMENTS

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

ADJOURN

There being no further business, Chair Sandford declared the meeting adjourned at 5:25 p.m.

Submitted by:

Approved by:

Camille Goritz, Administrative Assistant III

Patrick Sandford, Chair



STAFF REPORT

TO THE HISTORIC & CULTURAL PRESERVATION BOARD

DATE: February 2, 2023

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 January 11, 2023 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>3</u>
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
January 11, 2023

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 Sandford at the Donahue Council Chambers, 27215 Base Line, Highland, California.

Present:	Chair	Patrick Sandford
	Vice Chair	Pamela Bible
	Member	Tyler Brown

Absent:	Member	Tony Mauricio
	Member	Gail Shelton

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

Chair Sandford led the Pledge of Allegiance.

COMMUNITY INPUT

None

CONSENT CALENDAR

1. Minutes from the December 1, 2022 Special Meeting.

A MOTION was made by Vice Chair Bible seconded by Member Brown, to continue the submitted minutes to the next meeting, February 2, 2023. Motion carried, 3-2, Member Mauricio and Member Shelton being absent.

BUSINESS ITEMS

2. Certificate of Appropriateness (COA 22-009) to permit the installation of a 305 square foot roof-mounted solar photovoltaic system on a single-story contributing historic residence. (29197 Pacific Street)

Associate Planner Syed presented the staff report.

A MOTION was made by Vice Chair Bible seconded by Member Brown, to approve Certificate of Appropriateness (COA 22-009), to permit the installation of a 305 square foot roof-mounted solar photovoltaic system on a single-story contributing historic residence, subject to Conditions of Approval and Findings of Fact. Motion carried, 3-2, Member Mauricio and Member Shelton being absent.

3. Certificate of Appropriateness (COA 23-001) to permit an existing 482 square foot roof-mounted solar photovoltaic system on a single-story contributing historic residence. (6976 Cole Ave)

Associate Planner Syed presented the staff report.

Member Brown asked if there was an alternative if the solar panels moved?

Associate Planner stated we look for solar arrays in the Historic District to be placed on roofs that aren't visible from the public right of way. Considering that garage is detached and at the rear of the property staff's analysis would be if these weren't installed at the time to recommend that they are installed at the back of the house. Again, we're looking at this retroactively, but our recommendation is the denial of this application and recommending that the panels be relocated to that back roof.

Vice Chair Bible asked are you talking about covering the entire back roof, or just the west side of the back roof?

Associate Planner Syed stated depending on what their electricity needs are, their solar company could size their array for them, if needed to place everything on the back roof east and west would be a viable solution. It is not easily visible from the street, even if it's on the east facing side of that detached garage, that's really what's up for discussion today.

Applicant, William Wise stated I live at 6976 Cole Avenue. I have material that I would like the members to look at. In the previous item I have a photo of that home that does show solar panels from the public right away. I don't know how they got it approved, but it shows there. So anyway, I think you guys need to take a look at that because I think it's kind of important. I want to thank you for everything you do for our community, I know the Historical Preservation is very important to you all as it is for me. I've been in Highland Historic District since 1967 and I enjoyed my friends there, including the Hawes, Sayers, the Wisemans, and the McCarthys. I remember fondly going to Colonel Williams house because he had the Adobe structure. I used to love to go to his house because he had the best Halloween candy. I ended up buying the Haggis house, I was looking at a stucco or Adobe house across the street from me that Mr. Williams told me all this thing was built in the 30s. The bottom line is the house burnt down and now they have solar panels on the top and I look at them every day. Do need to burn down my house to get solar panels so I can rebuild the structure so I can get solar panels or what? Here's another thing, if you look at all the pictures, every one of those are from the public right of way. Can you not see those panels? I think you can from every one of them. I am already fussing with my solar panel people saying what in the world are you putting it on the north side of the house? I think they should put them on at least the array that's on the north side, they should put it in the back, and I think we're going towards that direction right now. But here's the deal on the south side, I am going to generate about 62% of my power from the south side of the property. So, if you asked me to put them in the back exclusively, I'm not going to get the power generation that they're promising me. Lastly, I understand that the city has ordinances for all of our betterment, but I believe city ordinance do not supersede

state laws. As long as I make improvements to my home that fall under state and national building codes, I should be allowed to make improvements to my own home that I do own, not the City of Highland or the Historic Board. Thank you.

Chair Sandford asked did I hear you correctly say that you know where the Historic District is in Highland?

Applicant William Wise stated yes, I have a map.

Chair Sandford asked so you know that your house is in a Historic District, and you knew that when you bought the house?

Applicant William Wise stated in 1988, when I bought my house, it was not a Historic District. It was in 1990 when it became Historic District.

Chair Sandford stated what we are going to do is try to keep the integrity as best we can because it is a challenge trying to maintain the integrity of the Historic District. When you put the panels on, you knew you're in the historic district.

Applicant William Wise stated yes, but I also looked at the Historic District and saw all kinds of solar panels.

Chair Sandford asked who did you confer with before you put in the solar panels?

Applicant William Wise stated no one, I conferred with my solar company who was supposed to pull the permit, and apparently, they hadn't. I informed them when I was in the Historic District. I knew there was requirements, but I knew that as a home owner I still have rights to improve my home, so I didn't think I had to talk to you whether or not I needed to improve my home. I walked around with the Historic District and there were multiple solar panels that I could see from the public right of way, so I didn't think it was going to become a major issue. Why is my house being singled out when all these other ones have panels on them? I did not understand that.

Assistant Community Development Director Stater stated it looks like there is seven of these homes showing solar panels from the public right of way. There are at least three of these that were inappropriately permitted by one department of the city without conferring with another department of the city. Those should not have been approved. The period of significance for our district is 1891 to 1938, so we try to regulate things when we can or have opinion or sway to maintain that vision. The contractor came to the city, requested the permit and we said it's in the district, we told them they need to pause so we can get it through the Historic Board, so there was an attempt by the contractor, but they didn't stop before they installed them. We'd like you to do is to consider moving those to locations that aren't visible.

Applicant William Wise stated I agree, however, I won't get the generation of power if they are all on the back because I get 62% of generation from the south side.

Associate Planner Syed stated your solar company sized your system based on where they replacing the panels, right?

Applicant William Wise stated yes, and originally the plan they gave me was all on the south side.

Associate Planner Syed stated as you know barely anything is being produced on the north side, so those twelve panels are actually producing maybe three or four panels worth of power that would have been on the south side. If you eliminate those and you take a look at what would be produced on the east and west facing roofs on the garage roof, I feel like this system could be downsized in terms of kilowattage, and if work with your solar contractor, fit everything on the roof to meet your power generation that you need for your house.

Applicant William Wise stated according to my representative he says if we move those panels from the south side to the east and West of the back, I won't get the kilowatts from those panels that I desire so that I don't have to pay an Edison bill.

Associate Planner Syed stated 8.58 is a very large system, and that's because 12 of your 22 panels are producing barely anything on the northside. The panels that are facing east and west would be a lot more efficient. Instead of having 12, you may need like 6 or so. I would speak with your contractor, have them resize the system based on these two roofs which would be far more beneficial to you than that north facing one.

Applicant William Wise stated yes, and they are supposed to be working with you guys to get them on the west side of my back building.

A MOTION was made by Chair Sandford seconded by Member Brown, to continue this item to the February 2, 2023, Historic and Cultural Preservation Board meeting. Motion carried, 3-2, with Member Mauricio and Member Shelton being absent.

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

Associate Planner Syed presented the staff report.

Chair Sandford asked how are we on the sponsorships?

Associate Planner Syed stated I sent out the breakdown of what's included in each sponsorship level that way we wanted to consider a potential \$250 sponsorship.

Vice Chair Bible asked what else did the \$100 sponsor get besides on the T-shirt?

Assistant Community Development Director Stater stated the location and announcements during the event.

Member Brown stated you might be able to get some sponsorship from local breweries like Hanger 24 or local business in Redlands. Have you all reached out to the local trade organizations to see if they would help sponsor? They would possibly be interested, just a thought.

Chair Sandford stated so for purposes of what we're discussing as far as the structure, I'm inclined to encourage us to keep what we have for now but let's talk about this in meeting in April.

Jeff Staggs from Highland Area Historical Society stated it is no longer the Kiwanis Club, but nothing really has changed. The car show as we envision it will be just the same as it has been in years prior, hopefully with more entries and that will be reflected on the flyer that we send out to our potential participants. In the past we used a combination of the city logo and the Kiwanis logo course and now it will be either the city logo, or if there's another logo that you folks would like for me to use on that, please let me know and I will incorporate that into the flyer.

Vice Chair Bible stated the Historical Society does have a logo. I thought I had was maybe we can announce the winner of the car show where the car participants check in instead of the main stage.

Assistant Community Development Director Stater stated yes, we can check into that. We might have a portable PA system.

Associate Planner Syed stated regarding our print media sponsor, we were going to discuss if we should go with the Redlands Daily Facts, Redlands Community News or the San Bernardino Sun.

Assistant Community Development Director Stater stated do we know pricing?

Associate Planner Syed stated not yet.

Assistant Community Development Director Stater stated we may have to defer this one to the subcommittees that we create for these topics so we can have keep momentum between meetings.

Associate Planner Syed stated that we need to go over who is in charge of the five categories listed. Vice Chair Bible is assigned to Vendors and Exhibitors, Member Mauricio is assigned to Admin/Marketing Sponsorships, Member Shelton is assigned to Home and Walking Tour, Chair Sandford is assigned to Entertainment, and Member Brown is assigned to the Car Show.

Chair Sandford asked how challenging it is going to be if this is postponed to our next meeting in February?

Assistant Community Development Stater stated not a problem.

Chair Sanford stated let us bring Member Brown up to speed regarding the honoree. There was two Members who wanted the first City Manager for City of Highland to be the honoree and two Members wanted the Highland Community News who is no longer in service with the city to be the honoree, so there was tie. I would recommend that we will decide the honoree next meeting.

Associate Planner Syed stated let's go over the Good Neighbor Award. Gail mentioned if we could incorporate a plaque as a prize for next years event, however for this year we continue a gift bag. Regarding the vendors, in mid-December, I sent out vendor applications to all of our past vendors and so far, 20 vendors have responded. As far as food vendors we normally have close to 10, so there's some variety. What happened last year was you ended up paying a lot for a hot dog and a soda because there's only one vendor, so they were price gouging.

Vice Chair Bible stated I did not realize they didn't have their prices posted.

Associate Planner Syed stated yes, we only had two food options. A lot of the vendors closed down due to COVID-19.

Member Brown stated in the Redlands market has food trucks, so if we can go down there and ask around that would be great. I will make sure to go Saturday.

Historic and Cultural Preservation Board members agreed that the vendors should have their prices posted so the customers know what they are paying.

Member Brown stated I will start asking around to see if we can get more food vendors.

Vice Chair Bible stated the food vendors pay \$200 to participate.

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

ANNOUNCEMENTS

The next meeting will be February 2, 2023 at 5:00 pm.

ADJOURN

There being no further business, Chair Sanford declared the meeting adjourned at 6:15 p.m.

Submitted by:

Approved by:

Camille Goritz, Administrative Assistant III

Patrick Sanford, Chair



STAFF REPORT

THE HISTORIC AND CULTURAL PRESERVATION BOARD

DATE: February 2, 2023

FROM: Lawrence A. Mainez, Community Development Director

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

PREPARED BY: Ash Syed, Associate Planner *AS*

SUBJECT: Certificate of Appropriateness (COA 23-001) to permit an existing 482 square foot roof-mounted solar photovoltaic system on a single-story contributing historic residence.
(Continued from January 11, 2023)

LOCATION: 6976 Cole Ave, Highland Historic District
Assessor's Parcel No. 1191-472-08

OWNER: William Wise

RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board continue the item to March 2, 2023.

PUBLIC NOTICE: As required by City Council Resolution, notice of the public meeting was posted at three (3) designated posting locations within the City. In addition, the notice was posted on the City's website, and mailed to adjacent property owners of the project site. No further notice is required.

PUBLIC COMMENT: Staff has not received any public comments in response to the project notice at the time of preparing this staff report.

DESCRIPTION OF SITE: The subject site is located on the west side of Cole Avenue, just south of Main Street (Attachment 1 – Area Map). The 2001 Historic Architectural Survey lists the property as a contributing residence which was constructed in 1908. The one-story home is described as a traditional bungalow style with a hip roof along with what appears to be a hip roofed attic vent. The footprint of the roof includes the front porch, which is centered in the façade of the house. The main entrance is flanked by paired windows, pointed rafter tails that are exposed at the eaves, and purlins that extend forward at the corners. The house is sheathed in two-lap drop siding. The site

Approved _____	Motion _____	Second _____	Agenda Item No. <u>4</u>
Denied _____	Ayes _____		File No. _____
	Noes _____		
Continue _____	Abstain _____		
	Absent _____		
<i>William Wise</i> Recording Secretary		<i>Lawrence Mainez</i> Community Development Director	

also contains a detached garage at the rear of the property, which matches the residence in color and materials. (Attachment 2 – Street View).

PREVIOUS ACTION: At the January 11, 2023 Historic and Cultural Preservation Board meeting, the Board reviewed the Certificate of Appropriateness (COA 23-001) application to approve an existing 482 square foot 8.58 kW roof-mounted solar photovoltaic system that consists of ten (10) panels on the south facing roof and twelve (12) panels on the north facing roof of the main house. The Applicant explained that the solar provider size the system to accommodate the Applicant's power needs. Staff explained to the Board that while the Applicant has the right to install solar panels on the roof of their Historic home, the Board has the authority to approve/deny the placement of the panels and that the installation of said panels shall be atop roofs/location out of sight from the public right-of-way. The Applicant conveyed that the twelve (12) panel on the north facing roof were installed incorrectly and were generating minimal power and that they were in the process of working with the solar provider to relocate the panels to the roof of the detached garage at the rear of the site. The Board directed to the Applicant to proceed with the relocation and return with plans for a revised solar array that maximizes the roof area on the garage roof with minimal overflow onto the south facing roof on the main house. The Board continued the item to the February 2, 2023 meeting.

PROJECT REVIEW/ANALYSIS: As of January 26, 2023, the twelve (12) panels on the north facing roof have been removed and only the panels on the south facing roof remain. The Applicant conveyed to Staff that the solar provider is in the process of resizing the system to maximize the east facing and west facing roofs of the detached garage as directed by the Board. Staff recommends the Board continue the item to the March 2, 2023 meeting to allow the Applicant and solar provider ample time to produce an acceptable array configuration that also accommodates the necessary electricity production.



STAFF REPORT

TO THE HISTORIC AND CULTURAL PRESERVATION BOARD

DATE: February 2, 2023

FROM: Lawrence A. Mainez, Community Development Director

REVIEWED BY: Kim Stater, Assistant Community Development Director 

PREPARED BY: Ash Syed, Associate Planner 

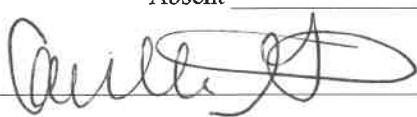
SUBJECT: Preparation for the 25th Annual Citrus Harvest Festival in 2023

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 \$2,687.29. 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>5</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 Recording Secretary		 Community Development Director	

1. Entertainment – Patrick

- Contests
- Entertainment Schedule
- Festival Honoree

2. Car Show – Tyler

- Discuss Potential Sponsors
- Car Show Layout
- *Jeff Staggs will remain the point of contact*

3. Home & Walking Tour – Gail

- Discuss Tour Options

4. Vendors – Pam

- Discuss Specialty Vendors and Demonstrators – Lowe's, Historic Reenactors, and SB County Animal Control
- 15 Vendors Application received as of 1/5/2023

5. Admin/Marketing – Tony

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

- 1 – Title Sponsor, \$2,500 (Burrtec)
- 5 – Co-Sponsors, \$1,000 each
- 5 – Additional Sponsors, \$500 each
- 10 – Citrus Supporters, \$100 each
- 1 – Print Media Sponsor (*SB Sun?/Redlands Daily Facts?/Redlands Community News*)

Attachments:	1.	Citrus Harvest Festival (CHF) Budget
	2.	CHF Contests
	3.	Entertainment Schedule
	4.	CHF Potential Honorees
	5.	Citrus Harvest Festival Layout
	6.	List of 2023 Vendors
	7.	List of 2023 Sponsors

2023 Citrus Harvest Festival Budget

FESTIVAL EXPENDITURES (Initial Balance \$257)		
Item / Description	Budget	As of 1/27/2023
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	1,800
Entertainment (Bands & DJ) (2 Bands \$450, 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 & 3 Dash plaques	240	
Kid's activities	100	
Booth refunds for historic displays	-	
Miscellaneous supplies	310	
Staff shirts (10)	50	
Contest materials	75	
Car show dash plaques	100	
TOTAL	\$15,378	\$1,800

FESTIVAL REVENUES		
Item / Description	Budget	As of 1/27/2023
Sponsorship	11,000	6000
Retail vendor Booth spaces	2,500	905
Food vendor booth spaces	2,000	600
TOTAL	\$15,500	\$7,505

	Projected Balance: \$122	Final Balance: \$5,705
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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/Plaque?

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 Highland Music Company

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 Racadio
 - Highland Community News (Hector Hernandez)



Business Name	Type	Contact Person	Address	City	State & Zip	Contact #	Booths	Insure	Paid? / \$?	Specical Requests
Avon	Direct Sales	Ofelia Anthony / Denise Powell	28390 Saffron Ave	Highland	CA, 92346	909 862-9279	1		\$40	Corner Booth
Bon's Personalized Gifts	Direct Sales	Bonnie Calleros	20872 Spring Street	Riverside	CA, 92507	951 315-5447	2		\$80	
California Citrus Pest and Disease Prevention Program	Nonprofit Gov Org	Paige Shewmaker	4045 Third Ave	San Diego	CA, 92103	916 753-4491	1		\$40	
California Experience	Historic Demonstrators	Jeanne Duebbert	2112 W Westward Ave.	Banning	CA, 92220	951 849-9444	1		\$0	
California Experience (Blacksmith)	Historic Demonstrators	Ken Kuhn	25459 Wedmore Dr.	Moreno Valley	CA, 92553	909 947-7028	1		\$0	
California Experience (Chuck Wagon)	Historic Demonstrators	Klaus Duebbert	2112 W Westward Ave.	Banning	CA, 92220	951 849-9444	1		\$0	
California Experience (Pottery)	Historic Demonstrators	Paul Bear Bradford	4998 W Ramsey Street	Banning	CA, 92220	951 306-2640	1		\$0	
California Experience (Rope Making)	Historic Demonstrators	Camille Meldrum	4998 W Ramsey Street	Banning	CA, 92220	952 306-2640	1		\$0	
California Experience (Rope Winding)	Historic Demonstrators	Eleanor Ripple	25459 Wedmore Dr.	Moreno Valley	CA, 92553	909 947-7028	1		\$0	
Carl's Concessions	Food	Carl Verbanic	1093 Alcott Ct	Hemet	CA, 92543	951 634-4056	2		\$200	Same spot as 2022
Century 21 Top Producers	Direct Sales	Kirk Stoffel	27993 Greenspot Road	Highland	CA, 92346	909 567-3501	2		\$80	
Country River Candles	Direct Sales	Debbie Carignan	723 Flower Street	Beaumont	CA, 92223	951 255-6264	1		\$40	
Doreen's Fashions	Direct Sales	Doreen Davis	111 N Plymouth Way	San Bernardino	CA, 92408	909 519-3398	1		\$40	Placed at corner of Center and Main
E'kernely Yours Kettle Corn	Food	Diane Wickham	1751 Olive Street	Highland	CA, 92346	909 239-0424	2		\$195	Kettle Corn, Soda, Water
Eduardo Fernandez	Direct Sales	Eduardo Fernandez	1820 Nowell Ave	Rowland Heights	CA, 91748	626 450-5107	1		\$40	
Graces Design	Direct Sales	Grace Yu	6260 Firestone Drive	Fontana	CA, 92336	951 316-3398	1		\$40	Placed in a Shaded booth, away from sun
Highland Church of Christ	Nonprofit Gov Org	Maxx Turner	26814 Cypress Street	Highland	CA, 92346	619 721-4222	1		\$35	
Highland Community Trails Committee	City	Angela Tafolla	27215 Base Line	Highland	CA, 92346	909 864-8732	2		\$0	
Highland Public Services	City	Carlos Florez	27215 Base Line	Highland	CA, 92346	909 864-6861	4		\$0	
Highland Police	Nonprofit Gov Org	Lisa Henley	26985 Base Line	Highland	CA, 92346	909 425 9793	2		\$0	
Historic Demonstration (2 Ford Model A)	Historic Demonstrators	Lynda Shubert	7740 Calhoun Road	Highland	CA, 92346	909 208-5218	1		\$0	
Innovative Signs & Designs	Direct Sales	Theresa Rivera	2550 Highland Ave	Highland	CA, 92346	909 425 3638	2		\$80	
Pampered Chef	Direct Sales	Jackie Aronowitz	1932 Duke Street	Redlands	CA, 92405	909 335-1833	1		\$40	
Pancho's Kitchen Mexican Restaurant	Food	Francisco Cortes	27141 Base Line	Highland	CA, 92346	909 609-7651	2		\$200	
Paparazzi Jewelry and Accessories	Direct Sales	Jainell Wesson	2909 N Pershing Ave	San Bernardino	CA 92405	909 674-7076	2		\$80	Placed at a corner booth
Paradise Valley Model A Ford Club	Historic Demonstrators	Richard Bronstrup	3255 Valencia Avenue	San Bernardino	CA, 92404	909 658-5914	0		\$0	Church parking lot
Past to Present Programs & Trading Post, LLC	Historic Demonstrators	James Bowden	703 Coronado Drive	Redlands	CA, 92374	909 557-5515	1		\$0	
Scentsy	Direct Sales	Tawanna Blanche	28945 E Vallejo Avenue	Temecula	CA, 92592	951 551-2409	1		\$40	Placed at a corner booth
Steve's Bird Houses	Direct Sales	Steve Hadley	6535 Rhone Ct.	Highland	CA, 92346	909 647-3642	2		\$70	Placed at a corner booth
Texas Treasures	Direct Sales	Kay Kincannon	18348 Newman Avenue	Riverside	CA, 92508	949 292-2551	2		\$80	
The Crafty Mama	Direct Sales	Sara Kramer	4814 Stoneglen Avenue	Fontana	CA, 92336	626 290-2276	2		\$80	
						Booths:	45		\$1,500	

Citrus Harvest Festival Sponsors – 2023

SPONSOR	CONTACT	PHONE / FAX	ADDRESS	BOOTH	PAID
PRINT MEDIA SPONSOR					
TBD					
\$2,500					
Burrtec Waste Industries, Inc.	Mike Arreguin, Vice President	(909) 429-4200 (909) 429-4298	9890 Cherry Avenue Fontana, CA 92335 mikea@burrtec.com	Emailed	
\$1,000 (4)					
Jim Cimino Realty	Jim Cimino		27255 Messina Street Highland, CA 92346	Emailed	
San Manuel Band of Mission Indians Robin Cervantes San Manuel Band of Mission Indians Office of Public Affairs Sponsorships Manager O: (909)864-8933 x50- 3222 RCervantes@SanManuel-nsn.gov	Robin Cervantes	(909) 864-8933 x3222	26569 Community Center Drive Highland, CA 92346	Confirmed	
D.R. Horton	Rudy R. Provoost	(951) 733-8867	2280 Wardlow Circle, Ste. 100, Corona, CA 92878	Confirmed	
Marinita Development	Scott Fawcett	(949) 285-1031	3835 Birch Street, Newport Beach, CA 92660	Confirmed	
Twisted Images Ink	Rico Menor		5 th Street Highland, CA 92346	Confirmed	In-Kind

\$500 (5)					
Beaver Medical Group	Stephanie Centeno Social Media and Community Marketing Specialist EPIC Management, LP scenteno@epiclp.com (909) 786-0739	(909) 478-5102 (909) 796-4557	1600 E. Citrus Ave., Ste A Redlands, CA 92374 Mailing Address: P.O. Box 19020 San Bernardino, CA 92423.	Emailed	
Sweeping Corp of America	David Padilla, General Manager dpadilla@sweepingcorp.com			Emailed	
Richards Watson Gershon	Maricela Marroquin Leslie Erickson	(213) 626-8484	355 South Grand Avenue, 40 th Floor Los Angeles, CA 90071-3101	Confirmed	Paid
Woodcrest Real Estate Ventures	Lauren Schulte, Project Manager lauren@woodcrestrev.com (619) 548-4494	(619) 548-4494	2428 Montecito Road, Ramona, CA 92065	Emailed	
Sunland Communities, LLC	Camille Bahri cbahri@sunlandllc.com (951) 538-4140	(951) 538-4140	10575 Oakdale Drive, Rancho Cucamonga, CA 91730	No	Paid
Arnott Farms	Camille Bahri cbahri@sunlandllc.com (951) 538-4140	(951) 538-4140	10575 Oakdale Drive, Rancho Cucamonga, CA 91730	Emailed	
Monte Vista Homes	Luis Uribe Luribe96@aol.com	(951) 202-4787		Emailed	
\$100 (10)					
John and Carol Timmer (\$250)	John Timmer			Paid	
Highland Area Historical Society (\$200)	Patrick Sandford	(909) 862-7103			