

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

SPECIAL MEETING

April 20, 2023

5:00 p.m.

City Hall

Donahue Council Chambers

27215 Base Line

Highland, California

MEMBERS

Pamela Bible, Chair

Patrick Sandford, 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

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 April 20, 2023 to publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the April 20, 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
SPECIAL MEETING AGENDA
April 20, 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 April 20, 2023, 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 March 2, 2023 Special Meeting.

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

2. Minutes from April 6, 2023 Special Meeting.

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

BUSINESS ITEMS

3. Certificate of Appropriateness (COA 23-001) to permit an existing 466 square foot roof-mounted solar photovoltaic system on a single-story contributing historic residence. (Continued from February 6, 2023) (6976 Cole Avenue)

RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board continue the item to May 4, 2023.

4. Certified Local Government Program 2021-2022 Annual Report.

RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board receive and file Staff's report.

5. Post-event discussion of the 2023 annual Citrus Harvest Festival, including Vendors, Car Show, Walking Tour, Entertainment and Marketing.

RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board discuss the event and provide direction 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 13th of April 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: April 13, 2023



Camille Goritz, Administrative Assistant III



STAFF REPORT

TO THE HISTORIC & CULTURAL PRESERVATION BOARD

DATE: April 20, 2023

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 March 2, 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>1</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
<i>Camille Goritz</i> Recording Secretary		<i>Lawrence Mainez</i> Community Development Director	

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

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

Chair Bible led the Pledge of Allegiance.

COMMUNITY INPUT

None

CONSENT CALENDAR

1. Minutes from February 2, 2023 Regular Meeting.

A MOTION was made by Vice Chair Sandford, seconded by Member Mauricio, to approve as amended. Motion carried, 4-1, with Member Brown being absent.

BUSINESS ITEMS

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

Associate Planner Syed presented the staff report.

Assistant Community Development Director Stater stated that the Citrus Baking Contest is scheduled for March 9th. For the entertainment, nothing has changed so far, we try not to have anything between 10:00-10:30 am on the stage because there's not a lot of people at the event yet. At 11:00 am the Highland Music company will be playing. They will pause at 12:00 pm where we'll have the presentation of festival honorees. The Aztec dancers at the intersection of Palm and Main are performing around 12:00 pm. Senior Center line dancers will be on at 1:45 pm and the contest winners will follow after.

Member Mauricio stated Member Shelton and I met a few weeks ago to discuss the walking tour and we thought it would be best to have the tour start at 10:30 am end at 12

pm. We are going to start in the business district on Palm Avenue. It is going to be a free event.

Assistant Community Development Director Stater stated so far, we have 80 booths reserved. We have 16 sponsors, 10 historic demonstrators, 3 food booths, 27 traditional crafters/vendors, and 4 nonprofits. We've finished our advertising for the East Highlands Ranch newsletter, last year it was \$535 and this year it was \$680.

Associate Planner Syed stated we did secure a deal with Hot 103.9 for the live remote package special, which is on page 17.

Assistant Community Development Director Stater stated right now, we have a savings of \$1,700.

All members agreed on the advertising for Citrus Harvest Festival be published in the San Bernardino Sun newspaper on Friday, March 24, 2023.

ANNOUNCEMENTS

The next meeting will be April 6, 2023 at 5:00 pm.

ADJOURN

There being no further business, Chair Sandford declared the meeting adjourned at 5:23 p.m.

Submitted by:

Approved by:

Camille Goritz, Administrative Assistant III

Pamela Bible, Chair



STAFF REPORT

TO THE HISTORIC & CULTURAL PRESERVATION BOARD

DATE: April 20, 2023

FROM: Lawrence A. Mainez, Community Development Director

REVIEWED BY: Kim Stater, Assistant Community Development Director

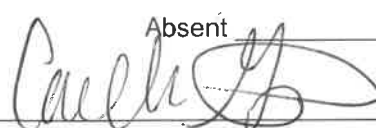
PREPARED BY: Camille Goritz, Administrative Assistant III 

SUBJECT: Minutes from the April 6, 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>2</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		

 Recording Secretary	 Community Development Director
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MINUTES
HISTORIC AND CULTURAL PRESERVATION BOARD SPECIAL MEETING
April 6, 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	Pamela Bible
	Vice Chair	Patrick Sandford
	Member	Gail Shelton

Absent:	Member	Tony Mauricio
	Member	Tyler Brown

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

Chair Bible led the Pledge of Allegiance.

COMMUNITY INPUT

None

BUSINESS ITEMS

1. Certificate of Appropriateness (COA 23-001) to permit an existing 466 square foot roof-mounted solar photovoltaic system on a single-story contributing historic residence. (Continued from February 2, 2023) (6976 Cole Avenue)

Associate Planner Syed presented the staff report.

Applicant, William Wise stated I just wanted to address the honorable Members of the Board and say thank you for that Citrus Harvest Festival. I wanted to draw everybody's attention back to January 11th, 2023, the staff report that was given at that time where my solar panel roof was denied. Yet in the same meeting, there was one on Pacific Street that was approved and on page 15 of that staff report it says certified Certification of Appropriateness it stated contributing our contributing home, our historical resident not visible from the public right of way and the pictures showed no visible evidence of the panels, however, the solar panels are visible from the street from the west side.

Applicant William Wise passed out the previous agenda that was dated January 5, 2023 to the Board Members. Also, passed out 8 x 10 papers showing other houses in the Historic District with visible solar panels.

Assistant Community Development Director stated Associate Planner Syed is preparing a list and researching those homes that have approved permits or ones that did not have permits with Building and Safety.

Chair Bible stated regarding the house on Pacific, we did not approve the solar panels that are visible from the public right of way. They were supposed to be placed where it was not visible.

Associate Planner Syed stated the address is 27197 Pacific Street.

Applicant William Wise stated we see solar panels all over the Historic District that are visible.

Chair Bible stated the ones that are inappropriate the board did not approve.

Applicant William Wise stated that is not my problem.

Chair Bible stated we trying to figure out how to get those removed, but at the same time we cannot continue to approve ones and continue to have additional ones that are not approved.

Applicant's Representative Ryan Daley stated this homeowner has to suffer because has a south facing roof and cannot put the panels there.

Chair Bible stated the board can only approve per the state guidelines for the Historic District.

Assistant Community Development Director Stater stated regarding 27197 Pacific Street, the sign plans are only for the panels that are on the rear of the home and on one side of the garage, there is no panels at all on the west facing side that were approved by the Board or Building and Safety. If there are panels there today, then it is a Code Enforcement issue. The Building and Safety inspections have not been final.

Member Shelton stated we are in a tough decision, because clearly our directive is precise because of the Historic District codes. On the other hand, we understand your position as a homeowner wanting to have the most efficient electrical resource. The issue is it needs to be consistent across the board, so you are singled out and if there are others that do not comply, we need to pursue that with Code Enforcement.

Building Official Wirz stated I am going over the plans, and there are panels on the south side. Is the structure on the rear a dwelling unit or garage?

Applicant William Wise stated it is a garage, and it does have a studio apartment. We do not use it.

Building Official Wirz stated there are exceptions for fire setbacks on roofs that are beyond 50% covered. On the east side you have to leave the ridge for venting.

Applicant's Representative Ryan Daly stated it is not going to be enough room.

Building Official Wirz stated you can rotate those panels 90 degrees, and stack them in two rows on the west side and leave a fire access.

Applicant's Representative Ryan Daly stated I can fill both sides up.

Vice Chair Sandford stated I would like to make a recommendation; it sounds like we still have a lot of variables here and we need to give a chance for staff and different members of staff to weigh in on this issue. I suggest we can meet again on April 20, 2023.

Applicant's Representative Ryan Daly stated we can replot the solar panel plans on a map and submit it to Building and Safety.

Applicant William Wise stated I am willing to comply I just do not want to lose my generation of power. If we can do this and it works, I am happy with a few solar panels on the south side.

A MOTION was made by Vice Chair Sandford, seconded by Member Mauricio, to continue this meeting to April 20, 2023.

ANNOUNCEMENTS

The next meeting will be April 20, 2023 at 5:00 pm.

ADJOURN

There being no further business, Chair Sandford declared the meeting adjourned at 5:35 p.m.

Submitted by:

Approved by:

Camille Goritz, Administrative Assistant III

Pamela Bible, Chair



STAFF REPORT

THE HISTORIC AND CULTURAL PRESERVATION BOARD

DATE: April 20, 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 a 466 square foot roof-mounted solar photovoltaic system on a contributing historic residence. **(Continued from April 6, 2023)**

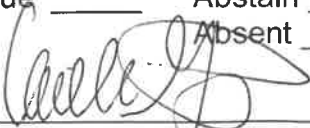
LOCATION: 6976 Cole Ave, Highland Historic District
Assessor's Parcel No. 1191-472-08

OWNER: William Wise

RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board continue the item to May 4, 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.

PROJECT REVIEW/ANALYSIS: As of April 12, 2023, the solar representative has been unable to provide Staff with the requested calculations as well as the revised array configuration. Staff recommends the Board continue the item to the May 4, 2023 meeting to allow the Applicant and solar representative ample time to produce an acceptable array configuration that also accommodates the necessary electricity production.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>3</u>
Denied _____	Ayes _____		File No. _____
	Noes _____		
Continue _____	Abstain _____		
	Absent _____		
 Recording Secretary		 Community Development Director	



STAFF REPORT

TO THE HISTORIC AND CULTURAL PRESERVATION BOARD

DATE: April 20, 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: Certified Local Government Program 2021–2022
Annual Report

LOCATION: Citywide

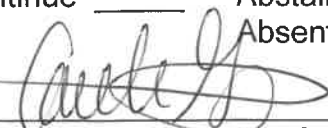
RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board receive and file Staff's report

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.

PROJECT REVIEW/ANALYSIS: The Certified Local Government (CLG) Program is offered by the National Park Service (NPS) and the State Historic Preservation Offices (SHPOs) and allows local governments to work together to preserve the historic character of their communities. Through the certification process, local governments make a commitment to preserve, protect, and increase awareness of historic resources. Once certified, CLGs gain access to benefits of the program and agree to follow required Federal and State requirements.

The City of Highland became a Certified Local Government on April 17, 1995. In order to maintain this certification, Staff must prepare an annual report outlining preservation efforts through implementation of the City's Historic Preservation Plan and adherence to State and Local legislation.

ATTACHMENTS: 1. CLG Program 2021-2022 Annual Report

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

Certified Local Government Program -- 2021-2022 Annual Report

(Reporting period is from October 1, 2021 through September 30, 2022)

INSTRUCTIONS: This is a Word form with expanding text fields and check boxes. It will probably open as Read-Only. Save it to your computer before you begin entering data. This form can be saved and reopened. Because this is a WORD form, it will behave generally like a regular Word document except that the font, size, and color are set by the text field.

- Start typing where indicated to provide the requested information.
- Click on the check box to mark either yes or no.
- To enter more than one item in a particular text box, just insert an extra line (Enter) between the items.

Save completed form and email as an attachment to Lucinda.Woodward@parks.ca.gov. You can also convert it to a PDF and send as an email attachment. Use the Acrobat tab in WORD and select Create and Attach to Email. You can then attach the required documents to that email. If the attachments are too large (greater than 10mb total), you will need to send them in a second or third email.

Name of CLG

City of Highland

Report Prepared by: *Ash Syed*

Date of commission/board review: *April 20, 2023.*

MINIMUM REQUIREMENTS FOR CERTIFICATION

I. Enforce Appropriate State or Local Legislation for the Designation and Protection of Historic

Properties. A. Preservation Laws

1. What amendments or revisions, if any, are you considering to the certified ordinance? Please forward drafts or proposals. **REMINDER:** Pursuant to the CLG Agreement, OHP must have the opportunity to review and comment on ordinance changes prior to adoption. Changes that do not meet the CLG requirements could affect certification status.

None

2. Provide an electronic link to your ordinance or appropriate section(s) of the municipal/zoning code. <http://www.codepublishing.com/ca/highland/>

Certified Local Government Program -- 2021-2022 Annual Report

(Reporting period is from October 1, 2021 through September 30, 2022)

B. New Local Landmark Designations (Comprehensive list of properties/districts designated under local ordinance, HPOZ, etc.)

1. During the reporting period, October 1, 2021 – September 30, 2022, what properties/districts have been locally designated?

Property Name/Address	Date Designated	If a district, number of contributors	Date Recorded by County Recorder
NONE	N/A	N/A	N/A

REMINDER: Pursuant to California Government Code § 27288.2, “the county recorder shall record a certified resolution establishing an historical resources designation issued by the State Historical Resources Commission or a local agency, or unit thereof.”

2. What properties/districts have been de-designated this past year? For districts, include the total number of resource contributors?

Property Name/Address	Date Removed	Reason
NONE	N/A	N/A

C. Historic Preservation Element/Plan

1. Do you address historic preservation in your general plan? ☐ No
☐ Yes, in a separate historic preservation element. ☒ Yes, it is included in another element.

Provide an electronic link to the historic preservation section(s) of the General Plan.

http://cityofhighland.org/GeneralPlan/PDFs/10-Community_Design_Element.pdf

D. Review Responsibilities

1. Who takes responsibility for design review or Certificates of Appropriateness?

☐ All projects subject to design review go the commission.

Certified Local Government Program -- 2021-2022 Annual Report

(Reporting period is from October 1, 2021 through September 30, 2022)

☒ Some projects are reviewed at the staff level without commission review. What is the threshold between staff-only review and full-commission review? *Staff reviews applications for fencing, roofing, and exterior paint colors (including doors) for which there are written guidelines adopted by the Historic and Cultural Preservation Board (HCPB). If the project does not meet the guidelines, or is more extensive than fencing, roofing, or exterior paint, the HCPB is the reviewing authority. If a project is reviewed by Staff and an applicant appeals the review, the project is forwarded to the HCPB for a determination.*

2. California Environmental Quality Act

- What is the role of the staff and commission in *providing input* to CEQA documents prepared for or by the local government? *Staff is responsible for the composition, review, and filing of CEQA documents. If a project exceeds the expertise of Staff, it is outsourced to an environmental consultant.*
- What is the role of the staff and commission in *reviewing* CEQA documents for projects that are proposed within the jurisdiction of the local government? *When a CEQA document is prepared by an applicant, Staff and the Historic and Cultural Preservation Board will review the document at a public meeting and have an opportunity to comment as provided by CEQA Guidelines.*

3. Section 106 of the National Historic Preservation Act

- What is the role of the staff and commission in *providing input* to Section 106 documents prepared for or by the local government? *Staff is responsible for preparing and/or providing input for Section 106 documents. If the project exceeds the expertise of Staff, it is outsourced to a qualified consultant.*
- What is the role of the staff and commission in *reviewing* Section 106 documents for projects that are proposed within the jurisdiction of the local government? *Staff and the Historic and Cultural Preservation Board will review the document at a public meeting and have an opportunity to comment as provided by law.*

II. Establish an Adequate and Qualified Historic Preservation Review Commission by State or Local

Legislation. A. Commission Membership

Certified Local Government Program -- 2021-2022 Annual Report

(Reporting period is from October 1, 2021 through September 30, 2022)

Name	Professional Discipline	Date Appointed	Date Term Ends
Tony Mauricio	General Interest	2/2021	2/2025
Patrick Sandford	General Interest	2/2021	2/2025
Pamela Bible	General Interest	12/2018	12/2022
Colin Childs	General Interest	2/2021	2/2025
Gail Shelton	General Interest	8/2021	8/2025

Attach resumes and Statement of Qualifications forms for all members.

1. If you do not have two qualified professionals on your commission, explain why the professional qualifications not been met and how professional expertise is otherwise being provided. *There are not two historic professionals on the Historic and Cultural Preservation Board because the City has not received an application by such a professional. Professional expertise is provided by consultants and staff.*
2. If all positions are not currently filled, why is there a vacancy, and when will the position be filled? *N/A.*

B. Staff to the Commission/CLG staff

1. Is the staff to your commission the same as your CLG coordinator? ☒ Yes ☐ No
2. If the position(s) is not currently filled, why is there a vacancy? *N/A*

Attach resumes and Statement of Qualifications forms for staff.

Certified Local Government Program -- 2021-2022 Annual Report

(Reporting period is from October 1, 2021 through September 30, 2022)

C. Attendance Record

Please complete attendance chart for each commissioner and staff member. Commissions are required to meet four times a year, at a minimum. If you have not met at least four times, explain why not.

Commissioner/Staff	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Member Mauricio	☒	☐	☒	☒	☐	☒	☐	☒	☒	☐	☐	☐
Member Sandford	☒	☐	☒	☐	☒	☒	☒	☒	☒	☐	☒	☐
Member Bible	☒	☐	☒	☒	☒	☒	☒	☐	☒	☐	☒	☐
Member Childs	☒	☐	☒	☒	☒	☐	☒	☒	☐	☐	☒	☐
Member Shelton	☒	☐	☐	☐	☒	☒	☒	☒	☒	☐	☒	☐
Assistant Community Development Director Stater	☒	☐	☐	☒	☒	☒	☒	☒	☒	☐	☒	☐
Associate Planner Syed	☒	☐	☒	☒	☒	☒	☒	☒	☒	☐	☒	☐

D. Training Received

Indicate what training each commissioner and staff member has received. Remember it is a CLG requirement is that all commissioners and staff to the commission attend at least one training program relevant to your commission each year. It is up to the CLG to determine the relevancy of the training.

Certified Local Government Program -- 2021-2022 Annual Report

(Reporting period is from October 1, 2021 through September 30, 2022)

Commissioner/Staff Name	Training Title & Description (including method presentation, e.g., webinar, workshop)	Duration of Training	Training Provider	Date
Member Mauricio	The California Historical Building Code Incentivizing Reuse of Historic Buildings			
Member Sandford	The California Historical Building Code Incentivizing Reuse of Historic Buildings	4 Hours	National Alliance of Preservation Commissions (NAPC)	10-27-2021
Member Bible	The California Historical Building Code Incentivizing Reuse of Historic Buildings			
Member Childs	The California Historical Building Code Incentivizing Reuse of Historic Buildings	4 Hours	National Alliance of Preservation Commissions (NAPC)	10-27-2021
Member Shelton	The California Historical Building Code Incentivizing Reuse of Historic Buildings	4 Hours	National Alliance of Preservation Commissions (NAPC)	10-27-2021
Assistant Community Development Director Stater	The California Historical Building Code Incentivizing Reuse of Historic Buildings	4 Hours	National Alliance of Preservation Commissions (NAPC)	10-27-2021
Associate Planner Syed	The California Historical Building Code Incentivizing Reuse of Historic Buildings	4 Hours	National Alliance of Preservation Commissions (NAPC)	10-27-2021

Certified Local Government Program -- 2021-2022 Annual Report

(Reporting period is from October 1, 2021 through September 30, 2022)

III. Maintain a System for the Survey and Inventory of Properties that Furthers the Purposes of the National Historic Preservation Act

- A. Historical Contexts: initiated, researched, or developed in the reporting year (excluding those funded by OHP) NOTE:** California CLG procedures require CLGs to submit survey results, including historic contexts, to OHP. (If you have not done so, submit an electronic copy or link if available online with this report.)

Context Name	Description	How it is Being Used	Date Submitted to OHP
N/A	N/A	N/A	N/A

B. New Surveys or Survey Updates (excluding those funded by OHP)

NOTE: The evaluation of a single property is not a survey. Also, material changes to a property that is included in a survey, is not a change to the survey and should not be reported here.

Survey Area	Context Based-yes/no	Level: Reconnaissance or Intensive	Acreage	# of Properties Surveyed	Date Completed	Date Submitted to OHP
N/A	N/A	N/A	N/A	N/A	N/A	N/A

Certified Local Government Program -- 2021-2022 Annual Report

(Reporting period is from October 1, 2021 through September 30, 2022)

C. Corrections or changes to Historic Property Inventory

Property Name/Address	Additions/Deletions to Inventory	Status Code Change From _ To _	Reason	Date of Change
N/A	N/A	N/A	N/A	N/A

IV. Provide for Adequate Public Participation in the Local Historic Preservation Program

A. Public Education

What public outreach, training, or publications programs has the CLG undertaken? How were the commissioners and staff involved? Please provide an electronic link to all publications or other products not previously provided to OHP.

Item or Event	Description	Date
N/A	N/A	N/A

ADDITIONAL INFORMATION FOR NATIONAL PARK SERVICE ANNUAL PRODUCTS REPORTS FOR CLGS

NOTE: OHP will forward this information to NPS on your behalf. Please read "Guidance for completing the Annual Products Report for CLGs" located at

http://www.nps.gov/clg/2015CLG_GPRA/FY2013_BaselineQuestionnaireGuidance-May2015.docx.

A. CLG Inventory Program

During the reporting period (October 1, 2021 to September 30, 2022) how many historic properties did your local government **add** to the CLG inventory? This is the total number of historic properties and contributors to districts (or your best estimate of the number) added to your inventory **from all programs**, local, state, and Federal, during the reporting year. These might include National Register, California Register, California Historic Landmarks, locally funded surveys, CLG surveys, and local designations.

Certified Local Government Program -- 2021-2022 Annual Report

(Reporting period is from October 1, 2021 through September 30, 2022)

Program area	Number of Properties added
Highland Historic District	None

B. Local Register (i.e., Local Landmarks and Historic Districts) Program

1. During the reporting period (October 1, 2021 to September 30, 2022) did you have a local register program to create local landmarks and/or local districts (or a similar list of designations) created by local law?
☒ Yes ☐ No
2. If the answer is yes, then how many properties have been added to your register or designated from October 1, 2021 to September 30, 2022? **None**

C. Local Tax Incentives Program

1. During the reporting period (October 1, 2021 to September 30, 2022) did you have a Local Tax Incentives Program, such as the Mills Act? ☒ Yes ☐ No
2. If the answer is yes, how many properties have been added to this program from October 1, 2021 to September 30, 2022?

Name of Program	Number of Properties that have Benefited
None	N/A

D. Local "bricks and mortar" grants/loan program

1. During the reporting period (October 1, 2021 to September 30, 2022) did you have a local government historic preservation grant and/or loan program for rehabilitating/restoring historic properties? ☒ Yes ☐ No
2. If the answer is yes, then how many properties have been assisted under the program(s) from October 1, 2021 to September 30, 2022? **None**

Certified Local Government Program -- 2021-2022 Annual Report

(Reporting period is from October 1, 2021 through September 30, 2022)

Name of Program	Number of Properties that have Benefited
Commercial Façade Improvement Grant Program – Matching grants to be used for paint, window, and door improvements	None this reporting year

E. Design Review/Local Regulatory Program

1. During the reporting period (October 1, 2021 to September 30, 2022) did your local government have a historic preservation regulatory law(s) (e.g., an ordinance) authorizing Commission and/or staff review of local government projects or impacts on historic properties? ☒ Yes ☐ No
2. If the answer is yes, how many historic properties did your local government review for compliance with your local government's historic preservation regulatory law(s) from October 1, 2021 to September 30, 2022?

6955 Palm Avenue – new wrought iron gates
6944 Palm Avenue – garage door replacement
6956 Palm Avenue – Bank Building Reconstruction
27206 Nona Avenue – 63 Square Foot Building Expansion

F. Local Property Acquisition Program

1. During the reporting period (October 1, 2021 to September 30, 2022) did you have a local program to acquire (or help to acquire) historic properties in whole or in part through purchase, donation, or other means? ☐ Yes ☒ No
2. If the answer is yes, then how many properties have been assisted under the program(s) from October 1, 2021 to September 30, 2022? **N/A**

IN ADDITION TO THE MINIMUM CLG REQUIREMENTS, OHP IS INTERESTED IN A SUMMARY OF LOCAL PRESERVATION PROGRAMS

- A. What are your most critical preservation planning issues? *Our most critical preservation issues are 1) Demolition by neglect, 2) The reconstruction of 3 demolished contributing buildings in our Historic District. 3) The proper preservation and maintenance of existing structures. 4) The lack of economic viability of the Historic Downtown. 5) Inappropriate modifications or use of modern materials. 6) Infrastructure repair and improvement. 7) Lack of financial incentive programs.*

Certified Local Government Program -- 2021-2022 Annual Report

(Reporting period is from October 1, 2021 through September 30, 2022)

- B. What is the single accomplishment of your local government this year that has done the most to further preservation in your community? *Continuation of our annual Citrus Harvest Festival in the Historic Downtown following the Covid pandemic and celebrating its 25th Anniversary.*
- C. What recognition are you providing for successful preservation projects or programs? *Presentation of Annual Preservation Awards. This year's awards included two residences and two churches for their efforts in rehabilitating the exterior facades and landscaping.*
- D. What are your local historic preservation goals for 2022-2023? *Host the 26th annual Citrus Harvest Festival.*
- E. So that we may better serve you in the future, are there specific areas and/or issues with which you could use technical assistance from OHP? *Relocation of historic buildings into the Historic District, where they were not originally constructed.*
- F. In what subject areas would you like to see training provided by the OHP? How you like would you see the training delivered (workshops, online, technical assistance bulletins, etc.)?

Training Needed or Desired	Desired Delivery Format
Architectural styles prevalent from the late 1800's to mid-1950's. Preservation techniques for turn-of-the-century residences.	Workshops and/or trainings.

- G. Would you be willing to host a training working workshop in cooperation with OHP? ☒ Yes ☐ No
- H. Is there anything else you would like to share with OHP? **No**

Certified Local Government Program -- 2021-2022 Annual Report

(Reporting period is from October 1, 2021 through September 30, 2022)

XII Attachments (electronic)

- ☒ Resumes and Statement of Qualifications forms for **all** commission members/alternatives and staff.
- ☒ Minutes from commission meetings
- ☐ Drafts of proposed changes to the ordinance
- ☐ Drafts of proposed changes to the General Plan
- ☐ Public outreach publications

Email to Lucinda.Woodward@parks.ca.gov

Historic & Cultural Preservation Board
Minutes 10-1-2021 to 9-30-2022

MINUTES
HISTORIC AND CULTURAL PRESERVATION BOARD SPECIAL MEETING
October 7, 2021

CALL TO ORDER

The regular meeting of the Historic and Cultural Preservation Board of the City of Highland was called to order at 5:00 p.m. by Chair Bible at the Donahue Council Chambers, 27215 Base Line, Highland, California.

Present:	Chair	Pamela Bible
	Vice Chair	Colin Childs
	Member	Tony Mauricio
	Member	Patrick Sandford
	Member	Gail Shelton

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

The Pledge of Allegiance was led by Chair Bible.

SWEARING IN OF NEWLY APPOINTED HISTORIC AND CULTURAL PRESERVATION BOARD MEMBER

Gail Shelton

COMMUNITY INPUT

None

CONSENT CALENDAR

1. Minutes from the August 5, 2021 Special Meeting.

A MOTION was made by Member Sandford, seconded by Vice Chair Childs, to approve the minutes, as submitted. Motion carried, 5-0.

BUSINESS ITEMS

2. Certificate of Appropriateness (COA 21-006) for the approval of two (2) wrought iron gates on a non-conforming religious institution within the Highland Historic District. (6955 Palm Ave, APN No. 1200-351-31)

Chair Bible excused herself from the item.

Associate Planner Syed presented the staff report.

Member Sandford clarified that church location was originally at Church Avenue and Base Line.

Grant Reader Applicant stated the I'm the current senior pastor at the Community Cross Church in the Nazarene. We have had issues with homeless on our property, and we have been having ongoing problems for at least the last 5-6 years. Most recently the drug addicted and probably mentally ill child of a former parishioner there had been planting himself at various places around the property. I had to call the Sheriff's department 4-5 times because he would be in the front yelling, cursing, and screaming. There was blood all over our front porch and it was from whom I believe was him and another homeless person got in a fight over spending the night there. At that point is when our board was going to fence that in and the fence, we chose fit the architecture well. I would invite all of you to come by the property to look at it, it's a very beautiful gate. We have the ability to lock and secure it now. Since we have put the gate up, we have not had an issue with the homeless.

Member Mauricio asked is this the only fencing that will be on the property or are you going to add more down the road?

Grant Reader stated on the north side of the property would be the east end of the property there is a large wooden gate and right now, we do not have current plans to replace it.

Vice Chair Childs stated I do want to commend you with the choice of design for the initial gate that you put in front door. I think it is attractive and it adds to the property. I would like to urge you that if you are going to replace any of the other doors or any of the other areas to try and use the same style.

Member Sandford stated I like it, thank you for adding to the building.

Member Shelton stated I think you did a fabulous job matching the style and texture for this church.

Vice Chair Childs stated just a slight caution, usually people living in and working and housing in the area come to us first and ask for appropriateness. I'd like to urge that in the future, if you when you make any changes, you may want to come around first before I sort of coming back retroactively as we're doing now.

A MOTION was made by Member Mauricio, seconded by Member Sandford, to approve the applicant's request, Certificate of Appropriateness (COA 21-006) for the approval of two (2) wrought iron gates on a non-contributing religious institution. Motion carried, 4-0-1, with Chair Bible abstaining.

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

Associate Planner Syed presented the staff report.

Assistant Community Development Director Stater stated over our 24-year history we try and get kind of a range, so we've had various high schools, middle schools and elementary schools come and perform, but we have good representation from the Redlands School District. From San Bernardino School District we used to get Thompson Elementary School. Beattie Middle School band director and high school band directors worked together pretty closely, so and sometimes they have to combine because we have this around their Spring Break.

Chair Bible asked did we have a drum group at one point?

Assistant Community Development Director Stater stated we had the San Geronio drum line; they were amazing, but we haven't been able to get them back.

Vice Chair Childs stated since our honoree will be the San Manuel Band of Indians, wouldn't it be prudent for us to potentially reach out to them and ask if they would like to contribute some of the entertainment, or at least be participants in the entertainment. They may have within the band itself or a group for traditional dancing. Since they are rebranding, they might want to use it as an opportunity to expose the community.

Assistant Community Development Director Stater stated we will do that. They do have a group that comes and participates in like the 4th of July parade, so I know they have some Native American performers. The City Council just approved this event last Tuesday, so that's really the time that we get to start running.

Chair Bible asked could we possibly use San Manuel for the main band and still have our school bands?

Assistant Community Development Director Stater stated what we might want to do is the main band is a 2-hour performance. We will want to talk to them and see if that's something they want to do. Highland Music Company comes out, and sometimes it makes a presentation to you, and they DJ the whole event, in addition to performing. It is a significant cost to us, it is \$1,300. We'll start reaching out to the schools, Highland Music Company and San Manuel and see who's interested and bring back some options for you next time.

Member Mauricio asked what about Magicians and a magic show?

Assistant Community Development Director Stater stated it'll probably be a paid person and magic can be period appropriate. At the last meeting we spoke about the Good Neighbor Award.

Vice Chair Childs stated it could be rewarding somebody who has done restoration work on the exterior of the property, it could be related to garden or planting improvements.

Member Mauricio stated I like the best restored idea.

Jeff Staggs President of the Highland Kiwanis Club stated we as a club are facing challenges, our membership has dwindled. We are looking at merging with the Redlands Kiwanis Clubs. Right now, our plans are to continue with putting on the car show at the Citrus Harvest Festival and we will ask members of the Redlands Club to assist us.

Member Mauricio thanked Jeff for all his hard work.

Vice Chair Childs stated regarding the home touring, why don't we limit it down to a single tour rather than two and then offer a second tour later in the afternoon. People are welcome to the orange grove that I have with 40 different citrus trees. I have also cleaned the Packinghouse out, but I am willing to open the citrus garden.

Member Mauricio and Member Shelton stated that is a great idea.

Associate Planner Syed stated fees have not changed, it is \$40 for booths, activities, nonprofits, and for food it will be \$200.

Member Mauricio stated at the Citrus Harvest Festival I can help with entertainment.

Vice Chair Childs stated I will help with home and walking tour.

Chair Bible stated I can help with vendors and exhibitors.

Member Shelton stated I can help with the car show.

Member Sandford stated I will help with the admin marketing.

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

Associate Planner Syed presented the staff report.

ANNOUNCEMENTS

Associate Planner Syed announced the training session in October 2021.

ADJOURN

There being no further business, Chair Bible declared the meeting adjourned at 6:08 p.m.

Submitted by:



Camille Goritz, Administrative Assistant III

Approved by:



Pamela Bible, Chair

MINUTES
HISTORIC AND CULTURAL PRESERVATION BOARD SPECIAL MEETING
December 2, 2021

CALL TO ORDER

The regular meeting of the Historic and Cultural Preservation Board of the City of Highland was called to order at 5:00 p.m. by Chair Bible at the Donahue Council Chambers, 27215 Base Line, Highland, California.

Present:	Chair	Pamela Bible
	Vice Chair	Colin Childs
	Member	Tony Mauricio
	Member	Patrick Sandford

Absent: Member Gail Shelton

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

The Pledge of Allegiance was led by Chair Bible.

COMMUNITY INPUT

None

CONSENT CALENDAR

1. Minutes from the October 7, 2021 Special Meeting.

A **MOTION** was made by Member Sandford, seconded by Vice Chair Childs, to approve the minutes, as amended. Motion carried, 4-1, with Member Shelton being absent.

BUSINESS ITEMS

2. Certificate of Appropriateness (COA 21-007) for the replacement of the two (2) existing garage doors on the commercial building in the Historic District. (6944 Palm Avenue)

Associate Planner Syed stated the staff report.

Vice Chair Childs stated I am happy with the design and look, however functionally I'm concerned regarding the potential usage we've previously had.

Member Sandford asked if the doors that they are installing are going to swing out?

Associate Planner Syed stated the building is close to the right of way, so we would condition the revised doors to swing inward and not onto the sidewalk.

Member Sandford stated if the doors swing in aren't they losing a lot of square footage on a building that is already small?

Vice Chair Childs stated the building is huge inside.

Member Sanford stated my concern is, is it functional?

Vice Chair Childs suggested to the applicant to consider the door fold or slide instead for functional usage. Why don't we go ahead and give tentative approval for the design style to look like this, but that we would recommend that they pursue the possibility of the doors folding inward to reduce taking up space or how they are being utilized.

Member Mauricio stated it would be best if the owner was at the meeting to answer questions we have.

Member Sanford stated I am inclined to continue this item.

Staff recommends that the Historic and Cultural Preservation Board tentatively in an agreement that we like the design style, however we would like some more clarification on the proposed usage and functionality. A **MOTION** was made by Vice Chair Childs, seconded by Member Mauricio to continue the item to January 6th. Motion carried, 3-1-1, with Chair Bible abstaining and Member Shelton being absent.

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

Associate Planner Syed presented the staff report.

Vice Chair Childs stated in the past we have sent out letters to homeowners in the Historic District asking who would be willing to participate opening their homes for home tour. In that letter is it possible to add a good neighbor contest?

Associate Planner Syed stated I can reach out to the homeowners in the district to see who would like to participate. I will send out a letter to all the homeowners asking who would like to participate in home, exterior and interior tours.

Chair Bible stated the letter that was sent out prior was good, lets add the part about the good neighbor award.

Vice Chair Colins stated yes, lets add the good neighbor award at the beginning of the letter.

Member Mauricio stated we spoke about having a magician come to the Citrus Harvest Festival. Is there any progress with that?

Associate Planner Syed stated based on our budget there is not much I can put together. Some of the magicians are asking for fees up to \$5,000.

Member Mauricio stated what about having clowns?

Associate Planner Syed stated I'll see what I can find.

Vice Chair Childs stated I wonder if we can get Redlands Market Night vendor list or advertise in the Redlands Community Newspaper asking if they are interested in the Citrus Harvest Festival.

Member Mauricio stated that is a good point.

Community Development Director Mainez stated we can certainly reach out.

Member Mauricio asked how many cars were in the car show in 2019?

Associate Planner stated about 20 cars.

Member Mauricio stated I would like to see if we can get 40 cars. I want this to be double that so I am going to work with Redlands club and see what we can do.

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

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

Associate Planner Syed presented the staff report.

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

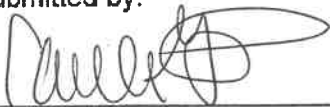
ANNOUNCEMENTS

Associate Planner Syed announced the next Historic Board meeting is scheduled January 6, 2021.

ADJOURN

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

Submitted by:



Camille Goritz, Administrative Assistant III

Approved by:



Pamela Bible, Chair

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

CALL TO ORDER

The regular meeting of the Historic and Cultural Preservation Board of the City of Highland was called to order at 5:00 p.m. by Chair Bible at the Donahue Council Chambers, 27215 Base Line, Highland, California.

Present: Chair Pamela Bible
 Vice Chair Colin Childs
 Member Tony Mauricio

Absent: Member Patrick Sandford
 Member Gail Shelton

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

The Pledge of Allegiance was led by Chair Bible.

COMMUNITY INPUT

None

CONSENT CALENDAR

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

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

BUSINESS ITEMS

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

Associate Planner Syed presented the staff report.

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

Associate Planner Syed stated I just mailed them out today.

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

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

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

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

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

Associate Planner Syed stated two weeks.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Associate Planner Syed presented the staff report.

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

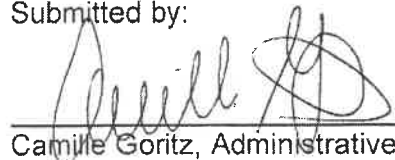
ANNOUNCEMENTS

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

ADJOURN

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

Submitted by:


Camille Goritz, Administrative Assistant III

Approved by:


Pamela Bible, Chair

MINUTES
HISTORIC AND CULTURAL PRESERVATION BOARD REGULAR MEETING
February 3, 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: Member Pamela Bible
 Member Colin Childs
 Member Patrick Sandford
 Member Gail Shelton

Absent: Member Tony Mauricio

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

The Pledge of Allegiance was led by Chair Bible.

COMMUNITY INPUT

None.

1. Election of Chair and Vice Chair.

The Historic and Cultural Preservation Board elected Patrick Sandford for Chair and Pamela Bible for Vice Chair. Motion carried 4,0-1, with Member Mauricio absent.

CONSENT CALENDAR

2. Minutes from the January 6, 2022 Special Meeting.

A MOTION was made by Member Shelton, seconded by Member Childs, to approve the minutes, as amended. Motion carried, 4-0-1, with Member Mauricio absent.

BUSINESS ITEMS

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

Vice Chair Bible excused herself from the item due to conflict of interest and left the room.

Associate Planner Syed presented the staff report.

Member Childs stated the proposed doors are very pretty. I think they're aesthetically going to be very pleasing and going to make a big difference to the aesthetics and the view of the building. We had concerns as to the way that the doors would open and your potential usage of the property itself. If I remember correctly, it's a very deep property

and you may want to establish a store or business. My concern was not so much that you know that the doors open awkwardly, but I notice you changed it to inward now, which is a good thing. You are still going to lose some of your potential retail space, but irrespective, I wanted to say that this is a big difference. Have you considered possibility of the doors flipping upward so they move out of the way, so you have that available space at the front of the building?

Olov Lindberg, Applicant, stated yes, I also considered that.

Chair Sanford and Member Shelton thanked and complimented the applicant on the new design.

A MOTION was made by Member Childs, seconded by Member Shelton, to approve the Certificate of Appropriateness (COA 21-007) for the replacement of the two (2) existing garage door and option for the doors to open inward. Motion carried, 4-0-1, with Vice Chair Bible abstaining.

Vice Chair Bible returned to the dais at 5:16 p.m.

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

Associate Planner Syed presented the staff report.

Member Childs stated now the letters are out I can start visiting the homes and knocking on doors and a kind of ask if they received the letter.

Associate Planner Syed stated there are several expenses that we had back in 2020 right before we cancelled our festival that were not going to be recoverable, but they were expenses that could go towards this year as well as the future festivals. There were deposits for portable toilets that we couldn't recover, that's all water under the bridge at this point. Regarding advertising, I'm currently working with Kim. Regarding the entertainment, I am in the process of arranging the different school bands that are going to participate and perform at each of the three times that we have listed on the entertainment schedule. We have approximately 50 vendors.

Chair Sanford stated since we have about 50 vendors, does that qualify as the direct sales vendors? Apparently, our goal is 62 so am I correct in thinking we're about 3/4 of the way there then?

Associate Planner Syed stated that would be technically our goal for just direct sales. The 50 we have right now includes food, historic demonstrators, everybody. It's not just direct sales.

Member Shelton stated I'm recently elected as president of the Chamber of Commerce, and we just had a conversation about this, and the Chamber will be participating as a vendor.

Associate Planner Syed stated in 2020 we had to refund most of our sponsorships, but when I when I spoke with them last, I'm sure almost all of them are interested in participating and sponsoring again, so that should be a definite plus for us in terms of revenue.

Jeff Staggs stated several businesses have requested flyers and we have at least one car club that has requested flyers, so we're doing good.

Assistant Community Development Director Stater stated a few other items regarding sponsorship, we have yeses from Highland Community News, Jim Cimino Realty, Twisted Images. San Bernardino Sun doesn't do sponsorship of events anymore, but they were willing to help us get a good rate on advertising and the remaining sponsors were continuing to contact and make progress with that. Our street banners and pole banners will arrive at City Hall next week from our yard so we can make sure that those are in order. We'll change out the sponsorship forwards as those come in and those will be updated and will see them go up in March for the green banners that go on the streetlights and the banner goes up on Base Line.

Member Shelton asked what's the cost level of sponsorship?

Assistant Community Development Director Stater stated they were a \$1,000 sponsor. I can email you kind of the breakdown of what that sponsorship includes.

Member Childs asked do we have an idea of who the representative of the tribal will be accepting the honoree award?

Associate Planner Syed stated not currently, but they are aware that they're going to be the festival honoree.

Vice Chair Bible stated when we conduct the Good Neighbor Award, how we were going to choose who is the winner? Were the residents going to nominate or were we going to nominate?

Member Childs stated we were going to request from people to nominate their neighbor. That's something I will talk to people when I visit this weekend and asked if they are aware there's a Good Neighbor Award and if they would you like to nominate somebody, and I'll make a note of who they're nominating or who they recommend.

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

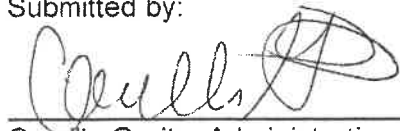
ANNOUNCEMENTS

Assistant Community Development Director Stater announced there was a structure fire in the Historic District. Associate Planner Syed announced the next Historic Board meeting is scheduled March 3, 2022.

ADJOURN

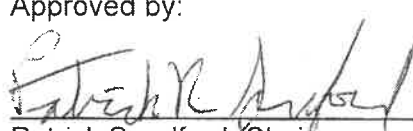
There being no further business, Chair Sanford declared the meeting adjourned at 5:57 p.m.

Submitted by:



Camille Goritz, Administrative Assistant III

Approved by:



Patrick Sanford, Chair

MINUTES
HISTORIC AND CULTURAL PRESERVATION BOARD SPECIAL MEETING
March 3, 2022

CALL TO ORDER

The regular meeting of the Historic and Cultural Preservation Board of the City of Highland was called to order at 5:00 p.m. by Chair Bible at the Donahue Council Chambers, 27215 Base Line, Highland, California.

Present:	Chair	Patrick Sandford
	Vice Chair	Pamela Bible
	Member	Tony Mauricio
	Member	Gail Shelton

Absent: Member Colin Childs

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

The Pledge of Allegiance was led by Vice Chair Bible.

COMMUNITY INPUT

None.

CONSENT CALENDAR

1. Minutes from the February 3, 2022 Special Meeting.

A **MOTION** was made by Member Shelton, seconded by Member Childs, to approve the minutes, as amended. Motion carried, 5-0-1, with Member Childs being absent.

BUSINESS ITEMS

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

Associate Planner Syed presented the staff report. In regards with entertainment, we will have the Aztec dancers, we'll get into more detail when we look at the schedule of events.

Member Shelton asked have we contacted the bands?

Associate Planner Syed stated yes, they will be participating.

Member Mauricio stated I noticed there isn't as many food vendors as last time, will more be participating?

Associate Planner Syed stated we don't have as many as last time, but hopeful that we will hear back from a few more vendors before the festival.

Member Mauricio stated we had some great vendors in the past, I hope they participate this year.

Associate Planner Syed stated the baking contest will be next week. Our festival honoree will be San Manuel Band of Mission Indians.

Jeff Staggs stated we're proceeding with the car show. Things are going well, and I have given flyers to many businesses and to a car club. In the past the Historic Board has purchased our dash plaques for us, and I would request, if possible, that we could do that again this year. Usually, the cars will start arriving at 7 a.m. and certain people will want designated spots.

Associate Planner Syed stated ok, sounds great. Regarding budget, I contacted Hot 103.9 that credited us and I will be contacting a company for the balloons next week. I am in the process of discussing insurance for the events with our insurance provider.

Assistant Community Development Director Stater stated the poles that hang our Citrus Harvest Festival banner on Base Line have been taken down because of construction. They were supposed to go back up early this month. Not quite on schedule, so we're hoping they get back up, but we are not sure that that will happen.

Vice Chair Bible asked is there another spot we can put the banner up?

Assistant Community Development Director Stater stated unfortunately, no there isn't.

Chair Sanford stated our map shows we have booths on both sides of the street. What if we just had boots on one side of the street? Have we done that before?

Vice Chair Bible stated that was going to be my suggestion, that we completely fill up one side and then whatever is left over, kind of stagger it.

Associate Planner Syed stated that is a great idea. As far of sponsorship, we are \$3,000 short. I am in the process of trying to talk to some of our developers to see who's interested in sponsoring, and I've received some positive feedback and hopefully early next week I should be able to hear back and see who else is interested in sponsoring. In the event we are unable to get those sponsors, is there a specific area that we feel that we could try and cut some costs?

Vice Chair Bible stated it does not look like you have as many demonstrators as usual.

Assistant Community Development Director Stater stated I would recommend balloons.

Member Mauricio suggested to not advertise through the Sun Newspaper since it is a huge cost. We can still advertise through Highland Community News and East Highland Ranch. I also think we should reach out to the Highland Senior Center for a booth.

Assistant Community Development Director Stater stated yes, I will reach out.

Member Mauricio asked a good outreach as well would be the Highland Library and YMCA to be a vendor.

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

ANNOUNCEMENTS

Associate Planner Syed announced the next Historic Board meeting is scheduled April 7, 2022.

ADJOURN

There being no further business, Chair Sanford declared the meeting adjourned at 5:57 p.m.

Submitted by:

Camille Goritz, Administrative Assistant III

Approved by:



Patrick Sanford, Chair

MINUTES
HISTORIC AND CULTURAL PRESERVATION BOARD SPECIAL MEETING
April 7, 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	Colin Childs
	Member	Gail Shelton

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

The Pledge of Allegiance was led by Member Shelton.

COMMUNITY INPUT

None

CONSENT CALENDAR

1. Minutes from the March 3, 2022 Special Meeting.

A MOTION was made by Member Shelton, seconded by Vice Chair Bible, to approve the minutes, as amended. Motion carried, 4-0-1, with Member Mauricio being absent.

BUSINESS ITEMS

2. Post-event discussion of the 2022 Annual Citrus Harvest Festival, including discussion of Vendors, Car Show, Walking Tour, Entertainment, and Marketing.

Associate Planner Syed presented the staff report.

Member Shelton stated I participated in the Citrus Harvest Festival (CHF) and as a vendor I liked my location. People seem to really like the one row vendors, I received lot of great feedback. The only suggestion I have for next year is to have more signs up for vendor parking. The Historic tour was phenomenal.

Member Childs spoke about the Highland Historic District tour, it was a great turn out.

Chair Sandford stated I counted about 60 participants in the tour. It was very impressive. We have had discussions about the placement of the stage and how things are laid out. I like the other location where we used to be at, but if this works.

Vice Chair Bible stated I really enjoyed it. It seemed like we had different types of booths this year. It was more involved.

Assistant Community Development Director Stater stated the staff interviewed the vendors and listed the feedback. Very little improvements the vendors gave for next years CHF. We try and get 8 solid food vendors, we have talked about dispersing them through the event, however it is problematic.

Member Childs stated the problem I had was how much the food was this year.

Assistant Community Development Director Stater stated I think they knew there wasn't many vendors at CHF. For next year, Associate Planner Syed is going to get price lists from them. So, when you buy three tacos and a drink, it's not \$20. It will be more reasonable.

Associate Planner Syed stated we had 10 food vendors in 2019. I contacted them and four out of those ten don't exist anymore, and so the other four came back this year. Regarding the car show, they were very happy with the way the organization worked out. From the entrance it was clear directions where to head to and where to check in. There was a lot of new cars this year.

Vice Chair Bible stated there's still confusion in the morning because they are there at 6:30 and they're panicking, not sure where to go.

Associate Planner Syed stated last time we met I believe we were like \$3,400 short of our budget. We were able to recover \$3,400 plus an extra 100. Our developers in the City of Highland had a booth and was able to spread their word on upcoming housing developments. We had a total of 141 booth spaces. All the demonstrations were happy where they were placed. The radio station 103.9 crew was at the event, and they really liked it, I just need to figure out another location to place them.

Vice Chair Bible stated the church parking lot would be a good location for 103.9 radio station.

Chair Sanford stated it was a great festival, it turned out well. Thank you.

The Historic and Cultural Preservation Board receives and file 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. We have a new owner in the bank building who has submitted plans and it is a revised look to the structure. We will have a meeting date of May 11, 2022.

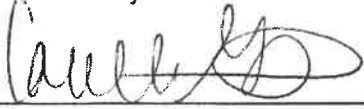
The Historic and Cultural Preservation Board receives and file staff's report.

ANNOUNCEMENTS

ADJOURN

There being no further business, Chair Sanford declared the meeting adjourned at 5:43 p.m.

Submitted by:



Camille Goritz, Administrative Assistant III

Approved by:



Patrick Sanford, Chair

MINUTES
HISTORIC AND CULTURAL PRESERVATION BOARD SPECIAL MEETING
May 11, 2022

CALL TO ORDER

The regular meeting of the Historic and Cultural Preservation Board of the City of Highland was called to order at 5:01 p.m. by Chair Bible at the Donahue Council Chambers, 27215 Base Line, Highland, California.

Present: Chair Patrick Sandford
 Member Colin Childs
 Member Tony Mauricio
 Member Gail Shelton

Absent: Vice Chair Pamela Bible

Staff Present: Lawrence Mainez, Community Development Director
 Kim Stater, Assistant Community Development Director
 Ash Syed, Associate Planner
 Matt Wirz, Building Official
 Shannon Wisniewski, Administrative Assistant III

The Pledge of Allegiance was led by Member Mauricio.

COMMUNITY INPUT

None

CONSENT CALENDAR

1. Minutes from the April 7, 2022 Special Meeting.

A MOTION was made by Member Shelton, seconded by Member Childs, to approve the minutes, as submitted. Motion carried, 4-0-1, with Vice Chair Bible being absent.

BUSINESS ITEM

2. Certificate of Appropriateness (COA 22-001) for the demolition and reconstruction of a 2,450 square foot structure commonly known as the "Old Bank Building" located in the Highland Historic District. (6956 Palm Avenue)

Associate Planner Syed presented the staff report.

Robert Lee, Representative stated the safe is on the other side of that masonry-built wall, and it is two floors tall. The basement level has a significant safe that has the entire vault that has arched ceilings and above that is another portion of the safe. We don't know if there's any steel masonry.

Assistant Community Development Director Stater asked is that a safe room? What are the interior dimensions?

Robert Lee stated downstairs in the basement was approximately 15 feet by 10 feet and then upstairs was about 6 by 6.

Member Shelton asked if there is any way to keep any part of that existing building, whether it's a facade on top. Is there a way to keep any part of that building?

Robert Lee stated unfortunately, that is the worst part is the exterior. In 1950 or 1960 they reinforced the masonry with shotcrete and to make that structurally sound, that's where all the cost comes in. I would love to be able to re utilize every portion, including the windows, but the windows in their condition don't meet the current energy standards.

Member Shelton asked how about inside? Is there a way to save some of the internal aspects of the building decorating?

Robert Lee stated I would love to keep the safe. That was not touched by any shotcrete, and we can use sonar and find out what kind of steel reinforcement is inside of those walls. I would also like to keep the light fixtures.

Member Childs asked what shotcrete is? This building appears to be brick.

Robert Lee stated it is essentially what they use when they construct a pool. That is the cement material on the inside of the pool for the walls. There is minor structural stability to that and they covered that beautiful brick with two inches of shotcrete. It is a constant maintenance, it cracks every movement, and it is less structurally sound than stucco.

Member Mauricio it looks like the previous owners were trying to aim for like an Adobe design.

Robert Lee stated I believe that's exactly what they were going for and shotcrete is also less expensive than stucco.

Community Development Director Mainez stated the architect that consulted on this building was the same one that worked on the Mission Inn in Riverside. It's aesthetic, but I think also to it's for stability and protection of the brick that may not have been engineered.

Member Mauricio stated where is everyone going to park?

Robert Lee stated I've talked to the owners about possibly purchasing a lot across the street that is vacant and utilizing it as off-street parking. The other option is on street parking. I am worried about the handicap spaces met as well as the path of travel.

Associate Planner Syed stated if you are open to the idea of a of a demolition and reconstruction. It doesn't necessarily have to be this if there's another design that you would like the Architect and the Applicant to put some thought into that works too.

Community Development Director Mainez stated this was built in 1904, it was brick and then it sounds like based upon what you've been told in the 50s, is when the shotcrete was put on.

Assistant Community Development Director Stater passed around a photo that showed the building with a horse and buggy. Dating from the early 1900's. The white exterior was already in place.

Margaret Sellman, Public Speaker stated I live at 6936 Palm Avenue and I'm across the street. I have some questions because I have also been impacted. I see that it went from one story to two story, and I understand there's a basement because there were people renting in that building in 2003. Will this be a three-story building? Two stories above the basement, is that correct?

Associate Planner Syed stated from what the Applicant conveyed to me, it is a first floor and a second story.

Margaret Sellman asked if they're going to seal up the basement?

Robert Lee stated that is the current plan however, from comments that I've heard here, I'm going to be relaying back to the property owner about trying to keep this safe, because that is where a big portion of the safe and the historical significance of the safe is down in the basement.

Margaret Sellman asked how many people are going to be permitted inside the building at any point in time?

Building Official Matt Wirz stated that would be dependent on the occupancy that is chosen for this building. So, looking at the square footage, it would be about 20 people.

Margaret Sellman stated 20 people is a lot of parking and there is already an issue on Palm Avenue. So, what's the potential for parking issues? I would love to have that building fixed because it's an eyesore.

Member Mauricio asked is the main concern the parking and traffic?

Margaret Sellman stated yes, the parking and the type of people coming in.

William Lennick, Public Speaker stated I reside at 27268 Main Street. It's the 1910 mission craftsman diagonally from this building. Where is the utility going to go if there isn't a basement?

Robert Lee stated as far as the utilities they will put underground.

William Lennick stated the basement should be a utility room where people should not be and that is something I would suggest to the board as a consideration. There's no windows in the second floor. I am trying to understand how it's going to exist.

Robert Lee showed the proposed floor plan.

William Lennick stated they have two chimneys in the original buildings.

Associate Planner Syed stated I didn't receive elevations that showed the other two sides, so I'm not sure if they were incorporated in this design, but the Architect can probably provide some more detail.

Robert Lee stated this is the first I've heard of any type of chimney. If there were chimneys, I can certainly add them into the facade and the architectural, but this is the first I've heard of any chimneys.

William Lennick stated they should stay.

Chair Sanford stated we want this building to stay as original as possible. It's just the current standards and the standards from over 100 years ago are going to be changed, so it's hard to make the building exact same standards.

Board Members were looking at the photo number 2021-12-06-11-45-05.

Assistant Community Development Director Stater stated Ms. Sellman per her request and her inquiries, what we understand to be the future use of that building is probably a retail use. I don't think it's been 100% determined, so occupancy is kind of a two-prong question. Occupancy will be determined by the Building Official Matt Wirz, who is talking as far as what the occupant load can be to meet building and safety standards. When we look at parking, we use a square footage of the building for the use. So, if it's retail, one parking spaces required for every 250 square feet of usable area. This particular use if it was retail would require 12 parking spaces. There's zero parking on site because it separated ownership, with one from the south, which is probably one of the most unfortunate parts of this project. For it to be utilized properly in the future, it has no parking is it's now separated from the garage and doesn't have any of the parking that came with the garage, so I don't know if that was clear one of the early slides. The property is two different parcels where the building used to sit so the original bank is a separate parcel from the garage that was to the south. It doesn't have appropriate dimensions for two-way travel by a vehicle. If this project proceeds through the Historic Board, it will go to the Planning Commission and the Planning Commission would have to make the appropriate findings that almost 100% of the parking for this use, whatever it may be, can be provided on the street. We don't know the answer to that yet. For tonight, we are just dealing with kind of the historical aspects of should this building be demolished and reconstructed or not?

Margaret Sellman stated I really wanted to share my concerns for how many people are in there because they must have parking and then whoever is visiting them must have parking and we already have a parking issue.

Assistant Community Development Director Stater stated right now, we are looking at the materials, size and the dimensions reconstructed as it was, that's the first thing we need to look at. The second thing is, is the Applicants looking for wanting to reconstruct it partially. However, we want to make modifications and improvements and expand it, which falls under the standards for rehabilitation. So, you're looking at two standards at the same time, and you must as a board, decide if you're willing to make that transition from just reconstruction. If you even permit the demolition and the reconstruction of it, and in addition to the reconstruction, do you want to allow the rehabilitation, which would be the expansion.

Member Mauricio asked what's the time frame on this?

Assistant Community Development Director Stater stated the faster the better for the Applicant so they can decide how to proceed. Tonight, is a Certificate of Appropriateness, which is exactly what we've been talking about. If you were to say no, no matter what the price is, we're looking at strictly from historic preservation. We want you to structurally improve it, we want it to be rehabbed to the original building.

Member Childs stated we stick strongly to the rehabilitation standards and guidelines, and those are clear to us. As Kim has said, we have the option of reconstructing fully or partially. These standards themselves are very clear. The character of the property shall be retained and preserved. Removal of historic materials or alteration of features and spaces that characterize the property shall be avoided. Those are some very, very strict guidelines. We have so few historic buildings in California. We break them and destroy them. No matter what decision is made, there are going to be financial impacts and to help us to preserve these old buildings and to maintain the character of things like this there are several different avenues that a homeowner and business owner can go through. There's a federal historic preservation tax incentive, that the owner can apply to, which will give them roughly a 20% income tax credit to rehabilitate a building that is of economic and potential income revenue. The state of California also has something called the certified California tax incentive, so this works in conjunction with the Federal Historic Preservation Tax incentive as well and it has been funded this year. The third thing, which one of our stakeholders today mentioned was something called the Mills Act. As soon as the property is registered to be part of the Mills Act, all property taxes or a lot of property taxes are defrayed on that property to maintain the historic integrity. If you were going to pay \$10,000 in tax, you would probably only pay \$2,000 and \$8,000 would be used to preserve your property and maintain.

Chair Sandford stated it is most troubling that we're talking about getting rid of a safe that was built 118 years ago, so I understand that it's going to be expensive to try to bring it back to a building of value. What I'm seeing here tonight is we're talking about doing away with the basement and just having two floors.

Associate Planner Syed stated these plans are just their initial idea of what they would like to propose. Based on our discussion about potentially saving the basement and the safe these elevations look acceptable, for example. I would like to see a rendition where we keep that basement floor and a floor plan that has three levels.

Member Mauricio stated it is technically two floors, and I would like to keep the safe. I think the keeping somewhat of the facade, if it's structurally feasible, then we can move forward with that and the safe.

Member Shelton stated I would agree.

Chair Sandford stated we want the safe maintained as part of the building because near as I could tell from what the concept as I understand it, it's going to require a flat, heavy floor. It won't be a bank building anymore.

Associate Planner Syed stated the photo the members are looking at is 2021-12-06-10-34-34 and we want to keep that same look since it's a historic building.

Assistant Community Development Director Stater stated it would be reconstruction to maintain the northerly and the easterly facades including the parapets and I'd like to make

sure that we understand your concurrence to add a second story from ground level, so, basement is a ground level and then a second story that you are giving them direction to. Let's proceed with that modification, which would be the rehabilitation part, yes?

All 4 Board Members agreed with Assistant Community Development Director Stater.

Member Childs stated would it make sense to have them more full windows? So that they're fully glass all the way. If this is going to be office space, privacy is probably not that big a deal anyway.

Robert Lee stated I was trying to replicate the arch without having just solid walls of glass. Once we have the walls glass, we run into a Title 24 issue and trying to make that, it turns the building into a greenhouse essentially.

Member Mauricio stated I am ok with the small window already there, because I am thinking of the heat.

Assistant Community Development Director Stater stated you have to make a motion to continue the meeting to a date specific.

A MOTION was made by Chair Sanford, seconded by Member Childs, to continue this item to June 2, 2022. Motion carried, 4-0-1, with Vice Chair Bible being absent.

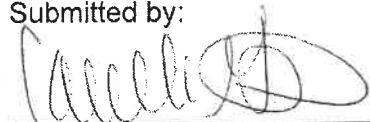
ANNOUNCEMENTS

None.

ADJOURN

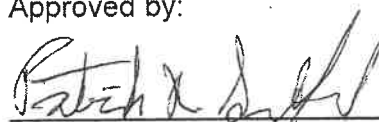
There being no further business, Chair Sanford declared the meeting adjourned at 6:20 p.m.

Submitted by:



Camille Goritz, Administrative Assistant III

Approved by:



Patrick Sanford, Chair

MINUTES
HISTORIC AND CULTURAL PRESERVATION BOARD SPECIAL MEETING
June 2, 2022

CALL TO ORDER

The regular meeting of the Historic and Cultural Preservation Board of the City of Highland was called to order at 5:00 p.m. by Chair Bible at the Donahue Council Chambers, 27215 Base Line, Highland, California.

Present: Chair Patrick Sandford
 Vice Chair Pamela Bible
 Member Tony Mauricio
 Member Gail Shelton

Absent: Member Colin Childs

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

The Pledge of Allegiance was led by Member Shelton.

COMMUNITY INPUT

None

CONSENT CALENDAR

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

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

BUSINESS ITEM

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

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

Associate Planner Syed presented the staff report.

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

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

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

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

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

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

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

Chair Sandford stated I support this.

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

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

Associate Planner Syed presented the staff report.

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

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

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

Associate Planner Syed stated two weeks prior.

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

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

Associate Planner Syed presented the staff report.

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

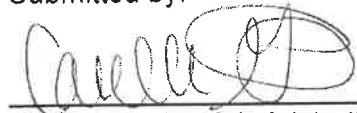
ANNOUNCEMENTS

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

ADJOURN

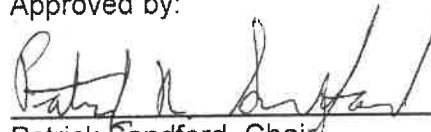
There being no further business, Chair Sanford declared the meeting adjourned at 5:45 p.m.

Submitted by:



Camille Goritz, Administrative Assistant III

Approved by:



Patrick Sanford, Chair

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 Sanford 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 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 Sanford 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.

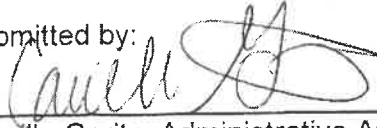
Historic and Cultural Preservation Board received and filed staffs report.

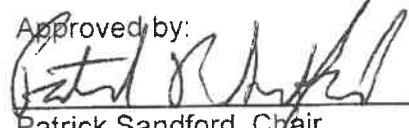
ANNOUNCEMENTS

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

ADJOURN

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

Submitted by:

Camille Goritz, Administrative Assistant III

Approved by:

Patrick Sanford, Chair



STAFF REPORT

TO THE HISTORIC AND CULTURAL PRESERVATION BOARD

DATE: April 20, 2023

FROM: Lawrence A. Mainez, Community Development Director

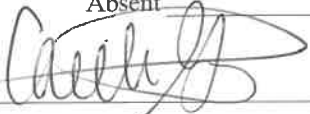
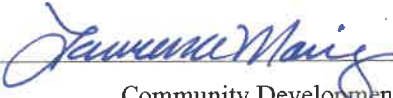
REVIEWED BY: Kim Stater, Assistant Community Development Director *KS*

PREPARED BY: Ash Syed, Associate Planner *AS*

SUBJECT: Post-event discussion of the 2023 annual Citrus Harvest Festival, including Vendors, Car Show, Walking Tour, Entertainment, and Marketing.

RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board discuss the event and provide direction as necessary.

FISCAL REVIEW: The 25th annual Citrus Harvest Festival took place on Saturday, March 25, 2023. Staff will provide a verbal presentation regarding the Logistics, Entertainment, Car Show, Vendors, Administration, Marketing, and Home Tour.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>5</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 Recording Secretary		 Community Development Director	

2023 Citrus Harvest Festival Budget

FESTIVAL EXPENDITURES			
Item / Description	Budget	Actual	Difference
Advertising – Print Media Sponsor	0	N/A	N/A
Advertising - Redlands Daily Facts / SB Sun	1,225	1200	+25
Advertising - East Highlands Ranch Newsletter (Lithopass Printing)	535	680	-145
'Peach Jar' School District Electronic Newsletter	518	475	+43
Hot 103.9 Radio Advertisement & Live Remote	0	1,800	-1,800
Historic Demonstrators/Exhibitors (17 x \$200 ea)	3,400	1,650	+1,750
Entertainment DJ & MC (Highland Music Co. \$1,300)	1,300	1,300	0
Bands (Roy Orbison + ?)	200	250	-50
Balloons street decorations	1,200	1,196	+4
Insurance	1,800	1,736	+64
Street Banner over Base Line (date modification)	300	0	+300
Portable toilets	1,000	1,042	-42
Posters, Flyers, print marketing materials	450	0	+450
Mobile Stage (Towing)	400	0	+400
Paper materials, copying, postage	500	356	+144
Tables w/ umbrella & chairs for food court & stage area	830	740	+90
Signs for parking & festival activities	0	0	0
Contest ribbons (126) & Plaques (2 Honorees + 4 Home Restoration)	240	153+71+(142)	(-126)
Kid's activities (petty cash 3/21/23)	100	100	0
Booth refunds for historic displays	0	0	0
Miscellaneous supplies (Gaming Truck)	310	200	+110
Staff shirts	50	60	-10
Contest materials	75	181	-106
Car show dash plaques	100	335	-225
TOTAL	\$15,378	\$16,254	+876
FESTIVAL REVENUES			
Item / Description	Budget	As of 3/21/23	Significant Difference
Sponsorship	11,000	10,850	-150
Retail vendor Booth spaces	2,500	2,740	+240
Food vendor booth spaces	2,000	1,410	-590
			-500

Open

Vendor Parking



Sunshine Party Rental

Carl's Concessions

State



Western Antique Power Associates (WAPA)

Hot 103.9

City of Highland Fire Dept - CalFire

177128129130131132133134135136137138139140 141142143144145146147148149150 151152153154155156157158159

MAIN STREET

Stater Bros.
Shainer Truck

95 94 93 92 91 90 89 88 87

86 85 84 83 82 81

80 79 78 77 76 75 74 73 72 71 70 69 68 67 66 65 64 63 62 61

60 59 58 57 56 55 54 53 52 51 50 49 48 47 46 45 44 43 42 4

40 39 38 37 36 35 34 33 32 31 30 29 28 27 26 25 24 23 22 21 20 19 18 17 16 15 14 13 12 11 10 9 8 7 6 5 4 3 2 1

20 19 18 17 16 15 14 13 12 11 10 9 8 7 6 5 4 3 2 1

300

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DR Horton
DR Horton
Highland Area Chamber of Commerce / Gail Shelton
Reedlands Bicycle Classic
Lovett Industrial
Country River Candles
Arnott Farms
California Citrus Pest and Disease Prevention Program
G & R Custom Builders
Innovative Signs & Designs
Innovative Signs & Designs
Carbon Health
Cinnamon Sticks Designs
Charlene Crafts
Double Dipping
Graces Design
Eduardo Fernandez
Eduardo Fernandez
TOPCS CA 1387 Highland
Blue River

san bernardino County wroscqiso & vector Control Program
 The King and Queen of Bling
 Cutco Cutlery
 American Legion Post 421
 Ef High School Exchange Year
 The Crafty Mama
 The Crafty Mama
 Elaine the Crafter
 Moonlight Candle Company
 Lullabear Bakery
 Blu Sky Soul
 Beautiful Leaves + Things
 Good Mama's Health
 Metro Midea Marketing (SB Sun)
 Sparkles by Staci
 Sparkles by Staci
 Brightwater Senior Living
 Pampered Chef Jackie Aronowitz
 St. Adelaide Academy
 Accent on Flowers

Avon - Olivia Antimony
 Kim Spence
 Floss (Sly Ranch Beef Jerky & Stone Jewelry)
 Floss (Sly Ranch Beef Jerky & Stone Jewelry)
 Bridget's Brittle
 Dreamstyle Remodeling, LLC
 Tera's Treasures
 Tera's Treasures
 Highland Church of Christ
 Costco Wholesale
 The Countertop Baker
 Simply Marvelous
 City of Highland Community Trails Committee
 City of Highland Community Trails Committee
 Bon's Personalized Gifts
 Bon's Personalized Gifts
 Seantley Vanessa Horrington
 Wrightwood Rocks (Magnetic Angela)
 Wrightwood Rocks (Magnetic Angela)

San Bernardino County Stormwater Program w Carlos Flores
 Highland Public Services - Carlos Flores, Denise Moreno
 Highland Public Services - Carlos Flores, Denise Moreno
 Highland Public Services - Carlos Flores, Denise Moreno
 Burritc Waste Industries
 Burritc Waste Industries

[illegible]

PALM AVENUE

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Citrus Harvest Festival Booth Layout 2023

**VENDOR
CHECK-IN
@ FISHER**