

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

## SPECIAL MEETING

August 3, 2023  
5:00 p.m.  
City Hall  
Donahue Council Chambers  
27215 Base Line  
Highland, California

## MEMBERS

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

## STAFF

Lawrence A. Mainez, Community Development Director  
Kim Stater, Assistant Community Development Director  
Ashiq Syed, Associate Planner  
Camille Goritz, Administrative Assistant III



## MISSION STATEMENT

Highland is dedicated to the betterment of the individual, the family, the neighborhood and the community. The City Council and the staff of Highland are dedicated to providing the quality of public facilities and services that its citizens are willing to fund and will do so as efficiently as possible.

Visit the City's Website at: [www.cityofhighland.org](http://www.cityofhighland.org)

CITY OF HIGHLAND • 27215 BASE LINE • HIGHLAND, CALIFORNIA 92346 • (909) 864-6861 ☎ • (909) 862-3180

**The City of Highland complies with the Americans with Disabilities Act of 1990. If you require special assistance to attend or participate in this meeting, please call the City Clerk's Office at (909) 864-6861 Ext. 226, at least 72 hours prior to the meeting.**

Pursuant to Government Code Section 54957.5, any disclosable public records related to an open session item on a regular meeting agenda and distributed by the City of Highland to all or a majority of the Historic and Cultural Preservation Board, less than 72 hours prior to that meeting, are available for public inspection at Highland City Hall, 27215 Base Line, Highland, CA 92346, during normal business hours.

Submission of Public Comments: For those wishing to make public comments by email, please submit your comments by email to be read aloud at the meeting. Email comments must be submitted by 4:00 p.m. on August 3, 2023 to [publiccomment@cityofhighland.org](mailto:publiccomment@cityofhighland.org). If you are submitting a public comment pertaining to an item on the August 3, 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.

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**HISTORIC AND CULTURAL PRESERVATION BOARD  
SPECIAL MEETING AGENDA  
August 3, 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 August 3, 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 June 7, 2023 Special Meeting.

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

## BUSINESS ITEMS

2. Selection of an Event Date, Budget Analysis, and Organizational details for the 26<sup>th</sup> annual Citrus Harvest Festival in 2024.

**RECOMMENDATION:** Staff recommends the Historic and Cultural Preservation Board:

- 1) Provide direction regarding the logistics of the Citrus Harvest Festival, and;
  - 2) Recommend the date and budget for the Citrus Harvest Festival to the City Council for approval.
3. A status of Certificate of Appropriateness Applications for properties within Highland Historic District.

**RECOMMENDATION:** That the Historic and Cultural Preservation Board receives and files Staff's report.

## ANNOUNCEMENTS

### ADJOURN

I, Camille Goritz, Administrative Assistant III of the City of Highland, California, certify that I caused to be posted this agenda on or before the 28th of July 2023 by 4:30 p.m. on our website at [www.cityofhighland.org](http://www.cityofhighland.org) and in the following designated areas:

Highland Branch Library  
7863 Central Avenue

Fire Station No. 1  
26974 Base Line

City Hall  
27215 Base Line

Date: July 28, 2023



Camille Goritz, Administrative Assistant III



# STAFF REPORT

## TO THE HISTORIC & CULTURAL PRESERVATION BOARD

**DATE:** August 3, 2023

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

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

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

**SUBJECT:** Minutes from the June 7, 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><br>Recording Secretary |               | <i>Kim Stater for</i><br>Community Development Director |                          |

**MINUTES**  
**HISTORIC AND CULTURAL PRESERVATION BOARD SPECIAL MEETING**  
**June 7, 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

Absent:       Member       Gail Shelton

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 April 20, 2023 Special Meeting.

**A MOTION** was made by Vice Chair Sandford, seconded by Chair Bible, to approve as amended. Motion carried, 3-0, with Member Shelton being absent.

**BUSINESS ITEMS**

2. 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 April 6, 2023) (6976 Cole Avenue)

Associate Planner Syed presented the staff report.

Chair Bible stated we do not have a picture that looks down the left side, just the right side.

Associate Planner Syed stated it is the rear of the property.

Applicant William Wise stated I am very pleased, and I am thankful to the Board for working with me through this whole process. We resolved everything that needed to be fixed on my behalf and on yours. I was surprised that they were able to put together a program all on the backside because originally, they said it was not possible.

Vice Chair Sandford stated I have been on this Board for a little over 13 years now and I may have had a more rewarding encounter, but I cannot think of it, so I just want to thank you for your patience. I know there was some frustration at times, however we got it worked out. I just want to say thank you for your patience and for going along with this Board and sounds like everybody is happy. Thank you.

Member Mauricio stated what I would like to add to is that this fine gentleman was on our home tour, so you are very involved in the community, and you take pride. You're very excited and enthusiastic, but sometimes these don't go very easy, but it is people like you that make it so much easier for the Board and Staff who put in many countless hours on these projects.

**A MOTION** was made by Vice Chair Sandford, seconded by Member Mauricio, to approve Certificate of Appropriateness (COA 23-001) for the installation of the roof-mounted solar photovoltaic system, subject to the Conditions of Approval and Findings of Fact. Motion carried, 3-0, with Member Shelton being absent.

## **ANNOUNCEMENTS**

None.

## **ADJOURN**

There being no further business, Chair Bible declared the meeting adjourned at 5:15 p.m.

Submitted by:

Approved by:

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Camille Goritz, Administrative Assistant III

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Pamela Bible, Chair



# STAFF REPORT

## TO THE HISTORIC AND CULTURAL PRESERVATION BOARD

**DATE:** August 3, 2023

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

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

**PREPARED BY:** Ash Syed, Associate Planner 

**SUBJECT:** Selection of an Event Date, Budget Analysis, and Organizational details for the 26<sup>th</sup> annual Citrus Harvest Festival in 2024.

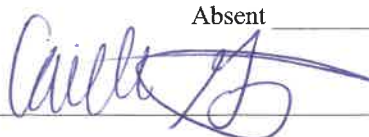
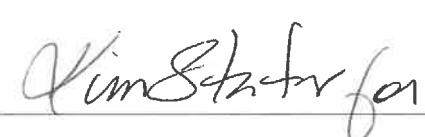
**RECOMMENDATION:** Staff recommends the Historic and Cultural Preservation Board:

- 1) Provide direction regarding the logistics of the Citrus Harvest Festival; and
- 2) Recommend the date and budget for the Citrus Harvest Festival to the City Council for approval.

**FISCAL REVIEW:** The Festival Account has a balance of \$1,401.47. Separately, the Home Tour Account has a balance of \$1,639.91. All expenses from the past year have been paid and these funds are available to utilize. Attached is the 2024 Citrus Harvest Festival Draft Budget

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

Traditionally, Staff time is not charged to the CHF fund. Planning, Public Works, and Finance Departments spend many hours on the event. Personnel costs are estimated at \$18,000.

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

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

1. Event Date – Historically, the Festival has been held either the fourth or last Saturday of March. To maintain consistency, Staff recommends the Festival be held on Saturday, **March 30, 2024** with a rain date of **April 6, 2024**.

Other community events and important dates in March and April:

March 18 – March 29: Spring Break for Redlands School District

March 18 – March 29: Spring Break for San Bernardino School District

March 31: Easter Sunday

April 10 – April 14: Redlands Bike Classic

2. Vendor Booth Fees – The fees for the 2023 Citrus Harvest Festival were:

|                                      |                    |
|--------------------------------------|--------------------|
| Historic Demonstrators / Exhibitors  | <b>Free</b>        |
| Non-profit / Government Agencies     | <b>\$40</b>        |
| Direct Sales Vendors                 | <b>\$40</b>        |
| Food Vendors (10' x 20')             | <b>\$200</b>       |
| <i>Late Fee</i>                      | <b><i>\$15</i></b> |
| <i>Credit for Highland Residents</i> | <b><i>-\$5</i></b> |

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

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

4. Entertainment –

- Contests
- Entertainment Schedule
- Festival Honoree (Sam Racadio and Highland Community News, 2023)

5. Car Show –

- Discuss Sponsorship
- Car Show Layout

6. Home & Walking Tour –

- Discuss Tour Options



7. Vendors –

- Discuss Specialty Vendors and Demonstrators – Lowe's, Historic Reenactors, and SB County Animal Control
- 2023 Festival Breakdown

|                                    |
|------------------------------------|
| <b>Sponsors (15)</b>               |
| <b>Historic Demonstrators (11)</b> |
| <b>Food booths (7)</b>             |
| <b>Radio Station (1)</b>           |
| <b>Direct Sales (63)</b>           |
| <b>Total: 97</b>                   |

- Attachments:
1. 2023 CHF Contests
  2. 2023 CHF Entertainment Schedule
  3. 2024 Draft Budget
  4. Map of 2023 Citrus Harvest Festival

| CONTEST             | CATEGORIES                                                                                            | NO. WINNERS<br>(total)                                                                                                                                                              | PRIZE                                                        |
|---------------------|-------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
| COLORING            | Pre-K & K                                                                                             | 1 <sup>st</sup> , 2 <sup>nd</sup> , & 3 <sup>rd</sup> place for each grade (2x3 = 6 total)                                                                                          | Ribbon & Prizes for all (6)                                  |
| POETRY              | Grades 1-3                                                                                            | 1 <sup>st</sup> , 2 <sup>nd</sup> , & 3 <sup>rd</sup> place for each grade (3x3 = 9 total)                                                                                          | Ribbon & Prizes for all (9)                                  |
| CITRUS LABEL        | Grades 4-12                                                                                           | 1 <sup>st</sup> , 2 <sup>nd</sup> , & 3 <sup>rd</sup> place for each grade (9x3 = 27 total)                                                                                         | Ribbon & Prizes for all (27)                                 |
| BAKING              | 1. Cake/Cupcake/Bread/Muffin<br>2. Cookie/Bar<br>3. Pie/Tart<br>4. Jam/Jelly/Relish/Salsa             | Adults - 1 <sup>st</sup> , 2 <sup>nd</sup> , & 3 <sup>rd</sup> place for each category (12 total)<br>Kids – 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> (No jams) (9 total) | Ribbon for all (21)<br>Prizes for 1 <sup>st</sup> place only |
| CITRUS GROWING      | 1. Orange – Largest, Best Flavor, Best Appearance<br>2. Lemon – Largest, Best Flavor, Best Appearance | 1 <sup>st</sup> for each category (6 total)                                                                                                                                         | Ribbons for 1 <sup>st</sup> place only (6 total)             |
| GOOD NEIGHBOR AWARD | 2 - Best Landscaping<br>2 - Best Restoration                                                          | (4 total)                                                                                                                                                                           | Plaques                                                      |
| Ugly Dog            | 1 – Ugliest<br>1 – Cutest<br>1 – Best Trick                                                           | 1 <sup>st</sup> place (3 total)                                                                                                                                                     | Ribbons (3)                                                  |
| Pie Eating          | 1 – 5-11<br>1 – 12-18                                                                                 | 1 <sup>st</sup> Place (2 total)                                                                                                                                                     | Ribbons (2)                                                  |

# **ENTERTAINMENT SCHEDULE**

## **2023 HIGHLAND CITRUS HARVEST FESTIVAL**

**10:00 am    Ballet Folklorico Cultural**

**10:30 am    Announce Winners for the:**  
**\* Baking Contest**  
**\* Coloring, Poetry, Citrus Label Design Contests**

**11:00 am    The Decades band**

**12:00 pm    Presentation of Festival Honorees:**  
*Sam J. Racadio & the Highland Community News*

**12:15 pm    The Decades band**

**1:00 pm        \* Ugly Dog Contest &**  
**\* Pie Eating Contest**

**1:15 pm        Announce Winners for the:**  
**\* Car Show**  
**\* Citrus Growing Contest**  
**\* Best Landscaping & Restoration Awards**

**1:45 pm        Open**

**2:30 pm        Mark Barnett – Roy Orbison Tribute Artist**



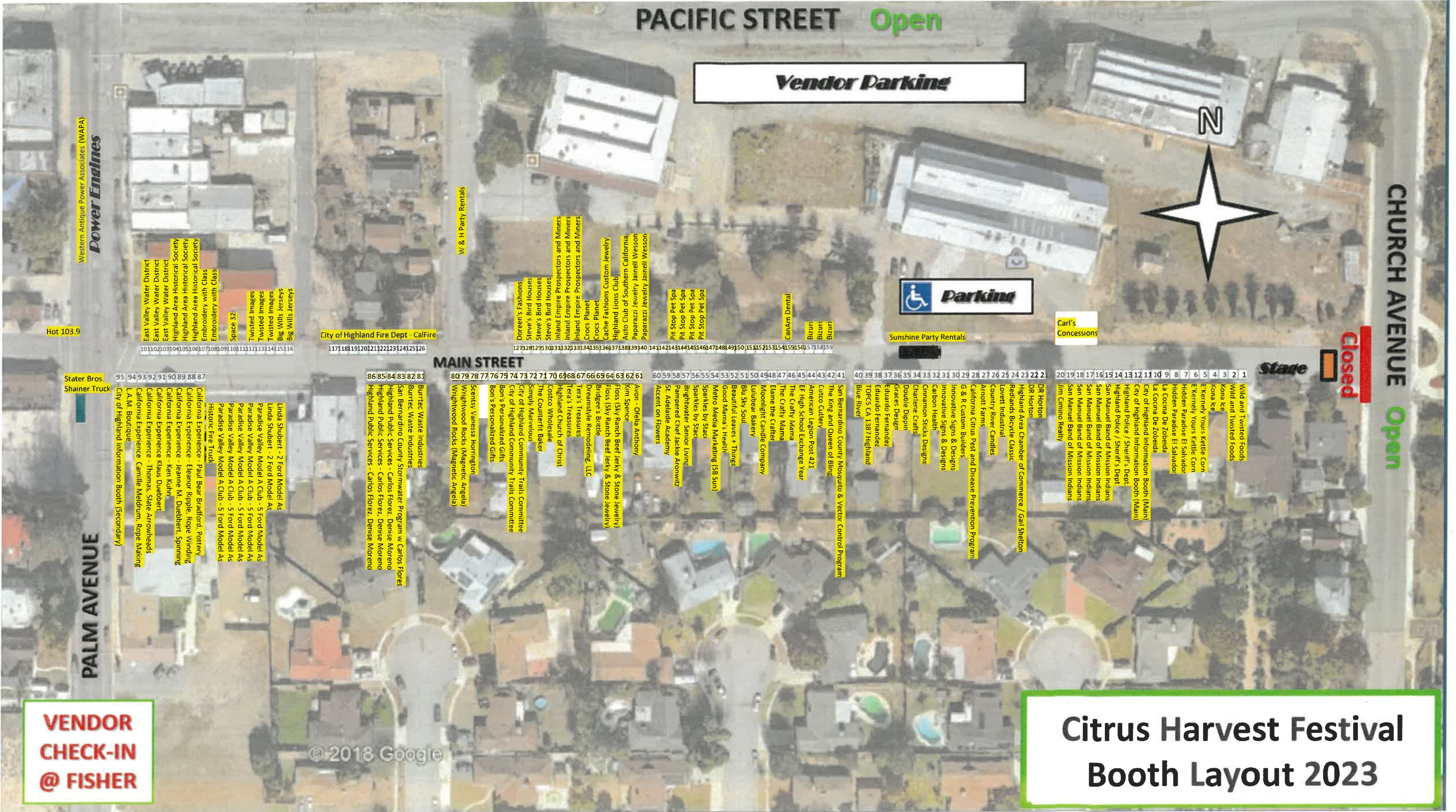
## *2024 Citrus Harvest Festival Draft Budget*

| <b>FESTIVAL EXPENDITURES</b>                                      |                    |                        |
|-------------------------------------------------------------------|--------------------|------------------------|
| <b>Item / Description</b>                                         | <b>2024 Budget</b> | <b>2023</b>            |
| Advertising – Print Media Sponsor                                 | 0                  | <i>N/A</i>             |
| Advertising - Redlands Daily Facts / SB Sun                       | 1,250              | <i>1200</i>            |
| Advertising - East Highlands Ranch Newsletter                     | 700                | <i>680</i>             |
| ‘Peach Jar’ School District Electronic Newsletter                 | 500                | <i>475</i>             |
| Hot 103.9 Radio Advertisement & Live Remote                       | 1800               | <i>1,800</i>           |
| Historic Demonstrators/Exhibitors (17 x \$200 ea)                 | 1600               | <i>1,650</i>           |
| Entertainment DJ & MC (Highland Music Co. \$1,300)                | 1500               | <i>1,300</i>           |
| Bands (Roy Orbison)                                               | 250                | <i>250</i>             |
| Balloons street decorations                                       | 1,200              | <i>1,196</i>           |
| Insurance                                                         | 1,800              | <i>1,736</i>           |
| Street Banner over Base Line (date modification)                  | 0                  | <i>0</i>               |
| Portable toilets                                                  | 1,100              | <i>1,042</i>           |
| Posters Boards (\$800), Flyers (\$85), print marketing materials  | 600                | <i>585</i>             |
| Mobile Stage (Towing)                                             | 0                  | <i>0</i>               |
| Paper materials, copying, postage                                 | 500                | <i>356</i>             |
| Tables w/ umbrella & chairs for food court & stage area           | 800                | <i>740</i>             |
| Signs for parking & festival activities                           | 0                  | <i>0</i>               |
| Contest ribbons (126) & Plaques (2 Honorees + 4 Home Restoration) | 550                | <i>560</i>             |
| Kid’s activities                                                  | 100                | <i>100</i>             |
| Miscellaneous supplies (Game Truck)                               | 300                | <i>200</i>             |
| Staff shirts (4 x \$25)                                           | 100                | <i>100</i>             |
| Contest materials                                                 | 200                | <i>181</i>             |
| Car show dash plaques                                             | 500                | <i>335</i>             |
| <b>TOTAL</b>                                                      | <b>\$15,350</b>    | <b><i>\$14,312</i></b> |

| <b>Item / Description</b>                           | <b>2024 Budget</b> | <b>2023</b>          |
|-----------------------------------------------------|--------------------|----------------------|
| Sponsorship                                         | 11,000             | <i>10,850</i>        |
| Retail vendor Booth spaces (70 x \$40) (63 in 2023) | 2,800              | <i>2,740</i>         |
| Food vendor booth spaces (8 x \$200) (7 in 2023)    | 1,600              | <i>1,410</i>         |
| <b>TOTAL</b>                                        | <b>\$15,400</b>    | <b><i>15,000</i></b> |

|                                 |                                   |
|---------------------------------|-----------------------------------|
| <b>CURRENT BALANCE: \$1,401</b> | <b>PROJECTED BALANCE: \$1,451</b> |
|---------------------------------|-----------------------------------|









# STAFF REPORT

## TO THE HISTORIC AND CULTURAL PRESERVATION BOARD

**DATE:** August 3, 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:** A status of Certificate of Appropriateness Applications for properties within the Highland Historic District.

**LOCATION:** Highland Historic District, generally bound by Nona Avenue to the north, Clifton Avenue to the south, Orange Street to the west and Church Avenue to the east.

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

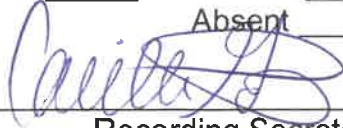
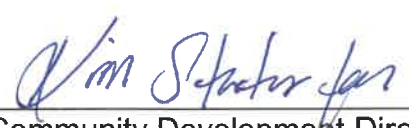
**PUBLIC NOTICE:** As required by City Council Resolution, notice of the public meeting was posted at three (3) designated posting locations within the City. No further notice is required.

**DESCRIPTION OF SITE:** The City's Historic District consists of 102 contributing properties and 32 noncontributing properties and is generally bounded by Nona Avenue to the north, Church Avenue to the east, Clifton Avenue to the south and Orange Street to the west. All 134 properties within the Historic District were considered when reviewing Certificate of Appropriateness projects.

### PROJECT REVIEW/ANALYSIS:

Attachment 1 includes a table of approved Certificates of Appropriateness which have not yet been completed or partially completed.

**Attachments:** 1. Certificate of Appropriateness Log

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

### Certificate of Appropriateness Applications Not Yet Completed

| File Number           | Address                               | Description of Project                                  | Approved   | Expires           | Status                                                                                                                                                                  |
|-----------------------|---------------------------------------|---------------------------------------------------------|------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| COA 21-001            | 7136 Club View Drive<br>(Stone House) | Deck and Staircase Replacement                          | April 2021 | <i>April 2022</i> | <i>Approved. Plan Check extended to December 2023 by Building Official.</i>                                                                                             |
| <del>COA 22-001</del> | <del>6956 Palm Avenue</del>           | <del>Bank Building Renovation/<br/>Reconstruction</del> |            |                   | Purchased in January 2023 by a professional historic restoration company. New plans for rehabilitation to be submitted under new Certificate of Appropriateness number. |
| COA 23-001            | 6976 Cole Avenue                      | 8.8 kW DC Solar PV installation                         | June 2023  | <i>June 2024</i>  | <i>Approved. Permits pulled.</i>                                                                                                                                        |