

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

SPECIAL MEETING

December 7, 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

Angela Tafolla, Associate Planner

Camille Duarte, Administrative Assistant III

MISSION STATEMENT

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

Visit the City's Website at: www.cityofhighland.org

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

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

Submission of Public Comments: For those wishing to make public comments by email, please submit your comments by email to be read aloud at the meeting. Email comments must be submitted by 4:00 p.m. on December 7, 2023 to publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the December 7, 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
December 7, 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 December 7, 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 November 2, 2023 Special Meeting.

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

BUSINESS ITEM

2. Preparation for the 26th Annual Citrus Harvest Festival in 2024.

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

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

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

ANNOUNCEMENTS

ADJOURN

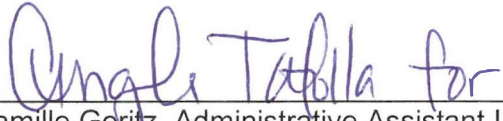
I, Camille Goritz, Administrative Assistant III of the City of Highland, California, certify that I caused to be posted this agenda on or before the 30th of October 30 2023 by 4:30 p.m. on our website at www.cityofhighland.org and in the following designated areas:

Highland Branch Library
7863 Central Avenue

Fire Station No. 1
26974 Base Line

City Hall
27215 Base Line

Date: December 4, 2023



Camille Goritz, Administrative Assistant III



STAFF REPORT

TO THE HISTORIC & CULTURAL PRESERVATION BOARD

DATE: December 7, 2023

FROM: Lawrence A. Mainez, Community Development Director

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

PREPARED BY: Camille Duarte, Administrative Assistant III *CD*

SUBJECT: Minutes from the November 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 Duarte</i>		<i>Lawrence Mainez</i>	
Recording Secretary		Community Development Director	

MINUTES
HISTORIC AND CULTURAL PRESERVATION BOARD SPECIAL MEETING
November 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: Vice Chair Patrick Sandford
 Member Tony Mauricio
 Member Gail Shelton

Absent: Chair Pamela Bible

Staff Present: Kim Stater, Assistant Community Development Director
 Angela Tafolla, Associate Planner
 Camille Duarte, Administrative Assistant III

Member Shelton led the Pledge of Allegiance.

COMMUNITY INPUT

None

CONSENT CALENDAR

1. Minutes from August 3, 2023 Special Meeting.

A MOTION was made by Member Shelton, seconded by Member Mauricio, to approve as submitted. Motion carried, 3-0, with Chair Bible being absent.

BUSINESS ITEM

2. An application by Sean and Alicia Cobb for the Mills Act Tax Adjustment Program.

Associate Planner Tafolla presented the staff report.

Member Shelton asked are the homeowners restoring their property?

Associate Planner Tafolla stated they are proposing to restore the restroom.

Assistant Community Development Director Stater stated for many years we have advertised the Mills Act to residents in the Historic District. The purpose is to give the homeowners partial relief on their property taxes and to use those funds to restore and maintain the property. These current homeowners have not lived there for an extended period of time, so all of these renovations are before they bought the property. The list of renovations that the owner is asking for are appropriate for use under the Mills Act.

Member Mauricio stated I am glad to hear that the homeowners are taking the proper steps to complete the Mills Act. I think it is a great property.

A MOTION was made by Member Shelton, seconded by Member Mauricio to recommend the City Council approve the Mills Act Agreement. Motion carried, 3-0, with Chair Bible being absent.

ANNOUNCEMENTS

None.

ADJOURN

There being no further business, Vice Chair Sanford declared the meeting adjourned at 5:08 p.m.

Submitted by:

Approved by:

Camille Duarte, Administrative Assistant III

Patrick Sanford, Vice Chair



STAFF REPORT

TO THE HISTORIC AND CULTURAL PRESERVATION BOARD

DATE: December 7, 2023

FROM: Lawrence A. Mainez, Community Development Director

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

PREPARED BY: Angela Tafolla, Associate Planner *AT*

SUBJECT: Preparation for the 26th Annual Citrus Harvest Festival in 2024

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

FISCAL REVIEW: The Festival Account has a balance of \$1,401.47. Separately, the Home Tour Account has a balance of \$1,639.91. Expenses are estimated to be \$15,350 while the expected revenues are \$15,400. Attached is the 2024 Draft Citrus Harvest Festival Budget (Attachment 1).

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

PROJECT REVIEW: The Highland City Council approved the Board's recommended event date of **March 30, 2024**, with a rain date of **April 6, 2024**.

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

Items italicized were discussed at the last meeting held on August 3, 2023

1. Entertainment – TBD

a. Change title of 'Entertainment' Schedule to 'Event' Schedule

- Contests
 - a. Find the bunny (similar to elf on the shelf)*
 - b. Add the best dog costume*
- Entertainment Schedule
 - a. School bands to return as main entertainment*
- Festival Honoree
 - a. Pam Bible and Colin Childs were recommended*

2. Car Show – TBD

- Discuss Potential Sponsors
- Car Show Layout
 - a. Invite Jeff Staggs to help decide layout*
- Jeff Staggs will remain the point of contact
 - a. When should winners be announced*

3. Home & Walking Tour – TBD

- Discuss Tour Options
 - a. Purchase a bullhorn to use during tour*
 - b. Provide more directional signage and event schedules throughout the event*

4. Vendors – TBD

- Discuss Specialty Vendors and Demonstrators – Lowe's, Historic Reenactors, and SB County Animal Control
 - a. Reduce live remote radio from \$1800 to \$1400 package*

5. Admin/Marketing – TBD

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

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

*Historic and Cultural Preservation Board Meeting of
December 7, 2023*

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

ATTACHMENT 1

Citrus Harvest Festival (CHF) Budget

2024 Citrus Harvest Festival Budget

FESTIVAL EXPENDITURES	
Item / Description	2024 Budget
Advertising – Print Media Sponsor	0
Advertising - Redlands Daily Facts / SB Sun	1,250
Advertising - East Highlands Ranch Newsletter	700
‘Peach Jar’ School District Electronic Newsletter	500
Hot 103.9 Radio Advertisement & Live Remote	1400
Historic Demonstrators/Exhibitors (17 x \$200 ea)	1600
Entertainment DJ & MC (Highland Music Co. \$1,300)	1500
Bands (Roy Orbison)	250
Balloons street decorations	1,200
Insurance	1,800
Street Banner over Base Line (date modification)	0
Portable toilets	1,100
Posters Boards (\$800), Flyers (\$85), print marketing materials	600
Mobile Stage (Towing)	0
Paper materials, copying, postage	500
Tables w/ umbrella & chairs for food court & stage area	800
Signs for parking & festival activities	0
Contest ribbons (126) & Plaques (2 Honorees + 4 Home Restoration)	550
Kid’s activities	100
Miscellaneous supplies (Game Truck)	300
Staff shirts (4 x \$25)	100
Contest materials	200
Car show dash plaques	500
TOTAL	\$14,950

Item / Description	2024 Budget
Sponsorship	11,000
Retail vendor Booth spaces (70 x \$40) (63 in 2023)	2,800
Food vendor booth spaces (8 x \$200) (7 in 2023)	1,600
TOTAL	\$15,400

CURRENT BALANCE: \$1,401	PROJECTED BALANCE: \$1,451
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ATTACHMENT 2

CHF Contests

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

ATTACHMENT 3

Entertainment Schedule

EVENT SCHEDULE

2024 HIGHLAND CITRUS HARVEST FESTIVAL

- 10:00 am Ballet Folklórico Cultural**
- 10:30 am Announce Winners for the:**
* **Baking Contest**
* **Coloring, Poetry, Citrus Label Design Contests**
- 11:00 am The Highland Music Co. (tentative)**
- 12:00 pm Presentation of Festival Honorees:**
- 12:15 pm The Highland Music Co. (tentative)**
- 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 School Band (tentative)**

ATTACHMENT 4

CHF Potential Honorees

Citrus Harvest Festival Honorees

2004 Kay Beattie

2005 Kim Clinton Adams Wilson

2006 Jo Meade

2007 Rick Hartmann

2008 Don & Elizabeth Kiel

2009 Bill Calvert

2010 George & Pauline Murillo

2011 Bud & Margaret Wright

2012 Laurie Frymire, Dennis Johnson, & Ross Jones

2013 Arnott Family

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

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

2016 Nancy Alexander

2017 Charles Roberts

2018 Jodi Scott & Margaret Hill

2019 Curtis Allen

2022 San Manuel Band of Mission Indians

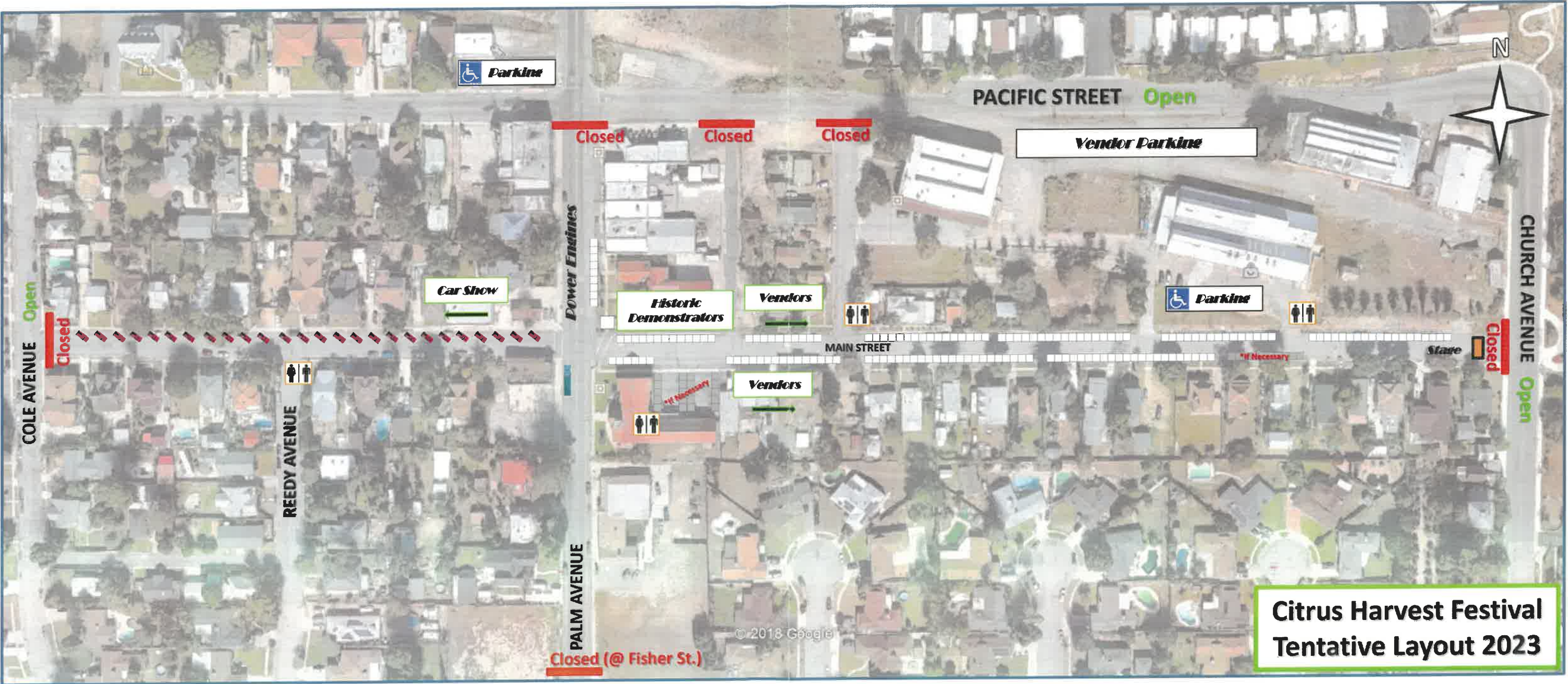
2023 Sam Racadio & Highland Community News (Hector Hernandez)

2024 Potential Honorees

- Pam Bible
- Colin Childs

ATTACHMENT 5

Citrus Harvest Festival Layout





STAFF REPORT

TO THE HISTORIC AND CULTURAL PRESERVATION BOARD

DATE: December 7, 2023

FROM: Lawrence A. Mainez, Community Development Director

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

PREPARED BY: Angela Tafolla, Associate Planner *AT*

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

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

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

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

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

PROJECT REVIEW/ANALYSIS:

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

Attachments: 1. Certificate of Appropriateness Log

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

Certificate of Appropriateness Applications Not Yet Completed

File Number	Address	Description of Project	Approved	Expires	Status
COA 23-001	6976 Cole Avenue	8.8 kW DC Solar PV installation	June 2023	June 2024	Approved. Permits pulled. Last inspection done in July.
COA 23-004	6986 Church Avenue	Museum and special event center			Incomplete – Requires a full set of detailed plans.
COA 23-005	6956 Palm Avenue	Bank Building re-roof and waterproofing	10/25/23		Approved. Permit issued on 11/01/23. To date, no inspections requested.