

MINUTES
HISTORIC AND CULTURAL PRESERVATION BOARD SPECIAL MEETING
December 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 Bible 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

Staff Present: Kim Stater, Assistant Community Development Director
Angela Tafolla, Associate Planner

Member Shelton led the Pledge of Allegiance.

COMMUNITY INPUT

None

CONSENT CALENDAR

1. Minutes from November 2, 2023 Special Meeting.

A MOTION was made by Vice Chair Sandford, seconded by Member Shelton, to approve as amended. Motion carried, 4-0.

BUSINESS ITEMS

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

Assistant Community Development Director Stater stated with respect to entertainment, the decision was to move forward with the Highland Music Company. I will reach out to the schools before we fill in with other alternatives. I know it was an issue last year for the middle school and high school because it is difficult when the festival sits in the middle of their break, but it should be ok this year. Should we talk about the Festival Honoree?

Member Shelton stated once again, I nominate Pamela Bible.

Vice Chair Sandford stated all do respect, as noted Member Mauricio is not here today and I spoke to him that he was not going to attend tonight. He let me know that he hopes to weigh in on the topic of who the honoree should be. I would recommend we wait till January 2024 to revisit the topic.

Assistant Community Development Director Stater stated we have five categories, and one member is assigned to each.

Chair Bible stated I will go with vendors again.

Vice Chair Sandford stated is it ok if I am assigned to the car show and entertainment?

Assistant Community Development Director Stater stated yes.

Chair Bible stated if we do not have someone assigned to Administration/Marketing I can be assigned to that as well.

Assistant Community Development Director Stater stated the most important thing in the beginning of the year for staff is to send out the vendor applications. It is strange because it is on the fifth Saturday in the month and Easter is the next day. The City of Redlands was nice enough to offer us the show mobile at no charge and with the exception we needed to have it towed. It was the tow company Bill and Wags and we set that up and it was always between \$300-500. Last year, Redlands said for liability purposes, our staff will tow it and we will bring it to you, and we will pick it up. It was much better when Redlands brought it to us.

Vice Chair Sandford stated the person that brought the train had a great outcome. I know it did not come out of our budget, but he did well with how much he made.

Assistant Community Development Director Stater stated he indicated that he will be back next year. We will find out if he knows other people that have children's activities that might be interested in attending. I did not see any change in the kids contest except having a bunny that is placed around the event for kids to find.

Member Shelton stated we casually talked about that. We suggested the kids will receive a prize at the end if you find the bunny which will be hidden somewhere during the festival.

Member Bible suggested to hide something more festival related like an orange.

Assistant Community Development Director Stater stated that is a great idea. Regarding the best landscaping and restoration, we did not select one last year because we wanted the Church. Was the one we did not choose on Pacific street?

Chair Bible stated we already chose the Pythian Hall. The best restoration was the house on Pacific Street with the house painted green. Another suggestions to consider are Shorty's Garage and the Cowin house on Church Street for this year's awards.

All members agreed to continue the decision until list of previous winners is confirmed.

Associate Planner Tafolla stated I will make a spreadsheet with the winners from the last two years.

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

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

Assistant Community Development Director Stater stated the bank has pulled the permit to reroof and we just need you to secure the roof, so it stops getting additional damage inside. The owner is doing this for us and for himself to protect his own investment at this point, but he eventually would do a full remodel that may or may not need to come to the board for approval. Regarding the museum off of Pacific Street the owner thought it would be fun if I could give little tours for the Citrus Harvest Festival and he always mentioned having tours once a month or twice a month one or opportunities to have weddings on the property. His idea is growing, and they do want to live there, but they do want to use it as a venue that the public has pretty frequent access to. It is permissible by code and the owners would come to the board for approval as well as Planning Commission.

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

ANNOUNCEMENTS

None.

ADJOURN

There being no further business Chair Bible declared the meeting adjourned at 5:42 p.m.

Submitted by:

Approved by:

Camille Duarte, Administrative Assistant III

Pamela Bible, Chair