

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

SPECIAL MEETING

January 4, 2024
5:00 p.m.
City Hall
Donahue Council Chambers
27215 Base Line
Highland, California

MEMBERS

Pamela Bible, Chair
Patrick Sanford, 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 January 4, 2024 to publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the January 4, 2024 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
January 4, 2024 - 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 January 4, 2024, 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 December 7, 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.

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 December 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 28, 2023



Camille Duarte, Administrative Assistant III



STAFF REPORT

TO THE HISTORIC & CULTURAL PRESERVATION BOARD

DATE: January 4, 2024

FROM: Lawrence A. Mainez, Community Development Director

REVIEWED BY: Kim Stater, Assistant Community Development Director

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

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

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. I do not see any change in kids contest, but a bunny that is placed around the event for the kids to find, what is that?

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

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 with the green paint.

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. The roof just needs to be patched. 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



STAFF REPORT

TO THE HISTORIC AND CULTURAL PRESERVATION BOARD

DATE: January 4, 2024

FROM: Lawrence A. Mainez, Community Development Director

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

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 \$14,950 while the expected revenues are \$15,400. Attached is the 2024 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:

1. Entertainment – **Patrick**
 - Contests
 - a. Find the Orange (similar to elf on the shelf)
 - b. Citrus contest cancelled due to fruit fly infestation
 - Entertainment Schedule
 - a. Citrus High School Jazz Band confirmed 12/11
 - b. Highland Music Company confirmed on 12/12

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

- c. *Folklorico Dancers confirmed on 12/11 (afternoon performance)*
 - Festival Honoree
 - a. *Nominated - Pam Bible*
 - *Stage – City of Redlands Show Mobile no longer available to Highland – Discuss Party Plus stage configuration and cost*
- 2. Car Show – **Patrick**
 - Discuss Potential Sponsors
 - Car Show Layout
 - a. Jeff Staggs will help determine layout.
 - Jeff Staggs will remain the point of contact
 - a. *When should winners be announced during the festival?*
- 3. Home & Walking Tour – **Gail & Tony**
 - Discuss Tour Options
 - a. Purchase Bullhorn
 - b. Provide more directional signage and event schedules throughout the event.
 - c. *Charge for home tours?*
- 4. Vendors – **Pam**
 - Discuss Specialty Vendors and Demonstrators – Lowe's, Historic Reenactors, and SB County Animal Control
 - *Train vendor contacted and confirmed over the phone on 12/11 by Kim. Emailed vendor application on 12/12/23.*
 - *Dreamy Bubble House Vendor confirmed participation on 12/27. Emailed vendor application on 12/27.*
- 5. Admin/Marketing – **New member**
- 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*)

- Attachments:
- 1. Citrus Harvest Festival (CHF) Budget
 - 2. CHF Contests
 - 3. Entertainment Schedule
 - 4. CHF Potential Honorees
 - 5. Citrus Harvest Festival Layout
 - 6. List of 2024 Vendors

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	1 - Best Landscaping 1 - Best Restoration	(2 total)	Plaques
Ugly Dog	1 – Ugliest 1 – Cutest 1 – Best Costume	1 st place (3 total)	Ribbons (3)
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

- 10:15 am Citrus Valley High School Jazz Band**
- 11:00 am Beattie Middle School (tentative)**
- 11:45 am Announce Winners for the:**
* **Baking Contest**
* **Coloring, Poetry, Citrus Label Design Contests**
- 12:00 am The Highland Music Co.**
- 12:45 pm Presentation of Festival Honoree:**
- 1:00 pm The Highland Music Co.**
- 1:45 pm Announce Winners for the:**
* **Car Show**
* **Citrus Growing Contest**
* **Best Landscaping – 6986 Church Ave.**
* **Restoration Award – 6905 Palm Ave.**
- 2:15 pm * Ugly Dog Contest &**
* **Pie Eating Contest**
- 2:30 pm Ballet Folklorico Cultural**

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

Attachment 5

Citrus Harvest Festival Layout



Attachment 6

List of 2024 Vendors

[illegible]