

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

SPECIAL MEETING

April 10, 2024
5:00 p.m.
City Hall
Donahue Council Chambers
27215 Base Line
Highland, California

MEMBERS

Gail Shelton, Chair
Patrick Sandford, Vice Chair
Pamela Bible, Member
Hugh Walker, 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

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 10, 2024 to publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the April 10, 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
April 10, 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 April 10, 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 March 7, 2024 Special Meeting.

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

BUSINESS ITEMS

2. Post-event discussion of the 2024 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.

3. Certified Local Government Program 2022–2023 Annual Report.

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

ANNOUNCEMENTS

ADJOURN

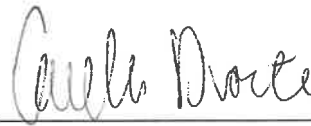
I, Camille Duarte, Administrative Assistant III of the City of Highland, California, certify that I caused to be posted this agenda on or before the 4th of April 2024 by 4:30 p.m. on our website at www.cityofhighland.org and in the following designated areas:

Highland Branch Library
7863 Central Avenue

Fire Station No. 1
26974 Base Line

City Hall
27215 Base Line

Date: April 4, 2024



Camille Duarte, Administrative Assistant III



STAFF REPORT

TO THE HISTORIC & CULTURAL PRESERVATION BOARD

DATE: April 10, 2024

FROM: Lawrence A. Mainez, Community Development Director

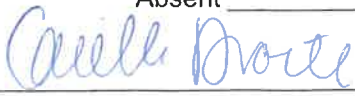
REVIEWED BY: Kim Stater, Assistant Community Development Director

PREPARED BY: Camille Duarte, Administrative Assistant III (D)

SUBJECT: Minutes from the March 7, 2024 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 _____		
 Recording Secretary		 Community Development Director	

MINUTES
HISTORIC AND CULTURAL PRESERVATION BOARD SPECIAL MEETING
March 7, 2024

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 Shelton at the Donahue Council Chambers, 27215 Base Line, Highland, California.

Present: Chair Gail Shelton
 Vice Chair Patrick Sandford
 Member Tony Mauricio
 Member Hugh Walker

Absent: Member 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

2. Minutes from February 1, 2024 Special Meeting.

A MOTION was made by Member Mauricio, seconded by Vice Chair Sandford to approve as submitted. Motion carried, 4-0, with Member Chair being absent.

BUSINESS ITEMS

3. Certificate of Appropriateness No. 24-001 to allow a three-tabbed 'white' composition shingle re-roof on a contributing property within the Highland Historic District. (Applicant: Richard Gallina, Address: 27234 Main Street)

Associate Planner Tafolla presented the staff report.

All members were in consensus to approve the reroof as proposed.

A MOTION was made by Vice Chair Sandford, seconded by Member Mauricio to approve Certificate of Appropriateness Application No. 24-001 re-roof, which entails the use of 'white' three-tabbed composition shingle, on a contributing Historic District property. Motion carried 4-0, with Member Bible absent.

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

Associate Planner Tafolla presented the staff report.

All members went through the logistics for the festival.

Chair Shelton and Member Mauricio spoke about the Home Tour and where to meet prior to the tour and if a QR code would be the best payment method for participants.

Assistant Community Development Director Stater stated yes, our Finance Department will have the payment online set up.

Associate Planner Tafolla asked is the Home Tour going to be the same route as last year's?

Chair Shelton and Member Mauricio stated yes, we enjoyed this year.

Associate Planner Tafolla stated we have additional historic demonstrators which are the heritage trails to participate in the event, however we are a little over budget. We need the board to approve if we should have heritage trails participate and how much.

All members were in consensus to allow the heritage trails to participate in the festival at \$300.

Assistant Community Development Director Stater went over the budget for the festival.

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

The Historic and Cultural Preservation Board received and filed Staff's report.

ANNOUNCEMENTS

Member Mauricio announced that this is his last meeting as a board member. He thanked the board members and staff for all the great times, and he will miss serving the City of Highland.

Community Development Director Mainez personally thanked Member Mauricio for his service and contribution.

ADJOURN

There being no further business Chair Shelton declared the meeting adjourned at 5:39 p.m.

Submitted by:

Approved by:

Camille Duarte, Administrative Assistant III

Gail Shelton, Chair



STAFF REPORT

TO THE HISTORIC AND CULTURAL PRESERVATION BOARD

DATE: April 10, 2024

FROM: Lawrence A. Mainez, Community Development Director

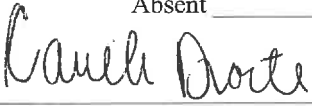
REVIEWED BY: Kim Stater, Assistant Community Development Director *KS*

PREPARED BY: Angela Tafolla, Associate Planner *AT*

SUBJECT: Post-event discussion of the 2024 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 26th annual Citrus Harvest Festival took place on Saturday, April 6, 2024. 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>2</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
			
Recording Secretary		Community Development Director	



STAFF REPORT

TO THE HISTORIC AND CULTURAL PRESERVATION BOARD

DATE: April 10, 2024

FROM: Lawrence A. Mainez, Community Development Director

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

PREPARED BY: Angela Tafolla, Associate Planner *AT*

SUBJECT: Certified Local Government Program 2022–2023
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 2022-2023 Annual Report

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

ATTACHMENT 1

CLG Program 2022-2023 Annual Report

Certified Local Government Program -- 2022-2023 Annual Report

(Reporting period is from October 1, 2022, through September 30, 2023)

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 info.calshpo@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: [Angela Tafolla](#)

Date of commission/board review: [April 4, 2024](#)

MINIMUM REQUIREMENTS FOR CERTIFICATION

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

A. Preservation Laws

1. Are you considering amending or revising your certified ordinance this year?

REMINDER: Pursuant to the *CLG Agreement*, the Office of Historic Preservation (OHP) must have the opportunity to review and comment on ordinance changes prior to adoption. Please communicate directly with the OHP Local Government Unit staff to coordinate the review. 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.
<https://www.codepublishing.com/CA/Highland/>

Certified Local Government Program -- 2022-2023 Annual Report

(Reporting period is from October 1, 2022, through September 30, 2023)

B. New Local Landmark Designations (Comprehensive list of properties/districts designated during the reporting.

1. During the reporting period, October 1, 2022 – September 30, 2023, 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 or to the separate historic preservation element. 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 -- 2022-2023 Annual Report

(Reporting period is from October 1, 2022, through September 30, 2023)

☒ 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 (CEQA)

- Explain the historic preservation staff and commission role 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.***
- Explain the staff and commission role 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

- Explain the staff and commission role 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.***
- Explain the staff and commission role 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 -- 2022-2023 Annual Report

(Reporting period is from October 1, 2022, through September 30, 2023)

Name	Professional Discipline	Date Appointed	Date Term Ends	Email Address
Patrick Sanford	General Interest	2/2021	11/2024	ipsnkids@aol.com
Pamela Bible	General Interest	12/2018	11/2026	pjbible@att.net
Gail Shelton	General Interest	5/22021	11/2026	Gail.shelton@coldwellbanker.com
Tyler Brown	General Interest	11/2022	11/2024	tyler.brown@southwire.com
Tony Mauricio	General Interest	2/2021	2/2024	52010.tm@gmail.com

Attach resumes and Statement of Professional Qualifications forms for all members.

1. If you do not have two qualified professionals on your commission, explain why the professional qualifications have 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 not, please provide the Commission staff member's contact information.
3. If the position(s) is not currently filled, why is there a vacancy? ***N/A***

Attach resumes and Statement of Professional Qualifications forms for staff.

Name/Title	Discipline	Dept. Affiliation	Email Address
Type here.	Type here.	Type here.	Type here.

Certified Local Government Program -- 2022-2023 Annual Report

(Reporting period is from October 1, 2022, through September 30, 2023)

C. Attendance Record

Please complete the commission meeting attendance chart for each commissioner and staff member. Commissions are required to meet a minimum of four times a year. If you haven't 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 Brown	☒	☐	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐
Member Shelton	☒	☐	☐	☒	☒	☒	☒	☐	☐	☐	☒	☐
Assistant Community Development Director Stater	☒	☐	☐	☒	☒	☒	☒	☐	☐	☐	☒	☐
Ash Syed, Associate Planner	☒	☐	☐	☒	☒	☒	☒	☐	☐	☐	☒	☐
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D. Training Received

Please indicate the specific training each commissioner received last year.

Reminder: It is a CLG requirement 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.

Commissioner/Staff Name	Training Title & Description (including method)	Duration of Training	Training Provider	Date
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Certified Local Government Program -- 2022-2023 Annual Report

(Reporting period is from October 1, 2022, through September 30, 2023)

	presentation, e.g., webinar, workshop)			
Member Mauricio	N/A	Type here.	Type here.	Type here.
Member Sandford	N/A	Type here.	Type here.	Type here.
Member Bible	N/A	Type here.	Type here.	Type here.
Member	N/A	Type here.	Type here.	Type here.
Member Shelton	N/A	Type here.	Type here.	Type here.
Assistant Community Development Director	N/A	Type here.	Type here.	Type here.
Ash Syed, Associate Planner	N/A	Type here.	Type here.	Type here.
Type here.	Type here.	Type here.	Type here.	Type here.

Annual training fell outside the reporting period.

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 the OHP)

Reminder: California CLG procedures require CLGs to submit survey results, including historic contexts, to the 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 the OHP
N/A	N/A	N/A	N/A

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

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(Reporting period is from October 1, 2022, through September 30, 2023)

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 the OHP
N/A	N/A	N/A	N/A	N/A	N/A	N/A

Explain how you are using the survey data: Type here.

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

A. Public Education

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

Item or Event	Description	Date
Highland Citrus Harvest Festival	One-day street festival commemorating the Historic District's Period of Significant (1890-1938). Activities include a historic home tour, historic exhibitors and crafters, antique car show, children's contests (i.e. citrus label design, essays, poetry and coloring contests). Approximately 7,000 area residents attend.	3/25/2023

ADDITIONAL INFORMATION FOR NATIONAL PARK SERVICE ANNUAL PRODUCTS REPORTS FOR CLGS

During the reporting period (October 1, 2022 – September 30, 2023) 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. This includes

Certified Local Government Program -- 2022-2023 Annual Report

(Reporting period is from October 1, 2022, through September 30, 2023)

the National Register, California Register, California Historical Landmarks, locally funded surveys, CLG surveys, and local designations.

Program area	Number of Properties added
Highland Historic District	None

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

1. During the reporting period (October 1, 2022 – September 30, 2023) 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 yes, how many properties have been added to your register or designated from October 1, 2022, to September 30, 2023? None

C. Local Property Tax Incentive Program

1. During the reporting period (October 1, 2022 – September 30, 2023) did you have a Mills Act program? ☐ Yes ☒ No
2. If yes, how many properties entered into a contract from October 1, 2022, to September 30, 2023?

Name of Program	Number of Properties Added During 2022-2023	Total Number of Properties Benefiting From Program
None	N/A	N/A

D. Local “bricks and mortar” grants/loan program

1. During the reporting period (October 1, 2022 – September 30, 2023) did you have a local government historic preservation grant and/or loan program for rehabilitating/restoring historic properties? ☒ Yes ☐ No
2. If yes, how many properties have been assisted under the program(s) from October 1, 2022, to September 30, 2023? None

Name of Program	Number of Properties that have Benefited
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Certified Local Government Program -- 2022-2023 Annual Report

(Reporting period is from October 1, 2022, through September 30, 2023)

Commercial Façade Improvement Grant Program – Matching grants to be used for paint, window, and door improvements	0
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E. Design Review/Local Regulatory Program

1. During the reporting period (October 1, 2022 – September 30, 2023) 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 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, 2022, to September 30, 2023? 9

F. Local Property Acquisition Program

1. During the reporting period (October 1, 2022 – September 30, 2023) 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, 2022, to September 30, 2023? N/A

Name of Program	Number of Properties that have Benefited
N/A	N/A

IN ADDITION TO THE MINIMUM CLG REQUIREMENT THE OHP IS INTERESTED IN YOUR TRAINING NEEDS

- Whether or not you were able to participate in any of the free CAMP trainings in 2021, would you like to see the OHP fund CAMPs from the NAPC in the future? Yes
- What are your top three topics for future training provided by the OHP? Application of the Secretary of the Interior's Standards

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(Reporting period is from October 1, 2022, through September 30, 2023)

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: info.calshpo@parks.ca.gov



RECEIVED

MAY 17 2021

CITY OF HIGHLAND

For Office Use Only:

Expires: 05/2022

PUBLIC SERVICE APPLICATION

Appointees must be residents within the corporate city limits of the City of Highland, serve without compensation, submit a Statement of Economic Interests Form 700 and complete an ethics training course pursuant to AB 1234.

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

- ☐ Community Trails Committee (see attached roles and responsibilities)
☒ Historic and Cultural Preservation Board (see attached roles and responsibilities)
☐ Planning Commission (see attached roles and responsibilities)

PERSONAL INFORMATION:

Name: Tyler Dean Brown

Address: 6677 La prairie st Highland ca 92346

How long have you resided in Highland? 9 years

Home phone: _____ Cell phone: (909) 800-2254

Work phone: _____

Email address: Tyler.Brown@Southwire.com

Occupation/Employer: Southwire Company

Employer address: 1 Southwire Dr Carrollton Ga 30119

Position held: Contractor Solutions Professional

Available for meetings: ☐ Daytime ☒ Evenings ☐ Both

INTEREST IN THE POSITION:

What are your principal areas of interest in your City Government?

To create and Preserve Rules that
Build and maintain a sense of pride
in the beauty of the history of
the City of Highland.

Education, training or special knowledge which might be relevant to this appointment:

(5) years (2000) education hours (8000) working hours
at the NJATC (14) year Electrician
(12) year IBEW member (6) year Journeyman
Inside Wireman "General Electrician"

Employment, membership in service or community organizations or volunteer work which might be relevant to this appointment:

I currently educate construction workers
(Journeyman, Apprentices, Pre-Apprentices, &
High school students) on proper construction
etiquette and procedure to correctly
complete projects.

Have you been, or are you now, a member of a governmental board, commission or committee? ☐ Yes ☒ No

If so, please list the name and dates served:

REMARKS:

Please indicate any further information you wish to add regarding your desired appointment (use other side of paper if needed).

I plan to use my knowledge and
fresh perspective to elevate and
drive the agenda of this committee
while preserving the history of Highland

SIGNATURE: 

DATE: 5/13/2021

☒ Check box to confirm you have read the attached roles and responsibilities related to the committee, board or commission you are applying for.

When you have completed this application, please submit to:

CITY CLERK
CITY OF HIGHLAND
27215 BASE LINE
HIGHLAND CA 92346
(909) 864-6861, EXT. 226

This application will be kept on file for a period of one year from the date signed.

RECEIVED

For Office Use Only:

OCT 18 2016

Expires: _____

CITY OF HIGHLAND
CITY CLERK

PUBLIC SERVICE APPLICATION

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

Historic and Preservation Board Highland

PERSONAL INFORMATION:

Name: Tony Mauricio

Address: 2811 Village Lakes Rd. Highland 92346

How long have you lived in Highland? 16 years

Are you a registered voter at your current address? Yes

Home phone: (909) 862-2412 Work phone: (909) 312-9805

Employer: Stater Bros.

Employer address: 11 East Colton Ave. Redlands CA.

Position held: Service Manager

Available for meetings: _____ Daytime

_____ Evenings

☒ Both

INTEREST IN THE POSITION:

What are your principal areas of interest in your City Government?

I am currently serving on the Historic
& Preservation Board: —————

Education, training or special knowledge which might be relevant to this appointment:

I am seeking to remain on the Board
and look forward to serving for another
term. —————

Employment, membership in service or community organizations or volunteer work which might be relevant to this appointment:

I also serve as President of the
Highland Kiwanis Club, & have been
in that position for the last 3 years. —————

Have you been, or are you now, a member of a governmental board, commission or committee? ~~Yes~~ Yes _____ No _____

If so, please list the name and dates served:

Highland Historic & Preservation Board
12-8-14 — Present —

REMARKS:

Please indicate any further information you wish to add regarding your desired appointment (use other side of paper if needed).

I hope to serve another term and
look forward in putting together the
Citrus Harvest Festival.

SIGNATURE: _____

DATE: _____

10-18-16

When you have filled out this application please return it in person, or mail to:

CITY CLERK, CITY OF HIGHLAND
27215 EAST BASE LINE
HIGHLAND CA 92346
(909) 864-6861 EXT. 226

Be sure to check the due date on any position applied for as all applications must be received by that date. Postmarks will not be accepted.

All appointees serve without compensation.

Unless otherwise noted, all appointees must be residents within the corporate city limits of the City of Highland.

This application will be kept on file for a period of 1 year from the date signed.



RECEIVED

SEP 28 2020

CITY OF HIGHLAND
CITY CLERK

For Office Use Only:

Expires: 09/2021

PUBLIC SERVICE APPLICATION

Appointees must be residents within the corporate city limits of the City of Highland, serve without compensation, submit a Statement of Economic Interests Form 700 and complete an ethics training course pursuant to AB 1234.

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

- per Tony, use for HCPB 1-11-21 BH*
- ☐ Community Trails Committee (see attached roles and responsibilities)
- ☒ Historic and Cultural Preservation Board (see attached roles and responsibilities)
- ☒ Planning Commission (see attached roles and responsibilities)

PERSONAL INFORMATION:

Name: Tony Mauricio

Address: 7811 Village Lakes Rd. Highland Ca. 92346

How long have you resided in Highland? 18 years

Home phone: (909) 862-2412 Cell phone: (909) 312-9805

Work phone: (909) 882-2678

Email address: 52010-tm@gmail.com

Occupation/Employer: Starter Bros. Receiver

Employer address: 1522 E. Highland Ave. San Bernardino 92404

Position held: Receiver / CSR

Available for meetings: ☐ Daytime ☒ Evenings ☐ Both

Public Service Application
September 2020
Page 1 of 5

INTEREST IN THE POSITION:

What are your principal areas of interest in your City Government?

Currently my Main interest in City Govt. is the Highland Historic & Preservation Board. For this is the Board I currently Preside over in my Current Position as Chairman.

Education, training or special knowledge which might be relevant to this appointment:

Well in Serving on the Preservation Board I've — over seen many Projects Specifically Pertaining to Residential & Property Values. Currently the — Historic Board is Working to Re-vamp the Historic District.

Employment, membership in service or community organizations or volunteer work which might be relevant to this appointment:

For the Past 8 years I've Served on the Kiwanis Board of Highland, Street Naming Committee, Citizen of the Year Committee and Currently Serving as Chairman of the Highland Cultural & Preservation Board. — I've also the Supported the Ymca & Highland Police Dept.

Have you been, or are you now, a member of a governmental board, commission or committee? ☒ Yes ☐ No

If so, please list the name and dates served:

Highland Cultural & Preservation Board (12-8-14-2020-)
Citizen of Year Committee for the last 4 years. —

REMARKS:

Please indicate any further information you wish to add regarding your desired appointment (use other side of paper if needed).

Its my intention to continue to serve in some
Capacity for the City. In my past and current
Experience I feel that its every Citizens sole —
duty to give back in some way. In only Public
Service does an Active Citizen feel there full
Potential in there Community & City. —

SIGNATURE: 

DATE: 9-23-20 —

☒ Check box to confirm you have read the attached roles and responsibilities related to the committee, board or commission you are applying for.

When you have completed this application, please submit to:

CITY CLERK
CITY OF HIGHLAND
27215 BASE LINE
HIGHLAND, CA 92346
(909) 864-6861, EXT. 226

This application will be kept on file for a period of one year from the date signed.

Public Service Application
September 2020
Page 2 of 2



RECEIVED

DEC 24 2020

CITY OF HIGHLAND
CITY CLERK

For Office Use Only:

Expires: 12/2021

PUBLIC SERVICE APPLICATION

Appointees must be residents within the corporate city limits of the City of Highland, serve without compensation, submit a Statement of Economic Interests Form 700 and complete an ethics training course pursuant to AB 1234.

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

- ☐ Community Trails Committee (see attached roles and responsibilities)
☒ Historic and Cultural Preservation Board (see attached roles and responsibilities)
☐ Planning Commission (see attached roles and responsibilities)

PERSONAL INFORMATION:

Name: PATRICK SANDFORD

Address: 29225 LAKEVIEW LN HIGHLAND 92346

How long have you resided in Highland? 17 YEARS

Home phone: (909) 863-7533 Cell phone: (909) 754-9499

Work phone: (909) 863-5899

Email address: SPSNKIDS@AOL.COM

Occupation/Employer: SAN MANUEL TRIBAL GAMING COMMISSION

Employer address: 27995 HIGHLAND AVE HIGHLAND 92346

Position held: SURVEILLANCE INVESTIGATOR

Available for meetings: ☒ Daytime ☒ Evenings ☒ Both

INTEREST IN THE POSITION:

What are your principal areas of interest in your City Government?

PRESERVING THE HISTORY OF
HIGHLAND AND SHARING THE PAST
WITH THE PUBLIC

Education, training or special knowledge which might be relevant to this appointment:

10 YEARS ON THE ACPB
I AM THE PRESIDENT OF THE HIGHLAND
AREA HISTORICAL SOCIETY

Employment, membership in service or community organizations or volunteer work which might be relevant to this appointment:

SEE ABOVE

Have you been, or are you now, a member of a governmental board, commission or committee? ☒ Yes ☐ No

If so, please list the name and dates served:

HCFB 9/2010 to PRESENT

REMARKS:

Please indicate any further information you wish to add regarding your desired appointment (use other side of paper if needed).

PLEASE CONSIDER CONTINUING
MY TENURE ON THE HCFB.

SIGNATURE: Patricia Ruffolo

DATE: 12/24/20

☒ Check box to confirm you have read the attached roles and responsibilities related to the committee, board or commission you are applying for.

When you have completed this application, please submit to:

CITY CLERK
CITY OF HIGHLAND
27215 BASE LINE
HIGHLAND CA 92346
(909) 864-6861, EXT. 226

This application will be kept on file for a period of one year from the date signed.

RECEIVED

For Office Use Only:

Expires: _____

OCT 15 2018

CITY OF HIGHLAND
CITY CLERK

PUBLIC SERVICE APPLICATION

Appointees must be residents within the corporate city limits of the City of Highland, serve without compensation, will have to submit an FPPC Statement of Economic Interests form and complete an ethics training course pursuant to AB 1234.

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

Historical and Cultural Preservation Board

PERSONAL INFORMATION:

Name: Pamela Beachtel Bible

Address: 27263 Main Street, Highland, CA 92346

How long have you resided in Highland? 1968

Are you a registered voter at your current address? yes

Home phone: (909) 425-9349 Cell phone: (909) 633-3777

Work phone: (909) 864-4040

Email address: pjbible@att.net

Occupation/Employer: California Eviction Service

Employer address: 27141 E. Baseline #9, Highland, CA 92346

Position held: owner

Available for meetings: Daytime Evenings X Both

INTEREST IN THE POSITION:

What are your principal areas of interest in your City Government?

I would like to see more improvements within the
Historic District. In the past there were some grant funds
available that helped with needed repairs. Offering those
grants helped promote goodwill between the city and residents.
Hopefully there could be more incentives offered in the future.
I am aware of the current pending grant for street improvements.
This is a much needed project. If these repairs are done I
believe it will encourage property owners to begin their own
restorations.

Education, training or special knowledge which might be relevant to this appointment:

I have served on the Historic Board since 1997 and have
attended all the yearly required trainings. I currently own
three Victorian houses within the Historic District so I have
personal knowledge about their restoration and unique problems.

Employment, membership in service or community organizations or volunteer work
which might be relevant to this appointment:

Current Secretary of the Highland Area Historical Society.

Have you been, or are you now, a member of a governmental board, commission or committee? x Yes No

If so, please list the name and dates served:

Historical and Cultural Preservation Board

from May 1997 through now.

REMARKS:

Please indicate any further information you wish to add regarding your desired appointment (use other side of paper if needed).

SIGNATURE: Paula B. A. Bille

DATE: October 4, 2018

When you have filled out this application please return it in person or mail to:

**CITY CLERK, CITY OF HIGHLAND
27215 BASE LINE
HIGHLAND CA 92346
(909) 864-6861, EXT. 226**

Be sure to check the due date on any position applied for as all applications must be received by that date. Postmarks will not be accepted.

This application will be kept on file for a period of one year from the date signed.

MINUTES
HISTORIC AND CULTURAL PRESERVATION BOARD SPECIAL MEETING
October 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	Patrick Sandford
	Vice Chair	Pamela Bible
	Member	Tony Mauricio
	Member	Gail Shelton
	Member	Vacant

Staff Present: Lawrence Mainez, Community Development Director
Shannon Wisniewski, Administrative Assistant III

The Pledge of Allegiance was led by Member Mauricio.

COMMUNITY INPUT

None

CONSENT CALENDAR

1. Minutes from the August 4, 2022 Special Meeting.

A MOTION was made by Member Shelton seconded by Vice Chair Bible, to approve the minutes, as submitted. Motion carried, 4-0, with a seat vacant.

BUSINESS ITEMS

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

Chair Sandford stated let's start with contests, any questions?

Member Shelton stated I would like more advance notice to participate judging for the baking contest next year.

Vice Chair Bible stated regarding the Good Neighbor award it only says gift bag, don't they receive something else?

Member Shelton stated yes, wooden plaque.

Chair Sandford stated the language for the award should be changed from gift bags to wood plaque.

Community Development Director Mainez replied noted.

Chair Sanford stated now let's move on to honoree on page 6. Who would we like to be the honoree next year?

Member Mauricio stated we mentioned Sam Ricardo as an honoree in the past.

Vice Chair Bible stated we have always had a rotating list on who will be the honoree.

Member Mauricio stated I vote for Sam, he was the first City Manager at City of Highland, is named after our library, he sponsored the first Highland Improvement Day (HIT) and was also a Council Member. I have interest in this candidate.

Vice Chair Bible stated we had discussed at the last meeting of considering the Highland Community News and since they were no longer around. They had covered majority of our previous events, so it might be the time to honor them because this is the first year, they're not covering us.

Member Shelton stated I wonder if there's a way to honor them separately.

Chair Sanford stated I think it would be appropriate to recognize Highland Community News.

Vice Chair Bible stated for the timing, I agree that it's time for the newspaper, but are we considering that they were already honored when we did Charles Roberts? Were we specifically honoring him or the newspaper?

Chair Sanford stated I remember honoring him.

Member Mauricio stated I think both Charles and the newspaper. I respect all your opinions on this but if you look at this list and the person on this list that's been bumped around has been Sam Racardio's.

Vice Chair Bible stated I don't think so. There have been others that were on a few times, and it just depended on when the time was right for them and I'm really thinking it should be the Community News.

Member Mauricio stated if we honor the century News Group, who and what figure was going to represent?

Vice Chair Bible replied Hector.

Member Mauricio stated why don't we do two awards?

Vice Chair Bible stated there is not a reason we can't wait for another year to honor Sam.

Member Mauricio stated then he'd be bumped three times already.

Vice Chair Bible stated does it matter?

Member Mauricio stated absolutely it matters. This man did a lot of hard work, just like Hector has. You have a person who represents a publication, and they did a fantastic job

and I wish they were still here, but you also have an individual who did another extreme amount of work throughout the years.

Chair Sandford stated we need to go back on the minutes, I don't recall us saying Sam will be our next honoree. Sam's name has come up and we discussed the fact that he has a building already named after him. I don't have that recollection that we ever said next year, a certain year or this in this amount of time and the only relevance I wanted to emphasize, which I said earlier was the fact that the paper just dissolved.

Member Shelton stated I think Hector did an amazing job for us hands down, but he was also an employee of the paper, I would think as we're looking to honor somebody specifically for the Citrus Harvest Festival that the idea is to honor someone who has given their personal time as a volunteer. When you're looking to recognize them in a leadership role for the city that you might want to take that into consideration.

Vice Chair Bible stated if the paper did not close, I would be voting for same, but because the paper closed that we need to kind of tie that together with what we're doing and honor them right now.

Member Shelton stated I would think there's could be some consideration for a media award.

A MOTION was made by Vice Chair Bible to honor the Highland Community News and Hector all together.

Chair Sandford stated hearing no seconded for the other motion, no motion placed.

A MOTION was made by Member Mauricio seconded by Member Shelton to honor Sam Racardio as the Citrus Harvest Festival honoree. Motion carried, 2-2-0, with Chair Sandford and Vice Chair Bible dissenting, and a vacant seat.

The motion failed due to a tie vote. Chair Sandford stated this item will be tabled for the next meeting.

Chair Sandford stated now we will talk about entertainment schedule. We have a lot of to be determined for who is performing. We have always had the Highland Music Company. Next, we will discuss the car show. Kiwanis has always coordinated the car show and the future of the Kiwanis Club is in question, but I do know that they are in discussion if they are dissolving, but there is a plan.

Vice Chair Bible stated Colin Childs has always overseen the walking tours, and since he left, we need to have someone else step up and lead the tour. I believe Colin Childs had cheat sheets that he used and talked about getting them on file.

Member Shelton and Mauricio volunteered to take charge of the walking tour next year.

Community Development Director Mainez stated we will obtain the walking tour overview and ensure you have the appropriate information.

Chair Sandford stated next, we will go over sponsors. There was a discussion about potentially having a \$250 sponsor. Did we want to discuss creating a new level of \$250?

Member Mauricio stated not really, was it true that it would minimize the names?

Vice Chair Bible stated yes, there would not be enough room to go that the other sponsors had. Let's continue this to the next meeting.

Member Shelton stated regarding the layout, everyone that I spoke to was in favor of the layout.

Member Mauricio stated I am happy with the new layout.

Chair Sandford stated I want to make sure we are drawing attention to our historic businesses. The members with the power engines were very pleased.

Vice Chair Bible stated we have the south Palm Avenue area that does not have anything there, it is a possibility to put the cars there so they can leave quick.

Historic and Cultural Preservation Board received and filed staff's report.

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

Vice Chair Bible asked is there an update on the bank building?

Community Development Director Mainez stated yes, it is very expensive to retrofit that building for earthquake standards. That building is going to fall, so we declared it a public nuisance. We don't want to tear it down, however we hope it will get fixed.

Vice Chair Bible asked is there any chance the city is going to step in and do something to save the building?

Community Development Director Mainez stated that is not on our radar right now.

Historic and Cultural Preservation Board received and filed staff's report.

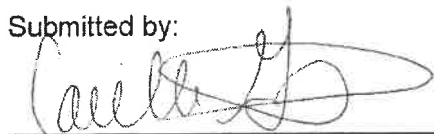
ANNOUNCEMENTS

The next meeting will be November 3, 2022 at 5:00 pm.

ADJOURN

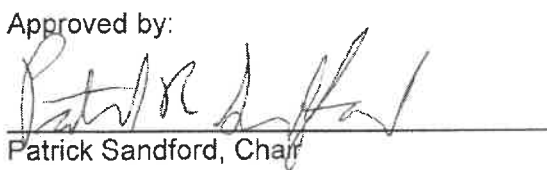
There being no further business, Chair Sandford declared the meeting adjourned at 6:05 p.m.

Submitted by:



Camille Goritz, Administrative Assistant III

Approved by:



Patrick Sandford, Chair

MINUTES
HISTORIC AND CULTURAL PRESERVATION BOARD SPECIAL MEETING
December 1, 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
	Member	Tony Mauricio
	Member	Gail Shelton

Absent:	Vice Chair	Pamela Bible
	Member	Tyler Brown

Staff Present: 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 October 6, 2022 Special Meeting.

A MOTION was made by Member Shelton seconded by Member Mauricio, to approve the minutes, as submitted. Motion carried, 3-1, with Vice Chair Bible and Member Brown being absent.

BUSINESS ITEMS

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

Associate Planner Syed presented the staff report.

Member Shelton stated I would like to be a judge for the baking contest.

Associate Planner Syed stated the prize for the Good Neighbor Award will be a gift bag plus a plaque. I will reach out to the local high schools and middle schools to see who would like to perform. The main band will still be Highland Music Company. Regarding the honoree for next year, we have Hector from Highland Community News and Sam Racadio, do we have a decision on who we are choosing?

Chair Sandford stated I'm going to go ahead and respectfully ask that we table this until January's meeting with the support of my board members because Member Bible is not here.

Member Shelton stated I would agree that we wait until all members are present.

Associate Planner Syed stated we will leave the car show layout as is. Next item from discussion would be for the Home and Walking Tour.

Member Mauricio stated Gail and I are going to do the Walking Tour as a team.

Associate Planner Syed stated the next item of discussion would be for the different levels of sponsorship.

Member Shelton stated I was one that had brought up the \$250 sponsorship.

Associate Planner Syed stated there is a pretty big gap between the \$100 sponsors and the \$500 sponsors because there are poster boards that is attached to the banners. So, when we bring in the \$250 sponsorship, I feel like it would bring in a lot of potential sponsors, but what do we offer them?

Member Shelton stated I think we were looking into that to see if it made sense.

Associate Planner Syed stated I will look into this. For our print media, does San Bernardino Sun work?

Member Mauricio stated I think Redlands Daily Facts would help as well.

Associate Planner Syed stated ok, Redlands Daily Facts, Redlands Community News and San Bernardino Sun.

Historic and Cultural Preservation Board receives and files 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.

Historic and Cultural Preservation Board received and filed staff's report.

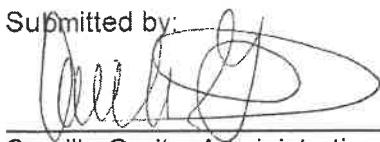
ANNOUNCEMENTS

The next meeting will be January 5, 2022 at 5:00 pm.

ADJOURN

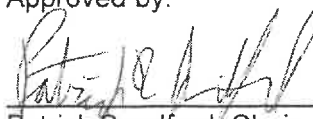
There being no further business, Chair Sandford declared the meeting adjourned at 5:25 p.m.

Submitted by:



Camille Goritz, Administrative Assistant III

Approved by:



Patrick Sandford, Chair

MINUTES
HISTORIC AND CULTURAL PRESERVATION BOARD SPECIAL MEETING
January 11, 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 Patrick Sandford
 Vice Chair Pamela Bible
 Member Tyler Brown

Absent: Member Tony Mauricio
 Member Gail Shelton

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

Chair Sandford led the Pledge of Allegiance.

COMMUNITY INPUT

None

CONSENT CALENDAR

1. Minutes from the December 1, 2022 Special Meeting.

A MOTION was made by Vice Chair Bible seconded by Member Brown, to continue the submitted minutes to the next meeting, February 2, 2023. Motion carried, 3-2, Member Mauricio and Member Shelton being absent.

BUSINESS ITEMS

2. Certificate of Appropriateness (COA 22-009) to permit the installation of a 305 square foot roof-mounted solar photovoltaic system on a single-story contributing historic residence. (29197 Pacific Street)

Associate Planner Syed presented the staff report.

A MOTION was made by Vice Chair Bible seconded by Member Brown, to approve Certificate of Appropriateness (COA 22-009), to permit the installation of a 305 square foot roof-mounted solar photovoltaic system on a single-story contributing historic residence, subject to Conditions of Approval and Findings of Fact. Motion carried, 3-2, Member Mauricio and Member Shelton being absent.

3. Certificate of Appropriateness (COA 23-001) to permit an existing 482 square foot roof-mounted solar photovoltaic system on a single-story contributing historic residence. (6976 Cole Ave)

Associate Planner Syed presented the staff report.

Member Brown asked if there was an alternative if the solar panels moved?

Associate Planner stated we look for solar arrays in the Historic District to be placed on roofs that aren't visible from the public right of way. Considering that garage is detached and at the rear of the property staff's analysis would be if these weren't installed at the time to recommend that they are installed at the back of the house. Again, we're looking at this retroactively, but our recommendation is the denial of this application and recommending that the panels be relocated to that back roof.

Vice Chair Bible asked are you talking about covering the entire back roof, or just the west side of the back roof?

Associate Planner Syed stated depending on what their electricity needs are, their solar company could size their array for them, if needed to place everything on the back roof east and west would be a viable solution. It is not easily visible from the street, even if it's on the east facing side of that detached garage, that's really what's up for discussion today.

Applicant, William Wise stated I live at 6976 Cole Avenue. I have material that I would like the members to look at. In the previous item I have a photo of that home that does show solar panels from the public right away. I don't know how they got it approved, but it shows there. So anyway, I think you guys need to take a look at that because I think it's kind of important. I want to thank you for everything you do for our community, I know the Historical Preservation is very important to you all as it is for me. I've been in Highland Historic District since 1967 and I enjoyed my friends there, including the Hawes, Sayers, the Wisemans, and the McCarthys. I remember fondly going to Colonel Williams house because he had the Adobe structure. I used to love to go to his house because he had the best Halloween candy. I ended up buying the Haggis house, I was looking at a stucco or Adobe house across the street from me that Mr. Williams told me all this thing was built in the 30s. The bottom line is the house burnt down and now they have solar panels on the top and I look at them every day. Do need to burn down my house to get solar panels so I can rebuild the structure so I can get solar panels or what? Here's another thing, if you look at all the pictures, every one of those are from the public right of way. Can you not see those panels? I think you can from every one of them. I am already fussing with my solar panel people saying what in the world are you putting it on the north side of the house? I think they should put them on at least the array that's on the north side, they should put it in the back, and I think we're going towards that direction right now. But here's the deal on the south side, I am going to generate about 62% of my power from the south side of the property. So, if you asked me to put them in the back exclusively, I'm not going to get the power generation that they're promising me. Lastly, I understand that the city has ordinances for all of our betterment, but I believe city ordinance do not supersede

state laws. As long as I make improvements to my home that fall under state and national building codes, I should be allowed to make improvements to my own home that I do own, not the City of Highland or the Historic Board. Thank you.

Chair Sanford asked did I hear you correctly say that you know where the Historic District is in Highland?

Applicant William Wise stated yes, I have a map.

Chair Sanford asked so you know that your house is in a Historic District, and you knew that when you bought the house?

Applicant William Wise stated in 1988, when I bought my house, it was not a Historic District. It was in 1990 when it became Historic District.

Chair Sanford stated what we are going to do is try to keep the integrity as best we can because it is a challenge trying to maintain the integrity of the Historic District. When you put the panels on, you knew you're in the historic district.

Applicant William Wise stated yes, but I also looked at the Historic District and saw all kinds of solar panels.

Chair Sanford asked who did you confer with before you put in the solar panels?

Applicant William Wise stated no one, I conferred with my solar company who was supposed to pull the permit, and apparently, they hadn't. I informed them when I was in the Historic District. I knew there was requirements, but I knew that as a home owner I still have rights to improve my home, so I didn't think I had to talk to you whether or not I needed to improve my home. I walked around with the Historic District and there were multiple solar panels that I could see from the public right of way, so I didn't think it was going to become a major issue. Why is my house being singled out when all these other ones have panels on them? I did not understand that.

Assistant Community Development Director Stater stated it looks like there is seven of these homes showing solar panels from the public right of way. There are at least three of these that were inappropriately permitted by one department of the city without conferring with another department of the city. Those should not have been approved. The period of significance for our district is 1891 to 1938, so we try to regulate things when we can or have opinion or sway to maintain that vision. The contractor came to the city, requested the permit and we said it's in the district, we told them they need to pause so we can get it through the Historic Board, so there was an attempt by the contractor, but they didn't stop before they installed them. We'd like you to do is to consider moving those to locations that aren't visible.

Applicant William Wise stated I agree, however, I won't get the generation of power if they are all on the back because I get 62% of generation from the south side.

Associate Planner Syed stated your solar company sized your system based on where they replacing the panels, right?

Applicant William Wise stated yes, and originally the plan they gave me was all on the south side.

Associate Planner Syed stated as you know barely anything is being produced on the north side, so those twelve panels are actually producing maybe three or four panels worth of power that would have been on the south side. If you eliminate those and you take a look at what would be produced on the east and west facing roofs on the garage roof, I feel like this system could be downsized in terms of kilowattage, and if work with your solar contractor, fit everything on the roof to meet your power generation that you need for your house.

Applicant William Wise stated according to my representative he says if we move those panels from the south side to the east and West of the back, I won't get the kilowatts from those panels that I desire so that I don't have to pay an Edison bill.

Associate Planner Syed stated 8.58 is a very large system, and that's because 12 of your 22 panels are producing barely anything on the northside. The panels that are facing east and west would be a lot more efficient. Instead of having 12, you may need like 6 or so. I would speak with your contractor, have them resize the system based on these two roofs which would be far more beneficial to you than that north facing one.

Applicant William Wise stated yes, and they are supposed to be working with you guys to get them on the west side of my back building.

A MOTION was made by Chair Sandford seconded by Member Brown, to continue this item to the February 2, 2023, Historic and Cultural Preservation Board meeting. Motion carried, 3-2, with Member Mauricio and Member Shelton being absent.

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

Associate Planner Syed presented the staff report.

Chair Sandford asked how are we on the sponsorships?

Associate Planner Syed stated I sent out the breakdown of what's included in each sponsorship level that way we wanted to consider a potential \$250 sponsorship.

Vice Chair Bible asked what else did the \$100 sponsor get besides on the T-shirt?

Assistant Community Development Director Stater stated the location and announcements during the event.

Member Brown stated you might be able to get some sponsorship from local breweries like Hanger 24 or local business in Redlands. Have you all reached out to the local trade organizations to see if they would help sponsor? They would possibly be interested, just a thought.

Chair Sandford stated so for purposes of what we're discussing as far as the structure, I'm inclined to encourage us to keep what we have for now but let's talk about this in meeting in April.

Jeff Staggs from Highland Area Historical Society stated it is no longer the Kiwanis Club, but nothing really has changed. The car show as we envision it will be just the same as it has been in years prior, hopefully with more entries and that will be reflected on the flyer that we send out to our potential participants. In the past we used a combination of the city logo and the Kiwanis logo course and now it will be either the city logo, or if there's another logo that you folks would like for me to use on that, please let me know and I will incorporate that into the flyer.

Vice Chair Bible stated the Historical Society does have a logo. I thought I had was maybe we can announce the winner of the car show where the car participants check in instead of the main stage.

Assistant Community Development Director Stater stated yes, we can check into that. We might have a portable PA system.

Associate Planner Syed stated regarding our print media sponsor, we were going to discuss if we should go with the Redlands Daily Facts, Redlands Community News or the San Bernardino Sun.

Assistant Community Development Director Stater stated do we know pricing?

Associate Planner Syed stated not yet.

Assistant Community Development Director Stater stated we may have to defer this one to the subcommittees that we create for these topics so we can have keep momentum between meetings.

Associate Planner Syed stated that we need to go over who is in charge of the five categories listed. Vice Chair Bible is assigned to Vendors and Exhibitors, Member Mauricio is assigned to Admin/Marketing Sponsorships, Member Shelton is assigned to Home and Walking Tour, Chair Sandford is assigned to Entertainment, and Member Brown is assigned to the Car Show.

Chair Sandford stated let us bring Member Brown up to speed regarding the honoree. There was two Members who wanted the first City Manager for City of Highland to be the honoree and two Members wanted the Highland Community News who is no longer in service with the city to be the honoree, so there was tie. I would recommend that we will decide the honoree next meeting.

Associate Planner Syed stated let's go over the Good Neighbor Award. Gail mentioned if we could incorporate a plaque as a prize for next years event, however for this year we continue a gift bag. Regarding the vendors, in mid-December, I sent out vendor applications to all of our past vendors and so far, 20 vendors have responded. As far as food vendors we normally have close to 10, so there's some variety. What happened last year was you ended up paying a lot for a hot dog and a soda because there's only one vendor, so they were price gouging.

Vice Chair Bible stated I did not realize they didn't have their prices posted.

Associate Planner Syed stated yes, we only had two food options. A lot of the vendors closed down due to COVID-19.

Member Brown stated in the Redlands market has food trucks, so if we can go down there and ask around that would be great. I will make sure to go Saturday.

Historic and Cultural Preservation Board members agreed that the vendors should have their prices posted so the customers know what they are paying.

Member Brown stated I will start asking around to see if we can get more food vendors.

Vice Chair Bible stated the food vendors pay \$200 to participate.

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

ANNOUNCEMENTS

The next meeting will be February 2, 2023 at 5:00 pm.

ADJOURN

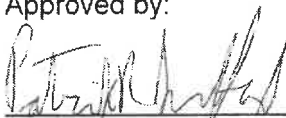
There being no further business, Chair Sanford declared the meeting adjourned at 6:15 p.m.

Submitted by:



Camille Goritz, Administrative Assistant III

Approved by:



Patrick Sanford, Chair

MINUTES
HISTORIC AND CULTURAL PRESERVATION BOARD REGULAR MEETING
February 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	Patrick Sandford
	Vice Chair	Pamela Bible
	Member	Tony Mauricio
	Member	Gail Shelton

Absent: Member Tyler Brown

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

Chair Sandford led the Pledge of Allegiance.

1. Election of Chair and Vice Chair

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

COMMUNITY INPUT

None

CONSENT CALENDAR

2. Minutes from December 1, 2022 Special Meeting.

A MOTION was made by Vice Chair Sandford, seconded by Member Mauricio, to approve as submitted. Motion carried, 3-1-1, with Member Brown being absent and Chair Bible abstaining.

3. Minutes from January 11, 2023 Special Meeting.

A MOTION was made by Vice Chair Sandford, seconded by Member Mauricio, to approve as amended. Motion carried, 3-1-1, with Member Brown being absent and Member Shelton abstaining.

BUSINESS ITEMS

4. Certificate of Appropriateness (COA 23-001) to permit an existing 482 square foot roof-mounted solar photovoltaic system on a single-story contributing historic residence. (6976 Cole Ave) (Continued from January 11, 2023)

Associate Planner Syed presented the staff report.

Applicant William Wise stated the only thing I really wanted to say was to thank Associate Planner Syed for your diligence with me on this I wanted to thank the honorable Members for your commitment to the Historic District, I appreciate that. I think we're working it through, and I just want to thank you kindly for your consideration of this matter, because I really want to go solar. I'm really tired of paying Edison and it just keeps going up and so this is my alternative.

A MOTION was made by Vice Chair Sandford, seconded by Member Mauricio, to continue this item to the March 2, 2023 meeting.

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

Associate Planner Syed presented the staff report.

Vice Chair Sandford asked when the baking contest is scheduled?

Assistant Community Development Director Stater replied March 9, 2023.

Associate Planner Syed and Members went over best restoration and landscaping contest.

Chair Bible suggested to have two businesses and two houses in the contest.

All Members agreed with Chair Bible.

Chair Bible stated regarding the Highland Music Company, two of the members are members of a board that I am on. Since we are paying them, is this a conflict?

Assistant Community Development Director Stater stated we will ask the City Attorney.

Associate Planner Syed stated we had Hot 109.3 radio station at Citrus Harvest Festival, and the music was great. I was thinking of placing them at the intersection of Palm Avenue and Main Street where the car show is.

Member Shelton stated I would like to nominate Chair Bible as our honoree this year.

Chair Bible stated thank you.

Vice Chair Sandford stated I want to honor Highland Community News.

Member Mauricio stated I would like to nominate Sam Racardio.

Chair Bible suggested to honor both Highland Community News and Sam Racardio.

All Members agreed.

Associate Planner Syed stated we will have the car show flyers at the front counter for anyone who wants to participate, and Jeff Staggs will still be the primary contact.

Associate Planner Syed stated regarding the vendors, we have 11 historic demonstrators.

Member Mauricio stated have we contacted AAA to be a vendor?

Associate Planner Syed stated I will contact them. We have more sponsorships so far. I am focusing on contacting sponsors next week. We will have a taco stand at the event and we will have a new kettle corn vendor.

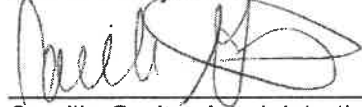
ANNOUNCEMENTS

The next meeting will be March 2, 2023 at 5:00 pm.

ADJOURN

There being no further business, Chair Sandford declared the meeting adjourned at 6:02 p.m.

Submitted by:



Camille Goritz, Administrative Assistant III

Approved by:



Pamela Bible, Chair

**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

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.

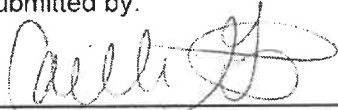
ANNOUNCEMENTS

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

ADJOURN

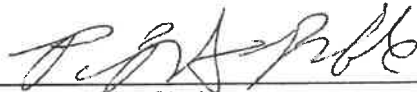
There being no further business, Chair Sandford declared the meeting adjourned at 5:23 p.m.

Submitted by:



Camille Goritz, Administrative Assistant III

Approved by:



Pamela Bible, Chair

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.

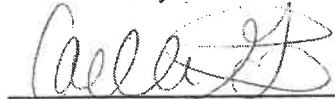
ANNOUNCEMENTS

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:



Camille Goritz, Administrative Assistant III

Approved by:



Pamela Bible, Chair

MINUTES
HISTORIC AND CULTURAL PRESERVATION BOARD SPECIAL MEETING
April 20, 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

CONSENT CALENDAR

1. Minutes from March 2, 2023 Special Meeting.

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

2. Minutes from April 6, 2023 Special Meeting.

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

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)

Associate Planner Syed presented the staff report.

A MOTION was made by Vice Chair Sanford, seconded by Member Shelton, to table this item. Motion carried, 3-0, with Member Brown and Member Mauricio being absent.

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

Associate Planner Syed presented the staff report.

Chair Bible asked was there anything more specific about the Mills Act in this report?

Associate Planner Syed stated the report asked from October 2021 to September 2022 if there had been any new applications and there were not any new applications in the last year.

The Historic and Cultural Preservation Board received and filed Staff's report.

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

Associate Planner Syed presented the staff report.

Chair Bible asked how many food vendors participated in this year's event?

Associate Planner Syed stated there were 7 food vendors at \$200 to participate in the event.

Vice Chair Sanford stated I received great feedback from the booth next to the Historical Society booth, she was pleased this year selling a lot because last year she had not sold anything at all. There were 49 vehicles in the car show, which was the most that have participated in the event so far. It was a great turnout. The feedback we received was getting the sign-up notice out sooner to those that are interested in participating in the car show.

Assistant Community Development Director Stater stated I was pleased that there was a nice turn out. Other city events really have suffered from not having the Highland Community newspaper anymore. I think we're lucky that it was our 25th Citrus Harvest Festival year.

Associate Planner Syed stated the radio station said they had a better location this year and would like to be placed there next year.

Vice Chair Sanford stated I would like to see the train come back; it was very popular.

Historic Board members and Staff were pleased with the outcome of the Historic Walking Tour.

Associate Planner Syed stated the discussion and feedback I received from the vendors was that it was a good year for sales. The weather was colder than they hoped for, but overall, it was a great event. More food vendors than last year, and some sold out before the event ended.

The Historic and Cultural Preservation Board received and filed Staff's report.

ANNOUNCEMENTS

Chair Bible asked what are they doing at the corner of Pacific Street and Palm Avenue?

Assistant Community Development Director stated it is a pavement rehabilitation project on Pacific Street.

Chair Bible stated when they were cutting the old asphalt and they exposed back more of the original sidewalk and there's holes down the side of it. I don't know if anybody noticed it. There was a whole series of holes that were really actually neat.

Assistant Public Works Director Bennett stated this is a Capital Improvement Project that Carlos Zamano, the City Engineer is working on. They were trying to determine along the existing railway and how to restore asphalt pavement. The majority of the focus of this project is asphalt roadway improvements, there may be some incidental concrete work such as curb and gutter.

ADJOURN

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

Submitted by:



Camille Goritz, Administrative Assistant III

Approved by:



Pamela Bible, Chair

**MINUTES
HISTORIC AND CULTURAL PRESERVATION BOARD SPECIAL MEETING
August 3, 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	Tony Mauricio
	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 June 6, 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. Selection of an Event Date, Budget Analysis, and Organizational details for the 26th annual Citrus Harvest Festival in 2024.

Associate Planner Syed presented the staff report.

Associate Planner Syed stated next year the Citrus Harvest Festival will be scheduled for Saturday, March 30th, 2024 and the rain date is scheduled for Saturday, April 6, 2024.

A MOTION was made by Member Mauricio, seconded by Vice Chair Sandford to approve the Citrus Harvest Festival dates, March 30, 2024, and rate date April 6, 2024. Motion carried, 4-0.

Associate Planner Syed asked if the members would like to change the sponsorship amount from what it is currently?

Historic Board members all agreed to keep the same amount it is currently.

Member Mauricio asked since the festival is the same weekend as Easter, can we incorporate a game that would involve kids to play during the festival?

Assistant Community Development Director Stater stated yes, that is a good idea.

Chair Bible stated we spoke about having the car show contest later because they sometimes leave before the festival is over.

Associate Planner Syed stated they are interested in leaving earlier because once the vendors start packing up around 3:00 p.m., they would much rather leave before. If they wait too long the access through Palm Avenue can get congested.

Vice Chair Sandford stated before we pick a time, I would like Jeff Staggs here to weigh on the time for the car show contest winner.

Associate Planner Syed stated who are we considering for the honoree next year?

Member Shelton stated I vote for Pamela Bible.

Associate Planner Syed stated I will bring the list to the next meeting. Also, the car show wants to keep the same location.

Member Maurico stated if we can move the stage to where it was originally in past years.

Associate Planner Syed stated the food and stage should be close to each other.

Assistant Community Development Director Stater stated the stage will only fit in two locations.

Associate Planner Syed stated if we are going to change the stage location, the layout of the festival is completely going to have to change.

Assistant Community Development Director Stater stated it depends on whose perspective you are looking from. If you are a vendor, what you see in front of you is the most effective way to get people to see every vendor. I honestly preferred the old layout.

Member Mauricio stated we had a large group for the home tour. We would like to see more notification about where they meet and the time the hour starts. However, if we can receive a blow horn to keep the tour together. We would lose people.

Assistant Community Development Director Stater stated we will put that in the budget for next year.

Member Shelton stated I agree.

Associate Planner Syed stated we were low on direct sales for vendors, but we did pick up 4 more food booths than 2022. Overall, it was a great festival, and I am looking forward to 2024.

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.

Associate Planner presented the staff report. The stone house in East Highland Ranch has run into HOA issues. I spoke to our Building Official and he is aware of the issues. He has extended it to December 2023.

ANNOUNCEMENTS

None.

ADJOURN

There being no further business, Chair Bible declared the meeting adjourned at 5:28 p.m.

Submitted by:



Camille Goritz, Administrative Assistant III

Approved by:



Pamela Bible, Chair

EXAMPLE PROPERTY TAX CALCULATION

Current assessed valuation = \$ 250,000
 Current taxes = \$ 3,125
 (\$ 250,000 x 0.0125)

Recalculation Using Mills Act Assessment Method:

Gross income = \$ 14,400
 (\$ 1,200 X 12 mo.)
 Less expenses = \$ 2,000
 (insurance, repairs, utilities)
 Net income = \$ 12,400
 Capitalization rate = 13.66%
 Interest component at 6.75%
 Historic property risk component at 4%
 Amortization component at 1.67%
 Property tax component at 1.24%
 Total 13.66%

New valuation = \$90,776
 (\$12,400)
 (0.1366)

New taxes = \$ 1,135
 (\$ 90,776 x 0.0125)

TOTAL SAVINGS OF \$ 1,990 IN ANNUAL PROPERTY TAXES

CONTACT: ANGELA TAFOLLA
 PHONE: 909-864-6861 EXT. 258
 EMAIL: ATAFOLLA@CITYOFHIGHLAND.ORG

TERMS DEFINED

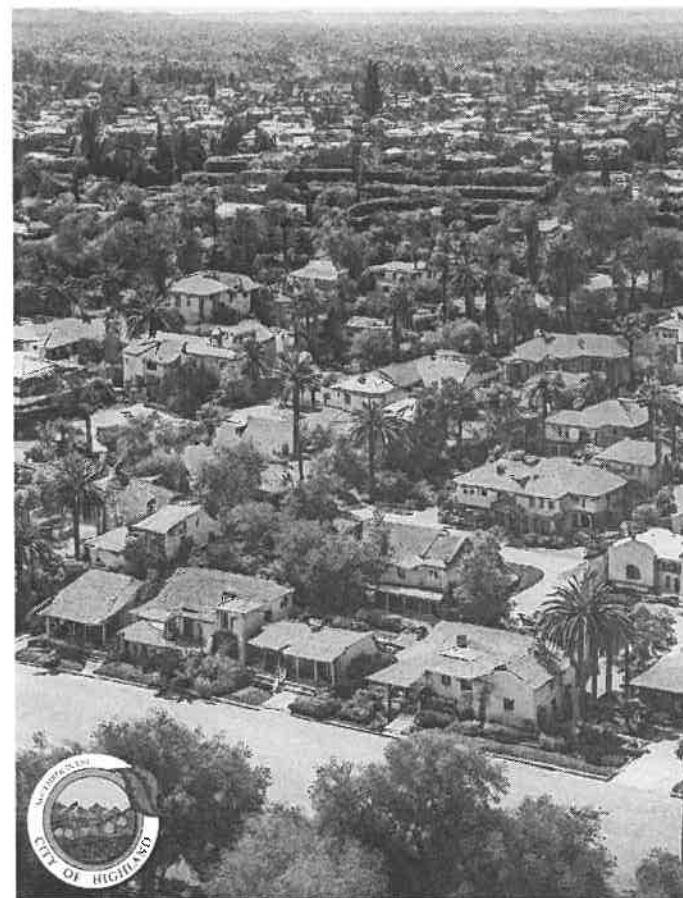
- Interest component is determined by the State Board of Equalization by September of the year preceding the assessment year and is based on the effective rate on conventional mortgages as determined by the Federal Home Loan Bank Board.
- Historic property risk component is 4% in the case of owner-occupied single-family dwellings and condos. In all other cases, the historic property risk component is 2%.
- Amortization component is a percentage equal to the reciprocal of the remaining life of the improvements. Although this calculation varies by individual structure, as an estimate, typical remaining life of a frame building would be 20 years (or 0.05); for a masonry building, the remaining life might be up to 50 years (or 0.02).
- Property tax component is defined as the percentage of the estimated total tax rate applicable to the property for the assessment year multiplied by the assessment ratio.

REQUIRED APPLICATION MATERIALS

- Mills Act Contract Application.
- Copy of legal description.

THE FOLLOWING MUST BE PREPARED BY THE CITY OF HIGHLAND:

- An architectural report identifying the status of all character-defining features of the building(s) and site (photographs required).
- A restoration/rehabilitation plan for the designated property. If the building(s) is already restored in good condition, a maintenance list must be submitted to support the need for tax relief.
- The City of Highland Historic and Cultural Preservation Board suggests that 10% of the property maintenance budget must be allotted toward exterior remodeling and upkeep. However, this is not mandatory.



THE MILLS ACT

**A TAX INCENTIVE FOR
PRESERVING AND RESTORING
HISTORIC PROPERTIES**

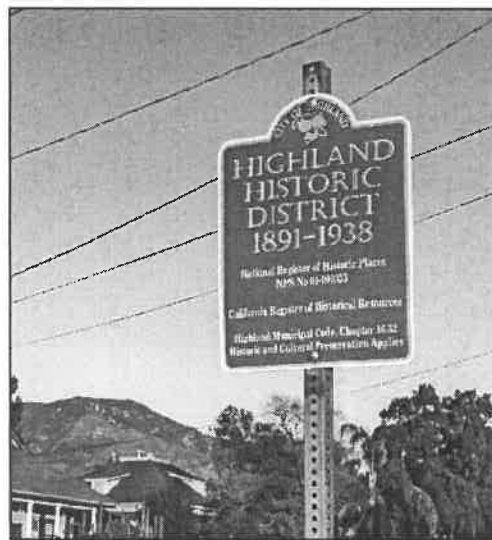
**PREPARED BY:
CITY OF HIGHLAND
HISTORIC AND CULTURAL
PRESERVATION BOARD**

WHAT IS THE MILLS ACT?

The Mills Act is a state law which allows a city to sign contracts with the owners of buildings and structures within a city's historic district. Such contracts offer a reduction in property taxes in exchange for the continued preservation of the property. Modified property taxes are recalculated using a formula in the Mills Act and Revenue and Taxation Code.

The Highland City Council has approved the use of Mills Act contracts with property owners within the Historic District. Based on this action, the Highland Historic and Cultural Preservation Board is promoting awareness and use of the Mills Act as an incentive for the preservation of local historic buildings.

In Highland, the Mills Act requires that historic property owners **spend the property tax money that is saved through the Mills Act on preserving and/or restoring their property.**



HOW IT WORKS

The Mills Act enables the Highland City Council to enter into 10-year contracts with owners of historically "contributing" properties. Under these Mills Act contracts, owners agree to maintain and utilize the savings to rehabilitate their historic structures.

Mills Act contracts have a minimum term of 10 years and are automatically renewed annually for each additional year. Thus, unless the City of Highland or the owner files a notice of non-renewal, a Mills Act contract always has a term of 10 years.

Either the property owner or the City of Highland may elect not to renew for any reason. The effect of non-renewal is to terminate the contract at the end of the existing 10-year term. During the remainder of the contract term, the property taxes increase gradually back to the normal rates.

If a Mills Act contract is terminated for any reason, the property owner's taxes will increase to the level they would have been had the Mills Act contract not been signed into effect.

WHO IS ELIGIBLE?

To qualify for the Mills Act, a building must first be designated by the City of Highland as a "contributing" property in the Highland Historic District

CALCULATING PROPERTY TAX

Mills Act contracts are unique among preservation incentives in that tax benefits are available not only for income properties (rentals) but also for owner occupied properties.

In simple terms, the income minus certain expenses is divided by a capitalization rate to determine the assessed value of the property. When a property is owner-occupied, the determination of "income" is based on what a property could reasonably be expected to yield.

The income projected for an owner-occupied property is based on comparable rent amounts for similar properties in the area.

In the case of an income producing property, the income amount is based on rent actually received and on typical rents received for similar properties of similar uses.

The capitalization rate for both owner-occupied and income property is determined by adding together an interest component, a historic property risk component, an amortization component, and a property tax component.

