

MINUTES
HISTORIC AND CULTURAL PRESERVATION BOARD SPECIAL MEETING
April 10, 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	Pamela Bible
	Member	Hugh Walker
	Member	Vacant

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

Vice Chair Sandford led the Pledge of Allegiance.

COMMUNITY INPUT

None

CONSENT CALENDAR

2. Minutes from March 7, 2024 Special Meeting.

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

BUSINESS ITEMS

2. Post-event discussion of the 2024 annual Citrus Harvest Festival, including Vendors, Car Show, Walking Tour, Entertainment, and Marketing.

Associate Planner Tafolla presented the staff report. Unfortunately, because of the rain on March 30th, the festival was scheduled on April 6, 2024. We had a great turn out considering it being held on the rain date. We had about 5,000 people attend the festival. Unfortunately, we had 30 vendors cancel because they had prior commitments for the following weekend.

Chair Shelton asked was that a lot of cancellations?

Associate Planner Tafolla stated yes, however, we had additional vendors apply at the last minute. We had five food vendors cancel. We had a decent number of vehicles participate in the car show, which was great.

Vice Chair Sandford stated there were 41 cars that attended the festival.

Member Bible stated there were 47 cars last year.

Associate Planner Tafolla mentioned that the cars preformed the rumble noise at the same time while we were giving out prizes at the stage.

Assistant Community Development Director stated it was a noon.

Associate Planner Tafolla stated there was a big crowd for the home tour.

Member Bible asked did they pay for the home tour?

Associate Planner Tafolla stated not many as we thought. It was last minute, so we wanted to ensure residents were able to participate.

Assistant Community Development Director stated our Community Development Director Mainez volunteered to lead the home tour.

Community Development Director Mainez stated it was fun, we had about 15 people participate in the home tour. The comment I have is to take the Belle Bar off the hour tour because there were too many people inside and we felt like we were interrupting. There is so much to talk about on Main Street during the tour. There are many unique houses and stores on that street. Once the bank building is remodeled it is going to be amazing. I had a hand full of people who wanted to see the Bauer building and the elevator. The history is rich, and everyone enjoyed the tour. The tour lasted 2.5 hours. My suggestion is to shorten the tour.

Chair Shelton stated I would like to work on the material of the home tour earlier so we can make changes to the route and more inside house tours. My goal is more advanced planning so everything is organized well in advance so we can presell tickets.

Community Development Director Mainez stated I valued the information that was provided to me, it was helpful.

Member Bible stated when I was leading the home tour we went into multiple homes and gave the history to each house.

Assistant Community Development Director Stater stated it was extensive before. There were 10 volunteers per house. There were flowers donated, booties, cleaning and made a booklet every year. We sent notices to homeowners; it was a huge outcome.

Member Bible stated what building in the Historic District were shown at the festival?

Community Development Director Mainez stated both churches, house on Church Ave, Bauer pottery, steel house and the two houses. Next year the bank building is going to be the highlight.

Associate Planner Tafolla stated the tour started early and not a lot of people were at the festival yet.

Assistant Community Development Director Stater stated 12:00 p.m. is the best time for the tour, there is a bigger crowd.

All members and Assistant Community Development Director Stater congratulated Associate Tafolla on planning her first Citrus Harvest Festival and what a great job she did.

Historic and Cultural Preservation Board receive and file Staff's report.

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

Associate Planner Tafolla presented the staff report.

Chair Shelton asked on page 3, Section 106 of the National Historic Preservation Act, what exactly is that section?

Assistant Community Development Director Stater stated it is a federal law that regulates the treatment of historic properties. So sometimes projects in the city triggers Section 106 review, which is a federal level consideration, however, does not happen very often.

Chair Shelton asked what is our annual training supposed to be?

Assistant Community Development Director Stater stated being a CLG, the state asks to educate staff and board members once a year with training. We have gone to multiple trainings all over, however with COVID-19, they wanted more of an online approach and now they are back in person. We will be looking into training this year.

Historic and Cultural Preservation Board receive and file Staff's report.

ANNOUNCEMENTS

None.

ADJOURN

There being no further business Chair Shelton declared the meeting adjourned at 5:34 p.m.

Submitted by:

Approved by:

Camille Duarte, Administrative Assistant III

Gail Shelton, Chair