

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

SPECIAL MEETING

January 9, 2025
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
Jeffery Staggs, Member
Hugh Walker, 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 January 9, 2025 to publiccomment@cityofhighland.org. if you are submitting a public comment pertaining to an item on the January 9, 2025 agenda, please identify the agenda item number in the subject line.

Members of the public will be permitted to make public comments in person.

**HISTORIC AND CULTURAL PRESERVATION BOARD
SPECIAL MEETING AGENDA
January 9, 2025 - 5:00 P.M.**

CALL TO ORDER

Pledge of Allegiance

COMMUNITY INPUT (ITEMS NOT ON THE AGENDA)

To address the Historic and Cultural Preservation Board please complete a speaker form located at the entrance and give it to the Administrative Assistant prior to the beginning of the meeting. Your name will be called when it is your turn to speak. Individual speakers are limited to three minutes each. Comments received via email by January 9, 2025, 4:00 p.m., will be read into the record, provided that the reading shall not exceed three (3) minutes.

BUSINESS ITEM

1. Preparation for the 27th Annual Citrus Harvest Festival
RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board review and provide direction on key logistics for the Festival.

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 6th of January 2025 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: January 6, 2025



Camille Duarte, Administrative Assistant III



STAFF REPORT

TO THE HISTORIC AND CULTURAL PRESERVATION BOARD

DATE: January 9, 2025

FROM: Lawrence A. Mainez, Community Development Director

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

PREPARED BY: Angela Tafolla, Associate Planner *AT*

SUBJECT: Preparation for the 27th Annual Citrus Harvest Festival

RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board review and provide direction on key logistics for the Festival.

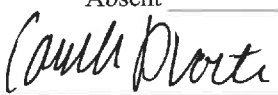
FISCAL REVIEW: The Festival Account has a balance of -\$277. The Home Tour Account has a balance of \$1,639.91. Expenses are estimated to be \$18,020 while the expected revenues are \$18,100. Attached is the 2025 Citrus Harvest Festival Budget (Attachment 1).

PROJECT REVIEW: The Highland City Council approved the Board's recommended event date of March 29, 2025, with a rain date of April 5, 2025.

Staff recommends review and provide direction on the following aspects of the 27th Annual Citrus Harvest Festival:

Entertainment – Patrick

- Contests details:
 - Good neighbor award - Potential candidate Willam Lennick to be discussed further
- Entertainment Schedule - The Aztec Dancers were officially added to the schedule (12:10)
- Festival Honoree - HCPB voted Bauer Pottery/Janek Boniecki

Approved _____	Motion _____	Second _____	Agenda Item No. <u>1</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
			
Recording Secretary		Community Development Director	

Car Show – Jeff

- Car show flyer posted on City website

Home & Walking Tour – Gail

- RSVP home tour request letter to be reviewed (Attachment 6)

Vendors – Pam

- The Vendor Booth Application online web portal went live on 1/2/25
- Invitation emails to participate in 2025 CHF with a copy of the vendor booth application and a direct link to the online application portal went out on 1/2/25
- Historic demonstrator letters and applications were mailed via USPS and emailed on 1/2/25
- As of 1/6/25 vendor applications received:
 - 6 Food Vendors
 - 4 Direct Sales
 - 2 Government/Nonprofit

Admin/Marketing – Hugh

- The City is working on creating an official City of Highland Instagram page. Per the City Manager all events will be promoted through the official City page only.

Sponsors Levels – For the past several years, the contributions were as follows:

- 1 – Title Sponsor, \$2,500
- 5 – Co-Sponsors, \$1,000
- 5 – Additional Sponsors, \$500
- 10 – Citrus Supporters, \$100
- 1 – Print Media Sponsor

Attachments:	1.	2025 Citrus Harvest Festival Budget
	2.	CHF Contests
	3.	Event Schedule
	4.	CHF Previous Honorees
	5.	Citrus Harvest Festival Layout
	6.	RSVP home tour letter
	7.	CHF Previous Good Neighbor Awards

ATTACHMENT 1

2025 Citrus Harvest Festival Budget

2025 Citrus Harvest Festival Budget

FESTIVAL EXPENDITURES	
Item / Description	2025 Budget
Advertising – Print Media Sponsor	0
Advertising - Redlands Daily Facts / SB Sun	1,250
Advertising - East Highlands Ranch Newsletter	700
‘Peach Jar’ School District Electronic Newsletter	500
Hot 103.9 Radio Advertisement	1400
Historic Demonstrators/Exhibitors (5 x \$200 ea) (2 x \$300 WAPA/ Heritage Hills)	1700
Entertainment DJ & MC	1500
Citrus Valley Music Boosters & Beattie Middle School	250
Balloons street decorations	1,250
Insurance	1,800
Street Banner over Base Line (date modification)	0
Portable toilets	2,500
Posters Boards, Flyers, print marketing materials	600
Mobile Stage (rental)	1100
Paper materials, copying, postage	500
Tables w/ umbrella & chairs for food court & stage area	800
Signs for parking & festival activities	0
Contest ribbons (126) & Plaques (1 Honorees + 2 Home Restoration)	550
Kid’s activities	300
Miscellaneous supplies	400
Staff shirts (2 x \$25)	50
Contest materials	300
Car show dash plaques	570
TOTAL	\$18,020

Item / Description	2025 Budget
Sponsorship	12,000
Retail vendor Booth spaces	3,500
Food vendor booth spaces	2,600
TOTAL	\$18,100
PREVIOUS BALANCE: -\$277	CUREENT BALANCE: \$0

ATTACHMENT 2

CHF Contests

CONTEST	CATAGORIES	NO. WINNER (TOTAL)	PRIZE
COLORING	Pre-5 & K	1 st , 2 nd , & 3 rd place for each grade (2x3 = 6 total)	Ribbon & Prizes for all (6)
POETRY	Grades 1-3	1 st , 2 nd , & 3 rd place for each grade (3x3 = 9 total)	Ribbon & Prizes for all (9)
CITRUS LABEL	Grades 4-12	1 st , 2 nd , & 3 rd place for each grade (9x3 = 27 total)	Ribbon & Prizes for all (27)
BAKING	1. Cake/Cupcake/Bread/Muffin 2. Cookie/Bar 3. Pie/Tart 4. Jam/Jelly	Adults – 1 st , 2 nd , & 3 rd place for each category (12 total) Kids – 1 st , 2 nd , 3 rd (No Jams) (9 total)	Ribbon for all (21) Prizes for 1 st place only
GOOD NEIGHBOR AWARD	1-Best Landscaping 1-Best Restoration	(2 total)	Plaques (2)
UGLY DOG	1-Ugliest	1 st place (1 total)	Ribbons (1)
PIE EATING	1 – ages 5-11 1 – ages 12-18	1 st place (2total)	Ribbons (2)

ATTACHMENT 3

Event Schedule

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EVENT SCHEDULE

2025 HIGHLAND CITRUS HARVEST FESTIVAL

10:15 am	Middle School Band
11:00 am	High School Band
11:45 am	Announce Winners for the: * Baking Contest * Coloring, Poetry, Citrus Label Design Contests
12:00 am	TBD
12:10 pm	Aztec Dancers (Main & Palm intersection)
12:45 pm	Presentation of Festival Honoree: * Bauer Pottery/Janek Boniecki
1:00 pm	TBD
1:45 pm	Announce Winners for the: * Best Landscaping – * Restoration Award – * Car Show (2 pm)
2:15 pm	Ugly Dog Contest & Pie Eating Contest
2:30 pm	Folklorico

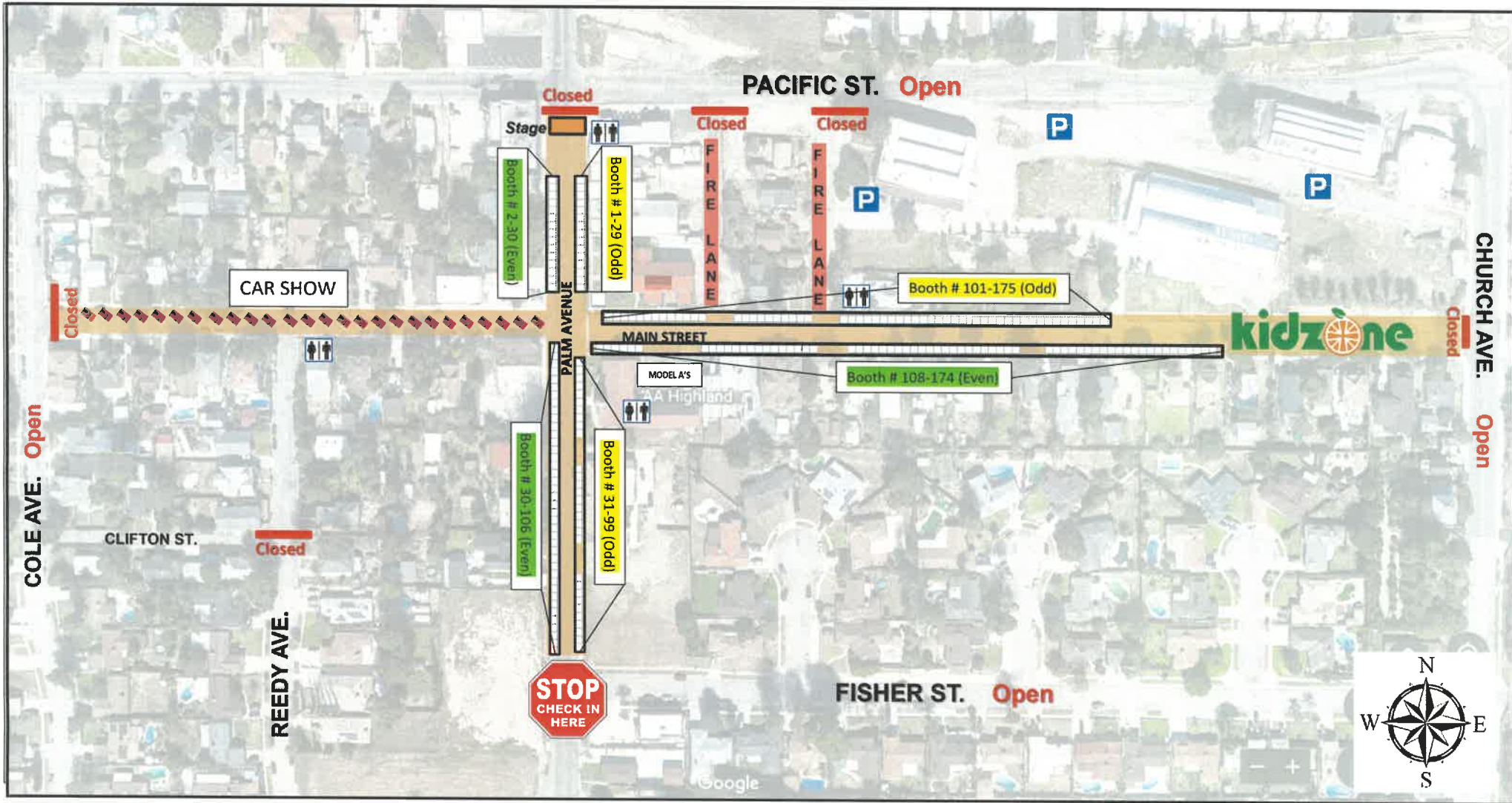
ATTACHMENT 4
CHF Previous Honorees

Citrus Harvest Festival Honorees

- 2004 Kay Beattie
- 2005 Kim Clinton Adams Wilson
- 2006 Jo Meade
- 2007 Rick Hartmann
- 2008 Don & Elizabeth Kiel
- 2009 Bill Calvert
- 2010 George & Pauline Murillo
- 2011 Bud & Margaret Wright
- 2012 Laurie Frymire, Dennis Johnson, & Ross Jones
- 2013 Arnott Family
- 2014 Kim Stater (**Chamber Sponsored Festival**)
- 2015 Charles Kiel (**Chamber Sponsored Festival**)
- 2016 Nancy Alexander
- 2017 Charles Roberts
- 2018 Jodi Scott & Margaret Hill
- 2019 Curtis Allen
- 2022 San Manuel Band of Mission Indians
- 2023 Sam Racadio & Highland Community News (Hector Hernandez)
- 2024 Pamela Bible
- 2025 Bauer Pottery – Janek Boniecki

ATTACHMENT 5

Citrus Harvest Festival Layout



ATTACHMENT 6

RSVP home tour letter



December 12, 2024

Subject: 27th Annual Citrus Harvest Festival - Historic Walking/Home Tour

Dear Historic Property Owner,

Congratulations on owning a beautiful and historic home in a district that has survived and remained the same for well over 100 years. Your property is located in a district that is a rare example of an intact turn-of-the-century citrus town and it is listed in the National Register of Historic Places.

On **Saturday, March 29, 2025**, the Highland Historic and Cultural Preservation Board will hold its 27th Annual Citrus Harvest Festival.

We would love to **show and share your homes, their history and your hard work in preserving** them with visitors to the festival. In the past we have held both Historic Home Tours and Walking Tours and many of you have kindly opened all or a portion of your homes or businesses for the tours.

Like last year, this year we will be **combining the walking tour with the home tour**. During the tour, the guide will provide information about many of your homes and other important historical buildings and sites within the district.

As a homeowner of a historic property, you most likely **know the history of your home** and have **great stories** to tell about your property. Perhaps you could meet the tour outside on the curb or in your garden and **share an anecdote** or something interesting about your home. People love to hear and learn about past owners, ghost stories, illustrious pasts and other fascinating facts.

We are especially looking for persons who are willing to open the inside of their homes for viewing during the tour, that would be wonderful as well. But please don't feel compelled to do this, it would be great to just meet you outside and hear about you and your home and its past.

Please reach out to us and let us know if you would be willing to share and talk with our visitor. Participation is **100% voluntary**, and we **hope you will consider taking part**.

The Festival was created to promote interest and preservation of Highland's historic areas. Please consider taking part. To participate, please contact either of the Festival representatives below no later than February 28th.

Gail Shelton
Home Tour Coordinator
(860) 394-9366 cell

Angela Tafolla
Associate Planner
(909) 864-6861 x258

Mayor
Penny Lilburn

Mayor Pro Tem
Anaeli Solano

City Council
Gregory Hogan

City Council
Larry McCallon

City Council
John P. Timmer

City Manager
Carlos Zamano

27215 Base Line • Highland, CA 92346

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ATTACHMENT 7

CHF Previous Good Neighbor Awards

Good Neighbor Award Winners

2022

- Most improved landscaping – Pythian
- Most improved property – Highland Community Cross Church

2023

- Best Exterior Restoration – Highland Community Cross Church
- Best Exterior Restoration – 27180 Pacific Street
- Best Landscaping – Highland Baptist Temple
- Best Landscaping – 27417 Main Street

2024

- Best Landscaping – 6986 Church Ave.
- Best Exterior Restoration – Shorty's Garage – 6905 Palm Ave.