

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

MEMBERS

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

SPECIAL MEETING

August 7, 2025
5:00 p.m.
City Hall
Donahue Council Chambers
27215 Base Line
Highland, California

STAFF

Lawrence A. Mainez, Community Development Director
Kim Stater, Assistant Community Development Director
Angela Tafolla, Senior 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 August 7, 2025 to publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the August 7, 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
August 7, 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 August 7, 2025, 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 June 5, 2025 Special Meeting.
RECOMMENDATION: That the Historic and Cultural Preservation Board approve the minutes, as submitted.

BUSINESS ITEMS

- 2. Residential Fencing Guidelines for the Highland Historic District
RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board review Fencing Guidelines and, if appropriate, revise.

- 3. Selection of an Event Date, Budget Analysis, and Organizational details for the 28th annual Citrus Harvest Festival in 2026.
RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board:
 - 1) Provide direction regarding the logistics of the Citrus Harvest Festival; and
 - 2) Recommend the date and budget for the Citrus Harvest Festival to the City Council for approval.

- 4. A status of Certificate of Appropriateness Applications for the properties within the Highland Historic District.
RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board receives 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 31st of July 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: July 31, 2025



Camille Duarte, Administrative Assistant III



STAFF REPORT

TO THE HISTORIC & CULTURAL PRESERVATION BOARD

DATE: August 7, 2025

FROM: Lawrence A. Mainez, Community Development Director

REVIEWED BY: Kim Stater, Assistant Community Development Director

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

SUBJECT: Minutes from the June 5, 2025 Historic and Cultural Preservation Board Special Meeting

RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board approve the Minutes as submitted.

PUBLIC NOTICE: The agenda for this item was posted at the three locations per Resolution No. 2011-047 and on the City's website.

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

MINUTES
HISTORIC AND CULTURAL PRESERVATION BOARD SPECIAL MEETING
June 5, 2025

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	Gail Shelton
	Member	Jeff Staggs
	Member	Hugh Walker

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

All members led the Pledge of Allegiance.

COMMUNITY INPUT

None.

CONSENT CALENDAR

1. Minutes from May 1, 2025 Special Meeting.

A MOTION was made by Member Shelton, seconded by Vice Chair Bible to approve as amended. Motion carried, 5-0.

BUSINESS ITEM

2. Residential Fencing Guidelines for the Highland Historic District

Associate Planner Tafolla presented the staff report.

Member Walker stated on staff report it stated features should be no more than 36 inches in height and that should be in the front yard correct?

Associate Planner Tafolla stated that is correct.

Assistant Community Development Director Stater stated when the board recommended these guidelines in 1998, the consultant said if something did not exist previously you should not have it. That being said, they understood that there was probably going to be some need or request for fencing. The consultant's recommendation was 36 inches in the front yard.

Vice Chair Bible stated I wanted to go back and look at what the Andrea (City's Preservation Consultant) recommended to make sure how that compares with what we are currently asking for.

Associate Planner Tafolla stated in 2007 we did allow vinyl fencing. It was in the guidelines for interior side yard and rear yard fencing. In 2016, the Board removed that from the fencing guidelines, so now vinyl is not mentioned.

Vice Chair Bible asked what year did we approve front yard fencing?

Member Shelton asked is it because of security issues?

Chair Sandford stated it was for the safety of children.

Vice Chair Bible asked what about the wrought iron fencing? I also remember it was a dark color.

Assistant Community Development Director Stater stated we have at least four sets of adopted fencing guidelines. What you might be seeing is something staff wrote.

Associate Planner Tafolla stated in 2001, when the Board reviewed fence guidelines, they do mention materials. It stated, "A required wall, or fence shall be constructed with either stone, ornamental wood painted, a dark or an appropriate color to complement the existing structures, ornamental vines over chain link fence." After this approval of 2001 when the Board starts reviewing guidelines throughout the years that language is removed to specific types of material, and it was changed to same type of fencing as exhibited by the documentation would be permitted. They have to prove that there was a fence that was previously there.

Vice Chair Bible asked it was dark and metal fence?

Associate Planner Tafolla stated no, it stated stone or ornamental wood painted fencing.

Vice Chair Bible stated I thought Andrea recommended only metal.

Member Shelton asked is that the issue?

Vice Chair Bible stated yes that it could have the columns of brick or stone, and it was supposed to be metal because it is not a rural setting like picket fences. We had so many fences going up in the historic district because we never had a concrete guidelines, then City Council let them keep the vinyl fencing up. I wished we would have had that in the beginning and then City Council would have been on our side more. We cannot fix those; however, we could have guidelines in the future. Our current guidelines does not say vinyl fencing in the front, so I do not know why they installed it in their front yard.

Associate Planner Tafolla stated that was my mistake. I was reviewing old guidelines. The applicant expressed that children would be living there and wanted vinyl because it lasts longer.

Vice Chair Bible stated you approved the vinyl fence when it should have been approved.

Associate Planner Tafolla stated correct, it was a mistake.

Vice Chair Bible stated it looks like the fences can be iron or wood with the block stucco stone or brick columns. If it is wood it has to be 50% light emitting. I would prefer the wood to be either a dark or natural colored wood, not white.

Chair Sandford asked Vice Chair Bible if how things are written now would suffice?

Vice Chair Bible stated yes. I was hoping the original said iron fencing only. I do not remember wood fencing.

Assistant Community Development Director Stater asked do you want us to add to the guidelines that vinyl fencing is prohibited?

Vice Chair Bible stated yes.

Assistant Community Development Director Stater stated we should add a footnote that states existing vinyl fencing was previously approved under prior guidelines.

Vice Chair Bible stated maybe we should remove wood fencing because it is causing the vinyl problem. I would only like iron fencing, last longer, and less noticeable driving by.

Chair Sandford suggested we move this item to another meeting to allow our members to drive around and get their opinion on the fencing in the district.

Member Shelton stated I agree, this would be helpful.

A MOTION was made by Chair Sandford, seconded by Member Bible to table this item until August 7, 2025. Motion carried, 5-0.

ANNOUNCEMENTS

Historic and Cultural Preservation Board next meeting will be scheduled August 7, 2025.

ADJOURN

There being no further business Vice Chair Bible declared the meeting adjourned at 5:58 p.m.

Submitted by:

Approved by:

Camille Duarte, Administrative Assistant III

Patrick Sandford, Chair



STAFF REPORT

TO THE HISTORIC AND CULTURAL PRESERVATION BOARD

DATE: August 7, 2025

FROM: Lawrence A. Mainez, Community Development Director

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

PREPARED BY: Angela Tafolla, Senior Planner *AT*

SUBJECT: Residential Fencing Guidelines for the Highland Historic District

LOCATION: Highland Historic District, generally bound by Nona Avenue to the north, Clifton Avenue to the south, Orange Street to the west and Church Avenue to the east.

RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board review Fencing Guidelines and, if appropriate, revise.

BACKGROUND: At the January 9, 2025 Historic and Cultural Preservation Board meeting, Vice Chair Pam Bible requested that the Residential Fencing Guidelines be placed on a future agenda for Board review and discussion.

At the June 5, 2025 meeting, the Historic and Cultural Preservation Board voted to continue the item to the August 7, 2025 meeting to allow Board members additional time to visit the district and observe existing fencing conditions before considering any changes to the current Residential Fencing Guidelines (Attachment 2 – Draft Minutes from the June 5, 2025 Historic Cultural Preservation Board meeting).

Staff has provided the current 2021 Residential Fencing Guidelines (Attachment 1) for the Board’s review and consideration.

Attachments:

1. Residential Fencing Guidelines
2. Draft Minutes from June 5, 2025 Historic Cultural Preservation Board meeting

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

ATTACHMENT 1

Residential Fencing Guidelines

RESIDENTIAL FENCING GUIDELINES

for the Highland Historic District

Applicability – These Fencing Guidelines are applicable to all residential properties within the Highland Historic District, including historically contributing and non-contributing properties.

Guidelines – A Certificate of Appropriateness Application must be filed with the City and approved prior to construction. Applications which meet the criteria below will be reviewed by City Staff and a notice of approval will be issued within fourteen (14) calendar days. All other Applications including non-residential properties will be reviewed by the Historic & Cultural Preservation Board at a public meeting.

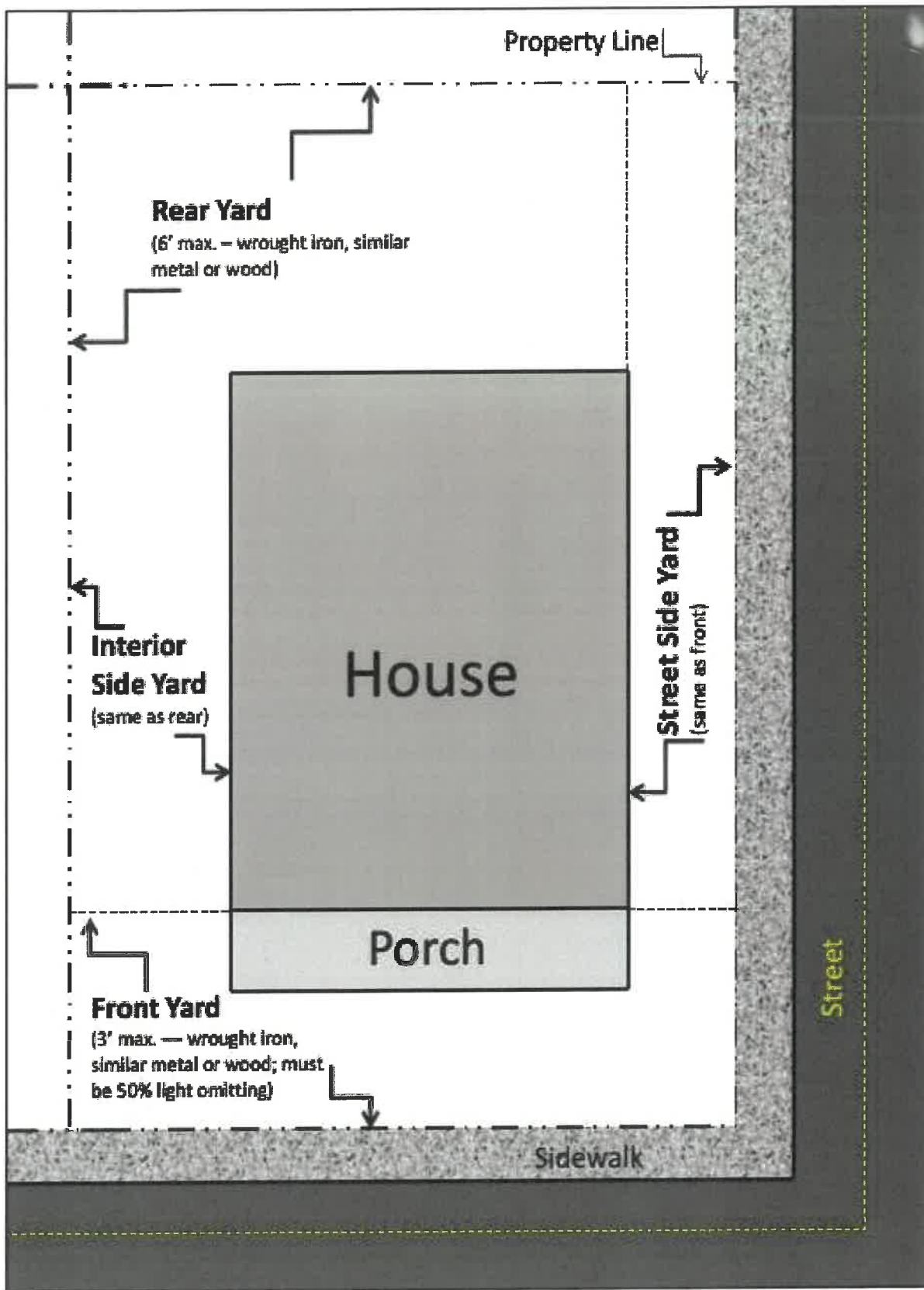
Standards:

- ***Front Yard*** – The front yard is considered that area from the front property line to the front of the residence, not including the porch. Fences or walls shall be a maximum of three (3) feet high and shall be constructed of wrought iron or similar metal, and shall be painted a dark color, **and may have block, stucco, stone, or brick columns. Wood fences are also permitted and shall be painted a dark color or retain its natural color. All Fences and walls shall be 50% light admitting.**
- ***Street Side Yard*** – The street side yard is considered the area between the street side property line and the side of the structure, and between the front yard fence line and rear property line. (*Same as Interior Side and Rear Yard*)
- ***Interior Side Yard and Rear Yard*** – The interior side yard and rear yard encompass all areas not included within the front yard and street side yard as described above. Fences or walls shall be a maximum of six (6) feet in height and shall be constructed of **block, wrought iron or similar metal, and shall be painted a dark color, and may have block, stucco, stone, or brick columns. Wood fences are also permitted and shall be painted a dark color or retain its natural color.**
- ***Shared Driveways*** – When two (2) adjacent residences share a common driveway and/or two (2) adjacent properties contain a shared area which is currently used or was historically used as a driveway, no fence, wall, landscaping or similar material shall be constructed within the shared driveway/area which would eliminate vehicular access to the rear of either property.

Materials:

- Stone, block and brick shall retain their natural color.
- Wrought iron shall be finished with a dark color such as black, brown, green or gray.
- Wood may be painted a dark color or shall retain its natural color.

Updated by the Historic and Cultural Preservation Board 1/5/2017



ATTACHMENT 2

Draft Minutes from June 5, 2025 Historic Cultural Preservation Board meeting

MINUTES
HISTORIC AND CULTURAL PRESERVATION BOARD SPECIAL MEETING
June 5, 2025

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	Gail Shelton
	Member	Jeff Staggs
	Member	Hugh Walker

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

All members led the Pledge of Allegiance.

COMMUNITY INPUT

None.

CONSENT CALENDAR

1. Minutes from May 1, 2025 Special Meeting.

A MOTION was made by Member Shelton, seconded by Vice Chair Bible to approve as amended. Motion carried, 5-0.

BUSINESS ITEM

2. Residential Fencing Guidelines for the Highland Historic District

Associate Planner Tafolla presented the staff report.

Member Walker stated on staff report it stated features should be no more than 36 inches in height and that should be in the front yard correct?

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Chair Sandford suggested we move this item to another meeting to allow our members to drive around and get their opinion on the fencing in the district.

Member Shelton stated I agree, this would be helpful.

A MOTION was made by Chair Sandford, seconded by Member Bible to table this item until August 7, 2025. Motion carried, 5-0.

ANNOUNCEMENTS

Historic and Cultural Preservation Board next meeting will be scheduled August 7, 2025.

ADJOURN

There being no further business Vice Chair Bible declared the meeting adjourned at 5:58 p.m.

Submitted by:

Approved by:

Camille Duarte, Administrative Assistant III

Patrick Sandford, Chair



STAFF REPORT

TO THE HISTORIC AND CULTURAL PRESERVATION BOARD

DATE: August 7, 2025

FROM: Lawrence A. Mainez, Community Development Director

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

PREPARED BY: Angela Tafolla, Senior Planner *AT*

SUBJECT: Selection of an Event Date, Budget Analysis, and Organizational details for the 28th annual Citrus Harvest Festival in 2026.



RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board:

- 1) Provide direction regarding the logistics of the Citrus Harvest Festival; and
- 2) Recommend the date and budget for the Citrus Harvest Festival to the City Council for approval.

FISCAL REVIEW: The Festival Account has a balance of \$444.45. Separately, the Home Tour Account has a balance of \$1,639.91. All expenses from the past year have been paid. Attached is the 2026 Citrus Harvest Festival Draft Budget

Traditionally, Staff time is not charged to the CHF fund. Planning, Public Works, and Finance Departments spend many hours on the event. Personnel costs are estimated at \$25,000.

Staff recommends the Historic and Cultural Preservation Board review the current budget. Due to rising event costs, including equipment rentals, insurance, staff support, and replacement of signage, Staff further recommends the Board consider adjusting vendor application fees and sponsorship contribution levels to help maintain the quality of the event and ensure financial sustainability.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>3</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 Recording Secretary		 Community Development Director	

PROJECT REVIEW: The Board may wish to discuss the following topics in preparation for the Festival:

1. Event Date – Historically, the Festival has been held either the last Saturday of March. To maintain consistency, Staff recommends the Festival be held on Saturday, **March 28, 2026** with a rain date of **April 4, 2026**.

Other community events and important dates in March and April:

March 23 – April 3: Spring Break for Redlands School District
March 23 – April 3: Spring Break for San Bernardino School District
April 5 - Easter Sunday
April 8 - April 12: Redlands Bike Classic

2. Vendor Booth Fees – The fees for the 2025 Citrus Harvest Festival were:

Historic Demonstrators / Exhibitors	Free
Non-profit / Government Agencies	\$40
Direct Sales Vendors	\$40
Food Vendors (10' x 20')	\$200
<i>Late Fee</i>	\$15
<i>Credit for Highland Residents & Businesses</i>	-\$5

3. Sponsor 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 Sponsors	\$100
1	Print Media Sponsor	\$1,000 – In Kind

4. Entertainment –

- Contests
- Entertainment Schedule
- Festival Honoree

5. Car Show -

6. Home & Walking Tour –

- Discuss Tour Options (Start time, route, etc.)

7. Advertising

- Discuss eliminating Peachjar school flyers & radio (Hot radio 103.9) advertising to save money and move towards paid social media ads with Instagram and Facebook.

8. Vendors –

- Discuss Specialty Vendors and Demonstrators – Historic Reenactors
- Children’s attractions – Face painter, balloon artist, petting zoo

2025 Festival Breakdown – March 30th

Food Vendors	16
Historic Demonstrators	9
Sponsors	11
Direct Sales	108
Total Vendors	144

Attachments:

1. 2025 CHF Contests
2. 2025 CHF Entertainment Schedule
3. 2026 Draft Budget
4. Map of 2025 Citrus Harvest Festival
5. List of Prior Festival Honorees
6. List of Prior Good Neighbor Award Recipients
7. Sponsorship Levels

ATTACHMENT 1

2025 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 2

2025 CHF Entertainment Schedule

EVENT SCHEDULE

2025 HIGHLAND CITRUS HARVEST FESTIVAL

- 10:10 am Highland Senior Center Aerobics Club
- 10:50 am St. Adelaide Academy Cheerleaders
- [11:00 am Aztec Dancers performing at Main Street & Palm Avenue]
- 11:20 am Baking Contest Winners Announced
- 11:30 am Art Contests. Coloring, Poetry, Citrus Label Winners Announced
- 11:50 am The “All Marbles” Band
- 12:30 pm Presentation of Festival Honoree Janek Boniecki of Bauer Pottery
- 12:45 pm The “All Marbles” Band
- 1:30 pm Best Neighbor Awards Announced
* Best Historic District Landscaping Restoration – 27206 Main St
* Best Historic Home Restoration – 6976 Cole Ave
- 1:45 pm Car Show Trophies Awarded
- 2:00 pm Ugly Dog Contest
- 2:15 pm Pie Eating Contest
- 2:30 pm Ballet Folklorico Cultural

ATTACHMENT 3

2026 Draft Budget

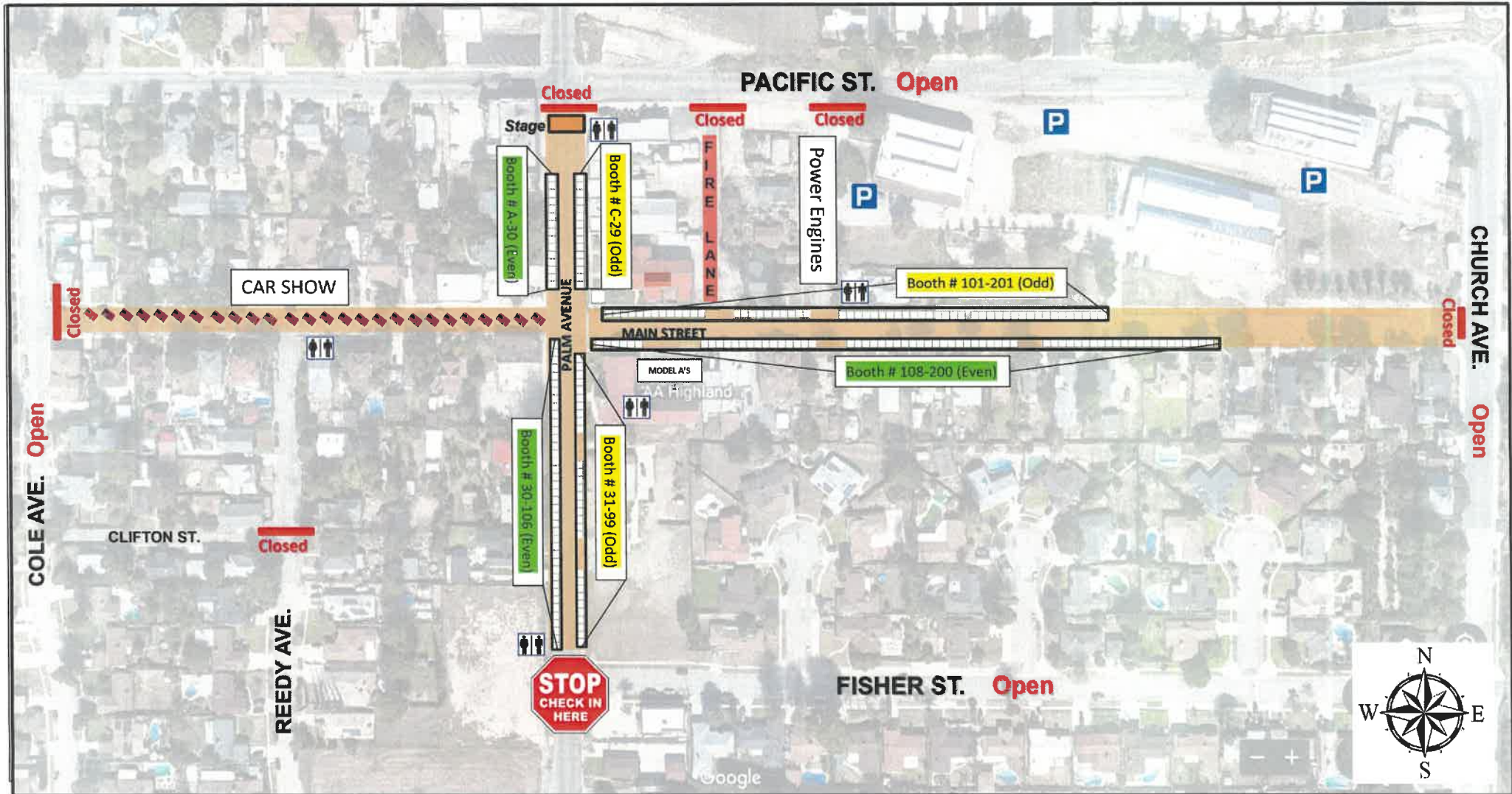
FESTIVAL EXPENDITURES

Item/Description	2025 Budget	2025 expenditures	2026 Budget
Advertising – Print Media Sponsor	-	-	-
Advertising - Redlands Daily Facts / SB Sun	1,250.00	1,250.00	1,250.00
Advertising - East Highlands Ranch Newsletter	700.00	680.00	700.00
'Peach Jar' School District Electronic Newsletter Facebook/Instagram Meta Ads Manager	500.00	450.00	500.00
Hot 103.9 Radio Advertisement	1,400.00	1,250.00	500.00
Historic Demonstrators/Exhibitors (5 x \$200 ea) (2 x \$300 WAPA/ Heritage Hills)	1,700.00	1,750.00	1,750.00
Entertainment DJ & MC	1,500.00	1,700.00	1,500.00
Citrus Valley Music Boosters & Beattie Middle School	250.00	-	500.00
Balloons street decorations	1,250.00	1,207.00	1,250.00
Insurance	1,800.00	1,717.00	1,800.00
Street Banner over Base Line (date modification) (replacement banner) (SNRC banner)	-	-	1,200.00
Portable toilets - add wash stations to all 4 locations	2,500.00	1,041.00	2,500.00
Posters Boards, Flyers, print marketing materials	600.00	200.00	300.00
Mobile Stage (rental)	1,100.00	1,143.00	1,420.00
Paper materials, copying, postage	500.00	250.00	250.00
Tables w/ umbrella & chairs for food court & stage area	800.00	740.00	900.00
Signs for parking & festival activities	-	-	-
Contest ribbons (126) & Plaques (1 Honorees + 2 Home Restoration)	550.00	117.82	550.00
Kid's activities	300.00	350.00	400.00
Miscellaneous supplies	400.00	496.00	400.00
Staff shirts (2 x \$25)	50.00	-	-
Contest materials	300.00	398.84	300.00
Car show dash plaques	570.00	687.88	700.00
TOTAL	\$ 18,020.00	\$ 15,428.54	\$ 18,670.00

Festival Revenue	Projected	Received	Projected
Sponsorship	12000.00	9800.00	12000.00
Retail vendor Booth spaces	3500.00	3000.00	3500.00
Food vendor booth spaces	2600.00	3400.00	3500.00
TOTAL	\$ 18,100.00	\$ 16,200.00	\$ 19,000.00

ATTACHMENT 4

Map of 2025 Citrus Harvest Festival



ATTACHMENT 5

List of Prior Festival 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 6

List of Prior Good Neighbor Award Recipients

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.

2025

- Best Landscaping - 27206 Nona
- Best Exterior Restoration - 6676 Cole Ave.

2026

- TBD

ATTACHMENT 7

Sponsorship Levels

**City of Highland
2025 Citrus Harvest Festival
Sponsorship Levels**

Title Sponsor - \$2,500 (Quantity 1)

1. Use the Title Sponsor's name on all printed advertisement regarding the Festival.
2. Include the Title Sponsor's name on all media advertisement and/or press releases.
3. A street banner and pole banners shall prominently display the name of the Title Sponsor.
4. During the event, announcements shall state the name of the Title Sponsor.
5. Title Sponsor shall be permitted to hang two banners certain locations approved by the Historic and Cultural Preservation Board and Chamber of Commerce Festival Committee (the "Planning Committee").
6. Provide one booth space at no cost to the Title Sponsor.
7. Other associated promotional or event advertisement that may be mutually agreed to by the Planning Committee and Title Sponsor.

Co-Sponsor - \$1,000 (Quantity 5)

1. Co-Sponsor's name on all printed advertisement regarding the Festival.
2. All media advertisement and/or press releases shall display the name of the Co-Sponsor.
3. Street pole banners shall display the name of the Co-Sponsor.
4. During the event, announcements shall state the name of the Co-Sponsor.
5. One booth space at no cost.
6. Other associated promotional or event advertisement that may be mutually agreed to by the Planning Committee.

Additional Sponsor - \$500 (Quantity 5)

1. Use the Additional Sponsor's name on all printed advertisement regarding the Festival (junior to the Co-Sponsor in size and location).
 2. All media advertisement and/or press releases shall display the Additional Sponsor's name (junior to the Co-Sponsor in size and location).
- During the event, announcements shall state the name of the Additional Sponsor.
4. Provide one booth space at no cost.
 5. Street pole banners shall display the Additional Sponsor's name.
 6. Other associated promotional or event advertisement that may be mutually agreed to by the Planning Committee and Additional Sponsor.

Citrus Supporter - \$100 (Quantity 10)

Provide one booth space at no cost to the Citrus Supporter
Name of the Citrus Supporter will appear on the back side of the event t-shirts.



STAFF REPORT

TO THE HISTORIC AND CULTURAL PRESERVATION BOARD

DATE: August 7, 2025

FROM: Lawrence A. Mainez, Community Development Director

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

PREPARED BY: Angela Tafolla, Senior Planner *AT*

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

LOCATION: Highland Historic District, generally bound by Nona Avenue to the north, Clifton Avenue to the south, Orange Street to the west and Church Avenue to the east.

RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board receives 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.

DESCRIPTION OF SITE: The City's Historic District consists of 102 contributing properties and 32 noncontributing properties and is generally bounded by Nona Avenue to the north, Church Avenue to the east, Clifton Avenue to the south and Orange Street to the west. All 134 properties within the Historic District were considered when reviewing Certificate of Appropriateness projects.

PROJECT REVIEW/ANALYSIS:

Attachment 1 includes a table of approved Certificates of Appropriateness which have not yet been completed or partially completed.

Attachments: 1. Certificate of Appropriateness Log

Approved _____	Motion _____	Second _____	Agenda Item No. <u>4</u>
Denied _____	Ayes _____		File No. _____
Continue _____	Noes _____		
	Abstain _____		
	Absent _____		
<i>Caleb Dvoce</i> Recording Secretary		<i>Lawrence Mainez</i> Community Development Director	

Attachment 1

Certificate of Appropriateness Log

Certificate of Appropriateness Applications Not Yet Completed

File Number	Address	Description of Project	Approved	Expires	Status
COA 23-004	6986 Church Avenue	Museum and special event center	8/15/24		<i>HCPB Approved 8/15/24 No additional activity to report.</i>
COA 23-005	6956 Palm Avenue	Bank Building re-roof and waterproofing	10/25/23		<i>Approved. Permit issued on 11/01/23. Temp power issued 1/2024. 2/25/25 2nd plan check submitted for structural observation report.</i>
COA 24-004	27268 Main St.	Garage reconstruction & Addition	8/15/24		<i>Received 6/03/2024 HCPB Approved on 8/15/2024. Building & Safety 1st Plan check submitted on 10/11/24. Corrections picked up by applicant on 11/6/24. Applicant working on corrections met with staff on 7/8/25.</i>
COA 24-005	27276 Main St.	Exterior house paint	8/15/24	8/15/25	<i>Received 7/17/2024 HCPB Approved on 8/15/2024. No change to date. Planning sent reminder letter on 7/30/25.</i>
COA 24-006	6932 Cole Ave.	Cesar Mendoza – unpermitted addition	10/3/24		<i>Received 7/17/24 HCPB Approved on 10/3/24 No Building & Safety activity. Code case opened for unpermitted construction on 4/7/25.</i>

COA-25-001	6944 Palm Ave.	Olov Lindberg - Old Fire Station building Seismic retrofit	2/6/25		<i>Received 1/7/25 HCPB Approved on 2/6/25. No Building & Safety activity to date.</i>
COA 25-004	27255 Nona Ave.	Rachel Moore – Solar installation on rear garage	5/01/25		<i>HCPB Approved on 5/1/25 No Building and Safety Activity to date.</i>