



City of Highland

Patrick Sandford, Chair

Pamela Bible, Vice Chair

Gail Shelton, Member

Jeffrey Staggs, Member

Hugh Walker, Member

Historic and Cultural Preservation Regular Meeting Agenda

February 5, 2026 at 5:00 PM

City Hall Donahue Council Chambers
27215 Base Line, Highland CA 92346

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.

In compliance with the Brown Act, any writings or documents provided to a majority of the legislative body regarding any item on this agenda, that are not exempt from disclosure under the California Public Records Act, will be made available for public inspection at City Hall, 27215 Base Line Highland, CA 92346, during normal business hours. Such documents will also be made available on the City's website at www.highlandca.gov.

In compliance with the Americans with Disabilities Act (ADA), if you need special assistance, please contact the City Clerk's office at (909) 864-6861, ext. 226, at least 72 hours prior to the meeting for any requests for reasonable accommodations, including interpreters.

Levine Act: Pursuant to Government Code Section 84308, any party to a City proceeding must disclose on the record any campaign contributions made to a member of the City Council (or commission) in excess of \$500 in the past 12 months. This disclosure requirement includes contributions by the party's agent and aggregated contributions from persons or entities related to the party. Please make the disclosure as soon as possible, but no later than the beginning of the proceeding.

Call to Order

Pledge of Allegiance

Public Comment

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 3 minutes each. For those wishing to make public comments by email, please submit your comments by 5:00 p.m. on February 5, 2026, to publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the agenda, please identify the agenda item number.

Historic Board Legislative

1. Election of Chair and Vice Chair

Staff recommends the Historic and Cultural Preservation Board conduct an Election for Chair and Vice Chair.

Historic Board Business Items

2. Preparation for the 28th Annual Citrus Harvest Festival

Review and provide direction on key logistics for the Festival.

Announcements

Adjourn

Certification

I, Camille Duarte, Administrative Assistant, or my designee, hereby certify that the foregoing agenda was posted on our website at www.highlandca.gov and in the following designated areas: Highland Branch Library (7863 Central Avenue), Fire Station No. 1 (26974 Base Line), and City Hall (27215 Base Line) at least seventy-two (72) hours prior to the meeting per Government Code Section 54954.2.

Staff Report

To the Historic & Cultural Preservation Board



Date: February 5, 2026
From: Lawrence Mainez, Community Development Director
Reviewed By: Lawrence Mainez, Community Development Director
Prepared By: Camille Goritz, Administrative Assistant III
Subject: Election of Chair and Vice Chair

Recommendation:

Staff recommends the Historic and Cultural Preservation Board conduct an Election for Chair and Vice Chair.

Fiscal Impact:

None.

Public Notice:

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

Project Detail:

In accordance with Highland Municipal Code Section 2.20.050, the Historic & Cultural Preservation Board will annually meet on the first Thursday of February to appoint a Chair and Vice Chair for the coming year. The current Chair will turn the meeting over to Staff, who will take nominations and the vote for Chair. After the appointment of the Chair, Staff will turn the meeting over to the newly appointed Chair who will then take nominations and the vote for Vice Chair.

Attachments:

None



Staff Report

to the Historic & Cultural Preservation Board/Appeals Board

Agenda
Item
No.2.

Date: February 5, 2026
From: Lawrence Mainez, Community Development Director
Prepared By: Angela Tafolla, Senior Planner
Subject: Preparation for the 28th Annual Citrus Harvest Festival

Recommendation:

Review and provide direction on key logistics for the Festival.

Fiscal Impact:

The Festival Account has a balance of \$4,252.43. Separately, the Home Tour Account has a balance of \$1,639.91. Attached is the 2026 Citrus Harvest Festival Budget.

Public Notice:

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

Background:

1. Entertainment – Board Member, Patrick Sandford
 - Balloon Artist - Steve Mings, the balloon artist used for the 2025 event, is not available this year. He has offered to refer another balloon artist in his place, however staff has not received any contact information to date. Direction is requested on whether the Board would like staff to pursue another balloon artist for this year's event or forego this activity.
2. Car Show – Board Member, Jeff Staggs
3. Home & Walking Tour – Board Member, Gail Shelton
4. Marketing – Board Member, Hugh Walker
5. Vendors – Vice Chair, Pamela Bible
 - As of February 2, 2026, the table below summarizes vendor applications received by category. Vendor names are provided in Attachment 8.

Food Vendors - 14 (No longer accepting applications)
Historic Demonstrators - 3
Sponsor - 8
Direct Sales - 27
Government - 3
Non-Profit - 3

Attachments:

1. 2026 Draft CHF Entertainment Schedule
2. 2026 Budget
3. Map of 2025 Citrus Harvest Festival
4. List of Received Vendor Applications

ATTACHMENT 1

2026 Draft CHF Entertainment Schedule

DRAFT EVENT SCHEDULE

2026 HIGHLAND CITRUS HARVEST FESTIVAL

10:10 am TBD

10:50 am TBD

[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 Highland Music Company

12:30 pm Presentation of Festival Honoree – Brett Waterman

12:45 pm Highland Music Company

1:30 pm Best Neighbor Awards Announced

* Best Historic District Landscaping Restoration – 27281 Main St.

* Best Historic Home Restoration – 27214 Main St.

1:45 pm Car Show Trophies Awarded

2:00 pm Ugly Dog Contest

2:15 pm Pie Eating Contest

2:30 pm TBD

ATTACHMENT 2

2026 Budget

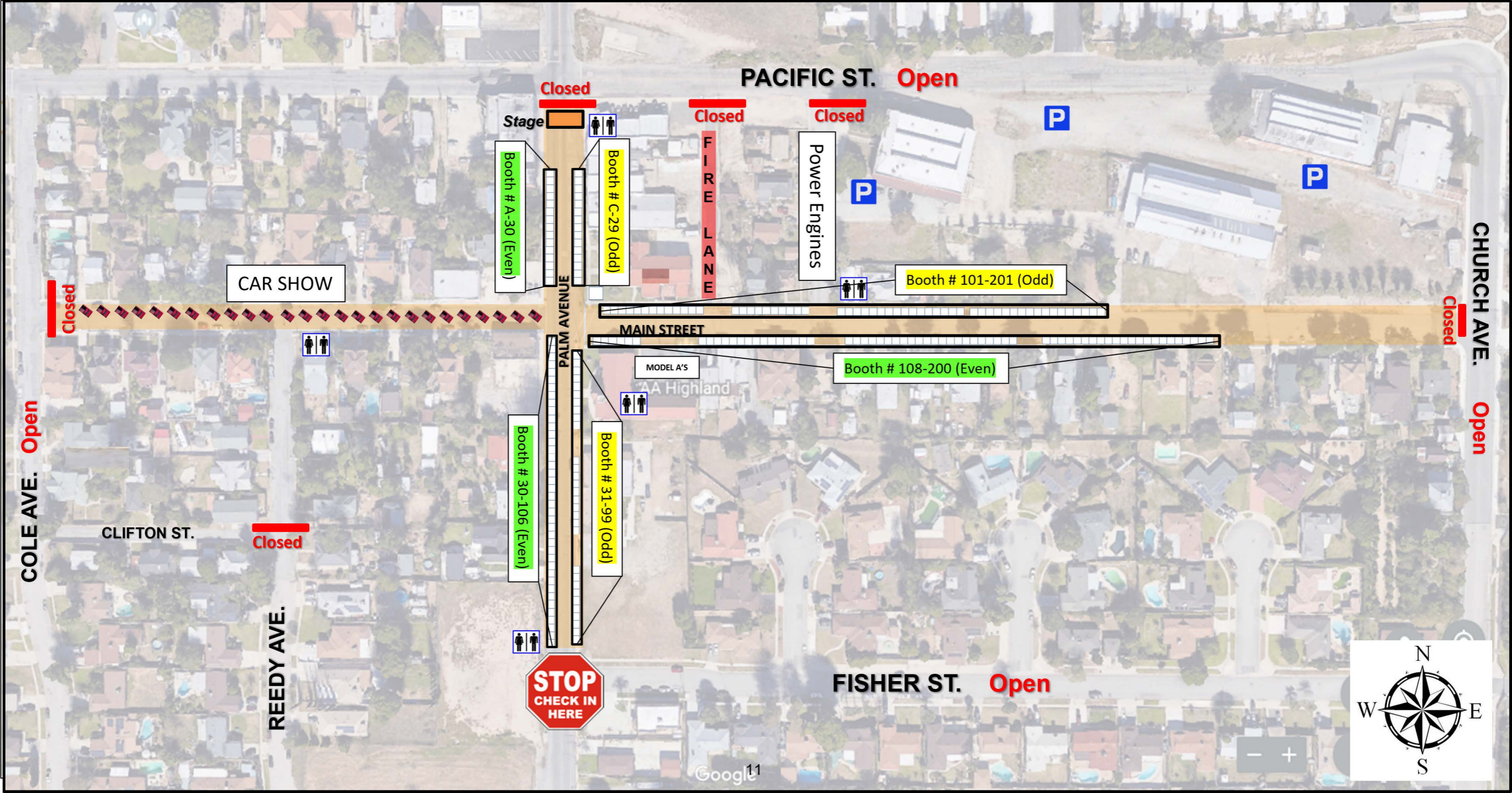
2026 CHF Budget

Item/Description	2026 Budget	Actual
Advertising - Redlands Daily Facts / SB Sun	1,250.00	
Advertising - East Highlands Ranch Newsletter	700.00	
Facebook/Instagram Meta Ads Manager	1,000.00	
Historic Demonstrators/Exhibitors (5 x \$200 ea) (2 x \$300 WAPA/ Heritage Hills)	1,750.00	
Entertainment DJ & MC	1,700.00	
Citrus Valley Music Boosters & Beattie Middle School	500.00	
Balloons street decorations	1,250.00	
Insurance	1,800.00	
Hanging Banner - West end of town (new)	250.00	
Street Banner over Base Line (date modification) (replacement banner)	1,200.00	
Portable toilets - add wash stations to all 4 locations for 2026 CHF	2,000.00	
Posters Boards, Flyers, print marketing materials	300.00	
Mobile Stage (rental)	1,420.00	
Paper materials, copying, postage	250.00	
Tables w/ umbrella & chairs for food court & stage area	900.00	
Signs for parking & festival activities	-	
Contest ribbons (126) & Plaques (1 Honorees + 2 Home Restoration)	550.00	
Kid's activities	400.00	
Miscellaneous supplies	500.00	
Staff shirts (2 x \$25)	-	
Contest materials	300.00	
Car show dash plaques	700.00	
TOTAL \$ 18,720.00		

Festival Revenue	Projected	Received
Sponsorship	12000.00	2,650
Retail vendor Booth spaces	3500.00	865
Food vendor booth spaces	3500.00	2,000
TOTAL \$ 19,000.00		5,515

ATTACHMENT 3

Map of 2026 Citrus Harvest Festival



PACIFIC ST. **Open**

Closed

Closed

Closed

P

P

P

CAR SHOW

Closed

Closed

COLE AVE. **Open**

Open

CLIFTON ST.

Closed

REEDY AVE.

Stage

Booth # A-30 (Even)

Booth # C-29 (Odd)

FIRE LANE

Power Engines

Booth # 101-201 (Odd)

MAIN STREET

Booth # 108-200 (Even)

MODEL A'S

AA Highland

Booth # 30-106 (Even)

Booth # 31-99 (Odd)

STOP
CHECK IN
HERE

FISHER ST. **Open**



Google

ATTACHMENT 4

List of Received Vendor Applications

Application Date	Business Name	Booth Type	Booths	Paid? / \$?
12/16/2025	Monarcas Micro Bakery	Food	1	\$ 250.00
12/16/2025	Warm N' Fluffy	Food	1	\$ 250.00
12/17/2025	Bon's Peron	Direct sales	1	
12/17/2025	Baobao	Food	1	\$ 250.00
12/18/2025	Madelynn Ryan Prints	Direct sales	1	\$ 50.00
12/18/2025	SB County Animal Care - Adoptions	Government	1	\$ -
12/17/2025	Simply Marvelous	Direct Sales	1	\$ 50.00
12/17/2025	Bake Me Beautiful	Food	1	
12/17/2025	The Rush Coffee Temecula	Food	1	
12/17/2025	Good Mama's Health	Direct Sales	1	
12/18/2025	Carl's Concessions	Food	1	\$ 250.00
12/26/2025	Shophia's Kitchen	Food	1	\$ 250.00
12/27/2025	Golden Bamboo	Food	1	\$ 250.00
12/29/2025	Rosales Mexican Food	Food	1	
12/30/2025	Grace design	Direct Sales	2	\$ 100.00
12/18/2025	American Legion Post 421	Non-profit	2	\$ 45.00
1/1/2026	Karen's Krafts Korner	Direct Sales	1	
1/6/2026	Doreen's Fashions	Direct sales	1	\$ 50.00
1/6/2026	California Experience - Rope Making	Historic Demonstrator	1	\$ -
1/6/2026	California Experience - Pottery	Historic Demonstrator	1	\$ -
1/6/2026	Steve's Bird Houses	Direct sales	2	\$ 90.00
1/3/2026	Pampered Chef	Direct Sales	1	\$ 50.00
1/5/2026	Institute for Public Strategies East Valley	Non-profit	1	\$ 50.00
1/6/2026	Sparkles by Staci	Direct Sales	1	\$ 45.00
1/7/2026	Dukes International Delight	food	1	
1/7/2026	Woodcrafts	Direct Sales	1	\$ 50.00
1/7/2026	EVVD	Sponsor	1	\$ 1,000.00
1/8/2026	EF High School Exchange Year	Nonprofit	1	
12/18/2025	The Alley Boba shop	Food	1	\$ 250.00
1/9/2026	Ramirez Art and Crafts	Direct sales	1	
1/10/2026	Bridgee's Brittle (Pre-packaged)	Direct sales	1	\$ 50.00
1/10/2026	Spencer's Peanuts	Food	1	
1/12/2026	Wrightwood Rocks	Direct sales	2	
1/9/2026	N Style Entertainment & Rentals LLC	Activity	0	
12/22/2026	Dukes International Delight	Food	1	
1/20/2026	Liza Art and Jewelery	Direct sales	1	\$ 50.00
1/21/2026	Coldwell Banker Home Source	Direct sales	1	\$ 45.00
1/21/2026	Gail Shelton - Coldwell Banker Kivett-Teeters	Sponsor	0	\$ 100.00
1/21/2026	City of Highland - Trails	Government	2	\$ -
1/15/2026	Great Clips	Direct Sales	1	
1/13/2026	Big Wills Jersey	Direct sales	1	\$ 50.00
1/14/2026	The Wildlands Conservancy's Oak Glen Preserve	Government	2	\$ -
12/18/2025	A G Pop Plus	Food	2	
1/28/2026	Chamber of Commerce	Direct sales	1	\$ -
1/15/2026	Squirtle Sqwad Sales	Direct sales	2	
12/22/2025	Craving House LLC	Food	1	\$ 250.00
1/22/2026	Avon	Direct Sales	1	
1/26/2026	Humana	Direct sales	1	
1/28/2026	Burrtec	Sponsor	3	
1/28/2026	John & Carol Timmer	Sponsor	0	\$ 250.00
1/28/2026	Twisted Images Ink	Sponsor	1	\$ 1,000.00
1/28/2026	Costco	Sponsor	1	\$ 100.00
1/28/2026	Cup It Up	Direct sales	2	\$ 90.00
1/26/2026	Inland Empire Prospectors and Miners	Historic Demonstrator	3	
1/29/2026	GoldBite Bakery (pre-packaged only)	Direct sales	1	
1/29/2026	Highland Historical Society	Sponsor	1	\$ 200.00
1/25/2026	Sweet Baby Beans Customs LLC	Direct sales	1	
1/30/2026	New York Life Insurance	Direct sales	1	
1/29/2026	Showcase Auto Glass Inc.	Direct Sales	1	
2/2/2026	San Manuel	Sponsor	3	
	Food Vendors - 14			
	Historic Demonstrators - 3			
	Sponsor - 8		72	\$ 5,515.00
	Direct Sales - 27			
	Government - 3			
	Non-Profit - 3			