



City of Highland

Gail Shelton, Chair

Patrick Sanford, Vice Chair

Pam Bible, Member

Jeffrey Staggs, Member

Hughes Walker, Member

Historic and Cultural Preservation Special Meeting Agenda

March 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 March 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 Consent Calendar

1. February 5, 2026 - Historic and Cultural Preservation Board Minutes

Approve minutes as submitted.

Business Items

2. Preparation for the 28th Annual Citrus Harvest Festival

Staff recommends the Historic and Cultural Preservation Board 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/Appeals Board

Agenda
Item
No.1.

Date: March 5, 2026
From: Lawrence Mainez, Community Development Director
Prepared By: Camille Duarte, Administrative Assistant III
Subject: February 5, 2026 - Historic and Cultural Preservation Board Minutes

Recommendation:

Approve minutes as submitted.

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.

Background:

None.

Attachments:

1. HCPB Minutes 02-05-2026

MINUTES
HISTORIC AND CULTURAL PRESERVATION BOARD SPECIAL MEETING
February 5, 2026

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
 Member Jeff Staggs
 Member Gail Shelton
 Member Hugh Walker

Absent: Vice Chair Pamela Bible

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

All members led the Pledge of Allegiance.

COMMUNITY INPUT

None.

1. Election of Chair and Vice Chair

The Historic and Cultural Preservation Board elected Gail Shelton for Chair and Patrick Sandford for Vice Chair. Motion carried 4-0, with Member Bible being absent.

BUSINESS ITEM

2. Preparation for the 28th Annual Citrus Harvest Festival

Senior Planner presented the staff report.

Senior Planner Tafolla gave an overview for next year's Citrus Harvest Festival which included the budget, car show, walking tour, retail, sponsorships, and food vendors.

Staff and Historic and Cultural Preservation Board members gave their feedback on the 2026 budget, car show, walking tour, vendors, marketing, and sponsorships.

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

ANNOUNCEMENTS

Historic and Cultural Preservation Board next meeting will be scheduled March 5, 2026.

ADJOURN

There being no further business Chair Sanford declared the meeting adjourned at 5:22 p.m.

Submitted by:

Approved by:

Camille Duarte, Administrative Assistant III

Gail Shelton, Chair



Staff Report

to the Historic & Cultural Preservation Board

Agenda
Item
No.
2.

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

Recommendation:

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

Fiscal Impact:

The Festival Account has a balance of \$8,399. Separately, the Home Tour Account has a balance of \$1,639.91. Attached is the 2026 Citrus Harvest Festival Budget.

Agenda Posting:

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

Project Detail:

1. Entertainment — Board Member, Patrick Sandford
 - Face Painter — Staff secured a face painter for three hours, from 11:00 a.m. to 1:00 p.m., at a cost of \$290. The expense falls within the approved children's entertainment budget. Prior to confirming the vendor, permission was requested from Ad Hoc Subcommittee Member Sandford.
 - N Style Entertainment — The go-kart activity vendor has been secured and will be located on the east end of Main Street. The vendor confirmed they are pleased with this placement, as opposed to the previously considered location on Reedy Avenue.
2. Car Show – Board Member, Jeff Staggs
3. Home & Walking Tour – Board Member, Gail Shelton
4. Marketing – Board Member, Hugh Walker

The following list outlines all confirmed Citrus Harvest Festival advertising placements to date. Print advertisements will run two (2) days prior to the festival. The digital campaign will begin ten (10) days before the event to maximize community exposure and attendance.

- 1/8 page, Full Color in The Sun, Inland Valley Daily Bulletin, and Press-Enterprise
- 1/8 page, Full Color in Redlands Daily Facts
- 35,000 impressions across our newspaper websites targeting the Inland Empire audience
- East Highlands Ranch Newsletter will run in March
- Facebook/Instagram CHF flyer posted for vendor registration - Boosted for 7 days (Estimated impressions 8.6 thousand to 16 thousand a day)

5. Vendors – Vice Chair, Pamela Bible

- As of March 2, 2026, the table below summarizes vendor applications received by category.

Food - 14
Historic Demonstrators — 10
Sponsors - 8
Direct Sales - 48
Government — 4
Non-Profit - 7
Activity - 2

Attachments:

1. Draft CHF Entertainment Schedule
2. 2026 Budget

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	Difference
Advertising - Redlands Daily Facts / SB Sun	\$1,250.00	\$1,250.00	\$0.00
Advertising - East Highlands Ranch Newsletter	\$700.00	\$680.00	\$20.00
Facebook/Instagram Meta Ads Manager	\$1,000.00		\$1,000.00
Historic Demonstrators/Exhibitors (5 6 x \$200 ea) (2 x \$300 WAPA/ Heritage Hills)	\$1,750.00	\$1,800.00	-\$50.00
Entertainment DJ & MC	\$1,700.00		\$1,700.00
Citrus Valley Music Boosters & Beattie Middle School	\$500.00		\$500.00
Balloons street decorations	\$1,250.00	\$1,207.12	\$42.88
Insurance	\$1,800.00		\$1,800.00
Hanging Banner - West end of town (new)	\$250.00	\$244.00	\$6.00
Street Banner over Base Line (date modification) (replacement banner)	\$1,200.00	\$1,555.00	-\$355.00
Portable toilets - add wash stations to all 4 locations for 2026 CHF	\$2,000.00	\$1,201.60	\$798.40
Posters Boards, Flyers, print marketing materials	\$300.00		\$300.00
Mobile Stage (rental)	\$1,420.00	\$1,416.00	\$4.00
Paper materials, copying, postage	\$250.00		\$250.00
Tables w/ umbrella & chairs for food court & stage area	\$900.00	\$867.64	\$32.36
Signs for parking & festival activities	\$0.00		\$0.00
Contest ribbons (126) & Plaques (1 Honorees + 2 Home Restoration - \$112.62)	\$550.00	\$112.62	\$437.38
Kid's activities (face painter 290 for 3 hours)	\$400.00	\$290.00	\$110.00
Miscellaneous supplies	\$500.00		\$500.00
Staff shirts (2 x \$25)	\$0.00		\$0.00
Contest materials	\$300.00		\$300.00
Car show dash plaques	\$700.00		\$700.00
TOTAL	\$ 18,720.00	\$10,623.98	\$8,096.02

Festival Revenue	Projected	Received
Sponsorship	12000.00	8,650
Vendor Booth spaces	3500.00	1,995
Food vendor booth spaces (12 of 14 vendors have paid 3/2/26)	3500.00	3,000
TOTAL	\$ 19,000.00	13,645