



# City of Highland

Penny Lilburn, Member  
District 3

Jimmy Saldana, Member  
District 2

## **Public Facilities Subcommittee Special Meeting Agenda**

March 16, 2026 at 4:30 PM  
City Hall Upright Conference Room  
27215 Base Line, Highland, CA 92346

### **Staff**

Carlos Zamano, City Manager  
Lawrence Mainez, Community Development Director  
Leticia Nava-Cruz, Director of Administrative Services/City Treasurer  
Lissette Nock, Deputy City Clerk  
Michelle Gomez, Assistant Director of Administrative Services  
Octavio Duran Jr., Public Works Director/City Engineer

### **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.*

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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](http://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.

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## **Call to Order**

### **Public Comment**

Limited to items on this agenda only. To address the Public Facilities Subcommittee, please complete a speaker form located at the entrance prior to the beginning of the meeting. For those wishing to make public comments by email, please submit your comments by 3:30 p.m. on March 16, 2026, to [publiccomment@highlandca.gov](mailto:publiccomment@highlandca.gov). Please identify the agenda item number in the subject line. Emailed comments will be distributed to the Subcommittee and retained as part of the public record; however, submissions will not be read out loud during the meeting.

### **Business Items**

1. Minutes - September 19, 2024 Public Facilities Subcommittee Meeting

Approve the Minutes as submitted.

2. A proposal by the California Farmers Market Collective to hold a weekly Farmers Market in the parking lot of the Sam J. Racadio Library and Environmental Learning Center (San Bernardino County Highland Branch Library) located at 7863 Central Avenue, Highland.

Provide comments regarding the use of the Highland Branch Library parking lot for a weekly Farmers Market.

## **Adjourn**

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### **Certification**

I, Alondra Muñoz, City Clerk, or my designee, hereby certify that the foregoing agenda was posted on our website at [www.highlandca.gov](http://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 twenty-four (24) hours prior to the meeting per Government Code Section 54956.



# Staff Report

## to the Public Facilities Subcommittee

Agenda  
Item  
No.1.

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**Date:** March 16, 2026  
**From:** Carlos Zamano, City Manager  
**Reviewed By:** Alondra Muñoz, City Clerk  
**Prepared By:** Lissette Nock, Deputy City Clerk  
**Subject:** Minutes - September 19, 2024 Public Facilities Subcommittee Meeting

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**Recommendation:**

Approve the 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:**

The Public Facilities Subcommittee is required to maintain an official record of its proceedings. Minutes serve as the permanent record of actions taken by the Public Facilities Subcommittee and provide transparency to the public regarding the business conducted at each meeting. In accordance with standard practice, the draft minutes from the September 19, 2024, Public Facilities Subcommittee Meeting have been prepared and are submitted for the Public Facilities Subcommittee's review and approval.

**Attachments:**

1. Minutes - September 19, 2024 Public Facilities Subcommittee Meeting

**CALL TO ORDER**

The Public Facilities Subcommittee special meeting was called to order at 10:00 a.m. in the Upright Conference Room, 27215 Base Line, Highland, California.

**ROLL CALL**

Present: Solano, Timmer  
Absent: None

**PUBLIC COMMENT**

None

**BUSINESS ITEMS**

1. Minutes - October 10, 2023 Public Facilities Subcommittee Meeting  
Approved the Minutes as submitted.
2. City Hall Exterior Building Paint Colors and Building Sign Upgrade
  - 1) Reviewed and approved the proposed paint colors for the exterior stucco, Metal Railings, and Wood Trellis work; and
  - 2) Approved new exterior building and address signage proposed above the City Hall and Council Chamber entrances to replace existing signs.

**ADJOURN**

There being no further business, Member Timmer adjourned the meeting at 10:10 a.m.

Submitted by:

Approved by:

\_\_\_\_\_  
Lissette Nock, Deputy City Clerk

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Subcommittee Member



# Staff Report

## to the Public Facilities Subcommittee

Agenda  
Item  
No.2.

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**Date:** March 16, 2026  
**From:** Carlos Zamano, City Manager  
**Reviewed By:** Lawrence Mainez, Community Development Director  
**Prepared By:** Kim Stater, Assistant Community Development Director  
**Subject:** A proposal by the California Farmers Market Collective to hold a weekly Farmers Market in the parking lot of the Sam J. Racadio Library and Environmental Learning Center (San Bernardino County Highland Branch Library) located at 7863 Central Avenue, Highland.

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**Recommendation:**

Provide comments regarding the use of the Highland Branch Library parking lot for a weekly Farmers Market.

**Fiscal Impact:**

The San Bernardino County Library staff at the Highland Branch will be responsible to oversee the initiation of the Farmers Market and its ongoing operations, if approved. There is no significant fiscal impact to the City anticipated. Approximately 10 hours of staff time will be needed by the Planning Division, Fire Marshal and Building & Safety to review the site layout and circulation, and the Finance Division to ensure the business licensing is secured if necessary.

**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:**

The California Farmers Market Collective (the "Collective") contacted the City to inquire if they could hold "a small, community-oriented farmers market" at the Library, utilizing a portion of the northern Library parking lot. They noted that their "vision is to host a modest, weekly market featuring local farmers, food vendors, and artisan producers that would compliment the library's role as a neighborhood hub." They hope to hold the Farmers Market every Wednesday from 3:00 pm to 8:00 pm. The Collective hosts similar Farmers Markets within unincorporated San Bernardino County and Big Bear.

The San Bernardino County Library supports the use and provided a letter authorizing the Collective to use the parking lot space for a farmers market (attached SB Co. Correspondence dated 1/21/2026).

The Library is a public facility and operates in conformance with its Land Use and Zoning

designation of "Open Space". When the Library & Environmental Learning Center facility was designed by the City, it was intended to host large events indoors, on the roof, and in the parking lot which supports the proposed farmers market use. Additionally, Community Park and the Community Center/YMCA were designed to have reciprocal parking and circulation to supplement overflow for each facility during peak times, which will help mitigate temporary removal of parking spaces along the north side of the library during the Farmers Market operations.

The City's *Public Health Safety & Environmental Justice (PHS&EJ) Element* of the General Plan notes that the City should encourage farmers markets throughout the City, including on City-owned lands (*Chapter 3, Existing Conditions, Healthy Food*).

Cursory review of the project by City staff yielded the following comments:

1. Applicant shall coordinate with the Highland Little League (or with Public Services on the League's behalf) to ensure the Market does not conflict with peak League activity;
2. Arrange and pay for trash collection by Burrtec Waste Industries unless deemed unnecessary during further review by the City;
3. Coordinate with the Fire Marshal to determine adequate fire lanes and other fire safety issues are addressed; and
4. Coordinate with the Building & Safety Division to ensure all public safety issues are addressed.
5. City staff shall review the operations as needed to ensure that the operations are not negatively affecting the Community Park facilities or surroundings.

Staff supports the use and its potential to provide fresh, locally-grown produce to Highland residents, especially in the vicinity of Central Avenue and 5th Street, an area identified as a "Disadvantaged Community (DAC)" (PHS&EJ Element).

**Attachments:**

1. Library Authorization Letter
2. Proposed Site Plan



## Library

**Melanie Orosco**  
County Librarian

January 21, 2026

To Whom It May Concern,

This letter serves as formal confirmation that the San Bernardino County Library, a department of San Bernardino County, has authorized the California Farmer's Market Collective to use space at the following library location for the purpose of operating a farmer's market:

Highland Sam J. Racadio Library and Environmental Learning Center  
7863 Central Ave.  
Highland, CA 92346-4107

This collaboration reflects our shared commitment to promoting access to locally grown food and fostering community engagement through an accessible farmers market at this library location.

Please consider this letter as official documentation of the partnership between the San Bernardino County Library and the California Farmer's Market Collective. If additional information or documentation is needed, or if you have any questions, please feel free to contact me directly.

Sincerely,

A handwritten signature in blue ink, appearing to read "Melanie Orosco".

Melanie Orosco  
County Librarian  
San Bernardino County Library

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# Proposed Site Plan

