

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

SPECIAL MEETING

January 6, 2022

5:00 p.m.

City Hall

Donahue Council Chambers

27215 Base Line

Highland, California

MEMBERS

Pamela Bible, Chair

Colin Childs, Vice Chair

Tony Mauricio, Member

Patrick Sandford, Member

Gail Shelton, Member

STAFF

Lawrence A. Mainez, Community Development Director

Kim Stater, Assistant Community Development Director

Ashiq Syed, Associate Planner

Camille Goritz, 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

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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: To limit the number of persons in the Council Chambers, the public is encouraged to make public comments by email rather than in person. For those wishing to make public comments by email to be read aloud at the meeting by the Community Development Administrative Assistant. Email comments must be submitted by 5:00 p.m. on January 6, 2022 to publiccomment@cityofhighland.org.

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

**HISTORIC AND CULTURAL PRESERVATION BOARD
SPECIAL MEETING AGENDA
January 6, 2022 - 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 6, 2022, 5:00 p.m., will be read into the record, provided that the reading shall not exceed three (3) minutes.

CONSENT CALENDAR

1. Minutes from December 2, 2021 Special Meeting.
RECOMMENDATION: That the Historic and Cultural Preservation Board approve the minutes, as submitted.

BUSINESS ITEMS

2. Preparation for the 24th Annual Citrus Harvest Festival in 2022.

RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board continue discussion regarding logistics of the Citrus Harvest

ANNOUNCEMENTS

ADJOURN

I, Camille Goritz, Administrative Assistant III of the City of Highland, California, certify that I caused to be posted this agenda on or before the December 29, 2021 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: December 29, 2021



Camille Goritz, Administrative Assistant III



STAFF REPORT

TO THE HISTORIC & CULTURAL PRESERVATION BOARD

DATE: January 6, 2022

FROM: Lawrence A. Mainez, Community Development Director

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

PREPARED BY: Camille Goritz, Administrative Assistant III *CG*

SUBJECT: Minutes from the December 2, 2021 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 Goritz</i>		<i>Lawrence Mainez</i>	
Recording Secretary		Community Development Director	

MINUTES
HISTORIC AND CULTURAL PRESERVATION BOARD SPECIAL MEETING
December 2, 2021

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 Bible at the Donahue Council Chambers, 27215 Base Line, Highland, California.

Present: Chair Pamela Bible
 Vice Chair Colin Childs
 Member Tony Mauricio
 Member Patrick Sandford

Absent: Member Gail Shelton

Staff Present: Lawrence Mainez, Community Development Director
 Ash Syed, Associate Planner
 Camille Goritz, Administrative Assistant III

The Pledge of Allegiance was led by Chair Bible.

COMMUNITY INPUT

None

CONSENT CALENDAR

1. Minutes from the October 7, 2021 Special Meeting.

A MOTION was made by Member Sandford, seconded by Vice Chair Childs, to approve the minutes, as amended. Motion carried, 4-1, with Member Shelton being absent.

BUSINESS ITEMS

2. Certificate of Appropriateness (COA 21-007) for the replacement of the two (2) existing garage doors on the commercial building in the Historic District. (6944 Palm Avenue)

Associate Planner Syed stated the staff report.

Vice Chair Childs stated I am happy with the design and look, however functionally I'm concerned regarding the potential usage we've previously had.

Member Sandford asked if the doors that they are installing are going to swing out?

Associate Planner Syed stated the building is close to the right of way, so we would condition the revised doors to swing inward and not onto the sidewalk.

Member Sandford stated if the doors swing in aren't they losing a lot of square footage on a building that is already small?

Vice Chair Childs stated the building is huge inside.

Member Sandford stated my concern is, is it functional?

Vice Chair Childs suggested to the applicant to consider the door fold or slide instead for functional usage. Why don't we go ahead and give tentative approval for the design style to look like this, but that we would recommend that they pursue the possibility of the doors folding inward to reduce taking up space or how they are being utilized.

Member Mauricio stated it would be best if the owner was at the meeting to answer questions we have.

Member Sandford stated I am inclined to continue this item.

Staff recommends that the Historic and Cultural Preservation Board tentatively in an agreement that we like the design style, however we would like some more clarification on the proposed usage and functionality. A **MOTION** was made by Vice Chair Childs, seconded by Member Mauricio to continue the item to January 6th. Motion carried, 3-1-1, with Chair Bible abstaining and Member Shelton being absent.

3. Preparation for the 24th Annual Citrus Harvest Festival in 2022.

Associate Planner Syed presented the staff report.

Vice Chair Childs stated in the past we have sent out letters to homeowners in the Historic District asking who would be willing to participate opening their homes for home tour. In that letter is it possible to add a good neighbor contest?

Associate Planner Syed stated I can reach out to the homeowners in the district to see who would like to participate. I will send out a letter to all the homeowners asking who would like to participate in home, exterior and interior tours.

Chair Bible stated the letter that was sent out prior was good, lets add the part about the good neighbor award.

Vice Chair Colins stated yes, lets add the good neighbor award at the beginning of the letter.

Member Mauricio stated we spoke about having a magician come to the Citrus Harvest Festival. Is there any progress with that?

Associate Planner Syed stated based on our budget there is not much I can put together. Some of the magicians are asking for fees up to \$5,000.

Member Mauricio stated what about having clowns?

Associate Planner Syed stated I'll see what I can find.

Vice Chair Childs stated I wonder if we can get Redlands Market Night vendor list or advertise in the Redlands Community Newspaper asking if they are interested in the Citrus Harvest Festival.

Member Mauricio stated that is a good point.

Community Development Director Mainez stated we can certainly reach out.

Member Mauricio asked how many cars were in the car show in 2019?

Associate Planner stated about 20 cars.

Member Mauricio stated I would like to see if we can get 40 cars. I want this to be double that so I am going to work with Redlands club and see what we can do.

The Historic and Cultural Preservation Board receives and file staff's report.

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

Associate Planner Syed presented the staff report.

The Historic and Cultural Preservation Board receives and file staff's report.

ANNOUNCEMENTS

Associate Planner Syed announced the next Historic Board meeting is scheduled January 6, 2021.

ADJOURN

There being no further business, Chair Bible declared the meeting adjourned at 5:38 p.m.

Submitted by:

Approved by:

Camille Goritz, Administrative Assistant III

Pamela Bible, Chair



STAFF REPORT

TO THE HISTORIC AND CULTURAL PRESERVATION BOARD

DATE: January 6, 2022

FROM: Lawrence A. Mainez, Community Development Director

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

PREPARED BY: Ash Syed, Associate Planner *AS*

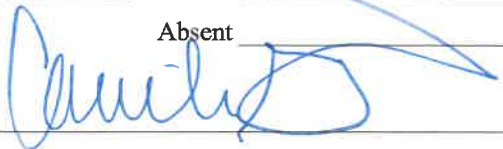

SUBJECT: Preparation for the 24th Annual Citrus Harvest Festival in 2022

RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board continue discussion regarding logistics of the Citrus Harvest Festival and direct Staff as necessary.

FISCAL REVIEW: The Festival Account has a balance of \$910. Separately, the Home Tour Account has a balance of \$1,639.91. Expenses are estimated to be \$15,378 while expected revenues are \$15,500. Attached is the 2022 Citrus Harvest Festival Budget as approved by the City Council (Attachment 1).

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 \$18,000.

PROJECT REVIEW: The Highland City Council approved the Board's recommended event date of **March 26, 2022**, with a rain date of **April 2, 2022**.

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

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

1. Entertainment – **Tony**

1. Contests – Coloring, Poetry, Citrus Labels, Baking, Citrus Growing, Neighbor
2. Entertainers – Aztec Dancers, School Bands
3. Schedule of Events – (Attached)
4. Festival Honoree – San Manuel Band of Mission Indians

2. Car Show – **Gail**

1. Update from Kiwanis Club (if available)

3. Home and Walking Tour – **Colin**

1. Discuss Home and Walking Tour – 1 Tour, no tickets
2. Finalize brochures, tickets, and time(s)

4. Vendors – **Pam**

1. Discuss Specialty Vendors and Demonstrators – Historic Reenactors, SB County Animal Control, Kid's Activities (Free showcase groups)
2. Attached Vendor Application

5. Admin / Marketing – **Patrick**

- Attachments:
1. 2022 Citrus Harvest Festival (CHF) Budget
 2. 2022 CHF Contests
 3. 2022 CHF Schedule of Events
 4. 2022 CHF Layout

2022 Citrus Harvest Festival Budget

FESTIVAL EXPENDITURES	
Item / Description	Budget
Advertising (HCN \$0, RDF/Sun \$1,225, EHR \$535 & Peach Jar \$518) Radio – Hot 103.9 \$1,200 [credited]	2,278
Historic Demonstrators/Exhibitors (17 x \$200 ea)	3,400
Entertainment (Bands & DJ) (Middle School \$100, High School \$100, Highland Music Co. \$1,300)	1,500
Balloons street decorations	1,300
Insurance	2,000
Street Banner over Base Line (date modification)	300
Portable toilets	1,300
Posters, Flyers, print marketing materials	250
Mobile Stage (Towing)	550
Paper materials, copying, postage	650
Tables w/ umbrella & chairs for food court & stage area	550
Signs for parking & festival activities	300
Contest ribbons & prizes	300
Kid's activities	100
Booth refunds for historic displays	150
CHF Honoree plaque	150
Miscellaneous supplies	50
Staff shirts (10)	150
Contest materials	100
TOTAL	\$15,378

FESTIVAL REVENUES	
Item / Description	Budget
Sponsorship	11,000
Direct Sales vendor Booth spaces (62 x \$40)	2,500
Food vendor booth spaces (10 x \$200)	2,000
TOTAL	\$15,500

	Initial Balance: \$910	Projected Balance: \$1,032
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2022 Home Tour Budget

HOME TOUR EXPENDITURES	
Item / Description	Budgeted
Brochure	25
Flowers	125
Fee paid to property owners for participation	300
Shoe covers	50
TOTAL	\$500

HOME TOUR REVENUES	
Item / Description	Budgeted
Sponsors	350
Home Tour ticket sales	50
TOTAL	\$400

	Initial Balance: \$1,639.91	Projected Balance: \$1,539.91
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CONTEST	CATEGORIES	NO. WINNERS (total)	PRIZE
COLORING	Pre-K & K	1st, 2nd, & 3rd place for each grade (6 total)	Ribbon & Prizes for all (6)
POETRY	Grades 1-3	1st, 2nd, & 3rd place for each grade (9 total)	Ribbon & Prizes for all (9)
CITRUS LABEL	Grades 4-12	1st, 2nd, & 3rd place for each grade (27 total)	Ribbon & Prizes for all (27)
BAKING	Cookie, Pie, Cake, Bread/Muffin/Jams/ Jellies/Marmalade (5)	1st, 2nd, & 3rd place for each category (15 total)	Ribbon for all (15) Prizes for 1st place only
CITRUS GROWING	Orange – Including Largest, Best Flavor, Best Appearance Lemon – including Largest, Best Flavor, Best Appearance	1st, 2nd, & 3rd place for each grade (6 total)	1st Place for each category (6 total)
GOOD NEIGHBOR AWARD	Best Landscaping Best Restoration	1st place	Gift Bag

ENTERTAINMENT SCHEDULE

2022 HIGHLAND CITRUS HARVEST FESTIVAL

- 10:00 am School Band**
- 10:30 am Announce Winners for the:**
- * Baking Contest**
 - * Coloring Contest**
 - * Poetry Contest**
 - * Citrus Label Design Contest**
- 11:15 am School Band**
- 12:00 pm Presentation of Festival Honoree:
San Manuel Band of Mission Indians**
- 12:15 pm School Band**
- 1:00 pm Announce Winners for the:**
- * Car Show**
 - * Citrus Growing Contest**
 - * Best Landscaping Award**
 - * Best Restoration Award**
- 1:15 pm Main Band**
- 3:30pm End of Show**



COLE AVENUE **Open**

Closed

REEDY AVENUE



PALM AVENUE

Closed (@ Fisher St.)

Car Show

Historic Demonstrators

Vendors

MAIN STREET

Vendors

**If Necessary*

Power Engines

PACIFIC STREET **Open**

Vendor Parking

Parking

Stage

Closed

CHURCH AVENUE **Open**

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**Citrus Harvest Festival
Tentative Layout 2022**

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