

**MINUTES
HISTORIC AND CULTURAL PRESERVATION BOARD
SPECIAL MEETING
August 6, 2020**

This meeting was conducted as a video conference meeting in a remote location. All votes during the meeting were conducted by roll call.

CALL TO ORDER

The special meeting of the Historic and Cultural Preservation Board of the City of Highland was called to order at 5:02 p.m. by Chair Mauricio through video conference.

Present: Vice Chair Patrick Sandford
 Member Pam Bible
 Member Lewis Cantrell
 Member Colin Childs

Absent: Chair Tony Mauricio

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

The Pledge of Allegiance was led by Staff.

COMMUNITY INPUT

None

CONSENT CALENDAR

1. Minutes from the June 4, 2020 Special Meeting.

A MOTION was made by Member Bible, seconded by Member Cantrell, to approve the minutes, as amended. Motion carried on a roll call vote, 4-0, with Chair Mauricio absent.

BUSINESS ITEMS

2. Selection of an Event Date, Budget Analysis and Organizational Details for the 24th Annual Citrus Harvest Festival in 2021.

Associate Planner Syed presented the staff report.

Member Childs recommended the Citrus Harvest Festival be scheduled at an earlier date.

Member Bible stated concerns about the vendors already scheduling the dates for the Citrus Harvest Festival since it always takes place at the end of March. We have been very consistent on the date and it's been a routine. I would prefer to keep the March 27th date.

Vice Chair Sandford stated concerns about the weather, the closer we are to February the higher probability it will rain. The last Saturday of March is usually cool and sometimes hot. I concur with Pam, I like consistency.

Member Cantrell stated in the previous meeting we talked about combining Citrus Harvest Festival with Discover Highland Night. Is that complete off the board or is this something that is possible still?

Member Bible stated the purpose to combine the two was to hold people over until the next regular Citrus Harvest Festival. You cannot regularly hold the Festival at Discover Highland Night in the parking lot because it has to be in the Historic District.

Associate Planner Syed stated regarding the discussion about collaborating with Discover Highland Night. We did not know what the situation would be, and with restrictions on social gatherings I will still need to contact the Chambers of Commerce for their decision on Discover Highland Night to confirm if they are still planning the event. For the Festival for next year I want to point out the Spring Break on the two school districts.

Member Bible stated the festival has been during spring break several times and I do not remember it having any significant affect in attendance. Kim might remember that better than me.

Assistant Community Development Director Stater replied it is traditional for us to split the San Bernardino and Redlands school districts spring breaks. The only downside with that is sometimes the music departments have trouble finding kids to play. What they have done in the past is combine grades in schools. I don't think it has negatively affected us to have the event during spring break.

Member Bible stated the rain date cost would be around \$5,000, do we even have it in the budget to schedule a rain date or should we consider just having one festival date set without a rain date?

Associate Planner Syed replied right now our balance is \$257 and that does not cost the \$5,000 that is expected if we have to reschedule the festival rain date. If we cannot hold the festival on the suggested date of March 27, 2021 maybe the only option we have is to go ahead and cancel it for 2021.

A MOTION was made by Member Bible, seconded by Vice Chair Sandford, to recommend to the City Council approve the Citrus Harvest Festival be held on Saturday, March 27, 2021 and exclude the rain date scheduled Saturday, April 3, 2021 and approve the budget. Motion carried on a roll call vote, 4-0, with Chair Mauricio absent.

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

Associate Planner Syed presented the staff report.

Member Bible stated concerns about the project being approved on 6922 Palm Avenue. There is a metal pipe on top of the railing that was added. I checked on the Caltrans survey and other photos I have and the metal pipe was not there. It was built sometime in the 2000's. Since it is approved we really cannot do anything about that, right?

Associate Planner Syed stated the property was inspected. The site plans that were submitted as well as the photographs matched what was built on the property. If there was a railing that was put up in the 2000's and it was not according to code and unapproved, we could bring that up to Olov and ask him to remove that, but it is our disadvantage.

Member Bible asked for input from the other members.

Member Childs replied the owner potentially can argue that it is ADA compliant to have a railing and it is hazardous without one. Unless it's a glaring eyesore, I do not think we should pursue anything too extensive.

Member Cantrell stated he doesn't feel strongly either way.

Vice Chair Sandford concurred with Member Childs.

Member Bible stated we need to be more diligent on our approvals. If the owner needed something for ADA than maybe it should have been out of wood, not metal. It would have been more appropriate.

Vice Chair Sandford asked if this residence is two units.

Member Bible replied she believes it is two units.

Member Childs stated the plans show both the upstairs and downstairs have kitchens, dining rooms and bathrooms. So it is intended to become two units.

Associate Planner Syed stated historically this building was a duplex. The previous owner prior to Olov utilized this as a single family home. It technically has always been a duplex.

Vice Chair Sandford replied that the plans should reflect that it is a duplex.

Associate Planner Syed stated you are right; it should have been listed as a duplex.

Member Bible stated in the Caltrans survey it is listed as a residence with a basement underneath.

Member Childs stated the city is probably running off the tax role, and this property from a tax perspective was probably always seen as what it is classified to the city. So there legal documentation is more important than the Caltrans survey.

Associate Planner Syed replied Member Childs is correct.

4. Agenda Items and date for next Historic and Cultural Preservation Board (HCPB) Special Meeting scheduled for October 1, 2020.

Associate Planner Syed asked if the members were available in August 27th to meet again regarding two Certificates of Appropriateness. To revisit the items regarding the Citrus Harvest Festival I will contact the Chamber of Commerce to discuss partnering with Discover Highland Night and if the event is being held this year.

ANNOUNCEMENTS

Member Childs asked if the other members wanted to reach out to Charles Kiel to offer condolences to his wife Kathy Toy passing away.

ADJOURN

There being no further business, Vice Chair Sandford declared the meeting adjourned at 5:51 p.m.

Submitted by:

Approved by:

Camille Goritz,
Administrative Assistant III

Tony Mauricio, Chair
Historic and Cultural Preservation Board