

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

## MEMBERS

Patrick Sandford, Chair  
Pamela Bible, Vice Chair  
Colin Childs, Member  
Tony Mauricio, 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

## SPECIAL MEETING

March 3, 2022  
5:00 p.m.  
City Hall  
Donahue Council Chambers  
27215 Base Line  
Highland, California



## 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](http://www.cityofhighland.org)

CITY OF HIGHLAND • 27215 BASE LINE • HIGHLAND, CALIFORNIA 92346 • (909) 864-6861 ☎ • (909) 862-3180

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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 March 3, 2022 to [publiccomment@cityofhighland.org](mailto:publiccomment@cityofhighland.org).

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

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**HISTORIC AND CULTURAL PRESERVATION BOARD  
SPECIAL MEETING AGENDA  
March 3, 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 March 3, 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 February 3, 2022, Regular Meeting.  
RECOMMENDATION: That the Historic and Cultural Preservation Board approve the minutes, as submitted.

## BUSINESS ITEMS

2. Preparation for the 24<sup>th</sup> 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.

## 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 23rd of February 2022 by 4:30 p.m. on our website at [www.cityofhighland.org](http://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: February 23, 2022



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Camille Goritz, Administrative Assistant III



# STAFF REPORT

## TO THE HISTORIC & CULTURAL PRESERVATION BOARD

**DATE:** March 3, 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 February 3, 2022 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**  
**February 3, 2022**

**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:       Member       Pamela Bible  
                  Member       Colin Childs  
                  Member       Patrick Sandford  
                  Member       Gail Shelton

Absent:        Member       Tony Mauricio

Staff Present: Kim Stater, Assistant Community Development Director  
                  Ash Syed, Associate Planner

The Pledge of Allegiance was led by Chair Bible.

**COMMUNITY INPUT**

None.

1. Election of Chair and Vice Chair.

The Historic and Cultural Preservation Board elected Patrick Sandford for Chair and Pamela Bible for Vice Chair. Motion carried 4,0-1, with Member Mauricio absent.

**CONSENT CALENDAR**

2. Minutes from the January 6, 2022 Special Meeting.

**A MOTION** was made by Member Shelton, seconded by Member Childs, to approve the minutes, as amended. Motion carried, 4-0-1, with Member Mauricio absent.

**BUSINESS ITEMS**

3. Certificate of Appropriateness (COA 21-007) for the replacement of the two (2) existing garage doors on the commercial building in the Historic District. (Continued from December 2, 2021) (6944 Palm Avenue, APN # 1191-471-39)

Vice Chair Bible excused herself from the item due to conflict of interest and left the room.

Associate Planner Syed presented the staff report.

Member Childs stated the proposed doors are very pretty. I think they're aesthetically going to be very pleasing and going to make a big difference to the aesthetics and the view of the building. We had concerns as to the way that the doors would open and your potential usage of the property itself. If I remember correctly, it's a very deep property

and you may want to establish a store or business. My concern was not so much that you know that the doors open awkwardly, but I notice you changed it to inward now, which is a good thing. You are still going to lose some of your potential retail space, but irrespective, I wanted to say that this is a big difference. Have you considered possibility of the doors flipping upward so they move out of the way, so you have that available space at the front of the building?

Olov Lindberg, Applicant, stated yes, I also considered that.

Chair Sandford and Member Shelton thanked and complimented the applicant on the new design.

**A MOTION** was made by Member Childs, seconded by Member Shelton, to approve the Certificate of Appropriateness (COA 21-007) for the replacement of the two (2) existing garage door and option for the doors to open inward. Motion carried, 4-0-1, with Vice Chair Bible abstaining.

Vice Chair Bible returned to the dais at 5:16 p.m.

4. Preparation for the 24<sup>th</sup> Annual Citrus Harvest Festival in 2022.

Associate Planner Syed presented the staff report.

Member Childs stated now the letters are out I can start visiting the homes and knocking on doors and a kind of ask if they received the letter.

Associate Planner Syed stated there are several expenses that we had back in 2020 right before we cancelled our festival that were not going to be recoverable, but they were expenses that could go towards this year as well as the future festivals. There were deposits for portable toilets that we couldn't recover, that's all water under the bridge at this point. Regarding advertising, I'm currently working with Kim. Regarding the entertainment, I am in the process of arranging the different school bands that are going to participate and perform at each of the three times that we have listed on the entertainment schedule. We have approximately 50 vendors.

Chair Sandford stated since we have about 50 vendors, does that qualify as the direct sales vendors? Apparently, our goal is 62 so am I correct in thinking we're about 3/4 of the way there then?

Associate Planner Syed stated that would be technically our goal for just direct sales. The 50 we have right now includes food, historic demonstrators, everybody. It's not just direct sales.

Member Shelton stated I'm recently elected as president of the Chamber of Commerce, and we just had a conversation about this, and the Chamber will be participating as a vendor.

Associate Planner Syed stated in 2020 we had to refund most of our sponsorships, but when I when I spoke with them last, I'm sure almost all of them are interested in participating and sponsoring again, so that should be a definite plus for us in terms of revenue.

Jeff Staggs stated several businesses have requested flyers and we have at least one car club that has requested flyers, so we're doing good.

Assistant Community Development Director Stater stated a few other items regarding sponsorship, we have yeses from Highland Community News, Jim Cimino Realty, Twisted Images. San Bernardino Sun doesn't do sponsorship of events anymore, but they were willing to help us get a good rate on advertising and the remaining sponsors were continuing to contact and make progress with that. Our street banners and pole banners will arrive at City Hall next week from our yard so we can make sure that those are in order. We'll change out the sponsorship forwards as those come in and those will be updated and will see them go up in March for the green banners that go on the streetlights and the banner goes up on Base Line.

Member Shelton asked what's the cost level of sponsorship?

Assistant Community Development Director Stater stated they were a \$1,000 sponsor. I can email you kind of the breakdown of what that sponsorship includes.

Member Childs asked do we have an idea of who the representative of the tribal will be accepting the honoree award?

Associate Planner Syed stated not currently, but they are aware that they're going to be the festival honoree.

Vice Chair Bible stated when we conduct the Good Neighbor Award, how we were going to choose who is the winner? Were the residents going to nominate or were we going to nominate?

Member Childs stated we were going to request from people to nominate their neighbor. That's something I will talk to people when I visit this weekend and asked if they are aware there's a Good Neighbor Award and if they would you like to nominate somebody, and I'll make a note of who they're nominating or who they recommend.

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

#### **ANNOUNCEMENTS**

Assistant Community Development Director Stater announced there was a structure fire in the Historic District. Associate Planner Syed announced the next Historic Board meeting is scheduled March 3, 2022.

#### **ADJOURN**

There being no further business, Chair Bible declared the meeting adjourned at 5:57 p.m.

Submitted by:

Approved by:

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Camille Goritz, Administrative Assistant III

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Patrick Sandford, Chair



# STAFF REPORT

## TO THE HISTORIC AND CULTURAL PRESERVATION BOARD

**DATE:** March 3, 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 24<sup>th</sup> 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 \$2,414.84. 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), Sponsors
2. Attached Vendor Application

5. Admin / Marketing – **Patrick**

- Attachments:
1. 2022 CHF Budget
  2. 2022 CHF Contests
  3. 2022 CHF Schedule of Events
  4. 2022 CHF Vendor List
  4. 2022 CHF Layout

## *2022 Citrus Harvest Festival Budget*

<b>FESTIVAL EXPENDITURES</b>	
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
<b>TOTAL</b>	<b>\$15,378</b>

<b>FESTIVAL REVENUES</b>	
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
<b>TOTAL</b>	<b>\$15,500</b>

	<b>Initial Balance: \$910</b>	<b>Projected Balance: \$1,032</b>
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<b>CONTEST</b>	<b>CATEGORIES</b>	<b>NO. WINNERS (total)</b>	<b>PRIZE</b>
COLORING	Pre-K & K	1 <sup>st</sup> , 2 <sup>nd</sup> , & 3 <sup>rd</sup> place for each grade (6 total)	Ribbon & Prizes for all (6)
POETRY	Grades 1-3	1 <sup>st</sup> , 2 <sup>nd</sup> , & 3 <sup>rd</sup> place for each grade (9 total)	Ribbon & Prizes for all (9)
CITRUS LABEL	Grades 4-12	1 <sup>st</sup> , 2 <sup>nd</sup> , & 3 <sup>rd</sup> place for each grade (27 total)	Ribbon & Prizes for all (27)
BAKING	Cookie, Pie, Cake, Bread/Muffin/Jams/Jellies/Marmalade (5)	1 <sup>st</sup> , 2 <sup>nd</sup> , & 3 <sup>rd</sup> place for each category (15 total)	Ribbon for all (15) Prizes for 1 <sup>st</sup> place only
CITRUS GROWING	Orange – Including Largest, Best Flavor, Best Appearance Lemon – including Largest, Best Flavor, Best Appearance	1 <sup>st</sup> , 2 <sup>nd</sup> , & 3 <sup>rd</sup> place for each grade (6 total)	1 <sup>st</sup> Place for each category (6 total)
GOOD NEIGHBOR AWARD	Best Landscaping / Best Restoration	1 <sup>st</sup> 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**

Business Name	Type	Fee / \$?	Special Requests
Avon	Direct Sales	\$40	Corner Booth
Bizuri Ice Cream	Food	\$200	
Bridgee's Brittle	Direct Sales	\$40	Placed next to Floss
California Experience (Rope Making)	Historic Demo		
California Experience	Historic Demo		
California Experience (Highland Pickers)	Historic Demo		
California Experience	Historic Demo		
California Experience	Historic Demo		
California Experience (Chuck Wagon)	Historic Demo		
California Experience (Pottery)	Historic Demo		
Carl's Concessions	Food	\$200	
Century 21 Showcase	Direct Sales	\$80	Placed next to City of Highland
Charlene Crafts	Direct Sales	\$40	
Cigar Box Guitars	Direct Sales	\$40	Placed AWAY from Stage and Music
City of Highland (Community Trails Committee)	Nonprofit Go		
City of Highland (Public Services)	Nonprofit Go		
Country River Candles	Direct Sales	\$40	
Crazy Beanie Lady	Direct Sales	\$35	
Dignity Memorial	Direct Sales	\$40	
Doreen's Fashions	Direct Sales	\$40	Placed at corner of Center and Main
Dragonfly Sky Designs	Direct Sales	\$40	
Floss (Sky Ranch Beef Jerky & Stone Jewelry)	Direct Sales	\$80	
Graces Design	Direct Sales	\$40	Placed in a Shaded booth, away from sun
Highland Area Chamber of Commerce	Nonprofit Go	\$35	
Highland Area Historical Society	Sponsor		
Historic Demonstration (2 Ford Model A)	Historic Demo		
House of God Lutheran Church	Nonprofit Go	\$35	
Historic Demonstration (Western Antique Power Associates)	Historic Demo		
Immanuel Baptist Church	Direct Sales	\$35	
Inland Empire Prospectors and Miners	Nonprofit Go	\$40	Placed at a corner booth
Innovative Signs & Designs	Direct Sales	\$80	
Juice Plus / Xfira	Direct Sales	\$70	Placed Next to Sutton & Sutton Insurance Services, Etc.
Kand M Kreations	Direct Sales	\$40	Placed at a corner booth
Manny's Bobbleheads	Direct Sales	\$40	
National Orange Show	Nonprofit Go	\$40	Placed at a corner booth
Native Sons Of The Golden West	Nonprofit Go	\$40	
Paradise Valley Model A Ford Club	Historic Demo		
Pink Bling Party	Direct Sales	\$80	Placed at a corner booth
Re/Max Freedom	Direct Sales	\$40	
Rosales Mexican Food	Food	\$200	
Rotary Club of Highland	Nonprofit Go	\$40	
San Bernardino County Stormwater Program	Nonprofit Go	\$40	
Scentsy	Direct Sales	\$40	Placed at a corner booth
Steve's Bird Houses	Direct Sales	\$70	Placed at a corner booth
Sutton & Sutton Insurance Services, Etc.	Direct Sales	\$40	Placed next to Juice Plus
Texas Treasures	Direct Sales	\$80	
Wildlands Conservation	Historic Demo		

Direct Sales: .

Food: 3

Historic Demo

Nonprofit Go



COLE AVENUE **Open**

**Closed**

REEDY AVENUE



PALM AVENUE

**Closed (@ Fisher St.)**

**Car Show**

**Historic Demonstrators**

**Vendors**

**Vendors**

MAIN STREET

**Power Engines**

PACIFIC STREET **Open**

**Vendor Parkine**

**Parkine**

**Stage**

CHURCH AVENUE **Open**

**Closed**

**Citrus Harvest Festival  
Tentative Layout 2022**

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