

MINUTES
HISTORIC AND CULTURAL PRESERVATION BOARD SPECIAL MEETING
April 7, 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: Chair Patrick Sandford
 Vice Chair Pamela Bible
 Member Colin Childs
 Member Gail Shelton

Absent: Member 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 Member Shelton.

COMMUNITY INPUT

None

CONSENT CALENDAR

1. Minutes from the March 3, 2022 Special Meeting.

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

BUSINESS ITEMS

2. Post-event discussion of the 2022 Annual Citrus Harvest Festival, including discussion of Vendors, Car Show, Walking Tour, Entertainment, and Marketing.

Associate Planner Syed presented the staff report.

Member Shelton stated I participated in the Citrus Harvest Festival (CHF) and as a vendor I liked my location. People seem to really like the one row vendors, I received lot of great feedback. The only suggestion I have for next year is to have more signs up for vendor parking. The Historic tour was phenomenal.

Member Childs spoke about the Highland Historic District tour, it was a great turn out.

Chair Sandford stated I counted about 60 participants in the tour. It was very impressive. We have had discussions about the placement of the stage and how things are laid out. I like the other location where we used to be at, but if this works.

Vice Chair Bible stated I really enjoyed it. It seemed like we had different types of booths this year. It was more involved.

Assistant Community Development Director Stater stated the staff interviewed the vendors and listed the feedback. Very little improvements the vendors gave for next years CHF. We try and get 8 solid food vendors, we have talked about dispersing them through the event, however it is problematic.

Member Childs stated the problem I had was how much the food was this year.

Assistant Community Development Director Stater stated I think they knew there wasn't many vendors at CHF. For next year, Associate Planner Syed is going to get price lists from them. So, when you buy three tacos and a drink, it's not \$20. It will be more reasonable.

Associate Planner Syed stated we had 10 food vendors in 2019. I contacted them and four out of those ten don't exist anymore, and so the other four came back this year. Regarding the car show, they were very happy with the way the organization worked out. From the entrance it was clear directions where to head to and where to check in. There was a lot of new cars this year.

Vice Chair Bible stated there's still confusion in the morning because they are there at 6:30 and they're panicking, not sure where to go.

Associate Planner Syed stated last time we met I believe we were like \$3,400 short of our budget. We were able to recover \$3,400 plus an extra 100. Our developers in the City of Highland had a booth and was able to spread their word on upcoming housing developments. We had a total of 141 booth spaces. All the demonstrations were happy where they were placed. The radio station 103.9 crew was at the event, and they really liked it, I just need to figure out another location to place them.

Vice Chair Bible stated the church parking lot would be a good location for 103.9 radio station.

Chair Sandford stated it was a great festival, it turned out well. Thank you.

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

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

Associate Planner Syed presented the staff report. We have a new owner in the bank building who has submitted plans and it is a revised look to the structure. We will have a meeting date of May 11, 2022.

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

ANNOUNCEMENTS

ADJOURN

There being no further business, Chair Sandford declared the meeting adjourned at 5:43 p.m.

Submitted by:

Approved by:

Camille Goritz, Administrative Assistant III

Patrick Sandford, Chair