

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY
AND RECORD OF ACTION**

August 5, 2025

FROM

**TERRY W. THOMPSON, Director, Real Estate Services Department
DAVID MYERS, Director, Museum**

SUBJECT

Amendment to License Agreement with Christopher Wilcott dba Edwards Mansion, for Use of County-Owned Real Property in Redlands

RECOMMENDATION(S)

1. Find that approval of Amendment No. 1 to License Agreement No. 17-946 with Christopher Wilcott dba Edwards Mansion, for the use of County-Owned real property is an exempt project under the California Environmental Quality Act Guidelines, Section 15301 – Existing Facilities (Class I).
2. Approve **Amendment No. 1 to License Agreement No. 17-946** with Christopher Wilcott dba Edwards Mansion, to extend the term of the lease for five years, for the period of September 1, 2025, through August 31, 2030, via licensee's exercise of its existing five-year option to extend, following a permitted holdover period from January 1, 2024, through August 31, 2025, add a five-year option to extend the term, and update standard lease agreement language for the non-exclusive use of County-owned real property consisting of approximately 7,900 square feet, located at 2024 Orange Tree Lane in Redlands for 11 parking spaces designated for staff use only, at no cost.
3. Direct the Real Estate Services Department to file the Notice of Exemption in accordance with the California Environmental Quality Act.

(Presenter: Terry W. Thompson, Director, 387-5000)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Operate in a Fiscally-Responsible and Business-Like Manner.

FINANCIAL IMPACT

Approval of Amendment No. 1 (Amendment) to License Agreement No. 17-946 (License) will not result in the use of Discretionary General Funding (Net County Cost). The County will not receive any revenue for the use of 7,900 square feet of land for 11 parking spaces designed for staff use only, light posts along the driveway entrance and an automated entry gate (Use Area) located at 2024 Orange Tree Lane in Redlands (Premises). In lieu of rent, the Christopher Wilcott dba Edwards Mansion (Edwards Mansion) agrees to maintain the Use Area including the driveway areas from its commencement at Orange Tree Lane to and including its terminus at the southwestern corner of the Edwards Mansion parking lot. Such maintenance shall include, but not be limited to, paving and striping of the parking area, resurfacing and/or resealing the driveway areas, and keeping all items in good working order and condition.

BACKGROUND INFORMATION

**Amendment to License Agreement with Christopher Wilcott dba
Edwards Mansion, for Use of County-Owned Real Property in Redlands
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On December 19, 2017 (Item No. 45), the Board of Supervisors (Board) approved the License with one five-year option to extend the term of the License with Edwards Mansion for the non-exclusive use of County-owned land for the period of January 1, 2018, through December 31, 2023. The Premises is part of the County Museum (Museum) property in Redlands and provides 11 parking spaces designated for Edwards Mansion staff use only, a non-exclusive driveway entrance, light posts along the driveway entrance and an automated entry gate. The Museum notified the Real Estate Services Department (RESD) that there is a need to continue the use of this area with Edwards Mansion. Edwards Mansion is responsible for maintenance and utilities associated with the use of the light posts. The use of this area does not impact Museum services and maintenance of the County-owned entrance drive benefits the Museum.

Museum requested that RESD amend the License to extend the term of the License, which expired on December 31, 2023. The approval of this Amendment was postponed due to the prioritization of other RESD agreements. On January 1, 2024, the License went into a permitted holdover and Edwards Mansion has continued to occupy the Premises and abide by the terms of the License.

The Amendment will extend the term for the period of September 1, 2025, through August 31, 2030, by Edwards Mansion exercising the existing five-year option to extend, following a permitted holdover period from January 1, 2024, through August 31, 2025, for the Premises, add a five-year option to extend, and update standard license agreement language. All other terms of the License remain unchanged.

The project to approve the Amendment was reviewed pursuant to the California Environmental Quality Act (CEQA) and determined to be categorically exempt under Section 15301 - Class 1 Existing Facilities because the proposed Lease is to secure property to operate within the existing structure with negligible or no expansion of existing use.

Summary of License
Terms

Licensee:	Christopher Wilcott, doing business as Edwards Mansion
Location:	2024 Orange Tree Lane, Redlands
Size:	Approximately 7,900 square feet of County-owned land contiguous to the Edwards Mansion
Term:	September 1, 2025, through August 31, 2030
Options:	One five-year option
Rent:	None
Annual Increases:	None
Improvement Costs:	None
Custodial:	None

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Maintenance: Provided by Licensee

Utilities: Provided by Licensee

Insurance: The Certificate of Liability Insurance, as required by the Lease, is on file with RESD

Holdover: Month-to-month term upon the same terms and conditions, including the rent which existed at the time of expiration

Right to Terminate: County has the right to terminate with 90-days' notice

Parking: Sufficient for Licensee needs

PROCUREMENT

California Government Code section 25537(b) authorizes an alternative procedure for the licensing of County property, excluding it from the bidding procedure. Further Board approval and posting of notice will be required for any extensions.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (John Tubbs II, and Kaleigh Ragon, Deputies County Counsel, 387-5455) on June 18, 2025; Museum (David Myers, Director, 798-8601) on June 27, 2025; Purchasing (Ariel Gill, Supervising Buyer, 387-2070) on July 1, 2025; and County Finance and Administration (Celia McDonald, 387-4286, and Eduardo Mora, 387-4376, Administrative Analysts) on July 16, 2025.

(YG: 655-0268)

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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Joe Baca, Jr. Seconded: Curt Hagman
Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: August 5, 2025



cc: RESD - Thompson w/agree
Contractor - c/o RESD w/agree
File - w/agree
MBA 08/12/2025