

# CITY OF HIGHLAND REGULAR MEETING OF THE PLANNING COMMISSION AGENDA

## MEMBERS

Randall Hamerly, Chair  
Chandra Thomas, Vice Chair  
Edward Amaya, Commissioner  
Jarrod Miller, Commissioner  
Jessica Sutorus, Commissioner

## REGULAR MEETING

March 2, 2021  
6:00 p.m.  
City Hall  
Donahue Council Chambers  
27215 Base Line  
Highland, California

## STAFF

Lawrence A. Mainez, Community Development Director  
Kim Stater, Assistant Community Development Director  
Ashiq Syed, Associate Planner  
Salvador Quintanilla, Associate Planner  
Angela Tafolla, Planning Technician II  
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](http://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 Planning Commission, 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.

### **SPECIAL NOTICE REGARDING COVID-19**

In accordance with Governor Newsom's Executive Order N-25-20 and N-29-20, this meeting is being conducted via teleconference/Zoom. Anyone can join the meeting virtually or by phone:

To join the Zoom Meeting online: <https://zoom.us/j/98762092702>

- Listen to the meeting by calling (669) 900-9128 and enter the Meeting ID: 987 6209 2702

Toll free phone numbers:

(877) 853-5247 or (888) 788-0099  
Meeting ID: 987 6209 2702

Submission of Public Comments: For those wishing to make public comments (items not on the agenda), please submit your 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 2, 2021, to [publiccomment@cityofhighland.org](mailto:publiccomment@cityofhighland.org).

For those wishing to make a public comment regarding an item on the agenda, please identify the agenda item in the subject line. Email comments must be submitted by 5:00 p.m. on March 2, 2021 to [publiccomment@cityofhighland.org](mailto:publiccomment@cityofhighland.org). All email comments received by the deadline will be read aloud and shall be subject to the same rules as would otherwise govern speaker comments at the Planning Commission meeting.

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## **PLANNING COMMISSION REGULAR MEETING AGENDA March 2, 2021 – 6:00 P.M.**

### **CALL TO ORDER**

Pledge of Allegiance

### **COMMUNITY INPUT (ITEMS NOT ON THE AGENDA)**

### **CONSENT CALENDAR**

1. Minutes from the February 16, 2021 Regular Meeting.

RECOMMENDATION: That the Planning Commission approve the minutes, as submitted.

**BUSINESS ITEMS**

2. Planning Commission Training Session No. 2

RECOMMENDATION: Staff recommends the City of Highland Planning Commission hear Staff's training presentation concerning the Appeals Board Function and Process.

**ANNOUNCEMENTS**

**ADJOURN**

I, Camille Goritz, Administrative Assistant III, of the City of Highland, California, certify I caused to be posted this agenda on or before the 25<sup>TH</sup> of February by 5:30 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 25, 2021

  
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Camille Goritz, Administrative Assistant III



# STAFF REPORT

## TO THE PLANNING COMMISSION

**DATE:** March 2, 2021



**FROM:** Lawrence Mainez, Community Development Director

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

**SUBJECT:** Minutes from the February 16, 2021 Planning Commission Regular Meeting.

**RECOMMENDATION:** Staff recommends the Planning Commission 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. _____
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
			
Recording Secretary		Community Development Director	

**MINUTES  
PLANNING COMMISSION REGULAR MEETING  
February 16, 2021 – 6:00 P.M.**

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 regular meeting of the Planning Commission of the City of Highland was called to order at 6:01 p.m. by Chair Hamerly through video conference.

Present:	Chair	Randall Hamerly
	Vice Chair	Chandra Thomas
	Commissioner	Edward Amaya
	Commissioner	Jarrold Miller
	Commissioner	Jessica Sutorus

Staff Present: Lawrence Mainez, Community Development Director  
Kim Stater, Assistant Community Development Director  
Salvador Quintanilla, Associate Planner  
Matt Bennett, Assistant Public Works Director  
Matt Wirz, Building Official  
Camille Goritz, Administrative Assistant III

The Pledge of Allegiance was led by Chair Hamerly.

**COMMUNITY INPUT (ITEMS NOT ON THE AGENDA)**

None

**CONSENT CALENDAR**

1. Minutes from the January 19, 2021 Regular Meeting.

**A MOTION** was made by Commissioner Miller, seconded by Commissioner Sutorus, to approve the minutes as amended. Motion carried on a roll call vote, 5-0.

**PUBLIC HEARING**

2. Street Names for Tentative Tract Map No. 18893 (TTM14-002)

Chair Hamerly opened the public hearing.

Commissioner Miller abstained from this project and left the video conference meeting.

Associate Planner Syed presented the staff report.

Chair Hamerly asked if these names are under consideration for this track or for information purposes?

Associate Planner Syed stated it is for informational purposes.

Commissioner Amaya asked if the developer picked the names or was it the street naming committee?

Associate Planner Syed replied it was the developer.

Chair Hamerly stated depending on which map you are looking at Sanremo is sometimes one word or two separate words.

Associate Planner Syed replied when I spoke to the applicant and from the list they provided me was one word.

Assistant Community Development Director Stater stated over the years the city developed names with our Street Naming Committee with advice from Historic Board, Chamber of Commerce, and other organizations. This list was developed and provided to each developer as they select names. Mediterra did select something that is in keeping with the theme or they may select from this list.

Commissioner Sutorus stated I think the names are very nice and appropriate for the development.

Chair Hamerly stated all the street names on the list are Mediterranean names except for the main road that runs through the entire project, Avenida Ramblas.

Camille Bahri, Applicant stated the reason why the street names for the Mediterra project were proposed.

Chair Hamerly closed the public hearing.

**A MOTION** was made by Commissioner Amaya, seconded by Vice Chair Thomas, to approve the proposed street names for Tentative Tract Map No. 18893.

Motion carried on a roll call vote, 4-0-1.

3. Conditional Use Permit (CUP 20-005) to entitle the construction of a 1,811 square foot drive-thru carwash with seven (7) vacuum stations. (8054 Palm Ave)

Chair Hamerly opened the public hearing.

Associate Planner Syed presented the staff report.

Chair Hamerly asked will driver remain in their vehicle for this car wash, correct?

Associate Planner Syed replied correct.

Chair Hamerly asked does the city storm drain system now extend past this site on Palm Avenue?

Assistant Public Works Director Bennett stated that is correct. I am looking at the site plan and identified the storm drain manhole out in front. It would require reaching out if there is connection to the storm drain, but it is in Palm Avenue between 3<sup>rd</sup> and 5<sup>th</sup> street.

Chair Hamerly stated I just remembered in years past that interception was a flood hazard any time it rained.

Assistant Public Works Director Bennett stated the pending project that is going to develop the dedicated right is going to do some drainage modifications and tie in and reduce the drainage at Palm Avenue, 3<sup>rd</sup> and 5<sup>th</sup> Street. The project is projected to start in September 2021.

Commissioner Miller asked I want to confirm it will be a recycle system that will take the water, recycle it, filter it, reuse it, continuously as opposed to using virgin clean water continuously?

Bernie Mayer, Engineer for the Applicant stated yes. The preliminary plans that we have looked at is certainly recycled water. It would have a filtration system and the capability to use the recycled water.

Chair Hamerly asked if they would use biodegradable materials and non-foaming agents for the car wash cleaning?

Bernie Mayer replied I have not got into that much detail yet, but yes. I think environmentally that is being used now for car wash facilities.

Chair Hamerly asked questions regarding the Planning Condition number 9.

Associate Planner Syed stated that is a development standard for vehicle repair/maintenance facilities which is what the development standards for a car wash were going to go by.

Chair Hamerly asked if cable television was a requirement?

Assistant Public Works Director Bennett stated I would not say it seems to be a requirement for a car wash.

Chair Hamerly asked so is that a boilerplate condition if any of those are provided, they need to be underground?

Assistant Public Works Director Bennett stated that is the intent.

Chair Hamerly closed the public hearing.

**A MOTION** was made by Commissioner Sutorus, seconded by Commissioner Miller, to approve:

1. Adopt Resolution No. 2021 – 003, approving Conditional Use Permit (CUP 20-005) for the construction of a drive-thru carwash with seven (7) vacuum stations.

2. Direct staff to file a Notice of Exemption with the County Clerk of the Board of Supervisors.

Motion carried on a roll call vote, 5-0.

**ANNOUNCEMENTS**

Community Development Director Mainez announced the next Planning Commission meeting is scheduled March 2, 2021 at 6:00 p.m.

Chair Hamerly congratulated Scott Rice on his promotion.

**ADJOURN**

There being no further business, Chair Hamerly declared the meeting adjourned at 6:54 p.m.

Submitted by:

Approved by:

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Camille Goritz, Administrative Assistant III  
Community Development Department

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Randall Hamerly, Chair  
Planning Commission



