

CITY OF HIGHLAND PLANNING COMMISSION STUDY SESSION AGENDA

STUDY SESSION

November 2, 2020
6:00 p.m.
City Hall
Donahue Council Chambers
27215 Base Line
Highland, California

MEMBERS

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

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

The City of Highland complies with the Americans with Disabilities Act of 1990. If you require special assistance to attend or participate in this meeting, please call the City Clerk's Office at (909) 864-6861 Ex. 226, at least 48 hours prior to the meeting.

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/95021528602>

- Listen to the meeting by calling (669) 900-9128 and enter the Meeting ID: 950 2152 8602#

Toll free phone numbers:

(877) 853-5247 or (888) 788-0099
Meeting ID: 950 2152 8602#

Submission of Public Comments: For those wishing to make public comments on Item #1 at the November 2, 2020 Planning Commission Study Session meeting, please submit your comments by email to be read aloud at the meeting by the Community Development Administrative Assistant. Comments can be submitted any time prior to the meeting as well as during the meeting up until the end of the corresponding item. Please submit your comments to the Community Development Administrative Assistant at publiccomment@cityofhighland.org. If you are making a comment regarding an item on the agenda, please identify the agenda item in the subject line. All email comments shall be subject to the same rules as would otherwise govern speaker comments at the Planning Commission Study Session meeting.

PLANNING COMMISSION STUDY SESSION AGENDA November 2, 2020 – 6:00 P.M.

CALL TO ORDER

Pledge of Allegiance

SWEARING IN OF NEWLY ELECTED PLANNING COMMISSIONERS

Edward Amaya

Randall Hamerly

Jarrold Miller

Jessica Sutorus

Chandra Thomas

COMMUNITY INPUT (ITEMS NOT ON THE AGENDA)

The Community Development Administrative Assistant shall read all email comments received before 5:00 p.m., provided that the reading shall not exceed three (3) minutes because this is the time limit for speakers at a Planning Commission Study Session Meeting. The email comments submitted shall become part of the record of the Planning Commission Study Session Meeting.

ITEMS FOR DISCUSSION

1. Planning Commission Orientation
RECOMMENDATION: Staff recommends the newly appointed City of Highland Planning Commission hear Staff's presentation concerning the Planning Commission Roles and Responsibilities (Authority and Function).

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 29th of October by 5:30 p.m. on our website at 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: October 29, 2020



Camille Goritz, Administrative Assistant III



STAFF REPORT

TO THE PLANNING COMMISSION STUDY SESSION

DATE: November 2, 2020

FROM: Lawrence A. Mainez, Community Development Director

SUBJECT: Planning Commission Orientation

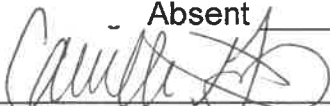

RECOMMENDATION: Staff recommends the newly appointed City of Highland Planning Commission hear Staff's presentation concerning the Planning Commission Roles and Responsibilities (Authority and Function).

PUBLIC NOTICE: As required by City Council Resolution, the agenda was posted at the City's three designated posting locations, on the City's website, and mailed to interested agencies/parties. This is not a public hearing item so no additional noticing was required, and no formal action will be taken.

BACKGROUND: On September 8, 2020, the City Council declared five (5) seats vacant on the Planning Commission. On October 20, 2020, the City Council held a Study Session to meet and ask questions of all applicants interested in a Planning Commission appointment. At their October 27, 2020, the City Council held a public hearing and appointed five (5) applicants to serve on the Highland Planning Commission.

ORIENTATION: This orientation was developed by City Staff in partnership with the City Attorney to help the newly appointed Planning Commission confidently preside over its first public meeting and take appropriate action(s). Several topics related to a Planning Commissioner's conduct will be discussed and tips shared related to the decision-making process (as guided by State and Federal Law, and the California and US Constitutions).

This orientation is the first in a series of Training Workshops being developed by staff which will be presented throughout the coming years and held during a regularly scheduled Planning Commission meeting. Staff anticipates this orientation may last approximately one (1) hour (inclusive of the questions and answer session). Copies of all material referenced during the orientation will be emailed to the Planning Commission after the presentation.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>1</u>
Denied _____	Ayes _____		File No. _____
	Noes _____		
Continue _____	Abstain _____		
	Absent _____		
 _____ Recording Secretary		 _____ Community Development Director	