

**MINUTES
PLANNING COMMISSION MEETING
NOVEMBER 17, 2009**

1.0 CALL TO ORDER

The Meeting of the Planning Commission of the City of Highland was called to order at 6:00p.m. by Chairman Haller in the Donahue Council Chambers, 27215 Base Line, Highland, California.

Present: Commissioners Randall Hamerly, Trang Huynh, Milton Sparks, Michael Stoffel, and Michael Willhite, and Chairman Richard Haller

Absent: Vice Chairman John Gamboa (Note: he arrived at 6:03pm)

Staff Present: John Jaquess, Community Development Director
Lawrence Mainez, City Planner
Linda McKeough, Administrative Assistant III

2.0 COMMUNITY INPUT

There was none.

3.0 LEGISLATIVE

3.1 Appointing two (2) Members of the Planning Commission to a City Council Ad Hoc Subcommittee to review and recommend suggested Amendments to the City's Sign Regulations (Municipal Code Amendment-009-005).

Chairman Haller introduced the Item and called for Staff's presentation.

Community Development Director Jaquess gave the presentation from the Staff Report and then concluded his presentation and opened the floor for discussion.

Chairman Haller asked when the Meetings will occur and the number of Meetings and Community Development Director Jaquess said there is no expectation of the number of Meetings and when they occur is up to the Subcommittee. He further stated it is hoped that we can schedule the Meeting in the next week or two.

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Chairman Haller asked about the duration of the process and Community Development Director Jaquess said on his estimate, maybe a couple of months.

Commissioner Hamerly asked if the Meeting would be monthly or biweekly and Community Development Director Jaquess said he expected the Subcommittee would want to meet every two (2) weeks, if possible. If it would go to once a month, there would be a lot of down time. City Planner Mainez added he will try to keep it short and anticipated a Study Session tonight that a lot of material has been assembled and analyzed some of the issues and believed the number of Subcommittee Meetings will be minimal – may be one (1) or two (2) Meetings then will go to the full Planning Commission and then to the full City Council. Community Development Director Jaquess anticipates between two to four (2-4) Meetings.

Commissioner Huynh asked if the Meetings will be in the evening and Community Development Director Jaquess said that it's up to the Subcommittee.

(Note: Vice Chairman Gamboa arrived at 6:03pm)

Commissioner Sparks said the Meetings were at City Hall during the day and met with the public. Community Development Director Jaquess said the product of the Subcommittee's recommendation will come back to the full Planning Commission and full City Council through a Public Hearing process. He further stated the Subcommittee Meeting is open to the public who could attend the Meeting, not a Public Hearing process and that the Subcommittee is a working group.

Commissioner Huynh asked if the Sign Code would also review banners, window signage, and the whole nine yards. Community Development Director Jaquess said the whole nine yards; pole signs, monument signs, banners, flags, window signs, billboards to the extent that want to discuss them, video vision screen type of signs. The other Commissioners were saying other types of signs. Commission Huynh asked about political / campaign signs and Commissioner Hamerly said those are exempt. Community Development Director Jaquess said no, that is not a part and City Planner Mainez said that is part of the Ordinance and was discussed previously. Community Development Director Jaquess said that has been a problem, but if the Commission wants to talk about it, we can talk about it. City Planner Mainez said there are a lot of legal issues that will have to be brought up.

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Chairman Haller said this is a survey on which Commissioners would be interested on serving on the Subcommittee and Commissioners Hamerly, Stoffel, and Vice Chairman Gamboa offered. Chairman Haller asked if anyone else is interested in doing it. Vice Chairman Gamboa said if one of the Commissioners did not want to serve, he would.

A Motion was made by Vice Chairman Gamboa and seconded by Chairman Haller to appoint Commissioner Hamerly and Commissioner Stoffel to sit on the City Council Ad Hoc Subcommittee.

Chairman Haller asked if there needs to be an alternate for the Subcommittee in case if someone is not up and able to attend and Community Development Director Jaquess said given the Council's direction, would only be able to have two (2) Commissioners at the Meeting. If you would appoint an alternate, you have someone coming in that hadn't participated. Commissioner Hamerly said in case if someone would not be able to show up for whatever reason and City Planner Mainez said that should not be an issue because there is not a quorum requirement and then asked Community Development Director Jaquess if that was correct. Chairman Haller said that was a good idea and then asked if there was any further discussion and there was none.

Motion unanimously passed on a 7 – 0 vote.

4.0 ANNOUNCEMENTS

Community Development Director Jaquess explained the Items tentatively scheduled for the December 1, 2009, Commission Regular Meeting. Chairman Haller asked when the Commission would receive the Packet and City Planner Mainez said he would try and get it done tomorrow, the ad would be going out on Friday, so you would get it this week. Commissioner Hamerly asked if it would be a big or little packet and City Planner Mainez said it is a three to four (3-4) page and Community Development Director Jaquess said that it is a short item on an appeal. Commissioner Hamerly asked if it was the Post Office and Community Development Director Jaquess said the property there is a Lot Line Adjustment issue that has been appealed.

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Vice Chairman Gamboa asked about a (Public Hearing) advertisement for the Cell Tower located at Aurantia Park and City Planner Mainez said that is going on the following Meeting. Chairman Haller said that was approved a long time ago and Community Development Director Jaquess said it is another one.

Both the Commission and Staff wished each other a Happy Thanksgiving.

5.0 ADJOURN

There being no further business, Chairman Haller declared the Meeting adjourned at 6:11 p.m.

Submitted by:

Approved by:

Linda McKeough, Community
Development Administrative Assistant III

Richard Haller, Chairman
Planning Commission

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