

**MINUTES
PLANNING COMMISSION REGULAR MEETING
JULY 20, 2010**

1.0 CALL TO ORDER

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

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

Absent: Commissioner Michael Stoffel (Note: arrived at 6:15 p.m.)

Staff Present: Lawrence Mainez, City Planner
Sean Kelleher, Assistant Planner
Linda McKeough, Administrative Assistant III

2.0 COMMUNITY INPUT

There was none.

3.0 CONSENT CALENDAR

3.1 Minutes of June 1, 2010, Regular Meeting.

A Motion was made by Vice Chairman Huynh and seconded by Commissioner Haller to approve the Minutes of June 1, 2010, as submitted.

Motion carried on a 4 – 0 vote with the abstention of Commissioners Sparks and Willhite and Commissioner Stoffel absent.

4.0 PUBLIC HEARINGS

There were none.

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5.0 LEGISLATIVE

5.1 A Semi-annual Report of the processing of Applications per the City Council's "Come Home to Highland" Program and Policies for the period of January 1, 2010, to June 30, 2010.

Chairman Hamerly identified the Item and called for Staff's presentation.

Assistant Planner Kelleher gave the presentation from the Staff Report and PowerPoint presentation and then concluded his presentation.

Chairman Hamerly asked if the Commission had any questions of Staff.

Discussion ensued between the Commission and Staff regarding the amount of Applications that have been processed between the various the Divisions / Departments and the average number of Plan Checks and Inspections, as well as the Home Occupation Permits.

Chairman Hamerly asked if the Commission had any further questions of Staff.

Discussion ensued between the Commission and Staff regarding Planning activity and that approximately thirty (30) unique projects that are represented. There used to be a Matrix showing how stacking up in years passed with the processing time and how many Applications / Items were processed in terms of Permit / Review Activity. Staff explained the City is on target with the processing time of Applications / Items and with the number of Application submittals have been reduced somewhat and what has transpired for the last two to four years.

Further discussion ensued between the Commission and Staff regarding Code Enforcement Special Inspections due to illegal construction and the fees that are charged for a Special Inspection and how the Property Owner may need to pay a Double Fee or the illegal construction may have to be demolished.

There being no further questions of Staff or discussion amongst the Commissioners, Chairman Hamerly then called for the question.

A MOTION was made by Commissioner Haller and seconded by Commissioner Gamboa the Planning Commission Receive and File the Report.

Motion carried on a 6 – 0 vote with Commissioner Stoffel absent.

Chairman Hamerly thanked Assistant Planner Kelleher.

(Note: Assistant Planner Kelleher left the Chambers at 6:12 p.m.)

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5.2 Annual Review of the City's General Plan Implementation in accordance with Government Code Section 65400 and 65588.

Chairman Hamerly identified the Item and called for Staff's presentation.

City Planner Mainez gave the presentation from the Staff Report and indicated this is a work in progress. He requested the Commission to keep the document and review it and how it is a Guiding Document that the City Council uses in making decisions of the Budget, Work Program, etc. He then concluded his presentation.

Chairman Hamerly asked if the Commission had any questions of Staff.

Discussion ensued between the Commission and Staff regarding the status of the Housing Element and this week the Third Draft is with the City Attorney revising Policies and the State is challenging Policies. Staff explained the Housing Element is complicated and how both the Planning Commission and the City Council are taking bold steps forward for housing density. The 2009 RHNA figures and its data for the State on the percentage / total number of units were also discussed.

Chairman Hamerly asked if the Commission had any further questions of Staff.

(Note: Commissioner Stoffel arrived at 6:15 p.m.)

Discussion ensued between the Commission and Staff regarding what the State does with the City's submittal and the data information provided. The Housing Element is used for statistics, spending resources, needs and special trends, and compliance with the State's Housing Element Law. The Implementation and Progress Table was also discussed.

There being no further questions of Staff or discussion amongst the Commissioners, Chairman Hamerly then called for the question.

A MOTION was made by Commissioner Haller and seconded by Vice Chairman Huynh that the Planning Commission recommend that the City Council Receive and File the Subject General Plan Implementation Annual Report.

Motion unanimously passed on a 7 – 0 vote.

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6.0 ANNOUNCEMENTS

Staff explained the Items tentatively scheduled for August 3, and August 17, 2010, Regular Meetings. Commissioner Haller said he would be unable to attend the August 3, 2010, Regular Meeting.

Discussion ensued between the Commission and Staff regarding the Agenda Packets being e-mailed and being received on the Distribution List. A Commissioner was concerned that the Applicants and the Press having the Commissioners' e-mail addresses and a suggestion was made to have separate Distribution Lists. Staff responded that Staff would talk with City Clerk Hughes.

7.0 ADJOURN

There being no further business, Chairman Hamerly declared the Meeting adjourned at 6:25p.m.

Submitted by:

Approved by:

Linda McKeough, Community
Development Administrative Assistant III

Randall Hamerly, Chairman
Planning Commission

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