

**MINUTES
PLANNING COMMISSION REGULAR MEETING
DECEMBER 17, 2013**

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: Chairman Randall Hamerly
 Vice Chairman John Gamboa
 Commissioners Richard Haller
 Trang Huynh
 Milton Sparks

Absent: Commissioner Michael Stoffel
 Commissioner Mark Rush

Staff Present:Lawrence Mainez, Community Development Director
 Kim Stater, City Planner
 Jim Richardson, Public Works Manager
 Linda McKeough, Administrative Assistant III

The Pledge of Allegiance was led by Chairman Hamerly.

2.0 COMMUNITY INPUT

There was none.

3.0 CONSENT CALENDAR

3.1 Minutes of November 5, 2013, Regular Meeting.

A Motion was made by Vice Chairman Gamboa and seconded by Commissioner Haller to approve the Minutes of November 5, 2013, Regular Meeting, as submitted.

Motion carried on a 5 – 0 vote with Commissioners Rush and Stoffel absent.

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4.0 OLD BUSINESS

There was none.

Chairman Hamerly requested the New Business Items be taken out of order and for the Commission to consider Item 5.2 first and the Commission concurred.

5.0 NEW BUSINESS

Note: Prior to the Meeting Staff distributed / displayed a full-sized Sign letter for the Commission to review for Item 5.2.

- 5.2 Accessory Sign Review Application ASR 013-022) proposing a new Building Mounted Sign at the Highland Police Station located at 26985 Base Line. (Previously discussed at the Planning Commission Meeting of September 3, 2013.)

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

City Planner Stater gave the presentation from the Staff Report and explained the distributed Sign letter sample to the Commission. She further explained that the Commission's comments from the September 3, 2013, Meeting, were not included in the Sign Plan. The Commission's comments from September 3, and December 17, 2013, will be included in the recommendation to City Council since it is a City Council for their consideration of the Plan in January. She provided the background process how the proposed Sign went to the Public Works Subcommittee, then to the Commission provided input / comments for the City Council's recommendation. The Commission's wanted to review again the Sign with the Commission's comments prior to giving recommendation to the City Council. City Planner Stater indicated the City Council will determine the implementation of the Sign. In addition, City Planner Stater further indicated that Public Works Manager Richardson is in the audience for any questions the Commission may have and then concluded her presentation.

Public Works Manager Richardson provided a general overview that the Sign's size will be 2' X 20'6" and are reversed channel letters. He explained the Sign letter sample for the proposed Sign for review is not back lit and will be resting on split-face wall material.

A question was asked by Chairman Hamerly regarding the Sign letter sample before the Commission does not indicate the proposed material, color or internally lit or back lit. City Planner Stater responded the proposed Sign letters will be a reverse channel style.

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Another question was asked by Chairman Hamerly if the Commission will see a final Sign Plan and City Planner Stater said no, the Commission will make a recommendation to the City Council and the City Council will take the final action.

A comment was made by Chairman Hamerly then Commission will not see the Sign again. Public Works Manager Richardson responded how the Sign letter sample represents a makeup of the Sign lettering and will have a powder coating, and the Sign color is supposed to match the black lettering that already exists on the Building. The size of the individual letters will be between 3 1/8" – 3 1/2" wide by 3" deep and reiterated that the Sign will not be back lit. City Planner Stater added that the Sign is a City Council Work Program and how the City Council had previously said that the Sign would not be lit.

Another comment was made by Chairman Hamerly regarding the last bullet on Page 2 of the Staff Report stating to have more detailed exhibits provided. He explained how the proposed Sign would be facing the street (Base Line) and that the City Council should have a Site Plan. Public Works Manager Richardson responded that the proposed Sign is parallel of Base Line and would be located on the north face of the Building.

A comment was made by Chairman Hamerly that the proposed Sign location may be missed from either the west bound or east bound traffic. Vice Chairman Gamboa added that it would not be visible for the east bound traffic. City Planner Stater responded that Staff will include a Site Plan when the Application goes to the City Council.

A comment was made by Commissioner Haller regarding the existing Monument Sign with the visibility with people driving by fast and need to increase visibility. Chairman Hamerly added there are all different types of signage with businesses or buildings that is advertised to traffic. City Planner Stater responded that will include the location of both Signs on the Plan to be reviewed by the City Council.

A question was asked by Vice Chairman Gamboa if the City Logo is included. City Planner Stater responded the Public Works Subcommittee did not discuss it and City Council has not seen the Sign Application.

A comment was made by Vice Chairman Gamboa to have the developer incorporate it for standards and City Planner Stater said okay. Vice Chairman Gamboa added that the Proposal falls very short of the Standards and has a hard time approving the Sign.

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A question was asked by Community Development Director Mainez if the Commission has a preference on the City Logo location. Chairman Hamerly responded that typically that the City Logo is on a Monument Sign and the Commission does not have a Sign Program to review and that is why a Sign Program that shows all types of Signs for the site is important and the need for consistency.

City Planner Stater then went up to the Dais with a Site Plan and Building Elevations for the Commission to view and discuss.

A question was asked by Chairman Hamerly if the Site Plan shows the Façade facing north and City Planner Stater said that is correct. Chairman Hamerly then asked about the "2 X 8" that is listed as to be expanded as "HIGHLAND POLICE" and City Planner Stater responded that was the original Proposal since modified.

Another question was asked by Chairman Hamerly regarding the Old Plan for the City Logo being on Monument Sign or for the Building Sign and Vice Chairman Gamboa said we have discussed the Logo is on Monument Sign and with the Logo being on the Building Sign, it would be useless with it not being back lit.

A comment was made by Vice Chairman Gamboa regarding the Rotunda would block the Sign with traffic traveling east bound Sign and Chairman Hamerly said how the Parkway and Median landscaping would also come into play.

Another comment was made by Vice Chairman Gamboa that he does not like holding the City with lower Standards than for we do for businesses.

A question was asked by Chairman Hamerly regarding the Rotunda Sign materials and Commissioner Haller responded being laminate material with a bonded skin and Chairman Hamerly said similar to Alucobond and Public Works Manager Richardson said exactly.

A question was asked by Vice Chairman Gamboa regarding signage visibility above the Rotunda for the traffic traveling both east / west bound. Community Development Director Mainez responded the visibility on the east bound traffic on Base Line in that a person would need to get past the trees and otherwise would be blocked unless the trees are trimmed. Public Works Manager Richardson added that trimming of the trees is done on a regular annual basis.

A comment was made by Vice Chairman Gamboa to have the same mounted Sign to be placed on the Storage Buildings and then asked why did the Public Works Subcommittee forward the Sign to the Commission if the Commission's comments are not used. City Planner Stater responded that the Commission's

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input is wanted, and Staff is unable to make changes to what the two Member City Council Subcommittee has recommended, but when it goes to the full five Member City Council, the Council may take into consideration the Commission's recommendations and the Sign Contractor will then go back to the City Council with any changes.

A comment was made by Chairman Hamerly the letters are similar enough in materials and have the offset the letters vertically with the fins located at the Rotunda. The most prominent Façade's area is the northwest corner of the fins and to mount the offset letters vertically with Alucobond material. If the fins are silver, the letters should be black which would have a good contrast and visibility and say, "HIGHLAND POLICE" on two (2) successive fins. Public Works Manager Richardson said the fins are at the outer width of the Rotunda. Chairman Hamerly said at the Rotunda face and then Chairman Hamerly asked if the Rotunda door was ten feet (10') tall and was noted that Chairman Hamerly was drawing on the Plans provided by City Planner Stater. Public Works Richardson responded they are between ten feet to twelve feet (10' – 12') tall.

A comment was made by Commissioner Haller if the Sign lettering is too low, people might mess with them and suggested to elevate the Sign lettering up above where people cannot get to them.

A question was asked by Community Development Director Mainez if the Commission wanted "HIGHLAND POLICE" located on both sides of the Rotunda and Chairman Hamerly responded that he would want them on a plane that is sticking out and would be a little bit more stylized. Another question was asked by Community Development Director Mainez how about something in the middle and Chairman Hamerly responded that "HIGHLAND POLICE" lettering would be too big to place them horizontally. Public Works Manager Richardson added the thirty-six inch (36") Monument Sign is located at the entry by flanking the door and the top is taken up by the Plaque.

A comment was made by Chairman Hamerly that the Public Works Subcommittee, have a cardboard mockup onsite for the Subcommittee to refer to regarding the height / visibility of the Signage located on the Fins to make an accurate determination.

A comment was made by Commissioner Haller to forward the Application to City Council without a Commission's recommendation with approval or disapproval and for the City Council to consider the Commission's comments from the September 3, 2013, Meeting Minutes and the sketch that Chairman Hamerly has provided. This way, the City Council can consider the Application by the Subcommittee's recommendation and also can see the Commission is not

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strongly in support of the Subcommittee's recommendations and that the City Council can consider the Commission's comments to enhance the Sign. Chairman Hamerly said then asked it that would be a recommendation to return to the Subcommittee and Commissioner Haller said no, it would be moved forward to the City Council without saying the Commission approves it or disapproves it and ask the City Council to consider the Commission's comments from the September 3, 2013, Meeting. A question was asked by Commissioner Huynh if the lettering is "set in stone" with the style and font and City Planner Stater said no.

The Proposed Sign would not go back to the Subcommittee. The Public Works Subcommittee consists of two (2) Council Members; Member Timmer and Mayor Pro Tem McCallon and the Application will now be considered by the five (5) City Council Members. City Planner Stater added the Sign font lettering was basic and matches the channel letters that are used over the doorway of the Council Chambers.

A comment was made by Commissioner Huynh that it was previously said that the Sign was very basic, traditional and cheap looking and he thought the Sign would return to the Commission for further review and how the Building looks very nice because if the basic lettering is used, it would then look like a building out of a 1950's movie. Vice Chairman Gamboa added to have cardboard cutouts painted black and put them up. City Stater explained the reason for the Plan not having the Commission's comments recommended. If there is a deviation, the Council would take that into consideration and she further explained when the Application first came before the Commission, it had the Subcommittee's recommendation and the Commission would have an opportunity to make changes and then the Council will take everyone's comments into consideration and that it is the City Council's final decision to make.

A question was asked by Chairman Hamerly if the Council is inclined not to change it with it being City-owned property. City Planner Stater responded that it is subjective and the City Council would have a more difficult time amending the Plan if it was the departure from the City's Standard Monument Sign design / style. Chairman Hamerly said there are more style points up on the Building and contrasting outline with black face lettering with brushed aluminum shadow around it is a basic font that has been selected. City Planner Stater indicated with the bullet point on Page 2 of the Staff Report is specific enough and she suggested using an alternative font that is more stylistic in keeping with the architecture of the Building and Chairman Hamerly said sure and City Planner Stater said okay.

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A question was asked by Chairman Hamerly what is the Commission's recommendation to forward to City Council for consideration and then with Bullet 1 that the Sign should be offset metallic material and offset colors.

A comment was made by Vice Chairman Gamboa that it is difficult for him to make a decision when not having a Regular Sign Program Application for consideration by the Commission. Chairman Hamerly said that he understood and said if the Commission does not include something that is not recommending supporting the action of the Subcommittee is for the Commission to make very specific recommendations to the City Council and that is all the Commission can do. Commissioner Sparks added how the Standards are being lowered for the City-owned projects.

A question was asked by Commissioner Haller what about the finish on the fins and of the Sign placement on the fins. Public Works Manager Richardson responded it as a brushed aluminum finish on the fins. Chairman Hamerly said that black letters on brushed aluminum would be a nice contrast.

A comment was made by Commissioner Huynh that he was concerned with the lettering and that they would have a more attractive design because it looks like the lettering is from an old 1950's movie. Chairman Hamerly responded about choosing a more attractive alternative font for the lettering.

A comment was made by Vice Chairman Gamboa added that he would still like to have the Sign back lit. Chairman Hamerly responded that the Commission would probably lose that comment / suggestion, especially if the City Council goes for the Commission's proposed location since there is no power, conduit, transformers, etc. in the proposed area and if the City Council did go for incurring the additional expense it, it might be even more of a nightmare if the conduit was run across the base of the Building and then having a back lit Sign. At least in the daytime, the Sign's offset lettering would provide a shadow effect.

A comment was made by Commissioner Haller regarding the recommendation of Sign location on the Rotunda to be seen in both directions, with an attractive different font, ensure that it is visible through the landscaping and include a Site Plan in the Packet when the Application goes to City Council for consideration. Chairman Hamerly asked about adding to the bullet point of the landscaping to be visible for both east bound / west bound vehicular traffic or have it as a new unique bullet point and Commissioner Haller responded to add as a new unique bullet point.

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Chairman Hamerly then recapped the Commission's comments for City Council consideration:

1. Matte Black or contrasting color letters on the vertical fins of the Rotunda
2. Choose a more attractive alternative font
3. Ensure visibility of the Sign through the landscaping
4. Provide a Site Plan showing all of the Sign locations

There being no one from the audience to speak on this Item, or 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 Sparks to forward the Application to City Council for consideration with the Commission's six (6) comments to be included in the recommendation for City Council consideration.

Motion carried on a 4 – 1 – 2 vote with Vice Chairman Gamboa dissenting and Commissioners Rush and Stoffel absent.

5.1 An 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, 2013, to November 30, 2013.

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

Community Development Director Mainez gave the presentation from the Staff Report and explained the graphic on Page 5 of the Staff Report; there have been 113 Applications / Permits processed and of those 113, only ten (10) were Entitlements that came before the Commission. He further explained in this Report, there is no comparison with the previous years and provided the number of cases/ Permits and plan check processed through the Building and Safety, Fire and Engineering Divisions that are listed in the Staff Report. He further explained the top seven (7) projects within the City that are listed on Page 10 of the Staff Report then said he would be happy to answer any questions the Commission may have and then concluded his presentation.

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Discussion ensued between the Commission and Staff regarding the status of the Harmony Specific Plan Project and how Staff meets with Representatives from said Project on a weekly basis and how there are some technical studies, Fiscal Impact Analysis and CEQA that are still outstanding, but the City should be receiving those documents in the near future and there are options of the Developer that some of the documents can be outsourced and when their Project does go into the plan check process, they can see about hiring extra plan checkers for reviewing exclusivity of their Project.

Further discussion ensued between the Commission and Staff regarding potential businesses that would be inclusive in the Harmony Specific Plan Project and how rumors are running rampant of what will be located in said Project. Staff explained how the Project is evolving and there are three (3) access points to it.

Discussion ensued between the Commission and Staff regarding the plan checking process on solar projects and the feasibility of making Solar Projects a separate line item on Page 11 of the Staff Report. Community Development Director Mainez responded that there has been a surge on Solar Panels Permits and with Freestanding Solar Panels similar to being like a patio and people not wanting to place the Solar Panels on top of their roofs due to roof tile breakage and indicated that Staff will provide an update at the Commission's next Meeting.

Discussion ensued between the Commission and Staff regarding the status of Family Dollar Project. Staff further explained that it is water quality issues and not the City holding Family Dollar up with Permits. There are issues between Family Dollar and their Contractors and not the City. Family Dollar has been installing shelving and refrigeration units.

Discussion ensued between the Commission and Staff regarding the time frame for the street closure on Alabama Street would be until August, 2014.

Further discussion ensued between the Commission and Staff regarding the street improvements and lane closures located on Greenspot Road by Highland Crossings. Many of the construction cones have been hit and have holes between the cones and need to be placed back. Staff responded they will advise Public Works Staff.

Discussion ensued between the Commission and Staff regarding rumors of what retail centers will be going into the Mission Development Project; i.e. Super Target has pulled out and there is going to be a Costco instead, etc.

Discussion ensued between the Commission and Staff regarding the street improvements / construction located on Tippecanoe Avenue and how traffic is down to one (1) lane on the weekends and is a nightmare to navigate through.

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Staff responded that is a work in progress and if Public Work Staff has any comments or suggestions, Planning Staff can bring back to the Commission.

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

A Motion was made by Vice Chairman Gamboa and seconded by Commissioner Haller to Receive and File the Report.

Motion carried on a 5 – 0 vote with Commissioners Rush and Stoffel absent.

6.0 ANNOUNCEMENTS

Community Development Director Mainez explained there are no Items tentatively scheduled for the Regular Meeting for January 7, 2014, but there is one Item tentatively scheduled for the Regular Meeting of January 21, 2014.

Discussion ensued between the Commission and Staff regarding the feasibility of a Study Session for the Harmony Specific Plan Project which may tentatively be held in January, 2014, in that Staff is waiting for the Fiscal Impact Analysis.

7.0 ADJOURN

There being no further business, Chairman Hamerly declared the Meeting adjourned at 6:55p.m.

Submitted by:

Approved by:

Linda McKeough, Community Development
Administrative Assistant III

Randall Hamerly, Chairman
Planning Commission

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