

**MINUTES
PLANNING COMMISSION REGULAR MEETING
APRIL 1, 2014**

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
		Mark Rush
		Milton Sparks
		Michael Stoffel

Absent: None

Staff Present: Lawrence Mainez, Community Development Director
Kim Stater, City Planner
Sergio Madera, Associate Planner
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 February 18, 2014, Regular Meeting.

On Page 4, Second Paragraph, Last Sentence was amended to read as follows:
“He then said that it appears to be a mixed consensus...”

3.2 Minutes of March 4, 2014, Regular Meeting.

On Page 2, Ninth Paragraph, was amended to read as follows: “...Associate Planner Madera reiterated that it preceded the City’s incorporation...”

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On Page 5, Fourth Paragraph, Third, Fourth and Fifth Sentences were added to read as follows: “Chairman Hamerly pointed out using an example of parallel parking spaces of what their typical dimensions would be and that those dimensions exceeded the width of the proposed Canopy which is twenty-eight feet to thirty feet (28’ – 30’). If two (2) cars were fueling under the Canopy, that the Canopy is too narrow in its current configuration. Even if the cars were almost touching bumper to bumper, one of the cars would be hanging out four feet (4’) into the Drive Aisle and would obstruct the traffic flow onto the Site.”

A Motion was made by Commissioner Stoffel and seconded by Commissioner Haller to approve the Minutes of February 18, 2014, and March 4, 2014, as modified.

Motion unanimously passed on a 7 – 0 vote.

4.0 OLD BUSINESS

There was none.

5.0 NEW BUSINESS

Note: Prior to the Meeting, Staff distributed a Draft of Action Minutes Format for Item 5.4 for the Commission’s consideration.

5.1 Public Hearing - A request for a two (2) Year Extension of Time (EXT-14-002) for Conditional Use Permit (CUP) 008-002 a Planned Development consisting of 127 single-family residential lots and three (3) lettered lots. The Project is on an approximately 22.92 gross acre site located at the southeast corner of the intersection of Greenspot Road and Orange Street (APNs: 1201-401-04, 1201-401-05, 1201-401-06, and 1201-401-07). Representative: Highland Fifth-Orange Partners, LLC; Harold G. Woods Jr., Manager

(Note: Vice Chairman Gamboa excused himself due to a conflict of interest with him living in close proximity to the Project and he left the Chambers at 6:08pm)

Associate Planner Madera gave the presentation from the Staff Report and PowerPoint presentation.

Chairman Hamerly opened the Public Hearing.

Mr. Rick Hartmann, 424 Portola, San Dimas, California, who is the Applicant’s Representative, addressed the Commission.

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Chairman Hamerly asked if the Commission had any further questions of Mr. Hartmann or of Staff. Hearing none, he then asked if anyone in the audience would like to speak on the Item. Hearing none, he then closed the Public Hearing and there being no further questions or discussion amongst the Commissioners, he then called for the question.

A Motion was made by Commissioner Haller and seconded by Commissioner Huynh that the Planning Commission Adopt Resolution No. 14-006 recommending that the City Council approve the requested two (2) year Extension of Time (EXT-14-002) for Conditional Use Permit No. 08-002 subject to the Conditions of Approval and Findings of Fact.

Motion carried on a 6 – 0 vote with the abstention of Vice Chairman Gamboa.

(Note: Vice Chairman Gamboa returned to the Council Chambers at 6:20pm)

5.2 Public Hearing – A request for Municipal Code Amendment (MCA) 013-008: An Ordinance of the City of Highland amending Table 16.24.030.A to allow Service Stations in the Business Park (BP) Zoning District as described in Ordinance No. _____ The Location is City-Wide.

Associate Planner Madera gave the presentation from the Staff Report and PowerPoint presentation.

Chairman Hamerly opened the Public Hearing.

Chairman Hamerly asked if the Commission had any further questions of Staff. Hearing none, he then asked if anyone in the audience would like to speak on the Item. Hearing none, he then closed the Public Hearing and there being no further questions or discussion amongst the Commissioners, he then called for the question.

A Motion was made by Commissioner Haller and seconded by Vice Chairman Gamboa that the Planning Commission Adopt Resolution No. 14-005 recommending that the City Council approve the following:

1. Adopt a Notice of Exemption and instruct staff to file a Notice of Exemption with the Clerk of the Board of Supervisors of San Bernardino County, and;
2. Introduce an Ordinance amending Table 16.24.030.A of the Highland Municipal Code to allow Service Stations in the Business Park (BP) Zoning District.

Motion unanimously passed on a 7 – 0 vote.

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5.3 Code of Ethics - Annual Review.

Community Development Director Mainez gave the presentation from the Staff Report.

The Commission concurred to Receive and File the Code of Ethics Annual Review.

5.4 Action Only Minutes.

Community Development Director Mainez gave the presentation from the Staff Report and explained the distributed Action Minute Format Document to the Commission for consideration.

Chairman Hamerly called for the question to provide Action Only Minutes by affirmation.

Affirmation carried on a 6 – 1 vote with Commissioner Haller dissenting.

6.0 ANNOUNCEMENTS

April 15, 2014 - Items tentatively scheduled for consideration by at the Commission’s Regular Meeting

April 2, 2014 - Bike Classic – Stage One is located in Highland

Commissioner Trang requested that Staff provide a status report on projects that were forwarded from the Commission up to City Council. City Planner Stater responded that Staff could provide that information under the “Announcements” Section of the Agenda.

7.0 ADJOURN

There being no further business, Chairman Hamerly declared the Meeting adjourned at 7:02p.m.

Submitted by:

Approved by:

Linda McKeough, Community Development
Administrative Assistant III

Randall Hamerly, Chairman
Planning Commission

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