

**MINUTES
PLANNING COMMISSION REGULAR MEETING
JUNE 3, 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
 Megan Irwin, Senior Planner
 Sergio Madera, Associate Planner
 Brandy Littleton, Administrative Assistant I
 Linda McKeough, Administrative Assistant III

The Pledge of Allegiance was led by Chairman Hamerly.

2.0 REORGANIZATION OF THE PLANNING COMMISSION

2.1 Reorganization of the Planning Commission and election of Chairman and Vice Chairman.

Chairman Hamerly identified the Item and then he turned the Meeting over to Community Development Director Mainez who explained the Election process and opened the nominations for Chairman.

Commissioner Haller nominated Commissioner Hamerly for Chairman and there being no further nominations, Community Development Director Mainez said it was affirmed to close the nominations by acclamation for the Motion to elect Commissioner Hamerly for Chairman.

A Motion to elect Commissioner Hamerly as Chairman unanimously passed on a 7 – 0 vote.

Commissioner Hamerly was elected as Chairman of the Commission.

Community Development Director Mainez turned the Meeting over to Chairman Hamerly.

Chairman Hamerly then opened the nominations for Vice Chairman.

Commissioner Sparks nominated Commissioner Gamboa for Vice Chairman.

There being no further nominations, Chairman Hamerly affirmed to close the nominations for Vice Chairman.

A Motion to elect Commissioner Gamboa as Vice Chairman unanimously passed on a 7 – 0 vote.

Commissioner Gamboa was elected as Vice Chairman of the Commission.

Both the Commissioners and Staff congratulated the Chair and Vice Chair.

3.0 COMMUNITY INPUT

Community Development Director Mainez introduced Assistant Administrative Assistant I Brandy Littleton to the Commission and explained that Ms. Littleton will be replacing Administrative Assistant III McKeough as she is retiring. Administrative Assistant I Littleton stated that she is excited to start working with the Commission.

4.0 CONSENT CALENDAR

4.1 Minutes of May 20, 2014, Regular Meeting.

A Motion was made by Vice Chairman Gamboa and seconded by Commissioner Sparks to approve the Minutes of May 20, 2014, as submitted.

Motion carried on a 6 – 0 vote with the abstention of Commissioner Haller.

5.0 OLD BUSINESS

- 5.1 A Continued Public Hearing request for a Municipal Code Amendment (MCA 011-005): An Ordinance of the City of Highland creating Chapter 10.28 (Parking of Recreational Vehicles), amending Chapters 16.06 (Definitions) and 16.52 (Parking Regulations) to establish Regulations for Parking and Storage of Recreational Vehicles. The location is City-wide. (Continued from the Planning Commission April 15, 2014, and May 20, 2014, Regular Meetings.)

Senior Planner Irwin gave the presentation from the Staff Report and PowerPoint presentation.

Chairman Hamerly opened the Continued Public Hearing.

Chairman Hamerly asked if anyone in the audience would like to speak on the Item. Hearing none, he closed the Continued Public Hearing.

Discussion ensued between the Commission and Staff regarding the proposed Amendment.

Chairman Hamerly then polled the Commission to see if the Commissioners were comfortable to either have Staff return with the proposed Revisions for the Commission's further review or forward to City Council without seeing the proposed Revisions. The following were the results: Commissioners Haller, Rush, Sparks, Stoffel, Vice Chairman Gamboa and Chairman Hamerly voted to forward to City Council. And Commissioner Huynh voted to have further review by the Commission.

Chairman Hamerly then called for the question.

A Motion was made by Vice Chairman Gamboa and seconded by Commissioner Haller to approve Resolution No. 14-007 recommending the City Council approve Municipal Code Amendment 11-005 with changes as modified to:

1. Adopt a Notice of Exemption and instruct Staff to file a Notice of Exemption with the County Clerk of the Board, and;
2. Introduce an Ordinance to create Chapter 10.28 (Parking of Recreational Vehicles), and amend Chapters 16.06 (Definitions) and 16.52 (Parking Regulations) of the Highland Municipal Code to establish Regulations for Parking and Storage of Recreational Vehicles.

Motion carried on a 6 – 1 vote with Commissioner Huynh dissenting.

The following are Modifications / Directives to Staff from the Commission:

Modifications / Directives

1. Include a Plot Plan with the Annual Temporary Parking Permit which depicts placement of the RV.
2. Requested Staff to check with the City Attorney regarding a reduction in the California Vehicle Code requirements for street parking, which currently allows a maximum of 72 hours (48 hours maximum preferred).
3. Include provisions related to parking by mailboxes, trash pickup, fire hydrants, blocking sidewalks, etc.
4. 10.28.080 C. - In lieu of the word, "adjacent", need to be more specific regarding RV parking in front of the residence, to avoid parking vehicle in front of neighboring properties unnecessarily.
5. Staff to do additional research regarding on-street parking minimum Right-of-Way clearances to ensure the street is wide enough for two-way vehicular traffic. Maximum RV width with or without pop-outs should be included.
6. Include a Hold Harmless Agreement on the Annual Temporary Permit Application.
7. Once codified, send a mailer out to residents within the monthly utility bill notifying residents of the changes. The EHR Homeowners Association should be contacted to provide the new regulations.

(Note: Both Senior Planner Irwin and Administrative Assistant I Littleton left the Chambers at 6:56pm)

- 5.2 A Continued Public Hearing request for a Municipal Code Amendment (MCA-14-004): An amendment to the Municipal Code, Title 16, Land Use and Development Code Section 16.56.150 and Section 16.56.160 initially approved in 2011 to clarify the review and approval process related to new Freeway Oriented Business Signage. The Location is City-wide. Continued from the Planning Commission May 20, 2014, Regular Meeting.)

Community Development Director Mainez gave the presentation from the Staff Report and explained the proposed changes.

Chairman Hamerly opened the Continued Public Hearing.

Chairman Hamerly asked if anyone in the audience would like to speak on the Item. Hearing none, he closed the Continued Public Hearing and then called for the question.

A Motion was made by Vice Chairman Gamboa and seconded by Commissioner Haller to Adopt Planning Commission Resolution No. 14-011, recommending the City Council introduce an Ordinance Amending the Development Code Sections 16.56.150 and 16.56.160 related to new Freeway Oriented Business Signage, as amended with the following:

On Page 13 of the Staff Report, (Page 7 of the proposed Ordinance):
"b.4. Signs shall be serviced by underground utility connection."

And;

Direct Staff to file a Notice of Exemption therein.

Motion unanimously passed on a 7 – 0 vote.

5.0 NEW BUSINESS

- 6.1 A Public Hearing request for CUP 14-002: A Proposal to permit the establishment of a Type 40 On-Sale Beer License for a Bona Fide Public Eating Place from the State Department of Alcohol and Beverage Control (ABC) for an existing Restaurant known as "Mariscos El Korita" located at 25570 Base Line in the General Commercial (CG) Zoning District. The Project Site is generally located on the north side of Base Line approximately 400 feet west of Mira Vista Avenue. App.: Antonio Garcia, Business Owner.

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

Chairman Hamerly opened the Public Hearing.

Chairman Hamerly asked if anyone in the audience would like to speak on the Item. Hearing none, he closed the Public Hearing and then called for the question.

A Motion was made by Vice Chairman Gamboa and seconded by Commissioner Stoffel to:

1. Direct Staff to file a CEQA Notice of Exemption with the San Bernardino County Clerk of the Board, and;
2. Adopt Resolution 14-010 approving Conditional Use Permit 14-002, subject to the Conditions of Approval, and the Findings of Fact including a Finding of "Public Convenience or Necessity".

Motion carried on a 6 – 1 vote with Commissioner Rush dissenting.

6.0 ANNOUNCEMENTS

City Planner Stater provided an update on projects that were forwarded from the Commission up to City Council.

- June 17, 2014 - Items tentatively scheduled for consideration by at the Commission's Regular Meeting
- June 24, 2014 - Joint Study Session with City Council / Planning Commission at 3:30pm re: Harmony Specific Plan Project

7.0 ADJOURN

There being no further business, Chairman Hamerly declared the Meeting adjourned at 7:32p.m.

Submitted by:

Approved by:



Brandy Littleton, Community Development
Administrative Assistant III



Randall Hamerly, Chairman
Planning Commission