

**MINUTES
PLANNING COMMISSION REGULAR MEETING
JUNE 17, 2014**

1.0 CALL TO ORDER

The Regular Meeting of the Planning Commission of the City of Highland was called to order at 6:02p.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 Mark Rush
 Commissioner Michael Stoffel (arrived at 6:05pm)

Staff Present: Joseph Hughes, City Manager
 Lawrence Mainez, Community Development Director
 John Jaquess, Community Development Director
 Betty Hughes, City Clerk
 Kim Stater, City Planner (arrived at 6:12pm)
 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 COMMUNITY INPUT

Chairman Hamerly explained to the Commission that Assistant Administrative Assistant I Brandy Littleton will be replacing Administrative Assistant III McKeough as she is retiring. The Commission then presented Administrative Assistant III McKeough with a Certificate of Recognition on behalf of the Commissioners and congratulated her.

(Note: Commissioner Stoffel arrived at 6:05pm)

3.0 CONSENT CALENDAR

There were no Items.

4.0 OLD BUSINESS

4.1 A Continued Public Hearing request for the following:

Environmental Review (ENV 14-001) - consideration of a Mitigated Negative Declaration pursuant to the California Environmental Quality Act;

Conditional Use Permit (CUP-013-004) for the establishment of a Service Station with eight (8) fueling positions and a 4,097 square foot Convenience-Mart with an ABC Type 21 License for the sale of beer, wine, and distilled spirits;

Design Review Application (DRA-013-005) for the addition of an approximately 2,200 square foot canopy to cover the proposed fuel islands, exterior modifications to the approximately 6,000 square foot building, and modifications to the parking area and site landscaping to accommodate the establishment of a Service Station with Convenience-Mart at 8020 Palm Avenue (APN: 1192-641-01) in the Business Park (BP) Zoning District. (The Planning Commission continued this Item from the May 6, 2014, Regular Meeting.)

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

A Motion was made by Chairman Hamerly and seconded by Vice Chairman Gamboa that the Planning Commission to continue the Public Hearing to the July 1, 2014, Regular Meeting.

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

5.0 NEW BUSINESS

Note: Prior to the Meeting Staff distributed a Revised Proposed Resolution, Voting District Maps from 1D – 5D and revised All Districts Population Reports to the Commission for consideration.

5.1 Possible change to the City's "At-Large" System of Voting to a "By-District" System.

City Clerk Hughes gave the presentation from the Staff Report and explained the proposed Revisions to the Proposed Resolution and Maps. Ms. Julie Hamill from the City Attorney's Office was introduced and would answer any questions the Commission may have.

(Note: City Planner Stater arrived at 6:12pm)

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

A Motion was made by Vice Chairman Gamboa and seconded by Commissioner Haller that the Planning Commission Adopt Resolution 14-012, as revised, which makes the following three (3) Findings required by Government Code Section 34875:

1. That all the proposed Districts close;
2. That creating new Districts will not terminate any existing Councilmembers' terms early, and;
3. The proposed will not create a different number of Districts than the number of Councilmembers authorized by Law (5).

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

5.2 2014 Regional Greenhouse Gas Reduction Plan

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

(Note: City Manager Hughes, City Clerk Hughes and Ms. Hamill left the Chambers at 6:31pm)

Chairman Hamerly asked if anyone in the audience would like to speak on the Item and asked Staff if the Commission take any action and Community Development Director Mainez said no, that it was for the Commission to receive and file the Report.

No formal action was taken by the Commission.

6.0 **ANNOUNCEMENTS**

City Planner Stater provided an update on projects that were forwarded from the Commission up to City Council and activities that are scheduled to be held at

Immanuel Baptist Church on July 4th and St. Adelaides Church's phased project

June 24, 2014 - Joint Study Session with City Council / Planning Commission at 3:30pm re: Harmony Specific Plan Project

August 28, 2014 - Volunteer Dinner scheduled to be located at San Manuel Events Center in the evening

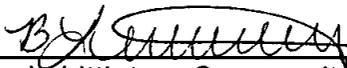
Community Development Director Mainez provided an update to the Commission on various Public Works projects and the feasibility of when the Family Dollar Store would be opened for business.

7.0 ADJOURN

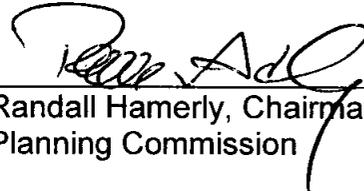
There being no further business, Chairman Hamerly declared the Meeting adjourned at 7:03p.m.

Submitted by:

Approved by:



Brandy Littleton, Community Development
Administrative Assistant III



Randall Hamerly, Chairman
Planning Commission