

**MINUTES  
PLANNING COMMISSION REGULAR MEETING  
October 3, 2017**

**1.0 CALL TO ORDER**

The regular meeting of the Planning Commission of the City of Highland was called to order at 6:02 p.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  
  Milton Sparks

Absent:           Commissioner           Marc Shaw

Staff Present: Kim Stater, Assistant Community Development Director  
                  Tom Thornsley, Associate Planner

The pledge of allegiance was led by Chairman Hamerly.

**2.0 COMMUNITY INPUT**

There were none.

**3.0 CONSENT CALENDAR**

3.1 Minutes from September 5, 2017, Regular Meeting

3.2 Minutes from September 19, 2017, Regular Meeting

**A MOTION** was made by Vice Chairman Gamboa, seconded by Commissioner Haller to approve the minutes from September 5, 2017 and September 19, 2017, as submitted.

Motion carried, 4-0, with Commissioner Shaw absent.

3.3 Code of Ethics

**A MOTION** was made by Vice Chairman Gamboa, seconded by Commissioner Haller to receive and file the Code of Ethics, as submitted.

Motion carried, 4-0, with Commissioner Shaw absent.

**4.0 OLD BUSINESS**

There were none.

## NEW BUSINESS

### 5.1 An Application by Immanuel Baptist Church Requesting an Extension of Time for the Use of an Existing Modular Building (EXT 017-002).

Associate Planner Thornsley presented the Staff Report.

Craig Huff, Applicant Representative, answered questions regarding the project.

#### Directives

There were none.

**A MOTION** was made by Commissioner Haller, seconded by Commissioner Sparks to adopt PC Resolution No. 2017-023, approving a one (1) year extension for the continued use of the existing modular building.

Motion carried, 3-1, with Vice Chairman Gamboa dissenting and Commissioner Shaw absent.

### 5.2 Conditional Use Permit (CUP 17-012) Application Requesting to Upgrade an Existing Alcohol Beverage Control, Type 20 Off-Sale Beer and Wine to a Type 21 Off-Sale General (authorizes the sale of all types of alcoholic beverages for consumption off the premises in original, sealed containers) for Rio Rancho Market (grocery store).

Associate Planner Thornsley presented the Staff Report.

Jay McCormack, Representative and Business Owner, answered questions regarding the project.

#### Directives

There were none.

**A MOTION** was made by Vice Chairman Gamboa, seconded by Commissioner Haller to adopt PC Resolution No. 17-024 approving Conditional Use Permit 17-012, subject to the Conditions of Approval, and adopting the Findings of Fact.

Motion carried, 4-0, with Commissioner Shaw absent.

## 6.0 ANNOUNCEMENTS


Assistant Community Development Director Stater updated the Commission on the upcoming Annual Volunteer Dinner scheduled for November 9, 2017 and collected RSVPs.

Associate Planner Thornsley updated the Commission on the interpretive panel and kiosk project.


**7.0 ADJOURN**

There being no further business, Chairman Hamerly declared the meeting adjourned at 6:15 p.m.

Submitted by:

  
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Brandy Littleton, Administrative Assistant III  
Community Development Department

Approved by:

  
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Randall Hamerly, Chairman  
Planning Commission