

CITY OF HIGHLAND REGULAR MEETING OF THE CITY COUNCIL AGENDA

REGULAR MEETING

August 25, 2020

6:00 p.m.

City Hall

Donahue Council Chambers

27215 Base Line

Highland, California

CITY COUNCIL MEMBERS

LARRY McCALLON, MAYOR

PENNY LILBURN, MAYOR PRO TEM

JESSE CHAVEZ, COUNCIL MEMBER

ANAELI SOLANO, COUNCIL MEMBER

JOHN P. TIMMER, COUNCIL MEMBER

STAFF

Joseph A. Hughes - City Manager

Chuck Dantuono - Director of Administrative Services/City Treasurer

Betty Hughes - City Clerk

Lawrence Mainez - Community Development Director

Carlos Zamano - Public Works Director/City Engineer

Maricela Marroquin - City Attorney

MISSION STATEMENT

Highland is dedicated to the betterment of the individual, the family, the neighborhood and the community. The City Council and the staff of Highland are dedicated to providing the quality of public facilities and services that its citizens are willing to fund and will do so as efficiently as possible.

Visit the City's Website at: www.cityofhighland.org

The City of Highland complies with the Americans with Disabilities Act of 1990. If you require special assistance to participate in this meeting, please call the City Clerk's Department at (909) 864-6861, ext. 226, at least 48 hours prior to the meeting.

Pursuant to Government Code Section 54957.5, any disclosable public records related to an open session item on a regular meeting agenda and distributed by the City of Highland to all or a majority of the City Council less than 72 hours prior to that meeting are available for public inspection at City Hall, 27215 Base Line, Highland, CA 92346, during normal business hours.

SPECIAL NOTICE REGARDING COVID-19

In accordance with Governor Newsom's Executive Order N-25-20 and N-29-20, this meeting is being conducted via teleconference/Zoom. Anyone can join the meeting virtually or by phone:

To join the Zoom meeting online: <https://zoom.us/j/98693593566>

- Listen to the meeting by calling (669) 900-9128 and enter the Meeting ID: 986 9359 3566#

Toll free phone numbers:

(877) 853-5247 or (888) 788-0099
Meeting ID: 986 9359 3566#

Submission of Public Comments: For those wishing to make public comments at the August 25, 2020 Council meeting regarding consent calendar items or any matter not listed on the agenda, please submit your comments by email to be read aloud at the meeting by the City Clerk. Email comments must be submitted by 5:00 p.m. on August 25, 2020 to the City Clerk at publiccomment@cityofhighland.org. If you are making a comment regarding an item on the agenda, please identify the agenda item in the subject line.

For those wishing to make a public comment regarding a public hearing item (Nos. 11 and 12), please identify the agenda item in the subject line. Comments can be submitted any time prior to the meeting, as well as during the meeting up until the close of the public hearing on the corresponding item to be considered part of the record. Please email your comments to publiccomment@cityofhighland.org.

All email comments shall be subject to the same rules as would otherwise govern speaker comments at the Council meeting.

**CITY COUNCIL REGULAR MEETING
AUGUST 25, 2020 - 6:00 p.m.**

AGENDA

CALL TO ORDER

ROLL CALL

SPECIAL PRESENTATIONS

Proclamation Condemning Racism and Discrimination

COMMUNITY INPUT (ITEMS NOT ON THE AGENDA)

The City Clerk shall read all email comments received before 5:00 p.m., provided that the reading shall not exceed three (3) minutes because this is the time limit for speakers at a Council Meeting. The email comments submitted shall become part of the record of the Council meeting.

CITY COUNCIL CONSENT CALENDAR

1. Waive the Reading of All Ordinances
RECOMMENDATION: Waive the reading of all Ordinances in their entirety and read by title only.
2. Minutes – August 11, 2020 City Council Regular Meeting
RECOMMENDATION: Approve the Minutes as submitted.
3. Warrant Register
RECOMMENDATION: Approve Warrant Register No. 708 for August 25, 2020, in the amount of \$1,804,397.57 and Payroll of \$100,672.62.
4. Treasurer's Report for July 2020
RECOMMENDATION: That the City Council receive and file Treasurer's Report for July 2020.
5. Notice of Completion – Bid No. 2019-06, "Fire Station No. 1 Sprayed Polyurethane Roof System"
RECOMMENDATION: That the City Council:
 1. Accept Project No. 2019-06, "Fire Station No. 1 Sprayed Polyurethane Roof System," as complete;
 2. Authorize the Mayor to sign the Notice of Completion; and
 3. Direct the City Clerk to file the Notice of Completion.

6. Notice of Completion – Bid No. 2019-05, “Pavement Management Program – Sector D Pavement Rehabilitation” (Project No. str19001)
RECOMMENDATION: That the City Council:
1. Accept Project No. str19001 (Bid No. 2019-05), “Pavement Management Program – Sector D Pavement Rehabilitation” as complete;
 2. Authorize the Mayor to sign the Notice of Completion; and
 3. Direct the City Clerk to file the Notice of Completion.
7. Easement Acceptance/Transition Properties L.P. (DRA 016-014; APN 1201-301-20; 27418 5th Street)
RECOMMENDATION: That the City Council:
1. Accept the Grant of Easement for Landscape purposes from Transition Properties, L.P.; and
 2. Direct the City Clerk to record the Grant of Easement.
8. Traffic Signal Monitoring Services/AGA Engineering, Inc.
RECOMMENDATION: That the City Council:
1. Approval proposal from AGA Engineering, Inc. (AGA) to provide continued traffic signal monitoring services; and
 2. Authorize the City Manager to approve contract amendments up to 10% of the contract amount.
9. Professional Services Agreement/KOA Corporation for Local Roadway Safety Plan City Project No. LRS 19001-FPN LRSPL-5449(039)
RECOMMENDATION: That the City Council:
1. Approve the Professional Services Agreement with KOA Corporation (KOA) to develop a Local Safety Roadway Plan for the City of Highland;
 2. Authorize the City Manager to approve contract amendments up to 10% of the contract amount; and
 3. Approve the following budget adjustments: Transfer \$8,000 from 017-2100 (Measure I Fund Balance) to be expended from 017-8350-6550 (Traffic Improvements); Approve expending \$72,000 from 027-8490-6550 (Miscellaneous Grant Fund-Traffic Improvements) and approve \$72,000 to be reimbursed to 027-8490-3810 (State Grants).
10. Letter of Support – Active Transportation Program Grant Application for the Santa Ana River Trail Project
RECOMMENDATION: That the City Council review a request to provide a letter of support for a grant application to fund Phase III of the Santa Ana River Trail Project.

CITY COUNCIL PUBLIC HEARING

The order of business for Public Hearings shall be:

- 1) Mayor opens Public Hearing;
- 2) Staff presentation;
- 3) Applicant/Representative presentation;
- 4) Speakers in favor of proposal;
- 5) Speakers in opposition to proposal;
- 6) Applicant rebuttal;
- 7) Mayor closes Public Hearing;
- 8) Council discussion, motion and vote.

ONCE THE PUBLIC HEARING IS CLOSED NO FURTHER TESTIMONY IS TAKEN.

For those wishing to make a public comment regarding a public hearing item (Nos. 11 and 12), please identify the agenda item in the subject line. Comments can be submitted any time prior to the meeting, as well as during the meeting up until the close of the public hearing on the corresponding item to be considered as part of the record. Please email your comments to publiccomment@cityofhighland.org.

11. A Request for a One-Year Extension of Time (EOT) No. 20-001 for Tentative Tract Map No. 19916 (TTM No. 14-004) and Conditional Use Permit (CUP) No. 15-001, Facilitating Highland Park Planned Development (SPR No. 15-001) for a Residential Community Consisting of 46 Single-Family Lots, One Neighborhood Park/Water Quality Basin, and Two (2) Landscaped Letter Lots
RECOMMENDATION: The Planning Commission recommends the City Council adopt Resolution No. 2020-_____ approving Extension of Time (EOT) No. 20-001.
12. An Appeal (APP No. 20-001) of the Planning Commission's Denial of Conditional Use Permit (CUP) No. 20-004; a Request for an Expansion of an Existing State of California Department of Alcohol Beverage Control (ABC) Type 47 (On-Sale General – Eating Place) License for an Approximate 420 square-foot Outdoor Dining Area for an Existing Restaurant (JJ's Sports Bar and Grill) in the Carino Plaza. The Appeal is asking the City Council to overturn the Planning Commission's decision and permit the sale and consumption of alcohol within the existing outdoor dining area.
RECOMMENDATION: That the City Council:
 1. Consider an appeal of the Planning Commission's denial of Conditional Use Permit No. 20-004; a request for an extension of an existing State of California Department of Alcohol Beverage Control (ABC) Type 47 (On-Sale General – Eating Place) license for an approximate 420 square-foot outdoor dining area for an existing restaurant (JJ's Sports Bar and Grill).

CITY COUNCIL LEGISLATIVE

13. Measure I 5-Year Capital Improvement Plan (2020/2021-2024/2025)
RECOMMENDATION: That the City Council
1. Approve the Measure I Capital Improvement Plan Expenditure Strategy (2020/2021-2024/2025); and
 2. Approve Resolution No. 2020-_____ adopting the Measure I 5-Year Capital Improvement Plan (2020/2021-2024/2025).
14. City Manager Report and Comments (Work Program, Regional/Legislative/ Development Issues, Subcommittees, etc.)
RECOMMENDATION: Discussion and possible action.
15. Council Member Comments (Agency/Committee/AB 1234 Reports, District Updates, etc.)
RECOMMENDATION: Discussion and possible action.

ANNOUNCEMENTS

CLOSED SESSION

CITY COUNCIL CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Pursuant to Government Code Section 54956.8:

Property: Northwest corner of Victoria Avenue and 6th Street
(APN 1192-281-12-0000)

Agency Negotiator: Joseph Hughes

Negotiating Parties: Those entities designated in Govt. Code Section 54222.

Under Negotiation: Price and terms of payment.

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2) and/or (d)(3):

One case.

ADJOURN

In memory of:

Dr. James Caley

Gary Huizenga

Fire Captain Tony Cerquettini's Father

Regular Meetings

September 8, 22; October 13, 27; November 10, 24; December 8 (December 22-no meeting)

I, Betty Hughes, City Clerk, certify I caused to be posted this Agenda on or before August 20, 2020, by 5:30 p.m., on our website at www.cityofhighland.org and in the following designated areas:

Highland Branch Library
7863 Central Avenue

Fire Station No. 1
26974 Base Line

City Hall
27215 Base Line

Date: August 20, 2020



Betty Hughes, MMC
City Clerk



STAFF REPORT

TO THE CITY COUNCIL

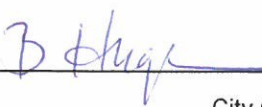
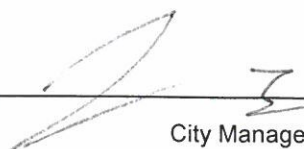
DATE: August 25, 2020

FROM: Joseph A. Hughes, City Manager

PREPARED BY: Betty Hughes, MMC, City Clerk

SUBJECT: Waive the Reading of All Ordinances

RECOMMENDATION: Waive the reading of all Ordinances in their entirety and read by title only.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>1</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	



STAFF REPORT

TO THE CITY COUNCIL

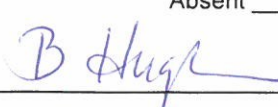
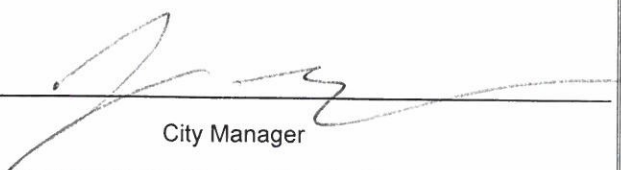
DATE: August 25, 2020

FROM: Joseph A. Hughes, City Manager

PREPARED BY: Betty Hughes, MMC, City Clerk

SUBJECT: Minutes – August 11, 2020 Regular Meeting

RECOMMENDATION: Approve the minutes as submitted.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>2</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	

**MINUTES
CITY COUNCIL REGULAR MEETING
AUGUST 11, 2020**

This meeting was conducted as a videoconference meeting in the Donahue Council Chambers, 27215 Base Line, Highland, California. All votes during the meeting were conducted by roll call.

CALL TO ORDER

The regular meeting of the City Council of the City of Highland was called to order at 6:00 p.m. by Mayor McCallon.

ROLL CALL

Present: Chavez, Lilburn, McCallon, Solano, Timmer
Absent: None

PUBLIC COMMENT (ITEMS NOT ON THE AGENDA)

Received no public comment.

CITY COUNCIL CONSENT CALENDAR

A MOTION was made by Council Member Timmer, seconded by Council Member Chavez, to approve the consent calendar as submitted. Motion carried on a roll call vote, 5-0.

1. Waive the Reading of All Ordinances
Waived the reading of all Ordinances in their entirety and read by title only.
2. Minutes – June 23, 2020 City Council Regular Meeting
Approved the Minutes as submitted.
3. Warrant Register
Approved Warrant Register No. 707 for August 11, 2020, in the amount of \$4,297,741.11 and Payroll of \$405,936.68.
4. Treasurer's Report for June 2020
Received and filed Treasurer's Report for June 2020.
5. Claim Consideration – Ronel Brooks
Rejected claim.

6. Letter of Retainer Renewal for FY 2020/2021 with Innovative Federal Strategies (IFS)
Authorized the City Manager to sign the Letter of Retainer Renewal for FY 2020/2021.
7. Records Destruction Authorization
Approved the destruction of certain records.
8. Bid Award – Bid No. 2019-08, “Removal and Replacement of Traffic Control Signs Project (Project No. str20004)”
 1. Awarded bid to the responsive lowest bidder, Chrisp Company, in the amount of \$72,550 for Bid Schedule A only for Bid No. 2019-08, “Removal and Replacement of Traffic Control Signs (Project No. str20004)”;
 2. Approved the following budget adjustment: Transfer \$95,030 from 023-1200 (General Capital Financing-Fund Balance) to be expended from 023-3890-6550 (Traffic Improvements).
9. Bid Award – Bid No. 2020-02, “Fire Station No. 2, Roof Top Coat over Existing Poly Foam Roof System”
 1. Awarded the contract for Bid No. 2020-02, “Fire Station No. 2 Roof Top Coat Over Existing Poly Foam Roof System,” Bid Schedule B, to the responsive low bidder, Bell Roof Company, Inc., in the amount of \$39,659; and
 2. Approved the following budget adjustments: Transfer \$19,830 from 028-2100 (Paramedic Department-Fund Balance) to be expended from 028-2050-4070 (Building Maintenance) and transfer \$19,830 from 029-2100 (Fire Department-Fund Balance) to be expended from 029-2100-4070 (Building Maintenance) for a total budget adjustment of \$39,660.
10. Easement Acceptance/CORPACH F&M, LLC (6951 Browning Road)
 1. Accepted Grant of Easement for Road and Drainage purposes from CORPACH F&M, LLC; and
 2. Directed the City Clerk to record the Grant of Easement.
11. Veterans Day Event
Postponed the Veterans Day Event to November 6, 2021.
12. Authorization to Accept Temporary Construction Easements
Adopted Resolution No. 2020-041 authorizing the Public Works Director/City Engineer to accept Temporary Construction Easements (also referred to as Permission to Enter and Construct and Permit to Enter) for public works projects.

RESOLUTION NO. 2020-041
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, AUTHORIZING THE PUBLIC WORKS DIRECTOR/CITY
ENGINEER TO ACCEPT TEMPORARY CONSTRUCTION EASEMENTS FOR
PUBLIC WORKS PROJECTS

13. Addendum No. 1 to Agreement between the City of Highland, City of San Bernardino and County of San Bernardino for Grant Application to the Active Transportation Program (ATP) Cycle 5
 1. Approved Addendum No. 1 to the agreement between the City of Highland, City of San Bernardino and County of San Bernardino for Grant Application to the ATP Cycle 5; and
 2. Authorized the City Manager to sign the Addendum which includes a 10% contingency.
14. Consideration of a Resolution Confirming the Prohibition on Stopping, Parking or Standing of Vehicles along the West Side of Emmerton Lane between 6337 Emmerton Lane and 6456 Emmerton Lane, and on the East Side of Emmerton Lane along the Side Yard of 6383 Emmerton Lane and Authorizing the Removal/Towing of Vehicles

Adopted Resolution No. 2020-042 confirming the prohibition on stopping, parking or standing of vehicles along the west side of Emmerton Lane between 6337 Emmerton Lane and 6456 Emmerton Lane, and on the east side of Emmerton Lane along the side yard of 6383 Emmerton Lane and authorizing the removal/towing of vehicles.

RESOLUTION NO. 2020-042

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, CONFIRMING THE PROHIBITION ON STOPPING, PARKING
OR STANDING OF VEHICLES ALONG THE WEST SIDE OF EMMERTON
LANE BETWEEN 6337 EMMERTON LANE AND 6456 EMMERTON LANE AND
ON THE EAST SIDE OF EMMERTON LANE ALONG THE SIDE YARD OF 6383
EMMERTON LANE, AND AUTHORIZING THE REMOVAL/TOWING OF
VEHICLES THEREOF

CITY COUNCIL PUBLIC HEARING

The order of business for Public Hearings shall be:

- 1) Mayor opens Public Hearing;
- 2) Staff presentation;
- 3) Applicant/Representative presentation;
- 4) Speakers in favor of proposal;
- 5) Speakers in opposition to proposal;
- 6) Applicant rebuttal;
- 7) Mayor closes Public Hearing;
- 8) Council discussion, motion and vote.

ONCE THE PUBLIC HEARING IS CLOSED NO FURTHER TESTIMONY IS TAKEN.

No public hearing.

CITY COUNCIL LEGISLATIVE

15. First Amendment to the Amended and Restated Community Development Block Grant (CDBG) City/County Cooperation Agreement

Assistant Community Development Director Stater gave a brief review of the staff report.

A MOTION was made by Council Member Timmer, seconded by Council Member Solano, to approve the First Amendment to the Amended and Restated Agreement City-County Cooperation Agreement and authorize the Mayor to execute the agreement. Motion was carried on a roll call vote, 5-0.

16. Professional Services Agreement to Develop Second 5-year Pavement Management Program

Public Works Director/City Engineer Zamano gave a brief review of the staff report.

A MOTION was made by Council Member Timmer, seconded by Mayor Pro Tem Lilburn, to approve the Professional Services Agreement with Nichols Consulting Engineers (NCE) to develop second 5-year Pavement Management Program. Motion carried on a roll call vote, 5-0.

17. Amendment to Measure I Five-Year Capital Improvement Program (Fiscal Years 2019/2020 through 2023/2024)

Public Works Director/City Engineer Zamano gave a brief review of the staff report.

A MOTION was made by Mayor Pro Tem Lilburn, seconded by Council Member Chavez, to adopt Resolution No. 2020-043 to approve the Amended Measure I Five-Year Capital Improvement Program (Fiscal Years 2019/2020 through 2023/2024). Motion carried on a roll call vote, 5-0.

RESOLUTION NO. 2020-043

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, APPROVING AMENDED FIVE-YEAR CAPITAL IMPROVEMENT
PROGRAM FOR MEASURE I LOCAL STREET PROGRAM FOR
FISCAL YEARS 2019/2020 THROUGH 2023/2024

18. City Manager Report and Comments (Work Program, Regional/Legislative/ Development Issues, Subcommittees, etc.)

City Manager Hughes gave a brief update regarding COVID-19. County-wide there are 37,315 confirmed cases of COVID-19, 1,077 cases in the City of Highland, testing county-wide 289,000 people have been tested and in Highland 7,648. There have been 11 deaths in the City of Highland and 549 county-wide. Our City Hall lobby remains open with face coverings required and we limit the lobby to five people at a time. We are still screening staff each morning when they arrive at the building. As I'm sure the Council is aware, COVID numbers spiked back in July which in turn the Governor reclosed a number of business sectors. Staff has been working with restaurants to allow outdoor dining. The YMCA has also had to close during this time period. Parks are still open for passive use. Unfortunately, we found out that the data on the County website may have some incorrect numbers. Essentially what happens is the County inputs all their data into a state-wide database and that information is then sent back to the County that appears on that website. So in reality, we really don't know what the true numbers are at this point in time.

We are showing, at least according to the numbers we have right now, that hospitalizations and people in ICU that is trending down now, a good sign. The County still has funding available \$2,500.00 per business for their COVID Compliance Business Program and we encourage all businesses in the City of Highland that have not done so, to apply for that program. Please visit the new City of Highland website, that we just recently upgraded, for links to the County, State and Federal guidelines and also follow the City of Highland on our Facebook page for updates. Any specific questions regarding COVID-19 we ask the public to call the County hotline at (909) 387-3911. Also wanted to make the Council aware on a non-COVID related issue that all the new upgraded ALPRs at the fixed locations have been installed now and so all of our ALPRs in the city are now in compliance with the new system and they are all operational. The library remains open.

19. Council Member Comments (Agency/Committee/AB 1234 Reports, District Updates, etc.)

Mayor McCallon stated he wanted to take this opportunity to congratulate all those who didn't have running mates come forward or people opposing them in the election and he knows that will save the City money. Hopefully we won't have an election; we'll talk about that next week. Congratulations to Penny and Jesse and, I guess, to myself.

Council Member Timmer stated congratulations on a great campaign for all three candidates. Job well done.

Mayor Pro Tem Lilburn stated that as she's been walking her neighborhoods talking to the constituents she wanted to compliment staff and the contractor we use for the Safe Route to Schools sidewalks and curbs. The residents are really enjoying them and she was out there talking to some of the neighbors and, as she was doing so, more neighbors were coming out and joining in and actually visiting with one another and asking questions like how did they get so lucky to get those? She was able to explain how staff provided them and what the Council did to approve those but she wanted to say the contractor that was used has been very responsive and attentive to anything that the residents need. Also, on the Veterans Day we were sad that we had to postpone that until the 2021. She appreciates the Council supporting that in the consent calendar. The committee members put a lot of time into it so she wants to say thanks for that. She would like to thank staff for those that are in charge of working with the restaurants to do their outdoor serving. It has really helped them and we have moved along quickly to make sure they can do their business. It really helps when you have businesses in your area that are doing this, trying to comply and make a living. Thanks to staff for realizing the urgency of this and how much the business owners appreciate it.

Council Member Chavez stated he wanted to reiterate that San Bernardino Valley Water Conservation District was granted a 30-year permit for this very complicated yet amazing habitat conservation plan for the Santa Ana River Wash. This process marks the end to a twenty year battle and so we're excited to be able to see this happening within our City and thank you to everyone before me and the task force for putting this together. Congratulations to you Mayor and Mayor Pro Tem for your election in 2020. I'm excited for us all to work together for another four years.

Council Member Timmer stated at Boulder and Greenspot there's a new 7-11 under construction and it's going pretty good. Also, at Fifth Street and Church Avenue there's a new concrete tilt up going there as well. It looks like they're making a lot of progress there as well. Congratulations to Penny and your new grandchild. Just another comment on the Wash Plan, I don't think we realize that this plan now that it's approved will save the City significant amount funds on projects we have to do within the project area. Not only hard dollars but also in mitigation costs. Obviously, the full extent of that will not be known until we go through the process and get projects approved and billed but it's anticipated that we'll save many thousands and thousands of dollars on permitting fees, wash plan processing fees and mitigations costs and so forth. Kudos to you guys for helping them get that through.

Council Member Solano stated she would also like to congratulate Jesse, Penny and Larry on the next four years.

ANNOUNCEMENTS

Special Meeting, August 20, 2020, at 10am, regarding not more candidates than offices to be elected.

CLOSED SESSION

None

ADJOURN

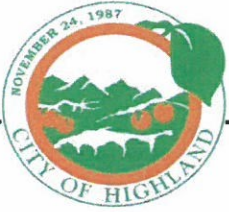
There being no further business, Mayor McCallon adjourned the meeting at 6:29 p.m. in memory of Annika Fullerton, Dennis Johnson, Su-Chun McCallon and Ed Krajnik.

Submitted By:

Approved By:

Betty Hughes, MMC
City Clerk

Larry McCallon
Mayor



STAFF REPORT

TO THE CITY COUNCIL

DATE: August 25, 2020

FROM: Joseph A. Hughes, City Manager

REVIEWED BY: Chuck Dantuono, Director of Administrative Services/City Treasurer 

PREPARED BY: Leticia Nava-Cruz, Senior Accountant

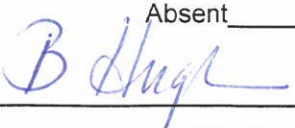
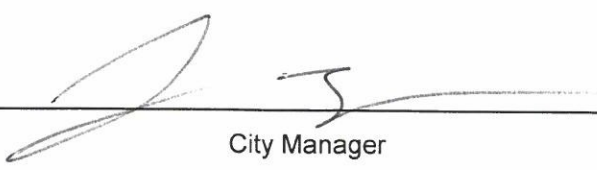
SUBJECT: Warrant Register #708

RECOMMENDATION: City Council to approve Warrant Register #708; Warrants in the amount of \$1,804,397.57 and Payroll in the amount of \$100,672.62.

FISCAL IMPACT: The total of Cash and Expenditures is \$1,905,070.19.

PUBLIC NOTICE: The agenda for this item was posted at the three required locations.

BACKGROUND: See Printouts Attached.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>3</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	

CITY OF HIGHLAND
WARRANT REGISTER #708

August 25, 2020

Warrants:

8/11/2020 Ck#81309-81339	1,076,177.43
8/14/2020 Payroll Wire #498-500 & Ck #81340-81342	53,462.80
8/18/2020 Ck#81343-81383	674,757.34

Total Warrants \$ 1,804,397.57

Payroll:

8/14/2020 Direct Deposits #9917-9956	100,092.12
8/14/2020 Ck #583-584	580.50

Total Payroll \$ 100,672.62

Total Warrants & Payroll \$ 1,905,070.19

APPROVED BY:

Larry McCallon
Finance Subcommittee



Joseph A. Hughes
City Manager

John Timmer
Finance Subcommittee



Chuck Dantuono
Director of Administrative
Services/City Treasurer

08/11/2020 2:32:00PM

Voucher List
CITY OF HIGHLAND

Page: 1

Bank code : wfb

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Description/Account</u>	<u>Amount</u>
81309	8/11/2020	000030 SAN BERNARDINO COUNTY SHERIFFS	POLICE SERVICES-AUG POLICE SERVICES-AUG 001.2000.4560	891,763.00
Total :				891,763.00
81310	8/11/2020	000085 EAST VALLEY WATER DISTRICT	CANYON OAKS PARK-JUL CANYON OAKS PARK-JUL 016.8540.4030 BEATTIE-IRRIGATION-JUL BEATTIE-IRRIGATION-JUL 001.6000.4030 LMD'S-JUL LMD'S-JUL 012.8500.4030	1,107.80 8,441.97 9,562.41
Total :				19,112.18
81311	8/11/2020	000165 AT&T	POLICE ALARM-JUL POLICE ALARM-JUL 001.2000.4060	538.78
Total :				538.78
81312	8/11/2020	000165 AT&T	CORP YARD-JUL CORP YARD-JUL 004.8310.4060	407.69
Total :				407.69
81313	8/11/2020	000165 AT&T	CITY HALL-JUL CITY HALL-JUL 042.9510.4060	258.21
Total :				258.21
81314	8/11/2020	000165 AT&T	CITY HALL-JUL CITY HALL-JUL 042.9510.4060	258.02
Total :				258.02
81315	8/11/2020	000165 AT&T	BASELINE LITTLE LEAGUE-JUL BASELINE LITTLE LEAGUE-JUL	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
81315	8/11/2020	000165 AT&T	(Continued) 001.6000.4060	258.02
Total :				258.02
81316	8/11/2020	000166 PUBLIC AGENCY RISK SHARING	W/C CLAIMS APR-JUN W/C CLAIMS APR-JUN 041.9500.4370	333.22
Total :				333.22
81317	8/11/2020	000203 SOUTHERN CALIFORNIA EDISON	CITY HALL-JUL CITY HALL-JUL 042.9510.4010 POLICE STATION-JUL POLICE STATION-JUL 001.2000.4010 CORP YARD-JUL CORP YARD-JUL 004.8310.4010 LIBRARY/ELC-JUL LIBRARY/ELC-JUL 001.6000.4010 LS#3-JUL LS#3-JUL 013.8510.4011 LS#3-JUL LS#3-JUL 013.8510.4011 LS#3-JUL LS#3-JUL 013.8510.4011 SIGNALS-JUL SIGNALS-JUL 004.8310.4580 SIGNALS-JUL 013.8510.4011 OAK CREEK PARK-JUL OAK CREEK PARK-JUL 016.8540.4010	447.90 8,139.46 771.39 5,715.21 14.42 14.42 102.61 44.59 38.75 12.38

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
81317	8/11/2020	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			HIGHLAND AVE ALPR-JUL	
			HIGHLAND AVE ALPR-JUL	
			001.2000.4062	11.27
			BASELINE MEDIAN-JUL	
			BASELINE MEDIAN-JUL	
			004.8310.4010	12.75
			BASELINE MEDIAN-JUL	
			BASELINE MEDIAN-JUL	
			004.8310.4010	22.08
			STATION #3-JUL	
			STATION #3-JUL	
			028.2050.4010	1,004.38
			STATION #3-JUL	
			029.2100.4010	1,004.37
			LS#2-JUL	
			LS#2-JUL	
			013.8510.4011	620.42
			LS2-B-JUL	
			LS2-B-JUL	
			013.8510.4011	11.16
			LS-3 METERS-JUL	
			LS-3 METERS-JUL	
			013.8510.4011	45.45
			LS-3 METERS-JUL	
			LS-3 METERS-JUL	
			013.8510.4011	226.81
			LMD#48C-JUL	
			LMD#48C-JUL	
			012.8500.4010	236.70
			LMD#48B-JUL	
			LMD#48B-JUL	
			012.8500.4010	13.11
			UPLIGHTING LMD 48-JUL	
			UPLIGHTING LMD 48-JUL	
			012.8500.4010	2.86
			UPLIGHTING LMD 48-JUL	
			013.8510.4011	37.00

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
81317	8/11/2020	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			LMD#48C-JUL	
			LMD#48C-JUL	
			012.8500.4010	13.11
			LMD #55-JUL	
			LMD #55-JUL	
			012.8500.4010	12.95
			CITY HALL-JUL	
			CITY HALL-JUL	
			042.9510.4010	2,471.17
			HIGHLAND AVE ALPR-JUL	
			HIGHLAND AVE ALPR-JUL	
			001.2000.4062	10.59
			Total :	21,057.31
81318	8/11/2020	000208 STAPLES CREDIT PLAN	OFFICE SUPPLIES	
			OFFICE SUPPLIES	
			001.6020.4200	200.84
			OFFICE SUPPLIES	
			OFFICE SUPPLIES	
			001.4200.4200	137.13
			OFFICE SUPPLIES	
			OFFICE SUPPLIES	
			001.4200.4200	35.54
			Total :	373.51
81319	8/11/2020	000237 WILLDAN ASSOCIATES	STR11005 DE RDA04-MAY	
			STR11005 DE RDA04-MAY	
			010.3830.6530	1,089.66
			STR11006 DE RDA04-MAY	
			STR11006 DE RDA04-MAY	
			010.3830.6530	1,634.74
			STR11005 DE RDA04-JUN	
			STR11005 DE RDA04-JUN	
			010.3830.6530	2,087.46
			STR11006 DE RDA04-JUN	
			STR11006 DE RDA04-JUN	
			010.3830.6530	9,418.81

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
81319	8/11/2020	000237	000237 WILLDAN ASSOCIATES	
			(Continued)	
			Total :	14,230.67
81320	8/11/2020	000291	HIGHLAND COMMUNITY NEWS	
			LEGAL ADS-JUL	
			LEGAL ADS-JUL	
			001.1200.4335	380.13
			LEGAL ADS-JUL	
			001.1200.4300	218.85
			ADVERTISING-JUL	
			ADVERTISING-JUL	
			001.1200.4300	539.00
			Total :	1,137.98
81321	8/11/2020	000487	SMART & FINAL	
			BREAKROOM SUPPLIES	
			BREAKROOM SUPPLIES	
			042.9510.4200	148.84
			Total :	148.84
81322	8/11/2020	000598	PR PRINTING	
			COH WINDOW ENVELOPES	
			COH WINDOW ENVELOPES	
			042.9510.4200	737.64
			Total :	737.64
81323	8/11/2020	001439	OFFICE SOLUTIONS	
			OFFICE SUPPLIES	
			OFFICE SUPPLIES	
			001.1700.4200	76.25
			RECYCLED & COLORED COPY PAPER	
			RECYCLED & COLORED COPY PAPER	
			042.9510.4200	717.10
			RECYCLED & COLORED COPY PAPER	
			RECYCLED & COLORED COPY PAPER	
			042.9510.4200	130.05
			Total :	923.40
81324	8/11/2020	001476	TIME WARNER CABLE	
			CITY HALL TELE/INT-AUG	
			CITY HALL TELE/INT-AUG	
			042.9510.4065	1,111.56
			Total :	1,111.56
81325	8/11/2020	001848	SB CO ASSESSORS OFFICE	
			PARCEL MAP REVISIONS-AUG	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
81325	8/11/2020	001848 SB CO ASSESSORS OFFICE	(Continued) PARCEL MAP REVISIONS-AUG 001.4100.4310	4.00
Total :				4.00
81326	8/11/2020	002447 PADILLA & ASSOCIATES	BRG04004A DE RDA04-MAY BRG04004A DE RDA04-MAY 010.3830.6813	750.00
Total :				750.00
81328	8/11/2020	002480 CASC ENGINEERING & CONSULTING	DRA16010-NOV DRA16010-NOV 001.3200.4551 DRA16014-NOV DRA16014-NOV 001.3200.4551 DRA17006-NOV DRA17006-NOV 001.3200.4551 CUP17002-NOV CUP17002-NOV 001.3200.4551 CUP17003-NOV CUP17003-NOV 001.3200.4551 REV19001-NOV REV19001-NOV 001.3200.4551 ENR19002-NOV ENR19002-NOV 001.3200.4551 ENGINEERING MANAGER-NOV ENGINEERING MANAGER-NOV 001.3200.4550 SDR17001 2004 BOND PROCEEDS-JAN SDR17001 2004 BOND PROCEEDS-JAN 010.3830.6600 ENGINEERING MANAGER-JAN	57.50 575.00 345.00 57.50 460.00 2,587.50 1,092.50 4,945.00 115.00

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
81328	8/11/2020	002480 CASC ENGINEERING & CONSULTING	(Continued)	
			ENGINEERING MANAGER-JAN	
			001.3200.4550	57.50
			FWQ19001-MAR	
			FWQ19001-MAR	
			001.3200.4551	385.00
			FWQ20001-MAR	
			FWQ20001-MAR	
			001.3200.4551	1,078.84
			FWQ17006-MAR	
			FWQ17006-MAR	
			001.3200.4551	192.50
			CWQ18003-MAR	
			CWQ18003-MAR	
			001.3200.4551	57.50
			CWQ19001-MAR	
			CWQ19001-MAR	
			001.3200.4551	635.00
			CWQ19002-MAR	
			CWQ19002-MAR	
			001.3200.4551	420.00
			CWQ20001-MAR	
			CWQ20001-MAR	
			001.3200.4551	892.50
			DRA16010-MAR	
			DRA16010-MAR	
			001.3200.4551	115.00
			TTM14001-MAR	
			TTM14001-MAR	
			001.3200.4551	1,265.00
			DRA16014-MAR	
			DRA16014-MAR	
			001.3200.4551	460.00
			CUP17002-MAR	
			CUP17002-MAR	
			001.3200.4551	57.50
			MEDITERRA TR. 18893 HYDROL STUDY-MAR	
			MEDITERRA TR. 18893 HYDROL STUDY-MAR	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
81328	8/11/2020	002480 CASC ENGINEERING & CONSULTING	(Continued)	
			001.3200.4551	287.50
			ENR19002-MAR	
			ENR19002-MAR	
			001.3200.4551	1,725.00
			ENGINEERING MANAGER-MAR	
			ENGINEERING MANAGER-MAR	
			001.3200.4550	9,027.50
			FWQ19001-APR	
			FWQ19001-APR	
			001.3200.4551	462.50
			FWQ20001-APR	
			FWQ20001-APR	
			001.3200.4551	980.78
			FWQ17002-APR	
			FWQ17002-APR	
			001.3200.4551	240.00
			TTM14001-APR	
			TTM14001-APR	
			001.3200.4551	690.00
			CWQ19001-APR	
			CWQ19001-APR	
			001.3200.4551	572.50
			CWQ20001-APR	
			CWQ20001-APR	
			001.3200.4551	367.50
			DRA16010-APR	
			DRA16010-APR	
			001.3200.4551	115.00
			CUP05003-APR	
			CUP05003-APR	
			001.3200.4551	920.00
			TTM14001-APR	
			TTM14001-APR	
			001.3200.4551	2,472.50
			DRA16014-APR	
			DRA16014-APR	
			001.3200.4551	115.00

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
81328	8/11/2020	002480 CASC ENGINEERING & CONSULTING	(Continued)	
			DRA17006-APR	
			DRA17006-APR	
			001.3200.4551	805.00
			CUP17002/DRA17005/TPM17001-APR	
			CUP17002/DRA17005/TPM17001-APR	
			001.3200.4551	57.50
			MEDITERRA TR. 18893 HYDROL STUDY-APR	
			MEDITERRA TR. 18893 HYDROL STUDY-APR	
			001.3200.4551	57.50
			ENR19002-APR	
			ENR19002-APR	
			001.3200.4551	862.50
			TTM18001-APR	
			TTM18001-APR	
			001.4100.4554	517.50
			ENGINEERING MANAGER-APR	
			ENGINEERING MANAGER-APR	
			001.3200.4550	7,187.50
			FWQ17002-MAY	
			FWQ17002-MAY	
			001.3200.4551	280.00
			CWQ19001-MAY	
			CWQ19001-MAY	
			001.3200.4551	115.38
			FWQ19002-MAY	
			FWQ19002-MAY	
			001.3200.4551	330.00
			CWQ20001-MAY	
			CWQ20001-MAY	
			001.3200.4551	645.00
			CWQ20002-MAY	
			CWQ20002-MAY	
			001.3200.4551	682.50
			DRA16010-MAY	
			DRA16010-MAY	
			001.3200.4551	57.50
			TTM14001-MAY	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
81328	8/11/2020	002480 CASC ENGINEERING & CONSULTING	(Continued)	
			TTM14001-MAY	
			001.3200.4551	690.00
			DRA17006-MAY	
			DRA17006-MAY	
			001.3200.4551	115.00
			CUP17002-MAY	
			CUP17002-MAY	
			001.3200.4551	230.00
			ENR19002-MAY	
			ENR19002-MAY	
			001.3200.4551	517.50
			TTM18001-MAY	
			TTM18001-MAY	
			001.4100.4554	345.00
			ENGINEERING MANAGER-MAY	
			ENGINEERING MANAGER-MAY	
			001.3200.4550	5,060.00
			FWQ17002-JUN	
			FWQ17002-JUN	
			001.3200.4551	140.00
			FWQ17002-JUN	
			FWQ17002-JUN	
			001.3200.4551	280.00
			CWQ19001-JUN	
			CWQ19001-JUN	
			001.3200.4551	50.00
			FWQ19002-JUN	
			FWQ19002-JUN	
			001.3200.4551	700.00
			CWQ20001-JUN	
			CWQ20001-JUN	
			001.3200.4551	570.00
			CWQ20002-JUN	
			CWQ20002-JUN	
			001.3200.4551	655.00
			CWQ20003-JUN	
			CWQ20003-JUN	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
81328	8/11/2020	002480 CASC ENGINEERING & CONSULTING	(Continued) 001.3200.4551	485.00
Total :				55,262.50
81329	8/11/2020	003572 APPLE VALLEY COMMUNICATIONS	POLICE GATE KEY PAD SERVICE CALL POLICE GATE KEY PAD SERVICE CALL 001.2000.4070	226.00
Total :				226.00
81330	8/11/2020	003673 JOHNSON CONTROLS, INC	PD: HVAC MAINTENANCE AGREEMENT PD: HVAC MAINTENANCE AGREEMENT 001.2000.4588 LIBRARY: HVAC ANNUAL SERVICE AGREEMENT LIBRARY: HVAC ANNUAL SERVICE AGREEMENT 001.6000.4588 PD: HVAC UNIT 1 REPAIRS PD: HVAC UNIT 1 REPAIRS 001.2000.4588 YMCA: REPLACE VFD CONTROL BOARD YMCA: REPLACE VFD CONTROL BOARD 001.6000.4588 YMCA: EMERGENCY SERVICES YMCA: EMERGENCY SERVICES 001.6000.4588	9,979.00 7,176.00 3,827.76 4,038.75 569.00
Total :				25,590.51
81331	8/11/2020	003689 TPX COMMUNICATIONS	CORP YARD/CITY HALL PHONES-AUG CORP YARD PHONES-AUG 004.8310.4060 CITY HALL PHONES-AUG 042.9510.4060	1,161.22 265.28
Total :				1,426.50
81332	8/11/2020	003713 SATCOM GLOBAL LTD.	SATELLITE PHONES-JUL SATELLITE PHONES-JUL 001.2000.4061 SATELLITE PHONES-JUL 042.9510.4061	42.75 42.75

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
81332	8/11/2020	003713 SATCOM GLOBAL LTD.	(Continued)	
			SATELLITE PHONES-JUL	
			028.2050.4061	21.38
			SATELLITE PHONES-JUL	
			029.2100.4061	21.37
			SATELLITE PHONES-AUG	
			SATELLITE PHONES-AUG	
			001.2000.4061	42.75
			SATELLITE PHONES-AUG	
			042.9510.4061	44.85
			SATELLITE PHONES-AUG	
			028.2050.4061	21.37
			SATELLITE PHONES-AUG	
			029.2100.4061	21.38
			Total :	258.60
81333	8/11/2020	004968 JERICHO SYSTEMS, INC	SDR17001 DE RDA04-JUN	
			SDR17001 DE RDA04-JUN	
			010.3830.6600	9,314.64
			Total :	9,314.64
81334	8/11/2020	005054 TREH PARTNERS XV, LLC	ENA 14-005 DEV DEP REFUND	
			ENA 14-005 DEV DEP REFUND	
			001.4100.4450	7,065.63
			Total :	7,065.63
81335	8/11/2020	005402 BORDIN SEMMER LLP	PEREZ-MAR	
			PEREZ-MAR	
			041.9500.4390	13,140.37
			PEREZ-MAY	
			PEREZ-MAY	
			041.9500.4390	9,001.92
			Total :	22,142.29
81336	8/11/2020	005434 PROCURE AMERICA, INC.	CELL PHONES JAN-JUN 2020	
			CELL PHONES-APR	
			001.2000.4061	-6.00
			CELL PHONES-APR	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
81336	8/11/2020	005434 PROCURE AMERICA, INC.	(Continued)	
			004.8310.4062	38.00
			CELL PHONES-MAY	
			001.2000.4061	-6.00
			CELL PHONES-MAY	
			004.8310.4062	38.00
			CELL PHONES-JUN	
			001.2000.4061	-6.00
			CELL PHONES-JUN	
			004.8310.4062	38.00
			BILLING ADJ FROM 6/19-12/19	
			004.8310.4062	34.68
			CELL PHONES-JAN	
			001.2000.4061	-6.00
			CELL PHONES-JAN	
			004.8310.4062	19.00
			CELL PHONE-JAN	
			004.8310.4062	19.00
			CELL PHONES-FEB	
			001.2000.4061	-6.00
			CELL PHONES-FEB	
			004.8310.4062	38.00
			CELL PHONES-MAR	
			001.2000.4061	-6.00
			CELL PHONES-MAR	
			004.8310.4062	38.00
			Total :	226.68
81337	8/11/2020	005737 AGA ENGINEERS, INC.	CITYWIDE TRAFFIC SIGNAL MONITORING-JUL	
			CITYWIDE TRAFFIC SIGNAL MONITORING-JUL	
			020.8440.4550	900.00
			Total :	900.00
81338	8/11/2020	005738 OUT-FIT	PD GYM EQUIP MAINT	
			PD GYM EQUIP MAINT	
			001.2000.4245	343.95
			Total :	343.95

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
81339	8/11/2020	005739 GORITZ, CAMILLE	MILEAGE REIMB-GORITZ MILEAGE REIMB-GORITZ 001.4100.4332	

16.10

Total : 16.10

30 Vouchers for bank code : wfb

Bank total : 1,076,177.43

30 Vouchers in this report

Total vouchers : 1,076,177.43

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
498	8/14/2020	000004 PUBLIC EMPLOYEE RETIREMENT SYS	EPMC: PAYMENT PERS: Payment 023.1145 PERS: Payment 024.1145 PERS: Payment 041.1145 PERS: Payment 042.1145 PERS: Payment 070.1145 PERS SURVIVOR: Payment 001.1145 PERS SURVIVOR: Payment 004.1145 PERS SURVIVOR: Payment 006.1145 PERS SURVIVOR: Payment 010.1145 PERS SURVIVOR: Payment 012.1145 PERS SURVIVOR: Payment 016.1145 PERS SURVIVOR: Payment 023.1145 PERS SURVIVOR: Payment 024.1145 PERS SURVIVOR: Payment 041.1145 PERS SURVIVOR: Payment 042.1145 PERS SURVIVOR: Payment 070.1145 EPMC: Payment 001.1145 EPMC: Payment	93.54 18.79 445.95 290.72 734.10 25.54 4.03 0.59 1.07 0.56 0.56 0.23 0.05 0.32 0.80 0.66 631.90

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
498	8/14/2020	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			004.1145	90.42
			EPMC: Payment	
			006.1145	19.57
			EPMC: Payment	
			010.1145	22.62
			EPMC: Payment	
			012.1145	1.77
			EPMC: Payment	
			016.1145	1.77
			EPMC: Payment	
			023.1145	6.55
			EPMC: Payment	
			024.1145	0.56
			EPMC: Payment	
			041.1145	31.22
			EPMC: Payment	
			042.1145	9.91
			EPMC: Payment	
			070.1145	51.39
			PERS: Payment	
			001.1145	13,916.85
			PERS: Payment	
			004.1145	2,269.88
			PERS: Payment	
			006.1145	403.41
			PERS: Payment	
			010.1145	816.11
			PERS: Payment	
			012.1145	160.66
			PERS: Payment	
			016.1145	160.66
			Total :	20,212.76
499	8/14/2020	000119 INTERNAL REVENUE SERVICE	FEDERAL TAXES: PAYMENT	
			FEDERAL TAXES: Payment	
			001.1120	10,821.06

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
499	8/14/2020	000119 INTERNAL REVENUE SERVICE	(Continued)	
			FEDERAL TAXES: Payment	
			004.1120	1,752.85
			FEDERAL TAXES: Payment	
			006.1120	234.55
			FEDERAL TAXES: Payment	
			010.1120	605.21
			FEDERAL TAXES: Payment	
			012.1120	27.54
			FEDERAL TAXES: Payment	
			016.1120	27.54
			FEDERAL TAXES: Payment	
			023.1120	55.74
			FEDERAL TAXES: Payment	
			024.1120	15.47
			FEDERAL TAXES: Payment	
			041.1120	406.05
			FEDERAL TAXES: Payment	
			042.1120	187.80
			FEDERAL TAXES: Payment	
			070.1120	549.48
			SOCIAL SECURITY: Payment	
			001.1140	553.80
			MEDICARE: Payment	
			001.1140	2,852.28
			MEDICARE: Payment	
			004.1140	465.46
			MEDICARE: Payment	
			006.1140	70.86
			MEDICARE: Payment	
			010.1140	161.12
			MEDICARE: Payment	
			012.1140	39.40
			MEDICARE: Payment	
			016.1140	39.40
			MEDICARE: Payment	
			023.1140	18.90

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
499	8/14/2020	000119	INTERNAL REVENUE SERVICE	
			(Continued)	
			MEDICARE: Payment	
			024.1140	4.40
			MEDICARE: Payment	
			041.1140	74.02
			MEDICARE: Payment	
			042.1140	67.92
			MEDICARE: Payment	
			070.1140	124.64
			Total :	19,155.49
500	8/14/2020	000001	CALIF STATE EMPLOYMENT	
			STATE TAXES: PAYMENT	
			STATE TAXES: Payment	
			001.1130	4,091.94
			STATE TAXES: Payment	
			004.1130	727.71
			STATE TAXES: Payment	
			006.1130	90.36
			STATE TAXES: Payment	
			010.1130	295.94
			STATE TAXES: Payment	
			012.1130	19.74
			STATE TAXES: Payment	
			016.1130	19.74
			STATE TAXES: Payment	
			023.1130	14.74
			STATE TAXES: Payment	
			024.1130	5.12
			STATE TAXES: Payment	
			041.1130	165.31
			STATE TAXES: Payment	
			042.1130	61.84
			STATE TAXES: Payment	
			070.1130	242.35
			Total :	5,734.79
81340	8/14/2020	000003	ICMA RETIREMENT TRUST-457	
			ICMA DEFERRED COMP 457: PAYMENT	
			ICMA DEFERRED COMP 457: Payment	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
81340	8/14/2020	000003 ICMA RETIREMENT TRUST-457	(Continued)	
			001.1170	
			ICMA DEFERRED COMP 457: Payment	6,514.96
			004.1170	
			ICMA DEFERRED COMP 457: Payment	430.12
			010.1170	
			ICMA DEFERRED COMP 457: Payment	294.00
			012.1170	
			ICMA DEFERRED COMP 457: Payment	12.50
			016.1170	
			ICMA DEFERRED COMP 457: Payment	12.50
			041.1170	
			ICMA DEFERRED COMP 457: Payment	316.34
			070.1170	
				237.03
			Total :	7,817.45
81341	8/14/2020	000433 ARROWHEAD UNITED WAY	ARROWHEAD UNITED WAY: PAYMENT	
			ARROWHEAD UNITED WAY: Payment	
			001.1180	
			ARROWHEAD UNITED WAY: Payment	11.25
			004.1180	
			ARROWHEAD UNITED WAY: Payment	0.77
			041.1180	
			ARROWHEAD UNITED WAY: Payment	2.25
			070.1180	
				0.73
			Total :	15.00
81342	8/14/2020	003804 AFLAC WWHQ	AFLAC ACCIDENT INSURANCE: PAYMENT	
			AFLAC ACCIDENT INSURANCE: Payment	
			001.1181	
			AFLAC ACCIDENT INSURANCE: Payment	109.94
			004.1181	
			AFLAC ACCIDENT INSURANCE: Payment	12.82
			012.1181	
			AFLAC ACCIDENT INSURANCE: Payment	3.57
			016.1181	
			AFLAC ACCIDENT INSURANCE: Payment	3.56
			023.1181	
				5.81

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
81342	8/14/2020	003804 AFLAC WWHQ	(Continued)	
			AFLAC ACCIDENT INSURANCE: Payment	
			024.1181	0.26
			AFLAC CANCER INSURANCE: Payment	
			001.1181	18.63
			AFLAC DISABILITY INSURANCE: Payment	
			001.1181	211.30
			AFLAC DISABILITY INSURANCE: Payment	
			004.1181	24.70
			AFLAC DISABILITY INSURANCE: Payment	
			012.1181	6.31
			AFLAC DISABILITY INSURANCE: Payment	
			016.1181	6.31
			AFLAC DISABILITY INSURANCE: Payment	
			024.1181	0.50
			AFLAC HOSPITAL INSURANCE: Payment	
			001.1181	73.59
			AFLAC HOSPITAL INSURANCE: Payment	
			012.1181	6.70
			AFLAC HOSPITAL INSURANCE: Payment	
			016.1181	6.71
			AFLAC DENTAL: Payment	
			001.1181	27.88
			AFLAC DENTAL: Payment	
			004.1181	0.55
			AFLAC DENTAL: Payment	
			041.1181	1.66
			AFLAC DENTAL: Payment	
			070.1181	0.57
			AFLAC SPECIFIED HEALTH INS: Payment	
			001.1181	2.98
			AFLAC SPECIFIED HEALTH INS: Payment	
			012.1181	1.48
			AFLAC SPECIFIED HEALTH INS: Payment	
			016.1181	1.48
			Total :	527.31

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
6		Vouchers for bank code : wfb		
			Bank total :	53,462.80
6		Vouchers in this report		
			Total vouchers :	53,462.80

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
81345	8/18/2020	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			CORP YARD-JUL	
			004.8310.4030	70.27
			CORP YARD-JUL	
			CORP YARD-JUL	
			004.8310.4030	125.97
			CORP YARD-JUL	
			CORP YARD-JUL	
			004.8310.4030	1,288.46
			ATHLETIC CTR-JUL	
			ATHLETIC CTR-JUL	
			001.6000.4030	35.14
			ATHLETIC CTR-JUL	
			ATHLETIC CTR-JUL	
			001.6000.4030	353.60
			YMCA COMMUNITY PARK-JUL	
			YMCA COMMUNITY PARK-JUL	
			001.6000.4030	222.80
			COMMUNITY PARK-JUL	
			COMMUNITY PARK-JUL	
			001.6000.4030	228.30
			COMMUNITY PARK-JUL	
			COMMUNITY PARK-JUL	
			001.6000.4030	52.70
			CUNNINGHAM PARK-JUL	
			CUNNINGHAM PARK-JUL	
			016.8540.4030	72.81
			OAK CREEK PARK-JUL	
			OAK CREEK PARK-JUL	
			016.8540.4030	1,250.70
			COMM CTR-JUL	
			COMM CTR-JUL	
			001.6000.4030	52.70
			COMM CTR-JUL	
			COMM CTR-JUL	
			001.6000.4030	845.79
			LIBRARY/ELC-JUL	
			LIBRARY/ELC-JUL	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
81345	8/18/2020	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			001.6000.4030	70.27
			LIBRARY/ELC-JUL	
			LIBRARY/ELC-JUL	
			001.6000.4030	605.59
			LIBRARY/ELC-JUL	
			LIBRARY/ELC-JUL	
			001.6000.4030	1,138.33
Total :				9,809.73
81346	8/18/2020	000108 HIGH TECH SECURITY	BURG SYSTEMS-SEP	
			CITY HALL MONIT-SEP	
			042.9510.4066	25.00
			CITY HALL MAINT-SEP	
			042.9510.4066	15.00
			COMMUNITY PARK MONIT-SEP	
			001.6000.4066	25.00
			COMMUNITY PARK MAINT-SEP	
			001.6000.4066	15.00
			CORP YARD MONIT-SEP	
			004.8310.4066	25.00
			CORP YARD MAINT-SEP	
			004.8310.4066	20.00
			CITY HALL MONIT-SEP	
			042.9510.4066	25.00
			CITY HALL MAINT-SEP	
			042.9510.4066	15.00
			FIRE SYSTEMS-SEP	
			CORP YARD MONIT-SEP	
			004.8310.4066	35.00
			CORP YARD MAINT-SEP	
			004.8310.4066	15.00
			LIBRARY MONIT-SEP	
			001.6000.4066	35.00
			LIBRARY MAINT-SEP	
			001.6000.4066	15.00
			CITY HALL MONIT-SEP	
			042.9510.4066	35.00

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
81346	8/18/2020	000108 HIGH TECH SECURITY	(Continued)	
			CITY HALL MAINT-SEP	
			042.9510.4066	15.00
			FIRE STATION #3 MONIT-SEP	
			028.2050.4066	17.50
			FIRE STATION #3 MONIT-SEP	
			029.2100.4066	17.50
			FIRE STATION #3 MAINT-SEP	
			028.2050.4066	7.50
			FIRE STATION #3 MAINT-SEP	
			029.2100.4066	7.50
			YMCA MONIT-SEP	
			001.6000.4066	35.00
			YMCA MAINT-SEP	
			001.6000.4066	15.00
			POLICE MONIT-SEP	
			001.2000.4066	35.00
			POLICE MAINT-SEP	
			001.2000.4066	15.00
			CCTV SYSTEMS-SEP	
			AURANTIA PARK MAINT-SEP	
			001.6000.4066	25.00
			COMMUNITY PARK MAINT-SEP	
			001.6000.4066	50.00
			CITY HALL MAINT-SEP	
			042.9510.4066	25.00
			CORP YARD MAINT-SEP	
			004.8310.4066	25.00
			CANYON OAKS PARK MAINT-SEP	
			016.8540.4066	25.00
			FIRE SYSTEMS-AUG/SEP	
			CORP YARD EQUIP INSTALLATION	
			004.8310.4070	446.05
			FIRE SYSTEMS-AUG	
			CORP YARD FIRE INSPECTION-AUG	
			004.8310.4070	160.00
			FIRE SYSTEMS-AUG	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Description/Account</u>	<u>Amount</u>
81346	8/18/2020	000108 HIGH TECH SECURITY	(Continued)	
			STATION #3 FIRE INSPECTION-AUG	
			028.2050.4244	115.00
			STATION #3 FIRE INSPECTION-AUG	
			029.2100.4244	115.00
			STATION #2 FIRE INSPECTION-AUG	
			STATION #2 FIRE INSPECTION-AUG	
			028.2050.4244	80.00
			STATION #2 FIRE INSPECTION-AUG	
			029.2100.4244	80.00
			FIRE SYSTEMS-AUG	
			STATION #1 FIRE INSPECTION-AUG	
			028.2050.4244	80.00
			STATION #1 FIRE INSPECTION-AUG	
			029.2100.4244	80.00
			FIRE SYSTEMS-AUG	
			YMCA FIRE INSPECTION-AUG	
			001.6000.4070	160.00
			FIRE SYSTEMS-AUG	
			LIBRARY FIRE INSPECTION-AUG	
			001.6000.4070	160.00
			Total :	2,091.05
81347	8/18/2020	000127 K & L HARDWARE	LIBRARY SUPPLIES	
			LIBRARY SUPPLIES	
			001.6000.4070	41.74
			STATION #1 WATER LEAK REPAIR	
			STATION #1 WATER LEAK REPAIR	
			028.2050.4070	39.33
			STATION #1 WATER LEAK REPAIR	
			029.2100.4070	39.33
			PARK SUPPLIES	
			PARK SUPPLIES	
			016.8540.4206	20.52
			CORP YARD SUPPLIES	
			CORP YARD SUPPLIES	
			004.8310.4206	81.80
			YMCA GATE ACCESS KEYS	

Voucher	Date	Vendor	Description/Account	Amount
81347	8/18/2020	000127 K & L HARDWARE	(Continued) YMCA GATE ACCESS KEYS 001.6000.4070	4.29 Total : 227.01
81348	8/18/2020	000165 AT&T	WHITE PAGES-AUG WHITE PAGES-AUG 042.9510.4066	18.00 Total : 18.00
81349	8/18/2020	000175 THE PRESS ENTERPRISE	BOULDER NOTICE INVITING PROPOSALS BOULDER NOTICE INVITING PROPOSALS 001.1200.4300	264.00 Total : 264.00
81350	8/18/2020	000203 SOUTHERN CALIFORNIA EDISON	LS#1-JUL LS#1-JUL 013.8510.4011 LS#3-JUL LS#3-JUL 013.8510.4011 SIGNALS-JUL SIGNALS-JUL 004.8310.4580 CUNNINGHAM PARK-JUL CUNNINGHAM PARK-JUL 016.8540.4010 HIGHLAND COMMUNITY PARK-JUL HIGHLAND COMMUNITY PARK-JUL 001.6000.4010 CANYON OAK PARK-JUL CANYON OAK PARK-JUL 016.8540.4010 SEELEY PARK-JUL SEELEY PARK-JUL 016.8540.4010 LMD'S-JUL LMD'S-JUL	6,781.87 765.36 2,301.73 13.11 257.31 15.70 17.85

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
81350	8/18/2020	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			012.8500.4010	549.31
			LS 2 B CITY WIDE STREET LIGHTS-JUL	
			LS 2 B CITY WIDE STREET LIGHTS-JUL	
			013.8510.4011	18,455.36
			LS3 METER-AUG	
			LS3 METER-AUG	
			013.8510.4011	27.93
			STATION #1-JUL	
			STATION #1-JUL	
			028.2050.4010	552.03
			STATION #1-JUL	
			029.2100.4010	552.03
			Total :	30,289.59
81351	8/18/2020	000222 UNDERGROUND SERVICE ALERT	DIG ALERT TICKETS-AUG	
			DIG ALERT TICKETS-AUG	
			004.8310.4553	142.00
			Total :	142.00
81352	8/18/2020	000233 WAXIE SANITARY SUPPLY	PD: JANITORIAL SUPPLIES	
			PD: JANITORIAL SUPPLIES	
			001.2000.4055	176.15
			Total :	176.15
81353	8/18/2020	000294 CITY OF REDLANDS	STR15002 ART3 2081 ITP APP REIMBURSEMENT	
			STR15002 ART3 2081 ITP APP REIMBURSEMENT	
			027.8490.4450	12,466.78
			STR15002 ART3 #27 REIMBURSEMENT	
			STR15002 ART3 #27 REIMBURSEMENT	
			027.8490.4450	2,557.04
			STR15002 ART3 #28 REIMBURSEMENT	
			STR15002 ART3 #28 REIMBURSEMENT	
			027.8490.4450	2,939.71
			STR15002 ART3 #29 REIMBURSEMENT	
			STR15002 ART3 #29 REIMBURSEMENT	
			027.8490.4450	254.62
			STR15002 ART3 #30 REIMBURSEMENT	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
81353	8/18/2020	000294 CITY OF REDLANDS	(Continued)	
			STR15002 ART3 #30 REIMBURSEMENT	
			027.8490.4450	6,814.23
			STR15002 ART3 #31 REIMBURSEMENT	
			STR15002 ART3 #31 REIMBURSEMENT	
			027.8490.4450	11,194.78
			STR15002 ART3 #32 REIMBURSEMENT	
			STR15002 ART3 #32 REIMBURSEMENT	
			027.8490.4450	1,127.91
			Total :	37,355.07
81354	8/18/2020	000370 HYDRO TEK SYSTEMS INC	CORP YARD BURNER REPAIR	
			CORP YARD BURNER REPAIR	
			004.8310.4245	98.13
			Total :	98.13
81355	8/18/2020	000636 STEVEN ENTERPRISES INC	ANNUAL MAINTENANCE AGREEMENT	
			ANNUAL MAINTENANCE AGREEMENT	
			001.3200.4245	1,486.00
			Total :	1,486.00
81356	8/18/2020	000662 HI WAY SAFETY INC	SIGN FOR CUNNINGHAM ST	
			SIGN FOR CUNNINGHAM ST	
			004.8310.4206	64.38
			VEHICLE SAFETY CONTROLLERS	
			VEHICLE SAFETY CONTROLLERS	
			004.8310.4240	274.76
			Total :	339.14
81357	8/18/2020	000774 ARROWHEAD CREDIT UNION-DEPT 91	COVID19: N95 MASKS	
			COVID19: N95 MASKS	
			030.8495.4349	1,615.17
			OFFICE SUPPLIES	
			OFFICE SUPPLIES	
			001.1600.4200	40.52
			OFFICE SUPPLIES	
			OFFICE SUPPLIES	
			001.1600.4200	52.08

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
81357	8/18/2020	000774	000774 ARROWHEAD CREDIT UNION-DEPT (Continued)	
			Total :	1,707.77
81358	8/18/2020	000774	ARROWHEAD CREDIT UNION-DEPT 91	
			ULTIMATE INTERNET ACCESS	
			ULTIMATE INTERNET ACCESS	
			042.9510.4208	40.00
			COVID19: FREE CONFERENCE CALL.COM	
			COVID19: FREE CONFERENCE CALL.COM	
			030.8495.4349	7.19
			COVID19: ZOOM CONFERENCING	
			COVID19: ZOOM CONFERENCING	
			030.8495.4349	110.00
			Total :	157.19
81359	8/18/2020	000979	VERIZON WIRELESS	
			AIR CARDS-JUN	
			AIR CARDS-JUN	
			001.2000.4061	114.03
			CELL PHONES-AUG	
			CELL PHONES-AUG	
			004.8310.4061	86.72
			CELL PHONES-AUG	
			001.2000.4061	157.38
			AIR CARDS-AUG	
			001.2000.4062	1,064.34
			CELL PHONES-AUG	
			001.3200.4061	25.29
			CELL PHONES-AUG	
			001.4200.4061	73.51
			AIR CARDS-AUG	
			001.4500.4062	114.03
			CELL PHONES-AUG	
			001.4600.4061	104.24
			AIR CARDS-AUG	
			001.4600.4062	114.03
			CELL PHONES-AUG	
			001.6000.4061	79.92
			CELL PHONES-AUG	
			001.6010.4061	39.21
			CELL PHONES-AUG	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
81359	8/18/2020	000979 VERIZON WIRELESS	(Continued)	
			004.8310.4061	26.44
			AIR CARDS-AUG	
			004.8310.4062	38.01
			CELL PHONES-AUG	
			028.2050.4061	143.02
			AIR CARDS-AUG	
			028.2050.4062	266.07
			CELL PHONES-AUG	
			042.9510.4061	325.99
			CELL PHONES-AUG	
			004.8310.4061	80.30
			Total :	2,852.53
81360	8/18/2020	001320 HIGHLAND SENIOR CENTER	CDBG CV SENIOR CENTER MEAL PROGRAM	
			CDBG CV SENIOR CENTER MEAL PROGRAM	
			006.8400.4353	10,289.20
			Total :	10,289.20
81361	8/18/2020	001439 OFFICE SOLUTIONS	FS#1: OFFICE SUPPLIES	
			FS#1: OFFICE SUPPLIES	
			029.2100.4245	286.39
			FS#1: OFFICE SUPPLIES	
			028.2050.4245	286.39
			Total :	572.78
81362	8/18/2020	001618 INNOVATIVE FEDERAL STRATEGIES	PROFESSIONAL SERVICES-JUL	
			PROFESSIONAL SERVICES-JUL	
			023.3890.4554	3,000.00
			Total :	3,000.00
81363	8/18/2020	002032 AGA ENGINEERS INC	ICH09001 CE IVDA AGMT-JUL	
			ICH09001 CE IVDA AGMT-JUL	
			027.8490.6813	3,875.00
			Total :	3,875.00
81364	8/18/2020	002149 SB CO DEPT OF PUBLIC HEALTH	ANIMAL CONTROL SERVICES	
			ANIMAL CONTROL SERVICES	
			001.2200.4565	106,742.00

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
81364	8/18/2020	002149	002149 SB CO DEPT OF PUBLIC HEALTH (Continued)	
				Total : 106,742.00
81365	8/18/2020	002190	ENGINEERING RESOURCES OF SO CA BRG04004A PM RDA04-JUL	
				BRG04004A PM RDA04-JUL
				010.3830.6813
				540.50
				BRG07001 PM RDA07-JUL
				BRG07001 PM RDA07-JUL
				010.3830.6813
				2,231.00
				BRG12001 PM DIF REG-JUL
				BRG12001 PM DIF REG-JUL
				007.8330.6813
				310.50
				STR15002 PM RDA04-JUL
				STR15002 PM RDA04-JUL
				010.3830.6550
				782.00
				STR17002 PM CCF 2017-JUL
				STR17002 PM CCF 2017-JUL
				027.8490.6550
				11.50
				STR17001 PM RDA04-JUL
				STR17001 PM RDA04-JUL
				010.3830.6550
				563.50
				STR18001 PM IVDA AGMT-JUL
				STR18001 PM IVDA AGMT-JUL
				027.8490.6550
				851.00
				ICH09001 PM IVDA AGMT-JUL
				ICH09001 PM IVDA AGMT-JUL
				027.8490.6813
				2,127.50
				SDR19001 PM DIF FLOOD-JUL
				SDR19001 PM DIF FLOOD-JUL
				007.8330.6600
				667.00
				STR19001 CE COSB-JUL
				STR19001 CE COSB-JUL
				027.8490.6550
				15.16
				STR19001 CE MSRI-JUL
				STR19001 CE MSRI-JUL
				017.8350.6550
				26.09
				Total : 8,125.75
81366	8/18/2020	002536	CONSTRUCTION UPDATE INC CONSTRUCTION MANAGMENT/INSP SRTSL-5449	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
81366	8/18/2020	002536 CONSTRUCTION UPDATE INC	(Continued) CONSTRUCTION MANAGMENT/INSP SRTSL-5449 001.1200.4300 CONSTRUCTION MANAGMENT/INSP BOULDER AVE CONSTRUCTION MANAGMENT/INSP BOULDER AVE 001.1200.4300	50.00 50.00
Total :				100.00
81367	8/18/2020	003073 EWING IRRIGATION PRODUCTS INC	LIBRARY IRRIGATION SUPPLIES LIBRARY IRRIGATION SUPPLIES 001.6000.4206 POLICE STATION IRRIGATION POLICE STATION IRRIGATION 001.2000.4070 LIBRARY IRRIGATION SUPPLIES LIBRARY IRRIGATION SUPPLIES 001.6000.4206 STATION #1 IRRIGATION SUPPLIES STATION #1 IRRIGATION SUPPLIES 028.2050.4070 STATION #1 IRRIGATION SUPPLIES 029.2100.4070	245.42 199.71 115.89 48.70 48.70
Total :				658.42
81368	8/18/2020	003814 KONE INC.	ELEVATOR MAINT LIBRARY/ELC 8/20-7/21 ELEVATOR MAINT LIBRARY/ELC 8/20-7/21 001.6000.4587	5,296.12 5,296.12
81369	8/18/2020	004416 SIEMENS MOBILITY, INC.	POLE REPAIR @ CUNNINGHAM AND BRUCE POLE REPAIR @ CUNNINGHAM AND BRUCE 013.8510.4664 REPLACED STL POLE @ CUNNINGHAM & BRUCE REPLACED STL POLE @ CUNNINGHAM & BRUCE 013.8510.4664 POLE MAINT @ GREENSPOT/LOWE'S CENTER POLE MAINT @ GREENSPOT/LOWE'S CENTER 013.8510.4664	2,382.80 4,600.00 4,073.53

Voucher List
CITY OF HIGHLAND

Bank code : wfb

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Description/Account</u>	<u>Amount</u>
81369	8/18/2020	004416 004416 SIEMENS MOBILITY, INC.	(Continued)	
			Total :	11,056.33
81370	8/18/2020	004923 BRIAN'S LIVE BEE REMOVAL SVC	BEE HIVE REMOVAL-7649 STERLING BEE HIVE REMOVAL-7649 STERLING 004.8310.4206	
			Total :	175.00
81371	8/18/2020	005121 NTS MIKEDON, LLC	PERMA PATCH PERMA PATCH 004.8310.4206	
			Total :	1,858.69
81372	8/18/2020	005268 CUSTOM CREATIONS	VEH#124: INSPECTIONS & TIRES VEH#124: INSPECTIONS & TIRES 001.4200.4240 FS#3: STAINLESS STEEL BACKSPLASH FS#3: STAINLESS STEEL BACKSPLASH 029.2100.4203 FS#3: STAINLESS STEEL BACKSPLASH 028.2050.4203	
			Total :	630.04
81373	8/18/2020	005295 AB FENCE COMPANY, INC.	LMD: FENCE REPAIR LMD: FENCE REPAIR 012.8500.4585	
			Total :	4,508.00
81374	8/18/2020	005394 DATA TICKET, INC.	PARKING CITATIONS-JUL PARKING CITATIONS-JUL 001.1700.4516	
			Total :	69.89
81375	8/18/2020	005493 DIAMOND SHEET METAL	YMCA: ROOF REPAIR YMCA: ROOF REPAIR 001.6000.4070	
			Total :	13,800.00
81376	8/18/2020	005516 BASE HILL INC., DBA JAN POINT	MONTHLY JANITORIAL SERVICES-JUL CITY HALL-JUL	
			Total :	13,800.00

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
81376	8/18/2020	005516 BASE HILL INC., DBA JAN POINT	(Continued)	
			042.9510.4504	1,562.00
			COUNCIL CHAMBERS-JUL	
			042.9510.4504	311.00
			AURANTIA PARK-JUL	
			001.6000.4504	1,454.00
			COMMUNITY PARK-JUL	
			001.6000.4504	1,950.00
			POLICE DEPT-JUL	
			001.2000.4504	1,080.00
			Total :	6,357.00
81377	8/18/2020	005553 CLARK PEST CONTROL OF STOCKTON	PEST CONTROL POLICE STATION	
			PEST CONTROL POLICE STATION	
			001.2000.4589	95.00
			PEST CONTROL LMD 48A	
			PEST CONTROL LMD 48A	
			012.8500.4589	55.00
			PEST CONTROL LMD 48B	
			PEST CONTROL LMD 48B	
			012.8500.4589	55.00
			Total :	205.00
81378	8/18/2020	005554 IMPERIAL SPRINKLER SUPPLY	PARKS SUPPLIES	
			PARKS SUPPLIES	
			001.6000.4206	113.60
			PARKS SUPPLIES	
			PARKS SUPPLIES	
			016.8540.4206	219.43
			LMD'S SUPPLIES	
			LMD'S SUPPLIES	
			012.8500.4206	239.68
			PARKS SUPPLIES	
			PARKS SUPPLIES	
			016.8540.4206	194.92
			PARKWAY & MEDIAN WEED CONTROL	
			PARKWAY & MEDIAN WEED CONTROL	
			004.8310.4206	1,255.02

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
81378	8/18/2020	005554	005554 IMPERIAL SPRINKLER SUPPLY (Continued)	
			Total :	2,022.65
81379	8/18/2020	005558	GENERAL DOOR	
			POLICE STATION MICRO SWITCH SERVICE CALL	
			POLICE STATION MICRO SWITCH SERVICE CALL	
			001.2000.4070	
			Total :	125.00
81380	8/18/2020	005584	PAUL TOOR & ASSOCIATES	
			BRG04004A PM RDA04-JUN	
			BRG04004A PM RDA04-JUN	
			010.3830.6813	
			BRG12001 PM DIF REG-JUN	920.00
			BRG12001 PM DIF REG-JUN	
			007.8330.6813	
			OLA18001 PM MSRI-JUN	115.00
			OLA18001 PM MSRI-JUN	
			017.8350.6550	
			OLA19001 PM MSRI-JUN	1,150.00
			OLA19001 PM MSRI-JUN	
			017.8350.6550	
			OLA20001 PM MSRI-JUN	1,035.00
			OLA20001 PM MSRI-JUN	
			017.8350.6550	
			STR11005 PM RDA04 NON PART-JUN	115.00
			STR11005 PM RDA04 NON PART-JUN	
			010.3830.6530	
			STR11006 PM RDA04 NON PART-JUN	1,955.00
			STR11006 PM RDA04 NON PART-JUN	
			010.3830.6530	
			STR12004 DIF LOC PM NON PART-JUN	2,300.00
			STR12004 DIF LOC PM NON PART-JUN	
			007.8330.6530	
			STR12005 PM MSRI NON PART-JUN	1,725.00
			STR12005 PM MSRI NON PART-JUN	
			017.8350.6530	
			STR18001 PM IVDA AGMT-JUN	1,955.00
			STR18001 PM IVDA AGMT-JUN	
			010.3830.6550	
			STR20001 PM DIF REG-JUN	690.00

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
81380	8/18/2020	005584 PAUL TOOR & ASSOCIATES	(Continued)	
			STR20001 PM DIF REG-JUN	
			007.8330.6550	2,760.00
			STR20002A PM COSB NON PART-JUN	
			STR20002A PM COSB NON PART-JUN	
			027.8490.6550	236.67
			STR20002A PM RDA07 NON PART-JUN	
			STR20002A PM RDA07 NON PART-JUN	
			010.3830.6550	338.33
			STR20004 PM GCF-JUN	
			STR20004 PM GCF-JUN	
			023.3890.6550	345.00
			SB1 FUNDING-JUN	
			SB1 FUNDING-JUN	
			001.3200.4550	115.00
			SWK16001 SCH I PM RDA04 NP-JUN	
			SWK16001 SCH I PM RDA04 NP-JUN	
			010.3830.6545	575.00
			SWK16001 SCH IIA PM ART3-JUN	
			SWK16001 SCH IIA PM ART3-JUN	
			005.8320.6545	172.25
			SWK16001 SCH IIA PM DIF LOC-JUN	
			SWK16001 SCH IIA PM DIF LOC-JUN	
			007.8330.6545	747.75
			SWK16001 SCH IIB PM DIF LOC-JUN	
			SWK16001 SCH IIB PM DIF LOC-JUN	
			007.8330.6545	115.00
			SWK19001 PM NON PART MSRI-JUN	
			SWK19001 PM NON PART MSRI-JUN	
			017.8350.6545	460.00
			SWK19002 PM GFC NON PART-JUN	
			SWK19002 PM GFC NON PART-JUN	
			023.3890.6545	115.00
			Total :	17,940.00
81381	8/18/2020	005599 DM CONTRACTING, INC.	STR12004 PPE#6-CON DIF-LOC NON PART	
			STR12004 PPE#6-CON DIF-LOC NON PART	
			007.8330.6530	321,986.12

Voucher List
CITY OF HIGHLAND

Bank code : wfb

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Description/Account</u>	<u>Amount</u>
81381	8/18/2020	005599 DM CONTRACTING, INC.	(Continued) STR12005 PPE#6-CON MSRI STR12005 PPE#6-CON MSRI 017.8350.6530	65,356.68
Total :				387,342.80
81382	8/18/2020	005620 FARM FRESH TO YOU	CHF REFUND CHF REFUND 051.1471	40.00
Total :				40.00
81383	8/18/2020	005699 FASTENAL COMPANY	CORP YARD: STORAGE CABINET CORP YARD: STORAGE CABINET 004.8310.4203	729.31
Total :				729.31
41 Vouchers for bank code : wfb				Bank total : 674,757.34
41 Vouchers in this report				Total vouchers : 674,757.34



STAFF REPORT

TO THE CITY COUNCIL

DATE: August 25, 2020

FROM: Joseph A. Hughes, City Manager

PREPARED BY: Chuck Dantuono, Director of Administrative Services/City Treasurer 

SUBJECT: Treasurer's Report for July 2020

RECOMMENDATION: City Council to receive and file the Treasurer's Report for July 2020.

FISCAL IMPACT:

Cash and Investments:	
General Fund	\$ 5,838,717.25
Special Revenue Funds	\$27,837,029.93
Internal Service Funds	\$ 4,195,257.75
Capital Projects Funds	\$21,790,213.62
Housing Authority Fund	\$ 3,629,225.07
Agency Funds	\$ 1,978,967.39
SARDA Funds	\$ 3,548,642.99

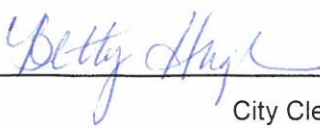
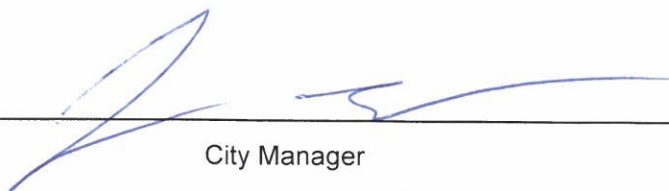
PUBLIC NOTICE: The agenda for this item was posted at the three required locations.

BACKGROUND: Increases in the checking account were due to revenues received plus funds wired from LAIF and CAMP. Decreases in the checking account were a result of payments to vendors, payroll and funds wired to LAIF, CAMP and U.S. Bank.

Increases in the fiscal agent accounts (US Bank) resulted from interest and bond payment receipt. Decreases resulted in vendor payments and debt service payments.

Increases in the CAMP account were due to interest received. Decreases were a result of funds being wired to the city's checking account primarily for payment of public works projects.

The maximum limit on regular accounts is \$65M.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>4</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	

CITY OF HIGHLAND
Treasurer's Report
as of July 31, 2020

CASH AND BANK ACCOUNTS:

Cash on Hand-Office Petty Cash & Change Fund Accounts	1,150.00
Wells Fargo Checking-Account #*****236	12,278,802.31

DESCRIPTION	MATURITY PERIOD	YIELD	PAR VALUE	ORIGINAL COST
INVESTMENTS: LOCAL GOVERNMENT INVESTMENT POOLS				
<u>California Treasurer's Local Agency Investment Fund (LAIF)</u>	n/a	0.920%		
General Fund			4,978,690.80	
Special Revenue Funds			17,374,774.00	
Internal Service Funds			4,604,704.00	
Capital Projects Funds			13,507,956.00	
Total City LAIF Funds				40,466,124.80
Housing Authority Fund			3,530,974.32	
Total Housing Authority LAIF Funds				3,530,974.32
Total LAIF Funds				43,997,099.12

- 1) Maximum limits on accounts are \$65M City and \$65M Housing Authority.
- 2) Quarterly interest earnings are deposited directly to accounts.
- 3) Funds are available within 24 hours or less depending on time of wire.
- 4) Pooled Money Investment Board Report dated June 2020 on-line for listing of investments.
- 5) Market Value is based on the June 30, 2020 applicable percentage of 1.004912795.
- 6) Market Value is \$44,213,247.85 (\$43,997,099.12 x 1.004912795).

<u>California Asset Management Program (CAMP)</u>	n/a	0.370%		
General Fund			131,597.73	
Special Revenue Funds			1,551,939.00	
Capital Projects Funds			8,139,553.00	
Total CAMP Funds				9,823,089.73

INVESTMENTS: FISCAL AGENT ACCOUNTS

US Bank Corporate Trust Services (Community Facilities Districts)

Community Facilities District (CFD) 90-1

Administrative Expense Fund #128262-011				
US Bank Money Market Account CUSIP #9AMMF05B2	n/a	0.00%	82,757.31	82,757.31
Fire Protection Expense Fund #128262-012				
US Bank Money Market Account CUSIP #9AMMF05B2	n/a	0.00%	3,896.00	3,896.00
Police Protection Expense Fund #128262-013				
US Bank Money Market Account CUSIP #9AMMF05B2	n/a	0.00%	1,440.95	1,440.95

Community Facilities District (CFD) 2001-1

Special Tax Fund #149239000				
US Bank Money Market Account CUSIP #9AMMF05B2	n/a	0.00%	398,270.01	398,270.01
Interest Account #149239001				
US Bank Money Market Account CUSIP #9AMMF05B2	n/a	0.00%	3,989.05	3,989.05
Principal Account #149239002				
US Bank Money Market Account CUSIP #9AMMF05B2	n/a	0.00%	0.02	0.02
Reserve Fund #149239003				
US Bank Money Market Account CUSIP #9AMMF05B2	n/a	0.00%	481,339.33	481,339.33
Administrative Expense Fund #149239004				
US Bank Money Market Account CUSIP #9AMMF05B2	n/a	0.00%	29,314.68	29,314.68
Surplus Fund #149239006				
US Bank Money Market Account CUSIP #9AMMF05B2	n/a	0.00%	48,703.39	48,703.39

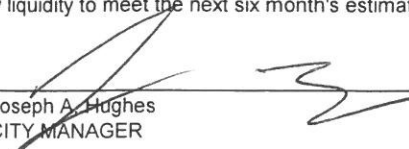
Community Facilities District (CFD) 2007-1

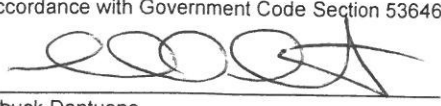
Administrative Expense Fund #260722000				
US Bank Money Market Account CUSIP #8AMMF0390	n/a	0.00%	8,981.20	8,981.20
Fire Expense Fund #260722001				
US Bank Money Market Account CUSIP #8AMMF0390	n/a	0.00%	1.04	1.04
Police Expense Fund #260722002				
US Bank Money Market Account CUSIP #8AMMF0390	n/a	0.00%	0.15	0.15

TOTAL INVESTMENTS US BANK (COMMUNITY FACILITIES DISTRICTS)	1,058,693.13
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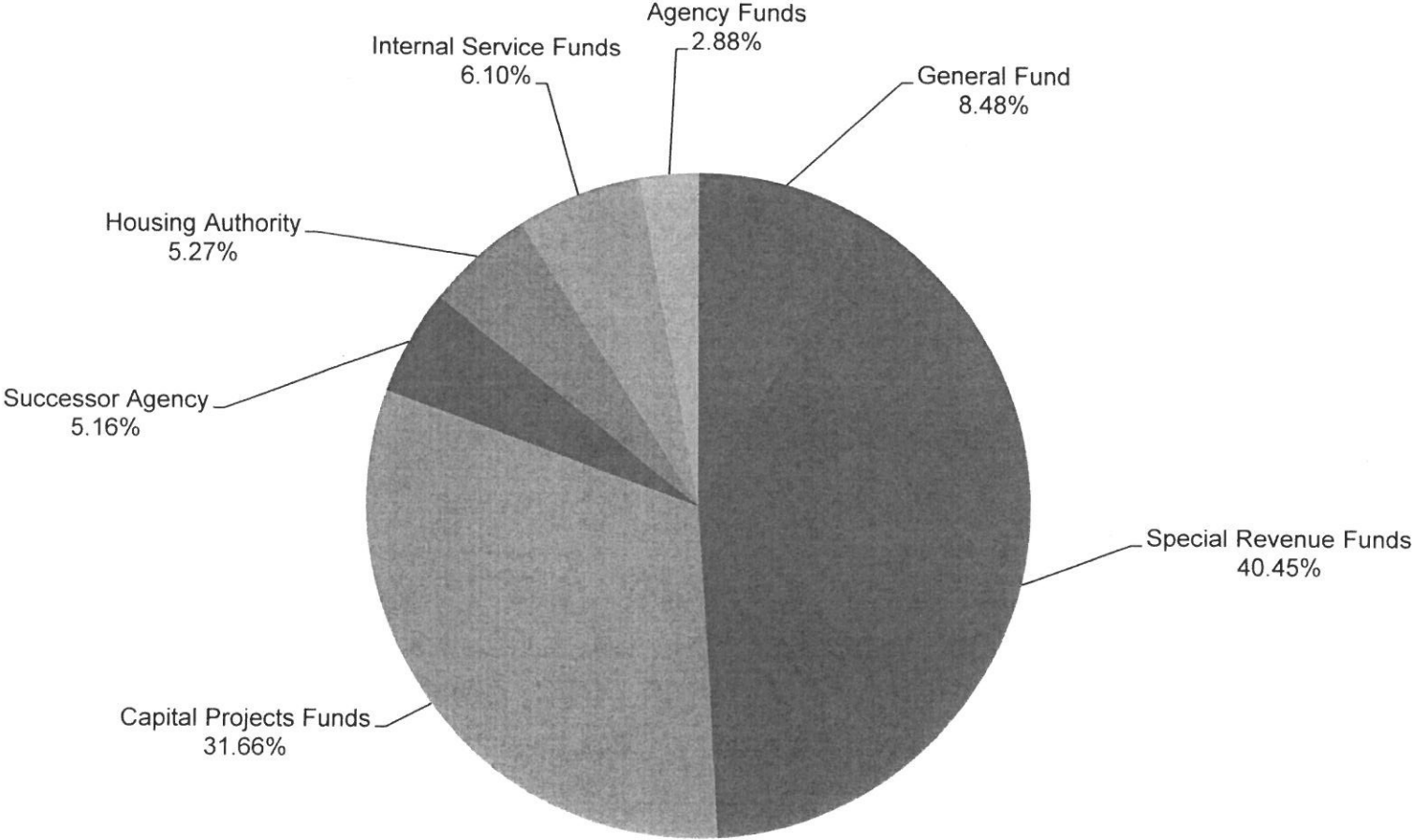
DESCRIPTION	MATURITY PERIOD	YIELD	PAR VALUE	ORIGINAL COST
INVESTMENTS: FISCAL AGENT ACCOUNTS (continued)				
<u>US Bank Corporate Trust Services (SARDA)</u>				
2004B Tax Allocation Refunding Bonds				
Special Fund 786709001				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	4.62	4.62
Interest Fund 786709002				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
Principal Fund 786709003				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
Reserve Fund 786709004				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.01%	176,482.76	176,482.76
2015A Tax Allocation Refunding Bonds				
Special Fund 268777000				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	1.17	1.17
Interest Fund 268777001				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	0.05	0.05
Principal Fund 268777002				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
Reserve Fund 268777004				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.01%	957,331.02	957,331.02
Expense Account 268777006				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.01%	13,503.21	13,503.21
2017 Tax Allocation Refunding Bonds				
Debt Service Fund 259928000				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.01%	1,387.50	1,387.50
Interest Fund 259928001				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.01%	510,509.38	510,509.38
Principal Fund 259928002				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
TOTAL INVESTMENTS US BANK (SARDA)				<u>1,659,219.71</u>
TOTAL CASH AND INVESTMENTS				<u><u>68,818,054.00</u></u>

All investments are placed in accordance with City of Highland's Investment Policy and Guidelines. The above summary provides sufficient cash flow liquidity to meet the next six month's estimated expenditures. This report is in accordance with Government Code Section 53646.

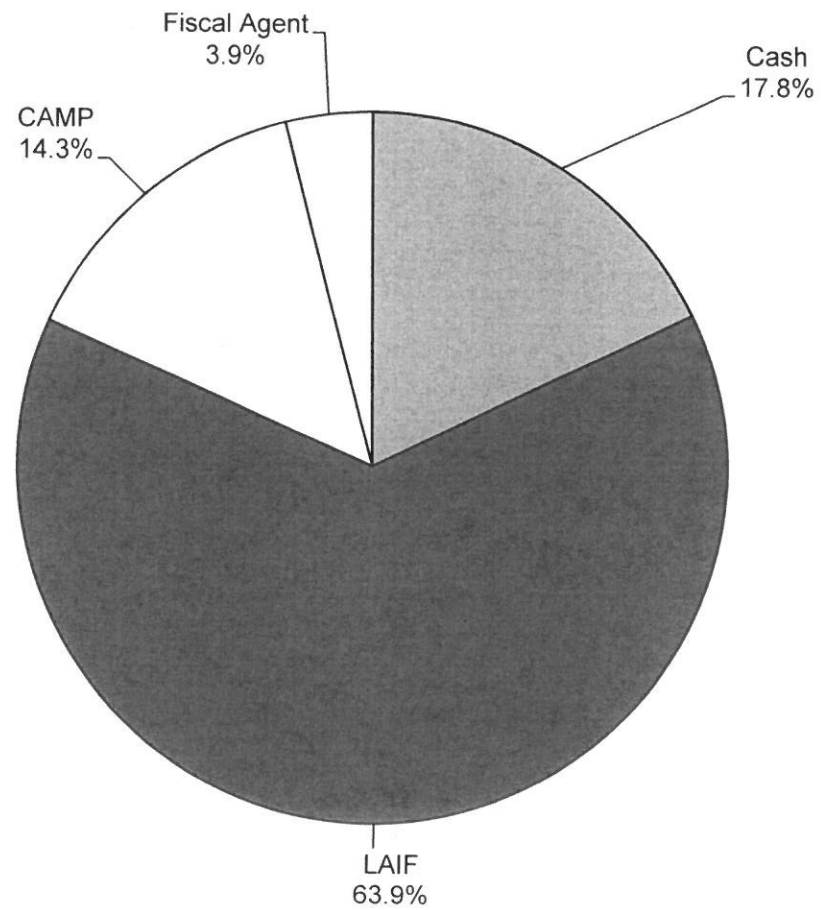
SIGNED: 
Joseph A. Hughes
CITY MANAGER

SIGNED: 
Chuck Dantuono
DIRECTOR OF ADMINISTRATIVE
SERVICES/CITY TREASURER

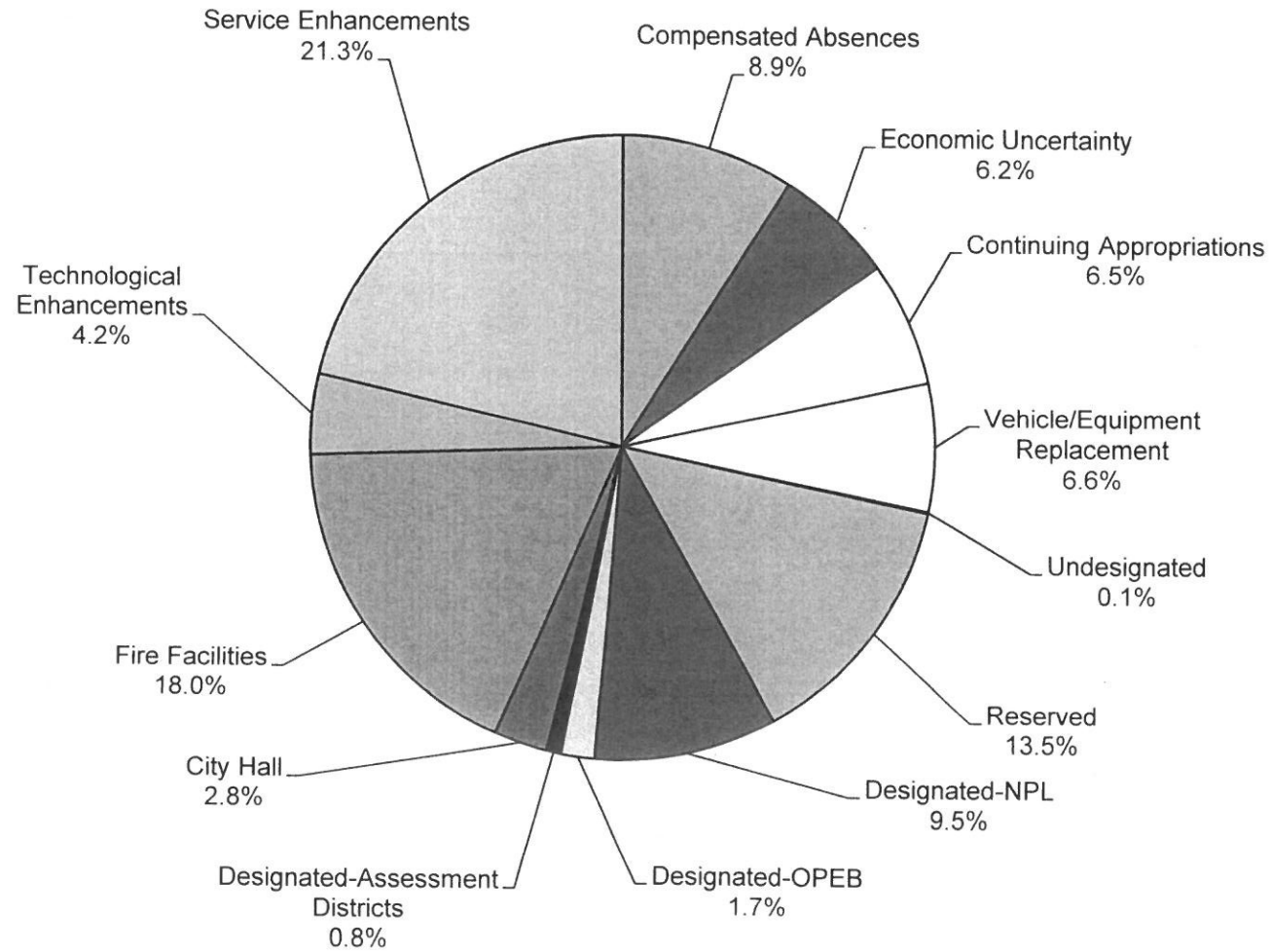
Cash & Investments



Treasurer's Report



General Fund Reserves





STAFF REPORT

TO THE CITY COUNCIL

DATE: August 25, 2020

FROM: Joseph Hughes, City Manager

REVIEWED BY: Carlos Zamano, Public Works Director/City Engineer *C2*

PREPARED BY: Jim Richardson, Public Works Manager

SUBJECT: Notice of Completion – Bid No. 2019-06, "Fire Station #1 Sprayed Polyurethane Roof System"

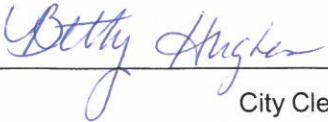
RECOMMENDATION: It is recommended that the City Council:

1. Accept Project No. 2019-06 "Fire Station #1 Sprayed Polyurethane Roof System" as complete;
2. Authorize the Mayor to sign the Notice of Completion; and
3. Direct the City Clerk to file the Notice of Completion

FISCAL IMPACT: The original contact amount with Wiltshire Urethane Foam Company was \$68,630. The final contract amount is also \$68,630 with no contract change orders. The project is funded by General Capital Financing.

PUBLIC NOTICE: The agenda for this item was posted at the three locations per Resolution No. 2011-047 and on the City's website.

BACKGROUND: Project No. 2019-06 consisted of preparation of existing built up roof and the installation of a new sprayed polyurethane foam cool roof system on the Fire Station #1 main building and bay area roofs located at 26974 Base Line. As part of the roof project, new roof drains with integral overflow capacity were installed to eliminate all faulty roof drains and drain pipes that were leaking into the perimeter wood soffits. To complete the work, new downspouts were also added. Finally, a 15-year manufacturer (General Coatings) system labor and material warranty was provided with the project.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>5</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	

RECORDING REQUESTED BY &
WHEN RECORDED MAIL TO:

CITY CLERK
CITY OF HIGHLAND
27215 BASE LINE
HIGHLAND, CA 92346

APN 1191-461-03-0000

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is owner or agent of the owner of the interest or estate stated below in the property hereinafter described.
2. The full name of the owner is City of Highland.
3. The full address of the owner is 27215 Base Line, Highland, CA 92346.
4. All work of improvement on the property hereinafter described was substantially completed on or before August 3, 2020.
5. The work of improvement completed is described as follows: Project No. 2019-06, "Fire Station #1 Sprayed Polyurethane Foam Roof System" (Bid No. 2019-06).
6. The name of the original contractor for such work of improvement is Wiltshire Urethane Foam Company.
7. The property on which said work of improvement is located at 26974 Base Line, in the City of Highland.

DATE: _____

Larry McCallon
Mayor, City of Highland

I, the undersigned, declare under penalty of perjury under the laws of the State of California that I am the Mayor of the aforesaid interest or estate in the property described in the above notice; that I have read the said notice, that I know and understand the contents thereof, and that the facts stated therein are true and correct.

Date and Place

Larry McCallon
Mayor, City of Highland



STAFF REPORT

TO THE CITY COUNCIL

DATE: August 25, 2020

FROM: Joseph Hughes, City Manager

REVIEWED BY: Carlos Zamano, Public Works Director/City Engineer ¹²

PREPARED BY: Alondra Muñoz, Administrative Assistant III

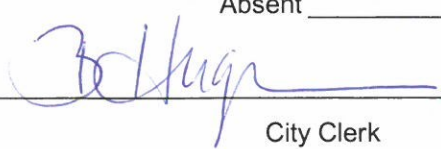
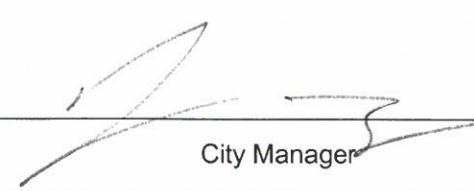
SUBJECT: Notice of Completion – Project No. str19001 (Bid No. 2019-05 “Pavement Management Program - Sector D Pavement Rehabilitation”)

RECOMMENDATION: It is recommended that the City Council:

1. Accept Project No. str19001 (Bid No. 2019-05, “Pavement Management Program - Sector D Pavement Rehabilitation”) as complete;
2. Authorize the Mayor to sign the Notice of Completion; and
3. Direct the City Clerk to file the Notice of Completion

FISCAL IMPACT: The original contract amount was \$1,776,999.67. The final contract amount is \$1,703,028.73, with a \$73,970.93 (4.2%) reduction based on final quantities. Construction of this project is funded by the following funding sources:

City Measure I Local Street Pass-thru	\$1,043,766.59	(61.29%)
SB-1	104,265.99	(6.12%)
City of San Bernardino	473,089.75	(27.78%)
CalRecycle Grant	64,970.70	(3.81%)
East Valley Water District	11,520.00	(0.68%)
City Project No. EVC19001	<u>5,415.70</u>	<u>(0.32%)</u>
	\$1,703,028.73	(100.00%)

Approved _____	Motion _____	Second _____	Agenda Item No. <u>6</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	

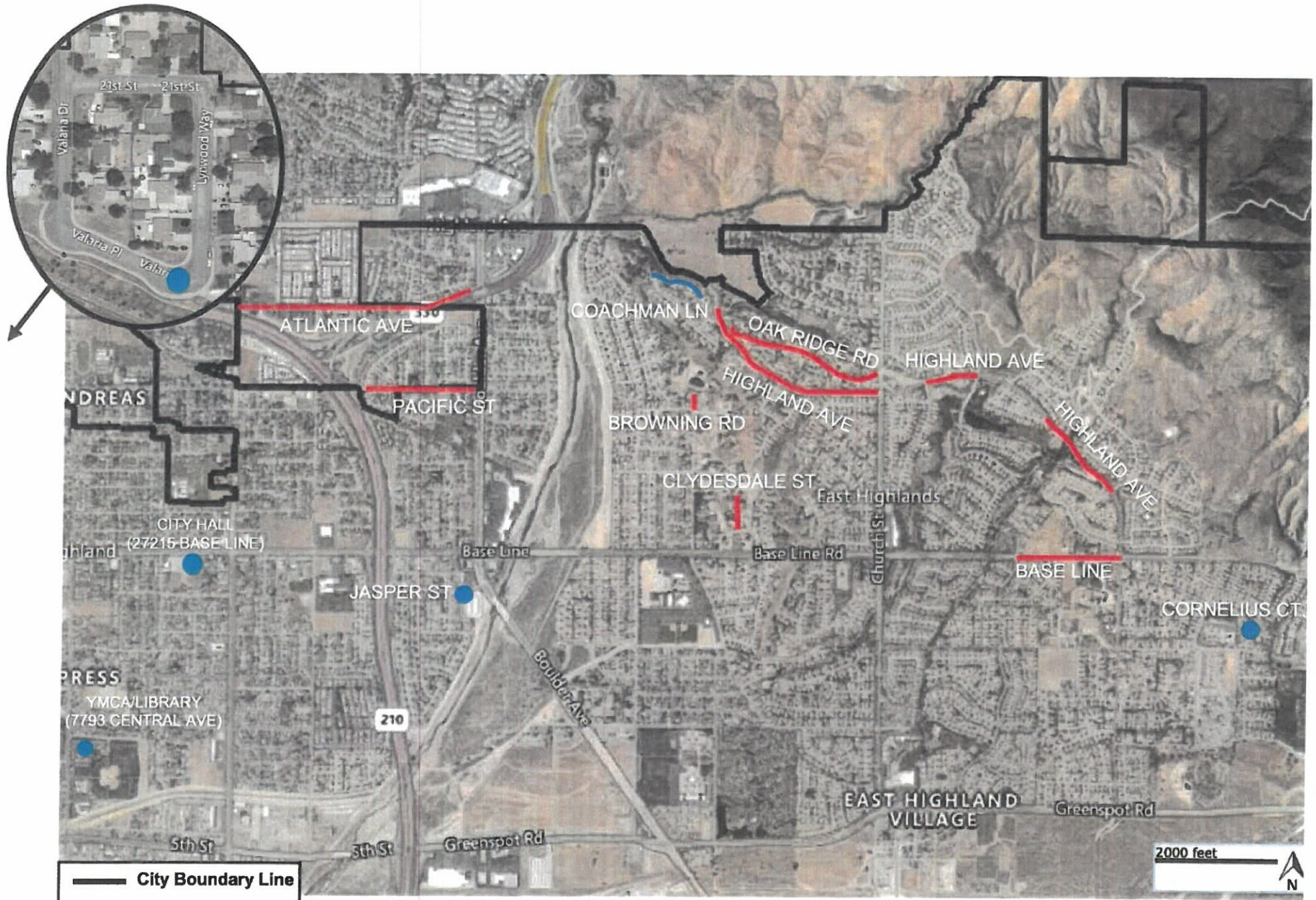
It should be noted that the final contract amount includes work funded by the Electric Charging Station at City Hall, Project No. EVC 19001 at a cost of \$5,415.70 (State CALeVIP Grant \$4,332.56 and AB2766 Fund \$1,083.14) as shown herein.

PUBLIC NOTICE: The agenda for this item was posted at the three locations per Resolution No. 2011-047 and on the City's website.

BACKGROUND: Project str19001 consists of the following scope of work:

1. Pavement rehabilitation on 9 street segments in Sector D including two joint street segments with City of San Bernardino (Atlantic Avenue and Pacific Street).
2. Localized pavement repairs on 4 street locations and two public parking lots (City Hall and YMCA/Library) to prepare these areas for subsequent slurry seal applications which were done under a separate slurry seal contract.
3. Other associated works including removal and replacement of damaged concrete sidewalk and curb and gutter; construction of ADA ramps; adjustment of sewer manhole covers to final grade; and installation of pavement striping and marking.

Construction of the project has been completed by the contractor, Hardy & Harper, Inc., and the project is ready for City Council acceptance.



STR19001—PMP SECTOR D—PAVEMENT REHABILITATION

PROJECT LOCATION MAP

RECORDING REQUESTED BY &
WHEN RECORDED MAIL TO:

BETTY HUGHES
CITY CLERK
CITY OF HIGHLAND
27215 BASE LINE
HIGHLAND, CA 92346

No APN

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is owner or agent of the owner of the interest or estate stated below in the property hereinafter described.
2. The full name of the owner is City of Highland.
3. The full address of the owner is 27215 Base Line, Highland, CA 92346.
4. All work of improvement on the property hereinafter described was substantially completed on or before May 13, 2020.
5. The work of improvement completed is described as follows: Bid No. 2019-05, "Pavement Management Program - Sector D Pavement Rehabilitation (Project No. str19001)".
6. The name of the original contractor for such work of improvement is Hardy & Harper, Inc.
7. The property on which said work of improvement is located on various streets in the City of Highland.

DATE: August 25, 2020

Larry McCallon
Mayor, City of Highland

I, the undersigned, declare under penalty of perjury under the laws of the State of California that I am the Mayor of the aforesaid interest or estate in the property described in the above notice; that I have read the said notice, that I know and understand the contents thereof, and that the facts stated therein are true and correct.

August 25, 2020; Highland, CA
Date and Place

Larry McCallon
Mayor, City of Highland



STAFF REPORT

TO THE CITY COUNCIL

DATE: August 25, 2020

FROM: Joseph A. Hughes, City Manager

REVIEWED BY: Carlos Zamano, Public Works Director/City Engineer *CZ*

PREPARED BY: Jay Tuttle, Assistant Engineer *JT*

SUBJECT: Easement Acceptance/Transition Properties L.P.
(DRA 016-014; APN 1201-301-20; 27418 5th Street)

RECOMMENDATION: That the City Council (1) accept the Grant of Easement for Landscape purposes from Transition Properties, LP, and (2) direct the City Clerk to record the Grant of Easement.

FISCAL IMPACT: The easement is being granted at no cost to the City.

PUBLIC NOTICE: The agenda for this item was posted at the three locations per Resolution No. 2011-047 and on the City's website.

BACKGROUND: Under DRA 016-014, approved by the Planning Commission on December 19, 2017, Transition Properties is in the process of redeveloping its property located on the north side of 5th Street, west of Church Avenue. The Engineering Conditions of Approval require the dedication of parkway LMD easements across the project frontages on 5th Street and Church Ave. While the parkway LMD easements fronting Church Ave., and a portion of 5th Street (parcel 2 and a portion of parcel 1), have been dedicated by Transition Properties and accepted by the City Engineer via approval and recordation of Parcel Map No. 19797, the remainder of the westerly parkway LMD easement on 5th Street was not dedicated on the Parcel Map; therefore, will need to be granted to the City separately via a Grant of Easement. The Grant of Easement is ready for City Council acceptance.

Attachments: (1) Vicinity Map; (2) Grant of Easement Deed; (3) LMD Dedication Legal Description & Plat

X:\0301767700\677 11 1 Trans properties WH Ph II 5th St LMD Easmnt staff report.doc

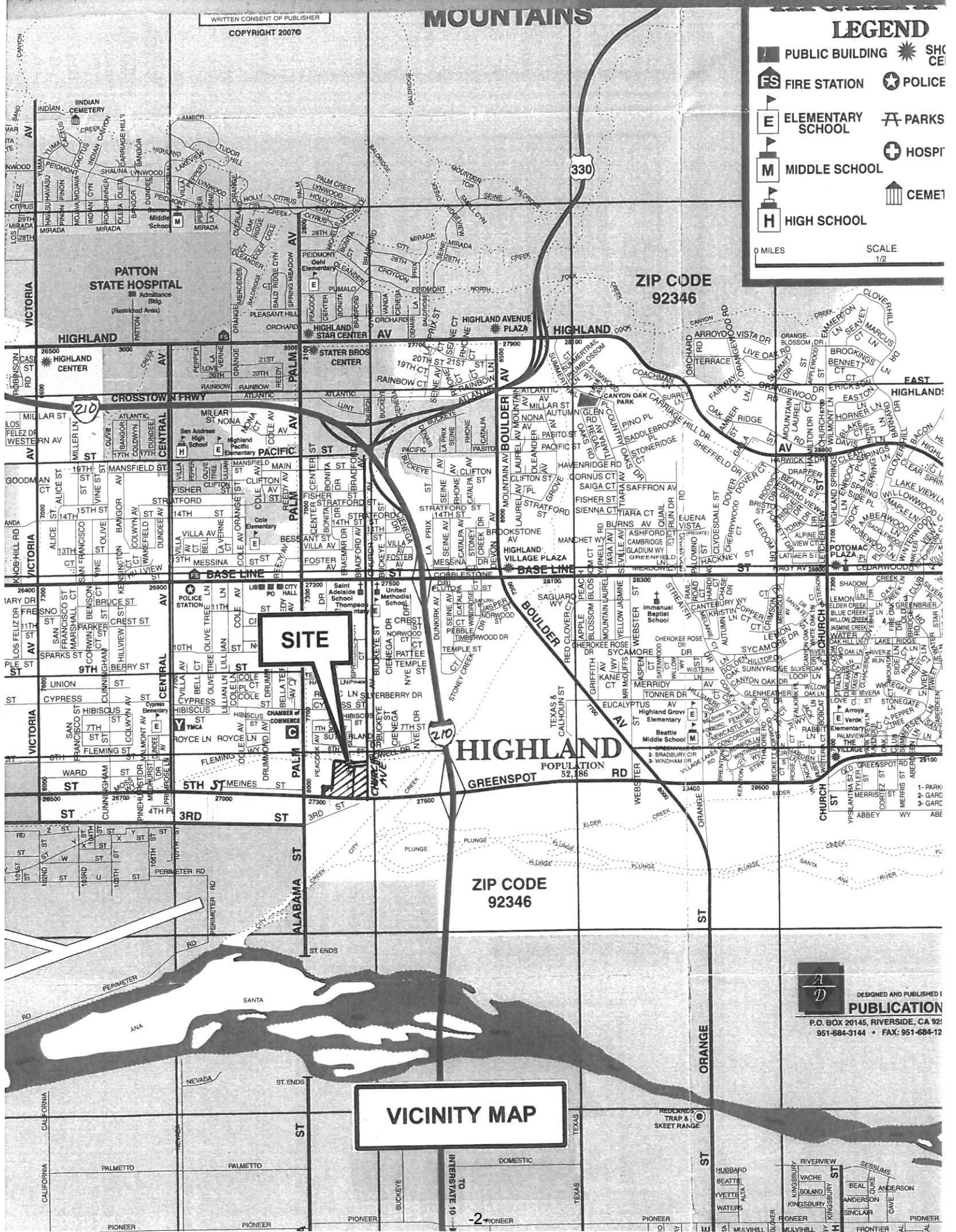
Approved _____	Motion _____	Second _____	Agenda Item No. <i>7</i>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
<i>J. B. Hughes</i> City Clerk		<i>[Signature]</i> City Manager	

MOUNTAINS

LEGEND

- PUBLIC BUILDING
- FIRE STATION
- ELEMENTARY SCHOOL
- MIDDLE SCHOOL
- HIGH SCHOOL
- POLICE
- PARKS
- HOSPITAL
- CEMETERY

0 MILES SCALE 1/2



ZIP CODE 92346

SITE

HIGHLAND
POPULATION 52,186

ZIP CODE 92346

VICINITY MAP



DESIGNED AND PUBLISHED BY
PUBLICATION
P.O. BOX 20145, RIVERSIDE, CA 92502
951-684-3144 • FAX: 951-684-12

RECORDING REQUESTED BY:
BETTY HUGHES

WHEN RECORDED MAIL TO:

CITY CLERK
CITY OF HIGHLAND
27215 BASE LINE
HIGHLAND, CA 92346

SPACE ABOVE THIS LINE FOR RECORDER'S USE

GRANT OF EASEMENT (LANDSCAPING)

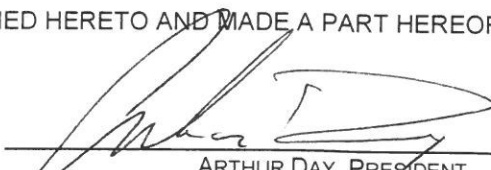
FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,

Transition Properties, L.P., a California limited partnership

Hereby GRANT(S) to the City of Highland, a Municipal Corporation, an easement for landscaping purposes upon, over, and across the real property in the City of Highland, County of San Bernardino, State of California, described as:

SEE EXHIBITS "A" AND "B" ATTACHED HERETO AND MADE A PART HEREOF

DATED: 7/23/2020


ARTHUR DAY, PRESIDENT
TRANSITION PROPERTIES, L.P., A CALIFORNIA LIMITED PARTNERSHIP

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

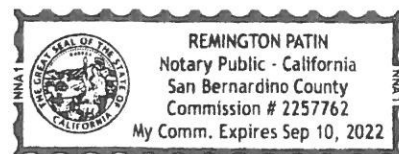
STATE OF CALIFORNIA }
COUNTY OF SAN BERNARDINO }

On July 23, 2020, before me, Remington Patin, Notary Public, personally appeared Arthur Day, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.


Signature



(This Area for Official Notary Seal)

EXHIBIT "A"
LANDSCAPE MAINTENANCE DISTRICT EASEMENT
DRA 016-014
LEGAL DESCRIPTION

BEING A PORTION OF PARCEL 1, PARCEL MAP NO. 19797, IN THE CITY OF HIGHLAND, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, SHOWN ON MAP FILED IN BOOK 251 OF PARCEL MAPS, PAGES 98 THROUGH 101, INCLUSIVE, FILED IN THE OFFICE OF THE RECORDER OF SAID COUNTY, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF SAID PARCEL 1;

THENCE NORTH 05°02'32" EAST, ALONG THE WEST LINE OF SAID PARCEL 1, 4.00 FEET TO A POINT HEREINAFTER REFERRED TO AS LMD 1, BEING THE **TRUE POINT OF BEGINNING**;

THENCE NORTH 05°02'32" EAST, ALONG THE WEST LINE OF SAID PARCEL 1, 30.75 FEET;

THENCE SOUTH 84°57'24" EAST 22.57 FEET;

THENCE SOUTH 05°02'36" WEST 18.00 FEET;

THENCE SOUTH 84°57'24" EAST 75.00 FEET;

THENCE NORTH 05°02'36" EAST 19.25 FEET, TO A POINT BEING THE BEGINNING OF A NON-TANGENT CURVE CONCAVE SOUTHEASTERLY, HAVING A RADIUS OF 2.50 FEET, A RADIAL LINE TO SAID POINT BEARS NORTH 31°49'36" WEST,

THENCE NORTHEASTERLY ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 36°52'12", AN ARC LENGTH OF 1.61 FEET;

THENCE SOUTH 84°57'24" EAST 30.01 FEET TO THE BEGINNING OF A TANGENT CURVE CONCAVE SOUTHWESTERLY AND HAVING A RADIUS OF 14.50 FEET;

THENCE EASTERLY AND SOUTHERLY ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 90°00'00", AN ARC LENGTH OF 22.78 FEET;

THENCE SOUTH 05°02'36" WEST 14.00 FEET;

THENCE NORTH 84°57'24" WEST 2.00 FEET TO THE BEGINNING OF A TANGENT CURVE CONCAVE SOUTHEASTERLY AND HAVING A RADIUS OF 4.00 FEET;

THENCE WESTERLY AND SOUTHERLY ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 90°00'00", AN ARC LENGTH OF 6.28 FEET TO A POINT ON A LINE PARALLEL WITH AND DISTANT 4.00 FEET NORTH TO THE SOUTH LINE OF SAID PARCEL 1;

THENCE NORTH 84°57'24" WEST, ALONG SAID PARALLEL LINE, 137.59 FEET TO THE POINT HEREINBEFORE REFERRED TO AS LMD 1 AND **TRUE POINT OF BEGINNING**.

TOGETHER WITH THAT PORTION OF SAID PARCEL 1 DESCRIBED AS FOLLOWS;

COMMENCING AT THE HEREINBEFORE REFERENCED POINT LMD 1;

THENCE SOUTH 84°57'24" EAST, ALONG A LINE PARALLEL WITH AND DISTANT 4.00 FEET NORTH TO THE SOUTH LINE OF SAID PARCEL 1, A DISTANCE OF 190.59 FEET TO A POINT HEREINAFTER REFERRED AS LMD 2, BEING THE **TRUE POINT OF BEGINNING**, SAID POINT BEING THE BEGINNING OF A CURVE CONCAVE SOUTHWESTERLY AND HAVING A RADIUS OF 4.00 FEET, A RADIAL LINE TO SAID POINT BEARS SOUTH 84°57'24" EAST;

THENCE NORTHERLY AND WESTERLY ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 90°00'00", AN ARC LENGTH OF 6.28 FEET;

THENCE NORTH 84°57'24" WEST 2.00 FEET;

THENCE NORTH 05°02'36" EAST 14.00 FEET TO THE BEGINNING OF A CURVE CONCAVE SOUTHEASTERLY AND HAVING A RADIUS OF 14.50 FEET;

THENCE NORTHERLY AND EASTERLY ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 90°00'00", AN ARC LENGTH OF 22.78 FEET;

THENCE SOUTH 84°57'24" EAST 20.00 FEET;

THENCE SOUTH 05°02'36" WEST 7.50 FEET;

THENCE SOUTH 84°57'24" EAST 5.00 FEET;

THENCE SOUTH 05°02'36" WEST 11.50 FEET;

THENCE SOUTH 84°57'24" EAST 288.52 FEET;

THENCE SOUTH 05°02'36" WEST 13.50 FEET TO SAID PARALLEL LINE;

THENCE NORTH 84°57'24" WEST, ALONG SAID PARALLEL LINE, 322.02 FEET TO THE POINT HEREINBEFORE REFERRED TO AS LMD 2 AND **TRUE POINT OF BEGINNING**.

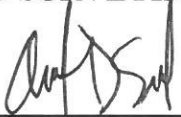
DESCRIPTION CONTAINS 8,156 SQUARE FEET, MORE OR LESS.

SUBJECT TO ALL CONDITIONS, RESERVATIONS, RESTRICTIONS, EASEMENTS, OFFERS OF DEDICATIONS, RIGHTS AND RIGHT OF WAYS, IF ANY.

AS DEPICTED IN EXHIBIT "B", ATTACHED HERETO AND BY THIS REFERENCE MADE A PART THEREOF.

ON POINT LAND SURVEYING, INC.

PREPARED BY:



ANTHONY D. SMITH, PLS 8133

DATE: 7/1/2020

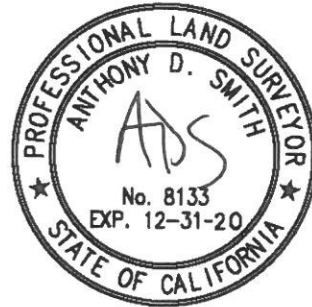
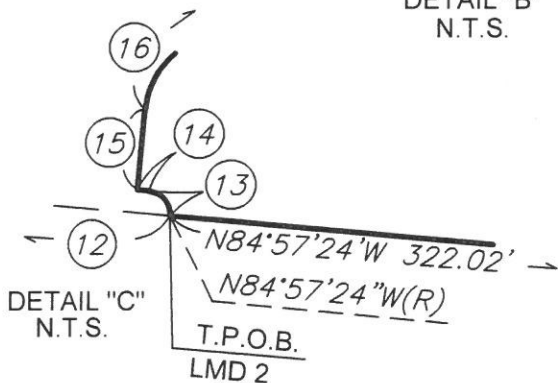
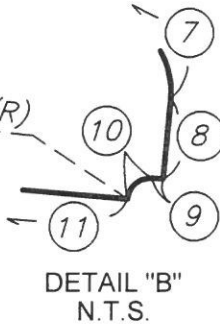
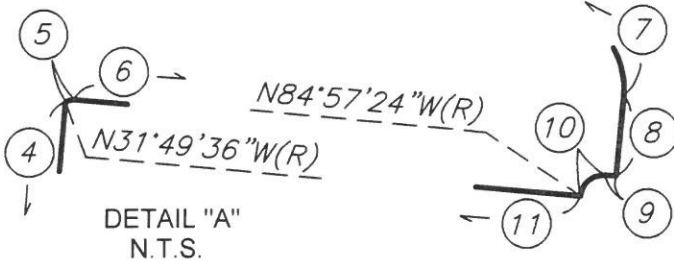
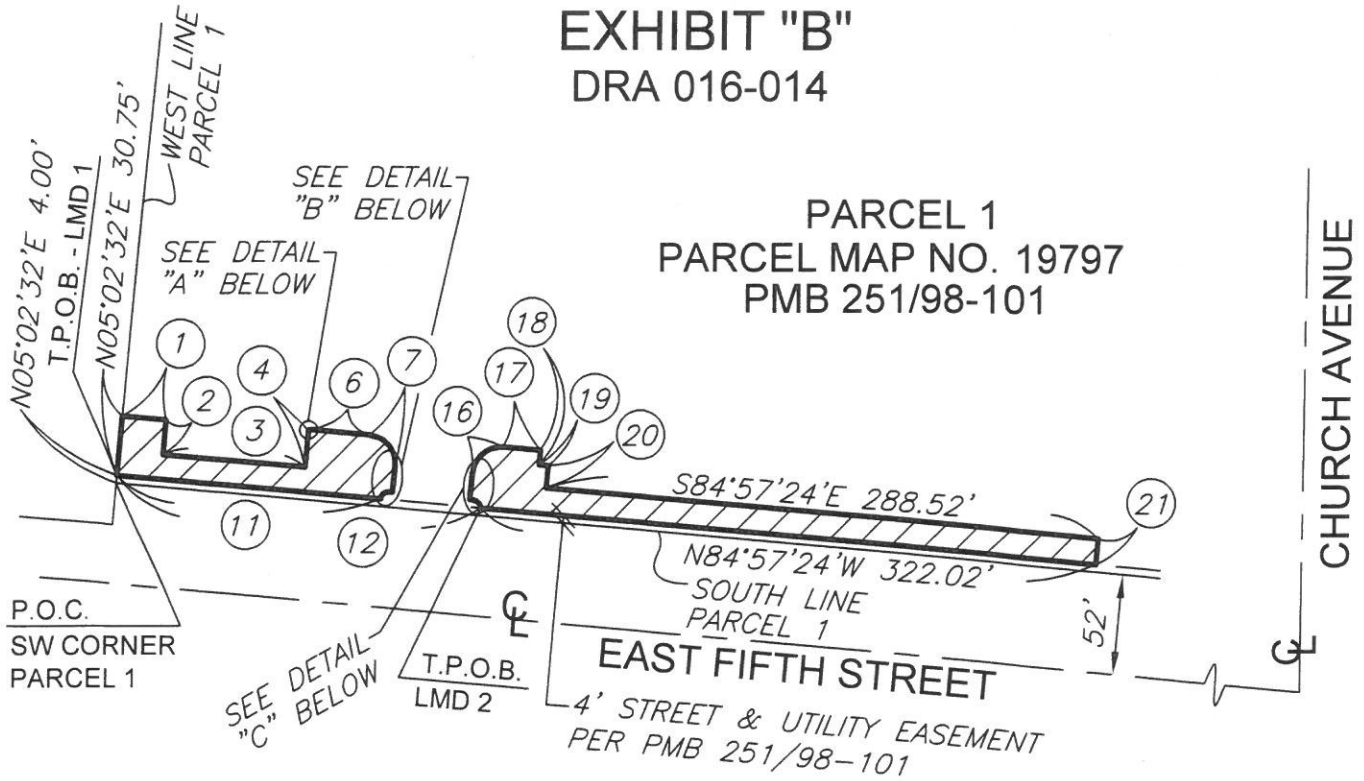


EXHIBIT "B"

DRA 016-014

PARCEL 1
PARCEL MAP NO. 19797
PMB 251/98-101



JN: 019-115



LANDSCAPE MAINTENANCE DISTRICT EASEMENT

PREPARED AT THE REQUEST OF THATCHER ENGINEERING & ASSOCIATES, INC.

PLAT TO ACCOMPANY
LEGAL DESCRIPTION

PREPARED BY: *Anthony D. Smith*
DATE: 7/1/2020

PREPARED BY:
ON POINT LAND
SURVEYING, INC.

SCALE: 1"=100'

DATE: MARCH 2020

SHEET 1 OF 2

EXHIBIT "B"

DRA 016-014

- | | |
|--|-----------------------|
| ① S84°57'24"E 22.57' | ①7 S84°57'24"E 20.00' |
| ② S05°02'36"W 18.00' | ①8 S05°02'36"W 7.50' |
| ③ S84°57'24"E 75.00' | ①9 S84°57'24"E 5.00' |
| ④ N05°02'36"E 19.25' | ②0 S05°02'36"W 11.50' |
| ⑤ $\Delta=36^{\circ}52'12''$ R=2.50'
L=1.61' T=0.83' | ②1 S05°02'36"W 13.50' |
| ⑥ S84°57'24"E 30.01' | |
| ⑦ $\Delta=90^{\circ}00'00''$ R=14.50'
L=22.78' T=14.50' | |
| ⑧ S05°02'36"W 14.00' | |
| ⑨ N84°57'24"W 2.00' | |
| ⑩ $\Delta=90^{\circ}00'00''$ R=4.00'
L=6.28' T=4.00' | |
| ⑪ N84°57'24"W 137.59' | |
| ⑫ S84°57'24"E 190.59' | |
| ⑬ $\Delta=90^{\circ}00'00''$ R=4.00'
L=6.28' T=4.00' | |
| ⑭ N84°57'24"W 2.00' | |
| ⑮ N05°02'36"E 14.00' | |
| ⑯ $\Delta=90^{\circ}00'00''$ R=14.50'
L=22.78' T=14.50' | |

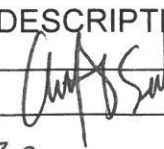
JN: 019-115



LANDSCAPE MAINTENANCE DISTRICT EASEMENT

PREPARED AT THE REQUEST OF THATCHER ENGINEERING & ASSOCIATES, INC.

PLAT TO ACCOMPANY LEGAL DESCRIPTION

PREPARED BY: 

DATE: 7/1/2020

PREPARED BY:
ON POINT LAND
SURVEYING, INC.

SCALE: 1"=100'

DATE: MARCH 2020

SHEET 2 OF 2



STAFF REPORT

TO THE CITY COUNCIL

DATE: August 25, 2020

FROM: Joseph Hughes, City Manager

PREPARED BY: Carlos Zamano, Public Works Director/City Engineer *CZ*

SUBJECT: Traffic Signal Monitoring Services / AGA Engineering, Inc.

RECOMMENDATION: It is recommended that the City Council:

1. Approve Proposal from AGA Engineering, Inc. (AGA) to provide continued traffic signal monitoring services; and
2. Authorize the City Manager to approve contract amendments up to 10% of the contract amount.

FISCAL IMPACT: The proposed fee for signal monitoring is \$80 per intersection per month. Within the City's signal coordination system, which includes 36 City signals and 4 Caltrans signals, the proposed signal monitoring fee will be \$38,400 per year. It should be noted that the 3-year agreement with SBCTA that provided the City with a reimbursement in the amount of \$500 per year for each of the City's 36 intersections ended. SBCTA ended June 30, 2020. The agreement was terminated by SBCTA due to lack of participation by many agencies, not including Highland. SBCTA has indicated they are looking at other alternatives to help agencies, such as Highland, to provide an incentive program to provide signal coordination within our region. The City has adequate AB2766 funds to keep this signal monitoring services going for another 2 years.

PUBLIC NOTICE: The agenda for this item was posted at the three locations per Resolution No. 2011-047 and on the City's website.

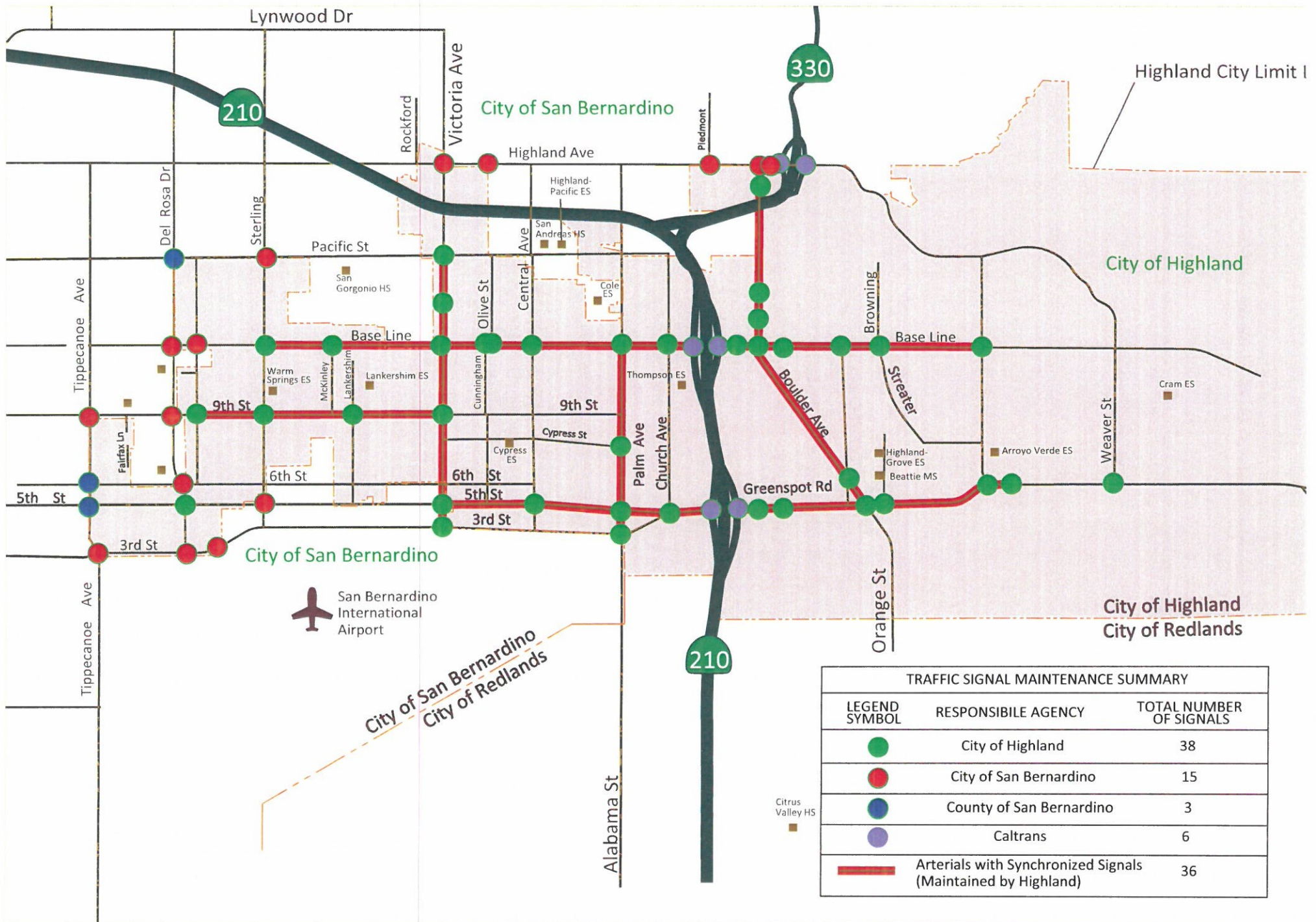
BACKGROUND: As shown on the attached map, the City's traffic signal coordination system consists of 36 City signals and 4 Caltrans signals located along the following 6 street segments:

Approved _____	Motion _____	Second _____	Agenda Item No. <i>8</i>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
<i>Joe Hughes</i> _____ City Clerk		<i>[Signature]</i> _____ City Manager	

1. Base Line from Sterling Avenue to Church Street
2. 9th Street from Del Rosa Avenue to Victoria Avenue
3. 5th Street/Greenspot Road from Victoria Avenue to Village at East Highlands
4. Victoria Avenue from 3rd Street to Pacific Street
5. Palm Avenue from 3rd Street to Base Line
6. Boulder Avenue from Greenspot Road to San Manuel Center

In order to ensure efficient flow of traffic along these roadway segments, it is important that the coordination system of these 40 signals continue to be monitored and maintained regularly and properly. In response to the City's request, AGA has presented a proposal to monitor the signals, make timing adjustments, coordinate with affected agencies, and help address signal timing complaints. The proposed fee is \$80 per intersection per month. This equates to \$960 per intersection per year, or \$38,400 for all 40 intersections per year. This is the same fee previously provided by AGA.

AGA has an on-going contract with the City providing various traffic signal engineering support services with an experienced team in Fullerton. Staff has reviewed and negotiated AGA's proposed scope and fee, and recommends approval.



**CITY OF HIGHLAND
SIGNAL INVENTORY MAP**
February 3, 2020



June 29, 2020

Mr. Carlos Zamano
Public Works Director
City of Highland
27215 Base Line
Highland, California 92346

RE: Proposal for Citywide Traffic Signal System Monitoring

Dear Mr. Zamano:

Pursuant to your request, AGA Engineers, Inc. (AGA) is pleased to present to you this letter proposal to provide traffic signal system monitoring services to the City of Highland. AGA will monitor the signal system via the City's QuicNet Pro Central System and conduct field reviews as required. The City's system includes 38 traffic signals utilizing a variety of Model 170/2070 traffic signal controllers and the McCain QuicNet Traffic Signal Management software. Four Caltrans traffic signals will also be included in the traffic signal coordination monitoring.

It is important to note that while traffic signal interconnect and integration with the City's QuicNet system allows for remote monitoring, it is also important to review signal operation via field visits. Minor signal timing adjustments, primarily related to existing signal coordination splits or offset changes, will then be accomplished via remote login of the system.

In general, all work will be completed under the direction of a California Licensed Traffic Engineer and/or Civil Engineer. AGA will be proactive in performing our duties under the agreement and to proceed to fully complete tasks effectively. Our staff will work closely with City staff and its traffic signal maintenance contractor. All reports, documents, electronic files, printouts, charts, plans, drawing, photographs, slides, graphics, model, and notes prepared will be considered the property of the City and will be made available upon request.

For your information, we have developed the enclosed map of the City detailing what type of interconnect is currently in place at signalized intersections and what signals are currently online, i.e., tied into the City's central system. The map also delineates planned near-term future interconnect for various signalized intersections and identifies potential interconnect of the remaining signalized intersections not yet on the system.

Following is the task-by-task breakdown of the required services to be performed for each signalized intersection to ensure the signals are operating effectively and efficiently. An amplification of the methodology utilized by AGA to conduct each task is also included.

AGA Engineers, Inc.

211 Imperial Highway, Suite 208, Fullerton, CA 92835
(714) 992-4592 Email: aga@agaengineersinc.com

Task 1: QuicNet System Monitoring

Under this task, AGA will check existing signal timing, signal operations, and coordination parameters at least once a week or upon request by the City, either in the field (if signal is off-line), or at our office (if signal is on-line), and report to the City.

- ◆ **Operation of System:** AGA will provide advice on the operation of the City's QuicNet Traffic Signal Management System on a daily, ongoing basis as requested by City staff. We have instantaneous remote access to the City's system 24 hours per day. From our office TMC, we can monitor system operation, detect hardware failures, download new timing plans, etc.
- ◆ **Weekly Monitoring:** Via remote monitoring, we will check each intersection a minimum of one time per week to ensure that all intersections are operating in coordination, and to check for any telemetry/detector failures. Mr. Felipe Ortega, Mr. Leo Grimes or Mr. Phillip Fuentes will be assigned to check the system and ensure its integrity.

Task 2: QuicNet System Updating

Under this task, AGA will update intersection graphical displays, detector assignments, timing-plans, etc., in the QuicNet central system to ensure that all information is up-to-date and to provide technical support, as needed.

- ◆ **System Graphics/Map:** We will update the graphic every time a new signal is added to the City's system, or when an existing signal is modified. As this occurs, we will revise the intersection graphics and the system map to ensure that all information is current.

Task 3: Signal Timing

Upon request by the City, AGA will make minor adjustments of signal timing parameters, e.g., offsets, splits, and timing plans to improve and ensure traffic progression. Signal timing charts shall be maintained in each cabinet, and a copy shall be submitted to the City's Engineering Department.

- ◆ **Signal Timing Charts:** Under the direction of Mr. Greg Wong, AGA will make minor adjustments of signal timing parameters. We are aware of the importance of having up-to-date signal timing charts in the cabinets. If existing timing is not accurately reflected on those charts, the task of signal maintenance personnel is greatly complicated. As a matter of course, we confirm, on a regular basis, that the chart in the cabinet reflects the timing in place at the signalized intersection.

- ◆ **Interagency Coordination:** Because we developed the coordination signal timing plans currently in place on many of the City's arterials, and have previously provided support for them, we know that coordination with Caltrans and adjoining cities is an important component of the plans. We understand that we cannot arbitrarily make changes to the City's signal timing without impacting other agency signals. During our monitoring efforts, if we notice that multijurisdictional traffic signal synchronization is off, we will coordinate with Caltrans and the adjoining cities for any needed adjustments to ensure optimum signal timing and coordination.
- ◆ **Signal Timing Complaints:** Because of our extensive operational experience, we are well-versed in responding to complaints relative to signal timing and phasing from residents, commuters, parents of students, police personnel, and City officials. A key to responding to such complaints is to approach each situation with an open mind. The average driver is not a traffic engineer and doesn't view signal operations in the same manner as a traffic engineer. We always keep in mind that we will be working for the City, and the City consists of all its residents. AGA will provide technical assistance to the City to respond to resident complaints on signal timing.

Task 4: Signal Coordination

Based on similar work conducted at other cities, AGA proposes to drive the street system a minimum of one time per month to ensure optimum performance of the system. A report shall be submitted to the City with timing adjustment recommendations.

- ◆ **Test Runs:** AGA staff will regularly drive the streets during AM and PM peak hour traffic conditions. Observations will be made continually to ensure optimum system performance. Adjustments will be made immediately to correct any problems discerned. Given our extensive monitoring experience and our key staff's previous employment at signal maintenance companies, we know whether timing problems result from hardware failures, temporary construction impacts, or development/land use changes, and we can respond accordingly. We will observe progression speeds, queue clearance, green bands, and all other traffic operational characteristics.
- ◆ Along with regularly driving the coordinated system, we will pay additional attention to areas which may need adjustments to the signal coordination timing due to certain circumstances. Based on our familiarity of the City and from prior projects, we are well aware of the significant traffic generation and congestion areas throughout the City. The following are some of the critical corridors and locations in the City.
 - Heavy AM and PM peak hour commuter traffic along Greenspot Road-5th Street, Base Line, and Boulder Avenue.

- Closely spaced traffic signals along Base Line from Palm Avenue to Boulder Avenue which includes the SR-210 interchange.
- There are several schools which affect traffic flow on Base Line, Greenspot Road, and 9th Street.

Task 5: Data Management and System Communication

Upon City request, AGA will upload and download traffic data including, but not limited to, communication status, split traffic volume counts, and occupancy reports where available from the signal controllers via the QuicNet central system as requested by City staff. We will ensure communication between the QuicNet central system and traffic signal controllers, and work with communication providers to perform system communication checks as needed.

Task 6: Troubleshooting

AGA will perform troubleshooting of a signal either in our office, in the field, or both to address specifically reported problems. We will make recommendations for remediation to City staff and implement changes as approved by City staff. Under the direction of Mr. Felipe Ortega, AGA will perform everything necessary to troubleshoot a reported problem at a signalized intersection.

AGA will attend a quarterly meeting with City staff and submit a report on the City's traffic signal system performance. The report shall include prudent information such as signal system coordination, telemetry function, field observation, signal timing issues, specific issues, public complaints, resolutions, etc. Additional reports will be provided, as needed, at the City's request.

Proposed Fee

For a minimum monthly fee of \$3,200, which equates to **\$38,400 per year**, AGA will monitor the citywide traffic signal system via the City's QuicNet central system and conduct field reviews, as required. The proposed fee was arrived at using a cost of \$80 per intersection per month for 36 City controlled traffic signals and four Caltrans signals at two freeway interchanges on SR-210 (at Base Line and at Greenspot Road-5th Street).

Two existing traffic signals – Del Rosa Drive at 5th Street and Greenspot Road at Weaver Street – which are currently operating in fully actuated (non-coordinated) mode are not included in this proposal. If the City chooses to add these, or when new traffic signals are added in the future, AGA agrees to provide monitoring of those signals for an additional \$80 per intersection per month (or **\$960** per intersection per year).

Additional Services

In addition to operating and monitoring the City's QuicNet system, AGA may be requested to perform, on an as-needed basis, various professional traffic engineering tasks. These tasks could include the following:

- ◆ Traffic signal design and plan check,
- ◆ Traffic signal construction management and inspection services,
- ◆ Traffic signal design/modifications of existing traffic signals and/or interconnect systems, including required intersection modifications,
- ◆ Review Traffic studies,
- ◆ Any other traffic signal related projects as directed by the City.

AGA staff has been providing all these services to various cities for the past 25 years. Upon the City's request, we will provide a separate scope of work and fee on a task-by-task basis for City consideration per AGA's current Schedule of Hourly Rates (attached) for the additional services.

Please let us know if you have any questions or to further discuss our proposed scope of services. Thank you.

Respectfully submitted,



Chalap K. Sadam, P.E.
President
AGA Engineers, Inc.

Attachments: AGA's Schedule of Hourly Rates
Traffic Signal System Map

Proposals\Highland\... Monitoring 2020\Monitoring 2020 Zamano Pro Ltr.docx



Schedule of Hourly Rates Effective July 1, 2020

President	\$ 275
Executive Vice President	\$ 250
Vice President	\$ 225
Principal Transportation Engineer	\$ 225
Senior Transportation Engineer	\$ 200
Senior Design Engineer/Senior Project Development Manager	\$ 185
Advanced System Integrator	\$ 180
Senior Associate/Senior Project Engineer	\$ 175
Transportation Engineer/System Integrator	\$ 170
Senior Signal Systems Specialist/Construction Inspector	\$ 165
Design Engineer/ Signal Systems Specialist	\$ 150
Associate Transportation Engineer III	\$ 140
Associate Transportation Engineer II	\$ 135
Associate Transportation Engineer I	\$ 125
Project Coordinator	\$ 120
Associate Engineer II	\$ 115
CADD Operator/Associate Engineer I	\$ 110
Assistant Transportation Engineer/Assistant Project Coordinator	\$ 90
Traffic Enumerator, Engineering Aide II	\$ 75
Engineering Aide I	\$ 50
Council/Commission Meetings, Hearings, etc. (Billing Rate + \$50 Surcharge)	\$1,000.00
Expert Witness (Billing Rate + \$50 Surcharge)	\$1,000.00
Expert Witness - Deposition/Court (Billing Rate + \$100 Surcharge)	\$1,000.00
Subconsultants will be billed at cost plus 20%	

Conditions of Usage: The above rates are typically effective for a 12-month period, but AGA maintains the right to change the billing rates at any time for convenience of record keeping. Therefore, all billings will always be at the then current billing rates. This will not affect any agreed upon total or not-to-exceed fees.

INVOICES WILL BE SUBMITTED MONTHLY AND SHALL BE DUE AND PAYABLE WITHIN 30 DAYS. FINANCE CHARGES MAY BE ACCRUED DAILY ON UNPAID BALANCES BASED ON A 10% ANNUAL PERCENTAGE RATE.

AGA Engineers, Inc.

211 Imperial Highway, Suite 208, Fullerton, CA 92835
(714) 992-4592 Email: aga@agaengineersinc.com



STAFF REPORT

TO THE CITY COUNCIL

DATE: August 25, 2020

FROM: Joseph A. Hughes, City Manager

REVIEWED BY: Carlos Zamano, Public Works Director/City Engineer *CZ*

PREPARED BY: Paul Toor, Project Manager

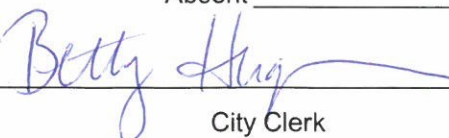
SUBJECT: Professional Services Agreement/KOA Corporation for Local Roadway Safety Plan City Project No. LRS 19001- FPN LRSPL-5449(039)

RECOMMENDATION: It is recommended that the City Council:

1. Approve the Professional Services Agreement with KOA Corporation (KOA) to develop a Local Safety Roadway Plan for the City of Highland.
2. Authorize the City Manager to approve contract amendments up to 10% of the contract amount.
3. Approve the following budget adjustments: Transfer \$8,000 from 017-2100 (Measure I Fund Balance) to be expended from 017-8350-6550 (Traffic Improvements); Approve expending \$72,000 from 027-8490-6550 (Miscellaneous Grant Fund-Traffic Improvements) and approve \$72,000 to be reimbursed to 027-8490-9210 (State Grants).

FISCAL IMPACT: Staff applied for a state grant to develop a Local Roadway Safety Plan (LRSP) for \$72,000 with \$8,000 local matching funds, which was approved by the Department of Transportation (Caltrans) in January, 2020. The recommended budget adjustment of \$80,000 will cover the proposed fee from KOA, based on actual time and material not-to-exceed \$72,696, and 10% contingency amount of \$7,304 to cover any additional services if needed and requested by City staff.

PUBLIC NOTICE: The agenda for this item was posted at the three locations per Resolution No. 2011-047 and on the City's website.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>9</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	

BACKGROUND: In January, 2020, the City received grant approval from California Department of Transportation (Caltrans) to develop a Local Road Safety Plan (LRSP) for the City. LRSP will provide the City a framework to identify, analyze and prioritize roadway safety improvements on local roads. In the future Highway Safety Improvement Program (HSIP) call for projects, a LRSP or its equivalent plan will be required for an agency to be eligible for federal HSIP funds.

Staff solicited proposals from qualified consulting firms for development of LSRP and received 8 proposals: AGA Engineers Inc., GHD Corporation, Hernandez Kroone and Associates, KOA Corporation, Minagar and Associates, STC Traffic Inc., Transtech Engineers Inc. and Willdan Engineering. All the proposals were reviewed and ranked as per criteria set forth in the request for proposals. Interviews were conducted with the two best ranked firms via Zoom and negotiations were initiated with KOA Corporation, top ranked firm.

KOA Corporation is a local engineering firm located in Monterey Park with offices in Orange, Ontario and San Diego. The firm has extensive experience in traffic/transportation projects and is currently working on similar projects with other cities. KOA Corporation is very familiar with City's transportation needs and working with the Cities of Highland, San Bernardino and Redlands for the Active Transportation Program (ATP) projects. The negotiated fee for the proposed scope of work for the project is reasonable and staff recommends approval of a professional services agreement with KOA.

Attachments: KOA Corporation Professional Services Agreement

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT, entered into the ____ day of August, 2020, by and between **CITY OF HIGHLAND**, a Municipal Corporation (hereinafter referred to as City), and **KOA CORPORATION (KOA)** whose address is 1100 Corporate Center Drive, Suite 201 Monterey Park, CA 91754 (hereinafter referred to as CONSULTANT), is made with reference to the following:

RECITALS

- A. City is a municipal corporation duly organized and validly existing under the law of the State of California with the power to carry on its business as it is now being conducted under the statutes of the State of California and the charter of City.
- B. City is calling for Professional Engineering Services to develop a Local Roadway Safety Plan (LRSP) LRS19001 (the Project).
- C. City desires to retain CONSULTANT to provide Professional Engineering Services.
- D. The principal member of CONSULTANT is, for the purpose of this Agreement, Stephen Bise.
- E. City has solicited and received a Proposal from CONSULTANT, dated July 7, 2020, a copy of which is attached hereto as Exhibit "A" by reference and incorporated herein (the Proposal), has reviewed the previous experience and evaluated the expertise of CONSULTANT, and desires to contract with CONSULTANT under the terms of conditions provided in the Agreement.
- F. In entering into this Agreement, City has relied on CONSULTANT'S representations and qualifications as set forth in the Proposal.

NOW, THEREFORE, it is mutually agreed by and between the undersigned Parties as follows:

1. TERM

The term of the Agreement shall commence within ten (10) days from the date specified in the Notice to Proceed issued by the City, and shall terminate 3 years after the date of this agreement, unless terminated earlier as set forth in Section 26.

2. SERVICES TO BE PERFORMED

CONSULTANT shall diligently perform all of the duties set forth in the scope of services, attached hereto as Exhibit "A" and incorporated herein by reference.

3. COMPENSATION TO CONSULTANT

City shall pay CONSULTANT for the services in accordance with the provisions of this Section and in accordance with the rate schedule included in this agreement as Exhibit "B". No rate changes shall be made during the term of this Agreement without prior written approval of City. CONSULTANT's compensation for all work performed in accordance with this Agreement shall not exceed \$72,696.

3.1 CONSULTANT's not-to-exceed contract amount is inclusive of all travel and out-of-pocket expenses.

3.2 CONSULTANT shall submit monthly invoices to City payable by City within thirty (30) days of receipt of invoice, subject to the approval of City. The invoices shall be itemized as to number of hours worked, who performed the service, and what kind of service was performed. Interim billing shall not cover a period of less than a calendar month.

3.3 CONSULTANT shall not receive any compensation for extra work, without prior written authorization of City.

3.4 City shall reimburse CONSULTANT only for those costs or expenses which have been specifically approved in this Agreement, or specifically approved in writing, in advance by City. The Federal Acquisition Regulations in Title 48, CFR 31 are the governing factors regarding allowable elements of cost.

4. STANDARD OF CARE

4.1 All of the services shall be performed by CONSULTANT or under CONSULTANT's supervision. CONSULTANT represents that it possesses the professional and technical personnel required to perform the services required by this Agreement, and that it will perform all services in a manner commensurate with the highest professional standards. All services shall be performed by qualified and experienced personnel who are not employed by City nor have any conflicting contractual relationship with City. CONSULTANT represents and warrants to City that it has or shall, prior to commencing the services, obtain all licenses, permits, qualifications and approvals required of its profession. CONSULTANT further represents and warrants that it shall keep in effect all such licenses, permits and other approvals during the term of the Agreement.

4.2 CONSULTANT shall not be responsible for delay, nor shall CONSULTANT be responsible for damages or be in default or deemed to be in default by reason of strikes, lockouts, accidents, or acts of God, or the failure of City to furnish timely information or to approve or disapprove CONSULTANT's work promptly, or delay or faulty performance by City, contractors, or governmental agencies, or any other delays beyond CONSULTANT's control or without CONSULTANT's fault.

5. INDEPENDENT PARTIES

City retains CONSULTANT on an independent contractor basis and CONSULTANT is not an employee of City. The manner and means of conducting the work are under the control of CONSULTANT, except to the extent they are limited by statute, rule or regulation and the expressed terms of this Agreement. Nothing in this Agreement shall be deemed to constitute CONSULTANT or any of CONSULTANT's employees or agents, to be the agents or employees of City. CONSULTANT shall have the responsibility for and control over the details in means of performing the work provided that CONSULTANT is in compliance with the terms of the Agreement. Anything in this Agreement which may appear to give City the right to direct measure of control over CONSULTANT shall mean that CONSULTANT shall follow the desires of City only with respect to the results of the services.

6. COOPERATION

CONSULTANT agrees to work closely and cooperate fully with City's designated Project Administrator (the Project Administrator), and any other agencies that may have jurisdiction or interest in the work to be performed. City agrees to cooperate with the CONSULTANT on this Project.

7. PROJECT MANAGER

CONSULTANT shall assign the Project to a Project Manager, who shall coordinate all phases of the Project. The Project Manager shall be available to City at all reasonable times during the Project term. CONSULTANT has designated Frank Barrera to be its Project Manager. CONSULTANT's list of key personnel and subconsultants for the Project is identified in Exhibit "A". CONSULTANT shall not remove or reassign any personnel or subconsultant designated in this Section or assign any new or replacement person to the Project without the prior written consent of City. City's approval shall not be unreasonably withheld with respect to removal or assignment or non-key personnel.

CONSULTANT, at the sole discretion of City, shall remove from the Project any of its personnel or subconsultant assigned to the performance of services upon written request of City. CONSULTANT warrants that it will continuously furnish the necessary personnel to complete the Project on a timely basis as contemplated by this Agreement.

8. TIME OF PERFORMANCE

Time is of the essence in the performance of the services under this Agreement and the CONSULTANT will start work within ten (10) days from the date specified in the Notice to Proceed issued by the City. The failure by CONSULTANT to strictly adhere to the schedule may result in termination of the Agreement by City, and the assessment of damages against CONSULTANT for delay. Notwithstanding the foregoing, CONSULTANT shall not be responsible for delays which are

due to causes beyond CONSULTANT's reasonable control. However, in the case of any such delay in the services to be provided for the Project, each party hereby agrees to provide notice to the other party so that all delays can be addressed.

8.1 CONSULTANT shall submit all requests for extensions of time for performance in writing to the Project Administrator not later than ten (10) calendar days after the start of the condition which purportedly causes a delay, and not later than the date upon which performance is due. The Project Administrator shall review all such requests and may grant reasonable time extensions for unforeseeable delays, which the Project Administrator determines are beyond CONSULTANT's control.

8.2 For all time periods not specifically set forth herein, CONSULTANT shall respond in the most expedient and appropriate manners under the circumstances, by either telephone, fax, hand delivery or mail.

9. CITY POLICY

CONSULTANT will discuss and review all matters relating to policy and Project direction with the Project Administrator in advance of all critical decision points in order to ensure that the Project proceeds in a manner consistent with City goals and policies.

10. CONFORMANCE TO APPLICABLE REQUIREMENT

All work prepared by CONSULTANT shall conform to applicable city, county, state and federal law, policies, rules, regulations and permit requirements and be subject to approval of the Project Administrator. This includes compliance with prevailing wage rates and their payment in accordance with California Labor Code, Section 1775.

11. PROGRESS

CONSULTANT is responsible for keeping the Project Administrator and/or his/her duly authorized designee informed on a regular basis regarding the status and progress of the Project work, activities performed and planned, and any meetings that have been scheduled or are desired.

12. HOLD HARMLESS

CONSULTANT shall indemnify, defend, save and hold harmless City, its City Council, boards and commissions, officers, employees, agents, consultants and volunteers, from and against any and all loss, damages, liability, claims, allegations of liability, suits, costs and expenses for damages of any nature whatsoever, including, but not limited to, bodily injury, death, personal injury, property damages, or any other claims arising from any and all negligence acts or omissions of CONSULTANT, its employees, agents or subconsultants in the performance of services or work conducted or performed pursuant to this Agreement, excepting only the sole negligence or willful

misconduct of City, its officers or employees, agents, consultants and volunteers, and shall include attorney's fees and all other cost incurred by City in defending any such claims.

13. INSURANCE

Without limiting CONSULTANT's indemnification of City, and prior to commencement of work, CONSULTANT shall obtain and provide and maintain at its own expense during the term of this Agreement, a policy or policies of liability insurance of the type and amounts described below and satisfactory to City. Certification of all required policies shall be signed by a person authorized by that insurer to bind coverage on its behalf and must be filed with City prior to exercising any right or performing any work pursuant to this Agreement. With the exception of workers' compensation and errors and omissions policies, all insurance policies shall:

- Include the City, its officials, officers, employees, agents, consultants and volunteers as additional insureds with respect to performance of Services and shall contain no special limitations on the scope of coverage or the protection afforded to the additional insureds;
- Be primary with respect to any insurance of self insurance programs covering the City, its officials, officers, employees, agents, consultants and volunteers; and
- Contain standard separation of insureds provisions for all liability arising from CONSULTANT's Services as described herein.

All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance in the State of California, with an assigned policyholder's Rating of A (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest editions of Bests Key Rating Guide unless otherwise approved by the City Risk Manager, as follows:

- A. Worker's compensation insurance covering all employees and principals of CONSULTANT, as required by the laws of the State of California.
- B. Commercial general liability insurance covering third party liability risks, including without limitation, contractual liability, in a minimum amount of \$1 million combined single limit per occurrence for bodily injury, personal injury and property damage. If commercial general liability insurance or other form with a general aggregate is used, either the general aggregate shall apply separately to this Project, or the general aggregate limit shall be twice the occurrence limit.
- C. Commercial auto liability and property insurance covering any owned and rented vehicles of CONSULTANT in a minimum amount of \$1 million combined single limit per accident for bodily injury and property damage.

- D. Professional errors and omissions insurance which cover the services to be performed in connection with this Agreement in the minimum amount of One Million Dollars (\$1,000,000.00).

Said policy or policies shall be endorsed to state that coverage shall not be canceled, reduced in coverage or amount or modified except after thirty (30) days prior notice has been given in writing to City. CONSULTANT shall give City prompt and timely notice of claim made or suit instituted arising out of CONSULTANT's operation hereunder. CONSULTANT shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the work.

CONSULTANT agrees that, in the event of loss due to any of the perils for which it has agreed to provide comprehensive general and automotive liability insurance, CONSULTANT shall look solely to its insurance for recovery. CONSULTANT hereby grants to City, on behalf of any insurer providing comprehensive general and automotive liability insurance to either CONSULTANT or City with respect to the services of CONSULTANT herein, a waiver of any right of subrogation which any such insurer of said CONSULTANT may acquire against City by virtue of the payment of any loss under such insurance.

14. PROHIBITION AGAINST TRANSFERS

CONSULTANT shall not assign, sublease, hypothecate or transfer this Agreement or any of the services to be performed under this Agreement, directly or indirectly, by operation of law or otherwise without prior written consent of City. Any attempt to do so without consent of City shall be null and void.

The sale, assignment, transfer or other disposition of any of the issued and outstanding capital stock of CONSULTANT, or of the interest of any general partner or joint venturer or syndicate member or cotenant if CONSULTANT is a partnership or joint-venture or syndicate or tenancy, which shall result in changing the control of CONSULTANT, shall be construed as an assignment of this Agreement. Control means fifty percent (50%) or more of the voting power, or twenty-five percent (25%) or more of the assets of the corporation, partnership or joint-venture.

15. OWNERSHIP OF DOCUMENTS

All working papers and reports created in connection with the completion of the Project are the property of the City. All working papers and reports will remain the property of the City.

16. CONFIDENTIALITY

The information, which results from the services in this Agreement, is to be kept confidential unless the release of information is authorized by City.

17. CITY'S RESPONSIBILITIES

In order to assist CONSULTANT in the execution of his/its responsibilities under this Agreement, City agrees to provide the following:

- A. Identify a City Project Administrator who has the authority to make decisions regarding Project assumptions
- B. Have qualified staff available for questions as the project progresses.

18. ADMINISTRATION

This Agreement will be administered by the City Public Works Department. Carlos Zamano, Public Works Director/City Engineer, shall be considered the Project Administrator and shall have the authority to act for City under this Agreement. The Project Administrator or his authorized designee shall represent City in all matters pertaining to the services to be rendered pursuant to this Agreement.

19. RECORDS

CONSULTANT shall keep records and invoices in connection with the work to be performed under this Agreement. CONSULTANT shall maintain complete and accurate records with respect to the costs incurred under this Agreement. All such records shall be clearly identifiable. CONSULTANT shall allow a duly authorized representative of City, the State of California and FHWA to examine, audit and make transcripts or copies of such records during normal business hours. CONSULTANT shall allow inspection of all work, data, documents, proceedings and activities related to the Agreement for a period of three (3) years from the date of final payment under this Agreement.

20. WITHHOLDINGS

City may withhold payment of any disputed sums until satisfaction of the dispute with respect to such payment. Such withholding shall not be deemed to constitute a failure to pay according to the terms of this Agreement. CONSULTANT shall not discontinue work as a result of such withholding. CONSULTANT shall have an immediate right to appeal to the City Manager or his designee with respect to such disputed sums. CONSULTANT shall be entitled to receive interest on any withheld sums at the rate of seven percent (7%) per annum from the date of withholding of any

amounts found to have been improperly withheld.

21. ERRORS AND OMISSIONS

In the event of errors or omissions that are due to the negligence or professional inexperience of CONSULTANT which result in expense to City greater than would have resulted if there were not errors or omissions in the work accomplished by CONSULTANT, the additional expense shall be borne by CONSULTANT. Nothing in this paragraph is intended to limit City's rights under any other sections of this Agreement.

22. CITY'S RIGHT TO EMPLOY OTHER CONSULTANT(S)

City reserves the right to employ other consultant(s) in connection with this Project.

23. CONFLICTS OF INTEREST

- A. The CONSULTANT or his/its employees may be subject to the provisions of the California Political Reform Act of 1974 (the "Act"), which (1) requires such persons to disclose financial interests that may foreseeably be materially affected by the work performed under the Agreement, and (2) prohibits such persons from making, or participating in making decisions that will foreseeably financially affect such interests.
- B. If subject to the Act, CONSULTANT shall conform to all requirements of the Act. Failure to do so constitutes a material breach and is grounds for termination of this Agreement by City. CONSULTANT shall indemnify and hold harmless City for any and all claims for damages resulting from CONSULTANT's violation of this Section.

24. SUBCONSULTANT AND ASSIGNMENT

- A. Except as specifically authorized under this Agreement, the services included in this Agreement shall not be assigned, transferred, contracted or subcontracted without prior written approval of City. All subcontracts exceeding \$25,000 in cost shall incorporate all provisions of this Agreement.

25. NOTICES

All notices, demands, requests or approvals to be given under this Agreement shall be given in writing and conclusively shall be deemed served when delivered personally or on the third business day after the deposit thereof in the United States mail, postage prepaid, first class mail, addressed as hereinafter provided.

All notices, demands, requests or approvals from CONSULTANT to City shall be addressed to City at:

City of Highland
27215 Base Line
Highland, CA. 92346

Attention: Carlos Zamano, Public Works Director/City Engineer

All notices, demands, requests or approvals from City to CONSULTANT shall be addressed to CONSULTANT at:

KOA Corporation (KOA)
2141 W. Orangewood Avenue
Orange, CA 92868

Attention: Frank Barrera, Project Manager

26. TERMINATION

In the event either party hereto fails or refuses to perform any of the provisions hereof at the time and in the manner required hereunder, that party shall be deemed in default in the performance of this Agreement. If such default is not cured within a period of seven (7) days, or if more than seven (7) days are reasonably required to cure the default and the defaulting party fails to give adequate assurance of due performance within seven (7) days after receipt of written notice of default, specifying the nature of such default and the steps necessary to cure such default, the non-defaulting party may terminate the Agreement forthwith by giving to the defaulting party written notice thereof.

26.1 Notwithstanding the above, City shall have the option, at its sole discretion and without cause, of terminating this Agreement at any time by giving seven (7) days prior written notice to CONSULTANT as provided herein. Upon termination of this Agreement, City shall pay to the CONSULTANT that portion of compensation specified in this Agreement that is earned and unpaid prior to the effective date of termination.

27. COMPLIANCES

CONSULTANT shall comply with all laws, state or federal and all ordinances, rules and regulations enacted or issued by City and in accordance with 2 CFR Part 200 Appendix II.

27.1 The CONSULTANT shall keep himself fully informed of and shall observe and comply with, and shall cause any and all persons employed by him or under him to observe and comply with, all State, Federal, County and City, laws, ordinances, regulations, orders, and decrees which in any manner affect the conduct of the work, including, but limited to, working hours and wages, and the payment of prevailing wages. Attention is also directed to the provisions in Section

1777.5 of the Labor Code concerning the employment of apprentices by the CONSULTANT or any Sub-consultant under him/it.

27.2 The CONSULTANT shall utilize the U.S. Department of Homeland Security's E-Verify system to confirm the employment eligibility of all persons employed by the Consultant during the term of the Contract to perform employment duties and all persons, including SUBCONSULTANTS, assigned by the CONSULTANT to perform work pursuant to the Agreement.

28. WAIVER

A waiver by either party or any breach, of any term, covenant or condition contained herein shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant or condition contained herein, whether of the same or a different character.

29. INTEGRATED CONTRACT

This Agreement represents the full and complete understanding of every kind or nature whatsoever between the Parties hereto, and all preliminary negotiations and agreements of whatsoever kind or natures are merged herein. No verbal agreement of an implied covenant shall be held to alter or amend the provisions herein. Any modification of this Agreement will be effective only by written execution signed by both City and CONSULTANT.

30. COVENANT AGAINST CONTINGENT FEES

The Consultant warrants that he/she has not employed or retained any company or person, other than a bona fide employee working for the consultant, to solicit or secure this agreement, and that he/she has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or formation of this agreement. For breach or violation of this warranty, the Local Agency shall have the right to annul this agreement without liability, or at its discretion to deduct from the agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as set forth below.

CITY OF HIGHLAND

By: _____
Larry McCallon
Mayor

Date: _____

By: _____
Betty Hughes
City Clerk

Date: _____

KOA CORPORATION, (KOA)

By: _____
Min Zhou, PE
President/CEO

Date: _____

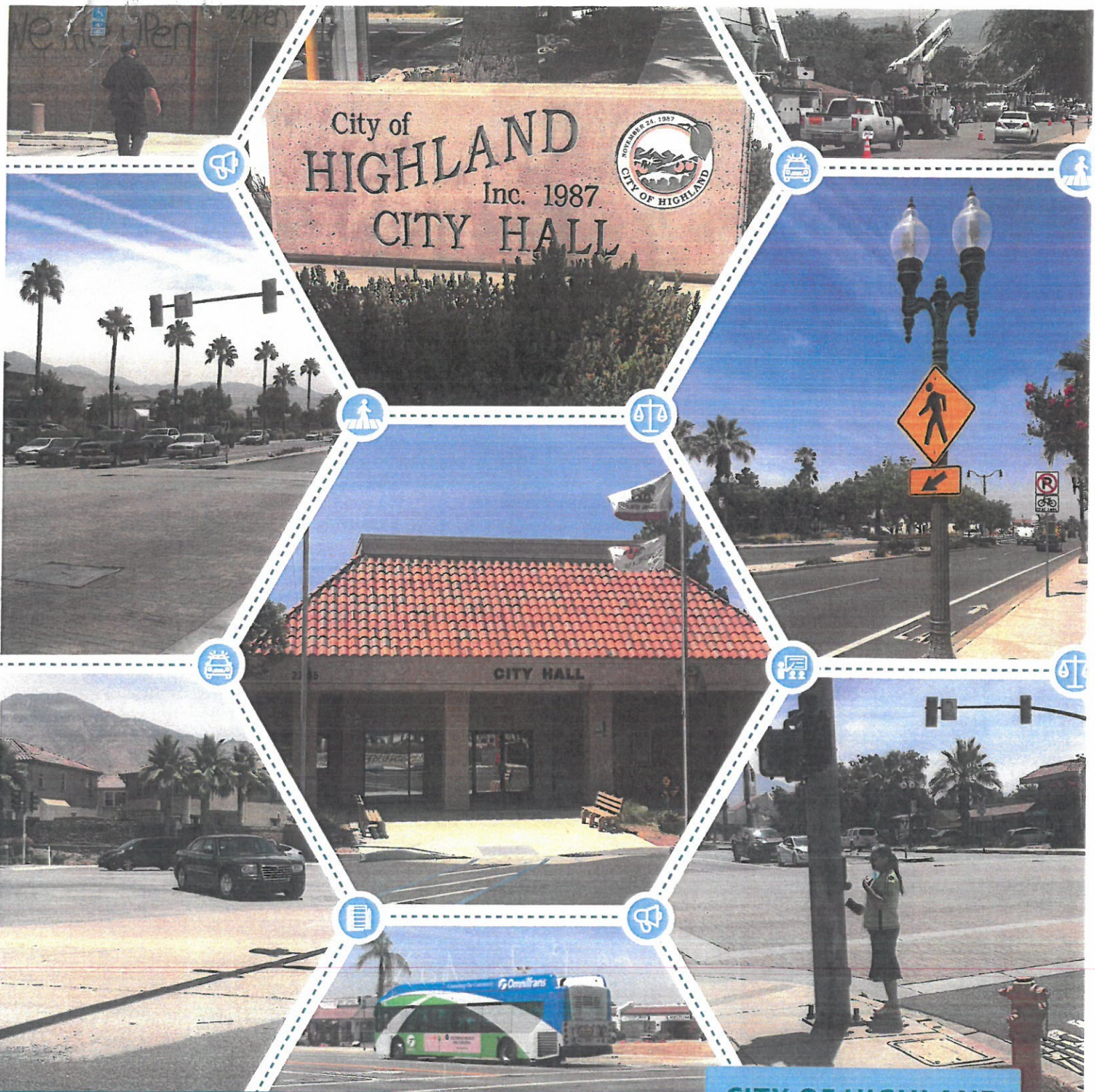
By: _____
Joel Falter
Principal

Date: _____

Exhibit “A”

CONSULTANT Proposal/Scope & Services

(Attached by Reference)



CITY OF HIGHLAND

Development of a Local Roadway Safety Plan

City Project No. LRS19001 FPN: LRSPL-5449(0390)



TECHNICAL PROPOSAL

JULY 7, 2020



TO
Mr. Carlos Zamano
Public Works Director/City
Engineer
City of Highland
27215 Base Line
Highland, CA 92346

FROM
Mr. Stephen Bise
Principal-in-Charge
sbise@koacorp.com
T: (714) 573-0317

RFP
**Development of a Local
Roadway Safety Plan
City Project No. LRS19001
FPN: LRSPL-5449(0390)**

DATE
July 7, 2020

PRIMARY CONTACT PERSON
Frank Barrera
Project Manager
(714) 573-0317, ext 6274
fbarrera@koacorp.com

Dear Mr. Zamano:

KOA Corporation (KOA) is pleased to submit this proposal to develop a Local Roadway Safety Plan (LRSP) for the City of Highland. We are committed to working closely with the Public Works and Police Departments to bring forward an LRSP that will increase safety for all roadway users through a systemic approach. KOA has been providing services to the City for various projects, including the Highland-Redlands Regional Connector Trail, Highland City Creek/Alabama Street Bikeways, and the Mediterra Parkway and Greenspot Road Traffic Signal Design.

We are excited to have the opportunity to collaborate with the City of Highland on this important engineering initiative in preparing an LRSP for the City of Highland. The goals of our LRSP will be to create a framework to systematically identify and analyze safety problems and recommend safety improvements to increase safety and reduce collisions for all users.

KOA has become an industry leader with LRSPs and the Systemic Safety Analysis Report Program (SSARP), the predecessor of the LRSP program. Since 2017, KOA has completed one LRSP and four SSARs. We are currently working on another four LRSP/SSAR projects. In addition, KOA has been recently selected to develop an LRSP for the City of Azusa. KOA will bring our wealth of knowledge and skills in addressing transportation safety issues to this project.

The success of our LRSP and SSAR projects stems from our multidisciplinary approach and collaboration amongst our team of skilled planners and engineers. Our outreach team utilizes community workshops, online tools, and boots on the ground approaches to ensure all the voices are heard regarding transportation safety issues. KOA's knowledgeable, in-house GIS team conducts a data-driven, quantitative analysis to identify prominent collision patterns and transportation safety emphasis areas. Our team of experienced engineers can lead roadway safety audits, select countermeasures, and develop constructible conceptual designs and cost estimates for a variety of safety improvement projects. KOA has not included a DBE as part of this project team, but if needed for any part of the project, KOA will identify the appropriate DBE to participate.



Thank you for this opportunity to offer our services. I am authorized to bind the company, as a vice president of KOA. Our team will be led by Frank Barrera, who successfully managed the San Bernardino SSAR. I will serve as the Principal-in-Charge. All KOA engineers and planners we selected to work on this project have multiple SSAR/LSRP project experiences.

KOA has acknowledged receipt of Addenda Nos. 1 and 2 for this RFP. Signed copies are attached to the end of the proposal. KOA has read and will comply with all terms and conditions of the RFP.

I look forward to speaking with you soon regarding our proposal. I can be reached at (714) 573-0317 or via email at sbise@koacorp.com.

Sincerely,
KOA Corporation

A handwritten signature in black ink, appearing to read 'S. Bise'.

Stephen Bise
VP | Managing Director

(562) 556-1984



SECTION 1 - UNDERSTANDING AND APPROACH

Caltrans announced a Call for Local Roadway Safety Plan (LRSP) Applications on October 8, 2019. This is Caltrans' first call for projects for LRSP development; previous calls were made for the Systemic Safety Analysis Report Program (SSARP), a program that the LRSP replaces. The LRSP shares a similar framework to and aspects of the California Statewide Strategic Highway Safety Plan (SHSP); each focuses on both engineering and non-engineering solutions to roadway safety issues.

LRSP DEVELOPMENT

An LRSP systematically identifies and analyzes safety problems and recommends safety improvements. Preparing an LRSP facilitates collaboration and the development of partnerships with local agencies and other stakeholders. The results of an LRSP are summarized with a prioritized list of improvements and actions. The LRSP offers a proactive approach to addressing safety needs, demonstrating agency responsiveness to safety challenges.

The City of Highland applied for funding to prepare an LRSP in November 2019 and has released this RFP to solicit proposals from qualified consultants to complete the LRSP. The procedure KOA plans to

use to complete the LRSP is demonstrated in Figure 1. KOA will identify prominent collision patterns and emphasis areas for safety issues based on collision data analysis. For each safety emphasis area, KOA will develop engineering countermeasures and identify strategies for non-engineering "Es" including education, encouragement, and emerging technologies. KOA will then develop a list of prioritized safety projects and recommend competitive projects for HSIP grant applications.

Caltrans requires an LRSP for HSIP Cycle 11 applications. HSIP Cycle 11 is anticipated to be announced in April 2022. KOA will help the City identify competitive safety improvement project(s) with a high benefit-cost ratio for this HSIP Cycle 11 and plans to finish all work for the LRSP to meet the grant eligibility deadline date. The deadline for HSIP Cycle 10 is September 4, 2020. If the City has already identified candidate projects, KOA can provide technical advice on whether the projects will be competitive to receive an HSIP grant.

SECTION 1 - UNDERSTANDING AND APPROACH

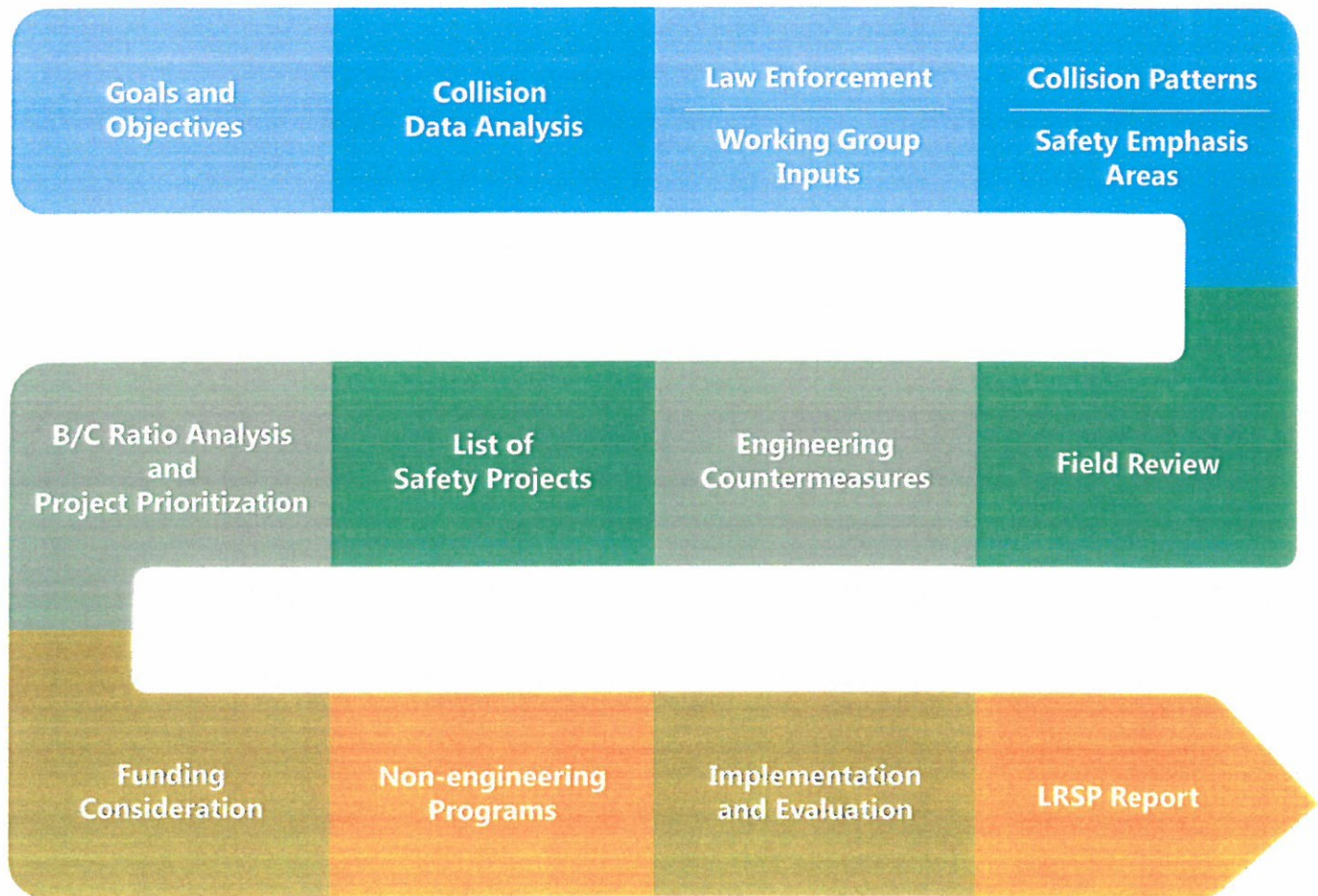


Figure 1: LRSP Steps and Procedure

COLLISIONS IN HIGHLAND

Figure 2 is a collision heat map KOA prepared based on 2015 to 2019 Statewide Integrated Traffic Records System (SWITRS) data. As shown on the map, most collisions occurred on the west side of the City. The two roadways with the most clusters of collisions are Base Line Street and 9th Street.

In the California Office of Traffic Safety (OTS)

Collision Ranking system, the City of Highland falls under Group C – cities with a population between 50,001 and 100,000. The table on the following page shows the City's collision ranking among the 106 cities in Group C (1 is the worst and 106 is the best) in 2017. Overall, the City's traffic safety performance is average, with a few exceptions:

SECTION 1 - UNDERSTANDING AND APPROACH

Highland Collision Heat Map (2015-2019)

Collision Point

Collision Density low high

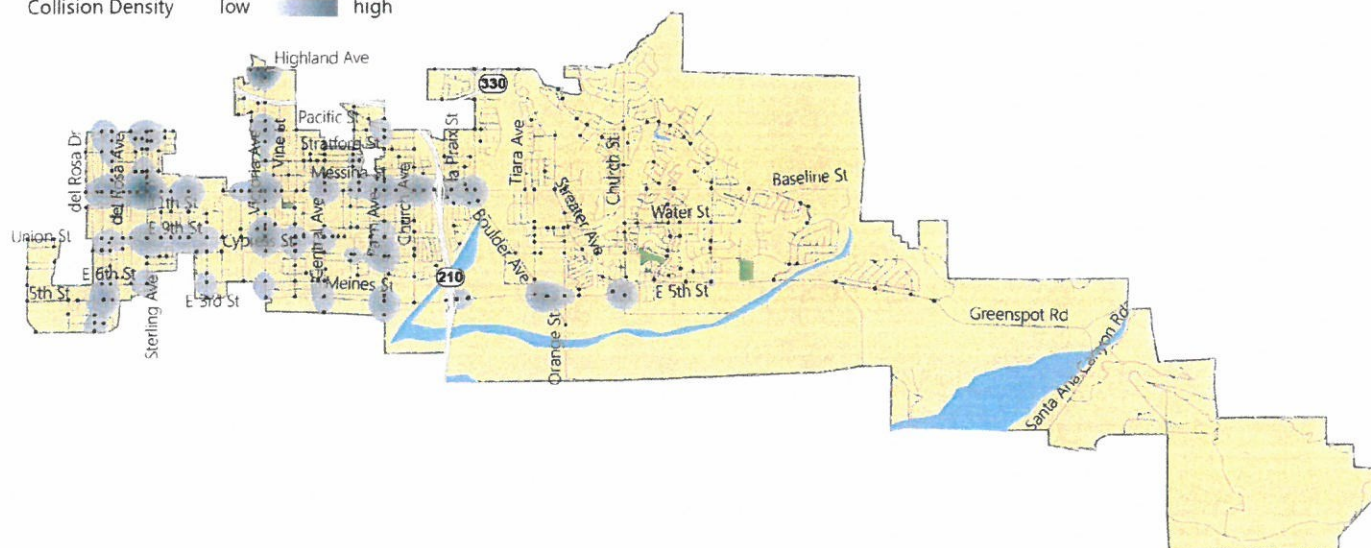


Figure 2: Collision Heat Map for City of Highland, 2015-2019 SWITRS Data

- The City ranked 11th for the most number of killed or injured victims from collisions involving alcohol use
- The City ranked 20th for the most number of nighttime fatal and injury collisions
- The City ranked 21st for the most number of driving-under-the-influence (DUI) arrests

TABLE: 2017 CALIFORNIA OTS COLLISION RANKING – HIGHLAND IN GROUP C		
Type of Crash	Victims Killed & Injured	OTS Ranking
Total Fatal & Injury	212	53/106
Alcohol Involved	41	11/106
Had Been Drinking Driver <21	2	27/106
Had Been Drinking Driver 21-34	8	40/106

TABLE: 2017 CALIFORNIA OTS COLLISION RANKING – HIGHLAND IN GROUP C		
Type of Crash	Victims Killed & Injured	OTS Ranking
Motorcycles	8	65/106
Pedestrians	11	74/106
Pedestrians <15	1	74/106
Pedestrians 65+	2	52/106
Bicyclists	8	76/106
Bicyclists <15	1	66/106
Composite	124	26/106
Type of Crash	Fatal & Injury Crashes	OTS Ranking
Speed Related	24	83/106
Nighttime (9:00pm - 2:59am)	29	20/106
Hit and Run	20	32/106
Type of Arrest	Arrests	OTS Ranking
DUI Arrests	65	21/106



SECTION 1 - UNDERSTANDING AND APPROACH

ONGOING TRANSPORTATION PROJECTS

The Public Works Department of Highland has been working on and planning for a few transportation improvement projects:

- Highland/Redlands Regional Connector
- 3rd Street and 5th Street Corridor Improvements Project
- Palm Avenue/Pacific Street improvements around the historic district
- City Creek/Alabama Street bikeway project
- Base Line bridge over City Creek
- Orange Street bridge over Plunge Creek overflow
- Base Line interchange improvements
- Victoria Avenue interchange project
- Complete street light conversion to LED
- Pavement rehabilitation and management projects

KOA will review the documents and the design of these projects, which will help our team develop the list of safety improvement projects. We believe that KOA has the experience and capability to deliver this project and exceed the objectives within the timeline specified and in the highest quality. As a primary objective in meeting the RFP goals, we assigned the

most appropriate project management team at the beginning. KOA's project manager, Frank Barrera, is a highly capable leader who has worked on various projects involving concurrent tasks. He has led numerous projects in California that have involved various transportation planning and engineering analyses.

KOA will lead and manage the team and project. Each team member will provide support to one another in our areas of specialty and where efficiencies can be achieved. This arrangement will facilitate KOA's management of the project, ensure consistent, high-quality deliverables and final reports, and enable our team to complete the project within the time frame and on budget. There is no substitute for local knowledge and experience, an area where the KOA team excels, having team members that are actively engaged in the surrounding communities within Highland.



SECTION 2 - SCOPE OF WORK

The LRSP will include all of the required content listed in the RFP. KOA additionally proposes some extra tasks as part of the LRSP, based on our experience of completing other LRSPs, and to ensure that treatments proposed take advantage of local knowledge and match with community expectations. KOA plans to form a working group of stakeholders and also to meet with law enforcement (in-person or virtually as is the most appropriate practice at the time of work) to identify and discuss safety issues. KOA also plans to address non-engineering “Es” as these are encouraged to be addressed by the LRSP guidelines. These will be accomplished within the City’s proposed budget for the project. The tasks below reflect both those listed on the project schedule in the RFP and these additional tasks.

TASK 1 – PROJECT MANAGEMENT

TASK 1.1 PROJECT COORDINATION AND ADMINISTRATION

Frank Barrera, our proposed Project Manager, will oversee the day-to-day operations of the project. He will serve as the point of contact with City Staff for the duration of the project. His project management will focus on three basic elements: schedule, budget,

and scope. Frank will communicate frequently with the City and will ensure that high-quality products are submitted to the City for review. Frank will ensure project costs are effectively controlled through a thorough review of the schedule at the start of the project and close management of staff hours allocated to each task.

Monthly progress reports will be provided by KOA with the submission of each invoice. A draft project schedule is provided on page 16. The scheduling details are subject to change, but we expect the project to be completed within eight months. Frank will be responsible for ensuring that all project tasks are being completed in a timely and professional manner.

TASK 1.2 – PURPOSES AND GOALS OF THE LRSP

KOA will draft a Purposes and Goals Memorandum for the LRSP prior to the kick-off meeting. The memorandum will outline the steps that KOA will take to identify safety emphasis areas and locations with roadway safety issues and select countermeasures appropriate for addressing them. The method will be presented in a fashion so that stakeholders interested in the project will be able



SECTION 2 - SCOPE OF WORK

to understand the desired outcomes of the project and procedure for obtaining those outcomes. The memorandum will set up the framework to develop, implement, and evaluate the LRSP. The City will be able to review the draft memorandum and provide comments. KOA will submit a revised Purposes and Goals memorandum upon receiving comments from the City and after the first working group meeting.

TASK 1.3 – PROJECT MEETINGS

KOA scopes to attend up to three in-person or virtual meetings with City staff for this project:

- Project kickoff meeting
- Two project progress meetings

KOA will attend a meeting with City staff to kick off this project. The primary purposes of the meeting will be to:

- Clarify the objectives of the study and discuss the desired outcomes for this work
- Discuss the purposes and goals of the LRSP
- Identify stakeholders for the working group
- Review the work plan and schedule

The first project progress meeting will be held after the City staff reviews the draft engineering countermeasure technical memorandum. The KOA

team will discuss all the proposed engineering countermeasures with City staff and address their comments and input.

The second project progress meeting will be held after City staff reviews the Draft Local Roadway Safety Plan. The KOA team will discuss all the received comments from City staff and how to address them.

KOA will provide a meeting agenda to the City's project manager at least one business day prior to each meeting. Meeting minutes will be submitted to the City for review within two business days after each meeting.

Deliverables

- Meeting agenda and minutes
 - Draft Purposes and Goals Memorandum
 - Final Purposes and Goals Memorandum
 - Monthly progress reports and invoices
-

TASK 2 – STAKEHOLDER OUTREACH

TASK 2.1 MEETING WITH LAW

ENFORCEMENT

Through our LRSP and SSAR projects, KOA has found it beneficial to learn the perspectives of law enforcement officers that work in the City on a daily basis. Officers are typically able to clearly identify areas of the City that should receive particular focus



SECTION 2 - SCOPE OF WORK

and describe issues encountered at those locations. Therefore, we propose to have one in-person or virtual meeting with the City's law enforcement services department to discuss traffic safety issues after the initial collision data analysis is completed.

TASK 2.2 – WORKING GROUP MEETINGS

KOA will assemble a working group of stakeholders to provide project input. Anticipated stakeholders for the project include the City's public works staff, Highland Patrol Station, the County Fire Department, transit operator (OmniTrans), the school district, the City Council, and local advocacy groups. KOA will work with the City to develop a list of stakeholders and identify the contact person of each party.

KOA proposes to have two working group meetings. The first working group meeting will take place after KOA drafts the Purposes and Goals memorandum and conducts collision data analysis. KOA will seek public input on the following topics:

- Purposes and goals of the Highland LRSP
- Major transportation safety issues
- Any ongoing transportation safety enhancement programs and campaigns
- Desired safety improvements and programs

The second working group meeting will be held after KOA has compiled a list of safety countermeasures and action items. The participants will have a chance to provide their feedback through this meeting.

The working group meetings will be held in a manner provided by the City. KOA will present collision maps, field photos, concept design diagrams, LRSP frameworks, and/or other items to facilitate conversations. The project manager and workshop staff will lead discussions among participants.

Deliverables

- Presentation slides, collision maps, concept design diagrams, etc
 - Compiled log for stakeholder input and comments
-

TASK 3 – IDENTIFY SAFETY ISSUES

TASK 3.1 – ANALYZE SAFETY DATA

KOA will conduct an in-depth analysis of the SWITRS data for the past five years, which is more inclusive than the Transportation Injury Mapping System (TIMS) data. SWITRS includes collisions of all severity levels, including property damage only collisions, while TIMS only collects collisions that result in injuries and fatalities. If the City has the Crossroads collision database, KOA will use it



SECTION 2 - SCOPE OF WORK

instead of SWITRS. For fatal and severe collisions, KOA will request collision reports from the City's law enforcement services department, which provide in-depth information related to driving behavior and other information that is not included or not as detailed in the SWITRS data. TIMS data will be used for comparing the collision pattern of Highland with that of San Bernardino County, which will help to identify transportation safety emphasis areas.

Through the collision data analysis, KOA will identify prominent collision patterns, which will include a combination of collision type, location type (signals vs. mid-block), primary collision factors (PCFs), involved parties, movements preceding the collisions, lighting conditions, and others. KOA will also identify trends related to shifts in crash type and contributing factors.

KOA will rank all the intersections and roadway segments within the City by collision frequency and Equivalent Property Damage Only (EPDO) scores, which generally reflect an order of magnitude difference between the societal costs of fatal and severe injury crashes versus non-severe injury crashes. This practice helps our planners and engineers identify prioritized locations for

field review. The goal is to identify high crash concentration locations (HCCLs) and similar intersections that may not have the same crash history but share similar risk factors.

KOA conducted an initial collision analysis for the City by using five years (2015 to 2019) of SWITRS data. A total of 1,652 collisions occurred within the City, excluding those on state highways. The VBA-enabled Excel Workbook Collision Analysis Tool developed by KOA in-house (see Figure 3) gives us a quick snapshot of the recent crash history of the City. Initial findings from an analysis of the collision data include:

- Fatal and severe (KSI) collisions accounted for 2.3 percent of all the collisions.
- Motor vehicles involved with bicyclists and/or pedestrians accounted for 5.7 percent of all the collisions.
- The three most common collision types were broadside (26%), rear-end (24%), and sideswipe (16%).
- The most common PCFs for all the collisions were unsafe speed (24%), improper turning (17%), and automobile right-of-way (15%).

SECTION 2 - SCOPE OF WORK

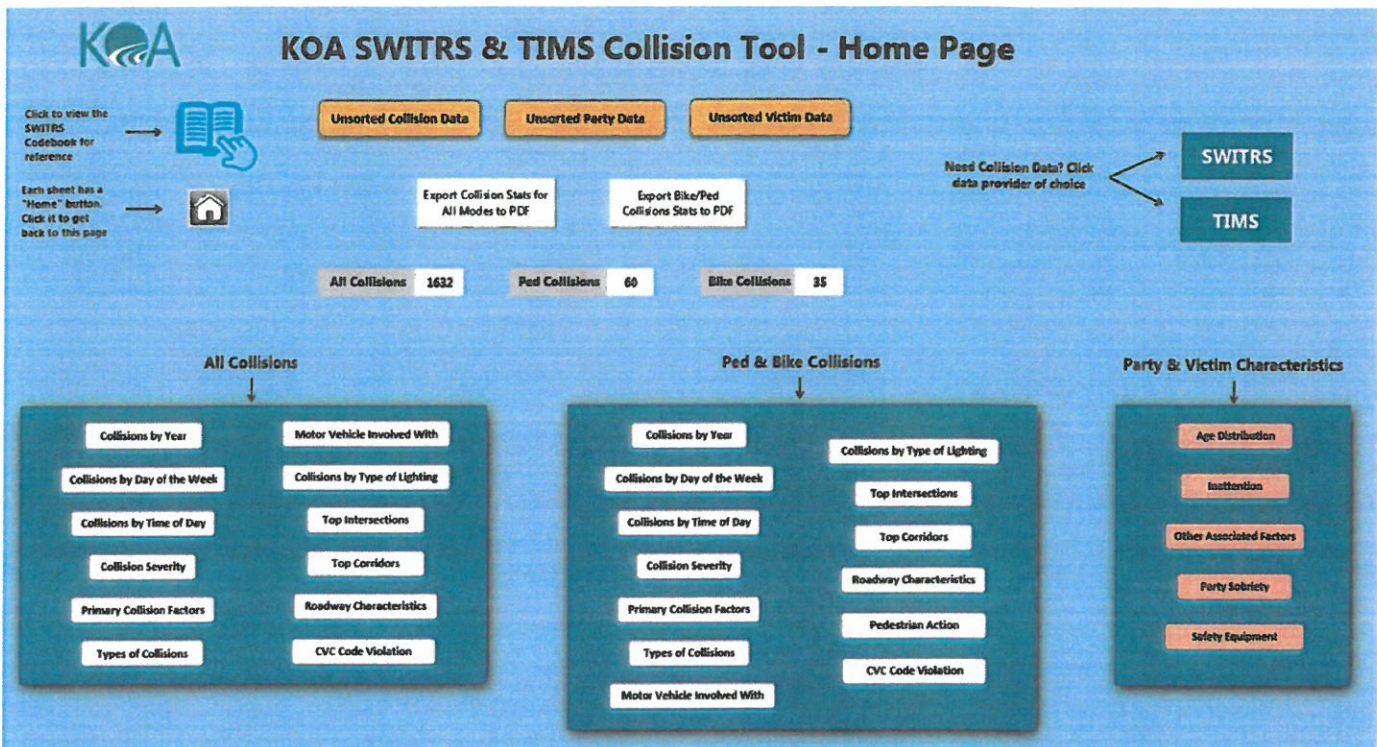


Figure 3: Homepage of the VBA-enabled Excel Workbook Collision Analysis Tool Developed by KOA

TASK 3.2 – FIELD REVIEW

KOA will conduct a field review to gain an understanding of the City's roadway network and collect various roadway characteristics. Field review is essential for correctly interpreting the observed crash patterns. KOA will examine the characteristics that could be responsible for collisions at high-risk roadway segments and intersections. KOA will observe and collect the following information:

- Conduct observations of vehicle, pedestrian, bicycle, truck, and bus behaviors
- Measure roadway characteristics such as

width, horizontal and vertical curves, sight distance, access control type, and others

- Traffic counts and speed surveys as needed for evaluating the feasibility of safety countermeasures.

To prepare for this proposal, KOA planners conducted a general field visit throughout the City. In Figure 4, we summarize some of the typical transportation deficiencies that might lead to safety issues in the City.

SECTION 2 - SCOPE OF WORK

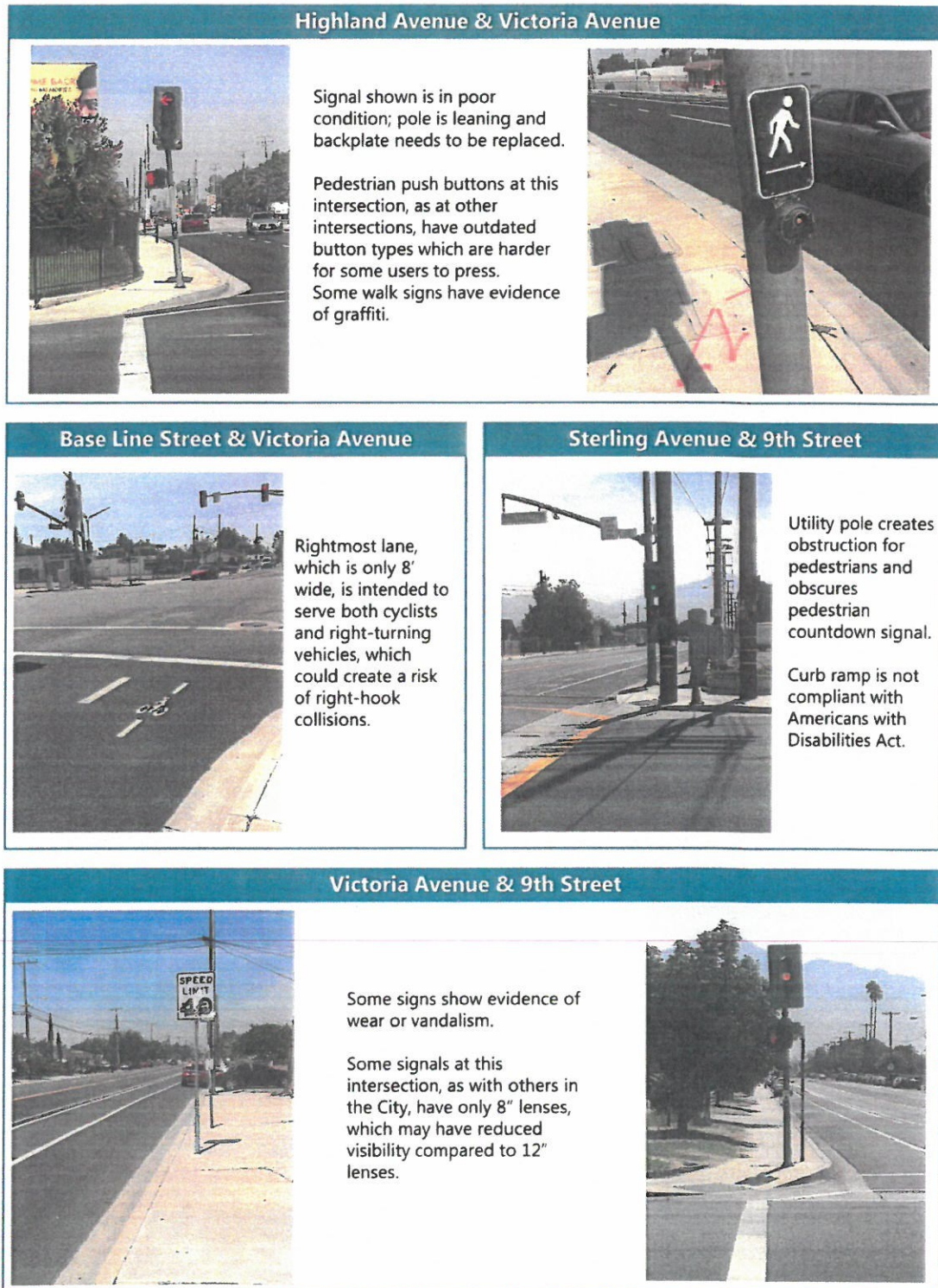


Figure 4: City of Highland Transportation Infrastructure Deficiency Examples

SECTION 2 - SCOPE OF WORK

TASK 3.3 – IDENTIFY SAFETY EMPHASIS

AREAS

KOA will identify transportation safety emphasis areas through stakeholder engagement as described in the previous task, collision data analysis, and field work. As shown in Figure 5, transportation safety includes three aspects: risky behaviors, vulnerable users, and infrastructure.

KOA will summarize the main safety emphasis areas within the city in the collision data analysis technical memorandum.

Deliverables

- Excel spreadsheets and ArcGIS shapefiles of SWITRS data in the past five years
- Collision Data Analysis Technical Memorandum

TASK 4 – DEVELOP COUNTERMEASURES

KOA will develop both engineering and non-engineering countermeasures to address the identified collision patterns and safety emphasis areas based on collision data analysis and stakeholder input. The countermeasures will be refined based on the feedback from the stakeholder working group as discussed under task 2.2.

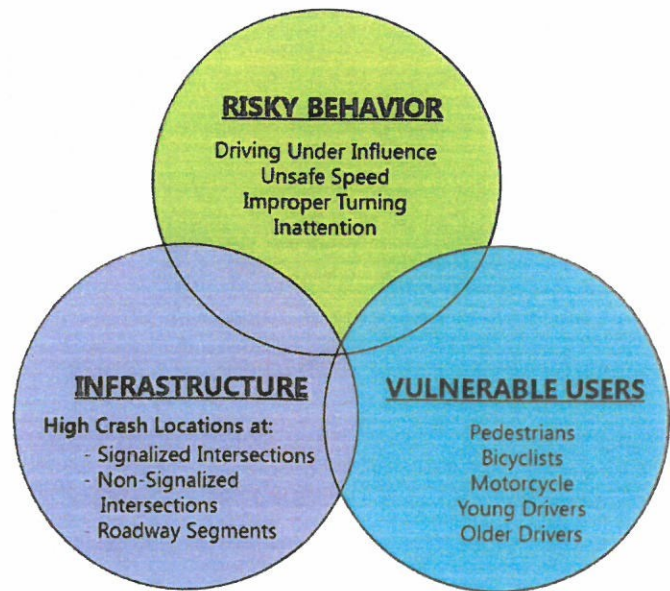


Figure 5: Emphasis Areas for an LRSP

TASK 4.1 – SELECT ENGINEERING COUNTERMEASURES

Based on the collision analysis and roadway field investigation, KOA will identify top risks and contributing factors to the prominent collision patterns in Highland. KOA will follow the guidance in Section 4 of the LRSM to identify countermeasures for addressing safety issues. Other sources we have used for similar projects include:

- Federal Highway Administration (HWA) Proven Countermeasures
- American Association of State Highway Transportation Officials (AASHTO) Highway Safety Manual

SECTION 2 - SCOPE OF WORK

- Crash Modification Factor (CMF) Clearinghouse
- Various reports published by the National Cooperative Highway Research Program (NCHRP)

As we complete this step, KOA will focus on finding the ideal balance between collision analysis on a systemic basis and addressing HCCLs. The safety countermeasures will incorporate continual feedback from City staff and reflect patterns of existing facilities in the study area. The countermeasures will be categorized by facility type:

- Roadway segment
- Signalized intersection
- Non-signalized intersection

The following factors will be considered for prioritizing countermeasures:

- CMF applicability
- Estimates of crash reduction benefits based on EDPO values by collision severity
- Equitably mitigating safety issues for all modes of transportation
- Applicability to multiple locations
- Consistency with City's standard practices

- Implementation cost
- Right-of-way requirements
- Federal funding eligibility
- Public acceptance

TASK 4.2 – NON-ENGINEERING PROGRAMS

Improving transportation safety in a city involves more than just “engineering.” KOA will propose programs related to other transportation “Es” including education, encouragement, and emerging technologies to address transportation safety issues that cannot be resolved by engineering solutions alone. For each identified safety emphasis area, KOA will develop policies, programs, campaigns, and other action items under each of the non-engineering “Es”. KOA will review, summarize, evaluate, and update existing policies and programs in the City and add new applicable action items. KOA will provide a matrix to summarize the funding sources for implementing the proposed safety campaigns and programs.

KOA will develop education and encouragement strategies to raise transportation safety awareness among different transportation users (students, seniors, and working adults). Here are some example programs and campaigns to promote safety among certain groups of roadway users:



SECTION 2 - SCOPE OF WORK

- Young age students - walking school bus, bike trains, safe routes to school
- Bicyclists - cycling skills education
- Motorists - safety handbook, incorporating safety tips into traffic school curriculum

KOA will also note emerging technologies, including intelligent transportation systems (ITS), advanced dilemma zone detection, data collection innovations, and other emerging technologies that can improve safety within the City.

TASK 4.3 – CALCULATE BENEFIT/COST RATIO AND DEVELOP PROJECT PRIORITY LIST

KOA will deliver a master list of safety projects with scopes based on the findings and feedback from the first stakeholder working group meeting. Feedback from the City on the preliminary scopes will ensure that they reflect the City's fiscal constraints. KOA will calculate the benefit/cost ratio of these safety projects by completing a preliminary cost estimation and identifying their collision reduction benefits. This methodology will reflect the same procedure used by the HSIP grant to determine funding. KOA will then create a Project Priority List for both engineering and non-engineering projects. KOA will prioritize the safety projects based on the following considerations:

- Benefit-cost ratio (for engineering solutions only)
- Public acceptance and preference
- City's CIP and funding availability/restriction
- Funding availability for non-engineering programs and campaigns
- Potential for grant award
- Other factors recommended by City staff

Due to the limited budget for this project, detailed cost estimation will not be provided. Instead, KOA engineers will conduct a planning-level cost estimation for each safety project. Concept designs will be prepared, if necessary, for cost estimation. Figure 6 is a concept design KOA developed for the Fontana Systemic Safety Analysis Report (SSAR).

TASK 4.4 – IDENTIFY FUNDING

KOA will list funding sources funding that could potentially fund the projects we propose. KOA has prepared more than 70 transportation grants, thus understands the various sources of funding available to cities and the projects most likely to be awarded for each. In particular, KOA will assess all projects for HSIP funding and ATP funding.

KOA engineers and planners have extensive experience with HSIP grant applications and have

SECTION 2 - SCOPE OF WORK

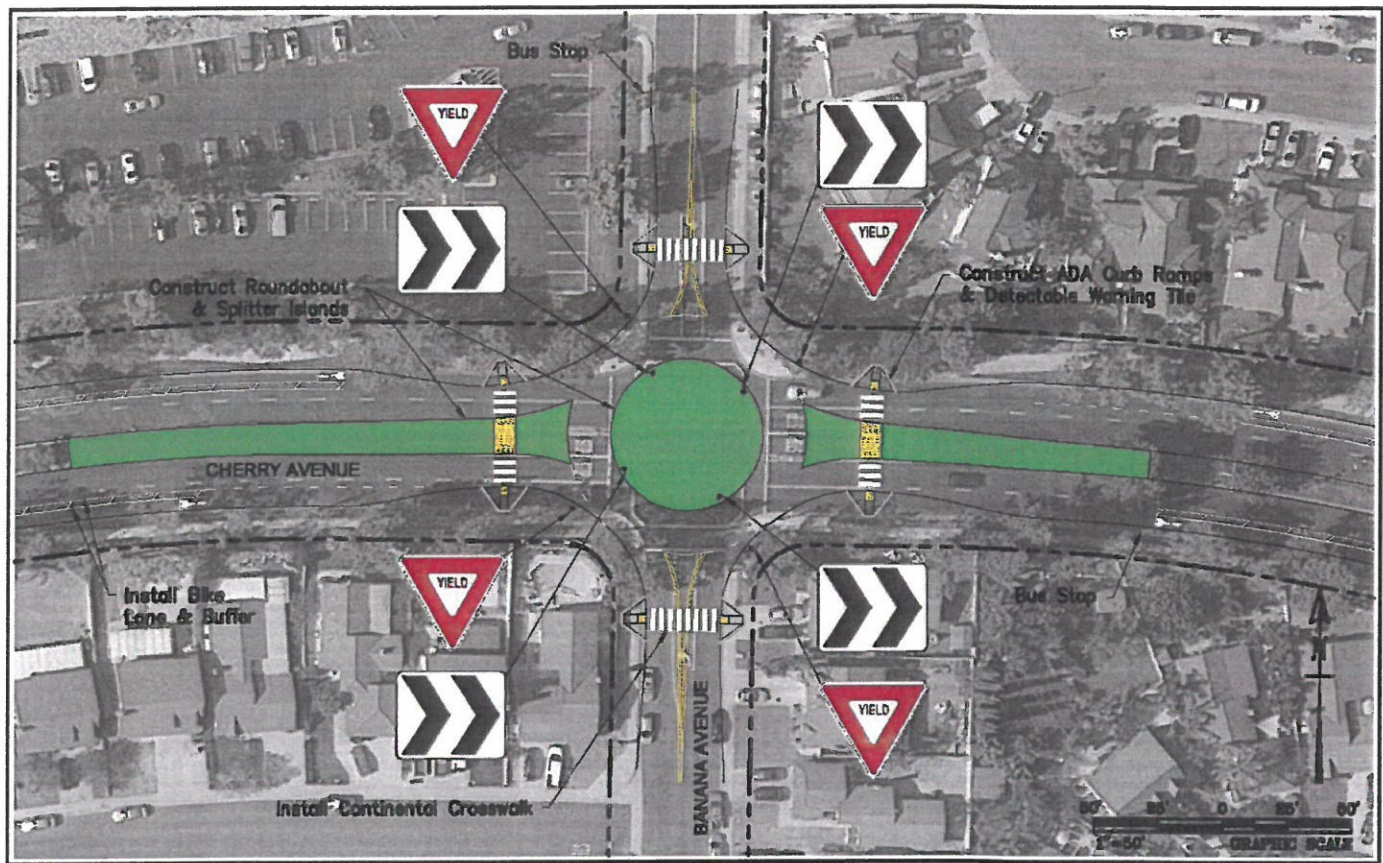


Figure 6: A Roundabout Concept Design for Fontana SSAR

secured more than \$14 million of HSIP Cycle 9 funding for the cities of Anaheim, San Bernardino, Desert Hot Springs, and Twentynine Palms. HSIP funding is primarily related to high benefit-cost (B/C) ratios. KOA will help the City identify competitive safety projects with high B/C ratios based on the following considerations:

- The minimum project cost and B/C ratio requirements, which were \$100,000 and 3.5, respectively, for HSIP Cycle 10

- The average B/C ratio of the approved projects (in past HSIP cycles this was 12.3)

KOA will assess the potential of projects to receive ATP funding. KOA has secured over \$58 million of ATP funding for clients including the cities of Los Angeles, Rialto, and Moreno Valley and the Port of Long Beach. While a project's success in an ATP grant application is not as quantifiable, KOA will look for projects with these characteristics:

SECTION 2 - SCOPE OF WORK

- Significantly reduce pedestrian or bicycle collisions
- Improve walking, biking, or transit access in the City
- Benefit disadvantaged communities that may have a greater reliance on traveling without a vehicle
- Support from the community

Deliverables

- Engineering Safety Countermeasure Technical Memorandum
- Non-Engineering Safety Measure Technical Memorandum

TASK 5 – DEVELOPMENT OF FINAL LRSP

TASK 5.1 – DEVELOP EVALUATION MATRIX

Evaluation is critical to understand what is working and should continue and what is not working and should be modified or discontinued. KOA will develop an evaluation matrix to allow the City of Highland to determine the efficacy of investments in safety projects and programs. The matrix will include:

- Progress measurement of each engineering and non-engineering programs
- Comparison of collision data before implementing the LRSP and afterward

TASK 5.2 – DRAFT AND FINAL LRSP

The methodology, findings, and proposed recommendations from previous tasks will be incorporated into the draft LRSP and submitted to the City for review. The report will include:

- Introduction
- Purposes and Goals of the LRSP
- Findings from Safety Data Analysis
- Stakeholder engagement input summary
- Proposed engineering safety countermeasures
- A list of prioritized safety projects
- Proposed strategies, programs, and campaigns to improve transportation safety under the non-engineering “Es”, with funding resources
- Procedure to implement and evaluate the effectiveness of the LRSP

KOA will review the draft LRSP with the City’s project manager at the second project progress meeting. The comments from the City staff will be incorporated into the final LRSP.

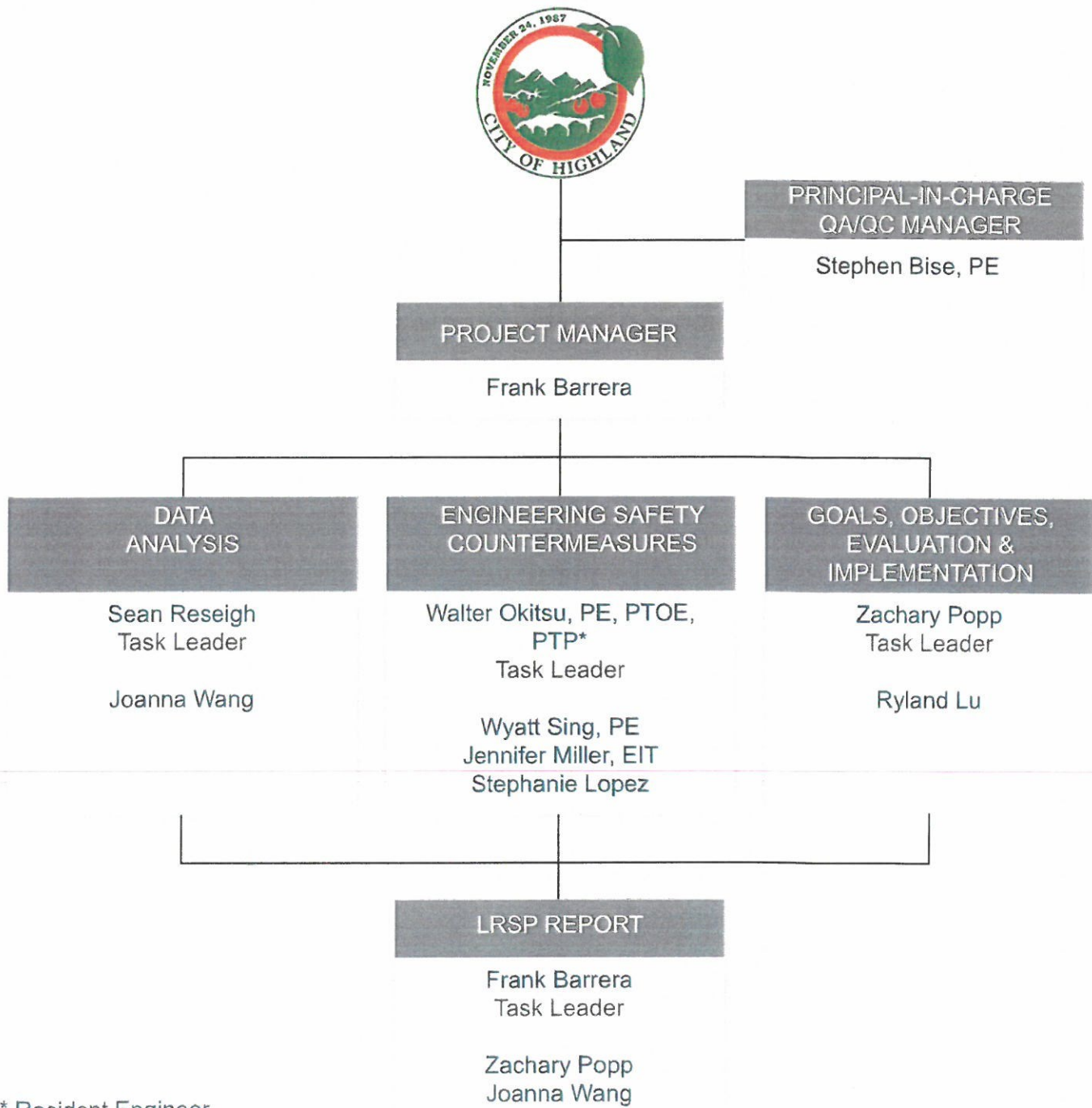
Deliverables

- Draft Local Roadway Safety Plan (LRSP)
- Bound hard copy of the Final Local Roadway Safety Plan (LRSP)
- Electronic files of the Final Local Roadway Safety Plan in Microsoft Word and PDF format

SECTION 3 - PROJECT TEAM

TEAM ORGANIZATION CHART

Below is a graphic representation of how our proposed staff will be organized for the project.





SECTION 3 - PROJECT TEAM

STAFF SUMMARIES

CLIENT	SAN BERNARDINO	SOUTH PASADENA	THOUSAND OAKS	TWENTYNINE PALMS	EL MONTE	FONTANA	PICO RIVERA	WILDOMAR	DESERT HOT SPRINGS
PROJECT	CITYWIDE SIGNAL & SIGNAGE INVENTORY, SSARP	CITYWIDE SIGNAGE INVENTORY, SSARP	LRSP	LRSP	SSARP & SAFETY WORK PLAN	SSARP	SSARP	SSARP	SSARP
TEAM MEMBER									
Frank Barrera Project Manager LRSP Report Task Leader	Project Manager	Deputy PM, Signage Inventory Task Lead				Deputy PM, Pavement Markings Inventory Task Lead		Project Manager	
Stephen Bise, PE Principal-in-Charge QA/QC Manager		Safety Project Task Lead			Safety Project Task Lead		Project Manager	Safety Project Task Lead	
Sean Reseigh Data Analysis Task Leader	Collision Data Analysis, Inventory	Collision Data Analysis, Inventory		Collision Data Analysis	Collision Data Analysis	Collision Data Analysis, Inventory			Collision Data Analysis
Walter Okitsu, PE, PTOE, PTP Resident Engineer Engineering Safety Countermeasures Task Leader	PIC	QA/QC Manager	Safety Project Task Lead	PIC	PIC	Safety Project Task Lead		QA/QC Manager	
Zachary Popp Goals, Objectives, Evaluation & Implementation Task Leader		Safety Countermeasures; SSAR Report	Non-engineering Programs; Implementation and Evaluation		Non-engineering Programs; Implementation and Evaluation	Safety Countermeasures; SSAR Report	Field Investigation	Safety Countermeasures; SSAR Report	
Joanna Wang Data Analysis Support		Collision Data Analysis, Signage Inventory	Collision Data Analysis		Collision Data Analysis; Non-engineering Programs		Collision Data Analysis	Collision Data Analysis	
Wyatt Sing, PE Engineering Safety Countermeasures Support	Signal & Signage Inventory; Safety Project Development			Safety Project Development	Safety Project Development	Safety Project Development		Safety Project Development	
Jennifer Miller, EIT Engineering Safety Countermeasures Support		Safety Project Development				Safety Project Development	Safety Project Development	Safety Project Development	Safety Project Development
Stephanie Lopez Engineering Safety Countermeasures Support		Cost Estimation				Cost Estimation	Cost Estimation	Cost Estimation	
Ryland Lu Goals, Objectives, Evaluation & Implementation Support			Non-engineering Programs; Implementation & Evaluation		Non-engineering Programs		Safety Countermeasures; SSAR Report		

RESUMES

Resumes for the proposed key KOA staff members begin on the next page.

SECTION 3 - PROJECT TEAM | RESUMES

FRANK BARRERA PROJECT MANAGER

Frank Barrera has spent 15 years in the transportation planning and engineering field, specializing in transportation planning, traffic engineering, data analysis, feasibility studies, and SRTS and ATP studies. He manages SRTS and ATP projects, various sign inventory and database management projects, and SSAR projects. He is highly experienced in traffic calming and safety improvements. He conducts traffic control device audits for SRTS and ATP projects.

RELEVANT EXPERIENCE

- City of Fontana SSAR
- City of San Bernardino SSAR
- Wildomar SSAR



EDUCATION

MS (Pending 2020 Graduation),
Civil Engineering (Transportation
Engineering), California State
Polytechnic University, Pomona,
CA

BS, Urban & Regional Planning,
California State Polytechnic
University, Pomona, CA

STEPHEN BISE, PE PRINCIPAL-IN-CHARGE | QA/QC MANAGER

Stephen Bise has led numerous municipal civil and traffic engineering projects throughout Southern California. He manages PS&E packages for improvements to roadways/highways, intersections, traffic signals, ITS, lighting, and signing/stripping. His experience extends to complete streets design and implementation, which includes safe multi-modal integration with aesthetic elements. Stephen's keys to success include clear, concise communication and diligent quality control.

RELEVANT EXPERIENCE

- City of El Monte SSAR
- City of Pico Rivera SSAR
- LACDPW Road Safety Audit



EDUCATION

BS, Civil Engineering, California
State Polytechnic University,
Pomona, CA

REGISTRATION

Professional Engineer (PE), Civil,
CA #76775

SECTION 3 - PROJECT TEAM | RESUMES

WALTER OKITSU, PE, PTOE, PTP
RESIDENT ENGINEER
ENGINEERING SAFETY COUNTERMEASURES TASK LEADER

Walter Okitsu is a Founder and a Principal of KOA. He has extensive experience in transportation planning and traffic design over a wide variety of highway, transit way, and bikeway projects. This includes designs for traffic signals, street lighting, signing and striping, and work site traffic control. He has field and managerial experience on traffic impact, feasibility analysis, and circulation projects.

RELEVANT EXPERIENCE

- City of Fontana SSAR
- City of San Bernardino SSAR
- City of Twentynine Palms LRSP



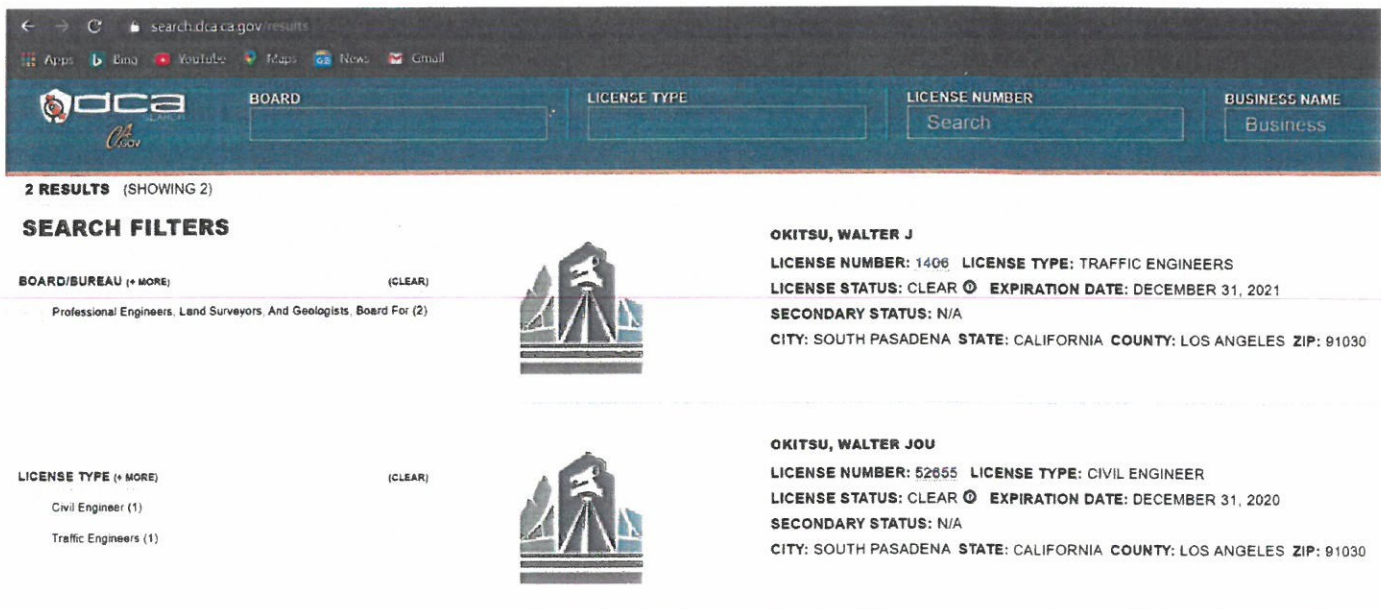
EDUCATION

MS, Transportation Engineering,
University of California, Berkeley,
CA

BS, Math-Computer Science,
University of California, Los
Angeles, CA

REGISTRATIONS

Professional Engineer (PE),
Traffic, CA #1406
Professional Engineer (PE),
Civil, CA #52655



search.dca.ca.gov/results

Apps Bing YouTube Maps News Gmail

dca BOARD LICENSE TYPE LICENSE NUMBER BUSINESS NAME
Search Business

2 RESULTS (SHOWING 2)

SEARCH FILTERS

BOARD/BUREAU (+ MORE) (CLEAR)
Professional Engineers, Land Surveyors, And Geologists, Board For (2)

LICENSE TYPE (+ MORE) (CLEAR)
Civil Engineer (1)
Traffic Engineers (1)

OKITSU, WALTER J
LICENSE NUMBER: 1406 LICENSE TYPE: TRAFFIC ENGINEERS
LICENSE STATUS: CLEAR ⓘ EXPIRATION DATE: DECEMBER 31, 2021
SECONDARY STATUS: N/A
CITY: SOUTH PASADENA STATE: CALIFORNIA COUNTY: LOS ANGELES ZIP: 91030

OKITSU, WALTER JOU
LICENSE NUMBER: 52655 LICENSE TYPE: CIVIL ENGINEER
LICENSE STATUS: CLEAR ⓘ EXPIRATION DATE: DECEMBER 31, 2020
SECONDARY STATUS: N/A
CITY: SOUTH PASADENA STATE: CALIFORNIA COUNTY: LOS ANGELES ZIP: 91030

SECTION 3 - PROJECT TEAM | RESUMES

SEAN RESEIGH DATA COLLECTION AND ANALYSIS TASK LEAD

Sean Reseigh's utilization of desktop and cloud-based GIS software have positioned KOA as a technology-integrated industry leading firm. He applies his skills to customizing interactive web-based tools, geoprocessing, and GIS tool development. He developed an in-house collision tool to process and summarize SWITRS and TIMS collision data for determining high collision frequencies. Sean developed a unique data analytics skill set using Tableau visualization software and R Script.

RELEVANT EXPERIENCE

- City of Fontana SSAR
- City of Twentynine Palms LRSP
- City of El Monte SSAR



EDUCATION
MS, Geographic Information Science, California State University Long Beach, CA

BS, Natural Resources and Environmental Management, University of Hawai'i at Manoa, HI

ZACHARY POPP GOALS, OBJECTIVES, EVALUATION & IMPLEMENTATION TASK LEADER

Zachary Popp's experience includes SSARP projects, traffic studies, and parking studies. He has been actively involved in policy review, programming recommendations, grant writing, and grant management.

He has used a cost-benefit framework to assess the Green Port Gateway following the allocation of TIGER funds, and has helped cities better understand key permitting and funding deadlines in project schedules.

RELEVANT EXPERIENCE

- City of Fontana SSAR
- City of Wildomar SSAR
- City of Pico Rivera SSAR



EDUCATION
MURP, Urban and Regional Planning, University of California, Los Angeles, CA

BA, Government, Harvard University, Cambridge, MA



SECTION 4 - QUALIFICATIONS AND EXPERIENCE

FIRM BACKGROUND

Founded in 1987, KOA is a leading provider in civil engineering, traffic engineering, transportation planning, and construction management services for public agencies and private sector clients. We offer our clients technical knowledge, innovative solutions and responsive services. The hallmark of our success is our dedication to each and every project and our desire to leave a legacy of extraordinary contributions to our communities. Our staff includes certified transportation planners, registered civil and traffic engineers, project/construction managers, and construction inspectors. With six offices located in Southern California, KOA has provided engineering services for some of the largest public works and transportation planning projects throughout California.

KOA'S ROLE AND EXPERIENCE

KOA has become an industry leader in Southern California with Caltrans' transportation safety programs - SSARP and LRSP. Both programs take a systemic and proactive approach to address citywide transportation safety issues. An LRSP creates a framework to systematically identify and analyze safety problems, focusing on four "Es" of transportation safety - engineering, enforcement, education, and emerging technologies. In the LRSPs developed by KOA, we also implement other "Es" such as encouragement and emergency technologies, under a value system of empathy, equity, and ethics.

TYPES OF SERVICES

Civil Engineering
Traffic Engineering
Transportation Planning
Active Transportation
Highway & Transportation
Design
Program Management
Construction Management

YEAR FOUNDED

1987

FORM OF THE ORGANIZATION

S Corporation

LOCATION OF OFFICES

Monterey Park
Orange
Ontario
San Diego
La Quinta
Culver City

PROJECT OFFICE LOCATION

2141 W Orangewood Ave
Orange, CA 92868
Tel: (714) 573-0317

MAIN CONTACT

Frank Barrera
Project Manager
(714) 573-0317, ext 6274
fbarrera@koacorp.com



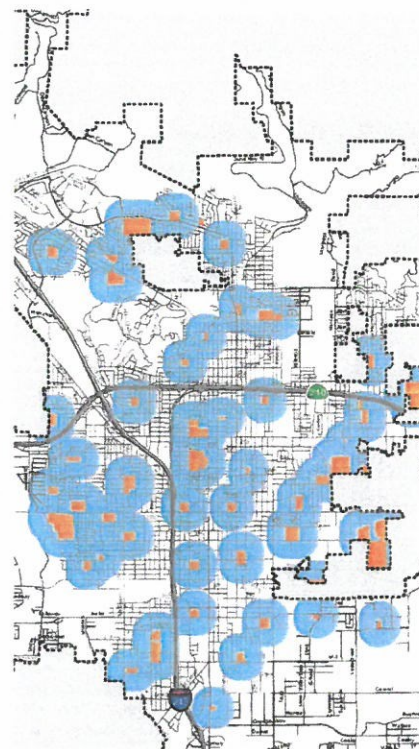
SECTION 4 - QUALIFICATIONS AND EXPERIENCE

CITY OF SAN BERNARDINO SYSTEMIC SAFETY ANALYSIS REPORT (SSAR)

SAN BERNARDINO, CA

KOA completed this SSAR, which we previously obtained funding for. The project included an evaluation, citywide inventory, and GIS database entry of traffic signals, controller cabinets, intersection safety lights, flashers, mid-block crossings, and signage near the public schools. The report included safety analyses to identify preliminary safety project scopes and recommendations for upgrades. The City's key goal of this project was to obtain HSIP funding for improvements.

REFERENCE - City of San Bernardino, Hernando Cotangco, Traffic Engineer, (909) 384-7272, cotangco_he@sbcity.org



CITY OF SOUTH PASADENA CITYWIDE SIGNAGE INVENTORY AND SYSTEMIC SAFETY ANALYSIS REPORT (SSAR)

SOUTH PASADENA, CA

KOA is preparing an SSAR and conducting a citywide inventory of signage, pavement markings, and curb markings. KOA is utilizing Tableau and five years of SWITRS data to assist in collision analysis. KOA has prepared a safety countermeasures technical memorandum for the City's review. KOA has developed a list of safety projects with cost estimation and benefits-to-cost analysis. The draft SSAR report has been prepared following Caltrans' guidelines.

REFERENCE - City of South Pasadena, Kristine Courdy, Deputy Public Works Director, (626) 403-7246, kcourdy@southpasadenaca.gov



SECTION 4 - QUALIFICATIONS AND EXPERIENCE

CITY OF EL MONTE SYSTEMATIC SAFETY ANALYSIS REPORT (SSAR)

EL MONTE, CA

As the lead consultant for this SSAR, KOA analyzed five years of collision data to identify major collision types, patterns, and frequency and to rate intersections and roadway segments. A citywide signal inventory and evaluation were completed to determine traffic operation deficiencies and prioritize upgrades. KOA prepared a safety work plan, based on SSAR best practices. KOA proposed safety countermeasures and developed a list of safety projects with estimated costs.

REFERENCE - City of El Monte, Jimmy Chung, Interim City Engineer, (626) 580-2056, jchung@elmonteca.gov

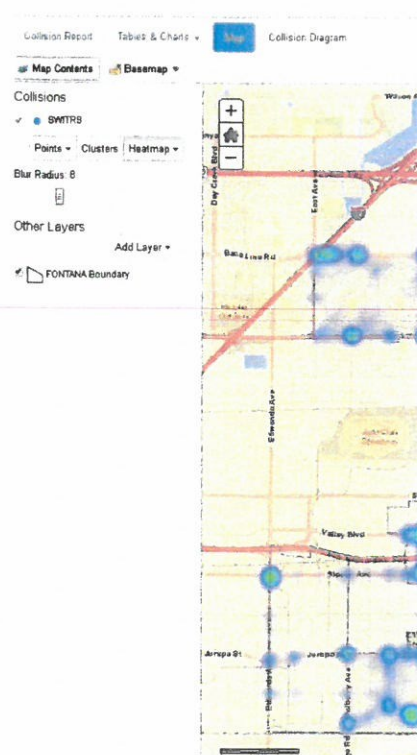


CITY OF FONTANA SYSTEMIC SAFETY ANALYSIS REPORT (SSAR)

FONTANA, CA

KOA compiled a citywide inventory of crosswalks, arrow markings, and left-turn phasing for all signalized locations. We used SWITRS data to identify major collision types/patterns and worked with a developer to create a tailored GIS-based application. KOA evaluated potential citywide safety options. KOA proposed countermeasures for high-priority locations, prioritized safety projects for HSIP funding, developed conceptual designs, and calculated the benefit/cost ratios.

REFERENCE - City of Fontana, Dave Teater, Associate Engineer, (909) 350-6775, dteater@fontana.org



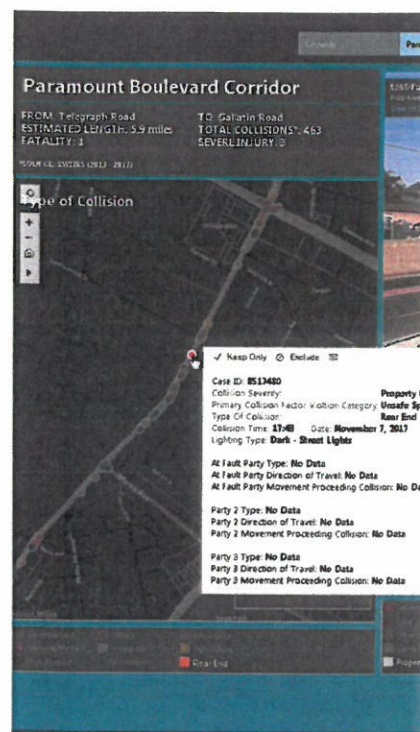
SECTION 4 - QUALIFICATIONS AND EXPERIENCE

CITY OF PICO RIVERA SYSTEMIC SAFETY ANALYSIS REPORT (SSAR)

PICO RIVERA, CA

KOA prepared an SSAR focused on four major arterials to identify and prioritize future safety projects for HSIP funding. We reviewed police reports and SWITRS data to identify roadway safety issues and created Tableau dashboards for collision analysis. The study focused on distracted driving, speeding, aggressive driving, roadway departure, head-on collisions, and collisions involving pedestrians. KOA conducted a safety audit of the arterials and proposed countermeasures.

REFERENCE - City of Pico Rivera, Kenner Guerrero, Assistant Engineer, (562) 801-4351, kguerrero@pico-rivera.org

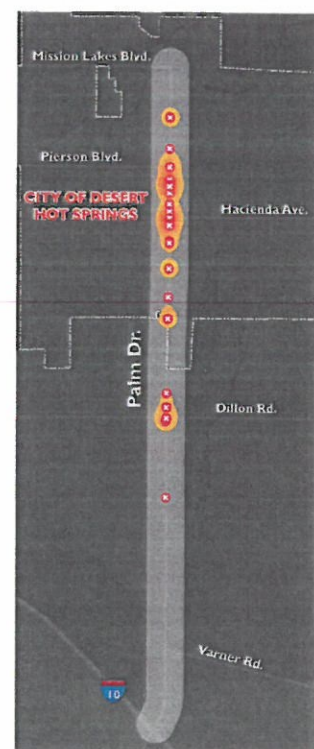


CITY OF DESERT HOT SPRINGS SYSTEM SAFETY ANALYSIS REPORT (SSAR)

DESERT HOT SPRINGS, CA

KOA prepared an SSAR for the Palm Drive transit corridor, which spans 34 intersections over seven miles. KOA identified infrastructure deficiencies, prioritized improvements, and obtained further funding to address the safety needs of stakeholders. KOA utilized SWITRS and TIMS to compile crash data. KOA proposed countermeasures with costs and benefits for improving safety along the corridor. KOA followed the Federal Highway Administration protocol for a Road Safety Audit.

REFERENCE - City of Desert Hot Springs, Daniel Porras, Community Development Director, (760) 329-6411, dporras@cityofdhs.org

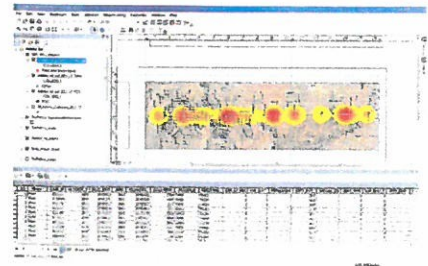


SECTION 4 - QUALIFICATIONS AND EXPERIENCE

CITY OF TWENTYNINE PALMS LOCAL ROAD SAFETY PLAN (LRSP)

TWENTYNINE PALMS, CA

KOA completed an LRSP to address safety needs. It described input from transportation stakeholders, identified infrastructure deficiencies, prioritized improvements, and provided the information needed to apply for funding. The study examined crash history to identify high-risk roadway characteristics. The mission of this LRSP was to achieve a reduction in collisions through a multi-agency approach that utilized education, enforcement, engineering, and emergency service strategies.



REFERENCE - City of Twentynine Palms, Richard Pedersen, (760)

367-6799, richardpedersen@caaprofessionals.com

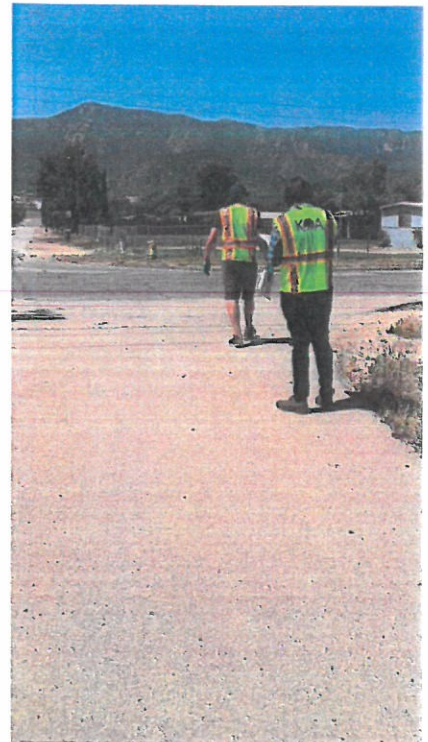
CITY OF WILDOMAR SYSTEMATIC SAFETY ANALYSIS REPORT (SSAR)

WILDOMAR, CA

KOA is preparing an SSAR that will meet all Caltrans requirements. KOA has identified major collision types, patterns, and high-collision frequency/rate locations to rank all of the intersections and roadway segments within the City. We have prepared collision diagrams and conducted a roadway safety audit. KOA is proposing safety enhancement countermeasures, developing a list of safety projects, and estimating the project cost for use in applying for HSIP Cycle 10.

REFERENCE - City of Wildomar, Warren Repke, PE, (951) 677-7751,

wrepke@cityofwildomar.org



SECTION 5 - WORK PLAN AND SCHEDULE

We believe that KOA has the experience and capability to deliver this project and exceed the objectives within the timeline specified and in the highest quality. As a primary objective in meeting the RFP goals, we assigned the most appropriate project management team at the beginning. KOA's project manager, Frank Barrera, is a highly-capable leader who has worked on various projects involving concurrent tasks and has led numerous projects in California that have involved various transportation planning and engineering analyses.

KOA will lead and manage the team and project. Each team member will provide support to one another in our areas of specialty and where efficiencies can be achieved. This arrangement will facilitate KOA's management of the project, ensure consistent, high-quality deliverables and final reports, enable our team to complete the project within the time frame and on budget. There is no substitute for local knowledge and experience, and an area where the KOA team excels, having team members that are actively engaged in the surrounding communities within Highland.



A road in the Netherlands has had glow-in-the-dark markings painted onto it for increased visibility and safety

CITY OF HIGHLAND

ADDENDUM NO. 1

REQUEST FOR PROPOSALS

TO DEVELOP A LOCAL ROADWAY SAFETY PLAN

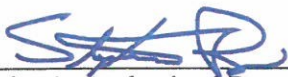
June 29, 2020

PROPOSALS SUBMITTAL REQUIREMENTS FOR THE PROJECT ARE HEREBY REVISED AS FOLLOWS:

1. **Revise** proposal submittal in the Request for Proposal (RFP) with the following:

The City of Highland will accept proposals from qualified consultants via email, mail, in-person delivery, FedEx or UPS. City Hall is open Monday through Thursday from 7:30 a.m. to 5:30 p.m. Electronic proposal submittal shall be sent to czamano@cityofhighland.org. **Proposal due date shall remain no later than 2:00 p.m. on Monday, July 7, 2020.**

ALL PROPOSALS SHALL INDICATE RECEIPT OF THIS ADDENDUM BY SIGNING BELOW AND INCLUDING THIS SHEET WITH THEIR PROPOSAL.



Stephen Bise

(Firm's Authorized Representative Signature Here)

Vice President | Managing Director

July 7, 2020

Date

CITY OF HIGHLAND

ADDENDUM NO. 2

REQUEST FOR PROPOSALS

TO DEVELOP A LOCAL ROADWAY SAFETY PLAN

July 2, 2020

PROPOSALS SUBMITTAL REQUIREMENTS FOR THE PROJECT ARE HEREBY REVISED AS FOLLOWS:

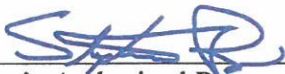
1. **Revise** proposal due date in the Request for Proposal (RFP) with the following:

The Proposal is due no later than 2:00 p.m. on Tuesday, July 7, 2020.

2. **Replace** Section V Project Schedule with the following:

<u>Milestone</u>	<u>Estimated time to Complete</u>	<u>Completion Date</u>
AUTHORIZATION TO PROCEED	Grant Award + 9 months	9/2/2020
Develop Framework	Grant Award + 10 months	10/1/2020
Identify Safety Issues	Grant Award + 12 months	12/1/2020
Analyze Safety Data	Grant Award + 17 months	5/2/2020
Select Countermeasures	Grant Award + 19 months	7/1/2021
Calculate Benefit/Cost Ratio	Grant Award + 21 months	9/2/2021
Develop Project Priority List	Grant Award + 24 months	12/2/2021
Identify Funding	Grant Award + 25 months	1/2/2022
Include Evaluation Matrix	Grant Award + 26 months	2/1/2022
Finalize Project	Grant Award + 27 months	3/2/2022
PROJECT CLOSE-OUT	Grant Award + 28 months	4/1/2022

ALL PROPOSALS SHALL INDICATE RECEIPT OF THIS ADDENDUM BY SIGNING BELOW AND INCLUDING THIS SHEET WITH THEIR PROPOSAL.



Stephen Bise

(Firm's Authorized Representative Signature Here)
Vice President | Managing Director

July 7, 2020

Date

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Monterey Park, CA 91754
(323) 260-4703

ORANGE COUNTY OFFICE
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Orange, CA 92868
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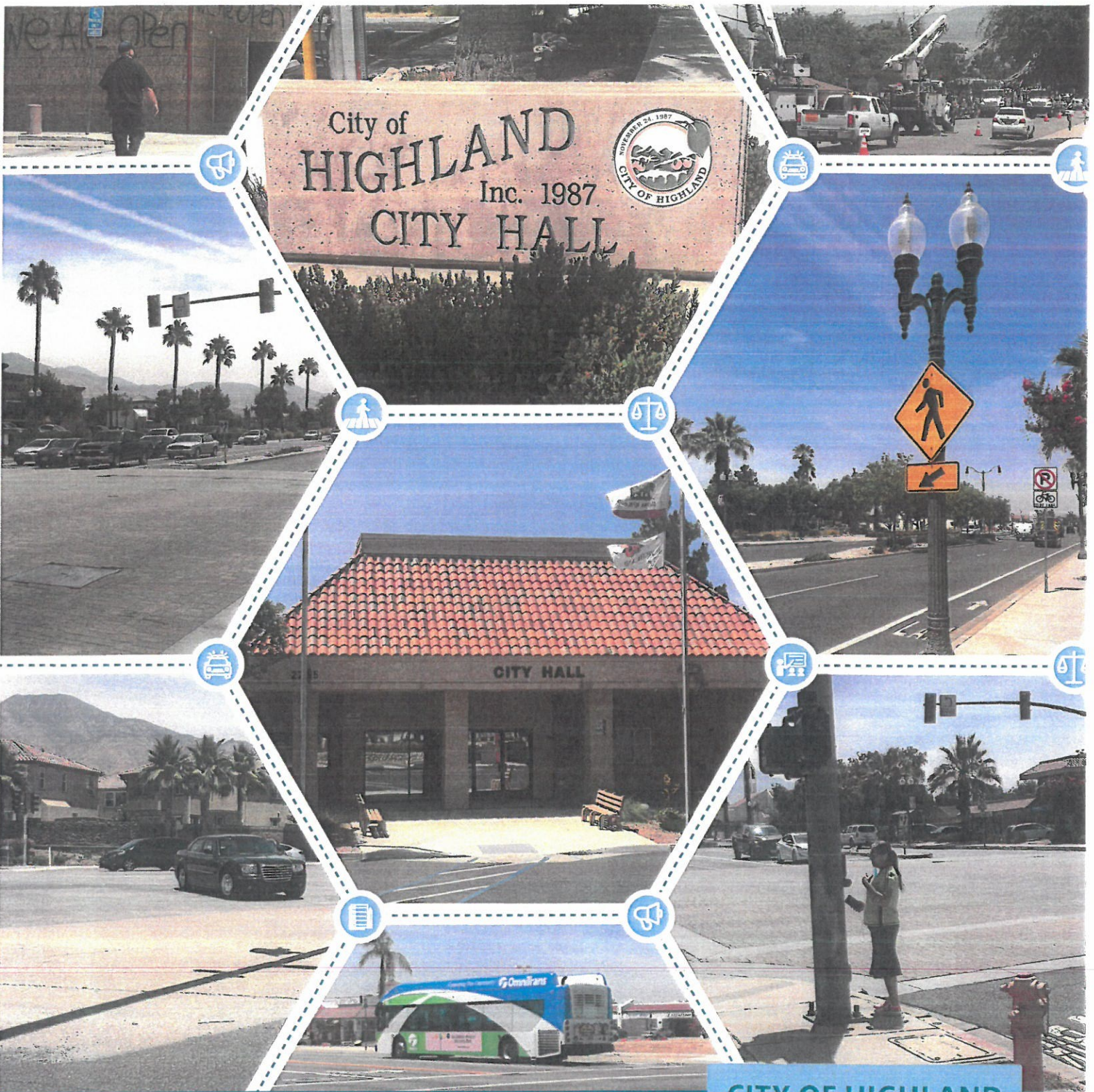
INLAND EMPIRE OFFICE
3190 Shelby Street, Bldg C.
Ontario, CA 91764
(909) 890-9693

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Culver City, CA 90230
(310) 473-6508





CITY OF HIGHLAND

Development of a Local Roadway Safety Plan

City Project No. LRS19001 FPN: LRSPL-5449(0390)



FEE PROPOSAL

JULY 7, 2020



City of Highland LRSP Hours & Fee by Task

 City of Highland LRSP Hours & Fee by Task		Principals		Senior Engineer		Project Manager/Senior Planner		Senior Associate Engineer		Associate Engineer/Planner		Customary Reimbursable Expenses	Grand Total	
Task No.	Task Name	\$236		\$185		\$185		\$120		\$105			Hours	Cost
		Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost			
1	Project Management													
	Project Coordination and Administration		\$0	2	\$370	10	\$1,850		\$0		\$0	\$150	12	\$2,370
	Purposes and Goals		\$0		\$0	4	\$740		\$0	8	\$840	\$150	12	\$1,730
	Project Meetings	2	\$472	2	\$370	12	\$2,220		\$0	12	\$1,260	\$150	28	\$4,472
	Subtotal	2	\$472	4	\$739	26	\$4,810	0	\$0	20	\$2,100	\$450	52	\$8,571
2	Stakeholder Outreach													
	Meeting with Law Enforcement (1)					4	\$740			8	\$840		12	\$1,580
	Working Group Meetings (2)					12	\$2,220			8	\$840		20	\$3,060
	Subtotal	0	\$0	0	\$0	16	\$2,960	0	\$0	16	\$1,680	\$0	32	\$4,640
3	Identify Safety Issues													
	Analyze Safety Data		\$0	8	\$1,478	8	\$1,480		\$0	78	\$8,190		94	\$11,148
	Field Reivew		\$0	8	\$1,478	8	\$1,480	8	\$960	8	\$840	\$380	32	\$5,138
	Identify Safety Emphasis Areas		\$0		\$0	8	\$1,480	8	\$960	16	\$1,680		32	\$4,120
	Subtotal	0	\$0	16	\$2,957	24	\$4,440	16	\$1,920	102	\$10,710	\$380	158	\$20,407
4	Develop Countermeasures													
	Select Engineering Countermeasures	4	\$944	4	\$739	8	\$1,480	4	\$480	60	\$6,300		80	\$9,943
	Non-Engineering Programs		\$0		\$0	2	\$370	4	\$480	40	\$4,200		46	\$5,050
	Calculate Benefit/Cost Ratio and Develop Project Priority List	2	\$472	4	\$739	4	\$740	8	\$960	80	\$8,400		98	\$11,311
	Identify Funding		\$0		\$0	2	\$370	2	\$240	8	\$840		12	\$1,450
	Subtotal	6	\$1,416	8	\$1,478	16	\$2,960	18	\$2,160	188	\$19,740	\$0	236	\$27,754
5	Develop Safety Projects													
	Develop Evaluation Matrix		\$0		\$0	2	\$370		\$0	16	\$1,680		18	\$2,050
	Draft and Final LRSP	2	\$472	4	\$739	12	\$2,220		\$0	76	\$7,980	\$100	94	\$11,511
	Subtotal	2	\$472	4	\$739	14	\$2,590	0	\$0	92	\$9,660	\$100	112	\$13,561
Total		10	\$2,360	32	\$5,914	96	\$17,760	34	\$4,080	418	\$43,890	930	590	\$74,934

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Exhibit “B”

Consultant’s Rate Schedule and Fee



FEE PROPOSAL



 City of Highland LRSP Hours & Fee by Task		Principals		Senior Engineer		Project Manager/Senior Planner		Senior Associate Engineer		Associate Engineer/Planner		Customary Reimbursable Expenses	Grand Total	
Task No.	Task Name	\$236		\$185		\$185		\$120		\$105			Hours	Cost
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	Subtotal	0	\$0	0	\$0	16	\$2,960	0	\$0	16	\$1,680	\$0	32	\$4,640
3	Identify Safety Issues													
	Analyze Safety Data		\$0	8	\$1,478	8	\$1,480		\$0	78	\$8,190		94	\$11,148
	Field Reivew		\$0	8	\$1,478	8	\$1,480	8	\$960	8	\$840	\$380	32	\$5,138
	Identify Safety Emphasis Areas		\$0		\$0	8	\$1,480	8	\$960	16	\$1,680		32	\$4,120
	Subtotal	0	\$0	16	\$2,957	24	\$4,440	16	\$1,920	102	\$10,710	\$380	158	\$20,407
4	Develop Countermeasures													
	Select Engineering Countermeasures	4	\$944	4	\$739	8	\$1,480	4	\$480	60	\$6,300		80	\$9,943
	Non-Engineering Programs		\$0		\$0	2	\$370	4	\$480	40	\$4,200		46	\$5,050
	Calculate Benefit/Cost Ratio and Develop Project Priority List	2	\$472	4	\$739	4	\$740	8	\$960	80	\$8,400		98	\$11,311
	Identify Funding		\$0		\$0	2	\$370	2	\$240	8	\$840		12	\$1,450
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5	Develop Safety Projects													
	Develop Evaluation Matrix		\$0		\$0	2	\$370		\$0	16	\$1,680		18	\$2,050
	Draft and Final LRSP	2	\$472	4	\$739	12	\$2,220		\$0	76	\$7,980	\$100	94	\$11,511
	Subtotal	2	\$472	4	\$739	14	\$2,590	0	\$0	92	\$9,660	\$100	112	\$13,561
Total		10	\$2,360	32	\$5,914	96	\$17,760	34	\$4,080	418	\$43,890	930	590	\$74,934

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STAFF REPORT

TO THE CITY COUNCIL

DATE: August 25, 2020

FROM: Joseph Hughes, City Manager

PREPARED BY: Betty Hughes, MMC, City Clerk

SUBJECT: Letter of Support – Active Transportation Program Grant Application for the Santa Ana River Trail Project

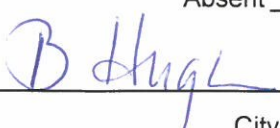
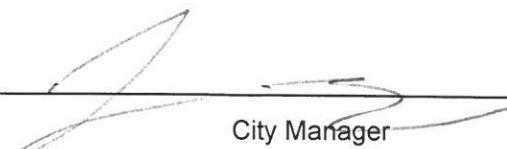
RECOMMENDATION: That the City Council Review a Request to Provide a Letter of Support for a Grant Application to Fund Phase III of the Santa Ana River Trail Project

FISCAL IMPACT: None

PUBLIC NOTICE: The agenda for this item was posted at the three locations per Resolution No. 2011-047 and on the City's website.

BACKGROUND: Attached is a request from Supervisor Dawn Rowe's office for a Letter of Support for a grant application to fund phase III of the Santa Ana River Trail Project. Phase III of the project is a 3.8-mile expansion of the trail from Waterman Avenue in San Bernardino to California Street in Redlands. The County has secured \$4 million in construction funding from the Coastal Conservancy, but have yet to secure \$1.2 million in mitigation funding. Without the mitigation funding, they will lose the \$4 million in construction funds, which are vital to the completion of Phase III of the project. Also attached is a letter for Council's consideration.

c:\users\bhughes\documents\my documents\staffreports\2020 santa ana river trail support stf rep.doc

Approved _____	Motion _____	Second _____	Agenda Item No. <u>10</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	

August 25, 2020

Caltrans
Division of Local Assistance, MS 1
ATTN: Office of Active Transportation and Special Programs
P.O. Box 942874
Sacramento, CA 94274-0001

Subject: Active Transportation Program Grant Application for the Santa Ana River Trail Project

To Whom It May Concern:

This letter serves as our support for the grant application submitted by the San Bernardino County Regional Parks Department to receive funding through the Active Transportation Program (ATP). The Department will use these funds to complete Phase III of the Santa Ana River Trail (SART) Project, a 3.8 mile expansion of a non-vehicular recreation trail.

The SART corridor extends over approximately 110 miles from the Pacific Ocean to the San Bernardino Mountains. Upon completion, the SART will be the "Crest to Coast" regional trail, connecting three counties and over four million residents. This project is a bicycling and walking trail that will bring positive public health benefits to the community, provide environmental education, and serve as an essential regional trail system by increasing mobility and safety for non-motorized users. Phase III will connect the cities of San Bernardino and Redlands, providing safe use and enjoyment of open space to residents and visitors.

We fully support the San Bernardino County Regional Parks' steps towards reducing pollution emissions, increasing opportunities for active living, and creating community connections.

Sincerely,

Larry McCallon
Mayor, City of Highland

cc: Highland City Council
Joseph Hughes, Highland City Manager



Regional Parks Department
Division

SANTA ANA RIVER TRAIL

Phase III

Phase IV, Reaches A, B & C

Beahta Davis

Director

6/25/20

www.SBCounty.gov

SANTA ANA RIVER TRAIL

Page 2

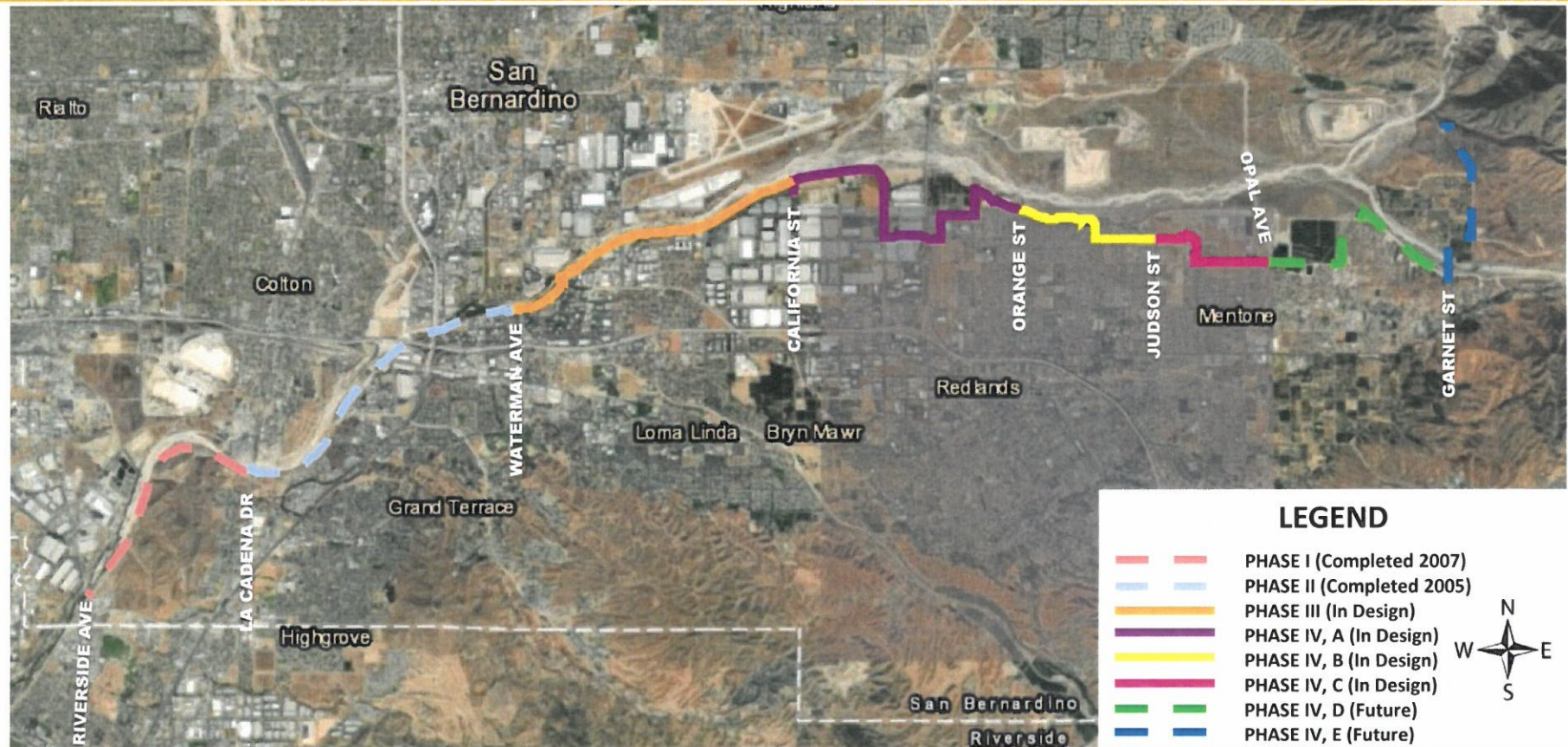
The Santa Ana River Trail (SART) corridor extends over approximately 110 miles from the Pacific Ocean at Huntington Beach inland to the San Bernardino Mountains. Upon Completion, the SART will be the “Crest to Coast” regional trail link connection an area encompassing over four million residents in three counties (Orange, Riverside and San Bernardino).

The County of San Bernardino’s portion of the SART is 21.5 miles. This segment has been divided into four phases, and of that phase four has been divided into several segments. To date, the County has completed the construction of phases one and two covering approximately 8 miles of SART from the Riverside County line to just west of Waterman Avenue in San Bernardino. This non-vehicular trail will provide safe use and enjoyment of open space, environmental education and serve as an essential regional trail system.

ABOUT SANTA ANA RIVER TRAIL
from Coast to Crest

SANTA ANA RIVER TRAIL

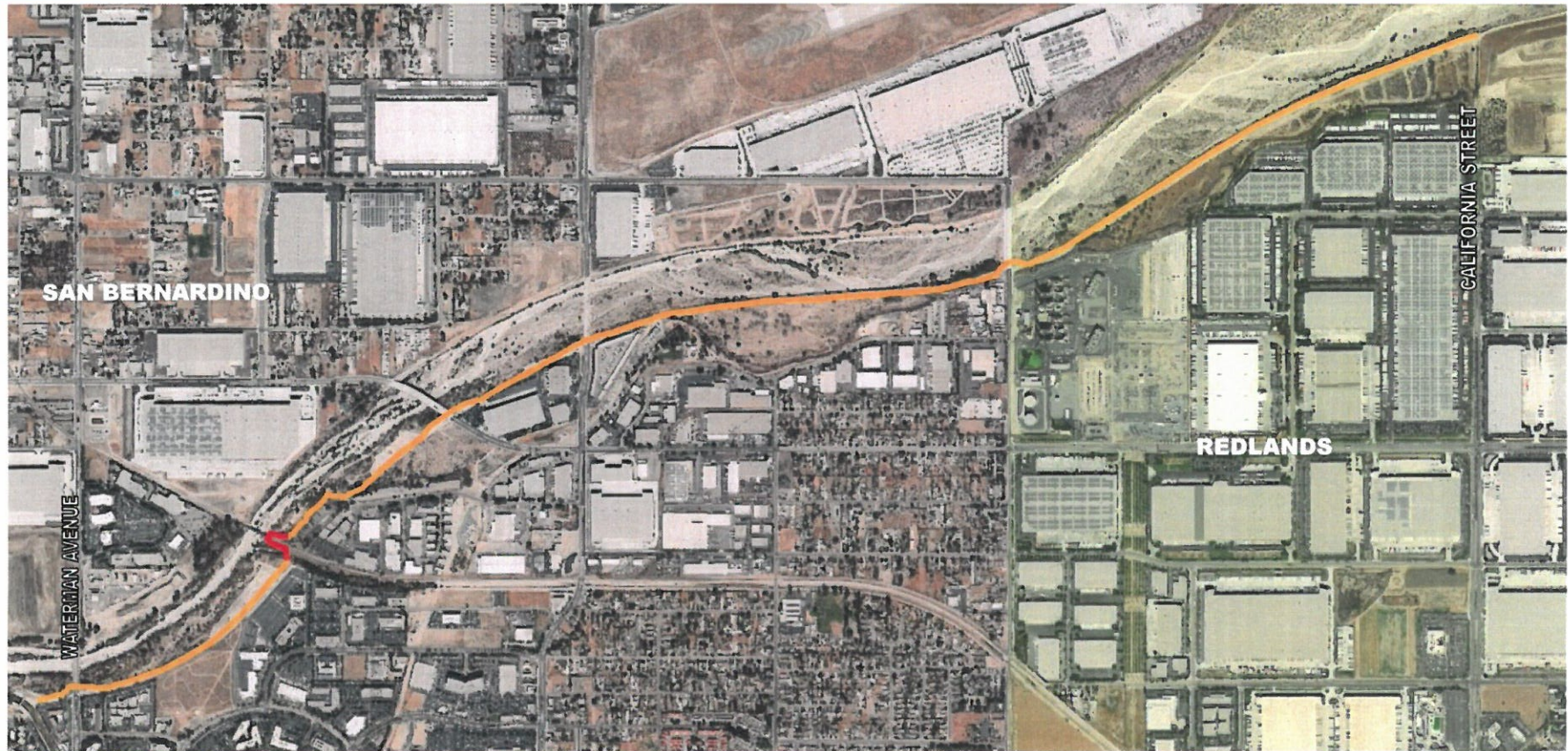
Page 3



Overall Trail
within San Bernardino County

SANTA ANA RIVER TRAIL

Page 4

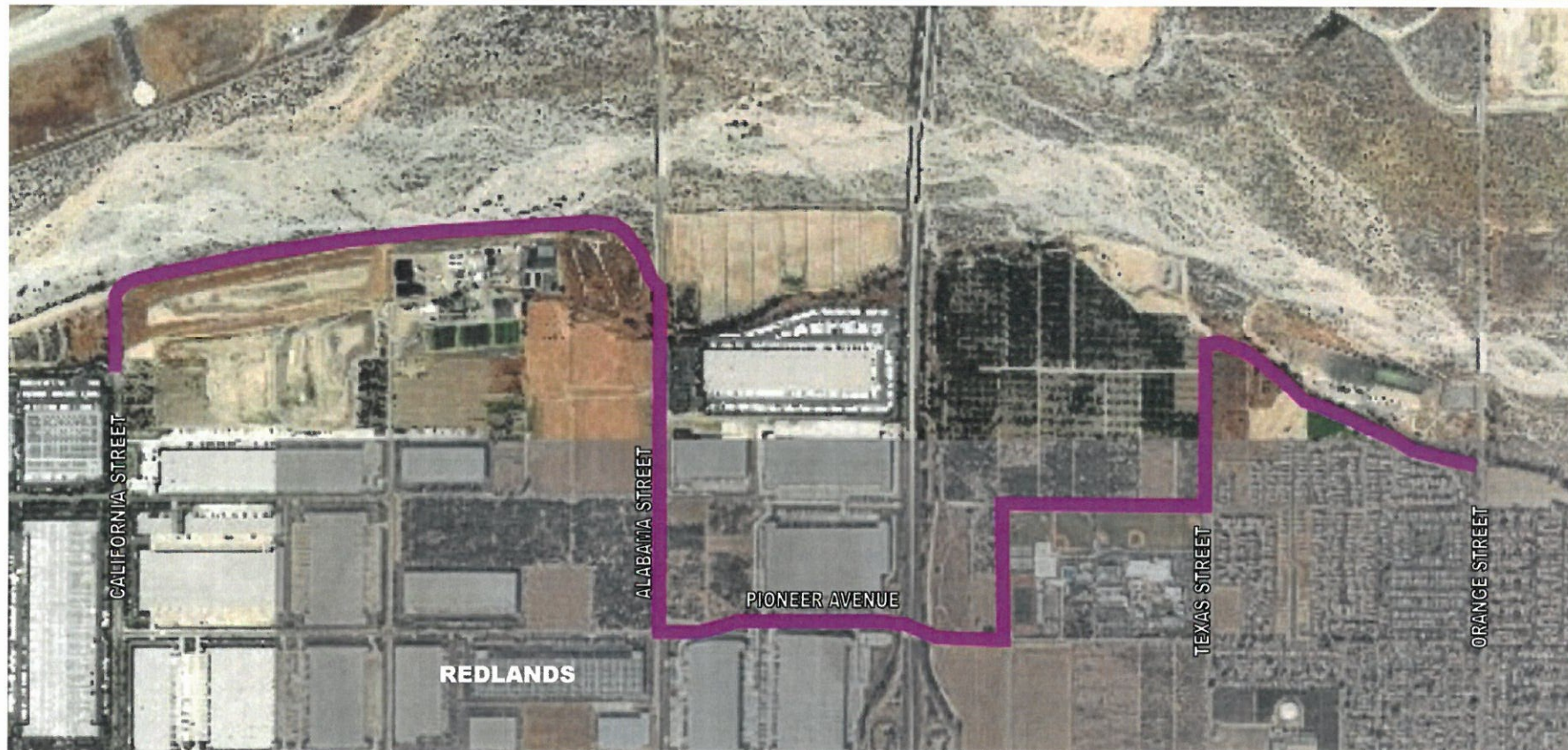


Phase III
Waterman Avenue, San Bernardino to California Street, Redlands

Construction dependent on
mitigation funding availability

SANTA ANA RIVER TRAIL

Page 5

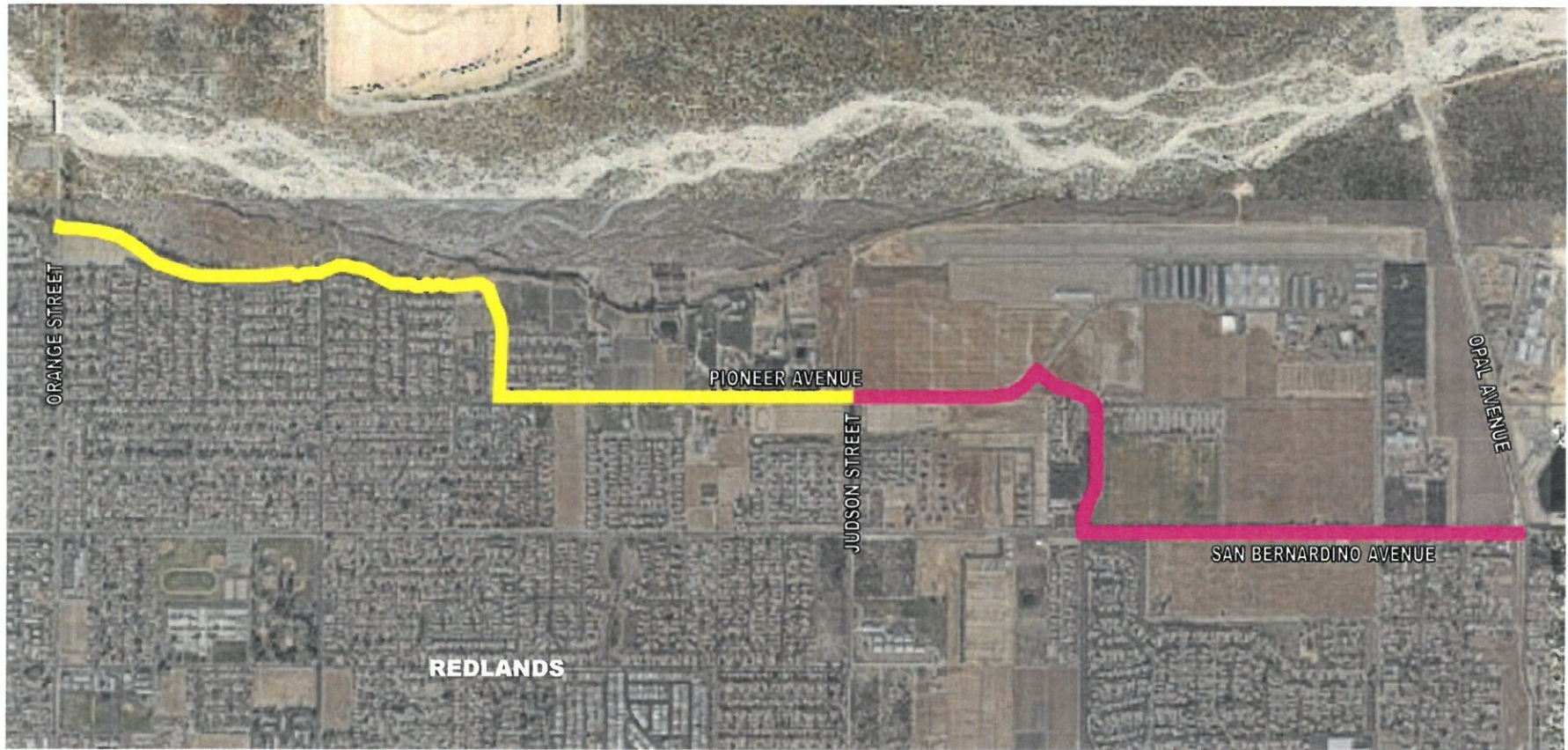


Phase IV, Reach A
California Street to Orange Street, Redlands

**Construction dependent on
funding availability**

SANTA ANA RIVER TRAIL

Page 6



Phase IV, Reaches B & C
Orange Street, Redlands to Opal Avenue, Mentone

**Construction dependent on
funding availability**

Betty Hughes

From: Joseph Hughes <jhughes@cityofhighland.org>
Sent: Tuesday, August 18, 2020 10:57 AM
To: Betty Hughes
Subject: FW: Support Letter for the Santa Ana River Trail Project
Attachments: BAI SART Presentation 6.25.20.pptx; Letter of Support - Draft Language.docx

Betty,

Please put together a quick staff report for this for the 25th.

Joe

Joseph Hughes
City Manager
City of Highland
27215 E. Base Line
Highland Ca, 92346
(909) 864-6861
(909) 862-3180 (Fax)

From: jchavez.highland@gmail.com [mailto:jchavez.highland@gmail.com]
Sent: Tuesday, August 18, 2020 10:18 AM
To: 'Joseph Hughes'
Subject: FW: Support Letter for the Santa Ana River Trail Project

Hello Joe,

I got this over the weekend. It is a great idea to send a support letter. How can we sign on?

- Jesse Chavez

From: Ward, Scott <Scott.Ward@bos.sbcounty.gov>
Sent: Friday, August 14, 2020 1:19 PM
To: jchavez@cityofhighland.org
Subject: Support Letter for the Santa Ana River Trail Project

Hi Jesse,

I wanted to reach out to see if the Highland City Council would be willing to write a letter of support for a grant application to fund phase III of the Santa Ana River Trail Project. As you may know, Phase III of the project is a 3.8-mile expansion of the trail from Waterman Avenue in San Bernardino to California Street in Redlands. The County has secured \$4 million in construction funding from the Coastal Conservancy, but have yet to secure \$1.2 million in mitigation funding. Without the mitigation funding, we will lose the \$4 million in construction funds, which are vital to the completion of Phase III of the project.

San Bernardino County Regional Parks Department is currently in the process of writing an Active Transportation Program (ATP) grant application, due in September, with the hope of securing funds to cover the mitigation portion of the project. We are trying to collect as many letters of support as possible to make the grant application more competitive, as we would hate to lose out on the opportunity to bring this trail through our communities!

We are asking for letters of support to be submitted by August 25th. I have attached draft language that can be used for the letter and a presentation that gives additional information about the project. Can you discuss this with fellow council members? Please let me know if you have any further questions about our ongoing efforts with Phase III of SART.

All the best,

Scott Ward



Scott Ward

Field Representative

Dawn Rowe, Third District Supervisor

Phone: 909-387-4855

www.SBCounty.gov

*Our job is to create a county in
which those who reside and invest
can prosper and achieve well-being.*

CONFIDENTIALITY NOTICE: This communication contains legal privileged and confidential information sent solely for the use of the intended recipient. If you are not the intended recipient of this communication you are not authorized to use it in any manner, except to immediately destroy it and notify the sender.





STAFF REPORT

TO THE CITY COUNCIL

DATE: August 25, 2020

FROM: Joseph A. Hughes, City Manager

REVIEWED BY: Lawrence A. Mainez, Community Development Director *Lamy*
Kim Stater, Assistant Community Development Director *KS*

PREPARED BY: Salvador Quintanilla, Associate Planner *SNQ*

SUBJECT: A request for a one-year Extension of Time (EOT) No. 20-001 for Tentative Tract Map No. 19915 (TTM No. 14-004) and Conditional Use Permit (CUP) No. 15-001, facilitating Highland Park Planned Development (SPR No. 15-001) for a residential community consisting of 46 single-family lots, one neighborhood park/water quality basin, and two (2) landscaped lettered lots.

LOCATION: 29300 Baseline Street, Highland, CA (APN: 0288-562-03).

PROPERTY OWNERS: 29300 Baseline Partners, LLC

REPRESENTATIVE: Ray Dorame, Mastercraft Homes Group

RECOMMENDATION: The Planning Commission recommends the City Council adopt Resolution 2020-____ approving Extension of Time (EOT) No. 20-001.

FISCAL IMPACT: Staff time for the review of the project and preparation of the staff report is covered by the application fee provided by the Applicant.

ENVIRONMENTAL REVIEW: A Mitigated Negative Declaration for the Highland Park Planned Development and associated Tentative Tract Map No. 19915 (TTM No. 14-004) were adopted by the City Council on June 14, 2016; Resolution Nos. 2016-034 and 2016-035. A Mitigation Monitoring and Reporting Program was approved and included in the Planning Division Conditions of Approval for the Map; Resolution No. 2016-032.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>11</u>
Denied _____	Ayes _____		File No. _____
	Noes _____		
	Abstain _____		
	Absent _____		
<i>B. Hughes</i> City Clerk		<i>[Signature]</i> City Manager	

The Applicant is requesting to extend the approval for one year to allow for the development plans to be prepared and close escrow on the property. The extension does not propose alterations to the project as previously approved. This action does not require additional environmental action or documentation. (Attachment No. 1, Extension Request Application)

PUBLIC NOTICE: As required by City Council Resolution, notice of the public hearing was posted at the City's three designated posting locations. On August 15, 2020, a legal advertisement was published in the Highland Community News. In addition, the notice was posted on the City's website, and mailed to property owners within 300 feet of the project site as well as those who previously requested notice.

PLANNING COMMISSION ACTION: On August 4, 2020, the Planning Commission opened the public hearing for case EOT No. 20-001 to consider the one-year extension of time. Two (2) members of the public expressed their concerns about the cleaning crew not having any fire prevention equipment when doing weed abatement on the site. Additionally, staff received an email in support of the proposed development. After deliberation, Commissioner Haller made a motion to approve EOT No. 20-001 and recommend the City Council to approve the time extension and motion carried with a 5-0 vote (Attachment No. 2, August 4, 2020, Planning Commission Minutes).

DESCRIPTION OF THE SITE: The Highland Park Planned Development is located on an irregularly-shaped parcel of approximately 7.6 acres on the north side of Base Line between Club View Drive and Weaver Street. The Applicant previously demolished the vacant single-family home, storage buildings and animal shelters as conditioned. Additionally, there were a number of Eucalyptus trees around the perimeter of the property, and elsewhere on the site, were taken down in the spring of 2018. Most of the site was overgrown with non-native vegetation (Attachment No. 3, Project Location Aerial Map), which have been cleaned through the annual weed abatement process.

	Current Use	Zoning
Site	Vacant	Two-Family District (R-2)
North	Single-Family Residences	Planned Development (PD), East Highland Ranch (EHR)
South	Single-Family Residences	Planned Development (PD), EHR
East	Single-Family Residences	Agricultural Equestrian (A/EQ)
West	Single-Family Residences	Planned Development (PD), EHR

PREVIOUS ACTIONS: On June 14, 2016, the City Council approved the Highland Park Planned Development upon recommendation by the Planning Commission. The Council adopted four resolutions:

Resolution No. 2016-032, adopting a Mitigated Negative Declaration.

Resolution No. 2016-033, amending the General Plan land use designation to Planned Development.

Resolution No. 2016-034, approving a CUP to establish the Highland Park Planned Development Document.

Resolution No. 2016-035, approving Tentative Tract Map No. 19915 (TTM No. 14-004) to subdivide the property.

On June 28, 2016, the City Council held a second reading and adopted Ordinance No. 406 to amend the City's zoning designation from Two-Family District (R-2) to Planned Development (PD). These actions constituted approval of the project known as Highland Park Planned Development.

On June 25, 2019, the City Council approved the first Time Extension (EOT No. 19-001) for the Highland Park Planned Development. The Council adopted Resolution No. 2019-005.

BACKGROUND: There are several land use entitlement components of the Highland Park project; a General Plan Amendment (GPA), Zone Change (ZC), Conditional Use Permit (CUP) to establish a Planned Development document, Tentative Tract Map (TTM) and Mitigated Negative Declaration.

Conditional Use Permit to establish Planned Development Document: The CUP application was processed for review of the location and design of the proposed use, configuration of improvements, potential impact on the surrounding area, and evaluation of the use. The Highland Park Planned Development Document proposed a development concept consistent with the General Plan Land Use of Medium Density Residential (12.0 dwelling units per one (1) acre maximum). The approved PD document encompasses a detailed development plan defining architectural styles, site layout, lot sizes, grading, circulation, paving, parking, setbacks, recreation, and open space along adjacent properties. It also, included planning objectives, public services and facilities, access and circulation, and a discussion of conformity with the general plan. The Highland Park Planned Development document will be used as the design guide for future proposals to build homes within the subdivision.

It was determined that this project met the standard for Planned Development projects and provides a greater level of community amenities and cohesiveness, superior design and created a more desirable living environment than could have been achieved through conventional subdivision design and requirements.

Tentative Tract Map No. 19915 (TTM No. 14-004): Tentative Tract Map No. 19915 proposed to subdivide 7.6 acres into 46 single-family residential lots, one (1) park/water

quality basin, and two (2) common area landscaped lettered lots (Attachment No. 4, Tentative Tract Map No. 19915).

The tract fronts on the north side of Base Line and slopes upward as it narrows at its northern most end. The primary access will be provided along Base Line on its easterly side. This street will be ending in a cul-de-sac, at its norther end, where connecting streets circling around to the west creating a looped roadway. A secondary emergency access is necessary and will be provided near the southwestern corner of the project site taking access to Base Line between Lot Nos. 41 and 47 (the park). The internal looped streets will provide easy pedestrian access to the park promoting walkability within the neighborhood and offering shared social activity among its neighbors with the neighborhood park.

The original Planning, Engineering, Building & Safety and Fire Department Conditions of Approval are attached in the previously approved City Council Resolutions (Attachment Nos. 5 & 6 – Resolutions CC 16-034 and Resolutions CC 16-035) which will remain in effect.

PUBLIC COMMENT: Subsequently to the start of the Planning Commission meeting on August 4, 2020, staff received an email in support of the proposed time extension.

ANALYSIS: This Tentative Tract Map and Conditional Use Permit were approved in 2016 and are valid for a period of 36 months, expiring on June 14, 2019. Section 16.08.200.B of the Municipal Code outlines the process by which Extensions of Time are granted. Section B.1 vests the authority to grant extensions of time to the original approving authority, the City Council. The Planning Commission acts as a recommending body to the City Council.

The Applicant is asking for a one-year extension for Tentative Tract Map No. 19915 (TTM No. 14-004). The maximum number of extensions available under the City's Municipal Code and the Subdivision Map Act are three, one-year extensions. This would be the second of those permitted extensions. If approved, the corresponding Conditional Use Permit would be extended as defined by the Highland Municipal Code Section 16.08.200.4 which reads, "*Entitlements Associated with a Tentative Map*. Approved entitlements associated with a tentative map shall remain effective concurrently with the period of time the tentative map is in effect. If an extension of time is granted for the associated tentative map, including requested extensions and state mandated automatic extensions, a similar extension of time for all associated entitlements shall be granted."

The extension request allows for the revision of the Conditions of Approval by Staff if necessary. They may be amended to reflect changes occurring in the vicinity of the project site and/or changes in City Policy and legislation that arose subsequent to its last approval/extension. Staff is not recommending amendments at this time. The original TTM and CUP conditions previously approved with City Council Resolutions 2016-034 and 2016-035 remain in effect. In compliance with Section 16.08.200.B.5,

findings have been made that granting of the extension will not be detrimental to the public health, safety or welfare or materially injurious to properties or improvements in the vicinity. Staff therefore forwards the Planning Commission's recommendation that the City Council approve the extension of time.

Attachments:

1. Extension Request Letter from Mastercraft
2. August 4, 2020, Planning Commission Minutes
3. Project Location Aerial Map
4. Tentative Tract Map No. 19915
5. City Council Resolution No. 2016-034 for the original approval of CUP No. 15-001
6. City Council Resolution No. 2016-035 for the original approval of TTM No. 14-004
7. Public Comment Letter
8. City Council Resolution No. 2020-___for Approval of Extension of Time No. 20-001

Attachment No. 1

Extension Request Letter from Mastercraft

29300 Baseline Partners, LLC

April 13, 2020

City of Highland
Lawrence Mainez
Community Development Director
27215 Base Line
Highland, CA 92346

Re: Highland Park TTM Extension Request

Dear Mr. Mainez,

We would like to formally request a 1-year extension of time as it relates to the upcoming expiration of Tentative Tract Map No. 19915. 29300 Baseline Partners, LLC intends to continue with the entitlements and is in escrow with a reputable builder to purchase the property. Escrow was anticipated to close earlier this year, but because of the COVID-19 epidemic, the transaction has been placed on hold. The 1- year extension will give us enough time to close the transaction and complete the design of the project with the new builder.

If you have any questions regarding this request, please feel free to call me at 949-252-1122 or by email at rdorame@mastercraftresidential.com.

Sincerely,



Raymond E Dorame
Authorized Representative

Attachment No. 2

August 4, 2020, Planning Commission Minutes

MINUTES
PLANNING COMMISSION REGULAR MEETING
August 4, 2020

This meeting was conducted as a video conference meeting in a remote location. All votes during the meeting were conducted by roll call.

CALL TO ORDER

The regular meeting of the Planning Commission of the City of Highland was called to order at 6:01 p.m. by Chair Hamerly through video conference.

Present:	Chair	Randall Hamerly
	Vice Chair	John Gamboa
	Commissioner	Michael Hall
	Commissioner	Rich Haller
	Commissioner	Tamara Zaman

Staff Present: Lawrence Mainez, Community Development Director
Kim Stater, Assistant Community Development Director
Salvador Quintanilla, Associate Planner
Camille Goritz, Administrative Assistant III

The Pledge of Allegiance was led by Chair Hamerly

COMMUNITY INPUT (ITEMS NOT ON THE AGENDA)

None

CONSENT CALENDAR

1. Minutes from the July 21, 2020 Regular Meeting.

A MOTION was made by Haller, seconded by Vice Chair Gamboa, to approve the minutes, as submitted. Motion carried on a roll call vote, 5-0.

PUBLIC HEARING

1. A request for a one-year Extension of Time (EOT) No. 20-001 for Tentative Tract Map No. 19915 (TTM No. 14-004) and Conditional Use Permit (CUP) No. 15-001 facilitating Highland Park Planned Development (SPR No. 15-001) for a residential community consisting of 46 single-family residential lots, one neighborhood park/water quality basin, roadways, and two (2) lettered landscaped lots. (29300 Baseline, APN No. 0288-562-03)

Chair Hamerly opened the public hearing.

Associate Planner Quintanilla presented the staff report.

Vice Chair Gamboa stated when the Planning Commission did not approve the time extension last year, it had to go to the City Council, correct?

Associate Planner Quintanilla replied that is correct.

Commissioner Haller asked the status of weed abatement and if it was completed or not.

Associate Planner Quintanilla replied it was completed.

Chair Hamerly asked for clarification regarding the letters that were filed as a result of the public notice. The letters were not on the staff report, typically all public comments especially ones that come through letters are included in the staff packet.

Associate Planner Quintanilla replied the letters were not included in the packet because the staff report was already completed at that time.

Chair Hamerly stated one of the items that has come up was received through public comment last time due to the state of the property. There were also fire concerns with a lot of debris and I know the applicant started cleaning the debris up. The extension expired in June, is that correct and does that effect the entitlements?

Associate Planner Quintanilla stated yes it expired in June.

Assistant Community Development Director Stater stated it does not effect the entitlements. Our code requires to file at least 60 days in advance of the expiration, which they did. Staff was aware of the ongoing maintenance of this property is a concern of the community and the Planning Commission. Staff worked with the applicant to make sure the property was cleaned up in advance of the public hearing so it wouldn't be a concern during public hearing, which was the delay to getting them to the hearing. We wanted to make sure it was clean and in the appropriate condition for you to approve the extension.

Administrative Assistant Goritz read the public comment received from Fred Auger.

Ray Dorame, Applicant stated we are still in escrow right now, unfortunately during the latter part of the year the market slowed down and pushed the closing out to February. About the time COVID-19 hit and they pushed the closing out a little bit farther. We are scheduled to close escrow at the end of the year. We have been working on it, we have just been little bit side tracked over the last 6-7 months on trying to get the project through the hoops. In terms of the fire, which is most unfortunate, we have four different projects that we have been maintaining one is about 100 or so acres and all three projects were scheduled for weed abatement. Unfortunately this one was scheduled a little bit later than the other ones.

Chair Hamerly asked what the time frame is with the builder for receiving the final design review items submitted.

Ray Dorame replied they want all the plans completed and reviewed by end of November or first of December.

Chair Hamerly stated based on that schedule do they feel that gives them enough time to prepare the technical documents and to be able to pull permits by June 2021?

Ray Dorame replied yes.

Chair Hamerly closed the public hearing.

A MOTION was made by Commissioner Haller, seconded by Commissioner Hall, to adopt Resolution No. 2020-004, recommending the City Council approve Extension of Time No. 20-001 subject to the Conditions of Approval and Findings of Fact. Motion carried on a roll call vote, 5-0.

RESOLUTION NO. 2020-004

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF HIGHLAND RECOMMENDING THAT THE CITY COUNCIL APPROVE EXTENSION OF TIME APPLICATION NO. 20-001, FOR A ONE-YEAR EXTENSION OF TENTATIVE TRACT MAP NO. 19915/14-004 AND CONDITIONAL USE PERMIT NO. 15-001 WHICH ESTABLISHED THE HIGHLAND PARK PLANNED DEVELOPMENT (SPR NO. 15-001) FOR 46 MEDIUM DENSITY LOTS AND A PARK/WATER QUALITY BASIN.

ANNOUNCEMENTS

JJ's Sports Bar and Grill has appealed the Planning Commissions denial of their ABC license for the outdoor patio and that will be heard by the City Council on August 25, 2020.

ADJOURN

There being no further business, Chair Hamerly declared the meeting adjourned at 6:21 p.m.

Submitted by:

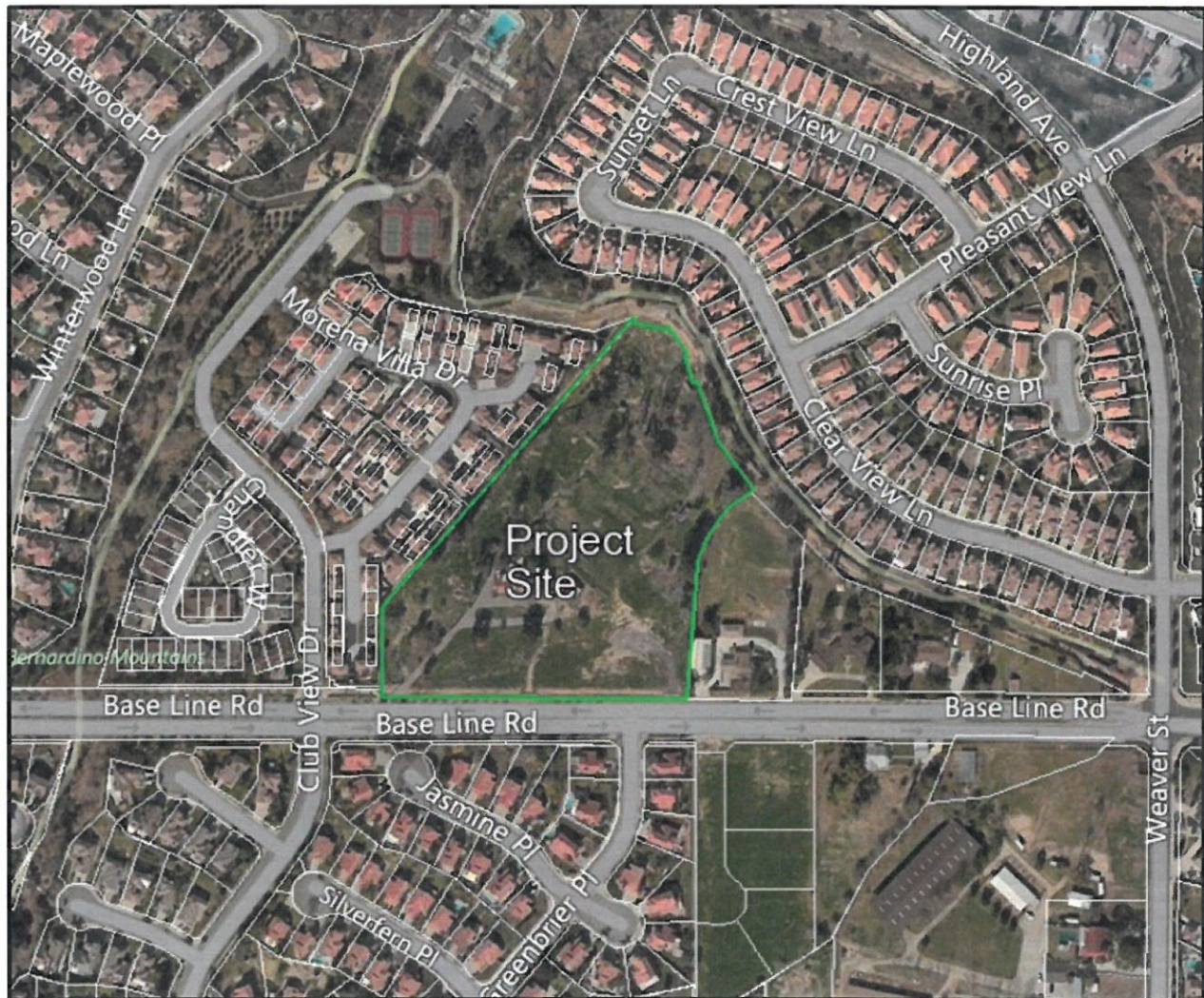
Approved by:

Camille Goritz, Administrative Assistant III
Community Development Department

Randall Hamerly, Chair
Planning Commission

Attachment No. 3

Project Location Aerial Map



Attachment No. 4
Tentative Tract Map No. 19915



Attachment No. 5

**City Council Resolution No. 2016-034
for the original approval of CUP No. 15-001
Including the Highland Park Planned Development Document**

RESOLUTION NO. 2016-034

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, APPROVING CONDITIONAL USE PERMIT (CUP 15-001) THEREBY APPROVING THE HIGHLAND PARK PLANNED DEVELOPMENT (SPA 15-001) TO FACILITATE THE CREATION OF A COHESIVE PLANNED RESIDENTIAL DEVELOPMENT COMMUNITY THAT SUBDIVIDES ONE (1) 7.6 ACRES PARCEL INTO 47 NUMBERED LOTS, WITH ONE BEING A COMMUNITY PARK, AND TWO (2) LETTERED LOTS ALONG WITH THE PROPOSED STREET IMPROVEMENTS LOCATED AT 29300 BASE LINE (APN NO. 0288-562-03).

APPLICANT: 29300 BASELINE PARTNERS, LLC

A. RECITALS

1. The Applicant filed an application with the City of Highland for Planned Development (SPA 15-001) through Conditional Use Permit (CUP-15-001) and related entitlements; General Plan Amendment (GPA 15-003), Zone Change (ZC-15-001), and Tentative Tract Map (TTM 14-004) to subdivide one (1) 7.6 acres parcel into 47 numbered lots and 2 lettered lots and a community park for the creation of a cohesive planned residential development located at 29300 Base Line.
2. Pursuant to the California Environmental Quality Act, an Initial Study, to determine whether the project would have a significant effect on the environment, has been prepared for the proposed project. The Initial Study analyzed the potential for environmental impacts on transportation and traffic, hazards and hazardous materials, hydrology and water quality, geology and soils, noise, air quality, aesthetics, agriculture and forest resources, biological, cultural, and mineral resources, greenhouse gas emissions, land use and planning, population and housing, public services, recreation, and utilities and service systems. All topics were found to have either no impact, a less than significant impact or a less than significant impact with mitigation incorporated and, as such, a Mitigated Negative Declaration was prepared and circulated in accordance with the Guidelines for the California Environmental Quality Act (CEQA), California Code of Regulations, Title 14, Chapter 3.
3. On March 15, 2016, the Planning Commission of the City of Highland conducted a public hearing on the subject applications at the Highland City Hall Council Chambers in Highland, California, at 6:00 p.m., and continued the hearing to May 3, 2016, to permit the applicant time to make project revision. The applicant subsequently requested that the hearing be continued to May 17, 2016, and the Planning Commission conducted the public hearing and concluded the hearing on that date.
4. On June 14, 2016, The City Council conducted a public hearing at the Highland City Hall Council Chambers in Highland, California, at 6:00 p.m., and concluded the hearing on that date.

5. All legal prerequisites to the adoption of this Resolution have occurred.

B. RESOLUTION

NOW THEREFORE, it is hereby found, determined and resolved by the City Council of the City of Highland as follows:

1. The City Council finds that all of the facts set forth in the Recitals, Part "A" of this Resolution, are true and correct.
2. Pursuant to Title 14, California Code of Regulations, Section 15074, the City of Highland City Council adopted a Mitigated Negative Declaration and Mitigation and Monitoring Reporting Program prepared for the project in compliance with the California Environmental Quality Act (CEQA).
3. The City of Highland City Council after due consideration, inspection, investigation and study made by itself and on its behalf, and after due consideration of all evidence and reports offered at said hearing, including the staff report to the City Council dated June 14, 2016, which is incorporated herein by this reference, does find and determine the following facts:
 - a. All necessary public meetings and opportunities for public testimony and comment have been conducted in compliance with State Law and the Municipal Code of the City of Highland.
4. Conditional Use Permit Findings of Fact (CUP-15-001):
 - a. The proposed use is permitted within the subject district pursuant to the provisions of this section, and complies with all of the applicable provisions of this title; and is consistent with the goals, policies, and objectives of the Highland General Plan, and the applicable development policies and standards of the city.

Response: The proposed project would accommodate a maximum of 46 single-family residential dwellings. This type of development is desirable for the community and consistent with the types of uses and density envisioned by the existing General Plan Medium Density Residential (6.1 - 12 dwelling units per acre) land use designation and also complies with the proposed Planned Development designation which allows any density that is compatible with surrounding existing and planned uses as determined through the development review process. The proposed project also includes implementation of a planned development. The subdivision of land to create 47 numbered lots, with one being a community park, and two (2) lettered lots and the proposed street improvements complies with the development standards specified within the planned development and is compatible with the adjacent single-family neighborhood on all sides.

In addition, the City has reviewed the application and conditions of approval have been included to ensure compliance with applicable development policies and standards of the city.

- b. The proposed use would not impair the integrity and character of the district in which it is to be established or located.

Response: As noted above, the project site is adjacent to existing single-family residential development on all sides. The vacant residence and accessory structures would be demolished and a planned development would be constructed which provides a cohesive design and on-site amenities for future residents. The proposed development would continue the residential pattern of development along Base Line Road and therefore would not impair the integrity and character of the site and surrounding area.

- c. The site is suitable for the type and intensity of use or development which is proposed.

Response: The project site is adjacent to existing single-family residential development to on all sides. The site contains sufficient acreage to accommodate subdividing into 47 numbered lots, with one being a community park, and two (2) lettered lots along with the proposed street improvements while ensuring the minimum building setbacks, parking, landscaping and other development standards as specified in the proposed Highland Park Planned Development are met. This development will be consistent and compatible with the existing single-family development it the surrounding area.

- d. There are adequate provisions for water, sanitation, and public utilities and services to ensure public health and safety.

Response: The project site will require provisions for water, sewer, public utilities, and public health and safety. As required by the Highland Municipal Code, a will-serve letter from the water and sanitation provider must be, and was, submitted prior to deeming a proposed application complete for processing. In addition, the project site will be served by the City of Highland Fire and Police Departments. As conditioned, the Applicant/Developer is required to pay development impact fees which contribute to the additional costs associated with providing these services to the development. Furthermore, as conditioned, the Applicant/Developer will be required to coordinate with the gas and electricity purveyors to ensure that the project site is adequately serviced. As such, there will be adequate provisions for water, sanitation, and public utilities and services to ensure public health and safety.

- e. The proposed use will not be detrimental to the public health, safety, or welfare, or materially injurious to properties and improvements in the vicinity.

Response: As specified within the Highland Municipal Code, processing of a planned development document is processed with a conditional use permit must be accompanied by a zone change and general plan amendment, if the underlying zone and land use are not Planned Development. The proposed project has been reviewed by Planning, Engineering, Building and Safety, the Fire Department and the Police Department and with implementation of certain conditions of approval that are necessary and proper to safeguard and protect the public health, safety, and welfare, the approval of a conditional use permit for the proposed project is warranted.

- f. The proposed use would not result in a significant effect on the environment.

Response: Pursuant to the California Environmental Quality Act, an Initial Study, to determine whether the project would have a significant effect on the environment, was prepared for the proposed project. The Initial Study analyzed the potential for environmental impacts on transportation and traffic, hazards and hazardous materials, hydrology and water quality, geology and soils, noise, air quality, aesthetics, agriculture and forest resources, biological, cultural, and mineral resources, greenhouse gas emissions, land use and planning, population and housing, public services, recreation, and utilities and service systems. All topics were found to have either no impact, a less than significant impact or a less than significant impact with mitigation incorporated and, as such, a Mitigated Negative Declaration was prepared and circulated in accordance with the Guidelines for the California Environmental Quality Act (CEQA), California Code of Regulations, Title 14, Chapter 3. A Mitigation and Monitoring Reporting Program was adopted concurrently with the Mitigated Negative Declaration by the City Council.

5. Planned Development Findings (SPA 15-001) Findings

Based on the Findings above, the City Council does hereby find that the Planned Development:

- a. The proposed plan is consistent with the general plan and any applicable specific plan;

Response: The proposed project would accommodate a maximum of 46 single-family residential dwellings. This type of development is desirable for the community and consistent with the types of uses and density envisioned by the existing General Plan Medium Density Residential (6.1 - 12 dwelling units per acre) land use designation and also complies with the proposed Planned Development designation which allows any density that is compatible with surrounding existing and planned uses as determined through the development review process. The proposed project also includes implementation of a planned development. The subdivision of land to create 47 numbered lots, with one being a community park, and two (2) lettered lots along with the proposed street improvements complies with the development standards specified within the planned development and is compatible with the adjacent single-family neighborhood on all sides.

- b. That the physical characteristics of the site have been adequately addressed and that the site is adequate to accommodate all the proposed land uses and the general arrangement of such uses;

Response: The project site progressively rises from Base Line to its norther edge. Many of the lots include retaining walls as they incrementally move up the slope. The internal roadway loops back upon itself permitting full internal circulation. A secondary emergency ingress/egress is included to provide access to Base Line. At the low point is a community park that serves a due purpose as a retention basin for water quality management.

- c. That the plan adequately addresses and reflects all natural and manmade hazards associated with the project site;

Response: An Initial Study and Mitigated Negative Declaration investigated all potential hazards associated with the site. All have topics related to natural and manmade hazards were found to have no impact, a less than significant impact or a less than significant impact with mitigation incorporated.

- d. That the capacity of the circulation system is adequate or can feasibly be improved to accommodate the anticipated requirements of the proposed development;

Response: The Initial Study and Mitigated Negative Declaration identified Mitigation Measures necessary to address all circulation and traffic related impacts. The Tentative Tract Map Fire Division Conditions of Approval identify additional measures to ensure the safety and adequacy of circulation.

- e. The realistic, feasible methods exist to accommodate the public service and facilities requirements of the proposed development;

Response: The project site will require provisions for water, sewer, public utilities, and public health and safety. As required by the Highland Municipal Code, a will-serve letter from the water and sanitation provider was submitted prior to deeming a proposed application complete for processing. In addition, the project site will be served by the City of Highland Fire and Police Departments. As conditioned, the Applicant/Developer is required to pay development impact fees which contribute to the additional costs associated with providing these services to the development. Furthermore, as conditioned, the Applicant/Developer will be required to coordinate with the gas and electricity purveyors to ensure that the project site is adequately serviced. As such, there will be adequate provisions for water, sanitation, and public utilities and services to ensure public health and safety.

- f. That the proposed land uses and proposed arrangements of such uses will be compatible with the existing and planned land use character of adjacent properties;

Response: As noted above, the project site is adjacent to existing single-family residential development on all sides. The vacant residence and accessory structures would be demolished and a planned development would be constructed which provides a cohesive design and on-site amenities for future residents. The proposed development would continue the residential pattern of development along Base Line Road and therefore would not impair the integrity and character of the site and surrounding area.

- g. That the plan carries out the intent of the planned development provisions of this site;

Response: The planned development provisions of this site will be established as a result of the approval of CUP 14-005 and SPA 15-001. Future development including the subdivision of land to create 47 numbered lots, with one being a community park, and two (2) lettered lots along with the proposed street improvements complies with the development standards specified within the planned development and is compatible with the adjacent single-family neighborhoods to the north, south, and west.

- h. That the proposed development is consistent with the general plan and any applicable community plan or specific plan;

Response: The proposed project would allow for a maximum of 46 future single-family residential dwellings. This type of development is desirable for the community and consistent with the types of uses and density envisioned by the existing General Plan's Medium Density Residential (6.1 - 12 dwelling units per acre) land use designation and also complies with the proposed Planned Development land use designation which allows any density that is compatible with surrounding existing and planned uses as determined through the development review process. The proposed project also includes implementation of a planned development. The subdivision of land to create 47 numbered lots, with one being a community park, and two (2) lettered lots along with the proposed street improvements complies with the development standards specified within the planned development and is compatible with the adjacent single-family neighborhood on all sides.

- i. That the site for the proposed development is adequate in size and shape to accommodate proposed uses and proposed development standards for all yards, open spaces, setbacks, walls and fences, parking areas, loading areas, landscaping and other features;

Response: The site is approximately 7.6 acres. It can more than adequately accommodate the 46 units proposed in compliance with the development standards established Highland Park Planned Development guidelines. Tentative Tract Map 19915 has identified the lot size, width and depth of each lot. The development standards will be enforced when a homebuilder bring forth specific product and plotting for these lots.

- j. That the improvements required by the conditions of approval, and the proposed manner of development, adequately address natural and manmade hazards affecting the proposed development and the project site;

Response: The project has been reviewed and conditioned by the City's Planning, Engineering, Building & Safety and Fire Divisions. Environmental Mitigation Measures in conjunction with the Conditions of Approval from these Departments will ensure natural and manmade hazards have been addressed.

- k. That the site for the proposed development has adequate access, meaning that the site design and development plan conditions consider the limitations of existing and propose streets and highways;

Response: The site takes access from Base Line. Upon completion, it will have one entry access designed to city standards and a secondary emergency ingress/egress. There are no limitations of existing or proposed streets and highways that limit access and proper vehicular movement.

- l. That adequate public services exist or will be provided in accordance with the conditions of approval to service the proposed development and that the approval of the proposed development will not result in a reduction of such public services to properties in the vicinity as to be a detriment to public health, safety and welfare; and

Response: The proposed project has been reviewed by Planning, Engineering, Building and Safety, the Fire Department and the Police Department and with implementation of certain conditions of approval that are necessary and proper to safeguard and protect the public health, safety, and welfare, the approval of a conditional use permit for the proposed project is warranted.

- m. That the proposed development, as conditioned, will not have a substantial adverse effect on the surrounding property or the permitted use thereof, and will be compatible with the existing and planned land use character of adjacent properties.

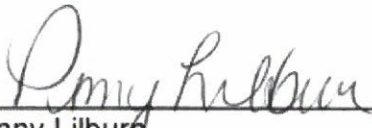
Response: The proposed project would accommodate a maximum of 46 single-family residential dwellings. This type of development is desirable for the community and consistent with the types of uses and density envisioned by the existing General Plan Medium Density Residential (6.1 - 12 dwelling units per acre) land use designation and also complies with the proposed Planned Development designation which allows any density that is compatible with surrounding existing and planned uses as determined through the development review process. The proposed project also includes implementation of a planned development. The subdivision of land to create 47 numbered lots, with one being a community park, and two (2) lettered lots along with the proposed street improvements complies with the development standards specified within the planned development. In addition, the project site is adjacent to existing single-family residential development on all sides. The planned development would provide a cohesive design and on-site amenities for future residents. The proposed development would continue the residential pattern of development along Base Line Road and therefore would not impair the integrity and character of the site and surrounding area.

6. Based on the Findings of Fact and Conclusions set forth above, the City Council approves Conditional Use Permit (CUP-15-001) and the Highland Park Planned Development (SPA 15-001) attached as Exhibit "1".

C. ADOPTION OF RESOLUTION

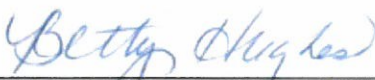
The City Clerk shall certify to the adoption of this Resolution and shall cause the same to be published or posted in the manner prescribed by law.

PASSED, APPROVED AND ADOPTED this 14th day of June, 2016.



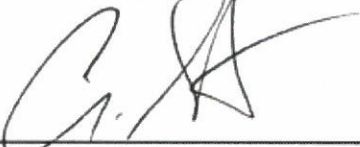
Penny Lilburn
Mayor Pro Tem

ATTEST:



Betty Hughes, MMC
City Clerk

APPROVED AS TO FORM:



Craig Steele
City Attorney

EXHIBIT "1"

**HIGHLAND PARK PLANNED DEVELOPMENT DOCUMENT
(Separate Document)**

HIGHLAND PARK PLANNED DEVELOPMENT

TTM 19915 PLANNED DEVELOPMENT

Lead Agency:

CITY OF HIGHLAND
27215 Base Line
Highland, CA 92346

Developed by:

29300 BASELINE PARTNERS, LLC
20201 SW Birch St., Suite 100
Newport Beach, CA 92660

Prepared by:

T&B PLANNING, INC.
17542 East 17th Street, Suite 100
Tustin, CA 92780

In Consultation With:

MDS Consulting
Civil Engineering

Mark Gross & Associates
Architecture

Clark & Green Associates
Landscape Architecture

May 2016

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HIGHLAND PARK

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TTM 19915 Planned Development

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I. INTRODUCTION

A. DOCUMENT PURPOSE

This Development Plan for Tentative Tract Map 19915 (TTM 19915, also known as "HIGHLAND PARK"), has been prepared pursuant to the requirements of the City of Highland Municipal Code (Chapter 16.12.010, *Planned Development (PD) District*) and shall be enforced by the City of Highland via Conditions of Approval placed on TTM 19915. Development of the HIGHLAND PARK community is required to substantially conform to the physical characteristics and design concepts set forth in this document. The City's Planning Director has the discretion to determine if implementing actions substantially conform to this Development Plan.

B. PROJECT LOCATION

The HIGHLAND PARK community is located on approximately 7.66 acres in the City of Highland, San Bernardino County, California. Specifically, HIGHLAND PARK is located on the north side of Base Line, west of Weaver Street, east of Club View Drive. The location of the HIGHLAND PARK community is graphically depicted on Figure I-1, *Vicinity Map*.

C. SUMMARY OF PROJECT ENTITLEMENTS

Entitlements approved by the City of Highland to implement the HIGHLAND PARK development include, but are not limited to, Change of Zone (ZC No. 015-001) and Tentative Tract Map (TTM No. 19915). Change of Zone 015-001 changes the property's zoning designation from R-2 to Planned Development (PD), and this Development Plan is required as a condition of the PD zone designation. As shown in Figure I-2, *Tentative Tract Map No. 19915*, TTM 19915 subdivides the property into 46 single-family residential lots, one Neighborhood Park and water quality basin, landscaped slopes, along with roadways and utilities.

D. PROJECT OBJECTIVES

- Provide a high quality, planned residential community that compliments surrounding land uses.
- Create an attractive, cohesive mix of architectural styles and landscaping materials which result in a community which will appeal to residents.
- Provide amenities which meet the diverse needs of residents within the HIGHLAND PARK community, including a community park and thoughtfully landscaped open space areas.

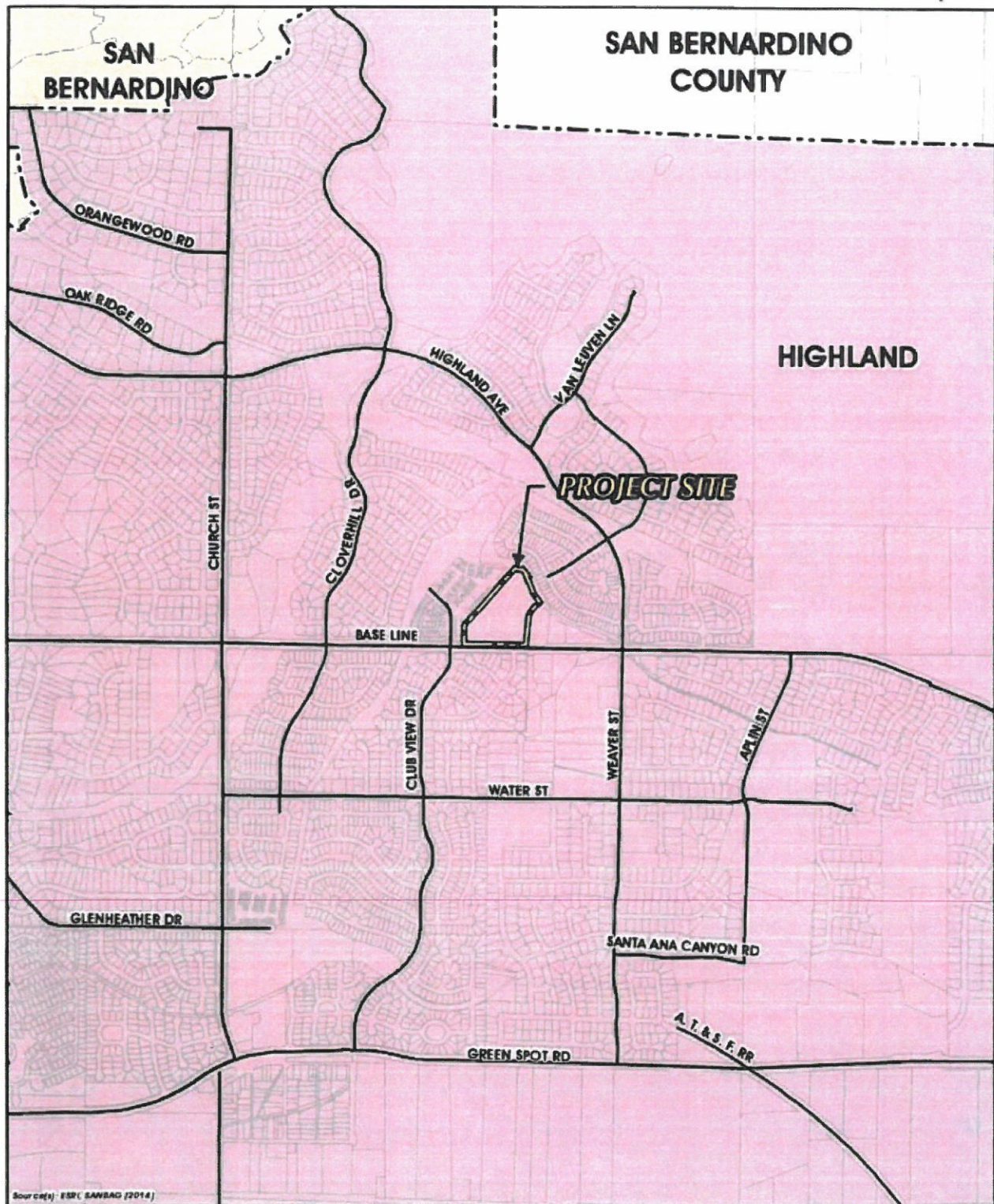


Figure I-1

VICINITY MAP

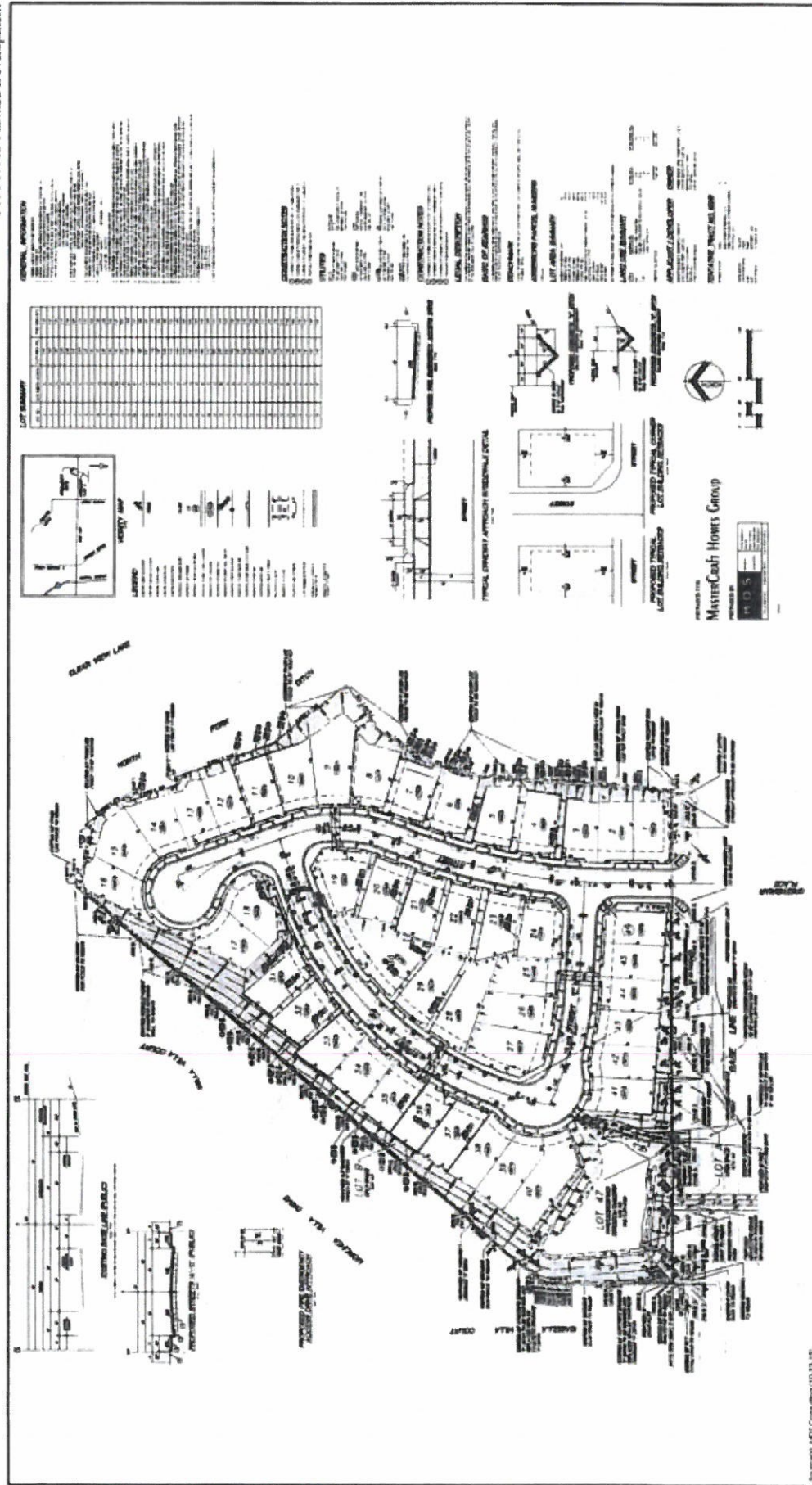


Figure 1-2

II. LAND USE AND DEVELOPMENT STANDARDS

This section contains the land use and development standards which establish compliance with the City's Municipal Code and ensure compatibility with surrounding land uses, existing infrastructure, and public services.

A. LAND USE

The HIGHLAND PARK community is a high quality, planned residential community that consists of 46 detached single family homes and a Homeowner Association (HOA) maintained neighborhood park. Other community features include a HOA maintained water quality basin and landscaped slopes, as well as three new interior public neighborhood streets and other supporting infrastructure.

The HIGHLAND PARK community is located within an area of the City that is predominately developed with residential land uses. Three sides of Highland Park are surrounded by the East Highlands Ranch Planned Development, to the north, east, and west. These portions of East Highlands Ranch are residential, with multi-family residential to the west, and single-family residential to the north and east. Single-family residential, not a part of the East Highlands Ranch Planned Development, is located to the south. Development of the HIGHLAND PARK community is compatible with surrounding land uses, land development standards, existing infrastructure, and public services.

B. DEVELOPMENT STANDARDS

The City's Municipal Code provides for the flexibility of design and development standards within the Planned Development zone to achieve the objectives of the City's General Plan more effectively, including the City's design goals and principles for residential neighborhoods. A description of the Highland Park Development Plan's consistency with the City's General Plan is provided in Section IV, *General Plan Consistency*. Table II-1, *Development Standards*, summarizes the PD development standards set forth in this Development Plan.

Table II-1 Development Standards

Lot Requirements	
Minimum Lot Area:	3,000 square feet
Minimum Lot Width at front setback:	34 feet
Minimum Lot Depth:	75 feet
Maximum Lot Coverage:	60%
Yard Requirements	
Minimum Front Yard:	10 feet to patio or porch 12 feet to living area 18 feet to garage from back of sidewalk
Minimum Side Yard: (Interior & Through Lots)	4 feet
Minimum Side Yard: (Corner & Reversed Corner Lots)	4 feet
Rear Yard:	10 feet (flat usable area)
Other	
Maximum Building Height:	30 feet
Parking	2 garage spaces per unit 2 driveway parking spaces per unit 0.5 on-street parking spaces per unit
Garage Standards	Front-facing garage widths shall be limited to 65% of the house width. A minimum 3-foot wide landscape area shall be located on both sides of a driveway. The Covenants, Codes and Restrictions (CC&Rs) for the HIGHLAND PARK community shall include a provision prohibiting the conversion of garages to habitable living spaces.
Ground Mounted Mechanical Equipment	Located in rear setback

C. PLOTTING STANDARDS

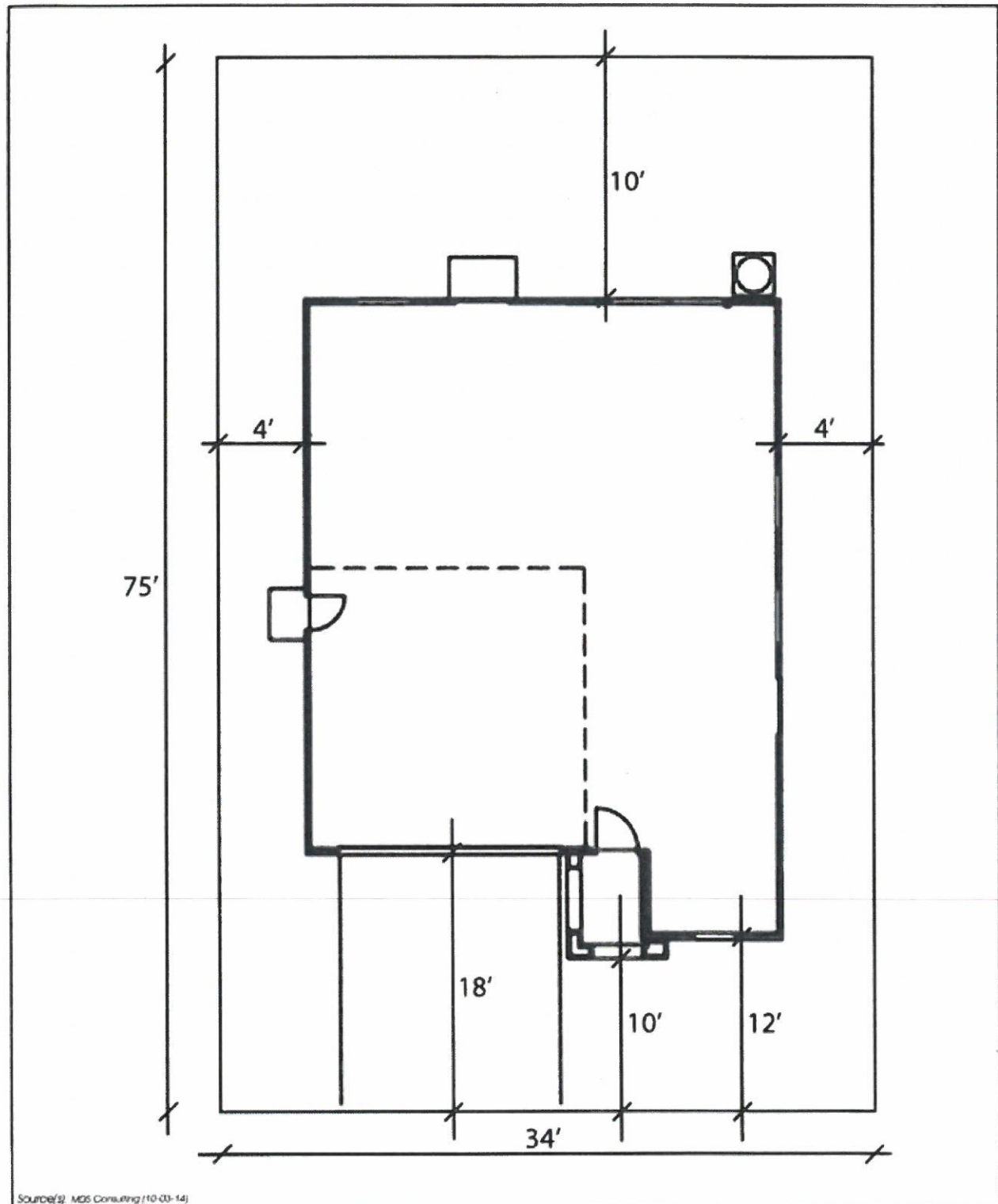
HIGHLAND PARK shall feature a range of home sizes, styles, and floor plans. Figure II-1, *Minimum Setbacks*, provides an illustration of proposed minimum setbacks for each floor plan within the HIGHLAND PARK community.

Detached single-family homes within HIGHLAND PARK creatively utilize “architecture forward” designs, outdoor spaces, varied garage treatments, landscaping, and other innovative neighborhood design techniques to create a visually interesting streetscene and identifiable neighborhood character. Short, curvilinear streets prevent long stretches of linear massing, and when combined with private outdoor spaces such as covered front porches and front yards, result in a welcoming, interactive street scene conducive to pedestrian activity. To ensure a visually interesting street scene, HIGHLAND PARK community shall comply with the following plotting requirements:

- i. The same elevation style shall not be plotted next to itself or directly across the street from itself. “Directly across the street” shall be defined as more than half of the narrower lot overlapping with the wider lot across the street.
- ii. Single-story architectural elements shall be incorporated into the elevations of homes on corner lots. Examples of single-story architectural elements include architectural projections, bay windows, porches, one-story living spaces, and/or a one-story garage element.

D. NEIGHBORHOOD PARK

HIGHLAND PARK provides a Neighborhood Park for the enjoyment of its residents. As depicted on Figure II-2, *Neighborhood Park*, the 0.44 acre Neighborhood Park includes a covered tot lot, open turf play area, barbecue area, trellis shade structure, picnic tables, seating, and benches. Large canopied evergreen and deciduous trees provide shade; flowering shrubs and groundcover create visual appeal.



Source(s): MDS Consulting / 10-03-14

Figure II-1



NOT TO SCALE



MINIMUM SETBACKS

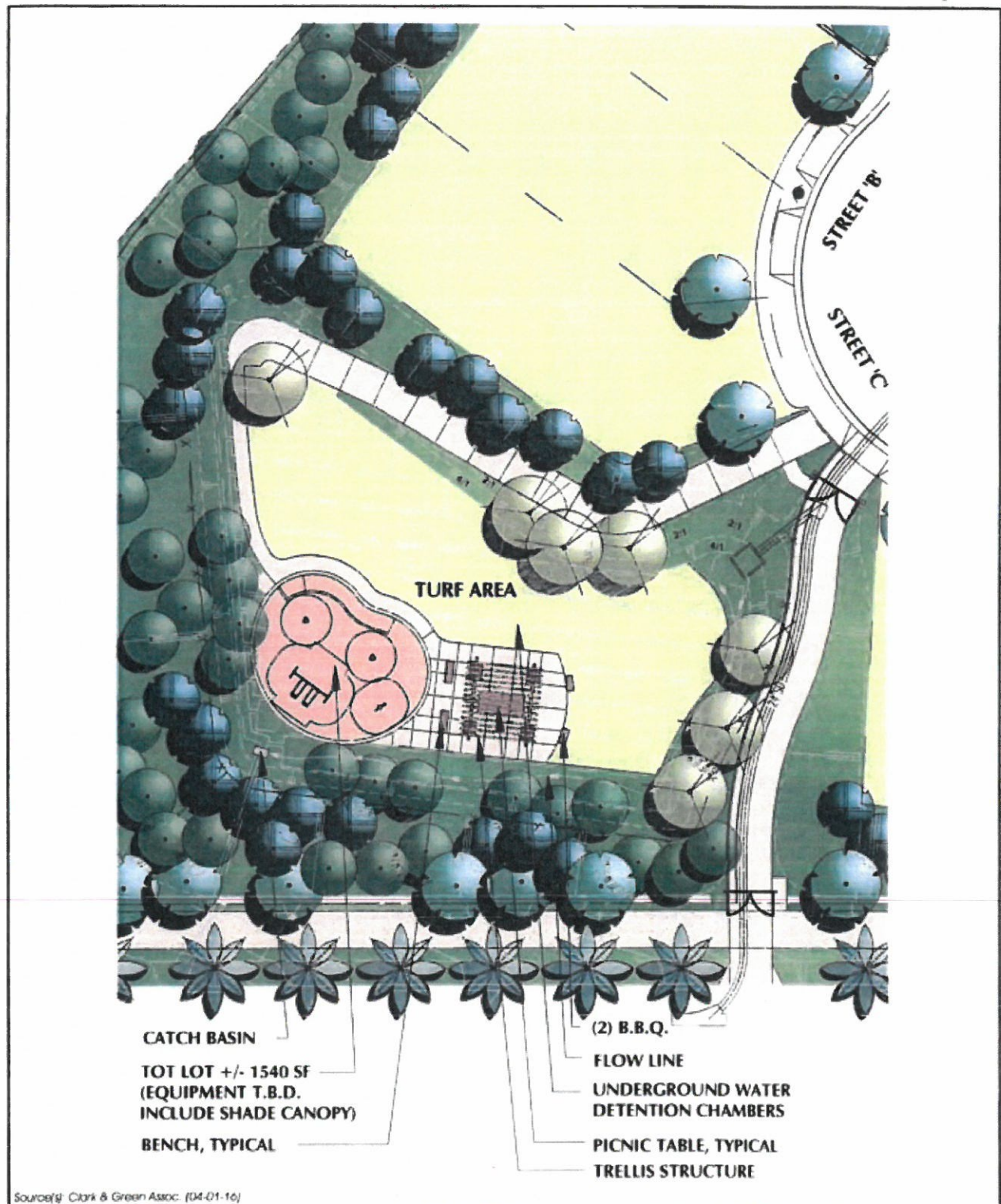


Figure II-2



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NEIGHBORHOOD PARK

III. DESIGN GUIDELINES

A. ARCHITECTURAL DESIGN GUIDELINES

1. Architectural Design

These Architectural Guidelines establish the architectural design theme for the HIGHLAND PARK community. The Neighborhood Design Principles identified in the Community Design Element of the City's General Plan are addressed by these Design Guidelines.

a. Design Principles

The architectural designs in HIGHLAND PARK are representative of the three architectural styles described in this document: Traditional; Cottage; and Spanish (refer to Subsection 2, *Architectural Styles*). The defining features of the selected architectural styles must be consistently implemented across the community to visually identify and differentiate each style.

The selection of an architectural style should be compatible with the massing of their floor plans; as such, a certain style should not be forced onto every floor plan if it is not compatible. By emphasizing the use of distinct and identifiable styles, these guidelines discourage monotony. Street scenes shall incorporate multiple architectural styles and should be diverse as to form, massing, features, windows, front doors, garage doors, materials, and colors.

b. Form and Massing

Building mass and scale are two primary design components that affect how a building is perceived. The creative use of articulation of the building's visible facades, variation of rooflines, balance of roof forms, and changes in vertical and horizontal planes reduces the perceived mass of a building. Even if the front elevation setback for adjacent homes is the same, variations in massing can provide considerable visual interest.

It is important to provide variation in front elevation massing along every street in HIGHLAND PARK to provide diversity and avoid a monotonous pattern along the streetscape. Examples of design features that can reduce a home's perceived visual mass include covered front porches, window and door articulation, balconies, extended overhangs, and decorative building edge treatments (cornice, eave, quoins, etc.).

c. Roofs

The roofline is a dominant visual element of a home. A roof's composition should allow for a clean interface with the building and the building facade. A roof's form and composition should reflect the appropriate roof pitch, characteristics, and materials that are consistent and true to the selected architectural style, and shall also not be overbearing nor give the appearance of being disjointed.

- i. Rooflines of adjacent homes should vary to create a variety of silhouettes and ridge heights.

- ii. Roof pitches should vary among floor plans and complement the building's architectural style. Primary roof pitches may be 5:12, 6:12, or 7:12. Secondary roof pitches can vary from primary roof pitches but only if such variation is consistent with the architectural style.
- iii. Roof pitches and colors should vary from one house to the next, when appropriate for the architectural style.
- iv. Roof materials and colors selected for an architectural style must reflect the elements that are typically used in that style.
- v. Roofing materials shall be non-combustible.
- vi. Solar panels, if used, should be a low profile mounted system.
- vii. Eave overhangs should vary among floor plans and complement the building's architectural style.

d. Garage Location and Design

To achieve attractive streetscenes throughout the HIGHLAND PARK community, particular attention must be given to the design and placement of garages.

- i. Garage door style, color and design shall reflect the architectural character of the home and shall vary between adjacent homes, when appropriate. Acceptable garage door styles include, but are not limited to raised panel, recessed panel, flush panel in both roll-up and carriage swing door designs.
- ii. Windows shall be incorporated into the garage door design for at least 50% of all garages. Where provided, garage door window styles shall correspond to the architectural style of the house.
- iii. Architectural features, such as varied rooflines (including height and pitch) and second story setbacks, shall be incorporated into the garage design to reduce building mass and scale and create a visually interesting streetscene, when appropriate for the selected architectural style.

e. Windows and Doors

Window and door details are architectural components that carry a strong visual impact through their placement and design.

- i. Front door details shall be consistent with the architectural style.
- ii. Feature window shapes shall be consistent with the architectural style.
- iii. Accent shutters are not required; however, when used, shutter size shall be proportional to the window and shall reflect the architectural style.
- iv. Windows and/or doors with silver or gold frames or reflective glass are prohibited.

f. Building Materials and Colors

A complementary mixture of colors, textures, and building materials is encouraged throughout the HIGHLAND PARK community. Building material and color selection are integral components in the definition of a specific architectural style and also contribute to a varied streetscape design. A variety of exterior accent materials (e.g., brick, stone, siding, pre-cast concrete, ceramic tile, timber) should be used as an integral feature in home construction to convey the selected architectural styles.

- i. The exterior treatments of houses shall reflect a complementary mix of colors, tones, and textures.
- ii. Color schemes shall be simple, tasteful, and consistent with architectural styles.
- iii. A scheme of color values on all exterior elements shall be distinct from one house to the next, with deeper tones encouraged to promote variations. This avoids a monotonous appearance of multiple buildings of the same colors and tones.
- iv. Material breaks, transitions, and termination shall produce complementary and clear definitions of separation, while maintaining a prescribed color and materials theme. This is especially important in changing from stucco and/or siding to masonry veneers.
- v. Stucco finishes on exterior walls shall include one of two styles: light lace finish or sand finish
- vi. Stucco finishes on exterior walls shall be accompanied by at least one other accent material appropriate to the architectural style (e.g., wood trim, stone, brick), unless an architectural style, such as Spanish, traditionally uses stucco without an accent material.

g. Outdoor Lighting

Lighting standards throughout HIGHLAND PARK shall be similar in style, color and materials, embracing a natural and minimal lighting approach.

- i. All outdoor lighting shall incorporate, to the extent feasible and permissible under City standards, measures to aid in reducing light pollution. Such measures include: wattage reduction, directing lighting downward, shielding lights (or using "cut-off lights" that only illuminate the side or underside of a fixture, rather than shining skyward) and lowering the height of light poles to reduce the illumination radius.
- ii. All outdoor lighting fixtures shall be focused, directed, and arranged to minimize glare and illumination on public streets and adjoining property.

h. Mechanical Equipment

Mechanical equipment such as air conditioners, heaters, evaporative coolers, and other such devices shall not be mounted on any roof or located within the side yards and must be located behind privacy walls or landscaping. Solar panels are not required but are permitted on roofs.

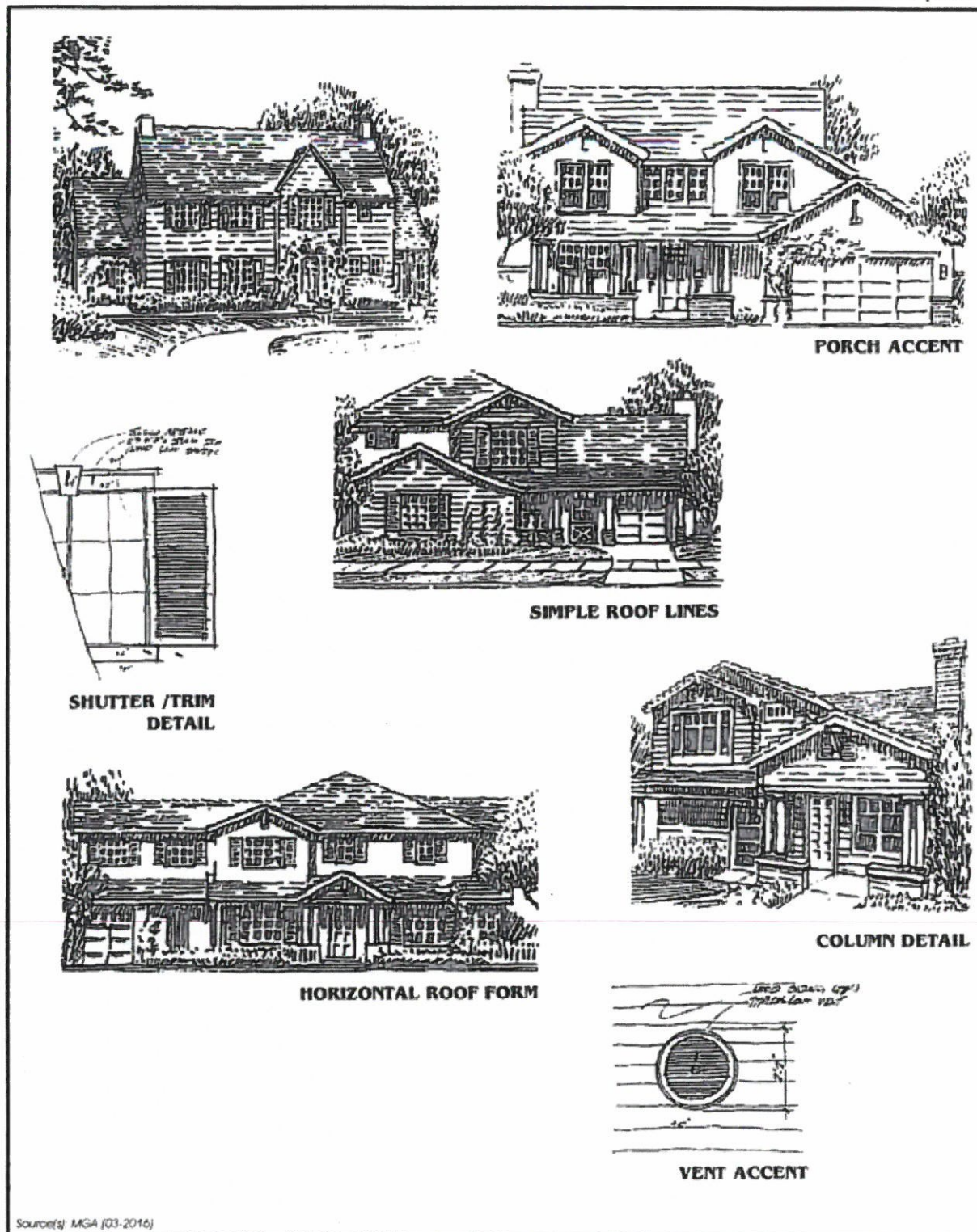
2. Architectural Styles

The residential architecture of HIGHLAND PARK includes a complementary palette of architectural styles that are authentic to the southern California landscape. The architectural styles expected in the HIGHLAND PARK community, and their character-defining elements, are described below.

The following Tables and associated Figures identify each of the three architectural styles and their defining characteristics included in HIGHLAND PARK.

Table III-1 Traditional Style Defining Characteristics

Traditional	
Simple gable-ended architecture and, on occasion, hipped roofs. Narrow and tall window openings and shutters.	
Design Features ☐ Plaster ☐ 18" overhangs ☐ Symmetrical fenestration ☐ Vertical and horizontal forms Colors ☐ White and light tones ☐ Vibrant accents Accent Materials ☐ Stucco – light lace finish ☐ Siding ☐ Brick Accents	Roofs ☐ 5:12 to 6:12 pitched roofs ☐ Simple gabled and hipped roofs ☐ Flat tile Windows ☐ Narrow and tall ☐ Shutters ☐ Pot shelves ☐ Distinctive window trim details



Source(s) MGA (03-2016)

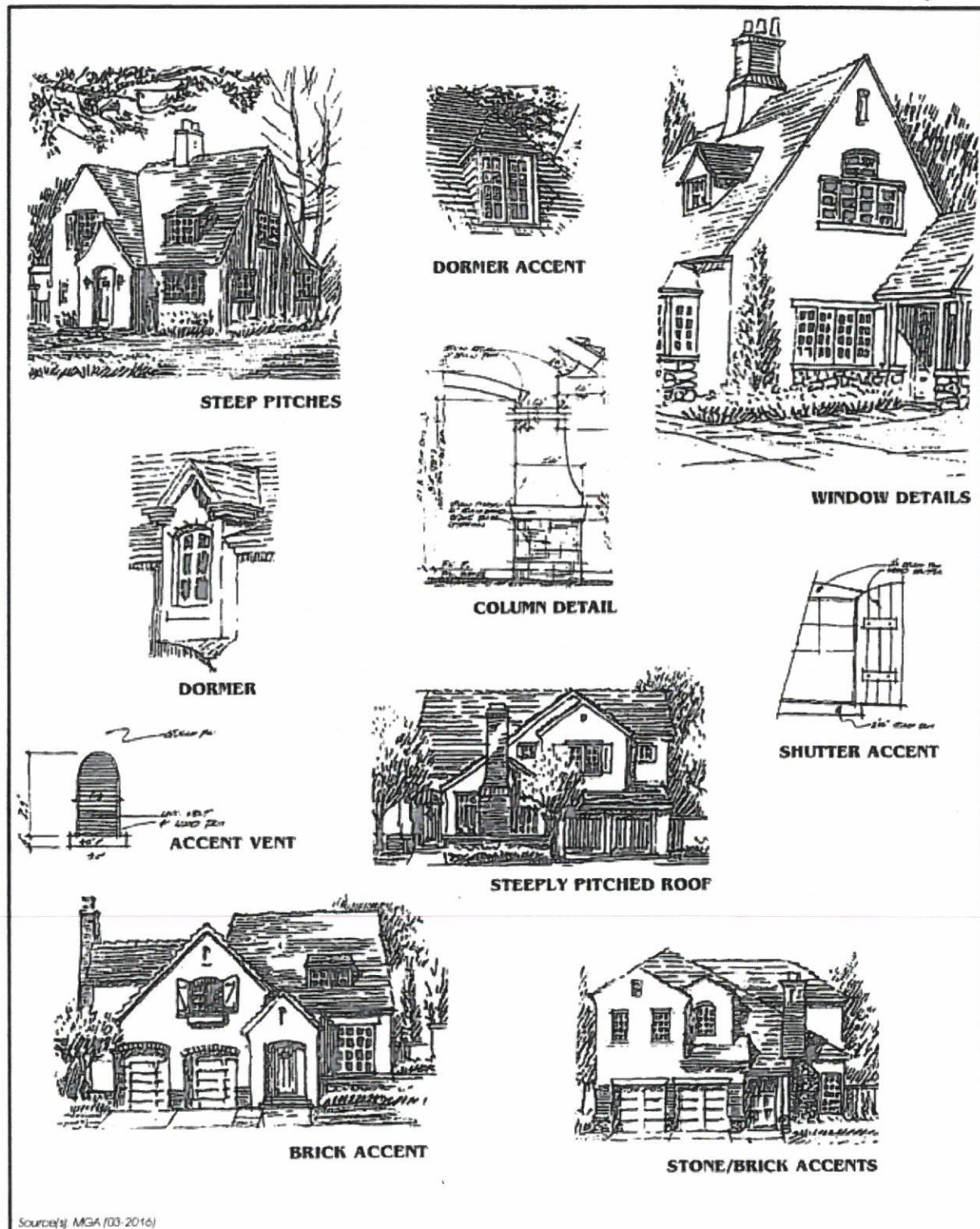
Figure III-1



ARCHITECTURAL DETAILS - TRADITIONAL

Table III-2 Cottage Style Defining Characteristics

Cottage	
Stone and siding accents, simple gable-ended architecture and hipped roofs. Narrow and tall window openings and shutters with periodical use of arches.	
Design Features ☐ Plaster ☐ 18" overhangs ☐ Symmetrical fenestration ☐ Vertical forms ☐ Soft arched openings Colors ☐ Earth tones ☐ Vibrant accents Accent Materials ☐ Stucco – light lace finish ☐ Stone ☐ Siding ☐ Accents at gables	Roofs ☐ Steep-pitched roof (5:12 to 6:12) ☐ Hip roofs with occasional gable forms ☐ Flat tile Windows ☐ Narrow and tall ☐ Shutters ☐ Pot shelves ☐ Distinctive window trim details



Source(s): MGA (03-2016)

Figure III-2



NOT TO SCALE

ARCHITECTURAL DETAILS - COTTAGE

Table III-3 Spanish Style Defining Characteristics

Spanish	
Simple gable-ended architecture. Narrow and tall window openings and shutters with periodical use of arches.	
Design Features ☐ Plaster ☐ Minimal overhangs ☐ Symmetrical fenestration ☐ Vertical forms ☐ Arched Openings Colors ☐ Light tones ☐ Vibrant Accents ☐ Park Facias Accent Materials ☐ Stucco – light lace finish ☐ Terra cotta pipes and gables ☐ Wrought Iron Accent Grates	Roofs ☐ Shallow pitched roof (5:12 to 6:12) ☐ Simple gabled roofs ☐ Terra cotta tiles (Barrel & 'S') Windows ☐ Deep set (2" minimum) on front elevations ☐ Narrow and tall ☐ Occasional use of arched windows ☐ Shutters ☐ Distinctive window trim details

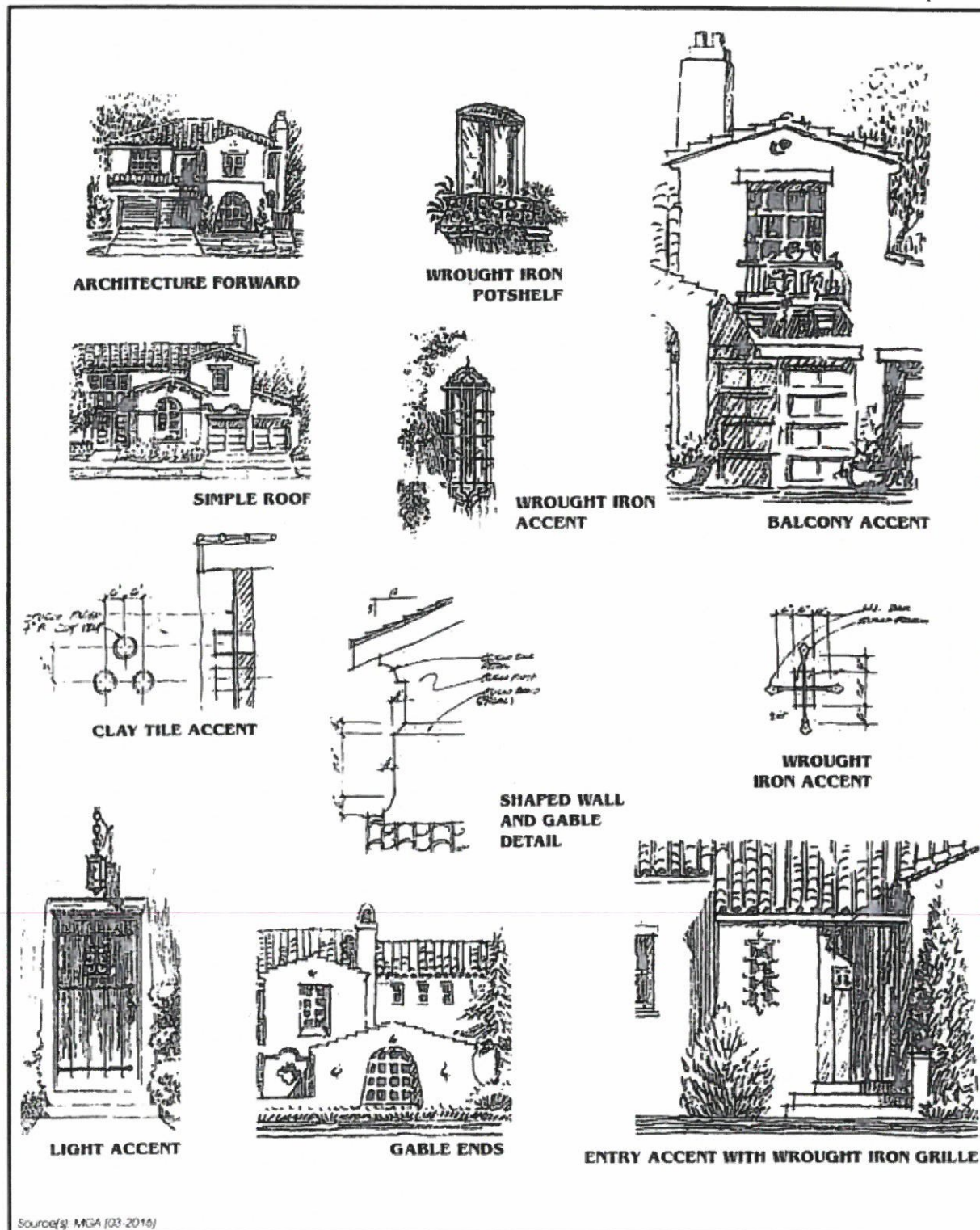


Figure III-3



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ARCHITECTURAL DETAILS - SPANISH

B. LANDSCAPE DESIGN GUIDELINES

These *Landscape Design Guidelines*, along with the community's companion *Architectural Design Guidelines*, establish a clear and coherent community identity that is contemporary, visually appealing, and sensitive to the environment.

Although a great deal of specific design information is provided in Figure III-4, *Conceptual Landscape Plan*, there will at times be a need for interpretation of the guidelines in keeping with the spirit of the community's landscape theme. When interpreting these guidelines to meet certain parcel-specific or user-identity requirements, opportunities for diversity and visual interest are encouraged. However, it is critical that such opportunities be implemented in manners consistent with the core elements of the overall theme described in this Specific Plan in order to ensure a cohesive and unified community-wide landscape concept.

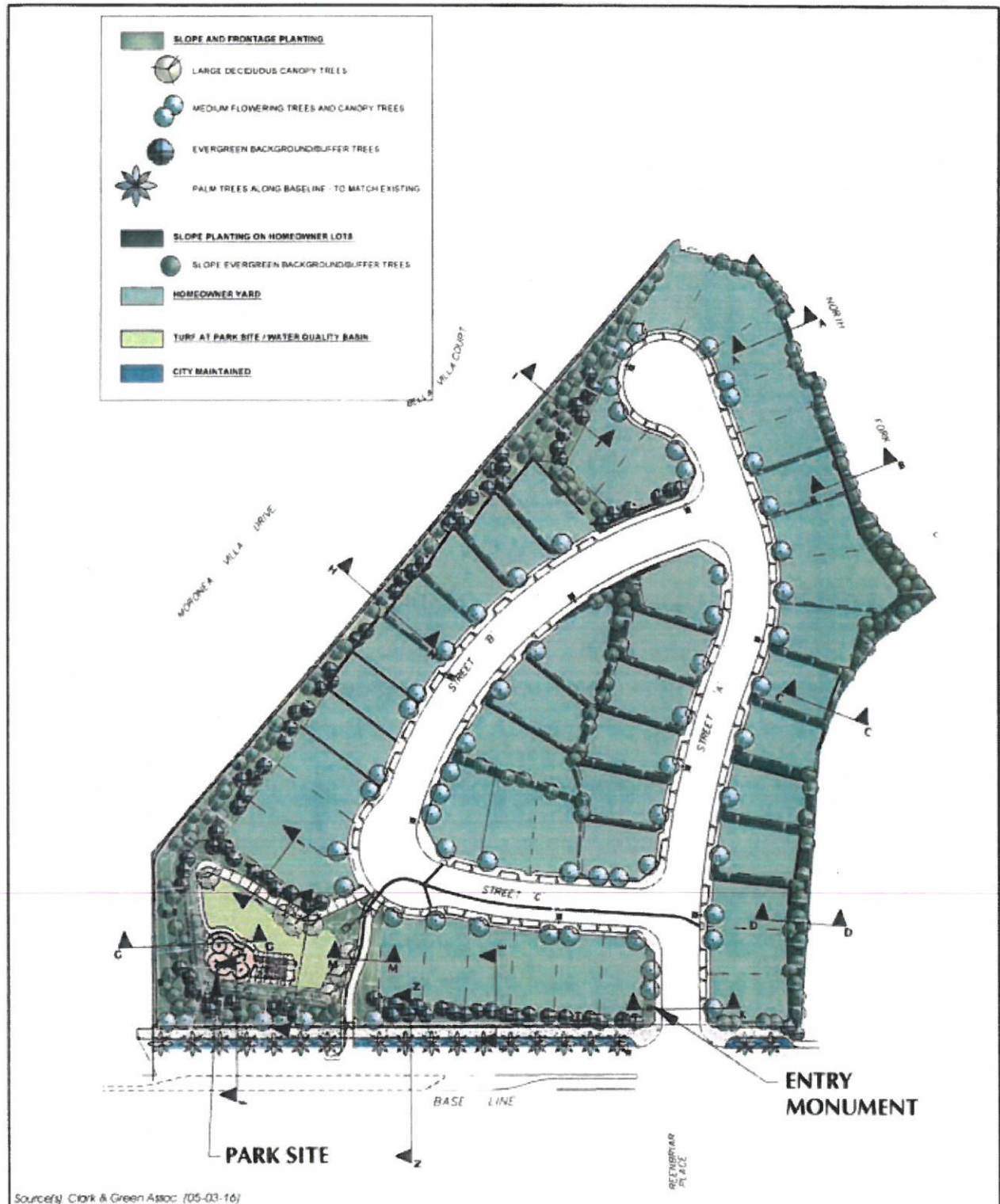
1. Landscape Theme

The landscape vernacular for HIGHLAND PARK draws from the adjacent foothills. The landscape framework is informal and incorporates informal massing of evergreen and deciduous shade trees along with small flowering accent trees. The backbone trees within Highland Park are comprised primarily of Pines and Oaks. Baseline Street is defined by small flowering accent trees and a combination of Pines and deciduous trees exhibiting fall color. Filibusta Fan Palms line Baseline in the parkway, matching existing trees to the west of the project. The ground plane palette is a mix of Southern California native and compatible drought tolerant, non-native plant materials.

2. Plant Palette

The plant palette for HIGHLAND PARK complements and enhances the setting of the community, while ensuring the conservation of water resources. The plant palette includes colorful shrubs and ground covers along with evergreen and deciduous trees to complement the community's setting and accentuate the community's architectural styles and design elements (hardscape, monumentation, walls and fences, etc.). The landscape theme follows a more natural, informal approach complimentary of the architectural theme and surrounding neighborhood. To ensure the conservation of water resources and to alleviate long-term maintenance concerns, the plant palette for HIGHLAND PARK is comprised of water-efficient species native to southern California or naturalized to the arid southern California climate.

Table III-4, *Plant Palette*, provides a list of the specific plant materials proposed for the various component landscape areas of the community. The plant palette is provided as a base palette for the community's landscape design. Other similar plant materials may be substituted provided the selected plant materials are water-efficient, are non-invasive to the region and complement the HIGHLAND PARK community theme. Plant selection for specific areas of the community shall have similar watering requirements so that irrigation systems can be designed to minimize water use and plant materials can thrive under optimal conditions.



Source(s): Clark & Green Assoc. (05-03-16)

Figure III-4



CONCEPTUAL LANDSCAPE PLAN

Table III-4 Plant Palette

Botanical Name	Common Name	So. California Native Y/N	WUCOLS Class- Region 4'	Base Line	Streets A, B, C, Landscape Setback Trees	Park Site	Slopes	Front Yard
Trees								
Chilopsis linearis 'Arts Seedless'	Desert Willow	Y	L				✓	✓
x Chitalpa tashkentensis 'Morning Cloud'	Chitalpa	N	L	✓	✓		✓	
Fraxinus oxycarpa 'Raywood'	Raywood Ash	N	M	✓		✓	✓	✓
Lagerstroemia faurei x indica cultivars	Crape Myrtle	N	M		✓		✓	✓
Pinus eldarica	Afghan Pine	N	L	✓			✓	
Pinus halepensis	Allepo Pine	N	L	✓			✓	
Pistacia chinensis	Chinese Pistache	N	M		✓		✓	
Platanus racemosa	California Sycamore	Y	M			✓		
Podocarpus gracilior	Fern Pine	N	M	✓			✓	✓
Prunus caroliniana	Carolina Laurel Cherry	N	M	✓	✓		✓	
Quercus agrifolia	Coast Live Oak	Y	L			✓	✓	
Quercus ilex	Holly Oak	Y	L	✓	✓	✓	✓	
Rhus lancea	African Sumac	N	L				✓	✓
Sambucus mexicana	Mexican Elderberry	Y	L					
Washingtonia x filibusta	Filibusta Fan Palm	Y	L	✓				
Shrubs/Groundcover								
Abelia x grandiflora	Glossy Abelia	N	M					✓
Acacia 'Desert Carpet'	Desert Carpet Acacia	N	L	✓			✓	
Anigozanthos flavidus/hybrids	Kangaroo Paw	N	L					✓
Arctostaphylos 'Pacific Mist'	Pacific Mist Manzanita	Y	L					✓
Arctostaphylos 'Sunset'	Sunset Manzanita	Y	L			✓	✓	✓
Baccharis pilularis 'Pigeon Point'	Coyote Brush	Y	L	✓	✓	✓	✓	
Bulbine frutescens 'Tiny Tangerine'	Bulbine	N	L	✓				✓
Callistemon 'Little John'	Little John Bottlebrush	N	L		✓		✓	✓
Carpenteria californica	Bush Anemone	Y	L					✓
Chrysactinia mexicana	Damianita	N	L	✓			✓	✓
Cistus hybridus	White Rockrose	N	L					✓

Table III-4 Plant Palette

Botanical Name	Common Name	So. California Native Y/N	WUCOLS Class-Region 4	Base Line	Streets A, B, C, Landscape Setback Trees	Park Site Slopes	Front Yard
Shrubs/Groundcover (Cont.)							
<i>Dietes iridioides</i>	Fortnight Lily	N	M				✓
<i>Encelia farinosa</i>	Incienso	Y	L			✓	✓
<i>Gaillardia x grandiflora</i>	Blanket Flower	N	M	✓	✓	✓	✓
<i>Hemerocallis</i> hybrids	Daylily	N	M				✓
<i>Hesperaloe parviflora</i> 'Perpa' Brakelights	Crimson Yucca	N	L	✓		✓	✓
<i>Justicia californica</i>	Chuparosa	Y	L			✓	
<i>Lantana</i> 'New Gold'	Lantana	N	V L	✓	✓	✓	✓
<i>Leonotis leonurus</i>	Lion's Tail	N	L	✓	✓	✓	✓
<i>Leucophyllum</i> 'Lynn's Legacy'	Lynn's Legacy Texas Ranger	N	L	✓	✓	✓	✓
<i>Ligustrum japonicum</i> 'Texanum'	Privet	N	M	✓	✓		✓
<i>Macfadyena unguis-cati</i>	Cat's Claw Vine	N	L	✓	✓		
<i>Muhlenbergia capillaris</i> 'Regal Mist'	Regal Mist Muhly	N	M		✓	✓	✓
<i>Muhlenbergia rigens</i>	Deer Grass	Y	M			✓	✓
<i>Myrtus communis</i>	Common Myrtle	N	M				✓
<i>Myrtus communis</i> 'Compacta'	Dwarf Myrtle	N	M				✓
<i>Olea europaea</i> 'Little Ollie'	Little Ollie	N	L	✓	✓	✓	✓
<i>Plumbago auriculata</i>	Cape Plumbao	N	M	✓		✓	
<i>Prunus caroliniana</i> 'Bright 'n Tight'	Carolina Laurel Cherry	N	M	✓	✓	✓	✓
<i>Rhus integrifolia</i>	Lemonade Berry	Y	L			✓	
<i>Rosmarinus officinalis</i> 'Prostrata'	Prostrate Rosemary	N	L	✓	✓	✓	✓
<i>Rosmarinus officinalis</i> 'Tuscan Blue'	Tuscan Blue Rosemary	N	L	✓	✓		✓
<i>Salvia</i> 'Furman's Red'	Furman's Red Sage	N	L	✓	✓	✓	✓
<i>Salvia meliera</i> 'Tera Seca'	Tera Seca Sage	Y	V L	✓		✓	
<i>Simmondsia chinensis</i>	Jojoba	Y	V L			✓	

Table III-4 Plant Palette

Botanical Name	Common Name	So. California Native Y/N	WUCOLS Class- Region 4'	Base Line	Streets A, B, C, Landscape Setback Trees	Park Site	Slopes	Front Yard
Shrubs/Groundcover (Cont.)								
<i>Sphaeralcea ambigua</i>	Apricot Mallow	Y	L		✓	✓	✓	

*WUCOLS (Water Use Classification of Landscape Needs) Categories of Water Needs: VL= Very Low; L= Low; M= Medium; H= High

3. Monumentation

HIGHLAND PARK features an entry point off of Baseline, illustrated in Figure III-5, *Entry Plan*, and Figure III-6, *Entry Elevation*. As shown in Figure III-7, *Entry Monument*, the entry into the community includes a monument pilaster/column with decorative precast concrete detailing and community name. Flowering trees and colorful shrubs provide an inviting shaded entry experience.

Monument signage should be compatible with the character of the community but flexible enough to respond to the individual contexts. Logos, type styles, and color schemes should be consistent throughout the Specific Plan area. General project signs shall vary in size and detail in a manner that reflects their relative importance within the signage hierarchy.

4. Streetscapes

Roadway streetscapes within HIGHLAND PARK are critical to creating a sense of place, and maintaining a high-quality community theme. The scale and proportion of the street scene provides separation of vehicular and pedestrian travel while tying the individual residences together visually, creating a high quality and visually pleasing experience at the pedestrian and vehicular level. Streetscapes throughout the community are planted with a combination of street trees, low shrubs, and masses of groundcovers. Turf grass shall be primarily limited to active use areas such as the neighborhood park. The landscaping plant palette for streetscapes provides continuity throughout the entire community. Streetscapes within the HIGHLAND PARK community are provided as follows:

a. Base Line Landscape Treatment

HIGHLAND PARK is fronted along existing Baseline which includes a ten-foot wide, curb adjacent landscaped parkway and a 10-foot wide sidewalk within the street right of way, as well as a generous landscape setback and community wall. As shown in Figure III-8, *Base Line Streetscape*, the landscape theme along Baseline will feature small flowering trees, seasonal color and a backdrop of screening trees and pines. Ground plane planting is comprised of a hierarchy of informal massing of evergreen and flowering Southern California native and non-native drought tolerant plantings.

b. Local Street Landscape Treatment

As shown in Figure III-9, *Local Street Streetscape*, Local Streets within the HIGHLAND PARK community feature a 50-foot right-of-way, including an 18-foot travel lane in each direction, 6-and-a-half foot wide, curb adjacent sidewalks with a 6-inch mow strip adjacent to residential frontages that are landscaped with street trees and groundcover. A single street tree is provided in the front yard of each unit. The developer shall be responsible for the front yard landscaping of the residential units to ensure an attractive street scene; however, maintenance of the front yard landscaping shall be the responsibility of the individual home owner.

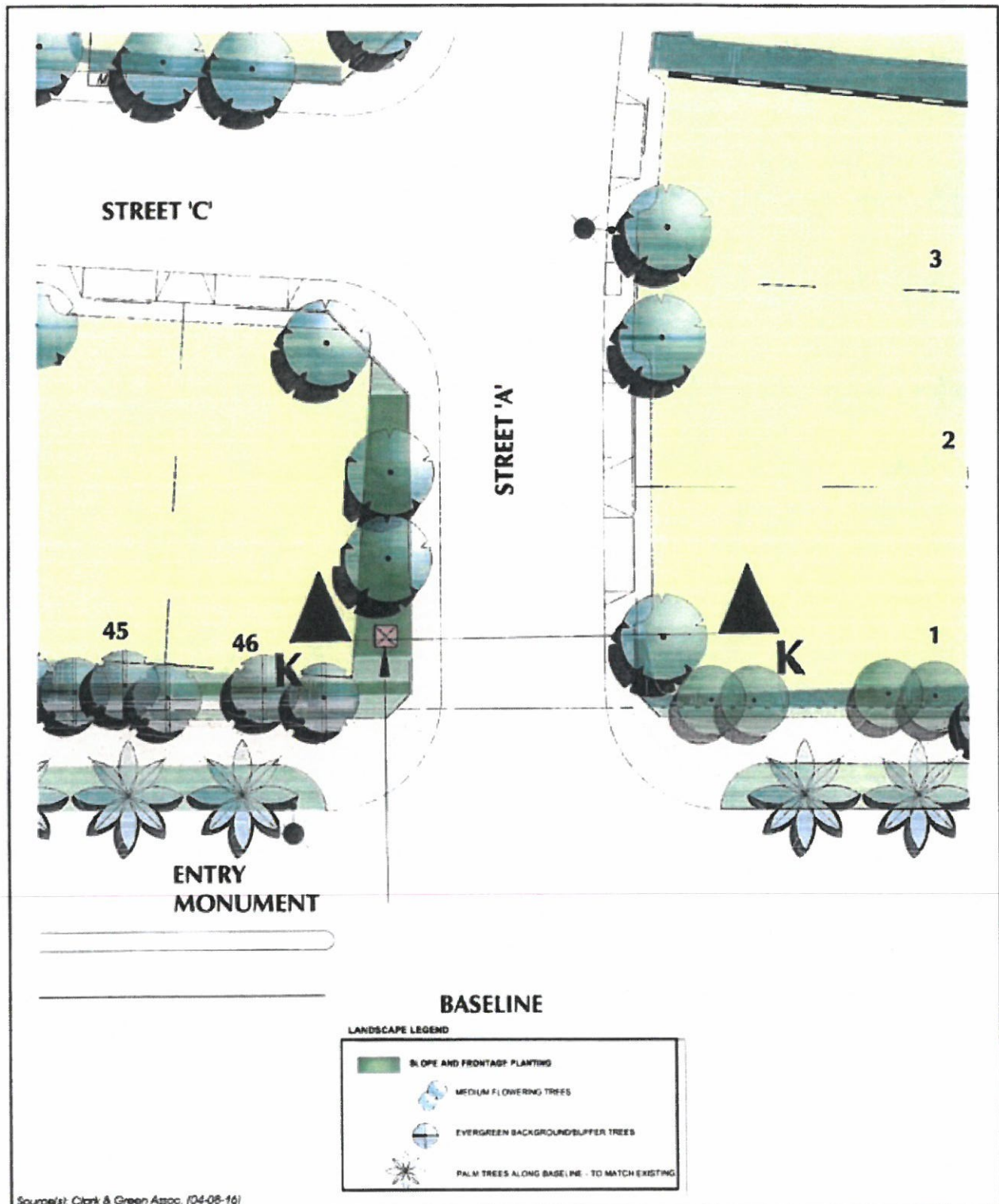
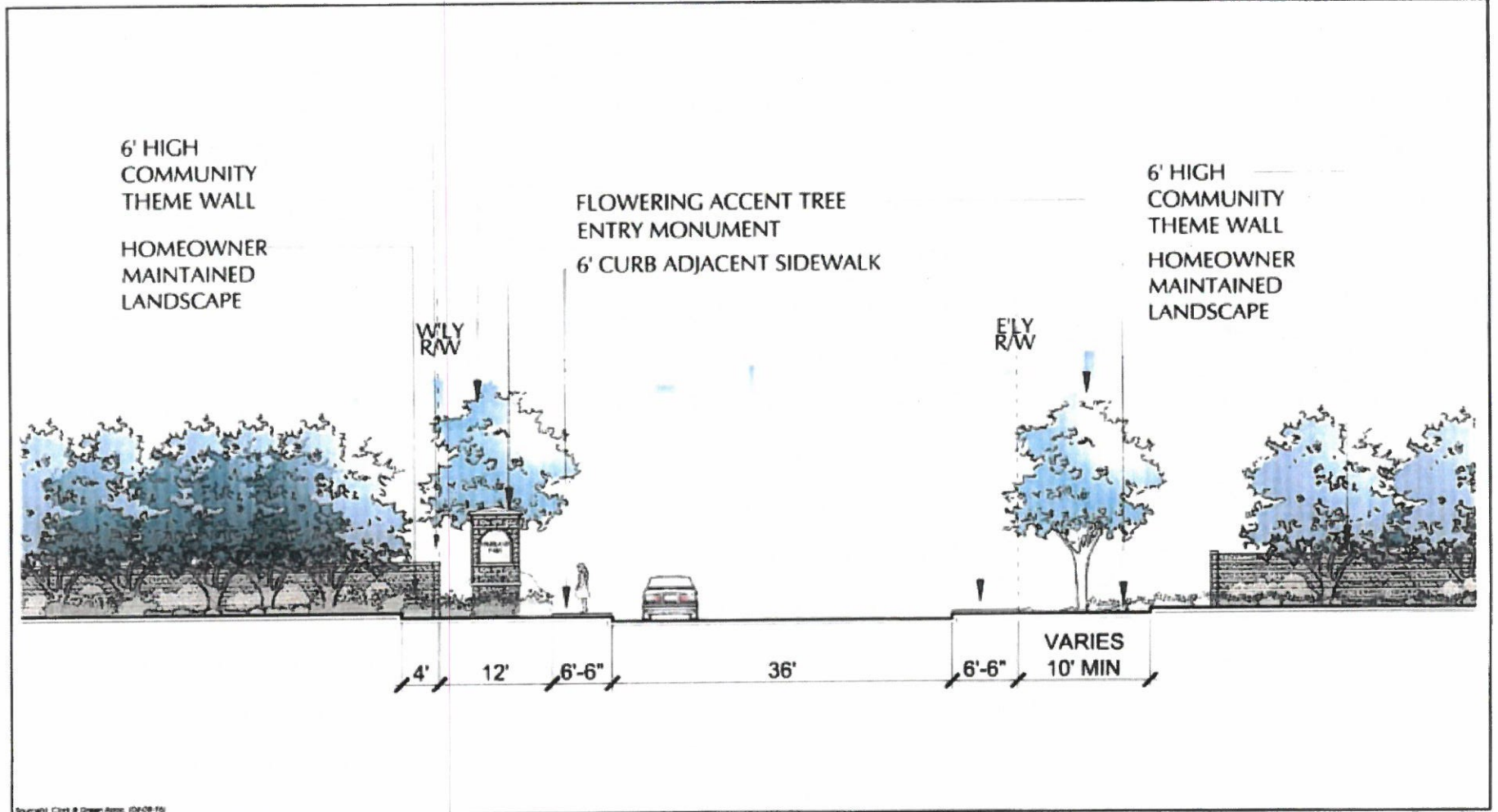


Figure III-5

ENTRY PLAN



Source: Clark & Green Assoc. (04-08-16)

Figure III-6



ENTRY ELEVATION

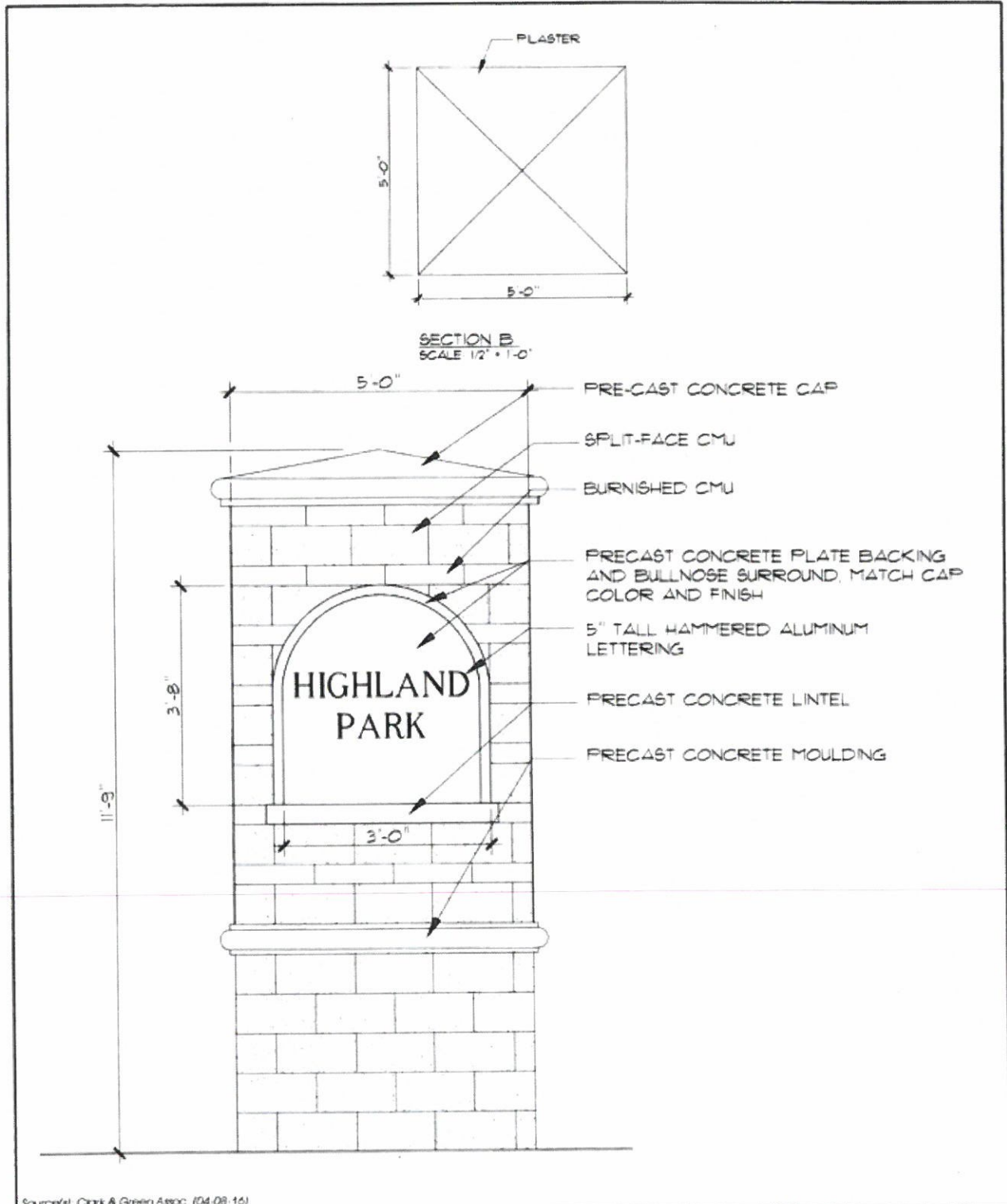
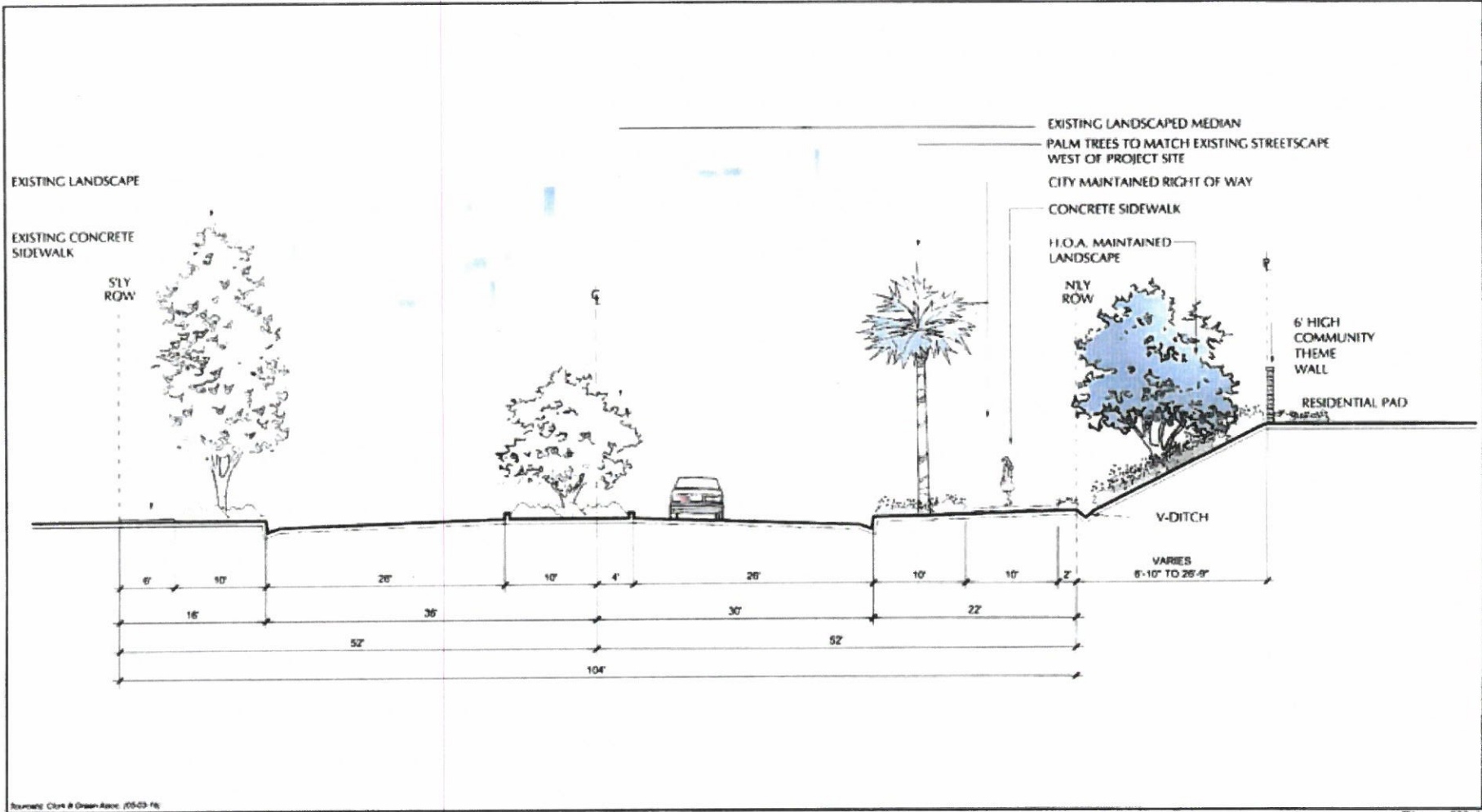


Figure III-7



NOT TO SCALE

ENTRY MONUMENT



Revised: Clark & Green-Rose, (05-03-16)

Figure III-8



BASE LINE STREETSCAPE

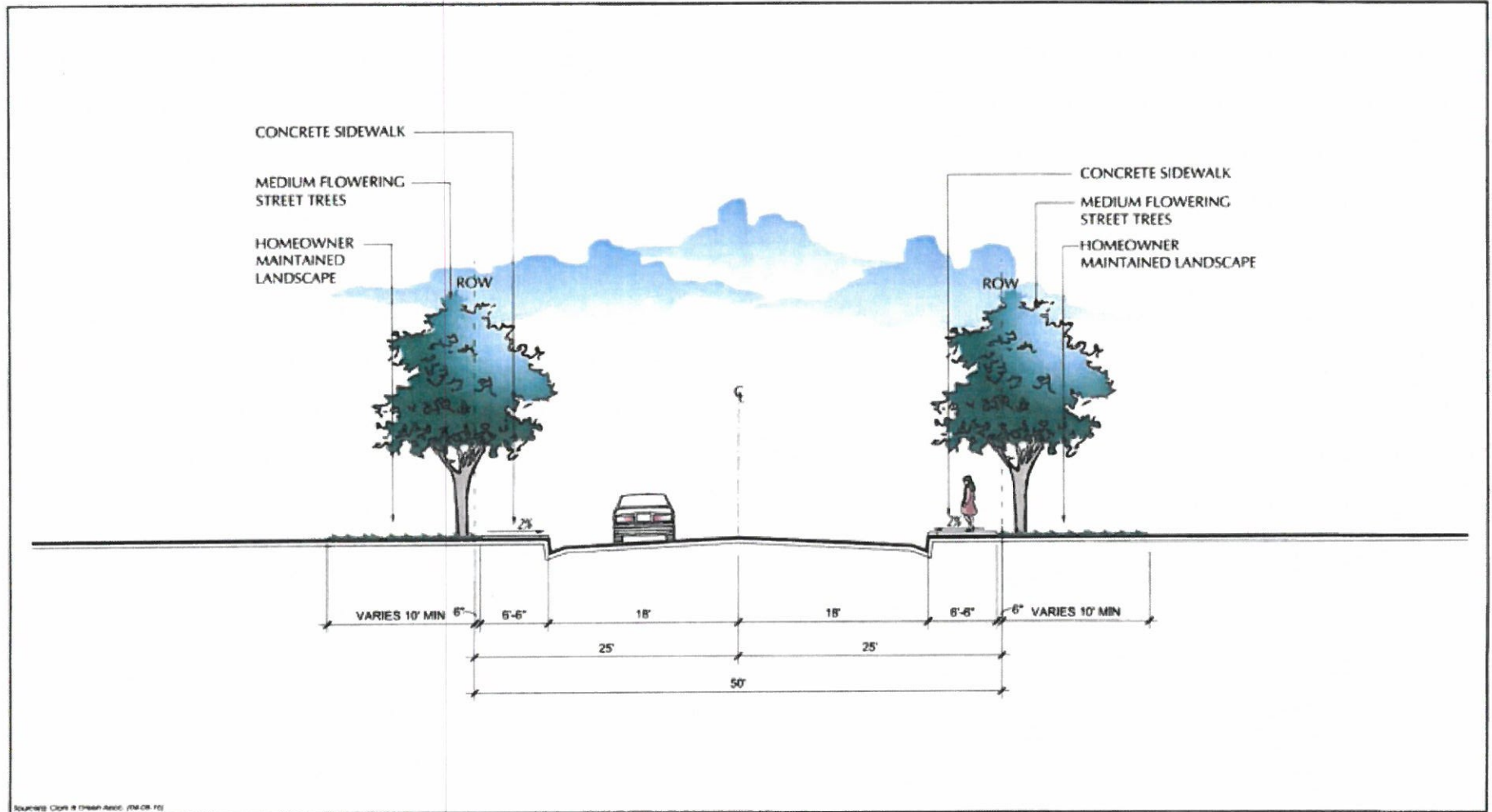


Figure III-9

LOCAL STREET STREETScape

5. Walls and Fences

Walls and fences within the HIGHLAND PARK community are provided for functional purposes. They increase privacy and security and provide a visual element that unifies the community's theme and appearance. As illustrated on Figure III-10, *Wall and Fence Plan*, walls and fences within HIGHLAND PARK are predominantly located around the perimeter boundaries of the homes where these areas interface with roads, the neighborhood park, open space, or off-site land uses.

The walls and fencing within the HIGHLAND PARK community are major visual elements and have been carefully designed to complement the overall theme. The walls and fencing will be easy to maintain and provide a durable, long-term edge. Where provided, gates should be complementary in style and color to its fence or wall. Similarly, walls and fences shall be constructed of materials, colors, and textures that are similar and harmonious with the architecture. Particular importance shall be given to cap details. Walls and fences may be offset occasionally to avoid visual monotony.

The four (4) general types of walls and fencing used within HIGHLAND PARK are described below and conceptually depicted on Figure III-11, *Wall and Fence Details*.

- ☐ **Community Theme Wall:** The HIGHLAND PARK Community Theme Wall along Baseline is a decorative tan, six (6)-foot tall solid masonry wall with masonry block cap. Masonry block pilasters are provided at key wall terminus points, corners, and other key locations. Theme walls create sense of community space, increase privacy and security, and screen neighborhoods from off-site land uses.
- ☐ **Perimeter Wall:** The perimeter wall along the north, east and west perimeter of the project is a tan, six (6)-foot tall solid masonry wall with masonry block cap. Masonry block pilasters are provided at key wall terminus points and corners. The perimeter wall increases privacy and security, and screens neighborhoods from off-site land uses.
- ☐ **View Fences:** View fences are generally located adjacent to natural open space areas. These fences preserve scenic views while maintaining security. View fences have a maximum height of five (5) feet, are constructed of tubular steel, and feature masonry block pilasters with masonry block caps. The color finish of the tubular steel fence should complement the community's design theme.
- ☐ **Tubular Steel Fence:** Tubular steel fence is located around the water quality basins. The fencing consists of two inch square posts at eight feet on center, maximum. The fence is six feet tall.

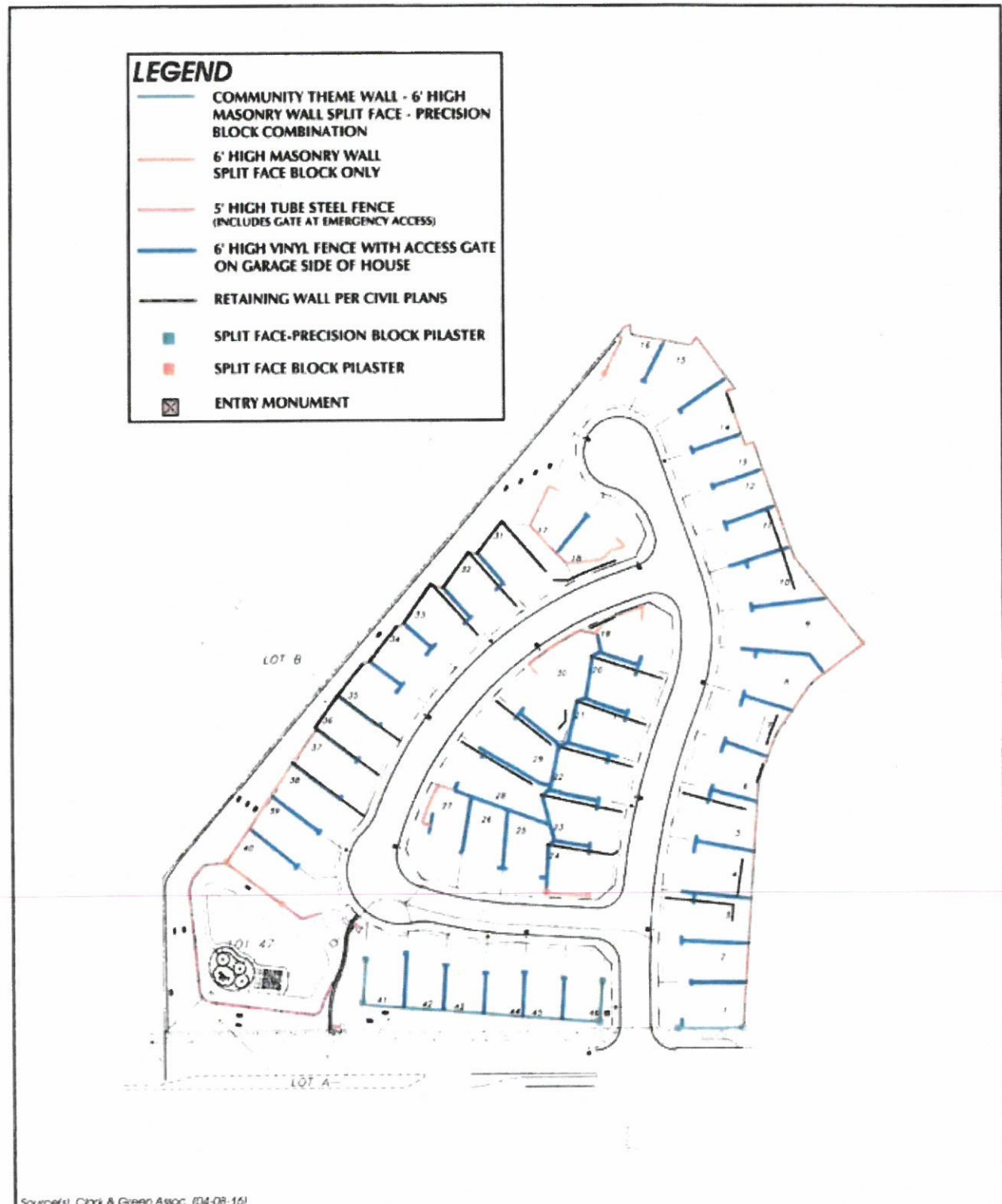


Figure III-10



NOT TO SCALE



WALL AND FENCE PLAN

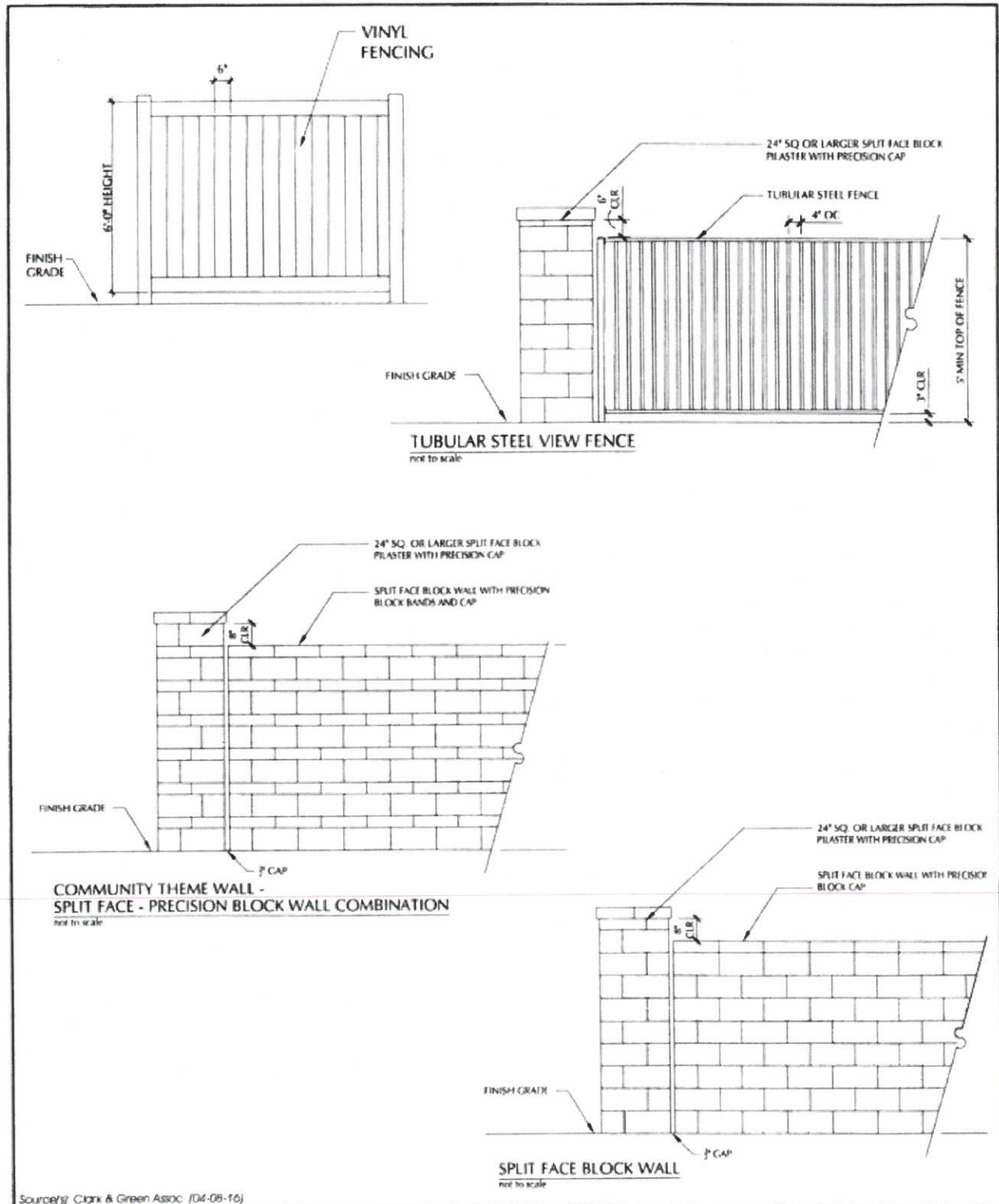


Figure III-11



NOT TO SCALE

WALL AND FENCE DETAILS

6. Land Use Transitions and Edge Conditions

The relationships between land uses within the Highland Park community, where one land use transitions into another, are of critical importance because these transitions ensure that neighboring uses are compatible with one another. Figure III-4, *Conceptual Landscape Plan*, identifies the areas in which these key transitions occur within the HIGHLAND PARK community and establishes the design components utilized to ensure and maintain compatibility. The most critical locations are those where residential neighborhoods abut other types of land uses, such as parks or internal slopes, and at the boundary of the HIGHLAND PARK community. The following information provides the design of each edge condition within the HIGHLAND PARK community.

a. Residential/Base Line

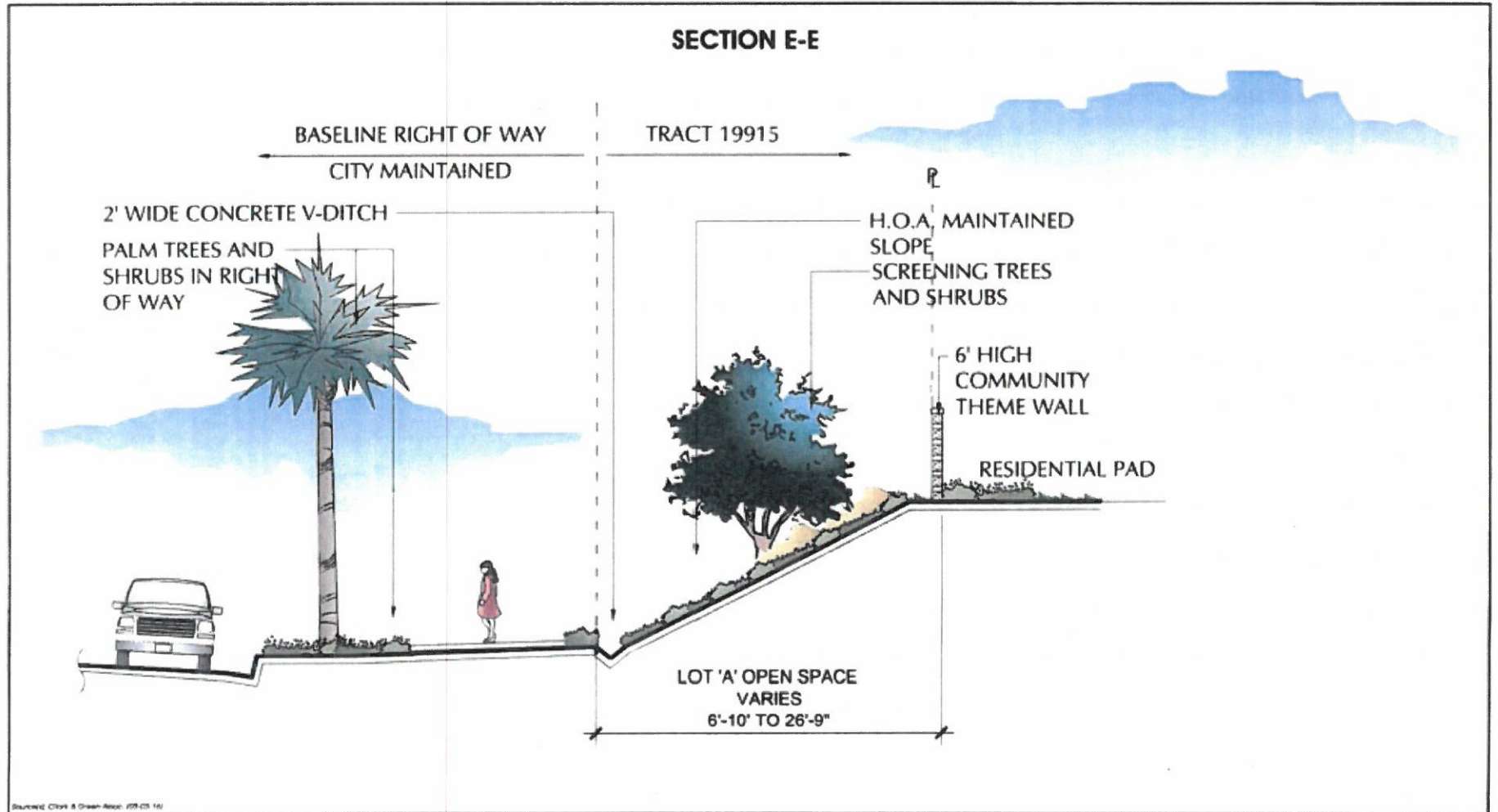
Figure III-12, *Residential Interface at Base Line*, illustrates the interface between residential lots that abut Base Line. Between these residential lots and Base Line is a HOA maintained open space (Lot 'A') with manufactured slope and planted with screening trees and shrubs in accordance with Table III-4, *Plant Palette*. A 6' tall Community Theme Wall is located at the top of the slope to maximize privacy and provide noise attenuation, as discussed in Subsection 5, *Walls and Fences*. A 2' wide concrete v-ditch is located at the Base Line right of way and is designed to carry drainage from the sloped areas to the storm drain located within Base Line.

b. Residential/North Fork Ditch

Figure III-13, *Residential Interface at North Fork Ditch*, illustrates the two types of interfaces between residential lots that bound the northeastern portion of the HIGHLAND PARK community and the north fork ditch. With the exception of Lots 13 and 14 of TTM 19915, there is a homeowner maintained, manufactured slope located between these residential lots and the north fork ditch (refer to Section B-B of Figure III-13, *Residential Interface at North Fork Ditch*). A 6' tall Perimeter Wall is located at the top of the slope to maximize privacy and a maximum 4'6" tall retaining wall is located at the toe of the slope to separate the residential lot from the north fork ditch. Residential Lots 13 and 14 do not abut a sloped area, therefore the 6' tall Perimeter Wall sits on top of the maximum 9'6" tall retaining wall (refer to Section A-A of Figure III-13, *Residential Interface at North Fork Ditch*).

c. Residential/Adjacent Vacant Property

Figure III-14, *Residential Interface at Adjacent Vacant Property*, illustrates the two interface conditions between residential lots and the vacant property adjacent to the eastern portion of the HIGHLAND PARK community. Section C-C of Figure III-14, *Residential Interface at Adjacent Vacant Property*, depicts residential lots in this area that have a homeowner maintained, manufactured slope between the residential lot and a 6' tall Perimeter Wall that separates the residential lot from the adjacent vacant property. Section D-D of Figure III-14, *Residential Interface at Adjacent Vacant Property*, depicts residential lots in this area that have a homeowner maintained, manufactured slope between a maximum 2'8" tall retaining wall located at the toe of slope and the 6' tall Perimeter Wall located at the top of the slope.



SOURCE: CITY & DESIGN: (09-03-14)

Figure III-12

RESIDENTIAL INTERFACE AT BASE LINE

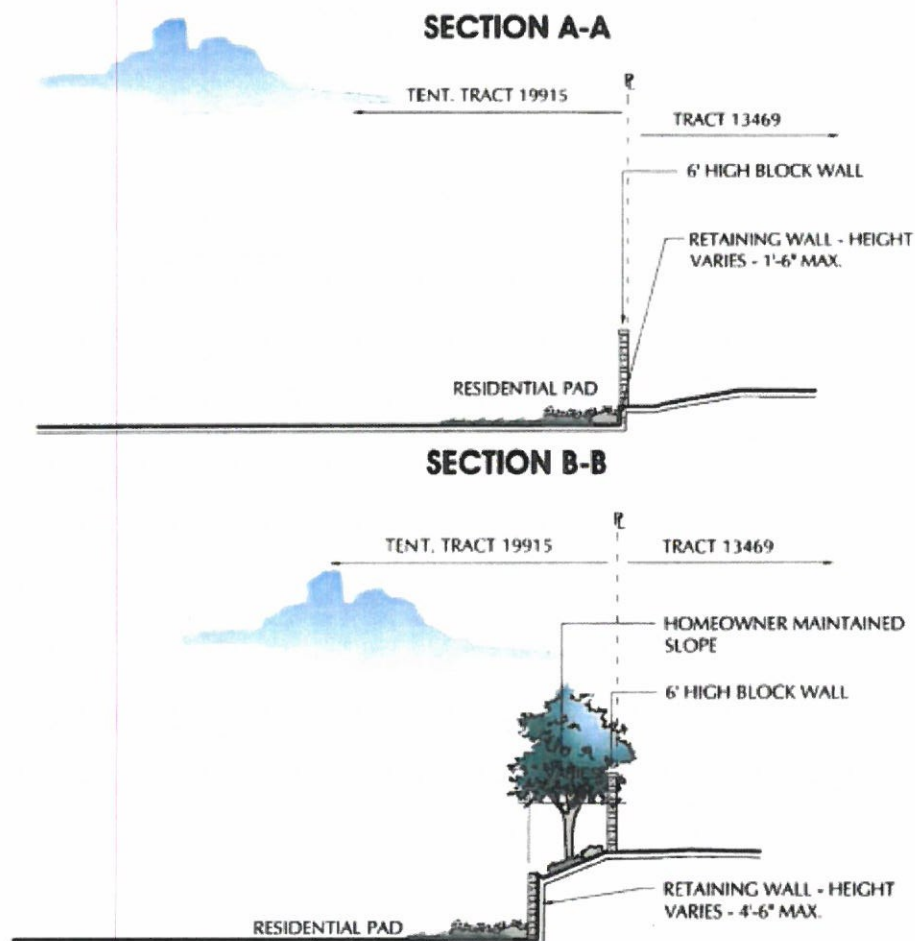
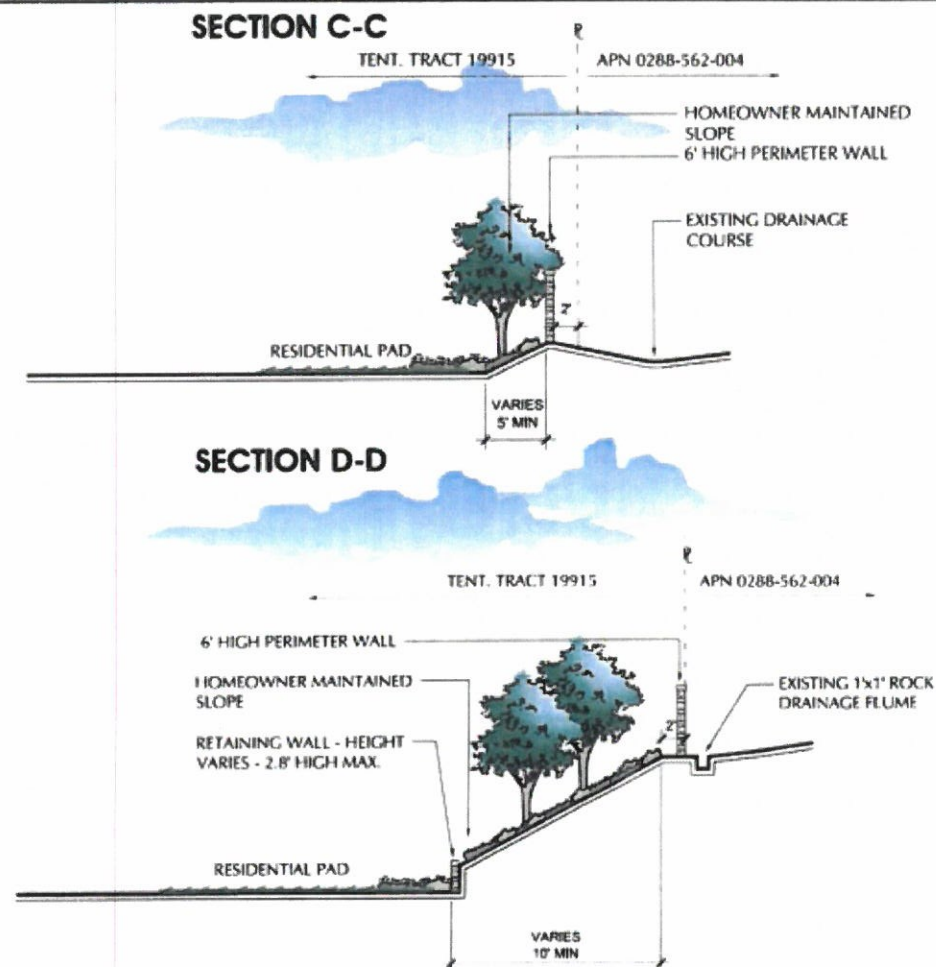


Figure III-13

RESIDENTIAL INTERFACE AT NORTH FORK DITCH



Working Copy & Review App. (14-08-14)

Figure III-14

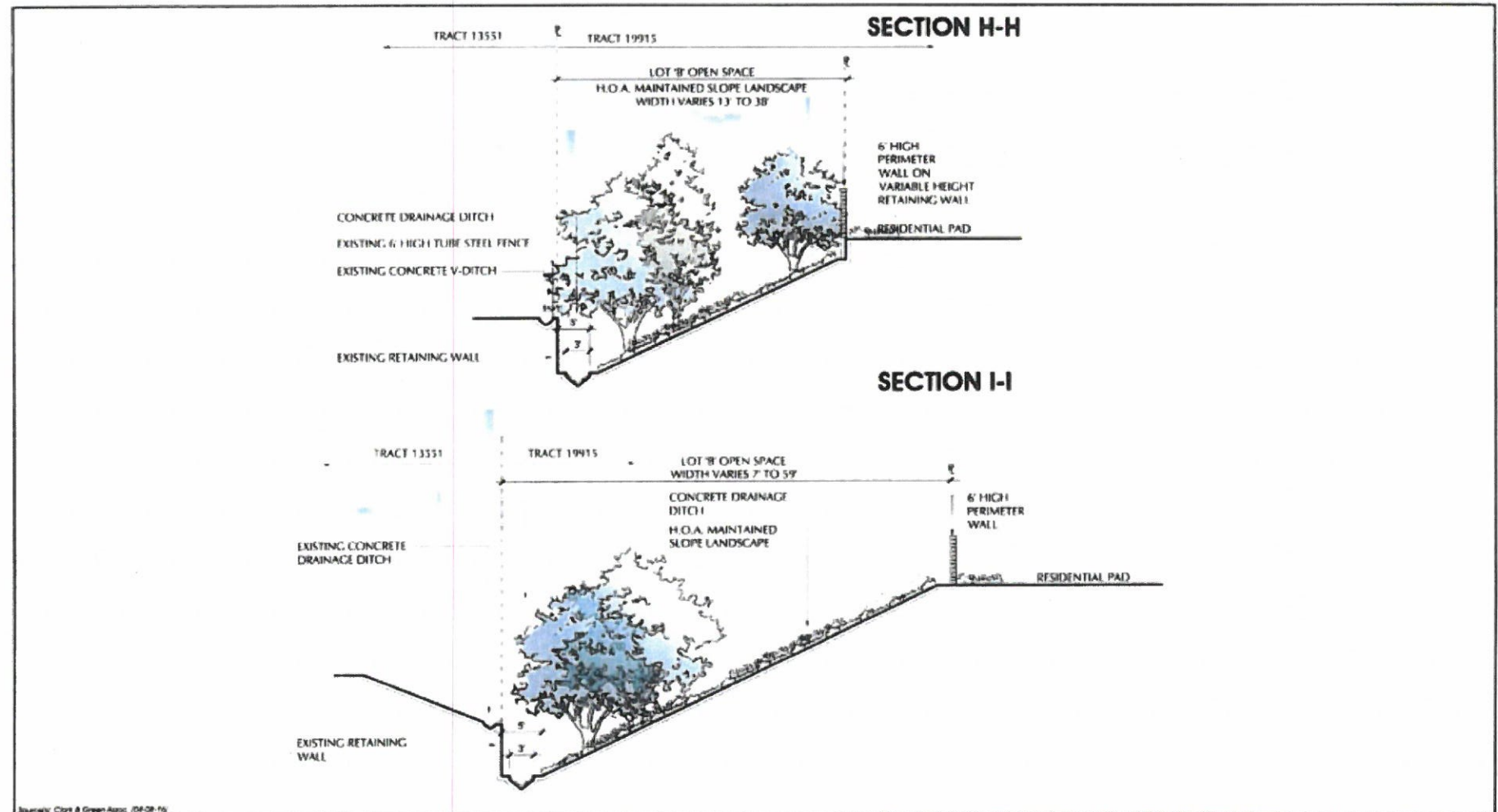
RESIDENTIAL INTERFACE AT ADJACENT VACANT PROPERTY

d. Residential/Existing Residential

Figure III-15, *Residential Interface at Existing Residential*, illustrates the interface between residential lots and existing residences located west of the HIGHLAND PARK community. An HOA maintained open space (Lot 'B') with a manufactured slope landscape is located between these residential lots and existing residential lots. A 6' tall Perimeter Wall is located at the top of the slope and a concrete drainage ditch is located at the toe of slope. The drainage ditch abuts an existing retaining wall that borders the rear and side yards of the existing residential lots.

e. Residential/Neighborhood Park

Figure III-16, *Residential Interface at Neighborhood Park*, illustrates the interface between residential lots and the Neighborhood Park. A 6' tall Community Theme Wall to protect the privacy of community residents. The park is planted with large canopy evergreen and deciduous trees and low shrubs and ground cover to visually buffer residential areas from the neighborhood park. The landscape treatments also serve to soften the appearance of residential areas from the neighborhood park. The basin slopes are planted with native and naturalized plant materials, including trees and groundcovers



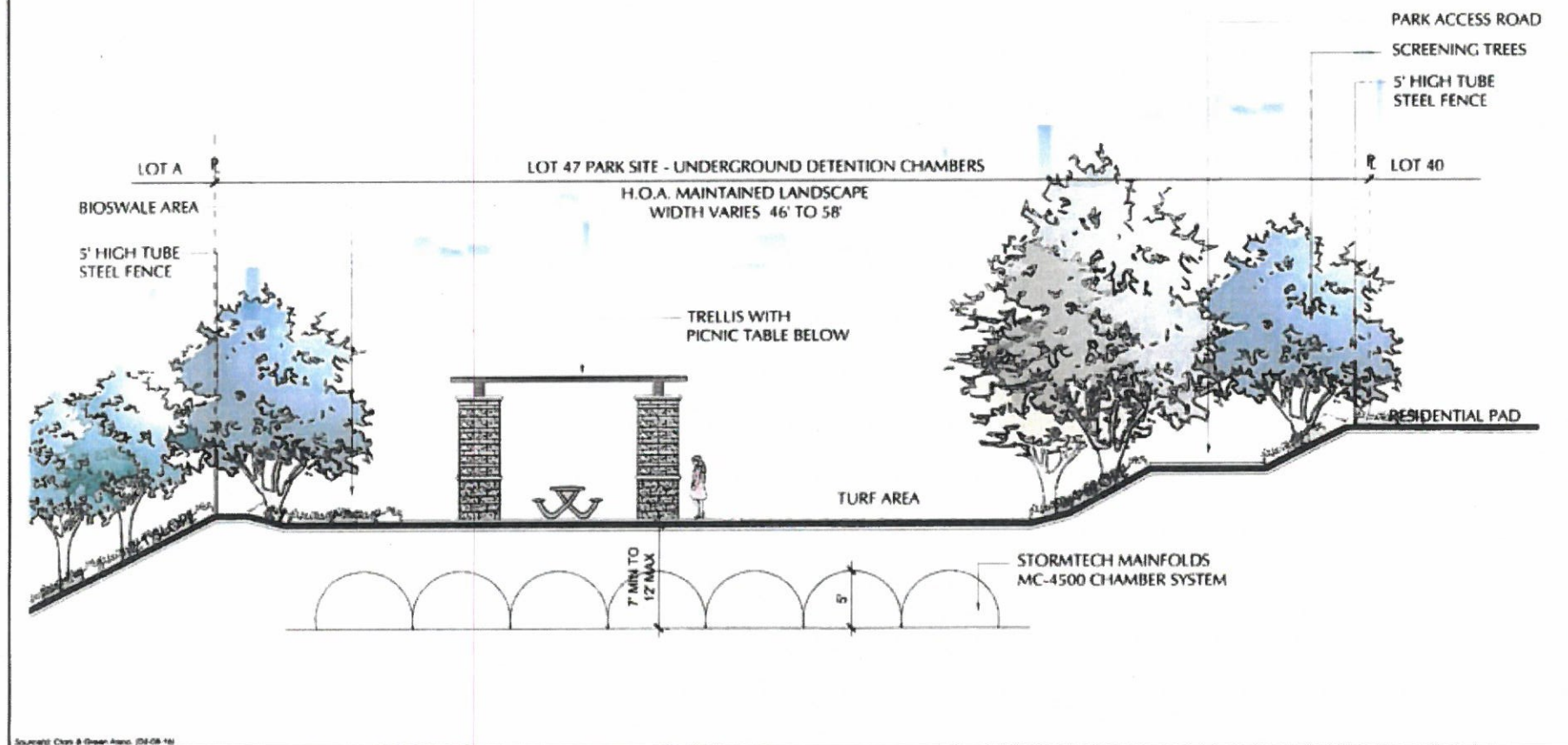
Source: Clark & Green Assoc. (DRAFT)

Figure III-15

RESIDENTIAL INTERFACE AT EXISTING RESIDENTIAL

Page III-30

SECTION L-L



Source: Chen & Green Assoc. (20-08-16)

Figure III-16

RESIDENTIAL INTERFACE AT NEIGHBORHOOD PARK

7. Recreational Amenities

HIGHLAND PARK includes a 0.44-acre Neighborhood Park to provide a recreational amenity for community residents. HIGHLAND PARK also features pedestrian walkways, landscaped buffers, and passive open space areas. A detailed description of the Neighborhood Park site is provided below.

a. Neighborhood Park

The Neighborhood Park is centrally located within the neighborhood. As illustrated on Figure II-2, *Neighborhood Park*, the park features a shade trellis, picnic area, walking paths and turf open space. The planting palette is predominately Southern California native, featuring Sycamore and Oak trees.

8. Maintenance of Common Areas and Recreational Amenities

Maintenance responsibilities for common areas and recreational amenities within the HIGHLAND PARK community are described below and depicted on Figure III-17, *Maintenance Plan*. Individual homeowners shall be responsible for the maintenance of the public street landscape along their property frontage unless otherwise identified within their legal ownership documents. Private homeowners shall also be responsible for all maintenance within their private lot area as well as fences and wall faces on their internal boundaries. For all other areas of the community maintenance responsibilities shall be as follows:

- ☐ City of Highland: Public streets (including street sweeping), street lighting, and landscape and sidewalks within public rights-of-way.
- ☐ Homeowner Association: Community Park, common open space areas (including slopes), landscape buffers, the water quality basin and streetscape behind sidewalk.



Figure III-17



MAINTENANCE PLAN

IV. GENERAL PLAN CONSISTENCY

The HIGHLAND PARK community consists of 46 single-family homes, a 0.44 acre Neighborhood Park, open space, a Water Quality Basin, and supporting infrastructure. The HIGHLAND PARK community is located within a residential area and is surrounded by existing residential development. As such, the HIGHLAND PARK community is consistent with surrounding land uses and development. Additionally, the high quality design of the HIGHLAND PARK community and accessibility to adequate public services achieves the goals and policies of the City's General Plan. Overall, the HIGHLAND PARK community is a residential community that offers attractive amenities to accommodate the diverse needs of Highland's residents.

A. FEATURES AND AMENITIES

The City of Highland General Plan Land Use Map designates the HIGHLAND PARK community as Medium Density Residential, a designation intended for single family residential development at a density between 6.1 and 12.0 dwelling units per acre (du/ac). The Highland Park Planned Development is consistent with the General Plan Land Use Element because this single family residential development has a net density of 6.37 du/ac, which is within the allowed Medium Density Residential land use.

Goal 10.6 of the City's General Plan identifies the primary goal for single-family neighborhood design is to "Maintain and enhance single-family neighborhoods with attractive streetscapes, compatible architecture and a high quality of life (p. 10-17)." The architectural and landscape design guidelines of the HIGHLAND PARK community set forth in this Planned Development document work together to achieve Goal 10.6, as well as Goal 10.10, and implement other associated policies contained in the City's Community Design Element (p. 10-17 through p. 10-18). Specifically, the features and amenities included in the HIGHLAND PARK community are consistent with the achievement of Goals 10.6 and 10.10 along with the implementation of the associated policies include:

- In accordance with Policy #1 of Goal 10.6, HIGHLAND PARK provides continuous sidewalks with consistently spaced medium, flowering trees provide for a pleasant pedestrian streetscape.
- In accordance with Policy #3 of Goal 10.6, three different floor plans, each featuring three different architectural styles provide for a varied and aesthetically pleasing street scene.
- In accordance with Policy #8 of Goal 10.6, the architectural design standards create a high quality, aesthetically pleasing residential design that unifies the community and is compatible with existing residential development.
- In accordance with Policy #9 of Goal 10.6, front yard setbacks provide for maximum landscape coverage of the front yard area.
- In accordance with Policy #6 of Goal 10.10, the Neighborhood Park provides for a common open space that encourages recreational uses and enhances the community environment.

B. PUBLIC SERVICES

The HIGHLAND PARK community provides adequate infrastructure for all public services and facilities needed to serve the community. A summary of services and agencies responsible for providing these services are provided below.

1. Water Service

Water service to the HIGHLAND PARK community is provided by the East Valley Water District. There is an existing 12" water main located along Base Line. The HIGHLAND PARK community will be served by the construction of an 8" water line within the community's local roadways 'A', 'B', and 'C', which will connect to the water main along Base Line.

2. Sewer Service

Sewer service to the HIGHLAND PARK community will be provided by the East Valley Water District. There is an existing 8" sewer line located along Base Line. The HIGHLAND PARK community will be served by the construction of an 8" private sewer line within the community's local roadways 'A', 'B', and 'C', which will connect to the existing sewer line along Base Line.

3. Police and Fire Services

Police protection services are provided to the HIGHLAND PARK community by the San Bernardino County Sheriff's Department through a contract with the City of Highland. The closest police station is located at 26985 Base Line, approximately 3.0 miles west of the community, which will allow the City to maintain a four-minute response time for police services as mandated by the General Plan.

Fire protection services are provided to the HIGHLAND PARK community by the California Department of Forestry and Fire Protection (CDF) through a cooperative agreement with the City of Highland. The closest fire station is located at 29507 Base Line, approximately 0.25 mile east of the community, which will allow the City to maintain a four-minute response time for fire services as mandated by the General Plan.

4. Trash and Recycling

Trash and recycling services are provided to the HIGHLAND PARK community by Burrtec Waste Industries, Inc. and Cal Disposal Co., Inc. through contract with the City of Highland's residential and commercial trash collection program. Under this program, trash collection is provided once a week, and each home is provided three 95-gallon carts, one for trash, one for recyclables, and one for green waste. As such, each home within the HIGHLAND PARK community will be provided with these trash collection services, which are considered to be adequate for single-family homes.

STATE OF CALIFORNIA)

COUNTY OF SAN BERNARDINO)

CITY OF HIGHLAND)

I, BETTY HUGHES, City Clerk of the City of Highland, California, do hereby certify Resolution No. 2016-034 was duly and regularly adopted by the City Council of the City of Highland, California, at a regular meeting thereof held on the 14th day of June, 2016, by the following vote:

AYES: Lilburn, Racadio, Scott, Timmer

NOES: None

ABSTAIN: None

ABSENT: McCallon



BETTY HUGHES, MMC
CITY CLERK

Attachment No. 6

City Council Resolution No. 2016-035 for the original approval of TTM No. 14-004

RESOLUTION NO. 2016-035

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, APPROVING TENTATIVE TRACT MAP NO. 19915 (TTM 14-004) TO SUBDIVIDE ONE (1) 7.6 ACRES PARCEL INTO 47 NUMBERED LOTS, WITH ONE BEING A COMMUNITY PARK, AND TWO (2) LETTERED LOTS ALONG WITH THE PROPOSED STREET IMPROVEMENTS LOCATED ON APPROXIMATELY 7.6 ACRES AT 29300 BASE LINE (APN NOS. 0288-562-03).

APPLICANT: 29300 BASELINE PARTNERS, LLC

A. RECITALS

1. The Applicant filed an application with the City of Highland to request approval of Tentative Tract Map No. 19915 (TTM 14-004) to subdivide to subdivide one (1) 7.6 acres parcel into 47 numbered lots, with one being a community park, and 2 lettered lots for the creation of a cohesive planned residential development and related land use entitlements; General Plan Amendment (GPA 15-003), Zone Change (ZC 15-001), planned development (SPA 15-001), and conditional use permit (CUP 15-001) located on approximately 7.6 acres located at 29300 Base Line.
2. Pursuant to the California Environmental Quality Act, an Initial Study, to determine whether the project would have a significant effect on the environment, has been prepared for the proposed project. The Initial Study analyzed the potential for environmental impacts on transportation and traffic, hazards and hazardous materials, hydrology and water quality, geology and soils, noise, air quality, aesthetics, agriculture and forest resources, biological, cultural, and mineral resources, greenhouse gas emissions, land use and planning, population and housing, public services, recreation, and utilities and service systems. All topics were found to have either no impact, a less than significant impact or a less than significant impact with mitigation incorporated and, as such, a Mitigated Negative Declaration was prepared and circulated in accordance with the Guidelines for the California Environmental Quality Act (CEQA), California Code of Regulations, Title 14, Chapter 3.
3. On March 15, 2016, the Planning Commission of the City of Highland conducted a public hearing on the subject applications at the Highland City Hall Council Chambers in Highland, California, at 6:00 p.m., and continued the hearing to May 3, 2016, to permit the applicant time to make project revision. The applicant subsequently requested that the hearing be continued to May 17, 2016, and the Planning Commission conducted the public hearing and concluded the hearing on that date.
4. On June 14, 2016, The City Council conducted a public hearing at the Highland City Hall Council Chambers in Highland, California, at 6:00 p.m., and concluded the hearing on that date.
5. All legal prerequisites to the adoption of this Resolution have occurred.

B. RESOLUTION

NOW THEREFORE, it is hereby found, determined and resolved by the City Council of the City of Highland as follows:

1. The City Council finds that all of the facts set forth in the Recitals, Part "A" of this Resolution, are true and correct.
2. Pursuant to Title 14, California Code of Regulations, Section 15074, the City of Highland City Council adopted a Mitigated Negative Declaration and Mitigation and Monitoring Reporting Program prepared for the project in compliance with the California Environmental Quality Act (CEQA).
3. The City of Highland City Council after due consideration, inspection, investigation and study made by itself and on its behalf, and after due consideration of all evidence and reports offered at said hearing, including the staff report to the City Council dated June 14, 2016, which is incorporated herein by this reference, does find and determine the following facts:
 - a. All necessary public meetings and opportunities for public testimony and comment have been conducted in compliance with State Law and the Municipal Code of the City of Highland.
4. Tentative Tract Map Findings of Fact (TTM 14-004/19915):
 - a. Pursuant to California Government Code Section 66474 the City Council hereby finds and determines that:
 - i. The proposed map is consistent with applicable General and specific plans as specified in Section 65451.

Response: The subdivision of land to accommodate a maximum of 46 single-family residential dwellings is desirable for the development of the community and consistent the surrounding development and with the types of uses and density envisioned by the existing General Plan Medium Density Residential (6.1 - 12 dwelling units per acre) land use designation and also complies with the proposed Planned Development designation which allows any density that is compatible with surrounding existing and planned uses as determined through the development review process. In addition, the map is consistent with the proposed planned development.

- ii. The design or improvement of the proposed subdivision is consistent with applicable General and specific plans.

Response: The proposed project includes implementation of a planned development and subdivision of land to create 47 numbered lots, with one being a community park, and two (2) lettered lots along with the proposed street improvements complies with the development standards specified within the planned development and is compatible with the adjacent single-family neighborhoods to the north, south, and west. In addition, the project site will provide on-site amenities in the form of a park and HOA maintained landscape area.

- iii. The site is physically suitable for the type of development.

Response: The project site is adjacent to existing single-family residential development on all sides. In order to accommodate the development, the site will be cleared and the vacant residence and remaining accessory structures will be demolished. The site contains sufficient acreage to accommodate subdividing into 47 numbered lots, with one being a community park, and two (2) lettered lots along with the proposed street improvements while ensuring the minimum building setbacks, parking, landscaping and other development standards as specified in the Highland Park Plan Development guidelines and the Highland Municipal Code are met.

- iv. The site is physically suitable for the proposed density of development.

Response: The project site consists of approximately 7.6 acres. The proposed project includes subdivision of the site into 47 numbered lots, with one being a community park, and two (2) lettered lots along with the proposed street improvements. The proposed planned development includes single-family residential and open space in the form of a community park and community landscape areas with an overall density of 6.37 dwelling units per acre. As specified in the General Plan, the current land use designation of Medium Density Residential allows a minimum of 6.1 dwelling units per acre and a maximum of 12.0 dwelling units per acre and the proposed land use designation of Planned Development allows any density that is compatible with surrounding existing and planned uses as determined through the development review process. Given that the proposed project density is 6.37, which falls within the allowed density within the current land use and the type of development is compatible with the surrounding uses, the site is considered suitable for the density proposed.

- v. The design of the subdivision and the proposed improvements are not likely to cause substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat.

Response: The project site is adjacent to existing single-family residential development on all sides. The Initial Study prepared for the project analyzed the potential for environmental impacts on biological resources, which includes whether there are adverse impacts on wetlands and fish or wildlife species, and all topics were found to have either no impact or a less than significant impact with mitigation incorporated. The Initial Study incorporated mitigation measures to reduce any potential impacts to a less than significant level and, therefore; the proposed project is not likely to cause substantial environmental damage or substantially or avoidably injure fish or wildlife or their habitat.

- vi. The design of the subdivision or type of improvements is not likely to cause serious public health problems.

Response: The proposed project has been reviewed by Planning, Engineering, Building and Safety, the Fire Department and the Police Department and the subdivision map design and conditions of approval have been incorporated to ensure the development of the project will not cause serious public health problems.

- vii. The design of the subdivision or the type of improvements will not conflict with easements, acquired by the public at large, for access through or use of, property within the proposed subdivision.

Response: The design of the subdivision will not conflict with easements for access through, or use of, property within the proposed subdivision. The project has been designed to minimize impacts to future homeowners by ensuring easements are located within the proposed streets and open space.

- b. Pursuant to California Government Code Section 66474.02 the Planning Commission hereby finds and determines that:

- i. The design and location of each lot in the subdivision as a whole, are consistent with any applicable regulations adopted by the State Board of Forestry and Fire Protection pursuant to Sections 4290 and 4291 of the Public Resources Code.

Response: The design of the proposed project was reviewed by the Fire Department for compliance with the State Board of Forestry and all applicable fire protection regulations and local ordinances. As determined by the Fire Department, the design of the project is in compliance with all regulations, policies and ordinances pertaining to fire protection. In addition, conditions of approval have been included by the Fire Department which ensure compliance with all applicable regulations, ordinances and policies.

- ii. Structural fire protection and suppression services will be available for the subdivision through any of the following entities:

- ii.i A county, city, special district, political subdivision of the state, or another entity organized solely to provide fire protection services that is monitored and funded by a county or other public entity; or

- ii.ii The Department of Forestry and Fire Protection by contract entered into pursuant to Section 4133, 4142, or 4144 of the Public Resources Code.

Response: Fire protection services are provided to all existing and future development within the City of Highland through contract with CalFire. The proposed project is located within the City of Highland and therefore, fire protection services will be provided by CalFire. In addition, conditions of approval have been included which require the Applicant/Developer to pay development impact fees which will contribute to the costs of providing fire protection services to the project site.

- iii. To the extent practicable, ingress and egress for the subdivision meets the regulations regarding road standards for fire equipment access adopted pursuant to Section 4290 of the Public Resources Code and any applicable local ordinance.

Response: The design of the proposed project was reviewed by the Fire Department for compliance with State Fire Protection regulations and local ordinances. As determined by the Fire Department, the design of the project with its secondary emergency ingress/egress complies with all State and local regulations pertaining to fire protection. In addition, conditions of approval have been included which ensure compliance with all State and local regulations, ordinances and policies.

- 5. Based on the Findings of Fact and Conclusions set forth above, the City Council approves Tentative Tract Map No. 19915 (TTM-14-004).

C. ADOPTION OF RESOLUTION

The City Clerk shall certify to the adoption of this Resolution and shall cause the same to be published or posted in the manner prescribed by law.

PASSED, APPROVED AND ADOPTED this 14th day of June, 2016.



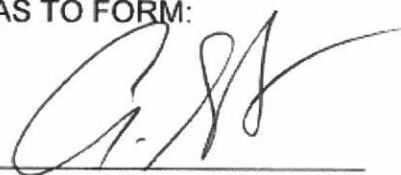
Penny Lilburn
Mayor Pro Tem

ATTEST:



Betty Hughes, MMC
City Clerk

APPROVED AS TO FORM:



Craig Steele
City Attorney

EXHIBIT "1"

TENTATIVE TRACT MAP NO. 19915

Exhibit 1.

Tentative Tract Map No. 19915

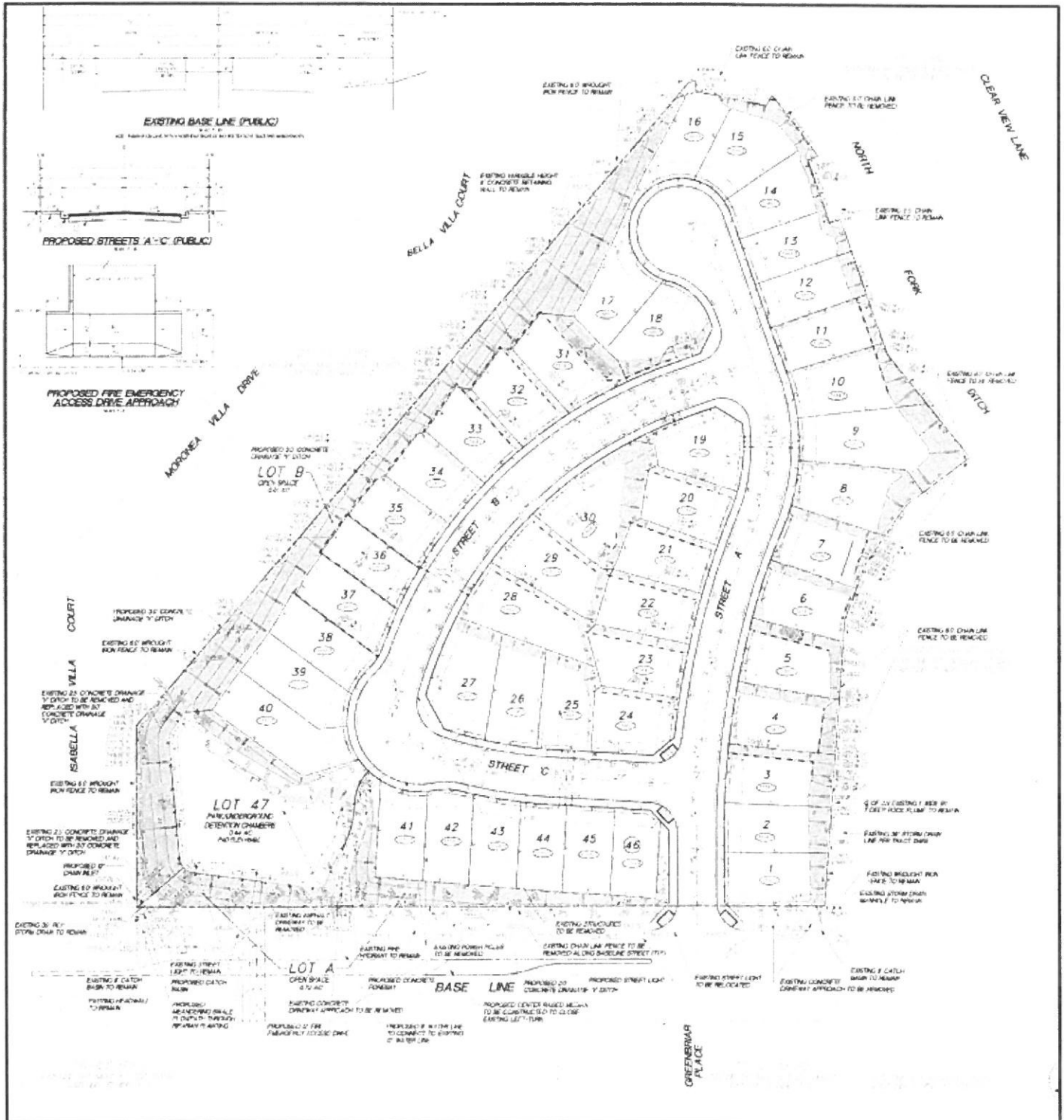


EXHIBIT "2"

TTM 14-004 CONDITIONS OF APPROVAL
TENTATIVE TRACT MAP NO. 19915

EXHIBIT 1

HIGHLAND PARK PLANNED DEVELOPMENT PROJECT

CONDITIONS OF APPROVAL

Date: June 14, 2016
File: GPA 015-003, ZC 015-001, CUP 015-001, SPA 015-001, ENV 015-003, and TTM 014-004 (Tentative Tract Map 18893)
Applicant: 29300 Baseline Partners, LLC
Proposal: Request to subdivide one (1) parcel into 47 numbered lots and 2 lettered lots and a community park for the creation of a cohesive planned residential development
Location: An approximately 7.6 acres lot at 29300 Base Line (APN Nos. 0288-562-03.)

The departments and agencies listed below have reviewed and conditioned the above referenced application.

Attachment A	Planning Division including Mitigation Monitoring Reporting Program (Attachment "A-1")
Attachment B	Building & Safety Division
Attachment C	Engineering Division
Attachment D	Fire Prevention Division

ATTACHMENT A

PLANNING COMMISSION CONDITIONS OF APPROVAL

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PLANNING DIVISION CONDITIONS OF APPROVAL

Note: These conditions represent Planning Conditions and are meant to be one part of overall conditions that may include, but are not limited to, Engineering, Fire Department and Building and Safety conditions of approval. All required on-site and off-site improvements shall be completed and approved prior to final inspection for occupancy unless otherwise stated herein.

The Tentative Tract Map Application has been conditionally approved, subject to compliance with the requirements as specified below. The conditions listed below are continuing conditions. Failure of the Applicant and/or developer to comply with any or all of said conditions at any time shall result in the revocation of the application.

General

1. This approval shall become null and void:
 - a. Unless all conditions have been complied with and the occupancy or use of the land or structures authorized by this application have occurred within thirty-six (36) months from the approval date of this tentative tract map application, this tentative tract map application shall expire and be null and void without further action by the City of Highland.
 - b. Where circumstances beyond the control of the Applicant cause delays which do not permit compliance within the time limitation established in this Section, the Planning Commission may grant an extension of time for a period of time not to exceed an additional thirty-six (36) months. An application for an extension of time must be set forth in writing, stating the reasons for the extension, and must be filed with the Planning Division a minimum of thirty (30) calendar days prior to the expiration of the project. Such application shall be filed together with the City's processing fee, as established by the City Council.

2. The subject property shall be developed in accordance with plans and materials approved by the Planning Commission on May 17, 2016, on file with the City of Highland Planning Division, and shall be in compliance with all conditions of approval contained herein.
3. Revisions, modifications, and/or deletions to the approved plans shall be submitted to the Planning Division for review and approval. Revisions, modifications and/or deletions may require additional review by the Planning Commission.
4. In compliance with the Highland Municipal Code, the Applicant/Owner shall agree, at his/her sole cost and expense, to defend, indemnify, and hold harmless, the City, its officers, employees, agents, and consultants, from any claim, action, or proceeding brought by a third-party against the City, its officers, agents, and employees, which seeks to attack, set aside, challenge, void, or annul an approval of the City Council, Planning Commission, or other decision-making body, including staff, concerning this project. The City may, at its sole discretion, participate at its own expense in the defense of any such action but such participation shall not relieve the Applicant/Owner of his/her obligations under this condition.
5. No expansion of the project beyond the scope and nature described in the application (i.e., GPA 015-003,, ZC 015-001, SPA 015-001, CUP 015-001, ENV 16-006, and TTM 014-004), which would tend to increase the projected scale of the project, shall not be permitted except upon application for, and approval of, modification of this application in compliance with all procedures and requirements therefore.
6. The Applicant/Owner of the property shall submit to the Planning Division written evidence of agreement with all conditions of this approval before the approval becomes effective.
7. The Applicant/Owner is responsible for implementing all conditions of approval to the satisfaction of the Community Development Director, City Engineer, Fire Department, and Police Department. No final inspection or clearances shall be given until all conditions are met. Each condition of approval is separately enforced, and if one of the conditions of approval is found to be invalid by a court of law, all the other conditions shall remain valid and enforceable.
8. Prior to issuance of permits, all proposed construction work shall be subject to plan check and approval with the Planning Division, Engineering Division, Building Division and Fire Department. The plans shall demonstrate compliance with the 2013 California Building, Plumbing, Mechanical, Electrical, Fire, Energy, and Green Codes, Highland Municipal Code, Engineering Directives and Standards, and all conditions contained herein.

9. The Applicant shall obtain any necessary permits from the Engineering Division prior to commencement of work within public right-of-way or public easements.
10. Prior to the start of operations (i.e. construction), the developer shall obtain any necessary permits. The developer shall arrange for a final inspection by representatives of the Planning Division, Building Division, Engineering Division, and Fire Department prior to the start of operations (i.e., occupancy). Any discrepancy between the approved plans and the field conditions shall be remedied prior to the start of operations (i.e., occupancy) such that the field condition is consistent with the approved plans. If the field condition cannot be reconfigured to match the approved plans, the Community Development Director shall consider any requested deviation and may refer the matter to the Planning Commission for review and consideration.
11. This approval may be terminated for violation of any provisions of Title 16 of the Highland Municipal Code or any other applicable laws, or for fraud or misrepresentation in the application process.
12. All Ordinances, Policy Resolutions, and Standards of the City in effect at the time this project is approved shall be complied with as a condition of this approval.
13. The approval of this project is subject to, and contingent upon, the developer completing all subdivision improvements necessary to support future construction. Necessary subdivision improvements shall include, but not be limited to, design and construction of street, parkway, sidewalk, disabled ramping, driveway approach improvements, multi-use trail connections, water system facilities, water quality improvements, fire suppression facilities, sewer and storm drain facilities, electrical, gas, and telecommunication facilities, grading improvements and retaining walls, perimeter walls and fencing, street trees and landscaping, private front yard landscaping, and landscaping on all applicable lettered lots.
14. Design and construction of all subdivision improvements shall be completed in accordance with the approved plan.
15. No permanent building construction shall be commenced until the final grading and improvement plans have been approved, rough grading certified, and a building permit issued by the Building Division.
16. No release of surety, or any other final clearance, shall be given until all other conditions are met.
17. Prior to recordation of the final map, the Applicant/Owner shall obtain approval from the Street Naming Committee for all new streets.

Easements

18. Prior to the issuance of permits, the Applicant/Owner shall obtain a non-interference letter from any utility company that may have rights of easements within the property boundaries and shall provide the letter to the Planning Division.
19. Easements of record not shown on the tentative tract map shall be relinquished or relocated. Lots affected by proposed easements or easements of record which cannot be relinquished or relocated shall be redesigned subject to review and approval of the Assistant Community Development Director.

Site Design

20. The Applicant/Developer shall obtain approval of a Design Review Application from the Planning Commission prior to the issuance of permits. The review shall include, but is not limited to, grading plans, interior and perimeter walls and fences, architectural elevations, colors/materials, plotting, landscaping and park.
 - a. Traffic control bollards or similar barrier shall be installed into the park access pathway to limit vehicular access.
21. A decorative masonry block wall shall be installed around the perimeter of the tract and along all property lines visible from the public right-of-way in compliance with the Planned Development design guidelines.

Grading

22. All slopes shall be limited to a maximum ratio of 2 to 1 and shall be a part of the downhill lot when located within or between individual lots.
23. Prior to issuance of a grading permit a demolition permit shall be request from Building and Safety for the removal of all structure on site.
24. Prior to issuance of a grading permit, a tree removal application shall be reviewed and approved for removal of any on-site trees.

Construction

25. The developer shall not engage in any construction activities other than between the hours of 7:00 a.m. and 6:00 p.m. Monday through Saturday. No construction shall be permitted on Sundays or National Holidays.

Environmental

26. The Developer shall comply with all applicable mitigation measures specified within the Mitigated Negative Declaration for the project (State Clearinghouse No. 2015101076) attached hereto.

Declaration of Conditions, Covenants and Restrictions

27. Prior to recordation of the final map, all organizational documents for the project, including Conditions, Covenants and Restrictions (CC&R's) shall be submitted and approved by the Planning Division. The approved CC&R's shall be recorded concurrently with the recordation of the final map and a copy of the recorded documents shall be submitted to the Planning Division within five (5) days after recordation. This document shall include, but not be limited to, the following:
- a. The City shall be included as a party to the CC&Rs for enforcement purposes of those CC&R provisions in which the City has an interest. However, the City shall not be obligated to enforce the CC&Rs;
 - b. Architectural controls shall be provided and shall include, but not be limited to, establishing the requirement to obtain approval from the City of Highland for any additions, patios, or accessory buildings/structures and establishing minimum design guidelines to ensure compatible development;
 - c. Provisions alerting the buyers of any lot that the construction of dwellings has been required to meet the City's interior noise standard for single-family residential development;
 - d. Provisions alerting the owners of any affected lots that those lots are required to accept and accommodate runoff from other lots. Said provisions shall prohibit homeowners from modifying drainage facilities or flow patterns of their lots without first obtaining permission from the City;
 - e. Provisions alerting the buyers of any applicable Community Facility District or other assessment districts; and,
 - f. Provisions alerting the buyers of residential lots with slopes over two (2) feet in height that it is their responsibility to maintain the slope and any landscaping on the slope.

Homebuyer Notification

28. Prior to recordation of the final map, the Applicant/Owner shall submit to the Planning Division for review and approval a homebuyer notification document that includes, but is not limited to, the notifications listed below. The notification shall be signed by each buyer at the time of sale.
- a. A notice explaining the obligation to maintain any on-site slopes over two (2) feet in height and prohibit altering of any on-site drainage facilities or flow patterns without obtaining approval from the City of Highland;
 - b. A notice indicating potential restrictions for lots affected by any on-site easements; and,
 - c. A notice explaining the obligation to comply with Highland Municipal Code regulations pertaining to the parking and storage of recreational vehicles.
 - d. A notice disclosing the proximity to the Alquist-Priolo Earthquake Fault Zone.

- e. A notice disclosing the inclusion of this property within the Very High Fire Severity Zone.

Fees

- 29. Prior to the issuance of building permits, the Owner/Developer shall pay all applicable Development Impact Fees.
- 30. Prior to issuance of building permits, the Owner/Developer shall provide receipts indicating payment of any applicable school fees.

ATTACHMENT A-1

MITIGATION MONITORING REPORTING PROGRAM

Mitigation Monitoring Reporting Program

Mitigation Monitoring Reporting Program ENV 015-003 for: CUP-015-001 - SPR 015-001 - GPA 015-003 - ZC 015-001 - TTM 015-004						
Impact Category	Impact	Mitigation Measure	Implementation Timing	Responsible Party	Monitoring/ Reporting Method	Compliance Verification (Initials/Date)
Biological Resources	a) Have a substantial adverse effect, either directly or through habitat modifications, on any species identified as a candidate, sensitive, or special status species in local or regional plans, policies, or regulations, or by the California Department of Fish and Game or U.S. Fish and Wildlife Service?	MM BIO 4.1 Suitable nesting habitat is present within and immediately adjacent to the property and compliance with the following conservation measure would ensure compliance with the federal MBTA. Potential direct/indirect impacts to common passerine and raptor species will require compliance with the federal MBTA. Construction outside the nesting season (between September 1st and January 31st) does not require pre-removal nesting bird surveys. If construction is proposed between February 1st and August 31st, a qualified biologist must conduct a nesting bird survey(s) no more than three days prior to initiation of grading to document the presence or absence of nesting birds within or directly adjacent (100 feet) to the Project Site, if access is permitted. The survey(s) will focus upon identifying any raptor and/or passerine nests that are directly or indirectly affected by construction activities. If active nests are documented, species-specific measures shall be prepared by a qualified biologist and implemented to prevent abandonment of the active nest. At a minimum, grading in the vicinity of a nest shall be postponed until the young birds have fledged. A minimum exclusion buffer of 500 feet for raptor and listed species nests and 300 feet for non-listed passerines nests shall be maintained during construction, depending upon the species and location. The perimeter of the nest setback zone shall be fenced or adequately demarcated with stakes and flagging at 20-foot intervals, and construction personnel and activities restricted from the area. A survey report by a qualified biologist verifying that no active nests are present, or that the young have fledged, shall be submitted to the City of Highland prior to initiation of grading in the nest setback zone. The qualified biologist shall serve as a construction monitor during those periods when construction activities occur near active nest areas to ensure that no inadvertent impacts on these nests occur. Any nest permanently vacated for the season, as verified by a qualified biologist, would not warrant protection pursuant to the MBTA.	No more than 3 days prior to commencement ground disturbing activities, including but not limited to issuance tree removal permit or grading permit.	Planning Department	Qualified biologist/ nesting bird survey	

Mitigation Monitoring Reporting Program ENV 015-003 for: CUP-015-001 - SPR 015-001 - GPA 015-003 - ZC 015-001 - TTM 015-004

Impact Category	Impact	Mitigation Measure	Implementation Timing	Responsible Party	Monitoring/ Reporting Method	Compliance Verification (Initials/Date)
		MM BIO 4.2 Although no characteristic sign of bats was documented during the site assessment, potentially suitable roosting habitat for the pallid bat (abandoned structures) and western yellow bat (mature trees and palms), and other common bat species was documented on-site. A preconstruction bat survey shall be conducted by a qualified biologist prior to demolition of the abandoned structures on-site or the removal of mature trees and palms. If a non-breeding bat colony is detected, all individuals shall be humanely evicted based upon the direction of the monitoring biologist. If a maternity colony is detected on-site, a construction-free buffer shall be established around the buildings and/or mature trees and palms until it has been determined by a qualified biologist that the nursery is no longer active. Removal should preferably be done between March 1st and April 15th, or August 15th and October 15th, to avoid interfering with the active nursery.	Prior to demolition of the abandoned structures on-site or the removal of mature trees and palms.	Planning Department	Qualified biologist	
		MM BIO 4.3 A certified arborist, horticulturist, or registered landscape architect familiar with the City of Highlands Heritage Tree Preservation Ordinance will be required to conduct an assessment of mature trees documented onsite to determine if a tree removal permit from the Community Development Director is required.	Prior to the removal of mature trees and palms.	Planning Department	Certified arborist, horticulturist, or registered landscape architect	
	b) Cause a substantial adverse change in the significance of an archaeological resource pursuant to §15064.5?	MM CUL 5.1 A Certified Tribal Monitor(s) from the Gabrieleno Band of Mission Indians shall be on site at this project location during all ground disturbances (this includes but is not limited to pavement removal, pot-holing or auguring, boring, grading, excavation and trenching). The monitor will provide daily written reports (as well as photographic proof) of all activities including construction along with any cultural materials identified. Should resources be discovered the monitor will assess the find, determine its significance, and make recommendations for appropriate mitigation measures consistent with the professional management standards for such resources. Prior to the start of ground disturbance activities, the developer shall enter into an agreement with the designated monitor for their recommended management requirements for accidentally exposed cultural resources and provide verification to the City of Highland Planning Department.	Prior to the start of ground disturbance and during project construction	Planning Department	Qualified archaeologist or Native American designated monitor	

Mitigation Monitoring Reporting Program ENV 015-003 for: CUP-015-001 - SPR 015-001 - GPA 015-003 - ZC 015-001 - TTM 015-004

Impact Category	Impact	Mitigation Measure	Implementation Timing	Responsible Party	Monitoring/ Reporting Method	Compliance Verification (Initials/Date)
	d) Disturb any human remains, including those interred outside of formal cemeteries?	MM CUL 5.2 If cultural resources are discovered during project construction, all work in the area of the find shall cease, and a qualified archaeologist shall be retained by the project sponsor to investigate the find, and to make recommendations on its disposition. If human remains are encountered during construction, all work shall cease and the San Bernardino County Coroner's Office shall be contacted pursuant to Health and Safety Code provisions.	During project construction			
Noise	a) Exposure of persons to or generation of noise levels in excess of standards established in the local general plan or noise ordinance, or applicable standards of other agencies?	MM NOS-1 The installation of a minimum 3-foot high noise barrier is required on Lot 1 along its east and south property boundary adjacent to Base Line. The noise barrier may be constructed using one of the following materials: • Masonry block • Stucco veneer over wood framing (or foam core), or 1 inch thick tongue and groove wood of sufficient weight per square foot • Glass (1/4 inch thick), or other transparent material with sufficient weight per square foot • Earthen berm • Any combination of these construction materials The barrier must present a solid face from top to bottom.	Plan check and construction	Planning & Building Department	Building inspections	
		MM NOS-2 In order to meet the City of Highland 45 dBA CNEL interior noise standards the Project shall provide the following or equivalent noise mitigation measures: • Windows: All windows and sliding glass doors shall be well fitted, well weather-stripped assemblies and shall have a minimum sound transmission class (STC) rating of 27. • Doors: All exterior doors shall be well weather-stripped solid core assemblies at least one and three-fourths-inch thick. • Roof: Roof sheathing of wood construction shall be well fitted or caulked plywood of at least one-half inch thick. Ceilings shall be well fitted, well-sealed gypsum board of at least one-half inch thick. Insulation with at least a rating of R-19 shall be used in the attic space. • Ventilation: Arrangements for any habitable room shall be such that any exterior door or window can be kept closed when the room is in use. A forced air circulation system (e.g. air conditioning) shall be	Plan check and construction	Planning & Building Department	Building inspections	

Mitigation Monitoring Reporting Program ENV 015-003 for: CUP-015-001 - SPR 015-001 - GPA 015-003 - ZC 015-001 - TTM 015-004

Impact Category	Impact	Mitigation Measure	Implementation Timing	Responsible Party	Monitoring/ Reporting Method	Compliance Verification (Initials/Date)
		provided which satisfies the requirements of the Uniform Mechanical Code.				
	d) A substantial temporary or periodic increase in ambient noise levels in the project vicinity above levels existing without the project?	MM NOS-3 Prior to grading, the project contractor shall submit to the City a noise management plan that shall include, but not be limited to, the following noise abatement measures: • All construction equipment, fixed or mobile, will be equipped with properly operating and maintained mufflers consistent with manufacturers' standards. • The project contractor shall place all stationary construction equipment so that emitted noise is directed away from sensitive receptors. • The construction contractor shall locate equipment staging in areas that will create the greatest distance between construction-related noise sources and noise-sensitive receptors. • During all project site construction activities, the construction contractor shall limit all construction-related activities to between the hours of 7:00 a.m. and 6:00 p.m. Monday through Saturday. No construction activities shall be allowed on Sundays and public holidays.	Prior to grading	Planning & Building Department	Site inspection	

ATTACHMENT B
BUILDING AND SAFETY

Conditions of Approval

Date: November 30, 2015
Applicant: Mastercraft Homes
Address of Applicant:
Site Location: 29300 Base line
Telephone:
File / Index No.: TTM 015-004, CUP 015-001, SPA 015-001, ENV 015-003, GPA 015-003, and ZC 015-001

1. Provide two (2) of the following construction plans and information for review of the proposed project. Initial plan review usually will take three weeks on most projects. You will receive a plan review number at the time you submit plans for the proposed project. This number will be needed to obtain information regarding your plan review.

Sets needed:

- (2) Architectural Plans
- (2) Structural Plans
- (2) Structural Calculations
- (2) Plot/Site Plans
- (2) Electrical Plans
- (2) Electrical Load Calculations
- (2) Plumbing Plans/Isometrics
- (2) Mechanical Plans
- (2) Duct layout Plans
- (2) Roof and Floor Truss Plans
- (2) Title 24 Energy Calculations
- (2) Soils Report
- (2) Compaction Report
- (2) Precise Grading Plans with erosion control Best Management Practices shown.
- (2) Condition of Approval Packages
- (2) Temporary Fence Plan

General Conditions

2. All structures shall be designed in accordance with the adopted Building Code at the time of plan submittal; currently the 2013 California Residential Codes and the California Green Standard Building Code are adopted by the City of Highland, Ordinance No. 386. Design

all structures to comply with Seismic Design Category D, wind speed 85 MPH, at exposure "C". Habitable structures shall comply with the 2013 California Energy Code requirements."

3. The Developer/Owner is responsible for the coordination of releasing any Deferral of Development Impact Fees or Bonds after such fees have been paid. The Developer/Owner should be aware, once the deferral is sent to the San Bernardino County Records Office, the release process takes two to three weeks. This process will delay final Certificates of Occupancy.
4. The Developer/Owner is responsible for the coordination of the final occupancy. The Developer/Owner shall request final clearances from each department and division prior to requesting the final building inspection from Building and Safety. Each agency shall sign the back of the Building and Safety Job Card and provide a copy of the signatures to Building and Safety at the time a final inspection is requested.
5. Building and Safety inspection requests can be made 24 hours in advance for the next day inspection. Please contact (909) 864-2136, Ext 228.

If your inspection request is left on another phone extension, your inspection will not be performed.

6. You may also fill out an inspection request at the Building and Safety counter. The request must be given to the front counter receptionist for the next day inspection.
7. A security fence with screening must protect all construction sites. The fencing and screening shall be maintained at all times to protect pedestrians. See Construction fencing requirement policy.
8. Toilet facilities shall be provided for construction workers and such facilities shall be maintained in a sanitary condition. Construction toilet facilities of the non-sewer type shall conform to ANSI ZA.3.
9. All construction materials, which are not used, shall be recycled pursuant to the requirements set forth by Ordinance No. 269. Receipts from the recycle company responsible for picking up the materials shall be kept in the construction office. After the construction is complete and ***before final occupancy***, the receipts shall be forwarded to the Planning Division.
10. Construction projects, which require temporary electrical power, shall obtain an Electrical Permit from Building and Safety. No temporary electrical power will be granted to a project unless one of the following items is in place and approved by Building and Safety and the Planning Division.
 - a. Installation of a Construction Trailer through the Temporary Occupancy Permit (TOP) procedure, or;
 - b. Security fenced area where the electrical power will be located

11. Installation of construction/sales trailers must be located on private property. No trailers can be located in the street unless a permit from the Engineering Department is obtained.

Attached to the approved plans are Building and Safety Policies, which are part of the Condition of Approval for this project.

12. Ordinance 209 requires Fire Sprinklers. Submit Fire Sprinkler Plans to the Deputy Fire Marshal located at 27215 Base Line, Highland CA. Please contact the Deputy Fire Marshal for information on the design requirements. (909) 864-2136, ext. 248.
13. Structures constructed within designated Very High Fire Hazard Severity Zone, shall comply with the requirement of the 2013 California Residential Code, Chapter 7A "Materials and Construction Methods For Exterior Wildfire Exposure"
14. Prior to the issuance of Building Permits, on site water service shall be installed and approved by the responsible agency. On site Fire Hydrants shall be approved by the Fire Department. No flammable materials will be allowed on the site until the Fire Hydrants are established and approved. No flammable construction materials shall be placed on the site without approvals by the Fire Department. All street and access roadways around the project shall be paved for emergency response vehicles before flammable materials are placed on the project.
15. Prior to issuance of permits, site-grading certifications shall be submitted to Building and Safety. Compaction reports shall accompany certifications.
16. Prior to issuance of building permits, provide a receipt from the Unified School District stating that all school fees have been paid. This project is located in the Redlands/ San Bernardino Unified School District.
17. Prior to issuance of building permits, provide Building and Safety with a Sewer and Water availability Letter from East Valley Water District. (909) 888-8986
18. The property shall be connected to East Valley Water District sewer service. If the sewer is not available, provide Building and Safety with a letter from East Valley Water District explaining that the sewer is not available to the site and the building can be serviced by a private septic system. The letter is required prior to plan review process. Submit the septic design plans along with a percolation test report for review, approval and permits.
19. All construction projects shall comply with the NPDES Stormwater Best Management Program. Prior to permit issuance; submit a plan indicating compliance methods.
20. Prior to the demolition of the existing structures, the following will be required:
 - a. Submit copies of property title to prove ownership.
 - b. Provide a hazardous materials survey (Asbestos and lead) for each structure.
 - i. If hazardous materials are present, contract with an approved abatement contractor to remove all materials to an approved landfill or disposal site.

- ii. Provide landfill or disposal site receipts to the Building Department prior to obtaining permits.
 - iii. Provide a hazardous material clearance certification from the abatement contractor or industrial hygienist.
- 21. Submit AQMD notification application a minimum of 10 days prior to start of the demolition work. (Provide copies of the certified mail receipt to the Building Department).
- 22. Contact the approved City waste hauler for disposal of the demolition materials. All recyclable materials must be weight and reported. (Submit material amount estimates prior to issuance per Ordinance).
- 23. Obtain demolition permits from the Building Department.
- 24. Completely demolish each structure, removing all materials, foundations, slabs, trash and debris.
- 25. Cap utility connections within 5 feet of the property line.
- 26. Obligation and responsibility for determining the location of any or all wells, shafts, openings, septic tanks, cesspools, basements, pits or other like hazards lies with the property owner or contractor. All such hazards shall be abated as per the California Plumbing Code or by methods approved by the Building Official. (Septic systems shall be pumped, filled with sand with lids shall be crushed).
- 27. Burying, covering or otherwise discarding of debris on the demolition site is prohibited.
- 28. In instances regarding excavation and removal of fuel storage tanks, or other excavations involving substantial backfill, a compaction report by an approved agency shall be filed with the Building Department. Fuel storage tanks removal will require notification of San Bernardino County Fire, Hazardous Materials and San Bernardino County Environmental Health Department.
- 29. All Best Management Practices set by NPDES shall be implemented and complied with.
- 30. All dead trees shall be removed and other vegetation shall be trimmed to comply with weed abatement procedures.

Development Code Regulation

- 31. All residential dwelling units shall be equipped with security lighting affixed to the exterior of each garage door and/or above the exterior of each front and rear man doors.
 - a. Motion sensor devices shall activate lighting.
 - b. Lights shall be installed a minimum of eight feet above grade and shall be hard wired into the electrical power source.
 - c. Lights shall be shielded and directed away from surrounding residential uses and shall not blink, oscillate or be of unusually high intensity.

Amendments to the Plumbing Code

32. Due to pinhole leaks in copper tubing in the City of Highland we refer you to, Section 604.1, of the California Plumbing Code which has been changed to allow the use of CPVC and Cross Linked Polyethylene (PEX) for domestic water supply.
33. Copper pipe may be used in buildings if a letter from the owner of the building is submitted to Building and Safety accepting liability for future copper pipe failures in the structure. If copper pipe is proposed, Type K should be used below and above the ground. Water supply lines to fixtures should be plumbed in stainless steel or other approved materials.

ATTACHMENT C

ENGINEERING DIVISION

ATTACHMENT C

ENGINEERING CONDITIONS OF APPROVAL TRACT 19915/MASTERCRAFT HOMES

- A - Required Prior to Final Map Approval
- B - Required Prior to Construction/Building Permit
- C - Required Prior to Building Occupancy
- D - Ongoing
- E - Required Prior to Grading Permit
- * - Non Standard Conditions

April 25, 2016

SOILS/GEOLOGY/GRADING

- B* 1. Comply with the recommendations of the Preliminary Geotechnical Evaluation, prepared by Petra Geotechnical, Inc., J.N.13-627 dated April 15, 2014, and any amendments thereto as approved by the City Engineer.
- A 2. Submit rough and/or precise grading plans to the City Engineer for review and approval. Comply with the City of Highland grading standards as shown on the grading plan checklist.
- A 3. Design individual lot grading to drain the entire area of each lot directly to the adjacent street.
- C* 4. In order to eliminate the creation of a strip of fenced-in area along the northwesterly tract boundaries behind Lots 9 through 16, attempt to obtain permission from the adjoining property owner to remove the existing chain link fence behind Lots 9 through 16. If the permission cannot be obtain after a good faith verifiable effort has been made, the existing chain-linked fence may remain as is.
- A 5. Submit structural design and location for any required retaining walls for review and approval by the City Engineer. Install concrete v-ditches at the back of retaining walls in accordance with the grading plan checklist.
- A 6. Submit an erosion and sediment control plan to minimize potential increases in erosion and sediment transport during construction activity for City Engineer approval. Place erosion control measures during or after grading work as required by the City Engineer.
- A 7. Design short term erosion control in accordance with Best Management Practices such as, hydroseeding, mulching, jute matting or plastic sheeting to protect slopes; silt fencing to control site perimeter; and straw bale barriers, sand bag barriers, rock filters or sediment basins to control internal erosion, or other methods to stabilize disturbed areas, as approved by the City Engineer.

- D 8. Implement dust control measures during construction activities including, but not limited to, daily watering of construction area as frequently as necessary during active and inactive periods, utilizing soil emulsions, limiting construction vehicle speed to 15 miles per hour, stabilized construction entrances to prevent trackout of sediments, and street sweeping.
- B 9. Submit original wet signed and stamped rough grading certifications from the soils engineer and the grading engineer, along with compaction reports, to the City Engineer.
- C 10. Submit original wet signed and stamped final grading certifications from the grading engineer, to the City Engineer.

STREET IMPROVEMENTS

- C* 11. Remove the existing curb-adjacent sidewalk and construct a 10' wide parkway sidewalk located 10' north of the face of curb with a 9.5' wide landscaped parkway across the Base Line project frontage. Remove existing curb and gutter and sidewalk necessary to construct a new cross-gutter, 25-foot radius curb returns, and access ramps at the Street 'A' intersection with Base Line. Remove the existing driveway approaches on Base Line and construct new curb and gutter and parkway sidewalk. Relocate the existing conflicting street light to the west side of Street 'A' and install 24-inch wide "Bike Lane" sign (R81-CA) and "No Parking" sign (R8-3a) on the street light pole. Grade the area within the public right-of-way to provide a two percent crossfall to the street.
- C* 12. Modify the existing landscaped median on Base Line to close off the existing median break and to provide for a 75-foot eastbound left-turn pocket with a 60-foot taper, as approved by the City Engineer and the Community Developer Director. Modify the irrigation system to include a water meter, an electric meter, a backflow device, and a controller that are separate from those of the existing irrigation system of the East Highlands Ranch Homeowners Association. Maintain the landscaping for one year after the City has approved the initial landscaping installation.
- C* 13. Construct street improvements on all interior streets including, but not limited to, curb and gutter, asphalt concrete pavement, class II aggregate base, six-foot curb adjacent sidewalk, and one driveway approach per lot. The minimum street grade shall be one percent on all new streets. Street widths shall be 36 feet, curb to curb, within a 50-foot right-of-way.
- A 14. Design all streets to comply with horizontal and vertical sight distance requirements in accordance with the Caltrans Highway Design Manual and the City street and storm drain improvement checklist.
- C* 15. Install street name signs, traffic control signs, and pavement markings with locations and types as approved by the City Engineer. Streets 'B' and 'C' shall be stop controlled at the intersections with Street 'A'.

- C* 16. Construct a 14' wide improved emergency access from the knuckle at the Street 'B'/Street 'C' intersection to the north side of Base Line as approved by the City Engineer and the Fire Marshall. Use City standard driveway approaches with 4-foot sidewalks. Construct access control to restrict day-to-day vehicular use but allow day-to-day pedestrian use of the emergency access.
- C* 17. Design and Install City owned and maintained street lighting system on interior streets using energy efficient luminaires on octagonal concrete poles at locations specified by the City Engineer. The poles shall be natural gray with black and white aggregate and shall have a factory-applied anti-graffiti coating. Install street lighting conduits, wirings, controls, electric meters etc. per City requirements. Pay Southern California Edison to energize the street lights. The property owner shall be responsible for the City's payment of energy charges for 12 months following energizing of the street lights.
- A 18. Submit street improvement and street lighting plans for required improvements to the City Engineer for approval. Indicate on the plans the location of any existing utility/facility which would affect construction of the improvements. Comply with City design standards as shown on the City's street and storm drain improvement checklist.
- B 19. Submit a design and a recommendation from a soils engineer for the structural sections to be constructed on the interior streets. Design the pavement structural section for a service life of 20 years as outlined in Section 600 of the Caltrans Highway Design Manual. The minimum pavement structural section is 3" A.C./4" A.B. The City Engineer will provide traffic indexes to be used in the pavement design.
- A 20. All required improvements shall be designed and constructed in accordance with the State of California Accessibility Standards, Title 24 California Administrative Code.
- D 21. After all houses are constructed, slurry seal the streets within the tract prior to final bond release or submit a cash payment in lieu of slurry seal.

WATER QUALITY/DRAINAGE

- E 22. Obtain approval by the City Engineer of a Final Water Quality Management Plan (F-WQMP), prepared in accordance with the City's NPDES permit requirements in effect at the time the Preliminary Water Quality Management Plan was approved unless subsequent City NPDES permits require otherwise. The WQMP shall (1) be prepared, signed, and sealed by a licensed Civil Engineer, (2) include Site Design Low Impact Development and Source Control Best Management Practices (BMPs) appropriate for residential development, (3) include a BMP implementation, operation, and funding mechanism, and (4) be certified by the property owner. The property owner shall also enter into a Stormwater BMP Transfer, Access, and Maintenance Agreement with the City on the City form. Include a copy of the recorded agreement in the WQMP.

- A* 23. The park/water quality basin shall have maximum side slopes of 4:1, horizontal to vertical, including the entire slope south of the access road. Design of the basin, including types of drainage outlet and inlet, emergency overflow, access road, landscaping and fencing, etc. shall be as approved by the City Engineer and the Community Development Director. A 12-inch wide 2-sack slurry cut-off wall shall extend four (4) feet below the bottom of the infiltration chamber system.
- C 24. Submit two sets of WQMP BMP Exhibits with a "WQMP BMP As-Built Certificate" wet signed and sealed by the Engineer of Record. The Certificate shall state:
- "I hereby certify that the Water Quality Management Plan Best Management Practices have been constructed under my supervision in accordance with the approved plans and are functional to the best of my knowledge."
- C* 25. Remove the existing rock flume and concrete v-ditch within Lot B along a portion of the westerly and northwesterly tract boundary. Construct a new concrete v-ditch within Lot B at the toe of slope along the entire northwesterly and westerly tract boundary, and connect it to the existing headwall at the southwest corner of the project.
- C* 26. Construct a new concrete v-ditch within Lot A at the toe of slope along the south tract boundary west of Street "A", and connect it to the existing headwall at the southwest corner of the project.
- C* 27. Construct concrete v-ditches at the top of the northerly rear slopes of Lots 9 through 16, and construct swales, drain pipes or concrete v-ditches as necessary to intercept and convey storm runoff to a public street or storm drain. Utilize under sidewalk drains at all street outlet locations.
- C* 28. Attempt to obtain permission from the owner of the easterly adjoining property to replace the existing rock flume along Lots 1 through 8 with a concrete channel or concrete v-ditch, and remove the existing chain link fence along Lots 3 through 8. If permission cannot be obtained after a verifiable good faith effort has been made, submit for review and approval by the City Engineer an alternate design to protect the proposed lots within Tract 19915 that are subject to potential impact if seepage from the existing rock flume occurs.
- C* 29. Construct storm drain in Street 'C' and the emergency access road and connect it to the existing storm drain in Base Line. Construct catch basins at locations as required by the City Engineer, including a catch basin located upstream and west of the emergency access.
- A 30. Prepare and submit a hydrology study to determine storm runoff quantities tributary to and generated by the site. Include hydraulic calculations to determine the size, locations and type of all drainage pipes, inlets, and catch basins.

- A 31. Submit storm drain plans for required improvements to the City Engineer for review and approval. Indicate on the plans the location of any existing utility/facility which would affect construction of the improvements. Comply with City design standards as shown on the City's street and storm drain improvement checklist.

MAP/DEDICATION/ANNEXATION

- B 32. Record a Final Map with the San Bernardino County Recorder pursuant to the provisions of the State Subdivision Map Act.
- A 33. At the time of Final Map submittal, include traverse calculation sheets which show error of closure, copies of recorded maps and deeds used as reference and/or showing original land division, tie notes and bench marks referenced, and a current title report. Inverse calculations will not be accepted for plan check.
- A 34. Dedicate corner property line cutoffs for all corner lots in accordance with City standards.
- A 35. Dedicate five-foot public utility easements and sidewalk easements on all interior streets.
- A* 36. Dedicate drainage easements within Lot A as required by the City Engineer.
- A* 37. Reserve private drainage easements for conveyance of landscape irrigation and storm runoff for the benefit of affected lots and/or upstream properties.
- A 38. Dedicate all public street rights-of-way and all necessary easements within the tract boundary by Final Map.
- A* 39. Attempt to purchase the property northerly of Lots 15 and 16, and easterly of Lots 13 and 14, to eliminate the angles in the property line and perimeter wall. If the property cannot be purchased after a good faith verifiable effort has been made, the property line may remain as is.
- B* 40. Establish a Homeowners Association (HOA) and secure a commitment from the HOA by means of an agreement with the City, and include in its By-laws and Covenants, Conditions and Restrictions, to maintain the park/water quality basin (Lot 47), landscaping and drainage ditches within Lots A and B, and the landscaped parkway areas along the Base Line project frontage.
- A* 41. Apply to the City to annex the project into "shell" Consolidated Landscaping and Lighting District for improvements that are to be maintained by the HOA but may be potentially maintained by the City by means of the maintenance districts, if deemed necessary by the City. The areas subject to potential City maintenance include the park/water quality basin (Lot 47), Lot A, and the parkway areas along Base Line. Sign ballots prepared by the City agreeing to the annexation and amount of assessment.

- A* 42. Apply to the City to annex the project into the City's Street and Drainage Maintenance District for maintenance of the emergency access and the public storm drains. Sign a ballot prepared by the City agreeing to the annexation and amount of assessment.
- A* 43. Apply to the City to annex the project into the City's Consolidated Landscape and Lighting District for maintenance of street lights and median landscaping on Base Line. Sign a ballot prepared by the City agreeing to the annexation and amount of assessment.

FEES/PERMITS/BONDING

- D* 44. Make a cash payment for one year of maintenance of median landscaping on Base Line. Maintenance will be provided by the City through the Landscape Maintenance District after a one-year maintenance period provided by the developer and acceptance of the landscaping by the City. City Public Works staff and the City's Landscape Architect will perform inspections at the beginning and end of the one-year maintenance period.
- D 45. Pay appropriate engineering fees for bond processing, district annexations, grading and improvement plan check, hydrology report review, water quality management plan review, retaining wall calculation review, on-site and off-site inspection, utility excavation permits, GIS map plan update, microfilming and storage of maps and plans, and other required fees.
- B 46. Obtain a permit from engineering prior to any on-site construction or construction within the City's right-of-way.
- E 47. Obtain coverage under the National Pollutant Discharge Elimination System General Construction Permit (GCP) for Storm Water Discharges Associated with Construction and Land Disturbance Activities. Submit a copy of the Waste Discharge Identification (WDID) receipt letter issued by the State Water Resources Control Board confirming coverage under the CGP.
- A 48. Post a deposit for monumentation based on an estimate of the cost to perform the work prepared by the project surveyor or engineer as approved by the City Engineer. The deposit shall not be released prior to written verification from the surveyor or engineer that the monuments have been set and payment for the work has been received.
- E 49. Post a deposit for erosion control based on an estimate of the cost to perform the work prepared by the project engineer as approved by the City Engineer. The deposit shall not be released prior to completion of all on-site construction.
- A 50. Submit bonds for all required street and drainage improvements, grading, and median landscaping, in accordance with the City's Municipal Code.
- A 51. Enter into an agreement for construction of improvements with the City using the adopted City form.

UTILITIES/CONSTRUCTION

- C 52. Provide all utility services to each lot, including sanitary sewers, water, electric power, cable TV, internet, gas, and telephone. All utilities are to be underground.
- D 53. Coordinate, and where necessary, pay for the relocation of any existing public utilities as necessary.
- C* 54. Install underground electric burd transformers, telephone risers, and cable television and internet risers etc. located in the front yards of residential lots whenever the underground installation is an available option offered by the utility companies. If the underground installation is not available and utility enclosures must be installed above ground, install the above-ground utility enclosures and any flush mount utility structures at locations where construction of retaining walls will not be necessary for compliance with the setback requirements of the utility companies.
- D 55. Street pavement shall be constructed in lifts as directed by the City inspector. Final asphalt lifts shall be placed after all houses are built or within 12 months of the completion of each construction phase. Repair any damage and slurry seal all interior streets if the final asphalt cap is done before the completion of all house construction.
- E 56. Obtain written permission from the adjoining property owner(s) for off-site grading or construction, if any.
- E 57. Submit a Storm Water Pollution Prevention Plan for review and acceptance by the City.
- B 58. Destroy any abandoned wells on the property or similar structures that might result in contamination of underground waters in a manner approved by the City Engineer.
- B 59. All underground structures, except those desired to be retained, must be broken in, backfilled, and inspected before covering.
- D 60. Comply with the prevailing City design and construction standards and requirements at the time of permit issuance.
- D 61. Submit "Record Revisions" to construction plans which reflect the improvements as constructed, and any changes made during construction of public improvements such as streets, storm drains, parks, trails, public landscaping, etc. Provide original mylars and AutoCAD files.
- D 62. Comply with the City's Public Works Policies, Standards and Procedures prevailing at the time of permit issuance.

ATTACHMENT D

FIRE PREVENTION DIVISION

City of Highland, **FIRE PREVENTION DIVISION**, Conditions of Approval.

DATE : December 9, 2015

PAGE 1 OF ___5___

APPLICANT : Mastercraft: 'Highland Park'

Address : 29300 Baseline, Highland

SITE LOCATION : same 46 lot sub-division

FILE / INDEX No.: TTM 19915

THIS PROJECT IS PROTECTED BY THE CITY OF HIGHLAND FIRE DEPARTMENT / CAL-FIRE / CALIFORNIA DEPARTMENT of FORESTRY and FIRE PROTECTION.

Fire Department Review of all projects is required.

SUBMIT TO FIRE MARSHAL'S OFFICE: **ONE COPY** OF BUILDING AND/OR STRUCTURE PLANS FOR FIRE DEPARTMENT REVIEW.

ALL CONSTRUCTION (New and renovations to existing) SHALL COMPLY WITH THE CALIFORNIA FIRE CODE (2013 edition) Along with amendments as adopted within the Highland Municipal Code (Ord. #387).

Note: All weather access roads (CFC 503.2.3) and fire hydrant/water system installations shall be in place, inspected and approved, **PRIOR** to combustible material being brought on site.

Note: The City of Highland has 2 areas within the '**FIRE SAFETY OVERLAY DISTRICT**' designated as **FR-1** and **FR-2**. Both areas may border or overlap areas identified by the State/CalFire as '**High Fire Severity Zone**' or '**Very High Fire Severity Zone**'. See **HMC Section 4905.4** for construction requirements.

GENERAL.

1. **HF2:** THIS PROJECT IS LOCATED WITHIN **FIRE SAFETY REVIEW AREA 2**. THIS IS A '**HIGH FIRE HAZARD AREA**'. THIS PROJECT SHALL COMPLY WITH THE CONSTRUCTION AND DEVELOPMENT STANDARDS FOR A **FR-2 AREA**. CONTACT THE CITY BUILDING & SAFETY DIVISION FOR **FR-2 AREA** CONSTRUCTION AND DEVELOPMENT STANDARDS. A MINIMUM 30' CLEARANCE IS REQUIRED AROUND ANY STRUCTURE(s). **CFC CPTR 49 / CBC CPTR 7A**

2. **HF31:** APPROVED FIRE HYDRANT PAVEMENT MARKERS (BLUE DOTS) SHALL BE INSTALLED AT EVERY HYDRANT.
3. **HF50:** HIGH FIRE HAZARD AREAS FR-1 & FR-2: ONE-HOUR FIRE RESISTIVE CONSTRUCTION IS REQUIRED FOR EXTERIOR(s) WALL(s). **HMC 4905.4 / CBC Chapter. 7-A**
4. **HF51:** THE MAIN ELECTRICAL PANEL AND ALL SUB-PANEL(s) SHALL BE LABELED ON INSIDE COVER FOR ALL CIRCUITS. **CEC 408.4**
5. **HF52:** WATER HEATER (FUEL FIRED), SHALL BE PROPERLY VENTED TO EXTERIOR OF STRUCTURE. WATER HEATER SHALL BE SEISMIC STRAPPED TO WALL AND BE LOCATED 18" ABOVE A GARAGE FLOOR. **CBC**
6. **HF53:** A ONE-HOUR, SOLID CORE, SELF-CLOSING AND LATCHING DOOR (MINIMUM 1-3/8 INCH) SHALL BE INSTALLED BETWEEN AN ATTACHED GARAGE AND LIVING SPACE. **CBC**
7. **HF47:** FOR EACH CHIMNEY, USED IN CONJUNCTION WITH ANY FIREPLACE OR HEATING APPLIANCE, IN WHICH SOLID OR LIQUID FUEL IS USED, AN APPROVED SPARK ARRESTER SHALL BE INSTALLED AND VISIBLE FROM THE GROUND. SPARK ARRESTER SHALL BE OF STAINLESS STEEL, COPPER OR BRASS, WOVEN GALVANIZED WIRE MESH, TWELVE (12) GAUGE, AND MINIMUM OF 3/8" TO 1/2" MAXIMUM OPENINGS. **CFC CHPTR 6; CBC; CMC**
8. **HF60:** ADDITIONAL PLANS FOR ACCESS, FIRE SAFETY SYSTEMS, **FIRE LANES** AND SIGNAGE, GATES, STORAGE, OR OTHER SPECIAL CONDITIONS MAY BE REQUESTED FOR REVIEW, CONDITIONING AND APPROVAL BY THE FIRE MARSHAL.
9. **HF48:** A CLASS "A" ROOF COVERING STRUCTURE WITH "BIRD STOPS" SHALL BE INSTALLED.

ACCESS:

10. **HF7:** FIRE DEPARTMENT **EMERGENCY ACCESS** ROAD (SPECIFIC TO THIS PROJECT) SHALL MEET THE FIRE DEPT. MINIMUM UNOBSTRUCTED WIDTH OF TWELVE (12) FEET. **THIS STANDARD SHALL NOT LESSEN OTHER AGENCY REQUIREMENTS.** ACCESS ROADS SHALL BE PAVED (ASPHALT/CONCRETE) AND IN PLACE **PRIOR** TO OCCUPANCY OF FIRST HOME.
11. **HF8:** ALL ACCESS ROADS, PUBLIC, PRIVATE STREETS AND RESIDENTIAL DRIVEWAYS SHALL MAINTAIN A MINIMUM VERTICAL CLEARANCE OF THIRTEEN (13) FEET-SIX (6) INCHES. **CFC 503.2.1**
12. **HF11:** FIRE DEPARTMENT ACCESS ROADWAY(s) AND/OR PUBLIC/PRIVATE STREET(s) EXCEEDING ONE HUNDRED FIFTY (150) FEET IN LENGTH SHALL PROVIDE AN APPROVED TURN-AROUND AT THE TERMINUS (**CUL-DE-SAC**). MINIMUM RADIUS SHALL BE **NOT LESS THAN 40 FEET**. OR AS APPROVED BY THE FIRE MARSHAL. CUL-DE-SACS PROVIDING ACCESS TO PERIMETER EMERGENCY ACCESS ROADS SHALL HAVE A MINIMUM RADIUS OF **44 FEET**. **CFC 503.1.1 / APPENDIX D, D103.4, SBCO TRANSPORTATION STD 120/121**
13. **HF12:** FIRE DEPARTMENT ACCESS ROADWAY(s); PUBLIC/PRIVATE STREET(s) AND DRIVEWAYS SHALL NOT EXCEED 12% GRADE. **CBC 503.2.7 / APPENDIX D, D103.2 - HMC**

14. **HF13:** FIRE DEPARTMENT ACCESS ROADWAY(s); SHALL EXTEND TO WITHIN ONE HUNDRED FIFTY (150) FEET OF AND SHALL GIVE REASONABLE ACCESS TO ALL PORTIONS OF THE EXTERIOR WALLS OF THE FIRST STORY OF ANY BUILDING.
15. **HF14:** IN FR-1/FR-2 AREAS, STREETS ENDING IN A CUL-DE-SAC SHALL NOT EXCEED 350 FEET, IN ALL OTHER AREAS, NON CIRCULATING STREETS SHALL NOT EXCEED 600 FEET IN LENGTH AND SHALL PROVIDE AN APPROVED CUL-DE-SAC. HMC
16. **HF19:** MANUALLY OPERATED GATES ACROSS FIRE DEPARTMENT ACCESS ROADWAYS, PUBLIC AND/OR PRIVATE STREETS AND DRIVEWAYS, SHALL BE EQUIPPED WITH APPROVED EMERGENCY KEY-OPERATED "KNOX" PADLOCK OR BOX CONTAINING KEY TO OPEN THE PRIVATE LOCK. FOR AUTOMATIC GATES, A "KNOX" EMERGENCY ACCESS SWITCH, SHALL BE INSTALLED, AT LOCATION DETERMINED BY FIRE DEPARTMENT, AND SHALL OVER-RIDE ALL COMMAND FUNCTIONS AND OPEN GATE AUTOMATICALLY UPON ACTIVATION. ALL AUTOMATIC GATES SHALL HAVE A MANUAL OVER-RIDE FOR USE DURING LOSS OF ELECTRIC POWER. "KNOX BOX" REQUEST FORM IS AVAILABLE FROM THE FIRE MARSHAL. CFC 506.6
17. **HF24:** "NO PARKING – FIRE LANE" SIGNS SHALL BE POSTED AT LOCATIONS DESIGNATED BY FIRE MARSHAL. FIRE LANE CURBS SHALL BE PAINTED RED, WITH WHITE LETTERS STATING "NO PARKING – FIRE LANE" ON TOP, NOT FACE. CFC 503.3 - APPENDIX D, D103.6

WATER:

18. **HF25:** MINIMUM REQUIRED FIRE FLOW, AS DETERMINED BY I.S.O. FORMULA, IS AS FOLLOWS: RESIDENTIAL; GPM =1500; AT 20 PSI RESIDUAL; FOR 2 HOUR DURATION. CFC APPENDIX B AND APPENDIX C

Note: Hydrants shall meet EVWD standards.

19. **HF29:** FIRE HYDRANT SPACING SHALL BE :
SINGLE FAMILY RESIDENTIAL: 600 FEET

CFC 507 / APPENDIX B AND APPENDIX C.

Note: Existing fire hydrants (off-site) can be included if they meet spacing requirements. Hydrants shall not be located at the 'bulb' end of cul-de-sacs.

20. **HF26:** TWO SETS OF WATER DELIVERY SYSTEM PLANS, DESIGNED TO MEET THE REQUIRED FIRE FLOW FOR THIS PROJECT AND/OR DEVELOPMENT, SHALL BE SUBMITTED TO THE FIRE DEPARTMENT FOR REVIEW AND APPROVAL. CFC 501.3
21. **HF27:** APPLICANT-DEVELOPER SHALL PROVIDE A LETTER FROM THE WATER COMPANY SERVING THE PROJECT-DEVELOPMENT, VERIFYING FINANCIAL ARRANGEMENTS HAVE BEEN MADE AND BONDED FOR THE REQUIRED WATER IMPROVEMENTS. CFC 501.3

22. **HF28:** FIRE HYDRANTS SHALL BE INSTALLED, INSPECTED AND OPERATIONAL AS PER APPROVED WATER SYSTEM DELIVERY PLANS **PRIOR** TO ANY FRAMING, CONSTRUCTION OR DELIVERY OF COMBUSTIBLE MATERIALS TO PROJECT SITE. **CFC 501.4 / CFC 3312.1**

C

ADDRESSING – IDENTIFICATION:

23. **HF18:** STREET NAME SIGNS SHALL BE INSTALLED PRIOR TO CONSTRUCTION ON ANY ROADWAY OR PHASE. TEMPORARY SIGNS MAY BE USED AS APPROVED BY THE FIRE MARSHAL. **CFC 505.2** **Note:** Permanent signage shall meet City standards as required by Planning.
24. **HF17:** THE PUBLIC AND/OR PRIVATE ROADWAYS SERVING THIS PROJECT SHALL BE IDENTIFIED WITH CITY APPROVED NAMES. **CFC 505.2**
25. **HF20:** **RESIDENTIAL** ADDRESS NUMBERS SHALL BE PLACED ON ALL NEW AND EXISTING STRUCTURES IN SUCH A MANNER AS TO BE **PLAINLY VISIBLE** AND LEGIBLE FROM THE ACCESS ROADWAY OR STREET. SINGLE FAMILY DWELLINGS SHALL HAVE NUMBERS OF 4" HEIGHT, 3/8" STROKE ON CONTRASTING BACKGROUND. ADDRESS NUMBERS SHALL BE LOW VOLTAGE, AUTOMATICALLY ELECTRICALLY ILLUMINATED WHERE STRUCTURE SETBACK EXCEEDS ONE HUNDRED (100) FEET FROM THE ACCESS ROADWAY OR STREET, ADDITIONAL NON-ILLUMINATED NUMBERS 4" IN HEIGHT, 3/8" STROKE, ON CONTRASTING BACKGROUND SHALL BE DISPLAYED AT PROPERTY ACCESS ENTRANCE. **CFC 505.1**

FIRE PROTECTION & ALARM SYSTEMS:

26. **HF34:** RESIDENTIAL AUTOMATIC FIRE SPRINKLERS SHALL BE INSTALLED ACCORDING TO **NFPA 13D** AND FIRE DEPARTMENT REQUIREMENTS. SUBMIT THREE (3) SETS OF SHOP PLANS WITH MATERIAL CUT SHEETS AND HYDRAULIC CALCULATIONS FOR FIRE DEPT. REVIEW AND APPROVAL PRIOR TO ANY INSTALLATION. SUBMIT COPY OF CALIFORNIA C-16 LICENSE.
27. THE WATER METER SUPPLYING A 13D SYSTEM SHALL BE OF SUFFICIENT SIZE (usually 1-inch) TO PROVIDE THE CALCULATED FLOW REQUIREMENTS OF THE 13D FIRE SPRINKLER SYSTEM. MINIMUM PIPE SIZE BEYOND THE WATER METER SHALL BE 1-INCH. RESIDENTIAL SPRINKLER HEADS OF PROPER TEMPERATURE RATING SHALL BE INSTALLED IN ATTIC AND BUILT-UP STORAGE SPACES WHERE MECHANICAL EQUIPMENT (FAU, WATER HEATER, etc.) IS INSTALLED. **CFC CHPTR 9; CFC 903; CBC; & HMC 8.24; NFPA13D, CHAPT. 6 & 1.**
28. **HF46:** SMOKE DETECTORS, HARD WIRED IN SERIES WITH BATTERY BACK-UP, SHALL BE INSTALLED IN ALL SLEEPING AREAS AND IN ALL HALLWAYS AND AREAS/ROOMS LEADING TO SLEEPING AREAS. SMOKE DETECTORS SHALL BE INSTALLED AT THE TOP OF ALL STAIRWAYS. AT LEAST ONE SMOKE DETECTOR SHALL BE INSTALLED ON THE FIRST FLOOR LEVEL. **CFC 907; CBC**
29. **HF60:** 2013 CALIFORNIA FIRE CODE, CHAPTER 33, **FIRE SAFETY DURING CONSTRUCTION AND DEMOLITION**, SHALL APPLY TO THIS PROJECT. IT IS THE RESPONSIBILITY OF THE PROJECT MANAGER TO MEET WITH THE FIRE MARSHAL TO DISCUSS REQUIREMENTS SPECIFIC TO THIS PROJECT.

30. **HF62:** ADDITIONAL PLANS FOR ACCESS, FIRE SAFETY SYSTEMS, STORAGE OR OTHER SPECIAL CONDITION MAY BE REQUESTED FOR REVIEW, CONDITIONING AND APPROVAL BY THE FIRE MARSHAL.
31. **HF63:** SUBMIT TO FIRE MARSHAL'S OFFICE: **ONE COPY** OF BUILDING AND/OR STRUCTURE PLANS FOR FIRE DEPARTMENT REVIEW.



Scott DeForge, Deputy Fire Marshal
City of Highland Fire Department
(909) 864-6861

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO)
CITY OF HIGHLAND)

I, BETTY HUGHES, City Clerk of the City of Highland, California, do hereby certify Resolution No. 2016-035 was duly and regularly adopted by the City Council of the City of Highland, California, at a regular meeting thereof held on the 14th day of June, 2016, by the following vote:

AYES: Lilburn, Racadio, Scott, Timmer

NOES: None

ABSTAIN: None

ABSENT: McCallon



BETTY HUGHES, MMC
CITY CLERK

Attachment No. 7

Public Comment Letter

Public Comment

From: Fred Yauger <fred@yauger.net>
Sent: Sunday, August 02, 2020 4:18 PM
To: publiccomment@cityofhighland.org
Subject: Planning Commission Meeting on August 4, 2020 - Agenda Item #2

I support staff's recommendation to adopt the resolution to recommend to the City Council a one year extension on this property.

To do otherwise would be of no benefit to the City, its citizens or the owner.

Fred Yauger
7123 Amberwood Lane

Sent from my iPad

Attachment No. 8

City Council Resolution No. 2020-_____ for Approval of Extension of Time No. 20-001

RESOLUTION NO. 2020- ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND TO APPROVE EXTENSION OF TIME APPLICATION NO. 20-001, FOR A ONE (1) YEAR EXTENSION FOR TENTATIVE TRACT MAP NO. 19915 (TTM NO. 14-004) AND CONDITIONAL USE PERMIT NO. 15-001 WHICH ESTABLISHED THE HIGHLAND PARK PLANNED DEVELOPMENT (SPR NO. 15-001) FOR 46 MEDIUM DENSITY LOTS, TWO (2) LANDSCAPED LETTERED LOTS AND A PARK/WATER QUALITY BASIN.

APPLICANTS: 29300 Baseline Partners, LLC

A. RECITALS

1. On June 14, 2016, the City of Highland City Council adopted Resolution No. 2016-034 approving Conditional Use Permit (CUP) No. 15-001, the Highland Park Planned Development Document, and Resolution No. 2016-035 approving Tentative Tract Map (TTM) No. 19915 (TTM No. 14-004) to subdivide one (1) 7.6 acre parcel into 46 single-family residential lots and two (2) landscaped lettered lots and a community park for the creation of a cohesive planned residential development located at 29300 Base Line (APN: 0288-562-03). Both approvals expire on June 14, 2020.
2. On June 14, 2016, the City of Highland City Council adopted Resolution No. 2016-032, adopting a Mitigated Negative Declaration of the project.
3. On June 4, 2019, the Planning Commission of the City of Highland, conducted a public hearing on the subject Extension of Time Application and concluded the Hearing on that date. The Planning Commission voted three to two recommending the City Council deny the Extension of Time.
4. On June 25, 2019, the City of Highland City Council conducted a public hearing to consider the Extension of Time at the Highland City Hall Council Chambers in Highland, California, at 6:00 p.m., after providing notice to the public in a manner and for the time required by law to hear and consider both oral and written evidence regarding said Extension of Time. The City Council considered of all evidence, testimony and reports offered at said hearing, including (without limitation) the staff report to the City Council dated June 25, 2019. After deliberation on the item, the City Council voted 5-0 to approve the one-year time extension, Resolution No. 2019-036.
5. On May 7, 2020, the Applicant filed an Extension of Time Application (EOT No. 20-001) which is a request to extend Tentative Tract No. 19915 (TTM No. 14-004) and Conditional Use Permit No. 15-001, which established the Highland Park Planned Development (SPR No. 15-001), a residential subdivision of 7.6 acres into 46 medium density lots, two (2) landscaped lettered lots and a park/water quality basin.

6. On August 4, 2020, the Planning Commission of the City of Highland, conducted a public hearing on the subject Extension of Time Application and concluded the Hearing on that date. The Planning Commission voted five to zero recommending the City Council approve the Extension of Time.
7. On August 25, 2020, the City of Highland City Council conducted a public hearing to consider the Extension of Time Application at the Highland City Hall Council Chambers in Highland, California, at 6:00 p.m., after providing notice to the public in a manner and for the time required by law to hear and consider both oral and written evidence regarding said Extension of Time Application.
8. All legal prerequisites to the adoption of this Resolution have occurred.

B. RESOLUTION

NOW THEREFORE, it is hereby found, determined and resolved by the City Council of the City of Highland as follows:

Section 1. The City Council finds that all of the facts set forth in the Recitals, Part "A" of this Resolution, are true and correct.

Section 2. Findings of Fact

- a. The City Council finds that the Findings of Fact made in City Council Resolution No. 2016-034 and Resolution No. 2016-035 made on June 14, 2016, for Conditional Use Permit No. 15-001 and Tentative Tract No. 19915 (TTM No. 14-004), are still true and correct as adopted herein by reference.
- b. Granting the time extension to Conditional Use Permit No. 15-001 and Tentative Tract No. 19915 (TTM No. 14-004) is not expected to be detrimental to the public health, safety, or welfare or materially injurious to properties or improvements in the vicinity because its development will comply with all project conditions from the Planning, Building & Safety, Fire, and Engineering Divisions as established by City Council Resolution Nos. 2016-034 and 2016-035.
- c. The development of this site will remove a vacant parcel with a much needed housing. The construction of housing will assist the City with meeting its Regional Housing Needs Assessment Allocation (RHNA).

Section 4. Based on the Findings of Fact and Conclusions set forth above, the City Council approves Extension of Time Application No. 20-001, to grant a one (1) year Extension of Time for Tentative Tract No. 19915 (TTM No. 14-004) and Conditional Use Permit No. 15-001, which established the

Highland Park Planned Development Document (SPR-15-001) for a residential subdivision and associated amenities.

C. ADOPTION OF RESOLUTION.

The City Clerk shall certify to the adoption of this Resolution and shall cause the same to be published or posted in the manner prescribed by law.

PASSED, APPROVED AND ADOPTED this 25th day of August, 2020.

Larry McCallon
Mayor

ATTEST:

Betty Hughes, MMC
City Clerk



STAFF REPORT

TO THE CITY COUNCIL

DATE: August 25, 2020

FROM: Joseph A. Hughes, City Manager

REVIEWED BY: Lawrence A. Mainez, Community Development Director *[Signature]*
Kim Stater, Assistant Community Development Director *[Signature]*

PREPARED BY: Salvador Quintanilla, Associate Planner *SNQ*

SUBJECT: An appeal (APP No. 20-001) of the Planning Commission's denial of Conditional Use Permit (CUP) No. 20-004; a request for an expansion of an existing State of California Department of Alcohol Beverage Control (ABC) Type 47 (On-Sale General - Eating Place) license for an approximate 420 square-foot outdoor dining area for an existing restaurant (JJ's Sports Bar and Grill) in the Carino Plaza. The appeal is asking the City Council to overturn the Planning Commission's decision and permit the sale and consumption of alcohol within the existing outdoor dining area.

LOCATION: 7955 Webster Street, Unit No. 1
(APN No.: 1201-361-23)

**APPLICANT/
APPELLAND:** JJ's Sport Bar & Grill, Joe Swidan

RECOMMENDATION: Staff recommends the City Council:

1. Consider an appeal of the Planning Commission's denial of Conditional Use Permit No. 20-004; a request for an expansion of an existing State of California Department of Alcohol Beverage Control (ABC) Type 47 (On-Sale General -Eating Place) license for an approximate 420 square-foot outdoor

Approved _____	Motion _____	Second _____	Agenda Item No. <u>12</u>
Denied _____	Ayes _____		File No. _____
Continue _____	Noes _____		
	Abstain _____		
	Absent _____		
<i>[Signature]</i> City Clerk		<i>[Signature]</i> City Manager	

dining area for an existing restaurant (JJ's Sports Bar and Grill).

FISCAL IMPACT: The Appellant provided the applicable filing fee for an Appeal as established by City Council Resolution.

ENVIRONMENTAL REVIEW: Pursuant to the California Environmental Quality Act (CEQA), the project is categorically exempt per Section 15301, Class No. 1 (Existing Facilities) as the project involves the expansion of the ABC license by another public agency and no exterior expansions are proposed.

PUBLIC NOTICE: As required by City Council Resolution, notice of the public meeting was posted at the City's three designated posting locations within the City. A legal notice was posted on the City's website and mailed to property owners within 300 feet of the project site and published with the Highland Community Newspaper on August 14, 2020. No further notice is required.

PUBLIC COMMENT: At the time of preparing this Staff Report, no comments were received by the Planning Division in response to the Project Notice.

DESCRIPTION OF SITE: JJ's Sports Bar and Grill is located within an existing commercial shopping center (Carino Plaza) on the north side of Greenspot Road between Webster Street and Boulder Avenue. The center includes a multi-tenant building, gas station and self-service car wash. JJ's is at the north end of the multi-tenant building, occupying two (2) suites.

PREVIOUS ACTION: On November 25, 2011, the Planning Commission approved Conditional Use Permit No. 11-008, which established a restaurant with Type 41 (On-Sale Beer and Wine) ABC license for Moo and Brew. This CUP approval runs with the land, and in 2017, JJ's Sports Bar and Grill, was allowed to continue to operate a restaurant with a Type 41 ABC License for beer and wine consumption.

On June 6, 2017, the Planning Commission heard and approved Conditional Use Permit No. 17-005 to extend the operational hours for JJ's Sports Bar & Grill by adopting Resolution No. 17-006 (Approved hours: Sunday through Thursday – 11:00 a.m. to 12:00 a.m. and Friday and Saturday - 10:00 a.m. to 2:00 a.m.).

On November 7, 2017, the Planning Commission adopted Resolution No. 17-025 approving Conditional Use Permit No. 17-013 to upgrade the existing ABC Type 41 (On-Sale Beer and Wine) license to a Type 47 (On-Sale General (all alcoholic sprits)) license for an eating place, JJ's Sports Bar and Grill. ABC issued the final approval and license.

On May 26, 2020, staff approved a Staff Review Permit (SRP No. 20-004), for an approximate 420 square-foot outdoor dining area for the existing restaurant (JJ's Sports Bar and Grill). The outdoor dining area has been delineated by the installation of a four-foot high wrought iron fence along the west side of the restaurant. The outdoor dining area can be accessed from the inside of the restaurant and through the outside by a three-foot (3) wide gate. The development of the dining area is in compliance with the ADA guidelines and the Building Code.

On July 7, 2020, the Planning Commission held a public hearing to consider alcohol beverage consumption on the patio. There was much deliberation regarding the safety of the patrons within the parking lot, the negative impact it was causing to the center's parking, and loitering within the parking lot. Planning Commissioner Zaman made a motion to approve the project. The motion failed with a 2-2 vote. In an effort to move the CUP application forward to the next process, Planning Commissioner Gamboa made a second motion to deny the Application and the denial was approved with a 4-0 vote. The Planning Commission directed staff to return on July 21, 2020, with a Resolution to deny the Application.

On July 21, 2020, the Planning Commission held a public hearing for this item. After deliberation regarding the safety of the patrons in the parking lot, the Planning Commission made a motion to approve a Resolution to deny the CUP Application with a vote of 3-2. (Attachment No. 3 – Planning Commission Minutes of July 21, 2020).

BACKGROUND: The Applicant/Owner of JJ's Sports Bar & Grill opened for business approximately two (2) years ago and has made a large financial investment in this establishment with the *"aim (is) to provide a fun, safe, welcoming, hospitable, family oriented environment in our surrounding area."* This establishment employed approximately 11 people before the COVID-19 epidemic and now he has six (6) employees. The owner has signed a 10-year lease to show his commitment to this venture.

PROJECT REVIEW: The Applicant, JJ's Sports Bar & Grill, currently holds a Type 47 On-Sale General Alcohol Beverage license, to sell beer, wine, and distilled spirits. The full service restaurant is approximately 3,240 square feet and it includes restrooms, kitchen, office, breakroom, gaming area, bar area, dining area (fixed seating and movable tables and chairs) and an existing 420 square-foot outdoor dining area (currently no alcohol is served in this area). Also, JJ's Sports Bar & Grill offers access to broadcast sporting events.

In April 2020, the owner added an outdoor dining area and wishes to expand the alcohol beverage service to the patio. Expanding the liquor license requires an amendment to the existing CUP. Under previous CUPs, for more than a decade, businesses have come and gone at this location with an ABC license. The zoning for this site is General Commercial (CG) which permits alcohol sales with the approval of a CUP.

ANALYSIS: ABC will not issue the approval of the expansion to serve alcohol in the outdoor dining area without the applicant obtaining approval of a CUP Amendment. Based on this requirement, the Applicant submitted an Amendment to the existing CUP to serve alcohol in the outdoor dining area.

The project site is located within the boundary of Census Tract 76.04, which ABC authorizes a maximum of three (3) "on sale" license for this geographic area. As of 2020, the number of businesses with "on sale" licenses is seven (7). The existing licenses are:

<i>Business Name</i>	<i>Address</i>	<i>License Type</i>	<i>License Description</i>
Thai Spoon	7750 Palm Ave, Ste H	Type 41	On-Sale Beer & Wine
The Green Frog	7750 Palm Ave, Ste K&L	Type 48	On-Sale General
I Love Sushi	7750 Palm Ave, Ste S	Type 41	On-Sale Beer & Wine
Candy's	26998 3 rd Street	Type 41	On-Sale Beer & Wine
Dicky's Barbeque Pit	27949 Greenspot Rd, Ste D	Type 41	On-Sale Beer & Wine
Wingstop	27993 Greenspot Rd, Ste 4	Type 41	On-Sale Beer & Wine
JJ's Sports Bar & Grill	7955 Webster Street, Unit 1	Type 47	On-Sale General

Since this is an expansion of an existing license, a finding for public convenience or necessity is not necessary. The approval of this license will not increase total number of licenses in the census tract.

APPEAL: On July 28, 2020, the Appellant filed an Appeal, requesting to overturn the Planning Commission's denial (see Attachment No. 5 – Appeal Application). The Appellant believes that the sale and consumption of alcohol within the outdoor dining area will not be detrimental or cause a negative impact to the restaurant, shopping center and the surrounding area, since he will provide additional security inside the restaurant, in the outdoor dining area, and in the parking lot. Therefore, the Appellant believes that the implementation of these safety measures will make the restaurant and center a safe place to have a late dinner with alcoholic beverages in the outdoor dining area.

Attached for City Council consideration is a resolution upholding the Planning Commission's denial to Amend Applicant's CUP to serve alcohol in their outside dining area (Attachment No. 6). Should it be the desire of the City Council to override the Planning Commission's denial, it would be appropriate to state reasons for such an action and further motion to continue this item to a specific meeting date and direct staff to prepare a revised resolution to approve at a future City Council Meeting.

Exhibits: A. Project Location Aerial Map
 B. Site Plan
 C. Floor Plan

Attachments:

1. PC Staff Report from July 7, 2020
2. PC Minutes from July 7, 2020
3. PC Minutes from July 21, 2020
4. Draft PC Resolution No. 2018-019
5. Appeal Application
6. City Council Resolution No. 2020 – ____ to uphold PC's denial

Exhibit “A”

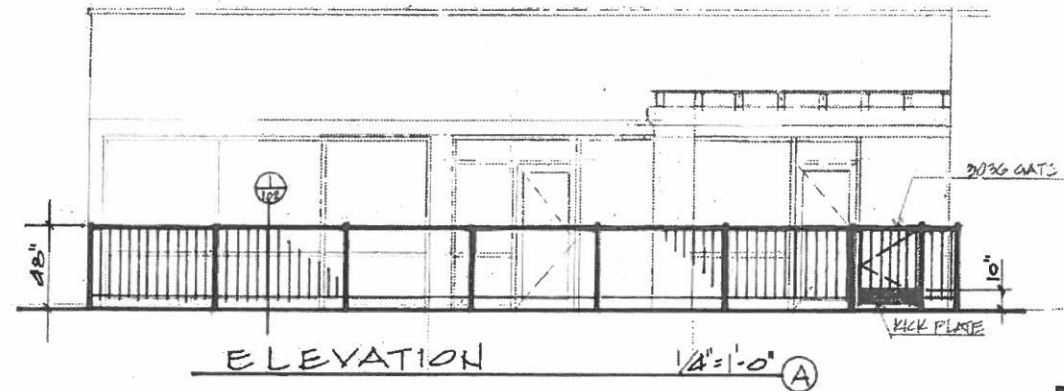
Project Location Aerial Map

7955 Webster Street



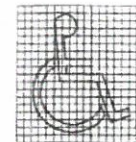
Exhibit “B”

Site Plan



SITE NOTES:

- 1) PATH OF TRAVEL IDENTIFICATION TO BUILDING ENTRANCE



INTERNATIONAL SYMBOL
OF ACCESSIBILITY
(PROPORTIONS)

INTERNATIONAL ACCESSIBILITY SYMBOL
NOT TO SCALE

SYMBOL LEGEND

- ADA ACCESSIBLE PATH OF TRAVEL
- PATH OF TRAVEL IDENTIFICATION FROM ADA PARKING TO RAMP
- PATH OF TRAVEL IDENTIFICATION FROM PEDESTRIAN WAY CROSSING VEHICULAR PATH

JOHN LAP1 DESIGNS
40955 CYPRESS POINT DR.
CHERRY VALLEY, CA 92223
909-827-9850

johnlap1@aol.com

BOULDER (STATE HIGHWAY)

SCOPE OF WORK

NEW OUTDOOR PATIO

SHEET INDEX

G102 SITE PLAN

A102 FLOOR PLAN

Project:

J's Sports Bar & Grill
7955 WEBSTER ST. UNIT 104
HIGHLAND, CA 92340

Client:

JES SWIDEN
909-827-4419
127 E. HIGHLAND
SAN BERNARDINO, CA 92404

Contact:

SITE PLAN

BUILDING CODE ANALYSIS

ADOPTED CODES:
CALIFORNIA BUILDING CODE
CALIFORNIA ELECTRICAL CODE
CALIFORNIA MECHANICAL CODE
CALIFORNIA PLUMBING CODE
CALIFORNIA FIRE CODE

OCCUPANCY:
A2 - RESTAURANT

FLOOR AREA:
TOTAL LEASABLE SPACE = 5,888.44 SQ. FT.

BUILDING ENVELOPE:
CONSTRUCTION TYPE
FIRE SPRINKLERED
FLOOR ASSEMBLY
EXTERIOR WALLS

FIRE NOTES:
1) SPRINKLER INSTALLATIONS AND/OR MODIFICATIONS TO THE FIRE SPRINKLER SYSTEM SHALL BE APPROVED BY THE FIRE AUTHORITY PRIOR TO THE INSTALLATION OR MODIFICATION TO THE SYSTEM, AND SHALL REQUIRE A SEPARATE PERMIT, (PER CFC, SECTION 1001.3).
2) HOOD SUPPRESSION: INSTALLATION AND/OR MODIFICATIONS TO THE FIRE SYSTEM SERVING A TYPE I HOOD REQUIRE A SEPARATE PERMIT. PLANS SHALL BE DRAWN BY A C-16 CONTRACTOR OR MECH. ENGINEER. (NOTE: A UL 800 SUPPRESSION SYSTEM WILL BE REQUIRED).
3) SPRINKLER SYSTEM SHALL BE VERIFIED AS CODE COMPLIANT BY A C-15 CONTRACTOR AND

ROOM NAME	TOTAL AREA / FINISH	LOAD FACTOR	TOTAL OCCUPANTS	NOTES
DINING AREA / PATIO	1140 / 480	15	76 / 28	
BAR/PAVING	226 SF	15	22	
RESTROOMS			0	ANNUAL AREA
DISHWASH	168 SF	800	1	
KITCHEN	190 SF	800	1	
BREAK RM/STORAGE	158 SF	800	1	
OFFICE	121.5 SF	100	1,000,000	
COOLER/FOOD PICKUP	180.5 SF	800	1	
TOTAL OCCUPANTS = 188,000,000				

1 SITE PLAN
SCALE: 1" = 20'-0"

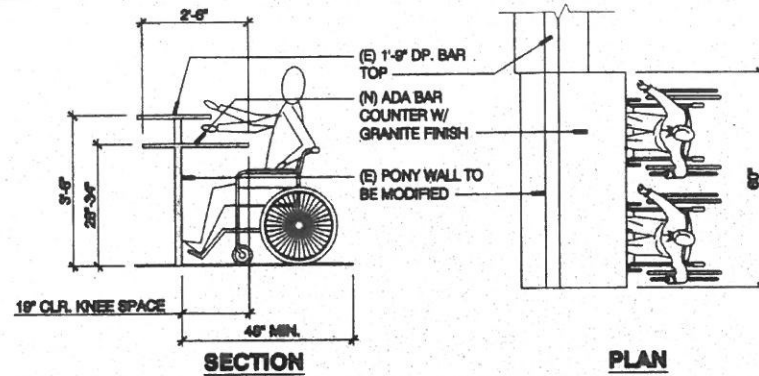
RECEIVED
MAY 28 2020
CITY OF HIGHLAND

G102

Exhibit “C”

Floor Plan

johnlapie@outlook.com



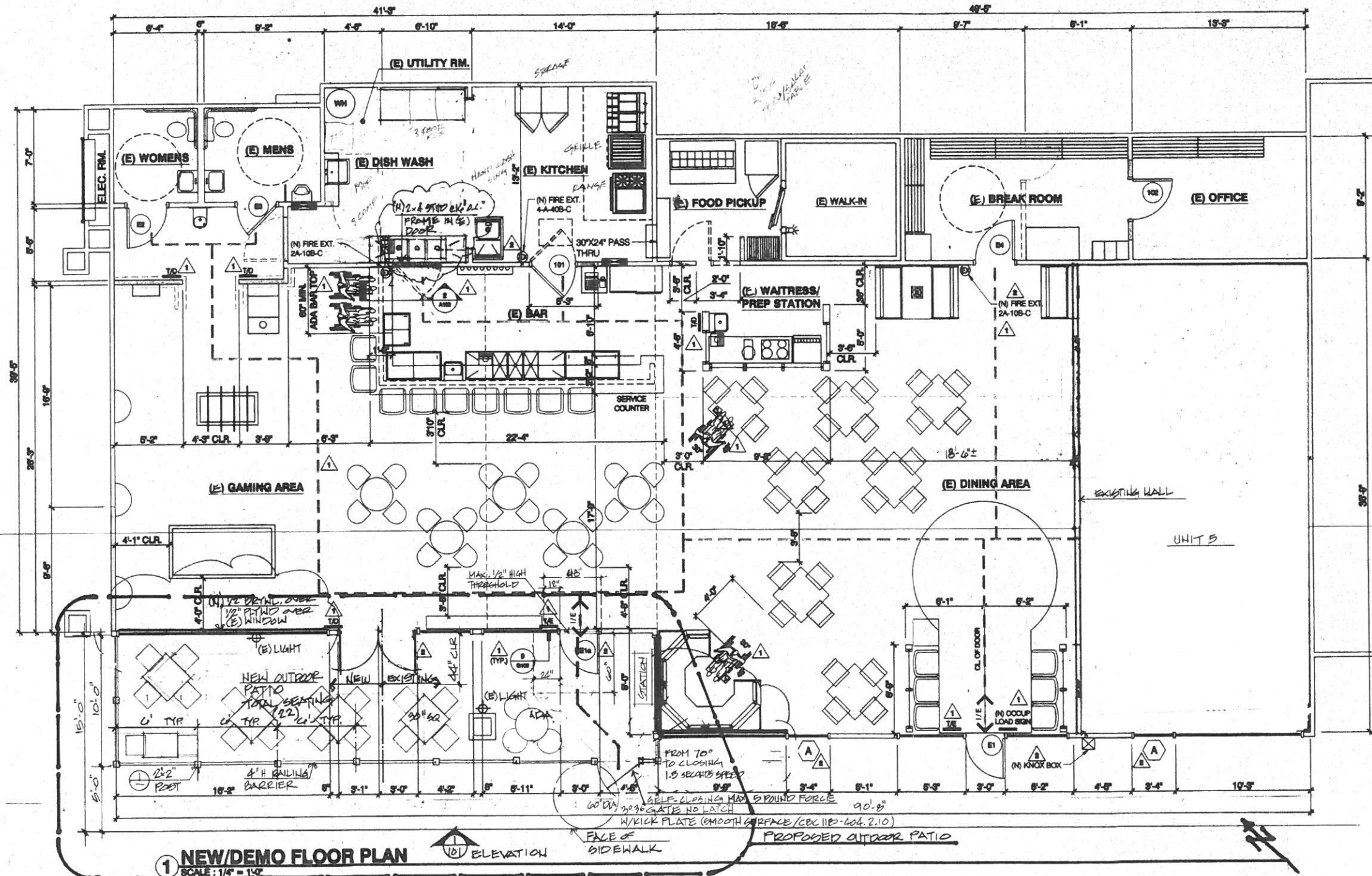
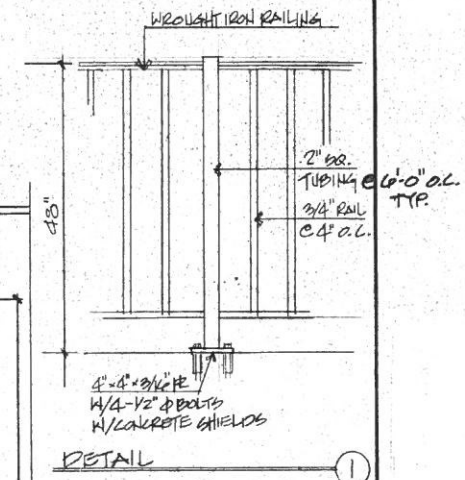
② ADA BAR COUNTER
SCALE: 1/2" = 1'-0"

HAZARDOUS MATERIALS

NOTE: THERE ARE NO HAZARDOUS MATERIALS BEING UTILIZED UNDER THE A-2 OCCUPANCY CLASSIFICATION FOR A RESTAURANT, IN EXCESS OF THE EXEMPT AMOUNTS LISTED IN THE CALIFORNIA FIRE CODE, TABLE 2703.1.1(1). ALL CLEANING SOLVENTS ARE PROVIDED BY EITHER "SINTAS" OR SIMILAR COMMERCIAL SUPPLIERS WHICH MEET CURRENT STATE REGULATIONS.

NOTE: EXISTING OCCUPANCY USE PRIOR TO THIS PERMIT WAS A-2, PROPOSED OCCUPANCY IS A-2. NO CHANGE IN OCCUPANCY HAS BEEN PROPOSED.

NOTE! NO CHANGE OR ADDITION TO
HEATING AND AIR-CONDITIONING
TO EXISTING UNITS



Project :
Project :

JJ'S SPORTS BAR & GRILL
7955 WEBSTER ST. UNITS 1-4
HIGHLAND, CA 92346

Client :

JOE SWIDEN
909-919-4919
127 B. HIGHLAND
SAN BERNARDINO, CA 92404

NEW/DEMO FLOOR PLAN

SYMBOL LEGEND

----	ADA ACCESSIBLE ROUTE OF TRAVEL
<u>TD</u>	TACTILE DIRECTIONAL SIGN
<u>TE</u>	TACTILE EXIT SIGN

WALL LEGEND

(a) EX WALL FRAMING

(b) EX WALL FRAMING REMOVED

(c) EX STUDS @ 16" O/C

(d) EX STUDS @ 16" O/C
4x4 H. 16" H. BRIDGE
SLAB ANCHOR

A102

Attachment No. 1

PC Staff Report from July 7, 2020



STAFF REPORT

TO THE PLANNING COMMISSION

COPY

DATE: July 7, 2020

FROM: Lawrence A. Mainez, Community Development Director

REVIEWED BY: Kim Stater, Assistant Community Development Director *KS*

PREPARED BY: Salvador Quintanilla, Associate Planner *SNQ*

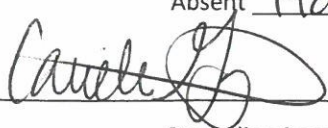
SUBJECT: Conditional Use Permit (CUP) No. 20-004 requesting for an expansion of an existing State of California Department of Alcohol Beverage Control (ABC) Type 47 (On-Sale General - Eating Place) license for an approximate 420 square-foot outdoor dining area for an existing restaurant (JJ's Sports Bar and Grill) in the Carino Plaza.

LOCATION: 7955 Webster Street, Unit No. 1

RECOMMENDATION: Staff recommends the Planning Commission adopt Resolution 2020 - _____, approving the expansion of Type 47 (On-Sale General - Eating Place) ABC license for the establishment of an approximately 420 square-foot outdoor dining area for an existing restaurant (JJ's Sports Bar and Grill) in the Carino Plaza.

PUBLIC NOTICE: A Public Hearing Notice was published in the Highland Community News on June 26, 2020. The Notice was posted on the City's website and at the three (3) designated public posting locations per City Council Resolution. The Notice was mailed to interested agencies and property owners within 300 feet of the site.

ENVIRONMENTAL REVIEW / BACKGROUND: Pursuant to the California Environmental Quality Act (CEQA), the project is categorically exempt per Section 15301, Class No. 1 (Existing Facilities) as the project involves the expansion of the ABC

Approved _____	Motion <u>Gramboa</u>	Second <u>Hall</u>	Agenda Item No. <u>2</u>
Denied _____	Ayes <u> </u>		
Continued <u>X</u>	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent <u>Haller</u>		
 Recording Secretary		 Community Development Director	

license by another public agency and exterior expansions.

COPY

DESCRIPTION OF THE SITE: JJ's Sports Bar and Grill is located within an existing commercial shopping center (Carino Plaza) on the north side of Greenspot Road between Webster Street and Boulder Avenue. The center includes a multi-tenant building, gas station and self-service car wash. JJ's is at the north end of the multi-tenant building, occupying two (2) suites.

PREVIOUS ACTION:

On November 25, 2011, the Planning Commission approved Conditional Use Permit No. 11-008, which established a restaurant with Type 41 ABC license for Moo and Brew. This CUP approval runs with the land, and in 2017, JJ's Sports Bar and Grill, was allowed to continue to operate a restaurant with a Type 41 ABC License for beer and wine consumption.

On June 6, 2017, the Planning Commission heard and approved Conditional Use Permit No. 17-005 to extend the operational hours for JJ's Sports Bar & Grill by adopting Resolution No. 17-006.

On November 7, 2017, the Planning Commission adopted Resolution No. 17-025 approving Conditional Use Permit No. 17-013 to upgrade the existing ABC Type 41 (On-Sale Beer and Wine) license to a Type 47 (On-Sale General (all alcoholic sprits)) license for an eating place, JJ's Sports Bar and Grill. ABC issued the final approval and license.

On May 26, 2020, staff approved a Staff Review Permit (SRP No. 20-004), for the expansion of an approximate 420 square-foot outdoor dining area for the existing restaurant (JJ's Sports Bar and Grill). The outdoor dining area has been delineated by the installation of a four-foot high wrought iron fence along the west side of the restaurant. The outdoor dining area can be accessed from the inside of the restaurant and through the outside by a three-foot wide (3) gate. The development of the dining area is in compliance with the ADA guidelines and the Building Code.

BACKGROUND:

The Applicant/Owner of JJ's Sports Bar & Grill opened for business approximately two (2) years ago and has made a large financial investment in this establishment with the "aim (is) to provide a fun, safe, welcoming, hospitable, family oriented environment in our surrounding area." This establishment employs approximately 11 people (before the COVID-19 epidemic closed down the restaurant) and now he has 6 people. The owner has committed to a 10-year lease to show his commitment to this venture. The Applicant has operated other successful business and his San Bernardino restaurant provides the same level of services.

COPY

PROJECT REVIEW:

The Applicant, who owns JJ's Sports Bar & Grill, currently holds a Type 47 On-Sale General Alcohol Beverage license, to sell beer, wine, and distilled spirits. JJ's Sports Bar & Grill is a full service restaurant offering access to broadcast sporting events.

In April 2020, the owner added an outdoor dining area and wishes to expand the alcohol beverage service to the patio. Expanding a liquor license requires an amendment to the existing CUP. Under previous CUPs, for more than a decade, businesses have come and gone at this location, which has held an ABC license. The zoning for this site is General Commercial (CG) which permits alcohol sales with the approval of a CUP.

	Existing Use	General Designation	Plan	Zoning Designation
Site	Commercial Shopping Center (Carino Plaza)	General Commercial		General Commercial (CG)
North	Rear of Beattle Middle School	Public/Quasi-Public		Public/Quasi-Public (P/Q)
South	Electrical relay station/Future 7-Eleven Gas Station	Planned Development		Planned Development (PD)
East	Single family condos (Glenrose Ranch)	Planned Development		Planned Development (PD)
West	Commercial shop/vacant land	Planned Development		Planned Development (PD)
		Planned Development		Planned Development (PD)

ANALYSIS: ABC will not issue the approval of the expansion to serve alcohol in the outdoor dining area without the applicant obtaining approval of a CUP amendment. Based on this requirement, the applicant submitted an amendment to the existing CUP to serve alcohol in the outdoor dining area. Based on the requirements from the County of San Bernardino Health Department, the applicant has been serving food with non-alcohol beverages in the outdoor dining area. If this CUP is approved, the applicant will be able to service alcohol in the outdoor dining area.

The project site is located within the boundary of Census Tract 76.04, which ABC authorizes a maximum of (3) "on sale" license for this geographic area. As of 2020, the number of businesses with "on sale" licenses is seven (7). The existing licenses are:

Business Name	Address	License Type	License Description
Thai Spoon	7750 Palm Ave, Ste H	Type 41	On-Sale Beer & Wine

The Green Frog	7750 Palm Ave, Ste K&L	Type 48	On-Sale General
I Love Sushi	7750 Palm Ave, Ste S	Type 41	On-Sale Beer & Wine
Candy's	26998 3 rd Street	Type 41	On-Sale Beer & Wine
Dicky's Barbeque Pit	27949 Greenspot Rd, Ste D	Type 41	On-Sale Beer & Wine
Wingstop	27993 Greenspot Rd, Ste 4	Type 41	On-Sale Beer & Wine
JJ's Sports Bar & Grill	7955 Webster Street, Unit 1	Type 47	On-Sale General

Since this is an expansion of an existing license, the Planning Commission does not need to make a finding for public convenience or necessity. The approval of this license will not increase total number of licenses in the census tract.

The owner of the outdoor dining area will continue to follow the guidelines from ABC. Furthermore, underage drinking, passing alcohol beverages to patrons outside of the fenced area, and outdoor music or entertainment will be strictly prohibited. These activities will be monitored by the employees and owner of the restaurant. Additionally, patrons using the outdoor dining area will need to follow the noise regulations as established by Chapter 8.50 (Noise Control) and the General Plan.

The Sherriff's Department provided a crime report for District (District HI019) where the business is located. Based on this district the total crimes within the time frame of January 2019 through May 2020 are 1,827. However, the Sherriff's Department identified only nine (9) calls for service (listed below) for this business. The calls for service were during the same timeframe listed above. The following are the calls for service that were reported:

- One (1) - Stabbing (death);
- Two (2) – 911 follow ups;
- One (1) – Assault;
- Two (2) - extra patrols for the bar;
- One (1) - Medical call; and
- Two (2) alarm calls.

Based on the calls for service, the Sherriff's Department did not provide any comments and were in support for the expansion of the ABC license to the outdoor dining area.

Additionally, the site is appropriate for the proposed use and has operated in a similar fashion for two (2) years, providing Highland area residents with a much-desired dine in restaurant. Staff supports the project. However, should the Applicant lose their State License or should there arise any significant issues, the Conditional Use Permit may be revoked by action of the Planning Commission.

Exhibits:

- A. Project Location Aerial Map
- B. Site Plan

C. Floor Plan

Attachments:

1. Project Resolution with Conditions of Approval
2. Police Data – Crime Report and Calls For Service
3. Photos of the Existing Outdoor Dining Area

Exhibit "A"

COPY

Project Location Aerial Map

7955 Webster Street

COPY

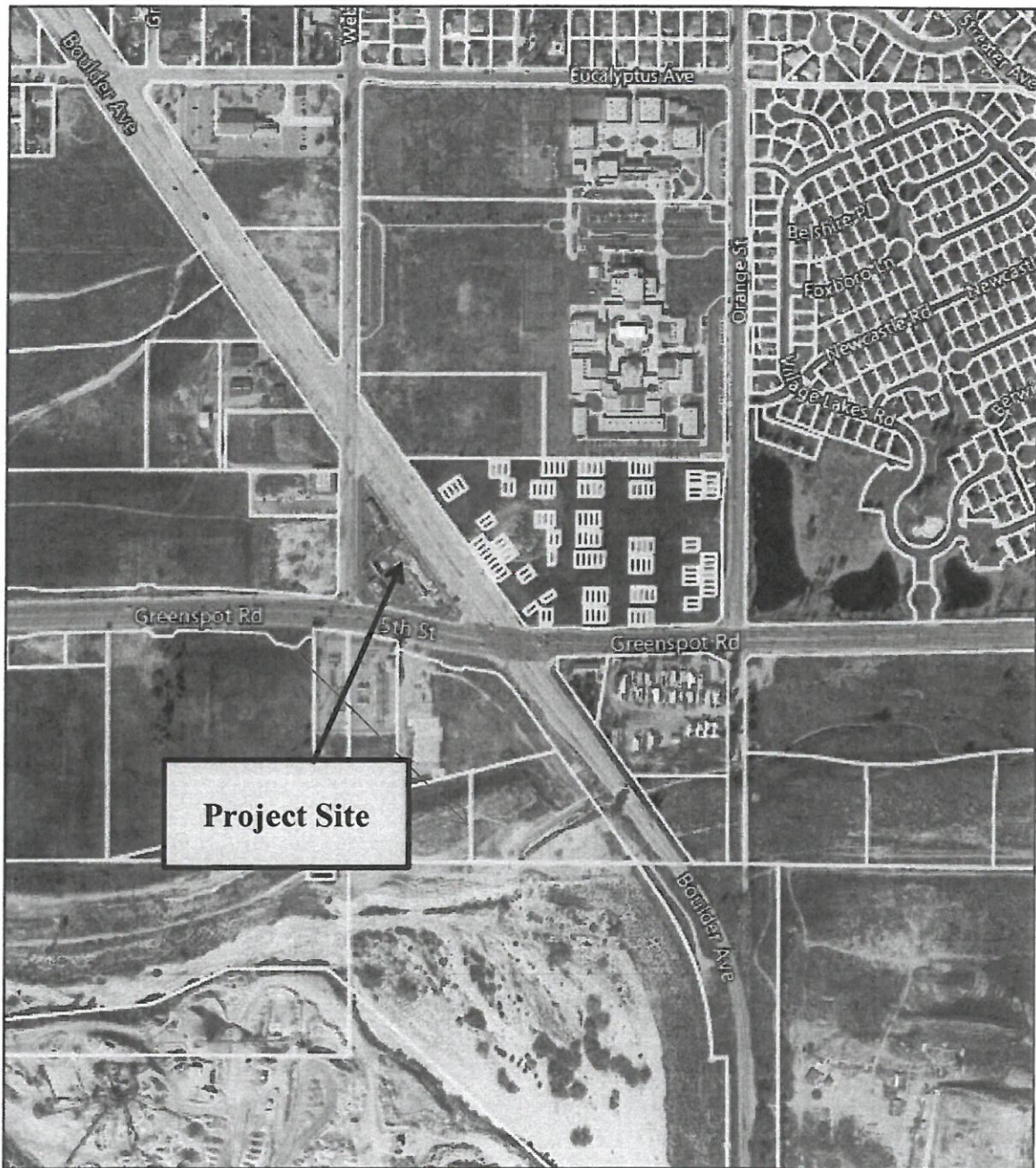


Exhibit "B"

COPY

Site Plan

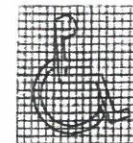
COPY

JOHN LAPI DESIGNS
4098 CYPRESS POINT DR.
CHERRY VALLEY, CA 92229
909-827-9850

johnlapi@outlook.com

SITE NOTES:

- 1) PATH OF TRAVEL IDENTIFICATION TO BUILDING ENTRANCE

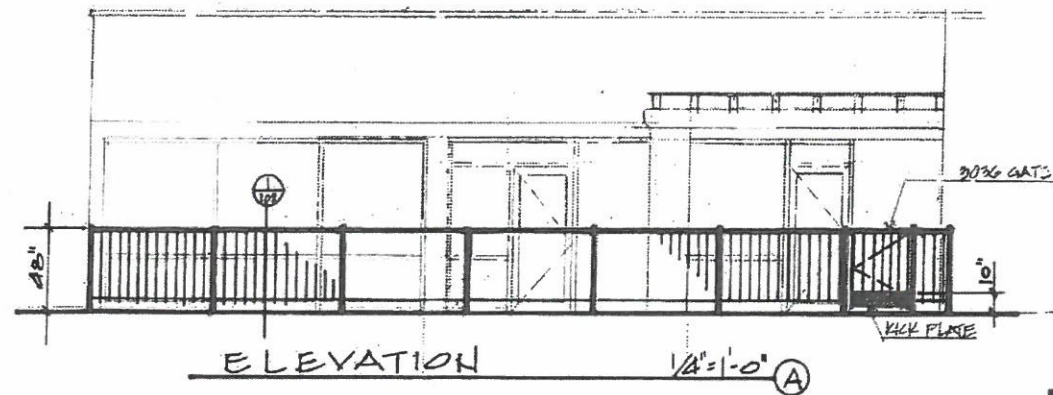


INTERNATIONAL SYMBOL
OF ACCESSIBILITY
(PROPORTIONS)

INTERNATIONAL ACCESSIBILITY SYMBOL
1/8" = 1'-0"

SYMBOL LEGEND

- ADA ACCESSIBLE PATH OF TRAVEL
- PATH OF TRAVEL IDENTIFICATION FROM ADA PARKING TO RAMP
- PATH OF TRAVEL IDENTIFICATION FROM PEDESTRIAN WAY CROSSING VEHICULAR PATH



BOULDER (STATE HIGHWAY)

SCOPE OF WORK

NEW OUTDOOR PATIO

SHEET INDEX

G102 SITE PLAN

A102 FLOOR PLAN

Project:

J's Sports Bar & Grill
1955 WEBSTER ST. UNIT 124
HIGHLAND, CA 92340

Client:

JOE SWIDEN
924 E. 4TH ST.
127 E. HIGHLAND
SAN BERNARDINO, CA 92404

Contract:

SITE PLAN

BUILDING CODE ANALYSIS

ADOPTED CODES:
CALIFORNIA BUILDING CODE
CALIFORNIA ELECTRICAL CODE
CALIFORNIA MECHANICAL CODE
CALIFORNIA PLUMBING CODE
CALIFORNIA FIRE CODE

OCCUPANCY:
A2 - RESTAURANT

FLOOR AREA:
TOTAL LEASABLE SPACE = 5,888.44 SQ. FT.

BUILDING ENVELOPE:
CONSTRUCTION TYPE
FIRE SPRINKLER
FLOOR ASSEMBLY
EXTERIOR WALLS

- SB11
- SB11
- SB11
- SB11
- SB11

- VB
- YES
- NA
- NON-RATED

ROOM NAME	TOTAL AREA SQUARE FEET	LOAD FACTOR	TOTAL OCCUPANTS	NOTES
DINING AREA / PATIO	1140 / 480	18	70 / 85	
BAR/PAVING	236 SF	18	22	
RESTROOMS			0	ANNUAL AREA
DISHWASH	188 SF	800	1	
KITCHEN	196 SF	800	1	
BREAK RM/STORAGE	108 SF	800	1	
OFFICE	121.8 SF	100	1,00000	
COOLER/FOOD PICKUP	188.5 SF	800	1	
TOTAL OCCUPANTS = 138,00000				

1 SITE PLAN
SCALE: 1" = 20'-0"

RECEIVED
MAY 28 2020
CITY OF HIGHLAND

G102

COPY

Exhibit "C"

Floor Plan

JOHN LAP! DESIGNS
40955 CYPRESS POINT DR.
CHERRY VALLEY, CA 92229
909-827-9850

johnlap!@outlook.com

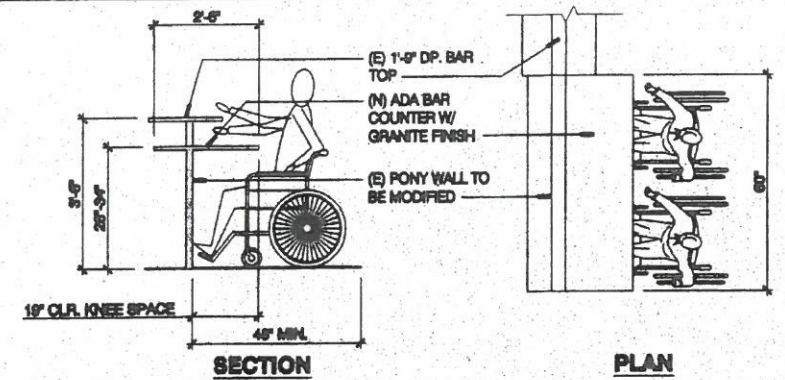
COPY

HAZARDOUS MATERIALS

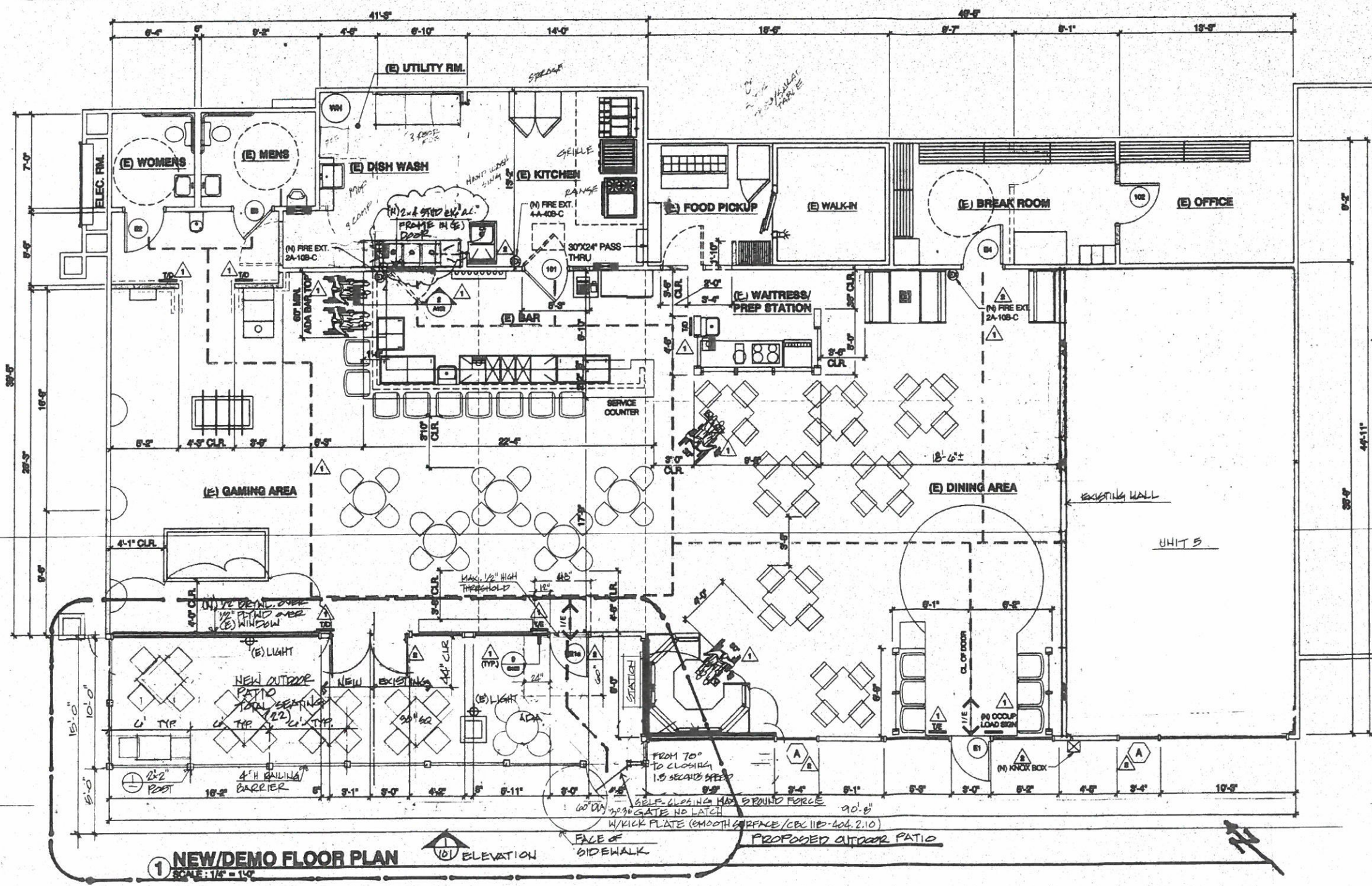
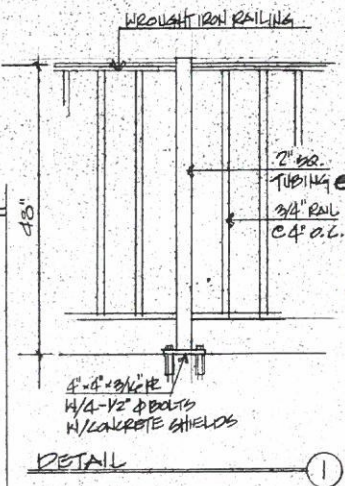
NOTE: THERE ARE NO HAZARDOUS MATERIALS BEING UTILIZED UNDER THE A-2 OCCUPANCY CLASSIFICATION FOR A RESTAURANT, IN EXCESS OF THE EXEMPT AMOUNTS LISTED IN THE CALIFORNIA FIRE CODE, TABLE 2703.1.1(1). ALL CLEANING SOLVENTS ARE PROVIDED BY EITHER "SINTAS" OR SIMILAR COMMERCIAL SUPPLIERS WHICH MEET CURRENT STATE REGULATIONS.

NOTE: EXISTING OCCUPANCY USE PRIOR TO THIS PERMIT WAS A-2, PROPOSED OCCUPANCY IS A-2. NO CHANGE IN OCCUPANCY HAS BEEN PROPOSED.

NOTE: NO CHANGE OR ADDITION TO HEATING AND AIR-CONDITIONING TO EXISTING UNITS



1 2 ADA BAR COUNTER
SCALE: 1/2" = 1'-0"



1 NEW/DEMO FLOOR PLAN
SCALE: 1/4" = 1'-0"

SYMBOL LEGEND

- ADA ACCESSIBLE ROUTE OF TRAVEL
- TACTILE DIRECTIONAL SIGN
- TACTILE EXIT SIGN

WALL LEGEND

- EX WALL FRAMING
- EX WALL FRAMING REMOVED
- EX STUDS @ 16" OC
- EX STUDS @ 16" OC
- 4" FL W/ 1/2" FL BRICK GLASS ABOVE

Project:
Project:
J's SPORTS BAR & GRILL
7955 WEBSTER ST. UNITS 1-4
HIGHLAND, CA 92346

Client:
JOE SWIDEN
909-919-4919
127 B. HIGHLAND
SAN BERNARDINO, CA 92404

NEW/DEMO FLOOR PLAN

A102

Attachment No. 1

COPY

Project Resolution with Conditions of Approval

RESOLUTION NO. 20-__

COPY

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF HIGHLAND, CALIFORNIA, APPROVING A CONDITIONAL USE PERMIT (CUP) NO. 20-004 FOR THE EXPANSION OF AN EXISTING STATE OF CALIFORNIA DEPARTMENT OF ALCOHOL BEVERAGE CONTROL (ABC) TYPE 47 (ON-SALE GENERAL -EATING PLACE) LICENSE FOR AN APPROXIMATE 420 SQUARE-FOOT OUTDOOR DINING AREA FOR AN EXISTING RESTAURANT (JJ'S SPORTS BAR & GRILL), LOCATED AT 7955 WEBSTER STREET, SUITE NO. 1. (APN: 1201-361-23)

A. RECITALS

1. On May 14, 2020, the Applicant, Joe Swidan, applied for a Conditional Use Permit (CUP No. 20-004) to expand the existing Alcohol Beverage Control Type 47 (On-Sale General – Eating Place) License into an approximate 420 square-foot outdoor dining area for the restaurant, located at 7955 Webster Street, Suite No. 1, Highland, CA, known as JJ's Sports Bar & Grill.
2. All legal prerequisites to the adoption of this resolution have occurred.
3. Pursuant to California Environmental Quality Act (CEQA), the Project is Categorically Exempt per the CEQA Guidelines, Section 15301, Class No. 1 (Existing Facilities). There is no further environmental review required.

B. RESOLUTION

NOW THEREFORE, it is hereby found, determined and resolved by the Planning Commission of the City of Highland as follows:

- Section 1. The Planning Commission finds that all of the facts set forth in the Recitals, Part "A" of this Resolution, are true and correct.
- Section 2. Based upon substantial evidence presented to the Planning Commission during the July 7, 2020, Public Hearing, including public testimony and written and oral staff reports, the Planning Commission finds as follows:
- a. All necessary Public Hearings and opportunities for public testimony and comment have been conducted in compliance with State Law and the Municipal Code of the City of Highland.
- Section 3. Findings of Fact (Conditional Use Permit)

- a. Highland Municipal Code (HMC) Section 16.08.050.E.1, the proposed use is permitted within the subject district pursuant to the provisions of this section, and complies with all of the applicable provisions of this title; and is consistent with the goals, policies, and objectives of the Highland General Plan, and the applicable development policies and standards of the city.

Response: A full service restaurant with a Type 47 ABC license is permitted in the General Commercial zone and has been authorized by the Planning Commission in Resolution Nos. 11-008, 17-005, and 17-013. The current application, Conditional Use Permit No. 20-004 is requesting to expand the existing Type 47 (On-Sale General – Eating Place) ABC license to permit the sale and on-site consumption of all types of alcoholic beverages within the 420 square-foot outdoor dining area. The site will continue as a dine-in restaurant with alcoholic beverage sales, as a much-desired use in the zone and City. All development policies related to establishment of ABC service will be satisfied.

- b. HMC Section 16.08.050.E.2, the proposed use would not impair the integrity and character of the district in which it is to be established or located.

Response: As noted above, the existing use as a restaurant with alcoholic beverage sales is a permitted use within the General Commercial (GC) zoning district. The expansion to the liquor license into the 420 square-foot outdoor dining area will not be in conflict with the surrounding uses in the commercial center in which it is located. These include a self-service car wash, gas station with convenience market, restaurant, nail salon, and similar small retail businesses. The General Commercial district is meant to support and foster restaurant and retail uses such as that proposed. There have been a variety of similar restaurants operating at this location and the use would not impair the integrity and character of the district.

- c. HMC Section 16.08.050.E.3, the site is suitable for the type and intensity of use or development which is proposed.

Response: The 1.9 acre site has an existing commercial shopping center (Carino Plaza) with suitable commercial and complimentary uses. The site was previously approved with this type of use considered and is fully improved with the appropriate circulation, parking, landscaping, signage and architectural amenities. The

subject application has been reviewed in compliance with the Highland Municipal Code and appropriate development standards have been met.

- d. HMC Section 16.08.050.E.4, there are adequate provisions for water, sanitation, and public utilities and services to ensure public health and safety.

Response: The project site is currently served by water, sewer, public utilities, and by the City of Highland Fire and Police Departments. There are adequate provisions for water, sanitation, and public utilities and services to ensure public health and safety as the restaurant will continue to operate in the same manner as it previously operated.

- e. HMC Section 16.08.050.E.5, the proposed use will not be detrimental to the public health, safety, or welfare, or materially injurious to properties and improvements in the vicinity.

Response: The expansion of serving alcohol within the 420 square-foot outdoor dining area of an existing restaurant with a Type 47 ABC license is not anticipated to cause any damage or harm to the properties or improvements in the area. The use will not change. It will continue to blend with the existing commercial center, complementing the adjoining businesses and providing dining opportunities to the area's citizens. Should the expansion of the ABC license to the outdoor dining area be found to be problematic in the future, the CUP may be revoked upon action by the Planning Commission.

- f. HMC Section 16.08.050.E.6, the proposed use would not result in a significant effect on the environment.

Response: The use will be contained within an existing designated outdoor area. The expansion of the ABC license into the outdoor dining area will not result in a significant effect on the environment. It is Categorical Exempt per Section 15301, Class No. 1 (Existing Facilities), of the California Environmental Quality Act (CEQA).

Section 4. Based on the findings of fact and conclusions set forth above, the Planning Commission approves CUP No. 20-004 to expand the Type 47 (On-Sale General – Eating Place) ABC License to the 420 square-foot outdoor dining area, located at 7955 Webster Street, Unit No. 1 (APN: 1201-361-23) by adopting the conditions of approval attached hereto and incorporated herein by reference as Exhibit "A-C".

C. ADOPTION OF RESOLUTION.

The City Clerk shall certify to the adoption of this Resolution and shall cause the same to be published or posted in the manner prescribed by law.

PASSED, APPROVED AND ADOPTED this 7th day of July, 2020.

ATTEST:

Randall Hamerly, Chairman
Planning Commission

Lawrence A. Mainez
Community Development Director

EXHIBIT "A"

**CITY OF HIGHLAND
PLANNING DIVISION CONDITIONS OF APPROVAL**

Date: July 7, 2020
Applicant: Joe Swidan, Applicant
Project No: Conditional Use Permit (CUP) No. 20-004
Proposal: Expand the existing Alcohol Beverage Control Type 47 (On-Sale General – Eating Place) License to the 420 square-foot outdoor dining area.
Location: JJ's Sports Bar & Grill at 7955 Webster Street, Unit No. 1. Located on the north side of Greenspot Road between Webster Street and Boulder Avenue.

PLANNING CONDITIONS

These conditions of approval represent the Planning Divisions conditions of approval and are meant to be one part of overall conditions of approval that may include, Engineering, Public Works, Building and Safety, Fire Department, and other agency conditions of approval.

The conditions below are continuing conditions. Failure of the applicant and/or operator to comply with any or all said conditions at any time shall result in the revocation of this permit granted to use the subject property.

1. This Conditional Use Permit approval shall become null and void:
 - a. Unless all conditions have been complied with and the occupancy or use of the land or existing structures authorized by such conditional use permit approval has occurred within twelve (12) months from the approval date of said conditional use permit.
 - b. Where circumstances beyond the control of the applicant cause delays which do not permit compliance within the time limitation established in this section, the City Planner may grant an extension of time for a period of time not to exceed an additional twelve (12) months. An application for an extension of time must be set forth in writing, stating the reasons for the extension, and must be filed with the Planning Division a minimum of thirty (30) calendar days prior to the expiration of the conditional use permit approval. Such application shall be filed together with the city's processing fee, as established by the City Council.
2. This approval is to expand the Type 47 (On-Sale General – Eating Place) ABC License into the outdoor dining area for an existing restaurant (JJ's Sports Bar and Grill).

3. In addition to this conditions, the applicant shall meet the conditions of approval from CUP No. 11-008, CUP No. 17-005, CUP No. 17-013.
4. The sale of alcoholic beverages shall be limited to the following hours of operation as previously approved by CUP No. 17-005:

Sunday-Thursday	11:00 AM – 12:00 AM
Friday-Saturday	10:00 AM – 2:00 AM

5. The applicant and business owners of the property shall submit to the Planning Division written evidence of agreement with all conditions of this approval before the approval becomes effective.
6. Current and future property owners, business managers, operators, etc. shall be responsible for ensuring and complying with all conditions of approval contained herein.
7. The applicant shall agree to defend, at his sole expense, any action brought against the city, its agents, officers, or employees, because of the issuance of such approval, or in the alternative, to relinquish such approval. The applicant shall reimburse the city, its agents, officers, or employers, for any court costs and attorney's fees which the city, its agents, officers or employees may be required by a court to pay as a result of such action. The city may, at its sole discretion, participate at its own expense in the defense of any such action, but such participation shall not relieve the applicant of his obligations under this condition.
8. All requirements of the Department of Alcohol and Beverage Control (ABC) shall be complied with and such requirements shall become part of these conditions of approval by reference.
9. Any revisions, modifications to the ABC License, as prepared by the State of California Department of Alcoholic and Beverage Control or any modifications to any conditions listed herein, must be submitted to the Planning Division; additional review and approval may be required by the Planning Commission.
10. "Loitering is Prohibited" Signs shall be posted on and around the subject premises. Size and location shall be approved by the Property Owner and the City of Highland Planning Division.
11. Prior to issuance and approval of the expansion to the Type 47 License by State Department of Alcohol and Beverage Control (ABC), the Applicant shall comply with Section 16.40.480 Video Monitoring Systems, of the City of Highland Land Use and Development Code.

-
12. Should at any time, the ABC License issued to the applicant by the State of California be surrendered or abandoned, this Conditional Use Permit shall automatically become null and void.
 13. The noise within the outdoor dining area shall not exceed the guidelines of Chapter 8.50 (Noise Control).
 14. Live Entertainment shall be prohibited unless approved by the Planning Commission under separate Conditional Use Permit.

PUBLIC WORKS CONDITIONS

15. The applicant shall reconstruct the existing trash enclosure to meet the requirements (3 bins) of the State of California and the adopted City Standard for trash enclosure.

FIRE PREVENTION CONDITIONS

16. See Attached Conditions



COPY

City of Highland, **FIRE PREVENTION DIVISION**, Conditions of Approval.

DATE : June 23, 2020

Page 1 of 4

APPLICANT : Joe Swidan

ADDRESS : 7955 Webster Street

SITE LOCATION: JJ's Sports Bar and Grill

FILE / INDEX No.: CUP 20-004

A tiered level of mitigation options has been developed and listed below are the systems and/or modifications required for your project. Compliance of the following items are a condition of **FINAL OCCUPANCY APPROVAL**. These conditions are required as acceptable solutions to the adverse fire conditions impacting firefighting and emergency operations accompanying the site/area. They will either assist in detection and extinguishment of the fire and/or facilitate the anticipated emergency operations.

This project is protected by the City of Highland Fire Department / Cal-Fire / California Department of Forestry and Fire Protection. Prior to any construction occurring on any parcel, the applicant shall contact the city of highland fire marshal office for verification of current fire protection development requirements. All new construction shall comply with the currently adopted California Fire Code and all applicable statutes, appendices, codes, ordinances, standards and policies of the City of Highland Fire Department/ Fire Prevention Division / Cal-Fire / California Department of Forestry and Fire Protection.

Fire Department Review of all projects is required.

ALL CONSTRUCTION (New and renovations to existing) SHALL COMPLY WITH THE CALIFORNIA FIRE CODE Along with amendments as adopted within the Highland Municipal Code (Ord. #411).

Note: All weather access roads (CFC) and fire hydrant/water system installations shall be in place, inspected and approved, **PRIOR** to combustible material being brought on site.

GENERAL.

1. **HF40:** Where an automatic extinguishing system or standpipe system is in place, system shall be serviced and maintained in operating condition according to NFPA and California State Fire Marshal requirements. **T19; CFC; NFPA**

2. **HF51:** The main electrical panel and all sub-panel(s) shall be labeled on inside cover for all circuits. **CEC**
3. **HF52:** Water heater (fuel fired), shall be properly vented to exterior of structure. Water heater shall be seismic strapped to wall and be located 18" above a garage floor. **CBC**
4. **HF55:** Commercial exit requirements:
 - A. Required exit doors shall be maintained in an operable condition at all times
 - B. Required exit doors shall swing outward and away in the direction of exit travel.
 - C. Obstructions shall not be placed in the required width of an exit. Exits shall not be blocked or locked shut or obstructed in any manner during business hours.
 - D. Exit paths shall be illuminated when structure is occupied.
 - E. Exit path illumination shall be supplied from two (2) sources of power when occupant load is one hundred (100) persons or more.
 - F. When exit way/exit pathway and/or exit doorway is not easily identified, additional exit signs shall be installed.
5. Exit signs shall be internally or externally illuminated by two lamps or shall be of the self-luminous type. **CFC; CBC**

ACCESS:

6. **HF24:** "NO PARKING – FIRE LANE" signs shall be posted at locations designated by fire marshal. Fire lane curbs shall be painted red, with white letters stating, "NO PARKING – FIRE LANE" on top, not face. **CFC - APPENDIX D**
7. **HF54:** commercial and industrial structures-occupancies and gated complexes shall have a "**KNOX BOX**" system installed on the exterior of the building(s) or complex. location of device to be determined by the fire department. The box shall contain keys necessary to gain access and may contain pre-plans and MSDS information as required by the fire department. New and existing multi-tenant commercial buildings shall provide a 'KNOX' box large enough to contain keys to access each individual tenant space. Installation location(s) to be determined by the fire marshal. The box shall contain clearly marked keys to each tenant space or other areas as determined by the fire marshal. **CFC**

ADDRESSING – IDENTIFICATION:

8. **HF21:** **Commercial** and **multi-family residential** address numbers shall be displayed on all **new and existing** structures in such a manner as to be plainly visible and legible from the access roadway or street. Numerals shall be of a contrasting color to the building and electrically illuminated.

Minimum size of the numerals shall be **8"** height, **3/4"** stroke, or as approved by the fire marshal.

Industrial occupancies shall have address numbers of 12" height, 1" stroke and shall be electrically illuminated so as to be visible and legible from access roadway or street.

Note: Depending on height and setback of a building, larger numerals may be required and at additional locations on the building, as determined by a case-by-case review.

HMC

9. **HF22:** Commercial-retail structures with rear access shall display address numbers on rear entry doorways, **4"** in height, **1/2"** stroke, on contrasting background. **CFC**

FIRE PROTECTION & ALARM SYSTEMS:

10. **HF37:** Automatic fire sprinkler system with control devices (P.I.V & O.S.&Y.) Shall be visible from fire dept. access roadway, and identify system being controlled and address of structure. Fire Dept. Connection (FDC) shall be located no closer than forty (40) feet and not to exceed one hundred fifty (150) from structure. Required fire hydrant shall have a maximum distance from FDC of thirty (30) feet. FDC shall identify address and system of structure being protected. System may be existing; however, verification of current SFM tag and annual maintenance will be verified. **CFC**

11. **HF39:** An automatic fixed fire extinguishing system (**UL-300**) shall be installed in the hood and duct system of commercial cooking equipment. Three (**3**) sets of shop plans with material cut sheets and calculations shall be submitted to fire department for review and approval prior to installation. System may be existing; however, verification of current SFM tag and bi-annual maintenance will be verified. **CFC**

12. **HF41:** A minimum of one 2A-10BC fire extinguisher shall be installed for each 3,000 sq.ft. of floor area. Travel distance to any one fire extinguisher shall not exceed 75 feet. Additional fire extinguishers, size and class to be determined by fire department, may be required. Fire extinguishers shall be serviced bi-annually and shall have a current State Fire Marshall service tag attached. Fire extinguishers are to be serviced every two years and inspected & tagged every year. **CFC; NFPA**

13. **HF42:** A 40BC (K-Type) fire extinguisher shall be installed within 30 feet of commercial food heat-processing equipment. Fire extinguishers shall be serviced annually and shall have a current SFM service tag attached. Fire extinguishers are to be serviced every two years and inspected & tagged every year.
CFC; T-19
14. **HF43:** An automatic fire detection and alarm system meeting the requirements of CFC 907, CBC and NFPA 72 shall be installed. Three (3) sets of shop plans with material cut sheets and calculations shall be submitted to the fire department for review and approval prior to installation. **CFC; CBC; NFPA**
15. **HF60:** California Fire Code, **FIRE SAFETY DURING CONSTRUCTION AND DEMOLITION**, shall apply to this project. It is the responsibility of the project manager to meet with the fire marshal to discuss requirements specific to this project.
16. **HF61: TENANT IMPROVEMENT.** Review the 'tenant improvement information' handout. If any of the items listed apply to this project, they must be included in the 'fire department notes' section on the plan.
17. **HF62:** Additional plans for access, fire safety systems, storage or other special condition may be requested for review, conditioning and approval by the fire marshal.
18. **HF63:** Submit to fire marshal's office: **one copy** of building and/or structure plans for fire department review.
19. **Since the occupant load of the restaurant exceeds 50, and the outdoor dining area is along the egress path, the existing gate shall consist of panic hardware in accordance with CBC Section 1008.1.10. Please verify conditions or provide panic hardware accordingly.**

Craig Sanchez, Fire Marshal
City of Highland Fire Prevention
(909) 864-8732 x 248

Attachment No. 2

Crime Report and Calls for Service

COPY

POLICE DATA

CRIME REPORT			
Time frame - January 2019 - May 2020			
DISTRICT	PART I	PART II	Total
HI019	488	278	766

CALLS FOR SERVICE			
Time Frame - January 2019 - May 2020			
DISTRICT	JJ's Sport's Bar & Grill Calls for Service	District Total	Percentage
HI019	9	1,827	Less than .04%

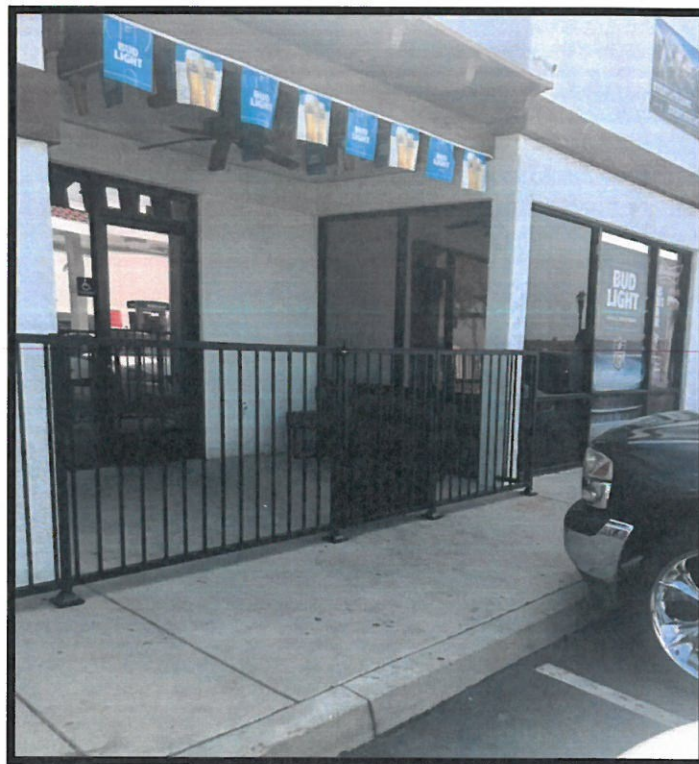
- Part I Crimes include homicide, rape, robbery, burglary, larceny, arson, aggravated assault, and auto theft.
- Part II Crimes are all other crimes including, but not limited to forgery, counterfeiting, fraud, sex offenses, drug abuse, vandalism, vagrancy, and other minor offenses.

Attachment No. 3

COPY

Photos of the Existing Outdoor Dining Area





Attachment No. 2

PC Minutes from July 7, 2020

MINUTES
PLANNING COMMISSION REGULAR MEETING
July 7, 2020

This meeting was conducted as a video conference meeting in a remote location. All votes during the meeting were conducted by roll call.

CALL TO ORDER

The regular meeting of the Planning Commission of the City of Highland was called to order at 6:00 p.m. by Chair Hamerly through video conference.

Present:	Chair	Randall Hamerly
	Vice Chair	John Gamboa
	Commissioner	Michael Hall
	Commissioner	Tamara Zaman

Absent:	Commissioner	Rich Haller
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Staff Present:	Lawrence Mainez, Community Development Director
	Kim Stater, Assistant Community Development Director
	Salvador Quintanilla, Associate Planner
	Camille Goritz, Administrative Assistant III

The Pledge of Allegiance was led by Chair Hamerly

COMMUNITY INPUT (ITEMS NOT ON THE AGENDA)

None

CONSENT CALENDAR

1. Minutes from the June 16, 2020 Regular Meeting.

A MOTION was made by Commissioner Gamboa, seconded by Commissioner Zaman, to approve the minutes, as submitted. Motion carried on a roll call vote, 4-0, with Commissioner Haller absent.

PUBLIC HEARING

2. Conditional Use Permit (CUP) No. 20-004 requesting for an expansion of an existing State of California Department of Alcohol Beverage Control (ABC) Type 47 (On-Sale General - Eating Place) license for an approximate 420 square-foot outdoor dining area for an existing restaurant (JJ's Sports Bar and Grill) in the Carino Plaza. (7955 Webster Street, Unit No. 1)

Chair Hamerly opened the public hearing.

Associate Planner Quintanilla presented the staff report.

Administrative Assistant Goritz read the public comment received from Caroline Welker.

Commissioner Zaman stated there are 21 seats in the outdoor area; due to COVID-19 and social distancing how will it be reduced.

Associate Planner Quintanilla stated based on the COVID-19 regulations JJ's will modify the seating area to meet the social distancing requirements that need to be met for outdoor dining facilities.

Commissioner Zaman stated there are three trash enclosures, does this mean that the one trash enclosure nearest to JJ's will have to be expanded to be three bins?

Associate Planner Quintanilla stated while speaking with Public Works department the trash enclosure nearest to JJ's does not have a sufficient amount of size for the third bin.

Commissioner Zaman asked if the trash enclosure has to be expanded and how that will impact parking.

Associate Planner Quintanilla replied it should not impact parking because there is space to expand into the landscaping for the trash enclosure.

Chair Hamerly asked if the trash enclosure expansion will put them closer to Boulder.

Associate Planner Quintanilla stated it depends on how they modify it. The trash enclosure could be screened with additional landscaping on the Boulder side.

Chair Hamerly stated concerns about the trash enclosure expansion towards the north and east towards Boulder. That is a primary arterial and landscaping would be essential.

Associate Planner Quintanilla stated staff will work with the applicant to make sure to keep the aesthetic design along Boulder.

Chair Hamerly asked how the 420 additional square foot of occupied space has been factored in the site plan for parking.

Associate Planner Quintanilla stated it has been reviewed in the staff review permit and it meets the requirements.

Chair Hamerly asked how many spots were required for the total occupant load from the occupants that were on site and how many spaces are available on site.

Associate Planner Quintanilla stated the numbers for parking were reviewed under the staff review permit. It was reviewed by the Community Development Director and Assistant Community Development Director. It was previously approved and the requirements were met. The parking spaces are all on site.

Commissioner Gamboa stated in regard to the parking, if the amount of spacing outside increases, doesn't that increase the amount of people that would be served in the patio.

Associate Planner Quintanilla stated by adding the additional square footage of the outdoor dining staff calculated the additional square footage in the parking ratio.

Therefore, it was taken in consideration with the staff review permit and it was approved by the Fire Marshal and the Building and Safety department.

Commissioner Gamboa stated during the weekend people park illegally in the parking area.

Associate Planner Quintanilla stated originally before the outdoor expansion 20 parking spaces were required for the restaurant. Now with the outdoor expansion built the requirement is 25 parking spaces for JJ's restaurant.

Commissioner Hall stated concerns with parking during peak hours. People are parking in the dirt and the car wash area. It doesn't seem to me that there is enough parking for the outdoor area expansion.

Joe Swidan, Applicant stated there are parking spaces available in the parking lot for customers unless there is a special event scheduled.

Chair Hamerly asked approximately how many customers attend a special event.

Joe Swidan replied about 80 customers.

Commissioner Gamboa stated there has been one fatality at the location.

Darren McBay, Representative to the Applicant stated it occurred in the parking lot at the restaurant. It was a love triangle and they accumulated a bar tab of about \$38 so in our opinion no one was drunk. The incident lasted seconds and the couple was only there for an hour before the incident erupted in the parking lot.

Commissioner Gamboa stated he has seen unruly patrons in the parking lot during the weekends. This is what concerns me, if there was a fatality what else is transpiring.

Joe Swidan stated on Friday and Saturday night there is three certified security officers from 7 p.m. – 2 a.m. This incident happened on Valentine's Day, we have footage of only 14 customers at the restaurant. This happened out of the blue, it occurred in the afternoon. It was really terrible incident, but since that day we have added more security over the weekend.

Commissioner Gamboa stated he has gone to businesses in that location and had to maneuver around groups of people in the parking lot that are chatting and not moving. If there is going to be an outdoor patio, what controls can you have if you are already having issues outside.

Darren McBay stated this is why we need the outdoor patio, because people go and smoke in front of the restaurant. If they are permitted to smoke out in the outdoor dining area and we have a sequestered area for them, it makes our job easier to regulate the area. We have better control of the situation.

Commissioner Gamboa stated he was referring to the parking lot.

Darren McBay stated many times people will go out to go smoke in the parking lot, and we cannot deny that, but if people want to smoke and we can keep them in the fenced off area this will make it more of a secure safe environment.

Joe Swidan stated they also hired an outside security company that will patrol the area. There is high traffic during the night, but during the day it is completely different so that's why we hired a security company for the evening. There is a lot of traffic that goes through the shopping center, and we are trying to control the best we can. We took a lot of precautions to make sure everyone is safe.

Commissioner Hall stated he has been to the Carino Plaza on several occasions. There are people in the parking lot roaming around, drunk, going up to people in the car wash, parking in the dirt lot across the street, verbal arguments, and fights. What will you do to control that situation?

Joe Swidan replied they have hired security. We do not have any incidents according to the police reports, we don't have these issues. We have 24 security cameras installed. There is a security manager that is in the office that watches the video cameras.

Commissioner Hall stated he has seen unruly people out in the parking lot and the mere fact that there are not police reports on file doesn't necessarily mean that things are not happening.

Joe Swidan stated they have been taking precautions that they have not had any issues.

Dan McBay stated if we are already approved for food, we are going to have the people out there anyways. The answer that we are looking for is the security element, we have taken that seriously.

Chair Hamerly stated the main entrance and the path of egress runs straight through the courtyard. The dimensions indicate there is 73 inches approximately from center line to center line of two tables, but given the density that is out there that would not permit a 48 inch clear path of travel through the primary entrance.

Joe Swidan stated they met all the condition. There is a gate to exit the building and there are two existing doors. There is plenty of pathway for handicap access, fire exit, and push bars on the doors.

Chair Hamerly asked if the primary entrance was the double doors.

Joe Swidan replied the primary entrance is the center; it is the first door on the right. The other two doors on the left are exits. Everyone comes through the main entrance and there is an exit on the patio.

Chair Hamerly stated concerns about if there is a big event where there needs to have egress, is there something marked off so there won't be obstructions within a required path of egress since it would be a safety issue.

Joe Swidan stated the tables are four feet apart from the door. The tables are completely out of the way of the exit and entrance of the property. On the patio the tables are not in the way of customers exiting the premises.

Dan McBay asked if it is better to delineate something on the ground, for instance where the door swings out.

Chair Hamerly replied that's exactly what he had in mind. The dining area outside is highly mobile as it should be, but there needs to be some way of delineating the area that has to remain open. There needs to be something that anyone could understand for it to remain clear. In the afternoon the courtyard could get hot, you had mentioned umbrellas or some sort of shading vegetation over the tables.

Joe Swidan stated they are thinking of adding umbrellas and misters to keep it cool.

Chair Hamerly stated concerns with the accessibility. The only trouble is your calculation is the face of that curb which also functions as a wheel stop in the parking lot. If someone pulls up and rest their wheels on that curb you are potentially losing 20-24 inches of that clear path of travel which will reduce it down to possibly by 36 inches. Is there any plan on putting additional concrete wheel stops?

Darren McBay stated they could put a wheel stop in front of the gate so they have enough egress.

Community Development Director Mainez stated there are a couple of conditions to add to the application.

Associate Planner Quintanilla stated staff has prepared a condition for the path of travel for the outdoor dining area and the wheel stops. The applicant shall submit a plan delineating a handicap path of travel which will be reviewed and approved by the Fire Marshal and Building Official. The plans shall include a placement of wheel stop along the path of travel.

Chair Hamerly stated it would be a parking space adjacent to the path of travel.

A MOTION was made by Commissioner Zaman, and seconded by Chair Hamerly to:

Adopt Resolution 2020 -____, approving the expansion of Type 47 (On-Sale General – Eating Place) ABC license for the establishment of an approximately 420 square-foot outdoor dining area for an existing restaurant (JJ's Sports Bar and Grill) in the Carino Plaza.

Motion failed, on a roll call vote, 2-2, with Commissioner Haller absent.

Community Development Director Mainez stated the motion failed since there was not an action taken on item No. 2. My recommendation is staff will add another condition that requires the applicant be reviewed by the Planning Commission in six months. That way the Planning Commission is able to evaluate some of the comments and whether the applicant is aggressively addressing the comments that were made tonight. I would suggest we add in concept condition No. 18, that the Conditional Use Permit (CUP) amendment be evaluated in six months of that date from tonight.

Chair Hamerly asked given the two no votes would the additional condition No. 18 move the vote one way or the other.

Community Development Director Mainez asked if there is any interest to promote another motion that would include condition No. 18. With a 2-2 split there is no action. Is there any questions the staff could answer or the applicant can do for this application to move forward.

Chair Hamerly stated we could continue this application to the next meeting scheduled on July 21, 2020 when we have all five Commissioners present or we let this stand as a no action which becomes an appeal for City Council.

Community Development Director Mainez replied a 2-2 vote cannot be appealed. I suggest the Commissioners to dialogue and persuade at least one Commissioner or both to either deny the project or approve the project. We cannot move forward until we finish the debate tonight.

Chair Hamerly stated in the interest of expediting the process I would be willing to change my vote to a no and that would allow the appeal to proceed without having to wait for a minimum of two weeks for the continuation.

Community Development Director Mainez suggested reintroducing the motion.

A MOTION was made by Commissioner Zaman to:

Adopt Resolution 2020 -____, approving the expansion of Type 47 (On-Sale General – Eating Place) ABC license for the establishment of an approximately 420 square-foot outdoor dining area for an existing restaurant (JJ's Sports Bar and Grill) in the Carino Plaza.

Motion failed, on a roll call vote, 1-3, with Commissioner Haller absent.

Chair Hamerly stated the motion failed and now be appealed to the City Council.

Community Development Director Mainez stated the application was a request to expand the ABC license to allow outside use of alcohol. There was a motion to approve the application tonight, which was denied. For the record each one of the denials voting no on the application could state in the record their finding to support a denial. Staff will come back and we will rewrite the resolution with findings of fact to support the denial.

Commissioner Gamboa stated the reason for denial is the lack of the control of unruly patrons in the parking lot. The allowance of outdoor alcohol consumption would be detrimental to the well-being of the Carino Plaza and area.

Commissioner Hall concurred with Commissioner Gamboa's statement.

Chair Hamerly stated the reason for denial was there would be any resolution or any conditions that could be placed on this CUP application that would allow breaking this tie in the affirmative. In difference to the applicant needing resolution in order to appeal I change my vote to deny so there is an action taken during this meeting.

Receiving no response, the public hearing was closed.

A MOTION was made by Commissioner Gamboa, and seconded by Commissioner Hall to direct staff to prepare a resolution for denial of the project and brought back at the next regularly scheduled meeting.

Motion carried, on a roll call vote, 4-0, with Commissioner Haller absent.

Chair Hamerly stated to direct staff to bring a denial resolution to the next meeting scheduled July 21, 2020. For clarification the first two motions were for approval and the third motion was to direct staff to rewrite the resolution.

ANNOUNCEMENTS

None

ADJOURN

There being no further business, Chair Hamerly declared the meeting adjourned at 7:28 p.m.

Submitted by:

Approved by:

Camille Goritz, Administrative Assistant III
Community Development Department

Randall Hamerly, Chair
Planning Commission

Attachment No. 3

PC Minutes from July 21, 2020

**MINUTES
PLANNING COMMISSION REGULAR MEETING
July 21, 2020**

This meeting was conducted as a video conference meeting in a remote location. All votes during the meeting were conducted by roll call.

CALL TO ORDER

The regular meeting of the Planning Commission of the City of Highland was called to order at 6:00 p.m. by Chair Hamerly through video conference.

Present:	Chair	Randall Hamerly
	Vice Chair	John Gamboa
	Commissioner	Michael Hall
	Commissioner	Rich Haller
	Commissioner	Tamara Zaman

Staff Present: Lawrence Mainez, Community Development Director
Kim Stater, Assistant Community Development Director
Salvador Quintanilla, Associate Planner
Camille Goritz, Administrative Assistant III

The Pledge of Allegiance was led by Chair Hamerly

COMMUNITY INPUT (ITEMS NOT ON THE AGENDA)

None

CONSENT CALENDAR

1. Minutes from the July 7, 2020 Regular Meeting.

A MOTION was made by Vice Chair Gamboa, seconded by Commissioner Zaman, to approve the minutes, as submitted. Motion carried on a roll call vote, 4-0-1, with Commissioner Haller abstaining.

PUBLIC HEARING

1. Conditional Use Permit (CUP) No. 20-004 requesting an amendment of an existing State of California Department of Alcohol Beverage Control (ABC) Type 47 (On-Sale General - Eating Place) license to permit the sale and on-site consumption of all types of alcoholic beverages within an approximate 420 square-foot outdoor dining area for an existing restaurant (JJ's Sports Bar and Grill) in the Carino Plaza. (7955 Webster St, Unit No. 1)

Chair Hamerly opened the public hearing.

Associate Planner Quintanilla presented the staff report.

Chair Hamerly clarified the vote decision made on the July 7, 2020 meeting.

Joe Swidan, Applicant asked if the Planning Commission would reconsider the vote. JJ's has been there for three and a half years, and are trying to stay in business. We would love the City of Highland to work with us.

Commissioner Zaman asked if there are three security guards both on Friday and Saturday night.

Joe Swidan replied that is correct.

Commissioner Zaman asked where the security are positioned while securing JJ's.

Joe Swidan replied that each one has a post. One security guard is in the parking lot, one guards the door and the third security is standing in the patio area. Once the restaurant opens up for dining inside there will be a fourth security guard.

Commissioner Zaman asked if the security guards are armed.

Joe Swidan stated the security guards carry handcuffs and pepper spray. They are not armed.

Commissioner Haller stated concerns about the outdoor consumption of alcohol and is in support of the negative response.

Chair Hamerly closed the public hearing.

A MOTION was made by Vice Chair Gamboa, seconded by Commissioner Hall, to adopt Resolution No. 2020 - 003, denying Conditional Use Permit (CUP) No. 20-004 to amend a Type 47 ABC license to permit the sale and on-site consumption of all types of alcoholic beverages within the 420 square-foot outdoor dining area at an existing restaurant (JJ's Sports Bar and Grill) in the Carino Plaza, subject to the Findings of Fact. Motion carried on a roll call vote, 3-2.

RESOLUTION NO. 2020 – 003

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF HIGHLAND, CALIFORNIA, DENYING CONDITIONAL USE PERMIT (CUP) NO. 20-004 FOR THE EXPANSION OF AN EXISTING STATE OF CALIFORNIA DEPARTMENT OF ALCOHOL BEVERAGE CONTROL (ABC) TYPE 47 (ON SALE GENERAL – EATING PLACE) LICENSE TO PERMIT THE SALE AND ON-SITE CONSUMPTION OF ALL TYPES OF ALCOHOLIC BEVERAGES WITHIN AN APPROXIMATE 420 SQUARE FOOT OUTDOOR DINING AREA FOR AN EXISTING RESTAURANT (JJ'S SPORTS BAR AND GRILL), LOCATED AT 7955 WEBSTER ST, SUITE NO. 1 (APN: 1201-361-23)

ANNOUNCEMENTS

None

ADJOURN

There being no further business, Chair Hamerly declared the meeting adjourned at 6:23 p.m.

Submitted by:

Approved by:

Camille Goritz, Administrative Assistant III
Community Development Department

Randall Hamerly, Chair
Planning Commission

Attachment No. 4

Draft PC Resolution No. 2020-0

RESOLUTION NO. 2020-003

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF HIGHLAND, CALIFORNIA, DENYING CONDITIONAL USE PERMIT (CUP) NO. 20-004 FOR THE EXPANSION OF AN EXISTING STATE OF CALIFORNIA DEPARTMENT OF ALCOHOL BEVERAGE CONTROL (ABC) TYPE 47 (ON-SALE GENERAL - EATING PLACE) LICENSE TO PERMIT THE SALE AND ON-SITE CONSUMPTION OF ALL TYPES OF ALCOHOLIC BEVERAGES WITHIN AN APPROXIMATE 420 SQUARE-FOOT OUTDOOR DINING AREA FOR AN EXISTING RESTAURANT (JJ'S SPORTS BAR & GRILL), LOCATED AT 7955 WEBSTER STREET, SUITE NO. 1. (APN: 1201-361-23)

A. RECITALS

1. On May 14, 2020, the Applicant, Joe Swidan, applied for a Conditional Use Permit (CUP No. 20-004) to expand the existing Alcohol Beverage Control Type 47 (On-Sale General – Eating Place) License to permit the sale and on-site consumption of all types of alcoholic beverages within an approximate 420 square-foot outdoor dining area for the existing restaurant, located at 7955 Webster Street, Suite No. 1, Highland, CA, known as JJ's Sports Bar & Grill.
2. On July 7, 2020, the Planning Commission of the City of Highland held a public hearing and directed Staff to bring back a Resolution for denial on July 21, 2020.
3. All legal prerequisites to the adoption of this resolution have occurred.
4. Pursuant to California Environmental Quality Act (CEQA), the Project is Categorically Exempt per the CEQA Guidelines, Section 15301, Class No. 1 (Existing Facilities). There is no further environmental review required.

B. RESOLUTION

NOW THEREFORE, it is hereby found, determined and resolved by the Planning Commission of the City of Highland as follows:

- Section 1. The Planning Commission finds that all of the facts set forth in the Recitals, Part "A" of this Resolution, are true and correct.

Section 2. Based upon substantial evidence presented to the Planning Commission during the July 21, 2020, Public Hearing, including public testimony and written and oral staff reports, the Planning Commission finds as follows:

- a. All necessary Public Hearings and opportunities for public testimony and comment have been conducted in compliance with State Law and the Municipal Code of the City of Highland.

Section 3. Findings of Fact (Conditional Use Permit)

- a. Highland Municipal Code (HMC) Section 16.08.050.E.1, the proposed use is permitted within the subject district pursuant to the provisions of this section, and complies with all of the applicable provisions of this title; and is consistent with the goals, policies, and objectives of the Highland General Plan, and the applicable development policies and standards of the city.

Response: A full service restaurant with a Type 47 ABC license is permitted in the General Commercial (CG) zone and has been authorized by the Planning Commission in Resolution Nos. 11-008, 17-005, and 17-013. The current application, Conditional Use Permit No. 20-004 is requesting to expand the existing Type 47 (On-Sale General – Eating Place) ABC license to permit the sale and on-site consumption of all types of alcoholic beverages within the 420 square-foot outdoor dining area. The expansion of the Type 47 alcohol license will slightly increase the number of patrons that could be intoxicated which will be detrimental to the family oriented center and the nearby residential community. Additionally, the increase of the intoxicated patrons will not provide a welcome and secure location for families.

- b. HMC Section 16.08.050.E.2, the proposed use would not impair the integrity and character of the district in which it is to be established or located.

Response: As noted above, the existing use as a restaurant with alcoholic beverage sales is a permitted use within the General Commercial (CG) zoning district. The expansion to the liquor license to permit the sale and on-site consumption of all types of alcoholic beverages within the 420 square-foot outdoor dining area will have a negative impact with the surrounding uses in the commercial center. As mention above, the expansion of the liquor license will increase the number of intoxicated patrons that could be loitering in the parking lot and creating excess noise which will impact the nearby residential development. This type of activity is detrimental to the family oriented center and the nearby residential

community. The increase of intoxicated patrons could potentially decrease the safety of the families that are dining at the restaurant.

- c. HMC Section 16.08.050.E.3, the site is suitable for the type and intensity of use or development which is proposed.

Response: The 1.9 acre site has an existing commercial shopping center (Carino Plaza) with suitable commercial and complimentary uses. The subject application has been reviewed in compliance with the Highland Municipal Code and appropriate development standards have been met. The site was previously approved with this type of use considered and is fully improved with the appropriate circulation, parking, landscaping, signage and architectural amenities. However, the proposed expansion of the license to permit the 420 square-foot outdoor dining area could increase number of patrons negatively affecting parking and circulation.

- d. HMC Section 16.08.050.E.4, there are adequate provisions for water, sanitation, and public utilities and services to ensure public health and safety.

Response: The project site is currently served by water, sewer, public utilities, and by the City of Highland Fire and Police Departments. There are adequate provisions for water, sanitation, and public utilities and services to ensure public health and safety as the restaurant will continue to operate in the same manner as it previously operated. The increase number of patrons as a result of the license expansion could potential increase the number of calls for service by the Police and Fire Department.

- e. HMC Section 16.08.050.E.5, the proposed use will not be detrimental to the public health, safety, or welfare, or materially injurious to properties and improvements in the vicinity.

Response: The expansion of serving alcohol within the 420 square-foot outdoor dining area of an existing restaurant with a Type 47 ABC license could potential be detrimental to the public health, safety, or welfare, or materially injurious to properties. The increase number of intoxicated patrons could negatively impact the character of the family oriented center and the surrounding neighborhood. The expansion of the Type 47 ABC license to the outdoor dining area could be problematic for any current tenants in the center because of the increase number of patrons that will be visiting the center late at night and into the early morning.

- f. HMC Section 16.08.050.E.6, the proposed use would not result in a significant effect on the environment.

Response: The project is exempt under CEQA per CCR Section 15061(4) because the application will be rejected or disapproved by the City.

Section 4. Based on the findings of fact and conclusions set forth above, the Planning Commission denies CUP No. 20-004 to expand the Type 47 (On-Sale General – Eating Place) ABC License to permit the sale and on-site consumption of all types of alcoholic beverages within the 420 square-foot outdoor dining area, located at 7955 Webster Street, Unit No. 1 (APN: 1201-361-23).

C. ADOPTION OF RESOLUTION.

The City Clerk shall certify to the adoption of this Resolution and shall cause the same to be published or posted in the manner prescribed by law.

PASSED, APPROVED AND ADOPTED this 21st day of July, 2020.

ATTEST:

Randall Hamerly, Chairman
Planning Commission

Lawrence A. Mainez
Community Development Director

Attachment No. 5

Appeal Application



CITY OF HIGHLAND

27215 Base Line, Highland, CA 92346
Telephone (909) 864-8732 FAX: (909) 862-3180

COMMUNITY DEVELOPMENT DEPARTMENT PLANNING DIVISION

APPEAL APPLICATION

Filing Fee: 225

Date of Action: 7-21-20

File Index No.: APP 20-001

City Staff to Complete

Date Appeal Filed: 7/28/2020

Receipt Number: 446

Project Applicant(s): JTS Sports BAR AND Grill #2

Appellant's Name(s): JOE Swalen

Appellant's Address: 7955 Webster Street unit 1

Phone: 909-919-4919

Assessor's Parcel No. of Subject Property or Street Address: _____

General Location of Property: _____

Webster / Boulder

APPEAL STATEMENT

1. I/We hereby appeal to the City of Highland: (Check one)

☐ Public Nuisance Hearing Board from action by: (Check one)

☒ Planning Commission from action by: (Check one)

☐ City Council from action by: (Check one)

☐ Vehicle Abatement Hearing Board from action by: (Check one)

☐ Community Development
Director / Code Compliance

☐ City Planner

☐ Building Official / Code Compliance

☐ Planning Commission

☐ City Engineer

☐ Historic and Cultural Preservation
Board

RECEIVED

JUL 28 2020

CITY OF HIGHLAND

2. I/We are appealing the project/Code compliance action taken to:

☒ DENY the project

☐ DENY the project without prejudice

☐ APPROVE the project

☐ APPROVE the project with Conditions (Attach a copy of the Conditions, if they are the subject of the appeal)

☐ ADOPT a Negative Declaration

☐ DECLARE the existence of a Public Nuisance and/or Inoperable Vehicle(s)

☐ OTHER (Specify) _____

3. Detail what is being appealed and what action or change you seek. Specifically address the findings, mitigation measures, conditions and/or policies with which you disagree. Also state exactly what action/changes you would favor.

4. State why you are appealing - be specific. Reference any errors or omissions - attach any supporting documentation.

5. Public Nuisance/Inoperable Vehicle Appeals - state why you are appealing and if you are the owner of the property or the owner of the vehicle(s).

Did not get treated fairly

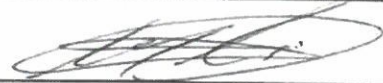
I/We certify that I/We are the:

☐ Legal Property Owner(s)

☒ Authorized Legal Agent(s)

☐ Registered Vehicle Owner(s)

☐ Other Interested Person(s)



[Signature of Appelleant(s)]

Date: 7-28-20

[Signature of Appelleant(s)]

Date: _____

RECEIVED

JUL 28 2020

CITY OF HIGHLAND

Attachment No. 6

CC Resolution No. 2020- ____ to uphold PC's denial

RESOLUTION NO. 2020 - ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, TO DENY APPEAL NO. 20-001 UPHOLDING THE PLANNING COMMISSION'S DENIAL OF CONDITIONAL USE PERMIT NO. 20-004 FOR THE EXPANSION OF AN EXISTING STATE OF CALIFORNIA DEPARTMENT OF ALCOHOL BEVERAGE CONTROL (ABC) TYPE 47 (ON-SALE GENERAL - EATING PLACE) LICENSE TO PERMIT THE SALE AND ON-SITE CONSUMPTION OF ALL TYPES OF ALCOHOLIC BEVERAGES WITHIN AN APPROXIMATE 420 SQUARE-FOOT OUTDOOR DINING AREA FOR AN EXISTING RESTAURANT (JJ'S SPORTS BAR & GRILL), LOCATED AT 7955 WEBSTER STREET, UNIT NO. 1. (APN: 1201-361-23)

APPLICANT/APPELLANT: JJ'S SPORTS BAR & GRILL

A. RECITALS

1. On May 14, 2020, the Applicant, Joe Swidan, applied for a Conditional Use Permit (CUP No. 20-004) to expand the existing Alcohol Beverage Control Type 47 (On-Sale General – Eating Place) License to permit the sale and on-site consumption of all types of alcoholic beverages within an approximate 420 square-foot outdoor dining area for an existing restaurant, located at 7955 Webster Street, Unit No. 1, Highland, CA, known as JJ's Sports Bar & Grill.
2. On July 21, 2020, the Planning Commission of the City of Highland adopted Resolution No. 2020 – 003 to deny Conditional Use Permit No. 20-004.
4. On July 28, 2020, the Applicant/Appellant filed an Appeal (APP No. 20-001) to overturn the Planning Commission's denial.
5. Pursuant to the California Environmental Quality Act, the Project is Categorically Exempt per the CEQA Guidelines, per Section 15301, Class No. 1 (Existing Facilities).
6. On August 25, 2020, the City of Highland City Council conducted a public hearing to consider the Appeal of the Planning Commission's determination to deny Conditional Use Permit No. 20-004 at the Highland City Hall Council Chambers in Highland, California, at 6:00 p.m., after providing notice to the public in a manner and for the time required by law to hear and consider both oral and written evidence regarding said Appeal.
7. All legal prerequisites to the adoption of this resolution have occurred.

B. RESOLUTION

NOW THEREFORE, it is hereby found, determined and resolved by the City Council of the City of Highland as follows:

1. The City Council finds that all of the facts set forth in the Recitals, Part “A” of this Resolution, are true and correct.
2. The City of Highland City Council after due consideration, inspection, investigation and study made by itself and on its behalf, and after due consideration of all evidence and reports offered at said hearing, including the staff report to the Planning Commission dated July 7, 2020, and staff report to the City Council dated August 25, 2020, and which are incorporated herein by this reference, does find and determine the following facts:
 - a. All necessary public meetings and opportunities for public testimony and comment have been conducted in compliance with State Law and the Municipal Code of the City of Highland.
3. Conditional Use Permit Findings of Fact (CUP No. 20-004):
 - a. The proposed use is permitted within the subject district pursuant to the provisions of this section, and complies with all of the applicable provisions of this title; and is consistent with the goals, policies, and objectives of the Highland General Plan, and with the applicable development policies and standards of the city.

Response: A full service restaurant with a Type 47 ABC license is permitted in the General Commercial (CG) zone and has been authorized by the Planning Commission in Resolution Nos. 11-008, 17-005, and 17-013. Conditional Use Permit No. 20-004 is requesting to expand the existing Type 47 (On-Sale General – Eating Place) ABC license to permit the sale and on-site consumption of all types of alcoholic beverages within the 420 square-foot outdoor dining area. The expansion of the Type 47 alcohol license will slightly increase the number of patrons that could be intoxicated which will be detrimental to the family oriented center and the nearby residential community. Additionally, the increase of the intoxicated patrons will not provide a welcome and secure location for families.

- b. The proposed use would not impair the integrity and character of the district in which it is to be established or located.

Response: As noted above, the existing use as a restaurant with alcoholic beverage sales is a permitted use within the General Commercial (CG) zoning district. The expansion of the liquor license to permit the sale and on-site consumption of all types of alcoholic beverages within the 420 square-foot outdoor dining area will have a negative impact within the surrounding uses in the commercial center. As mention above, the expansion of the liquor license will increase the number of intoxicated patrons that could be loitering in the parking lot and creating excess noise which will impact the nearby residential development. This type of activity is detrimental to the family oriented center and the nearby residential

community. The increase of intoxicated patrons could potentially decrease the safety of the families that are dining at the restaurant.

- c. The site is suitable for the type and intensity of use or development which is proposed.

Response: The 1.9 acre site has an existing commercial shopping center (Carino Plaza) with suitable commercial and complimentary uses. The subject application has been reviewed in compliance with the Highland Municipal Code and appropriate development standards have been met. The site was previously approved with this type of use considered and is fully improved with the appropriate circulation, parking, landscaping, signage and architectural amenities. However, the proposed expansion of the ABC license to permit the 420 square-foot outdoor dining area could increase number of patrons negatively affecting the intensity of the parking and circulation of the commercial shopping center.

- d. There are adequate provisions for water, sanitation, and public utilities and services to ensure public health and safety.

Response: The project site is currently served by water, sewer, public utilities, and by the City of Highland Fire and Police Departments. There are adequate provisions for water, sanitation, and public utilities and services to ensure public health and safety as the restaurant will continue to operate in the same manner as it previously operated. The increase number of intoxicated patrons as a result of the license expansion could potential increase the number of calls for service by the Police and Fire Department.

- e. The proposed use will not be detrimental to the public health, safety, or welfare, or materially injurious to properties and improvements in the vicinity.

Response: The expansion of serving alcohol within the 420 square-foot outdoor dining area of an existing restaurant with a Type 47 ABC license could potential be detrimental to the public health, safety, or welfare, or materially injurious to surrounding properties. The increase number of intoxicated patrons could negatively impact the character of the family oriented restaurant, shopping center and the surrounding neighborhood. The expansion of the Type 47 ABC license to the outdoor dining area could be problematic for any current tenants in the center because of the increase number of patrons that will be visiting the center late at night and into the early morning.

- f. The proposed use would not result in a significant effect on the environment.

Response: The project is exempt pursuant to the California Environmental Quality Act (CEQA), the project is categorically exempt per

Section 15301, Class No. 1 (Existing Facilities) as the project involves the expansion of the ABC license by another public agency and no exterior expansions are proposed.

4. Based on the Findings of Fact and Conclusions set forth above, the City Council adopts Resolution 2020 - ____ denying the application and upholding the Planning Commission's denial of Conditional Use Permit No. 20-004.

C. ADOPTION OF RESOLUTION.

The City Clerk shall certify to the adoption of this Resolution and shall cause the same to be published or posted in the manner prescribed by law.

PASSED, APPROVED AND ADOPTED this 25th day of August, 2020.

Larry McCallon
Mayor

ATTEST:

Betty Hughes, MMC
City Clerk



STAFF REPORT

TO THE CITY COUNCIL

MEETING DATE: August 25, 2020

FROM: Joseph Hughes, City Manager

REVIEWED BY: Carlos Zamano, Public Works Director/City Engineer *C2*

PREPARED BY: David Kinzle, Consultant Project Manager

SUBJECT: Measure I 5-Year Capital Improvement Plan
(2020/2021-2024/2025)

RECOMMENDATION: (1) Approve the Measure I Capital Improvement Plan Expenditure Strategy (2020/2021-2024/2025), and (2) Approve Resolution No. 2020- ____ adopting the Measure I 5-Year Capital Improvement Plan (2020/2021-2024/2025).

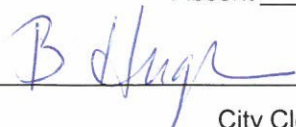
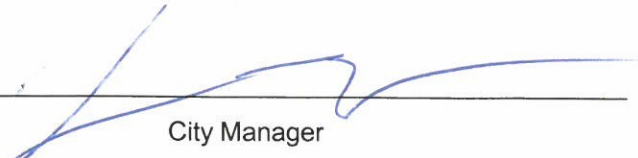
FISCAL IMPACT: Based on SBCTA's estimate, the City's annual Measure I Local Pass-Through revenue for the next 5 years ranges from \$813,889 to \$990,105 per year. The total amount of revenue for the 5-year period (2020/2021-2024/2025) is estimated at \$4,666,621. The proposed 5-year plan will serve as a planning guide for the City's expenditure of Measure I Local Pass-Through Funds. Since Measure I funds are restricted to roadway/traffic/transit type improvements, adoption of the 5-year plan will not affect other City services.

PUBLIC NOTICE: Notices of Council Meeting agenda were posted at the three locations required by resolution and on the City website.

BACKGROUND: The SBCTA Measure I Strategy Plan requires that each local jurisdiction receiving Local Pass-Through Funds annually adopt a 5-Year Capital Improvement Plan (CIP) to outline the specific projects upon which these funds will be expended. SBCTA also requires each jurisdiction to adopt an Expenditure Strategy to clarify its policy approach for expenditure of these funds.

Currently, the City has in reserve \$2,352,000 of unused Measure I Local Pass-Through Funds. Along with the projected \$4,666,621 revenue for the next 5 years, a total of \$7,018,621 Measure I fund is available for programming in the 5-year CIP.

In the 5-year CIP, \$6,228,000 Measure I funds are being programmed to provide the necessary local

Approved _____	Motion _____	Second _____	Agenda Item No. <u>13</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	

match for 6 competitive grant projects and 7 CDBG projects, and to provide partial funding of 5 committed pavement rehabilitation and street improvement projects, as listed below:

Planning Documents:

- Development of Local Roadway Safety Plan (HSIP/LRSP grant)

Bikeway and Trail Improvements:

- City Creek/Alabama Street Bikeways (ATP and Article 3 grants)

Pavement Rehabilitation:

- CDBG FY16/17 (7th St, Elmwood Rd, Fisher St, Walker St)
- CDBG FY17/18 (Michael St, Court St, Elm St)
- CDBG FY18/19 (Elmwood Rd, McKinley St, Walker St)
- CDBG FY19/20 (Del Rosa Ave, Elm St, San Francisco St)
- CDBG FY20/21
- CDBG FY21/22
- CDBG FY22/23
- Sectors B and C
- Sector D
- Sector E
- Tippecanoe Avenue (3rd St to Vine St)

Street Improvements:

- Hillview Neighborhood (Cunningham, Hillview, Bruce, and Crest Streets)
- 10th St, Drummond Ave, Cole Ave, 14th St (SR2S grant)
- Boulder Avenue (San Manuel Village Entrance to Greenspot Rd) (PNRS & MSRC grants)

Transit Access Improvements:

- 9th Street (Eucalyptus Drive to Victoria Avenue) (Article 3 grant)
- Olive Tree Lane Sidewalk and Base Line/Boulder/9th St Transit Access (Article 3 grant)

In addition, \$500,000 of Measure I funds are being programmed for Miscellaneous City-wide Street Repairs. This will leave \$290,621 Measure I Funds for additional projects to be programmed in the 5-year CIP. These future projects, when identified, can be added to the CIP through periodic amendments or annual updates of the CIP as approved by the City Council.

Attachments: Measure I Local Pass-Through Funds Revenue Estimates

Measure I CIP Expenditure Strategy

Resolution - Measure I 5-Year Capital Improvement Plan (with attachments)

Measure I Local Pass-through Program
REVISED REVENUE ESTIMATES FOR FY2019/2020 TO FY2024/2025
Valley Subarea

VALLEY SUBAREA	Population Distribution Percentage	Estimated Annual Local Pass-Through Amount*						Total FY20/21 thru FY24/25
		REV FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25	
Chino	5.62%	\$ 1,381,067	\$ 1,310,748	\$ 1,561,532	\$ 1,501,882	\$ 1,546,774	\$ 1,594,538	\$ 7,515,473
Chino Hills	5.28%	\$ 1,297,046	\$ 1,231,005	\$ 1,466,532	\$ 1,410,510	\$ 1,452,671	\$ 1,497,530	\$ 7,058,248
Colton	3.40%	\$ 836,229	\$ 793,651	\$ 945,500	\$ 909,382	\$ 936,564	\$ 965,485	\$ 4,550,581
Fontana	13.28%	\$ 3,260,572	\$ 3,094,554	\$ 3,686,633	\$ 3,545,804	\$ 3,651,790	\$ 3,764,558	\$ 17,743,340
Grand Terrace	0.79%	\$ 194,548	\$ 184,642	\$ 219,969	\$ 211,567	\$ 217,890	\$ 224,619	\$ 1,058,687
Highland	3.49%	\$ 857,553	\$ 813,889	\$ 969,610	\$ 932,571	\$ 960,446	\$ 990,105	\$ 4,666,623
Loma Linda	1.52%	\$ 374,136	\$ 355,086	\$ 423,025	\$ 406,865	\$ 419,027	\$ 431,966	\$ 2,035,969
Montclair	2.48%	\$ 608,257	\$ 577,287	\$ 687,739	\$ 661,467	\$ 681,239	\$ 702,276	\$ 3,310,007
Ontario	11.16%	\$ 2,740,764	\$ 2,601,213	\$ 3,098,901	\$ 2,980,523	\$ 3,069,613	\$ 3,164,403	\$ 14,914,653
Rancho Cucamonga	11.23%	\$ 2,758,352	\$ 2,617,906	\$ 3,118,788	\$ 2,999,650	\$ 3,089,312	\$ 3,184,710	\$ 15,010,365
Redlands	4.50%	\$ 1,104,482	\$ 1,048,245	\$ 1,248,805	\$ 1,201,101	\$ 1,237,002	\$ 1,275,201	\$ 6,010,354
Rialto	6.71%	\$ 1,649,227	\$ 1,565,254	\$ 1,864,733	\$ 1,793,500	\$ 1,847,109	\$ 1,904,148	\$ 8,974,744
San Bernardino	13.72%	\$ 3,370,576	\$ 3,198,957	\$ 3,811,011	\$ 3,665,431	\$ 3,774,993	\$ 3,891,565	\$ 18,341,958
Upland	4.91%	\$ 1,206,598	\$ 1,145,162	\$ 1,364,265	\$ 1,312,150	\$ 1,351,371	\$ 1,393,102	\$ 6,566,052
Yucaipa	3.43%	\$ 843,194	\$ 800,261	\$ 953,374	\$ 916,955	\$ 944,364	\$ 973,526	\$ 4,588,480
County/Valley	8.46%	\$ 2,078,388	\$ 1,972,564	\$ 2,349,973	\$ 2,260,204	\$ 2,327,763	\$ 2,399,644	\$ 11,310,147
Total Valley Region	100.00%	\$ 24,560,990	\$ 23,310,424	\$ 27,770,391	\$ 26,709,562	\$ 27,507,928	\$ 28,357,376	\$ 133,655,681

* Estimates for Local Pass-through Revenue updated April 2020. Includes effect of COVID-19 and 5% small business adjustment.

CITY OF HIGHLAND

MEASURE I CAPITAL IMPROVEMENT PLAN

EXPENDITURE STRATEGY Fiscal Year 2020/2021 to 2024/2025

The City of Highland intends to expend Measure I Local Street Program Pass-Through revenue primarily to (1) improve pavement conditions of the City's roadway network by constructing various pavement management projects including pavement rehabilitation, overlay, slurry seal and crack seal projects, and (2) provide local match to grant funding of roadway/bikeway improvement projects.

RESOLUTION NO. 2020-____

RESOLUTION OF THE COUNCIL OF THE CITY HIGHLAND, STATE OF
CALIFORNIA, ADOPTING THE MEASURE I FIVE-YEAR CAPITAL
IMPROVEMENT PLAN FOR FY2020/2021 THROUGH FY2024/2025

WHEREAS, San Bernardino County voters approved passage of Measure I in November 2004, authorizing the San Bernardino County Transportation Authority to impose a one-half of one percent retail transactions and use tax applicable in the incorporated and unincorporated territory of the County of San Bernardino; and

WHEREAS, revenue from the tax can only be used for transportation improvement and traffic management programs authorized in the Expenditure Plans set forth in Ordinance No. 04-01 of the Authority; and

WHEREAS, the Strategic Plan requires each local jurisdiction applying for revenue from the Local Street Program to annually adopt and update a Five-Year Capital Improvement Plan; and

NOW, THEREFORE, BE IT RESOLVED by the City of Highland, State of California, that the Measure I Five-Year Capital Improvement Plan attached to this resolution is hereby adopted.

PASSED, APPROVED AND ADOPTED this 25th day of August, 2020.

Larry McCallon
Mayor

ATTEST:

Betty Hughes, MMC
City Clerk

Resolution Number: 2020-043
Resolution Approval Date: 08/11/2020
Contact Person/Title: Carlos Zamano
Phone: (909) 864-8732
Email: czamano@cityofhighland.org

Measure I Local Pass-through Program
FIVE YEAR CAPITAL IMPROVEMENT PLAN
Fiscal Years 2020/2021 thru 2024/2025

Highland

6/30/20 Carryover Balance: **\$2,352,000.00**

Named Projects:	Is Project in City's Non-motorized Transportation Plan? (Yes/No)	Does Project have an ATP Component? (Yes/No)	Is the Project on the City's Nexus Study List? (Public/DIF Share %)		Estimated Total Project Cost	FY2020/21 Est. Revenue		FY2021/22 Est. Revenue		FY2022/23 Est. Revenue		FY2023/24 Est. Revenue		FY2024/25 Est. Revenue		Total Est. Rev.
						\$813,889.00		\$969,610.00		\$932,571.00		\$960,446.00		\$990,105.00		\$4,666,621.00
						Carryover Funds	Current Estimate	Carryover Funds	Current Estimate	Carryover Funds	Current Estimate	Carryover Funds	Current Estimate	Carryover Funds	Current Estimate	Total
brg04004- Street Improvement-Boulder Avenue (San Manuel Village Entrance to Greenspot Road)	Yes	No	100%	0%	\$566,000.00	340,000.00	0.00	226,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$566,000.00
LRS19001-Develop Local Roadway Safety Plan	No	No	100%	0%	\$8,000.00	6,000.00	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$8,000.00
ola- CDBG 21/22 Project	No	No	100%	0%	\$102,000.00	0.00	0.00	0.00	0.00	51,000.00	0.00	51,000.00	0.00	0.00	0.00	\$102,000.00
ola- CDBG 22/23 Project	No	No	100%	0%	\$102,000.00	0.00	0.00	0.00	0.00	51,000.00	0.00	51,000.00	0.00	0.00	0.00	\$102,000.00
ola16001- Rehab-7th St, Elmwood St, Fisher St, Paloma Rd, Walker St (CDBG 16/17)	No	No	100%	0%	\$5,000.00	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$5,000.00
ola17001- Rehab-Michael St, Court St, Elm St (17-18 CDBG)	No	No	100%	0%	\$5,000.00	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$5,000.00
ola18001- Rehab-Elmwood St, McKinley St, and Walker St (18/19 CDBG)	No	No	100%	0%	\$230,000.00	220,000.00	0.00	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$230,000.00
ola19001- Rehab-Del Rosa Ave, Elm St, and San Francisco St (19/20 CDBG)	No	No	100%	0%	\$187,000.00	167,000.00	0.00	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$177,000.00
ola20001- CDBG 20/21 project	No	No	100%	0%	\$118,000.00	113,000.00	0.00	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$118,000.00
Sector B and C Pavement Maintenance	No	No	100%	0%	\$5,000.00	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$5,000.00
Sector D Pavement Rehabilitation and Maintenance	No	No	100%	0%	\$95,000.00	95,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$95,000.00
Sector E Pavement Rehabilitation and Maintenance	No	No	100%	0%	\$3,620,000.00	497,000.00	2,503,000.00	0.00	620,000.00	0.00	0.00	0.00	0.00	0.00	0.00	\$3,620,000.00
str07009- Street Improvement-Cunningham St/Hillview St/Bruce St/Crest St	No	No	100%	0%	\$5,000.00	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$5,000.00
str12005- Street Improvement-10th St/Drummond Ave/Cole Ave/14th St	No	No	100%	0%	\$366,000.00	366,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$366,000.00
str17001- Bikeway-City Creek/Alabama Street Bikeways	Yes	Yes	100%	0%	\$414,000.00	0.00	313,000.00	0.00	91,000.00	0.00	10,000.00	0.00	0.00	0.00	0.00	\$414,000.00
str20003- Tippecanoe Avenue (3rd Street - Vine St.) - Joint Project with SB County	No	No	100%	0%	\$319,000.00	0.00	0.00	0.00	319,000.00	0.00	0.00	0.00	0.00	0.00	0.00	\$319,000.00
swk19001- Transit-Stops, Sidewalk and Bikeway Improvements on 9th St (Eucalyptus Dr to Victoria Ave)	Yes	No	100%	0%	\$67,000.00	40,000.00	0.00	27,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$67,000.00
swk19002- Transit-Stop Access Improvements on Base Line, Boulder, 9th St, and Olive Tree Lane	Yes	No	100%	0%	\$24,000.00	0.00	20,000.00	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$24,000.00
Named Projects Total:						\$1,864,000.00	\$2,836,000.00	\$284,000.00	\$1,030,000.00	\$102,000.00	\$10,000.00	\$102,000.00	\$0.00	\$0.00	\$0.00	\$6,228,000.00
Total Carryover + Estimate:						\$4,700,000.00		\$1,314,000.00		\$112,000.00		\$102,000.00		\$0.00		
(%) Named Projects to FY Est. Revenue:						577.47%		135.52%		12.01%		10.62%		0.00%		

Categorical Projects:																
Miscellaneous City-Wide Street Reair	No	No		\$500,000.00		100,000.00		100,000.00		100,000.00		100,000.00		100,000.00		\$500,000.00
Categorical Projects Total:						\$100,000.00		\$100,000.00		\$100,000.00		\$100,000.00		\$100,000.00		\$500,000.00
(%) Categorical Projects to FY Est. Revenue:						12.29%		10.31%		10.72%		10.41%		10.10%		

Total Carryover Programming:	\$2,352,000.00
Total Estimated Programming:	\$4,376,000.00
Total Programming:	\$6,728,000.00

Total Programming is currently 95.86% (must not exceed 150%) of Carryover Balance + Total Est. Revenue.

**5-YEAR PAVEMENT MANAGEMENT PROGRAM
PREVENTIVE MAINTENANCE LIST OF STREETS
SECTOR B
ATTACHMENT C**

NO.	STREET SECTIONS	FROM	TO	AREA (SF)
1	13th Street	Alice Street	Vine Street	22,341
2	13th Street	Vine Street	Olive Street	11,220
3	13th Street	Bangor Ave.	Dundee St.	15,180
4	13th Street	Central Avenue	Bell Court	20,340
5	13th Street	Bell Court	Orange Street	24,516
6	13th Street	Cole Avenue	Reedy Avenue	28,764
7	14th Street	Victoria Avenue	Olive Street	36,140
8	14th Street	Olive Street	455ft East of Olive St.	18,655
9	14th Street	455 ft E/O Olive St.	Central Ave.	32,062
10	14th Street	Central Avenue	Orange Street	48,032
11	14th Street	Orange Street	Cole Avenue	10,336
12	14th Street	Church Avenue	Buckeye Street	10,890
13	14th Street	Buckeye Street	Cienega Drive	11,022
14	14th Street	Bonita Drive	Church Avenue	21,087
15	15th Street	Alice Street	Olive Street	33,066
16	19th Court	Valaria Drive	Lynwood Way	8,024
17	21st Street	Valeria Drive	Lynwood Way	8,496
18	Alice St.	15th Street	North End	10,428
19	Alice Street	North End	15th Street	-
20	Alice Street	15th Street	14th Street	10,065
21	Atlantic Avenue	West City Limit	La Praix Street	21,156
22	Atlantic Avenue	La Praix Street	Seine Avenue	10,824
23	Bangor Avenue	Mansfield Street	14th Street	33,132
24	Bangor Avenue	14th Street	13th Street	19,180
25	Bell Court	North CDS	13th Street	8,738
26	Bessant St.	Palm Ave.	Bonita Dr.	21,120
27	Bonita Drive	North CDS	Fisher Street	9,620
28	Bonita Drive	Stratford Street	Bessant Street	15,939
29	Bradford Ave.	Fisher St.	North End	9,499
30	Braemar Avenue	Bessant Street	Villa Avenue	7,854
31	Bruce St.	Marshall Ct.	Cunningham St.	20,582
32	Buckeye Street (Excluding New Pavement)	14th Street	Base Line Street	17,204
33	Buckeye Street	North End	14th Street	22,011
34	Case Street	Robinson Road	Victoria Avenue	10,080
35	Center Street	North CDS	Fisher Street	9,686
36	Center Street	North City Limit	Main Street	4,680
37	Center Street	North CDS	Bessant Street	12,161
38	Central Ave.	Stratford St.	14th Street	9,840
39	Central Avenue*	North City Limit	Fisher Street	14,017
40	Central Avenue	Fisher Street	Stratford Street	11,000
41	Central Avenue	13th Street	Messina Street	11,600

NO.	STREET SECTIONS	FROM	TO	AREA (SF)
42	Central Avenue	Messina Street	Base Line Street	11,972
43	Central Avenue	14th Street	13th Street	28,331
44	Church Avenue	Fisher Street	14th Street	31,317
45	Church Avenue	14th Street	14th Street	-
46	Church Avenue	Main Street	Fisher Street	21,294
47	Church Avenue	14th Street	Base Line Street	35,496
48	Church Avenue	North City Limit	Main Street	7,896
49	Cienega Drive	North CDS	14th Street	18,645
50	Clifton Avenue	Orange Street	East CDS	10,984
51	Cole Avenue	545' S/O 14th Street	Base Line Street	24,717
52	Cole Avenue	North End	14th Street	1,161
53	Cole Avenue	North CDS	Nona Avenue	13,392
54	Cole Avenue	14th Street	545ft South of 14th St.	9,265
55	Colwyn Avenue	14th Street	13th Street	17,460
56	Colwyn Avenue	Stratford Street	14th Street	9,141
57	Dundee Avenue	14th Street	13th Street	17,928
58	Fisher Street	Palm Avenue	Church Avenue	42,471
59	Foster Avenue	Palm Avenue	East End	11,904
60	Foster Avenue	Buckeye Street	Villa Court	17,094
61	Goodman Ct.	Victoria Ave.	East End	11,060
62	Hillview St.	Base Line	Hillview St.	9,546
63	Hillview Street	North CDS	Wakefield Court	13,747
64	Hillview Street	Wakefield Court	Hillview Street	12,060
65	Kensington Court	North CDS	Hillview Street	11,162
66	La Praix Street	21st Street	Atlantic Avenue	35,376
67	La Verne Court	13th Street	North CDS	12,027
68	Los Feliz Drive	Rockford Avenue	Millar Street	23,205
69	Lynwood Way	21st Street	Valeria Place	15,120
70	Lynwood Wy.	19th Street	17th Street	25,410
71	Main St.	Center St.	Church Ave.	37,080
72	Main Street	Palm Avenue	Center Street	14,360
73	Mansfield St.	San Francisco St.	Vine St.	8,910
74	Mansfield Street*	Olive Street	1061ft East of Olive St.	37,731
75	Mansfield Street	Orange Street	East CDS	10,951
76	Messina Street	Central Avenue	Cole Avenue	53,676
77	Messina Street	Cole Avenue	Reedy Avenue	26,064
78	Messina Street	Reedy Avenue	Palm Avenue	8,613
79	Millar St.	Orange St.	East End	21,318
80	Millar Street	West CDS	Victoria Avenue	20,650
81	Nona Avenue	Orange Street	Cole Avenue	23,331
82	Nona Avenue	Cole Avenue	Palm Avenue	24,586
83	Nona Ct.	Nona Ave.	North End	7,046
84	Olive St.	14th Street	Mansfield St.	33,561
85	Olive St.	Mansfield St.	Pacific St.	9,141
86	Olive St.	Base Line	14th Street	43,350
87	Orange Street	South edge of I30 Bridge	Millar Street	2,310
88	Orange Street	14th Street	13th Street	24,444

NO.	STREET SECTIONS	FROM	TO	AREA (SF)
89	Orange Street*	Pacific Street	163ft S/O Clifton Ave.	11,577
90	Orange Street	163ft S/O Clifton Ave.	166ft S/O Fisher St.	2,822
91	Orange Street	166ft S/O Fisher St.	14th Street	10,989
92	Palm Avenue	489ft S/O Fisher St.	Bessant Street	14,268
93	Palm Avenue	Foster Avenue	Base Line Street	20,631
94	Parker St.	Marshall Ct.	Cunningham St.	20,500
95	Reedy Ave.	13th Street	Base Line	22,608
96	Robinson Rd.	Highland Ave.	Case Ave.	10,080
97	Robinson Road	Case Street	Robinson Road	16,160
98	Robinson Road	Robinson Road	Robinson Road	21,344
99	Rockford Ave.*	Western Ave.	North End	20,006
100	San Francisco Ct.	West End	San Francisco St.	11,074
101	San Francisco St.	13th Street	14th Street	15,425
102	San Francisco Street	Pacific Street	651ft South of Pacific St.	21,483
103	San Francisco Street	651ft S/O Pacific St.	15th Street	10,527
104	Stratford Street	West CDS	Church Avenue	31,741
105	Stratford Street	Colwyn Avenue	Central Avenue	21,186
106	Stratford Street	Central Avenue	Orange Street	40,920
107	Stratford Street	Orange Street	City Limit	7,293
108	Union Street	Cunningham Street	East CDS	19,322
109	Valaria Drive	City Limit	South End	21,000
110	Valaria Drive	North CDS	17th Street	33,270
111	Villa Avenue	Villa Avenue	13th Street	14,832
112	Villa Avenue	Villa Avenue	Orange Street	35,604
113	Villa Avenue	Buckeye Street	Villa Avenue	17,226
114	Villa Avenue	Palm Avenue	Braemar Drive	25,740
115	Villa Avenue	Braemar Drive	Bradford Avenue	8,745
116	Vine Street	600ft South of North CDS	15th Street	10,659
117	Vine Street	North CDS	600ft S/O North CDS	22,094
118	Wakefield Court	Hillview Street	North CDS	6,073
119	Valaria Drive†	17th Street	Pacific St.	23,522
120	Vine Street	13th Street	14th Street	15,938
121	Bell Court	9th Street	North End	8,738
122	Bradford Ave.	Villa Avenue	14th Street	17,457
123	San Francisco Ct.	West End	San Francisco St.	11,074
124	San Francisco St.	Base Line	200ft N/O Base Line	11,074
125	Vine Street	13th Street	14th Street	15,938
126	Northerly 10' of Base Line **	Cole Avenue	780' w/o Cole Ave.	7,800
			TOTALS	2,125,155

Notes: 1) Streets in italic denote streets that were added to complete pavement maintenance of a neighborhood and not originally included in the PMP; 2) * Denotes street portions sharing boundary with City of San Bernardino; 3) ** Street with 1st priority, to be slurry sealed at beginning of contract.

**5-YEAR PAVEMENT MANAGEMENT PROGRAM
PREVENTIVE MAINTENANCE LIST OF STREETS
SECTOR C
ATTACHMENT E**

NO.	STREET SECTIONS	FROM	TO	AREA (SF)
1	10th Street	Central Avenue	Lillian Lane	38,313
2	10th Street	Lillian Ln.	Drummond Ave.	28,017
3	11th Street	West End	Cole Avenue	28,944
4	11th Street	Reedy Ave.	Palm Ave.	8,943
5	11th Street	Cole Ave.	Reedy ave.	29,007
6	6th Street	Peacock Avenue	Shasta Avenue	27,324
7	6th Street	Shasta Avenue	Church Avenue	9,834
8	6th Street	Victoria Avenue	Cunningham Street	54,530
9	6th Street	Cunningham Street	Valmont Avenue	32,144
10	6th Street	Valmont Avenue	Central Avenue	20,828
11	7th Street	Peacock Avenue	Shasta Avenue	25,971
12	7th Street	Cunningham Street	Colwyn Avenue	15,378
13	7th Street	West End	Cunningham St.	21,219
14	Benson Court	Bruce Street	North CDS	13,107
15	Bonita Dr.	Norwood St.	South End	20,547
16	Bonita Drive	Cypress Street	Hibiscus Street	8,580
17	Bonita Drive	Base Line Street	Norwood Street	43,164
18	Central Ave.	9th Street	10th Street	17,425
19	Central Ave.	6th Street	Hibiscus St.	48,246
20	Central Avenue	Cypress Street	Hibiscus Street	15,147
21	Church Avenue **	Harlan Lane	Cypress Street	26,896
22	Church Avenue **	Norwood Street	Temple Street	20,418
23	Church Avenue **	Temple Street	Harlan Lane	15,744
24	Church Avenue **	Cypress Street	Powell Drive	43,501
25	Church Avenue **	Powell Drive	5th Street	41,451
26	Church Avenue **	Base Line Street	Norwood Street	54,079

NO.	STREET SECTIONS	FROM	TO	AREA (SF)
27	Cole Ave.	11th Street	10th Street	30,756
28	Cole Avenue	Cypress Street	Fleming Street	29,733
29	Cole Avenue	Base Line Street	11th Street	21,780
30	Colwyn Ave.	Hibiscus St.	7th Street	11,022
31	Colwyn Ave.	7th Street	Fleming St.	11,484
32	Corwin Ct.	Parker St.	South End	17,907
33	Crest Street	Cole Avenue	East CDS	40,796
34	Cunningham St.	Cypress St.	7th street	25,256
35	Cunningham St.	9th Street	Union St.	12,423
36	Cunningham St.	Union St.	9th Street	-
37	Cunningham Street	6th Street	Alley S/O Ward St. N/O 5th Street	23,782
38	Cunningham Street	Alley South of Ward Street North of 5th Street	5th Street	7,097
39	Cunningham Street	Union Street	Cypress Street	11,275
40	Cypress Street **	Central Avenue	Cole Avenue	52,845
41	Cypress Street **	Cole Avenue	Drummond Avenue	29,274
42	Cypress Street **	Drummond Avenue	Palm Avenue	23,944
43	Cypress Street **	Palm Avenue	Bonita Drive	26,076
44	Cypress Street **	Bonita Drive	Church Avenue	25,320
45	Cypress Street **	Victoria Avenue	Cunningham Street	54,642
46	Cypress Street **	Cunningham Street	Central Avenue	56,502
47	Drummond Avenue	Hibiscus Street	Fleming Street	13,338
48	Drummond Avenue	Crest Street	6th Street	32,340
49	Drummond Avenue	9th Street	Cypress Street	25,311
50	Dundee Ave.	6th Street	Royce Ln.	15,232
51	Eucalyptys Dr.	9th Street	Perry Wy.	52,009
52	Fleming St.	Cunningham St.	Colwyn Ave.	15,939
53	Fleming St.	San Francisco St.	Cunningham St.	16,863
54	Fleming Street	Cole Avenue	Drummond Avenue	17,292

NO.	STREET SECTIONS	FROM	TO	AREA (SF)
55	Fresno Street	Victoria Avenue	San Francisco Street	11,452
56	Hibiscus St.	San Francisco St.	Cunningham St.	16,170
57	Hibiscus St.	Cunningham St.	Colwyn Ave.	16,302
58	Hibiscus St.	Peacock St.	Shasta St.	26,961
59	Hibiscus Street	Cole Avenue	Drummond Avenue	15,939
60	Hibiscus Street	Central Avenue	Lillian Lane	49,665
61	Lilian Ln.	Hibiscus St.	Cypress st.	9,078
62	Lillian Lane	Base Line Street	11th Street	23,112
63	Lillian Lane	11th Street	10th Street	32,868
64	Los Feliz Dr.	11th Street	Temple St.	22,645
65	Los Feliz Drive	Rosemary Drive	11th Street	19,074
66	Lynwood Way	Base Line Street	Temple Street	48,900
67	Marshall Court	North CDS	South CDS	41,276
68	Meines St.	Palm Ave.	West End	62,440
69	Norwood Street	Palm Avenue	Peacock Avenue	4,950
70	Norwood Street	Peacock Avenue	Bonita Road	10,164
71	Norwood Street	Drummond Avenue	Palm Avenue	20,628
72	Norwood Street	Cole Avenue	Drummond Avenue	18,756
73	Norwood Street	Bonita Drive	Church Avenue	26,961
74	Olive Tree Ln.	Base Line	11th street	21,549
75	Olive Tree Ln.	11th Street	10th Street	30,822
76	Orange St.	Millar St.	208' S/O Nona St.	20,131
77	Orange St.	208' S/O Nona st.	Pacific St.	10,400
78	Peacock Ave.	Rustic Ln.	Cypress Ave.	9,174
79	Peacock St.	Hibiscus St.	6th street	17,391
80	Reedy Avenue	11th Street	Crest Street	9,432
81	Rosemary Drive	Los Feliz Drive	Victoria Avenue	11,988
82	Royce Lane	Cole Avenue	East CDS	9,928

NO.	STREET SECTIONS	FROM	TO	AREA (SF)
83	Royce Ln.	Central Ave.	Valmont Ave.	16,256
84	Rustic Lane	Peacock Avenue	East CDS	19,991
85	San Francisco St.	7th Street	Fleming St.	10,296
86	San Francisco St.	Hibiscus St.	7th Street	10,758
87	San Francisco St.	Sparks St.	Fresno St.	22,470
88	San Francisco Street	Base Line Street	Fresno Street	20,700
89	Shasta Ave.	Norwood St.	North End	19,586
90	Shasta Avenue	Hibiscus Street	6th Street	19,305
91	Silver Berry Drive	Church Avenue	West CDS	10,916
92	Springmeadow Ct.	Norwood St.	South End	17,523
93	Sweetmeadow Ct.	Norwood St.	South End	17,160
94	Temple Street	Valaria Drive	Victoria Avenue	29,120
95	Union St.	Cunningham St.	East End	19,322
96	Union Street	Victoria Avenue	Cunningham Street	42,405
97	Valaria Drive	Temple Street	9th Street	9,900
98	Valaria Drive	Temple Street	Base Line	54,384
99	Valmont Ave.	6th Street	Royce Ln.	16,000
100	Ward Street	Victoria Avenue	26596 Ward St.	20,516
101	Cunningham St.	6th Street	7th Street	25,994
102	Bell Ct.	9th Street	North End	8,738
103	Perry Way	Hall Way	Eucalytus Dr.	10,923
104	Hall Way	Perry Way	Daniel St.	14,058
105	Daniel St.	Eucalyptus Dr.	West End	14,949
106	Ward Street	Cunningham St.	East End	24,255

CITY FACILITIES

107	Sheriff Station Parking Lot	26905 Base Line, Highland, CA 92346	75,000
108	City Hall Parking Lot	27215 Base Line, Highland, CA 92346	40,000
109	Community Center/YMCA Parking Lot	7793 Central Ave., Highland, CA 92346	139,000

NO.	STREET SECTIONS	FROM	TO	AREA (SF)
110	Highland Library Parking Lot	7863 Central Ave., Highland, CA 92346		48,000
111	City Corporate Yard Parking Lot	7935 Central Ave., Highland, CA 92346		47,000
			TOTAL:	2,517,930

** Denotes sheet segments to be done toward the end of construction schedule to accommodate work by Utility Companies

**5-YEAR PAVEMENT MANAGEMENT PROGRAM
REHABILITATION LIST OF STREETS
SECTOR D
ATTACHMENT F**

NO.	STREET	FROM	TO	AREA (SF)
1	Atlantic Ave.	255' E/O Boulder Ave.	East End	30,229
2	Atlantic Ave.*	Palm Ave.	Boulder Ave.	158,533
3	Base Line	Clubview Dr.	Weaver Street	44,974
4	Browning Rd.	Saffron Ave.	North End	9,953
5	Clydesdale St.	Hackney St.	North End	15,652
6	Highland Ave.	Surrey Ln.	Gala St.	85,856
7	Highland Ave.	Hamilton Dr.	Church St.	25,681
8	Highland Ave.	Rock Spring Ln.	Cloverhill Dr.	36,288
9	Highland Ave.	Clear Spring Ln.	Pleasant View Ln.	68,712
10	Oak Ridge Rd.	West End	Gala St.	56,583
11	Pacific St.*	Buckeye St.	Boulder Ave.	97,035
12	Poppet Dr.	York Dr.	Hagy Ave.	23,067
13	Seine Ave.	Base Line	Messina St.	12,920
TOTAL:				665,483

NOTES: * Denotes street locating within Highland and San Bernardino boundaries.

**5-YEAR PAVEMENT MANAGEMENT PROGRAM
PREVENTIVE MAINTENANCE LIST OF STREETS
SECTOR D
ATTACHMENT G**

NO.	STREET SECTIONS	FROM	TO	AREA (SF)
1	19th Court	La Praix Street	West CDS	6,893
2	20th Street	La Praix Street	East CDS	20,427
3	21st Street	East End	Rainbow Lane	43,692
4	Amber Street	Oak Ridge Road	Highland Avenue	11,451
5	Amberwood Lane	Rosewood Lane	Cloverhill Road	24,024
6	Amberwood Lane	Cloverhill Road	Winterwood Lane	17,622
7	Applewood St.	Terrace Dr.	North End	33,264
8	Bobcat Ln.	Jackrabbit Ln.	South End	10,647
9	Browning Rd.	Greenfield Ln.	Burns Ave.	27,552
10	Browning Road	Saffron Avenue	Burns Avenue	33,344
11	Browning Road	Greenfield Lane	Base Line Street	14,994
12	Carriage Hill Drive	East CDS	West CDS	57,578
12A	Carriage Hill Drive	West CDS	East CDS	55,456
13	Catalpa Avenue	North CDS	Stratford Street	7,255
14	Church St.	Orangewood Rd.	Highland Ave.	29,424
14B	Church St. (SB)	Orangewood Rd.	Highland Ave.	14,712
15	Church Street	Orange Blossom Drive	Orangewood road	30,480
16	Church Street	Orangewood Drive	Highland Avenue	
17	Clear Spring Lane	Highland Spring Lane	Rock Spring Lane	20,559
18	Clifton St.	La Praix St.	East End	21,088
19	Clifton Street	Mountain Avenue	Grove Avenue	27,720
20	Coachman Lane	Carriage Hill Drive	West CDS	15,544
21	Deerwood Place	Rosewood Lane	South Cul-De-Sac	9,360
22	Grove Ave.	Stratford St.	Pacific St.	41,778
23	Grove Avenue	Millar Street	Pacific Street	32,670
24	Highland Avenue	Rock Spring	Cloverhill Drive	36,288
25	Highland Avenue	Cloverhill Drive	Clearspring Lane	58,002
26	Highland Avenue	Church Street	Rock Spring	32,214
27	Highland Avenue	625ft East of Surrey Lane	Amber Street	22,181
28	La Praix Court	21st Street	North CDS	6,013
29	La Praix St.*	Pacific St.	542' S/O Pacific St.	10,298

4/16/18

NO.	STREET SECTIONS	FROM	TO	AREA (SF)
30	La Praix Street	524ft South of Pacific St.	Stratford Street	22,320
31	Laurel Ave.	Pacific St.	North End	16,686
32	Laurel Lane	Clifton Street	North CDS	10,718
33	Messina Street	Seine Avenue	159ft East of Siene Ave.	5,247
34	Millar Street	Mountain Avenue	Grove Avenue	22,968
35	Mountain Ave.	Nona Ave.	Millar St.	6,555
36	Mountain Avenue	Nona Avenue	Pasito Street	13,464
37	Mountain Avenue	Atlantic Avenue	South End	4,186
38	Mountain Avenue	Pacific Street	South End	33,627
39	Mountain Laurel Ct.	Orangewood Rd.	South End	17,874
40	Nona Avenue	Mountain Avenue	Grove Avenue	22,770
41	Oleander Avenue	North CDS	Clifton Street	10,652
42	Oleander Avenue	North CDS	Pasito Street	7,517
43	Orange Blossom Dr.	Applewood St.	Church St.	9,306
44	Orangewood Ln.	Orangewood Rd.	South End	10,482
45	Orangewood Rd.	820' E/O Orangewood Ln.	Church St.	22,209
46	Orangewood Rd.	Orangewood Ln.	820' E/O Orangewood Ln.	27,060
47	Orangewood Road	Terrace Drive	Orangewood Lane	29,172
48	Orangewood Road	Arroyo Vista Drive	Terrace Drive	12,012
49	Pacific Street	Boulder Avenue	Grove Avenue	43,665
50	Pasito St.	Laurel Ave.	Grove Ave.	18,579
51	Pasito Street	Mountain Avenue	Laurel Avenue	8,580
52	Poppet St.	York Dr.	Latimer St.	13,860
53	Rainbow Court	La Praix Street	West CDS	7,644
54	Rainbow Lane	Seine Avenue	Rainbow Ave.	32,571
55	Rainbow Pl.	Rainbow Ln.	North End	9,167
56	Rainbow Place	240ft North of Rainbow Ln.	Rainbow Lane	7,920
57	Rainbow Place	North End	240ft North of Rainbow Ln.	6,916
58	Rhone Avenue	North CDS	Stratford Street	12,598
59	Rhone Court	North CDS	21st Street	12,528
60	Rhone Court	North CDS	Rainbow Lane	6,890
61	Rhone St.	Clifton St.	North End	6,453
62	Rock Spring Ln.	Highland Spring Ln.	Highland Ave.	54,021

NO.	STREET SECTIONS	FROM	TO	AREA (SF)
63	Rosewood Ln.	Cloverhill Rd.	Winterwood Ln.	19,305
64	Sandlewood Pl.	Winterwood Ln.	West End	17,247
65	Seine Ave.	Clifton St.	North End	13,493
66	Seine Avenue	20th Street	Atlantic Avenue	20,823
67	Seine Avenue	North CDS	Stratford Street	13,493
68	Seine Court	21st Street	North CDS	10,251
69	Springside Place	Rock Spring Lane	East Cul-De-Sac	6,324
70	Stratford St.	Grove Ave.	Mountain Ave.	21,549
71	Stratford Street	La Praix Street	Devon Lane	37,620
72	Summit Dr.	Terrace dr.	Orangewood Dr.	13,634
73	Summit Drive	Live Oak Road	Terrace Drive	20,026
74	Surrey Ln.	Highland Ave.	Coachman Ln.	3,725
75	Surrey Ln.	Coachman Ln.	Highland Ave.	3,725
76	Terrace Drive	Orangewood Road	Summit Drive	46,330
77	Terrace Drive	Summit Drive	Applewood Street	21,525
78	Terrace Drive	Applewood Street	Church Street	14,256
79	Weaver St.	Pleasant View Ln.	Base Line	45,100
80	Willowood Lane	Cloverhill Road	Winterwood Lane	33,957
81	Winterwood Lane	Amberwood Lane	Rosewood Lane	21,500
82	Wisteria Court	North CDS	Garden Lane	9,261
83	Carriage Hill Drive	West End	East End	55,456
			TOTAL:	1,599,402

SECTOR E Pavement Rehabilitation and Maintenance

NO.	STREET SECTIONS	FROM	TO
1	Brightspot Rd.	Carro Amano Ln.	665' E/O Weaver St.
2	Carro Amano Ln.	Lochinvar Rd.	Aplin St.
3	Cloverhill Dr.	Water St.	Base Line
4	Club View Dr.	Water St.	Whitegate Ln.
5	Club View Dr.	Whitegate Ln.	Greenspot Rd.
6	Gold Buckle Rd.	Goldbuckle Rd.	Weaver St.
7	Gold Buckle Rd.	Greenspot Rd.	Goldbuckle Rd.
8	Greenspot Rd.	Alta Vista	W. Edge of Plunge Creek Bridge
9	Greenspot Rd.	Merris St.	Goldbuckle Rd.
10	Santa Ana Canyon Rd.	Weaver St.	585' E/O Weaver St.
11	Unicorn Way	Belt Ln.	7784 Unicorn Wy.
12	Belt Ln.	Silverbuckle Rd.	Unicorn Wy.
13	Double A Ln.	Highland Grove Ln.	North End
14	Gold Buckle Ct.	Goldbuckle Rd.	North End
15	Greenspot Road	Blossom S.	Church St.
16	Greenspot Road	Church Street	Merris Street
17	Greenspot Road	Gold Buckle Road	Weaver Street
18	Greenspot Road	Weaver Street	630' E/O Weaver St.
19	Greenspot Road	630 Feet E/O Weaver St.	Alta Vista
20	Highland Grove Ln.	Chanticleer Rd.	Weaver St.
21	Lochinvar Court	Lochnivar Road	North Cul-De-Sac
22	Lochinvar Rd.	Chanticleer Rd.	Weaver St.
23	Webster St.	Eucalyptus Ave.	Cherokee Rose Dr.
24	Atlantic Avenue	Boulder Avenue	East End

**5-YEAR PAVEMENT MANAGEMENT PROGRAM
PREVENTIVE MAINTENANCE LIST OF STREETS
SECTOR E
ATTACHMENT I**

NO.	STREET SECTIONS	FROM	TO	AREA (SF)
1	7th Street	Elmwood road	Del Rosa Avenue	12,064
2	9th Street	Elmwood road	Del Rosa Drive	5,592
3	9th Street	Elmwood road	Bonnie Street	41,664
4	9th Street	Bonnie Street	Sterling Avenue	82,415
5	9th Street	Sterling Avenue	255ft East of Sterling Avenue	15,555
6	9th Street	255ft East of Sterling Avenue	Guthrie Street	51,584
7	9th Street	Guthrie Street	Newcomb Street	25,010
8	9th Street	Newcomb Street	McKinley Street	23,912
9	9th Street	McKinley Street	231ft East of McKinley Street	14,322
10	9th Street	231ft East of McKinley Street	117ft East of Eucalyptus Drive	86,242
11	9th Street	117ft East of Eucalyptus Drive	677ft East of Eucalyptus Drive	34,720
12	9th Street	677ft East of Eucalyptus Drive	Victoria Avenue	65,676
13	9th Street	Victoria Avenue	Cunningham Street	82,167
14	9th Street	Cunningham Street	Hillview Street	17,480
15	9th Street	Hillview Street	536ft East of Hillview Street	26,800
16	9th Street	536ft East of Hillview Street	Central Avenue	24,461
17	9th Street	Central Avenue	Lillian Lane	65,560
18	9th Street	Lillian Lane	Drummond Ave	62,159
19	9th Street	Drummond Avenue	Palm Avenue	17,302
20	Abbey Wy.	Church St.	1112' E/O Church St.	22,240
21	Abbey Wy.	1112' E/O Church St.	East End	22,464
22	Aloe Court	172' South of Water Street	South Cul-De-Sac	10,982
23	Alpin St.	Southwood Ln.	Base Line	38,214
24	Alta Vista	Santa Ana Canyon Drive	Frontera Del Norte	76,014

NO.	STREET SECTIONS	FROM	TO	AREA (SF)
25	Aplin Street	Water Street	730' N/O Water St.	29,290
26	Aranci Way	Goldbuckle Road	Polo Street	7,293
27	Aranci Wy.	North End	Goldbuckle Rd.	14,652
28	Ashford Court	Quail Run Drive	East CDS	9,030
29	Autumnchase Dr.	Sycamore Dr.	Golden Oak Ln.	7,326
30	Base Line Street	Greenbrier Place	Weaver Street	29,616
31	Birchwood Pl.	Southwood Ln.	North End	12,396
32	Blue Creek Lane	Elder Creek Lane	Willow Creek Lane	10,923
33	Bobcat Ln.	North End	Jackrabbit Ln.	14,079
34	Bright Spot Road	Weaver Street	665' East of Weaver Street	21,945
35	Calle Carrisa	Via Alicia Street	North Cul-De-Sac	8,403
36	Canyon Oaks Drive	Oak Park Drive	Willow Oak Lane	10,560
37	Catalpa Avenue	Saturn Street	Norwood Street	22,308
38	Chanticleer Road	1567' North of Goldbuckle Road	Kemper Lane	5,304
39	Chanticleer Road	Goldbuckle Road	1567ft North of Goldbuckle Rd.	53,830
40	Church Street	Greenspot Road	Old Greenspot Road	3,977
41	Church Street	Old Greenspot Road	Abbey Way	27,690
42	Cortez Street	Old Greenspot Road	Merris Street	16,359
43	Cram Rd.	Kemper Ln.	Water St.	12,428
44	Cram Road	Lochnivar Road	Kemper Lane	9,867
45	Falkirk Place	Canyon Oak Drive	Glenheather Drive	8,943
46	Fox Tail Way	Foxtail Court	Jack Rabbit Lane	18,645
47	Fox Tail Way	Glenheather Drive	Foxtail Court	17,094
48	Foxtail Ct.	Foxtail Wy.	North End	10,614
49	Foxtail Pl.	Foxtail Wy.	South End	11,637
50	Gala Street	Highland Avenue	Sheffield Drive	17,853

NO.	STREET SECTIONS	FROM	TO	AREA (SF)
51	Garden Crescent	Palm View Lane	Palm View Lane	12,375
52	Goldbuckle Rd.	Weaver St.	Unicorn Wy.	13,398
53	Golden Oak Lane	Streater Drive	Autumn Chase Drive	14,256
54	Greenspot Road	Orange Street	Village Lakes	41,344
55	Greenspot Road	Village Lakes	701ft East of Village Lakes	44,864
56	Greenspot Road	701ft East of Village Lakes	Valencia Court	27,060
57	Greenspot Road	Valencia Court	701ft East of Village Lakes	26,240
58	Greenspot Road	Valencia Court	Church Street	26,169
59	Greenspot Road	Church Street	Valencia Court	25,376
60	Greenspot Road	Merris Street	Church Street	38,016
61	Highland Avenue	City Limit	Piedmont Drive	16,733
62	Highland Avenue*	East Edge of City Creek Bridge	200 ft East of East Edge of City Creek Bridge	13,200
63	Highland Grove Court	Highland Grove Road	North Cul-De-Sac	17,049
64	Highland Grove Road	Chanticleer Road	Weaver Street	30,657
65	Highland Spring Ln.	Glenrock Pl.	Rock Spring Ln.	25,600
66	Homestead Lane	North Cul-De-Sac	Whitegate Lane	38,829
67	Jackrabbit Ln.	Church St.	North End	27,147
68	Kemper Ln.	Chanticleer Rd.	Cram Rd.	12,688
69	Lavender Court	North Cul-De-Sac	Garden Crescent	12,726
70	Lavender Court	Palm View Lane	South Cul-De-Sac	12,198
71	Lochinvar Road	Chanticleer Road	Weaver Street	37,191
72	Lochinvar Rd.	Weaver St.	North End	42,888
73	Marilyn Avenue	5th Street	South End	10,593
74	Meadow Gate Lane	Club View Drive	Homestead Lane	12,012
75	Merris St.	Old Greenspot Rd.	Merris St.	15,800
76	Merris Street	Church Street	Merris Street	30,816

NO.	STREET SECTIONS	FROM	TO	AREA (SF)
77	Oak Court	North Cul-De-Sac	Garden Crescent	15,795
78	Oak Ct.	Palm View Ln.	South End	8,832
79	Old Greenspot Road	Merris Street	East End	8,275
80	Palm Avenue	Base Line Street	11th Street	50,881
81	Palm Avenue	11th Street	Norwood Street	44,676
82	Palm Avenue	Norwood Street	9th Street	54,000
83	Palm Avenue	9th Street	Harlin Lane	14,040
84	Palm Avenue	Harlin Lane	Cypress Street	53,088
85	Palm Avenue	Cypress Street	956ft Soth of Cypress Street	73,612
86	Palm Avenue	956ft South of Cypress Street	Meines Street	59,444
87	Palm Avenue	Meines Street	5th Street	15,708
88	Palm Avenue	Pacific Street	Main Street	16,328
89	Palm View Ln.	Parkview Ln.	Club View Dr.	20,196
90	Parkview Ln.	Greenspot Rd.	North End	22,890
91	Pattee Court	Nye Drive	East CDS	6,956
92	Pepper Tree Court	Oak Court	Northeast cul-De-Sac	11,274
93	Pluto Street	Baseline Frontage	Seine Avenue	10,560
94	Polo St.	Goldbuckle Rd.	East End	35,892
95	San Benito Street	La Cresta Street	North End	3,564
96	Santa Ana Canyon Rd.	Merlin Wy.	East End	24,771
97	Santa Ana Canyon Road	585' East of Weaver Street	Aplin Street	18,122
98	Santa Ana Canyon Road	Aplin Street	711' East of Aplin Street	17,775
99	Santa Ana Canyon Road	1290' East of North Fork Road	Merlin Way	36,666
100	Santa Ana Canyon Road	711' East of Aplin Street	1290' East of North Fork Road	45,260
101	Saturn Street	Seine Avenue	Windrose Drive	16,731
102	Silver Bucket Court	Silver Buckle Road	East Cul-De-Sac	12,528

NO.	STREET SECTIONS	FROM	TO	AREA (SF)
103	Silver Bucket Road	Belt Lane	Goldbuckle Road	14,784
104	Silver Bucket Road	Goldbuckle Road	Silver Bucket Court	7,953
105	Southwood Lane	Aplin Street	Brookwood Lane	36,630
106	Southwood Ln.	Alpin St.	West End	35,838
107	Sweetwater Lane	North Cul-De-Sac	Meadowgate Lane	17,148
108	Sweetwater Lane	Meadowgate Lane	Whitegate Lane	20,988
109	Sycamore Drive	Streater Drive	Autumn Chase Drive	24,938
110	Tiara Avenue	Tiara Court	Burns Avenue	13,332
111	Tiara Court	Tiara Drive	East CDS	18,864
112	Tyler Street	Old Greenspot Road	Merris Street	14,022
113	Villa Court	Villa Avenue	Foster Avenue	9,472
114	Water Street	Aplin Street	North Fork Road	29,720
115	Water Street	Weaver Street	Aplin Street	51,906
116	Weaver Street	Water Street	Highland Grove Ln.	53,751
117	Weaver Street	Highland Grove Ln.	Greenspot Road	51,947
118	Webster St.	Boulder Ave.	Eucalyptus Ave.	39,257
119	Webster Street	Base Line Street	Cherokee Rose Drive	56,949
120	Webster Street	Boulder Avenue	208ft South of Boulder Ave.	8,528
121	Whitegate Lane	Club View Drive	East Cul-De-Sac	19,821
122	Willow Creek Lane	West Cul-De-Sac	Cloverhill Road	15,036
123	Willow Oak Lane	Canyon Oaks Drive	East CDS	12,297
124	Wisteria Court	Garden Lane	South CDS	6,555
125	Ypsilantha Street	Old Greenspot Rd.	Merris Street	13,950
126	Star Pine Circle	Water St.	North End	19,986
			TOTAL:	2,669,398

ADDITIONAL STREETS FOR CRACK SEAL AND SLURRY SEAL

SECTOR E

(10.8.19)

NO.	STREET	FROM	TO	AREA (SF)
1	Calle Carrisa St.	Mission St.	Via Alicia St.	35,838.00
2	Calle Del Rio St.	Greenspot Rd.	Vista Clara st.	41,052.00
3	Camino Cielo St.	Mission St.	La Cresta St.	37,554.00
4	La Cresta St.	La Monica St.	Mission St.	81,642.00
5	La Monica St.	Mission St.	La Cresta St.	43,461.00
6	Lanita St.	Mission St.	Santa Paula St.	36,102.00
7	Mission St.	Calle Delrio St.	La cresta St.	117,744.00
8	San Benito St.	Greenspot Rd.	La Cresta St.	55,032.00
9	San Benito St.	La Cresta St.	North end	3,564.00
10	Santa Angela St.	Mission St.	Via Alicia St.	37,587.00
11	Santa Paula St.	Lanita St.	Greenspot Rd.	41,844.00
12	Via Alicia St.	Santa Angela St.	La Monica St.	26,829.00
13	Via Orba Ct.	Mission St.	North End	10,383.00
14	Vista Clara St.	Calle Del Rio St.	Santa Angela St.	9,537.00

TOTAL 578,169.00



STAFF REPORT

TO THE CITY COUNCIL

DATE: August 25, 2020

FROM: Joseph A. Hughes, City Manager

PREPARED BY: Betty Hughes, MMC, City Clerk

SUBJECT: City Manager Report and Comments
(Work Program, Regional/Legislative/Development Issues, Subcommittees, etc.)

RECOMMENDATION: Discussion and possible action.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>14</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
<u>LB Hughes</u> City Clerk		<u>[Signature]</u> City Manager	



STAFF REPORT

TO THE CITY COUNCIL

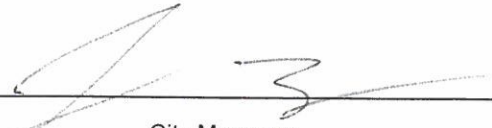
DATE: August 25, 2020

FROM: Joseph A. Hughes, City Manager

PREPARED BY: Betty Hughes, MMC, City Clerk

SUBJECT: Council Member Comments
(Agency/Committee/AB1234 Reports, District Updates, etc.)

RECOMMENDATION: Discussion and possible action.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>15</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	