CITY OF HIGHLAND
REGULAR MEETING OF THE CITY COUNCIL
AGENDA

REGULAR MEETING

January 11, 2022
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

CITY OF HIGHLAND • 27215 BASE LINE • HIGHLAND, CALIFORNIA 92346 • (909) 864-6861☎ • (909) 862-3180 🖷

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 72 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

This meeting is being held in person. Please be advised, facial coverings or masks are required to be worn in the Council Chambers regardless of a person's vaccination status. If you do not have a facial covering or mask, one will be provided to you.

Submission of Public Comments: To limit the number of persons in the Council Chambers, the public is encouraged to make public comments by email rather than in person. For those wishing to make public comments by email, please submit your comments by email to be read aloud at the meeting. Email comments must be submitted by 5:00 p.m. on January 11, 2022, to the City Clerk at publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the January 11, 2022 agenda, please identify the agenda item number in the subject line.

For those wishing to make a public comment regarding a public hearing item (Nos. 1 and 13), 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.

Members of the public will be permitted to make public comments in person.

CITY COUNCIL REGULAR MEETING
JANUARY 11, 2022 - 6:00 p.m.

AGENDA

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

CITY COUNCIL PUBLIC HEARING – REDISTRICTING

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 (No. 1), 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. The City Clerk shall read all email comments provided that the reading shall not exceed three (3) minutes because this is the time limit for speakers at a Council Meeting.

1. Redistricting Process
   RECOMMENDATION: That the City Council:
   1. Open and conduct a public hearing regarding redistricting;
   2. Receive a report from National Demographics Corporation (NDC), Consultant, on the redistricting process and permissible criteria to be considered to redraw district boundaries;
   3. Review draft map(s); and
   4. Receive public input on district boundaries.

REPORT FROM CLOSED SESSION

SPECIAL PRESENTATIONS

PUBLIC COMMENT (ITEMS NOT ON THE AGENDA)

To address the City Council, please complete a speaker form located at the entrance and give it to the City Clerk prior to the beginning of the meeting. Your name will be called when it is your turn to speak. State Law prohibits the City Council from taking action on any item not on the agenda. Individual speakers are limited to three minutes each.

Comments received via email by January 11, 2022, 5:00 p.m., will be read into the record, provided that the reading shall not exceed three (3) minutes. Email comments submitted by a speaker that also appears in person to address the same matter will not be read into the record.

CITY COUNCIL CONSENT CALENDAR

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

3. Minutes – December 14, 2021 City Council Special Meeting
   RECOMMENDATION: Approve the Minutes as submitted.

4. Minutes – December 14, 2021 City Council Regular Meeting
   RECOMMENDATION: Approve the Minutes as submitted.

5. Warrant Register
   RECOMMENDATION: Approve Warrant Register No. 735 for January 11, 2022, in the amount of $3,398,726.49 and Payroll of $195,820.45.

6. Treasurer's Report for November 2021
   RECOMMENDATION: That the City Council receive and file Treasurer's Report for November 2021.

7. Records Destruction Authorization
   RECOMMENDATION: That the City Council approve the destruction of certain records.

8. Notice of Completion – Project Nos. str11005 & str11006 (Bid No. 2020-05, "Federal Funded Safe Routes to School Projects")
   RECOMMENDATION: That the City Council:
   1) Accept Project Nos. str11005 & str11006 (Bid No. 2020-05, "Federal Funded Safe Routes to School Projects") as complete;
   2) Authorize the Mayor to sign the Notice of Completion; and
   3) Direct the City Clerk to file the Notice of Completion.

9. Second Reading of Ordinance No. 452 Designating the Location of Regular Meetings and Proposed Resolution No. 2022-_____ Setting the Date and Time for Regular City Council Meetings

RECOMMENDATION: That the City Council:

1) Conduct a second reading, read by title only, and waive further reading of Ordinance No. 452 designating the location of regular meetings of the City Council and rescinding Ordinance No. 236; and
2) Adopt Resolution No. 2022-_____ setting the date and time for regular City Council meetings and readopting rules of procedure for Council meetings and related functions and activities, and repealing Resolution No. 2001-012.

10. Purchase and Installation of Plymovent Clean Air Exchange System at all Three Highland Fire Stations from Air Exchange, Inc.

RECOMMENDATION: That the City Council:

1) Approve the purchase and installation of Plymovent clean air exchange system at all three Highland Fire Stations from Air Exchange, Inc.; and
2) Make a finding that Air Exchange, Inc., is a sole source provider of this equipment.

11. All-way Stop Designation at Highland Avenue and Cloverhill Drive

RECOMMENDATION: The Public Safety Subcommittee recommends approval of Resolution No. 2022-_____ designating an all-way stop at Highland Avenue and Cloverhill Drive.

12. Memorandum of Understanding (MOU) Referencing Planning and Funding of the Santa Ana Wash Wildland Trails between the City of Highland, the City of Redlands and the San Bernardino Valley Water Conservation District

RECOMMENDATION: That the City Council authorize the Mayor to execute the Santa Ana Wash Plan Wildland Trails MOU upon the City Attorney's final review and approval, and after consideration of any non-substantive changes that may be made by the City of Redlands.

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 (No. 13), 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. The City Clerk shall read all email comments provided that the reading shall not exceed three (3) minutes because this is the time limit for speakers at a Council Meeting.

13. General Plan Amendment (GPA 21-002) to Delete General Plan Town Center Policy No. 2.10.10, thereby Removing a Prohibition of Freestanding Drive-thru Commercial Structures and Convenience Uses in the Policy Area
RECOMMENDATION: The Planning Commission recommends the City Council adopt City Council Resolution No. 2022-_____ approving General Plan Amendment (GPA 21-002) and certifying the associated Mitigated Negative Declaration (ENV 21-003) and direct staff to file a Notice of Determination with the County Clerk of the Board.

CITY COUNCIL LEGISLATIVE

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

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

Regular Meetings

January 25; February 8, 22; March 8, 22; April 12, 26; May 10, 24; June 14, 28; July 12 (no meeting), 26 (no meeting); August 9, 23; September 13, 27; October 11, 25; November 8, 22; December 13, 27 (no meeting)

I, Betty Hughes, City Clerk, certify I caused to be posted this Agenda on or before January 6, 2022, 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: January 6, 2022

Betty Hughes, MMC
City Clerk

STAFF REPORT

TO THE CITY COUNCIL

DATE: January 11, 2022

FROM: Joseph Hughes, City Manager

PREPARED BY: Betty Hughes, MMC, City Clerk

SUBJECT: Redistricting Process – Third Public Hearing

RECOMMENDATION: That the City Council:

1) Open and conduct a public hearing regarding redistricting;
2) Receive a report from National Demographics Corporation (NDC), Consultant, on the redistricting process and permissible criteria to be considered to redraw district boundaries;
3) Review draft map(s); and
4) Receive public input on district boundaries.

PUBLIC NOTICE: The agenda for this item was posted at the three locations per Resolution No. 2011-047 and on the City's website. The Public Hearing Notice was posted on the City's website on the Redistricting webpage on December 23, 2021; published in the El Chicano Newspaper on December 30, 2021; and published in the Highland Community Newspaper on December 31, 2021.

FISCAL IMPACT: Up to $30,000 for the redistricting process.

BACKGROUND: By law, the City must hold at least four public hearings that enable community members to provide input on the drawing of district maps. This is the third public hearing.

On August 24, 2021, the Highland City Council held its first 2021-2022 Redistricting Public Hearing. At this public hearing, the City Council received a presentation from the City's redistricting consultant, National Demographics Corporation (NDC). NDC's presentation detailed a tentative schedule which highlighted AB 849's requirement that the City conduct four public hearings prior to adopting a final voting district map. No public comment was received.

Approved _____	Motion _____	Second _____	Agenda Item No. 1
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		

City Clerk

City Manager

On October 26, 2021, the second public hearing was held. At this public hearing, NDC's presentation highlighted neighborhoods and communities of interest. Additionally, NDC also elaborated on general redistricting principles while highlighting the nuanced requirements of AB 849. No public comment was received.

Public Mapping Tools

NDC's "Public Participation Kit" allows users who are not necessarily comfortable with using an online program to submit drawn maps. The Mapping Tools were posted to the City's Redistricting webpage in November. The Kit offers a one-page map that will show streets, borders as well as population counts. The map comes with a pre-formatted Microsoft Excel Sheet so users can easily add up "Population Units" and know if their proposed map reflects districts with substantially equal population. Instructions for this mapping tool were made available on the City's redistricting webpage as well as the preformatted Microsoft Excel file. Draft maps were due January 3, 2022. The City did not receive any draft maps from the public.

Current District Demographics

The current total population is 57,232. Each district population should be roughly 11,446. The law allows no more than a 10% deviation. The current deviation is 7.03%, therefore, the current District map is considered "balanced" based on the criteria of the California Voting Rights Act.

Conclusion and Next Steps

At the conclusion of the public hearing, and after the Council has had an opportunity to consider all the draft maps, staff will request that the Council provide direction on which map it prefers to adopt. On February 22, 2022, the City Council is scheduled to hold its last public hearing (fourth public hearing). At that meeting, staff will present a draft resolution adopting the selected map.

NDC
National Demographics Corporation



City of Highland
Redistricting 2021

1/11/2022

Todd Tatum
National Demographics Corporation

Redistricting Process

Step	Description
Two Initial Hearings August 24 & October 26	Held prior to release of draft maps. Education and to solicit input on the communities in the Districts.
Census Data Release Mid/Late August	Census Bureau releases official 2020 Census population data.
California Data Release Early October 2021	California Statewide Database releases California's official 'prisoner-adjusted' 2020 redistricting data.
Two Draft Map Hearings January 11 & February 22	Two Public Hearings to discuss and revise the draft maps and to discuss the election sequence.
Map Adoption By April 17, 2022	Final map must be posted at least 7 days prior to adoption. Map adopted via ordinance.*

NDC
National Demographics Corporation

*SB 594 would explicitly confirm maps may be adopted by resolution.

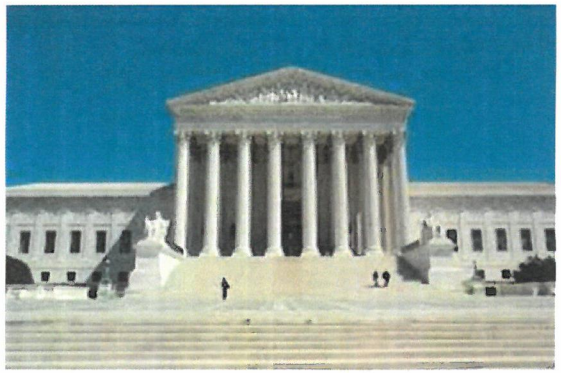
Redistricting Rules and Goals

1. Federal Laws

Equal Population

Federal Voting Rights Act

No Racial Gerrymandering



2. California Criteria for Cities (rank ordered)

1.Geographically contiguous

2.Undivided neighborhoods and "communities of interest"
(Socio-economic geographic areas that should be kept together)

3.Easily identifiable boundaries

4.Compact
(Do not bypass one group of people to get to a more distant group of people)

Prohibited:

"Shall not favor or discriminate against a political party."

3. Other Traditional Redistricting Principles

Minimize voters shifted to different election years

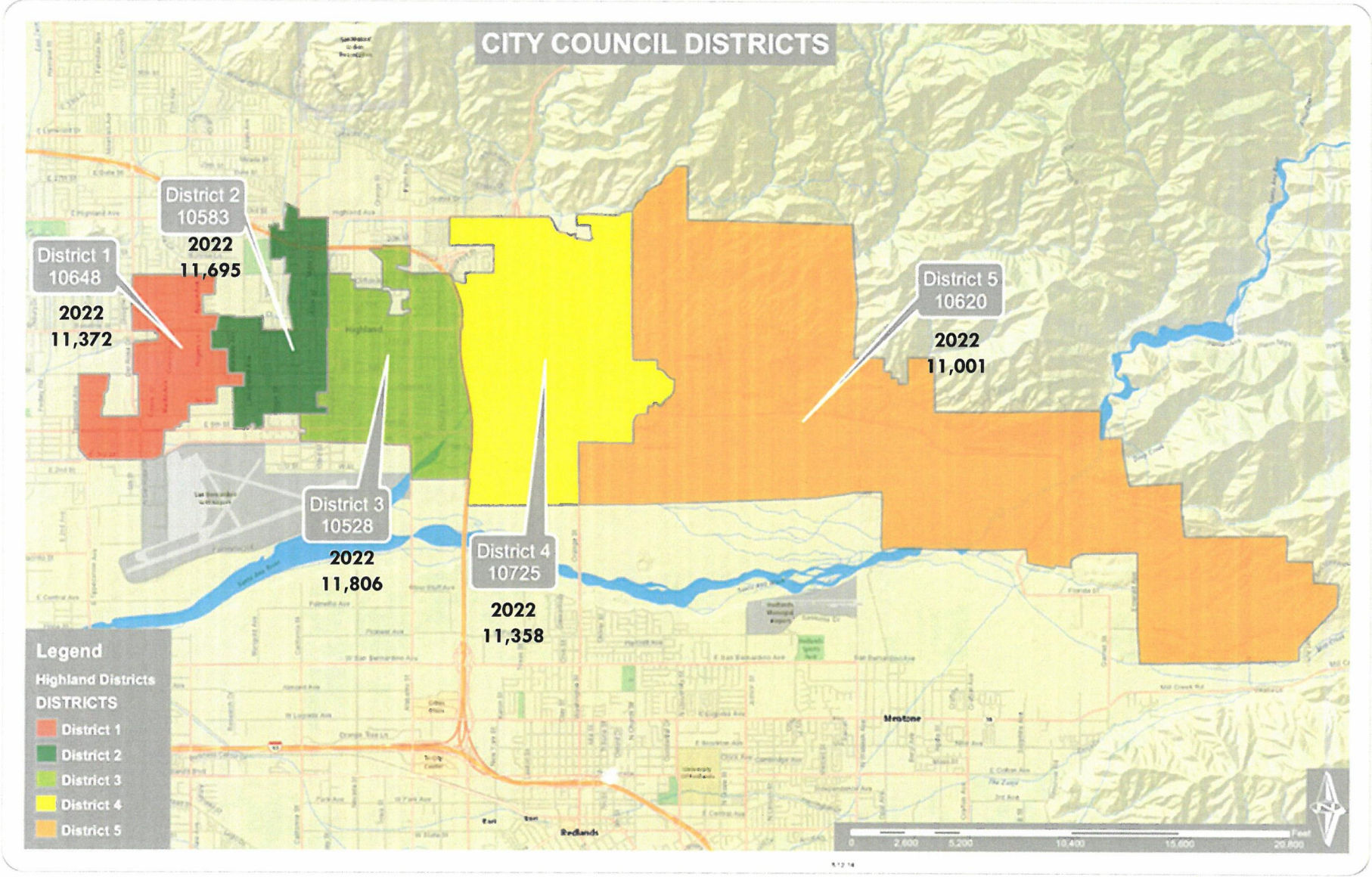
Respect voters' choices / continuity in office

Future population growth

Preserving the core of existing districts

NDC
National Demographics Corporation

Current District Map



NDC
National Demographics Corporation

Demographic Summary of Existing Districts

Highland Existing Districts

District		1	2	3	4	5	Total
	Total Pop	11,372	11,695	11,806	11,358	11,001	57,232
	Deviation from ideal	-74	249	360	-88	-445	805
	% Deviation	-0.65%	2.18%	3.15%	-0.77%	-3.89%	7.03%
Total Pop	% Hisp	76.3%	68%	61%	37%	33%	55%
	% NH White	8%	10%	19%	39%	42%	23%
	% NH Black	9%	14%	11%	7%	8%	10%
	% Asian-American	5%	6%	6%	13%	14%	9%
Citizen Voting Age Pop	Total	4,851	5,785	7,683	7,598	6,823	32,741
	% Hisp	59%	56%	53%	29%	31%	44%
	% NH White	20%	18%	29%	52%	47%	35%
	% NH Black	13%	18%	12%	10%	10%	12%
	% Asian/Pac.Isl.	9%	7%	5%	9%	11%	8%
Voter Registration (Nov 2020)	Total	4,639	4,613	5,779	7,449	7,579	30,059
	% Latino est.	64%	56%	50%	30%	27%	42%
	% Spanish-Surnamed	58%	51%	46%	27%	25%	39%
	% Asian-Surnamed	3%	3%	3%	5%	5%	4%
	% Filipino-Surnamed	1%	1%	1%	2%	2%	2%
	% NH White est.	22%	25%	35%	56%	56%	42%
	% NH Black	14%	19%	13%	9%	11%	13%
Voter Turnout (Nov 2020)	Total	2,384	2,491	3,871	6,144	6,467	21,357
	% Latino est.	63%	56%	47%	28%	26%	38%
	% Spanish-Surnamed	58%	52%	43%	26%	24%	35%
	% Asian-Surnamed	4%	3%	3%	5%	5%	4%
	% Filipino-Surnamed	1%	1%	1%	2%	2%	2%
	% NH White est.	22%	25%	37%	58%	56%	46%
	% NH Black	12%	17%	13%	9%	11%	12%

Current District Demographics

- Current Total Population is 57,232
- Each District population should be roughly 11,446
- Current Deviation is 7.03%
- The current District Map is considered 'Balanced' based on the criteria of the California Voting Rights Act.

Simple Map Drawing Tool

Paper "Public Participation Kit"

- For those without internet access or who prefer paper
- Total Population Counts only – no demographic numbers

Highland 2021 Redistricting

Public Participation Kit

Total Population by Population Unit

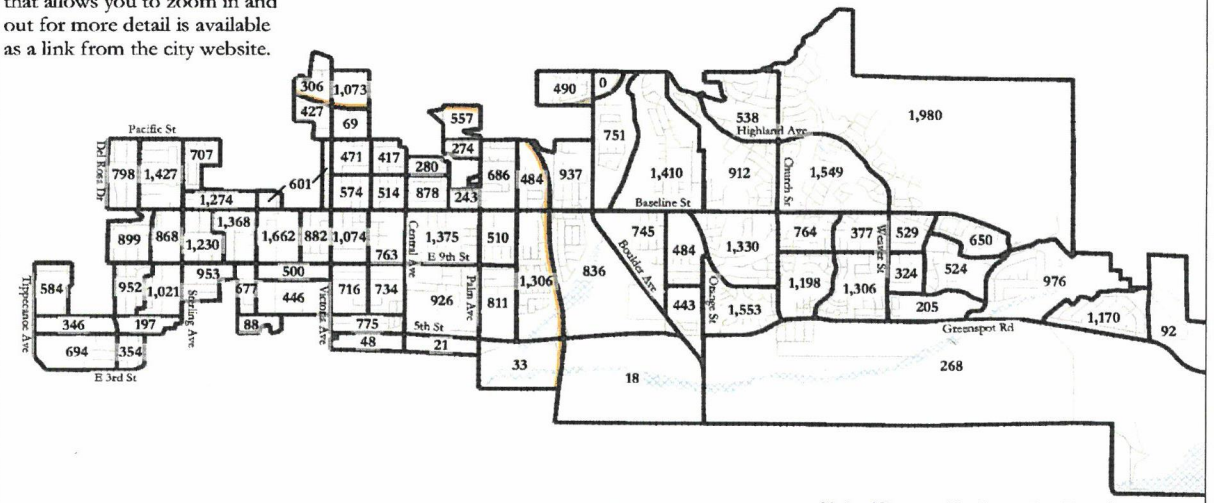
Name:

Phone and/or Email:

Please use a thick dark-colored pen to draw your map, then submit it at City Hall or by email to districts@cityofhighland.org. You can hand-deliver, mail, fax, scan and email, or photograph and email your map.

Each number indicates the total population of that "population unit" area. Each district must have essentially equal population. The population of each of the 5 districts must be close to 11,450, with no more than a 1,145 difference between the largest and smallest.

An online version of this map that allows you to zoom in and out for more detail is available as a link from the city website.



NDC
National Demographics Corporation

Simple Map Drawing Tool + Excel Supplement

"Public Participation Kit"

- For those who know Excel and do not wish to use online tools
- Adds CVAP data
- Excel does the math

Highland 2021 Redistricting

Public Participation Kit

Population Unit by ID Number

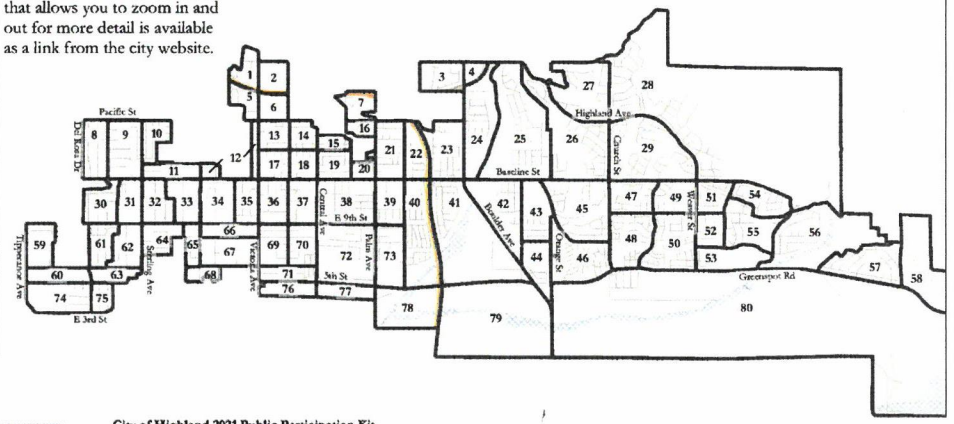
Use this map with Microsoft Excel

Please use a thick dark-colored pen to draw your map, then submit it at City Hall or by email to districts@cityofhighland.org. You can hand-deliver, mail, fax, scan and email, or photograph and email your map.

An online version of this map that allows you to zoom in and out for more detail is available as a link from the city website.

Name: _____

Phone and/or Email: _____



NDC **Population Unit Data**

Pop Unit	Total Population	Citizen Voting Age Population					Nov. 2020 Registration				Nov. 2020 Voters			
		Total	Latino	White	Black	Asian	Total	Latino	Asian	Other	Total	Latino	Asian	Other
1	306	217	158	38	19	0	129	69	4	56	72	35	3	34
2	1,073	707	337	112	232	26	336	183	8	145	185	100	3	82
3	490	298	81	207	0	10	282	101	8	173	227	74	6	147
4	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5	427	290	233	35	22	0	213	125	2	86	107	63	1	43
6	69	48	16	14	1	16	25	13	0	12	13	6	0	7
7	557	355	141	101	110	3	254	105	4	145	166	61	4	101
8	798	428	250	105	25	48	373	260	7	106	209	142	7	60
9	1,427	701	423	151	67	60	560	365	8	187	300	183	5	112
10	707	401	281	66	41	13	372	213	13	146	246	140	8	98
11	1,274	593	275	145	115	58	508	222	2	284	245	115	2	128
12	601	396	151	83	25	136	324	144	9	171	142	63	2	77
13	471	185	106	33	21	14	207	121	4	82	143	81	2	60
14	417	180	125	25	16	12	236	147	3	86	146	91	2	53
15	280	178	91	57	5	20	178	79	9	90	122	50	4	68
16	274	163	65	68	12	15	147	64	2	81	97	38	2	57
17	574	228	163	26	18	10	273	173	7	93	164	102	5	57
18	514	201	129	37	24	7	229	131	4	94	144	81	3	60

City of Highland 2021 Public Participation Kit

Enter your name here

Group	Category	Counts							Percentages						
		1	2	3	4	5	Unassigned	Total	1	2	3	4	5	Unassigned	Total
2020 Census	Tot. Pop.	0	0	0	0	0	57,232	57,232							
	Deviation from Ideal	-11,446	-11,446	-11,446	-11,446	-11,446		0	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%		0.00%
Citizen Voting Age Population	Total CVAP	0	0	0	0	0	32,741	32,741							
	Hisp	0	0	0	0	0	14,440	14,440	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	25%	44%
	NH Wht	0	0	0	0	0	11,444	11,444	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	20%	35%
	NH Blk	0	0	0	0	0	3,954	3,954	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	7%	12%
	NH Asn	0	0	0	0	0	2,638	2,638	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	5%	8%
Nov. 2020 Registration	Total Reg.	0	0	0	0	0	30,059	30,059							
	Latino	0	0	0	0	0	12,722	12,722	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	22%	42%
	Asian-American	0	0	0	0	0	1,215	1,215	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	2%	4%
	Other	0	0	0	0	0	16,122	16,122	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	28%	54%
Nov. 2020 Voters	Total Voters	0	0	0	0	0	21,357	21,357							
	Latino	0	0	0	0	0	8,190	8,190	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	14%	38%
	Asian-American	0	0	0	0	0	903	903	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	2%	4%
	Other	0	0	0	0	0	12,264	12,264	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	21%	57%

Submitter's Comments about the plan:

I think this map makes sense because . . . .

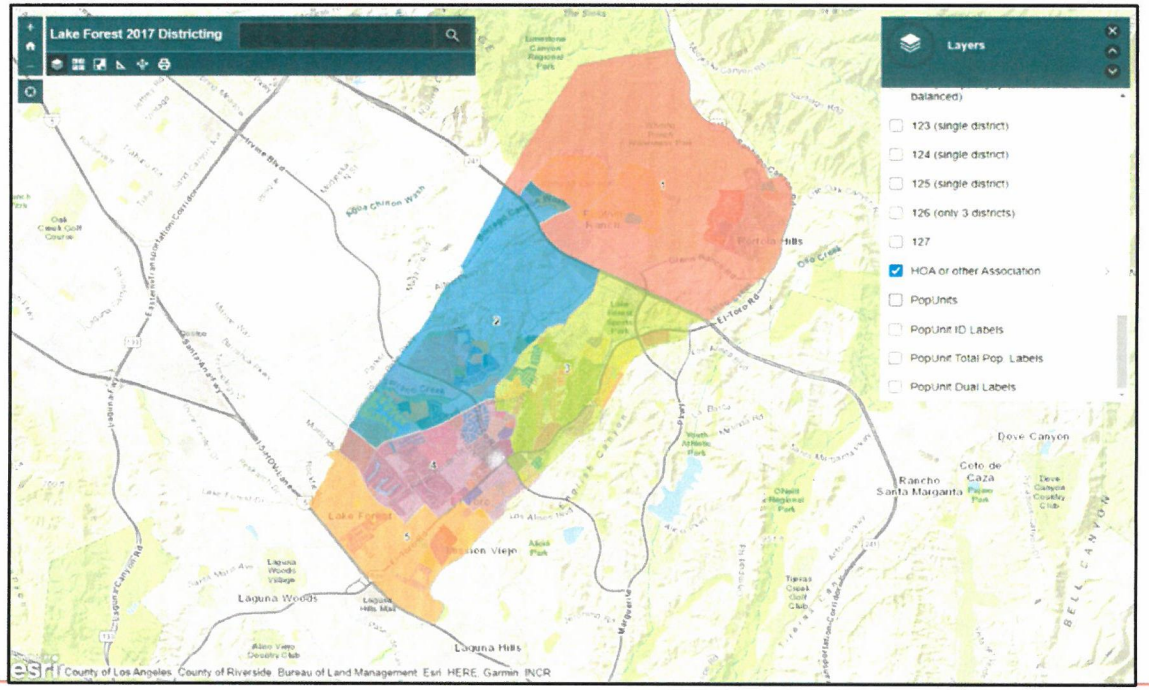
National Demographics Corporation

Date 8

Simple Map Review Tool

Online Interactive Review Map

- ESRI's "ArcGIS Online" – similar to Google Maps in ease of use
- Used to review, analyze and compare maps, not to create them
- Includes overlays of "community of interest" and other data



National Demographics Corporation

Redistricting Process Details

Date(s)	Description	Comments
August 24, 2021	1st Public Hearing	
October 26, 2021	2nd Public Hearing	
Mid-October 2021	Mapping software released to the public. *Estimated time depending on Census data	
January 3, 2022	Maps due from the public.	
January 11, 2022	3rd Public Hearing	
February 14, 2022	Publish Draft map(s)	7 Days prior to adoption
February 22, 2022	4th Public Hearing and Council adopt District map. Must be completed no later than April 17, 2022	The 4th hearing could also be the adoption hearing
April 17, 2022	Deadline to adopt and submit map to Registrar	

Public Hearing & Discussion

- Any Questions on the Current Map?
- Any questions about the mapping tools?
  - No Maps from the Public
- Next Hearing could be the introduction of the Resolution or Ordinance to Adopt the Map

NDC
National Demographics Corporation

Share Your Thoughts

Website

https://www.cityofhighland.org/331/Redistricting-Redistritacin

Phone

Betty Hughes, MMC
City Clerk
909.864.6861, ext. 226

Email

districts@cityofhighland.org

STAFF REPORT

TO THE CITY COUNCIL

DATE: January 11, 2022

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. 2

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

B Hughes

City Clerk

City Manager

STAFF REPORT

TO THE CITY COUNCIL

DATE: January 11, 2022

FROM: Joseph A. Hughes, City Manager

PREPARED BY: Betty Hughes, MMC, City Clerk

SUBJECT: Minutes – December 14, 2021 Special Meeting

RECOMMENDATION: Approve the minutes as submitted.

Approved _____	Motion _____	Second _____	Agenda Item No. 3
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		

B Hughes

City Clerk

City Manager

MINUTES
CITY COUNCIL SPECIAL MEETING
DECEMBER 14, 2021

CALL TO ORDER

The special meeting of the City Council of the City of Highland was called to order at 5:30 p.m. by Mayor Lilburn.

PUBLIC COMMENT

None

ROLL CALL

Present: Lilburn, McCallon, Solano, Timmer
Absent: Chavez

CLOSED SESSION

At 5:30 p.m., City Manager Hughes read the City Council into closed session regarding the following:

CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION
[Government Code §54956.9(d)(1)] – 1 item - National Prescription Opioid Litigation, MDL No. 2804 (Federal District Court N.D. Ohio)

ADJOURN

There being no further business, Mayor Lilburn adjourned the meeting at 5:42 p.m.

Submitted By:

Betty Hughes, MMC
City Clerk

Approved By:

Larry McCallon
Mayor

STAFF REPORT

TO THE CITY COUNCIL

DATE: January 11, 2022

FROM: Joseph A. Hughes, City Manager

PREPARED BY: Betty Hughes, MMC, City Clerk

SUBJECT: Minutes – December 14, 2021 Regular Meeting

RECOMMENDATION: Approve the minutes as submitted.

Approved _____ Motion _____ Second _____ Agenda Item No. 4

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

B Hughes

City Clerk

City Manager

MINUTES
CITY COUNCIL REGULAR MEETING
DECEMBER 14, 2021

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 Lilburn at the Donahue Council Chambers, 27215 Base Line, Highland, California.

The invocation was given by Pastor Wayne Reynolds, Immanuel Baptist Church, and the Pledge of Allegiance was led by Mayor Lilburn.

ROLL CALL

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

REPORT FROM CLOSED SESSION

City Attorney Marroquin stated thank you, Mayor. The Council met in closed session pursuant to Government Code section 54956.9 (d)(1) in the national prescription opioid litigation. The City is participating as a non-litigating entity and Council provided direction to enter into a settlement with defendants McKesson, Cardinal Health, AmerisourceBergen and Janssen Pharmaceutical that will allow for the allocation of funds to the City that will be passed through to the county for opioid remediation purposes.

SPECIAL PRESENTATIONS

None

PUBLIC COMMENT (ITEMS NOT ON THE AGENDA)

None

CITY COUNCIL BUSINESS

City Manager Hughes stated we would like to add an item which was too late for the agenda. It is an agreement with San Manuel, and it would be directing the City Manager and the City Attorney to negotiate an agreement. We just received notification of this today and there is a very short time period in order to get this agreement finalized and negotiated with San Manuel. Therefore, we would ask the Council to vote to add this item on the agenda as item number 28.

City Attorney Marroquin stated for the record pursuant to Government Code section 54954.2 (b)(2), the City Council may add an item by a 2/3 vote of the City Council if there is a need for an immediate action. As has already been demonstrated, the item came to the attention of staff after the agenda was posted, which has also been satisfied.

A MOTION was made by Council Member Solano, seconded by Council Member Timmer, to add Item #28, San Manuel Agreement, to the agenda. Motion carried, 5-0.

1. Appointment of Mayor and Mayor Pro Tem for 2021/22

City Clerk Hughes stated thank you Mayor and Members of the City Council. It is time for the annual reorganization of the Mayor and Mayor Pro Tem. The floor is now open for nominations and once the floor closes, we will go ahead and call for the vote in order of the nominations received. She will go ahead and open the floor for nominations for Mayor.

Council Member Timmer nominated Council Member Larry McCallon for Mayor.

Council Member Lilburn called for any other nominations, seeing none, the floor is now closed.

Council Member Larry McCallon has been appointed to Mayor.

Council Member Lilburn called for the nomination of Mayor Pro Tem.

Mayor McCallon nominated Council Member Penny Lilburn for Mayor Pro Tem.

Mayor Pro Tem Lilburn called for any other nominations, seeing none, the floor is now closed.

The City Council chose Council Member Larry McCallon as Mayor and Council Member Penny Lilburn as Mayor Pro Tem.

2. Membership on Various Council Subcommittees, Ad Hocs and Agency Organizations

Mayor McCallon asked does anyone wish to change their current assignments.

Council Member Chavez stated he would like to notify the Council that the San Bernardino Valley Water Board District Advisory Committee had ended as of July. At the October meeting, the Board stated they will no longer pursue having the Advisory Commission.

A MOTION was made by Council Member Solano, seconded by Mayor Pro Tem Lilburn, to disband the San Bernardino Valley Municipal Water District Advisory Commission and make no additional changes to the current memberships on various Council Committees, Ad Hocs and Agency Appointments. Motion carried, 5-0.

Mayor McCallon asked if any of the Ad Hoc committees are out of date.

City Manager Hughes stated the City Council Frequency, which is on the agenda tonight.

Mayor McCallon stated we will remove the Council Frequency Ad Hoc Committee and keep the other Ad Hoc Committees active.

CITY COUNCIL CONSENT CALENDAR

City Manager Hughes stated staff would like to request item number 14, which is the Notice of Completion for a Public Works project, be pulled from the Council agenda for tonight and will be brought back at the first meeting in January. There is a discrepancy in the amount.

A MOTION was made by Mayor Pro Tem Lilburn, seconded by Council Member Solano, to approve the consent calendar as submitted with Item #14 being pulled to the next regularly scheduled Council Meeting and with Council Member Timmer dissenting on Item #18. Motion carried on a roll call vote, 5-0.

3. Waive the Reading of All Ordinances
Waived the reading of all Ordinances in their entirety and read by title only.

4. Minutes – November 9, 2021 City Council Regular Meeting
Approved the Minutes as submitted.

5. Warrant Register
Approved Warrant Register No. 734 for December 14, 2021, in the amount of $4,065,933.93 and Payroll of $311,313.37.

6. Treasurer's Report for October 2021
Received and filed Treasurer's Report for October 2021.

7. Claim Consideration – April Islas
Rejected claim.

8. Escrow Account with All American Asphalt for the Retention of the Sector E Pavement Rehabilitation Project str20001 at Citizens Bank

Approved the attached Resolution No. 2021-046 approving the escrow account with All American Asphalt for the retention of the Sector E Pavement Rehabilitation Project str20001 at Citizens Bank and giving Joseph A. Hughes, City Manager, the authority to sign the Escrow Agreement.

RESOLUTION NO. 2021-046
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, APPROVING AN ESCROW ACCOUNT (ESCROW #2731) WITH ALL AMERICAN ASPHALT AT CITIZENS BUSINESS BANK FOR THE SECTOR E PAVEMENT REHABILITATION, PROJECT STR20001

9. The Annual Comprehensive Financial Report (ACFR), the Single Audit Report on Federal Award Programs, the Independent Auditor's Report on Internal Controls, the Audit Conclusion Letter, and the Gann Limit (Appropriations Limit) Letter. All reports are for Fiscal Year Ended June 30, 2021.

Received and filed the Annual Comprehensive Financial Report (ACFR), the Single Audit Report on Federal Award Programs, the Independent Auditor's Report on Internal Controls, the Audit Conclusion letter, and the Gann Limit (Appropriations Limit) letter. All reports are for Fiscal Year Ended June 30, 2021.

10. AB 1600 Development Impact Fee Annual Report for Fiscal Year 2020-2021 per Government Code Section 66006

Received and filed the AB 1600 Development Impact Fee Annual Report for Fiscal Year 2020-2021.

11. Developer In-Lieu Fee Annual Report for Fiscal Year 2020-2021

Received and filed the Developer in-lieu Fee Annual Report for Fiscal Year 2020-2021.

12. Contract Renewal – Bid No. 2020-08, "City-Wide Concrete Maintenance Contract"

Extended the City-Wide Concrete Maintenance Contract with Above All Names Construction Services, Inc., for one year.

13. Contract Renewal – Bid No. 2020-09, "City-Wide Traffic Striping and Pavement Marking Maintenance Contract"

Extended the City-Wide Traffic Striping and Pavement Marking Maintenance Contract with Interstate Striping & Signs, Inc., for one year.

15. Easement Acceptance/Navarro (7987 Cortez Street)

1. Accepted Grant of Easement for Road and Drainage purposes from Cesar and Araceli Navarro; and
2. Directed the City Clerk to record the Grant of Easement.

16. Easements Acceptance from Curtis Skalet (Southwest Engines) and Leonel Estupinan (Johnny's Minimart) – Traffic Signal Modifications at 5th Street and Del Rosa Drive (Project No. sig21002)
    1. Accepted the Grants of Easement for Road and Drainage purposes from Curtis Skalet and Leonel Estupinan; and
    2. Directed the City Clerk to record the Grants of Easement.

17. Addendum No. 5 of the Professional Services Agreement with Digital Map Products, Inc., for GovClarity and CommunityView Website Hosting Services
    Approved Addendum No. 5 to Professional Services Agreement with Digital Map Products, Inc., for continued GovClarity Enterprise and CommunityView Website Hosting Services for two (2) years.

18. Second Reading of Ordinance No. 451 adding Chapter 8.13, Mandatory Organic Waste Disposal Reduction, to Title 8, Health and Safety, of the Highland Municipal Code and Making a Determination of Exemption Under CEQA in Compliance with SB 1383 Short-lived Climate Pollutants: Methane Emissions: Dairy and Livestock: Organic Waste: Landfills
    Conducted a second reading, read by title only, waived further reading of Ordinance No. 451, an Ordinance adding Chapter 8.13 Mandatory Organic Waste Disposal Reduction to Title 8, Health and Safety of the Highland Municipal Code and Making a Determination of Exemption Under CEQA.

    City Clerk Hughes introduced Ordinance No. 451

    ORDINANCE NO. 451
    AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, ADDING CHAPTER 8.13 (MANDATORY ORGANIC WASTE DISPOSAL REDUCTION) TO TITLE 8 HEALTH AND SAFETY OF THE CITY OF HIGHLAND MUNICIPAL CODE, AND MAKING A DETERMINATION OF EXEMPTION UNDER CEQA

    which title was read.

19. A Resolution of the City Council of the City of Highland, California, Authorizing the City to Enter Into Settlement Agreements with Mckesson Corporation, Cardinal Health, Inc., AmerisourceBergen Corporation, Johnson & Johnson, Janssen Pharmaceuticals, Inc., Ortho-Mcneil-Janssen Pharmaceuticals, Inc., and Janssen Pharmaceutica, Inc., Agree to the Terms of the State-Subdivision Agreements, and Authorize Entry into the State-Subdivision Agreements with the Attorney General
    1. Adopted Resolution No. 2021-047; and
    2. Authorized the City Manager to execute any necessary documents.

RESOLUTION NO. 2021-047
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, AUTHORIZING THE CITY TO ENTER INTO SETTLEMENT AGREEMENTS WITH MCKESSON CORPORATION, CARDINAL HEALTH, INC., AMERISOURCEBERGEN CORPORATION, JOHNSON & JOHNSON, JANSSEN PHARMACEUTICALS, INC., ORTHO-MCNEIL-JANSSEN PHARMACEUTICALS, INC., AND JANSSEN PHARMACEUTICA, INC., AGREE TO THE TERMS OF THE STATE-SUBDIVISION AGREEMENTS, AND AUTHORIZE ENTRY INTO THE STATE-SUBDIVISION AGREEMENTS WITH THE ATTORNEY GENERAL

ITEMS PULLED FROM THE CONSENT CALENDAR

14. Notice of Completion – Project Nos str11005 & str11006 (Bid No. 2020-05, "Federal Funded Safe Routes to School Projects")

Staff pulled this item due to a discrepancy from the Council agenda and will be brought back to the first meeting in January.

CITY COUNCIL PUBLIC HEARING

No public hearing.

CITY COUNCIL LEGISLATIVE

20. Proposition 68 Park Per Capita Grant Project – Community Park Perimeter Fencing Configuration Options

Public Services Manager Morgan gave a brief review of the staff report.

A MOTION was made by Council Member Solano, seconded by Council Member Chavez, to select perimeter fencing Option C configuration for the Community Park Proposition 68 per Capita Grant Project Application. Motion carried, 5-0.

21. Bid Award – Bid No. 2021-02, "Cooperative City/County Pavement Rehabilitation Ward Street, Cooley Street, 6th Street and Tippecanoe Avenue" (Project str20003)

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

A MOTION was made by Council Member Solano, seconded by Council Member Chavez, to award the construction contract for Bid No. 2021-02, "Cooperative City/County Pavement Rehabilitation Ward Street, Cooley Street, 6th Street and Tippecanoe Avenue (Project str20003)" to the responsible low bidder, Matich Corporation, in the amount of $2,315,112.00. Motion carried, 5-0.

22. Construction Management and Inspection Services for Bid No. 2021-02, "Cooperative City/County Pavement Rehabilitation Ward Street, Cooley Street, 6th Street and Tippecanoe Avenue" (Project str20003)

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

A MOTION was made by Council Member Solano, seconded by Council Member Chavez, to:

1. Approve proposal from Willdan Engineering to provide construction management and inspection services in the amount of $119,832 for Bid No. 2021-02, "Cooperative City/County Pavement Rehabilitation Ward Street, Cooley Street, 6th Street and Tippecanoe Avenue" (Project str20003); and
2. Authorize the City Manager to approve contract amendments up to 10% of the proposal amount. Motion carried, 5-0.

23. Construction Engineering Services/TKE Engineering, Inc., Services – Traffic Signal Modifications at 5th Street and Del Rosa Drive (Project No. sig21002)

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

A MOTION was made by Council Member Timmer, seconded by Council Member Solano, to:

1. Approve proposal from TKE Engineering, Inc., (TKE) to provide construction management services for traffic signal modifications at 5th Street and Del Rosa Drive; and
2. Authorize the City Manager to approve contract amendments up to 10% of the contract amount. Motion carried, 5-0.

24. Frequency of City Council Meetings

City Clerk Hughes stated thank you Mayor and Members of City Council. Before you is an item for consideration regarding the frequency of City Council meetings. The Ad Hoc committee met on November 17 to discuss the pros and cons of switching from two regular Council meetings per month to one regular Council meeting per month and recommended this item be brought forth to the City Council for consideration. As stated in the staff report, there would be a cost savings for contract staff, consultants, as well as hourly staff with reduced comp time as well as overtime. There would be less opportunities to hear from the public, but emails are accepted anytime up until one hour prior to the meeting and through the public hearing items. There are some items that cannot be held at a special meeting. Ordinances can be introduced at a special meeting, but cannot be adopted at a special meeting, therefore, would have to wait until a regular meeting to adopt the ordinance. Alternatively, the City Council could introduce an ordinance at a regular meeting and then adjourn that meeting to a specific date and time. That adjourned meeting would be considered a regular, adjourned meeting and an ordinance could be adopted at that meeting. Staff is seeking direction from Council on two bullet points – If the Council were to hold one meeting a month, which day would that meeting be held on, the

second or the fourth Tuesday of the month. Staff recommends that the regular meetings be held on the second Tuesday as this would allow the Council to hold a special meeting, if necessary, by month's end if an item comes up and cannot wait until the next regularly scheduled meetings. The second item is should the Council continue to go dark in July. The Ad Hoc committee is recommending just one meeting in July instead of going dark. That concludes the presentation. If you have any questions, she is happy to answer them.

Mayor Pro Tem Lilburn stated refresh my memory. Who was on the Ad Hoc committee?

Mayor McCallon stated me and Council Member Solano.

Mayor Pro Tem Lilburn stated okay, her question would be to staff. The time commitment on the agenda, if this is feasible and do you feel comfortable that we have time to get through the agendas. Usually, our City Council meetings are relatively short, but she just wants to make sure that we never short the public on items that are of importance, and that we need to address.

City Manager Hughes stated we had a long discussion with management staff on how we think that this could work. Essentially, the Council meetings will get longer, you see it tonight. There are more items on the agenda tonight. This is kind of case in point. We did not have the second meeting in November, so we have a lot of items on the agenda tonight, so it is a longer meeting. That being said, there will be some time savings for staff because we are not cranking out an agenda every two weeks. So, we need to make sure that because of just having the one meeting a month that we get everything right. That we make sure that the T's are crossed, and the I's are dotted because we do not have that meeting two weeks from then to correct things. That being said, staff also has an extra two weeks to make sure that the T's are crossed, and the I's are dotted. You have more time; you are not in that constant cycle of turning out the work. It will give staff more time to get the staff reports completed. As far as feasibility, we do think it is feasible from a staff perspective, but we will go, you know, whichever way the City Council decides, but we can work with either scenario. He thinks we can make it work.

Council Member Timmer stated the only thing he had a concern with was addressed. The way, if things change, we have the ability to call a special meeting, or if an emergency comes up, we can still declare an emergency. We still have that flexibility, so right now the workload is not there for us to have meeting every two weeks. So, this is probably a good savings for staff and for some of us with families.

Council Member Solano stated that was one of the things. A lot of the questions that were brought up during the meeting were the concerns of that, and we did have a long discussion on it, and that is why the committee felt comfortable bringing it forward to Council with everything that was presented.

City Attorney Marroquin stated and to your concern, Councilmember Timmer, Staff is recommending that the change be made by resolution so that will give more flexibility. So, let us say six months from now we realize this is not working out, we need to have more frequent meetings, it is easier to come back with a new resolution saying here is our new meeting schedule, every two weeks again.

City Manager Hughes stated that is a good point. The old frequency of meetings was done by ordinance, so that is why, as shown in the staff report, it is going to take some time for this to even go into effect because you will have to have a first reading, a second reading and all those things. What the City Attorney brought up is the recommendation to now remove it from the ordinance and have it done by resolution. So, if it does not work out, and that is a great point, but if it does not work out, then we can just go back to two meetings a month. We can adjust quickly.

Mayor McCallon stated any other comments or questions?

Council Member Timmer stated he will move the committee's recommendation on this.

Council Member Chavez stated that is with meeting once a month in July, right?

Council Member Timmer stated we have to answer those two questions now. In his motion he will designate the second Tuesday as the meeting date and still having the one meeting in July instead of going dark.

A MOTION was made by Council Member Timmer, seconded by Council Member Chavez, to switch from two Council meetings per month to one Council meeting per month and conduct a first reading of an Ordinance designating the location of regular meetings of the City Council and rescinding Ordinance No. 236. Motion carried, 5-0.

City Clerk Hughes introduced Ordinance No. 452

ORDINANCE NO. 452
AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, DESIGNATING THE LOCATION OF REGULAR MEETINGS OF THE CITY COUNCIL OF THE CITY OF HIGHLAND AND RESCINDING ORDINANCE NO. 236

which title was read.

City Clerk Hughes stated this is just stating the time and the location. The Resolution will be brought forth at the next Council meeting in January, which will state the Council's vote here, on the second Tuesday, once a month, at 6 o'clock.

City Manager Hughes stated this will not go into effect until March.

25. Appoint Three (3) Members of the Public to the Community Trails Committee

City Clerk Hughes gave a brief review of the staff report. The floor is now open for nominations for the seat expiring in October 2022. The other two nominations will be for the seats expiring in October 2023.

Council Member Timmer nominated Robert LaChausse for the seat expiring in October 2022.

Mayor McCallon nominated Erwin Fogerson and Michael McMillan for the seats expiring in October 2023.

City Clerk Hughes called for any other nominations. Seeing none, the floor is now closed for nominations. Three (3) members of the public have been appointed to the Community Trails Committee with Robert LaChausse's seat expiring in October 2022, and Erwin Fogerson and Michael McMillan seats expiring in October 2023.

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

City Manager Hughes stated he will try to make each item brief, but the first one is the Citrus Harvest Festival which staff is gearing up for. The event will take place in March. Vendor applications were distributed last week, so we are going full steam ahead on the Citrus Harvest Festival for next year. At their December 7 hearing, the Planning Commission approved a conditional use permit and design review application for a Tractor Supply Company as part of the first phase of a mixed use commercial residential project at the northwest corner of Base Line and Church. The approval is conditional upon the City Council's approval of a General Plan Amendment which will be coming forward to the City Council in the very near future. Also on December 7, the Planning Commission and the Appeals Board took action to approve a declaration of a public nuisance regarding a wall. Just to make the Council aware of the 2022 homeless point in time count which the city will be participating in again. It will be on Thursday, January 27 from 6:00 a.m. to 10:00 a.m. The coronavirus fund for businesses, the City provides $7,500 for businesses, and we are now up to 155 applications received for that program. The senior grocery delivery program, we have 25 inquiries with 15 approved so that is a jump on that program. The emergency mortgage assistance program, we still only have one inquiry, and we are working through the application process with that person. Burrtec illegal dumping work orders for November are 179 illegal dumps picked up. For the Sheriff's Department, December 3 through the 13, they responded to 1,070 calls for service, made 77 reports and 41 arrests. The Fire Department responded to, for the month of November, 673 calls for service, 480 of those were medical aides, 52 traffic collisions, 11 structure fires and 17 vegetation fires. A public works project is under construction. This is a work program item that consists of the pavement rehabilitation of Sector E, which is the last phase of the City Council 5-year Pavement Management program at a cost of $2,000,000. It includes 25 streets segments and construction began on Monday,

December 13, and is anticipated to be completed in March of 2022. So once that gets completed, staff will start the process again and we will start another whole cycle again. A 5-year cycle to improve the streets in the community. Also, staff wanted to bring you up to speed on the Highland-Redlands Regional Connector project. That is the project on Orange Street, and it was to put in a bikeway and pedestrian path that would link Highland and Redlands. We have been working with the City of Redlands for a long time on this project, and we have gotten fairly far down the road. However, we have run into a hurdle, which is the environmental, and we received comments back from the state. Essentially, they want more in mitigation than the project cost to do. It is like millions of dollars of mitigation money. At this point Highland actually could use our credits that we have for Plan B to offset our costs. However, Redlands does not have very much of Plan B money, and they have the lion share of this project. The Highland share is small compared to the Redlands share. So, this is millions of dollars of a hit to the City of Redlands that they do not have the funding for. So, at this point in time what we are going to be looking at, just to give the Council a heads up, is finishing all the design work for the project. Get a shovel ready project ready to go, and then look for some additional funding opportunities so that we can move forward with the project, but right now it is just not financially feasible. With this mitigation hit, it is a crazy amount of money. That is kind of where we are at. If something changes and we can work something out, we will do that, but that is the direction that we are leaning towards right now. What is frustrating is this is all being done within the public right-of-way. We are not asking for any decision of the Council tonight, but you know, it is what it is, so that is kind of where we are at. He also wanted to bring up to the City Council that we were contacted by the City of Redlands, and they are going to be sending a letter of opposition regarding the California Citizens Redistricting Commission proposal. He is sure the Council has seen the new districts that are being proposed. For Highland, we are going to either be bifurcated or trifurcated by the assembly and the Senate, and so it is really going to split the city up. Redlands reached out and asked if we would like to join them in sending a letter, and we can send a joint letter. So, we plan on doing that. We will be working on a joint letter with the City of Redlands on that, he just want to make the Council aware.

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

Mayor Pro Tem Lilburn stated she just has a couple of things. She had the opportunity to attend San Manuel's grand opening for the Yaamava Hotel and Spa, and she just wanted to tell you they did a beautiful job. It is gorgeous there, and it is right in our own backyard, so she hopes everyone really enjoys it. Secondly, she would like to wish everyone a very Merry Christmas and do not forget about Operation Senior Santa Claus being held at our Fire Stations and Sheriff Station.

28. San Manuel Community Credit Fund Restricted Grant Agreements

City Manager Hughes gave a brief review of the staff report.

A MOTION was made by Mayor Pro Tem Lilburn, seconded by Council Member Timmer, to authorize the City Manager and City Attorney to prepare and sign two San Manuel Community Credit Fund Restricted Grant Agreements with San Manuel Band of Mission Indians pertaining to Type I Fire Engine Replacement, and SR-210/Base Line Interchange on behalf of the City. Motion carried, 5-0.

ANNOUNCEMENTS

None

CLOSED SESSION

None

ADJOURN

There being no further business, Mayor McCallon adjourned the meeting at 6:41 p.m. in memory of Karl Kraemer, Ruben De Leon, Don Troy, Bill Summers, Robert Pierazek and Senator Bob Dole.

Submitted By:

Betty Hughes, MMC
City Clerk

Approved By:

Larry McCallon
Mayor

STAFF REPORT

TO THE CITY COUNCIL

DATE: January 11, 2022

FROM: Joseph A. Hughes, City Manager

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

PREPARED BY: Leticia Nava-Cruz, Accounting Supervisor

SUBJECT: Warrant Register #735

RECOMMENDATION: City Council to approve Warrant Register #735; Warrants in the amount of $3,398,726.49 and Payroll in the amount of $195,820.45.

FISCAL IMPACT: The total of Cash and Expenditures is $3,594,546.94.

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

BACKGROUND: See Printouts Attached.

Approved _____	Motion _____	Second _____	Agenda Item No. 5
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		

City Clerk

City Manager

CITY OF HIGHLAND

WARRANT REGISTER #735

January 11, 2022

Warrants:

12/14/2021	Ck#84237-84309	495,394.53
12/17/2021	Payroll Wire #635-638 & Ck #84310-84312	60,381.13
12/21/2021	Ck#84313-84362	450,126.81
12/28/2021	Ck#84363-84397	2,250,788.41
12/30/2021	Payroll Wire #639-642 & Ck #84398-84400	52,283.74
1/4/2022	Ck#84401-84428	68,497.94
1/4/2022	Wire#1002017458-1002017459	21,253.93
	Total Warrants	$3,398,726.49

Payroll:

12/17/2021	Direct Deposits #11343-11384	103,019.67
12/17/2021	Ck #650	285.72
12/30/2021	Direct Deposits #11385-11426	92,175.79
12/30/2021	Ck #651	339.27
	Total Payroll	$ 195,820.45
	Total Warrants & Payroll	**$3,594,546.94**

APPROVED BY:

Larry McCallon
Finance Subcommittee

Joseph A. Hughes
City Manager

John Timmer
Finance Subcommittee

Chuck Dantuono
Director of Administrative
Services/City Treasurer

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84237	12/14/2021	000047 BEST COMPUTER	DESKTOP RAM UPGRADE		
			DESKTOP RAM UPGRADE		
			042.9510.4203		2,349.00
				Total :	**2,349.00**
84238	12/14/2021	000071 DAVIS FARR LLP	GASB 34 INFRASTRUCTURE UPDATE		
			GASB 34 INFRASTRUCTURE UPDATE		
			001.1700.4510		2,300.00
				Total :	**2,300.00**
84239	12/14/2021	000075 THE COUNSELING TEAM INT'L	EMPLOYEE SUPPORT SVCS		
			EMPLOYEE SUPPORT SVS- NOV		
			001.1600.4537		750.00
				Total :	**750.00**
84240	12/14/2021	000085 EAST VALLEY WATER DISTRICT	LMD 36-NOV		
			LMD 36-NOV		
			012.8500.4030		211.42
			COMMUNITY PARK-NOV		
			COMMUNITY PARK-NOV		
			001.6000.4030		5,525.33
			YMCA COMMUNITY PARK-NOV		
			YMCA COMMUNITY PARK-NOV		
			001.6000.4030		235.22
			OAK CREEK PARK-NOV		
			OAK CREEK PARK-NOV		
			016.8540.4030		1,758.67
			LMD 34-NOV		
			LMD 34-NOV		
			012.8500.4030		86.08
			LMD 30-NOV		
			LMD 30-NOV		
			012.8500.4030		228.30
			LMD 10-NOV		
			LMD 10-NOV		
			012.8500.4030		764.38
			LMD 10-NOV		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
84240	12/14/2021	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			LMD 10-NOV	
			012.8500.4030	1,249.32
			LIBRARY/ELC-NOV	
			LIBRARY/ELC-NOV	
			001.6000.4030	506.43
			LIBRARY/ELC-NOV	
			LIBRARY/ELC-NOV	
			001.6000.4030	245.73
			LIBRARY/ELC-NOV	
			LIBRARY/ELC-NOV	
			001.6000.4030	70.27
			CUNNINGHAM PARK-NOV	
			CUNNINGHAM PARK-NOV	
			016.8540.4030	417.33
			CORP YARD-NOV	
			CORP YARD-NOV	
			004.8310.4030	779.48
			CORP YARD-NOV	
			CORP YARD-NOV	
			004.8310.4030	121.76
			CORP YARD-NOV	
			CORP YARD-NOV	
			004.8310.4030	70.27
			COMM CTR IRRIGATION-NOV	
			COMM CTR IRRIGATION-NOV	
			001.6000.4030	879.25
			COMM CTR-NOV	
			COMM CTR-NOV	
			001.6000.4030	52.70
			ATHLETIC CTR-NOV	
			ATHLETIC CTR-NOV	
			001.6000.4030	462.64
			ATHLETIC CTR-NOV	
			ATHLETIC CTR-NOV	
			001.6000.4030	35.14
			COMMUNITY PARK-NOV	
			COMMUNITY PARK-NOV	

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84240	12/14/2021	000085 EAST VALLEY WATER DISTRICT	(Continued)		
			001.6000.4030		52.70
				Total :	**13,752.42**
84241	12/14/2021	000090 FEDEX	OVERNIGHT MAIL		
			OVERNIGHT MAIL		
			001.4100.4210		363.19
				Total :	**363.19**
84242	12/14/2021	000108 HIGH TECH SECURITY	BURGLARY SYSTEM-JAN		
			COMM PARK & CELL SVC MONIT/MAINT-JAN		
			001.6000.4066		55.00
			CORP YARD & CELL MONIT/MAINT-JAN		
			004.8310.4066		55.00
			CITY HALL & CHAMBERS MONIT/MAINT-JAN		
			042.9510.4066		80.00
			FIRE SYSTEM-JAN		
			LIBRARY MONIT/MAINT-JAN		
			001.6000.4066		50.00
			YMCA MONIT/MAINT-JAN		
			001.6000.4066		50.00
			CORP YARD MONIT/MAINT/CELL CAR-JAN		
			004.8310.4066		85.00
			CITY HALL MONIT/MAINT-JAN		
			042.9510.4066		50.00
			POLICE MONIT/MAINT/CELL BACKUP-JAN		
			001.2000.4066		85.00
			FIRE STATION #3 MONIT/MAINT-JAN		
			028.2050.4066		25.00
			FIRE STATION #3 MONIT/MAINT-JAN		
			029.2100.4066		25.00
			CCTV SYSTEMS-JAN		
			AURANTIA PARK MAINT-JAN		
			001.6000.4066		25.00
			COMMUNITY PARK SNACK BAR MAINT-JAN		
			001.6000.4066		25.00
			COMMUNITY PARK PLAYGROUND MAINT-JAN		
			001.6000.4066		25.00

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84242	12/14/2021	000108 HIGH TECH SECURITY	(Continued)		
			CORP YARD MAINT-JAN		
			004.8310.4066		25.00
			CITY HALL MAINT-JAN		
			042.9510.4066		25.00
			CANYON OAKS MAINT-JAN		
			016.8540.4066		25.00
				Total :	**710.00**
84243	12/14/2021	000143 COMMUNITY WORKS DESIGN GROUP	TRA20001 DE GCF-OCT		
			TRA20001 DE GCF-OCT		
			023.3890.6816		9,336.60
			TRA20001 DE RTP-OCT		
			TRA20001 DE RTP-OCT		
			030.8495.6816		12,893.40
				Total :	**22,230.00**
84244	12/14/2021	000165 AT&T	POLICE DEPT-NOV		
			POLICE DEPT-NOV		
			001.2000.4060		1,418.20
				Total :	**1,418.20**
84245	12/14/2021	000165 AT&T	CORP YARD-NOV		
			CORP YARD-NOV		
			004.8310.4060		861.04
				Total :	**861.04**
84246	12/14/2021	000165 AT&T	CITY HALL-NOV		
			CITY HALL-NOV		
			042.9510.4060		684.87
				Total :	**684.87**
84247	12/14/2021	000165 AT&T	BASELINE LITTLE LEAGUE-NOV		
			BASELINE LITTLE LEAGUE-NOV		
			001.6000.4060		684.87
				Total :	**684.87**
84248	12/14/2021	000165 AT&T	CITY HALL-NOV		
			CITY HALL-NOV		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84248	12/14/2021	000165 AT&T	(Continued)		
			042.9510.4060		684.87
				Total :	**684.87**
84249	12/14/2021	000165 AT&T	WHITE PAGES-NOV		
			WHITE PAGES-NOV		
			042.9510.4060		18.17
				Total :	**18.17**
84250	12/14/2021	000169 PITNEY BOWES GLOBAL FINANCIAL	POSTAGE MACHINE - 10/1/21-12/31/21		
			POSTAGE MACHINE - 10/1/21-12/31/21		
			042.9510.4248		407.85
				Total :	**407.85**
84251	12/14/2021	000203 SOUTHERN CALIFORNIA EDISON	LIBRARY/ELC-NOV		
			LIBRARY/ELC-NOV		
			001.6000.4010		4,117.21
			LS2-B-NOV		
			LS2-B-NOV		
			013.8510.4011		16.61
			STATION #2-NOV		
			STATION #2-NOV		
			028.2050.4010		206.10
			STATION #2-NOV		
			029.2100.4010		206.10
			CITY HALL-NOV		
			CITY HALL-NOV		
			042.9510.4010		660.72
			AURANTIA PARK-NOV		
			AURANTIA PARK-NOV		
			001.6000.4010		116.94
			LS#1-NOV		
			LS#1-NOV		
			013.8510.4011		7,601.15
			LMD#48C-NOV		
			LMD#48C-NOV		
			012.8500.4010		327.02
			LS#3-NOV		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
84251	12/14/2021	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			LS#3-NOV	
			013.8510.4011	22.13
			POLICE STATION-NOV	
			POLICE STATION-NOV	
			001.2000.4010	5,122.49
			LMD#48B-NOV	
			LMD#48B-NOV	
			012.8500.4010	18.55
			LS-3 METERS-NOV	
			LS-3 METERS-NOV	
			013.8510.4011	58.29
			EVC STATIONS-NOV	
			EVC STATIONS-NOV	
			042.9510.4012	397.11
			BASELINE MEDIAN-NOV	
			BASELINE MEDIAN-NOV	
			004.8310.4010	18.32
			HIGHLAND AVE ALPR-NOV	
			HIGHLAND AVE ALPR-NOV	
			001.2000.4062	17.21
			LS#3-NOV	
			LS#3-NOV	
			013.8510.4011	1,015.15
			UPLIGHTING LMD 48-NOV	
			UPLIGHTING LMD 48-NOV	
			012.8500.4010	2.86
			UPLIGHTING LMD 48-NOV	
			013.8510.4011	41.13
			LS#3-NOV	
			LS#3-NOV	
			013.8510.4011	22.31
			TRAFFIC SIGNAL BASE LINE-NOV	
			TRAFFIC SIGNAL BASE LINE-NOV	
			004.8310.4580	67.34
			HIGHLAND AVE ALPR	
			HIGHLAND AVE ALPR	
			001.2000.4062	19.45

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
84251	12/14/2021	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			SIGNALS-NOV	
			SIGNALS-NOV	
			004.8310.4580	45.53
			SIGNALS-NOV	
			013.8510.4011	39.58
			TRAFFIC SIGNAL BASE LINE-NOV	
			TRAFFIC SIGNAL BASE LINE-NOV	
			004.8310.4580	83.66
			CITY HALL-NOV	
			CITY HALL-NOV	
			042.9510.4010	895.35
			VICTORIA AVE AND 3RD ST-NOV	
			VICTORIA AVE AND 3RD ST-NOV	
			004.8310.4580	125.48
			LS3-NOV	
			LS3-NOV	
			013.8510.4011	58.54
			LMD #55-NOV	
			LMD #55-NOV	
			012.8500.4010	18.36
			BASELINE MEDIAN-NOV	
			BASELINE MEDIAN-NOV	
			004.8310.4010	19.47
			LS#3-NOV	
			LS#3-NOV	
			013.8510.4011	122.51
			OAK CREEK PARK-NOV	
			OAK CREEK PARK-NOV	
			016.8540.4010	20.12
			LS-3 METERS-NOV	
			LS-3 METERS-NOV	
			013.8510.4011	204.51
			LS#2-NOV	
			LS#2-NOV	
			013.8510.4011	978.80
			CORPORATE YARD-NOV	
			CORPORATE YARD-NOV	

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84251	12/14/2021	000203 SOUTHERN CALIFORNIA EDISON	(Continued)		
			004.8310.4010		765.29
			LMD#48C-NOV		
			LMD#48C-NOV		
			012.8500.4010		18.55
			LS 2 B CITY WIDE STREET LIGHTS-NOV		
			LS 2 B CITY WIDE STREET LIGHTS-NOV		
			013.8510.4011		13,657.60
				Total :	**37,127.54**
84252	12/14/2021	000203 SOUTHERN CALIFORNIA EDISON	CANYON OAK PARK-NOV		
			CANYON OAK PARK-NOV		
			016.8540.4010		21.68
			HIGHLAND COMMUNITY PARK-NOV		
			HIGHLAND COMMUNITY PARK-NOV		
			001.6000.4010		740.53
			CUNNINGHAM PARK-NOV		
			CUNNINGHAM PARK-NOV		
			016.8540.4010		18.36
			SEELEY PARK-NOV		
			SEELEY PARK-NOV		
			016.8540.4010		19.20
			LMD'S-NOV		
			LMD'S-NOV		
			012.8500.4010		697.70
			STATION #1-NOV		
			STATION #1-NOV		
			028.2050.4010		296.91
			STATION #1-NOV		
			029.2100.4010		296.90
				Total :	**2,091.28**
84253	12/14/2021	000211 STRADLING YOCCA CARLSON RAUTH	GENERAL -OCT		
			GENERAL -OCT		
			070.7000.4520		1,039.50
				Total :	**1,039.50**
84254	12/14/2021	000237 WILLDAN ASSOCIATES	BUILDING AND SAFETY PLAN CHECK-NOV		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84254	12/14/2021	000237 WILLDAN ASSOCIATES	(Continued)		
			BUILDING AND SAFETY PLAN CHECK-NOV		
			001.4500.4540		4,045.00
			INSPECTION SERVICES-NOV		
			INSPECTION SERVICES-NOV		
			001.4500.4540		11,432.50
			PERMIT TECHNICIAN SVC-NOV		
			PERMIT TECHNICIAN SVC-NOV		
			001.4500.4540		3,120.00
				Total :	**18,597.50**
84255	12/14/2021	000291 HIGHLAND COMMUNITY NEWS	NEWSPAPER PUBLICATIONS-NOV		
			NEWSPAPER PUBLICATIONS-NOV		
			001.1200.4300		1,370.00
				Total :	**1,370.00**
84256	12/14/2021	000662 HI WAY SAFETY INC	SIGNS FOR REPAIR		
			SIGNS FOR REPAIR		
			001.6000.4249		510.41
				Total :	**510.41**
84257	12/14/2021	000727 JP COOKE COMPANY	DOG TAGS 2022 & 2025		
			DOG TAGS 2022 & 2025		
			001.2200.4200		398.59
				Total :	**398.59**
84258	12/14/2021	000774 ARROWHEAD CREDIT UNION-DEPT 91	INDEED AD-ACCT ASST II-NOV		
			INDEED AD-ACCT ASST II-NOV		
			001.1600.4300		10.00
			DRI CRASH PLAN-NOV		
			DRI CRASH PLAN-NOV		
			042.9510.4208		19.98
			ZOOM MEETINGS		
			ZOOM MEETINGS		
			042.9510.4310		110.00
				Total :	**139.98**
84259	12/14/2021	000979 VERIZON WIRELESS	CELL PHONES-NOV		
			CELL PHONES-NOV		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84259	12/14/2021	000979 VERIZON WIRELESS	(Continued)		
			001.2000.4061		164.81
			AIR CARDS-NOV		
			001.2000.4062		1,064.30
			CELL PHONES-NOV		
			001.6000.4061		78.33
			CELL PHONES-NOV		
			001.6010.4061		31.07
			CELL PHONES-NOV		
			004.8310.4061		154.37
			AIR CARDS-NOV		
			004.8310.4062		76.02
			CELL PHONES-NOV		
			028.2050.4061		142.06
			AIR CARDS-NOV		
			028.2050.4062		329.24
			CELL PHONES-NOV		
			042.9510.4061		732.74
			AIR CARDS-NOV		
			042.9510.4062		228.06
				Total :	**3,001.00**
84260	12/14/2021	001320 HIGHLAND SENIOR CENTER	CDBG REIMBURSMENT - NOV		
			CDBG REIMBURSMENT - NOV		
			006.8400.4348		2,100.00
			CDBG CV SENIOR CENTER MEAL PROGRAM-NOV		
			CDBG CV SENIOR CENTER MEAL PROGRAM-NOV		
			006.8400.4353		12,200.00
				Total :	**14,300.00**
84261	12/14/2021	001527 STERICYLCE INC.	SHREDDING SERVICES-OCT/NOV		
			SHREDDING SERVICES-OCT/NOV		
			001.1200.4626		187.62
				Total :	**187.62**
84262	12/14/2021	002190 ENGINEERING RESOURCES OF SO CA	STR07004A DE RDA07-NOV		
			STR07004A DE RDA07-NOV		
			010.3830.6600		247.50

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84262	12/14/2021	002190 ENGINEERING RESOURCES OF SO CA	(Continued)		
			STR20001 DE MSRI - NOV		
			STR20001 DE MSRI - NOV		
			017.8350.6550		602.50
			STR20003 DE MSRI NOV		
			STR20003 DE MSRI NOV		
			017.8350.6550		373.83
			STR20003 DE SB CO NOV		
			STR20003 DE SB CO NOV		
			027.8490.6550		1,231.17
				Total :	**2,455.00**
84263	12/14/2021	002221 HUMANE SOCIETY OF	VOUCHER 22-0005		
			VOUCHER 22-0005		
			001.2200.4344		50.00
				Total :	**50.00**
84264	12/14/2021	002480 CASC ENGINEERING & CONSULTING	FWQ19001-SEP		
			FWQ19001-SEP		
			001.3200.4551		315.00
			FWQ21008-SEP		
			FWQ21008-SEP		
			001.3200.4551		1,115.00
			FWQ21002-SEP		
			FWQ21002-SEP		
			001.3200.4551		1,010.00
			FWQ20003-SEP		
			FWQ20003-SEP		
			001.3200.4551		175.00
			FWQ21003-SEP		
			FWQ21003-SEP		
			001.3200.4551		1,115.00
			CWQ21001-SEP		
			CWQ21001-SEP		
			001.3200.4551		730.00
			WQP21001-SEP		
			WQP21001-SEP		
			001.3200.4551		1,430.00

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
84264	12/14/2021	002480 CASC ENGINEERING & CONSULTING	(Continued)	
			WQP21002-SEP	
			WQP21002-SEP	
			001.3200.4551	585.00
			WQP21003-SEP	
			WQP21003-SEP	
			001.3200.4551	850.00
			WQP21003-SEP	
			WQP21003-SEP	
			001.3200.4551	105.00
			Total :	**7,430.00**
84265	12/14/2021	002480 CASC ENGINEERING & CONSULTING	FWQ19001-OCT	
			FWQ19001-OCT	
			001.3200.4551	192.50
			FWQ21008-OCT	
			FWQ21008-OCT	
			001.3200.4551	385.00
			CWQ21006-OCT	
			CWQ21006-OCT	
			001.3200.4551	1,220.00
			WQP21001-OCT	
			WQP21001-OCT	
			001.3200.4551	280.00
			WQP21003-OCT	
			WQP21003-OCT	
			001.3200.4551	1,042.50
			Total :	**3,120.00**
84266	12/14/2021	002480 CASC ENGINEERING & CONSULTING	FWQ19001-AUG	
			FWQ19001-AUG	
			001.3200.4551	455.00
			FWQ21008-AUG	
			FWQ21008-AUG	
			001.3200.4551	175.00
			FWQ20002-AUG	
			FWQ20002-AUG	
			001.3200.4551	157.50

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84266	12/14/2021	002480 CASC ENGINEERING & CONSULTING	(Continued)		
			CWQ21006-AUG		
			CWQ21006-AUG		
			001.3200.4551		1,217.50
			WQP21001-AUG		
			WQP21001-AUG		
			001.3200.4551		262.50
			WQP21002-AUG		
			WQP21002-AUG		
			001.3200.4551		280.00
				Total :	**2,547.50**
84267	12/14/2021	002480 CASC ENGINEERING & CONSULTING	EXE20001-AUG		
			EXE20001-AUG		
			001.3200.4551		140.00
			FWQ19001-AUG		
			FWQ19001-AUG		
			001.3200.4551		140.00
			FWQ21008-AUG		
			FWQ21008-AUG		
			001.3200.4551		420.00
			FWQ20002-AUG		
			FWQ20002-AUG		
			001.3200.4551		140.00
				Total :	**840.00**
84268	12/14/2021	002480 CASC ENGINEERING & CONSULTING	ENC20001-OCT		
			ENC20001-OCT		
			001.3200.4551		280.00
			FWQ19001-OCT		
			FWQ19001-OCT		
			001.3200.4551		140.00
			FWQ21008-OCT		
			FWQ21008-OCT		
			001.3200.4551		140.00
			FWQ20002-OCT		
			FWQ20002-OCT		
			001.3200.4551		140.00

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84268	12/14/2021	002480	002480 CASC ENGINEERING & CONSULTIN (Continued)	Total :	700.00
84269	12/14/2021	002480	CASC ENGINEERING & CONSULTING		
			FWQ17002-AUG		
			FWQ17002-AUG		
			001.3200.4551		140.00
				Total :	140.00
84270	12/14/2021	003044	THOMSON REUTERS WEST		
			CODE BOOKS-DEC		
			CODE BOOKS-DEC		
			001.1200.4626		1,243.50
				Total :	1,243.50
84271	12/14/2021	003073	EWING IRRIGATION PRODUCTS INC		
			COMMUNITY PARKS IRRIGATION PARTS		
			COMMUNITY PARKS IRRIGATION PARTS		
			001.6000.4206		153.25
			LMD 0 IRRIGATION REPAIRS PARTS		
			LMD 0 IRRIGATION REPAIRS PARTS		
			012.8500.4206		157.92
			IRRIGATION SUPPLIES-OAK CREEK PARK		
			IRRIGATION SUPPLIES-OAK CREEK PARK		
			016.8540.4206		126.55
			LMD 36 IRRIGATION SUPPLIES		
			LMD 36 IRRIGATION SUPPLIES		
			012.8500.4206		65.86
			PARKS IRRIGATION SUPPLIES		
			PARKS IRRIGATION SUPPLIES		
			001.6000.4206		192.75
				Total :	696.33
84272	12/14/2021	003535	WEST COAST ARBORISTS, INC.		
			LMD 02 TREE REMOVAL WEAVER-NOV		
			LMD 02 TREE REMOVAL WEAVER-NOV		
			012.8500.4585		555.00
			LMD 0 TREE MAINTENANCE-NOV		
			LMD 0 TREE MAINTENANCE-NOV		
			012.8500.4585		3,145.00
			PARKS TREE TRIMMING-NOV		
			PARKS TREE TRIMMING-NOV		
			001.6000.4680		9,721.00
			STREETS TREE MAINTENANCE-NOV		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84272	12/14/2021	003535 WEST COAST ARBORISTS, INC.	(Continued)		
			STREETS TREE MAINTENANCE-NOV		
			004.8310.4680		23,112.00
			STREETS TREE MAINTENANCE-DEC		
			STREETS TREE MAINTENANCE-DEC		
			004.8310.4680		10,436.00
			PARKS TREE MAINTENANCE-DEC		
			PARKS TREE MAINTENANCE-DEC		
			001.6000.4680		1,080.00
			PD TREE MAINTENANCE-DEC		
			PD TREE MAINTENANCE-DEC		
			001.2000.4680		624.00
			LMD 02/GREENSPOT & WEAVER-DEC		
			LMD 02/GREENSPOT & WEAVER-DEC		
			012.8500.4585		1,773.00
			LMD 10-TREE MAINTENANCE-NOV		
			LMD 10-TREE MAINTENANCE-NOV		
			012.8500.4585		620.00
			LMD 69 - TREE MAINTENANCE-NOV		
			LMD 69 - TREE MAINTENANCE-NOV		
			012.8500.4585		744.00
			CITY HALL - TREE MAINTENANCE-NOV		
			CITY HALL - TREE MAINTENANCE-NOV		
			042.9510.4680		1,157.00
				Total :	**52,967.00**
84273	12/14/2021	003689 TPX COMMUNICATIONS	CITY HALL PHONES-DEC		
			CORP YARD PHONES-DEC		
			004.8310.4060		1,339.60
			CITY HALL PHONES-DEC		
			042.9510.4060		207.88
				Total :	**1,547.48**
84274	12/14/2021	003820 M & G MARKET	SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			030.8495.4349		7,500.00
				Total :	**7,500.00**

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
84275	12/14/2021	004206 #1 SON PLUMBING	LMD 48 BACKFLOW PREVENTER AND CAGE	
			LMD 48 BACKFLOW PREVENTER AND CAGE	
			012.8500.4030	1,485.27
			COMM PARKS: RESTROOM SEWER SERVICE	
			COMM PARKS: RESTROOM SEWER SERVICE	
			001.6000.4070	1,995.00
			COMM PARK: RESTROOM REPAIR SERVICE	
			COMM PARK: RESTROOM REPAIR SERVICE	
			001.6000.4070	1,800.00
			AURANTIA PK:BACKFLOW PREVENTER REPAIR	
			AURANTIA PK:BACKFLOW PREVENTER REPAIR	
			001.6000.4070	444.40
			LMD: ANNUAL BACKFLOW PREVENTER TEST & CE	
			LMD 0: ANNUAL BACKFLOW PREVENTER TEST &	
			012.8500.4030	40.00
			LMD 11: ANNUAL BACKFLOW PREVENTER TEST &	
			LMD 11: ANNUAL BACKFLOW PREVENTER TEST	
			012.8500.4030	40.00
			LMD 21: ANNUAL BACKFLOW PREVENTER TEST &	
			LMD 21: ANNUAL BACKFLOW PREVENTER TEST	
			012.8500.4030	40.00
			LMD 31: ANNUAL BACKFLOW PREVENTER TEST &	
			LMD 31: ANNUAL BACKFLOW PREVENTER TEST	
			012.8500.4030	40.00
			LMD 20: ANNUAL BACKFLOW PREVENTER TEST &	
			LMD 20: ANNUAL BACKFLOW PREVENTER TEST	
			012.8500.4030	40.00
			LMD 17: ANNUAL BACKFLOW PREVENTER TEST &	
			LMD 17: ANNUAL BACKFLOW PREVENTER TEST	
			012.8500.4030	40.00
			LMD55: ANNUAL BACKFLOW PREVENTER TEST &	
			LMD55: ANNUAL BACKFLOW PREVENTER TEST &	
			012.8500.4030	40.00
			LMD: ANNUAL BACKFLOW PREVENTER TEST & CE	
			LMD 36: ANNUAL BACKFLOW PREVENTER TEST	
			012.8500.4030	40.00
			Total :	**6,044.67**

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84276	12/14/2021	005304 SAN BERNARDINO VALLEY	CITY SHARE OF WASH PLAN (PLAN B)		
			CITY SHARE OF WASH PLAN (PLAN B)		
			001.3200.4605		31,713.00
				Total :	**31,713.00**
84277	12/14/2021	005310 KOA CORPORATION	STR17001-DE COSB JUL		
			STR17001-DE COSB JUL		
			027.8490.6530		13.53
			STR17001-DE ART3 JUL		
			STR17001-DE ART3 JUL		
			005.8320.6530		5,150.66
			STR17001-DE MSRI JUL		
			STR17001-DE MSRI JUL		
			017.8350.6530		2,795.41
			STR17001-DE COSB AUG & SEPT		
			STR17001-DE COSB AUG & SEPT		
			027.8490.6530		12.26
			STR17001-DE ART3 AUG & SEP		
			STR17001-DE ART3 AUG & SEP		
			005.8320.6530		4,666.28
			STR17001-DE MSRI AUG & SEP		
			STR17001-DE MSRI AUG & SEP		
			017.8350.6530		2,532.53
				Total :	**15,170.67**
84278	12/14/2021	005580 CIVICPLUS, LLC.	CITY WEBSITE RENEWAL 12/10/22		
			CITY WEBSITE RENEWAL 12/10/22		
			042.9510.4623		10,734.58
				Total :	**10,734.58**
84279	12/14/2021	005674 GMA GENERAL COLLISION	SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			030.8495.4349		7,500.00
				Total :	**7,500.00**
84280	12/14/2021	005807 ORCHID THAI RESTAURANT	SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			030.8495.4349		7,500.00

Bank code : wfb

Voucher	Date	Vendor		Description/Account		Amount
84280	12/14/2021	005807	005807 ORCHID THAI RESTAURANT	(Continued)	Total :	7,500.00
84281	12/14/2021	005819	BRIAN'S SUPER BURGER	SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
				SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
				030.8495.4349		7,500.00
					Total :	7,500.00
84282	12/14/2021	005830	CURIEL HAIR SALON	SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
				SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
				030.8495.4349		7,500.00
					Total :	7,500.00
84283	12/14/2021	005838	CALDWELL & TAYLOR REALTY	SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
				SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
				030.8495.4349		7,500.00
					Total :	7,500.00
84284	12/14/2021	005854	MARISCOS EL KORITA INC.	SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
				SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
				030.8495.4349		7,500.00
					Total :	7,500.00
84285	12/14/2021	005869	DOPP PROPERTY SERVICES	SECURING PROPERTY-7001 OLIVE ST		
				SECURING PROPERTY-7001 OLIVE ST		
				001.4500.4557		1,390.00
					Total :	1,390.00
84286	12/14/2021	005933	COMPASS CONSULTING ENTERPRISES	SDR17001 ENV GCF - AUG/NOV		
				SDR17001 ENV GCF - AUG/NOV		
				023.3890.4582		12,688.00
					Total :	12,688.00
84287	12/14/2021	006015	AYMAN TAX SERVICE	SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
				SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
				030.8495.4349		7,500.00
					Total :	7,500.00
84288	12/14/2021	006016	MARTIN A SOLORZANO AUTO, REGISTR	SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
				SMALL BUS ASST PROG CSFRF/CLFRF-ARP		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84288	12/14/2021	006016 MARTIN A SOLORZANO AUTO, REGISTR	(Continued)		
			030.8495.4349		7,500.00
				Total :	**7,500.00**
84289	12/14/2021	006019 TEMPE HOUSE	SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			030.8495.4349		7,500.00
				Total :	**7,500.00**
84290	12/14/2021	006020 KAISER & GUTHMILLER INC	SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			030.8495.4349		7,500.00
				Total :	**7,500.00**
84291	12/14/2021	006021 HAVE A SNACK VALERO INC	SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			030.8495.4349		7,500.00
				Total :	**7,500.00**
84292	12/14/2021	006022 TSR PERFORMANCE	SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			030.8495.4349		7,500.00
				Total :	**7,500.00**
84293	12/14/2021	006023 ORIENTAL EXPRESS LLC	SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			030.8495.4349		7,500.00
				Total :	**7,500.00**
84294	12/14/2021	006024 HIGHLAND JEWELRY MART	SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			030.8495.4349		7,500.00
				Total :	**7,500.00**
84295	12/14/2021	006025 TERE BARBER & BEAUTY SALON	SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			030.8495.4349		7,500.00
				Total :	**7,500.00**

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84296	12/14/2021	006026 IN STYLE NAIL SPA	SMALL BUS ASST PROG CSFRF/CLFRF-ARP SMALL BUS ASST PROG CSFRF/CLFRF-ARP 030.8495.4349		7,500.00
				Total :	**7,500.00**
84297	12/14/2021	006027 BARGAIN 99 CENTS PLUS	SMALL BUS ASST PROG CSFRF/CLFRF-ARP SMALL BUS ASST PROG CSFRF/CLFRF-ARP 030.8495.4349		7,500.00
				Total :	**7,500.00**
84298	12/14/2021	006028 DONUT TOWN #1	SMALL BUS ASST PROG CSFRF/CLFRF-ARP SMALL BUS ASST PROG CSFRF/CLFRF-ARP 030.8495.4349		7,500.00
				Total :	**7,500.00**
84299	12/14/2021	006029 GOODFELLAS APPAREL	SMALL BUS ASST PROG CSFRF/CLFRF-ARP SMALL BUS ASST PROG CSFRF/CLFRF-ARP 030.8495.4349		7,500.00
				Total :	**7,500.00**
84300	12/14/2021	006030 ZAPATA TIRE SHOP	SMALL BUS ASST PROG CSFRF/CLFRF-ARP SMALL BUS ASST PROG CSFRF/CLFRF-ARP 030.8495.4349		7,500.00
				Total :	**7,500.00**
84301	12/14/2021	006031 HIGHLAND DENTAL ARTS	SMALL BUS ASST PROG CSFRF/CLFRF-ARP SMALL BUS ASST PROG CSFRF/CLFRF-ARP 030.8495.4349		7,500.00
				Total :	**7,500.00**
84302	12/14/2021	006032 AMERICAN RENTALS	SMALL BUS ASST PROG CSFRF/CLFRF-ARP SMALL BUS ASST PROG CSFRF/CLFRF-ARP 030.8495.4349		7,500.00
				Total :	**7,500.00**
84303	12/14/2021	006033 BOSS'D UP BARBER SALON	SMALL BUS ASST PROG CSFRF/CLFRF-ARP SMALL BUS ASST PROG CSFRF/CLFRF-ARP 030.8495.4349		7,500.00

Bank code : wfb

Voucher	Date	Vendor		Description/Account		Amount
84303	12/14/2021	006033	006033 BOSS'D UP BARBER SALON	(Continued)	Total :	7,500.00
84304	12/14/2021	006034	EAST HIGHLAND CHIROPRACTIC	SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
				SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
				030.8495.4349		7,500.00
					Total :	7,500.00
84305	12/14/2021	006035	HELEN'S HAIR & NAILS	SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
				SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
				030.8495.4349		7,500.00
					Total :	7,500.00
84306	12/14/2021	006036	ENERGIA Y FIGURA	SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
				SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
				030.8495.4349		7,500.00
					Total :	7,500.00
84307	12/14/2021	006037	LUV IT NAILS	SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
				SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
				030.8495.4349		7,500.00
					Total :	7,500.00
84308	12/14/2021	006038	RED CARPET CUTS	SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
				SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
				030.8495.4349		7,500.00
					Total :	7,500.00
84309	12/14/2021	006039	LIFT ENERGY CONSTRUCTION INC	REIMB BP# 20211076		
				REIMB BP# 20211076		
				001.1450.7620		1.00
				REIMB BP# 20211076		
				001.1450.7600		327.90
				REIMB BP# 20211076		
				001.1450.7630		110.00
					Total :	438.90
73 Vouchers for bank code : wfb					Bank total :	495,394.53
73 Vouchers in this report					Total vouchers :	495,394.53

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
635	12/17/2021	000003 ICMA RETIREMENT TRUST-457	ICMA DEFERRED COMP 457: PAYMENT	
			ICMA DEFERRED COMP 457: Payment 016.1170	12.50
			ICMA DEFERRED COMP 457: Payment 023.1170	5.00
			ICMA DEFERRED COMP 457: Payment 041.1170	324.94
			ICMA DEFERRED COMP 457: Payment 070.1170	291.64
			ICMA DEFERRED COMP 457: Payment 001.1170	10,088.21
			ICMA DEFERRED COMP 457: Payment 004.1170	621.66
			ICMA DEFERRED COMP 457: Payment 010.1170	499.99
			ICMA DEFERRED COMP 457: Payment 012.1170	12.50
			Total :	**11,856.44**
636	12/17/2021	000004 PUBLIC EMPLOYEE RETIREMENT SYS	EPMC: PAYMENT	
			PERS: Payment 006.1145	663.93
			PERS: Payment 010.1145	965.88
			PERS: Payment 012.1145	173.91
			PERS: Payment 016.1145	173.90
			PERS: Payment 023.1145	116.16
			PERS: Payment 024.1145	19.22
			PERS: Payment 041.1145	451.29
			PERS: Payment 042.1145	767.71

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
636	12/17/2021	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			PERS: Payment	
			070.1145	781.57
			PERS SURVIVOR: Payment	
			001.1145	24.22
			PERS SURVIVOR: Payment	
			004.1145	4.63
			PERS SURVIVOR: Payment	
			006.1145	1.30
			PERS SURVIVOR: Payment	
			010.1145	1.06
			PERS SURVIVOR: Payment	
			012.1145	0.56
			PERS SURVIVOR: Payment	
			016.1145	0.56
			PERS SURVIVOR: Payment	
			023.1145	0.28
			PERS SURVIVOR: Payment	
			024.1145	0.05
			PERS SURVIVOR: Payment	
			041.1145	0.33
			PERS SURVIVOR: Payment	
			042.1145	1.64
			PERS SURVIVOR: Payment	
			070.1145	0.71
			EPMC: Payment	
			001.1145	529.52
			EPMC: Payment	
			004.1145	122.49
			EPMC: Payment	
			006.1145	19.82
			EPMC: Payment	
			010.1145	42.04
			EPMC: Payment	
			012.1145	2.37
			EPMC: Payment	
			016.1145	2.37

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
636	12/17/2021	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)		
			EPMC: Payment		
			023.1145		6.62
			EPMC: Payment		
			024.1145		0.56
			EPMC: Payment		
			041.1145		31.57
			EPMC: Payment		
			042.1145		11.54
			EPMC: Payment		
			070.1145		54.74
			PERS: Payment		
			001.1145		13,266.40
			PERS: Payment		
			004.1145		2,815.71
				Total :	**21,054.66**
637	12/17/2021	000119 INTERNAL REVENUE SERVICE	FEDERAL TAXES: PAYMENT		
			MEDICARE: Payment		
			012.1140		42.54
			MEDICARE: Payment		
			016.1140		42.52
			MEDICARE: Payment		
			023.1140		24.84
			MEDICARE: Payment		
			024.1140		4.40
			MEDICARE: Payment		
			041.1140		88.58
			MEDICARE: Payment		
			042.1140		178.44
			MEDICARE: Payment		
			070.1140		138.08
			FEDERAL TAXES: Payment		
			001.1120		10,325.38
			FEDERAL TAXES: Payment		
			004.1120		2,135.48
			FEDERAL TAXES: Payment		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
637	12/17/2021	000119 INTERNAL REVENUE SERVICE	(Continued)	
			006.1120 FEDERAL TAXES: Payment	576.84
			010.1120 FEDERAL TAXES: Payment	931.72
			012.1120 FEDERAL TAXES: Payment	90.94
			016.1120 FEDERAL TAXES: Payment	90.95
			023.1120 FEDERAL TAXES: Payment	75.76
			024.1120 FEDERAL TAXES: Payment	9.11
			041.1120 FEDERAL TAXES: Payment	418.85
			042.1120 FEDERAL TAXES: Payment	506.74
			070.1120 SOCIAL SECURITY: Payment	665.78
			001.1140 MEDICARE: Payment	602.84
			001.1140 MEDICARE: Payment	2,868.60
			004.1140 MEDICARE: Payment	566.23
			006.1140 MEDICARE: Payment	139.56
			010.1140	178.18
			Total :	**20,702.36**
638	12/17/2021	000001 CALIF STATE EMPLOYMENT	STATE TAXES: PAYMENT STATE TAXES: Payment	
			001.1130 STATE TAXES: Payment	4,007.73
			004.1130 STATE TAXES: Payment	935.82
			006.1130	222.20

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
638	12/17/2021	000001 CALIF STATE EMPLOYMENT	(Continued)		
			STATE TAXES: Payment 010.1130		361.50
			STATE TAXES: Payment 012.1130		37.29
			STATE TAXES: Payment 016.1130		37.28
			STATE TAXES: Payment 023.1130		21.61
			STATE TAXES: Payment 024.1130		5.17
			STATE TAXES: Payment 041.1130		170.54
			STATE TAXES: Payment 042.1130		189.35
			STATE TAXES: Payment 070.1130		259.47
				Total :	**6,247.96**
84310	12/17/2021	000433 ARROWHEAD UNITED WAY	ARROWHEAD UNITED WAY: PAYMENT		
			ARROWHEAD UNITED WAY: Payment 001.1180		11.26
			ARROWHEAD UNITED WAY: Payment 004.1180		0.77
			ARROWHEAD UNITED WAY: Payment 041.1180		2.26
			ARROWHEAD UNITED WAY: Payment 070.1180		0.71
				Total :	**15.00**
84311	12/17/2021	003804 AFLAC WWHQ	AFLAC ACCIDENT INSURANCE: PAYMENT		
			AFLAC ACCIDENT INSURANCE: Payment 001.1181		108.78
			AFLAC ACCIDENT INSURANCE: Payment 004.1181		13.97
			AFLAC ACCIDENT INSURANCE: Payment 012.1181		3.57
			AFLAC ACCIDENT INSURANCE: Payment		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
84311	12/17/2021	003804 AFLAC WWHQ	(Continued)	
			016.1181 AFLAC ACCIDENT INSURANCE: Payment	3.57
			023.1181 AFLAC ACCIDENT INSURANCE: Payment	5.80
			024.1181 AFLAC CANCER INSURANCE: Payment	0.27
			001.1181 AFLAC DISABILITY INSURANCE: Payment	18.63
			001.1181 AFLAC DISABILITY INSURANCE: Payment	153.72
			004.1181 AFLAC DISABILITY INSURANCE: Payment	24.69
			012.1181 AFLAC DISABILITY INSURANCE: Payment	6.30
			016.1181 AFLAC DISABILITY INSURANCE: Payment	6.30
			024.1181 AFLAC HOSPITAL INSURANCE: Payment	0.51
			001.1181 AFLAC HOSPITAL INSURANCE: Payment	73.59
			012.1181 AFLAC HOSPITAL INSURANCE: Payment	6.71
			016.1181 AFLAC DENTAL: Payment	6.70
			001.1181 AFLAC DENTAL: Payment	27.89
			004.1181 AFLAC DENTAL: Payment	0.56
			041.1181 AFLAC DENTAL: Payment	1.67
			070.1181 AFLAC SPECIFIED HEALTH INS: Payment	0.54
			001.1181 AFLAC SPECIFIED HEALTH INS: Payment	2.96
			012.1181 AFLAC SPECIFIED HEALTH INS: Payment	1.49

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84311	12/17/2021	003804 AFLAC WWHQ	(Continued)		
			016.1181		1.49
				Total :	**469.71**
84312	12/17/2021	004556 STATE OF CALIFORNIA	STATE TAX GARNISHMENT: PAYMENT		
			STATE TAX GARNISHMENT: Payment		
			001.1180		20.99
			STATE TAX GARNISHMENT: Payment		
			006.1180		14.01
				Total :	**35.00**
7	**Vouchers for bank code :**	wfb		**Bank total :**	**60,381.13**
7	**Vouchers in this report**			**Total vouchers :**	**60,381.13**

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84313	12/21/2021	001271 ALL STAR FIRE EQUIP, INC	SCBA PARTS		
			SCBA PARTS		
			029.2100.4204		194.69
				Total :	**194.69**
84314	12/21/2021	001072 AUTO ZONE	BLANKET PURCHASE ORDER		
			ME543 VEHICLE SUPPLIES		
			028.2050.4240		29.87
			ME543 VEHICLE SUPPLIES		
			029.2100.4540		29.87
				Total :	**59.74**
84315	12/21/2021	000043 BALLARD PLUMBING HEATING & AIR	STA#1 - PLUMBING REPAIRS		
			STA#1 - PLUMBING REPAIRS		
			028.2050.4070		62.50
			STA#1 - PLUMBING REPAIRS		
			029.2100.4070		62.50
				Total :	**125.00**
84316	12/21/2021	005345 CALIFORNIA ASSOCIATION OF CODE	CACOE MEMBERSHIP RENEWAL-CHAMBERS		
			CACOE MEMBERSHIP RENEWAL-CHAMBERS		
			001.4600.4330		95.00
			CACEO MEMBERSHIP: WILSON		
			CACEO MEMBERSHIP: WILSON		
			001.4200.4310		95.00
				Total :	**190.00**
84317	12/21/2021	006042 CALIFORNIA PRESERVATION, FOUNDAT	HISTORICAL & CULTURAL MEMBERSHIP 2022		
			HISTORICAL & CULTURAL MEMBERSHIP 2022		
			001.4100.4310		500.00
				Total :	**500.00**
84318	12/21/2021	000143 COMMUNITY WORKS DESIGN GROUP	DRA 21-002 PLAN CHECK-NOV		
			DRA 21-002 PLAN CHECK-NOV		
			001.4100.4547		155.00
			PUD 13-001 PLAN CHECK -NOV		
			PUD 13-001 PLAN CHECK -NOV		
			001.4100.4547		1,395.00

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84318	12/21/2021	000143 000143 COMMUNITY WORKS DESIGN GRO	(Continued)	Total :	1,550.00
84319	12/21/2021	005859 COUNTY OF SAN BERNARDINO DEPT	RADIO ACCESS RADIO ACCESS 028.2050.4209 RADIO ACCESS 029.2100.4209	 Total :	 625.37 625.37 1,250.74
84320	12/21/2021	001035 DEPARTMENT OF JUSTICE	FINGERPRINT APPS-NOV FINGERPRINT APPS-NOV 001.1600.4236 FINGERPRINT APPS-NOV 001.1700.4236	 Total :	 32.00 32.00 64.00
84321	12/21/2021	006043 DEPINHO ROOFING INC	REFUND BL#008111-NOT IN CITY REFUND BL#008111-NOT IN CITY 001.1450.7450 REFUND BL#008111-NOT IN CITY 051.1493	 Total :	 180.00 4.00 184.00
84322	12/21/2021	005599 DM CONTRACTING, INC.	STR11005 MSRI CON PPE#9-NOV STR11005 MSRI CON PPE#9-NOV 017.8350.6530 STR11005 MSRI RET CON PPE#9-NOV STR11005 MSRI RET CON PPE#9-NOV 017.1350 STR11006MSRI CON PPE#9-NOV STR11006MSRI CON PPE#9-NOV 017.8350.6530 STR11006 MSRI RET CON PPE#9-NOV STR11006 MSRI RET CON PPE#9-NOV 017.1350	 Total :	 -2,185.00 109.25 8,572.41 -428.62 6,068.04
84323	12/21/2021	002396 DUDEK	HCD20001 HOUSING ELEMENT-NOV HCD20001 HOUSING ELEMENT-NOV		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
84323	12/21/2021	002396 DUDEK	(Continued)	
			027.8490.4662 HCD20001 FINALIZE ELEMENTS-NOV	643.50
			HCD20001 FINALIZE ELEMENTS-NOV 027.8490.4662 HCD20001 ENVIRONMENTAL REVIEW-NOV	1,185.00
			HCD20001 ENVIRONMENTAL REVIEW-NOV 027.8490.4662	690.00
			Total :	**2,518.50**
84324	12/21/2021	000085 EAST VALLEY WATER DISTRICT	LMD 47-DEC	
			LMD 47-DEC 012.8500.4030 SEELEY PARK-DEC	175.43
			SEELEY PARK-DEC 016.8540.4030 LMD 43-DEC	266.57
			LMD 43-DEC 012.8500.4030 LMD 55-DEC	155.17
			LMD 55-DEC 012.8500.4030 LMD #76-DEC	513.60
			LMD #76-DEC 012.8500.4030 LMD 16-DEC	83.33
			LMD 16-DEC 012.8500.4030 LMD 17-D-DEC	51.66
			LMD 17-D-DEC 012.8500.4030 LMD 25-DEC	57.37
			LMD 25-DEC 012.8500.4030 LMD 17-C-DEC	180.04
			LMD 17-C-DEC 012.8500.4030 LMD 17-A-DEC	165.61

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84324	12/21/2021	000085 EAST VALLEY WATER DISTRICT	(Continued)		
			LMD 17-A-DEC		
			012.8500.4030		95.34
			LMD 11-DEC		
			LMD 11-DEC		
			012.8500.4030		451.79
			LMD 17-B-DEC		
			LMD 17-B-DEC		
			012.8500.4030		320.62
				Total :	**2,516.53**
84325	12/21/2021	002190 ENGINEERING RESOURCES OF SO CA	STR20003 DE MSRI-NOV		
			STR20003 DE MSRI-NOV		
			017.8350.6550		6,256.99
			STR20003 DE SB CO-NOV		
			STR20003 DE SB CO-NOV		
			027.8490.6550		20,606.51
				Total :	**26,863.50**
84326	12/21/2021	004418 FAIL SAFE TESTING, LLC	FS#1-3: ANNUAL GROUND LADDER TESTS		
			FS#1-3: ANNUAL GROUND LADDER TESTS		
			029.2100.4240		600.28
			FS#1-3: ANNUAL GROUND LADDER TESTS		
			028.2050.4240		600.27
				Total :	**1,200.55**
84327	12/21/2021	000090 FEDEX	OVERNIGHT MAIL-DRA20007 CLOSED		
			OVERNIGHT MAIL-DRA20007 CLOSED		
			001.4100.4210		45.88
			OVERNIGHT MAIL		
			001.4100.4210		309.98
				Total :	**355.86**
84328	12/21/2021	005358 FLEET SERVICES INC	E541A REPLACEMENT BATTERIES		
			E541A REPLACEMENT BATTERIES		
			028.2050.4240		452.07
			E541A REPLACEMENT BATTERIES		
			029.2100.4240		452.06

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84328	12/21/2021	005358 FLEET SERVICES INC	(Continued)		
			E541A REPLACEMENT BATTERIES		
			E541A REPLACEMENT BATTERIES		
			028.2050.4240		-130.92
			E541A REPLACEMENT BATTERIES		
			029.2100.4240		-130.92
			ME541 HOSE		
			ME541 HOSE		
			028.2050.4240		54.42
			ME541 HOSE		
			029.2100.4240		54.42
				Total :	**751.13**
84329	12/21/2021	006045 GARDNER INSURANCE AGENCY INC, DI	SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			030.8495.4349		7,500.00
				Total :	**7,500.00**
84330	12/21/2021	002653 H & H GENERAL CONTRACTORS	BRG04004A CON DIF REG PPE#6		
			BRG04004A CON DIF REG PPE#6		
			007.8330.6813		24,497.50
			BRG04004A CON PNRS PPE#6		
			BRG04004A CON PNRS PPE#6		
			030.8495.6813		97,990.00
			BRG04004A CON DIF REG PPE# RET		
			BRG04004A CON DIF REG PPE# RET		
			007.1350		-1,224.88
			BRGO4004A CON DIF REG PPE#6		
			BRGO4004A CON DIF REG PPE#6		
			007.8330.6813		6,110.40
			BRAG04004A CON DIF REG PPE#MEMO REL		
			BRAG04004A CON DIF REG PPE#MEMO REL		
			007.8330.6813		10,000.00
			BRG04004A CON PRNS PPE#6 RET		
			BRG04004A CON PRNS PPE#6 RET		
			030.1350		-4,899.50
			BRG04004A CON DIF REG PPE#6 RET		
			BRG04004A CON DIF REG PPE#6 RET		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84330	12/21/2021	002653 H & H GENERAL CONTRACTORS	(Continued)		
			007.1350		-305.52
			BRG04004A CON DIF REG PPE#MEMO RET		
			BRG04004A CON DIF REG PPE#MEMO RET		
			007.1350		-500.00
				Total :	**131,668.00**
84331	12/21/2021	000623 HARBOR FREIGHT TOOLS	STA 543 MAINTENANCE TOOLS		
			STA 543 MAINTENANCE TOOLS		
			028.2050.4245		10.87
			STA 543 MAINTENANCE TOOLS		
			029.2100.4245		10.86
			STA 541 TOOLS		
			STA 541 TOOLS		
			028.2050.4070		30.98
			STA 541 TOOLS		
			029.2100.4070		30.97
				Total :	**83.68**
84332	12/21/2021	002710 HERNANDEZ, KROONE & ASSOCIATES	STR18001 PM GCF-SCOPE CHANGE		
			STR18001 PM GCF-SCOPE CHANGE		
			023.3890.4550		844.75
				Total :	**844.75**
84333	12/21/2021	000108 HIGH TECH SECURITY	CORP YARD: VIDEO CAMERAS		
			CORP YARD: VIDEO CAMERAS		
			004.8310.4203		764.72
				Total :	**764.72**
84334	12/21/2021	006044 HOUSE OF GOD	SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			030.8495.4349		7,500.00
				Total :	**7,500.00**
84335	12/21/2021	001618 INNOVATIVE FEDERAL STRATEGIES	PROFESSIONAL SERVICES-NOV		
			PROFESSIONAL SERVICES-NOV		
			023.3890.4554		3,000.00
				Total :	**3,000.00**

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84336	12/21/2021	000127 K & L HARDWARE	BLANKET PURCHASE ORDER		
			STA 542 BUILDING MAINTENANCE		
			028.2050.4070		28.09
			STA 542 BUILDING MAINTENANCE		
			029.2100.4070		28.09
			BLANKET PURCHASE ORDER		
			STA 541 BUILDING MAINTENANCE		
			028.2050.4070		9.25
			STA 541 BUILDING MAINTENANCE		
			029.2100.4070		9.25
			BLANKET PURCHASE ORDER		
			ABSORBENT FOR SPILLS		
			004.8310.4206		38.34
				Total :	**113.02**
84337	12/21/2021	005285 LA VERNE POWER EQUIPMENT INC	BLANKET PURCHASE ORDER		
			ME543 REPAIR S/O SMOKE BLOWER FAN OFF		
			028.2050.4245		63.96
			ME543 REPAIR S/O SMOKE BLOWER FAN OFF		
			029.2100.4245		63.96
			BLANKET PURCHASE ORDER		
			PARTS-CHAIN SAW		
			004.8310.4206		35.88
				Total :	**163.80**
84338	12/21/2021	006046 LEITE, DAVID	REIMB BP# 20211292		
			REIMB BP# 20211292		
			001.1450.7600		936.75
			REIMB BP# 20211292		
			008.8340.9543		2.30
			REIMB BP# 20211292		
			001.1450.7630		2.00
			REIMB BP# 20211292		
			001.1450.7620		6.50
				Total :	**947.55**
84339	12/21/2021	001193 LIFE ASSIST, INC.	FS#1-3: PARAMEDIC SUPPLIES		
			FS#1-3: PARAMEDIC SUPPLIES		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84339	12/21/2021	001193 LIFE ASSIST, INC.	(Continued)		
			028.2050.4207		247.68
			PPE MEDICAL GLOVES		
			PPE MEDICAL GLOVES		
			030.8495.4349		1,293.00
			FS#1-3: PARAMEDIC SUPPLIES		
			FS#1-3: PARAMEDIC SUPPLIES		
			028.2050.4207		604.80
			PARAMEDIC SUPPLIES		
			PARAMEDIC SUPPLIES		
			028.2050.4207		231.43
				Total :	**2,376.91**
84340	12/21/2021	001679 MC CRAY'S ENTERPRISES	ME543: MAINTENANCE		
			ME543: MAINTENANCE		
			029.2100.4240		4,068.55
			ME543: MAINTENANCE		
			028.2050.4240		4,068.55
				Total :	**8,137.10**
84341	12/21/2021	006040 NAVARRO, CESAR AND ARACELI	LDP 21-002 DEPOSIT REFUND		
			LDP 21-002 DEPOSIT REFUND		
			001.1320		442.00
				Total :	**442.00**
84342	12/21/2021	001114 PARKHOUSE TIRE, INC.	ME543: TIRES		
			ME543: TIRES		
			029.2100.4240		1,338.75
			ME543: TIRES		
			028.2050.4240		1,338.74
				Total :	**2,677.49**
84343	12/21/2021	000598 PR PRINTING	BUS CARDS: A MARTINEZ		
			BUS CARDS: A MARTINEZ		
			001.4100.4200		39.96
				Total :	**39.96**
84344	12/21/2021	005301 RUTH VILLALOBOS & ASSOCIATES	2021-0037 TECHNICAL STUDIES		
			2021-0037 TECHNICAL STUDIES		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
84344	12/21/2021	005301 RUTH VILLALOBOS & ASSOCIATES	(Continued)	
			001.4100.4554	9,400.00
			2021-0037 ADMIN IS-MND	
			2021-0037 ADMIN IS-MND	
			001.4100.4554	9,990.00
			2021-0037 FINAL IS-MND	
			2021-0037 FINAL IS-MND	
			001.4100.4554	2,997.00
			Total :	**22,387.00**
84345	12/21/2021	000192 SAM'S CLUB/SYNCHRONY BANK	FS#3: STORAGE CABINET	
			FS#3: STORAGE CABINET	
			029.2100.4245	137.87
			FS#3: STORAGE CABINET	
			028.2050.4245	137.86
			FS#3: SCBA BATTERIES	
			FS#3: SCBA BATTERIES	
			029.2100.4245	110.54
			FS#3: SCBA BATTERIES	
			028.2050.4245	110.53
			Total :	**496.80**
84346	12/21/2021	000030 SAN BERNARDINO COUNTY SHERIFFS	CA ID LIVESCAN-JULY-NOV	
			CA ID LIVESCAN-AUG	
			001.2000.4236	4.00
			CA ID LIVESCAN-OCT	
			001.2000.4236	2.00
			CA ID LIVESCAN-JULY	
			001.2000.4236	8.00
			CA ID LIVESCAN-NOV	
			001.2000.4236	4.00
			Total :	**18.00**
84347	12/21/2021	000024 SB CO DEPT OF PUBLIC WORKS	TRAFFIC SIGNAL MAINT-JUL-SEP	
			TRAFFIC SIGNAL MAINT-JUL-SEP	
			004.8310.4580	1,211.80
			Total :	**1,211.80**

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84348	12/21/2021	004416 SIEMENS MOBILITY, INC.	STREET LIGHT MAINTENANCE-NOV		
			STREET LIGHT MAINTENANCE-NOV		
			013.8510.4664		2,528.50
				Total :	**2,528.50**
84349	12/21/2021	006014 SLONECKER, CHONG	SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			030.8495.4349		7,500.00
				Total :	**7,500.00**
84350	12/21/2021	000203 SOUTHERN CALIFORNIA EDISON	BRG04004A PM DIF-REG UTILITIES		
			BRG04004A PM DIF-REG UTILITIES		
			007.8330.6813		4,222.07
			BRG04004A PM DIF-REG UTILITIES		
			BRG04004A PM DIF-REG UTILITIES		
			007.8330.6813		2,206.99
			BRG04004A PM DIF-REG UTILITIES		
			BRG04004A PM DIF-REG UTILITIES		
			007.8330.6813		2,206.99
				Total :	**8,636.05**
84351	12/21/2021	000203 SOUTHERN CALIFORNIA EDISON	LS3 METER-NOV		
			LS3 METER-NOV		
			013.8510.4011		28.53
			LMD #76-DEC		
			LMD #76-DEC		
			012.8500.4010		19.66
			LS#3-NOV		
			LS#3-NOV		
			013.8510.4011		117.24
				Total :	**165.43**
84352	12/21/2021	000636 STEVEN ENTERPRISES INC	MAINTENANCE OCE 7050-DEC		
			MAINTENANCE OCE 7050-DEC		
			001.3200.4245		192.74
			OFFICE SUPPLIES		
			OFFICE SUPPLIES		
			004.8310.4200		828.47

Bank code : wfb

Voucher	Date	Vendor		Description/Account		Amount
84352	12/21/2021	000636	000636 STEVEN ENTERPRISES INC	(Continued)	Total :	1,021.21
84353	12/21/2021	000211	STRADLING YOCCA CARLSON RAUTH	GENERAL-NOV		
				GENERAL-NOV		
				070.7000.4520		787.50
					Total :	787.50
84354	12/21/2021	001476	TIME WARNER CABLE	CITY HALL TELE/INT-DEC		
				CITY HALL TELE/INT-DEC		
				042.9510.4065		1,652.47
					Total :	1,652.47
84355	12/21/2021	004679	TK ELEVATOR CORPORATION	ELEVATOR MAINTENANCE-DEC		
				ELEVATOR MAINTENANCE-DEC		
				001.2000.4587		676.87
					Total :	676.87
84356	12/21/2021	004920	TKE ENGINEERING	TRA20001 DE GCF-NOV		
				TRA20001 DE GCF-NOV		
				023.3890.6816		2,465.40
				TRA20001 DE RTP-NOV		
				TRA20001 DE RTP-NOV		
				030.8495.6816		3,404.60
				STR18001 PM RDA07-JUL		
				STR18001 PM RDA07-JUL		
				010.3830.6550		6,842.50
				BRG12001 PM DIF REG-AUG		
				BRG12001 PM DIF REG-AUG		
				007.8330.6813		275.00
				STR18001 PM RDA07 - AUG		
				STR18001 PM RDA07 - AUG		
				010.3830.6550		6,805.00
				BRG12001 PM DIF REG-SEP		
				BRG12001 PM DIF REG-SEP		
				007.8330.6813		685.00
				BRG04004A CE DIF REG-AUG		
				BRG04004A CE DIF REG-AUG		
				007.8330.6813		11,678.12
				BRG04004A CE PNRS-AUG		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
84356	12/21/2021	004920 TKE ENGINEERING	(Continued)	
			BRG04004A CE PNRS-AUG	
			030.8495.6813	46,712.48
			BRG04004A CE DIF REG-SEP	
			BRG04004A CE DIF REG-SEP	
			007.8330.6813	8,363.50
			BRG04004A CE PNRS-SEP	
			BRG04004A CE PNRS-SEP	
			030.8495.6813	33,453.99
			STR18001 PM RDA07-SEP	
			STR18001 PM RDA07-SEP	
			010.3830.6550	10,970.00
			Total :	**131,655.59**
84357	12/21/2021	004920 TKE ENGINEERING	GENERAL ENGINEERING SERVICES-JUL	
			GENERAL ENGINEERING SERVICES-JUL	
			001.3200.4550	10,187.50
			GENERAL ENG SRVS CAPITAL PROJECTS-JUL	
			GENERAL ENG SRVS CAPITAL PROJECTS-JUL	
			023.3890.4550	230.00
			STR11005 PM IN-LIEU DEV-JUL	
			STR11005 PM IN-LIEU DEV-JUL	
			008.8340.6530	682.50
			STR11006 PM IN-LIEU DEV-JUL	
			STR11006 PM IN-LIEU DEV-JUL	
			008.8340.6530	687.50
			BRG04004A PM DIF REG-JUL	
			BRG04004A PM DIF REG-JUL	
			007.8330.6813	512.50
			STR15002 PM DIF REG-JUL	
			STR15002 PM DIF REG-JUL	
			007.8330.6550	1,650.00
			BRG07001 PM RDA07-JUL	
			BRG07001 PM RDA07-JUL	
			010.3830.6813	3,680.00
			SDR06002 PM RDA07-JUL	
			SDR06002 PM RDA07-JUL	
			010.3830.6600	115.00

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
84357	12/21/2021	004920 TKE ENGINEERING	(Continued)	
			STR17001 PM MSRI-JUL	
			STR17001 PM MSRI-JUL	
			017.8350.6550	450.00
			SWK19001 PM MSRI-JUL	
			SWK19001 PM MSRI-JUL	
			017.8350.6545	110.00
			LRS19001 PM IN-LIEU DEV-JUL	
			LRS19001 PM IN-LIEU DEV-JUL	
			008.8340.6550	165.00
			OLA18001 PM MSRI-JUL	
			OLA18001 PM MSRI-JUL	
			017.8350.6550	57.50
			SDR17001 PM DIF LOC-JUL	
			SDR17001 PM DIF LOC-JUL	
			007.8330.6600	115.00
			STR20003 PM MSRI-JUL	
			STR20003 PM MSRI-JUL	
			017.8350.6550	115.00
			STR07004A PM RDA07-JUL	
			STR07004A PM RDA07-JUL	
			010.3830.6600	345.00
			SIG21001 PM GCF-JUL	
			SIG21001 PM GCF-JUL	
			023.3890.4550	275.00
			TRA20001 PM GCF-JUL	
			TRA20001 PM GCF-JUL	
			023.3890.6816	165.00
			Total :	**19,542.50**
84358	12/21/2021	004920 TKE ENGINEERING	GENERAL ENGINEERING SERVICES-SEP	
			GENERAL ENGINEERING SERVICES-SEP	
			001.3200.4550	4,455.00
			GENERAL ENG SRVS CAPITAL PROJECTS-SEP	
			GENERAL ENG SRVS CAPITAL PROJECTS-SEP	
			023.3890.4550	402.50
			STR11005 PM IN-LIEU DEV-SEP	
			STR11005 PM IN-LIEU DEV-SEP	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
84358	12/21/2021	004920 TKE ENGINEERING	(Continued)	
			008.8340.6530 STR11006 PM IN-LIEU DEV-SEP STR11006 PM IN-LIEU DEV-SEP	515.00
			008.8340.6530 SIG21002 PM DIF LOCAL-SEP SIG21002 PM DIF LOCAL-SEP	402.50
			007.8330.6530 BRG04004A PM DIF REG-SEP BRG04004A PM DIF REG-SEP	1,650.00
			007.8330.6813 STR15002 PM DIF REG-SEP STR15002 PM DIF REG-SEP	1,345.00
			007.8330.6550 BRG07001 PM RDA07-SEP BRG07001 PM RDA07-SEP	1,610.00
			010.3830.6813 SDR06002 PM RDA07-SEP SDR06002 PM RDA07-SEP	4,600.00
			010.3830.6600 STR17001 PM MSRI-SEP STR17001 PM MSRI-SEP	172.50
			017.8350.6550 STR17002 PM CCF 2017-SEP STR17002 PM CCF 2017-SEP	460.00
			027.8490.6550 ICH09001 PM IVDA AGMT-SEP ICH09001 PM IVDA AGMT-SEP	605.00
			027.8490.6813 STR20002 PM DIF LOC-SEP STR20002 PM DIF LOC-SEP	100.00
			007.8330.6550 STR20002 PM COSB-SEP STR20002 PM COSB-SEP	67.67
			027.8490.6550 SDR17001 PM DIF LOC-SEP SDR17001 PM DIF LOC-SEP	47.33
			007.8330.6600	1,495.00

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
84358	12/21/2021	004920 TKE ENGINEERING	(Continued)	
			STR20003 PM MSRI-SEP	
			STR20003 PM MSRI-SEP	
			017.8350.6550	230.00
			STR07004A PM RDA07-SEP	
			STR07004A PM RDA07-SEP	
			010.3830.6600	402.50
			Total :	**18,560.00**
84359	12/21/2021	004920 TKE ENGINEERING	GENERAL ENGINEERING SERVICES-AUG	
			GENERAL ENGINEERING SERVICES-AUG	
			001.3200.4550	3,575.00
			DEV STANDARD PROC HANDBOOK-AUG	
			DEV STANDARD PROC HANDBOOK-AUG	
			023.3890.4550	330.00
			GENERAL ENG SRVS CAPITAL PROJECTS-AUG	
			GENERAL ENG SRVS CAPITAL PROJECTS-AUG	
			023.3890.4550	345.00
			STR11005 PM IN-LIEU DEV-AUG	
			STR11005 PM IN-LIEU DEV-AUG	
			008.8340.6530	402.50
			STR11006 PM IN-LIEU DEV-AUG	
			STR11006 PM IN-LIEU DEV-AUG	
			008.8340.6530	402.50
			BRG04004A PM DIF REG-AUG	
			BRG04004A PM DIF REG-AUG	
			007.8330.6813	680.00
			STR15002 PM DIF REG-AUG	
			STR15002 PM DIF REG-AUG	
			007.8330.6550	1,315.00
			BRG07001 PM RDA07-AUG	
			BRG07001 PM RDA07-AUG	
			010.3830.6813	4,140.00
			SDR06002 PM RDA07-AUG	
			SDR06002 PM RDA07-AUG	
			010.3830.6600	345.00
			STR17001 PM MSRI-AUG	
			STR17001 PM MSRI-AUG	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
84359	12/21/2021	004920 TKE ENGINEERING	(Continued)	
			017.8350.6550 STR17002 PM CCF 2017-AUG STR17002 PM CCF 2017-AUG	170.00
			027.8490.6550 SWK19001 PM MSRI-AUG SWK19001 PM MSRI-AUG	605.00
			017.8350.6545 SDR17001 PM DIF LOC-AUG SDR17001 PM DIF LOC-AUG	220.00
			007.8330.6600 STR20003 PM MSRI-AUG STR20003 PM MSRI-AUG	977.50
			017.8350.6550 STR07004A PM RDA07-AUG STR07004A PM RDA07-AUG	690.00
			010.3830.6600	345.00
			Total :	**14,542.50**
84360	12/21/2021	000233 WAXIE SANITARY SUPPLY	FS#2: JANITORIAL SUPPLIES FS#2: JANITORIAL SUPPLIES	
			029.2100.4055 FS#2: JANITORIAL SUPPLIES	22.63
			028.2050.4055 FS#2: JANITORIAL SUPPLIES FS#2: JANITORIAL SUPPLIES	22.63
			029.2100.4055 FS#2: JANITORIAL SUPPLIES	19.80
			028.2050.4055 FS#2: JANITORIAL SUPPLIES FS#2: JANITORIAL SUPPLIES	19.80
			029.2100.4055 FS#2: JANITORIAL SUPPLIES	177.14
			028.2050.4055 PD: JANITORIAL SUPPLIES PD: JANITORIAL SUPPLIES	177.12
			001.2000.4055	474.51

Bank code : wfb

Voucher	Date	Vendor		Description/Account		Amount
84360	12/21/2021	000233	000233 WAXIE SANITARY SUPPLY	(Continued)	Total :	913.63
84361	12/21/2021	003535	WEST COAST ARBORISTS, INC.	CANYON OAKS-TREE MAINTENANCE-NOV CANYON OAKS-TREE MAINTENANCE-NOV 016.8540.4680		1,090.00
				CUNNINGHAM PARK-TREE MAINTENENCE-NOV CUNNINGHAM PARK-TREE MAINTENENCE-NOV 016.8540.4680		3,780.00
					Total :	4,870.00
84362	12/21/2021	001677	YMCA OF THE EAST VALLEY	REFUND DEPOSIT-COMM PARK ATHLETIC FIELD REFUND DEPOSIT-COMM PARK ATHLETIC FIELD 051.1430		500.00
				CDBG MONTHLY REIMB-OCT CDBG MONTHLY REIMB-OCT 006.8400.4348		1,809.70
					Total :	2,309.70

50 Vouchers for bank code : wfb — Bank total : 450,126.81

50 Vouchers in this report — Total vouchers : 450,126.81

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84363	12/28/2021	004206 #1 SON PLUMBING	LMD: ANNUAL BACKFLOW PREVENTER TEST & CE LMD: ANNUAL BACKFLOW PREVENTER TEST & 012.8500.4030		760.00
			YMCA/LIBRARY ANNUAL BACKFLOW PREVENTER T YMCA/LIBRARY ANNUAL BACKFLOW PREVENTER 001.6000.4030		200.00
			LMD 48 ANNUAL BACKFLOW PREVENTER TEST & LMD 48 ANNUAL BACKFLOW PREVENTER TEST & 012.8500.4030		40.00
			CORP YARD ANNUAL BACKFLOW PREVENTER TES CORP YARD ANNUAL BACKFLOW PREVENTER 004.8310.4030		80.00
			OAK CREEK PARK ANNUAL BACKFLOW PREVENTER OAK CREEK ANNUAL BACKFLOW PREVENTER 016.8540.4030		40.00
			PARKS REPLACE FLUSHOMETER VALVE PARKS REPLACE FLUSHOMETER VALVE 001.6000.4070		850.00
				Total :	**1,970.00**
84364	12/28/2021	006052 ADVANCED CAR CARE	SMALL BUS ASST PROG CSFRF/CLFRF-ARP SMALL BUS ASST PROG CSFRF/CLFRF-ARP 030.8495.4349		7,500.00
				Total :	**7,500.00**
84365	12/28/2021	004193 AECOM USA INC.	BRG07001 DES HBP-OCT BRG07001 DES HBP-OCT 030.8495.6813		20,265.25
			BRG07001 DES RDA07-OCT BRG07001 DES RDA07-OCT 010.3830.6813		2,625.58
				Total :	**22,890.83**
84366	12/28/2021	002209 AFFORDABLE AUTO SERVICE	VEH#103 SMOG CHECK VEH#103 SMOG CHECK 004.8310.4240		70.00
			VEH#117-SMOG CHECK		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84366	12/28/2021	002209 AFFORDABLE AUTO SERVICE	(Continued)		
			VEH#117-SMOG CHECK		
			001.4600.4240		49.95
			VEH#125-SMOG CHECK		
			VEH#125-SMOG CHECK		
			001.6000.4240		49.95
			VEH#107-SMOG CHECK		
			VEH#107-SMOG CHECK		
			004.8310.4240		80.00
			VEH#124-SMOG CHECK		
			VEH#124-SMOG CHECK		
			042.9510.4240		49.95
			VEH#123-SMOG CHECK		
			VEH#123-SMOG CHECK		
			001.4200.4240		49.95
			VEH#105-SMOG CHECK		
			VEH#105-SMOG CHECK		
			004.8310.4240		180.00
			VEH#130-SMOG CHECK		
			VEH#130-SMOG CHECK		
			004.8310.4240		50.00
				Total :	**579.80**
84367	12/28/2021	005737 AGA ENGINEERS, INC.	ON-CALL SIG MONITORING-NOV		
			ON-CALL SIG MONITORING-NOV		
			020.8440.4550		1,920.00
			TRAFFIC SIGNAL MONITORING-NOV		
			TRAFFIC SIGNAL MONITORING-NOV		
			020.8440.4550		3,200.00
				Total :	**5,120.00**
84368	12/28/2021	000014 ALL CITY MANAGEMENT SERVICES	CROSSING GUARD SERVICES		
			CROSSING GUARD SERVICES		
			002.8200.4530		2,644.95
				Total :	**2,644.95**
84369	12/28/2021	001072 AUTO ZONE	VEH#107-MAINTENANCE		
			VEH#107-MAINTENANCE		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84369	12/28/2021	001072 AUTO ZONE	(Continued)		
			004.8310.4240		23.97
				Total :	**23.97**
84370	12/28/2021	003445 BOOT BARN, INC.	WORK BOOT ALLOW: COLEMAN		
			WORK BOOT ALLOW: COLEMAN		
			001.6000.4249		185.88
			WORK BOOT ALLOW: PECK		
			WORK BOOT ALLOW: PECK		
			001.6000.4249		200.00
				Total :	**385.88**
84371	12/28/2021	005402 BORDIN SEMMER LLP	GARAY-AUG		
			GARAY-AUG		
			041.9500.4390		10,222.00
			GARAY-OCT		
			GARAY-OCT		
			041.9500.4390		3,947.50
			GARAY-NOV		
			GARAY-NOV		
			041.9500.4390		6,859.90
				Total :	**21,029.40**
84372	12/28/2021	002960 BURRTEC WASTE INDUSTRIES INC	SOLID WASTE PROG 11/20-12/14/21		
			SOLID WASTE PROG 11/20-12/14/21		
			051.1496		1,861,474.79
				Total :	**1,861,474.79**
84373	12/28/2021	005553 CLARK PEST CONTROL OF STOCKTON	PEST CONTROL-YMCA		
			PEST CONTROL-YMCA		
			001.6000.4589		91.00
			PEST CONTROL-CITY HALL		
			PEST CONTROL-CITY HALL		
			042.9510.4589		62.00
				Total :	**153.00**
84374	12/28/2021	005313 COUNTY OF SAN BERNARDINO, HUMAN	PRE-EMPLOYMENT TESTING-D LUDOLPH		
			PRE-EMPLOYMENT TESTING-D LUDOLPH		
			001.1600.4235		303.45

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84374	12/28/2021	005313	005313 COUNTY OF SAN BERNARDINO, HU (Continued)	Total :	**303.45**
84375	12/28/2021	006053	CPC THRIFT STORE		
			SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			030.8495.4349		7,500.00
				Total :	**7,500.00**
84376	12/28/2021	005867	CWFC INC		
			WI REPAIRS-CITY HALL		
			WI REPAIRS-CITY HALL		
			042.9510.4070		600.00
				Total :	**600.00**
84377	12/28/2021	000071	DAVIS FARR LLP		
			GASB 34 INFRASTRUCTURE UPDATE-NOV		
			GASB 34 INFRASTRUCTURE UPDATE-NOV		
			001.1700.4510		900.00
				Total :	**900.00**
84378	12/28/2021	003360	DIRECTV		
			POLICE SATELITE CABLE-DEC		
			POLICE SATELITE CABLE-DEC		
			001.2000.4065		78.00
				Total :	**78.00**
84379	12/28/2021	000085	EAST VALLEY WATER DISTRICT		
			STATION #3-DEC		
			STATION #3-DEC		
			028.2050.4030		26.35
			STATION #3-DEC		
			029.2100.4030		26.35
			POLICE STATION-DEC		
			POLICE STATION-DEC		
			001.2000.4030		52.70
			POLICE STATION-DEC		
			POLICE STATION-DEC		
			001.2000.4030		52.70
			STATION #2-DEC		
			STATION #2-DEC		
			028.2050.4030		17.57
			STATION #2-DEC		
			029.2100.4030		17.57
			LMD 37-DEC		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
84379	12/28/2021	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			LMD 37-DEC	
			012.8500.4030	576.31
			LMD 04-DEC	
			LMD 04-DEC	
			012.8500.4030	68.29
			STATION #3-DEC	
			STATION #3-DEC	
			028.2050.4030	104.56
			STATION #3-DEC	
			029.2100.4030	104.55
			STATION #3-DEC	
			STATION #3-DEC	
			028.2050.4030	39.61
			STATION #3-DEC	
			029.2100.4030	39.60
			LMD 73-DEC	
			LMD 73-DEC	
			012.8500.4030	54.21
			BASELINE MEDIAN-DEC	
			BASELINE MEDIAN-DEC	
			004.8310.4030	335.04
			CITY HALL-DEC	
			CITY HALL-DEC	
			042.9510.4030	400.26
			LMD 07-DEC	
			LMD 07-DEC	
			012.8500.4030	72.41
			BASELINE MEDIAN-DEC	
			BASELINE MEDIAN-DEC	
			004.8310.4030	187.86
			STATION #1-DEC	
			STATION #1-DEC	
			028.2050.4030	58.25
			STATION #1-DEC	
			029.2100.4030	58.24
			LMD 21-B-DEC	
			LMD 21-B-DEC	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
84379	12/28/2021	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			012.8500.4030 LMD 21-A-DEC LMD 21-A-DEC	378.30
			012.8500.4030 LMD 29-DEC LMD 29-DEC	74.53
			012.8500.4030 LMD 15-A-DEC LMD 15-A-DEC	78.86
			012.8500.4030 POLICE STATION-DEC POLICE STATION-DEC	342.94
			001.2000.4030 POLICE STATION-DEC POLICE STATION-DEC	172.28
			001.2000.4030 AURANTIA PARK-DEC AURANTIA PARK-DEC	1,133.05
			001.6000.4030 LMD 45 *LMD 44-DEC LMD 45 *LMD 44-DEC	1,122.04
			012.8500.4030 LMD 15-B-DEC LMD 15-B-DEC	1,455.36
			012.8500.4030 STATION #2-DEC STATION #2-DEC	607.55
			028.2050.4030 STATION #2-DEC	119.66
			029.2100.4030 CITY HALL-DEC CITY HALL-DEC	119.66
			042.9510.4030	35.14
			Total :	**7,931.80**
84380	12/28/2021	000090 FEDEX	OVERNIGHT MAIL OVERNIGHT MAIL	

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84380	12/28/2021	000090 FEDEX	(Continued)		
			001.4600.4210		40.35
			OVERNIGHT MAIL		
			001.4100.4210		177.88
				Total :	**218.23**
84381	12/28/2021	006051 HIGHLAND PRECISION MACHINE CO	SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			030.8495.4349		7,500.00
				Total :	**7,500.00**
84382	12/28/2021	006049 HIGHLAND RANCH SERVICE/VALERO	SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			030.8495.4349		7,500.00
				Total :	**7,500.00**
84383	12/28/2021	006050 JOHNNY'S MINI MARKET	SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			030.8495.4349		7,500.00
				Total :	**7,500.00**
84384	12/28/2021	000127 K & L HARDWARE	CITY HALL-BLDG MAINT		
			CITY HALL-BLDG MAINT		
			042.9510.4070		22.37
			AURANTIA PARK-RESTROOM BLDG MAINT		
			AURANTIA PARK-RESTROOM BLDG MAINT		
			001.6000.4070		48.02
			CORP YARD-SUPPLIES		
			CORP YARD-SUPPLIES		
			004.8310.4206		12.91
			GRAFFITI REMOVAL SUPPLIES		
			GRAFFITI REMOVAL SUPPLIES		
			001.6010.4206		65.80
				Total :	**149.10**
84385	12/28/2021	005820 KIM'S AUTO REPAIR & SMOG	SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			030.8495.4349		7,500.00

Bank code : wfb

Voucher	Date	Vendor		Description/Account		Amount
84385	12/28/2021	005820	005820 KIM'S AUTO REPAIR & SMOG	(Continued)	Total :	7,500.00
84386	12/28/2021	000207	KONICA MINOLTA	COPIER LEASE-JAN		
				COPIER LEASE-JAN		
				042.9510.4205		1,054.54
				COPIER LEASE-JAN		
				001.2000.4205		625.29
					Total :	1,679.83
84387	12/28/2021	000168	LETICIA NAVA-CRUZ, PETTY CASH	PETTY CASH-DECEMBER		
				PETTY CASH-DECEMBER		
				001.0020		250.00
					Total :	250.00
84388	12/28/2021	005836	MI COCINA RESTAURANT INC	SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
				SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
				030.8495.4349		7,500.00
					Total :	7,500.00
84389	12/28/2021	005326	RP LANDSCAPE & IRRIGATION	LMD'S-LANDSCAPING MAINT-DEC		
				LMD'S-LANDSCAPING MAINT-DEC		
				012.8500.4585		17,765.00
				PARKS LANDSCAPING MAINT-DEC		
				MEMORIAL PARK LANDSCAPING-DEC		
				001.6000.4585		400.00
				POLICE STATION LANDSCAPING-DEC		
				001.2000.4585		500.00
				CITY HALL LANDSCAPING-DEC		
				042.9510.4585		500.00
				LIBRARY LANDSCAPING-DEC		
				001.6000.4585		600.00
				YMCA LANDSCAPING-DEC		
				001.6000.4585		600.00
				CORP YARD LANDSCAPING-DEC		
				004.8310.4585		400.00
				AURANTIA PARK LANDSCAPING-DEC		
				001.6000.4585		933.00
				COMMUNITY PARK LANDSCAPING-DEC		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84389	12/28/2021	005326 RP LANDSCAPE & IRRIGATION	(Continued)		
			001.6000.4585		3,691.00
			CANYON OAK PARK LANDSCAPING-DEC		
			016.8540.4585		356.00
			CUNNINGHAM PARK LANDSCAPING-DEC		
			016.8540.4585		453.00
			SEELEY PARK LANDSCAPING-DEC		
			016.8540.4585		299.00
			OAK CREEK PARK LANDSCAPING-DEC		
			016.8540.4585		556.00
				Total :	**27,053.00**
84390	12/28/2021	000203 SOUTHERN CALIFORNIA EDISON	LS #3-DEC		
			LS #3-DEC		
			013.8510.4011		83.29
			TRAFFIC SIG PALM/CYPRESS-DEC		
			TRAFFIC SIG PALM/CYPRESS-DEC		
			013.8510.4011		35.11
			SMART N FINAL SCE FEES-DEC		
			SMART N FINAL SCE FEES-DEC		
			013.8510.4011		26.90
			LMD 70-DEC		
			LMD 70-DEC		
			012.8500.4010		18.36
				Total :	**163.66**
84391	12/28/2021	006048 THE CUTTING EDGE OF HIGHLAND	SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			030.8495.4349		7,500.00
				Total :	**7,500.00**
84392	12/28/2021	006047 THE PEOPLE'S TAXI CAB CO	SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			030.8495.4349		7,500.00
				Total :	**7,500.00**
84393	12/28/2021	001476 TIME WARNER CABLE	ST# 1 TELE/INT-DEC		
			ST# 1 TELE/INT-DEC		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84393	12/28/2021	001476 TIME WARNER CABLE	(Continued)		
			028.2050.4065		185.03
			ST# 1 TELE/INT-DEC		
			029.2100.4065		185.02
			ST# 3 TELE/INT-DEC		
			ST# 3 TELE/INT-DEC		
			028.2050.4065		224.30
			ST# 3 TELE/INT-DEC		
			029.2100.4065		224.29
			ST# 2 TELE/INT-DEC		
			ST# 2 TELE/INT-DEC		
			028.2050.4065		107.35
			ST# 2 TELE/INT-DEC		
			029.2100.4065		107.35
				Total :	**1,033.34**
84394	12/28/2021	004920 TKE ENGINEERING	BRG04004A CE DIF REG-OCT		
			BRG04004A CE DIF REG-OCT		
			007.8330.6813		7,577.91
			BRG04004A CE PNRS-OCT		
			BRG04004A CE PNRS-OCT		
			030.8495.6813		30,311.62
			BRG04004A CE DIF REG-NOV		
			BRG04004A CE DIF REG-NOV		
			007.8330.6813		10,329.44
			BRG04004A CE PNRS-NOV		
			BRG04004A CE PNRS-NOV		
			030.8495.6813		41,317.75
				Total :	**89,536.72**
84395	12/28/2021	004920 TKE ENGINEERING	STR11005 CE MSRI-AUG		
			STR11005 CE MSRI-AUG		
			017.8350.6530		21,498.76
			STR11006 CE-NONPART MSRI-AUG		
			STR11006 CE-NONPART MSRI-AUG		
			017.8350.6530		32,248.13
			STR11006 CE NONPART MSRI-SEP		
			STR11006 CE NONPART MSRI-SEP		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84395	12/28/2021	004920 TKE ENGINEERING	(Continued)		
			017.8350.6530		34,433.43
				Total :	**88,180.32**
84396	12/28/2021	004920 TKE ENGINEERING	STR11005 CE MSRI-OCT		
			STR11005 CE MSRI-OCT		
			017.8350.6530		2,168.33
			STR11005 CE NON-PART MSRI-OCT		
			STR11005 CE NON-PART MSRI-OCT		
			017.8350.6530		8,215.49
			STR11006 CE NON-PART MSRI-OCT		
			STR11006 CE NON-PART MSRI-OCT		
			017.8350.6530		11,369.50
			STR11005 CE NON-PART MSRI-NOV		
			STR11005 CE NON-PART MSRI-NOV		
			017.8350.6530		15,208.52
			STR11006 CE NON-PART MSRI-NOV		
			STR11006 CE NON-PART MSRI-NOV		
			017.8350.6530		4,276.50
				Total :	**41,238.34**
84397	12/28/2021	000237 WILLDAN ASSOCIATES	ICH17006 PM IGG-DEC		
			ICH17006 PM IGG-DEC		
			027.8490.6813		4,068.75
			ICH17004 PM IVDA AGMT-DEC		
			ICH17004 PM IVDA AGMT-DEC		
			027.8490.6813		3,631.25
				Total :	**7,700.00**
	35 Vouchers for bank code : wfb			**Bank total :**	**2,250,788.41**
	35 Vouchers in this report			**Total vouchers :**	**2,250,788.41**

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
639	12/30/2021	000003 ICMA RETIREMENT TRUST-457	ICMA DEFERRED COMP 457: PAYMENT	
			ICMA DEFERRED COMP 457: Payment 001.1170	5,500.65
			ICMA DEFERRED COMP 457: Payment 004.1170	621.65
			ICMA DEFERRED COMP 457: Payment 010.1170	499.99
			ICMA DEFERRED COMP 457: Payment 012.1170	12.50
			ICMA DEFERRED COMP 457: Payment 016.1170	12.50
			ICMA DEFERRED COMP 457: Payment 023.1170	5.00
			ICMA DEFERRED COMP 457: Payment 041.1170	324.96
			ICMA DEFERRED COMP 457: Payment 070.1170	291.62
			Total :	**7,268.87**
640	12/30/2021	000004 PUBLIC EMPLOYEE RETIREMENT SYS	EPMC: PAYMENT	
			EPMC: Payment 041.1145	31.57
			EPMC: Payment 042.1145	11.52
			EPMC: Payment 070.1145	54.72
			PERS: Payment 001.1145	13,328.71
			PERS: Payment 004.1145	2,822.97
			PERS: Payment 006.1145	661.47
			PERS: Payment 010.1145	965.90
			PERS: Payment 012.1145	173.91

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
640	12/30/2021	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			PERS: Payment	
			016.1145	173.89
			PERS: Payment	
			023.1145	116.14
			PERS: Payment	
			024.1145	19.23
			PERS: Payment	
			041.1145	451.26
			PERS: Payment	
			042.1145	905.81
			PERS: Payment	
			070.1145	781.58
			PERS SURVIVOR: Payment	
			001.1145	24.26
			PERS SURVIVOR: Payment	
			004.1145	4.65
			PERS SURVIVOR: Payment	
			006.1145	1.30
			PERS SURVIVOR: Payment	
			010.1145	1.06
			PERS SURVIVOR: Payment	
			012.1145	0.56
			PERS SURVIVOR: Payment	
			016.1145	0.55
			PERS SURVIVOR: Payment	
			023.1145	0.28
			PERS SURVIVOR: Payment	
			024.1145	0.05
			PERS SURVIVOR: Payment	
			041.1145	0.33
			PERS SURVIVOR: Payment	
			042.1145	1.65
			PERS SURVIVOR: Payment	
			070.1145	0.65
			EPMC: Payment	
			001.1145	529.54

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
640	12/30/2021	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			EPMC: Payment	
			004.1145	122.53
			EPMC: Payment	
			006.1145	19.80
			EPMC: Payment	
			010.1145	42.05
			EPMC: Payment	
			012.1145	2.37
			EPMC: Payment	
			016.1145	2.37
			EPMC: Payment	
			023.1145	6.62
			EPMC: Payment	
			024.1145	0.55
			Total :	**21,259.85**
641	12/30/2021	000119 INTERNAL REVENUE SERVICE	FEDERAL TAXES: PAYMENT	
			FEDERAL TAXES: Payment	
			001.1120	8,999.39
			FEDERAL TAXES: Payment	
			004.1120	1,911.05
			FEDERAL TAXES: Payment	
			006.1120	492.51
			FEDERAL TAXES: Payment	
			010.1120	929.47
			FEDERAL TAXES: Payment	
			012.1120	59.06
			FEDERAL TAXES: Payment	
			016.1120	59.04
			FEDERAL TAXES: Payment	
			023.1120	50.82
			FEDERAL TAXES: Payment	
			024.1120	6.43
			FEDERAL TAXES: Payment	
			041.1120	436.49
			FEDERAL TAXES: Payment	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
641	12/30/2021	000119 INTERNAL REVENUE SERVICE	(Continued)	
			042.1120 FEDERAL TAXES: Payment	474.81
			070.1120 SOCIAL SECURITY: Payment	630.16
			001.1140 MEDICARE: Payment	227.80
			001.1140 MEDICARE: Payment	2,528.53
			004.1140 MEDICARE: Payment	512.44
			006.1140 MEDICARE: Payment	123.12
			010.1140 MEDICARE: Payment	177.86
			012.1140 MEDICARE: Payment	34.76
			016.1140 MEDICARE: Payment	34.74
			023.1140 MEDICARE: Payment	18.78
			024.1140 MEDICARE: Payment	3.62
			041.1140 MEDICARE: Payment	90.22
			042.1140 MEDICARE: Payment	170.36
			070.1140	133.05
			Total :	**18,104.51**
642	12/30/2021	000001 CALIF STATE EMPLOYMENT	STATE TAXES: PAYMENT	
			STATE TAXES: Payment 070.1130	223.77
			STATE TAXES: Payment 001.1130	3,232.61
			STATE TAXES: Payment 004.1130	751.85

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
642	12/30/2021	000001 CALIF STATE EMPLOYMENT	(Continued)	
			STATE TAXES: Payment	
			006.1130	178.33
			STATE TAXES: Payment	
			010.1130	345.52
			STATE TAXES: Payment	
			012.1130	23.27
			STATE TAXES: Payment	
			016.1130	23.25
			STATE TAXES: Payment	
			023.1130	11.60
			STATE TAXES: Payment	
			024.1130	3.16
			STATE TAXES: Payment	
			041.1130	161.60
			STATE TAXES: Payment	
			042.1130	175.84
			Total :	**5,130.80**
84398	12/30/2021	000433 ARROWHEAD UNITED WAY	ARROWHEAD UNITED WAY: PAYMENT	
			ARROWHEAD UNITED WAY: Payment	
			001.1180	11.25
			ARROWHEAD UNITED WAY: Payment	
			004.1180	0.74
			ARROWHEAD UNITED WAY: Payment	
			041.1180	2.24
			ARROWHEAD UNITED WAY: Payment	
			070.1180	0.77
			Total :	**15.00**
84399	12/30/2021	003804 AFLAC WWHQ	AFLAC ACCIDENT INSURANCE: PAYMENT	
			AFLAC ACCIDENT INSURANCE: Payment	
			001.1181	108.78
			AFLAC ACCIDENT INSURANCE: Payment	
			004.1181	13.98
			AFLAC ACCIDENT INSURANCE: Payment	
			012.1181	3.56
			AFLAC ACCIDENT INSURANCE: Payment	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
84399	12/30/2021	003804 AFLAC WWHQ	(Continued)	
			016.1181 AFLAC ACCIDENT INSURANCE: Payment	3.58
			023.1181 AFLAC ACCIDENT INSURANCE: Payment	5.80
			024.1181 AFLAC CANCER INSURANCE: Payment	0.26
			001.1181 AFLAC DISABILITY INSURANCE: Payment	18.63
			001.1181 AFLAC DISABILITY INSURANCE: Payment	153.72
			004.1181 AFLAC DISABILITY INSURANCE: Payment	24.69
			012.1181 AFLAC DISABILITY INSURANCE: Payment	6.30
			016.1181 AFLAC DISABILITY INSURANCE: Payment	6.30
			024.1181 AFLAC HOSPITAL INSURANCE: Payment	0.51
			001.1181 AFLAC HOSPITAL INSURANCE: Payment	73.59
			012.1181 AFLAC HOSPITAL INSURANCE: Payment	6.72
			016.1181 AFLAC DENTAL: Payment	6.69
			001.1181 AFLAC DENTAL: Payment	27.89
			004.1181 AFLAC DENTAL: Payment	0.56
			041.1181 AFLAC DENTAL: Payment	1.67
			070.1181 AFLAC SPECIFIED HEALTH INS: Payment	0.54
			001.1181 AFLAC SPECIFIED HEALTH INS: Payment	2.96
			012.1181 AFLAC SPECIFIED HEALTH INS: Payment	1.49

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
84399	12/30/2021	003804 AFLAC WWHQ	(Continued)	
			016.1181	1.49
			Total :	469.71
84400	12/30/2021	004556 STATE OF CALIFORNIA	STATE TAX GARNISHMENT: PAYMENT	
			STATE TAX GARNISHMENT: Payment	
			001.1180	21.00
			STATE TAX GARNISHMENT: Payment	
			006.1180	14.00
			Total :	35.00
7 Vouchers for bank code : wfb			Bank total :	52,283.74
7 Vouchers in this report			Total vouchers :	52,283.74

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84401	1/4/2022	000014 ALL CITY MANAGEMENT SERVICES	CROSSING GUARD SERVICES		
			CROSSING GUARD SERVICES		
			002.8200.4530		1,511.40
				Total :	1,511.40
84402	1/4/2022	000085 EAST VALLEY WATER DISTRICT	LMD B-39-DEC		
			LMD B-39-DEC		
			012.8500.4030		706.79
			LMD 48-DEC		
			LMD 48-DEC		
			012.8500.4030		632.96
			LMD 48B-DEC		
			LMD 48B-DEC		
			012.8500.4030		332.86
			LMD B-39-DEC		
			LMD B-39-DEC		
			012.8500.4030		989.57
			BEATTIE IRRIGATION-DEC		
			BEATTIE IRRIGATION-DEC		
			001.6000.4030		2,376.33
			LMD 20 STREATER-DEC		
			LMD 20 STREATER-DEC		
			012.8500.4030		131.81
			LMD 36-DEC		
			LMD 36-DEC		
			012.8500.4030		174.95
			LMD 31-DEC		
			LMD 31-DEC		
			012.8500.4030		319.24
			LMD 00 BASELINE-DEC		
			LMD 00 BASELINE-DEC		
			012.8500.4030		618.68
			LMD 22-DEC		
			LMD 22-DEC		
			012.8500.4030		235.79
			LMD 03 YARNELL-DEC		
			LMD 03 YARNELL-DEC		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
84402	1/4/2022	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			012.8500.4030 LMD 02 A-DEC LMD 02 A-DEC	44.93
			012.8500.4030 LMD 03 BASELINE-DEC LMD 03 BASELINE-DEC	65.13
			012.8500.4030 LMD 20 BASELINE-DEC LMD 20 BASELINE-DEC	62.59
			012.8500.4030 LMD 01 A-DEC LMD 01 A-DEC	263.41
			012.8500.4030 LMD 70-DEC LMD 70-DEC	76.67
			012.8500.4030 LMD 35-DEC LMD 35-DEC	104.83
			012.8500.4030 LMD 06-DEC LMD 06-DEC	95.83
			012.8500.4030 LMD 01 B-DEC LMD 01 B-DEC	41.71
			012.8500.4030 LMD 70 IRRIGATION-DEC LMD 70 IRRIGATION-DEC	70.42
			012.8500.4030 LMD 02-E-DEC LMD 02-E-DEC	540.09
			012.8500.4030 LMD 30-DEC LMD 30-DEC	631.52
			012.8500.4030 LMD B-39-DEC LMD B-39-DEC	483.82
			012.8500.4030	470.12

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
84402	1/4/2022	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			CANYON OAKS PARK-DEC	
			CANYON OAKS PARK-DEC	
			016.8540.4030	605.29
			LMD 02 B-DEC	
			LMD 02 B-DEC	
			012.8500.4030	326.72
			LMD 13-DEC	
			LMD 13-DEC	
			012.8500.4030	257.08
			LMD 02 D-DEC	
			LMD 02 D-DEC	
			012.8500.4030	127.62
			LMD 02 C-DEC	
			LMD 02 C-DEC	
			012.8500.4030	236.20
			LMD 08-DEC	
			LMD 08-DEC	
			012.8500.4030	224.87
				Total : **11,247.83**
84403	1/4/2022	000100 GOVERNMENT FINANCE OFFICERS, AS	GFOA ACFR AWARD APPLICATION 2021-2022	
			GFOA ACFR AWARD APPLICATION 2021/2022	
			001.1700.4310	610.00
				Total : **610.00**
84404	1/4/2022	000127 K & L HARDWARE	STREET MAINTENANCE SUPPLIES	
			STREET MAINTENANCE SUPPLIES	
			004.8310.4206	92.59
			STORM PREP SUPPLIES	
			STORM PREP SUPPLIES	
			004.8310.4206	12.91
				Total : **105.50**
84405	1/4/2022	000155 NEW YORK LIFE	NEW YORK LIFE-JAN	
			NEW YORK LIFE-JAN	
			001.1180	9.75
			NEW YORK LIFE-JAN	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
84405	1/4/2022	000155 NEW YORK LIFE	(Continued)	
			004.1180 NEW YORK LIFE-JAN	0.65
			041.1180 NEW YORK LIFE-JAN	1.95
			070.1180	0.65
			Total :	13.00
84406	1/4/2022	000176 PRINCIPAL LIFE INSURANCE CO	PRINCIPAL-JAN	
			PRINCIPAL-JAN 001.1200.3590	41.86
			PRINCIPAL-JAN 001.1450.3590	62.29
			PRINCIPAL-JAN 001.1600.3590	7.84
			PRINCIPAL-JAN 001.1700.3590	87.67
			PRINCIPAL-JAN 001.3200.3590	29.78
			PRINCIPAL-JAN 001.4100.3590	111.93
			PRINCIPAL-JAN 001.4200.3590	62.27
			PRINCIPAL-JAN 001.4500.3590	44.97
			PRINCIPAL-JAN 001.4600.3590	48.62
			PRINCIPAL-JAN 001.6000.3590	16.49
			PRINCIPAL-JAN 001.6010.3590	16.23
			PRINCIPAL-JAN 001.6020.3590	10.94
			PRINCIPAL-JAN 004.8310.3590	107.05
			PRINCIPAL-JAN 006.8400.3590	29.77

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
84406	1/4/2022	000176 PRINCIPAL LIFE INSURANCE CO	(Continued)	
			PRINCIPAL-JAN	
			010.3830.3590	31.32
			PRINCIPAL-JAN	
			012.8500.3590	8.13
			PRINCIPAL-JAN	
			016.8540.3590	8.13
			PRINCIPAL-JAN	
			023.3890.3590	4.68
			PRINCIPAL-JAN	
			024.8470.3590	0.86
			PRINCIPAL-JAN	
			041.9500.3590	13.86
			PRINCIPAL-JAN	
			042.9510.3590	28.07
			PRINCIPAL-JAN	
			070.7000.3590	28.71
			Total :	**801.47**
84407	1/4/2022	000197 U.S. BANK	2017 TARB ADMIN 10/21-09/22	
			2017 TARB ADMIN 10/21-09/22	
			089.8090.4554	2,200.00
			Total :	**2,200.00**
84408	1/4/2022	000203 SOUTHERN CALIFORNIA EDISON	TRAFFIC SIG PALM/CYPRESS-DEC	
			TRAFFIC SIG PALM/CYPRESS-DEC	
			004.8310.4580	66.54
			SIGNALS-DEC	
			SIGNALS-DEC	
			004.8310.4580	3,035.36
			Total :	**3,101.90**
84409	1/4/2022	000204 SOCALGAS	STATION #2-DEC	
			STATION #2-DEC	
			028.2050.4020	97.14
			STATION #2-DEC	
			029.2100.4020	97.14
			STATION #3-DEC	

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84409	1/4/2022	000204 SOCALGAS	(Continued)		
			STATION #3-DEC		
			028.2050.4020		88.96
			STATION #3-DEC		
			029.2100.4020		88.96
				Total :	**372.20**
84410	1/4/2022	000207 KONICA MINOLTA	COPIER MAINT-DEC		
			COPIER MAINT-DEC		
			001.2000.4205		10.94
			COPIER MAINT-DEC		
			042.9510.4205		1,122.38
				Total :	**1,133.32**
84411	1/4/2022	000226 UNUM LIFE INSURANCE	LONG TERM DISABILITY-JAN		
			LONG TERM DISABILITY-JAN		
			001.1180		644.30
			LONG TERM DISABILITY-JAN		
			004.1180		58.23
			LONG TERM DISABILITY-JAN		
			006.1180		18.50
			LONG TERM DISABILITY-JAN		
			010.1180		37.00
			LONG TERM DISABILITY-JAN		
			041.1180		25.53
			LONG TERM DISABILITY-JAN		
			070.1180		55.13
				Total :	**838.69**
84412	1/4/2022	000824 J & M TROPHIES	PLAQUE NAME PLATES		
			PLAQUE NAME PLATES		
			001.1000.4200		47.85
				Total :	**47.85**
84413	1/4/2022	001527 STERICYLCE INC.	SHREDDING SERVICES		
			SHREDDING SERVICES		
			001.1200.4626		93.81
				Total :	**93.81**

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84414	1/4/2022	002511 RECORDER-CLERK CO OF SB	DOCUMENT RECORDING SERVICES		
			DOCUMENT RECORDING SERVICES		
			001.1200.4506		100.00
			DOCUMENT RECORDING SERVICES		
			DOCUMENT RECORDING SERVICES		
			001.1200.4506		20.00
			DOCUMENT RECORDING SERVICES		
			DOCUMENT RECORDING SERVICES		
			001.1200.4506		40.00
			DOCUMENT RECORDING SERVICES		
			DOCUMENT RECORDING SERVICES		
			001.1200.4506		40.00
			DOCUMENT RECORDING SERVICES		
			DOCUMENT RECORDING SERVICES		
			001.1200.4506		60.00
			DOCUMENT RECORDING SERVICES		
			DOCUMENT RECORDING SERVICES		
			001.1200.4506		20.00
				Total :	**280.00**
84415	1/4/2022	003073 EWING IRRIGATION PRODUCTS INC	COMMUNITY PARK IRRIGATION SUPPLIES		
			COMMUNITY PARK IRRIGATION SUPPLIES		
			001.6000.4206		192.75
				Total :	**192.75**
84416	1/4/2022	003834 ALAPALM ANIMAL HOSPITAL	VOUCHER 22-0006		
			VOUCHER 22-0006		
			001.2200.4344		50.00
				Total :	**50.00**
84417	1/4/2022	004206 #1 SON PLUMBING	PLUMBING REPAIR-CITY HALL		
			PLUMBING REPAIR-CITY HALL		
			042.9510.4070		3,885.51
				Total :	**3,885.51**
84418	1/4/2022	004206 #1 SON PLUMBING	LMD 16: ANNUAL BACKFLOW PREVENTER TEST &		
			LMD 16: ANNUAL BACKFLOW PREVENTER TEST		
			012.8500.4030		40.00
			LMD 17: ANNUAL BACKFLOW PREVENTER TEST &		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
84418	1/4/2022	004206 #1 SON PLUMBING	(Continued)	
			LMD 17: ANNUAL BACKFLOW PREVENTER TEST 012.8500.4030	120.00
			LMD 63: ANNUAL BACKFLOW PREVENTER TEST & LMD 63: ANNUAL BACKFLOW PREVENTER TEST 012.8500.4030	40.00
			LMD 61: ANNUAL BACKFLOW PREVENTER TEST & LMD 61: ANNUAL BACKFLOW PREVENTER TEST 012.8500.4030	40.00
			LMD 34: ANNUAL BACKFLOW PREVENTER TEST & LMD 34: ANNUAL BACKFLOW PREVENTER TEST 012.8500.4030	40.00
			LMD 43: ANNUAL BACKFLOW PREVENTER TEST & LMD 43: ANNUAL BACKFLOW PREVENTER TEST 012.8500.4030	40.00
			Total :	**320.00**
84419	1/4/2022	004206 #1 SON PLUMBING	SEELEY PARK ANNUAL BACKFLOW PREVENTER TE SEELEY PARK ANNUAL BACKFLOW PREVENTER 016.8540.4030	80.00
			FS#2: ANNUAL BACKFLOW PREVENTER TEST & C FS#2: ANNUAL BACKFLOW PREVENTER TEST & 028.2050.4030	30.00
			FS#2: ANNUAL BACKFLOW PREVENTER TEST & 029.2100.4030	30.00
			FS#3: ANNUAL BACKFLOW PREVENTER TEST & C FS#3: ANNUAL BACKFLOW PREVENTER TEST & 028.2050.4030	30.00
			FS#3: ANNUAL BACKFLOW PREVENTER TEST & 029.2100.4030	30.00
			LMD 61: ANNUAL BACKFLOW PREVENTER TEST & LMD 61: ANNUAL BACKFLOW PREVENTER TEST 012.8500.4030	40.00
			CITY HALL: ANNUAL BACKFLOW PREVENTER TES CITY HALL: ANNUAL BACKFLOW PREVENTER 042.9510.4030	40.00
			POLICE DEPT: ANNUAL BACKFLOW PREVENTER T POLICE DEPT: ANNUAL BACKFLOW PREVENTER	

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84419	1/4/2022	004206 #1 SON PLUMBING	(Continued)		
			001.2000.4030 FS#1: ANNUAL BACKFLOW PREVENTER TEST & C		40.00
			FS#1: ANNUAL BACKFLOW PREVENTER TEST & 028.2050.4030 FS#1: ANNUAL BACKFLOW PREVENTER TEST &		20.00
			029.2100.4030 MEMORIAL PARK: ANNUAL BACKFLOW PREVENTER		20.00
			MEMORIAL PARK: ANNUAL BACKFLOW 001.6000.4030 CUNNINGHAM PARK: ANNUAL BACKFLOW PREVENT		40.00
			CUNNINGHAM PARK: ANNUAL BACKFLOW 016.8540.4030		40.00
				Total :	**440.00**
84420	1/4/2022	004697 CHEMCO PRODUCTS COMPANY	CHEMICAL FEEDER SYSTEM MONITORING CHEMICAL FEEDER SYSTEM MONITORING 001.6000.4588		440.16
				Total :	**440.16**
84421	1/4/2022	004939 GUARDIAN	DENTAL-JAN DENTAL-JAN 001.1160		914.20
			DENTAL-JAN 004.1160		221.93
			DENTAL-JAN 006.1160		14.13
			DENTAL-JAN 010.1160		108.08
			DENTAL-JAN 012.1160		9.63
			DENTAL-JAN 016.1160		9.63
			DENTAL-JAN 024.1160		1.78
			DENTAL-JAN 041.1160 DENTAL-JAN		30.27

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84421	1/4/2022	004939 GUARDIAN	(Continued)		
			042.1160		
			DENTAL-JAN		19.25
			070.1160		
					15.74
				Total :	**1,344.64**
84422	1/4/2022	004956 FIDELITY SECURITY	VISION-JAN		
			VISION-JAN		
			001.1160		146.51
			VISION-JAN		
			004.1160		31.79
			VISION-JAN		
			006.1160		7.61
			VISION-JAN		
			010.1160		15.21
			VISION-JAN		
			012.1160		5.18
			VISION-JAN		
			016.1160		5.18
			VISION-JAN		
			024.1160		0.41
			VISION-JAN		
			041.1160		1.64
			VISION-JAN		
			042.1160		10.36
			VISION-JAN		
			070.1160		3.59
				Total :	**227.48**
84423	1/4/2022	005121 NTS MIKEDON, LLC	PERMA PATCH		
			PERMA PATCH		
			004.8310.4206		2,208.88
				Total :	**2,208.88**
84424	1/4/2022	005337 VAN LANT & FANKHANEL, LLP	CITY AUDIT 2020/2021		
			CITY AUDIT 2020/2021		
			001.1700.4510		21,400.00

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84424	1/4/2022	005337 005337 VAN LANT & FANKHANEL, LLP	(Continued)	Total :	**21,400.00**
84425	1/4/2022	005516 BASE HILL, INC.	CITY HALL-DEC		
			CITY HALL-DEC		
			042.9510.4504		1,562.00
			COUNCIL CHAMBERS-DEC		
			042.9510.4504		311.00
			COMMUNITY PARK-DEC		
			001.6000.4504		1,950.00
			AURANTIA PARK-DEC		
			001.6000.4504		1,454.00
			POLICE DEPT-DEC		
			001.2000.4504		1,080.00
				Total :	**6,357.00**
84426	1/4/2022	005869 DOPP PROPERTY SERVICES	SECURE PROPERTY-7492/7500 LYNWOOD AVE		
			SECURE PROPERTY-7492/7500 LYNWOOD AVE		
			001.4600.4557		815.00
				Total :	**815.00**
84427	1/4/2022	006016 MARTIN A SOLORZANO	SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			030.8495.4349		7,500.00
			RETURNED DEPOSIT FEE		
			001.1700.4400		12.00
				Total :	**7,512.00**
84428	1/4/2022	006046 LEITE, DAVID	REIMB BP#20211292		
			REIMB BP#20211292		
			001.1450.7600		936.75
			REIMB BP#20211292		
			001.1450.7620		6.50
			REIMB BP#20211292		
			001.1450.7630		2.00
			REIMB BP#20211292		
			008.8340.9543		2.30
				Total :	**947.55**
28 Vouchers for bank code :		wfb		Bank total :	**68,497.94**

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
28	Vouchers in this report		Total vouchers :	68,497.94

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
1002017458	1/4/2022	000004 PUBLIC EMPLOYEE RETIREMENT SYS	PERS HEALTH-JAN	
			PERS HEALTH-JAN	
			001.1150	11,264.36
			PERS HEALTH-JAN	
			004.1150	1,683.84
			PERS HEALTH-JAN	
			006.1150	501.70
			PERS HEALTH-JAN	
			010.1150	1,131.35
			PERS HEALTH-JAN	
			012.1150	192.96
			PERS HEALTH-JAN	
			016.1150	192.96
			PERS HEALTH-JAN	
			041.1150	323.08
			PERS HEALTH-JAN	
			070.1150	308.37
			PERS HEALTH-JAN	
			001.1450.3511	53.67
			PERS HEALTH-JAN	
			041.9500.3515	2,200.00
			Total :	**17,852.29**
1002017459	1/4/2022	000004 PUBLIC EMPLOYEE RETIREMENT SYS	REPLACEMENT BENEFIT CONTRIBUTION 2022	
			REPLACEMENT BENEFIT CONTRIBUTION 2022	
			001.1450.3560	3,401.64
			Total :	**3,401.64**
2 Vouchers for bank code : wfb			Bank total :	**21,253.93**
2 Vouchers in this report			Total vouchers :	**21,253.93**

STAFF REPORT

TO THE CITY COUNCIL

DATE: January 11, 2022

FROM: Joseph A. Hughes, City Manager

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

SUBJECT: Treasurer's Report for November 2021

RECOMMENDATION: City Council to receive and file the Treasurer's Report for November 2021

FISCAL IMPACT: Cash and Investments:

General Fund	$ 5,873,411.29
Special Revenue Funds	$34,458,583.29
Internal Service Funds	$ 4,289,343.89
Capital Projects Funds	$19,964,493.28
Agency Funds	$ 1,461,673.78
Housing Authority Fund	$ 3,680,502.89
SARDA Funds	$ 2,649,343.20

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. 6

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

JB Hughes

City Clerk

City Manager

CITY OF HIGHLAND
Treasurer's Report
as of November 30, 2021

CASH AND BANK ACCOUNTS:

Cash on Hand-Office Petty Cash & Change Fund Accounts	1,150.00
Wells Fargo Checking-Account #*******236	18,539,321.19

DESCRIPTION	MATURITY PERIOD	YIELD	PAR VALUE	ORIGINAL COST
INVESTMENTS: LOCAL GOVERNMENT INVESTMENT POOLS				
California Treasurer's Local Agency Investment Fund (LAIF)	n/a	0.203%		
General Fund			4,582,063.58	
Special Revenue Funds			18,112,059.00	
Internal Service Funds			4,532,805.00	
Capital Projects Funds			13,491,591.00	
Total City LAIF Funds				40,718,518.58
Housing Authority Fund			3,552,997.89	
Total Housing Authority LAIF Funds				3,552,997.89
Total LAIF Funds				44,271,516.47

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 October 2021 on-line for listing of investments.
5) Market Value is based on the September 30, 2021 applicable percentage of 0.999873661.
6) Market Value is $44,265,923.25 ($44,271,516.47 x 0.999873661).

California Asset Management Program (CAMP)	n/a	0.050%		
General Fund			131,774.51	
Special Revenue Funds			1,554,198.00	
Capital Projects Funds			5,700,267.00	
Total CAMP Funds				7,386,239.51
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 #8AMMF0AP6	n/a	0.00%	86,405.43	86,405.43
Fire Protection Expense Fund #128262-012				
US Bank Money Market Account CUSIP #8AMMF0AP6	n/a	0.00%	57,492.00	57,492.00
Police Protection Expense Fund #128262-013				
US Bank Money Market Account CUSIP #8AMMF0AP6	n/a	0.00%	21,264.22	21,264.22
Community Facilities District (CFD) 2001-1				
Special Tax Fund #217795000				
US Bank Money Market Account CUSIP #8AMMF0AP6	n/a	0.00%	54,688.06	54,688.06
Interest Account #217795001				
US Bank Money Market Account CUSIP #8AMMF0AP6	n/a	0.00%	-	-
Principal Account #217795002				
US Bank Money Market Account CUSIP #8AMMF0AP6	n/a	0.00%	-	-
Administrative Expense Account #217795003				
US Bank Money Market Account CUSIP #8AMMF0AP6	n/a	0.00%	12,266.48	12,266.48
Costs of Issuance Fund #217795005				
US Bank Money Market Account CUSIP #8AMMF0AP6	n/a	0.00%	12,519.17	12,519.17
Community Facilities District (CFD) 2007-1				
Administrative Expense Fund #260722000				
US Bank Money Market Account CUSIP #8AMMF0390	n/a	0.00%	7,285.89	7,285.89
Fire Expense Fund #260722001				
US Bank Money Market Account CUSIP #8AMMF0390	n/a	0.00%	1,805.88	1,805.88
Police Expense Fund #260722002				
US Bank Money Market Account CUSIP #8AMMF0390	n/a	0.00%	668.45	668.45
TOTAL INVESTMENTS US BANK (COMMUNITY FACILITIES DISTRICTS)				254,395.58

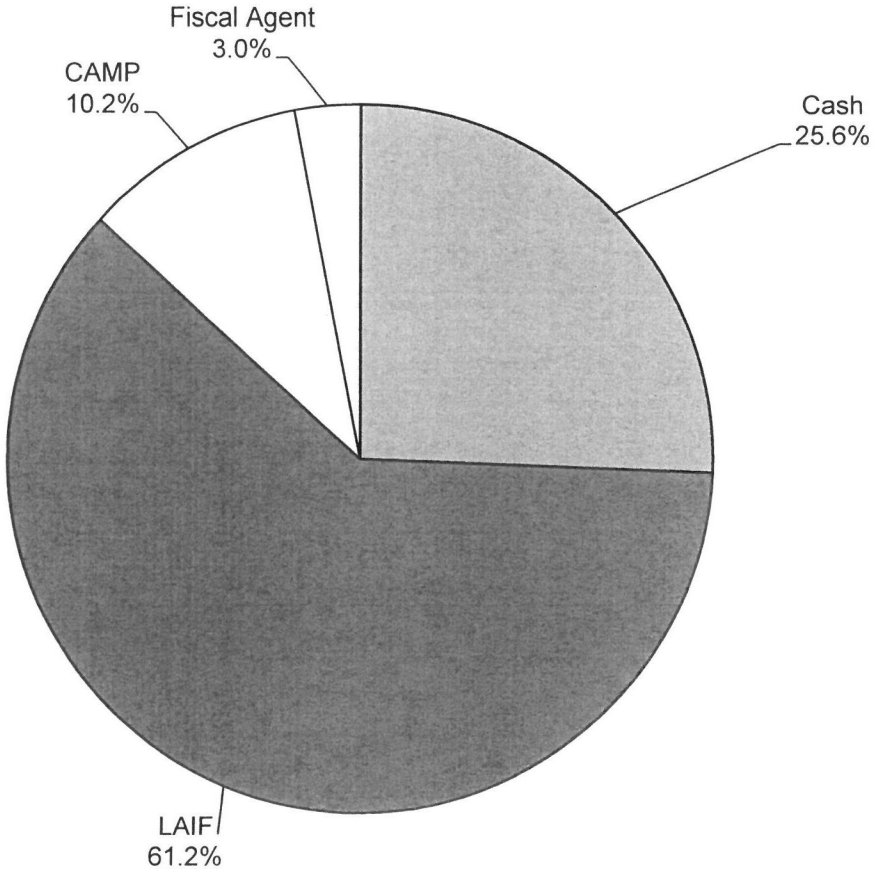
DESCRIPTION	MATURITY PERIOD	YIELD	PAR VALUE	ORIGINAL COST
INVESTMENTS: FISCAL AGENT ACCOUNTS (continued)				
US Bank Corporate Trust Services (SARDA)				
2004B Tax Allocation Refunding Bonds				
Special Fund 786709001				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	258,671.36	258,671.36
Interest Fund 786709002				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	3.22	3.22
Principal Fund 786709003				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
Reserve Fund 786709004				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.01%	176,426.31	176,426.31
2015A Tax Allocation Refunding Bonds				
Special Fund 268777000				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.01%	519,154.38	519,154.38
Interest Fund 268777001				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	33.12	33.12
Principal Fund 268777002				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
Reserve Fund 268777004				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.01%	956,935.01	956,935.01
Expense Account 268777006				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	13,504.71	13,504.71
2017 Tax Allocation Refunding Bonds				
Debt Service Fund 259928000				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	0.76	0.76
Interest Fund 259928001				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
Principal Fund 259928002				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
TOTAL INVESTMENTS US BANK (SARDA)				1,924,728.87
TOTAL CASH AND INVESTMENTS				**72,377,351.62**

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.

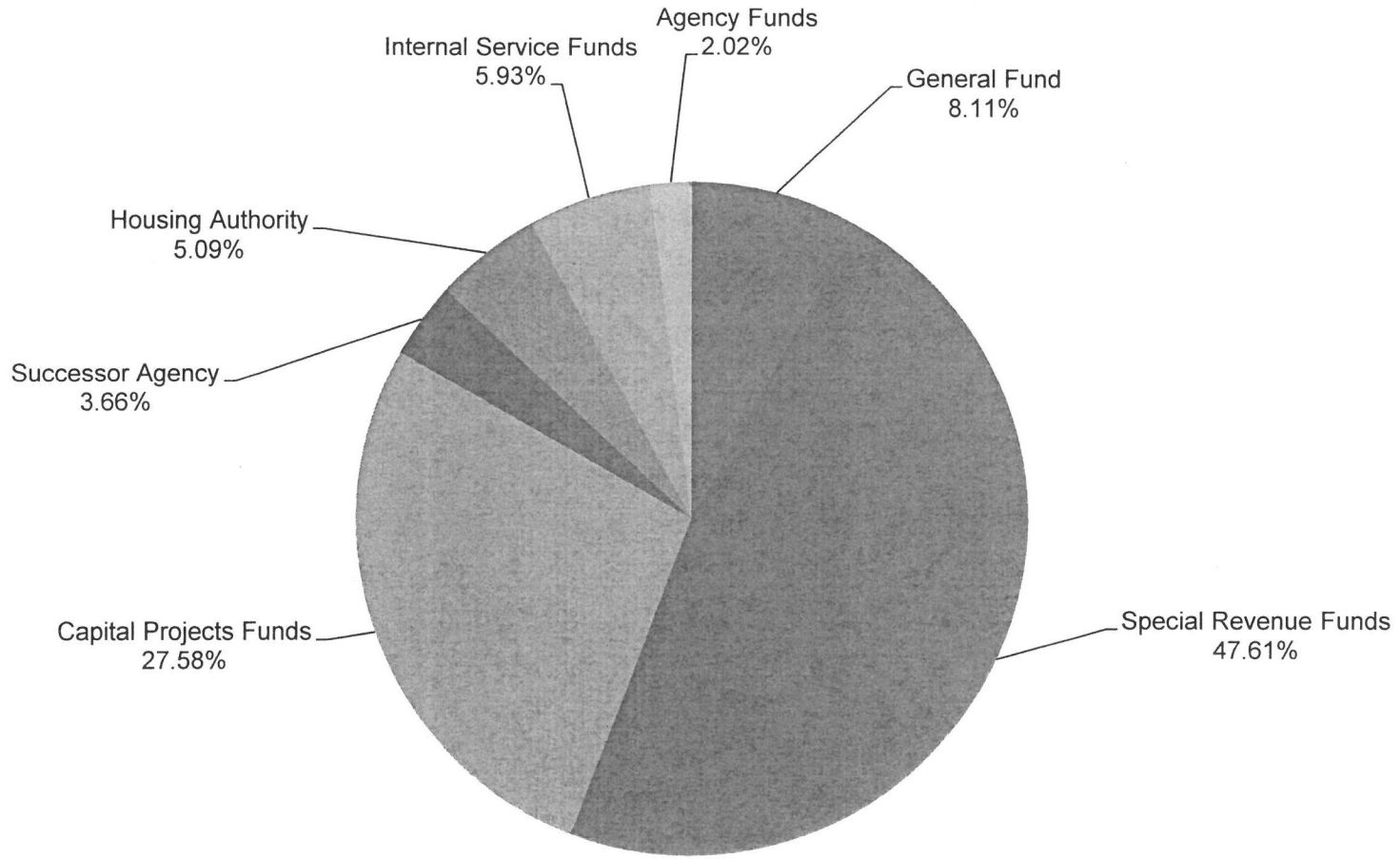
SIGNED: _____
Joseph A. Hughes
CITY MANAGER

SIGNED: _____
Chuck Dantuono
DIRECTOR OF ADMINISTRATIVE SERVICES/CITY TREASURER

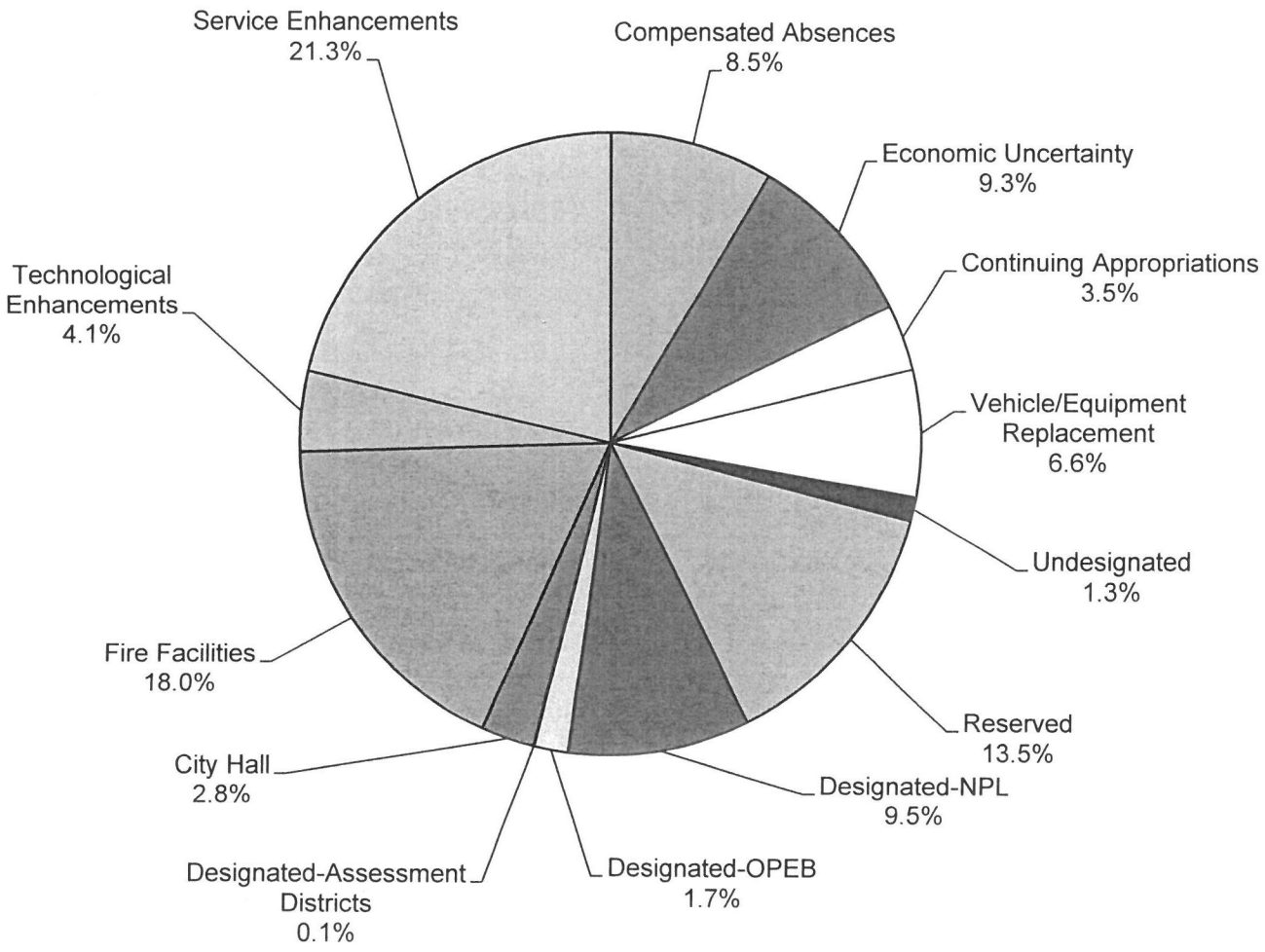
Treasurer's Report



Cash & Investments



General Fund Reserves



STAFF REPORT

TO THE CITY COUNCIL

DATE: January 11, 2022

FROM: Joseph Hughes, City Manager

PREPARED BY: Betty Hughes, MMC, City Clerk

SUBJECT: Records Destruction Authorization

RECOMMENDATION: That the City Council approve the destruction of certain records.

FISCAL IMPACT: Minimal – utilizing existing service with Shred-It.

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: In compliance with the city-wide records retention schedule adopted by the City Council on February 25, 2020, the Director of Administrative Services requests approval to destroy the records. The list has been reviewed and approved by the City Attorney.

The following records shall be retained for six years after audit and may be subsequently destroyed. Staff is requesting approval be given to destroy records in this category which are dated for tax years 2006-2010.

1. IRS Tax Forms (W2)
2. Time Cards/Sheets
3. IRS Tax Forms (1099, 1096)

The following records shall be retained for five years after audit and may be subsequently destroyed. Staff is requesting approval be given to destroy records in this category which are dated for tax years 2006-2010.

1. Payroll Reports
2. Payroll, Tax Reports

Approved _____ Motion _____ Second _____ Agenda Item No. 7

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

B Hughes

City Clerk

City Manager

The following records shall be retained for two years after audit and may be subsequently destroyed. Staff is requesting approval be given to destroy records in this category which are dated for tax years 2006-2010.

1. Reports, Labor Distribution

The following records shall be retained for five years after termination and may be subsequently destroyed. Staff is requesting approval be given to destroy records in this category which are dated for years 2006-2010.

1. Retirement

CITY OF HIGHLAND

RECORDS DESTRUCTION FORM

DEPARTMENT/DIVISION	Total # of Boxes:
Human Resources	7

DEPARTMENT HEAD APPROVAL:	DESTRUCTION METHOD:
I hereby certify that the records to be disposed of are in compliance with the current retention schedule for the City of Highland. I certify these records are not the subject of any claim, litigation, investigation or audit.	The scheduled records listed below are to be disposed of in the manner checked below: ☒ Shredding (outside vendor) ☐ Discard
Department Head Signature: _____ Date: 12/7/2021	

A. Description of Record(s)	B. Inclusive Dates of Documents
IRS Tax Forms (W-2)	Tax years 2006-2010
Payroll Reports	Tax years 2006-2010
Payroll, Tax Reports	Tax years 2006-2010
Reports, Labor Distribution	Tax years 2006-2010
Retirement	Tax years 2006-2010
Time Cards/Sheets	Tax years 2006-2010

APPROVALS:

_____ _____

City Attorney Date

I certify that such destruction meets the requirements of the City's Records Retention Schedule approved by City Council Resolution No. 2020-008.

_____ _____

City Clerk Date

C:\MyFiles\WPDATA\Forms\destroy records and disposal form.wpd

CITY OF HIGHLAND

RECORDS DESTRUCTION FORM

DEPARTMENT/DIVISION	Total # of Boxes:
Finance/Accounting	1

DEPARTMENT HEAD APPROVAL:	DESTRUCTION METHOD:
I hereby certify that the records to be disposed of are in compliance with the current retention schedule for the City of Highland. I certify these records are not the subject of any claim, litigation, investigation or audit. Department Head Signature _____ Date 12/17/2021	The scheduled records listed below are to be disposed of in the manner checked below: ☒ Shredding (outside vendor) ☐ Discard

A. Description of Record(s)	B. Inclusive Dates of Documents
IRS forms (1099 & 1096)	Tax years 2006-2010

APPROVALS:

_____ _____

City Attorney Date

I certify that such destruction meets the requirements of the City's Records Retention Schedule approved by City Council Resolution No. 2020-008.

_____ _____

City Clerk Date

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STAFF REPORT

TO THE CITY COUNCIL

DATE: January 11, 2022

FROM: Joseph Hughes, City Manager

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

PREPARED BY: Alondra Muñoz – Engineering Technician II AM

SUBJECT: Notice of Completion – Project Nos. str11005 & str11006 (Bid No. 2020-05, "Federal Funded Safe Routes to School Projects")

RECOMMENDATION: It is recommended that the City Council:

1. Accept Project Nos. str11005 & str11006 (Bid No. 2020-05, "Federal Funded Safe Routes to School Projects") 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 $1,456,569.00. The final contract amount is $1,586,955.20, with a $130,426.20 (9%) increase based on final quantities and negotiated contract change orders.

On October 12, 2021, the City Council approved contract change orders up to 12% of the original construction contract with DM Contracting, Inc. (DM). However, the final contract amount with DM only increased the original contract by 9% contingency. Below is the construction funding sources breakdown by project:

Funding	str11005	str11006
Federal SRTS Grant	$ 354,009.00	$ 503,135.00
Federal Earmark Grant	$ 148,353.00	$ 39,959.61
Measure I Local Street Pass-thru	$ 109,215.52	$ 242,882.08
In-Lieu Development	$ 100,850.39	$ 45,400.00
2004 RDA Bond Proceeds	$ 9,337.22	$ 33,853.38
	$ 721,765.13	$ 865,230.07

Approved _____ Motion _____ Second _____ Agenda Item No. 8

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

B Hughes

City Clerk

City Manager

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: This project entails two separate projects as follows:

1. Project str11005 (Bid Schedule I) – This project consists of new curbs, gutter, sidewalk and match up paving on two segments of 9th Street between Central Avenue and Drummond Avenue, and a short segment of Cunningham Street and Hillview Street north of 9th Street. The project also includes a new pedestrian crosswalk with in-roadway warning lights, advance warning beacons, and handicap ramps on Church Avenue near the intersection of Norwood Street.

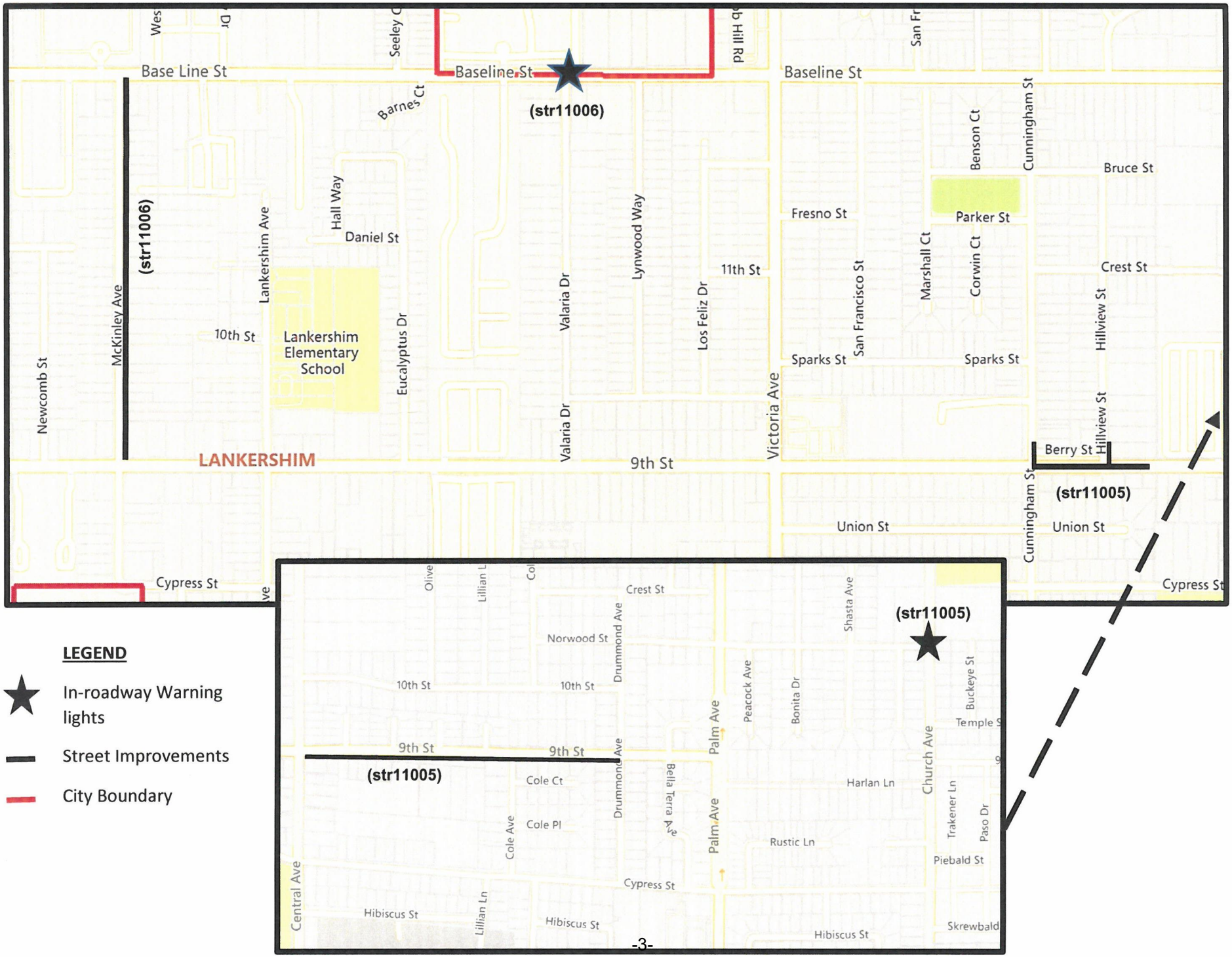
2. Project str11006 (Bid Schedule II) – This project consists of new curbs, gutter, sidewalk and match up paving on McKinley Street between 9th Street and Base Line. The project also includes a new pedestrian crosswalk with in-road warning lights, advance warning beacons, and handicap ramps on Base Line at the intersection of Valeria Drive.

Construction of the project has been completed by DM, and the project is ready for City Council acceptance.

Attachments: (1) Location Map
(2) Notice of Completion

M:\PUBWRK\str11005 9th Street SRTS Improvements Cunningham to Palm\Construction\Notice of Completion Stf Rpt 12-14-21.doc

PROJECT LOCATION MAP
9TH STREET & MCKINLEY AVENUE SAFE ROUTES TO SCHOOL
STR11005 & STR11006



LEGEND

- In-roadway Warning lights
- Street Improvements
- City Boundary

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 November 29, 2021.
5. The work of improvement completed is described as follows: Bid No. 2020-05, "Federal Funded Safe Routes to School Projects (Project Nos. str11005 & str11006)".
6. The name of the original contractor for such work of improvement is DM Contracting, Inc.
7. The property on which said work of improvement is located on various streets in the City of Highland.

DATE: January 11, 2022

_____
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.

January 11, 2022; Highland, CA
Date and Place

_____
Larry McCallon
Mayor, City of Highland

STAFF REPORT

TO THE CITY COUNCIL

DATE: January 11, 2022

FROM: Betty Hughes, MMC, City Clerk

PREPARED BY: Joseph Hughes, City Manager

SUBJECT: Second Reading of Ordinance No. 452 Designating the Location of Regular Meetings and Proposed Resolution No. 2022-_____ Setting the Date and Time for Regular City Council Meetings

RECOMMENDATION: That the City Council:

1) Conduct a second reading, read by title only, and waive further reading of Ordinance No. 452 designating the location of regular meetings of the City Council and rescinding Ordinance No. 236; and
2) Adopt Resolution No. 2022-_____ setting the date and time for regular City Council meetings and readopting rules of procedure for Council meetings and related functions and activities, and repealing Resolution No. 2001-012.

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: On December 14, 2021, the City Council discussed the pros and cons of switching from two regular City Council meetings per month to one regular City Council meeting per month and held its first reading of Ordinance No. 452, designating the location of regular meetings of the City Council. Attached is proposed Resolution No. 2022-_____ setting the date and time for regular City Council meetings to be held on the second Tuesday of each month at 6:00 p.m.

Attachment 1: Ordinance No. 452
Attachment 2: Proposed Resolution & Current Resolution No. 2001-012
Attachment 3: December 14, 2021 Staff Report

Approved _____ Motion _____ Second _____ Agenda Item No. 9

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

B Hugh

City Clerk

City Manager

Attachment 1
Ordinance No. 452

ORDINANCE NO. 452

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, DESIGNATING THE LOCATION OF REGULAR MEETINGS OF THE CITY COUNCIL OF THE CITY OF HIGHLAND AND RESCINDING ORDINANCE NO. 236

WHEREAS, in 1998 the City Council adopted Ordinance No. 236 establishing the days, time and location of the regular meetings of the City Council; and

WHEREAS, Government Code Section 36805 states the City Council shall hold regular meetings at least once a month at times fixed by ordinance or resolutions. It may adjourn any regular meeting or adjourned meeting to a date specified in the order of the adjournment. When so adjourned, the adjourned meeting is a regular meeting for all purposes.

THE CITY COUNCIL OF THE CITY OF HIGHLAND DOES HEREBY ORDAINS AS FOLLOWS:

Section 1. The City Council hereby rescinds Ordinance No. 236.

Section 2. Section 2.04.040 (Venue and time for meetings) of Chapter 2.04 (City Council) of Title 2 (Administration and Personnel) of the Highland Municipal Code is hereby amended to read as follows:

"The regular meetings of the City Council of the City of Highland shall be held at the Donahue Council Chambers, 27215 Base Line, Highland, California 92346, at 6 p.m. on Tuesdays based on a schedule set forth by Resolution No. _____ of the City Council."

Section 3. This Ordinance shall take effect thirty (30) days after adoption.

Section 4. Prior to the expiration of fifteen (15) days after its passage, this Ordinance shall be published and/or posted in at least three (3) public places designated by Resolution of the City Council of the City of Highland.

Section 5. The City Clerk shall certify to the adoption of this Ordinance.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council of the City of Highland this 11th day of January, 2022.

_____
Larry McCallon
Mayor

ATTEST:

_____
Betty Hughes, MMC
City Clerk

Attachment 2
Proposed Resolution and Current Resolution No. 2001-012

RESOLUTION NO. 2022-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, REPEALING RESOLUTION 2001-12, AND SETTING THE DATE AND TIME FOR REGULAR CITY COUNCIL MEETINGS, AND READOPTING RULES OF PROCEDURE FOR COUNCIL MEETINGS AND RELATED FUNCTIONS AND ACTIVITIES

THE CITY COUNCIL OF THE CITY OF HIGHLAND DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The City Council hereby repeals Resolution No. 2001-012.

SECTION 2. The City Council hereby sets the day and time of regular City Council meetings and adopts the following rules and procedures for the conduct of City Council meetings.

PURPOSE: The purpose and intent of the City Council in adopting these rules is to provide guidelines relating to the conduct of public business by or on behalf of the City Council, and in the event of any non-compliance with, or violation of, any provision herein, such will not be deemed to affect the validity of any action taken, unless otherwise specifically provided by law.

1. CITY COUNCIL MEETINGS

All meetings of the City Council shall be held within the corporate limits of the City unless otherwise permitted by State Law.

1.1 REGULAR MEETINGS

The City Council of the City of Highland shall hold regular meetings in the place specified in Ordinance No. 452, at the Donahue Council Chambers, 27215 Base Line, Highland, CA 92346. Effective March 1, 2022, the regular City Council meetings will be held on the second Tuesday of each month at 6:00 p.m. If the day for a regular meeting of the Council falls on a legal holiday, no meeting shall be held on such holiday, but a regular meeting shall be held at the same hour on the next succeeding business day thereafter that is not a holiday.

1.2 ADJOURNED MEETINGS

Any meeting may be adjourned to a time, place and date certain, but not beyond the next regular meeting. Once adjourned, the meeting may not be reconvened.

1.3 SPECIAL MEETINGS

Special Meetings may be called by the Mayor or majority of Council Members on at least 24-hour notice, as set forth in Section 54956 of the Government Code of the State of California. Only matters contained in the notice may be considered and no ordinances (other than urgency ordinances) may be adopted, although an ordinance may be introduced at a special meeting.

1.4 STUDY SESSIONS

Members of Council may meet in Study Session as deemed necessary (See Section 10.1).

1.5 NOTICE OF MEETINGS

Notice to the City Council of Regular Meetings is not required. Mailed or personally delivered notice is required of Special Meeting and Study Session, unless otherwise waived. Mailed and posted notice is required of meetings adjourned by the City Clerk. Posted notice is required of all other adjourned meetings (Government Code Section 54956).

1.6 QUORUM

Unless otherwise required by law or provided for by Resolution, a majority of the Council shall be sufficient to do business and motions may be passed 2-1 if only 3 attend. However, the following matters require three affirmative votes:

A) Adoption of Ordinances;
B) Resolutions granting franchises; and
C) Orders for payment of money.

1.6.1 LEGALLY REQUIRED PARTICIPATION

If a majority of the Council shall be disqualified to vote on a matter by reason of actual or apparent conflicts of interest, the Council shall select by lot or other means of random selection, or by such other impartial and equitable means as the Council shall determine, that number of its disqualified members which, when added to the members eligible to vote, shall constitute a quorum, with a sufficient number of members to act on the matter.

1.7 MEETINGS TO BE PUBLIC

Study Sessions and all Regular, Adjourned or Special Meetings of the City Council shall be open to the public, provided however, the Council may hold Closed Sessions from which the public may be excluded for the consideration of any matter as allowed by Government Code Section 54957 et seq.

1.8 MEETING TIME LIMITATION

Any public agenda item(s) which have not been initiated by 11:00 p.m. will be continued either to a Special Meeting, Adjourned Meeting, or the next regularly scheduled City Council meeting. Any item initiated before 11:00 p.m. on which a conclusion has not been reached by 11:30 p.m. will be continued to the next regularly scheduled meeting, Special Meeting or Adjourned Meeting. The time limitation can be extended by a unanimous vote of the City Council.

2. ORDER OF BUSINESS

2.1 AGENDA

(a) The order of business of each meeting shall be as contained in the agenda prepared by the City Clerk. The agenda shall be a listing by topic of the subjects which shall be taken up for consideration in substantially the following order unless otherwise determined by the City Manager to be in the interest of orderly conduct of the City's business:

Call to Order
Invocation
Flag Salute
Roll Call
Report from Closed Session
Special Presentations
Community Input
Consent Calendar
Public Hearings
Legislative
Announcements
Closed Session
Adjournment

(b) Except with majority consent of the Council, items may not be taken out of order.

(c) Except as specifically noticed for a different time, the first public hearing on the agenda at a Regular Meeting of the City Council shall commence at 6:00 p.m., or as soon thereafter as the City Council may conveniently hear the matter.

(d) No matters other than those listed on the agenda and briefly described in accordance with Government Code Section 54954.2 shall be finally acted upon by the Council, provided however that the Council may take action on items of business which do not appear on the posted agenda under any of the following conditions or circumstances:

(1) Upon a determination by a majority vote of the Council that an emergency situation exists, as defined in Section 54956.5 of the California Government Code.

(2) Upon a determination by a two-thirds vote of the Council, or if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the City subsequent to the agenda being posted as specified in subdivision (a) of Government Code Section 54954.2.

(3) The item was posted pursuant to Government Code Section 54954.2(a) for a prior meeting of the Council occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

2.2 ROLL CALL

Before proceeding with the business of the Council, the City Clerk shall call the roll of the Council Members and the names of those present shall be entered in the Minutes. The order of roll call shall be in alphabetical order by last name.

2.3 APPROVAL OF MINUTES

Unless requested by a majority of the City Council, Minutes of the previous meeting may be approved without public reading if the City Clerk has previously furnished each Council Member with a copy thereof.

2.4 PUBLIC HEARINGS

Generally, public hearings, other than those of a quasi-judicial nature, shall be conducted in the following order:

Hearing Opened by Mayor
Staff Review
Questions of Staff by Council
Applicant or Representative Presentation
Questions of Applicant or Representative by Council
Speakers in Favor of Proposal
Speakers in Opposition to Proposal
Applicant or Representative Rebuttal
Hearing Closed by Mayor to Public Testimony
Discussion by Council
Action by Council

(a) Questions or comments from the public shall be limited to the subject under consideration. Depending upon the extent of the agenda, and the number of persons desiring to speak on an issue, the Mayor or Presiding Officer may, at the beginning of the hearing, limit testimony to not less than three (3) minutes per individual. Any person may speak for a longer period of time, upon approval of the City Council, when this is deemed necessary in such cases as when a person is speaking as a representative of a group or has graphics or slide presentations requiring more time.

(b) Quasi-judicial hearings shall be conducted in accordance with the principles of due process, and the City Attorney shall advise the City Council in this regard.

(c) In any hearings before the City Council, notice of which is to be published or posted, if the City Council, or any member thereof, or a proponent or opponent of the matter requests any or all participants in the proceedings testify under oath or affirmation, the making of such request shall be set forth in the notice of hearing. Additionally, the notice of hearing shall state the giving of testimony under oath or affirmation shall be voluntary as to each person wishing to be heard in the matter, and any person who has a question or concern regarding the giving of testimony under oath or affirmation should consult an attorney of his or her own choosing and at his or her own expense. Each person testifying under oath or affirmation in any such proceeding shall, before testifying, state on the record he or she agrees to testify under oath or affirmation in the matter and has had an opportunity to consult with an attorney of his or her own choosing in respect thereto.

2.5 COMMUNITY INPUT

Any person may address the Council on any subject pertaining to City business which is not listed on the agenda during the Community Input portion of each meeting. Such comments shall be limited to not more than three (3) minutes per individual (See Section 5.2).

2.6 CONSENT CALENDAR

Items of routine nature, and non-controversial, shall be placed on the consent calendar. All items may be approved by one blanket motion upon majority roll call vote. Any Council Member may request any item be withdrawn from the consent calendar for separate consideration by providing written notice to the City Clerk or City Manager prior to the commencement of the meeting. However, any Council Member may abstain from voting or vote "No" on any consent calendar item without requesting its removal from the consent calendar, and the City Clerk shall be instructed to record such abstentions or negative votes in the minutes.

2.7 PROCLAMATIONS

Upon receipt of a request by City Officials or staff from an outside organization or person(s) for a Proclamation, the request shall be submitted to the Mayor, City Manager and/or City Clerk, in writing, for inclusion in the agenda of the next regular Council meeting.

In the event of a scheduling problem, the request shall be forwarded to the Mayor, City Manager and/or City Clerk, who will immediately provide copies to the Council. Unless any Council Member requests within 72 hours that the matter be agendized for consideration by the City Council, the Mayor will act on behalf of the City Council.

Depending upon the request, the Proclamation may be presented to the recipient at the next regular Council meeting, or mailed to the requestor, or presented by a Council Member at a specified function only if it is specified that way within the request or within the presentation to the Council, consistent with the circumstances stated in the request.

3. PRESIDING OFFICER

3.1 PRESIDING OFFICER

(a) The Mayor shall be the Presiding Officer at all meetings of the Council. In the absence of the Mayor, the Mayor Pro Tem shall preside. In the absence of both the Mayor and Mayor Pro Tem, the Council shall elect a temporary Presiding Officer to serve until the arrival of the Mayor or the Mayor Pro Tem or until adjournment, whichever first occurs.

(b) The Council shall meet annually to choose one of its number as Mayor and another of its number as Mayor Pro Tem. In the years in which a General Municipal Election is scheduled, such meeting shall be held as soon as possible after the official canvass is received from the County following the election. In the years in which no General Municipal Election is scheduled, such meeting shall be held on the second Tuesday of the month which falls twelve months after the most recent General Municipal Election.

(c) Selection of the Mayor and Mayor Pro Tem shall occur at any regular, special or adjourned meeting of the Council. The City Clerk shall preside at the portion of the Council meeting which is concerned with the nomination for and selection of the Mayor.

(d) Nominations for the office of Mayor or Mayor Pro Tem may be made by any member of the Council and need not be seconded in order to be effective. Each selection shall be by three or more affirmative votes. In the event no person receives three or more votes in the selection process for one or both offices, the selection process shall be repeated immediately provided, however, the two persons receiving the highest number of votes in the preceding selection process shall be the only nominees for the office to be filled. If, upon repeating the selection process for Mayor or Mayor Pro Tem, no person has yet received three affirmative votes for such office, the Council may either repeat the selection process until the officer has been duly selected or may continue the selection to the next regular meeting of the Council.

(e) The Mayor and Mayor Pro Tem selected pursuant hereto shall serve until the next meeting scheduled for selection of Mayor and Mayor Pro Tem pursuant to Section (b) of this Section 3.1, and thereafter until their successors have been duly selected.

(f) The offices of Mayor and Mayor Pro Tem shall be deemed vacant upon the happening of any of the following:

1) The death of the holder of such office;
2) The loss or resignation from membership on the Council by the holder of such office;
3) The acceptance by the Council of the resignation from such office by the holder thereof.

At its first regular meeting after the occurrence of a vacancy created by any of the foregoing events, the Council shall select a successor to such office pursuant to the selection procedures established by this Section 3.1.

3.2 PARTICIPATION OF PRESIDING OFFICER

The Presiding Officer may move, second, and debate from the Chair, subject only to such limitations of debate as are imposed on all Council Members, and he/she shall not be deprived of any of the rights and privileges of a Council Member by reason of his/her acting as a Presiding Officer. However, the Presiding Officer is primarily responsible for the conduct of the meeting. If he/she desires to personally engage in extended debate on questions before the Council, he/she should consider turning the Chair over to another member.

3.3 QUESTION OR MOTION TO BE RESTATED

The Presiding Officer shall verbally restate, or request the City Clerk to restate, each question or motion immediately prior to calling for the vote, as needed. Following the vote the Presiding Officer shall verbally announce whether the question was carried or defeated. The Presiding Officer may also publicly state the effect of the vote for the benefit of the audience before proceeding to the next item of business.

3.4 SIGNING OF DOCUMENTS

The Mayor, or Mayor Pro Tem in the absence of the Mayor, shall sign all documents and/or correspondence which he/she has been instructed to sign or has been adopted by, the City Council. The City Clerk or Deputy City Clerk shall attest to the signature of the Mayor or Mayor Pro Tem.

3.5 MAINTENANCE OF ORDER

The Presiding Officer is responsible for the maintenance of order and decorum at all times. No person is allowed to speak who has not first been recognized by the Presiding Officer. All questions and remarks shall be addressed to the Presiding Officer.

4. RULES, DECORUM, AND ORDER

4.1 POINTS OF ORDER

The Presiding Officer shall determine all Points of Order subject to the right of any member to appeal to the Council. If any appeal is taken, the question shall be, "Shall the decision of the Presiding Officer be sustained?" in which event a majority vote shall govern and conclusively determine such question of order.

4.2 DECORUM AND ORDER - COUNCIL MEMBERS

(a) Any Council Member desiring to speak shall address the Presiding Officer and, upon recognition by the Presiding Officer, shall confine him/herself to the question under debate.

(b) A Council Member may ask questions of staff, and in appropriate cases, staff may direct the questions to the City Manager or the City Attorney to address.

(c) A Council Member, once recognized, shall not be interrupted while speaking unless:

1) Called to order by the Presiding Officer;
2) A Point of Order is raised by another Council Member; or
3) The speaker chooses to yield to questions from another Council Member.

(d) Any Council Member called to order while he/she is speaking shall cease speaking immediately until the question of order is determined. If ruled to be in order, he/she shall be permitted to proceed. If ruled to be not in order, he/she shall remain silent or shall alter his/her remarks so as to comply with the rules of the Council.

(e) Council Members shall accord the utmost courtesy to each other, to City employees, and to the public appearing before the Council and shall refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments and statements as to motives and personalities.

(f) Any Council Member may move to require the Presiding Officer to enforce the rules and the affirmative vote of a majority of the Council shall require him/her to so act.

(g) The City Council shall not prohibit criticism of the policies, procedures, programs, or services of the agency or the acts or omissions of the legislative body or staff. Nothing in this subdivision shall confer any privilege or protection for expression beyond that otherwise provided by law.

4.3 DECORUM AND ORDER - EMPLOYEES

Members of the administrative staff and employees of the City shall observe the same rules of procedure and decorum applicable to members of the Council. The City Manager shall ensure all City employees observe such decorum. Any staff members, including the City Manager, desiring to address the Council or members of the public shall first be recognized by the Presiding Officer. All remarks shall be addressed to the Presiding Officer and not to any one individual Council Member or member of the public.

4.4 DECORUM AND ORDER - PUBLIC

Members of the public attending Council meetings shall observe the same rules of order and decorum applicable to the Council. Any person making impertinent and slanderous remarks or who becomes disruptive while addressing the Council or while attending the Council meeting may be ordered to leave the room if the Sheriff's Deputy is so directed by the Presiding Officer, and such person may be barred from the audience. Unauthorized remarks, stamping of feet, whistles, yells and similar disruptive demonstrations shall not be permitted by the Presiding Officer, who may direct the Sheriff's Deputy to remove such offenders from the room. Aggravated cases shall be prosecuted on appropriate complaint signed by the Presiding Officer.

4.5 ENFORCEMENT OF DECORUM

Upon violation of the rules of decorum described above in this Section 4, the procedure to enforce the rules shall be as follows:

1) **Warning.** The Mayor shall first request that a person who is violating the rules cease such conduct.

2) **Recess.** If, after receiving a request from the Mayor, the person persists in violating the rules, the Mayor shall order a recess. Any representative of law enforcement who is present at the meeting when the violation occurs shall be authorized to warn the person that his or her conduct is violating the rules and that he or she is requested to cease such conduct.

3) **Removal of Disruptive Person.** If upon resumption of the meeting the violation persists so as to disturb, disrupt, or otherwise impede the orderly conduct of the meeting, the Mayor shall have the authority to ask the law enforcement personnel to remove the person from the meeting.

4) **Motion to Enforce.** If the Mayor fails to enforce the rules of decorum set forth herein, any Council Member may move to require the Mayor to do so, and an affirmative vote of three members of the Council shall require the Mayor to do so.

5) **Clearing the Room.** Pursuant to Government Code Section 54957.9, in the event that any meeting is willfully interrupted by a person or group of persons so as to disrupt, disturb or otherwise impede the orderly conduct of such meeting and order cannot be restored by the removal of the individuals who are willfully interrupting the meeting, the City Council may order that the meeting room be cleared and the meeting shall continue in session. The motion to clear the room shall be by a vote of not less than three members of the City Council in favor. Only matters appearing on the agenda may be considered in such a session. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to Government Code Section 54957.9.

6) **Violation of the California Penal Code.** A person or persons who substantially impairs the conduct of a City Council meeting by knowingly and intentionally violating these rules of decorum may be prosecuted under Penal Code Section 403 for disturbing a public meeting. Every person who violates Penal Code Section 403 is guilty of a misdemeanor.

4.6 PERSONAL PRIVILEGE

The right of a member to address the Council on a question of personal privilege shall be limited to cases in which his/her integrity, character, or motives are assailed, questioned or impugned.

4.7 CONFLICT OF INTEREST

All Council Members are subject to the provisions of California Law, such as Chapter 7, Title 9, of the California Government Code, relative to conflicts of interest, and to conflict of interest codes adopted by the Council. Any Council Member prevented from voting because of a conflict of interest shall refrain from debate and voting. Such Council Member shall leave the Council Chambers during debate and voting on the issue.

4.8 LIMITATION OF DEBATE

No Council Member should speak more than once upon one subject until every other member choosing to speak thereon has spoken. No Council Member shall speak for a longer time than five (5) minutes each time he/she has the floor, without the approval of a majority vote of the Council.

4.9 DISSENTS, PROTESTS AND COMMENTS

Any Council Member shall have the right to express dissent from or protest to or comment upon any action of the Council and have the reason entered in the minutes. If such dissent, protest or comment is desired to be entered in the minutes, this should be made clear by language such as, "I would like the minutes to show that I am opposed to this action for the following reasons..."

4.10 RULINGS OF PRESIDING OFFICER FINAL UNLESS OVERRULED

In presiding over Council meetings, the Presiding Officer shall decide all questions of interpretation of these rules, points of order or other questions of procedure requiring rulings. Any such decision or ruling shall be final unless overridden or suspended by majority vote of the Council Members present and voting, and shall be binding and legally effective for purposes of the matter under consideration.

5. ADDRESSING THE COUNCIL

5.1 MANNER OF ADDRESSING THE COUNCIL

(a) Any member of the public desiring to address the Council shall proceed to the podium and wait to be recognized by the Presiding Officer. After being recognized, he/she shall be asked to state his/her name and address for the record.

(b) All remarks and questions shall be addressed to the Presiding Officer and not to any individual Council Member, staff member or other person. During a public hearing all remarks shall be limited to the subject under consideration. No person shall enter into any discussion without being recognized by the Presiding Officer.

(c) Any member of the Council who has been recognized by the Presiding Officer of the Council for such purpose may address or respond to a member of the public who has addressed the Council pursuant hereto. Such address or response shall be exercised only once for each member of the public, shall not exceed three (3) minutes in length and shall be deemed to express the individual position or opinion of the Council Member offering the same and shall not be construed to bind the Council or the City in any manner. Unless otherwise directed by the Council, the restrictions imposed by this Subsection (a) shall apply only to those portions of the Council agenda during which members of the public are permitted to make oral communications to the Council.

5.2 TIME ALLOCATION

Any member of the public desiring to address the Council shall limit his/her statement to three (3) minutes unless further time has been granted by the Presiding Officer in the individual case, or in accordance with Section 2.5.

5.3 ADDRESSING THE COUNCIL AFTER MOTION IS MADE

After a motion has been made, or after a public hearing has been closed, no member of the public shall address the Council without first securing permission by the Mayor.

5.4 LIMITATIONS REGARDING PUBLIC COMMENTS AND REPORTS

The making of oral communications to the Council by any member of the public during the "Community Input" portion of the agenda shall be subject to the following limitations:

5.4.1 At any time, before or after the oral communication is commenced, the Presiding Officer may if he/she deems it preferable, direct the communication be made instead either to the City Manager or other appropriate staff member during regular business hours, or in writing for subsequent submittal to Council Members.

5.4.2 No speaker shall be permitted to address the Council on a topic which is currently before or about to be submitted for consideration by a City Commission, Board or other agency before which the speaker should make his/her presentation, until that latter body has completed its deliberations and taken its final action. In case the speaker should have followed an otherwise available appeal procedure, the Presiding Officer shall not allow oral communications to the Council outside that procedure.

5.4.3 The Presiding Officer may limit the number of speakers heard on non-agenda topics at any single meeting. Those whose presentations are postponed shall be given priority at the next meeting during the "Community Input" portion of the agenda.

5.4.4 If it appears that several speakers desire to speak regarding a single topic, the Presiding Officer may reasonably limit the number speaking as to each side of an issue. In this regard, preference may be given to speakers who represent groups of persons who have designated a spokesperson.

5.4.5 No oral communications shall be allowed by the City Council to include charges or complaints against any employee of the City, regardless of whether such employee is identified in the presentation by name or by any other reference which tends to identify him/her. All charges or complaints against employees shall be submitted to the City Manager for appropriate action, and may also be submitted to members of the Council by written communication.

5.5 WRITTEN CORRESPONDENCE

The City Manager is authorized to receive and open all mail addressed to the Council as a whole and give it immediate attention to the end that all administrative business referred to in said communications, and not necessarily requiring Council action, may be disposed of between Council meetings. A copy of such communication shall be provided to each Council Member marked "Information Only".

Any communication relating to a matter pending, or to be brought before the City Council shall be included in the agenda packet for the meeting at which such item is to be considered.

Letters of appeal from administrative or commission decisions shall be processed under applicable provisions of the Municipal Code or other Ordinances.

Copies of all other communications sent to the Council will be transmitted to them.

5.6 PERSONS AUTHORIZED TO BE WITHIN PLATFORM

No person except City officials shall be permitted within the area in front of the Council table without the invitation or consent of the Presiding Officer.

6. MOTIONS

6.1 PROCESSING OF MOTIONS

When a motion is made and seconded, it shall be stated by the Presiding Officer before debate. A motion so stated shall not be withdrawn by the mover without the consent of the person seconding it.

6.2 MOTIONS OUT OF ORDER

The Presiding Officer may at any time, by majority consent of the Council, permit a member to introduce an Ordinance, Resolution, or motion out of the regular agenda order.

6.3 DIVISION OF QUESTION

If the question contains two or more divisionable propositions, the Presiding Officer may, and upon request of a member shall, divide the subject matter of a motion so that Council members can vote separately on each part.

6.4 PRECEDENCE OF MOTIONS

When a motion is before the Council, no motion shall be entertained except the following, which shall have precedence in the following order:

1) Adjourn
2) Fix Hour of Adjournment
3) Table
4) Limit or Terminate Discussion
5) Amend
6) Postpone

6.5 MOTION TO ADJOURN (Not Debatable)

A motion to adjourn shall be in order at any time, except as follows:

1) When repeated without intervening business or discussion;
2) When made as an interruption of a member while speaking;
3) When discussion has been ended, and vote and motion is pending; and
4) While a vote is being taken.

A motion to adjourn "to another time" shall be debatable only as to the time to which the meeting is adjourned.

6.6 MOTION TO FIX HOUR OF ADJOURNMENT

Such a motion shall be to set a definite time at which to adjourn and shall be undebatable and shall be unamendable except by unanimous vote.

6.7 MOTION TO TABLE

A motion to table shall be used to temporarily by-pass the subject. A motion to table shall be undebatable and shall preclude all amendments or debate of the subject under consideration. If the motion prevails, the matter may be "taken from the table" at any time prior to the end of the next regular meeting.

6.8 MOTION TO LIMIT OR TERMINATE DISCUSSION

Such a motion shall be used to limit or close debate on, or further amendment to, the main motion and shall be undebatable. If the motion fails, debate shall be reopened; if the motion passes, a vote shall be taken on the main motion.

6.9 MOTION TO AMEND

A motion to amend shall be debatable only as to the amendment. A motion to amend an amendment shall be in order, but a motion to amend an amendment to an amendment shall not be in order. An amendment modifying the intention of a motion shall be in order, but an amendment relating to a different matter shall not be in order. A substitute motion on the same subject shall be acceptable, and voted on before a vote on the amendment. Amendments shall be voted on first, then the main motion as amended.

6.10 MOTION TO CONTINUE

Motions to continue to a definite time shall be amendable and debatable as to propriety of postponement and time set.

7. VOTING PROCEDURE

7.1 VOTING PROCEDURE

In acting upon every motion, the vote shall be taken by voice or roll call or any other method by which the vote of each Council Member present can be clearly ascertained. The vote on each motion shall then be entered in full upon the record. The order of voting shall be in alphabetical by last name. The City Clerk shall call the names of members seated when a roll call vote is ordered or required. Members shall respond "yes", "no" or "abstain", provided that when a vote is collectively taken by voice or when a method of voting other than by voice or roll call is used, any Council Member not audibly and clearly responding "no" or "abstain" or otherwise registering an objection shall have his/her vote recorded as "yes".

7.2 ROLL CALL VOTING

Every Ordinance (other than urgency Ordinances) and any Resolutions or orders for franchises or payments of money require three (3) affirmative votes. Urgency Ordinances require four (4) affirmative votes. A roll call vote shall be used for:

1) Urgency Ordinances;
2) Other action requiring a 4/5 vote (some franchise-type actions, override on a protest, etc.); or
3) Consent calendar.

Any other question before the Council shall not require a roll call vote unless demanded by any member, or as otherwise required by State law. It shall not be in order for members to explain their vote during roll call. Any member may change his/her vote before the next order of business.

7.3 FAILURE TO VOTE

Every Council Member should vote unless disqualified for cause. A Council Member who abstains shall, for purpose of the item under consideration, be considered as if absent.

7.4 RECONSIDERATION

Any Council Member who voted with the majority may move for a reconsideration of any action at the same meeting. After a motion for reconsideration has once been acted upon, no other motion for a reconsideration thereof shall be made without unanimous consent of the Council.

7.5 TIE VOTES

Tie votes shall be lost motions. When all Council Members are present, a tie vote on whether to grant an appeal from official action shall be considered a denial of such appeal unless the Council takes other action to further consider the matter. If a tie vote results at a time when less than all members of the Council are present, the matter shall automatically be continued to the agenda of the next regular meeting of the Council, unless otherwise ordered by the Council.

8. RESOLUTIONS

8.1 DEFINITIONS

As a rule of thumb, legislative acts of the City Council (usually a rule of public conduct for long-term application) are taken by Ordinance, whereas more routine business and administrative matters (usually more temporary and transitory in nature) are accomplished by Resolutions. The term "Resolution" in its general sense will denote any action taken affirmatively via a vote of the Council, other than one taken by Ordinance. As used in this City, however, three terms are in general used to denote such (non-Ordinance) actions: "Resolution", "minute order", and "motion" (thereafter recorded by minute entry). Technically, all three are equally as legally effective and binding, but these actions vary in the formality of respective memorialization. The most formal is referred to locally as a "Resolution". In addition to being referenced in the minutes, Resolutions will be recorded by a separate document, numbered in sequence and preserved in a separate set of books. Such "Resolutions" are used in this City for various reasons, such as when specifically required by law, when needed as a separate document to be transmitted to another governmental agency, or where the frequency of future reference back to its contents warrants a separate document (with the additional "whereas" explanatory material it often recites) to facilitate such future reference and research.

A "minute order" as used locally denotes a separate document which is also maintained in a separate set of books, under a system of sequential numbering, and is referenced in the minutes; however the "minute order" is drafted far more briefly than a "Resolution" and is distinguished from a mere minute entry only by the need, in general, to have a separate document to facilitate a certain administrative process to which it pertains.

A "motion" (assuming it passed) is a Council action which is recorded simply by an item entry in the minutes of the meeting at which it was accomplished, and no separate document is made to memorialize it.

8.2 RESOLUTIONS PREPARED IN ADVANCE

Where a Resolution has been prepared in advance, the procedure shall be: motion, second, discussion, vote pursuant to methods prescribed in Section 7.1, and result declared. It shall not be necessary to read a Resolution in full or by title except to identify it. Any member may require the Resolution be read in full.

8.3 RESOLUTIONS NOT PREPARED IN ADVANCE

Where a Resolution has not been prepared in advance, the procedure shall be to instruct the City Manager or the City Attorney to prepare a Resolution for presentation at the next Council meeting.

8.4 URGENCY RESOLUTIONS

In matters of urgency, a Resolution may be presented verbally in motion form together with instructions for written preparation for later execution. After the Resolution has been verbally stated, the voting procedure in 7.2 above shall be followed.

Urgency Resolutions shall be avoided except when absolutely necessary; and shall be avoided entirely when Resolutions are required by law, in improvement acts, zoning matters, or force account work on public projects. Where the Resolution has been drafted in written form, either before or during the meeting, this paragraph shall not be deemed applicable.

9. ORDINANCES

9.1 INTRODUCTION AND ADOPTION OF ORDINANCES

Ordinances shall not be passed within five days of their introduction, or at any meeting other than a regular meeting or at an adjourned regular meeting. However, an urgency Ordinance may be passed immediately upon introduction and either at a regular or special meeting. Except when, after reading the title, further reading is waived by regular motion adopted by unanimous vote of the Council Members present, all Ordinances shall be read in full either at the time of introduction or passage. When Ordinances, other than urgency Ordinances, are altered after introduction, they shall be passed only at a regular or at an adjourned meeting held at least five days after alteration.

Corrections of typographical or clerical errors are not alterations within the meaning of this section.

9.2 EFFECTIVE DATE

All ordinances, except as provided in Section 36937 of the Government Code, shall take effect 30 days after adoption, but may be made operative at such later date as may be designated in the Ordinance.

9.3 PUBLISHING

It shall be the duty of the City Clerk to post or publish all Ordinances in accordance with Section 36933 of the Government Code within 15 days after adoption.

9.4 URGENCY ORDINANCES

All urgency Ordinances must receive four (4) affirmative votes to be adopted and to become effective immediately. If such an Ordinance fails to receive 4/5ths majority, it may thereafter be considered and passed in the same manner as regular Ordinances.

10. STUDY SESSIONS

10.1 SCHEDULE OF STUDY SESSIONS

Council Members able to attend scheduled study sessions will meet for the purpose of discussion of special subjects of immediate concern and meeting and conferring with City Commission, Civic Organizations and City Officials relative to pending City business.

The time for sessions will be as specified by the Council or by the Mayor on individual occasions when appropriate to the convenience of the Council Members, provided when this occurs, written notice shall be provided in accordance with the Government Code.

10.2 OPEN TO THE PUBLIC

Study Sessions shall at all times be open to the public and the news media.

10.3 PURPOSE

Study Sessions are not intended to constitute a meeting of the City Council and they shall be carried on regardless of the number of Council Members in attendance.

At such Study Sessions, no formal action shall be taken, no motions shall be offered, no arguments entered into; the sole purpose of said meetings is to provide background information to members of the Council and to allow Council Members to ask questions and to express personal opinions.

If an item is presented at a study session by a Council member for the purpose of placing it on the agenda of a regular Council meeting, if the majority of the Council Members concur, the item should be placed on the agenda of a Council meeting on a future date.

10.4 AGENDA

The City Manager shall be responsible for preparing an agenda, along with any available supporting information, of items for discussion at each study session.

11. CITY COUNCIL MEETING PREPARATION

11.1 PLACING AN ITEM ON THE AGENDA BY A COUNCIL MEMBER

Any City Council Member may request an item be placed on a future formal meeting agenda by making a request to the City Manager. If the City Manager receives two separate written requests by Council Members requesting to place an item on a future agenda, the item shall be placed on a future agenda.

11.2 PLACING AN ITEM ON THE AGENDA BY THE CITY COUNCIL

The City Council, by majority vote, may place any item on a future study session or formal agenda. The City Council may take such action, whether or not the potential action is identified on the City Council agenda. However, if the potential action is not identified on the City Council agenda, a vote to place the item on a future agenda must take place with no material debate or discussion.

11.3 CALLING UP AN ITEM FOR CITY COUNCIL CONSIDERATION

The City Council may call up any item of any Board, Commission or Committee of the City where said item does not normally require consideration and action by the Council, for the purpose of requesting that said item be placed on the next available City Council agenda by serving written request of any two (2) Council Members to the City Manager. Such written request must be served within ten (10) calendar days of the action taken by the Board, Commission or Committee of the City.

11.4 DELIVERY AND DISTRIBUTION OF AGENDA PACKETS

The City Council Agenda packets are prepared by the City Clerk's Office. Barring insurmountable difficulties, the Agenda packets will be distributed to Council Members on the Thursday preceding the Tuesday regular City Council Meeting.

11.5 BACKUP MATERIAL FOR AGENDA ITEMS

Each agenda item shall be composed of a staff report and all support material needed for the City Council to take its action. When an agenda item will have an unusually large volume of support material, such as an environmental impact report, staff shall attempt to provide the City Council and members of the public with that material before distribution of the agenda packet and with adequate time to allow the City Council and members of the public to review the material before City Council consideration of the material.

11.6 AGENDA POSTING LOCATIONS

A complete copy of the City Council Agenda shall be posted at the following three locations; City Hall, 27215 Base Line, Highland, CA 92346; Highland Sam J. Racadio Library and Environmental Learning Center, 7863 Central Avenue, Highland, CA 92346; and Fire Station No. 1, 26974 Base Line, Highland, CA 92346.

11.7 AGENDA MATERIAL DISTRIBUTED LESS THAN 72 HOURS PRIOR TO MEETING

In the event that materials are distributed by City staff to the City Council on an agenda item less than 72 hours before the meeting, the materials shall be made available to the public concurrently at City Hall, 27215 Base Line, Highland, CA 92346.

12. USE OF CITY LETTERHEAD STATIONERY

Copies of all correspondence sent by individual Council Members on City letterhead stationery shall be prepared by City staff as designated by the City Manager, with copies of all such correspondence maintained at City Hall.

City Council Members may be provided and may use City notecards, which are not imprinted with the names or offices of any City official, for personal, informal notes involving City business.

PASSED, APPROVED AND ADOPTED this ____ day of _____2021.

_____
Penny Lilburn
Mayor

ATTEST:

_____
Betty Hughes, MMC
City Clerk

APPROVED AS TO FORM:

_____
Maricela E. Marroquin
City Attorney

RESOLUTION NO. 2001 - 012

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, REPEALING CERTAIN RESOLUTIONS AND READOPTING RULES OF PROCEDURE FOR COUNCIL MEETINGS AND RELATED FUNCTIONS AND ACTIVITIES

SECTION 1

PURPOSE: The purpose and intent of the City Council in adopting these rules is to provide directory guidelines relating to the conduct of public business by or on behalf of the City Council, and in the event of any non-compliance with, or violation of, any provision herein, such will not be deemed to affect the validity of any action taken, unless otherwise specifically provided by law.

1. MEETINGS

All meetings of the City Council shall be held within the corporate limits of the City unless otherwise permitted by State Law.

1.1 REGULAR MEETINGS

The City Council of the City of Highland shall hold regular meetings in the place specified in Ordinance No. 236, as may be amended from time to time, on the second and fourth Tuesday of each month, beginning at 6:00 p.m. If the day for a regular meeting of the Council falls on a legal holiday, no meeting shall be held on such holiday, but a regular meeting shall be held at the same hour on the next succeeding business day thereafter that is not a holiday.

1.2 ADJOURNED MEETINGS

Any meeting may be adjourned to a time, place and date certain, but not beyond the next regular meeting. Once adjourned, the meeting may not be reconvened.

1.3 SPECIAL MEETINGS

Special Meetings may be called by the Mayor or majority of Council Members on 24 hour notice, as set forth in Section 54956 of the Government Code of the State of California. Only matters contained in the notice may be considered and no Ordinances (other than Urgency Ordinances) may be adopted.

1.4 STUDY SESSIONS

Members of Council may meet in Study Session as deemed necessary (See 10.1).

1.5 NOTICE OF MEETINGS

Notice of Regular Meetings is not required. Mailed or personally delivered notice is required of Special Meeting and Study Session, unless otherwise waived. Mailed and posted notice is required of meetings adjourned by the City Clerk. Posted notice is required of all other adjourned meetings (Government Code Section 54956).

1.6 QUORUM

Unless otherwise required by law or provided for by Resolution, a majority of the Council shall be sufficient to do business and motions may be passed 2-1 if only 3 attend. However, the following matters require three affirmative votes:

A) Adoption of Ordinances;
B) Resolutions granting franchises; and
C) Orders for payment of money.

1.6.1 LEGALLY REQUIRED PARTICIPATION

If a majority of the Council shall be disqualified to vote on a matter by reason of actual or apparent conflicts of interest, the Council shall select by lot or other means of random selection, or by such other impartial and equitable means as the Council shall determine, that number of its disqualified members which, when added to the members eligible to vote, shall constitute a quorum, with a sufficient number of members to act on the matter.

1.7 MEETINGS TO BE PUBLIC

Study Sessions and all Regular, Adjourned or Special Meetings of the City Council shall be open to the public, provided however, the Council may hold Closed Sessions from which the public may be excluded for the consideration of the following subjects:

1.7.1 PERSONNEL MATTERS

The consideration of appointment, employment, evaluation of performance, or dismissal of a public employee or the hearing of complaints or charges brought against the employee by another person or employee shall conform to Section 54957 of the Government Code. The Council may exclude the public from any such closed session during the examination of a witness any or all other witnesses in the matter being investigated.

1.7.2 ATTORNEY-CLIENT MATTERS

To consider possible or pending litigation in which the City is or could be a party.

1.7.3 ACQUISITION, SALE OR LEASE OF PROPERTY

To consider possible purchase, sale or lease of property.

1.8 CLOSED SESSION MINUTES

Pursuant to Section 54957.2 of the California Government Code or other Sections adopted after the effective date of this Resolution, the City Clerk may be required to attend a Closed Session of the City Council and keep and enter in a Minute Book a record of topics discussed and decisions made at each meeting. The confidentiality of such Minutes shall be maintained pursuant to said section of the Government Code.

1.9 MEETING TIME LIMITATION

Any public agenda item(s) which have not been initiated by 11:00 p.m. will be continued either to a Special Meeting, Adjourned Meeting, or the next regularly scheduled City Council meeting. Any item initiated before 11:00 p.m. on which a conclusion has not been reached by 11:30 p.m. will be continued to the next regularly scheduled meeting, Special Meeting or Adjourned Meeting. The time limitation can be extended by a unanimous vote of the City Council.

2. ORDER OF BUSINESS

2.1 AGENDA

(a) The order of business of each meeting shall be as contained in the agenda prepared by the City Clerk. The agenda shall be a listing by topic of the subjects which shall be taken up for consideration in substantially the following order unless otherwise determined by the City Manager to be in the interest of orderly conduct of the City's business:

Call to Order
Invocation
Flag Salute
Roll Call
Special Presentations
Community Input
Consent Calendar
Public Hearings
Legislative
Announcements
Closed Session
Adjournment

(b) Except with majority consent of the Council, items may not be taken out of order.

(c) Except as specifically noticed for a different time, the first public hearing on the agenda at a Regular Meeting of the City Council shall commence at 6:00 p.m., or as soon thereafter as the City Council may conveniently hear the matter.

(d) No matters other than those listed on the agenda and briefly described in accordance with Government Code Section 54954.2 shall be finally acted upon by the Council, provided however that the Council may take action on items of business which do not appear on the posted agenda under any of the following conditions or circumstance:

(1) Upon a determination by a majority vote of the Council that an emergency situation exists, as defined in Section 54956.5 of the California Government Code.

(2) Upon a determination by a two-thirds vote of the Council, or if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the City subsequent to the agenda being posted as specified in subdivision (a) of Government Code Section 54954.2.

(3) The item was posted pursuant to Government Code Section 54954.2(a) for a prior meeting of the Council occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is proposed to be taken.

2.2 DELIVERY OF AGENDA

Barring insurmountable difficulties, the Agenda for each regular meeting of the Council, reports and other documentation related thereto, shall be delivered to the Council Members and made available to the public on the Thursday preceding the Tuesday meeting to which it pertains.

2.3 ROLL CALL

Before proceeding with the business of the Council, the City Clerk shall call the roll of the Council Members and the names of those present shall be entered in the Minutes. The order of roll call shall be alphabetical with the Mayor called last.

2.4 APPROVAL OF MINUTES

Unless requested by a majority of the City Council, Minutes of the previous meeting may be approved without public reading if the City Clerk has previously furnished each Council Member with a copy thereof.

2.5 PUBLIC HEARINGS

Generally, public hearings, other than those of a quasi-judicial nature, shall be conducted in the following order:

Hearing Opened by Mayor
Staff Review
Questions of Staff by Council
Applicant or Representative Presentation
Questions of Applicant or Representative by Council
Speakers in Favor of Proposal

Speakers in Opposition to Proposal
Applicant or Representative Rebuttal
Hearing Closed by Mayor to Public Testimony
Discussion by Council
Action by Council

Questions or comments from the public shall be limited to the subject under consideration. Depending upon the extent of the agenda, and the number of persons desiring to speak on an issue, the Mayor or Presiding Officer may, at the beginning of the hearing, limit testimony to not less than three (3) minutes per individual. Any person may speak for a longer period of time, upon approval of the City Council, when this is deemed necessary in such cases as when a person is speaking as a representative of a group or has graphic or slide presentations requiring more time.

Quasi-judicial hearings shall be conducted in accordance with the principles of due process, and the City Attorney shall advise the City Council in this regard.

In any hearings before the City Council, notice of which is to be published or posted, if the City Council, or any member thereof, or a proponent or opponent of the matter request any or all participants in the proceedings testify under oath or affirmation, the making of such request shall be set forth in the notice of hearing. Additionally, the notice of hearing shall state the giving of testimony under oath or affirmation shall be voluntary as to each person wishing to be heard in the matter, and any person who has a question or concern regarding the giving of testimony under oath or affirmation should consult an attorney of his or her own choosing and at his or her own expense. Each person testifying under oath or affirmation in any such proceeding shall, before testifying, state on the record he or she agrees to testify under oath or affirmation in the matter and has had an opportunity to consult with an attorney of his or her own choosing in respect thereto.

2.6 COMMUNITY INPUT

Any person may address the Council on any subject pertaining to City business which is not listed on the agenda during the Community Input portion of each meeting. Such comments shall be limited to not less than three (3) minutes per individual (See 5.2).

2.7 CONSENT CALENDAR

Items of routine nature, and non-controversial, shall be placed on the consent calendar. All items may be approved by one blanket motion upon majority roll call vote. Any Council Member may request any item be withdrawn from the consent calendar for separate consideration by providing written notice to the City Clerk or City Manager prior to the commencement of the meeting. However, any Council Member may abstain from voting or vote "No" on any consent calendar item without requesting its removal from the consent calendar, and the City Clerk shall be instructed to record such abstentions or negative votes in the minutes.

2.8 PROCLAMATIONS

Upon receipt of a request by City Officials or staff from an outside organization or person(s) for a Proclamation, the request shall be submitted to the Mayor, City Manager and/or City Clerk, in writing, for inclusion in the agenda of the next regular Council meeting.

In the event of a scheduling problem, the request shall be forwarded to the Mayor, City Manager and/or City Clerk, who will immediately provide copies to the Council. Unless any Council Member requests within 72 hours that the matter be agendized for consideration by the City Council, the Mayor will act on behalf of the City Council.

Depending upon the request, the Proclamation may be presented to the recipient at the next regular Council meeting, or mailed to the requestor, or presented by a Council Member at a specified function only if it is specified that way within the request or within the presentation to the Council, consistent with the circumstances stated in the request.

3. PRESIDING OFFICER

3.1 PRESIDING OFFICER

(a) The Mayor shall be the Presiding Officer at all meetings of the Council. In the absence of the Mayor, the Mayor Pro Tem shall preside. In the absence of both the Mayor and Mayor Pro Tem, the Council shall elect a temporary Presiding Officer to serve until the arrival of the Mayor or the Mayor Pro Tem or until adjournment, whichever first occurs.

(b) The Council shall meet annually to choose one of its number as Mayor and another of its number as Mayor Pro Tem. In the years in which a General Municipal Election is scheduled, such meeting shall be held as soon as possible after the official canvass is received from the County following the election. In the years in which no General Municipal Election is scheduled, such meeting shall be held on the second Tuesday of the month which falls twelve months after the most recent General Municipal Election.

(c) Selection of the Mayor and Mayor Pro Tem shall occur at any regular, special or adjourned meeting of the Council. The City Clerk shall preside at the portion of the Council meeting which is concerned with the nomination for and selection of the Mayor.

(d) Nominations for the office of Mayor or Mayor Pro Tem may be made by any member of the Council and need not be seconded in order to be effective. Each selection shall be by three or more affirmative votes. In the event no person receives three or more votes in the selection process for one or both offices, the selection process shall be repeated immediately provided, however, the two persons receiving the highest number of votes in the preceding selection process shall be the only nominees for the office to be filled. If, upon repeating the selection process for Mayor or Mayor Pro Tem, no person has yet received three affirmative votes for such office, the Council may either repeat the selection process until the officer has been duly selected or may continue the selection to

the next regular meeting of the Council.

(e) Except as provided in Subsection (g) and (h) of this Section 3.1, the Mayor and Mayor Pro Tem selected pursuant hereto shall serve until the next meeting scheduled for selection of Mayor and Mayor Pro Tem pursuant to Section (b) of this Section 3.1, and thereafter until their successors have been duly selected.

(f) The offices of Mayor and Mayor Pro Tem shall be deemed vacant upon the happening of any of the following:

1) The death of the holder of such office;
2) The loss or resignation from membership on the Council by the holder of such office;
3) The acceptance by the Council of the resignation from such office by the holder thereof.

At its first regular meeting after the occurrence of a vacancy created by any of the foregoing events, the Council shall select a successor to such office pursuant to the selection procedures established by this Section 3.1.

3.2 PARTICIPATION OF PRESIDING OFFICER

The Presiding Officer may move, second, and debate from the Chair, subject only to such limitations of debate as are imposed on all Council Members, and he/she shall not be deprived of any of the rights and privileges of a Council Member by reason of his/her acting as a Presiding Officer. However, the Presiding Officer is primarily responsible for the conduct of the meeting. If he/she desires to personally engage in extended debate on questions before the Council, he/she should consider turning the Chair over to another member.

3.3 QUESTION OR MOTION TO BE STATED

The Presiding Officer shall verbally restate, or request the City Clerk to restate, each question or motion immediately prior to calling for the vote. Following the vote the Presiding Officer shall verbally announce whether the question was carried or defeated. The Presiding Officer may also publicly state the effect of the vote for the benefit of the audience before proceeding to the next item of business.

3.4 SIGNING OF DOCUMENTS

The Mayor, or Mayor Pro Tem in the absence of the Mayor, shall sign all documents and/or correspondence which he/she has been instructed to sign or has been adopted by, the City Council. The City Clerk or Deputy City Clerk shall attest to the signature of the Mayor or Mayor Pro Tem.

3.5 MAINTENANCE OF ORDER

The Presiding Officer is responsible for the maintenance of order and decorum at all times. No person is allowed to speak who has not first been recognized by

the Presiding Officer. All questions and remarks shall be addressed to the Presiding Officer.

4. RULES, DECORUM, AND ORDER

4.1 POINTS OF ORDER

The Presiding Officer shall determine all Points of Order subject to the right of any member to appeal to the Council. If any appeal is taken, the question shall be, "Shall the decision of the Presiding Officer be sustained?" in which event a majority vote shall govern and conclusively determine such question of order.

4.2 DECORUM AND ORDER - COUNCIL MEMBERS

(a) Any Council Member desiring to speak shall address the Presiding Officer and, upon recognition by the Presiding Officer, shall confine him/herself to the question under debate.

(b) A Council Member desiring to question the staff shall address his/her question to the City Manager or City Attorney, in appropriate cases, who shall be entitled either to answer the inquiry him/herself or to designate some member of his/her staff for that purpose.

(c) A Council Member, once recognized, shall not be interrupted while speaking unless:

1) Called to order by the Presiding Officer;
2) A Point of Order is raised by another Council Member; or
3) The speaker chooses to yield to questions from another Council Member.

(d) Any Council Member called to order while he/she is speaking shall cease speaking immediately until the question of order is determined. If ruled to be in order, he/she shall be permitted to proceed. If ruled to be not in order, he/she shall remain silent or shall alter his/her remarks so as to comply with the rules of the Council.

(e) Council Members shall accord the utmost courtesy to each other, to City employees, and to the public appearing before the Council and shall refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments and statements as to motives and personalities.

(f) Any Council Member may move to require the Presiding Officer to enforce the rules and the affirmative vote of a majority of the Council shall require him/her to so act.

(g) The City Council shall not prohibit criticism of the policies, procedures, programs, or services of the agency or the acts or omissions of the legislative body or staff. Nothing in this subdivision shall confer any privilege or protection for expression beyond that otherwise provided by law.

4.3 DECORUM AND ORDER - EMPLOYEES

Members of the administrative staff and employees of the City shall observe the same rules of procedure and decorum applicable to members of the Council. The City Manager shall insure all City employees observe such decorum. Any staff members, including the City Manager, desiring to address the Council or members of the public shall first be recognized by the Presiding Officer. All remarks shall be addressed to the Presiding Officer and not to any one individual Council Member or member of the public.

4.4 DECORUM AND ORDER - PUBLIC

Members of the public attending Council meetings shall observe the same rules of order and decorum applicable to the Council. Any person making impertinent and slanderous remarks or who becomes boisterous while addressing the Council or while attending the Council meeting may be ordered to leave the room if the Sergeant-of-Arms is so directed by the Presiding Officer, and such person may be barred from the audience. Unauthorized remarks, stamping of feet, whistles, yells and similar demonstrations shall not be permitted by the Presiding Officer, who may direct the Sergeant-of-Arms to remove such offenders from the room. Aggravated cases shall be prosecuted on appropriate complaint signed by the Presiding Officer.

4.5 ENFORCEMENT OF DECORUM

The Chief of the City's Police Department, or his/her designee, shall be ex-officio Sergeant-of-Arms of the Council. He/She shall carry out all orders and instructions given him/her by the Presiding Officer for the purpose of maintaining order and decorum in the Council Chambers. Upon instructions from the Presiding Officer, it shall be the duty of the Sergeant-at-Arms or his/her designee to eject any person from the Council Chambers or place him/her under arrest or both.

As set forth in Government Code Section 54957.9, in the event any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the members of the Council may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Duly accredited representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the Council from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the orderly conduct of the meeting.

4.6 PERSONAL PRIVILEGE

The right of a member to address the Council on a question of personal privilege shall be limited to cases in which his/her integrity, character, or motives are assailed, questioned or impugned.

4.7 CONFLICT OF INTEREST

All Council Members are subject to the provisions of California Law, such as Chapter 7, Title 9, of the California Government Code, relative to conflicts of interest, and to conflict of interest codes adopted by the Council. Any Council Member prevented from voting because of a conflict of interest shall refrain from debate and voting. Such Council Member may choose to leave the Council Chambers during debate and voting on the issue.

4.8 LIMITATION OF DEBATE

No Council Member normally should speak more than once upon one subject until every other member choosing to speak thereon has spoken. No Member shall speak for a longer time than five (5) minutes each time he/she has the floor, without the approval of a majority vote of the Council.

4.9 DISSENTS, PROTESTS AND COMMENTS

Any member shall have the right to express dissent from or protest to or comment upon any action of the Council and have the reason entered in the minutes. If such dissent, protest or comment is desired to be entered in the minutes, this should be made clear by language such as, "I would like the minutes to show that I am opposed to this action for the following reasons..."

4.10 RULINGS OF PRESIDING OFFICER FINAL UNLESS OVERRULED

In presiding over Council meetings, the Presiding Officer shall decide all questions of interpretation of these rules, points of order or other questions of procedure requiring rulings. Any such decision or ruling shall be final unless overridden or suspended by majority vote of the Council Members present and voting, and shall be binding and legally effective for purposes of the matter under consideration.

5. ADDRESSING THE COUNCIL

5.1 MANNER OF ADDRESSING THE COUNCIL

(a) Any member of the public desiring to address the Council shall proceed to the podium and wait to be recognized by the Presiding Officer. After being recognized, he/she shall be asked to state his/her name and address for the record.

(b) All remarks and questions shall be addressed to the Presiding Officer and not to any individual Council Member, staff member or other person. During a public hearing all remarks shall be limited to the subject under consideration. No person shall enter into any discussion without being recognized by the Presiding Officer.

(c) Any member of the Council who has been recognized by the Presiding Officer of the Council for such purpose may address or respond to a member of the public who has addressed the Council pursuant hereto. Such address or response shall be exercised only once for each member of the public, shall not exceed three (3) minutes in

length and shall be deemed to express the individual position or opinion of the Council Member offering the same and shall not be construed to bind the Council or the City in any manner. Unless otherwise directed by the Council, the restrictions imposed by this Subsection (a) shall apply only to those portions of the Council agenda during which members of the public are permitted to make oral communications to the Council.

5.2 TIME ALLOCATION

Any member of the public desiring to address the Council shall limit his/her statement to three (3) minutes unless further time has been granted by the Presiding Officer in the individual case, or in accordance with Section 2.5.

5.3 ADDRESSING THE COUNCIL AFTER MOTION IS MADE

After a motion has been made, or after a public hearing has been closed, no member of the public shall address the Council without first securing permission by a majority vote of the Council.

5.4 LIMITATIONS REGARDING PUBLIC COMMENTS AND REPORTS

The making of oral communications to the Council by any member of the public during the "Community Input" portion of the agenda shall be subject to the following limitations:

5.4.1 At any time, before or after the oral communication is commenced, the Presiding Officer may if he/she deems it preferable, direct the communication be made instead either to the City Manager or other appropriate staff member during regular business hours, or in writing for subsequent submittal to Council Members, pursuant to Section 5.5.

5.4.2 No speaker shall be permitted to address the Council on a topic which is currently before or about to be submitted for consideration by a City Commission, Board or other agency before which the speaker should make his/her presentation, until that latter body has completed its deliberations and taken its final action. In case the speaker should have followed an otherwise available appeal procedure, the Presiding Officer shall not allow oral communications to the Council outside that procedure.

5.4.3 The Presiding Officer may limit the number of speakers heard on non-agenda topics at any single meeting. Those whose presentations are postponed shall be given priority at the next meeting during the "Community Input" portion of the agenda.

5.4.4 If it appears that several speakers desire to speak regarding a single topic, the Presiding Officer may reasonably limit the number speaking as to each side of an issue. In this regard, preference may be given to speakers who represent groups of persons who have designated a spokesperson.

5.4.5 No oral communications shall be allowed to include charges or complaints against any employee of the City, regardless of whether such employee is identified in the presentation by name or by any other reference which tends to identify him/her. All charges or complaints against employees shall be submitted to the City

Manager for appropriate action, and may also be submitted to members of the Council by written communication.

5.5 WRITTEN CORRESPONDENCE

The City Manager is authorized to receive and open all mail addressed to the Council as a whole and give it immediate attention to the end that all administrative business referred to in said communications, and not necessarily requiring Council action, may be disposed of between Council meetings. A copy of such communication shall be provided to each Council Member marked "Information Only".

Any communication relating to a matter pending, or to be brought before the City Council shall be included in the agenda packet for the meeting at which such item is to be considered.

Letters of appeal from administrative or commission decisions shall be processed under applicable provisions of the Municipal Code or other Ordinances.

Copies of all other communications sent to the Council will be transmitted to them.

5.6 PERSONS AUTHORIZED TO BE WITHIN PLATFORM

No person except City officials shall be permitted within the platform area in front of the Council table without the invitation or consent of the Presiding Officer.

6. MOTIONS

6.1 PROCESSING OF MOTIONS

When a motion is made and seconded, it shall be stated by the Presiding Officer before debate. A motion so stated shall not be withdrawn by the mover without the consent of the person seconding it.

6.2 MOTIONS OUT OF ORDER

The Presiding Officer may at any time, by majority consent of the Council, permit a member to introduce an Ordinance, Resolution, or motion out of the regular agenda order.

6.3 DIVISION OF QUESTION

If the question contains two or more divisionable propositions, the Presiding Officer may, and upon request of a member shall, divide same.

6.4 PRECEDENCE OF MOTIONS

When a motion is before the Council, no motion shall be entertained except the following, which shall have precedence in the following order:

1) Adjourn
2) Fix Hour of Adjournment
3) Table
4) Limit or Terminate Discussion
5) Amend
6) Postpone

6.5 MOTION TO ADJOURN (Not Debatable)

A motion to adjourn shall be in order at any time, except as follows:

1) When repeated without intervening business or discussion;
2) When made as an interruption of a member while speaking;
3) When discussion has been ended, and vote and motion is pending; and
4) While a vote is being taken.

A motion to adjourn "to another time" shall be debatable only as to the time to which the meeting is adjourned.

6.6 MOTION TO FIX HOUR OF ADJOURNMENT

Such a motion shall be to set a definite time at which to adjourn and shall be undebatable and shall be unamendable except by unanimous vote.

6.7 MOTION TO TABLE

A motion to table shall be used to temporarily by-pass the subject. A motion to table shall be undebatable and shall preclude all amendments or debate of the subject under consideration. If the motion prevails, the matter may be "taken from the table" at any time prior to the end of the next regular meeting.

6.8 MOTION TO LIMIT OR TERMINATE DISCUSSION

Such a motion shall be used to limit or close debate on, or further amendment to, the main motion and shall be undebatable. If the motion fails, debate shall be reopened; if the motion passes, a vote shall be taken on the main motion.

6.9 MOTION TO AMEND

A motion to amend shall be debatable only as to the amendment. A motion to amend an amendment shall be in order, but a motion to amend an amendment to an amendment shall not be in order. An amendment modifying the intention of a motion shall be in order, but an amendment relating to a different matter shall not be in order. A substitute motion on the same subject shall be acceptable, and voted on before a vote on the amendment. Amendments shall be voted first, them the main motion as amended.

6.10 MOTION TO CONTINUE

Motions to continue to a definite time shall be amendable and debatable as to propriety of postponement and time set.

7. VOTING PROCEDURE

7.1 VOTING PROCEDURE

In acting upon every motion, the vote shall be taken by voice or roll call or any other method by which the vote of each Council Member present can be clearly ascertained. The vote on each motion shall then be entered in full upon the record. The order of voting shall be alphabetical with the Mayor voting last. The City Clerk shall call the names of members seated when a roll call vote is ordered or required. Members shall respond "aye", "no" or "abstain", provided that when a vote is collectively taken by voice or when a method of voting other than by voice or roll call is used, any Council Member not audibly and clearly responding "no" or "abstain" or otherwise registering an objection shall have his/her vote recorded as "aye".

7.2 ROLL CALL VOTING

Every Ordinance (other than urgency Ordinances) and any Resolutions or orders for franchises or payments of money require three (3) affirmative votes. Urgency Ordinances require four (4) affirmative votes. A roll call vote shall be used for:

1) Urgency Ordinances;
2) Other action requiring a 4/5 vote (some franchise-type actions, override on a protest, etc.)' or
3) Consent calendar.

Any other question before the Council shall not require a roll call vote unless demanded by any member. It shall not be in order for members to explain their vote during roll call. Any member may change his/her vote before the next order of business.

7.3 FAILURE TO VOTE

Every Council Member should vote unless disqualified for cause. A Council Member who abstains shall, for purpose of the item under consideration, be considered as if absent.

7.4 RECONSIDERATION

Any Council Member who voted with the majority may move a reconsideration of any action at the same meeting. After a motion for reconsideration has once been acted upon, no other motion for a reconsideration thereof shall be made without unanimous consent of the Council.

7.5 TIE VOTES

Tie votes shall be lost motions. When all Council Members are present, a tie vote on whether to grant an appeal from official action shall be considered a denial of such appeal unless the Council takes other action to further consider the matter. If a tie vote results at a time when less than all members of the Council are present, the matter shall automatically be continued to the agenda of the next regular meeting of the Council, unless otherwise ordered by the Council.

8. RESOLUTIONS

8.1 DEFINITIONS

As a rule of thumb, it can be said legislative acts of the City Council (usually a rule of public conduct for long-term application) are taken by Ordinance, whereas more routine business and administrative matters (usually more temporary and transitory in nature) are accomplished by Resolutions. The term "Resolution" in its general sense will denote any action taken affirmatively via a vote of the Council, other than one taken by Ordinance. As used in this City, however, three terms are in general use to denote such (non-Ordinance) actions: "Resolution", "minute order", and "motion" (thereafter recorded by minute entry). Technically, all three are equally as legally effective and binding; they vary in the formality of respective memorialization. The most formal is referred to locally as a "Resolution". This, in addition to being referenced in the minutes, will be recorded by a separate document, numbered in sequence and preserved in a separate set of books. Such "Resolutions" are used in this City for various reasons, such as when specifically required by law, when needed as a separate identiary document to be transmitted to another governmental agency, or where the frequency of future reference back to its contents warrants a separate document (with the additional "whereas" explanatory material it often recites) to facilitate such future reference and research.

A "minute order" as used locally denotes a separate document which is also maintained in a separate set of books, under a system of sequential numbering, and is referenced in the minutes; however the "minute order" is drafted far more briefly than a "Resolution" and is distinguished from a mere minute entry only by the need, in general, to have a separate document to facilitate certain administrative process to which it pertains.

A "motion" (assuming it was one which passed) is a Council action which is recorded simply by an item entry in the minutes of the meeting at which it was accomplished, and no separate document is made to memorialize it.

8.2 RESOLUTIONS PREPARED IN ADVANCE

Where a Resolution has been prepared in advance, the procedure shall be: motion, second, discussion, vote pursuant to methods prescribed in Section 7.1, and result declared. It shall not be necessary to read a Resolution in full or by title except to identify it. Any member may require the Resolution be read in full.

8.3 RESOLUTIONS NOT PREPARED IN ADVANCE

Where a Resolution has not been prepared in advance, the procedure shall be to instruct the City Manager or the City Attorney to prepare a Resolution for presentation at the next Council meeting.

8.4 URGENCY RESOLUTIONS

In matters of urgency, a Resolution may be presented verbally in motion form together with instructions for written preparation for later execution. After the Resolution has been verbally stated, the voting procedure in 8.2 above shall be followed.

Urgency Resolutions shall be avoided except when absolutely necessary; and shall be avoided entirely when Resolutions are required by law, in improvement acts, zoning matters, or force account work on public projects. Where the Resolution has been drafted in written form, either before or during the meeting, this paragraph shall not be deemed applicable.

9. ORDINANCES

9.1 INTRODUCTION AND ADOPTION OF ORDINANCES

Ordinances shall not be passed within five days of their introduction, or at other than a regular meeting or at an adjourned regular meeting. However, an urgency Ordinance may be passed immediately upon introduction and either at a regular or special meeting. Except when, after reading the title, further reading is waived by regular motion adopted by unanimous vote of the Council Members present, all Ordinances shall be read in full either at the time of introduction or passage. When Ordinances, other than urgency Ordinances, are altered after introduction, they shall be passed only at a regular or at an adjourned meeting held at least five days after alteration.

Corrections of typographical or clerical errors are not alterations within the meaning of this section.

9.2 EFFECTIVE DATE

All ordinances, except as provided in Section 36937 of the Government Code, shall take effect 30 days after adoption, but may be made operative at such later date as may be designated in the Ordinance.

9.3 PUBLISHING

It shall be the duty of the City Clerk to post or publish all Ordinances in accordance with Section 36933 of the Government Code within 15 days after adoption.

9.4 URGENCY ORDINANCES

All urgency Ordinances must receive four (4) affirmative votes to be adopted and to become effective immediately. If such an Ordinance fails to receive 4/5ths majority, it may thereafter be considered and passed in the same manner as regular Ordinances.

10. STUDY SESSIONS

10.1 SCHEDULE OF STUDY SESSIONS

Council Members able to attend scheduled study sessions will meet for the purpose of discussion of special subjects of immediate concern and meeting and conferring with City Commission, Civic Organizations and City Officials relative to pending City business.

The time for sessions will be as specified by the Council or by the Mayor on individual occasions when appropriate to the convenience of the Council Members, provided when this occurs, written notice shall be provided in accordance with the Government Code.

10.2 OPEN TO THE PUBLIC

Study Sessions shall at all times be open to the public and the news media, except for the following:

1) Closed sessions held at such times pursuant to Government Code Section 54947.6 whereas the Council meets with its designated representatives of employee organizations;
2) Closed sessions to consider possible or pending litigation in which the City is or could be a party;
3) Closed sessions to consider the purchase, lease, or sale of property; or
4) Closed session as permitted by law.

10.3 PURPOSE

Study Sessions are not intended to constitute a meeting of the City Council and they shall be carried on regardless of the number of Council Members in attendance.

At such Study Sessions, no formal action shall be taken, no motions shall be offered, no arguments entered into; the sole purpose of said meetings being to provide background information to members of the Council and to allow Council Members to ask questions and to express personal opinions.

If an items is presented at a study session by a Council member for the purpose of placing it on the agenda of a regular Council meeting, if the majority of the Council Members concur, the item should be placed on the agenda of a Council meeting on a future date.

10.4 AGENDA

The City Manager shall be responsible for preparing an agenda, along with any available supporting information, of items for discussion at each study session.

Any Council Member may request a matter be placed on the agenda for either a study session or Council meeting. Except in urgent situations, Council Members should submit, on the appropriate form, such request three (3) working days before a study

session, along with any available supporting information.

11. CALL UP OF ITEMS FOR CITY COUNCIL CONSIDERATION

The City Council may call up any item of any Board, Commission or Committee of the City where said item does not normally require consideration and action by the Council, for the purpose of requesting that said item be placed on the next available City Council agenda by serving written request of any two (2) Council Members to the City Manager. Such written request must be served within ten (10) calendar days of the action taken by the Board, Commission or Committee of the City.

12. USE OF CITY LETTERHEAD STATIONERY

A. Copies of all correspondence sent by individual Council Members on City letterhead stationery shall be prepared by City staff as designated by the City Manager, with copies of all such correspondence maintained at City Hall.

B. City Council Members may be provided and may use City notecards, which are not imprinted with the names or offices of any City official, for personal, informal notes involving City business.

SECTION 2

The City Council hereby repeals Resolution Nos. 94-59, 96-81, 98-47 and 00-56.

PASSED, APPROVED AND ADOPTED this 24th day of April, 2001.

John R. Starbuck
Mayor
By: Larry Brown, Mayor Pro Tem

APPROVED AS TO FORM:

Marguerite P. Battersby
City Attorney

ATTEST:

Debbie A. Lee, CMC
City Clerk

STATE OF CALIFORNIA)

COUNTY OF SAN BERNARDINO)

CITY OF HIGHLAND)

I, DEBBIE A. LEE, City Clerk of the City of Highland, California, do hereby certify Resolution No. 2001 - 012 was duly and regularly adopted by the City Council of the City of Highland, California, at a regular meeting thereof held on the 24th day of April, 2001, by the following vote:

AYES: Rucker, Sundquist, Timmer, Mayor Pro Tem Brown

NOES: None

ABSTAIN: None

ABSENT: Mayor Starbuck

Debbie A. Lee

DEBBIE A. LEE, CITY CLERK

Attachment 3
December 14, 2021 Staff Report

STAFF REPORT

TO THE CITY COUNCIL

DATE: December 14, 2021

FROM: Betty Hughes, MMC, City Clerk

PREPARED BY: Joseph Hughes, City Manager

SUBJECT: Frequency of City Council Meetings

RECOMMENDATION: The Council Meeting Frequency Ad Hoc Committee Recommends the City Council Consider Switching from Two Council Meetings per Month to One Council Meeting Per Month and Conduct a First Reading of an Ordinance Designating the Location of Regular Meetings of the City Council and Rescinding Ordinance No. 236

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: The Council Meeting Frequency Ad Hoc Committee met on November 17, 2021, to discuss the pros and cons of switching from two regular City Council meetings per month to one regular City Council meeting per month and recommended the item be brought forward to the City Council for consideration.

Currently, Loma Linda is the only city in San Bernardino County that meets once a month. There are four cities in Riverside County that meet once a month; Blythe, Canyon Lake, Indian Wells and Wildomar.

Approved _____ Motion _____ Second _____ Agenda Item No. 24

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

City Clerk

City Manager

Some Items to Consider

If the City Council were to hold only one regular meeting a month, the following are some items to consider and the last two bullet points are items that staff would request further direction on.

- There will be a cost savings with reduced comp/overtime for hourly staff.
- Additionally, there will be a cost savings for contract staff and consultants.
- There will be a time savings for staff for only having to prepare one agenda per month.
- Highland Municipal Code Section 8.32.210 requires that appeals be heard within 45 days of the Clerk receiving the written notice of appeal. This would likely not present a problem as staff believes there would be sufficient time to schedule appeals at the one regular meeting a month.
- It would take longer for ordinances to go into effect as second reading would occur one month after first reading. The timeframe for fees to be adopted through ordinances is 30-60 days after second reading.
- There would be less opportunity to hear directly from the public if meetings occur once a month; however, emails are encouraged and can be accepted at any time up until one hour prior to the meeting. For public hearing items, emails are accepted up through to the end of the public hearing item.
- Meetings would likely be longer as there would be more items on the agenda
- If urgent matters come up, we will need a quorum to hold a special meeting.
- If the Council were to hold one meeting a month, which day should the meeting be held: the second Tuesday or fourth Tuesday? Staff recommends that the regular meeting be held on the second Tuesday of the month because this would allow the Council to hold a special meeting, if necessary, if an item comes up by month's end that cannot wait until the next regularly scheduled meeting.
- Should the Council continue to go dark in July? The Ad Hoc Committee is recommending one meeting in July.

Items that Cannot Be Considered at a Special Meeting

- Items regarding salaries, salary schedules, or compensation paid in the form of fringe benefits, of a local agency executive staff (Government Code § 54956(b)).
- An ordinance may not be adopted at a special meeting. City Council could introduce the ordinance (i.e., conduct the first reading) at a special meeting, but would have to wait until a regular meeting to adopt the ordinance. There must be at least five days between the introduction and adoption of an ordinance (Government Code § 36934). Alternatively, the City Council could introduce an ordinance at a regular meeting, and then adjourn that meeting to a specific date and time. That adjourned meeting would be considered a regular adjourned meeting and an ordinance could be adopted at that meeting.
- Order a report regarding an initiative petition or adopt an initiative without alteration (Elections Code § 9215).
- Some bonds and new tax related items must be considered at a regular meeting.
- The public can only speak on an item on the agenda at a special meeting. They cannot speak on items not on the agenda.

Persons Speaking Under Public Comment at the Beginning of the Meeting

2016 – 27
2017 – 34
2018 – 57
2019 – 54
2020 – 32
2021 – 16 (as of 11/09/21)

If City Council moves forward and conducts a first reading of the proposed ordinance, the second reading would occur at the January 11, 2022 City Council meeting. The ordinance would take effect on February 11, 2022 (30 days after passage). Accordingly, if the City Council decides to hold only one regular meeting a month, staff recommends the change begin March 1, 2022, after the ordinance goes into effect.

A resolution would also be brought forward at the January 11, 2022 meeting, specifying the day and time of the City Council meeting.

Public Comment

	2016	2017	2018	2019	2020	2021
January	2	4	10	3	5	0
February	7	4	4	21	2	2
March	2	2	0	8	1	1
April	0	3	9	2	2	0
May	2	2	1	8	0	5
June	3	9	18	3	3	3
July	2	0	0	0	0	0
August	1	1	6	0	13	1
September	4	2	3	4	1	0
October	3	1	1	3	0	2
November	1	2	2	2	5	2
December	0	4	3	0	0	*Pending*
Total	27	34	57	54	32	16

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, DESIGNATING THE LOCATION OF REGULAR MEETINGS OF THE CITY COUNCIL OF THE CITY OF HIGHLAND AND RESCINDING ORDINANCE NO. 236

WHEREAS, in 1998 the City Council adopted Ordinance No. 236 establishing the days, time and location of the regular meetings of the City Council; and

WHEREAS, Government Code Section 36805 states the City Council shall hold regular meetings at least once a month at times fixed by ordinance or resolutions. It may adjourn any regular meeting or adjourned meeting to a date specified in the order of the adjournment. When so adjourned, the adjourned meeting is a regular meeting for all purposes.

THE CITY COUNCIL OF THE CITY OF HIGHLAND DOES HEREBY ORDAINS AS FOLLOWS:

Section 1. The City Council hereby rescinds Ordinance No. 236.

Section 2. Section 2.04.040 (Venue and time for meetings) of Chapter 2.04 (City Council) of Title 2 (Administration and Personnel) of the Highland Municipal Code is hereby amended to read as follows:

"The regular meetings of the City Council of the City of Highland shall be held at the Donahue Council Chambers, 27215 Base Line, Highland, California 92346, at 6 p.m. on Tuesdays based on a schedule set forth by Resolution No. _____ of the City Council."

Section 3. This Ordinance shall take effect thirty (30) days after adoption.

Section 4. Prior to the expiration of fifteen (15) days after its passage, this Ordinance shall be published and/or posted in at least three (3) public places designated by Resolution of the City Council of the City of Highland.

Section 5. The City Clerk shall certify to the adoption of this Ordinance.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council of the City of Highland this _____day of _____, 2022.

_____
Penny Lilburn
Mayor

ATTEST:

_____
Betty Hughes, MMC
City Clerk

STAFF REPORT

TO THE CITY COUNCIL

DATE: January 11, 2022

FROM: Joseph A. Hughes, City Manager

PREPARED BY: Chuck Dantuono, Director of Administrative Services/City Treasurer
Sean Landavazo, Battalion Chief (Cal Fire)

SUBJECT: Purchase and installation of Plymovent clean air exchange system at all three Highland fire stations from Air Exchange, Inc.

RECOMMENDATION: 1. City Council approve the purchase and installation of Plymovent clean air exchange system at all three Highland fire stations from Air Exchange, Inc.
2. City Council make a finding that Air Exchange, Inc. is a sole source provider of this equipment.

FISCAL IMPACT: $171,899.88 for all three Fire Stations. There are sufficient funds in the budget for this purchase.

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

BACKGROUND: During the Work Program, staff presented to the City Council this item for the purchase of an exhaust removal system for Fire Station No. 1, Fire Station No. 2 & Fire Station No. 3. This item received an HP- rating from the City Council. Installing the Plymovent clean air exchange systems in each of our fire station's apparatus bays will provide our firefighters with a healthier clean work environment, not only in our apparatus bays but inside the fire stations living quarters.

The vendor is Air Exchange, Inc., a sole source provider of this equipment. Attached is a letter stating such and staff has confirmed this with Cal Fire. The total for all three fire stations is $171,899.88 ($55,491.09-FS#1, $59,365.96-FS#2 & $57,042.83-FS#3). Attached is the sole source letter and a bid for each Fire Station totaling $171,899.88. Upon approval, it is expected that this project could be completed by April 2022.

Approved _____	Motion _____	Second _____	Agenda Item No. 10
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		

D Hugh
City Clerk

City Manager

PLYMOVENT®
clean air at work

December 6, 2021

To Whom It May Concern,

The purpose of this letter is to confirm that Air Exchange is the exclusive dealer of Plymovent vehicle exhaust extraction systems in the states of Alaska (fire), Nevada (vex & fire), Oregon (fire), Washington (fire), for all the zip codes inclusive of 900-918; 923-935; 936-966 in California (vex & fire), and 835-838 in Idaho (fire). As the only Plymovent dealer in these territories, Air Exchange is in good standing and has the exclusive rights to sell, install and service our vehicle exhaust extraction systems.

For over 40 years, Plymovent has created products that provide a safe and healthy work environment. Together with our nationwide dealer network, Plymovent continuously strives to design and engineer products that meet or exceed our customers' expectations and needs.

If you have any questions, please do not hesitate to contact me.

Kindest regards,
PLYMOVENT CORP.

Brad Pitzl
President/General Manager

PLYMOVENT CORP.
5 Corporate Drive
Cranbury, NJ 08512
T +1 800 644 0911
T +1 609 395 3500
F +1 609 655 0569
E info.usa@plymovent.com
www.plymovent.com

AIR EXCHANGE, INC

495 Edison Ct., Ste. A, Fairfield, CA 94534
1141 E. Philadelphia St., Ontario, CA 91761
P: 800.300.2945
www.airexchange.com
Submitted By: John Whitney
john.whitney@airexchange.com
Cell#909-238-7686

Date: 12-6-2021

CA License #664135 C-43, C-61/D-43
NV License #0082193 C-21C
WA License #AirEx*988DJ
DIR# 1000011166

PLYMOVENT®
clean air at work

HOOK UP THE HOSE®
POWERED BY PLYMOVENT

Customer Name: Highland Fire Department

Customer Address: 26974 Base Line St, Highland, CA 92346

Customer Contact Name: Chief Landacazo

Customer Phone Number: 909-680-9526

Contact Email: Sean.Landavazo@fire.ca.gov

Fire Station #541

Project Name: Plymovent MRP-30

Proposal Valid: 180 Days

Scope of Work: Installation of MPR-30 magnetic system to include, Magnetic grabber (3), Upper hose pack (3), Mid hose pack (3) Lower hose pack (3) Tailpipe adapters (3) Pressure switches (3) Fan 5HP (1), Silencer (1),Filter scrubber box(1), Misc Duct, Antenna (1), Receiver (1), Transmitter (3) Lift rentals, labor, freight and tax.
******DOES NOT INCLUDE, electrical load calculations, structural calculations, Bonds (can be added if required) Blocking & painting of any kind, Carbon monoxide sensors, Structural or electrical Engineering costs of any kind or any material or labor as the result of any required Structural or electrical Engineering calculations, Any other Engineering fees or drawings of any kind beyond what is supplied with the quote tailpipe conversions, permits for project. Terms are also listed at end of proposal******

BOM QUOTING TOOL: FIRE / EMS EXHAUST REMOVAL SYSTEMS

QTY	OLD ARTICLE #	NEW ARTICLE #	PRODUCT NAME	DESCRIPTION		LIST PRICE	TOTAL
*	**MRP RAIL SYSTEMS**						
*	**STANDARD MRP RAIL SYSTEMS**						
3	NEW	00000004943	MRP-30	MINI RAIL SYSTEM 30 INCLUDES: 28.5' OF EXTRUDED ALUMINUM PROFILE 1- MRP RAIL END CAP FRONT W/ HYDRAULIC SHOCK 1- MRP RAIL CONNECTION END 125MM/5" DIA CONNECTION (REAR) 60' FEET OF MRP RUBBER LIP 3-TOP SUSPENSION MOUNT KITS *		$ 1,851.50	$ 5,221.23
*	**STRA/MRP MAGNETIC UPPER HOSE PACKS**						
*	**STRA/MRP MAGNETIC GRABBER 4" ST UPPER HOSE PACKS**						

3	810042	00000116723	MG UP,4IN ST HSPK,1 DRP,STR	MAGNETIC GRABBER (MG) UPPER, 4 IN. STANDARD TEMP (ST) HOSE PACK, 1 DROP, STRA/MRP INCLUDES: 1- UPPER ST HOSE 4 IN. X 4 FT. 2- BRIDGE HOSE CLAMPS 1- METAL HOSE SADDLE 4 IN. 1- BALANCER ASSEMBLY 1- STRA/MRP INTERNAL CRAB ASSEMBLY		$ 2,253.51	$ 6,354.89
*	**MID HOSE PACKS**						
*	**MID HOSE PACKS FOR SBTA, STRA AND VSRX**						
3	710062-1	00000116411	MID,ST HS 4IN x 10FT,1 PCS, ALL RAILS	MID, STANDARD TEMP (ST) HOSE 4 IN. x 10 ft., WITH CLAMPS, 1 PIECE, SBTA, STRA, VSRX		$ 457.61	$ 1,290.45
*	**MAGNETIC GRABBER LOWER HOSE PACKS**						
*	**MAGNETIC GRABBER ST LOWER HOSE PACKS FOR SBTA**						
*	**MAGNETIC GRABBER HT LOWER HOSE PACKS FOR MRP, STRA AND VSRX**						
3	**NEW**	00000003326	MG 4IN,LWR KIT,4IN HT HS,STRA/VSRX	MAGNETIC GRABBER (MG) 4 IN., HIGH TEMP (HT) HOSE 4 IN., SAFETY DISCONNECT HANDLE (SDCH) LOWER ASSEMBLY, STRA/VSRX		$ 1,572.69	$ 4,434.97
*	**MAGNETIC GRABBER CONICAL TAILPIPE ADAPTERS**						
*	**GALVANIZED CONICAL ADAPTERS**						
3	90360-1	00000112505	TPA 5IN,FOR MG 5IN	TAILPIPE ADAPTER (TPA) 5 IN., FOR MAGNETIC GRABBER (MG) 5 IN.		$ 267.25	$ 753.65
*	**EXHAUST FANS**						
*	**TEV FANS - FAN HOUSING POWDER COATED GRAY, NEMA FAN.**						
1	0000102934	00000102934	TEV-559 536 NEMA UVD	TEV FAN, 5 HP, 3450 RPM, 208-230 / 460V, 3 PHASE, 60HZ, TEFC MOTOR, CLASS B CENTRIFUGAL FAN.STANDARD UPBLAST VERTICAL DISCHARGE (UVD) CONFIGURATION		$ 3,640.01	$ 3,421.61
*	**TEV SERIES FAN ACCESSORIES**						
*	**SHEET METAL OUTLET TRANSITIONS FOR TEV FANS**						
1	0000100340	00000100340	TOL-315	RECTANGULAR TO ROUND SHEET METAL TRANSITION FOR TEV 5 FANS. TRANSITIONS TO 12" ROUND MALE FITTING.		$ 131.55	$ 123.66
*	**FAN SILENCERS**						
1	708654	00000116292	12 silencer/ 36"	12" ID x 20" OD 36" LONG SHEET METAL SILENCER WITH 12" MALE END COUPLERS. (FOUR-INCH WALL THICKNESS).		$ 860.91	$ 809.25

*	**OS-3 FAN MOTOR CONTROL BOXES**						
*	AN OS-3 CONTROL BOX IS USED TO START/ STOP A FAN VIA THE PC-500 PRESSURE SENSOR. OS-3 CONTROL						
*	**OS-3 FAN CONTROLLERS**						
*	**OS-3 CONTROL BOXES FOR 5 HP FANS**						
1	706040	00000116126	OS-3, 5HP, 208-230V, 3PH	CONTROL OPERATION SYSTEM FOR 5HP, 208-230V, 3PH, 13 A		$ 1,756.85	$ 1,651.44
*	**SENSORS AND COMPONENTS**						
3	704000	00000100716	PC-500-US	PRESSURE SENSOR		$ 41.62	$ 117.37
22							
22						**SUB-TOTAL FIRE MATERIAL**	$ 24,178.52
						SUB TOTAL MISC - DUCT - HARDWARE MATERIAL	$ 4,955.72
						TOTAL MATERIAL	$ 29,134.24
						EQUIPMENT/LIFT RENTALS	$ 1,450.00
						FREIGHT	$ 2,000.00
						SALES TAX	$ 2,525.28
						INSTALL/LABOR	$ 20,381.57
						TOTAL	$ 55,491.09

Delivery of system will be within 12 weeks of proposal acceptance.

Payment to be made as follows: Progressive Invoicing

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's compensation insurance.

ACCEPTANCE OF PROPOSAL and TERMS AND CONDITIONS. (Pages 1 and 2, inclusively.) The above prices, specifications and Terms and Conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. By signing where indicated, you, as agent for the organization proposed, hereby authorized Air Exchange, Inc. to perform the work as specified on Page 1 of 2 of this proposal and agree and accept the Terms and Conditions (Page 2 of 2) of this proposal. Payment will be made as outlined above.

Air Exchange Authorized Signature: _____

Title: _____

Note: This proposal may be withdrawn by Air Exchange if not accepted within 180 days.

CUSTOMER SIGNATURE: _____

DATE OF ACCEPTANCE: _____

TERMS AND CONDITIONS

AIR EXCHANGE, INC.

PROJECT NAME:

ADDITIONAL EXCLUSIONS TO THE PROJECT PROPOSED:

1. Electrical components and hookup are not included, unless indicated on Page 1 of 2 of the proposal.

2. Permits and fees of any kind are not included in this proposal; including but not limited to, any pertinent load calculations; technical drawings, submittals, shop drawings and permit drawings of any kind. Should any of these items be required, a separate quote will be required.

3. Outside services, not limited to but including, concrete work, exterior penetrations, fork or scissor lift rentals, etc. are not included, unless indicated on Page 1 of 2 of the proposal.

4. All work to be performed during normal business hours (M-F, 7:30 a.m. to 4:00 p.m.). Work done outside of normal business hours will be subject to additional charges (I.e., time and one-half, double time, etc.) unless indicated on Page 1 of 2 of the proposal.

5. Payments terms are noted on the proposal. Should you require different terms than noted, an addendum to this contract will need to by fully executed before revised terms will be accepted.

6. Freight is not included, unless indicated on Page 1 of 2 of the proposal. Please provide preferred carrier. If you authorize, Air Exchange, Inc. will pay for freight charges and invoice you, but you must include this provision in your purchase order to Air Exchange, Inc.

7. Any/all materials and labor not listed on this proposal.

8. Any VFD's, Fans or Interlocks.

9. Remote Control Receiver and Transmitter option.

10. Blocking, Roof Curbs, Roof Jacks.

11. Electrical labor and materials.

12. Air Testing, Air Balancing.

13. Painting.

14. Bonds and permit fees of any kind.

15. Engineering fees of any kind including structural calculations or any labor or materials resulting from any structural calculations.

16. Engineered Drawings

AIR EXCHANGE, INC

495 Edison Ct., Ste. A, Fairfield, CA 94534
1141 E. Philadelphia St., Ontario, CA 91761
P: 800.300.2945
www.airexchange.com
Submitted By: John Whitney
john.whitney@airexchange.com
Cell#909-238-7686

Date: 12-6-2021

CA License #664135 C-43, C-61/D-43
NV License #0082193 C-21C
WA License #AirEx*988DJ
DIR# 1000011166

PLYMOVENT®
clean air at work

HOOK UP THE HOSE®
POWERED BY PLYMOVENT

Customer Name: Highland Fire Department

Customer Address: 29507 Base Line St, Highland, CA 92346

Customer Contact Name: Chief Landacazo

Customer Phone Number: 909-680-9526

Contact Email: Sean.Landavazo@fire.ca.gov

Fire Station #542

Project Name: Plymovent MRP-45

Proposal Valid: 180 Days

Scope of Work: Installation of MRP-45 magnetic system to include, Magnetic grabber (3, Upper hose pack (3), Mid hose pack (3) Lower hose pack (2) Tailpipe adapters (3) Pressure switches (3) Fan 5HP (1), Silencer (1),Filter scrubber box (1), Misc Duct, Antenna (1), Receiver (3), Transmitter (2) Lift rentals, labor, freight and tax.
******DOES NOT INCLUDE, electrical load calculations, structural calculations, Bonds (can be added if required) Blocking & painting of any kind, Carbon monoxide sensors, Structural or electrical Engineering costs of any kind or any material or labor as the result of any required Structural or electrical Engineering calculations, Any other Engineering fees or drawings of any kind beyond what is supplied with the quote tailpipe conversions, permits for project. Terms are also listed at end of proposal******

BOM QUOTING TOOL: FIRE / EMS EXHAUST REMOVAL SYSTEMS

QTY	OLD ARTICLE #	NEW ARTICLE #	PRODUCT NAME	DESCRIPTION		LIST PRICE	TOTAL
*	**MRP RAIL SYSTEMS**						
*	**STANDARD MRP RAIL SYSTEMS**						
3	NEW	00000004946	MRP-45	MINI RAIL SYSTEM 45 INCLUDES: 42.75' OF EXTRUDED ALUMINUM PROFILE 2- MRP RAIL END CAPS 1- HYDRAULIC SHOCK 1- RRDC-125, MIDDLE RAIL DUCT CONNECTOR, 5" DIAMETER 90' FEET OF MRP RUBBER LIP 4-TOP SUSPENSION MOUNT KITS *		$ 2,697.90	$ 7,608.08
*	**STRA/MRP MAGNETIC UPPER HOSE PACKS**						
*	**STRA/MRP MAGNETIC GRABBER 4" ST UPPER HOSE PACKS**						

3	810042	00000116723	MG UP,4IN ST HSPK,1 DRP,STR	MAGNETIC GRABBER (MG) UPPER, 4 IN. STANDARD TEMP (ST) HOSE PACK, 1 DROP, STRA/MRP INCLUDES: 1- UPPER ST HOSE 4 IN. X 4 FT. 2- BRIDGE HOSE CLAMPS 1- METAL HOSE SADDLE 4 IN. 1- BALANCER ASSEMBLY 1- STRA/MRP INTERNAL CRAB ASSEMBLY		$ 2,253.51	$ 6,354.89
*	**MID HOSE PACKS**						
*	**MID HOSE PACKS FOR SBTA, STRA AND VSRX**						
3	710062-1	00000116411	MID,ST HS 4IN x 10FT,1 PCS, ALL RAILS	MID, STANDARD TEMP (ST) HOSE 4 IN. x 10 ft., WITH CLAMPS, 1 PIECE, SBTA, STRA, VSRX		$ 457.61	$ 1,290.45
*	**MAGNETIC GRABBER LOWER HOSE PACKS**						
*	**MAGNETIC GRABBER ST LOWER HOSE PACKS FOR SBTA**						
*	**MAGNETIC GRABBER HT LOWER HOSE PACKS FOR MRP, STRA AND VSRX**						
3	**NEW**	00000003326	MG 4IN,LWR KIT,4IN HT HS,STRA/VSRX	MAGNETIC GRABBER (MG) 4 IN., HIGH TEMP (HT) HOSE 4 IN., SAFETY DISCONNECT HANDLE (SDCH) LOWER ASSEMBLY, STRA/VSRX		$ 1,572.69	$ 4,434.97
*	**MAGNETIC GRABBER CONICAL TAILPIPE ADAPTERS**						
*	**GALVANIZED CONICAL ADAPTERS**						
3	90360-1	00000112505	TPA 5IN,FOR MG 5IN	TAILPIPE ADAPTER (TPA) 5 IN., FOR MAGNETIC GRABBER (MG) 5 IN.		$ 267.25	$ 753.65
*	**EXHAUST FANS**						
*	**TEV FANS - FAN HOUSING POWDER COATED GRAY, NEMA FAN.**						
1	0000102934	00000102934	TEV-559 536 NEMA UVD	TEV FAN, 5 HP, 3450 RPM, 208-230 / 460V, 3 PHASE, 60HZ, TEFC MOTOR, CLASS B CENTRIFUGAL FAN.STANDARD UPBLAST VERTICAL DISCHARGE (UVD) CONFIGURATION		$ 3,640.01	$ 3,421.61
*	**TEV SERIES FAN ACCESSORIES**						
*	**SHEET METAL OUTLET TRANSITIONS FOR TEV FANS**						
1	0000100340	00000100340	TOL-315	RECTANGULAR TO ROUND SHEET METAL TRANSITION FOR TEV 5 FANS. TRANSITIONS TO 12" ROUND MALE FITTING.		$ 131.55	$ 123.66
*	**FAN SILENCERS**						
1	708654	00000116292	12 silencer/ 36"	12" ID x 20" OD 36" LONG SHEET METAL SILENCER WITH 12" MALE END COUPLERS. (FOUR-INCH WALL THICKNESS).		$ 860.91	$ 809.25

*	**OS-3 FAN MOTOR CONTROL BOXES**						
*	AN OS-3 CONTROL BOX IS USED TO START/ STOP A FAN VIA THE PC-500 PRESSURE SENSOR. OS-3 CONTROL						
*	**OS-3 FAN CONTROLLERS**						
*	**OS-3 CONTROL BOXES FOR 5 HP FANS**						
1	706040	00000116126	OS-3, 5HP, 208-230V, 3PH	CONTROL OPERATION SYSTEM FOR 5HP, 208-230V, 3PH, 13 A		$ 1,756.85	$ 1,651.44
*	**SENSORS AND COMPONENTS**						
3	704000	00000100716	PC-500-US	PRESSURE SENSOR		$ 41.62	$ 117.37
					SUB TOTAL MISC - DUCT - HARDWARE MATERIAL		$ 6,125.26
					TOTAL MATERIAL		$ 32,690.63
					EQUIPMENT/LIFT RENTALS		$ 1,450.00
					FREIGHT		$ 2,000.00
					SALES TAX		$ 2,800.90
					INSTALL/LABOR		$ 20,424.43
					TOTAL		$ 59,365.96

Delivery of system will be within 12 weeks of proposal acceptance.

Payment to be made as follows: Progressive Invoicing

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's compensation insurance.

ACCEPTANCE OF PROPOSAL and TERMS AND CONDITIONS. (Pages 1 and 2, inclusively.) The above prices, specifications and Terms and Conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. By signing where indicated, you, as agent for the organization proposed, hereby authorized Air Exchange, Inc. to perform the work as specified on Page 1 of 2 of this proposal and agree and accept the Terms and Conditions (Page 2 of 2) of this proposal. Payment will be made as outlined above.

Air Exchange Authorized Signature: _____

Title: _____

Note: This proposal may be withdrawn by Air Exchange if not accepted within 180 days.

CUSTOMER SIGNATURE: _____

DATE OF ACCEPTANCE: _____

TERMS AND CONDITIONS

AIR EXCHANGE, INC.

PROJECT NAME:

ADDITIONAL EXCLUSIONS TO THE PROJECT PROPOSED:

1. Electrical components and hookup are not included, unless indicated on Page 1 of 2 of the proposal.

2. Permits and fees of any kind are not included in this proposal; including but not limited to, any pertinent load calculations; technical drawings, submittals, shop drawings and permit drawings of any kind. Should any of these items be required, a separate quote will be required.

3. Outside services, not limited to but including, concrete work, exterior penetrations, fork or scissor lift rentals, etc. are not included, unless indicated on Page 1 of 2 of the proposal.

4. All work to be performed during normal business hours (M-F, 7:30 a.m. to 4:00 p.m.). Work done outside of normal business hours will be subject to additional charges (I.e., time and one-half, double time, etc.) unless indicated on Page 1 of 2 of the proposal.

5. Payments terms are noted on the proposal. Should you require different terms than noted, an addendum to this contract will need to by fully executed before revised terms will be accepted.

6. Freight is not included, unless indicated on Page 1 of 2 of the proposal. Please provide preferred carrier. If you authorize, Air Exchange, Inc. will pay for freight charges and invoice you, but you must include this provision in your purchase order to Air Exchange, Inc.

7. Any/all materials and labor not listed on this proposal.

8. Any VFD's, Fans or Interlocks.

9. Remote Control Receiver and Transmitter option.

10. Blocking, Roof Curbs, Roof Jacks.

11. Electrical labor and materials.

12. Air Testing, Air Balancing.

13. Painting.

14. Bonds and permit fees of any kind.

15. Engineering fees of any kind including structural calculations or any labor or materials resulting from any structural calculations.

16. Engineered Drawings

AIR EXCHANGE, INC

495 Edison Ct., Ste. A, Fairfield, CA 94534
1141 E. Philadelphia St., Ontario, CA 91761
P: 800.300.2945
www.airexchange.com
Submitted By: John Whitney
john.whitney@airexchange.com
Cell#909-238-7686

Date: 12-6-2021

CA License #664135 C-43, C-61/D-43
NV License #0082193 C-21C
WA License #AirEx*988DJ
DIR# 1000011166

PLYMOVENT®
clean air at work

Customer Name: Highland Fire Department

Customer Address: 7649 Sterling Ave, San Bernardino, CA 92410

Customer Contact Name: Chief Landacazo

Customer Phone Number: 909-680-9526

Contact Email: Sean.Landavazo@fire.ca.gov

HOOK UP THE HOSE
POWERED BY PLYMOVENT

Fire Station #543

Project Name: Plymovent MRP-70

Proposal Valid: 180 Days

Scope of Work: Installation of MRP-70 magnetic system to include, Magnetic grabber (2), Upper hose pack (2), Mid hose pack (2) Lower hose pack (2) Tailpipe adapters (2) Pressure switches (2) Fan 5HP (1), Silencer (1),Filter scrubber box (1), Misc Duct, Antenna (1), Receiver (1), Transmitter (2) Lift rentals, labor, freight and tax.
******DOES NOT INCLUDE, electrical load calculations, structural calculations, Bonds (can be added if required) Blocking & painting of any kind, Carbon monoxide sensors, Structural or electrical Engineering costs of any kind or any material or labor as the result of any required Structural or electrical Engineering calculations, Any other Engineering fees or drawings of any kind beyond what is supplied with the quote tailpipe conversions, permits for project. Terms are also listed at end of proposal******

BOM QUOTING TOOL: FIRE / EMS EXHAUST REMOVAL SYSTEMS

QTY	OLD ARTICLE #	NEW ARTICLE #	PRODUCT NAME	DESCRIPTION		LIST PRICE	TOTAL
*	**MRP RAIL SYSTEMS**						
*	**STANDARD MRP RAIL SYSTEMS**						
2	NEW	00000006210	MRP-70	MINI RAIL SYSTEM 70 INCLUDES: 66.5' OF EXTRUDED ALUMINUM PROFILE 2- MRP RAIL END CAPS 1- HYDRAULIC SHOCK 2- RRDC-125, MIDDLE RAIL DUCT CONNECTOR, 5" DIAMETER 140' FEET OF MRP RUBBER LIP 7-TOP SUSPENSION MOUNT KITS *		$ 4,020.40	$ 7,558.35
*	**STRA/MRP MAGNETIC UPPER HOSE PACKS**						
*	**STRA/MRP MAGNETIC GRABBER 4" ST UPPER HOSE PACKS**						

2	810042	00000116723	MG UP,4IN ST HSPK,1 DRP,STR	MAGNETIC GRABBER (MG) UPPER, 4 IN. STANDARD TEMP (ST) HOSE PACK, 1 DROP, STRA/MRP INCLUDES: 1- UPPER ST HOSE 4 IN. X 4 FT. 2- BRIDGE HOSE CLAMPS 1- METAL HOSE SADDLE 4 IN. 1- BALANCER ASSEMBLY 1- STRA/MRP INTERNAL CRAB ASSEMBLY		$ 2,253.51	$ 4,236.60
*	**MID HOSE PACKS**						
*	**MID HOSE PACKS FOR SBTA, STRA AND VSRX**						
2	710062-1	00000116411	MID,ST HS 4IN x 10FT,1 PCS, ALL RAILS	MID, STANDARD TEMP (ST) HOSE 4 IN. x 10 ft., WITH CLAMPS, 1 PIECE, SBTA, STRA, VSRX		$ 457.61	$ 860.30
*	**MAGNETIC GRABBER LOWER HOSE PACKS**						
*	**MAGNETIC GRABBER ST LOWER HOSE PACKS FOR SBTA**						
*	**MAGNETIC GRABBER HT LOWER HOSE PACKS FOR MRP, STRA AND VSRX**						
2	**NEW**	00000003326	MG 4IN,LWR KIT,4IN HT HS,STRA/VSRX	MAGNETIC GRABBER (MG) 4 IN., HIGH TEMP (HT) HOSE 4 IN., SAFETY DISCONNECT HANDLE (SDCH) LOWER ASSEMBLY, STRA/VSRX		$ 1,572.69	$ 2,956.65
*	**MAGNETIC GRABBER CONICAL TAILPIPE ADAPTERS**						
*	**GALVANIZED CONICAL ADAPTERS**						
2	90360-1	00000112505	TPA 5IN,FOR MG 5IN	TAILPIPE ADAPTER (TPA) 5 IN., FOR MAGNETIC GRABBER (MG) 5 IN.		$ 267.25	$ 502.43
*	**EXHAUST FANS**						
*	**TEV FANS - FAN HOUSING POWDER COATED GRAY, NEMA FAN.**						
1	0000102934	00000102934	TEV-559 536 NEMA UVD	TEV FAN, 5 HP, 3450 RPM, 208-230 / 460V, 3 PHASE, 60HZ, TEFC MOTOR, CLASS B CENTRIFUGAL FAN.STANDARD UPBLAST VERTICAL DISCHARGE (UVD) CONFIGURATION		$ 3,640.01	$ 3,421.61
*	**TEV SERIES FAN ACCESSORIES**						
*	**SHEET METAL OUTLET TRANSITIONS FOR TEV FANS**						
1	0000100340	00000100340	TOL-315	RECTANGULAR TO ROUND SHEET METAL TRANSITION FOR TEV 5 FANS. TRANSITIONS TO 12" ROUND MALE FITTING.		$ 131.55	$ 123.66
*	**FAN SILENCERS**						
1	708654	00000116292	12 silencer/ 36"	12" ID x 20" OD 36" LONG SHEET METAL SILENCER WITH 12" MALE END COUPLERS. (FOUR-INCH WALL THICKNESS).		$ 860.91	$ 809.25

*	**OS-3 FAN MOTOR CONTROL BOXES**						
*	AN OS-3 CONTROL BOX IS USED TO START/ STOP A FAN VIA THE PC-500 PRESSURE SENSOR. OS-3 CONTROL						
*	**OS-3 FAN CONTROLLERS**						
*	**OS-3 CONTROL BOXES FOR 5 HP FANS**						
1	706040	00000116126	OS-3, 5HP, 208-230V, 3PH	CONTROL OPERATION SYSTEM FOR 5HP, 208-230V, 3PH, 13 A		$ 1,756.85	$ 1,651.43
*	**SENSORS AND COMPONENTS**						
2	704000	00000100716	PC-500-US	PRESSURE SENSOR		$ 41.62	$ 78.25
16							
16					**SUB-TOTAL FIRE MATERIAL**		$ 22,198.53
					SUB TOTAL MISC - DUCT - HARDWARE MATERIAL		$ 6,015.73
					TOTAL MATERIAL		$ 28,214.26
					EQUIPMENT/LIFT RENTALS		$ 1,650.00
					FREIGHT		$ 3,000.00
					SALES TAX		$ 2,546.98
					INSTALL/LABOR		$ 21,631.59
					TOTAL		$ 57,042.83

Delivery of system will be within 12 weeks of proposal acceptance.

Payment to be made as follows: Progressive Invoicing

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's compensation insurance.

ACCEPTANCE OF PROPOSAL and TERMS AND CONDITIONS. (Pages 1 and 2, inclusively.) The above prices, specifications and Terms and Conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. By signing where indicated, you, as agent for the organization proposed, hereby authorized Air Exchange, Inc. to perform the work as specified on Page 1 of 2 of this proposal and agree and accept the Terms and Conditions (Page 2 of 2) of this proposal. Payment will be made as outlined above.

Air Exchange
Authorized Signature: _____

Title: _____

Note: This proposal may be withdrawn by Air Exchange if not accepted within 180 days.

CUSTOMER SIGNATURE: _____

DATE OF ACCEPTANCE: _____

TERMS AND CONDITIONS

AIR EXCHANGE, INC.

PROJECT NAME:

ADDITIONAL EXCLUSIONS TO THE PROJECT PROPOSED:

1. Electrical components and hookup are not included, unless indicated on Page 1 of 2 of the proposal.

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3. Outside services, not limited to but including, concrete work, exterior penetrations, fork or scissor lift rentals, etc. are not included, unless indicated on Page 1 of 2 of the proposal.

4. All work to be performed during normal business hours (M-F, 7:30 a.m. to 4:00 p.m.). Work done outside of normal business hours will be subject to additional charges (I.e., time and one-half, double time, etc.) unless indicated on Page 1 of 2 of the proposal.

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8. Any VFD's, Fans or Interlocks.

9. Remote Control Receiver and Transmitter option.

10. Blocking, Roof Curbs, Roof Jacks.

11. Electrical labor and materials.

12. Air Testing, Air Balancing.

13. Painting.

14. Bonds and permit fees of any kind.

15. Engineering fees of any kind including structural calculations or any labor or materials resulting from any structural calculations.

16. Engineered Drawings

STAFF REPORT

TO THE CITY COUNCIL

DATE: January 11, 2022

FROM: Joseph Hughes, City Manager

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

PREPARED BY: Matt Bennett, Assistant Public Works Director MB

SUBJECT: All-way Stop Designation at Highland Avenue and Cloverhill Drive

RECOMMENDATION: Public Safety Subcommittee recommends approval of Resolution No. 2022 - ____ designating an all-way stop at Highland Avenue and Cloverhill Drive.

FISCAL IMPACT: The cost to the City will be approximately $900 for material costs for 2 stop signs and posts, and crosswalk striping at Highland Avenue and Cloverhill Drive intersection. Labor will be furnished by City forces and contract services.

PUBLIC NOTICE: Notices of the Council Meeting Agenda were posted at the three locations required by resolution.

BACKGROUND: Highland Avenue is an east/ west collector street serving residential neighborhoods located north of Base Line between Church Street and Base Line. The intersection of Highland Avenue with Cloverhill Drive is currently a two-way stop controlled at northbound and southbound Cloverhill Drive and cross traffic on Highland Avenue does not stop. At the time of development around this intersection, anticipated vehicle and pedestrian volumes did not warrant the placement of an all-way stop. Issues of traffic safety in the neighborhood have recently been brought to the City's attention by residents. As a result, an engineering study was performed to determine if an all-way warrant top warrant would be met.

On October 27th, 2021, traffic and pedestrian volumes for the Highland Avenue and Cloverhill Drive intersection were obtained and analyzed by a consultant traffic engineer. In addition, the consultant traffic engineer visited the site to observe traffic conditions and motorists behavior. Warrants provided in the Manual of Uniform Traffic Control Devices were used in the analysis.

Approved _____	Motion _____	Second _____	Agenda Item No. 11
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		

B Hughes

City Clerk

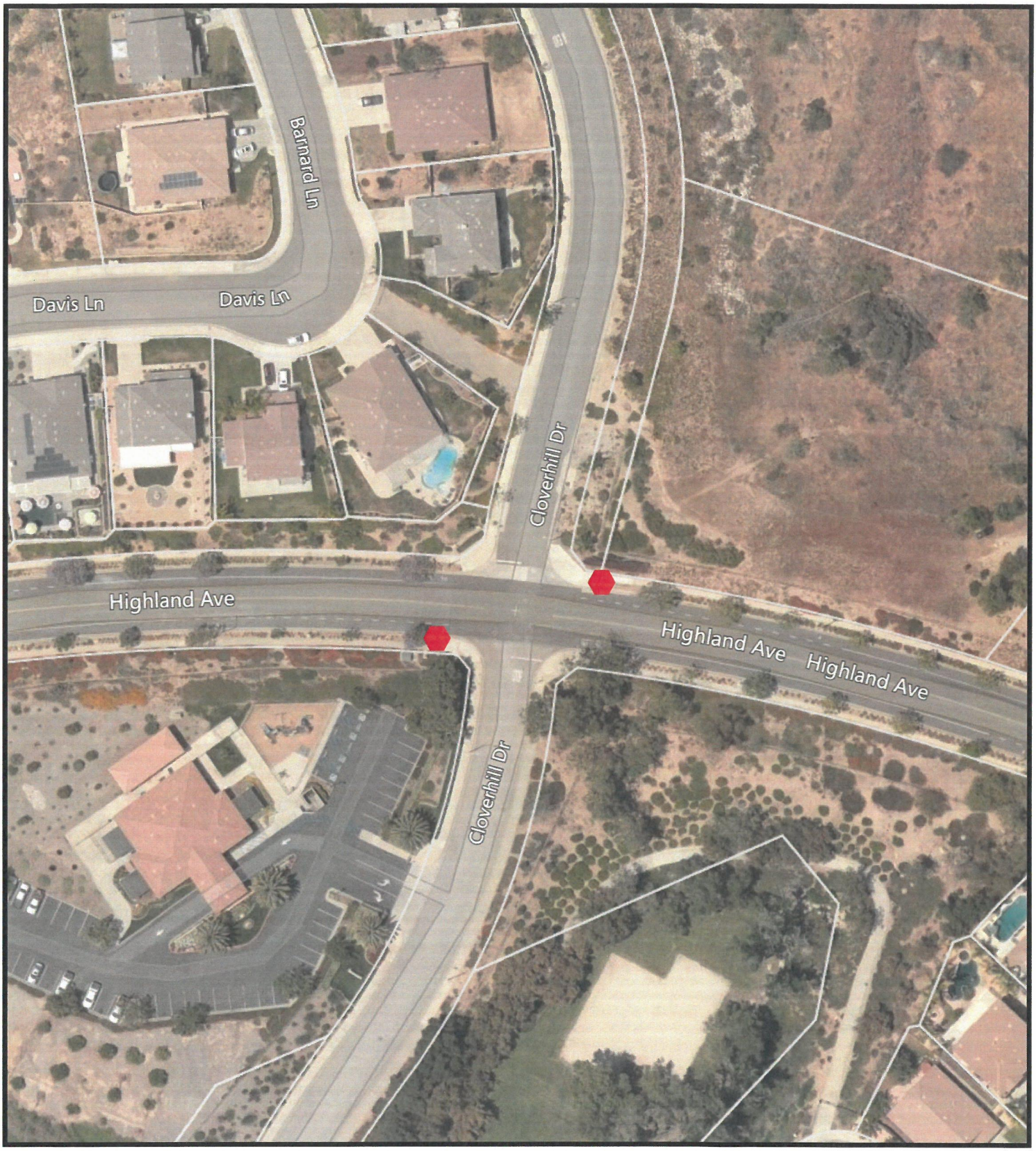
City Manager

The MUTCD has been adopted for use in California by Caltrans. The analysis revealed that a lack of sight distance is apparent when approaching the intersection from the west and there is expected high pedestrian activity at the intersection. The recommendation of the consultant traffic engineer was that an all-way stop was warranted at Highland Avenue and Cloverhill Drive intersection. It was further recommended that crosswalks be installed on all legs of this intersection.

On December 14, 2021, the Public Safety Subcommittee was presented staff's recommendation that the intersection of Highland Avenue and Cloverhill Drive become an all-way stop controlled intersection. A resident attended the Public Safety Subcommittee meeting to express his support of the all-way stop and crosswalks at Highland Avenue and Cloverhill Drive intersection. Residents have also emailed in support of the Public Safety Subcommittee recommendation to create an all-way stop at this intersection. A copy of the emails are attached. The new stop locations are indicated on the stop sign location map attached.

The Subcommittee's recommendation is reflected on page 11 in bold letters of the attached resolution.

Attachments:
(1) New Stop Sign Installation Location Map
(2) Resolution No. 2022-
(3) Resident Emails



Indicates proposed new stop sign installation.

NEW STOP SIGN INSTALLATION LOCATION MAP

RESOLUTION NO. 2022-___
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND DESIGNATING HIGHLAND AVENUE AND CLOVERHILL DRIVE AS AN ALL-WAY STOP CONTROLLED INTERSECTION AND RESCINDING RESOLUTION NO. 2020-007

Pursuant to San Bernardino County Code Title 5, Division 2, Chapter 1, adopted by the City of Highland, the City Council finds and determines that traffic conditions, and public safety and convenience, require certain regulations are necessary and shall be established, and the City Engineer is directed to take action as necessary to accomplish the following:

Section One: Designate the following streets as through highways and require all vehicles to stop before entering or crossing the same, except at locations otherwise specified:

WEST/EAST STREETS - FROM NORTH TO SOUTH

1. Highland Avenue from Boulder Avenue to Church Street; except,
   a) Boulder Avenue and Church Street intersections.
   b) Surrey Lane intersection

2. Highland Avenue from Pleasant View Lane to Base Line; except,
   a) Base Line intersection.

3. Terrace Drive from Orchard Road to Church Street; except,
   a) Orchard Road, Orangewood Lane and Church Street intersections.

4. Orangewood Road from Terrace Drive to Church Street; except,
   a) Terrace Drive and Church Street intersections.

5. Oak Ridge Road west of Church Street; except,
   a) Church Street intersection.

6. Atlantic Avenue from La Praix Street to Boulder Avenue; except,
   a) Boulder Avenue intersection.

7. Pacific Avenue from Del Rosa Drive to Grove Avenue; except,
   a) that portion outside Highland City limits; and
   b) Del Rosa Drive, Del Rosa Avenue, Sterling Avenue, Victoria Avenue, Orange Street, Palm Avenue, Boulder Avenue, and Grove Avenue intersections; and
   c) that portion within Caltrans right-of-way.

8. Burns Avenue from Tiara Avenue to Browning Road; except,
a) Browning Road intersection.

9. Fourteenth Street from Victoria Avenue to Orange Street; except,
a) Victoria Avenue, Olive Street, and Central Avenue intersections.

10. Base Line from Del Rosa Drive to east of Brookwood Lane; except,
a) that portion outside Highland City limits; and
b) Del Rosa Drive, Del Rosa Avenue, Sterling Avenue, Victoria Avenue, Central Avenue, Palm Avenue, Church Avenue, Boulder Avenue, Church Street and Weaver Street intersections.

11. Pluto Street from west of Dunkirk Avenue to Stoney Creek Drive; except,
a) Seine Avenue intersection

12. Southwood Lane from west of Fairwood Lane to Brookwood Lane; except,
a) Aplin Street intersection

13. Saguaro Way from Peach Blossom Court to Webster Street; except,
a) Webster Street intersection.

14. Cherokee Rose Drive from Apple Blossom Court to Webster Street; except,
a) Webster Street intersection.

15. Sycamore Drive from Webster Street to Autumn Chase Drive; except,
a) Webster Street and Streater Drive intersections.

16. Norwood Street from Palm Avenue to Church Avenue; except,
a) Palm Avenue and Church Avenue intersections.

17. Norwood Street from Seine Ave. to Stoneycreek Dr.; except,
a) Seine Ave. and Stoneycreek Dr. intersections.

18. Canyon Springs Road from Weaver Street to east of West Wind Court; except,
a) Weaver Street intersection.

19. Water Street from Church Street to easterly terminus; except,
a) Church Street, Weaver Street, Aplin Street, and North Fork Road intersections.

20. Lochinvar Road from Chanticleer Street to north of Carro Amano Lane; except,
a) Chanticleer Street and Weaver Street intersections.

21. Brightspot Lane from Weaver Street to Carro Amano Lane; except,
a) Weaver Street and Carro Amano Lane intersections.

22. Highland Grove Lane from Chanticleer Road to Weaver Street; except,
a) Chanticleer Road and Weaver Street intersections.

23. Gold Buckle Road from Greenspot Road to Unicorn Way; except,
a) Greenspot Road and Weaver Street intersections.

24. 10th Street from Central Avenue to Drummond Avenue; except,
a) Central Avenue and Drummond Avenue intersections.

25. Temple Street from Valaria Street to Victoria Avenue; except,
a) Valaria Street and Victoria Avenue intersections.

26. Temple Street from Church Ave. to easterly terminus; except,
a) Church Avenue intersection.

27. Flamingo Road from west of Bonnie St. to Golondrina Dr.; except,
a) Golondrina Dr. intersection.

28. Ninth Street from Tippecanoe Avenue to Palm Avenue; except,
a) that portion outside Highland City limits; and
b)Tippecanoe Avenue, Del Rosa Drive, Del Rosa Avenue, Sterling Avenue, Lankershim Avenue, Victoria Avenue, Central Avenue, and Palm Avenue intersections.

29. Canyon Oak Drive/Sunny Ridge Loop east of Streater Street; except,
a) Streater Street intersection.

30. Cypress Street from McKinley Street to Palm Avenue; except,
a) Lankershim Avenue, Victoria Avenue, Cunningham St., and Palm Avenue intersections.

31. River Run Lane from Mountain Side Lane to Club View Drive; except,
a) Mountain Side Lane and Club View Drive intersections.

32. Kane Court from west of Mr. McDuff's Way to Webster Street; except,
a) Webster Street intersection.

33. Eucalyptus Street from Webster Street to Orange Street; except,
a) Webster Street and Orange Street intersections.

34. Santa Ana Canyon Road from Club View Drive to east of Merlin Way; except,
a) Club View Drive, Weaver Street, Aplin Street and Alta Vista intersections.

35. Park Crest Lane from Sommerset Lane to Morningside Lane; except,
a) Sommerset Lane and Morningside Lane intersections.

36. Sixth Street from Tippecanoe Avenue to Central Avenue; except,
a) that portion outside Highland City limits; and
b)Tippecanoe Avenue, Del Rosa Drive, Sterling Avenue, Victoria Avenue, Cunningham Street, and Central Avenue intersections.

37. Polo Street from Gold Buckle Road to east of Aranci Way; except,
a) Gold Buckle Road intersection.

38. Polo Street from Club View Dr. to Morningside Ln.; except,
a) Club View Dr., Garden Grove North and South, and Morningside Ln. intersections.

39. Garden Crescent from Palm View Ln. to Palm View Ln.; except,
a) Palm View Ln. intersections.

40. Palm View Lane from Park View Lane to Club View Drive; except,
a) Park View Ln. and Club View Dr. intersections.

41. Greenspot Road from Church Street to east City limits; except,
a) Church Street intersection.

42. Merris Street from Church Street to Merris Street (north/south section); except,
a) Church Street at Merris Street; and
b) Merris Street at Merris Street

43. Garden Lane from Rose Ct. to Church St.; except,
a) Rose Ct. and Church St. intersections.

44. Garden Circle North from Garden Circle South to Rose Ct; except,
a) Rose Ct. intersection.

45. Garden Circle South from Garden Circle North to Rose Ct.; except,
a) Rose Ct. intersection.

46. Fifth Street from Tippecanoe Avenue to Church Street; except,
a) that portion outside Highland City limits; and
b) State Route 30 between Tennessee Street and Boulder Avenue; and
c)Tippecanoe Avenue, Del Rosa Drive, Victoria Avenue, Palm Avenue, Tennessee Street, Boulder Avenue, and Church Street intersections.

47. Fourth Street from Marilyn Avenue to Del Rosa Drive; except,
a) Del Rosa Drive intersection

48. Third Street from Tippecanoe Avenue to Palm Avenue; except,
a) that portion outside Highland City limits; and
b)Tippecanoe Avenue, Del Rosa Drive, Victoria Avenue, and Palm Avenue intersections.

48a. Crest Street from Cole Avenue to Palm Avenue; except,
a) Cole Avenue and Palm Avenue intersections.

NORTH/SOUTH STREETS - FROM WEST TO EAST

49. Tippecanoe Avenue from 9th Street to 3rd Street; except,
a) that portion outside Highland City limits; and
b) 9th Street, 6th Street, 5th Street, and 3rd Street intersections.

50. Marilyn Avenue from 3rd Street to 4th Street; except,
a) 3rd Street and 4th Street intersections

51. Del Rosa Drive from Pacific Street to 3rd Street; except,
a) that portion outside Highland City limits, and
b) Pacific Street, Base Line, 9th Street, 6th Street, 5th Street, and 3rd Street intersections.

52. Elmwood Road from Pacific Street to Base Line; except,
a) Pacific Street and Base Line intersections.

53. Del Rosa Avenue from Pacific Street to 6th Street; except,
a) that portion outside Highland City limits; and
b) Pacific Street, Base Line, 9th Street, and 6th Street intersections.

54. Osbun Road from Pacific Street to Base Line; except,
a) Base Line and Pacific Street intersections.

55. Golondrina Drive from Base Line to 9th Street and 9th Street to Fleming Street; except,
a) Base Line and 9th Street intersections; and
b) 9th Street and Fleming Street intersections

56. Sterling Avenue from Pacific Street to 5th Street; except,
a) that portion outside Highland City limits; and
b) Pacific Street, Base Line, 9th Street, 6th Street, and 5th Street intersections.

57. Rogers Lane from Base Line to 9th Street: except,
a) Base Line and 9th Street intersections.

58. Guthrie Street from Base Line to 9th Street; except,
a) Base Line and 9th Street intersections.

59. McKinley Street from Base Line to Cypress Street; except,
a) Base Line and 9th Street intersections.

60. Lankershim Avenue from 9th Street to McKinley Street; except,
a) 9th Street intersection.

61. Valaria Street from Base Line and 9th Street; except,
a) Base Line and 9th Street intersections.

62. Robinson Road from Highland Avenue to its southerly terminus; except,
a) Highland Avenue intersection

63. Victoria Avenue from Highland Avenue to 3rd Street; except,
a) that portion outside Highland City limits; and
b) Highland Avenue, Pacific Street, Base Line, 9th Street, 5th Street, and 3rd Street intersections.

64. San Francisco Street from 14th Street to Base Line; except,
a) 14th Street and Base Line intersections.

65. Cunningham Street from Base Line to 5th Street; except,
a) Base Line, 9th Street, Cypress Street, and 5th Street intersections.

66. Olive Street from Pacific Street to Base Line; except,
a) Pacific Street and Base Line intersections.
b) 14th Street intersection

67. Central Avenue from Mansfield Street to 6th Street; except,
a) 14th Street, Base Line, 9th Street, and Cypress Street intersections.

68. Olive Tree Lane from 10th Street to Base Line; except,
a) 10th Street and Base Line intersections.

69. Lillian Lane from 10th Street to Base Line; except,
a) 10th Street and Base Line intersections.

70. Orange Street from Millar Avenue to 14th Street; except,
a) that portion outside Highland City limits; and
b) Pacific Street and 14th Street intersections.

71. Cole Avenue from 10th Street to Base Line; except,
a) 10th Street and Base Line intersections.

72. Cole Avenue from 13th Street to Base Line; except,
a) Base Line intersection.

73. Reedy Avenue from Base Line to 13th Street; except ,
a) Base Line intersection
b) 13th Street intersection

74. Palm Avenue from Atlantic Avenue to south Highland City limits; except,
a) that portion outside Highland City limits; and
b) Atlantic Avenue, Pacific Street, Base Line, 5th Street, and 3rd Street intersections.

75. Church Avenue from Pacific Street to 5th Street; except,
a) Base Line and 5th Street intersections.

76. Buckeye Street from Stratford Street to Base Line; except,
a) Base Line intersection.

77. Nye Drive from Temple Street to northerly terminus; except,
a). Temple Street intersection.

78. La Praix Street from Messina Street to Pacific Street; except,
a) that portion outside Highland City limits; and
b) Pacific Street intersection.

79. Dunkirk Avenue from Pluto St. to Stoney Creek Dr.;

80. Seine Ave. from Stratford Ave. to Stoney Creek Dr.; except,
a) Stratford Ave., Base Line, Norwood St. and Stoney Creek Dr. intersections.

81. Stoney Creek Dr. from Base Line to Dunkirk Ave.; except,
a) Base Line intersection.

82. Yarnell Road from Manchet Way to Base Line; except,
a) Base Line intersection.

83. Tiara Avenue from Summer Trail Place to Manchet Way; except,
a) Burns Avenue intersection.
b) Summer Trail Place intersection

84. Country Oaks Drive from Summer Trail Place to Saffron Avenue; except,
a) Saffron Avenue intersection

85. Webster Street from Base Line to Boulder Avenue; except,
a) Base Line and Boulder Avenue intersections.
b) Eucalyptus Avenue intersection

86. Browning Road from Saffron Avenue to Base Line; except,
a) Base Line intersection.

87. Orchard Road from Highland Avenue to Arroyo Vista Drive; except,
a) Highland Avenue intersection.

88. Orange Street from Sycamore Drive to 5th Street; except,
a) Sycamore Drive, Eucalyptus Avenue and 5th Street intersections.

89. Marigold Avenue from Base Line to Lemon Street;

90. Applewood Street from north of Orange Blossom to Terrace Drive; except,
a) Terrace Drive intersection.

91. Rose Court from north of Garden Circle North to south of Garden Circle south; except,
a) Garden Circle south and Garden Circle north intersection.

92. Church Street from Orange Blossom Drive to 5th Street; except,
a) Highland Avenue, Base Line and 5th Street intersections.

93. Clover Hill Drive from Highland Avenue to Water Street; except,
a) Highland Avenue, Base Line, and Water Street intersections.

94. Fire Oak Drive from north of Red Tail Court to Water Street; except,
a) Water Street intersection.

95. Mountain Side Lane from Water Street to River Run Canyon; except,
a) Water Street intersection.

96. Oak Court from north of Pepper Tree Ct. to Garden Crescent; except,
a) Garden Crescent intersection.

97. Club View Drive from Base Line to Greenspot Road; except,
a) Base Line, Water Street and Greenspot Road intersections.

98. Sommerset Lane from north terminus to Santa Ana Canyon Road; except,
a) Santa Ana Canyon Road intersection.

99. Morningside Lane from north terminus to south of Polo St.; except,
a) Santa Ana Canyon Road intersection.

100. Chanticleer Road from north of Lochinvar Road to Gold Buckle Road; except,
a) Gold Buckle Road intersection.

101. Weaver Street from Base Line to Greenspot Road; except,
a) Base Line, Water Street, and Greenspot Road intersections.

102. Glen Oaks Road from Chandler Road to Canyon Springs Road; except,
a) Canyon Springs Road intersection.

103. Aplin Street from Base Line to Santa Ana Canyon Road; except,
   a) Base Line intersection.
   b) Southwood Lane intersection.
   c) Water Street intersection.
   d) Santa Ana Canyon Road.

104. North Fork Road from Santa Ana Canyon Road to Cornelius Court; except,
   a) Water Street, Santa Ana Canyon Road, and Cornelius Court intersections.

105. Drummond Avenue from 9th Street to Crest Street; except,
   a) Crest Street and 9th Street intersections.

Section Two: Designate the following intersections to be controlled by official traffic signals:

1. Base Line at Boulder Avenue
2. Base Line at Browning Road/Streater Avenue
3. Base Line at Central Avenue
4. Base Line at Church Avenue
5. Base Line at Church Street
6. Base Line at Cunningham/Olive
7. Base Line at Del Rosa Avenue
8. Base Line at Del Rosa Drive
9. Base Line at McKinley Street
10. Base Line at Palm Avenue
11. Base Line at Seine Avenue
12. Base Line at Sterling Avenue
13. Base Line at Victoria Avenue
14. Base Line at Walgreens
15. Base Line at Webster Street
16. Boulder Ave. Albertsons
17. Boulder Avenue at Beaver Medical Clinic
18. Boulder Avenue at Greenspot Road
19. Boulder Avenue at San Manuel Village
20. Boulder Avenue at Webster Street
21. Central Avenue at 5th Street
22. Church Avenue at 5th Street
23. Church Street at Greenspot Road
24. Del Rosa Avenue at 9th Street
25. Del Rosa Drive at 3rd Street
26. Del Rosa Drive at 5th Street
27. Del Rosa Drive at 6th Street
28. Del Rosa Drive at 9th Street
29. Del Rosa Drive at Pacific Street
30. Greenspot Road at Access A (Staples)
31. Greenspot Road at Lowes Center

32. Greenspot Road at Orange Street
33. Greenspot Road at Village of East Highland
34. Greenspot Road at Weaver Street
35. Highland Avenue at Real Journey Charter School
36. Highland Avenue at Boulder Avenue
37. Highland Avenue at Piedmont Drive
38. Highland Avenue at San Manuel Village
39. Highland Avenue at Victoria Avenue
40. Lankershim Avenue at 9th Street
41. Leland Norton Way at 3rd Street
42. Palm Avenue at 3rd Street
43. Palm Avenue at 5th Street
44. Palm Avenue at Cypress Street
45. SR-210 at 5th Street (northbound ramps)
46. SR-210 at 5th Street (southbound ramps)
47. SR-210 at Base Line (northbound ramps)
48. SR-210 at Base Line (southbound ramps)
49. SR-330 at Highland Avenue (northbound ramps)
50. SR-330 at Highland Avenue (southbound ramps)
51. Sterling Avenue at 5th Street
52. Sterling Avenue at 9th Street
53. Sterling Avenue at Pacific Street
54. Tippecanoe Avenue at 3rd Street
55. Tippecanoe Avenue at 5th Street
56. Tippecanoe Avenue at 6th Street
57. Tippecanoe Avenue at 9th Street
58. Victoria Avenue at 3rd Street
59. Victoria Avenue at 5th Street
60. Victoria Avenue at 9th Street
61. Victoria Avenue at 14th Street
62. Victoria Avenue at Pacific Street

Section Three: Designate the following intersections to be controlled by multi-way stop controls:

1. 6th Street and Del Rosa Drive
2. Central Avenue and 14th Street
3. Central Avenue and Cypress Avenue
4. Orangewood Lane and Terrace Drive
5. Pacific Street and Del Rosa Avenue
6. Pacific Street and Orange Street
7. Pacific Street and Palm Avenue
8. Base Line and Weaver Street
9. Cypress Street and Cunningham Street
10. Aplin Street and Southwood Lane
11. Aplin Street and Water Street

12. Seine Avenue and Norwood Street
13. Weaver Street and Water Street
14. 9th Street and Central Avenue
15. Water Street and North Fork Road
16. Church Street and Highland Avenue
17. Highland Avenue and Surrey Lane
18. Eucalyptus Avenue and Orange Street
19. Webster Street and Eucalyptus Avenue
20. Olive Street and 14th Street
21. **Highland Avenue and Cloverhill Drive**

Section Four: This resolution incorporates the contents of Resolution No. 2020-007 which is hereby rescinded in its entirety.

PASSED, ADOPTED AND APPROVED this 11th day of January, 2022

_____
Larry McCallon, Mayor

Attest:

_____
Betty Hughes, City Clerk

Betty Hughes

From:
Sent: Tuesday, December 28, 2021 3:13 PM
To: Public Comment
Subject: Cloverhill and Highland Ave

EXTERNAL EMAIL: Do not click on links or open attachments unless you know the content is safe.

Good Afternoon,
I am a resident of East Highland and live very close to the intersection of Cloverhill and Highland Ave. I am a frequent runner and walker and have to cross this intersection often on my run route. This is a very difficult street to cross, especially with the way the street curves. I am very much in support of a 4-way stop and crosswalks at this intersection. This will slow cars down and create a safe crossing for my family. This area is full of walkers, bike riders and runners and this would make our neighborhood much safer.

Thank you for your consideration.

Jenny Doll

Betty Hughes

From: Mark Strain
Sent: Tuesday, December 28, 2021 5:41 PM
To: Public Comment
Subject: Re: Traffic Engineering Study, Intersection of Cloverhill Drive at Highland Avenue

EXTERNAL EMAIL: Do not click on links or open attachments unless you know the content is safe.

My name is S. Mark Strain. My residence address is Highland, CA.

I am submitting a comment in support of the recommendation to change the subject intersection from a two-way stop for Cloverhill traffic to a four-way stop, complete with marked pedestrian crossing zones.

The stretch of Highland Avenue between Church Avenue (to the west) and Baseline Avenue (to the east and south) is approximately
1.1 miles long.

There is NO stop for Highland Avenue traffic (in either direction) between Church and Baseline.

The roadway design of this stretch of Highland Avenue that creates such a lovely and fun-to-drive, "long and winding road" (to borrow a famous Beatles lyric, yes, I'm that old) also presents some subtle, yet both substantial and significant, traffic hazards.

This open stretch of Highland is neither straight nor flat, but a series of undulating "S" curves with changing elevations that create substantial sightline challenges for drivers on Cloverhill attempting to turn left or right onto Highland.

Further, the sightline challenges increase as speeds of vehicles traveling on Highland increase beyond the posted 35 mph limit.

This is problematic because the subject intersection is placed on a rise in the surface of Highland Ave, such that Highland Avenue traffic west of Cloverhill is below the visual horizon line of drivers on Cloverhill.

Drivers on Cloverhill approaching Highland from the south, face a gamble turning onto Highland, both left and right, from eastbound Highland traffic.

Drivers on Cloverhill approaching Highland from the north, face the same gamble, when turning left onto Highland, from eastbound Highland traffic.

In short, what looks like a clear roadway immediately before entering the intersection, rarely is when you actually enter it from Cloverhill and begin your turn onto Highland Avenue.

I travel on these roadways and use this intersection at least twice a day, every day, occasionally more often.

This intersection is the primary access point for traveling to and from my home. It's a bit of a "gauntlet" at times.

I support the recommendation in order to improve traffic safety.

Relying upon the same sightline analysis, I further support this recommendation in order to support pedestrian crossing safety as this intersection is often used a school bus stop.

Thank you for your consideration of my comments.

Please feel free to contact me directly with any questions or concerns.

/s/

S. Mark Strain

Betty Hughes

From: robert patterson
Sent: Thursday, December 30, 2021 9:40 AM
To: Public Comment
Subject: Much needed 4way stop and cross walks

EXTERNAL EMAIL: Do not click on links or open attachments unless you know the content is safe.

Thank you for finally making it safer to walk and riding bicycles in east Highland.
We also need to add more designated cross walks on Baseline between Church and Webster.

Betty Hughes

From: robert patterson
Sent: Thursday, December 30, 2021 9:50 AM
To: Public Comment
Subject: Sorry didn't provide addres

EXTERNAL EMAIL: Do not click on links or open attachments unless you know the content is safe.

I just sent the email thanking the work to add stop signs and crosswalks on Highland.
But also we need to add designated cross walks on Baseline between Church and Webster.
My address is Highland, CA 92346.
Thank you!

Betty Hughes

From: Tiffany Micheals
Sent: Thursday, December 30, 2021 12:33 PM
To: Public Comment
Subject: Stop sign at Highland and Cloverhill

EXTERNAL EMAIL: Do not click on links or open attachments unless you know the content is safe.

To whom it may concern.

My name is Tiffany Micheals. I reside with my husband and son at
Highland, CA 92346.

I am writing to express that we are absolutely in favor of a stop sign and cross walk being placed at the very dangerous intersection of Highland and Cloverhill.

We have lived here for 15 years and often take our son and dog to the lake and play area. Crossing the street without a cross walk or stop sign is very dangerous and there have been multiple occasions where cars have sped past us and not even attempted to stop. I also believe it will aid in reducing the fast speed in which drivers travel on Highland, which will hopefully reduce the amount of accidents that take place there.

I would like to commend my neighbor, Dave Saran, for his tireless efforts to keep our community safe and a wonderful place to live. Every community would benefit with more members like him.

You may contact me at should you require any further information.

Warm regards,
Tiffany Micheals

Betty Hughes

From:	Elaine Mesa
Sent:	Saturday, January 1, 2022 5:41 PM
To:	Public Comment
Cc:	
Subject:	Cloverhill & Highland/January 11th meeting

EXTERNAL EMAIL: Do not click on links or open attachments unless you know the content is safe.

City of Highland,

We are residents in the East Highland Ranch Community and are in support of the proposed 2-Way STOP to a 4-Way STOP with marked crosswalks and signage in all directions on the intersection of Cloverhill and Highland Avenue. This would allow for a safer crossing for the many residents who frequently walk and ride bikes in our active community.

Thank you,

Elaine & Tony Mesa

Highland, CA 92346

STAFF REPORT

TO THE CITY COUNCIL

DATE: January 11, 2022

FROM: Joseph A. Hughes, City Manager

PREPARED BY: Lawrence A. Mainez, Community Development Director

SUBJECT: Memorandum of Understanding (MOU) referencing Planning and Funding of the Santa Ana Wash Wildland Trails between the City of Highland, the City of Redlands, and the San Bernardino Valley Water Conservation District.

RECOMMENDATION: Staff recommends the City Council authorize the Mayor to execute the Santa Ana Wash Plan Wildland Trails MOU upon the City Attorney's final review and approval, and after consideration of any non-substantive changes that may be made by the City of Redlands.

FISCAL IMPACT: There are no General Fund resources contemplated for the construction or operations of trails within the Upper Santa Ana River Wash Plan. The subject MOU specifies funding contributions from the San Bernardino Valley Water Conservation District and from the mining operators through their respective Conditional Use Permits for areas permitted for mining under the Wash Plan (Robertson's Ready-Mix CUP-007-004, Condition No.26, and CEMEX CUP-007-005, Condition No.25). The trails infrastructure improvement costs are estimated to be $200,000.00, and the annual operating and maintenance costs is estimated to be $84,000.00.

BACKGROUND: As City Council is aware, since the mid-1990s the City of Highland has been working with the San Bernardino Valley Water Conservation District ("Conservation District") on the Upper Santa Ana River Wash Habitat Conservation Plan (Wash Plan HCP).

Approved _____	Motion _____	Second _____	Agenda Item No. 12
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
City Clerk		City Manager	

The Wash Plan HCP is a regional land use concept that permits and relocates a series of sand and gravel mining lease areas to locations adjacent to existing mining, and creates a habitat preserve per the requirement of these permits for a number of regional land use projects, called "Covered Activities". The Wash Plan HCP has received federal approval and is in process for permits from the California Department of Fish and Wildlife. The Conservation District is implementing the Wash Plan HCP to allow development, expansion, and maintenance of facilities for both municipal and commercial entities within the Wash, including those of the City, while providing protected habitat for multiple Federal and State protected species that are found within the Wash.

The 4,500-acre Santa Ana River Wash, including the approximately 1,600 acres of preserve lands, provides a large, unique open space area supporting both natural habitat and recreational opportunities to residents of the rapidly urbanizing East Valley.

One of the Wash Plan HCP "Covered Activities" is the development of a *wildland trails* system for pedestrians, and cyclists within the Wash Plan Preserve located north of the Santa Ana River, on lands primarily owned by the District, within the Cities of Highland and Redlands. Additionally, the Cities of Highland and Redlands have Covered Activities which provide paved trails in the Wash Plan area along existing roadways. Towards that end, the Conservation District in November 2016 approved the Wash Plan Trails Master Plan ("Trails Plan"), which describes a network of expanded trails and recreational opportunities, including:

1. The addition of approximately twenty-three (23) miles of trails, including Class 1, 1-B, 2 and 4 segments, joining the existing trail networks in Highland and Redlands, and further defined in the following manner.
    a. Seven (7) miles of *wildland trails* on existing, unpaved access roads.
    b. Thirteen (13) miles of paved trails, to be developed by Highland, Redlands, the Conservation District, and perhaps other entities within existing or future public rights of way.
    c. Approximately two and one half (2.5) miles of trails on existing and legally accessible public ROW (e.g., bike lanes on paved roadways).
    d. A potential trail segment across the Santa Ana river.

Up to this date, both the Cities of Highland and Redlands have supported development of the wildland trail system described in the Trails Plan to augment existing trail systems for residents and visitors.

The District's implementation of the Wash Plan HCP is now proceeding to a point where trails development can begin. Towards that end, the District has prepared, and City staff and City Attorney have reviewed, a "Memorandum of Understanding Regarding Planning and Funding for the Santa Ana Wash Wildland Trails" ("Trails MOU"), which is now submitted to City Council for its review and approval. The same Trails MOU document will be considered and is expected to be approved by the City of Redlands City Council in February.

The subject Trails MOU focuses on the *wildland trails* portion of the Trails Plan Facilities which fall on District property, and is proposed with a twenty (20) year term, and defines the respective parties' roles in permitting and allowing public access to the *wildland trails* over time. It designates the Conservation District as the lead agency for any environmental review or permitting that may be required apart from that already completed for the Wash Plan HCP, as well as the lead implementing and operating agency for the *wildland trails*. As noted in the Fiscal Impact section above, the MOU specifies funding contributions, including a one-third share contribution from the District and one-third each contributions from each City through enforcement of their approved CUPs for areas permitted for mining under the Wash Plan HCP. The following is the mining operators Conditional Use Permit Condition/CEQA Mitigation Measure related to their responsibility to fund the maintenance of trails within the Wash Plan (Robertson's Ready-Mix CUP-007-004, Condition No.26, and CEMEX CUP-007-005, Condition No.25).

> *"(MMP REC-01, REC-02, and REC-03) Prior to any grading, RRM/CEMEX, as part of the Wash Task Force, shall participate in the implementation of a trail program within the Planning Area in the following manner.*
>
> a. *RRM/CEMEX, as part of the Wash Task Force, shall submit its fair share amount at a time agreed upon by the Wash Task Force, and the City, to the City of Highland for the maintenance of trails within the Planning Area as set forth in the Trails Master Plan to be developed as part of implementation of a Habitat Conservation Plan for the Planning Area. The amount of the cash deposit will be determined by an implementation program outlined with the Trails Master Plan for the Planning Area.*
>
> b. *RRM/CEMEX, as part of the Wash Task Force, shall submit its fair share amount at the time agreed upon by the Wash Task Force and the City, to the City of Highland for the exclusive use of trails education and outreach programs for the Planning Area. The education outreach program shall focus on litter and pet waste and include, but not be limited to the following elements: advertising, community outreach, strategic partnerships, media, youth education, and business and stakeholder outreach."*

In other words, there will be no City General Funds used for the construction or maintenance of the *wildland trails* within the Upper Santa Ana River Wash Habitat Conservation Plan.

The subject MOU also creates a three-member Trails Oversight Committee, consisting of one representative from each of the parties, to guide maintenance and operations issues, and to help coordinate potential future integration of trails with other regional public recreational facilities, as those develop over time.

City staff has reviewed and commented upon the draft MOU, and its suggestions have been incorporated into the document for approval. Comments from City staff and the City Attorney focused on ensuring the City of Highland was not responsible for on-going funding, and to re-emphasize that the District and mining operators (CEMEX and Robertson's Ready Mix) are the parties responsible for the establishment and long-term maintenance funding of applicable trails in the Wash Plan HCP.

Representatives from the Conservation District will be available at the meeting to answer any questions.

ATTACHMENT 1: Memorandum of Understanding Regarding Planning of Santa Ana Wash Wildland Trails by and between the City of Highland and the City of Redlands, and the San Bernardino Valley Water District.

ATTACHMENT 1

Memorandum of Understanding referencing Planning and Funding of Santa Ana Wash Wildland Trails by and between the City of Highland, the City of Redlands, and the San Bernardino Valley Water Conservation District

Memorandum of Understanding Regarding Planning and Funding of Santa Ana Wash Wildland Trails

by and between the City of Highland, the City of Redlands, and the San Bernardino Valley Water Conservation District

RECITALS

This "MEMORANDUM OF UNDERSTANDING REGARDING PLANNING AND FUNDING OF SANTA ANA WASH WILDLAND TRAILS" ("MOU") is entered into this ___ day of ____ 2022, by and between the CITY OF HIGHLAND, ("Highland"), the CITY OF REDLANDS ("Redlands"), and the SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT ("District"). Highland and Redlands are sometimes referred to collectively hereunder as "Cities" and Highland, Redlands and District are referred to collectively as "the Parties." This MOU is entered into in consideration of all the following:

RECITALS:

WHEREAS, Cities are both municipal corporations, and general law cities in the State of California. As such, Cities have the statutory authority to set aside, improve, operate, and maintain property for public recreational purposes, including trails. This authority draws from, *inter alia,* Government code section 66477, and common law municipal powers.

WHEREAS, District is a California Water Conservation District duly formed and existing under Water Code sections 74000 et seq. District has as its primary purpose the capture, spread, and recharge of water, both native and imported, over groundwater recharge facilities it owns, operates, and leases, and the stewardship of lands for compatible water supply and quality, mineral production, and the preservation of sensitive habitats.

WHEREAS, District owns substantial holdings of land within the Santa Ana River Wash. The 4,500-acre Santa Ana River Wash provides a large, unique open space area supporting both natural habitat and recreational opportunities to residents of the rapidly urbanizing East Valley. The District has initiated, and is now implementing, the Upper Santa Ana River Wash Habitat Conservation Plan ("Wash Plan") to allow development, expansion, and maintenance of facilities for both municipal and commercial entities within the Wash, including those of the District and Cities, while providing protected habitat for multiple Federal and State protected species that are found within the Wash. District has obtained an Incidental Take Permit for the Wash Plan, which includes as one of the covered activities the establishment of trails.

WHEREAS, The Trust for Public Lands ("TFPL") recommends that parks, trails, and other outdoor recreational amenities be sited to maximize the number of community members living ten minutes or less away, by foot. With currently available trails, TFPL shows that 26% of Highland residents are within a ten-minute walk while 51% of Redlands residents are within a 10-minute walk.

WHEREAS, the Parties, in collaboration with each other, formulated the Wash Plan Trails Master Plan (November 2016) (which was approved by the City of Highland Community Trails Committee) ("Trails Plan") to combine the Cities' legal authority to establish trails, with the District's land and conservation area management authority and existing permits, in order to expand public recreational trails as part of the long-term land uses for the Santa Ana River Wash. The Trails Plan is incorporated into, and was reviewed with the same EIR/EIS, as the Wash Plan. The Trails Plan describes a paved and unpaved trail system for pedestrians, street cyclists, mountain bikers and equestrian users within and adjacent to the Wash Plan Preserve located north of the Santa Ana River, within the jurisdictional boundaries of the Cities.

WHEREAS, implementation of the Trails Master Plan would substantially expand and improve the scope and range of recreational opportunities available in the Wash Plan area, and extend to all residents of the region the economic, educational, health, heritage, transportation, community involvement, and quality of life benefits that such trail systems can provide. Specifically, the Trails Master Plan proposes an interconnected system of 23.1 miles of trails, including Class 1, 1-B, 2 and 4 segments, to the existing trail networks in Highlands and Redlands. A map of such proposed trails from the Trails Plan is attached as Exhibit "A." These trails would provide legal access for pedestrians, street cyclists, mountain bikers and equestrian users within and adjacent to the Wash Plan Preserve. Approximately 2.5 miles of trails are already built and legally accessible via public rights of way (e.g. bike lanes on paved roadways), 7 miles of trails would be opened along existing, unpaved access roads, and an additional 13 miles of paved trails would be developed by Highland, Redlands, San Bernardino County Transportation Authority, or other entities within existing or future public rights of way.

WHEREAS, some funding for the realization of the Trails Plan is already in place, and some is the subject of existing funding commitments, that have come from issuance of conditional use permits for mining activities under the Wash Plan, or from conditions of approval from other discretionary permits previously issued by the Cities, or others. However, such funding is not currently expected to be sufficient to cover all expected right of way, construction, and maintenance and operation costs of the trails network, as envisioned in the Trails Plan.

WHEREAS, the Parties therefore now wish to collaborate on the final design, implementation, funding, and operation and maintenance of that portion of the trails system proposed in the Trails Plan located upon property owned by the District, or owned by the BLM but over which the District has rights including trail establishment and maintenance. These trails include Borrow Pit South, Cone Camp Road, Old Rail Line, Pole Line, and Weaver, as identified in the Trails Plan ("MOU Trails"). Such MOU Trails consist of 7.3 miles of trails, and are depicted on Exhibit "B." The Parties therefore enter this MOU to define their respective roles and responsibilities, and assure the cooperative development of a regional recreational resource for trails activity in the Santa Ana River Wash area.

NOW, THEREFORE, in consideration of all the foregoing, it is agreed among the Parties as follows:

1. **Recitals.**

The recitals set forth above are true and correct and incorporated herein.

2. **Term.**

This MOU shall have a term of twenty (20) years from the date on which the last party executes this MOU, unless earlier terminated as set forth herein. This MOU may be extended by the Parties for up to two (2) subsequent five (5) year periods, pursuant to written amendment signed by all parties. Any party may terminate its participation in this MOU by providing the other Parties with one hundred eighty (180) days' written notice, provided, however, that termination of this MOU shall not terminate any trail funding or operating agreements the Parties, or any of them, may have entered into as of the date this MOU itself is terminated, and any such agreements shall be governed by their own termination provisions, if any. To clarify, a party's termination of the MOU shall terminate that party's funding agreement set forth in this MOU, but shall not automatically terminate any separately executed trail funding or operating agreements that the party entered into.

3. **Trails Master Plan Implementation.**

3.1 Role of the Parties in Trails Plan Implementation, and Trails Establishment. The Parties intend to proceed immediately with implementation of the MOU Trails portion of the Trails Plan. This will require the establishment of trails by the respective Cities within their own jurisdictional boundaries, in part on property that will be made available for such purposes by the District. Cities shall be solely responsible for planning, permitting, construction, and implementation of the trail segments located on existing public right of way, with the exception of permits associated with Wash Plan Covered Activities, which are being pursued by the District on behalf of the Wash Plan Task Force. For MOU Trails, District will (1) contribute land and appropriate public access rights, (2) provide the permitting from any third-party agency not a party to this Agreement required for the establishment and operation of MOU Trails, (3) assist with funding for the establishment of MOU Trails, and (4) assist in MOU Trails operations and maintenance oversight. District will develop, update, and make available to Cities a GIS-based trail mapping system, with appropriate parcel information, so Cities can integrate such MOU Trails mapping with their own property and parcel map information, and so Cities can assess any third-party rights of way, or additional permitting, that may be needed for trails or MOU Trails implementation.

3.2 Funding. Two thirds of the implementation costs for the MOU Trails will be provided by the Cities, and one third will come from the District. The Parties will, as needed, provide additional design of the trails and any appurtenances or attendant improvements, and shall update cost estimates as may be appropriate for the costs listed in the Trails Plan for the contemplated trails

facilities, from which the Parties will establish a budget and work plan for the MOU Trails implementation. Unless the Cities obtain grant funds or endowments to fund the MOU Trails, the Cities' contribution will be solely funded from those payments and deposits the Cities required be paid by holders of conditional use permits for mining activities, which funds were made a condition of approval for the purpose of development, implementation, and maintenance of trails or other public recreational activities. For the City of Highland, this was done by way of Conditional Use Permit CUP-007-004 (Robertson's Ready Mix) and CUP-007-005 (Cemex). The Cities shall provide an accounting of all such funds, and the District will identify funding it has available to contribute to establishment of MOU Trails and appropriate MOU Trails appurtenances and improvements. The Parties may consider potential pooling of such funds into a single account for ease of coordination and administration of the MOU Trails.

3.3 CEQA and Other Environmental Review. The Parties understand and expect that the MOU Trails contemplated by the Trails Plan have been environmentally reviewed and approved in connection with the Incidental Take Permit obtained by the Wash Plan, and apart from certification that no additional environmental review is required under 14 CCR section 15162, and do not anticipate that additional environmental review will be necessary for MOU Trails implementation. To the extent that additional review or permitting may become necessary, however, the District shall undertake lead agency responsibilities for any such additional CEQA or other environmental review for MOU Trails, unless one of the Cities requests to do so, based upon the location of the MOU Trail within their respective jurisdictions. To the extent such additional environmental processing is undertaken by the District, the Cities shall each reimburse the District for one third of such costs, either through direct invoicing, or as Issuance Costs under the Wash Plan MOU in connection with the development of the MOU Trails as a Covered Activity under the Wash Plan, provided that Highland's MOU Trials costs shall not exceed the funds it collects from Cemex and Robertson's Ready Mix pursuant to the conditional use permits referenced above. For any required future permits, the Parties presently contemplate that District will be the lead agency in connection with preparing, presenting, and procuring of such permits to completion, but agree that they will prospectively determine, on a case-by-case basis, which party is most appropriate for any given specific MOU Trails implementing project, based on its scope, timing, and staffing and budgetary matters. To the extent either of the Cities is the permitting authority for such permits, the applicable municipality shall be the applicant, and shall not charge District application, hearing, or process fees in connection with pursuit or issuance of the permit.

4. **Individual Trails Project Approval Procedures.**

Prior to construction of any of the MOU Trails included in the Trails Plan, to the extent any such construction is required, and to the extent not already approved by the Cities' approval of the Trails Plan, all MOU Trail and appurtenant facilities must be approved by Redlands or Highland, depending upon whose jurisdictional boundaries the proposed project lies within. For projects that lie within both, the approval of both Cites shall be required. Such approvals shall be presented to the City Council of each of the respective Cities for consideration as a City-initiated application, and District shall not be responsible for payment of any application fees, hearing costs, or other costs ordinarily incidental to whatever form such approval usually takes under the procedures of the applicable municipality.

5. Trail Operation and Maintenance Responsibilities.

For those Trails Plan trails located within existing streets or other dedicated public rights of way (e.g., the Alabama Street Trail, Greenspot Road Trail, and Boulder Avenue/Orange Street Trail) the municipality having jurisdiction over the portion of the public right of way in which the trail is situated shall assume all costs and responsibility for trail operation, monitoring, oversight, signage, and maintenance. Such activity will be performed by the municipality in conjunction with its other street or public right of way responsibilities, with such eligible funding as the Cities may have to devote to such purposes, including potentially grants or endowment funds. For the MOU Trails, the Cities hereby contract with District as their agent for trail operation, monitoring, oversight, signage, and maintenance, and District shall assume responsibility therefor. The District shall pay for one third of the annual cost of MOU Trail maintenance activities, provided that the remaining two thirds is paid to the District by Robertson's Ready Mix and CEMEX under the terms of their existing Conditional Use Permits for mining, or paid by the Cities from deposits previously made by such parties. The District shall prepare an annual budget in accordance with the Wash Plan Wildland Trails Masterplan for review by all Parties, and such budget shall be invoiced by the District to the Mining entities unless any party objects or requests modification. Such changes may be moderated by the Oversight Committee (as defined in Section 6). The District will be responsible for patrol and monitoring of all MOU Trails located on District-owned or operated lands, and will establish a procedure to coordinate enforcement activity on trails with the public safety or police/fire services of the Cities, to ensure safety, and to enforce applicable laws and ordinances on District-owned and operated lands.

6. Trails Oversight Committee.

Each of the Parties shall appoint one staff member representative to a Trails Oversight Committee. The Trails Oversight Committee shall coordinate, promulgate rules and regulations for trails usage, and shall review the proposed annual budget for trails maintenance and operation if an objection is raised. It shall also address operational issues or coordination among the Parties. The Oversight Committee will coordinate on efforts needed to establish new trail facilities, make recommendations for public outreach or educational opportunities in connection with trails, promote trail use and safety, seek additional grant or other funding for trail maintenance and operation, consistent with the Trails Plan. The Trails Oversight Committee shall meet at least

annually, and the notices for such meetings, calendaring, preparation of agenda topics, and meeting venue shall be provided by the District. The Trails Oversight Committee shall have decision-making authority for trails maintenance and operational issues, and may make recommendations to the legislative bodies of any or all parties, and shall serve as a discussion forum among the Parties for trails establishment, management and use. Notwithstanding the foregoing, the final decision-making authority as to how each party funds its share of costs, shall rest with the governing body of that party. The Trails Oversight Committee shall not commit any party to expend any additional funds than what is set forth in this MOU.

7. Expansion of Trails Amenities.

The Parties intend that the Trails Plan serve as a foundational network for recreational trails in the Wash Plan area. The Parties shall jointly, and over time, pursue a strategy for exploring expansion of trail amenities supporting the Trails Plan trail network to include trailhead, parking and other amenities, provided that no such amenity shall harm or threaten the Wash Plan Preserve, or the Wash Plan Conservation Strategy, under the Wash Plan HCP and its implementing permits and agreements. The Parties, through the Trails Oversight Committee will explore partnership opportunities for trails with other public and private agencies, assess the supporting facilities necessary or convenient to support the active and safe use of all regional trails, and generate cost estimates and feasibility analyses for project to expand the scope, geographic extent, and level of use of trails. The Committee shall also assess the funding sources available for, or able to be committed to, implementation of such new trails or other facilities, and formulate plans for pursuing such grant or other funding that may be available for such uses.

8. Indemnification.

Each party shall, at is sole cost and expense, defend, hold harmless, and indemnify the others and their elected officials, officers, agents, employees, volunteers, successors, assigns and those agents serving as independent contractors in the role of public officials (collectively "Indemnitees"), from and against any and all claims, demands, damages, costs, expenses, or liability, causes of action, proceedings, expenses, judgments, penalties, liens, and losses of any nature whatsoever, including fees of accountants, attorneys, or other professionals and all costs associated therewith and the payment of all foreseeable consequential damages (collectively "Liabilities) in law or equity, whether actual, alleged or threatened, which are determined to arise out of, pertain to, or relate to the acts or omissions of indemnifying party, its officers, agents, servants, employees, subcontractors, materialmen, consultants or their officers, agents, servants or employees (or any entity or individual that indemnifying party shall bear the legal liability thereof) in the performance of this Agreement. Indemnifying party shall defend the Indemnitees in any action or actions filed in connection with any Liabilities with counsel approved by the Indemnitee, and shall pay, proportionate to the indemnifying party's liability, all costs and expenses, including all attorneys' fees and experts' costs actually incurred in connection with such defense. The indemnifying party shall reimburse the Indemnitees for such proportionate share of any and all legal expenses and costs incurred by Indemnitees in connection therewith.

9. No Implied Covenants.
The Parties acknowledge and agree that except as specifically agreed in this MOU, no implied covenants attach to this MOU. Nothing set forth herein shall be deemed to bind any party's legislative body to approve any specific trail facility or implementing agreement. Each party retains the sole discretion to authorize the use of its own funding or other resources in connection with the planning, construction, and maintenance and operation of public recreational trails.

10. Assignment.

This MOU may not be assigned by any party without the written consent of the other Parties.

11. Jurisdiction.

This MOU shall be governed by the laws of the State of California. If a court of competent jurisdiction declares any portion of this MOU invalid, illegal, or otherwise unenforceable, the remaining provisions shall continue in full force and effect, to the extent possible consistent with the finding of invalidity. Any dispute or action to enforce any obligation under this MOU shall be filed and resolved in a Superior Court in San Bernardino County, California. In the event of litigation arising from this MOU, each party to the MOU shall bear its own costs, including attorneys' fees.

12. Signatures.

This MOU may be signed in counterparts, each of which shall constitute an original, and such counterparts shall together constitute one and the same agreement. The Parties shall be entitled to sign and transmit an electronic signature of this MOU (whether by facsimile, PDF or other email transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed MOU upon request.

13. Amendments; Entire Agreement.

Any amendment to this MOU shall be set forth in a writing signed by all Parties. This MOU contains the entire agreement of the Parties with respect to the subject matter hereof, and supersedes all other prior negotiations, understandings or contracts.

IN WITNESS WHEREOF, the Parties have caused this MOU to be executed by their duly authorized officers or representatives as of the day and year first written above.

CITY OF HIGHLAND ("HIGHLAND")

By:_____

Mayor

APPROVED AS TO LEGAL FORM:

By: _____
City Attorney

CITY OF REDLANDS ("REDLANDS")

By:_____

Mayor

APPROVED AS TO LEGAL FORM:

By: _____
City Attorney

SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT ("DISTRICT")

By:_____

President, Board of Directors

APPROVED AS TO LEGAL FORM:

By: _____
General Counsel

Exhibit A: Planned Trails & Existing Local Trails and Connections

Coordinate System:
NAD 1983 StatePlane California V FIPS 0405 Feet
Projection: Lambert Conformal Conic
Datum: North American 1983
Source: SBVWCD. CASIL, SBVMWD
GIS Contact: Katelyn Scholte
M:\Trails\Trails MOU Figures
November 30, 2021

San Bernardino Valley Water Conservation District
Helping Nature Store Our Water

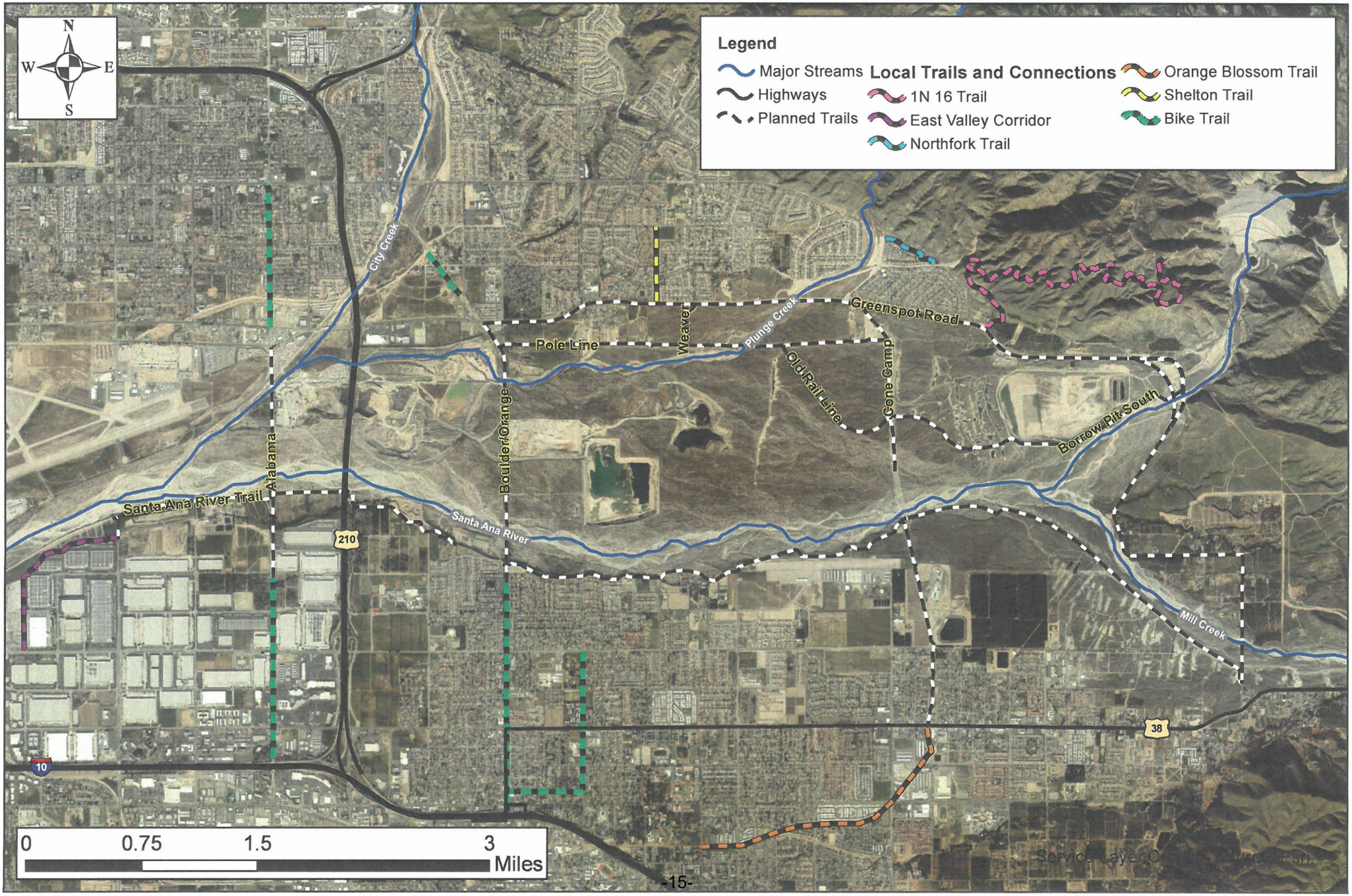
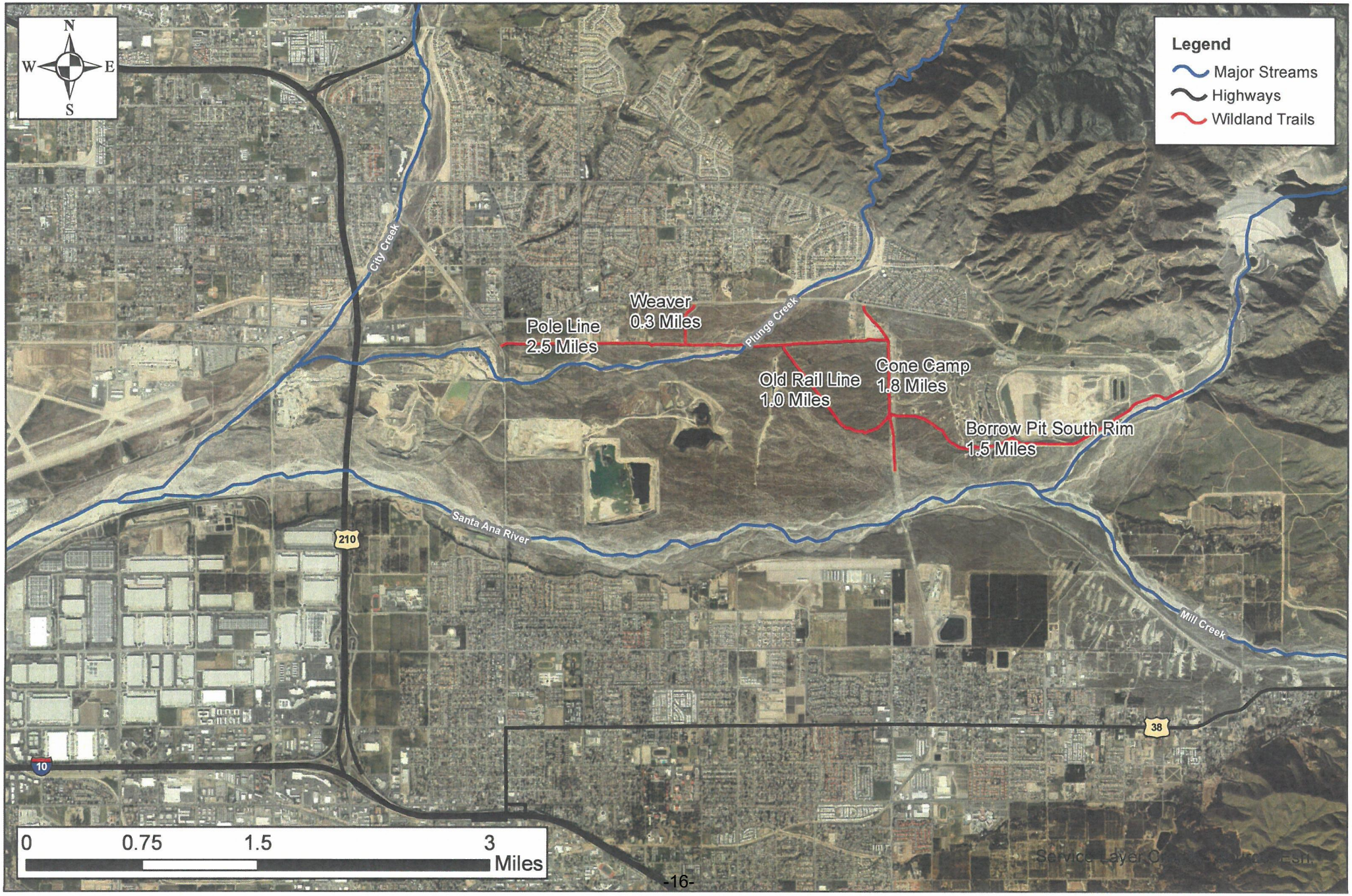


Exhibit B: Planned Wildland Trails

Coordinate System:
NAD 1983 StatePlane California V FIPS 0405 Feet
Projection: Lambert Conformal Conic
Datum: North American 1983
Source: SBVWCD. CASIL, SBVMWD
GIS Contact: Katelyn Scholte
M:\Trails\Trails MOU Figures
November 30, 2021

San Bernardino Valley Water Conservation District
Helping Nature Store Our Water



STAFF REPORT

TO THE CITY COUNCIL

DATE: January 11, 2022

FROM: Joseph A. Hughes, City Manager

REVIEWED BY: Lawrence A. Mainez, Community Development Director &
Kim Stater, Assistant Community Development Director

PREPARED BY: Ash Syed, Associate Planner

SUBJECT: General Plan Amendment (GPA 21-002) to delete General Plan Town Center Policy No. 2.10.10, thereby removing a prohibition of freestanding drive-thru commercial structures and convenience uses in the Policy Area.

LOCATION: Town Center Community Policy Area generally located along Base Line, between Cole Avenue and the 210 Freeway, and adjacent portions of Palm and Church Avenues. Assessor's Parcel Numbers:
1191-501-06, -57, -78 -83, -84,
1192-421-23, -01, -02, -03, -04, -05, -06, -07,
1200-381-05, -40, -41, -42, -43,
1200-421-33, -02, -03
1201-011-24, -01, -08, -23,
1201-051-14, -16, -17,

APPLICANT: Woodcrest Real Estate Ventures

RECOMMENDATION: The Planning Commission recommends the City Council

1. Adopt City Council Resolution No. 2022 – ____, approving General Plan Amendment (GPA 21-002), and certifying the associated Mitigated Negative Declaration (ENV 21-003), and direct staff to file a Notice of Determination with the County Clerk of the Board.

Approved _____	Motion _____	Second _____	Agenda Item No. 13
Denied _____	Ayes _____		
	Noes _____		File No. _____
Continue _____	Abstain _____		
	Absent _____		

City Clerk

City Manager

FISCAL IMPACT: The Applicant submitted the required deposit fee for processing the General Plan Amendment. Staff time spent working on the application will be charged to this deposit.

PUBLIC NOTICE: As required by City Council Resolution, notice of the public hearing was posted at the City's three designated posting locations. The notice was posted on the City's website, mailed to property owners within 300 feet of the project site and to parties requesting notice. The notice was published in the Highland Community News on December 31, 2021. Notices were also mailed to all properties located within the Town Center Area, informing the property owners of the General Plan Amendment.

DESCRIPTION OF THE SITE: The Town Center Area is a section of Base Line that spans from the 210 freeway to Cole Avenue. It includes a variety of parcels that are zoned primarily for Mixed-Use developments, with a few parcels zoned for Public/Quasi-Public uses (Exhibit A – Town Center Area Map).

Surrounding Land Uses

North: Residential uses
South: Residential uses
East: Commercial uses
West: Commercial uses

BACKGROUND:

On May 17, 2021, the Applicant, Woodcrest Real Estate Ventures, submitted entitlement applications, which included a Conditional Use Permit (CUP 21-006), Design Review Application (DRA 21-004), and Tentative Parcel Map (TPM 21-001) for a Mixed-Use development consisting of three (3) commercial tenant buildings, two (2) restaurant buildings, and a multi-family residential use on approximately 9.06 acres at the northwest corner of Base Line and Church Avenue. The Applicant also applied for a General Plan Amendment, proposing the removal of the restriction on drive-thru uses within the General Plan Land Use Element, Town Center Community Policy Area.

On December 7, 2021, the Planning Commission reviewed the proposed project and adopted Resolution No. 2021-022, approving: A) Tentative Parcel Map (TPM 21-001), to subdivide the two (2) existing parcels into seven (7) new parcels, B) Conditional Use Permit (CUP 21-006), to entitle the development for three (3) commercial tenant buildings, two (2) restaurant buildings, and a multi-family residential use, and C) Design Review Application (DRA 21-004) for the construction and design elements pertaining to a Tractor Supply Company store, the primary tenant on the site, all contingent upon the City Council's approval of General Plan Amendment (GPA 21-002) to allow drive-thru facilities within the Towne Center Policy Area.

RELATED ENTITLEMENTS:

The Planning Commission approved the Project's Conditional Use Permit (CUP 21-006), Design Review Application (DRA 21-004), and Tentative Parcel Map (TPM 21-001). A description of the Project has been provided below for background information only.

The layout of the site will feature the 18,800 square foot Tractor Supply Company building toward the center of the site with a designated parking area along the building frontage. At the southeast corner of the site are two (2) proposed drive-thru restaurants and a 3,175 square foot retail commercial building, each with designated spaces within a shared parking field that is accessible from the internal drive aisle to-be constructed off Church Avenue. The northeast corner for the site features a 27,000 square foot commercial building for retail users with a designated parking field along the eastern and southern frontage. The residential portion of this Mixed Use development is toward the northwest corner and features an apartment complex with communal parking along the northern boundary of the site. Each building within the proposed development, both residential and commercial, is in compliance with the Highland Municipal Code (Chapter 16.22, Mixed Use District) with regard to front, interior side, street side, and rear setback requirements (Exhibit B – Project Plans).

As aforementioned, the development of this site will occur in four (4) separate phases: 1) Tractor Supply Company, 2) Parcel R1, 3) Parcel C2, 4) Parcels C3, C4 and C5. The first phase of the project is regarding the construction of an 18,800 sq ft one-story commercial retail building, Tractor Supply Company. Adjacent to the west side of the building will be approximately 19,800 sq ft of ancillary space to be utilized for gardening supplies and additional outdoor displays. This outdoor area will be divided into a 12,100 sq ft fenced-in general storage area, a 3,300 sq ft animal feed and storage enclosure, and a 4,400 sq ft fenced in greenhouse. Located outside the Tractor Supply Company building and between the store entrance and parking lot will be an additional 7,300 sq ft outdoor display area. This space features 4,300 sq ft of permanent sidewalk display area that include plants, ATV's, pedal cars, paddle boats, potting soil, and various seasonal items on sale. The remaining 3,000 sq ft will be used for the display of various flatbed utility trailers.

The Tractor Supply Company building is visible to the general public from all directions. The Planning Commission had several directives to improve the elevation, however the plans attached to this report have not been updated (Exhibit C – Building Elevations).

GENERAL PLAN AMENDMENT APPLICATION:

The General Plan (Land Use Element, Goal 2.10, Town Center Policy No. 10) prohibits the approval of commercial uses with drive-thru facilities and drive-thru style restaurants as the vision for this portion of the City is aimed toward walk-in style stores and sit down restaurants. However, as times evolve and faster pace curbside pick-up services and to-go style eateries have become the norm, the Applicant has proposed a General Plan Amendment to remove this Policy. Currently, Policy No. 10 states that within the Town Center Area, the City shall "*prohibit freestanding drive-through commercial structures and*

convenience commercial uses, except at the major intersection of Palm Avenue and Base Line". By removing the policy entirely, the number of potential eateries and restaurants chains willing to expand and open locations along Base Line will greatly increase, in addition to allowing the two drive-thru restaurants proposed as part of this Mixed-Use project.

Removal of the policy will affect all properties in the Policy Area, including those fronting Base Line between Cole Avenue and the 210 freeway (as illustrated in Exhibit A). Approving this Amendment will also create a General Plan Consistency for the existing Popeye's, Starbucks, and 76 Gas Station also located within the Policy Area.

ENVIRONMENTAL REVIEW: The General Plan Town Center Area's restriction on Drive-Thru Restaurants is not for the purpose of mitigating an environmental effect, but to support the vision for this portion of the City to be aimed toward walk-in style stores and sit down restaurants. Thus, the General Plan Amendment will not trigger any detrimental environmental effect. Aside from this amendment, the other proposed uses are consistent with the General Plan Town Center Area. No additional mitigation is required beyond the applicable processing, entitlement, and possible conditions associated with the General Plan Amendment.

PUBLIC COMMENT: At the time of preparing this staff report, Staff received two (2) comment letters from surrounding property owners in response to the Project Notice. (Exhibit C – Comment Letters). Both comment letters expressed general concern regarding privacy, noise, and traffic. A thorough analysis of the impacts was completed during the preparation of the Mitigated Negative Declaration for this project. The City included specific mitigation measures in the Mitigation Monitoring and Reporting Program to address these concerns such as the constructing six (6) foot tall block walls along the northern and western property boundaries to maintain the privacy of adjacent neighbors and reducing excessive sound production from the commercial properties and internal roadways. Additionally, concerns regarding increased vehicular traffic on Church Avenue and Foster Avenue will be mitigated with the dedication of specific right/thru and left turn lanes along both roadways, as discussed. No environmental impact will be created as a result of the City Council amending the General Plan Policy.

CONCLUSION: The Planning Commission recommends the City Council approve General Plan Amendment (GPA 21-002), removing Land Use Element, Goal 2.10, Town Center Policy No. 10, "*prohibit freestanding drive-through commercial structures and convenience commercial uses, except at the major intersection of Palm Avenue and Base Line*", thus permitting drive-thru uses within the General Plan Town Center Policy Area.

EXHIBITS:

A) Town Center Area Map
B) Project Plans (Conditional Approval by the Planning Commission on December 7, 2021)
C) Comment Letters

ATTACHMENTS:

1) Initial Study / Mitigated Negative Declaration
2) Mitigation Monitoring & Reporting Program (ENV 21-003)
3) Draft Planning Commission Minutes from December 7, 2021 Meeting
4) Planning Commission Resolution No. 2021-022 (Approved December 7, 2021)
5) City Council Resolution No. 2022 - ____ for General Plan Amendment (GPA 21-002)

   Exhibit 1: Proposed General Plan Amendment

Exhibit A:

Town Center Area Map

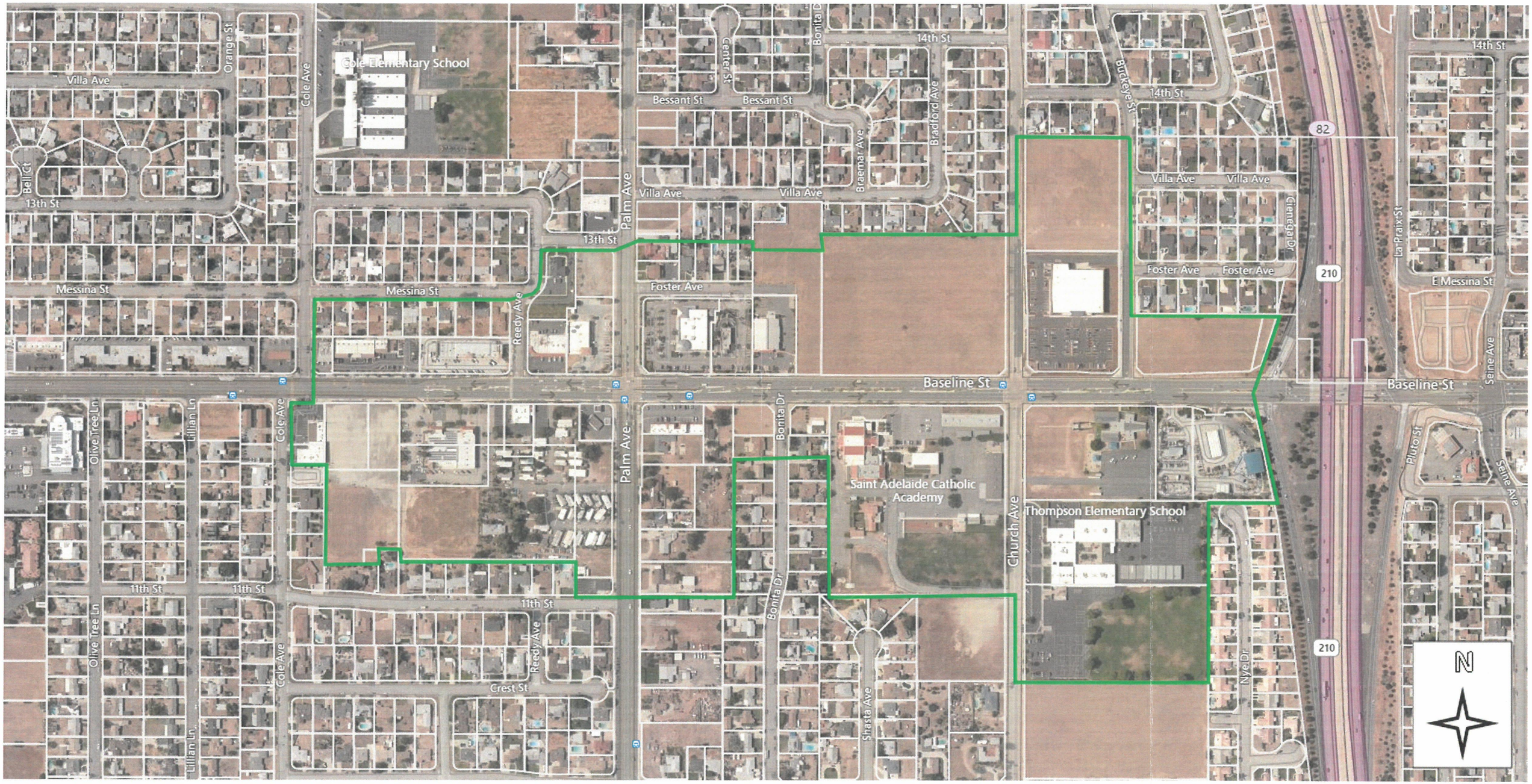
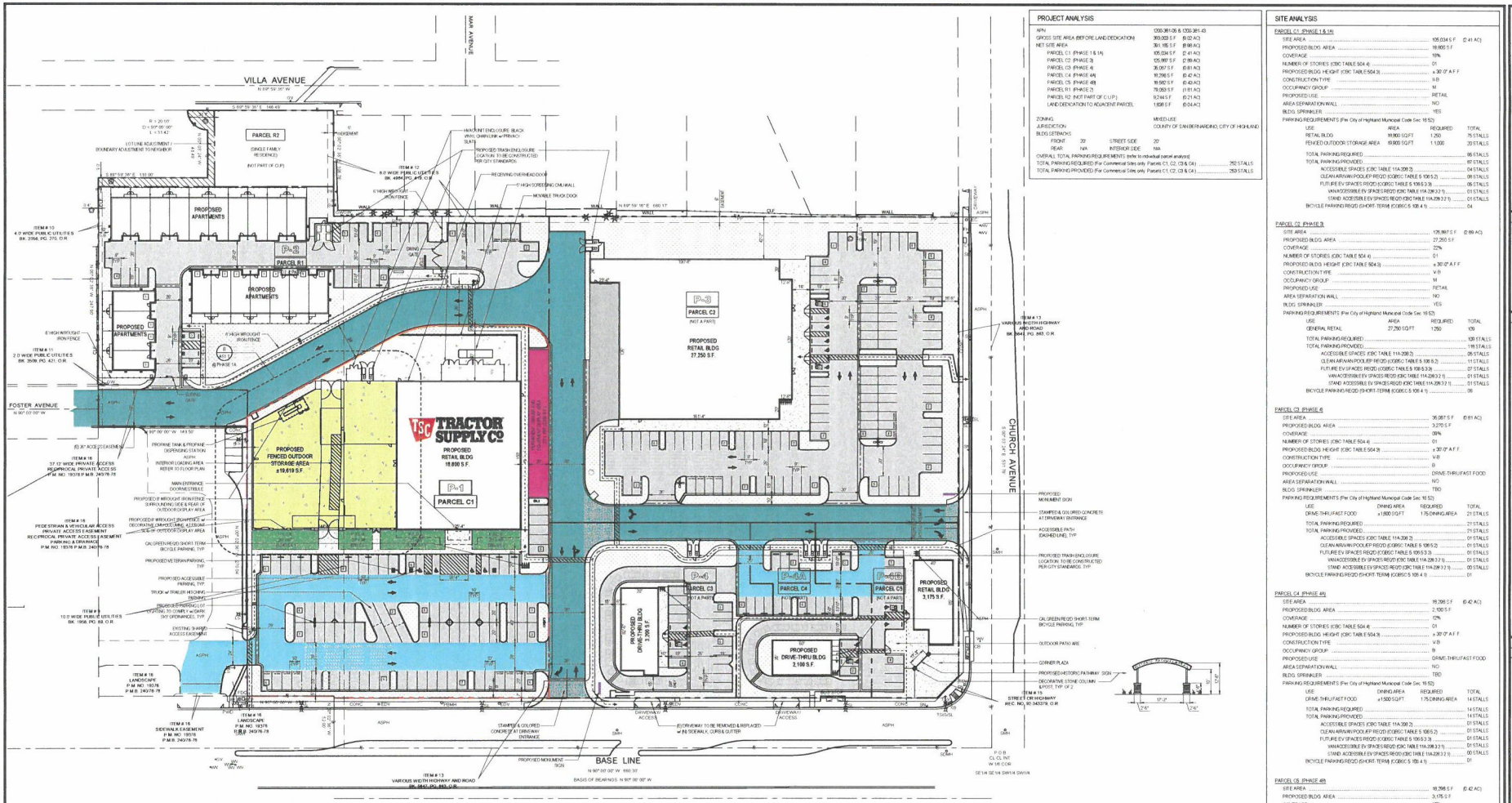

Cole Elementary School
Saint Adelaide Catholic Academy
Thompson Elementary School
Villa Ave
Orange St
Cole Ave
Bell Ct
13th St
Messina St
Reedy Ave
Palm Ave
Bessant St
Center St
Bonita Dr
14th St
Braemar Ave
Bradford Ave
Foster Ave
Baseline St
Buckeye St
Cienega Dr
La Praix St
E Messina St
Seine Ave
Pluto St
82
210
Olive Tree Ln
Lillian Ln
11th St
Crest St
Shasta Ave
Church Ave
Nye Dr
N

Exhibit B:

Project Plans

(Conditional Approval by the Planning Commission on December 7, 2021)


VILLA AVENUE
MAIN AVENUE
FOSTER AVENUE
CHURCH AVENUE
BASE LINE
PROPOSED APARTMENTS
PARCEL R2
PARCEL R1
PARCEL C1
PARCEL C2
PARCEL C3
PARCEL C4
PARCEL C5
TRACTOR SUPPLY CO
PROPOSED RETAIL BLDG 18,800 S.F.
PROPOSED FENCED OUTDOOR STORAGE AREA ±19,619 S.F.
PROPOSED RETAIL BLDG 27,250 S.F.
PROPOSED RETAIL BLDG. 3,175 S.F.
PROPOSED DRIVE-THRU BLDG 2,100 S.F.
PROPOSED DRIVE-THRU BLDG 2,100 S.F.
PROPOSED MONUMENT SIGN
STAMPED & COLORED CONCRETE AT DRIVEWAY ENTRANCE
ACCESSIBLE PATH (SHADED LINE), TYP.
PROPOSED TRASH ENCLOSURE LOCATION TO BE CONSTRUCTED PER CITY STANDARDS, TYP.
CAL GREEN REQ'D SHORT-TERM BICYCLE PARKING, TYP.
OUTDOOR PATIO AREA
CORNER PLAZA
PROPOSED HISTORIC PATHWAY SIGN
DECORATIVE STONE COLUMN &POST, TYP. OF 2
STREET OR HIGHWAY REC. NO. 343378, O.R.
(E) DRIVEWAY TO BE REMOVED & REPLACED w/ (N) SIDEWALK, CURB & GUTTER
PROPOSED MONUMENT SIGN
ITEM # 13 VARIOUS WIDTH HIGHWAY AND ROAD BK. 3641, PG. 883, O.R.
ITEM # 10 4.0' WIDE PUBLIC UTILITIES BK. 2356, PG. 370, O.R.
ITEM # 11 2.0' WIDE PUBLIC UTILITIES BK. 3536, PG. 421, O.R.
ITEM # 9 10.0' WIDE PUBLIC UTILITIES BK. 1958, PG. 69, O.R.
ITEM # 15 LANDSCAPE P.M. NO. 19378 P.M.B. 240/76-78
ITEM # 16 SIDEWALK EASEMENT P.M. NO. 19378 P.M.B. 240/76-78
ITEM # 18 PEDESTRIAN & VEHICULAR ACCESS RECIPROCAL PRIVATE ACCESS EASEMENT PARKING & DRAINAGE P.M. NO. 19378 P.M.B. 240/76-78
ITEM # 17 37.12' WIDE PRIVATE ACCESS RECIPROCAL PRIVATE ACCESS P.M. NO. 19378 P.M.B. 240/76-78
LOT LINE ADJUSTMENT / BOUNDARY ADJUSTMENT TO NEIGHBOR
R = 20.00' D = 90° 00' 00" L = 31.42'
S 89° 59' 30" E 146.49'
S 89° 59' 30" E 130.00'
N 89° 59' 16" E 660.17'
N 90° 00' 00" W 660.30'
BASIS OF BEARINGS: N 90° 00' 00" W
S 90° 00' 00" W 149.56'
N 90° 00' 00" W
P.O.B. C.L. CL INT W. VIL CON
SE 1/4 SE 1/4 SW 1/4 SW 1/4
6' HIGH WROUGHT IRON FENCE
6' HIGH WROUGHT IRON GATE
6' HIGH SCREENING CMU WALL
6' HIGH WIRE MESH FENCE
MOVABLE TRUCK DOOR
RECEIVING OVERHEAD DOOR
PROPANE TANK & PROPANE DISPENSING STATION
INTERIOR LOADING AREA REFER TO FLOOR PLAN
MAIN ENTRANCE DOOR/VESTIBULE
PROPOSED 6' WROUGHT IRON FENCE SURROUNDING SIDE & REAR OF OUTDOOR DISPLAY AREA
PROPOSED 6' WROUGHT IRON/TUBE STEEL SCREEN OUTDOOR DISPLAY AREA
CAL GREEN REQ'D SHORT-TERM BICYCLE PARKING, TYP.
PROPOSED RETAIL/COMMERCIAL SIGNAGE PER SEPARATE SIGN PERMIT, TYP.
PROPOSED ACCESSIBLE PARKING, TYP.
TRUCK w/ TRAILER MOUNTED PARKING
ENTRANCE SIGNAGE TO COMPLY w/ DARK SKY ORDINANCE, TYP.
EXISTING 30 WIDE ACCESS EASEMENT
PROPOSED TERRA PARKING, TYP.
EXISTING 6' HIGH WROUGHT IRON FENCE
EXISTING 6' HIGH WIRE MESH FENCE
EXISTING 6' HIGH WROUGHT IRON GATE
EXISTING 6' HIGH WROUGHT IRON FENCE
EXISTING 6' HIGH WIRE MESH FENCE
EXISTING 6' HIGH WROUGHT IRON GATE
EXISTING 6' HIGH WIRE MESH



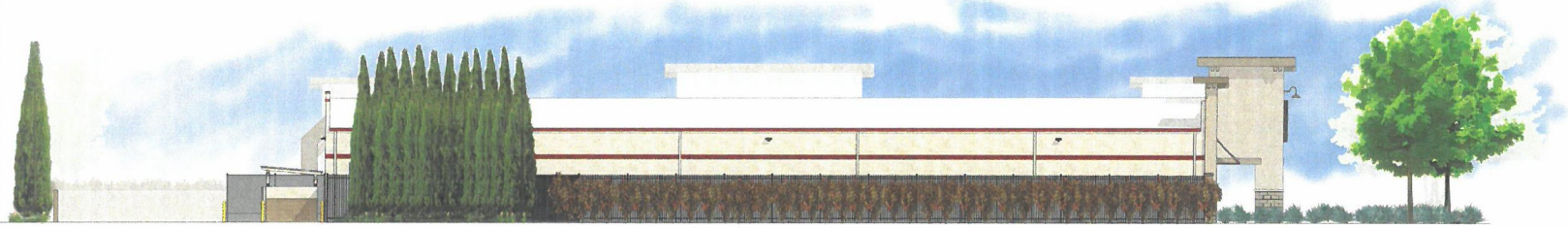
FRONT ELEVATION (1)
(SOUTH SIDE)



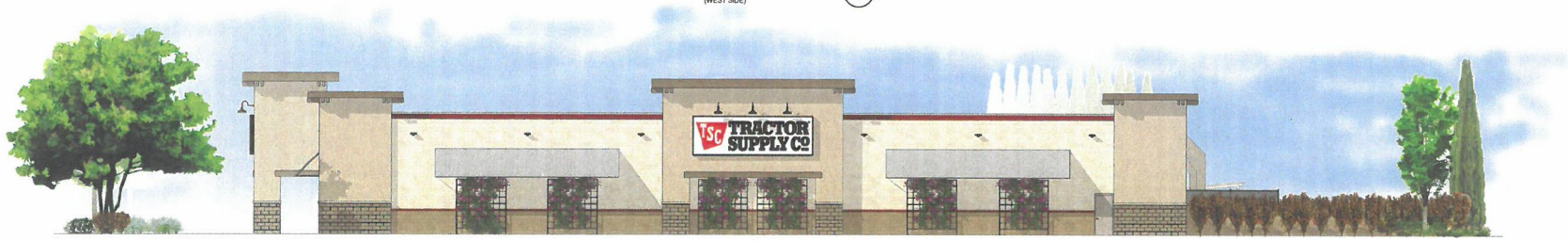
REAR ELEVATION (2)
(NORTH SIDE)



LEFT SIDE ELEVATION @ BLDG. (3)
(WEST SIDE)



LEFT SIDE ELEVATION @ F.O.D. (3)
(WEST SIDE)



RIGHT SIDE ELEVATION (4)
(EAST SIDE)

MPA ARCHITECTS INC.
MEMBER AMERICAN INSTITUTE OF ARCHITECTS
3578 30th Street
San Diego, CA 92104
V. 619.236.0595
F. 619.236.0557

CLIENT

WOODCREST
1410 MAIN STREET, SUITE C
RAMONA, CALIFORNIA 92065
CONTACT: WADE WYLIE
P: 760-789-5493
e-mail: wade@woodcrestrev.com

PROJECT

TSC

A PROPOSED COMMERCIAL DEVELOPMENT LOCATED AT:

TRACTOR SUPPLY CO.

NEC BASE LINE ST. & CHURCH AVE.
HIGHLAND, CA 92346

REVISIONS

NO.	DESCRIPTION	DATE

SHEET TITLE

COLORED ELEVATIONS - PHASE 1

DATE	10-12-21	SCALE	AS NOTED
DRAWN BY	W. WYLIE	DRAWING NO.	2023K
CHECKED BY		SHEET NUMBER	A2.0C
PROJECT NO.	2023K		

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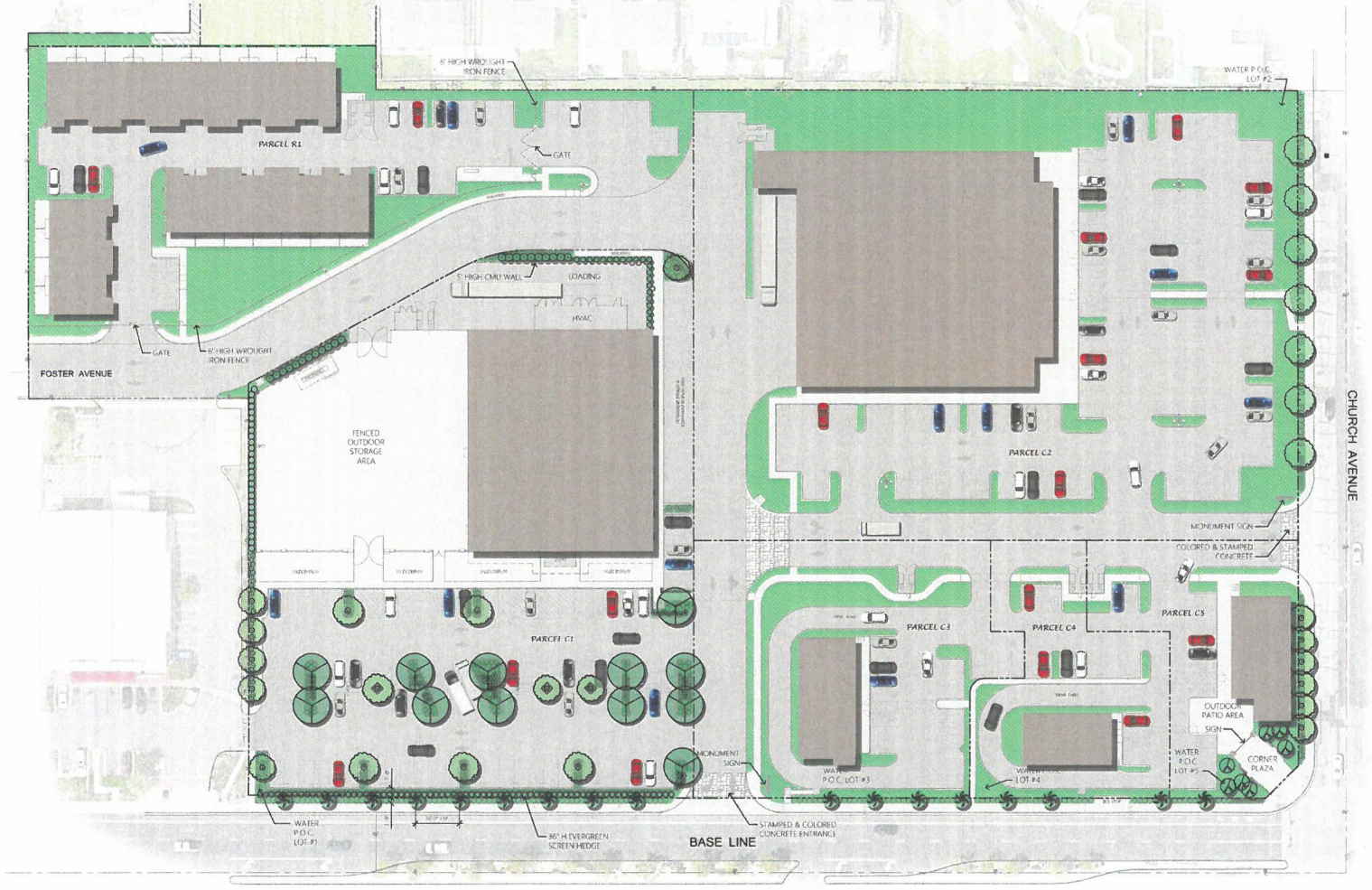

TREE LEGEND

SYMBOL	SPECIES	SPACING/NOTES	SIZE	WUCOLS WATER USE
	CUPRESSUS SEMPERVIRENS 'GLAUCA' - ITALIAN CYPRESS	STAKING PER DTL	24" BOX	L
	FOLIEDEUS ERIA PANICULATA - GOLDEN RAIN TREE		24" BOX	M
	PINUS ELDARICA - AFGHAN PINE	"	24" BOX	M
	PISTACIA CHINENSIS - CHINESE PISTACHE	"	36" BOX	M
	RHUS LAIRCEA - AFRICAN SUMAC	"	24" BOX	L
	WASHINGTONIA FILIFERA - CALIFORNIA FAN PALM	INSTALL PER DETAIL	8' 10' B.T.H.	L

SHRUBS & GROUNDCOVERS LEGEND

SYM	SPECIES	SPACING/NOTES	SIZE	WUCOLS WATER USE
	ARBUTUS UNEDO 'COMPACTA' - DWARF STRAWBERRY TREE	SPACING PER PLAN	5 GAL	L
	CALLISTEMON VIMINALIS 'LITTLE JOHN' - LTL JOHN BOTTLE BRUSH	"	5 GAL	L
	HEMEROCALLIS 'STELLA D'ORO' - DAYLILLY	"	1 GAL	M
	MUHLENBERGIA DUBIA - PINE MUHLY	"	1 GAL	L
	NANDINA DOMESTICA 'PRESTORM' - DWARF NANDINA	"	5 GAL	M
	OLEA EUROPAEA 'LITTLE OLLIE' - DWARF OLIVE	"	5 GAL	L
	PITTOSPORUM TOBIRA 'VARIEGATA' - VARIGATED MOCK ORANGE	"	5 GAL	M
	RHAPHIOLEPIS UMBELLATA 'MINOR' - DWARF HEDDA HAWTHORNE	"	5 GAL	M
	ROSA FLORIBUNDA 'ICEBERG' - ICEBERG ROSE	"	5 GAL	M
	ROSMARINUS OFFICINALIS 'HUNTINGTON CARPET' - ROSEMARY	"	1 GAL	L
	WESTRINGIA FRUTICOSA 'MORNING LIGHT' - MORN LT WESTRINGIA	"	5 GAL	L
	WESTRINGIA FRUTICOSA 'MUNDI' - MUNDI WESTRINGIA	"	5 GAL	L

SHRUBS & GROUNDCOVERS LEGEND

SYM	SPECIES	SPACING/NOTES	SIZE	WUCOLS WATER USE
—	DISTICTIS 'RIVERS' - ROYAL TRUMPET VINE	ATTACH TO ARCHITECTURAL TRELLIS	15 GAL	M

SITE ANALYSIS

APN	1200-391-05 & 1200-391-43
GROSS SITE AREA	447,157.0 SF (10.15 AC)
NET SITE AREA	497,009.0 SF (9.02 AC)

LANDSCAPE AREA CALCULATION

TOTAL SITE AREA	379,000.0 SF
TOTAL SITE LANDSCAPE AREA	64,144.91 SF
PERCENT TOTAL LANDSCAPE AREA	16.9 %

JMD LANDSCAPE ARCHITECTURE

Landscape Architect
JMD LANDSCAPE ARCHITECTURE
330 Arden Avenue, Ste 130
Glendale, CA 91203

Applicant/Developer:
WOODCREST REAL ESTATE VENTURES
1410 Main Street, Ste. C
Ramona, CA 92065

N

0 15' 30' 60'
1" = 30'-0"

RETAIL DEVELOPMENT
BASE LINE STREET | HIGHLAND, CA
PRELIMINARY LANDSCAPE PLAN
10/11/2021

Exhibit C:

Comment Letters

City of Highland

27215 Base Line, Highland, CA. 92346
Phone: (909) 864-8732, x 259 Fax: (909) 862-3180
Contact: Salvador Quintanilla, Associate Planner, squintanilla@cityofhighland.org
Kim Stater, Assistant Community Development Director, kstater@cityofhighland.org

PROJECT NOTICE

The proposal listed below has been filed with the City of Highland Planning Department. You are invited to comment because you may own property or have a regulatory interest in development in the area.

FILE/INDEX: Design Review Application (DRA) No. 21-004, General Plan Amendment (GPA) No. 21-002, Conditional Use Permit (CUP) No. 21-006, Tentative Parcel Map No. (TPM) No. 21-001 and Accessory Sign Review (ASR) No. 21-006 (Sign Program) for Tractor Supply Shopping Center.

APPLICANT: Woodcrest Real Estate Ventures, Wade Wylie

LOCATION: NWC of Base Line and Church Avenue, Highland, CA. (APNs: 1200-381-05 & 1200-341-08)

PROPOSAL: The Applicant is requesting to establish a Mixed-Use Development within the General Plan, Town Center Policy Area. The proposal includes the construction of two (2) retail buildings (one being a Tractor Supply), two (2) drive-thru restaurants, two (2) single homes, and a 21-unit multi-family residential complex. The proposal also includes the subdivision of two (2) parcels into four (4) commercial parcels and three (3) residential parcels. Finally, the Applicant will establish a Sign Program for the commercial shopping center. The project site is located within two (2) vacant parcels of approximately 9.06-acres. The project site is located north of Base Line and west of Church Avenue.

COMMENTS REGARDING DESIGN REVIEW NO. 21-004 (TRACTOR SUPPLY SHOPPING CENTER):

Your comments must be received by this office no later than **August 4, 2021**. Comments received after that date may not be considered in the decision. If you have no comment, no reply is necessary.

We deny permission to build any additional complexes. More noise, break-ins and more traffic. We have already turned in to have a stop sign on our street and still nothing.

Alicia Hardesty — 07-19-21

PRINTED NAME — DATE

SIGNATURE

(Location Map on reverse.)

RECEIVED
JUL 22 2021
CITY OF HIGHLAND

City of Highland

741

27215 Base Line, Highland, CA. 92346
Phone: (909) 864-8732, x 259 Fax: (909) 862-3180
Contact: Salvador Quintanilla, Associate Planner, squintanilla@cityofhighland.org
Kim Stater, Assistant Community Development Director, kstater@cityofhighland.org

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PLEASE SEE ATTACHED

PRINTED NAME

DATE

SIGNATURE

(Location Map on reverse.)

Smart&Final
600 Citadel Drive | Commerce CA 90040

Casey Lynch
Director of Construction
O: 323-869-7923
C: 323-793-2514
Casey.Lynch@smartandfinal.com

July 23, 2021

City of Highland
Planning Department
27215 Base Line
Highland, CA 92346
909-864-8732 ext. 259
squintanilla@cityofhighland.org
Salvador Quintanilla, Associate Planner

RE: SMART & FINAL – COMMENTS OF ADJACENT DEVELOPMENT
741 HIGHLAND
27550 BASE LINE ST.
HIGHLAND, CA 92346

Mr. Quintanilla

I am sending you this letter in response to the attached project notice that was received by our office concerning Design Review 21-004 (Tractor Supply Shopping Center).

While we are excited to welcome new neighbors and the proposed development, we have concern for the safety and convenience for our customers and associates that will be utilizing Church Avenue to access our parking lot as well as the cascading affects to Baseline Street. Church Avenue is the premier intersection for both Smart & Final and the proposed development as it is the only signalized access to make a left turn. The proposed ingress/egress on Church Avenue is directly across from the ingress/egress to Smart & Final, which is going to create a battle for our customers attempting to get into the southbound left turn lane to allow them to travel east on Baseline Avenue. This prevents a sizable portion of our customer base from conveniently driving east to their home, place of business, or accessing the freeway.

In reviewing the provided traffic study, there are recommendations to increase the number of left turn lanes on southbound Church Avenue to accommodate more traffic. While we agree that something needs to be done along Church Avenue, we are not in agreement that the proposed widening can be achieved nor are we in agreement that having an additional left turn lane will solve the issue. There is real concern the cars attempting to make a left onto Baseline Street will create gridlock for the new shopping center patrons attempting enter from Church Avenue and for our customers attempting to exit. It will also create a backup for northbound traffic on Church Avenue for that section has less than 200' feet from the intersection to be able to navigate, preventing access to either property.

Compounding this issue will be the proposed two drive thru buildings, which are assumed quick serve restaurants (QSRs). Westbound traffic along Baseline Street will most likely see the highly visible buildings and signage for these establishments, turn into their first opportunity to access them along Church Avenue, and create more traffic to the

aforementioned left turns to Church Avenue from Baseline Street. There is also risk associated with the singular vehicular access bottleneck to the drive thru area whereas any congestion attempting to access those restaurants could back up onto Church Avenue.

We implore the City to review alternative traffic ideas and site plans design, including but not limited to requiring an additional ingress/egress further north along the proposed development to offer patrons an alternative way to access the property and take pressure off the single entrance, requiring the proposed ingress/egress intersection along Church Avenue to be painted with a "KEEP CLEAR" designation, painting a turn median along Church Avenue to allow for stacking of left turn customers into the new development, modifying the access for the drive thru buildings, and so forth.

Thank you for taking our comments into consideration when reviewing the proposed development. I would appreciate that I be added to any future communication that is distributed regarding this development. I would appreciate a confirmation of this letter and comments at your earliest convenience.

Sincerely,



Casey Lynch
Director of Construction
Smart & Final Stores LLC

Attachment 1:

Initial Study / Mitigated Negative Declaration

CITY OF HIGHLAND

27215 Base Line, Highland, CA 92346
Telephone (909) 864-6861 FAX: (909) 862-3180

INITIAL STUDY

1.	Case No:	Conditional Use Permit (CUP 21-006), Design Review Application (DRA 21-004), Tentative Parcel Map (TPM 21-001), & Accessory Sign Review (ASR 21-006)
	Project title:	Tractor Supply Mixed Use Development
2.	Lead agency:	City of Highland, 27215 Base Line, Highland, CA 92346
3.	Contact person:	Ash Syed, Associate Planner City of Highland, Community Development Department 27215 Base Line, Highland, CA 92346 Tel: (909) 864-6861 Ext. 210
4.	Project location:	Northwest corner of Base Line and Church Avenue (APN: 1200-381-05 and -43)
5.	Project applicant:	Woodcrest Real Estate Ventures, Lauren Schulte
6.	Description of project:	See attached "Appendix A – Project Description
7.	Present Land Use: Vacant Land	
8.	General Plan designation: Mixed Use / Low Density	
9.	Zoning: Mixed Use / R-1	
10.	Is the proposed action a "project" as defined by CEQA? (See Section 2.6 of State CEQA Guidelines. If more than one project is present in the same area, cumulative impact should be considered)	Yes ☑ No ☐
11.	If "yes" on 10, does the project fall into any of the Emergency Projects listed in Section 15269 of the State CEQA Guidelines?	Yes ☐ No ☑
12.	If "no" on 10, does the project fall under any of the Ministerial Acts listed in Section 15268(b) of the State CEQA Guidelines?	Yes ☐ No ☑

13. If "no" on 12, does the project fall under any of the Statutory Exemptions listed in Article 18 of the State CEQA Guidelines? Yes ☐ No ☑

14. If "no" on 13, does the project qualify for one of the Categorical Exemptions listed in Article 19 of the State CEQA Guidelines? (Where there is a reasonable probability that the activity will have a significant effect due to special circumstances, a categorical exemption does not apply). Yes ☐ No ☑

15. Surrounding land uses and setting (briefly describe the project's surroundings):

North: Residential, single-family dwellings
South: School, Church, and single-family residences.
East: Commercial Store (Smart & Final)
West: Commercial Store (Family Dollar) and single-family residences at N

16. Surrounding General Plan and Zoning:

North: LD & R-1
South: P / MU & P/Q / MU
East: MU & MU
West: MU / LD & MU / R1

17. Is the proposed project consistent with (if answered "yes" or "n/a", no explanation is required):

City of Highland General Plan	Yes ☐ No ☑ N/A ☐
Applicable Specific Plan	Yes ☐ No ☐ N/A ☑
City of Highland Zoning Code	Yes ☑ No ☐ N/A ☐
South Coast Air Quality Management Plan	Yes ☐ No ☐ N/A ☑
San Bernardino International Airport Master Plan	Yes ☐ No ☐ N/A ☑
Other: East Highlands Ranch Planned Unit Development, Development Standards Report	Yes ☐ No ☐ N/A ☑

18. Are any of the following studies required?

Soils Report	Yes ☑ No ☐
Slope Study	Yes ☐ No ☑
Geological Report	Yes ☑ No ☐
Traffic Study	Yes ☑ No ☐
Air Quality Study	Yes ☑ No ☐
Greenhouse Gases Study	Yes ☑ No ☐
Hydrology	Yes ☑ No ☐
Sewer Study	Yes ☐ No ☑
Biological Study	Yes ☑ No ☐
Noise Study	Yes ☑ No ☐
Hazardous Materials Study	Yes ☐ No ☑
Housing Analysis	Yes ☐ No ☑
Archaeological Report	Yes ☑ No ☐
Groundwater Analysis	Yes ☐ No ☑
Water Quality Report	Yes ☑ No ☐
Other	Yes ☐ No ☑

19. Other public agencies whose approval is required (e.g., permits, financing approval, or participation agreement). Only required at the time of development.

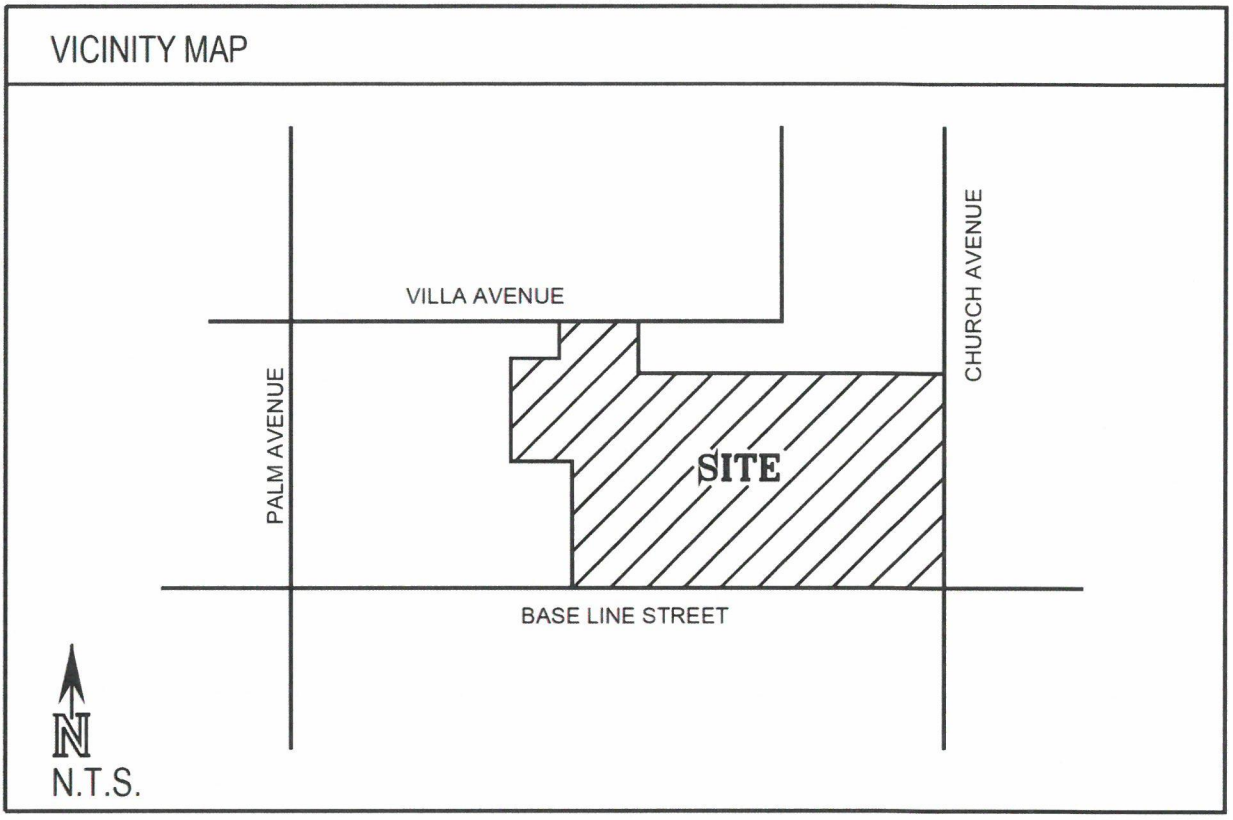
East Valley Water District;
Southern California Edison Company;
SoCal Gas Company;
San Bernardino City Unified School District;
Highland Fire Department;

Responses to:

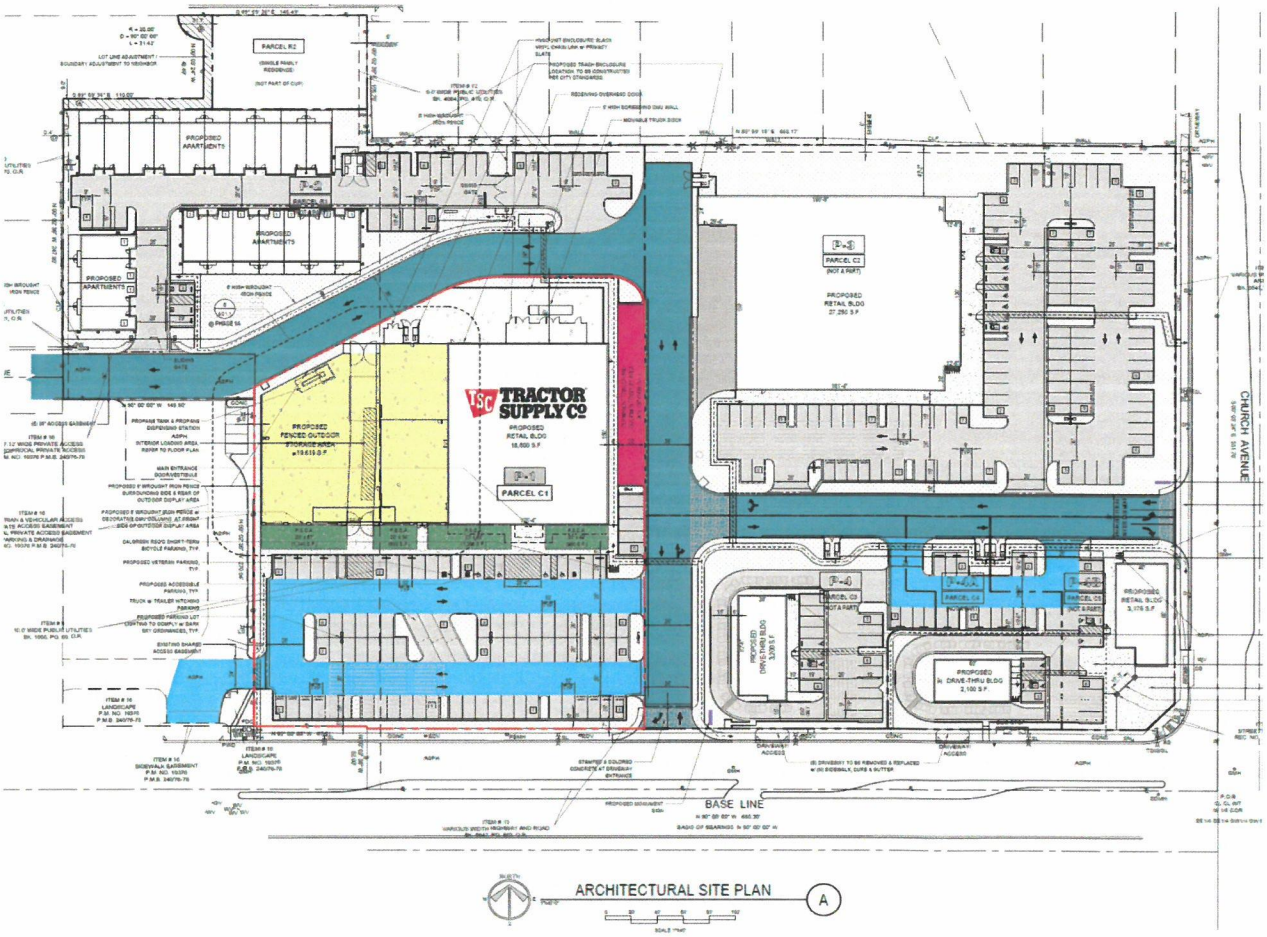
INFORMATION SOURCES CITED: The documents below are cited or incorporated herein by reference and are available for review at the Planning Division's Public Service Counter at Highland City Hall, located at 27215 Base Line, California.

1. Vehicle Miles Traveled Memorandum – May 3, 2021
2. Parking Memorandum – May 3, 2021
3. Traffic Impact Analysis – October 6, 2021
4. Air Quality Assessment – May 13, 2021
5. Greenhouse Gas Assessment – May 13, 2021
6. Noise Study – May 13, 2021
7. Geotechnical Investigation – January 15, 2021
8. Biological Resource Assessment – January 31, 2021
9. Phase I Cultural Resource assessment – April 30, 2021
10. Preliminary Water Quality Management Plan – April 15, 2021
11. Phase One Environmental Site Assessment – October 5, 2020

Attachment 1
Project Site and Vicinity



Attachment 2
Proposed Site Plan



1. ENVIRONMENTAL FACTORS POTENTIALLY AFFECTED

The environmental factors checked below would be potentially affected by this project, involving at least one impact that is a "Potentially Significant Impact" as indicated by the checklist on the following pages.

☐	Aesthetics	☐	Agriculture Resources	☐	Air Quality
☐	Biological Resources	☐	Cultural Resources	☐	Geology /Soils
☐	Hazards & Hazardous Materials	☐	Hydrology / Water Quality	☑	Land Use / Planning
☐	Mineral Resources	☐	Noise	☑	Population / Housing
☐	Public Services	☐	Recreation	☑	Transportation/Traffic
☐	Tribal Cultural Resources	☐	Utilities / Service Systems	☐	Mandatory Findings of Significance

EVALUATION OF ENVIRONMENTAL IMPACTS

1. AESTHETICS -- Would the project:	**Potentially Significant Impact**	**Less Than Significant with Mitigation Incorporated**	**Less Than Significant Impact**	**No Impact**
a) Have a substantial adverse effect on a scenic vista?	☐	☐	☑	☐
b) Substantially damage scenic resources, including, but not limited to, trees, rock outcroppings, and historic buildings within a state scenic highway?	☐	☐	☐	☑
c) Substantially degrade the existing visual character or quality of the site and its surroundings?	☐	☐	☐	☑
d) Create a new source of substantial light or glare, which would adversely affect day or nighttime views in the area?	☐	☐	☐	☑

Explanation:

1a Less Than Significant Impact:

The proposed project is located within an area of primarily commercial buildings to the east, west, and south, and single-family residential development to the north. According to the City's General Plan, unique visual features within the City include topographic features, local flora, and historic buildings. There are no scenic resources present at the site. The view into the project site is clear. No City or State designated significant visual resources are located within or adjacent to the project limits. The proposed commercial structures, multi-family apartments would be designed consistent with the area and are subject to a Design Review

Permit. The remainder single-family residences would be designed consistent with R-1 development standards; and thus, would not exceed the heights or general size of surrounding single-family residential development. While the project would change views into the site from surrounding property, it would not significantly obstruct views of the general area. Due to the general lack of scenic resources at the project site, the impact is considered less than significant. No mitigation is required.

1b No Impact:

The proposed project is not located along a state scenic highway and there are no state scenic highways located within the project vicinity. The proposed site is currently vacant and does not contain any protected trees, rock outcroppings, historic buildings or features of significance, or other feature that have been identified as a scenic resource; therefore, no impact is expected. No mitigation is required.

1c Less Than Significant Impact:

Views into the Project Site are clear as the site is currently vacant with no significant trees or rock outcroppings. These views would be replaced by a commercial development along Base Line Road and Church Avenue, with Multi-Family Apartments behind and along Foster Ave, and a Single-Family Residence along Villa Avenue. Surrounding development is similar to what is proposed; thus, the new project would be consistent the existing visual character of neighboring properties. The proposed project would be required to comply with development standards for the MU and R-1 zoning designation. Therefore, the size and scale of the proposed development would be consistent with surrounding properties and the impact would be less than significant. No Mitigation is required.

1d Less Than Significant Impact:

The existing Project Site is currently vacant and is not a source of substantial light or glare. Development of Commercial buildings, Multi-Family Apartments, and a Single-Family Residence would create a new source of nighttime lighting from the use of lighting by residents, vehicle lights, as well as parking lot and building lighting. The development is currently surrounded by similar commercial uses and proposes various forms of screening, as well as downward shielding fixtures to prevent any overspill of light that would potentially impact the residential properties to the north, both existing and future. All lighting would comply with applicable City standards related to the installation and operation of lighting features. Because lighting will comply with applicable City design requirements and will be similar to existing lighting in the project vicinity, the project is not expected to generate lighting to the extent that it would substantially alter nighttime views in the area. Therefore, the project would have a less than significant impact associated with lighting and glare. No mitigation is required.

Mitigation Measures: None Required

2. AGRICULTURE RESOURCES	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
In determining whether impacts to agricultural resources are significant environmental effects, lead agencies may refer to the California Agricultural Land Evaluation and Site Assessment Model (1997) prepared by the California Dept. of Conservation as an optional model to use in assessing impacts on agriculture and farmland. Would the project:				
a) Convert Prime Farmland, Unique Farmland, or Farmland of Statewide Importance (Farmland), as shown on the maps prepared pursuant to the Farmland Mapping and Monitoring Program of the California Resources Agency, to non-agricultural use?	☐	☐	☐	☑
b) Conflict with existing zoning for agricultural use, or a Williamson Act contract?	☐	☐	☐	☑
c) Conflict with existing zoning for, or cause rezoning of, forest land (as defined in Public Resource Code section 12220(g)), timberland (as defined by Public Resource Code section 4526), or timberland zoned Timberland Production (as defined by Government Code section 511104(g)?	☐	☐	☐	☑
d) Result in the loss of forest land or conversion of forest land to non-forest use?	☐	☐	☐	☑
e) Involve other changes in the existing environment, which, due to their location or nature, could result in conversion of Farmland, to non-agricultural use?	☐	☐	☐	☑

Explanation:

2a No Impact:

The California Department of Conservation, Farmland Mapping and Monitoring Program (FMMP), compiles Important Farmland maps pursuant to the provisions of Section 65570 of the California Government Code. The Project Site is vacant. Based on the California Important Farmland Finder (https://maps.conservation.ca.gov/DLRP/CIFF/), the project site is designated as "Urban and Built-Up Land" (metadata source of "San Bernardino County Important Farmland").

The General Plan land use designation for the project site is Mixed Use (commercial/residential). The zoning for the site is MU Mixed Use and R-1 Residential Single Family. According to the City's General Plan Conservation and Open Space Element, high demand for housing and high-water costs have made agricultural uses less cost effective. Thus, there has been a steady loss in agricultural land throughout the City. The General Plan maintains an area for Agriculture/Equestrian uses in the eastern part of the City. Impacts to Prime Farmland, Unique Farmland, and Farmland of Statewide Importance and general agricultural uses within the City of Highland were identified and mitigated in the City of Highland General Plan EIR. The project will not have new or undisclosed impacts to farmlands. No mitigation is required.

2b No Impact:

The Williamson Act is a procedure authorized under state law to preserve agricultural lands as well as open space. Property owners entering into a Williamson Act contract receive a reduction in property taxes in return for agreeing to protect the land's open space or agricultural values. The contracts typically limit land use to agriculture, recreation, and open space, unless otherwise stipulated. The property is not in the Williamson Act Conservation Contract database (Department of Conservation, Division of Land Resource Protection, Williamson Act Program metadata, 2004). Because the project site is not part of a Williamson Act contract database, no impacts associated with this issue will occur with development of the proposed project. No mitigation is required.

2c No Impact:

There are no parcels within the City that are zoned as forest land or timberland. Therefore, the proposed project would have no impact on forest or timberland. No mitigation is required.

2d No Impact:

There is no forest land or any land that is designated for the purposes of conserving forest land within the City of Highland. Therefore, the proposed project would have no impact on forest or timberland. No mitigation is required.

2e No Impact:

The Project Site is currently vacant land located within an urbanized area. The Development is consistent with the General Plan and Zoning of the Project Site. Because the Project Site is not designated as farmland, nor used as such, the project would not result in the conversion of Farmland to a non-agricultural use and no impact would occur with respect to this issue. The project will not have new or undisclosed impacts to farmlands. No mitigation is required.

Mitigation Measures: Not Required

3. AIR QUALITY	**Potentially Significant Impact**	**Less Than Significant with Mitigation Incorporated**	**Less Than Significant Impact**	**No Impact**
Where available, the significance criteria established by the applicable air quality management or air pollution control district may be relied upon to make the following determinations. Would the project:				
a) Conflict with or obstruct implementation of the applicable air quality plan?	☐	☐	☐	☑
b) Violate any air quality standard or contribute substantially to an existing or projected air quality violation?	☐	☐	☑	☐
c) Result in a cumulatively considerable net increase of any criteria pollutant for which the project region is non-attainment under an applicable federal or state ambient air quality standard (including releasing emissions, which exceed quantitative thresholds for ozone precursors)?	☐	☐	☑	☐
d) Expose sensitive receptors to substantial pollutant concentrations?	☐	☐	☐	☑
e) Create objectionable odors affecting a substantial number of people?	☐	☐	☑	☐

Explanation:

3a No Impact:

The proposed project is located within the South Coast Air Basin (Basin) and is within the jurisdiction of the South Coast Air Quality Management District (SCAQMD). The Basin is bounded by the Pacific Ocean to the west and the San Gabriel, San Bernardino, and San Jacinto Mountains to the north and east. It includes all of Orange County and the non-desert portions of Los Angeles, Riverside, and San Bernardino Counties.

Under state law, the SCAQMD is required to prepare a plan for air quality improvement for pollutants for which the District is in non-compliance. The SCAQMD updates the plan every three years. Each iteration of the SCAQMD's Air Quality Management Plan (AQMP) is an update of the previous plan and has a 20-year horizon. SCAQMD adopted the 2016 AQMP in March 2017. The 2016 AQMP incorporates new scientific data and notable regulatory actions that have occurred since adoption of the 2012 AQMP.

The 2016 AQMP was prepared to ensure continued progress towards clean air and comply with state and federal requirements. This AQMP builds upon the approaches taken in the 2012 AQMP for the South Coast Air Basin for the attainment of State and federal ozone air quality standards. The 2016 AQMP incorporates the 2016 Regional Transportation Plan/Sustainable Communities Strategy and updated emission inventory methodologies for applicable source categories. The 2016 AQMP also includes the new and changing federal requirements, implementation of new technology measures, and the continued development of economically sound, flexible compliance approaches. The 2016 AQMP is available to download at http://www.aqmd.gov/home/library/clean-air-plans/air-quality-mgt-plan/final-2016-aqmp.

The 2016 AQMP assumes that development associated with general plans, specific plans, residential projects, and wastewater facilities will be constructed in accordance with the population growth projections identified by SCAG. The AQMP incorporates local General Plan land use assumptions and regional growth projections developed by SCAG to estimate stationary and mobile source emissions associated with projected population and planned land uses. If a new land use is consistent with the local General Plan and the regional growth projections adopted in the AQMP, then the emissions generated by the new project have been evaluated, are contained in AQMP. Thus, individual projects would not conflict with or obstruct implementation of the regional AQMP. The existing General Plan designates the project site for Mixed Use and low density residential uses, which is consistent with the proposed project. Implementation of the proposed project would not require the rezoning of the project site. A General Plan Amendment (GPA) is being processed to allow Drive-Thru restaurants located at the corner of Base Line Road and Church Avenue, but the GPA will have no impact on Air Quality implementation. Since the proposed project will be consistent with the General Plan and would follow / implement design features consistent with South Coast Air Quality Management District (SCAQMD) as outlined in the Air Quality Assessment, no cumulative impact associated with this issue would occur. No mitigation is required.

3b Less Than Significant Impact:

On-site grading and construction activities would result in localized increased levels of short-term emissions and particulates. After construction, operation of the project would generate increased vehicle trips in the project area leading to increased long-term emissions. Additionally, the consumption of electricity and natural gas by the proposed on-site uses would also generate long-term air pollutant emissions.

Short-Term. The most recent version of the CalEEMod model (Version 2016.3.2) (Appendix A) was used to calculate the construction emissions for the proposed project. Emissions calculated include VOC, NO_X, CO, SO_2, PM_{10}, and $PM_{2.5}$. As shown in Table 4.1 below, all peak daily construction emissions were determined to be lower than SCAQMD thresholds. Since no exceedances of any criteria pollutants are expected, no significant impacts would occur for project construction. Construction would be required to comply with regional fugitive dust reduction practices (SCAQMD Rule 403) that assist in reducing short-term air pollutant emissions. Among the requirements under this rule, fugitive dust must be controlled so that the presence of such dust does not remain visible beyond the property line of the emission source. This is achieved by requiring actions to prevent, reduce, or mitigate dust emissions. Adherence to Rule 403 is a standard requirement for any construction activity occurring within the Basin. With compliance with Rule 403, short-term emissions are considered less than significant. No mitigation is required.

Table 4.1: Expected Construction Emissions Summary

Year	ROG	NO_x	CO	SO_2	PM_{10} (Dust)	PM_{10} (Exhaust)	PM_{10} (Total)	$PM_{2.5}$ (Dust)	$PM_{2.5}$ (Exhaust)	$PM_{2.5}$ (Total)
2022 (lb/day)	3.26	33.13	20.38	0.04	8.33	1.61	9.94	4.52	1.48	6.01
2023 (lb/day)	41.61	10.23	15.11	0.02	0.18	0.51	0.68	0.05	0.47	0.51
Significance Threshold (lb/day)	**75**	**100**	**550**	**150**	-	-	**150**	-	-	**55**
Exceeds Screening Threshold	**No**	**No**	**No**	**No**	-	-	**No**	-	-	**No**

Long-Term. Long-term project emissions were also calculated using the CalEEMod model (Version 2016.3.2). See Appendix A of Air Quality Assessment. Sources include vehicular emissions, architectural coatings, consumer products, and landscaping. Energy sources include natural gas consumption for heating. Long-term emissions were calculated for VOC, NO_X, CO, SO_2, PM_{10}, and $PM_{2.5}$. As shown in Table 4.2 below, no calculated project-related criteria pollutants would exceed the corresponding SCAQMD daily emission thresholds for any criteria pollutants. Therefore, project-related long-term air quality impacts would be less than significant. No mitigation is required.

Table 4.3: Expected Daily Pollutant Generation

	ROG	NO_x	CO	SO_x	PM_{10}	$PM_{2.5}$
Summer Scenario						
Area Source Emission Estimates (Lb/Day)	2.14	0.05	1.45	0.00	0.01	0.01
Energy Source Emissions (Lb/Day)	0.07	0.59	0.47	0.00	0.05	0.05
Operational Vehicle Emissions (Lb/Day)	6.95	37.57	41.78	0.16	9.34	2.56
Total with Design Features (Lb/Day)	**9.15**	**38.21**	**43.70**	**0.17**	**9.39**	**2.61**
SCAQMD Thresholds	**55**	**55**	**550**	**150**	**150**	**55**
Significant?	**No**	**No**	**No**	**No**	**No**	**No**
Winter Scenario						
Area Source Emission Estimates (Lb/Day)	2.14	0.05	1.45	0.00	0.01	0.01
Energy Source Emissions (Lb/Day)	0.07	0.59	0.47	0.00	0.05	0.05
Operational Vehicle Emissions (Lb/Day)	5.84	36.87	40.70	0.15	9.34	2.56
Total with Design Features (Lb/Day)	**8.04**	**37.51**	**42.62**	**0.15**	**9.39**	**2.61**
Significant?	**No**	**No**	**No**	**No**	**No**	**No**
Daily pollutant generation assumes trip distances within CALLEEMOD 2016.3.2						

3c Less Than Significant Impact:

The cumulative area for air quality impacts is the South Coast Air Basin. The South Coast Air Basin is in nonattainment for PM_{10}, $PM_{2.5}$, and ozone. As stated in Checklist Response 3b), the project's short-term air quality impacts would be less than significant. In evaluating the cumulative effects of the project, Section 21100(e) of CEQA states that "previously approved land use documents including, but not limited to, general plans, specific plans, and local coastal plans, may be used in cumulative impact analysis." In addressing cumulative effects for air quality, the AQMP utilizes approved general plans and therefore, is the most appropriate document to use to evaluate cumulative impacts of the project. This is because the AQMP evaluated air quality for the entire South Coast Air Basin using a future development scenario based on population projections and set forth a comprehensive program that would facility compliance with all Federal and State air quality standards. Since the project is in compliance with the AQMP and with adherence to Rule 403, both short-term and long-term air quality impacts are less than significant, the project's cumulative impact to air quality is considered less than significant. No mitigation is required.

3d No Impact:

Sensitive receptors are defined as populations that are more susceptible to the effects of pollution than the population at large. The SCAQMD identifies the following as sensitive receptors: long-term healthcare facilities, rehabilitation centers, convalescent centers, retirement homes, residences, schools, playgrounds, childcare centers, and athletic facilities. The proposed project is bordered by residential and commercial receptors to the north, west, south, and east. Additionally, there is a school and church located across Base Line Road to the south.

The SCAQMD has published a "Fact Sheet for Applying CalEEMod to Localized Significance Thresholds" (South Coast Air Quality Management District 2011). CalEEMod calculates construction emissions based on the number of equipment hours and the maximum daily disturbance activity possible for each piece of equipment. Construction-related emissions reported by CalEEMod are compared to the localized significance threshold lookup tables. The CalEEMod output in Appendix A shows the equipment assumed for this analysis.

Construction operations would be considered short term events and would not be considered an impact. the proposed Project would not be expected to generate offensive odors and would therefore not impact any sensitive receptors. No impact is expected to sensitive receptors. No mitigation is required.

3e Less Than Significant Impact:

During construction, temporary odors may be generated through the various diesel-powered vehicles and equipment in use on the site as well as the installation of asphalt. However, these odors are not considered long term and likely not noticeable beyond the project boundary. The proposed project is constructing a new commercial and multi-residential development, which is not anticipated to generate long-term objectionable odors. Therefore, impacts related to creation of objectionable odors affecting substantial numbers of people would to be less than significant. No mitigation is required.

Mitigation Measures: Not Required

4. BIOLOGICAL RESOURCES Would the project:	**Potentially Significant Impact**	**Less Than Significant with Mitigation Incorporated**	**Less Than Significant Impact**	**No Impact**
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?	☐	☑	☐	☐
b) Have a substantial adverse effect on any riparian habitat or other sensitive natural community identified in local or regional plans, policies, and regulations or by the California Department of Fish and Game or US Fish and Wildlife Service?	☐	☐	☑	☐
c) Have a substantial adverse effect on federally protected wetlands as defined by Section 404 of the Clean Water Act (including, but not limited to, marsh, vernal pool, coastal, etc.) through direct removal, filling, hydrological interruption, or other means?	☐	☐	☐	☑
d) Interfere substantially with the movement of any native resident or migratory fish or wildlife species or with established native resident or migratory wildlife corridors, or impede the use of native wildlife nursery sites?	☐	☑	☐	☐
e) Conflict with any local policies or ordinances protecting biological resources, such as a tree preservation policy or ordinance?	☐	☐	☑	☐
f) Conflict with the provisions of an adopted Habitat Conservation Plan, Natural Community Conservation Plan, or other approved local, regional, or state habitat conservation plan?	☐	☐	☐	☑

Explanation:

Information presented herein is quoted and/or summarized from the Biological Resource Assessment prepared by Kidd Biological, Inc. (January 31, 2021) and provided for reference in Appendix B.

4a Less than Significant with Mitigation:

The construction of a new shopping center and residential structures will result in the loss of approximately 9 acres of non-native grassland habitat and the loss of a single coast live oak tree. Only one sensitive species has a potential to be impacted by the project: the horned lark. This bird is vulnerable to harm as it forages and nests on the ground in grasslands. This and other bird species are protected under State and Federal laws protecting nesting birds, specifically Section 3500 and 3503 of the CDFW game code and the Migratory Bird Treaty Act. Impacts to the horned lark and other nesting birds can be reduced by conducting clearing

and grubbing of the site outside of the bird nesting season, which is generally considered February 1- September 15, with a peak between March and June.

Because potential habitat is present within the proposed area of potential effect and project construction may occur within the nesting cycle, potentially significant impacts to migratory bird species may occur. Implementation of **BIO-1** will reduce the potential for significant adverse impacts to those below a level of significance. Impacts for this issue are considered less than significant with mitigation incorporated.

4b Less than Significant Impact:

"There are no drainage features, streams, wetlands, vernal pools, waters of the U.S. or Riparian vegetation within the project site; however, there is an unnamed blue line stream that appears to have possibly run through or near the site in the past. Presently, this feature has been moved to an underground culvert that runs south under Church Street and west under Baseline. These features' locations can be seen in Figure 5. They are classified as R5UBFx by the USFWS. Classification code: R5UBFx. The descriptions are below:

System Riverine (R) : The Riverine System includes all wetlands and deepwater habitats contained within a channel, with two exceptions: (1) wetlands dominated by trees, shrubs, persistent emergents, emergent mosses, or lichens, and (2) habitats with water containing ocean-derived salts of 0.5 ppt or greater. A channel is an open conduit either naturally or artificially created which periodically or continuously contains moving water, or which forms a connecting link between two bodies of standing water.
Subsystem Unknown Perennial (5) : This Subsystem designation was created specifically for use when the distinction between lower perennial, upper perennial, and tidal cannot be made from aerial photography and no data is available.
Class Unconsolidated Bottom (UB) : Includes all wetlands and deepwater habitats with at least 25% cover of particles smaller than stones (less than 6-7 cm), and a vegetative cover less than 30%.
Water Regime Semipermanently Flooded (F) : Surface water persists throughout the growing season in most years. When surface water is absent, the water table is usually at or very near the land surface.
Special Modifier Excavated (x) : This Modifier is used to identify wetland basins or channels that were excavated by humans.

Impacts to these features are not anticipated from this project; however, Best Management Practices (BMPs) are recommended to ensure compliance with local authorities who ensure compliance with the Clean Water Act." Impacts are considered less than significant for this issue. No mitigation is required.

4c No Impact:

No jurisdictional water features occur within the subject parcel, however there are modified drainage features just off site and additional BMPs or avoidance measures will be imposed by the City.

Therefore, development of the project site, with site specific BMP additions and / or avoidance measures, will not result in impacts to Corps, Regional Board, or CDFW jurisdiction and regulatory approvals will not be required.

4d Less than Significant with Mitigation:

Habitat linkages provide links between larger undeveloped habitat areas that are separated by development. Wildlife corridors are similar to linkages but provide specific opportunities for animals to disperse or migrate between areas. A corridor can be defined as a linear landscape feature of sufficient width to allow animal movement between two comparatively undisturbed habitat fragments. Adequate cover is essential for a corridor to function as a wildlife movement area. It is possible for a habitat corridor to be adequate for one species yet inadequate for others. Wildlife corridors are significant features for dispersal, seasonal migration, breeding, and foraging. Additionally, open space can provide a buffer against both human disturbance and natural fluctuations in resources.

The project site has not been identified as a wildlife corridor or linkage. The proposed development will be confined to existing areas that have been heavily disturbed by existing commercial and residential development activities.

No impacts to wildlife movement corridors or critical habitat are expected. It is not expected that this project will conflict with any local ordinances or policies protecting biological resources and the site dies not fall within a Natural Community Conservation Plan or Habitat Conservation Plan.

Only one sensitive species has a potential to be impacted by the project: the horned lark. This bird is vulnerable to harm as it forages and nests on the ground in grasslands. This and other bird species are protected under State and Federal laws protecting nesting birds, specifically Section 3500 and 3503 of the CDFW game code and the Migratory Bird Treaty Act. Impacts to the horned lark and other nesting birds can be reduced by conducting clearing and grubbing of the site outside of the bird nesting season, which is generally considered February 1-September 15, with a peak between March and June.

Because potential habitat is present within the proposed area of potential effect and project construction may occur within the nesting cycle, potentially significant impacts to migratory bird species may occur. Implementation of **BIO-1** will reduce the potential for significant adverse impacts to those below a level of significance. Impacts for this issue are considered less than significant with mitigation incorporated.

4e Less Than Significant Impact:

The Highland Municipal Code defines a "Heritage tree" as any live tree, shrub or plant which meets at least one of the following criteria:

A. All woody plants in excess of 15 feet in height and having a single trunk circumference of 24 inches or more, as measured four and one-half feet above ground level; or
B. Multitrunk tree(s) having a total circumference of 30 inches or more, measured four and one-half feet from ground level; or
C. A stand of trees, the nature of which makes each dependent upon the others for survival; or
D. Any other tree as may be deemed historically or culturally significant by the community development director or designee because of size, condition, location, or aesthetic qualities.

A single coast live oak (Quercus agrifolia) was identified onsite during the field survey. This oak is approximately 15-feet in height, is in poor health, and does not meet the definition of a

Heritage Tree. The removal of this oak would not have any impact under this threshold as the disturbed nature of the site does not warrant a healthy environment for sustainable growth. As such, the impact would be considered less than significant for this issue. No mitigation is required.

4f No Impact:

The proposed project site is not affected by a Multiple Species Habitat Conservation Plan (MSHCP) or Natural Community Conservation Plan (NCCP). This threshold does not apply to the project site. No impact would occur. No mitigation is required.

Mitigation Measures:

BIO-1: Nesting Birds. All native breeding birds, (except game birds) regardless of their listing status, are protected under the Migratory Bird Treaty Act (MBTA). Potential impacts to the breeding birds are considered significant under the California Environmental Quality Act (CEQA). The MBTA and the California Department of Fish and Wildlife (CDFW) Code Regulations 3500 and 3503 which protect nesting birds. In order to comply with these regulations all future clearing, grubbing, tree trimming, and tree removals should be conducted outside the bird nesting season. The typical nesting season is often considered February 15th to August 31st however these dates are not a legal definition. A nest is protected during any time of the year when eggs or young are present. If grading/grubbing/tree trimming must occur during the nesting bird season, a pre-construction nesting bird survey should be conducted by a qualified biologist. If an active nest is encountered outside the breeding season, avoidance of the nest is required."

5. CULTURAL RESOURCES **Would the project:**	**Potentially Significant Impact**	**Less Than Significant with Mitigation Incorporated**	**Less Than Significant Impact**	**No Impact**
a) Cause a substantial adverse change in the significance of a historical resource as defined in §15064.5?	☐	☐	☐	☑
b) Cause a substantial adverse change in the significance of an archaeological resource pursuant to §15064.5?	☐	☐	☐	☑
c) Directly or indirectly destroy a unique paleontological resource or site or unique geologic feature?	☐	☐	☐	☑
d) Disturb any human remains, including those interred outside of formal cemeteries?	☐	☐	☐	☑

Explanation:

Information presented herein is quoted and/or summarized from the Phase I Cultural Resource Assessment, prepared by Heritage Resources (April 30, 2021) and provided for reference in Appendix C.

5a No Impact:

The property is currently vacant land that has been previously graded and contains no natural topography or vegetation. In compliance with the California Environmental Quality Act (CEQA), Section 21083.2 and 15064.5 of the Guidelines, a Phase I cultural resource assessment was completed by Sue A. Wade who meets Secretary of the Interior Professional Qualification standards for Archaeology and for History. The tasks completed consisted of a 0.25-mile radius record search conducted by the South-Central Coastal Information Center (EIC), a Sacred Lands File search conducted by the Native American Heritage Commission (NAHC) and "project scoping" with tribes recommended by the Commission, a field survey, and preparation of a report documenting the negative survey findings.

The record search revealed that no cultural resources have been recorded on the Project property and only historic structures have been recorded within the 0.25-mile record search area. Historic map and aerial photographs indicated that structures and an orchard existed on the Project property as early as 1938, but they were demolished by 1980 and the property is currently graded vacant land. The field survey encountered no prehistoric or historic archaeological resources.

The Cultural Resource Assessment concluded that there will be no adverse change in the significance of a historical or archaeological resource (per CEQA §15064.5). Due to the negative results, no mitigation measures are recommended or warranted.

Based on this information, this threshold does not apply to the project site and no impact would occur. Should a previously unidentified historical resource be encountered during ground-disturbing activities, implementation of recommendations from the Phase I Cultural Resource Assessment would apply.

5b No Impact:

As a result of the Sacred Lands File search, the NAHC stated that the search was negative. In summary, as of April 30, 2021, three responses to the mailed letters and follow-up emails were received. The Agua Caliente Band of Cahuilla Indians and Quechan Tribe of the Fort Yuma Reservation responded stating that they defer to other tribes in the area. The San Manuel Band of Mission Indians (SMBMI) responded stating that the Project is at least one mile from known sacred land files/known cultural resources.

There will be no adverse change in the significance of a historical or archaeological resource (per CEQA §15064.5). Due to the negative results, no mitigation measures are recommended or warranted. Given the extensive disturbance to the property through the 20th century, no archaeological monitoring is recommended."

As noted in item 5a, this threshold does not apply to the project site and no impact would occur. Should a previously unidentified archaeological resource be encountered during ground-disturbing activities, implementation of recommendations from the Phase I Cultural Resource Assessment should apply.

5c No Impact:

The Project property is flat vacant land bounded by subdivision residences to the north and northwest, commercial to the southwest and east, and a church complex to the southeast.

The lot has been graded and disked and otherwise disturbed by mechanical equipment. There was very limited visibility due to weed cover although there were occasional open areas where it appears soils test pits had been excavated. There were also occasional large pieces of concrete and building debris on the surface as well as several boulders dumped in the northeast corner. Given the extensive disturbance and occasional opportunities to view the surface, the survey was deemed adequate to conclude that there is no intact evidence of previously existing structures. No prehistoric cultural materials were located. Although the visibility was limited, the extensive disturbance from the early 20th-century structure and orchard development and their subsequent demolition and clearing makes it highly unlikely that any intact prehistoric resources would be present.

The project area is not identified by the City of Highland as containing unique paleontological resources or geologic features. Soils with characteristics favorable for supporting paleontological (Pleistocene deposits) are not known to occur on the site and therefore this threshold does not apply to the project site and no impact would occur. No mitigation is warranted or recommended.

5d No Impact:

The potential for encountering human remains at the project site is low due to the disturbed nature of the proposed project site as well as the proximity to the nearest sacred land as indicated by the notified tribes within the area. No known burial sites have been identified on the site or in the vicinity. Therefore, the threshold does not apply, and no impact would occur. Should human remains be identified during ground-disturbing activities, procedures outlined in the State of California Health and Safety Code (7050.5) and Public Resources Code (5097.98) mandate procedures to be followed as defined in Mitigation Measure **CUL-1**. In such a case, compliance with Mitigation Measure **CUL-1** would reduce potential impacts to less than significant.

Mitigation Measures: Not Required unless human remains are found during ground-disturbing activities.

CUL-5. Should any human remains be encountered during project implementation, ground disturbing activities shall be suspended 100 feet around the resource(s) and an Environmentally Sensitive Area (ESA) physical demarcation/barrier constructed. The Lead Agency and the landowner shall immediately contact the San Bernardino County Coroner and the SMBMI Cultural Resources Department. If the Coroner recognizes the human remains to be those of a Native American or has reason to believe that they are those of a Native American, the Coroner shall ensure that notification is provided to the NAHC within twenty-four (24) hours of the determination, as required by California Health and Safety Code § 7050.5 (c). The NAHC-identified Most Likely Descendant (MLD), shall be allowed, under California Public Resources Code § 5097.98 (a), to (1) inspect the site of the discovery and (2) make determinations as to how the human remains and funerary objects shall be treated and disposed of with appropriate dignity. The MLD shall complete its inspection and make recommendations within forty-eight (48) hours of receiving notification from the landowner or the NAHC, as required by California Public Resources Code § 5097.98. The MLD, Lead Agency, and landowner agree to discuss in good faith what constitutes "appropriate dignity", as that term is used in the applicable statutes, and the MLD shall make the final discretionary determination regarding the appropriate disposition and treatment of human remains and funerary objects.

Reburial of human remains and/or funerary objects shall be accomplished in compliance with the California Public Resources Code § 5097.98 (a) and (b). All parties are aware that the MLD may wish to rebury the human remains and associated funerary objects, as well as ceremonial and cultural items (artifacts) on or near, the site of their discovery, in an area that shall not be subject to future subsurface disturbances. The landowner should accommodate on-site reburial in a location mutually agreed upon by the Parties.

The term "human remains" encompasses more than human bones because some local Tribes' traditions periodically necessitated the ceremonial burning of human remains and funerary objects. Funerary objects are those artifacts associated with any human remains or funerary rites. These items, and other funerary remnants and their ashes, are to be treated in the same manner as human bone fragments or bones that remain intact.

It is understood by all Parties that unless otherwise required by law, the site of any reburial of Native American human remains or cultural artifacts shall not be disclosed and shall not be governed by public disclosure requirements of the California Public Records Act. The Coroner, affected parties, and Lead Agencies will be asked to withhold public disclosure information related to such reburial, pursuant to the specific exemption set forth in California Government Code § 6254 (r).

6. GEOLOGY AND SOILS -- Would the project:	**Potentially Significant Impact**	**Less Than Significant with Mitigation Incorporated**	**Less Than Significant Impact**	**No Impact**
a) Expose people or structures to potential substantial adverse effects, including the risk of loss, injury, or death involving:				
i) Rupture of a known earthquake fault, as delineated on the most recent Alquist-Priolo Earthquake Fault Zoning Map issued by the State Geologist for the area or based on other substantial evidence of a known fault? Refer to Division of Mines and Geology Special Publication 42.	☐	☐	☐	☑
ii) Strong seismic ground shaking?	☐	☐	☑	☐
iii) Seismic-related ground failure, including liquefaction?	☐	☐	☐	☑
iv) Landslides?	☐	☐	☐	☑
b) Result in substantial soil erosion or the loss of topsoil?	☐	☐	☑	☐
c) Be located on a geologic unit or soil that is unstable, or that would become unstable as a result of the project, and potentially result in on-site or off-site landslide, lateral spreading, subsidence, liquefaction or collapse?	☐	☐	☑	☐
d) Be located on expansive soil, as defined in Table 18-1-B of the Uniform Building Code (2001), creating substantial risks to life or property?	☐	☐	☑	☐

e) Have soils incapable of adequately supporting the use of septic tanks or alternative wastewater disposal systems where sewers are not available for the disposal of wastewater?	☐	☐	☐	☑

Explanation:

Information presented herein is quoted and/or summarized from the Geotechnical Investigation, prepared by Southern California Geotechnical (January 15, 2021) and provided for reference in Appendix D.

6a) i No Impact:

Research of available maps indicates that the subject site is not located within an Alquist-Priolo Earthquake Fault Zone. Furthermore, SCG did not identify any evidence of faulting during the geotechnical investigation. Therefore, the possibility of significant fault rupture on the site is considered to be low. No impact would be expected in regards to this issue. No mitigation is required.

6a) ii Less Than Significant Impact:

The subject site is located in an area which is subject to strong ground motions due to earthquakes. The performance of a site-specific seismic hazards analysis was beyond the scope of this investigation. However, numerous faults capable of producing significant ground motions are located near the subject site. Due to economic considerations, it is not generally considered reasonable to design a structure that is not susceptible to earthquake damage. Therefore, significant damage to structures may be unavoidable during large earthquakes. The proposed structures should, however, be designed to resist structural collapse and thereby provide reasonable protection from serious injury, catastrophic property damage and loss of life.

The 2019 California Building Code (CBC) provides procedures for earthquake resistant structural design that include considerations for on-site soil conditions, occupancy, and the configuration of the structure including the structural system and height. The seismic design parameters presented within the Geotechnical Investigation are based on the soil profile and the proximity of known faults with respect to the subject site.

Based on standards in place at the time of this report, the proposed development is expected to be designed in accordance with the requirements of the 2019 edition of the California Building Code (CBC), which was adopted on January 1, 2020.

Adherence to these existing Uniform Building Code and the California Building Code standards would ensure potential ground shaking impacts are reduced to a less than significant level. No mitigation is required.

6a) iii No Impact:

Liquefaction is the loss of strength in generally cohesionless, saturated soils when the pore-water pressure induced in the soil by a seismic event becomes equal to or exceeds the overburden pressure. The primary factors which influence the potential for liquefaction include

groundwater table elevation, soil type and plasticity characteristics, relative density of the soil, initial confining pressure, and intensity and duration of ground shaking. The depth within which the occurrence of liquefaction may impact surface improvements is generally identified as the upper 50 feet below the existing ground surface.

The California Geological Survey (CGS) has not yet conducted seismic hazard mapping in the area of the subject site. The San Bernardino County Land Use Plan, Geologic Hazard Overlays, Redlands Quadrangle, FH31C, indicates that the subject site is not located within a zone of liquefaction susceptibility. In addition, the subsurface conditions at the boring locations are not considered to be conducive to liquefaction. These conditions generally consist of medium dense to very dense, well graded, granular soils, and no evidence of a long-term groundwater table within the depths explored by the borings. Based on these considerations, liquefaction is not considered to be a design concern for this project.

Based on this investigation, the project would not be subject to potential soil liquefaction hazard. No impact is expected in regards to this issue. No mitigation is necessary.

6a) iv No Impact:

The proposed project is within an area developed with urban uses and is not located adjacent to or near any geographical feature identified by the City that would be susceptible to landslides. Because the proposed project is not located within proximity to any geographical feature that would be susceptible to producing landslides, the occurrence of a landslide on or near project site is low. Therefore, no impact is expected in regards to this issue as a result of the development. No mitigation is required.

6b Less Than Significant Impact:

Soils are classified by the United States Natural Resource Conservation Service into four hydrologic soils groups based on the soil's runoff potential. "Hydrologic soil group" is a term that represents a group of soils having similar runoff potential under similar storm and cover conditions. Soil properties that influence runoff potential are those that influence the minimum rate of infiltration for bare soil after prolonged wetting. Per the soils report, surface soils are comprised of alluvial soils at the ground surface at all of the boring locations, extending to at least the maximum depth explored of 19± feet below ground surface. The near surface alluvial soils, within the upper 7 to 9½± feet, generally consist of silty fine sands, well-graded sands, and silty well-graded sands with varying gravel and cobble content. These soils are considered to have moderate infiltration and runoff erosion potential.

Although the project site soils have a low runoff or erosion potential, the proposed project would require the excavation and movement of on-site soils, which could result in runoff or erosion issues. However, construction projects resulting in the disturbance of 1.0 acre, or more are required to obtain a National Pollutant Discharge Elimination System (NPDES) permit issued by the Regional Water Quality Control Board (RWQCB).

The project's developer would be required to prepare a Storm Water Pollution Prevention Plan (SWPPP) that identifies Best Management Practices (BMPs) to limit the soil erosion during project construction. Adherence during construction to provisions of the NPDES permit and applicable BMPs contained in the SWPPP would ensure that potential impacts related to this issue are less than significant. No mitigation is required.

6c Less Than Significant Impact:

Subsidence is the sudden sinking or gradual downward settling of the earth's surface with little or no horizontal motion. Subsidence is caused by a variety of activities, which include (but are not limited to) withdrawal of groundwater, pumping of oil and gas from underground, the collapse of underground mines, liquefaction, and hydro-compaction. The project does not require use of groundwater. Based on the soil composition, minor ground subsidence is expected to occur in the soils due to the removal of on-site soils and replacement with compacted fill. The actual amount of subsidence is expected to be low with implementation of recommendations contained in the soils report.

The San Bernardino County Land Use Plan, Geologic Hazard Overlays, Redlands Quadrangle, FH31C, indicates that the subject site is not located within a zone of liquefaction susceptibility. In addition, the subsurface conditions at the boring locations are not considered to be conducive to liquefaction. These conditions generally consist of medium dense to very dense, well graded, granular soils, and no evidence of a long-term groundwater table within the depths explored by the borings. Based on these considerations, liquefaction is not considered to be a design concern for this project.

The potential for other geologic hazards such as seismically induced settlement, lateral spreading, tsunamis, inundation, seiches, flooding, and subsidence affecting the site is considered low.

The recommended remedial grading will remove the near-surface alluvial soils from the proposed building areas. The excavated soils will be replaced as compacted structural fill. The native soils that will remain in place below the recommended depth of over-excavation will not be subject to significant load increases from the foundations of the new structures and possess higher strengths and more favorable consolidation characteristics. Provided that the recommended remedial grading is completed, the post-construction static settlements of the proposed structure are expected to be within tolerable limits."

Adherence to City and engineering requirements and standards would reduce potential impacts associated with this issue to a less than significant level. No mitigation is required.

6d Less Than Significant Impact:

Expansive soils generally have a significant amount of clay particles which can expel water (shrink) or absorb water (swell). The change in volume exerts stress on buildings and other loads placed on these soils. The extent of shrink/swell is influenced by the amount and kind of clay in the soil. The occurrence of these soils is often associated with geologic units having marginal stability. The distribution of expansive soils can be widely dispersed and they can occur in hillside areas as well as low-lying alluvial basins.

According Geotechnical/Soils Report the near-surface soils generally consist of sands and silty sands with gravel. Based on their composition and lack of any appreciable plasticity, these soils are considered to be non-expansive. Therefore, no design considerations related to expansive soils are considered warranted for this site. All imported fill soils should also possess very low expansive characteristics."

Development of the proposed project site will be required to adhere to City design and engineering standards and impacts associated with this issue are considered less than

significant. No mitigation is required.

6e No Impact:

The proposed commercial and residential project are utilizing the connection to the existing sewer system. Therefore, the project will not include septic tanks or alternative wastewater disposal systems. No impact is expected in regards to this issue. No mitigation is required.

Mitigation Measures: Not Required.

7. GREENHOUSE GAS EMISSIONS – Would the project:	**Potentially Significant Impact**	**Less Than Significant with Mitigation Incorporated**	**Less Than Significant Impact**	**No Impact**
a) Generate greenhouse gas emissions, either directly or indirectly, that may have a significant impact on the environment?	☐	☐	☑	☐
b) Conflict with an applicable plan, policy, or regulation adopted for the purpose of reducing the emissions of greenhouse gases?	☐	☐	☑	☐

Explanation:

Information presented herein is quoted and/or summarized in the Greenhouse Gas Assessment, prepared by LDN Consulting, Inc. (May 13, 2021) and provided for reference in Appendix E.

7a-b Less Than Significant Impact:

The City of Highland does not have specific City defined GHG thresholds of significance however, the City does suggest that GHG thresholds recommended by SCAQMD should be followed. The SCAQMD threshold, which was adopted in December 2008, considers emissions of over 10,000 metric tons CO2E /year to be significant. However, the SCAQMD's threshold applies only to stationary sources and is expressly intended to apply only when the SCAQMD is the CEQA lead agency. Note that lead agencies retain the responsibility to determine significance on a case-by-case basis for each specific project.

Although not formally adopted, the SCAQMD has developed a draft quantitative threshold for all land use types of, following Tier 3 screening standards. Under this methodology, Tier 3 screening values are established at 3,000 MT/year CO_2E for residential/commercial mixed uses (South Coast Air Quality Management District, 2013).

The proposed project will emit GHGs directly through burning of carbon-based fuels such as gasoline and natural gas as well as indirectly through usage of electricity, water and from the anaerobic bacterial breakdown of organic solid waste. On-site grading and construction activities would generate greenhouse gas (GHG) emissions. After construction, operation of the project would generate increased vehicle trips in the project area, leading to generation of GHG emissions. Additionally, the consumption of electricity and natural gas by the proposed on-site

uses would generate GHG emissions. However, as shown in Table 5.1, short-term (construction) GHG emissions were determined to be less than the threshold and as shown in Table 5.2, long-term (operational) GHG emissions were also determined to be less than the threshold.

Table 5.1: Expected Annual Construction CO_2e Emissions Summary MT/Year

Year	Bio-CO_2	NBio-CO2	Total CO_2	CH_4	N_2O	CO_2e
2022	0.00	481.86	481.86	0.09	0.00	484.00
2023	0.00	25.20	25.20	0.01	0.00	25.36
					Total	**509.37**
					Yearly Average Construction Emissions (Metric Tons/year over 30 years)	**16.98**
Expected Construction emissions are based upon CalEEMod modeling assumptions for equipment and durations listed in Table 4.1 above.						

Table 5.2: Expected Operational Emissions Summary MT/Year

Year	Bio-CO2	NBio-CO2	Total CO2	CH4	N2O	CO2e
Area	0.00	0.78	0.78	0.00	0.00	0.79
Energy	0.00	303.82	303.82	0.01	0.00	305.24
Mobile	0.00	2589.74	2589.74	0.19	0.00	2594.49
Waste	27.71	0.00	27.71	1.64	0.00	68.64
Water	2.04	23.66	25.70	0.21	0.01	32.52
					Amortized Construction Emissions (Table 5.1 above)	**16.98**
					51 KW Solar	**-27.71**
					8 EV Charging Stations	**-149.69**
					Total Operations	**2,841.26**
Expected Construction emissions are based upon CalEEMod modeling assumptions for equipment and durations listed in Table 1 above. Data is presented in decimal format and may have rounding errors.						

The proposed project would implement Project Design Features (PDFs) specifically chosen to reduce both greenhouse gas and air quality emissions. These PDFs would promote sustainability through site design that would conserve energy, water, open space, and other natural resources, and would become specific Conditions of Approval (COA) by the City of Highland:

1. In accordance with SCAQMDs Rule 403. All soil will be wetted twice daily during earthwork activities.
2. The project would install low flow water fixtures in all residential units and retail areas.
3. All lighting within the project will be designed using LED technology for both indoor and outdoor areas.
4. The project would provide separate waste containers to allow for simpler material separations, or the project would pay for a waste collection service that recycles the materials in accordance with AB 341 to achieve a 75% waste diversion for both retail and residential uses. 100% of all green waste will be diverted from landfills and recycled as

mulch and used onsite.

5. The project would not install hearth (fireplace) options within multi-family residential units.
6. The project would install Natural Gas hearth units within the single-family residential units.
7. The project shall install water efficient/drought tolerant and/or native landscape, use smart evapotranspiration controllers and would limit conventional turf.
8. The project would meet all solar development requirements for solar and would offset residential electrical energy usage. The project would install 51 kilowatts (kW) of solar or roughly 162 (315 Watt) solar panels.
9. The project would install eight (8) Electric Vehicle (EV) Charging Stations within the retail areas of the project.

Based on the analysis, the proposed project buildout with included PDFs 1-9 would generate fewer emissions than the requisite 3,000 MT CO2e per year screening threshold and would have a less than significant GHG impact under CEQA. In addition, because the project generates fewer emissions than the applicable screening threshold, the project would not conflict with any local or state plans, policies, or regulations and would be consistent with SCAQMD's requirements. Impacts are considered less than significant for this issue. No mitigation required.

Mitigation Measures: Not Required

8. HAZARDS AND HAZARDOUS MATERIALS – Would the project:	**Potentially Significant Impact**	**Less Than Significant with Mitigation Incorporated**	**Less Than Significant Impact**	**No Impact**
a) Create a significant hazard to the public or the environment through the routine transport, use, or disposal of hazardous materials?	☐	☐	☑	☐
b) Create a significant hazard to the public or the environment through reasonably foreseeable upset and accident conditions involving the release of hazardous materials into the environment?	☐	☐	☑	☐
c) Emit hazardous emissions or handle hazardous or acutely hazardous materials, substances, or waste within one-quarter mile of an existing or proposed school?	☐	☐	☑	☐
d) Be located on a site which is included on a list of hazardous materials sites compiled pursuant to Government Code Section 65962.5 and, as a result, would it create a significant hazard to the public or the environment?	☐	☐	☐	☑
e) For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project result in a safety hazard for people residing or working in the project area?	☐	☐	☑	☐

f) For a project within the vicinity of a private airstrip, would the project result in a safety hazard for people residing or working in the project area?	☐	☐	☐	☑
g) Impair implementation of or physically interfere with an adopted emergency response plan or emergency evacuation plan?	☐	☐	☑	☐
h) Expose people or structures to a significant risk of loss, injury or death involving wildland fires, including where wildlands are adjacent to urbanized areas or where residences are intermixed with wildlands?	☐	☐	☐	☑

Explanation:

8a Less Than Significant Impact:

The proposed project would result in the construction of a Mixed-Use development consisting of five commercial tenant buildings, three multi-family residential buildings, and a single-family residence, along with associated driveways, parking lots, trash enclosures, and landscape areas. Potentially hazardous materials such as fuel, paint products, lubricants, solvents, and cleaning products may be used and/or stored on site during the construction of the proposed project. One of the Commercial Stores proposed will be a Tractor Supply Company store, which typically involves the sale of bulk propane. In addition, the only hazardous waste expected after construction of the buildings maybe small amounts of domestic chemicals such as lawn products or household cleaning products for landscape and building maintenance. The transport, use, storage, and sale of hazardous materials during the construction and operation of the site would be conducted in accordance with all applicable State and Federal laws.

Compliance with all applicable laws and regulations would reduce the potential impact associated with the routine transport, use, storage, or disposal of hazardous materials to a less than significant level. No mitigation is required.

8b Less Than Significant Impact:

The project applicant completed a Phase I Environmental Site Assessment on October 5, 2020, and concluded that "there are no areas of concern regarding the current or former operations on-site" and that "there are no recommended areas of action currently". Furthermore, "this assessment has revealed no evidence of Recognized Environmental Conditions (REC) or Historical Recognized Environmental Conditions (HREC) in connection with the property". Although potentially hazardous materials such as fuel, paint products, lubricants, solvents, and cleaning products may be used and/or stored on site during the construction of the proposed project, and potentially hazardous materials such as propane, cleaning solutions and lawn products will be either for sale or used for maintenance throughout the life of the project, the transport, use, storage, and sale of hazardous materials during the construction and operation of the site would be conducted in accordance with all applicable State and Federal laws. Compliance with all applicable laws and regulations would reduce the potential impact associated with the routine transport, use, storage, or disposal of hazardous materials to a less than significant level. No mitigation is required.

8c Less Than Significant Impact:

St Adelaide School is the nearest school to the Project Site , located to the south at the southwest corner of Base Line Road and Church Avenue. While the proposed mixed-use project will inevitably produce mild fumes and residual materials (i.e. cleaning agents, solvents, propane, etc.) due to daily living and services rendered, the transport, use, storage, and sale of hazardous materials during the construction and operation of the site would be conducted in accordance with all applicable State and Federal laws. Compliance with all applicable laws and regulations would ensure the proposed project will not emit a significant hazardous affect or influence the schools within proximity, reducing the potential impacts to less than significant. No mitigation is required.

8d No Impact:

An "EPA ID Number" identifies a facility to the State and Federal governments as a hazardous waste generator. The project site has never had any uses requiring an EPA RCRA generator number for the subject property and none for this report according to the Phase I Environmental Site Assessment. A hazardous waste manifest file is maintained when hazardous materials are transported and disposed of from a site and there are no regulated materials currently being generated or disposed of from the Project Site. In addition, no hazardous sites are located in the immediate vicinity of the project site. Therefore, no impact would be expected in regards to this issue. No mitigation is required.

8e Less Than Significant Impact:

The closest airport to the project site is San Bernardino International Airport (SBIA) located to the southwest. The SBIA is located in the City of San Bernardino, adjacent to the southwestern boundary of the City of Highland and approximately 1.5 miles southwest of the project site. The project site is within the Airport Overlay Zone "E – Airport Influence Zone – Negligible Risk Level" for SBIA. Safety Zone E has no density limit in people per acre and no maximum lot coverage (100) as set forth in Table 16.40.410.A of the Highland Municipal Code. Additionally, the proposed commercial, multi-family, and single-family uses are denoted as "SR" within Table 16.40.410.A. Where the symbol "SR" appears in the column beneath an airport safety zone, the use is compatible. Use is acceptable without safety-related conditions (noise, airspace protection, and/or overflight limitations may apply). Therefore, the project would not result in a safety hazard for people residing or working in the project area and the impact would be considered less than significant. No mitigation is required.

8f No Impact:

The project is not located within the vicinity of a private airstrip or heliport. Resultantly, no impacts associated with this issue would occur. No mitigation is required.

8g Less Than Significant Impact:

The proposed project would be designed, constructed, and maintained in accordance with applicable standards associated with vehicular access, resulting in adequate emergency access and evacuation. As the offsite construction is restricted to restriping and driveway entrances and not considered significant, any road closures would have adequate monitoring

and directional guides to help facilitate the flow of traffic. Adherence to these measures would reduce potential impacts related to this issue to a level of less than significant. No mitigation is required.

8h No Impact:

Due to the lack of vegetation and extensive development in close proximity of the project site, the area surrounding the proposed project does not support wildfire habitat. Implementation of the most recent California Building Code standards further defend the proposed development from fire and minimize the likelihood of susceptibility. Additionally, the Project Site is located in a Non-VHFHSZ (Non-Very High Fire Hazard Severity Zone) and is not located within a Wildland Urban Interface (WUI) Intermix, Interface, or Influence Zone according to CalFire maps (https://osfm.fire.ca.gov/media/5946/highland.pdf and https://frap.fire.ca.gov/media/10300/wui_19_ada.pdf). Thus, proposed project would result in no impact in respect to this issue. No mitigation is required.

Mitigation Measures: Not Required

9. HYDROLOGY AND WATER QUALITY -- Would the project:	**Potentially Significant Impact**	**Less Than Significant with Mitigation Incorporated**	**Less Than Significant Impact**	**No Impact**
a) Violate any water quality standards or waste discharge requirements?	☐	☐	☑	☐
b) Substantially deplete groundwater supplies or interfere substantially with groundwater recharge such that there would be a net deficit in aquifer volume or a lowering of the local groundwater table level (e.g., the production rate of pre-existing nearby wells would drop to a level which would not support existing land uses or planned uses for which permits have been granted)?	☐	☐	☑	☐
c) Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, in a manner, which would result in substantial erosion or siltation on- or off-site?	☐	☐	☑	☐
d) Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, or substantially increase the rate or amount of surface runoff in a manner, which would result in flooding on- or off-site?	☐	☐	☑	☐
e) Create or contribute runoff water which would exceed the capacity of existing or planned stormwater drainage systems or provide substantial additional sources of polluted runoff?	☐	☐	☑	☐
f) Otherwise substantially degrade water quality?	☐	☐	☑	☐

g) Place housing within a 100-year flood hazard area as mapped on a federal Flood Hazard Boundary or Flood Insurance Rate Map or other flood hazard delineation map?	☐	☐	☐	☑
h) Place within a 100-year flood hazard area structures, which would impede or redirect flood flows?	☐	☐	☐	☑
i) Expose people or structures to a significant risk of loss, injury or death involving flooding, including flooding as a result of the failure of a levee or dam?	☐	☐	☐	☑
j) Inundation by seiche, tsunami, or mudflow?	☐	☐	☐	☑

Explanation:

9a – f Less than Significant Impact:

Construction projects resulting in the disturbance of 1.0 acre or more require a National Pollutant Discharge Elimination System (NPDES) permit. The project proponent is required to file a Notice of Intent (NOI) to comply with the NPDES Construction Activity General Permit. A component of the NPDES permit is the preparation of a Storm Water Pollution Prevention Plan (SWPPP). The purpose of an SWPPP is to identify and implement Best Management Practices (BMPs) to reduce impacts to surface water from contaminated stormwater discharges.

Compliance with the project specific SWPPP would reduce construction impacts related to this issue to less than significant.

Once the proposed project is completed, operation or ongoing activities of the project may contribute to long-term water quality impacts. To prevent such impacts, the project must implement a Water Quality Management Plan (WQMP). New development is required to meet or exceed pre-project conditions for storm water discharge, and the proposed project would be required to retain any additional runoff on site and discharge it to the storm drain system at rates that do not exceed pre-project conditions. An approved Preliminary WQMP, prepared by SiteTech, Inc. (February 11, 2021) is provided as Appendix F.

The WQMP identifies BMPs (including design criteria for treatment control) that should be implemented to minimize adverse water quality impacts during construction and post-construction. The project specific WQMP addresses management of urban runoff with respect to the quantity and quality of water leaving the project site. The primary objective of the WQMP, by addressing site design, source control, and treatment control BMPs applied on a project-specific and/or sub-regional or regional basis, is to ensure that the land use approval and permitting process of each City would minimize the cumulative regional impact of urban runoff. The WQMP would be required to be incorporated by reference or attached to the project's SWPPP as the Post-Construction Management Plan.

Because adherence to the requirements of the NPDES permit, the SWPPP, and WQMP would be required by the City prior to, during, and after construction, the project's potential water quality impacts would be reduced to less than significant. No mitigation is required.

9g – j No Impact:

The proposed project is not within 100-year flood hazard areas as identified in Federal Emergency Management Agency Flood Insurance Rate Map 06071C8707J (September 2, 2016). Therefore, the project would not place housing within a 100-year flood hazard area. No impact related to this issue is anticipated to occur and no mitigation is required.

The proposed project is not within the inundation area associated with the Seven Oaks Dam located roughly 5.7 miles away and therefore would not expose people or structures to any risks associated with a dam failure. No impact is anticipated in relation to this, and no mitigation is required.

The proposed project site is not located adjacent to any enclosed bodies of water, no seiche-related flooding is anticipated to occur on site; resultantly the probability for a mudslide is very unlikely. The Geotechnical Investigation concluded that the potential for other geologic hazards such as seismically induced settlement, lateral spreading, tsunamis, inundation, seiches, flooding, and subsidence affecting the site is considered low. Additionally, the distance from any mapped landslide areas, as well as the flat nature of the parcel, makes the likelihood of a landslide or mudflow affecting the property very low. No impact is anticipated as a result of the project in regards to this issue and no mitigation is required.

Mitigation Measures: Not Required

10. LAND USE AND PLANNING - Would the project:	**Potentially Significant Impact**	**Less Than Significant with Mitigation Incorporated**	**Less Than Significant Impact**	**No Impact**
a) Physically divide an established community?	☐	☐	☑	☐
b) Conflict with any applicable land use plan, policy, or regulation of an agency with jurisdiction over the project (including, but not limited to the general plan, specific plan, local coastal program, or zoning ordinance) adopted for the purpose of avoiding or mitigating an environmental effect?	☐	☐	☑	☐
c) Conflict with any applicable habitat conservation plan or natural community conservation plan?	☐	☐	☐	☑

Explanation:

10a Less Than Significant Impact:

The project site is surrounded by residential to the north and commercial to the east, west, and south. Construction of a residential and commercial project is consistent with the existing uses and would not divide an established community, but rather enhance the fluidity of the community by connecting various uses and creating the missing piece between existing and planned development. Any impacts in relation to the existing community for this issue would be

considered less than significant. No mitigation is required.

10b Less Than Significant Impact:

Implementation of a portion of the commercial aspect of the project will require an amendment to the General Plan to allow any Drive-Thru Restaurants located at the proposed site. The General Plan limitation of Drive-Thru Restaurants is not for the purpose of mitigating an environmental effect, and therefore the GPA is not considered in conflict in regards to this issue. The project applicant proposes to process a General Plan Amendment to allow drive-thru (Quick Serve Restaurants [QSRs]) within Parcel -05. Aside from this amendment, the remaining proposed uses are consistent with the General Plan designations. Because the project is not consistent with the General Plan, in terms of the allowability of QSRs, but the GPA is not considered in conflict, the impact is deemed less than significant. No mitigation is required beyond the applicable processing, entitlement, and possible conditions associated with the General Plan Amendment.

10c No Impact:

There is no adopted habitat conservation plan, natural community conservation plan, or other approved local, regional, or State habitat conservation plan applicable to the project site. The project site is not subject to any adopted habitat conservation plan or natural community conservation plan and therefore no impact would result from the project. No mitigation is required.

Mitigation Measures: None required.

11. MINERAL RESOURCES -- Would the project:	**Potentially Significant Impact**	**Less Than Significant with Mitigation Incorporated**	**Less Than Significant Impact**	**No Impact**
a) Result in the loss of availability of a known mineral resource that would be of value to the region and the residents of the state?	☐	☐	☑	☐
b) Result in the loss of availability of a locally important mineral resource recovery site delineated on a local general plan, specific plan or other land use plan?	☐	☐	☐	☑

Explanation:

11a Less Than Significant Impact

Mineral resources present in the City of Highland include iron, decorative rocks, clay, limestone, sand, and gravel construction aggregate. Based on the City of Highland General Plan, the project site is identified as being within Mineral Resource Zone 3 (MRZ-3). Per the Phase I Cultural Resource Assessment, "...extensive disturbance from the early 20th century structure and orchard development and their subsequent demolition and clearing makes it highly unlikely that any intact prehistoric resources would be present." Impacts related to this issue would be less than significant impact for the proposed project. No mitigation is required.

11b No Impact

The proposed project site is not classified as an area of locally important mineral resource recovery. No impact related to this issue will occur and no mitigation is required.

Mitigation Measures: Not Required

12. NOISE Would the project result in:	**Potentially Significant Impact**	**Less Than Significant with Mitigation Incorporated**	**Less Than Significant Impact**	**No Impact**
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?	☐	☐	☐	☑
b) Exposure of persons to or generation of excessive groundborne vibration or groundborne noise levels?	☐	☐	☐	☑
c) A substantial permanent increase in ambient noise levels in the project vicinity above levels existing without the project?	☐	☐	☐	☑
d) A substantial temporary or periodic increase in ambient noise levels in the project vicinity above levels existing without the project?	☐	☐	☐	☑
e) For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project expose people residing or working in the project area to excessive noise levels?	☐	☐	☐	☑
f) For a project within the vicinity of a private airstrip, would the project expose people residing or working in the project area to excessive noise levels?	☐	☐	☐	☑

Explanation:

Information presented herein is quoted and/or summarized from the Noise Study, prepared by LDN Consulting, Inc. (May 13, 2021) and provided for reference in Appendix G.

12a-d No Impact:

Noise is defined as unwanted or annoying sound which interferes with or disrupts normal activities. Exposure to high noise levels has been demonstrated to cause hearing loss. The individual human response to environmental noise is based on the sensitivity of that individual, the type of noise that occurs and when the noise occurs.

Sound is measured on a logarithmic scale consisting of sound pressure levels known as a decibel (dB). The sounds heard by humans typically do not consist of a single frequency but of a broadband of frequencies having different sound pressure levels. The method for evaluating all the frequencies of the sound is to apply an A-weighting to reflect how the human ear responds to the different sound levels at different frequencies. The A-weighted sound level adequately describes the instantaneous noise whereas the equivalent sound level depicted as Leq represents a steady sound level containing the same total acoustical energy as the actual fluctuating sound level over a given time interval.

The Community Noise Equivalent Level (CNEL) is the 24-hour A-weighted average for sound, with corrections for evening and nighttime hours. The corrections require an addition of 5 decibels to sound levels in the evening hours between 7 p.m. and 10 p.m. and an addition of 10 decibels to sound levels at nighttime hours between 10 p.m. and 7 a.m. These additions are made to account for the increased sensitivity during the evening and nighttime hours when sound appears louder.

A vehicles noise level is from a combination of the noise produced by the engine, exhaust and tires. The cumulative traffic noise levels along a roadway segment are based on three primary factors: the amount of traffic, the travel speed of the traffic, and the vehicle mix ratio or number of medium and heavy trucks. The intensity of traffic noise is increased by higher traffic volumes, greater speeds and increased number of trucks.

Because mobile/traffic noise levels are calculated on a logarithmic scale, a doubling of the traffic noise or acoustical energy results in a noise level increase of 3 dBA. Therefore, the doubling of the traffic volume, without changing the vehicle speeds or mix ratio, results in a noise increase of 3 dBA. Mobile noise levels radiant in an almost oblique fashion from the source and drop off at a rate of 3 dBA for each doubling of distance under hard site conditions and at a rate of 4.5 dBA for soft site conditions. Hard site conditions consist of concrete, asphalt and hard pack dirt while soft site conditions exist in areas having slight grade changes, landscaped areas and vegetation. On the other hand, fixed/point sources radiate outward uniformly as it travels away from the source. Their sound levels attenuate or drop off at a rate of 6 dBA for each doubling of distance.

The most effective noise reduction methods consist of controlling the noise at the source, blocking the noise transmission with barriers or relocating the receiver. Any or all of these methods may be required to reduce noise levels to an acceptable level.

The Noise Element of the City of Highland General Plan provides exterior noise standards for the indicated land uses as laid out in Table 3-1 below. Although the metric indicated for exterior noise standards is a CNEL, because by definition CNELs are a 24-hour average and the land use table assigns varying CNEL thresholds based on time of day it is likely that an hourly Leq might be more appropriate. Nevertheless, these standards are presented below with the caveat that construction activities are exempt as Section 8.50.060 (L) of the City of Highland Municipal Code exempts construction noise generated in the performance of work consistent with City permits or approvals.

Table 3-1: Sound Level Limits in Decibels (dBA)

Type of Land Use	Time Interval	CNEL (dBA)
Residential	10:00 p.m. – 7:00 a.m.	55
	7:00 a.m. – 10:00 p.m.	60
Agricultural/Equestrian	10:00 p.m. – 7:00 a.m.	60
	7:00 a.m. – 10:00 p.m.	65
Commercial	10:00 p.m. – 7:00 a.m.	65
	7:00 a.m. – 10:00 p.m.	70
Manufacturing or Industrial	Any Time	75
Open Space	Any Time	75
Source: Chapter 8.50, Noise Control, City of Highland Municipal Code.		

Although the City of Highland guidelines allow residential exterior noise levels of up to 70 dB CNEL, a noise level of 65 dB is the level at which ambient noise begins to interfere with one's ability to carry on a normal conversation at reasonable separation without raising one's voice. The City of Highland General Plan Goal 7.1 recommends an exterior threshold of 65 dBA CNEL as the compatibility guideline for new residential dwellings in Highland and is used as the guideline for this analysis. However, exterior noise attenuation features could include, but are not limited to, setbacks to place structures outside the 65 dB CNEL noise contour, orienting structures so no windows open to the noise source, and /or installing noise barriers such as berms or solid walls.

Exterior standards apply to normally used recreational exterior space (patio, porch, pool/spa, etc.). They are also a guide to likely interior noise exposure based on the structural attenuation normally achievable with various types of construction.

The City of Highland interior noise standard uses a weighted noise exposure of 45 dBA CNEL as the guideline level for single and multi-family dwelling units. Conventional construction with closed windows and a fresh air supply will normally suffice. Normal noise attenuation within residential structures with closed windows is about 25-30 dB. Therefore, an exterior noise level of up to 70-75 dB CNEL could allow for the interior threshold to be met with no special noise attenuation features.

The City of Highland is pre-empted from regulating on-road traffic noise. However, when traffic noise exceeds the planning standard for an affected land use, CNEL-based standards are the accepted significance threshold for any CEQA environmental analysis.

In accordance with CEQA, a project should not have a noticeable adverse impact on the surrounding environment. Noise level changes greater than 3 dBA, or a doubling of the acoustic energy, are often identified as audible and considered potentially significant, while changes less than 1 dBA are not discernible. In the range of 1 to 3 dBA, humans who are very sensitive to noise may perceive a slight change. For the purposes for this analysis, a direct and cumulative roadway noise impact would be considered significant if the project increases noise levels at a noise sensitive land use 3 dBA CNEL and if the noise level increases above an unacceptable noise level per the City's General Plan.

Existing Noise Environment: Monitoring location 1 (M1) was located roughly 140-feet from the centerline of Base Line Street. The results of the noise level measurements are presented in Table 4-1. The noise measurements were monitored for a time period of 15 minutes. The existing noise levels in the project area consisted primarily of traffic along Base Line Street.

Table 4-1: Measured Ambient Noise Levels

Measurement Identification	Description	Time	Noise Levels (dBA)					
			Leq	Lmax	Lmin	L10	L50	L90
M1	Base Line Street	11:00-11:15 a.m.	55.8	69.7	43.9	58.6	54.1	47.7
Source: Ldn Consulting, Inc. April 15, 2021								

Future On-Site Operational Noise Levels: Sound from a small, localized source (a "point" source) radiates uniformly outward as it travels away from the source. The sound level attenuates or drops-off at a rate of 6 dBA for each doubling of distance. A drop-off rate of 6 dBA per doubling of distance was used for this piece of equipment.

The Project must meet the most restrictive daytime and evening standards of 60.0 dBA and 55.0 dBA at the residential property lines as shown in Table 3-2 above. Each anticipated noise source is provided in more detail in Tables 5-2, 5-3, and 5-4 below to determine if direct noise impacts will occur. A cumulative noise level analysis with associated distances, noise reductions and calculations of the proposed sources is provided in Table 5-5 below showing the individual noise sources and their associated property line noise levels.

Table 5-2: Operational Noise Levels (Tractor Supply)

Source	Reference Noise Level (dBA)	Reference Distance (Feet)	Minimum Distance to Property Line (Feet)	Duty Cycle (Seconds/Hour)	Resultant Noise Level at Property Line (dBA Leq)
Delivery Trucks	87	4	150	150	**42**
Propane forklift	77	5	150	600	**40**
Vertical Baler	90	5	70	300	**56**
CUMULATIVE NOISE LEVEL @ PROPERTY LINE (dBA)					**57**
Property Line Standard					**60**
Complies with Noise Ordinance					**Yes**

For Table 5-2 the combined noise levels at the adjacent property lines based upon distance separation and limited duty-cycles were projected to be below the City's Noise Ordinance standards with no barriers or shielding of the equipment. Therefore, no impacts are anticipated, and no mitigation is required for the continued operations.

Table 5-3: Delivery Truck Noise Levels (Grocery Store)

Distance to Observer (Feet)	Reference Noise Level (dBA)	Noise Source Reference Distance (Feet)	Noise Reduction Due to Distance (dBA)	Noise Level at Property Line (dBA)	Quantity per hour	Property Line Cumulative Noise Level (dBA)
65	60.5	25	-8.3	52.2	1	52.2*
*Complies with the nighttime Noise Standard of 55 dBA.						

For Table 5-3, there is one loading dock proposed at the grocery facility approximately 65 feet from the closest residential property line to the north. A truck will take approximately 5 minutes to drive in the site and position itself into a bay, 30-45 minutes to be unloaded or loaded, and another 5 minutes to exit the bay secure doors, complete necessary paperwork and drive out of the site. This equates to 40-55 minutes it would take for one truck to complete a delivery or pickup, therefore only one truck at the most could deliver to this facility in one hour. During the loading/unloading of the truck the engine can only idle for five (5) minutes in compliance with State air quality requirements. To be conservative, it was assumed the truck engine could be operating for 15 minutes of the total time required during the delivery process (5 minutes at arrival, 5 minutes of idle and 5 minutes at departure).

Noise levels drop 3 decibels each time the duration of the source is reduced in half. Therefore, hourly truck noise level over a 15-minute period would be reduced 6 decibels to 60.5 dBA at a distance of 25-feet based on the limited time of operation. The nearest loading dock at the grocery facility is roughly 65 feet from the nearest residential

Fast Food Restaurant: In order to examine the potential stationary noise source impacts associated with the operation of the proposed fast-food restaurants, reference noise levels were used for the menu board and speaker post (Source: HME Electronics, Inc., HME SPP2 Speaker Post). The reference noise level of the speaker board is 54 dBA CNEL at 32 feet. The future drive-thru speakers are located approximately 350 from the nearest residential property line to the north resulting in an anticipated noise level of approximately 36 dBA. Therefore, the proposed operations of the fast-food restaurants and drive-thru would not exceed the City's daytime threshold of 60 dBA and the most restrictive nighttime threshold of 55 dBA. Therefore, no additional noise reductions would be required.

Table 5-4: Project HVAC Noise Levels (Nearest Residential Property Line)

Building	Distance to Observer Location (Feet)	Hourly Reference Noise Level (dBA)	Noise Source Reference Distance (Feet)	Noise Reduction Due to Distance (dBA)	Noise Level at Property Line (dBA)	Quantity	Property Line Cumulative Noise Level (dBA)*
Tractor Supply 10-ton	140	76.0	3.0	-33.4	42.6	2	**45.6**
Tractor Supply 3-ton	35	67.0	6.0	-21.3	45.7	1	**48.7**
Tractor Supply 3-ton	160	67.0	6.0	-34.5	32.5	1	**32.5**
Grocery 10-ton	70	76.0	3.0	-27.4	48.6	1	**48.6**
Grocery 3-ton	70	67.0	6.0	-21.3	45.7	1	**45.7**
Drive-Thru 3-ton	370	67.0	6.0	-35.8	31.2	4	**37.2**
Drive-Thru 3-ton	370	67.0	6.0	-35.8	31.2	4	**37.2**
					Combined Cumulative Noise Level at Property Line:		**52.9**
*Complies with the nighttime Noise Standard of 55 dBA.							

For Table 5-4, To predict the worst-case future noise environment, a continuous reference noise level of 67 dBA at 6-feet was used to represent the mechanical ventilation system for the smaller units and a reference noise level of 76.0 dBA at 3-feet (or 70 dBA at 6-feet) for the larger units. Even though the mechanical ventilation system will cycle on and off throughout the day, this approach presents the worst-case noise condition. In addition, these units are designed to provide cooling during the peak summer daytime periods, and it is unlikely that all the units will be operating continuously.

The noise levels associated with the roof-top mechanical ventilation systems will be limited with the proposed parapet walls on each building that will vary in height but will be roughly 1-foot higher than the HVAC units to shield them both visually and acoustically. Hence, the parapet wall will block the line-of-sight from the adjacent residential units. No additional reductions were taken for the parapet walls. The noise level reductions due to distance for the nearest residential uses located to the north is provided in Table 5-4 below for each building. The number of HVAC units that are proposed for each building is also provided in Table 5-4 along with the cumulative noise levels.

Cumulative Project Noise Levels: Table 5-5 below presents the cumulative noise levels at the nearest residential property line from the proposed commercial development during the daytime hours.

Table 5-5: Cumulative Daytime Noise Levels (Nearest Residential Property Line)

Source	Distance to Observer Location (Feet)	Hourly Reference Noise Level (dBA)	Noise Source Reference Distance (Feet)	Noise Reduction Due to Distance (dBA)	Reduction Due to Duty Cycle (dBA)	Noise Level at Property Line (dBA)	Quantity	Property Line Cumulative Noise Level (dBA)*
Tractor Supply Deliveries	150	87.0	4	-31.5	-13.8	41.7	1	**41.7**
Propane Forklift	150	77.0	5	-29.5	-7.8	39.7	1	**39.7**
Vertical Baler	70	90.0	5	-22.9	-10.8	56.3	1	**56.3**
Grocery Delivery	65	60.5	25	-8.3	0.0	52.2	1	**52.2**
Speaker Board	350	54.0	32	-20.8	0.0	33.2	2	**36.2**
Tractor Supply 10-ton	140	76.0	3	-33.4	0.0	42.6	2	**45.6**
Tractor Supply 3-ton	35	67.0	3	-21.3	0.0	45.7	1	**45.7**
Tractor Supply 3-ton	160	67.0	3	-34.5	0.0	32.5	1	**32.5**
Grocery 10-ton	70	76.0	3	-27.4	0.0	48.6	1	**48.6**
Grocery 3-ton	70	67.0	6	-21.3	0.0	45.7	1	**45.7**
Drive-Thru 3-ton	370	67.0	6	-35.8	0.0	31.2	4	**37.2**
Drive-Thru 3-ton	370	67.0	6	-35.8	0.0	31.2	4	**37.2**
						Combined Cumulative Noise Level at Property Line:		**59.1**

The resultant cumulative noise level at the nearest property lines is projected to be at or below 59.1 dBA Leq. Therefore, cumulatively the proposed commercial development related operational noise levels comply with the daytime noise standards at the nearest residences. No Impacts are anticipated, and no mitigation is required.

Based upon the property line noise levels determined for the Project none of the proposed noise sources exceeds the property line standards. Therefore, the proposed development related operational noise levels comply with the City's daytime and evening noise standards. No impacts are anticipated, and no mitigation is required.

Offsite Project Related Transportation Noise Levels: To determine if direct or cumulative off-site noise level increases associated with the development of the proposed project would create noise impacts, the traffic volumes for the existing conditions were compared with the traffic volume increase of existing plus the proposed project. The project is estimated to generate 3,363 daily trips with a peak hour volume of 298 trips. The existing average daily traffic (ADT) volumes on Base Line Street is more than several thousand ADT. Typically, it requires a project to double (or add 100%) the traffic volumes to have a direct impact of 3 dBA CNEL or be a major contributor to the cumulative traffic volumes, therefore, no direct or cumulative impacts are anticipated. Of the project generated traffic, the residential portion of the project accounts for 75 of these daily trips and would not have a significant contribution to

the neighborhood roadways.

The project does not create a direct noise increase of more than 3 dBA CNEL along Base Line Street and local area roadways. Therefore, the project's direct contributions to off-site roadway noise increases will not cause any significant impacts to any existing or future noise sensitive land uses. No mitigation is required.

Construction Noise. Section 15.48.030 of the Highland Municipal Code prohibits construction activities to commence any earlier than one-half hour before sunrise or to terminate no later than one-half hour after sunset Monday through Sunday. As a condition of approval, non-emergency construction activities adjacent to existing noise sensitive uses should be limited to daylight hours between 7:00 a.m. and 6:00 p.m. Construction on weekends or holidays are to be discouraged except in the case of construction proximate to schools where these operations could disturb the classroom environment.

Pursuant to Section 8.50.060 (Exemptions), noise associated with "construction, repair, or excavation work performed pursuant to a valid written agreement with the city or any of its political subdivisions, which agreement provides for noise mitigation measures", is exempt.

Operational Noise. Although exempt from numerical noise standards, The Noise Element provides the following exterior noise standards for the indicated land uses. Although the metric indicated for exterior noise standards is a CNEL, because by definition CNELs are a 24-hour average and the land use table assigns varying CNEL thresholds based on time of day it is likely that an hourly Leq might be more appropriate. Nevertheless, these standards are presented below with the caveat that construction activities are exempt.

Although the City of Highland guidelines allow residential exterior noise levels of up to 70 dB CNEL, a noise level of 65 dB is the level at which ambient noise begins to interfere with one's ability to carry on a normal conversation at reasonable separation without raising one's voice. The City of Highland General Plan Goal 7.1 recommends an exterior threshold of 65 dBA CNEL as the compatibility guideline for new residential dwellings in Highland and is used as the guideline for this analysis. However, exterior noise attenuation features could include, but are not limited to, setbacks to place structures outside the 65 dB CNEL noise contour, orienting structures so no windows open to the noise source, and /or installing noise barriers such as berms or solid walls.

Exterior standards apply to normally used recreational exterior space (patio, porch, pool/spa, etc.). They are also a guide to likely interior noise exposure based on the structural attenuation normally achievable with various types of construction.

The City of Highland interior noise standard uses a weighted noise exposure of 45 dBA CNEL as the guideline level for single and multi-family dwelling units. Conventional construction with closed windows and a fresh air supply will normally suffice. Normal noise attenuation within residential structures with closed windows is about 25-30 dB. Therefore, an exterior noise level of up to 70-75 dB CNEL could allow for the interior threshold to be met with no special noise attenuation features.

In accordance with CEQA, a project should not have a noticeable adverse impact on the surrounding environment. Noise level changes greater than 3 dBA, or a doubling of the acoustic energy, are often identified as audible and considered potentially significant, while changes less than 1 dBA are not discernible. In the range of 1 to 3 dBA, humans who are very

sensitive to noise may perceive a slight change. For the purposes for this analysis, a direct and cumulative roadway noise impact would be considered significant if the project increases noise levels at a noise sensitive land use 3 dBA CNEL and if the noise level increases above an unacceptable noise level per the City's General Plan."

12e No Impact:

"The San Bernardino International Airport Layout Plan Narrative Report dated September 22, 2010, was compared to the project site location. According to the report the project is located approximately one mile from the 65 dBA CNEL noise contour for the airport. Therefore, no impacts from the existing airport are anticipated at the project site."

12f No Impact:

The proposed project site is not located within the vicinity of a private airstrip; therefore, no impact associated with this issue would occur and mitigation is not required.

Mitigation Measures: Not Required

13. POPULATION AND HOUSING -- Would the project:	**Potentially Significant Impact**	**Less Than Significant with Mitigation Incorporated**	**Less Than Significant Impact**	**No Impact**
a) Induce substantial population growth in an area, either directly (for example, by proposing new homes and businesses) or indirectly (for example, through extension of roads or other infrastructure)?	☐	☐	☑	☐
b) Displace substantial numbers of existing housing, necessitating the construction of replacement housing elsewhere?	☐	☐	☐	☑
c) Displace substantial numbers of people, necessitating the construction of replacement housing elsewhere?	☐	☐	☐	☑

Explanation:

13a Less Than Significant Impact:

The project proposed will create 5 commercial buildings, 21 multi-family residential units, and one single-family residence. The project site is surrounded by existing developed property and a severe housing shortage. While the proposed project will generate housing and jobs, both of which are factors that contribute to population growth, the project is not expected to produce substantial population growth that is over the intended amount allowed by the General Plan. A majority of the property is zoned MU, with a small remainder portion zoned R-1. The R-1 zoned area will be developed as the singe-family residence. The MU area will be subdivided into individual lots and will contain the commercial and multi-family portions of the project.

The MU zoning has a maximum residential density of 18 dwelling units per acre. The proposed parcel where the 21-unit multi-family development will occur is 1.72 acres, which allows for 30.96 dwelling units. The proposed density is substantially less than the allowable density, thus the impact in regards to this issue would be less than significant with no mitigation required.

The MU zoning also has a maximum lot coverage of 100%. The proposed parcels containing commercial structures will have 18%, 22%, 9%, 12% and 17% based on the proposed plan. The total lot coverage over the commercial portions of the project is only 19%. The proposed project would not create such a large amount o new business as to cause a substantial population growth. Thus, impacts related to this issue would be less than significant with no mitigation required.

13b No Impact:

The proposed project site is currently vacant property. No housing would be removed as part of the project. There are no impacts related to this issue and no mitigation is necessary.

13c No Impact:

The proposed project site is currently vacant property. Because the proposed project would not result in removal of housing, or any structures causing the displacement of people, the construction of replacement housing is not required. Therefore, no impacts associated with this issue would occur and no mitigation is required.

Mitigation Measures: Not required

14. PUBLIC SERVICES	**Potentially Significant Impact**	**Less Than Significant with Mitigation Incorporated**	**Less Than Significant Impact**	**No Impact**
Would the project result in substantial adverse physical impacts associated with the provision of new or physically altered governmental facilities, need for new or physically altered governmental facilities, the construction of which could cause significant environmental impacts, in order to maintain acceptable service ratios, response times or other performance objectives for any of the public services:				
a) Fire protection?	☐	☐	☑	☐
b) Police protection?	☐	☐	☑	☐
c) Schools?	☐	☐	☑	☐
d) Parks?	☐	☐	☑	☐
e) Other public facilities?	☐	☐	☑	☐

Explanation:

14a Less Than Significant Impact:

The City of Highland Fire Department provides fire protection services for the project site. The closest fire station to the project site is Station 541 at 29674 Base Line, which is approximately 0.6 miles Southwest of the project site. The proposed project would cause an incremental increase in the need for fire service due to the development of new multi-family units and commercial businesses, however, this increase in fire service would not create the need for new or expanded fire stations. In addition, the proposed project would pay all applicable development impact fees to the City, which would assist in fair share funding of any future development of fire facilities. For these reasons, the project would have a less than significant impact in regards to this issue. No mitigation is required.

14b Less Than Significant Impact:

The project site is serviced by the Highland Police Department located at 26985 Base Line, which is approximately 0.7 miles away. With development of the proposed multi-family units and commercial businesses, the proposed project would cause an incremental increase in the need for police service. However, this increase in police service would not create the need for new or expanded police stations at this time. In addition, the proposed project would pay all applicable development impact fees to the City, which would assist in the payment for any future development of police facilities. For these reasons, the project would have a less than significant impact in regards to this issue. No mitigation is required.

14c. Less Than Significant Impact:

The proposed project is located within the San Bernardino City unified School District and would increase the number of school-age children as the project includes the construction of new residential units. However, the project respects the General Plan for this area as well as the density allowed within the zoning and is creating a total of 22 residential units. This is not expected to substantially increase the number of student-aged residents within the district. The project would not create the need for new or expanded school facilities. In addition, the proposed project would pay all applicable local school district impact fees, which would assist in the payment for any future development of school facilities. For these reasons, the project would have a less than significant impact in regards to this issue. No mitigation is required.

14d Less Than Significant Impact:

The proposed project would include new multi-family units with no on-site recreational facilities proposed; thus, payment of impact fees per unit would be required to provide fair share funding for the construction of new or expanded recreational facilities within the City of Highland. With payment of impact fees, a less than significant impact would occur under this threshold. No mitigation is required.

14e Less Than Significant Impact:

As referenced, the project would pay all applicable development impact fees to the City, which would assist in funding any future development of public facilities. Therefore, the project

would have a less than significant impact in regards to this issue. No mitigation is required.

Mitigation Measures: Not Required

15. RECREATION	**Potentially Significant Impact**	**Less Than Significant with Mitigation Incorporated**	**Less Than Significant Impact**	**No Impact**
a) Would the project increase the use of existing neighborhood and regional parks or other recreational facilities such that substantial physical deterioration of the facility would occur or be accelerated?	☐	☐	☑	☐
b) Does the project include recreational facilities or require the construction or expansion of recreational facilities, which might have an adverse physical effect on the environment?	☐	☐	☑	☐

Explanation:

15a,b Less than Significant Impact:

The project proposed will create 5 commercial buildings, 21 multi-family residential units, and one single-family residence. The property does have an existing trail system along the frontage of Base Line Road and proposed to construct a common use corner plaza with a historic pathway sign at the corner of Base Line Road and Church Avenue. The addition of new residents inhabiting the multi-family units would potentially increase the use of existing recreational facilities. No recreational resources are proposed as part of the project except for connection to the existing trail and the signage. Highland Community Park is located 1.4 miles southwest from the proposed development. While the project does not propose direct access to this park, the applicant would be required to pay development impact fees in addition to dedication of the trail easement. This would provide fair share funding for construction or maintenance of park facilities. Impacts related to this threshold would be less than significant in regards to this issue. No mitigation is required.

Mitigation Measures: Not Required

16. TRANSPORTATION/TRAFFIC -- Would the project:	**Potentially Significant Impact**	**Less Than Significant with Mitigation Incorporated**	**Less Than Significant Impact**	**No Impact**
a) Cause an increase in traffic, which is substantial in relation to the existing traffic load and capacity of the street system (i.e., result in a substantial increase in either the number of vehicle trips, the volume to capacity ratio on roads, or congestion at intersections)?	☐	☑	☐	☐
b) Exceed, either individually or cumulatively, a level of service standard established by the county congestion management agency for designated roads or highways?	☐	☑	☐	☐
c) Result in a change in air traffic patterns, including either an increase in traffic levels or a change in location that results in substantial safety risks?	☐	☐	☐	☑
d) Substantially increase hazards due to a design feature (e.g., sharp curves or dangerous intersections) or incompatible uses (e.g., farm equipment)?	☐	☐	☐	☑
e) Result in inadequate emergency access?	☐	☐	☑	☐
f) Result in inadequate parking capacity?	☐	☐	☑	☐
g) Conflict with adopted policies, plans, or programs supporting alternative transportation (e.g., bus turnouts, bicycle racks)?	☐	☐	☑	☐

Explanation:

Information presented herein is quoted and/or summarized from the VMT Memo, prepared by TJW Engineering, Inc. (May 3, 2021) and the Traffic Impact Analysis, prepared by TJW Engineering, Inc. (May 3, 2021), both of which are provided for reference in Appendix H.

16a-b Less than Significant Impact with Mitigation Incorporated:

The project proposed will create 5 commercial buildings, 21 multi-family residential units, and one single-family residence. Access to the retail portion of the site is planned along Base Line via one proposed right-in right-out driveway and one existing full-access driveway. Access to the retail portion of the site is also planned along Church Avenue via one full-access driveway. Additionally, access to the retail portion of the site is planned on Foster Avenue via one full-access driveway. Access for the multi-family apartments is planned along Foster Avenue. Access for the single-family dwelling units is planned along Villa Avenue.

The project proponent's traffic engineer prepared a scoping letter on March 25, 2021, which the city approved on March 30, 2021. The scoping agreement laid out the requirements for a Traffic Impact Analysis which included the study of the project's potential impacts on eight (8) separate intersections, using five (5) analysis scenarios. The agreement also specified the trip generation to be used for analysis as well as the pass-by allowances for various uses. Trip generation is shown in the following table:

	Existing Trip Generation			Proposed Trip Generation		
	In	Out	Total	In	Out	Total
AM Trips				181	165	346
PM Trips				207	193	400
Daily						5,196

A subsequent Traffic Impact Analysis was prepared for the project studying the items as required in the Scoping Letter.

Level of Service (LOS) is commonly used to describe the quality of flow on roadways and at intersections using a range of LOS from LOS A (free flow with little congestion) to LOS F (severely congested conditions). The definitions for LOS for interruption of traffic flow differ depending on the type of traffic control (traffic signal, unsignalized intersection with side street stops, unsignalized intersection with all-way stops).

Senate Bill (SB) 743 was adopted in 2013 requiring the Governor's Office of Planning and Research (OPR) to identify new metrics for identifying and mitigating transportation impacts within the California Environmental Quality Act (CEQA). For land use projects, OPR has identified Vehicle Miles Traveled (VMT) as the new metric for transportation analysis under CEQA. The regulatory changes to the CEQA guidelines that implement SB 743 were approved on December 28th, 2018 with an implementation date of July 1st, 2020 as the new metric.

For general plan consistency, a level of service analysis has been conducted. The City of Highland has established LOS D as the target level of service for intersections within the city jurisdiction. Additionally, all intersection levels of service below "D" and all segment levels of service below "C" shall be mitigated.

For VMT purposes, guidelines set forth by the SBCTA will be followed to identify and mitigate transportation impacts within the California Environmental Quality Act (CEQA).

Existing Conditions Intersection Los Analysis: Existing conditions AM and PM peak hour intersection analysis is shown in Table 4 below.

Table 4

Intersection Analysis – Existing Conditions

Intersection			Control Type	Peak Hour	Existing Conditions	
					Delay[1]	LOS
1	Central	Base Line	Signal	AM	10.8	B
				PM	13.6	B
2	Palm	Foster	OWSC	AM	10.5	B
				PM	16.7	C
3	Palm	Base Line	Signal	AM	27.8	C
				PM	32.9	C
4	Bonita/Ex. Dwy	Base Line	TWSC	AM	20.2	C
				PM	**63.4**	F
5	Church	Base Line	Signal	AM	15.3	B
				PM	20.7	C
6	I-210 EB Ramps	Base Line	Signal	AM	23.1	C
				PM	20.3	C
7	I-210 WB Ramps	Base Line	Signal	AM	21.5	C
				PM	27.9	C
8	Seine	Base Line	Signal	AM	24.6	C
				PM	29.5	C

Note: AWSC = All- Way Stop-Control, OWSC = One-Way Stop Control, Delay shown in seconds per vehicle.

1 = Per the Highway Capacity Manual 6th Edition, overall average delay and LOS are shown for signalized and all-way stop-controlled intersections. For intersections with one-or-two-way stop-control, the delay and LOS for the worst individual approach is shown.

As shown in Table 4, the study intersections are currently operating at an acceptable LOS during the AM and PM peak hours for *existing* conditions with the exception of intersection #4 – Bonita Drive/Base Line (LOS F PM Peak Hour).

Opening Year Conditions Intersection Los Analysis: Opening year AM and PM peak hour intersection analysis is shown in Table 8 below both with "no" project (OYNP) and with project (OYWP). Calculations for OYNP were based on the existing geometrics at the study area intersections as shown in Exhibit 3 of the Traffic Impact Analysis. HCM analysis sheets are provided in Appendix C of the Traffic Impact Analysis.

Opening year with project volumes include background traffic plus the addition of traffic projected to be generated by the proposed project. For the purposes of this study, the year 2023 will be used as the expected opening year. Opening year with project volumes include a growth rate of 2% per year for two years applied to existing volumes in addition to project volumes.

Study intersections along Base Line within one-fourth of a mile have been analyzed as a coordinated system. Appendix D of the Traffic Impact Analysis contains time-space diagrams showing the flow of traffic along the Base Line corridor for opening year with project conditions.

Table 8

Intersection Analysis – Opening Year With Project (OYWP) Conditions

Intersection			Control Type	Peak Hour	OYNP Conditions		OYWP Conditions		Change	Deficient?
					Delay[1]	LOS	Delay[1]	LOS		
1	Central	Base Line	Signal	AM	10.9	B	11.3	B	0.4	No
				PM	14.0	B	14.8	B	0.8	No
2	Palm	Foster	OWSC	AM	10.6	B	11.5	B	0.9	No
				PM	17.4	C	22.7	C	5.3	No
3	Palm	Base Line	Signal	AM	27.9	C	27.7	C	-0.2	No
				PM	33.7	C	34.7	C	1.0	No
4	Bonita/Ex. Dwy	Base Line	TWSC	AM	21.1	C	22.0	C	0.9	No
				PM	**73.0**	**F**	**132.0**	**F**	59.0	**Yes**
5	Church	Base Line	Signal	AM	15.5	B	25.1	C	9.6	No
				PM	21.5	C	35.3	D	13.8	No
6	I-210 EB Ramps	Base Line	Signal	AM	23.1	C	23.4	C	0.3	No
				PM	19.7	B	21.3	C	1.6	No
7	I-210 WB Ramps	Base Line	Signal	AM	18.9	B	19.5	B	0.6	No
				PM	23.3	C	24.1	C	0.8	No
8	Seine	Base Line	Signal	AM	23.7	C	23.9	C	0.2	No
				PM	26.4	C	27.1	C	0.7	No
9	Dwy 1	Base Line	OWSC	AM	-	-	11.4	B	--	No
				PM	-	-	14.6	B	--	No
10	Church	Dwy 2	OWSC	AM	-	-	9.7	A	--	No
				PM	-	-	10.9	B	--	No

Note: AWSC = All- Way Stop-Control, OWSC = One-Way Stop Control, Delay shown in seconds per vehicle.

1 = Per the Highway Capacity Manual 6th Edition, overall average delay and LOS are shown for signalized and all-way stop-controlled intersections. For intersections with one-or-two-way stop-control, the delay and LOS for the worst individual approach is shown.

As shown in Table 8, the study intersections are projected to continue operating at an acceptable LOS during the AM and PM peak hours for *existing* conditions with the exception of intersection #4 – Bonita Drive/Base Line, which is still operating at LOS F during PM Peak Hour.

Future Year (2040) Conditions Intersection Los Analysis: Future year conditions AM and PM peak hour intersection analysis is shown in Table 10 below both with "no" project (OYNP) and with project (OYWP).. HCM analysis sheets are provided in Appendix C of the Traffic Impact Analysis. Future year volumes include background traffic expected in the surrounding area. For the purposes of this study, the year 2040 will be used as the future yer. Future year volumes include a growth rate of 2% per year for 19 years applied to existing volumes.

Table 10

Intersection Analysis – Future Year With Project (2040WP) Conditions

Intersection			Control Type	Peak Hour	2040NP Conditions		2040WP Conditions		Change	Deficient?
					Delay[1]	LOS	Delay[1]	LOS		
1	Central	Base Line	Signal	AM	11.7	B	12.2	B	0.5	No
				PM	18.3	B	19.5	B	1.2	No
2	Palm	Foster	OWSC	AM	11.5	B	12.7	B	1.2	No
				PM	29.3	D	**38.4**	**E**	9.1	**Yes**
3	Palm	Base Line	Signal	AM	29.4	C	29.7	C	0.3	No
				PM	48.5	D	53.5	D	5.0	No
4	Bonita/Ex. Dwy	Base Line	TWSC	AM	**36.9**	**E**	**39.6**	**E**	2.6	**Yes**
				PM	**414.9**	**F**	**805.6**	**F**	390.7	**Yes**
5	Church	Base Line	Signal	AM	18.6	B	28.6	C	10.0	No
				PM	32.3	C	**63.4**	**E**	31.1	No
6	I-210 EB Ramps	Base Line	Signal	AM	25.7	C	26.6	C	0.9	No
				PM	24.0	C	25.1	C	1.1	No
7	I-210 WB Ramps	Base Line	Signal	AM	24.5	C	25.0	C	0.5	No
				PM	47.6	D	50.5	D	2.9	No
8	Seine	Base Line	Signal	AM	29.4	C	30.1	C	0.7	No
				PM	51.5	D	54.5	D	3.0	No
9	Dwy 1	Base Line	OWSC	AM	-	-	12.9	B	-	No
				PM	-	-	19.3	C	-	No
10	Church	Dwy 2	OWSC	AM	-	-	10.1	B	-	No
				PM	-	-	12.0	B	-	No

Note: AWSC = All- Way Stop-Control, OWSC = One-Way Stop Control, Delay shown in seconds per vehicle.

1 = Per the Highway Capacity Manual 6th Edition, overall average delay and LOS are shown for signalized and all-way stop-controlled intersections. For intersections with one-or-two-way stop-control, the delay and LOS for the worst individual approach is shown.

As shown in Table 10, the study intersections are projected to continue to operate at an acceptable LOS during the AM and PM peak hours for future year conditions with the exception intersections #2 – Palm Ave/Foster Ave (LOS E PM Peak Hour), #4 – Bonita Drive/Base Line (LOS E AM Peak Hour/LOS F PM Peak Hour); and #5 – Church Ave/Base Line (LOS E PM Peak Hour). Notably, only intersection #2 – Palm Ave/Foster Ave has a change in LOS as a result of the project.

Mitigation Recommendations: Although the project will only directly cause an LOS deficiency at one intersection based on the Future Year, it has indirect impacts on the other two affected intersections. Mitigation measures **TRA-1**, **TRA-2**, and **TRA-3** are recommended to bring the LOS below the threshold. Results of recommended mitigation is summarized in Table 11 below.

Table 11
Intersection Analysis – Scenarios with Recommended Improvements

Intersection			Ex. Control Type	Scenario	Peak Hour	Delay[1]	LOS	With Recommended Improvements		
								Control Type	Delay[1]	LOS
2	Palm	Foster	OWSC	2040WP	AM	12.7	B	OWSC	12.6	B
					PM	**38.4**	E		31.1	D
4	Bonita/Ex. Dwy	Base Line	TWSC	OYWP	AM	22.0	C	Signal	8.3	A
					PM	**132.0**	F		10.3	A
				2040WP	AM	**39.6**	E		8.1	A
					PM	**805.6**	F		10.9	B
				OYWP	AM	22.0	C	TWSC	10.5	B
					PM	**132.0**	F		12.5	B
				2040WP	AM	**39.6**	E		11.6	B
					PM	**805.6**	F		15.0	C
5	Church	Base Line	Signal	2040WP	AM	28.6	C	Signal	26.5	C
					PM	**63.4**	E		43.0	D

1 = Per the Highway Capacity Manual 6th Edition, overall average delay and LOS are shown for signalized and all-way stop-controlled intersections.

Table 11 shows level of service at the intersections with the recommended improvements. For the intersection of Bonita Dr-Ex. Driveway/Base Line, Table 11 shows the level of service for both potential improvements. As shown, with the recommended improvements, the intersections are projected to operate at an improved LOS. Ultimately, appropriate mitigation measures shall be constructed in compliance with the City of Highland General Plan or as directed by the City Engineer.

Fair Share: The proposed project is located within the City of Highland and will therefore be subject to the City's Development Impact Fees (DIF) and a fair share contribution to project deficiencies.

The proposed project could participate in the cost of off-site improvements through payment of City DIF fees based on the current fees at the time of construction of the proposed project. The project's contribution to the aforementioned transportation impact fee programs or as a fair share contribution towards a cumulatively deficient facility not found to be covered by a pre-existing fee program should be considered sufficient to address the project's fair share towards mitigation measure(s) designed to alleviate cumulative project deficiencies. Table 12 calculates the proposed project's fair share percentage at deficient intersections.

Table 12
Fair Share Calculations

Intersection			Existing AM&PM Peak Hour Volume (A)	2040WP AM & PM Peak Hour		
				Total Volume (B)	Project Volume (C)	Fair Share (C)/(B-A)
2	Palm	Foster	-	-	-	100.00%
4	Bonita/Ex. Dwy	Base Line	2976	4597	322	19.86%
5	Church	Base Line	-	-	-	100.00%

Note: Fair Share for a direct deficiency is assumed to be 100%.

VMT Analysis: The results of the SBCTA Screening Tool show the proposed project is completely within a transit priority area (TPA) and is within a low VMT generating traffic

analysis zone. Appendix A contains the results of the SBCTA Screening Tool. Since the proposed project passes the SBCTA Screening process, the proposed project is assumed to have a less than significant impact and no further VMT analysis is needed."

Because the proposed project would add traffic to the existing roadway system in the area, and the analysis shows that LOS levels would increase above the threshold, impacts would be considered potentially significant. Implementation of **TRA-1**, **TRA-2**, and **TRA-3** will reduce the potential for significant impacts to less than significant. Impacts for this issue are considered less than significant with mitigation incorporated.

16c No Impact:

Although the project is located within the Influence Area of the San Bernardino International Airport, it is within Airport Overlay Zone "E – Airport Influence Zone – Negligible Risk Level" for SBIA. Safety Zone E has no density limit in people per acre and no maximum lot coverage (100) as set forth in Table 16.40.410.A of the Highland Municipal Code. Additionally, the proposed commercial, multi-family, and single-family uses are denoted as "SR" within Table 16.40.410.A. Where the symbol "SR" appears in the column beneath an airport safety zone, the use is compatible. Use is acceptable without safety-related conditions (noise, airspace protection, and/or overflight limitations may apply).

The proposed project would not cause any changes to air traffic volumes or air traffic patterns. Therefore, no impact related to this issue would occur and no mitigation is required.

16d No Impact:

Roadway improvements in and around the project site have been completed to full-width standards, per the City requirements and standards regarding street widths, corner radii, intersection control, and incorporate design standards tailored specifically to site access requirements. The proposed primary entrances align with existing development to ensure the flow of traffic is not interrupted as well as adequate site distance is maintained. Additionally, the project proposed commercial public access drive aisles connecting various access point, potentially reducing traffic hazards. Therefore, no impact to this issue is expected and no mitigation is required.

16e No Impact:

The proposed project would be designed, constructed, and maintained to provide for adequate emergency access and evacuation as well as circulation. The proposed project design will be submitted to and reviewed by the City of Highland Fire Department and Highland Police Departments as required, prior to the approval and issuance of construction permits. A less than significant impact related to this issue would occur and no mitigation is required.

16f No Impact:

The project proposed to construct a Tractor Supply Company store and has requested a reduction in parking requirements associated with this tenant. The project Traffic Engineer submitted a Parking Demand Memorandum dated May 3, 2021, outlining the proposed use. The memorandum analyzed existing Tractor Supply stores and determined that peak weekday demand and weekend demand at the Tractor Supply Store is expected to be 44 and 55 total spaces, respectively. The Traffic Engineer concluded that "while the municipal code requires a

total of 96 total parking spaces, the proposed 87 total parking spaces is anticipated to adequately accommodate the peak parking demand expected at the Tractor Supply Store." In addition to the memorandum, the Tractor Supply site layout includes a 20' x 150' Permanent Trailer and Equipment Display Area along the east side of the building. This area can be used for an additional 15 parking spaces should the tenant change and more parking were required, thus exceeding the required 96 parking spaces.

Otherwise, on-site parking will be more than adequate per the City of Highlands parking matrix for the existing zoning and density limits for the rest of the development. With the approval of the parking reduction requested, no adverse parking impacts would occur as a result of project implementation. Thus, this impact is considered less than significant in regards to this issue. No mitigation is required.

16g Less Than Significant Impact:

Transit services in the City of Highland is provided by OmniTrans. Within .5 mile of the proposed project site, there are eight (8) public transportation bus stops, including one (1) along the project frontage of Base Line Road. The project also proposes short term bike parking as required. The project will not conflict with adopted transportation policies. Any impacts associated with this issue would be less than significant. No mitigation is required.

Mitigation Measures:

TRA-1: Palm Ave/Foster Ave – Restripe intersection to include one left-turn lane and one right-turn lane at the Foster Avenue westbound approach. Existing Foster Avenue width can accommodate proposed improvements.

TRA-2: Church Ave/Base Line – Restripe intersection to include two left-turn lanes and one shared through-right lane at the Church Avenue southbound approach. Existing Church Avenue width can accommodate proposed improvements.

TRA-3: Bonita Dr-Driveway/Base Line – Signalize intersection or restrict left turn/ through movements out of the existing southbound driveway during the PM peak hour. It should be noted that signalizing the existing intersection reduces LOS to acceptable levels, however peak hour signal warrants are not met for any with or without project scenarios. A signal at the existing intersection would not meet ideal signalized intersection spacing of 660' feet. It should also be noted that left turn/through movements out of the existing southbound driveway are not restricted even though the intersection is operating at an unacceptable LOS during the PM peak hour.

17. TRIBAL CULTURAL RESOURCES_-- Would the project result in	**Potentially Significant Impact**	**Less Than Significant with Mitigation Incorporated**	**Less Than Significant Impact**	**No Impact**
a) Would the project cause a substantial adverse change in the significance of a tribal cultural resource, defined in Public Resources Code section 21074 as either a site, feature, place, cultural landscape that is geographically defined in terms of the size and scope of the landscape, sacred place, or object with cultural value to a California Native American tribe, and that is:				
i) Listed or eligible for listing in the California Register of Historical Resources, or in a local register of historical resources as defined in Public Resources Code section 5020.1(k), or	☐	☐	☐	☑
ii) A resource determined by the lead agency, in its discretion and supported by substantial evidence, to be significant pursuant to criteria set forth in subdivision (c) of Public Resources Code Section 5024.1. In applying the criteria set forth in subdivision (c) of Public Resource Code Section 5024.1, the lead agency shall consider the significance of the resource to a California Native American tribe.	☐	☐	☐	☑

Explanation:

Information presented herein is quoted and/or summarized from the Phase I Cultural Resource Assessment, prepared by Heritage Resources (April 30, 2021) and provided for reference in Appendix C.

17a i-ii) No Impact:

The project site is located within the territory traditionally claimed by the Serrano and possibly by the Gabrielino-Tongva and Cahuilla. Prehistoric use of the area appears to have been minimal based on the lack of archaeological sites recorded at the SCCIC within 0.5 mile, although natural and historic disturbances have likely contributed to this lack of data. The majority of historic use was focused on orchard agriculture and the associated structures of the Highland Historic District that is listed on the National Register of Historic Places.

Four cultural resource studies are documented at the SCCIC as having been completed within one-quarter mile of the Project Direct-Impact APE, one related to the telecommunications tower at the northwest corner of the property. Only one survey had positive results, Base Line Road (P-36-15497), a California Point of Historical Interest. As noted on the DPR-523 Resource Record Form for Baseline Road, "While Baseline Road is historically associated with the Southern California Baseline of 1853, the survey line itself is an imaginary map line with no physical manifestation of it or the survey markers located within or adjacent to the Project

alignment" (Smallwood 2014). In addition, "Baseline Road began as a dirt wagon road for freight traffic, and today is a modern, six-lane asphalt-concrete roadway completely modern in its appearance, design, construction, and materials." Baseline Road lacks integrity to be eligible for the National Register. Two additional resources have been otherwise recorded, the North Fork Main Canal (P-36-006544/P-36-15487), determined ineligible for the National Register of Historic Places and the Highland Historic District (P-36-15491) containing over 100 structures either listed on or determined eligible for the National Register of Historic Places as described above.

As of April 30, 2021, three responses to the mailed letters and follow-up emails were received. The Agua Caliente Band of Cahuilla Indians and Quechan Tribe of the Fort Yuma Reservation responded stating that they defer to other tribes in the area. The San Manuel Band of Mission Indians (SMBMI) responded stating that the Project is at least one mile from known sacred land files/known cultural resources.

The research completed for the proposed Project, including record search and contact with the Native American Heritage Commission and Cahuilla, Cahuilla/Luiseño, Cahuilla/Serrano, Serrano, and Quechan Tribes, indicated a low likelihood for the presence of prehistoric or historic archaeological resources. No archaeological or historical resources have been previously recorded on the Project property. Historic map research indicated that structures were built on the property prior to 1938 and were demolished by 1980. Currently, only a vacant graded lot remains. The field survey discovered no prehistoric or historic archaeological resources on the property. Therefore, based on the negative results of the archival and field surveys, no impacts to cultural resources are anticipated from development of the proposed Project. There will be no adverse change in the significance of a historical or archaeological resource (per CEQA §15064.5). Due to the negative results, no mitigation measures are recommended or warranted. Given the extensive disturbance to the property through the 20th century, no archaeological monitoring is recommended.

Based on the Cultural Resource Assessment, no impact would occur in regards to this issue. No mitigation is required.

Mitigation Measures: Not Required

18. UTILITIES AND SERVICE SYSTEMS – Would the project:	**Potentially Significant Impact**	**Less Than Significant with Mitigation Incorporated**	**Less Than Significant Impact**	**No Impact**
a) Exceed wastewater treatment requirements of the applicable Regional Water Quality Control Board?	☐	☐	☑	☐
b) Require or result in the construction of new water or wastewater treatment facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?	☐	☐	☑	☐

c) Require or result in the construction of new storm water drainage facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?	☐	☐	☑	☐
d) Have sufficient water supplies available to serve the project from existing entitlements and resources, or are new or expanded entitlements needed?	☐	☐	☑	☐
e) Result in a determination by the wastewater treatment provider, which serves or may serve the project that it has adequate capacity to serve the project's projected demand in addition to the provider's existing commitments?	☐	☐	☑	☐
f) Be served by a landfill with sufficient permitted capacity to accommodate the project's solid waste disposal needs?	☐	☐	☑	☐
g) Comply with federal, state, and local statutes and regulations related to solid waste?	☐	☐	☑	☐

Explanation:

Information presented herein is quoted and/or summarized from the Storm Water Quality Management Plan (SWQMP), prepared by SiteTech, Inc. (February 11, 2021) and provided for reference in Appendix F.

18a Less Than Significant:

The proposed project construction is not expected to generate wastewater that would exceed wastewater treatment requirements of the RWQCB per the preliminarily approved Preliminary Stormwater Quality Management Plan (SWQMP or WQMP). Project Specific WQMPs will be prepared and approved by the city with each phase of the project. Impacts are less than significant in regards to this issue. No mitigation is required.

18b Less Than Significant:

Construction of all on-site infrastructure has been analyzed. The project proposed a sewer extension through the property to serve the multi-family portion of the project, as well as allowing better access to utility connections for the commercial properties without additional encroachments into public roadways. No significant or adverse impacts would result from installation of on-site infrastructure. Thus, impacts under this threshold would be less than significant in regards to this issue. No mitigation is required.

18c Less Than Significant:

Development of the proposed project will result in an increase in the number of impermeable surfaces, and thus, increase surface runoff. However, per the Preliminary WQMP, the construction of on-site stormwater drainage basins will mitigate the pre-construction versus post-construction run-off. Sub-surface soil drainage is adequate to infiltrate stormwater runoff on-site in the event of normal rain events. Under the NPDES permits, project proponents are required to prepare a SWPPP and WQMP. The project includes a WQMP basin to the north of

the entrance off of Base Line, as well as two parallel to Base Line, which will capture and treat runoff from impervious surfaces. With adherence to the WQMP, post-construction off-site flows would not exceed pre-construction flows. Therefore, the project would not require the construction or expansion of any off-site stormwater drainage facilities. Impacts under this threshold would be less than significant in regards to this issue. No mitigation is required.

18d Less Than Significant:

The project is consistent with City of Highland growth projections; thus, sufficient supplies are available and impacts under this threshold would be less than significant. No mitigation is required.

18e Less Than Significant:

Impacts related to wastewater treatment plant capacity are less than significant and no mitigation is required.

18f Less Than Significant:

The proposed project would generate solid waste from the planned residential and commercial uses. The City contracts with Burrtec Waste Industries, Inc. and Cal Disposal Co., Inc. for solid waste disposal services. The project would not generate solid waste above landfills' permitted capacities. Therefore, impacts are less than significant, and no mitigation is required.

18g Less Than Significant:

Construction waste will be monitored during haul-off activities as well as recycling tracking sheets during disposal. Per State guidelines, a percentage of recycling will be met per the City's guidelines. During fully operational activities, specific bins will be used and disposed of appropriately on a regular basis. A less than significant impact would occur under this threshold.

Mitigation Measures: Not Required

19. MANDATORY FINDINGS OF SIGNIFICANCE	**Potentially Significant Impact**	**Less Than Significant with Mitigation Incorporated**	**Less Than Significant Impact**	**No Impact**
a) Does the project have the potential to degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, reduce the number or restrict the range of a rare or endangered plant or animal or eliminate important examples of the major periods of California history or prehistory?	☐	☐	☑	☐

b) Does the project have impacts that are individually limited, but cumulatively considerable? ("Cumulatively considerable" means that the incremental effects of a project are considerable when viewed in connection with the effects of past projects, the effects of other current projects, and the effects of probable future projects)?	☐	☐	☑	☐
c) Does the project have environmental effects, which will cause substantial adverse effects on human beings, either directly or indirectly?	☐	☐	☑	☐

Explanation:

19a Less Than Significant Impact:

The proposed project does have the potential to degrade the quality of the environment based on various Cultural, Biological, Storm Water, and GHG / Noise studies performed, but any associated impacts would be less than significant. Impacts are considered less than significant in regards to this issue. No mitigation is required.

19b Less Than Significant Impact:

Based on the location of the proposed project, and the substantially developed surroundings, the cumulative impacts are would be less than significant. The project proposes very minor individual impacts and therefore does not intend on affecting any long-term thresholds that have not been impacted already based on current development of the area. Impacts are considered less than significant in regards to this issue. No mitigation is required.

19c Less Than Significant Impact:

The project has undergone various studies and evaluations. All impacts which may be considered harmful to human beings at a level considered significant have been mitigated to a level of less than significant through the design of the project. With all findings thus far, it is determined that the project will not impact human beings negatively, either directly or indirectly, and will only provide more of a beneficial impact by supplying development consistent with the area, service needs, and overall community desires. Impacts are considered less than significant in regards to this issue. No mitigation is required.

DETERMINATION

On the basis of this initial evaluation:

- ☐ I find that the proposed project COULD NOT have a significant effect on the environment, and a NEGATIVE DECLARATION will be prepared.
- ☑ I find that although the proposed project could have a significant effect on the environment, there will not be a significant effect in this case because revisions in the project have been made by or agreed to by the project proponent. A MITIGATED NEGATIVE DECLARATION will be prepared.
- ☐ I find that the proposed project MAY have a significant effect on the environment, and an ENVIRONMENTAL IMPACT REPORT is required.
- ☐ I find that the proposed project MAY have a "potentially significant impact" or "potentially significant unless mitigated" impact on the environment, but at least one effect 1) has been adequately analyzed in an earlier document pursuant to applicable legal standards, and 2) has been addressed by mitigation measures based on the earlier analysis as described on attached sheets. An ENVIRONMENTAL IMPACT REPORT is required, but it must analyze only the effects that remain to be addressed.
- ☐ I find that although the proposed project could have a significant effect on the environment, because all potentially significant effects (a) have been analyzed adequately in an earlier EIR or NEGATIVE DECLARATION pursuant to applicable standards, and (b) have been avoided or mitigated pursuant to that earlier EIR or NEGATIVE DECLARATION, including revisions or mitigation measures that are imposed upon the proposed project, nothing further is required.

Planner — Date: 9/1/2021

Listed below are the person(s) who prepared or participated in the preparation of the Initial Study:

Lauren Schulte, Developer / Applicant
Woodcrest Real Estate Ventures
1410 Main Street, Suite C
Ramona, California 92065

Appendixes:

A. Project Description
B. Biological Resource Assessment prepared by Kidd Biological, Inc.
C Phase I Cultural Resource Assessment prepared by Heritage Resources
    i. Phase I Environmental Assessment prepared by S &S Environmental
D. Geotechnical Investigation prepared by Southern California Geotechnical
E. Greenhouse Gas Assessment prepared by LDN Consulting, Inc.
    i. Air Quality Assessment prepared by LDN Consulting, Inc.
F. Approved Preliminary WQMP prepared by SiteTech, Inc.
G. Noise Study prepared by LDN Consulting, Inc.
H. Traffic Impact Analysis prepared by TJW Engineering, Inc.
    i. Vehicle Miles Traveled Memorandum prepared by TJW Engineering, Inc.
    ii. Parking Memorandum prepared by TJW Engineering, Inc.

Attachment 2:

Mitigation Monitoring & Reporting Program

(ENV 21-003)

Mitigation Monitoring Reporting Program

Mitigation Monitoring Reporting Program ENV 21-003 for: CUP 21-006 - DRA 21-004 - GPA 21-002 - TPM 21-001						
Impact Category	**Impact**	**Mitigation Measure**	**Implementation Timing**	**Responsible Party**	**Monitoring/ Reporting Method**	**Compliance Verification (Initial/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** Nesting Birds. All native breeding birds, (except game birds) regardless of their listing status, are protected under the Migratory Bird Treaty Act (MBTA). Potential impacts to the breeding birds are considered significant under the California Environmental Quality Act (CEQA). The MBTA and the California Department of Fish and Wildlife (CDFW) Code Regulations 3500 and 3503 which protect nesting birds. In order to comply with these regulations all future clearing, grubbing, tree trimming, and tree removals should be conducted outside the bird nesting season. The typical nesting season is often considered February 1st to August 31st however these dates are not a legal definition. A nest is protected during any time of the year when eggs or young are present. If grading/grubbing/tree trimming must occur during the nesting bird season, a pre-construction nesting bird survey should be conducted by a qualified biologist. If an active nest is encountered outside the breeding season, avoidance of the nest is required." Any nest permanently vacated for the season, as verified by a qualified biologist, would not warrant protection pursuant to the MBTA.	No more than 30 days prior to commencement ground disturbing activities	Planning Department	Qualified biologist/ nesting bird survey	

Mitigation Monitoring Reporting Program ENV 21-003 for: CUP 21-006 - DRA 21-004 - GPA 21-002 - TPM 21-001						
Impact Category	**Impact**	**Mitigation Measure**	**Implementation Timing**	**Responsible Party**	**Monitoring/ Reporting Method**	**Compliance Verification (Initial/Date)**
Cultural Resources	d) Disturb any human remains, including those interred outside of formal cemeteries?	**MM CUL 5.1** In the event that cultural resources are discovered during project activities, all work in the immediate vicinity of the find (within a 60-foot buffer) shall cease and a qualified archaeologist meeting Secretary of Interior standards shall be hired to assess the find. Work on the other portions of the project outside of the buffered area may continue during this assessment period. Additionally, the San Manuel Band of Mission Indians Cultural Resources Department (SMBMI) shall be contacted, as detailed within TCR-1, regarding any pre-contact and/or historic-era finds and be provided information after the archaeologist makes his/her initial assessment of the nature of the find, so as to provide Tribal input with regards to significance and treatment. **MM CUL 5.2** If significant pre-contact and/or historic-era cultural resources, as defined by CEQA (as amended, 2015), are discovered and avoidance cannot be ensured, the archaeologist shall develop a Monitoring and Treatment Plan, the drafts of which shall be provided to SMBMI for review and comment, as detailed within TCR-1. The archaeologist shall monitor the remainder of the project and implement the Plan accordingly. **MM CUL 5.3** If human remains or funerary objects are encountered during any activities associated with the project, work in the immediate vicinity (within a 100-foot buffer of the find) shall cease and the County Coroner shall be contacted pursuant to State Health and Safety Code §7050.5 and that code enforced for the duration of the project.	During project construction			
Transportation/Traffic	a) Cause an increase in traffic, which is substantial in relation to the existing traffic load and capacity of the street system (i.e., result in a substantial increase in either the number of vehicle trips, the volume to capacity ratio on roads, or congestion at intersections)? b) Exceed, either individually or cumulatively, a level of	**MM TRA 16.1** Palm Ave/Foster Ave – Restripe intersection to include one left-turn lane and one right-turn lane at the Foster Avenue westbound approach. Existing Foster Avenue width can accommodate proposed improvements. **MM TRA 16.2** Church Ave/Base Line – Restripe intersection to include two left-turn lanes and one shared through-right lane at the Church Avenue southbound approach. Existing Church Avenue width can accommodate proposed improvements. **MM TRA 16.3** Bonita Dr-Driveway/Base Line – Signalize intersection or restrict left turn/ through movements out of the existing southbound driveway during the PM peak hour. It should be noted that signalizing the existing intersection reduces LOS to acceptable levels, however peak hour signal warrants are not met for any with or without project scenarios. A	Plan check and construction	Planning & Building Department	Building inspections	

Mitigation Monitoring Reporting Program ENV 21-003 for: CUP 21-006 - DRA 21-004 - GPA 21-002 - TPM 21-001						
Impact Category	**Impact**	**Mitigation Measure**	**Implementation Timing**	**Responsible Party**	**Monitoring/ Reporting Method**	**Compliance Verification (Initial/Date)**
	service standard established by the county congestion management agency for designated roads or highways?	signal at the existing intersection would not meet ideal signalized intersection spacing of 660' feet. It should also be noted that left turn/through movements out of the existing southbound driveway are not restricted even though the intersection is operating at an unacceptable LOS during the PM peak hour.				
Tribal Cultural Resources	a) Would the project cause a substantial adverse change in the significance of a tribal cultural resource, defined in Public Resources Code section 21074 as either a site, feature, place, cultural landscape that is geographically defined in terms of the size and scope of the landscape, sacred place, or object with cultural value to a California Native American tribe, and that is: i) Listed or eligible for listing in the California Register of Historical Resources, or in a local register of historical resources as defined in Public Resources Code section 5020.1(k), or ii) A resource determined by the lead agency, in its discretion and supported by substantial evidence, to be significant pursuant to criteria set forth in subdivision (c) of Public Resources Code Section	**MM TCR 17.1** The San Manuel Band of Mission Indians Cultural Resources Department (SMBMI) shall be contacted, as detailed in CR-1, of any pre-contact and/or historic-era cultural resources discovered during project implementation and be provided information regarding the nature of the find, so as to provide Tribal input with regards to significance and treatment. Should the find be deemed significant, as defined by CEQA (as amended, 2015), a Cultural Resource Monitoring and Treatment Plan shall be created by the archaeologist, in coordination with SMBMI, and all subsequent finds shall be subject to this Plan. This Plan shall allow for a monitor to be present that represents SMBMI for the remainder of the project, should SMBMI elect to place a monitor on-site. **MM TCR 17.2** Any and all archaeological/cultural documents created as a part of the project (isolate records, site records, survey reports, testing reports, etc.) shall be supplied to the applicant and Lead Agency for dissemination to SMBMI. The Lead Agency and/or applicant shall, in good faith, consult with SMBMI throughout the life of the project.	During project construction			

Mitigation Monitoring Reporting Program ENV 21-003 for: CUP 21-006 - DRA 21-004 - GPA 21-002 - TPM 21-001						
Impact Category	Impact	Mitigation Measure	Implementation Timing	Responsible Party	Monitoring/ Reporting Method	Compliance Verification (Initial/Date)
	5024.1. In applying the criteria set forth in subdivision (c) of Public Resource Code Section 5024.1, the lead agency shall consider the significance of the resource to a California Native American tribe.					

Attachment 3:

Draft Planning Commission Minutes from

December 7, 2021 Meeting

MINUTES
PLANNING COMMISSION REGULAR MEETING
December 7, 2021

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 at the Donahue Council Chambers, 27215 Base Line, Highland, California.

Present:	Chair	Randall Hamerly
	Vice Chair	Chandra Thomas
	Commissioner	Edward Amaya
	Commissioner	Jarrod Miller
	Commissioner	Jessica Sutorus

Staff Present: Lawrence Mainez, Community Development Director
Kim Stater, Assistant Community Development Director
Ash Syed, Associate Planner
Matt Bennett, Assistant Public Works Director
Matt Wirz, Building Official
Scott Rice, City Landscape Architect
Camille Goritz, Administrative Assistant III

The Pledge of Allegiance was led by Chair Hamerly.

Chair Hamerly stated we do also have an announcement. Anybody that is here hoping to hear Agenda item 2, this was a CUP for two drive-thru restaurants. The applicant has pulled that item to a future unknown date at this point.

Associate Planner Syed stated yes, thank you very much Commissioner. The applicant has requested a continuation of that item to a date specific meeting of January 18, 2022, for further consideration.

Chair Hamerly stated very good so noted. Thank you.

COMMUNITY INPUT (ITEMS NOT ON THE AGENDA)

None

CONSENT CALENDAR

1. Minutes from the November 16, 2021 Regular Meeting.

Chair Hamerly stated okay, so the first item we have, these are the minutes from November 16th, 2021. This was a regular meeting of the Planning Commission. Were there any modifications or notes to the Minutes as submitted? I had a handful. Page 2 of 9, 5th paragraph down. Goats and sheeps. Sheep is plural, lose the S. The next

paragraph down the very last sentence, the definition was a cleft hoof. Page 7 of 9, second paragraph from the bottom, second line, quote from Director Mainez, think we must treat even one complaint, it is an as, as opposed to an is.

Commissioner Thomas stated I had one on page 7 of 9, as well at the very bottom, the last sentence. Same time, I understand that you have that wrought iron should say fence right behind your home.

Chair Hamerly stated and then I do not know if this is the only occurrence of this, but on page 8 of 9, 3rd paragraph down, the sound that the goats were making is bleating with a T. We do not want goats bleeding all over the minutes. And I do not know if that is the only occurrence or not, but that seemed to be the central focus of that agenda item. If there are no further modifications, I will entertain a motion to approve the minutes, as amended

A MOTION was made by Commission Sutorus, seconded by Commissioner Amaya, to approve the minutes, as amended. Motion carried, 5-0.

PUBLIC HEARING

2. Conditional Use Permit (CUP 21-001) for a commercial development consisting of a 2,560 square foot and 4.050 square foot drive-thru restaurant building on approximately 2.04 acres at the northeast corner of Base Line and Buckeye Street. Related entitlements include Lot Line Adjustment (LLA 21-001) to create two (2) equal sized parcels, Design Review Application (DRA 21-001) for the site plan, building elevations, conceptual landscape plan and grading plan for the two pads, General Plan Amendment (GPA 21-001) to allow drive-thru uses in the General Plan Town Center Area, and Mitigated Negative Declaration (ENV 21-004). (APN No.1200-421-02 & -03) — Marinita Development.

   The applicant has requested a continuation of the item to a date specific meeting of January 18, 2022, for further consideration.

3. Conditional Use Permit (CUP 21-006) for a Mixed-Use development consisting of five (5) commercial tenant buildings, one (1) 21-unit multi-family residential building and one (1) single-family residence fronting Villa Avenue on approximately 9.06 acres at the northwest corner of Base Line and Church Avenue. Related entitlements include Tentative Parcel Map (TPM 21-001) to create seven (7) new lots, General Plan Amendment (GPA 21-0021) to allow drive-thru uses in the General Plan Town Center Area, and Design Review Application (DRA 21-004) fora site plan, building elevations, conceptual landscape plan, grading plan for a retail use (Tractor Supply Company), and Mitigated Negative Declaration (ENV 21-003). APN No. 1200-381-05 and -43 — Woodcrest Real Estate Ventures.

   Chair Hamerly stated up next, we have a conditional use permit CUP 21-006 for a mixed-use development consisting of five commercial tenant buildings, one 21-unit multifamily residential building and one single family residence fronting Villa

Avenue on approximately 9.06 acres at the northwest corner of Base Line and Church. Related entitlements include a tentative tract map to create 7 new lots. A general plan amendment to allow drive-thru uses in the general plan town center area and design review application for site plan building elevations, conceptual landscape plan, and grading plan for a retail use and mitigated negative declaration. At this time, we will proceed with the staff report.

Associate Planner Syed stated thank you very much chairman and good evening planning commissioners. The applicant is actually just running a few minutes late, but we will go ahead and get started anyways. So, the project site is located at the northwest corner of Base Line and Church Avenue and consists of two adjacent parcels, equaling just over 9 acres in total. The property is currently vacant with no vegetation and has remained this way since prior to the City's incorporation in 1987. The site is surrounded by a variety of uses that include single family homes to the north, the St Adelaide Church to the south, the Smart and Final grocery store to the east and the Family Dollar store to the west. The applicant is requesting the approval of a conditional use permit, a tentative parcel map, a general plan amendment, and a design review application for the development of five commercial buildings, a 21-unit apartment complex and a single-family home. The project will ultimately be constructed in four total phases. The layout of the site features in 18,800 square foot Tractor Supply Company building toward the center with a designated parking area in front. At the southeast corner of the site are two drive-thru restaurants and a small retail building that share a parking area accessible from the interior drive aisle off Church Avenue. The northeast corner of the site features a large commercial building that does not have a confirmed tenant as of yet. The residential portion will feature an apartment complex at the northwest corner, as well as a single-family home at the far north that fronts Villa Avenue. A staple of commercial developments within the town center policy area, the applicant has proposed a Plaza similar to the one constructed as part of the Smart and Final development across Church Avenue in 2017. The overall design of the Plaza has been slightly altered since the initial submittal, so the applicant will be providing details on the revisions following this presentation. There are a total of six trash enclosures proposed on the site. Each located outside a rear entrance or with an ADA compliant path of travel to and from its location. Each of these trash enclosures will feature disposal bins for general waste, recycling, and organics. Primary access to the commercial portion of the site would be from Base Line on the south with secondary access from Church Avenue on the east and a connection to Foster Avenue to the west. The driveway along Church Avenue will allow both left and right turns from and onto the roadway, while the driveway along Base Line will allow only right turns into and out of the shopping center due to the median. As mentioned, there is a 21-unit apartment complex proposed at the northwest corner of the development. At 12.2 dwelling units an acre, the residential density is well below the maximum limit of 18 dwelling units per acre in the mixed-use zone. Regarding the parking standards, commercial uses are subject to a parking requirement of one spot per 250 square feet of indoor space and one spot per 1,000 square feet of outdoor space. Additionally, indoor dining is subject to one spot per 75 square feet of dining area, and residential parking is subject to 2.5

spaces per unit. While the 87 total spaces that are provided for the Tractor Supply Company building falls just short of the 95 total spaces required, it is still within 10% of the parking requirement with additional spaces available elsewhere on the site, deeming this acceptable per the Municipal Code. The applicant has proposed two 10-foot-tall monument signs as part of this development. One will be located along Base Line and will feature signage for a Tractor Supply Company along with the fast-food restaurants and small commercial store at the corner. The other monument sign will be located along Church Avenue and will feature signage for the other large scale commercial building as well as the fast-food restaurants and small commercial store at the corner as well. Regarding building mounted signage, the applicant has not determined the size or sign area limits for the other four commercial buildings on the site as of yet. As conditioned, the applicant will submit elevations and a completed sign program application in the future for a Planning Commission review. Currently, the General Plan's vision for the Town Center policy area is geared toward walk-in businesses and sit-down restaurants. Thus, there has always been a restriction on the approval of drive-thru uses in this area. However, as times evolve and curbside pickup options and drive through options have become the norm, the applicant is proposing to remove the entire Town Center policy areas restriction on drive-thru's with this General Plan amendment. Staff is seeking the Planning Commission's view on this regarding this proposal. The Planning Commission recommendation will be presented to the City Council for their consideration. The construction of the site will occur in four separate phases. Each phase shall require the approval of a separate Design Review application that will be presented to the Planning Commission for approval. Today, we are looking at only phase one, which is Design Review application number 21-004 regarding the construction of the 18,800 square foot Tractor Supply Company store. Adjacent to the west side of the building will be approximately 19,800 square feet of outdoor space to be used for gardening supplies, animal fencing, fruit trees and etc. Located in front of the store will be an additional 7,300 square feet of outdoor displays that include ATV's, paddle boats, and various seasonal items. The proposed hours of operation will be from 8:00 AM to 10:00 PM, seven days a week, with holiday season and promotional hours of 6:00 AM to 12:00 AM. The Tractor Supply Company building features a relatively flat roof and an overall facade design to architecturally compliment the parcels that have been recently developed within the Town Center policy area, the building primarily features a desert gray stucco exterior with a red-hot jazz painted trim around the perimeter of the roof line and along the lower portion of the building. The storefront as well as the raised parapet are accented by a La Habra Fallbrook taupe and embellished with deep brown CMU blocks around the bottom portion. The eastern side also features several trellises with vines for aesthetic variety. While Tractor Supply Company has a corporate color and design scheme for its buildings, the architectural elements have been altered to complement the features from nearby commercial structures and comply with the vision for the Town Center area. The conceptual landscape plan offers various drought tolerant trees, shrubs, and vines throughout the site. Along the Base Line frontage are a combination of dwarf nandina and rosemary plants accented by California fan palm

trees. Meanwhile, the landscape islands and curbside planters include pine, iceberg, rose, and variegated mock orange plants, among others. Located along the perimeter of the parking area are African sumac trees and Chinese pastiche trees planted at each interior landscape island. The conceptual landscape plan has been reviewed by the City's landscape architects and conditions have been included as part of the conditions of approval. The product is adjacent to the existing residential homes to the north and the Family Dollar Store and a few residences along Foster Avenue to the west. As previously mentioned, there is an existing 6-foot-wide utility easement that spans along the northern property line of the development. While a new 6-foot-tall CMU wall was initially proposed along the northern boundary of the site, the applicant did inform Staff that Edison has requested that they not construct the new block wall over concerns of reduced accessibility to the easements. The applicant will provide further details regarding that conversation with Edison following this presentation. The City oversaw the preparation of an initial study mitigated negative declaration as part of the CEQA review process. It was determined that the project could result in potentially significant impacts to biological resources relating to the potential habitat disturbance to state and federally protected nesting birds as well as to transportation related to the potential increase to traffic along Base Line. Per the mitigation measures for protecting nesting birds, all clearing, and tree removals will be conducted outside of the February 1 to August 31, bird nesting season. Should any tree removal or ground disturbance need to occur during the nesting season a preconstruction survey will be conducted by a qualified Avian biologist before any work can commence. Per the mitigation measures for the increased traffic, as a result of the project, Foster Avenue will be re-striped to include one left turn lane and one right turn lane at the westbound Palm Avenue approach. Additionally. Church Avenue will be re-striped to include two left turn lanes and one shared through traffic/right turn lane at the southbound Base Line approach. Lastly a traffic signal will be added at the southbound access onto Base Line to control traffic exiting the shopping center during the PM peak hours. Staff has received two comment letters from surrounding property owners in response to the project notice. Both letters express general concern regarding privacy, noise, and traffic. A thorough analysis of the project impact was completed during the preparation of the mitigated negative declaration and specific mitigation measures to address these concerns were included in the MMRP. This mixed-use development proposes a logical project layout for a vacant site adjacent to residential homes along Villa Avenue to the north and commercial businesses along Base Line. With dedicated parking areas, adequate setbacks, and interior roadway dimensions, the site plan presents satisfactory vehicular circulation and pedestrian access. Additionally, the exterior elevations of the Tractor Supply Company building offer contemporary architectural treatments that fit with the vision for the Town Center policy area and still comply with the corporate standards. Staff recommends the Planning Commission adopt resolution approving Conditional Use Permit number 21-006, Tentative Parcel Map number 21-001, Design Review Application number 21-004 and recommend that the City Council approve General Plan Amendment 21-002.

Chair Hamerly stated are there any questions of staff on the staff report prior to the applicant's presentation?

Associate Planner Syed stated I think the applicant is also here too, to add to the presentation.

Chair Hamerly stated right, the directive was, if there were any questions specifically for the staff report portion of this prior to the applicant's presentation. We're not going into the design review discussion at this point, or any of these specific items, but if anybody had any questions specifically regarding your presentation, now is the opportunity for that.

Commissioner Amaya stated it's just the initial study. I think you covered it. I just wanted to make sure, on page 53, those are the three mitigation measures. I see traffic is probably the big issue here. That on on TRA #3 is, that's correct that that's what proposed Bonita Drive and Base Line is going to be signalized.

Associate Planner Syed stated I think I think on my illustration it was in the wrong location. It's on the south side, the traffic signal.

Commissioner Amaya stated but it's still going to be there or no.

Assistant Community Development Director Stater stated why don't we defer to Engineering.

Assistant Public Works Director Bennett stated just as Associate Planner Syed was presenting. You are correct that one of the mitigations recommended improvements were signalized intersection or restricted left turn movements and so on. If you see Engineering Condition 14, is written to address the potential modification to that intersection. Not at the center of the development, but actually next-door neighbor in front of the Dollar store. There's a reciprocal access easement across that drive approach. At this entrance, exit here and then into the Tractor Supply development. There was an evaluation that the signalized intersection at that location wasn't warranted but was one of the recommended improvements that could be suggested. Again, Engineering Condition 14 speaks to the expectation of the project constructing some configuration to restrict the left turns out of that movement as opposed to a traffic signal. So, neither location would be a signalized intersection.

Commissioner Miller stated the reason I asked is the item that was pulled, I think, wasn't the recommendation there for a signal at Church or because my only comment is that you have a traffic signal at Palm and Base Line, and you have one at the freeway right now. And so, I guess that's what the study, why the item was pulled to because the feasibility of adding another traffic signal there. And now we're just mentioning here. I guess that's something that we will go through.

Assistant Public Works Director Bennett stated this is a different location from the other conversation and this is shown within their study as recommended or alternative. The engineering department looked at that and determined that the alternative and the fact that a signalized intersection wasn't warranted at that location it wouldn't be conditioned to be constructed. So, you're correct, the intermediate, you know, between Palm and Church, the proximity of putting another signal in is not functionally the best approach, and so that's why we're looking at an alternative to that.

Commissioner Miller stated I know one of the like second order effects of the development happens. You know, for example, the Dollar Tree and Bakers, when I go, I make a left turn out of there, to go east and it's not too bad right now, as far as traffic. But in the future, if everything happens and traffic increases, that's going to be really tight just to make a left turn at a Dollar Tree and Baker's shopping center, right there, to go east on Base Line.

Assistant Public Works Director Bennett stated that's what was noted within the report, the level of service and the concern for that left turn movement. Traffic will increase over time and that's why they brought that as a recommendation.

Chair Hamerly stated so then following up on that condition of approval 16. If the Engineering Department is not recommending any signals, does that just stay in as a placeholder or do we delete condition 16?

Assistant Public Works Director Bennett stated by traffic control signs, stop, yield you know that type of signage, not traffic signal.

Commissioner Sutorus stated I just had one quick one. Can you show me on the map where that easement, where a brick wall was going to go in and where it can't and what was that blocking? Is that residential home right there?

Associate Planner Syed stated its right along the northern boundary of the site, that's adjacent to the backyards.

Commissioner Sutorus stated and the elevation, are the houses above or below. Are they flat?

Associate Planner Syed stated I'm not sure the exact height difference, but I don't know the exact height difference, but it is lower, this proposed site.

Assistant Public Works Director Bennett stated the pads are at grade at Church and then it may be 3 to 4 feet above ta the corner, the home is 3 to 4 feet above.

Commissioner Miller stated so the original general plan had a prohibition on freestanding drive-thru's, is that correct? And the intent of having that prohibition was to create some balance between fast food and sit-down restaurants. Is that correct?

Assistant Community Development Director Stater stated to encourage walkability, pedestrian mobility, and outdoor dining. Well, pedestrian mobility between businesses along the entire corridor. That was amended at one time to allow drive-thrus at the intersection of Palm and Base Line, and this will further really open it up to the entire section between Palm and the freeway.

Commissioner Miller stated so then if we dismiss this prohibition or allow for an exemption, do we have a plan to strike that balance in the future or is it case by case basis, project by project basis?

Assistant Community Development Director Stater stated it's something that we try and balance every day, when projects come to the City, and that we try to encourage, and there is push back at almost every opportunity. So really the best thus far we've been able to get is outdoor seating. Uses themselves, I mean it worked back in 2006, when the land use element was adopted. It really was the idea of the entire corridor and then kind of bit by bit, it's been it's been chipped away at. So, we tried, the Council tried, the Planning Commission tried, and it just hasn't been the desire of the marketplace to put the types of uses that we had once hoped for there.

Commissioner Miller stated have we lost hope for that or is there? Is there still potential?

Assistant Community Development Director Stater stated well, that's why it's being a recommendation will be from the Planning Commission to the City Council to get the opinion of yourselves and the Council to see if we stand strong with the existing policy. Or if it really is no longer feasible in the corridor.

Chair Hamerly stated we invite the applicant to make their presentation.

Steve Powell, Woodcrest Real Estate Venues, stated thank you very much. My name is Steve Powell and I'm here with Lauren Schulte. We are with Woodcrest. We are a sister company of Hicks Snedeker, and we are out of Daphne, Alabama. We build for a couple of national credit tenants. We are the largest developer of Tractor Supply in the nation, and we build in 47 states. We are extremely excited to be here in the City of Highland. We've looked at this location for quite a while. We also are in parallel with this, doing a Tractor Supply in Jurupa Valley, so this works well with the the program that we started here in Southern California with Tractor Supply back in 2012. Without getting into the history of Tractor Supply, I can say that they're excited to be at this location when we look for a new location, ideally, we would like to find 4 acres zoned appropriately that would fit our package nicely, but those kinds of locations don't seem to exist too often anymore. When we saw this piece of property here, it was two acres, I mean, I'm sorry, two legal parcels in roughly 10 acres and I think you all know the owner of this property and we had long, long discussions with him about various opportunities. We do develop other master plan type commercial developments and residential projects. So, it is in our wheelhouse, but we weren't able, or we

weren't successful in order to do a boundary adjustment in order to get those four acres, it was either buy the entire thing or not. So, we brought in our analytics department and analyzed what would be the best suited need for this particular project. Ideally, we were going to put Tractor Supply on the corner, but because of the acquisition costs associated with it and the overall development and our relationship with the tenant. They agreed that we can take Tractor Supply and put it on the inside parcel knowing that in order to justify the overall development, we would have to do something special on the corner. And come to some of the discussion points and about like the the the, the QSR'S or the quick serve restaurants, the drive-thrus. A lot of pressure has been put on us over the last couple of years, especially with the pandemic situation. We've had a lot of projects change, especially in the restaurant industry where the demand for a drive thru component is almost mandatory. We're working with a number of restaurants right now that that you would be surprised that have changed their business model to accommodate drive thrus. So that was important, and we did work with staff, and we work with the Director, and we work with the Assistant Director and some of the planners. Our original layout, which I'm not sure if all of you were able to see, only had to do two drive through components and we did sit down and understood how important the outdoor pedestrian friendly, that component was to it, so we redesigned and we have preliminary discussions with all the outparcels on the corner, the the larger one and the three tenants there, but we don't have any committed lease agreements yet. So, we are doing the best we can to develop something that would work whether, you know, we adjust it and they would obviously be their own design review application and they would be more heavily scrutinized when those applications come in, but we did design roughly just north of 3,000 square foot more of a sit down opportunity on the the hard corner of Base Line and Church where we tried to build a complementary Plaza entrance for lack of better words to the Smart and Final. Ours is a little bit different, it's more reflected on the landscape plan and we do have, and I apologize, we do have some of our consultants here. Our civil, our architect, our traffic engineer, our civil engineer. So, on the corner of Base Line and Church there, like I said, it's complementary, so it has some pedestrian benches. It has a heavier landscape component. One of the things that was brought up in one of the staff meetings that we had was the historic, yes, right there, the historic identification, and I think we were told to go take a look at the CVS parking lot and there's a kiosk in the parking lot and so we came up with something that was maybe a little bit more monumental that would be easier to maintain, but also give an opportunity to say, you know, the historic trail or we won't have what the exact verbiage would be when it gets designed on the corner, but that leads into sort of a Plaza area that would allow for a sit down component that would again connect through a sidewalk that ultimately would meander throughout the entire development. So, while the final details on these particular uses can't be designed yet, until we have those actual end uses, that's how we envision the spaces to be utilized. As far as Tractor Supply, I think, I appreciate your presentation. I think you hit all points. We have modified not only the style of the building but how we address the required elements that Tractor Supply requires. Which is trailer display and when I say trailer display, those little

tow behind flatbed trailers, the location of that. The fenced in outdoor display area which basically accommodates items that are too large to put in the store, whether that's fencing materials or round pins and that sort of thing. So, we worked hard in order to accommodate the tenants needs, but also visually camouflage it to where it blends in well with the development. I don't remember you mentioning we do have sort of a potential two phased approach where the garden center may be enhanced, but that is in a second phase and the tenant may not go through with that so that's why we are proposing it that way. Then at the same time we have the property that came as part of the acquisition to the north, which is the apartment component. We did analyze the need for housing, and this is something that we've got on a number of projects. We do housing projects. We've got one that's about 250 units right now outside of Fairhope, Alabama and we've got another 55 units in San Diego County, so this is in our wheelhouse. I wish it really could be 200 units as opposed to 21 units, but these are set up to be more, and we're going to address this, I think in more detail in January, but just to sort of fill in the picture here, these are more set up as townhome residential units, so that while they're not townhomes they're not stacked and attached flats. They have garages they have indoor laundry. We tried actually to work with the the the environmental department to get individual trash cans with the automated trash trucks but we we've worked out a more attractive situation with the dumpster enclosure and then at the far north with the one white block up there, that is actually not a part of it, and this dovetails into the Southern California Edison discussion which is a rather large vacant lot. That lot was actually going to be two single families. You'll see if you look closely on to the left side or to the west and north of the Green Line, there's sort of a hashed-out area there. That actually belongs to us as part of the property, but that that neighbor there has got a block wall. We actually haven't even engaged with that neighbor at this point, but one of the Staff recommendations was sort of the queer nature of that little finger that sticks out to the far west at the upper portion of it. When we looked at this, he has his block wall built onto our property and then by the time we tried to make the adjustments to make this townhome concept work. It was just better to say, you know what, let's propose a boundary adjustment. Give that property to that neighbor, who will allow him to keep that real estate alone, and we won't have to disrupt his block walls and then we'll just make a larger single-family parcel to the north. So that's where that goes. In regard to the single families, I believe that there are six or seven others along the north. Yes, OK, so there's eight single families to the north of our project and there is an Edison power line that runs through there and we've met with Edison. The power poles actually are off right off of our property and there is an existing block wall of sorts that that goes between each of the single. It peters out to the east, so I believe that it's a wood fencing, but all of those are on the private property and I believe that they were set in that location because there's a 6-foot easement that runs on each side of the center line of the power lines, so it encroaches onto our property by 6 feet. There are some areas where the poles have guide wires that come down onto our property with that, we have to create a further easement around. So, in our residential and commercial development there, if a wall or a fence or some kind of screening was to be placed, we would

have to place that outside of the easement for the benefit of Edison. So that's open for discussion on how that should be addressed. We do have a parking field for the apartments that is on this, that ends right at the edge of that 6 foot. So, if there was a fence there that may create a potential problem, or we would have to shorten the depth of those parking stalls. But again, how to address that best and most effectively, we just have to respect the easement. Edison really isn't in favor of us putting it in the middle of their easement and then as far as the development itself, it is proposed to be done in phases. The Tractor Supply being the primary tenant will be constructed as soon as we can get through construction docs and as such, with those offsite improvements would be constructed all the way around the property. The internal circulation, roads, the extension of Foster and the driveway, which was designed in that particular location to be in alignment with the driveway that goes into the Smart and Final center. So that was sort of a given as to where that would go, and then the improvements along Church would be constructed, there's a couple of driveways that would be closed up on Base Line there and then we're going to construct the new driveway entrance into the center itself as part of the Tractor Supply development. At the same time, and we will be processing the construction documents for the apartment project which we will do once we mobilize for Tractor Supply. We will also mobilize right shortly thereafter for the apartment project to construct that, but like I said for phase three and phase four until we get solid commitments, we are in discussions. In fact, ICSC is going on right now in Las Vegas and two of our principles are out there right now. Now the attendance normally is at 100,000 it's at 9,000 this year. So, it's way, way, way down. But those discussions, I promise you are happening and there's a couple of folks that you would know that are interested in this, but we cannot honestly, propose a project without having a solidified commitment in hand. So that is sort of where that stand. Rest assured, all the offsite improvements, our objective would be, let's just say in the hypothetical that those tenants don't come to fruition, we believe that they will. Tractor supply usually is a a pretty good anchor tenant and a good neighbor with others. We have experienced that on just about 100% of our projects. But if in the event that doesn't happen our proposal would be to bluetop those lots. So, we would construct the infrastructure, water, sewer, fire, underground utilities, that sort of thing. Bring it onto the property, let's say 10 feet, put BMP's all the way around, hydroseed the property and then make it nice buildable pads. This location, this section of Highland is beautiful. I think that whoever master planned Base Line did a fantastic job, that the tenant speaking for Tractor Supply in particular, is very proud of this location and is excited to get there. Ideally, we wanted a left and left out, for full transparency on Base Line, but we have the connectivity to Church, which is an improved signalized intersection, and it was mentioned that there is a cross access easement onto the Dollar property where there is full access. Our customer base typically will, as far as truck deliveries and that sort of thing will utilize the driveway off of Base Line and that's what that hammerhead section is in the back there. They will go down; they go into the loading dock and then they would probably go out Foster in that direction. All the utilities are underground. The site itself doesn't have an extreme topographical change. I think the Engineer had mentioned the elevation of the single families. It

is varying, but it's about four or five feet higher in most places. Other than that, you know we're excited to be here, and we're, you know, willing to take any questions or concerns that you guys may have and go from there.

Chair Hamerly stated thank you any questions for the applicant at this time.

Commissioner Sutorus stated I don't have any questions, but I just want to make a comment and thank you for considering coming to Highland. I think the Tractor Supply store is really going to be an exciting addition to Highland. We have so many colleagues, residents and friends who go to Tractor Supply all the way in Calimesa now. So, this will be so nice.

Steve Powell stated it's funny you say that. We did a store in Ramona. It was the first one in Southern California and we had the customer base was drawing from Calexico. Calexico, Mexico. I mean, it's it's that powerful and I don't know if everybody here has been to a Tractor Supply.

Commissioner Sutorus stated I go all the time.

Steve Powell stated well, the way I describe it is. And we built for a couple of other tenants that could arguably be a little bit more controversial, but Tractor Supply is sort of like the Nordstrom's for the hobby farmer and Tractor Supply is not, generally speaking, going for the thousands and thousands of acres of what you would see in Central Valley. Their primary focus is on the hobby farmer with10 acres or less and one of the big drivers for the demographics, believe it or not, and they have got demographers like you would not believe, is equestrian. So, they identify a horse community, and they know where the horse people come from because horse people generally speaking are dog people, and if you've been into a Tractor Supply, they got quite a quite a large pet selection too, but it's funny because if we do get opposition, generally speaking, it is from other feed stores. But this is an honest to God truth and we've got documented proof. It's sort of like if you want to open up a dress shop. You don't want to be next to the Am/Pm you want to be next to 10 other dress shops. Tractor Supply gravitates so many equestrian folks that it actually enhances the specialty liveries and especially feed stores. Because those folks, generally speaking, that they may sell saddlery and they, generally speaking, know more about the hobby farming industry. But the folks that shop at Tractor Supply, really endorse the livestock. They know what they want. They know the fencing. They know that tractor implements and the other misnomer with Tractor Supply is because we did a Tractor Supply in Temecula. At the entrance of the wine country and it was very controversial because they said how are you going to be delivering all these tractors and we don't sell tractors, you know, its farm implements. So, it's Tractor Supply, but it really is Carhartt clothing, Justin Boots and electric fireplaces. So, I'll stop right there, but I am a big fan too.

Commissioner Sutorus stated thank you. You answered all my questions actually with your presentation, so I appreciate that, and I have a good understanding of what you're going to do with the parcels now, so thank you.

Steve Powell stated and just for full transparency too. We want this to be the best it can be, and we want it because we are not just the applicant, we are the owners were the developers, were fully vertically integrated company and we are the general contractors. We have a general contractor division. Like I said, we're under Woodcrest. We also are the Hicks Snedeker companies out of Daphne, Alabama and our construction company is Fulcrum Construction Group, also based out of Daphne, Alabama. Our specialty is we build about 40 Tractor Supply's a year and so it really, truly is important for us and we did get a lot of feedback. Actually, on the architectural end of things, it's like, Oh my gosh, when we got the new renditions. At first was like, oh, I'm going to fight this, but then I looked at it and actually it did. Whoever sent the recommendation for, you know, the way that is designed, it ended up being a huge coup, so I appreciate that.

Commissioner Miller stated you had mentioned earlier that given the current climate, that fast food is has really become a requirement for you, and I wanted to ask, is fast food necessary for this project to move forward?

Steve Powell stated well, actually for clarification, fast food is not our primary tenant and so Panera Bread wants drive thru. We are doing some high-end Mexican restaurants that are restaurants that now are demanding drive thru. Whether it's a Farmer Boys, even there are other tenants that that I can't disclose that are in the restaurant industry that are also looking through drive thru. It is a mandatory component and when the the the brick-and-mortar store has suffered a lot and it's not just from the pandemic, it's from Amazon. It's from online shopping, so you see Supercenters, obviously Walmart and you got Costco and that sort of thing, but in order for a center to thrive, you'd need to have a customer base that's going to support it. We do have a sit-down component and that's not to say that the QSR areas if if a Cracker Barrel came to town and they wanted that we could do a boundary adjustment, or we can do a lot merger and make it available for them. We would love that. That's a trophy tenant and we would absolutely endorse that, but we can't force a tenant to come in here and every restaurant, we do some development in the city of Poway and San Diego County and outside of San Diego County is a pretty affluent area. Their redevelopment component in a lot of their restaurant, all drive thru. They have to have that drive thru. The other component that is becoming very popular is having dedicated space for Door Dash, Orange Crate, Uber eats because you'll have a lot of conventional restaurants, whether it's Marie Callender's or something like that not only irritates the staff, but it irritates the customer base while I'll wait over there, well, you know I'm waiting for this. So, there is a paradigm shift in the restaurant industry. That we're not, that we're not all acclimated to, so it is a very important component. That's not to say that we're going to try to bring in some inexpensive fast food, stereotypical, but it is an important line item in the feasibility of this project. We would not take this project down. I can promise you that if we could

not develop the out parcels. The development of the out parcels is critical for our primary tenant. Like I said, we do and some of the tenants that are here are very, very admirable tenants that are considering this. But like anything else that we live in a different day and age now, and even for the Trader Joe's of the world, the Sprouts of the world, there is a lot of consideration when Amazon buys Whole Foods and that really makes a big difference. So, we've got to appreciate and respect the demand. Otherwise, the last thing we would want to do is build a generic strip center and then have it sit vacant. It's not good for anyone. So, it is important for full transparency. It is an important component for this, the success of this development and the success of the tenants. Any tenant that goes there, they should just, hopefully clean house. I mean, hopefully they are super successful, and we've got to be able to provide those components that would make them and for what it's worth, the project in Highland, in Jurupa Valley, I'm sorry, is at the corner of Sierra and Armstrong and the folks that are in this audience here are also working on those same projects. While it's not as large as this, we have two outparcels there and the outparcels had been that same corner, high profile corner, had been analyzed multiple times by other developers and had gone through and for one reason or another, and it had to do with the tenants, ended up caving, the project caved. Tractor Supply came there. Tom Merrill, I believe was a director at the time, now Tom is not the director anymore, but he was super excited about Tractor Supply coming to town. So, we did everything to make Tractor Supply. We have two outparcels there. Both of them are QSR's and that's the only thing that actually could make financial sense out of the project and its location and the tentative talks there, I could put out there whether they go through or not is Starbucks and Carl's Jr. So, we don't know if it's going to go through, but that was the only way that it could make sense. At the end of the day, the projects need to make sense, and because they're very expensive to take down, and when we have the opportunity to take a look at the apartments, we're extremely proud. I would live in one of those apartments. We spent a lot of time on the architecture we spent a lot of time, I mean to the point where we almost got angry at each other when it came to color decisions and textures and this kind of thing. So, it won't be the generic apartment project and that's the kind of effort that we are willing to put into this, and that's why we aren't here tonight to be able to say, well, it's going to be this, but I have to have the ability to do that because our financing which comes through either Iberia or Trustmark, which we are one of the largest borrowers from that. They will critique this project more than you guys will critique it. I promise you because they're the ones that are also backing us on these developments, so it that's the long-winded answer. I apologize, but it is important.

Commissioner Miller stated yeah, you know, over the past several years, I think all of the new restaurants that we've had have been fast food based, so you know, I kind of see us getting a little bit out of balance and I know the General Plans intent was to try to keep us in balance and so looking at this development, see that you have two fast food drive-thrus proposed. Could one of those be sit down?

Steve Powell stated well, the one that was on the far right is proposed to be a potential sit down, so that's what that was. The other one, which I can't mention, is in the espresso category and the other one is undefined, so but to answer your question, actually all three of them could be sit down and that is if that's what comes to the table that actually is willing to pay, which quite frankly will be an extremely high price to be in this location because of what it takes to develop the center. I am shocked by the way of what it costs to build apartments in this fine town but that's going through regardless because I think that there is a need.

Commissioner Amaya stated will the apartments, will the cost on those be market based?

Steve Powell stated yes, it's not a subsidized is that question? Yes, it's market rate. That's a scary question nowadays but they will be really cool. They will be really cool. We did have, for what it's worth, we had a consultant that works in San Gabriel and San Bernardino and Riverside and Highland for that matter help us do the analysis on even though it was only 21 units because they thought we were going to do 200 units, what's the best fit for this. I quite frankly was shocked at the rental rates. I mean its horrifying, quite frankly, but it's still less expensive so the whole affordable housing thing is really sort of an oxymoron nowadays, but it will be super complementary to the area. So, I'm excited for you guys to take a look at that, almost more so than the Tractor Supply.

Commissioner Sutorus stated I think having the garages, what you mentioned earlier has really helped me feel it's going to be OK when there were comments about worrying about parking and I guess a lot of apartment complexes will have parking all over the place because they don't have garages, so I do appreciate that you're adding garages.

Steve Powell stated you know, and again not to get off on the apartment but we did spend a lot of time on that. Just again for full transparencies. These are designed as two-bedroom units, and there's a reason why they're designed is 2-bedroom units because I think that a lot of us can vouch for, you know I've got kids that can't afford to go anywhere, so it's young professionals, it may be singles and maybe a couple. They're not designed for families of six or seven. This is not that product type this and that's will also help on the impacts and when you see the design, you'll see it's more 2 master suites, it's a living area, it's got a fully enclosed one, one and a half car type garage with another dedicated out outdoor parking space plus guest parking. So, we have, and we also took staff recommendation, just so you know that we did, we at first were not willing to, not wanting to, to gate it. We are proposing to gate it for various reasons, and one of it is to keep up the standard of that and we don't end up with a transient situation. So, you know we're doing the best we can to respect that because it's also a reflection on the overall development.

Associate Planner Syed stated just really quickly, just to clarify, the conditional use permit covers all this stuff. It covers the residential portion, the commercial everything. The design review that we're looking at today is strictly for Tractor Supply, and there's a residential apartment complex design review application will be brought to you later.

Steve Powell stated thank you. Yeah, sorry about that.

Chair Hamerly stated okay, any other questions?

Commissioner Amaya stated yes, I also wanted to thank Woodcrest. Tractor Supply Company is needed in San Bernardino County.

Steve Powell stated yeah, we think so too. I think that the folks are going to love it.

Commissioner Amaya stated yeah, so the development is geared around Tractor Supply Company and that's good and I think you answered part of what I was going to ask about the apartments because obviously housing apartments are needed. I just wanted to make sure too that the single residence was, I guess that was necessary, meaning leaving it vacant, that lot or just putting a single residence there to complement everything else?

Steve Powell stated yes, first of all, you know, because if you go on Villa Ave right now, it's all, I'm not sure when it was built, but it feels like it's late 70s, nineteen 80s single family, maybe probably weighted average 1,700, 1,800 square foot sort of ranch style homes. We have done a lot of ranch style homes and so we will probably just go ahead and build out that single family lot to mimic. It won't be, oh, we're going to build a 3,000 square foot, we're the biggest house on the block kind of thing. It will be a house that will mimic and if you guys want to review that, I'm fine with that too, but it will mimic what's there. It's just that it's a little extraordinary because I believe the lot minimums there are 7,500 square foot per single family. In order to make the townhome style concept work with the apartments, we also needed to provide individual storage lockers or closets, so to speak, for the the the the townhomes themselves, but we also wanted private backyards, so all of them have their own backyards. They're all fenced in and and so with that it sort of elongates the building and we didn't want to go three stories for a a number of reasons that we don't need to get into, but in order to fit that unit, we really needed to get 23 units there. We ended up with 21 because we could just not logistically make it work any which way and get their parking because it's a queer shape and this ended up being the best layout which really pushed us to steal some of the property from the lot that actually went behind the guys house that is encroaching onto our property, and so every which way we tried to make it work, it was just easier to say mercy, let's give up one of the lots. We'll have an oversized single family, and we might as well just give the other land to the to the neighbor because it it's not going to help us one way or the other, and it's going to actually help him. I think that you know, other than the fact that it's going to be a larger,

it'll blend into the community just fine and all the infrastructure for that lot, by the way is on Villa Avenue so we don't have to like create easements that go into the shopping center. So that's why it's sort of the not apart.

Commissioner Amaya stated just to clarify with the parking, you mentioned, is good about the garages for the apartments. I know on the staff report on page 6 it has the 21, it has 42 parking spaces that are proposed, but it's going to be more than 42, correct? Or it's still going to be 42? The reason I bring that up is because two bedrooms usually has let's just say three or four people, everybody has a vehicle nowadays and if you have 21 apartments, two vehicles per 42, I think they'll be a lot more than 42 basically. That if there's a lot more parking needed that people would start parking, whether it's on Foster right there to the South, I think. Is it going to be sufficient parking for the apartments because if not people would probably start parking on Foster, I assume, that's the closest right there.

Steve Powell stated yeah, we analyzed the parking matrix and again our architects is here but so we complied with the parking matrix, including the guest parking requirements. So, we have that, and I don't remember the exact totals of what it was for the apartments.

Assistant Community Development Director Stater stated if you go back to the to the chart. At the bottom there 11 guest parking spaces.

Commissioner Amaya stated yeah, because my point was that everybody has a vehicle. If you get two or three or four people living in the town home or the apartment, then it's going to be a lot more than 42 vehicles.

Steve Powell stated yeah, and so in order to accommodate more, we go, I'm sorry, go ahead.

Leonardo Dale, Architect, stated so let me just clarify here. Overall, on the residential side we have 53 parking spaces. So, we have the additional 11 parking space for guests.

Steve Powell stated within the center or the apartment.

Commissioner Amaya stated yeah, because even if I lived on Villa, or Foster or round there, that one thing that..

Steve Powell stated I honestly, honest to God, and I know that you hear this from all kinds of different developers we do, I've served on the county San Diego for 14 years. The form-based code committee and if anybody is familiar with form-based code, there's things about it that are really, really great but there is a lot of things about it that are fantasy. We've got provisions in the form-based code that says, hey, look at you know what we can get rid of parking altogether. They're doing that in in the City of San Diego right now because

everybody is going to walk to everything, so we know that that's a fallacy. In order to create more parking, we have to reduce our footprint on our building and that was one of the compromises which again, because we were going to address this next month but the garage space itself, that footprint takes up valuable square footage, but we also feel that that's an important part of that. Again, we're trying to focus to the young professional, or you know, the couple. So, it's a hard balance, but yes, thank you, Leonardo. So, we do have that additional guest parking.

Chair Hamerly stated I do have one kind of macro question and it focuses or has to do with the overall concept of the Town Center and it's not isolated just to your site, but it created a district in the General Plan where the ideal vision was that all these disparate parcels would kind of work together, have cross lot circulation, create a pedestrian district to kind of give Highland what it sorely lacks right now and that's a downtown. My biggest concern, if we can go back to the the site plan. The site plan looks kind of carved up where it's just four separate blocks that, while there is a blue line that connects them, there isn't a flow and that flow that I'm referring to is the flow that extends to Smart and Final, Dollar Store, and Bakers. All of those properties to where it looks like the entire thing was master planned and I know that's not a fair comment because you're dealing with what's leftover and it's an infill project. Which does put a heavy burden on you to how do we stitch all this together and make it look seamless so we're carrying through the vision of of what the City of Highland was dreaming of 16 years ago now. And I'm not seeing that, so I guess to get to the question. How did you arrive at the overall site plan and the internal circulation and the network effect to cross lot circulation?

Steve Powell stated that's a fair question. We actually had that that that same discussion up in Forest Grove, Oregon, on another project that we work up there where it was, they had what was called NMU zoning neighborhood mixed use and it was not a very large piece of property. It was sort of the last remaining piece and that element up there ultimately, we put in two years into that project. That project ended up getting cancelled because it just could never, it could never be stitched together like you said. So, I'll try to answer that the best I can because early on staff had mentioned that and they actually one of the first exercises that we did was drive around the City of Highland which they said hey go from this block to this block. Take a look at the architecture, take a look at the and we did go down to the CVS and we looked at the kiosk and at first and I got to be totally and I'm totally honest so this is not to offend or but I looked at the kiosk and when I looked at the little signs at the top there I thought that they were like it was a restaurant menu at first glance. In fact, one of them looked like an advertisement for something, so I didn't know what it was and then I also saw that there was some damage to the end because I serve on committees myself personally and we have to address this and and they always start out as the good idea but the good idea then who takes care of it and it ends up just going on deaf ears, so when it came to the circulation we didn't know much about the whole historic nature of that and that trail and we played with different scenarios. That's where we came up with, at first, we were going to actually mirror exactly the plaza at Smart and Final, which

I think everybody is familiar. It's got something in the middle and it's got benches and it's got some canopies but the functionality of that, honest to God, we've come out here 15 times. Half the times I've seen people sleeping on the benches out there, I've seen shopping carts out there and I'm just going okay because we are impacted by this in our own community. So, we try to, this plan doesn't reflect it, but on the landscape plan, it's a little bit. We've got more of a landscape component here, and we've got some benches in here. We got some benches in here that suggests that the pedestrian can go I want to sit down and I'm going to rest for a minute and then I could go into the plaza. So, the sense of entry, which is very important to me is this element right here. What does it exactly say? You folks can tell us what it should say, but that I think symbolizes there's the trail instead of putting a kiosk randomly within the development so the development itself...

Chair Hamerly stated so just to interject, before you leave the the corner statement, plaza and and move on to the the juicier elements of the plan and this is just my own opinion. The plaza on that location at that corner is really not a desirable element because when we talk about the communal spaces, the gathering space is the opportunity for congregating. On a macro sense, that would be the last place that anybody would want to congregate because you're right there at the corner of the intersection, it's a fairly busy intersection, so if you want to relax in the shade and have a conversation, you'd probably want to be more than 20 feet away from traffic that's going pretty fast, so yes, it's an opportunity, but it's not an ideal location for that proposed use. It's more of a gateway statement saying here is the development, let's make it look beautiful, but the real space for congregating and relaxing is going to be in a more controlled, sheltered environment within the core of the site.

Steve Powell stated right, so when we looked at what is our opportunity in order to make this site work? One of the givens was this, right here, we have to have a circulation element coming off of Church. In the ideal world, we wanted to push that up, but we couldn't push it up because we have to make it in alignment with the Smart and Final driveway right across the street. So that was a fixed element, so it's already defined that we have this pad right here to work with. That is, that that is more of the high dollar per square foot exposure on the corner and and in our Performa to make this development work, we have to assign different values to different areas. This back here could be, I can't disclose what it could be, but it's a grocery type store. If that doesn't go, it could be an apartment project, I suppose, but the Tractor Supply takes up this kind of footprint and quite frankly it could even take up a larger footprint if we brought in a larger model. This area back here is disconnected, quite frankly, it's the leftover piece from this here, so we have got to extend this road. We have to put this because we have to have a way to get into Tractor Supply plus we have to provide internal circulation for the largest delivery truck that pretty much is on the road which is a WB 67. So, we have to have a way that they can safely get in, they can safely turn around. We don't have a concrete loading dock, we have a mobile loading dock but just the same, that helps drive

this site plan. Then when it comes to the internal circulation, admittedly our first iteration was similar to this layout here, except we had this front piece divided into two. We had a QSR or drive thru here and a drive thru there and the way this element worked because this intersection really does balance itself the way the stamped concrete is, the way the curb returns are it is pretty balanced. So, it lends itself to having something that sort of mirrors what's going on over here to begin. So, when we redid this iteration here, this becomes the sit-down component. This area right here, it's sort of hard to focus in on is the sit-down area. This is the sense of entry, that's why ours has more landscaping and it's the sign once you go under the sign that is the opportunity, right there, that sidewalk connects up to a sidewalk, and there is a sidewalk that circulates all the way through here in front of Tractor Supply, comes down here and connects onto you can see where this is. That's the the the sidewalk that comes off the Dollar Store right there. It connects onto here, so everything here does circulate within and that's the way we were able to solve it for the tenants that are considering this. Is this a site that's large enough to have an amphitheater? If it was 50 acres or 40 acres or something like that, possibly, but as it is, it's difficult to get these things to pencil in. State said well look at giving up an acre for a public use because we faced that in Forest Grove, and we went all the way to Planning Commission. Planning Commission approved it up there and then a local group appealed it because they wanted something more and more and more, and then it ended up killing the entire project. So, at the end of the day, that's how we addressed it. We have the sense of entry here. We have a potential undefined sit-down component right here because that's a patio area out there that you know walks over to here, walks over to here, ultimately walks throughout the development. Then then we have, you know, a larger tenant back here. So, it may not be exactly what you know the forefathers had envisioned. It's what we could make work on a 10-acre site.

Chair Hamerly stated so which would you regard as your primary point of access in terms of when you enter, you know you've arrived. Most people are going to arrive by vehicle obviously. So, which is your primary point of access?

Steve Powell stated well, for if it's for Tractor Supply. It's right here. If it's for the undefined grocery store. I'm going to go down Church signalized intersection, I'm going to hang a left here, go into the parking lot. I'm going to shop and then I'm going to go. That would be it. If it's for a restaurant here. I could make the argument it's a half dozen one or the other, but if it was me and I was coming off the freeway, I'm going to hang out right here on Church and I'm going to come into here and then I'm going to go into this center. If I'm walking and I'm strolling, it's probably this intersection here. There is a sidewalk, there is connectivity here but that just feels like it has more of a sense of entry. I'm not sure how many people walk down the street and walk up into the Smart and Final that area. I'm not sure but, I think it really depends on the tenant and what you're going to that center for. I mean, that's the way I see it.

Chair Hamerly stated if I were speculating, I would say that if you look at the population of Highland, you're probably going to have a bit of foot traffic coming from the north, but there's not a lot of population center up there. Your population center is going to be probably 3 to 4 miles to the east, and then you do have some that would be crossing Base Line because there are quite a number of homes you know between that Third and 5th Street Corridor and Base Line, but the vast majority Base Line is a key arterial within Highland, and so that's where the majority of the people are coming through. So that left in, left out on Base Line, I agree that's probably your main axis coming into the project, and so that's where you're making your strongest statement. So that being said, Tractor Supply does have a frontage on that kind of says welcome, but if you look at the other side, the east side of this project, you're fronting a loading dock and you're fronting the backside of the house. That is the backside of a drive thru, so there's really no presence. So, if you look at your large commercial retail tenant, you've got the loading dock there that fronts your major arterial, and then you've got the drive thru and you're basically looking at back of house. You might get some signage on there, but that's a drive thru so you have a queue of cars and there's kind of a deficit of landscaping along your main arterial there. So, the part that concerns me is the presentation of the project as a whole. I think Tractor Supply respects that axis, but the rest of the site plan kind of breaks down on that major axis.

Steve Powell stated I understand what you're saying, and I can't say that I disagree with it. The challenge that we're faced with right now is that we have an undefined tenant. So, what we have to do in order to establish the highest and best use is, say, okay, well, we've got a store. There is a store that this is a prototypical you know plan now, can we shift it? Yeah, we can shift it but then this parking field becomes almost on because this is a given right here. This is a given, so in order to get the trucks to circulate and that sort of thing, all of that element goes to the north, so I'm not even sure that this will even go through, and again, that's why I tried to make the statement that each, call it phase three and four, this section right here will be more in depth scrutinized when an actual application comes to the table, because if that ends up being an apartment project or it ends up being a Michaels or it ends up being something everybody got a different criteria that I hope can be more scrutinized at that point. But because this is a CUP that covers the whole thing, we had to have a conceptual jumping off point and that's why those aren't really being scrutinized at this point.

Chair Hamerly that's why I'm dealing with kind of the 30,000-foot view. So, if we carve it up into the major circulation elements and your major pad elements without getting into the minutiae for each of the pads, that day will come. I'm just saying that if if we know that those are your major arterials and we're trying to present the best face of the project as a whole then why not carve out at least some slivers where we say we want to do some special landscaping because this is a gateway element, we don't want paving right up to the here. You know you're going to have an east/west axis through there, a little bit broader parkway because you know you're going to want a 6-to-8-foot walkway because that's your major circulation

point. Put another four to five feet in there and say we need some trees because we got to dress it up.

Steve Powell stated absolutely I understood and actually totally agree with you. I know that Leonardo, we had this conversation, so to speak, because we talked about this whole loading dock, but I don't want to say that we didn't give it a lot of credence because we don't have a commitment yet, but I agree with you, and I can go on the record.

Chair Hamerly stated it's a set aside at this point.

Steve Powell stated it is a set aside.

Chair Hamerly stated we know that that's a goal, so let's address that.

Steve Powell stated and one of the things that we we started talking about, but then we were talking in fantasy language, was well, yes, theoretically in this particular configuration, this is the front of the store here, and we've gone down this path. You can take a look at the Ramona Tractor Supply under form-based code, same kind of thing. The side of the store faces State Route 67. That's the entire side of the store was designed as a western town with fake facade. It looks sort of like Disneyland, in order to address that. So, we thought, well, we can elevate this side to make it look like the front in order to respect this particular tenant, which we don't even have yet. So, we may have put the cart before the horse as far as trying to define things so definitively, but we also were under the impression that if we were proposing X number of square feet here, we need to demonstrate to the Planning Commission and to Staff that we could accommodate the parking that we could accommodate the landscaping, the shading requirements and that sort of thing. But as far as screening, landscape, or parkways or however you want to describe it. I agree, and I hope, and I would respectfully request that we could scrutinize that level of detail at the time we present those outparcels.

Chair Hamerly stated the only reason I bring it up at this point is because it is a CUP and we're kind of blessing the entire concept without getting into design review for the fine details.

Steve Powell stated understood.

Chair Hamerly stated but we do have to address the overall macro issues and the CUP is the venue for doing that.

Steve Powell stated and for the record, if, like Associate Planner Syed said, you know the design component right here really refers to Tractor Supply and so that's fair game for however we need to address that, but certainly we will respect that and we will ultimately have to work with Staff again when it comes

back to whether we do all of those at once or one at a time. Obviously, there's an economy of scale there, and we really need to be able to master plan it but we also, not only for potential tenants, but for lending institutions and backing and even for Tractor Supply themselves, we have to prove and for Staff that this is a believable concept. I mean, even, and it's interesting, the City of Highland, which when I heard this requirement, I heard it from our civil engineer to begin with is like, oh, you're going to have to prove stormwater, and I think, Oh yeah, conceptual. No, no, no, no, you have to get stormwater approved prior to and at first, I'm thinking are you kidding me? But the more you think about it, it makes total sense. It makes total sense to be able to address an infrastructure that really wasn't respected 20 years ago and as such that also comes back to well, what are you going to build there? Well, we've got to fantasize something, and so we have got this to where theoretically that could be built, but it can't be built because we don't have a tenant, so we address it as much as we can to make it as believable as we can to make sure we're crossing t's and dotting I's knowing that call it parcel 1,2,3, and 4 are not being approved as a project. There are being approved as a buildable commercial site, and that's what we're looking for the overall CUP. We would have done the same thing on the apartments, but we've put a lot of effort into the apartments because we understand that tenant, that tenant is us. That tenant is we're going to build it, we're going to own it, and this is going to be our project, so we can put a lot more energy, effort, and money into that. But we're not going to speculate any commercial project, especially in this day and age. It's suicide, so we have to do something that's going to be highest and best use. That will respect what the market is demanding, and we'll also respect what the lending institutions will say. Yes, I'm willing to put millions and millions of dollars into this location because you've got a solidified plan and we also have got a reputation. We build quite a few projects every year. We've got 70 that will be completed this year and with that there's a lot of chiefs that we have to answer to. So, we take this very, very seriously and we also do not want to paint a picture for you folks saying that, oh yeah, this is great, we'll do whatever you say, but at the same time we have to be able to present something that we believe is going to work. So, we know that those projects will be conditioned upon other scrutiny, other discussions, other modulation, but we also know that the driveway off of Church, that's a given and the driveway off Base Line is a given. So, however, we can make it work and we hope that Cracker Barrel will come come to town. We hope, but we can't promise. We can promise Tractor Supply though.

Chair Hamerly stated any final questions for the applicant this time? Thank you. This is a public hearing, so at this time we'll open up the public hearing for discussion. I recognize a lot of faces in the audience, and they look like consultants, but I don't have any speaker slips, so if anyone wants to participate, now is your opportunity. Okay, we'll get started with our discussion and leave the public hearing open. So, this is a multi-part application. One of the macro elements of course is the General Plan Amendment, GPA 21-002. This is an advisory role the Planning Commission is making a recommendation to the City Council, and

this is to make an allowance for Drive-thru uses in the General Plan Town Center. So, open up the discussion at this time for the GPA.

Commissioner Amaya stated I support it at this time.

Vice Chair Thomas stated I know that all residents in Highland really want to sit down type restaurants, but I also recognize the changes this year with the pandemic and the need for drive-thru, so that's where I'm kind of conflicted about it. Knowing everybody really wants restaurants in Highland, that's what the public here in Highland want and that's who we represent. Perhaps the public has changed with this pandemic, and they're no longer wanting those restaurants or it's no longer feasible. The business has changed like you so eloquently described. So, I appreciate that and I'm really sure quite how I feel about that yet. There's something between those two that I can't yet rectify in my brain. How to move forward with that?

Commissioner Sutorus stated I could understand where you're coming from, and I think the pandemic changed the business model. I don't feel like we can't have both. There's a lot of great restaurants, like they mentioned, Panera has a drive-thru now because there is that economy of demand and deliver, and everyone I know in Highland does demand and deliver from time to time, so I don't see taking away a sit-down restaurant and having a drive thru, I mean they don't have to cancel each other out. I think you could still have a very nice restaurant with a drive-thru that we would go to and sit down. This location specifically, I mean, it's a good project for Highland. This land has laid vacant for how many years, and we have never had an opportunity to have something like a Tractor Supply store come here. So, I'm excited about that focus. The details of the rest of the project will have to work out when final. I think there's stuff we could do to make it a really nice design, when the next phase comes in, but I mean when I was on our once we called, what was I, a vice president of the Chamber for a brief moment in my life, I had this vision of what we could do with these businesses on Base Line and I remember the Executive Director told me really, Jessica, where we going to go to the Dollar Store because I had worked in Santa Clarita and they had a model of economic development where they would do events. The City would host events to get people to come to businesses in their downtown areas that weren't, you know, the fanciest places or whatever. She kind of squashed my bubble, but I could actually see this now, with this project which didn't exist before, so I know it takes some envisioning and it's scary to approve new things, but honestly the project itself for Highland is a good project and it's going to bring better stores because the anchor is a good store. So, I do support the project and I believe we could have both. I know you guys worked very hard to try to get good businesses to Highland and I hope that this development will help attract a sit-down drive thru restaurant.

Vice Chair Thomas stated I agree that the Tractor Supply has the potential. Unlike other businesses to actually attract some decent other businesses to come in. So,

I do agree with you wholeheartedly on that. I also really like the apartment design, how you said it's kind of just separated out. I think you guys did a great use of space there in that location, for phase two. I think it that works along with that residential area, I like that. I like the garages underneath.

Commissioner Amaya stated yeah, I think one thing that businesses are they have to be flexible. We have another variant you just don't know where the pandemic is going, they can shut everything down. They need to have that flexibility drive thru and if that happens, yeah, because they would be, they have to make money. That is the main thing. Tractor Supply has to attract other residents, tenants, and if you shut that off, that's not going to happen.

Commissioner Miller stated I think the General Plan was developed with a certain intent and I think that's just strike a balance in the city. I think we're a little bit out of balance right now, especially as it relates to drive-thrus. I like the project. I'll just have a hard time supporting any further fast-food development in the City of Highland.

Chair Hamerly stated yeah, that's the tough balance I'll state right up front that I enthusiastically support the Tractor Supply application. I think it's a terrific tenant. It's a wonderfully run company, immensely profitable, and it definitely has carved out its niche. The biggest challenge I have is there are not a lot of locations in the city where we have the opportunity to create town centers or projects on a main axis within the city. I know all of us have spent a fair amount of time driving up and down Base Line over the years, and there really isn't a core. It's just a bunch of separate little infill parcels that have just organically developed whenever a plan comes along, but there's nothing that gets it together, and I think that is probably the chink in the armor of what is keeping Highland from being, you know, just a really outstanding community. I think it has a lot of good pieces, but it lacks a downtown or a heart or a core. That was the primary focus of that Town Center concept and so you know, it's really tough. I completely appreciate, I mean, every sit-down restaurant that I've been in for the last year and a half has a takeout component, You know half of the lobby space, or the waiting area is for Door Dash and Uber eats and all the rest of them for the pickup, and they're adapting. Whether we need to go the whole nine yards and say it needs to be a drive thru or just a drive up or dedicated parking for short term. I think there are a lot of different models out there that that seem to be functioning. I think Highland doesn't have a deficit of drive-thrus. I think we have a deficit of drive ups, take outs, dining in. So that's kind of the balance. I know that we're not doing a design review or a hard review of that southeast corner of the project, but we are tasked with making a recommend to the City Council on whether drive-thru dining would be appropriate in the Town Center and for me, that's a tough one, because I think there are some hybrid models out there that are equally effective, and maybe the compromise is if we're going to create three tenants in that space. Let's say one of them may be the one on the the westernmost that has the best access coming off of both of those key axis going through the project. You know, maybe that's the one that we say it's

okay to do a drive thru and the rest of them are the hybrid model. We say we want a dine in component. We need to have enough parking for the temporary parking in the takeout component, but to say two of the three are a drive-thru, that's giving up a lot of landscape, a lot of outdoor dining, a lot of amenities for paved queuing for vehicles and if we look at the goal of the Town Center, it was to get everybody out of their vehicles, get them to a destination, say park your car, spend some time, have an outing with the family and and have an enjoyable afternoon or evening. So that is a a tough one there. Unfortunately, it's an all or nothing because we can't say okay, we're going to do stages of how much drive thru. You either saying they can do it, or they can't. That is an all or nothing proposition and I think to make it work realistically we have to say it's a workable model. Is the directive to say minimize it because we still want to have that goal. So, I think all of us have had a chance to weigh in, and hopefully, you know we can give it some careful consideration before we take the final vote. But moving on, do we have any comments or observations about the mixed-use concept? I've heard nothing but positive about the mix of land use that's proposed with this project and that would be the purview of the conditional use permit. Okay, then we'll move onto the let's see. So, we've got related entitlements. We have the tentative parcel map that creates seven new lots. Did anybody have any comments on the tentative parcel map that was created? One question for the applicant. Three of the parcels make really good sense. The three parcels that are created at the southeast corner, the lot lines, I'm sure there's a reason for it, but the lot lines look really broken up. Is that tenant specific, is it design specific, or is there another reason that we're breaking those up the way they are and there's all kinds of jogs? Are all those property lines going to be self-limiting if one or more of those tenants' bails.

Steve Powell stated the way the property lines are, are not designed specific. It was driven by parking requirements and so the parking requirements, for like the one in the like, you said on the far west there, the purple one based on the size of that store and the way it circulates. In order to accommodate, you know a dumpster and the turn around and that sort of thing. That's what drove it to be that odd shape. Same thing, same thing in the middle. Again, based on this square footage here it required this much parking. Again, we have a very popular coffeehouse that actually has got an extremely small footprint, but so that would really drive to minimize the parking, but they've got a large queuing requirement. Now whether or not they come to fruition, they're out of the Pacific Northwest. It would be a great addition. They haven't committed. So that would again drive the footprint. Once we get us a tenant commitment and again whether that is two drive-thrus and one sit down or one sit down that takes up the entire, a Claim Jumper, so to speak, that takes up the entire block, then we would end up either merging the lot lines, because obviously we couldn't build over the lot lines.

Chair Hamerly stated that was my next question. Depending on the tenant mix, would you have to then come in and say oh, we're amending our tenant tract map.

Steve Powell stated yes, we would. In order to make this pencil, so to speak, because I know people don't like to talk about the financial component, but we have to talk about the financial component because if it doesn't pencil then the entire project is cancelled. I mean it's not one or the other. We won't speculate, so we have to do something that we can prove is feasible. Now, whether or not we get this tenant here. But if we did get and I'm just throwing a Cracker Barrel out there, if we got a Cracker Barrel, chances are they're going to take up the blue and the purple, lot lines are merged and then you know all discussions are over with. We'll never be able to have a drive-thru component on the corner because it's just the way it's configured, so this is our opportunity to say hey, bank, this makes financial sense. We don't have committed tenants, and that's an honest to God truth. We religiously attend ICSC, and a lot of other commercial trade shows and we work with a number of tenants and half of which you probably have never heard of because they are in the the deep South and they're in the Midwest and there is a resurgence of interest in California. Going through the entitlement process. Down here has been difficult, not in the City of Highland, to be honest with you, but in areas like San Diego or parts of Riverside County but the tenants don't care about that. They care more about what's the population base and can we make our model work. A lot of the tenants that we work with nowadays and Starbucks is one of them, their footprint has totally changed, and it has completely changed. Not just based on the pandemic, the pandemic has changed a lot of things, but Uber Eats, Door Dash, dine-in and that has changed a lot of things to the the model of the sit down does work in a lot of areas, but it has been tragically impacted. In our own town, we've lost 17% of the sit-down restaurants that will never ever come back and so we have to, as businessmen, as developers, we have to respect that. These lot lines are fluid, but the lot lines demonstrate something that could be.

Chair Hamerly stated so, in breaking up the lots the way that they've been drawn up on the tentative tract map, would there be a possibility of any one of these tenants coming in and wanting to purchase that parcel, or you're retaining ownership and it's going to be a lease only?

Steve Powell stated there's always the possibility of certain tenants want to own. Most tenants don't want to own, they want to lease, but they're not real estate companies. Tractor Supply is one of them and Dollar General is another one of them, but there are some corporate tenants that are very, very popular that want to own their own real estate. But that's really the minority.

Chair Hamerly stated so just to kind of free your hands up on this if we're not creating, you're looking at a master development here. That's a conditional use permit that's dictating all seven parcels. So, if we say that the primary timeframe of usage for Tractor Supply is not going to be the timeframe for usage for the southwest corner. Sorry, southeast corner, you'd have a joint parking agreement and saying everybody uses everybody parking except for these handicapped spots and this staff parking here. But overall, the site is one site, and you park wherever

you need to park during the various hours that these various businesses are in operation. And then you don't have to have, you know, lot lines to carve out another two spaces for this so that this parcel right here that is purple has enough parking for their particular building. Does that free up your hands to clean up the site plan?

Steve Powell stated yes and no, and the reason why is because of the way lending institutions look at ownership and because if it is sort of like buying a condominium versus a single family. You've got common area exclusive use, but you also have fee simple ownership and we're going through that right now in La Jolla, where California Pizza Kitchen wants to segregate itself off from a very, very affluent shopping center and it has everything to do with blending and mixed use in the redevelopment of the La Jolla market. So, while it would be great to say that this is one large apartment site, it doesn't really work that way in the real world, Tractor Supply is a very good example of that because like realty income, which is a REIT that which will buy up a lot of these. Institutional buyers will buy these things up for investment trusts and that is part of the financial portfolio and the feasibility analysis of a project like this. So, for example, if Tractor Supply had its hands tied, I can tell you right now the entire project would be off to where it could not be segregated out as a fee simple purchase. It's the way these projects are funded too.

Chair Hamerly stated so you're saying a joint parking agreement that would be to the benefit of all all tenants and kind of free up the hands of the three parcels that are on the South would not be practical?

Steve Powell stated no, no, a joint parking agreement, is and I don't know how to say this nicely, because Tractor Supply is a great tenant, but they also don't like to share in a lot of things and we we have to work with their lawyer's day in and day out because there's liability issues and they have a battery of lawyers there that scrutinize every square inch of the project. So, when the more we share in common, and the more rights that the general public has, the less desirable the project site becomes. So, fee simple ownership and this kind of thing is fine. You know that that's what they would ideally like. In Jurupa valley, their parking matrix out there is, I have never seen one so high. It's in incredibly high. We have a shared parking matrix with three parcels. The QSR's and Tractor Supply in order to make the parking counts work. The way that project is being developed also is a phased approach. Tractor Supply is constructed first, but the parking lots for the out parcels are not constructed until those tenants are going to build. In other words, there's some communities that we've been in where they say, well, if this was the real plan where we would have to construct all the infrastructure and all the parking lots and the only thing that we would be left with is this little pad here, this little pad here and this little pad there, but it doesn't do anybody any good because that eliminates all the other tenants. I could also make the the argument that we don't need to construct that right now because there's no impact, there's no demand for that additional parking, because those those stores or restaurants or whatever they may be, aren't aren't constructed at this point. So, there's always

going to be cross parking. Nobody says that you can't park over here as opposed to there. From a legal doctrine standpoint, it does get a little bit more complicated. It's the same thing with easements. Easements become a difficult thing for a company like Tractor Supply to swallow because it's a publicly traded company, and so they're scrutinized at a 30,000, 100,000-foot elevation where they look at all of us as in one box. So, I'm not sure if I'm answering your question there, but a shared parking agreement which I'm not sure if we need a shared parking agreement, but there are no restrictions on a Tractor Supply customer and parking on, you know, a Cracker Barrel parking lot and vice versa. Yeah, it's the same thing the way the whole site circulates. I don't think the pedestrian understands that, but from an ownership standpoint. It is important for our tenant to be able to be on their own parcel, hence that's why we're going through the the subdivision portion of it and that's also why that the institutional lenders that look at these things look at them from a fee simple. They'd much rather own a tract of single-family homes that they're going to rent out, as opposed to a condominium complex.

Chair Hamerly stated yeah, that comment was just directed solely at lot lines and how clean the math looks when you're trying to describe it and saying, do we really need to show every single parking space tied to a certain pad when we really don't know how big the pad is. You could conceivably now come back and say we're going to have to do a lot line adjustment 3 separate times.

Steve Powell stated absolutely, and there's probably a greater chance of that happening than not. In all honesty, I mean, but I have to start somewhere. I have to be able to say I can put a 3,000 square foot QSR here or I can put an 800 square foot QSR here and I can have a 3,200 square foot sit down restaurant and then I have to prove all the ancillary issues that go with that, the circulation, the parking, the handicap. Where's the dumpster? How does it connect? So, we've sort of designed a fantasy plan that sometimes is very frustrating for us because we start to get in the weeds on a project that really isn't is right now, but we have to plan it that way to show that we can make it work. Not only from a planning perspective standpoint, but from a land acquisition standpoint and infrastructure standpoint and an impact, you know, fees standpoint, so we've struggled with the apartments, believe me. We've struggled, but the impact fees that are associated with the apartments are greater than that of the Tractor Supply. It makes you question, so as a result of that, we put in, even though we're sort of architectural freaks to begin with, we put in a lot of effort to make sure that those apartment units can command the rent that they need to command in order to justify the the development itself. So, I know that that's again off topic. Yes, lot lines can be adjusted. Chances are they will be adjusted. Do they need to be shown that as individual fee, simple ownership lots?

Chair Hamerly stated okay, thank you. Any other comments on the tentative tract map?

Commissioner Miller stated quick question, per parcel, R1 does include the resident's, correct? Right up north of the apartments right there. I see parcel R1 that also includes the home?

Chair Hamerly stated no, R2 is the single-family home.

Commissioner Miller stated okay, R2, because I didn't see it on there.

Commissioner Miller stated yeah, the single-family home is technically not a part of the CUP or anything, but it's part of our land acquisition.

Associate Planner Syed stated just to clarify, the CUP is with regard to everything except the single-family home.

Chair Hamerly stated everything color up there. Okay, so moving on from the tentative tract map. On the site plan and we'll focus on the design review portion of the application, so we'll focus solely on the Tractor Supply parcel for these discussions, and we'll begin with the site and combining that with the parcel map exhibit 10 and then the site plan exhibit 1. Another question for the applicant, during the presentation you'd mentioned that there was a potential future phase that dealt with the enhanced garden center, and I'm assuming that is not changing the size, but it would articulate it a little bit more refinement. So, I'm thinking we're adding some additional landscaping around the perimeter.

Steve Powell stated again, another unorthodox thing about the City of Highland is I talked to Community Development Director Mainez because normally we come with our own PowerPoint and come without lots of Color boards and this kind of thing. OK so Tractor Supply like a lot of the tenants, every year they seem to dream up the new items that go in their store and a couple of years ago they came up with a pet wash and at first, I thought that this is crazy. You know people are going to bring their dogs in here and it's like a beauty salon for two dogs at a time and and it's a beautiful set up within the store and it ends up being a pretty popular feature. As such, Tractor Supply has a garden center, the garden center in the standard criteria plans was 15,000 square feet for the longest time, and it would include a forge shed in the event that they would sell hay. It doesn't happen every time, but it's an enclosed structure and again the items that would be in we call it the FOD, fenced in outdoor display, however it's fenced whether it's wrought iron or chain link. Our items, like I said that are typically too large to be inside the store or it requires a pickup truck. Each one of the FOD areas has got a drive thru and that's what you see in the middle of the yellow area there, and that allows customers to, if you take a look at this, on the parking field here you'll see a typical tractor supply has three 40 foot long parking stalls and that is typically for a pickup truck with a horse trailer, a pickup truck with a little flatbed trailer or something like that. Then those customers typically will go into the FOD area here and they may buy fencing material or pipe corrals or that sort of thing that's rather large. They pay for it in the store, they come through here, they drive through and then they

exit out the back. Again, that's all reflected in the circulation plan. Last year, I think it was last year, Tractor Supply decided to because they also have a seasonal fruit tree and seasonal garden center. And I guess, another outfall of the pandemic is people started planting more gardens, and as such, and this is reflected nationwide. That garden supplies sort of like what you would see at Home Depot or Lowe's became a lot more popular and so as such they came up with a garden center plan and again for full transparency. They would hate it if I said this, but they came up with a greenhouse type garden center that affixes to the side of the building so it almost and you may have seen them in different parts of the country. I've seen them at Lowe's where you may have this beautiful building then all of a sudden you literally have a greenhouse type structure that is a series of gable roofs. I think what they did was, they worked with a manufacturer that says hey we can build these, and you can just pop them onto the side of your store and believe it or not in a lot of part of the country they just don't care about that. It's like yeah, sure, slap it on there. Well, Tractor supply has discovered that this is a very expensive element, especially in areas seismically challenged like Highland and in addition to that for those communities that do have more of a concern about the architectural style. Again, standard criteria for the Midwest, you go into Mississippi, you'll find this store is a pre-engineered metal building corrugated siding and you call it a day. So, a garden center there may be appropriate. Well, here we knew that this was going to be a challenge and in order to make that garden center fit in with the architectural style of the store, we had created that section and right here, and I'm not sure if you can all see it. It's on page 6, I'm sorry, of the packet there. What we added was in the area where you see the wrought iron fencing and the columns here, we added a facade that respected the architecture of the store that encapsulates what would be a greenhouse structure that you don't see because it's all behind this this element here. So, the challenge that we have is that when we find a location, we go through an exercise. It's a real estate committee exercise where we have to show how the site is going to lay out. Show how the truck is going to circulate and then show how we're amongst a bunch of other things. How the garden center would work. The garden center is constructed based on whether or not the market projections are going to justify the additional cost release and if the lease is not justified, then the garden center wouldn't be built, and it would be your traditional FOD like you see at every other tractor supply. You won't see a lot of these garden centers, because they haven't been constructed but they have to be planned for because that is the demand of a publicly traded tenant. Now they may never come to fruition. As such, we can't be held in jeopardy because the lease is based on very, very tight budget constraints of building this building, building the parking lot, taking down the entire center. You know how the whole thing is going to be master planned, and that's how it's devised now, whether or not one year from now or 10 years from now they end up building this component. It is a requirement of our lease that we at least get the conceptual plan through the entitlement phase. Just much like the same way we do with forge sheds. If a forward shed component was going to go in there, there's a whole different forge can shed that is totally different than the traditional one in this. But if this was going to be built, the entitlement portion of it has to be done, because if tractor supply

justifies building this, they have to pay for it and they don't want to have to come back here and go before you folks and this sort of thing, with all due respect, they want to be able to say, oh, let's go ahead and get the project structurally engineered and let's go in for our building permit, so to speak. But they don't want to have to go through the entitlement process, and it is very important for them to be able to have that option. The way it would be constructed is the way we are proposing phase one, because there isn't enough justification based on their sales projections to add. This is another one and a half million-dollar component, and they just can't justify it at this point, but they need to have it in time.

Chair Hamerly stated point the drive through on that. Yeah, I can see it.

Steve Powell stated yeah, so the drive through is right here.

Chair Hamerly stated okay, so it's the large central element, so that's an open gate.

Steve Powell stated yes that would be an open gate that would look just like the rest of this. It's right in the middle.

Chair Hamerly stated and the three Gables that I'm seeing on the rear elevation connect the element just to the west of that center area.

Steve Powell stated that's correct, yes. So, these are hidden in this, but they don't go all the way. It's a little deceptive here because this is set way back. It doesn't go to the back of the building.

Chair Hamerly stated so, the two Gables that are to the left of that rear image, right there? Those are not the two elements that are in between the Tractor Supply, which I'm assuming is the rectangular portion there and then there's three Gables and the last gable, on that lower picture, is the drive thru element, correct?

Steve Powell stated yes, it is. Yes, you're right.

Chair Hamerly stated okay, so there are three Gables running north/south parallel to the western facade of the proper Tractor Supply building.

Steve Powell stated what you see, so the brick, the actual retail stores right here from from here to here, these facades are designed not only to mimic this but it's to mask the gables that are up front, and they start small, and they get a little bit bigger in the middle and they only go about halfway through the FOD.

Chair Hamerly stated okay because it looks like they go all the way back. So, I'm looking at a facade right there, that does not connect to the roof, it is the gable on the rear elevation.

Steve Powell stated yes, they it does. It connects up to the side of the store.

Chair Hamerly stated but the gables are running north/south the length of the building.

Steve Powell stated north/south, but not all the way to the back. Not all the way to the far north. I forgot what the dimension, Leonardo do you remember what the dimension is on that and and again we haven't constructed a whole lot of these. This is a new element. The first two that we're doing is Jurupa Valley and here. This has been an absolute challenge with our tenant because this element to build this freestanding element can't rely on this structure, so it's an extremely expensive element, but we have to have it in the entitlements. If I was betting on this, I don't believe this phase will ever be constructed. That's my own opinion.

Chair Hamerly stated be that as it may, it's a design review application and we're entitling, so I'll cut to the chase and and let you know what really bothers me about the north elevation. The front ties together beautifully. No problem. It's presenting itself well to Base Line. You could make just as much of an argument that you are also presenting the rear of that building to all of your apartments, all the residents that are to the north and it wouldn't take too much to clean up that rear facade and start covering up some of those gables, even if it's just another fake facade that you're presenting an image, even though it's the back of the building. Just to square it up, because right now you've got a very boxy contemporary modern structure and then all of a sudden, you've got three barns tacked onto the side of it, and it really doesn't tie in. That's where I'm going with it, and so I'm saying if you're going to propose something like that, clean up that back there so that at least it reads like the rest of the building just the way you did on the South facade.

Steve Powell stated no, I understand. I understand that, and again, I agree with that. The challenge that we would be faced with back here is that we don't have the opportunity for these large structural columns. I think that some of these columns go 12 feet, 15 feet deep. I mean because they have to be freestanding in order for the wind loads, the seismic loads, and everything else. We don't have that opportunity in the back. So, what from along those lines, what I would propose in that is to take this, for lack of better words like a corrugated metal or a pre-engineered metal facade back there is to create a parapet that resembles this. Again, it's more halfway in the FOD, so it's going to be disturbed by not only landscaping, but by all the product line that is within the FOD itself. But it would get rid of the gable elements, and honestly that is one of the things that bothers us a lot about this whole garden element because we don't design that. That is something that we have to follow their criteria and then we have to make the argument back to them saying well, you know there's no way it's going to be accepted, and it looks so different and that's why this energy was put up here. The logistics of this area is just like changing the floor plan of a store. If we add one column, we have been struggling with the the structural on this because of seismic

issues. We add a column that takes up away shelving space inside the store. They say sorry won't work and so we have to be very creative along those lines. So, in order to create more of this kind of stepped up, stepped down, there are different types of panels that can go into a pre-engineered metal building structure.

Chair Hamerly stated so, if you think of everything, let's just arbitrarily say that red line that's running across there is, I'll pick a number and say it's 12 feet off the ground. Just for the sake of discussion, so everything above that is basically non usable retail space if you want to call it that. So, if you did a horizontal element there that masked the gables, you could even think of it like a mechanical screen where it's basically just freestanding horizontal boards that are up there. They're acting as a screening element because where I'm going is it just falls apart when you have three triangles, just stuck arbitrarily to the end of a building.

Steve Powell stated I can't argue with it.

Chair Hamerly stated if you hide them somewhere and say call it a mechanical enclosure, if you will. Just mask it so that you're not looking at a nicely constructed clean box, then all of a sudden you have the Grand Tetons on the west side of your building.

Steve Powell stated well, we had the Grand Tetons on the other side too, so no, I agree with you and that's where again so this is, like we could create what would look like this in a stuccoed panel facade, but I've got to be able to make it to where it doesn't require the same kind of loading that this monster element does.

Chair Hamerly stated the instant it's solid, you've got your wind loads, plus your gravity loads, so I'm saying I'm throwing you a bone and say if you do a horizontal screen. The wind is going to pass right through, so you're taking away your flagpole loads, but now you've got something that at least visually masks it that continues the facade of the building.

Steve Powell stated I understand, and I appreciate that and it's one of the arguments that we've made to Tractor Supply multiple times, but they don't listen to us as much on that. The way they listen to us, honestly, is by coming back and say this is what you got to build, and they go OK mercy. It's a revolving door. Next year it's going to be something different, but I appreciate that. I appreciate the fact that you give us an option on that. I cannot argue. I don't like it either.

Chair Hamerly stated in terms of the screening that's going around the perimeter on how tall is the steel fencing that's going around the garden centers? Is it like 10-12 feet?

Steve Powell stated it's 8 feet. Again, that was, you know, Tractor Supply started in 1938 and thievery became very popular. They started out as catalog store but

when they they came in with this FOD component, 6 feet, man things were walking over the fence so 8 feet really became the absolute minimum.

Chair Hamerly stated is that screened in any way, shape or form other than the vegetation? Am I reading a mesh in between there? Both sides, all views.

Steve Powell stated it is wrought iron fencing. Again, if you go to a standard criteria, it starts out with galvanized chain link. Some areas allow a black vinyl chain link and then others are black vinyl chain link with privacy slats. Then then the version here, which I think we talked about this with Staff, is wrought iron with CMU columns.

Chair Hamerly stated because one of the conditions that we typically put on any type of outdoor storage is that it needs to be screened from adjacent properties and from the thoroughfare. So, where I'm going with this is if it's just a tube steel fence, or vinyl fence, whatever you're proposing that there should be a mesh screen so people can't see it. It's also a deterrent, it's not an attractive nuisance that they want to go over the fence, or you put a hedge in there and it looks like you've got some vegetation proposed on your northeast corner.

Steve Powell stated again, another challenge, and I'm glad you bring it up, but and I'll give you the honest answer, is on the front here, well, this is the future phase.

Chair Hamerly stated that's the one I'm targeting, particularly because if you don't have that other structure, it's going to look like you know just a naked wall back there.

Steve Powell stated well, I believe that we have privacy fencing all the way down to the Dollar and then we have screening in the rear. But what is very important to them is the product line, so it's not being hidden, you know, so you know they they want them to be able to see it and it's it comes right out of the mouth of babes when it comes to Tractor Supply. It's like well that's fencing material and you know it's an important component, and all of that always gets factored in. Like I said, we just finished a store in Jamul, California, and it's actually a beautiful store and it ended up being a galvanized chain link and they were completely happy with that, because it seems to be, I guess that silvery color with a chain link you can almost see right through it. We have tried everything we could. We built a store in Santa Clarita, actually, outside of Santa Clarita in Canyon Country and they had a condition to block it off completely. So, it went back and forth, and they ended up having us build an eight-foot-tall block wall on two sides that really becomes a graffiti magnet and then we ended up opening up the front. The conclusion at the end of the day was why didn't you just keep it open all the way around so and I'm not saying that the screening couldn't be there and Tractor Supply, you know again, they make it very important for us to realize that this is an important part of that outdoor lifestyle of the product line, that they're selling, and that's why they

have the permanent sidewalk display area for seasonal fruit trees and tractor implements, and that sort of thing that's just part of their product mix.

Chair Hamerly stated the portion of that yard that I was particularly keying in on, though, was the portion of that yard that is on the property line between Dollar Store and Tractor Supply.

Steve Powell stated I believe that that was the privacy fence.

Chair Hamerly stated okay, so that is solid, not see through.

Steve Powell stated Yes, well, it's the privacy slats.

Chair Hamerly stated because there's something else that is kind of seasonally unique to our end of the world here, we get ferocious winds from time to time. Chain Link does a wonderful job of trapping every bit of garbage is flowing down off the mountain. The vertical slats the steel fencing is just big enough that that stuff will pass through and blow into somewhere else and become their problem, but chain link traps everything and it really starts to look bad, so that's something to think about on how you choose to screen that. I've heard tube steel and I've heard chain link in this discussion, so you know, think about some of those factors.

Steve Powell stated I believe because we got a lot of stories going, what we ended up with, what we proposed originally was not this, but what we ended up with was the columns to to sort of resemble the architecture. Wrought iron along here. I think it's black vinyl chain link with privacy slats along that side for screening.
Chair Hamerly stated west side only.

Steve Powell stated yes, and then we have landscaping and iron in the rear

Chair Hamerly stated at the northeast.

Steve Powell stated and there's a block wall for the loading area, and then there's landscape in front of that because that was another point that came up.

Chair Hamerly state were there any trees proposed on the extension of the Foster Street as you come into the the property from that direction?

Speaker is inaudible.

Chair Hamerly stated you're going to have to either speak at the microphone or he's going to have to translate for you.

Jeff Maxwell stated it's showing up right now on the parcel that is the multi-family residential so it's not coming up on the Tractor Supply component, but in the

future when we submit plans next month, the landscape plan for the Apartment parcel will show kind of a street treatment along that..

Chair Hamerly stated the northern side of the Foster extension.

Jeff Maxwell stated yeah, the northern side of Foster. On the southern side of Foster, we have some screening there for the loading dock.

Chair Hamerly stated so I'm just reading hedge as opposed to the Cypress that are shielding the loading dock.

Steve Powell stated and that's in addition to a block wall also.

Chair Hamerly stated right.

Steve Powell stated and again we were under the impression that the the apartment will be more heavily scrutinized next month, but we do have a full landscape plan for that also.

Chair Hamerly stated the question was specifically and only regarding the Tractor Supply parcel. I was saying are there any trees on the south side of the Foster extension specifically to screen that loading area. I see hedges and I see a wall there, but I don't see anything that has any kind of mass that's hiding a very tall, blank side of the building back there and that's the side we're presenting to the apartments. Then everybody that's driving down the street coming through Foster that's going to Dollar store, that's going to the pharmacy, all of those.

Jeff Maxwell stated we have site, it's just the limitation that we have. We have Cypress trees here and here. Yeah, here in here.

Chair Hamerly stated so there are two stands of Cypress that are, one is on the diagonal portion of the the yard and the other is at the entrance to the the loading zone.

Jeff Maxwell stated correct.

Commissioner Miller stated it looks like from the illustrations that the landscaping is flush with the adjacent parking lot is, is that correct? Doesn't look like there's a curb or anything surrounding those. Is there any issue with vehicles coming in and driving into the landscape areas without that curb production?

Steve Powell stated where are we speaking?

Commissioner Miller stated from the illustrations here it is shown there is proposed curb. Okay. So, you know one of the things a cost saving measure you could implement is something some of that landscape you mentioned the

stormwater requirements earlier. If you're able to sump of that landscaping and hold on to that storm water at the surface, then you essentially reduce the size of that underground system, which is a little bit more expensive to do it underground as opposed to doing it on the surface, that could be a cost saving measure if that works with the type of landscaping that you have. Assuming that you can get stormwater from those impervious areas to then drain into that landscaping.

Steve Powell stated yeah, that's been part of the challenge and the other part of the challenge is being able to meet all the parking requirements and the circulation requirements without having to go underground. Because I agree, these storm tax systems are very expensive, very expensive.

Commissioner Miller stated so there's some opportunity there for some cost savings if you could potentially do some of that treatment within your landscaping. Just a general comment.

Chair Hamerly stated so on each individual parcel, and specifically to Tractor Supply, is there a calculation on the percentage of landscaped area that we're looking at because right now it looks like there's a very narrow parkway that may or may not be about ten feet on the Base Line frontage. Then we're looking at just slivers around the perimeter. So, is there a percentage of the lot area for parcel 1?

Leonardo, Project Landscape Architect, stated correct, so each is calculated out individually, but the percent total landscape area is 16.9%.

Chair Hamerly stated is that just Tractor Supply or is that the whole site?

Leonardo, Project Landscape Architect, stated it is.

Chair Hamerly stated because it looks like the biggest landscape area is on the north side of parcel 3.

Leonardo, Project Landscape Architect, stated it does look like the whole site. I don't know if Jeff can speak to that.

Steve Powell stated and again, we didn't do formal landscape plans on the four commercial outparcels. We did do one on the apartment because that is a project that moving forward

Jeff Maxwell stated I honestly, let's see.

Leonardo, Project Landscape Architect, stated it's 16.9% for the landscape area calculation.

Jeff Maxwell stated we calculated that as a part of the whole site.

Associate Planner Syed stated so in the mixed-use zone for landscaping like this, the minimum is 10% and which they met.

Chair Hamerly stated on each individual parcel, or on the entire conditional use permit area.

Associate Planner Syed stated for specifically this design. It's actually this whole site.

Chair Hamerly stated and that's my understanding. When I look at the pockets of proposed landscaping, Tractor Supply is, you know it's in the middle of everything and it's carved up by paving. So that's why I was asking that question specifically because it's design review just for parcel one and was wondering if each individual parcel was being graded to meet that 10% threshold, or if it's still the macro view and we're factoring in the apartments. We're factoring in parcel three, the big commercial tenant and averaging the entire thing over the entire site.

Associate Planner Syed stated I was looking at it as the entire conditional use permit, so the whole site.

Chair Hamerly stated okay, so it's conditional use permit. So, then the design review, which is each individual parcel, we could not then have the standard apply to each individual parcel. So, the challenge for the Commission and for Staff at this point is going to be mentally tracking that percentage because if the redesign does occur on parcels three through six, we're going to have to say we do need to set aside enough area, so we've met the landscape threshold, which could be a little bit limiting on the southeast corner depending on what tenant comes into that space. Because back to your point, if there were an opportunity to create bio swells or any on site capture of water. The most attractive option right now is on the north side of the big commercial tenant. That's the only place we have enough real estate in landscape to do that and that's unfortunately on the uphill side of the site. Anything else on site or landscape? Did everybody have a chance to see the color board that was here?

Commissioner Sutorus stated I just had one quick comment about your selection of palms. I don't know if our landscape architect is here tonight. Oh, he is, Scott this question is for you. Are the Washingtonian California fan palms as invasive as the Washingtonian Mexican fan palms?

Scott Rice stated they are, but here's the challenge. We have an established streetscape theme going through the Town Center where the anchor tree is the California fan palm, and that's something that's occurring on both sides of Base Line at a uniform interval. So, if we don't continue that pattern, it's going to be very apparent.

Commissioner Sutorus stated there was mention about migratory bird earlier. I mean they don't support any migratory birds mixing, I mean it's invasive. It grows up in the cracks of everything and it would blow into the neighbor's yards. Is there any other selection of palm that could be suitable to match the theme that's not invasive?

Scott Rice stated not really, it's a very dominant tree, the California fan palm. It's the real stout, real thick trunked one. It would just be that stretch of frontage where there's a different palm, so we've got a very, very dominant theme for about a mile there along Base Line.

Community Development Director Mainez stated if I can chime in, sorry about that. So, where these are located, they're in the Town Center, and they're usually part of the LMD, which is landscape maintenance district, and you may notice driving in and driving away from City Hall that the standard of maintenance is a little bit different than you would see on a private property, so we do require them trimming or regular maintenance of those things to address some of the issues you just pointed out. You're right, it is something that we inherit because we selected those trees to be the dominant colonnade along Base Line. So, now you could take them out I guess elsewhere in the site, but I think you're referring to the ones along Base Line, correct?

Commissioner Sutorus stated yes, specifically.

Community Development Director Mainez stated so the standard of maintenance is a little bit higher, in this case, so you won't get that problem and if we do, there's a phone call and a letter and a citation, and they usually get out there within 24 hours and start trimming.

Commissioner Sutorus stated it's not the trimming it's the seeds, the pods, and they spread everywhere.

Community Development Director Mainez stated I mean if you want to maybe put that on a topic that we can analyze, you know, under separate cover, come back to it and we can look at it. I know that's something our landscape architect has wanted to do for a while, is to go back and look at our palette. I'm not sure we're going to be able to do that. Why don't you give us direction to maybe look at considering some other trees that are similar? I don't know if that's something you can even do.

Scott Rice stated we can and so citywide we're definitely steering as many applicants as we can away from the fan palms. This is one of the last remaining pieces of an established theme, and so for this particular piece of town, for the Town Center corridor, this should be it. We wouldn't want to change at this point. Everything has been established there, but we could definitely as a whole, we could definitely look at other options other than the the fan palms. So, this is a tricky situation just because of the established theme, trying to find the balance.

Chair Hamerly stated fan palms are going and establishing the dominant structure as you go down the Base Line corridor. In different segments there are secondary trees that kind of add the shading element to the pedestrian walkway. I'm not observing that on on this particular application. Are there trees that are providing that secondary shade element for the sidewalk?

Scott Rice stated for this stretch we've got a narrow planter along the edge of the South side of the property along Base Line.

Chair Hamerly stated because one of the biggest deterrents to pedestrian activity is 100-degree temperatures and lots of paving. Any opportunity that we have to create some shade along that stretch if we're trying to create a Town Center and have pedestrian activity, that's an opportunity to do it. Even if we artificially did it with diamonds at the heads of the parking spaces, at least it would hang over the sidewalk and provide some intermittent shade through there.

Scott Rice stated is that something that we want to add as a condition of approval?

Chair Hamerly stated it's a suggestion because right now you know palm trees are not going to add any shade that's meaningful at the sidewalk level, and if we're trying to create a pedestrian thoroughfare or encouraged pedestrian activity through the Town Center. We better start thinking about shade and rest stops and shading bus areas and those types of things. There's a real detriment of that. You know, not that that's part of this, but especially on the south side of Base Line, there's very little shade there. I would encourage this as a directive to Staff to think along those lines about seizing opportunities to create shade along the sidewalk.

Community Development Director Mainez stated shade is going to be off the sidewalk if you plant them on the north side.

Chair Hamerly stated depends on the canopy, but yeah, at noon in the summertime when it's the worst. At least it's going to provide, you know whatever it is 20 to 25 feet on center you're going to get a canopy that's going to provide some relief. If we can keep the sun off the paving too, that also makes the sidewalk a little more pleasant.

Scott Rice stated we can definitely look at this further through the plan check process and see if there's opportunities for additional trees, I know that when the applicant was looking at the site and meeting their parking parking requirements, especially for Tractor Supply, just ran out of landscape room, just to get the queuing with the rows. But if there are opportunities for maybe additional diamond planters along that southern edge of parking.

Chair Hamerly stated it looks like about every six or seven parking spaces along the southern edge there you do have, looks like maybe a 6- to 8-foot-wide landscape strip between the parking spaces so if those trees either slid farther to the south or a second tree was positioned at the bottom, the southern edge of

those strips you know that might provide some additional shading. Going up Church Street they've got a really nice pattern through there and I think that one was well done. It's just a shame that you know Base Line is the major thoroughfare, and we've missed the trees on that one.

Scott Rice stated the application, as proposed, would be consistent with what's happening at CVS and Bakers, and so that the parking lot tree and the finger with the canopy it would provide intermittent shade. It's not ideal, but definitely there would be the opportunity to shove that tree a little bit closer to the sidewalk.

Chair Hamerly stated any thoughts on the landscape site plans? We kind of touched on the elevations. Any final thoughts on the color scheme and the elevations? And again, this would be a directive to staff to work with the applicant on, even though it may never get built, having a strategy for addressing the gable ends that are exposed on the north end of the building. It's a directive because they may never do that, and since it's just design review, it's not part of the CUP. That's why it would have to be a directive when and if this ever does happen. At least they've got a note to say, oh yeah, let's make an attempt at fixing that. Okay, that completes the design review portion of it. So, we've got the site plan, building elevations, conceptual landscape plan, the grading plan for the Tractor Supply parcel. Public hearing is still open with any final chance for comments.

Community Development Director Mainez stated we would like to just go back to the entitlement. There was a couple of discussions about the apartments. I just wanted to go back, and I should have brought this up earlier but under the CUP conditions on page 118. Condition number two, in that condition lists that one of the entitlements is one multi-family residential building. We've heard tonight that those are approximately 21 units. So, for ambiguity concerns, I don't want to make sure that when they come back, they don't bring in like a 10-unit apartment or a 50-unit apartment. We have to really narrow this down to a range, whether it's 15 or 20 or approximately 21 units. So that staff has good direction that this is what you're seeing tonight is going to fit there and we're not going to have to deal with any other size issues, so I don't know if you want to ask the applicant to clarify that.

Chair Hamerly stated well, it does look like there's three buildings proposed, so we would have to rewrite condition two since there are three of those multi-family attached structures.

Associate Planner Syed stated what Community Development Director Mainez is saying is to specify a specific number of units, or a range of units. It doesn't matter how many buildings.

Chair Hamerly stated right now the condition is it's a building. So, it should be a multi-family component would be a generic grab all term if they decide oh, we can fit 30 units on here by making them six feet wide, or we've only wanted to build four big units. At least we're having a multi-family component without tying anybody hands to saying, oh, you have more than one building. So, we don't

want to rewrite the conditions so that that's a good suggestion that you bring up. That does need to be wordsmith to address. Something generically that does capture the essence of what they're trying to achieve with parcel 2.

Community Development Director Mainez stated the other option is just to make sure that the attachment, this exhibit, is part of the conditions and so we can always refer to it.

Chair Hamerly stated even that's not safe, because that's not part of design review, and you're entitling it that's right of zone with a conditional use permit.

Community Development Director Mainez stated so many variables, I get that.

Chair Hamerly stated I would stick to the use because it's a multi use. So, if we target that use as a multi-family residential and scrub the term building then it gives them the freedom to design whatever units that they're going to end up proposing. It sounds like they're pretty well along, and they're going to be submitting that. I think we said January.

Assistant Community Development Director Stater stated and the removal of the single-family residential use because it's not actually required with the CUP.

Chair Hamerly stated so if we take out of the single-family residence portion of that, does that alter that 9.06 acres or did that include that one little parcel there on Villa?

Assistant Community Development Director Stater stated yes, that would have to be modified. So, staff can modify it following this meeting.

Chair Hamerly stated so the 9.06 is not accurate because it did include the single-family component.

Assistant Community Development Director Stater stated correct, as I assume that's what the map is, so we can modify that. We can adjust that to show the appropriate acreage.

Chair Hamerly stated so we have the one multifamily residential building that's going to be modified. Striking one single family residence on approximately blank acres northwest corner of Base Line and Church.

Associate Planner Syed stated do I have to read that into the record?

Chair Hamerly stated I was just trying to verbally go through the checklist of what we had just discussed. Just so staff has a directive when they're modifying that. So that would also change the proposal. Does that change the wording of what we're going to be reading?
Assistant Community Development Director Stater stated maybe as modified.

Chair Hamerly stated doesn't look like it. It looks like the items one, two and three in the recommendation are clean. So, then it does modify the statement of proposal on the cover of planning conditions and then item 2.

Assistant Community Development Director Stater stated we have a question on another directive when you're done.

Chair Hamerly stated it looks like it was the only occurrence.

Assistant Community Development Director Stater stated would you like a directive? I had some language written concurrent with the design review application on commercial phases 3 and 4. A revised conceptual landscape plan with embellished gateway entries from Base Line and Church shall be approved by the Planning Commission, which is a directive.

Chair Hamerly stated yes, I'm fine with the directive. I think the fact that none of the additional parcels that are not for consideration for design review landscape would be a component of that, because even their preliminary landscape that was submitted this evening just has green shaded areas, but it's not articulated, so they would have to bring those areas back.

Assistant Community Development Director Stater stated this would be a reminder that we're looking for those embellishments on the next set.

Chair Hamerly stated I will formally close the public hearing. Any final items for discussion. Seeing none, we'll entertain a motion at this time, and as a placeholder since item 2 is being modified and the proposal is being modified, it would be the conditions of approval as modified.

A Motion was made by Commissioner Amaya, seconded by Commissioner Sutorus, to:

1. Adopt Resolution 21-022, to approve Conditional Use Permit (CUP 21-006), Tentative Parcel Map (TPM 21-001), Design Review Application (DRA 21-004), subject to the Conditions of Approval, as modified, and Findings of Fact, certify the Mitigated Negative Declaration and recommend the City Council approve General Plan Amendment (GPA 21-002); and

2. Direct staff to file a CEQA Notice of Determination with the County Clerk of the Board of Supervisors. Motion carried, 4-1, with Commissioner Miller dissenting.

Chair Hamerly stated since the portion of this is a recommendation to the City Council, do you want him to elaborate on the negative?

Community Development Director Mainez stated just for the record, I know there were issues with the general plan amendment is that the only thing you had issues with?

Commissioner Miller stated that is it, that is all.

RESOLUTION NO. 2021 – 022
A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF HIGHLAND, CALIFORNIA, APPROVING TENTATIVE PARECEL MAP (TPM 21-001), CONDITIONAL USE PERMIT (CUP 21-006), AND DESIGN REVIEW APPLICATION (DRA 21-004) FOR MIXED-USE DEVELOPMENT CONSISTING OF FIVE (5) COMMERCIAL TENANT BUILDINGS, ONE (1) MULTI-FAMILY RESIDENTIAL BUILDING, AND ONE (1) SINGLE-FAMILY RESIDENCE ON APPROXIMATELY 9.06 ACRES AT THE NORTHWEST CORNER OF BASE LINE AND CHURCH AVENUE, CERTIFYING A MITIGATED NEGATIVE DECLARATION (ENV 21-003), AND RECOMMENDING THE CITY COUNCIL APPROVE GENERAL PLAN AMENDMENT (GPA 21-002) ALLOWING DRIVE-THRU FACILITIES WITHIN THE TOWN CENTER POLICY AREA

4. Public Hearing to declare the existence of a Public Nuisance in accordance with Title 8, Chapter 8.32, of the Highland Municipal Code, and authorize the abatement thereof, at the Property generally located at 7914 Calle Del Rio, Highland, CA 92346.

Chair Hamerly stated item number four is a public hearing to declare the existence of the public nuisance in accordance with Title 8, chapter 8.32, of the Highland Municipal Code, and authorize the abatement thereof at the property generally located at 7914 Calle Del Rio. At this time will proceed with staff report.

Community Development Director Mainez stated I want to point out some corrections Staff has made to the administrative record before you this evening. The corrections are reflected in the revised declaration of public nuisance which has been placed in front of you this evening. I'll hold it up, it's got the little green tabs on it as well. First, I want to direct your attention to a one-page handout. As I'm holding up here and this is intended to correct the order of attachments listed on page six of the staff report for the record. In the staff reporting notice of violation dated June 1, 2011, was mentioned but was not listed as an attachment on page Six of the staff report, and it was not included in the declaration of public nuisance resolution. That document should now be referenced correctly as attachment A in the record and in the resolution. Second, there were two city attorney letters inadvertently excluded from the staff report and resolution. Those two letters dated September 14 and October 26, respectively, by including the revised resolution and should now be referenced correctly as attachment J. In the record and in the revised resolution before you. Finally, the second page of the building official's special inspection report dated November 29, 2021, was inadvertently excluded from the staff report and resolution. The missing pages

Attachment 4:

Planning Commission Resolution No. 2021-022

(Approved December 7, 2021)

RESOLUTION NO. 2021 - ____

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF HIGHLAND, CALIFORNIA, APPROVING TENTATIVE PARCEL MAP (TPM 21-001), CONDITIONAL USE PERMIT (CUP 21-006), AND DESIGN REVIEW APPLICATION (DRA 21-004) FOR A MIXED-USE DEVELOPMENT CONSISTING OF FIVE (5) COMMERCIAL TENANT BUILDINGS, ONE (1) MULTI-FAMILY RESIDENTIAL BUILDING, AND ONE (1) SINGLE-FAMILY RESIDENCE ON APPROXIMATELY 9.06 ACRES AT THE NORTHWEST CORNER OF BASE LINE AND CHURCH AVENUE, CERTIFYING A MITIGATED NEGATIVE DECLARATION (ENV 21-003), AND RECOMMENDING THE CITY COUNCIL APPROVE GENERAL PLAN AMENDMENT (GPA 21-002) ALLOWING DRIVE-THRU FACILITIES WITHIN THE TOWN CENTER POLICY AREA.

ASSESSOR'S PARCEL NUMBERS: 1200-381-05 & -43

APPLICANT: WOODCREST REAL ESTATE VENTURES

A. RECITALS

1. On May 17, 2021, the Applicant submitted applications for Conditional Use Permit (CUP 21-006), Design Review Application (DRA 21-004), Tentative Parcel Map (TPM 21-001) for a Mixed-Use development consisting of five (5) commercial tenant buildings, one (1) multi-family residential building, and one (1) single-family residence on approximately 9.06 acres at the northwest corner of Base Line and Church Avenue. Assessor's Parcel Numbers: 1200-381-05 & -43

2. On May 17, 2021, the Applicant submitted an application for General Plan Amendment (GPA 21-002) to remove General Plan Town Center Policy No. 10, the prohibition of drive-thru facilities part of commercial uses within the Town Center Policy Area along Base Line. This affects Assessor's Parcel Numbers: 1192-421-23, -01, -02, -03, -04, -05, -06, -07, 1201-011-24, -01, -08, -23, 1201-051-14, -16, -17, 1191-501-57, -83, -84, 1191-501-06, -78, 1200-381-40, -41, -42, -43, -05, 1200-421-33, -02, -03

3. On June 18, 2021, Staff provided the Applicant with a Letter of Incompleteness and listed the various items that were missing from the initial submittal and provided direction on modifications to the exterior elevations of the site.

4. On October 18, 2021, the Application resubmitted revised plans addressing Staff's directives and the items listed in the Letter of Incompleteness.

5. Pursuant to the California Environmental Quality Act, the project was subject to an Initial Study / Mitigated Negative Declaration (IS/MND) as part of the CEQA review process. The City, as the Lead Agency, oversaw preparation of the preparation of the Initial Study / Mitigated Negative Declaration (IS/MND) and has determined that the proposed project could result in potentially significant environmental impacts related to Biological Resources, for the habitat disturbance to state and federally protected nesting birds, and to Transportation,

for the increase of traffic along Base Line. However, a thorough analysis of the impacts was completed during the preparation of the Mitigated Negative Declaration and appropriate Mitigation Measures were provided for this project.

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

B. RESOLUTION

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

1. The Planning Commission 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 Planning Commission 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 December 7, 2021, which is incorporated herein by this reference, does find and determine the following facts:

   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.

3. Findings of Fact for **General Plan Amendment (GPA-21-002)**

   Based on the Findings below, the Planning Commission recommends the City Council does herby find:

   a. The proposed amendment is consistent with the goals, objectives, policies, and programs of the general plan, or the general plan as revised by the proposed amendment, and will not result in any inconsistencies within the plan:

      Response: Currently, General Plan (Land Use Element, Goal 2.10, Town Center Policy No. 10) prohibits the establishment of any sort of business involving drive-thru service within the Town Center Policy Area. The General Plan's vision for this area of the City is for a non-drive thru environment with sit down restaurants, and walk-in commercial businesses. However, considering that establishments with drive-thru service have become more popular and favorable in recent years, the Applicant has submitted a General Plan Amendment that will address this trend. As such, the revised General Plan, specifically for the Town Center Policy Area, will not pose a detriment to the surrounding vicinity.

   b. The proposed amendment will not adversely affect the public health, safety or general welfare.

Response: The proposed project has been reviewed by Planning, Engineering, Building and Safety, the Fire Department and the Police Department and certain conditions of approval that are necessary and proper to safeguard and protect the public health, safety, and welfare have been implemented. That being the case, the approval of a General Plan Amendment for the proposed project is will not adversely affect the public health, safety, or general welfare.

c. The proposed amendment is consistent with the purposes and intent of this title, unless such amendment proposes to change, supplement, or alter any part of this title, whereas, said amendment must be consistent with all of the applicable sections including these findings.

Response: Title 16 of the Municipal Code includes the development standards and requirements pertaining to Mixed Use projects. As previously discussed, this proposal includes commercial developments with appropriate street frontage, onsite parking, and setbacks compliant with the Mixed Use zone. Additionally, the residential development portion is compliant with the floor area ratio, housing density, and setback requirements from adjacent commercial uses.

d. The potential environmental impacts of the proposed amendment are insignificant or there are overriding considerations which outweigh the potential impacts.

Response: The Initial Study prepared for the proposed development analyzed the potential for environmental impacts on Biological Resources related to the potential habitat disturbance to state and federally protected nesting birds and to Transportation related to the potential the increase of traffic along Base Line. All topics were found to have either "no impact" or "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, thus, the approved project is not likely to cause any detrimental environmental effects with or without the General Plan Amendment.

4. Findings of Fact for **Tentative Parcel Map No. (TPM 21-001)**

Based on the Findings below and contingent on the City Council's approval of General Plan Amendment (GPA 21-002), the Planning Commission herby finds:

a. The proposed map is consistent with applicable General and specific plans.

Response: The subdivision of this 9.06 acre area comprised of two (2) parcels will create seven (7) new parcels of various sizes to accommodate five (5) total commercial buildings, a 21-unit apartment complex, and a single- family home. With five (5) separate commercial uses of various sizes, along with the residential section proposed at the northwest corner of the site, the parcel map is in compliance with the vision for development of the City, as described in the Highland Municipal Code, Chapter 16.22, Mixed Use District.

b. The design or improvement of the proposed subdivision is consistent with applicable general plan.

Response: The proposed development is located on a 9.06 acre site designated by the General Plan as Mixed Use. With five (5) separate commercial uses of various sizes, along with a residential section proposed at the northwest corner of the site, this project is in compliance with the vision for the General Plan's Town Center Policy Area.

c. The site is physically suitable for the type of development.

Response: The site is generally flat without any unusual features and is located within an urbanized area with existing services and infrastructure available to the Site. The proposed Parcel Map subdivides two (2) existing parcels, approximately 9.06 acres in total, into seven (7) separate parcels for commercial uses along Base Line and Church Ave and residential uses along Foster Avenue and Villa Avenue.

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

Response: The proposed project is in compliance with the development standards in the Highland Municipal Code, Chapter 16.22, Mixed Use. Currently, the site is vacant and has remained so since prior to the City's incorporation in 1987. While any sort of development on any site that was previously vacant will have an effect on the surrounding vicinity with regard to foot and vehicular traffic, the trip generation information was analyzed and appropriate mitigation measures for the increased traffic along Base Line and Foster Avenue have been proposed. Further, the proposed site features adequate interior roadways, building setbacks, and onsite parking for the five (5) separate commercial uses to create a cohesive development that complements the surrounding vicinity.

At the northwest corner of the site is the residential portion of the proposed development. With a lot size of 1.72 acres, the 21 units proposes a density of 12.2 du/ac, well below the maximum limit of 18 du/ac. Additionally, with a total building area of 31,769 square feet and a lot size of 75,132 square feet, the lot coverage for the residential development falls under the maximum permitted floor area ratio of 50%. Lastly, the apartment complex is in compliance with the fifteen (15) foot building setbacks in all directions as required for multi-family residential complexes adjacent to commercial developments in the Mixed Use zone.

e. 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 the existing Family Dollar Discount Store to the west, the Smart & Final grocery store to the east, and an

established Church across Base Line. Also, there are existing residential developments to the northwest and north of the site along Villa Avenue. This project was also subject to an Initial Study / Mitigated Negative Declaration (IS/MND) as part of the CEQA review process. A thorough analysis of the project was done and potential impacts to Biological Resources related to the potential habitat disturbance of state and federally protected nesting birds were mitigated.

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

Response: The proposed Parcel Map provides the new parcels and site layout required for the Mixed Use development to be constructed as planned. No public health problems are expected as a result of this subdivision.

g. 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. There is an existing six (6) foot wide utility easement that is located along the northern boundary of the property that will remain as-is, since the boundary wall for this project will be constructed six (6) feet inside the property line.

Exhibit 1 attached includes the Tentative Parcel Map No. 20403 (TPM 21-001) Conditions of Approval.

5. Findings of Fact for **Conditional Use Permit (CUP 21-006)**

Based on the Findings below and contingent on the City Council's approval of General Plan Amendment (GPA 21-002), the Planning Commission herby finds:

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: The proposed development is located on a 9.06 acre site designated by the General Plan and Zoning Map as Mixed Use. Per the Highland Municipal Code, Chapter 16.22.030, any development that involves multiple uses on a shared site is subject to a Conditional Use Permit. With five (5) separate commercial uses of various sizes, along with a residential section proposed at the northwest corner of the site, this project is in compliance with the vision for development of the Town Center Policy Area and Highland Municipal Code. Consolidation of commercial uses along major corridors to

enhance aesthetics and economic vitality of the City, as described in the General Plan.

However, times have evolved and curbside pick-up services and to-go style eateries have become the norm. Thus, the Applicant is proposing a General Plan Amendment to remove Town Center Policy No. 10, which states that the Town Center Area shall "*prohibit freestanding drive-through commercial structures and convenience commercial uses, except at the major intersection of Palm Avenue and Base Line*". As noted above in section B(3), the Planning Commission supports the General Plan Amendment.

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

Response: The proposed development would be in compliance with City's vision for commercial development along the Base Line frontage and a buildout of residential units along Foster Avenue and Villa Avenue. The objective of the project is to create a visually appealing commercial center where the primary tenant (Tractor Supply Company) is complemented by various on-site drive-thru eateries to create a communal experience and 'family outing' feel for shoppers. With additional portions of vacant property along Villa Avenue to the north and Foster Avenue to the west, the project also includes the build-out of the area with an apartment complex and single-family home that complement the adjacent residences to provide a safe and convenient environment for residents.

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

Response: The proposed project is in compliance with the development standards set in the Highland Municipal Code, Chapter 16.22, Mixed Use. Currently, the site is vacant and has remained so since prior to the City's incorporation in 1987. While any sort of development on any site that was previously vacant will have an effect on the surrounding vicinity with regard to foot and vehicular traffic, the trip generation information was analyzed and appropriate mitigation measures for the increased traffic along Base Line and Foster Avenue have been proposed. Further, the proposed site features adequate interior roadways, building setbacks, and onsite parking for the five (5) separate commercial uses to create a cohesive development that complements the surrounding vicinity.

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 submitted to the City's Building Official prior to the issuance of building permits. Additionally, 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 infrastructure costs associated with these services. 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: The proposed project has been reviewed by Planning, Engineering, Building and Safety, Fire, and the Police Department and certain conditions of approval necessary to safeguard and protect the public health, safety, and welfare have been implemented. That being the case, the approval of this conditional use permit for the proposed project will not adversely affect the public health, safety, and welfare.

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

Response: This proposed project was subject to an Initial Study / Mitigated Negative Declaration (IS/MND) as part of the CEQA review process. The City, as the Lead Agency, oversaw preparation of the preparation of the Initial Study / Mitigated Negative Declaration (IS/MND) and has determined that the proposed project could result in potentially significant environmental impacts related to Biological Resources related to the potential habitat disturbance to state and federally protected nesting birds and to Transportation related to the potential increase of traffic along Base Line.

Nesting Birds, regardless of their listing status, are protected under the Migratory Bird Treaty Act (MBTA). Potential impacts to the breeding birds are considered significant under the CEQA guidelines. In compliance with the MBTA and the California Department of Fish and Wildlife (CDFW) regulations for protecting nesting birds, all clearing, grubbing, tree trimming, and tree removals will be conducted outside of the February 1st to August 31st bird nesting season. Should grading, grubbing, or tree removal need to occur during the nesting bird season, a pre-construction nesting bird survey will be conducted by a qualified avian biologist prior to any site disturbance. If for any reason an active nest is identified outside of the February 1st to August 31st bird nesting season, avoidance of the nest will be required.

With regard to the increased vehicular traffic in the surrounding vicinity as a result of the proposed development, the Palm Ave and Foster Ave intersection will be restriped to include one (1) left-turn lane and one (1) right-turn lane at the Foster Avenue westbound approach. The existing width of Foster Avenue will be able to accommodate this proposed improvement. Additionally, the Church Ave and Base Line intersection will be restriped to include two (2) left-turn lanes and one (1) thru traffic/right lane at the Church Avenue southbound approach. Likewise, the existing width of Church Avenue will be able to

accommodate this proposed modification. Lastly, a signalized intersection or restriction on left turn/ through movements out of Bonita Drive during the PM peak hour will be considered at the Base Line entrance

Exhibit 2 attached includes the Conditional Use Permit (CUP 21-006) Conditions of Approval.

6. Findings of Fact for **Design Review Application (DRA 21-004)**

Based on the Findings below and contingent on the City Council's approval of General Plan Amendment (GPA 21-002), the Planning Commission herby finds:

a. That the proposed project is consistent with the related Conditional Use Permit.

Response: The proposed Tractor Supply Company building is located on a 9.06 acre site designated by the General Plan as Mixed Use. Per Highland Municipal Code Section 16.08.090 (B)(1), "new construction on vacant property", any development that involves multiple uses on a shared site is subject to a Conditional Use Permit, which the Applicant has submitted an application for. The Tractor Supply Company building meets the height limits, setback requirements, and onsite parking spaces necessary to comply with the City's general development standards for commercial developments. Further, while Tractor Supply Company has a corporate color and design scheme with regard to the elevations for their buildings, the aesthetics for this location have been altered to complement the surrounding vicinity and comply with the vision for the Town Center Policy Area.

b. That the proposed use is in accordance with the objectives of this title (Title 16), and the purposes of the land use district in which the site is located.

Response: As aforementioned, the proposed project is located on a vacant property located within the Town Center Policy Area and zoned for Mixed Use developments. The proposed project involves mixed uses and features commercial businesses along the Base Line frontage and residential uses toward Foster Avenue and along Villa Avenue at the northern section of the property. The Design Review Application includes a building for Tractor Supply Company, which includes proposed plans to depict appropriate height limits, setback requirements, and onsite parking spaces necessary to comply with the City's general development standards for commercial developments. Further, while Tractor Supply Company has a corporate color and design scheme with regard to the elevations for their buildings, the aesthetics for this location have been altered to complement the surrounding vicinity and comply with the vision for the General Plan Town Center Policy Area.

c. That the proposed use is in compliance with city design and landscape standards and criteria.

Response: The proposed buildings are visible to the general public from all directions and primarily features a variety of neutral, earth tone colors that embrace the warm tones found on other buildings located in the Town Center Policy Area. While the proposed Tractor Supply Company has a corporate color and design scheme with regard to the elevations for their buildings, the aesthetics for this location have been modified with additional cutouts and rooflines to complement the surrounding structures and comply with the vision for the General Plan Town Center Policy Area.

The proposed Conceptual Landscape Plan presents a variety of drought-tolerant trees, shrubs and vines, as well as groundcovers planted throughout the perimeter of the buildings as well as the parking lot area. The interior of the parking lot, landscape islands, and curbside planters feature various shrubs and groundcover. The proposed Conceptual Landscape Plan, as conditioned, will comply with the City's drought tolerant landscaping regulations and complement the Base Line street improvements.

d. That the proposed use, together with the conditions applicable thereto, will not be detrimental to the public health, safety, or welfare or will not be materially injurious to properties or improvements in the vicinity of the site.

Response: This proposed project was subject to an Initial Study / Mitigated Negative Declaration (IS/MND) as part of the CEQA review process. A thorough analysis of the project was done and potential impacts to Biological Resources related to the potential habitat disturbance of state and federally protected nesting birds and to Transportation related to the potential increase of traffic along Base Line. Appropriate mitigation measure to reduce the impacts to an acceptable, less than significant level were adopted. The project has also been reviewed by Planning, Engineering, Building and Safety, Fire, and the Police Department. With implementation of certain conditions of approval that are necessary to safeguard and protect the public health, safety, and welfare, the approval of this Design Review Application for the proposed project will not adversely affect the public health, safety, and welfare.

Exhibit 3 attached includes the Design Review Application (DRA 21-004) Conditions of Approval.

7. Based on the Findings of Fact and Conclusions set forth above, the Planning Commission approves Tentative Parcel Map (TPM 21-001), Conditional Use Permit (CUP 21-006), and Design Review Application (DRA 21-004), contingent upon the recommended City Council approval of General Plan Amendment (GPA 21-002).

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 December 2021.

ATTEST:

Randall Hamerly, Chairman Planning Commission	Lawrence A. Mainez Community Development Director

Exhibit 1:

Conditions of Approval (TPM 21-001)

CITY OF HIGHLAND
PLANNING DIVISION CONDITIONS OF APPROVAL

Date: December 7, 2021

Applicant: Woodcrest Real Estate Ventures

File/Index: Tentative Parcel Map No. 20403 (TPM 21-001) – [Related Projects: General Plan Amendment (GPA 21-002), Design Review Application (DRA 21-004), and Conditional Use Permit (CUP 21-006)]

Proposal: Subdivision of a vacant 9.06 acre site consisting of two (2) existing parcels in seven (7) new parcels for the future construction of five (5) commercial buildings, (1) multi-family residential complex, and one (1) single-family home.

Location: Northwest corner of Base Line and Church Avenue
Assessor's Parcel Number: 1200-381-05 and -43

PLANNING CONDITIONS OF APPROVAL

Note: These Conditions represent Planning Division Conditions only and are meant to be only one part of the Project's overall Conditions that include 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, except where noted.

This Tentative Parcel Map (TPM 21-001) is conditionally approved, subject to compliance with the requirements as specified below. The Conditions listed below are continuing Conditions; failure of the Applicant and/or operator to comply with any/all Conditions at any time shall result in initiating revocation of the subject permit.

1) This Tentative Parcel Map (TPM 21-001) 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 has taken place within thirty-six (36) months after the approval 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 Planning Commission may grant an extension of time every subsequent twelve (12) months, not to exceed thirty-six (36) months in total. Applications for such extensions of time must be set forth, in writing, by reasons for this extension and shall be filed together with a fee as

established by the City Council, with the Planning Department sixty (60) calendar days before the expiration of the Conditional Use Permit.

2) The subject property shall be developed in accordance with plans and materials approved by the Planning Commission on December 7, 2021, on file with the City of Highland Planning Division, and shall be in compliance with all conditions of approval contained herein and as defined on the Tentative Parcel Map No. 20142 included as Exhibit 3B.

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, at his/her sole cost and expense and through counsel of the City's choosing, protect, defend, indemnify, and hold harmless, the City, its officers, employees, agents, and consultants (collectively, "City indemnitees"), from all liability and monetary damages, and all claims, actions, or proceedings brought against the City indemnitees, arising from the issuance of the permit or approval, or the denial thereof, or arising from any action by any person seeking to have a permit or approval held void by a court of law. Owner/Applicant shall make a deposit of City's reasonably anticipated costs and attorneys' fees in advance, and shall promptly reimburse the City for any fees, costs, or damages City actually incurs in excess of the deposit.

5) No expansion of the project beyond the scope and nature described in the application (TPM 21-001), which would tend to increase the projected scale of the project, shall be permitted except upon application for, and approval of, modification of this application in compliance with all procedures and requirements therefore.

6) The applicant and recorded 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. Plan check cannot begin prior to receipt of this signed documentation.

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 currently adopted California Building, Plumbing, Mechanical, Electrical, Fire, Energy, and Green Codes, Highland Municipal Code, Engineering Directives and Standards, and all conditions contained herein.

9) 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.

10) 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.

11) No further subdivision of any lot shall be permitted.

12) The Applicant/Developer shall obtain approval of a Design Review Application from the Planning Commission prior to the issuance of permits or home construction. The review shall include, but is not limited to, grading plans, interior and perimeter walls and fences plan, architectural elevations, colors/materials, plotting, and landscaping.

13) The Developer shall comply with all applicable mitigation measures specified within the Mitigated Negative Declaration for the project which are outlined within the Mitigation Monitoring and Reporting Program.

Exhibit 2:

Conditions of Approval (CUP 21-006)

CITY OF HIGHLAND
PLANNING DIVISION CONDITIONS OF APPROVAL

Date: December 7, 2021

Applicant: Woodcrest Real Estate Ventures

File/Index: Conditional Use Permit (CUP 21-006) – [Related Projects: General Plan Amendment (GPA 21-002), Tentative Parcel Map No. 20403 (TPM 21-001), and Design Review Application (DRA 21-004)]

Proposal: Entitlement of a Mixed-Use development consisting of three (3) commercial tenant buildings, two (2) drive-thru restaurants, one (1) multi-family residential building, and one (1) single-family residence on a vacant 9.06 acre property.

Location: Northwest corner of Base Line and Church Avenue
Assessor's Parcel Number: 1200-381-05 and -43

PLANNING CONDITIONS OF APPROVAL

Note: These Conditions represent Planning Division Conditions only and are meant to be only one part of the Project's overall Conditions that include 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, except where noted.

This Conditional Use Permit is conditionally approved, subject to compliance with the requirements as specified below. The Conditions listed below are continuing Conditions; failure of the Applicant and/or operator to comply with any/all Conditions at any time shall result in initiating revocation of the subject permit.

1) This Conditional Use Permit 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 has taken place within thirty-six (36) months after the approval 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 Planning Commission may grant an extension of time every subsequent twelve (12) months, not to exceed thirty-six (36) months in total. Applications for such extensions of time must be set forth, in writing, by reasons for this extension and shall be filed together with a fee as

established by the City Council, with the Planning Department sixty (60) calendar days before the expiration of the Conditional Use Permit.

2) The subject Conditional Use Permit pertains to the entitlement of a Mixed-Use development consisting of five (5) commercial tenant buildings, one (1) multi-family residential building, and one (1) single-family residence on approximately 9.06 acres at the northwest corner of Base Line and Church Avenue.

3) The development of this site will occur in four (4) separate phases: 1) Tractor Supply Company, 2) Parcel R1, 3) Parcel C2, 4) Parcels C3, C4 and C5. Each phase shall require the approval of a separate Design Review Application. Each Design Review Application will be reviewed by Staff for compliance with the Conditional Use Permit as well as the general development standards for Mixed Use projects and presented to the Planning Commission for approval prior to the submittal of a Precise Grading Plan.

4) The project shall implement the development standards and uses approved for the Mixed Use land use and zoning designation.

5) No storage of materials outside an enclosed building may be permitted unless expressly designed for such purpose and approved as a part of the site approvals.

6) The trash enclosures shall be screened on at least three sides from public view by a solid decorative wall not less than five feet in height as well as a solid roof. Permanent opaque panel gates shall be installed on all openings to the trash area.

   a. All trash shall be deposited in the trash area and the gates leading thereto shall be maintained in working order and shall remain closed except when in use.

   b. Trash areas shall not be used for storage. The premises shall be kept in neat and orderly condition at all times and all improvements shall be maintained in a condition of reasonable repair and appearance.

7) Permanent automobile parking spaces shall be paved with asphalt, or concrete and painted with clearly painted lines.

   a. Each permanent parking space shall be no less than nine (9) feet wide and nineteen (19) feet deep, with adequate provisions for ingress and egress by a standard American passenger vehicle, except where compact car spaces have been authorized as follows:

   b. Compact car parking spaces shall be not less than seven and a half (7.5) feet wide and less than fifteen (15) feet deep and shall be clearly marked and/or posted with signs stating "Compact Cars Only". Compact spaces shall not exceed 25% of the required parking.

c. All parking areas shall be provided with nighttime security lighting. Lighting shall be shielded and directed to reflect away from neighboring properties. Lighting should not exceed 0.5 foot candles of illumination beyond the property boundary.

d. The handicapped parking spaces shall be properly signed and striped per the Americans with Disabilities Act.

e. Loading Zones shall be properly striped and signed.

8) All ground mounted, as well as wall mounted mechanical, electrical, or gas equipment shall be screened from public view by the use of landscaping and/or architectural treatments compatible with the adjoining Building's architectural design.

9) All rooftop mounted mechanical equipment shall be screened from public view. This can be accomplished by Architectural Treatments of parapets equal in height to the tallest piece of roof-mounted equipment.

10) The Applicant / Developer shall submit three (3) copies of a Final Landscape / Irrigation Plan along with appropriate fees, to the City Planning Division for plan check.

a. All landscaping shall be provided with a permanently maintained irrigation system.

b. The plants selected and planting methods used shall be suitable for the soil and climatic conditions of the Site.

c. Landscape Plans shall exhibit any proposed walls or fences. All walls shall be designed and constructed to incorporate design features such as tree planter wells, variable setback, split-face block, columns, or other special features to provide visual and physical relief along the wall face.

11) Construction activities shall be restricted to weekdays and Saturdays between 7:00 a.m. and 7:00 p.m. only. No construction, other than interior finish work shall be conducted any time on Sundays. Construction equipment shall be muffled in accordance with manufacturer's specifications.

12) All ground mounted, as well as wall mounted mechanical, electrical, or gas equipment shall be screened from public view by the use of landscaping and/or architectural treatments compatible with the adjoining building's architectural design.

13) All rooftop mounted mechanical equipment, with the exception of solar panels, shall be screened from public view. This can be accomplished by architectural

treatments of parapets equal in height to the tallest piece of roof-mounted equipment.

14) Open parking areas shall be screened from view from adjacent properties and public rights-of-way using berms (maximum 3:1 slope) and/or evergreen landscaping with an ultimate maximum height of three feet.

15) Off-street parking areas in commercial districts situated to be visible from any street, screening in the form of a three-foot high landscaped earthen berm or decorative wall three feet in height shall be erected between the required landscape area and the parking area.

16) Prior to the issuance of Building Permits, a copy of the Utility Plan shall be submitted for review and approval. The Utility Plan shall show the location of all proposed above ground electrical transformers, utility cabinets, back flow devices, fire department detector check valves, etc.

17) Revisions, modification, or deletions of associated Plans must be submitted to the Planning Division for review and approval. Revisions may require additional review by the Planning Commission.

18) No permanent building construction shall commence until the tract map is recorded and the final grading and improvement plans have been approved, rough grading certified, and a building permit issued by the Building Division.

19) Design and construction of all subdivision improvements shall be completed in accordance with the approved plan.

20) If the property will remain undeveloped for longer than 18 months after initial grading has been completed, the applicant shall submit an interim landscape plan, consisting of temporary measures for screening, hydro-seeding, and dust control. Such plan shall include the timing of installation of necessary measures, and shall be approved by the Community Development Director.

21) The applicant shall be responsible for making arrangements with the City's franchised waste collection and hauling services provider for any/all construction debris or solid waste generated as a result of this project.

22) Prior to issuance of Building Permits, the Applicant/Contractor/Occupant shall submit and obtain approval from the Public Services Division, a Construction Waste Diversion Plan, in accordance with Section 8.12.285 of the Highland Municipal Code.

23) Prior to the start of operations (i.e. construction), the owner/developer shall obtain any necessary permits. The owner/developer shall arrange for a final inspection

by representatives of the Planning Division, Building Division, Engineering Division, and Fire Department prior to occupancy of each dwelling.

24) In compliance with City Ordinance, the Applicant shall agree to defend, at the Applicant's sole expense, any action brought against the City, its agents, officers, or employees, because if the issuance of such approval. The Applicant shall reimburse the City, its agents, officers, or employees 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 his own expense in the defense of any such action, but such participation shall not relieve Applicant of his obligations under this Condition.

25) The Owner/Applicant 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.

Exhibit 3:

Conditions of Approval (DRA 21-004)

CITY OF HIGHLAND
PLANNING DIVISION CONDITIONS OF APPROVAL

Date: December 7, 2021

Applicant: Woodcrest Real Estate Ventures

File/Index: Design Review Application (DRA 21-004) – [Related Projects: General Plan Amendment (GPA 21-002), Tentative Parcel Map No. 20403 (TPM 21-001), and Conditional Use Permit (CUP 21-006)]

Proposal: Construction of a 18,800 square foot Tractor Supply Company building with attached 19,800 square foot outdoor garden center and dedicated parking area on a 9.06 acre Mixed-Use site.

Location: Northwest corner of Base Line and Church Avenue
Assessor's Parcel Number: 1200-381-05 and -43

PLANNING CONDITIONS OF APPROVAL

Note: These Conditions represent Planning Division Conditions only and are meant to be only one part of the Project's overall Conditions that include 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, except where noted.

This Design Review Application is conditionally approved, subject to compliance with the requirements as specified below. The Conditions listed below are continuing Conditions; failure of the Applicant and/or operator to comply with any/all Conditions at any time shall result in initiating revocation of the subject permit.

1) This Design Review Application 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 has taken place within thirty-six (36) months after the approval of said Design Review Application.

   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 every subsequent twelve (12) months, not to exceed thirty-six (36) months in total. Applications for such extensions of time must be set forth, in writing, by reasons for this extension and shall be filed together with a fee as established by the City Council, with the Planning Department sixty (60) calendar days before the expiration of the Conditional Use Permit.

2) The subject Design Review Application pertain to the construction of a 18,800 square foot Tractor Supply Company building with attached 19,800 square foot outdoor garden center and dedicated parking area on a 9.06 acre Mixed-Use site.

3) The project shall implement the development standards and uses approved for the Mixed Use land use and zoning designation.

4) No storage of materials outside an enclosed building may be permitted unless expressly designed for such purpose and approved as a part of the site approvals.

5) The operation of the business interest on this project site must include a shopping cart locking/security system to prevent carts from being removed from the site.

6) The Mixed Use site shall feature a minimum of 5 feet of landscaping along all streetside setbacks and remain in compliance with a. Landscape planters shall be surrounded by masonry or concrete curbs and so arranged as to prevent motor vehicles from driving onto or over them.

   (a) Trees planted adjacent to existing overhead utility wires shall be subject to the height and clearance restrictions set in place by the applicable utility providers.

   (b) Tree species requiring hard pruning to maintain utility clearance once trees are mature shall be avoided.

   (c) Ensure that right-of-way trees are spaced in a manner where they do not obstruct clear sight lines.

   (d) On-site trash enclosures should incorporate overhead trellises (if permitted by the City's Public Services Division).

   (e) Planters between parking lot and storefronts shall be protected from foot traffic by a perimeter curb, or potentially, raised planters at seat wall height.

7) All ground mounted, as well as wall mounted mechanical, electrical, or gas equipment shall be screened from public view by the use of landscaping and/or architectural treatments compatible with the adjoining Building's architectural design.

8) All rooftop mounted mechanical equipment shall be screened from public view. This can be accomplished by Architectural Treatments of parapets equal in height to the tallest piece of roof-mounted equipment.

9) Lighting shall meet the following HMC standards from Table 16.40.160.A for medium activity commercial uses or other similar Standards, as approved by the Planning Commission:

   a. In no case should illumination exceed 0.5 footcandles measured at the property line.

b. All lighting fixtures shall be adjusted or designed to shine downwards to avoid spillover and glare on the surrounding community.

c. No floodlights or other up-lighting shall be permitted to be attached to parking lot standards for the purpose of illuminating the building.

d. Security lighting shall be installed to adequately illuminate the Facility. All security lighting shall be shielded and directed away from surrounding residential uses, businesses, and public right-of-way, and not be of unusually high intensity.

e. No lighting shall blink, flash, or be of unusually high intensity or brightness.

f. Parking lot light standards and building mounted fixtures shall not extend above building eaves.

10) All trees in planter islands, or within six feet (6) of hardscape, shall be planted with root barriers.

11) Shrubs located in front of parking stalls shall be planted approximately two feet (2) from the curb face to prevent possible damage from vehicle overhang.

12) Provide a landscape planter for tree planting on each side of the walkway to the plaza. Each trellis-adjacent planter shall include a flowering deciduous tree for additional aesthetic variety. Additionally, the remaining understory parking planter area at the top of the plaza stairs should be planted with Feather Grass in a similar hierarchy to the mid-parking lot pedestrian walk entry from Base Line.

13) The Development Impact Fees shall be calculated and paid in accordance with City policy.

14) Prior to the issuance of Building Permits, a copy of the Utility Plan shall be submitted for review and approval. The Utility Plan shall show the location of all proposed above ground electrical transformers, utility cabinets, back flow devices, fire department detector check valves, etc.

15) Revisions, modification, or deletions of associated Plans must be submitted to the Planning Division for review and approval. Revisions may require additional review by the Planning Commission.

16) In compliance with City Ordinance, the Applicant shall agree to defend, at the Applicant's sole expense, any action brought against the City, its agents, officers, or employees, because if the issuance of such approval. The Applicant shall reimburse the City, its agents, officers, or employees 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 his own expense in the defense of any such action, but such participation shall not relieve Applicant of his obligations under this Condition.

Attachment 5:

City Council Resolution No. 2022 - ____ for

General Plan Amendment (GPA 21-002)

RESOLUTION NO. 2022 – ____

A RESOLUTION OF THE CITY COUNCIL TO APPROVE GENERAL PLAN AMENDMENT (GPA 21-002) TO DELETE GENERAL PLAN TOWN CENTER POLICY NO. 2.10.10, THEREBY REMOVING A PROHIBITION OF FREESTANDING DRIVE-THRU COMMERCIAL STRUCTURES AND CONVENIENCE USES IN THE POLICY AREA, AND CERTIFY THE ASSOCIATED MITIGATED NEGATIVE DECLARATION (ENV 21-003).

ASSESSOR'S PARCEL NUMBERS:

1191-501-06, 57, 78, 83, & 84, 1192-421-23, 01, 02, 03, 04, 05, 06, & 07, 1200-381-05, 40, 41, 42, & 43, 1200-421-33, 02, & 03, 1201-011-24, 01, 08, & 23, 1201-051-14, 16, & 17

APPLICANT: WOODCREST REAL ESTATE VENTURES

A. RECITALS

1. On May 17, 2021, the Applicant, Woodcrest Real Estate Ventures, submitted entitlement applications, which included a Conditional Use Permit (CUP 21-006), Design Review Application (DRA 21-004), and Tentative Parcel Map (TPM 21-001) for a Mixed-Use development consisting of three (3) commercial tenant buildings, two (2) restaurant buildings, and a multi-family residential use on approximately 9.06 acres at the northwest corner of Base Line and Church Avenue. The Applicant also applied for a General Plan Amendment, proposing the removal of the restriction on drive-thru uses within the General Plan Land Use Element, Town Center Community Policy Area.

2. On June 18, 2021, Staff provided the Applicant with a Letter of Incompleteness and listed the various items that were missing from the initial submittal and provided direction on a resubmittal.

3. On October 18, 2021, the Applicant resubmitted plans addressing Staff's directives in the Letter of Incompleteness.

4. On December 7, 2021, the Planning Commission reviewed the proposed project and adopted Resolution No. 2021-022, approving: A) Tentative Parcel Map (TPM 21-001), to subdivide the two (2) existing parcels into seven (7) new parcels, B) Conditional Use Permit (CUP 21-006), to entitle the development for three (3) commercial tenant buildings, two (2) restaurant buildings, and a multi-family residential use, and C) Design Review Application (DRA 21-004) for the construction and design elements pertaining to a Tractor Supply Company store, the primary tenant on the site, all contingent upon the City Council's approval of General Plan Amendment (GPA 21-002) to allow drive-thru facilities within the Towne Center Policy Area.

5. The General Plan Town Center Area's restriction on Drive-Thru Restaurants is not for the purpose of mitigating an environmental effect, but to support the vision for this portion of the City to be aimed toward walk-in style stores and sit down restaurants. Thus, the General Plan Amendment will not trigger any detrimental environmental effect. Aside from this amendment, the other proposed uses are consistent with the General Plan Town Center Area. No additional mitigation is required beyond the applicable processing, entitlement, and possible conditions associated with the General Plan Amendment.

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

B. RESOLUTION

NOW THEREFORE, the City Council of the City of Highland does resolve, determine, find, and order 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 City Council dated January 11, 2022, and 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.

3. Environmental Findings: The General Plan Town Center Area's restriction on Drive-Thru Restaurants is not for the purpose of mitigating an environmental effect, but to support the vision for this portion of the City to be aimed toward walk-in style stores and sit down restaurants. Thus, the General Plan Amendment will not trigger any detrimental environmental effect. Aside from this amendment, the other proposed uses are consistent with the General Plan Town Center Area. No additional mitigation is required beyond the applicable processing, entitlement, and possible conditions associated with the General Plan Amendment.

4. Findings of Fact for General Plan Amendment (GPA-21-002):

   Based on the Findings below, the City Council does herby find:

   a. The proposed amendment is consistent with the goals, objectives, policies, and programs of the general plan, or the general plan as revised by the

proposed amendment, and will not result in any inconsistencies within the plan:

Response: Currently, General Plan Town Center Policy No. 10 for the prohibits the establishment of any sort of business involving drive-thru service within the Town Center Policy Area. The vision for this region of the City was always for a slower pace environment with sit down restaurants, and walk-in commercial businesses. However, considering that establishments with drive-thru service have become more popular and favorable in recent years, the Applicant has submitted a General Plan Amendment that will address this predicament. As such, the revised General Plan, specifically for the Town Center Policy Area, will not pose a detriment to the surrounding vicinity.

Removal of the policy will affect all properties in the Policy Area, including those fronting Base Line between Cole Avenue and the 210 freeway. Approving this Amendment will also create a General Plan Consistency for the existing Popeye's Starbucks, and 76 Gas Station also located within the Policy Area.

b. The proposed amendment will not adversely affect the public health, safety or general welfare.

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 general plan amendment for the proposed project is warranted.

c. The proposed amendment is consistent with the purposes and intent of this title, unless such amendment proposes to change, supplement, or alter any part of this title, whereas, said amendment must be consistent with all of the applicable sections including these findings.

Response: The General Plan (Land Use Element, Goal 2.10, Town Center Policy No. 10) prohibits the approval of commercial uses with drive-thru facilities and drive-thru style restaurants as the vision for this portion of the City is aimed toward walk-in style stores and sit down restaurants. However, as times evolve and faster pace curbside pick-up services and to-go style eateries have become the norm, the Applicant has proposed a General Plan Amendment to remove this Policy. Currently, Policy No. 10 states that within the Town Center Area, the City shall "prohibit freestanding drive-through commercial structures and convenience commercial uses, except at the major intersection of Palm Avenue and Base Line". By removing the policy entirely, the number of potential eateries and restaurants chains willing to expand and open locations along Base Line will greatly increase, in addition to allowing the two drive-thru restaurants proposed as part of this Mixed-Use project. Approving this Amendment will also create a General Plan Consistency for the

existing Popeye's Starbucks, and 76 Gas Station also located within the Policy Area.

d. The potential environmental impacts of the proposed amendment are insignificant or there are overriding considerations which outweigh the potential impacts.

Response: The Initial Study prepared for the project analyzed the potential for environmental impacts on Biological Resources, for the habitat disturbance to state and federally protected nesting birds, and to Transportation, for the increase of traffic along Base Line. All topics were found to have either no impact or 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, thus, the proposed amendment to the approved project is not likely to cause any detrimental environmental effects.

5. Based on the Findings of Fact and Conclusions set forth above, the Based on the Findings of Fact and Conclusions set forth above, the City Council approves General Plan Amendment (GPA 21-002) to remove the prohibition of drive-thru facilities part of commercial uses within the Town Center Policy along of Base Line.

Exhibit 1 attached illustrates the proposed General Plan Amendment.

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 11th day of January 2022

_____
Larry McCallon, Mayor

ATTEST:

_____
Betty Hughes, MMC
City Clerk

APPROVED AS TO FORM:

_____
Maricela E. Marroquin
City Attorney

Exhibit 1:

Proposed General Plan Amendment

- There exists a significant social and economic interdependence and interaction between the City of Highland and the area proposed for annexation.

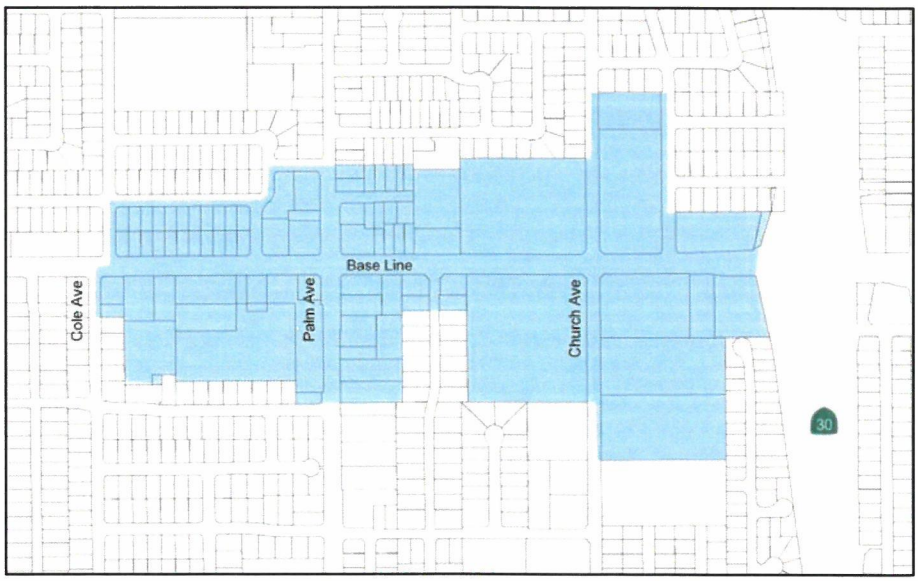
3) Work with the City of San Bernardino to provide buffers in areas where existing or planned land uses in one city are incompatible with adjacent areas in the other.

Community Policy Areas

This section provides goals and policies focused towards individual areas of the City. As part of the Land Use Element, these policies focus on land use issues. Together with the other Elements of the General Plan, the Development Code and ongoing neighborhood and capital improvement programs, these goals and policies will help create, preserve and enhance these community policy areas.

Town Center

There is one place, more than any other, where residents and visitors gain an impression of Highland. It is the land along Base Line on either side of SR-30. The reason is very simple: this is the primary entry to the center of the community. It isn't that other entry points are unimportant; it is just that this one is so prominent.



To the east, the contemporary suburban nature of the East Highlands Ranch area is well established and speaks for itself. To the west, a clear image is yet to emerge. Roughly between the freeway and the City Hall along Base Line is an area designated as the Town Center. It is not envisioned as a traditional downtown, largely because Base Line is so

wide and busy that it creates a barrier between opposite sides of the street. It is not a particularly pedestrian-friendly street. Moreover, there was no evolution of this area as a downtown. The early downtown was a quarter mile to the north. Yet, there is an emerging mixture of activities in this part of Highland, many of which are typically found in downtowns. They include retail businesses and offices, traveler-serving uses, places to eat, civic uses and institutional uses such as churches and schools (immediately adjacent).

Further north and south these uses merge with existing or potential residential neighborhoods. Each of the four quadrants formed by the intersection of Base Line and Palm Avenue contributes a unique set of opportunities for the future Town Center. The southeast quadrant is a mix of institutional, residential and commercial uses. The southwest quadrant emphasizes public uses. The northwest quadrant emphasizes retail uses. The northeast quadrant is a cluster of mostly vacant land, one of the City's most significant. The first three quadrants will achieve their potential through infill, intensification, rehabilitation and even redevelopment. The largely vacant quadrant will be the focus of totally new development.

The following policies specifically relate to the land use aspects of the Town Center. A host of design-related policies are provided in the Community Design Element.

GOAL 2.10

Create a new Town Center where Highland residents, employees and visitors can live, shop, work, recreate and socialize in a vibrant, safe and pedestrian-friendly environment.

Policies

1) Ensure quality design through adherence to the Town Center design guidelines and policies in the Community Design Element.

2) Ensure that the Town Center maintains a mix of uses attractive to broad segments of Highland's population and that stimulate activity during day and evening hours, every day of the week.

3) Provide access to multiple modes of travel, including pedestrian, bicycle, transit and automobile.

4) Work with property owners to implement the Town Center Vision.

5) Protect surrounding single-family neighborhoods from incompatible uses.

6) Provide transition areas/buffers between land uses within the Town Center and with surrounding neighborhoods.

7) Connect the Town Center physically and visually with the Historic Village District with pedestrian connections, historically compatible architecture, signage, landscaping and other streetscape elements.

8) Explore opportunities to relocate historic structures onto the Town Center site in prominent locations.

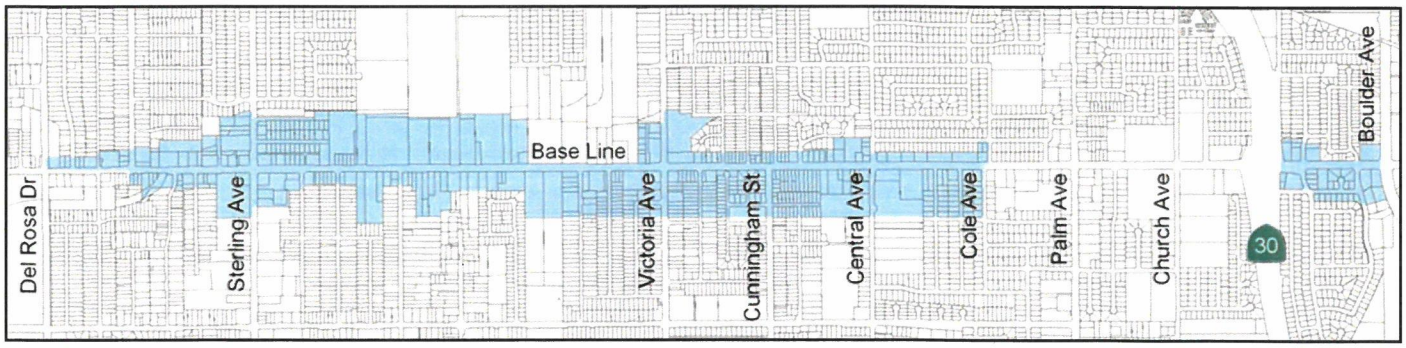
9) Require new development to provide for public plazas and other gathering places.

~~10) Prohibit freestanding drive through commercial structures and convenience commercial uses, except at the major intersection of Palm Avenue and Base Line.~~

Base Line Corridor

Base Line is the principal east/west corridor through the City, and its primary commercial area. It is bounded by residential, commercial, public and industrial uses. The corridor suffers from poor visual quality. Commercial lots are shallow, often extending not more than 100 feet from the street frontage, and are generally narrow. Most parcels along Base Line are too small to effectively support a vibrant commercial operation. These factors have led to the development of small-scale freestanding business establishments that lack landscaping and adequate off-street parking. There are some multiple and single-family residential developments among the commercial uses.

To revitalize the corridor, the Land Use Plan redesignates many of the mid-block commercial uses to Medium Density residential uses. This change provides new housing opportunities in the western half of Highland and simultaneously provides additional retail support with new residents and added income to the area.



STAFF REPORT

TO THE CITY COUNCIL

DATE: January 11, 2022

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. 14

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

B Hughes

City Clerk

City Manager

STAFF REPORT

TO THE CITY COUNCIL

DATE: January 11, 2022

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. 15
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		

B Hughes
_____
City Clerk

_____
City Manager