

**MINUTES
CITY COUNCIL REGULAR MEETING
NOVEMBER 14, 2023**

CALL TO ORDER

The regular meeting of the City Council of the City of Highland was called to order at 6:00 p.m. by Mayor McCallon at the Donahue Council Chambers, 27215 Base Line, Highland, California.

The invocation was given by Pastor Willie Hicks, Harvest Care Church, and the Pledge of Allegiance was led by Mayor Pro Tem Lilburn.

ROLL CALL

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

REPORT FROM CLOSED SESSION

None

SPECIAL PRESENTATIONS

None

PUBLIC COMMENT (ITEMS NOT ON THE AGENDA)

Fred Yaeger spoke regarding street sweeping concerns on Amberwood Lane.

CITY COUNCIL CONSENT CALENDAR

A MOTION was made by Council Member Timmer, seconded by Council Member Solano, to approve the consent calendar as submitted with Council Member Timmer requesting clarification on Item #8. Motion carried on a roll call vote, 5-0.

1. Waive the Reading of All Ordinances
Waived the reading of all Ordinances in their entirety and read by title only.
2. Minutes - October 10, 2023 City Council Regular Meeting
Approved the Minutes as submitted.
3. Warrant Register
Approved Warrant Register No. 759 for November 14, 2023, in the amount of \$4,198,470.76 and Payroll of \$354,483.26.

4. Treasurer's Report for September 2023
Received and filed Treasurer's Report for September 2023.
5. Claim Consideration – Francisco Pedro Garcia
Rejected claim.
6. Authorization to Submit Claims for Fiscal Year 2023/2024 TDA Article 3 Funds for 9th Street Transit Stops, Sidewalk, and Bikeway Improvements (Project No. swk19001)
 - 1) Adopted Resolution No. 2023-049 authorizing submittal of periodic claims to SBCTA for Fiscal Year 2023/2024 TDA Article 3 funds for 9th Street Transit Stops, Sidewalk, and Bikeway Improvements; and
 - 2) Authorized the Public Works Director/City Engineer and the Director of Administrative Services/City Treasurer to execute the claim documents.

RESOLUTION NO. 2023-049

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, AUTHORIZING SUBMITTAL OF CLAIMS TO SBCTA FOR TDA
ARTICLE 3 FUNDS FOR THE 9TH STREET TRANSIT STOPS, SIDEWALK,
AND BIKEWAY IMPROVEMENTS PROJECT

7. Conduct a Second Reading of Ordinance No. 462 – Greenspot Village and Marketplace Specific Plan Revision (SPR 23-001) to Increase the Maximum Dwelling Unit Count from 946 to 1,218
Conducted a second reading of Specific Plan Revision (SPR 23-001), read by title only, and waive further reading of Ordinance No. 462 increasing the maximum dwelling unit count from 946 to 1,218.

ORDINANCE NO. 462

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, AMENDING THE GREENSPOT VILLAGE & MARKETPLACE
SPECIFIC PLAN (SPR 06-001A) TO INCREASE THE TOTAL DWELLING UNIT
COUNT WITHIN THE SPECIFIC PLAN FROM 946 DWELLING UNITS TO 1,218
DWELLING UNITS AND MAKING A DETERMINATION THAT THE ADOPTION
OF THIS ORDINANCE IS EXEMPT FROM FURTHER CEQA REVIEW UNDER
CEQA GUIDELINES SECTION 15162, PUBLIC RESOURCES CODE SECTION
21666 AND GOVERNMENT CODE SECTION 65457

8. Design Services Proposal from Engineering Resources of Southern California, Inc. for the 5th Street, Greenspot Road, and Orange Street Pavement Rehabilitation Project (Project No. ola23002)
 - 1) Approved the proposal from Engineering Resources of Southern California, Inc. (ERSC) to provide engineering design services for the 5th Street, Greenspot Road, and Orange Street Pavement Rehabilitation Project (Project No. ola23002); and
 - 2) Authorized the City Manager to approve contract amendments up to 10% of the contract amount.

9. Proposed City of Highland Community Development Block Grant (CDBG) Applications for Fiscal Year 2024/2025
 - 1) Approved the city's application for Enhanced Code Enforcement that supports a portion of the salary and benefits of a Code Compliance Officer, Administrative Assistant, and Community Development Director; and
 - 2) Approved the city's application to construct pavement rehabilitation and ancillary work on four streets located in a neighborhood within the CDBG Low-Moderate Income eligible block area boundaries including: 1) Cunningham Street between Cypress Street & 6th Street 2) Flemming Street between Cunningham Street and Colwyn Avenue 3) 7th Street between Cunningham Street and Colwyn Avenue and 4) Colwyn Avenue between Hibiscus Street and 7th Street.
10. Declare One (1) Seat Vacant on the Planning Commission
 - 1) Declared one (1) seat vacant on the Planning Commission; and
 - 2) Directed the City Clerk to advertise the vacancy on the Planning Commission.

CITY COUNCIL PUBLIC HEARING

11. An Application by Sean and Alicia Cobb for the Mills Act Tax Adjustment Program

Mayor McCallon introduced Associate Planner Tafolla to present the item.

Associate Planner Tafolla stated the Mills Act application is for Sean and Alicia Cobb, owners of the property located at 27225 Nona Avenue in the city's historical district. The City Treasurer has calculated a tentative loss in city property tax revenue of \$542. Should the City Council approve the Mills Act Agreement, the program under state law allows the City Council to enter into agreements with the property to reduce their annual property taxes. The savings are intended to be used for the preservation and rehabilitation of the historic home. The exact amount of savings will be determined by the San Bernardino County Tax Assessor's office after the property is appraised in June of 2024. The property owners have provided a list of planned improvements for their home over the next 10 years, which is attached to the last page of the Mills Act Agreement. Some of the proposed improvements involve roof shingle repair, replacement of electrical upgrades, foundation repair, beam repairs, and bolt repairs. A general provision in the agreement will require an interior and exterior inspection of the property before the agreement takes effect and every five years thereafter to ensure the tax savings are being adequately utilized. Staff and the Historic & Cultural Preservation Board recommend approval of the application. Staff and the applicant are available for any questions.

Mayor McCallon opened the public hearing and asked if anyone from the public wanted to speak for or against the item.

Seeing none, Mayor McCallon closed the public hearing and brought it back to the City Council for questions and action.

Mayor Pro Tem Lilburn stated she liked the Mills Act and its intention to preserve the integrity of the historical district. She noticed they provided a list that outlines the proposed improvements, will the city follow-up to ensure they are completed? Do the property owners provide a completion date for each of the improvements?

Associate Planner Tafolla stated the city will do an inspection next year after the San Bernardino County Assessor's office does their calculation and then subsequently every five years to ensure they are doing as they listed. In addition, they will have to pull permits for some of the improvements so the city will be aware of the progress.

Mayor McCallon asked if there were any additional questions.

A MOTION was made by Mayor Pro Tem Lilburn, seconded by Council Member Chavez-Cordova, to approve the Mills Act Agreement between the City of Highland and Sean and Alicia Cobb for the property located at 27225 Nona Avenue Highland, CA 92346 for a term of ten (10) years. Motion carried on a roll call vote, 5-0.

12. An Appeal (APP 23-001) of the Planning Commission's Approval of a Conditional Use Permit (CUP-23-003); Variance (VAR-23-001); and Design Review (DRA-23-004) Application to Allow the Construction of a 53,665 Square Foot Warehouse and Associated Improvements (Patriot 5th and Central, LLC)

The Appellant withdrew their appeal.

CITY COUNCIL LEGISLATIVE

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

City Manager Hughes stated the city audit was presented to the Finance/Personnel Subcommittee on November 7, 2023, and will next be presented at the December 12, City Council Meeting.

Construction of the 3rd/5th Street Corridor Improvements Project is approximately 72% complete. Construction of a median curb and adjacent pavement on 5th Street between Palm Avenue and Church Avenue is expected to be done November 27. If weather conditions permit, the north half of the intersection of 5th Street and Palm Avenue will be closed to traffic beginning November 28 to construct the remainder of the concrete pavement, a westbound dedicated right turn lane, storm drain, catch basin, and traffic signal modifications. The construction of these improvements is anticipated to take 12 weeks. The overall project is anticipated to be completed by July 2024.

Costco submitted their building permits application along with construction plans last week for plan check. The Building & Safety Department is committed to providing comments within two weeks. They are on their second round of plan check with the Engineering Department for their on-site improvements. Costco anticipates starting construction July 2024, with an opening of March 2025.

Tractor Supply has pulled their construction permits and anticipates breaking ground at the end of November. Due to weather conditions, it might delay construction initiation until early December.

The American Public Works Association (APWA) awarded the city the 2023 B.E.S.T. Award for State Route 210 City of Highland Identity Enhancements Project under the Creative & Innovative category. On behalf of the city, Scott Rice, the city's landscape architect with Community Design Works, nominated the SR-210/Base Line Interchange Project for this award.

Mayor McCallon asked when the packing house art pieces would be approved by Caltrans?

City Manager Hughes responded the city is still working with Caltrans on that item. Caltrans only approved the city logo.

For the period of October 10 through November 12, the Sheriff's Department had 3,713 calls for service, made 307 reports, and 131 arrests.

On Monday, November 27, the city will be hosting a Blood Drive at the Highland Police Department.

On Saturday, December 2, the Highland Improvement Team (HIT) will have a clean-up and meet at City Hall starting at 8:00 a.m.

Mayor Pro Tem Lilburn responded when construction starts on Palm Avenue and 5th Street, can the city monitor the contractor's activity and ensure they stick to the time frame allotted to complete construction because businesses on Palm Avenue have contacted her stating they are being affected by the construction.

Public Works Director/City Engineer Zamano responded staff will.

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

Council Member Solano stated she wanted City Manager Hughes to pass along appreciation to staff for their assistance with the Volunteer Dinner. It was a lot of fun and staff did a great job putting it all together.

Mayor McCallon agreed with the remarks.

Mayor Pro Tem Lilburn responded it was a great time and thanked the staff as well.

ANNOUNCEMENTS

None

CLOSED SESSION

None

ADJOURN

There being no further business, Mayor McCallon adjourned the meeting at 6:20 p.m. in memory of Dale Anderson, Fred Lockard, Joseph T. Ortiz, and Valerie Reeder.

Submitted By:

Approved By:

Betty Hughes, MMC
City Clerk

Penny Lilburn
Mayor