

**AMENDED MINUTES
PLANNING COMMISSION
REGULAR MEETING
October 1, 2019
6:00 P.M.**

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	John Gamboa
	Commissioner	Michael Hall
	Commissioner	Tamara Zaman

Absent:	Commissioner	Rich Haller (arrived at 6:16 p.m.)
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Staff Present:	Lawrence Mainez, Community Development Director
	Kim Stater, Assistant Community Development Director
	Ashiq Syed, Associate Planner
	Matt Bennett, Engineering Project Manager
	Nancy Stewart, Administrative Assistant III

The Pledge of Allegiance was led by Chair Hamerly.

COMMUNITY INPUT

None

CONSENT CALENDAR

1. Minutes from the September 17, 2019, Regular Meeting

A MOTION was made by Vice Chair Gamboa, seconded by Commissioner Hall, to approve the minutes, as submitted. Motion carried, 4-0, with Commissioner Haller being absent.

PUBLIC HEARING

A MOTION was made by Chair Hamerly, seconded by Commissioner Hall, to hear Item Number 3 before Item Number 2, as Item Number 3 was continued from September 17, 2019. Motion carried, 4-0, with Commissioner Haller being absent.

3. Conditional Use Permit (CUP 19-002) to establish a religious institution within a neighborhood shopping center.

Assistant Community Development Director Stater gave a review of the staff report. Planning Condition Number Five on page 32 was corrected to read "18 parking spaces" instead of 21.

The occupancy load, allowable conditioned use, and a reciprocal parking agreement with the owner of the property utilized by Kay's Café, were discussed in determining the number of parking spaces to be designated.

The lighted crosswalk in front of Kay's Café was deemed by the Engineering Department as the optimal path of travel.

Community Development Director Mainez stated as a point of clarification, the term reciprocal parking agreement does not apply; a letter from the property owner will suffice.

Chair Hamerly pointed out Condition Number One on the Building and Safety Conditions of Approval on page 38 of the staff report should read "established by the CUP", not the Fire Marshal.

Potential special events and parking limitations were discussed, as well as the need for a periodic review analysis to determine any impact on the center. Planning Condition Number 13 could be added to provide for a one year review, which would then only need to return to the Planning Commission if there was a violation to the agreement.

Chair Hamerly opened the public hearing. Receiving no response, the public hearing was closed.

Vice Chair Gamboa reiterated his opposition to this item.

Commissioner Zaman cited concerns with limited parking space, the potential for special events requiring additional parking, and the possibility for deviation of use of the parking lot at Kay's Café over time, resulting in the use of spaces designated for other tenants in the center.

A MOTION was made by Commissioner Hall, seconded by Chair Hamerly, to adopt Resolution No. 2019-009 approving Conditional Use Permit CUP 19-002, as modified, subject to the Conditions of Approval and Findings of Fact, and direct Staff to file a Notice of Exemption with the County Clerk. Motion failed, 2-2, with Vice Chair Gamboa and Commissioner Zaman dissenting, and Commissioner Haller being absent.

The Motion died, resulting in a No Action by the Planning Commission; the Applicant may appeal the decision to the City Council.

2. Municipal Code Amendment 19-006: An Ordinance of the City of Highland amending Chapter 16.56 (Sign Regulations) of the Highland Municipal Code streamlining the approval of freestanding and building-mounted business signs.

Commissioner Haller arrived at 6:16 p.m.

Associate Planner Syed reviewed the staff report.

Commissioner Haller asked whether there was a way to shorten the approval time from four to six weeks to allow continued Planning Commission approval?

Community Development Director Mainez explained details of both the existing and proposed staff process.

Chair Hamerly shared his concerns that the monument signs which were included at staff level review were too significant an item to not go through a public discussion and Planning Commission design review.

Discussion followed regarding public perception, free-standing monuments and pedestal signs and their relation to the architecture, down-sloping lots, elevation and height requirements, as well as landscaping, addressing, irrigation, lighting and compatibility.

Community Development Director Mainez assured the requirements of the Code would be adhered to.

Chair Hamerly opened the public hearing. Receiving no response, the public hearing was closed.

A MOTION was made by Vice Chair Gamboa, seconded by Commissioner Haller, to approve Resolution No. 19-010 recommending the City Council:

1. Adopt a Notice of Exemption and instruct staff to file a Notice of Exemption with the County Clerk of the Board and;
2. Introduce an Ordinance of the City of Highland amending Chapter 16.56 (Sign Regulations) of the Highland Municipal Code streamlining the approval of freestanding and building-mounted business signs.

Motion carried, 4-1, with Chair Hamerly dissenting.

A recess was called at 6:36 p.m. to consult with the City Attorney regarding Item Number Three. The meeting was reconvened at 6:49 p.m.

ANNOUNCEMENTS

None

ADJOURN

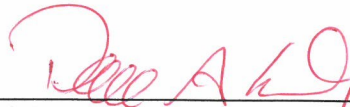
There being no further business, Chair Hamerly declared the meeting adjourned at 6:50 p.m.

Submitted by:



Nancy Stewart, Administrative Assistant III

Approved by:



Randall Hamerly, Chair
Planning Commission