

**MINUTES
PLANNING COMMISSION
REGULAR MEETING
September 17, 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
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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 August 20, 2019, Regular Meeting

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

PUBLIC HEARING

Commissioner Haller arrived at 6:03 p.m.

2. Request for a one-year Extension of Time (EXT-19-002) applicable to Tentative Tract Map No. 18013 (TTM-06-002), Conditional Use Permit (CUP 16-006), and Design Review Application (DRA 16-015) facilitating the construction of 15 detached single-family residences.

Associate Planner Syed reviewed the staff report.

The applicant, Raul Sanchez, explained the reason for the extension request was due to lack of funding, and there are now potential buyers for the project.

Assistant Community Development Director Stater informed the Commission of a new set of Engineering Conditions of Approval distributed at this meeting which will replace, in its entirety, the Engineering Conditions that are attached in staff's Resolution. The applicant has been provided with these conditions as well.

Matt Bennett, Engineering Project Manager gave a review of the changes.

Vice Chair Gamboa asked the applicant what impact this additional extension would have on the project, stating he does not feel another year will make a difference.

Mr. Sanchez replied every additional day represents another opportunity for funding.

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

A MOTION was made by Commissioner Haller, seconded by Commissioner Zaman, to adopt Resolution No. 2019-008 approving Extension of Time (EXT-19-002) subject to the Conditions of Approval, as revised, and Findings of Fact. Motion carried, 3-2, with Vice Chair Gamboa and Commissioner Hall dissenting.

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.

Discussion followed regarding parking analysis and impact on other tenants. Maximum occupancy limits and net seating area with a correlating number of parking spaces were also reviewed, and the question of a possible compromise was raised.

Assistant Community Development Director Stater affirmed there is flexibility to limit the maximum occupancy as a Conditional Use Permit condition. If that is the desire of the Commission, staff would bring back a Resolution for Approval with appropriate conditions of approval for the entire project.

Commissioner Haller raised the question of hours of operation, suggesting the possibility of modifying the hours to alleviate potential congestion issues.

Vice Chair Gamboa stated his concern that the center is already quite congested during evenings and weekends, and does not believe there is sufficient parking.

Applicant Manuel Perez spoke regarding the ability to remediate concerns and assured an acceptable solution could be reached. He further stated that Tony Kay, the owner of Kay's Café across the street, had offered the use of the restaurant parking lot, as the restaurant hours would not conflict with church activity hours.

Chair Hamerly opened the public hearing.

Patti Weeks, a Highland resident, spoke in favor of the project.

Discussion followed regarding recording a reciprocal parking agreement with Kay's Café, and concerns regarding foot traffic crossing Base Line. Also discussed were revised conditions of approval modifying intensity of use.

Assistant Community Development Director Stater stated the Resolution's findings could be modified and conditions from Planning, Building and Safety and Fire would be attached.

Discussion followed regarding engineering and fire conditions of approval and the possibility of limiting the designated assembly area to avoid exceeding the allowable seating capacity to facilitate targeting the maximum parking threshold.

A MOTION was made by Chair Hamerly, seconded by Commissioner Haller, to propose a modified solution to the staff recommendation; that the Conditional Use Permit be approved with a limitation of 18 maximum parking space demand for the church, with a reciprocal off-site parking agreement, and to continue the item to the next regular Planning Commission meeting on October 1, with revised conditions of approval for a modified intensity of use. Motion carried, 4-1, with Vice Chair Gamboa dissenting.

LEGISLATIVE

4. The City Council Work Program related to the Planning Commission's Roles and Responsibilities.

Community Development Director Mainez gave a review of the staff report.

Discussion ensued regarding the title designation of the Commission, number and type of agendas and items, and the scope of involvement with the Historic Board. Street Naming Committee responsibilities were also discussed, as well as Building Code of Appeals Board decision making and appeals processes, necessary qualifications, and potential liability of Planning Commissioners. Additionally, meeting schedules and training or workshops were addressed. A request to receive agenda packets earlier was made, and Community Trails Committee duties were discussed. Further comments were made highlighting the importance and appreciation of volunteers in the City.

In response to a request for individual views regarding the proposal, the Planning Commissioners shared the following:

Commissioner Haller responded he supports the proposal, stating it would save time by making the committee system more efficient. The concept of making the City more efficient and productive is a good idea.

Vice Chair Gamboa voiced his support of the proposal, stating he does not believe it will add any burden to the Planning Commission and will help to control the efficiency of the City.

Commissioner Hall conveyed his agreement, and supports the proposal.

Commissioner Zaman stated she agrees with the proposal as well. She believes this to be an awesome opportunity to become even more involved in the City and is excited and believes it will be a good change.

Chair Hamerly stated he would echo that. He is looking forward to having more variety in the agenda packets and believes the change will allow a different, more exciting perspective. The only downside would be the other volunteers involved and their passion in serving. He feels we need to have some venue for keeping people involved and invested in the community, but believes consolidating the Board makes economic sense.

Community Development Director Mainez stated his appreciation for the Commissioner's input, and emphasized that the Sub-Committee shared their views regarding volunteers. A final draft of the ordinance will be put together for the Planning Commission's consideration and it will be scheduled in the near future. The Commissioners' review and comments will then be forwarded to City Council.

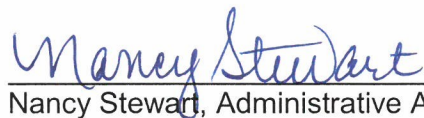
ANNOUNCEMENTS

Agenda items for 10/1/19: Cont'd. Church CUP and Amendment to the Sign Ordinance
Volunteer Recognition Dinner, Thursday 10/17/19
APA Conference in Riverside, September 12 through 15, 2020

ADJOURN

There being no further business, Chair Hamerly declared the meeting adjourned at 7:30 p.m.

Submitted by:



Nancy Stewart, Administrative Assistant III

Approved by:



Randall Hamerly, Chair
Planning Commission