

**MINUTES
PLANNING COMMISSION
REGULAR MEETING
May 21, 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	Rich Haller
	Commissioner	Tamara Zaman

Absent: None

Staff Present: Lawrence Mainez, Community Development Director
Kim Stater, Assistant Community Development Director
Tom Thornsley, Associate Planner
Ash Syed, Associate Planner
Ernie Wong, Public Works Director/City Engineer
Matt Bennett, 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 April 16, 2019, Regular Meeting

A MOTION was made by Vice Chair Gamboa, seconded by Commissioner Haller, to approve the minutes as submitted. Motion carried, 5-0.

BUSINESS ITEMS

2. Municipal Code Amendment (MCA-19-002) modifying Highland Municipal Code Section 16.40.380 *Underground Utilities*.

Public Works Director/City Engineer Wong presented the staff report.

Discussion regarding the language of the proposed ordinance followed. Residential building replacement/alteration expansion projects and the exemption of residential projects with less than five units were included in the discussion. Also discussed were non-residential projects that do not increase the size by 50% or more. It was recommended that the language be revised to eliminate ambiguity.

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 adopt Resolution 2019-003, recommending the City Council conduct the first reading of an Ordinance amending Highland Municipal Code Section 16.40.380 *Underground Utilities*, as modified. Motion carried, 5-0.

3. Municipal Code Amendment 18-005: An Ordinance of the City of Highland amending Section 16.44.180 (Second Dwelling Units) of the Highland Municipal Code to bring it into compliance with recent State legislation.

Associate Planner Thornsley presented the staff report.

Staff responded to questions from the Planning Commission regarding the wording of the 30 day rental period, receiving a suggestion to include the word "consecutive." Additional discussion ensued regarding zoning designations impacted and additional language necessary to define what constitutes a kitchen. Also discussed were parking, height regulations, state standards of square footage, and resident occupancy. Approval was received by staff to make modifications to the minimum leasing time language, and to clarify what might define a kitchen.

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

A MOTION was made by Vice Chair Gamboa, seconded by Commissioner Hall, to approve Resolution 2019-004, 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 to amend Section 16.44.180 (Second Dwelling Units) of the Highland Municipal Code adopting state regulation superseding Second Dwelling Unit regulations with Accessory Dwelling Units regulation within all residential zoning districts, as modified.

Motion carried, 5-0.

4. Municipal Code Amendment 19-005: An Ordinance of the City of Highland amending Chapter 16.40.100 (Fences and Walls) of the Highland Municipal Code regarding the heights and appearances of fences and walls within residential and nonresidential zoning districts.

Associate Planner Syed presented the staff report.

Discussion ensued regarding streetscape preservation, setbacks, aesthetics and security issues. It was determined this item should be tabled to allow staff time to work on the issues discussed, as well as addressing materials, landscaping, and required design review.

No action was taken on this item. Staff will take into consideration the comments of the Planning Commission and bring back a revised ordinance at a future date.

ANNOUNCEMENTS

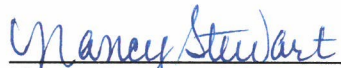
At the June 4 Planning Commission Meeting, there will be an item for an Extension of Time for the Mediterra Tract.

Monday, May 27, there will be a 10:00 a.m. Memorial Day Service at Memorial Park, at the Eternal Flame next to the Police Station.

ADJOURN

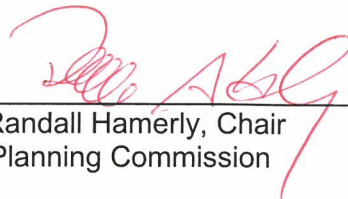
There being no further business, Chair Hamerly declared the meeting adjourned at 7:52 p.m.

Submitted by:



Nancy Stewart, Administrative Assistant III

Approved by:



Randall Hamerly, Chair
Planning Commission