# CITY OF HIGHLAND
# REGULAR MEETING OF THE PLANNING COMMISSION
# AGENDA

**REGULAR MEETING**
February 16, 2021
6:00 p.m.
City Hall
Donahue Council Chambers
27215 Base Line
Highland, California

## MEMBERS
Randall Hamerly, Chair
Chandra Thomas, Vice Chair
Edward Amaya, Commissioner
Jarrod Miller, Commissioner
Jessica Sutorus, Commissioner

## STAFF
Lawrence A. Mainez, Community Development Director
Kim Stater, Assistant Community Development Director
Ashiq Syed, Associate Planner
Salvador Quintanilla, Associate Planner
Angela Tafolla, Planning Technician II
Camille Goritz, Administrative Assistant III

## 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

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**The City of Highland complies with the Americans with Disabilities Act of 1990. If you require special assistance to attend or participate in this meeting, please call the City Clerk's Office at (909) 864-6861 Ex. 226, at least 48 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 Planning Commission, less than 72 hours prior to that meeting, are available for public inspection at Highland City Hall, 27215 Base Line, Highland, CA 92346, during normal business hours.

**SPECIAL NOTICE REGARDING COVID-19**

In accordance with Governor Newsom's Executive Order N-25-20 and N-29-20, this meeting is being conducted via teleconference/Zoom. Anyone can join the meeting virtually or by phone:

To join the Zoom Meeting online: https://zoom.us/j/97663452611

- Listen to the meeting by calling (669) 900-9128 and enter the Meeting ID: 976 6345 2611

Toll free phone numbers:
(877) 853-5247 or (888) 788-0099
Meeting ID: 976 6345 2611

Submission of Public Comments: For those wishing to make public comments (items not on the agenda), please submit your comments by email to be read aloud at the meeting by the Community Development Administrative Assistant. Email comments must be submitted by 5:00 p.m. on February 16, 2021, to publiccomment@cityofhighland.org.
For those wishing to make a public comment regarding a public hearing item, 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 end of the corresponding item. Please email your comments to publiccomment@cityofhighland.org.
For those wishing to make a public comment regarding an item on the agenda, please identify the agenda item in the subject line. Email comments must be submitted by 5:00 p.m. on February 16, 2021, to publiccomment@cityofhighland.org. All email comments received by the deadline will be read aloud and shall be subject to the same rules as would otherwise govern speaker comments at the Planning Commission meeting.

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**PLANNING COMMISSION**
**REGULAR MEETING AGENDA**
**February 16, 2021 – 6:00 P.M.**

**CALL TO ORDER**

Pledge of Allegiance

**COMMUNITY INPUT (ITEMS NOT ON THE AGENDA)**

**CONSENT CALENDAR**

1. Minutes from the January 19, 2021 Regular Meeting.
   RECOMMENDATION: That the Planning Commission approve the minutes, as submitted.

**PUBLIC HEARING**

2. Street Names for Tentative Tract Map No. 18893 (TTM14-002)
   RECOMMENDATION: Staff recommends the Planning Commission approve the proposed street names for Tentative Tract Map No. 18893 (TTM 14-002)

3. Conditional Use Permit (CUP 20-005) to entitle the construction of a 1,811 square foot drive-thru carwash with seven (7) vacuum stations. (8054 Palm Ave)
   RECOMMENDATION: Staff recommends the Planning Commission:

   1. Adopt Resolution No. 2021 – ____, approving Conditional Use Permit (CUP 20-005) for the construction of a drive-thru carwash with seven (7) vacuum stations.

   2. Direct staff to file a Notice of Exemption with the County Clerk of the Board of Supervisors.

**ANNOUNCEMENTS**

**ADJOURN**

I, Camille Goritz, Administrative Assistant III, of the City of Highland, California, certify I caused to be posted this agenda on or before the 11th of February by 5:30 p.m. on our website at www.cityofhighland.org and in the following designated areas:

| | | |
|---|---|---|
| Highland Branch Library<br>7863 Central Avenue | Fire Station No. 1<br>26974 Base Line | City Hall<br>27215 Base Line |

Date: February 11, 2021

Camille Goritz, Administrative Assistant III

# STAFF REPORT

## TO THE PLANNING COMMISSION

**DATE:** February 16, 2021

**FROM:** Lawrence Mainez, Community Development Director

**PREPARED BY:** Camille Goritz, Administrative Assistant III

**SUBJECT:** Minutes from the January 19, 2021 Planning Commission Regular Meeting.

**RECOMMENDATION:** Staff recommends the Planning Commission approve the Minutes as submitted.

**PUBLIC NOTICE:** The agenda for this item was posted at the three locations per Resolution No. 2011-047 and on the City's website.

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

Recording Secretary

Community Development Director

**MINUTES**
**PLANNING COMMISSION REGULAR MEETING**
**January 19, 2021 – 6:00 P.M.**

This meeting was conducted as a video conference meeting in a remote location. All votes during the meeting were conducted by roll call.

## CALL TO ORDER

The regular meeting of the Planning Commission of the City of Highland was called to order at 6:04 p.m. by Chair Hamerly through video conference.

| | | |
|---|---|---|
| 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
Carlos Zamano, City Engineer
Matt Bennett, Assistant Public Works Director
Camille Goritz, Administrative Assistant III

The Pledge of Allegiance was led by Chair Hamerly

## CALL TO ORDER

Pledge of Allegiance

## COMMUNITY INPUT (ITEMS NOT ON THE AGENDA)

None

## CONSENT CALENDAR

1. Minutes from the December 15, 2020 Regular Meeting.

**A MOTION** was made by Vice Chair Thomas, seconded by Commissioner Miller, to approve the minutes as amended. Motion carried on a roll call vote, 5-0

## PUBLIC HEARING

2. City of Highland Active Transportation Plan (ATP); a comprehensive plan for the network of trails, bike lanes, sidewalks, and other elements to support safe walking and bicycling in the City [*continued from the December 15, 2020 Planning Commission meeting*].

Chair Hamerly opened the public hearing.

Samuel Zneimer, Applicant presented the Active Transportation Plan (ATP) presentation.

Commissioner Miller stated I appreciate the effort on the green infrastructure and the new language added. To maintain pervious pavement typically only requires street sweeping and it would be my assumption that within the city's right-of-way within those streets are already being swept, so there is a maintenance mechanism. Would it be safe to say within the city's right-of-way that there is a long-term maintenance mechanism in place for street sweeping?

City Engineer Zamano stated you are correct. The city does street sweeping on a weekly basis, so your statement is accurate.

Chair Hamerly stated I do appreciate the splitting in the maps into the east and west segments. It makes them a bit more legible. The only additional recommendation in terms of scaling is to use a landscape orientation on the page, it would increase the legibility. The use of higher contrast colors on some of the maps especially the yellow is difficult to locate on the map. Primary colors or higher contrast colors would really help the map. Lastly, on the vision section some of the goals and objectives talk about providing more access for all people of all ages and abilities to the ATP network, one of the suggestions I would make is increase bike ownership. I think that would help the utilization especially in the west end of the city where the residents are not a walkable distance.

Samuel Zneimer stated there are programs and I will look into it further.

Chair Hamerly stated there was a program a while ago I believe it was through LA County Sheriff's Department, they were refurbishing stolen bicycles that were not reclaimed and distributing them to school aged children within the city. I am not sure if there is a similar program in this area, but it was a highly effective program at the time.

Vice Chair Thomas thanked Samuel Zneimer for his presentation.

Chair Hamerly closed the public hearing.

**A MOTION** was made by Commissioner Miller, seconded by Commissioner Amaya, to approve:

1. Adopt Resolution No. 2021 – 001, recommending the City Council approve and adopt the City of Highland Active Transportation Plan (ATP), and direct Staff to file a Notice of Exemption with the County Clerk of the Board.

Motion carried on a roll call vote, 5-0.

**RESOLUTION NO. 2021-001**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF HIGHLAND, RECOMMENDING THE CITY COUNCIL ADOPT THE ACTIVE TRANSPORTATION PLAN OF THE CITY OF HIGHLAND AND MAKING FINDINGS IN SUPPORT THEREOF.**

3. Conditional Use Permit (CUP 20-003) to redevelop an existing 5,800 square foot commercial building into a convenience store and the addition of a covered fueling station facility with eight (8) fuel pumps on a 0.48-acre parcel. (8020 Palm Ave)

Chair Hamerly opened the public hearing.

Associate Planner Syed presented the staff report.

Commissioner Amaya stated it looks like a tight fit with eight pumps and the parking. Is there enough room when you pull out in the front as well as backing out?

Associate Planner Syed replied there is enough space for cars to back out.

Commissioner Miller asked if it was the intent to allow the runoff from under the fuel canopy?

Bernie Mayer, Engineer for the applicant, stated that is correct, you can see on the site plan there is a V-shaped gutter that goes around the canopy that will go into an inlet and be treated in the Water Quality Management Plan (WQMP) device it exits to site.

Commissioner Miller states his concerns. That usually drains to a dead-end sump, typically in the middle so if there are any spills or any contamination it is retained on site without infuriating in the ground. There is an active cleanup site just 500 feet away that has contamination plumes that are existing and have not been cleaned up. Across the street where the ARCO gas station is also a leaking underground storage leaks (LUST) site with previous contamination and cleanup. Was there any consideration for the potential impact on some of the surrounding existing contamination as it relates to a proposed infrastructure practice?

Bernie Mayer stated there was not a study done in that regard. We could certainly be willing to address that concern and provide a proper treatment device for the canopy area.

Commissioner Miller stated I would like to see a change before I could support a project given the current site layout.

Vice Chair Thomas stated I read on the plans there was a preliminary WQMP.

Assistant Public Works Director Bennett stated the dead-end sump is a typical feature as Commissioner Miller pointed out. I do not see that detail in the site plan in front of me. The second condition did not come through in conversation regarding the plan check potential issues. This one would put a hold on the potential use of underground infiltration, not a lot of room for many other options.

Community Development Director Mainez stated the water quality component is handled at staff level. We are asking the Planning Commission tonight is to look at the use of the project.

Chair Hamerly asked this application only for use, it does not have any design component to it?

Community Development Director Mainez stated yes, it is a conditionally permitted use. That basically means for the Planning Commissioners that it is a preferred use, but for some reason that particular use that is listed on the table may have some impacts that need to be mitigated or conditioned.

Chair Hamerly stated even though we have a landscape and site plan we are not reviewing or approving those elements tonight?

Community Development Director Mainez stated yes, that is correct. These are all conceptual.

Vice Chair Thomas applauded the applicant in their redevelopment of this property.

Chair Hamerly stated it fits much better if we have a six-pump configuration, because it either freezes up the southern end of the site for clean access for in and out or allows through access from the north end of the site.

Bernie Mayer stated it is a compacted site. We are trying to redevelop an existing facility we certainly want to make sure we address those. If the site does not function correctly it will hurt business and the viability of the site going forward. The fuel delivery can be managed in terms of the timing it is being delivered. Scaling the number of the pumps down is certainly a viable alternative that could be considered to make the site useable.

Community Development Director Mainez stated there could be potentially a significant impact for the Planning Commissioners in terms of circulation. There appears to be some conflict with the field truck as well. These are great discussions because it is related to the use itself. If you want to continue the item and bring it back to address the comments that we have heard tonight, that is an option.

Commissioner Amaya applauded the applicant for trying to make this project work.

Chair Hamerly stated I have not heard any concerns about whether this is a completely inappropriate use for this location. It is a question of logistics and working out some of the details, but I think we applaud the idea that this site has sat vacant for so long is trying to be reclaimed for a new viable use. If this Conditional Use Permit (CUP) and the purpose of this hearing is just to determine whether this use of this property is appropriate that is one decision. If we are not being asked to review or approve any of the exhibits specifically

that have been presented in the packet then I think a lot of the concerns I have heard by the Commissioners go away, because we know it will come back to us to review. Is the form of the motion approving the use but not the intensity and layout?

Community Development Director Mainez stated if we do approve the CUP we always associate that with some type of site plan and could be conceptual. The site plan that we have been looking at tonight is close to the intensity would entail if we were to approve the CUP tonight.

Chair Hamerly suggested the resolution that is adopted would be to redevelop an existing commercial building to a convenience store with a covered fueling station area and strike and 8 fuel pumps. We are acknowledging the use without committing to a number which leaves it open.

Bernie Mayer stated the owner of this project has another service station in Yucaipa, CA. He does have experience in this type of this use, and he was instrumental in this layout which he thought would work adequately. Our preference from the applicant standpoint is if we can get the use entitle for the property, we could then work through the design issues.

Community Development Director Mainez stated just for clarification the site plan would be the attached to the CUP.

Chair Hamerly asked if there is a mechanism for separating out the use from the intensity of use?

Community Development Director Mainez stated I could not see separating the two out.

Chair Hamerly replied the way the resolution is written does reference the site plan that has been provided and the most critical component of that is the number of fuel pumps. We acknowledge there will be a convenience store in a fueling station of some sort.

Assistant Community Development Director Stater stated removing the number of pumps from the entitlement is usually out of the ordinary. We can certainly do that; however, that is the applicants desire for us to do that and if we entitle that and there is no number of pumps, is he able to market that with any sense of surety or would it be better to come back with a revised plan? My question to Mr. Mayer is will Mr. Sarwar be satisfied with a use permit that did not qualify a number of pumps?

Bernie Mayer stated if Mr. Sarwar had the approval of use which is a convenience store along with a fuel canopy without necessary approval of the number of pumps, we could work on those details moving forward. This would enable him to attract a potential tenant for it and I think we would certainly accept that flexibility.

Chair Hamerly asked that would be an acceptable solution striking the intensity use on the fuel side?

Bernie Mayer stated yes.

Chair Hamerly asked the Commissioners if they are comfortable with the course of action being considered.

Commissioner Amaya, Thomas, and Sutorus voted yes. Commissioner Miller voted no.

Chair Hamerly stated it sounds like we have a consensus that we are comfortable with the use and the details need to be worked out in the future. We have a consensus by striking the specific reference to eight pumps. At least it gives the applicant the leverage to market the property and come back with a functional workable design that includes convenience store and fueling facilities. Would that be correct?

Assistant Community Development Director Stater replied yes.

Chair Hamerly stated I am concerned with the Engineering conditions because if we adopt the CUP, we cannot strike out the eight because we are also adopting the conditions of approval. My concern is that some of those conditions of approval maybe addressing things that are not workable given some of the water quality issues.

Assistant Community Development Director Stater recommended a modification in the planning conditions.

Chair Hamerly closed the public hearing. This motion is for the use, references to fuel pumps will be stricken throughout the resolutions and the conditions of approval from the respective departments.

**A MOTION** was made by Commissioner Amaya, seconded by Vice Chair Thomas, to

RECOMMENDATION: Staff recommends the Planning Commission:

1) Adopt Resolution No. 2021 –002 approving Conditional Use Permit (CUP 20-003) to redevelop an existing commercial building to a convenience store with a covered fueling station area and fueling pumps, subject to the Conditions of Approval as modified and Findings of Fact; and

2) Direct staff to file a Notice of Exemption with the County Clerk of the Board of Supervisors.

Motion carried on a roll call vote, 4-1.

**RESOLUTION NO. 2021 - 002**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF HIGHLAND, CALIFORNIA, APPROVING A CONDITIONAL USE PERMIT (CUP 20-003), TO REDEVELOP AN EXISTING 5,800 SQUARE FOOT COMMERCIAL BUILDING INTO A CONVENIENCE STORE AND THE ADDITION OF A COVERED FUELING STATION FACILITY WITH FUEL PUMPS ON A 0.48 ACRE PARCEL LOCATED AT 8020 PALM AVENUE. ASSESSOR'S PARCEL NUMBER: 1192-641-01.**

**ANNOUNCEMENTS**

None.

**ADJOURN**

There being no further business, Chair Hamerly declared the meeting adjourned at 7:48 p.m.

Submitted by:

Camille Goritz, Administrative Assistant III
Community Development Department

Approved by:

Randall Hamerly, Chair
Planning Commission

# STAFF REPORT

## TO THE PLANNING COMMISSION

**DATE:** February 16, 2021

**FROM:** Lawrence A. Mainez, Community Development Director

**REVIEWED BY:** Kim Stater, Assistant Community Development Director

**PREPARED BY:** Ash Syed, Associate Planner

**SUBJECT:** Street Names for Tentative Tract Map No. 18893 (TTM 14-002)

**LOCATION:** Mediterra Planed Development, north of Greenspot Road, approximately 600 feet east of Santa Paula Street.

**REPRESENTATIVES:** D.R. Horton & Sunland Communities, LLC

**RECOMMENDATION:** Staff recommends the Planning Commission approve the proposed street names for Tentative Tract Map No. 18893 (TTM 14-002)

**ENVIRONMENTAL REVIEW:** This project to designate street names is exempt from environmental proceedings pursuant to Section 15061(B)(3), Review for Exemption, of the California Environmental Quality Act (CEQA) Guidelines, because the proposed project has no possibility of having any effect on the environment.

**PUBLIC NOTICE:** As required by the City Council, notice of the public hearing was mailed to property owners within 300 feet of the site on February 4, 2021.

**PUBLIC COMMENT:** At the time of preparing this report, staff had not received any public comments.

| | | | |
|---|---|---|---|
| Approved _____ | Motion _____ | Second _____ | Agenda Item No. 2 |
| Denied _____ | Ayes _____ | | |
| | Noes _____ | | File No. _____ |
| Continue _____ | Abstain _____ | | |
| | Absent _____ | | |

Recording Secretary

Community Development Director

**BACKGROUND:**

On March 8, 2016, the Highland City Council approved the Mediterra Planned Development (PUD 13-001) via Conditional Use Permit (CUP 14-005) in Resolution No. 2016-012, consisting of 316 units within 8 Planning Areas on approximately 180 acres.

On December 10, 2019, the Highland City Council approved a revision to the Mediterra Planned Development (REV 19-002), via Resolution No. 2019-048.

On December 8, 2020, the Highland City Council approved an addendum to the Mediterra Planned Development (SPR 20-002), via Resolution No. 2020-055, that incorporated a 1.6 acre parcel into the Mediterra Plan and clarified of timing for the construction of Mediterra Park.

The Mediterra Planned Development is intended to be constructed in 5 total phases. This proposal is for naming streets within Planning Areas 1 and 2, constructed respectively in Phases 1 and 2.

**DESCRIPTION OF SITE:** The Mediterra housing development is located on the north and south sides of Greenspot Road, east of Santa Paula Street, near the East Valley Water District offices. It encompasses approximately 182.2 acres in total.

**PROJECT REVIEW:** The proposed application is in regard to the naming of the roadways within Planning Areas 1 and 2 of Tentative Tract Map No. 18893. Several names have already been previously proposed as part of the adoption of the Tentative Tract Map and Planned Development Document. Said roadway names are Mediterra Parkway, Avenida Ramblas, and Terranova Court.

Mediterra Parkway will provide primary access to Tentative Tract Map No. 18893 from Greenspot Road while Portofino Street will offer secondary access. Currently, Santa Ana Canyon Road branches off to the north from Greenspot Road just east of the westerly tract boundary. Per the Applicant's proposal, Santa Ana Canyon Road will be redirected off of Portofino Street and will be renamed Campania Road. The remainder of the roadways within the Mediterra development are cul-de-sacs of various lengths and orientations. The suffix assigned for each cul-de-sac is either Court, Lane, Place, or Way, depending on its location. Avenida Ramblas is the primary roadway that runs the entire length of the development and provides access to each of the cul-de-sacs proposed in Phases 1 and 2.

As depicted on the Tract Map provided, Streets "P", "O", "R", "S', and "T" in Phase 3 have not yet been provided with any names as the future developer of Phase 3 will be delegated with that task (Attachment 1 – Proposed Street Names). The Applicant's Engineer is currently preparing the Final Map for Tentative Tract Map No. 18893 with the proposed street names. The approval of the street names is required prior to recordation of the Final Map. A list of the proposed names has been provided below:

| Current Name on Tentative Map | Proposed Name for Final Map |
|---|---|
| Santa Ana Canyon Road | Campania Road |
| Street "A" | Marbella Way |
| Street "B" | Portofino Street |
| Street "C" | Santorini Lane |
| Street "D" | Ravello Court |
| Street "U" | Terranova Court |
| Street "K" | Sorrento Way |
| Street "L" | Capri Way |
| Street "M" | Palermo Court |
| Street "O" | Sanremo Place |

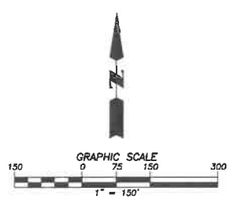
The Planning Commission may suggest and recommend alternative names or select a name from the City's Historical name list or military name list (Attachment 2 – Historic and Military Names).

Attachments:
1. Proposed Street Names
2. Historic and Military Names

# Attachment 1:

# Proposed Street Names

# MEDITERRA - TRACT 18893
# PROPOSED STREET NAMES




ACI
AGUILAR CONSULTING INC.
2155 CHICAGO AVENUE, SUITE 304
RIVERSIDE, CA 92507
PH. (951) 300-1431 FAX (951) 300-1436

# Attachment 2:

# Historic and Military Names

# CITY OF HIGHLAND

27215 Base Line, Highland, CA 92346
Telephone (909) 864-8732 FAX: (909) 862-3180


## Prioritized List of Names for City of Highland Streets

A. NAMES WITH 4 - 8 VOTES

Aguillar
Gore
Hartzell
Ranney
Rule
Savage

B. NAMES WITH 2 - 3 VOTES

Alvarado
Barrett
Bergstrom
Bromilow
Burke
Cadwallader
Chavez
Chung
Cleghorn
Coy
Ewing
Fowler
Frye
Gerber
George
Henslee
Kite Track
Longmier
Lopez
McCulley
Moore
Morongo
Perez
Redenbo
Resendez
Reyes
Ruiz
San Manuel
True
Williams
Wilsey

C. NAMES WITH ONE VOTE

Blake
Boyd
Brown
Chapoli
Clapp
Cook
Domke
Donahue
Duro
Edwards
Floriano
Fuentes
Fuji
Garcia
Garner
Geib
Glass
Gloner
~~Green~~
Grepe
Haney
Harmon
Hendrickson
Hernandez
Hill
Huffman
Huntsman
Ingham
Inglehart
Jones
Kawahara
Keyser
Kipf
Knight
Lemas
Lenardo
Lindsey
Linville
Loring
Manuel
Marcus
McCormick
Morales
Mullins
Murate
Poe
Ramirez
Resendez
Roberts
Rohrer
Rutredge
Santo
Segundo
Sheldon
Tahata
Thompson
Toeppler
Twomley
Velarde
Weeks
Welton
Yokamp

D. MILITARY VETERAN NAMES

Cairns

# STAFF REPORT

## TO THE PLANNING COMMISSION

**DATE:** February 16, 2021

**FROM:** Lawrence A. Mainez, Community Development Director

**REVIEWED BY:** Kim Stater, Assistant Community Development Director

**PREPARED BY:** Ash Syed, Associate Planner

**SUBJECT:** Conditional Use Permit (CUP 20-005) to entitle the construction of a 1,811 square foot drive-thru carwash with seven (7) vacuum stations.

**LOCATION:** 8054 Palm Ave Highland, CA 92346
A vacant 0.42 acre parcel on the west side of Palm Avenue, approximately 250 feet south of the Palm Avenue and 5th Street intersection. Assessor's Parcel Number: 1192-641-03

**OWNER / APPLICANT:** Ghulam Sarwar

**RECOMMENDATION:** Staff recommends the Planning Commission:

1. Adopt Resolution No. 2021 – ____, approving Conditional Use Permit (CUP 20-005) for the construction of a drive-thru carwash with seven (7) vacuum stations.

2. Direct staff to file a Notice of Exemption with the County Clerk of the Board of Supervisors.

**FISCAL IMPACT:** The Applicant submitted the required deposit fee for processing a Conditional Use Permit. Staff time spent working on the application will be charged to this fee.

**PUBLIC NOTICE:** As required by the City Council, notice of the public hearing was posted at the City's three designated posting locations. In addition, the notice was

| | | | |
|---|---|---|---|
| Approved _____ | Motion _____ | Second _____ | Agenda Item No. 3 |
| Denied _____ | Ayes _____ | | |
| | Noes _____ | | File No. _____ |
| Continue _____ | Abstain _____ | | |
| | Absent _____ | | |
| Recording Secretary | | Community Development Director | |

mailed to property owners within three-hundred (300) feet of the project site, and published in the Highland Community News on February 5, 2021 No further notice is required.

**DESCRIPTION OF SITE:** The project site is located along the western side of Palm Avenue, approximately 250 feet south of 5th Street. As defined by the City's General Plan, Palm Avenue at this location is classified as a "major highway". The property is currently vacant and has been since prior to the City's incorporation (Exhibit A – Location Map). The existing site is currently vacant as no formal development was proposed by the previous or current owners. Aside from a 45 foot by 15 foot concrete pad at the eastern end of the side where cars and trucks were occasionally parked, no other surface improvements had previously been initiated. The site offers a depth of approximately 205 feet and a width of approximately 95 feet. Currently, the improvement on the north property protrudes approximately 9 feet into the subject property along the entire northside. A land surveyor will need to be consulted with to determine the exact location of the property line.

Surrounding Land Uses

North: Vacant Commercial Building
South: Animal Hospital / Veterinary Clinic
East: Environmental Services Center
West: Vacant Parcel

| Location | General Plan Designation | Zoning Designation |
|---|---|---|
| Site: | Business Park (BP) | Business Park (BP) |
| North: | Business Park (BP) | Business Park (BP) |
| South: | Business Park (BP) | Business Park (BP) |
| East: | Industrial (I) | Industrial (I) |
| West: | Business Park (BP) | Business Park (BP) |

The project site is located approximately two (2) miles southwest of the San Andreas Earthquake Fault and does not fall within the Alquist-Priolo Earthquake Fault Zone. Additionally, the project site is not located within a FEMA flood zone.

**PROJECT REVIEW/ANALYSIS:** The Applicant is proposing to construct a drive-thru carwash with seven (7) vacuum stations on a vacant 0.42 acre parcel (Exhibit B – Site Plan). The carwash is to be fully automated with 1,811 square feet of interior space that houses a washing station and drying section. The drive lane for the carwash is approximately 160 feet in total length and 15 feet in width at the single aisle section just before the entrance to the carwash building. The drive lane begins in a 25-foot wide dual aisle formation at the pay station area to provide adequate space for four vehicles in each lane to stack up without protruding into the area designated for vacuuming.

The proposed facility is a carwash with a pay station that accepts cash or credit cards and does not feature any sort of walk-in area to pay for the service in-person or purchase any other goods. There will be a full-time attendant onsite who will strictly oversee operations to ensure that all machinery is functioning properly and arrange for maintenance and repairs when necessary. The carwash is otherwise fully automated and the vacuum stations are self-operated by the users. The proposed hours of operation for the facility will be 7:00am to 8:00pm from April to September and 8:00am to 6:00pm from October to February.

Parking

The ten (10) proposed parking spaces on the site have been arranged in a double loaded aisle formation. Along the southern property line, there are five (5) stalls that are fully dedicated to vehicle vacuuming. The three (3) interior stalls have access to a vacuum station from both sides while the two (2) outer stalls have access from strictly the left or right sides of the stall, respectively. Along the northern property line are five (5) additional parking stalls. At the northeast portion are two (2) stalls with a vacuum station in between. The remaining three (3) spaces address the parking regulations for the site, including employee parking and loading.

According to the City of Highland Municipal Code, the parking requirement for a carwash is three (3) spaces per washing stall. Considering that the automated carwash building is one (1) vehicle washing stall, with only one (1) vehicle being washed and dried at a time, the three (3) remaining onsite parking spaces that are not dedicated to vehicle vacuuming satisfies the parking requirement for the use. Of the three (3) available parking spaces, one (1) is a dedicated 12-foot wide handicap stall with a supplementary 5-foot crosshatch pathway that provides access to the proposed trash enclosure and the entrance to the interior of the carwash.

No landscape islands have been proposed on this site as there are no sequences of eight (8) consecutive parking spaces. The only spaces on the site that are adjacent to one another are the two (2) non-handicap spaces located on the northern side that are not vacuuming stalls.

Access

The site will consist of both vehicular and pedestrian accessibility. Currently, both vehicles and pedestrians can access the site from Palm Avenue on the east side, the only entrance to the property. The City of Highland is in the process of implementing plans for the future construction of a dedicated right-turn lane along Palm Avenue, heading southbound, toward the 3rd Street intersection. While the frontage of the property along Palm Avenue is currently straight, the proposed dedicated right-turn lane will initiate at the middle of the property's frontage. The property owner will be required to dedicate an approximately 50 square foot triangular portion of land that extends

about 5 feet west and 25 feet north from the current southeast corner of the property. This modification and the proposed design for the site has already incorporated this required street dedication.

Elevations

The Applicant is proposing a conceptual design for the carwash building that could incorporate modern aesthetic accents for Planning Commission consideration as part of the Conditional Use permit evaluation. The exterior features a contemporary gray and blue stucco on the mid to upper section of the building on all four sides as well as a flat roof and parapet around the perimeter. Along the eastern front of the building and eastern half of the north face will be a gray metal-paneling decor. Also on the east side, the proposed trash enclosure will feature the gray metal-paneling exterior (Exhibit C – Elevations). Final design elements for the carwash and vacuum stations will be submitted by the Applicant and brought back to the Planning Commission as a Design Review Application at a later date.

Setbacks

According to the City of Highland Municipal Code, within the Business Park zone, the required 20-foot front setback area must feature landscaping of predominant plant materials. Where off-street parking/vehicle stoppage is located within front setback areas, as the case with this site, a minimum landscaped area of 10 feet in depth must be provided between the property line and parking area, with an additional minimum landscaped area of 10 feet in depth provided between the parking area and the building. Meanwhile, the 20-foot rear or interior-side setback areas must feature landscaping as well but may also be used to accommodate pedestrian walkways, driveways, off-street parking or loading, and similar accessory activities without the requirement of additional landscaping elsewhere.

Due to the size of the lot, placement of the proposed carwash building, and location/spacing of the vacuum stations, there is not adequate space for an uninterrupted twenty (20) feet of landscaping at the front (east side) of the property along Palm Avenue. The Applicant has instead proposed ten (10) feet of landscaping from the property line to the first parking space/vacuum stall and an additional ten (10) feet of landscaping between the parking area and the front of the carwash building, as permitted by the Municipal Code. Along the southern side of the property, the Applicant has provided a twenty (20) foot fully landscaped setback area just south of the carwash building and five (5) parking spaces dedicated to vehicle vacuuming along the remaining portion. Along the northern side of the property, the applicant has provided a twenty (20) foot setback area that features another five (5) parking spaces, supplemental landscaping, and the pay station / drive aisle for the carwash. Lastly, the rear portion (west side) of the property features a twenty (20) foot setback area that includes the required landscaping and accommodates the drive aisle leading into the

carwash building. The proposed design for lot coverage has satisfied the setback requirements per the Municipal Code.

Conceptual Landscape

The conceptual landscaping that is proposed on the site includes various trees, shrubs, groundcovers and vines. Located along Palm Avenue is a mix of "Washingtonia Robusta" with two clusters of "Rosa Carpet" trees placed on each side of the entrance to the property. Located along the northern and southern borders of the property are "Heavenly Bamboo" trees along with a variety of "Violet Silverleaf" and "Purple Muhly Grass" ground cover. At the rear (west side) of the property, existing trees and landscaping will be utilized as much as possible and will be further accentuated by additional "Hemerocallis Hybrid", "Rosa Carpet", and various other floras scattered in between to further enhance the aesthetic appeal (Exhibit D – Landscape Plan). The conceptual landscape plan has been reviewed by the City's landscape architect. The final landscape design will be submitted by the Applicant and brought back to the Planning Commission as a Design Review Application at a later date.

Vehicle Washing Development Standards

According to the City of Highland Municipal Code, proposed vehicle washing facilities must satisfy additional design criteria in regard to paving, enclosures, and onsite parking prior to Planning Commission review. The subject site features a fully paved carwash facility and parking area in addition to the required landscaping, satisfying the requirement of paved areas onsite. The process of vehicle washing and drying will take place entirely within the carwash building onsite, satisfying the requirement for all operations producing dirt/grime/wastewater to take place within an enclosed facility. Lastly, the ten (10) proposed parking spaces on the site have been arranged in a double loaded aisle formation. Along the southern property line, there are five (5) stalls that are fully dedicated to customers vacuuming their vehicles. Along the northern property line are two (2) additional vacuuming stalls for customers. The remaining three (3) spaces along the northern side address the requirement of three (3) spaces per vehicle washing stall onsite, satisfying the parking requirement for the proposed project. Further development standards regarding storage, litter, and hazardous waste elimination have also been conditioned to be addressed and satisfied by the Applicant.

WQMP

The Conceptual Water Quality Management Plan (WQMP) has been reviewed and approved which addresses the topography, stormwater collection basins, and proposed water drainage paths for the site. The Site Aerial photo shows the current state of the property as well as the surrounding parcels and boundary walls.

Conceptual Signs

One (1) monument sign has been conceptually proposed on the property, just south of the entrance along Palm Avenue. A building mounted sign could also be installed atop the storefront at the roofline fronting Palm Avenue. The Applicant will submit elevations for the signs along with an application for an Accessory Sign Review with a proposal for development at a later date.

**ENVIRONMENTAL REVIEW:** This project is Categorically Exempt from environmental proceedings pursuant to Section 15301, Class 32, In-Fill Developments, of the California Environmental Quality Act (CEQA) Guidelines, since:

(a) The project is consistent with the applicable general plan designation and all applicable general plan policies as well as with applicable zoning designation and regulations.

(b) The proposed development occurs within city limits on a project site of no more than five acres substantially surrounded by urban uses.

(c) The project site has no value as habitat for endangered, rare or threatened species.

(d) Approval of the project would not result in any significant effects relating to traffic, noise, air quality, or water quality.

(e) The site can be adequately served by all required utilities and public services.

**SUMMARY:** The City of Highland General Plan designates the project site as Business Park (BP). The Applicant's proposal for the construction of a drive-thru carwash with seven (7) vacuum stations is consistent with the land use designation via the approval of a Conditional Use Permit. Staff recommends the Planning Commission adopt Resolution No. 2021 – ____, approving Conditional Use Permit (CUP 20-005).

Exhibits:

A – Location Map
B – Site Plan
C – Conceptual Rendering
D – Landscape Plan

Attachments:

1. Resolution No. 2021 – ____ for Conditional Use Permit (CUP 20-005)
   Exhibit 1: Conditions of Approval

# Exhibit A:

# Location Map

5th @ Palm Wb Fs
5th St
N
Palm Ave

# Exhibit B:

# Site Plan

IN THE CITY OF HIGHLAND, CALIFORNIA

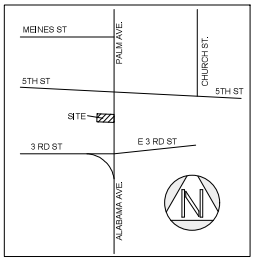
# SITE PLAN

## 8054 PALM AVENUE

## A.P.N. 1192-641-03

A PORTION OF THE SOUTH 1/2 OF THE SOUTHEAST QUARTER OF SECTION 5, TOWNSHIP 1 SOUTH, RANGE 3 WEST, SAN BERNARDINO MERIDIAN, IN THE CITY OF HIGHLAND, COUNTY OF SAN BERNARDINO, CALIFORNIA.

SITETECH, INC. NOVEMBER 2020

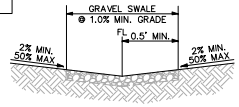



VICINITY MAP

NO SCALE

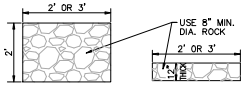
PARKING SPACE ANALYSIS:

| Land Use/Req'mt. | Parking Rate | Bldg. Size/Rate | # of Stall Reqd. |
|---|---|---|---|
| CAR WASH | 3 Stall / WASH UNIT | 1 WASH UNIT | 3 |
| Handicap Stalls (HC) | 1-40 REGULAR STALL BRACKET (REQ.D') | | 1 |
| TOTAL PARKING STALLS REQUIRED: 3 SPACES (1 MUST BE HANDICAP) | | | |
| PARKING STALLS PROVIDED: | | ( 2 = STD. 9'x18') | |
| | | ( 1 = Van Handicap 12'X18') | |
| TOTAL PARKING STALLS PROVIDED: | | 3 | |




GRAVEL SWALE DETAIL (12)

NOT TO SCALE




SPLASH PAD DETAIL (11)

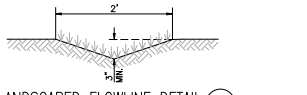
NOT TO SCALE

GENERAL NOTES:

1. THE PROPOSED PROJECT IS FOR A CAR WASH WITH 7 DESIGNATED VACUUM STATIONS AND TWO REGULAR PARKING STALLS AND ONE HANDICAP STALL.
2. ASSESOR'S PARCEL NUMBER: 1192-641-03.
3. THIS PROJECT SIZE IS APPROXIMATELY 0.42 NET ACRES.
4. EXISTING AND PROPOSED ZONING IS B.P. (BUSINESS PARK).
5. LAND USE OF ALL SURROUNDING PROPERTY TO THIS PROJECT: MIXED USE COMMERCIAL – NORTH & WEST /. GAS STATION/MIXED USE COMMERCIAL – EAST / COMMERCIAL – SOUTH
6. THERE ARE NO NEW STREETS PROPOSED WITHIN THIS DEVELOPMENT.
7. NO REGULATED TREES WILL BE REMOVED AS A PART OF THIS PROJECT.
8. THE AVERAGE SLOPE OF BOTH FEASIBLE ACCESS ROUTE AND FEASIBLE BUILDING SITE DOES NOT EXCEED TEN PERCENT (10%).
9. A PRECISE GRADING PLAN IS PROPOSED FOR THIS PROJECT.
10. TYPE OF PROPOSED CONSTRUCTION: N
11. FOR COMPLETE LEGAL DESCRIPTION, SEE TITLE REPORT.
12. NO WATER COURSES CROSS THIS PROPERTY AND IT IS NOT WITHIN A FLOOD ZONE.
13. APPROXIMATE EARTHWORK QUANTITIES: CUT 20 C.Y., FILL 20 C.Y.
14. HOURS OF OPERATION: CAR WASH: 8 a.m. – 8 p.m.
15. LIGHTING TO BE ON FROM DUSK TO SUNRISE AND TO BE SHIELDED FROM ADJOINING PROPERTIES.
16. ALL KNOW EASEMENTS ARE SHOWN HEREON.

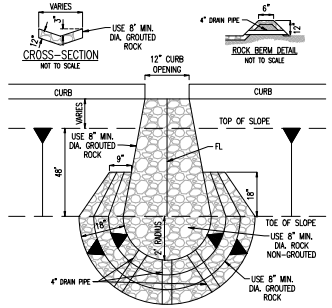
CONSTRUCTION NOTES:

1. CONSTRUCT COMMERCIAL DRIVE APPROACH PER CITY OF HIGHLAND STD. 212.
2. SAWCUT TO A CLEAN STRAIGHT LINE.
3. CONSTRUCT A.C. PAVEMENT OVER CLASS II BASE OR CONCRETE PAVEMENT OVER NATIVE.
4. CONSTRUCT 8" CURB & GUTTER PER CITY OF HIGHLAND STD. 203.
5. CONSTRUCT SIDEWALK PER CITY OF HIGHLAND STD. 208.
6. CONSTRUCT 6" CURB PER A.P.W.A. STD. 120-1 TYPE A1-150.
7. CONSTRUCT 4" THICK CONCRETE PAVING.
8. CONSTRUCT VACUUMING STATION PER ARCHITECTURAL PLANS.
9. CONSTRUCT GRADED LANDSCAPE FLOWLINE AT 1.0% MINIMUM GRADE, PER DETAIL HEREON.
10. CONSTRUCT ROOF DRAIN DOWNSPOUTS TO OUTLET ONTO RIP-RAP SPLASH PAD, PER DETAIL HEREON.
11. CONSTRUCT RIP-RAP SPLASH PAD, PER DETAIL HEREON.
12. CONSTRUCT 1' WIDE GRAVEL SWALE, PER DETAIL HEREON.
13. CONSTRUCT ROCK RIP-RAP BASIN INLET AND SEDIMENT FOREBAY, PER DETAIL HEREON.
14. CONSTRUCT 1,120 C.F. INFILTRATION BASIN (1,046 C.F. REQUIRED).
15. INSTALL 24" RISER WITH DEBRIS RACK FOR BASIN OVERFLOW OUTLET.
16. INSTALL 12" H.D.P.E. STORM DRAIN AT 1.0% MIN. FOR BASIN OVERFLOW OUTLET.
17. CONSTRUCT COVERED TRASH ENCLOSURE PER ARCHITECTURAL PLANS.
18. NOT USED
19. INSTALL 18" R.C.P. STORM DRAIN AT 1.0% MIN. CONNECT TO EXISTING STORM DRAIN.
20. PARKING LOT SIGNAGE AND STRIPING PER ARCHITECTURAL PLANS.
21. INSTALL ADA ACCESSIBLE PARKING STALL (VAN) PER ADA REQUIREMENTS.
99. PROTECT IN PLACE, ITEM PER PLAN.



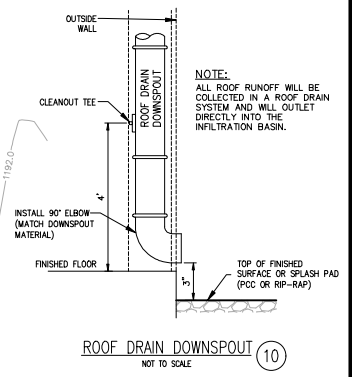

LANDSCAPED FLOWLINE DETAIL (9)

NOT TO SCALE




RIP-RAP SWALE/ SEDIMENT FOREBAY DETAIL (13)

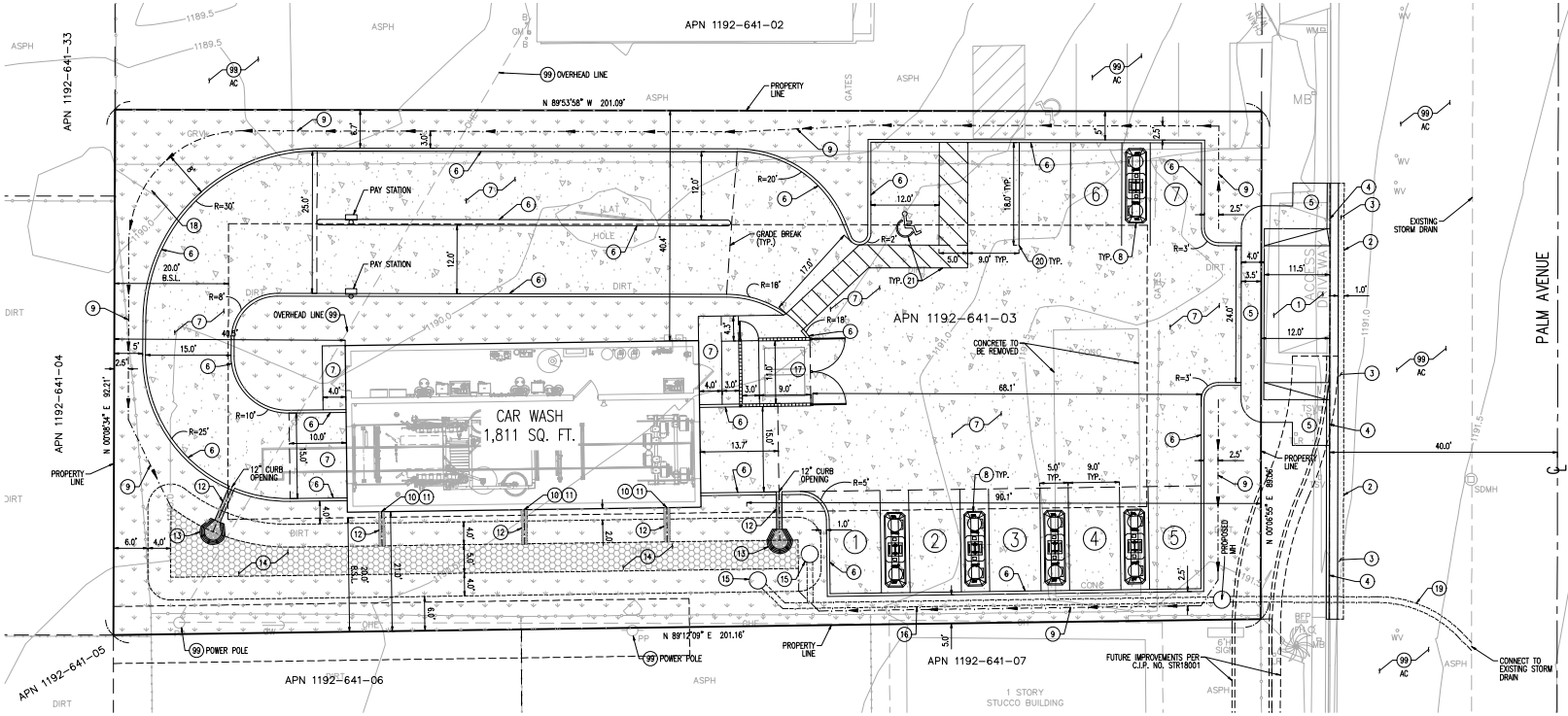
NOT TO SCALE




NOTE:
ALL ROOF RUNOFF WILL BE COLLECTED IN A ROOF DRAIN SYSTEM AND WILL OUTLET DIRECTLY INTO THE INFILTRATION BASIN.

ROOF DRAIN DOWNSPOUT (10)

NOT TO SCALE




N

SCALE: 1"=10'

10 0 10 20

OWNER/APPLICANT:
GHULAM SARWAR
5052 WESTMONT STREET
RIVERSIDE, CA 92507
PH: (951) 536-0786

ENGINEER/MAP PREPARER:
SITETECH, INC.
8061 CHURCH STREET
P.O. BOX 592
HIGHLAND, CA 92346
CONTACT: BERNIE MAYER
PH: (909) 864-3180

COMPANIES AND AGENCIES SERVICING THIS PROJECT ARE AS FOLLOWS:

WATER/SEWER:
EAST VALLEY WATER DISTRICT
31111 GREENSPOT ROAD
HIGHLAND, CA 92346
PH: (909) 889-9501

POWER:
SOUTHERN CALIFORNIA EDISON CO.
287 TENNESSEE STREET
REDLANDS, CA 92373
PH: (909) 307-6767

TELEPHONE:
PACIFIC BELL
2926 E. CORONADO ST., 2ND FLOOR
ANAHEIM, CA 92807
PH: (714) 666-5415

CABLE:
TIME WARNER CABLE
1722 ORANGETREE LANE
REDLANDS, CA 92374
PH: (909) 798-3588

SCHOOL DISTRICT:
SAN BERNARDINO UNIFIED
777 NORTH F STREET
SAN BERNARDINO, CA 92410
PH: (909) 793-2301

GAS:
SOUTHERN CALIFORNIA GAS CO.
155 SOUTH "G" STREET
SAN BERNARDINO, CA 92401
PH: (909) 335-7928

LOT COVERAGE:

| | |
|---|---|
| TOTAL SITE | 18,227 S.F. |
| CAR WASH AREA | 1,811 S.F. = 9.9% |
| PARKING/DRIVEWAY/WALKWAYS | 9,696 S.F. = 54.6% |
| LANDSCAPING/OPEN SPACE | 6,720 S.F. = 35.5% |

LEGEND:

- 2400 – INDICATES EXISTING CONTOUR
- – INDICATES STREET CENTERLINE
- – INDICATES CURB LINE
- – INDICATES BOUNDARY LINE
- – INDICATES CONCRETE PAVEMENT
- – INDICATES INFILTRATION BASIN BOTTOM
- – INDICATES EXISTING CHAIN LINK FENCE
- – INDICATES FLOW LINE

REGISTERED PROFESSIONAL ENGINEER BERNARD F. MAYER NO. 36866 Exp. 6-30-22 CIVIL STATE OF CALIFORNIA

SITETECH INC.

8061 CHURCH ST. HIGHLAND CA 92346 PO BOX 592
PH: (909) 864-3180, FAX: (909) 864-0850

11/04/2020

BERNHARD K. MAYER R.C.E. 36866 L.S. 7319 DATE

# Exhibit C:

# Conceptual Rendering

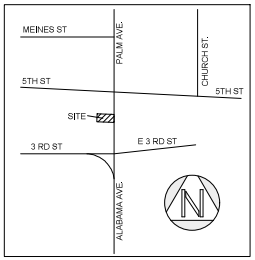
**BINGO CARWASH**
8054 PALM AVE, HIGHLAND, CA
1/6/2021

AERIAL VIEW OF SITE

MATLOCK
DESIGN BUILD
LIONSBERG AEC

# Exhibit D:

# Landscape Plan




VICINITY MAP

NO SCALE

## PLANTING LEGEND

| SYMBOL | QUAN. | SIZE | BOTANICAL/COMMON NAMES | NOTES |
|---|---|---|---|---|
| | | | **TREES** | |
| | 0 | | EXISTING TREE TO BE UTILIZED | |
| | 4 | 12' BTH | WASHINGTONIA ROBUSTA / MEXICAN FAN PALM | BTH=BROWN TRUNK HEIGHT |
| | | | **SHRUBS** | |
| | 0 | 1 GAL | HEMEROCALLIS HYBRIDS / DAYLILLY-EVERGREEN | RED AND YELLOW 50% EACH-MIXED |
| | 26 | 5 GAL | LANTANA H. 'SPREADING SUNSET' / S.S. ORANGE LANTANA | PROVIDE NURSERY TAGS |
| | 32 | 5 GAL | LEUCOPHYLLUM C. 'THUNDER CLOUD' / T. C. VIOLET SILVERLEAF | PROVIDE NURSERY TAGS |
| | 90 | 1 GAL | MUHLENBERGIA R. 'NASHVILLE' / PURPLE MUHLY GRASS | PROVIDE NURSERY TAGS |
| | 42 | 5 GAL | NANDINA D. 'COMPACATA' / HEAVENLY BAMBOO | PROVIDE NURSERY TAGS |
| | 42 | 5 GAL | ROSA 'CARPET' / CARPET ROSE-YELLOW COLORED | PROVIDE NURSERY TAGS |
| | | | **SHRUBS** | |
| | 0 | 1 GAL | MACFADYNENA UNGIS-CATI / CAT'S CLAW VINE | TRAIN ON TRASH ENCLOSURE WALLS |
| | | | **GROUND COVERS** | |
| | 5,910 SF | FLAT | GAZANIA H. 'AZTEC QUEEEN' / AZTEC CLUMPING GAZANIA | PLANT AT 6" O.C. |
| | 0 SF | 2" DEPTH | MULCH-GORILLA HAIR REDWOOD MULCH IN ALL SHRUB AREAS | AVAILABLE FROM EARTHWORKS |
| | 8 | | BOULDER-DESERT MARBLE-SIZES 1- 3'x3', 1 3'x2.5', 1-2'x2' | FROM SWB-BURY 1/3 DEPTH |

**WATER CONSERVATION STATEMENT:**

STB LANDSCAPE ARCHITECT'S, Inc. HAS FOLLOWED AND MET ALL WATER CONSERVATION REQUIREMENTS SET FORTH IN BOTH THE CITY AND STATE ORDINANCES. STB HAS ACHIEVED THESE GOALS THROUGH THE USE OF HIGHLY EFFICIENT MICRO-SPRAY IRRIGATION NOZZLES TO ALL PLANTED AREAS, COMBINED WITH SUPPLEMENTAL BUBBLERS TO ALL TREES AND A "SMART" E.T. BASED CONTROLLER AND RAIN SHUT-OFF DEVICE. THE CONTROLLER WILL RECEIVE E.T. INFORMATION THAT WILL ALLOW THE CONTROLLER TO UP-DATE R.C.V. RUN TIMES ON A DAILY BASES THERE BY ELIMINATING THE NEED FOR MANUALLY ADJUSTING THE CONTROLLER FOR WEEKLY OR SEASONAL WEATHER CHANGES

**MAINTENANCE RESPONSIBILITY NOTE:**

THE OWNER OF THE HAVE A SNACK FUELS WILL BE RESPONSIBLE FOR ALL MAINTENANCE AND WATER MANAGEMENT WITHIN THEIR PROPERTY.

IN THE CITY OF HIGHLAND, CALIFORNIA

# LANDSCAPE PLAN

## 8054 PALM AVENUE

## A.P.N. 1192-641-03

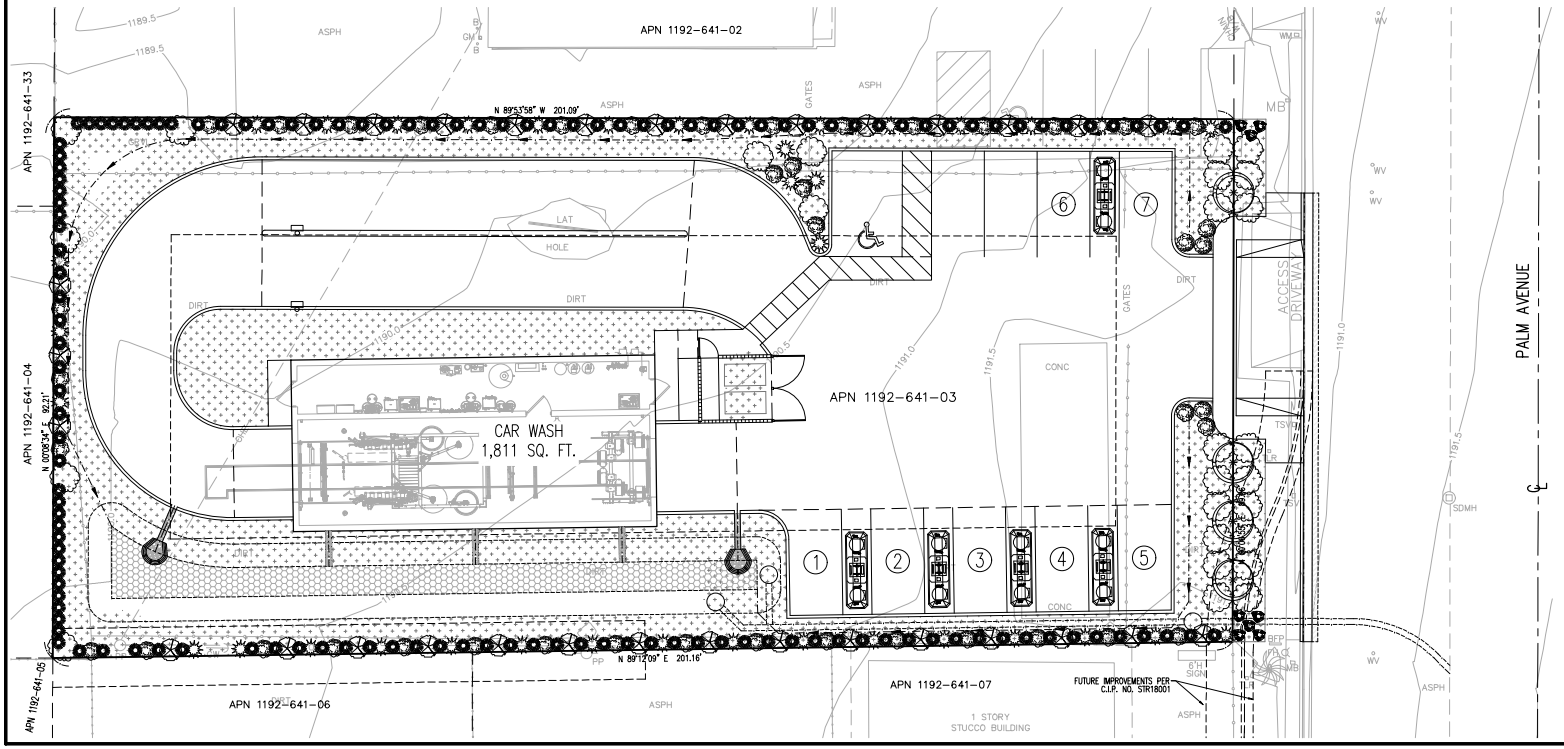
A PORTION OF THE SOUTH 1/2 OF THE SOUTHEAST QUARTER OF SECTION 5, TOWNSHIP 1 SOUTH, RANGE 3 WEST, SAN BERNARDINO MERIDIAN, IN THE CITY OF HIGHLAND, COUNTY OF SAN BERNARDINO, CALIFORNIA.

SITETECH, INC. SEPTEMBER, 2020

N

SCALE: 1"=10'

10 0 10 20




REGISTERED PROFESSIONAL ENGINEER BERNARD K. MAYER NO. 36866 Exp. 6-30-22 CIVIL STATE OF CALIFORNIA

SITETECH INC.

8061 CHURCH ST. HIGHLAND CA 92346 PO BOX 592
PH: (909) 864-3180, FAX: (909) 864-0850

09/11/2020

BERNARD K. MAYER R.C.E. 36866 L.S. 7319 DATE

**RESOLUTION NO. 2021 - ____**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF HIGHLAND, CALIFORNIA, APPROVING A CONDITIONAL USE PERMIT (CUP 20-005) TO ENTITLE THE CONSTRUCTION OF A 1,811 SQUARE FOOT DRIVE-THRU CARWASH WITH SEVEN (7) VACUUM STATIONS ON A VACANT 0.42 ACRE PARCEL ON THE WEST SIDE OF PALM AVENUE, APPROXIMATELY 250 FEET SOUTH OF THE PALM AVENUE AND 5TH STREET INTERSECTION. ASSESSOR'S PARCEL NUMBER: 1192-641-03.**

**OWNER / APPLICANT: GHULAM SARWAR**

A. RECITALS

1. The Applicant filed an application with the City of Highland for a Conditional Use Permit (CUP 20-005) proposing the construction of a 1,811 square foot drive-thru carwash with seven (7) vacuum stations on a vacant 0.42 acre parcel approximately 250 feet south of the Palm Avenue and 5th Street intersection. Assessor's Parcel Number: 1192-641-03.

2. The construction is in regard to a new 1,811 square foot drive-thru carwash building with seven (7) vacuum stations, three (3) designated parking spaces, landscaping, and a trash enclosure.

3. On February 16, 2021, the Planning Commission of the City of Highland conducted an on-line public hearing on the subject application and concluded the hearing on that date.

4. All legal prerequisites to the adoption of this Resolution have occurred.

5. Pursuant to CEQA, this project is Categorically Exempt from environmental proceedings pursuant to Section 15301, Class 32, In-Fill Developments, of the California Environmental Quality Act (CEQA) Guidelines, since:

   (a) The project is consistent with the applicable general plan designation and all applicable general plan policies as well as with applicable zoning designation and regulations.

   (b) The proposed development occurs within city limits on a project site of no more than five acres substantially surrounded by urban uses.

   (c) The project site has no value as habitat for endangered, rare or threatened species.

(d) Approval of the project would not result in any significant effects relating to traffic, noise, air quality, or water quality.
(e) The site can be adequately served by all required utilities and public services.

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 February 16, 2021, 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. Findings of Fact (Conditional Use Permit (CUP 20-005):

   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 the applicable development policies and standards of the city.

      Response: The project is located within the Business Park (BP) land use designation, and proposes to construct a drive-thru carwash and vehicle vacuuming area on a vacant 0.42 acre parcel. There is appropriate street frontage, setbacks from the right-of-way line along Palm Avenue, distances from the property lines, and onsite amenities that satisfy the site development standards for Vehicle Washing Stations per Section 16.44.240 of the Highland Municipal Code.There is adequate access and parking onsite for the proposed project. The use of this property as a drive-thru carwash with vehicle vacuuming stations is permitted in the Business Park (BP) zone, subject to the approval of a Conditional Use Permit.

   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 establishment of a drive-thru carwash with seven (7) vacuum stations in this portion of the city will not impair the integrity and/or character of the district or its surroundings. The proposed use is appropriate in nature and in keeping with the development standards of the Business Park (BP) zoning classification. Providing a drive-thru carwash with seven (7) vacuum stations on a propoerty that is currently vacant and undeveloped is not anticipated to negatively affect surrounding businesses or non-conforming residences, as there are uses with similar vehicular traffic nearby, such as the Environmental Services Center across Palm Avenue and the ARCO Gas Station at the Palm Avenue and 5th Street intersection. Therefore, no significant impacts to the existing quality of the site or its surroundings would occur as a result of the project.

c. The site is suitable for the type and intensity of use or development which is proposed.

Response: The project is suitable and permitted within the Business Park (BP) zone, and proposes to open a drive-thru carwash with seven (7) vacuum stations on a vacant, undeveloped parcel. The carwash is to be fully automated with an enclosed building that houses a washing station and drying section. There will be a full-time attendant onsite who will strictly oversee operations to ensure that all machinery is functioning properly and arrange for maintenance and repairs when necessary. The proposed hours of operation for the facility will be 7:00am to 8:00pm from April to September and 8:00am to 6:00pm from October to February. The ten (10) proposed parking spaces on the site have been arranged in a double loaded aisle formation. Along the southern border, there are five (5) stalls that are fully dedicated to vehicle vacuuming with an additional two (2) stall along the northern border. With a requirement of three (3) dedicated parking spaces per vehicular washing stall, the three (3) remaining spaces along the northern border satisfies the parking requirement for the site.

d. There are adequate provisions for water, sanitation, and public utilities and services to ensure public health and safety.

Response: The project site will be served by water, sewer, public utilities and by the City of Highland Fire and Police Departments. There are 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: A a drive-thru carwash with seven (7) vacuum stations in this portion of the city will not be detrimental to the public health, safety, or

welfare, or materially injurious to properties and improvements in the vicinity. Adequate paving and landscaping has been proposed and appropriate parking availability has been exhibited by the site plans. The conditions of approval have been provided to ensure compliance with applicable development policies and standards within the city.

f. The proposed use would not result in a significant effect on the environment.

Response: The proposed a drive-thru carwash with seven (7) vacuum stations is not expected to have a significant impact on the environment. Per CEQA Guidelines, this project is Categorically Exempt from environmental proceedings pursuant to Section 15301, Class 32, In-Fill Developments, of the California Environmental Quality Act (CEQA) Guidelines, since:

(a) The project is consistent with the applicable general plan designation and all applicable general plan policies as well as with applicable zoning designation and regulations.

(b) The proposed development occurs within city limits on a project site of no more than five acres substantially surrounded by urban uses.

(c) The project site has no value as habitat for endangered, rare or threatened species.

(d) Approval of the project would not result in any significant effects relating to traffic, noise, air quality, or water quality.

(e) The site can be adequately served by all required utilities and public services.

4. Based on the Findings of Fact set forth above, the Planning Commission approves Conditional Use Permit (CUP 20-005) proposing the construction of a 1,811 square foot drive-thru carwash with seven (7) vacuum stations on a vacant 0.42 acre parcel approximately 250 feet south of the Palm Avenue and 5th Street intersection.

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.

Exhibit 1 attached provides the Conditions of Approval for the project.

**PASSED**, **APPROVED** and **ADOPTED** this 16th day of February, 2021.

ATTEST:

| | |
|---|---|
| Randall Hamerly, Chairman<br>Planning Commission | Lawrence A. Mainez<br>Community Development Director |

# Exhibit 1:

# Conditions of Approval

**CITY OF HIGHLAND**
**PLANNING DIVISION CONDITIONS OF APPROVAL**

Date: February 16, 2021

Owner: Ghulam Sarwar

Project No: Conditional Use Permit (CUP 20-005)

Proposal: Conditional Use Permit (CUP 20-005) to entitle the construction of a 1,811 square foot drive-thru carwash with seven (7) vacuum stations.

Location: 8054 Palm Ave Highland, CA 92346
A 0.42 acre parcel on the west side of Palm Avenue, approximately 250 feet south of the Palm Avenue and 5th Street intersection. Assessor's Parcel Number: 1192-641-03

## PLANNING CONDITIONS

These conditions of approval represent the Planning Divisions conditions of approval and are meant to be one part of overall conditions of approval that may include, Engineering, Building and Safety, Fire Department, and other agency conditions of approval.

The conditions below are continuing conditions. Failure of the applicant and/or operator to comply with any or all said conditions at any time shall result in the revocation of this permit granted to use the subject property.

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 structures authorized by this conditional use permit have occurred within thirty-six (36) months from the approval date of this conditional use permit, this conditional use permit shall expire and be null and void without further action by the City of Highland.

   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 for a period of time not to exceed an additional thirty-six (36) months. An application for an extension of time must be set forth in writing, stating the reasons for the extension, and must be filed with the Planning Division a minimum of thirty (30) calendar days prior to the expiration of the conditional use permit. Such application shall be filed together with the City's processing fee, as established by the City Council.

2. This Conditional Use Permit is for the construction of an 1,811 square foot drive-thru carwash with seven (7) vacuum stations on a 0.42 acre parcel.

a. The approval of the Conditional Use Permit is applicable to the proposed Site Plan for the property.

b. The approval of the carwash building is in regard to the size and shape of the structure. The specific design elements will be determined by the future tenant and will be finalized upon submittal of a Design Review Application at a later date.

3. All permanent parking areas shall be paved and permanently maintained with asphalt or concrete and designated with clearly painted lines. The number of parking spaces, including disabled parking, shall comply with the requirements of the City's Municipal Code. A minimum of three (3) dedicated parking stalls excluding the vehicle vacuum stations are required on-site (Parking Requirement = 3 space / vehicle wash station).

4. Landscape planting at frontage areas along Palm Avenue shall include plant massings in layers of at least three different shrub and groundcover species or as approved by the Planning Commission under a Design Review Application.

5. Fan Palms shall be installed with trunks skinned to a clear height of 8 feet minimum above finished grade or as approved by the Planning Commission under a Design Review Application.

6. Materials, textures, colors, and design of all walls shall be compatible with on-site development and adjacent properties as approved by the Planning Commission under a Design Review Application. No wall higher than three feet in height shall be constructed within five feet of a driveway entrance or vehicle access way which opens onto a street or alley. Walls shall be constructed so as to ensure a clear cross view of pedestrians on the sidewalk, alley, or elsewhere by motorists entering or exiting the parcel. (Line of sight triangle as approved by City Engineer).

7. The mechanical process of vehicle washing and drying shall take place entirely within the carwash building.

8. The three (3) designated exterior parking spaces shall be used for employee and customer parking only, and not for the storage of vehicles. Hand drying of vehicles is permissible by customers

9. The premises shall be kept in a neat and orderly condition at all times. No used or discarded automotive parts or equipment or permanently disabled vehicles may be stored onsite for longer than 72 hours.

10. Trash enclosure design shall be approved by the Planning Commission under a Design Review Application and screened on at least three sides from public view by a solid wall not less than five feet in height. Permanent opaque panel gates

shall be installed on all openings to the trash enclosure and meet the design criteria established by the City's Public Services Division.

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.

11. Obtain all required building/occupancy permits from the Highland Building and Safety Division.

12. The Applicant is responsible for implementing all conditions of approval to the satisfaction of the Community Development Director, City Engineer, Fire Department, and Police Department. 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.

13. 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.

14. In compliance with the Highland Municipal Code, the Applicant/Owner shall agree, at his/her sole cost and expense, to defend, indemnify, and hold harmless, the City, its officers, employees, agents, and consultants, from any claim, action, or proceeding brought by a third-party against the City, its officers, agents, and employees, which seeks to attack, set aside, challenge, void, or annul an approval of the City Council, Planning Commission, or other decision-making body, including staff, concerning this project. The City may, at its sole discretion, participate at its own expense in the defense of any such action but such participation shall not relieve the Applicant/Owner of his/her obligations under this condition.

15. The Applicant and 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.

16. Prior to issuance of a certificate of occupancy and/or final inspection for the carwash facility by the City, all landscaping, irrigation or other construction approved by the Planning Commission under a Design Review Application and shown on the approved landscaping and irrigation plans, shall be installed and approved by the City's Landscape Architect.

17. All parking spaces shall be provided with nighttime security lighting. Lighting must be shielded and directed to reflect away from neighboring properties. Lighting shall not exceed 0.5 foot candles of illumination beyond the property boundary, as approved by the Planning Commission.

18. A land surveyor will need to be consulted with to determine the exact location of the property line.

19. The hours of operation for the facility will be 7:00am to 8:00pm from April to September and 8:00am to 6:00pm from October to March.

20. Prior to the issuance of a building or grading permit, the Applicant shall submit, and have approved, a Design Review Application for the Project's final site plan, building elevations, photometrics, perimeter wall, landscaping and related improvements.

21. The Applicant shall submit an Accessory Sign Review application prior to the issuance of a building permit.

# City of Highland

Engineering Department
Conditions of Approval
CUP 20-005
8054 Palm Avenue

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A –
B – Required Prior to Building Permit/Construction
C – Required Prior to Occupancy
D – Ongoing
E – Required Prior to Grading Permit
* – Non-Standard Conditions

E 1. Submit a preliminary soils report, prepared by a licensed Geotechnical Engineer, for review and approval by the City Engineer. Comply with the recommendations contained in the report and any amendments thereto as approved by the City Engineer.

E 2. Submit rough and/or precise grading plans to the City Engineer for review and approval. Comply with the City of Highland grading standards as shown on the Grading Plan Checklist.

E 3. Design grading and on-site improvements to drain the entire site to the proposed underground infiltration basins. Construct a curb outlet structure at the southwest corner of the site to convey storm flows in excess of the capacity of the underground infiltration basins to Fifth Street.

E 4. Submit structural design and location for any required retaining walls for review and approval by the City Engineer. Install concrete v-ditches at the back of retaining walls in accordance with the Grading Plan Checklist.

E 5. The grading and landscaping plans must comply with the City's clear sight triangle criteria at public street intersections and at private driveways. Walls, fencing, monument signs, slope, and landscaping, within the clear sight triangle, must not exceed thirty inches in height measured from the flowline of the street, unless a sight distance analysis that demonstrates sight distance is adequately maintained is submitted to and approved by the City Engineer.

E 6. Submit an erosion control plan to minimize potential increases in erosion and sediment transport during construction activity for City Engineer approval. Place erosion control measures during or after grading work as required by the City Engineer.

E 7. Design short term erosion control in accordance with Best Management Practices such as, silt fencing to control the site perimeter, and straw bale barriers, sand bag barriers, rock filters or sediment basins to control internal erosion, or other methods to stabilize disturbed areas, as approved by the City Engineer.

D 8. Implement dust control measures during construction activities including, but not limited to, daily watering of construction area as frequently as necessary during active and inactive periods, utilizing soil emulsions, limiting construction vehicle speed to 15 miles per hour, stabilizing construction entrances to prevent trackout of sediments, and street sweeping.

B 9. Submit original wet signed and stamped rough grading certifications from the soils engineer and the grading engineer, along with compaction reports, to the City Engineer.

C 10. Submit original wet signed and stamped final grading certification from the grading engineer, to the City Engineer.

**STREET IMPROVEMENTS**

C* 11. Remove the existing sidewalk and curb and gutter on Palm Avenue necessary to construct new driveway approach at the project entrance per City Standard 212. Remove the existing driveway approach that will not be used and construct curb and gutter and a 6-foot curb adjacent sidewalk.

C 12. Install traffic control signs and pavement markings with locations and types as approved by the City Engineer.

E 13. Design public improvements including sidewalk, drive approaches, and access ramps in accordance with all requirements of the State of California Accessibility Standards, Title 24 California Administrative Code. Truncated domes shall be dark gray Armor-Tile Cast in Place System manufactured by Engineered Plastics, Inc.

## WATER QUALITY/DRAINAGE

E 14. Obtain approval by the City Engineer of a Final Water Quality Management Plan (F-WQMP), prepared in accordance with the City's National Pollutant Discharge Elimination System (NPDES) permit requirements in effect at the time the Preliminary Water Quality Management Plan was approved unless subsequent City NPDES permits require otherwise. The F-WQMP shall (1) be prepared, signed, and sealed by a licensed Civil Engineer, (2) include Site Design Low Impact Development and Source Control Best Management Practices (BMPs) appropriate for commercial development, (3) include a BMP implementation, operation, and funding mechanism, and (4) be certified by the property owner. The property owner shall also enter into a Stormwater BMP Transfer, Access, and Maintenance Agreement with the City on the City form. Include a copy of the recorded agreement in the F-WQMP. Construct BMPs in accordance with the approved F-WQMP.

E 15. Submit two (2) sets of WQMP BMP Exhibits with a "WQMP BMP As-Built Certificate" wet signed and sealed by the Engineer of Record. The Certificate shall state:

"I hereby certify that the Water Quality Management Plan Best Management Practices have been constructed under my supervision in accordance with the approved plans and are functional to the best of my knowledge."

E 16. Prepare and submit a hydrology study to determine storm runoff quantities generated by the site. Construct on-site features to drain the site, via gravity flow, discharging to Palm Avenue post water quality treatment via an undersidewalk drain. Include hydraulic calculations to determine the size, locations and type of all drainage pipes, inlets, and catch basins.

E 17. Construct street and on-site grading in a manner that perpetuates the existing natural drainage patterns with respect to tributary drainage areas, outlet points, and outlet conditions (including volume, rate, frequency, and duration of flow), where feasible. Demonstrate adequate drainage away from proposed building.

## MAP/DEDICATION/ANNEXATION

C* 18. Dedicate a landscape easement across the Palm Avenue frontage as approved by the City Engineer.

C* 19. Apply to the City to annex the project into the City's Consolidated Landscape and Lighting District (LMD) for potential City maintenance of parkway and frontage landscaping along Palm Avenue and Fifth Street. Sign a ballot prepared by the City agreeing to the annexation and amount of assessment, which will include a one-time assessment to install a water meter, an electric meter and pedestal, a backflow device and enclosure, a controller and pedestal, and an ongoing assessment for maintenance of parkway and frontage landscaping. Parkway and frontage landscaping shall be maintained by the property owner. The City will maintain the

parkway and frontage landscaping utilizing LMD revenue only if the City determines that adequate maintenance is not being provided by the property owner.

B* 20. Dedicate to the City, via a separate instrument, public right-of-way to provide a 52-foot half-width public street across the Palm Avenue frontage. Dedicate to the City, via a separate instrument, a 4.5' wide sidewalk easement as per City Standard 212.

**FEES/PERMITS**

D 21. Pay appropriate engineering fees for assessment district annexation, plan check, hydrology study review, water quality management plan review, retaining wall calculation review, on-site and off-site inspection, utility excavation permits, GIS map plan update, microfilming and storage of maps and plans, and other required fees.

E 22. Post a deposit for erosion control based on an estimate of the cost to perform the erosion control work prepared by the project engineer as approved by the City Engineer. The deposit shall not be released prior to completion of all on-site construction.

B 23. Obtain a permit from engineering prior to any on-site construction or construction within the City's right-of-way.

**UTILITIES/CONSTRUCTION**

C 24. Provide each building within the project with **necessary** underground wet and dry utility services including water, sanitary sewers, gas, electric, telephone, internet, and cable TV.

C 25. Install electric burd transformers, and telephone, cable television, and internet enclosures underground whenever the underground installation is an available option offered by the utility companies. If the underground installation is not an available option and utility enclosures must be installed above ground, install the above-ground utility enclosures and any flush mount utility enclosures at locations where construction of retaining walls will not be necessary for compliance with the setback requirements of the utility companies.

D 26. Install construction fencing and screening in accordance with Building and Safety Division Policy 335.

C 27. Reconstruct public improvements damaged or removed during construction and/or installation of underground utilities, as approved by the City Engineer. Construct pavement repair, which may include A.C. overlay, T-cut trench repair and/or slurry seal, across all or a portion of damaged pavement as determined by the City Engineer.

B 28. Destroy any abandoned wells on the property or similar structures that might result in contamination of underground waters in a manner approved by the City Engineer.

C 29. Submit "Record Revisions" to construction plans which reflect the improvements as constructed, and any changes made during construction of public improvements such as streets, storm drains, parks, trails, public landscaping, etc. Provide original mylars and AutoCAD files.

D 30. Comply with the City's Public Works Policies, Procedures and Standards prevailing at the time of permit issuance.

C 31. Construct handicap-accessible trash enclosure with a solid roof per City Standard 700.

C 32. Coordinate, and where necessary, pay for the relocation of any existing public utilities, as necessary.

C 33. Provide utility services to the proposed building, including sanitary sewers, water, electric, cable, internet, gas, and telephone. All onsite utilities are to be underground.

E 34. Plot all easements on grading plan and note disposition of any existing utilities, appurtenances, fences, and access roads.

E 35. At the time of formal development application, provide a preliminary title report for the subject site.

E* 36. Obtain written permission from adjoining property owner(s), prior to start of any grading, removal or construction work located within the affected properties.

## Building and Safety Division Conditions of Approval

| | |
|---|---|
| **Date:** | 10-16-2020 |
| **Applicant:** | Unknown |
| **Site Location:** | 8054 Palm Ave. |
| **Telephone:** | Unknown |
| **APN:** | 1192-641-03 |
| **CUP:** | 20-005 |

1. Please provide the following construction plans and documents listed below for review of the proposed project. The initial plan review time will take two weeks on most projects. The applicant will receive a plan review number at the time plans are submitted for Building & Safety's plan review. This plan review number is needed to obtain information regarding your project.

    (3) Architectural Plans
    (3) Structural Plans
    (2) Structural Calculations
    (3) Plot/Site Plans
    (3) Electrical Plans
    (3) Electrical Load Calculations
    (3) Plumbing Plans/Isometrics
    (3) Mechanical Plans
    (3) HVAC Duct Layout Plans
    (3) Roof and Floor Truss Plans
    (3) Title 24 Energy Calculations
    (2) Geology Report
    (2) Soils Report
    (3) Precise Grading Plans
    (3) Site Disabled Access Plan
    (3) Condition of Approval Packages
    (3) Temporary Fence Plan
    (1) Approved Health Department Plans
    (2) Commissioning Plan

2. All structures shall be designed in accordance with the current version of the California Building Codes, including the California Green Building Standards Code. Design all structures to comply with Seismic Design Category D, wind speed 96 MPH, at exposure "C", and Energy Climate Zone 10.

3. Building and Safety does not release the meter until final approvals are obtained from all agencies and departments. Policy 295.

4. It has come to the Cities attention that premature failures have occurred in copper piping when used within the City of Highland, particularly east of the Santa Ana river bed. Property Owners, Contractors and Developers are advised to analyze soil and water compositions when considering the type of pipe material to be utilized. City staff makes no recommendations on which Plumbing Code approved products or methods to utilize, this is the responsibility of the property owner or contractor.

5. The Developer/Owner is responsible for the coordination of releasing any Deferral of Development Impact Fees or Bonds after such fees have been paid. The Developer/Owner should be aware, once the deferral notice is sent to the San Bernardino County Recorder's Office; the release process takes two to three weeks. This process will delay final Certificates of Occupancy.

6. The Developer/Owner is responsible for the coordination of the final occupancy. The Developer/Owner shall request clearances from each department and/or agency at least two weeks prior to requesting a final building inspection from Building and Safety. Each agency shall sign the back of the Building and Safety Job Card and provide a copy of the signatures to Building and Safety at the time a final inspection is requested.

7. Prior to final inspection, provide Building & Safety with a flash disk of the approved plans and documents.

8. Final approvals from all applicable outside agencies and internal departments and divisions are required prior to Building and Safety permit final and occupancy approval.

9. Projects requiring County Health and/or San Bernardino Environmental Control, such as food services or interceptors, need to obtain those permits prior to building permit issuance.

10. Building and Safety inspection requests must be made by 4:00 pm on the previous City working day to receive a next day inspection. Please contact (909) 864-2136, Ext 228.

11. A security fence with screening shall protect all construction sites. The fencing and screening shall be maintained at all times to protect pedestrians.

12. Portable toilet facilities shall be provided for construction workers and such facilities shall be maintained in a sanitary condition. Construction toilet facilities of the non-sewer type shall conform to ANSI ZA.3.

13. All construction materials, which are not used, shall be recycled pursuant to the requirements set forth by Ordinance No. 269. Receipts from the recycle company responsible for picking up the materials shall be kept in the construction office. After the construction is complete and before final occupancy, the trash receipts shall be forwarded to the Planning Division.

14. Construction projects, requiring temporary electrical power, shall obtain an electrical permit from Building and Safety. No temporary electrical power will be granted to a project unless the following item is in place and approved by Building and Safety and the Planning Division.

    a) Installation of a construction trailer through the "Temporary Occupancy Permit", alternatively, a security fenced area where the electrical power will be located. Installation of construction/sales trailers must be located on private property. No trailers can be located in the street unless a permit from the Engineering Department is obtained.

15. Construction projects requiring fire permits must apply and submit fire plans prior to the issuance of the building permit, including fire sprinkler submittals. The Fire Marshal located at 27215 Base Line, Highland CA. Please contact the Fire Marshal for information on the design requirements. (909) 864-2136, ext. 248.

16. Prior to the issuance of Building Permits, onsite water service shall be installed and approved by the responsible agency. On site fire hydrants shall be approved by the Fire Department. No flammable materials will be allowed on the site until the fire hydrants are established and approved. No flammable construction materials shall be placed on the site without approvals by the Fire Department. All street and access roadways around the project shall be paved for emergency response vehicles before flammable materials are placed on the project.

17. Prior to issuance of permits, site-grading certifications and compaction reports shall be submitted to Building and Safety.

18. Separate permits are required for trash enclosures, accessory structures, site lighting, fencing and or walls

19. Prior to issuance of building permits, provide a receipt from the appropriate Unified School District stating that all school fees have been paid. (Redlands or San Bernardino Unified School Districts)

20. All construction projects shall comply with the NPDES Stormwater Best Management Program. Prior to building permit issuance submit copy of the Water Quality Management Program Report. (WQMP)

21. Site development and grading shall be designed to provide access to all entrances and exterior ground floor exits and access to normal paths of travel. The accessible route(s) of travel shall be the most practical direct route.

22. The City enforces the State of California provisions of the California Building Code disabled access requirements. The Federal Americans with Disabilities Act (ADA) standards may differ in some cases from the California State requirements, therefore it is the building owner's responsibility to be aware of those differences and comply accordingly.

**Additional Comments Related to the Plans.**

23. Please indicate Access aisle marking. "NO PARKING" shall be painted on the surface with each Access Aisle. 11B-502.3.3

24. New Projects with 10 or more vehicular parking spaces shall comply with the requirements for designated clean air vehicle/EVSC parking requirements CGBSC 2019 5.106.5

City of Highland, **FIRE PREVENTION DIVISION,** Conditions of Approval.

**DATE : October 6, 2020** 

**APPLICANT : Ghulam Sarwar**

**ADDRESS : 8054 Palm Avenue**

**SITE LOCATION: Drive Thru Carwash & Vacuum Station**

**FILE / INDEX No.: CUP 20-005**

A tiered level of mitigation options has been developed and listed below are the systems and/or modifications required for your project. Compliance of the following items are a condition of **FINAL OCCUPANCY APPROVAL.** These conditions are required as acceptable solutions to the adverse fire conditions impacting firefighting and emergency operations accompanying the site/area. They will either assist in detection and extinguishment of the fire and/or facilitate the anticipated emergency operations.

This project is protected by the City of Highland Fire Department / Cal-Fire / California Department of Forestry and Fire Protection. Prior to any construction occurring on any parcel, the applicant shall contact the city of highland fire marshal office for verification of current fire protection development requirements. All new construction shall comply with the currently adopted California Fire Code and all applicable statutes, appendices, codes, ordinances, standards and policies of the City of Highland Fire Department/ Fire Prevention Division / Cal-Fire / California Department of Forestry and Fire Protection.

**Fire Department Review of all projects is required.**

ALL CONSTRUCTION (New and renovations to existing) SHALL COMPLY WITH THE CALIFORNIA FIRE CODE Along with amendments as adopted within the Highland Municipal Code (Ord. #411).

**Note:** All weather access roads (CFC) and fire hydrant/water system installations shall be in place, inspected and approved, **PRIOR** to combustible material being brought on site.

**GENERAL.**

1. **HF3:** A fuel break of one hundred (100) feet (brush and weed clearance) is required prior to construction. The clearance shall be maintained on a year-round basis. **CFC & HMC**

2. **HF31:** Approved fire hydrant pavement markers (blue dots) shall be installed at every hydrant.

3. **HF51:** The main electrical panel and all sub-panel(s) shall be labeled on inside cover for all circuits. **CEC**

4. **HF52:** Water heater (fuel fired), shall be properly vented to exterior of structure. Water heater shall be seismic strapped to wall and be located 18" above a garage floor. **CBC**

5. **HF55:** Commercial exit requirements:
   A. Required exit doors shall be maintained in an operable condition at all times
   B. Required exit doors shall swing outward and away in the direction of exit travel.
   C. Obstructions shall not be placed in the required width of an exit. Exits shall not be blocked or locked shut or obstructed in any manner during business hours.
   D. Exit paths shall be illuminated when structure is occupied.
   E. Exit path illumination shall be supplied from two (2) sources of power when occupant load is one hundred (100) persons or more.
   F. When exit way/exit pathway and/or exit doorway is not easily identified, additional exit signs shall be installed.

6. Exit signs shall be internally or externally illuminated by two lamps or shall be of the self-luminous type. **CFC; CBC**

7. **HF60:** Additional plans for access, fire safety systems, fire lanes and signage, gates, storage, or other special conditions may be requested for review, conditioning and approval by the fire marshal.

8. **HF56:** All flammable and combustible liquid storage and dispensing shall be in accordance with applicable sections of the **CFC, T-19** and city codes and ordinances.

9. **HF48:** A class "A" roof covering structure with "bird stops" shall be installed.

**ACCESS:**

10. **HF7:** Fire department **access** roads shall meet the fire dept. minimum unobstructed width of twenty (20) feet. (twenty-six (26) feet within FR-1&2 zones). **This standard shall not lessen other agency requirements.** Access roads shall be paved (asphalt/concrete) and in place **prior** to delivery of combustible building materials on site. Roads shall be designed and constructed to meet adopted city standards. **CFC**

11. **HF8:** All access roads, public, private streets and residential driveways shall maintain a minimum vertical clearance of thirteen (13) feet-six (6) inches. **CFC**

12. **HF11:** Fire department access roadway(s) and/or public/private street(s) exceeding one hundred fifty (**150**) feet in length shall provide an approved turn-around at the terminus (**cul-de-sac**). Minimum radius shall be **not less than forty (40)** feet. Or as approved by the fire marshal. Cul-de-sacs providing access to perimeter emergency access roads shall have a minimum radius of forty four **(44)** feet. **CFC / APPENDIX D, SBCO TRANSPORTATION STD**

13. **HF12:** Fire department access roadway(s); public/private street(s) and driveways shall not exceed 12% grade. **CBC / APPENDIX D, HMC**

14. **HF13:** Fire department access roadway(s); shall extend to within one hundred fifty (150) feet of and shall give reasonable access to all portions of the exterior walls of the first story of any building.
    An access road, approved by the fire dept., shall be provided to within fifty (50) feet of all structures when the natural grade between access road and structure is in excess of 30%.
    Where an approved access road cannot be provided, a fire protection system shall be required and approved by the fire department. **CFC**

15. **HF15:** "Phased" projects may be required to provide a minimum of two (2) remote points of approved access during construction. A secondary access, for fire and other emergency equipment and for routes of escape, which will safely handle evacuations. **CFC - APPENDIX D**

16. **HF24:** "NO PARKING – FIRE LANE" signs shall be posted at locations designated by fire marshal. Fire lane curbs shall be painted red, with white letters stating, "NO PARKING – FIRE LANE" on top, not face. **CFC - APPENDIX D**

17. **HF54:** commercial and industrial structures-occupancies and gated complexes shall have a "**KNOX BOX**" system installed on the exterior of the building(s) or complex. location of device to be determined by the fire department. The box shall contain keys necessary to gain access and may contain pre-plans and MSDS information as required by the fire department. New and existing multi-tenant

commercial buildings shall provide a 'KNOX' box large enough to contain keys to access each individual tenant space. Installation location(s) to be determined by the fire marshal. The box shall contain clearly marked keys to each tenant space or other areas as determined by the fire marshal. **CFC**

18. **HF61:** Aerial fire apparatus access roads. **Where required**: buildings or facilities **exceeding 30-feet** in height above the lowest level of fire dept. Vehicle access shall be provided access roads capable of accommodating aerial apparatus. **Width:** aerial apparatus access roads shall provide a minimum unobstructed width of **26-feet** in the immediate vicinity of any building exceeding 30-feet in height. **Proximity to buildings:** aerial apparatus access roads shall be located a minimum of 15-feet to a maximum of 30-feet from the building, and shall be positioned parallel to one entire side of the structure, as approved by the fire code official. **CFC APPENDIX D**

**WATER:**

19. **HF25:** Minimum required fire flow, shall be determined by Appendix 'B' of the currently adopted California Fire Code.
System shall be looped with minimum eight (8) inch mains; six (6) inch laterals, six (6) inch risers; six (6) inch dia. Hydrants with two 2 ½" outlet(s) and one 4" outlet.

**CFC APPENDIX B AND C**

**Note: Hydrants shall meet EVWD standards.**

20. **HF29:** Fire hydrant spacing shall be:
Commercial retail: Per CFC Chapter 5 and Appendix C
**CFC / APPENDIX B AND C.**

**Note: Existing fire hydrants (off-site) can be included if they meet spacing requirements. Hydrants shall not be located at the 'bulb' end of cul-de-sacs.**

21. **HF26:** Three sets of water delivery system plans, designed to meet the required fire flow for this project and/or development, shall be submitted to the fire department for review and approval. **CFC**

22. **HF27:** Applicant-developer shall provide a letter from the water company serving the project-development, verifying financial arrangements have been made and bonded for the required water improvements. **CFC**

## ADDRESSING – IDENTIFICATION:

23. **HF21:** **Commercial** and **multi-family residential** address numbers shall be displayed on all **new and existing** structures in such a manner as to be plainly visible and legible from the access roadway or street. Numerals shall be of a contrasting color to the building and electrically illuminated.
**Minimum size** of the numerals shall be **8"** height, 3/4" stroke, or as approved by the fire marshal.
**Industrial occupancies shall have address numbers of 12" height**, 1" stroke and shall be electrically illuminated so as to be visible and legible from access roadway or street.
**Note:** Depending on height and setback of a building, larger numerals may be required and at additional locations on the building, as determined by a case-by-case review.
**HMC**

24. **HF22:** Commercial-retail structures with rear access shall display address numbers on rear entry doorways, **4"** in height, 1/2" stroke, on contrasting background. **CFC**

## FIRE PROTECTION & ALARM SYSTEMS:

25. **HF36:** If automatic fire sprinklers are required to be installed according to **NFPA 13** and fire dept. requirements. Submit three **(3)** sets of shop plans with material cut sheets and hydraulic calculations, indicating the type of occupancy, type of materials to be stored (if any), for fire dept. review and approval prior to any installation. Submit copy of California C-16 license. **CFC; CBC; HMC**

26. **HF37:** Automatic fire sprinkler control devices (P.I.V & O.S.&Y.) Shall be visible from fire dept. access roadway, and identify system being controlled and address of structure.
Fire Dept. Connection (FDC) shall be located no closer than forty (40) feet and not to exceed one hundred fifty (150) from structure. Required fire hydrant shall have a maximum distance from FDC of thirty (30) feet. FDC shall identify address and system of structure being protected. **CFC**

27. **HF41:** A minimum of one 2A-10BC fire extinguisher shall be installed for each 3,000 sq.ft. of floor area. Travel distance to any one fire extinguisher shall not exceed 75 feet. Additional fire extinguishers, size and class to be determined by fire department, may be required. Fire extinguishers shall be serviced bi-annually and shall have a current State Fire Marshall service tag attached. Fire extinguishers are to be serviced every two years and inspected & tagged every year. **CFC; NFPA**

28. **HF43:** If required, an automatic fire detection and alarm system meeting the requirements of CFC 907, CBC and NFPA 72 shall be installed. Three (3) sets of shop plans with material cut sheets and calculations shall be submitted to the fire department for review and approval prior to installation. **CFC; CBC; NFPA**

29. **HF60:** California Fire Code, **FIRE SAFETY DURING CONSTRUCTION AND DEMOLITION**, shall apply to this project. it is the responsibility of the project manager to meet with the fire marshal to discuss requirements specific to this project.

30. **HF61**: **TENANT IMPROVEMENT**. Review the 'tenant improvement information' handout. If any of the items listed apply to this project, they must be included in the 'fire department notes' section on the plan.

31. **HF62**: Additional plans for access, fire safety systems, storage or other special condition may be requested for review, conditioning and approval by the fire marshal.

32. **HF63**: Submit to fire marshal's office: **one copy** of building and/or structure plans for fire department review.

Craig Sanchez, Fire Marshal
City of Highland Fire Prevention
(909) 864-8732 x 248