

CITY OF HIGHLAND REGULAR MEETING OF THE PLANNING COMMISSION AGENDA

MEMBERS

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

REGULAR MEETING

July 6, 2021
6:00 p.m.
City Hall
Donahue Council Chambers
27215 Base Line
Highland, California

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

CITY OF HIGHLAND • 27215 BASE LINE • HIGHLAND, CALIFORNIA 92346 • (909) 864-6861 ☎ • (909) 862-3180 📠

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 Ext. 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.

Submission of Public Comments: To limit the number of persons in the Council Chambers, the public is encouraged to make public comments by email rather than in person. For those wishing to make public 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 July 6, 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.

Members of the public will be permitted to make public comments in person.

**PLANNING COMMISSION
REGULAR MEETING AGENDA
July 6, 2021 - 6:00 P.M.**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

COMMUNITY INPUT (ITEMS NOT ON THE AGENDA)

To address the Planning Commission, please complete a speaker form located at the entrance and give it to the Administrative Assistant prior to the beginning of the meeting. Your name will be called when it is your turn to speak. Individual speakers are limited to three minutes each.

Comments received via email by July 6, 2021, 5:00 p.m., will be read into the record, provided that the reading shall not exceed three (3) minutes.

CONSENT CALENDAR

1. Minutes from the June 15, 2021 Regular Meeting.

RECOMMENDATION: That the Planning Commission approve the minutes, as submitted.

PUBLIC HEARING

2. Design Review Application (DRA 21-006) for a Site Plan, Landscape Plan, and Elevations related to the approved redevelopment of an existing 5,800 square foot commercial building into a convenience store with the addition of two (2) covered fueling station canopies with eight (8) fuel pumps on a 0.48-acre parcel. (Continued from June 1, 2021) (8020 Palm Ave)

RECOMMENDATION:

Staff recommends the Planning Commission:

1. Adopt Resolution No. 2021- _____, approving Design Review Application (DRA 21-006) for a convenience store and gas station, subject to the Conditions of Approval and Findings of Fact; and
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 that I caused to be posted this agenda on or before the 1st of July 2021 by 5:30 p.m. on our website at www.cityofhighland.org and in the following designated areas:

Highland Branch Library
7863 Central Avenue

Fire Station No. 1
26974 Base Line

City Hall
27215 Base Line

Date: July 1, 2021



Camille Goritz Administrative Assistant III



STAFF REPORT

TO THE PLANNING COMMISSION

DATE: July 6, 2021

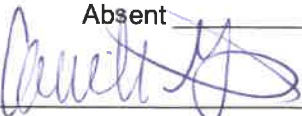
FROM: Lawrence Mainez, Community Development Director

PREPARED BY: Camille Goritz, Administrative Assistant III 

SUBJECT: Minutes from the June 15, 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. <u>1</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 Recording Secretary		 Community Development Director	

**MINUTES
PLANNING COMMISSION REGULAR MEETING
June 15, 2021 – 6:00 P.M.**

CALL TO ORDER

The regular meeting of the Planning Commission of the City of Highland was called to order at 6:01 p.m. by Chair Hamerly at the Donahue Council Chambers, 27215 Base Line, Highland, California.

Present:	Chair	Randall Hamerly
	Vice Chair	Chandra Thomas
	Commissioner	Edward Amaya
	Commissioner	Jessica Sutorus

Absent:	Commissioner	Jarrold Miller
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Staff Present: Lawrence Mainez, Community Development Director
Kim Stater, Assistant Community Development Director
Ash Syed, Associate Planner
Matt Bennett, Assistant Public Works Director
Camille Goritz, Administrative Assistant III
Scott Rice, Landscape Architect

The Pledge of Allegiance was led by Chair Hamerly.

COMMUNITY INPUT (ITEMS NOT ON THE AGENDA)

None

CONSENT CALENDAR

1. Minutes from the June 1, 2021 Regular Meeting.

A MOTION was made by Vice Chair Thomas, seconded by Commissioner Sutorus, to approve the minutes, as amended. Motion carried, 4-0.

PUBLIC HEARING

2. A request for a one-year Extension of Time (EOT) No. 21-001 for Tentative Tract Map No. 19915 (TTM No. 14-004) and Conditional Use Permit (CUP) No. 15-001 facilitating Highland Park Planned Development (SPR No. 15-001) for a residential community, consisting of 46 single-family residential lots, one neighborhood park/water quality basin, roadways, and two (2) lettered landscaped lots. (29300 Base Line)

Associate Planner Quintanilla stated the Applicant requested to withdraw the application. We have found new evidence through State Law AB 1561 which gives an automatic 18 month extension for Tentative Tract Maps expiring during the COVID-19 pandemic. This tract falls within the guidelines and the parameters of this approval therefore, the Applicant is requesting to withdraw this application.

3. Design Review Application (DRA 21-008) for the reconstruction of a restaurant with a drive-thru lane, onsite parking, and landscaping on a 12,000 square foot parcel. (26468 Base Line)

Associate Planner Syed presented the staff report.

Chair Hamerly opened the public hearing.

Commissioner Amaya asked if the business to the north of Nikko's will be without a fence? There is an existing fence right now, but I think the plan was to remove it.

Tony Shabke, Applicant stated there is a fence on the north side and we are not going to remove it.

Commissioner Amaya stated the bollard is on the east side. Will you have a fence there?

Associate Planner Syed stated along Knobhill Road the existing metal chain will be replaced with a chain, however the bollards will stay.

Sean McNaughton, Representative stated there is going to be an entirely new concrete curb that will define the planter. That will serve as a barrier for the wheel stop as well as an effective barrier.

Chair Hamerly asked about the right of way. Is that going to be the immediate designation or is the existing curb and gutter going to remain as is? The 52 foot right of way designation there would take the right of way all the way back to the curb.

Assistant Public Works Director Bennett stated the 52 feet is the right of way back of curb. The curb is going to remain at 40 feet from centerline, 12 feet back is the right of way. The curb line is at 40 feet and that is at ultimate. What we are trying to prefect is the 12 feet back of curb which is allowing for the city sidewalk and parkway in those 12 feet.

Chair Hamerly stated great upgrade on the landscaping. It looks much better than it does now.

Chair Hamerly stated the crosshatched area that is at the southwest corner that states drive-thru waiting area looks like a sharp turn to get in there and it is only 15 ½ feet deep. Either the vehicle is going to be hanging out waiting for people to get their food or the front bumper is going to be sticking out into the accessible pathway coming from the street. How is the space intended to work or the frequency that which would be used?

Sean McNaughton stated that space might not be needed at all. We may be able to remove it, it was not needed for an extra parking space.

Chair Hamerly stated I was wondering about the logistics because if they do get their food delivered to them and that is the front of the cue it is going to be disastrous trying to back out of there.

Associate Planner Syed clarified that there are 15 parking spaces needed.

Chair Hamerly stated the two parking spaces in the crosshatch area were not counted in the parking total, so you are good without those.

Vice Chair Thomas suggested putting a sign that states drive thru waiting area.

Tony Shabke replied thank you, we will consider that.

Commissioner Amaya asked if the second floor of the building is only going to be used as office space?

Sean McNaughton stated correct.

Chair Hamerly closed the public hearing.

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

1. Adopt Resolution 2021 – 009 approving Design Review Application (DRA 21-008) for the reconstruction of a restaurant with a drive-thru lane, onsite parking, and landscaping, subject to the Conditions of Approval and Findings of Fact.
2. Direct staff to file a Notice of Exemption with the County Clerk of the Board of Supervisors. Motion carried, 4-0.

RESOLUTION NO. 2021 – 009

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF HIGHLAND, CALIFORNIA, APPROVING A DESIGN REVIEW APPLICATION (DRA 21-008) FOR THE RECONSTRUCTION OF A RESTAURANT WITH A DRIVE-THRU LANE, ONSITE PARKING, AND LANDSCAPING LOCATED AT 26468 BASE LINE, HIGHLAND, CA 92346. ASSESSOR'S PARCEL NUMBER: 1191-231-34.

4. An Ordinance amending Title 16 (Land Use and Development Code) of the Highland Municipal Code, Chapter 16.06 (Definitions), Chapter 16.16 (Residential Districts), and Chapter 16.44 (Specific Development Standards) regarding Accessory Dwelling Units ("ADUs") and Making Findings Under CEQA.

Community Development Director Mainez presented the Staff Report.

Chair Hamerly opened the public hearing.

Commissioner Sutorus stated some of the areas outlined on the map presented already allow Accessory Dwelling Units (ADU's). A lot of those parcel lots would accommodate a type of ADU. A lot of people in that area have trouble receiving insurance for their house, very few insurance companies will provide insurance because it is designated as a high fire zone. I also am concerned about the parking.

Community Development Director Mainez stated all those points you made were arguments made by the Planning Associations, League of California Cities, and everyone that wanted to protect character of our neighborhoods. Ultimately the legislation won, and the goal was to provide decent housing for lower income residents, and they thought this was a good solution.

Commissioner Amaya asked if a resident has an unpermitted ADU, are they going to be grandfathered in this Ordinance?

Community Development Director Mainez stated that is illegal to have an unpermitted ADU. The Ordinance requires the property owner to have structures built to code. We would open a Code Enforcement case and go through the Ordinance to see if they meet

the standards and setbacks. We have had a couple unpermitted buildings and they have had to demolish the building.

Commissioner Amaya asked if solar panels are going to be required for a new ADU?

Community Development Director Mainez stated if it falls under the green code, we certainly require solar panels. I would have to see the square footage requirement.

Chair Hamerly stated that would be a threshold test. It would either be the dollar volume of the conversion or the size as a percentage of the existing structure. It could trigger code upgrades.

Commissioner Amaya asked is the city looking for financial incentives for the Development Impact Fees?

Community Development Director Mainez stated no. I do know that under the Housing Element law cities can develop programs to incentivize ADU's. We are not looking at financial assistance programs at this point.

Commissioner Amaya asked if Homeowner's Association (HOA) are part of this?

Community Development Director Mainez stated the ADU legislative is silent. I will defer that to the City Attorney. I assume the state would triumph any HOA restriction on HOA authority to regulate.

Chair Hamerly stated the HOA is a discretionary review. The state would triumph an HOA.

Commissioner Sutorus asked if the HOA will allow you to have rentals on your property?

Chair Hamerly stated they can restrict short term rentals.

Commissioner Sutorus asked regarding manufactured homes and alternative type construction. Is that going to be allowed?

Community Development Director Mainez stated there is a trend of converting cargo containers into dwellings such as, tiny homes. Our objective here in the ordinance is to make the ADU look like the existing house and that it blends in.

Commissioner Sutorus stated the manufactured homes are not efficient.

Vice Chair Thomas asked so it would be allowed? It would just need to be consistent in the appearance, yes?

Community Development Director Mainez stated yes. You can either have parts and put it together or have it all manufactured offsite and then hauled in and brought in with a crane or onsite maneuver to the side of the house. It is possible.

Chair Hamerly asked is a mobile or a modular unit acceptable?

Community Development Director Mainez stated a modular unit is. I would not say it is a premanufactured home off site. I do not think modular falls into the mobile home category.

Chair Hamerly stated you have the modular units that can be affixed to a secure foundation and when it is installed, there is no distinction between that and a site-built unit. They also have your typical mobile home where it is literally on wheels, and they can put an apron, or they can put piers underneath it and it could be moved off site. Are those restricted because they are not considered a permanent structure?

Vice Chair Thomas asked is it based off the permanent foundation permit?

Community Development Director Mainez stated we do require all units be on permanent foundations.

Assistant Community Development Director Stater stated you are exactly right Chair. This was a discussion between Planning and our Building Official. The definition really fell back to the Building Code and that permanent foundation. It really eliminated mobile homes, permitted the modular homes, and I think we have seen one application, but I have not seen any application that we have approved or come forward where the application did not state exterior materials will match the existing home, make sure colors and the roof materials will match.

Chair Hamerly stated my concern would be for life safety because you really cannot put a good foundation system underneath those things that is going to pass seismic standards. So that becomes more of a building and safety and life safety issue, even if it is not a planning issue that could directly be addressed because of exclusions within the ADU code.

Community Development Director Mainez stated these units are small enough where they are exempt from water quality management plan provisions given they are under 5000 square feet, but we will obviously look at the lot drainage during plan check.

Chair Hamerly stated that is the water budgeting for less than 5000 square feet of modifications for your state water budget.

Community Development Director Mainez stated the Water Quality Management Plan (WQMP) is separate from the drought landscaping requirement

Chair Hamerly stated I understand the parking restrictions that you cannot make them replace covered parking or enclosed parking. If we have a five-bedroom home and they build an ADU and a Junior Accessory Dwelling Unit (JADU) you could conceivably have up to five parking spaces required by code for the additional units. You cannot just stack them up in the street. I know there are restrictions that say you can only have a certain percentage of your front yard paved with a driveway. How does the ADU run into that if all the parking has to be on site, even if it is not enclosed or covered?

Community Development Director Mainez stated the legislation limits our ability in the number of parking that we can require which is one. The property owner would have to show us on their construction plan where that is. There is not enough space on that property, they are going to park in the street. We do have regulations about parking in the street and they will be enforced.

Chair Hamerly stated sometimes they say that you cannot have more than 40% of your front yard lineal frontage taken up with parking, driveway, etc. I do not know how the city would do this, but it seems like there does need to be some sort of an insurability clause. So, that if somebody were in an area that was deemed to be flood zone that could impact

insurance. I know we have got some restrictions for the fire zones one and two, but if there was a proximity to the foothills where insurability became an issue it needs to have a clause in there.

Community Development Director Mainez stated I will forward that question to our City Attorney.

Chair Hamerly stated I know a lot of times they do have minimum insurance standards saying you have to have these limits of liability coverage. So, if the main house is covered, it seems like there must be some provision in there that all the structures on the site have to have that coverage. You could not have an uninsured unit because of the liability that would be involved, so I am not sure what kind of passthrough liability.

Community Development Director Mainez stated it sounds like a civil issue to be addressed by the property owner.

Chair Hamerly asked is this an action item and this is a recommendation to the City Council, correct?

Community Development Director Mainez stated that is correct.

Chair Hamerly closed the public hearing.

A MOTION was made by Commissioner Amaya, seconded by Commissioner Sutorus; to adopt Resolution No. 2021-010 recommending the City Council:

1. Introduce Ordinance No.____, an Ordinance of the City of Highland regarding Accessory Dwelling Units, and making the findings of exemption under section 15282(h) of the California Environmental Quality Act Guidelines, and Public Resources Code Section 21070.17; and
2. Direct staff to file a Notice of Exemption with the County Clerk of the Board. Motion carried, 4-0.

RESOLUTION NO. 2021- 010

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF HIGHLAND RECOMMENDING THAT THE CITY COUNCIL ADOPT AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA AMENDING TITLE 16 (LAND USE AND DEVELOPMENT CODE) OF THE HIGHLAND MUNICIPAL CODE, CHAPTER 16.06 (DEFINITIONS), CHAPTER 16.16 (RESIDENTIAL DISTRICTS), AND CHAPTER 16.44 (SPECIFIC DEVELOPMENT STANDARDS) REGARDING ACCESSORY DWELLING UNITS (“ADUs”), AND MAKING FINDINGS UNDER CEQA (MCA-18-005-R1)

ANNOUNCEMENTS

The next Planning Commission meeting is scheduled July 6, 2021.

ADJOURN

There being no further business, Chair Hamerly declared the meeting adjourned at 7:40 p.m.

Submitted by:

Approved by:

Camille Goritz, Administrative Assistant III
Community Development Department

Randall Hamerly, Chair
Planning Commission



STAFF REPORT

TO THE PLANNING COMMISSION

DATE: July 6, 2021

FROM: Lawrence A. Mainez, Community Development Director

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

PREPARED BY: Ash Syed, Associate Planner *AS*

SUBJECT: Design Review Application (DRA 21-006) for a Site Plan, Landscape Plan, and Elevations related to the approved redevelopment of an existing 5,800 square foot commercial building into a convenience store with the addition of two (2) covered fueling station canopies with eight (8) fuel pumps on a 0.48 acre parcel. **(Continued from June 1, 2021)**

LOCATION: 8020 Palm Ave Highland, CA 92346
Southwest corner of Palm Avenue and 5th Street
Assessor's Parcel Number: 1192-641-01

OWNER / APPLICANT: Ghulam Sarwar

RECOMMENDATION: Staff recommends the Planning Commission:

1. Adopt Resolution No. 2021- ____, approving Design Review Application (DRA 21-006) for a convenience store and gas station, subject to the Conditions of Approval and Findings of Fact; and
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 of \$12,300 for processing a related Conditional Use Permit Application. Staff time spent working on the Application will be charged to this deposit.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>2</u>
Denied _____	Ayes _____		File No. _____
	Noes _____		
Continue _____	Abstain _____		
	Absent _____		
<i>Cavitt</i> Recording Secretary		<i>Lawrence Mainez</i> Community Development Director	

1

The existing building on the property was constructed in 1991 and the original builder paid the appropriate Development Impact Fees for the building to the City at the time of approval. Impacts from the construction of the two (2) fuel canopies and added vehicle circulation will be mitigated with the payment of additional Development Impact Fees.

PUBLIC NOTICE: As required by the City Council, notice of the public meeting was posted at the City's three designated posting locations. In addition, the notice was posted on the City's website, mailed to property owners within three-hundred (300) feet of the project site, and published in the Highland Community News on May 21, 2021. No further notice is required.

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

DESCRIPTION OF SITE: The project site is located at the southwest corner of Palm Avenue and 5th Street, a signalized intersection defined by the General Plan as a "major highway" (Exhibit A – Location Map). The property is composed of a single parcel approximately 0.48 acres in size. Currently, the property features a vacant, single-story, 5,800 square foot commercial building, constructed in 1991, and approved for a convenience store and restaurant. More recently, the building was occupied as an insurance office, a health drink distribution center, and a restaurant.

The building features a warm earth tone stucco exterior and a flat roof with a parapet around the perimeter. The building can be accessed through four (4) separate single-door entrances all located along the east side. The site features twenty-six (26) onsite parking spaces that are arranged in two double loaded aisles as well as along the building frontage. Concrete driveways are located along both the Palm Avenue and 5th Street frontage with a trash enclosure at the southeast corner of the property. The two monument signs affiliated with the prior building uses both meet the size requirements per the Municipal Code but are partially located within the public right-of-way. The site adequately maintained and the Applicant has also removed the billboard located at the southeast corner of the project, next to the existing trash enclosure.

Surrounding Land Uses

North: Farmer Boys Fast Food Restaurant

South: Vacant Commercial Building

East: Arco Gas Station / Convenience Store / Restaurant Building

West: Vacant Parcel / Parking Lot

Location	General Plan	Zoning
Site:	Business Park (BP)	Business Park (BP)
North:	Business Park (BP)	Business Park (BP)
South:	Business Park (BP)	Business Park (BP)

East:	Business Park (BP)	Business Park (BP)
West:	Business Park (BP)	Business Park (BP)

The developed site is relatively flat with a slope of approximately zero to five percent (0% - 5%). On-site drainage flows to the east toward Palm Avenue. The location is also 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.

BACKGROUND: On January 19, 2021, the Planning Commission approved Conditional Use Permit (CUP 20-003) for the redevelopment of the existing building and site into a convenience store and gas station. The approval however was only applicable to the proposed use, which in this case was solely a convenience store and gas station. No specific Site Plan, Landscape Plan, or Design features for the fuel canopy were reviewed/approved by the Planning Commission as the Applicant had indicated that such items/elements would be provided by a future owner/tenant during the submittal of a Design Review Application. The Applicant had previously suggested that this parcel would appear far more lucrative to potential buyers if it were to include an entitlement for the approved use.

In March of 2021, the Applicant opted to proceed with a Design Review Application submittal to develop the parcel himself as opposed to selling the site with the approved entitlement to a potential buyer. As previously alluded to, the submittal included a Site Plan with a specified number of fuel pumps, a Landscape Plan with Design features that incorporate a decorative block wall along the street frontage, and accent features on the fuel canopy consistent with features found on the existing building onsite.

PROJECT REVIEW/ANALYSIS: The existing commercial building is divided into two suites. The northern suite, at 3,200 square feet, is the convenience store. The southern portion of the existing building, at 2,600 square feet, is a storage facility and may be rented to a potential tenant at a future date. To the east of the building are the two (2) proposed fueling canopies, each accommodating four (4) fuel pumps.

The convenience store will offer consumers typical retail/convenience goods like food and drinks. Since the applicant does not plan to sell alcoholic beverages, there will be no separate Conditional Use Permit for an Alcohol Beverage Control (ABC) entitlement required. The proposed hours of operation for the convenience store will be twenty-four (24) hours and the gasoline trucks will be refueling the station between the hours of 9:00pm to 5:00am. The existing building had been recently painted and remodeled in 2018 and the Applicant is requesting the exterior be left as-is. The interior of the building will be remodeled with typical convenience store features (snack racks, refrigerators, etc.)

Parking

There are currently twenty-six (26) parking spaces located on the property. The proposal for fueling stations with a canopy will eliminate seventeen (17) existing spaces and preserve those located along the storefront. After restriping the spaces along the storefront and accommodating both a compact space and handicap space with the supplementary 5-foot crosshatch pathway, there are ten (10) storefront parking spaces proposed. While there had been previous discussion regarding the dedication of an Electric Vehicle charging space, the Applicant ultimately decided to not implement one as the idea would conflict with the purpose of a gas station.

The convenience store features 1,450 square feet of internal storage space and 1,750 square feet of retail space open to customers. With a requirement of 1 parking space per 250 square feet of retail area, the convenience store use requires 7 dedicated parking spaces. According to the site plan, there are 5 standard spaces, 1 compact space, and 1 handicap space dedicated for this use, satisfying the requirement. The adjacent 2,600 square foot warehouse area on the southern portion of the building has a requirement of 1 parking space per 1,000 square feet of storage facility. Thus, the three (3) available parking spaces remaining on the site satisfies the three (3) space parking requirement for the use (Exhibit B – Site Plan).

No landscape islands have been proposed within the new parking arrangement. The handicap crosshatch pathway splits the parking spaces into groups of 3 and 7. Accent landscaping has been proposed within a 17' x 16' planter at the southwest corner of the property. Additionally, the existing trash enclosure at the southeast corner of the property will be relocated to the northwest corner, in front of the 12-foot wide loading space.

Access

The site will provide both vehicular and pedestrian accessibility. Currently, both vehicles and pedestrians can access the property from 5th Street on the north side, and Palm Avenue on the east side. The Applicant is proposing to keep the vehicle access and ramps as-is. Sidewalks, curbs, and gutters have already been constructed and no modifications are being proposed by the Applicant.

Circulation

As previously mentioned, the two (2) fueling canopies on the site each encompass four (4) fuel pumps. The Applicant has explained that the underground station tanks will be refueled between the hours of 9:00pm and 5:00am. The gasoline trucks will enter the site from Palm Avenue and exit the site onto 5th Street. While there are parking spaces along the storefront, the Applicant has clarified that those are not likely to be occupied by consumers late at night, further providing an easier circulation route for the trucks.

Landscape

According to the City of Highland Municipal Code, new developments within the Business Park zone must include a 20-foot landscaped front setback area. This landscaping must consist predominantly of plant materials except for necessary walkways and drives. Where off-street parking is located within building 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.

The site is considered non-conforming due to the size of the lot and placement of the existing building. There is not adequate space for the required 10 feet of landscaping between the property lines and the parking/fueling area nor an additional 10 feet between the parking/fueling area and the convenience store building. The proposal instead includes roughly 5 feet of landscaping from the property line to the parking/fueling area and an additional 6 feet on the outer side of the property line to the public right of way. Given the circumstances related to redeveloping a legal non-conforming property, the Applicant has proposed a prominent corner statement at the Palm Avenue & 5th Street intersection, embellished with stones, wrought iron accents, and a City of Highland entry statement that provides the required three (3) feet for screening of vehicles from the public right-of-way (Exhibit C – Corner Statement).

The landscaping that is proposed on the site comprises of various trees, shrubs, groundcovers and vines. Located along Palm Avenue and around the intersection is a proposed mix of “Rosa Carpet” and “Nandina Compacta” plants with Canary Island palm trees scattered in between. Located along the northside of the property on 5th Street is a mix of “Orange Lantana” and “Hemerocallis Hybrid” trees surrounded by a variety of “Violet Silverleaf” and “Purple Muhly Grass” ground cover. At the south end 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 (Exhibit D – Landscape Plan). The conceptual landscape plan has been reviewed by the City's Landscape Architect. Specified conditions have been provided by the Landscape Architect and included within the Planning Conditions of Approval for the proposed project.

Elevations

The Applicant is proposing to leave the current building onsite as-is (Exhibit E – Site Photos). The exterior features a clean design with stucco of various warm tones. The primary color of the stucco from the mid to upper section of the building is a desert-sand tone. Between the windows, arranged in a square/cube-like stack formation, are pillar accents that are a light brown shade. The exterior awnings at the entrance to the convenience store and storage facility are a bold mahogany. Lastly, along the upper portion of the building and along the middle section is a dark brown accent border.

The two (2) fuel canopies will feature design elements that complement the existing building. Aside from the color trim around the perimeter of the canopy, which will be painted to match the color scheme of the determined fuel tenant, the canopy posts and corresponding bollards around the fuel pumps will be painted white. Additionally, the prominent corner statement, which extends from the 5th Street entrance to the Palm Avenue entrance, will feature Eldorado Stone Veneer cladding, providing warm earth tones that further complement the existing building (Exhibit F – Elevations).

Gas Station Development Standards

According to the City of Highland Municipal Code, proposed fueling stations and fuel canopies must satisfy additional design criteria in regard to setbacks, screening, and onsite paving. The subject site features 135 feet of street frontage along Palm Avenue approximately 160 feet of street frontage along 5th Street, satisfying the minimum requirement of 100 feet along each abutting street. The existing building satisfies the minimum 30 foot building setback standards. Each of the fuel pumps are also approximately thirty-five (35) feet from the nearest property line, along Palm Avenue, satisfying the minimum distance of 20 feet. Further development standards regarding driveway lengths, distances to the nearest intersection, paving improvements, and onsite amenities have also been addressed and satisfied by the Applicant (Exhibit G – Circulation Map).

Signs

The Applicant will submit elevations for the signs and apply for a Sign Program 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.

PREVIOUS ACTION: At the previous Planning Commission hearing held on June 1, 2021, the Planning Commission reviewed the presentation and staff report and brought to the Applicant's and Staff's attention some points of concern regarding the vehicle circulation on the site. The Applicant had initially proposed two (2) canopies on the site, which contained four (4) and six (6) fuel pumps, respectively. While the design did appropriately provide access to each of the pumps with adequate circulation for two-way traffic around the canopies, the Planning Commission expressed concern that, when occupied, the fuel pump furthest to the north would significantly hinder the access path for drivers maneuvering around the pump toward the 5th Street access ramp. Furthermore, the six (6) two-sided fuel pumps initially proposed under the northern canopy were positioned sixteen (16) feet apart. In comparison, the City standard for two adjacent parking spaces is eighteen (18) feet, with each space being nine (9) feet in width. With this initially proposed layout, shoppers at adjacent pumps would not have the necessary space to open the driver side and passenger side doors simultaneously, a standard practice commonly considered by mainstream gas station tenants. After reviewing the congested layout of the pumps and the likelihood of the site's inability to accommodate larger pickup trucks and SUVs, the Planning Commission directed the Applicant to work with Staff and revise the layout of the fuel pumps for better site circulation. The Planning Commission concluded the meeting by continuing the item to the July 6th Planning Commission meeting.

SUMMARY: The Applicant has since met with Staff to discuss the Planning Commission's concerns and consider various solutions. The Applicant ultimately decided to eliminate the northmost pump under the northern canopy, reducing the total number of fuel pumps on the site to eight (8). Further, with the added space from the eliminated fuel pump, the two (2) remaining pumps under the northern canopy have been repositioned with a twenty (20) foot distance in between. Moreover, with additional space at the northeast corner of the property, the Applicant now has the option to add additional site features such as an Electric Vehicle charging space, a propane tank, and/or a tire inflation system at a later date.

The City of Highland General Plan designates the project site as Business Park (BP). The Applicant's proposal features proposed design elements that provide a bold aesthetic appeal to one of the major intersections within the city. It meets the General Plan and Municipal Code standards for Design Review as well as the General Development Standards for a gas station and convenience store. Staff recommends the Planning Commission adopt Resolution No. 2021 – _____, approving Design Review Application (DRA 21-006).

EXHIBITS:

- A – Location Map
- B – Site Plan
- C – Corner Statement
- D – Landscape Plan
- E – Site Photos
- F – Elevations
- G – Circulation Map

ATTACHMENTS:

1. Planning Commission Resolution No. 2021-002 from January 19, 2021
2. Planning Commission Minutes from January 19, 2021
3. Draft Planning Commission Minutes from June 1, 2021
4. Resolution No. 2021 – ____ for Design Review Application
(DRA 21-006)
Exhibit 1: Conditions of Approval

Exhibit A:
Location Map

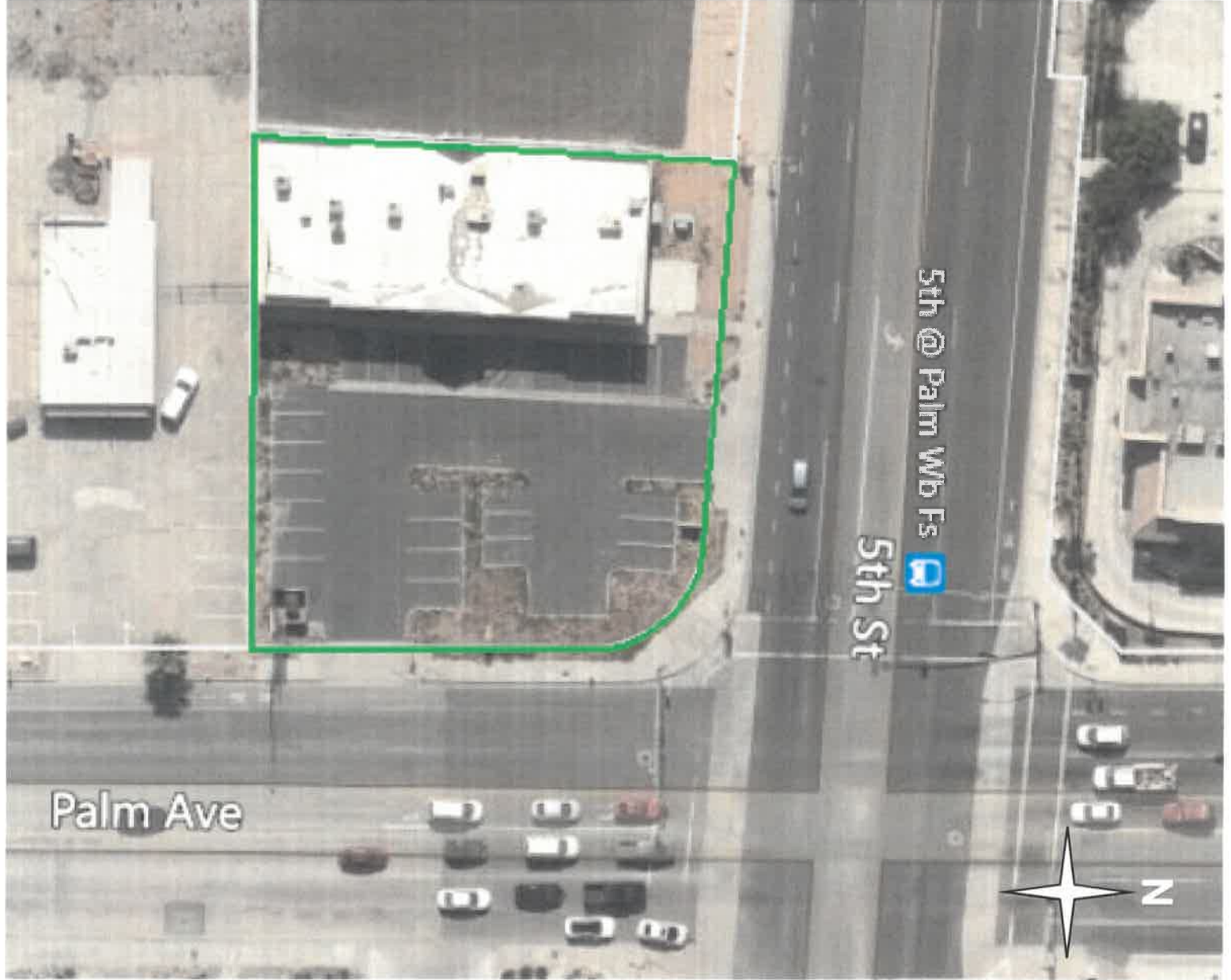


Exhibit B:

Site Plan

SITE PLAN

8020 PALM AVENUE

A.P.N. 1192-641-01

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.

JUNE, 2021

OWNER/APPLICANT:

GHILAN SARWAR
8001 CHURCH STREET
RIVERSIDE, CA 92507
PH: (951) 536-0785

ENGINEER/APP. PREPARED:

SITETECH, INC.
8001 CHURCH STREET
P.O. BOX 582
HIGHLAND, CA 92346
PH: (909) 964-3180



VICINITY MAP

NO SCALE

NOTES:

- THE PROPOSED PROJECT IS FOR A GAS STATION WITH A CONVENIENCE STORE AND PRODUCT STORAGE AREA FOR THE CONVENIENCE STORE.
- ASSESSOR'S PARCEL NUMBER: 1192-641-01.
- THIS PROJECT SIZE IS 0.48 NET ACRES.
- EXISTING AND PROPOSED ZONING IS BP - BUSINESS PARK.
- LAND USE OF ALL SURROUNDING PROPERTY TO THIS PROJECT: MIXED USE COMMERCIAL - NORTH & WEST / GAS STATION/MIXED USE COMMERCIAL - EAST / COMMERCIAL - SOUTH.
- THERE ARE NO NEW STREETS PROPOSED WITHIN THIS DEVELOPMENT.
- NO REGULATED TREES WILL BE REMOVED AS A PART OF THIS PROJECT.
- THE AVERAGE SLOPE OF BOTH FEASIBLE ACCESS ROUTE AND FEASIBLE BUILDING SITE DOES NOT EXCEED TEN PERCENT (10%).
- A PRECISE GRADING PLAN IS PROPOSED FOR THIS PROJECT.
- TYPE OF PROPOSED CONSTRUCTION: N
- FOR COMPLETE LEGAL DESCRIPTION, SEE TITLE REPORT.
- NO WATER COURSES CROSS THIS PROPERTY AND IT IS NOT WITHIN A FLOOD ZONE.
- APPROXIMATE EARTHWORK QUANTITIES: CUT 20 C.Y., FILL 20 C.Y.
- HOURS OF OPERATION: GAS STATION/CONVENIENCE STORE - 24 HOURS.
- LIGHTING TO BE ON FROM DUSK TO SUNRISE AND TO BE SHIELDED FROM ADJOINING PROPERTIES.
- ALL KNOWN EASEMENTS ARE SHOWN HEREON.

COMPANIES AND AGENCIES SERVING THIS PROJECT ARE AS FOLLOWS:

WATER/SANITARY

EAST VALLEY WATER DISTRICT
3111 GREENSBY ROAD
HIGHLAND, CA 92349
PH: (909) 888-9501

TELEPHONE

PACIFIC BELL
2808 E. CORDONADO ST., 2ND FLOOR
ANAHEIM, CA 92807
PH: (714) 666-5415

SCHOOL DISTRICT

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

POWER

SOUTHERN CALIFORNIA EDISON CO.
287 TENNESSEE STREET
REDLANDS, CA 92373
PH: (909) 307-8767

CABLE

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

GAS

SOUTHERN CALIFORNIA GAS CO.
155 SOUTH 10TH STREET
SAN BERNARDINO, CA 92401
PH: (909) 335-7928

LOT COVERAGE:

TOTAL SITE	21,040 S.F.
CONVENIENCE STORE AREA	3,200 S.F. = 15.2%
WAREHOUSE AREA	2,600 S.F. = 12.4%
PUMP STATION CANOPY AREA	2,082 S.F. = 9.8%
PARKING/DRIVEWAY/WALKWAYS	11,028 S.F. = 52.4%
LANDSCAPING/OPEN SPACE	2,150 S.F. = 10.2%

PARKING SPACE ANALYSIS:

Land Use/Req./Rate	Parking Rate	Bldg. Size/Rate	# of Stall Req.
CONVENIENCE STORE	1 Std/ 250 S.F.	3,200 SQ.FT. STORE AREA	13
WAREHOUSE	1 Std/ 1000 S.F.	2,600 SQ.FT. STORE AREA	3

Handicap Stalls (HC) 1-25 REGULAR STALL BROCKET (REQ'D) 1

TOTAL PARKING STALLS REQUIRED: 18 SPACES (1 MUST BE HANDICAP)

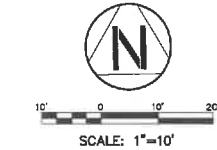
PARKING STALLS PROVIDED:

8 = STD. 9'x18'
1 = STD. 7.5'x18'
8 = Gas Pumps
1 = Van Handicap 12'x18'
1 = Loading Zone

TOTAL PARKING STALLS PROVIDED: 19

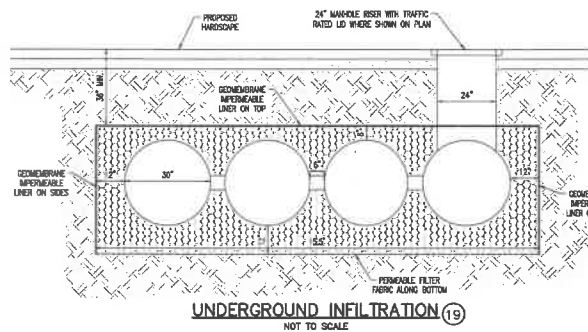
CONSTRUCTION NOTES:

- CONSTRUCT COMMERCIAL DRIVE APPROACH PER CITY STD. 212
- CONSTRUCT A.C. PAVEMENT OVER CLASS 1 BASE OR CONCRETE PAVEMENT OVER NATIVE.
- CONSTRUCT 6" CURB AND GUTTER PER A.P.W.A. STD. 120-1 TYPE A2-150. (W=18")
- CONSTRUCT 6" CURB PER A.P.W.A. STD. 120-1 TYPE A1-150.
- CONSTRUCT 2" WIDE PARKWAY DRAIN WITH TYPE II INLET PER S.P.P.W.C. STD. 151-2
- CONSTRUCT 6" WIDE CROSS GUTTER PER S.B. COUNTY STD. 110.
- CONSTRUCT 4" THICK CONCRETE PAVING.
- CONSTRUCT 2" WIDE LONGITUDINAL GUTTER PER A.P.W.A. STD. 122-2.
- CONSTRUCT 6" P.V.C. DRAIN PIPE AT 1.0% MIN. GRADE.
- INSTALL 18"x18" OLD CASTLE CATCH BASIN, PRODUCT NO. 181803, OR APPROVED EQUAL.
- CONSTRUCT 8' x 10'-2" TRASH ENCLOSURE.
- EXISTING ROOF DRAINS TO BE UNDER GROUND AND CONNECT TO HYDRODYNAMIC SEPARATOR.
- PARKING LOT SIGNAGE AND STRIPING PER ARCHITECTURAL PLANS.
- HANDICAP RAMP TO REMAIN - REMOVE AND REPLACE IF IT DOESN'T MEET ADA STANDARDS.
- INSTALL FLO-GARD "TRASH & DEBRIS GUARD", SIZE PER OPENING FOR TRASH AND DEBRIS MITIGATION, OR APPROVED EQUAL.
- INSTALL "NO DUMPING - DRAINS TO RIVER" SIGN ON PARKWAY DRAINS AND CATCH BASIN INLETS.
- INSTALL ADA ACCESSIBLE PARKING STALL (VAP) PER ADA REQUIREMENTS.
- INSTALL HYDRODYNAMIC SEPARATOR UNIT (CDS) BY CONTECH MODEL NO. CDS2015-S-C OR APPROVED EQUAL.
- 2,655 CUBIC FEET BELOW GROUND INFILTRATION BASIN, PER DETAIL HEREON.
- CONSTRUCT WALL WITH CORNER STATEMENT PER SEPARATE PERMIT.
- CONSTRUCT 4" P.V.C. DRAIN PIPE AT 1.0% MIN. GRADE.
- INSTALL 18"x18" OLD CASTLE CATCH BASIN, PRODUCT NO. 181803, OR APPROVED EQUAL, WITH FIBRE FILTERS FOR PETROLEUM SEPARATION.
- CONSTRUCT 1-4" CORE HOLES THROUGH CURB WITH 1-4" P.V.C. PIPE.



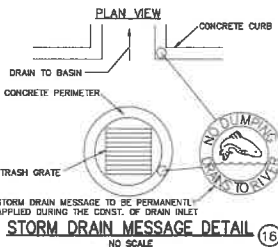
LEGEND:

- INDICATES STREET CENTERLINE
- INDICATES ADJACENT PROPERTY LINE
- INDICATES PARCEL BOUNDARY
- INDICATES DRAIN LINE
- INDICATES FLOWLINE SHALE
- INDICATES EXISTING CHAIN-LINK FENCE
- FF=1190.95 - INDICATES FINISH FLOOR ELEVATION



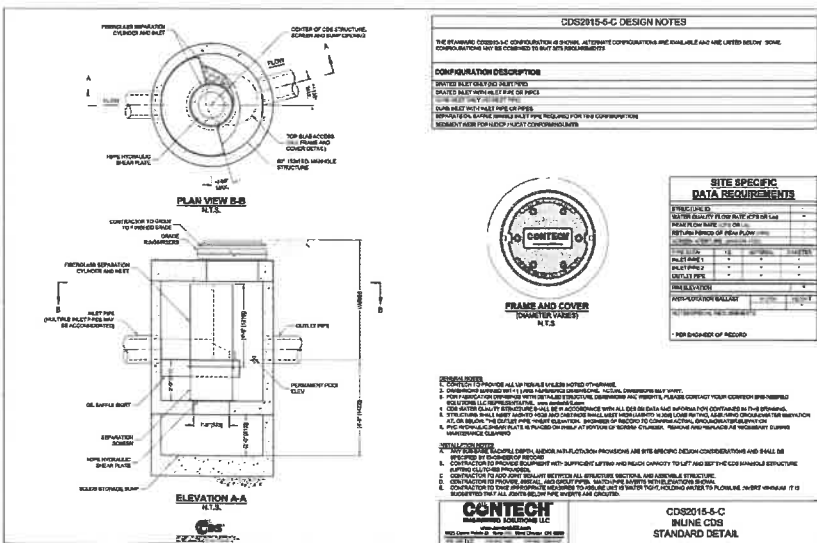
UNDERGROUND INFILTRATION (19)

NOT TO SCALE



STORM DRAIN MESSAGE DETAIL (16)

NO SCALE



HYDRODYNAMIC SEPARATOR UNIT (CDS) (18)

NOT TO SCALE

DEMOLITION NOTES:

- REMOVE EXISTING ASPHALT PAVING
- REMOVE EXISTING CURB
- REMOVE EXISTING TRASH ENCLOSURE
- REMOVE EXISTING PARKWAY DRAIN
- REMOVE EXISTING SIGN
- REMOVE EXISTING LIGHT STANDARD
- REMOVE EXISTING DRIVE APPROACH
- REMOVE EXISTING TREE
- REMOVE EXISTING CONCRETE SIDEWALK
- REMOVE EXISTING STRIPING

DEMOLITION PLAN

SCALE: 1"=20'

Exhibit C:
Corner Statement



1. View from Northeast



2. View from Southeast

MATLOCK
DESIGN BUILD

1814 E. HOLT BLVD. STE. 106
ONTARIO CA 91761 909.983.7777



**HIGHLAND GAS STATION
PERSPECTIVE IMAGES**
8020 Palm Ave.
Highland Ca 92346

JOB NO	
DRAWING NO	
DATE	SUBMITAL
REVISIONS	
▲	
▲	
▲	
▲	
▲	
▲	
▲	
▲	
3/19/21	PRINT DATE

A1.2

Exhibit D:
Landscape Plan

CITY OF HIGHLAND, CALIFORNIA
LANDSCAPE PLAN
8020 PALM AVENUE
A.P.N. 1192-641-01

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.

JUNE 2021

OWNER/APPLICANT:

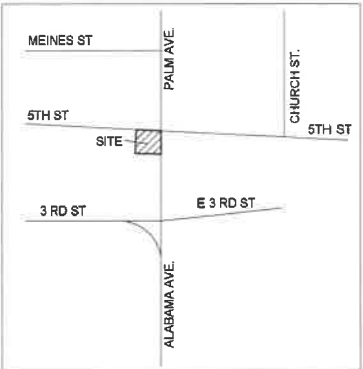
GHULAM SARWAR
5052 WESTMONT STREET
RIVERSIDE, CA 92507
PH: (951) 536-0788

ENGINEER/MAP PREPARER:

SITETECH, INC.
8061 CHURCH STREET
P.O. BOX 592
HIGHLAND, CA. 92346
PH: (909) 864-3180



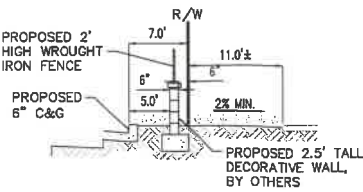
SCALE: 1"=10'



VICINITY MAP
NO SCALE

PLANTING LEGEND

SYMBOL	QUAN.	SIZE	BOTANICAL/COMMON NAMES	NOTES
TREES				
	5		EXISTING TREE TO BE UTILIZED	
	3	12' BTH	CANARY ISLAND PALM / MEXICAN FAN PALM	BTH=BROWN TRUNK HEIGHT
SHRUBS				
	38	1 GAL	HEMEROCALLIS HYBRIDS / DAYLILY-EVERGREEN	RED AND YELLOW 50% EACH-MIXED
	13	5 GAL	LANTANA H. 'SPREADING SUNSET' / S.S. ORANGE LANTANA	PROVIDE NURSERY TAGS
	24	5 GAL	LEUCOPHYLLUM C. 'THUNDER CLOUD' / T. C. VIOLET SILVERLEAF	PROVIDE NURSERY TAGS
	25	1 GAL	MUHLENBERGIA R. 'NASHVILLE' / PURPLE MUHLY GRASS	PROVIDE NURSERY TAGS
	18	5 GAL	NANDINA D. 'COMPACTA' / HEAVENLY BAMBOO	PROVIDE NURSERY TAGS
	23	5 GAL	ROSA 'CARPET' / CARPET ROSE-YELLOW COLORED	PROVIDE NURSERY TAGS
SHRUBS				
	0	1 GAL	MACFADYNEA UNGIS-CATI / CAT'S CLAW VINE	TRAIN ON TRASH ENCLOSURE WALLS
GROUND COVERS				
	1,513 SF	FLAT	GAZANIA H. 'AZTEC QUEEN' / AZTEC CLUMPING GAZANIA	PLANT AT 6" O.C.
	1,393 SF	2" DEPTH	MULCH-CORILLA HAIR REDWOOD MULCH IN ALL SHRUB AREAS	AVAILABLE FROM EARTHWORKS
	3		BOULDER-DESERT MARBLE-SIZES 1- 3'x3', 1 3'x2.5', 1-2'x2'	FROM SWB-BURY 1/3 DEPTH



DECORATIVE WALL CONCEPT
SCALE: 1"=10'

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 BASIS 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.



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

BERNHARD K. MAYER R.C.E. 36866

06/23/2021
DATE

Exhibit E:
Site Photos



East Face



East Face



North Face



North Face



East Face



East Face



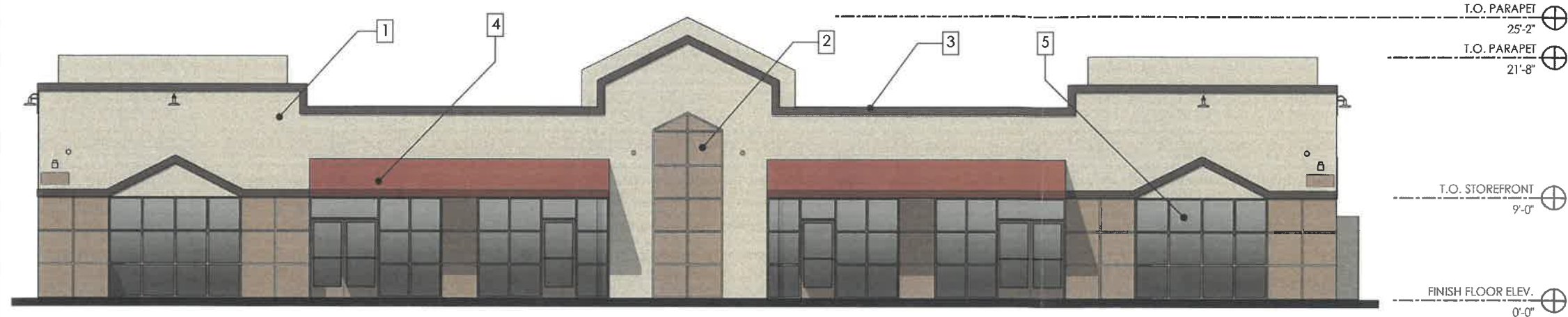
West Face



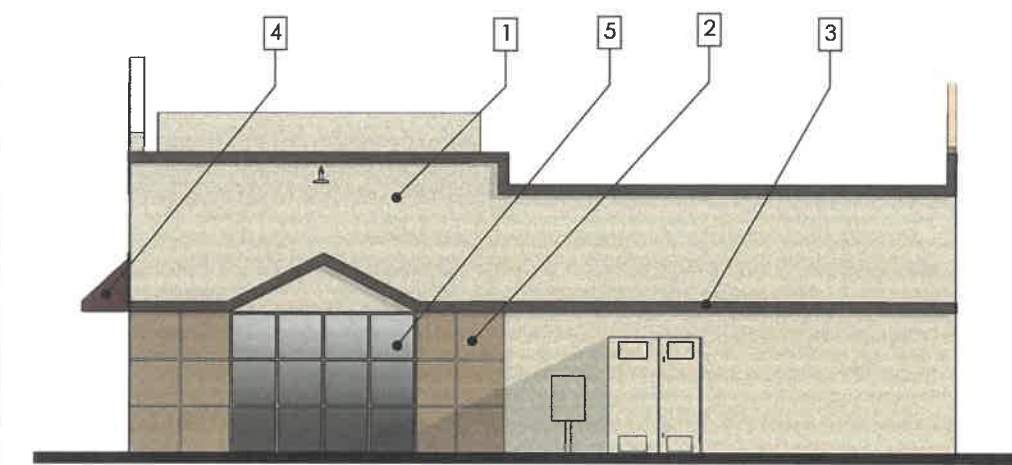
South Face

Exhibit F:

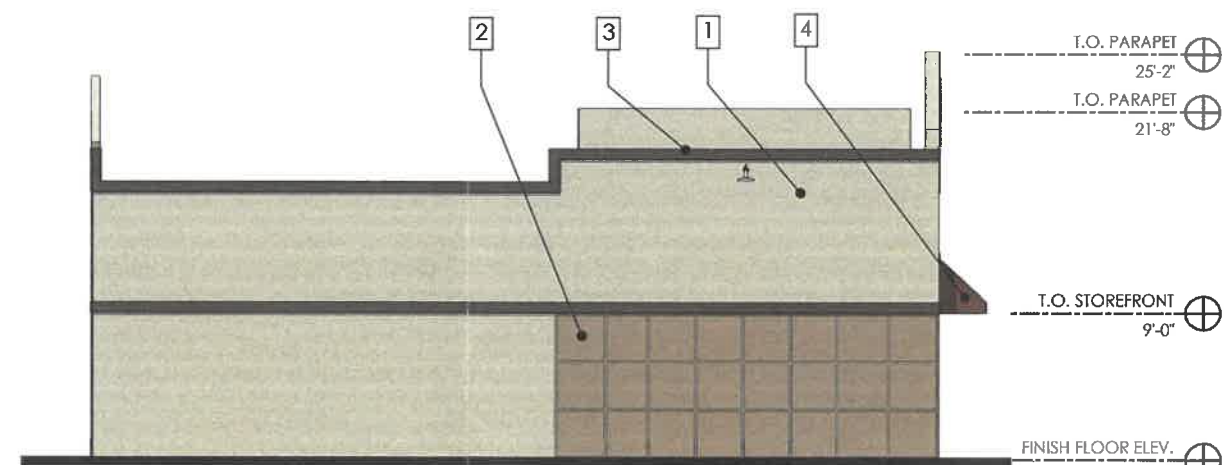
Elevations



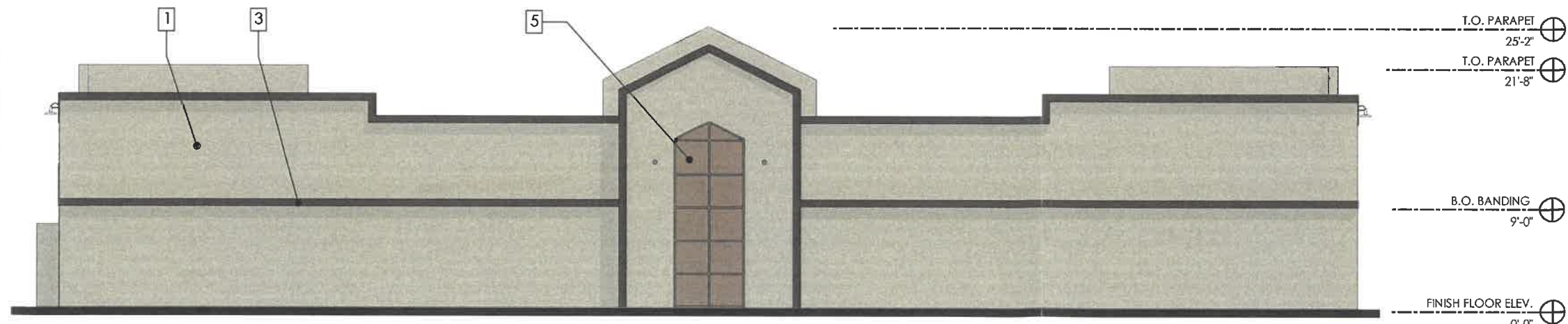
① East Exterior Elevation
1/4" = 1'-0"



② North Exterior Elevation
1/4" = 1'-0"



③ South Exterior Elevation
1/4" = 1'-0"



④ West Exterior Elevation
1/4" = 1'-0"

EXISTING MATERIALS

1



Exterior Stucco
Paint Match - Behr S270-1U:
Frosted Toffee

2



Exterior Stucco
Paint Match - Behr N280-4M:
Perfect Tan

3



Exterior Stucco
Paint Match - Behr N220-6D:
Landmark Brown

4



Fabric Awning
Paint Match - Behr M140-7:
Dark Crimson

5



Exterior Storefront System
Bronze Tinted Glazing
Painted frame to match
Stucco #1

MATLOCK
DESIGN BUILD

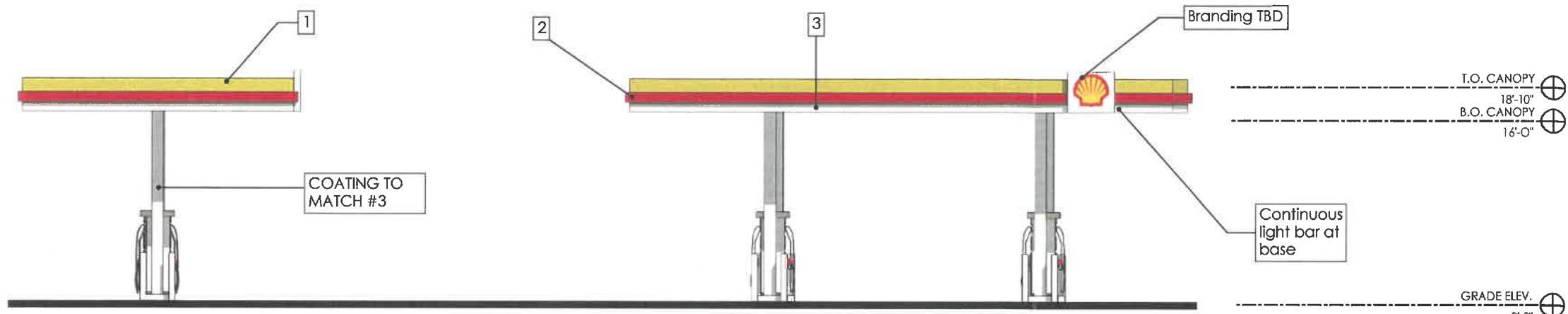
1614 E. HOLT BLVD., STE. 106
ONTARIO, CA 91761 908.983.7777

CITY OF
HIGHLAND
California

05/25/21

HIGHLAND GAS STATION
Existing Exterior Elevations
8020 Palm Ave.
Highland Ca 92346

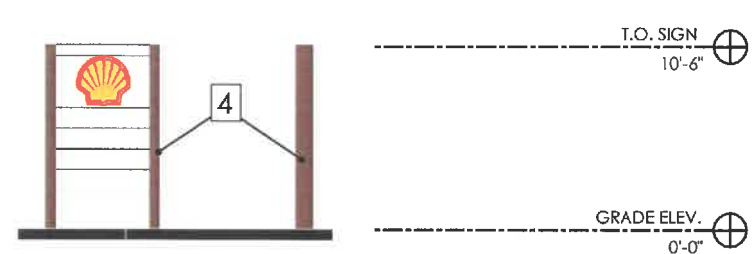
A1.0



① East / West Canopy Elevation
1/4" = 1'-0"



② North / South Canopy Elevation
1/4" = 1'-0"



③ Monument Sign Elevations
1/4" = 1'-0"



④ Northeast Rock Wall Elevation (view from street corner)
1/4" = 1'-0"

PROPOSED MATERIALS

- 1 Alum. Composite Panel
Shell "RVIE" Fascia Assembly
- 2 Alum. Composite Panel
Shell "RVIE" Fascia Assembly
- 3 Alum. Composite Panel
Shell "RVIE" Fascia Assembly
- 4 Powder Coat Finish
Over Steel Posts
Color to match awnings
- 5 Stone Veneer
Eldorado Stone
River Rock: Colorado
- 6 Architectural Precast
Wall Cap
- 7 Bronze Anodized Alum Railing

MATLOCK
DESIGN BUILD
1814 E. HOLT BLVD. STE. 106
ONTARIO CA 91761 908.983.7777



THIS SHEET IS FOR DESIGN
REVIEW ONLY, NOT FOR
CONSTRUCTION

HIGHLAND GAS STATION
Signage Elevations
8020 Palm Ave.
Highland Ca 92346

JOB NO.	
DRAWING NO.	
DATE	SUBMITAL
REVISIONS	
3/19/2021	PRINT DATE

A1.1

Exhibit G:
Circulation Map

SITE PLAN

8020 PALM AVENUE

A.P.N. 1192-641-01

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.

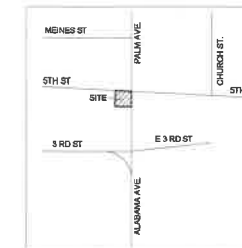
JUNE, 2021

OWNER/APPLICANT:

GHULAM SAWHAY
5052 WESTMONT STREET
RIVERSIDE, CA 92507
PH: (951) 536-0788

DESIGNER/APP. PREPARED:

SITETECH, INC.
8081 CHURCH STREET
P.O. BOX 582
HIGHLAND, CA 92346
PH: (909) 864-3180



VICINITY MAP
NO SCALE

NOTES:

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15. LIGHTING TO BE ON FROM DUSK TO SUNRISE AND TO BE SHIELDED FROM ADJOINING PROPERTIES.
16. ALL KNOW EASEMENTS ARE SHOWN HEREDIN.

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WATER/SEWER:

EAST VALLEY WATER DISTRICT
3111 GARDENPORT ROAD
HIGHLAND, CA 92346
PH: (909) 888-8501

TELEPHONE:

PACIFIC BELL
2808 E. CORONADO ST., 2ND FLOOR
ANAHEIM, CA 92807
PH: (714) 688-5415

SCHOOL DISTRICT:

SAN BERNARDINO UNIFIED
777 NORTH F STREET
SAN BERNARDINO, CA 92401
PH: (909) 793-2301

POWER:

SOUTHERN CALIFORNIA EDISON CO.
2817 TENNESSEE STREET
REDLANDS, CA 92373
PH: (909) 307-6787

CABLE:

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

GAS:

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

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(1 = STD. 7.5'x18')
(8 = Gas Pumps)
(1 = Van Handicap 12'x18')
(1 = Loading Zone)

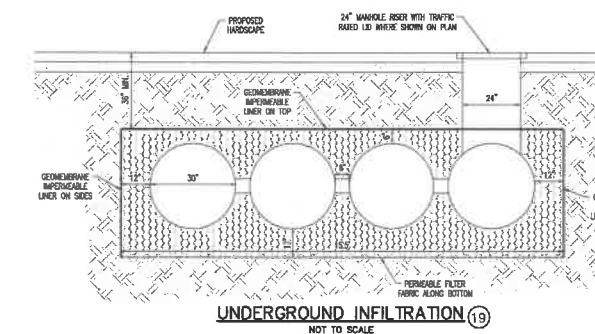
TOTAL PARKING STALLS PROVIDED: 19

CONSTRUCTION NOTES:

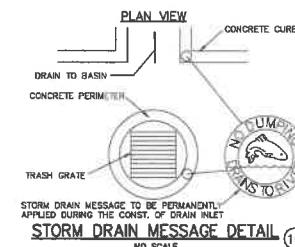
1. CONSTRUCT COMMERCIAL DRIVE APPROACH PER CITY STD. 212.
2. CONSTRUCT A.C. PAVEMENT OVER CLASS II BASE OR CONCRETE PAVEMENT OVER NATIVE.
3. CONSTRUCT 6" CURB AND GUTTER PER A.P.W.A. STD. 120-1 TYPE A2-150. (W=18")
4. CONSTRUCT 6" CURB PER A.P.W.A. STD. 120-1 TYPE A1-150.
5. CONSTRUCT 2" WIDE PARKWAY DRAIN WITH TYPE II INLET PER S.P.A.W.C. STD. 151-2
6. CONSTRUCT 6" WIDE CROSS GUTTER PER S.B. COUNTY STD. 118.
7. CONSTRUCT 4" THICK CONCRETE PAVING.
8. CONSTRUCT 2" WIDE LONGITUDINAL GUTTER PER A.P.W.A. STD. 122-2.
9. CONSTRUCT 6" P.V.C. DRAIN PIPE AT 1.0% MIN. GRADE.
10. INSTALL 18"x18" OLD CASTLE CATCH BASIN, PRODUCT NO. 1818CB, OR APPROVED EQUAL.
11. CONSTRUCT 8' x 10'-2" TRASH ENCLOSURE.
12. EXISTING ROOF DRAINS TO BE UNDER GROUND AND CONNECT TO HYDRODYNAMIC SEPARATOR.
13. PARKING LOT SIGNAGE AND STRIPING PER ARCHITECTURAL PLANS.
14. HANDICAP RAMP TO REMAIN - REMOVE AND REPLACE IF IT DOESN'T MEET ADA STANDARDS.
15. INSTALL FLO-GARD "TRASH & DEBRIS GUARD", SIZE PER OPENING FOR TRASH AND DEBRIS MITIGATION, OR APPROVED EQUAL.
16. INSTALL "NO DUMPING" - DRAINS TO RIVER" SIGN ON PARKWAY DRAINS AND CATCH BASIN INLETS.
17. INSTALL ADA ACCESSIBLE PARKING STALL (VAN) PER ADA REQUIREMENTS.
18. INSTALL HYDRODYNAMIC SEPARATOR UNIT (CDS) BY CONTECH MODEL NO. CDS2015-5-C, OR APPROVED EQUAL.
19. 2,055 CUBIC FEET BELOW GROUND INFILTRATION BASIN, PER DETAIL HEREON.
20. CONSTRUCT WALL WITH CORNER STATMENT PER SEPARATE PERMIT.
21. CONSTRUCT 4" P.V.C. DRAIN PIPE AT 1.0% MIN. GRADE.
22. INSTALL 18"x18" OLD CASTLE CATCH BASIN, PRODUCT NO. 1818CB, OR APPROVED EQUAL WITH FOSSIL FILTERS FOR PETROLEUM SEPARATION.
23. CONSTRUCT 1-4" CORE HOLES THROUGH CURB WITH 1-4" P.V.C. PIPE.

LEGEND:

- INDICATES STREET CENTERLINE
- INDICATES ADJACENT PROPERTY LINE
- INDICATES PARCEL BOUNDARY
- INDICATES DRAIN LINE
- INDICATES FLOWING SHALE
- INDICATES EXISTING CHAIN-LINK FENCE
- FF=1190.35 - INDICATES FINISH FLOOR ELEVATION



UNDERGROUND INFILTRATION (19)
NOT TO SCALE



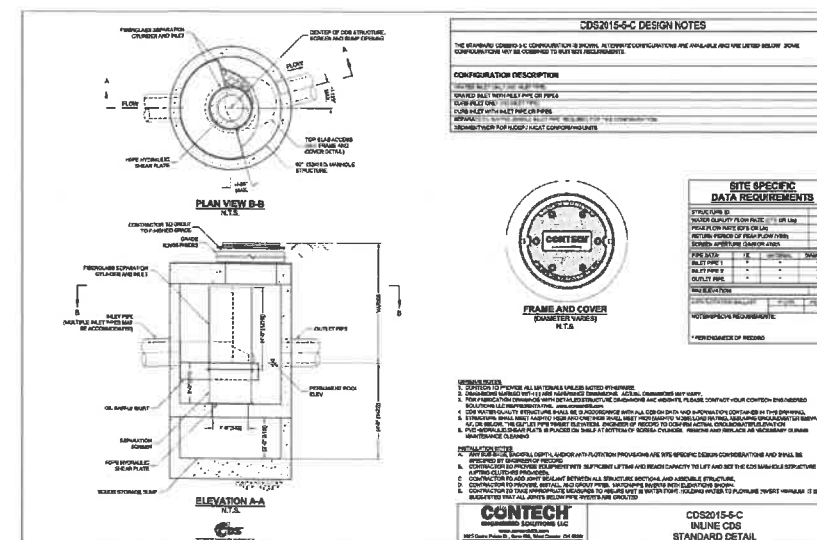
STORM DRAIN MESSAGE DETAIL (16)
NO SCALE

DEMOLITION NOTES:

1. REMOVE EXISTING ASPHALT PAVING
2. REMOVE EXISTING CURB
3. REMOVE EXISTING TRASH ENCLOSURE
4. REMOVE EXISTING PARKWAY DRAIN
5. REMOVE EXISTING SIGN
6. REMOVE EXISTING LIGHT STANDARD
7. REMOVE EXISTING DRIVE APPROACH
8. REMOVE EXISTING TREE
9. REMOVE EXISTING CONCRETE SIDEWALK
10. REMOVE EXISTING STRIPING

DEMOLITION PLAN

SCALE: 1"=20'



HYDRODYNAMIC SEPARATOR UNIT (CDS) (18)
NOT TO SCALE



DATE: 06/11/2021

Attachment 1:
Planning Commission Resolution No. 2021-002
from January 19, 2021

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.

OWNER / APPLICANT: GHULAM SARWAR

A. RECITALS

1. The Applicant filed an application with the City of Highland to for 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.
2. On January 19, 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.
3. All legal prerequisites to the adoption of this Resolution have occurred.
4. Pursuant to CEQA, 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 January 19, 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 20-003):
 - 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 establish a convenience store and fueling station at a primary intersection within the City of Highland. There is appropriate street frontage, setbacks from the right-of-way lines for each of the adjacent roadways, and onsite amenities that satisfy the site development standards for Service Stations per Section 16.44.200 of the Highland Municipal Code. The use of this property as a convenience store and fueling station 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 convenience store and fueling station 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. Reestablishing a convenience store and installing a new fueling station on a property is not anticipated to negatively affect

surrounding businesses, as there is an existing fueling station across Palm Avenue, and it is not uncommon for fueling stations to be across the street from one another. 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 reestablish a convenience store utilizing the existing building of a prior restaurant. The fueling station proposes refueling of the station tanks between the hours of 9:00pm and 5:00am when the station will likely experience low usage. With a requirement of 1 space per 250 square feet of total commercial use area, the five (5) proposed 9-foot wide parking spaces in addition to the 7.5-foot wide compact space and 12-foot wide handicap space will bring the total available parking spaces for the convenience store to seven (7). Additionally, the requirement for 1 space per 1,000 square feet of "storage use" area is met by the three (3) other parking spaces available onsite. The ten (10) total parking spaces provided along the storefront in addition to one (1) parking space at each fuel pump will exceed the parking requirement for the proposed use.

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

Response: The project site is already being served by water, sewer, public utilities, as well as served 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: The establishment of a convenience store and fueling station 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 measures have been proposed to offset the reduction of onsite landscaping and parking availability has been exhibited on the proposed 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 convenience store and fueling station 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 20-003) 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.

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 19th day of January, 2021.

ATTEST:



Randall Hamerly, Chairman
Planning Commission



Lawrence A. Mainez
Community Development Director

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO)
CITY OF HIGHLAND)

I, Camille Goritz, Administrative Assistant III of the City of Highland, California, do hereby certify Resolution No. 2021-002 was duly and regularly adopted by the Planning Commission of the City of Highland, California, at a regular meeting thereof held on the 19th day of January, 2021, by the following vote:

AYES: Amaya, Hamerly, Sutorus, Thomas

NOES: Miller

ABSTAIN:

ABSENT:



Camille Goritz, Administrative Assistant III

Exhibit 1:
Conditions of Approval

CITY OF HIGHLAND
PLANNING DIVISION CONDITIONS OF APPROVAL

Date: January 19, 2021

Applicant: Ghulam Sarwar

Project No: Conditional Use Permit (CUP 20-003)

Proposal: 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.

Location: 8020 Palm Ave Highland, CA 92346
Southwest corner of Palm Avenue and 5th Street
Assessor's Parcel Number: 1192-641-01

PLANNING CONDITIONS

These conditions of approval represent the Planning Division's 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 redevelopment of an existing 5,800 square foot commercial building into a 1,750 square foot convenience store, a covered fueling station facility with fuel pumps, and a 1,450 square foot attached storage room and an adjacent 2,600 square foot storage facility.
 - a. The approval of the Conditional Use Permit is only applicable to the proposed use.
 - b. The Site Plan, Landscape Plan, and approval of the fuel canopy in regard to the size and shape and other design features will be determined by the future tenant and will be approved by the Planning Commission upon submittal of a Design Review Application at a later date. Said Design Review Application shall be approved prior to the issuance of any building permits related to the subject Conditional Use Permit.
3. All "convenience store" business activity shall be conducted within the 1,750 square foot store area. No outside displays and/or vending shall be permitted on the property.
4. 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 ten (10) parking stalls is required on-site (Parking Requirement = 1 space / 250 sf for commercial use. 1 space / 1,000 sf for storage facility use).
5. The applicant shall construct a prominent decorative corner statement at the Palm Avenue and 5th Street intersection. The corner statement shall incorporate design features such as stones, wrought iron accents, and a "City of Highland" logo/scripture. Final design shall be approved by the Planning Commission and be completed prior to the release of occupancy for the convenience store by the Building Official.
 - a. The decorative corner statement shall have a minimum height of 3 feet and a maximum height of 5 feet.
 - b. The decorative screening wall shall span the full length of the Palm Avenue frontage and the full length of the 5th Street frontage, excluding drive approaches and line of site setbacks as determined by the City Engineer.
 - c. Wrought iron accent railing/fencing shall be placed atop the decorative screening wall along the Palm Avenue and 5th Street frontage.
 - d. If the wall behind the intersection curb ramp is enhanced, then the landscape directly in front of the "City of Highland" logo/scripture should be low-growing and clear of trees / palms.

6. Landscape planting at frontage areas along Palm Avenue and 5th Street shall include plant massings in layers of at least three different shrub and groundcover species. Clumping Gazanias can remain as a uniform species massing in front of the intersection-facing "City of Highland" signage but shall be supplemented with additional plant species in all other planter areas along the frontage.
7. Fan Palms shall be installed with trunks skinned to a clear height of 8 feet minimum above finished grade.
8. Materials, textures, colors, and design of all walls shall be compatible with on-site development and adjacent properties. 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).
9. The site shall be entirely paved, as approved by the Planning Commission, except for buildings and landscaping.
10. Provide a public restroom which is accessible to the general public and physically disabled during all hours the service station is open to the public.
11. Trash enclosure shall be 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 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.
12. Obtain all required building/occupancy permits from the Highland Building and Safety Division.
13. 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. No final inspection or clearances shall be given until all conditions are met. 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.
14. 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.

15. 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.
16. 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.
17. Prior to issuance of a certificate of occupancy and/or final inspection for the fueling station facility by the City, all landscaping, irrigation or other construction shown on the approved landscaping and irrigation plans, shall be installed and approved by the City's Landscape Architect.
18. 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.
19. The future sale of alcoholic beverages onsite shall require the approval of a separate Conditional Use Permit (Highland Municipal Code, Title 16, Chapter 16.24, Table 16.24.030.A (C.47)).
20. Development Impact Fees shall be paid in accordance with City Policy



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

DATE : May 13, 2020

Page 1 of 5

DESCRIPTION : New Fueling Station

ADDRESS : 8020 Palm Avenue

SITE LOCATION : SouthWest corner of Palm Avenue and 5th Street

FILE / INDEX No.: CUP 20-003

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. **HF31:** Approved fire hydrant pavement markers (blue dots) shall be installed at every hydrant.
2. **HF51:** The main electrical panel and all sub-panel(s) shall be labeled on inside cover for all circuits. **CEC**

3. **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.
4. Exit signs shall be internally or externally illuminated by two lamps or shall be of the self-luminous type. **CFC; CBC**
5. **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.
6. **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.
7. **HF48:** A class "A" roof covering structure with "bird stops" shall be installed.

ACCESS:

8. **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**
9. **HF8:** All access roads, public, private streets and residential driveways shall maintain a minimum vertical clearance of thirteen (13) feet-six (6) inches. **CFC**
10. **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**

11. **HF12:** Fire department access roadway(s); public/private street(s) and driveways shall not exceed 12% grade. **CBC / APPENDIX D, HMC**
12. **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**
13. **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**
14. **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**

WATER:

15. **HF25:** Minimum required fire flow, as determined by i.s.o. formula, is as follows:
COMMERCIAL; GPM = 3000; at 20 psi residual; for 3 hour duration.
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.

16. **HF29:** Fire hydrant spacing shall be:
Commercial retail: 300 FEET
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.

17. **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**
18. **HF28:** Fire hydrants shall be installed, inspected and operational as per approved water system delivery plans prior to any framing, construction or delivery of combustible materials to project site. **CFC / CFC**
19. **HF30:** Private, on site fire hydrant(s) – yard hydrant(s)- capable of supplying required fire flow shall be installed at location(s) identified by the fire department. System shall be looped with minimum eight (8) inch mains; six (6) inch laterals, six (6) inch risers; six (6) inch dia. hydrants with one 2 ½" outlet and one 4" outlet. **CFC / APPENDIX B AND C**
20. **HF38:** Approved fire hydrant(s) capable of supplying required fire flow, shall be provided to all premises upon which facilities, buildings or portions of buildings are constructed or moved within the jurisdiction. When any portion of the facility or building protected is in excess of 150 feet from a fire hydrant on a public street, as measured by an approved route around the exterior of the facility or building, additional fire hydrants or on-site fire hydrants, meeting the required fire flow, shall be provided. **CFC APPENDIX B AND C**

ADDRESSING – IDENTIFICATION:

21. **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
22. **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:

23. **HF36:** Automatic fire sprinklers shall 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
24. **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.
25. Fire Dept. Connection (FDC) shall be located no closer than forty (40) feet and not to exceed one hundred fifty (150) from structure. Required public fire hydrant shall have a maximum distance from FDC of thirty (30) feet. FDC shall identify address and system of structure being protected. CFC
26. **HF39:** An automatic fixed fire extinguishing system (UL-300) shall be installed in the hood and duct system of commercial cooking equipment. Three (3) sets of shop plans with material cut sheets and calculations shall be submitted to fire department for review and approval prior to installation. 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. **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.
29. **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.
30. **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

City of Highland

Engineering Department

Conditions of Approval

CUP 20-003

8020 Palm Avenue - SWC Palm Avenue and 5th Street

- 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 and Fifth Street necessary to construct new driveway approaches at the project entrances. Remove the existing driveway approaches 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.
- C* 13. Make a cash payment, or submit an alternative financial commitment, to guarantee the design and construction of a raised landscaped median across the 5th Street project frontage, as approved by the City Engineer.
- E 14. 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 15. 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 16. 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 17. 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 5th Street 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* 18. The proposed pretreatment system (Contech CDS or approved equal) shall be sized with a treatment flow capacity equal to or greater than the 100-year, 1-hour peak flow rate.**
- E* 19. The existing roof drains shall be retrofitted to connect to the proposed on-site storm drain system. The proposed pump canopy roof drains shall be collected in a pipe that will direct flows through the proposed grated inlet and through the pretreatment system.**
- D* 20. Two infiltration tests using a double-ring infiltrometer shall be conducted during construction once the excavation for the underground infiltration system is complete to confirm the design infiltration rate. After obtaining the results from the two test, the Engineer and Geotechnical Engineer shall determine if additional testing is required.**

MAP/DEDICATION/ANNEXATION

- C* 21. Dedicate a landscape easement across the Palm Avenue and Fifth Street frontages as approved by the City Engineer.
- C* 22. Apply to the City to annex the project into the City's Landscape Maintenance District for maintenance of the 5th Street future median landscaping across the project frontage. Submit a ballot to the City agreeing to the annexation and amount of assessment. Future landscaping in the median will be maintained by the City utilizing LMD revenue.
- C* 23. 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.

FEES/PERMITS

- D 24. 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 25. 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 26. Obtain a permit from engineering prior to any on-site construction or construction within the City's right-of-way.

UTILITIES/CONSTRUCTION

- C 27. 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 28. 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 29. Install construction fencing and screening in accordance with Building and Safety Division Policy 335.
- C 30. 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 31. 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.
- B 32. All underground structures, except those to be retained for use in the development, must be removed, broken in, or backfilled, as approved by the City Engineer.
- C 33. 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 34. Comply with the City's Public Works Policies, Procedures and Standards prevailing at the time of permit issuance.

Building and Safety Division Conditions of Approval

Date: 12/29/2020
Applicant: Ghulam Sarwar
Applicant Address: 5052 Westmont St. Riverside, Ca 92507
Site Location: 8020 Palm Ave.
Phone: 951-536-0786
APN: 1192-641-01-0000

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
- (3) 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
- (3) Geology Report
- (3) Soils Report
- (3) Precise Grading Plans
- (3) Site Disabled Access Plan
- (3) Condition of Approval Packages - include in each plan set
- (3) Temporary Fence Plan
- (1) Approved Health Department Plans

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 all meters 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 City Creek. 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. Alternate unapproved code materials may be submitted for City approval at the time of plan submittal.
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 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. 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.
8. Building and Safety inspection requests can be up until 4:00 pm in advance for the next day inspection. Calls that are received after 4pm will be scheduled two days from the request. Please contact (909) 864-2136, Ext 228.
9. A security fence with screening shall protect all construction sites. The fencing and screening shall be maintained at all times to protect pedestrians.
10. On site 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 and on site per NPDES stormwater requirements.
11. 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 City Public Services division.

12. 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.
13. Prior to the issuance of Building Permits, on site 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.
14. Construction projects requiring fire permits must apply and submit fire plans prior to the issuance of the building permit, including fire sprinkler submittals.
15. Prior to issuance of permits, site-grading certifications and compaction reports shall be submitted to Building and Safety or Public Works, as applicable.
16. 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)
17. 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)
18. Prior to final inspection, provide Building & Safety with a flash disk of the approved plans and documents.
19. Site development and grading shall be designed to provide access to all entrances and exterior ground floor exits and access to all paths of travel. All route(s) of travel shall comply as accessible route(s) of travel.
20. 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.

Attachment 2:
Planning Commission Minutes
from January 19, 2021

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 before it exits to site.

Commissioner Miller stated 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 infiltrating 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 tanks (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?

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 freeze 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 compact 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 fuel 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 any mention of 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 Harnerly declared the meeting adjourned at 7:48 p.m.

Submitted by:



Camille Goritz, Administrative Assistant III
Community Development Department

Approved by:



Randall Harnerly, Chair
Planning Commission

Attachment 3:
Draft Planning Commission Minutes
from June 1, 2021

DRAFT

- (9) vacuum stations subject to the Conditions of Approval 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, 3-0.

RESOLUTION NO. 2021 - 008

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF HIGHLAND, CALIFORNIA, APPROVING A DESIGN REVIEW APPLICATION (DRA 20-010) FOR A 2,046 SQUARE FOOT DRIVE-THRU CARWASH WITH NINE (9) 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.

3. Design Review Application (DRA 21-006) for a Site Plan, Landscape Plan, and Elevations related to the approved redevelopment of an existing 5,800 square foot commercial building into a convenience store with the addition of two (2) covered fueling station canopies with ten (10) fuel pumps on a 0.48-acre parcel. (8020 Palm Ave)

Associate Planner Syed presented the Staff Report.

Chair Hamerly opened the public hearing.

Commissioner Miller stated when we reviewed this site plan previously, one of the questions was regarding the conveyance of drainage in the fuel pump canopy which it still stands today. The site plan reflects conveyance of the fuel pump area to the drainage inlet and into the underground infiltration chambers, is that correct?

Bernie Mayer stated yes, that is correct.

Commissioner Miller stated okay, because we spoke about maybe adding a dead-end sump under that area to basically isolate that rain runoff so it could not make it to the infiltration chamber.

Bernie Mayer stated that is also correct. We do not have that in front of us this evening, however the Water Quality Management Plan (WQMP) has a separation device for those gutters that are going around the canopy before it enters the infiltration basin.

Commissioner Miller asked are you saying the drainage is separated under the fuel canopy from going to the infiltration chamber?

Bernie Mayer stated it was not the infiltration chamber, but the petroleum products are filtered out.

Commissioner Miller stated with any of these hydrocarbon treatments systems, they remove some hydrocarbons but there is probably 10-15% that makes it through. Accepting that amount into an underground system is something that will go into our ground water,

and it is hard for me support. In addition, looking at the treatment system looks like it is proposing a permanent pool and we have had problems with a lot of different diseases being spread like mosquitoes. How would that be managed as to avoid spread of mosquito-borne illness?

Bernie Mayer stated most of the infiltration goes into an underground device, so there is really no standing water. There is a little bit of pre-treatment within the landscape area.

Commissioner Miller stated another item that was addressed in the last meeting was concerns over existing plumes in the area within less than a thousand feet. There is a significant plume down on the Norton Air Force Base. Was there any effort made to touch base with the regional board or any understanding of potential impacts from infiltrating so close to an existing plume?

Bernie Mayer replied we have not pursued that to any great degree. We would think our project would create a minimal impact to that. That seems to be more of a regional type of issue, but we certainly expect to work with the City on that issue. If infiltration is not the best way to treat the pollutants on this site, there are other systems that filter and clean the runoff without introducing infiltration. We do not have enough room on this site to have a surface space like we had for the car wash, however we do not have enough information on that plume issue.

Commissioner Miller stated I believe one of the exemption items that was spoken of during the staff report was there would not be significant impacts to water quality. As I am looking at the site plan, I see there is a potential for an impact water quality as the site stands. I am concerned about that.

Bernie Mayer stated okay. We did work with Engineering Staff to go through the WQMP process and follow the guidelines and direction we got on that. We are still willing to pursue that further as we go into a final WQMP for the property. We do not want to contribute to that problem.

Chair Hamerly stated the two crosshatched elements at the northwest corner of the northern canopy and the northwest corner of the southern canopy, I was reading those grades as being picked up by a line that was going around those infiltration trenches and distributing to the northern landscape area. was I reading those dashed lines incorrectly?

Bernie Mayer stated the intent was to remove the hydrocarbon component of it and then introduce it into the infiltration basin.

Commissioner Miller stated I am used to seeing a dead-end sump under the canopy area that is completely isolated which you essentially allow the drainage under the canopy. Then you regularly vacuum it out and you keep it separate from the infiltration. I think there is real potential here for spills, it happens all the time at gas stations. I think allowing that discharge to go into an infiltration chamber even with hydrocarbon treatment you are allowing some hydrocarbons into the ground water.

Bernie Mayer asked is your suggestion be a separate infiltration chamber for that?

Commissioner Miller stated no infiltration. Completely isolate the drainage under the canopy and drain it into a dead-end sump. What I mean by a dead-end sump is it is essentially an inlet with a concrete bottom that does not drain anywhere. You do not get a lot of water, but it gives you an opportunity to capture those oils, greases, and spills and then vacuum them out regularly.

Bernie Mayer stated we are completely open to that.

Chair Hamerly stated I have drove by the site and I have seen some landscaping has been added but it still seems to be in rough shape, and we are already under served in landscaping on this site. I think to the greatest extent possible introducing new plant materials that will thrive in that environment in small planter areas. I would not rely heavily on what is there right now, because it does not seem to be doing very well.

Bernie Mayer stated we agree with that. You are correct, since the building has not been in use, the landscaping has not been maintained to the point it can thrive.

Chair Hamerly stated the corner statement reinforced what we all recognize that it is a very tight site and there is not a lot of landscaping in there. If there is an opportunity to introduce more tall slender trees or ornamental plant material that would dress that up, right now it looks a little stark because there is such small landscape in that area.

Bernie Mayer stated okay.

Chair Hamerly stated regarding the site plan I see an improvement from the previous site plan. If traffic is coming into Palm Avenue and turning in to the 35-foot entrance a que of one waiting for those southern pumps is basically going to take out half of the access to the site, that is my concern. The diagonal spots that are in the northern canopy, on the plans we have 22.2 feet between the back of the parking spaces that front the building. The edge of canopy and if we assume there is going to be 7 foot wide by 8-foot-long vehicle assuming it is not a truck with a trailer, that is going to leave us under 20 feet to back out of those spaces. Depending on how much volume and traffic this fueling station gets the onsite navigation could be a bit challenging. Those are my concerns regarding the site circulation.

Associate Planner Syed stated when speaking with the Applicant the designated compact space he mentioned that would be for the attendant at the convenience store so whoever parks here would not be leaving during peak business hours.

Chair Hamerly stated if that is the case is it safe to say that the individual would always be driving a compact car?

Associate Planner Syed stated they would have to hire only compact car drivers.

Community Development Director Mainez stated I want to point out that is also a place for air and water pump. They are either going to have to move that or the employee parking

to another space onsite. Staff is concerned about the tightness of the site. If you stand by the pump and pump your vehicle there is not enough space. They are not serving large trucks, but this is a little bit different than what you saw on the Conditional Use Permit (CUP). One option is to reduce some of the pumps or approve as is with impacts.

Chair Hamerly stated I am concerned about the maneuverability. Obviously, you have double side isle coming through here and anyone who has driven in the area there is a lot of construction trucks with trailers. It would only take one of those vehicles either the southern or northern canopy and that site is shutting down for a while. I am a bit concerned with the onsite circulation, maybe reduce the density just to allow maneuverability whether it is reducing one pump on the eastern edge of the southern canopy or northernmost canopy. We do not have a lot of real estate between Palm Avenue and the building, we are trying to squeeze a lot in there.

Community Development Director Mainez stated I would also entertain the Applicant to chime in. We have worked with him extensively on the design. We are really restricting the types of cars that are going to go to this site. We can certainly take it as a directive, but I want the Commission to be comfortable giving us that direction. If you think it is too tight and you want to see something adjusted, then that will be fine too.

Chair Hamerly stated there are not going to be any full-size vehicles coming through here especially full-size pickup trucks because of the logistics of the site. If you look at the life cycle investment that is going into this property, why you would not make it adaptable to be an Electric Vehicle charging station at least in some fashion. There should be some adaptability to that future if that is the size of the vehicle that this site is going to be catering to.

Chair Hamerly asked the Planning Commissioners if these concerns are significant enough, would you want this to continue to another meeting on how they might address some of these issues. Or do you feel comfortable directing staff given what we have said and at that point that would mean we would approve the DRA with the directive that we have given them. What is the reference for those two options?

Commissioner Sutorus asked if Highland adopted the California Green Building Standards Code?

Community Development Director Mainez stated yes.

Commissioner Sutorus stated then you are required to put in an Electric Vehicle infrastructure for your project anyways.

Chair Hamerly stated rather than take an action to either approve or deny, if we are going to take an action on the staff proposal in the DRA that we have before us, if it is acceptable to the Applicant, we would like to continue this to a date certain. How much time would the Applicant need to development another round of ideas based on the input that you have had this evening?

Associate Planner Syed stated essentially you would provide a revised site plan.

Bernie Mayer stated it seems like we could shift a few things and try to minimize some of the concerns, so we would make some modifications to the site plan.

Associate Planner Syed stated July 6th would be when we could bring this back.

Bernie Mayer stated yes.

Chair Hamerly closed the public hearing.

A MOTION was made by Chair Hamerly, seconded by Commissioner Sutorus; to continue this item on July 6, 2021. Motion carried, 3-0.

ANNOUNCEMENTS

The next Planning Commission meeting is scheduled June 15, 2021.

ADJOURN

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

Submitted by:

Approved by:

Camille Goritz, Administrative Assistant III
Community Development Department

Randall Hamerly, Chair
Planning Commission

Attachment 4:
Resolution No. 2021 – ____ for
Design Review Application (DRA 21-006)

RESOLUTION NO. 2021 - ____

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF HIGHLAND, CALIFORNIA, APPROVING A DESIGN REVIEW APPLICATION (DRA 21-006) FOR A CONVENIENCE STORE AND GAS STATION LOCATED AT 8020 PALM AVENUE. ASSESSOR'S PARCEL NUMBER: 1192-641-01.

OWNER / APPLICANT: GHULAM SARWAR

A. RECITALS

1. The Applicant filed an application with the City of Highland for a Design Review Application (DRA 21-006) for a convenience store and gas station on a 0.48 acre parcel located at 8020 Palm Avenue.
2. On June 1, 2021, the Planning Commission of the City of Highland conducted a public hearing on the subject Application and continued the item to the July 6, 2021 Planning Commission meeting.

On July 6, 2021, the Planning Commission of the City of Highland conducted a public hearing on the subject Application and concluded the hearing on that date.

3. All legal prerequisites to the adoption of this Resolution have occurred.
4. Pursuant to CEQA, 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 July 6, 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 Design Review Application (DRA 21-006):
 - a. That the proposed project is consistent with the general plan or specific plan.

Response: The proposal includes components of a Design Review Application; a Site Plan, a Landscape Plan, and Building Elevations. The project is located within the Business Park (BP) land use designation. There is appropriate street frontage, setbacks from the right-of-way lines for each of the adjacent roadways, and onsite amenities that satisfy the site development standards for Service Stations per Section 16.44.200 of the Highland Municipal Code. The site was previously approved by the Planning Commission for a Gas Station and Convenience Store on January 19, 2021, subject to Conditional Use Permit (CUP 20-003).

- b. That the proposed use is in accordance with the objectives of this title, and the purposes of the land use district in which the site is located.

Response: The proposed use is appropriate in nature and in keeping with the development standards of the Business Park (BP) classification. The site features ingress and egress from both 5th Street as well as Palm Avenue, providing access to southbound and eastbound traffic. Further, the proposed colors on the existing building are warm earth tones that complement the surrounding vicinity. Additionally, the proposed corner statement provides aesthetic appeal for such a prominent intersection.

- c. That the proposed use is in compliance with city design and landscape standards and criteria.

Response: The site is considered to be legal non-conforming with respect to the size of the lot and placement of the existing building. Moreover, there is neither adequate space for 10 feet of landscaping from the property lines to the parking/fueling area nor the additional 10 feet between the parking/fueling area and the convenience store building. Per the Municipal Code requirements for new developments, the proposal includes roughly a 5 foot landscape area from the property line to the parking/fueling area and an additional 6 feet on the outer side of the property line to the public right of way. Given the circumstances related to redeveloping a legal non-conforming property, the Applicant has proposed a prominent corner statement at the Palm Avenue & 5th Street intersection, embellished with stones, wrought iron accents, and a City of Highland entry statement that provides the required three feet for screening of vehicles from the public right-of-way.

- d. That the proposed use, together with the conditions applicable thereto, will not be detrimental to the public health, safety, or welfare or will not be materially injurious to properties or improvements in the vicinity of the site.

Response: The proposed project design will not be detrimental to the public health, safety, or welfare, or materially injurious to properties and improvements in the vicinity. Adequate measures have been proposed to offset the reduction of onsite landscaping and parking availability has been exhibited on the proposed site plans. The conditions of approval have been provided to ensure compliance with applicable development policies and standards within the city.

4. Based on the Findings of Fact set forth above, the Planning Commission approves Design Review Application (DRA 21-006) for the proposed Site Plan, Landscape Plan, and Building Elevations related to the approved establishment of a convenience store and addition of two (2) covered fueling station canopies with ten (10) fuel pumps on a 0.48 acre parcel located at 8020 Palm Avenue.

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 6th day of July, 2021.

ATTEST:

Randall Hamerly, Chairman
Planning Commission

Lawrence A. Mainez
Community Development Director

Exhibit 1:
Conditions of Approval

CITY OF HIGHLAND
PLANNING DIVISION CONDITIONS OF APPROVAL

Date: July 6, 2021

Applicant: Ghulam Sarwar

Project No: DRA 21-006

Proposal: Design Review Application for a convenience store and gas station on a 0.48 acre parcel.

Location: 8020 Palm Ave Highland, CA 92346
Southwest corner of Palm Avenue and 5th Street
Assessor's Parcel Number: 1192-641-01

PLANNING CONDITIONS

These conditions of approval represent the Planning Division's 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 Design Review Application 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 Design Review Application have occurred within thirty-six (36) months from the approval date of this Design Review Application, this approval 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 Design Review Application. Such application shall be filed together with the City's processing fee, as established by the City Council.
2. This Design Review Application is for the Site Plan, Landscape Plan, and Elevations related to the approved redevelopment of an existing commercial

building into a convenience store with the addition of two (2) covered fueling station canopies with eight (8) fuel pumps.

- a. The approval of the Design Review Application is applicable to the proposed use, Site Plan, Landscape Plan, and design features proposed on the fuel canopies.
 - b. The Applicant will submit elevations for the signs and apply for a Sign Program at a later date.
3. All "convenience store" business activity shall be conducted within the 1,750 square foot store area. No outside displays and/or vending shall be permitted on the property.
4. 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 ten (10) parking stalls is required on-site (Parking Requirement = 1 space / 250 sf for commercial use. 1 space / 1,000 sf for storage facility use).
5. The applicant shall construct a prominent decorative corner statement at the Palm Avenue and 5th Street intersection. The corner statement shall incorporate design features such as stones, wrought iron accents, and a "City of Highland" logo/scripture. Final design shall be approved by the Planning Commission and be completed prior to the release of occupancy for the convenience store by the Building Official.
 - a. The decorative corner statement shall have a minimum height of 3 feet and a maximum height of 5 feet.
 - b. The decorative screening wall shall span the full length of the Palm Avenue frontage and the full length of the 5th Street frontage, excluding drive approaches and line of site setbacks as determined by the City Engineer.
 - c. Wrought iron accent railing/fencing shall be placed atop the decorative screening wall along the Palm Avenue and 5th Street frontage.
 - d. If the wall behind the intersection curb ramp is enhanced, then the landscape directly in front of the "City of Highland" logo/scripture should be low-growing and clear of trees / palms.
6. Landscape planting at frontage areas along Palm Avenue and 5th Street shall include plant massings in layers of at least three different shrub and groundcover species. Clumping Gazanias can remain as a uniform species massing in front of

the intersection-facing "City of Highland" signage but shall be supplemented with additional plant species in all other planter areas along the frontage.

7. Fan Palms shall be installed with trunks skinned to a clear height of 8 feet minimum above finished grade.
8. Trash enclosure shall be 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 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.
9. Obtain all required building/occupancy permits from the Highland Building and Safety Division.
10. 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. No final inspection or clearances shall be given until all conditions are met. 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.
11. 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.
12. 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.
13. 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.
14. Prior to issuance of a certificate of occupancy and/or final inspection for the fueling station facility by the City, all landscaping, irrigation or other construction shown

on the approved landscaping and irrigation plans, shall be installed and approved by the City's Landscape Architect.

15. 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.
20. Development Impact Fees shall be paid in accordance with City Policy.
21. All previously approved conditions from Conditional Use Permit (CUP 20-003) shall be applicable to Design Review Application (DRA 21-006).



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

DATE : July 6, 2021

Page 1 of 5

APPLICANT : Ghulam Sarwar

ADDRESS : 8020 Palm Avenue

FILE / INDEX No.: DRA 21-006

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.

GENERAL.

1. **HF40:** Where an automatic extinguishing system or standpipe system is in place, system shall be serviced and maintained in operating condition according to NFPA and California State Fire Marshal requirements. **T19; CFC; NFPA**
2. **HF51:** The main electrical panel and all sub-panel(s) shall be labeled on inside cover for all circuits. **CEC**
3. **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**

4. **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.
5. Exit signs shall be internally or externally illuminated by two lamps or shall be of the self-luminous type. **CFC; CBC**
6. **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.
7. **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.
8. **HF48:** A class "A" roof covering structure with "bird stops" shall be installed.

ACCESS:

9. **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**
10. **HF8:** All access roads, public, private streets and residential driveways shall maintain a minimum vertical clearance of thirteen (13) feet-six (6) inches. **CFC**

11. **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**
12. **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**
13. **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**

ADDRESSING – IDENTIFICATION:

14. **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

FIRE PROTECTION & ALARM SYSTEMS:

15. **HF36:** Automatic fire sprinklers shall 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**
16. **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**
17. **HF39:** An automatic fixed fire extinguishing system (**UL-300**) shall be installed in the hood and duct system of commercial cooking equipment. Three (3) sets of shop plans with material cut sheets and calculations shall be submitted to fire department for review and approval prior to installation. **CFC**
18. **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**
19. **HF42:** A 40BC (K-Type) fire extinguisher shall be installed within 30 feet of commercial food heat-processing equipment. Fire extinguishers shall be serviced annually and shall have a current SFM service tag attached. Fire extinguishers are to be serviced every two years and inspected & tagged every year.
CFC; T-19
20. **HF43:** 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**
21. **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.

22. **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.
23. **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.
24. **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

Building and Safety Division Conditions of Approval

Date: July 6, 2021

Applicant: Ghulam Sarwar

Applicant Address: 5052 Westmont St. Riverside, Ca 92507

Site Location: 8020 Palm Ave.

Phone: 951-536-0786

APN: 1192-641-01-0000

Project Number: **DRA: 21-006**

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
- (3) 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
- (3) Geology Report
- (3) Soils Report
- (3) Precise Grading Plans
- (3) Site Disabled Access Plan
- (3) Condition of Approval Packages - include in each plan set
- (3) Temporary Fence Plan
- (1) Approved Health Department Plans

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 all meters 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 City Creek. 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. Alternate unapproved code materials may be submitted for City approval at the time of plan submittal.
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 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. 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.
8. Building and Safety inspection requests can be up until 4:00 pm in advance for the next day inspection. Calls that are received after 4pm will be scheduled two days from the request. Please contact (909) 864-2136, Ext 228.
9. A security fence with screening shall protect all construction sites. The fencing and screening shall be maintained at all times to protect pedestrians.
10. On site 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 and on site per NPDES stormwater requirements.
11. 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 City Public Services division.

12. 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.
13. Prior to the issuance of Building Permits, on site 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.
14. Construction projects requiring fire permits must apply and submit fire plans prior to the issuance of the building permit, including fire sprinkler submittals.
15. Prior to issuance of permits, site-grading certifications and compaction reports shall be submitted to Building and Safety or Public Works, as applicable.
16. 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)
17. 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)
18. Prior to final inspection, provide Building & Safety with a flash disk of the approved plans and documents.
19. Site development and grading shall be designed to provide access to all entrances and exterior ground floor exits and access to all paths of travel. All route(s) of travel shall comply as accessible route(s) of travel.
20. 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.