

CITY OF HIGHLAND REGULAR MEETING OF THE PLANNING COMMISSION AGENDA

MEMBERS

Randall Hamerly, Chair
Chandra Thomas, Vice Chair
Craig Graves, Commissioner
Jarrod Miller, Commissioner
David Saran, Commissioner

REGULAR MEETING

March 19, 2024
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
Angela Tafolla, Associate Planner
Travis Trejo, Assistant Planner
Tiffany Martinez, Assistant Planner
Camille Duarte, Administrative Assistant III
Matt Bennett, Assistant Public Works Director
Matt Wirz, Building Official
Scott Rice, City Landscape Architect

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 📠

In compliance with the Americans with Disabilities Act (ADA), if you need special assistance, please contact the City Clerk's office at (909) 864-6861, ext. 226, at least 72 hours prior to the meeting for any requests for reasonable accommodation to include interpreters.

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: For those wishing to make public comments by email, please submit your comments by email to be read aloud at the meeting. Email comments must be submitted by 5:00 p.m. on March 19, 2024 to publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the March 19, 2024 agenda, please identify the agenda item number in the subject line.

For those wishing to make public comments 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 close of the public hearing on the corresponding item to be considered part of the record. Please email your comments at publiccomment@cityofhighland.org.

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

**PLANNING COMMISSION
REGULAR MEETING AGENDA
March 19, 2024 - 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 March 5, 2024, 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 March 5, 2024 Regular Meeting.

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

PUBLIC HEARINGS

2. Final design approval for a 5' tall decorative corner statement related to Design Review Application 21-006. (8020 Palm Avenue, Applicant: Ghulam Sarwar)

RECOMMENDATION: Staff recommends the Planning Commission:

1. Adopt Resolution No. 2024-____, approving the sign of a corner monument sign relate to Design Review Application (DRA 21-006).

3. An application by Highland American Legion Post 421 requesting to install a permanent flagpole 50 feet tall and display a flag 150 square feet in area pursuant to Highland Municipal Code Section 16.56.090.B. at 28309 Highland Avenue (APN: 1200-121-11). (Property Owner: Highland American Legion)

RECOMMENDATION: Staff recommends the Planning Commission approve Resolution No. 2024-____, approving the installation of a 50 foot tall permanent flagpole and 150 square foot flag at American Legion Post 421 located at 28309 Highland Avenue.

4. Municipal Code Amendment No. 24-001, an Ordinance of the City of Highland to amend Chapters 9.28, 16.24, and 16.80 (Marijuana Uses). The proposed amendments seek to introduce provisions allowing for the establishment of non-storefront cannabis delivery only businesses with the Business Park (BP) Zoning District. The amendments outline minimum development requirements, including but not limited to distance requirements from sensitive receptors, security, and hours of operation. The proposed amendments are intended to satisfy compliance with State Bill 1186, the Medicinal Cannabis Patient Right of Access Act.

RECOMMENDATION: Staff recommends the Planning Commission table this item to provide staff and the City Attorney additional time to complete the subject Municipal Code Amendments and readvertise once the draft is completed.

5. Assignment of a street name for Access 'A' into the Costco Warehouse project, currently referred to a "Future Private Road West." (Noth/South bisecting Greenspot Road, approx. 1,200 feet east of State Route 210 along the westerly boundary of Costco project site)

RECOMMENDATION: Staff recommends the Planning Commission name the street "Costco Way"

ANNOUNCEMENTS

ADJOURN

I, Camille Duarte, Administrative Assistant III of the City of Highland, California, certify that I caused to be posted this agenda on or before the 14th of March 2024 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: March 14, 2024



Camille Duarte, Administrative Assistant III



STAFF REPORT

TO THE PLANNING COMMISSION

DATE: March 19, 2024

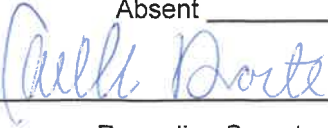
FROM: Lawrence Mainez, Community Development Director

PREPARED BY: Camille Duarte, Administrative Assistant III *ub*

SUBJECT: Minutes from the March 5, 2024 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	

PLANNING COMMISSION REGULAR MEETING MINUTES
March 5, 2024 – 6:00 P.M.

CALL TO ORDER

The regular meeting of the Planning Commission of the City of Highland was called to order at 6:00 p.m. by Chair Hamerly at the Donahue Council Chambers, 27215 Base Line, Highland, California.

Present:	Chair	Randall Hamerly
	Vice Chair	Chandra Thomas
	Commissioner	Craig Graves
	Commissioner	Jarrold Miller
	Commissioner	David Saran

Staff Present: Lawrence Mainez, Community Development Director
Kim Stater, Assistant Community Development Director
Matt Bennett, Assistant Public Works Director
Nicole Subia, Administrative Assistant III

Chair Hamerly led the Pledge of Allegiance.

COMMUNITY INPUT (ITEMS NOT ON THE AGENDA)

None.

PUBLIC HEARING

1. Review of the City's 2023 General Plan Implementation and Housing Element Annual Reports in accordance with Government Code Sections 65400 and 65588.

Assistant Community Development Director Stater presented the staff report.

Commissioner Miller asked if the city identified the Sterling Avenue and the recharge basins as a potential implantation element to meet the goals and policies on the spread sheet?

Assistant Community Development Director Stater stated yes, it is mentioned a couple of times in the spreadsheet.

Commissioner Miller stated I read that the city will consider adding a work program item to update the city's master drainage plan. Would it be this year?

Assistant Community Development Director Stater stated there is no update on this year.

Assistant Public Works Director Bennett there it is possible there will be an update next year, however it has not been discussed internally.

Commissioner Miller asked what about the additional basin and infrastructure that is being constructed by San Bernardino Valley Water District?

Assistant Community Development Director Stater stated that is outside work that the city does, but when that happen within the city, we try and link that in the Housing Element. We will report their progress as well.

Commissioner Miller stated next time I would appreciate an electric copy because that would allow me to search for a specific subject matter.

Vice Chair Thomas stated on page 12, section 2.8 No. 3, the last sentence stated ongoing efforts with the airport as discussed above, I noticed other areas getting rid of the Gateway Specific Plan. I thought there could be additional language added. Additionally, on page 16, section 2.15 where it stated future developments and have been crossed out, are those developments no longer going forward?

Assistant Community Development Director Stater stated it is because the Harmony project did not move forward. The second column highlights goals, and it is a one-of-a-kind Master Plan community which is the Seven Oaks area, and it is the policy area that was outlined for the Harmony project. When that project was withdrawn, and subsequent purchases of the property were made by the San Bernardino Water District the plans have changed. It will no longer be a one-of-a-kind Master Plan community. The water district is working on it now, we do not know exactly what is going to happen there yet. There has been a lot of communication by the City of Highland and other agencies but that will be in the future, and it has not yet been determined.

Chair Hamerly stated since it is not going to be a one-of-a-kind Master Plan community would goal 215 be stricken and other goals inserted in lieu of that or does that require a new General Plan for that action?

Assistant Community Development Director Stater stated that is correct, we will have to amend the General Plan.

Vice Chair Thomas stated on page 42, policy 2.1, action 2.1C on the right side it stated considering an application through President Biden's Inflation Reduction Act to California for the purchase of teas. I think that is just supposed to be trees.

Assistant Community Development Director Stater stated thank you.

Chair Hamerly stated page 42, action item 2.2A. is a code requirement for commercial, so it has to have a rating on the roof that reflects more light. The only modification was that the townhome project was found to be infeasible and would not have gone through plan check unless their tile roof had a rating that was acceptable by the City Council.

Commissioner Miller asked has the state responded back with comments?

Assistant Community Development Director Stater stated we have received comments from OPR, which looks at our housing and most of them have been questions or clarifications, but there has not been substantial comments or changes.

Commissioner Graves asked how many more units can be added if they have a density bonus?

Assistant Community Development Director Stater stated it depends on the percentage and the type of units. The state provisions are part of the law, and we are really implementing the state law and following them.

Commissioner Graves asked do we have limitations or is that all controlled by the state in terms of density bonus?

Assistant Community Development Director Stater stated we can add concessions and densities, but we cannot take away the ones that the state has offered. We can provide additional incentives and concessions or bonuses if the City Council wanted to do so.

The Planning Commission received and filed the 2023 General Plan and Housing Element Annual Reports.

ANNOUNCEMENTS

The League of California Planning Commission Academy is March 6-8, 2024.

Annual Trails Day is June 1, 2024.

The Planning Commissions next regular meeting is scheduled March 19, 2024.

ADJOURN

There being no further business, Chair Hamerly declared the meeting adjourned at 6:31 p.m.

Submitted by:

Approved by:

Camille Duarte, Administrative Assistant III
Community Development Department

Randall Hamerly, Chair
Planning Commission



STAFF REPORT

TO THE PLANNING COMMISSION

DATE: March 19, 2024

FROM: Lawrence A. Mainez, Community Development Director

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

PREPARED BY: Travis Trejo, Assistant Planner *TT*

SUBJECT: Final design approval for a 5' tall decorative corner statement related to Design Review Application 21-006.

(SB 1439 Campaign Contributions and Conflicts of Interest - Government Code Section 84308 is applicable)

LOCATION: A vehicle fueling station located at the Southwest corner of Palm Avenue and 5th Street
8020 Palm Ave Highland, CA 92346
Assessor's Parcel Number: 1192-641-01

OWNER / APPLICANT: Ghulam Sarwar

RECOMMENDATION: Staff recommends the Planning Commission:

1. Adopt Resolution No. 2024 – _____, approving the design of a corner monument sign related to Design Review Application (DRA 21-006).

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, and mailed to property owners within three-hundred (300) feet of the project site. No further notice is required.

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

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

BACKGROUND: On January 19, 2021, the Planning Commission approved Resolution 2021-002 for Conditional Use Permit (CUP 20-003) for the redevelopment of the existing building and site into a convenience store and vehicle fueling station. The approval included a site plan, and business description.

On July 6, 2021, the Planning Commission approved Resolution 2021-011 for Design Review Application (DRA 21-006) for the building elevations, landscape plan, and site plan for the fueling station, and canopy; with signage to come back once a tenant was established. The corner monument sign was also conditioned to come back for final design approval once drafted.

On March 7, 2023, the Planning Commission approved Resolution 2023-007 for Accessory Sign Review (ASR 22-006) to establish a comprehensive sign program for the installation of one (1) 22-foot-long building mounted sign and two (2) 7-foot tall monument signs for a fueling station and convenience store lot.

DESCRIPTION OF SITE: The project site is located at the southwest corner of Palm Avenue and 5th Street (Exhibit A – Location Map). The property is composed of a single parcel approximately 0.48 acres in size.

The commercial building is divided into two suites. The southern portion of the existing building, at 2,600 square feet, is a storage facility. The northern suite, at 3,200 square feet, is a convenience store which is currently undergoing tenant improvements. To the east of the building are the two (2) proposed fueling canopies, each accommodating four (4) fuel pumps which are also under construction.

PROJECT REVIEW/ANALYSIS: The previous approvals of the Conditional Use Permit, Design Review Application, and Accessory Sign Review conditioned the project to construct a prominent decorative corner statement at the Palm and 5th Street intersection. The corner statement's final design must be approved by the Planning Commission and completed prior to the release of occupancy. The applicant submitted plans for the monument on February 15, 2024. As shown on the plan, the wall is 2 feet in height with 1.5 feet of bronze anodized railing on top. The wall area steps up to meet the height of the railing and then curves to accommodate the signage maxing out at 5 feet high at its peak. The front of the wall will feature stone veneer and will be affixed with City of Highland signage including text and the city seal (Exhibit B- Corner Statement Elevations). Landscaping has been approved to accommodate groundcover in front of the signage for an unobstructed view.

ENVIRONMENTAL REVIEW: This project is Categorically Exempt from environmental proceedings pursuant to Section 15311, Class No. 11 (Accessory Structures).

SUMMARY: The project site is located at the southwest corner of Palm Avenue and 5th Street, a signalized intersection. The Applicant's proposal features proposed design

elements that provide a bold aesthetic appeal to one of the major intersections within the city. The applicant has worked with staff to accommodate the design to meet the standards set forth in the conditions of the project's previous approval. Staff recommends the Planning Commission adopt Resolution No. 2024 – ____, approving final corner monument sign elevations related to Design Review Application (DRA 21-006) The City's logo will be provided by staff and must be consistent with the sample attached (Exhibit C).

EXHIBITS:

- A. Location Map
- B. Corner Statement Elevations
- C. Highland City Logo

ATTACHMENTS:

- 1) Resolution No. 2024- ____, approving final corner monument sign elevations for Design Review Application (DRA 21-006).

Exhibit A:
Location Map



Exhibit B:

Corner Statement Elevations



1. View from Northeast



2. View from Southeast

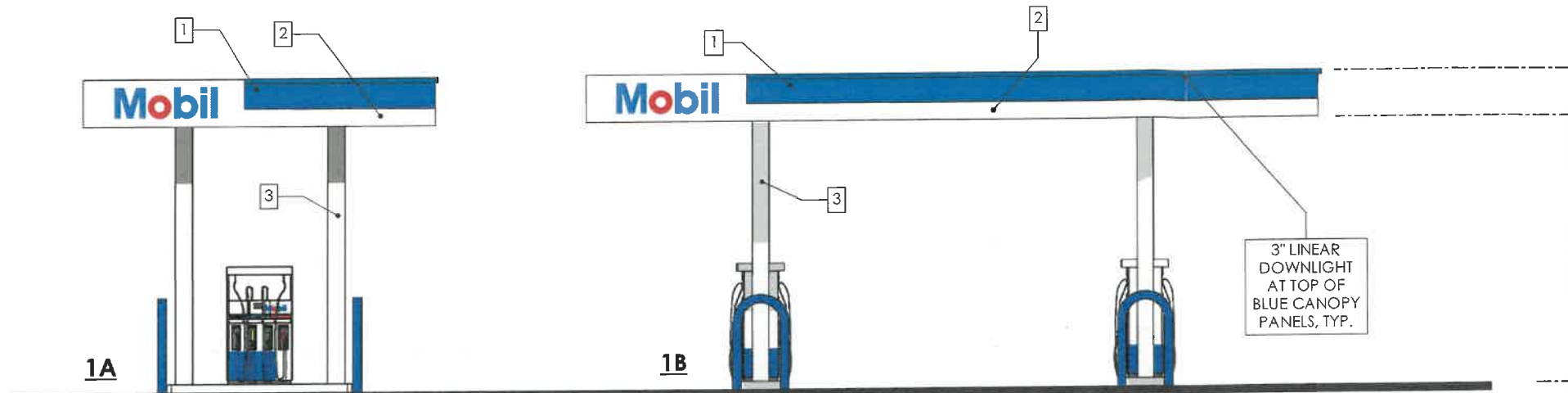
MATLOCK
DESIGN BUILD
1614 E. HOLT BLVD. STE. 106
ONTARIO, CA 91761 909.863.7777



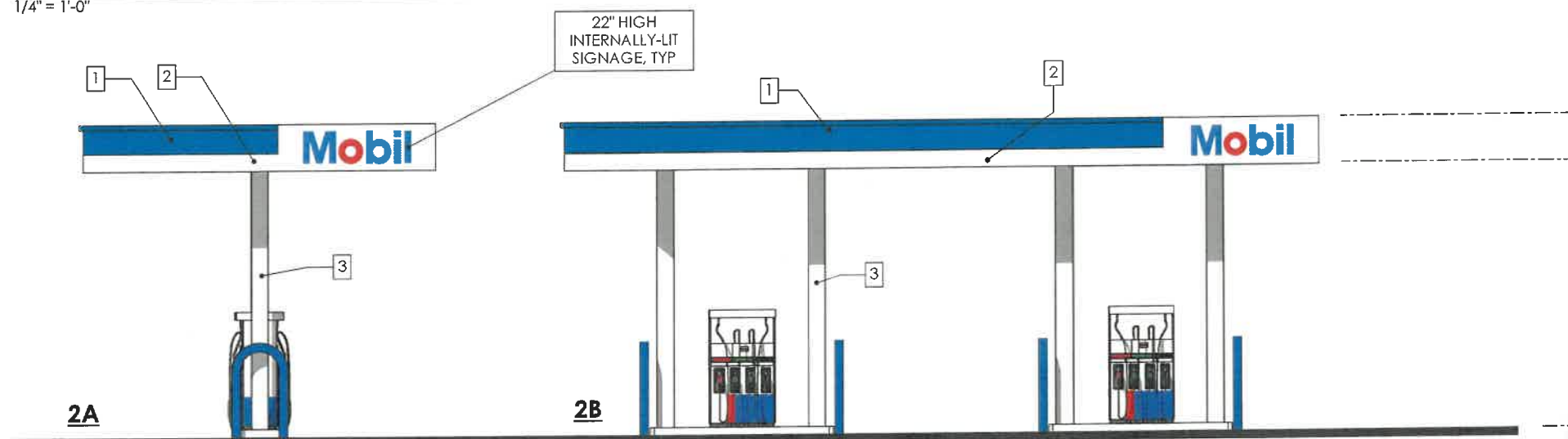
**HIGHLAND GAS STATION
PERSPECTIVE IMAGES**
8020 Palm Ave.
Highland Ca 92346

JOB NO.	
DRAWN/CHKD	
DATE	SUBMITAL
REVISIONS	
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△	
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△	
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5/10/22	PRINT DATE

A1.2



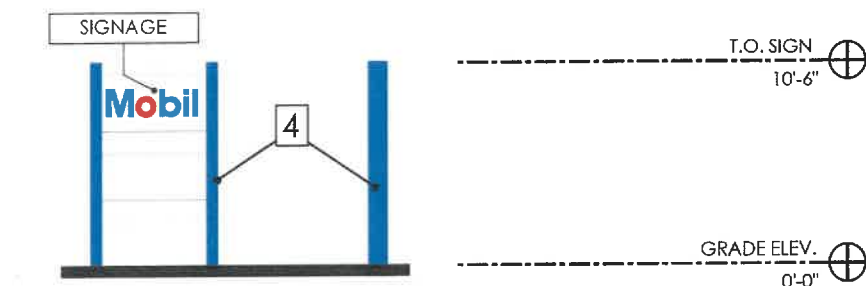
1/A1.1: NORTH CANOPY TYPICAL ELEVATIONS
1/4" = 1'-0"



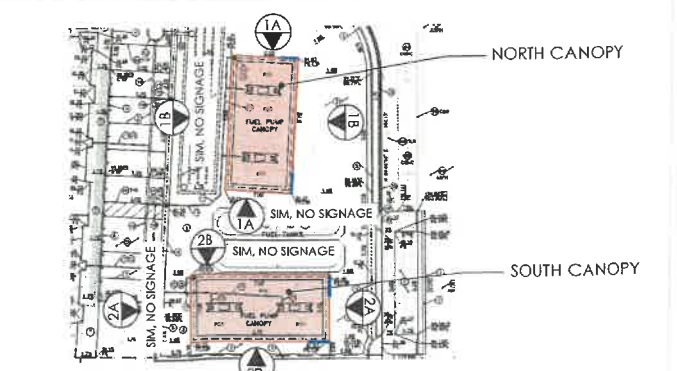
2/A1.1: SOUTH CANOPY TYPICAL ELEVATIONS
1/4" = 1'-0"



3/A1.1: NORTHEAST ROCK WALL ELEVATION (VIEW FROM STREET CORNER)
1/4" = 1'-0"



4/A1.1: TYPICAL MONUMENT SIGN ELEVATIONS
1/4" = 1'-0"



5/A1.1: CANOPY PLAN REFERENCE
NOT TO SCALE

PROPOSED MATERIALS

- 1** Alum. Composite Panel Blue
- 2** Alum. Composite Panel White
- 3** Hi-Performance Paint Finish Over Steel Columns
- 4** Hi-Performance Paint Finish Over Signage Structure
- 5** Stone Veneer
Eldorado Stone
River Rock: Colorado
- 6** Architectural Precast Wall Cap
- 7** Bronze Anodized Alum Railing

MATLOCK
DESIGN BUILD
1614 E. HOLT BLVD., STE. 106
ONTARIO, CA. 91761 909.983.7777



THIS SHEET IS FOR DESIGN REVIEW ONLY, NOT FOR CONSTRUCTION

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

JOB NO.	
DRAWN/CHECKED	
DATE	SUBMITTAL
REVISIONS	
△	
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5/10/22	PRINT DATE

A1.1

Exhibit C: Highland City Logo

NOVEMBER 24, 1987

CITY OF HIGHLAND



Attachment 1:

Planning Commission Resolution No. 2024-____

RESOLUTION NO. 2024-__

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF HIGHLAND, CALIFORNIA, APPROVING FINAL DESIGN FOR DECORATIVE CORNER STATEMENT ELEVATIONS RELATED TO DESIGN REVIEW APPLICATION 21-006 AT AN APPROVED VEHICLE FUELING STATION AND CONVENIENCE STORE LOT LOCATED AT 8020 PALM AVENUE (APN: 1192-641-01).

OWNER: GHULAM SARWAR

A. RECITALS

1. On July 6, 2021, the Planning Commission of the City of Highland conducted a public hearing on Design Review Application (DRA 21-006) and adopted Resolution No. 2021-002 approving the Application.
2. On March 19, 2024, the Planning Commission of the City of Highland conducted a Public Meeting on the subject Application and concluded the meeting on that date.
3. All legal prerequisites to the adoption of this Resolution have occurred.

B. RESOLUTION

NOW THEREFORE, it is hereby found, determined, and resolved by the Planning Commission of the City of Highland as follows:

Section 1. The Planning Commission finds that all of the facts set forth in the Recitals, Part "A" of this Resolution, are true and correct.

Section 2. Based upon substantial evidence presented to the Planning Commission during the March 19, 2024, Public Meetings, including public testimony and written and oral Staff Reports, the Planning Commission finds as follows:

- 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.

Section 3. Findings of Fact:

- a. The Planning Commission finds that the Findings of Fact made in Resolution No. 2024 - __ on March 19, 2024, for the final design elevations for a decorative corner statement are true and correct and uphold all previous findings stated in Resolution No. 2021-002
- b. Granting approval of the decorative corner statement will not be detrimental to public health, or safety to properties or improvements in the vicinity.

Section 4. Based on the Findings and Conclusions set forth above, the Planning Commission Approves Resolution No. 2024-___ for approving the final design for decorative corner statement elevations attached to design review application 21-006 at 8020 Palm Avenue.

C. ADOPTION OF RESOLUTION.

The City Clerk shall certify the adoption of this Resolution and shall cause the same to be published or posted in the manner prescribed by law.

PASSED, APPROVED AND ADOPTED this 19th day of March, 2024.

ATTEST:

Randall Hamerly, Chairman
Planning Commission

Lawrence A. Mainez
Community Development Director



STAFF REPORT

TO THE PLANNING COMMISSION

DATE: March 19, 2024

FROM: Lawrence A. Mainez, Community Development Director

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

SUBJECT: An application by Highland American Legion Post 421 requesting to install a permanent flagpole 50 feet tall and display a flag 150 square feet in area pursuant to Highland Municipal Code Section 16.56.090.B. at 28309 Highland Avenue (APN 1200-121-11).

(SB 1439 Campaign Contributions and Conflicts of Interest - Government Code Section 84308 is applicable)

LOCATION: 28309 Highland Avenue, Highland, CA

PROPERTY OWNER: Highland American Legion

RECOMMENDATION: Staff recommends the Planning Commission approve Resolution No. 2024 - ____ approving the installation of a 50 foot tall permanent flagpole and 150 square foot flag at American Legion Post 421 located at 28309 Highland Avenue.

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

PROJECT DESCRIPTION: Highland American Legion Post 421 is located along the south side of Highland Avenue, between Summertrail Place and Orchard Avenue, east of State Route 210. The Legion property is situated along a significant curve of the road and backs up into a tall bluff/cliff below the "Carraige Hill" residential community (Attachment 1 – Vicinity Map). These factors result in minimal visibility of the property. The application by the Legion proposes to replace their current American flag and flagpole located along Highland Avenue, move it to a more prominent position with a greater height and area and increase its overall visibility (Attachment 2 – Existing Flagpole).

Approved _____	Motion _____	Second _____	Agenda Item No. <u>3</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
<i>Callie Bronte</i>		<i>Lawrence Mainez</i>	
Recording Secretary		Community Development Director	

The Legion proposes to install a 50 foot tall flagpole with a 10'x15' flag (Attachment 3 – Proposed Flagpole & Flag). The pole will have a 5'6" foundation and an exposed height of 50 feet with a 10" gold anodized ball on top. The pole will be moved from its current location to the northwest, further into the property to avoid conflicts with current and future right-of-way (Attachment 4 – Proposed Location). Design work is underway for a marble base with plaque yet to be determined.

ANALYSIS: The Highland Municipal Code (HMC) permits the installation of flagpoles with a maximum height of 25 foot tall with a flag 32 square feet in area. Proposals outside these parameters are at the discretion of the Planning Commission as stated in HMC 16.56.090.B:

"B. The planning commission shall review and may issue sign permits for flags that are larger than 15 square feet in area subject to the standards set forth in Table 16.56.090.B.

Table 16.56.090.B
Flags Larger Than 15 Square Feet in Area

Maximum Number	Maximum Area	Maximum Height	Additional Information
<i>Maximum 2 flags and 1 flagpole per premises.</i>	<i>32 square feet in area.</i>	<i>Freestanding flagpoles shall not exceed the height of the zoning district they are located in or 25 feet in height, whichever is less. Building-mounted flagpoles shall not extend above the top of the building's roof.</i>	<i>Flags may be attached to either freestanding or building-mounted flagpoles or other supports. All flagpoles over 20 feet in height shall require a building permit. Flags that contain logos or advertising copy shall be included in the maximum sign area permitted for the property. Freestanding flagpoles shall not be placed within 10 feet of any property line. See Notes below.</i>

Notes:

- 1. Flags larger in size or flags on taller freestanding poles or more than one flagpole per premises as specified in Table 16.56.090.B shall be reviewed and may be approved by the planning commission, if the commission determines that the flags and flagpole(s) will be compatible with the architecture and use of surrounding structures. (Ord. 358 § 3, 2011)"*

To approve the proposal, the Planning Commission must find that the flag is compatible with the architecture and use of surrounding structures. The Legion Hall is a simple, single story structure of approximately 3,200 square feet with an outdoor patio and storage building. It has a stucco exterior with low pitched roof constructed in 1947. It does not contain character-defining features that could be carried through to the flagpole. The flagpole is also simple in design and consistent with the existing on-site improvements.

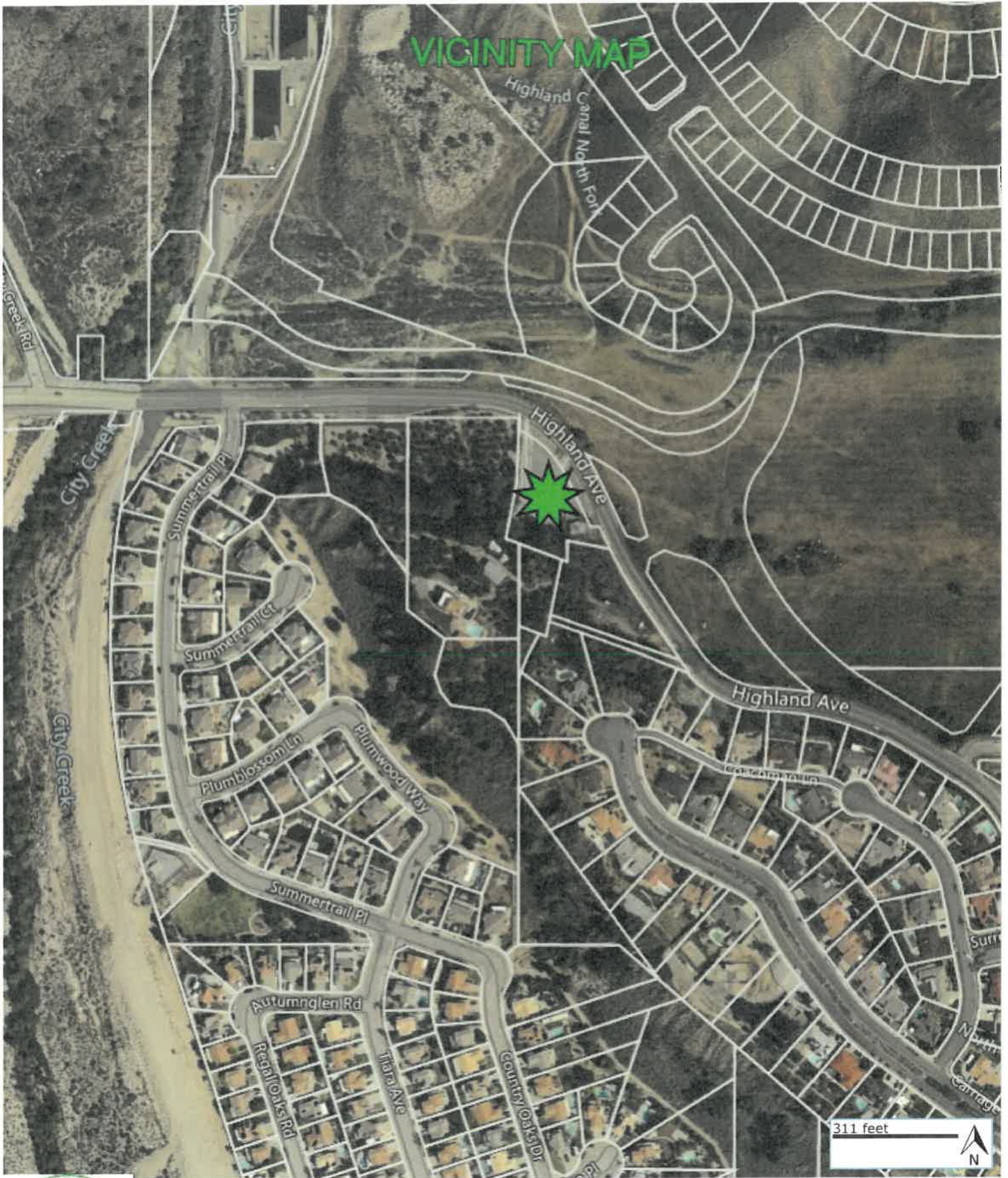
The proposed height of 50 feet is double the current maximum permitted. However, the request for additional height is reasonable because the topography of the area is very challenging with respect to visibility from the south and west. The large bluff, avocado grove and Highland Avenue make the property somewhat of an island. The flagpole will fit into the viewshed, blending with the tall geography and trees in the area. With respect to the flag size, 10x15', it is large, but will blend in with the background. It will only be fully unfurled when the wind is substantial. It will not be the full 150 square feet at all times. The project will compliment the mission of the American Legion and is compatible with the low density residential uses that are in proximity of the site.

Staff recommends the Planning Commission approve the pole and flag as proposed (Attachment 5 – Resolution).

Attachments: 1. Vicinity Map
 2. Existing Flagpole
 3. Proposed Flagpole & Flag
 4. Proposed Location
 5. Resolution

ATTACHMENT 1

Vicinity Map



ATTACHMENT 2
Existing Flagpole

EXISTING FLAGPOLE



Perspective from the southeast



Perspective from the northwest

ATTACHMENT 3
Proposed Flagpole & Flag

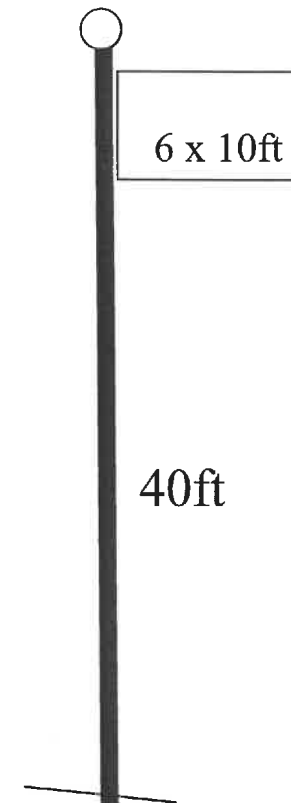
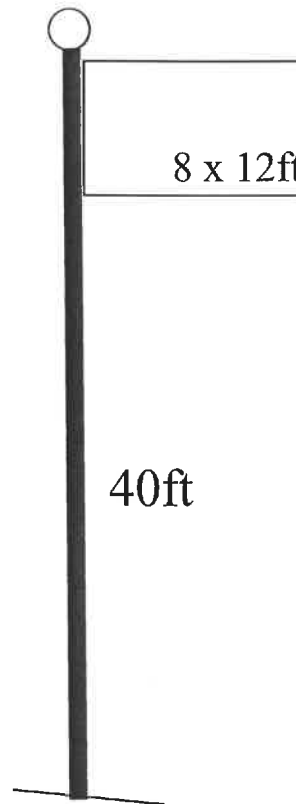
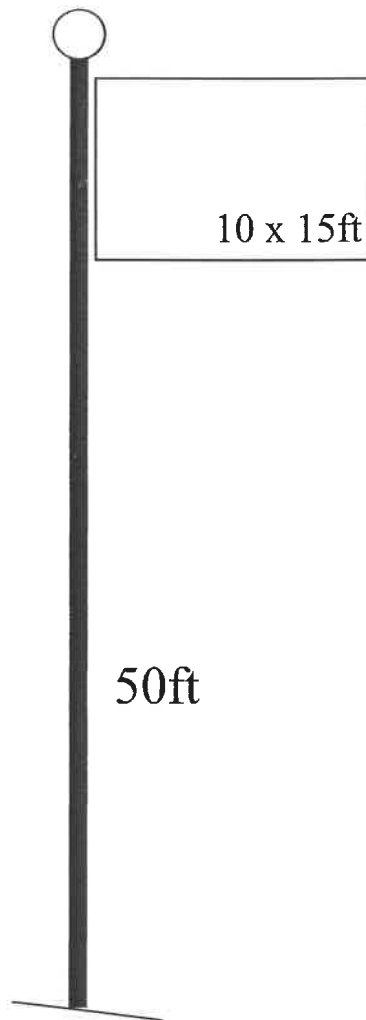
Jon's Flags & Poles Inc.

3215 Chicago Avenue

Riverside CA 92507

951 682-0134 Phone

951 682-4346 Fax



Drawn to Scale 1 inch = 10 feet

50ft 10in butt x .188

10in - 14 gauge spun aluminum ball
gold anodized.

Truck, cast aluminum
revolving, non-fouling type

3/8in solid braid halyard

3 swivel flag snaps

1 - 9in Cast Aluminum Cleat

Aluminum flash collar

3000 PSI concrete

Hardwood wedges
(supplied by others)

Dry sand tightly tamped
after aligning pole

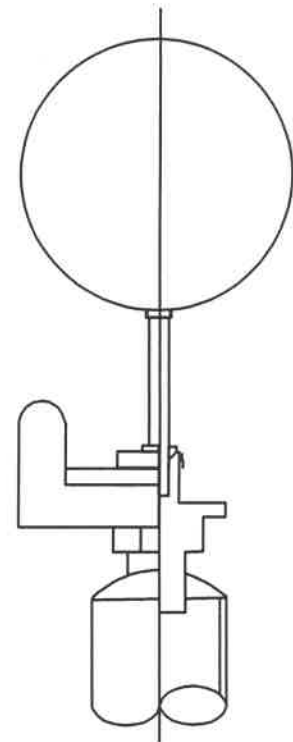
Foundation sleeve -16 ga
hot dip galvanized steel

Steel centering wedges

3/16" Steel base plate

3/16" Steel support plate
welded to grounding spike

Exposed length: 50'-0"
Tapered portion: 37'-2"
Overall length: 55'-0"
Cleave height: 5'-0"
Straight portion: 17'-10"
Foundation: 5'-6"
5'-0"
6"
12"
10"
20"
60"



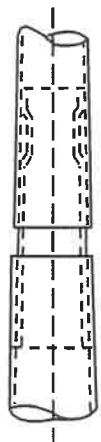
Truck Detail

Revolving, non-fouling truck
Cast aluminum body
Stainless steel ball bearings
Cast aluminum spindle

All shafts with overall
length of more than
38'-6" are shipped in
two sections.

Each section matched
marked for field assembly.
Exposed portion of jam
sleeve must be **well
lubricated** prior to
assembly.

1-1/2" maximum shop
gap allowed for field
fitting (ram for tight joint)



Project:	Ground set tapered aluminum flagpole: ALLOY: 6063T6		
Location:	Exposed height: 50'-0"	Overall height: 55'-0"	
Architect:	Ship in 3 sections	Butt diameter: 10"	
Contractor:	Top diameter: 4"	Wall thickness: .188"	
Customer:	Finish: 100 grit polish		



ATTACHMENT 4
Proposed Location

Flagpole Location

New Location



Current Location

Highland Ave

26309 | 1200-121-11-0000

39 feet



ATTACHMENT 5
Resolution

RESOLUTION NO. 2024-

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF HIGHLAND, CALIFORNIA, APPROVING THE INSTALLATION OF A 50 FOOT TALL PERMANENT FLAGPOLE AND 150 SQUARE FOOT FLAG AT AMERICAN LEGION POST 421 LOCATED AT 28309 HIGHLAND AVENUE, HIGHLAND, CALIFORNIA, ASSESSOR'S PARCEL NUMBER 1200-121-11.

APPLICANT: HIGHLAND AMERICAN LEGION POST 421

A. RECITALS

1. On February 27, 2024, Highland American Legion Post 421 submitted an application to install a 50 foot tall permanent flagpole and display a 150 square foot for consideration by the Highland Planning Commission as provided by Highland Municipal Code Section 16.56.090.B *Flags Larger than 15 Square Feet in Area*. This Section of the Municipal Code permits the Planning Commission to consider flagpoles taller than 25 feet and larger than 32 square feet in area.
2. The site, 28309 Highland Avenue, on .92 acres on the south side of Highland Avenue between Summertrail Place and Orchard Avenue, east of State Route 210, and is Zoned R-1 (20,000). Assessor Parcel Number: 1200-121-11.
3. The project is exempt from further environmental review Pursuant to Public Resources Code and California Environmental Quality Act (CEQA) Guidelines Section 15303 *New Construction of Small Structures*. The project will replace an existing flagpole currently onsite, a small structure with only minor modification necessary.
4. On March 19, 2024, the Planning Commission of the City of Highland, held a meeting on the subject Application and concluded the meeting on that date.
5. All legal prerequisites to the adoption of this Resolution have occurred.

B. RESOLUTION

NOW THEREFORE, it is hereby found, determined and resolved by the Planning Commission of the City of Highland as follows:

- Section 1. The Planning Commission finds that all of the facts set forth in the Recitals, Part "A" of this Resolution, are true and correct.

Section 2. Pursuant to Public Resources Code and CEQA Guidelines Section 15303 the project is exempt from further environmental review.

Section 3. Based upon substantial evidence presented to the Planning Commission during the March 19, 2024, Public Hearing, including public testimony and written and oral Staff Reports, the Planning Commission finds as follows:

- 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.

Section 4. Findings pursuant to Highland Municipal Code 16.56.090.B

- a. That the proposed flag and flagpole will be compatible with the architecture and use of surrounding structures.

Response: The proposed flag and flagpole will replace an existing set currently in place at the Highland American Legion Hall. The pole will be relocated onsite where it will be less in conflict with current and future right-of-way. The overall height of the pole is necessary to prominently display the flag due to the site's topography and location along the curvature of Highland Avenue. The adjacent bluff and large specimen trees currently impede the view of the flag. Display of the American flag is an integral part of the American Legion's mission and is in keeping with the nature of the property and surrounding residences.

Section 2. Based on the Findings and conclusions set forth above, the Planning Commission approves the flagpole application by the American Legion. All improvements will be completed subject to the Conditions of Approval attached hereto and incorporated by reference as Exhibits:

A – Proposed Flagpole and Flag Plans

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.

PASSED, APPROVED AND ADOPTED this 19th day of March, 2024.

ATTEST:

Randall Hamerly, Chairman

PL

Lawrence A. Mainez

CDD

↑

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ATTEST:

Randall Hamerly, Chairman
Planning Commission

Lawrence A. Mainez
Community Development Director

EXHIBIT 'A'
Flagpole and Flag Plan

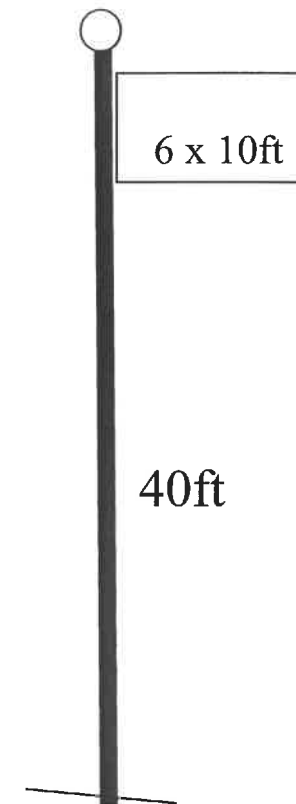
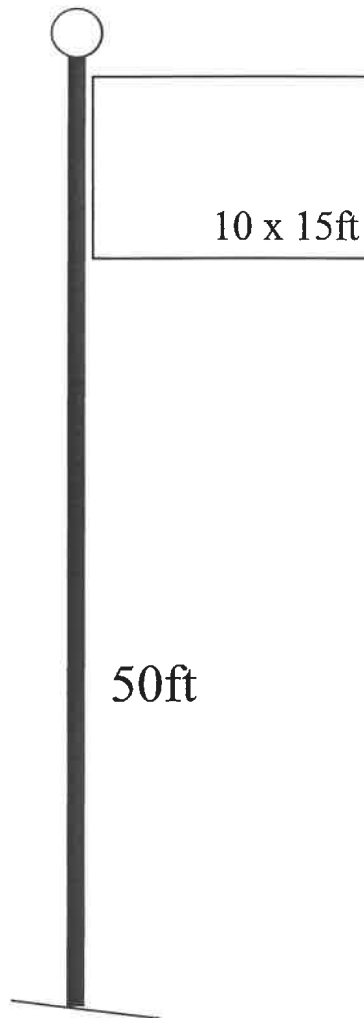
Jon's Flags & Poles Inc.

3215 Chicago Avenue

Riverside CA 92507

951 682-0134 Phone

951 682-4346 Fax



Drawn to Scale 1inch = 10 feet



STAFF REPORT

TO THE PLANNING COMMISSION

DATE: March 14, 2024

FROM: Lawrence A. Mainez, Community Development Director

SUBJECT: Municipal Code Amendment No. 24-001, an Ordinance of the City of Highland to amend Chapters 9.28, 16.24, and 16.80 (Marijuana Uses). The proposed amendments seek to introduce provisions allowing for the establishment of non-storefront cannabis delivery only businesses within the Business Park (BP) Zoning District. The amendments outline minimum development requirements, including but not limited to distance requirements from sensitive receptors, security, and hours of operation. The proposed amendments are intended to satisfy compliance with State Bill 1186, the Medicinal Cannabis Patient Right of Access Act.

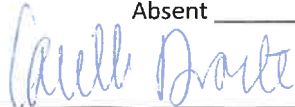
RECOMMENDATION: Staff recommend the Planning Commission table this item to provide staff and the City Attorney additional time to complete the subject Municipal Code Amendments and readvertise once the draft is completed.

FISCAL IMPACT: None

PUBLIC NOTICE: The agenda for this item was posted at the three locations per Resolution No. 2011-047, posted on the City's website, and posted in the Sun Newspaper on March 8, 2024.

BACKGROUND: Ordinance No. 415, adopted on June 13, 2017, expressly prohibits commercial marijuana activity and uses (both medical and non-medical) in the City of Highland and activities of any business license by the state or other government entity and further prohibits the issuance of a city business license of all commercial marijuana activities consistent with state law. In September 2022, the Governor signed Senate Bill 1186 limiting local authority to prohibit medical cannabis retail activities, including the delivery of medical cannabis. Because the City does not allow retail sale by delivery of medical cannabis, under SB 1186 the City is required to amend its ordinances to allow for the delivery of medicinal cannabis to patients or their primary caregivers. This

Approved _____	Motion _____	Second _____	Agenda Item No. <u>4</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		

	
Recording Secretary	Community Development Director

will also require amendments to the City's Zoning Code to allow for non-storefront retail licensing. Due to the complexity of the new law and current workload, staff recommends this item be tabled to allow staff and the City Attorney time to complete the necessary code amendments for the Planning Commission and City Council review and consideration.



STAFF REPORT

TO THE PLANNING COMMISSION

DATE: March 19, 2024

FROM: Lawrence A. Mainez, Community Development Director

PREPARED BY: Kim Stater, Assistant Community Development Director 

SUBJECT: Assignment of a street name for Access 'A' into the Costco Warehouse project, currently referred to as "Future Private Road West".

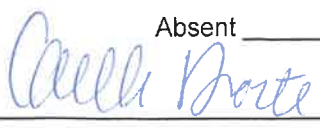
LOCATION: The road to be named is a cross street running north/south, bisecting Greenspot Road, approximately 1,200 feet east of State Route 210 along the westerly boundary of the Costco project site.

RECOMMENDATION: Staff recommends the Planning Commission name the street "Costco Way".

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

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

DESCRIPTION OF SITE: The Costco Warehouse development site is located on the north side of Greenspot Road mid-block between State Route 210 and Boulder Avenue. It has three points of access referred to as Access 'A' / Future Private Road West, Access 'B' which is not a full street with a name, and Access 'C' / Calhoun Road. The Costco site is comprised of 17 parcels totaling 19.74 acres in area within the Greenspot Village & Market Place Specific Plan Planning Area I (PA1). Its address is 28000 Greenspot Road for the wholesale warehouse and 27980 Greenspot Road for the Vehicle Fueling Station.

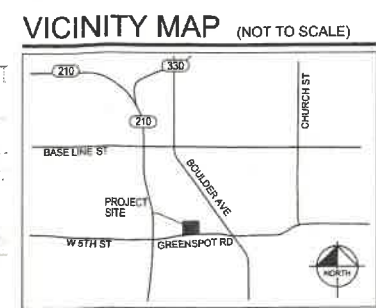
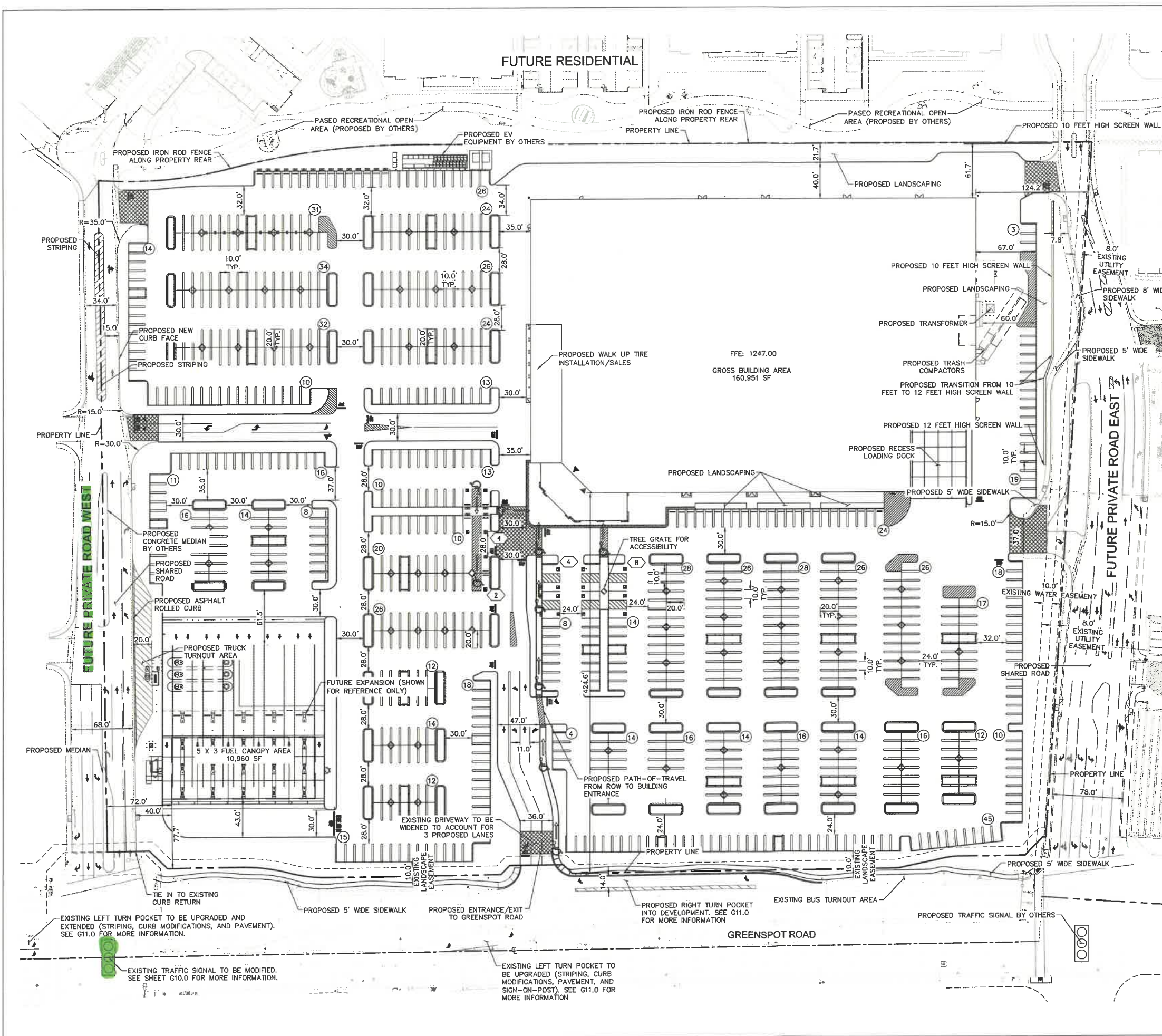
Approved _____	Motion _____	Second _____	Agenda Item No. <u>5</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
			
Recording Secretary		Community Development Director	

BACKGROUND: To finalize the Costco project plans, it is necessary to assign a street name to Access 'A' / Future Private Road West. There is a similar intersection west of the site, fronting the Lowe's Home Improvement Warehouse. The east/west cross street in front of the Lowe's was assigned the name "Lowe's Ctr".

In keeping with tradition, Staff recommends the street in question be named after its largest tenant to date, Costco. It is important to note that the name will be used for the intersection and the street on the plans only. No development projects will have a "Costco Way" address. All buildings and pads within the TREH Partners development and Costco have been addressed with "Greenspot Road".

Attachments:

1. Lowe's Site Plan
2. Photo of the Costco and Lowe's Intersections



LEGEND

	PROPERTY LINE
	STREET CENTERLINE
	EXISTING EASEMENT LINE
	PROPOSED EASEMENT LINE
	PROPOSED IRON ROD FENCE
	DECORATIVE PAVEMENT
	ACCESSIBLE ROUTE (LOCATION PURPOSES ONLY, DO NOT PAINT)
	ACCESSIBLE PARKING STALLS
	NUMBER OF PARKING SPACES
	NUMBER OF ACCESSIBLE PARKING SPACES

PROJECT TEAM

DEVELOPER/OWNER	CIVIL ENGINEER	ARCHITECT
C/O PARI HOLIDAY (760) 707-9124	KIMLEY-HORN & ASSOCIATES C/O JACOB GLAZE, P.E. 1100 W TOWN AND COUNTRY ROAD, SUITE 700 ORANGE, CA 92668 (714) 705-1374	MG2 C/O STEVE OROZCO 3333 MICHELSON, STE 100 IRVINE, CA, 92612 (949)705-0759

DATA SUMMARY

ADDRESS:	28000 GREENSPOT ROAD, HIGHLAND, CA 98027		
APN:	1201-341-58, 1201-341-53, 1201-341-52, 1201-341-51, 1201-341-50, 1201-341-49, 1201-341-48, 1201-341-47, 1201-341-46, 1201-341-45, 1201-341-44, 1201-341-43, 1201-341-42, 1201-341-41, 1201-341-40, 1201-341-37, 1201-341-36		
ZONING DISTRICT:	PLANNED DEVELOPMENT		
PROPOSED ZONING:	GENERAL COMMERCIAL		
FLOOD ZONE:	ZONE X - AREA WITH REDUCED FLOOD RISK DUE TO LEVEL. PER FEMA MAP NO. 06071C8702H		
LOT COVERAGE:	860,045 S.F. (19.74 AC) 100%		
TOTAL SITE AREA:	160,951 S.F. (3.69 AC) 18.7%		
BUILDING AREA:	611,414 S.F. (14.04 AC) 71.1%		
IMPERVIOUS AREA:	87,680 S.F. (2.01 AC) 10.2%		
LANDSCAPE AREA:			
PARKING/LANDSCAPE SETBACK:			
FRONT:	10'		
SIDE (E):	10'		
SIDE (W):	10'		
REAR:	10'		
BUILDING HEIGHT:			
PROPOSED:	34'		
MAX ALLOWED:	60'		

PARKING SUMMARY

<u>PARKING REQUIREMENTS:</u>	(155,748 S.F. ÷ 4 STALL/1000 S.F.) = 644 STALLS REQUIRED PER CITY CODE ADA PARKING FOR 501-1000 PARKING STALLS = 13 ADA PARKING STALLS REQUIRED INCLUDING 3 VAN ACCESSIBLE SPACES PER CALIFORNIA BUILDING CODE
<u>PARKING TABLE:</u>	
STANDARD	446
EV CAPABLE (20%)	129
EV W CHARGER (25% OF 20%)	33
ACCESSIBLE	13
TOTAL:	623

<u>REQUIRED</u>	<u>PROVIDED</u>
446	650
129	129
33	37
13	18
623	874

SHEET INDEX

SHEET NUMBER	SHEET TITLE
G1.0	CONCEPTUAL SITE PLAN
G2.0	OVERALL CONCEPTUAL GRADING
G3.0	CONCEPTUAL GRADING PLAN 1
G4.0	CONCEPTUAL GRADING PLAN 2
G5.0	CONCEPTUAL GRADING PLAN 3
G6.0	CONCEPTUAL GRADING PLAN 4
G7.0	CONCEPTUAL DRAINAGE EXHIBIT
G8.0	CONCEPTUAL DRAINAGE DETAILS
G9.0	OVERALL CONCEPTUAL UTILITY PLAN
G10.0	GREENSPOT IMPROVEMENT PLAN 1
G11.0	GREENSPOT IMPROVEMENT PLAN 2

DATE

REVISIONS

NO.

BY

Kimley-Horn

© 2023 KIMLEY-HORN AND ASSOCIATES, INC.
1100 W TOWN AND COUNTRY ROAD, SUITE 700,
ORANGE, CA 92668
PHONE: 714-705-1374
WWW.KIMLEY-HORN.COM

NOT FOR CONSTRUCTION

HIGHLAND

PREPARED FOR

DESIGN REVIEW SUBMITTAL

CITY OF HIGHLAND

CONCEPTUAL SITE PLAN

SHEET NUMBER

G1.0

CA

Naming of “Future Private Road West”



Street intersection in question – currently “Future Private Road West” on plans



Similar intersection to the west – named “Lowe’s Ctr”