

PLANNING COMMISSION REGULAR MEETING MINUTES
February 4, 2025 – 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	Jarrold Miller
	Commissioner	Nicole McCance

Absent:	Commissioner	Craig Graves
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Staff Present: Lawrence Mainez, Community Development Director
Kim Stater, Assistant Community Development Director
Travis Trejo, Assistant Planner
Camille Duarte, Administrative Assistant III

Chair Hamerly led the Pledge of Allegiance.

COMMUNITY INPUT (ITEMS NOT ON THE AGENDA)

None.

1. Election of Chair and Vice Chair

The Planning Commission elected Randall Hamerly for Chair and Chandra Thomas for Vice Chair. Motion carried 4-0, with Commissioner Graves being absent.

CONSENT CALENDAR

2. Minutes from the January 21, 2025 Regular Meeting.

A MOTION was made by Vice Chair Thomas and seconded by Commissioner McCance to approve the minutes as submitted. Motion carried, 4-0 with Commissioner Graves being absent.

PUBLIC HEARINGS

3. A Public Hearing to consider the appeal of Administrative Citation No. 15255 issued due to land use violations related to the unpermitted parking and storage of trucks and tractor-trailers in accordance with Chapter 2.56 of Title 2, of the Highland Municipal Code, at the property generally located at 27356 5th Street, Highland, CA 92346, Tax Assessor Parcel Number 1201-301-16. Cited: William Graham 1, LLC. Continued from December 17, 2024, Planning Commission/Appeals Board Hearing.

A MOTION was made by Vice Chair Thomas and seconded by Commissioner McCance to continue this item to the March 4, 2025 meeting date. Motion carried, 4-0, with Commissioner Graves being absent.

4. Request for a one-year Extension of Time (EXT 24-003) for Conditional Use Permit (CUP-21-001), Design Review Application (DRA-21-001), and Lot Line Adjustment (LLA-21-001) entitlements related to the 4,050 square foot multi-tenant drive-thru restaurant building on approximately 2.04 acres. (Owner: Marinita Development, Location: Northeast corner of Base Line and Buckeye Street)

Assistant Planner Trejo presented the staff report.

Chair Hamerly asked is this a consolidated request for a one year extension? Is this the second of the requested extensions or the final?

Assistant Planner Trejo stated this is the first extension of time.

Chair Hamerly stated is this a staggered extension for both January and December because they split the properties, correct?

Assistant Planner Trejo stated that is correct.

Chair Hamerly stated the recommendation in the staff report is referencing the two Design Review Applications (DRA) applications but a single Condition Use Permit (CUP). I want the resolution to correctly reflect there are two separate pads.

Assistant Community Development Director Stater stated the resolution does reference the lot line adjustment in the description.

Chair Hamerly stated the language should be consistent between what is described in the agenda item and then what is the motion so that the motion is consistent with the action.

Assistant Planner Trejo stated we can revise the language for it to be consistent.

Chair Hamerly opened the public hearing.

Applicant's Representative Michael Lundy stated we are looking for the extension because we are still working on our plans and marketing. We are getting everything together so we can come back and represent to the Planning Commission.

Commissioner Miller asked are those dates provided in the staff report going to meet your deadlines?

Applicant's Representative Michael Lundy stated yes. We will know more in upcoming months, and we are actively working on our plans.

Chair Hamerly closed the public hearing.

A MOTION was made by Vice Chair Thomas and seconded by Commissioner McCance to:

1. Adopt Resolution No. 25 – 001, approving Extension of Time application (EXT 24-003) for a one (1) year extension of Conditional Use Permit (CUP 21-001), Design Review Application (DRA 21-001), Lot Line Adjustment (LLA 21-001) and Design Review Application (DRA 21-001B), subject to the amended Conditions of Approval and Findings of Fact. Motion carried, 4-0, with Commissioner Graves being absent.

RESOLUTION NO. 2025 – 001

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF HIGHLAND APPROVING A ONE (1) EXTENSION OF TIME (EXT 24-003) FOR CONDITIONAL USE PERMIT (CUP 21-001), DESIGN REVIEW APPLICATION (DRA 21-001), LOT LINE ADJUSTMENT (LLA 21-001), AND DESIGN REVIEW APPLICATION (DRA 21-001B), RELATED TO THE DEVELOPMENT OF TWO (2) MULTI-TENANT DRIVE-THRU RESTAURANT BUILDINGS LOCATED AT THE NORTHWEST CORNER OF BASE LINE AND BUCKEYE ST.

ANNOUNCEMENTS

The next Planning Commission Regular Meeting is scheduled March 4, 2025.

ADJOURN

There being no further business, Chair Hamerly declared the meeting adjourned at 6:22 p.m.

Submitted by:

Approved by:

Camille Duarte, Administrative Assistant III

Randall Hamerly, Chair

