

CITY OF HIGHLAND REGULAR MEETING OF THE PLANNING COMMISSION AGENDA

REGULAR MEETING

March 4, 2025

6:00 p.m.

City Hall

Donahue Council Chambers

27215 Base Line

Highland, California

MEMBERS

Randall Hamerly, Chair

Chandra Thomas, Vice Chair

Craig Graves, Commissioner

Nicole McCance, Commissioner

Jarrold Miller, Commissioner

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

Octavio Duran, Public Works Director/City Engineer

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

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 4, 2025 to publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the March 4, 2025 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 4, 2025 - 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 4, 2025, 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 February 4, 2025 Regular Meeting.

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

PUBLIC HEARINGS

2. 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 February 4, 2025 Planning Commission/Appeals Board Hearing.

RECOMMENDATION: Staff recommends the Planning Commission/Appeals Board continue this item to the April 1, 2025, meeting date.

3. Conditional Use Permit (CUP-25-001) is requesting an Alcohol Beverage Control Type 47 license for a sit-down restaurant authorizing the sale of beer, wine, and distilled spirits for consumption on and off the licensed premises.(Representative: CIZO Logistics LLC; Pancho's Kitchen(Location: 27141 Base Line)

RECOMMENDATION: Staff recommends the Planning Commission:

1. Adopt Resolution No. 2025 – ____ Approving Conditional Use Permit 25-001 to establish an Alcohol Beverage Control License (Type 47 On-Sale Beer and Wine – Eating Place) at an existing full-service Restaurant, subject to the Conditions of Approval, and the Findings of Fact;
 2. Direct staff to file a Notice of Exemption with the San Bernardino Clerk of the Board
4. Review of the City's 2024 General Plan Implementation and Housing Element Annual Reports in accordance with Government Code Sections 65400 and 65588.
- RECOMMENDATION: Staff recommends the Planning Commission receive and file the 2024 General Plan and Housing Element Annual Reports.

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 27th of February 2025 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: February 27, 2025



Camille Duarte, Administrative Assistant III