PLANNING COMMISSION REGULAR MEETING MINUTES
June 17, 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	Jarrod Miller
	Commissioner	Nicole McCance
	Commissioner	Vacant

Staff Present: Kim Stater, Assistant Community Development Director
Octavio Duran, Public Works Director/City Engineer
Camille Duarte, Administrative Assistant III

Chair Hamerly led the Pledge of Allegiance.

COMMUNITY INPUT (ITEMS NOT ON THE AGENDA)

None.

CONSENT CALENDAR

1. Minutes from the June 17, 2025 Regular Meeting.

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

PUBLIC HEARINGS

2. Conformance of the City of Highland's Capital Improvement Program for Fiscal Year 2024-2025 with the City of Highland General Plan**.**

City Engineer Duran presented the staff report.

Chair Hamerly opened the public hearing.

Commissioner Miller stated the cost breakdown seemed to be low. Regarding the SR 210 interchange for $1,200 for environmental phase design, are those costs representative?

Public Works Director Duran stated it looks low, but on page 10, we listed 653 so it is $653,000.

Chair Hamerly stated you will need to add three zeros to every number on the spreadsheet.

Commissioner McCance stated where would the city receive the $51 million if it is completely funded by 2028?

Public Works Director Duran stated we are applying for grants and by the time we get to that stage we will have funding.

Chair Hamerly stated once the environmental is approved through plan review, does that help receiving the grant quicker?

Public Works Director Duran stated once you have a shovel ready project it will be more competitive. When agencies are granting funds they are likely to select projects and are ready to start construction and do not hit the potential roadblocks.

Commissioner Miller asked are there one or more projects in this spreadsheet that are a priority for the city to move forward with?

Public Works Director Duran stated all these projects are important, however these bridge and interchange projects are priority since they have been in the books for a long time. 5th Street is definitely on the top of our list.

Chair Hamerly asked does the funding have inflation adjustments?

Public Works Director Duran stated they do not account for inflation, however that is when the city will need to account for that.

Vice Chair Thomas asked what is the public art going to be for the Base Line interchange improvements?

Public Works Director Duran stated we are working with Caltrans to get those art designs approved.

Assistant Community Development Director Stater stated yes, orange crate labels.

Chair Hamerly closed the public hearing.

A MOTION was made by Commissioner McCance and seconded by Vice Chair Thomas to adopt Resolution No. 2025 - 012 to make a finding that the City of Highlands' Capital Improvement Program (CIP) for Fiscal Year 2025-2026 (FY25/26) is consistent with the City of Highland's General Plan. Motion carried 4-0.

RESOLUTION NO. 2025-012

RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF HIGHLAND, CALIFORNIA FINDING THE CITY OF HIGHLAND CAPITAL IMPROVEMENT PROGRAM (CIP) FOR FISCAL YEAR 2025-2026 IN CONFORMANCE WITH THE CITY OF HIGHLAND GENERAL PLAN.

3. An Addendum to the previously approved Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program for the City of Highland Victoria Avenue Roadway Improvements Project; City File No. Environmental Review ENV-18-005.

Commissioner McCance recused herself from the item due to a conflict of interest.

Public Works Director Duran presented the staff report.

Chair Hamerly opened the public hearing.

Commissioner Miller stated on page 2 where it stated updated project details, I was thinking all of those bullets listed have outlined all the changes that were going to be included in the addendum.

Public Works Director Duran stated the widening required those right of way impacts without, however that widening was required to fit these items. The addendum is capturing that extra right of way needed to focus at the intersection.

Chair Hamerly closed the public hearing.

A MOTION was made by Vice Chair Thomas and seconded by Commissioner Miller to Adopt Resolution No. 2025 – 013 to approve the *Addendum to the Victoria Avenue Roadway Improvements Project Initial Study/Mitigated Negative Declaration*. Motion carried 3-0, with Commissioner McCance abstaining.

PC RESOLUTION NO. 2025 - 013

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF HIGHLAND, CALIFORNIA, APPROVING AND ADOPTING AN ADDENDUM TO THE PREVIOUSLY CERTIFIED BASE LINE BRIDGE REPLACEMENT PROJECT MITIGATED NEGATIVE DECLARATION AND MITIGATION MONITORING AND REPORTING PROGRAM (CITY FILE NO. ENVIRONMENTAL REVIEW ENV 18-005).

ANNOUNCEMENTS

The next Planning Commission Regular Meeting is scheduled July 17, 2025.

ADJOURN

There being no further business, Chair Hamerly declared the meeting adjourned at 6:32 p.m.

Submitted by:	Approved by:
Camille Duarte, Administrative Assistant III	Randall Hamerly, Chair