

CITY OF HIGHLAND REGULAR MEETING OF THE PLANNING COMMISSION AGENDA

REGULAR MEETING

July 15, 2025

6:00 p.m.

City Hall

Donahue Council Chambers
27215 Base Line
Highland, California

MEMBERS

Randall Hamerly, Chair
Chandra Thomas, Vice Chair
Nicole McCance, Commissioner
Brent Merideth, Commissioner
Jarrod 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 July 15, 2025 to publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the July 15, 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
July 15, 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 July 15, 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 June 17, 2025 Regular Meeting.

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

PUBLIC HEARINGS

2. Design Review Application No. 25-004 (DRA-25-004) for the Site Plan, Landscape Plan, Grading Plan, and Building Elevations related to the construction of a 5,450 square-foot drive-thru carwash with 19 vacuum stations and to establish a comprehensive sign program for the site and adjacent self-storage, Accessory Sign Permit No. 25-013 (ASR 25-013). (Applicant: Aysar Helo, Location: Greenspot Rd approx. 1.2 miles east of the 210 freeway)

RECOMMENDATION:

Staff recommends the Planning Commission

1. Adopt Resolution No. 2025 - _____ approving Design Review Application No. 25-004 for the Site Plan, Grading Plan, Landscape Plan, and Building Elevations related to the construction of a 5,450 square-foot drive-thru carwash with 19 vacuum stations, subject to the Conditions of Approval and the Findings of Fact; and
 2. Adopt Resolution No. 2025 - _____ approving Accessory Sign Review Application No. 25-013 to establish a sign program for a drive-thru car wash facility, subject to the Conditions of Approval and the Findings of Fact; and Direct Staff to file a Notice of Exemption with the County Clerk and the Board of Supervisors.
3. An Application by East Highland Land, LLC for the development of a 113-unit single-family planned residential community requiring a General Plan Amendment (GPA 24-002) and Zone Change (ZC 24-002) from Low Density/Single-Family Residential (LD/R1-10,000) to Planned Development (PD); Conditional Use Permit (CUP 24-006) for the adoption of a Planned Development; Design Review Application (DRA 24-009) for a related Site Plan, Building Elevations, Conceptual Landscaping and Grading Plan; Tentative Tract Map No. 20721 (TTM 24-003) for the subdivision two parcels into 113 residential lots and common areas; and adoption of a Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program (ENV 24-003). (Representative: Diversified Pacific, Location: North of Greenspot Rd, South Santa Ana Canyon Rd.)

RECOMMENDATION: The Planning Commission adopt Resolution No. 2025 - _____, recommending the City Council take the following actions:

- Approve a Mitigated Negative Declaration (ENV 24-003) and direct Staff to File and Notice of Determination with San Bernardino County Clerk of the Board of Supervisors;
- Approve a General Plan Amendment (GPA 24-002) to change the land use designation of the site from Low Density (LD) Residential to Planned Development (PD);
- Approve a Zone Change (ZC 24-002) to change the zoning designation of the site from Single-Family Residential (R1-10,000) to Planned Development (PD);

- Approve a Conditional Use Permit (CUP 24-006) for a Planned Development consisting of a 113-unit single-family development and related improvements, subject to the Conditions of Approval and Findings of Fact;
 - Approve a Design Review Application (DRA 24-009) for the Site Plan, Building Elevations, Conceptual Grading, and Conceptual Landscape Plan for the residential development, subject to the Conditions of Approval and Findings of Fact; and
 - Approve Tentative Tract Map No. 20721 (TTM-24-003) for the subdivision of two (2) parcels into 113 single-family lots and common areas, subject to Conditions of Approval and Findings of Fact.
4. Municipal Code Amendment (MCA 25-002) to consider amending Chapter 16.76 Floodplain Management of the Highland Municipal Code with Federal Emergency Management Agency (FEMA) requirements and making a finding of exemption under California Environmental Quality Act (CEQA) pursuant to CEQA guidelines section 15061(b)(3).

RECOMMENDATION: Staff recommends the Planning Commission Adopt Resolution No. 2025 - ____ recommending that the City Council:

1. Introduce an ordinance to amend Chapter 16.76 *Floodplain Management* to comply with Federal Emergency Management Agency (FEMA) requirements; and
2. Making a finding of exemption under California Environmental Quality Act (CEQA) pursuant to CEQA guidelines Section 15061(b)(3).

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 9th of June 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: June 9, 2025



Camille Duarte, Administrative Assistant III