

CITY OF HIGHLAND PLANNING COMMISSION STUDY SESSION AGENDA

STUDY SESSION

August 19, 2025

5:30 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

Jarrold Miller, Commissioner

STAFF

Lawrence A. Mainez, Community Development Director

Kim Stater, Assistant Community Development Director

Angela Tafolla, Senior Planner

Travis Trejo, Assistant Planner

Tiffany Martinez, Assistant Planner

Camille Duarte, Administrative Assistant III

Octavio Duran, 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

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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.

**PLANNING COMMISSION
STUDY SESSION AGENDA
August 19, 2025
5:30 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 August 19, 2025, 5:30 p.m., will be read into the record, provided that the reading shall not exceed three (3) minutes.

ITEM FOR DISCUSSION

1. Planning Commission/Appeals Board and Responsibilities.
RECOMMENDATION: Staff recommends the Planning Commission hear the City Attorney's presentation on the topic and ask questions as appropriate.

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 August 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: August 14, 2025



Camille Duarte, Administrative Assistant III



STAFF REPORT

TO THE PLANNING COMMISSION MINI WORKSHOP SESSION

DATE: August 19, 2025

FROM: Lawrence A. Mainez, Community Development Director,
Maricela Marroquin, City Attorney (RWG)

TOPIC: Planning Commission/Appeals Board Roles and Responsibilities

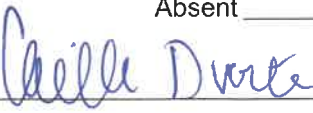
RECOMMENDATION: Staff recommend the Planning Commission hear the City Attorney's presentation on the topic and ask questions as appropriate.

FISCAL IMPACT: None. This item is for training purposes only and no formal determination or action will be made by the Planning Commission during this mini workshop session.

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

BACKGROUND: The purpose of this Mini Workshop Session is to give the Planning Commission/Appeals Board an opportunity to learn more about its Roles and Responsibilities and ask questions as appropriate. This Mini Workshop Session is the Second in a series of workshops designs to provide important information and critical updates to the Planning Commission/Appeals Board as it related to their roles and responsibilities. This is not a public hearing, and no formal action will be taken by the Planning Commission. However, staff will attempt to invite the most knowledgeable guest speakers (as practical) to these workshop sessions. These workshops will also be recorded and posted on the City's website for future reference and on-going educational purposes for existing and future Planning Commissioners.

All materials presented during the mini workshop sessions, such as handouts and PowerPoint slides, will be distributed to all Planning Commissioners after each session for their future reference.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>1</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
			
Recording Secretary		Community Development Director	