

PLANNING COMMISSION REGULAR MEETING MINUTES
August 19, 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
	Commissioner	Nicole McCance
	Commissioner	Jarrold Miller
	Commissioner	Brent Merideth

Absent:	Commissioner	Chandra Thomas
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Staff Present: Lawrence Mainez, Community Development Director
Kim Stater, Assistant Community Development Director
Angela Tafolla, Senior Planner
Brian Wolfe, Assistant Public Works Director
Matt Wirz, Building Official
Camille Duarte, Administrative Assistant III
Scott Rice, City Landscape Architect

Chair Hamerly led the Pledge of Allegiance.

COMMUNITY INPUT (ITEMS NOT ON THE AGENDA)

None.

CONSENT CALENDAR

1. Minutes from August 19, 2025 Regular Meeting.

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

PUBLIC HEARINGS

2. Request for a three-year Extension of Time (EXT 25-003) for Conditional Use Permit (CUP 22-002) to permit the development of a 54,330 square foot warehouse and associated improvements, Design Review Application (DRA 21-024) for the Site Plan, Building Elevations, Grading Plan and Conceptual Landscape Plan, Tentative Parcel Map (TPM 22-002) to combine eight (8) parcels into one (1).(Location: Central Ave & 3rd St., Applicant: Patriot Partners LLC)

Senior Planner Tafolla presented the staff report.

Commissioner Miller asked if there were open code enforcement cases on the property.

Senior Planner Tafolla stated there is not.

Chair Hamerly opened the public hearing.

Applicant Kevin Rice stated I want to say thank you for your time and appreciate you reevaluating this. if you have any questions for me, by all means.

Chair Hamerly closed the public hearing.

A MOTION was made by Commissioner McCance and seconded by Commissioner Merideth to adopt Resolution No. 2025-020 approving Extension of Time application (EXT 25-003) for a three (3) year extension of Conditional Use Permit (CUP 22-002), Design Review Application (DRA 21-024), and Tentative Parcel Map (TPM 22-002) subject to the Conditions of Approval and Findings of Fact. Motion carried, 4-0, with Vice Chair Thomas being absent.

RESOLUTION NO. 2025 - 020

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF HIGHLAND APPROVING A THREE (3) YEAR EXTENSION OF TIME (EXT 25-003) FOR CONDITIONAL USE PERMIT APPLICATION (CUP 22-002), DESIGN REVIEW APPLICATION (DRA 21-024) AND A ONE (1) YEAR EXTENSION OF TIME FOR TENTATIVE PARCEL MAP APPLICATION (TPM 22-002) RELATED TO THE DEVELOPMENT OF A 54,330 SQUARE FOOT WAREHOUSE LOCATED AT THE NORTHWEST CORNER OF CENTRAL AVENUE AND 3RD STREET.

3. Request for a three-year Extension of Time (EXT 25-004) for Conditional Use Permit (CUP 22-003) to permit the development of a 90,532 square foot warehouse and associated improvements, Design Review Application (DRA 22-008) for the Site Plan, Building Elevations, Grading Plan and Conceptual Landscape Plan and Tentative Parcel Map (TPM 22-009) to combine four (4) parcels into one (1). (Location: Grape St. approx.. 200 feet south of Cypress, Applicant: Patriot Development Partners)

Senior Planner Tafolla presented the staff report.

Commissioner Merideth asked about the improvements that will be made to Grape Street?

Assistant Public Works Director Wolfe stated I will give you an update if there are improvement requirements on Grape Street.

Commissioner Merideth asked if there was a median going to be installed or anything that would prevent the noise from impacting the housing across the street?

Senior Planner Tafolla stated there will be 10 foot walls installed that will help with noise. There is no median stated in the Conditions of Approval.

Chair Hamerly opened the public hearing.

Applicant Kevin Rice stated on Grape Street improvements, our Civil Engineer has the end-state design for what we had to provide.

Chair Hamerly stated the recommended motion should be consistent with the resolution. It stated a three year Extension of Time; however, the resolution is worded one year Extension of Time.

Senior Planner Tafolla stated the Tentative Parcel Map (TPM) is still receiving a three year extension, there just happens to be a standard condition in our parcel maps that require it to be recorded within that one year of approval date.

Community Development Director Mainez stated there was acknowledgement that the Applicant is accepting the Condition of Approval No. 11 as written which is attached to the resolution. These are all extended out as a group, but that particular condition has to be met within one year.

Chair Hamerly stated the motion should be consistent with the body of the resolution.

Community Development Director Mainez stated in the recommendation we will add right after the Design Review Application One year Extension of Time for TPM."

Chair Hamerly closed the public hearing.

A MOTION was made by Commissioner McCance and seconded by Commissioner McCance to adopt Resolution No. 2025 – 021, approving Extension of Time application (EXT 25-004) for a three (3) year extension of Conditional Use Permit (CUP 22-003), Design Review Application (DRA 22-008) and one year Extension of Time Tentative Parcel Map (TPM 22-009) subject to the Conditions of Approval and Findings of Fact. Motion carried, 4-0, with Vice Chair Thomas being absent.

RESOLUTION NO. 2025 - 021

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF HIGHLAND APPROVING A THREE (3) YEAR EXTENSION OF TIME (EXT 25-004) FOR CONDITIONAL USE PERMIT APPLICATION (CUP 22-003), DESIGN REVIEW APPLICATION (DRA 22-008) AND A ONE (1) YEAR EXTENSION OF TIME FOR TENTATIVE PARCEL MAP APPLICATION (TPM 22-009) RELATED TO THE DEVELOPMENT OF A 90,532 SQUARE FOOT WAREHOUSE LOCATED ON THE EAST SIDE OF GRAPE STREET, APPROXIMATELY 200 FEET SOUTH OF CYPRESS STREET.

4. Request for a three-year Extension of Time (EXT 25-005) for Conditional Use Permit (CUP 22-004) to permit the development of a 187,870 square foot warehouse and associated improvements, Design Review Application (DRA 22-006) for the Site Plan, Building Elevations, Grading Plan and Conceptual Landscape Plan, Tentative Parcel Map (TPM 22-005) to combine six (6) parcels into one (1). (Location: Victora Ave & Cypress St., Applicant: Patriot Development Partners)

Senior Planner Tafolla presented the staff report.

Commissioner Miller stated there was a significant portion of the pre-developed site covered with old development that has been demoed and removed. What is the status?

Chair Hamerly opened the public hearing.

Applicant's Representative Ryan Penn stated we already have the demo plans and removed the structure above the ground. Our construction document got approved and now we just need time to just wait a bit for construction.

Commissioner Merideth asked what the improvements are going to be on Cypress Street?

Assistant Public Works Director Wolfe stated I see there will be improvements for sidewalk and curb. I can find the city's standard plan for that and give you the information.

Commissioner Merideth asked if there would be parking on Cypress Street?

Assistant Public Works Director Wolfe stated I do not know that. I will contact you once I have the information.

Chair Hamerly closed the public hearing.

A MOTION was made by Commissioner Merideth and seconded by Commissioner McCance to adopt Resolution No. 2025-022, approving Extension of Time application (EXT 25-005) for a three (3) year extension of Conditional Use Permit (CUP 22-004), Design Review Application (DRA 22-006), and Tentative Parcel Map (TPM 22-005) subject to the Conditions of Approval and Findings of Fact. Motion carried, 4-0, with Vice Chair Thomas being absent.

RESOLUTION NO. 2025 - 022

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF HIGHLAND APPROVING A THREE (3) YEAR EXTENSION OF TIME (EXT 25-005) FOR CONDITIONAL USE PERMIT APPLICATION (CUP 22-004), DESIGN REVIEW APPLICATION (DRA 22-006) AND A ONE (1) YEAR EXTENSION OF TIME FOR TENTATIVE PARCEL MAP APPLICATION (TPM 22-005) RELATED TO THE DEVELOPMENT OF A 187,870 SQUARE FOOT WAREHOUSE LOCATED AT THE SOUTHEAST CORNER OF VICTORIA AVENUE AND CYPRESS STREET.

ANNOUNCEMENTS

The next Planning Commission Regular Meeting is scheduled September 16, 2025.

ADJOURN

There being no further business, Chair Hamerly declared the meeting adjourned at 6:25 p.m.

Submitted by:

Approved by:

Camille Duarte, Administrative Assistant III

Randall Hamerly, Chair

