



# CITY OF HIGHLAND

## PUBLIC WORKS SUBCOMMITTEE AGENDA

**Special Meeting  
June 24, 2025 at 5:30 PM  
City Hall Upright Conference Room  
27215 Base Line, Highland CA 92346**

### SUBCOMMITTEE MEMBERS

Larry McCallon, Member  
District 5

John P. Timmer, Member  
District 4

### STAFF

Carlos Zamano, City Manager  
Lawrence Mainez, Community Development Director  
Leticia Nava-Cruz, Director of Administrative Services/City Treasurer  
Lissette Nock, Deputy City Clerk  
Michelle Gomez, Assistant Director of Administrative Services  
Octavio Duran Jr., Public Works Director/City Engineer

### 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.*

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 accommodations, including interpreters.

Any disclosable public records related to an open session item provided to the majority of the Subcommittee after posting of this agenda are available for public inspection at Highland City Hall, 27215 Base Line, Highland, during normal business hours and available online at [www.cityofhighland.org](http://www.cityofhighland.org).

**PUBLIC WORKS SUBCOMMITTEE**  
**June 24, 2025 - 5:30 p.m. (or soon thereafter)**

**CALL TO ORDER**

**PUBLIC COMMENT**

Submission of Public Comments for ITEMS ON THIS AGENDA ONLY: For those wishing to make public comments by email, please submit your comments by 4:30 p.m. on June 24, 2025, to [publiccomment@cityofhighland.org](mailto:publiccomment@cityofhighland.org). If you are submitting a public comment pertaining to an item on the June 24, 2025 agenda, please identify the agenda item number in the subject line. Members of the public will be permitted to make public comments in person.

**BUSINESS ITEMS**

1. Minutes - April 8, 2025 Meeting  
RECOMMENDATION: Approve the Minutes as submitted.
  
2. Bond Release Tractor Supply Store (Parcel 3, P.M. 20403)  
RECOMMENDATION: That the Subcommittee release the grading bond for Tractor Supply, the required improvements have been completed.
  
3. Bonds Release Costco (P.M. 20878)  
RECOMMENDATION: That the Subcommittee release the two (2) grading bonds for Costco Warehouse and Fuel facility, the required improvements have been completed.

**ADJOURN**

I, Lissette Nock, Deputy City Clerk, of the City of Highland, California, certify that I caused to be posted this Agenda on or before the 11th day of June, 2025, by 5:30 p.m. on our website at [www.cityofhighland.org](http://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 11, 2025



\_\_\_\_\_  
 Lissette Nock  
 Deputy City Clerk



Business Item No.  
1

# STAFF REPORT

## TO THE PUBLIC WORKS SUBCOMMITTEE

**DATE:** June 24, 2025  
**FROM:** Lissette Nock, Deputy City Clerk  
**SUBJECT:** Minutes - April 8, 2025 Meeting  
**RECOMMENDATION:** Approve the minutes as submitted.

**CALL TO ORDER**

The Public Works Subcommittee special meeting was called to order at 4:00 p.m. in the Upright Conference Room, 27215 Base Line, Highland, California.

**ROLL CALL**

Present:        McCallon, Timmer  
Absent:         None

**PUBLIC COMMENT**

None

**BUSINESS ITEMS**

1.     Minutes - October 30, 2024 Meeting  
      Approved the Minutes as submitted.
  
2.     Consideration of Adjustment in Residential and Commercial Refuse Collection Rates  
      The Subcommittee reviewed and recommended establishing rates for residential and commercial/industrial refuse collection commencing on July 1, 2025.
  
3.     Update on Storm Monitoring and Response  
      The Subcommittee reviewed and provided input on Storm Response efforts.

**ADJOURN**

There being no further business, the meeting was adjourned at 4:48 p.m.

Submitted by:

Approved by:

\_\_\_\_\_  
Lisette Nock, Deputy City Clerk

\_\_\_\_\_  
Subcommittee Member



# STAFF REPORT

## TO THE PUBLIC WORKS SUBCOMMITTEE

**DATE:** June 24, 2025

**FROM:** Carlos Zamano, City Manager *CZ*

**REVIEWED BY:** Octavio Duran Jr., Public Works Director/City Engineer *OD*

**PREPARED BY:** Jay Tuttle IV, Assistant Engineer *JT*

**SUBJECT:** Bond Release Tractor Supply Store (Parcel 3, P.M. 20403)

**RECOMMENDATION:** That the Subcommittee release the grading bond for Tractor Supply, the required improvements have been completed.

**FISCAL IMPACT:** None.

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

**BACKGROUND:** On May 3, 2022, the Planning Commission approved Conditional Use Permit (CUP 21-006) for a Mixed-Use development project consisting of (5) commercial tenant buildings and multi-family residential units. The Tractor Supply Company store, located at 27430 Base Line, is the major commercial/retail tenant for this development. As a condition of project approval, the applicant was required to post a grading bond in accordance with city standards and approved plans. Tractor Supply Company's contractors have completed the grading and construction of their site improvements.

The Public Works/Engineering Department has inspected the improvements and confirmed that all required work has been completed satisfactorily. Any applicable maintenance periods have also passed without issue. Staff has reviewed the project file and recommends the full release of the posted Faithful Performance bond.

**Attachments:**

- (1) Vicinity Map
- (2) Public Works Subcommittee Request for Bond Release



**VICINITY MAP**





# STAFF REPORT

## TO THE PUBLIC WORKS SUBCOMMITTEE

**DATE:** June 24, 2025

**FROM:** Carlos Zamano, City Manager *CZ*

**REVIEWED BY:** Octavio Duran Jr., Public Works Director/City Engineer *OD*

**PREPARED BY:** Jay Tuttle IV, Assistant Engineer *JT*

**SUBJECT:** Bonds Release, Costco (P.M. 20878)

**RECOMMENDATION:** That the Subcommittee release the 2 grading bonds for Costco Warehouse and Fuel facility, the required improvements have been completed.

**FISCAL IMPACT:** None.

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

**BACKGROUND:** On October 27, 2023, the Planning Commission approved Conditional Use Permit (CUP 21-013) and Design Review Application (DRA 20-011) for the construction of the Costco Warehouse and fuel facility Commercial/Retail project, located at 28000 Greenspot Rd. As a condition of project approval, the applicant was required to post two grading bonds, one for on-site and one for off-site improvements (Access Roads), in accordance with city standards and approved plans. Costco's contractor, W.L. Butler Construction, LLC, completed the construction and site improvements associated with their approved development project.

The Public Works/Engineering Department has inspected the improvements and confirmed that all required work has been completed satisfactorily. Any applicable maintenance periods have also passed without issue. Staff has reviewed the project file and recommends the full release of the posted Faithful Performance bonds.

**Attachments:**

- (1) Vicinity Map
- (2) Public Works Subcommittee Request for Bond Release



**VICINITY MAP**



# Public Works Subcommittee Request for Bond Release

MEETING DATE: June 24, 2025

DEVELOPER: W.L. Butler Construction, LLC

PROJECT: Costco Warehouse and Fuel facility (Parcel Map 20878)

JUSTIFICATION: Completion of Required Improvements

BONDS HEREBY RELEASED:	<u>Improvement</u>	<u>Faithful Performance</u>	<u>Number</u>
	On-Site Grading	\$148,617	070221903
	Off-Site Grading	\$87,763	070221902

**Approved by Public Works Subcommittee**

**BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

Notice/Copy To:    Engineering \_\_\_\_\_                      City Clerk \_\_\_\_\_                      Developer \_\_\_\_\_                      Surety \_\_\_\_\_