



City of Highland

Randall Hamerly, Chair

Chandra Thomas, Vice Chair

Nicole McCance, Commissioner

Jarrold Miller, Commissioner

Brent Merideth, Commissioner

Planning Commission Study Session Agenda

November 4, 2025 at 5:30 PM

City Hall Donahue Council Chambers | 27215 Base Line, Highland CA 92346

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.

In compliance with the Brown Act, any writings or documents provided to a majority of the legislative body regarding any item on this agenda, that are not exempt from disclosure under the California Public Records Act, will be made available for public inspection at City Hall, 27215 Base Line Highland, CA 92346, during normal business hours. Such documents will also be made available on 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 accommodations, including interpreters.

Levine Act: Pursuant to Government Code Section 84308, any party to a City proceeding must disclose on the record any campaign contributions made to a member of the City Council (or commission) in excess of \$250 in the past 12 months. This disclosure requirement includes contributions by the party's agent and aggregated contributions from persons or entities related to the party. Please make the disclosure as soon as possible, but no later than the beginning of the proceeding.

Call to Order

Pledge of Allegiance

Public Comment

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 3 minutes each. For those wishing to make public comments by email, please submit your comments by 5:00 p.m. on DATE, to publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the agenda, please identify the agenda item number. Members of the public may submit comments on public hearing items at any time before the meeting, as well as during the meeting up until the close of the public hearing for the respective item.

Planning Commission Consent Calendar

Planning Commission Public Hearing

Planning Commission Legislative

1. Mini Training Session - CEQA 101, Basic Introduction

Hear the Environmental Consultant's presentation on the topic and ask questions as appropriate

Announcements

Adjourn

Certification

I, Camille Duarte, Administrative Assistant III, or my designee, hereby certify that the foregoing agenda was posted 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), and City Hall (27215 Base Line) at least seventy-two (72) hours prior to the meeting per Government Code Section 54954.2.

Staff Report

To the Planning Commission



Date: November 4, 2025
From: Lawrence Mainez, Community Development Director
Reviewed By: Lawrence Mainez, Community Development Director
Prepared By: Lawrence Mainez, Community Development Director
Subject: Mini Training Session - CEQA 101, Basic Introduction

Recommendation:

Hear the Environmental Consultant'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/Appeals Board during this Mini Workshop session.

Public Notice:

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

Project Detail:

The purpose of this Mini Workshop Session is to give the Planning Commission/Appeals Board an opportunity to learn more about the role the California Environmental Quality Act (CEQA) plays in the City's development review process. The Workshop guest speaker will be Sonya Hooker, the Director of Environmental Services at Ruth Villalobos & Associates (RVA) (see Attachment 1 - Mini Bio). This Mini Workshop Session is the Third in a series of workshops designed to provide important information and critical updates to the Planning Commission/Appeals Board as it relates 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 and Appeals Board Members.

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.

Attachments:

1. Mini Work Shop Bio

ATTACHMENT - 1

MINI BIO – Sonya Hooker (RVA)



Sonya Hooker

This Mini-Workshop entitled “**CEQA 101- a basic introduction**” will be conducted by Sonya Hooker from Ruth Villalobos & Associates (**RVA**). Sonya Hooker is currently the *Director of Environmental Services* at RVA where she has served in this capacity since 2015. Prior to her work with RVA, Sonya was the *Director of Planning & Environmental Services* at Albert A. Webb Associates for 6 years. She received her *Bachelor of Arts Degree in Biology* from California State University in 2000.

Sonya is also the City of Highland’s *On-call Environmental Consultant* and has assisted with a few projects that include the following:

1. The Greenspot Village & Marketplace Specific Plan (GSV&MP) EIR amendments.
2. The Upper Santa Ana River Wash Habitat Conservation and Land Management Plan.
3. The K-Rat mitigation and Take Permit efforts related to the acquisition of 8.5 acres of San Bernardino County Flood Control Property for future development of 200 multi-family market rate housing units in the GSV&MP Specific Plan.

Sonya and her team are currently assisting the City with the CEQA clearance associated with the rezoning requirements listed in the City’s 6th Cycle Housing Element which will be presented to the Planning Commission within the next couple of months.

RVA was incorporated in 2012 as a Woman-owned small business and is recognized in the industry for professional planning and environmental consulting service with an emphasis on land development, stormwater management, watershed management, and the natural resources. RVA has experienced professionals that prepare documentation in compliance with environmental laws and regulations including the CEQA, NEPA, the Clean Water Act, the Clean Air Act and other applicable State and Federal environmental laws, regulations, and policies. RVA maintains long-term relationships with multi-agencies, including local and regional agencies. RVA excels in delivering quality products in a “true” teamwork atmosphere. RVA’s approach to provide the highest quality services is a simple one: to work closely together with the client in a collaborative, communicative, and multiple disciplinary integrated manner to produce high quality products.