MINUTES
PLANNING COMMISSION REGULAR MEETING
December 19, 2017

1.0 CALL TO ORDER

The regular meeting of the Planning Commission of the City of Highland was called to order at 6:06 p.m. by Chairman Hamerly, in the Donahue Council Chambers, 27215 Base Line, Highland, California.

Present: Chairman Randall Hamerly
Vice Chairman John Gamboa
Commissioners Richard Haller
Milton Sparks

Absent: Commissioner Marc Shaw

Staff Present: Lawrence Mainez, Community Development Director
Tom Thornsley, Associate Planner
Brandy Littleton, Community Development Administrative Assistant III

The pledge of allegiance was led by Chairman Hamerly.

2.0 COMMUNITY INPUT

There were none.

3.0 REORGANIZATION OF THE PLANNING COMMISSION

3.1 Election of Chairman and Vice Chairman

Administrative Assistant Littleton opened the nomination for Chairman.

Commissioner Haller nominated Commissioner Hamerly for the position of Chairman.

Administrative Assistant Littleton closed the nominations.

Commissioner Hamerly was appointed to the position of Chairman, 4-0 with Commissioner Shaw absent.

Chairman Hamerly opened the nominations for Vice Chairperson.

Commissioner Sparks nominated Commissioner Gamboa for the position of Vice Chairman.

Commissioner Gamboa was appointed to the position of Vice Chairman, 4-0 with Commissioner Shaw absent.
4.0 CONSENT CALENDAR

4.1 Minutes from December 5, 2017, Regular Meeting

A MOTION was made by Vice Chairman Gamboa, seconded by Commissioner Haller to approve the minutes, as submitted.

Motion carried, 4-0 with Commissioner Shaw absent.

5.0 OLD BUSINESS

There were none.

6.0 NEW BUSINESS

6.1 Design Review Application 2016-014 (Transition Properties Warehouses) which proposes the construction and operation of two warehouse buildings, with Building A at 33,750 square feet and Building B at 121,294 square feet, for a total of 155,044 square feet, on 12.95 acres; as well as, Tentative Parcel Map 19797 (TPM 16-002) to consolidate the existing lots and divide the property into two parcels

Associate Planner Thornsley presented the Staff Report.

Steven Latino, Project Manager, answered questions regarding the project.

Community Development Director Mainez answered questions regarding the project.

Art Day, Applicant, answered questions regarding the project.

Bridget Herdman, Herdman Architecture, answered questions regarding the project.

Kristin Tissot, Thatcher Engineering and Landscape Architect, answered questions regarding the project.

Directives
Remove Landscaping from the Design Review approval.

A MOTION was made by Vice Chairman Gamboa, seconded by Commissioner Haller to:
1. Adopt Resolution No. 2017-028 Approving Mitigated Negative Declaration (ENV 17-005) and direct Staff to File an Notice of Determination with San Bernardino County Clerk of the Board (Attachment 1), and;

2. Adopt Resolution No. 2017-029 Approving Tentative Parcel Map 19797 (TPM 16-002), subject to the Conditions of Approval, and the Findings of Fact (Attachment 2), and;
3. Adopt Resolution No. 2017-030 to approve Design Review Application (DRA 16-014) for the construction of two warehouse buildings, subject to the Conditions of Approval as modified, and the Findings of Fact (Attachment 3), excluding landscaping.

Administrative Assistant Littleton introduced PC Resolution 2017-028:
A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF HIGHLAND, CALIFORNIA, ADOPTING A MITIGATED NEGATIVE DECLARATION AND MITIGATION MONITORING AND REPORTING PROGRAM FOR DESIGN REVIEW APPLICATION (DRA 16-014) AND TENTATIVE PARCEL MAP NO. 19797 FOR PROPERTY LOCATED ON THE NORTHWEST CORNER OF 5TH STREET AND CHURCH AVENUE (ENVIRONMENTAL REVIEW ENV 17-005). APPLICANTS: TRANSITION PROPERTIES, LLC.

Administrative Assistant Littleton introduced PC Resolution 2017-029:
A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF HIGHLAND, CALIFORNIA, APPROVING A TENTATIVE PARCEL MAP APPLICATION (TPM-16-002) FOR TENTATIVE PARCEL MAP 19779 TO CONSOLIDATE 17 LOTS COMPRISING 12.95 ACRES AND SUBDIVIDE THE PROPERTY INTO TWO (2) PARCELS WITH PARCEL 1 AT 8.135 ACRES AND PARCEL 2 AT 4.815 ACRES IN ASSOCIATION WITH DESIGN REVIEW APPLICATION (DRA 16-014), LOCATED ON THE NORTHWEST CORNER OF 5TH STREET AND CHURCH AVENUE (APNs 1201-301-05 thru 08, 1201-311-07 thru 19) APPLICANT: Transition Properties LLC.

Administrative Assistant Littleton introduced PC Resolution 2017-030:
A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF HIGHLAND, CALIFORNIA, APPROVING DESIGN REVIEW APPLICATION (DRA 16-014) TO PERMIT CONSTRUCTION OF TWO WAREHOUSE BUILDINGS, WITH BUILDING “A” AT 33,750 SQUARE FEET AND BUILDING “B” AT 121,294 SQUARE FEET, FOR A TOTAL OF 155,044 SQUARE FEET, ON A 12.95 ACRES SITE PROPOSED TO BE SUBDIVIDED INTO TWO LOTS WITH TENTATIVE PARCEL MAP NO. 19797, LOCATED ON THE NORTHWEST CORNER OF 5TH STREET AND CHURCH AVENUE AND EVALUATED WITH THE ASSOCIATED MITIGATED NEGATIVE DECLARATION (ENV 015-003). APPLICANT: Transition Properties LLC.

6.0 ANNOUNCEMENTS

Community Development Director Mainez updated the Commission on upcoming meeting dates and possible items to discuss.

Community Development Director Mainez updated the Commission on Smart and Final's ribbon opening.
7.0 ADJOURN

There being no further business, Chairman Hamerly declared the meeting adjourned at 7:56 p.m.

Submitted by:  

Brandy Littleton, Administrative Assistant III  
Community Development Department

Approved by:  

Randall Hamerly, Chairman  
Planning Commission