

**PLANNING COMMISSION REGULAR MEETING MINUTES**  
**March 7, 2023 – 6:00 P.M.**

**CALL TO ORDER**

The regular meeting of the Planning Commission of the City of Highland was called to order at 6:02 p.m. by Chair Hamerly at the Donahue Council Chambers, 27215 Base Line, Highland, California.

Present:	Chair	Randall Hamerly
	Vice Chair	Chandra Thomas
	Commissioner	Edward Amaya
	Commissioner	Jarrold Miller
	Commissioner	Jessica Sutorus

Staff Present: Kim Stater, Assistant Community Development Director  
Ash Syed, Associate Planner  
Matt Bennett, Assistant Public Works Director  
Camille Goritz, Administrative Assistant III

Chair Hamerly led the Pledge of Allegiance.

**COMMUNITY INPUT (ITEMS NOT ON THE AGENDA)**

None.

**CONSENT CALENDAR**

1. Minutes from the February 7, 2023 Regular Meeting.

**A MOTION** was made by Commissioner Miller, seconded by Commissioner Thomas, to approve as amended. Motion carried, 5-0.

2. Minutes from the February 21, 2023 Regular Meeting.

**A MOTION** was made by Commissioner Amaya, seconded by Commissioner Sutorus, to approve as amended. Motion carried, 5-0.

**PUBLIC HEARING**

3. Accessory Sign Review (ASR 22-006) to establish a comprehensive sign program for the installation of one (1) 22-foot-long building mounted sign and two (2) 7-foot-tall monument signs for a fueling station and convenience store lot. (Continued from December 6, 2022) (8020 Palm Avenue, Ghulam Sarwar)

Associate Planner Syed presented the staff report.

Chair Hamerly stated the statement that you made about if they find a tenant for the southern tenant space and modify the sign program, would that come back to us to review or would it be using the same parameters for sizing and percentage of storefront as the tenant on the north of Snack Attack?

Associate Planner Syed stated it would come back to Planning Commission.

Chair Hamerly stated if they have included it in their signed program, it's only 5% of the storefront frontage. If they had a similar parameter that said subsequent tenants would also meet this requirement, it is by default included in the signed program and it would not have to come back to Planning Commission. I did not see any language in the staff report.

Assistant Community Development Director Stater stated unless you would like to add language tonight to modify the conditions.

Chair Hamerly stated yes, we can do that tonight.

Applicant, Sam Sarwar stated instead of coming back to the Planning Commission again, we can use the similar signs on the other side if you can add the language tonight.

Chair Hamerly opened the public hearing.

Associate Planner Syed stated Planning Condition number 9 is modified to state "Building mounted signage for future tenants occupying either suite shall be no taller than two feet in height and cover no more than 5% of the respective tenants street facing frontage"

Chair Hamerly closed the public hearing.

**A MOTION** was made by Vice Chair Thomas, seconded by Commissioner Miller, to:

**RECOMMENDATION:** Staff recommends the Planning Commission:

1. Adopt Resolution No. 2023-007 to approve Accessory Sign Review (ASR 22-006) to establish a sign program for a fueling station and convenience store, subject to the Conditions of Approval, and Findings of Fact as modified; and
2. Direct Staff to file a Notice of Exemption with the County Clerk of the Board. Motion carried, 5-0.

RESOLUTION NO. 2023-007

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF HIGHLAND, CALIFORNIA, APPROVING ACCESSORY SIGN REVIEW (ASR 22-006) TO ESTABLISH A COMPREHENSIVE SIGN PROGRAM FOR THE INSTALLATION OF ONE (1) 22-FOOT LONG BUILDING MOUNTED SIGN AND TWO (2) 7-FOOT TALL MONUMENT SIGNS AT AN APPROVED FUELING STATION AND CONVENIENCE STORE LOT LOCATED AT 8020 PALM AVENUE (APN: 1192-641-01).

**ANNOUNCEMENTS**

The next regular meeting is scheduled March 21, 2023.

**ADJOURN**

There being no further business, Chair Hamerly declared the meeting adjourned at 6:28 p.m.

Submitted by:

Approved by:

---

Camille Goritz, Administrative Assistant III  
Community Development Department

---

Randall Hamerly, Chair  
Planning Commission