



# NOTICE OF EXEMPTION

27215 Base Line, Highland, CA 92346  
Telephone (909) 864-6861 FAX: (909) 862-3180

To:  Office of Planning and Research  Clerk of the Board  
P.O. Box 3004, Room 212 385 N. Arrowhead Ave., Second Floor  
Sacramento, CA 95812-3044 San Bernardino, CA 92411

**Project Title:** Adoption of Ordinance No. 465: An ordinance of the City Council of the City of Highland California amending Sections 5.04.160 (License Fee – Payment Due Dates) and 5.04.240 (Penalty for Delinquency – Action to Collect) of Title 5 (Business License and Regulations) of the Highland Municipal Code.

**Project Location - Specific:** City-Wide

**Project Location - City:** Highland

**Project Location - County:** San Bernardino

**Description of Nature, Purpose, and Beneficiaries of Project:** An ordinance of the City Council of the City of Highland California amending Sections 5.04.160 (License Fee – Payment Due Dates) and 5.04.240 (Penalty for Delinquency – Action to Collect) of Title 5 (Business License and Regulations) of the Highland Municipal Code establishing a single, annual business license fee renewal date and amendment penalties and procedures for collecting penalties for delinquent business license fees (Ordinance No. 465). The amendments will streamline the business license term to run from January 1 through December 31, with all licenses expiring and payments due on December 31 of each calendar year. It will establish consistent time frames for all businesses, reduces confusion for residents, and significantly reduces staff processing times.

**Name of Public Agency Approving Project:** City Council, City of Highland

**Name of Person or Agency Carrying Out Project:** City of Highland

**Exempt Status:** (check one)

- Ministerial (Sec. 21080(b); 152680);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemption. Existing Facilities (Sec. 21084; 15301(c))
- Definition of "Project" (Section 15378(b)(5).
- General Rule (Sec 15061(b)(3))

**DATE FILED & POSTED**  
 Posted On: 08-15-24  
 Removed On: 09-20-24  
 Receipt No: 36-08152024-594

**Reasons why project is exempt:** The adoption of this ordinance is not a project within the meaning of the CEQA Guidelines Section 15378(b)(5) and 15061(b)(3) as it has no potential for physical effects on the environment because it is an organizational or administrative activity of the City that involves amending the renewal date for and penalties for delinquent payment of business license fees. Pursuant to CEQA Guidelines Section 15378(b)(5), organizational or administrative activities of governments that will not result in any physical changes in the environment, is not defined as a "project" under CEQA. Therefore, approval of the fees and/ or charges is not a "project" for purposes of CEQA, pursuant to CEQA Guidelines Section 15378(b)(5); and, even if considered a project" under CEQA, is exempt from CEQA review pursuant to CEQA Guidelines Section 15061(b)(3) because it can be seen with certainty that there is no possibility that approval of the fees and/ or charges may have a significant effect on the environment.

**Lead Agency Contact Person:** Kim Stater, Assistant Community Development Director  
Area Code / Telephone / Extension: (909) 864-6861 Ext 204

**If filed by applicant.**

1. Attach certified document of exemption findings.
2. Has a Notice of Exemption been filed by the public agency approving the project?  Yes  No

Signature: Kim Stater Date: 8/15/24 Title: Asst. CD Director

- Signed by Lead Agency Date received for filing at OPR:
- Signed by Applicant

CLERK OF THE BOARD OF SUPERVISORS  
 SAN BERNARDINO COUNTY  
 CALIFORNIA  
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