

**MINUTES OF THE CITY OF FONTANA  
REGULAR PLANNING COMMISSION MEETING  
November 7, 2017  
Grover W. Taylor Council Chambers**

---

**CALL TO ORDER/ROLL CALL:**

**A. Call To Order/Roll Call:**

A regular meeting of the City of Fontana Planning Commission was held on Tuesday, November 7, 2017, in the Grover W. Taylor Council Chambers located at 8353 Sierra Avenue, Fontana, California. Chairperson Meyer called the meeting to order at 6:01 p.m.

Present: Chairperson Meyer, Vice Chairperson Quiroga, Secretary Sanchez, and Commissioner Vasquez

Absent: Commissioner Fort

Also Present: Director of Community Development Zai AbuBakar; Planning Manager Orlando Hernandez; Assistant City Attorney Victor Ponto; Senior Planner Paul Gonzales; Associate Planner Brett Hamilton; Assistant Planner Ivan Galeazzi; Policing Technician Wendy Ratcliffe; Associate Engineer Ricardo Garay; City Clerk Tonia Lewis; and Planning Commission Secretary Ysela Aguirre.

**INVOCATION/PLEDGE OF ALLEGIANCE:**

**A. Invocation/Pledge of Allegiance:**

Following the Invocation given by Vice Chairperson Quiroga, the Pledge of Allegiance was led by Commissioner Vasquez.

**PUBLIC COMMUNICATIONS:**

**A. Public Communications:**

None.

**CONSENT CALENDAR:**

**A. Approval of Minutes:**

Approve the Regular Planning Commission Meeting Minutes of October 17, 2017.

**ACTION:** A motion was made by Secretary Sanchez and seconded by Commissioner

Vasquez to approve the Minutes of the October 17, 2017, Planning Commission meeting. Motion passed by a vote of 4-0. (AYES: Meyer, Quiroga, Sanchez, and Vasquez: NOES: None.)

## **PUBLIC HEARINGS:**

**A. Proposed Continuance Master Case No. 15-089; Tentative Parcel Map No. 15-010; General Plan Amendment No. 15-006; Zone Code Amendment No. 16-003; Specific Plan Amendment No. 16-002; Design Review Project No. 15-007; Agreement No. 16-005 - Southwest Fontana Logistics Center Warehouse and and Park Site.**

Per Applicant's request, staff requests the Planning Commission continue Master Case No. 15-089; Tentative Parcel Map No. 15-010; General Plan Amendment No. 15-006; Zone Code Amendment No. 16-003; Specific Plan Amendment No. 16-002; Design Review Project No. 15-007; and Agreement No. 16-005 to the Planning Commission Meeting of December 5, 2017.

Staff received written correspondence.

David Eshleman provided a letter to be shared with the Planning Commissioners.

Tina Eshleman spoke on being forced out of her property and requested the project be built around her.

**ACTION:** A motion was made by Secretary Sanchez and seconded by Vice Chairperson Quiroga to continue this item to December 5, 2017. Motion passed by a vote of 4-0. (AYES: Meyer, Quiroga, Sanchez, and Vasquez: NOES: None.)

**B. Master Case No. 17-051; Conditional Use Permit No. 17-028; Design Review Project No. 01-022R1 - The Conditional Use Permit is a request to operate a fitness and athletic facility (Planet Fitness) within an existing retail center; the Design Review Project is a request for site and architectural review of an addition totaling approximately of 1,785 square feet to the existing tenant building.**

Assistant Planner Ivan Galeazzi provided the staff report.

Policing Technician Wendy Ratcliffe spoke on cars being broken into at gym facilities; parking lot monitoring cameras; and posted signs regarding the camera monitoring.

Discussion was held on conditions regarding payphones.

Discussion was held on roof mountings interfering with solar panels and screening from the public right of way.

Discussion was held on fencing.

Discussion was held on the footprint of the Planet Fitness.

Discussion was held on the location of security cameras and the rear door that is for emergency only.

The Public Hearing was opened.

No member of the audience spoke in favor or opposition.

**ACTION:** A motion was made by Vice Chairperson Quiroga and seconded by Commissioner Vasquez to move this item to be heard after Public Hearing Item D to give the Applicant an opportunity to arrive. Motion passed by a vote of 4-0. (AYES: Meyer, Quiroga, Sanchez, and Vasquez: NOES: None.)

**ACTION:** A motion was made by Vice Chairperson Quiroga and seconded by Commissioner Vasquez to move this item to be heard after Public Hearing Item F. Motion passed by a vote of 4-0. (AYES: Meyer, Quiroga, Sanchez, and Vasquez: NOES: None.)

**ACTION:** A motion was made by Commissioner Vasquez and seconded by Secretary Sanchez to continue this item to December 5, 2017 to allow the applicant to attend the Planning Commission Meeting. Motion passed by a vote of 4-0. (AYES: Meyer, Quiroga, Sanchez, and Vasquez: NOES: None.)

**C. Master Case No. 17-002; Administrative Site Plan No. 17-002 - A request for architectural review of an Administrative Site Plan (ASP) application for the installation of a new LED (light emitting diode) illuminated banding and signage on an existing canopy at an established 76 Gas service station.**

Assistant Planner Ivan Galeazzi provided the staff report.

Commissioner Vasquez spoke on the changes made to the project.

Vice Chairperson Quiroga concurred with Commissioner Vasquez; but would like to see more landscaping.

Secretary Sanchez spoke on the opportunity to make the project nicer.

Vice Chairperson Quiroga spoke on other options to improve landscaping. Director AbuBakar can have staff work with the applicant to add landscaping.

Discussion was held on requiring the applicant to do more.

The Public Hearing was opened.

Speaking for the applicant, Huda Khan, spoke on the major concern on landscaping being addressed; not erecting a new canopy; the store was remodeled five years ago and no changes are being made to it. The applicant spoke on canopy reimaging and upgrading the columns. The applicant spoke on not having the budget to make other changes; but if 76 takes the costs and may add the veneers.

Nina Brentham was present to represent the applicant.

Discussion was held on signage on windows being removed.

Discussion was held on the applicant pulling permits for water and propane sales.

Vice Chairperson Quiroga thanked the applicant for doing business in Fontana; this area has had struggles and he would like to see the project improved.

The applicant spoke on a project on Citrus and Valley that erected a new canopy and did not add any modifications to their building.

Secretary Sanchez spoke on the store needing to look like the rendering.

The applicant spoke on the 76 logo only going on the canopy; no proposed changes to the 7-11 building.

The applicant spoke on being compliant with City recommendations and pulling signs off of the windows.

Secretary Sanchez recommended the applicant bring the best project forward.

Dale Henneman spoke on looking at gas prices, not at stone columns when going to a gas station.

The Public Hearing was closed.

Vice Chairperson Quiroga spoke on needing to stay focused on improving the appearance and perception and quality of life in Fontana; he is not comfortable approving this project as presented tonight.

Secretary Sanchez spoke on the city having high standards; and doing our best to bring the best to the City of Fontana.

Chairperson Meyer spoke on what action could be taken on this project.

Attorney Ponto suggested asking the applicant to continue this item.

Discussion was held on moving this item to a future date to allow the property owner to speak with the owner of the 76 station to add the stone veneer to the gas canopy columns; the applicant agreed to December 19, 2017.

**ACTION:** A motion was made by Commissioner Vasquez and seconded by Secretary Sanchez to continue this item to December 19, 2017. Motion passed by a vote of 4-0. (AYES: Meyer, Quiroga, Sanchez, and Vasquez: NOES: None.)

**D. Master Case No. 17-006; Tentative Parcel Map No. 19834 (TPM No. 17-001); Design Review No. 17-004 - Review and approve tentative parcel map for the consolidation of five (5) lots for the development of the project and design review for site and architectural review of a proposed 157,246 square foot industrial warehouse building.**

Associate Planner Brett Hamilton provided the staff report.

Discussion was held on what is planned to the west of the project and the height of the west side wall.

Discussion was held on adding a condition regarding a phone number being provided for any dust issues.

Secretary Sanchez requested a picture of what is actually going to be planted; the landscaping report shows palm trees to be installed, but rendering does not show it.

Discussion was held on the palm trees to be used.

Planning Manager Orlando Hernandez explained that a rendering is just to give an idea of the project. The plan is what is getting approved, not the picture. All the landscaping is not represented in the rendering.

Speaking for the applicant, Steve Hollis thanked staff for the excellent job they did on this project.

Applicant has read, understood and agreed to the conditions of approval.

The applicant spoke on an enhanced wall at the property line after the noise study.

Discussion was held on enhancing the pop out and elevation.

The applicant agreed to enhance the pop out.

Alejandro Barragan spoke in favor of this project; he is happy something is being built and hopes it gets done as soon as possible.

The Public Hearing was closed.

**ACTION:** A motion was made by Vice Chairperson Quiroga and seconded by Secretary Sanchez to adopt **Resolution No. PC 2017-035** and; 1) Adopt the Mitigated Negative Declaration and direct staff to file a Notice of Determination; and, 2) Approve Tentative Parcel Map No. 19834 (TPM No. 17-001); and, 3) Approve Design Review No. 17-004 with the addition of a condition regarding the enhancement of elevations and the 24/7 phone number available to address dust issues. Motion passed by a vote of 4-0. (AYES: Meyer, Quiroga, Sanchez, and Vasquez: NOES: None.)

**E. Master Case No. 16-033; Conditional Use Permit No. 16-019; Administrative Site Plan No. 16-029 - Conditional Use Permit is a request to establish a new truck repair use; Administrative Site Plan is a request for site and architectural review for one (1) new proposed building and the conversion of two existing structures to offices.**

Assistant Planner Ivan Galeazzi provided the staff report.

Chairperson Meyer commended staff on the renderings.

Discussion was held on the status of existing buildings.

Speaking for the applicant Yolanda D'Oyen spoke on the history of the project.

Applicant has read, understood and agreed to the conditions of approval.

The Public Hearing was opened.

No member of the audience spoke in favor or opposition.

The Public Hearing was closed.

**ACTION:** A motion was made by Commissioner Vasquez and seconded by Vice Chairperson Quiroga to **Resolution No. PC 2017-036**, and; 1) Determine that this project qualifies for a Categorical Exemption pursuant to Section No 15332. (Class No. 32 In-Fill Development Projects) of the California Environmental Quality Act (CEQA) and direct staff to file a notice of exemption; and 2) Approve Conditional Use Permit 16-019, and 3) Approve Administrative Site Plan No.16-029. Motion passed by a vote of 4-0. (AYES: Meyer, Quiroga, Sanchez, and Vasquez; NOES: None.)

**F. Master Case No. 17-001; General Plan Amendment No. 17-003; Tentative Tract Map No. 200282 (TTM 17-001); Conditional Use Permit No. 17-001; Design Review Project No. 17-001 - El Paseo Planned Unit Development.**

Senior Planner Paul Gonzales provided the staff report.

Discussion was held on conditions being followed and, the addition of conditions and standard conditions.

Discussion was held on a condition regarding the sales office having school maps and land use maps available in their office.

Discussion was held on acid treatment on the walking sidewalks within the attached condominium complexes.

A correction will be made to the section on Chase Road indicating "west of Citrus" to be changed to "east of Citrus".

A condition regarding high cube warehouses will be removed.

Discussion was held on decorative features of the project.

Discussion was held on the entrance and exit. Associate Engineer Ricardo Garay stated the access off of Citrus Avenue will be right in, right out; but not on Oleander Avenue (will have full access).

The Public Hearing was opened.

Speaking for the applicant Griffin Development, Michael Vairin, provided background information on the project and spoke on how the concepts were reached along with information on modifications to the project.

Applicant has read, understood and agreed to the conditions of approval.

Discussion was held on adding a water feature and the sidewalk acid treatment within the attached condominium portion of the project.

Speaking for the applicant, Chris Texter spoke on the architecture of the project, window features and shutters.

Discussion was held on the water features and the project being market value.

Policing Technician Wendy Ratcliffe spoke on the applicant being cooperative with the Police Department.

Dale Henneman requested information on whether they were rental units or owner occupied.

Courtney Wypiszynski spoke in favor of the development but is concerned with traffic problems on Citrus Avenue.

The Public Hearing was closed.

Associate Engineer Ricardo Garay addressed the traffic and will be monitoring the project as it did not warrant any kind of signal.

**ACTION:** A motion was made by Secretary Sanchez and seconded by Vice Chairperson Quiroga to adopt **PC Resolution No. PC 2017-037**, forwarding a recommendation to the City Council to: 1) Adopt the Mitigated Negative Declaration, Mitigation Monitoring Program and direct staff to file a Notice of Determination; 2) Adopt a resolution approving General Plan Amendment No. 17-003; 3) Approve Tentative Tract Map No. 20082 (TTM No. 17-001); 4) Approve Conditional Use Permit No. 17-001; and, 5) Approve Design Review No. 17-001 with a change to include acid wash of sidewalk, adding of water feature on Citrus; eliminating Condition No. 66 and adding a condition to have the 24/7 phone number available to address construction issues. Motion passed by a vote of 4-0. (AYES: Meyer, Quiroga, Sanchez, and Vasquez: NOES: None.)

**G. Master Case No. 16-047; Design Review No. 16-018; Variance No. 17-001 - To receive comments on the Draft Environmental Impact Report (DEIR) [State Clearinghouse No. 2017041021] for the Pacific Freeway Center Project for two (2) warehouse logistics buildings comprised of a 550,900 square feet.**

Associate Planner Rina Leung provided the staff report.

Discussion was held on having the DEIR comments included for review.

Consultant Carie Cano spoke on comments being included; they will be in the final EIR. Chairperson Meyer requested they be provided sooner.

Discussion was held on the applicant being asked to include mitigation items.

Discussion was held on it not being possible to make less than significant.

Discussion was held on a phone number available to address construction issues.

Discussion was held on noise mitigation.

Discussion was held on the construction timeline.

Speaking for the applicant, Kevin Rice spoke on incorporated elevations that he thought worked well; trying new things on this site.

The applicant understands the need for aesthetics at the entrance and will get with his team to come up with something creative.

The applicant spoke on the timeline of the construction of the project.

Planner Leung will be working with the developer to enhance views from the freeway.

**ACTION:** A motion was made by Secretary Sanchez and seconded by Vice Chairperson Quiroga to 1) Open the public hearing to receive comments from all interested parties on the DEIR for the Pacific Freeway Center Project; and, 2) Review and provide Planning Commission comments on the DEIR; and, 3) Direct staff to address comments received in the Final EIR and also enhancement to the building evaluation as the project is the gateway to Fontana on the I-10 Freeway. Motion passed by a vote of 4-0. (AYES: Meyer, Quiroga, Sanchez, and Vasquez: NOES: None.)

**H. Master Case No. 16-051; Design Review No. 17-021 is a request to construct 95 single-family homes within previously approved Tract Map No. 17059 and Tract Map No. 17377.**

Senior Planner Paul Gonzales provided the staff report.

The Public Hearing was opened.

Speaking for the applicant, Holly Sandler provided project specifics including architectural designs.

Discussion was held on conditions of approval the applicant had questions on.

Applicant has read, understood and agreed to the conditions of approval.

Discussion was held on side and back elevations; staff was directed to work with the applicant to enhance the sides and rear elevations.

Speaking for the applicant, Brent Bauman, spoke on the architectural features.



Discussion was held on various architectural features to avoid views to plain stucco buildings. Staff was directed to work with the applicant.

Discussion was held making the loft not easily convertible to a bedroom.

The Public Hearing was closed.

**ACTION:** A motion was made by Vice Chairperson Quiroga and seconded by Commissioner Vasquez to adopt **PC Resolution No. PC 2017-038**, and 1) Adopt the Mitigated Negative Declaration and Mitigation Monitoring Program (MMRP) and direct staff to file a Notice of Determination; and, 2) Approve Design Review No. 17-021 with an additional condition to have the 24/7 phone number available to address construction issues and adding architectural enhance to the sides and rear of the homes. Motion passed by a vote of 4-0. (AYES: Meyer, Quiroga, Sanchez, and Vasquez: NOES: None.)

## **UNFINISHED BUSINESS:**

**A. None**

## **DIRECTOR COMMUNICATIONS:**

**A. Director Communications:**

The Planning Commission reviewed an update of future City Council agenda items for November 14, 2017, November 28, 2017, December 4, 2017, and December 12, 2017, City Council Meetings for the Planning Commission's information.

The Planning Commission reviewed an update of future Planning Commission agenda items for November 21, 2017, December 4, 2017, December 5, 2017, December 12, 2017, and December 19, 2017, Planning Commission Meetings for the Planning Commission's information.

Director AbuBakar announced that there will not be a second meeting of the Planning Commission in November (November 21, 2017) and wished everyone a happy Thanksgiving.

Director AbuBakar announced that the appeal what was to be heard on November 14, 2017, was moved to November 28, 2017, as the hearing notices were not sent out. Vice Chairperson Quiroga and Secretary Sanchez will represent the Planning Commission at that meeting.

## **COMMISSION COMMENTS:**

**A. Planning Commission Remarks:**

City Clerk Tonia Lewis asked that tonight's meeting be adjourned in memory of the victims of Sutherland, Texas; who her son had personal ties to.

Secretary Sanchez spoke on raising the standards for the City of Fontana and holding people accountable. Property rights are dear to his heart and we have to use our better judgement and be competitive in the market with nearby cities and he is honored to be involved in this process.

Vice Chairperson Quiroga asked to keep the Texas family in our prayers.

Vice Chairperson Quiroga thanked God for blessing his family with a beautiful baby girl born on October 23, 2017, Catalina Alexandra.

Vice Chairperson Quiroga wished his dad a happy birthday on Thursday.

Vice Chairperson Quiroga misses his students at school and he will be back on Monday.

Commissioner Vasquez spoke on putting your best foot forward.

Commissioner Vasquez loves and is proud of her husband and children.

Chairperson Meyer spoke on Veteran's Day on November 11, 2017.

Chairperson Meyer wished everyone a happy and healthy Thanksgiving.

Chairperson Meyer thanked Maria, Planning Secretary, for preparing the Planning Commission packets.


Chairperson Meyer congratulated the new opening of the Fire District Headquarters.

## **WORKSHOP:**

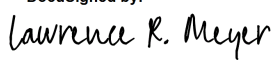
None.

## **ADJOURNMENT:**

By consensus, the Planning Commission adjourned at 9:07 p.m. in memory of terror victims and all veterans who served our country to a Joint City Council, Planning Commission, and General Plan Advisory Committee Workshop on December 4, 2017 at 5:00 p.m., then to a Regular Planning Commission meeting on Tuesday, December 5, 2017 at 6:00 p.m., then to a Joint City Council and Planning Commission Workshop on December 12, 2017 at 5:00 p.m. in the Grover W. Taylor Council Chambers located at 8353 Sierra Avenue, Fontana, California.

DocuSigned by:  
  
6215FB89E9C04DA  
Ysela Aguirre  
Commission Secretary

**THE FOREGOING MINUTES WERE APPROVED BY THE PLANNING COMMISSION  
ON THE 5th DAY OF DECEMBER, 2017.**

DocuSigned by:  
  
545A2E0831A240E  
Larry Meyer  
Chairperson

## Certificate Of Completion

Envelope Id: 10092983C9194438962969E269AD23D5  
 Subject: Please DocuSign: PC Minutes of 11-07-2017.pdf  
 Source Envelope:  
 Document Pages: 11  
 Certificate Pages: 5  
 AutoNav: Enabled  
 Envelopeld Stamping: Enabled  
 Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Status: Completed  
 Envelope Originator:  
 City Clerk  
 8353 Sierra Avenue  
 Fontana, CA 92335  
 clerks@fontana.org  
 IP Address: 192.146.186.96

## Record Tracking

Status: Original  
 12/12/2017 10:11:22 AM  
 Holder: City Clerk  
 clerks@fontana.org  
 Location: DocuSign

## Signer Events

Ysela Aguire  
 yselac13@aol.com  
 Security Level: Email, Account Authentication  
 (None)

## Signature

DocuSigned by:  
  
 6215EB89E9C04DA...  
 Using IP Address: 174.213.18.145  
 Signed using mobile

## Timestamp

Sent: 12/12/2017 10:11:37 AM  
 Viewed: 12/15/2017 3:18:22 PM  
 Signed: 12/15/2017 3:18:55 PM

**Electronic Record and Signature Disclosure:**  
 Accepted: 12/15/2017 3:18:22 PM  
 ID: 943d93ae-d803-4646-af29-4d64230d5781

Lawrence R. Meyer  
 meyerl1@juno.com  
 Security Level: Email, Account Authentication  
 (None)

DocuSigned by:  
  
 545A2E0831A240E...  
 Using IP Address: 71.83.132.122

Sent: 12/15/2017 3:18:56 PM  
 Viewed: 12/15/2017 6:26:44 PM  
 Signed: 12/15/2017 6:28:07 PM

**Electronic Record and Signature Disclosure:**  
 Accepted: 12/15/2017 6:26:44 PM  
 ID: 16e1912f-a9f8-4398-a5a4-0679be85c12f

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Evelyn Ssenkoloto essenkol@fontana.org Security Level: Email, Account Authentication (None)	<div>COPIED</div>	Sent: 12/15/2017 6:28:08 PM Viewed: 1/8/2018 1:50:12 PM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		

Carbon Copy Events	Status	Timestamp
Kathy Kasinger kkasinger@fontana.org Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<div>COPIED</div>	Sent: 12/15/2017 6:28:08 PM Viewed: 12/18/2017 9:19:06 AM

Notary Events	Signature	Timestamp
---------------	-----------	-----------

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	12/15/2017 6:28:08 PM
Certified Delivered	Security Checked	12/15/2017 6:28:08 PM
Signing Complete	Security Checked	12/15/2017 6:28:08 PM
Completed	Security Checked	12/15/2017 6:28:08 PM

Payment Events	Status	Timestamps
----------------	--------	------------

Electronic Record and Signature Disclosure
--

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, City of Fontana (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through your DocuSign, Inc. (DocuSign) Express user account. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. For such copies, as long as you are an authorized user of the DocuSign system you will have the ability to download and print any documents we send to you through your DocuSign user account for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of your DocuSign account. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use your DocuSign Express user account to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through your DocuSign user account all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

**How to contact City of Fontana:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [cteveda@fontana.org](mailto:cteveda@fontana.org)

**To advise City of Fontana of your new e-mail address**

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at [cteveda@fontana.org](mailto:cteveda@fontana.org) and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in DocuSign.

**To request paper copies from City of Fontana**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to [cteveda@fontana.org](mailto:cteveda@fontana.org) and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

**To withdraw your consent with City of Fontana**

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign account, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to [cteveda@fontana.org](mailto:cteveda@fontana.org) and in the body of such request you must state your e-mail, full name, IS Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

**Required hardware and software**

Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERS):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	<ul style="list-style-type: none"><li>•Allow per session cookies</li><li>•Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection</li></ul>

\*\* These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

**Acknowledging your access and consent to receive materials electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I Agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC RECORD AND SIGNATURE DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify City of Fontana as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by City of Fontana during the course of my relationship with you.