

**MINUTES OF THE CITY OF FONTANA  
REGULAR PLANNING COMMISSION MEETING  
June 4, 2019  
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, June 4, 2019, in the Grover W. Taylor Council Chambers located at 8353 Sierra Avenue, Fontana, California. Chairperson Quiroga called the meeting to order at 6:02 p.m.

Present: Chairperson Quiroga, Vice Chairperson Fort, Secretary Sangha, Commissioner Sanchez

Absent: Commissioner Garcia

Also Present: Attorney Kylee Otto; Director of Community Development Zai AbuBakar; Planning Manager Orlando Hernandez; Assistant Planner Ivan Galeazzi; Associate Planner Rina Leung; Assistant Planner Cecily Session-Goins; City Clerk Tonia Lewis; and Commission Secretary Ysela Aguirre.

**INVOCATION/PLEDGE OF ALLEGIANCE:**

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

Following the Invocation given by Commissioner Sanchez, the Pledge of Allegiance was led by Secretary Sangha.

**PUBLIC COMMUNICATIONS:**

**A. Public Communications:**

None.

**CONSENT CALENDAR:**

**A. Approval of Minutes:**

Approve the Regular Planning Commission Meeting Minutes of May 21, 2019.

**ACTION:** Due to lack of quorum, this item was continued to the June 18, 2019, Regular Planning Commission Meeting.

## **PUBLIC HEARINGS:**

- A. Master Case No. 18-095; Design Review No. 18-027 - A request for site and architectural review for an approximate 133,813 s.f. warehouse on a 6.21 acre site. The site is located within the Jurupa North Industrial District (JND) in the Southwest Industrial Park Specific Plan (SWIP).**

The above referenced item has been removed from the Agenda for Tuesday, June 4, 2019 and rescheduled and re-noticed for the Public Hearing on Tuesday, June 18, 2019.

**ACTION:** Motion was made by Commissioner Sanchez and seconded by Secretary Fort to continue this item to the June 18, 2019, Regular Planning Commission Meeting. Motion passed by a vote of 4-0. (AYES: Quiroga, Fort, Sangha, Sanchez; NOES: None; ABSTAIN: None)

- B. Master Case No. 19-004; Tentative Parcel Map No. 20069 (TPM No. 19-001) - A request to subdivide one (1) existing parcel of land that is approximately 0.50 adjusted gross acres in size into three (3) parcels for the development of single-family homes.**

Assistant Planner Ivan Galeazzi provided the staff report.

Discussion was held on the dwellings being single-family homes.

Discussion was held on the street widening and street improvements.

The Public Hearing was opened.

Speaking for the applicant, Ahmad Awad.

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

No member of the audience spoke in favor or opposition.

The Public Hearing was closed.

**ACTION:** Motion was made by Vice Chairperson Fort and seconded by Commissioner Sanchez to adopt **Resolution PC No. 2019-038**; 1) Find that the project is Exempt from California Environmental Quality Act (CEQA) pursuant to Section No. 15315 of the CEQA Class 15 (Minor Land Divisions) and Section No. 15332 Class 32 (In-Fill Development) and Section No. 3.22 of the 2019 Local Guidelines for implementing CEQA., and direct staff to file a Notice of Exemption; and, 2) Approve Tentative Parcel No. 20069 (TPM No. 19-001). Motion passed by a vote of 4-0. (AYES: Quiroga, Fort, Sangha, Sanchez; NOES: None; ABSTAIN: None)

**Master Case No. 17-048; Tentative Tract Map No. 20123 (TTM No. 17-009);**

- C. Design Review No. 17-022 - A request for a Tentative Tract Map to subdivide one (1) existing parcel into six (6) new single-family lots ranging in size from 6,000 square feet to 6,600 square feet. A Design Review request to construct six (6) single-family homes consisting of four (4) floor plans ranging in size from approximately 2,207 square feet to approximately 2,595 square feet.**

Assistant Planner Cecily Session-Goins provided the staff report.

Discussion was held on adding wrought iron fence to the porch on specific elevations for Buildings A and C.

Discussion was held on the street lighting.

The Public Hearing was opened.

Speaking for the applicant, Charles Yu, spoke on the size of the porch. The applicant agreed to add wrought iron fencing to the porch.

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

No member of the audience spoke in favor or opposition.

The Public Hearing was closed.

**ACTION:** Motion was made by Commissioner Sanchez and seconded by Secretary Sangha to adopt **Resolution PC No. 2019-039**; 1) Determine that the project qualifies for a Categorical Exemption pursuant to Section No. 15332, (Class No. 32, In-Fill Development Project) of the California Environmental Quality Act (CEQA) and Section No. 3.22 of the 2019 Local Guidelines for Implementing CEQA and direct staff to file a Notice of Exemption; 2) Approve Tentative Tract Map No. 20123 (TTM 17-009); and, 3) Approve Design Review Project No. 17-022 with the addition of wrought iron fencing to the porch for Buildings A and C. Motion passed by a vote of 4-0. (AYES: Quiroga, Fort, Sangha, Sanchez; NOES: None; ABSTAIN: None)

- D. Master Case No. 19-032; Revocation of Conditional Use Permit No. 99-031; Conditional Use Permit No. 19-013 - A request to revoke Conditional Use Permit No. 99-031 for a Department of Alcoholic Beverage Control Type 21 (Off-Sale General License) for the off sale of alcohol for a former tenant who has vacated the subject property; and a request to review and approval of Conditional Use Permit No. 19-013 to operate a fitness/gymnasium facility at an existing multiple tenant commercial center for Chuze Fitness.**

Associate Planner Rina Leung provided the staff report.

Staff provided a revision to Condition of Approval No. 7 via memo at the dais.

The Public Hearing was opened.

Speaking for the applicant, Kevin Kohan and Marissa Hinsch, thanked staff for their work

on this process.

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

Discussion was held on the date of opening.

Discussion was held on the amenities of the facility.

Discussion was held on the capacity of the facility.

Discussion was held on other local facilities.

No member of the audience spoke in favor or opposition.

The Public Hearing was closed.

**ACTION:** Motion was made by Commissioner Sanchez and seconded by Secretary Sangha to adopt **Resolution PC No. 2019-040**; 1) Determine that the project is categorically exempt, respectively from the California Environmental Quality Act (CEQA) pursuant to Section No. 15301 (Class No. 1, Existing Facilities), and Section No. 3.22 of the Local 2019 Guidelines for implementing the CEQA; 2) Revocation of Conditional Use Permit No. 99-031 for a Department of Alcoholic Beverage Control Type 21 (Off-Sale General License); and, 3) Approve Conditional Use Permit No. 19-013 subject to the attached Findings and Conditions of Approval. Motion passed by a vote of 4-0. (AYES: Quiroga, Fort, Sangha, Sanchez; NOES: None; ABSTAIN: None)

**E. Master Case No. 18-053; Tentative Parcel Map No. 19950 (TPM No. 18-005); Design Review No. 18-010 - A request to subdivide an existing lot of approximately 4.01 acres into two (2) lots. Lot 1 will have a total area of 1.69 acres and lot 2 will have a total area of 2.28 acres; Design Review No. 18-010 is a request for site and architectural review to construct two (2) concrete tilt-up warehouses totaling approximately 73,550 square feet.**

Staff requested this item be moved to a date uncertain.

The Public Hearing was opened.

No member of the audience spoke in favor or opposition.

The Public Hearing was closed.

**ACTION:** Motion was made by Vice Chairperson Fort and seconded by Chairperson Sangha move this item to a date uncertain. Motion passed by a vote of 4-0. (AYES: Quiroga, Fort, Sangha, Sanchez; NOES: None; ABSTAIN: None)

## **UNFINISHED BUSINESS:**

**A. None.**

## **NEW BUSINESS:**

**A.** None.

## **DIRECTOR COMMUNICATIONS:**

**A. Director Communications:**

Planning Commission reviewed an update of future City Council Agenda items for June 11, 2019, June 19, 2019, June 25, 2019, and July 9, 2019, meetings for the Planning Commission's information; and an update of future Planning Commission items for the June 18, 2019, July 2, 2019, and July 16, 2019, regular meetings for the Planning Commission's information.

## **COMMISSION COMMENTS:**

**A. Planning Commission Remarks:**

Secretary Sangha thanked staff for their reports.

Secretary Sangha welcomed those bringing projects to Fontana.

Secretary Sangha spoke on upcoming events.

Vice Chairperson Fort shared a job at San Bernardino County Job Fair at the Way World Outreach.

Commissioner Sanchez is excited to see business coming to Fontana with more job opportunities.

Commissioner Sanchez congratulated his son on purchasing a new home.

Chairperson Quiroga spoke on staff's effort and time put into reports.

Chairperson Quiroga encouraged everyone to enjoy their summer with family and all of the many things happening in Fontana.

## **WORKSHOP:**

None.

## **ADJOURNMENT:**

By consensus, the meeting adjourned at 6:48 p.m. to a Regular Planning Commission Meeting on Tuesday, June 18, 2019, at 6:00 p.m. in the Grover W. Taylor Council Chambers located at 8353 Sierra Avenue, Fontana, California.

DocuSigned by:

*Ysela Aguirre*

6215EB89E9C04DA...

Ysela Aguirre  
Commission Secretary

**THE FOREGOING MINUTES WERE APPROVED BY THE PLANNING COMMISSION  
ON THE 18TH DAY OF JUNE, 2019.**

DocuSigned by:

*Daniel Quiroga*

C81A84EE45B54C9...

Daniel Quiroga  
Chairperson

## Certificate Of Completion

Envelope Id: 20CC20C2DEC24782836E2F2CB4EAC231

Status: Completed

Subject: Please DocuSign: PC Minutes of 06-04-2019.pdf

Source Envelope:

Document Pages: 6

Signatures: 2

Envelope Originator:

Certificate Pages: 5

Initials: 0

City Clerk

AutoNav: Enabled

8353 Sierra Avenue

Envelopeld Stamping: Enabled

Fontana, CA 92335

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

clerks@fontana.org

IP Address: 192.146.186.96

## Record Tracking

Status: Original

Holder: City Clerk

Location: DocuSign

6/20/2019 8:56:58 AM

clerks@fontana.org

## Signer Events

Ysela Aguire

yselac13@aol.com

Security Level: Email, Account Authentication  
(None)

## Signature

DocuSigned by:  
*Ysela Aguire*  
6215EB89E9C04DA...

Signature Adoption: Pre-selected Style

Using IP Address: 174.213.21.166

Signed using mobile

## Timestamp

Sent: 6/20/2019 8:57:06 AM

Viewed: 6/21/2019 9:34:30 AM

Signed: 6/21/2019 9:34:47 AM

## Electronic Record and Signature Disclosure:

Accepted: 6/21/2019 9:34:30 AM

ID: 28e9574a-1242-44bd-8176-636053b92c9d

Daniel Quiroga

elpacol@hotmail.com

Security Level: Email, Account Authentication  
(None)

DocuSigned by:  
*Daniel Quiroga*  
C81A84EE45B54C9...

Signature Adoption: Pre-selected Style

Using IP Address: 108.184.119.124

Sent: 6/21/2019 9:34:48 AM

Viewed: 6/24/2019 11:39:22 AM

Signed: 6/24/2019 11:39:28 AM

## Electronic Record and Signature Disclosure:

Accepted: 6/24/2019 11:39:22 AM

ID: beee256e-ff90-448a-be60-d2275188b51a

## 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)

**COPIED**

Sent: 6/24/2019 11:39:29 AM

Viewed: 6/24/2019 2:53:35 PM

## Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Carbon Copy Events	Status	Timestamp
Kathy Kasinger kkasinger@fontana.org Security Level: Email, Account Authentication (None)	<div>COPIED</div>	Sent: 6/24/2019 11:39:30 AM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		

Witness Events	Signature	Timestamp
----------------	-----------	-----------

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

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	6/24/2019 11:39:30 AM
Certified Delivered	Security Checked	6/24/2019 11:39:30 AM
Signing Complete	Security Checked	6/24/2019 11:39:30 AM
Completed	Security Checked	6/24/2019 11:39:30 AM

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, US 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.