

**MINUTES OF THE CITY OF FONTANA
REGULAR PLANNING COMMISSION MEETING
March 2, 2021
Available Remotely**

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, March 2, 2021, in the Grover W. Taylor Council Chambers located at 8353 Sierra Avenue, Fontana, California. Vice Chairperson Fort called the meeting to order at 6:03 p.m.

Present: Vice Chairperson Fort, Commissioner Sanchez, Commissioner Sangha, Commissioner Gordon and Commissioner Thrasher.

Absent: None.

Also Present: Attorney Todd R. Leishman; Interim Community Development Director Orlando Hernandez; Senior Planner DiTanyon Johnson; Planning Technician Mai Thao; 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 Commissioner Thrasher.

SPECIAL PRESENTATIONS:

A. Recognition of Planning Commissioner:

The Planning Commission recognized former Commissioner Angela Garcia, for her two years of service to the City of Fontana as a Planning Commissioner.

B. 2020 General Plan Annual Progress Report

Interim Community Development Director Orlando Hernandez provided the staff report.

ACTION: The Planning Commission forwarded the 2020 General Plan Annual Progress Report and recommended that the City Council receive the report and direct staff to send the report to the Governor's Office of Planning and Research (OPR) and the State Department of Housing and Development before April 1, 2021.

PUBLIC COMMUNICATIONS:

A. Public Communications:

None.

CONSENT CALENDAR:

A. Approval of Minutes:

Approve the Regular Planning Commission Meeting Minutes of February 16, 2021.

ACTION: A motion was made by Commissioner Gordon and seconded by Commissioner Sangha to approve the Minutes of the February 16, 2021, Planning Commission Meeting. Motion passed by a vote of 5-0-0. (AYES: Fort, Gordon, Sanchez, Sangha, Thrasher; NOES: None; ABSTAIN: None)

PUBLIC HEARINGS:

A. Master Case No. 20-102; Conditional Use Permit No. 21-003 - A request to increase the height of three (3) individual channel letter wall signs and install one (1) secondary wall sign on an existing commercial building.

Planning Technician Mai Thao provided the staff report.

The Public Hearing was opened.

Speaking for the applicant, Carlos Avila.

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

No communication was received in favor or opposition.

The Public Hearing was closed.

ACTION: Motion was made by Commissioner Fort and seconded by Vice Chairperson Sangha to adopt **Resolution PC No. 2021-009**; 1) Determine that the project is categorically exempt pursuant to Section No. 15301 (Class No. 1, Existing Facilities), 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 Conditional Use Permit No. 21-003. Motion passed by a vote of 5-0. (AYES: Fort, Gordon, Sanchez, Sangha, Thrasher; NOES: None; ABSTAIN: None)

UNFINISHED BUSINESS:

A. None.

NEW BUSINESS:

A. Election of Planning Commission Officers

ACTION: A motion was made by Commissioner Thrasher and seconded by Commissioner Gordon to nominate Commissioner Sanchez to serve as Chairperson. Motion passed by a vote of 4-1-0. (AYES: Gordon, Sanchez, Sangha, Thrasher; NOES: Fort; ABSTAIN: None)

ACTION: A motion was made by Commissioner Sanchez and seconded by Commissioner Thrasher to nominate Commissioner Sangha to serve as Vice Chairperson. Motion passed by a vote of 5-0-0. (AYES: Fort; Gordon, Sanchez, Sangha, Thrasher; NOES: None; ABSTAIN: None)

ACTION: A motion was made by Commissioner Gordon to nominate Commissioner Fort to serve as Secretary. Vice Chairperson Fort declined the nomination.

ACTION: A motion was made by Commissioner Sanchez and seconded by Commissioner Fort to nominate Commissioner Gordon to serve as Secretary. Motion passed by a vote of 5-0-0. (AYES: Fort; Gordon, Sanchez, Sangha, Thrasher; NOES: None; ABSTAIN: None)

DIRECTOR COMMUNICATIONS:

A. Director Communications:

Planning Commission reviewed an update of future City Council Agenda items for the March 9, 2021, March 23, 2021, and April 13, 2021, meetings for the Planning Commission's information; and an update of future Planning Commission items for the March 9, 2021, March 10, 2021, March 16, 2021, and April 6, 2021, regular meetings for the Planning Commission's information.

Interim Community Development Director Orlando Hernandez notified the Planning Commissioners that the City of Fontana had hired Phil Burum as the new Deputy City Manager.

Deputy City Manager Burum introduced himself to the Planning Commission.

The Planning Commissioners welcomed Deputy City Manager Burum to the City of

Fontana.

Interim Community Development Director Hernandez announced that all public communication at the next Planning Commission meeting will be live calls.

Interim Community Development Director Hernandez reminded the Commissioners that March will be a busy month with the following schedule:

- March 9, 2021, Joint Workshop with City Council on the Arboretum Specific Plan
- March 10, 2021, Planning Commission Joint Training with the Parks, Community and Human Services Commission
- March 16, 2021, Planning Meeting
- March 23, 2021, Joint Workshop with City Council

COMMISSION COMMENTS:

A. Planning Commission Remarks:

Commissioner Fort congratulated the newly elected Planning Commission Officers.

Vice Chairperson Sangha thanked staff for the staff reports and the IT department for setting up this virtual meeting.

Vice Chairperson Sangha spoke on the importance of signage for businesses.

Vice Chairperson Sangha spoke on states opening up fully and is looking forward to the City of Fontana getting back to normal.

Commissioner Thrasher thanked the IT staff for their work on this meeting and staff for the work behind the scenes.

Secretary Gordon thanked IT and City staff for all they do.

Secretary Gordon thanked Commissioner Fort for her service and leadership as Vice Chairperson.

Secretary Gordon congratulated the newly appointed Planning Commission Officers.

Secretary Gordon requested thoughts and prayers for his friend who was stabbed when he was out on a call for service.

Chairperson Sanchez thanked Commissioner Fort for her service on the Planning Commission.

Chairperson Sanchez congratulated the newly appointed Planning Commission Officers.

Chairperson Sanchez spoke on getting back to normal.

Chairperson Sanchez thanked all first responders.

WORKSHOP:

A. Fountain City Villas - 10 Unit Multi-Family Development - Fernando Herrera, Assistant Planner

ADJOURNMENT:

By consensus, the meeting adjourned in honor of Secretary Gordon's friend, all first responders, and all Covid 19 victims at 6:40 p.m. to a Joint City Council and Planning Commission Workshop on Tuesday, March 9, 2021, then to a Joint Boards and Commission Virtual Training on Wednesday, March 10, 2021 at 5:30 p.m., and then to the next Regular Planning Commission Meeting on Tuesday, March 16, 2021, at 6:00 p.m.

(Due to the evolving situation with the COVID-19 Novel Coronavirus and the health recommendations for social distancing from the Center of Disease Control (CDC)), THE CITY OF FONTANA PLANNING COMMISSION MEETING OF MARCH 16, 2021 AT 6:00 P.M. SHALL BE AVAILABLE TO THE PUBLIC REMOTELY.

DocuSigned by:

Ysela Aguirre

6215EB89E9C04DA...

Ysela Aguirre
Commission Secretary

THE FOREGOING MINUTES WERE APPROVED BY THE PLANNING COMMISSION ON THE 16TH DAY OF MARCH 2021.

DocuSigned by:

Idilio Sanchez

9B0B2194CA3F4CD...

Idilio Sanchez
Chairperson

Certificate Of Completion

Envelope Id: D01B6372427B4077B4B439E805CDBBDF

Status: Completed

Subject: Please DocuSign: PC Minutes of 03-02-2021.pdf

Source Envelope:

Document Pages: 5 Signatures: 2

Envelope Originator:

Certificate Pages: 5 Initials: 0

City Clerk

AutoNav: Enabled

8353 Sierra Avenue

EnvelopeD 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

3/17/2021 10:00:05 AM

clerks@fontana.org

Signer Events

Signature

Timestamp

Ysela Aguirre

yselac13@aol.com

Security Level: Email, Account Authentication (None)



Sent: 3/17/2021 10:00:09 AM

Signature Adoption: Pre-selected Style

Viewed: 3/21/2021 7:45:04 PM

Using IP Address: 76.206.62.154

Signed: 3/21/2021 7:52:00 PM

Electronic Record and Signature Disclosure:

Accepted: 3/21/2021 7:45:04 PM

ID: 30e3778d-ce4b-4967-984f-0df6b05dc8f2

Idilio Sanchez

idilio.ms@abscollision.co

PRESIDENT

Security Level: Email, Account Authentication (None)



Sent: 3/21/2021 7:52:01 PM

Viewed: 3/22/2021 12:48:55 PM

Signed: 3/22/2021 1:04:40 PM

Signature Adoption: Drawn on Device

Using IP Address: 162.233.247.103

Electronic Record and Signature Disclosure:

Accepted: 8/8/2017 3:02:52 PM

ID: c08a4011-f4e8-46b0-a1cb-9233fcdb1d37

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

Evelyne Ssenkoloto

essenkol@fontana.org

Security Level: Email, Account Authentication (None)



Sent: 3/22/2021 1:04:41 PM

Viewed: 3/22/2021 3:57:22 PM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Carbon Copy Events	Status	Timestamp
Kathy Kasinger kkasinger@fontana.org Records Coordinator Security Level: Email, Account Authentication (None)	COPIED	Sent: 3/22/2021 1:04:41 PM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	3/17/2021 10:00:10 AM
Certified Delivered	Security Checked	3/22/2021 12:48:55 PM
Signing Complete	Security Checked	3/22/2021 1:04:40 PM
Completed	Security Checked	3/22/2021 1:04:41 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: ctejeda@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 ctejeda@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 ctejeda@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 ctejeda@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">•Allow per session cookies•Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection

** 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.