



# **City of Fontana**

## **Planning Commission**

### **Minutes**

Cathline Fort, Chair  
Raj Sangha, Vice Chair  
Idilio Sanchez, Secretary  
Matthew Gordon, Commissioner  
Ralph Thrasher, Commissioner

---

**Tuesday, July 6, 2021**

**6:00 PM**

**Grover W. Taylor Council Chambers**

---

#### **WORKSHOP:**

**A. 5:30 p.m. - Granicus/Legistar Training for Planning Commission - Rami Asad, IT Business Analyst II**

The Planning Commission Workshop was held on Tuesday, July 6, 2021.

Chair Fort called the Workshop to order at 5:34 p.m. with Vice Chair Sangha, Secretary Sanchez, and Commissioners Gordon and Thrasher present.

Business Analyst II, Rami Asad provided an overview of the new agenda software, Granicus/Legistar and provided training to the Planning Commission on the voting module feature of the system.

The Workshop adjourned at 5:53 p.m.

#### **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 15, 2021. Chairperson Fort called the meeting to order at 6:03 p.m.

**Present:** Cathline Fort, Vice Chair Raj Sangha, Secretary Idilio Sanchez, Matthew Gordon and Ralph Thrasher

#### **INVOCATION/PLEDGE OF ALLEGIANCE:**

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

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

**PUBLIC COMMUNICATIONS:****A. Public Communications:**

The following individual spoke during Public Communications:

Elizabeth Sena spoke in regards to trucks on Cherry Avenue and setting standards for past and future developments. In addition, she spoke to being at the meeting in-person because this is the only option available to the residents.

**CONSENT CALENDAR:****A. Approval of Minutes**

Approve the Regular Planning Commission Meeting Minutes of June 15, 2021.

**ACTION: Motion was made by Commissioner Gordon, seconded by Secretary Sanchez, and passed unanimously by a vote of 5-0 to adopt this . The motion carried by the following vote:**

**Aye:** Chairperson Fort, Vice Chair Sangha, Secretary Sanchez,  
Commissioner Gordon and Commissioner Thrasher

**PUBLIC HEARINGS:**

**PH-A Master Case Number 21-042, Design Review Project No. 21-016, Tentative Parcel Map No. 20425 (TPM 21-009) for the consolidation of four (4) existing parcels into one (1) and for the site and architectural review of a proposed 106-unit multi-family apartment project along with associated improvements on a 3.63-acre site, that will be developed in two phases.**

Chair Fort opened Public Hearing A.

Fernando Herrera, Assistant Planner noted that there was a typo on the staff report and wanted to bring that to the commissions' attention. He presented the staff report.

The commission discussed the architecture and the project being gated. Also, further discussion took place on the entrance and exit of the project.

No one spoke in favor or opposition of project.

Applicant Barbara Monroy read, and agreed to the conditions of approval. Ms. Monroy further expressed her excitement for bringing a quality multi-family project to the city.

Chair Fort closed the Public Hearing.

**RECOMMENDATION:**

**Based on the information in the staff report and subject to the attached Findings and Conditions of Approval, staff recommends that the Planning Commission adopt Resolution PC No. 2021-029; and,**

**1. Determine that the project is categorically exempt pursuant to Section No. 15332 (Class No. 32, Infill Development), and Section No. 3.22 of the 2019 Local Guidelines for Implementing the CEQA, and direct staff to file a Notice of Exemption; and,**

**2. Approve Tentative Parcel Map No. 20425 (TPM 21-009) and,**

**3. Approve Design Review Project No. 21-016.**

**ACTION:**

**Motion was made by Secretary Sanchez, seconded by Commissioner Gordon, and passed unanimously by a vote of 5-0 to adopt this Public Hearing. The motion carried by the following vote:**

**Aye:** Chairperson Fort, Vice Chair Sangha, Secretary Sanchez,  
Commissioner Gordon and Commissioner Thrasher

**PH-B Master Case No. 21-034; Design Review Project No. 21-003 - A request to review and approve a site and architectural review of an approximately 92,433 concrete tilt-up warehouse building.**

Chairperson Fort opened Public Hearing Item B.

Paul Gonzales, Senior Planner provide the staff report.

Staff notified the commission that he did receive two phone calls regarding the project, and also mentioned that he received an opposition letter for which responses were provided.

Applicant Tom Ashcraft read, and agreed to the conditions of approval.

The commission discussed framing and color for the project, and added a condition to the project to "add black framing in between the windows". The applicant agreed to this added condition.

The following individuals spoke in opposition for this item:

Nylan Greco  
Jennifer Cardenas  
Elizabeth Sena  
Janet Bernabe

Andrea Meza  
Robert Gonzalez  
Jasmine Cunningham  
Ana Gonzalez  
Janet Meza  
Angel Morales

The following individual signed up to speak through e-comment, but was not present when she was called upon:

Cynthia Gonzales

Public Hearing was closed.

A recess was called at 7:00 p.m., and the meeting reconvened at 7:04 p.m.

The commission asked staff to discuss the concerns addressed by the public.

Staff discussed the California Environmental Quality Act (CEQA) Exemption, and he further discussed the Public Hearing Notices that are sent out to the properties surrounding the project within 660 feet. In addition, he discussed other items addressed by the residents and the commission.

The commission and staff further discussed zoning for the project and allowed uses.

The commission and staff discussed impacts to the adjacent elementary school.

The commission and staff discussed accessing the project off of Valley Boulevard.

#### **RECOMMENDATION:**

**Based on the information contained in this staff report, and subject to the attached Findings and Conditions of Approval staff recommends that the Planning Commission adopt Resolution PC No. 2021 - 030, to:**

- 1. Determine that the project is Categorically Exempt pursuant to Section No. 15332, Class 32, (In-Fill Development) of the California Environmental Quality Act and per Section No. 3.18 of the 2019 Local Guidelines for Implementing the California Environmental Quality Act, direct staff to file a Notice of Exemption; and,**
- 2. Approve Design Review No. 21-003.**

**MOTION:**

**Motion was made by Commissioner Gordon, seconded by Commissioner Thrasher, and passed unanimously by a vote of 5-0 to adopt this Public Hearing. The motion carried by the following vote:**

**Aye:** Chairperson Fort, Vice Chair Sangha, Secretary Sanchez, Commissioner Gordon and Commissioner Thrasher

**UNFINISHED BUSINESS:**

**A. None**

**NEW BUSINESS:**

**A. None**

**DIRECTOR COMMUNICATIONS:**

**A. Director Communications:**

There were no Director communications received.

**COMMISSION COMMENTS:**

**A. Planning Commission Remarks:**

Commissioner Sanchez spoke to the concerns of the residents and their emotions; he spoke to the rights of the home owners and the rights of property owners, who are exercising their rights to developed within appropriate zoning. Furthermore, he discussed approving projects based on what guidelines they have, as a commission, and within the parameters of the law. He also encouraged home owners who live adjacent to vacant land to question the zoning of that land, so that they can have an idea of what can possibly be built in that area in the future.

Commissioner Sanchez wished everyone a Belated Happy 4th of July.

Commissioner Gordon expressed his support to Senior Planner Paul Gonzales for the factual and well prepared report. In addition, he commented on making decisions based on facts, logic, and reason. and not emotions. Furthermore, he spoke to trying to get back to normal and expressed that prior to the pandemic (Covid), the public did not have the ability to call-in to make comments.

Vice Chair Sangha thanked staff for the factual information, which allowed him to make a fair and easy decision. In addition, he commented on the need for warehouses due online shopping. He further stated that because the demand is there warehouses are being developed.

Vice Chair Sangha thanked everyone for the opportunity to serve, and expressed his hopes to ensure that all the projects that are coming into the city are safe and sound developments. Furthermore, he thanked everyone for watching at home.

Chair Fort expressed her appreciation to staff for preparing the reports and conveyed that it narrows down to reviewing the information provided such as zoning requirements, conditions of approval, and the various codes throughout the city. In addition, she commented that for each project they also have environmental information, such as air quality, noise, street improvements, and other information like the General Plan designation. She further explained, that the General Plan is a 20 year plan, and that the projects before them at the meeting were in accordance with the General Plan Guidelines and Zoning Requirements. Moreover, she commented that if aesthetics were discussed, it is only one item from the many on the list that they, as a commission, have to review and consider for each project.

Chair Fort expressed her appreciation for the community as they participate during the public meetings. She further mentioned when the community expresses their concerns, whether it is for or against a project, that is when change begins to happen. She further explained that changes might not happen over night, but they will happen in accordance to the Development Code, Zoning, and other guidelines.

Chair Fort appreciates all public comments. However, being a public meeting, the participants need to be respectful to one another, and the use of profanity and distracting noises to disrupt the meeting will not be tolerated because the meetings need to run in an orderly manner. Furthermore, by being mindful, it allows other community members to continue expressing their comments at the public meetings.

Chair Fort encouraged the community members to continue to attend the public meetings to express their concerns, but to do it in an orderly fashion, so that the meetings can run accordingly, and so that everyone has an opportunity to let their voice be heard.

## ADJOURNMENT:

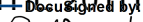
By consensus, the meeting adjourned at 7:24 p.m. to the next Regular Planning Commission Meeting on Tuesday, July 20, 2021, at 6:00 p.m. in the Grover W. Taylor Council Chambers located at 8353 Sierra Avenue, Fontana, California.

  
DocuSigned by

AF859A3629654BA

Maria Torres  
Administrative Secretary

THE FOREGOING MINUTES WERE APPROVED BY THE PLANNING COMMISSION ON  
THE 20TH DAY OF JULY 2021.

  
DocuSigned by

5BB48144177E4AC

Cathline Fort  
Chairperson

**Certificate Of Completion**

Envelope Id: 2D5774B9DBB346CC956A8B09A5173E25  
 Subject: Please DocuSign: PC Minutes of 07-06-2021.pdf  
 Source Envelope:  
 Document Pages: 6  
 Certificate Pages: 5  
 AutoNav: Enabled  
 Envelope 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  
 7/21/2021 10:56:19 AM

Holder: City Clerk  
 clerks@fontana.org

Location: DocuSign

**Signer Events**

Maria Torres  
 mtorres@fontana.org  
 Security Level: Email, Account Authentication  
 (None)

**Signature**

DocuSigned by:  
  
 AE859A3629654BA...

Signature Adoption: Pre-selected Style  
 Using IP Address: 192.146.186.121

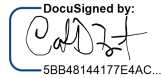
**Timestamp**

Sent: 7/21/2021 10:56:24 AM  
 Viewed: 7/21/2021 10:58:21 AM  
 Signed: 7/21/2021 10:58:33 AM

**Electronic Record and Signature Disclosure:**

Accepted: 7/21/2021 10:58:21 AM  
 ID: b0371f06-e93d-4306-b02d-5a941d835817

Cathline Fort  
 cathlinefort@verizon.net  
 Security Level: Email, Account Authentication  
 (None)

DocuSigned by:  
  
 5BB48144177E4AC...

Signature Adoption: Drawn on Device  
 Using IP Address: 23.241.144.8  
 Signed using mobile

Sent: 7/21/2021 10:58:34 AM  
 Resent: 7/29/2021 2:01:00 PM  
 Viewed: 8/8/2021 9:58:25 PM  
 Signed: 8/8/2021 9:59:02 PM

**Electronic Record and Signature Disclosure:**

Accepted: 8/8/2021 9:58:25 PM  
 ID: 76764d03-5a20-40e7-a2b4-6b04860cc61a

**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: 8/8/2021 9:59:04 PM  
 Viewed: 8/9/2021 8:00:38 AM

**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)	<div>COPIED</div>	Sent: 8/8/2021 9:59:04 PM
<b>Electronic Record and Signature Disclosure:</b> Accepted: 5/20/2021 8:09:42 AM ID: 607ac5a5-80e4-4ddd-a907-623974f63792		

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

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

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	7/21/2021 10:56:24 AM
Certified Delivered	Security Checked	8/8/2021 9:58:25 PM
Signing Complete	Security Checked	8/8/2021 9:59:02 PM
Completed	Security Checked	8/8/2021 9:59:04 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.