



**City of Fontana
Planning Commission
Minutes**

Cathline Fort, Chair
Idilio Sanchez, Vice Chair
Ralph Thrasher, Secretary
Raj Sangha, Commissioner
Ricardo Quintana, Commissioner

Tuesday May 2, 2023 6:00 P.M. 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, May 2nd, 2023. Chair Fort called the meeting to order at 6:02 p.m.

Present: Chair Fort, Commissioners Sangha and Quintana

Absent: Vice Chair Sanchez and Secretary Thrasher

INVOCATION/PLEDGE OF ALLEGIANCE:

A. Invocation/Pledge of Allegiance:

Following the Invocation by Chair Fort, the Pledge of Allegiance was led by Commissioner Quintana.

PUBLIC COMMUNICATIONS:

A. Public Communications:

None.

CONSENT CALENDAR:

A. Approval of Minutes:

Approve the Regular Planning Commission Meeting Minutes of April 18th, 2023.

ACTION: A Motion was made by Commissioner Sangha and seconded by Commissioner Quintana and passed by a vote of 3-0-2 to approve the Consent Calendar.

The motion carried by the following vote:

AYES: Fort, Sangha and Quintana; NOES: None; ABSTAIN: None.

ABSENT: Sanchez and Thrasher

PH-A Master Case No. 22-089: Tentative Parcel Map No. 20560 (Tentative Parcel Map No. 22-046) and Design Review No. 22-046. A proposal for a tentative parcel map to consolidate two parcels into one and site and architectural review for the construction of an industrial commerce center building totaling approximately 100,256 square feet on 4.89 adjusted gross acres. (Continued from April 18, 2023).

Chair Fort opened Public Hearing

Candida Neal, Planning Contractor, presented the staff report and answered questions of the commission.

The commission asked staff for clarification on the amount of feet for stacking of the project.

Another discussion took place between the commission and staff regarding a possible walkable pedestrian sidewalk.

The applicant, Clark Neuhoff, stated that he read and agreed to the Conditions of Approval.

The applicant, and commission discussed the building design of the project.

The project architect spoke regarding the pedestrian path and the walking path width along the edge of the road and the railway.

Additionally, the commission and staff discussed a typical width and minimum requirements of a sidewalk.

No one spoke in favor or opposition of this item.

The Public Hearing was closed.

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. 2023- 020; and,

- 1. Adopt the Addendum and Mitigation, Monitoring, and Reporting Program to the Southwest Industrial Park Specific Plan Program Environmental Impact Report (SCH NO. 2009091089) and direct staff to file a Notice of Determination; and,**
- 2. Approve Tentative Parcel Map No. 20630 (Tentative Parcel Map No. 22-046)**
- 3. Approve Design Review No. 22-046**

ACTION: Motion was made by Commissioner Quintana and seconded by Commissioner Sangha and passed by a vote of 3-0-2 to adopt Resolution PC No. 2023-020; Approve Master Case No. 22-089; Tentative Parcel Map No. 20630 (Tentative Parcel Map No. 22-046) and Approve Design Review No. 22-046.

The motion carried by the following vote:

AYES: Fort, Sangha and Quintana; **NOES:** None; **ABSTAIN:** None.

ABSENT: Sanchez and Thrasher

PH-B Master Case No. 22-019: Conditional Use Permit 22-005 and Administrative Site Plan No. 22-004 - Request to establish a truck sales facility consisting of a sales office, display area, service/repair bays and wash station on a lot totaling approximately 2.7 gross acres.

Chair Fort opened Public Hearing.

George Velarde, Assistant Planner, presented the staff report and answered questions of the commission.

The commission asked for clarification on additional changes on the design or usage compared to when the project was first approved.

Staff confirmed that there were no significant changes to the project.

The commission and staff discussed the Spanish style architecture of the project.

Staff commented on the architectural compatibility of the project. The commission briefly commented on their concerns regarding other contemporary design projects and future developments surrounding the project.

The commission also asked for clarification on hours of operation for the project.

The applicant, Paula Glez, stated that she read and agreed to the Conditions of Approval and commented on the design and elements of the project.

No one spoke in favor or opposition of this item.

The Public Hearing was closed.

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. 2023-021; and,

- 1. Determine that the proposed project is exempt pursuant to Section 15322 Class 32, (In-Fill Development Projects) and Section 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. 22-005 and Administrative Site Plan No. 22-004.**

ACTION: Motion was made by Commissioner Sangha and seconded by Commissioner Quintana and passed by a vote of 3-0-2 to; adopt Resolution PC No. 2023-021 and approve Conditional Use Permit No. 22-005 and Administrative Site Plan No. 22-004.

The motion carried by the following vote:

AYES: Fort, Sangha and Quintana; **NOES:** None; **ABSTAIN:** None.

ABSENT: Sanchez and Thrasher

DIRECTOR COMMUNICATIONS:

A. Director Communications:

None.

COMMISION COMMENTS:

A. Public Communication Commission Comments:

Commissioner Sangha thanked both the IT Department and Planning staff for setting up the meeting and for providing the needed information to make necessary decisions; thanked everyone for the opportunity to serve.

Commissioner Quintana commented on his recent attendance to the “Special Needs Resource Fun Day”.

Chair Fort commented on the various projects that come through for review to the Planning Commission and spoke briefly regarding their consistency and contemporary designs.

ADJOURNMENT:

Chair Fort adjourned the meeting at 6:43 p.m. to the next Regular Planning Commission Meeting on Tuesday, May 16, 2023, at 6:00 p.m. in the Grover W. Taylor Council Chambers located at 8353 Sierra Avenue, Fontana, California.

Susana Gallardo

Susana Gallardo
Specialist to the Deputy City Clerk

**THE FOREGOING MINUTES WERE APPROVED BY THE PLANNING COMMISSION
ON THE 16th DAY OF MAY 2023.**

Cathline Fort

Cathline Fort
Chairperson

Certificate Of Completion

Envelope Id: 44F6EBC8349F411A91B08A82DABDF9E6

Status: Completed

Subject: Complete with DocuSign: PC Minutes of 5-2-2023.pdf

Source Envelope:

Document Pages: 5

Signatures: 2

Envelope Originator:

Certificate Pages: 5

Initials: 0

Maria Torres

AutoNav: Enabled

8353 Sierra Avenue

EnvelopeD Stamping: Enabled

Fontana, CA 92335

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

mtorres@fontana.org

IP Address: 192.146.186.123

Record Tracking

Status: Original

Holder: Maria Torres

Location: DocuSign

5/22/2023 | 11:29 AM

mtorres@fontana.org

Signer Events**Signature****Timestamp**

Susana Gallardo



Sent: 5/22/2023 | 11:30 AM

sgallardo@fontana.org

Viewed: 5/30/2023 | 07:57 AM

Security Level: Email, Account Authentication
(None)

Signed: 5/30/2023 | 07:58 AM

Signature Adoption: Pre-selected Style

Using IP Address: 192.146.186.96

Electronic Record and Signature Disclosure:

Accepted: 5/30/2023 | 07:57 AM

Sent: 5/30/2023 | 07:58 AM

ID: 0e310b1b-d906-4d72-9b6a-322bf9b8798a

Cathline Fort



Viewed: 6/3/2023 | 10:33 PM

cathlinefort@verizon.net

Signed: 6/3/2023 | 10:34 PM

Security Level: Email, Account Authentication
(None)

Signature Adoption: Drawn on Device

Using IP Address: 75.83.120.169

Signed using mobile

Electronic Record and Signature Disclosure:

Accepted: 6/3/2023 | 10:33 PM

Sent: 6/3/2023 | 10:33 PM

ID: c2bd53b5-c9b6-4ed5-a8f6-ebd01a7387d0

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**

Maria Torres

mtorres@fontana.org

Security Level: Email, Account Authentication
(None)

Sent: 6/3/2023 | 10:34 PM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Resent: 6/3/2023 | 10:34 PM

Carbon Copy Events

Kathy Kasinger
Kkasinger@fontana.org
Records Coordinator
Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:

Accepted: 5/16/2023 | 05:38 PM
ID: c327c353-c4d8-46fb-ac8c-154c727c936d

Status**COPIED****Timestamp**

Sent: 6/3/2023 | 10:34 PM
Viewed: 6/5/2023 | 11:14 AM

Witness Events**Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Sent
Certified Delivered
Signing Complete
Completed

Hashed/Encrypted
Security Checked
Security Checked
Security Checked

5/22/2023 | 11:30 AM
6/3/2023 | 10:33 PM
6/3/2023 | 10:34 PM
6/3/2023 | 10:34 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.