

**MINUTES OF THE CITY OF FONTANA  
REGULAR PLANNING COMMISSION MEETING  
January 19, 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, January 19, 2021, in the Grover W. Taylor Council Chambers located at 8353 Sierra Avenue, Fontana, California. Chairperson Quiroga called the meeting to order at 6:06 p.m.

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

Absent: None

Also Present: Attorney Kylee Otto; Interim Director of Community Development Orlando Hernandez; Senior Planner Paul Gonzales; Assistant Planner Fernando Herrera; Assistant Planner Cecily Sessions-Goins; Assistant Planner Alejandro Rico; Assistant Planner George Velarde; and Commission Secretary Ysela Aguirre.

**INVOCATION/PLEDGE OF ALLEGIANCE:**

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

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

**PUBLIC COMMUNICATIONS:**

**A. Public Communications:**

None.

**CONSENT CALENDAR:**

**A. Approval of Minutes:**

Approve the Regular Planning Commission Meeting Minutes of December 15, 2020.

**ACTION:** A motion was made by Commissioner Fort and seconded by Commissioner Sangha to approve the Minutes of the December 15, 2020, Planning Commission Meeting. Motion passed by a vote of 4-0. (AYES: Quiroga, Fort, Sanchez, Sangha; NOES: None; ABSTAIN: None)

**PUBLIC HEARINGS:**

**A. Master Case No. 20-064; Conditional Use Permit No. 20-021; Administrative Site Plan No. 20-016 - A request for a Conditional Use Permit for the proposed operation of a trailer sales office; and an Administrative Site Plan is a proposal for site and architectural review for the conversion of an existing residence into a trailer sales office and associated improvements.**

Assistant Planner Fernando Herrera provided the staff report.

Discussion was held on the hours of operation.

Discussion was held on what types of trailers would be sold.

The Public Hearing was opened.

Speaking for the applicant, Suresh Doddiah, spoke on not having truck maintenance on site.

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

Discussion was held on there being no storage of trailers besides those sold.

No communication was received in favor or opposition.

The Public Hearing was closed.

**ACTION:** Motion was made by Commissioner Sanchez and seconded by Commissioner Fort to adopt **Resolution PC No. 2021-001**; 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 the CEQA, and direct staff to file a Notice of Exemption; 2) Approve Administrative Site Plan No. 20-016; and Approve Conditional Use Permit No. 20-021. Motion passed by a vote of 4-0. (AYES: Quiroga, Fort, Sanchez, Sangha; NOES: None; ABSTAIN: None)

**B. Master Case No. 20-067; Conditional Use Permit No. 20-027; Administrative Site No. 20-018 - A request for a Conditional Use Permit for the proposed operation and modification of an existing place of public assembly; and an Administrative Site Plan is a proposal for the proposed modifications to the site.**

Assistant Planner Fernando Herrera provided the staff report.

Discussion was held on the parking requirements and possible street parking.

The Public Hearing was opened.

Speaking for the applicant, Ricky Sevilla.

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 Commissioner Sangha to adopt **Resolution PC No. 2021-002** subject to the attached conditions of approval; 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 the CEQA, and direct staff to file a Notice of Exemption; 2) Approve Conditional Use Permit No. 20-027; and, 3) Approve Administrative Site Plan No. 20-018. Motion passed by a vote of 4-0. (AYES: Quiroga, Fort, Sanchez, Sangha; NOES: None; ABSTAIN: None)

**C. Master Case No. 20-056; Conditional Use Permit No. 20-020; Administrative Site Plan No. 20-012 - A request for a Conditional Use Permit for the proposed operation of self-service fuel station and carwash; and an Administrative Site Plan as a proposal for the architecture and design review for the self-service fuel station, carwash, convenience store, and retail space along with associated improvements.**

Assistant Planner Fernando Herrera provided the staff report.

Staff received communication from Cesar Padilla in support of the project.

Discussion was held on the policy to have gas stations face inward; Interim Director of Community Development Orlando Hernandez clarified that there was no policy in place and spoke on the reasons for the proposed layout of this project.

Discussion was held on possible tenants in the retail space of the project.

Discussion was held on the location of the car wash and the noise impacts to the adjacent properties.

The Public Hearing was opened.

Speaking for the applicant, Alex Cuevas, spoke on the retail tenants not being known at this time; the reverse layout being dangerous because the police cannot see inside the store if they drive by; and the noise mitigating factors.

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

Michael Tahan spoke on being consistent and having the same types of projects having the same types of requirements.

Discussion was held on changes not being made at the staff level.

Discussion was held on the reasons this project is laid out differently than a previous similar project.

Discussion was held on sticking to the policy that is put in place or if it is amended, notifying the Planning Commission.

Discussion was held on San Bernardino County owning the alley behind the buildings.

Interim Director of Community Development Hernandez spoke on the types of policies the Planning Department must follow. Requiring reversed gas stations is "planning's preference" that can be implemented when appropriate.

Discussion was held on the specific set of circumstances that led to this design.

The applicant spoke on the project being delayed if the layout has to be reversed.

The Public Hearing was closed.

Discussion was held on continuing this item to a future meeting.

**ACTION:** Motion was made by Commissioner Sangha and seconded by Commissioner Fort to adopt **Resolution PC No. 2021-003**; 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; 2) Approve Conditional Use Permit No. 20-020; and, 3) Approve Administrative Site Plan No. 20-012. Motion passed by a vote of 4-0. (AYES: Quiroga, Fort, Sanchez, Sangha; NOES: None; ABSTAIN: None)

A five minute recess was called.

**D. Master Case No. 20-032; Minor Use Permit No. 20-004; Design Review Project No. 20-008 - The Minor Use Permit is request to establish a senior housing facility in a commercial zoning district; and the Design Review is a request for site and architectural review of a 59,860 square foot senior housing facility to include forty-seven (47) 1-bedroom units and eleven (11) 2-bedroom units for a total of fifty-eight (58) units.**

Assistant Planner Cecily Session-Goins provided the staff report.

The Public Hearing was opened.

Speaking for the applicant, Sam Hanna.

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 Sanchez and seconded by Commissioner Sangha to adopt **Resolution PC No. 2021-004**; 1) Determine that the project is Categorically Exempt pursuant to Section No. 15332 (Class No. 32, In-Fill Development Project) of the CEQA and Section No. 3.22 of the 2019 Local Guidelines for Implementing the California Environmental Quality Act, and direct staff to file a Notice of Exemption; 2) Approve Minor Use Permit No. 20-004; and, 3) Approve Design Review No. 20-008. Motion passed by a vote of 4-0. (AYES: Quiroga, Fort, Sanchez, Sangha; NOES: None; ABSTAIN: None)

**E. Master Case No. 20-033; Tentative Parcel Map No. 20214 (TPM 20-007); Design Review Project No. 20-009 - The Tentative Parcel Map is a proposal to consolidate two (2) parcels into one (1) parcel for the development of a logistics and distribution facility; and the Design Review is a proposal to construct an approximately 94,219 square foot logistics and distribution facility on approximately 4.7-acres of land, including approximately 9,000-square feet of office space.**

This project was withdrawn by the applicant.

**ACTION:** Motion was made by Commissioner Sanchez and seconded by Commissioner Fort to accept the applicant's withdrawal. Motion passed by a vote of 4-0. (AYES: Quiroga, Fort, Sanchez, Sangha; NOES: None; ABSTAIN: None)

**F. Master Case No. 20-034; Tentative Parcel Map No. 20215 (TPM No. 20-008); Design Review Project No. 20-010 - The Tentative Parcel Map is a proposal to consolidate three (3) parcels into one (1) parcel; and, the Design Review a proposal to construct an approximately 88,944 square foot warehouse on approximately 4.62 adjusted gross acres.**

Assistant Planner George Velarde provided the staff report.

Staff provided a memo adding condition of approval No. 20A to read as follows "The developer must replace the existing trees on the project site as required by chapter 28, article 3 of municipal code."; and modifying Condition of Approval No. 16 that currently reads "The tract or parcel map shall be recorded prior to the issuance of any permits." will be changed to "The tract or parcel map shall be recorded prior to the issuance of any building permits."

The Public Hearing was opened.

Speaking for the applicant, Christine Saunders.

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

No communication was received in favor or opposition.

**ACTION:** Motion was made by Commissioner Fort and seconded by Commissioner Sangha to adopt **Resolution PC No. 2021-005**; 1) Determine that the proposed project is exempt pursuant to Section 15332 Class 32, (In-fill Development) and Section 15315 Class 15 (Minor Land Divisions) of the California Environmental Quality Act (CEQA) and Section 3.22 of the 2019 Local Guidelines for implementing CEQA, and direct staff to file a Notice of Exemption; 2) Approve Tentative Parcel Map No. 20215 (TPM No. 20-008); and, 3) Approve Design Review No. 20-010 including the changes to the Conditions of Approval. Motion passed by a vote of 4-0. (AYES: Quiroga, Fort, Sanchez, Sangha; NOES: None; ABSTAIN: None)

**G. Master Case No. 20-098; Zoning Code Amendment No. 20-016 - To review and approve a resolution and to recommend to City Council a Zoning Code Amendment to amend the Zoning and Development Code (Chapter 30) to revise Line of site standards and related items, amendments to the manufacturing definition and accessory structures.**

Senior Planner Paul Gonzales provided the staff report.

Discussion was held on the definition of manufacturing.

The Public Hearing was opened.

No communication was received in favor or opposition.

The Public Hearing was closed.

**ACTION:** Motion was made by Commissioner Sanchez and seconded by Commissioner Sangha to adopt **Resolution PC No. 2021-006**; and, forward a recommendation to the City Council to 1) Determine that the project is exempt pursuant to Section 15061 (b) (3) (General Rule Exemption), of the California Environmental Quality Act and Section No. 3.07 of the 2019 Local Guidelines for Implementing CEQA and direct staff to file the Notice of Exemption, and; 2) Adopt an Ordinance amending the Zoning and Development Code (Chapter 30 of the Fontana Municipal Code) as shown in Attachment 1 as referenced herein. Motion passed by a vote of 4-0. (AYES: Quiroga, Fort, Sanchez, Sangha; 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 January 26, 2021, February 9, 2021, and February 23, 2021, meetings for the Planning Commission's information; and an update of future Planning Commission items for the January 26, 2021, February 2, 2021, February 16, 2021, and March 2, 2021, regular meetings for the Planning Commission's information.

Interim Director of Community Development Orlando Hernandez reminded the Planning Commissioners of a Joint Workshop with City Council on January 26, 2021.

## **COMMISSION COMMENTS:**

### **A. Planning Commission Remarks:**

Commissioner Sangha thanked staff for the staff reports and the IT department for setting up these virtual meetings.

Commissioner Sanchez requested tonight's meeting be closed in prayer for peace and uniformity and the country to heal and come together.

Vice Chairperson Fort spoke on having hope and challenged everyone to stay encouraged.

Vice Chairperson Fort spoke on her 84-year old father getting his Covid vaccine; and measures becoming available for the most vulnerable to be safer.

Chairperson Quiroga spoke on everyone adapting, adjusting and growing.

Chairperson Quiroga spoke on loving the city and wanting what is best for Fontana.

Chairperson Quiroga requested prayers for our country and for each other.

Chairperson Quiroga wished everyone a safe peaceful night.

## **WORKSHOP:**

None.

## **ADJOURNMENT:**

By consensus, the meeting adjourned at 8:29 p.m. to a Joint City Council and Planning Commission Meeting Workshop on Tuesday, January 26, 2021; and then to the next Regular Planning Commission Meeting on Tuesday, February 2, 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 FEBRUARY 2, 2021 AT 6:00 P.M. SHALL BE AVAILABLE TO THE PUBLIC REMOTELY.

DocuSigned by:

*Ysela Aguirre*

6245EB80E9C04DA...

Ysela Aguirre  
Commission Secretary

**THE FOREGOING MINUTES WERE APPROVED BY THE PLANNING COMMISSION ON THE 2ND DAY OF FEBRUARY 2021.**

DocuSigned by:

*Daniel Quiroga*

C81A84EE45B54C9...

Daniel Quiroga  
Chairperson



## Certificate Of Completion

Envelope Id: 43A511E2099F4A6FABD09F2A3F88919D	Status: Completed
Subject: Please DocuSign: PC Minutes of 01-19-2021.pdf	
Source Envelope:	
Document Pages: 8	Signatures: 2
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	City Clerk
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	8353 Sierra Avenue
	Fontana, CA 92335
	clerks@fontana.org
	IP Address: 192.146.186.96

## Record Tracking

Status: Original	Holder: City Clerk	Location: DocuSign
2/3/2021 1:06:50 PM	clerks@fontana.org	

## Signer Events

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

## Signature

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

Signature Adoption: Pre-selected Style  
Using IP Address: 76.206.62.154

## Timestamp

Sent: 2/3/2021 1:06:56 PM  
Viewed: 2/3/2021 6:32:01 PM  
Signed: 2/3/2021 6:32:20 PM

**Electronic Record and Signature Disclosure:**  
Accepted: 2/3/2021 6:32:01 PM  
ID: 0c2274ba-b90a-414f-ab64-c6ce4c5a832c

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: 2/3/2021 6:32:21 PM  
Viewed: 2/3/2021 7:20:42 PM  
Signed: 2/3/2021 7:20:52 PM

**Electronic Record and Signature Disclosure:**  
Accepted: 2/3/2021 7:20:42 PM  
ID: d124186d-9519-435c-babf-3d8e99e44650

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: 2/3/2021 7:20:53 PM  
Viewed: 2/4/2021 8:25:49 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)	COPIED	Sent: 2/3/2021 7:20:54 PM
<b>Electronic Record and Signature Disclosure:</b> Accepted: 2/3/2021 11:14:55 AM ID: db212516-f1a2-411c-81ab-cd7b68236240		

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

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

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	2/3/2021 1:06:56 PM
Certified Delivered	Security Checked	2/3/2021 7:20:42 PM
Signing Complete	Security Checked	2/3/2021 7:20:52 PM
Completed	Security Checked	2/3/2021 7:20:54 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"> <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.