



City of Fontana  
Planning Commission  
Minutes

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

---

**Tuesday, September 19, 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, September 19, 2023. Vice Chair Sanchez called the meeting to order at 6:01 p.m.

**Present:** Chair Fort, Vice Chair Sanchez, Commissioners Sangha and Quintana

**Absent:** Secretary Thrasher

**INVOCATION/PLEDGE OF ALLEGIANCE:**

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

Following the Invocation by Ellen Miller, the Pledge of Allegiance was led by Vice Chair Sanchez.

**PUBLIC COMMUNICATIONS:**

**A. Public Communications:**

None.

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

Approve the Regular Planning Commission Meeting Minutes of September 5, 2023.

**ACTION: A Motion was made by Commissioner Sangha and seconded by Vice Chair Sanchez and passed by a vote of 4-0 to approve the Consent Calendar.**

**The motion carried by the following vote:**

**Aye:** Chair Fort, Vice Chair Sanchez, Commissioners Sangha, and Quintana.

**Abstain:** None

**Absent:** Secretary Thrasher

**PUBLIC HEARINGS:**

**PH-A Master Case No. 21-086 and Design Review No. 21-031 - A request for approval to develop seven (7) new single-family dwellings located on seven (7) existing lots totaling approximate 2.1 adjusted gross acres pursuant to a categorical exemption in accordance with CEQA Guidelines section 15332.**

Chair Fort opened Public Hearing.

Jon Dille, Associate Planner presented the staff report and answered questions of the commission.

The Commission and staff discussed the possibility of future Accessory Dwelling Units.

The applicant, Florie Smith, on behalf of Andresen Architecture, stated that she read and agreed to the Conditions of Approval.

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. 2023-031; and,**

- 1. Determine that the project is categorically exempt pursuant to Section No. 15332 (Class No. 32, Infill Development), and Section No. 3.22 (Categorical**

**Exemptions) of the 2019 Local Guidelines for Implementing the CEQA, and direct staff to file a Notice of Exemption; and,**

**2. Approve Design Review No. 21-031.**

**ACTION:** Motion was made by Commissioner Quintana and seconded by Commissioner Sangha and passed by a vote of 4-0 to adopt Resolution PC No. 2023-031; and, approve Master Case No. 21-086; and Design Review No. 21-031 - A request for approval to develop seven (7) new single-family dwellings located on seven (7) existing lots totaling approximate 2.1 adjusted gross acres pursuant to a categorical exemption in accordance with CEQA Guidelines section 15332.

**The motion carried by the following vote:**

**Aye:** Chair Fort, Vice Chair Sanchez, Commissioners Sangha and Quintana.

**Absent:** Secretary Thrasher

**PH-B Master Case No. 21-106, Tentative Tract Map 21-005 (Tract No. 20498) and Design Review No. 21-042; A request for the site and architectural review of forty-six (46) attached row houses with a tot lot and paseos, pursuant to a categorical exemption in accordance with CEQA Guidelines section 15332.**

Chair Fort opened Public Hearing.

Alejandro Rico, Associate Planner presented the staff report and answered questions of the commission.

The commission questioned whether the project was gated and inquired about the project's overflow parking. Another discussion took place regarding the row house design and breakup between structures.

The commission and staff also discussed the tot lot area and surrounding paseo, including lighting along the project's playground and added a condition of approval requiring preparation of a tot lot lighting plan.

The applicant, Mohammad Ali Ghiassi, on behalf Calabash Fontana Holding LLC, stated that he read and agreed to the modifications on the conditions of approval.

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. 2023-032; and,**

- 1. Determine that the project is categorically exempt pursuant to Section No. 15332 (Class No. 32, Infill Development), and Section No. 3.22 (Categorical Exemption) of the 2019 Local Guidelines for Implementing the CEQA, and direct staff to file a Notice of Exemption; and,**
- 2. Approve Tentative Tract Map No. 21-005 (Tract No. 20498) and Design Review No. 21-042.**

**ACTION:** Motion was made Vice Chair Sanchez and seconded by Commissioner Quintana and passed by a vote of 4-0 to adopt Resolution PC No. 2023-032; and, approve Master Case No. 21-106, Tentative Tract Map 21-005 (Tract No. 20498) and Design Review No. 21-042; A request for the site and architectural review of forty-six (46) attached row houses with a tot lot and paseos, pursuant to a categorical exemption in accordance with CEQA Guidelines section 15332; project approved with an addition noted to the Conditions of Approval related to lighting of the tot lot.

**The motion carried by the following vote:**

**Aye:** Chair Fort, Vice Chair Sanchez, Commissioners Sangha and Quintana.

**Absent:** Commissioner Thrasher

**PH-C Master Case No. (MCN) 22-040, General Plan Amendment (GPA) 22-001, and Zoning District Map Amendment (ZCA) No. 22-001 to, pursuant to a Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program, amend the General Plan land use designation from Single-Family Residential (R-SF) to Multi-Family Medium/High Density Residential (R-MFMH) and change the zoning from Single-Family Residential (R-1) to Multi-Family Medium/High Density Residential (R-4) on a site of approximately 6.4 acres. No development is proposed as part of this project.**

Chair Fort opened Public Hearing.

Alexia De La Torre, Assistant Planner presented the staff report and answered questions of the commission.

Assistant Planner De La Torre stated that city staff received various phone calls in opposition of the project and 4 (four) written communications and 2 (two) emails in opposition.

Staff noted that currently there is no physical development proposed for this project.

The commission and staff discussed the mitigated negative declaration and noted that once a project was submitted for approval the study would be amended to evaluate all new project factors.

Another discussion took place regarding sewer lines and how existing residents would be impacted by a potential project.

Lastly, the commission requested clarification on how a new development would affect existing residents' privacy.

The applicant, Jason Korengold, on behalf SP Acquisition LLC., stated that there were no conditions of approval to agree to.

The following individuals spoke in opposition:

- Diane Ohiosumua
- Manuel Jimenez
- Leticia De La Parra
- Duvangmaly Saithavy

Chair Fort closed the Public Hearing.

Chair Fort directed staff to provide clarification on noticing requirements.

**RECOMMENDATION:**

**Based on the information contained in this staff report, staff recommends that the Planning Commission adopt Resolution No. PC 2023-033, and forward a recommendation to the City Council to:**

- 1. Adopt the Initial Study/Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program and direct staff to file a Notice of Determination; and,**
- 2. Adopt a resolution approving General Plan Amendment (GPA) No. 22-001; and,**
- 3. Adopt an ordinance approving Zoning District Map Amendment (ZCA) No. 22-001.**

**ACTION: Motion was made Vice Chair Sanchez and seconded by Commissioner Sangha and passed by a vote of 4-0 to approve Master Case No. (MCN) 22-040, General Plan Amendment (GPA) 22-001, and Zoning District Map Amendment (ZCA) No. 22-001 to, pursuant to a Mitigated Negative Declaration and Mitigation**

**Monitoring and Reporting Program, amend the General Plan land use designation from Single-Family Residential (R-SF) to Multi-Family Medium/High Density Residential (R-MFMH) and change the zoning from Single-Family Residential (R-1) to Multi-Family Medium/High Density Residential (R-4) on a site of approximately 6.4 acres. No development is proposed as part of this project.**

**The motion carried by the following vote:**

**Aye:** Chair Fort, Vice Chair Sanchez, Commissioners Sangha and Quintana.

**Absent:** Commissioner Thrasher

**DIRECTOR COMMUNICATIONS:**

**A. Director Communications:**

None.

**COMMENTS:**

**A. Public Communication Commission Comments:**

Commissioner Quintana thanked city staff for their staff reports and the public for attending tonight's meeting. Commissioner Quintana closed his comments by stating that it is an honor to serve on the Planning Commission.

Commissioner Sangha thanked staff for providing the necessary material for tonight's meeting; expressed his excitement on new housing developments coming to the city and thanked the public for the opportunity to serve.

Vice Chair Sanchez thanked the Planning Department for their assistance; briefly commented on the Housing crisis and thanked the public for attending tonight's meeting and sharing their opinions.

Chair Fort thanked the Planning staff for preparing information for their review which helps make good decisions. Chair Fort also thanked the public for attending tonight's meeting and for sharing their opinions.

**ADJOURNMENT:**

Chair Fort adjourned the meeting at 6:08 p.m. to the next Regular Planning Commission Meeting on Tuesday, October 3, 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 3<sup>rd</sup> DAY OF OCTOBER 2023.**

*Cathline Fort*

---

Cathline Fort  
Chairperson

**Certificate Of Completion**

Envelope Id: 512E8828CEBF45D4A8E02813F8290150  
Subject: Complete with DocuSign: Planning Commission Minutes of 09-19-2023.pdf  
Source Envelope:  
Document Pages: 7  
Certificate Pages: 5  
AutoNav: Enabled  
Envelope Stamping: Enabled  
Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Status: Completed

Envelope Originator:  
Maria Torres  
8353 Sierra Avenue  
Fontana, CA 92335  
mtorres@fontanaca.gov  
IP Address: 192.146.186.123

**Record Tracking**

Status: Original  
10/9/2023 | 10:30 AM

Holder: Maria Torres  
mtorres@fontanaca.gov

Location: DocuSign

**Signer Events**

Susana Gallardo  
sgallardo@fontana.org  
Security Level: Email, Account Authentication  
(None)

**Signature**

Signature Adoption: Pre-selected Style  
Using IP Address: 192.146.186.96

**Timestamp**

Sent: 10/9/2023 | 10:31 AM  
Viewed: 10/12/2023 | 08:45 AM  
Signed: 10/12/2023 | 08:45 AM

**Electronic Record and Signature Disclosure:**

Accepted: 10/12/2023 | 08:45 AM  
ID: a2a8f0e9-341c-4fbb-8bfd-4781d88913bc

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



Signature Adoption: Drawn on Device  
Using IP Address: 75.83.120.169  
Signed using mobile

Sent: 10/12/2023 | 08:45 AM  
Viewed: 10/14/2023 | 02:22 PM  
Signed: 10/14/2023 | 02:22 PM

**Electronic Record and Signature Disclosure:**

Accepted: 10/14/2023 | 02:22 PM  
ID: 09495fa4-d51e-43f9-85ae-8858e859c5f7

**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@fontanaca.gov

Security Level: Email, Account Authentication  
(None)

**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

**COPIED**

Sent: 10/14/2023 | 02:22 PM  
Resent: 10/14/2023 | 02:22 PM



**Carbon Copy Events**

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

**Electronic Record and Signature Disclosure:**  
Accepted: 6/26/2023 | 12:01 PM  
ID: 313ff663-c622-41d0-ac8d-292f7d782a66

**Status**

**COPIED**

**Timestamp**

Sent: 10/14/2023 | 02:22 PM  
Viewed: 10/16/2023 | 07:32 AM

**Witness Events**

**Signature**

**Timestamp**

**Notary Events**

**Signature**

**Timestamp**

**Envelope Summary Events**

**Status**

**Timestamps**

Envelope Sent	Hashed/Encrypted
Certified Delivered	Security Checked
Signing Complete	Security Checked
Completed	Security Checked

10/9/2023 | 10:31 AM  
10/14/2023 | 02:22 PM  
10/14/2023 | 02:22 PM  
10/14/2023 | 02:22 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, 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.