



City of Fontana  
Planning Commission  
Minutes

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

---

Tuesday, November 7, 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, November 7, 2023. Chair Fort called the meeting to order at 6:02 p.m.

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

**Absent:** None

**INVOCATION/PLEDGE OF ALLEGIANCE:**

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

Following the Invocation by Chaplain Ellen Miller, the Pledge of Allegiance was led by Secretary Thrasher.

**PUBLIC COMMUNICATIONS:**

**A. Public Communications:**

None.

**CONSENT CALENDAR:****A. Planning Commission Determination of General Plan Consistency.**

Staff recommends that the Planning Commission consider the location, purpose, and extent of the proposed real property acquisition described herein as required under Government Code Section 65402(c) and adopt Resolution No. PC 2023-041 finding that the proposed sale is in conformance with the City's General Plan and making CEQA findings pursuant to Public Resources Code Section 21166.

**B. Approval of Minutes.**

Approve the Regular Planning Commission Meeting Minutes of October 17, 2023.

**ACTION: A Motion was made by Vice Chair Sanchez and seconded by Commissioner Sangha and passed by a vote of 5-0 to approve the Consent Calendar, with Chair Fort abstaining from item "B" on the consent calendar.**

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

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

**Absent:** None

**PUBLIC HEARINGS:**

**PH-A Master Case No. 21-029R1-R1 and Design Review No.21-009R1-R1 - a request for approval of a revision to a previously approved design review. The revision includes a new color scheme and a modification to a building pop-out (Building No. 10) for a 72-unit multi-family condominium project, pursuant to a categorical exemption in accordance with CEQA Guidelines section 15332.**

Chair Fort opened the Public Hearing.

Salvador Quintanilla, Senior Planner, presented the staff report.

The applicant, Shelly Jordan, stated that she read and agreed to the Conditions of Approval and briefly commented on the selected color scheme 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, pursuant to an exemption from CEQA, adopt Resolution PC No. 2023-042; 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 Determination; and,**
- 2. Approve Design Review Project No. 21-009R1-R1**

**ACTION:** Motion was made by Commissioner Quintana, seconded by Vice Chair Sanchez, and passed unanimously by a vote of 5-0 to adopt Resolution PC No. 2023-042; and approve Master Case No. 21-029R1-R1 and Design Review No.21-009R1-R1 - a request for approval of a revision to a previously approved design review. The revision includes a new color scheme and a modification to a building pop-out (Building No. 10) for a 72-unit multi-family condominium project, 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, Secretary Thrasher, Commissioners Sangha, and Quintana

**Absent:** None

**PH-B Master Case No. 22-112; Design Review Project No. 22-053 – A request, to construct an approximately 118,000 square foot industrial commerce center building on a parcel of approximately 6-acres, pursuant to an Addendum to the Southwest Industrial Park Specific Plan Program Environmental Impact Report (EIR) (SCH No. 2009091089) that was prepared and certified by the City in 2012.**

Chair Fort opened Public Hearing.

Salvador Quintanilla, Associate Planner, presented the staff report.

Deputy City Clerk, Christina Rudsell noted for the record that one (1) letter/correspondence was received in opposition of the project.

The applicant, Lonie Nadal, on behalf of Shubin Nadal Realty Investors., stated that he read and agreed to the Conditions of Approval and commented on the project's modern updates.

Planning Attorney, Steven Deitsch commented on his review of the objection letter that was received in opposition 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, the attached Findings and Conditions of Approval, staff recommends that the Planning Commission adopt Resolution PC No. 2023-043; and, to:**

- 1. Adopt the Addendum and Mitigation, Monitoring, and Reporting Program, (MMRP) to the SWIP PEIR (SCH NO. 2009091089) and direct staff to file a Notice of Determination; and,**
- 2. Approve Design Review No. 22-053.**

**ACTION: Motion was made by Secretary Thrasher, seconded by Commissioner Sangha, and passed unanimously by a vote of 5-0 to adopt Resolution PC No. 2023-043; and, approve Master Case No. 22-112; Design Review Project No. 22-053 – A request, to construct an approximately 118,000 square foot industrial commerce center building on a parcel of approximately 6-acres, pursuant to an Addendum to the Southwest Industrial Park Specific Plan Program Environmental Impact Report (EIR) (SCH No. 2009091089) that was prepared and certified by the City in 2012.**

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

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

**Absent:** None

**PH-C Master Case No. (MCN) No. 23-063: Conditional Use Permit (CUP) No. 23-008 - A request to approve an upgrade of an existing Alcohol Beverage Control (ABC) License Type 20 (Off-sale, Beer and Wine) to an ABC Type 21 (Off-sale, General) for an existing service station, Prestige Fuels, pursuant to a categorical exemption in accordance with CEQA Guidelines section 15301.**

Chair Fort opened Public Hearing.

Salvador Quintanilla, Senior Planner, presented the staff report.

The commission requested that staff address traffic issues near the project area.

The commission and staff discussed the number of permitted establishments based on the census tract.

Another conversation took place regarding the size of the storage area and the intent to possibly add a condition of approval that would specify the applicant would not expand beyond the square footage mentioned in the floorplan.

Lastly, the commission requested clarification on some of the current and new licensing restrictions.

The applicant, Brandon Deep, stated that he read and agreed to the Conditions of Approval including additional condition of approval #40, which states that the display area for alcoholic beverages shall not exceed the area set forth in the floorplan approved by the Planning Commission.

The applicant also agreed to address traffic issues near the project site.

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. 2023-044; and,**

- 1. Determine that the project is categorically exempt pursuant to Section No. 15301 (Class No. 1, Existing Facilities), and Section No. 3.22 (Categorical Exemption) of the Local 2019 Guidelines for Implementing the CEQA, and direct staff to file a notice of Exemption; and,**
- 2. Approve Conditional Use Permit No. 23-008.**

**ACTION: Motion was made by Commissioner Quintana, seconded by Vice Chair Sanchez, and passed unanimously by a vote of 5-0 to adopt Resolution PC No. 2023-044; and, approve Master Case No. (MCN) No. 23-063; Conditional Use Permit (CUP) No. 23-008 - A request to approve an upgrade of an existing Alcohol Beverage Control (ABC) License Type 20 (Off-sale, Beer and Wine) to an ABC Type 21 (Off-sale, General) for an existing service station, Prestige Fuels, pursuant to a categorical exemption in accordance with CEQA Guidelines section 15301; approved with the addition of a condition of approval limiting the display area to 20 square feet as shown on the floor plan.**

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

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

**Absent:** None

**PH-D Master Case No. (MCN) No. 23-069: Conditional Use Permit (CUP) No. 23-013 - A request for approval of a Type 20 (Off-sale, Beer and Wine) Alcoholic Beverage Control (ABC) license for an existing grocery store, International Grocery Bazar, pursuant to a categorical exemption in accordance with CEQA Guidelines section 15301.**

Chair Fort opened Public Hearing.

Salvador Quintanilla, Senior Planner, presented the staff report.

The commission asked for clarification on the types of items that would be sold in the grocery store.

The applicant, Manpreet Kaur, stated that she read and agreed to the Conditions of Approval.

The commission and applicant discussed they types of foods that would be sold at the grocery store.

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. 2023-045; and**

- 1. Determine that the project is Categorical Exempt pursuant to Section No. 15301 (Class No. 1, Existing Facilities), and Section No. 3.22 (Categorical Exemption) of the Local 2019 Guidelines for Implementing the CEQA, and direct staff to file a Notice of Exemption; and,**
- 2. Approve Conditional Use Permit No. 23-013.**

**ACTION: Motion was made by Commissioner Sangha, seconded by Secretary Thrasher, and passed un by a vote of 5-0 to adopt Resolution PC No. 2023-045; and approve Master Case No. (MCN) No. 23-069: Conditional Use Permit (CUP) No. 23-013 - A request for approval of a Type 20 (Off-sale, Beer and Wine) Alcoholic Beverage Control (ABC) license for an existing grocery store, International Grocery Bazar, pursuant to a categorical exemption in accordance with CEQA Guidelines section 15301.**

The motion carried by the following vote:

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

**Absent:** None

**PH-E Draft Subsequent Environmental Report (DEIR) for Master Case No. 22-143, Tentative Parcel Map No. (TPM 20710) No. 23-012, and Design Review No. 22-064 - a request to receive comments on the DEIR, State Clearinghouse No. 2009091089 for the development of a new industrial commerce center building totaling approximately 881,826 square feet within a 40-acre site.**

Chair Fort opened Public Hearing.

Rina Leung, Senior Planner, presented the staff report.

The commission and staff discussed the projects entrances along Hemlock and Beech Avenue.

The commission also requested clarification on whether the traffic pattern and flow studies would be included in the Final Environmental Impact Report and if the project would require a General Plan Amendment.

No one spoke in favor or opposition of this item.

The Public Hearing was closed.

**RECOMMENDATION:**

**Staff recommends that the Planning Commission: 1) Open the public hearing on the Draft Subsequent EIR prepared for the Hemlock Warehouse Development Project to receive comments from the public; 2) Review and provide Planning Commission comments on the DEIR; and 3) Direct staff to address comments that are received within the Final EIR.**

**ACTION: Motion was made by Vice Chair Sanchez, seconded by Commissioner Sangha, and passed unanimously by a vote of 5-0 to take comments from the public and Planning Commission and to direct staff to address the comments in the Final Environmental Impact Report.**

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

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

**Absent:** None

**DIRECTOR COMMUNICATIONS:****A. Director Communications:**

None.

**COMMISSION COMMENTS:****A. Public Communication Commission Comments:**

Commissioner Sangha thanked city staff for their reports; expressed his excitement on the new developments coming to the city. Closed his comments by thanking the public for allowing him to serve on the commission.

Secretary Thrasher echoed Commissioner Sangha's comments and commented on current independent businesses and their ability to apply for additional permits.

Commissioner Quintana thanked city staff for their reports, the Police Department for attending tonight's meeting and for keeping the public safe, and City Council Member John Roberts for attending tonight's meeting. Commissioner Quintana closed his comments by thanking the public for allowing him to serve on the commission.

Vice Chair Sanchez thanked all city staff for their informative reports; wished all Veterans a Happy Veterans Day and thanked Law Enforcement for attending tonight's meeting.

Chair Fort expressed her gratitude toward city staff for providing staff reports and for their collaboration with the applicant. Chair Fort closed her comments by thanking the public for allowing her to serve on the commission.

**ADJOURNMENT:**

Chair Fort adjourned the meeting at 6:59 p.m. to the next Regular Planning Commission Meeting on Tuesday, November 21, 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 21<sup>st</sup> DAY OF NOVEMBER 2023.**



---

Cathline Fort  
Chairperson

**Certificate Of Completion**

Envelope Id: 802DE49675DC4CA792A488F43F56EAC8  
Subject: Complete with DocuSign: PC Minutes of 11-7-2023.docx  
Source Envelope:  
Document Pages: 9 Signatures: 2  
Certificate Pages: 5 Initials: 0  
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  
12/12/2023 | 06:00 PM

Holder: Maria Torres  
mtorres@fontanaca.gov

Location: DocuSign

**Signer Events**

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

**Signature**

*Susana Gallardo*

**Timestamp**

Sent: 12/12/2023 | 06:01 PM  
Viewed: 12/18/2023 | 07:56 AM  
Signed: 12/18/2023 | 07:56 AM

Signature Adoption: Pre-selected Style  
Using IP Address: 47.152.58.121  
Signed using mobile

**Electronic Record and Signature Disclosure:**  
Accepted: 12/18/2023 | 07:56 AM  
ID: b8643165-59b3-47a3-ae8b-907b216f62ca

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

*Cathline Fort*

Sent: 12/18/2023 | 07:56 AM  
Viewed: 1/9/2024 | 05:25 PM  
Signed: 1/9/2024 | 05:26 PM

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

**Electronic Record and Signature Disclosure:**  
Accepted: 1/9/2024 | 05:25 PM  
ID: ac0861f6-0a81-484c-9fac-61ff22ea3598

**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)

**COPIED**

Sent: 1/9/2024 | 05:26 PM  
Resent: 1/9/2024 | 05:26 PM

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

**Carbon Copy Events**

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

**Status**

**COPIED**

**Timestamp**

Sent: 1/9/2024 | 05:26 PM  
Viewed: 1/10/2024 | 08:30 AM

**Electronic Record and Signature Disclosure:**

Accepted: 6/26/2023 | 12:01 PM  
ID: 313ff663-c622-41d0-ac8d-292f7d782a66

**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

12/12/2023 | 06:01 PM  
1/9/2024 | 05:25 PM  
1/9/2024 | 05:26 PM  
1/9/2024 | 05:26 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.