



City of Fontana  
Planning Commission  
Minutes

Idilio Sanchez, Chair  
Ricardo Quintana, Vice Chair  
Joe Armendarez, Secretary  
Torrie Lozano, Commissioner  
Dylan Keetle, Commissioner

---

Tuesday, May 20, 2025      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 20, 2025. Chair Sanchez called the meeting to order at 6:03 p.m.

**Present:** Chair Sanchez, Vice Chair Quintana, Secretary Armendarez, Commissioners Keetle and Lozano.

**Absent:** None

**INVOCATION/PLEDGE OF ALLEGIANCE:**

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

Following the Invocation by Chaplain Daniel Vasquez, the Pledge of Allegiance was led by Chair Sanchez.

**PUBLIC COMMUNICATIONS:**

**A. Public Communications:**

None.

**CONSENT CALENDAR:**

**A. Planning Commission Determination of General Plan conformance under Government Code section 65402 for the acquisition of property located at 11109 Jasmine Street, pursuant to a CEQA exemption in accordance with CEQA Guidelines Section 15061(b)(3):**

The Planning Commission considered the location, purpose, and extent of the real property acquisition described herein as required under Government Code Section 65402(c) and adopted **Resolution No. PC 2025-016**, finding that the real property acquisition is in conformance with the City of Fontana 2018-2025 General Plan, and making CEQA findings pursuant to State CEQA Guidelines Section 15301 and directed staff to file a Notice of Exemption.

**B. Approval of Minutes:**

Approve the Regular Planning Commission Meeting Minutes of May 6<sup>th</sup>, 2025.

**ACTION: A Motion was made by Secretary Armendarez and seconded by Commissioner Keetle and passed by a vote of 5-0 to approve the Consent Calendar.**

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

**Aye:** Chair Sanchez, Vice Chair Quintana, Secretary Armendarez, Commissioners Keetle and Lozano

**Absent:** None

**Abstain:** None

**PH-A Preliminary Capital Improvement Program (CIP) 2025/2026-2031/2032.**

Chair Sanchez opened the Public Hearing.

Deputy City Manager, Philip Burum, presented the staff report.

No written correspondence was received.

The Public Hearing was closed.

**RECOMMENDATION:**

**Planning Commission adopt Resolution No. PC 2025-017, Finding the 2025/2026-2031/2032 Proposed Capital Improvement Program is exempt from CEQA and in Conformance with the City of Fontana General Plan and Recommending the City Council of the City of Fontana;**

1. Determine that the CIP is exempt from CEQA pursuant to State CEQA Guidelines Section 15061(b)(3) (Common Sense Exemption) and direct staff to file a Notice of Exemption; and:
2. Recommend that the City Council adopt the Preliminary 2025/2026-2031/2032 CIP.

**ACTION:** Motion was made by Vice Chair Quintana and seconded by Commissioner Lozano and passed by a vote of 5-0 to approve Public Hearing Item "A" and adopt Resolution No. PC 2025-017.

The motion carried by the following vote:

**AYES:** Chair Sanchez, Vice Chair Quintana, Secretary Armendarez, Commissioners Keetle and Lozano **NOES:** None; **ABSTAIN:** None; **ABSENT:** None

**PH-B Master Case No. (MCN) 18-000069R1: Conditional Use Permit No. 18-000020R1, a request to amend CUP No. 18-000020 to add trailer sales to truck sales and ancillary truck repair; Conditional Use Permit No. 23-000009, a request to establish truck and trailer sales with ancillary truck repair; and CUP No. 23-000010, a request to establish truck and trailer sales with ancillary truck repair. Additionally, Design Review No. 18-000020R1 is a request to modify previously approved Design Review No. 18-000020 to accommodate new trailer display parking spaces for an approximately 7.55 combined acre site located at 15132, 15170 and 15244 Valley Boulevard (APNs: 0235-072-09, -10, and -11), pursuant to a previously approved Initial Study (IS)/Negative Declaration.**

Chair Sanchez opened the Public Hearing.

Alexia Barberena, Associate Planner, presented the staff report.

The commission and staff discussed the definition of "ancillary truck repair," emphasizing it as a secondary use to the primary activity of truck sales. Staff clarified that truck repairs would be conducted on-site and within existing buildings, in compliance with all building and environmental codes. Commissioners raised questions about specific maintenance activities such as catch basins and pressure washing, and staff noted that environmental measures, including items like three-stage clarifiers, would be reviewed during the plan check process. Concerns were also expressed regarding the scope of "ancillary truck repair," with the commission seeking assurance that it would not include extensive work repair.

Another conversation ensued between the commission and staff regarding the addition of trailer sales to the original truck sales use, specifically asking if additional space requirements for navigating both trucks and trailers on the property had been considered.

Staff responded that all relevant departments, including Fire, had reviewed the project during the entitlement process, ensuring that onsite circulation would not be impacted. The trailer spaces were incorporated without affecting circulation, and the project had been cleared by all reviewing departments.

The applicant, Adriana Gomez, on behalf of Andresen Architecture Inc, stated that she read the Conditions of Approval and that the applicant, Jessie Harvey, had agreed to them.

The commission requested clarification on the extent of ancillary truck repair. Gomez explained that minor repairs would be conducted, including services like oil changes and tire rotations. Gomez noted that a clarifier system had been added per building and safety requirements, with a trench drain directing runoff to the clarifier. She emphasized that the work did not appear to involve major repairs, suggesting it was primarily maintenance related. Chair Sanchez acknowledged and appreciated the inclusion of the clarifier.

No written correspondence was received.

The Public Hearing was closed.

### **RECOMMENDATION:**

**Based on the information in the staff report and subject to the attached Conditions of Approval, staff recommends that the Planning Commission adopt Resolution No. PC 2025-018; and:**

- 1. Find that the project has been reviewed under a previously approved Initial Study (IS)/Negative Declaration pursuant to Section 15162 through 15164 of the California Environmental Quality Act (CEQA) Guidelines and Section 8-10 of Fontana's 2019 Local Guidelines for Implementing CEQA, that no supplemental environmental review is required, and direct staff to file a Notice of Determination; and,**
- 2. Approve Conditional Use Permit (CUP) No. 18-000020R1; and,**
- 3. Approve Conditional Use Permit (CUP) No. 23-000009; and,**
- 4. Approve Conditional Use Permit (CUP) No. 23-000010; and,**
- 5. Approve Design Review (DRP) No. 18-000018R1.**

**ACTION: Motion was made by Commissioner Keetle and seconded by Chair Sanchez and passed by a vote of 5-0 to approve Public Hearing Item "B; adopt Resolution No. PC 2025-018; approve Conditional Use Permit (CUP) No's. 18-000020R1, 23-000009, 23-000010 and Design Review (DRP) No. 18-000018R1.**

The motion carried by the following vote:

**AYES: Chair Sanchez, Vice Chair Quintana, Secretary Armendarez and Commissioners Keetle and Lozano NOES: None; ABSTAIN: None; ABSENT: None**

### **DIRECTOR COMMUNICATIONS:**

#### **A. Director Communications:**

None.

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

Commissioner Lozano thanked the presenters, planning staff, and extended warm wishes for a safe and enjoyable Memorial Day.

Vice Chair Quintana expressed gratitude to the Fontana Police Department, encouraged caution on the roads with children out for summer, and wished everyone a safe Memorial Day.

Commissioner Keetle thanked city staff for their work in supporting the Commission's efforts. He reflected on Memorial Day's significance, honoring those who served and sacrificed for the country's freedoms.

Secretary Armendarez echoed appreciation for law enforcement and firefighters, sharing a personal story of a quick emergency response. He emphasized the importance of supporting first responders and remembering the true meaning of Memorial Day.

Chair Sanchez echoed fellow commissioners' sentiments, highlighted the importance of honoring those who sacrificed for freedom, and, as a father of a police officer, personally thanked law enforcement for keeping the city safe. He expressed pride in serving on the Planning Commission and wished all a meaningful holiday.

**ADJOURNMENT:**

Chair Sanchez adjourned the meeting at 6:31 p.m. to the next Regular Planning Commission Meeting on Tuesday, June 3, 2025, at 6:00 p.m. in the Grover W. Taylor Council Chambers located at 8353 Sierra Avenue, Fontana, California.



---

Susana Gallardo  
Deputy City Clerk

**THE FOREGOING MINUTES WERE APPROVED BY THE PLANNING COMMISSION  
ON THE 3<sup>rd</sup> DAY OF JUNE 2025.**



---

Idilio Sanchez  
Chair

### Certificate Of Completion

Envelope Id: 41ECB192-A07F-4B89-BFC4-E35100B36DBD  
Subject: Complete with Docusign: PC Minutes of 05-20-2025 Approved.pdf  
Source Envelope:  
Document Pages: 5  
Certificate Pages: 5  
AutoNav: Enabled  
Envelopeld 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  
6/9/2025 | 05:01 PM

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: 6/9/2025 | 05:03 PM  
Viewed: 6/9/2025 | 05:13 PM  
Signed: 6/9/2025 | 05:18 PM

**Electronic Record and Signature Disclosure:**  
Accepted: 6/9/2025 | 05:13 PM  
ID: 29da5f91-276c-421d-9e13-0cd5ca732d35

Idilio Sanchez  
idilio.ms@abscollision.co  
PRESIDENT  
Security Level: Email, Account Authentication  
(None)

Signature Adoption: Drawn on Device  
Using IP Address: 162.233.247.103

Sent: 6/9/2025 | 05:18 PM  
Viewed: 6/9/2025 | 05:19 PM  
Signed: 6/9/2025 | 05:19 PM

**Electronic Record and Signature Disclosure:**  
Accepted: 8/8/2017 | 03:02 PM  
ID: c08a4011-f4e8-46b0-a1cb-9233fcd1d37

### 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: 6/9/2025 | 05:19 PM  
Resent: 6/9/2025 | 05:19 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: 6/9/2025 | 05:19 PM  
Viewed: 6/12/2025 | 01:54 PM

**Electronic Record and Signature Disclosure:**

Accepted: 6/11/2025 | 08:12 AM  
ID: 1ed07628-1dcd-4089-8a2b-74aaec28991a

**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

6/9/2025 | 05:03 PM  
6/9/2025 | 05:19 PM  
6/9/2025 | 05:19 PM  
6/9/2025 | 05:19 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.