

**MINUTES OF THE REGULAR MEETING OF THE CITY OF MONTCLAIR PLANNING COMMISSION HELD ON MONDAY, APRIL 22, 2024, AT 7:00 P.M. IN THE CITY COUNCIL CHAMBERS, 5111 BENITO STREET, MONTCLAIR, CALIFORNIA**

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**1. CALL TO ORDER**

Chair Martinez called the meeting to order at 7:01 p.m.

**2. PLEDGE OF ALLEGIANCE**

Chair Martinez led meeting participants in the Pledge.

**3. ROLL CALL**

Present: Chair Martinez, Vice Chair Sanchez, Commissioner Sahagun, Commissioner Mendez, Commissioner Patel City Attorney Robbins, Director of Community Development Diaz.

**4. MINUTES OF THE REGULAR PLANNING COMMISSION MEETING OF MARCH 25, 2024**

Moved by Vice Chair Sanchez, seconded by Commissioner Sahagun, and carried unanimously 4-0-1 (Patel abstained because of his absence) to approve the minutes of the March 25, 2024, Planning Commission meeting.

**5. ORAL AND WRITTEN COMMUNICATIONS — None**

**6. AGENDA ITEMS**

**PUBLIC HEARING**

<b>A. CASE NUMBER</b>	<b>2024-12</b>
<b>Project Address</b>	<b>4967 Kingsley Street</b>
<b>Project Applicant</b>	<b>Eliel and Sandra Acuna</b>
<b>Project Planner</b>	<b>Silvia Gutiérrez</b>

**Request:**

**A request for a Precise Plan of Design for a 941-SF second-story addition and a 746-SF ground floor expansion to the existing 1,164-SF single-story single-family dwelling.**

**CEQA Determination:**

**The proposed project is categorically exempt from the requirements of the California Environmental Quality Act (CEQA). According to Section 15301.(e)(1) of the California Environmental Quality Act (CEQA) Guidelines, the project qualifies for a categorical exemption. This exemption includes additions to existing structures no greater than 2,500 square feet. The proposed project adds 1,705 square feet to an existing single-story residence.**

Director Diaz presented the staff report along with a PowerPoint presentation.

Chair Martinez opened the hearing for public comments on this project.

Commissioner Mendez received clarification on the elevation change for the stairs, and designer Athena Lim addressed and matched the existing deck in the back of the house.

Commissioner Patel inquired about the premise of the public hearing notification distributed for the project, to which Director Diaz responded that public notice was not required but notice was given to the property owners on each side of the property and across the street. Mr. Patel also inquired if the new stucco would match the existing stucco, and the applicant responded that stucco would match existing and the entire house would be repainted.

Commissioner Sahagun expressed his appreciation for the design and upgrade. He inquired if the second-story project has additional school or sewer fees and if the construction needs retrofitting due to the added square footage. Director Diaz responded that school fees are necessary and stated that the new addition would require structural engineering and meet current Building Code requirements.

Vice Chair Sanchez shared his appreciation for the design.

Chair Martinez received clarification from the applicant that the second-story addition would be for a single-family home and not a duplex. Ms. Lim confirmed that the project is and will be a single-family home.

There being no speakers, Chair Martinez closed the public hearing.

City Attorney clarified that additional development fees may be added for the project.

**Recommended Motion:**

- A. Based on the evidence submitted, the Planning Commission has determined this project to be categorically exempt from the requirements of the California Environmental Quality Act (CEQA), under 15301.(e)(1) of the California Environmental Quality Act (CEQA) Guidelines, the project qualifies for a categorical exemption. This exemption includes additions to existing structures no greater than 2,500 SF. The proposed project adds 1,705 SF of habitable space to an existing single-story residence; and

**Moved by: Commissioner Sahagun**

**Seconded by: Vice Chair Sanchez**

**Ayes: 5**

**Noes: 0**

**Absent: 0**

- B. Approved the Precise Plan of Design request under Case No. 2024-12 for the site plan, floor plans, elevations, colors, and materials associated with Precise Plan of Design (PPD) to add a 941 SF second-story addition and a 764 SF ground floor expansion to the existing 1,164 SF one-story single-family dwelling. As proposed, the remodeled home would encompass a total area of 2,869 SF and currently includes the existing attached 360 SF two-story garage that would remain and associated on- and off-site improvements per the submitted plans and as described in the staff report, subject to the conditions of approval contained in Resolution No. 24-1994.

**Moved by: Chair Martinez**

**Seconded by: Commissioner Patel**

**Ayes: 5**

**Noes: 0**

**Absent: 0**

## **7. INFORMATION ITEMS**

Commissioner Sahagun asked if the single entry to Stater Bros was due to the remodel. Director Diaz indicated that the single entry was a design feature of the remodel.

## **8. ADJOURNMENT**

Chair Martinez adjourned the Planning Commission at 7:28 p.m.

Submitted for City of Montclair Planning  
Commission approval,

  
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Sharon Giang, Recording Secretary