

MONTCLAIR PLANNING COMMISSION MEETING – APRIL 13, 2020

NOTICE

**THIS MEETING WILL BE CONDUCTED VIA WEBINAR/TELECONFERENCE.
THE COUNCIL CHAMBERS WILL NOT BE OPEN TO THE PUBLIC.**

Pursuant to Sec. 3 of Executive Order N-29-20 issued by Governor Newsom on March 17, 2020, this meeting will be conducted remotely via the ZOOM virtual meeting platform. In compliance with the Executive Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, there will be no in-person meeting location at which the public may appear.

**ALL PARTICIPANTS WILL BE MUTED AUTOMATICALLY UPON ENTERING THE MEETING.
THE COMMISSION SECRETARY WILL UNMUTE THOSE WHO WISH TO SPEAK AT THE
APPROPRIATE TIME. PLEASE KEEP YOURSELF ON MUTE WHEN NOT SPEAKING.**

LISTEN TO THE MEETING LIVE VIA ZOOM

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PLEASE DO NOT PUT YOUR PHONE ON "SPEAKER MODE" DURING THE MEETING

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Please dial *6 to mute and unmute yourself, and *9 to "raise your hand" to request to speak.

Raised hands will only be acknowledged during the Public Hearing and Public Comment sections of the agenda, and when the Meeting's Chair requests comments from the public.

VIRTUAL SPEAKER CARDS

To provide verbal comments during the meeting, please visit www.cityofmontclair.org/pc-comment to fill out a Virtual Speaker Card to request to speak in advance. Members of the public on the call who did not fill out the Virtual Speaker Card will be given an opportunity to speak after those who requested to speak in advance. Please do not call into the meeting anonymously (renaming yourself in ZOOM or using *67) if you submitted a Virtual Speaker Card so the Planning Commission Secretary can identify you on the call and unmute you at the appropriate time.

You may also call the Office of the Planning Commission Secretary at (909) 625-9435 to fill out the Virtual Speaker Card over the phone or e-mail your name, phone number if calling in during the meeting, and subject of comment or agenda item to pcclerk@cityofmontclair.org with the subject line "[Meeting Date] Virtual Speaker Card".

Written comments may be submitted using the Virtual Speaker Card or via e-mail or mail, and will be read aloud during the meeting by the Planning Commission Secretary at the appropriate time (250 word limit). Please submit all Virtual Speaker Cards or written comments at least one hour prior to the meeting's start time.

CITY OF MONTCLAIR
PLANNING COMMISSION AGENDA
REGULAR ADJOURNED MEETING
APRIL 13, 2020
7:00 p.m.

*As a courtesy, please place yourself on mute while the meeting is in session, unless speaking (Dial *6 on the phone to toggle mute).*

*Persons wishing to make a public comment or speak on an agenda item, including public hearing and closed session items, are requested to complete a Virtual Speaker Card (VSC) at pcclerk@cityofmontclair.org. The Chair will recognize those who have submitted a VSC at the time of the item's consideration and invite those individuals to provide comments on the item at that time. Those who did not fill out a VSC will have an opportunity to speak after those who did by using the "raise hand" function on the ZOOM meeting platform or over the phone by dialing *9.*

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Chair Barry Rowley, Vice Chair Manny Martinez, Commissioner Sergio Sahagun, Commissioner Ginger Eaton, and Commissioner Jaso Sanchez

4. APPROVAL OF MINUTES

The minutes from the February 24, 2020 Planning Commission Meeting are presented for consideration.

5. ORAL AND WRITTEN COMMUNICATIONS ON NON-AGENDA ITEMS

The public is invited to address the Planning Commission regarding any items that are not on the agenda. Comments should be limited to matters under the jurisdiction of the Planning Commission. It is respectfully requested that speakers limit their comments to no more than three minutes in length.

Any person wishing to address the Planning Commission on an agenda or non-agenda item should complete a Virtual Speaker Card as described above.

6. AGENDA ITEMS

a. PUBLIC HEARING - CASE NUMBER 2020-02

Project Address: NEC corner of Ramona Avenue and Brooks Street (4570 Brooks Street)

Project Applicant: Realogic Investment, LLC

Project Planner: Silvia Gutierrez, Associate Planner

Request: Conditional Use Permit to allow wholesale indoor storage, a lot line adjustment, and a Precise Plan of Design for the site plan, architectural design and master sign program

7. INFORMATION ITEMS

Although the Planning Commission is prohibited from taking action on or discussing items not on the posted agenda, a member of the Planning Commission may ask for information, request a report back or to place a matter of business on the agenda for a subsequent meeting, ask a question for clarification, make a brief announcement, or briefly report on his or her own activities, provided the foregoing are related to, or within the jurisdiction of, the Planning Commission.

8. PUBLIC INSPECTION OF MATERIALS

Reports, backup materials, and additional materials related to this project item can be viewed at <https://www.cityofmontclair.org/agendas> by clicking on the agenda for April 13, 2020

9. ADJOURNMENT

The City of Montclair Planning Commission meeting is adjourned to the regularly scheduled meeting of April 27, 2020 at 7:00 p.m. pursuant to Executive Order N-29-20 members of the public will not be permitted to be physically present during this meeting.

CERTIFICATION OF AGENDA POSTING

I, Laura Embree, Administrative Secretary for the City of Montclair, hereby certify that a copy of this agenda has been posted on the bulletin board adjacent to the south door of Montclair City Hall on April 9, 2020.



CITY OF MONTCLAIR PLANNING COMMISSION

MEETING DATE: 04/13/20

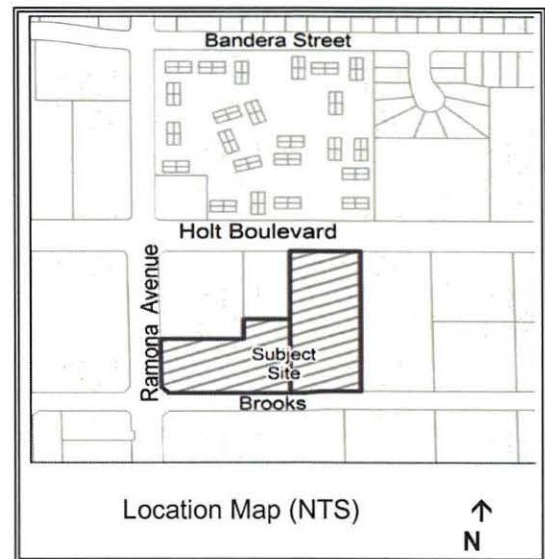
AGENDA ITEM 6.a

Case No. 2020-02

Application: A Precise Plan of Design for the site plan, architectural design, and a master sign program related to the development of two adjoining parcels with frontages at the NEC of Ramona Avenue and Brooks Street, and a portion of Holt Boulevard, and comprising an overall site area of approximately 3.97-acres. The project consists of two (2) industrial buildings (facing Brooks Street) and totaling approximately 56,305 square feet in gross building area, and an approximate 11,383-square-foot, single-story office building (facing Holt Boulevard).

A Conditional Use Permit is requested to allow wholesale, indoor storage, and distribution in the Business Park zone of the subject site. The project also includes a lot line adjustment that will be processed administratively.

Project Address: NEC corner of Ramona Avenue and Brooks Street, a portion of the 4500 Block of Holt Boulevard (4570 Brooks Street).



Property Owner: Realogic Investment, LLC

General Plan: Business Park and General Commercial

Zoning: "Business Park," "Industrial," and "Commercial" zones per Holt Boulevard Specific Plan (HBSP)

Assessor Parcel Nos.: 1012-081-01 and 1012-071-04

Adjacent Land Use Designations and Existing Uses			
	<i>General Plan</i>	<i>Zoning</i>	<i>Existing Use</i>
Site	Business Park and General Commercial	"Business Park," "Industrial," "Commercial" zone per the Holt Boulevard Specific Plan (HBSP)	Vacant and Existing warehouse building to be demolished
North	Medium 8 to 14 units/per acre	R-3 Multiple Family Residential on north side of Holt Boulevard	Residential Condominiums on north side of Holt Boulevard
East	Business Park	"Commercial" and "Industrial" per HBSP	Commercial and Industrial buildings
South	Industrial	M-2 General Manufacturing	Industrial Warehouse Uses and Railroad Tracks
West	Business Park	"Business Park" per HBSP	Jack in the Box Restaurant and CVS Pharmacy

Report on Item Number 6.a

PUBLIC HEARING - CASE NUMBER 2020-2

APPLICATION TYPE(S)	Precise Plan of Design Conditional Use Permit
NAME OF APPLICANT	Realogic Investment, LLC
LOCATION OF PROPERTY	NEC Brooks Street and Ramona Avenue and portion of the 4500 Block of Holt Boulevard (4570 Brooks Street)
GENERAL PLAN DESIGNATION	Business Park and General Commercial
ZONING DESIGNATION	“Business Park”, “Industrial Park”, and “Commercial” per Holt Boulevard Specific Plan
EXISTING LAND USE	Vacant land and an industrial building to be demolished
ENVIRONMENTAL DETERMINATION	Categorically Exempt (Section 15332)
PROJECT PLANNER	Silvia Gutiérrez

Pursuant to Sec. 3 of Executive Order N–29–20 issued by Governor Newsom on March 17, 2020, this agenda item was continued from its originally scheduled Planning Commission hearing date of March 23, 2020, to the Commission’s regularly scheduled meeting date of April 13, 2020. In compliance with the Executive Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID–19 virus, there will be no in–person meeting location at which the public may appear. In its place, the meeting will be conducted remotely, as indicated in the Agenda for the meeting.

Project Proposal

The applicant is requesting approval of a Precise Plan of Design to develop two adjoining parcels (approximately 3.97 acres) with three new buildings and associated site improvements. The project site has street frontage on Ramona Avenue, Brooks Street, and a portion of Holt Boulevard. One of the parcels contains an old industrial building that will be removed to accommodate the proposed development, while the remainder of the site is undeveloped. The proposed project would also include a separate covered trash enclosure provided for each building, a new sign program, and a public bus shelter on the Ramona Avenue side of the site. A proposed lot line adjustment between the parcels is proposed to adjust the size and configuration of the two properties to allow for orderly development and separate the Commercial zoned portion of the site (approximately 1.07 acre) from the Industrial and Business Park zones and also allow the flexibility to sell the Commercial zoned portion in the future.

The project site is within the *Holt Boulevard Specific Plan* (HBSP) which designates the site as having three separate zoning designations – “Commercial,” “Business Park,” and “Industrial” (see Exhibit A). A Conditional Use Permit (CUP) is also requested for one of the buildings - Building

3 (warehouse) – which is located in the Business District of the HBSP. The HBSP requires that uses within the Business Park zone which involve the storage and/or distribution of goods and products obtain approval of a CUP.

The new development project will consist of three (3) new buildings totaling 56,305 square feet in area, generally described as follows:

Project Summary	
Building 1 (Office/Commercial) – Holt Boulevard Frontage	
Zoning: Commercial	
Building Size	11,383 square feet
Number of Tenant Spaces	Five (5) - ranging in size from 2,180 to 2,343 s.f.
Building 2 (Warehouse) – Brooks St Frontage	
Zoning: Industrial	
Office	2,020 s.f.
Mezzanine	2,020 s.f.
Warehouse (w/ Roll Up Doors)	22,843 s.f.
Total	26,883 square feet
Building 3 (Warehouse) – Ramona Ave & Brooks St Frontage	
Zoning: Business Park*	
Office	1,500 s.f.
Mezzanine	1,500 s.f.
Warehouse (w/ Roll Up Doors)	26,422 s.f.
Total	29,422 square feet
*CUP required for warehouse use per HBSP	

Although no specific tenants for the buildings have been identified, the target users for Building 1 are professional office or service uses that would benefit from having space for limited storage of products, equipment, or a company vehicle. As such, the rear of each unit is provided with a roll-up door to facilitate access. The areas designated for office space in the industrial buildings would have the typical amenities required for administrative purposes related to the business such as a reception area, open office area, restrooms, a copier/storage room, and breakroom. The remaining area would be used for warehouse activities. Buildings 2 and 3 are intended to accommodate light industrial users, in either a single or double user configuration. Each tenant would have access to recessed truck loading docks.

Access to the new development would be from Holt Boulevard on the north of the site via a single driveway (31 feet wide) and from the south via two driveways (31 and 40 feet wide) positioned on Brooks Street. Primary truck access to Buildings 2 and 3 would be from Brooks Street. Internal circulation between both sites would allow for access to on-site parking by employees and visitors and for Fire and Police service.

On-site parking for the project is as follows:

Parking Summary	
Building	Number of Spaces
1	47 (3 disabled / 2 EV stalls)
2 and 3	70 (7 disabled / 8 EV stalls)
Total	127 spaces

To ensure that parking remains available and accessible for all uses within the project boundaries, a reciprocal access agreement will be required as a condition of approval.

Building Architectural Design

The office building and industrial buildings would be constructed of concrete tilt-up panels of varying heights with each panel being visually broken up by means of vertical and horizontal reveal lines. Main entrances to the offices for all buildings are recessed with an accent reveal wall and metal Alucobond canopies. Proposed colors are graduated tones of grays. Window mullions will be anodized aluminum.

Overall height for the proposed office building height is 28 feet, as measured from finished grade to the top of the parapet. Overall height for the proposed industrial buildings would be between 40 to 50 feet high, as measured from finished grade to the top of the parapet. Green grow screens are proposed along the east side of Building 2 to provide a decorative deterrent to graffiti.

Landscape Plan & Water Quality Management

A preliminary landscape plan is proposed to complement the overall architectural style of the proposed buildings. The plan features a variety of drought-resistant plant materials including trees to provide texture, shade, and greenery in the setback along Holt Boulevard and Brooks Street frontages of the site, and within the parking areas of the property facing the street. The proposed trees located in the front setback will include the Golden Medallion Tree, Desert Museum, Camphor Trees, Red Flowering Crape Myrtle, and Brisbane Box. In addition, shrubs, vines, and ground covers populate the planters and create visual interest throughout the site. All new plant materials would be water-saving varieties and the irrigation system would be designed to conserve water in compliance with the State Water Conservation Ordinance.

This project is also designed to meet Water Quality Management Plan (WQMP) requirements by means of an underground hydrodynamic separator to treat stormwater runoff without the need for retention basins along any street frontage on the site.

Lighting and Fencing

The project proposes to use a combination of wall and freestanding lighting fixtures to provide standard illumination around the site. A standard condition of approval has been included requiring that a photometric analysis be prepared to demonstrate compliance with the City of Montclair's Security Ordinance.

All existing chain-link fencing will be removed on the subject site. New gates and decorative fencing will be installed on the north and south side of Industrial Building 2 to restrict access to the dock area. The parking areas near the front entry of all three buildings will remain generally accessible.

Master Sign Program

The proposed master sign program is designed to guide the installation of signs for the project, including monument signs. The master sign program provides graphics and written criteria for the type and locations of signs on each building. All new tenants to the center would be required to comply with the new sign program criteria.

- New Monument Signs – Two new monument signs are proposed and designed to complement the architecture of the project. One double-sided monument sign is proposed to be placed in the existing landscape planter along Holt Boulevard and the second sign is proposed for the corner of Ramona Avenue and Brooks Street. The height of the proposed signs are 8 feet high by 7 feet wide (56 square feet).

The sign program depicts two tenant panels for the Brooks Street sign. However, the applicant has requested additional time to submit a specific design for the monument sign on Holt Boulevard.

- Building Mounted Signs – one sign per lease space is proposed. As a condition of approval, signs would be restricted to channel letters in either a single line of copy with a maximum letter and logo height of 24 inches, or two lines of copy and logo with a maximum total height (including spacing between lines) of 36 inches in height. For tenants occupying two or more suites, only one (1) sign would be allowed.

Detailed plans for the proposed project are included in the Commission's packets for reference. A materials sample board is also available in the Planning Department.

Background

- The subject site is located in the Holt Boulevard Specific Plan (HBSP), adopted in 1991. As mentioned above, the property has three land use designations, including Commercial, Business Park, and Industrial. Parcel 1 exhibits an unusual feature of the HBSP where some of the "through lot" parcels on the south side of Holt Boulevard were assigned two different zoning designations. The northern half is Commercial and the southern half is Industrial. Parcel 2 is zoned Business Park.
- The HBSP contains the following zoning classifications:
 - "Commercial" land use district is intended for conveniently located retail, commercial service, and restaurant needs of residents and businesses in the area.
 - "Business Park" land use district is intended for a mix of light manufacturing, research and development, sales agencies, and office-based firms seeking an attractive and pleasant working environment. Wholesale, storage, and distribution uses in the Business Park district are permitted subject to the approval of a CUP.
 - "Industrial" land use district is to provide for a mix of light and medium manufacturing, research and development, and warehousing and distribution uses. In addition, administrative and professional office will be permitted where they support the primary industrial land uses category. Limitations of the extent of warehouse uses such as the prohibition of outdoor storage may be established.
- The project site is located within the Airport Influence Area of Los Angeles-Ontario International Airport (ONT) and is subject to the ONT Airport Land Use Compatibility Plan (ALUCP). Policy Map 2-2: Safety Zones of the ONT ALUCP identifies the geographic locations of Safety Zones; however, the proposed project is located outside the established Safety Zones and would not result in safety hazards for people residing or working in the project area.
- On June 16, 2016, the Planning Commission approved a Precise Plan of Design for the development of two industrial buildings facing Brooks Street and two 3,000-square-foot restaurant buildings oriented towards Holt Boulevard. The project did not materialize and plan approval expired.

Planning Division Comments

Staff finds the proposed project to be well-designed and a superior project than what was previously approved in 2016. At 3.97 acres in size, the property is of an adequate size and shape to support the proposed project as designed with required site improvements for access, parking, landscaping, and the requirements associated with the approved Water Quality Management Plan (WQMP). Access to the site and on-site circulation is appropriate to support the proposed development and future uses. Moreover, the site plan, drive aisle widths, and turn radii meet Fire Department requirements.

The estimated trip generation for the entire project resulted in less than 41 peak hour trips, which is overall less than the 50-peak hour trips (morning and evening) threshold (Trip Generation Evaluation Letter dated May 10, 2020, prepared by Stantec traffic consultant). The Public Works Director/City Engineer has reviewed and concurred with the traffic analysis provided by the applicant's traffic consultant. The letter is included in the Commission's packets for review.

Further, the project is in compliance with the applicable development standards of the "Business Park," "Industrial," and "Commercial" land use districts of the Holt Boulevard Specific Plan, affecting this site. Despite the unique combination of land use designations and configuration the developer has managed to create a conforming project. All three buildings meet the required front yard setback from Holt Boulevard and Brooks Street, as do the proposed building heights of 28 feet for Building 1 (office building) and 40 feet for the two industrial buildings. By locating all loading activities on the south side of the property behind an 8'0"-high decorative gate the project will be visually attractive and have an office park appearance.

The project provides 127 on-site parking spaces which are four more than the 123 required for the proposed industrial/warehouse building and associated office/administrative areas in the building. To ensure that access to on-site parking for each building is maintained for employees, visitors, and emergency responders (Fire and Police) a condition of approval is added to require the applicant to record a permanent access and parking agreement for the project.

When completed, the new development would result in a positive improvement to the Holt Boulevard and Brooks Street frontages over the view of the existing vacant lots and the dilapidated industrial building, which currently exist on the project site that have been the subject of constant code enforcement action.

Further, since the size of the industrial lease spaces are relatively small, the nature of new uses will be relatively low key operations with fairly low impacts, provided all major activities at the site occur within the building. As standard procedure, all future business(es) and use(s) within the building would be subject to the land use provisions contained in the Holt Boulevard Specific Plan and the Montclair Municipal Code, including the requirement to obtain and maintain a valid business license. As part of the routine review process for any new business application, the property would be inspected to ensure compliance with all applicable codes, including property maintenance and the provision of adequate on-site parking. To ensure that the future uses are appropriate, a condition of approval has been added to the draft resolution of approval.

In regard to the proposed CUP request to allow wholesale, storage, and distribution uses in Building 3, staff believes the request is appropriate. The CUP applies only to Building 3 and allows the applicant to utilize the building in the same manner as the other industrial buildings in the project that are similarly designed and where wholesale, storage, and distribution uses are permitted by right. If approved, the CUP for the subject building will include appropriate conditions

of approval to ensure that future uses are appropriately operated on the site. Outdoor storage would be strictly prohibited.

Building Design and Landscaping

Staff worked with the architect on the design of the buildings and is pleased with its overall design. The use of concrete tilt up panels, reveals (horizontal and vertical), wall offsets, and varied panel heights works well on all sides of the building and provides visual interest. Extra attention was given to the corner of the building facing Ramona Avenue and Brooks Street. Staff also finds the proposed color palette of grays for the building to be appropriate. The height of the tilt-up wall panels (and corresponding parapet) is tall enough to provide appropriate screening of all rooftop equipment from street level. With the exception of skylights and required vents, roof top equipment (e.g., air conditioners) will be limited. Staff has added a condition of approval requiring that any roof top equipment be fully screened from view to the greatest extent possible, as determined by the City Planner.

Staff finds the proposed landscaping to be appropriate and sufficient to enhance the overall appearance of the office industrial development. The selected plant materials are evenly distributed around the site where planter areas are proposed, and no turf areas are proposed. The proposed irrigation system is also designed to be water efficient and meet State water saving requirements. All on-site runoff will be collected by catch basins and conveyed to the on-site underground infiltration system

Lastly, staff is generally supportive of the proposed master sign program, but believes some further refinement of the program is required. With the Planning Commission's consent, staff is recommending that the master sign program be conceptually approved with the condition that the applicant continue to work with staff to work out a few more details of the sign program. A condition of approval is provided with this recommendation.

Precise Plan of Design Findings

Pursuant to Chapter 11.80 of the Montclair Municipal Code, the following findings for the Precise Plan of Design can be made:

- A. The proposed commercial office and industrial development is consistent with the applicable zoning standards and land uses allowed within the respective "Business Park," "Industrial," and "Commercial" districts of site as designated by the Holt Boulevard Specific Plan (HBSP).
- B. At 3.97 acres in area, the overall shape and size of the site is sufficient to accommodate the proposed industrial and commercial development without need for any variances from applicable development standards of the HBSP or Municipal Code. The site is designed with ample onsite parking that will be available to support all on site uses, via a reciprocal access and parking agreement.
- C. The general arrangement of buildings, massing, heights, landscaping and respective architectural designs, as indicated in submitted plans is attractive and up-to-date. When the project is completed, this site will provide a much needed visual boost and image enhancement to the site and to what passersby see from the south side of the Holt Boulevard corridor that extends south to Brooks Street.

Conditional Use Permit Findings – Building 3

Staff believes the required findings for granting a Conditional Use Permit to allow wholesale, storage, and distribution uses in Building 3 of the proposed project can be made as follows:

- A. That wholesale, storage, and distribution uses are essential or desirable to the public convenience and public welfare, in that the development of and use of the site by a wholesale, storage, and distribution use will result in new improvements and expansion of business activity in the community and the potential for employment opportunities for local residents.
- B. That granting the permit will not be materially detrimental to the public welfare and to other property in the vicinity, in that the project involves the development of a modern warehouse building on a site that has been appropriately developed to support such uses. Moreover, the proposed use of the site for wholesale, storage, and distribution activities is a relatively low key operation within a building designed for that purpose and compatible with similar uses in the immediate area.
- C. That such use in such location conforms to good zoning practice, in the proposed CUP request to allow wholesale, storage, and distribution uses applies to one building, Building 3, (up to separate tenants) on the portion of the subject site that is designated as "Business Park" by the HBSP. The subject building is within and designed as part of the same development that would allow an identical building type where wholesale, storage, and distribution uses are permitted by right. Approval of the CUP for Building 3 in the portion of the site and building zoned as "Business Park" zone will not negatively affect the surrounding uses within the development. Conditions of approval addressing future wholesale, storage, and distribution uses in the affected building and site will be added to ensure these potential uses are appropriately operated.
- D. The approval of a CUP for wholesale, storage, and distribution uses in the subject site for Building 3 of the proposed project is not contrary to the objective of any part of the adopted General Plan, in that the adopted General Plan encourages orderly development with respect to adopted land use plans, and the continual improvement of the City as place for attractive industrial development while minimizing potential detrimental impacts on surrounding properties.

Environmental Assessment

The project is categorically exempt from environmental review pursuant to State CEQA Guidelines Section 15332 (In-Fill Development Projects), in that the proposed project is consistent with the applicable General Plan land use designation and meets all applicable general plan policies and zoning regulations of the Holt Boulevard Specific Plan. Further, the project site and proposed development is surrounded by urban uses and the project site is less than 5 acres. The site is disturbed and has no known habitat for endangered or threatened species; and will not result in any significant traffic, noise, air quality or water quality impacts or result in any significant negative environmental effects on the surrounding area. Lastly, the site is adequately served by all required utilities and public services to support the project.

Public Notice

This item was advertised as a public hearing in the Inland Valley Daily Bulletin newspaper on March 13, 2020. Public hearing notices were also mailed to property owners within a 300-foot radius of the exterior boundaries of the project site in accordance with State law for consideration of this discretionary zoning entitlement. As of the completion of this report, no public comments have been received regarding the proposed project. Pursuant to Executive Order N-29-20, this item was continued to the April 13, 2020 meeting date to provide staff the opportunity to establish a non-person remote meeting.

Planning Division Recommendation

Staff recommends the Planning Commission take the following actions:

- A. Move that, based upon evidence submitted, the project is deemed exempt from the requirements of the California Environmental Quality Act (CEQA). The project qualifies as a Class 32 exemption under State CEQA Guidelines in that the project is consistent with the applicable policies of the General Plan, the development policies and criteria of the adopted Holt Boulevard Specific Plan, is less than five acres in size, has utilities present in the area to serve the development, and is similar to other existing industrial and commercial developments and uses in the vicinity. As such, there is no substantial evidence the project will pose a potential significant impact to the environment.
- B. Move to approve the Precise Plan of Design, the request for the site plan, floor plan, elevations, colors, materials, conceptual landscape plan, master sign program for the proposed office and industrial building development and allowing wholesale, storage and distribution uses in the "Business Park" land Use district of the Holt Boulevard Specific Plan on the 3.97 acre site at NEC Brooks and Ramona Avenue and 4500 block of Holt Boulevard (4570 Brooks Street), per the submitted plans and as described in the staff report, subject to conditions of approval contained in attached Resolution No. 20-1937.
- C. Move to approve the Conditional Use Permit request allowing wholesale, storage and distribution uses in the "Business Park" land Use district of the Holt Boulevard Specific Plan on the 3.97 acre site at NEC Brooks and Ramona Avenue and 4500 block of Holt Boulevard (4570 Brooks), per the submitted plans and as described in the staff report, subject to conditions of approval contained in attached Resolution No. 20-1937.

Respectfully Submitted,



Michael Diaz
Community Development Director

Attachments: Draft Resolution No. 20-1937

- c: Steve Chuang, property owner, Realogic Investment, LLC 5423 G Street, Chino, CA 91763
Sylvia Tran, Business Development & Project Manager, Xebec Building Company, 3010 Old Ranch Parkway, Suite 480 Seal Beach, CA 90740

RESOLUTION NO. 20-1937

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MONTCLAIR GRANTING APPROVAL FOR CASE NO. 2020-2, A PRECISE PLAN OF DESIGN AND CONDITIONAL USE PERMIT FOR THE DEVELOPMENT OF A 3.97-ACRE SITE IN THE "COMMERCIAL", "BUSINESS PARK", AND "INDUSTRIAL" LAND USE DISTRICTS OF THE HOLT BOULEVARD SPECIFIC PLAN, AT THE NORTHEAST CORNER OF RAMONA AVENUE AND BROOKS STREET AND IN THE 4500 BLOCK OF HOLT BOULEVARD (APNs 1012-071-04 and 1012-081-01).

A. Recitals

WHEREAS, On January 16, 2020 and March 10, 2020 applications for a Precise Plan of Design (PPD) and Conditional Use Permit (CUP) were filed under Case No. 2020-02, to allow the development of two adjoining parcels totaling 3.97 acres in size; and

WHEREAS, the 3.97 acre site is primarily located at the NEC of Ramona Avenue and Brooks Street, with one of the parcels extending northward to the 4500 block of Holt Boulevard (4570 Brooks Street); and

WHEREAS, the majority of the site is vacant land with one existing small industrial building present that will be removed to accommodate the new project improvements; and

WHEREAS, the proposed development includes three new buildings totaling 56,305 square feet in size, and consisting of a single-story office/commercial building fronting Holt Boulevard and two industrial buildings oriented towards Ramona Avenue and Brooks Street; and

WHEREAS, the CUP request applies to Building 3 which is within the portion of the project site located in the Business Park (BP) zone and which the requires CUP approval to allow warehousing and distribution uses; and

WHEREAS, a proposed lot line adjustment between to the parcels is proposed to adjust the size and configuration of the two properties to allow for orderly development and separate the Commercial zoned portion of the site (approximately 1.07 acre) from the Industrial and Business Park zones and also allow the flexibility to sell the Commercial zoned portion in the future; and

WHEREAS, the project site is located in the *Holt Boulevard Specific Plan* (HBSP) adopted in 1991, and the site has three (3) separate land use designations including "Commercial", "Business Park" and "Industrial" affecting the development of the project site; and

WHEREAS, according to the HBSP, the "Commercial" land use district is intended to provide for a broad range of commercial activities, including retail sales, food uses, offices, and wholesale establishments; and

WHEREAS, the "Business Park" (BP) land use district of the HBSP is intended for a mix of light manufacturing, research and development, sales agencies, and office-based firms. Further, the BP zone also requires the approval of a Conditional Use Permit (CUP) to allow warehousing and distribution uses in the Business Park zoning district; and

WHEREAS, the "Industrial" land use district of the HBSP is intended for a mix of light and medium manufacturing, research and development, and warehousing and distribution uses. In addition, administration and professional offices will be permitted when they support the industrial land uses of the subject building; and

WHEREAS, the project proposes the development of two (2) industrial buildings (facing Brooks Street) with a combined total of approximately 56,305 square feet in building area; and one 11,383 square foot office building facing Holt Boulevard, with associated on-site improvements for parking, trash, enclosures, landscaping, exterior lighting, and fences/walls; and

WHEREAS, the subject development proposal is in compliance with the applicable development standards of the "Business Park", "Industrial" and "Commercial" land use district of the Holt Boulevard Specific Plan, including setbacks, building height, and parking; and

WHEREAS, the project site is of adequate size and shape to support the proposal as designed with required site improvements for access and on-site circulation, parking, landscaping, and required elements of the approved Water Quality Management Plan (WQMP); and

WHEREAS, the Planning Division has determined the project to be categorically exempt from the requirements of the California Environmental Quality Act (CEQA), pursuant to Section 15332 of the State CEQA Guidelines, which covers infill projects in significantly developed areas. The proposed development of two contiguous lots is consistent with the applicable policies of the General Plan, the Holt Boulevard Specific Plan requirements, is less than five acres in area, has utilities present in the area to serve the development, and is similar to other existing industrial and commercial developments and uses in the vicinity. As such, there is no substantial evidence the project will pose a potential significant impact to the environment; and

WHEREAS, pursuant to Sec. 3 of Executive Order N-29-20 issued by Governor Newsom on March 17, 2020, this agenda item was continued from its originally scheduled Planning Commission hearing date of March 23, 2020, to the Commission's regularly scheduled meeting date of April 13, 2020; and

WHEREAS, in compliance with the Executive Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, a non-person remote meeting was conducted on April 13, 2020, at which time all persons wishing to testify in connection with said application were heard, and said application was fully considered; and

B. Resolution.

NOW, THEREFORE, it is hereby found, determined, and resolved by the Planning Commission of the City of Montclair as follows:

SECTION 1. This Commission hereby specifically finds that all of the facts set forth in the Recitals, Part A, of this Resolution are true and correct.

SECTION 2. Based upon the entire record before the Planning Commission during the above-referenced hearing on April 13, 2020, including written and oral staff reports together with public testimony, this Planning Commission hereby finds as follow with respect to the recommendation of approval of Precise Plan of Design and Conditional Use Permit under Case No. 2020-2, subject to the conditions of approval contained in this resolution enumerated below:

Precise Plan of Design Findings

- A. The proposed commercial office and industrial development is consistent with the applicable zoning standards and land uses allowed within the respective "Business Park," "Industrial, and "Commercial" districts of site as designated by the Holt Boulevard Specific Plan (HBSP).
- B. At 3.97 acres in area, the overall shape and size of the site is sufficient to accommodate the proposed industrial and commercial development without need for any variances from applicable development standards of the HBSP or Municipal Code. The site is designed with ample onsite parking that will be available to support all on site uses, via a reciprocal access and parking agreement.
- C. The general arrangement of buildings, massing, heights, landscaping and respective architectural designs as indicated in submitted plans is attractive and up-to-date. When the project is completed the this site will provide a much needed visual boost and image enhancement to the site and to what passersby see from the south side of the Holt Boulevard corridor that extends south to Brooks Street.

Conditional Use Permit Findings – Building 3

Staff believes that the required findings for granting a Conditional Use Permit to allow wholesale, storage, and distribution uses in Building 3 of the proposed project can be made as follows:

- A. That wholesale, storage, and distribution uses are essential or desirable to the public convenience and public welfare, in that the development of and use of the site by a wholesale, storage, and distribution use will result in new improvements and expansion of business activity in the community and the potential for employment opportunities for local residents.
- B. That granting the permit will not be materially detrimental to the public welfare and to other property in the vicinity, in that the project involves the development of a modern warehouse building on a site that has been appropriately developed to support such uses. Moreover, the proposed use of the site for wholesale, storage, and distribution activities is a relatively low key operation operated within a building designed for that purpose and compatible with similar uses in the immediate area.
- C. That such use in such location conforms to good zoning practice, in the proposed CUP request to allow wholesale, storage, and distribution uses applies to one building, Building 3, (up to separate tenants) on the portion of the subject site that is designated as "Business Park" by the HBSP. The subject building is within and designed as part of the same development that would allow an identical building type where wholesale, storage, and distribution uses are permitted by right. Approval of the CUP for Building 3 in the portion of the site zoned as "Business Park" zone will not negatively affect the surrounding uses within the development. Conditions of approval addressing future wholesale, storage, and distribution uses in the affected building and site will be added to ensure these potential uses are appropriately operated.
- D. That wholesale, storage, and distribution uses in such location is not contrary to the objective of any part of the adopted General Plan, in that the adopted General Plan encourages orderly development with respect to adopted land use plans, and the continual improvement of the City as place for attractive industrial development while minimizing potential detrimental impacts on surrounding properties. Approval of a CUP for Building 3 of the subject project is not contrary to the objective of any part of the adopted General Plan.

SECTION 3. Based upon the substantial evidence presented to this Commission during the above-referenced hearing on April 13, 2020, including written and oral staff reports together with public testimony, this Commission hereby finds the proposed development of the 3.97 project site, and requested Conditional Use Permit request, to be consistent with the overall objectives of the City of Montclair General Plan, the Holt

Boulevard Specific Plan, the Montclair Municipal Code, and good planning principles, and approves the application subject to each and every condition set forth below.

Planning

1. This approval shall be for the following:
 - a. A Precise Plan of Design for the site plan, elevations, conceptual landscape plan, colors and materials associated with the proposed development of the 3.97-acres site at the NEC of Ramona Avenue and Brooks Street , and the 4500 Block of Holt Boulevard (4570 Brooks Street), per the submitted plans and as described in the staff report and summarized in the following table:

Approved Project Summary	
Building 1 (Office/Commercial) – Holt Boulevard Frontage	
Zoning: Commercial	
Building Size	11,383 square feet
Number of Tenant Spaces	Five (5) - ranging in size from 2,180 to 2,343 s.f.
Building 2 (Warehouse) – Brooks St Frontage	
Zoning: Industrial	
Office	2,020 s.f.
Mezzanine	2,020 s.f.
Warehouse (w/ Roll Up Doors)	22,843 s.f.
Total	26,883 square feet
Building 3 (Warehouse) – Ramona Ave & Brooks St Frontage	
Zoning: Business Park*	
Office	1,500 s.f.
Mezzanine	1,500 s.f.
Warehouse (w/ Roll Up Doors)	26,422 s.f.
Total	29,422 square feet
*CUP approved required for warehouse use per HBSP	

- b. A conditional use permit for Building 3 located in the portion of the project site zoned as Business Park (BP), allowing warehousing and distribution uses; and
2. PPD approval shall be valid for a period of one year and the CUP shall be valid for six-months shall automatically expire on the anniversary date of Planning Commission approval unless the applicant is diligently pursuing building plan checks and building permits to allow eventual construction of the project. The applicant and/or property owner shall be responsible to apply for a time extension at least 30 days prior to the approval's expiration date. No further notice from the City will be given regarding the project's PPD and CUP expiration date.
3. No changes to the approved set of plans, including the exterior design and materials/finishes, shall be permitted without prior City review and approval. Any modifications, intensification, or expansion of the use and design found by the

City Planner to be significantly different from the approved plan shall be referred to the Planning Commission for review and approval.

4. In the event that exhibits and written conditions are inconsistent, the written conditions shall prevail.
5. Approval of this PPD and CUP shall not waive compliance with any applicable regulations as set forth by the California Building Code and/or City Ordinances, the San Bernardino County Health Department, or the State of California.
6. This approval shall supersede all previously approved entitlements for the subject project site.
7. Prior to the issuance of building permits, the applicant shall prepare a reciprocal access agreement by and between the properties comprising the project site to guarantee in perpetuity internal circulation and access to buildings and parking spaces therein, and for access by emergency responders (Fire and Police). Said covenant shall be reviewed by the City Attorney and recorded with the County of San Bernardino Records Office.
8. In the event of transfer of ownership of the property involved in this application, the new owner shall be fully informed of the permitted use and development of said property as set forth by this permit together with all conditions which are a part thereof. These specific requirements must be recorded with all title conveyance documents at time of closing escrow.
9. Prior to the approval of any signs for the project, the applicant shall continue to work the Planning Division staff to refine the proposed master sign program exhibits and details, including the preparation of a design for the Holt Boulevard monument sign. Final approval shall be made the Director of Community Development. Upon approval all signs erected on the site shall conform to the provisions of the approved master sign program.
10. The applicant and subsequent property owners and users shall comply with the following operational standards:
 - a. Outdoor storage of personal or other items (including motor vehicles) not directly related to the primary use of the property shall be prohibited anywhere on the exterior of the site.
 - b. No outdoor pay telephones, loudspeakers, or vending machines shall be installed or used on the property.
 - c. No outdoor storage of raw materials, finished products, high-pile storage of pallets, equipment and/or other supplies of any kind on the ground, on racks, or within storage/shipping containers shall be allowed.

- d. No outdoor manufacturing or assembly operations.
 - e. No temporary or permanent residential living quarters shall be established on the premises. Indications that a property is being used as temporary or permanent residential living quarters include actions such as spending significant time at the location on more than one day, sleeping at the location, and performing other life activities at the location repeatedly.
11. Within five (5) days of approval by the Planning Commission, the applicant shall submit the following payments to the Planning Division:
- a. A check in the amount of \$50.00, payable to "Clerk of the Board of Supervisors," to cover the filing fee for the Notice of Exemption (NOE) as required by the California Environmental Quality Act (CEQA).
 - b. A check in the amount of \$719.15 the actual cost of publication, payable to the "City of Montclair," to cover the cost of publishing a Notice of Public Hearing in a newspaper of general circulation (Inland Valley Daily Bulletin) as required by state law.
12. The applicant and property owner shall sign an Affidavit of Acceptance form and submit the document to the Planning Division within 15 days of receipt of the Planning Commission Resolution. No building permits shall be issued without a signed Affidavit of Acceptance.
13. The applicant and/or property owner shall ensure that a copy of the Planning Commission Resolution, including all conditions of approval, be reproduced on the first page of the construction drawings and shall be distributed to all design professionals, contractors, and subcontractors participating in the construction phase of the project.
14. Each and every future business(es) occupying the completed building shall be required to obtain and maintain valid business licenses and comply with all applicable City regulations at all times. As part of the routine review process for each new business, the property and subject lease space will be inspected to ensure compliance with all applicable codes, including the provision of adequate on-site parking.
15. Prior to issuance of building permits, the applicant shall provide the following to the Planning Division to be submitted for review:
- a. Obtain approval of the proposed lot line adjustment (LLA) from the Engineering Division. Contact Public Works Director Noel Castillo at ncastillo@cityofmontclair.org or at (909) 625-9441, for further information on the process and fees.

- b. Applicant shall submit a fencing and gate plan for review. The design of the metal fence and gates shall be complementary to overall appearance and colors of the new building and constructed of durable and easily maintained materials as follows:
 - i. Fencing shall have a durable finish (e.g., powder coat) in a color that complements the building.
 - ii. The maximum height of the fence shall not exceed eight feet (8'-0") in height along any interior side and rear property line as adjusted for existing grade conditions and subject to the satisfaction of the Community Development Director. The use of chain-link fencing and security deterrents such as barbed, concertina wire, or electric fences are expressly prohibited.
 - iii. Any blocks wall shall incorporate a finish cap piece.
 - iv. Unfinished gray colored masonry block is prohibited. However, gray colored split-face block is acceptable.
 - v. All gates shall be made accessible to emergency personnel (Police and Fire) during times when they are closed. Contact the Montclair Fire Department for further information and requirements.
16. All exterior lighting shall comply with the submitted photometric plan for the entire site.
- a. Provide a minimum maintained illumination level of one (1) foot-candle across the site.
 - b. All lighting fixtures shall be vandal-resistant and of a design that complements the architecture of the building.
 - c. All parking lot and other freestanding light fixtures shall incorporate 90-degree cut-off style luminaires and flat lenses so as to direct illumination downward to the surface to be illuminated away from public rights-of-way and properties adjacent to the subject site. Cut-off shields may be required to ensure illumination does not adversely impact adjacent properties to the greatest extent possible.
 - d. Freestanding light fixtures and poles shall not exceed a maximum height of 20'-0" as measured from adjacent grade to top of luminaires. Details must be shown on plans.
 - e. Above-grade concrete support pedestals for all proposed freestanding light poles throughout the project site shall be clad in a color coordinated

stucco finish to complement the main building. Details must be shown on plans.

- f. Wall-mounted fixtures shall be shielded. The use of unshielded wall packs, barn lighters, other similar unshielded luminaires, and/or decorative lighting installed solely for the purpose of illuminating the roof shall not be permitted.
 - g. "Wall-washers" or decorative landscape lighting shall be subject to review and approval by the Planning Division.
17. Prior to issuance of a Certificate of Occupancy, the applicant shall install approved landscaping materials on the property, subject to the satisfaction of the City Planner. Except as otherwise specified on the approved landscape plan, the following standards shall apply:
- a. All shrubs shall be minimum five-gallon container size (except herbaceous perennials and woody spreading shrubs on slopes).
 - b. All trees (except required street trees) shall be minimum 24-inch box size and double-staked.
 - c. All trees within the public right-of-way parameters shall be 24-inch box size.
 - d. All landscape planting areas shall have 100 percent irrigation coverage by an automatic irrigation system.
18. All landscaping and irrigation systems shall be maintained in accordance with the approved site and/or landscape plan to ensure water use efficiency.
19. Any plant material that does not survive or is removed or destroyed shall be replaced upon its demise or removal with plant material of a like type and size as that originally approved and installed.
20. Plant material shall not be severely pruned such that it stunts or deforms its natural growth pattern or characteristic feature(s). Trees shall be pruned to ISA (International Society of Arboriculture) standards and only as necessary to promote healthy growth and for aesthetic purposes (i.e., to enhance the natural form of the tree). Improperly or severely pruned trees, including topping as defined by the Water Conservation Ordinance, that results in the removal of the normal canopy and/or disfigurement of the tree shall be replaced with a tree of similar size and maturity as that which was removed or, as required by the Community Development Director.

21. All automobile parking spaces shall be clearly delineated with double-line (e.g. "hairpin") striping.
22. Temporary promotional signs shall comply with Chapter 11.72 of the Montclair Municipal Code. Temporary banners for the purpose of announcing a grand opening or promotional event shall require a banner permit from the Planning Division prior to installation.
23. No portable flags, pennants, spinners, painted-on signs, off-premise signs, trailer-mounted electronic sign/message boards or other similar types of portable signs shall be allowed.
24. No exterior surface-mounted exposed ducts, conduit or electrical lines shall be allowed on walls, awnings, or other exterior faces of the building. In addition, all electrical switchgear, meters, etc., shall be screened or housed in an enclosure to the extent allowed by the utilities.
25. Roof-mounted mechanical equipment (e.g., air conditioning, heating, ventilation ducts and exhaust vents, meters, pumps and filters, transformers and generators, conduit, satellite dishes and similar equipment, but excluding solar collectors shall be screened from direct view from adjacent public right(s)-of-way in any direction (360 degrees) and adjacent residential properties, subject to the approval of the Director of Community Development. In addition, screening of the top of roof-mounted mechanical equipment may be required by the Director of Community Development, if necessary, to protect views from a higher elevation. Screening of roof-mounted equipment shall be accomplished by means of one or both of the following methods:
 - a. Raised parapet(s) or solid screen walls of sufficient height to completely block visibility of equipment as installed. Such screens shall be designed to be compatible with the architectural design of the building. Wooden lattice, painted metal panels, or fence-like screens/covers, or similar are not appropriate screening materials and shall not be allowed.
 - b. Equipment wells integrated into the design of roof of the building.
26. All on-site ground-mounted mechanical equipment, including, but not limited to, utility meters, air conditioners, condenser units, and repair equipment shall be located within the building or on the exterior of the building only when necessary and screened in a manner that is compatible with the architectural design of the building subject to the satisfaction of the City Planner.
27. Freestanding electrical transformers and double check detector assembly (DCDA) fire equipment shall be screened in a manner which is compatible with the building architecture and/or landscaping to the satisfaction of the Director of

Community Development and Building Official. Efforts shall be made to place these elements in locations that are the least visually unobtrusive as possible.

28. Exposed gutters shall be prohibited for use with flat roof building designs. Exposed downspouts shall not be allowed on any side of the building when directly visible to the public right of way and/or interrupts any architectural design features. The applicant shall be responsible for noting on plans submitted for plan check where exposed downspouts are proposed for City review. Any exposed downspouts allowed shall be constructed of high-quality, commercial grade metal in a durable, color coordinated, finish, as approved by the City Planner.
29. The property owner/applicant shall ensure that all building exteriors, site fences and walls, exterior lighting, trash enclosures, drainage facilities, driveways and parking areas are maintained in good condition/repair and reasonably free of:
 - a. Litter and debris;
 - b. Chipped, faded, peeling, and cracked paint;
 - c. Rust and corrosion;
 - d. Cracks, dents, and discoloration;
 - e. Broken and misshapen structural parts;
 - f. Graffiti, bills, stickers, advertisements;
 - g. Damaged or inoperable structures or mechanisms.
30. Any graffiti shall be removed within 24 hours of discovery or notification by the City. The paint utilized to cover the graffiti shall match the affected structure. In the event that the paint finish of the abated area is noticeably distinguishable from the balance of the surface area of the building side just abated for graffiti, or noticeably distinguishable from the rest of the structure, the entire surface area of either the abated side or of the structure shall be painted to minimize the disparity, subject to City Planner approval.
31. The applicant/property owner shall upon notification by the City restore and/or replace any glazing, architectural metal panels, or other exterior design feature/material that have been permanently damaged by graffiti, etching, or by other means.
32. To ensure compliance with the provisions of this Planning Commission approval, a final inspection is required from the Planning Division when work has been

completed. The applicant shall inform the Planning Division and schedule an appointment for such an inspection.

33. In establishing and conducting the subject use, the applicant shall at all times comply with any and all laws, ordinances, and regulations of the City of Montclair, the County of San Bernardino and the State of California. Approval of this CUP shall not waive compliance with such requirements.
34. The applicant shall indemnify, protect, defend, and hold harmless, the City, and/or any of its officials, officers, employees, agents, departments, agencies, and instrumentalities thereof, from any and all claims, demands, law suits, writs of mandamus, and other actions and proceedings (whether legal, equitable, declaratory, administrative, or adjudicatory in nature), and alternative dispute resolutions procedures (including, but not limited to arbitrations, mediations, and other such procedures), (collectively "Actions"), brought against the City, and/or any of its officials, officers, employees, agents, departments, agencies, and instrumentalities thereof, that challenge, attack, or seek to modify, set aside, void or annul, the any action of, or permit or approval issued by the City and/or any of its officials, officers, employees, agents, departments, agencies, and instrumentalities, thereof (including actions approved by the voters of City), for or concerning the project, whether such Actions, are brought under the California Environmental Quality Act, the Planning and Zoning Law, the Subdivision Map Act, Code of Civil Procedure Section 1085 or 1094.5, or any decision of a court of competent jurisdiction. It is expressly agreed that the City shall have the right to approve, which approval will not be unreasonably withheld, the legal counsel providing the City's defense, and that applicant shall reimburse City for any costs and expenses directly and necessarily incurred by the City in the course of the defense. City shall promptly notify the applicant of any action brought and City shall cooperate with the applicant in the defense of the Action.

Building

35. Submit four (4) complete sets of plans including the following:
 - a. Site/Plot Plan;
 - b. Floor Plan;
 - c. Reflected Ceiling Plan;
 - d. Electrical Plans including the size of the main switch, number and size of service entrance conductors, panel schedules, and single line diagrams;
 - e. Plumbing plans, (including isometrics, underground diagrams, water and waste diagram, fixture units, gas piping, and heating and air conditioning);

- f. Provide an existing plan of the building including all walls to be demolished; and
 - g. Waste recycling plan, recycling 65% of all construction debris.
36. The applicant shall comply with the latest adopted California Building Code, and other applicable codes, ordinances and regulations in effect at the time of permit application. These applicable codes shall be indicated on the first page of submitted plans.
 37. A building, structure, sewage system, utility line, eave or projection of a structure, shall not cross over a property line so as to encroach on another property.
 38. Submit two sets of structural calculations, if required and two sets energy conservation calculations.
 39. Architect's/Engineer's stamp and "wet" signature are required prior to plan check approval.
 40. Separate permits are required for fencing and/or walls. Submit details of construction on the plans. Double wall conditions which have been created by an adjacent property line wall shall not be allowed.
 41. Provide and clearly indicate on submitted plans disabled-accessible path(s) of travel to the public right-of-way and all required disabled-accessible parking lot signs. Sidewalks, paths-of-travel, and curb cuts shall comply with the requirements of the California Building Code, Title 24. The maximum cross-slope on a sidewalk or path-of-travel shall not exceed two percent (2%).
 42. Prior to issuance of building permits for a new commercial or industrial development project or major addition, the applicant shall pay development fees at the established rate. Such fees may include but are not limited to: Transportation Development Fee, Permit and Plan Check Fees, School Fees. Pay all required school fees directly to the Ontario-Montclair School District and the Chaffey Joint Union High School District. Applicant shall provide a copy of the school fees receipt to the Building and Safety Division prior to permits issuance.
 43. Exposed raceways shall be prohibited on all building-mounted and freestanding signs.
 44. All construction work carried out under the review of the Building Division shall be of good quality. The Building Official shall have the authority to enforce the installation of work that is straight, level, plumb, square, etc., as the situation

requires. All work shall be well fit and of a durable nature. Paint and stucco in all cases shall not be below standard for the use applied.

45. Once a lot line adjustment has been approved by the City Council sealed by the City Engineer and recorded with the County of San Bernardino, street address numbers will assigned to each building by the Building Official.
46. Each unit shall have individual and independent one-hour separation walls enveloping each assigned airspace or unit and independent utility meters, sewer and water connections and fire protection systems, subject to the review and approval of the Public Works, Community Development and Fire Departments.
47. Security gates to the rear of the building shall be equipped with Medeco locks or other acceptable devices to allow access by emergency personnel and utility providers at all times.
48. All mechanical devices and their component parts, such as air conditioners, evaporative coolers, exhaust fans, vents, transformers, or similar equipment, whether located on the ground or on the roof of the structure, shall be concealed on all sides from public view in a manner that is compatible with the architectural design of the building and to the satisfaction of the Planning Division.
49. All roof-mounted equipment, satellite dish antennas, and other similar apparatus shall be screened from public view in a manner incorporated into the architectural design of the building to the satisfaction of the Planning Division.
50. Fire sprinkler risers and roof access ladders shall be located entirely within the enclosed buildings. Double-detector check facility shall be adequately screened by landscaping or an architectural screen wall.
51. All trash enclosures shall be constructed of a material consistent with the primary type and color of that used on the building. The construction of such trash enclosure(s) shall conform to City standards and shall have a solid roof complementary to the main building. Black-colored concrete shall be used for the trash enclosure floor and its apron.
52. Construction drawings submitted to the Building Division for plan check review shall comply with Montclair Security Ordinance No. 357.
53. The numerical address of the building shall be displayed in a maximum of two locations on the south-facing or north-facing elevation, respectively as follows: Numerals shall be in a font acceptable to the Planning Division, minimum 10 inches in height, minimum 1½ inches in depth, and in a color that adequately contrasts with the background to which they are attached.

54. The facility shall be provided with a minimum maintained illumination level of one (1) foot-candle from dusk until termination of business every business day. During all other hours of darkness, a minimum of one-quarter (.25) foot-candles of illumination shall be maintained at grade.
55. No soil shall be imported or exported to or from the project site from an adjacent building site or from other sources for construction purposes without first obtaining approval from the City Engineer. A plan satisfactory to the City Engineer shall be prepared showing the proposed haul route within the City. Subject plan shall include provisions for street sweeping and cleanup. Applicant/contractor shall comply with all NPDES requirements.
56. Underground Service Alert shall be notified 48 hours prior to any excavation at (800) 422-4133.
57. All off-site and on-site trenching and excavation shall conform to CAL-OSHA standards. Excavations that exceed five feet in depth require a CAL-OSHA permit.
58. The applicant/developer shall install approved emergency lighting to provide adequate illumination automatically in the event of any interruption of electrical service.
59. A Certificate of Occupancy is required prior to occupancy of the subject building. Issuance of a Certificate of Occupancy by the Building Official shall be contingent upon Fire Department inspection and approval of all conditions.
60. Prior to issuance of a Certificate of Occupancy, the person or corporation responsible for the preparation of the Water Quality Management Plan shall certify, in writing, to the Building Official that all conditions and requirements of the Water Quality Management Plan have been implemented or complied with. For projects, developments, or properties intended to be leased or sold, developer shall also submit evidence to the Building Official that lessee or purchaser has been advised in writing of lessee's or purchaser's on-going maintenance responsibilities with respect to the requirements of the Water Quality Management Plan.
61. Prior to the issuance of the Certificate of Occupancy a Final Grade Certificate shall be provided to the Building Official issued from the Registered Civil Engineer of Record that all on-site improvements have been constructed in accordance with all City Standards, Specifications, Conditions of Approval and approved plans.
62. Temporary construction and storage trailers placed on the property shall first obtain approval from the Planning and Building Divisions. If any trailers will include uses for public access, handicap accessibility requirements shall apply.

Before any trailer is set in its location, obtain all permits from the building division. Plans and structural calculations will be required for the tie-down devices. Trailers used for public use (and not used for construction only) are required to be handicapped accessible. The trailer will requires access to the facility by way of ramps which comply with the California Building Code (CBC) 2016 edition, Chapter 11B, in addition to access to each feature of the trailer.

Water Quality Management Plan

63. The WQMP must have final approval from the Engineering Division prior to obtaining grading/building permit(s). Contact Joe Rosales, NPDES Coordinator, at (909) 625-9470.
64. Prepare and submit plans for erosion and sediment control. Plans shall include all phases of the construction project, including rough grading, utility and road installation, and vertical construction to the satisfaction of the City Engineer. Contact Joe Rosales, NPDES Coordinator, at (909) 625-9470.
65. Prior to receiving a City Grading permit a State Construction General permit must be obtained and proof must be shown (WDID number) to the Building Division.
66. At the time of Grading permit issuance; Post-Construction BMP inspection permit fees associated with the approved WQMP shall be paid. Contact Joe Rosales, NPDES Coordinator, at (909) 625-9470 for further information regarding permit and fees.
67. Prior to issuance of a Certificate of Occupancy, the applicant shall:
 - a. Submit to the Engineering Division an electronic copy of the approved WQMP in PDF format.
 - b. Submit to the Engineering Division as built drawings as it relates to the WQMP.
 - c. Record the WQMP Maintenance Agreement with the County of San Bernardino and provide evidence of said recording to the Engineering Division.
68. Prior to release of the certificate of occupancy for the building, the person or corporation responsible for the preparation of the WQMP shall certify in writing to the NPDES Coordinator that all conditions and requirements of the WQMP have been implemented or complied with. For projects, developments, or properties intended to be leased or sold, developer shall also submit evidence to the NPDES Coordinator that lessee or purchaser has been advised in writing of lessee's or purchaser's on-going maintenance responsibilities with respect to the requirements of the WQMP.

69. The applicant shall ensure that all requirements of the approved WQMP for the project are incorporated and consistent with the approved landscape and irrigation plans for the project. All required Best Management Practices (BMPs) shall be duly noted and shown on the landscape plans per the approved WQMP. Landscape Conditions of Approval Associated with the WQMP
70. Landscape plans must show catch basins in landscaping that are associated with the WQMP.
71. Landscape plans must show profile of swale adjacent to catch basins.
72. It is required prior to receiving Certificate of Occupancy the Landscape Architect of record to comply and submit a Letter of Completion to both Planning Division and Engineering Division.
73. Property Owner/Lessee is required to employ a Bonded and California Licensed C-27 Landscape Contractor to conduct all landscaping on property.
74. Landscape Contractor must have City Business License to operate in the City of Montclair.
75. To ensure the landscaping associated with the stormwater treatment device(s) is maintained properly for the life of the project, the property owner/lessee must provide to the Public Works Department every third year after receiving the Certificate of Occupancy, a wet stamped letter of certification from a licensed, certified Landscape Architect, or recognized horticulturist organization or business.
76. The certified letter must state that the plants located within the boundaries of and immediately adjacent to stormwater treatment devices are currently in good health and has been maintained to continue to promote the long-term functional and aesthetic performance of the stormwater treatment device. For example, if the planted component of the stormwater device was designed to control erosion, aid in pollutant capture, or maintain permeability, the plant material must be kept at a level of health and vigor to continually meet these functional requirements.
77. Individuals qualified to submit the certification letter must be able to identify species present and report on their conditions. Providing the original planting design documents to the consulting horticulturist may help them in this process.
78. If mulch is present in the assessment area, this must be noted in the letter along with the current depth of the mulch layer and a description of which areas of the stormwater treatment device are mulched.

79. Five to ten clear and representative site photos showing the condition of the various plant materials located in and adjacent to the stormwater treatment device and any other notable conditions related to the device, printed in color on standard 8.5 x 11 paper, must also be submitted as part of the letter.
80. Representatives of the Public Works Department may follow up with site inspections to confirm the accuracy of certification letters and the overall functional condition of stormwater treatment devices.

Engineering

81. Developer shall comply with all requirements of the Subdivision Map Act and the Montclair Municipal Code. The applicant shall process any right-of-way dedications, easements or grant deeds required for the development.
82. Existing Bus Stop on the east side of Ramona Avenue north of Brooks Street within the frontage of the property shall be renovated with an Omni Bus Premium Bus Stop Shelter with waste receptacle and electronic message board. The installation will require a right-of-way dedication to allow minimum sidewalk width to allow pedestrian passage. A curb adjacent concrete bus pad shall be constructed as part of the bus stop.
83. The tentative map shall expire three years from the date of City Council approval unless extended under Government Code Section 66452.6. The final map shall be filed with the City Engineer and shall comply with the Subdivision Map Act of the State of California and all applicable Ordinances, requirements, and Resolutions of the City of Montclair.
84. Payment of transportation-related development impact fees is required. Fees shall be assessed at the rate in effect at the time the fees are paid.
85. Street improvement plans are required for all public and private streets. Construction drawings shall be 24" by 36" with City standard title block.
86. Street names shall be at the discretion of the developer, subject to the approval of the Public Works Director/City Engineer.
87. All streets public and private shall have sidewalks conforming to Americans with Disabilities Act. Public and private streets shall have sidewalks on each side. Widths and scoring patterns shall conform to City Standard 114.
88. Streetlights shall be provided on all public and private streets. The minimum lighting level for all streets shall be to the satisfaction of the City Engineer. Plans shall include point by point foot-candle values arranged in a grid verifying a minimum lighting level of 2 foot-candles throughout every intersection. Three additional street lights will be needed at the intersection of Brooks at Ramona,

additional ones may be required after the photometric is developed. One additional street light will be required on Holt Boulevard to meet minimum lighting spacing required by City Standards. The Applicant shall provide the design and construction of additional streets lights as required by the City Engineer.

89. Streetlights on public streets shall be owned and maintained by Southern California Edison.
90. Monument signs shall not be permitted in the line of sight triangles next to driveway locations (see City STD 110).
91. All pavement damaged by excavation will be replaced with permanent pavement per the City Standard for paving and trench repair STD No. 301.
92. Replace all existing lifted or cracked curb gutter, damaged utility pull box lids, and sidewalk adjacent to the property. Additionally remove sidewalk that show signs of ponding or is pitting, scaling or spalling. Curb Ramps not in compliance with ADA guidelines will be removed and replaced. Curb Ramp on the north east corner of Brooks at Ramona will need to be replaced to meet ADA standards. Existing driveways need to be removed and replaced with ADA complaint driveways, including the two driveway on the easterly property limits that straddle the property line that provide access to Brooks Street and Holt Boulevard.
93. All Utilities in the public right of way portion of each street frontage adjacent to the site shall be placed underground. This requirement applies to electrical services (facilities operated at nominal voltages in excess of 20,000 volts not included), and switches, and where technology exists, telephone and cable television facilities as well.
94. All utilities within development boundaries shall be placed underground. This requirement applies to electrical services, transformers and switches, telephone, communications, and cable television facilities as well.
95. The developer shall make payment of Regional Sewerage Capital Outlay fees as specified in the Montclair Municipal Code and by Inland Empire Utilities Agency.
96. Discharge of wastewater into the sewer collection system shall conform to all requirements of the Montclair Municipal Code.
97. Sewers intended to be maintained by the City of Montclair shall be designed and constructed per Public Works Department standards, and shall be located in public streets or easements dedicated to the City for sanitary sewer purposes. Sewers not constructed per Public Works Department standards shall be constructed per California Building Code and City of Montclair Building Division requirements and shall be privately maintained.

98. Sewer improvement plans are required for all sewers, public or private, and shall include both plan and profile views on 24" by 36" construction drawings.
99. Approval of the WQMP is required prior to the preparation of grading and/or other improvement plans. Requirements for the WQMP may be obtained from the City NPDES Coordinator Joseph Rosales at 909-625-9470. Requirements of the WQMP may require significant modifications to the approved tentative map. If significant modifications are required, a resubmittal to the Planning Commission and City Council may be required.
100. A grading plan shall be prepared subject to the approval of the City Engineer. An erosion control plan is to be included and considered an integral part of the grading plan. Grading plans shall be designed in accordance with City standards and guidelines, and shall be on 24" by 36" sheets.
101. Prepare and submit a final hydrology and hydraulic study showing the tributary area, layout of storm drains and downstream impacts to a point as defined as the closest receiving point on a master storm drain line or existing facility as approved by the City Engineer. The study shall identify off-site and on-site runoff impacts resulting from build-out of permitted General Plan uses, the project's contribution, location and sizes of catchments and system connection points plus all downstream drainage mitigation measures. All mitigations/recommendations resulting from any final approved report shall be included in the improvement design submittals
102. No soil may be imported or exported to or from the project site from any adjacent building site or from other sources for construction purposes without first obtaining approval from the City Engineer. A plan acceptable to the City Engineer shall be prepared showing proposed haul routes within the City. The plan shall include provisions for street sweeping and cleanup. Contractor(s) shall comply with all National Pollutant Discharge Elimination System (NPDES) requirements.
103. All drainage facilities shall comply with requirements of the approved WQMP.
104. All off site and on site trenching and excavation shall conform to CAL-OSHA standards. Excavations that exceed five feet in depth require a CAL-OSHA permit.
105. Underground Service Alert shall be notified at least 48 hours prior to any excavation. Contact Underground Service Alert at 800-422-4133.

Environmental

106. Discharge of wastewater into the sanitary sewer system shall conform to Chapter 9.20 of the Montclair Code.

107. Regional Sewerage Supplemental Capital Outlay fees are required in accordance with Section 9.20.440 of the Montclair Municipal Code and the Inland Empire Utilities Agency (IEUA). For more information contact Marissa Pereya, Environmental Manager, at (909) 625-9446.
108. All trash enclosures must be designed in accordance with the provisions of AB 341 Mandatory Commercial Recycling and AB 1826 Mandatory Commercial Organics Recycling (MORe) as established by California Department of Resources Recycling and Recovery (CalRecycle). Sufficient facilities must be provided and all required services set up with the City's Franchise Waste Hauler, Burrtec Waste Industries, Inc. and maintained for the mandatory recycling of all recyclable materials and organics/landscaping wastes. For additional information, contact Environmental Manager, Marissa Pereya at (909) 625-9446.

Fire

109. General plan review. This is a general plan review only and is to determine if this project should be allowed to move forward to the City Development Review and/or the Fire Department plan check phase. Additional requirements may be necessary to comply with all applicable codes and will be determined during the Fire Department plan check process. The Fire Department requires two sets of plans be submitted with an application and all fees pre-paid.
110. Permits required. Permits are required for the plan review and inspection of fire detection, fire sprinkler, hood and duct, and occupancy plan reviews. Fees shall be collected by the fire department at the time an application for permit is filed (CFC 2016 105.3.8).
111. Plan submittal. Provide 3 Complete architectural, structural, Fire Alarm and Fire Sprinkler plans, including all specifications, shall be submitted to the fire department for review prior to the issuance of any building permits. These plans and specifications shall include, but are not limited to, construction type, exits, fire protection equipment, building protection, and interior finish. The developer is responsible for, and shall apply for and receive, all fire department permits, paying all necessary fees prior to beginning construction. (CFC 2016 105.4.1)
112. Construction documents for fire protection systems. Construction documents and calculations for all fire protection systems and permits are required for the installation, rehabilitation or modification of any fire protection system. Construction documents for fire protection systems shall be submitted for review and approval prior to system installation.(2016 CFC 105.4.2.1 and Chapter 9)
113. Each page shall have Contractor's license number, including expiration date, wet stamp and signature of the contactor licensee on each plan (California Business & Professions Code Sec. 7031.5).

114. Provide an accurate description of the scope of work for the project on the Title Page.
115. Show all exterior and interior building dimensions on the plans.
116. The plan check application can be found on the City of Montclair website: <http://www.cityofmontclair.org> and click on the following Departments: Fire, Fire Prevention, Plan check and permit process.
117. Development standards. This project is required to comply with the 2016 California Fire Code as amended in the Montclair Municipal Code, and Montclair Fire Department development standards.
118. Fire Department Fees. All fees are required to be paid in full prior to any permit issuance.
119. Fire apparatus access roads to buildings. Fire apparatus access roads shall extend to within 150 feet of all portions of the facility and all portions of the exterior walls of the first story of the building as measured by an approved route around the exterior of the building or facility (2016 CFC 503.1.1). Exception: Dimension may be increased if the building is equipped throughout with an approved automatic sprinkler system installed in accordance with 2016 CFC Section 903.3.1.1, 903.3.1.2 or 903.3.1.3.
120. Fire apparatus road dimensions. Fire apparatus roads shall have an unobstructed width of not less than 20 feet. (D103.6.1) and Vertical clearance of not less than 13 feet 6 inches. Show all dimensions on the plans. (2016 CFC 503.2.1)
121. Provide a site plan shall be drawn to a 20, 30 or 40 engineering scale and show the turn radii for all corners, using a minimum 32 feet inside & 45 feet outside radii dimension. (CFC 2016 503.2.4)
122. Provide a fire apparatus turn-around dimensions (hammerhead, boot, or cul-de-sac) where fire apparatus access roads and driveways shall exceed 150 feet (2016 CFC 503.2.5)
123. Fire apparatus access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be surfaced so as to provide all-weather driving capabilities. (2016 CFC 503.2.3).
124. Traffic calming devices shall be prohibited unless approved by the fire code official (2016 CFC 503.4.1)

125. Fire apparatus access roads shall not exceed 10 percent in grade. Exception: Grades steeper than 10 percent with mitigating protection measures as approved by the fire code official. (CFC 2016 503.2.7)
126. The angles of approach and departure for any means of access shall not exceed the design limitations of the fire apparatus of the fire department, subject to the approval of the Fire Code Official. (CFC 2016 503.2.8)
127. A Knox Box is required and shall be of an approved type and shall contain Master keys to allow the fire department to gain necessary access (2016 CFC 506.1).
128. Security gates are required to be setback 45 feet from the public roadway curb line.
129. Exterior doors and openings shall be maintained readily accessible for emergency access by firefighters. An approved ramped access walkway leading from the fire apparatus road to exterior openings is required (2016 CFC 504.1).
130. Install parapet ladders and emblems. Locations to be determined by the Fire Prevention Bureau during plan check.
131. Commercial Address numbers must be 8-10" tall and automatically illuminated and facing the street. Contact Planning for further information. (CFC 2016 505.1)
132. Exact number, location, and type of fire extinguishers shall be determined by Fire Prevention Bureau.
133. Public Water Systems must meet all Monte Vista Water District standards. Contact the Monte Vista Water District at 909-624-0035
134. Exact number, location, and design of fire hydrants shall be determined by Fire Department and the Monte Vista Water District.
135. Private Water Systems must comply with the NFPA 24 standard and the 2016 California Fire Code. Must install a Fire Department Connection (FDC) located at the Double Detector Check Assembly (DCDA) / Outside Screw and Yoke valve (OS&Y) to act as a Fire Department Boost. The combination FDC shall be equipped with two 2 ½ -inch NST female swivel inlets and one 7-inch NST female swivel and the riser to this FDC must be at least 6 inches in diameter.
136. An approved water supply capable of providing the required fire flow for fire protection shall be provided (2016 CFC 508.1).

137. The minimum fire-flow and flow duration for buildings other than one- and two-family dwellings shall be as specified in 2016 CFC Appendix B, Table B105.1. Exception: A reduction in required fire flow of up to 50 percent, as approved, is allowed when the building is provided with an automatic sprinkler system installed in accordance with 2013 CFC Section 903.3.1.1, 903.3.1.2 or 903.3.1.3. The resulting fire flow shall not be less than 1,500 gallons per minute for the prescribed duration as specified in Table B105.1
138. Private fire service mains and appurtenances shall be installed in accordance with NFPA 24 (508.2.1). Submit plans to the fire department showing the fire water system detail.
139. Fire Department Connections (FDC) and Post Indicator Valves (PIV) locations to be determined by the fire department during plan check. Every sprinkler system shall have at least (1) fire department connection located within 50 feet of a fire hydrant. (MMC 10.28.060K(1)).
140. The installation of check valves is required between fire hydrants and Fire Department Connections (FDC).
141. Show pipe size of the fire water system on the plans.
142. Provide a site plan showing all fire hydrants and distances to nearest fire hydrants in all directions along fire apparatus access roads.
143. Minimum underground fire service supply pipe shall be 6 inches in diameter. (MMC 10.28.060K(5))
144. Double Check Detector Assembly shall be painted Rustoleum Hunt Club Green, satin acrylic finish stock #7944502.
145. An approved automatic fire sprinkler system shall be provided throughout, as defined by the most current edition of NFPA 13, in all newly constructed buildings of any occupancy group. (CFC 2016 903.2). Three (3) sets of plans shall be submitted to the Montclair Fire Prevention Bureau for review and approval prior to starting work.
146. Trash enclosures shall be fully enclosed per Planning Division's requirements, and shall have fire sprinklers installed should any one of the following conditions exist; the trash enclosure has a combustible roof covering, the trash enclosure contains two or more individual trash containers, or the trash enclosure is under or within 5 feet of combustible construction. (MMC 10.28.060) Three (3) sets of plans shall be submitted to the Montclair Fire Prevention Bureau for review and approval prior to starting work.

147. Any Outdoor detached facilities greater than 200 square feet is required to install an approved fire sprinkler system. (MMC 10.28.060 J(3))
148. Fire sprinkler system plans are required to be a separate plan submittal with a completed application and all fees pre-paid.
149. Commercial cooking equipment that produces grease laden vapors shall be provided with a Type 1 hood, in accordance with the California Mechanical Code. An automatic fire-extinguishing system that is listed and labeled for its intended use is also required. (2016 CFC 904.12)
150. The application, installation, performance and maintenance of fire alarm systems and their components in new and existing buildings and structures shall be in compliance with 2016 CFC Chapter 9 (2016 CFC 907.1). Fire alarm and detections system plans are required to be a separate plan submittal with a completed application and all fees pre-paid.
151. Fire Sprinkler riser assemblies shall be weather protected in an enclosure large enough to accommodate repair or replacement of components. The enclosure shall have a door or hatch large enough to accommodate the removal of the largest component of the riser assembly which it contains.
152. When automatic fire sprinkler systems or fire alarm systems are installed in buildings constructed for multiple tenants and these systems protect multiple tenant spaces, the main controls and control appurtenances, such as risers, fire alarm control panels, and valves for such systems, shall be located in an attached or included room or an approved weather resistant enclosure with at least one exterior access door of not less than 3'-0" by 6'-8".
153. 2016 CFC Chapter 33 conditions shall apply to this project during construction and demolition (2016 CFC 3301.1).
154. Develop and maintain an approved pre-fire plan in cooperation with the fire department (2016 CFC 3308.2).
155. An approved water supply for fire protection, either temporary or permanent, shall be made available prior to combustible materials arriving on-site. The water supply, including mains and hydrants, shall be acceptably tested, painted, and approved by the Monte Vista Water District and Fire Prevention Bureau prior to the issuance of permits (2016 CFC 3312.1).
156. Fire Apparatus access road and water supply must be inspected and approved by the Montclair Fire Department prior to lumber being dropped at the project site. The Fire Apparatus access road shall be 2" thick, 20' wide (minimum) paved asphalt road through-out the project. (CFC 2016 503.2.3)

157. Access for firefighting. Approved vehicle access firefighting shall be provided to all construction or demolition sites. Vehicle access shall be provided to within 100 feet of temporary or permanent fire department connections. Vehicle access shall be provided by temporary or permanent roads, capable of supporting imposed loads of fire apparatus under all weather conditions. Vehicle access shall be maintained until permanent fire apparatus access roads are available (2016 CFC 3310.1).
158. Fire apparatus roads shall not be obstructed in any manner, including the parking of vehicles (CFC 2016 503.4).
159. Buildings and structures under construction shall post temporary 8-10" inch address signs meeting fire department standards and at locations determined by the Fire Code Official (CFC 2016 505.1.2).
160. Welding, cutting, open torches and other hot work operations and equipment shall comply with 2016 CFC Section 2601.1.
161. Provide a readily accessible telephone on-site for emergency use. The street address of the construction site. The emergency telephone number of the fire department dispatch center at 911 for emergencies and (909) 884-7248 for non-emergencies, shall be posted adjacent to the telephone (2016 CFC 3309.1).
162. Structures under construction, alterations or demolition shall be provided with not less than one approved portable fire extinguisher (2016 CFC 3315.1).
163. The application, installation, performance and maintenance of fire alarm systems and their components in new and existing buildings and structures shall be in compliance with 2016 CFC Chapter 9 (2016 CFC 907.1). Fire alarm and detections system plans are required to be a separate plan submittal with a completed application and all fees pre-paid.
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173. Structures under construction, alterations or demolition shall be provided with not less than one approved portable fire extinguisher (2016 CFC 3315.1).
174. KNOX boxes are required and shall be of an approved type and shall contain keys to gain necessary access as required by the Fire Code Official (2016 CFC 1410.2 & 506).

Police

175. In conjunction with the ongoing operation of the business, the premises shall comply with all applicable local, State, and Federal requirements placed upon them by any regulatory or governing entity.
176. The activity level of the business shall be monitored by the Police Department to establish the level of police services used for the business. Should the level of police services demonstrate that the applicant has not controlled excessive, or unnecessary activity resulting in high use of police services then this Conditional Use Permit shall be reviewed for consideration of further conditions, modifications or revocation.

177. There shall be no special promotional events held on the property, unless a written request for such is received and approved by the Community Development Director and the Police Chief or their designee.
178. If applicable, the parking lot of the premises shall be equipped with lighting of sufficient power to illuminate and make easily discernible the appearance and conduct of all persons on or about the parking lot.
179. The premises shall install and maintain a closed circuit video surveillance (CCVS) system. The system shall at minimum be capable of monitoring all entrances/exits to the premises and be positioned as to allow for identification of patron facial features and physical characteristics. A minimum of one camera shall be placed in a position to monitor the parking lot of the premises, positioned in a manner which allows for the widest view from the entrance, without significant lens distortion, and one camera per entrance/exit door. Typical acceptable camera angles range from 50-130 degrees. Cameras shall be capable of no less a resolution than 1920×1080 pixels, otherwise known as 1080p. Cameras shall be capable of no less a resolution than 1920×1080 pixels, otherwise known as 1080p. All cameras shall have IR or low light capability.
180. Audio recording is desirable, but not a requirement. Camera footage shall be retained for a period no less than 90 days. To conserve storage space, cameras may reduce frame-rate when no motion is detected, however must record at no less than 30 frames per second when motion is detected. Motion sensors shall be configured to activate properly in all areas covered including the parking area, if applicable. Motion sensors may be configured to prevent incidental activation from hanging or moving displays. Depending on the nature of the premises, additional cameras may be required.
181. Alarm systems are encouraged to compliment the CCVS system. Current responsible party information shall be on file with the Police Department for appropriate response and notifications.

The Secretary to this Commission shall certify to the adoption of this Resolution.

APPROVED AND ADOPTED THIS 13TH DAY OF APRIL 2020 BY THE
PLANNING COMMISSION OF THE CITY OF MONTCLAIR, CALIFORNIA

By: _____
Barry Rowley, Chair

ATTEST: _____
Michael Diaz, Secretary

I, Michael Diaz, Secretary of the Planning Commission of the City of Montclair, do hereby certify that the foregoing Resolution was duly and regularly introduced, passed, and adopted by the Planning Commission of the City of Montclair, at a regular meeting of the Planning Commission conducted on the 13th day of April 2020, by the following vote, to-wit:

AYES:

NOES:

ABSENT:

Z:\DepartmentShares\Community Development\sgutierrez\CASES\2020\ NEC Brooks and Ramona \2020-02 RESO 2020-1937.doc

Exhibit A:
Case 2020-2

NEC Brooks and Ramona 4500 Block of Holt (4570 Brooks Street)



Holt Boulevard Specific Plan Land Use District Legend

-  Business Park
-  Industrial
-  Commercial
-  Parcel lines



To:	Noel Castillo	From:	Sandhya Perumalla, and Daryl Zerfass PE, PTP
	City of Montclair		Stantec
File:	2042562100	Date:	March 10, 2020

Reference: Trip Generation Study for the Warehouse and Office Development Project at 4570 Brooks Street in the City of Montclair

Stantec Consulting Services Inc. (Stantec) has prepared a trip generation study for a proposed warehouse and office development (Project) in the City of Montclair. The proposed Project is located at the northeast corner of Ramona Avenue and Brooks Street (4570 Brooks Street). See attachment for a map showing the Project location.

The Project includes the development of three individual buildings. Building 1 would be approximately 11,383 square feet of office, Building 2 and Building 3 would be approximately 26,883 square feet and 29,422 square feet, respectively, of warehouse and supporting office. The purpose of this memo is to present the Project's traffic generation estimates.

Access to the Project site would be via a driveway on Holt Boulevard and two driveways on Brooks Street. See attachment for an illustration of the site plan. The Project will provide a total of 127 parking spaces. The Project is expected to be occupied in the year 2021. Currently, the Project site is mostly vacant except on the southeast corner of the Project site where there is an existing 11,000 square feet industrial building.

Trip generation estimates for the proposed Project were prepared using standard Institute of Transportation Engineers (ITE) trip generation rates for the office and the warehouse buildings. As mentioned in the City's Traffic Impact Analysis (TIA) guidelines, the ITE trip rates were converted to Passenger Car Equivalent (PCE) trips based on vehicle splits documented in the City of Fontana Truck Trip Generation Study.

As shown in Table 1, the existing industrial warehouse building generates approximately 27 trips and 29 trips during the AM and PM peak hours respectively and 63 average daily trips (ADT). After taking credit for the trips generated by the existing facility and converting them to PCEs by conservatively assuming all the trucks to be 4-axle trucks, the proposed Project is expected to generate net new PCE trips of approximately 211 average daily trips (ADT), with 20 trips occurring during the AM peak hour and 21 trips occurring during the PM peak hour.

Since the proposed Project generates less than 50 peak hour trips, based on the City of Montclair TIA guidelines, a traffic analysis is not required, and a trip generation memo such as this is considered sufficient unless the City has specific concerns related to the Project access and interactions with adjacent intersections.

March 10, 2020

Noel Castillo

Page 2 of 2

Reference: Trip Generation Study for the Warehouse and Office Development Project at 4570 Brooks Street in the City of Montclair

Table 1 - Trip Generation Summary

Trip Rates	Amount	Units	AM Peak Hour			PM Peak Hour			ADT
			In	Out	Total	In	Out	Total	
General Office Building (710)		TSF	1.00	0.16	1.16	0.18	0.97	1.15	9.74
Warehousing (150)		TSF	AM PM ADT	0.12(X)+25.32 0.12(X)+27.82 1.58(X)+45.54		77% IB / 23% OB 27% IB / 73% OB 50% IB / 50% OB			
Trip Generation									
Existing									
Warehouse	11.000	TSF	21	6	27	8	21	29	63
Proposed									
Building 1 - Office	11.383	TSF	11	2	13	2	11	13	111
Buildings 2 & 3 - Warehouse	56.305	TSF	25	7	32	9	26	35	135
<i>Total Net New Trips (Warehouse)</i>			4	1	5	1	5	6	72
Passenger Cars Only - Warehouse		*80.3%	3	1	4	1	4	5	58
Trucks Only - Warehouse		*19.7%	1	0	1	0	1	1	14
¹ Trucks with PCE Factor (4-axle trucks - 3 PCE)			3	0	3	0	3	3	42
Total New Trips PCE			17	3	20	3	18	21	211
Trip Rate Source: Institute of Transportation Engineers (ITE), 10th Edition, 2017, with ITE code in parentheses									
* Vehicle Splits Source: Truck Trip Generation Study, City of Fontana, August 2003									
¹ assumed all the trucks are 4-axle trucks									
ADT - Average Daily Trips									

If you have any questions on the above material, please feel free to contact Daryl or Sandhya to discuss.

Stantec Consulting Services Inc.



Daryl Zerfass PE, PTP
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Daryl.Zerfass@stantec.com



Sandhya Perumalla
Senior Transportation Planner
Phone: 949 923 6074
Fax: 949 923 6121
Sandhya.Perumalla@stantec.com

Attachment: Figure 1 - Project Location Map
Figure 2 - Site Plan

BROOKS STREET
TRAFFIC IMPACT ANALYSIS

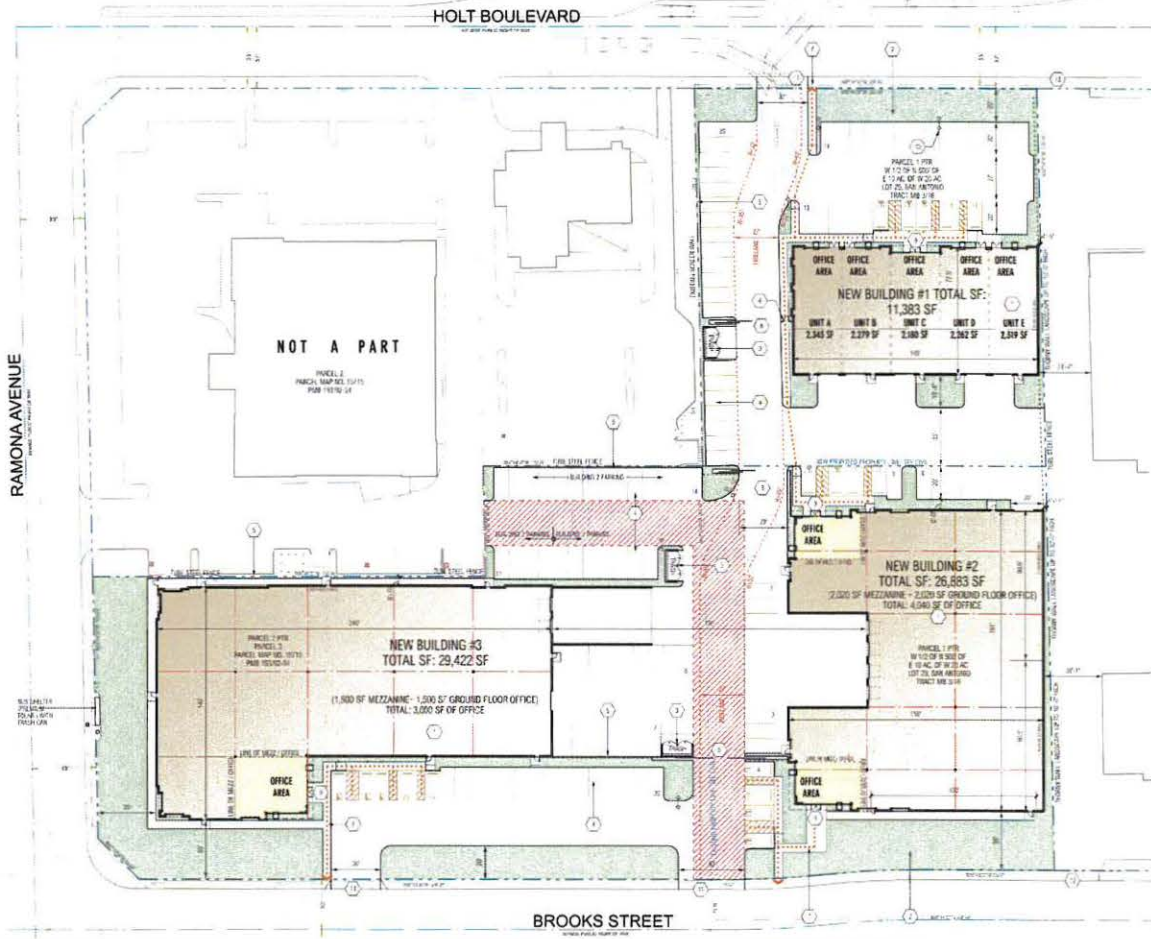


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Figure 1
Project Location Map

**BROOKS STREET
TRAFFIC IMPACT ANALYSIS**



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Figure 2
Proposed Project Site Plan