



CITY OF MONTCLAIR
PLANNING COMMISSION MINUTES
REGULAR ADJOURNED MEETING
Monday, February 23, 2009

COUNCIL CHAMBER
5111 Benito Street, Montclair, California 91763

CALL TO ORDER

Chairman Flores called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

Commissioner Sahagun led those present in the salute to the flag.

ROLL CALL

Present: Chairman Flores, Vice Chairman Lenhert, Commissioners Johnson (arrived 7:05 p.m.), Sahagun, and Vodvarka, City Planner Diaz, and City Attorney Robbins.

Excused: Community Development Director Lustro, Associate Planners Frazier-Burton and Lai.

MINUTES

The minutes of the February 9, 2009 meeting were presented for approval. Commissioner Vodvarka moved, Chairman Flores seconded, there being no opposition to the motion, the minutes were approved 3-0 (Commissioner Johnson was absent and Commissioner Sahagun abstained due to his absence from the February 9 meeting).

ORAL AND WRITTEN COMMUNICATIONS

None.

AGENDA ITEMS

- 6.a CASE NUMBER 2009-3
Project Address: 5111 Benito Street
Project Applicant: City of Montclair
Project Planner: Michael Diaz, City Planner
Request: Precise Plan of Design for an 8,000 square foot Senior Center building

City Planner Diaz reviewed the staff report and stated that architect Frank Cuomo, City Engineer Michael Hudson, and Assistant Director of Human Services Marcia Richter were present to answer any questions regarding the project.

Frank Cuomo, project architect from WLC Architects, thanked the Commission and made a presentation of the Senior Center using colored drawings and DVD presentation.

Chairman Flores noted that the item was not a public hearing but asked if anyone in the audience wished to comment on the project. No one wished to speak on the item, so Chairman Flores closed the public comment period for the item and asked for questions or comments from the fellow commissioners.

Commissioner Sahagun asked if the grade elevations were going to be the same for the Senior Center as the existing community center. Mr. Cuomo replied that it will probably be very close because the buildings connect by the courtyard areas and one will be able to walk from the existing community center down into the courtyard areas and into the new Senior Center so the grades have to be somewhat close. There will be some retaining walls along the north and east sides because the site actually rises on the north and retaining walls will be needed to create the garden courtyard walls.

Commissioner Vodvarka noticed some gates around the courtyards and asked whether they will be locked when not in use. Mr. Cuomo responded that there will be locked gates between the Community Center and Senior Center and that they would be locked all the time and only opened for maintenance. Commissioner Vodvarka asked whether security cameras were considered to discourage someone from getting in there and doing some graffiti. Mr. Cuomo answered that they have not really talked about security, but they did put security cameras in the area around the Youth Center and he assumed that it will all tie-in with the Senior Center.

Commissioner Johnson commented that as she looked through the plans, she was tickled about the way it will be developed since the earlier plans she saw indicated that the indoor basketball courts were being eliminated. She likes this layout much better. Mr. Cuomo stated that he felt it would have been a loss to the City to have lost the basketball courts.

Chairman Flores asked about the number of parking spaces and will there be a problem. Mr. Cuomo replied that the Youth Center project will be adding about another

20 parking spaces behind the Recreation building and that former police parking lot has become available to park City vehicles and some staff which will free up spaces in the parking area right in front of the Senior Center.

Vice Chairman Lenhart commented that once a month when the seniors have their birthday party, they host many people and there is no place to park, especially for seniors who find it tough to walk a distance. He felt the plan looked great and never figured it would happen in his lifetime. Mr. Cuomo stated that they hoped to break ground by the end of July.

Commissioner Sahagun commented that most of the events will be in the afternoon until 4:00 p.m. and the entire facilities at City Hall will not be used at the same time and asked what the status was regarding more parking across the street. City Engineer Hudson replied that it was on hold right now and the last he heard the City was still negotiating with the church that owns the property to see if additional parking could be built. For now he thought with all the City vehicles being moved into the area behind the old Police Department facility we will have adequate parking most of the time around City Hall. The idea of providing convenient parking for a once-a-month senior event where people do not have to park all up and down the street is cost prohibitive. We have adequate parking most of the time and we are going to just have to work with that. Mr. Cuomo commented that there will be a drop-off zone and felt it would be a help because seniors can be dropped off right at the front door and not all seniors have that luxury of having someone to drop them off, but for those occasions where there will be more people, like the once-a-month occasion, he felt it would be a help.

Commissioner Sahagun commented that he read in the City Manager's weekly report about the new Police Department facility receiving accolades due to "green" construction, lighting, etc. and asked if anything green was considered for this construction. Mr. Cuomo stated that this project will not be a LEED certified project, but most of the building will be heavily insulated as the Title 24 energy code for the State of California requires. The code is one of the best codes in the country for energy and this year it is even more stringent. There will be R-30 insulation in the roof and R-19 in the walls, dual-glazed windows, and a reflective roof. These are all things typically that you would have in a LEED building, except that we are not going through the LEED process because it is very expensive. Mr. Cuomo indicated that they would still do things like daylight harvesting, which means sensors on all the lighting and windows so that when there is more daylight, the lighting automatically dims down to save energy. So, a lot of the energy efficient measures that are mandated for a LEED building will be incorporated into the Senior Center building.

Commissioner Johnson asked about recycled carpet. Mr. Cuomo stated that just about any carpet you buy today is 100% recycled. They take carpet, strip it down and recycle it. He also indicated that a number of materials, especially flooring materials, used on the project will be made from recycled materials.

Commissioner Vodvarka commented that he knew solar energy is cost prohibitive, but asked if the building was being designed whereby it would not be too tough to change to solar energy later on. Mr. Cuomo replied that they generally allocate a certain amount

of square footage for the placement of photovoltaic cells on the roof and estimate that every square foot of panel yields about 10 watts. They figured they needed 10 to 15 watts per square foot for this building so they have allocated about 5,000 square feet of roof area which could generate around 50,000 KW if we decide to add solar at a later date. They will also provide conduit to the roof and additional space in the building to house inverters and wires that go from the panels to the electric room. They are providing the infrastructure for the future, it's just that it is cost prohibitive to install right now. The cost to do this has really come down and it used to be that you got 3 watts per square foot, but newer systems are getting anywhere from 10 to 15 watts per square foot so the systems are improving and, in the future, maybe five years down the road, there will be a huge cost benefit to install solar panels.

Vice Chairman Lenhart moved that based upon evidence submitted, the project is deemed categorically exempt from the requirements of the California Environmental Quality Act (CEQA). The Planning Division has made this determination pursuant to Section 15332 of the State CEQA Guidelines. The project qualifies because the project is consistent with the adopted General Plan and zoning designation of the site, is on a site that is less than five acres in size, and substantially surrounded by urban uses. Moreover, the site has no value as a habitat for endangered, rare, or threatened species. The Planning Commission has reviewed the Planning Division's determination of exemption and based on its own independent judgment, concurs with staff's determination of exemption. As such, a De Minimis finding of no impact on fish and wildlife will be prepared, seconded by Commissioner Sahagun, there being no opposition to the motion, the motion passed 5-0.

Commissioner Johnson moved to approve the Precise Plan of Design request under Case No. 2009-3 for the site plan, floor plans, elevations, conceptual landscape plan, colors and materials associated with the proposed Senior Center building on a portion of a 2.89-acre parcel within the Montclair Civic Center at 5111 Benito Street per the submitted plans and as described in the staff report, subject to the 47 conditions of approval, seconded by Commissioner Vodvarka, there being no opposition to the motion, the motion passed 5-0.

Vice Chairman Lenhart commented that he recently had lunch at the Ontario senior center and discovered that they serve less people than Montclair does and he was surprised especially comparing the size of the cities.

Planning

1. This Precise Plan of Design (PPD) approval is for the construction of an 8,000-square-foot Senior Center building as depicted on approved plans on file with the Planning Division and as described in this report.
2. PPD approval shall be valid for a period of one year and shall automatically expire on the anniversary date of Planning Commission approval unless the applicant is diligently pursuing building plan check toward 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 expiration date.

3. Approval of this PPD shall not waive compliance with any applicable regulations as forth by the California Building Code and/or City Ordinances, the San Bernardino County Health Department, or the State of California.
4. Within five days of approval, the applicant shall submit a check in the amount of \$50 to cover the County administrative fee for filing a Notice of Exemption as required the California Environmental Act (CEQA). The check shall be made payable to the Clerk of the Board of Supervisors.
5. Any modification, intensification, or expansion of the use beyond that which is specifically approved with this approval shall require review and approval by the Planning Commission.
6. No outdoor pay telephones or vending machines shall be installed or used on the property in conjunction with this approval.
7. 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.
8. Prior to issuance of building permits, the applicant shall submit a detailed landscape/irrigation plan prepared by a licensed landscape architect for all plant areas surrounding the building including courtyard area, for review and approval by the Planning Division. Plans shall include the following:
 - a. Planting plan shall call out all species, quantities and container sizes. Staff recommends a mix of drought tolerant plant materials, including trees, shrubs, vines, and groundcovers. Except for identified specimen sized trees, all new trees shall be minimum 24-inch box size and double-staked per City standards.
 - b. The automatic irrigation system shall be a water saving/efficient irrigation system.
9. The applicant and/or property owner shall ensure that a copy of the Planning Commission approval letter, 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.
10. 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.

Building

11. Submit four (4) complete sets of plans for the proposed building, including, but not limited to, site, floor, electrical, plumbing, and mechanical plans. Contact the Building and Safety Division for any further plan review submittal requirements.
12. Submit two (2) sets of structural and energy conservation calculations.
13. All plans shall be marked with case number (2009-3). 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.
14. All utility services to the project shall be installed underground.
15. 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 disabled-accessible regulations as required by Chapter 11 of the 2007 California Building Code.
16. Prior to the issuance of building permits, the applicant shall submit detailed plans for all exterior lighting for review and approval of the Planning and Building Divisions. Engineering calculations shall be provided at the time of submittal to justify the construction of the light poles and bases.
17. Construction drawings submitted to the Building Division for Plan Check Review shall comply with Montclair Security Ordinance No. 357, including, but not limited to, adherence to the following standards:
 - a. Install numerical address on the west building elevation. Address numerals shall be in Helvetica font, a minimum of 10 inches in height, minimum 1½ inches in depth, and be in a color that adequately contrasts with the background to which they are attached.
 - b. Provide and maintain a minimum illumination level of one (1) foot-candle from dusk until dawn every day.
 - c. Install an approved emergency lighting to provide adequate illumination automatically in the event of any interruption of electrical service.
18. A Certificate of Occupancy is required prior to occupancy of the building. Issuance of the Certificate of Occupancy shall be contingent upon the Fire Department inspection and final approvals from other departments and/or agencies.

19. Prior to the issuance of a Certificate of Occupancy, the applicant shall:
 - a. Submit to the Building Division electronic images of all plans and records, which are submitted for the purpose of obtaining the building permit to the Building Division. Electronic images shall comply with the City's Electronic Archiving Policy.
 - b. Complete all on- and off-site improvements.
 - c. Install all disabled-accessible parking stalls and parking lot signage.

Engineering/Environmental

20. Payment of transportation development impact fees in effect at the time of payment.
21. The project shall be connected to the public sewer.
22. Payment of all outstanding sewer reimbursement fees as imposed by a district, if any, or any assessments shall be required. Contact the Environmental Manager for fees/assessments.
23. Regional Sewerage Capital Outlay fees are required as specified in the Montclair Municipal Code and by Inland Empire Utilities Agency.
24. Discharge of wastewater into the sewer collection system shall conform to all requirements of the Montclair Municipal Code, upon approval by the Environmental Manager.
25. A precise grading plan shall be prepared subject to the approval of the Community Development Director and the City Engineer. Grading plan shall be prepared in accordance with City of Montclair Public Works Department requirements on 24" by 36" plan sheets. No other plan sheet size is acceptable. Scale shall be sufficient to show all detail required. An erosion control plan is considered an integral part of the grading plan.
26. Approval of a Water Quality Management Plan (WQMP) is required prior to submittal of the precise grading plan to the City. Contact the NPDES Coordinator at 909-625-9470 regarding WQMP and storm water pollution prevention plan requirements.
27. No soil may be imported or exported to 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 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 NPDES requirements. Contact the City's NPDES Coordinator for NPDES requirements.

28. All on- and off-site trenching and excavation shall conform to CAL-OSHA standards. Excavations that exceed five feet in depth require a CAL-OSHA permit.
29. Landscaping design shall be subject to the approval of the City Planner and City Engineer. Landscaping adjacent to driveways shall be low profile so as not to interfere with driver's vision.
30. Underground Service Alert shall be notified at least 48 hours prior to any excavation. Contact Underground Service Alert at 8-1-1 or 800-227-2600.

Public Works – NPDES

31. Prior to issuance of the first Certificate of Occupancy, the person or corporation responsible for the preparation of the Water Quality Management Plan shall have the Engineer of Record certify in writing to the NPDES Coordinator that all conditions and requirements of the Water Quality Management Plan have been constructed and implemented according to the approved WQMP.
32. Prior to the Certificate of Occupancy the property owner shall complete the Maintenance Agreement associated with the project specific WQMP, and shall record the agreement at the County of San Bernardino. Verification of recording shall be submitted to the NPDES Coordinator. 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 Water Quality Management Plan.

Fire Department

33. A 20-foot wide base asphalt or concrete roadway capable of supporting firefighting apparatus within 150 feet of all structures is required prior to the framing stage of construction. This access is required to be maintained unobstructed throughout construction. Roadway is subject to Fire Department approval prior to construction.
34. The developer/general contractor is to be responsible for reasonable periodic clean up of the construction site to avoid hazardous accumulation of combustible trash and debris.
35. Planter areas in the center of drives should be setback 20 feet from curb line, and the plant materials should be of low profile type.
36. Landscaping adjacent to entrance drives should be low profile types, not to exceed eight feet in height when mature.

37. All Fire Department access and fire lanes shall be posted as "No Parking, Fire Lane." Signs shall be designed and mounted in accordance with Montclair Fire Department standards.
38. The proposed commercial structure(s) shall require an approved automatic fire sprinkler system. The system shall conform to all local and national standards. Three complete sets of the sprinkler system plans shall be submitted directly to the Fire Marshal's Office for approval prior to installation of the system in commercial structures. The system shall be so equipped as to provide a signal to a UL listed monitoring station in the event of water flow or tampering.
39. Certificate of Occupancy by the Building Official shall be contingent upon Fire Department inspection and approval of all conditions.
40. Commercial occupancies with cooking areas require an approved, fixed fire extinguishing system for protection of the hood and duct system and overall cooking areas. This system shall be equipped with an automatic fuel shutoff to all equipment protected by this system. Three complete sets of drawings of this system shall be submitted to the Fire Marshal's Office prior to issuance of a permit.
41. A fire hydrant system shall be required to provide the necessary water flow to the proposed structure(s). Exact number, location, and design of hydrants shall be determined by the Fire Marshal's Office when building plans are received. Hydrants shall be active prior to the framing stage of construction.
42. In the event that the structure is to be used for the purpose of a public assembly, the developer/architect shall contact the Fire Marshal's Office for requirements prior to submission of building plans.
43. The developer shall contact the Fire Marshal's Office for drive access requirements prior to gutter and curb-line placements.
44. In those structures covered by CAC Title 19, all drapes, hangings, curtains, drops, and all other decorative material shall be made from non-flammable material, or shall be treated and maintained in a flame-retardant condition, by means of a flame retardant solution or process approved by the State Fire Marshal.
45. Commercial/industrial occupancies shall install approved emergency lighting to provide adequate illumination in the event of any interruption of normal lighting.
46. An approved emergency keyed access system shall be required to facilitate access to buildings or gates by Fire Department personnel in the event of an emergency during non-business hours. Forms are available at

the Montclair Fire Department Headquarters for those occupancies requiring such a system.

47. All Montclair Fire Department fees are due prior to any permit issuance.

INFORMATION ITEMS

None.

Chairman Flores adjourned the meeting at 7:30 p.m.

Respectfully submitted,

Laura Berke
Recording Secretary