



CITY OF MONTCLAIR
PLANNING COMMISSION AGENDA
CITY COUNCIL CHAMBERS
5111 Benito Street, Montclair, California 91763

REGULAR ADJOURNED MEETING
Monday, December 14, 2009
7:00 p.m.

It is respectfully requested that you please silence your cell phones and other electronic devices while the meeting is in session. Thank you.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Chairman Luis Flores, Vice Chairman Maynard Lenhert, Commissioner Tenice Johnson, Commissioner Sergio Sahagun, and Commissioner Don Vodvarka

4. APPROVAL OF MINUTES

The minutes of the November 9, 2009 Planning Commission meetings 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 speaker's card and submit it to the City Planner. Speaker's cards are available at the entrance to the Council Chambers.

6. AGENDA ITEMS

- a. CASE NUMBER 2009-24
 - Project Address: 8750 Central Avenue
 - Project Applicant: First Financial Credit Union
 - Project Planner: Carol Frazier-Burton, Associate Planner
 - Request: Precise Plan of Design

- b. Annual Planning Commission reorganization

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

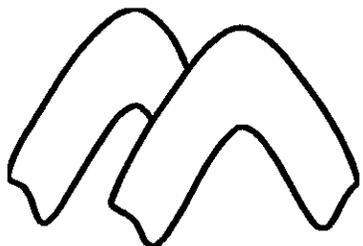
Materials related to an item on this agenda submitted to the Commission after distribution of the agenda packet are available for public inspection at the Planning Division counter during normal business hours.

9. ADJOURNMENT

The City of Montclair Planning Commission is hereby adjourned to the joint City Council/Planning Commission study session on the Housing Element update on January 11, 2010 at 7:00 p.m. in the Council Chambers, 5111 Benito Street, Montclair, California.

CERTIFICATION OF AGENDA POSTING

I, Laura Berke, Administrative Secretary for the City of Montclair, hereby certify that a copy of this agenda was posted on the bulletin board adjacent to the south door of Montclair City Hall on December 10, 2009.



CITY OF MONTCLAIR
PLANNING COMMISSION

MEETING DATE: 12/14/09

AGENDA ITEM 6.a

Case No.: 2009-24

Application: PPD for building remodel

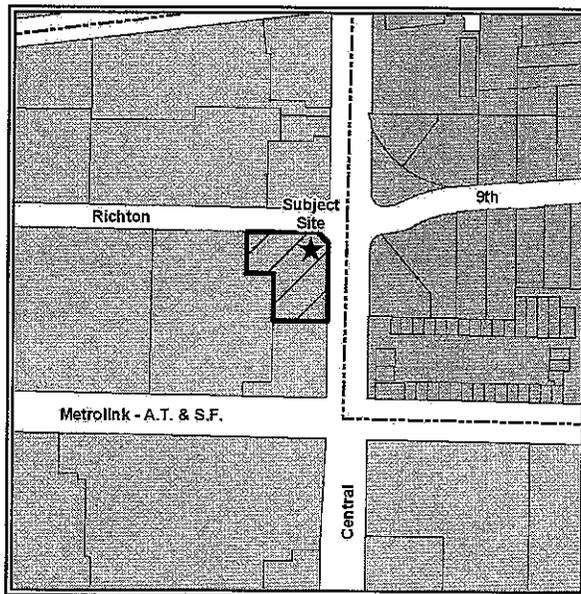
Applicant/Property Owner:
 First Financial Credit Union

General Plan: Planned Development

Zoning: "Commercial" per Turner Montclair Center Specific Plan

Project Address: 8750 Central Avenue

APN: 1007-681-15



Location Map

EXISTING SITE FEATURES/CONDITIONS

Structures: Existing single-story credit union building

Parking: Site is paved with 18 parking spaces

City/Public Utility Easements: None

Trees/Significant Vegetation: Required setbacks and landscaping, no significant or heritage trees.

ADJACENT LAND USE DESIGNATIONS AND LAND USES

	<i>General Plan</i>	<i>Zoning</i>	<i>Use of Property</i>
Site	Planned Development	"Commercial" per Turner Montclair Center SP	Credit Union building
North	Planned Development	"Commercial" per Turner Montclair Center SP	Commercial
East	Commercial/Industrial-Specific Plan (Upland)	CH (Highway Commercial - Upland)	Commercial
South	Planned Development	"Commercial" per Turner Montclair Center SP	Commercial
West	Planned Development	"Commercial" per Turner Montclair Center SP	Business Park

Report on Item Number 6.a

PUBLIC HEARING - CASE NUMBER 2009-24

APPLICATION TYPE (S)	Precise Plan of Design
NAME OF APPLICANT	First Financial Credit Union
LOCATION OF PROPERTY	8750 Central Avenue
GENERAL PLAN DESIGNATION	Planned Development
ZONE DESIGNATION	Commercial (Turner Montclair Center Specific Plan)
EXISTING LAND USE	Credit Union
ENVIRONMENTAL DETERMINATION	Categorical Exemption – Section 15301 (Existing Facilities)
PROJECT PLANNER	Carol Frazier-Burton

Project Description

The applicant is requesting approval of a Precise Plan of Design (PPD) for the renovation of the existing First Financial Credit Union (hereafter "Credit Union") building. The remodel will include the installation of new rectangular shaped windows, new wall plaster and faux stone veneer, the painting of the building and existing roof, new building light fixtures, and the removal of the existing porte cochere and drive-through lane (including drive-through ATMs) from the east and north sides of the building. The existing drive-through lane will be replaced by landscaping. A new landscape plan will be submitted to staff at a later date for approval.

As part of the overall project, the interior of the building would also undergo a major remodel. However, no additional square footage is proposed to be added to the building. The Credit Union is also planning to replace its existing signs with new identification signs at a later date. The new identification signs will be subject to staff review and approval. Building elevations indicate approximate locations where signs will be placed.

The Credit Union plans to continue operating during the remodel period and has requested approval to use a temporary portable office trailer that will be placed over eight (8) parking spaces at the south side of the existing 18-space parking lot. When the project is completed, the existing parking lot will be slightly modified to add two (2) additional spaces for a new total of 20 spaces. Project plans are included in the Commission packets for reference.

Background

- The subject site is approximately 0.80 acres in size.
- In August 1998, the Planning Commission approved a Conditional Use Permit and Precise Plan of Design for the construction of the existing 3,300 square-foot building with a drive-through automatic teller machine and 18 parking spaces.
- The existing building was completed in 1999 and has been occupied by First Financial Credit Union ever since.

Planning Division Comments

For the past several months, staff has been working with the applicant to finalize plans for the remodel, which is intended to coincide with the Credit Union's desire to update all of its corporate facilities. Overall, staff finds the proposed remodel to be appropriate and well done. The new windows, added stone treatment on the walls, and the choice of paint color will give the existing building a clean and updated look. These improvements will not only be a benefit to the Credit Union, but will also help to improve and update the appearance of this important corner property facing Central Avenue.

When the project is completed, the parking area will be expanded so as to provide more parking for customers and employees. The removal of the drive-through lane will allow for additional landscaping that will complement the proposed site and building improvements. However, staff also recommends the landscaping plan take into account the landscaping around the entire site, some of which requires attention. The applicant has been advised that landscaping should be designed to conserve water and add visual interest to the site. The applicant has also been notified that all landscaping/irrigation plans submitted for City review and approval after January 1, 2010 will be subject to requirements of the Model Water Efficient Landscape Ordinance (September 10, 2009) as adopted by the State of California pursuant to Assembly Bill 1881. This new legislation significantly increases the number of requirements related to the preparation of landscape plans in order to meet targeted water conservation measures.

With regard to the proposed portable office, staff is supportive of its use as it allows the Credit Union to remain open for business during the remodeling time frame. Staff has added conditions to address the appearance of the portable office and to require its removal upon the Credit Union's reoccupation the building.

Public Notice

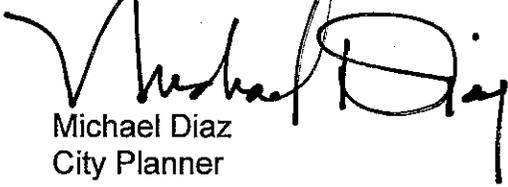
None Required.

Planning Division Recommendation

Staff finds the proposed remodel to be consistent with the Montclair Municipal Code, Turner Montclair Center Specific Plan, and the adopted General Plan and recommends approval of Case No. 2009-24 by taking the following actions:

- A. Move that, based on the evidence submitted, a finding is made that the project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA), pursuant to Section 15301, Class 1(a), in that the project involves the approval of a revised site plan and exterior remodel.
- B. Move to approve the Precise Plan of Design for an exterior remodel under Case No. 2009-24, subject to the 26 conditions of approval contained in Resolution No. 09-1711.

Respectfully Submitted,



Michael Diaz
City Planner

RESOLUTION NUMBER 09-1711

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MONTCLAIR APPROVING A PRECISE PLAN OF DESIGN FOR THE RENOVATION OF AN EXISTING BUILDING UNDER CASE NO. 2009-24 IN THE "COMMERCIAL" LAND USE DISTRICT OF THE TURNER MONTCLAIR CENTER SPECIFIC PLAN AT 8750 CENTRAL AVENUE (APN 1007-681-15)

A. Recitals

WHEREAS, On November 9, 2009, First Financial Credit Union, property owner, filed a Precise Plan of Design (PPD) application to remodel the existing building at 8750 Central Avenue; and

WHEREAS, Chapter 11.80.010 of the Montclair Municipal Code requires a PPD for development and improvements to property within the City; and

WHEREAS, staff has determined that the proposed remodeling is consistent with the requirements of the Montclair Municipal Code; and

WHEREAS, the Planning Commission has reviewed the Planning Division's determination that the project is categorically exempt from the requirements of the California Environmental Quality Act (CEQA), pursuant to Section 15301 of the State CEQA Guidelines, and based on its own independent judgment, concurs with staff's determination of said exemption and finding of no significant effect on the environment. As such, a DeMinimis finding of no impact on fish and wildlife will be prepared; and

WHEREAS, on December 14, 2009, commencing at 7:00 p.m. in the Council Chamber at Montclair City Hall, the Planning Commission conducted a meeting at which time all persons wishing to testify in connection with said project were heard and said proposal was fully studied.

B. Resolution

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

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.
2. Based upon the substantial evidence presented to this Commission during the above-referenced meeting on December 14, 2009, including written and oral staff reports, this Commission hereby finds the proposal to be consistent with the overall objectives of the City of Montclair General Plan, Montclair Municipal Code, Turner Montclair Center Specific Plan, and good planning principles, and approves the application subject to each and every condition set forth below.

Planning

1. This Precise Plan of Design (PPD) approval is for the renovation and exterior remodeling of the existing First Financial Credit Union building at 8750 Central Avenue and site improvements to the subject property as described in the staff report and per approved plans on file with the Planning Division.
2. The Precise Plan of Design (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. 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.
4. Within five (5) working days of approval by the Planning Commission, 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 by the California Environmental Quality 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, including an increase in the floor area or occupancy load beyond that which is specifically approved with the PPD shall require review and approval by the Planning Commission.
6. The operation of the credit union at this location shall be subject to the conditions of approval associated with Case No. 98-22, approved by the Planning Commission on August 24, 1998, except as modified or superseded herein.
7. The use of a temporary trailer for the project shall be allowed while the permanent structure on the site is being duly remodeled subject to the following requirements:
 - a. Trailer shall be maintained in a safe and clean condition at all times.
 - b. Use of temporary business identification signs shall be subject to City review and approval.

- c. Graffiti on the temporary trailer or associated improvements shall be removed immediately by the applicant/property owner upon notification by the City. Paint utilized in covering such graffiti shall be of a color that matches, as closely as possible, the color of the adjacent surfaces.
 - d. Upon the completion of the project, the temporary trailer shall be removed from the site within seven (7) calendar days of City approval to reoccupy the remodeled credit union building. Any damage to the site caused by the installation, use of, or removal of the trailer shall be immediately repaired.
8. Prior to issuance of a building permit, the applicant shall submit detailed plans for all exterior building-mounted and pole lighting for review and approval by the Planning and Building Divisions. All lighting shall incorporate 90-degree cut-off style luminaires and flat lenses. Submitted plans shall include a photometric analysis of all exterior lighting. All existing "wall pack" luminaires on the existing building shall be removed prior to completion of the project.
9. Prior to the issuance of a building permit, the applicant shall submit a detailed landscape/irrigation plan prepared by a licensed landscape architect for the property addressing the following areas:
- a. The area where the drive-through lane is to be removed.
 - b. All planter areas on the property where landscaping is in poor condition or is missing. Signs of poor maintenance include, but are not limited to, the lack of, missing, or dead plant materials, overgrowth, improper pruning, disease, etc.

Please note: Landscaping/irrigation plans submitted to the City for approval after January 1, 2010 shall be subject to Model Water Efficient Landscape Ordinance (September 10, 2009) as adopted by State of California (pursuant to Assembly Bill 1881).

10. All new trees incorporated into the new landscape plan shall be trimmed and maintained per guidelines established and approved by the International Society of Arboriculture (ISA).
11. No pay telephones or vending machines shall be located on the exterior of the building or on the subject property.
12. All mechanical equipment, devices and their component parts (e.g., wiring, conduit, meters, etc.) for such items as air conditioners, evaporative coolers, exhaust fans, vents, transformers, utility meters, or similar equipment, whether located on the ground, building walls, or on the roof of the structure, shall be

shall be concealed on all sides from public view in a manner that is compatible with the architectural design of the building to the satisfaction of the City Planner.

13. 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.
14. Prior to the installation of any permanent signs on the property, the applicant shall submit plans prepared by a licensed sign contractor for review and approval by the Planning and Building Divisions. Signs shall conform to the provisions of the Montclair Sign Code.
15. Temporary promotional signs shall comply with Chapter 11.72 of the Montclair Municipal Code, including, but not limited to, the following:
 - a. Temporary banners for the purpose of announcing the grand opening or advertising promotions shall require banner permits from the Planning Division prior to installation.
 - b. Promotional window signs shall not occupy more than 25 percent of the aggregate window area.
 - c. Portable flags, pennants, spinners, painted-on signs or the like shall be prohibited.
 - d. No trailer-mounted electronic sign/message boards or other similar types of portable signs shall be permitted on the property at any time.
16. The property owner/applicant shall routinely inspect and maintain the property (e.g., structures, equipment, fences/walls, landscaping, hardscape, and pavement) in good condition and in a clean and presentable manner at all times. All trash, debris, weeds (in landscape areas and in asphalt parking areas), graffiti, etc. shall be promptly and/or continually removed.
17. 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.
18. The applicant shall agree to defend, at its sole expense, any action brought against the City, its agents, officers, or employees because of the issuance of this approval; or in the alternative, to relinquish such approval. The applicant shall reimburse the City, its agents, officers, or employees for any damages, loss, court costs and attorney fees that the City, its agents, officers, or employees may be required by a court to pay as a result of such action. The City may, at its sole discretion, participate at its own expense in the defense of

of any such action, but such participation shall not relieve applicant of its obligations under this condition.

Building

19. Submit four 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. If new plumbing is installed, submit 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.
20. Submit two sets of structural calculations, if required and two sets energy conservation calculations.
21. Architect's/Engineer's stamp and "wet" signature are required prior to plan check approval.
22. 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.
23. Contractors must show proof of State and City licenses and Workers' Compensation coverage to the City prior to permit issuance.
24. Plans shall be submitted for plan check and approved prior to construction. All plans shall be marked with the project file number. The applicant shall comply with the latest adopted California Codes, and all other applicable codes, ordinances, and regulations in effect at the time of permit application.
25. Construction activity shall only be permitted from the hours of 7:00 a.m. to 8:00 p.m. daily.
26. 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%).

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

APPROVED AND ADOPTED THIS 14TH DAY OF DECEMBER, 2009.

PLANNING COMMISSION OF THE CITY OF MONTCLAIR, CALIFORNIA

By: _____
Luis Flores, Chair

ATTEST: _____
Steve Lustro, Secretary

I, Steve Lustro, 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 14th day of December, 2009, by the following vote, to-wit:

AYES:

NOES:

ABSENT: