



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

REGULAR ADJOURNED MEETING
Monday, May 9, 2011
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 Sergio Sahagun, Vice Chairman Luis Flores, Commissioner Tenice Johnson, Commissioner Maynard Lenhert, and Commissioner Don Vodvarka

4. APPROVAL OF MINUTES

The minutes of the April 11, 2011 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 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. PUBLIC HEARING - CASE NUMBER 2010-23
 - Project Address: 4594 San Bernardino Street
 - Project Applicant: Chino Basin Water Conservation District
 - Project Planner: Michael Diaz, City Planner
 - Request: Precise Plan of Design for expansion of the Administration Building, construction of a new Education Building, and parking lot improvements (Phases 3, 5, and 6 of the approved CBWCD Master Plan)

- b. PUBLIC HEARING - CASE NUMBER 2011-4
 - Project Address: 5454-84 Moreno Street
 - Project Applicant: Ruben Buchak/A-SF Limited
 - Project Planner: Michael Diaz, City Planner
 - Request: Sign Program Amendment

- c. PUBLIC HEARING - CASE NUMBER 2011-5
 - Project Address: 5505 Moreno Street
 - Project Applicant: Loren Beggs
 - Project Planner: Silvia Gutiérrez, Assistant Planner
 - Request: Sign Program Amendment

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

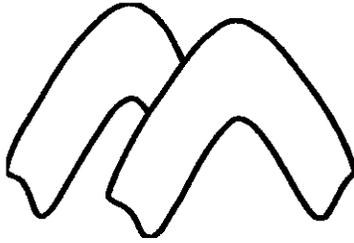
Materials related to an item on this agenda submitted to the Commission after distribution of the agenda packet are available for public inspection at the Planning Division counter during normal business hours.

9. ADJOURNMENT

The City of Montclair Planning Commission is hereby adjourned to the regularly scheduled meeting of June 13, 2011 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 May 5, 2011.



CITY OF MONTCLAIR
PLANNING COMMISSION

MEETING DATE: 05/09/11

AGENDA ITEM 6.a

Case No. 2010-23

Application: Precise Plan of Design (PPD) for Expansion of the Administrative Building, New Education Building, and Parking Lot Improvements at the Chino Basin Water Conservation District (CBWCD) – Phases 3, 5 and 6 of the Approved Master Plan.

Project Address: 4594 San Bernardino Street

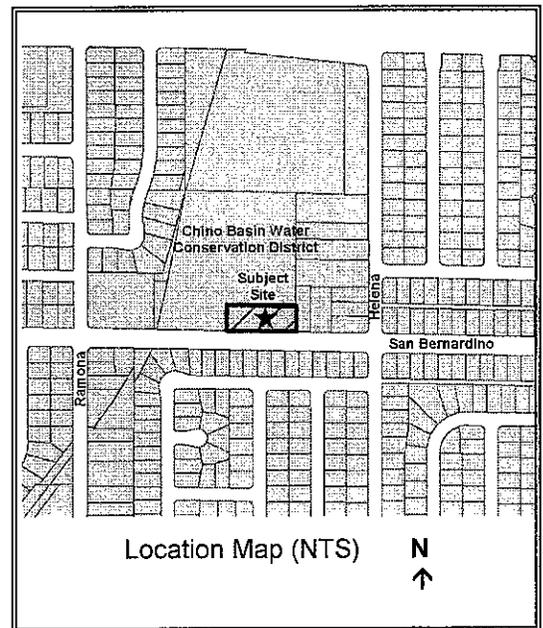
Property Owner: Chino Basin Water Conservation District (CBWCD)

General Plan: Neighborhood Park & Public/Quasi-Public

Zoning: R-1 (Single-Family Residential)

Assessor Parcel Nos.: 1009-172-11

City/Public Utility Easements: Storm drain along east boundary



Adjacent Land Use Designations and Existing Uses			
	<i>General Plan</i>	<i>Zoning</i>	<i>Existing Use of Property</i>
North	Conservation Basins	R-1 (Single-Family)	Conservation Basins
East	Low Density Residential 3-7 du/ac	R-1 (Single-Family)	Single-Family Homes
South	Low Density Residential 3-7 du/ac	R-1 (Single-Family)	Single-Family Homes
West	Low Density Residential 3-7 du/ac	R-1 (Single-Family)	Church

Report on Item Number 6.a

CASE NUMBER 2010-23

APPLICATION TYPE(S)	Precise Plan of Design
NAME OF APPLICANT	Chino Basin Water Conservation District (CBWCD)
LOCATION OF PROPERTY	4594 San Bernardino Street
GENERAL PLAN DESIGNATION	Neighborhood Park and Quasi-Public
EXISTING ZONE DISTRICT	R-1 (Single Family Residential)
EXISTING LAND USE	Park/Water Basins/CBWCD Offices/ Demonstration Garden
ENVIRONMENTAL DETERMINATION	Categorically Exempt (Section 15301)
PROJECT COORDINATOR	Michael Diaz

Project Description

The Chino Basin Water Conservation District (CBWCD) is requesting design approval for Phases 3, 5 and 6 of the approved Master Plan (Case No. 2008-31) for the site. Phases 1 and 2 are now complete. This Precise Plan of Design (PPD) is for the expansion of the administrative and educational facilities on the subject site, including an addition to the existing Administration building, a new Education building, and a renovated public parking lot. A condition of approval for the Master Plan requires the applicant to submit separate PPD application(s) prior to the implementation of improvements in the subsequent phases of the Master Plan.

During construction of Phases 3, 5, and 6, the Demonstration Garden will be closed to the public, administrative activities will be housed in the Maintenance Building, and public board meetings will held at an off-site location.

Administration Building Expansion (Phase 3)

The proposed expansion of the existing Administration Building – to be renamed the “Water Conservation Center” – is intended to allow CBWCD to continue and expand training programs that teach water conservation practices to landscape professionals, homeowners and children. The proposed expansion will add approximately 6,445 square feet to the existing 2,800 square-foot building for a total building size of approximately 9,245 square feet when completed. The addition would be to the north of the existing building and set back approximately 180 feet from the nearest residential property line to the east of the CBWCD site.

When completed, the agency will have new and more efficient management offices, a public lobby/reception/display area, a larger Board Room for public hearings and

professional training, a large conference room, kitchen, library, information technology room, storage rooms, kitchen, and interior and exterior (for the park) restrooms. CBWCD plans on obtaining LEED Gold certification for the project.

Architecturally, the new administration building design is intended to be bold and to demonstrate multiple methods of energy and water conservation. Although the building is proposed as a single level, its exterior design reads as a taller structure by means of varied wall heights and roof slopes. The tower to the rear of the building is intended to be a counterpoint to the existing pyramid form and serve as a passive ventilation 'chimney,' which will allow warm air to exhaust naturally from the building while drawing in cool air from the vegetated areas of the site. Maximum overall height for the building would be 35 feet as measured to the top of the "passive ventilation chimney" element. Other energy conservation measures proposed to be incorporated into the design of the building include:

- West-facing walls that are largely opaque and highly insulated.
- North-facing walls that have large windows to capture the views and let in gentle north light.
- South-facing walls that have shaded windows, which provide good lighting while not allowing for heat gain in the summer.
- East façade of the building, protected by the garden from direct sun, opens out to water conserving landscape.

The proposed colors and materials for the building are varied, including stucco walls in three (3) earth-toned colors, metal wall panels in shades of gray, low raised planter walls in a tan-colored split face block, a decorative band of natural slate tiles, and a gray colored standing seam metal roof as shown on the colored building elevations of the proposed building.

Parking Lot Renovation (Phase 5)

The existing 17,500 square-foot public parking lot at the front of the site (San Bernardino Street) would be renovated as part of this project. The number of stalls in the parking area would remain unchanged at 38 spaces, but the three spaces currently located on the east side of the main drive adjacent to the existing building would be removed and re-incorporated into the remainder of the lot. Two (2) disabled-accessible parking spaces are proposed to be provided directly opposite the new entry point into the Water Conservation Center. Also incorporated into the existing parking lot would be a new covered trash enclosure to be located at the north end of the double parking bay at the center of the lot.

Approximately 3,700 square feet of the parking lot would be pervious concrete, 2,050 square feet in pervious pavers (in parking bays), and possibly 2,400 square feet in

pervious asphalt. The remainder of the site would be traditional asphalt paving. In addition, a few bio-retention areas would be incorporated into the parking area, such as a bio-swale, a dry stream bed, and "rain garden." Each of these elements is designed to demonstrate how storm water can be retained on-site and allowed to percolate into the soil below where the water is naturally filtered and pollutants are removed.

New lighting fixtures are also proposed to replace the existing ones now in the parking lot. The new fixtures would feature high efficiency light-emitting diode (LED) lamps in a 90-degree full cut-off design to minimize the excessive glare and up-lighting associated with conventional light fixtures. The height and locations of the existing lights would remain the same.

Education Building (Phase 6)

The proposed new Education Building would contain one (1) large classroom space with storage, restrooms and a small office. The Education Building would be approximately 1,827 square feet in size and would be set back approximately 300 feet from the San Bernardino Street property line and 25 feet from the east property line of the site.

The building's exterior design consists mainly of a large shed roof sloping to the south and a smaller room extension with a shed roof on the north. The large shed roof will be used to demonstrate rainwater capture. Both roofs will be covered with a standing seam metal roof system that matches the recently constructed Maintenance Building. A storefront window assembly is proposed on the south side of the building and individual and groups of windows would be on the north, east and west sides to allow for natural lighting and visual interest. Skylights are also proposed for the large roof section to allow for additional natural light within the building. Exterior walls would be clad in stucco.

Public Improvements

Several on-site electrical, fire, fire access and sewer services were upgraded as part of the Phase 2 Maintenance Building improvements. As conditions of this approval, the applicant will be required to make certain public improvements across the San Bernardino frontage of the property, including the following:

- Underground existing overhead wires and removal of support poles along the street frontage; and
- Installation of new street lights, which currently do not exist on the north side of the San Bernardino Street frontage.

Parking Lot Closure

To accommodate a construction trailer and provide a secure area for equipment and building materials, all or a portion of the existing on-site parking lot will need to be closed and fenced off from public access for a considerable amount of time. The estimated length of time that all or a portion of the parking lot would be impacted is approximately 12 months. The remainder of Wilderness Park (not including the Demonstration Garden) would, however, remain open to public use. Pedestrian access would be from an existing pathway through the Oak Preserve portion of the park adjacent to San Bernardino Street. Park visitors would also be able to park their vehicles along the San Bernardino Street frontage of the site. CBWCD employees would park in the lot near the Maintenance Building and construction workers would be required to park in an unimproved temporary parking area north of the new Maintenance Building, which is accessed from Helena Avenue.

Background

- The Chino Basin Water Conservation District (CBWCD) is a public agency founded in 1949. The primary goal of the CBWCD is the protection and replenishment of the Chino Groundwater Basin in order to guarantee that current and future water needs will be met. The Basin is protected by the capture and percolation of waters through the District's network of channels, basins and spreading grounds. Water conservation education is provided to individuals and organizations within the service area. The District's service area includes the cities of Chino, Chino Hills, Montclair, Ontario, Rancho Cucamonga, and Upland.
- The current office building was constructed in 1990 and the Demonstration Garden was completed in 1994. In late 2007, the original trellis over the building courtyard was removed and replaced. The existing parking lot contains 38 parking spaces.
- In November 2008, the Planning Commission approved CBWCD's Master Plan for improvements to their 18.2-acre site, as summarized in the following table:

Chino Basin Water Conservation District - Master Plan (Case No. 2008-31)	
<i>Phase</i>	<i>Proposed Improvement</i>
1	Wilderness Park Renovation (Completed 4/2009)
2	Construction of Maintenance Building and parking/ Fire Road Construction and Security Fence (Completed 4/2011)
3	Addition and Renovation of Administration Building
4	Renovation of Demonstration Garden (replanting and new exhibits)
5	Parking Lot Renovation (highlighting various permeable surfaces) and possible cistern to capture storm water runoff. No expansion proposed.
6	Education Facility

Planning Division Comments

Overall, staff finds the proposed improvements of Phases 3, 5 and 6 to be consistent with the previously approved Master Plan for the CBWCD site. As before, staff finds the proposed improvements would not result in the overbuilding of the site or create adverse impacts to adjacent properties. The proposed improvements are appropriately situated on the site and are not in conflict with any development standards, including setback or building height limits.

Staff finds the design of the Water Conservation Center building to be unique and functional. Although the building is somewhat tall at various points, the mass of the building is broken up in several ways by use of breaks in the wall planes, varied height and shape of the roof, and the use of various exterior materials help make the building visually appealing and functional in demonstrating various passive or green technology methods of conservation. As such, staff believes the overall design of the building to be appropriate given its intended use. Finally, staff finds the proposed standing seam metal roof to be appropriate and durable, and consistent with the metal roof used on the new Maintenance Building.

The new Education Building is also appropriately designed and situated on the property. At 16 feet in overall height, this building is in keeping with the height of the single-story residential structures in the area, and is appropriately set back from nearby residential properties. The design of the building is straightforward and appropriate for its intended use and proposed setting. The standing seam metal roof is consistent with what was used on the Maintenance Building.

Staff also finds the proposed parking lot improvements to be appropriate. The number of parking spaces remains the same and is more than sufficient to meet the daily normal needs of the facility and use of the adjacent park. Thirteen (13) new parking spaces were recently added adjacent to the new Maintenance Building during Phase 2. These spaces are intended for CBWCD employees who previously parked in the main lot. The new 90-degree lighting fixtures with LED light are also appropriate in that they are well designed, energy efficient, and direct light downward to the parking surface rather than toward the sky. If required by a photometric plan, an additional light fixture may be added to reach minimum illumination levels as required by City ordinance.

With regard to the proposed parking lot closure, staff has worked with the applicant to ensure that some on-site parking remains available for the public for as long as possible before the entire lot has to be closed to complete all of the parking lot improvements associated with this project. This approach is intended to minimize the number of cars that would have to park on San Bernardino Street. A condition of approval requiring a temporary fencing plan for the project has been added to address this issue. As mentioned above, construction workers and employees would be required to park in alternate locations on-site so as to not take up the limited number of public parking spaces for the park.

Finally, the proposed elements in Phases 3, 5, and 6 are intended to improve the functionality and appearance of the facility, which up to now has operated out of a small and constricted space. Moreover, when completed, the proposed improvements will enable the agency to advance its core mission of promoting and demonstrating water conservation and energy efficiency to the public.

Public Notice

None required.

Environmental Assessment

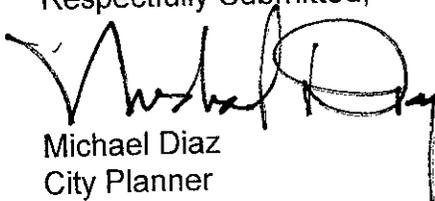
The proposed project involves installation of small, new structures on a developed site. As such, staff has determined that this project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA), pursuant to Section 15301 of the CEQA Guidelines. The project involves an addition to an existing building of less than 10,000 square feet, and the construction a new building of less than 10,000 square feet on property that is 18.2 acres in size where all public services and facilities are available to allow for maximum development possible under the General Plan. A DeMinimis finding of no impact on fish and wildlife will be prepared.

Planning Division Recommendation

Staff recommends that the Planning Commission take the following action(s):

- A. Move that, based upon evidence submitted, the project is deemed exempt from the requirements of the California Environmental Quality Act (CEQA). Further, the project qualifies as a Class 1 exemption under State CEQA Guidelines Section 15301.
- B. Move to approve Precise Plan of Design Case No. 2010-23 for implementing Phases 3, 5, and 6 of the CBWCD Master Plan at 4594 San Bernardino Street per the submitted plans, as described in the staff report, subject to the conditions of approval contained in Resolution 11-1741.

Respectfully Submitted,



Michael Diaz
City Planner

MD/lb

Z:\COMMDEV\MD\CASES\2010-23 PC REPORT

RESOLUTION NUMBER 11-1741

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MONTCLAIR APPROVING A PRECISE PLAN OF DESIGN UNDER CASE NUMBER 2010-23 FOR IMPROVEMENTS ASSOCIATED WITH PHASES 3, 5, AND 6 OF THE APPROVED MASTER PLAN FOR THE CHINO BASIN WATER CONSERVATION DISTRICT PROPERTY AT 4594 SAN BERNARDINO STREET (APNs 1009-172-10 & 11)

A. Recitals.

WHEREAS, the Chino Basin Water Conservation District (CBWCD), owner of property at 4594 San Bernardino Street, filed an application for a Precise Plan of Design (PPD) for improvements associated with Phases 3, 5, and 6 of the approved Master Plan for the CBWCD facility on December 20, 2011; and

WHEREAS, the application applies to 18.2 acres of property located at 4594 San Bernardino Street, more commonly known as the administrative home of the Chino Basin Water Conservation District and Wilderness Park; and

WHEREAS, proposed improvements in Phases 3, 5, and 6 include the expansion of the administrative building, construction of a new education building, and parking lot improvements on property owned by CBWCD; and

WHEREAS, staff has determined that the proposed improvements in Phases 3, 5, and 6 are consistent with the CBWCD Master Plan (Case No. 2008-31) approved on November 10, 2008, and the intent and requirements of the 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 May 9, 2011, commencing at 7 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 hearing on May 9, 2011, including written and oral staff reports, together with public testimony, this Commission hereby finds the proposal to be consistent with the overall objectives of the City of Montclair General Plan, Montclair Municipal Code, 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 construction of improvements in Phases 3, 5, and 6 of the approved Master Plan for the CBWCD as described in the staff report and depicted on approved plans on file with the Planning Division. The approval of this permit shall become effective after all applicable appeal periods have been expired or appeal processes exhausted.
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. 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.
4. All applicable conditions of approval of the approved Master Plan (Case No. 2008-31) shall remain in effect.
5. Approval of this PPD 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. Any modification, intensification, or expansion of the improvements and/or use beyond that which is specifically approved with this approval shall require review and approval by the Planning Commission.
7. Except during construction activities associated with an approved building permit, no outdoor storage areas or use of sea containers or similar

containers shall be allowed on the site. Any future proposals for outdoor storage area(s) shall be subject to City review and approval.

8. Prior to the issuance of a building permit for the project, the applicant shall prepare the following plans for review and approval by the City Planner:
 - a. A Photometric Plan for the parking lot area to demonstrate compliance with required illumination levels. The photometric plan shall include the location of all exterior light fixtures and the overall illumination levels across the site. All proposed exterior lighting fixtures shall comply with the following standards:
 - i. Provide a minimum average maintained illumination level of one (1) foot-candle across the site. During after-hours, a minimum of one-quarter (.25) foot-candle of illumination shall be maintained at grade.
 - ii. All 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 and away from public rights-of-way or adjacent residential properties/uses.
 - iii. Freestanding light fixtures and poles shall not exceed a maximum height of 20'-0" as measured from adjacent grade to top of luminaires, including raised concrete bases.
 - iv. The use of wall packs, barn lighters, other similar unshielded luminaires, and/or decorative lighting installed solely for the purpose of illuminating the roof shall be prohibited.
 - v. "Wall-washers" or decorative landscape lighting shall be subject to review and approval by the Planning Division.
 - b. A Landscape and Irrigation Plan for new planter areas adjacent to or immediately surrounding the new addition to the Water Conservation Center building and for the proposed changes to the existing parking lot planters to accommodate updated bio-retention improvements. The landscape plans shall be prepared by a Landscape Architect and comply with the general landscaping requirements of the Montclair Landscape Water Conservation Ordinance (Ordinance 10-913).
 - c. A Temporary Construction Fencing Plan indicating the location of temporary fencing used to secure the construction site. The applicant shall work with the City to minimize as much as possible the time frame and the amount of on-site parking that is removed from service during construction activities.

9. Trash enclosure(s) shall be constructed of masonry consistent with the primary type and color of that used on the building. The construction of such trash enclosure(s) shall conform to the City's standard drawing, including a standing seam metal roof.
10. No outdoor pay telephones or vending machines shall be installed or used on the property.
11. All roof-mounted equipment, satellite dish antennas, and other similar apparatus shall be properly finished and completely screened from public view in a manner that is incorporated into the architectural design of the building to the satisfaction of the City Planner.
12. All 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 screened in a manner that is compatible with the architectural design of the building to the satisfaction of the City Planner. Electrical and fire suppression service shall rise within the interior of the building(s). Roof ladders shall also be located entirely inside the building.
13. The applicant and/or property owner shall ensure that a copy of the Planning Commission Resolution shall 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. All on-site electrical and utility connections serving the facility shall be placed underground in accordance with the requirements of the Montclair Municipal Code.
15. At no time shall equipment noise from any source exceed an exterior noise level for nighttime hours as set forth in Table 6-2 of the Montclair General Plan. Any backup generators shall only be operated during periods of power outages, and shall not be tested on weekends or holidays, or between the hours of 10:00 p.m. and 7:00 a.m. on weekend nights.
16. All graffiti and other forms of vandalism and damage to the subject improvements shall be removed and/or repaired within 72 hours of notice by the City.
17. The applicant shall continuously maintain in good repair and appearance all building exteriors, walls, exterior lighting, trash enclosure, drainage facilities, driveways, and parking areas, etc.
18. To ensure compliance with the conditions of approval, a final inspection is required from the Building and Planning Divisions upon completion of construction and all improvements. The applicant shall contact the City to schedule an appointment for such inspections.

19. The applicant shall defend, indemnify, and hold harmless, the City of Montclair, its agents, officers, and employees from any claim, action, or proceeding against the City or its agents, officers, or employees to attack, set aside, void, or annul any approval of the City, whether by its City Council, Planning Commission, or other authorized board or officer of this subdivision. Pursuant to California Government Code Section 66474.9, the subdivider and applicant also agrees to defend, indemnify, and hold harmless, the City of Montclair, its agents, officers, and employees from any claim, action, or proceeding against the City or its agents, officers, or employees to attack, set aside, void, or annul any map approval of the City, whether by its City Council, Planning Commission, or other authorized board or officer of this subdivision, which action is brought within the time period provided for in Government Code Section 66499.37. The City shall promptly notify the subdivider and applicant of any such claim, action, or proceeding; and the City shall cooperate fully in the defense.

Building

20. 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. 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 50% of all construction debris.
21. Submit two sets of structural calculations, if required, and two sets energy conservation calculations.
22. Architect's/Engineer's stamp and "wet" signature are required prior to plan check approval.

23. 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.
24. Contractors must show proof of State and City licenses and Workers' Compensation coverage to the City prior to permit issuance.
25. Separate permits are required for fencing and/or walls.
26. All utility services to the project shall be installed underground.
27. 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.
28. Construction activity shall only be permitted from the hours of 7:00 a.m. to 8:00 p.m. daily.
29. 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 Impact Fee, Permit and Plan Check Fees, and 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 Division prior to permit issuance.
30. Construct trash enclosure(s) per City Standard (available at the Building Division's public counter).
31. 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%).
32. Construction drawings submitted to the building division for plan review shall comply with the Montclair Security Ordinance No. 357, including, but not limited to, adherence to the following standards:
 - a. Install a numerical address on the south building elevation. Address numerals shall be in Helvetica font, a minimum of ten inches in height, a minimum of 1½ inches in depth, and be in contrasting color which adequately contrasts to the background to which they are attached.

- b. Provide and maintain a minimum illumination level of one (1) foot-candle from dusk until dawn everyday.
 - c. Install an approved emergency lighting to provide adequate illumination automatically in the event of an interruption of electrical service.
33. All concrete, asphalt, and paver work shall be of a well-fit and durable nature. The proper grading of walks, sidewalks, drives and yards shall be required. A minimum thickness of 3½ inches for flat concrete work and 2½ inches for asphalt paving is required. All exterior flat work shall include such breaks for expansion.
34. 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 the final approvals from other departments and/or agencies.
35. 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 were submitted for the purpose of obtaining a building permit. 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

36. Payment of transportation-related development impact fees. Fees shall be assessed at the rate in effect at the time the fees are paid.
37. Streetlights shall be constructed on the north side of San Bernardino Street. The minimum spacing and lighting level shall be to the satisfaction of the City Engineer.
38. Underground utilities along the north side of San Bernardino Street through the frontage of the property. To avoid crossing under the San Antonio Channel, the City will allow one (1) pole to remain within the frontage at the west side of the property.
39. All utilities serving the development shall be underground. This requirement applies to electrical services, transformers and switches, and where technology exists, telephone and cable television facilities as well.
40. Payment of all outstanding sewer reimbursement fees as imposed by a district, if any, or any assessments, shall be required.

41. Regional Sewerage Capital Outlay fees are required as specified in the Montclair Municipal Code and by the Inland Empire Utilities Agency.
42. Discharge of wastewater into the sewer collection system shall conform to all requirements of the Montclair Municipal Code.
43. A Water Quality Management Plan (WQMP) is required for this project. 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 Joe Rosales, NPDES Coordinator, at (909) 625-9470. Requirements of the WQMP may require significant modifications to the approved plans. If significant modifications are required, a resubmittal to the Planning Commission and City Council may be required.
44. 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.
45. All drainage facilities shall comply with requirements of the approved WQMP.
46. 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.
47. 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.
48. Underground Service Alert shall be notified at least 48 hours prior to any excavation. Contact Underground Service Alert at 800-422-4133.
49. Prior to commencing framing or delivery of lumber to the site, all-weather access shall be provided to each building site. An all-weather access is defined as base-course A.C. paving with a minimum thickness of 2½ inches, and having a minimum width of 26 feet. This 26-foot width shall be maintained free and clear of all construction equipment, materials, and debris at all times during construction

Environmental

50. Prior to the issuance of grading or building permits, the applicant shall amend the approved WQMP for the site to conform to any and all design changes per the requirements of Federal, State, and local regulations. The amended WQMP document shall be submitted for City review and approval.
51. Comply with all requirements of the approved Water Quality Management Plan (WQMP) for this project.
52. The applicant/developer shall be responsible to maintain WQMP post-construction stormwater treatment devices per WQMP requirements for the life of the project. It shall also be the responsibility of the applicant/developer to maintain inspection reports and have them readily available for review by City staff upon request. In the event that any stormwater treatment device fails due to lack of, or insufficient maintenance and/or inspection, or some other unforeseen circumstance, it shall be the responsibility of the applicant/developer to correct the deficiency and restore the stormwater treatment device(s) to its original working condition.
53. 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. A State General Permit for Stormwater Discharges Associated with Construction and Land Disturbance Activities shall be obtained prior to construction. Contact Joe Rosales, NPDES Coordinator, at (909) 625-9470.
54. 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. Have the WQMP Maintenance Agreement recorded with the County of San Bernardino and provide evidence of said recording to the NPDES Coordinator.
55. Prior to issuance of a Certificate of Occupancy, the person or corporation responsible for the preparation of the WQMP shall certify in writing to the Building Official 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 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 WQMP.
56. 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.

Fire

57. 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.
58. 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.
59. Planter areas in the center of drive and adjacent to entrances should be low profile type, not to exceed eight feet in height when mature.
60. 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.
61. The proposed commercial structure(s) shall require an approved automatic fire sprinkler system. The system shall conform to all local and national standards. Three (3) 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.
62. Certificate of Occupancy by the Building Official shall be contingent upon Fire Department inspection and approval of all conditions.
63. In the event that the structure is used for the purposes of a public assembly, the developer/architect shall contact the Fire Marshal's Office for requirements prior to the submission of building plans.
64. Commercial/industrial occupancies shall install approved emergency lighting to provide adequate illumination in the event of any interruption of normal lighting.
65. Fire extinguisher location(s) to be determined by the Montclair Fire Department.
66. Covered trash enclosures 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;

containers; or the trash enclosure is under or within five (5) feet of combustible construction.

67. Three (3) sets of plans must be submitted to the Montclair Fire Department for approval prior to the relocation or addition of sprinklers for tenant improvements.
68. Three (3) sets of plans must be submitted to the Montclair Fire Department for approval prior to the upgrade of a fire alarm system for a tenant improvement.
69. All Double Check Detector Assemblies (DCDA) shall be painted and maintained by the property owner with the following paint color specifications: Rust-Oleum Satin Interior/Exterior Acrylic Latex paint Hunt Club Green No. 7944502 (quart). This condition is subject to Fire Department inspection and approval when work is completed.
70. All Montclair Fire Department fees are due prior to any permit issuance.

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

APPROVED AND ADOPTED THIS 9TH DAY OF MAY, 2011.

PLANNING COMMISSION OF THE CITY OF MONTCLAIR, CALIFORNIA

By: _____
Sergio Sahagun, Chair

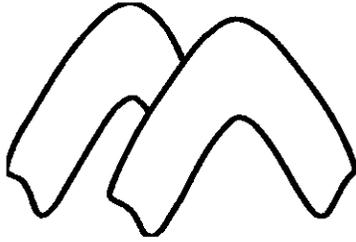
ATTEST: _____
Steve Lustro, Secretary

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 9th day of May, 2011, by the following vote, to-wit:

AYES:

NOES:

ABSENT:



CITY OF MONTCLAIR
PLANNING COMMISSION

MEETING DATE: 05/09/11

AGENDA ITEM 6.b

Case No. 2011- 4

Application: PPD for Sign Program Amendment for existing multi-tenant commercial retail center

Project Address: 5454-5484 Moreno Street

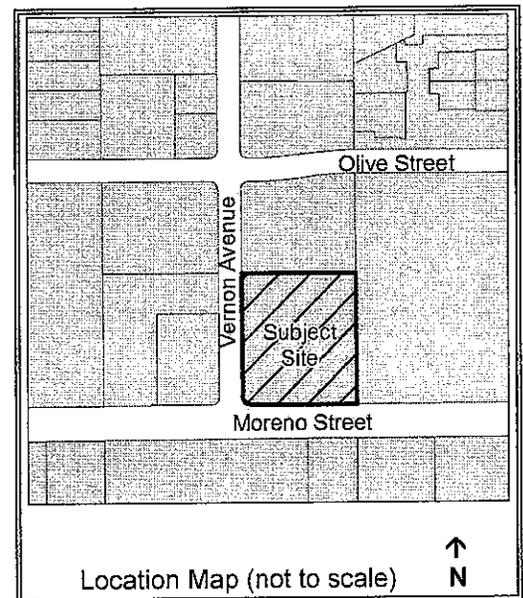
Property Owner: Ruben Buchak / A-SF Limited

General Plan: Regional Commercial

Zoning: C-3 (General Commercial)

Assessor Parcel No.: 1008-042-01

City/Public Utility Easements: None



Adjacent Land Use Designations and Existing Uses			
	<i>General Plan</i>	<i>Zoning</i>	<i>Existing Use of Property</i>
Site	Regional Commercial	C-3 (General Commercial)	Multi-tenant commercial center with surface parking
North	Industrial Park	MIP (Manufacturing Industrial Park)	OPARC headquarters
East	Medium Density Residential	C-3 (General Commercial)	Villa Montclair Mobile Home Park
South	Regional Commercial	C-3 (General Commercial)	Montclair East commercial center
West	Regional Commercial	C-3 (General Commercial)	Montclair Towers commercial center

Report on Item Number 6.b

CASE NUMBER 2011-4

APPLICATION TYPE(S)	Precise Plan of Design for Sign Program Amendment
NAME OF APPLICANT	Ruben Buchak / A-SF Limited
LOCATION OF PROPERTY	5454-5484 Moreno Street
GENERAL PLAN DESIGNATION	Regional Commercial
ZONING DESIGNATION	C-3 (General Commercial)
EXISTING LAND USE	Multi-tenant commercial center
ENVIRONMENTAL DETERMINATION	Categorically Exempt (Section 15311)
PROJECT PLANNER	Michael Diaz

Project Description

The applicant is requesting approval to amend the existing sign program for the subject multi-tenant commercial retail center at the northeast corner of Moreno Street and Vernon Avenue. The changes to the existing sign program proposed by the amendment are intended to provide an updated format and modified criteria to govern the installation of future monument and building-mounted signs within the center. Currently, the center has one (1) monument sign near the corner of Moreno Street and Vernon Avenue.

If approved, the revised sign program would allow the applicant to do the following:

Monument Signs

- Replace the existing monument sign with one that has a new design. The dimensions of the new monument sign are proposed to be 8'-8" high and 8'-0" wide. The proposed sign would accommodate a maximum of four (4) tenant names including a permanent sign featuring the new name for the center - "Verizon Center" - and three changeable panels for other tenant signs. The property address range would be on the base of the sign.
- Add a second monument sign along Moreno Street approximately 200 feet to the east of the existing monument sign and east of the existing easterly drive aisle. If approved, this new monument sign would be in lieu of a monument sign being placed on the Vernon Avenue frontage of the property. The new monument sign would match the dimensions and design of the monument sign described above.
- The new monument signs would be placed in the existing landscaped planter along Moreno Street and setback three (3) feet from the inside edge of the public sidewalk.

Building Mounted Signs

- In-line lease spaces – One sign per lease space (no matter how many lease spaces are occupied). Signs would be restricted to a single line of copy consisting of individually illuminated channel letters and logos of the same height. Letter height of building mounted signs would be increased from 20 to 24 inches high.
- Corner lease spaces (end cap units) – Allow two building-mounted signs, one facing the interior parking area and the other facing the adjacent public street as illustrated in the sign program. Sign copy limit and letter height shall be the same as for in-line lease spaces.
- Tower spaces – For tenant spaces where tower elements occur, a maximum of two (2) lines of copy and an overall sign height of 36 inches shall be allowed as depicted in the proposed sign program. Only one such sign per tower shall be allowed.
- North and east building elevations - No signs, temporary or permanent, shall be allowed.

A copy of the revised sign program is enclosed in the Commission packets for reference.

Background

- The Montclair Municipal Code requires approval of sign programs for projects in any commercial and industrial zones.
- In 1977, a Precise Plan of Design (Case 100-289) was approved to construct the existing 27,802 square-foot single-story commercial building and 105 on-site surface parking spaces on a 2.3-acre site.
- In 1978, a Precise Plan of Design (Case No. 100-289 'A') was approved for the current sign program for the center.

Planning Division Comments

Overall, staff finds the proposed sign program amendment to be appropriate for the existing center and consistent with the sign provisions contained in Chapter 11.72 of the Montclair Municipal Code. The sign program amendment is straightforward and covers the essential elements of design, review process, and maintenance of tenant signs for an updated look. The proposed changes, though minor in nature, will collectively improve the appearance of the center and allow for better tenant identification over time.

Monument Signs

Staff finds the proposed height, size, location and new design of the new monument signs to be appropriate. Typically, monument signs are limited in number to one (1) per street frontage, not to exceed two (2) signs per development located on a corner lot, and that they be at least 200 feet apart. Currently, the corner-situated center has only one monument sign on the Moreno Street frontage, approximately 59 feet east of the intersection with Vernon Avenue. To add a second monument sign on the Vernon Avenue side of the property as allowed by the sign code, and provide the 200 feet of separation would place the sign so far north on Vernon Avenue that the sign would be of limited benefit. Accordingly, the applicant has requested approval for a second monument sign on Moreno Street.

Per Section 11.72.440.B.4 of the Municipal Code, the Planning Commission may consider approving the placement of two monument signs on the same frontage upon making the finding that allowing two signs would not adversely impair visibility or create a hazardous condition to pedestrians or motorists. In this case, the proposed monument signs would be separated by 200 feet and be placed within the existing landscape planter area adjacent to the street. The new sign would be approximately 50 feet east of the easterly driveway. Staff has confirmed with the City Engineer that the new monument sign would not adversely affect visibility or impact access to or from the center for pedestrians or motorists on Moreno Street.

Regarding the monument sign changes, staff believes that the updated design for the signs is appropriate and is not so trendy so as to appear dated the moment they are installed. The new monument signs are proposed to have a cleaner look and a slightly slimmer thickness than the existing sign. At slightly over eight feet in height, the signs are smaller than the ten-foot high limit that could have been requested, but which would have looked out of scale for this site.

Building-Mounted Signs

The sign program allows for registered corporate logos and colors, which should make the program applicable for all types of businesses. The graphics and criteria provided in the sign program are designed to be helpful to future tenants in understanding what type and where signs can be installed on the building. The proposed placement of signs on the building is appropriate in terms of the overall number of allowable signs and their respective locations. All new tenants to the center would be required to comply with the new sign program criteria. Except for minor rear door signs, no identification signs will be allowed on the north and east elevations of the building. The north side of the building faces the OPARC headquarters and the east elevation faces a mobile home park. Conditions of approval addressing these limitations are included in the resolution prepared for the project.

By allowing taller individual letters and restricting in-line tenant signs to single-line copy, new signs would be readily visible to the street and provide a more uniform and attractive appearance than currently exists. All of the existing signs with approved sign permits will be allowed to remain "as-is" until they either volunteer to make changes or otherwise leave the center.

Finally, staff recommends that the property owners strongly consider repainting the center to provide the appropriate backdrop for the new signs allowed by the revised sign program. Many of the surrounding retail centers in the immediate area have, or are in the process of, repainting and implementing other remodeling efforts. Staff believes that by eliminating the dated colors and paying more attention to the condition of the property (e.g. parking lot surface and striping, landscaping enhancement, etc.), the appearance of the center would be greatly enhanced and its marketability would be improved.

Public Notice

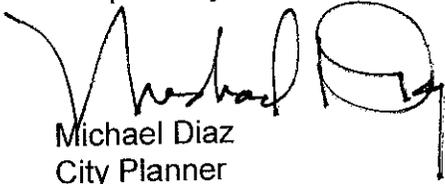
None required.

Planning Division Recommendation

Staff finds the proposed sign program amendment as recommended by staff to be consistent with the Montclair Municipal Code and the adopted General Plan; therefore, approval of Case No. 2011-4 is recommended 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 15311, Class 11(a), in that the project involves the approval of a sign program to govern the installation of on-premise signs. As such, a DeMinimis finding of no impact on fish and wildlife will be prepared.
- B. Move to approve a Precise Plan of Design for a sign program amendment for the multi-tenant commercial retail center located at 5454-5484 Moreno Street, under Case No. 2011-4, subject to the conditions of approval in Resolution No. 11-1743.

Respectfully Submitted,



Michael Diaz
City Planner

c: Ruben Buchak, 774 W. California Avenue, Glendale, CA 91203
Jim Barnett, Encore Image, 303 W. Main Street, Ontario, CA 91762

Attachments: Draft Resolution No. 11-1743 for Case No. 2011-4

RESOLUTION NUMBER 11-1743

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MONTCLAIR APPROVING A PRECISE PLAN OF DESIGN FOR A SIGN PROGRAM AMENDMENT UNDER CASE NO. 2011-4 FOR AN EXISTING MULTI-TENANT COMMERCIAL RETAIL CENTER IN THE C-3 (GENERAL COMMERCIAL) ZONING DISTRICT AT 5454-5484 MORENO STREET (APN 1008-042-01).

A. Recitals

WHEREAS, On April 4, 2011, Ruben Buchak of A-SF Limited, property owner, filed a Precise Plan of Design (PPD) application for a sign program amendment for the subject property; and

WHEREAS, this application applies to property located at the northeast corner of Moreno Street and Vernon Avenue and addressed as 5454-5484 Moreno Street; and

WHEREAS, Chapter 11.72.060.A of the Montclair Municipal Code requires a PPD for sign programs; and

WHEREAS, the existing sign program was approved in 1978 under a Precise Plan of Design (Case No. 100-289 'A'); and

WHEREAS, staff has determined that the proposed sign program amendment meets the requirements of the Montclair Municipal Code; and

WHEREAS, pursuant to Section 11.72.440.B.4 of the Municipal Code, the Planning Commission may consider a request to place two monument signs on the same street frontage upon making the finding that allowing such signs would not adversely impair visibility or create a hazardous condition to pedestrians or motorists; 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 15311(a) 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 May 9, 2011, commencing at 7 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. Per Section 11.72.440.B.4 of the Municipal Code, the Planning Commission finds that the placement of two (2) monument signs on the Moreno Street frontage of said property would not adversely impair visibility or create a hazardous condition to pedestrians or motorists.
3. Based upon the substantial evidence presented to this Commission during the above-referenced meeting on May 9, 2011, including written and oral staff reports, together with public testimony, this Commission hereby finds the proposal to be consistent with the overall objectives of the City of Montclair General Plan, Montclair Municipal Code 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 a sign program amendment for the existing multi-tenant retail center located at 5454-5484 Moreno Street, as described in the staff report and on file with the Planning Division. The elements of the approved sign program shall be as follows:
 - a. New Monument Signs – a maximum of two (2) monument signs may be allowed on the Moreno Street frontage of the subject property subject to the following specific criteria:
 - i. Monument signs shall be separated by a minimum distance of 200 feet as depicted on the site plan of the approved sign program; and
 - ii. Maximum height of monument signs shall not exceed 8'-8" tall; and
 - iii. The end of the monument signs nearest Moreno Street shall maintain a minimum setback of 3'-0" measured from the inside edge of the public sidewalk on Moreno Street and forward face of the monument sign; and
 - iv. The signs shall be fabricated and installed as depicted in the approved amended sign program; and
 - v. No monument sign shall be allowed on the Vernon Avenue frontage.

b. Building Mounted Signs

- i. In-line Lease Spaces – One sign per lease space (no matter how many lease spaces are occupied). Signs shall be limited to a single line of copy consisting of individually illuminated channel letters and logos of the same height. Letter height of building-mounted signs shall be 24 inches.
 - ii. Corner Lease Spaces (end cap units) – Allow two building-mounted signs, one facing the interior parking area and the other facing the adjacent public street as illustrated in the sign program. Sign copy limit and letter height shall be the same as for In-line Lease Spaces.
 - iii. Tower Spaces – For tenant spaces where tower elements occur, a maximum of 2 lines of copy and an overall sign height of 36 inches shall be allowed as depicted in the proposed sign program. Only one such sign per tower shall be allowed.
 - iv. North and East Building Elevations - No signs, temporary or permanent, shall be allowed.
2. PPD approval shall be valid for a period of one year and shall automatically expire on the anniversary date of Planning Commission approval. No further notice from the City will be given regarding the project's PPD expiration date.
 3. 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.
 4. Approval of this PPD shall not waive compliance with any applicable regulations as set forth by the California Building Code and/or City Ordinances.
 5. An approved sign permit and issuance of a building permit shall be required prior to the installation of any new sign authorized by this sign program amendment.
 6. No changes or further modifications of the sign program shall be allowed without review and approval of the City.
 7. No exposed raceways shall be allowed for any building-mounted sign.
 8. All signs shall be maintained at all times in a safe and secure manner. Exposed surfaces shall be cleaned and painted as necessary. Broken and/or defective parts shall be immediately repaired or replaced.

9. Any sign that identifies a business that is no longer in operation, or that identifies an activity or event that has already occurred, shall be considered abandoned and shall be removed by the owner, agent, or person having use of the building or structure.
10. Damage to wall surfaces, or any other feature, when signs are removed shall be repaired prior to the installation of any new sign(s).
11. 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. At no time shall pennants, inflatable signs, "human" signs, other similar advertising devices be utilized on the property or off-site.
12. Graffiti on the building or associated improvements shall be removed immediately by the applicant/property owner upon notification by the City.
13. 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 on any sign. The applicant shall inform the Planning Division and schedule an appointment for such an inspection.
14. The applicant shall defend, indemnify, and hold harmless, the City of Montclair, its agents, officers, and employees from any claim, action, or proceeding against the City or its agents, officers, or employees to attack, set aside, void, or annul any approval of the City, whether by its City Council, Planning Commission, or other authorized board or officer of this subdivision. Pursuant to California Government Code Section 66474.9, the subdivider and applicant also agrees to defend, indemnify, and hold harmless, the City of Montclair, its agents, officers, and employees from any claim, action, or proceeding against the City or its agents, officers, or employees to attack, set aside, void, or annul any map approval of the City, whether by its City Council, Planning Commission, or other authorized board or officer of this subdivision, which action is brought within the time period provided for in Government Code Section 66499.37. The City shall promptly notify the subdivider and applicant of any such claim, action, or proceeding; and the City shall cooperate fully in the defense.

Building Division

15. 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.

16. Submit two sets of structural calculations, if required, and two sets energy conservation calculations.
17. All illuminated signs shall have visible UL identification on each letter or character. Per the California Electrical Code, an electrical disconnect shall be within sight of the sign. A dedicated circuit shall be provided, labeled and available for inspection upon final approval.
18. Contractors must show proof of State and City licenses and Workers' Compensation coverage to the City prior to permit issuance. Plans submitted for review shall be prepared by a California licensed sign contractor.
19. Construction activity shall only be permitted from the hours of 7:00 a.m. to 8:00 p.m. daily.

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

APPROVED AND ADOPTED THIS 9TH DAY OF MAY, 2011.

PLANNING COMMISSION OF THE CITY OF MONTCLAIR, CALIFORNIA

By: _____
Sergio Sahagun, Chair

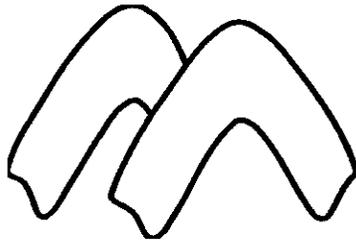
ATTEST: _____
Steve Lustro, Secretary

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 9th day of May, 2011, by the following vote, to-wit:

AYES:

NOES:

ABSENT:



CITY OF MONTCLAIR PLANNING COMMISSION

MEETING DATE: 05/09/11

AGENDA ITEM 6.c

Case No. 2011-5

Application: PPD for Sign Program Amendment for existing multi-tenant commercial retail center.

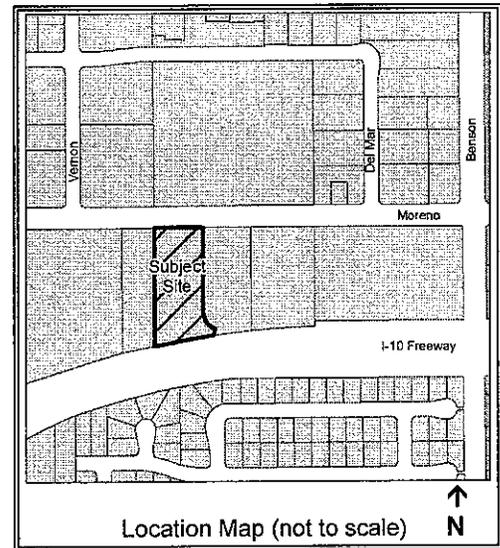
Project Address: 5505 Moreno Street

Property Owner: Loren Beggs

General Plan: Regional Commercial

Zoning: C-3 General Commercial

Assessor Parcel No.: 1008-211-05



EXISTING SITE FEATURES/CONDITIONS

Parking: 90 parking spaces (including 4 disabled-accessible spaces)

City/Public Utility Easements: None

Trees/Significant Vegetation: Perimeter landscaping along Moreno Street and interior planters within parking area.

ADJACENT LAND USE DESIGNATIONS AND USES

Adjacent Land Use Designations and Existing Uses			
	<i>General Plan</i>	<i>Zoning</i>	<i>Existing Use of Property</i>
Site	Regional Commercial	C-3 (General Commercial)	Multi-tenant commercial center with surface parking
North	Regional Commercial and Medium Density Residential	C-3 (General Commercial)	Villa Montclair Mobile Home Park and Multi-tenant commercial
East	Regional Commercial	C-3 (General Commercial)	Commercial (Pegasus Hobbies)
South	---	---	I-10 Freeway
West	Regional Commercial	C-3 (General Commercial)	Vacant commercial building

Report on Item Number 6.c

CASE NUMBER 2011-5

APPLICATION TYPE(S)	Precise Plan of Design for Sign Program Amendment
NAME OF APPLICANT	Loren Beggs
LOCATION OF PROPERTY	5505 Moreno Street
GENERAL PLAN DESIGNATION	Regional Commercial
ZONING DESIGNATION	C-3 (General Commercial)
EXISTING LAND USE	Multi-tenant commercial center
ENVIRONMENTAL DETERMINATION	Categorically Exempt (Section 15311)
PROJECT PLANNER	Silvia Gutierrez

Project Description

The applicant is requesting approval to amend the existing sign program for the subject multi-tenant commercial retail center, located on the south side of Moreno Street between Vernon and Benson Avenues. The applicant recently purchased the property and is making several improvements to accommodate his business – 911 Design. The changes to the existing sign program proposed by the amendment are intended to provide an updated format and modified criteria to govern the renovation of an existing monument sign and the installation of building-mounted signs within the center. The center currently has an existing monument sign on the Moreno Street frontage of the property.

If approved, the revised sign program would allow the applicant to do the following:

Monument Sign

- Refurbish the existing monument sign with one that has a new design. The dimensions of the new monument sign would have an overall height of 8'-6" from grade and a 12'-0" width. The extra six inches would accommodate a decorative cap that would enhance the sign and mirror the proposed color and existing design of the center's main wall area overhanging the building above the windows, which is proposed to be painted a darker gray color (Pewter Mug Grey). The existing monument sign cabinet is deteriorated and has an unpermitted plex sign identifying five businesses that will be required to be removed.

The proposed sign will accommodate a maximum of four (4) tenant names including a permanent sign featuring the new name for the center - "911 Design Center" - and three changeable panels for other tenant signs. The property's numerical address will be placed at the base of the sign.

- The refurbished monument sign would remain in the same location as the existing sign, set back six feet from the inside edge of the Moreno Street sidewalk and approximately 14 feet from the easterly driveway.

Building Mounted Signs

- Major Tenant – the “911 Design” business currently occupies the largest lease space (approximately 16,900 square feet) on the property and would be allowed sign copy up to a maximum of 36 inches in height for front lit channel letters and logo. Sign copy for the major tenant lease space would be allowed on the north-, east-, and south-facing elevations as designated in the proposed sign program. Stacked sign copy (two lines maximum) would be restricted to 16 inches per line. The current sign program for the center limits letter height to 30 inches.

The projecting wall area overhanging the building above the windows around the tenant space on the major lease space will be painted a darker gray color (Pewter Mug Grey) to provide a contrasting background color for future building mounted wall signs.

- Freeway Wall Signs – The proposed sign program would allow a maximum of two (2) additional signs for "minor tenants" on the south wall (of the major tenant lease space) facing the freeway. The south wall currently has two signs previously approved by the City which would remain as is. However, if and when these tenants leave the center or want to change these signs, the provisions of the new sign program will apply as indicated in the document.
- Minor (In-line) Tenant Spaces – One sign per lease space (no matter how many lease spaces are occupied by a tenant) would be allowed. Letters up to 24 inches in height would be allowed for a single line of copy/logo. Two (2) lines of copy/logos would be allowed provided they do not exceed the 24 inch height limit. All signs would consist of individually illuminated channel letters, including front, front and back, and reverse halo illumination. The current sign program for the center limits letter height to 18 inches.
- Corner Lease Space – The north corner lease space would be allowed two building-mounted signs, one facing the interior parking area and the other facing the adjacent public street as illustrated in the sign program. The height restrictions would mirror in line tenant spaces height and location restrictions.

A copy of the revised sign program is enclosed in the Commission packets for reference.

Background

- The Montclair Municipal Code requires approval of sign programs for projects in any commercial and industrial zones. Monument signs are limited in number to one (1) per street frontage.

- In 1982, a Precise Plan of Design (Case No. 82-21) was approved to construct the existing 30,900 square-foot single-story commercial building and on-site surface parking spaces on the 2.04-acre site.
- In 1983, a Precise Plan of Design (Case No. 82-21 'A') was approved for the current sign program for the center.
- In 2010, the applicant purchased the subject property with the intent of relocating his existing business to the site. The business was most recently located on Cliffwood Drive at Ada Avenue, north of Mission Boulevard.
- In July, 2010, a Precise Plan of Design (Case No. 2010-13) was approved for interior tenant and site improvements to accommodate a full service Porsche repair shop in a 16,000 square-foot lease space at the south end of the site. As part of this approval, a new outdoor "auto holding area" at the rear (south side) of the building was approved and is still under construction.

Planning Division Comments

Overall, staff finds the proposed sign program amendment to be appropriate for the existing center and consistent with the sign provisions of the Montclair Municipal Code. The sign program amendment would provide the property owner with a greatly needed update to the existing sign program to guide future sign improvements at the center. The sign program is straightforward and covers the essential elements of design, review process, and maintenance of tenant signs for an updated look. Staff appreciates the work that the applicant has put into revising and creating a usable sign program, and the efforts made to improve the appearance of the center.

Monument Sign

Staff finds the proposed height, size, location, and design of the refurbished monument sign to be well done. The design complements the existing center and recent improvements, which include interior upgrades to accommodate 911 Design. However, the applicant has requested additional time to complete the monument sign renovation per plan due to limited funds and the need to complete the other improvements already started at the center. For the short term, the applicant would remove the unpermitted sign panels and replace them with a single panel with one sign identifying the center – "911 Design Center – for a maximum period of one (1) year. Staff is supportive of this request and has included a condition of approval that allows the use of an interim sign to be replaced with the approved monument sign or the removal of the entire monument sign.

Building-Mounted Signs

The sign program allows for registered corporate logos and colors, which should make the program applicable for all types of businesses. The graphics and criteria provided in the sign program will be helpful to future tenants in understanding what type and where signs can be installed on the building. In general, the proposed number, sizes and placement of signs on the subject building are appropriate.

Regarding the main tenant space, the projecting wall area overhanging the building above the windows around the main tenant space (southeast corner) is proposed to be painted grey to provide a nice backdrop for the proposed signs of largest lease space and anchor for the center. The color and larger signs allowed on this space would have excellent freeway visibility and serve to create a strong visual focal point for the center.

All of the existing signs with approved sign permits will be allowed to remain "as-is" until they voluntarily make changes or leave the center and are replaced with new tenants and signs. Permit records also show that the existing Transonic and Elite Custom Auto Video wall signs on the south elevation of main tenant space were previously permitted and will remain. If and when these tenants leave the center, these signs would be removed and new signs would have to meet the new placement and size restrictions of the amended sign program. This will correct an existing deficiency and ensure that the two minor tenant signs facing the freeway are appropriately centered between the wall reveals of the building.

Public Notice

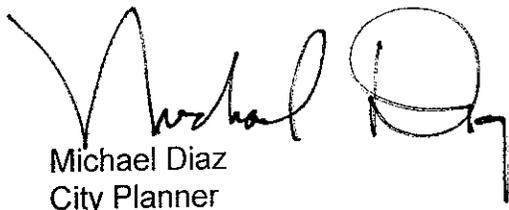
None required.

Planning Division Recommendation

Staff finds the proposed sign program amendment as recommended by staff to be consistent with the Montclair Municipal Code and the adopted General Plan; therefore, approval of Case No. 2011-5 recommended 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 15311, Class 11(a), in that the project involves the approval of a sign program to govern the installation of on-premise signs. As such, a DeMinimis finding of no impact on fish and wildlife will be prepared.
- B. Move to approve a Precise Plan of Design for a sign program amendment for the multi-tenant commercial retail center located at 5505 Moreno Street, under Case No. 2011-5, subject to the conditions of approval in Resolution No. 11-1742.

Respectfully Submitted,



Michael Diaz
City Planner

c: Loren Beggs, 5505 Moreno Street, Montclair, CA 91763
Jennifer Quintana, Starr Sign Design, 1485 Pomona Road, Corona, CA 92882

Attachments: Draft Resolution No. 11-1742 for Case No. 2011-5

RESOLUTION NUMBER 11-1742

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MONTCLAIR APPROVING A PRECISE PLAN OF DESIGN FOR A SIGN PROGRAM AMENDMENT UNDER CASE NO. 2011-5 FOR AN EXISTING MULTI-TENANT COMMERCIAL RETAIL CENTER IN THE C-3 (GENERAL COMMERCIAL) ZONING DISTRICT AT 5505 MORENO STREET (APN 1008-211-05).

A. Recitals

WHEREAS, On May 2, 2011, Loren Beggs, property owner, filed a Precise Plan of Design (PPD) application for a sign program amendment for the subject property; and

WHEREAS, this application applies to property located on the south side of Moreno Street between Vernon and Benson Avenues, addressed as 5505 Moreno Street; and

WHEREAS, Chapter 11.72.060.A of the Montclair Municipal Code requires a PPD for sign programs; and

WHEREAS, the existing sign program was approved in 1982, under Precise Plan of Design (Case No. 82-21); and

WHEREAS, staff has determined that the proposed sign program amendment meets 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 15311(a) 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 May 9, 2011, commencing at 7 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 May 9, 2011, including written and oral staff reports, together with public testimony, this Commission hereby finds the proposal to be consistent with the overall objectives of the City of Montclair General Plan, Montclair Municipal Code 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 a sign program for the existing center located at 5505 Moreno Street, as described in the staff report and on file with the Planning Division. The elements of the approved amended sign program shall be as follows:
 - a. New Monument Sign Design – one (1) monument sign shall be allowed on the Moreno Street frontage of the subject property subject to the following specific criteria:
 - i. Located as depicted on the site plan of the approved sign program; and
 - ii. Maximum height of monument sign shall not exceed 8'-6"; and
 - iii. The end of the monument sign nearest Moreno Street shall maintain a minimum setback of 6'-0" measured from the inside edge of the public sidewalk on Moreno Street and be located 14 feet from the easterly driveway; and
 - iv. The signs shall be fabricated and installed as depicted in the approved amended sign program; and
 - b. Building Mounted Signs
 - i. Major Tenant – the "911 Design" business currently occupies the largest lease space (approximately 16,900 square feet) on the property and will be allowed sign copy up to a maximum of 36 inches in height for front lit channel letters and logo. Sign copy for the major tenant lease space shall be allowed on the north, east and south facing elevations as designated in the proposed sign program. Stacked sign copy (maximum of two lines) shall be restricted to 16 inches per line.

The projecting wall area overhanging the building above the windows around the main tenant space on the major lease space shall be painted a color to provide a contrasting background color for future building-mounted signs.

- ii. Freeway Wall Signs – A maximum of two (2) additional signs for "minor tenants" shall be allowed on the south wall (of the Major Tenant lease space) facing the freeway. The south wall currently has two signs previously approved by the City which will remain as is. However, if and when these tenants leave the center or want to change these signs, the provisions of the new sign program will apply as indicated in the document.
 - iii. Minor (In-line) Tenant Spaces – One sign per lease space (no matter how many lease spaces are occupied by a tenant) shall be allowed. Letters up to 24 inches in height are allowed for a single line of copy/logo and up to two (2) lines of copy/logos would be allowed provided they do not exceed the 24 inch height limit. All signs shall consist of individually illuminated channel letters, including front, front and back, and reverse halo illumination.
 - iv. Minor Tenant Corner Lease Space – The north corner lease space shall be allowed two building-mounted signs; one facing the interior parking area and the other facing the adjacent public street as illustrated in the sign program. The height restrictions shall mirror in-line tenant spaces height and location restrictions.
2. The applicant may delay the construction of approved monument sign for a period not to exceed one (1) year from the date of approval this sign program amendment. During this time frame, the applicant shall remove the existing illegal sign face and may utilize an interim sign face subject to the following criteria:
 - a. Sign copy for the interim sign face shall be limited only to identifying the name of the center – 911 Design Center – and the required address for the property.
 - b. Sign face may be Plexiglas, acrylic, or similar material with vinyl letters in lieu of routed-out copy in a solid metal panel.
 - c. A sign permit and building permit (if required) shall be obtained for the new sign face change-out prior to its installation.
 - d. Sign shall be repaired/repainted to maintain a safe and attractive appearance until the new sign is installed. No enlargement of the existing sign shall be allowed.
 - e. Within the one (1) year time frame, the applicant shall:
 - i. Replace the temporary Plexiglas/acrylic sign face with a routed-out permanent sign identifying the center and completing repair of the existing structure; or

- ii. Refurbish the monument sign as specified within the approved sign program.

Failure to complete one of two above options shall be grounds for the issuance of a code enforcement citation and applicable fine(s).

3. No signs, temporary or permanent, shall be allowed on the west building elevation.
4. PPD approval shall be valid for a period of one year and shall automatically expire on the anniversary date of Planning Commission approval. No further notice from the City will be given regarding the project's PPD expiration date.
5. 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.
6. Approval of this PPD shall not waive compliance with any applicable regulations as set forth by the California Building Code and/or City Ordinances.
7. An approved sign permit and issuance of a building permit shall be required prior to the installation of any new sign authorized by this sign program amendment.
8. No changes or further modifications of the sign program shall be allowed without review and approval of the City.
9. No exposed raceways shall be allowed for any building-mounted sign.
10. All signs shall be maintained at all times in a safe and secure manner. Exposed surfaces shall be cleaned and painted as necessary. Broken and/or defective parts shall be immediately repaired or replaced.
11. Any sign that identifies a business that is no longer in operation, or that identifies an activity or event that has already occurred, shall be considered abandoned and shall be removed by the owner, agent, or person having use of the building or structure.
12. Damage to wall surfaces, or any other feature, when signs are removed shall be repaired prior to the installation of any new sign(s).
13. 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. At no time shall pennants, inflatable signs, "human" signs, other similar advertising devices be utilized on the property or off-site.
14. Graffiti on the building(s), monument sign(s) or other associated improvements shall be removed immediately by the applicant/property owner upon notification by the City.
 15. 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 on any sign. The applicant shall inform the Planning Division and schedule an appointment for such an inspection.
 16. The applicant shall defend, indemnify, and hold harmless, the City of Montclair, its agents, officers, and employees from any claim, action, or proceeding against the City or its agents, officers, or employees to attack, set aside, void, or annul any approval of the City, whether by its City Council, Planning Commission, or other authorized board or officer of this subdivision. Pursuant to California Government Code Section 66474.9, the subdivider and applicant also agrees to defend, indemnify, and hold harmless, the City of Montclair, its agents, officers, and employees from any claim, action, or proceeding against the City or its agents, officers, or employees to attack, set aside, void, or annul any map approval of the City, whether by its City Council, Planning Commission, or other authorized board or officer of this subdivision, which action is brought within the time period provided for in Government Code Section 66499.37. The City shall promptly notify the subdivider and applicant of any such claim, action, or proceeding; and the City shall cooperate fully in the defense.

Building

17. 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.
18. Submit two sets of structural calculations, if required, and two sets energy conservation calculations.
19. All illuminated signs shall have visible UL identification on each letter or character. Per the California Electrical Code, an electrical disconnect shall be within sight of the sign. A dedicated circuit shall be provided, labeled and available for inspection upon final approval.
20. Contractors must show proof of State and City licenses and Workers' Compensation coverage to the City prior to permit issuance. Plans submitted for review shall be prepared by a California licensed sign contractor.

21. Construction activity shall only be permitted from the hours of 7:00 a.m. to 8:00 p.m. daily.

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

APPROVED AND ADOPTED THIS 9TH DAY OF MAY, 2011.

PLANNING COMMISSION OF THE CITY OF MONTCLAIR, CALIFORNIA

By: _____
Sergio Sahagun, 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 9th day of May, 2011, by the following vote, to-wit:

AYES:

NOES:

ABSENT: