



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

REGULAR ADJOURNED MEETING
Monday, June 13, 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 May 9, 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
(continued from May 9, 2011)

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)

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

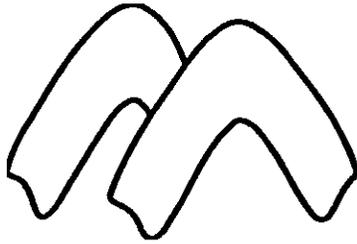
Materials related to an item on this agenda submitted to the Commission after distribution of the agenda packet are available for public inspection at the Planning Division counter during normal business hours.

9. ADJOURNMENT

The City of Montclair Planning Commission is hereby adjourned to the regularly scheduled meeting of June 27, 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 June 9, 2011.



CITY OF MONTCLAIR
PLANNING COMMISSION

MEETING DATE: 06/13/11

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

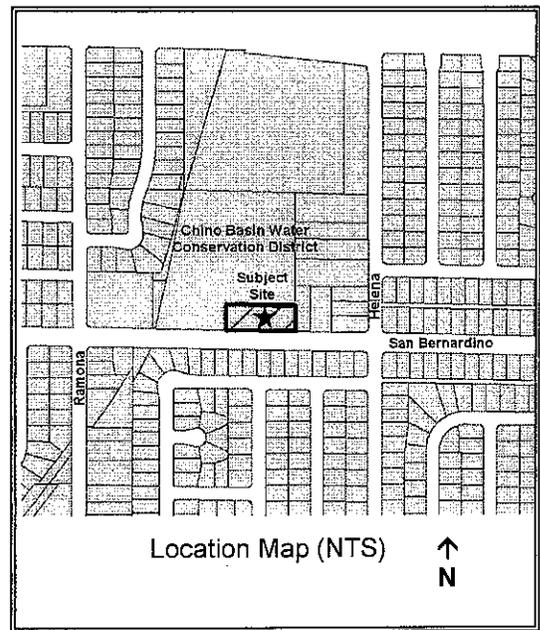
Property Owner: Chino Basin Water Conservation District (CBWCD)

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 Residential)	Conservation Basins
East	Low Density Residential 3-7 du/ac	R-1 (Single-Family Residential)	Single-Family Homes
South	Low Density Residential 3-7 du/ac	R-1 (Single-Family Residential)	Single-Family Homes
West	Low Density Residential 3-7 du/ac	R-1 (Single-Family Residential)	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

At the request of the applicant, this item was continued from its originally scheduled meeting date of May 9, 2011 to the Planning Commission meeting of June 13, 2011.

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) adopted for its facility at the above-referenced address. The work approved for Phases 1 and 2 has been completed. A condition of approval for the Master Plan requires that the applicant submit separate PPD application(s) for the subsequent phases of the Master Plan as they are prepared for the implementation of improvements.

This Precise Plan of Design (PPD) is to expand the administrative and educational facilities on the subject site, including an addition to the existing Administration building, construction of a new Education building, and renovation of the existing public parking area. During construction of Phases 3, 5, and 6, administrative activities would be housed in the Maintenance Building, and the Wilderness Park would remain open to the public.

Administration Building Expansion (Phase 3)

The proposed expansion of the existing Administration Building – to be renamed the “Water Conservation Center” – is intended to provide CBWCD with much needed room in which to continue and expand its training programs to 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 on the north side of the existing building and set back approximately 180 feet from the nearest residential property line to the east.

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.

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 are 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 along San Bernardino Street would be renovated as part of this project. The number of stalls in the parking lot 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 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 comprised of pervious concrete, 2,050 square feet would be pervious pavers (within the parking bays), and possibly 2,400 square feet of 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 utilize 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 a condition of this approval, the applicant will be required to install 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, the north portion of the existing parking lot will need to be closed off, leaving most of the southern portion of the lot available for visitors until the entire parking lot needs to be fully closed to install all of the surface improvements in Phase 5. The estimated length of time that all or a portion of the parking lot would be impacted is approximately 12 months.

During the full closure of the parking lot, park visitors would be able to park on San Bernardino Street, with pedestrian access being from an existing pathway through the Oak Preserve portion of the park adjacent to the street and public sidewalk. CBWCD employees would park in the new 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)	
Phase	Proposed Improvement
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
* PPD Case No. 2010-23	

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, a varied height and shape of the roof, and the use of various exterior materials help make the building visually appealing and useful 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 believes 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 luminaires with LED lighting 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

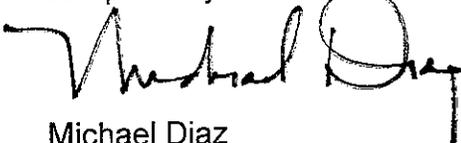
The proposed project involves installation of small, new structures on a developed site. As such, staff has determined that this project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA), pursuant to Section 15301 of the CEQA Guidelines. The project involves an addition to an existing building of less than 10,000 square feet, and the construction of 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 REPORT2

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, 2010; 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 7:00 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.

WHEREAS, on May 9, 2011, the applicant requested that the Planning Commission postpone the review of the item until its June 13, 2011 meeting date; and

WHEREAS, on June 13, 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 June 13, 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 shall not permit outdoor storage areas or use of sea containers or similar containers 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 (Chapter 11.60 MMC).

- 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 installed on the north side of San Bernardino Street through the property frontage. The minimum spacing and lighting level shall be to the satisfaction of the City Engineer.

38. 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.
39. Payment of all outstanding sewer reimbursement fees as imposed by a district, if any, or any assessments, shall be required.
40. Regional Sewerage Capital Outlay fees are required as specified in the Montclair Municipal Code and by the Inland Empire Utilities Agency.
41. Discharge of wastewater into the sewer collection system shall conform to all requirements of the Montclair Municipal Code.
42. 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.
43. 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.
44. All drainage facilities shall comply with requirements of the approved WQMP.
45. 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.
46. 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.
47. Underground Service Alert shall be notified at least 48 hours prior to any excavation. Contact Underground Service Alert at 800-422-4133.
48. 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

49. 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.
50. Comply with all requirements of the approved Water Quality Management Plan (WQMP) for this project.
51. 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.
52. 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.
53. 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.
54. 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.

55. 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

56. 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.
57. 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.
58. 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.
59. 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.
60. 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.
61. Certificate of Occupancy by the Building Official shall be contingent upon Fire Department inspection and approval of all conditions.
62. 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.
63. Commercial/industrial occupancies shall install approved emergency lighting to provide adequate illumination in the event of any interruption of normal lighting.
64. Fire extinguisher location(s) to be determined by the Montclair Fire Department.
65. 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; or the trash enclosure is under or within five (5) feet of combustible construction.

66. Three (3) sets of plans shall be submitted to the Montclair Fire Department for approval prior to the relocation or addition of sprinklers for tenant improvements.
67. Three (3) sets of plans shall be submitted to the Montclair Fire Department for approval prior to the upgrade of a fire alarm system for a tenant improvement.
68. 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.
69. 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 13TH DAY OF JUNE, 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 13th day of June, 2011, by the following vote, to-wit:

AYES:

NOES:

ABSENT:

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