



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

REGULAR ADJOURNED MEETING  
Monday, November 9, 2015  
7:00 p.m.

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

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**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

Chair Tenice Johnson, Vice Chair Luis Flores, Commissioner Manny Martinez, Commissioner Sergio Sahagun, and Commissioner Don Vodvarka

**4. APPROVAL OF MINUTES**

The minutes of the September 14, 2015 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. CASE NUMBER 2015-16  
Project Address: NEC Kingsley Street and Poulsen Avenue  
Project Applicant: Susan Fung  
Project Planner: Silvia Gutiérrez, Associate Planner  
Request: Precise Plan of Design for a residential duplex  
CEQA Assessment: Categorically Exempt (Section 15332)

## **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**

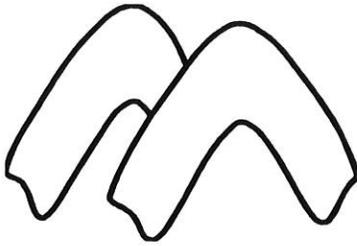
The City of Montclair Planning Commission is hereby adjourned to the regularly scheduled meeting of November 23, 2015 at 7:00 p.m. in the Council Chambers, 5111 Benito Street, Montclair, California.

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### **CERTIFICATION OF AGENDA POSTING**

I, Laura Embree, Administrative Secretary for the City of Montclair, hereby certify that a copy of this agenda was posted on the bulletin board adjacent to the north door of Montclair City Hall on November 5, 2015.



CITY OF MONTCLAIR  
**PLANNING COMMISSION**

**MEETING DATE: 11/09/15**

**AGENDA ITEM 6.a**

**Case No. 2015-16**

**Application:** Precise Plan of Design (PPD) to construct two detached residential units and associated landscaping and site improvements.

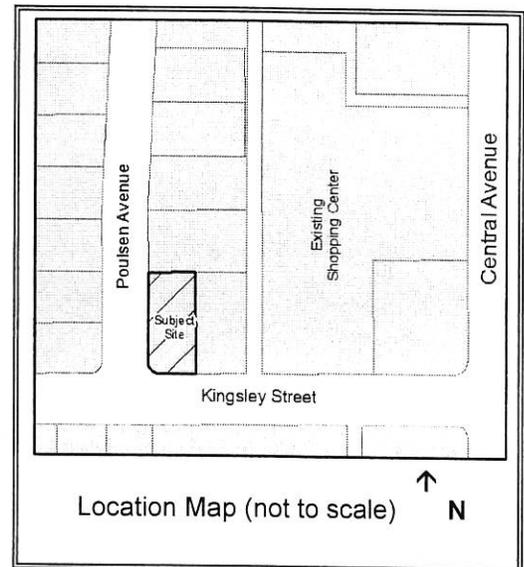
**Project Address:** Northeast Corner of Kingsley Street and Poulsen Avenue

**Property Owner:** Susan Fung

**General Plan:** Low, 3-7 units/acre

**Zoning:** R-2 (Two Family "Duplex" Residential)

**Assessor Parcel No.:** 1010-353-21



**EXISTING SITE FEATURES/CONDITIONS**

Vacant property with no improvements or vegetation

**ADJACENT LAND USE DESIGNATIONS AND USES**

	<i>General Plan</i>	<i>Zoning</i>	<i>Use of Property</i>
<b>Site</b>	Low Density Residential (3-7 units/acre)	R-2 (Two- Family "Duplex" Residential)	Vacant
<b>North</b>	Low Density Residential (3-7 units/acre)	R-1 (Single Family Residential)	Single Family Home
<b>South</b>	Medium Density Residential (8-14 units/acre)	R-3 (Multiple Family Residential)	"Kingsley Patio Homes" Apartment
<b>East</b>	Low Density Residential (3-7 units/acre)	R-2 (Two-Family "Duplex" Residential)	Single Family Residence
<b>West</b>	Low Density Residential (3-7 units/acre)	R-2 (Two-Family "Duplex" Residential)	Single Family Residence

## Report on Item Number 6.a

### CASE NUMBER 2015-16

APPLICATION TYPE(S)	Precise Plan of Design
NAME OF APPLICANT	Susan Fung
LOCATION OF PROPERTY	NEC Kingsley Street & Poulsen Avenue
GENERAL PLAN DESIGNATION	Low Density Residential (3-7 units/acre)
EXISTING ZONE DISTRICT	R-2 (Two-Family Duplex Residential)
EXISTING LAND USE	Vacant Land
ENVIRONMENTAL DETERMINATION	Categorically Exempt (Section 15332)
PROJECT COORDINATOR	Silvia Gutiérrez

### Project Description

The applicant is requesting approval of a Precise Plan of Design (PPD) to allow for the development of two (2) detached, two-story, residential units with associated site improvements on a vacant lot at the northeast corner of Kingsley Street and Poulsen Avenue. The subject site is approximately 8,000 square feet, with a 62-foot-wide street frontage along Kingsley Street, and a 130-foot depth along Poulsen Avenue.

The property is zoned R-2, which allows for two dwelling units. Setbacks for the proposed project are as follows:

<b><i>Setback Location</i></b>	<b><i>Required</i></b>	<b><i>Provided</i></b>
Front (Kingsley St)	25 feet	25 feet
Street Side (Poulsen Avenue)	15 feet	15 feet
Interior Side (East)	5 feet	5 feet
Rear (North)	10' - ground floor 15' - second floor	15 feet 15 feet
Distance Between Units	20 feet	20 feet

Each unit will be two stories tall and 21'-6" in height. The homes are designed to provide approximately 1,414-square-foot living space, which includes three (3) bedrooms, a full bath, half bath, a powder room, kitchen, living room, and dining room. A 455-square-foot, 2-car garage is attached to each unit. The breakdown of each dwelling unit is summarized in the table below:

<b><i>Dwelling Unit Characteristics</i></b>		
<b><i>First Floor</i></b> - 558 SF	<b><i>Second Floor</i></b> - 856 SF	1,414 Square Feet
<b><i>Covered Entry</i></b>		24 Square Feet
<b><i>2-Car Garage</i></b>		455 Square Feet
<b><i>Overall Total</i></b>		<b><i>1,893 Square Feet</i></b>

Each unit is provided with a separate private backyard open space area, which meets or exceeds the minimum 800-square-foot private open space requirement of the underlying district. A new 6-foot high masonry block wall is proposed along the easterly property line. Said wall would be four feet tall within the required front setback (25 feet) from Kingsley Street. In addition, a 6-foot high masonry wall to match the units is proposed between each unit. The front yards for each unit would remain open and unfenced.

New water-efficient landscaping and irrigation would be installed with the project as shown on the Landscape and Irrigation Plan.

### **Project Design**

The design for both units is contemporary "Ranch" style, featuring a combination of hip and gable roof forms covered in flat concrete tile. Portions of the second floor are stepped back to minimize massing and create visual interest and charm. The design of the homes include the use of louvered wood shutters, board-and-batten siding at gable ends, and both double-hung and sliding window types with divided lights. Other exterior finishes/materials include stucco-clad walls with a stone veneer base (approximately three feet high) and dimensional wood trim around windows and doors.

Carriage-style garage doors with vertical panels and a row of divided lights are proposed. Proposed colors for the homes are ivory stucco walls, dark gray/brown trim and roof material, gray-toned stone veneer, and white garage door and windows.

Copies of the site plan, floor plans, and building elevations are included in the Commission packets for reference.

### **Planning Division Comments**

Staff is generally supportive of the project and pleased with its overall design. The architect worked with staff to develop a site plan and building design that was complementary to the neighborhood and in consideration of the property owner's desire to build a two-story housing product. As proposed, the project meets or exceeds the minimum development requirements of the R-2 zone with respect to project density, setbacks, height, unit size, parking, and private and private open space.

The overall density of the proposed development is the equivalent of 5.44 dwelling units per acre (du/ac), which is slightly less than the 7 du/ac allowed for the underlying land use district. Lot coverage is approximately 26 percent, as determined by the combined 2,110-square-foot size of the ground level of both units.

As mentioned above, the architect has worked extensively with staff over the past few months to refine the plans to minimize the massing of the second story by modifying roof lines, proposed entry porches, and adding shutters on the second level and additional wall details to the gable ends of the roof, to provide more visual interest in the

design. One item the architect needs to continue working with staff on is the final design of the fences and/or wall for the project. At the moment, general notes are provided but details need to be further developed. A condition of approval has been added to address this item.

With respect to the proposed landscaping for the project, staff finds it to be complementary to the architecture of the building. The landscape/irrigation plans were developed by a licensed landscape architect and it is in accordance with the City's Water-Efficient Landscape and Conservation Ordinance standards, including the development of a water budget for the project. Plant materials are varied and visually interesting, largely made up of water-saving varieties well distributed around the building and site.

### **Public Notice**

No public notice was required for this project, as the review of this item only pertains to the design aspects of the project. As a courtesy, a project notice was sent to adjacent property owners. At the time of preparation of this report, no comments had been received from neighboring property owners.

### **Environmental Assessment**

Staff has determined this project to be categorically exempt from the requirements of the California Environmental Quality Act (CEQA), pursuant to Section 15332 of the State CEQA Guidelines. The project qualifies because it involves the construction of two or fewer residential units as an infill development in an urbanized area and that the project complies with all the requirements of the Zoning Code and is consistent with the General Plan. It is further found that there is no substantial evidence the project will pose a potential significant impact to the environment.

### **Planning Division Recommendation**

Staff finds the proposed use to be consistent with the Montclair Municipal Code. The proposed use is consistent with zoning and the adopted General Plan as indicated in the staff report. Therefore, staff recommends approval of Case No. 2015-16 by taking the following actions:

- A. Move that, based upon evidence submitted, the project is deemed exempt from the requirements of the California Environmental Quality Act (CEQA). Further, the project qualifies to be categorically exempt from the requirements of the California Environmental Quality Act (CEQA), pursuant to Section 15332 of the State CEQA Guidelines; and,
- B. Move to approve a Precise Plan of Design for the site plan, floor plans, building elevations, landscaping and associated on- and off-site improvements for two (2), two-story detached dwelling units, as described in the staff report, and per the

submitted plans, subject to the conditions of approval in attached Resolution 15-1847.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Michael Diaz", with a circled date "12/1" to the right.

Michael Diaz  
City Planner

c: Susan Fung, 3609 Dover Court, Rowland Heights, CA 91748  
George Botros, GB Architects, Inc., 400 North Mountain Avenue, Suite 208, Upland, CA 91786

RESOLUTION NUMBER 15-1847

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MONTCLAIR APPROVING A PRECISE PLAN OF DESIGN UNDER CASE NUMBER 2015-16 FOR THE SITE PLAN AND ARCHITECTURAL DESIGN OF TWO, TWO-STORY DETACHED RESIDENTIAL UNITS IN THE R-2 (TWO-FAMILY RESIDENTIAL) ZONING DISTRICT ON PROPERTY LOCATED AT THE NORTHEAST CORNER OF KINGSLEY STREET AND POULSEN AVENUE (APN 1010-353-21).

A. Recitals

**WHEREAS**, on August 31, 2015, Susan Fung, property owner of the subject site, filed an application for a Precise Plan of Design (PPD) to develop a residential duplex (two, two-story detached units) on the subject site; and

**WHEREAS**, the subject property is approximately 8,000-square-feet (0.18-acre) in land area and is currently undeveloped; and

**WHEREAS**, the Precise Plan of Design (PPD) is for the site plan, floor plan, building elevations, colors and materials, landscaping and irrigation associated with the project; and

**WHEREAS**, the subject property has a General Plan land use designation of "Low Density Residential (3-7 units/acre)" and a zoning designation of "R-2" (Two-Family (Duplex) Residential); and

**WHEREAS**, while no public notice is required for the PPD review of the exterior design elements of the project, staff mailed a courtesy notice to adjoining property owners; and

**WHEREAS**, the Planning Division has determined this project to be categorically exempt from the requirements of the California Environmental Quality Act (CEQA), pursuant to Section 15332 of the State CEQA Guidelines. The project qualifies because it is consistent with the applicable General Plan designation, all applicable General Plan policies, and the underlying zoning designation; it is on a project site of less than five acres and is completely surrounded by urban development; the subject site has no value as habitat for endangered, rare or threatened species; approval of the project would not result in any significant effects relating to traffic, noise, air quality or water quality; and the site can be adequately served by all required utilities and public services; and

**WHEREAS**, on November 9, 2015, commencing at 7:00 p.m. in the Council Chamber at Montclair City Hall, the Planning Commission reviewed the proposed project at which time all persons wishing to testify in connection with said application were heard, and said application was fully studied; and

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 public hearing on November 9, 2015, including written and oral staff reports, together with public testimony, this Commission hereby finds as follows:
  - A. At 0.18 acres in area, the site is of sufficient size and shape to accommodate the two proposed units with associated on-site parking and other improvements. The site is appropriately connected to an existing and fully developed street that would allow for ease of access by both pedestrians and vehicles, including the future residents and their guests.
  - B. The proposed project will not have an adverse impact on or substantially depreciate property values in the vicinity, unreasonably interfere with use and enjoyment of property in the vicinity, or endanger the public peace, health, safety, or general welfare. The area in which the project is located is presently zoned for and developed with multi-family and single family residential units. When completed, the existing vacant lot that currently detracts from the appearance of the street will be replaced with new residential units that will contribute to the general physical improvement of the neighborhood in which the subject site is located.
  - C. Overall, the project is appropriately designed and promotes orderly development. The site plan is arranged to accommodate the new units as detached units that appear as single family residences to resemble the general pattern of the immediate area. Moreover, the design of the units have been refined to incorporate proper architectural details and materials for the proposed style of the project and improved durability. The proposed landscaping concept is complementary to the architecture and well distributed around the site.

3. The Planning Commission has reviewed the Planning Division's determination of exemption and, based on its own independent judgment, concurs with staff's determination of exemption and directs staff to prepare a Notice of Exemption.
4. Based upon the findings and conclusions set forth in Paragraphs 1 through 3 above, this Commission hereby approves the application, subject to each and every condition set forth below.

Planning

1. This approval is for a Precise Plan of Design for the site plan, floor plans, elevations, colors and materials, landscaping and irrigation associated with the construction of two (2), two-story detached dwelling units on a 0.18-acre site on the northeast corner of Kingsley Street and Poulsen Avenue. The project shall be limited to a maximum number of two (2) dwelling units as depicted on the approved plans.
2. The Precise Plan of Design (PPD) approval shall be valid for a period of one year and shall automatically expire on the anniversary date of Planning Commission approval, unless the applicant is diligently pursuing building plan check toward eventual construction of the project. The applicant and/or property owner shall be responsible to apply for a time extension at least 30 days prior to the approval's expiration date. No further notice from the City will be given regarding the project's PPD expiration date.
3. No changes to the approved set of plans, including the exterior design and materials/finishes, shall be permitted without prior City review and approval. Any modification, intensification, or expansion of the use and design plan beyond that which is specifically approved with this PPD shall require review and approval by the Planning Commission.
4. Within five (5) days of approval by the Planning Commission, the applicant shall submit a check in the amount of \$50, payable to "Clerk of the Board of Supervisors," to cover the County administrative fee for filing a Notice of Exemption as required by the California Environmental Quality Act (CEQA).
5. The applicant and/or property owner shall ensure that a copy of the Planning Commission approval letter, including all conditions of approval and owner's signature, is 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.

6. Prior to the submittal of plans for Building Division plan check and issuance of building permits, the applicant shall complete the following:
  - a. Obtain final approval from the City Planner for the color scheme and exterior materials of the new units.
  - b. Show the locations of and provide catalog cuts for all proposed light fixtures for the exterior of the site and building. All proposed exterior 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. Unshielded, wall-mounted decorative fixtures may be used provided the intensity of the illumination source does not create nuisance glare to adjacent properties or public rights-of-way. The use of wall packs, barnlighters, other similar unshielded luminaires, and/or decorative lighting installed solely for the purpose of illuminating the roof shall be prohibited.
  - b. Submit catalog cuts of proposed metal windows for review and approval.
  - c. Provide design details and colors/materials for all fences and/or walls to be constructed on the property with this project. Fences or walls shall be architecturally compatible with the style and colors of the new units.
7. All first floor belt courses, door and window surrounds (including garage door trim), and other exterior dimensional or decorative wall trim shall be constructed of stucco over wood. The use of foam in these areas is not acceptable.
8. The front setback area of the property shall be maintained as landscaped common open space in perpetuity for the life of the project. The required front setback shall not be:
  - a. Subdivided into private yard areas for exclusive use by any unit.
  - b. Covered with hardscape elements unless part of a City-approved landscape plan.
  - c. Utilized for the placement and/or storage of permanent or temporary freestanding accessory structures, including patio covers, arbors, storage sheds/containers, or trash/recycling/green waste containers.

- d. Used to erect children's play apparatus, swing sets, and other similar recreational equipment over six feet (6'-0") in height.
9. Any freestanding accessory structures, including patio covers, arbors, storage sheds, shall be subject to the review and approval by the Planning and Building Divisions prior to commencement of construction. Violators may be subject to a citation and fine.
10. All perimeter fences and walls shall be constructed to City requirements and constructed with quality materials and workmanship. Fences and walls shall be built plumb, comply with adopted building codes, and subject to the following:
  - a. The face or finished side of any fence or wall on the property shall be directed toward the street or where it is directly visible to the street or the front yard of the adjacent properties.
  - b. All posts and stringers used to support the fence shall be placed on the interior side of the subject property.
11. The applicant shall contact the City Planner and Building Official when rough grading of the site is completed per the approved grading plan in order to determine the final locations and heights of required or proposed perimeter walls.
12. No surface-mounted exposed conduit or electrical lines shall be allowed. Electrical switchgear, meters, etc., shall be screened or housed in an enclosure to the extent allowed by the utilities.
13. Residential antennas and satellite dishes are subject to the provisions contained in the Montclair Municipal Code as amended from time to time, including the requirement that such apparatus be screened from public view to the greatest extent possible. Antennas and satellite dishes shall be for domestic use only with no commercial use permitted. All antennas and satellite dishes shall be maintained in good condition and in accordance with the requirements of applicable city ordinances.
14. All rooftop mechanical equipment, vents, meters, HVAC units, ducts, conduit, etc., shall be fully screened from view in a manner that is compatible with the architectural design of the building to the satisfaction of the City Planner. Wooden lattice or fence-like screens/covers are not considered an appropriate means of screening.
15. 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).

16. Freestanding electrical transformers and Fire Department double check detector assembly (DCDA) equipment (if applicable) shall be screened with masonry walls compatible with the building architecture and/or landscaping to the satisfaction of the City Planner and Fire Marshal. Efforts shall be made to place these elements in locations that are as unobtrusive as possible.
17. Prior to the issuance of a Certificate of Occupancy, landscaping materials (including required street trees) and irrigation shall be installed per approved plans on file with the Planning Division.
18. Installation of the required street trees shall comply with the following standards:
  - a. Two (2) Crape Myrtle (*Lagerstroemia indica*) street trees along the Kingsley Street frontage shall be minimum 24-inch box size and double-staked per City standards.
  - b. The applicant shall contact the Public Works Superintendent at 909/625-9467 prior to the installation of required street trees to arrange an inspection to verify the variety and condition of the trees and to determine final field placement.
19. Pursuant to Section 11.60.240 of the Montclair Municipal Code, all landscaping and irrigation systems shall be maintained in accordance with the approved site and/or landscape plan to ensure the growth and health of plant materials and water use efficiency. A regular maintenance schedule shall be submitted to the City with the Certificate of Completion and a copy shall be kept by the property owner for reference.
20. Any plant material that does not survive or which was removed or destroyed shall be replaced upon its demise or removal with plant material of like type and size as that which was originally approved and installed.
21. Plant material shall not be severely pruned such that the natural growth pattern or characteristic form is significantly altered. Trees shall be pruned to ISA (International Society of Arboriculture) standards and only as necessary to promote healthy growth and for aesthetic purposes (i.e., to enhance the natural form of the tree). Improperly or severely pruned trees, including topping as defined by the Water Conservation Ordinance, which results in the removal of the normal canopy and/or disfigurement of the tree shall be replaced with trees of similar size and maturity as that which was removed or, as required by the Community Development Director.

22. Modifications to and/or removal of existing landscaping shall require prior approval by the City Planner.
23. The applicant and/or property owner shall continuously maintain in good repair and appearance all building exteriors, walls, exterior lighting, drainage facilities, driveways, and parking areas, landscaping, etc.
24. 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.
25. The applicant and property owner shall sign an Affidavit of Acceptance form and submit the document to the Planning Division within 30 days of receipt of the Planning Commission Resolution.
26. 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

27. Submit four complete sets of plans including the following:
  - a. Site/Plot Plan;
  - b. Floor Plan;
  - c. Electrical Plans, including the size of the main switch, number and size of service entrance conductors, panel schedules, and single line diagrams;

- d. Reflected Ceiling Plan;
  - e. Plumbing Plans, including isometrics, underground diagrams, water and waste diagram, fixture units, gas piping, and heating and air conditioning;
  - f. Waste recycling plan, recycling 50% of all construction debris; and
  - g. Two (2) sets each of structural calculations, geotechnical soils reports and energy conservation calculations.
28. Architect's/Engineer's stamp and "wet" signature are required prior to plan check approval.
29. 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.
30. Contractors must show proof of State and City licenses and Workers' Compensation coverage to the City prior to permit issuance.
31. Separate permits are required for fencing and/or walls.
32. All utility services to the project shall be installed underground.
33. Plans shall be submitted for plan check and approved prior to construction. All plans shall be marked with the project file number, address and Assessor's Parcel Number.
34. Construction activity shall only be permitted from the hours of 7:00 a.m. to 8:00 p.m. daily.
35. Prior to issuance of building permits for the project, the applicant shall pay development fees at the established rate. Such fees may include, but are not limited to: Parkland Development Fee, Transportation Development Impact Fee, Permit and Plan Check Fees, and School Fees. All required school fees shall be paid 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.
36. All construction work carried out under the review of the Building Division shall be of good quality. The Building Official shall have the authority to enforce the installation of work that is straight, level, plumb, square, etc., as the situation requires. All work shall be well fit and of a durable nature.

Paint and stucco in all cases shall not be below standard for the use applied.

37. Construction drawings submitted to the Building Division for plan review shall comply with the Montclair Security Ordinance No. 357, including, but not limited to, providing the required security measures for residential framing as provided in the Montclair Security Ordinance.
38. A Certificate of Occupancy is required prior to the occupancy of the building. Issuance of a Certificate of Occupancy by the Building Official shall be contingent upon the Fire Department inspection and the final approvals from other departments and/or agencies.
39. Temporary construction and storage trailers placed on the property shall first obtain approval from the Planning and Building Divisions. Trailers intended for public access shall be subject to requirements for persons with disabilities. Before any trailer is set in its location, obtain all permits from the Building Division. Plans and structural calculations shall be required for tie-down devices. The trailer will require access to the facility by way of ramps which comply with the California Building Code (CBC) 2013 edition, Chapter 11B, in addition to access to each feature of the trailer.
40. 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.

Engineering

41. A park land fee shall be paid to the City. This fee is payable prior to issuance of any Certificate of Occupancy.
42. Payment of transportation-related development impact fees. Fees shall be assessed at the rate in effect at the time the fees are paid.
43. Handicap accessibility shall be provided at all drive approaches. Dedication of an additional sidewalk easement may be necessary.
44. No new streetlights are required for this development.
45. All utilities serving the development shall be placed underground.

46. Payment of all outstanding sewer reimbursement fees or assessments as imposed by a district or reimbursement agreement, if any.
47. Payment of Regional Sewerage Capital Outlay fees as specified in the Montclair Municipal Code and by Inland Empire Utilities Agency.
48. Each house shall have its own connection to the City sewer. All sewer design shall be subject to the approval of the City Engineer.
49. Discharge of wastewater into the sewer collection system shall conform to all requirements of the Montclair Municipal Code.
50. 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.
51. 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.
52. All off site and on site trenching and excavation shall conform to CAL-OSHA standards. Excavations that exceed five feet in depth require a CAL-OSHA permit.
53. Underground Service Alert shall be notified at least 48 hours prior to any excavation. Contact Underground Service Alert at 800-422-4133.

Fire Department

54. **General Plan Review.** This is a general plan review only to determine if this project should be allowed to move forward to the City Development Review and/or Fire Department Plan Check phase. Additional requirements may be necessary to comply with all applicable codes and will be determined during the Fire Department plan check phase. The Fire Department requires submittal of two sets of plans, an application and all fees pre-paid.
55. **Permits required.** Permits are required for the plan review and inspection of fire detection, fire sprinkler, hood and duct, and occupancy plan

reviews. Fees shall be collected by the Fire Department at the time an application is filed (CFC 2013 105.3.8).

56. **Construction documents for fire protection systems.** Construction documents and calculations for all fire protection systems and permits are required for the installation, rehabilitation or modification of any fire protection system. Construction documents for fire protection systems shall be submitted for review and approval prior to system installation (2013 CFC 105.4.2.1 and Chapter 9).
57. **Plan Stamp.** Contractor's license number, including expiration date, wet stamp and signature of the contractor licensee on each plan (Class Business & Professions Code Sec. 7031.5).
58. **Scope of Work.** Provide an accurate description of the scope of work for the project.
59. **Dimensions.** Show all exterior and interior building dimensions on the plans.
60. **Plan Check application.** The plan check application can be found on the City of Montclair website: [www.cityofmontclair.org](http://www.cityofmontclair.org) and clicking on the following: "Departments," "Fire," "Fire Prevention," "Plan Check at permit process."
61. **Development Standards.** This project is required to comply with the 2013 California Fire Code, as amended in the Montclair Municipal Code and Montclair Fire Department Developments standards.
62. **Fire Department Fees.** All fees are required to be paid in full prior to any permit issuance.
63. **Residential Address.** Numerals shall be 4" in height on a backlit panel with automatic illumination, on the west-facing side of each unit on a wall plane near the front door and clearly visible to Poulsen Avenue to the satisfaction of the Deputy Fire Marshal.
64. **Automatic fire sprinkler system; new construction.** An approved fire sprinkler system shall be provided throughout, as defined by the most current edition of NFPA 13, in all newly constructed buildings of any occupancy group. (9CF 2013 903.2). Four (4) sets of plans shall be submitted to the Montclair Fire Department for approval prior to starting work.

65. **Automatic fire sprinkler system plans.** Fire sprinkler system plans are required to be submitted in a separate plan submittal with a completed application and all fees pre-paid.
66. The applicant/developer/general contractor is responsible for reasonable periodic clean-up of the construction site to avoid hazardous accumulation of combustible trash and debris.
67. The proposed residential structures shall require an approved automatic fire-sprinkler system. The system shall conform to all local and national standards. Submit three (3) copies of an automatic fire sprinkler system plan directly to the Fire Marshal's office for review and approval prior to installation.
68. A fire hydrant system shall be required to provide the necessary water flow to the proposed development. Exact number, location and design of hydrants shall be determined by the Fire Marshal's Office when building plans are received. Hydrants shall be active prior to the framing stage of construction.
69. All Montclair Fire Department fees are due prior to any permit issuance.
70. 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 feet (5') of combustible construction.

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

APPROVED AND ADOPTED THIS 9TH DAY OF NOVEMBER, 2015.

PLANNING COMMISSION OF THE CITY OF MONTCLAIR, CALIFORNIA

By: \_\_\_\_\_  
Tenice Johnson, Chair

ATTEST: \_\_\_\_\_  
Michael Diaz, Acting Secretary

I, Michael Diaz, Acting 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 November, 2015, by the following vote, to-wit:

AYES:

NOES:

ABSENT: