

**RESOLUTION NO. 2020-XX**

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF RIALTO, CALIFORNIA APPROVING PRECISE PLAN OF DESIGN NO. 2020-0004 ALLOWING THE DEVELOPMENT OF A 36,500 SQUARE FOOT INDUSTRIAL STORAGE WAREHOUSE/DISTRIBUTION CENTER BUILDING ON 3.51 GROSS ACRES (3.45 NET ACRES) OF LAND (APN: 0131-011-29, -30, -31, -32, -33, & -34) LOCATED AT THE NORTHEAST CORNER OF MERRILL AVENUE AND YUCCA AVENUE WITHIN THE LIGHT INDUSTRIAL (M-1) ZONE.

WHEREAS, the applicant, DP Yucca, LLC, proposes to develop a 36,500 square foot industrial storage warehouse/distribution center building ("Project") on 3.51 gross acres (3.45 net acres) of land (APN: 0131-011-29, -30, -31, -32, -33, & -34) located at the northeast corner of Merrill Avenue and Yucca Avenue within the Light Industrial (M-1) zone ("Site"); and

WHEREAS, the Project consists of the development of a 36,500 square foot industrial storage warehouse/distribution center building, forty-three (43) parking spaces, concrete screen walls, an abundant amount of landscaping, and full pedestrian and vehicle access; and

WHEREAS, Pursuant to Chapter 18.65 (Precise Plan of Design) of the Rialto Municipal Code, the Project requires a Precise Plan of Design, and the applicant has agreed to apply for Precise Plan of Design No. 2020-0004 ("PPD No. 2020-0004"); and

WHEREAS, in conjunction with the Project, the applicant has applied for Tentative Parcel Map No. 2020-0002, also referred to as Tentative Parcel Map No. 20204, ("TPM No. 20204"), to facilitate the consolidation of six (6) parcels of land (APNs: 0131-011-29, -30, -31, -32, -33, & -34) into one (1) 3.45 net acre parcel of land; and

WHEREAS, in conjunction with the Project, the applicant has applied for Conditional Development Permit No. 2020-0003 ("CDP No. 2020-0003") to facilitate the development and operation of a 36,500 square foot industrial storage warehouse/distribution center building on the Site; and

WHEREAS, on September 30, 2020, the Planning Commission of the City of Rialto conducted a duly noticed public hearing, as required by law, on PPD No. 2020-0004, TPM No. 20204, and CDP No. 2020-0003, took testimony, at which time it received input from staff, the

city attorney, and the applicant; heard public testimony; discussed the proposed PPD No. 2020-0004, TPM No. 20204, and CDP No. 2020-0003; and closed the public hearing; and

WHEREAS, all legal prerequisites to the adoption of this Resolution have occurred.

NOW, THEREFORE, BE IT RESOLVED by the Planning Commission of the City of Rialto as follows:

SECTION 1. The Planning Commission hereby specifically finds that all of the facts set forth in the recitals above of this Resolution are true and correct and incorporated herein.

SECTION 2. Based on substantial evidence presented to the Planning Commission during the public hearing conducted with regard to PPD No. 2020-0004, including written staff reports, verbal testimony, site plans, other documents, and the conditions of approval stated herein, the Planning Commission hereby determines that PPD No. 2020-0004 satisfies the requirements of Section 18.65.020E of the Rialto Municipal Code pertaining to the findings which must be made precedent to granting a Precise Plan of Design. The findings are as follows:

1. The proposed development is in compliance with all city ordinances and regulations, unless in accordance with an approved variance; and

*This finding is supported by the following facts:*

The Project, as conditioned herein, will comply with all City ordinances and regulations, including those required by the M-1 zone and the City's Design Guidelines. The Site has a General Plan land use designation of Light Industrial and a zoning designation of M-1. Those designations allow for the development and operation of industrial storage warehouse/distribution center buildings, as proposed by the Project. Additionally, the Project meets all of the required development standards of the Light Industrial land use designation and M-1 zone including, but not limited to, required building setbacks, parking, landscaping, building height, floor area ratio, etc.

2. The site is physically suitable for the proposed development, and the proposed development will be arranged, designed, constructed, and maintained so that it will not be unreasonably detrimental or injurious to property, improvements, or the health, safety or general welfare of the general public in the vicinity, or otherwise be inharmonious with the city's general plan and its objectives, zoning ordinances or any applicable specific plan and its objectives; and

*This finding is supported by the following facts:*

The Site is relatively flat, 3.51 gross acres (3.45 net acres) in size, bound by two (2) public streets (Merrill Avenue to the south and Yucca Avenue to the west), and zoned M-1. To

1 the north of the project site is an approximately 57,000 square foot industrial building  
2 occupied by Plant Prefab, a pre-fabricated home manufacturer, and to the east is both a San  
3 Bernardino County Flood Control Channel and a 258,857 square foot industrial warehouse  
4 building occupied by DeVilbiss HealthCare, a healthcare supply distributor. To the south,  
5 across Merrill Avenue, is a single-family residential subdivision built in 1981, and to the  
6 west, across Yucca Avenue, are four (4) small industrial buildings ranging in size from  
7 6,000 square feet to 12,000 square that are occupied by various businesses. The zoning of  
8 the project site and the properties to the north, east, and west is M-1, and the zoning of the  
9 properties to the south is Single-Family Residential (R-1C). The Project is consistent with  
10 the M-1 zone and the surrounding land uses. The nearest sensitive uses are the single-  
11 family residences to the south of the Site. The project is not expected to negatively impact  
12 any uses with the successful implementation of measures such as landscape buffering, the  
13 installation of solid screen walls, and aesthetic building enhancements.

- 14 3. The proposed development will not unreasonably interfere with the use or enjoyment  
15 of neighboring property rights or endanger the peace, health, safety or welfare of the  
16 general public; and

17 *This finding is supported by the following facts:*

18 The Project's effects will be minimized through the implementation of the Conditions of  
19 Approval contained herein, such as extensive landscaping, concrete screen walls, decorative  
20 paving, and enhanced architectural features. To the north of the project site is an  
21 approximately 57,000 square foot industrial building occupied by Plant Prefab, a pre-  
22 fabricated home manufacturer, and to the east is both a San Bernardino County Flood Control  
23 Channel and a 258,857 square foot industrial warehouse building occupied by DeVilbiss  
24 HealthCare, a healthcare supply distributor. To the south, across Merrill Avenue, is a single-  
25 family residential subdivision built in 1981, and to the west, across Yucca Avenue, are four  
26 (4) small industrial buildings ranging in size from 6,000 square feet to 12,000 square that are  
27 occupied by various businesses. The zoning of the project site and the properties to the north,  
28 east, and west is M-1, and the zoning of the properties to the south is Single-Family  
Residential (R-1C). The Project is consistent with the M-1 zone and the surrounding land  
uses. The nearest sensitive uses are the single-family residences to the south of the Site. The  
development and operation of the proposed industrial storage warehouse/distribution center  
building will not interfere with the residents to the south as the orientation of the building, the  
incorporation of a screen wall adjacent to the truck court, and the incorporation of landscape  
planters along the Merrill Avenue street frontage will all serve as a buffer to reduce impacts  
to a level of insignificance. Additionally, the residences to the south are approximately 90  
feet away from the Site and are separated from the Site by an existing public street that further  
serves as buffer.

- 29 4. The proposed development will not substantially interfere with the orderly or planned  
30 development of the City of Rialto.

31 *This finding is supported by the following facts:*

1 The Project is consistent with the underlying Light Industrial (M-1) zone and is a logical  
2 addition to the existing industrial buildings to the north, east, and west of the Site. The design  
3 of the Project will ensure a continuation of the public improvements and aesthetics present in  
4 the surrounding area. The City staff have reviewed the design of the Project to ensure  
5 compliance with all health, safety, and design requirements to ensure the Project will enhance  
6 the infrastructure and aesthetics of the local community.

7 SECTION 3. The Project is categorically exempt from the requirements of the California  
8 Environmental Quality Act (CEQA), pursuant to Section 15332, In-Fill Development Projects. The  
9 Planning Commission directs the Planning Division to file the necessary documentation with the  
10 Clerk of the Board of Supervisors for San Bernardino County.

11 SECTION 4. PPD No. 2020-0004 is granted to DP Yucca, LLC in accordance with the plans  
12 and application on file with the Planning Division, subject to the following Conditions of Approval:

- 13 1. The applicant is granted PPD No. 2020-0004 allowing the development of a 36,500  
14 square foot industrial storage warehouse/distribution center building with  
15 corresponding improvements in one (1) construction phase on 3.51 gross acres (3.45 net  
16 acres) of land (APN: 0131-011-29, -30, -31, -32, -33, & -34) located at the northeast  
17 corner of Merrill Avenue and Yucca Avenue within the Light Industrial (M-1) zone,  
18 subject to the Conditions of Approval contained herein.
- 19 2. The approval of PPD No. 2020-0004 is granted for a one (1) year period from the date  
20 of approval. Approval of PPD No. 2020-0004 will not become effective until the  
21 applicant has signed a Statement of Acceptance acknowledging awareness and  
22 acceptance of the required Conditions of Approval contained herein. Any request for  
23 an extension shall be reviewed by the Community Development Director and shall be  
24 based on the progress that has taken place toward the development of the project.
- 25 3. The development associated with PPD No. 2020-0004 shall conform to the site plan,  
26 floor plans, roof plans, exterior elevations, conceptual grading plan, and conceptual  
27 landscape plan received by the Planning Division on March 31, 2020, except as may be  
28 required to be modified based on the Conditions of Approval contained herein.
4. The development associated with PPD No. 2020-0004 shall comply with all Conditions  
of Approval contained within TPM No. 20204 and CDP No. 2020-0003.
5. The development associated with PPD No. 2020-0004 shall comply with all applicable  
sections of the Rialto Municipal Code, and all other applicable State and local laws and  
ordinances.
6. City inspectors shall have access to the site to reasonably inspect the site during  
normal working hours to assure compliance with these conditions and other codes.

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7. The applicant shall indemnify, protect, defend, and hold harmless, the City of Rialto, and/or any of its officials, officers, employees, agents, departments, agencies, and instrumentalities thereof (collectively, the “City Parties”), from any and all claims, demands, law suits, writs of mandamus, and other actions and proceedings (whether legal, equitable, declaratory, administrative or adjudicatory in nature), and alternative dispute resolutions procedures (including, but not limited to arbitrations, mediations, and other such procedures), (collectively “Actions”), brought against the City, and/or any of its officials, officers, employees, agents, departments, agencies, and instrumentalities thereof, that challenge, attack, or seek to modify, set aside, void, or annul, the any action of, or any permit or approval issued by, the City and/or any of its officials, officers, employees, agents, departments, agencies, and instrumentalities thereof (including actions approved by the voters of the City), for or concerning the Project (collectively, the “Entitlements”), whether such Actions are brought under the California Environmental Quality Act, the Planning and Zoning Law, the Subdivision Map Act, Code of Civil Procedure Chapter 1085 or 1094.5, the California Public Records Act, or any other state, federal, or local statute, law, ordinance, rule, regulation, or any decision of a court of competent jurisdiction. This condition to indemnify, protect, defend, and hold the City harmless shall include, but not limited to (i) damages, fees and/or costs awarded against the City, if any, and (ii) cost of suit, attorneys’ fees and other costs, liabilities and expenses incurred in connection with such proceeding whether incurred by applicant, Property owner, or the City and/or other parties initiating or bringing such proceeding (collectively, subparts (i) and (ii) are the “Damages”). Notwithstanding anything to the contrary contained herein, the Applicant shall not be liable to the City Parties under this indemnity to the extent the Damages incurred by any of the City Parties in such Action(s) are a result of the City Parties’ fraud, intentional misconduct or gross negligence in connection with issuing the Entitlements. The applicant shall execute an agreement to indemnify, protect, defend, and hold the City harmless as stated herein within five (5) days of approval of PPD No. 2020-0004.
  8. In accordance with the provisions of Government Code Section 66020(d)(1), the imposition of fees, dedications, reservations, or exactions for this Project, if any, are subject to protest by the applicant at the time of approval or conditional approval of the Project or within 90 days after the date of the imposition of the fees, dedications, reservations, or exactions imposed on the Project.
  9. The applicant shall remove all existing walls and fencing located on the Site, prior to the commencement of construction of the Project.
  10. The applicant shall install decorative pavement within each driveway connected to Yucca Avenue. The decorative pavement shall extend across the entire width of each driveway and shall have a minimum depth of twenty-five (25) feet as measured from the property line along Yucca Avenue. Decorative pavement means decorative pavers and/or color concrete with patterns and color variety. The location of the decorative pavement shall be identified on the Precise Grading Plan prior to the issuance of a

grading permit. Additionally, the location and type of decorative pavement shall be identified on the formal Landscape Plan submittal, and other on-site improvement plans, prior to the issuance of building permits.

11. In order to provide enhanced building design in accordance with Chapter 18.61 (Design Guidelines) of the Rialto Municipal Code, the applicant shall route all drainage downspouts through the interior of the building. The internal downspouts shall be identified within the formal building plan check submittal prior to the issuance of building permits.
12. In order to provide enhanced building design in accordance with Chapter 18.61 (Design Guidelines) of the Rialto Municipal Code, the applicant shall construct parapet returns, at least three (3) feet in depth from the main wall plane, at all height variations on all four (4) sides of the building. The parapet returns shall be demonstrated on the roof plans within the formal building plan check submittal prior to the issuance of building permits.
13. In order to provide enhanced building design in accordance with Chapter 18.61 (Design Guidelines) of the Rialto Municipal Code, the applicant shall provide internal roof access only for the building. The internal roof access shall be identified within the formal building plan check submittal prior to the issuance of building permits.
14. Any new walls, including any retaining walls, shall be comprised of decorative masonry block or decorative concrete. Decorative masonry block means tan-colored slumpstone block, tan-colored split-face block, or precision block with a stucco, plaster, or cultured stone finish. Decorative concrete means painted concrete with patterns, reveals, and/or trim lines. Pilasters shall be incorporated within all new walls visible from the public right-of-way. The pilasters shall be spaced a maximum of fifty (50) feet on-center and shall be placed at all corners and ends of the wall. All pilasters shall protrude a minimum of six (6) inches above and to the side of the wall. All decorative masonry walls and pilasters, including retaining walls, shall include a decorative masonry cap. All walls and pilasters shall be identified on the site plan and Precise Grading Plan, and an elevation detail for the walls shall be included in the formal building plan check submittal prior to the issuance of building permits.
15. All new fencing installed on site shall be comprised of tubular steel. Decorative masonry or decorative concrete pilasters, with a minimum dimension of sixteen (16) inch square, shall be incorporated within all new fencing visible from any public right-of-way. Decorative masonry block means tan slumpstone block, tan split-face block, or precision block with a stucco, plaster, or cultured stone finish. Decorative concrete means painted concrete with patterns, reveals, and/or trim lines. The pilasters shall be spaced a maximum of fifty (50) feet on-center and shall be placed at all corners and ends of the fencing. All decorative masonry pilasters shall include a decorative masonry cap. All fencing and pilasters shall be identified on the site plan, and an elevation detail for the fencing and pilasters shall be included in the formal building plan check submittal prior to the issuance of building permits.

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16. The applicant shall construct one (1) ADA accessible trash enclosures on the project site. The trash enclosures shall provide room for one (1) commercial waste container and one (1) commercial recycling container. The exterior of each trash enclosure shall match the material and base color of the buildings. Additionally, each trash enclosure shall contain solid steel doors and a flat solid cover. Corrugated metal and chain-link are not acceptable materials to use as a part of the trash enclosure. The location of each trash enclosure shall be identified on the site plan within the formal building plan check prior to the issuance of building permits. An elevation detail for the trash enclosures shall be provided within formal building plan check submittal prior to the issuance of building permits.
  17. All light standards installed on site, shall have a maximum height of twenty-five (25) feet, as measured from the finished surface, including the base. Lighting shall be shielded and/or directed toward the site so as not to produce direct glare or "stray light" onto adjacent properties. All light standards shall be identified on the site plan and a note indicating the height restriction shall be included within the formal building plan check submittal prior to the issuance of building permits.
  18. The applicant shall submit a formal Landscape Plan to the Planning Division prior to the issuance of building permits. The submittal shall include three (3) sets of planting and irrigation plans, a completed Landscape Plan Review application, and the applicable review fee.
  19. The applicant shall plant one (1) tree every three (3) parking spaces. All parking lot trees shall be a minimum of fifteen (15) gallons in size, upon initial planting. Thereafter, the parking lot trees shall be permanently irrigated and maintained. All parking lot tree species shall consist of evergreen broadleaf trees. The trees shall be identified on the formal Landscape Plan submittal prior to the issuance of a landscape permit.
  20. The applicant shall plant one (1) tree every thirty (30) feet on-center within the on-site landscape setbacks along Merrill Avenue and Yucca Avenue. All trees within the landscape setback shall be a minimum of twenty-four (24) inch box in size, upon initial planting. Thereafter, the trees within the landscape setback shall be permanently irrigated and maintained by the property owner. At least fifty (50) percent of the trees within the setbacks shall consist of evergreen broadleaf trees, while the remaining percentage may consist of broadleaf deciduous trees and/or palm trees. The trees shall be identified on the formal Landscape Plan submittal prior to the issuance of a landscape permit.
  21. The applicant shall plant shrubs that surround all ground mounted equipment and utility boxes, including transformers, fire-department connections, backflow devices, etc. for the purpose of providing screening of said equipment and utility boxes. All equipment and utility box screen shrubs shall be a minimum of five (5) gallons in size upon initial planting, and the shrubs shall be spaced no more than three (3) feet on-center. Thereafter, the equipment and utility box screen shrubs shall be permanently irrigated

and maintained into a continuous box-shape with a height of no less than three and one-half (3.5) feet above the finished grade. The shrubs shall be identified on the formal Landscape Plan submittal prior to the issuance of a landscape permit.

22. The applicant shall plant a substantial amount of trees, shrubs, and groundcover throughout all land on-site and off-site (adjacent to the project site) that is not covered by structures, walkways, parking areas, and driveways. Trees shall be planted a minimum of thirty (30) feet on-center, and all shrubs and groundcover shall be planted an average of three (3) feet on-center or less. All trees shall be minimum of fifteen (15) gallons in size upon initial planting, unless otherwise specified herein. At least fifty (50) percent of the trees shall consist of evergreen broadleaf trees, while the remaining percentage may consist of broadleaf deciduous trees and/or palm trees. All shrubs shall be a minimum of one (1) gallon in size, unless otherwise specified herein. All planter areas shall receive a minimum two (2) inch thick layer of brown bark, organic mulch, and/or decorative rock upon initial planting. Pea gravel and decomposed granite are not acceptable materials to use within planter areas. All planter areas on-site shall be permanently irrigated and maintained. The planting and irrigation shall be identified on the formal Landscape Plan submittal prior to the issuance of a landscape permit.
23. All planting and irrigation shall be installed on-site in accordance with the approved landscape plans and permit prior to the issuance of a Certificate of Occupancy. The installation of the planting and irrigation shall be certified in writing by the landscape architect responsible for preparing the landscape plans prior to the issuance of a Certificate of Occupancy.
24. Any tubular steel fencing and/or sliding gates shall be painted black prior to the issuance of a Certificate of Occupancy, unless specified otherwise herein.
25. All non-glass doors shall be painted to match the color of the adjacent wall prior to the issuance of a Certificate of Occupancy.
26. All signage on the buildings shall comply with Chapter 18.102 (Regulation of Signs and Advertising Structures) of the Rialto Municipal Code.
27. The applicant shall comply with all conditions of approval for PPD No. 2020-0004 to the satisfaction of the City Engineer, prior to the issuance of a Certificate of Occupancy.
28. All improvements within the public right-of-way require a City of Rialto Encroachment Permit.
29. The applicant shall apply and complete the Special District Annexation for the public street lighting and the public landscape and irrigation, including applicable easement areas, parkway areas, and raised medians along the property frontage, as determined by the City Engineer, prior to the issuance of the Grading/On-site Construction Permit.



- 1 30. A City of Rialto Off-site Construction Permit is required for any improvements within  
2 the public right-of-way. In an effort to expedite and facilitate improvements in the public  
3 right-of-way, the applicant is responsible for submitting a multi-phase master plan  
4 traffic control plan which includes all phases of construction in the public right-of-way  
5 i.e. sewer, water, overhead, underground, etc. prior to the issuance of Off-Site  
6 Construction Permit/Encroachment Permit. Note, in an effort to simplify the permitting  
7 process, a single master Off-Site Construction Permit shall replace individual  
8 Encroachment Permits to be pulled by the applicant's contractor.
- 9 31. At the discretion of the City Engineer, the applicant shall apply for annexation of the  
10 underlying property into City of Rialto Landscape and Lighting Maintenance District  
11 No. 2 ("LLMD 2") or enter into a landscape maintenance agreement to be recorded on  
12 the property. An application fee of \$5,000 shall be paid at the time of application.  
13 Annexation into LLMD 2 is a condition of acceptance of any new median, parkway,  
14 and/or easement landscaping, or any new public street lighting improvements, to be  
15 maintained by the City of Rialto.
- 16 32. The applicant shall submit off-site landscaping and irrigation system improvement plans  
17 for review and approval at the time of first (1st) public improvement plan submittal to  
18 the Public Works Department. The parkway irrigation system shall be separately  
19 metered from the on-site private irrigation to be maintained for a period of one (1) year  
20 and annexed into a Special District. The off-site landscape and irrigation plans must  
21 show separate electrical and water meters to be annexed into the Landscape and  
22 Lighting Maintenance District No. 2 via a City Council Public Hearing, if required by  
23 the City Engineer. The landscape and irrigation plans shall be approved concurrently  
24 with the street improvement plans, including the median portion, prior to issuance of a  
25 building permit. The landscaping architect must contact the City of Rialto Landscape  
26 Contract Specialist at (909) 772-2635 to ensure all landscape and irrigation guidelines  
27 are met prior to plan approval. Electrical and water irrigation meter pedestals must not  
28 be designed to be installed at or near street intersections or within a raised median to  
avoid burdensome traffic control set-up during ongoing maintenance.
33. If the property is accepted in the LLMD, the applicant shall guarantee all new parkway  
landscaping irrigation for a period of one (1) year from the date of the City Engineer  
acceptance. Any landscaping that fails during the one-year landscape maintenance  
period shall be replaced with similar plant material to the satisfaction of the City  
Engineer, and shall be subject to a subsequent one year landscape maintenance period.  
The applicant must contact the City of Rialto Landscape Contract Specialist at (909)  
772-2635 to confirm a full twelve (12) months' time of non-interrupted ongoing  
maintenance.
34. The applicant shall install City Engineer approved deep root barriers, in accordance with  
the Public Works Landscape and Irrigation Guidelines, for all trees installed within ten  
(10) feet of the public sidewalk and/or curb.

- 1 35. All new streetlights shall be installed on an independently metered, City-owned  
2 underground electrical system. The developer shall be responsible for applying with  
3 Southern California Edison ("SCE") for all appropriate service points and electrical  
4 meters. New meter pedestals shall be installed, and electrical service paid by the  
5 developer, until such time as the underlying property is annexed into LLMD 2.
- 6 36. The applicant shall submit street improvement plans by a registered California civil  
7 engineer to the Public Works Engineering Division for review. The plans shall be  
8 approved by the City Engineer prior to the approval of Parcel Map No. 20204 or prior  
9 to the issuance of building permits in accordance with an approved Subdivision  
10 Improvement Agreement.
- 11 37. The applicant shall submit streetlight improvement plans by a registered California civil  
12 engineer to the Public Works Engineering Division for review. The plans shall be  
13 approved by the City Engineer prior to the approval of Parcel Map No. 20204 or prior  
14 to the issuance of building permits in accordance with an approved Subdivision  
15 Improvement Agreement.
- 16 38. The applicant shall submit sewer improvement plans by a registered California civil  
17 engineer to the Public Works Engineering Division for review. The plans shall be  
18 approved by the City Engineer prior to the approval of Parcel Map No. 20204 or prior  
19 to the issuance of building permits in accordance with an approved Subdivision  
20 Improvement Agreement.
- 21 39. The applicant shall submit traffic and signage improvement plans by a registered  
22 California civil engineer to the Public Works Engineering Division for review. The  
23 plans shall be approved by the City Engineer prior to the approval of Parcel Map No.  
24 20204 or prior to the issuance of building permits in accordance with an approved  
25 Subdivision Improvement Agreement.
- 26 40. The applicant shall submit copies of approved water improvement plans prepared by a  
27 registered California civil engineer to the Public Works Engineering Division for record  
28 purposes. The plans shall be approved by West Valley Water District, the water  
purveyor, prior to the approval of Parcel Map No. 20204.
41. The applicant shall submit a Precise Grading/Paving Plan prepared by a California  
registered civil engineer to the Public Works Engineering Division for review and  
approval. The Grading Plan shall be approved by the City Engineer prior to the approval  
of Parcel Map No. 20204 and prior to the issuance of any building permit.
42. The applicant shall submit a Geotechnical/Soils Report, prepared by a California  
registered Geotechnical Engineer, for and incorporated as an integral part of the grading  
plan for the proposed development. A copy of the Geotechnical/Soils Report shall be  
submitted to the Public Works Engineering Division with the first submittal of the  
Precise Grading Plan.

- 1 43. The applicant shall provide pad elevation certification for all building pads, in  
2 conformance with the approved Precise Grading Plan, to the Engineering Division prior  
3 to construction of any building foundation.
- 4 44. The public street improvements outlined in these Conditions of Approval are intended  
5 to convey to the developer an accurate scope of required improvements, however, the  
6 City Engineer reserves the right to require reasonable additional improvements as may  
7 be determined in the course of the review and approval of street improvement plans  
8 required by these conditions.
- 9 45. The applicant shall construct asphalt concrete paving for streets in two separate lifts.  
10 The final lift of asphalt concrete pavement shall be postponed until such time that on-  
11 site construction activities are complete. Unless the City Engineer provide prior  
12 authorization, paving of streets in one lift prior to completion of on-site construction is  
13 not allowed. If City Engineer authorized, completion of asphalt concrete paving for  
14 streets prior to completion of on-site construction activities, requires additional paving  
15 requirements prior to acceptance of the street improvements, including, but not limited  
16 to: removal and replacement of damaged asphalt concrete pavement, overlay, slurry  
17 seal, or other repairs.
- 18 46. The applicant shall repair all street cuts for utilities in accordance with City Standard  
19 SC-231 within 72 hours of completion of the utility work; and any interim trench repairs  
20 shall consist of compacted backfill to the bottom of the pavement structural section  
21 followed by placement of standard base course material in accordance with the Standard  
22 Specifications for Public Work Construction ("Greenbook"). The base course material  
23 shall be placed the full height of the structural section to be flush with the existing  
24 pavement surface and provide a smooth pavement surface until permanent cap paving  
25 occurs using an acceptable surface course material.
- 26 47. The applicant shall backfill and/or repair all utility trenches or other excavations within  
27 existing asphalt concrete pavement of off-site streets resulting from the proposed  
28 development, in accordance with City of Rialto Standard Drawings. The applicant shall  
be responsible for removing, grinding, paving and/or overlaying existing asphalt  
concrete pavement of off-site streets including pavement repairs in addition to pavement  
repairs made by utility companies for utilities installed for the benefit of the proposed  
development (i.e. Fontana Water Company, Southern California Edison, Southern  
California Gas Company, Time Warner, Verizon, etc.). Multiple excavations, trenches,  
and other street cuts within existing asphalt concrete pavement of off-site streets  
resulting from the proposed development may require complete grinding and asphalt  
concrete overlay of the affected off-site streets, at the discretion of the City Engineer.  
The pavement condition of the existing off-site streets shall be returned to a condition  
equal to or better than what existed prior to construction of the proposed development.
48. The applicant shall install underground all existing electrical distribution lines of sixteen  
thousand volts or less and overhead service drop conductors, and all telephone,  
television cable service, and similar service wires or lines, which are on-site, abutting,

1 and/or transecting the site, in accordance with Chapter 15.32 of the Rialto Municipal  
2 Code, along the Merrill Avenue frontage to the centerline of Yucca Avenue prior to the  
3 issuance of a Certificate of Occupancy or pay an in lieu fee fair share fee prior to the  
4 issuance of building permits to cover the cost of future undergrounding by the City.  
5 Utility undergrounding shall extend to the nearest off-site power pole. Unless City  
6 Engineer approved, no new power poles shall be installed. A letter from the owners of  
7 the affected utilities shall be submitted to the City Engineer prior to approval of the  
8 Precise Grading/Paving Plan, informing the City that they have been notified of the  
City's utility undergrounding requirement and their intent to commence design of utility  
undergrounding plans. When available, the utility undergrounding plan shall be  
submitted to the City Engineer identifying all above ground facilities in the area of the  
project to be undergrounded.

- 9 49. The applicant shall replace all damaged, destroyed, or modified pavement legends,  
10 traffic control devices, signing, striping, and streetlights, associated with the proposed  
11 development shall be replaced as required by the City Engineer prior to issuance of a  
Certificate of Occupancy.
- 12 50. The applicant shall reconstruct any broken, chipped, or unsatisfactory sidewalks or  
13 curbs along the entire project frontage, in accordance with the General Plan and the City  
14 of Rialto Standard Drawings, as required by the City Engineer, prior to the issuance of  
a Certificate of Occupancy.
- 15 51. The applicant shall provide construction signage, lighting and barricading shall be  
16 provided during all phases of construction as required by City Standards or as directed  
17 by the City Engineer. As a minimum, all construction signing, lighting and barricading  
18 shall be in accordance with Part 6 "Temporary Traffic Control" of the 2014 California  
Manual on Uniform Traffic Control Devices, or subsequent editions in force at the time  
of construction.
- 19 52. Upon approval of any improvement plan by the City Engineer, the applicant shall  
20 provide the improvement plan to the City in digital format, consisting of a DWG  
21 (AutoCAD drawing file), DXF (AutoCAD ASCII drawing exchange file), and PDF  
22 (Adobe Acrobat) formats. Variation of the type and format of the digital data to be  
submitted to the City may be authorized, upon prior approval by the City Engineer.
- 23 53. The applicant shall construct 4-inch conduit within the parkway area along the entire  
24 project frontages of Merrill Avenue and Yucca Avenue for future use.
- 25 54. The applicant shall dedicate additional right-of-way along the entire frontage of Merrill  
26 Avenue, as necessary, to provide the ultimate half-width of 44 feet, as required by the  
City Engineer.
- 27 55. The applicant shall dedicate additional right-of-way along the entire frontage of Yucca  
28 Avenue, as necessary, to provide the ultimate half-width of 22.5 feet and a cul-de-sac at  
the north terminus, as required by the City Engineer.

- 1
- 2 56. The applicant shall dedicate a 7-foot-wide public utility easement along the entire
- 3 project frontage of Yucca Avenue, as required by the City Engineer.
- 4 57. The applicant shall dedicate additional right-of-way as may be required to provide a
- 5 property line corner cutback at the northeast corner of the intersection of Merrill Avenue
- 6 and Yucca Avenue, in accordance with City Standard SC-235, as required by the City
- 7 Engineer.
- 8 58. The applicant shall construct two (2) new commercial driveway approaches on Yucca
- 9 Avenue, in accordance with City of Rialto Standard Drawings, or as otherwise approved
- 10 by the City Engineer. The driveway approach shall be constructed so the top of "X" is
- 11 5 feet from the property line, or as otherwise approved by the City Engineer. Nothing
- 12 shall be constructed or planted in the corner cut-off area which does exceed or will
- 13 exceed 30 inches in height in order to maintain an appropriate corner sight distance, as
- 14 required by the City Engineer.
- 15 59. The applicant shall, as determined necessary by the City Engineer, construct a 5-foot-
- 16 wide Americans with Disabilities Act (ADA) compliant sidewalk behind the curb along
- 17 the entire project frontage of Merrill Avenue, in accordance with City of Rialto Standard
- 18 Drawings.
- 19 60. The applicant shall construct a 5-foot-wide Americans with Disabilities Act (ADA)
- 20 compliant sidewalk behind the curb along the entire project frontage of Yucca Avenue,
- 21 in accordance with City of Rialto Standard Drawings.
- 22 61. The applicant shall, as determined necessary by the City Engineer, construct a curb ramp
- 23 meeting current California State Accessibility standards at the northeast corner of the
- 24 intersection of Merrill Avenue and Yucca Avenue, in accordance with the City of Rialto
- 25 Standard Drawings.
- 26 62. The applicant shall construct a curb ramp meeting current California State Accessibility
- 27 standards along both sides of each commercial driveway approach. The applicant shall
- 28 ensure that an appropriate path of travel, meeting ADA guidelines, is provided across
- each driveway, and shall adjust the location of the access ramps, if necessary, to meet
- ADA guidelines, subject to the approval of the City Engineer. If necessary, additional
- pedestrian and sidewalk easements shall be provided on-site to construct a path of travel
- meeting ADA guidelines.
63. The applicant shall, as determined necessary by the City Engineer, construct a new
- underground electrical system for public street lighting improvements along the project
- frontages of Merrill Avenue and Yucca Avenue, as determined necessary by the City
- Engineer. New marbelite streetlight poles with LED light fixtures shall be installed in
- accordance with City of Rialto Standard Drawings.

- 1 64. The applicant shall, as determined necessary by the City Engineer, remove existing  
2 pavement and construct new pavement with a minimum pavement section of 4 inches  
3 asphalt concrete pavement over 6 inches crushed aggregate base with a minimum  
4 subgrade of 24 inches at 95% relative compaction, or equal, along the entire frontages  
5 of Merrill Avenue and Yucca Avenue in accordance with City of Rialto Standard  
6 Drawings, as determined to be necessary by the City Engineer. The pavement section  
7 shall be determined using a Traffic Index ("TI") of 6. The pavement section shall be  
8 designed by a California registered Geotechnical Engineer using "R" values from the  
9 project site and submitted to the City Engineer for approval. Pavement shall extend  
10 from clean sawcut edge of pavement at centerline of each street.  
11
- 12 65. The minimum pavement section for all on-site pavements shall be 2½ inches asphalt  
13 concrete pavement over 4 inches crushed aggregate base with a minimum subgrade of  
14 24 inches at 95% relative compaction, or equal. If an alternative pavement section is  
15 proposed, the proposed pavement section shall be designed by a California registered  
16 Geotechnical Engineer using "R" values from the project site and submitted to the City  
17 Engineer for approval.
- 18 66. In accordance with City Ordinance No. 1589, adopted to preserve newly paved streets,  
19 any and all street and/or trench cuts in newly paved streets will be subject to moratorium  
20 street repair standards as reference in Section 11.04.145 of the Rialto Municipal Code.
- 21 67. The applicant shall submit a Water Quality Management Plan identifying site specific  
22 Best Management Practices ("BMPs") in accordance with the Model Water Quality  
23 Management Plan ("WQMP") approved for use for the Santa Ana River Watershed.  
24 The site specific WQMP shall be submitted to the City Engineer for review and approval  
25 with the Precise Grading Plan. A WQMP Maintenance Agreement shall be required,  
26 obligating the property owner(s) to appropriate operation and maintenance obligations  
27 of on-site BMPs constructed pursuant to the approved WQMP. The WQMP and  
28 Maintenance Agreement shall be approved prior to issuance of a building permit, unless  
otherwise allowed by the City Engineer. The development of the Site is subject to the  
requirements of the National Pollution Discharge Elimination System (NPDES) Permit  
for the City of Rialto, issued by the Santa Ana Regional Water Quality Control Board,  
Board Order No. R8-2010-0036. Pursuant to the NPDES Permit, the Applicant shall  
ensure development of the site incorporates post-construction Best Management  
Practices ("BMPs") in accordance with the Model Water Quality Management Plan  
("WQMP") approved for use for the Santa Ana River Watershed. The Applicant is  
advised that applicable Site Design BMPs will be required to be incorporated into the  
final site design, pursuant to a site specific WQMP submitted to the City Engineer for  
review and approval.
68. The applicant shall connect the project to the City of Rialto sewer system and apply for  
a sewer connection account with Rialto Water Services.
69. The applicant is advised that domestic water service is provided by Rialto Water  
Services. The developer shall be responsible for coordinating with Rialto Water

Services and complying with all requirements for establishing domestic water service to the property.

70. The applicant shall provide certification from Rialto Water Services that demonstrates that all water and/or wastewater service accounts for the project are documented, prior to the issuance of a Certificate of Occupancy or final inspection approval from the Public Works Engineering Division.
71. All sewer mains constructed by the applicant, as necessary, are to become part of the public sewer system and shall be pressure tested and digitally video recorded by the City's wastewater system operator (Veolia) prior to acceptance of the sewer system for maintenance by the City. The developer shall be responsible for all costs associated with testing and inspection services. Any defects of the sewer main shall be removed, replaced, or repaired to the satisfaction of the City Engineer prior to acceptance.
72. The applicant shall prepare a Notice of Intent (NOI) to comply with the California General Construction Stormwater Permit (Water Quality Order 2009-0009-DWQ as modified September 2, 2009) is required via the California Regional Water Quality Control Board online SMARTS system. A copy of the executed letter issuing a Waste Discharge Identification (WDID) number shall be provided to the City Engineer prior to issuance of a grading or building permit. The applicant's contractor shall prepare and maintain a Storm Water Pollution Prevention Plan ("SWPPP") as required by the General Construction Permit. All appropriate measures to prevent erosion and water pollution during construction shall be implemented as required by the SWPPP.
73. Prior to issuance of a certificate of occupancy or final City approvals, the applicant shall demonstrate that all structural BMP's have been constructed and installed in conformance with approved plans and specifications, and as identified in the approved WQMP.
74. All stormwater runoff passing through the site shall be accepted and conveyed across the property in a manner acceptable to the City Engineer. For all stormwater runoff falling on the site, on-site retention or other facilities approved by the City Engineer shall be required to contain the increased stormwater runoff generated by the development of the property. Provide a hydrology study to determine the volume of increased stormwater runoff due to development of the site, and to determine required stormwater runoff mitigation measures for the proposed development. Final retention basin sizing and other stormwater runoff mitigation measures shall be determined upon review and approval of the hydrology study by the City Engineer and may require redesign or changes to site configuration or layout consistent with the findings of the final hydrology study. The volume of increased stormwater runoff to retain on-site shall be determined by comparing the existing "pre-developed" condition and proposed "developed" condition, using the 100-year frequency storm.
75. Direct release of on-site nuisance water or stormwater runoff shall not be permitted to the adjacent public streets. Provisions for the interception of nuisance water from

entering adjacent public streets from the project site shall be provided through the use of a minor storm drain system that collects and conveys nuisance water to landscape or parkway areas, and in only a stormwater runoff condition, pass runoff directly to the streets through parkway or under sidewalk drains. All on-site and off-site designs must comply with NPDES stormwater regulations.

76. Any utility trenches or other excavations within existing asphalt concrete pavement of off-site streets required by the proposed development shall be backfilled and repaired in accordance with City of Rialto Standard Drawings. The Applicant shall be responsible for removing, grinding, paving and/or overlaying existing asphalt concrete pavement of off-site streets as required by and at the discretion of the City Engineer, including additional pavement repairs to pavement repairs made by utility companies for utilities installed for the benefit of the proposed development (i.e. Rialto Water Services, Southern California Edison, Southern California Gas Company, Spectrum, Verizon, etc.). Multiple excavations, trenches, and other street cuts within existing asphalt concrete pavement of off-site streets required by the proposed development may require complete grinding and asphalt concrete overlay of the affected off-site streets, at the discretion of the City Engineer. The pavement condition of the existing off-site streets shall be returned to a condition equal to or better than existed prior to construction of the proposed development.
77. The original improvement plans prepared for the proposed development and approved by the City Engineer (if required) shall be documented with record drawing "as-built" information and returned to the Engineering Division prior to issuance of a final certificate of occupancy. Any modifications or changes to approved improvement plans shall be submitted to the City Engineer for approval prior to construction.
78. The applicant shall adhere to the City Council approved franchise agreements and disposal requirements during all construction activities, in accordance with Section 8.08 (Refuse Collection of the City of Rialto Municipal Code).
79. Prior to commencing with any grading, the applicant shall implement the required erosion and dust control measures shall be in place. In addition, the following shall be included if not already identified:
  - a. 6 foot high tan colored perimeter screened fencing
  - b. Contractor information signage including contact information along the street frontage of Casmalia Street and Linden Avenue.
  - c. Post dust control signage with the following verbiage: "Project Name, WDID No., IF YOU SEE DUST COMING FROM THIS PROJECT CALL: NAME (XXX) XXX-XXX, If you do not receive a response, please call the AQMD at 1-800-CUT-SMOG/1-800-228-7664"



- 1 80. The applicant shall remove any graffiti within 24 hours, before, during, and post  
2 construction.
- 3 81. The applicant shall install “No Stopping Any Time” R26A(S) (CA) signage along the  
4 project frontage of Merrill Avenue, prior to the issuance of a Certificate of Occupancy.
- 5 82. The applicant shall submit full architectural and structural plans with all mechanical,  
6 electrical, and plumbing plans, structural calculations, truss calculations and layout,  
7 rough grading plans approved by Public Works Engineering, Water Quality  
8 Management Plan, Erosion Control Plan, Stormwater Pollution Prevention Plan, and  
9 Title 24 Energy Calculations to the Building Division for plan check and review, prior  
10 to the issuance of building permits.
- 11 83. The applicant shall design the structures in accordance with the 2019 California  
12 Building Code, 2019 California Mechanical Code, 2019 California Plumbing Code, and  
13 the 2019 California Electrical Code, 2019 Residential Code and the 2019 California  
14 Green Buildings Standards adopted by the State of California.
- 15 84. The applicant shall design the structures to withstand ultimate wind speed of 130 miles  
16 per hour, exposure C and seismic zone D.
- 17 85. The applicant shall submit fire sprinkler, fire alarm systems, and fire hydrant plans to  
18 the Building Division for plan review concurrently with building plans and shall be  
19 approved prior to the issuance of a building permit.
- 20 86. The applicant shall obtain an Electrical Permit from the Building Division for any  
21 temporary electrical power required during construction. No temporary electrical power  
22 will be granted to a project unless one of the following items is in place and approved  
23 by the Building Division: (A) Installation of a construction trailer, or, (B) Security  
24 fencing around the area where the electrical power will be located.
- 25 87. The applicant shall install any required temporary construction trailer on private  
26 property. No trailers are allowed to be located within the public right-of-way. The trailer  
27 shall be removed prior to the issuance of a Certificate of Occupancy.
- 28 88. The applicant shall design and construct accessible paths of travel from the building’s  
accessible entrances to the public right-of-way, accessible parking, and the trash  
enclosure. Paths of travel shall incorporate (but not limited to) exterior stairs, landings,  
walks and sidewalks, pedestrian ramps, curb ramps, warning curbs, detectable warning,  
signage, gates, lifts and walking surface materials, as necessary. The accessible route(s)  
of travel shall be the most practical direct route between accessible building entrances,  
site facilities, accessible parking, public sidewalks, and the accessible entrance(s) to the  
site, California Building Code, (CBC) Chapter 11, Sec, 11A and 11B.
89. Prior to issuance of a Building Permit all of the following must be in place on the Site:  
a portable toilet with hand wash station, all BMP's, fencing and signage on each adjacent

street saying "If there is any dust or debris coming from this site please contact (superintendent number here) or the AQMD if the problem is not being resolved" or something similar to this.

90. The applicant shall provide temporary toilet facilities for the construction workers. The toilet facilities shall always be maintained in a sanitary condition. The construction toilet facilities of the non-sewer type shall conform to ANSI Z4.3.
91. The applicant shall underground all on site utilities to the new proposed structures, prior to the issuance of a Certificate of Occupancy, unless prior approval has been obtained by the utility company or the City.
92. Prior to issuance of Building Permits, site grading final and pad certifications shall be submitted to the Building Division, which include elevation, orientation, and compaction. The certifications are required to be signed by the engineer of record.
93. The applicant shall provide proof of payment to the Rialto Unified School District for all required school fees, prior to the issuance of a building permit.
94. Site facilities such as parking open or covered, recreation facilities, and trash dumpster areas, and common use areas shall be accessible per the California Building Code, Chapter 11.
95. The applicant shall place a copy of the Conditions of Approval herein on within the building plan check submittal set and include the PPD number on the right bottom corner cover page in 20 point bold, prior to the issuance of a building permit.
96. The applicant shall ensure that a minimum of 65% of all construction and demo debris shall be recycled using an approved City of Rialto recycling facility during construction. Copies of receipts for recycling shall be provided to the City Inspector and a copy shall be placed in the office of the construction site.
97. Prior to issuance of Building Permits, on site water service shall be installed and approved by the responsible agency. On site fire hydrants shall be approved by the Fire Department. No flammable materials will be allowed on the site until the fire hydrants are established and approved.
98. The applicant shall comply with all applicable requirements of the California Fire Code and Chapter 15.28 (Fire Code) of the Rialto Municipal Code.
99. The applicant shall illuminate all walkways, passageways, and locations where pedestrians are likely to travel with a minimum of 1.5-foot candles (at surface level) of light during the hours of darkness. Lighting shall be designed/constructed in such a manner as to automatically turn on at dusk and turn off at dawn.

- 1 100. The applicant shall illuminate all alleyways, driveways, and uncovered parking areas  
2 with a minimum of 1.5-foot candles (at surface level) of light during the hours of  
3 darkness. Lighting shall be designed/constructed in such a manner as to automatically  
4 turn on at dusk and turn off at dawn.
- 5 101. The applicant shall illuminate all loading dock areas, truck well areas, and delivery areas  
6 with a minimum of 2.0 foot-candles (at surface level) of light during the hours of  
7 darkness. Lighting shall be designed/constructed in such a manner as to automatically  
8 turn on at dusk and turn off at dawn.
- 9 102. The applicant shall design/construct all lighting fixtures and luminaries, including  
10 supports, poles and brackets, in such a manner as to resist vandalism and/or destruction  
11 by hand.
- 12 103. The applicant shall provide an illuminated channel letter address prominently placed on  
13 the building to be visible to the front of the location and if applicable, visible from the  
14 main street to which they are located (e.g. commercial building facing the interior of the  
15 property would require two address signs if located adjacent to a roadway), prior to the  
16 issuance of a Certificate of Occupancy.
- 17 104. The applicant shall install exterior security cameras at the location that cover the entire  
18 Site, prior to the issuance of a Certificate of Occupancy. The security cameras shall be  
19 accessible to the Rialto Police Department via FususONE web application.
- 20 105. The applicant shall install Knox boxes immediately adjacent to the main entrance of the  
21 building and at least one (1) rear entrance on the building to facilitate the entry of safety  
22 personnel. The Knox boxes shall be installed in such a manner as to be alarmed, resist  
23 vandalism, removal, or destruction by hand, and be fully recessed into the building. The  
24 Knox boxes shall be equipped with the appropriate keys, for each required location,  
25 prior to the first day of business. The Knox-Box placement shall be shown on the formal  
26 building plan review submittal prior to the issuance of a building permit.
- 27 106. The applicant shall prominently display the address on the building rooftop to be visible  
28 to aerial law enforcement or fire aircraft. Specifications to be followed for alphanumeric  
characters are as follows: Three (3) foot tall and six (6) inches thick alphanumeric  
characters. The alphanumeric characters shall be constructed in such a way that they are  
in stark contrast to the background to which they are attached (e.g. white numbers and  
letters on a black background), and resistant weathering that would cause a degradation  
of the contrast.
107. The applicant shall provide an audible alarm within the building, prior to the issuance  
of a Certificate of Occupancy. The building shall be alarmed in such a way as to emit a  
continuous audible notification until reset by responsible personnel (e.g. alarmed exit  
device / crash bar).

1 108. The applicant or General Contractor shall identify each contractor and subcontractor  
2 hired to work at the job site on a Contractor Sublist form and return it to the Business  
3 License Division with a Business License application and the Business License tax fee  
based on the Contractors tax rate for each contractor.

4 109. Prior to issuance of a Certificate of Occupancy, the Lessor of the property shall pay a  
5 business license tax based on the Rental Income Property tax rate.

6 SECTION 5. The Chairman of the Planning Commission shall sign the passage and  
7 adoption of this resolution and thereupon the same shall take effect and be in force.

8 PASSED, APPROVED AND ADOPTED this 30th day of September, 2020.  
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11 \_\_\_\_\_  
12 JOHN PEUKERT, CHAIR  
13 CITY OF RIALTO PLANNING COMMISSION  
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4 STATE OF CALIFORNIA )  
5 COUNTY OF SAN BERNARDINO ) ss  
6 CITY OF RIALTO )  
7

8 I, Adrianna Martinez, Administrative Assistant of the City of Rialto, do hereby certify that  
9 the foregoing Resolution No. \_\_\_\_\_ was duly passed and adopted at a regular meeting of the Planning  
10 Commission of the City of Rialto held on the \_\_\_\_th day of \_\_\_\_, 2020.

11 Upon motion of Planning Commissioner\_\_\_\_\_, seconded by Planning Commissioner  
12 \_\_\_\_\_, the foregoing Resolution No. \_\_\_\_\_was duly passed and adopted.

13 Vote on the motion:

14 AYES:

15 NOES:

16 ABSENT:

17 IN WITNESS WHEREOF, I have hereunto set my hand and the Official Seal of the City of  
18 Rialto this \_\_\_\_th day of \_\_\_\_, 2020.  
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20  
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22 \_\_\_\_\_  
23 ADRIANNA MARTINEZ, ADMINISTRATIVE ASSISTANT  
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