

**DEVELOPMENT PLAN REVIEW BOARD  
MINUTES  
March 10, 2016 at 8:30 A.M.  
245 EAST BONITA AVENUE  
CITY COUNCIL CONFERENCE ROOM, CITY HALL**

---

**PRESENT**

Emmett Badar, Council Member  
David Bratt, Planning Commission  
Scott Dilley, Chamber of Commerce  
Blaine Michaelis, City Manager  
Larry Stevens, Director of Community Development

**STAFF**

Eric Beilstein  
Marco Espinoza, Senior Planner  
Luis Torrico, Associate Planner  
Anne Nguyen, Assistant Planner  
Jennifer Williams, Associate Planner  
Fabiola Wong, Planning Manager

**ABSENT**

Krishna Patel, Public Works Director  
John Sorcinelli, Public Member at Large

**CALL TO ORDER**

David Bratt called the regular meeting of the Development Plan Review Board to order at 8:33 a.m. so as to conduct regular business in the City Council Conference Room.

**APPROVAL OF MINUTES**

David Bratt moved, seconded by Blaine Michaelis to approve the February 11, 2016 minutes. (Bratt abstain)

Larry Stevens moved, seconded by Blaine Michaelis to approve the February 25, 2016 minutes. (Badar abstain)

**DPRB Case No. 15-30 & TRP 15-40**

APN: 8383-010-073

A request to construct a parking lot and remove 23 mature trees on a vacant property located at 908 Overland Court.

**Adrian Troncoso, engineer, was present.**

**Lisa Hood, owner, was present.**

**Associate Planner Luis Torrico** stated the applicant is requesting approval to construct a parking lot on a vacant lot, which will require the removal of 23 mature trees, located at 908 Overland Court within the Specific Plan No. 18, Area II zone. The property measures approximately 2.72 acres in lot area and is located at the east end of the cul-de-sac on Overland Ct. While majority of the site is vacant, the south portion of the site is developed with 64 parking spaces which are used by the tenants of the office building located at 924 Overland Court.

The proposed parking lot development is part of an overall improvement project by the property owner. The property owner also owns Parcel 2, adjacent to the subject site, and 936 Overland Court, hereafter "Parcel 3". Parcels 2 & 3 are developed with office buildings and are subjects of DPRB 15-28 and DPRB 15-29; both of which were requests to complete building façade improvements. The Development Plan Review Board, hereafter called the "Board", reviewed and approved the improvements, which are currently underway. In addition, the property owner has also filed a Lot Merger application (LM 15-01) to merge the subject site with Parcel 2. The lot merger documents have been reviewed and approved by the City Engineer. Once the documents are recorded by the applicant and the two parcels become one, the new parking spaces will be available for use by the office building tenants on Parcel 2.

The proposed parking lot will provide 227 new parking spaces. As part of the improvements, three of the existing 67 parking spaces will be removed. Upon completion of the project there will be a total of 291 parking spaces on the subject site. The parking lot will be accessed via an existing driveway and will provide internal circulation that will be accessible from the parking lot on Parcel 2.

The parking lot will be designed to comply with the City's parking lot development standards to include compliance with the minimum landscape and lighting requirements. Per Section 18.156.080.C of the San Dimas Municipal code, a minimum of ten percent of the total off-street parking area is required to be landscaped. The proposed development is providing 12.7% of landscaping through the inclusion of landscaped ribbons, fingers and tree wells throughout the project. In addition, the proposed lighting will be required to match the existing fixtures and lamp posts design and height. Lastly, the applicant shall work with Staff to have the new fixtures match the existing light-output glow.

The proposed parking lot has been reviewed by the Public Works Department and the City Engineer to ensure compliance with circulation patterns, drainage and overall development standards. No concerns were identified with the proposed development, so long as it's completed in accordance with the attached Conditions of Approval.

As previously mentioned, the proposed request is part of an overall improvement plan for the three parcels owned by the same property owner, which includes Lot Merger 15-01. The lot merger will merge the subject site (Parcel 1) and Parcel 2 to create one parcel. Parcel 2 is developed with 230 existing parking spaces; therefore, after the Lot Merger is complete, there will be a total of 521 parking spaces for the existing office building. The existing office building

measures 98,505 square feet in floor area with a requirement of 394 parking spaces (1:250), resulting in 127 surplus parking spaces.

No new construction or expansions of the existing office buildings are being proposed in conjunction with the parking lot improvements. Expansion of the building footprint will be subject to review and approval by the Board. However, if they are adding floor area within the existing footprint, it will be reviewed and approved by Staff. The surplus parking spaces will support an additional 31,750 square feet of floor area if the building continues to be occupied by one tenant; which has a parking ratio requirement of 1:250. If the building is occupied by multiple tenants, a parking ratio of 1:200 would apply, resulting in the potential build out of an additional 25,400 square feet.

As part of the development, the applicant is also requesting approval to remove 23 mature trees. The trees include a variety of species and are located throughout the site. Majority of the trees to be removed will be impacted by required grading for the site and some will be in direct conflict with proposed parking space locations. The removal will require a total of 46 replacement canopy-type trees a minimum of 15 gallon in size. The conceptual landscaping plan includes a total of 58 trees, 46 of which will be considered replacement trees.

In addition to the 23 mature trees, the development will require removal of 24 non-mature trees. While these trees are exempt from the Tree Preservation Ordinance, given the total amount of trees to be removed (47), staff believes it's appropriate to take the additional tree removals into consideration when reviewing the total proposed trees in the final landscaping plan. As previously mentioned, the conceptual landscaping plan includes a total of 58 trees. Upon review of the final landscaping plans, Staff will work with the applicant to determine if additional trees may be appropriately planted. Lastly, the final landscaping plans will need to comply with the recently updated Water Efficient Landscape Guidelines, which include but not limited to, submittal of water calculations, soils report and irrigation plan.

The applicant has expressed that the property owner is considering a future addition to the office building on Parcel 3. In order to comply with parking requirements, they have inquired about a shared parking agreement with the subject site and Parcel 2, which will ultimately become one parcel once the Lot Merger is complete. The shared parking agreement requires approval of a Conditional Use Permit by the Planning Commission, which would allow the property owner to expand the floor area on Parcel 3 and still comply with the required parking.

Lastly, he would like to add that a new condition will be added that a lot merger be recorded with the County Assessor's Office prior to permit issuance and that the trees are checked before removal due to active nesting season.

Staff recommends that the Development Plan Review Board approve DPRB Case No. 15-30 and Tree Removal Permit 15-40 subject to the attached conditions

**Mr. Stevens** asked what the species were of the 24 trees that are not considered large enough to be part of the removal permit.

**Associate Planner Torrico** stated the 24 trees are either large shrubs or smaller eucalyptus trees that are not mature enough to reach the size requirements.

**Mr. Stevens** asked if any of the trees are in the adjacent Caltrans right of way.

**Associate Planner Torrico** stated all the trees are on the subject property.

**Mr. Stevens** asked if a retaining wall is planned on the side nearest the freeway.

**Associate Planner Torrico** stated there will be a small three-foot retaining wall on the subject property.

**Mr. Stevens** asked about the existing building, if they had space to make more office area or if a second floor would need to be added. He wanted to make sure if an expansion was requested the footprint would not change.

**Associate Planner Torrico** stated that the expansion to 31,000 sq. ft. could be done within the existing shell of the current building.

**Mr. Stevens** asked if Public Works had reviewed the parking lot circulation.

**Associate Planner Torrico** stated Public Works did review the parking lot and did not see any concerns.

**Mr. Stevens** he noted that the driveway could be moved slightly and it could possibly create better circulation.

**Associate Planner Torrico** stated Staff could work with the applicant to review different possibilities.

**Mr. Stevens** noted that the plan should be looked at to verify a bottle neck is not created between the two parking lots.

**Eric Beilstein, Building Superintendent** asked if the new trees will be on the upper side of the new retaining wall.

**Adrian Troncoso, engineer** stated all the trees will be on the lower side of the retaining wall.

**Mr. Stevens** noted that there seems to be less than five feet between the retaining wall and the new curb. He advises that the species of tree is researched thoroughly to insure mature growth is successful.

**Associate Planner Torrico** stated Staff will work with the arborist regarding a proper species.

**Mr. Badar** asked about nesting season and who is responsible for spotting the nests.

**Mr. Stevens** stated a landscape architect will verify that there are not any nests. He added it is Federal Law to make sure you don't disturb raptor nests.

**Motion:** Emmett Badar moved, second by Scott Diley to approve subject to conditions of approval with the addition that a lot merger be recorded with the County Assessor's Office prior to permit issuance and that the trees are checked before removal due to active nesting season.

Motion carried 5-0-2 (Patel and Sorcenelli absent)

**Tree Removal Case No. 16-07**

APN: 8383-010-800 & -801

A request to remove 18 trees that are in poor health and/or are non-native. The tree removal request is part of a complete plan to remove all the turf from the subject site and replace it with drought tolerant landscaping. The trees removed will be replaced with 68 native trees in 24- and 36-inch box size, located at 1050 Overland Court, So Cal Gas Company.

**George Zoll, landscape architect/arborist, was present.**

**Senior Planner Marco Espinoza** stated the applicant has submitted a Tree Removal Permit on behalf of So Cal Gas located at 1050 Overland Court. The removal of the 18 trees are part of a complete landscape proposal to remove the turf, non-native shrubs and plant material. There are currently 106 trees on the subject site, after the removal of the 18 trees there will be 88 trees remaining. The removal of the trees shall only occur in conjunction with the re-landscaping of the site and this approval shall become invalid if the new landscaping is not installed.

The applicant submitted an arborist report noting each of the trees proposed for removal and their individual reason for removal. Most of the trees are either in poor health, poor growth pattern, growing too closely together, planted too close to buildings or diseased.

Standard tree replacement for removing one tree is a 2:1 replacement at a 15 gallon size. The applicant is exceeding the replacement quantity and size by using 68, 24'-36' box sized trees. This will help in developing a mature landscape pallet at the subject site as it currently exists.

**Mr. Stevens** asked where trees 59, 60 and 61 were located; and what would those trees be replaced with.

**Senior Planner Espinoza** stated those trees would be replaced with Red Bud Trees, in a 24 inch box size.

**Mr. Stevens** asked if all 68 trees are showed on the approved landscape plan.

**Senior Planner Espinoza** stated yes, all 68 trees are shown on the approved landscape plans.

**Mr. Stevens** stated that he noticed most of the trees are being removed due to improper pruning or excessive root growth. He then notes that most of these trees have been there for roughly 25 years. He asked if the Gas Company understands that the same thing will happen to the new trees if they are not properly maintained.

**Senior Planner Espinoza** stated the Gas Company is making changes to care for the new landscaping.

**Mr. Badar** stated it is apparent that the Gas Company has hired a new landscape architect.

**George Zoll, landscape architect/arborist** stated that his company is developing a new landscape maintenance guide for all the Southern California Gas Company properties. The Gas Company realizes that they have not maintained their landscapes properly.

**Motion:** Larry Stevens moved, second by Emmett Badar to approve subject to conditions of approval.

Motion carried 5-0-2 (Patel and Sorcenelli absent)

**DPRB Case No. 16-06**

APN: 8448-045-007

A request to construct a 325 sq. ft. cabana at the southeast corner of the single-family property, in addition to a 722 sq. ft. second-story attached deck at the rear of the house. Both the cabana and the deck have been conditionally approved by the Homeowners Association. Subject Site: 245 Avenida Melisenda

**Senior Planner Marco Espinoza** stated the architect submitted a written continuance until the next DPRB meeting on Thursday, March 10, 2016.

**Mr. Stevens** stated that he would not like this item to come back to the Board until the homeowner receives more recent comments from the HOA regarding this project.

The Board agreed that this item was not to come back until the homeowner had more recent comments from the HOA and that the Staff recommendations were taken into account.

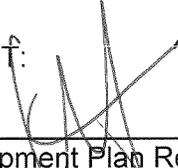
**ADJOURNMENT**

There being no further business the meeting was adjourned at 8:59 a.m. to the meeting of March 24, 2016 at 8:30 a.m.



Chairman – David Bratt  
San Dimas Development Plan Review Board

ATTEST:

  
\_\_\_\_\_  
Development Plan Review Board  
Departmental Assistant

Approved: 4/14/2016