San Antonio Water Company

MEETING AGENDA
for
AD HOC COMMITTEE FOR OFFICE FEASIBILITY STUDY

March 13, 2024 @ 3:00pm
At Company Office 139 N. Euclid Ave., Upland, CA 91786
Please join the meeting from your computer, tablet or smartphone.
https://meet.goto.com/857533117
You can also dial in using your phone. United States: +1 (872) 240-3311
Access Code: 857-533-117

- Call to Order

1. Recognitions and Presentations:

2. Additions-Deletions to the Agenda:

3. Public Comments
   This is the time for any shareholder or member of the public to address the committee members on any topic under the jurisdiction of the Company, which is on or not on the agenda. Please note, pursuant to the Brown Act the Committee is prohibited from taking actions on items not listed on the agenda. For any testimony, speakers are requested to keep their comments to no more than four (4) minutes, including the use of any visual aids, and to do so in a focused and orderly manner. Anyone wishing to speak is requested to voluntarily fill out and submit a speaker's form to the manager prior to speaking.

4. Approval of Committee Meeting Minutes
   Regular Committee Minutes of August 12, 2020, and January 19, 2023.

5. Administrative Issues:
   A. ***Discussion and Possible Action Regarding New Company Office and Yard Options***
      Review and discuss concept plans.

6. Closed Session:
   None.

7. Committee Comments and Future Agenda Items:
   - This is the time for committee's comments and consideration on future agenda items relative to the interests and business of the company and its shareholders.

8. Adjournment:
   The next AdHoc Committee Meeting is to be determined.

NOTE: All agenda report items and back-up materials are posted on the Company website at www.sawaterco.com and available for review and/or acquisition at the Company Office (139 N. Euclid Avenue, Upland, CA.) during regular office hours, Monday through Friday [8:00 – 11:30 and 12:30 – 4:00]. The agenda is also available for review and copying at the Upland Public Library located at 450 N. Euclid Avenue.

POSTING STATEMENT: On March 8, 2024, a true and correct copy of this agenda was posted at the entry of the Water Company's office (139 N. Euclid Avenue), on the public bulletin boards at 450 N. Euclid Avenue (Upland Public Library) and 460 N. Euclid Avenue (Upland City Hall), and on the Water Company's website.

SAN ANTONIO WATER COMPANY
AD-HOC MEETING
MINUTES
August 12, 2020

An open meeting of the office relocation feasibility Ad-Hoc Committee for the San Antonio Water Company (SAWCo) was called to order virtually at 2:00 p.m. on the above date. Committee Members present were Tom Thomas, Bob Cable, Brian Lee, and Teri Layton. Also in attendance was the City of Upland Interim Public Works Director Steve Nix and SAWCo's Senior Administrative Specialist Kelly Mitchell. Mr. Thomas presided.

1. Recognitions and Presentations: None.

2. Additions – Deletions to the Agenda: None.

3. Public Comments: None.

4. Approval of Committee Meeting Minutes:
   Mr. Thomas asked that any persons not in agreement with the minutes as presented to speak up. Hearing no one opposed, the meeting minutes of November 05, 2019 were approved as submitted.

5. Administrative Issues:
   A. Discussion and Possible Action Regarding New Company Office and Yard Options – Mr. Lee explained that earlier this year staff had received an invitation to talk to the City of Upland councilmembers about plans the company had for relocating their office and yard facilities. City of Upland councilmembers requested SAWCo look into the possibility of leasing property from the City of Upland rather than building their own facilities. After being delayed by the COVID-19 Pandemic, Mr. Lee recently reached out to Mr. Steve Nix with the City of Upland to look at possible sites that would fit SAWCo's needs. After viewing property with Mr. Nix, Mr. Lee put together some information and figures for the Ad-Hoc Committee to review and comment.

   Mr. Lee reminded the Committee the estimated cost to build a combined facility to replace SAWCo's office and yard facility is $3,760,000, which includes a contingency. Mr. Thomas responded the contingency is quite large at over 25% of the estimated building costs. Mr. Lee advised this was due to the exact design and layout not being finalized as of yet. The numbers will be more accurate as the plans are finalized. Total cost without contingency equals $2,970,000.

   Mr. Lee then calculated the total cost to build and divided it by the number of years he felt the company could operate out of the new building (120) using straight line depreciation with no salvage value to better relate it to the costs of leasing. The costs in this scenario works out to roughly $2,060 per month.

   The cost to lease offices in Upland was then reviewed with the Committee. The current cost to lease in Upland is roughly $18/sq. ft. Roughly 2,500 sq. ft. of office space would be needed, not including common area, which totals around $3,750 per month. On top of the office space, yard facilities and storage space would require an additional 9,000 sq. ft. costing $1,500. The total amount to lease a facility would be roughly $5,250 per month which does not include any improvements needed to the site. As such, Mr. Lee could not justify leasing property over building facilities on property already owned by the water company.

   Mr. Lee viewed space at the City of Upland Public Works Department, which City staff advised was the only property they owned that might possibly suit SAWCo's needs. Reorganization of the building would be needed, staff would share common areas with City of Upland employees, and staff is uncertain if enough space is available to house small parts and equipment. Yard storage and parking was sufficient.

If the Committee would like staff to press forward at looking into leasing space from the City of Upland, Mr. Lee proposed some questions he would like answered by City staff. For instance, he is uncertain if the Public Works building is up to code with items such as the ADA compliance and seismic retrofitting. Who will pay for tenant improvements and how will utility costs and maintenance of common areas be handled? Mr. Lee also has concern over the public's perception of SAWCo leasing space from the City of Upland, a majority shareholder. Some may perceive it as favorable treatment; a gift of public funds. Others may see it as SAWCo is favoring one shareholder over the rest. There is also concern about funds moving from the City of Upland's Water Enterprise Funds for payment of water provided by SAWCo through to the City of Upland General Fund via SAWCo's lease payment. Water Enterprise Funds should not be funding the City of Upland's General Expenses.

Mr. Lee recommended the Committee recommend the full Board authorize staff to continue on the path to developing an office and yard facility at the Benson Avenue property.

Mr. Thomas stated that it was previously agreed upon that SAWCo would not make changes unless those changes made them better off than they are currently. The company currently owns both their office and yard facilities and have utilized them for nearly 100 years. Leasing property from the City of Upland does not fit SAWCo's needs and could also mix up public perception of who actually runs the water company. The sale or lease of SAWCo's current office and yard facilities would also bring in an influx of cash from something other than water sales, which the company cannot do.

Mr. Cable reminded everyone that SAWCo has been talking about building a new office and yard facility since January 2016. He expressed his concern that the efforts and plans to build have been sidelined by a single shareholder. The delay in moving forward sooner with the project was not on the part of the water company but on the part of the City of Upland with their difficulties getting funding to buy the south eastern portion of the Benson Avenue property and build a new reservoir. SAWCo has always worked to do what is in the best for all of its shareholders. He commended Mr. Lee on doing his due diligence in answering all of the concerns the City of Upland raised with regards to building a new office and yard facility. He expressed concern over waiting any longer to build the new facilities as the costs for these services and materials do not go down in price. Mr. Cable stated this project is basically zero funds out of pocket and is part of the plan for the water company for the next 120+ years. If costs can be cut, they will be but if not, the funds are already there. SAWCo has an obligation to their employees as much as their shareholders to provide proper working conditions.

Mr. Thomas mentioned many Board members are up for reelection within the next year. Decisions made on this project could affect reelection possibilities and in turn hinder the project moving forward.

Mr. Cable stated he was going to do what is right for the company and stated he would make it very well known if he was removed from the Board for doing the right thing.

Mr. Lee stated he plans on continuing to be very public with the project and therefore will go back to the City of Upland councilmembers to advise of his findings on the suggestions and inquiries they have made. Again, Mr. Lee recommended this discussion be brought to the full Board of Directors with a recommendation to move forward with the project as originally planned. His presentation to the City of Upland councilmembers would take place after the Board of Directors recommendation.

The Committee agreed that leasing space from the City of Upland was not in the best interest of the water company.

Mr. Nix agreed the space the City of Upland has available at the Public Works building would be tight. He noted there may be benefit in sharing of maintenance and fueling facilities.

The Committee discussed completing the project in phases. Some phases may be necessary and others may just end up increasing the cost of the project.

Mr. Thomas moved and Mr. Cable seconded to bring the discussion to the full Board of Directors. Motion carried.

6. Closed Session: None.

7. Committee Comments and Future Agenda Items: None.

8. Adjournment:
There being no further business the meeting ended at 2:32 p.m.

Assistant Secretary
Brian Lee

SAN ANTONIO WATER COMPANY
AD-HOC MEETING
MINUTES
January 19, 2023

An open meeting of the office and yard relocation feasibility Ad-Hoc Committee for the San Antonio Water Company (SAWCo) was called to order at 3:10 p.m. on the above date. Committee Members present were Rudy Zuniga, Martha Goss, and Will Elliott. Also in attendance were SAWCo's General Manager Brian Lee and Assistant General Manager Teri Layton. Mr. Lee presided.

1. Recognitions and Presentations: Mr. Lee advised Erik Peterson with Claremont Environmental Design Group is scheduled to bring in updated renderings of the proposed new office and yard facility. While they awaited his arrival, Mr. Lee dispersed the previously proposed drawings.

2. Additions – Deletions to the Agenda: None.

3. Public Comments: None.

4. Approval of Committee Meeting Minutes:
Regular Committee Meeting Minutes of August 12, 2020 approval not discussed in meeting.

5. Administrative Issues:
   A. ***Discussion and Possible Action Regarding New Company Office and Yard Options*** – Mr. Lee discussed the process of how he saw it panning out. The committee would be responsible for reviewing and commenting on the renderings and would bring to the Board what they believed to be the best design. After Board approval, Mr. Lee would then release a contract for the architect to begin working with contractors and the City of Upland to move the project forward.

   The committee discussed the lack of a board meeting room, the location of the general manager's office and the lack of public restrooms due to the lack of public meeting space.

   Mr. Peterson entered the meeting at 3:16 p.m.

   The current draft plan for the office and yard facility was presented and discussed.

   Two ideas for a private entrance for staff and vendors were presented. The reason for the separate entrance is to reduce traffic and prevent larger trucks from utilizing 20th Street. One design involved reducing the cul de sac to allow for a private gate entrance. The other design involved two sets of gates which allow for the cul de sac to remain as is.

   Director Zuniga added his main concern was to not disturb the residents of 20th St.

   Mr. Lee agreed with Director Zuniga and added deliveries and trucks will be directed through the employee entrance to not disrupt 20th St.

   More discussion continued regarding parking, solar power, site security, expanding yard facility storage, elevation, and style and layout of the two facilities.

   There was consensus on the committee that the item would be brought to the Board in March. This will allow time for Mr. Peterson to incorporate the items discussed into the plan.

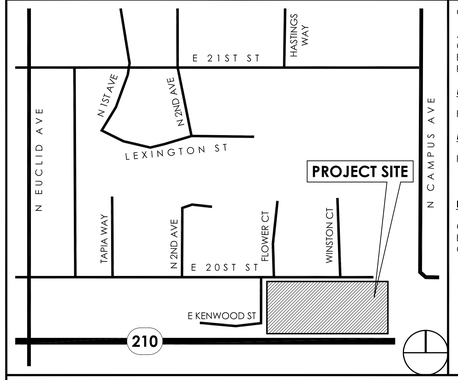
6. Closed Session: None.

7. Committee Comments and Future Agenda Items: None.

8. Adjournment:
   There being no further business the meeting ended at 4:26 p.m.

Assistant Secretary
Brian Lee

VICINITY MAP



PROJECT INFORMATION

OWNER:	SAN ANTONIO WATER COMPANY	
ASSESSOR'S PARCEL NUMBERS:	1044091220000	
GOVERNING AGENCY:	CITY OF UPLAND	
EXISTING ZONING:	RS10000	
PARCEL AREA:	214358.76 SQ.FT. (4.921 ACERS)	
MAIN BUILDING		
FLOOR AREA	GROUND FLOOR	3,819 SQ.FT.
MAINTENANCE BUILDING		
FLOOR AREA	GROUND FLOOR	3,698 SQ.FT.
	STORAGE LOFT	368 SQ.FT.
		4,066 SQ.FT.
PARKING SPACES		
GUEST PARKING	12 SPACES + 2 ADA SPACES	
EMPLOYEE PARKING	12 SPACES + 2 ADA SPACES	
COMPANY TRUCK PARKING	8 SPACES	

PROJECT DESCRIPTION

NEW 3,698 SQ.FT. HEADQUARTERS, 4,066 SQ.FT. MAINTENANCE BUILDING, MAINTENANCE YARD; DEMONSTRATION WATERWISE NATIVE LANDSCAPE AND CITRUS GROVE BUFFER.

MAINTAIN EXISTING WATER STORAGE TANK AND PUMP SYSTEM.

SHEET INDEX

PROJECT DIRECTORY

OWNER

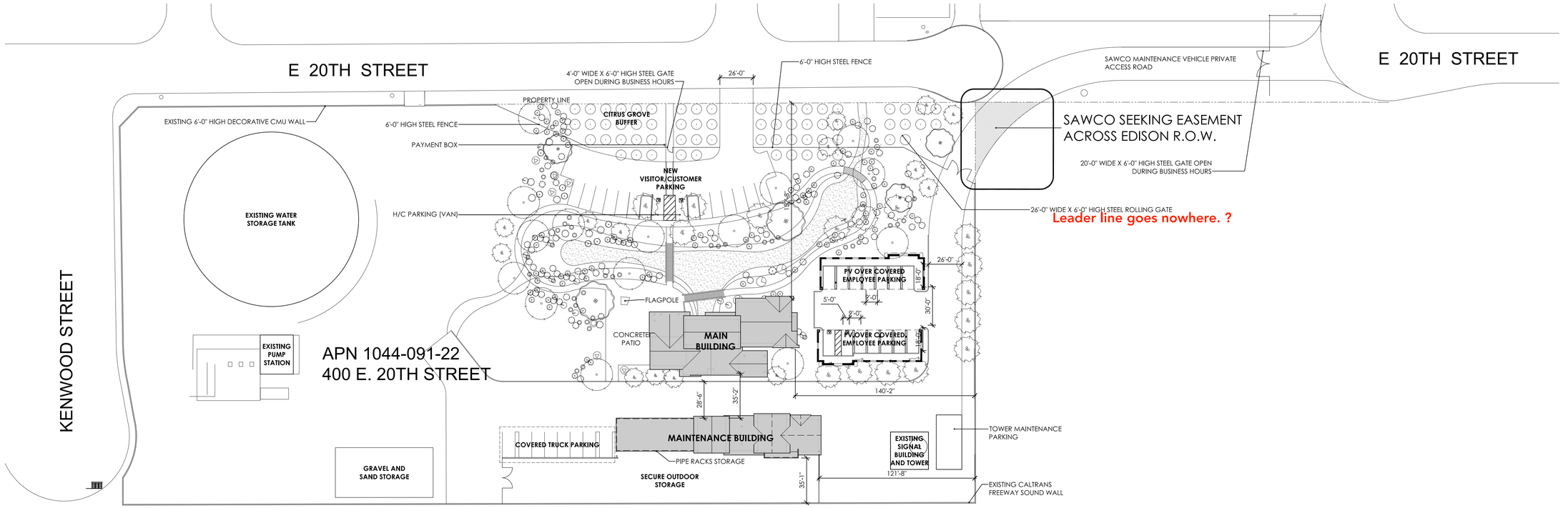
SAN ANTONIO WATER COMPANY
139 N. EUCLID AVENUE
UPLAND, CA 91786

ARCHITECT

CEDG, INC.
401 E. COLUMBIA AVENUE
POMONA, CA 91709
PHONE: 909.625.3916

SAN ANTONIO WATER COMPANY NEW OFFICE AND OPERATIONS YARD FACILITIES

APN: 1044091220000



1 CONCEPT SITE PLAN
1" = 30'-0"

PHOTOGRAPHS OF THE SITE





CEDG ARCHITECTS
ARCHITECTURE // BUILD // LANDSCAPE //
// 401 e. columbia ave. pomona, ca 91767
// 909.625.3916
// cedgarchitects.com
// info@cedgarchitects.com

STAMP

CONSULTANTS

PROJECT

SAN ANTONIO WATER COMPANY NEW OFFICE AND OPERATIONS YARD FACILITIES

COVER SHEET, CONCEPT SITE PLAN AND NOTES

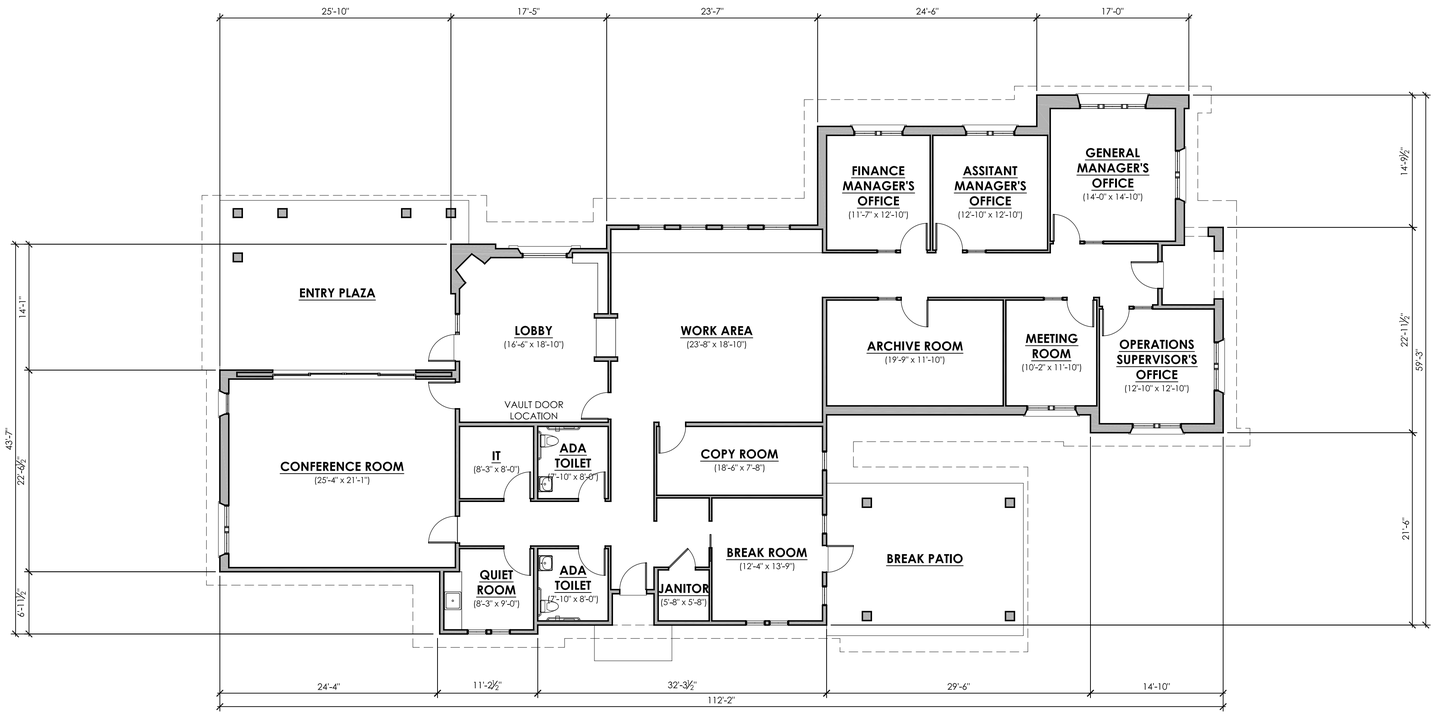
REVISIONS

1	-
2	-
3	-
4	

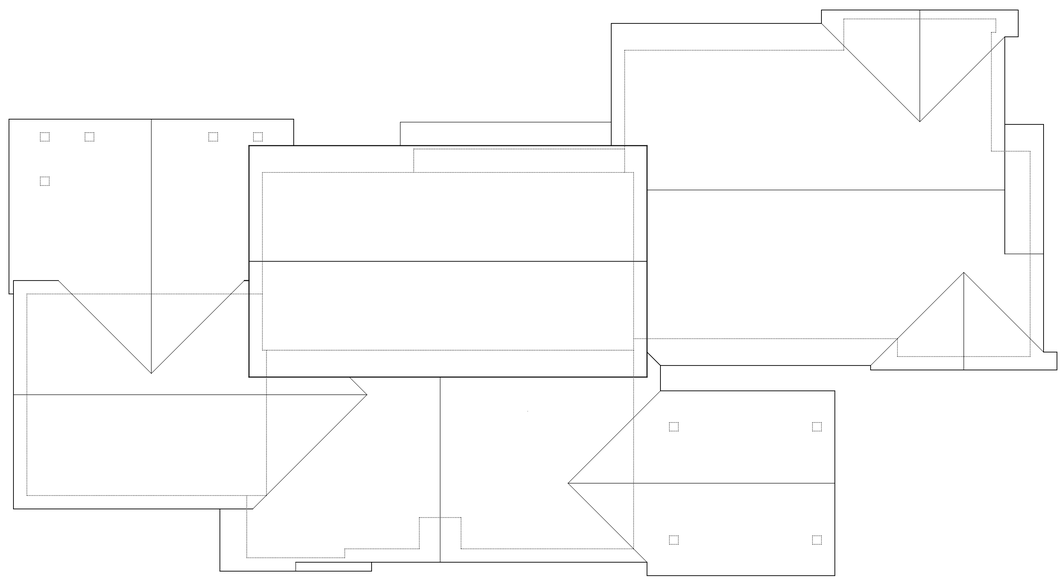
DATE:	2/1/2024
SCALE:	AS NOTED
JOB NO:	20220922
DWN BY:	CCW
CHK BY:	EGP

SHEET NO.

A-1



1 MAIN BUILDING CONCEPT FLOOR PLAN
1/8" = 1'-0"



2 MAIN BUILDING CONCEPT ROOF PLAN
1/8" = 1'-0"

CEDGARCHITECTS
ARCHITECTURE //
BUILD //
LANDSCAPE //

// 401 e. columbia ave.
pomona, ca 91767

// 909.625.3916
// cedgarchitects.com
// info@cedgarchitects.com

STAMP

CONSULTANTS

PROJECT

SAN ANTONIO WATER COMPANY NEW OFFICE AND OPERATIONS YARD FACILITIES

MAIN BUILDING CONCEPT FLOOR PLAN AND ROOF PLAN

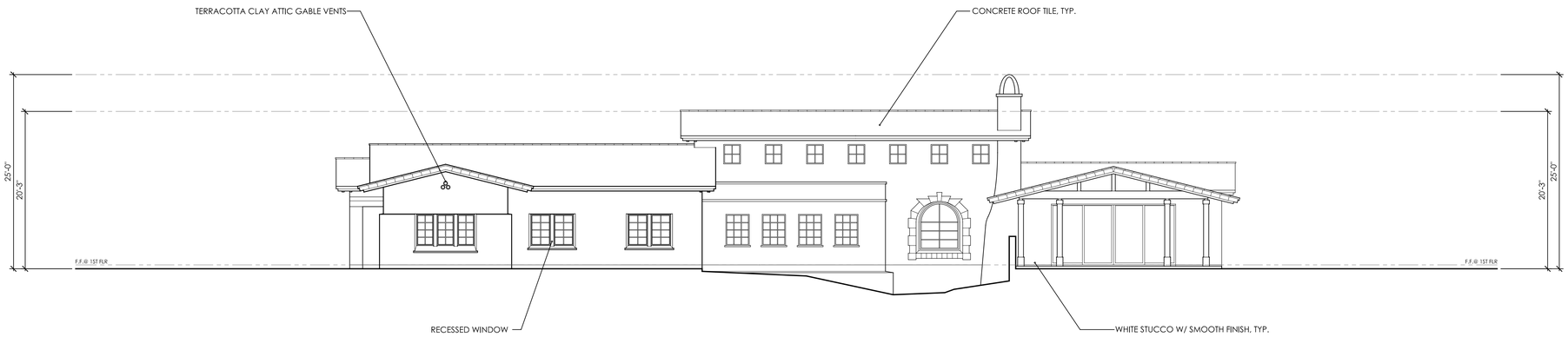
REVISIONS

1	-
2	-
3	-
4	

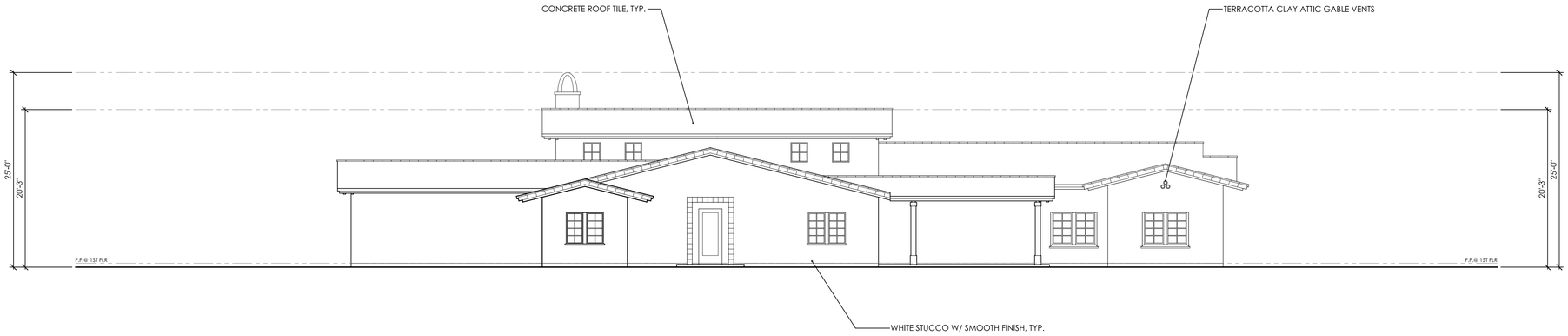
DATE:	2/1/2024
SCALE:	AS NOTED
JOB NO:	20220922
DWN BY:	CCW
CHK BY:	EGP

SHEET NO.

A-2

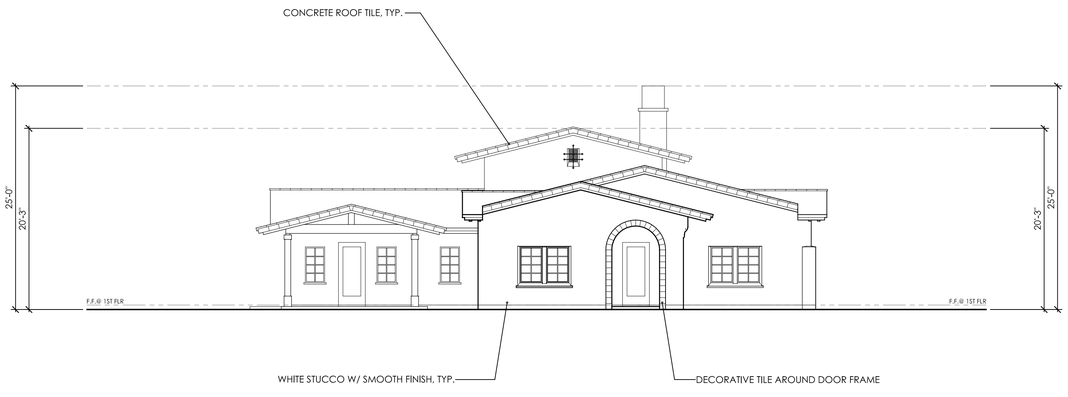


1 MAIN BUILDING NORTH ELEVATION
1/8" = 1'-0"

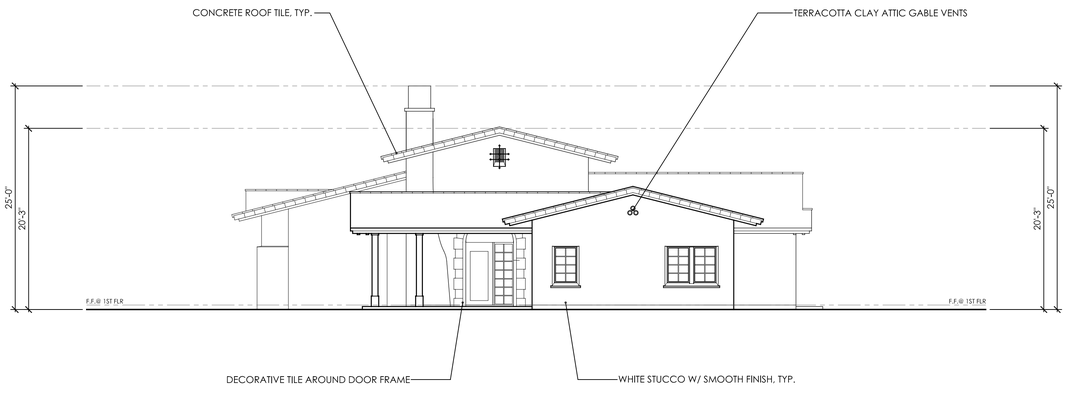


South

2 MAIN BUILDING NORTH ELEVATION
1/8" = 1'-0"



4 MAIN BUILDING WEST ELEVATION
1/8" = 1'-0"



3 MAIN BUILDING EAST ELEVATION
1/8" = 1'-0"

CEDG ARCHITECTS
ARCHITECTURE //
BUILD //
LANDSCAPE //

// 401 e. columbia ave.
pomona, ca 91767

// 909.625.3916
// cedgarchitects.com
// info@cedgarchitects.com

STAMP

CONSULTANTS

PROJECT

SAN ANTONIO WATER COMPANY NEW OFFICE AND OPERATIONS YARD FACILITIES

MAIN BUILDING CONCEPT ELEVATIONS

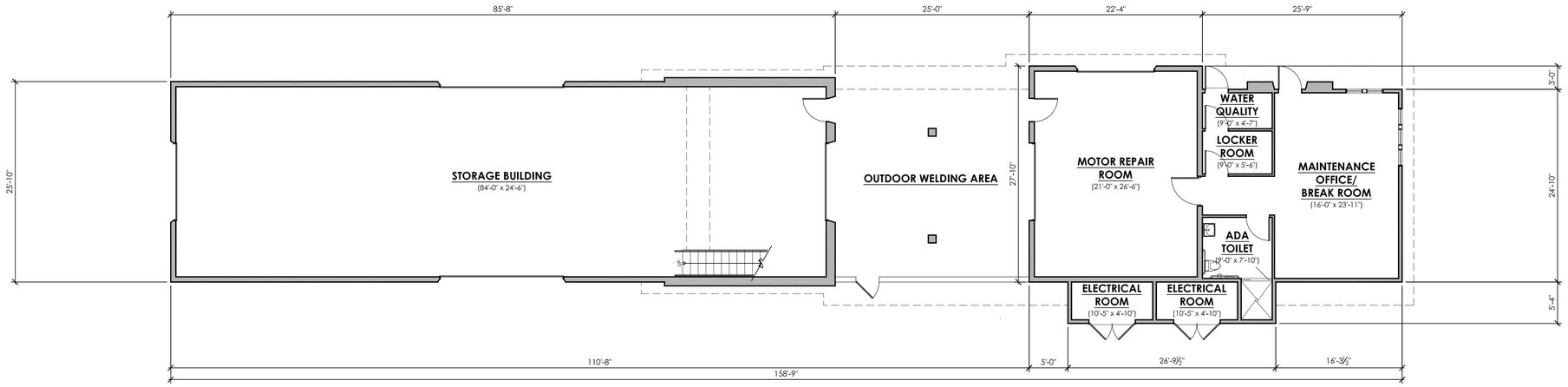
REVISIONS

1	-
2	-
3	-
4	

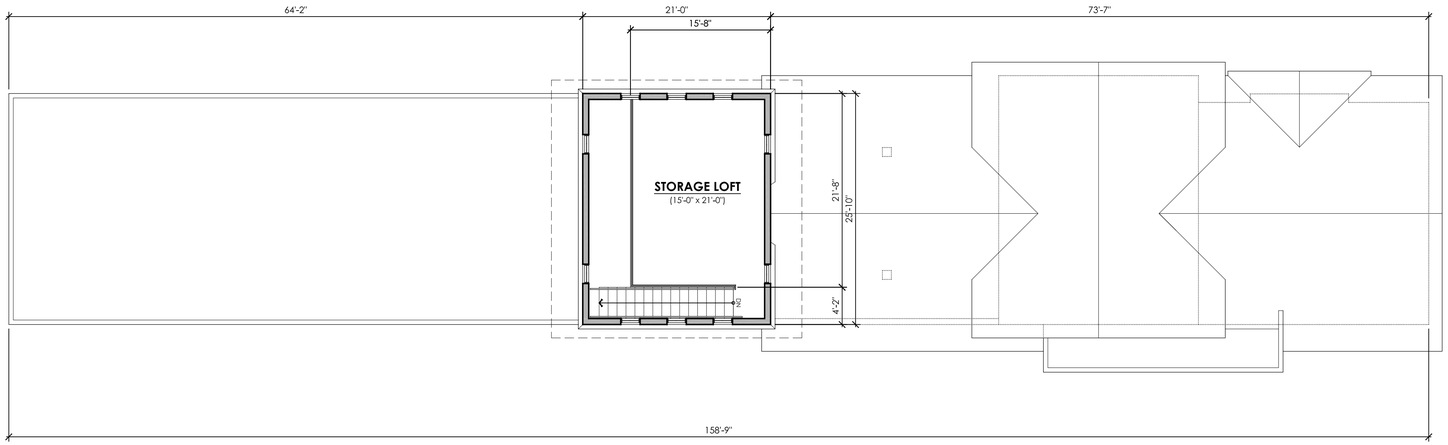
DATE:	2/1/2024
SCALE:	AS NOTED
JOB NO:	20220922
DWN BY:	CCW
CHK BY:	EGP

SHEET NO.

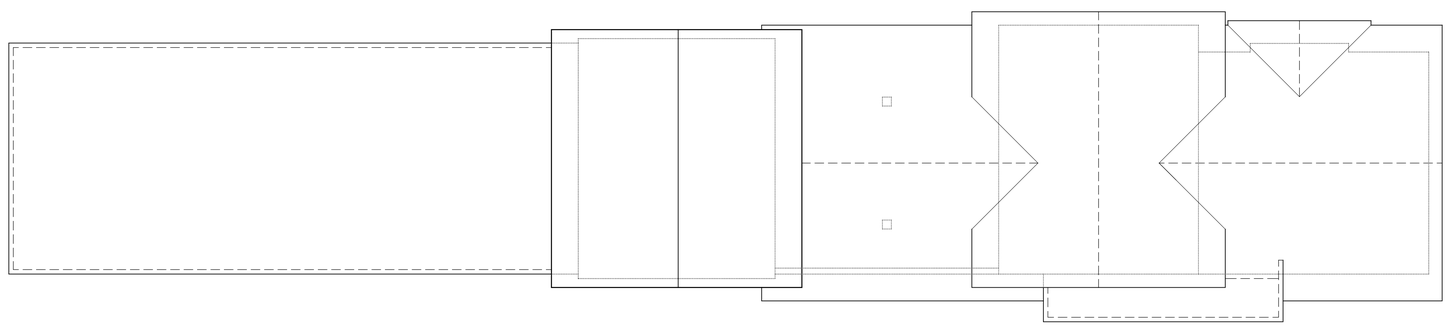
A-3



1 MAINTENANCE BUILDING FIRST FLOOR PLAN
1/8" = 1'-0"



2 MAINTENANCE BUILDING LOFT FLOOR PLAN
1/8" = 1'-0"



3 MAINTENANCE BUILDING ROOF PLAN
1/8" = 1'-0"

CEDG ARCHITECTS
ARCHITECTURE //
BUILD //
LANDSCAPE //

// 401 e. columbia ave.
pomona, ca 91767

// 909.625.3916
// cedgarchitects.com
// info@cedgarchitects.com

STAMP

CONSULTANTS

PROJECT

SAN ANTONIO WATER COMPANY NEW OFFICE AND OPERATIONS YARD FACILITIES

MAINTENANCE BUILDING FLOOR PLANS AND ROOF PLAN

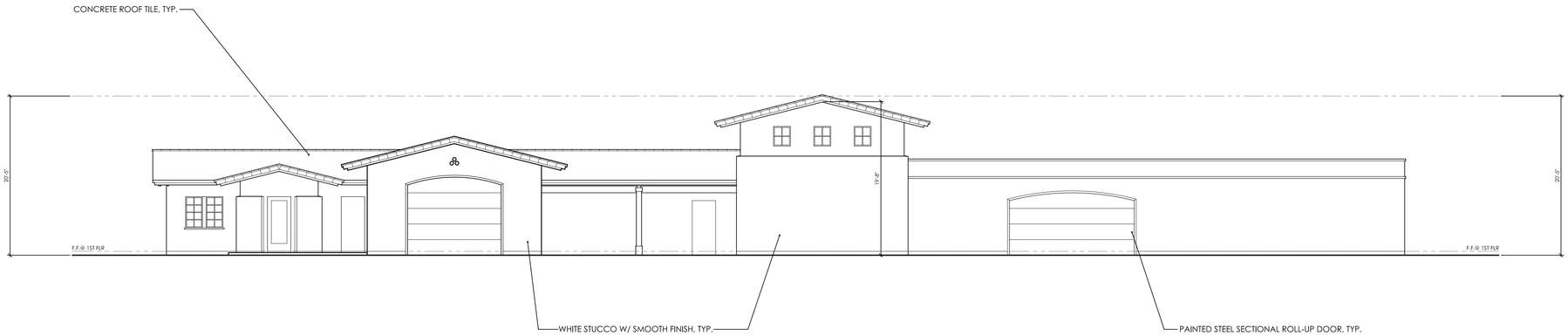
REVISIONS

1	-
2	-
3	-
4	

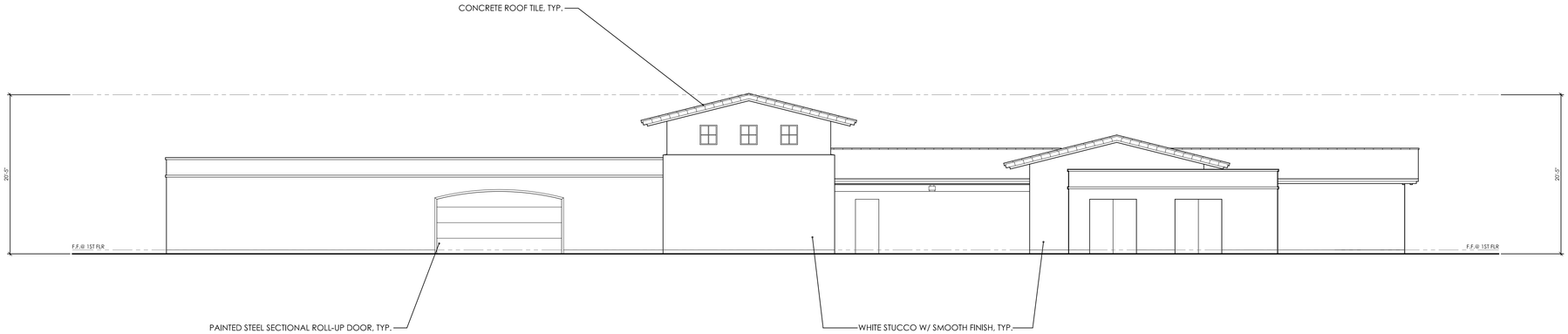
DATE:	2/1/2024
SCALE:	AS NOTED
JOB NO:	20220922
DWN BY:	CCW
CHK BY:	EGP

SHEET NO.

A-4

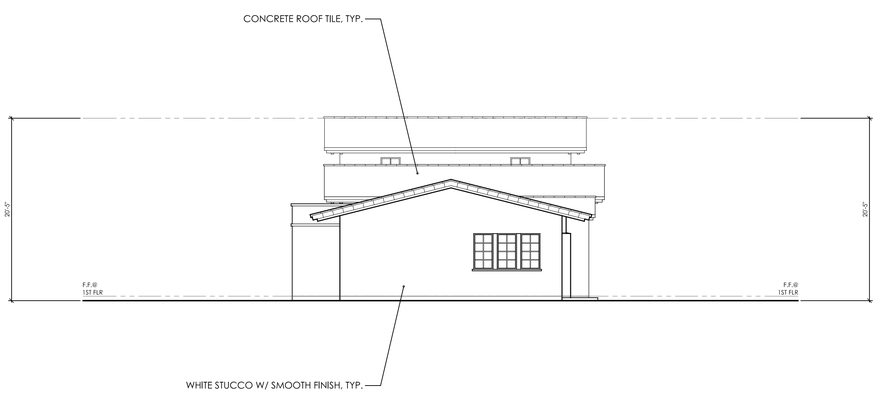


1 MAINTENANCE BUILDING NORTH ELEVATION
1/8" = 1'-0"



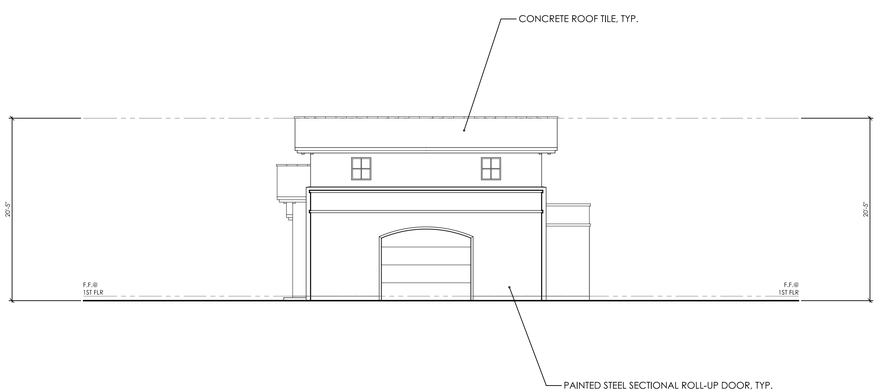
South

2 MAINTENANCE BUILDING NORTH ELEVATION
1/8" = 1'-0"



East

4 MAINTENANCE BUILDING WEST ELEVATION
1/8" = 1'-0"



West

3 MAINTENANCE BUILDING EAST ELEVATION
1/8" = 1'-0"

CEDG ARCHITECTS
ARCHITECTURE //
BUILD //
LANDSCAPE //

// 401 e. columbia ave.
pomona, ca 91767

// 909.625.3916
// cedgarchitects.com
// info@cedgarchitects.com

STAMP

CONSULTANTS

PROJECT

SAN ANTONIO WATER COMPANY NEW OFFICE AND OPERATIONS YARD FACILITIES

MAINTENANCE BUILDING CONCEPT ELEVATIONS

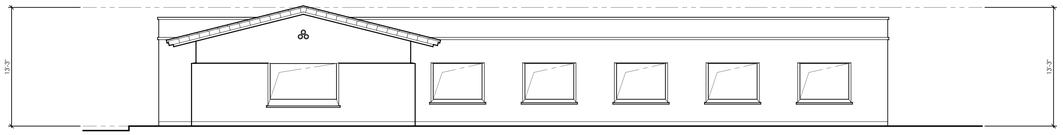
REVISIONS

1	-
2	-
3	-
4	

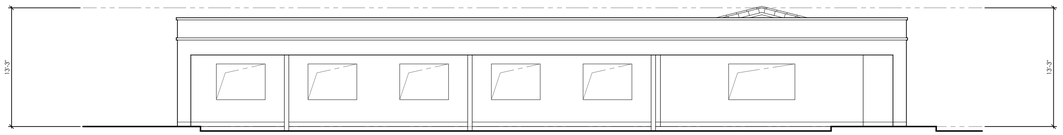
DATE:	2/1/2024
SCALE:	AS NOTED
JOB NO:	20220922
DWN BY:	CCW
CHK BY:	EGP

SHEET NO.

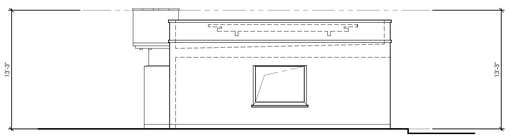
A-5



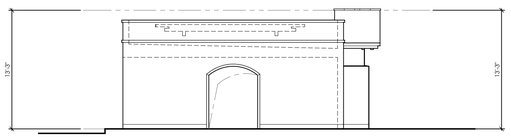
2 COVERED EMPLOYEE PARKING SOUTH - SOUTH ELEVATION
1/8" = 1'-0"



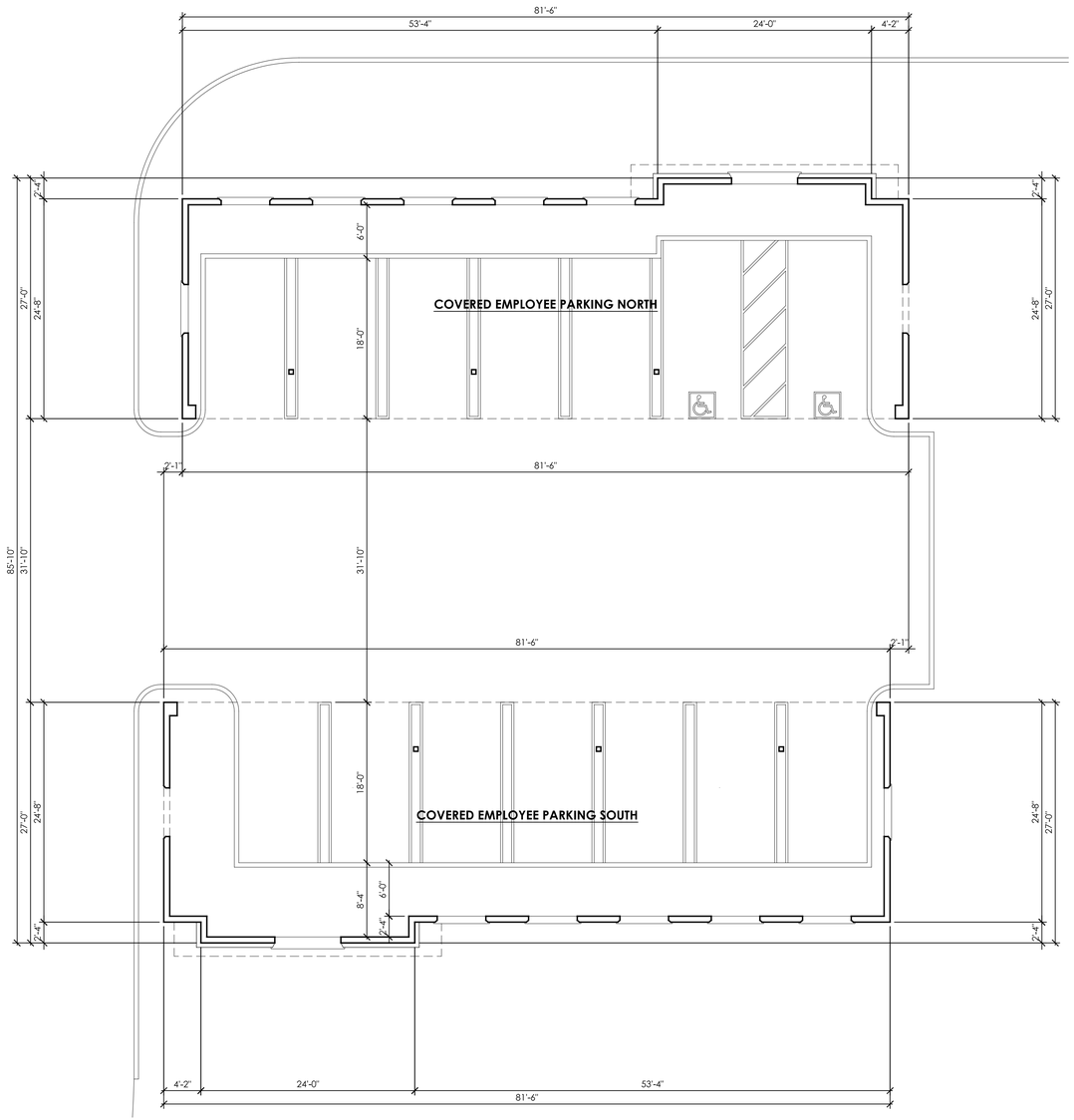
3 COVERED EMPLOYEE PARKING SOUTH - NORTH ELEVATION
1/8" = 1'-0"



5 COVERED EMPLOYEE PARKING SOUTH EAST ELEVATION
1/8" = 1'-0"



4 COVERED EMPLOYEE PARKING SOUTH WEST ELEVATION
1/8" = 1'-0"



1 COVERED EMPLOYEE PARKING FLOOR PLAN
1/8" = 1'-0"

CEDGARCHITECTS
ARCHITECTURE //
BUILD //
LANDSCAPE //

// 401 e. columbia ave.
pomona, ca 91767

// 909.625.3916
// cedgarchitects.com
// info@cedgarchitects.com

STAMP

CONSULTANTS

PROJECT

SAN ANTONIO WATER COMPANY NEW OFFICE AND OPERATIONS YARD FACILITIES

COVERED EMPLOYEE PARKING CONCEPT FLOOR PLAN AND ELEVATIONS

REVISIONS

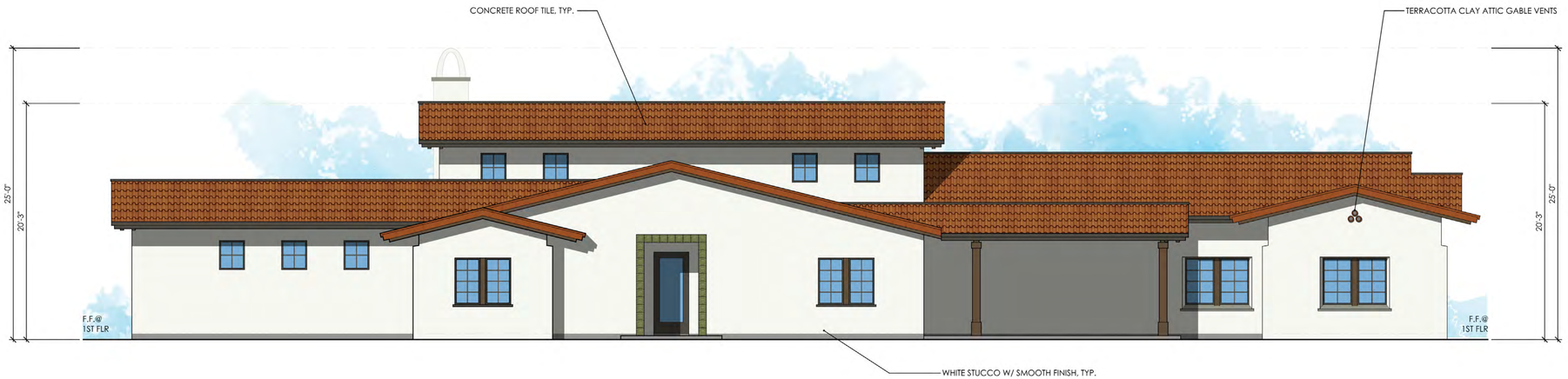
1	-
2	-
3	-
4	

DATE:	2/1/2024
SCALE:	AS NOTED
JOB NO:	20220922
DWN BY:	CCW
CHK BY:	EGP

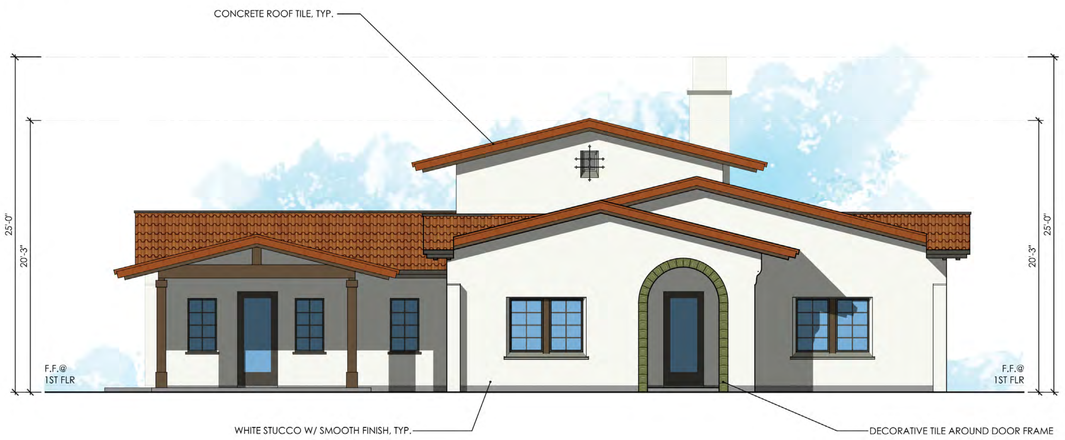
SHEET NO.

A-6

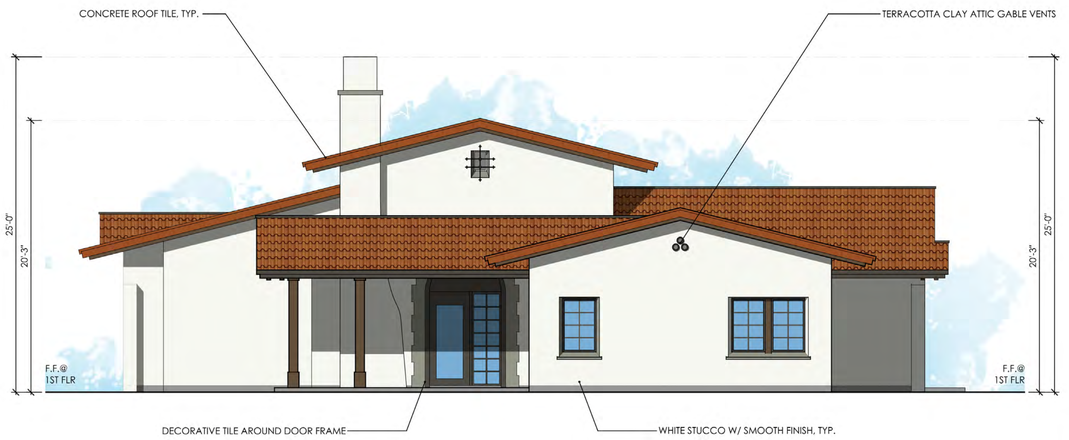
1 MAIN BUILDING NORTH ELEVATION
3/16" = 1'-0"



2 MAIN BUILDING SOUTH ELEVATION
3/16" = 1'-0"



4 MAIN BUILDING WEST ELEVATION
3/16" = 1'-0"



3 MAIN BUILDING EAST ELEVATION
3/16" = 1'-0"

CEDGARCHITECTS
ARCHITECTURE //
BUILD //
LANDSCAPE //

// 401 e. columbia ave.
pomona, ca 91767

// 909.625.3916
// cedgarchitects.com
// info@cedgarchitects.com

STAMP

CONSULTANTS

PROJECT

SAN ANTONIO WATER COMPANY NEW OFFICE AND OPERATIONS YARD FACILITIES

MAIN BUILDING CONCEPT ELEVATIONS

REVISIONS

-	-
-	-
-	-
4	

DATE:	3/6/2024
SCALE:	AS NOTED
JOB NO:	20220922
DWN BY:	CCW
CHK BY:	EGP

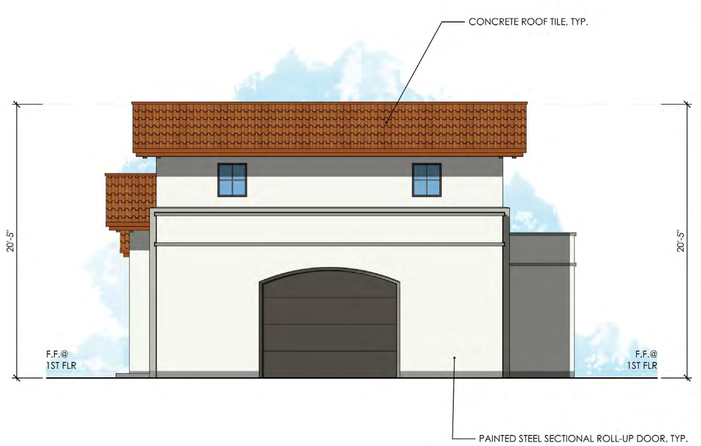
SHEET NO.

A-3

1 MAINTENANCE BUILDING NORTH ELEVATION
3/16" = 1'-0"

2 MAINTENANCE BUILDING SOUTH ELEVATION
3/16" = 1'-0"

4 MAINTENANCE BUILDING WEST ELEVATION
3/16" = 1'-0"



3 MAINTENANCE BUILDING EAST ELEVATION
3/16" = 1'-0"

CEDGARCHITECTS
ARCHITECTURE //
BUILD //
LANDSCAPE //

// 401 e. columbia ave.
pomona, ca 91767

// 909.625.3916
// cedgarchitects.com
// info@cedgarchitects.com

STAMP

CONSULTANTS

PROJECT

SAN ANTONIO WATER COMPANY NEW OFFICE AND OPERATIONS YARD FACILITIES

MAINTENANCE BUILDING CONCEPT ELEVATIONS

REVISIONS

-	-
-	-
-	-

DATE:	3/6/2024
SCALE:	AS NOTED
JOB NO:	20220922
DWN BY:	CCW
CHK BY:	EGP

SHEET NO.

A-5

CARLSBAD
CLOVIS
IRVINE
LOS ANGELES
PALM SPRINGS
POINT RICHMOND
RIVERSIDE
ROSEVILLE
SAN LUIS OBISPO

February 28, 2024

Erik Peterson, Architect
CEDG
401 E. Columbia Avenue
Pomona, CA 91767

Subject: Proposal to Prepare California Environmental Quality Act Documentation and Technical Studies for the Proposed San Antonio Water Headquarters at the Southeast Corner of East 20th Street and Flower Court (LSA Proposal No. 20240954.P000)

Dear Mr. Peterson:

LSA is pleased to submit this proposal to prepare California Environmental Quality Act (CEQA) documentation for the proposed San Antonio Water Headquarters at the southeast corner of East 20th Street and Flower Court Project (project) in Upland, California.

Based on LSA's understanding of the proposed project and familiarity with the surrounding area, LSA believes that an Initial Study/Mitigated Negative Declaration (IS/MND), supported by technical analyses, will be the appropriate environmental document to satisfy the requirements of CEQA for the proposed project. The proposed scope of work and budget, which is detailed below, reflects this level of effort. This scope of work is based on the assumption that the project will not result in significant unavoidable environmental impacts and that additional environmental analysis and documentation (beyond an IS/MND) will not be required. Should additional analysis be necessary, LSA will immediately coordinate with CEDG and San Antonio Water Company to determine the next steps.

During direct communication with you and the requirements outlined in the *Review of Preliminary Review Application No. 23-0003* letter dated November 20, 2023, provided by the City of Upland (City), LSA proposes to prepare the following technical studies to support the analysis of the project pursuant to current *State CEQA Guidelines*: a Air Quality and Greenhouse Gas Technical Memorandum, a Biological Resources Technical Memorandum, a Cultural Resources Assessment, and a Noise and Vibration Technical Memorandum. A Traffic Analysis will also be provided to support the traffic engineer, design, and CEQA analysis. This proposal assumes that the City will serve as the CEQA lead agency.

Preparation of the IS/MND will be staffed by **Amanda Durgen, Principal,** who will oversee the proposed project and provide quality assurance for all work undertaken, and **Dena Giacomini, Senior Environmental Planner,** will serve as the Project Manager. Ms. Durgen and Ms. Giacomini will be supported by LSA staff technical specialists. LSA can provide a statement of qualifications to ensure compliance with the City's standards upon request.

Provost & Pritchard will be a subconsultant to provide preliminary engineering and land surveying services for the project. These services are outlined in Task 5.0, below.

PROJECT UNDERSTANDING

We understand that you are working with the owner, San Antonio Water Co. (SAWCO) to develop an existing undeveloped portion of land into the new SAWCO headquarters at the southeast corner of 20th Street and Flower Court (Assessor's Parcel Number 1044-091-22). The architect has received a comment letter from the City of Upland's Development Services Department (dated November 20, 2023) that requires, among other things, preliminary site grading and drainage design to support the CEQA findings.

The overall proposed project includes two new buildings, a driveway from the intersection of Campus Avenue and 20th Street resulting in a four-way intersection, a vehicle gate, a solar cover over the employee parking area, an associated visitor parking area, and landscaping.

To comply with the City's General Plan and zoning regulations, the project will require a General Plan amendment and a zone change. Currently, the project site has a Single-Family Residential Low (SFR-L) General Plan designation and is within the Single-Family Residential 76,500 (RS-7.5) zone. The proposed use is not currently permitted at the site. LSA assumes that the City will address the updates to the General Plan and zoning regulations with the support from the CEQA document and technical studies outlined below.

SCOPE OF WORK

LSA proposes to complete the following scope of work for CEQA compliance and preparation of an IS/MND, as discussed below.

Task 1.0: Project Initiation

Task 1.1: Project Kickoff Meeting

LSA will participate in a kickoff meeting via teleconference to initiate the project. The kickoff meeting will:

- Establish protocols for product review, communication, and coordination with all participants.
- Confirm the City's preferred format and structure for the IS/MND.
- Establish a mutual understanding of the environmental documentation objectives and key issues and explore community and City concerns regarding the project.
- Obtain relevant and available project description information.

Task 1.2: Project Description

LSA will prepare a project description for use in the technical analyses and IS/MND, which will include the location and characteristics of the project site, the project background, proposed project components, and required City approvals. LSA will prepare a location map and graphics illustrating the project site, based on provided materials. LSA will provide an electronic copy of the draft project

description to the team for review and comment. Following receipt of one set of consolidated nonconflicting comments, LSA will prepare a final project description for distribution to the technical specialists prior to beginning their analyses. The overall schedule and budget are based on the assumption that the project description will be finalized during the project initiation task and that substantive changes to the project description will not be made later in the process.

Deliverable

- Draft and Final Project Description

Task 2.0: Technical Analyses

LSA will prepare the following technical analyses to support the proposed environmental documentation, engineering and design, and the City's compliance requirements.

Task 2.1: Air Quality and Greenhouse Gas Technical Memorandum

The following scope of services identifies the tasks LSA will undertake to prepare an Air Quality and Greenhouse Gas Emissions Impact Technical Memorandum for the proposed project. The proposed project would generate construction emissions and potentially would generate long-term operational emissions in the project vicinity. This increase could contribute to existing air pollution and has the potential to exceed regional air emission thresholds established by the City of Upland and the South Coast Air Quality Management District (SCAQMD). Construction activities associated with development could increase concentrations of particulate matter and toxic air contaminants. Construction of the proposed project would also generate greenhouse gas (GHG) emissions. Typically, an individual project does not generate sufficient GHG emissions to influence global climate change significantly on its own; therefore, the issue of global climate change is cumulative in nature. The proposed project would generate GHG emissions that would cumulatively contribute to global climate change.

Following SCAQMD's CEQA guidelines, LSA will prepare a draft Air Quality and Greenhouse Gas Technical Report Memorandum to identify existing air quality conditions and potential impacts resulting from the proposed project, by undertaking the following subtasks.

- **Describe Existing Environmental Setting:** LSA will provide a brief summary of information related to air quality and global climate change along with the climate/meteorological conditions in the project vicinity.

- **Describe the Existing Regulatory Framework:** The existing regulatory framework for air quality and global climate change will identify applicable federal, State, and City of Upland policies, regulations, and programs.

- **Determine the Project's Consistency with Adopted Plans.** LSA will review adopted plans related to clean air and the reduction of GHG emissions in California, the SCAQMD, and Upland, and determine the project's consistency with these plans.

- **Assess Project Construction Emissions.** Construction activities associated with the proposed project would generate increased particulate emissions associated with demolition, site preparation, grading, soil hauling, and other construction activities on the project site. Construction equipment exhaust would also be a source of air pollution. LSA will calculate the regional construction emissions using the California Emissions Estimator Model version 2022.1 (CalEEMod).

- **Assess Project Operation-Period Air Quality Impacts.** The project may generate minimal new vehicular trips within the region. As applicable, regional emissions of criteria air pollutants associated with any new operations from vehicle trips will be calculated with CalEEMod. In addition, emissions associated with stationary sources, such as on-site energy consumption and landscaping equipment, will be estimated.

- **Conduct a Construction Health Risk Assessment:** Based on the anticipated construction activity and the proximity of nearby residential receptors, LSA will prepare a construction health risk assessment (HRA) that will summarize cancer risk, non-cancer risk (chronic and acute), and fine particulate matter ($PM_{2.5}$) concentrations and will compare the results of the HRA with the SCAQMD's recommended thresholds.

- **Assess Project Greenhouse Gas Emissions.** Using CalEEMod, LSA will provide a quantitative assessment of GHG emissions associated with all relevant sources related to the project, including construction activities, any new vehicle trips, energy consumption, water usage, and solid waste generation and disposal.

- **Identify Mitigation Measures.** LSA will identify, where necessary, practical mitigation measures to address any significant project or cumulative impacts. Mitigation measures designed to reduce the project's short-term construction and long-term air quality impacts to the extent feasible will be identified. LSA will provide both an evaluation of the potential mitigation measures and a discussion of their effectiveness.

- **Prepare the Memorandum.** LSA will submit one digital copy of the draft Air Quality and Greenhouse Gas Emissions Impact Technical Memorandum to the project team for review. Based on one set of consolidated City and client comments, LSA will prepare a final Air Quality and Greenhouse Gas Emissions Impact Technical Memorandum. The document will be submitted to the client as a PDF file.

Deliverable

- Draft and Final Air Quality and Greenhouse Gas Emissions Impact Technical Memorandum

Task 2.2: Biological Resources Assessment

The following details the scope of work required to conduct a Biological Resources Assessment (BRA). The analysis will address potential biological constraints to on-site development relative to

the requirements of CEQA, federal and California Endangered Species acts, and the potential existence of wetlands or other jurisdictional waters on the site.

Literature Review. LSA will conduct a literature review to identify sensitive species known or reported to occur within the project area. The literature review will include the California Natural Diversity Database, the United States Fish and Wildlife Service Information for Planning and Consultation, and the California Native Plant Society's Electronic Inventory. The review will also include Google Earth aerial imagery.

Biological Resource Survey. An LSA biologist familiar with the habitats and sensitive resources of the region will conduct a general on-site field survey.

Documentation. LSA will prepare a BRA report including a summary of the results of the literature review, biological resources survey, and an assessment of whether focused surveys are needed. The following details the scope of work.

- A summary of survey methodology and results
- Representative site photographs
- A list of species observed during the site visit
- A discussion of plant communities and mapped soils

The BRA will include an assessment of the potential habitat value for any threatened or endangered species, and identification of any focused species surveys that may be necessary (this scope of services does not include focused species surveys); a discussion of areas that may potentially be considered jurisdictional wetlands, waters of the United States, or streambeds, as defined by the United States Army Corps of Engineers, the Regional Water Quality Control Board, and the California Department of Fish and Wildlife, respectively; a discussion of direct, indirect, and cumulative impacts of the proposed project to sensitive biological resources; and graphics and maps as needed to show the project location and vicinity and locations of any biological resources or habitat areas on the site that may require additional study or review for CEQA compliance.

This scope and cost estimate anticipates up to one round of review/revisions on the report. The report will be provided as an electronic draft in PDF. The PDF will include all text, graphics, and supporting appendices. If additional rounds of comments and/or additional coordination with the client are required, a budget augment will be necessary to complete the additional work.

This scope does not include the completion of any focused species survey, arborist evaluation, or jurisdictional delineation. If requested, LSA will provide a contract amendment to complete any such documentation.

Deliverable

- Draft and Final Biological Resources Assessment Report

Task 2.3: Cultural Resources Assessment

Record Search. LSA will conduct a cultural resources record search at the South Central Coastal Information Center at California State University, Fullerton and a pedestrian archaeological survey for the project area. The estimate for this task is predicated on anticipated negative findings for archaeological resources. If archaeological resources are identified, LSA will advise the client and prepare a budget augment request. Preliminary research indicates there is one historic-period (50 years of age or older) structure (a water tank) within the project area. An LSA architectural historian will conduct archival research to determine the structure's dates of construction and alterations, identify people and events associated with the structure, and develop relevant historic contexts for the property.

Field Survey. LSA will complete an intensive-level field survey of the historic-period structure. It will include photographing the structure and related features and making detailed notations regarding the historic-period structure's character-defining features, integrity, and condition. Safe access to the property may be required. The historic-period structure will be documented and evaluated for historical significance on State Department of Parks and Recreation (DPR) 523 forms using the California Register of Historical Resources criteria and the criteria listed in the City's Historic Preservation ordinance (Chapter 17.26). LSA stipulates that a maximum of one historic-period resource (the water tank) will be evaluated. In the event additional resources require evaluation, LSA will advise the client and prepare a contract amendment. LSA will also conduct an archaeological field survey to identify and document previously unrecorded resources and to update records of known resources in accordance with guidelines established by the State of California Office of Historic Preservation.

Assembly Bill 52 Letters. At the City's direction, LSA will provide assistance with Assembly Bill (AB) 52 consultation: obtain the results of a Sacred Lands File search and list of Native American tribes and representatives designated for consultation from the Native American Heritage Commission, either send notification letters on the City's behalf to each designated tribe/representative regarding the project, or provide the letters in draft form for the City's use, and compile an administrative record of the results of initial notification. **Please note:** LSA stipulates that (with the exception of the initial contact letters) the government-to-government consultation with the tribes/Native American representatives regarding cultural resources, tribal cultural resources, Traditional Cultural Properties or any project-related tribal cultural heritage concerns will be conducted entirely by the City (unassisted).

Documentation. LSA will prepare a combined report for archaeological and built environment resources. The report will include research and field methods and results, prehistoric and historic contexts, a significance evaluation, and conclusions and recommendations. The DPR forms will be attached to the report. If the historic-period resource is evaluated as historically significant, an impacts assessment may be required. In that event, a separate scope, budget, and schedule will be required. This scope includes budget for one round of minor (8 hours or less to address) comments from the client/reviewing agency (this does not include third-party review).

Deliverables

- Draft and Final Cultural Report
- Draft and Final AB 52 Letters

Task 2.4: Noise and Vibration Impact Analysis

LSA will prepare a Noise and Vibration Impact Analysis that quantifies existing ambient noise levels in the area, summarizes applicable regulatory criteria, assesses the potential for future noise impacts, and identifies noise reduction measures to avoid or minimize noise impacts. The Noise Impact Analysis will be completed by undertaking the following subtasks.

- **Describe the existing regulatory framework.** LSA will identify applicable State and City noise criteria for the project area and will discuss General Plan noise policies and Noise Ordinances. LSA will also provide a summary of the fundamentals of noise and vibration. Noise level standards for the proposed land uses will be identified.

- **Characterize existing noise environment.** Based on the project location, the dominant noise sources in the project area are traffic noise on the Foothill Freeway and operations at the concrete manufacturing site to the northeast. LSA will conduct up to two long-term noise measurements with a minimum duration of 24 hours at the project site and within the surrounding area. These measurements will help identify the existing noise levels and help to calibrate the modeling of future noise level impacts.

- **Assess short-term construction noise impacts.** Noise levels generated from project construction will be evaluated based on the equipment expected to be used, its distance to existing adjacent off-site uses, the length of a specific construction task, the equipment power type (gasoline or diesel engine), the load factor, and the percentage of time in use. LSA will use the Federal Highway Administration (FHWA) recommended equipment noise emission levels to describe construction noise levels in terms of maximum instantaneous noise levels (L_{max}) and hourly equivalent continuous sound levels (L_{eq}). Potential construction noise impacts will be assessed based on the City's Municipal Code.

- **Assess short-term construction vibration impacts.** Vibration levels generated from project construction will be evaluated based on the equipment expected to be used and its distance to existing adjacent off-site structures. Federal Transportation Administration (FTA) recommended equipment vibration levels will be used to describe construction vibration levels in terms of the peak particle velocity (PPV, measured in inches per second [in/sec]) for potential building damage and vibration velocity decibels (VdB) for potential human annoyance. Potential construction vibration impacts will be assessed based on the sensitivity of the area directly adjacent to the project site and the FTA recommendations.

- **Calculate project and cumulative noise impacts.** Based on the estimated increase in vehicle trips, LSA will evaluate noise impacts from project-related and cumulative vehicular trips using the FHWA noise modeling program. Model input data will include average daily traffic levels,

day/night percentages of automobiles, medium and heavy trucks, vehicle speeds, ground attenuation factors, and roadway widths. Projected future noise levels along selected roadway and highway segments will be provided in a table format to show the relationship between vehicle-related noise and distance from the roadway.

- **Assess long-term operational noise impacts.** In addition to analyzing project-related traffic noise impacts, LSA will qualitatively assess noise impacts associated with project-related stationary source noise, such as parking lot activities and heating, ventilation, and air conditioning (HVAC) equipment.

- **Identify noise reduction measures.** If necessary, LSA will identify practical measures to address any potential project-level or cumulative-level noise impacts. Any measures necessary to reduce the project's short-term construction and/or long-term impacts to acceptable noise levels will also be identified. Both an evaluation of the potential measures and a discussion of their effectiveness will be provided.

LSA will submit one digital copy of the Noise and Vibration Impact Analysis to the project team for review. Based on one set of comments, LSA will prepare a final Noise and Vibration Impact Analysis.

Deliverable

- Draft and Final Noise and Vibration Impact Analysis

Task 2.6: Traffic Analysis

Level Of Service Analysis For General Plan Consistency. The scope of work has been prepared based on LSA's recent experience of working on transportation studies in Upland, and the City's comment letter pertaining to CEQA studies requirements for the project. As such, the scope has been prepared per the City of Upland Traffic Impact Analysis Guidelines (TIA Guidelines), dated July 2020. Based on LSA's understanding of the project and the requirements of the City, the TIA would include two components: (1) a Level of Service (LOS) Analysis for General Plan consistency purposes and to determine the effect of the proposed driveway at the intersection of Campus Avenue/20th Street, and (2) a Vehicle Miles Traveled (VMT) Screening Analysis and an Active Transportation and Public Transit Analysis for CEQA requirements.

The LOS analysis will include a detailed analysis of traffic operational issues related to the project. Based on the City's TIA Guidelines, an LOS analysis is required for projects forecast to generate 100 or more peak-hour trips without consideration of pass-by trips. Based on the project description and preliminary trip generation, it is LSA's understanding that the project is not anticipated to generate 100 or more gross peak-hour trips. However, based on comments provided by City staff, a LOS analysis will need to be prepared to determine the potential operational issues concerning the project driveways, including the driveway connecting at the intersection of Campus Avenue/20th Street. The primary objective of the analysis will be to study and determine potential traffic operational issues within the project vicinity and at the project driveways.

The LOS analysis will address existing traffic conditions, future traffic forecasts, traffic operational issues, and improvements, and will be prepared for submittal to the City. The analysis will be prepared per the City's TIA Guidelines and based on discussion with City staff. Per the City's TIA Guidelines, the LOS analysis will address traffic conditions under the following scenarios:

- Existing conditions
- Project opening year without project conditions
- Project opening year plus project conditions
- Horizon year without project conditions
- Horizon year plus project conditions

Traffic conditions in the TIA will be examined for the weekday daily as well as a.m. and p.m. peak-hour conditions. The a.m. peak hour is defined as the 1 hour of highest traffic volumes occurring between 7:00 and 9:00 a.m. The p.m. peak hour is the 1 hour of highest traffic volumes occurring between 4:00 and 6:00 p.m.

Coordination with City Staff. Prior to preparation of the TIA, LSA will prepare a scoping agreement letter for submittal to the City's Traffic Engineer to:

- Verify study area boundaries, analysis intersections, and roadway segments.
- Determine the appropriate project opening year and cumulative projects to be examined in the TIA, specifically the project south of Campus Avenue/20th Street.
- Verify the acceptability of traffic analysis assumptions, such as the a.m. and p.m. peak hours, project trip generation, and trip distribution patterns.
- Identify any other traffic issues that the study will need to address.

LSA anticipates that the TIA will examine the intersections of Campus Avenue/20th Street and Winston Court/20th Street, and no roadway segments. Additionally, LSA assumes that the analysis will need to include up to 10 approved and pending development projects. LSA will obtain information regarding cumulative projects from City staff and adjacent jurisdictions. If City staff requires additional intersections, roadway segments, cumulative projects, or operational issues that are not covered in this scope, it may be necessary to adjust the scope of work and budget.

Data Collection and Site Visit. LSA requires the following data to prepare the traffic analysis for the proposed project:

- **Site Visit:** LSA staff will visit the project site and gather information about lane geometrics, roadway widths, etc.
- **Intersection and Roadway Segment Traffic Counts:** LSA will obtain existing peak-hour intersection turning movement counts for study intersections and roadway segments.

- **Improvement Plans for Area Roadways:** LSA will obtain available plans for the improvement of study area roadways from the City's Engineering Division.

- **Information on Cumulative Projects:** LSA will contact City staff and adjacent jurisdictions (if required) to obtain information regarding approved and pending projects in the project vicinity so that traffic generated by those projects may be incorporated into the TIA.

Existing Traffic Conditions. Existing a.m. and p.m. peak-hour traffic conditions and LOS will be assessed for study area intersections. LSA will calculate intersection LOS using the appropriate Highway Capacity Manual 7th Edition analysis methodologies as recommended in the TIA Guidelines. Intersection LOS analysis will be performed using the Synchro 12 software.

Project Opening Year Traffic Conditions. Traffic volumes for project opening year without project traffic conditions will be developed by applying an ambient growth rate to existing traffic volumes and by adding traffic volumes from approved and pending projects in the vicinity of the proposed project. The growth rate will be determined based on consultation with City staff. Information regarding cumulative projects will be obtained from City staff and adjacent jurisdictions. For the purposes of this scope, LSA anticipates that the analysis will need to include up to 10 approved and pending projects. LSA will calculate the resulting intersection LOS using the previously discussed methodologies.

Horizon Year Traffic Conditions. Traffic volumes for horizon year without project traffic conditions will be developed using the San Bernardino Transportation Analysis Model. LSA has this model in-house and will run it to obtain the required model plots. The methodology to develop horizon year without project traffic volumes at study intersections and roadway segments will be consistent with the San Bernardino County Transportation Authority (SBCTA) procedures for post-processing of modeled traffic volumes. The resulting intersection LOS will be calculated using the previously discussed methodologies.

Project Trip Characteristics and Changes to Traffic Patterns. LSA will develop weekday project a.m. and p.m. peak-hour trip generations using rates from the Institute of Transportation Engineers (ITE) Trip Generation Manual (11th Edition) or other approved sources. As a conservative approach, trip credits will not be considered for the existing on-site uses. Project trips will be distributed based on regional roadway network, location of residential, commercial, and other land uses in relation of the proposed project, and in consultation with City staff. The project distribution at each study intersection and roadway segment will be applied to the trip generation to obtain the corresponding project trip assignment.

Plus Project Traffic Conditions. Effects of project traffic will be evaluated by adding the project trip assignment to the project opening year and horizon year without project traffic volumes. The resulting intersection LOS will be calculated using the previously discussed methodologies.

Safety and Operational Improvements Analysis. LSA will compare intersection LOS without the project to the intersection and roadway segment LOS with the project for each of the analysis scenarios to determine potential project operational issues and deficiencies. Determination of the

project operational issues/deficiencies will be made based on the operational deficiency criteria stated in the City's TIA Guidelines and the SBCTA Congestion Management Plan (CMP). Operational improvement measures will be identified to offset project operational deficiencies. Improvement measures may include intersection turn lanes, signage, or signalization. The LOS with recommended improvements will be calculated and summarized, along with a comparison of the LOS without improvements.

AWSC and Signal Warrant Analysis. LSA will conduct peak-hour all-way stop control (AWSC) and signal warrant analysis for the study intersections to determine if either would be recommended as an improvement. Hourly daily traffic volumes approach volumes for the study intersection will be examined to determine whether an AWSC may be warranted per the criteria defined in the latest California supplement of the Manual on Uniform Traffic Control Devices (CA-MUTCD). Peak-hour approach volumes for the study intersection will be examined to determine whether signalization may be warranted per the criteria defined in the latest CA-MUTCD.

Fee Plans/Fair-Share Contributions. A fair share percentage will be calculated for intersection improvements recommended in the TIA that are not included in the City's Development Impact Fee program or the SBCTA Nexus Study Fee program. The percentage of fair share for the project will be calculated at each location using the total trips generated by the project divided by the total "new" traffic, which is the net increase in traffic volumes from existing to horizon year conditions.

Fair-Share Cost Calculations (if Required). LSA will calculate the cost of improvements using verifiable cost estimates from reliable and recognized sources, such as the CMP guidelines. The fair-share cost of improvements for study intersections and roadway segments will be calculated by multiplying the total estimated cost of improvements with the respective fair-share percentages.

Project VMT Screening Analysis. Senate Bill 743 required changes to CEQA regulations introducing VMT as the new metric for determining project traffic impacts. Per the City's TIA Guidelines, the project may be screened out because it is anticipated to generate fewer than 250 daily vehicle trips. LSA will submit a budget augment if the City requires a detailed VMT analysis.

Active Transportation and Public Transit Analysis. The TIA will include an analysis of potential project impacts on public transit, bicycle, and pedestrian facilities. Significant impacts would be determined based on whether the project conflicts with adopted policies, plans, or programs for these facilities, or whether the project decreases the performance or safety of these facilities.

Deliverables

- Draft and Final Traffic Analysis Report

Task 3.0: Initial Study/Mitigated Negative Declaration

Task 3.1: Administrative Draft Initial Study

LSA will prepare a comprehensive IS consistent with the current *State CEQA Guidelines*, using the checklist provided in Appendix G. LSA will prepare the IS using the project description prepared

under Task 1.2, above, and based on the findings of the Design Plans, Geotechnical Study, LSA-prepared technical studies (Task 2.0, above), and independent analysis. Standard conditions and regulations will be applied wherever possible to reduce impacts to a level of less than significant, and comprehensive mitigation measures will be identified as necessary.

LSA will prepare an Administrative Draft IS/MND and submit it as an electronic copy for review and comment. LSA's budget assumes one set of consolidated, noncontradictory comments from the City. LSA will work proactively to identify and address project concerns during the preparation of the Administrative Draft IS/MND to minimize the need for future revisions. This scope and budget does not include review of the IS or technical studies by attorneys or third-party reviewers.

LSA anticipates that mitigation measures may be required; however, an Environmental Impact Report (EIR) would be required if the IS and supporting technical studies identify environmental impacts that cannot be mitigated to levels below thresholds of significance pursuant to CEQA. If an EIR is required, LSA would immediately notify the team to review the circumstances and investigate potential scenarios, including possible redesign of project components, to proceed with the environmental review. To proceed with preparation of an EIR, LSA would request an amendment to this scope and budget to account for the additional environmental services necessary to comply with CEQA. The IS would be used to screen out the environmental factors determined not to require mitigation, and LSA would prepare a focused EIR that would address only those environmental factors determined to require mitigation, including the factors that cannot be mitigated to levels below significance thresholds, pursuant to a contract amendment.

Task 3.2: Draft Initial Study/Mitigated Negative Declaration

LSA will make any minor necessary revisions to the Administrative Draft and prepare a Screencheck Draft IS/MND for approval by the City. LSA will make any minor necessary revisions to the Screencheck Draft IS/MND to prepare the Public Review Draft IS/MND. LSA will prepare all the necessary forms for circulating the IS/MND to the public and resource agencies. LSA will use standard forms or those provided by the City, whichever is preferred.

The IS/MND would circulate for the full 30-day public review period. As part of this task, LSA will prepare a Notice of Intent (NOI) to Adopt the Mitigated Negative Declaration, Notice of Completion (NOC), and State Clearinghouse Summary Form and submit these materials along with the IS/MND to the State Clearinghouse in electronic format. This scope and cost estimate assumes the City will be responsible for generating the distribution list, for publishing the NOI in local newspaper(s), and/or noticing adjacent/nearby property owners. If requested, LSA will file the NOI with the San Bernadino County Clerk-Recorder. LSA will distribute the IS/MND, NOI, NOC, and Summary Form to the State Clearinghouse electronically and to agencies/organizations on the City provided distribution list via certified mail (return receipt). LSA will provide the City evidence of all mailings and postings related to the distribution of the IS/MND.

To minimize print and distribution costs, to the extent feasible, distribution pursuant to the City's mailing list will consist of the NOI containing a weblink that would direct reviewing parties to the Draft IS/MND and all supporting technical studies on the City's website.

Task 3.3: Public Review/Response to Comments

Upon closing of the public review period, LSA will prepare responses to public and agency comments received regarding the Public Review Draft IS/MND. Once draft responses to comments have been completed, they will be submitted to the City for review and approval. As it is not possible to predict the number and/or extent of public comments that an IS/MND could be receive, this scope/budget assumes a modest number of comments and will provide responses to 3 comment letters. In the event a large volume of comment letters are received, or if additional technical work is required, additional time and budget may be required. The response to comment document will be included as an appendix to the Final IS/MND.

Task 3.4: Mitigation Monitoring and Reporting Program

If mitigation measures are identified, LSA will also prepare a Mitigation Monitoring and Reporting Program (MMRP) in accordance with *State CEQA Guidelines* Section 15097 for use in ensuring implementation of the mitigation measures for the project. The mitigation measures will be included in a matrix checklist format for ease in tracking and will be included as an appendix to the Final IS/MND.

Task 3.5: Final Initial Study/Mitigated Negative Declaration

Based on a single set of consolidated and noncontradictory comments from the City on the Administrative Final IS/MND, LSA will prepare a Final IS/MND. As noted above, the Final IS/MND will include the response to comments and the MMRP as appendices.

Following approval of the project and adoption of the MMRP, LSA will prepare the required Notice of Determination (NOD) within 5 days of City approval/adoption and filed electronically with the State Clearinghouse. LSA assumes that the City will be responsible for filing the NOD with the San Bernardino County Clerk-Recorder and will provide payment for the Environmental Filing Fee to the California Department of Fish and Wildlife, as well as any filing fees at the time the NOD is filed.

Deliverables

- Administrative Draft IS/MND
- Screencheck Draft IS/MND
- Public Review Draft IS/MND
- Draft and Final MMRP
- Final IS/MND
- NOI, NOC, and NOD Documents

Task 4.0: Project Management And Meetings

Task 4.1: Project Management

LSA will undertake a variety of general project management tasks throughout the IS/MND and environmental analysis preparation period and will coordinate with the CEDG Inc., San Antonio Water Company, and the City as needed. LSA Project Manager **Dena Giacomini** will be the primary

contact and will coordinate the day-to-day activities associated with the project. Principal in Charge **Amanda Durgen** will ensure quality control for all work undertaken and will review all prepared text, tables, and graphics before these materials are presented to the City. Project management tasks include regular client contact; contract management; oversight of project team members; monitoring the scope, budget, and schedule; and development of products.

Task 4.2: Project Coordination Meetings

Dena Giacomini will be available throughout the environmental review process to meet with the project team to gather information, review progress, review preliminary findings, discuss City staff comments, offer input into discussions on project modifications, and consult on CEQA procedural matters. In addition to the initial kickoff teleconference (included in Task 1.0), this scope also assumes up to eight teleconferences approximately 1 hour in duration each. This scope of work does not include participation in public meetings, public hearings, or public workshops. However, if authorized, LSA can participate in project-related public meetings and/or public workshops on a time-and-materials basis.

Task 5.0: Provost & Prichard Engineering and Survey

Geotechnical Investigation. This work will be provided by our sub-consultant Provost & Prichard. In general, their investigation and report will support the drainage, site and building design for the project.

Deliverable

- Preliminary Geotechnical Report

Topographic and Boundary Survey. This work will be provided by our sub-consultant Engineering Resources of Southern California, Inc. and their proposal is attached for reference. In general, their work will provide the basis for preliminary grading design and construction level documents. It is anticipated that the optional record of survey will be required.

Deliverables

- Survey in CAD (.dwg) and PDF
- Record of survey

Preliminary Engineering. In general, this phase will consist of preparing preliminary (30 percent schematic design level) grading, drainage and site utility (water and sewer) plans. Tasks under this phase will include:

- Preliminary Grading and Drainage design based on site plan prepared by Architect over the site
- A topographic survey
- Preparation of hydrologic calculations of the existing and proposed site conditions

- Preparation of hydraulic calculations of the proposed drainage features
- Coordination of stormwater retention/biofiltration basin design with the architect and the landscape architect
- Conduct utility research to obtain information on existing utilities in the vicinity of the project site
- Prepare a preliminary site utility plan showing water and sanitary sewer service connections to the project site
- Prepare preliminary Water Quality Management Plan.

Provost & Prichard Assumptions

- This proposal is based on the most recent site plan prepared by CEDG on February 1, 2024.
- This proposal is based on the City of Upland's Preliminary Review Application comment letter dated November 20, 2023 for PRA No. 23-0003.
- Items to be provided by the Client:
    - Site Plan in AutoCAD (dwg) format.
- Provost & Pritchard CAD standards and title block will be used for the design of this project.
- Provost & Pritchard's current CAD version will be used.
- Coordination meetings will be held via Teams/Zoom; no in-person meetings will be held.
- We will address one round of agency plan review comments; additional comments may require additional scope and fee.

Deliverables

- Preliminary Grading and Drainage Plan
- Preliminary Site Utility Plan
- Hydrology and hydraulics calculations
- Water Quality Management Plan

SCHEDULE

LSA is available to commence work immediately upon receipt of a Notice to Proceed. LSA anticipates that the overall schedule will be agreed upon during the initial kickoff meeting and will be adhered to throughout the duration of the project.

COST ESTIMATE

LSA proposes to complete the scope of work as outlined in Tasks 1.0 through 5.0 based on the following cost estimate (Table A). LSA would not exceed this budget without prior authorization by the client.

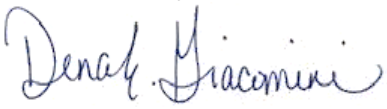
Table A: Cost Estimate

Tasks	Cost Estimate – Time and Materials Not to Exceed
Task 1.0: Project Initiation	
1.1: Project Kickoff Meeting	$1,000
1.2: Project Description	$3,700
Task 2.0: Technical Analyses	
2.1: Air Quality and Greenhouse Gas Technical Memorandum	$9,700
2.2: Biological Resources Assessment	$7,700
2.3: Cultural Resources Assessment	$23,000
2.4: Noise and Vibration Impact Analysis	$7,100
2.5: Traffic Analysis	$14,500
Task 3.0: Initial Study/ Mitigated Negative Declaration	
3.1: Administrative Draft IS/MND and Screencheck	$24,900
3.2: Draft IS/MND	$7,250
3.3: Public Review/Respond to Comments	$3,800
3.4: Mitigation Monitoring and Reporting Plan	$800
3.5: Final IS/MND	$3,800
Task 4.0: Project Management and Meetings	
4.1: Project Management	$10,000
4.2 Project Coordination Meetings	$4,600
Task 5.0 Engineering and Survey	$108,300
TOTAL COST	**$230,150**

As is always the case, we welcome the opportunity to discuss this proposal and determine if any changes need to be made to better meet your needs. We look forward to working with you. If you have any questions regarding this proposal, please contact me at (805) 316-7550 or at Dena.Giacomini@lsa.net.

Sincerely,

LSA Associates, Inc.



Dena Giacomini
Project Manager

DEVELOPMENT SERVICES DEPARTMENT
Telephone (909) 931-4130
Facsimile (909) 931-4321

November 20, 2023

Erik Peterson
401 E. Columbia Ave.
Pomona, CA 91767

SUBJECT: REVIEW OF PRELIMINARY REVIEW APPLICATION NO. 23-0003 FOR PROPOSED SAN ANTONIO WATER HEADQUARTERS LOCATED AT THE SE CORNER OF E. 20TH STREET AND FLOWER COURT (APN:1044-091-22)

Dear Mr. Peterson,

The purpose of this correspondence for your Preliminary Review Application is to provide you with general information on the regulations with which your project must comply, determine which planning entitlement permits must obtained, describe the review process that applies to the proposed development, and to provide you with interpretations on how the City of Upland will apply code provisions to the proposed development.

As part of the review of your application, the City's Technical Review Committee met to discuss and review your proposed project. The City's Technical Review Committee is comprised of staff from the City's Planning Division, Public Works Department, Building Division and Police Department. Their comments/conditions are contained herein.

Submittal requirements and Processing:

1. The proposed project will require submittal of the following Planning Division Entitlement Applications (Attached):

    a. General Plan Amendment (GPA)
    b. Zone Change (ZC)
    c. Development Plan Review (DPR)
    d. Environmental Assessment Review (CEQA)

2. The following filing requirements shall be included with the official submittal:

    a. Project plans including Site Plan, Floor Plan, elevations, grading and drainage, landscaping, walls and fences, lighting and photometric – 8 Sets
    b. Elevations – at least 1 colored set
    c. Preliminary WQMP – 3 Sets
    d. Color Material Sample Board – 1 set

e. Fire Master Plan, clearly and accurately dimensioned, at a scale of 1 inch = 20 feet depicting turning radius (inside radius of 20-feet and outside radius of 45-feet), drive isle lengths, fire lanes, hydrants, etc. – 1 Sets
f. A written narrative of the proposed use and/or project.
g. Two (2) copies of the TITLE REPORT showing legal vesting, lot description, easements and map of the property.
h. Property ownership list and radius map as follows:

    i. Two (2) sets of typed, gummed labels listing the names, addresses, and the Tax Assessor's Parcel Number of all property owners within 300 ft. of the exterior boundaries of the subject property; Notification shall be extended when less than ten properties are within 300 feet to include ten properties
    ii. The list shall be obtained from the latest Equalized Assessment Rolls issued by the San Bernardino County Tax Assessor;
    iii. Assessor's maps showing the subject site and all properties within 300 ft. of the exterior boundaries of the project site. The Assessor's pages shall be 11" x 17" with the appropriate radius clearly indicated in red;
    iv. The completed Mailing List Certification Form.

i. A notarized letter of authorization from the property owner(s) is required if the application is not being made by the property owner(s).
j. Color photographs of the site.
k. Digital copies of all above items on a flash drive.

3. Fees:

Review Process

4. Currently the project site has a Single-Family Residential Low (SFR-L) General Plan designation and is within the Single-Family Residential 76,500 (RS-7.5) zone. The proposed use is not currently permitted at the site, therefore, a General Plan amendment and Zone Change are required for the project.

5. The review process for the project is a City Council - Legislative Action process. Once the application is received, the Planning Manager will assign the project to the case planner. The planner will then route the plans to the "Technical Review Committee" (TRC) members. The TRC meeting will result in comments/corrections from Planning, Building and Safety, Public Works, Police and Fire, which will be provided to the applicant in the form of a completeness letter within 30 days of submittal. When the applicant revises the plans and resubmits, the planner will again route to TRC for review, with completeness/ comments being provided within 30 days. This process will be followed until the application is deemed complete. Once complete, the planner will begin the process for a Public Hearing with the Planning Commission. Planning Commission meetings occur the 4th Wednesday of every month. The Planning Commission will make a recommendation to the City Council, after which a public hearing with the City Council will be made. City Council meeting Occur Every 2nd and 4th Monday of the month. The City Council is the approval authority for this project.

6. Please note that the applicant must submit entitlement plans directly to the San Bernardino County Fire Department for review, approval and Conditions of Approval. Please find the attached fire submittal handout. All submittals are made online at https://ezop.sbcounty.gov/

Planning Division

The comments below indicate where some non-compliance may exist. This list is not comprehensive, but addresses the primary code requirements, and code sections that the projects plans may not comply with.

Site Plan Comments

Development Standard Compliance Table – After Zone Change

UMC Section	Development Standard	Project Provided	Compliance Yes/No	Comment/Remedy
17.08.030 B Table 17.08-2	Floor Area Ratio Max: 0.5	.07	Yes	
17.08.030 B Table 17.08-3	Front yard setback 15 ft.	152-feet	Yes	
17.08.030 B Table 17.08-3	Street Side yard setback 5-feet. Interior Side: No Requirement	300+ feet	Yes	
17.08.030 Table 17.08-3	Rear yard setback is 20 ft.	35-feet	No	Plans show 9 ft 10 in. Please revise.
17.08.030 B Table 17.08-3	Structure Height 45 ft. (max.)	Conceptual plans propose 30 ft.	Yes	Please provided actual elevation height at the time of submittal.
17.12	A landscape plan shall be provided that shows compliance with the City's landscape ordinance Upland Municipal Code.	Preliminary landscape plan shows the potential for compliance with the UMC. Please review UMC 17.12 to confirm compliance.	--	A landscape plan shall be provided that shows compliance with the City's landscape ordinance Upland Municipal Code. As well as design standards identified in 17.11.
17.11.030	On-Site Vehicle Parking Requirements Office: 1 per 400	18 Spaces Required – 36 Provided.	Yes	Please clarify will building be retail or restaurant drive-through?

	square feet plus 1 per 500 square feet of industrial space.			
17.11.040	The minimum number of motorcycle parking areas shall be provided as shown in Table 17.11-2 (Motorcycle Parking Requirements). One motorcycle parking area may count towards fulfilling the requirement for one automobile parking space.	Not provided	No	Parking for Motorcycles: two motorcycle parking spaces required
17.11.060 A	For the following uses, the number of short-term bicycle parking spaces shall be at least 10 percent of the number of required automobile parking space.	Not provided	No	Bicycle parking shall be outside of the public right-of-way and pedestrian walkways, in highly visible locations, and within 50 feet of a main entrance to the building it serves. See Figure 17.11-1. Provided short-term parking
17.11.060 B	Any establishment with 25 or more full-time equivalent employees shall provide long-term bicycle parking at a minimum ratio of one space per 20 vehicle spaces.	Not provided	No	Identify number of full time employees.

17.16.030	Outdoor Storage Maintenance C 6 A-J Non-Residential Lots/Parcels.	Not provided	No	Please identify proposed trash enclosures on site. See UMC Section: 17.16.030 C A-J. Plan submittal shall comply with 17.16.030 C A-J. Trash and storage enclosures for the warehouse buildings should be architecturally compatible with the project design. Landscaping should be used to screen and deter graffiti.
17.11.100 A.	Standard open parking stall spaces shall be 9 feet wide by 19 feet long.	Parking spaces are shown at 9-feet by 19-feet.	No	
17.11.100 (I)(4)(b)	Landscape islands shall be provided within each row of parking spaces so as to prevent more than ten vehicles from being parked side-by-side in an abutting configuration.	Landscape fingers/islands are required.	No	Add landscape fingers to the public parking lot.
17.11.100 (I)(6)(a)	Shade trees shall be provided within parking lots so that within 10 years of planting 50 percent of the parking area is shaded at the summer solstice (June 21).	Unknown	No	Provide exhibit showing shading.

Additional Site Plan Comments

7. Is the driveway closest to 20th street dead end necessary? Please clarify the use of this driveway. This driveway should be closed to allow room for additional grove area, and prevent traffic on 20th Street.

8. The proposed driveway from the intersection of Campus Avenue and 20th street will result in a 4-way intersection as another project is currently being constructed at this intersection. As a part of the traffic analysis, please provide a safety analysis of the intersection to determine if any stops signs are required.

9. Consider orienting the citrus grove to be 90 degrees from 20th street to mimic the orientation of the original citrus groves in the area.

10. The solar cover over the proposed employee parking shall be architecturally compatible with the proposed building (e.g. decorative columns or other features). The submittal shall include elevations of the proposed carports.

11. Identify the location of the trash enclosure on-site.

12. A vehicle gate shall be provided 40-feet from Campus Ave to prevent access. Signage shall also be included indicating "Employee Access Only" or similar language.

Design Comments

These comments are general, as the proposed design was preliminary.

13. The prosed carports shall be architecturally compatible with the proposed buildings. Provide elevations of the proposed carports.

14. The building design should incorporate architecture that utilizes changes in wall planes or varying height, changes in building materials and colors, a defined building façade that delineates the base, middle, and top of the building, defined entry to the building among other techniques to create visual appeal.

15. The building facades should include architectural features such as reveals, windows and openings, changes in parapet heights, color, texture, and material to add interest to the building elevation and reduce its visual mass.

16. The primary building entries should be readily identifiable and well defined through the use of projections, recesses, columns, roof structures, or other design elements.

<u>CEQA</u>

17. Upon review of the plans, the project appears to require the preparation of an Initial Study and Mitigated Negative Declaration (IS/MND). The following technical studies/analysis are required for the IS/MND:

    a. Air Quality Analysis.
    b. Greenhouse Gas Analysis.
    c. Biological Resources Analysis/Assessment.
    d. Geotechnical Report
    e. Hydrology Calculations
    f. Water Quality Management Plan.
    g. Traffic Analysis. Prior to preparation of the analysis, the traffic engineer should submit a scope of work for review by the Development Services Department and Public Works Department.
    h. Additional studies determined to be necessary by the Development Services Director.

18. Please the attached environmental consultant list for consultants approved by the City. If another consultant is desired, the City may require a statement of qualifications to ensure the consultant meets the City's standards.

The items listed below shall be included on the plans referenced.

19. Site Plan
    a. Legal description of the property;
    b. Assessor Parcel Number;
    c. Adjacent streets and alleys by name;
    d. The location and dimension of all proposed parking areas and spaces;
    e. Any legal easements that cross the property or other pertinent legal features;
    f. Property lines and dimensions;
    g. Location of improvements within 100 feet of the site boundaries;
    h. Square footages and percentages of the project area for landscaping, paved areas, coverage by the building(s), floor area ratio, etc.;
    i. All building setbacks from all property lines;
    j. Street dedications and improvements;
    k. Existing or proposed medians within 100 ft. of site;
    l. Fire truck turning templates at driveways on site and the tracking of front and rear tires for the appropriate size truck for use or standard fire truck, (whichever is larger). Indicate design vehicle used for template;
    m. All existing and proposed utilities (i.e. boxes, backflow preventer, etc.) and fire hydrants; and
    n. All proposed gate locations onsite.

20. Landscaping Plan

a. A landscaping plan which shows the proposed landscaping (trees, shrubs, and groundcover) with building footprints and parking areas shown as well;
b. The location of the planting area;
c. Number and general types of plants to be used;
d. AB325 State water calculations & valve scheduling charts;
e. Agronomic soils report with recommendations;
f. Include the MAWA for the plans, including the calculations used to determine the MAWA and consistent with the Water Efficient Landscape Worksheet submitted for the project;
g. Include the ETWU for the plans, including, the calculations used to determine the ETWU and consistent with the Water Efficient Landscape Worksheet submitted for the project;
h. A compliance statement signed by the person who prepared the plans is provided on the title sheet for each set of the plans as follows:

"I am familiar with the requirements for landscape and irrigation plans contained in the City of Upland Water Efficient Landscape Regulations. I have prepared this plan in compliance with those regulations and the Landscape Design Manual. I certify that the plan implements those regulations to provide efficient use of water. Under penalty of perjury, I affirm that the foregoing is true and correct."

21. Floor Plans
    a. Interior layout and dimensions of all floors;
    b. Finished floor elevations of ground floors;
    c. Show all rooms and their use;
    d. Provide exiting analysis to show compliance with California Building Code requirements;
    e. Building cross sections with vertical floor-to-floor/floor-to-roof dimensions.

22. Roof Plans
    a. Direction and pitch of all roof elements;
    b. Roofing material;
    c. Location and dimensions of all roof mounted equipment and required screening;
    d. Height analysis.

23. Elevations
    a. Detailed plans illustrating all proposed exterior features;
    b. Label the type of construction materials for each architectural feature;
    c. Label colors for each architectural feature;
    d. Label screening materials for roof mounted equipment including HVAC;
    e. All exterior elevations including those surrounding courts and patios;
    f. Indicate all architectural features. Indicate all features to be removed as dashed lines;
    g. Specify all materials to be used;

h. Indicate the height of the highest wall and/or roof element, the height of any architectural features such as towers or cupolas, and the maximum height of freestanding walls or fences.

24. Section Details
    a. Cross sections of the building shall include existing and proposed grades from property line to property line;
    b. Longitudinal section of the building or buildings;
    c. Typical details of any architectural feature such as cornice bands, wall caps, railing including wrought iron, chimney detailing, wall detailing, fascias, and any decorative detailing.

25. Grading Plans
    a. Existing and proposed contours on- and off-site for 15 feet (2 feet interval may be required);
    b. Existing and proposed flow lines;
    c. All existing and proposed retaining walls with detailed information including top of wall and finished surface/grade on both sides of the wall;
    d. All top and tow of existing and proposed slopes;
    e. All existing and proposed terrace and down drains;
    f. All cross sections of manufactured cut and fill areas;
    g. All existing and proposed pad elevations;
    h. Cross sections from side property line to side property line and center line of street to rear property plus any impacted features on adjacent properties showing existing conditions and improvements;
    i. Clearly identify all ADA/Title 24 accessible paths of travel (private and public property) throughout the project on a preliminary grading/site plan;
    j. Existing improvements and trees shown in existing locations and note whether they are to remain, be relocated or removed.

    Note: If required, rough grading plans shall be prepared and signed by a civil engineer registered in the State of California. Applicants must provide a soils and geology report prepared by a soils engineer and geologist registered in the State of California. Grading and drainage plans may be combined on one sheet provided the information remains clear.

26. Drainage Plans
    a. Flow lines;
    b. Retaining structures;
    c. Drainage facilities and structures;
    d. Hydrology and hydraulic calculations;
    e. Indicate whether the drainage facilities are to be publicly or privately owned and maintained.

Note: Drainage plans shall be prepared and signed by a civil engineer registered in the State of California. Grading and drainage plans may be combined on one sheet provided the information remains clear.

Additional Information

27. The applications must be typed or printed and filled in completely.

28. If the applicant is not the property owner, the property owner shall designate the applicant as the authorized agent to act on his/her behalf and both shall sign this application.

29. Proof of property ownership, e.g., deed, title insurance policy.

30. Chain of title indicating prior ownership and date of lot creation, Certificate of Compliance, or copy of recorded map.

31. A written narrative of the proposed use or project. The narrative shall contain the following minimum information: (a) Description of project and services, including proposed use, square footage, hours and days of operation, number of employees, and other information as appropriate. (b) Reasons for initiating this application. (c) Description of surrounding uses to the north, south, east and west. (d) Description of population served by the proposed use or project.

32. Include a development standard conformance matrix on the cover sheet of the site plan. The matrix shall include information on how the project complies with all aspects of the Zoning Code regarding setbacks, building height, site coverage, parking, landscaping, etc.

33. An electronic version (PDF) of the plans is required.

Public Works Department – Alan French, Principal Engineer 909-931-4235

34. Please show utility service connections.

35. Please show spot elevations.

36. Please see attached submittal preparation checklist for Public Works minimum guidelines.

Building Division – Tom Campbell Interim Building Official/Contract Plans Examiner, 909-931-4115

37. The applicant must show compliance with the 2022 Model Codes at the time of building permit submittal.

38. The applicant must submit a soils report at the time of building permit submittal.

39. Site ADA inspection report (CASp) will be required prior to final inspection.

----------End of Comments----------

We look forward to the full submittal of your project. If you have any questions or need any assistance, or would like to schedule a predevelopment meeting, please contact me by email at jwinter@uplandca.gov or by phone at (909) 931-4143.

Sincerely,

Joshua Winter

Joshua Winter
Senior Planner