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www.ci.walnut.ca.us



CITY OF WALNUT

July 19, 2017

Via E-Mail and Certified Mail

Gary Nellesen, Director, Facilities Planning and Management
Mt. San Antonio College
1100 North Grand Avenue
Walnut CA 91789-1399

SUBJECT: Mt. San Antonio Community College District's (Mt. SAC) proposed temporary parking lot improvement application comprised of three hundred (300) parking spaces and related site improvements. (APN: 8709-023-905)

Dear Mr. Nellesen:

Thank you for your July 3, 2017 submittal of Mt. SAC's proposed improvement plans to construct a three hundred (300) space temporary parking lot generally located on the southeast corner of Temple Avenue and Bonita Drive within the City of Walnut, California, 91789 (APN: 8709-023-905). Walnut's Community Development Department reviewed your proposal and this letter serves as a notice that your development application has been deemed **complete**. Before staff can move forward with the project, the following items must be completed:

1. **Planning Commission Approval:** Pursuant to Walnut Municipal Code (WMC) Section 6-5.6(b) of Chapter 6, Article II:

"If a grading plan proposes a change in elevation of five feet or more from existing elevation and a development is not involved which would require planning commission review or approval, the grading plan shall be submitted to the planning commission for their discretionary approval."

The submitted three hundred (300) space temporary parking plan with grading and related site improvements proposes elevation changes in excess of five (5') feet and is subject to Planning Commission review pursuant to WMC Section 6-5.6(b). An

July 19, 2017

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additional application cost of \$485.00 must be submitted for review of the project by the Planning Commission. Planning Commission review dates for which the project may be scheduled will be provided at a later date once the additional application costs are received and upon completion of environmental review pursuant to the provisions of the California Environmental Quality Act (CEQA).

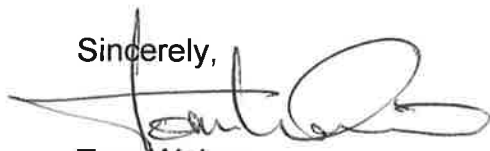
2. **Environmental Review:** The proposed three hundred (300) space temporary parking lot with related grading and site improvements does not qualify as an Article 9 Categorical Exemption as identified within CEQA. As such, an Initial Study (IS) shall be performed to identify potential environmental effects that may be created because of the project, and determine the appropriate environmental document that must be prepared.

Therefore, the City's third-party environmental consultant, ECORP Consulting, Inc. (ECORP), will be preparing an IS and related environmental documents. A deposit shall be submitted to cover the expenses of this review as required by the Planning, Environmental, Subdivision & Code Enforcement Fee Schedule adopted by City Council Resolution 15-43 (Attachment 1). ECORP has submitted a cost proposal of \$22,000.00 to prepare the IS and related environmental documents for the temporary parking lot project (Attachment 2 – ECORP's July 14, 2017 Proposal for Environmental Services). The total amount to be deposited shall be **\$26,400.00**, which includes the 20% administrative fee referenced in Attachment 1.

Once authorized by Mt. SAC to proceed, and the required deposit submitted, the City will execute and administer the agreement. Please be advised that any proposed contract agreement amount under \$30,000 can be approved administratively. Any amount over \$30,000 requires City Council review and approval. **Please note that ECORP's proposal is valid for thirty (30) days and may be subject to change beyond this period.**

If you have any questions please call the Community Development Department at (909) 595-7543 extension 312 or via email at cvaquez@cityofwalnut.org.

Sincerely,



Tom Weiner
Community Development Director



Chris Vasquez
Associate Planner

Attachment

1. Development Application and Planning, Environmental, Subdivision & Code Enforcement Fees (established by City Council Resolution 15-43)
2. ECORP Proposal for Environmental Services dated July 14, 2017

cc: Rob Wishner, City Manager
Dave Gilbertson, City Engineer
Justin Carlson, City Planner
Barbara Leibold, City Attorney

ATTACHMENT 1

Development Application and Planning,
Environmental, Subdivision & Code Enforcement
Fees (established by City Council Resolution 15-43)



City of
Walnut

Community Development Department
21201 La Puente Road • Walnut, CA 91789
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Planning, Environmental, Subdivision & Code Enforcement Fees

As Established by City Council Resolution 07-10 2/28/2007

		FEES
A. PLANNING (1)(2)		
Site Plan/Architectural Review - Administrative Review	\$180	plus \$36/lot & \$135/building or house
Site Plan/Architectural Review - Planning Commission Review	\$800	plus \$36/lot & \$135/building or house
Conditional Use Permit	\$1,890	
Variance	\$1,890	
Accessory Structure in Rural Overlay	\$63	
Appeal to Planning Commission or City Council		1/2 of Original Application Fee
Sign Review (Individual Business)	\$135	per sign
Sign Review (Center-Wide Master Sign Program)	\$350	
Temporary Banner Permit	\$150	
Temporary Use Permit	\$150	
General Plan Amendment	\$2,500	(3)
Zone Change	\$2,500	plus \$63/acre over 10 acres (3)
Zoning Code Amendment	\$2,500	(3)
Specific Plan/Specific Plan Amendment	\$2,500	(3)
Document Imaging	\$25	per application
B. ENVIRONMENTAL (1)(2)(4)		
Notice of Exemption/Determination	\$50	
Initial Study/Negative Declaration/Environmental Impact Report	\$180	(3)
C. SUBDIVISIONS (1)(2)		
Tentative Parcel Map/Tentative Tract Map	\$1,260	plus \$63/Lot (3)
Lot Line Adjustment	\$750	
Certificate of Compliance	\$500	
Tentative Map Revision		25% of Initial Application Cost
Final Map	\$2,250	plus \$54/Lot
Easement Checking	\$350	per Map
Monument Inspections	\$350	per Inspection

Planning, Environmental, Subdivision & Code Enforcement Fees Continued

D. CODE ENFORCEMENT ACTIVITIES		
Personnel for Abatement		
a. City Personnel		All services provided by City personnel shall be reimbursed at the actual hourly rate of that person, including benefits. Rates shall be determined by the most recent Personnel Resolution adopted by the City Council.
b. Contract Personnel Services		Any supplemental personnel and/or service shall be reimbursed at the billed rate plus 20% for City Administrative fees. This includes special contract services as well as services provided by LA County Sheriff's Department, City Attorney's Office, etc.
Equipment for Abatement		
a. City Equipment		All services provided by using City equipment shall be reimbursed at the following rates plus personnel cost to run said equipment:
	Tractor Loader	\$55 per hour
	City Truck	\$25 per hour
b. Contract Equipment		Any supplemental equipment shall be reimbursed at the billed rate plus 20% for City Administrative fees.
Reinspection		\$150 initial fee upon third visit to the site, plus all personnel and equipment costs noted above from this time until case is closed; \$250 upon fourth visit to the site, plus all personnel and equipment costs noted above from this time until case is closed;
Reoccurring Condition		\$150 initial fee upon finding of reoccurring condition, plus all personnel and equipment costs noted above from this time until the case is closed.
False Alarms		
	Offense Nos. 1-3 :	Written Warning
	Offense Nos. 4+:	\$72.50 for the 4th offense, plus \$72.50 for each successive offense within a 12-month period.

Notes:

- (1) Application fees assume 2 screen check reviews. Should additional screen check reviews be necessary, additional application fees in the amount of 25% of the initial application fee may be required.
- (2) Applications that are inactive for more than 6 months are subject to new application fees.
- (3) Plus any related City and/or Consultant Costs and 20% Administrative Costs. Deposit shall be made with the City to cover City costs as determined by the Community Development Director.
- (4) Does not include any applicable County filing fees or State Fish & Game filing fees.

ATTACHMENT 2

ECORP Proposal for Environmental Services dated
July 14, 2017



July 14, 2017
(P17-265.01)

Derrick Womble, Senior Management Analyst
City of Walnut
21201 La Puente Road
Walnut, CA 91789
Via E-Mail: dwomble@cityofwalnut.org

Subject: Proposal for Initial Study/Negative Declaration – Mt. SAC Temporary Parking Plan

Dear Mr. Womble:

ECORP Consulting, Inc. (ECORP) is pleased to provide this proposal to provide CEQA documentation services for the Temporary Parking Plan (TPP) within the Mt. San Antonio College Physical Education Project (PEP). We understand the Initial Study (IS) will be used by the City as Responsible Agency to provide environmental information in support of issuance of grading and haul permitting for the TPP at the project site. The TPP proposes a temporary surface parking area of approximately 382 spaces within the southerly portion of the phased PEP development program.

The Scope of Work and Cost below contain the technical approach and costs proposed by ECORP for this project.

SCOPE OF WORK

Task 1 – Initial Study/Negative Declaration

Task 1A – Administrative Draft IS/ND

ECORP will review TPP plans and other documentation provided by the City and/or Mt. SAC, and attend a kickoff meeting with City staff to confirm scope, schedule, and additional data sources. Initial Study format, impact significance thresholds, and performance protocols will be confirmed. A PEP-TPP site visit may be conducted as part of this task.

An IS/ND (or IS/MND if necessary) will be prepared using the approved checklist format from the City or Appendix G of the CEQA Guidelines. ECORP will prepare a description of the project including the location of the project area (including a project map), a brief description of the environmental setting, an identification of environmental effects using the above-referenced checklist format, a brief substantiation of the checklist entries, and a list of references and preparers.

Air Quality and Noise. To the extent TPP construction information (i.e., earthwork equipment, quantities, duration) is readily available from the City or Mt. SAC, ECORP's Environmental Scientist-Air

and Noise Specialist will estimate TPP construction phase air emissions and noise impacts for use in the IS/ND.

Hydrology/Water Quality. ECORP's Staff Hydrologist will review Erosion Control Plans and the Storm Water Pollution Prevention Plan (SWPPP) for use with the IS.

Geology/Geotechnical. Group Delta Consulting, Inc. will independently review TPP plans and geotechnical reports provided by the City for use in providing IS findings and recommendations. (See Task 2A, below)

ECORP will identify relevant state and local regulations, codes, and ordinances to reduce potentially significant effects. If necessary, ECORP will recommend mitigation measures that can be developed using existing data.

We have assumed we will receive copies of any previously prepared technical reports, plans, and other project information from the City, including electronic versions, to the extent available.

Task 1A Deliverables:

- An electronic copy of the Administrative Draft IS/ND will be submitted to the City via email for review and comment.

Task 1B – Prepare Draft IS/ND

After receipt of one (1) set of integrated comments on the Administrative Draft IS/ND from the City, we will revise the IS/ND accordingly. ECORP will provide five (5) bound copies (with CD appendices) and one (1) electronic copy of the environmental document to the City for internal use. ECORP will mail up to twenty (20) copies of the document (hardy copy with CD appendices) to addressees on the mailing list. ECORP has assumed that the City and Mt. SAC will work together to assemble the mailing list.

Optional Task 1C – Prepare Public and Agency Notices

ECORP will prepare the following notices as required by CEQA:

- Notice of Intent (NOI) to Adopt a Negative Declaration (or MND)
- Notice of Completion (NOC) (if needed for State Clearinghouse distribution)
- Notice of Determination (NOD)

One copy of these notices will be filed with the Los Angeles County Clerk (and State Clearinghouse, as necessary). One electronic copy of each notice will be provided to the City. Payment of a CDFW fee when the NOD is posted is not assumed or included.

The NOI is required by CEQA to either be posted on-site, mailed (certified-return receipt) to surrounding property owners or published in a newspaper of general circulation. For this project we have assumed that the NOI will be posted on-site or published in newspaper of general circulation. We have assumed that the City or Mt. SAC will pay the newspaper fee directly.

Optional Task 1D – Final IS/ND (and MMRP if necessary)

The City (Planning Commission) must consider any comments received on the ND (or MND) when making a decision on the project. For cost purposes we have assumed that up to 10 comment letters containing 2 comments each will be received (or a total of 20 comments). The Final IS/ND will include responses to comments received on the Draft IS/ND, any changes to the Draft IS/ND, and a Mitigation Monitoring and Reporting Program (MMRP, only if MND required), prepared in accordance with CEQA Guidelines Section 15097. The MMRP would be prepared in a table format.

An Administrative Final IS/ND and MMRP will be prepared. After review by the City, the Final IS/ND (and MMRP if necessary) will be provided. ECORP will send the Final IS/ND (and MMRP if necessary) to agencies, organizations, and individuals that commented on the project, and also notify them of the date and time of the public hearing for consideration of the project, as required by CEQA.

Task 1D Deliverables:

- ◆ Electronic submittal of the Administrative Final IS/ND (and MMRP if MND is required)
- ◆ Five (5) bound copies and one (1) electronic copy of the Final IS/ND. Five (5) bound copies will be mailed to commenting agencies and interested parties, for a total of 10 bound copies.

Task 2 – Technical Studies

The following studies will be prepared in support of the IS/MND as described below.

Task 2A – Geotechnical Review

Group Delta will perform a peer review of plans and geologic/geotechnical reports which have been prepared by others for the TPP. The following plans and documents are anticipated for Group Delta's review:

- California Geological Survey Approval Letter (May 2016)
- Temporary Parking Key Plan (1"=80')
- Temporary Parking Stripping Plan (1"=80')
- Geotechnical Study Report, Temporary Parking Plan (Converse Consultants, January 23, 2015)
- Existing Conditions Plans (Multiple sheets)
- DSA Approved Grading Plans

Previously, Group Delta reviewed and prepared a technical memorandum on the following geotechnical report prepared as part of Mt. San Antonio College Physical Education Project (PEP):
"Converse Consultants, Geotechnical Study Report (Final), Proposed Athletic Complex East, Mount San Antonio College, Walnut, California, January 23, 2015"

Group Delta's scope of work will consist of the following:

- Review of Temporary Parking Plans including proposed pavement structural sections.
- Review of DSA approved grading plans
- Group Delta understands that slope stability is one issue addressed in the report. Review of a geologic/geotechnical report will include:
 - Review that CEQA geologic hazards have been addressed in the report
 - Review that geotechnical design recommendations have been performed in accordance with the 2016 California Building Code.
 - Review public sources of information that identify geologic hazards, such as Alquist-Priolo fault maps and State of California Earthquake Hazard Zones.
 - Review geologic/geotechnical data presented in the report
 - Review the analyses and results presented in the geologic/geotechnical report
 - Review measures presented in the geologic/geotechnical report to mitigate geologic hazards
 - Assess the need for additional geotechnical work.
- Prepare a letter report with review comments, including observations on the need for any additional geotechnical investigation or mitigation measures, if any
- Review the responses to review comments by the preparer of the geologic/geotechnical report for the project. Group Delta will provide one round of review comments and review of responses to those comments.

Group Delta's scope of work includes a desktop peer review and does not include a field exploration program.

Deliverables

- ✦ Geology/Geotechnical Review letter report with review comments (attachment to CEQA Initial Study)

Task 3 – Client Request/Meetings

The ECORP Project Manager will participate in meetings/conference calls, and respond to Client requests. Technical staff will support the information requests as directed by the Project Manager.

SCHEDULE

The expected time frame for the completion of the IS/ND is identified below. This schedule can be modified based on the needs of the City.

Tasks	Time Frame for Completion
City Notice to Proceed (NTP)	--
Task 1: IS/ND	
1A: Admin Draft IS/ND	4 weeks from notice to proceed
City Review	1 week
1B: Draft IS/ND	1 week from receipt of City comments
Task 2: Technical Studies	
2A: Geologic/Geotechnical Review	Prepared concurrently with Task 1A (estimate 1-2 weeks from NTP)
Task 3: Client Request/Meetings	As needed
Optional Tasks	
1C: Notice of Intent/Notice of Completion	With Draft IS/MND
Public/Agency Review	30 calendar days
1D: Final IS/ND (or MND w/ MMRP) (includes Responses to Comments)	2 weeks from end of public review period
City Review – Final IS/ND	1 week
Notice of Determination	Filed with the County Clerk of Los Angeles within 5 days of MND adoption

COST ESTIMATE

ECORP will complete the above scope of work (Tasks 1, 2 and 3) on a time-and-materials basis. Our costs are detailed below.

Table 1 – Cost Breakdown

Activity	Cost
Task 1 – IS/MND	
1A – Administrative Draft IS/ND (or MND)	\$9,000
1B – Draft IS/ND (or MND)	\$3,500
Task 2 – Technical Studies	
2A – Geology/Geotechnical Review	\$5,000
Task 3 – Client Request/Meetings	TBD
<i>Task 1, 2, 3 Subtotal</i>	<i>\$17,500</i>
Optional Tasks	

Activity	Cost
Optional 1C – Notices (NOI, NOC, NOD)	(\$1,250)
Optional 1D – Final IS/ND (& MMRP if necessary)	(\$3,250)
<i>Optional Task Subtotal</i>	<i>(\$4,500)</i>
COST ESTIMATE – Basic Tasks 1, 2, and 3*	\$17,500
COST ESTIMATE – With Optional Tasks	(\$22,000)

*as requested, at an hourly rate of \$200

Assumptions

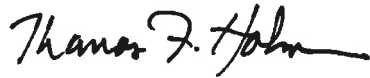
- ◆ Schedule estimates are based on our best judgment of the requirements known at the time of the proposal and can be influenced favorably or adversely by the City's needs and other circumstances. ECORP Consulting, Inc. will perform the services and accomplish the objectives within the presented costs and schedule. However, if the scope of work or schedule changes, ECORP Consulting, Inc., will offer separate proposals for any out-of-scope work.
- ◆ ECORP Consulting, Inc. shall not be held responsible for work delays or cancellations caused by strikes, accidents, acts of God, delays imposed by the City, or other delays beyond the control of ECORP Consulting, Inc.
- ◆ It is assumed that ECORP Consulting, Inc. can use and rely on the data and information contained in the project related documents provided by the City. ECORP Consulting, Inc. will not be responsible for the content or accuracy of these studies.
- ◆ ECORP Consulting, Inc. assumes for purposes of this project and proposal that the lead agency has complied with the terms of AB 52 re: Tribal Cultural Resources.
- ◆ This cost is valid for a period of 30 days from the date of this the proposal. Beyond 30 days, ECORP Consulting, Inc., reserves the right to reevaluate the cost.
- ◆ Expert Witness Testimony, including Depositions, is billed on a time-and-materials basis at time and a half.
- ◆ If a technical study identifies an impact that would remain significant after mitigation (potentially requiring an Environmental Impact Report [EIR]), then ECORP will immediately notify the City to determine if there may be an engineering solution to minimize or avoid the impact. For the purposes of this scope of work and cost, we have assumed the preparation of an ND (or MND). If the impact cannot be reduced to less than significant, ECORP will prepare a separate scope and cost for EIR preparation.
- ◆ Color copies, equipment, and other direct expenses are reimbursed with a 14% administrative handling charge (excluding mileage). These charges are included in the cost estimate, above.

Mr. Derrick Womble
July 14, 2017
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Thank you for the opportunity to submit this proposal. If you have any questions regarding this proposal, please contact the undersigned at (949) 241-5690 or via e-mail at tholm@ecorpconsulting.com, or contact Anne Surdzial at (909) 307-0046 or via e-mail at asurdzial@ecorpconsulting.com.

Sincerely,

ECORP Consulting, Inc.



Thomas F. Holm, AICP
Senior Environmental Planner/Project Manager

cc: Anne Surdzial
Brant Brechbiel