

PLANNING COMMISSION AGENDA

**Tuesday, April 22, 2025
6:30 PM**

**Diamond Bar City Hall – Windmill Community Room
21810 Copley Drive, Diamond Bar, CA 91765**

PUBLIC ADVISORY:

Members of the public are encouraged to participate and address the Planning Commission during the public comment portion of the meeting either in person or via teleconference.

CHAIR	NAILA BARLAS
VICE CHAIR	BRIAN WORTHINGTON
COMMISSIONER	SURENDRA MEHTA
COMMISSIONER	WILLIAM RAWLINGS
COMMISSIONER	RUBEN TORRES

How to Observe the Meeting From Home:

Members of the public can observe the meeting by calling +1 (562) 247-8422, [Access Code: 157-914-498](https://attendee.gotowebinar.com/register/8571396173095959133), or visiting <https://attendee.gotowebinar.com/register/8571396173095959133>

How to Submit Public Comment:

Please note, that in the event that comments by teleconferencing become infeasible due to an Internet or power outage or technical problems outside the City's control, the meeting at Diamond Bar City Hall – Windmill Community Room, 21810 Copley Drive, Diamond Bar, CA 91765 will proceed without interruption. If you wish to make certain that your comments are heard, please attend the meeting in person or send an email by 4:00 p.m. on the day of the meeting/hearing

The public may provide public comment by attending the meeting in person, by sending an email, or by logging into the teleconference. Please send email public comments to Planning@DiamondBarCA.gov by 4:00 p.m. on the day of the meeting and indicate in the Subject Line "FOR PUBLIC COMMENT." Written comments will be distributed to the Planning Commission members and read into the record at the meeting, up to a maximum of five minutes.

Members of the public will be called upon one at a time during the Public Comment portion of the agenda. Speakers are limited to five minutes per agenda item, unless the Chairperson determines otherwise.

American Disability Act Accommodations:

Pursuant to the Executive Order, and in compliance with the Americans with Disabilities Act, if you need special assistance to participate in the Planning Commission Meeting, please contact the Community Development Office (909) 839-7030 within 72 hours of the meeting. Commission recordings will be available upon request the day following the Planning Commission Meeting.

City of Diamond Bar
Planning Commission

MEETING RULES

PUBLIC INPUT

Members of the public may address the Planning Commission on any item of business on the agenda during the time the item is taken up by the Planning Commission. In addition, members of the public may, during the Public Comment period address the Planning Commission on any Consent Calendar item or any matter not on the agenda and within the Planning Commission's subject matter jurisdiction. Any material to be submitted to the Planning Commission at the meeting should be submitted through the Minutes Secretary.

Speakers are limited to five minutes per agenda item, unless the Chairperson determines otherwise. The Chairperson may adjust this time limit depending on the number of people wishing to speak, the complexity of the matter, the length of the agenda, the hour and any other relevant consideration. Speakers may address the Planning Commission only once on an agenda item, except during public hearings, when the applicant/appellant may be afforded a rebuttal.

Public comments must be directed to the Planning Commission. Behavior that disrupts the orderly conduct of the meeting may result in the speaker being removed from the meeting.

INFORMATION RELATING TO AGENDAS AND ACTIONS OF THE PLANNING COMMISSION

Agendas for regular Planning Commission meetings are available 72 hours prior to the meeting and are posted in the City's regular posting locations and on the City's website at www.diamondbarca.gov. The Planning Commission may take action on any item listed on the agenda.

Copies of staff reports or other written documentation relating to agenda items are on file in the Planning Division of the Community Development Department, located at 21810 Copley Drive, and are available for public inspection upon request. If you have questions regarding an agenda item, please call (909) 839-7030 during regular business hours.

HELPFUL CONTACT INFORMATION

Copies of Agenda, Rules of the Planning Commission, Recordings of Meetings (909) 839-7030

Email: info@diamondbarca.gov

Website: www.diamondbarca.gov

**CITY OF DIAMOND BAR
PLANNING COMMISSION
April 22, 2025**

AGENDA

CALL TO ORDER: 6:30 p.m.

PLEDGE OF ALLEGIANCE:

- 1. ROLL CALL: COMMISSIONERS:** Rawlings, Mehta, Torres, Worthington, Chair Barlas
- 2. APPROVAL OF AGENDA:** Chair
- 3. PUBLIC COMMENTS:**

"Public Comments" is the time reserved on each regular meeting agenda to provide an opportunity for members of the public to directly address the Planning Commission on consent calendar items or other matters of interest not on the agenda that are within the subject matter jurisdiction of the Planning Commission. Although the Planning Commission values your comments, pursuant to the Brown Act, members of the Planning Commission or staff may briefly respond to public comments, if necessary, but no extended discussion and no action on such matters may take place. There is a five-minute maximum time limit when addressing the Planning Commission. Please complete a speaker card and hand it to the Minutes Secretary (completion of this form is voluntary). The Planning Commission will call on in-person speakers first and then teleconference callers, one at a time to give their name and if there is an agenda item number they wish to speak on before providing their comment. If you wish to speak on a public hearing item or Planning Commission consideration item, you will then be called upon to speak at that point in the agenda.

4. CONSENT CALENDAR:

The following items listed on the consent calendar are considered routine and are approved by a single motion. Consent calendar items may be removed from the agenda by request of the Planning Commission only:

- 4.1 **Minutes Of The Planning Commission Regular Meeting** – March 25, 2025.

- 5. OLD BUSINESS:**
- 6. NEW BUSINESS:**
- 7. PUBLIC HEARING:**

- 7.1 **Conditional Use Permit Planning Case No. PL 2024-76:** Under the authority of DBCC Section 22.58, the property owner and applicant are requesting approval of a Conditional Use Permit to establish a 6,000-square-foot banquet hall. The proposed venue, previously occupied by Chase Bank, is located within a 106,393-square-foot shopping center. The applicant proposes to host private weddings, birthday celebrations, baby showers, workshops, networking events, and similar activities. The subject property is zoned Regional Commercial (C-3) with an underlying General Plan land use designation of Town Center Mixed Use (MU-TC).

PROJECT ADDRESS: 334 S. Diamond Bar Blvd., Diamond Bar, CA 91765 (APN: 8281-010-062)

APPLICANT: Vincent Whitley for Blank Canvas South, LLC, 4497 Hidden Stone Ave., Las Vegas, NV 89141

PROPERTY OWNER: 300 South Diamond Bar Blvd LLC, 800 West 6th Street Suite 600, Los Angeles, CA 90017

ENVIRONMENTAL DETERMINATION: The project has been reviewed for compliance with the California Environmental Quality Act (CEQA). Based on that assessment, the City has determined the project to be Categorically Exempt from the provisions of CEQA pursuant to Article 19 under Section 15301(a) (interior alterations involving such things as interior partitions, plumbing, and electrical conveyances) of the CEQA Guidelines. No further environmental review is required.

RECOMMENDATION:
Adopt the attached Resolution (Attachment A) approving Conditional Use Permit Planning Case No. PL 2024-76, based on the findings of Diamond Bar City Code Section 22.58, subject to conditions.

8. **PLANNING COMMISSION COMMENTS / INFORMATIONAL ITEMS:**

9. **STAFF COMMENTS / INFORMATIONAL ITEMS:**

9.1 **Project Status Report**

10. **SCHEDULE OF FUTURE EVENTS:**

CITY COUNCIL MEETING: Tuesday, May 6, 2025, 6:30 p.m.
South Coast Air Quality Management District
21865 Copley Drive
Diamond Bar, CA

PLANNING COMMISSION MEETING: Tuesday, May 13, 2025, 6:30 p.m.
Diamond Bar City Hall
The Windmill Community Room
21810 Copley Drive
Diamond Bar, CA

CITY COUNCIL MEETING: Tuesday, May 20, 2025, 6:30 p.m.
South Coast Air Quality Management District
21865 Copley Drive
Diamond Bar, CA

MEMORIAL DAY HOLIDAY: City offices will be closed on Monday, May 26, 2025 in observance of Memorial Day. City offices and facilities will reopen on Tuesday, May 27, 2025 at 7:30 a.m.

11. ADJOURNMENT

**MINUTES OF THE CITY OF DIAMOND BAR
REGULAR MEETING OF THE PLANNING COMMISSION
March 25, 2025**

CALL TO ORDER:

C/Torres called the meeting to order at 6:30 p.m. in the Windmill Community Room, 21810 Copley Drive, Diamond Bar, CA 91765.

PLEDGE OF ALLEGIANCE: Commissioner Worthington led the Pledge of Allegiance.

1. ROLL CALL: Commissioners Barlas, Worthington, Torres

ABSENT: Rawlings, Mehta

STAFF PRESENT: Greg Gubman, Community Development Director; Grace Lee, Planning Manager; Mayuko Nakajima, Senior Planner; Arlene Laviera, Administrative Coordinator; and James H. Eggart, City Attorney

2. REORGANIZATION OF PLANNING COMMISSION: Selection of Chairperson and Vice Chairperson.

Torres moved, and Worthington seconded to appoint Barlas as Chair and Worthington as Vice Chair to the Planning Commission. Motion carried 3-0-0-2 by the following Roll Call vote:

AYES:	3	COMMISSIONERS:	Barlas, Worthington, Torres
NOES:	0	COMMISSIONERS:	None
ABSTAIN:	0	COMMISSIONERS:	None
ABSENT:	2	COMMISSIONERS:	Rawlings, Mehta

3. PUBLIC COMMENTS: None.

4. CONSENT CALENDAR:

4.1 CONTINUED MINUTES OF THE PLANNING COMMISSION REGULAR MEETING – February 25, 2025.

Torres moved, and Barlas seconded to approve consent calendar. Motion carried 3-0-0-2 by the following Roll Call vote:

AYES:	3	COMMISSIONERS:	Torres, V/C Worthington, C/Barlas
NOES:	0	COMMISSIONERS:	None
ABSTAIN:	0	COMMISSIONERS:	None
ABSENT:	2	COMMISSIONERS:	Rawlings, Mehta

5. OLD BUSINESS:

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6. NEW BUSINESS:

7. PUBLIC HEARING:

- 7.1 **Development Review No. PL 2023-46:** Under the authority of DBCC Section 22.48, the applicant, Raz Grinbaum, and property owner, Mehul Dave, are requesting Development Review approval to remodel the exterior and construct a 211 square-foot first floor addition, 622 square-foot two-story addition, a 754 square-foot covered patio and a 153 square-foot balcony to an existing 1,276 square-foot single-story residence on a 7,801 square foot lot. The subject property is zoned Low-Medium Density Residential (RLM) with an underlying General Plan land use designation of Low Density Residential.

PROJECT ADDRESS: 1829 Los Cerros Drive, Diamond Bar, CA 91765
(APN: 8292-022-009)

APPLICANT: Raz Grinbaum, 5959 Topanga Canyon Boulevard,
Suite 150, Woodland Hills, CA 91367

PROPERTY OWNER: Mehul Dave, 1829 Los Cerros Drive, Diamond Bar,
CA 91765

ENVIRONMENTAL DETERMINATION: The project has been reviewed for compliance with the California Environmental Quality Act (CEQA). Based on that assessment, the City has determined the project to be Categorically Exempt from the provisions of CEQA pursuant to Article 19 under Section 15301(e)(additions to existing structures) of the CEQA Guidelines. Therefore, no further environmental review is required.

RECOMMENDATION:

Adopt the attached Resolution (Attachment A) approving Development Review No. PL2023-46, based on the findings of Diamond Bar City Code Section 22.48, subject to conditions.

SP/Nakajima presented staff report for Development Review No. PL 2023-46.

Torres moved, and Barlas seconded to adopt Resolution No. 2025-08 approving Development Review Case No. 2023-46, subject to the conditions of approval. Motion carried 3-0-0-2 by the following Roll Call vote:

AYES:	3	COMMISSIONERS: Torres, V/C Worthington, C/Barlas
NOES:	0	COMMISSIONERS: None
ABSTAIN:	0	COMMISSIONERS: None

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ABSENT: 2 COMMISSIONERS: Rawlings, Mehta

- 7.2 **Development Review No. PL2022-74:** Under the authority of DBCC Section 22.48, the applicant, Ricardo Moura, and property owner, Diane Shi, is requesting Development Review approval to construct a new 6,034 square-foot, three-level single-family residence with an attached 719 square-foot subterranean garage, 1,008 square-foot covered patio and balcony areas, and rear yard improvements on a 1.07 gross-acre (46,508 gross square-foot) undeveloped lot. The subject property is zoned Rural Residential (RR) with an underlying General Plan land use designation of Rural Residential.

PROJECT ADDRESS: 2725 Clear Creek Lane, Diamond Bar, CA 91765
(APN: 8713-038-018)

APPLICANT: Ricardo Moura, 5236 Yarmouth Avenue, Suite 113,
Encino, CA 91316

PROPERTY OWNER: Diane Shi, PO Box 373, Sierra Madre, CA 91025

ENVIRONMENTAL DETERMINATION: The project has been reviewed for compliance with the California Environmental Quality Act (CEQA). Based on that assessment, the City has determined the project to be Categorically Exempt from the provisions of CEQA pursuant to Article 19 under Section 15303(a) (construction of a new single-family residence) of the CEQA Guidelines. No further environmental review is required.

RECOMMENDATION:

Adopt the attached Resolution (Attachment A) approving Development Review No. PL2022-74, based on the findings of Diamond Bar City Code Section 22.48, subject to conditions.

PM/Lee presented staff report for Development Review No. PL2022-74.

Worthington moved, and Torres to adopt Resolution No. 2025-09 approving Conditional Use Permit Planning Case No. 2022-74, subject to the conditions of approval with additional conditions requiring the submittal of detailed drainage system information, and hydrology and hydraulic study. Motion carried 3-0-0-2 by the following Roll Call vote:

AYES:	3	COMMISSIONERS: Torres, VC/Worthington, C/Barlas
NOES:	0	COMMISSIONERS: None
ABSTAIN:	0	COMMISSIONERS: None
ABSENT:	2	COMMISSIONERS: Rawlings, Mehta

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8. PLANNING COMMISSION COMMENTS/INFORMATION ITEMS:

Commissioner Torres congratulated both Barlas and Worthington.

9. STAFF COMMENTS/INFORMATIONAL ITEMS:

CDD/Gubman welcomed VC/Worthington to the Planning Commission.

CDD/Gubman informed the Planning Commission that there is no meeting scheduled for April 8, 2025.

10. SCHEDULE OF FUTURE EVENTS:

As noted in the agenda.

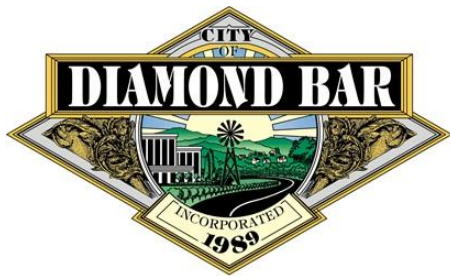
ADJOURNMENT: With no further business before the Planning Commission, C/Barlas adjourned the Regular Planning Commission meeting at 6:55 p.m. to the regularly scheduled meeting on Tuesday, April 22, 2025.

The foregoing minutes are hereby approved this 22nd day of April, 2025.

Attest:
Respectfully Submitted,

Greg Gubman, Community Development Director

Naila Barlas, Chair



PLANNING COMMISSION AGENDA REPORT

CITY OF DIAMOND BAR ~ 21810 COPLEY DRIVE ~ DIAMOND BAR, CA 91765 ~ TEL. (909) 839-7030 ~ FAX (909) 861-3117

AGENDA ITEM NUMBER: 7.1

MEETING DATE: April 22, 2025

CASE/FILE NUMBER: Conditional Use Permit No. PL2024-76

PROJECT LOCATION: 334 S. Diamond Bar Blvd.
Diamond Bar, CA 91765
(APN 8281-010-062)

GENERAL PLAN DESIGNATION: Town Center Mixed Use (MU-TC)

ZONING DISTRICT: Regional Commercial (C-3)

PROPERTY OWNER: 300 South Diamond Bar Blvd LLC
800 West 6th Street Suite 600
Los Angeles, CA 90017

APPLICANT: Vincent Whitley for Blank Canvas South, LLC
4497 Hidden Stone Avenue
Las Vegas, NV 89141

SUMMARY:

The applicant is requesting approval of a Conditional Use Permit to establish a 6,000-square-foot banquet hall. The proposed venue, previously occupied by Chase Bank, is located within a 106,393-square-foot shopping center. The applicant proposes to host private weddings, birthday celebrations, baby showers, workshops, networking events, and similar activities.

RECOMMENDATION:

Adopt the attached Resolution (Attachment A) approving Conditional Use Permit No. PL2024-76, based on the findings of Diamond Bar City Code (DBCC) Section 22.58, subject to conditions.

BACKGROUND:

The subject property consists of a 0.71-acre parcel located on the northeastern side of the intersection of Diamond Bar Boulevard and Golden Springs Drive. The multi-tenant commercial shopping center is anchored by a CVS pharmacy and a Smart & Final grocery store and includes various inline shops, such as restaurants, dry cleaner, mail service, personal services, and general retail. The property was developed in 1970 under Los Angeles County standards and is comprised of five buildings with a total floor area of 106,393 square feet. Although the Smart & Final grocery store parcel is under separate ownership from the project site, the property shares reciprocal parking and access with the other five parcels, collectively known as the Diamond Bar Shopping Center. There are 419 total off-street parking spaces on-site.

The property is legally described as Lot 3 of Parcel Map No. 373-53-56. The Assessor's Parcel Number (APN) is 8281-010-062.

Site and Surrounding General Plan, Zoning and Land Uses

The project site is located on the east side of Diamond Bar Boulevard and north of Golden Springs Drive. The site is surrounded by a commercial shopping center to the north and west, a medical office building to the east and a gas station with auto service bays to the south.



Site (Plan View) Aerial

The following table describes the surrounding land uses located adjacent to the subject property:

	General Plan Designation	Zoning	Land Uses
Site	Town Center Mixed Use	C-3	Bank
North	Town Center Mixed Use	C-3	Commercial Shopping Center (Retail, Restaurant, Service)
South	Town Center Mixed Use	C-3	Gas Station and Auto Service
East	Town Center Mixed Use	C-2	Medical Offices
West	Town Center Mixed Use	C-2	Commercial Shopping Center (Retail, Restaurant, Service)



Storefront of Proposed Business Location



Adjacent Businesses to the North



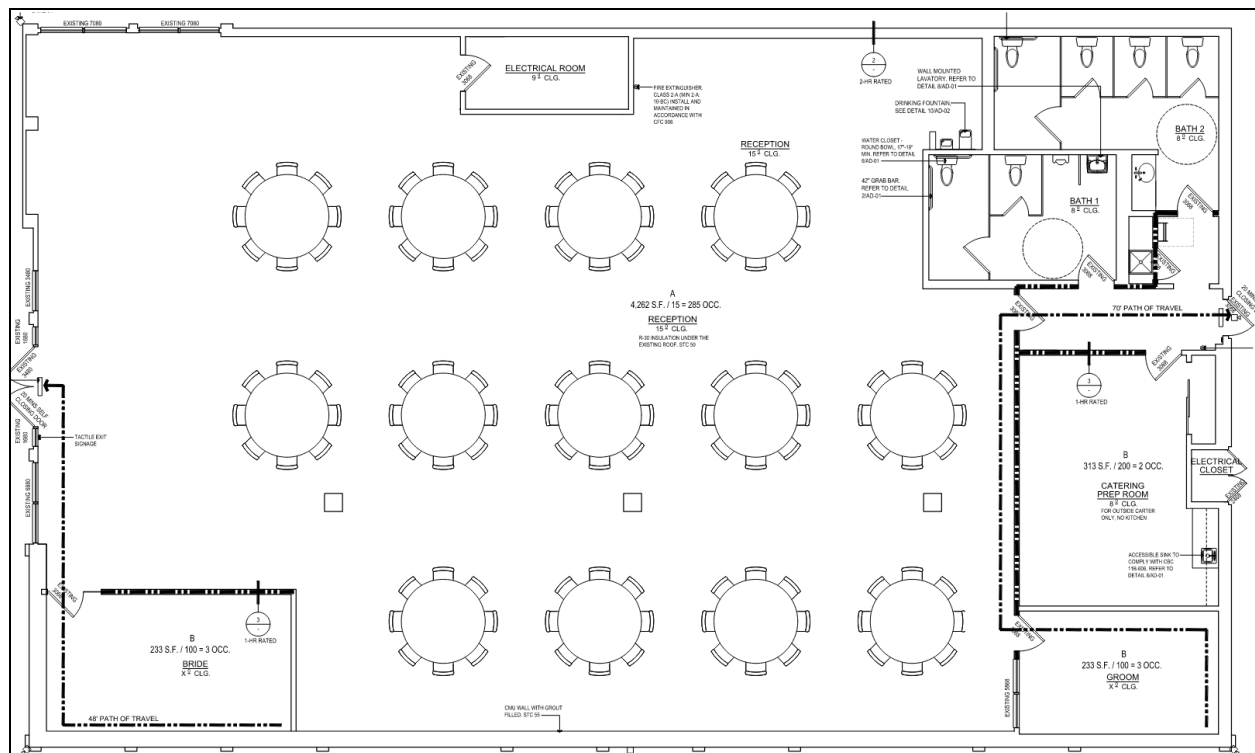
Adjacent Business to the South

Project Description

Blank Canvas South is proposing to operate a 6,000 square-foot banquet hall to host private weddings, birthday celebrations, baby showers, workshops, and networking events. The business will be open for consultations and viewings during the daytime, with most events held on Fridays, Saturdays and Sundays from 3:00 p.m. to 11:00 p.m. The number of staff members on-site will include two to three event coordinators and the following third-party vendors (depending on the nature of the event): one to two bartenders, four to six outside vendors such as food caterers, one to two security personnel, for a total of up to 13 staff members/vendors. Staff will typically arrive two hours before the event for setup and preparation, and will leave approximately two hours after the event for cleanup.

Floor Plan

The proposed floor plan would consist of a 4,262 square-foot main reception area in the center, a 233 square-foot bridal suite and a 233 square-foot groom's room located in the corners, a 313 square-foot catering/preparation room at the rear, and separate women's and men's restrooms. Access will be provided through the existing front doors facing Diamond Bar Boulevard, with a secondary exit at the rear of the building. The space can accommodate up to 13 round tables, each seating eight guests, for a total maximum capacity of 104 attendees per event.



Proposed Floor Plan

Building Facade

The existing building features a mansard-style roof with S-shaped red tiles, exposed wood rafters, textured white brick, and rectangular, black-tinted windows on the west and north elevations. The applicant proposes to resurface the existing wall surfaces on the front (west) elevation with smooth white stucco, including the area where the previous ATMs were located. No changes are proposed for the north, east, or south elevations. However, staff is recommending a condition of approval in the draft resolution requiring that the north, east, and south elevations also be repainted the same color as the front (west) elevation to ensure consistency on all sides.

Alcohol

Blank Canvas South LLC will not serve alcohol. If a client wishes to serve alcohol at their event, they must hire an outside vendor with the appropriate license, issued by the California Department of Alcoholic Beverage Control (ABC). All outside vendors will be

required to obtain a business license with the City prior to conducting any business activities.

ANALYSIS:

Review Authority (DBCC Section 22.58)

A CUP is required for uses whose effect on the surrounding area cannot be determined before being analyzed for suitability at a particular location.

When reviewing a CUP, consideration is given to the location, design, configuration, operational characteristics and potential impacts to determine whether or not the proposed use will pose a detriment to the public health, safety and welfare. If it can be found that the proposed use is likely to be compatible with its surroundings, the Commission may approve the proposed use subject to conditions stipulating the manner in which the use must be conducted. If the Commission finds that the proposed use is likely to be detrimental to the general peace, health and general welfare, then it must deny the request.

When a CUP is approved, it runs with the land and all conditions placed on the CUP are binding on all successors in interest. In other words, if the owner were to close the business, a new tenant could locate in the space and operate the same type of business. The new tenant would be required to comply with the same conditions as the previous tenant and would not be permitted to expand the business without full review and approval by the Planning Commission.

Parking and Circulation

The required number of parking spaces for places of assembly is one space for each three seats, and shopping centers over 50,000 square feet in size are required to provide one parking space for every 300 square feet of gross floor area for commercial uses that are not subject to approval of a CUP. The parking requirement for businesses approved under a CUP (e.g., schools, tutoring, health/fitness studios, etc.) are calculated separately. The table below provides a summary of the parking requirements for the shopping center.

City's Development Code Parking Requirement

Use	Sq. Ft.	Parking Ratio	Parking Required	Parking Provided
Shopping Center	100,393	1 space for each 300 sq. ft. of gross floor area for centers over 50,000 sq. ft.	335	
Proposed Banquet Hall (Blank Canvas South)	6,000	1 space for each 3 seats	35	
Total	106,393		370	419

Diamond Bar Shopping Center provides 419 off-street parking spaces. The parking required for the current mix of uses minus the proposed banquet hall is 335 spaces. The proposed banquet hall requires 35 spaces based on Development Code requirements. The total off-street parking requirement for the center would thus be 370 spaces, leaving a surplus of 49 spaces.

Parking Survey and Shared Parking Analysis

When reviewing parking impacts on shopping centers, the various uses and peak business hours for those uses are taken into consideration. Diamond Bar Shopping Center is occupied by uses ranging from a grocery store, pharmacy, restaurants, dry cleaner, mail service, personal services, and general retail. The varying uses result in a range of peak business hours and parking demands.

Although the project complies with parking requirements under the Development Code, staff required a parking demand analysis to assess potential impacts from a large number of guests arriving simultaneously for events. Therefore, the applicant submitted a parking demand analysis signed by a licensed traffic engineer (Attachment C). The analysis includes existing parking demand surveys at the center to establish peak shared parking requirements for current uses and forecasts the total parking demand of the retail center at full occupancy. It also applies a shared parking methodology for the proposed use, assuming a maximum capacity of 104 guests, as well as an analysis if the headcount were to increase to a maximum 125-person event. For a larger 125-person event, an additional five staff members/vendors would be required for a total of 18 staff members/vendors on site.

Parking demand calculations and analysis are based on a worst-case scenario, with parking surveys conducted during operating hours on a typical weekday and weekend. The analysis evaluates parking demand assuming every business in the commercial center reaches maximum capacity simultaneously. However, due to the variety of uses within the center, each with different hours of operation and peak parking demand times, this scenario is highly unlikely.

The traffic engineer conducted a parking survey at the site to observe actual parking counts during business hours. Parked vehicles were counted hourly from 8:00 a.m. to 8:00 p.m. on Friday, January 24, 2025, and Saturday, January 25, 2025. These periods generally align with the operating hours of the shopping center tenants and the proposed banquet hall. The study found that peak parking demand, including the proposed banquet hall, occurred on Friday at 4:00 p.m., with 169 parking spaces in use. With a total parking supply of 419 spaces, this results in a surplus of 250 spaces during the Friday peak hour. On Saturday, peak parking demand was forecast at 157 spaces at 4:00 p.m., leaving a surplus of 262 spaces.

Based on the above findings, the parking supply of 419 spaces will adequately accommodate the center's weekday and weekend shared parking demand for all existing and future uses across morning, midday, afternoon and evening hours. The

surpluses identified in the blended survey and shared results indicate sufficient parking availability even at full center occupancy with the proposed use. Additionally, if needed, the applicant plans to arrange shuttle service to transport guests from nearby overflow parking lots.

Although the parking analysis concludes that the site has an ample overall parking supply, only 74 spaces are located within Zone A (Figure 3). This could lead to parking constraints for other tenants in Zone A during peak hours. Therefore, it is recommended that the applicant collaborate with the landlord to develop a Parking Management Plan (PMP) to minimize potential impacts on adjacent tenants.

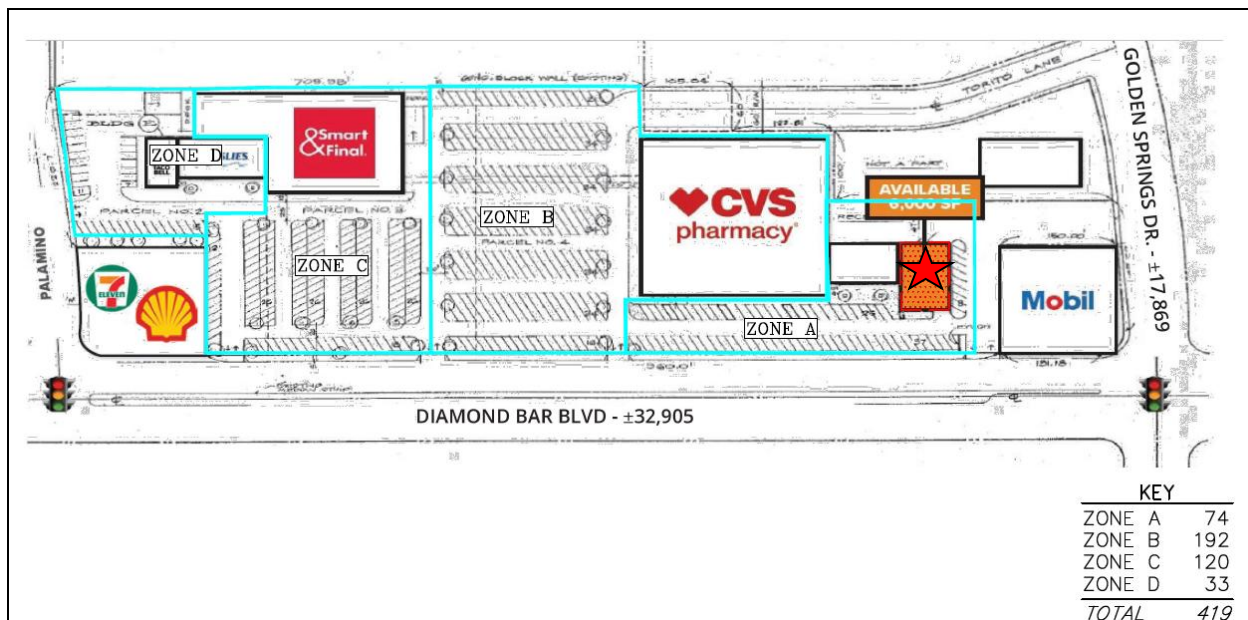


Figure 3 of Parking Analysis

Recommended PMP Measures

1. Identify employee parking locations. Employees should be required to park in the outer perimeter away from the businesses, while leaving the most desired parking for customers.
2. Identify strategies to work directly with the landlord to determine if any high turnover frequency “short term or one hour time restricted parking only” is necessary.
3. While working with the landlord, it is recommended that the other tenants be informed so they can become stakeholders in this process and provide feedback and input as it relates to potential changes/modifications to the PMP. It is recommended that this group meet annually and/or semi-annually to discuss concerns, issues and work collectively towards solving any issues. Therefore, it is recommended that the adjacent tenants along with the landlord, continue to

monitor this area and work collectively to determine the appropriate measures to ensure adequate parking continues for all tenants and guests.

Therefore, staff is recommending a condition of approval in the draft resolution that the applicant coordinate with the landlord to implement a PMP prior to the issuance of final Certificate of Occupancy for the banquet hall.

Once the business is in operation, and should traffic, noise and/or parking issues arise, the Community Development Director may refer the matter back to the Planning Commission to consider amending or revoking the Conditional Use Permit, provided the applicant has had a reasonable opportunity to mitigate the impacts to an acceptable level (Condition of Approval #6). If the Director determines the impacts to be minor, any necessary modifications may be reviewed administratively.

Compatibility with Neighborhood

The site is surrounded by commercial shopping centers to the north and west, a gas station with auto service to the south, and parking lot for a medical office building to the east. A banquet hall would provide hospitality services for nearby residents. Considering the proposed hours of operation, sufficient parking availability, and the variety of existing uses, the banquet hall is anticipated to be a compatible addition to this location. Furthermore, the proposed use aligns with the current zoning designation of Regional Commercial.

Live entertainment: DBCC Section 22.42.075 regulates live entertainment, stating that a banquet, party, or reception involving live entertainment may not be booked for the same person or organization more than once in any 90-day period. Moreover, the hosting of any event that resembles or functions as a rave, pop-up nightclub, warehouse party, or similar high-occupancy entertainment gathering is strictly prohibited. Detailed conditions regarding this regulation have been included in the draft resolution.

Noise: To mitigate any potential noise impacts generated by music or large crowds, the demising walls will include sound-reducing drywall with a Sound Transmission Class (STC) rating of 55, along with insulation where required. Additionally, the existing R-30 insulation under the roof provides an STC rating of 50. STC ratings are a numerical scale (ranging from 25 to 65+) used to measure the effectiveness of walls, floors, ceilings, doors, and windows in blocking sound transmission. Generally, an STC rating of 38-42 is considered good soundproofing for residential buildings, while a rating of 50-65 is typical for professional and commercial soundproofing, such as recording studios. The table on the following page provides a typical STC rating chart for reference.

STC Rating	What Can Be Heard
25	Soft speech can be easily heard and understood.
30	Normal speech can be understood without strain.
35	Loud speech is clearly audible and understandable.
40	Loud speech is audible, but unclear or muffled.
45	Speech and sounds are mostly inaudible; privacy begins.
50	Loud noises are very faint and difficult to discern.
60+	Very good soundproofing; loud sounds are nearly inaudible.

Typical STC Rating Chart

The nearest residence is approximately 226 feet away, buffered by two tiers of block walls. Additionally, the applicant has contacted the three adjacent tenants to the north regarding the proposed project and obtained their written consent (Attachment D). As a result, noise from the proposed banquet hall is expected to be minimal and not a nuisance to adjacent businesses or the immediate surroundings.

Security: Security personnel will be outsourced from third-party companies. They will typically arrive 30 minutes to an hour before the event to conduct a sweep, establish positions, and review protocols. During the event, they will actively patrol the venue and surrounding areas. Afterward, they will remain on-site for 30 minutes to an hour to oversee guest departures, assist with vendor breakdowns, and secure the venue. For high-profile or late-night events, extended security coverage of one to two hours before and after the event shall be required.

For added security, the applicant proposes installing two surveillance cameras at the front of the building, two at the rear, and one on the side. These will supplement the existing surveillance cameras at the shopping center. The L.A. County Sheriff's Department has reviewed the plans and had no further comments.

Additional Review

The Building and Safety Division, Public Works Department, and L.A. County Sheriff's Department reviewed this project and included their comments in the attached resolution as conditions of approval. Additionally, the applicant submitted plans to the L.A. County Fire Department for their preliminary review. The Fire Department cleared

the project for hearing and the applicant is required to obtain approval of their construction plans during plan check.

NOTICE OF PUBLIC HEARING:

On April 11, 2025, public hearing notices were mailed to property owners within a 700-foot radius of the project site. On April 11, 2025, the notice was published in the *San Gabriel Valley Tribune* newspaper; the project site was posted with a notice display board; and a copy of the public notice was posted at the City's designated community posting sites.

Public Comments Received

No comments have been received as of the publication date of this report.

ENVIRONMENTAL ASSESSMENT:

This project has been reviewed for compliance with the California Environmental Quality Act (CEQA). Based on that assessment, the City has determined the project to be Categorically Exempt from the provisions of CEQA pursuant to the provisions of Article 19 Section 15301(a) (Interior alterations involving partitions and electrical conveyances) of the CEQA Guidelines. No further environmental review is required.

PREPARED BY:

Mayuko Nakajima

Mayuko Nakajima, Senior Planner

4/22/2025

REVIEWED BY:

Grace Lee

Grace Lee, Planning Manager

4/8/2025

Greg Gubman

Greg Gubman, Community Development Director

4/11/2025

Attachments:

- A. Draft Resolution No. 2025-XX, Standard Conditions of Approval
- B. Site Plan, Floor Plan, Elevations, and Surveillance Camera Site Plan
- C. Parking Demand Analysis Dated March 24, 2025
- D. Letters of Support

**PLANNING COMMISSION
RESOLUTION NO. 2025-XX**

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF DIAMOND BAR, CALIFORNIA, APPROVING CONDITIONAL USE PERMIT NO. PL2024-76 TO OPERATE A 6,000 SQUARE-FOOT BANQUET HALL AT 334 S. DIAMOND BAR BOULEVARD, DIAMOND BAR, CA (APN 8281-010-062).

A. RECITALS

1. Property owner, 300 South Diamond Bar Blvd LLC, and applicant, Vincent Whitley for Blank Canvas South, have filed an application for Conditional Use Permit No. PL2024-76 to operate a 6,000 square-foot banquet hall to host private weddings, birthday celebrations, baby showers, workshops, and networking events, for Blank Canvas South LLC, within an existing building. The project site is more specifically described as 334 S. Diamond Bar Boulevard, Los Angeles County, California. Hereinafter in this resolution, the subject Conditional Use Permit shall collectively be referred to as the "Project" or "Proposed Use."
2. The Project Site is made up of one parcel totaling 0.71 acres. It is located in the Regional Commercial (C-3) zone with an underlying General Plan land use designation of Town Center Mixed Use (MU-TC).
3. The legal description of the subject property is Lot 3 of Parcel Map No. 373-53-56. The Assessor's Parcel Number (APN) is 8281-010-062.
4. On April 11, 2025, notification of the public hearing for this project was published in the *San Gabriel Valley Tribune* newspaper. On April 11, 2025, public hearing notices were mailed to property owners within a 700-foot radius of the Project site and posted at the City's designated community posting sites.
5. On April 22, 2025, the Planning Commission of the City of Diamond Bar conducted a duly noticed public hearing, solicited testimony from all interested individuals, and concluded said hearing on that date.

B. RESOLUTION

NOW, THEREFORE, it is found, determined and resolved by the Planning Commission of the City of Diamond Bar as follows:

1. The Planning Commission hereby specifically finds that all of the facts set forth in the Recitals, Part A, of this Resolution are true and correct.
2. The Planning Commission hereby determines the Project to be Categorically Exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to the provisions of Article 19, Section 15301(a) (Interior alterations involving partitions and electrical conveyances) of the CEQA Guidelines. Therefore, no further environmental review is required.

C. FINDINGS OF FACT

Based on the findings and conclusions set forth herein and as prescribed under Diamond Bar City Code (DBCC) Section 22.58, the Planning Commission hereby finds and approves as follows:

Conditional Use Permit Review Findings (DBCC Section 22.58)

1. *The Proposed Use is allowed within the subject zoning district with the approval of a conditional use permit and complies with all other applicable provisions of this Development Code and the City Code.*

Pursuant to DBCC Section 22.10.030, Table 2-6, banquet halls are permitted in the C-3 zoning district with approval of a conditional use permit. The Proposed Use will be located within an existing building located in a multi-tenant commercial center. Through compliance with the conditions of approval stipulating the manner in which the use must be conducted, the Proposed Use will be compatible with neighboring uses within the building and surrounding neighborhood.

2. *The Proposed Use is consistent with the general plan and any applicable specific plan.*

The Proposed Use is consistent with General Plan Goal ED-G-3: ("Support the retention, rehabilitation, and/or expansion of existing businesses, and the attraction of new businesses") in that the Proposed Use is a new business locating within an existing building that is underutilized.

The Project site is not subject to the provisions of any specific plan.

3. *The design, location, size and operating characteristics of the Proposed Use are compatible with the existing and future land uses in the vicinity.*

The Proposed Use will occupy a 6,000 square-foot vacant tenant space within a 106,393-square-foot, multi-tenant commercial center. The Proposed Use complies with the City's Development Code parking requirements, and the parking demand generated by the Proposed Use is not likely to exceed the number of on-premise parking spaces available to serve the Proposed Use at any given time. The Proposed Use will hold most events on Fridays, Saturdays and Sundays from 3:00 p.m. to 11:00 p.m.

The site is surrounded by commercial shopping centers to the north and west, a gas station with auto service to the south, and parking lot for a medical office building to the east. A banquet hall would provide hospitality services for nearby residents.

Given the proposed hours of operation, the availability of parking, and types of adjoining uses, it is reasonable to conclude that the Proposed Use will be compatible with the other uses within the shopping center and surrounding area.

4. *The subject site is physically suitable for the type and density/intensity of use being proposed, including access, provision of utilities, compatibility with adjoining land uses, and the absence of physical constraints.*

The Proposed Use is physically suitable within the subject site because it will be located in an existing vacant tenant space within an existing multi-tenant commercial center, and no additional square footage is being proposed. In addition, the Proposed Use will be using existing access and parking. The commercial center provides 419 on-site parking spaces. The parking required for the current palette of uses minus the Proposed Use is 335 spaces. The Proposed Use requires 35 spaces based on Development Code requirements. The total off-street parking requirement for the center would thus be 370 spaces, leaving a surplus of 49 spaces. The traffic engineer estimates that the peak parking demand, including the Proposed Use, occurred on Friday at 4:00 p.m., with 169 parking spaces in use. With a total parking supply of 419 spaces, this results in a surplus of 250 spaces during the Friday peak hour. On Saturday, peak parking demand was forecast at 157 spaces at 4:00 p.m., leaving a surplus of 262 spaces under this scenario.

Therefore, the parking supply of 419 spaces will adequately accommodate the center's weekday and weekend shared parking demand for all existing and future uses across morning, midday, afternoon and evening hours. The surpluses identified in the blended survey and shared results indicate sufficient parking availability even at full center occupancy with the proposed use. The Proposed Use is physically suitable at the subject site.

5. *Granting the conditional use permit will not be detrimental to the public interest, health, safety, convenience, or welfare, or injurious to persons, property, or improvements in the vicinity and zoning district in which the property is located.*

Prior to the issuance of any city permits, the Project is required to comply with all conditions of approval within the attached resolution, Building and Safety Division, and L.A. County Fire Department.

6. *The proposed Project has been reviewed in compliance with the provisions of the California Environmental Quality Act (CEQA).*

The proposed use is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) as set forth under Article 19 Section 15301(a) (Interior alterations involving partitions and electrical conveyances) of the CEQA Guidelines.

D. CONDITIONS OF APPROVAL

Based upon the findings and conclusion set forth above, the Planning Commission hereby approves Conditional Use Permit No. PL2024-76, subject to the following conditions:

1. This approval is for the operation of a 6,000 square-foot banquet hall within an existing building, as described in the application on file with the Planning Division, the Planning Commission staff report for Conditional Use Permit No. PL2024-76 dated April 22, 2025, and the Planning Commission minutes pertaining thereto, hereafter referred to as the "Use."
2. The banquet facility shall operate exclusively as a venue for private, invitation-only events such as weddings, birthday celebrations, baby showers, workshops, and professional networking functions. The hosting of any event that resembles or functions as a rave, pop-up nightclub, warehouse party, or similar high-occupancy entertainment gathering is strictly prohibited. This includes, but is not limited to, events that:
 - Are advertised to the general public through social media, flyers, or online platforms;
 - Involve amplified music intended for dancing beyond the scope of private celebrations;
 - Extend past 11:00 p.m. without prior written approval from the City;
 - Charge general admission at the door or promote open access to non-invited guests; or
 - Are promoted using phrases such as "secret location," "DM for address," or other language typical of unregulated pop-up nightlife events.

The applicant shall maintain a reservation log including event type, client name, number of attendees, and hours of operation, which shall be made available for inspection by City staff upon request. Violation of this condition may result in immediate enforcement action, including but not limited to citation, suspension, or revocation of the Conditional Use Permit.

3. For the purpose of these Conditions of Approval, the term "applicant" shall refer to the original applicant who applied for and received approval of the subject Conditional Use Permit, any individual or entity authorized by the applicant to implement or comply with these conditions, and any successor in interest to the permit.
4. The Use shall substantially conform to the approved plans as submitted and approved by the Planning Commission and on file with the Community Development Department.
5. This Conditional Use Permit shall be valid only for 334 S. Diamond Bar Blvd., as depicted on the approved plans on file with the Planning Division. Prior to relocating or expanding the Use into other tenant spaces, the applicant shall first apply for and receive approval of an amended Conditional Use Permit.
6. No changes to the approved scope of services comprising the Use shall be permitted unless the applicant first applies for an amendment to this Conditional Use Permit, pays all application processing fees and receives approval from the

Planning Commission, except that the Community Development Director may administratively approve minor modifications to the use if it is determined.

7. If, at any time, the City finds that the Use is the cause of a parking deficiency, noise nuisance, or other land use impact, within or beyond the subject property boundaries, the Community Development Director, after providing the entitlement holder a reasonable opportunity to mitigate the impact(s) to an acceptable level, may refer the matter back to the Planning Commission to consider amending or revoking this Conditional Use Permit to address such impacts. If the impacts are considered minor as determined by the Community Development Director, modifications required to mitigate the impact(s) may be reviewed administratively.
8. The maximum number of attendees shall not exceed 125 guests and 18 staff members/vendors per event.
9. The facility shall be in full compliance with Chapter 22.28 (noise control) for the subject zoning district [DBCC Section 22.42.040 (2)(c)].
10. The facility shall abide by the City's live entertainment regulations pursuant to DBCC Section 22.42.075.
11. The facility shall not book a banquet, party or reception involving live entertainment for the same person or organization more than once in any 90-day period [DBCC Section 22.42.075 (b)].
12. All outside vendors shall obtain a City business license City prior to conducting any business activities related to the Use.
13. The applicant and persons booking the subject premises shall obtain any and all necessary approvals, permits and licenses from the L.A. County Department of Public Health and the California Department of Alcoholic Beverage Control to serve food and alcohol at events.
14. Prior to the installation of signs that are permissible pursuant to DBCC Chapter 22.36, the applicant shall apply for and obtain all required sign, electrical and building permits.
15. Prior to issuance of a final Certificate of Occupancy, the business operator shall submit a business license application to the Planning Division.
16. Prior to issuance of a final Certificate of Occupancy, the applicant shall install drought-tolerant, living plants in the landscape planters adjacent to the building and adjacent to the nearest driveway, and shall thereafter maintain the plantings in a healthy condition and trim excess growth.
17. Prior to issuance of a final Certificate of Occupancy, the applicant shall remove the flood lights that currently exist at the top of the building.
18. Prior to issuance of a final Certificate of Occupancy, the applicant shall repaint the north, east, and south elevations to match the color scheme on the front

(west) elevation of the subject building.

19. Prior to issuance of a final Certificate of Occupancy, the applicant shall implement a Parking Management Plan with the landlord to establish employee parking and short-term parking in Zone A, as referenced in the parking study, dated March 24, 2025.
20. Parking areas shall be kept and maintained so as not to detract from the appearance of adjacent properties and to protect the health, safety and welfare of the user, occupant and general public. Areas shall be kept in a neat and clean condition, free of trash, debris or rubbish, and free of potholes, sinkholes, standing water, cracks and/or broken areas. Parking space and pavement striping and signs shall be repainted, refurbished and/or replaced when they become faded, damaged or destroyed to an extent that they are no longer effective. Parking areas shall be periodically resurfaced or sealed to minimize seepage of water into the ground below [DBCC Section 22.34.050 (g)].

The Planning Commission shall:

- (a) Certify to the adoption of this Resolution; and
- (b) Forthwith transmit a certified copy of this Resolution, by certified mail to the property owner, 300 South Diamond Bar Blvd LLC, 800 West 6th Street Suite 600, Los Angeles, CA 90017; and applicant, Vincent Whitley for Blank Canvas South, 4497 Hidden Stone Ave., Las Vegas, NV 89141

APPROVED AND ADOPTED THIS 22ND DAY OF APRIL, 2025, BY THE PLANNING COMMISSION OF THE CITY OF DIAMOND BAR.

By: _____
Naila Barlas, Chairperson

I, Greg Gubman, Planning Commission Secretary, do hereby certify that the foregoing Resolution was duly introduced, passed, and adopted, at a regular meeting of the Planning Commission held on the 22nd day of April, 2025, by the following vote:

AYES: Commissioners:

NOES: Commissioners:

ABSENT: Commissioners:

ABSTAIN: Commissioners:

ATTEST: _____
Greg Gubman, Secretary



COMMUNITY DEVELOPMENT DEPARTMENT

STANDARD CONDITIONS

USE PERMITS, COMMERCIAL AND RESIDENTIAL NEW AND REMODELED STRUCTURES

PROJECT #: Conditional Use Permit No. PL2024-76

SUBJECT: To operate a 6,000 square-foot banquet hall to host private weddings, birthday celebrations, baby showers, workshops, and networking events, within an existing building

PROPERTY OWNER(S): 300 South Diamond Bar Blvd LLC
800 West 6th Street Suite 600
Los Angeles, CA 90017

APPLICANT: Vincent Whitley for Blank Canvas South
4497 Hidden Stone Ave.
Las Vegas, NV 89141

LOCATION: 334 S. Diamond Bar Blvd.
Diamond Bar, CA 91765

ALL OF THE FOLLOWING CONDITIONS APPLY TO YOUR PROJECT.

APPLICANT SHALL CONTACT THE PLANNING DIVISION AT (909) 839-7030, FOR COMPLIANCE WITH THE FOLLOWING CONDITIONS:

A. GENERAL REQUIREMENTS

1. The applicant shall defend, indemnify, and hold harmless the City, and its officers, agents and employees, from any claim, action, or proceeding to attack, set-aside, void, or annul the approval of Conditional Use Permit No. PL2024-76 brought within the time period provided by Government Code Section 66499.37. In the event the city and/or its officers, agents and employees are made a party of any such action:

- (a) Applicant shall provide a defense to the City defendants or at the City's option reimburse the City its costs of defense, including reasonable attorney fees, incurred in defense of such claims.
 - (b) Applicant shall promptly pay any final judgment rendered against the City defendants. The City shall promptly notify the applicant of any claim, action of proceeding, and shall cooperate fully in the defense thereof.
- 2. This approval shall not be effective for any purpose until:
 - (a) The applicant and property owner have each filed with the Community Development Department an affidavit stating that they are aware of and agree to accept all of the conditions of approval contained herein; and
 - (b) All remaining application processing fees have been paid in full.
- 3. The business owners and all designers, architects, engineers, and contractors associated with this project shall obtain a Diamond Bar Business License for those businesses located in Diamond Bar.
- 4. The project site shall be maintained and operated in full compliance with the conditions of approval and all laws, or other applicable regulations.
- 5. Approval of this request shall not waive compliance with all sections of the Development Code, all other applicable City Ordinances, and any applicable Specific Plan in effect at the time of building permit issuance.
- 6. To ensure compliance with all conditions of approval and applicable codes, the Conditional Use Permit shall be subject to periodic review. If non-compliance with conditions of approval occurs, the Planning Commission may review the Conditional Use Permit. The Commission may revoke or modify the Conditional Use Permit.
- 7. Property owner/applicant shall remove the public hearing notice board within three (3) days of this project's approval.
- 8. The applicant shall comply with the requirements of City Planning, Building and Safety Divisions, Public Works Department, and the Fire Department.

B. FEES/DEPOSITS

- 1. Applicant shall pay development fees (including but not limited to Planning, Building and Safety Divisions, and Public Works Department) at the established rates, prior to issuance of building permits, as required by the City. School fees as required shall be paid prior to the issuance of building permit. In addition, the applicant shall pay all remaining prorated City project review and processing fees prior to issuance of grading or building permit, whichever comes first.

2. Prior to any plan check, all deposit accounts for the processing of this project shall have no deficits.

C. TIME LIMITS

1. The approval of Conditional Use Permit No. PL2024-76 shall expire within one (1) year from the date of approval if the use has not been exercised as defined pursuant to DBCC Section 22.66.050 (b)(1). The applicant may request in writing a one-year time extension subject to DBCC Section 22.66.050(c) for Planning Commission review and approval.

APPLICANT SHALL CONTACT THE BUILDING AND SAFETY DIVISION, (909) 839-7020, FOR COMPLIANCE WITH THE FOLLOWING CONDITIONS:

General Conditions:

1. Plans and construction shall conform to current State and Local Building Code (i.e. 2022 California Building Code series will apply) requirements and all other applicable construction codes, ordinances and regulations in effect at the time of permit issuance.
2. Implementation of the CAL Green Code shall be reflected on the plans, and certification shall be by a third party as required by the Building Division. Specific water, waste, low VOC, and related conservation measures shall be shown on plans. Construction shall conform to the current CAL Green Code.

Plan Check – Items to be addressed prior to plan approval:

3. An allowable area analysis shall be provided on the plans per CBC 506. The allowable area shall include clear indication that the existing demising wall is a two-hour fire wall/area separation wall.
4. Upgrades for disabled access shall be made that are retroactive in accordance with CBC 11B-202. These improvements will include design to ensure the accessible path of travel has an accessible slope with 5% in the path of travel and 2% cross-slope.
5. The applicant shall ensure that any plumbing, mechanical, or electrical work proposed shall be shown on plans with separate plumbing, mechanical, and electrical plans as they apply.
6. The following statement shall be included on the plans: "Separate permits shall be required for all building and ground-mounted signs".
7. An exit analysis shall be provided during plan check, showing occupant load for each space, exit width, exit signs, etc.
8. Number of plumbing fixtures shall be in compliance with CPC T-422. An analysis

shall be provided on the plan for plan check.

9. This project shall comply with the energy conservation requirements of the State of California Energy Commission. All lighting shall be high efficacy or equivalent per the current California Energy Code 140.6 to 140.9.
10. Indicate the proposed addition and existing building on the plans. Submit code analysis and justification showing the following:
 - a. Each building square footage
 - b. Each building height
 - c. Type of construction
 - d. Sprinkler system
 - e. Each group occupancy
 - f. Property line location in relation to each building (side yard)
 - g. Exit analysis for each building (occupant load/corridor rating/exit width/exit signs, etc.)
 - h. Accessibility analysis for the entire site and for each building
 - i. Shaft rating/ exterior wall construction/ opening protection
11. Fire Department approval shall be required. Fire Department approval is required for the conversion to an assembly occupancy.
12. CAL Green measures shall be indicated on plans

Permit – Items required prior to building permit issuance:

13. Solid waste management of construction material shall incorporate recycling material collection per Diamond Bar City Code 8.16 of Title 8. The contractor shall complete all required forms and pay applicable deposits prior to permit.
14. The applicant shall be responsible for LA County Health and Industrial Waste clearances as applicable. Where not required, clear notes shall be provided to ensure that no food is prepared or sold at the facility.
15. AQMD notification is required at least 10 days prior to any demolition. Proof of notification is required at permit issuance.
16. All workers on the job shall be covered by workers' compensation insurance under a licensed general contractor. Any changes to the contractor shall be updated on the building permit.

Construction – Conditions required during construction:

17. Occupancy of the facilities shall not commence until all California Building Code and State Fire Marshal regulations have been met. The buildings shall be inspected for compliance prior to occupancy.

18. Every permit issued by the Building Official under the provisions of this Code shall expire and become null and void unless the work authorized by such permit is commenced within one year after permit issuance, and if a successful inspection has not been obtained from the building official within one-hundred-eighty (180) days from the date of permit issuance or the last successful inspection. A successful inspection shall mean a documented passed inspection by the city building inspector as outlined in Section 110.6.
19. All structures and property shall be maintained in a safe and clean manner during construction. The property shall be free of debris, trash, and weeds.
20. All equipment staging areas shall be maintained in an orderly manner and screened behind a minimum 6' high fence.
21. The project shall be protected by a construction fence to the satisfaction of the Building Official, and shall comply with the NPDES & BMP requirements (sand bags, etc.). All fencing shall be view obstructing with opaque surfaces.
22. The applicant shall contact Dig Alert and have underground utility locations marked by the utility companies prior to any excavation. Contact Dig Alert by dialing 811 or their website at www.digalert.org.
23. The applicant shall first request and secure approval from the City for any changes or deviations from approved plans prior to proceeding with any work in accordance with such changes or deviations.
24. All glazing in hazardous locations shall be labeled as safety glass. The labeling shall be visible for inspection.
25. All plumbing fixtures, including those in existing areas, shall be low-flow models consistent with California Civil Code Section 1101.1 to 1101.8.
26. An occupant load sign shall be provided at the main entrance of the facility. The occupant load shall remain less than 300 at all times.

END



JWAIM DESIGN
714-494-6810
jwaimdesign@gmail.com

Project No: 24-0702

Client

VINCENT WHITLEY
334 S DIAMOND BAR BLVD.
DIAMOND BAR, CA 91765

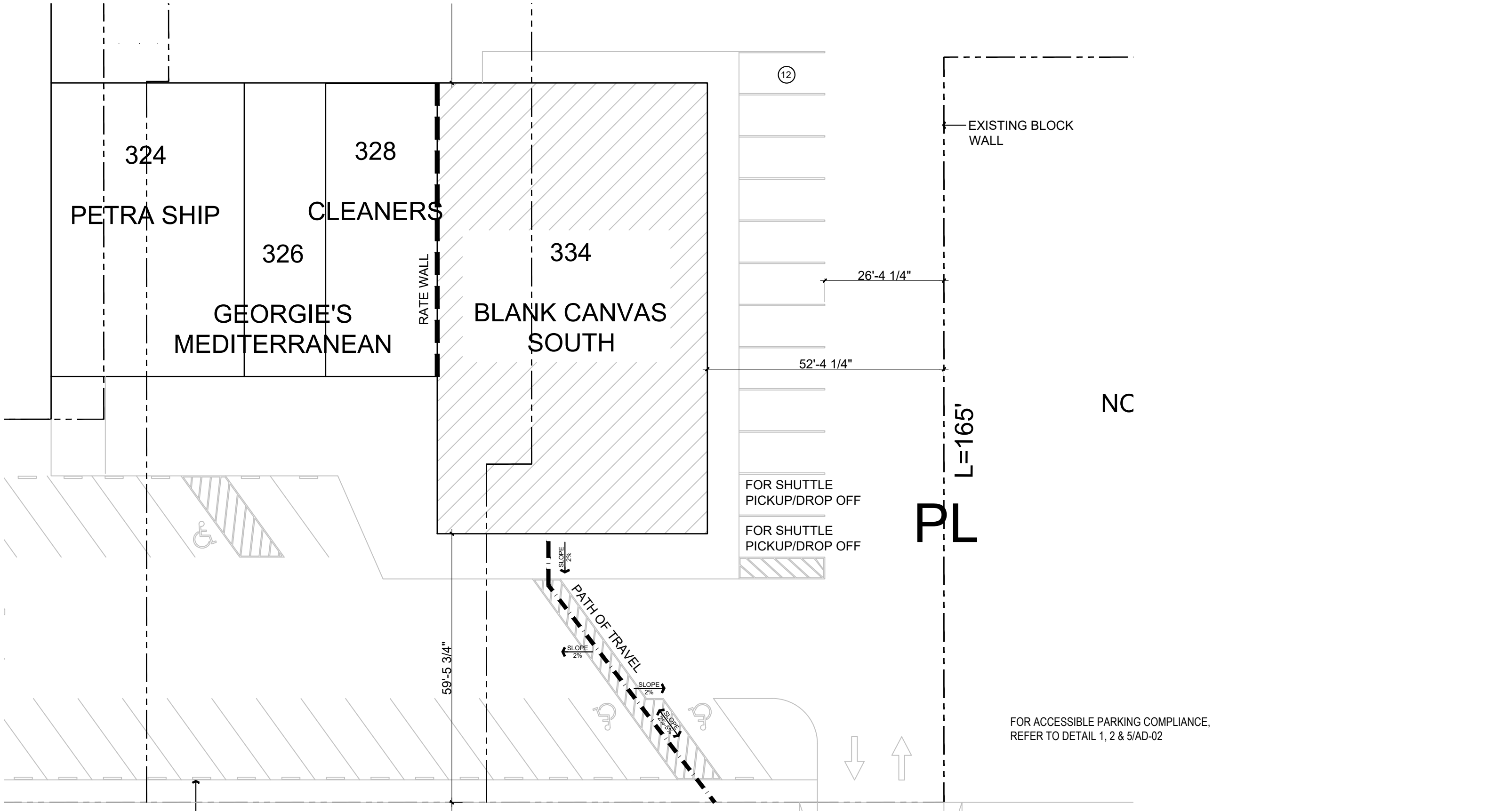
BLANK CANVAS
334 S. DIAMOND BAR BLVD.
DIAMOND BAR, CA 91765

No.	Date	Description

It is the clients responsibility prior to or during construction to notify the architect in writing of any perceived errors or omissions in the plans and specifications of which a contractor thoroughly knowledgeable with the building codes and methods of construction should reasonably be aware. Written instructions addressing such perceived errors or omissions shall be received from the architect prior to the client or clients subcontractors proceeding with the work. The client will be responsible for any defects in construction if these procedures are not followed.

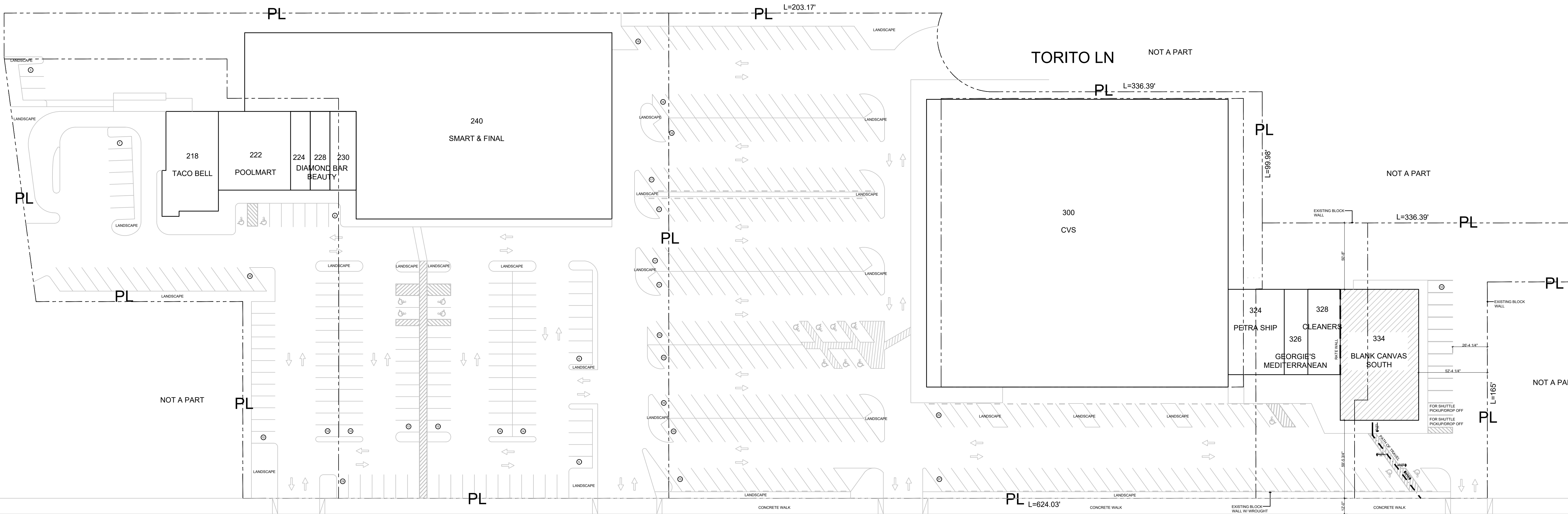
SITE PLAN

A1-00

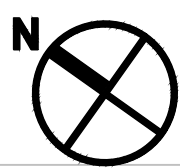


ENLARGED SITE PLAN

SCALE : 1" = 20' 2



S DIAMOND BAR BLVD



SITE PLAN

SCALE : 1" = 40' 1

JWAIM DESIGN
714-494-6810
jwaimdesign@gmail.com

Project No:	24-0702
--------------------	---------

Client

VINCENT WHITLEY
334 S DIAMOND BAR BLVD.
DIAMOND BAR, CA 91765

BLANK CANVAS SOUTH

3334 S. DIAMOND BAR BLVD.
DIAMOND BAR, CA 91765

[illegible]

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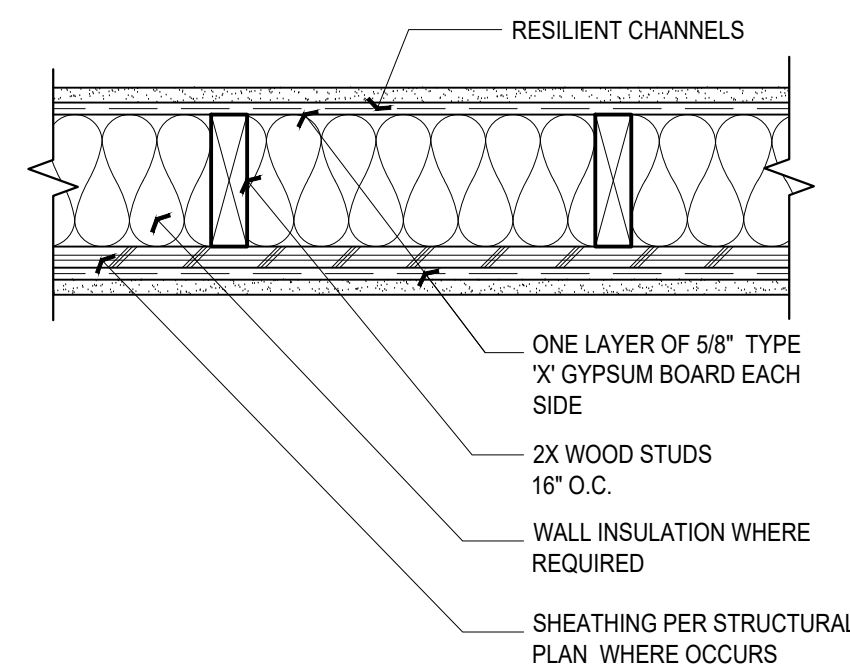
FLOOR PLAN

A1-01

Packet Pg. 34

- SPEAKERS ARE BUILT-IN THROUGHOUT THE EXISTING UNIT.
- RECESS LIGHTS WILL BE ADDED THROUGHOUT THE SPACE AS NEEDED.

EXISTING BUILT-IN SPEAKER



GA FILE NO WP 3242

STC RATING 50-54 SOUND

GYPSUM WALLBOARD RESILIENT CHANNELS, MINERAL OR GLASS FIBER INSULATION WOOD STUDS

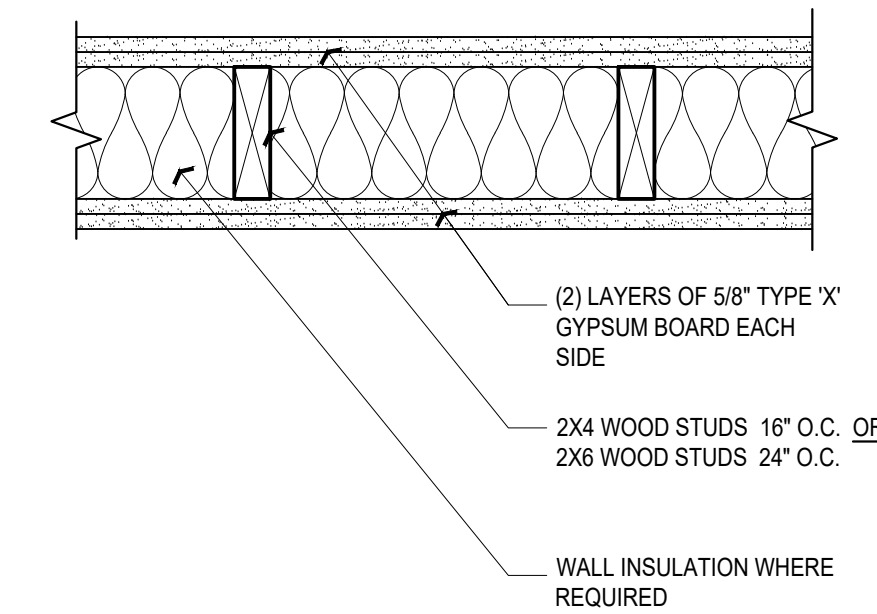
RESILIENT CHANNEL 16" O.C. ATTACHED AT RIGHT ANGLES TO ONE SIDE OF 2X4 WOOD STUDS 24" O.C. WITH 1 1/2" TYPE S DRYWALL SCREWS. ONE LAYER 5/8" TYPE X GYPSUM WALLBOARD OR GYPSUM VENEER BASE APPLIED AT RIGHT ANGLES TO CHANNELS WITH 1" TYPE S DRYWALL SCREWS 8" O.C. WITH VERTICAL JOINTS LOCATED MIDWAY BETWEEN STUDS 3" MINERAL OR GLASS FIBER INSULATION IN STUD SPACE.

OPPOSITE SIDE ONE LAYER $\frac{5}{8}$ " TYPE X GYPSUM WALLBOARD OR GYPSUM VENEER
BASE APPLIED PARALLEL OR AT RIGHT ANGLE TO STUDS WITH 6d CEMENT
COATED NAILS, 1 $\frac{1}{8}$ " LONG, 0.0915" SHANK, $\frac{15}{64}$ " HEADS, 7" O.C.

VERTICAL JOINTS STAGGERED 24" ON OPPOSITE SIDES. (LOAD-BEARING)

THICKNESS: 5 $\frac{3}{8}$ "
APPROX. WEIGHT: 7 PSF
FIRE TEST: BASED ON UL R3660-7

SOUND TEST: NRCC TL-93-098
IRC-IR-761, 3/98



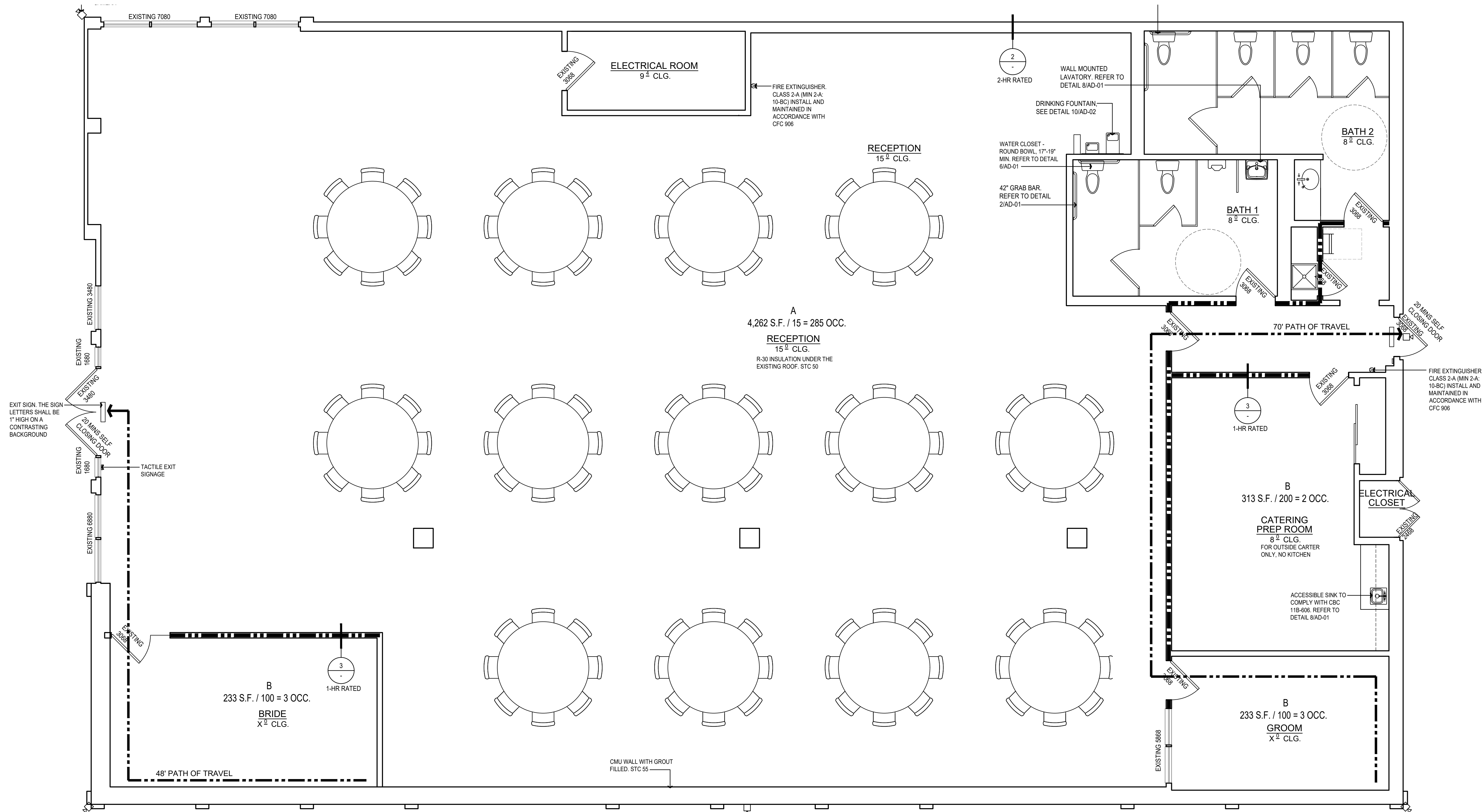
ASSEMBLY COMPLIES WITH:
GA FILE No. WP 4136 , WP 4230
CBC TABLE 721.1 (2) ITEM No. 14-1.3

1-HR RATED WALL

3

2-HR RATED WOOD FRAMED WALL

2



FLOOR PLAN

SCALE: 1/4" = 1'-0"

1

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JWAIM DESIGN
714-494-6810
jwaimdesign@gmail.com

Project No: 24-0702

Client

VINCENT WHITLEY
334 S DIAMOND BAR BLVD.
DIAMOND BAR, CA 91765

BLANK CANVAS

334 S. DIAMOND BAR BLVD.
DIAMOND BAR, CA 91765

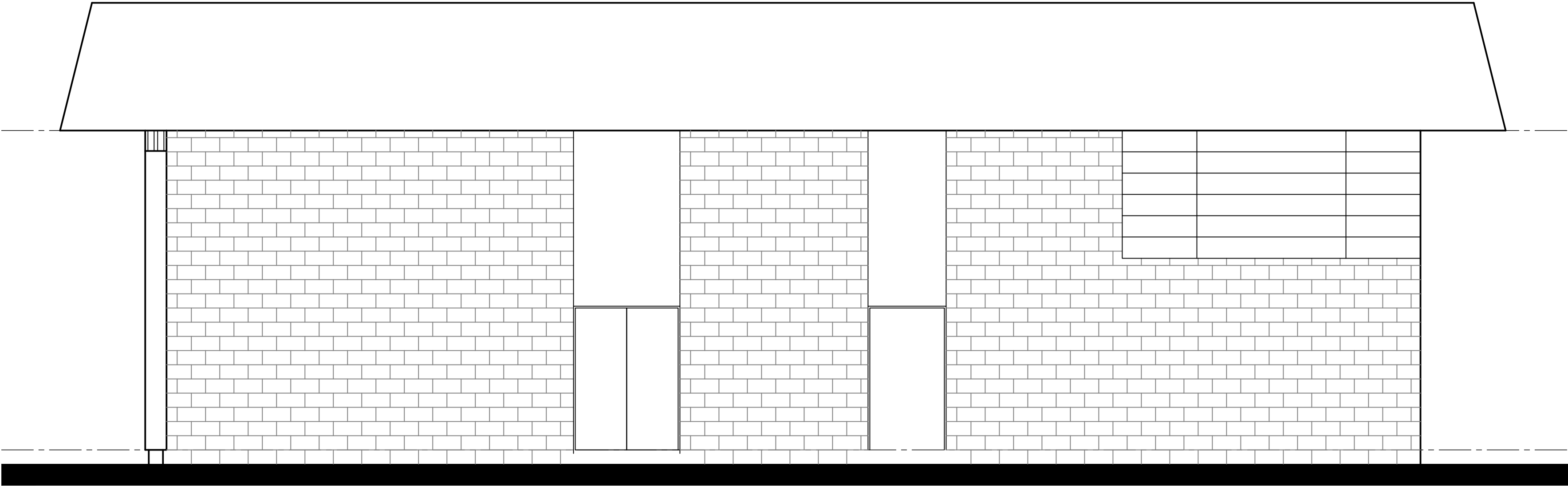
No.	Date	Description

It is the clients responsibility prior to or during construction to notify the architect in writing of any perceived errors or omissions in the plans and specifications of which a contractor thoroughly knowledgeable with the building codes and methods of construction should reasonably be aware. Written instructions addressing such perceived errors or omissions shall be received from the architect prior to the client or clients subcontractors proceeding with the work. The client will be responsible for any defects in construction if these procedures are not followed.

BUILDING ELEVATIONS

A1-02

NO CHANGES TO ELEVATIONS

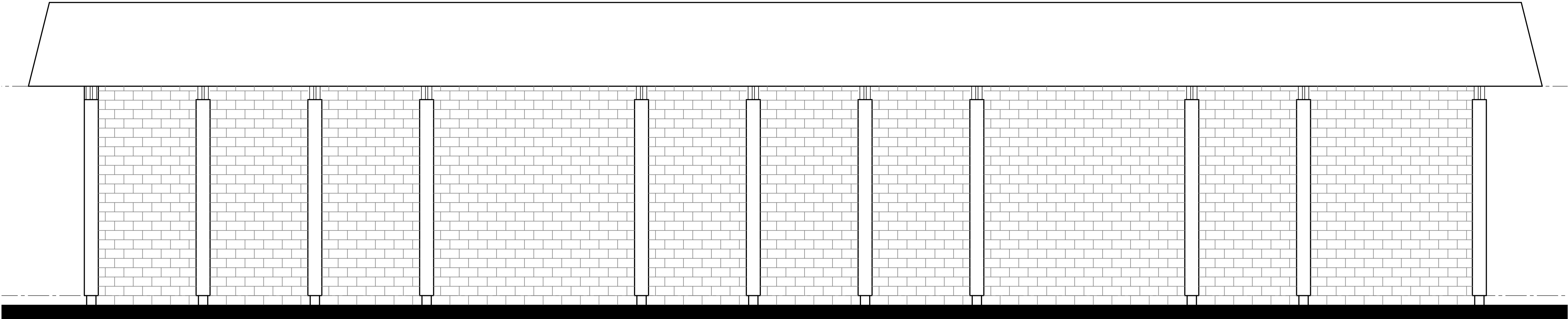


EAST ELEVATION

SCALE : 1/4" = 1'-0"

2

NO CHANGES TO ELEVATIONS



SOUTH ELEVATION

SCALE : 1/4" = 1'-0"

1



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Project No: 24-0702

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BLANK CANVAS

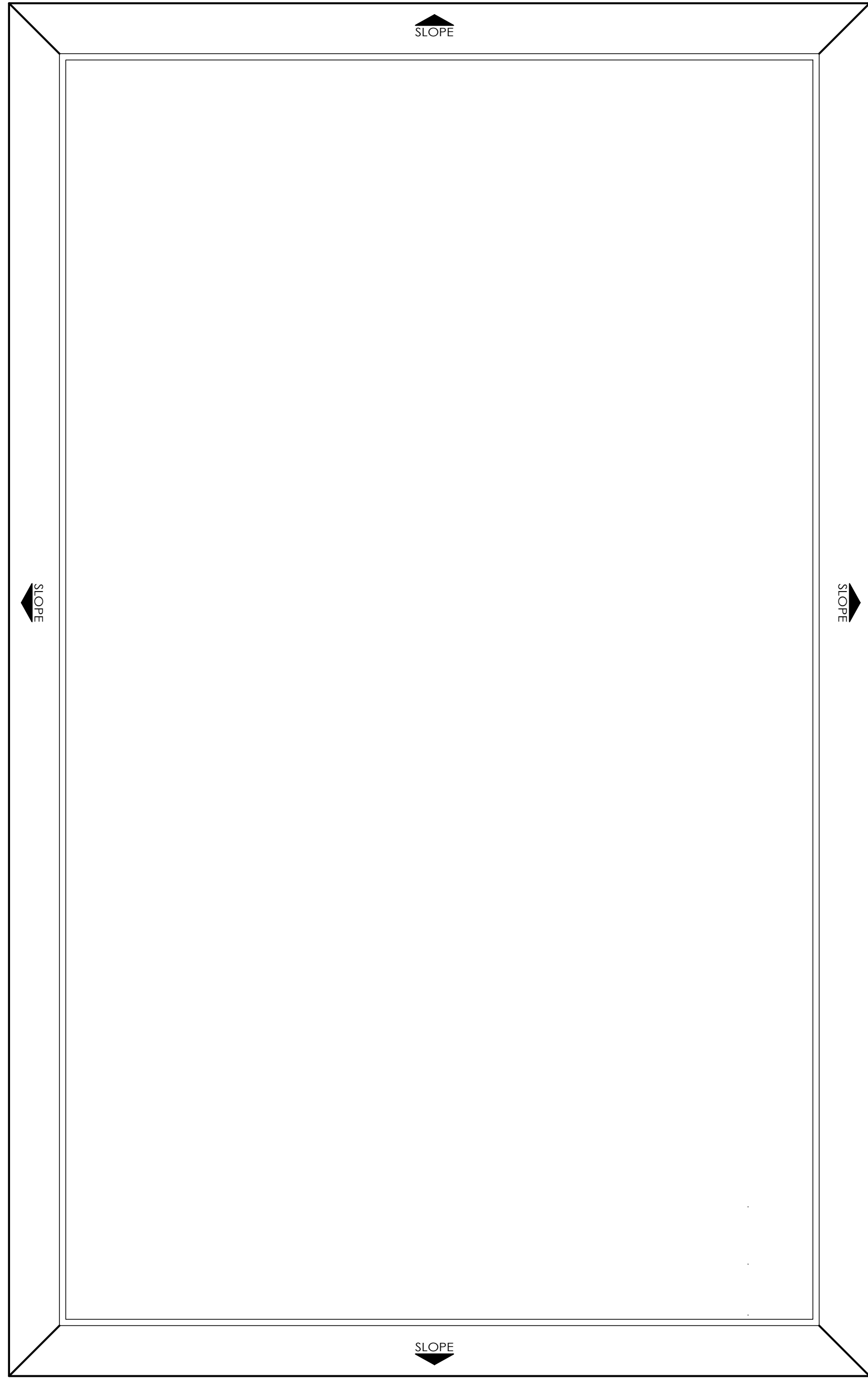
334 S. DIAMOND BAR BLVD.
DIAMOND BAR, CA 91765

No.	Date	Description

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BUILDING ELEVATIONS
AND ROOF PLAN

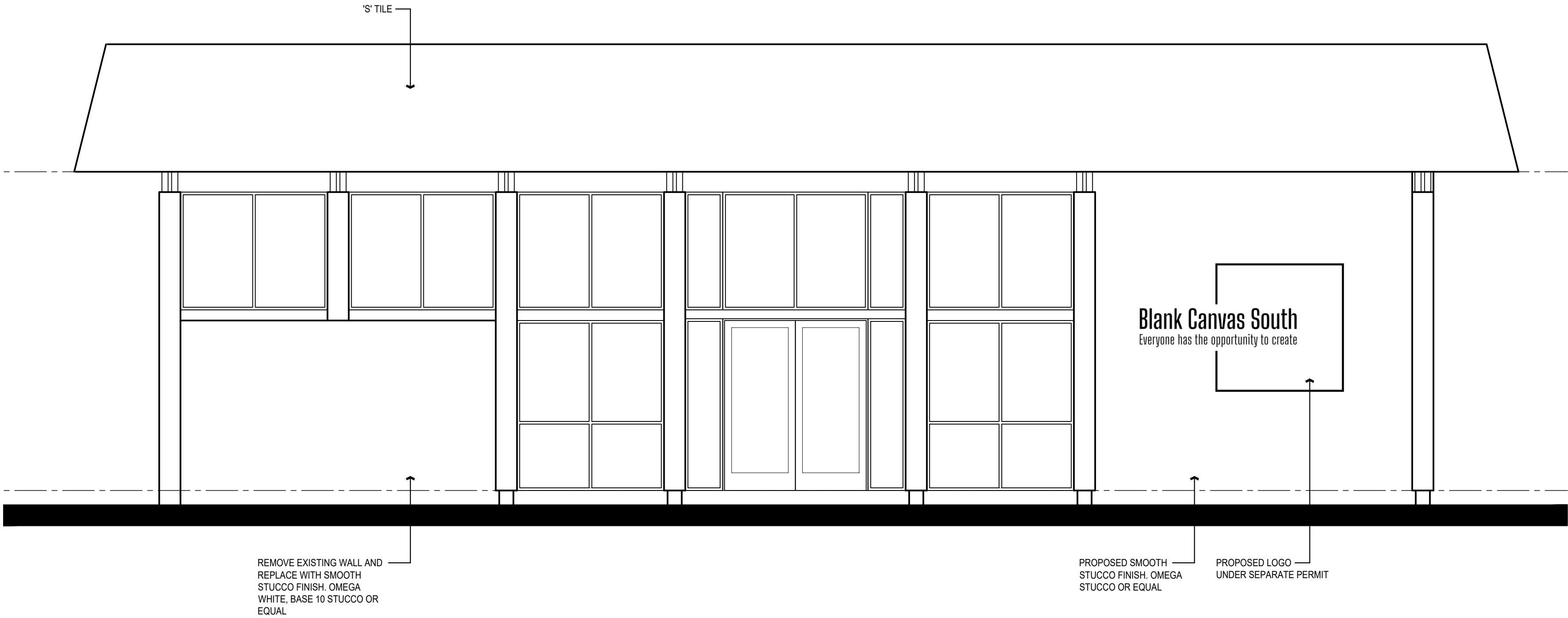
A1-03



ROOF PLAN

SCALE : 1/8" = 1'-0"

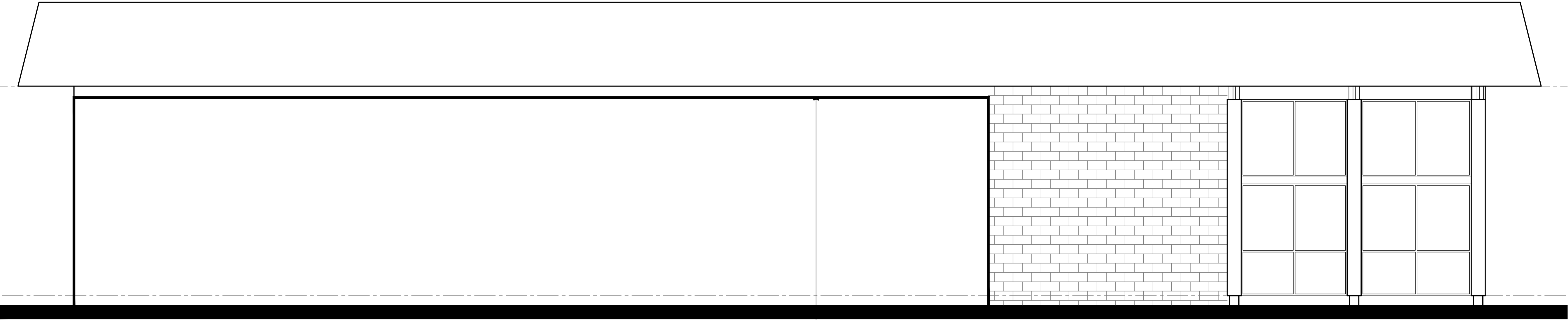
3



WEST ELEVATION

SCALE : 1/4" = 1'-0"

2



NORTH ELEVATION

SCALE : 1/4" = 1'-0"

1



JWAIM DESIGN
714-494-6810
jwaimdesign@gmail.com

Project No: 24-0702

Client

VINCENT WHITLEY
334 S DIAMOND BAR BLVD.
DIAMOND BAR, CA 91765

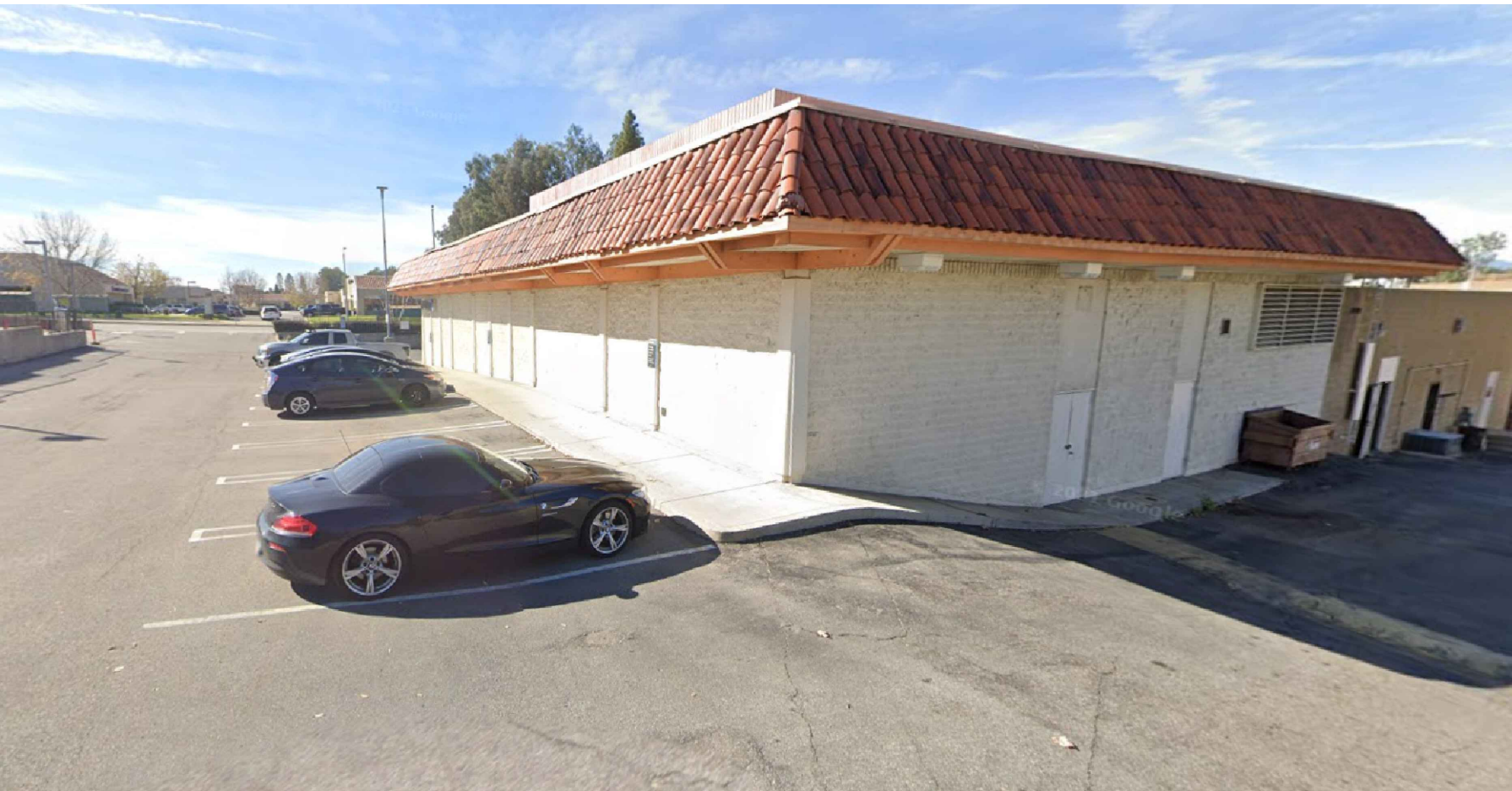
BLANK CANVAS

334 S. DIAMOND BAR BLVD.
DIAMOND BAR, CA 91765

No.	Date	Description

It is the clients responsibility prior to or during construction to notify the architect in writing of any perceived errors or omissions in the plans and specifications of which a contractor thoroughly knowledgeable with the building codes and methods of construction should reasonably be aware. Written instructions addressing such perceived errors or omissions shall be received from the architect prior to the client or clients subcontractors proceeding with the work. The client will be responsible for any defects in construction if these procedures are not followed.

PHOTOS





JWAIM DESIGN
714-494-6810
jwaimdesign@gmail.com

Project No: 24-0702

Client

VINCENT WHITLEY
334 S DIAMOND BAR BLVD.
DIAMOND BAR, CA 91765

BLANK CANVAS

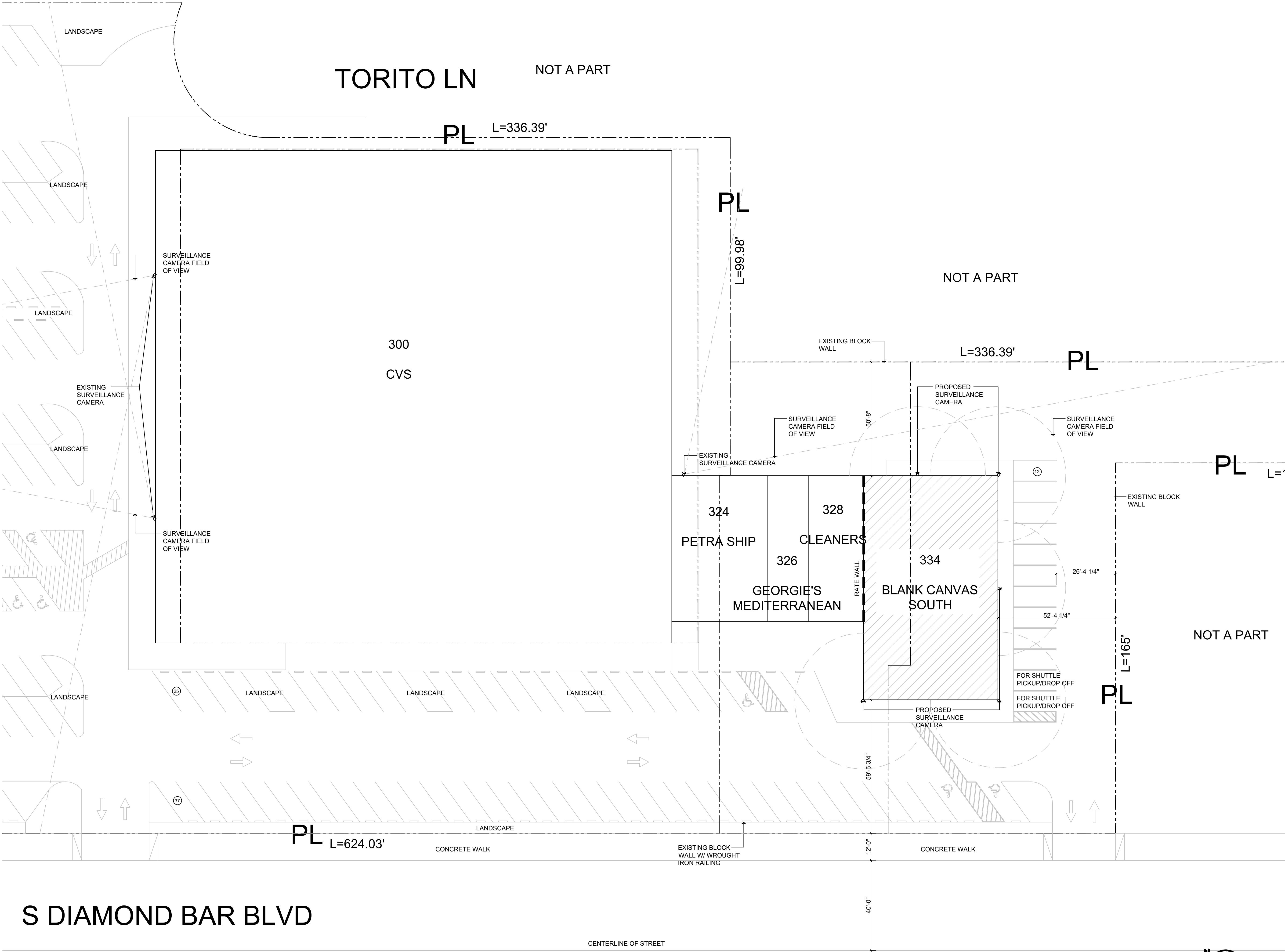
334 S. DIAMOND BAR BLVD.
DIAMOND BAR, CA 91765

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**SURVEILLANCE
CAMERA SITE
PLAN**

A1-05



JWAIM DESIGN
714-494-6810
jwaimdesign@gmail.com

Project No:

24-0702

Client

VINCENT WHITLEY
334 S DIAMOND BAR BLVD.
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BLANK CANVAS

334 S. DIAMOND BAR BLVD.
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DETAILS

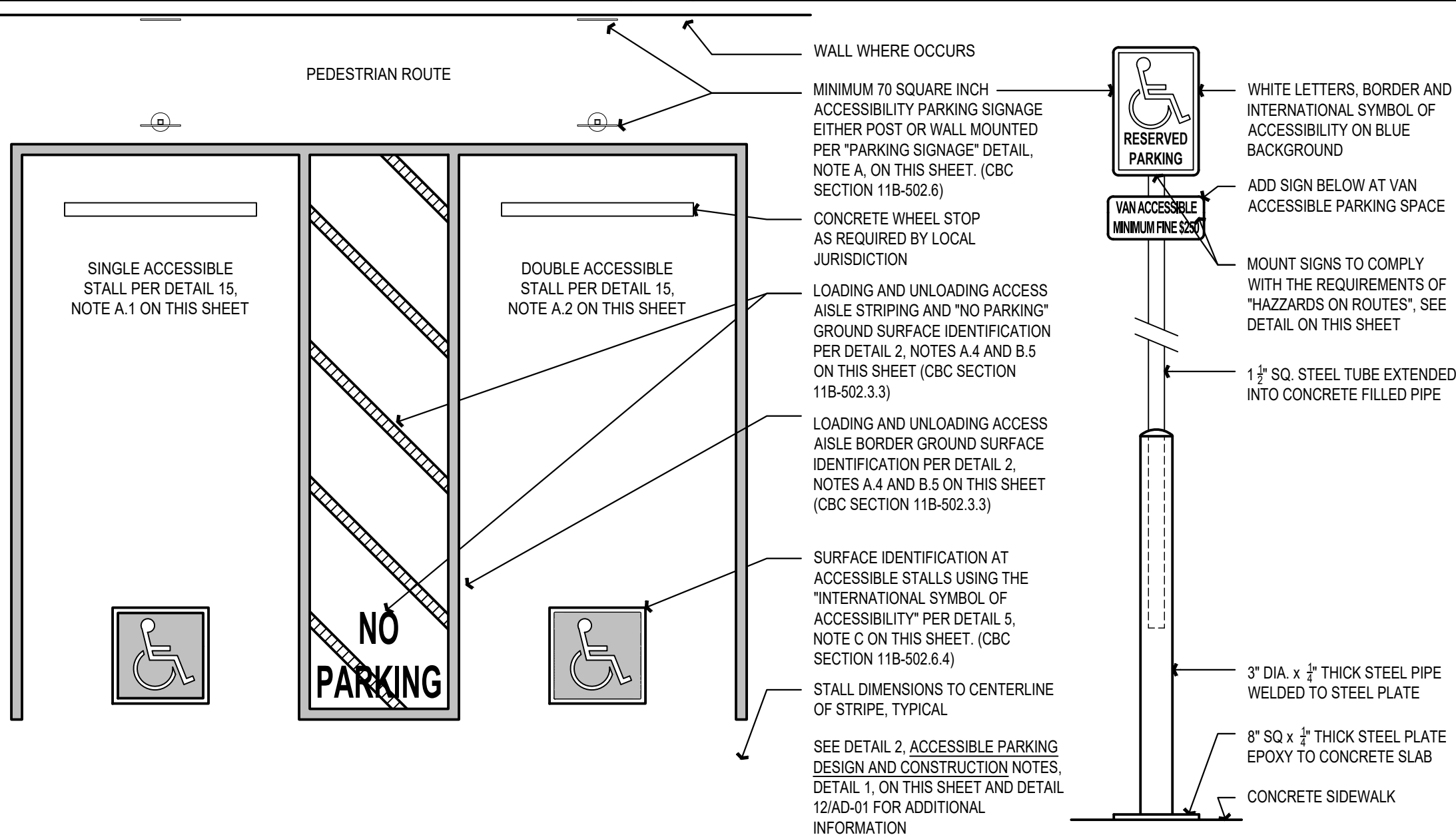
AD-01

BLANK CANVAS

334 S. DIAMOND BAR BLVD.
DIAMOND BAR, CA 91765

It is the clients responsibility prior to or during construction to notify the architect in writing of any perceived errors or omissions in the plans and specifications of which a contractor is thoroughly knowledgeable with the building codes and methods of construction should reasonably be aware. Written instructions addressing such perceived errors or omissions shall be received from the architect prior to the client or clients subcontractors proceeding with the work. The client will be responsible for any defects in construction if these procedures are not followed.

AD-02





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March 24, 2025

Vincent Whitley
Blank Canvas South LLC
437 South Cataract Avenue, Suite 3
San Dimas, CA 91773
blankcanvassouth@gmail.com

LLG Reference No. 2.24.4908.1

Subject: **Parking Demand Analysis for the
Proposed Blank Canvas Event Center**
Diamond Bar, California

Dear Mr. Whitley:

As requested, Linscott, Law, & Greenspan, Engineers (LLG) is pleased to submit this Parking Demand Analysis for Blank Canvas Event Center which is proposing to re-occupancy of Suite 334. The site is located within an existing mixed-use shopping center generally located east of Diamond Bar Boulevard, south of Palomino Drive and north of Golden Springs Drive and addressed at 218 – 334 S. Diamond Bar Boulevard in the City of Diamond Bar, California. Pursuant to our coordination efforts and understanding of the City of Diamond Bar requirements, the preparation of a parking study is required as part of the review and approval of a Conditional Use Permit (CUP) to ensure that adequate parking is provided upon completion of the Project and full occupancy of the shopping center.

The center is an established mixed-used retail center with a total floor area of 106,393 square-feet (SF) and is approximately 94.4 percent occupied. The existing parking supply for the Project site totals 419 spaces.

The current tenant mix, which occupies 100,393 SF, includes CVS, Smart & Final, and a variety of retail/commercial and restaurant/food uses. Blank Canvas Event Center plans to renovate 6,000 SF of vacant space located within Suite 334. Blank Canvas Event Center is anticipated hosting boutique weddings, corporate events, birthdays and other private gatherings with up to a capacity of 104 people. Based on proposed hours of operations, the special events would be held on Friday, Saturday and Sundays between 3:00 PM and 11:00 PM; an occasional event may be held during the weekday but would be held during the same time periods noted herein.

David S. Shender, PE
John A. Boarman, PE
Richard E. Barretto, PE
Keil D. Maberry, PE
KC Yellapu, PE
Dave Roseman, PE
Shankar Ramakrishnan, PE
Daniel A. Kloos, PE



This parking analysis evaluates the shopping center's parking requirements based on the City of Diamond Bar Municipal Code, as well as the current shared parking methodology outlined in Urban Land Institute's (ULI) *Shared Parking, 3rd Edition* and in consideration of the *City of Diamond Bar Municipal Code, Section 22.30.050 – Reduction of off-street parking requirements for shared use*.

The study focused on the following:

- ❑ Calculates the Code-based parking requirements for the Project site existing shopping center based on the application of City Code parking ratios tested against a 104-person event.
- ❑ Includes existing parking demand surveys at the center to establish current shared parking peak parking requirements for the current tenants and forecasts the aggregate parking demand of retail center at full occupancy with the application of shared parking methodology for the proposed Project at a capacity of 104 persons and based on a larger 125-person event.
- ❑ Compares survey plus shared parking demand against the existing parking supply, in order to identify any potential, operational surplus or deficiency in parking supply.

Our method of analysis, findings, and conclusions are described in detail in the following sections of this report.

PROJECT LOCATION AND DESCRIPTION

The site is located within an existing mixed-use shopping center generally located east of Diamond Bar Boulevard, south of Palomino Drive and north of Golden Springs Drive in the City of Diamond Bar, California. **Figure 1**, located at the rear of this letter report, presents a Vicinity Map, which illustrates the general location of the subject property in the context of the surrounding street system.

The site is an existing mixed-use retail center comprised of five (5) buildings with a total floor area of 106,393 SF. The current tenant mix, which occupies 100,393 SF, includes CVS, Smart & Final, and a variety of retail/commercial and restaurant/food uses. Blank Canvas Event Center plans to renovate 6,000 SF of vacant space located within Suite 334. Blank Canvas Event Center is anticipated hosting boutique weddings, corporate events, birthdays and other private gatherings with up to 104 people. Most events would be held on Friday, Saturday and Sundays between 3:00 PM and 11:00 PM; an occasional event may be held during the weekday but would be held during the same time periods noted herein. **Figure 2** presents an existing aerial photograph of the site and illustrates the existing buildings and parking areas.



Table 1, located at the end of this letter report, following the figures, presents the tenant unit/address, most recent development tabulation/tenant mix and associated floor areas for the center, and hours of operations for the existing tenants. A review of **Table 1** indicates the occupied floor area of 100,393 SF is a mix of retail, supermarket/grocery, pharmacy, restaurant and personal services consisting of the following:

- ❑ 7,752 SF of retail floor area,
- ❑ 32,400 SF of supermarket/grocery floor area,
- ❑ 53,155 SF of pharmacy floor area,
- ❑ 1,386 SF of restaurant floor area,
- ❑ 3,000 SF of fast-food floor area, and
- ❑ 2,700 SF of personal services floor area.

The proposed Project and associated floor area consists of the following:

- ❑ 6,000 SF of vacant space to be converted to an event center to be occupied by Blank Canvas South in Suite 334

Blank Canvas Event Center will have events that will be held on Friday, Saturday and Sundays between 3:00 PM and 11:00 PM. It is anticipated that during a larger event there could be up to 13 staff members on-site consisting of 4-6 vendors, 1-2 bartenders, 1-2 security depending on the nature of the event, 2-3 event coordinators, cleaning or technical support. Staff typically arrive 1-2 hours before the event for setup and preparation. Staff typically leave 1.5-2 hours after the event ends to clean up and reset the space for the next day. **Figure 3** presents the site plan. **Figure 4** presents the proposed floor plan for the Project prepared by Jwaim Design.

Parking Supply

Based on a field assessment conducted in January 2025, the existing on-site parking supply for the center totals 419 spaces. For detailed study purposes, the parking areas were divided into four (4) zones as illustrated on **Figure 3**. **Table 2** provides a breakdown of the parking supply provided within each zone, which are identified as Zones A through D in **Table 2**.

PARKING SUPPLY-DEMAND ANALYSIS

This parking analysis for the mixed-used development involves determining the expected parking needs, based on the size and type of proposed development components, versus the parking supply. In general, there are multiple methods that can be used to estimate the site's peak parking needs. Two methods have been used in this analysis and include:

- Application of City code requirements (which typically treats each tenancy type as a “stand alone” use at maximum demand) tested against a 104-person event.
- Existing parking demand surveys to determine the aggregate parking demand of current tenants, combined with application of shared parking evaluation methodologies for all proposed or existing vacant floor areas in the center plus the larger 125-person event.

The shared parking methodology is concluded to be applicable to an existing development such as the Project site because the individual land use types (i.e., eating establishments, retail shops, etc.) experience peak demand at different times of the day, day of the week and month of the year.

CODE PARKING REQUIREMENTS

The code parking calculation for the Project site is based on the City's requirements as outlined in *Chapter 22.30 – Off-Street Parking and Loading Standards* of the Municipal Code. The City's Municipal Code specifies the following parking requirements, which may or may not be applicable to the proposed Project:

- **Shopping centers (shall use unsegregated parking area):** 1 space for each 200 SF of gross floor area for centers of less than 20,000 SF and 1 space for each 250 SF of gross floor area for centers of 20,000 to 50,000 SF, and 1 space for each 300 SF of gross floor area for centers over 50,000 SF, plus 1 space for each 1,000 SF of outdoor display area.
- **Places of Assembly:** 1 space for each 3 seats, or 1 space for every 50 SF of gross assembly or viewing area, plus accessory uses.

Based on the review of the Project site plan and the current and proposed tenant mix, the Project fits the city's definition of “Shopping Center”. Therefore, a parking ratio of 1 space per 300 SF has been applied to Project's commercial retail/food uses.



Table 3 presents the parking code requirements for the existing development plus the proposed tenant mix. As shown, this application of City parking ratios to the existing and proposed mix of uses of the center results in a total parking requirement of 370 parking spaces. With an existing parking supply of 419 spaces, a theoretical code surplus of 49 spaces is calculated.

Due to the large surpluses identified above, the applicant has requested an evaluation associated with a potential increase to the size of the event from a 104-person event to a 125-person event. As such, the following section identifies the parking implications with a 125-person event.

SURVEY PLUS SHARED PARKING ANALYSIS

It is our understanding that the applicant would like to potentially increase the event size from a 104-person event to a 125-person event for those occasions where an increase in capacity would dictate as such. Blank Canvas Event Center is a unique use that doesn't exactly fit any of the Code land uses. Therefore, the proposed parking requirement for Blank Canvas Event Center is based on operational data as well as an anticipated maximum event size along with an anticipated average vehicle occupancy (AVO) of 3.0 for larger events such as a wedding. It is our understanding that a 104-person event would require staffing needs consisting of 2 bartenders, 6 vendors, 2 security and 3 event coordinators/cleaners or technical support for a total of 13 staff members. For larger events such as a 125-person event would require an additional 5 staffing personnel for a total of 18 staff. As such the maximum anticipated parking required for Blank Canvas Event Center with a 125-person event is 60 spaces (125 guest divided by 3.0 AVO plus 1 space per staff x 18 staff). It should be noted that this approach is more conservative than applying the code requirement of 1 space per 3.0 seats which would result in a parking requirement of 42 spaces.

As such, to validate the adequacy of the increase the survey plus shared parking approach is considered the most applicable approach given the existing shopping center is fully occupied, with the exception of the proposed Project.

Survey Plus Shared Parking Application to the Project

To assess the actual parking demands of the center, in combination with the Project's parking requirements, utilization of the actual field study data of the subject property for the existing tenancies that were collected in January 2025 has been combined with ULI shared parking techniques applied to the proposed Project. This approach is consistent with other parking studies done in Diamond Bar and in concurrence with



City staff direction. **Tables 4** and **5** summarize the results of this approach. **Appendix A** presents the parking demand counts collected at center on a Friday and Saturday.

Column (1) of **Tables 4** and **5** presents a summary of the weekday (Friday) and weekend (Saturday) parking survey data collected at the site for Parking Zones A through D, as summarized in **Appendix A**. Column (2) presents the re-occupancy of the existing vacancy with the proposed Project assuming a larger 125-person event. Column (3) presents the expected joint-use parking demand for the entire site on an hourly basis, while Column (4) summarizes the hourly parking surplus/deficiency for the Project compared to the existing parking supply of 419 spaces.

As presented in **Tables 4** and **5**, the forecast peak parking demand for Friday would total 169 parking spaces at 4:00 PM, which results in a minimum functional surplus of 250 spaces (60% surplus). Peak overall demands on a Weekend are forecast at 157 spaces at 4:00 PM, for a minimum functional surplus of 262 spaces (63% surplus). Therefore, we conclude that there is adequate parking on site to accommodate the existing uses and the proposed Blank Canvas Event Center with up to 125-person event and up to 18 staff members.

Figures 5 and **6** graphically illustrate the weekday and weekend hourly parking demand forecast for the Project, respectively. Each land use component and its corresponding hourly Shared Parking demand for various mixes of uses, which were presented in **Tables 4** and **5**, are depicted in these two figures relative to a shared parking supply of 419 spaces. A review of these figures indicates that the Project's proposed parking supply of 419 spaces will adequately accommodate the center's weekday and weekend hourly shared parking demand of all existing and future uses, including the proposed Project, for all morning, midday, afternoon and evening hours.

Based on LLG's experience, the surpluses identified in the "blended" survey plus shared results indicate an adequate parking supply following full center occupancy with the proposed Blank Canvas Event Center.

PARKING MANAGEMENT PLAN

Although the site has an abundance of parking available for the tenants and the proposed Project, Blank Canvas Event Center only has 74 spaces located within Zone A adjacent to Suite 334. Although a 125-person event would require 60 spaces it could result in some inadequacies for other tenants located within Zone A. As such, it is recommended that the Project work with the leasing company to develop a

Parking Management Plan (PMP) to help minimize its potential impact on the adjacent tenants.

PMP MEASURES

Specific PMP measures are described below, and were developed based on the following objectives and will be implemented through signage and by on-site management:

Objectives:

- ❑ The PMP should direct event staff where to park.
- ❑ The PMP should highlight key areas where short-term guest could be implemented to ensure other tenants have adequate parking in close proximity.

Measures:

1. The PMP should identify employee parking locations. Employees should be focused to park in the outer perimeter away from the businesses while leaving the most desired parking for customers.
2. The PMP should identify strategies to work directly with the leasing office to determine if any high turnover frequency “short term or 1 hour time restricted parking only” are required (exact time restricted to be determined).
3. While working with the leasing company it is recommended that the other tenants be informed so they can become stakeholders in this process and provide feedback and input as it relates to potential changes/modifications to the PMP. It is recommended that this group meet annually and/or semi-annual to discuss concerns, issues and work collectively towards solving any issues.

It should be noted that Zone A currently has 5 spaces designated as time restricted along with an A-Frame sign with signage for PostNet Prints and Cleaners Customers Parking Only. As such, it appears that the leasing company already has some form of a parking management plan in place. Therefore, it is recommended that the adjacent tenants along with the leasing company continue to monitor this area and work collectively to determine the appropriate measures to ensure adequate parking continues for all tenants and guests.

SUMMARY OF FINDINGS AND CONCLUSIONS

1. The site is an existing mixed-use retail center comprised of five (5) buildings with a total floor area of 106,393 SF. The current tenant mix, which occupies 100,393 SF, includes CVS, Smart & Final, and a variety of retail/commercial and restaurant/food uses. Blank Canvas Event Center plans to renovate 6,000 SF of vacant space located within Suite 334. Blank Canvas Event Center is anticipated to host boutique weddings, corporate events, birthdays and other private gatherings with up to 104 people. Most events would be held on Friday, Saturday and Sundays between 3:00 PM and 11:00 PM.
2. Direct application of City parking codes to the existing and proposed mix of uses results in a total parking requirement of 370 parking spaces. When compared against the existing parking supply of 419 spaces the center has a theoretical surplus of 49 spaces.
3. Due to the desire by the applicant to increase the event size from a 104-person event to a 125-person event a “blended” survey plus shared parking analysis has been completed for the center. As a result a 125-person event would result in a future minimum functional surplus at the center is in excess of 250 spaces. Hence, it is concluded that adequate parking is provided on site to accommodate the proposed tenant mix inclusive of a 125-person event.
4. To ensure adequate parking for all user groups, tenants and guest it is recommended that Blank Canvas Event Center work closely with the leasing office to develop a Parking Management Plan (PMP).

* * * * *



Vincent Whitley
March 24, 2025
Page 9

We appreciate the opportunity to prepare this analysis for the proposed Project and the City of Diamond Bar. Should you have any questions or need additional assistance, please do not hesitate to call me at (949) 825-6175.

Very truly yours,
Linscott, Law & Greenspan, Engineers

Richard E. Barretto, P.E.
Principal

cc: Shane S. Green, P.E., Senior Transportation Engineer



Attachments

Table 1: Existing and Proposed Project Development Summary
Table 2: Summary of Existing Parking Supply
Table 3: City Code Parking Requirements
Table 4: Weekday (Friday) Survey Plus Shared Parking Demand Analysis
Table 5: Weekend (Saturday) Survey Plus Shared Parking Demand Analysis

Figure 1: Vicinity Map
Figure 2: Existing Aerial Photograph
Figure 3: Existing Overall Site Plan
Figure 4: Conceptual Floor Plan
Figure 5: Weekday (Friday) Survey Plus Shared Parking Demand Profile
Figure 6: Weekend (Saturday) Survey Plus Shared Parking Demand Profile



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SOURCE: OPEN STREETS

KEY

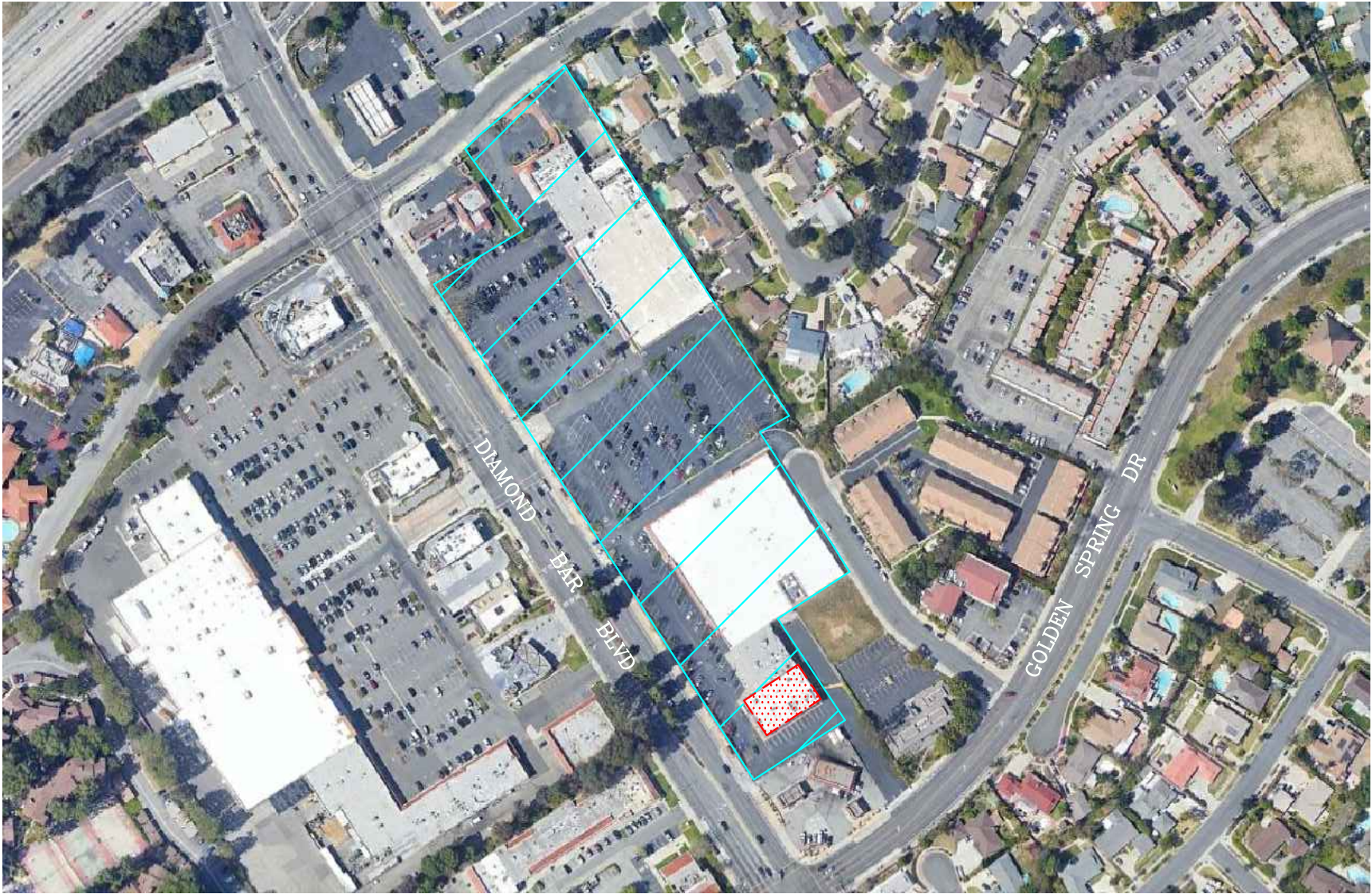
- = PROJECT SITE
- = DIAMOND BAR SHOPPING CENTER



FIGURE 1

VICINITY MAP

BLANK CANVAS EVENT CENTER, DIAMOND BAR



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SOURCE: GOOGLE

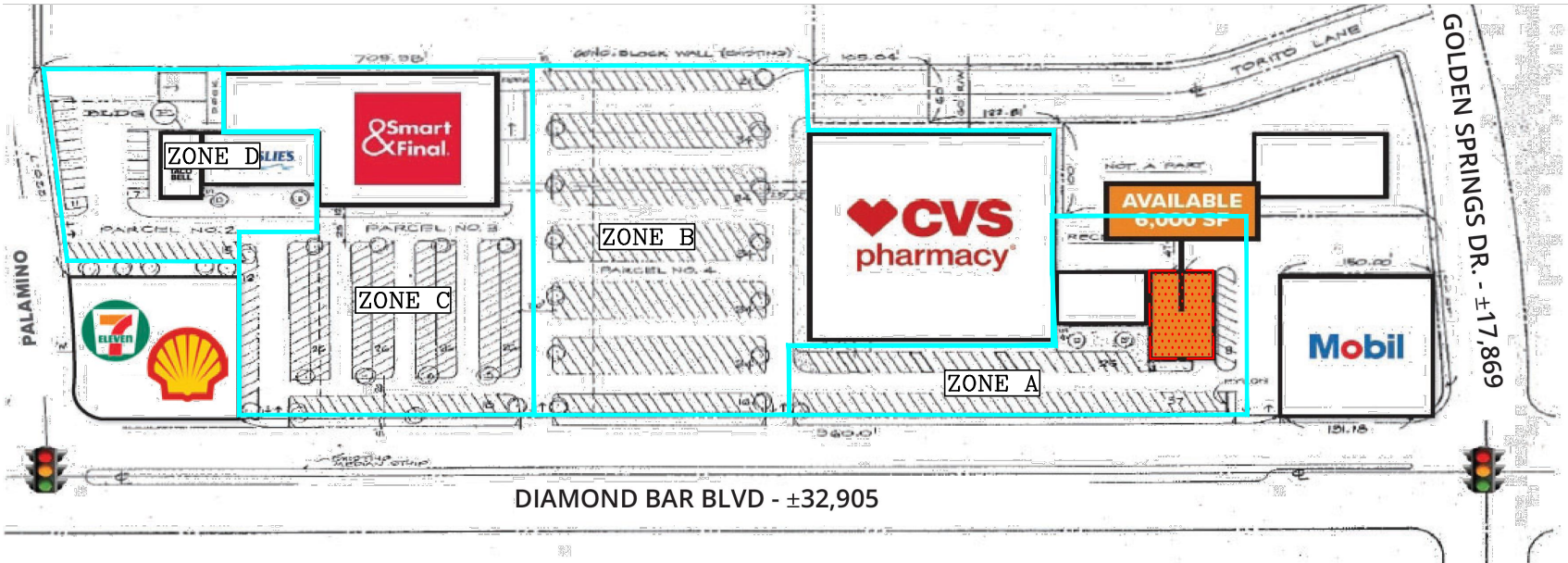
KEY

-  = PROJECT SITE
 = DIAMOND BAR SHOPPING CENTER



FIGURE 2

EXISTING AERIAL PHOTOGRAPH
BLANK CANVAS EVENT CENTER, DIAMOND BAR



KEY	
ZONE A	74
ZONE B	192
ZONE C	120
ZONE D	33
TOTAL	419



KEY
 = PROJECT SITE

FIGURE 3

EXISTING OVERALL SITE PLAN
 BLANK CANVAS EVENT CENTER, DIAMOND BAR

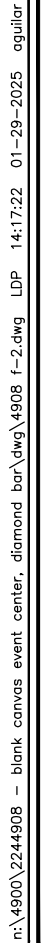
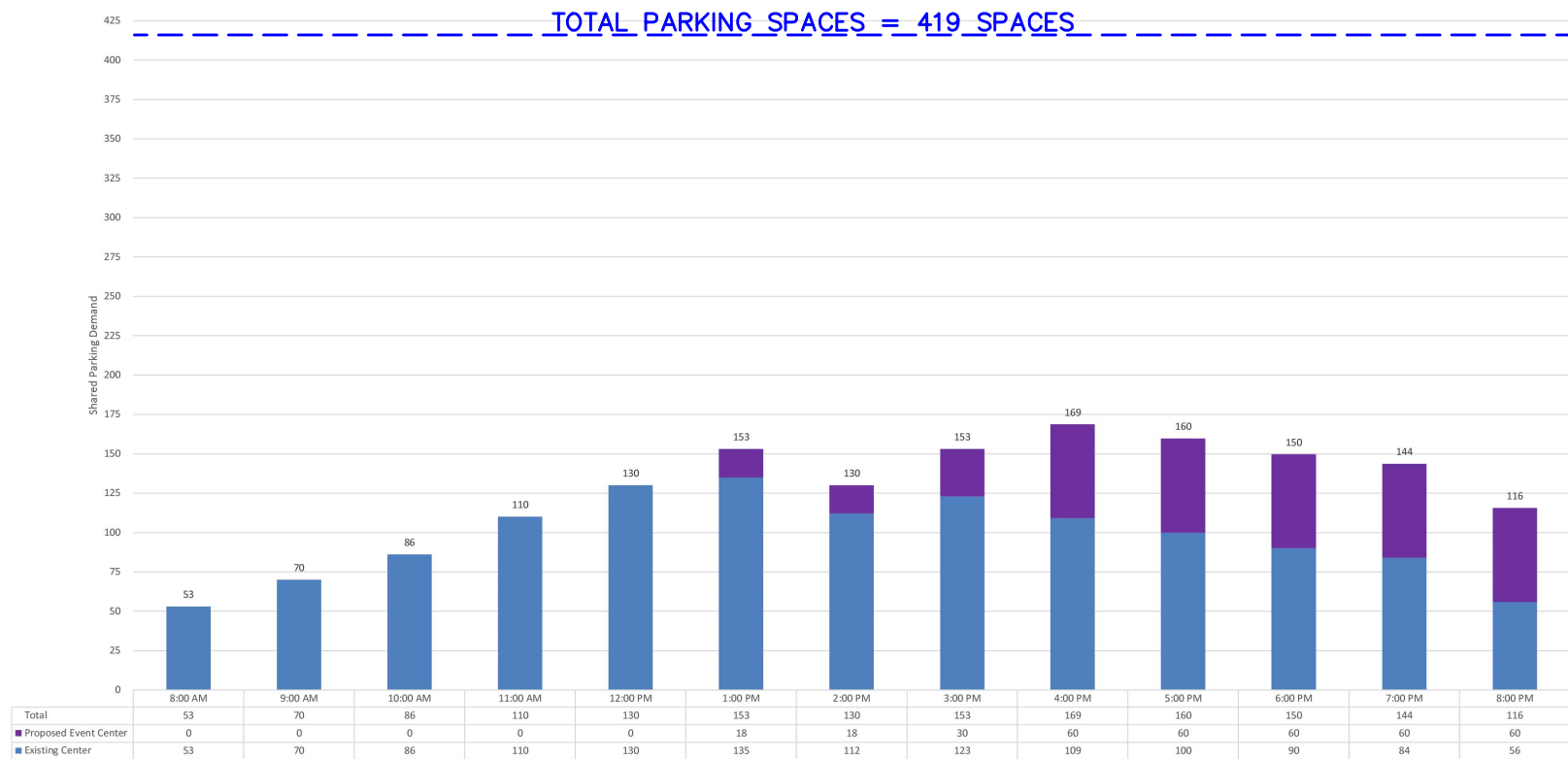


FIGURE 4

Packet Pg. 53



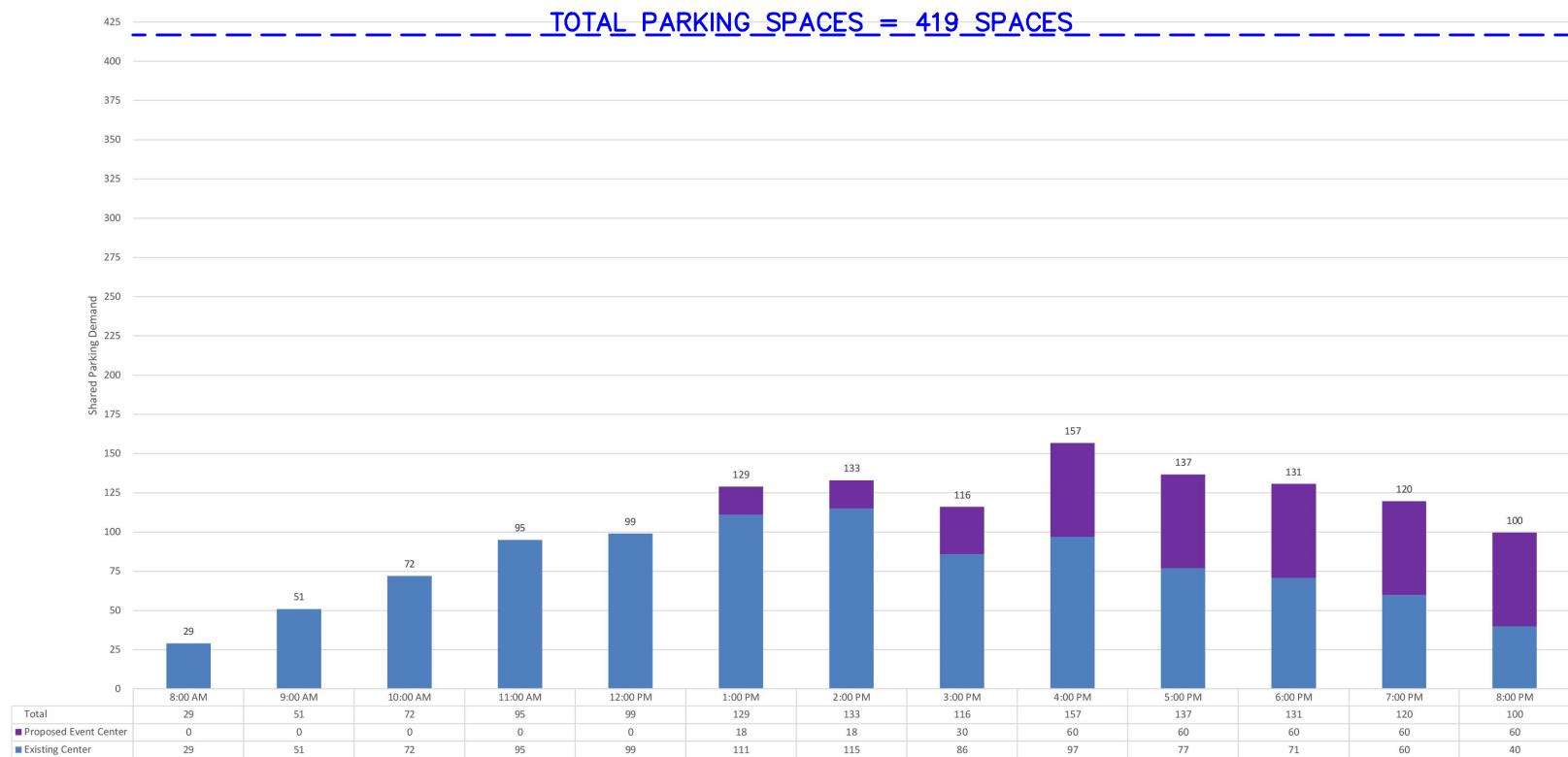


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FIGURE 5

WEEKDAY (FRIDAY) SURVEY PLUS
SHARED PARKING DEMAND PROFILE
BLANK CANVAS EVENT CENTER, DIAMOND BAR



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FIGURE 6

WEEKEND (SATURDAY) SURVEY PLUS
SHARED PARKING DEMAND PROFILE
BLANK CANVAS EVENT CENTER, DIAMOND BAR



TABLE 1
EXISTING AND PROPOSED PROJECT DEVELOPMENT SUMMARY [1]
BLANK CANVAS EVENT CENTER, DIAMOND BAR

Suite	Tenant	Land Use	Hours of Operation	Retail	Supermarket/ Grocery	Pharmacy	Fine & Casual Dining	Fast-Food Restaurant	Personal Services	Event Center	Building Size (SF)
300	CVS	Pharmacy	24hr			53,155					53,155 SF
324	PostNet	Retail	M-Th 9am-5:30pm, F 9am-6pm, Sat 9am-2:30pm	2,520							2,520 SF
326	Georgie's Mediterranean	Restaurant	M-Th 11am-8:30pm, F-Sat 11am-9pm, Sun Noon-8pm				1,386				1,386 SF
328	Golden Spring Cleaner	Retail	M-F 7am-7pm, Sat 8am-5pm	1,592							1,592 SF
218	Taco Bell	Restaurant	M-Sun 8am-10pm					3,000			3,000 SF
222	Leslie's Poolmart, Inc	Retail	M-F 9am-6pm, Sat 9am-5pm, Sun 10am-5pm	3,640							3,640 SF
224/228/230	Diamond Bar Beauty	Personal Services	M-T 10am-6pm, W-F 10am-6:30pm, Sat 9:30am-5:30pm						2,700		2,700 SF
240	Smart & Final	Grocery	M-Sun 6am-10pm		32,400						32,400 SF
EXISTING SUBTOTAL				7,752	32,400	53,155	1,386	3,000	2,700	0	100,393 SF
334	Proposed Blank Canvas	Event Center	M-F 10am-5pm, F-Sun 4pm-11pm (Events)							6,000	6,000 SF
VACANT/PROPOSED SUBTOTAL				0	0	0	0	0	0	6,000	6,000 SF
TOTAL				7,752	32,400	53,155	1,386	3,000	2,700	6,000	106,393 SF
PERCENT LAND USE MIX				7.3%	30.5%	50.0%	1.3%	2.8%	2.5%	5.6%	100.0%

Notes:

[1] Source: Planning Division Commercial Multi-Tenant Initial Parking Study, tenant information supplemented with field observations conducted by LLG in January 2025.



TABLE 2
SUMMARY OF EXISTING PARKING SUPPLY [1]
BLANK CANVAS EVENT CENTER, DIAMOND BAR

Zone	Regular [2]	Handicapped	Timed	Compact	Total
A	66	3	5	0	74
B	185	7	0	0	192
C	114	6	0	0	120
D	23	2	0	8	33
TOTAL	388	18	5	8	419

Notes:

[1] Parking inventory of supply was conducted in January 2025.

[2] Parking Zone C has four spaces taken off-line due to the use of cart corrals for Smart and Final. As such, the parking inventory excludes the 4 spaces which are permanently used by the cart corrals.



TABLE 3
CITY CODE PARKING REQUIREMENTS [1]
BLANK CANVAS EVENT CENTER, DIAMOND BAR

Land Use	Size	City of Diamond Bar Code Parking Ratio	Spaces Required
<u>Existing Tenant Mix</u>			
Retail	7,752 SF	1 space per 300 SF of GFA for centers over 50,000 SF, plus 1 space for each 1,000 SF of outdoor	26
Supermarket/Grocery	32,400 SF	1 space per 300 SF of GFA for centers over 50,000 SF, plus 1 space for each 1,000 SF of outdoor	108
Pharmacy	53,155 SF	1 space per 300 SF of GFA for centers over 50,000 SF, plus 1 space for each 1,000 SF of outdoor	177
Fine & Casual Dining	1,386 SF	1 space per 300 SF of GFA for centers over 50,000 SF, plus 1 space for each 1,000 SF of outdoor	5
Fast-Food Restaurant	3,000 SF	1 space per 300 SF of GFA for centers over 50,000 SF, plus 1 space for each 1,000 SF of outdoor	10
Personal Services	2,700 SF	1 space per 300 SF of GFA for centers over 50,000 SF, plus 1 space for each 1,000 SF of outdoor	9
<u>Vacant/Proposed Project</u>			
Proposed Blank Canvas	6,000 SF [2]	1 space per 3 seats	35
A. TOTAL OCCUPIED PARKING CODE REQUIREMENT			335
B. TOTAL VACANT/PROPOSED PARKING CODE REQUIREMENT			35
C. TOTAL PARKING CODE REQUIREMENT BASED ON FULL OCCUPANCY			370
D. EXISTING PARKING SUPPLY			419
E. PARKING SURPLUS/DEFICIENCY (+/-) BASED ON FULL OCCUPANCY (D - C)			49

Notes:

[1] Source: City of Diamond Bar Municipal Code, Chapter 22.30 - Off-Street Parking and Loading Standards.

[2] The site will be limited to a 104 person event.



TABLE 4
WEEKDAY (FRIDAY) SURVEY PLUS SHARED PARKING DEMAND ANALYSIS [1] – WITH 125 PERSON EVENT
BLANK CANVAS EVENT CENTER, DIAMOND BAR

Land Use	Existing Center	Proposed Blank Canvas Event Center		
Size	Friday Actual Observed Hourly Parking Demand [3]	6.000 KSF	Survey Plus Shared Parking Demand	Comparison w/ Parking Supply 419 Spaces
Pkg Rate[2]		60 Spc.		
Gross Spaces		Number of Spaces		Surplus (Deficiency)
Time of Day				
8:00 AM	53	0	53	366
9:00 AM	70	0	70	349
10:00 AM	86	0	86	333
11:00 AM	110	0	110	309
12:00 PM	130	0	130	289
1:00 PM	135	18	153	266
2:00 PM	112	18	130	289
3:00 PM	123	30	153	266
4:00 PM	109	60	169	250
5:00 PM	100	60	160	259
6:00 PM	90	60	150	269
7:00 PM	84	60	144	275
8:00 PM	56	60	116	303

Notes:

[1] Source: ULI - Urban Land Institute "Shared Parking," Third Edition, 2020.

[2] Parking rates for all land uses based on City code with the exception of the proposed Project which is based on operational data.

[3] Counts correspond to Friday, January 24, 2025.



TABLE 5
WEEKEND (SATURDAY) SURVEY PLUS SHARED PARKING DEMAND ANALYSIS [1] – WITH 125 PERSON EVENT
BLANK CANVAS EVENT CENTER, DIAMOND BAR

Land Use	Existing Center	Proposed Blank Canvas Event Center	Survey Plus Shared Parking Demand	Comparison w/ Parking Supply 419 Spaces Surplus (Deficiency)
Size	Saturday Actual Observed Hourly Parking Demand [3]	6,000 KSF		
Pkg Rate[2]		60 Spc.		
Gross Spaces		Number of Spaces		
Time of Day				
8:00 AM	29	0	29	390
9:00 AM	51	0	51	368
10:00 AM	72	0	72	347
11:00 AM	95	0	95	324
12:00 PM	99	0	99	320
1:00 PM	111	18	129	290
2:00 PM	115	18	133	286
3:00 PM	86	30	116	303
4:00 PM	97	60	157	262
5:00 PM	77	60	137	282
6:00 PM	71	60	131	288
7:00 PM	60	60	120	299
8:00 PM	40	60	100	319

Notes:

[1] Source: ULI - Urban Land Institute "Shared Parking," Third Edition, 2020.

[2] Parking rates for all land uses based on City code with the exception of the proposed Project which is based on operational data.

[3] Counts correspond to Saturday, January 25, 2025.

***APPENDIX A
EXISTING PARKING DEMAND COUNTS***

Diamond Bar

Diamond Bar Ranch Shopping Center
Diamond Bar Blvd and Palomino Dr

Friday, January 24th, 2025

		Inventory	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PM
Zone A	Regular	66	8	14	13	16	23	18	17	14	11	10	15	13	3
	Handicap	3	0	0	0	0	0	0	1	1	0	0	1	0	0
	Timed	5	0	0	0	1	1	2	2	1	1	2	3	3	2
	Subtotal	74	8	14	13	17	24	20	20	16	12	12	19	16	5

Total Occupancy
Total Percent

74	8	14	13	17	24	20	20	16	12	12	19	16	5
	11%	19%	18%	23%	32%	27%	27%	22%	16%	16%	26%	22%	7%

		Inventory	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PM
Zone B	Regular	185	22	24	25	40	40	38	38	46	43	42	24	24	19
	Handicap	7	0	1	3	1	4	2	1	3	1	2	0	0	1
	Subtotal	192	22	25	28	41	44	40	39	49	44	44	24	24	20

Total Occupancy
Total Percent

192	22	25	28	41	44	40	39	49	44	44	24	24	20
	11%	13%	15%	21%	23%	21%	20%	26%	23%	23%	13%	13%	10%

		Inventory	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PM
Zone C	Regular	114	18	25	33	42	45	53	37	40	36	30	32	26	21
	Handicap	6	2	0	2	0	3	3	1	3	1	2	2	2	0
	Subtotal	120	20	25	35	42	48	56	38	43	37	32	34	28	21

Total Occupancy
Total Percent

120	20	25	35	42	48	56	38	43	37	32	34	28	21
	17%	21%	29%	35%	40%	47%	32%	36%	31%	27%	28%	23%	18%

		Inventory	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PM
Zone D	Regular	23	3	6	10	10	12	18	15	15	16	12	13	14	9
	Handicap	2	0	0	0	0	2	1	0	0	0	0	0	2	1
	Compact	8	0	0	0	0	0	0	0	0	0	0	0	0	0
	Loading	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal	33	3	6	10	10	14	19	15	15	16	12	13	16	10

Total Occupancy
Total Percent

33	3	6	10	10	14	19	15	15	16	12	13	16	10
	9%	18%	30%	30%	42%	58%	45%	45%	48%	36%	39%	48%	30%

Zones A- D Total
Total Percent

419	53	70	86	110	130	135	112	123	109	100	90	84	56
	13%	17%	21%	26%	31%	32%	27%	29%	26%	24%	21%	20%	13%

Diamond Bar

Diamond Bar Ranch Shopping Center
Diamond Bar Blvd and Palomino Dr

Saturday, January 25th, 2025

		Inventory	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PM
Zone A	Regular	66	0	6	9	10	13	21	21	12	11	6	4	4	2
	Handicap	3	0	0	0	0	0	1	1	0	0	0	0	0	0
	Timed	5	0	0	0	2	3	3	4	3	4	1	3	2	2
	Subtotal	74	0	6	9	12	16	25	26	15	15	7	7	6	4

Total Occupancy
Total Percent

74	0	6	9	12	16	25	26	15	15	7	7	6	4
	0%	8%	12%	16%	22%	34%	35%	20%	20%	9%	9%	8%	5%

		Inventory	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PM
Zone B	Regular	185	6	6	19	19	17	17	29	22	24	28	31	27	14
	Handicap	7	0	0	0	5	1	1	3	3	0	3	1	1	2
	Subtotal	192	6	6	19	24	18	18	32	25	24	31	32	28	16

Total Occupancy
Total Percent

192	6	6	19	24	18	18	32	25	24	31	32	28	16
	3%	3%	10%	13%	9%	9%	17%	13%	13%	16%	17%	15%	8%

		Inventory	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PM
Zone C	Regular	114	20	26	33	46	44	46	39	31	35	26	23	15	14
	Handicap	6	1	2	1	3	4	4	4	0	3	0	1	1	0
	Subtotal	120	21	28	34	49	48	50	43	31	38	26	24	16	14

Total Occupancy
Total Percent

120	21	28	34	49	48	50	43	31	38	26	24	16	14
	18%	23%	28%	41%	40%	42%	36%	26%	32%	22%	20%	13%	12%

		Inventory	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PM
Zone D	Regular	23	2	11	9	9	14	16	13	13	19	13	8	8	5
	Handicap	2	0	0	1	1	2	2	1	2	1	0	0	2	1
	Compact	8	0	0	0	0	0	0	0	0	0	0	0	0	0
	Loading	0	0	0	0	0	1	0	0	0	0	0	0	0	0
	Subtotal	33	2	11	10	10	17	18	14	15	20	13	8	10	6

Total Occupancy
Total Percent

33	2	11	10	10	17	18	14	15	20	13	8	10	6
	6%	33%	30%	30%	52%	55%	42%	45%	61%	39%	24%	30%	18%

Zones A- D Total
Total Percent

419	29	51	72	95	99	111	115	86	97	77	71	60	40
	7%	12%	17%	23%	24%	26%	27%	21%	23%	18%	17%	14%	10%

10/24/2024

City of Diamond Bar

Planning Commission

21810 Copley Drive

Diamond Bar, CA 91765

RECEIVED
OCT 25 2024
28
CITY OF DIAMOND BAR

Subject: Parking Support for Blank Canvas South at 334 S. Diamond Bar Blvd.

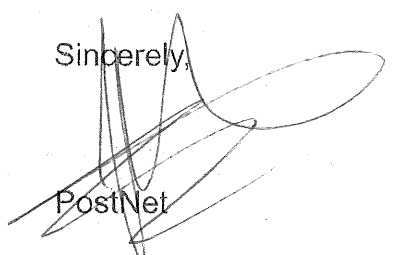
Dear Members of the Planning Commission,

As business owners at 324 S. Diamond Bar Blvd., we are writing to express our support for the upcoming event venue, Blank Canvas South, and to address any parking concerns.

Given that Blank Canvas South's events will primarily occur during evenings and weekends, when our businesses have low parking demand, we do not anticipate any interference with parking availability. Additionally, Blank Canvas South plans to implement shuttle services, rideshare options, and parking on adjacent streets, further ensuring parking remains sufficient for all patrons.

We welcome Blank Canvas South to the plaza and appreciate your attention to this matter.

Sincerely,



PostNet

324 S. Diamond Bar Blvd.

Diamond Bar, CA 91765

909-860-1490

10/24/2024

City of Diamond Bar

Planning Commission

21810 Copley Drive

Diamond Bar, CA 91765

RECEIVED

OCT 25 2024

CITY OF DIAMOND BAR

Subject: Parking Support for Blank Canvas South at 334 S. Diamond Bar Blvd.

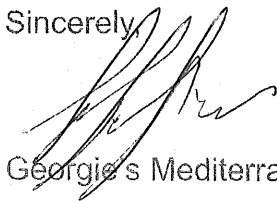
Dear Members of the Planning Commission,

As business owners at 326 S. Diamond Bar Blvd., we are writing to express our support for the upcoming event venue, Blank Canvas South, and to address any parking concerns.

Given that Blank Canvas South's events will primarily occur during evenings and weekends, when our businesses have low parking demand, we do not anticipate any interference with parking availability. Additionally, Blank Canvas South plans to implement shuttle services, rideshare options, and parking on adjacent streets, further ensuring parking remains sufficient for all patrons.

We welcome Blank Canvas South to the plaza and appreciate your attention to this matter.

Sincerely,



Georgie's Mediterranean Cuisine

326 S. Diamond Bar Blvd.

Diamond Bar, CA 91765

909-551-5025

10/24/2024

City of Diamond Bar

Planning Commission

21810 Copley Drive

Diamond Bar, CA 91765

RECEIVED

OCT 25 2024

28
CITY OF DIAMOND BAR

Subject: Parking Support for Blank Canvas South at 334 S. Diamond Bar Blvd.

Dear Members of the Planning Commission,

As business owners at 328 S. Diamond Bar Blvd., we are writing to express our support for the upcoming event venue, Blank Canvas South, and to address any parking concerns.

Given that Blank Canvas South's events will primarily occur during evenings and weekends, when our businesses have low parking demand, we do not anticipate any interference with parking availability. Additionally, Blank Canvas South plans to implement shuttle services, rideshare options, and parking on adjacent streets, further ensuring parking remains sufficient for all patrons.

We welcome Blank Canvas South to the plaza and appreciate your attention to this matter.

Sincerely,



Golden Spring Dry Clean

328 S. Diamond Bar Blvd.

Diamond Bar, CA 91765

909-861-2181

RECEIVED

OCT 25 2024

24

CITY OF DIAMOND BAR

From: Steve Tye <STye@diamondbarca.gov>

Date: Fri, Oct 25, 2024 at 11:47 AM

Subject: Blank Canvas South

To: annamay_@yahoo.com <annamay_@yahoo.com>, blankcanvassouth@gmail.com <blankcanvassouth@gmail.com>

Vincent,

Hope this helps!!

"It is a privilege to recommend Blank Canvas South as they navigate the permit process and seek to become one of the newest businesses in Diamond Bar. They have a unique, niche idea for a location that has been vacant far too long. I am grateful they have chosen Diamond Bar for their business. Let's do everything we can to support and expedite their request. Be sure to call me with any questions."

Sincerely,

Steve Tye
Diamond Bar Councilman
909.319.5426

CITY OF DIAMOND BAR
COMMUNITY DEVELOPMENT DEPARTMENT

PROPERTY LOCATION									
PLANNING COMMISSION REVIEW	File #	AP	Applicant	PC 04/22/25	CC 05/06/25	PC 05/13/25	CC 05/20/25	PC 05/27/25	CC 06/03/25
334 S. Diamond Bar Blvd (Banquet)	CUP PL2024-76	MN	Jason Lee for Blank Canvas South	PH					
ADMINISTRATIVE REVIEW									
Property Location		AP	Applicant						
PENDING ITEMS									
Property Location	File #	AP	Applicant	Status					
2000 Chestnut Creek (New Single-Family Residence)	DR MCUP PL2024-7	DT/RL	Claire Lee	Under Review					
2001 Derringer Lane (2-lot subdivision)	TPM 83036 PL2021-46	MN	Gurbachan S. Juneja	Fifth incomplete letter sent 7/30/24 - waiting for additional information					
2151 Derringer Lane (Addition and remodel to single-family residence)	DR PL2025-17	DT/RL	Pete Volbeda	First incomplete letter sent 3/14/25 – waiting for additional information					
Gentle Springs Ln. and S. Prospectors Rd.	GPA, ZC, VTTM, DR PL2021-23	GL	Tranquil Garden LLC	Under Review					
2234 Indian Creek (New single-family residence)	DR PL2024-82	DT/RL	Matthew Ewing	Second incomplete letter sent 3/13/25 - waiting for additional information					
2521 Indian Creek (New single-family residence)	DR & TP PL2024-65	RL	Philip K. Chan	Second incomplete letter sent 2/20/25 - waiting for additional information					
22909 Lazy Trail Rd. (Addition and remodel to single family residence)	DR, MCUP PL2021-05	DT/MN	Walt Patroske	Under Review					
1400 Montefino Ave (51-unit for-sale development)	PPR PL2025-29	RL	Sarah Klaustermeier	Under Review					
23007 Ridge Line (New single-family residence)	DR PL2025-27	MN	Terry Chang	Under Review					
23901 Ridge Line (2-lot Subdivision)	TPM PL2022-119	DT/MN	Pete Volbeda	Second incomplete letter sent 12/5/23 – waiting for additional information					

LEGEND

PH = PUBLIC HEARING
AP = ASSIGNED PLANNER
PC = PLANNING COMMISSION
CC = CITY COUNCIL
D = DISCUSSION ITEM

PENDING ITEMS (continued)				
Property Location	File #	AP	Applicant	Status
2887 Shadow Canyon (New single-family residence)	DR PL2025-9	MN	Peter Mattar	First incomplete letter sent 3/6/25 - waiting for additional information
Citywide Objective Design Standards	DCA PL2024-51	MN/GL	City of Diamond Bar	Under Review
SB9 & Reasonable Accommodations Ordinance	DCA PL2019-43	MN	City of Diamond Bar	Under Review
Walnut Valley Unified School District (Ordinance and Proposed Billboard)	DCA PL2024-40	RL/GL	WVUSD	Under Review