

**PLANNING COMMISSION  
MEETING AGENDA  
THURSDAY MARCH 20, 2025 6:00 PM  
SAN DIMAS COUNCIL CHAMBER  
245 EAST BONITA AVENUE**

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**COMMISSION MEMBERS**

Chair David Bratt, Vice Chair John Davis, Commissioner Doran Barnes, Commissioner Margie Green, Commissioner James Shirley

**CALL TO ORDER AND FLAG SALUTE**

**CONSENT CALENDAR**

(All items on the Consent Calendar are considered to be routine and will be enacted by one motion unless a member of the Planning Commission requests separate discussion.)

CC 1. February 20, 2025 Minutes

**RECOMMENDATION:** Approve the February 20, 2025 Planning Commission Minutes.

**PUBLIC HEARING**

PH 1. Conditional Use Permit 25-01; PROJ-25-09 - A request to allow the operation of an 8,731 square-foot indoor swim school for children (Aqua-Tots) located at 610 W. Arrow Highway, within the Downtown Specific Plan, Gateway Village West Zone [DTSP (GV-W)]. (APN: 8386-007-075)

**RECOMMENDATION:** Staff recommends that the Planning Commission approve Conditional Use Permit 25-01, a request to allow an 8,731 square foot indoor swim school for children located at 610 W. Arrow Highway within Downtown Specific Plan, Gateway Village West, through the adoption of Resolution PC-1693 (Attachment 1), subject to the attached Conditions of Approval (Exhibit A of Attachment 1).

**ORAL COMMUNICATION**

- a. Community Development Department
- b. Members of the Audience

(Members of the audience are invited to address the Planning Commission on any item not on the

agenda. Under the provisions of the Brown Act, the Commission is prohibited from taking or engaging in discussion on any item not appearing on the posted agenda. However, your concerns may be referred to staff or set for discussion at a later date.)

c. Planning Commission

- Commissioners' Report on Meetings Attended at the Expense of the Local Agency (Pursuant to AB 1234 – G.C. §53232.3(d))

**ADJOURNMENT**

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**Notice Regarding Americans with Disabilities Act:** In compliance with the ADA, if you need assistance to participate in a city meeting, please contact the City Clerk's Office at (909) 394-6216. Early notification before the meeting you wish to attend will make it possible for the City to make reasonable arrangements to ensure accessibility to this meeting [28 CFR 35.102-35.104 ADA Title II].

Copies of documents distributed for the meeting are available in alternative formats upon request. Any writings or documents provided to the Planning Commission regarding any item on this agenda will be made available for public review Monday through Thursday 7:30 a.m. to 5:30 p.m. and on Fridays from 7:30 a.m. to 4:30 p.m. in the Planning Division. In addition, most documents are posted on the City's website at [www.sandimasca.gov](http://www.sandimasca.gov).

If you are unable to attend, you may submit comments via email to [planning@sandimasca.gov](mailto:planning@sandimasca.gov) or call (909) 394-6250 no later than March 20, 2025 at 3:00 p.m.

**Posting Statement:** I declare under penalty of perjury that on March 13, 2025 I posted a true and correct copy of this agenda on the bulletin board in the Civic Center Plaza of City Hall at 245 E. Bonita Ave., San Dimas Library 145 N. Walnut Ave., San Dimas Post Office 300 E. Bonita Ave., Von's Via Verde Shopping Center 1160 Via Verde Ave., and on the City's website [www.sandimasca.gov/agendas-minutes/](http://www.sandimasca.gov/agendas-minutes/) as required by law.

March 13, 2025

*Kimberly Neustice*

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Kimberly Neustice, Senior Management Analyst

# CITY OF SAN DIMAS PLANNING COMMISSION MINUTES

Regularly Scheduled Meeting

February 20, 2025, at 6:00 p.m.  
245 East Bonita Avenue, City Council Chamber

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## PRESENT

Chairman David Bratt  
Vice-Chairman John Davis  
Commissioner Margie Green  
Commissioner James Shirley (Arrived at 7:00 p.m.)  
Commissioner Doran Barnes  
Planning Manager Marco Espinoza  
Assistant Planner Yasmin Dabbous  
Senior Management Analyst Kimberly Neustice

## CALL TO ORDER AND FLAG SALUTE

**Commissioner Bratt** called the regular meeting of the Planning Commission to order at **6:11 p.m.** and **Vice-Chairman Davis** led the flag salute.

## CONSENT CALENDAR

CC 1. Approve December 19, 2024 Minutes

CC 2. Approve January 16, 2025 Minutes

**MOTION:** Moved by **Vice-Chairman Davis**, seconded by **Commissioner Barnes** to approve the consent calendar. Motion carried 4-0-1 (Shirley absent).

## PUBLIC HEARING

**PH 1.** Municipal Code Text Amendment 24-11; Discussion and Consideration of a Municipal Code Text Amendment to amend the City of San Dimas Municipal Code, Title 18 as necessary to Amend the process for zone changes and amendments to Title 18 and to eliminate the Development Plan Review Board.

Staff report presented by **Planning Manager Espinoza** recommending Planning Commission approve Resolution PC-1692 recommending City Council adopt Municipal Code Text Amendment 24-11.

**Planning Manager Espinoza** pointed out some of the items that would normally go to DPRB but have been reassigned. For example, item one on Table 18.12.050, single-family residential, would typically go to the Development Plan Review Board (DPRB) but staff feels that these types of projects can be reviewed by staff. If the project was more than one home, a tract map or parcel map, then it would come to Planning Commission (PC) for review. Another example, additions on historic structures would be moved to director review, however, if the project was a designated historic structure, it would be brought to PC for review and approval. New multi-family, industrial and commercial projects would go to PC for review and approval. Master sign programs and monument signs would be reviewed by staff. By modifying the approval level, it saves the applicants time by eliminating the extensive process of DPRB.

**Vice-Chairman Davis** stated that he thought DPRB was also involved in the architectural review, and asked who does the architectural review if DPRB is eliminated.

**Planning Manager Espinoza** stated that staff would review the architectural portion.

**Vice-Chairman Davis** asked if staff felt comfortable reviewing the architectural portion or will a professional assist staff with this review.

**Planning Manager Espinoza** stated that the Planners are able to do the architectural review. Part of the hiring process for planners is to see how much they know about architectural types and features. For example, what makes a Craftsman or Colonial home. Staff would be able to review the plans as long as it's compatible with the neighborhood.

**Vice-Chairman Davis** asked if the neighbors around the proposed project will still be notified.

**Planning Manager Espinoza** stated yes.

**Vice-Chairman Davis** asked who would review industrial projects.

**Planning Manager Espinoza** stated staff will review the project in lieu of DPRB and if approvable, they will move it forward to PC for review and approval.

**Vice-Chairman Davis** asked for clarification on the historic portion of the text. He stated the Historical Society has a book that references all the historic homes and asked if that is the list the text refers to.

**Planning Manager Espinoza** stated that the list was from the Historic Resource Survey that was done in 1991.

**Vice-Chairman Davis** clarified that a designated historic structure would be like the Walker House where it has a state designation.

**Planning Manager Espinoza** stated that was correct. The original intent of the Historic Resource Survey from 1991 was to designate all the homes on the list historic, but after the survey was complete the ordinance never moved forward for codification and Staff doesn't know why. Unless the city has a historic ordinance, these properties cannot be treated as designated historic structures.

**Vice-Chairman Davis** asked for clarification on page three of the chart, the last item states tennis courts.

**Planning Manager Espinoza** stated that in some of the specific plan areas it calls for tennis courts to be reviewed by DPRB, so staff added it to this table so that review and approval will apply to the entire city.

**Vice-Chairman Davis** recommended changing tennis courts to sports courts to cover basketball, pickle ball, etc. The intention of the code seems to be for any sport that creates noise or additional lighting for the neighbors. He feels that the neighbors should have a chance to weigh in on these items when one is being proposed.

**Planning Manager Espinoza** stated he is concerned that we are opening the door to accidentally allow certain items, such as batting cages, which are actually prohibited in the City. He asks if staff should leave it as tennis courts or change it to sports courts.

**Vice-Chairman Davis** stated that he would leave it up to Staff to write the code with the intent to cover things such as pickleball which is a very noisy sport.

**Planning Manager Espinoza** stated that by writing this into the code it will allow Staff to add conditions to the approval to help mitigate some of these concerns, such as no active use after 10:00 p.m. or lights need to be turned off by a certain time.

**Vice-Chairman Davis** asked how the Homeowners Association (HOA) approval makes its way into the permit issuance process.

**Planning Manager Espinoza** stated that Staff requires a letter of approval from the HOA at the time of submittal. However, if the applicant argues the need for HOA approval, Staff will still take it in and could possibly approve the project. HOA codes are a civil matter between the owner and the HOA, and the City is not involved in the enforcement of the HOA codes.

**Vice-Chairman Davis** stated that overall, he's ok with the MCTA but in some places of the code it references "Director" and in some areas it references "Director of Community Development". Staff should go through the MCTA to check for consistency on terms like this.

**Commissioner Barnes** stated he was able to speak with **Planning Manager Espinoza** earlier about some questions he had, and he was able to get some clarification. He didn't realize that the report only included the areas of the code that was being modified and not the entire code section.

**Planning Manager Espinoza** stated that was correct, and wherever you see the three little dots at the end of the section, that means there's more wordage. Staff felt that if they included more of the code, it would be too much.

**Vice-Chairman Davis** stated it would have been helpful to have a table of contents for the changes and he would recommend making one for City Council's review.

**Commissioner Barnes** stated that on page 45 of the agenda packet there are revisions to some sections related to trees and asked if the changes being suggested in this MCTA will cause any issues with the comments the Commissioners made on the tree ordinance that is currently being worked on.

**Planning Manager Espinoza** stated that each section listed are individual sections. The tree preservation ordinance is the only section that Staff is proposing to modify at this time and, if needed, will be edited later when the tree ordinance comes to PC for review and approval.

**Commissioner Barnes** thought he saw something about caretaker units and asked if a caretaker unit is different than an ADU.

**Planning Manager Espinoza** stated that this item is referenced in a code section related to the M-1 zone and applies to a person who lives on a commercial property to take care of the property.

**Commissioner Barnes** stated that he is in favor of trying to streamline the process but feels that a lot of the DPRB review authority is being shifted to Staff. He also is supportive of doing a joint study session with City Council because he feels that some of the proposed changes would be beneficial to discuss with City Council to see what their thoughts are. While some of the changes that are being shifted to staff are small, they can have larger implications than we realize.

**Planning Manager Espinoza** stated that he understands that there is a lot of changes in this MCTA and the thoughts on moving some of the DPRB items to different review levels might not have been vetted out enough to consider long range implications.

**Commissioner Barnes** stated that he believes there's at least one new Councilmember on the City Council since this item was initiated and feels that having a joint discussion would be beneficial.

**Chairman Bratt** stated that boards and commissions should not be made entirely of City Staff and that community input is very beneficial.

**Planning Manager Espinoza** stated that Staff hardly ever have applications submitted for the License and Permit Hearing Board, the last one was about two or three years ago and another one recently for sidewalk sales of political flags and banners. Staff was hoping that since it rarely happens, they can reassign it. Some items that require License and Permit Hearing Board approval, such as security guards or an ice cream store, should go through the regular business license process only. The section is outdated and the modifications presented were to streamline the process for typical business types.

**Commissioner Barnes** asked if the Planning Commission can be assigned to act as the License and Permit Hearing Board. He agrees that some of the business types are ministerial, but some are not, and need to be reviewed. He understands that this means some additional review of this section may be required but feels that the Planning Commission should be assigned this task.

**Chairman Bratt** stated that in the twenty years he's been on the DPRB he hasn't seen very many applications come through, so it isn't critical.

**Vice-Chairman Davis** stated he would be ok moving the review authority to the Planning Commission.

**Commissioner Green** stated she sees that a lot of work has been put into this MCTA and appreciates the questions from the other Commissioners. She's been a resident for over fifty years and a business owner, and she appreciates the effort to streamline the process. She's been to most of the DPRB meetings over the years and sees a lot of the community showing up for some items and feels that community input is important.

**Chairman Bratt** asked **Commissioner Barnes** if he would be interested in a study session with City Council to discuss these changes.

**Commissioner Barnes** stated that he would be interested in a study session because he would like to understand what the thoughts of the City Council are, and added they might have some suggestions on where the review authority should lie for the various items.

**Chairman Bratt** opened the public hearing.

No communications were made at this time.

**Chairman Bratt** closed the public hearing.

**Vice-Chairman Davis** stated that he doesn't really have a problem with where this MCTA is going. He agrees that there should be a joint study session with City Council to discuss what their thoughts are on the changes. Once Staff incorporates the suggestions from Planning Commission and City Council into the MCTA, it can be brought back to Planning Commission for review and recommendation.

**Commissioner Barnes** stated that he knows this MCTA needs to be done, and it will be beneficial to the City and community but some items should be looked at closer.

**Chairman Bratt** stated that he thinks that a starting point would be to list what the DPRB did and show that it's moving over to the Staff, Director or Planning Commission for review authority. After that is determined, then move on to the redlining of the code.

**Vice-Chairman Davis** used sign programs as an example and stated that the City has a very strict sign code and as long as the applicant is meeting the code then why would you need a review board to look at it. He doesn't have an issue moving the review authority to the Staff level, however, he doesn't understand what exactly is being changed when it comes to the section on grading.

**Planning Manager Espinoza** stated that the grading section is just clarifying that the cubic feet of grading doesn't include pools.

**Commissioner Barnes** stated that he sees a number of items from DPRB were shifted to the Director.

**Planning Manager Espinoza** stated that a lot of the hillside development items were shifted to the director because they are typically more involved.

**Commissioner Shirley** stated that initially when they were talking about eliminating the DPRB he understood everything was going to be transferred to Planning Commission but that doesn't seem to be the case. He feels that a discussion needs to be had as to the major things the DPRB reviews and divided into three areas: Staff review, Director review and Planning Commission review. He feels that the document given to him for review was too cumbersome.

**Vice-Chairman Davis** stated he would like to try to get a consensus from the Commissioners as to which items on the chart they seemed ok with and what items they feel still needs more review.

**Chairman Bratt** stated that if the Commission is in agreement with some of the reassigned items, they should approve those items and move it on to City Council and it doesn't need a study session.

**Planning Manager Espinoza** suggested that License and Permit Hearing Board be moved to Planning Commission for review. The Commission agrees.

**Vice-Chairman Davis** recommended that the Master Sign Program and Monument Signs stay at a Staff level review. The Commission agrees.

**Vice-Chairman Davis** recommended that modifications to historic structures should be moved from the Director to Planning Commission. The Commission agrees.



**Vice-Chairman Davis** felt that someone should take a look at the historic survey and make decisions on which properties are really historic, and which should not be considered historic.

**Vice-Chairman Davis** recommended that single family homes can stay with the Director. The Commission did not agree. **Commissioner Shirley, Commissioner Barnes** and **Chairman Bratt** would like it to come to Planning Commission, **Commissioner Green** and **Vice-Chairman Davis** felt it is ok for Director review.

**Planning Manager Espinoza** suggested that by giving the Director the review authority to determine sports courts, it will save the applicant time and money by not going through the MCTA process. Additionally, he reminded Planning Commission that they can still make a determination on the elimination of the MCTA initiation. The Commission agreed.

#### RESOLUTION PC-1692

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SAN DIMAS, COUNTY OF LOS ANGELES, RECOMMENDING TO THE CITY COUNCIL APPROVAL OF MUNICIPAL CODE TEXT AMENDMENT 24-11, A REQUEST TO AMEND THE CITY OF SAN DIMAS MUNICIPAL CODE TITLE 18 AS NECESSARY TO REMOVE AND AMEND THE PROCESS FOR ZONE CHANGES AND AMENDMENTS TO TITLE 18 AND TO ELIMINATE THE DEVELOPMENT PLAN REVIEW BOARD.**

**MOTION:** Moved by **Vice-Chairman Davis**, seconded by **Commissioner Barnes** to approve Resolution PC-1692 recommending City Council adopt MCTA 24-11 with the following modifications:

- Approve the proposed changes in Title 18 to remove and amend the process for zone changes and amendments by removing the requirement for Planning Commission approval to initiate a Municipal Code Text Amendment.
- Move the review authority of the License and Permit Hearing Board from the Director level to Planning Commission.

Motion carried 5-0

#### **OTHER BUSINESS**

OB 1. MCTA Initiation Request to Modify Section 18.500.050

Staff report presented by **Assistant Planner Dabbous** recommending that the Planning Commission approve the MCTA initiation request to modify Section 18.500.050 to conditionally allow the use of "Senior Independent Living Facility with Services" within the Commercial Area (Areas 1 & 2) of Specific Plan No. 2 (SP-2).

**Commissioner Barnes** asked about the massing of the project given the size of the parcel. The site looks small for the proposed use.

**Planning Manager Espinoza** stated that the applicant is proposing a two-story building with sub terrain parking which is similar to other buildings in the same zone.

**Commissioner Barnes** asked how high the building could be.

**Assistant Planner Dabbous** stated that the code allows the building to be two-story but could exceed two-stories with a Conditional Use Permit (CUP).

**Vice-Chairman Davis** asked if this building would be similar to an apartment complex where there would be a bedroom, bathroom and kitchen.

**Assistant Planner Dabbous** stated that they are proposing separate units with kitchens but there are also other options being proposed such as a commercial kitchen, activity rooms and a music room.

**Vice-Chairman Davis** asked to clarify what “elderly” is. Typically, people hear senior and think fifty-five, but this project seems to be for those older than fifty-five. He also asked if the Planning Commission could restrict the number of occupants in the CUP.

**Planning Manager Espinoza** stated that the code does not specify the age requirement. For this project, it is possible that two CUP’s would be required. One for the building height, if they propose to go beyond two-story, and one for the use, so yes PC can condition the use of the building.

**Vice-Chairman Davis** clarified that Areas one and two do not currently allow for any residential use nor do they currently have an active residential use.

**Planning Manager Espinoza** stated that was correct.

**Commissioner Green** asked if these units would count towards our RHNA numbers and if this is considered like a hotel, would we get the bedroom tax.

**Planning Manager Espinoza** stated that he’s not sure and would have to look into this and get back to the Commission.

**MOTION:** Moved by **Vice-Chairman Davis**, seconded by **Commissioner Shirley** to initiate the Municipal Code Text Amendment for Section 18.500.050 and directed Staff to move forward with the MCTA for Area 1 of SP-2 only.

### **ORAL COMMUNICATIONS**

#### **a. Community Development Department**

Planning Manager Espinoza gave updates:

- There will be two items for the Planning Commission meeting in March. One will be a master bike plan that the Public Works Department put together and will present to you. The other item will be a Conditional Use Permit for AquaTots, an indoor pool for lessons and training.
- Joint City Council and Planning Commission Study Session next Tuesday for the Allen Cataract project.

**b. Members of the Audience**

No communications were made.

**c. Planning Commission**

No communications were made.

**ADJOURNMENT**

**MOTION: Commissioner Green** moved, seconded by **Commissioner Shirley**. Motion carried 5-0. The meeting adjourned at 8:37 p.m. to the regular Planning Commission Meeting scheduled for Thursday, March 20, 2025.

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David A. Bratt, Chairman  
San Dimas Planning Commission

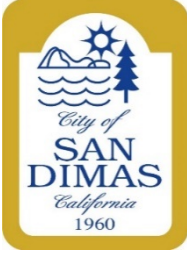
ATTEST:

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Kimberly Neustice  
Senior Management Analyst

Approved: March 20, 2025

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## Agenda Item Staff Report

**To:** Honorable Chair and Members of Planning Commission  
*For the Meeting of March 20, 2025*

**From:** Luis Torrico, Director of Community Development

**Prepared by:** Byron Luk, Planning Intern

**Subject:** **Conditional Use Permit 25-01; PROJ-25-09** - A request to allow the operation of an 8,731 square-foot indoor swim school for children (Aqua-Tots) located at 610 W. Arrow Highway, within the Downtown Specific Plan, Gateway Village West Zone [DTSP (GV-W)]. (APN: 8386-007-075)

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### SUMMARY

Conditional Use Permit 25-01 is a request to allow the operation of an 8,731 square-foot indoor swim school for children (Aqua-Tots) located at 610 W. Arrow Highway, within the Downtown Specific Plan, Gateway Village West Zone.

### RECOMMENDATION

Staff recommends that the Planning Commission approve Conditional Use Permit 25-01, a request to allow the operation of an 8,731 square-foot indoor swim school for children located at 610 W. Arrow Highway within the Downtown Specific Plan (DTSP), Gateway Village West, through the adoption of Resolution PC-1693 (Attachment 1), subject to the attached Conditions of Approval (Exhibit A of Attachment 1).

### GOVERNMENT CODE §84308 APPLIES:

<https://leginfo.legislature.ca.gov>

Yes

### FISCAL IMPACT

There is no fiscal impact for the recommended action.

**BACKGROUND**

The Applicant, Ron Bartlo, on behalf of Aqua-Tots Swim Schools, submitted an application for a Conditional Use Permit (CUP), requesting approval to operate an indoor swim school located at 610 W. Arrow Highway, within the Gateway Village West zone of the DTSP. Prior to the recent adoption of the DTSP, the property was zoned Creative Growth, Area 1.

The subject site is located within San Dimas Station South, a developed commercial shopping center located to the east of State Route 57 Freeway, north of Cienega Avenue, and west of Arrow Highway (Figure 1). The commercial shopping center was developed in 1987, and this space (610 W. Arrow Highway) was previously occupied by long-term tenants such as Petco Animal Supplies, Play Co Toys, Frazee Paint, and Direct Discount. This location has also been temporarily occupied during the fall months of 2017 and 2022 by Spirit Halloween, but has otherwise been vacant for many years, and has not had a permanent tenant for over a decade.



Figure 1 – Aerial View Showing San Dimas Station South and Location of Proposed Site in Red.

The indoor swim school is part of a national franchise called Aqua-Tots Swim Schools, which has over 170 locations across the United States and internationally. There are already five (5) existing Aqua-Tots locations in the Southern California region, which includes the cities of Anaheim, Orange, Rancho Cucamonga, Costa Mesa, and Tustin. There is also a Hawaiian Gardens location that is in the process of opening soon.

### **DISCUSSION/ANALYSIS**

Under the DTSP, the proposed indoor swim school use would be categorized as a personal fitness facility, which is only allowed through the approval of a CUP based on the 8,731 square-foot size of the floor area. Per the DTSP, "Gyms and Personal Fitness Facilities which are greater than 5,000 square feet in gross floor area" require a CUP.

The proposed indoor swim school business will encompass the vacant tenant spaces of 610 and 612 West Arrow Highway. The 610-unit measures approximately 7,416 square feet in size with direct exterior access to the parking lot of the San Dimas Station South commercial shopping center. The 612-unit measures approximately 1,315 square feet in size and currently functions as an ancillary office and storage space for the 610 unit, with exterior service access only to the rear of the shopping center, facing the State Route 57 Freeway; its sole access to the central parking lot is from within the interior of 610 W. Arrow Highway. The Aqua-Tots Swim School will utilize both of these spaces, as shown in Attachment 4, for a combined floor area of 8,731 square feet. In order to accommodate the proposed use, an interior remodel of the existing 8,731 square-foot facility will be required to include an indoor swim school with a swimming pool, restrooms, changing rooms, office, equipment room, a reception and retail area, and a viewing area (Attachment 4).

#### **Operations**

Aqua-Tots plans to operate as a franchise similar to its other locations. Aqua-Tots offers eight (8) levels of learning for children, and kids can be enrolled in swimming instruction as early as four (4) months old. There is no maximum age cutoff for swim instruction; however, the Applicant has stated that 99% of Aqua-Tot's current enrollment comprises of children between three (3) and 10 years of age. Additionally, children can be enrolled in either private, semi-private or group classes. Private instruction refers to one-on-one instruction, whereas semi-private instruction refers to two (2) kids to one (1) instructor, and group classes refer to four (4) or less kids to one (1) instructor. Each session is 30 minutes long, and it is recommended that kids enroll in two (2) to three (3) sessions per week. These swim lessons are offered year-round, and Aqua-Tots maintains open enrollment. Tuition is billed monthly, based on the number of swim lessons enrolled per week (one (1), two (2), or three (3) lessons). Alternatively, flex passes are offered to try out the lessons, with plans offering four (4), eight (8), or 12 sessions.

The facility will also include an approximately 260 square-foot retail area, as shown in Attachment 4, which will offer a variety of swimming merchandise, such as goggles, towels, and earplugs. The retail area will feature a small snack area and a beverage cooler, providing a convenient space for parents and children to enjoy refreshments.

The swimming pool will be built to establish separate pool zones, which can accommodate up to 12 classes to be held at once. At the very maximum capacity, the 12 classes can hold 12 instructors and up to 48 kids (four kids per instructor), with parents and support staff present in

the facility. However, the applicant has noted in their letter to Staff (Attachment 2) that at the busiest times at their busiest locations, they have only experienced a total of 50 to 60 people maximum (students, parents, grandparents and other siblings not enrolled in the classes), with an estimated 30 total cars in the parking lot.

Hours of Operation

The Applicant proposes the following initial hours of operation:

- Monday through Friday: 2:00 p.m. until 8:00 p.m.

The Applicant anticipates that the business will grow over time and will need to expand their hours to match the demand. Eventually, the business will operate at the following hours, which similarly reflect their existing locations within the Southern California area.

- Monday through Friday: 10:00 a.m. until 8:00 p.m.
- Saturday and Sunday: 9:00 a.m. until 5:00 p.m.

The Applicant anticipates that the proposed business’ busiest times will be from 4:00 p.m. until 7:30 p.m., which coincides with the times that children are out of school.

Staff proposes Condition No. 9 that would allow Aqua-Tots the ability to expand their hours of operation from 8:00 a.m. until 9:00 p.m., seven days a week to accommodate their potential growth, so as not to have to amend their CUP in the future. Surrounding businesses in the same San Dimas Station South shopping center that operate as early as 8:00 a.m. include Del Taco and those that close as late as 9:00 p.m. include Absolute Dollar and Applebee’s. There are also multiple businesses in this plaza that are open 24 hours a day, including Carl’s Jr., Denny’s, and Motel 6.

Parking

The proposed site is also subject to the Development Standards of the Downtown Specific Plan, which will serve as the principal guiding document regarding parking requirements in this zone. Chapter 4, Section 3.6 and Table 4.3-8: “Minimum Parking Spaces by Land Use” of the Downtown Specific Plan lay out the parking spaces required for each use classification. Using this calculation, the required parking spaces in San Dimas Station South comes out to 421 spaces, which is significantly fewer than the 609 provided parking spaces on site. The proposed indoor swim school is classified under the “Commercial Recreational and Social Experiences, Indoor” Use, which requires the business to allocate 35 parking spaces.

Use Classification	Number of Spaces	Square Footage	Required Spaces
Grocery Stores	1 space per 250 SF	3,190 SF	13
Hotels	1 space per room	120 rooms	120
Medical	1 space per 200 SF	9,063 SF	46
Restaurants and Bars	1 space per 350 SF	15,713 SF	45
Restaurants, Fast Food/Fast Casual	1 space per 500 SF	5,110 SF	11
Retail and Service Uses	1 space per 400 SF	60,199 SF	151
Commercial Recreational and Social Experiences, Indoor	1 space per 250 SF	8,731 SF	35
<b>Total</b>		<b>128,698 SF</b>	<b>421</b>



Based on their operations, the applicant has mentioned in their letter to Staff (Attachment 2) that they do not anticipate more than 30 vehicles in the parking lot, even at their busiest times. Additionally, Staff has made several visits to the site over separate times and days of the week during the swim school's proposed expanded operation hours and have found an abundance of parking throughout the San Dimas Station South commercial shopping center on each trip. Therefore, Staff does not anticipate any parking issues with the opening of this new business. However, Condition No's 10 and 11 have been added to allow Staff to readdress the permit if any parking concerns emerge.

Noise

Due to the nature and business model of the indoor swim school, as well as the location of the facility within a commercial shopping center, Staff does not anticipate any noise related impacts to the other businesses in the shopping center. However, Staff has added Condition No. 14, which will allow either Staff or the Planning Commission the ability to work with the Applicant to mitigate any potential noise concerns.

The use of an indoor swim school at this location is a compatible use with the existing shopping center and will provide a valuable and novel service to the San Dimas community and families with young children within the region.

**ALTERNATIVES**

There are no alternatives proposed for this request.

**ENVIRONMENTAL REVIEW**

This item is Categorically Exempt under the California Code of Regulations, Title 14, Section 6, Chapter 3, Article 19, Section 15301 Existing Facilities Class 1 operations which consists of the operation, repair, maintenance or minor alteration of existing public or private facilities involving negligible or no expansion of existing or former use.

Respectfully submitted,



Byron Luk  
Planning Intern

Attachments:

1. Resolution PC-1693
2. Applicant Letter
3. Site Plan
4. Floor Plan

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RESOLUTION PC-1693

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SAN DIMAS, COUNTY OF LOS ANGELES, APPROVING CONDITIONAL USE PERMIT 25-01; PROJ 25-09, A REQUEST TO ALLOW THE OPERATION OF AN 8,731 SQUARE-FOOT INDOOR SWIM SCHOOL FOR CHILDREN (AQUA-TOTS) LOCATED AT 610 W. ARROW HIGHWAY, WITHIN THE DOWNTOWN SPECIFIC PLAN, GATEWAY VILLAGE WEST ZONE [DTSP (GV-W)]. (APN: 8386-007-075)**

**WHEREAS**, an application was filed for a Conditional Use Permit by:

Ron Bartlo  
19522 Jasper Hill Road  
Trabuco Canyon, CA 92679

**WHEREAS**, the Conditional Use Permit is described as:

A request to allow the operation of Aqua-Tots, an 8,731 square-foot indoor swim school for children.

**WHEREAS**, the Conditional Use Permit applies to the following described real property:

610 W. Arrow Highway (APN: 8386-007-075)

**WHEREAS**, the Planning Commission has received the written report and recommendation of Staff; and

**WHEREAS**, notice was duly given of the public hearing on the matter and that public hearing was held on March 20, 2025 at the hour of 6:00 p.m., with all testimony received being made a part of the public record; and

**WHEREAS**, the project is categorically exempt pursuant to the California Environmental Quality Act (CEQA), as defined in Section 15301 (Class 1, Existing Facilities); as the indoor swim school is a service business that will be operating out of an existing commercial tenant space and will not require expansion of the existing facilities.

**NOW, THEREFORE**, in consideration of the evidence received at the hearing, and for the reasons discussed by the Commissioners at the hearing, and subject to the Conditions attached as "Exhibit A", the Planning Commission now finds as follows:

Indoor Swim School Conditional Use Findings

A. The site and proposed use is adequate in size and shape to accommodate the use and all yards, spaces, walls and fences, parking and loading, landscaping and other features required by this ordinance to adapt the use with land and uses in the neighborhood.

The proposed indoor swim school is located within San Dimas Station South, an existing commercial shopping center in the Gateway Village West zone of the Downtown Specific Plan. There are numerous shared parking spaces located within the center, providing an adequate number of parking spaces to support the proposed swim school and all existing uses in the center. If parking does become an issue in the future, Condition No. 10 and 11 have been included as part of the Conditions of Approval, which will allow Staff to revisit this permit to ensure that on-site parking meets the needs of the center and its associated businesses. The proposed request will be in compliance with the subject zone and will complement the existing commercial uses in the center and surrounding areas.

- B. The site for the proposed use relates to street and highways adequate in width and pavement type to carry the quantity and kind of traffic generated by the proposed use.

The site is served by Cienega Avenue and Arrow Highway, both of which are adequate in width and pavement type to carry the traffic generated by the proposed use. Additionally, the proximity to the State Route 57 Freeway allows an efficient flow of vehicle throughput. As the site was developed to be able to handle multiple, high traffic uses, the proposed use is not expected to generate traffic in excess of what the site was designed to handle.

- C. The proposed use will be arranged, designed, constructed, operated and maintained so as to be compatible with the intended character of the area and shall not change the essential character of the area from that intended by the general plan and the applicable zoning ordinances.

The proposed swim school will be in compliance with the uses permitted through a conditional use permit in the Gateway Village West zone of the Downtown Specific Plan and will be compatible with the intended character of the area. The facility will occupy a vacant tenant space that will undergo interior building modifications. The facility's location within the Downtown Specific Plan, Gateway Village West zone, located near major arterial streets and the State Route 57 Freeway, will draw customers from both the local community and nearby cities. The addition of an indoor swim school will not change the character of the area and will be consistent with the General Plan Land Use designation of Commercial, applicable zoning ordinances, and the other uses in the commercial center and surrounding area.

- D. The proposed use provides for the continued growth and orderly development of the community and is consistent with the various elements and objectives of the general plan.

The proposed use provides for the continued growth and orderly development of the community by providing the community with an additional service and educational opportunity within San Dimas. The new indoor swim school will also operate within a commercial space which has not had a permanent tenant in over a decade. The proposed indoor swim school, classified under fitness facility studio, is allowed with a Conditional Use Permit in the subject zone. Lastly, there are no impacts anticipated with the proposed request, however; the conditions of approval will further assist in protecting the public health, safety and general welfare of neighboring properties.

The proposed use is also consistent with the City's General Plan Land Use Element. Goal L-5 of the Land Use Element states, "Provide well planned commercial centers and nodes. Discourage "strip" commercial development." Objective 5.1 under Goal L-5 states, "encourage infill development to occur in and around activity centers, transportation node

corridors, underutilized infrastructure systems, and areas needing revitalization and redevelopment.” The swim school will revitalize the previously vacant space and allow for continued growth of support programs for the youth of the City of San Dimas and of the region. Goal L-6 reads, “Revitalize and improve downtown as a community focus.” The proposed indoor swim school for children will provide a valuable and beneficial service to complement the existing services and tenants in San Dimas Station South, while attracting families with young children to utilize and engage with the City’s downtown area.

- E. The proposed use, including any Conditions attached thereto, will be established in compliance with the applicable provisions of the California Environmental Quality Act.

The proposed use is categorically exempt under CEQA, Article 19 Categorical Exempt Section 15301, Existing Facilities. The indoor swim school is a service business that will be operated out of an existing commercial tenant space and will not require expansion of the existing facilities.

**NOW, THEREFORE, BE IT FURTHER RESOLVED, PURSUANT TO THE ABOVE FINDINGS**, that the Planning Commission **APPROVES** Conditional Use Permit No. 25-01 subject to the applicant’s compliance with the Conditions in “Exhibit A”, attached hereto and incorporated herein, and that the decision shall be final unless a timely appeal is filed with the City Council. A copy of this Resolution shall be mailed to the Applicant/Property Owner.

PASSED, APPROVED and ADOPTED, the 20<sup>th</sup> day of March, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
David A. Bratt, Chairman  
San Dimas Planning Commission

ATTEST:

\_\_\_\_\_  
Kimberly Neustice, Senior Management Analyst

**EXHIBIT A**  
**CONDITIONS OF APPROVAL**  
**for**  
**CONDITONAL USE PERMIT No. 25-01**

A request to allow the operation of an 8,731 square-foot indoor swim school for children (Aqua-Tots) located at 610 W. Arrow Highway, within the Downtown Specific Plan, Gateway Village West Zone [DTSP (GV-W)]. (APN: 8386-007-075)

**PLANNING DIVISION - (909) 394-6250**

1. The Applicant/Developer shall agree to defend at his sole expense any action brought against the City, its agents, officers or employees because of the issuance of such approval, or in the alternative, to relinquish such approval. The applicant shall reimburse the City, its agents, officers or employees for any Court costs and attorney's fees which the City, its agents, officers or employees may be required by a court to pay as a result of such action. The City may, at its sole discretion, participate at its own expense in the defense of any such action but such participation shall not relieve applicant of his obligations under this condition.
2. The Applicant/Developer shall be responsible for any City Attorney costs incurred by the City for the project, including, but not limited to, consultations, and the preparation and/or review of legal documents. The applicant shall deposit funds with the City to cover these costs in an amount to be determined by the City.
3. Copies of the signed Planning Commission approval letter and Resolution No. 1693 and the Conditions of Approval shall be included on the plans (full size), if applicable. The sheet(s) are for information only to all parties involved in the construction/grading activities and are not required to be wet sealed/stamped by a licensed Engineer/Architect.
4. The Applicant/Developer shall comply with all requirements of Downtown Specific Plan, Gateway Village West Zone [DTSP (GV-W)].
5. The Applicant/Developer shall comply with all Conditions of Approval as approved by the Planning Commission on March 20, 2025.
6. All Conditions are final unless appealed to the City Council within 20 days of the issuance of the Conditions in accordance with the provisions of Chapter 18.212 of the San Dimas Zoning Code.
7. This Conditional Use Permit approval shall expire if the approved use has not commenced within one (1) year from the date of approval, unless a time extension is granted pursuant to San Dimas Municipal Code Section 18.200.100.C.
8. Prior to occupancy and conducting any business on the premises, the applicant shall submit a tenant improvement plan to the City for plan check, issuance of building permits and receive final inspection from Building and Safety, if applicable.
9. The indoor swim school is approved to operate between 8:00 a.m. and 9:00 p.m., seven days a week. Any expansion in the hours shall be subject to the review and approval of the Planning Division and may require a hearing before the Planning Commission.

10. All parking provided shall meet the requirements of Section 18.156 (et. seq.) of the San Dimas Municipal Code, via this Conditional Use Permit. If on-site conditions or tenants change, the City may revisit this permit to ensure that on-site parking meets the needs of the center and its associated businesses.
11. No additional parking shall be required from the proposed indoor swim school. However, should any conflicts, including parking impacts, occur as a result of the proposed use, additional parking may be required to be provided or the indoor swim school's hours of operation shall be modified to address the parking impacts. Such revisions shall be subject to review and approval by the Planning Division. If the conflicts cannot be mitigated, the Conditional Use Permit may be referred to the Planning Commission for additional consideration.
12. The Applicant/Developer shall comply with all City of San Dimas Business License requirements and shall provide a list of all contractors and subcontractors that are subject to business license requirements.
13. All signage, including window signs, shall be in conformance with the Sign Ordinance of the City of San Dimas and any applicable Master Sign Program, and shall require review and approval of the Planning Division.
14. If complaints are received by the City regarding noise impacts associated with the operation of the indoor swim school use, the applicant shall work with Staff to mitigate the noise-related complaints. In the event that a reasonable solution cannot be reached, this use shall be set for hearing before the Planning Commission to consider modifying this approval to require additional sound mitigation measures.
15. The Community Development Director will have the ability to further limit the hours of operation and or require other mitigation measure to reduce any noise concerns that affect the surrounding properties related to any uses on the property.
16. The subject use shall be conducted in full compliance with all local, state, and federal laws and regulations. No part of this approval shall be construed to permit a violation of any part of the City of San Dimas Municipal Code.
17. This Conditional Use Permit may be periodically monitored to ensure that it is being operated in a manner consistent with City regulations, these conditions of approval and that the use is being operated in a manner which is not detrimental to the public health, safety or welfare.
18. Failure to comply with all of the above conditions will result in the matter being set for revocation of use hearing before the Planning Commission in accordance with Chapter 18.200 of the San Dimas Municipal Code.
19. Graffiti shall be removed within 72 hours from the project site.
20. The entire site shall be kept free from trash and debris at all times and in no event shall trash and debris remain for more than 24 hours.

**End of Conditions**

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## ATTACHMENT 2



### **AQUA TOTS SWIM SCHOOL – 36800 Woodward Ave, Suite 300 Bloomfield Hills, MI 48304**

Aqua Tots Swim School has over 170 Franchise locations around the country and internationally. We provide instructional swim lessons to kids starting as early as four months old. Aqua Tots has 8 levels of learning for kids of all ages. Kids start at all different levels depending on their age and skill set when they join Aqua Tots. For example, a 3-year-old, with little or no water training will start in a level 2 or level 3; whereas an 8-year-old may start in a level 5 because they are more familiar with the water and can take more advanced instructions.

Aqua Tots provides 3 different levels of class sizes. Parents can enroll their kids in private, semi private, or group classes. Private classes, our most expensive and least utilized class size, is one on one instruction. Semi-privates, a popular choice when parents have kids close in age, or when parents want there, kids swimming with a friend, is two kids to one instructor. Lastly, our most popular option is group lessons. Groups are four or less kids with one instructor.

Aqua Tots, like any business scales its instructors and customers as it grows. Initially, we only provide classes in the evenings between 2 pm and 8 pm, five days a week. Over time, with increased demand, our stores are generally open 10 am to 8 pm, Monday to Friday and 9 am to 5 pm on the weekends. The pool zones are built to hold 12 classes at once, so, as mentioned in our previous calls, we can hold up to 12 classes with four kids per class and 12 instructors. Generally, our busiest times, which is after school from 4pm to 7:30 pm and after years of building our membership base, we have seen as many as 9 instructors teaching around 25 kids in the pool. So, 25 kids generally have 25 parents that accompany them. Those kids need 9 instructors in the pool, and a few support staff. I would say that at our busiest times, at our busiest stores, we can have between 50 to 60 people in the store at once, with 30 cars in the lot. Again, these are at our peak times at our busiest stores.

The viewing area is intended for parents who want to watch their kid's progress. We provide comfortable lounge chairs, Wi-Fi and coffee to parents who wish to remain. Aqua Tots also provides a small retail area where we offer goggles, towels, earplugs and other ancillary swimming merchandise. Aqua tots also offers a small snack area and a beverage cooler for after class refreshments.

We look forward to saving lives and creating a lifetime of memories for the families of San Dimas.

#### **Brian Tomina**

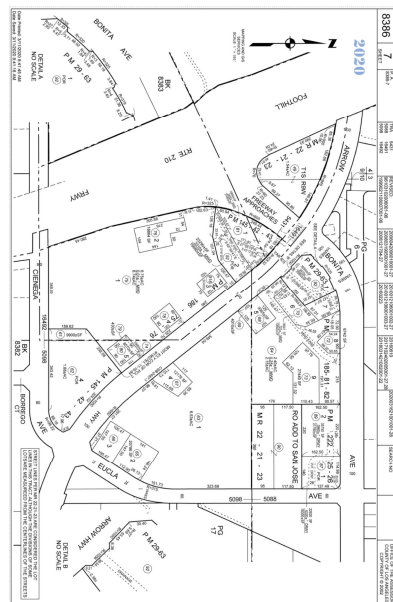
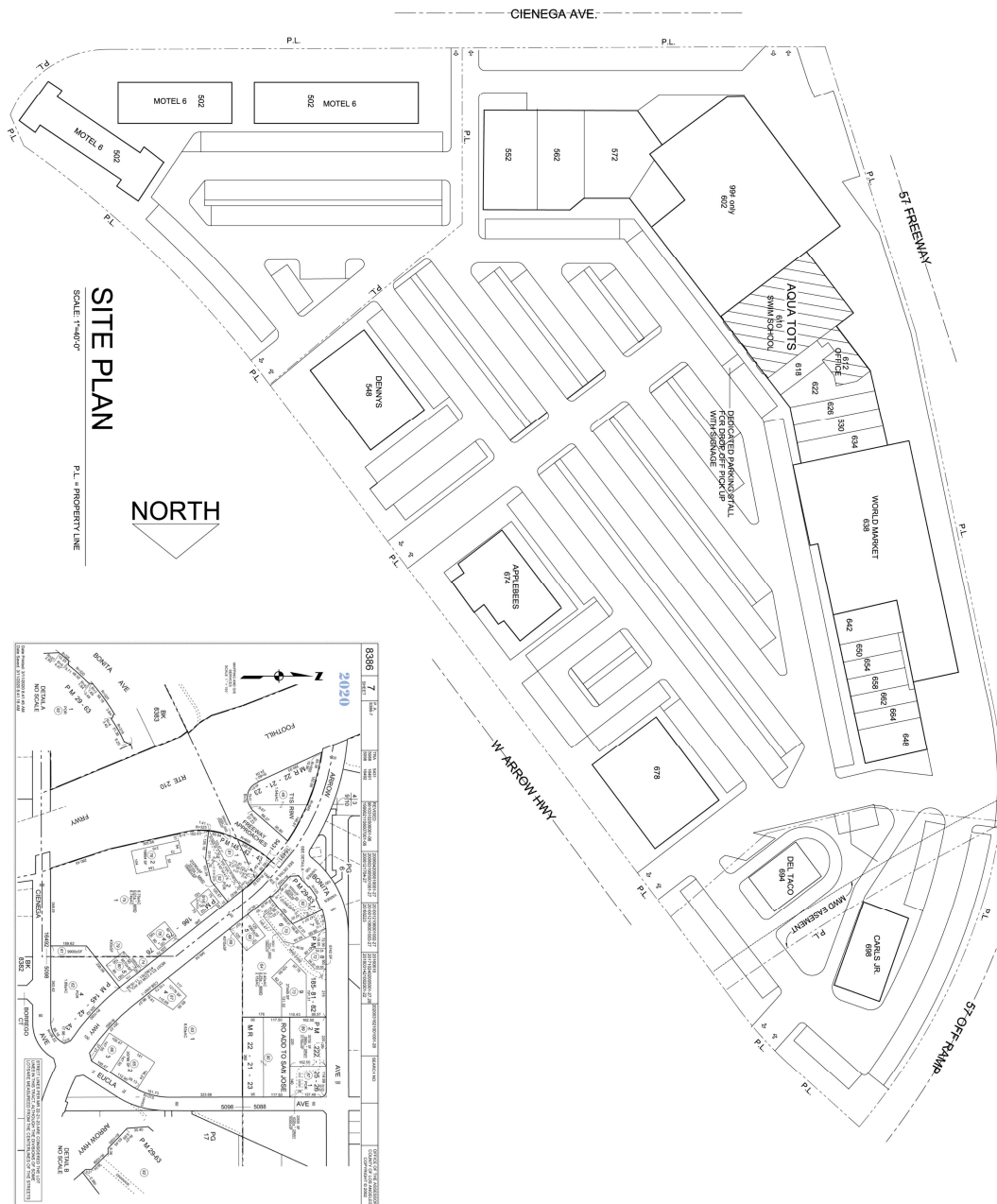
Aqua Tots Swim Schools

Cell: 248-755-7180

Email: [btomina@gmail.com](mailto:btomina@gmail.com)

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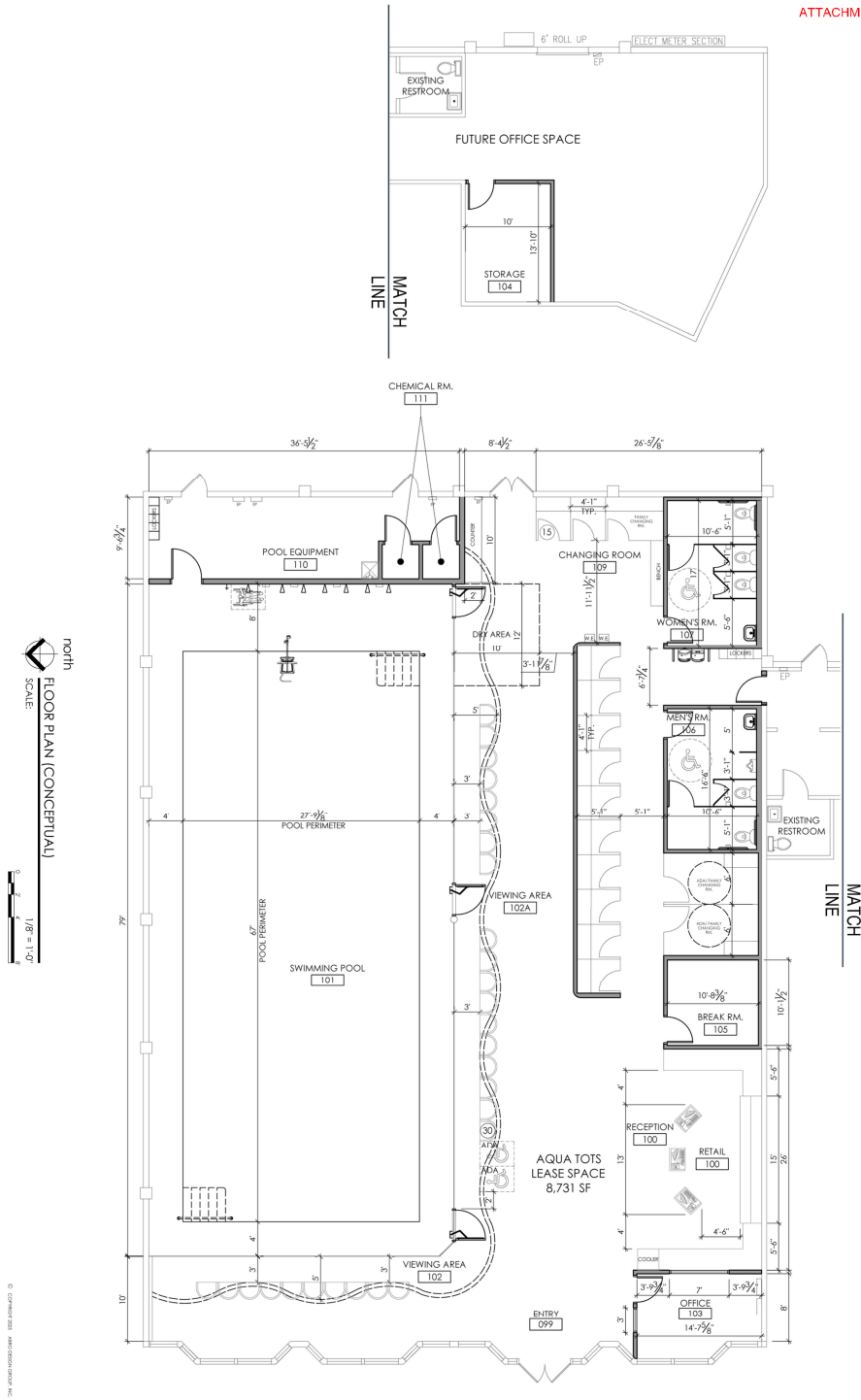


**DATE:** 10-11-2016  
**SCALE:** 1"=40'-0"  
**PROJECT NO.:** 2016-005  
**DRAWN BY:** JLB  
**CHECKED BY:** JLB  
**PROJECT TITLE:** AQUA TOT'S SWIM SCHOOL  
**SHEET NO.:** S-1  
**PROJECT NO.:** 2016-005

PROPOSED SHELL  
**AQUA TOT'S SWIM SCHOOL**  
 510 & 512 W ARROW HWY  
 SAN DIMAS, CA

**RON BARTLO + ASSOCIATES, INC.**  
 ARCHITECTURE PLANNING DESIGN  
 1822 JUPITER AVE, SUITE 100 • SAN DIMAS, CA • 91764  
 TEL: 909.393.1111 FAX: 909.393.1112  
 ron@bartlopland.com

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north  
 FLOOR PLAN (CONCEPTUAL)  
 SCALE: 1/8" = 1'-0"

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**PROJECT:**  
 AQUA TOTS OF  
 ARROW HWY.  
 - INTERIOR BUILD-OUT -  
 618.819M. ARROW HWY. N.  
 SAN DIMAS, CA 91773

**SHEET TITLE:**  
 FLOOR PLAN  
 (CONCEPTUAL)

**DATE:** 10/23/11  
**ISSUE:** CLIENT REVIEW

THIS IS NOT A CONTRACT DOCUMENT.  
 THESE ARE PRELIMINARY CONCEPTS  
 AND INTENDED ONLY FOR INFORMATIONAL  
 PURPOSES. THEY ARE NOT TO BE USED  
 FOR CONSTRUCTION. THE CONTRACTOR  
 SHALL BE RESPONSIBLE FOR OBTAINING  
 ALL NECESSARY PERMITS AND  
 REGULATORY REQUIREMENTS. THE  
 ARCHITECT ASSUMES NO LIABILITY FOR  
 OMISSIONS OR ERRORS.

**PROJECT NO.:** 010725  
**SHEET NO.:** A1.0