



Conference Room A  
14343 Civic Drive  
Victorville, CA  
[www.victorvilleca.gov](http://www.victorvilleca.gov)

## Zoning Administrator

**Regular Meeting Agenda  
Wednesday, August 17, 2022**

**10:00 a.m. Regular Meeting**

The Zoning Administrator welcomes and encourages public participation and invites the community to attend in person. If you cannot attend in person, the meeting will also be available via Zoom.

**To join via Computer, Laptop, or Smart Device:**

Meeting ID: 891 9367 2163

\*To provide comment, click the “Raise Hand” button and the Clerk will unmute you.

**To join via Audio only (cell phone or landline):**

Dial: (669) 444-9171

Meeting ID: 891 9367 2163

\*To provide comment dial \*9 to “Raise Hand”

**Public Comments:** Members of the public may submit comments electronically to [planning@victorvilleca.gov](mailto:planning@victorvilleca.gov). All email comments received by 3 p.m. the day before the meeting will be distributed to the Zoning Administrator. Participants are invited to address the Zoning Administrator on agenda and non-agenda topics. Public comments will be no longer than three (3) minutes per community member. Should a speaker conclude their comments prior to the expiration of three (3) minutes, the speaker waives the right to speak for any remaining amount of time.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Planning Division at (760) 955-5135 no later than 72 hours prior to the meeting.

## Call to Order

### PUBLIC HEARINGS

1. ADMN22-00092 – Steve Rawlings

**Environmental** – Environmental Exemption

**Project** – A Minor Conditional Use Permit with an Environmental Exemption to allow for alcohol sales (including beer, wine, & distilled spirits) for on-site consumption at an existing restaurant.

**Location** – 11612 Amargosa Road

**Attachments** – Attachment A – Site and Floor Plan  
Attachment B – Aerial Image

2. ADMN22-00093 – Dr. Nakia Wilson

**Environmental** – Environmental Exemption

**Project** – An Interim Use Permit with an Environmental Exemption to allow for group counseling services to include classes in parenting, domestic violence, and anger management at a C-A (Administrative Professional Offices) zoned property.

**Location** – 16519 Victor Street, Suite #401

**Attachments** – Attachment A – Site and Floor Plan  
Attachment B – Aerial Image

## Public Comments

## Adjournment



# ZONING ADMINISTRATOR STAFF REPORT

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**DATE:** August 17, 2022 **AGENDA NO. 2**

**CASE:** ADMN22-00093

**SUBJECT:** An Interim Use Permit with an Environmental Exemption to allow for group counseling services to include classes in parenting, domestic violence, and anger management at a C-A (Administrative Professional Offices) zoned property.

**APPLICANT:** Dr. Nakia Wilson

**LOCATION:** 16519 Victor Street, Suite #401

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## **I. STAFF RECOMMENDATION:**

Staff recommends that the Zoning Administrator conduct a public hearing, receive testimony regarding the proposed project and take the following actions:

1. **Environmental Assessment** – Find the project categorically exempt per CEQA Section 15301 – Existing Facilities; and
2. **Minor Interim Use Permit** - Approve case ADMN22-00093 subject to the included Conditions of Approval and by finding that the proposal meets the requirements of the City Council Policy for Interim Uses (CP-11-05), including basis of need and required findings as outlined within the Staff Analysis section of the Zoning Administrator Staff Report.

## **II. SUMMARY:**

The applicant, YONNIK Support Services, is requesting approval of this Interim Use Permit (IUP) in order to hold group classes and counseling services within an existing 1,215 square foot suite where the company has already been permitted to offer one-on-one counseling sessions. The County of San Bernardino Human Service's Department has contracted YONNIK Support Services to provide hour-long classes in parenting, anger management, and domestic violence. Though the class sessions will be primarily virtual, approximately four in-person sessions to accommodate up to 15 individuals will take place once on Tuesday, twice on Wednesday, and once again on Thursday. While the underlying C-A Administrative Professional Offices zone district does not allow for assembly uses such as group counseling sessions, Staff finds the proposed IUP appropriate at this location given the suite's prolonged vacancy within a center where charter schools, vocational schools, and other types of assembly uses have historically been approved.

## **I. STAFF ANALYSIS:**

### **1. Environmental Assessment.**

California Environmental Quality Act (CEQA) Section 15301 allows a categorical exemption for the permitting of private structures that involve negligible or no expansion of use. Since the location was developed as multi-tenant commercial office building, the proposal does not

include any physical expansion, and the applicant seeks to operate during hours similar to other commercial uses in the area, Staff finds that this exemption is applicable to this proposal.

## 2. Minor Interim Use Permit.

- The Victor Professional Center is comprised of four buildings on one parcel located south of Victor Street and east of Victor Court within the C-A Administrative Professional Offices zone district. The proposed counseling center is located within an end suite of Building "D". The proposed use is in line with previous entitlements within the center and compatible with adjacent uses in regards to hours of operation and vehicle trips.
- Counseling facilities offering group classes are not listed as a permitted or conditional use in the underlying zone district, however, infrequent in-person sessions are not expected to be detrimental to the surrounding office related land uses. Additionally, vocational schools, charter schools, and churches with similar group classes and sessions have previously operated within this center with no issue.

### **Group Counseling Operations**

- The counseling center will utilize approximately 1,215 sq. ft. of an existing 46,332 sq. ft. office complex that is divided into approximately 38 suites. Floor plans indicate that the use will include a waiting room with reception desk, administrative offices, and a conference room capable of accommodating approximately 15 individuals.
- YONNIK Support Services obtained a business license earlier this year to utilize the space as an administrative office and to hold one-on-one, couples, or small family counseling sessions. Virtual group counseling and class sessions are held frequently throughout the week, but there is a need for infrequent in-person sessions. Proposed hours and days of in-person sessions are as follows:
  - Tuesday, 11AM –12PM for Domestic Violence
  - Wednesday, 10AM-11AM & 4PM-5PM for Parenting
  - Thursday, 11AM-12PM for Anger Management
- In order to provide the applicant the ability to adjust services provided to meet demand, Staff has included Condition #1, which includes the noted operations, as well as the ability for the Zoning Administrator to adjust services provided (e.g. frequency and number of attendees) should they remain consistent with City Council Policy for Interim Uses (CP-11-05).
- The County of San Bernardino Department of Human Services oversee this program. As a Licensed Marriage and Family Therapist, YONNIK Support Services was qualified to enter into a two-year contract with the County to offer court mandated one-on-one counseling sessions as well as hold courses in parenting, anger management, and domestic violence. As part of their agreed contract, YONNIK Support Services is required to keep detailed case reports to be submitted to the County regularly. The County can extend or terminate the contract at their discretion.

### **Parking**

- Title 16 requires 1 parking space per 200 square feet of floor area for a professional office, not including utility rooms. Based upon the floor plans provided, the suite would require 7 parking spaces (1,215 sq. ft. / 200 sq. ft. = 7 spaces). The overall center shares a parking area comprised of approximately 154 spaces. Due to the limited

frequency of class sessions and the availability of excess parking in the center, Staff does not foresee a parking shortage to occur. However, should a parking problem arise in connection with this use, Staff has included Condition #5 requiring the business to address the parking concerns subject to the review and approval of the Zoning Administrator.

- In the event that class frequencies and group sizes increase in the future or business hours of other permitted uses on-site change, Staff has included Condition #6, requiring review and approval of an Interim Use Permit Modification and/or revocation should a parking deficiency develop on-site due to the proposed use.

#### **Site Condition**

The site is generally in satisfactory condition with mature and maintained landscaping, and a concrete parking area that has few signs of wear. While a trash enclosure exists in the center to serve this building, it does not comply with current code standards in terms of appropriate roof, screening, and security requirements. Staff has included Condition #10, requiring that the applicant make the landlord aware that the trash enclosure is required to be corrected to comply with the current applicable standards of Title 16 within 6 months of occupancy.

#### **Required Findings**

- The C-A Administrative Professional Offices zone district does not permit the proposed group counseling center as a permitted or conditional use. However, an interim use within C-A district is permitted if the proposed use meets the requirements of the City Council Policy for Interim Uses (CP-11-05). Staff finds that the proposed counseling center at this location does meet the requirements of the Council Policy as discussed in the following section.
  - Basis of Need:

The subject site as well as the surrounding multi-tenant office center has struggled to fill vacancies and the proposed counselling location has been vacant approximately three years since the last user (Mojave River Academy Charter School) ceased operations at the proposed site in or around 2019. Economic decline and shifting land use patterns in the area have caused the office center to experience vacancies for multiple years. Therefore, based upon the circumstances noted above, Staff finds the site meets the basis of need requirement.
  - Required Findings:
    - i) The proposed use is 'similar' to other permitted uses within the zone in regards to:
      - Hours of Operation – Typical daytime business hours that are not uncommon for commercial uses in the area.
      - Parking Needs/Requirements – Adequate parking on-site in accordance with Title 16 standards.
      - Traffic Impacts – Access from abutting roadways Victor Street and Victor Court will be adequate to serve the proposal.
      - Occupancy Patterns – While the C-A District does not allow the subject use, the particular suite has been vacant for several years. Records indicate that the suite has not been occupied since Mojave River Academy Charter School used the space in 2019. Since the last occupant of the site was a similar use that allowed for group sessions and no other business have been established at the location, the proposed vocational training center is similar to the established occupancy patterns in the vicinity as well as the specific site.

- Noise – Noise impacts should not be greater than permitted office uses or other land uses permitted within the C-A Zone District.
  - Environmental Impacts – The use should not produce any negative environmental impacts as conditioned.
  - Required Licensing/Permits – Any required permits can be obtained during the Business License/Certificate of Occupancy phase of the entitlement.
  - Required Facilities – The building contains restroom facilities that should be adequate to serve the proposed use as well as handicapped access and parking in the center.
- ii) The proposed use is a ‘good fit’ in regard to:
- Existing Structures – The proposal is located within an existing building that was previously used of office use with customer visits, and includes adequate interior open spaces needed for the proposed use.
  - Existing Site Development/Conditions – The site includes existing landscaping, structures, and parking areas in accordance with current Municipal Code standards. Additionally, the new trash enclosure will further improve upon the existing site per current Development Code standards.
  - Compatibility with Adjacent Existing & Permitted Uses – The proposal is located within a multi-tenant office center and is compatible with existing uses.
- iii) The proposed use presents no negative impacts to any of the following:
- Public Interest – The use will not have a negative impact on public interest, as the proposal will introduce a use similar to the previous tenant.
  - Public Health, Safety, and Welfare – Staff does not anticipate any negative impacts to the public health, safety and welfare.
  - Economic Vitality of the Area – The use will fill a vacancy in an area with a history of difficulties obtaining suitable land uses and will improve the existing conditions on-site.
  - Neighboring Businesses and Residents – No negative impacts are expected as a result of this business due to proposed daytime operations within a multi-tenant building.
  - Overall Integrity of the Center, District or Area – The use will not negatively affect the integrity of the area or center due to the existing professional and administrative office uses within the center.
  - Does Not Contribute to Over-Concentration – N/A

**IV. SITE CHARACTERISTICS:**

	<b>Existing Land Use</b>	<b>General Plan</b>	<b>Zoning</b>	<b>Specific Plan</b>
Site	Multi-tenant Office Complex	Office Professional	C-A Administrative Professional Offices	N/A
North	Multi-tenant Commercial	Commercial	C-2 General Commercial	N/A
South	Single-Family Residence	Low Density Residential	R-1 Single-Family Residential	N/A
East	Multi-tenant Office Complex	Office Professional	C-A Administrative Professional Offices	N/A
West	Single-Family Residence	Low Density Residential	R-1 Single-Family Residential	N/A

**NUMBER OF RADIUS LETTERS MAILED: 26**

DK

Attachments:

Attachment A – Site Plan & Floor Plan Graphic

Attachment B – Aerial Image

THE ZONING ADMINISTRATOR'S ACTION WILL BE FINAL UNLESS APPEALED TO THE PLANNING COMMISSION WITHIN TEN DAYS.

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CONDITIONS OF APPROVAL  
ADMN22-00093  
August 17, 2022

AN INTERIM USE PERMIT WITH AN ENVIRONMENTAL EXEMPTION TO ALLOW FOR GROUP COUNSELING SERVICES TO INCLUDE CLASSES IN PARENTING, DOMESTIC VIOLENCE, AND ANGER MANAGEMENT AT A C-A (ADMINISTRATIVE PROFESSIONAL OFFICES) ZONED PROPERTY LOCATED AT 16519 VICTOR ST., SUITE #401

**Planning Conditions:**

1. This approval is to allow for group counseling and classes within an existing therapist office at 16519 Victor Street, Suite #401. In-person group sessions are limited to Tuesday thru Thursday between the hours of 10AM to 5PM. The Zoning Administrator reserves the right to adjust, modify, or add functions & times upon written request from the applicant and/or property owner/manager, providing any change is in accord with the findings presented in the accompanying Staff Report.
2. The proposed improvements and use shall comply with all applicable development standards of Title 16.
3. The proposed improvements and use shall be in substantial conformity with the plans submitted as part of this application unless modification is required to comply with the applicable development standards of Title 16 and/or conditions of approval.
4. Any expansion of the proposed use beyond the scope of this interim use permit shall require submission and approval of an interim use permit modification or a new interim use permit based upon the extent of the expansion.
5. Any change in use or implementation of a new use within the facility (including the expansion of the group session areas), which will require additional parking spaces resulting in non-compliance of Title 16 shall cause that use to be subject to Zoning Administrator and/or Planning Commission review and approval.
6. Should the City of Victorville receive complaints from patrons or adjacent neighbors of the site indicating a parking deficiency, the Zoning Administrator reserves the right to review the use and modify, revoke, or suspend the interim use in accordance with Title 16 guidelines.
7. Attendance shall not exceed a daily average of 30 individuals per day unless otherwise approved by the Zoning Administrator.
8. Should a parking deficiency arise or be reported to the Development Department due to excessive number of students or employees the applicant/business owner shall modify their classes or schedules to correct the problem, subject to Zoning Administrator review and approval.
9. The applicant shall provide proof of appropriate licensure and credentials for all therapists subject to Zoning Administrator review and approval.
10. The applicant shall make the landlord aware that the existing trash enclosure is not in compliance with current code. The Building permit process and Construction of said enclosure modifications must be completed within six-months of occupancy. The enclosure shall be architecturally compatible with the building design with matching colors and materials and

meet Title 16 standards (e.g. pedestrian access). Additionally, in accordance with the City's Small MS4 Permit, a solid roof/cover that is architecturally compatible with the primary building onsite and serves to protect the refuse area from inclement weather shall be provided, as well as wrought iron that fully encloses the trash enclosures between the block wall/metal gates and the roof to prevent unauthorized entry. (See Section 16-3.10.060(d)(2) & Sec. 16-3.24.110).

11. All landscaped areas shall be maintained in a neat, clean, orderly and healthful condition. This includes proper pruning, mowing of lawns, weeding, removal of litter, fertilizing, replacements of plants when necessary and the regular watering of all plants. In addition, all landscaped areas shall be provided with a suitable permanent water system.
12. All proposed signs, including any freestanding signage, shall comply with Title 16. The applicant shall be required to submit a sign package for review and must gain approval by the Planning Commission prior to approval of any signage proposed which is inconsistent with Title 16. Painted and off-site signs are prohibited and all signs shall be subject to Planning Staff review and approval prior to obtaining a sign permit.
13. All proposed temporary signage shall comply with Title 16. All temporary signs (grand openings, special sales, etc.) shall only be affixed to the suite they serve in accordance with an approved Temporary Sign Permit. Flags or other off-site signage is prohibited within multi-tenant developments.
14. The applicant/business owner shall be responsible for obtaining all necessary permits from any affected regulatory agencies.
15. The Applicant/Owner shall agree to defend, indemnify and hold harmless, the City of Victorville, its agents, officers and employees from any claim, action or proceeding against the City of Victorville or its agents, officers or employees to attack, set aside, void or annul this approval. The City of Victorville shall promptly notify the applicant of any such claim, action or proceeding, and the City of Victorville shall cooperate fully in the defense.

**Building Conditions:**

16. The project shall comply with all building codes in effect at the time of plan submittal.
17. The scope of work indicated will require accessibility upgrades to be included in accordance with Section 11B-202 of the California Building Code.
18. Plan check fees for this project will be due, and shall be paid in full, upon submittal of plans to the Building Division. The Building Division may be contacted at (760) 955-5100 for an estimation of these fees. Actual amount owed will be determined upon submittal of the plans at the building counter.

**Fire Conditions:**

19. Shall comply with all 2019 Building and Fire Code requirements based on occupancy classification.
20. Street Addressing for Commercial, Condominiums and Industrial Buildings
  - a. The street address shall be posted with a minimum of twelve (12) inch in height numbers with a one (1) inch stroke, visible from the street of the corresponding

address. During the hours of darkness, they shall be electrically illuminated either externally or internally.

- b. Posted numbers shall contrast with their background and be legible from the street of the corresponding address prior to occupancy.
- c. Where building setbacks exceed one hundred (100) feet from roadway, additional non-illuminated contrasting numbers twelve (12) inch in height with a one (1) inch stroke, shall be displayed at property access entrance on a permanent monument.
- d. Commercial/Industrial buildings - Secondary or rear entrance doors shall be marked with unit designators with a minimum of four (4) inch high and 3/8-inch stroke numbers/letters.
- e. In multifamily complex there shall be positioned at each entrance of the complex, an illuminated diagrammatic representation of the complex showing the location of fire hydrants, egress/ingress, building and unit designators within the complex.
- f. Where interior buildings exist, completely detached from roadway circulation, illuminated or reflector signs shall be posted along walkway entrances from road circulation points, indicating interior buildings that take access from that particular path.
  - i. Each individual unit/building within the complex shall display a prominent identification letter, not less than six (6) inches in height and on-half (1/2) inch stroke, which is easily visible to approaching vehicular and/or pedestrian traffic. During the hours of darkness, these letters shall be internally or externally electrically illuminated.
- g. Each individual unit shall have a number/letter with the first digit indicating floor level, not less than four (4) inches in height and one-half (1/2) inch stroke.

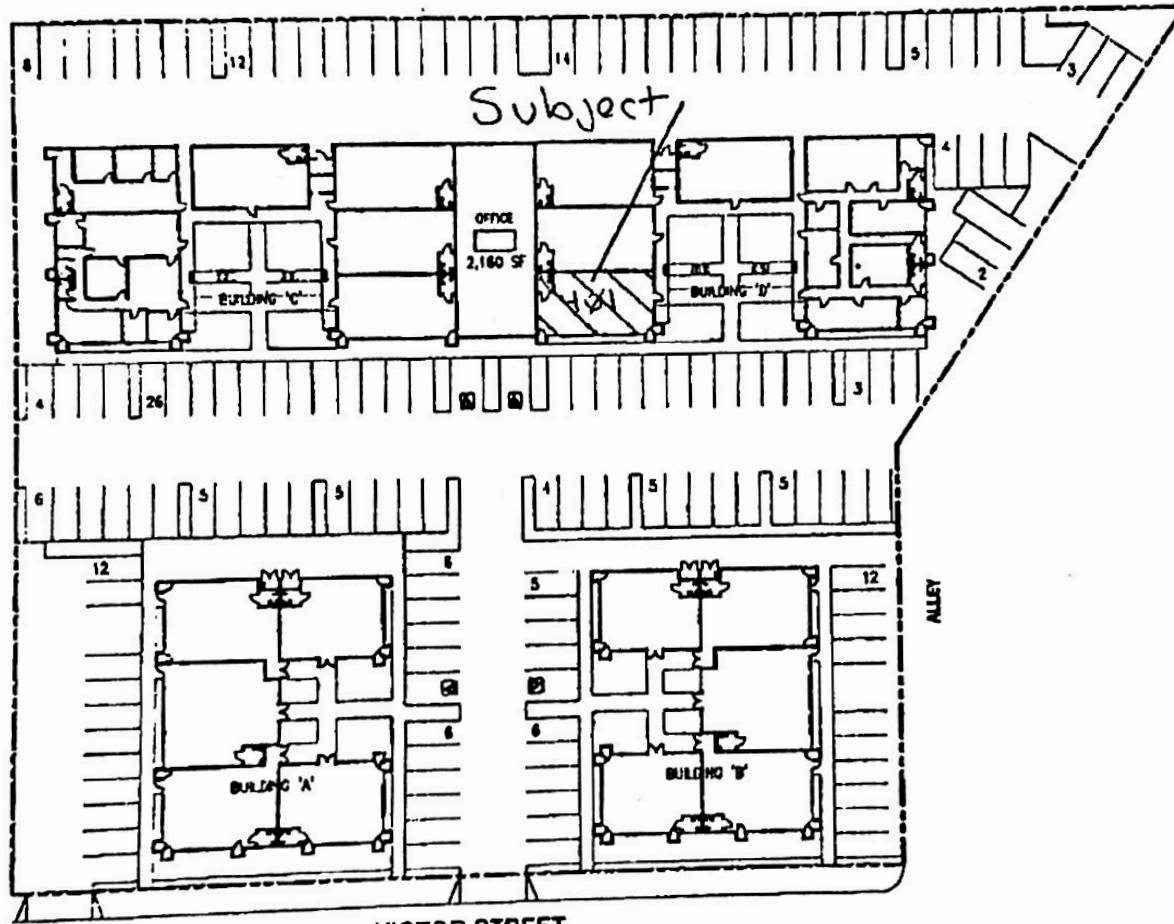
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# ATTACHMENT A

**Subject Site: 16519 Victor Street – Victorville**  
(Approximated Total Parking: ±154 Spaces)



BST

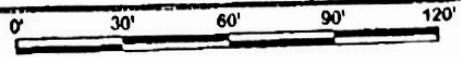


BUILDING A	=	6,564 SF
BUILDING B	=	8,564 SF
BUILDING C	=	15,579 SF
BUILDING D	=	15,529 SF
OFFICE	=	2,160 SF
TOTAL	=	48,346 SF

PARKING PROVIDED:  
 153 REGULAR PARKING  
 4 ADA PARKING  
 TOTAL = 157 PARKING SPACES

OFFICE COMPLEX  
 VICTOR ST., VICTORVILLE, CA

SITE PLAN



3585 W. DIABLO DRIVE, #1  
 LAS VEGAS, NV 89118  
 (702) 737-0390

Date: \_\_\_\_\_

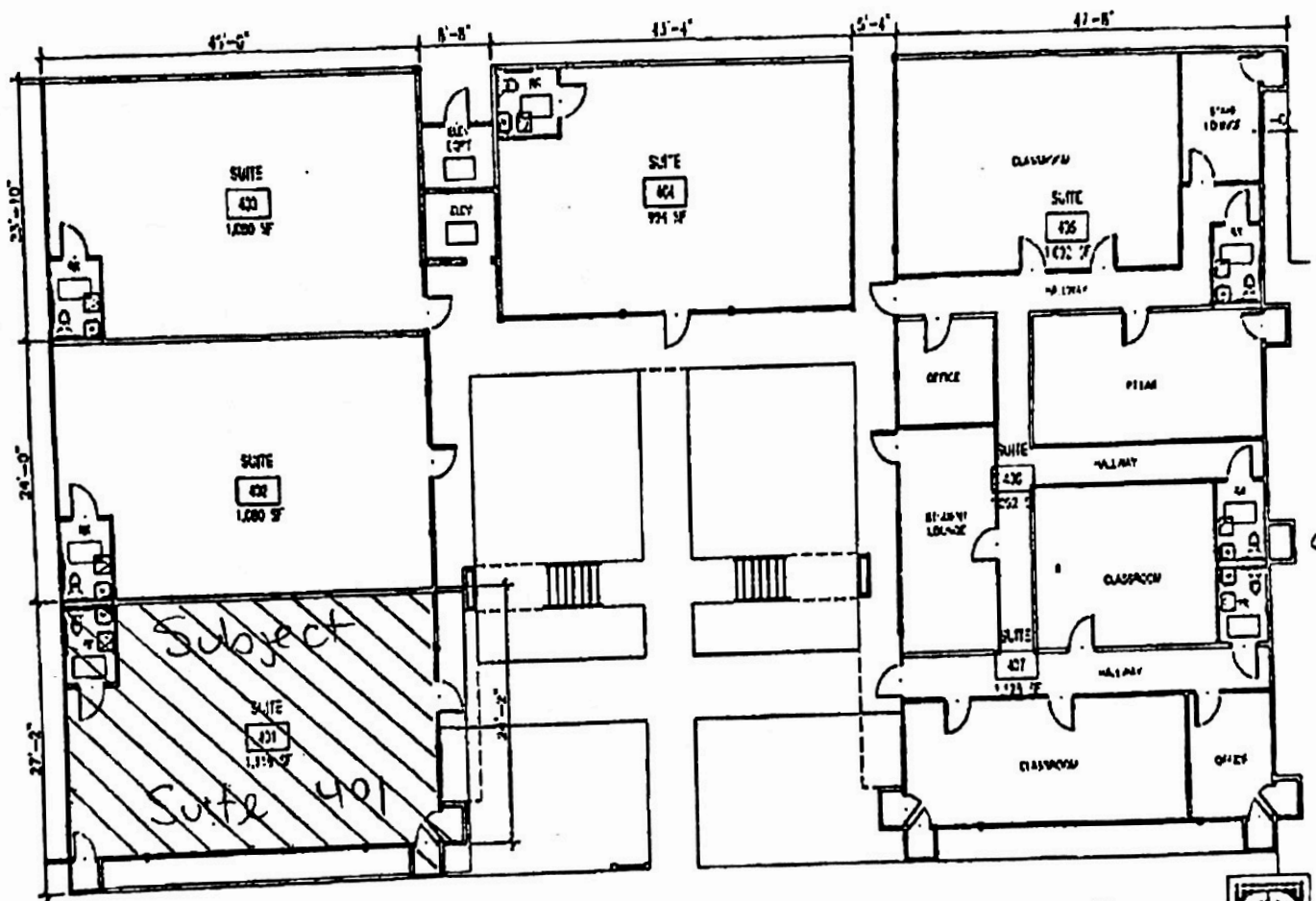
Tenant's Initials: WJH

WJH

Page 8 of 9

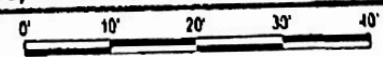
Landlord's Initials: BST

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OFFICE COMPLEX  
 VICTOR ST., VICTORVILLE, CA

BUILDING 'D' (400) GROUND FLOOR PLAN



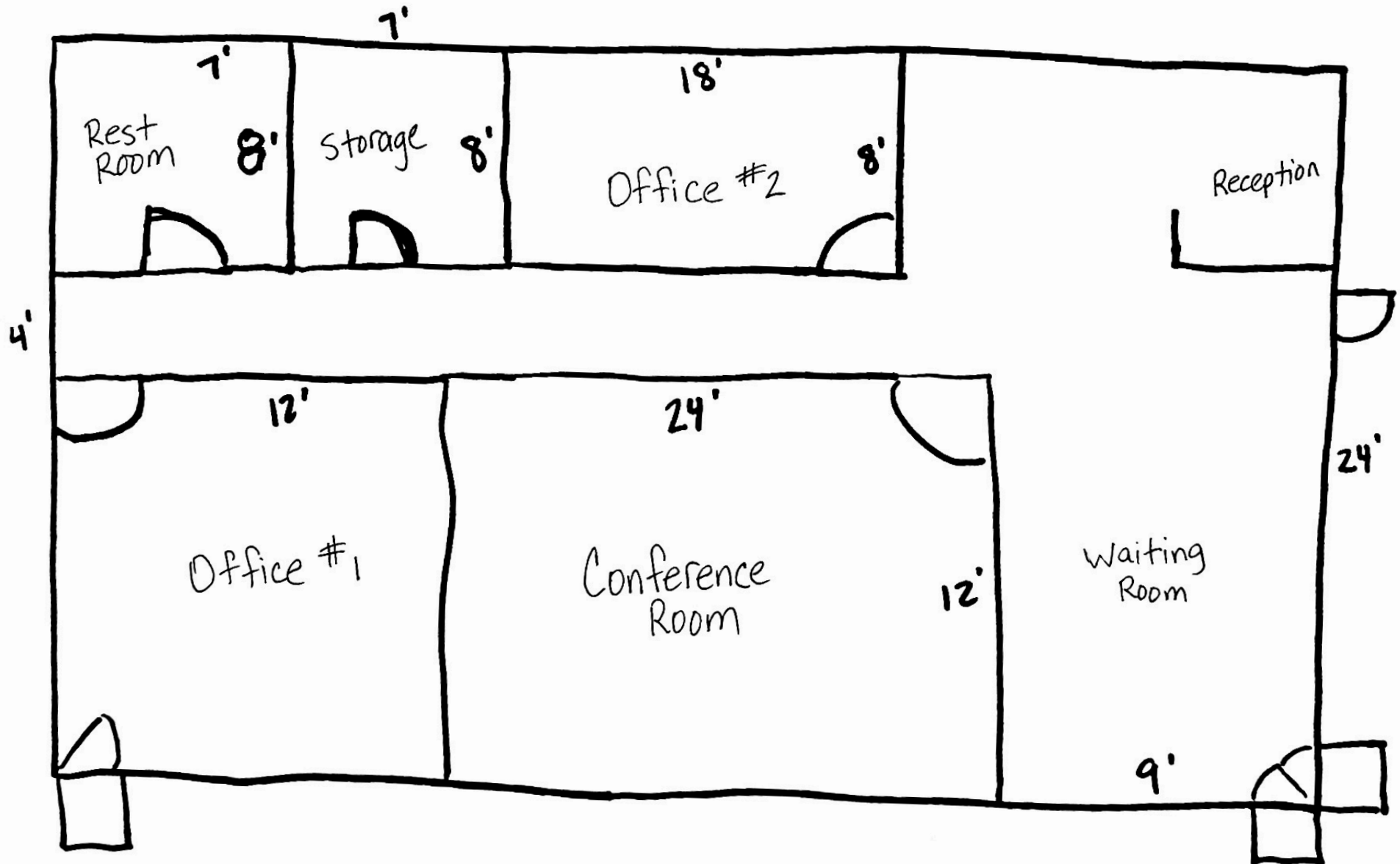
3300 W. JACOBO AVE. #1  
 LAS VEGAS, NV 89119  
 (702) 737-3300

EXHIBIT A

LEASE AGREEMENT DATED 03/24/2024, BETWEEN SUPER REALTY COMPANY AND [REDACTED]



16519 Victor St., Suite 401, Victorville, CA 92395



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# ATTACHMENT B

# CASE: ADMN22-00093

**PROJECT  
LOCATION**

Case Type: Interim Use Permit  
Existing Zoning: CA- Administrative  
Professional Offices  
Project Area: Approximately 2.58 Acres  
Location: 16519 Victor Street, Suite #401  
Assessor Parcel Number: 0477-372-11





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SUBJECT: PUBLIC COMMENTS ON PLANNING MATTERS

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In compliance with the Brown Act, it is necessary for the Zoning Administrator to make available time for members of the public to address the Zoning Administrator on items of interest that fall within the Zoning Administrator's subject matter jurisdiction.

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