



Conference Room A
14343 Civic Drive
Victorville, CA
www.victorvilleca.gov

Zoning Administrator

**Regular Meeting Agenda
Wednesday, November 2, 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: 819 8784 3426

*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: 819 8784 3426

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

Public Comments: Members of the public may submit comments electronically to 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. ADMN22-00126 – Steeno Design Studio, Inc.

Environmental – Environmental Exemption

Project – A Minor Interim Use Permit with an Environmental Exemption to allow for the production and distribution of a spill absorbent product within an existing building zoned C-2 (General Commercial).

Location – 13875 Park Avenue

Attachments – Attachment A – Site and Floor Plan Graphic
Attachment B – Project Description & Justification
Attachment C – Aerial Image

Public Comments

Adjournment



ZONING ADMINISTRATOR STAFF REPORT

DATE: November 2, 2022 **AGENDA NO. 1**

CASE: ADMN22-00126

SUBJECT: A MINOR INTERIM USE PERMIT WITH AN ENVIRONMENTAL EXEMPTION TO ALLOW FOR THE PRODUCTION AND DISTRIBUTION OF A SPILL ABSORBENT PRODUCT WITHIN AN EXISTING BUILDING ZONED C-2 GENERAL COMMERCIAL.

APPLICANT: STEENO DESIGN STUDIO, INC.

LOCATION: 13875 PARK AVENUE

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 ADMN22-00126 subject to the recommended conditions 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 is requesting approval of this Interim Use Permit in order to allow for Eco Absorbent Technologies Inc. to manufacture and distribute an organic spill clean-up product within an existing building that was previously occupied by a newspaper operation. The building was designed and constructed for the use of the newspaper in the 1970s with office space and warehousing areas. The newspaper business vacated the site in 2020 due to the COVID-19 pandemic. Eco Absorbent Technologies Inc. will use existing office space within the building to perform all administrative duties associated with their business operations and use the existing warehousing space for the production and distribution aspects of the business. Eco Absorbent Technologies Inc. is currently located in Ontario, California and this proposal seeks to move all operations to the subject facility.

III. 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 has been previously used for a newspaper operation that included warehouse and production activities, similar to those proposed as a part of this operation, Staff finds the proposed use a negligible expansion of use.

2. Minor Interim Use Permit.

Facility Operations

- Eco Absorbent Technologies Inc. will utilize the entire approximately 29,250 sq. ft. former Daily Press newspaper building which is already divided into space designated for office functions (13,250 sq. ft.) and space for the production and shipping aspects of the business (16,000 sq. ft.). Floor plans indicate that the uses include offices, open areas, conference rooms, clerical and reception areas, as well as packaging, storage, and shipping and receiving areas. There are existing patio cover structures at the rear of the building which the applicant has requested to modify with screening materials so that they can be used for additional storage as needed. Eco Absorbent Technologies Inc. has found the current layout of the building is suitable for their needs and any tenant improvements proposed will be very minimal.
- Hours and days of operation for the use is as follows:
 - Monday – Friday, 8AM – 5PM

Manufacturing Process and Impacts

- The applicant has provided a detailed business proposal that includes the production process and explains how any potential environmental impacts will be mitigated. The process involves mixing expanded perlite with water and mineral oil which results in a dust free final product. A small commercial dust collection system will be installed within the mixing room which will ensure that any dust that is created by this mixing process is fully contained and will not be airborne. Once the product is mixed, it is dispensed into a premade bag and promptly sealed. The sealed bags are stacked on pallets and stored until they are picked up for a future customer order.

There will be no odors, airborne dust or debris, or sounds emitted from the building as part of its operations. Any impacts will be similar to or lesser than those of the newspaper production operation which occupied the building from the 1970s until 2020 when it was vacated due to the COVID-19 pandemic.

- The operation will be staffed by approximately 20 employees and there will be little to no customer interactions on-site. One truckload of raw materials in bulk is delivered to the site per month. In addition, an average of two trucks will visit the site per day to pick up pallets of finished products for distribution.

Parking

- For manufacturing uses, Title 16 requires 1 parking space for each employee during the highest shift change plus 1 space for each 300 sq. ft. of administrative floor area. The applicant has indicated that at the facility's peak, 20 employees are expected on-site. Floor plans indicate 13,250 sq. ft. of administrative area. Based on this calculation, 64 spaces are required for the proposed use $[(20 \text{ employees} = 20 \text{ spaces}) + (13,250 \text{ sq. ft.} / 300 \text{ sq. ft.} = 44 \text{ spaces}) = 64 \text{ spaces}]$. The site plan provided indicates 82 parking

spaces on-site. Staff finds that the 82 parking spaces on-site are sufficient to serve the proposed interim use.

Site Condition

- The site requires maintenance and repair as the parking area, landscaping, and trash enclosure either require attention or need updating to comply with current Municipal Code standards. Staff finds that the issues noted herein can be remedied with the approval of this Minor Interim Use Permit via Conditions of Approval as follows:
 - Landscape - Landscape areas include mature live vegetation and ground cover; however, these areas also require maintenance including the removal of weeds and debris throughout the site. Therefore, Staff has included Conditions 11, 12 & 13, requiring all landscape and parking areas to be cleared of weeds and debris, with replacement groundcover also required as needed, prior to the issuance of a Business License or Certificate of Occupancy.

Landscape Examples



- Parking Area/Access - Parking and access areas are weathered, lack general maintenance and at a minimum require repair, slurry coat, and seal. Therefore, Staff has included Condition 8 to remedy this issue.

Parking Area/Access Examples



- Trash Enclosure - The existing trash enclosure lacks gates as well as a roof/cover and is not sized to accommodate separate bins for refuse and recycling as required by Title 16. Therefore, Staff has included Condition 17, requiring the trash enclosure to comply with the applicable standards of Title 16 (e.g. appropriate size, screening, and security).
- At the rear of the property exists a 1,650 square foot attached covered patio structure as well as a 3,350 square foot detached canopy, both visible from the I-15 Freeway. Should the applicant request to utilize these areas for additional storage, both would need to be modified with approvable screening materials such as wrought iron fencing with metal mesh placed behind existing support pilasters that would shield from view any materials stored within the structures. Staff has included Condition 15 to restrict outside storage of materials unless screening measures as approved by the Zoning Administrator are installed.
- The overall site is made up of two individual properties. The building, exterior patio cover structures, and some parking spaces are on one parcel, and the remaining parking spaces are on a separate parcel. In an effort to rectify this, Staff has included Condition 9 to require that the lots either be merged or proof of an irrevocable reciprocal access and parking agreement be provided before the issuance of a Business License or Certificate of Occupancy.

Required Findings

- The General Commercial (C-2) zone does not permit the proposed light manufacturing use as a permitted or conditional use. However, an interim use within C-2 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 manufacturing and warehouse operation at this location does meet the requirements of the Council Policy as discussed in the following section.

- Basis of Need:

The subject building has been vacant for approximately two years since it was vacated by the Daily Press newspaper operation. The building was established specifically to house the newspaper business, comprised of both office space used by journalists and administrative staff, and large warehousing space where the newspaper was printed, stored, and distributed. The layout of the building has made it difficult to attract uses approvable in the General Commercial zone, according to the current owner. In addition, the site is located within an area that has historically struggled with its identity, operating with a mix of industrial, commercial, professional, and government/social service uses. Economic decline and shifting land use patterns have removed much of the “development oriented” businesses that were once prominent in this area from approximately 2005 through 2010, while the COVID-19 pandemic has created additional vacancies, including this specific location.
- Required Findings:
 - i) The proposed use is ‘similar’ to other permitted uses within the zone in regard to:
 - Hours of Operation – Typical daytime business hours that are not uncommon for commercial or distribution uses in the area.
 - Parking Needs/Requirements – Adequate parking exists on-site to support the proposed interim use.
 - Traffic Impacts – Access from the abutting Park Avenue roadway should be adequate to serve proposal.
 - Occupancy Patterns – While the C-2 District does not allow the subject use, the building has been vacant for several years since it was last occupied by a newspaper business in 2020. Since the last occupant of the site was a similar use that allowed for office, light manufacturing, and product distribution, the proposed use is similar to the established occupancy patterns in the vicinity as well as the specific site. Additionally, light manufacturing uses exist in the same vicinity as the proposal.
 - Noise – Noise impacts should not be greater than permitted industrial uses or other land uses permitted within the C-2 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 and handicapped accessible parking is provided.
 - 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 for a newspaper operation and was built with both office and warehousing areas, which are adequate in size to meet the needs of the proposed use.
 - Existing Site Development/Conditions – The site includes existing landscaping, structures, and parking areas that will be improved per the conditions of approval and are adequate to serve the proposed use.
 - Compatibility with Adjacent Existing & Permitted Uses – The proposal is located near a mix of warehousing, light industrial, and office uses that are not anticipated to be impacted by the proposed use.

- 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 that has historically struggled to find 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. Additionally, no residential property is located in the immediate area.
 - Overall Integrity of the Center, District or Area – The use will not negatively affect the integrity of the area due to the existing mix of industrial, commercial, professional, and office land uses, as well as the area’s historically alternating identity.
 - Does not Contribute to Over-Concentration – N/A

IV. SITE CHARACTERISTICS:

	Existing Land Use	General Plan	Zoning	Specific Plan
Site	Office/Warehouse	Commercial	C-2	N/A
North	Vacant Restaurant	Commercial	C-2	N/A
South	Office	Commercial	C-2	N/A
East	I-15 Freeway	N/A	N/A	N/A
West	Office	Light Industrial	IPD	N/A

NUMBER OF RADIUS LETTERS MAILED: 19

DK

Attachments:

- Attachment A – Site Plan & Floor Plan Graphic
- Attachment B – Project Description & Justification
- Attachment C – Aerial Image

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

CONDITIONS OF APPROVAL

ADMN22-00126

November 2, 2022

A MINOR INTERIM USE PERMIT WITH AN ENVIRONMENTAL EXEMPTION TO ALLOW FOR THE PRODUCTION AND DISTRIBUTION OF A CHEMICAL ABSORBENT PRODUCT WITHIN AN EXISTING BUILDING ZONED C-2 (GENERAL COMMERCIAL) ZONED PROPERTY LOCATED AT 13875 PARK AVENUE.

Planning Conditions:

1. This approval is to allow for business operations related to the production of an organic chemical spill clean-up product including manufacturing, distribution, and administrative office functions to operate from an existing building located at located at 13875 Park Avenue. Hours of operation are limited to Monday – Friday, 8AM – 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 the primary use does not change and the changes do not negatively affect the public health, safety, and welfare nor cause nonconformance with the City Council Policy for Interim Uses (CP-11-05).
2. Any proposed improvements and use shall comply with all applicable development standards of Title 16.
3. The proposed development shall be in substantial conformity with the plans and description 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, which will require additional parking spaces resulting in noncompliance with the parking standards of Title 16, shall cause that use to be subject to Zoning Administrator and/or Planning Commission review and approval.
6. The number and location of all handicapped parking spaces shall be subject to Development Department review and approval.
7. Should the City of Victorville receive complaints from patrons or adjacent neighbors of the site indicating a parking deficiency, excessive noise, or noxious odors the Zoning Administrator reserves the right to review the use and modify, revoke, or suspend the interim use in accordance with Title 16 guidelines.
8. All parking areas and access thereto, including access to the trash enclosure, shall be repaired prior to the issuance of a Business License or Certificate of Occupancy. Repair shall include repaving, patching and/or slurry coat & seal as needed to repair broken and weathered asphalt throughout the site. Additionally, all parking spaces and directional arrows shall be restriped prior to the issuance of a Business License or Certificate of Occupancy.
9. Prior to the issuance of any Building permits associated with the property, evidence shall be provided to show that the process to either merge the two underlying parcels has begun or that an irrevocable reciprocal access and parking agreement has been filed. Prior to the issuance of a Business License or Certificate of Occupancy, the lot merger or reciprocal access and parking agreement shall be recorded.

10. All proposed fencing shall meet Title 16 requirements (i.e. wrought iron with pilasters that match CMU on building. No chainlink is permitted).
11. Prior to the issuance of a Business License or Certificate of Occupancy 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, replacement of plants where necessary and the regular watering of all plants. In addition, all landscaped areas shall be provided with a suitable permanent water system.
12. Prior to the issuance of a Business License or Certificate of Occupancy decorative rock a minimum $\frac{3}{4}$ in size or other ground cover approved by the Zoning Administrator to match existing shall be provided in all landscape planters with a weed barrier where dirt/soil is exposed.
13. Prior to issuance of a certificate of occupancy, the Applicant/Owner shall submit documentation that demonstrates the site will be regularly maintained by a commercial landscape company or comparable means, subject to the review and approval of the Zoning Administrator. The Applicant/Owner shall also include current property management contact information when submitting the documentation.
14. Prior to the issuance of a Business License or Certificate of Occupancy all damaged structures on-site including but not limited to detached and attached canopies and the freestanding sign shall be repaired or replaced with proper Building Department approvals.
15. No outdoor storage shall be conducted in connection with the proposed use, including but not limited to materials, pallets, packing material, containers, barrels, etc. all storage shall take place within the existing building or modified storage areas as approved by the Zoning Administrator subject to building permit issuance.
16. Prior to the issuance of a Business License or Certificate of Occupancy all trash, debris, and unpermitted storage containers and trash hoppers/forklift dumpsters shall be removed from the site.
17. Prior to the issuance of a Business License or Certificate of Occupancy, the permit process must begin to provide a trash enclosure in conformance current code. Construction of said enclosure 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
18. 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. All signs shall be subject to Planning Staff review and approval prior to obtaining a building permit.
19. 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.
20. The applicant/developer shall be responsible for obtaining all necessary permits from any affected regulatory agencies.

21. 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.
22. The handling and disposal of construction and demolition waste for the project shall comply with 6.36.040 of the Victorville Municipal Code. In summary, only the City of Victorville's employees working in their official capacity and the City's waste handling contractor, Victorville Disposal (Burrtec Waste), are authorized to provide solid waste handling services from any and all premises in the City; and no person other than those above specified shall provide solid waste handling services, convey or transport any solid waste material in, along or over any public street, alley or highway in the City, with the exception of solid waste removed from any premises by the waste generator, and which is transported personally by such waste generator (or his/her employees) to a processing or disposal facility in a manner consistent with all applicable laws and regulations, utilizing equipment owned and/or leased by the waste generator.
23. The project shall comply with all Federal, State and local laws and policies, including: the California Government Code (including the Planning, Zoning and Development Laws), Environmental Quality Act (CEQA), Subdivision Map Act, International Building Code, Green Code, Fire Code; and, Victorville General Plan and Municipal Code; unless permitted to deviate through provisions of such, or through adopted mitigation measures, conditions of approval, or the plans themselves.

Building Conditions:

24. The project shall comply with all building codes in effect at the time of plan submittal.
25. The scope of work indicated will require accessibility upgrades to be included in accordance with Section 11B-202 of the California Building Code.
26. 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.

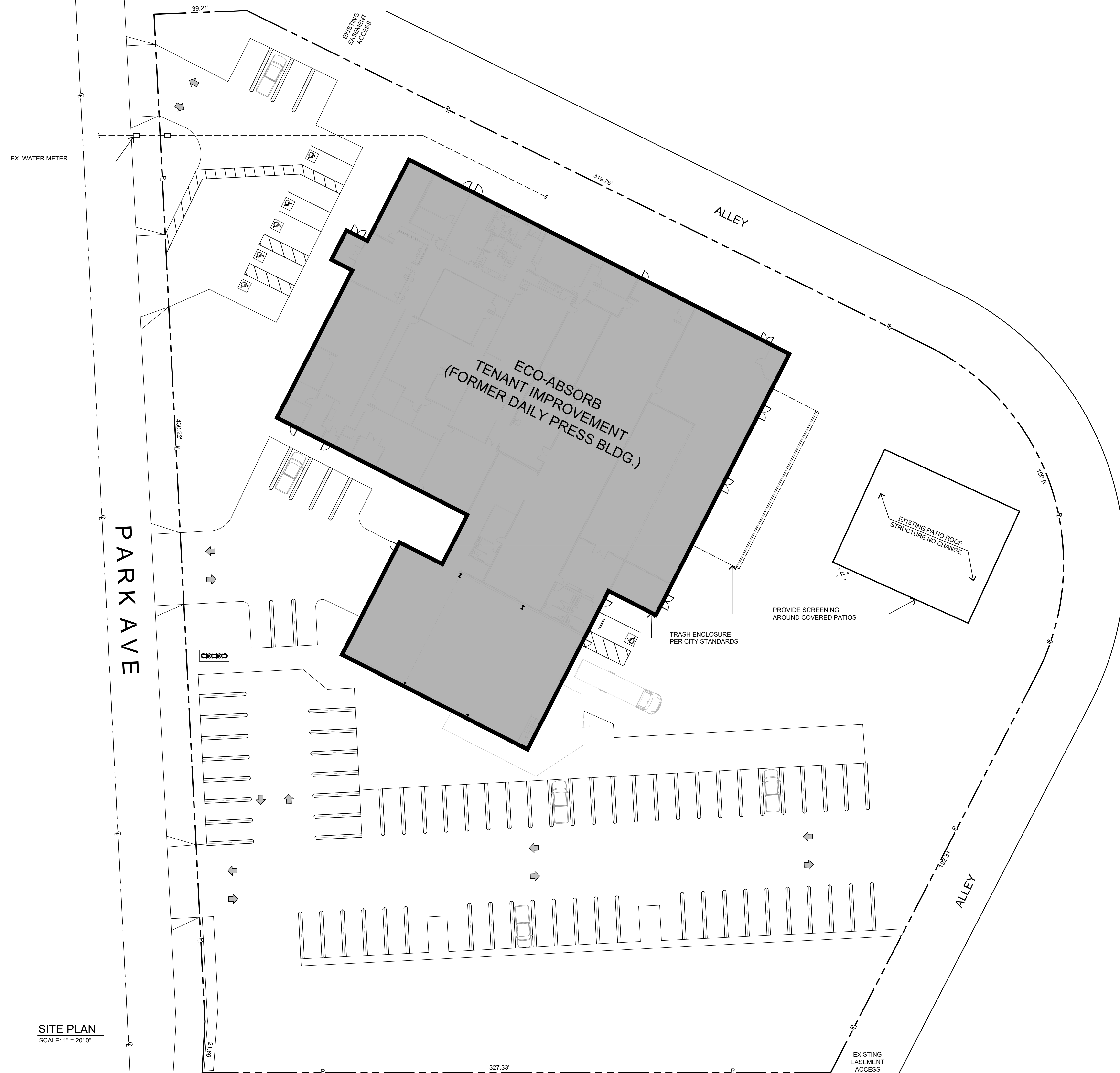
Fire Conditions:

27. Shall comply with all 2019 Building and Fire Code requirements based on occupancy classification.
28. Ensure existing fire alarm system(s) are certified for proposed building(s). Plans shall be submitted prior to construction if altered or change in original system design.
29. Paved access from 2 points shall be required for completion and occupancy. Plans shall be submitted and approved prior to construction commencement.
30. Fire lanes shall be designated and marked adjacent to all multi-family residential, commercial and industrial building access points and approaches.
31. All fire apparatus access roads shall be identified by at least one of the following methods:
 - a. Approved signs (See Standard Number A-2)

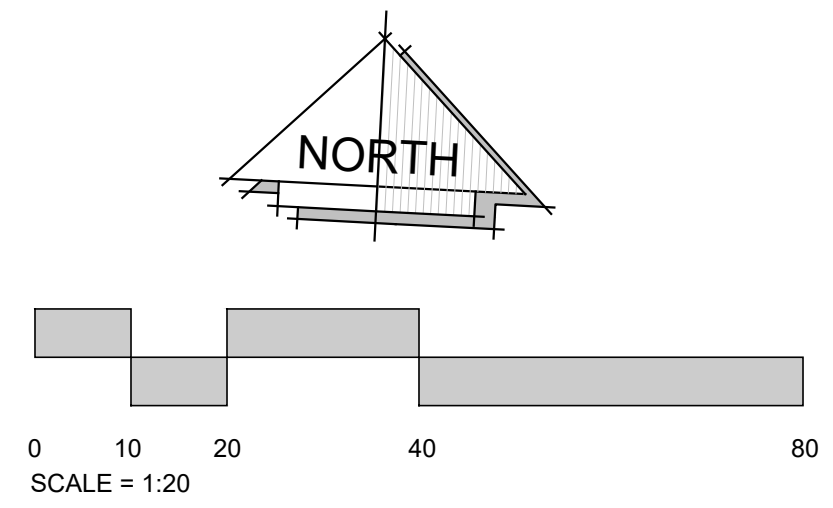
- b. Approved red curbs (See Standard Number A-2)
 - c. Approved pavement stripping (See Standard Number A-2)
32. Provide a preliminary on-site fire protection plan which indicates the location of all required fire protection appliances (FDC's, PIV's, RP's, hydrants, etc.) Required appliances shall be unobstructed by fencing, storage containers, vegetation, parked vehicles, etc. and certified.
33. An approved water supply system, complete with street hydrants complying with Fire Department Standards, shall be in place prior to any combustible construction.
34. Required fire flow for this project is 2,500gpm @ 20psi for 4 hours duration at furthest remote hydrant. Contact Water Department to assure availability of required fire flow.
35. Knox Box/Key Box is required and shall be provided and installed in accordance with Fire Department Standards.
36. If access gates installed, gates shall be provided with an "Opticom" receiver capable of opening gates via decoding of the "Opticom" strobe signal transmitted by Fire, Police, and Ambulance units. All access gates shall require mechanical means for opening in event of power failure, shall not impinge on required clear width when fully open, and shall be equipped with Knox Box lock actuation devices.
37. 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.
 - 1) 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.

ATTACHMENT A

S:\2022-Projects\02 - Commercial\0 - Z129 - Shannon Mike - Eco Absorb (Old Daily Press)\AO_SitePlan Eco_Absorb.dwg, 9/30/2022 11:19:05 AM, steen, Angle



SITE PLAN
SCALE: 1" = 20'-0"



SCOPE OF WORK	
TO CONVERT THE EXISTING DAILY PRESS BUILDING INTO CORPORATE HEADQUARTERS FOR ECO ABSORB, INCLUDING ADMINISTRATION, PACKAGING AND SHIPPING.	
VICINITY MAP	
VICTORVILLE UTILITIES	
WATER (PROPOSED): CITY OF VICTORVILLE 14343 CIVIC DRIVE VICTORVILLE, CA 92395 (760) 955-5001 TELEPHONE (PROPOSED): VERIZON 15168 LA PAZ ROAD VICTORVILLE, CA 92392 (800) 772-5153 GAS (PROPOSED): SOUTHWEST GAS CO. 13471 MARIPOSA ROAD VICTORVILLE CA. 92392 (760) 951-4055	ELECTRIC (PROPOSED): SOUTHERN CALIFORNIA EDISON CO. 12353 HESPERIA RD. VICTORVILLE, CA 92392 (760) 951-3237 DISPOSAL: BURTEC WASTE INDUSTRIES INC. 17080 STODDARD WELLS RD. VICTORVILLE, CA 92394 760-245-8607 SEWER PUBLIC
SITE NOTES	
<ul style="list-style-type: none"> NO ONSITE MODIFICATIONS WILL OCCUR AS A PART OF THIS PERMIT 	
SHEET INDEX	
A-0	SITE PLAN
A-1	OVERALL FLOOR PLAN
A-2	EXTERIOR ELEVATION PHOTOS

STEENO
DESIGN STUDIO INC.
ARCHITECTURE DESIGN PLANNING
11774 HESPERIA ROAD, SUITE 200 HESPERIA, CA 92345
PHONE (760) 244-5001 • FAX (760) 244-1948
WWW.STEENODESIGN.COM

DATE FINISHED
SEPTEMBER 2022

REVISIONS

THESE PLANS SHALL COMPLY WITH THE 2019 CALIFORNIA BUILDING CODE WHICH ADOPTS THE 2019 CBC, 2019 CHS, 2019 CCS, 2019 CFC, 2019 CFC AND THE 2019 ENERGY STANDARDS

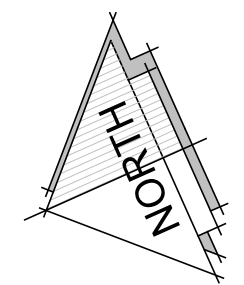
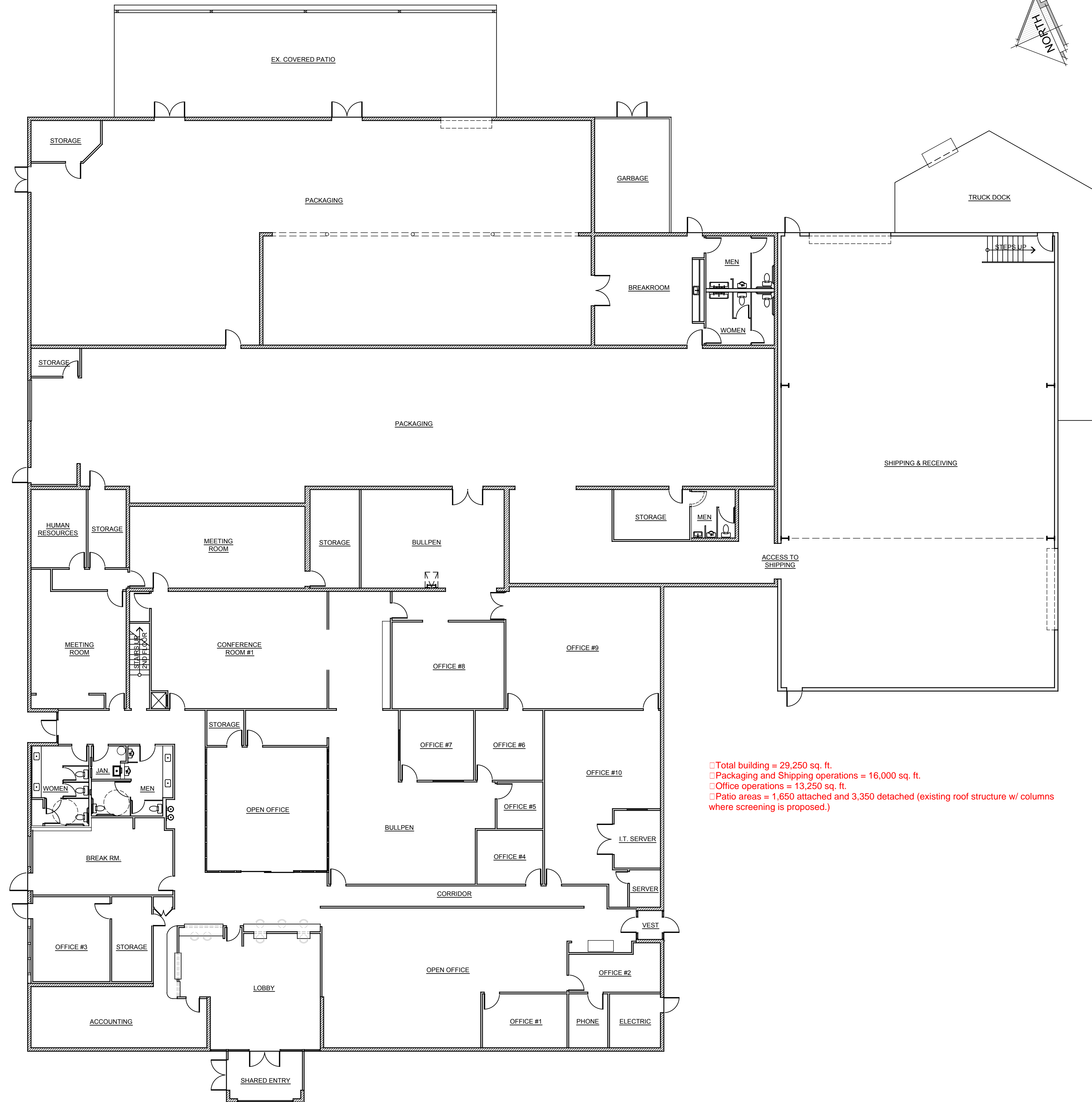
THESE DOCUMENTS AND THE DESIGN AND IDEAS INCORPORATED HEREIN, AS AN INSTRUMENT OF A PROFESSIONAL SERVICE, ARE THE SOLE PROPERTY OF STEENO DESIGN STUDIO INC. ANY USE, IN WHOLE OR IN PART FOR WHICH THEY WERE NOT PROVIDED SHALL BE UNLAWFUL

PROJECT: TENANT IMPROVEMENT (OLD DAILY PRESS BLDG.)
ECO-ABSORB CORP.
CONTACT INFO:
MICHAEL J. SHANNON
13891 PARK AVE
VICTORVILLE, CA 92392
WWW.ECO-ABSORB.COM

JOB NO.
C22-Q29

SHEET NAME:
SITE PLAN COVER SHEET

PAGE
A-0



- Total building = 29,250 sq. ft.
- Packaging and Shipping operations = 16,000 sq. ft.
- Office operations = 13,250 sq. ft.
- Patio areas = 1,650 attached and 3,350 detached (existing roof structure w/ columns where screening is proposed.)

OVERALL FLOOR PLAN
SCALE: 3/32" = 1'-0"

STEENO
DESIGN STUDIOS
ARCHITECTURE DESIGN PLANNING
11774 HESPERIA ROAD, SUITE 400 • HESPERIA, CA 92345
PHONE (760) 938-0000 • FAX (760) 244-1946
WWW.STEENODESIGNSTUDIOS.COM

DATE FINISHED
SEPTEMBER 2022

REVISIONS

THESE PLANS SHALL COMPLY WITH THE 2019 CALIFORNIA BUILDING CODE WHICH ADOPTS THE 2019 CBC, 2019 CPC, 2019 CSE, 2019 CSE, 2019 CFC AND THE 2019 ENERGY STANDARDS

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PROJECT: TENANT IMPROVEMENT (OLD DAILY PRESS BLDG.)
ECO-ABSORB CORP.
CONTACT INFO:
MICHAEL J. SHANNON
13891 PARK AVE.
VICTORVILLE, CA 92392
W.ECO-ABSORB.COM

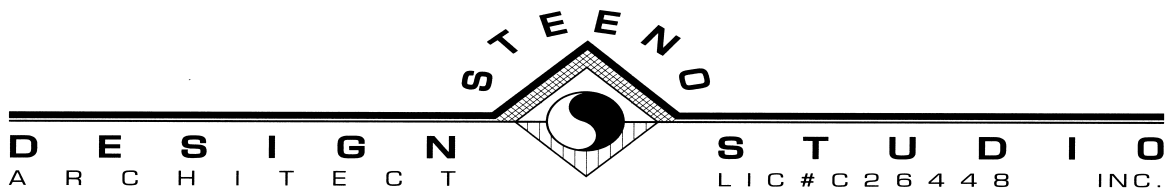
JOB NO.
C22-Q29

SHEET NAME:
OVERALL FLOOR PLAN

PAGE
A-1

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ATTACHMENT B



October 3, 2022

Planning Department
14343 Civic Drive
Victorville, CA 92392

Re: Letter of Intent for Former Daily Press Building

To whom it may concern:

This letter is to provide the city with our intentions to propose a shipping business for general absorbent's located at 13891 Park Ave. APN:00396-101-13. The company's goal is to provide an assembly line to package and ship eco absorbent products. As architect of the project and owned by Eco Absorbent Technologies Inc., we are proposing a commercial development consistent with the C-2 Zone. The site will comply with the C-2 Zone allowed use of shipping under the type of use of service. The location of the existing warehouse right off the freeway is the perfect location for merchandise to be packaged and shipped. The truck docking area serves as a convenient loading and unloading area for the use of shipping and receiving goods. The upgrades made to the site will benefit the surrounding businesses by complying with the new building codes and design standards. The proposed business will be open 10 hours a day, 5 days a week Monday thru Friday with 15-20 employees during peak hours, 10-15 employees during normal hours.

The detailed description of the Eco Absorb business is as follows:

I will preface to say that a small commercial dust collection system is installed and fully contained in the same room that the mixing line is in. The dust collected by the dust collection system is collected in a 55gallon drum and the exhausted air is passed through filter medium which completely captures any dust not captured by the drum. This dust-free air is exhausted back into the mixing room. No air is exhausted outside. The captured dust is reused by adding it back to the product at a future date once the 55gal drum reaches capacity.

We start by lifting a supersack of expanded perlite using a forklift and suspend the supersack directly above the first hopper on our line. We dispense the perlite into the hopper. When the hopper is full (capacity of 2 supersacks), we start the mixing process. The hopper dispenses a measured rate of perlite onto a conveyor belt below. While the perlite is traveling on this conveyor belt, water and mineral oil are applied to the bed of traveling perlite. This mixture of perlite, water, and mineral oil passes through a series of (3) inline mixers which mix the 3 materials together, so they are homogenized. The inline mixers are a set of paddles attached to a shaft inside an enclosed in a housing mounted directly above the conveyor belt that spin against the flow of the bed of material, which kicks up and mixes the material as it travels on the conveyor belt while it passes through the fully enclosed mixing housing. This housing contains any airborne material inside the mixing housing so that when the product exits this area, it is back to laying on the belt with no dust or debris being airborne.

Once the product passes through the (3) inline mixers and is fully mixed, it is conveyed to the bagging hopper. This hopper is the same size as the first hopper and holds finished product. It dispenses a measured amount into a premade pouch held by an operator. The operator holds the bag over the dispensing mouth, then presses a foot pedal, and approximately 7lbs of finished product fills the pouch. Once the pouch is filled, the operator sets the filled pouch down onto a conveyor below the

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dispensing mouth, which carries the pouch through an inline bag sealer which heat seals the top of the pouch for a completely sealed and finished bag of product. Once the bag reaches the end of the conveyor, a bag kicker kicks the sealed bag onto an adjacent conveyor which then conveys the bag through a bag flattener which slowly squeezes the bag as it travels on this conveyor to force air out of perforations in the bag and flatten it so it is conducive to stacking. After the bag exits this process, the bag is picked up by an employee and stacked directly onto a pallet which is sitting on a pallet wrapping platform. The employee stacks the pallet to a height of approximately 70” and then wraps the pallet with shrink wrap using an automated shrink-wrapping machine. The pallet is then labeled and picked up by a forklift operator and placed in a storage rack bay until it is picked for a future customer order.

The project incorporates the goals and objectives of the City of Victorville’s C-2 Zone Plan as well as the City of Victorville’s Development Code. The land use for the proposed commercial sites is designed to integrate with adjacent developments and to create an interface to future and current development around the site.

It would be greatly appreciated if as many City departments possible can review the proposed site plan and provide us with their design criteria so that we can have a better scope of what the development will be conditioned to provide. If there is anything I can do to facilitate this matter, please feel free to contact me.

Sincerely,

Thomas R. Steeno
Architect

Cc: Mike Shannon, Eco Absorb Technologies Inc.



To whom it may concern,

The property at 13891 Park Avenue in Victorville was built in the early 1970's. It's occupant for decades was the Daily Press Newspaper. The building was designed to house a team of journalists and newspaper staff in the office spaces, a large printing operation in a narrow warehouse space, a mailroom operation in an open but low-ceiling warehouse space, and later added on was a connected warehouse space for pallet racking. While the office is very usable for many modern businesses, the warehouse space is very oddly sectioned and designed specifically for a newspaper printing business use.

The Daily Press was bought out years ago by a much larger company and the printing presses removed from the building. Their newspapers are now printed completely off-site. Since COVID, the Daily Press office staff has worked from home and never came back. As of now and for the last 2.5 years, the building sits completely vacant. Debris piles up outside the building and in the parking lots. The landscaping is in disrepair and the grass brown and dead. Even the Daily Press signage in front of the building is starting to fall apart. There is evidence of some of the homeless population using the property as a place of storage and sleeping. All in all, the property is in its worse state in decades.

The current owner has attempted to lease the building for years, but due to its odd floor plan, it has proved impossible to lease a long-term tenant. The building was put up for sale and sat on the market for over a year. It has proved very difficult to sell or lease due to its nature of being designed around a newspaper printing operation. There are not many newspaper companies around today in need of such a large space.

This is where Eco Absorbent Technologies, Inc. comes in. Eco Absorb is a company that sells absorbent products to the international market. Eco Absorb has been in business for over a decade and has grown into a successful and continually growing operation. Eco Absorb's 10-year lease at its current facility in Ontario, California is coming to an end in early 2023. Company leadership decided that it was time to buy a building and find the company's permanent home for its headquarters and business operations. We searched the market and found the Daily Press building for sale. While the layout would not work for many businesses, it would work for Eco Absorb. Eco Absorb proceeded with the purchase.

Our plan is to revitalize this vacant and deteriorating building and bring it back to life. We want to bring a living and breathing business back to this area and beautify the building and landscaping so that we can be proud of our new company headquarters and the city of Victorville can be proud to be home to our company. We plan to hire staff locally as we continue to grow and bring jobs and tax revenue to the city. Our leadership aims to be an active part of the business community and community as a whole. We believe this to be an excellent opportunity for the City of Victorville to continue to improve upon the growing city and assist in bringing a once landmark commercial building back to life. We hope that the men and women at the City of Victorville see our use of the property as justified and worthy of granting an IUP.

Thank you for your consideration,

Michael JP Shannon

President and Owner

Eco Absorbent Technologies, Inc.

ATTACHMENT C

CASE: ADMN22-00126





SUBJECT: PUBLIC COMMENTS ON PLANNING MATTERS

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.

cj