



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

## Zoning Administrator

**Regular Meeting Agenda  
Wednesday, June 21, 2023**

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

The Zoning Administrator welcomes and encourages public participation and invites the community to attend in person.

**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 agendaed and non-agendaed 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. ADMN23-00034 – Youhanna Gad

**Environmental** – Environmental Exemption

**Project** – A Minor Conditional Use Permit with an Environmental Exemption to allow for an outpatient medical office and surgery center.

**Location** – 12241 Industrial Boulevard Suites 101, 102 and 107

**Attachments** – Attachment A – Site Plan & Floor Plan

Attachment B – Aerial Image

2. ADMN23-00042 – Moses House Ministries

**Environmental** – Environmental Exemption

**Project** – A Minor Interim Use Permit with an Environmental Exemption to allow for a Family Services Organization to occupy an existing building zoned C-2 (General Commercial).

**Location** – 14281 Seventh Street

**Attachments** – Attachment A – Site Plan and Floor Plan

Attachment B – Project Description and Justification

Attachment C – Aerial Image

## Public Comments

## Adjournment



# ZONING ADMINISTRATOR STAFF REPORT

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**DATE:** June 21, 2023 **AGENDA NO. 1**

**CASE:** ADMN23-00034

**SUBJECT:** A Minor Conditional Use Permit with an Environmental Exemption to allow for an outpatient medical office and surgery center

**APPLICANT:** Youhanna Gad

**LOCATION:** 12241 Industrial Boulevard Suites 101, 102 and 107

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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(a) – Existing Facilities; and
- 2. Minor Conditional Use Permit** – Approve Minor Conditional Use Permit Case No. ADMN23-00034 subject to the recommended Conditions of Approval.

## **II. SUMMARY:**

The applicant is requesting approval of this Minor Conditional Use Permit to allow for an outpatient medical surgery center within an existing multi-tenant industrial/commercial development. The site is comprised of two buildings, the primary building (“building one”) with frontage on Industrial Blvd where the use is proposed to be located, is approximately 14,000 sq. ft and occupied by professional office uses and a church. The second building at the rear of the site is approximately 12,000 sq. ft and presently occupied by a home health office, physical therapy center and an EMT training facility. Conditionally permitted in the C-M Commercial Manufacturing zone, the proposed business will occupy three suites totaling approximately 5,600 square feet with no proposed tenant improvements. Business hours will take place Monday through Friday from 8:00 AM – 5:00 PM.

## **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. The site was developed as a multi-tenant building; the proposal is a similar use and includes a similar number of employees/patrons of a typical office use. Therefore, Staff finds the noted exemption applicable as the proposal does not constitute an expansion of use.

## 2. Minor Conditional Use Permit.

### Proposed Use Overview

- Building one is comprised of seven units totaling approximately 13,566 square feet of floor area. The proposed medical office is located in building one, within Suite #101, 102 and 107 and will occupy approximately 5,608 sq. ft. (Attachment A). Medical Offices are listed as conditionally permitted within the underlying C-M Commercial Manufacturing zone district. The proposed business operations will have little to no impact to neighboring suites in terms of noise and odors and will be compatible with adjacent uses in regard to hours of operation and vehicle trips. Moreover, a medical office had previously occupied the same location within the building, which operated without any detrimental effects to surrounding businesses. Considering the similarity between the proposed use and the previous occupancy, Staff does not anticipate any significant impacts being caused by the proposed medical office to the surrounding neighborhood or businesses.

### Business Operations

- Per prior conversations with the applicant, the proposal includes operational hours of Monday through Friday from 8:00AM until 5:00PM. The application includes a single owner/operator and employs four to five staff members, whose numbers may vary based on workload intensity. The floor plans indicate that the suite will include a reception area, nurse station, and an existing restroom facility. In addition, the proposed medical office and surgery center use will allow patients to undergo outpatient vascular and interventional procedures, with no overnight stays at the facility proposed.
- A medical office is conditionally permitted within the underlying C-M zone district. Should City staff receive complaints about adverse impacts (e.g. excessive noise, noxious odors, etc.) as a result of the proposed medical surgery office, Condition #6 has been included to allow the Zoning Administrator the right to adjust services provided or revoke the CUP as necessary.

### Parking

- Title 16 requires 1 space per 200 sq. ft. of floor area for professional or medical office operations. Based on this calculation, 28 parking spaces would be required for this office (5,608 sq. ft. / 200 sq. ft. = 28 parking spaces). The overall site provides 93 spaces to be used by occupants and visitors to all seventeen suites within the existing two office buildings on site. Additionally, there's an existing church on the subject site that occupies two suites of roughly 5,000 square feet. The hours of operation of the medical office are scheduled on weekdays, while the church operates during the weekend, offering a solution to mitigate any potential parking concerns. Staff finds based on the applicant's proposal, that the number of parking spaces provided on-site is sufficient to serve the proposed use. However, should a parking problem arise in connection with this use, Staff has included Conditions 5 & 6 requiring the business to address the parking deficiencies subject to the review and approval of the Zoning Administrator.

### Site Condition

- The site is generally in a satisfactory condition with mature and maintained landscaping, and a paved parking area that has very few signs of wear. To ensure

the site continues to be maintained in accord with Development Code requirements, Staff has included Conditions 8 & 9, requiring continued site maintenance. Additionally, while a trash enclosure exists at the southeast corner to serve this building, it does not comply with current code standards in terms of appropriate roof, and security requirements. Staff has included Condition 7, 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**

- In order to approve a Conditional Use Permit the Development Code requires that the Zoning Administrator make the following findings:
  - *The proposed location of the conditional use is in accord with the objectives and requirements of the Development Code.*
    - Comment: The underlying C-M (Commercial Manufacturing) zoning of the property conditionally permits Medical Office uses. The site includes sufficient parking to serve the use as well as other non-retail/office type uses within the existing multi-tenant center. The proposed business activities are similar to other permitted uses at the site, and are not expected to negatively affect any existing or future businesses in the C-M zone district, Therefore, the use is in accord with the objectives and requirements of the Development Code.
  - *The proposed location of the conditional use and the conditions under which it will be operated is consistent with the General Plan and will not be detrimental to the public health, safety and welfare or materially injurious to uses, properties or improvements in the vicinity.*
    - Comment: The site in question has a Zoning designation of C-M (Commercial Manufacturing) and a General Plan designation of Commercial with a Zone District that conditionally allows for the proposed use. Section LU-F-1 of the General Plan Land Use Element promotes the reuse of existing commercial and industrial buildings before expanding into undeveloped areas in Victorville to improve community character, optimize infrastructure investments, support increased transit use, promote non-motorized transportation, and enhance commercial viability. Since the subject site and the existing multi-tenant functions will not be modified by the subject use due to the limited scope of the operation, and will utilize an existing commercial/industrial building, Staff finds that the proposal is consistent with the General Plan and will not be detrimental to the public health, safety, and welfare or materially injurious to uses, properties or improvements in the vicinity.
  - *The traffic generated by the proposed conditional use will not overload the capacity of the surrounding street system and will not create a hazard to public safety.*
    - Comment: The proposed use will utilize three office spaces within an existing multi-tenant industrial/commercial development, and is located on a site that has sufficient parking to accommodate the use in accordance with Title 16,

ensuring that the existing roadways can mitigate any potential traffic impacts. Additionally, the church on the premises will operate on weekends, which will reduce possible parking and traffic concerns. The proposal is not anticipated to overload the surrounding street system or include impacts greater than those that similar uses would generate during peak hours.

- *The proposed conditional use will comply with each of the applicable provisions of the “Zoning and Land Use Requirements” chapter of Title 16.*
  - Comment: The existing site is fully developed, including sufficient parking for the proposed use, and existing improvements in accordance with current Development Code requirements. Additionally, the use is listed as a conditional use within the underlying C-M zoning of the site, and the proposal will not negatively affect the existing uses on-site or within the vicinity. Therefore, Staff finds that the proposal will comply with each of the applicable provisions of the “Zoning and Land Use Requirements” Chapter of Title 16.

**IV. SITE CHARACTERISTICS:**

	<b>Existing Land Use</b>	<b>General Plan</b>	<b>Zoning</b>	<b>Specific Plan District</b>
Site	Multi-Tenant Office Building	Commercial	C-M	N/A
North	Manufacturing Building	Commercial	C-M	N/A
South	Life Church	Commercial	C-M	N/A
East	Vacant Industrial Building	Commercial	C-M	N/A
West	Avid Cycles and Multi-Tenant Office Building	Commercial	C-M	N/A

**NUMBER OF RADIUS LETTERS MAILED: 12**

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Attachments:

Attachment A – Site Plan & Floor Plan

Attachment B – Aerial Image

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

CONDITIONS OF APPROVAL  
ADMN23-00034  
June 21, 2023

A MINOR CONDITIONAL USE PERMIT WITH AN ENVIRONMENTAL EXEMPTION TO  
ALLOW FOR AN OUTPATIENT MEDICAL OFFICE AND SURGERY CENTER AT  
PROPERTY ZONED C-M (COMMERCIAL MANUFACTURING) LOCATED 12241  
INDUSTRIAL BOULEVARD SUITES 101, 102 and 107

**Planning Conditions:**

1. This Minor Conditional Use Permit approval is to allow for a medical office surgery center at 12241 Industrial Boulevard Suites 101, 102 and 107. Hours of operation are limited to Monday thru Friday between the hours of 8 AM to 5 PM with no overnight stays at the facility. 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 development shall be in substantial conformity with the plans submitted as part of this conditional use permit, unless modification is required to comply with the applicable development standards of Title 16 and/or conditions of approval.
4. Any expansion of this proposed use beyond the scope of this minor conditional use permit shall require submission and approval of a minor conditional use permit modification or a new minor conditional 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 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 adverse impacts (e.g. excessive noise, noxious odors, parking deficiencies, etc.), the Zoning Administrator reserves the right to review the use and modify, revoke, or suspend the Conditional Use Permit in accordance with City of Victorville Municipal Code guidelines.
7. 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).
8. 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.

9. Prior to the 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.
10. 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.
11. All proposed temporary signage shall comply with Title 16 and requirements. 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.
12. Special events and/or any use proposed outdoors shall be required to obtain Temporary Use Permit or Conditional Use Permit Modification at the discretion of the City Planner.
13. The applicant/business owner shall be responsible for obtaining all necessary permits from any affected regulatory agencies.
14. 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.
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. Tools for estimating total permit fees are available on the City's website <https://www.victorvilleca.gov/government/city-departments/development/permit-center/fees-forms>. Actual amounts owed will be determined upon submittal of the plans via the City's online permit center.

**Fire Conditions:**

19. Shall comply with all current Building and Fire Code requirements based on occupancy classification.
20. Monitored fire sprinkler system(s) are required for the proposed building(s). Plans shall be submitted for any changes to the fire sprinkler system, prior to construction.
21. Monitored fire alarm system(s) are required for the proposed building(s). Plans shall be submitted for any changes to the fire alarm system, prior to construction.
22. Shall maintain fire department apparatus access per Victorville Fire Department Standard A-2.

**Engineering Conditions:**

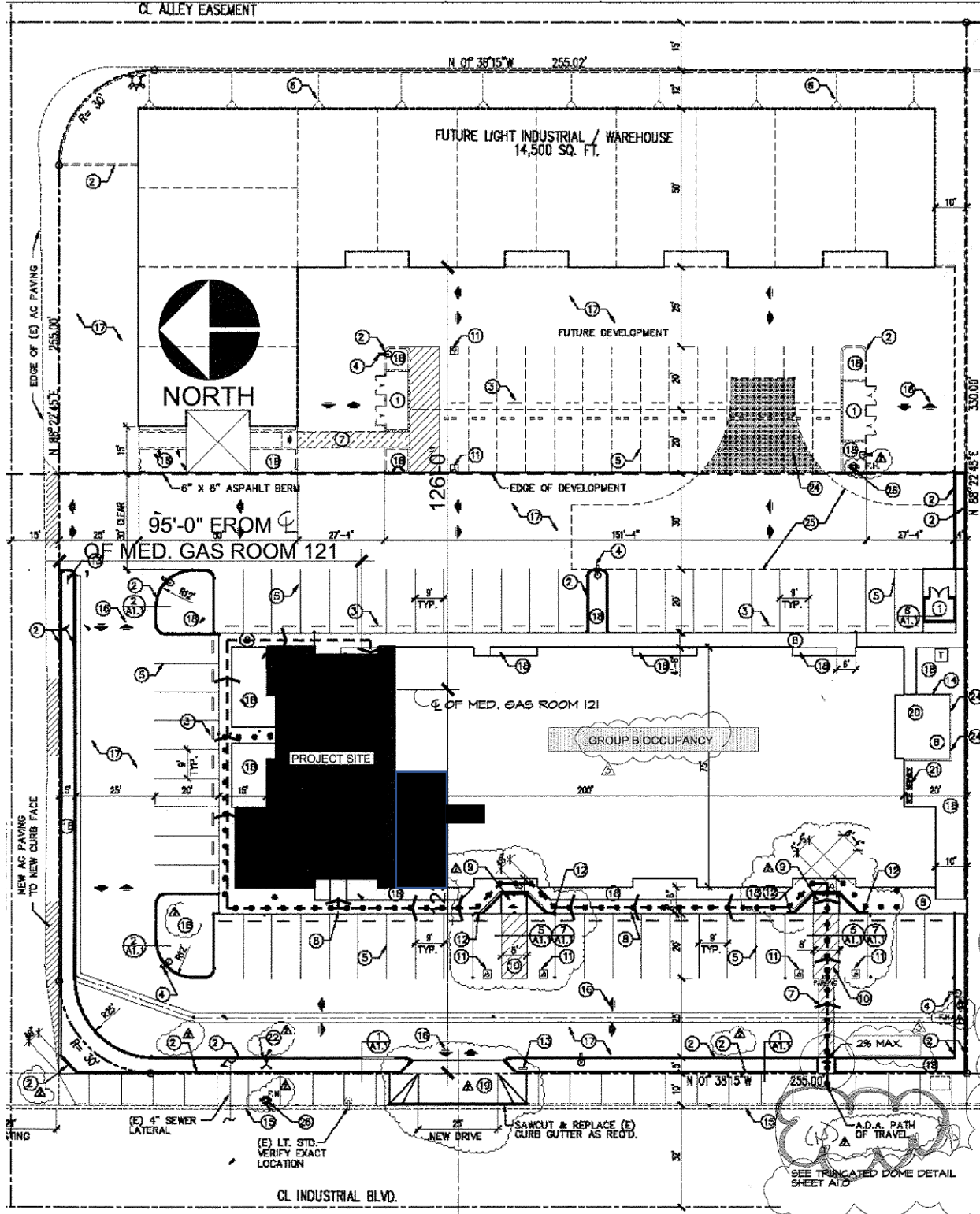
23. The site and public walkways shall be designed and constructed for accessibility in compliance with the guidelines of the Americans with Disabilities Act Standards for Accessible Design and the Standard Specifications for Public Improvements of the City of Victorville.
24. Temporary fencing shall be erected as required by City staff during construction to prevent windblown debris from leaving the project site and to ensure public safety.
25. On-site drainage to streets or alleys shall be conveyed through parkway drains or as approved by the City.

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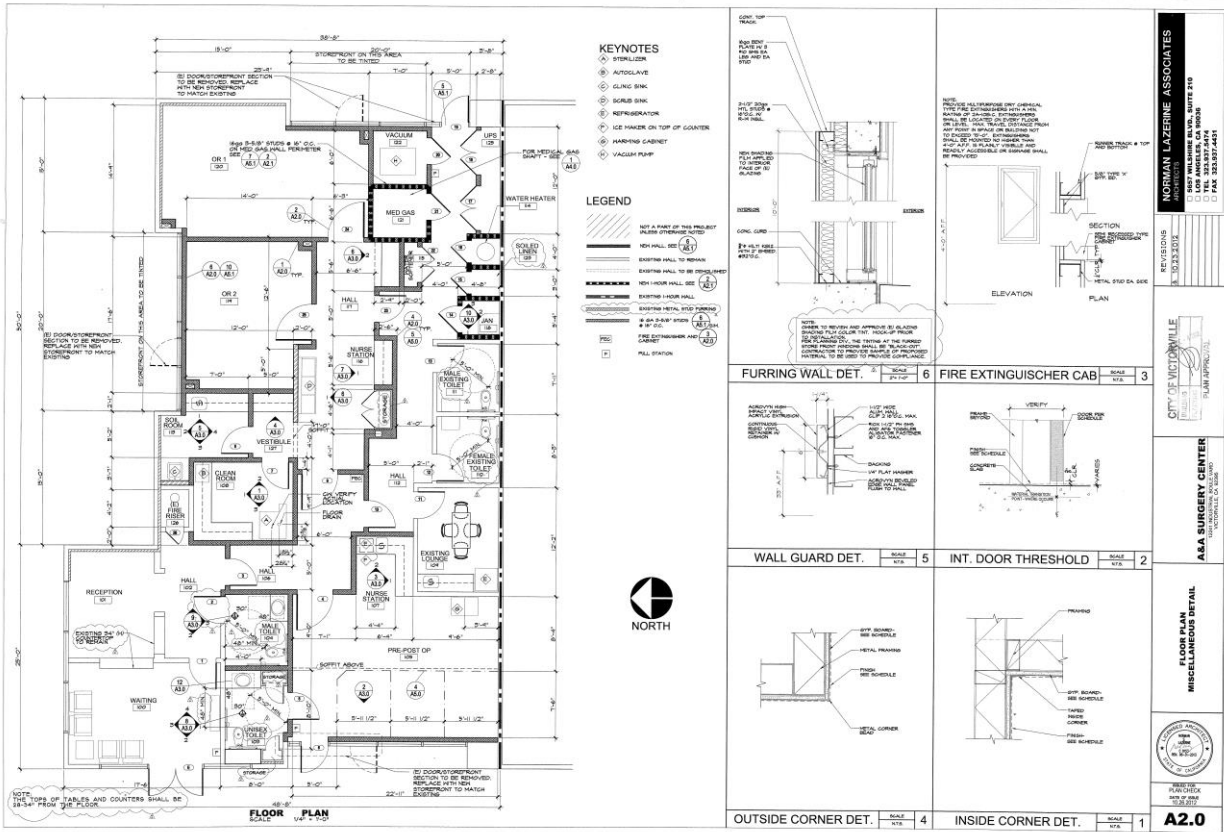
# ATTACHMENT A

Site Plan and Floor Plan Suite 101,102 &107

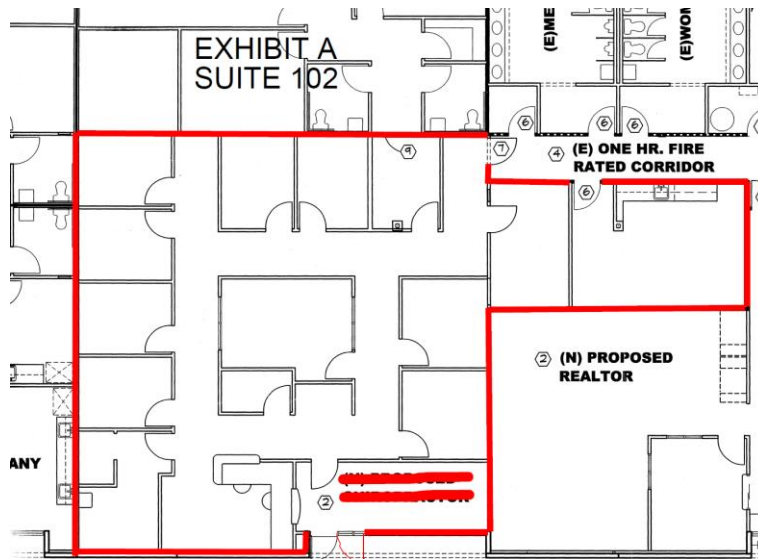
# Site Plan Suites 101, 102 & 107



# Suites 101 & 107



# Suite 102



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# ATTACHMENT B

Aerial Image

# CASE: ADMN23-00034

Case Type: Minor Conditional Use Permit  
Existing Zoning: C-M  
Project Area: 2 Acres  
Location: 12241 Industrial BLVD  
Assessor Parcel Number(s): 3091-281-05  
Public Hearing Date: June 21, 2023



Case: ADMN23-00034  
Printed: June 1st, 2023  
Author: Mina Morgan

Disclaimer: This map is to be used for visual reference only.  
Sources are available upon request.







# ZONING ADMINISTRATOR STAFF REPORT

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**DATE:** June 21, 2023 **AGENDA NO. 2**

**CASE:** ADMN23-00042

**SUBJECT:** A Minor Interim Use Permit with an Environmental Exemption to allow for a Family Services Organization to occupy an existing building zoned C-2 General Commercial

**APPLICANT:** Moses House Ministries

**LOCATION:** 14281 Seventh Street

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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 ADMN23-00042 subject to the recommended conditions of approval and find 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 Moses House Ministries to provide professional office administrative and support services for families with young children by means of resources and referrals within an existing multi-tenant building. The adjacent suite is occupied by a children’s dental office that has been in operation since 2013. The subject suite was previously occupied by a real estate business but was vacated in 2020 and has since been unoccupied. Moses House Ministries will use the existing office space to perform all administrative duties associated with their business operations, as discussed on the Staff Analysis. Moses House Ministries was previously located at 15180 Anacapa Rd. 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 was developed as a multi-tenant commercial office building, the proposal consists primarily of office functions and 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

### **Proposed Use**

- The building is comprised of two separate suites totaling approximately 5,600 square feet of floor area. Moses House Ministries will be occupying approximately half of the building for a total of 2,800 square feet. Although the current C-2 (General Commercial) Zone District allows for administrative/office uses, this zone specifically prohibits social services as a permitted, conditional, or accessory use. Although Moses House Ministries offers members of the public assistance and services for disadvantaged, needy, entitled or lawfully obligated members of the community and incorporates attributes of a social services provider, the location will primarily operate in an administrative office capacity given the limited accessory services provided and the proposed floor plan (Attachment A). The proposed business operations will have little to no impact to neighboring suites in terms of noise and traffic and will be compatible with adjacent uses in regard to hours of operation, vehicle trips, and patron visits. Considering the similarity between the proposed use and permitted administrative/office uses within the C-2 Zone District, Staff does not anticipate a significant impact caused by the Client proposed administrative office with accessory social services on the surrounding environment.

### **Business Operations and Program Services**

- As noted in the project description provided by the applicant (Attachment B), the proposal includes operational hours of Monday through Friday from 9:00AM until 5:00PM. The organization will employ eight staff members and the applicant does not anticipate providing services to more than six participants at any given time. Additionally, the floor plan indicates the operation will include a reception area, employee offices and workstations, a small conference room, two childcare rooms, open space facilitator areas, storage, and existing breakroom and restroom facilities.
- Moses House Ministries performs new client intake services, one-on-one case management appointments, and childcare only while parents are in sessions with assigned case managers. Many program services, including group parenting classes, are located off-site through partnerships located within the community and will ensure the sites operation as an administrative office with accessory social service functions.

### **Parking**

- Title 16 requires 1 space per 200 sq. ft. of floor area for professional administrative office operations, not including utility/storage rooms. Based on this calculation, 14 parking spaces would be required for this office (2,800 sq. ft. / 200 sq. ft. = 14 parking spaces). The overall site provides 29 spaces to be used by employees, patients, and clients shared between the two business. Each business is required to have a minimum of 14 spaces, which the site currently provides. Staff notes that a shared parking agreement allows for an additional 25 spaces to be utilized between the subject site and those businesses located at 14269 Seventh Street south of and abutting the project site. Staff finds that based on the applicant's proposal, the number of parking spaces provided on-site is sufficient to serve the proposed interim

use in accordance with Title 16 standards. Should a parking shortage exist in the future due to unforeseen circumstances, Staff has included Conditions 5, 6, and 7, 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 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 are required to be remedied with the approval of this Minor Interim Use Permit pursuant to Section 16-3.05.060 of the Development Code, which have been added as Conditions of Approval as follows:

Landscape - Landscape areas include overgrown and mostly dead vegetation and ground cover. These areas require maintenance including the removal of dead vegetation, weeds, and debris throughout the site. In accordance with Title 16 standards, new landscaping is required and should include live trees, shrubs, and groundcover. To address these deficiencies, Staff has included Conditions 9, 10 & 11, requiring all landscape and parking areas to be cleared of weeds and debris, with live landscape replacement 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 12, requiring the trash enclosure to comply with the applicable standards of Title 16 (e.g. appropriate size, screening, and security).

Trash Enclosure Examples



**Required Findings**

- The General Commercial (C-2) zone does not permit the proposed social services use as a permitted, conditional, or accessory 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 accessory social services and administrative/professional office uses 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 neighboring multi-tenant properties have struggled to fill vacancies and the proposed location has been vacant approximately three years since the last user (Integrity Real Estate) ceased operations at the site in or around 2020. Economic decline and shifting land use patterns in the area have caused the subject site and nearby multi-tenant commercial centers 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 regard 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 multiple driveway entrances on Seventh Street will be adequate to serve the proposal.
  - Occupancy Patterns – While the C-2 District does not allow the subject use, the particular suite has been vacant for several years. Records indicate that the suite was last occupied by a real estate office in 2020. Since the last occupant of the site was a similar use that allowed for administrative and professional office services and no other business have been established at the location, the proposed administrative office with accessory social services 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-2 Zone District.
  - Environmental Impacts – The use should not produce any negative environmental impacts as conditioned given all operations taking place indoors and utilizing existing site improvements.
  - 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.
- 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 as professional offices 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 that will be improved in accordance with current Municipal Code standards and the conditions of approval which are adequate to serve the proposed site. 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 near a multi-tenant commercial 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 and benefit those in need.
  - 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 area.
- 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 District</b>
Site	Multi-Tenant Building	Commercial	C-2	N/A
North	Restaurant	Commercial	C-2	N/A
South	Shared Parking Lot	Commercial	C-2	N/A
West	Commercial Retail	Commercial	CC-2	Civic Center
East	Multi-Tenant Building	Commercial	C-1	N/A

**NUMBER OF RADIUS LETTERS MAILED: 27**

Attachments:

Attachment A – Site Plan and Floor Plan

Attachment B – Project Description and 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  
ADMN23-00042  
June 21, 2023

A MINOR INTERIM USE PERMIT WITH AN ENVIRONMENTAL EXEMPTION TO ALLOW FOR A FAMILY SERVICES ORGANIZATION TO OCCUPY AN EXISTING BUILDING ZONED C-2 GENERAL COMMERCIAL LOCATED AT 14281 SEVENTH STREET.

**Planning Conditions:**

1. This Minor Interim Use Permit approval is to allow for a Family Services Organization to occupy an existing building zoned C-2 General Commercial located at 14281 Seventh Street. Hours of operation are limited to Monday thru Friday between the hours of 9:00 AM to 5:00 PM where intake services and case management meetings are offered by appointment only. Client workstations, facilitator communication areas, and child day care rooms will be made available only to those individuals with scheduled appointments. 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. The 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 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 non-compliance 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 noise or a parking deficiency, the Zoning Administrator reserves the right to review the use and modify, revoke, or suspend the Interim Use Permit in accordance with City of Victorville Municipal Code 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. The applicant/developer shall provide landscaping/irrigation plans in accordance with Chapter 13.60 of the Victorville Municipal Code, entitled Water Conservation. Landscape areas shall meet Title 16 standards, including the minimum interior percentage of landscaping and the maximum dispersal of landscaping within a parking lot. The landscaping plan shall include a minimum of one 24-inch box tree for every eight parking spaces provided on-site. In addition, the landscaping plan shall include the maximum spacing of all plants as follows:
  - A. Ground cover – eighteen inches on center
  - B. One gallon plants – three feet on center
  - C. Five gallon plants – five feet on center

In addition, a note shall be conspicuously placed on the landscape plan indicating the following: Any discrepancy between the maximum spacing criteria and the number of plants shown on the landscape plan shall result in the spacing criteria superseding any other information shown on the landscape plan.

10. Prior to the issuance of a Business License or Certificate of Occupancy all landscaped areas shall be replanted and 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.
11. Prior to the 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.
12. 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).
13. 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.
14. All proposed temporary signage shall comply with Title 16 and requirements. 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.



15. The applicant/business owner shall be responsible for obtaining all necessary permits from any affected regulatory agencies.
16. 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.
17. 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.
18. 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.
19. Prior to the 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.

**Building Conditions:**

20. The project shall comply with all building codes in effect at the time of plan submittal.
21. The scope of work indicated will require accessibility upgrades to be included in accordance with Section 11B-202 of the California Building Code.
22. 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. Tools for estimating total permit fees are available on the City's website <https://www.victorvilleca.gov/government/city-departments/development/permit-center/fees-forms>. Actual amounts owed will be determined upon submittal of the plans via the City's online permit center.

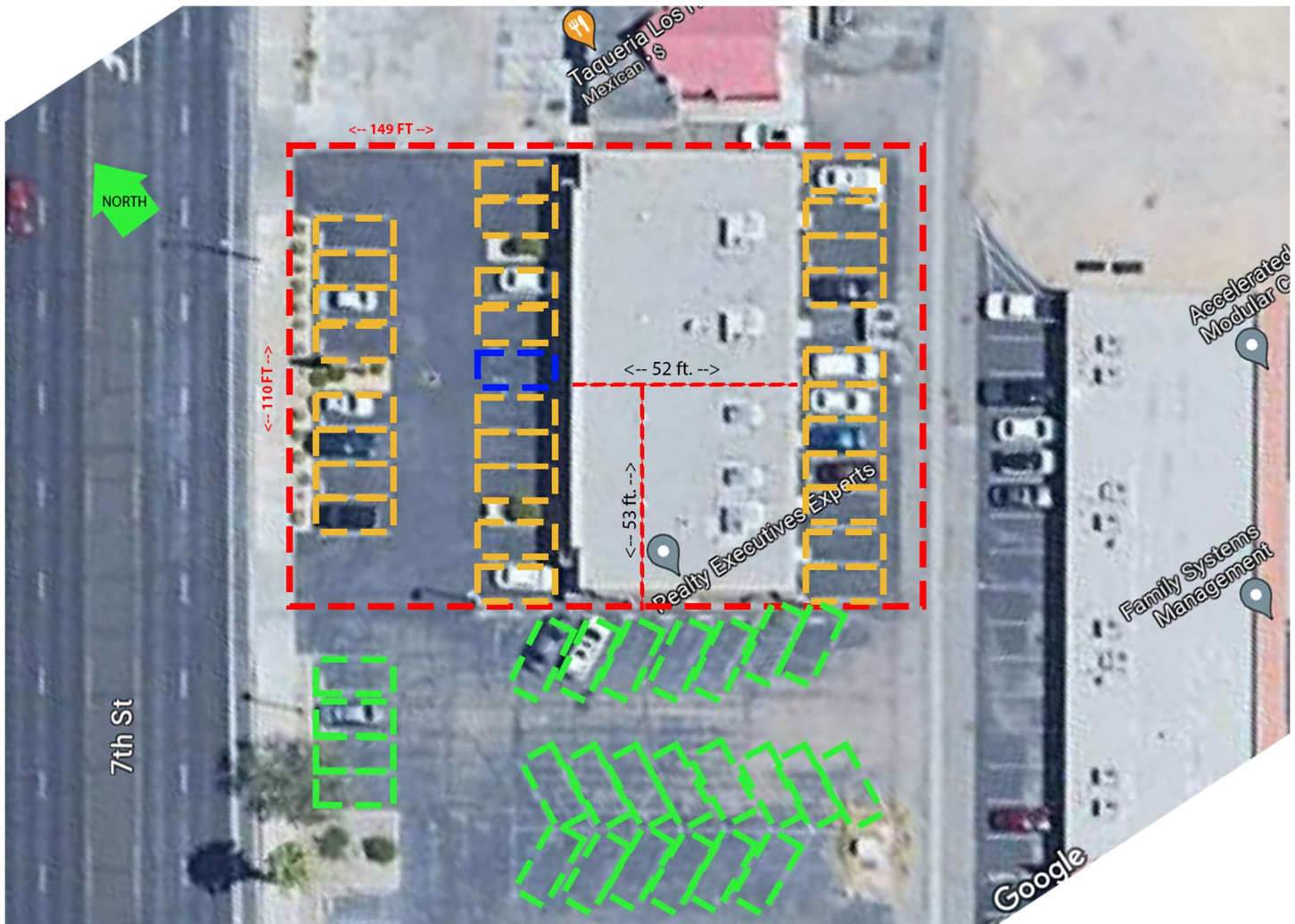
**Engineering Conditions:**

23. Landscaping within the traffic sighting distance triangle at intersections and driveway connections to public streets shall be limited to ground cover only and shall not include shrubs and trees.
24. A permit issued from the City's Engineering Department is required prior to commencement of any work performed within the public right-of-way and the City's inspection process followed for the construction of any facilities that are to be dedicated to, owned, and maintained by the City.
25. A reduced pressure backflow device per City standard W-39 must be installed behind the domestic water meter serving the site. A Fire Service Reduced Pressure Detector Assembly per City standard W-28 shall be installed on the fire protection service if on-site protection is required. The developer shall submit plans for water service connections to the Development Department for review and approval by the City Engineer. A current water service will serve letter from Victorville Water District is required with the plan submittal. Water service shall be subject to the conditions within the will serve letter.

# ATTACHMENT A

## Site Plan & Floor Plan

# Moses House Ministries Parking Layout Plan



Location: 14281 7<sup>th</sup> Street Victorville, CA 92395

Yellow/Blue Boxes: Parking spaces included with the property (28 standard, 1 handicap accessible) (Standard Parking stalls are 9ftx18ft, Handicap accessible is 10.5 ft x 18 with a 65-inch access isle)

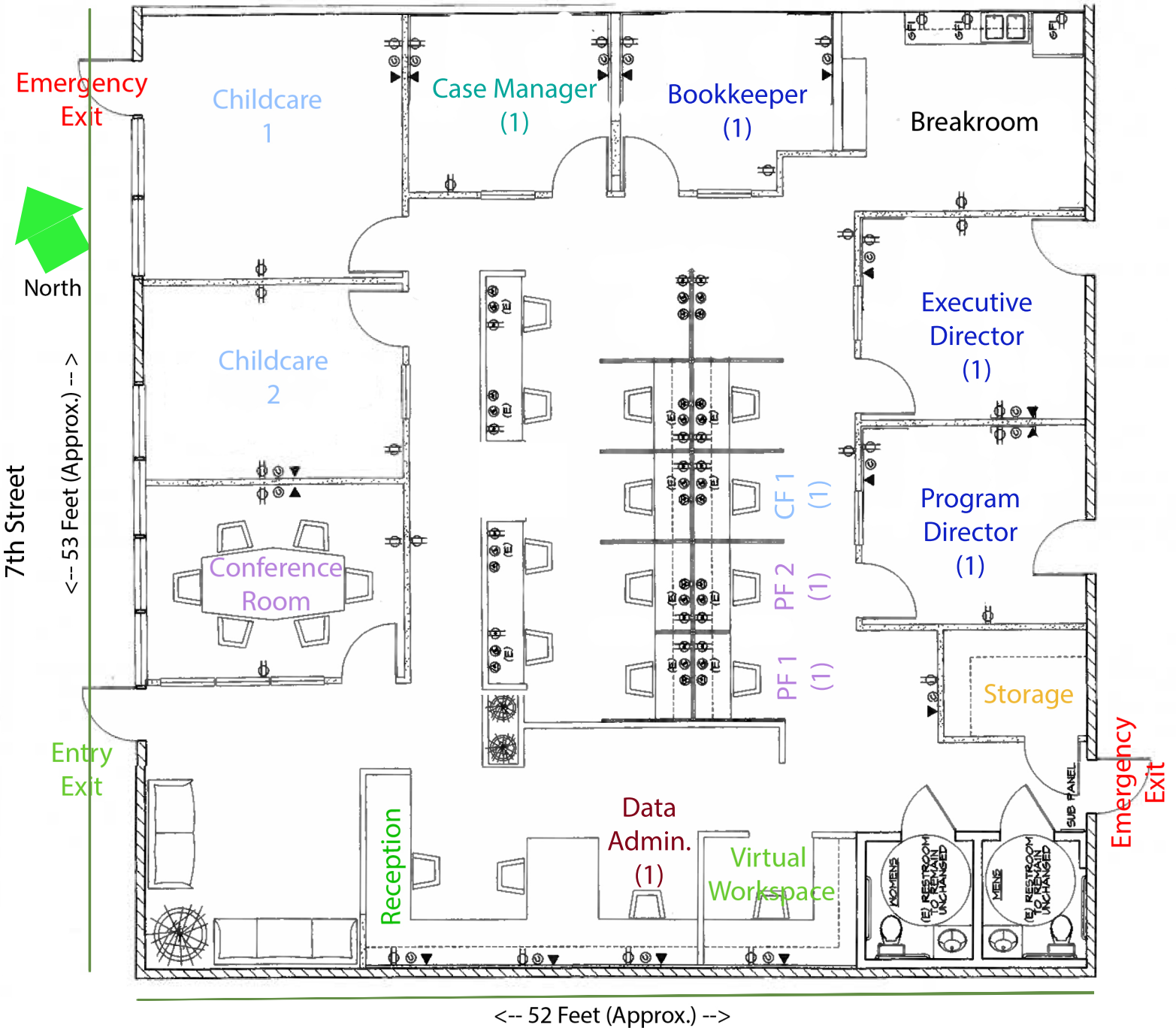
Green Boxes: Neighboring parking through shared parking agreement with neighboring owner (total of 25 stalls, 10ft x 18ft)

Red Line: Property line (110ft x 149ft)

14281 7<sup>th</sup> Street Total Area: 53ft x 52ft = 2,800 sqft. (approx.)

Prepared by: Matthew Coughlin  
Executive Director  
Moses House Ministries  
PO Box 2033  
Victorville, CA 923935/15/2023

# Moses House Ministries Floor Plan



Location: 14281 7th Street, Victorville, CA 92395

PF 1: Parenting Facilitator 1

PF 2: Parenting Facilitator 2

CF 1: Childcare Facilitator 1

Total Facilities Area: 2,800 sqft. (Approx.)

Standard offices: 9ft x 11.5ft and 11.5 ft x 12.5 ft

Conference Room: 11.5 ft x 14.5 ft

\* numbers inside of ( ) indicate employees in each space (total 8)

\*Childcare will have a maximum of 5 children in either room at any time.

\*Offices and work stations are occupied by one staff member each.

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 Moses House Ministries  
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 Victorville, CA 92393  
 Page 29 of 36 5/15/2023

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# ATTACHMENT B

## Project Description & Justification

## **Moses House Ministries Project Description**

**Location: 14281 7<sup>th</sup> Street Victorville, CA 92395**

Moses House Ministries proposed project is a family service organization in an approximately 2,800 square foot office designed to provide access to resources and referrals. The purpose of this space is to provide professional office administrative and support services for families with young children living in the High Desert. Many of our program services, including our group parenting education classes, are located off-site through partnerships in the community. This space will provide an environment where parents can receive intake services, one-on-one case management support services and resources as well as general administrative services. This use will be similar to standard professional office and administrative uses allowed in C2 zoned spaces.

House Ministries offers services to our clientele during normal business hours, which will be Monday through Friday from 9AM to 5PM. Moses House Ministries will offer services at this site, including new client intake appointments, one-on-one case management appointments, and childcare while parents are in sessions with case managers. Our group parenting education classes are located off-site at other community partner sites throughout the High Desert.

We will have a maximum of 6 clients at any one time in the space. Parking needs will be minimal, as many of our clients utilize our own transportation services. We will not see any increase in traffic patterns to the surrounding area, and we do not expect any noise or environmental impacts from our operations. We will use eco-friendly materials wherever possible for our services and will ensure that any waste is properly disposed of.

The occupancy pattern for the space will vary slightly as some program staff will be working remotely throughout the week while others will be in office. We would expect a maximum of 6 participants at any one time. We will work to ensure that the occupancy level of the space remains within our maximum capacity at all times. Our maximum occupancy for the space will be based on the allowable number of parking spaces provided in our lease contract, which is 14. We have a total of 8 staff members. If at any given time, all staff members were utilizing this



space at the same time, we would have space for an additional 6 participants to receive services.

Our use will have no negative impacts on economic vitality of the area. The neighboring business at this location is Victor Valley Kids Dental. We recently spoke with the office manager at this location and it was indicated that they are pleased to share a space with Moses House Ministries as we serve similar populations and will have opportunities to provide referrals for necessary services families may need for their children's dental care.

Overall, our goal is to create a welcoming and inclusive space where parents of all backgrounds can learn, grow and receive the support they need to provide a healthy environment for their children's optimal development. We are excited about the opportunity to bring this project to the community in this space and look forward to making a positive impact in our community.

Prepared by:



Matthew Coughlin,  
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5/15/2023

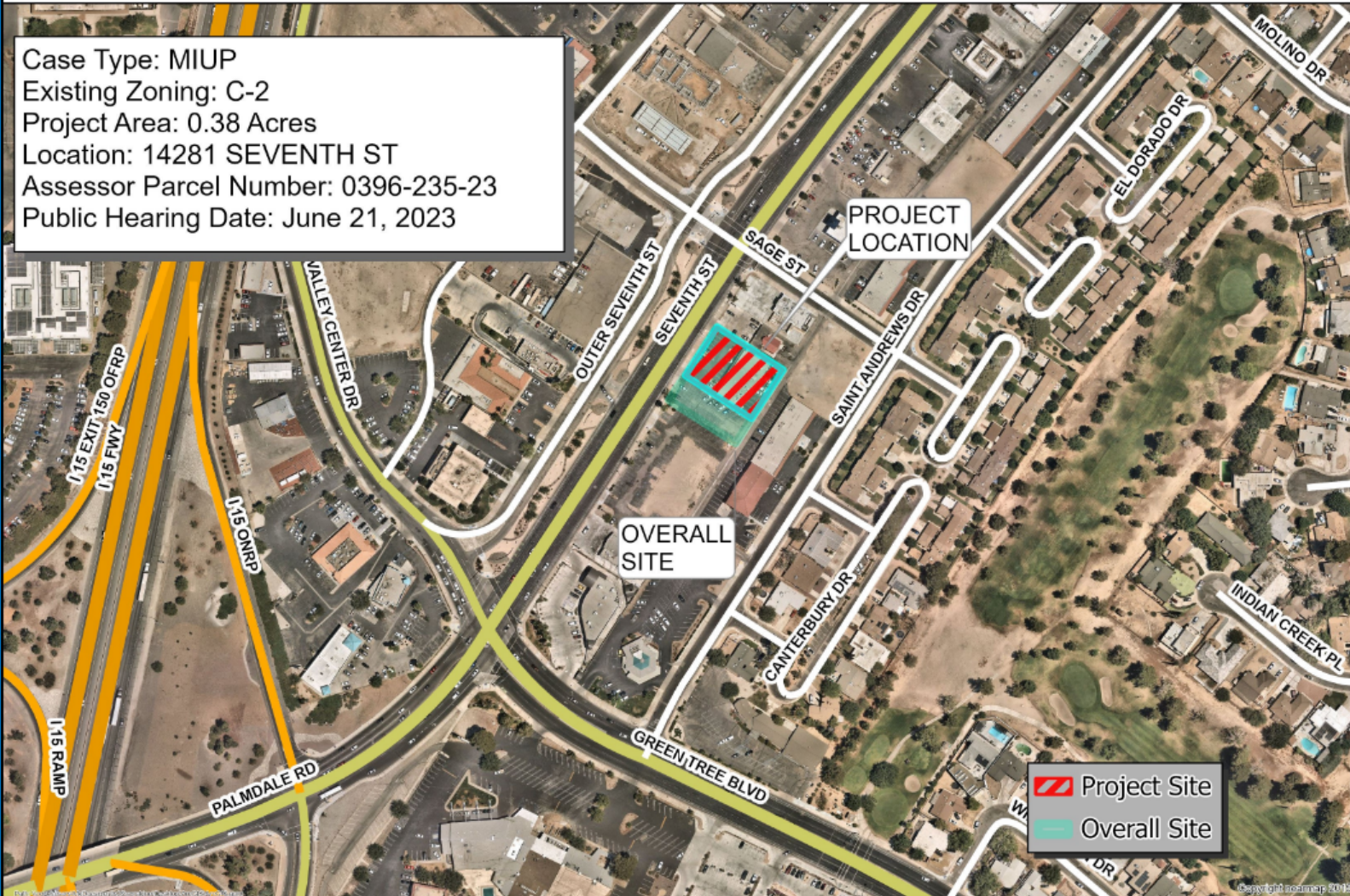
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# ATTACHMENT C

Aerial

# PLAN23-00042

Case Type: MIUP  
Existing Zoning: C-2  
Project Area: 0.38 Acres  
Location: 14281 SEVENTH ST  
Assessor Parcel Number: 0396-235-23  
Public Hearing Date: June 21, 2023



Case: PLAN23-00042  
Printed: June 21, 2023  
Author: Casandra Erskine- Assistant Planner





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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.

cj