



**PLANNING COMMISSION
STAFF REPORT**

TO: Planning Commission

FROM: Juan Martinez, Associate Planner

DATE: January 17, 2008

SUBJECT: Planning and Zoning Permit No. 07-520-01 (Special Use Permit)
Victory Lighthouse Christian Center Church, 1720 Westar Drive

1 Recommendation:

That the Planning Commission adopt a resolution approving Planning and Zoning Permit No. 07-520-01 (Special Use Permit) to allow a church use to conduct services within an existing industrial tilt up building located at 1720 Westar Drive, subject to certain findings and conditions.

2 Project Description and Applicant:

The Special Use Permit will allow church and outreach services on weeknights and Sundays within an existing building located at 1720 Westar Drive, within the Channel Islands Business Center. The project includes a request for Administrative Relief to allow shared parking with adjoining properties in accordance with Section 16-651 (B) (1) of the Oxnard City Code. Filed by Pastor Edward E. Williams, Victory Lighthouse Christian Center Church, 1720 Westar Drive, Oxnard, CA 93032.

3 Existing and Surrounding Land Use:

The site is located near the southwest corner of Westar Drive and Rose Avenue within the Channel Islands Business Center. The table following describes the land uses that are adjacent to the subject site.

SURROUNDING LAND USES			
DIRECTION	ZONING	GENERAL PLAN	EXISTING LAND USE
PROJECT SITE	ML-PD	Industrial Limited	1 of 14 Industrial Tilt-Up Buildings Constructed in 2004
North	ML-PD	Central Industrial Area	County of Ventura Social Services
East	R-1	Ag Land/County Jurisdiction	Agricultural Farmland
South	ML-PD	Industrial Limited	Industrial Buildings
West	ML-PD	Industrial Limited	Industrial Buildings

4 **General Plan Policies and Land Use and Zoning Designation Conformance:**

The General Plan land use designation for this property is Industrial: Limited. According to the Land Use Element of the General Plan: "Limited Industrial uses include light industrial uses where the principal activity occurs within a building... Uses must follow high development and performance standards." Zoning of the subject site is Limited Manufacturing Planned Development, and according to Table V-11 of the General Plan, the zoning and land use designation are consistent. In accordance with City Code Section 16-186.1, church uses may be permitted if approved by special use permit. Therefore, the approval of this special use permit would be consistent with the review policies and standards of the General Plan and the ML zoning designation.

5 **Environmental Determination:**

The project is among the classes of projects listed in Section 15301 of the California Environmental Quality Act (CEQA) Guidelines, which categorically exempts existing facilities from environmental review where there is negligible or no expansion of use. Since there is no substantial evidence that the proposed project may have a significant adverse effect on the environment, a notice of exemption will be filed (See Attachment E).

6 **Analysis:**

a. General Discussion:

Victory Lighthouse Christian Center Church proposes to conduct church services on weeknights (6pm to 9pm) and Sundays (9am to 9pm) within an existing 5,130 square foot industrial building. This proposal does not involve pre-school, day care, or any related uses occurring outside of the specified church service times. Churches are conditionally permitted uses in the M-L zone and the proposed church would be required to seek occupancy clearance from the building department by obtaining the necessary building permits to improve and perform the necessary interior tenant improvements to accommodate the proposed use.

b. Relevant Project and Property History, Related Permits:

This building is one of fourteen industrial tilt-up buildings constructed on a 6.53-acre site in early of 2004. The development was approved under Planning & Zoning Permit No. 02-500-10 (Special Use Permit) and the overall project consisted of 14 single story tilt-up buildings totaling approximately 95,617 square feet and the approval of a subdivision map to allow the individual sale of each of the 14 buildings.

c. Site and Circulation and Parking Design Analysis:

All buildings, parking layout, vehicular ingress/egress and site improvements exist within the multi-building complex. No site changes are proposed with this application.

However, a parking analysis was required, since the off-street parking requirements for industrial uses differ from church uses. The City's Traffic Engineer reviewed and determined the parking study to be acceptable and that the shared parking and

recommendations as proposed will adequately provide parking to avoid parking impacts. Interwest Consulting Group evaluated and prepared the parking analysis which evaluated 'worst case scenario' and provided recommendations satisfying the City Code allowances and necessary measures to avoid any parking impacts.

The project as proposed will consists of a 5,130 square foot tenant space that is comprised of three offices, two fellowship areas, and an auditorium/sanctuary, with restrooms, electrical rooms, and hallways. In accordance with the City Code and the parking analysis, the proposed use will require the need for 52 parking stalls. As a condition of approval, Victory Lighthouse shall be required to secure the necessary parking covenants with those adjacent owners agreeing to allow shared parking. The parking requirements for the proposed use and floor plan are listed below.

USE TYPE	SQUARE FOOTAGE PROPOSED	PARKING STANDARD	PARKING		COMPLIES ?
			REQUIRED	PROVIDED	
Office	545 sf	1 stall per 250sf of gross floor area	2	52	Yes
Fellowship	1,125 sf	1 stall per each 35 square foot area	32		Yes
Auditorium	176 Lineal Footage	1 stall per 10 lineal feet of pew	18		Yes
Total:			52	52	

7. **Development Advisory Committee (DAC) Consideration:** The DAC had no comments regarding this project.

8 **Attachments:**

- A. Maps (Vicinity, Zone, & General Plan Maps)
- B. Project Plans (Site Plan /Floor Plan)
- C. Parking Analysis (Dated August 15, 2007)
- D. Resolution
- E. Notice of Exemption

Prepared by: JM
JM

Approved by: SM
SM

ATTACHMENT A

MAPS

(VICINITY, ZONING, AND GENERAL PLAN MAP)

Zone Map

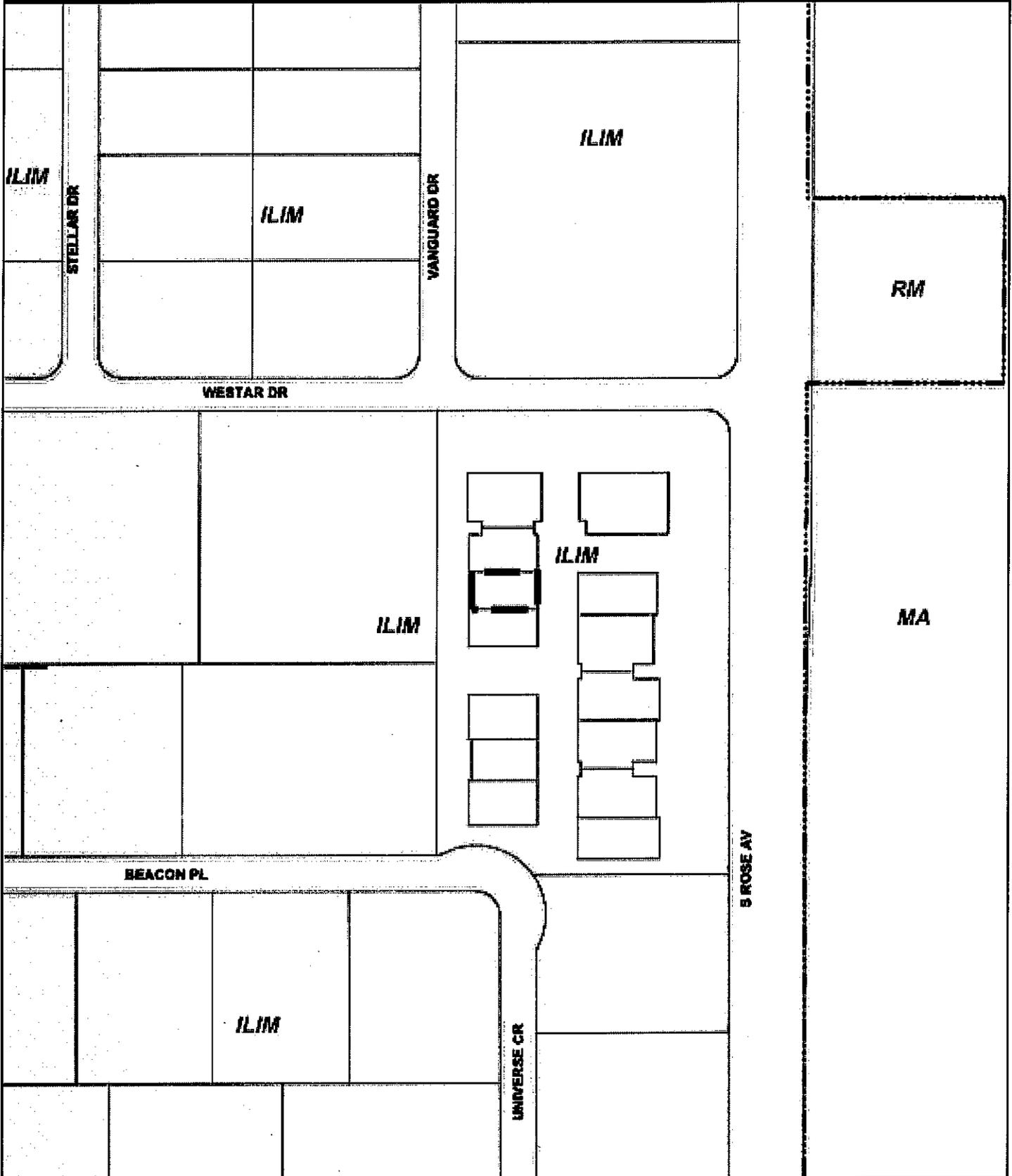


PZ 07-520-1
 Location: 1720 Westar Dr
 APN: 220033005
 Victory Lighthouse, CCC

Zone Map



General Plan Map



Oxnard Planning
April 18, 2007

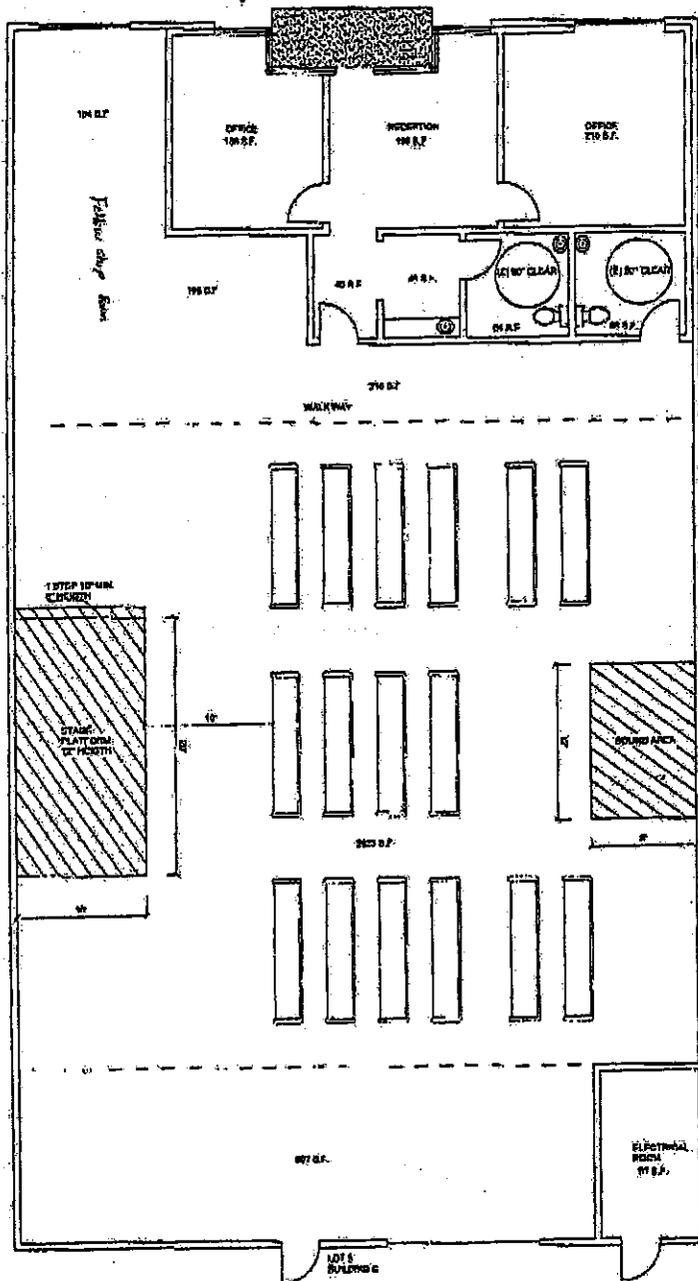
PZ 07-520-1
Location: 1720 Westar Dr
APN: 220033005
Victory Lighthouse, CCC
0 37.5 75 150 225 300 Feet

General Plan Map



ATTACHMENT B

REDUCED PROJECT PLANS



FLOOR PLAN SCALE 1/8" = 1'-0"

A-1

VICTORY LIGHTHOUSE GCC.
1725 WEST 100th ST.
EDMONT, ALBERTA, CANADA

ROMA DRAFTING SERVICE
1001 10th Street, S.W.
Calgary, Alberta
T2P 1G1

ATTACHMENT C

PARKING ANALYSIS
(AUGUST 15, 2007)

RECEIVED

AUG 16 2007

PLANNING DIVISION
CITY OF OXNARD



INTERWEST CONSULTING GROUP

August 15, 2007

Mr. Ed Williams, Pastor
Victory Lighthouse CCC
1720 Westar Drive
Oxnard, CA 93033-2468

Subject: Shared Parking Study for Church at 1720 Westar Drive

Dear Ed:

As requested, we have evaluated the potential for shared parking at your proposed facility at 1720 Westar Drive. This evaluation is provided to assist you in obtaining the necessary use permit from the City of Oxnard.

Project Description

The project consists of 5,130 square feet, which is divided into three offices (545 square feet), a westerly fellowship area (518 square feet), an easterly youth fellowship area (607 square feet), and an auditorium/sanctuary (2,623 square feet), along with restrooms, an electrical room, and hallways. The proposed floor plan is attached and shows that seating in the auditorium will consist of 16 pews, each of which is 11 feet long. At the present time, it is anticipated that neither fellowship area will be used at the same time as the auditorium.

Parking Evaluation

Parking Provided

The proposed use is located in Building G on Lot 5 of the Channel Islands Business Park. This building has 5 allocated parking spaces adjacent to the building, along with 6 additional spaces adjacent to Lot 7, for a total of 11 spaces. Handicapped spaces are also available.

Parking Required

If the three offices, the auditorium, and both fellowship areas were all used simultaneously, the facility would require the following parking pursuant to the Municipal Code:

Use	Area (SF) or Pew Length (LF)	Required Parking
Offices ¹	545 SF	2
Auditorium ²	176 LF	18
West Fellowship Area ³	518 SF	15
East Fellowship Area ³	607 SF	17
Total		52

1 One space per 250 square feet

2 One space per 10 linear feet of pew

3 One space per 35 square feet

Mr. Ed Williams
August 15, 2007
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If there are any questions regarding this evaluation, please feel free to contact me.

Sincerely,

INTERWEST CONSULTING GROUP

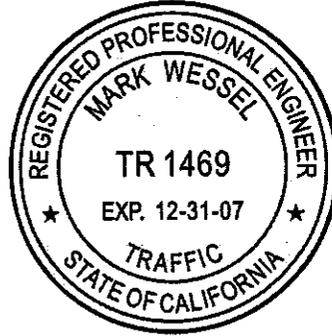


Mark Wessel, P.E.

Copy: Juan Martinez, City of Oxnard
Jason Samonte, City of Oxnard

Attachment: Floor Plan

070815 Victory Lighthouse Church shared parking study.doc



ATTACHMENT D

PLANNING AND ZONING RESOLUTION

RESOLUTION NO. 2008-_____

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF OXNARD APPROVING PLANNING AND ZONING PERMIT NO. PZ 07-520-01 (SPECIAL USE PERMIT), TO ALLOW A CHURCH SERVICES ON WEEKNIGHTS AND SUNDAYS WITHIN AN EXISTING 5,130 SQUARE FOOT INDUSTRIAL TILT-UP BUILDING. THE LIMITED MANUFACTURING PLANNED DEVELOPMENT (ML-PD) ZONE IS LOCATED AT 1720 WESTAR DRIVE, WITHIN THE CHANNEL ISLANDS BUSINESS CENTER. FILED BY PASTOR EDWARD E. WILLIAMS, VICTORY LIGHTHOUSE CHRISTIAN CENTER CHURCH, 1720 WESTAR DRIVE, OXNARD, CA 93032.

WHEREAS, the Planning Commission of the City of Oxnard has considered an application for a special use permit to allow a church to operate and conduct services within an existing industrial tilt-up building located at 1720 Westar Drive, filed by Pastor Edward E. Williams, Victory Lighthouse Christian Center Church; and

WHEREAS, Section 15301 of Title 14 of the California Code of Regulations exempts the project from the requirements for the preparation of documents imposed by the California Environmental Quality Act; and

WHEREAS, subsection (c) of section 753.5 of Title 14 of the California Code of Regulations exempts from the filing fee called for by subdivision 711.4(c) of the Fish and Game Code projects for which the lead agency claims a "de minimis exemption" based on certain information and declarations; and

WHEREAS, the Project meets the criteria for claiming a "de minimis exemption" and the Planning and Environmental Services Manager intends to complete a Certificate of Fee Exemption (DFG 753.5--5/91) for the Project, retain the original, and file two copies of the Certificate with the County Clerk, along with the Notice of Determination for the Project; and

WHEREAS, the Planning Commission finds, after due study, deliberation and public hearing, that the following circumstances exist:

1. That the proposed use is in conformance with the General Plan and other adopted policies of the City of Oxnard.
2. That the proposed use will not adversely affect or be materially detrimental to the adjacent uses, buildings or structures or to the public health, safety or general welfare.
3. That the site for the proposed project is adequate in size and shape to accommodate the setbacks, parking, landscaping, and other City standards except as may be specifically excepted by the special findings and conditions of this resolution.
4. That the site for the proposed use will be served by streets and highways adequate in width and structure to carry the kind and quantity of traffic such use will generate.
5. That the site for the proposed use will be provided with adequate sewerage, water, fire protection and storm drainage facilities.

WHEREAS, the Planning Commission finds that the Permittee agrees with the necessity of and accepts all elements, requirements, and conditions of this resolution as being reasonable manner of preserving, protecting, providing for, and fostering the health, safety and welfare of the citizenry in general and the persons who work, visit or live in this development in particular.

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission of the City of Oxnard hereby approves Planning and Zoning Permit No. PZ 07-520-01 (Special Use Permit), subject to the following conditions. The decision of the Planning Commission is final unless appealed in accordance with the provisions of Section 16-545 of the Oxnard City Code.

Note: The abbreviations below identify the City department or division responsible for determining compliance with these standard conditions. The first department or division listed has responsibility for compliance at plan check, the second during inspection and the third at final inspection, prior to issuance of a certificate of occupancy, or at a later date, as specified in the condition. If more than one department or division is listed, the first will check the plans or inspect the project before the second confirms compliance with the condition. The italicized code at the end of each condition provides internal information on the source of each condition: Some are standard permit conditions (e.g. *G-1*) while some are taken from environmental documents (e.g. *MND-S2*).

DEPARTMENTS AND DIVISIONS

City Attorney	Planning Division
Devt Service/Eng Devt/Inspectors	Traffic Division
Police Department	Building Plan Checker
Source Control	Fire Prevention Bureau/Dept
Parks Division	Code Enforcement
Business Licensing	

STANDARD PROJECT CONDITIONS

1. This permit is granted for the property described in the application on file with the Planning Division, and may not be transferred from one property to another. (PL, *G-1*).
2. This permit is granted for the plans dated January 17, 2008, (“the plans”) on file with the Planning Division. The project shall conform to the plans, except as otherwise specified in these conditions, or unless a minor modification to the plans is approved by the Planning and Environmental Services Manager or a major modification to the plans is approved by the Planning Commission. A minor modification may be granted for minimal changes or increases in the extent of use or size of structures or of the design, materials or colors of structures or masonry walls. A major modification shall be required for substantial changes or increases in such items. (PL, *G-2*)
3. By commencing any activity related to the project or using any structure authorized by this permit, Permittee accepts all of the conditions and obligations imposed by this permit and waives any challenge to the validity of the conditions and obligations stated therein. (CA, *G-5*)

4. Permittee agrees, as a condition of adoption of this resolution, at Permittee's own expense, to indemnify, defend and hold harmless the City and its agents, officers and employees from and against any claim, action or proceeding to attack, review, set aside, void or annul the approval of the resolution or any condition attached thereto or any proceedings, acts or determinations taken, done or made prior to the approval of such resolution that were part of the approval process. Permittee's commencement of construction or operations pursuant to the resolution shall be deemed to be an acceptance of all conditions thereof. (CA, G-6)
5. Any covenants, conditions, and restrictions (CC&R's) applicable to the project property shall be consistent with the terms of this permit and the City Code. If there is a conflict between the CC&R's and the City Code or this permit, the City Code or this permit shall prevail. (CA, G-7)
6. Permittee shall record with the Ventura County Recorder a "Notice of Land Use Restrictions and Conditions" in a form acceptable to the City Attorney. Before the City issues building permits or allows Permittee to occupy the project, Permittee shall submit a copy of the recorded document to the Planning and Environmental Services Manager. (PL, G-8)
7. Before placing or constructing any signs on the project property, Permittee shall obtain a sign permit from the City. Except as provided in the sign permit, Permittee may not change any signs on the project property. (PL/B, G-10)
8. Permittee shall obtain a building permit for any new construction or modifications to structures, including interior modifications, authorized by this permit. (B, G-11)
9. Permittee shall not permit any combustible refuse or other flammable materials to be burned on the project property. (FD, G-12)
10. Permittee shall not permit any materials classified as flammable, combustible, radioactive, carcinogenic or otherwise potentially hazardous to human health to be handled, stored or used on the project property, except as provided in a permit issued by the Fire Chief. (FD, G-13)
11. If Permittee, owner or tenant fails to comply with any of the conditions of this permit, the Permittee, owner or tenant shall be subject to a civil fine pursuant to the City Code. (CA, G-14)
12. Prior to issuance of building permits, Permittee shall correct all violations of the City Code existing on the project property. (PL, G-15).

PLANNING SPECIAL CONDITIONS

13. This permit shall automatically be null and void 12 months from the date of issuance, unless Permittee or successor in interest has obtained an occupancy certificate to operate from within the proposed tenant space. (PL)

14. Concurrent and prior to the issuance of building permits, Permittee shall provide a written parking agreement in the form on file with the city clerk that is executed by all landowners and tenants affected by the shared parking agreement. The agreement shall specify that the city is a third-party beneficiary to the agreement and shall state that the user agrees to vacate the use within 12 months if a landowner or tenant should amend or terminate the agreement so that the user no longer has sufficient parking to satisfy the parking requirements in effect at the time the agreement was accepted by the city. The parking agreement shall include and provide for a minimum of 52 parking stalls as provided by the parking study to assure the continued availability for off-site parking for the life of the use. (PL)
15. Church Services shall be limited to operate on weekdays from 6pm to 9pm and on Sundays from 9am to 9pm and time changes will be subject to the filing of a minor modification permit and the Planning Manager's approval. (PD)
16. Special church functions or fund raising events where parking impacts may result shall be required to obtain a temporary use permit that allows the Planning Manager to monitor any potential parking impacts. (PL)
17. Permittee shall post and regularly inform church attendees of restricted and/or designated parking stall designations. (PL)

PASSED AND ADOPTED by the Planning Commission of the City of Oxnard on this 17th day of January 2008, by the following vote:

AYES: Commissioners:

NOES: Commissioners:

ABSENT: Commissioners:

Michael F. Sanchez, Chairman

ATTEST: _____
Susan L. Martin, Secretary

ATTACHMENT E

NOTICE OF DETERMINATION



NOTICE OF EXEMPTION

Project Description:

PLANNING AND ZONING PERMIT NO. 07-520-01 (Special Use Permit), a request to allow church and outreach services on weeknights and Sundays within an existing 5,130 square foot industrial tilt-up building. The project site is zoned Limited Manufacturing Planned Development (ML-PD) and is located at 1720 Westar Drive, within the Channel Islands Business Center. The project includes a request for administrative relief to allow shared parking with adjoining properties in accordance with Section No. 16-651(B)(1) of the Oxnard City Code. Filed by Pastor Edward E. Williams, Victory Lighthouse Christian Center Church, 1720 Westar Drive, Oxnard, CA 93033.

Finding:

The Planning and Environmental Services Division of the Development Services Department of the City of Oxnard has reviewed the above proposed project and found it to be exempt from the provisions of the California Environmental Quality Act (CEQA).

- Ministerial Project
- Categorical Exemption
- Statutory Exemption
- Emergency Project
- Quick Disapproval [CEQA Guidelines, Section 15270]
- No Possibility of Significant Effect [CEQA Guidelines, Section 15061(b)(3)]

Supporting Reasons:

The project is among the classes of projects listed in Section 15301 of the California Environmental Quality Act (CEQA) Guidelines, which categorically exempts existing facilities from environmental review where there is negligible or no expansion of use. Therefore, staff has determined that the proposed ancillary use is exempt from CEQA and that there is no substantial evidence that the project may have a significant effect on the environment.

(Date)

Susan L. Martin, AICP
Planning Manager