



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

Zoning Administrator

**Regular Meeting Agenda
Wednesday, September 3, 2025**

10 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. 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 assistance to participate in this meeting, please contact the Planning Division at (760) 955-5135 or (760) 229-1463 no later than 72 hours prior to the meeting.

Call to Order

PUBLIC HEARINGS

1. **ADMN25-00085 – Marsell Wellness Center**

Environmental – Environmental Exemption

Project – A Minor Conditional Use permit with an Environmental Exemption to allow for a Transitional Foster Care Program to operate within an existing multi-tenant building in a C-A (Administrative Professional Office Zone)

Location – 15095 Amargosa Road Unit 202

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 Conditional Use Permit** – Approve the Minor Conditional Use Permit Case No. ADMN25-00085 subject to the recommended Conditions of Approval.

Public Comments

Adjournment



ZONING ADMINISTRATOR STAFF REPORT

DATE: September 03, 2025

AGENDA NO. 1

CASES: ADMN25-00085

SUBJECT: A MINOR CONDITIONAL USE PERMIT WITH AN ENVIRONMENTAL EXEMPTION TO ALLOW FOR A TRANSITIONAL FOSTER CARE PROGRAM TO OPERATE WITHIN AN EXISTING MULTI-TENANT BUILDING LOCATED IN A C-A ADMINISTRATIVE PROFESSIONAL OFFICE ZONE

APPLICANT: MARSELL WELLNESS CENTER

LOCATION: 15095 AMARGOSA ROAD UNIT 202

I. STAFF RECOMMENDATION:

Staff recommends that the Zoning Administrator take the following actions:

1. **Environmental Assessment** – Find the project categorically exempt per CEQA Section 15301 – Existing Facilities; and
2. **Minor Conditional Use Permit** – Approve the Minor Conditional Use Permit Case No. ADMN25-00085 subject to the recommended Conditions of Approval.

II. SUMMARY:

The applicant, Marsell Wellness Center, is requesting approval of a Minor Conditional Use Permit to allow for the operation of a Transitional Foster Care Program within an existing multi-tenant building. The program will offer comprehensive medical care, mental health assessments, educational support and care coordination to unaccompanied children ages 0–17 without legal immigration status, including sibling groups, pregnant youth, and parenting youth, by providing comprehensive services to address their immediate needs.

The proposed Transitional Foster Care Center will accommodate up to 50 clients who will receive round-the-clock care through rotating staff shifts, with the facility staffed by 34 employees including clinical staff and case management teams. The proposed operation is located within the Midtown Spectrum Plaza development and occupies an approximately 7,700-square-foot suite within the existing multi-tenant building. The underlying C-A (Administrative Professional Office) zoning designation permits government uses, including social services, with the approval of a Conditional Use Permit.

III. STAFF ANALYSIS:

1. Environmental Assessment.

California Environmental Quality Act (CEQA) Section 15301 allows a categorical exemption for the permitting, licensing, and minor alteration of existing structures involving negligible or no expansion of use. Since the Transitional Foster Care Center will utilize an existing site with no building expansion, Staff finds that this exemption is applicable and will not constitute an expansion of use.

2. Conditional Use Permit. The following points summarize the key elements of this proposal:

Land Use Overview

- The proposed operation will occupy 7,678 sq. ft. of an approximately 30,000 square foot two-story multi-tenant building in the Midtown Spectrum Plaza, zoned C-A (Administrative Professional Office). The proposed Transitional Foster Care Center is consistent with the provisions of Title 16, which allows government uses and social services through the review and approval of a Conditional Use Permit. The program is funded by the state and aligns with permitted uses in the C-A (Administrative Professional Office) zone with the approval of a conditional use permit.

Business Operations and Program Services

- The service schedule at Marsell Wellness Center is designed to provide consistent and comprehensive care for unaccompanied children (UCs). Medical and mental health assessments are conducted upon admission and updated monthly. The daily routine includes a minimum of six hours of educational programming, recreational activities, and both individual and group counseling. Each unaccompanied child (UC) receives individual counseling at least once per week and participates in group counseling sessions twice a week. To support this schedule, the center operates on 24/7 staff shift rotations to ensure continuous supervision and care. Additionally, a dedicated case management team provides weekly updates to each child's case file and ensures compliance with state regulatory guidelines.

Parking

- Title 16 requires 1 space per 200 sq. ft. of floor area for professional administrative offices and medical offices for which this operation is most similar. Based on this calculation, 39 parking spaces would be required (7,678 sq. ft. / 200 sq. ft. = 39 parking spaces). The overall center was developed at an office parking ratio, providing 340 spaces to be shared amongst all tenants, providing adequate parking to accommodate the existing and proposed uses.
- Although 39 parking spaces are required based on the total square footage of the facility, this calculation assumes the facility is always operating at full capacity with all 34 employees on-site. In practice, however, the facility operates 24 hours a day, seven days a week, with staff working in rotating shifts to ensure continuous operation, maintaining all necessary services. According to the applicant, the facility employs a total of 34 staff members, with no more than 18 to 23 staff on site at any given time during current operations. The applicant has also indicated that over the past five months, only one minor has been placed at the facility. That individual is currently enrolled in public school and does not attend on-site programming during school hours. As a result, the actual demand for parking is expected to be significantly lower than what would be required under a full-capacity scenario. Nonetheless, sufficient parking is available throughout the plaza to accommodate the operational needs of the facility.

Site Condition

- The building is in generally satisfactory condition (e.g., walls, windows, etc.); however, the site may require minor repairs to the asphalt, including crack repair and/or parking lot restriping. Therefore, Staff has included Condition #11 to remedy the nonconformance issues in accordance with Title 16 standards.

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 existing C-A (Administrative Professional Office) zoning designation permits government uses, including social services, with the approval of a Conditional Use Permit. The site also includes sufficient parking to serve the use as well as other tenants as needed. 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 subject property is zoned to allow government uses, including social services, subject to the approval of a Conditional Use Permit. According to the applicant, only one minor has been placed at the facility over the past five months. This individual is currently enrolled in a public school and does not participate in on-site programming during school hours. Based on that information, 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: Based on the nature of the proposed conditional use and the information provided by the applicant, it is anticipated that the traffic generated by the facility will not significantly impact the surrounding street system. The facility operates with a relatively low number of clients on-site, and the applicant has stated that the majority of individuals at the facility are not present during peak traffic hours. Additionally, given the limited number of clients and the existing traffic patterns in the area, the proposed use is not anticipated to generate traffic in an amount that would overload the capacity of the street system or create a hazard to public safety.
- *The proposed conditional use will comply with each of the applicable provisions of the "Zoning and Land Use Requirements" chapter of Title 16.*
 - The existing site is fully developed in accordance with Municipal Code Standards active at the time of development, including sufficient parking to provide for the proposed use. Additionally, government uses and social services are listed conditional uses within the C-A Zone District. Therefore, the proposal will comply with each of the applicable provisions of the "Zoning and Land Use Requirements" chapter of Title 16

IV. SITE CHARACTERISTICS:

	Existing Land Use	General Plan	Zoning	Specific Plan
Site	Multi-Tenant Building	Commercial	C-A	N/A
North	Undeveloped	Commercial	C-1	N/A
South	WinCo Foods	Commercial	C-2	N/A
East	Undeveloped	Medium Density residential	R-3	N/A
West	Multi-Tenant Building	Commercial	C-A	N/A

NUMBER OF RADIUS LETTERS MAILED: 7

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Attachments:

- Attachment A – Floor Plan
- Attachment B – Business Operation Plan
- Attachment C – Aerial Image

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

CONDITIONS OF APPROVAL
ADMN25-00085
September 03, 2025

A MINOR CONDITIONAL USE PERMIT WITH AN ENVIRONMENTAL EXEMPTION TO ALLOW FOR A TRANSITIONAL FOSTER CARE PROGRAM TO OPERATE WITHIN AN EXISTING MULTI-TENANT BUILDING LOCATED IN A C-A ADMINISTRATIVE PROFESSIONAL OFFICE ZONE

Planning Conditions:

1. This approval is to allow for a transitional foster care program to operate within an existing multi-tenant building located at 15095 Amargosa Road Unit 202. The program will offer comprehensive medical care, mental health assessments, educational support, and care coordination to unaccompanied children ages 0–17, providing comprehensive services for up to 50 clients who will receive round-the-clock care through rotating staff shifts, with the facility staffed by 34 employees including clinical staff and case management teams. In the event that the hours of operation are found to create adverse impacts on surrounding uses, the Zoning Administrator reserves the right to adjust, modify, or add functions & times upon written request from the applicant and/or property owner/manager, providing any change is in accord with the findings presented in the accompanying Staff Report.
2. The proposed improvements and use shall comply with all applicable development standards of Title 16.
3. The proposed improvements and use shall be in substantial conformity with the plans submitted as part of this application, unless modification is required to comply with the applicable development standards of Title 16 and/or conditions of approval.
4. Any expansion of the proposed use beyond the scope of this Minor Conditional Use Permit shall require submission and approval of a conditional use permit modification or a new conditional use permit based upon the extent of the expansion.
5. 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.
6. 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.
7. Prior to the issuance of Certificate of Occupancy or at the time of any future staffing changes, the applicant shall provide proof of certification and/or training credentials for all instructors subject to Zoning Administrator review and approval.
8. 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.
9. Should a parking deficiency arise due to excessive number of clients or employees, the applicant/business owner shall modify their classes or schedules to correct the problem, subject to Zoning Administrator review and approval.

10. Should the City of Victorville receive complaints from patrons, business owners, or adjacent neighbors of the site indicating that a parking deficiency that negatively impacts the surrounding area, the Zoning Administrator reserves the right to review the use and modify, revoke, or suspend the conditional use permit in accordance with Title 16 guidelines.
11. All parking areas and access thereto, including access to trash enclosures, 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.
12. 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.
13. 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
14. The applicant/business owner shall be responsible for obtaining all necessary permits from any affected regulatory agencies.
15. The Applicant/Owner shall agree to defend, indemnify and hold harmless, the City of Victorville, its agents, officers and employees from any claim, action or proceeding against the City of Victorville or its agents, officers or employees to attack, set aside, void or annul this approval. The City of Victorville shall promptly notify the applicant of any such claim, action or proceeding, and the City of Victorville shall cooperate fully in the defense.
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 project shall comply with all Federal, State and local laws and policies, including but not limited to: 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:

18. The project shall comply with all building codes in effect at the time of plan submittal.

19. The scope of work indicated will require accessibility upgrades to be included in accordance with Section 11B of the California Building Code.
20. All tenant improvements must be approved and issued prior to any work being started.
21. 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:

22. Shall comply with all 2022 California Building and Fire Code requirements based on occupancy classification and all applicable City of Victorville Fire Prevention Standards. Egress and exit analysis will be required to ensure compliance with current code.
23. Automatic Fire Sprinkler System modification may be required for the proposed use(s) and shall be monitored by a Fire Alarm System. Fire Sprinkler/Fire Alarm Modification Plans shall be submitted and approved prior to construction/occupancy under separate submittals and comply with City of Victorville Fire Prevention Standard F-1 & City of Victorville Fire Prevention Standard F-5.
24. Fire lanes shall be designated and marked adjacent to all multi-family residential, commercial, and industrial building access points and approaches per City of Victorville Fire Prevention Standard A-2
25. Due to insufficient information, additional conditions/restrictions may apply.

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DATE: September 3, 2025
TO: Alex Jauregui
Zoning Administrator
FROM: Robyn Hernandez
Administrative Secretary



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.

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