


ITEM NO.	2
MEETING DATE	1-13-10
STAFF AUTHOR	

CITY OF REDDING

## REPORT TO THE BOARD OF ADMINISTRATIVE REVIEW

**DATE:** January 6, 2010

**PERMIT NO.:** Site Development Permit SDP-9-09

**APPLICANT:** Grace Community Bible Church

**LOCATION:** Hilltop Landing Center, 940 Hilltop Drive,  
Suites A and B

**PROJECT DESCRIPTION:** Grace Community Bible Church (GCBC) is requesting approval to complete tenant improvements and occupy two adjacent commercial lease spaces in the Hilltop Landing (Chuck E. Cheese) Center to accommodate various church functions, including a weekly worship service for a small congregation of approximately 60 people. The total lease area is 3,000 square feet; the principal assembly area is approximately 1,180 square feet.

**ZONING** "RC" Regional Commercial District

**EXISTING GENERAL PLAN DESIGNATION** "Regional Commercial"

### **SURROUNDING LAND USES**

**North** Commercial retail and restaurants

**South** Commercial retail - Sports Ltd.

**East** Commercial retail and restaurants

**West** Interstate 5 freeway

**BACKGROUND** Hilltop Landing is a commercial center located on the west side of Hilltop Drive, just north of Browning Street. The center was constructed in 2006 and has approximately 27,000 square feet of lease area distributed between four buildings supporting a mix of retail, office, personal service, and restaurant uses. The largest tenant is the Chuck E. Cheese restaurant. Other tenants currently include Yaks Coffee Shop, Great Harvest Breads, Presto Pasta, Allied Home Mortgage, Nail and Spa, and Bundled Babies. The complex has a shared off-street parking lot with 108 spaces, which are accessed by a single driveway shared with Sports Ltd.

GCBC proposes to occupy vacant space in the southwest corner of the center that was formally leased by Huntington Learning Center. The church conducts its worship service on Sunday mornings, with approximately 50 to 60 people attending, including the pastor and other staff. The church would also use the site throughout the week for office, counseling, small group meetings and similar auxiliary church activities.

Schedule 18.33.020-A of the Zoning Ordinance identifies "religious facilities" as an allowable use in the "RC" District with approval of a site development permit.

**ISSUES** Provisions for off-street parking is the main planning issue affecting the proposal.

**Off-street Parking.** There are approximately 108 shared parking spaces in the Hilltop Landing Center. This was based on one space for each 250 square feet of gross leaseable floor area, which is the typical standard in the Zoning Code for retail use and shopping centers with a mix of tenants. The site development permit approved for Hilltop Landing does not provide special parking criteria for the center, essentially requiring that parking be provided in accordance with Chapter 18.41 of the Zoning Code.

When Chuck E. Cheese first opened (relocated from another Hilltop Drive location), response to the new business/building was overwhelming. As business peaked during the first year, parking in the center was used at capacity—even with only a few other lease spaces occupied. This created parking problems and complaints from patrons parking off-site in the Sports Ltd. lot and across busy Hilltop Drive.

As time passed, the initial interest in the new Chuck E. Cheese relaxed, and the parking problems diminished. The restaurant management also took steps to adjust party and employee schedules to help reduce peak parking needs. Parking arrangements seem to be working well with the current mix of uses in the center, but this could change if the church were to conduct its worship service during a time of peak parking demand.

Like most churches, GCBC holds its worship service on Sunday mornings. The representative of the church indicated that approximately 20 cars can be expected on a typical Sunday. The Zoning Code parking standard for the church, based on its assembly area, is 30 spaces. The church is aware of the past parking problems in Hilltop Landing and is willing to restrict the time of assembly-worship services to Sunday mornings and major holidays, when most other tenants are closed for business. With this arrangement, parking would be sufficient to meet the needs of the church while not conflicting with other businesses. This issue is addressed under proposed Condition 4, along with additional provisions for parking.

All existing tenants in the Hilltop Landing Center and Sports Ltd. management were notified of the pending application. To date, staff has not received any comments.

**CONDITIONS** Please see Attachment "A" for a list of draft conditions of approval.

**AUTHORITY** The Board of Administrative Review has the authority to consider site development permit applications pursuant to Chapter 18.13.050 of the Zoning Code.

**ENVIRONMENTAL DETERMINATION** The amended project is categorically exempt under the California Environmental Quality Act (CEQA) Guidelines, Section 15301, Existing Facilities.

**PUBLIC COMMENTS RECEIVED BY STAFF** As noted above, property-owner notification was expanded to include tenants. No comments have been received.

**FINDINGS** Please see Attachment "B" for a list of findings required to support approval of the site development permit.

**STAFF RECOMMENDATION** It is the opinion of staff that with application of the attached conditions, all necessary findings for approval of the site development permit are in evidence. Sufficient off-street parking will be available to support the church, since worship/assembly services will occur at times when the shared parking demand in the Hilltop Landing Center is minimal. For this reasons, staff recommends that the Board of Administrative Review confirm the proposal environmentally exempt from CEQA and approve Site Development Permit SDP-9-09.

**ATTACHMENTS**

- A. Draft conditions of approval
- B. Findings
- C. Location/zoning map
- D. Letter from E&K Development
- E. Site plan
- F. Building layout plan

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c: James Franklin, Grace Community Bible Church  
E&K Development

**Site Development Permit Application SDP-9-09  
Draft Conditions of Approval**

***General Requirements***

1. Approval is granted to Grace Community Bible Church to complete tenant improvements and occupy 2 adjacent commercial lease spaces in the Hilltop Landing Center at 940 Hilltop Drive (Suites A and B) to accommodate a religious facility. The use shall be in substantial conformance with the building and site plans approved by the Board of Administrative Review on January 13, 2010. Minor modifications may be approved by the Development Services Department; any substantial revisions will require either an amendment to this permit or a new site development permit.
2. In accordance with Chapter 18.11.100 of the Zoning Ordinance, the entitlement authorized by approval of this permit shall automatically expire 3 years from the date of approval, without further notice or action by the City, unless any one of the following occurs:
  - a. A building permit has been issued and substantial construction has occurred upon reliance of the entitlement as determined by the Development Services Director.
  - b. The use of the property specifically authorized by the entitlement has been established or commenced as determined by the Development Services Director.
  - c. Approval of the entitlement has been extended for 1 year by the Development Services Director.
3. The requirements of the California Building Code and the California Fire Code are to be met. The project proponent is responsible for contacting the offices of the Building Division and Fire Department to verify compliance or the need to obtain specific permits.

***Use and Parking Requirements***

4. Church worship services and other assembly activities (weddings, etc.) shall be conducted only during days and hours when the shared-parking demand in the Hilltop Landing Center is minimal due to the closure of other businesses, resulting in the availability of 30 or more spaces for use by the church, as follows:
  - a. Sundays, with services to be completed before 1 p.m.
  - b. Major holidays, including Christmas, New Year's, and Thanksgiving.
  - c. Any day after 7 p.m.

Office, counseling, small group meetings, and similar auxiliary church activities may take place any time as long as the number of parking spaces used by the church does not exceed 12 spaces.

**ATTACHMENT "B"**

**FINDINGS OF APPROVAL  
Site Development Permit SDP-9-09  
(Grace Community Bible Church)**

**FINDINGS** In accordance with Section 18.13.090 *Required Findings* of the Redding Zoning Ordinance, the Board of Administrative Review makes the following findings:

1. *The project will not be detrimental to the health, safety, and general welfare of persons residing or working in the neighborhood of such proposed use. With compliance of conditions of approval, including provisions for off-street parking, the proposed church has no potential to be detrimental to the health, safety, and general welfare of persons residing or working in the surrounding area.*
2. *The project will not be injurious or detrimental to the general welfare of the city. The proposed church, by occupying an existing, small commercial lease space and with provisions for sufficient off-street parking, has no potential to be injurious or detrimental to the general welfare of the city.*
3. *The project is consistent with the goals and policies established by the General Plan and Zoning Code. With compliance of conditions of approval, including provisions for off-street parking, the proposed church is consistent with the General Plan and Zoning Code.*
4. *The project design is consistent with the Design Guidelines established by resolution of the City Council in accordance with Chapter 18.40.050, Design Criteria, of the Zoning Code. The proposed church will occupy an existing commercial building that was recently constructed in accordance with the city's Design Guidelines. No exterior building modifications are proposed that could conflict with the Design Guidelines.*

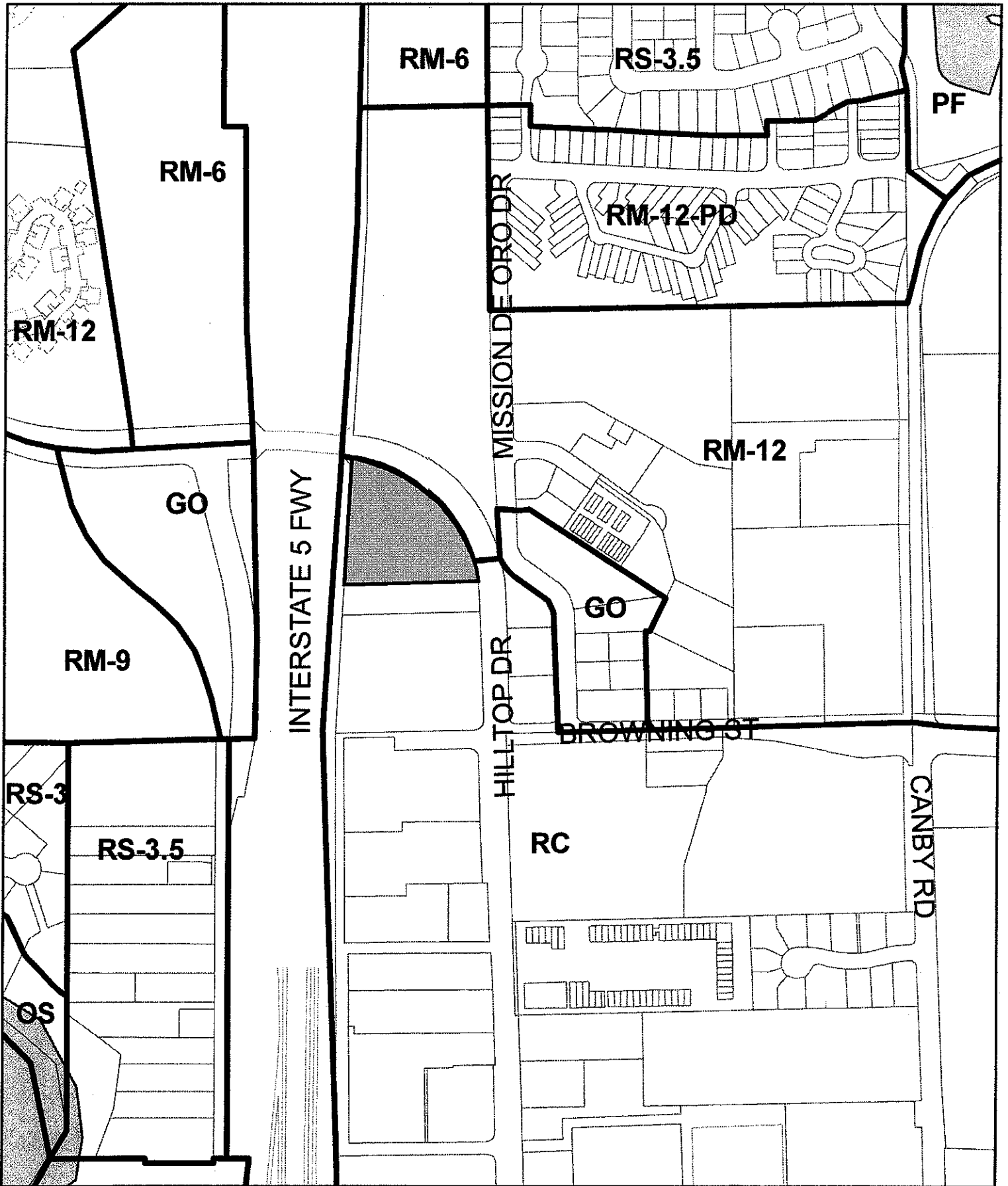
ITEM 2  
ATTACHMENT B



	<b>GIS DIVISION</b>
	DEVELOPMENT SERVICES DEPARTMENT
	DATE PRODUCED: NOVEMBER 19, 2009
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<b>LOCATION MAP</b>
<b>SDP-09-09 \ GRACE COMMUNITY BIBLE CHURCH</b> <b>940 HILLTOP DRIVE SUITE A &amp; B</b> <b>AP# 117-170-015</b>

MTG. DATE:
ITEM: <b>2</b>
ATTACHMENT: <b>C-1</b>



**GIS DIVISION**  
 DEVELOPMENT SERVICES DEPARTMENT  
 DATE PRODUCED:  
 NOVEMBER 19, 2009  
 0 200 400 Feet

**ZONING MAP**  
 SDP-09-09 \ GRACE COMMUNITY BIBLE CHURCH  
 940 HILLTOP DRIVE SUITE A & B  
 AP# 117-170-015

MTG. DATE:  
 ITEM:  
 2  
 ATTACHMENT:  
 C-2

11-19-09

City Of Redding  
777 Cypress  
Redding, Ca 96002  
Mr. Jim Wildauer

Dear Mr. Wildauer,

This letter is in regards to the Hilltop Landing Project at 910-920-930-940 Hilltop, Redding, Ca 96003. Grace Community Bible Church would like to occupy the spot formally leased by Huntington Learning Center. This letter is to inform you of the businesses that are closed on Sundays during the year. The Church's main service will be from 9AM-12PM on Sundays. The following businesses at the Center are closed on Sundays so there parking spots would be available to the Church:

920 Hilltop #C Nail & Spa  
920 Hilltop #B Allied Home Mortgage  
940 Hilltop #D Bundled Babies  
940 Hilltop #C Vacant  
930 Hilltop #D Great Harvest Breads

The rest of the businesses do not open until after 11AM on Sundays. I hope this helps as the Church should not impact our parking in the Development as their service is not at the peak time for traffic at the development and taking into consideration of the businesses that are closed on Sundays. If you need anything else please call me at 530-226-1399.

Sincerely,



Nathan Emerson, CFO  
E & K Development, Inc.

ITEM 2  
ATTACHMENT D

# HILLTOP LANDING



**KIBLER & KIBLER**  
ARCHITECTURE & ENGINEERING

2556 HEATHER LANE  
REDDING, CA 96002  
PHONE (530) 226-0566  
FAX (530) 221-3985  
EMAIL info@k2ae.com

ALL IDEAS, DESIGNS AND PLANS REPRESENTED BY THIS DRAWING ARE THE EXCLUSIVE PROPERTY OF KIBLER & KIBLER ARCHITECTURE AND ENGINEERING (K&A&E) AND SHALL NOT BE REPRODUCED WITHOUT PRIOR WRITTEN PERMISSION. ANY UNAUTHORIZED REUSE OF THIS DRAWING SHEET OTHER THAN FOR THE PROJECT AND LOCATION SHOWN IS PROHIBITED.

LICENSE STAMP



CONSULTANTS

PROJECT NAME

**HILLTOP LANDING**

REDDING, CA  
HILLTOP DRIVE

SHEET TITLE  
ARCHITECTURAL  
SITE PLAN

DRAWING STATUS  
USE PERMIT  
AMENDMENT  
SUBMITTAL NO. 2

REVISIONS DATE

DRAWN: **SK**

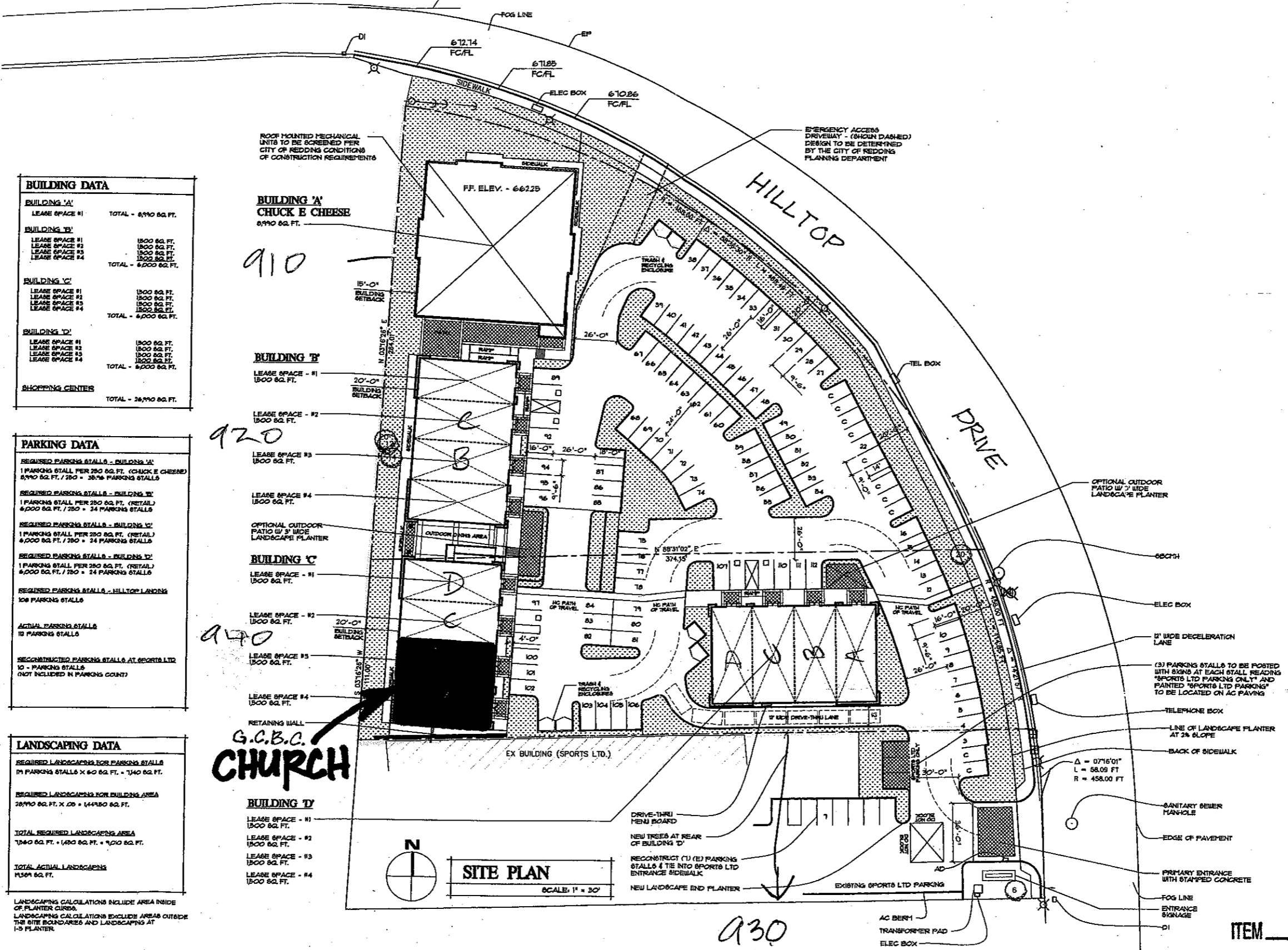
CHECKED: **SK**

DATE: **6/13/05**

SCALE: **1"=30'**

JOB NO. **661**

SHEET NO.



BUILDING DATA	
<b>BUILDING 'A'</b>	
LEASE SPACE #1	TOTAL - 8,990 SQ. FT.
<b>BUILDING 'B'</b>	
LEASE SPACE #1	1,500 SQ. FT.
LEASE SPACE #2	1,500 SQ. FT.
LEASE SPACE #3	1,500 SQ. FT.
LEASE SPACE #4	1,500 SQ. FT.
TOTAL	- 6,000 SQ. FT.
<b>BUILDING 'C'</b>	
LEASE SPACE #1	1,500 SQ. FT.
LEASE SPACE #2	1,500 SQ. FT.
LEASE SPACE #3	1,500 SQ. FT.
LEASE SPACE #4	1,500 SQ. FT.
TOTAL	- 6,000 SQ. FT.
<b>BUILDING 'D'</b>	
LEASE SPACE #1	1,500 SQ. FT.
LEASE SPACE #2	1,500 SQ. FT.
LEASE SPACE #3	1,500 SQ. FT.
LEASE SPACE #4	1,500 SQ. FT.
TOTAL	- 6,000 SQ. FT.
<b>SHOPPING CENTER</b>	
TOTAL	- 28,990 SQ. FT.

PARKING DATA	
<b>REQUIRED PARKING STALLS - BUILDING 'A'</b>	
1 PARKING STALL PER 250 SQ. FT. (CHUCK E CHEESE)	8,990 SQ. FT. / 250 = 35.96 PARKING STALLS
<b>REQUIRED PARKING STALLS - BUILDING 'B'</b>	
1 PARKING STALL PER 250 SQ. FT. (RETAIL)	6,000 SQ. FT. / 250 = 24 PARKING STALLS
<b>REQUIRED PARKING STALLS - BUILDING 'C'</b>	
1 PARKING STALL PER 250 SQ. FT. (RETAIL)	6,000 SQ. FT. / 250 = 24 PARKING STALLS
<b>REQUIRED PARKING STALLS - BUILDING 'D'</b>	
1 PARKING STALL PER 250 SQ. FT. (RETAIL)	6,000 SQ. FT. / 250 = 24 PARKING STALLS
<b>REQUIRED PARKING STALLS - HILLTOP LANDING</b>	
106 PARKING STALLS	
<b>ACTUAL PARKING STALLS</b>	
106 PARKING STALLS	
<b>RECONSTRUCTING PARKING STALLS AT SPORTS LTD</b>	
10 - PARKING STALLS	(NOT INCLUDED IN PARKING COUNT)

LANDSCAPING DATA	
<b>REQUIRED LANDSCAPING FOR PARKING STALLS</b>	
19 PARKING STALLS X 60 SQ. FT.	= 1,140 SQ. FT.
<b>REQUIRED LANDSCAPING FOR BUILDING AREA</b>	
28,990 SQ. FT. X .05 = 1,449.50 SQ. FT.	
<b>TOTAL REQUIRED LANDSCAPING AREA</b>	
1,140 SQ. FT. + 1,449.50 SQ. FT.	= 2,589.50 SQ. FT.
<b>TOTAL ACTUAL LANDSCAPING</b>	
1,369 SQ. FT.	

LANDSCAPING CALCULATIONS INCLUDE AREA INSIDE OF PLANTER CURBS.  
LANDSCAPING CALCULATIONS EXCLUDE AREAS OUTSIDE THE SITE BOUNDARIES AND LANDSCAPING AT I-5 PLANTER.

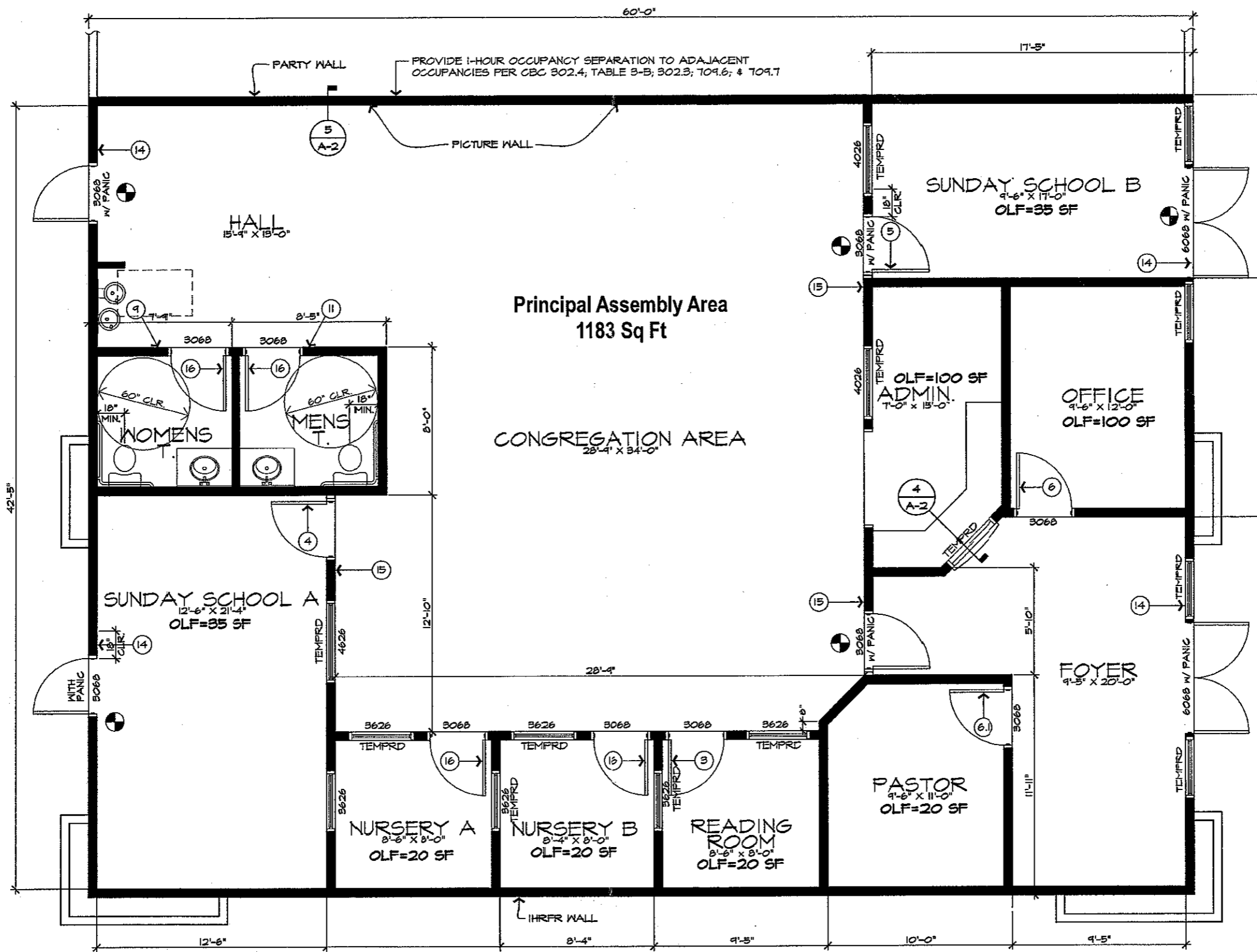
**G.C.B.C. CHURCH**

**SITE PLAN**  
SCALE: 1" = 30'

SDP-9-09 January 13, 2010

ITEM 2  
ATTACHMENT E 1

Semington Architects, Inc.  
P.O. Box 210  
3396 Main Street  
Cottonwood, CA 96022  
Tel (530) 347-5500  
Fax (530) 347-7822



**FLOOR PLAN**

**GRACE COMMUNITY BIBLE CHURCH**  
PROPOSED TENANCY AT:  
940 HILLTOP DRIVE, SUITE A/B  
REDDING, CA, 96002

JOB No.:	GCBC
DATE:	11/17/09
DRAWN BY:	JPS
CHECKED BY:	JPS

REVISIONS:	
▲	
▲	
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▲	

SHEET No.:

**A-1**

**FLOOR PLAN**  
SCALE: 1/4" = 1'-0" ITEM 2

SDP-9-09 January 13, 2010 ATTACHMENT **F**

