



**CITY OF DUARTE
REGULAR MEETING AGENDA
PLANNING AND ECONOMIC
DEVELOPMENT COMMISSION**

Commissioners
Yesenia Paez, Chair
Wally Wolff, Vice-Chair
Daniel Becker
Brian Quandt
David Rodriguez

**Duarte Community Center
1600 Huntington Drive
Duarte, CA 91010
Monday, April 21, 2025
7:00 PM**

MISSION STATEMENT

With integrity and transparency, the City of Duarte provides exemplary public services in a caring and fiscally responsible manner with a commitment to our community's future.

ADA ACCESSIBILITY NOTICE:

In compliance with the Americans with Disabilities Act, if you need assistance participating in this meeting, contact the Community Development Department at (626) 357-7931 Ext.230 or 235. Notification no later than 1:00 p.m. on the day preceding the meeting will enable the City to make reasonable arrangements to assist your accessibility to this meeting.

Notice:

Planning and Economic Development meetings are audio-recorded for later broadcast. Attendance at the meeting constitutes consent by members of the public to the City's and any third party's use in any media, without compensation or further notice, of audio, and/or pictures of meeting attendees.

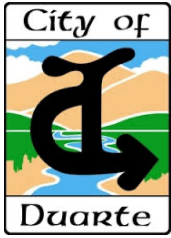
1. CALL TO ORDER AND NOTATION OF ANY ABSENCES
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF MINUTES
 - A. **3/17/25 Minutes**
4. ORAL COMMUNICATIONS - CONSENT CALENDAR
5. PUBLIC HEARINGS
 - A. **Conditional Use Permit 24-02: Operation of a place of religious assembly at 1740 Huntington Drive, Unit 302-303**

RESOLUTION PC 25-03:

A RESOLUTION OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMISSION OF THE CITY OF DUARTE APPROVING CONDITIONAL USE PERMIT 24-02 FOR THE

OPERATION OF A PLACE OF RELIGIOUS ASSEMBLY LOCATED AT 1740 HUNTINGTON
DRIVE, UNIT 302-303

6. BUSINESS ITEMS
7. ITEMS FROM DIRECTOR
8. ITEMS FROM COMMISSIONERS
9. ADJOURNMENT



MINUTES
CITY OF DUARTE
PLANNING AND ECONOMIC
DEVELOPMENT COMMISSION

March 17, 2025

Commissioners
Yesenia Paez, Chair
Wally Wolff, Vice-Chair
Daniel Becker
Brian Quandt
David Rodriguez

1. CALL TO ORDER AND NOTATION OF ANY ABSENCES:

Chair Paez called the meeting to order at 7:01 p.m. The following were in attendance:

PRESENT:	Paez, Wolff, Rodriguez
ABSENT:	Becker, Quandt
STAFF:	Hensley, Golding, Abdul-Ahad, Nash, Grigorian

2. PLEDGE OF ALLEGIANCE:

Commissioner Rodriguez led the pledge.

3. INTRODUCTION OF NEW COMMISSIONER:

Director Hensley introduced incoming Commissioner David Rodriguez.

4. APPROVAL OF MINUTES:

Commissioner Wolff motioned to approve the February 18, 2025 minutes. Seconded by Commissioner Rodriguez. The motion carried 3-0-0-2.
(**Yes:** Paez, Wolff, Rodriguez; **No:** None; **Abstain:** None; **Absent:** Becker, Quandt).

5. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA:

None.

6. PUBLIC HEARINGS:

- A. Conditional Use Permit 25-01.** A request to allow the operation of a veterinary urgent care clinic located at 1086 Huntington Drive.

RESOLUTION PC 25-02

A RESOLUTION OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMISSION OF THE CITY OF DUARTE APPROVING CONDITIONAL USE PERMIT 25-01 FOR THE OPERATION OF A

Administrative Secretary Grigorian presented the staff report for the proposed veterinary clinic named Urgent Paws. She described the proposed tenant improvements, business operation plan, and conditions of approval to address potential noise and waste impacts. Staff recommended the Planning Commission adopt Resolution PC 25-02 to approve the operation of a veterinary urgent care clinic at 1086 Huntington Drive which is located within the Mountain Vista Plaza.

Cassandra Knapp, the applicant, was in attendance and answered questions from the Planning Commission.

Commissioner Rodriguez made a motion to approve CUP 25-01 and including Resolution PC 25-02, Commissioner Wolff seconded the motion; motion carried 3-0-0-2 (**Yes:** Paez, Wolff, Rodriguez; **No:** None; **Abstain:** None; **Absent:** Becker, Quandt).

7. BUSINESS ITEMS:

None.

8. ITEMS FROM DIRECTOR:

Director Hensley provided a detailed update of the City's Economic Development activities. He explained that the City is focusing on several different locations. He pointed out some of the focus sites, that include, the Town Center North (Big Lots Center), Town Center South (Grocery Outlet) and the former Nissan site at Buena Vista Street and Central Avenue. He explained that the City hired a real estate consultant, Lee & Associates, to assist the City in marketing these locations and the City and in dealing with property owners. He explained that the City is in an exclusive negotiating agreement with Red Mountain Group, the owner of the former Big Lots space, for the City's corner property and the desire is to market the site to National tenants.

9. ITEMS FROM COMMISSIONERS:

None.

10. ADJOURNMENT:

Chair Paez motioned to adjourn the meeting at 7:26 p.m. The next meeting is scheduled for March 17, 2025.

Craig Hensley, Secretary



PLANNING AND ECONOMIC DEVELOPMENT COMMISSION STAFF REPORT

Date: April 21, 2025

Subject: Conditional Use Permit 24-02 for the operation of a place of religious assembly within the Town Center Specific Plan.

Location: 1740 Huntington Drive, Unit 302 and 303

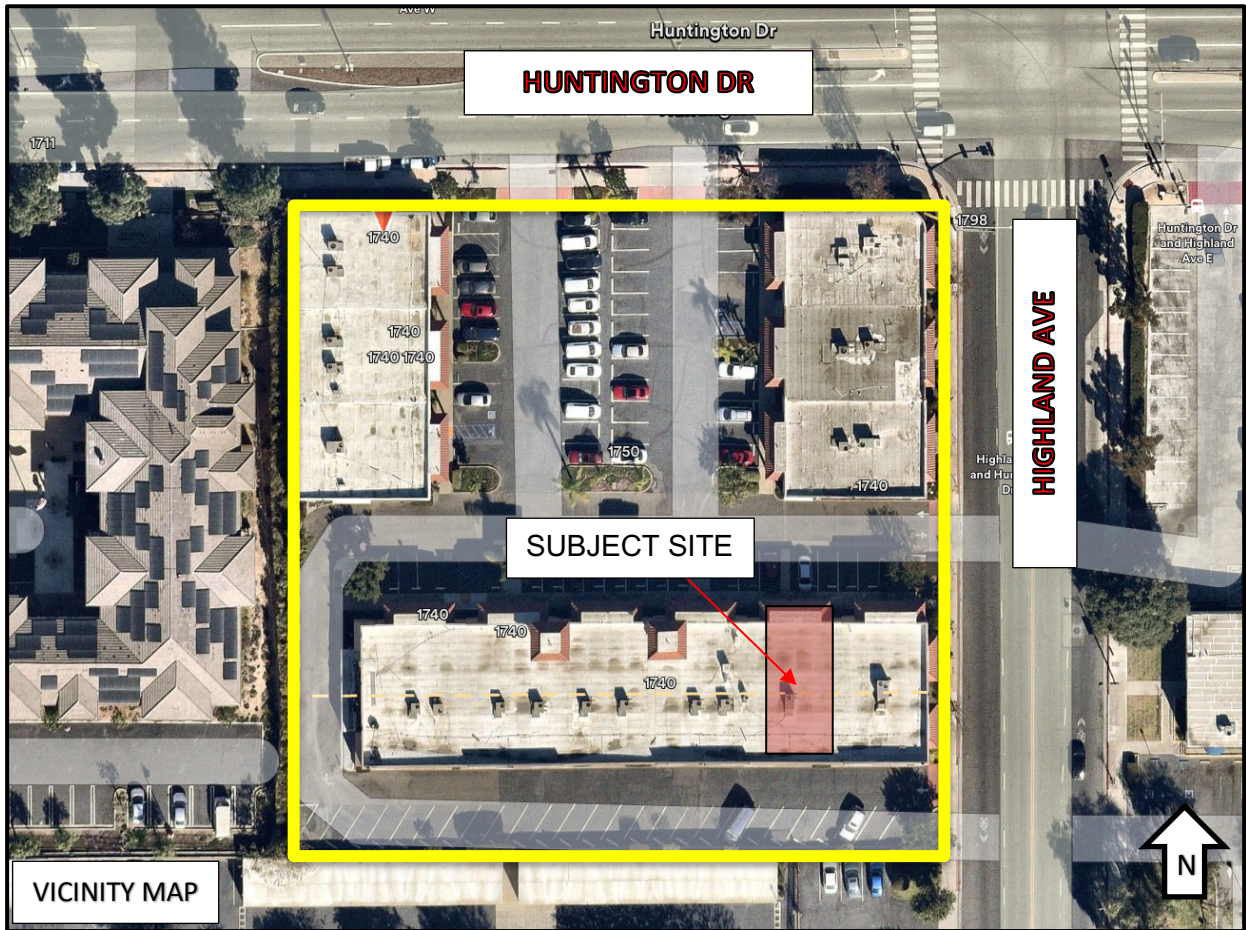
Applicant: Antoinette Contreras – Calvary New Song

SUMMARY

The applicant, Antoinette Contreras, on behalf of Calvary New Song is requesting approval to operate a new place of religious assembly (church) at 1740 Huntington Drive, Units 302 and 303. The operation of a place of religious assembly within the Town Center Specific Plan, requires approval of a Conditional Use Permit (CUP). Staff recommends that the Planning Commission adopt PC Resolution 25-03 to approve the operation of a religious assembly, based on the information provided in the staff report and subject to conditions of approval.

BACKGROUND

The property is zoned Town Center Specific Plan – Mixed Use Corridor (MUC). The project site is located in the 1.77 acre shopping center at the southwest corner of Highland Avenue and Huntington Drive. The center contains three separate buildings with commercial, retail, and service uses. A total of 19 tenant suites are located within the center. The tenant space is located in the southerly building on the south end of the parcel. There are 10 tenant spaces within this portion of the building; the proposed church will occupy two of the suite spaces (Exhibit B). The surrounding land uses include commercial and retail shops to north and east and multi-family residential to the south and west. The tenant space has been occupied by Calvary New Song since 2022. Code Enforcement Divion opened a case in late 2023. The applicant filed a CUP application last summer and has been working on preparing the submittal requirements since that time.



ANALYSIS

Calvary New Song is a branch of Calvary Chapel located in the City of Monrovia. The Monrovia location operates out of a larger building and property, giving it the ability to provide more services. Calvary New Song is relatively smaller and will accommodate no more than 70 people. The primary purpose of the Duarte location is to provide a smaller congregation that can gather on specific days and at specific times.

Duarte Municipal Code Requirements for Places of Religious Facilities:

Per Duarte Development Code Section 19.60.140, places of religious assembly must meet three locational standards.

1. The minimum parcel size for a place of religious assembly shall be 40,000 square feet. The use is located on a 1.77-acre (77,012 sf) parcel.
2. A place of religious assembly use shall have frontage on a site with a minimum of two separate access points to secondary or larger roadways, as designated in the General Plan. The project site has a total of four access points, two on Huntington Drive and two on Highland Avenue.
3. A place of religious assembly use shall not be located within a 300-foot radius of another existing place of religious assembly use. This code section is intended to regulate overconcentration of places of religious assembly. The use is located approximately 350' from the nearest neighboring place of religious facility (Church of Christ), located at 1330 Highland Avenue.

Hours of Operation:

Calvary New Song is proposed to operate on Thursdays from 7:00 p.m. to 9:00 p.m. and Sundays from 9:00 a.m. to 2:00 p.m. In addition to the worship service, there will be a Children's Ministry where kids ages 3 years old to 11 years old can attend bible study. Children's Ministry will be taught on Thursdays from 7:00 p.m. to 8:30 p.m. and on Sundays at 9:30 a.m. and at 12:00 p.m., the same time are worship services. Aside from these hours, the business will be closed. The business will be staffed by three (3) members: the pastor, a part-time administrator, and a church secretary (Exhibit C).

Floor Plan:

The tenant space is approximately 2,400 square feet and 1,702 square feet of the total area is dedicated to the assembly area. The floor plan will be an open concept plan with no fixed seating and the maximum number of persons allowed within the assembly area shall be no more than 90 patrons. A stage is proposed for the pastor to lead services. The layout includes one classroom dedicated to the Children's Ministry, two storage rooms, two restrooms, one prayer room, and the remaining space will accommodate the main worship area (Exhibit B). The administrative office will occupy suite #310 and not be used for worship purposes. Complimentary beverages, including water, tea, juice, and hot chocolate, will be offered to members. The beverage station will be located along the westerly wall of the unit. No food items will be sold on the premises.

The project involves a change of occupancy groups, a classification system for codes applicable to the types of uses within a building. When a change in occupancy occurs, different sections of the Building Code are applicable and must be implemented to meet local codes and ordinances. In the case of this project, the proposed location is converting to an assembly occupancy, which includes requirements to bring the buildings' accessibility into compliance with the American with Disabilities Act (ADA). The applicant has proposed to install a chair lift inside the unit to meet ADA requirements, but no other alterations are proposed to the building footprint at this time. A condition of approval has been added requiring that the applicant quickly bring the subject location into compliance with ADA and any other codes relevant to the change in occupancy group. There are other minor modifications to the exterior of the tenant space, such as the installation of a wall sign, which will be subject to review and approval by the Planning Division.

Temporary Events:

The business proposes to host memorial services as well as men's and women's gatherings up to six (6) times per year. In response, staff has included Condition #3, which requires the business to obtain approval for a Temporary Use Permit from the Community Development Division. Additionally, Condition #6 requires that all activities must occur entirely within the existing building.

Parking and Circulation:

Chapter 19.38.050 of the Duarte Municipal Code requires place of religious assembly a minimum of 1 stall per 100 sq. ft. of floor area used for assembly. Based on the required parking standards, the proposed church is required to have 17 parking stalls. The site currently provides 90 parking spaces shared by all tenants. One potential parking concerns is available parking as a result of a conflict in the operation of the church and other businesses in the center. To address this issue, the applicant has provided staff a parking study analysis of the center (Exhibit D).

There are currently three (3) vacant units, however at the time the parking study was conducted, all units were occupied. The study conducted parking observations during the scheduled worship

services of the business. Parked vehicles were counted every 30 minutes on Thursday, between 7:00 PM and 9:00 PM and Sunday, between 9:00 AM and 2:00 PM. Based on the church's hours of operation, if approved, the business will not overlap with peak hours for the shopping center's retail and office tenants, which primarily operate weekdays during daytime hours (Exhibit E). The parking study concluded that even during the church's peak hours, there were a surplus of 15 spaces. This suggests that the shopping center can accommodate Calvary New Song's parking needs without intensifying the existing parking shortage.

Based on the analysis of the parking study, Staff concurs that the proposed use is expected to have minimal parking impacts, as worship services will be held only during limited hours on Thursdays and Sundays. Staff has added Condition #3 to further regulate any proposed special events outside of the proposed hours of operation to consider the specific circumstances associated with the request (e.g. event size, time, location, etc.) and to analyze the required parking for the event. Staff has also included Condition #9 to ensure that the property owner of the shopping center properly notifies all tenants of the church's approved operating hours.

Noise:

To proactively mitigate noise associated with the church, such as the use of microphones and music, Staff has added Conditions #7, #8, #11, and #12 ensuring that all activities that may generate noise be operated at a reasonable audible level and not to exceed the City's Noise ordinance. Although the current proposal does not include live band performances or amplified music, Condition #12 permits the future use of noise-generating equipment, provided the church adheres to all applicable noise regulations set by the City.

ENVIRONMENTAL

The proposal has been reviewed with respect to environmental impact and staff has determined that the application for a Conditional Use Permit is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15301, Class 1 of Title 14 of the California Code of Regulations. No further environmental review is required at this time in accordance with CEQA Guidelines.

RECOMMENDATION

Based on the information provided in the Staff report, Staff recommends that Planning Commission adopt PC Resolution 25-03 (Exhibit A), approving Conditional Use Permit 24-02 to allow the operation of a religious assembly, subject to conditions of approval.

Respectfully Submitted



Mena Abdul-Ahad
Associate Planner

ATTACHMENTS

- Exhibit A: PC Resolution 25-03, Conditional Use Permit 24-02
- Exhibit B: Project Plans
- Exhibit C: Business Description and Operation

- Exhibit D: Parking Study Analysis
- Exhibit E: Existing Shopping Center Tenant Hours of Operation

RESOLUTION PC 25-03

A RESOLUTION OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMISSION OF THE CITY OF DUARTE APPROVING CONDITIONAL USE PERMIT 24-02 FOR THE OPERATION OF A PLACE OF RELIGIOUS ASSEMBLY LOCATED AT 1740 HUNTINGTON DRIVE, UNIT 302-303

WHEREAS, the Planning and Economic Development Commission (Planning Commission) has been assigned, by the Duarte City Council, the duties and functions of a planning agency under State law and other duties as directed by the City Council; and

WHEREAS, the applicant has submitted an application requesting approval of a Conditional Use Permit to operate a religious assembly at 1740 Huntington Drive, Unit 302-303; and

WHEREAS, places of religious assemblies are a conditionally permitted use in the Town Center Specific Plan within the Mixed Use Corridor zone, pursuant to Duarte Development Code section 19.60.140; and

WHEREAS, Section 19.114.040 through 19.114.050 of the Duarte Development Code authorizes the Planning Commission to consider such requests subject to certain findings; and

WHEREAS, notice of a public hearing on the Conditional Use Permit 24-02 was given pursuant to Duarte Development Code Chapter 19.146 and in accordance with applicable State law; and

WHEREAS, the Planning Commission has considered the analysis and recommendation provided in the staff report for Conditional Use Permit application 24-02 and all of the information, evidence and public testimony received at the public meeting held on April 21, 2025, at 7:00 p.m. in the City Council Chambers Conference Room;

NOW THEREFORE, the Planning Commission of the City of Duarte resolves as follows:

SECTION 1. RECITALS

All of the facts set forth in the Recitals of this Resolution are true and correct and incorporated herein by this reference.

SECTION 2. FINDINGS

The Planning Commission finds and determines as follows, findings for Conditional Use Permits, as set forth in DDC Section 19.114.050(B), as:

1. *The proposed use is consistent with the General Plan;*

The religious assembly is consistent with Land Use Goal 1 by maintaining a balanced community consisting of various commercial activities. The use is also consistent with the Mixed Use Corridor land use designation by accommodating a variety of commercial and retail uses that will meet the needs of the entire community.

2. *The proposed use is allowed within the subject zone and complies with all other applicable provisions of this Development Code and the Municipal Code;*

Places of religious assemblies are permitted within the Town Center Specific Plan, Mixed Use Corridor, with the approval of a Conditional Use Permit. The use is consistent with the Mixed Use Corridor zoning designation as it provides an added service and convenience for the surrounding community. The use complies with all regulations of the Duarte Development Code and Municipal Code, and conditions of approval have been included to ensure such compliance.

3. *The design, location, size and operating characteristics of the proposed use are compatible with the allowed uses in the vicinity;*

The religious assembly will occupy one of the 10 tenant spaces within an existing multi-tenant building located at the shopping center. The unit space is approximately 2,400 square feet, which is sufficient for accommodating the use. Surrounding land uses include commercial and retail shops to north and east and multi-family residential to the south and west. The religious facility has programmed services to occur only on Thursdays and Sundays at very specific times. Additionally, all activities will occur inside the unit, keeping the activity and noise levels within a controlled area. Conditions of approval have been added to ensure the church remains compatible with the surrounding uses.

4. *Operation of the use at the location proposed would not be detrimental to the harmonious and orderly growth of the City, or endanger, jeopardize, or otherwise constitute a hazard to the public convenience, health, interest, safety, or general welfare of persons residing or working in the neighborhood of the proposed use;*

The religious assembly is allowed with a Conditional Use Permit in the Town Center Specific Plan. The operation of the business is designed to minimize the intensity of the use and limit any potential conflicts with adjacent business and surrounding developments. Conditions of approval have been imposed to help avoid adverse and detrimental impacts on the City and surrounding community.

5. *The subject site is:*
 - a. *Physically suitable in terms of design, location, operating characteristics, shape, size, topography, and the provision of public and emergency vehicle (e.g. fire and medical) access and public services and utilities; and*
 - b. *Served by highways and streets adequate in width and improvement to carry the kind and quantity of traffic the proposed use would likely generate.*

The site consists of three (3) separate buildings that collectively form the subject shopping center, located in the Town Center Specific Plan within the Mixed Use Corridor zone. The center is accessible from Huntington Drive and Highland Avenue, providing multiple access points to the property, which can efficiently accommodate the business. Onsite circulation will not be altered and is suitable for the existing uses, the proposed religious assembly, and emergency vehicle access.

SECTION 3. CEQA DETERMINATION

In recommending adoption of this PC Resolution 25-03 for the proposed use, the Planning Commission finds and determines the project is in compliance with the California Environmental Quality Act (CEQA), and State regulations in Title 14 of the California Code of Regulations, (CEQA Guidelines) because the project is categorically exempt from CEQA pursuant to Title 14 California Code of Regulations Section 15301.

SECTION 4. RECOMMENDATION

Staff recommends that the Planning Commission approves PC Resolution 25-03 based on the findings listed in Section 2, and the conditions listed in “Exhibit A-1”, for a place of religious assembly at 1740 Huntington Drive, Unit 302-303.

APPROVED, AND ADOPTED by the Planning Commission of the City of Duarte at a regular meeting held on the 21st day of April 2025.

Yesenia Paez, Chairperson
City of Duarte Planning Commission

ATTEST:

Craig Hensley, Community Development Director

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES } ss.
CITY OF DUARTE

I, Craig Hensley, Community Development Director of the City of Duarte, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the Planning and Economic Development Commission of the City of Duarte held on April 21, 2025, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Craig Hensley, Community Development Director

EXHIBIT A-1

Conditions of Approval
Conditional Use Permit 24-02
1740 Huntington Drive, Unit 302-303
(Calvary New Song Church)

1. This approval is for the operation of a place of religious assembly located at 1740 Huntington Drive, Unit 302-303, as stated in the staff report and described in the applicant's business operational statement and demonstrated on the Floor Plan on file with the Planning Division.
2. Business operations shall be conducted only between the hours of 7:00 PM to 9:00 PM on Thursdays and 9:00 AM to 2:00 PM on Sundays. Any request to alter these hours shall require approval from the Community Development Director prior to implementing. Such changes may require additional review from the Planning Commission.
3. Memorial services, weddings, women/men's gatherings, and similar events, not operating during the approved business operations hours listed above, are prohibited unless a temporary use permit is approved by the Community Development Director.
4. The maximum occupancy of the subject unit is 90 persons. At no time shall there be more than the number of persons listed as maximum occupancy.
5. A sign with the listed maximum occupancy shall be posted and permanently maintained within the building in a conspicuous location, as required by Building Codes.
6. All use activities shall take place within the existing building. No activities shall extend to the parking lot, other areas of the shopping center, or outdoors unless approved by the Planning Division through a Temporary Use Permit application.
7. Exterior doors and windows must remain in a closed position during operating hours to prevent any noise.
8. Outdoor speakers or other exterior audible devices are prohibited, unless approved by the Community Development Director.
9. The property owner is required to inform tenants of the church's operating hours that are approved as a part of this Conditional Use Permit. The property owner shall also be responsible for limiting parking in the center that is not generated by tenants and patrons of tenants in the center.
10. Prior to the operation of the business, the applicant must obtain building permits from the Building and Safety Division for the proposed installation of the ADA chair lift. The lift must be installed no later than 30 days after the approval of the CUP.

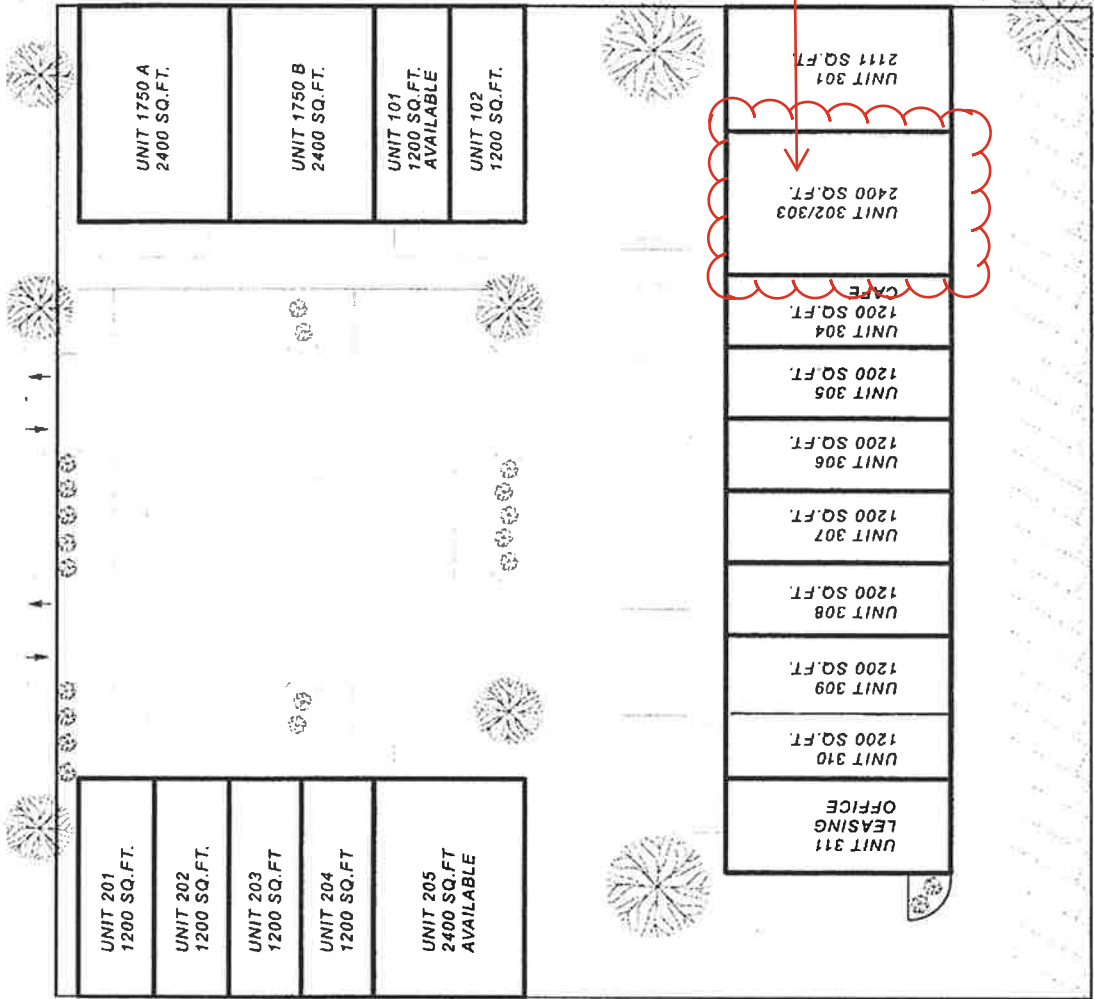
11. Music, noise-generating equipment, or any other business activities shall be operated at reasonable audible levels, not to exceed City Noise Regulations outlined in Chapter 9.68 of the Duarte Municipal Code or be detrimental to the operations of adjoining businesses. Furthermore, music shall not be played at a volume that is audible outside the business.
12. In the event of substantiated noise issues, the Community Development Director may require the applicant to pay for the preparation of a noise study, prepared by a professional noise or acoustics consultant of the City's selection. Adherence to the study's recommendations will be required of the applicant. Failure to promptly comply with this requirement will result in a modification/revocation hearing before the Planning Commission.
13. Any outdoor storage associated with this use is prohibited.
14. Operations shall be conducted in a manner that does not create a nuisance. Any such nuisance must be abated immediately upon notice by the City.
15. Any signage associated with the business is not included as part of this approval; a separate review and approval process will be required for all proposed signage. All signage shall comply with the Sign Guidelines of the Duarte Development Code.
16. The applicant shall obtain a valid business license with the City of Duarte prior to commencement of business operation. Contact the City Finance Division at (626) 357-7931, extension 211 for more information.
17. The applicant must obtain Planning Division approval as well as Building & Safety Division approval and permits for any tenant improvements and other associated site improvements that may be involved with the proposed use.
18. The project shall comply with all regulations of the Town Center Specific Plan, including the intent and purpose, permitted uses, development standards, and any other applicable sections.
19. Any expansion or modification to the approved use as part of this Conditional Use Permit 24-02, including but not limited to: any substantial changes to the business operation, or floor plan that may affect or intensify the use, shall be reviewed by the Planning Division and may require an application for a new conditional use permit.
20. This CUP may be called for review or revocation at any time by City Staff, City Council, or Planning Commission if a violation of the approved conditions is alleged, or if it is alleged that the medical clinic business, or its patrons, are creating a public nuisance, as substantiated by the LA County Sheriff's Department, Public Safety Department, or any other City Department. The applicant and successors shall operate the subject premises in a safe and sanitary manner at all times. Such review of the CUP may include any remedy available to the City that will prevent negative impacts on the property and surrounding developments. Problems or continued/repeated violations of any Municipal Code, conditions of approval or any other governmental regulations

may be grounds for initiation of proceedings for the revocation of this CUP before the Planning Commission pursuant to Section 19.152.030 of the Duarte Development Code.

21. In the event that the applicant (Calvary New Song Church) vacates the subject location, or a change of ownership occurs, the Conditional Use Permit in compliance with the provisions of Chapter 19.114 of the Duarte Development Code shall continue to be valid as it was originally approved, provided the new tenant/successor owner meets the requirements of this Conditional Use Permit for places of a religious assembly. In the event the Conditional Use Permit is not actively exercised for a continuous period of twelve (12) months, the Conditional Use Permit and approval shall become invalid.
22. This entitlement shall be contingent upon the privileges being utilized within twelve (12) months from the effective approval date. Discontinuance of the approved use for twelve (12) consecutive months or more shall constitute an abandonment of the permits and the Conditional Use Permit shall become invalid.
23. The decision of the Planning Commission may be appealed to the City Council within 15 days from the date of the approval letter. Said appeal must be in writing and filed with the City Clerk's office (DMC 19.144) and include all associated fees. The written appeal shall include reasons for the appeal.
24. That by acceptance of the approval of the project by the City, the applicant shall defend, indemnify and hold harmless the City of Duarte and its agents, officers and employees from any claim, action or proceeding against the City or its agents, officers and employees to challenge, set aside, void or annul the approval of the project or from any other action pertaining to this application or the granting of approval which may be brought within the time period provided for such actions or challenges under applicable law.

HUNTINGTON DRIVE

HIGHLAND AVENUE



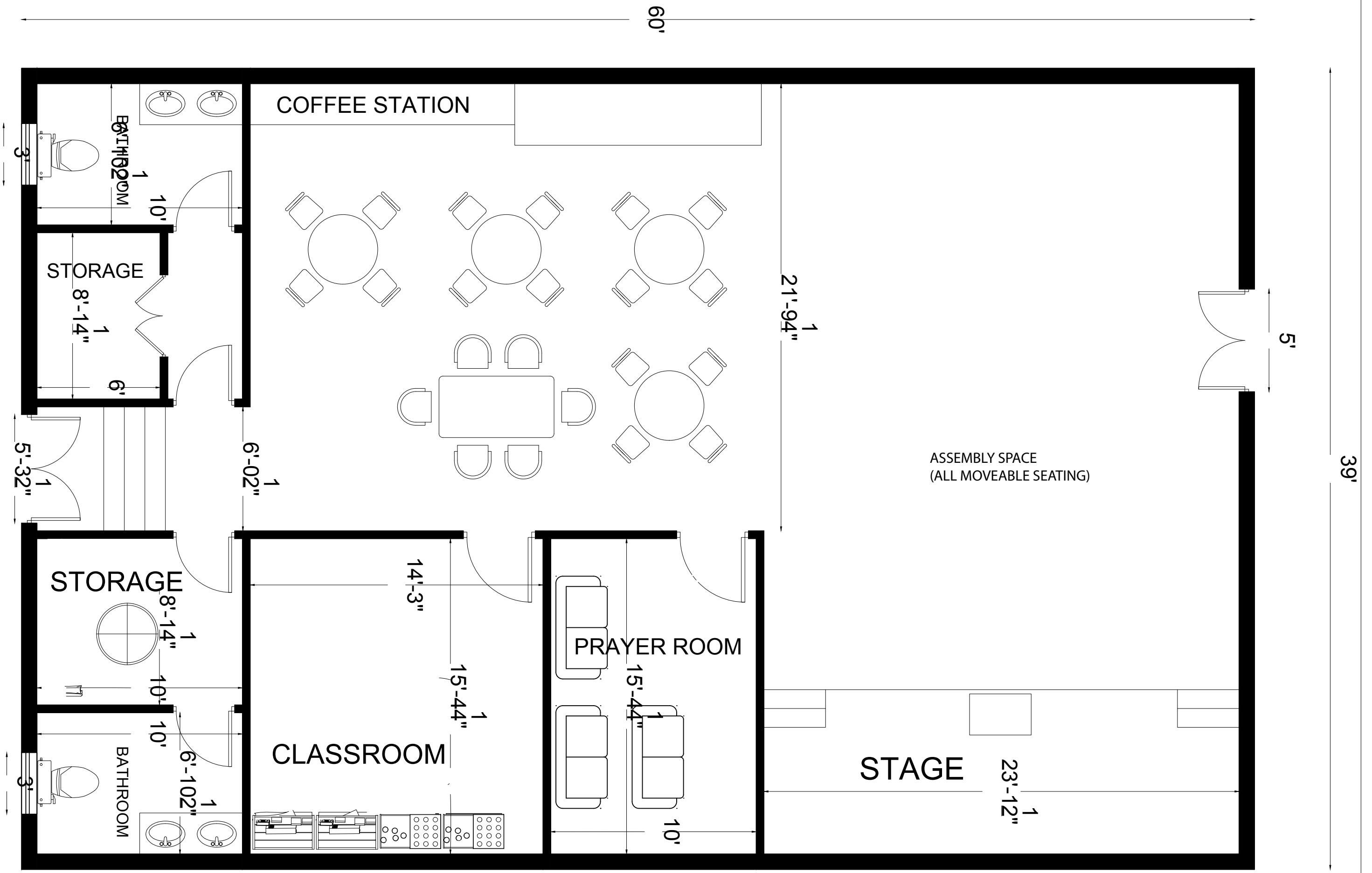
Subject Suites



HUNTINGTON PLAZA
 1750 HUNTINGTON DR., DUARTE, CA
 HUNTINGTON DRIVE AT HIGHLAND

EXHIBIT B

EXHIBIT 1. SITE PLAN



FLOOR PLAN

Calvary New Song – Business Description And Hours Of Operation

Our Goal is to create a space where our small congregation can gather on specific days at specific times to be detailed in business plan/ plan of operation.

We are a House of Worship, teaching the Bible and being a resource to the community by providing food, clothing and backpacks for the school children.

We desire to be a welcoming home for the citizens of Duarte who are looking for a small and intimate fellowship to worship, study the Bible, and fellowship.

Weekday Occasion	Time of Day	Demographic	Customer Need / Opportunity
Thursday Midweek Service	7pm-9pm	15-30	<ul style="list-style-type: none">• Short time of worship• Short time of bible study• Short time of fellowship
Weekend Occasion	Time of Day	Demographic	Customer Need / Opportunity
Sunday Morning Service	9am-2pm	25-60	<ul style="list-style-type: none">• Short time of worship• Short time of bible study• Short time of fellowship

There will be times and events such as memorial services or women's/men's gatherings that may occur outside of our standard business hours. They are infrequent and not on any specific schedule.

Childcare is normally provided at our Sunday and mid week services. We call it Children's Ministry where the children are taught the Bible at their age level.



BUSINESS PLAN

Calvary New Song

June 2024// Prepared. By Bencient Tucker

Table of Contents

Table Of Contents	1
Our Goal	1
Marketing	1
Products	1
Congregant Demographics	2
Competition And/Or Surrounding Places Of Assembly	3
Suite Design	3
Operations	3
Business Structure	3
Approvals / Registrations Needed	3
Insurance	4
Location & Lease	4
Equipment	4
Business Hours	4
Opening Date	4
People	5
About Us	5
Organization Structure	5
Financials	5

Our Goal

Our Goal is to create a space where our small congregation can gather on specific days at specific times to be detailed in business plan/ plan of operation.

We desire to be a welcoming home for the citizens of Duarte who are looking for a small and intimate fellowship to worship, study the Bible, and fellowship.

Marketing

Products

Although we plan to post about the goings on of our fellowship, we do not plan on having any sort of complex marketing plan or schedule as we are a non-profit organization.

Although we will have available to our congregation products created by our media team and, if space allows, a small array of Christian books and trinkets available for various donation amounts.

T-shirts - our media team sporadically comes up with branded media to make available to the body;

- T shirts/ Calvary New Song branded
- Sweatshirts/ Calvary New Song branded
- Beanies & hats/ Calvary New Song branded

Drinks; we often serve hot coffee at no cost to our fellowship

- Hot Chocolate / Mocha - made using melted couverture chocolate
- Chai Tea - brewed in-store from loose-leaf tea
- Tea - brewed from loose-leaf
- Iced Chocolate / Juices / bottled drinks

Food - there will be no food sold or vended on the premises.

Merchandise - a small selection of high-quality merchandise as well as a small selection of Christian books and trinkets may at times be available.

Congregant demographics

We have located a wonderful space in a shopping center near the Performing Arts Center. The anticipated demographic / customer occasions can be broken down as follows:

Weekday Occasion	Time of Day	Demographic	Customer Need / Opportunity
Thursday Midweek Service	7pm-9pm	15-30	<ul style="list-style-type: none"> • Short time of worship • Short time of bible study • Short time of fellowship
Weekend Occasion	Time of Day	Demographic	Customer Need / Opportunity
Sunday Morning Service	9am-2pm	25-60	<ul style="list-style-type: none"> • Short time of worship • Short time of bible study • Short time of fellowship

Although we have located and secured a location near the Duarte Performing Arts Center, this detail does not pertain to our purpose or hours of operation as we do not intend to be open during the busiest hours of the business centers day.

Competition and/or Surrounding Places of Assembly

We have found that, although there are various other churches within the city, we are not affected by their presence and simply hope to be another source of the gospel in the city.

Suite Design

The suite will have a minimal, quality look and feel that highlights the personal and intimate nature of the fellowship. The focal points of the suite will revolve around the brief times of worship, short times in assembly for bible study, and the fellowship that precedes and follows services.

With the help of an interior designer, the space and finishes will have a quality premium feel that reflects the beauty and personality of the business center and city we have been led to establish ourselves in.

See attached design references for concept look and feel. We want to find our unique feel that will draw congregants to the simplicity and beauty of worshipping in the city.

We will have two small lounge type area in the rear of the space near the restrooms.

We will also have 2 small rooms available for kids to play but will not be providing legal childcare or any extended period of times outside of assembly times where parents and/or guardians will be present.

Operations

Business structure

Non-profit church fellowship

Approvals / Registrations Needed

The operation should need very few things; some being:

- License/permit from the city of Duarte
 - Conditional Use Permit
 - Any other licenses deemed necessary by the city

Insurance

Insurances are to include:

- Public Liability
- Burglary, fire, storm, malicious damage.
- Business interruption

Location & Lease

We have secured a temporary lease in the Huntington Plaza center near Huntington and Highland. It is a 3 year lease.

Equipment

There may be need, dependent upon requirements for approval of CUP, to invest in a rear Path of Egress ramp. That will be decided in the future by the planning department.

Business hours

Business hours need to be flexible to suit the location, however the anticipated trading hours would be:

Monday- Wednesday: closed

Thursday: 7pm-9pm

Friday: closed

Saturday: closed

Sunday: 9am-2pm

Opening date

We have been occupying the unit since January 2022, however, our official open date will be dependent upon approval of said permit by the City of Duarte Planning Department.

People

About Us

I am a Pastor from Calvary Chapel Monrovia, who with my wife, has been asked by our Senior Pastor to try and branch out our relatively small, but successful place of assembly and fellowship. We have been unofficially active in the community for 2 years but are looking to finally legitimize.

Organization Structure

- Ben Tucker: Pastor/ CEO
- Vanessa Tucker: Owner / Admin (Part Time)
- Antoinette Contreras: Church Secretary

Financials

The majority of the investments have been made to make the space suitable for use as a place of assembly.

Although we imagine there will be some cost to come into compliance with the requirements of the city, the main costs for legitimizing are the cost of the CUP application, costs for construction and work required to meet cities requirements.

The funds for these improvements and items are to be provided by our sending entity, Calvary Chapel Monrovia, and by the small resources gathered by the congregants of the church.

All costs that would pertain to accountants, and other start up or running operation costs will be covered and handled by congregants and our sending entity.

- CUP application Fee 3,000 USD
- Cost of retrofitting ramp and or construction on paths of Egress: To Be Determined

Parking Analysis
#4 & #5



K2 TRAFFIC ENGINEERING, Inc.
Traffic Control . Signal . Synchronization . Parking . Study

October 15, 2024

Robert Yohanna
Huntington Plaza
1750 Huntington Dr
Duarte, CA 91010

Re: **Shared Parking Study – Calvary New Song
1740 Huntington Dr, Units 302/303, Duarte**

Dear Robert,

Per your request, we have conducted a shared parking study for the proposed child psychologist's office. This letter presents our methodology, findings, and recommendation in regards to the sufficiency of parking.

PROJECT INFORMATION

Calvary New Song is an existing Christian church seeking city's approval to operate the assembly facilities at 1740 Huntington Drive, Units 302/303 and administrative offices in Unit 310 in the City of Duarte. The assembly rooms of 1,702 square feet are located in units 302 and 303, which do not contain any fixed seat. Religious services are scheduled for Thursday from 7:00 pm to 9:00 pm, and Sunday from 9:30 am to 2:00 pm. Site plan is provided in **Exhibit 1**.

EXISTING CONDITIONS

Huntington plaza is an existing shopping center located at the southwest corner of Huntington Drive and Highland Avenue. The site provides a total of 90 parking spaces shared by all tenants and patrons. Existing tenants include a fitness gym, martial arts studio, performing arts studio, dance studio, medical and professional offices, and other general retail stores. There is no vacant unit at the time of this study. A complete list of tenant information with parking requirements per the Municipal Code is shown in **Exhibit 2**.

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PARKING REQUIREMENT

According to Duarte Municipal Code, assembly facilities are required to provide one parking space per 100 square feet of floor area used for assembly and not containing fixed seats. Administrative offices operated by the same church staff are not expected to have any parking demand during religious service hours. Therefore, the overall parking demand for Calvary New Song is calculated to be 17 parking spaces with 1,702 square feet of assembly use, as shown in **Table 1**.

Table 1. Parking Requirement Per Municipal Code

Subject Use	Assembly Sq. Ft.	Parking Ratio	Required Spaces
Calvary New Song	1,702	1 space per 100 sq. ft.	17

The parking requirement per Municipal Code for all other tenants is 108 spaces. There are up to seven (7) company vehicles parked on site by Trident Care Diagnostic Laboratories. The overall parking requirement is 132 spaces as shown in **Table 2**. With a maximum capacity of 90 parking spaces, the project site has a parking deficit of 42 spaces per Municipal Code.

Table 2. Parking Calculations Per Municipal Code

Land Use	Parking Requirement Per M.C.
Calvary New Song (Religious Assembly and Admin Office)	17
All Other Tenants	108
Company Vehicles (Trident Care Diagnostic Laboratories)	7
Total Parking Required	132
Parking Provided	90
Parking Deficit	- 42

PARKING SURVEY

Generally various uses in a shopping center may have different business hours and their parking demands of each individual use may peak at different times. The study conducted parking observations during the scheduled religious services of the subject assembly facility, Calvary New Song. Parked vehicles were counted every 30 minutes on Thursday, September 19, 2024 between 7:00 PM and 9:00 PM and Sunday, September 22, 2024 between 9:00 AM and 2:00 PM. The complete survey data and area map can be found in **Appendix A**.

It is noted that the subject assembly facility, Calvary New Song, was open and in full capacity during the survey periods. During the survey periods, peak parking took place at 7:00 PM on Thursday with 75 spaces occupied among the capacity of 90 spaces. Company vehicles of Trident Care Diagnostic Laboratories have been included in the parking survey count.

SHARED PARKING ANALYSIS

Parking demands corresponding to the religious assembly hours on Thursday and Sunday are illustrated in **Exhibits 3 and 4**, respectively. The empirical peak parking demand for Huntington Plaza is 75 spaces on Thursday at 7:00 PM. The peak parking usage is equivalent to 83% of the capacity. The project site has an empirical parking surplus of 15 spaces, as shown in **Table 3**.

Table 3. Empirical Parking Surplus

Huntington Plaza	Parking Spaces	Percentage	Note
Full Capacity	90	100%	
Peak Parking	75	83%	including religious assembly and company vehicles by others at 7 PM Thursday
Empirical Parking Surplus	+15	Religious Services	Thursday 7 PM – 9 PM & Sunday 9 AM – 2 PM

K2 Traffic Engineering, Inc.

SUMMARY

Based on the empirical parking analysis, this study concludes that the Huntington Plaza has provided sufficient parking spaces to accommodate the subject religious assembly of Calvary New Song and all other tenants. The project is not expected to result in parking overflow onto public streets.

Regards,

K2 Traffic Engineering, Inc.



Jende Kay Hsu, T.E.
California License T2285



K2 Traffic Engineering, Inc.

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EXHIBIT 3. PARKING SURVEY - THURSDAY

Huntington Plaza, Duarte

Existing Tenants

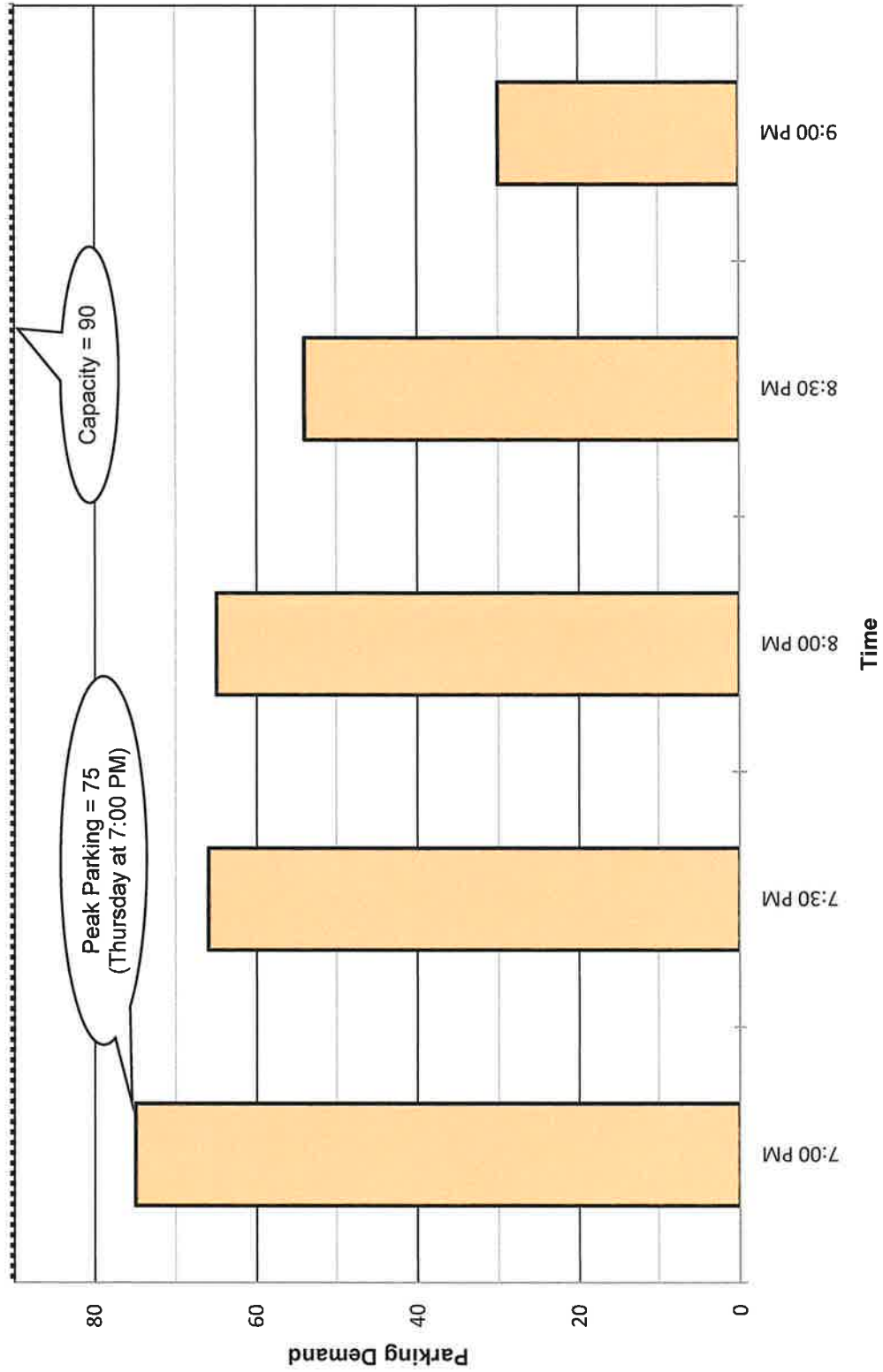
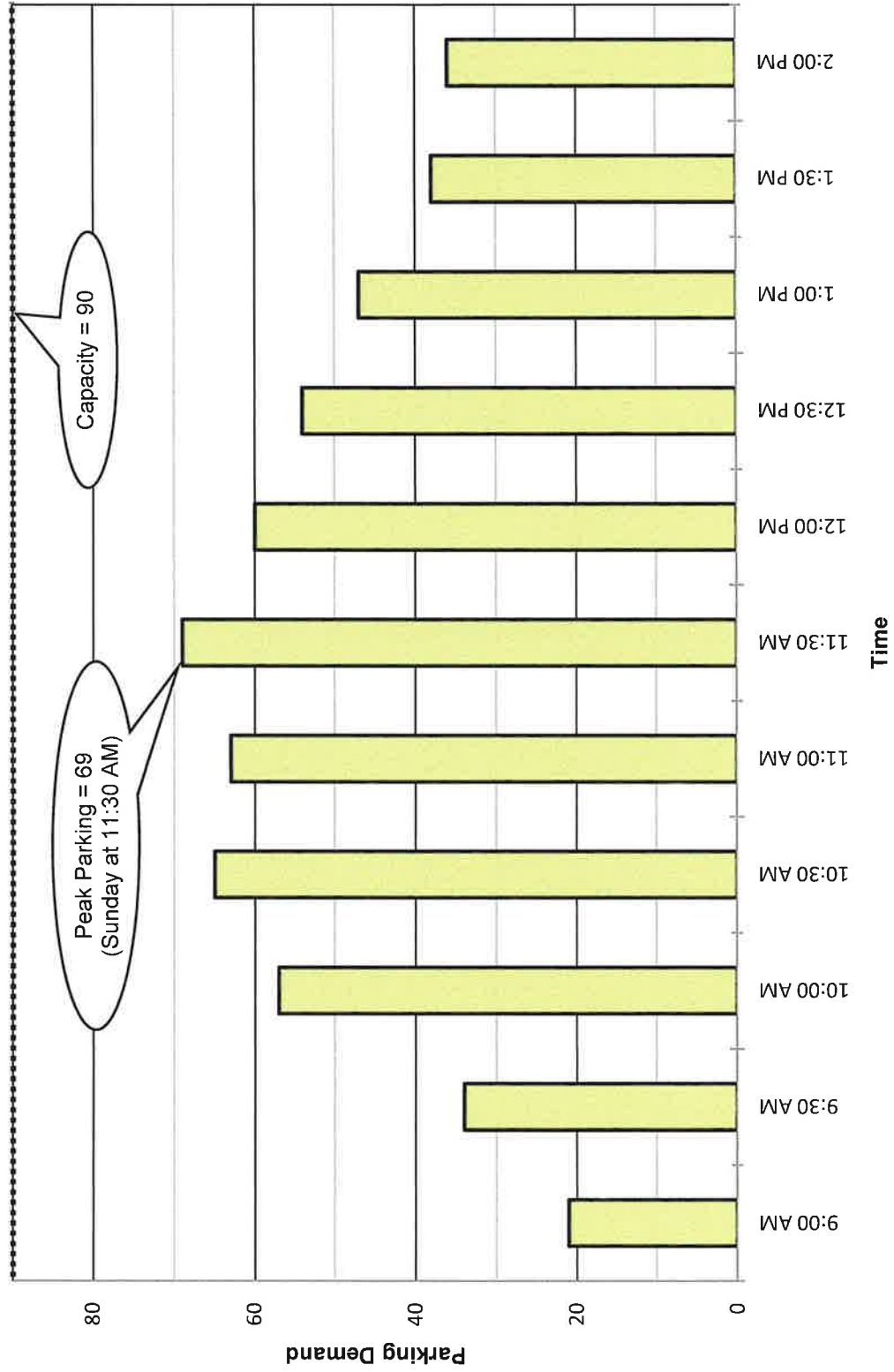


EXHIBIT 4. PARKING SURVEY - SUNDAY

Huntington Plaza, Duarte

K2 Traffic Engineering, Inc.
Survey: 9/22/2024

Existing Tenants



APPENDIX A. PARKING SURVEY - THURSDAY

P6475 - Huntington Plaza Parking Study
 1740 Huntington Dr #301, Duarte

Date 9/19/2024
 Day Thursday
 By Danny C.

Area	General Parking **	20-Min Parking	1-Hour Parking	Total	
Capacity	82	1	7	90	
7:00 PM	67	1	7	75	*
7:30 PM	62	0	4	66	
8:00 PM	60	1	4	65	
8:30 PM	48	1	5	54	
9:00 PM	25	1	4	30	
* Peak parking occurred at 7:00 PM			MAX=	75	83%

** including ADA accessible spaces

Note: Trident Care Diagnostic Laboratories at Unit 203 regularly keeps five to seven company vehicles on-site that have been included in the count data above.

APPENDIX A. PARKING SURVEY - SATURDAY

P6475 - Huntington Plaza Parking Study
1740 Huntington Dr #301, Duarte

Date 9/22/2024

Day Sunday

By Danny C.

Area	General Parking **	20-Min Parking	1-Hour Parking	Total		
Capacity	82	7	1	90		
9:00 AM	19	0	2	21		
9:30 AM	31	0	3	34		
10:00 AM	54	0	3	57		
10:30 AM	64	0	1	65		
11:00 AM	62	0	1	63		
11:30 AM	67	0	2	69	*	
12:00 PM	59	0	1	60		
12:30 PM	53	0	1	54		
1:00 PM	46	0	1	47		
1:30 PM	38	0	0	38		
2:00 PM	36	0	0	36		
* Peak parking occurred at 11:30 AM				MAX =	69	77%

** including ADA accessible spaces

Note: Trident Care Diagnostic Laboratories at Unit 203 regularly keeps five to seven company vehicles on-site that have been included in the count data above.

Exhibit E: Existing Shopping Center Tenant Hours of Operation

Address	Unit	Business Name	Sq. Ft.	Land Use	Business Hours
1750	A	Powerhouse Fitness	2,400	Health/Fitness	M-Th: 5am-10am & 5pm-9pm Friday: 5am-10am & 5pm-7pm Sat: 7:30am-9:30am
	B	Mayflower MMG	2,400	Medical Clinic	Mon-Fri: 9am-5pm
1740	101	VACANT			
	102	VACANT			
	201	Advice Insurance	1,200	Office	Remote
	202	Kim & Sue Salon	1,200	Personal Service	Mon-Sat: 9am-6pm
	203	Trident Care Diagnostics Lab (Mobile X-Ray Imaging)	1,200	Office	24hrs
	204	Botanica Florist	1,200	Retail	M-Fri: 9am-1pm & Sat: 9am-12pm
	205	Virgo Hospice	2,400	Office	M-Fri: 9am-5pm
	301	The Center for Connection & Neurodiversity	2,111	Medical Office	Appointments Only
	302/303	Proposed: Calvary New Song	2,400	Assembly	Thursday: 7pm-9pm Sunday: 9am-2pm
	304	VACANT			
	305	Acupuncture	1,200	Medical Office	M-Fri: 10am-6pm & Sat: 10am-3pm
	306	Villari's Martial Arts	1,200	Health/Fitness	M-Th: 4pm-9pm & Sat: 9am-3pm
	307	Eyelash Salon	1,200	Personal Service	Monday-Saturday: 10am-7pm

	308	Actors Youth Academy	1,200	Personal Service	Wednesday: 3:30pm-7:30pm Sunday: 1:30pm-9pm
	309	Ole Ole Dance + Zumba	1,200	Health/Fitness	M-Wed: 7:30am-10am & 6pm-7:30pm Thursday: 6pm-10pm Friday: 3pm-7pm Saturday: 8am-9:30pm
	310	Admin Office for Calvary New Song	1,200	Office	Monday-Friday: 8am-5pm
	311	Sepulveda Tattoo	1,200	Personal Service	Monday-Sunday: 11am-9pm