

PLANNING COMMISSION STAFF REPORT

APPLICATION: CUP2026-0005

AGENDA ITEM: PH-3

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Associate Planner

MEETING DATE: May 13, 2026

SUBJECT: Conditional Use Permit CUP2026-0005
800 West Chestnut Avenue

REQUEST: Approve a Conditional Use Permit (CUP) for a religious assembly use with ancillary study rooms for a new church (Crosspoint LA) in an existing multi-tenant office building. The subject property is located in the PD-3 (Planned Development – Area 3) zone.

APPLICANT: Patrick Hovsepien (World Vision International) for Crosspoint LA

ENVIRONMENTAL DETERMINATION: Categorical Exemption (Class 1 – Existing Facilities)

BACKGROUND: The Applicant is requesting approval of a Conditional Use Permit (CUP) to allow a religious assembly use with ancillary study rooms for a church known as Crosspoint LA. The subject property is located in Planned Development – Area 3 (PD-3). The proposed church would occupy a newly created commercial tenant suite and use a shared multi-purpose assembly room within an existing multi-tenant office building located at 800 West Chestnut Avenue.

Monrovia Municipal Code (MMC) Section 17.08.010 allows religious assembly uses all zones with approval of either a CUP or Minor CUP, depending on the zoning district and surrounding context. Religious assembly is not specifically listed as a permitted use in PD-3. When a use is not specifically listed in a planned development area, the City evaluates whether the use is comparable to other permitted uses and compatible with surrounding uses. In this case, PD-3 is intended to function as an office/business park environment that is compatible with nearby residential uses. Religious assembly uses in similar office and business park zones require approval of a CUP. For that reason, staff determined that a CUP is the appropriate review process for Crosspoint LA.

SUBJECT PROPERTY: The subject property is located at 800 West Chestnut Avenue, on the south side of West Chestnut Avenue between Monterey and Fifth Avenues. The 210 Foothill Freeway is located directly south and west of the property. According to Los Angeles County Assessor records, the site is 1.76 acres in size and irregular in shape, with approximately 738 feet of frontage along West Chestnut Avenue. The property has a depth of approximately 160 feet on the east side and tapers to a point on the west side.

The subject property and the property to the east, owned by Foothill Unity Center and addressed as 790 West Chestnut Avenue, were previously part of one site owned and operated

by World Vision International. As a result, the two properties retain the appearance and function of a single business park complex. Multi-family residential uses are also located further east within the PD-3 area, and residents from that neighborhood have previously shown interest in site operations within the overall business park complex.

The subject property is designated Planned Development Area 3 (PD-3) in Monrovia's General Plan Land Use Element and Zoning Map. PD-3 encourages a planned office/business park environment with business activities that are compatible with adjacent residential uses. The planned development area also allows planned unit residential development for properties fronting Monterey Avenue.

The subject site is surrounded by the following land designations and uses:

North:

General Plan: Residential High Density
Zoning: RH (Residential High Density)
Land Use: Multi-family Residential

South:

General Plan: Public Right of Way
Zoning: Public Right of Way
Land Use: 210 Foothill Freeway

East:

General Plan: Planned Development – Area 3
Zoning: PD-3 (Planned Development – Area 3)
Land Use: Foothill Unity Center, with multi-family residential uses farther east

West:

General Plan: Public Right of Way
Zoning: Public Right of Way
Land Use: 210 Foothill Freeway

DISCUSSION/ANALYSIS: The subject property was developed in phases by World Vision International during the late 1970s and early 1980s to accommodate its growth and need for additional building space. Over recent years, World Vision's need for office space has decreased. In 2017, the eastern portion of the business park complex, including the office building at 790 West Chestnut Avenue, was sold to Foothill Unity Center, and the property lines were rearranged through Tentative Parcel Map No. 74963. As part of that subdivision, a shared access and parking agreement was recorded between the two property owners.

World Vision's demand for office space continued to decrease during and after the COVID-19 pandemic, leading to the building at 800 West Chestnut Avenue being subdivided into four tenant suites in 2024. World Vision's ground floor tenant suite would now be further subdivided to create a new tenant suite for Crosspoint LA.

Site Plan

As shown in Figure 1, the site is currently developed with two parking lots containing a total of 115 parking spaces and a two-story, 29,646 square-foot multi-tenant office building. The east parking lot contains 55 parking spaces, has one access point from West Chestnut Avenue, and includes two drive aisles that connect to Foothill Unity Center's parking lot. The triangular-



Figure 1. The subject site is bounded by West Chestnut Avenue to the north, the 210 Foothill Freeway to the south and west, and Foothill Unity Center to the east.

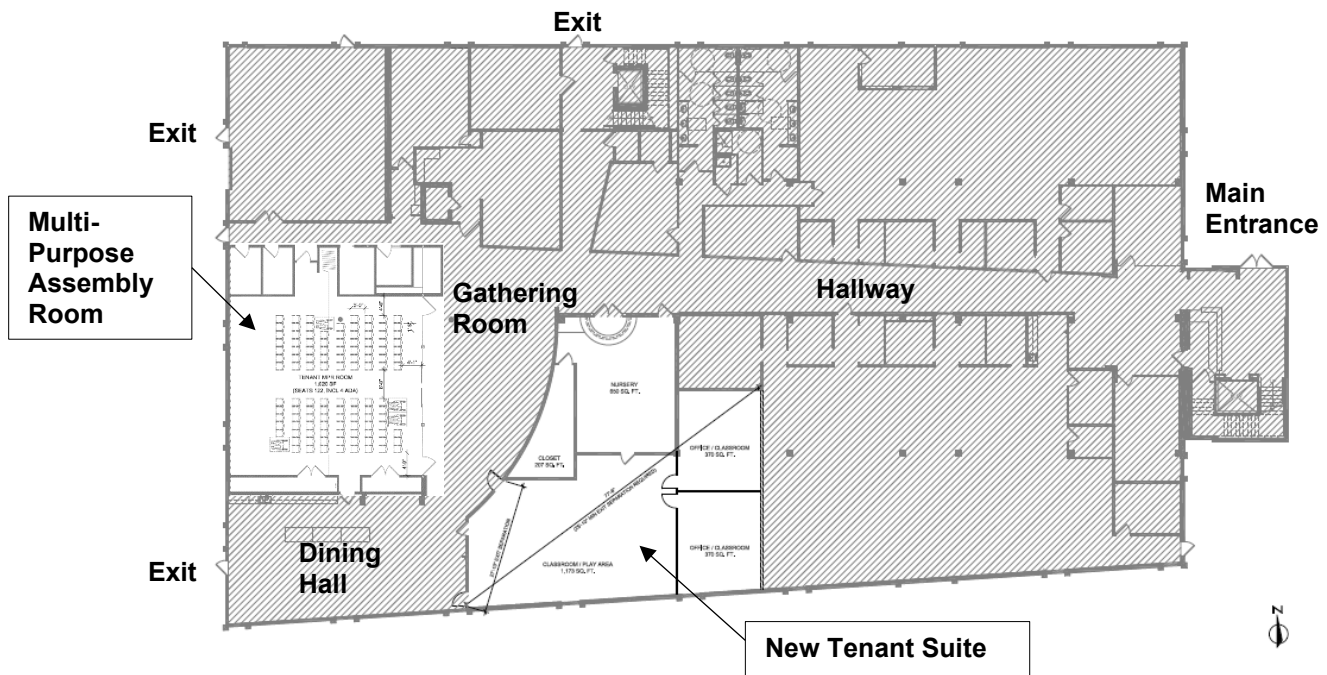
shaped west parking lot contains 60 parking spaces and has two access points from West Chestnut Avenue.

The building's main entrance is located on the east elevation. The building also has two exits leading to the west parking lot and one exit facing West Chestnut Avenue. The site has approximately 738 linear feet of frontage along West Chestnut Avenue. No changes are proposed to the exterior site layout or building design.

Floor Plan

The 29,646 square-foot office building consists of a central hallway that provides access to four tenant suites: two on the ground floor and two on the second floor. In addition, the building contains a large multi-purpose assembly room, dining hall, and gathering room at the western end of the building that are shared by all tenants.

Crosspoint LA proposes to use the 1,620 square-foot multi-purpose assembly room on Sundays for congregation services. Crosspoint LA would also occupy a newly created 2,770



square-foot ground floor tenant suite for ancillary religious assembly activities, including Children's Ministry during Sunday services and a weeknight group Bible study program.

Church Operations

The applicant is proposing to relocate an existing church, Crosspoint LA, from East Pasadena to Monrovia. The church has two primary operations: Sunday services with Children's Ministry, and a weeknight group Bible study program known as AWANA.

Sunday Service and Children's Ministry

Sunday services will be conducted in the existing multi-purpose assembly room. There are two service times, 9:30 a.m. and 11:30 a.m., and each service is approximately one and a half hours long. This allows for a 30-minute gap between services for church members to enter and exit the site.

During weekdays, the multi-purpose assembly room is set up with tables and chairs for use by the building's other tenants. On Sundays, Crosspoint LA will rearrange the seating to accommodate up to 122 attendees at a time. Set up and breakdown for Sunday services will occur between 9:00 a.m. and 2:00 p.m. Any additional religious services, such as baptisms, will occur during the approved Sunday service hours as part of a regular or special service.

Services will occur within the fully enclosed building. The multi-purpose assembly room does not have doors or windows that open directly to the outside. Amplified music may be provided during services; however, Condition No. 10 requires all exterior doors to remain closed during Sunday service times.

While Sunday services are being held, Crosspoint LA's Children's Ministry will conduct Crosspoint Kid's Church and childcare programs within the newly created tenant suite. These programs will provide classroom and indoor play areas for children while parents attend Sunday service. Childcare will be available for toddlers up to five years old, and Kid's Church will be available for children ages five through eight.

AWANA Group Bible Study

The church also proposes to offer a child-focused Bible study program, known as AWANA, on Wednesday evenings from 7:00 p.m. to 8:30 p.m. The program is designed to teach the Bible to children in a deeper way beyond Sunday services. Children will be grouped into four age categories: pre-kindergarten, kindergarten through second grade, third through fifth grade, and sixth through eighth grade. Each group will meet in a small group setting within the new tenant suite.

Children will be dropped off by their parents, who will walk them into the building and check them in at the front desk. Check-in begins around 6:45 p.m., and the program concludes by 8:30 p.m. A total of 25 to 50 children are anticipated to attend the AWANA group Bible study at any one time.

Parking

There are two parking lots on site, one on the east side of the building and one on the west side. The east parking lot contains 55 parking spaces, while the west parking lot contains 60 parking spaces, for a total of 115 on-site parking spaces.

Monrovia Municipal Code (MMC) Section 17.24.060 requires one parking space for every 40 square feet of assembly area when a church utilizes movable chairs. Based on the 1,620 square-foot size of the multi-purpose assembly room, a total of 41 parking spaces are required for Sunday services.

MMC Section 17.24.060 also requires one parking space for every 20 children and one parking space per adult employee for childcare uses. Based on the anticipated attendance for the weeknight group Bible study, a total demand of 11 parking spaces is anticipated for that activity.

A reciprocal access and parking agreement was recorded as a condition of approval of Tentative Parcel Map No. 74963 to ensure that shared ingress, egress, and parking areas continue to be maintained between the two properties. Although parking for the proposed religious assembly use is not expected to extend beyond the subject property, 90 additional parking spaces are available on the adjacent Foothill Unity Center property pursuant to the shared access and parking arrangement.

The three other tenants in the World Vision building generally operate between 8:00 a.m. and 5:30 p.m., Monday through Friday, when the church use would not be active. Foothill Unity Center is also not open during Sunday services or after 5:00 p.m. on weeknights, when the church use would operate. As a result, the proposed church use is not expected to significantly increase traffic or create parking conflicts because it will operate primarily when the other uses in the business park complex are closed.

Data Sheet 1, Condition No. 7 restricts the church's primary operating hours to Sunday services and the weeknight group Bible study to ensure the use remains compatible with the other uses in the business park complex.

Development Review Committee Advisory Review

On April 29, 2026, the Development Review Committee (DRC) conducted an Advisory Review of the proposed request to operate a religious assembly use at 800 West Chestnut Avenue. Staff presented an overview of the site, the existing multi-tenant office building, the shared access and parking arrangement with Foothill Unity Center, the proposed church operations, anticipated parking demand, and recommended conditions of approval. No written or verbal public testimony was provided during the public input portion of the meeting.

The DRC reviewed the proposed operation and conditions and discussed the relationship between the proposed church use and Foothill Unity Center's operations on the adjacent property. The Committee requested that staff confirm Foothill Unity Center's operating hours to ensure that the proposed church use would not conflict with periods of heavy activity on the shared parking areas. Staff confirmed that Foothill Unity Center generally operates during normal weekday business hours and is not expected to conflict with Crosspoint LA's Sunday services or evening group study activities.

Following discussion, the DRC unanimously recommended approval of the request to the Planning Commission.

Conclusion

Religious assembly uses are permitted in comparable office and light manufacturing zones with approval of a Conditional Use Permit. The proposed use would allow an existing multi-tenant office building to be occupied during days and times that generally do not overlap with the

building's other tenants or Foothill Unity Center's operations. The religious assembly use is limited in scale, both in its operational characteristics and physical footprint, and all activities will occur within a fully enclosed building. The proposed conditions of approval will ensure that the use remains compatible with neighboring properties and does not create adverse impacts related to parking, traffic, noise, or site operations.

RECOMMENDATION: Staff recommends approval of Conditional Use Permit CUP2026-0005. If the Planning Commission concurs with this recommendation, then, following the public hearing, the adoption of the following resolution is appropriate:

The Planning Commission of the City of Monrovia hereby finds, determines and resolves as follows:

1. Pursuant to the California Environmental Quality Act ("CEQA") and the State and City's local CEQA Guidelines, the Planning Commission, in the exercise of its independent judgment, finds that CUP2026-0005 is categorically exempt from CEQA under Class 1, Existing Facilities, pursuant to CEQA Guidelines Section 15301. Class 1 consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures involving negligible or no expansion of existing or former use.
2. The Planning Commission finds that the custodian of records for all other materials that constitute the record of proceedings upon which this decision is based is the Planning Division Manager. Those documents are available for public review in the Planning Division located at 415 South Ivy Avenue, Monrovia, California 91016.
3. The Planning Commission in the exercise of its independent judgment hereby makes the findings listed on attached Data Sheet No. 3 for CUP2026-0005, which are incorporated herein by this reference.
4. The Planning Commission approves CUP2026-0005, subject to the attached Planning Conditions on Data Sheet No. 1 and recommendations in the Staff Report, all of which are incorporated herein by this reference.

MOTION:

Approve Conditional Use Permit CUP2026-0005 with the conditions as presented in the Staff Report.

**Conditional Use Permit CUP2026-0005
Religious Assembly Use and Ancillary
Group Study**

800 West Chestnut Avenue

Development of the subject property and operations on the site must remain in substantial conformance at all times with the request and application forms and plans submitted by the applicant for CUP2026-0005, allowing a religious assembly use and ancillary religious education/study activities for Crosspoint LA in an existing 29,646 gross square foot multi-tenant office building with 115 parking spaces submitted by the applicant, as approved by the Planning Commission and placed on file in the office of the Planning Division, except as modified by the conditions imposed by the Planning Commission and by subsequent modifications determined by the Planning Division Manager to be in substantial compliance with the conditions of approval. The term "Applicant" as used herein shall include the applicant, the property owner, any manager or operator of the business and all successors in interest to these individuals or entities.

DEVELOPMENT STANDARDS

1. The approved floor plan and parking lot plan is an integral part of the decision approving Conditional Use Permit CUP2026-0005. There shall be no change in the design of the floor plan without the approval of the Planning Division. Any change in the approved floor plan which has the effect of expanding or intensifying the use shall require an amendment to the Conditional Use Permit.

Sunday Service Assembly Area

Total Assembly Area – 1,620 square feet

Ancillary Religious Education/Study Area

Tenant Suite / Children's Ministry / Group Study – 2,770 square feet

2. The maximum capacity of the Sunday service assembly area shall not exceed 122 seats at any one time, and in no case shall occupancy exceed the approved occupant load as determined by the Building Division. The seating limit has been established to reduce potential parking overflow impacts to neighboring residential properties and to ensure compliance with Building and Fire Code egress requirements. Any increase in seating capacity shall require review and approval by the Development Review Committee (DRC), based on demonstrated parking availability and compliance with applicable Building and Fire Code requirements.

The DRC may refer the matter to the Planning Commission, in which case no change in seating capacity shall occur without Planning Commission approval.

BUSINESS OPERATION

3. All activities shall be conducted entirely within an enclosed building. No outdoor services, outdoor amplified sound, outdoor programming, or exterior speakers shall be permitted.
4. All supplies, products, materials, and equipment shall be stored within the building. Outdoor storage of supplies, products, materials, and equipment is prohibited.
5. The Applicant/operator shall be responsible for maintaining orderly operations during all service times, including monitoring parking areas and building entrances to promote attendee safety and discourage loitering or unauthorized activity. A security plan shall be submitted to the Chief of Police for review and approval prior to commencement of the use. The security plan shall address site monitoring, lighting, access control, emergency contacts, and any other measures deemed necessary by the Police Department, which may include security personnel and/or recorded video surveillance.
6. The Applicant/operator shall maintain and provide to the Monrovia Police Department and Planning Division a current list of property managers and church leaders with authority and responsibility to maintain order during church operations, including current phone numbers.
7. Hours of operation shall be limited to Sunday services and related setup/breakdown between 9:00 a.m. and 2:00 p.m.; and ancillary group meetings Monday through Friday between 7:00 p.m. and 8:30 p.m. Before any change is made in these hours of operation, approval by the Development Review Committee (DRC) shall be obtained by Applicant. Alternatively, the DRC may refer the matter to the Planning Commission for its review, in which case no change in the hours of operation shall be made without Planning Commission approval.
8. A Special Event Permit shall be obtained from the City, in accordance with City requirements, prior to any event that would intensify the use authorized by CUP2026-0005, including events that exceed approved hours, seating capacity, outdoor activity limitations, or parking assumptions. The application request shall identify the type and hours of the special event, the expected number of attendees, event seating floor plan, and security measures proposed.
9. Classroom, childcare, and children's ministry activities shall be limited to periods concurrent with approved service times or approved group study hours. No daycare, preschool, or independent weekday educational use shall be permitted unless separately reviewed and approved by the City.
10. The use shall comply with the City's noise standards at all times. Amplified sound shall not be audible beyond the property line at levels that create a disturbance to

adjacent uses. All exterior doors shall remain closed during Sunday services and any other activity involving amplified sound.

PARKING

11. Applicant shall provide 41 parking spaces to support the Sunday service use.
12. All parking spaces that are provided as part of the project shall be clearly marked by 2" wide pavement paint or alternate method if approved by the Development Review Committee. Double striping shall be used for delineating all parking spaces so as to provide a minimum parking area of 8'-6" in width by 18' in depth (see details in MMC §17.24.120).
13. Adequate wheel stops or a concrete curb not less than six inches high shall be installed and maintained as a safeguard to abutting property. The barrier shall be at least three feet from any property line, but in no case shall it be less than necessary to meet the intent of MMC §17.24.060 through §17.24.120.
14. The use approved herein shall comply with all applicable conditions of approval associated with Tentative Parcel Map No. 74963, including but not limited to the recorded reciprocal access and parking agreement (Agreement) governing the properties located at 790 and 800 West Chestnut Avenue (APNs 8506-031-026, -027, -028, and 8506-032-024).

The approved religious assembly use shall not alter, invalidate, or otherwise interfere with the terms of the recorded Agreement. All required parking for the use shall be fully accommodated on-site, either within the subject property or through the shared parking provisions established under the Agreement, to the satisfaction of the Planning Division.

15. The Applicant/operator shall direct attendees to park on site and shall actively discourage attendees from parking along Monterey Avenue or adjacent residential streets. The Applicant/operator shall be responsible for notifying attendees of this requirement through regular communication, signage, website information, or other appropriate methods. In the event a violation of this condition is verified as valid by the Police Department, Code Enforcement, or other City department, the review may be conducted by the DRC, and the DRC may recommend that the Planning Commission modify the CUP. The Planning Commission may modify the CUP based upon a finding that those identified problems exist, by requiring additional or amended conditions as determined necessary by the Planning Commission, or the Planning Commission may take any other action pursuant to the Monrovia Municipal Code, including without limitation, revocation of this CUP.
16. The Applicant/operator shall provide on-site parking attendants and temporary directional signage during Sunday services and other peak activities, as determined necessary by the Planning Division, to ensure that attendees utilize designated on-site parking areas and do not park in adjacent residential neighborhoods. In the event of verified parking-related complaints, the Planning

Division may require the submittal and implementation of a Parking Management Plan.

17. The Applicant/operator shall manage arrival and departure of attendees to minimize congestion and ensure safe circulation within the site. No queuing or blockage of drive aisles or access points shall occur.

GENERAL REQUIREMENTS

18. Any violation of these conditions of approval or the Monrovia Municipal Code may be subject to the Administrative Fine Ordinance, other available remedies and/or revocation or modification of this permit at the discretion of the City Attorney and City Prosecutor.
19. In addition to Planning (Data Sheet No. 1), the Applicant shall also comply with all requirements of the Monrovia Municipal Code, Building Division, Police Department and Fire Department that are directly applicable to the project.
20. This CUP may be called for review, including modification or revocation, at any time by City Staff, the City Council, or Planning Commission if a violation of the approved conditions or the Monrovia Municipal Code (MMC) is alleged, or if it is alleged that the establishment, or its attendees, are creating a public nuisance, and such violation or public nuisance is verified as valid by the Police Department, Code Enforcement, or other City department. In addition to any other remedy available to the City, security measures may be required such as adding an employee to monitor the area where problems are occurring.
21. Indemnification. As a condition of approval, Applicant agrees to defend, indemnify, protect and hold harmless City, its officers, officials, employees, agents and volunteers from and against any and all claims, actions, or proceeding against the City, its officers, officials, employees, agents and/or volunteers to attack, set aside, void or annul, an approval of the City, Planning Commission or City Council concerning this permit and the project. Such indemnification shall include damages, judgments, settlements, penalties, fines, defensive costs or expenses, including, but not limited to, interest, attorneys' fees and expert witness fees, or liability of any kind related to or arising from such claim, action, or proceeding. The City shall promptly notify the Applicant of any claim, action, or proceeding. Nothing contained herein shall prohibit City from participating in a defense of any claim, action or proceeding. The City shall have the option of coordinating the defense, including, but not limited to, choosing counsel for the defense at Applicant's expense.
22. The Applicant shall, within 30 days after approval by the Planning Commission, submit to the Community Development Department his/her written consent to all of the conditions of approval contained in Data Sheet Number 1. This CUP shall be void and of no force or effect unless such written consent is submitted to the City within the 30 day period.

23. CUP2026-0005 may be called for review at any time by City staff, the Development Review Committee, the Planning Commission, or the City Council, if the business is creating adverse impacts, such as, but not limited to, policing and security concerns, parking overflow and noise to the surrounding properties. In addition to any other remedy available to the City, additional or modified conditions may be required such as modification of the hours of operation, providing parking attendant coverage and/or securing additional parking offsite to mitigate any adverse impacts and to address the area where problems are occurring.
24. The Development Review Committee shall review the use permitted by this CUP six months from the date the use commences. The review shall focus on compliance with the conditions of approval related to any impacts to the surrounding properties. Additionally, residents within a 300 foot radius of the site shall receive a notice in the mail prior to the review so as to notify them of the opportunity to provide comments.
25. The use or development associated with this CUP shall begin within one (1) year after its approval or it will expire without further action by the City.
26. All of the above conditions shall be complied with prior to commencement of the operation, unless an earlier compliance period is specified as part of a condition.

BUILDING DIVISION AND FIRE DEPARTMENT

27. New demising walls shall require an architectural plan and permit. The plan shall show means of egress for all affected areas.
28. Any modifications to the fire sprinkler system shall require a separate plan and permit.
29. The Applicant shall identify the occupancy classification for all proposed classroom and assembly areas in accordance with the California Building Code (CBC). A detailed occupant load calculation for each space shall be provided on the plans submitted for plan check review, subject to the satisfaction of the Building Division.
30. Detailed plans for all assembly areas, including classrooms and any assembly hall, shall be submitted for review and approval by the Building Division. Plans shall demonstrate compliance with CBC requirements, including seating layout, aisle widths, occupant load, and clearly defined paths of travel leading directly to exits discharging to the exterior. Plans shall also identify whether a stage is proposed as part of the assembly area.
31. All exit doors serving classroom and assembly areas shall be equipped with panic hardware in accordance with CBC requirements. Exit signage shall be installed as required to clearly identify all paths of egress. Maximum occupant load signage shall be posted in all applicable rooms. Where non-fixed seating is utilized, chairs shall be interlocked in compliance with CBC requirements.

32. The Applicant shall demonstrate that the proposed assembly and classroom areas comply with CBC occupancy provisions. If the assembly use constitutes less than ten (10) percent of the floor area of the story, it may be classified as an accessory occupancy. If the assembly use exceeds this threshold, the building shall be evaluated and designed to comply with mixed occupancy requirements under the CBC, subject to review and approval by the Building Division.
33. The Applicant shall submit complete construction documents, including framing details for all new or modified walls, for review and approval by the Building Division prior to the issuance of building permits.
34. The project shall comply with all applicable accessibility requirements of the California Building Code. Plans submitted for plan check shall demonstrate compliant restroom clearances and accessibility features, as well as an accessible path of travel from designated accessible parking spaces to all altered areas, including assembly and classroom spaces, subject to review and approval by the Building Division.

DRAFT

CONDITIONAL USE PERMIT (RELIGIOUS ASSEMBLY SERVICE)

As required by Section 17.52.290 of the Monrovia Municipal Code (MMC), the decision to grant CUP2026-0005 to allow a religious assembly use with ancillary religious education/study activities for a new church located at 800 West Chestnut Avenue is based on the following findings:

- A. The subject site is adequate in size, shape and topography for the proposed religious assembly use and ancillary study rooms.

The property has an area of 1.76 acres, or approximately 77,007 square feet. The site is relatively flat and is improved with an existing 29,646 square-foot multi-tenant office building. The proposed religious assembly use will occupy a 2,770 square-foot tenant suite on the ground floor for ancillary religious education/study activities and will use an additional 1,620 square-foot multi-purpose assembly room on Sundays for worship services. The use will occur entirely within existing building floor area and will not add any new floor area to the building. Therefore, the site is adequate in size, shape, and topography to accommodate the proposed religious assembly use and ancillary religious education/study activities in conjunction with the existing office uses.

- B. The site has sufficient access to streets and highways, adequate in width and pavement type to carry the quantity and quality of traffic generated by the proposed use.

The project site is located on the 800 block of West Chestnut Avenue and is bounded by West Chestnut Avenue to the north and the 210 Foothill Freeway to the south and west. The site is served by two parking lots with a total of three driveway approaches from West Chestnut Avenue. The addition of the religious assembly use with ancillary religious education/study activities is not expected to significantly increase traffic because the primary operations will occur on Sundays and weeknight evenings, when the other tenants in the building and Foothill Unity Center are generally closed.

The site is improved with two parking lots providing a total of 115 on-site parking spaces. A recorded reciprocal access and parking agreement is also in place with the neighboring property at 790 West Chestnut Avenue, which provides shared access and an additional 90 parking spaces within the larger business park complex.

- C. The proposed religious assembly use with ancillary study groups is compatible with the General Plan and any applicable specific plan and will not adversely impact the objectives of the General Plan and any applicable specific plan.

The proposed religious assembly use with ancillary religious education/study activities is consistent with Land Use Element Goal 6 of the General Plan, which seeks to minimize land use conflicts and reduce potential noise impacts to residential areas. The subject property is located within Planned Development Area 3 (PD-3), which is intended to support an office/business park environment with uses that are compatible with nearby residential properties.

The proposed use will operate entirely within an enclosed building and will be limited to two Sunday services between 9:00 a.m. and 2:00 p.m., and weeknight group meetings beginning at 7:00 p.m. These operating hours generally occur when the other tenants in the building and Foothill Unity Center are closed, reducing the potential for parking, traffic, and operational conflicts. Conditions of approval also require all activities to occur indoors, exterior doors to remain closed during Sunday services, and the use to comply with applicable parking and operational requirements.

- D. That the religious assembly use with ancillary study groups will comply with the applicable provisions of the zoning ordinance, except for approved variances.

The proposed religious assembly use with ancillary religious education/study activities will comply with the applicable provisions of the zoning ordinance. Religious assembly uses are allowed in all zones subject to approval of either a Conditional Use Permit or Minor Conditional Use Permit, depending on the zoning district and surrounding context. Religious assembly is not specifically listed as a permitted use in Planned Development Area 3 (PD-3); therefore, staff evaluated the proposed use based on the intent of PD-3 and comparable zoning districts.

PD-3 is intended to function as an office/business park environment that is compatible with nearby residential uses. Religious assembly uses in comparable office and business park zones, including the BE (Business Enterprise) and O/RD/LM (Office/Research & Development/Light Manufacturing) zones, require approval of a Conditional Use Permit. Conditions of Approval, including Conditions No. 10 and No. 16, will ensure that the religious assembly use will not create noise or parking impacts for nearby residential uses. Noise will be limited by requiring all activities to occur indoors and all exterior doors to remain closed during religious assembly operations. The parking demand for the use will be accommodated by the 115 available on-site parking spaces, and temporary signs and parking attendants will help guide attendees to parking in the two parking lots.

- E. The location of the use and the conditions under which it will be operated or maintained will not be detrimental to the public health, safety, or welfare, or materially injurious to properties or improvements in the vicinity.

The applicant is subject to the Conditions of Approval included in Data Sheet 1, which are designed to address potential impacts associated with the religious assembly use and ancillary religious education/study activities. These conditions limit seating capacity to 122 attendees at one time, restrict hours of operation to

avoid conflicts with other tenants and adjacent uses, prohibit outdoor operations, require compliance with parking requirements, and provide for early and ongoing City review of the use.

Additional conditions allow the City to require corrective measures or review of the CUP if adverse impacts related to public health, safety, or welfare occur. With these conditions, the proposed use will operate in a manner that is compatible with surrounding properties and will not be detrimental to the public health, safety, or welfare, or materially injurious to properties or improvements in the vicinity. The use will also provide an opportunity for spiritual, educational, and community-oriented activities in Monrovia.

ATTACHMENT A

800 West Chestnut Avenue

Crosspoint LA – Operation Statement

Religious Assembly Use – Statement of Operations

Project Address: 800 W Chestnut Ave, Monrovia, CA

Property Owner: World Vision International

Proposed Tenant: Crosspoint LA

Use: Religious Assembly

1. Project Summary

This Statement of Operations describes a low-intensity religious assembly use within an existing, fully improved commercial office building owned by World Vision International.

The proposed use is limited in scope, operates exclusively during non-business hours, and is designed to be fully compatible with existing office tenants and surrounding uses.

No structural modifications or changes to the building are required, and all activities will occur within existing compliant interior spaces.

2. Hours of Operation

- **Wednesdays:** After 7:00 PM – 8:30 PM
- **Sundays:** 9:00 AM – 2:00 PM
- **Weekday Daytime:** No operations

All activities occur outside of standard business hours to avoid overlap with existing tenant operations.

3. Service Schedule & Attendance

Two Sunday services are conducted:

- **9:30 AM Service** (~75 attendees average) (Length of Service ~1.5 hour)
- **11:30 AM Service** (~75 attendees average) (Length of Service ~1.5 hour)

Services are intentionally staggered to allow for orderly arrival and departure, supporting parking turnover and minimizing site congestion.

The meeting room has a **maximum capacity of 128 seats**; however, typical attendance remains **well below this capacity**, ensuring a comfortable environment and minimizing operational impacts.

Attendance levels may vary, with occasional increases during major holidays; however, operations remain consistent in format and duration.

No additional large group events like weddings, funerals, baptisms, etc. are planned outside of normal Sunday service hours.

Standard band, all indoors, piano, acoustic guitar, Cajon, etc.

4. Parking Analysis

The site provides approximately **115 on-site parking spaces** across two surface parking areas.

- **Estimated demand per service:** 20–40 spaces
- **Available supply:** Significantly exceeds anticipated demand

Due to staggered services and off-peak scheduling, parking utilization is expected to remain well within available capacity at all times.

Even at full meeting room capacity (128 seats), available on-site parking remains sufficient to accommodate demand.

5. Traffic & Circulation

The proposed use is expected to generate **minimal traffic impacts** due to its limited schedule and off-peak timing.

- Activities occur primarily on **Sunday mornings and weekday evenings**, outside of typical weekday peak traffic hours
- Arrival and departure patterns are **staggered between two services**, reducing concentrated traffic flow
- The site is located along established roadways designed to accommodate commercial traffic volumes

The property includes **both west and east parking areas**, which allows for **distributed vehicle access and dispersal**, further reducing the potential for congestion at any single entry or exit point.

Based on the anticipated attendance and service structure, traffic generated by the use is expected to be **significantly less than typical office peak-hour traffic** associated with the building.

No adverse impacts to surrounding streets or intersections are anticipated. No modifications to existing access points, circulation patterns, or roadway infrastructure are required.

There will be both signs and people to guide service attendees to park on site.

6. Compatibility with Existing Uses

The proposed use is designed to operate harmoniously within the existing office environment:

- Activities occur **outside standard business hours**
- No disruption to existing tenants is anticipated
- No changes to circulation, access, or building operations
- The proposed use represents a lower-intensity operational profile compared to traditional weekday office occupancy.

This use is consistent with other assembly-type uses that have successfully operated within commercial office settings under similar conditions.

7. Ministries

Children's Ministry

Limited classroom use is provided for children's ministry **only during scheduled service times.**

- No weekday school, daycare, or extended childcare operations
- No independent classroom use outside of services
- Sunday at 9:30 AM: Childcare through age 5. The nursery at Crosspoint is clean, safe, and well staffed. It is a place our little ones can play and rest while parents grow in God's Word. Check in starts at 9:15 am. In Crosspoint Kids' church, this time is both fun and practical as children learn to love and follow God. Each Sunday, with the help of games, crafts, and loving teachers, there is an exciting class that will build your child's faith.
- Sunday at 11:30 AM: Childcare & Children's Church through 4th grade. Check in starts at 11:15 am.

Awana

In AWANA, our goal is to teach children God's Word at their age level. This program takes the Bible to kids in a way that goes beyond just simple stories, and it allows and encourages all students to really dive into the Word to learn and understand. By committing verses to memory, the children will have an easier time hiding God's Word in their hearts in ways that can positively effect them now and in the future.

- Wednesday at 7:00 PM – 8:30 PM (check-in starts at 6:45 PM)
- Cubbies: 3-4/Pre-K
- Sparks: K-2nd
- Truth and Training (T&T): 3rd-5th
- Trek: 6th - 8th

8. Noise and Operational Impact

All activities are conducted **entirely indoors** within an enclosed building environment.

The building provides substantial sound attenuation typical of commercial construction, and no exterior amplification or outdoor activities are proposed.

Operational impacts to adjacent properties are expected to be minimal.

9. Building Compliance

The building is fully compliant with applicable codes, including:

- **ADA accessibility requirements**
- **Fire and life safety standards**

No additional improvements or modifications are required to accommodate the proposed use.

10. Community & Economic Benefit

The proposed use supports the efficient utilization of an existing commercial building during otherwise inactive periods, contributing to the overall vitality of the area.

As a nonprofit, community-oriented organization, Crosspoint LA provides social, relational, and service-based benefits that extend beyond its immediate operations.

The use may also generate modest indirect economic activity by supporting nearby local businesses during and after service times, while maintaining a low-impact operational footprint.

Overall, the proposal reflects a balanced approach to community engagement, responsible property stewardship, and compatible land use.

11. Conclusion

The proposed religious assembly use represents a **low-impact, well-managed operation** that:

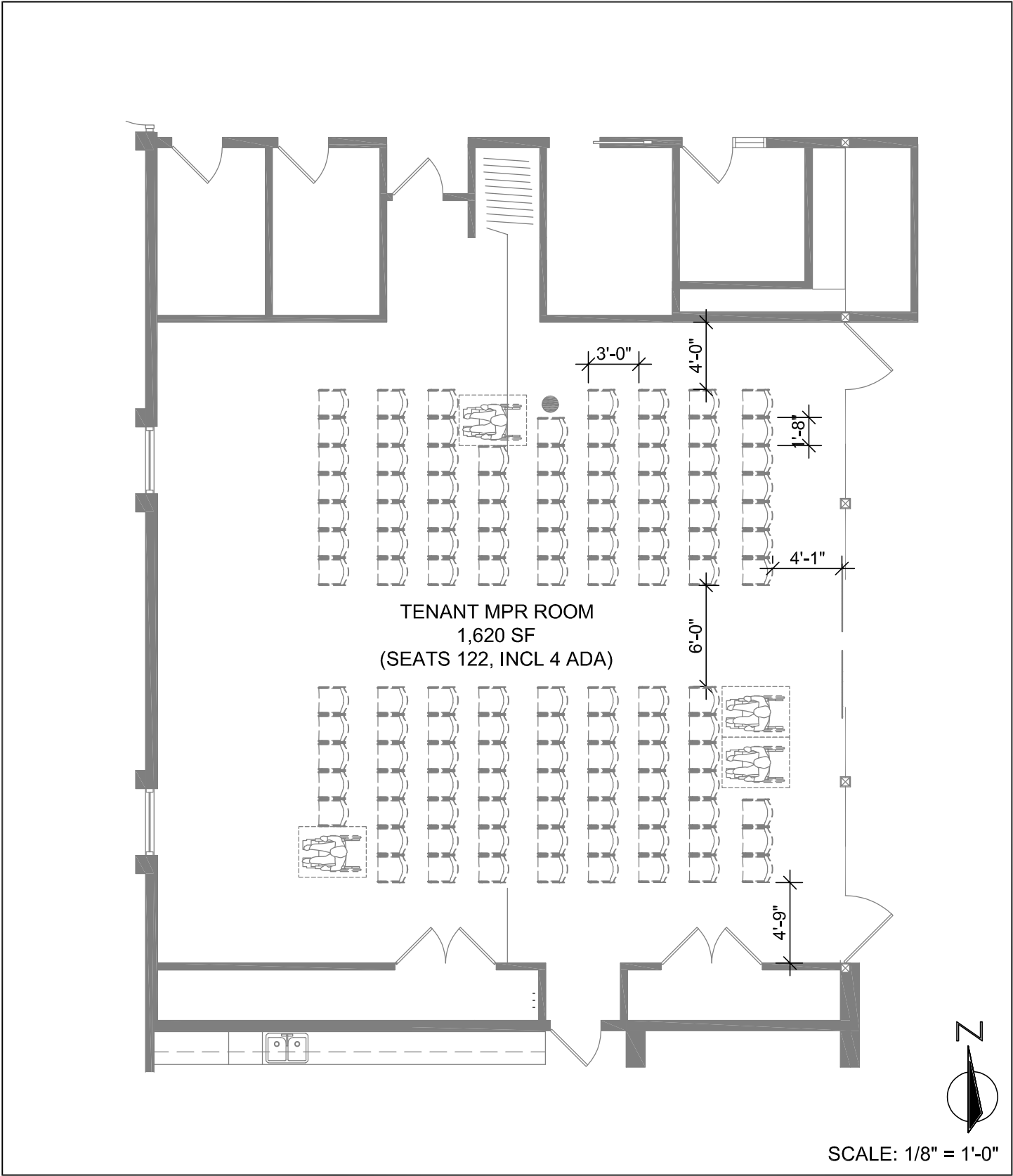
- Utilizes an existing compliant facility
- Operates during off-peak hours
- Provides ample on-site parking
- Maintains full compatibility with surrounding uses

This proposal aligns with the operational characteristics of the site and supports efficient use of existing space without introducing adverse impacts.

ATTACHMENT B

800 West Chestnut Avenue

Crosspoint LA – Floor Plan and Seating Plan



CROSSPOINT BAPTIST CHURCH OF PASADENA
 800 W. CHESTNUT AVE.
 MONROVIA, CA 91016

MPR SEAT LAYOUT

SK-1

DRAWN: DM
 ISSUE DATE: 04.30.26
 PROJECT NO: 4449

