

RECEIVED

JUN 20 2019

CITY OF HIGHLAND

**Highland Lighthouse Church Inc.**  
27194 Baseline Street, Ste. D

We are a new start up church with deep roots and a history in the City of Highland. It is our desire to be able to gather and hold services in Suite D of Highland Civic Plaza at the above mentioned address. We are a non-profit religious corporation organized under the Nonprofit Religious Corporation Law for religious purposes within the meaning of Section 501(c)(3), of the Internal Revenue Code. We are properly insured for liability and are compliant with existing fire safety code.

We have secured a three year lease with Unique Investors Group, Inc. (AKA Highland Civic Plaza) for the purposes of having a place to gather, worship, teach and preach the gospel. We have found the location, the size of the premises and the surrounding conditions to be ideal for our stated purpose. We feel we will be able to contribute positively to the center and the surrounding community without interfering and or adversely affecting the existing business establishments and or environment.

Additionally, our presence provides a fuller look to the civic center and helps reduce the number of empty business suites that contribute to the appearance of unoccupied spaces that in turn attract drifters. Since we will not be using the premises during regular business hours on weekdays, the neighboring business stores, in the plaza, can enjoy full use of all parking premises for themselves and their customers as needed. Our only daytime service will be on Sundays in which business services have been historically low and or closed.

**Operational Description**

Our planned services are as follows:

- Sunday Morning Services 11 a.m. to 1 p.m.
- Tuesday Evening Prayer/Bible Study 7 p.m. to 9 p.m.
- Wednesday Midweek Bible Study Services 7 p.m. to 9 p.m.

In addition, we would make occasional use of the premises on the following days and hours:

- Monday Night Prayer 7:30 p.m. to 8:30 p.m.
- Thursday Night Musician/Singers Practice 7:30 p.m. to 8:30 p.m.
- Friday Night Bible Study Gathering 7 p.m. to 8:30 p.m.
- Sunday Evening Service 6:30 p.m. to 8 p.m.

**Parking Requirement**

The Highland Civic Plaza has 40 parking spaces and the City requires parking needs for a church or auditorium at 1 parking space for every 80 square feet of auditorium space. The suite we currently occupy has 1,856 sq. ft. with only 1,670 sq. ft. available for auditorium use. Based on the recommended parking spaces of our auditorium space, we will need 21 parking spaces.

$$1,670 \text{ sq. ft.} / 80 \text{ sq. ft.} = 20.8 \text{ spaces required}$$

Highland Lighthouse Church Inc.  
27194 Baseline Street Ste. D  
(909) 965-HOPE  
Office@highlandlighthousechurch.com  
www.highlandlighthousechurch.com

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CITY OF HIGHLAND

To: City of Highland – Planning Department  
27215 Baseline Street Highland, CA 92346  
Regarding: Conditional Use Permit

Dear Planning Department,

Please accept this letter as a request for a conditional use permit to have church services at the following location: 27194 Baseline Street, Suite D, Highland, CA 92346. We seek to be able to have a place of worship, teach and preach the gospel to all people.

We are a new start up church with deep roots and a history in the city of Highland. It is our desire to be able to gather and hold services at the above mentioned address. We are a non-profit religious corporation (not for private gain or profit of any person) organized under the Nonprofit Religious Corporation Law for religious purposes within the meaning of Section 501(c)(3), of the Internal Revenue Code. We are properly insured for liability and are compliant with existing fire safety code.

We have secured a three year lease with Unique Investors Group, Inc. (AKA Highland Civic Plaza) at the above mentioned address for the purposes of having a place to gather, worship, teach and preach the gospel. We have found the location, the size of the premises and the surrounding conditions to be ideal for our stated purpose. We feel we will be able to contribute positively to the civic center and the surrounding community so as to not interfere and or adversely affect the business establishments and or environment.

P.O. Box 1403      27194 Baseline Street Ste. D  
Highland, CA 92346      Highland, CA 92346

Additionally, our presence provides a fuller look to the civic center and helps reduce the number of empty business suites that contribute to the appearance of unoccupied spaces that in turn attract drifters. Since we will not be using the premises on weekdays during regular business hours, our business stores in the plaza can enjoy full use of all parking premises for themselves and their customers as needed. Our only daytime service will be on Sundays in which business services have been historically low and or closed.

### **Current Church Membership**

We currently have 12 active members in our church. My family consist of eight members and we utilize three vehicles. Another family of three utilizes one vehicle and one other member utilizes her own vehicle. We do anticipate occasional visitors, some of which may utilizing public transportation systems such as Lyft and or Omnitrans. The current parking needs of the church is therefore low as we are not a high traffic church.

2

### **Operational Description**

Our planned services are as follows:

- Tuesday Evening Prayer/Bible Study 7p.m. to 9p.m.
- Wednesday Midweek Bible Study Services 7p.m. to 9p.m.
- Sunday Morning Services 11a.m. to 1p.m.

In addition to the above we would make occasional use of the following days and hours:

- Monday Night Prayer 7:30p.m. to 8:30p.m.
- Thursday Night Musician/Singers Practice 7:30p.m. to 8:30p.m.
- Friday Night Bible Study Gathering 7p.m to 8:30p.m.
- Sunday Evening Service 6:30p.m. to 8p.m.

### **Parking Plan**

We do not anticipate negatively impacting the current parking needs of the Highland Civic Plaza as the current parking spaces are sufficient to accommodate our church and neighboring business needs. As noted above, our services will be held in the evening time when three of the four businesses will be closed thereby reducing the concerns to there being insufficient parkings spaces for use.

Currently, there are four other businesses that occupy the other existing suites: Metro PCS (closes at 7:30p.m Monday through Friday, Saturday at 7p.m. and Sundays at 5p.m.), Hair Oasis (weekday by apointment only and closed on Sundays), Luxery Nails and Spa (weekdays closes at 7p.m. and Sundays at 4p.m.), Little Ceasar's Pizza (operates daily, closing alternate days at 10p.m .and 11p.m), and one suite is currently empty (please see attached pictures, Exhibit A attached herein).

Based on the city's recommended parking needs for a church auditorium (1 parking space for every 80 square feet for auditorium space), the current parking spaces available at the Highland Civic Plaza (40 spaces), are more than enough to meet and accommodate our needs. The square footage we currently occupy is 1856 sq.ft. This square footage includes bathroom space and the exit space area (two bathrooms totaling 90 square feet and the exit area in the back totaling 96 square feet) not used as auditorium space. This leaves 1670sq.ft. for auditorium use to include instrument space, pulpit space, etc. Based on the recommended parking spaces for our size auditorium, we only need 20.8 parking spaces.

Our current lease specifies we are entitled to use all available parking spaces in the plaza (currently 40), which will be more than sufficient to meet the number of spaces required based on the recommeded parking spaces for our size auditorium.

### **Site Plan**

The storefront is located at the Highland Civic Plaza at 27194 Baseline Street Suite D Highland, CA 92346 (Exhibit B shows an aerial view of the location).

Please see the site plan which outlines the dimensions of the unit (Exhibit C dimensions of the site).

Please see our church layout (Exhibit D, pictures included). Our current site plan accommodates the need for our size church and allows room for visitors without crowding.

Note: There will be no choir seating in stage area. Stage area is only for instrument players, ministers.

### **Letter to current businesses in existing complex**

We provided a letter to our neighboring businesses regarding our intent to hold services and use the space for assembly/worship services. The letter sent to business owners in the complex is included herein. Please note that two of the four businesses (Metro PCS and Hair Oasis) were in agreement of our space for assembly/worship services. Two of the business owners (Luxery Nails and Spa and Little Ceasers Pizza) did not reply but were delivered the same letter.

4

### **Proposed Identification Sign**

We do not anticipate having a mounted sign right away. We will post a small painted sign on the door and window of the unit similar to the church sign on this letterhead.



It is our sincere desire that you will find the information provided sufficient to allow you to make a positive determination in granting us a conditional use permit. If there is a need for additional information, please do not hesitate to contact me as we are more than willing to comply and meet your request. We believe that this is the beginning of a long and prosperous relationship between us, and we look forward to working with you as we grow.

Respectfully,

Manuel Joseph Perez

Lead Pastor- Agent of Service

909-253-9963 Cell

5



*"To love means loving the unlovable, to forgive means pardoning the unpardonable, faith means believing the unbelievable. Hope means hoping when everything seems hopeless".*  
G.K. Charleston

Exhibit A



P.O. Box 1403 27194 Baseline Street Ste. D  
 Highland, CA 92346 Highland, CA 92346

Exhibit B: Aerial view of Highland City Plaza



P.O. Box 1403  
Highland, CA 92346

27194 Baseline Street Ste. D  
Highland, CA 92346



Exhibit C: Site Dimensions

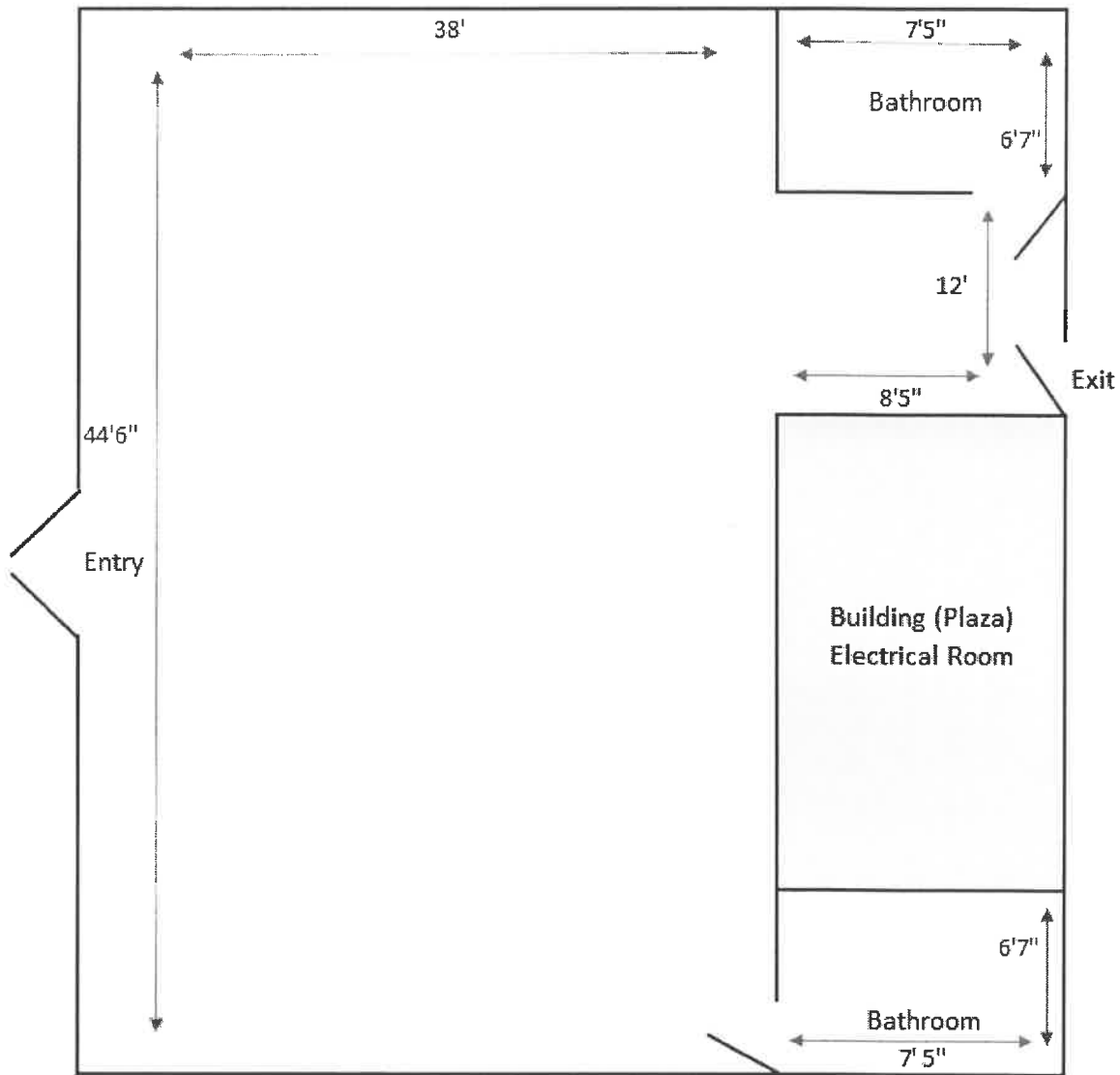
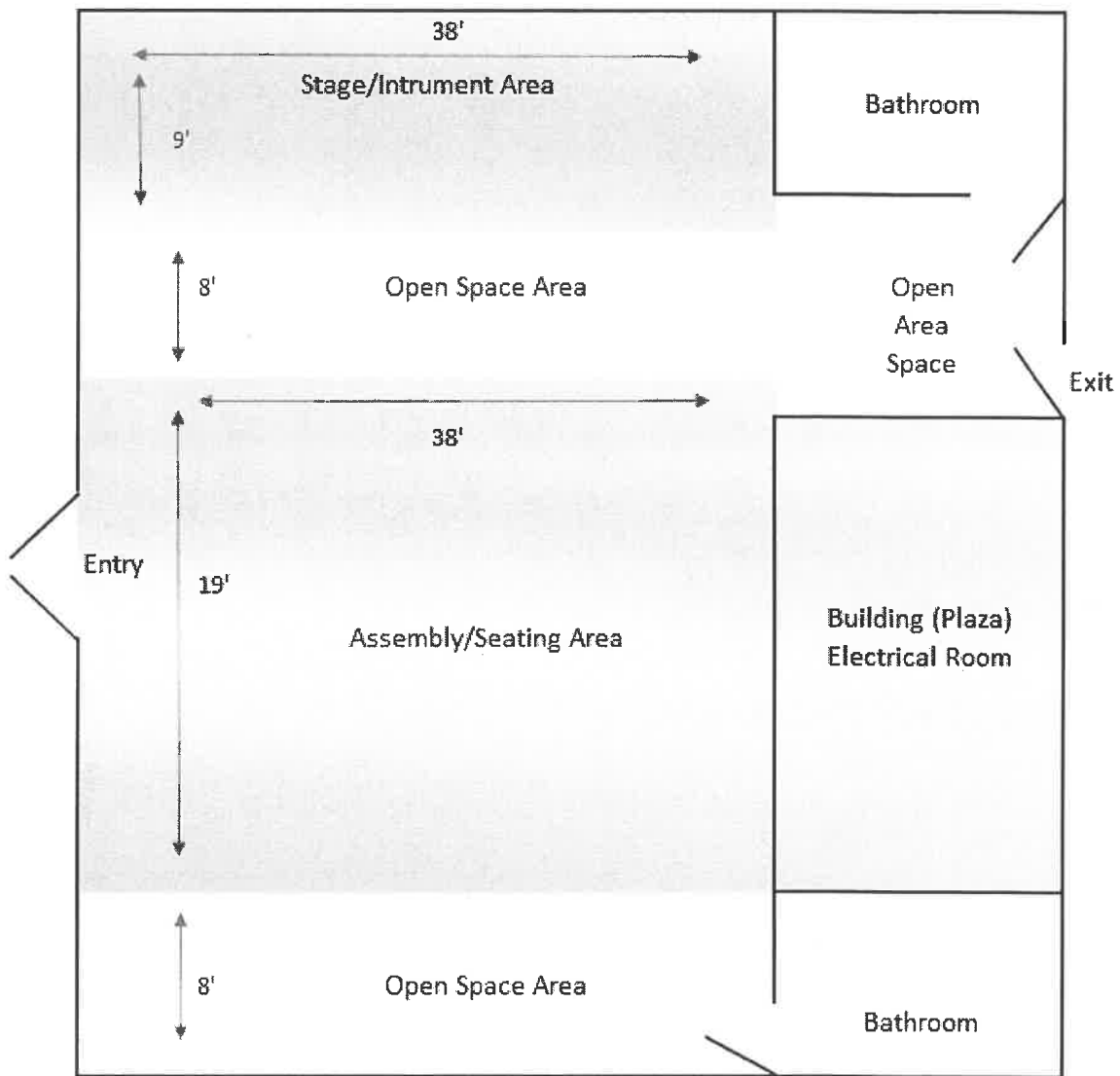


Exhibit D: Church Layout



**Exhibit D: Church Layout**



The windows have shades that roll up and down for outside/inside view access.

Exhibit D: Church Layout



Door above has been changed to open from inside out- assembly push bar handle.

**Exhibit D: Church Layout**

