



County of Monterey

Item No.1

Zoning Administrator

Legistar File Number: ZA 25-045

September 11, 2025

Introduced: 9/5/2025

Current Status: Agenda Ready

Version: 1

Matter Type: Zoning Administrator

PLN220098 - ROMAN CATHOLIC BISHOP OF MTY

Public hearing to consider the remodel of a portion of the Our Lady of Assumption Church, a new first floor addition to the Parish Hall of Approximately 530 square feet, and construction of a new second floor (Approx. 6,600 square feet) for offices and a lounge. This project includes a new onsite sign (Approx. 45 square feet) and modification of parking standards to allow parking across two properties and reducing the total spaces from 199 to 110.

Project Location: 100 Salinas Road, North County Area Plan

Proposed CEQA Action: Find that the project qualifies as a Class 3 Categorical Exemption pursuant to Section 15303 of the CEQA Guidelines and there are no exceptions pursuant to Section 15300.2.

RECOMMENDATION

It is recommended that the Zoning Administrator adopt a resolution to:

1. Find that a remodel and addition to an existing church qualifies for a Class 3 Categorical Exemption pursuant to CEQA Guidelines sections 15303, and none of the exceptions in section 15300.2 apply to the project; and
2. Approve an Amendment to Use Permit ZA-3189 to allow:
 - a. a remodel and addition to an existing church (Building "B") consisting of a 5,945 square foot interior remodel on the first floor, a 531 square foot addition to the first floor and a 6,620 square foot addition to the second floor;
 - b. Installation of a 44 square foot onsite sign; and
 - c. a modification to parking standards by:
 - i. allowing off-street parking to be shared across two properties; and
 - ii. reducing the total parking requirement from 199 spaces to 110 spaces.

The attached draft resolution includes findings and evidence for consideration (**Exhibit B**). Staff recommends approval subject to 9 conditions of approval.

PROJECT INFORMATION

Applicant: Roman Catholic Bishop Of Mty

APNs: 117-323-011-000 and 117-323-012-000

Zoning: High Density Residential with a density of 8 units an acre and Light Commercial or "HDR/8|LC"

Plan Area: North County Area Plan

Flagged and Staked: No

Project Planner: Joseph Alameda, Associate Planner

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SUMMARY/DISCUSSION

The Project was originally scheduled before the Zoning Administrator on May 25, 2023 and was continued to a date uncertain to allow the applicant adequate time to provide additional information related to water availability and floodplain requirements. Since then the applicant has provided the necessary information to address these two areas, which have been incorporated into the project materials, draft resolution, and plans.

The Project consists of remodel and addition to an existing church building. Building “B”, the parish hall, would have its first floor remodeled and a new second story constructed above as illustrated in **Exhibit A**. The original planning entitlement for the construction of the church could not be located, however, in 1977 a Use Permit to allow additions to both Building B and the main church hall (Building “A”) was approved by the Zoning Administrator (ZA-3189, Exhibit E). A subsequent Use Permit, ZA-7265, was approved in 1989 to allow detached classroom trailers on Assessor’s Parcel Number 117-323-011-000, however, none of these proposed classroom trailers are present today.

The project would not meet the off-street parking requirements of the zoning ordinance in Monterey County Code Chapter 21.58. According to the applicants, the parish hall and main church would not be in use at the same time, so the existing sites have adequate off-street parking to accommodate the use (**Exhibit B**).

The project includes expansion of an existing facility, and apart from parking (addressed above), meets all applicable development standards from the Light Commercial zoning where the buildings are sited, including structure height, building coverage, and signage. A traffic assessment was prepared by Hexagon Transportation Consultants, Inc (County of Monterey Library No. LIB230040, **Exhibit C**), which concluded that the project would be screened out of a detailed Vehicle Miles Traveled (VMT) analysis per the Governor’s Office of Planning and Research technical advisory on VMT assessment.

Water Use

The property is and will continue to be served by Pajaro County Sanitation District (sewer) and Pajaro Sunny Mesa Community Services District (potable water). The project involves installing additional water and wastewater fixtures to serve the second-story bathroom. Total fixture count would increase from four sinks and eight lavatories to eight sinks and 16 lavatories. The applicant submitted bills from the respective utility purveyors, which EHB reviewed and determined adequate to verify that the property is served. Additionally, the applicant provided a Can/Will serve letter from the Pajaro Sunny Mesa Community Services District, which stated that adequate water will be available to accommodate the additional fixtures.

Floodplain

The project is in FEMA floodzone “AO”, meaning the project site may be subject to inundation by 1-percent-annual-chance shallow flooding. Pursuant to Section 16.16.050.C.2, *“New construction and substantial improvement of any structure in Zone AO shall have the lowest floor, including basement, elevated above the highest adjacent grade at least one (1) foot higher than the depth number specified in feet on the FIRM, or at least two (2) feet if no depth number is specified.*

Nonresidential structures may meet standards in Section 16.16.050.C.3.” Section 16.16.050.C.3

allows for nonresidential structures to be floodproofed so that the structure is watertight with walls substantially impermeable to the passage of water to a minimum of one foot above the base flood elevation. The proposed development would be floodproofed using a flood panel super flood log system as shown in the project plans, which were reviewed by Environmental Services for conformance with Title 16. A Certificate Elevation has been provided by the applicant identifying a base flood elevation of 2 feet, and the proposed floodproofing would be designed to be one foot above this. Installation of this system and conformance with Chapter 16.16 would be required during the construction permitting phase of the project. Therefore, the proposed project complies with the applicable regulations for development within the “AO” FEMA flood zone.

OTHER AGENCY/DEPARTMENT INVOLVEMENT

The following County agencies have reviewed this project: Housing & Community Development, the Environmental Health Bureau, and North County Fire Protection District (FPD). The respective agencies have recommended conditions, where appropriate, to ensure that the project will not have an adverse effect on the health, safety, and welfare of persons either residing or working in the neighborhood.

CEQA

California Environmental Quality Act (CEQA) Guidelines Section 15303, categorically exempts the construction of a limited number of new, small facilities or structures. The project consists of the construction of a 5,945 square foot interior remodel on the first floor, a 531 square foot addition to the first floor and a 6,620 square foot addition to the second floor of an existing church, consistent with the intent of this exemption. None of the exceptions CEQA Guidelines section 15300.2 apply to the project, as discussed below:

- The project is not located in an area where an environmental resource of hazardous or critical concern has been mapped.
- The project, the construction of a second story on an existing church within the allowable building development standards and not contributing to any environmental effects will not contribute to any cumulative impacts.
- The project does not create the possibility that project will have a significant effect due to unusual circumstances.
- The project is not located within view of a State scenic highway and would not damage any scenic resources such as trees or rock outcroppings. The nearest eligible State Scenic highway is Highway 1, which is approximately 1.78 miles from the site.
- The project is not on a hazardous waste site compiled to pursuant to Section 65962.5 of the Government code.
- The project would not impact any historical resources. The original construction date of the church is not known, however, assessor's records indicate it was built in 1963. However, the exterior façade was heavily modified in 1977, less than 50 years ago. The nearest identified historical resource is the Pajaro Branch Library building, the “Porter Valejo Masion” which is on the National Register of Historic Resources. However, the addition of the second story to the church will not detract from the historic character of the Porter Valejo Mansion. The church is approximately 50 feet from the mansion and is of a compatible scale.

Prepared by: Joseph Alameda, Associate Planner

Reviewed and approved by: Fionna Jensen, Principal Planner

The following attachments are on file with HCD:

Exhibit A - Draft Resolution

- Conditions of Approval

- Plans

Exhibit B - Parking Justification Letter

Exhibit C - Traffic Report

Exhibit D - ZA-3189 Use Permit

Exhibit E - Vicinity Map

cc: Front Counter Copy; Environmental Health Bureau; HCD-Engineering Services; HCD Environmental Services; Fionna Jensen, Principal Planner; Joseph Alameda, Project Planner; Diocese Of Monterey Parish & School, Owner; Father Victor M Prado, Applicant; Salvador Muñoz, Agent; Jerinmo Sanchez, alternate Agent; Ismael Magaña Jr, alternate Agent/volunteer; The Open Monterey Project (Molly Erickson); LandWatch (Executive Director); Planning File PLN220098