

COVER MEMO

April 7, 2025

TO: Honorable Mayor and City Council

FROM: Planning & Community Development Department

SUBJECT: UPDATE ON AN APPEAL OF THE BOARD OF ZONING APPEALS' DECISION TO APPROVE CONDITIONAL USE PERMIT #7114 TO ESTABLISH A CLUBS, LODGES, PRIVATE MEETING HALL LAND USE WITHIN AN EXISTING BUILDING (MAXWELL HOUSE) AT 55 SOUTH GRAND AVENUE

BACKGROUND:

This application was heard by the City Council on February 10, 2025, and March 3, 2025. At the conclusion of the March 3, 2025 City Council meeting, a motion was made to continue the public hearing to April 7, 2025.

The purpose of the continuance was to allow the City Council to meet and discuss the lease agreement, and for staff to gather information regarding the past events that have been held at the Maxwell House as requested at the March 3rd meeting.

Lease Agreement

The lease agreement between the City and Western Justice Center is being discussed separately from the Conditional Use Permit (CUP) application. This is not part of the CUP and there is no new information to report on this matter.

Past Events

As part of the CUP application, the applicant provided the number of overall events held at the Maxwell House between 2014 and 2023, as shown in the table below. The number of events per year ranged from 16 events to 86 events, with an average of 47 events per year:

Year	# of Events
2014	18
2015	22
2016	26
2017	41
2018	67
2019	76
2020	16
2021	72
2022	86
2023	49

At the March 3, 2025, public hearing, the City Council had questions about the type of events held over the 10-year period (weddings vs. other types of gatherings) and the location of the events (indoors and/or outdoors), for purposes of comparing the past events to the proposed 21 events. Staff has requested the applicant provide the information. The applicant has still not provided the requested information. They have indicated past records may not contain this level of detail.

Temporary Use Permit

A Temporary Use Permit application, to allow for the events to occur on the property on a temporary basis, was submitted on March 19, 2025. The TUP requests a maximum of 21 events for a period of 12 months. Staff has questions and is currently working with the applicant on clarifying the TUP request. No TUP has been issued to date. If a CUP is approved this would replace the need for a TUP.

CONCLUSION:

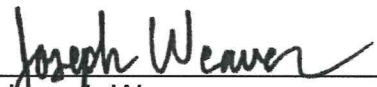
Staff continues to recommend that the City Council approve CUP #7114 subject to the findings in Attachment A and recommended conditions of approval in Attachment B. Staff did modify Condition #19 to reduce the maximum permitted time the outdoor patio can be used to a two-hour period (reduced from three hours). No other changes have been made.

Respectfully submitted,



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Approved by:



MIGUEL MARQUEZ
City Manager

Attachments: (3)

- Attachment A: Specific Findings
- Attachment B: Conditions of Approval (with revised Condition #19)
- Attachment C: Agenda Report from February 10, 2025