



City of Costa Mesa

Inter Office Memorandum

TO: CITY COUNCIL AND PLANNING COMMISSION
CC: TOM HATCH, GARY ARMSTRONG, AND JERRY GUARRACINO
FROM: WILLA BOUWENS-KILLEEN, ZONING ADMINISTRATOR
DATE: APRIL 24, 2014
SUBJECT: ZONING ADMINISTRATOR DECISION(S)

A handwritten signature in blue ink, appearing to be "Will Bouwens-Killeen", written over the "FROM" and "DATE" lines of the memorandum.

This is to advise you of the following decision(s) made by the Zoning Administrator within the last week. The decision(s) will become final unless a member of the Planning Commission or City Council requests a review of the decision(s) or an interested party files an appeal by 5:00 p.m. on May 1, 2014. Project descriptions have been kept brief for this notice. As a result, there may be details to the project or conditions of approval that would be of interest to you in deciding whether to request a review of a decision. Please feel free to contact me by e-mail at willa.bouwens-killeen@costamesaca.gov if you have any questions or would like further details.

ZA-14-11 **1125 VICTORIA STREET**

Minor Conditional Use Permit to allow a reduction in the amount of required parking spaces for a civic and community club due to the off-set hours of operation in conjunction with the other tenants in the shopping center. The private club would provide informational meetings and retail products to members. The lectures will have a maximum of five participants and one speaker. The hours of operation will be Monday through Friday from 9:00 a.m. to 1:00 p.m.

Approved, subject to conditions of approval.

Comments received: None.



CITY OF COSTA MESA

P.O. BOX 1200 • 77 FAIR DRIVE • CALIFORNIA 92628-1200

DEVELOPMENT SERVICES DEPARTMENT

April 24, 2014

Yasmine Mason/Claudia Stubin
713 Alabama Street
Huntington Beach, CA 92648

**RE: ZONING APPLICATION ZA-14-11
MINOR CONDITIONAL USE PERMIT FOR DEVIATION FROM SHARED
PARKING REQUIREMENTS FOR A CIVIC & COMMUNITY CLUB
1125 VICTORIA STREET, SUITE N, COSTA MESA**

Dear Ms. Mason and Ms. Stubin:

Staff's review of your zoning application for the above-referenced project has been completed. The application, as described in the attached project description, has been approved; based on the findings and subject to the conditions of approval, code requirements, and special district requirements (attached). The decision will become final at 5 p.m. on May 1, 2014, unless appealed by an affected party, including filing of the necessary application and payment of the appropriate fee, or called up for review by a member of the Planning Commission or City Council.

If you have any questions regarding this letter, please feel free to contact the project planner, Antonio Gardea, at (714) 754-5692, or at antonio.gardea@costamesaca.gov

Sincerely,

WILLA BOUWENS-KILLEEN, AICP
Zoning Administrator

Attachments: Project Description
 Findings
 Conditions of Approval, Code Requirements, and Special District
 Requirements
 Applicant's Letter
 Plans

cc: Engineering
 Fire Protection Analyst
 Building Safety Division

William Sokol
1420 Hillcrest Drive
Laguna Beach, CA 92651

PROJECT DESCRIPTION

Project Site/Environs

The project site is located at the southwest corner of Victoria Street and Valley Road. The Victoria Square shopping center is developed with a 5,170 square foot, building at the northeast corner and a 16,800-square foot, L-shaped building along the west and south sides of the property. The proposed use would occupy a tenant space at the southwest corner of the second building. The parking lot has 78 parking spaces for the retail center.

The property is zoned C1 and has a General Plan designation of General Commercial. The property immediately to the west is zoned as Administrative and Professional (AP) District and developed with a two-story office building. The property abutting to the south is zoned as PDR-MD and developed with an eight-unit (single-family) residential community. The area to the north across Victoria Street is zoned as R2-MD (Multiple-Family Residential – Medium Density District). Vista Park is to the northwest. The properties directly across Valley Road to the east are zoned as R1 and developed with single family residences.

Background

The applicant requests approval of a Minor Conditional Use Permit (MCUP) to allow a reduction in the amount of required parking spaces for a civic and community club due to the off-set hours of operation in conjunction with the other tenants in the shopping center. The private club would provide informational meetings and retail products to members.

This application is for an approximately 1,280-square foot tenant space, in Suites N 1 and 2. The tenant space is located at the corner of the building and was previously subdivided into two suites. The plans indicate that the separation wall would be removed and the space combined again as one suite. The tenant space would consist of an office, storage room, two restrooms, a meeting area, and retail area. The floor plan shows two entrance/exit doors for the tenant space and one entrance/exit door at the west side of the building. The majority of the space, approximately 940 square feet, would be used as retail area. The meeting area is approximately 340 square feet in size. The lectures will have a maximum of five participants and one speaker. The hours of operation will be Monday through Friday from 9:00 a.m. to 1:00 p.m.

ANALYSIS

The use is primarily a retail use but includes a meeting area where members of the civic and community club would attend lectures on a variety of topics. Civic / community clubs are allowed by right in the C1 zone. Typically, civic clubs are classified as an assembly use and a high parking ratio is applied. However, based on the applicant's description of the use and floor plan submitted, the use is more akin to a retail use with ancillary meeting space, not unlike an office conference room.

Parking

Many of the tenants in the center have limited hours of operation, typically on weeknights and weekends, which significantly reduces the weekday parking demand. The acting, martial arts, and music schools, which only operate in the afternoons and on weekends, comprise a total of 43 percent (7,150 square feet) of the L-shaped building. In addition, three of the other tenants operate by appointment only. In addition, a catering use (PA-08-28 - Midnight Muncheez) was approved by the Planning Commission to be open only in the evenings after regular business hours. Excluding these four uses, a total of 55 parking spaces are necessary based on shared parking for multiple-tenant shopping centers. A total of 78 spaces are provided, resulting in a "surplus" of 23 parking spaces.

The operational characteristics of the proposed civic and community club includes a use that is similar in nature to that of a vocational school with small group lectures, rather than a fraternal club or lodge, that would be classified as an assembly place. Therefore, a parking ratio of ten parking spaces per 1,000 square feet of gross floor area is applied, instead of one parking space for every 35 square feet of meeting area. Consequently, based on the 340 square foot size of the meeting area and remaining 940 square feet of gross floor area as retail space, a total of eight on-site parking spaces would be required: four for the meeting area and four for the retail area. Deducting the parking required for this proposed use results in a "surplus" of 15 parking spaces.

Staff observed adequate available parking mid-day at the center. Because of the off-set hours of operation and the "surplus" parking, City staff does not anticipate that the proposed use will create a parking impact. If parking shortages or other parking-related problems arise, the business operator will be required to institute appropriate operational measures necessary to minimize or eliminate the problem, including, but not limited to reducing the days and/or hours of the business.

General Plan Consistency

The proposed use, as conditioned, is consistent with the Zoning Code and the City's General Plan because, with limited hours of operation, the proposed use should not adversely impact the surrounding uses.

FINDINGS

- A. The information presented complies with Costa Mesa Municipal Code Section 13-29(g)(2) in that:

1. The proposed use is compatible with developments in the same general area.

The civic/community club, which includes meeting space for on-site lectures, will be open weekdays when other tenants are closed. An adequate number of parking spaces is available for the proposed use during the club's proposed operating hours of 9:00 a.m. to 1:00 p.m. since other tenants do not operate until after hours/evenings and during weekdays. Additionally, if parking shortages or other parking-related problems arise, the business operator will be required to institute appropriate operational measures necessary to minimize or eliminate the problem, including, but not limited to, modifying the hours of operation for the business.

2. Granting the Minor Conditional Use Permit will not be detrimental to the health, safety and general welfare of the public or other properties or improvements within the immediate vicinity.

The proposed business proposes limited hours of operation with a majority of the tenant space devoted to retail use. The applicant intend to improve the interior of the space to accommodate their proposed use.

3. Granting the Minor Conditional Use Permit will not allow a use, density or intensity that is not in accordance with the General Plan designation for the property.

The proposed club will combine two existing tenant spaces that were designed for commercial uses. The proposed civic/community club use with ancillary meeting space is allowed by right in the C1 zone.

- B. The project has been reviewed for compliance with the California Environmental Quality Act (CEQA), the CEQA Guidelines, and the City environmental procedures, and has been found to be exempt under Section 15301, Class 1, Existing Facilities, of the CEQA Guidelines.
- C. The project is exempt from Chapter XII, Article 3, Transportation System Management, of Title 13 of the Costa Mesa Municipal Code.

CONDITIONS OF APPROVAL

- Plng. 1. The use shall be limited to the type of operation as described in the staff report and as conditioned below. Any change in the operational characteristics including, but not limited to, the hours of operation and additional services provided, shall require review by the Planning Division and may require an amendment to the minor conditional use permit, subject to either Zoning Administrator or Planning Commission approval, depending on the nature of the proposed change. The applicant is reminded that Code allows the Planning Commission to revoke any planning application based on findings related to public nuisance and/or noncompliance with conditions of approval.
2. The use shall be conducted, at all times, in a manner that will allow the quiet enjoyment of the surrounding neighborhood. The business owner shall institute whatever security and operational measures are necessary to comply with this requirement.
3. Hours of operation shall be from 9:00 a.m. to 1:00 p.m., Monday through Friday.
4. The use shall be limited to the type of operation described in the staff report, i.e., a private civic and community club which anticipates to hold small member meetings for lectures on a variety of topics (six people maximum). Any change in the operational characteristics including, but not limited to, hours of operation, shall require approval of an amendment to the minor conditional use permit, subject to Planning approval
5. If a parking shortage or other parking-related problems arise, the applicant shall institute whatever operational measures are necessary to minimize or eliminate the problem, including, but not limited to, reducing the number of classes.
6. A copy of the conditions of approval shall be kept on premises and presented to any authorized City official upon request. New business/property owners shall be notified of conditions of approval upon transfer of business or ownership of land.

CODE REQUIREMENTS

The following list of federal, state and local laws applicable to the project has been compiled by staff for the applicant's reference. Any reference to "City" pertains to the City of Costa Mesa.

- Plng. 1. Approval of the minor conditional use permit is valid for one (1) year from the effective date of this approval and will expire at the end of that period unless the use is established by business licenses being obtained and/or the use legally commences. If the applicant is unable to establish the use within the one-year time period, the applicant may request an extension of time. A written request for an extension of time must be received by Planning Division prior to the expiration of the minor conditional use permit.
- Bus. Lic. 2. All contractors and subcontractors must have valid business licenses to do business in the City of Costa Mesa. Final inspections, final occupancy and utility releases will not be granted until all such licenses have been obtained.
- Bldg. 3. Comply with the requirements of the 2013 California Building Code, 2013 California Electrical Code, 2013 California Mechanical Code, 2013 California Plumbing Code, 2013 California Green Building Standards Code, and 2013 California Energy Code (or the applicable adopted California Building Code, California Electrical code, California Mechanical code, California Plumbing Code, California Green Building Standards and California Energy Code at the time of plan submittal) and California Code of Regulations also known as the California Building Standards Code, as amended by the City of Costa Mesa.

SPECIAL DISTRICT REQUIREMENTS

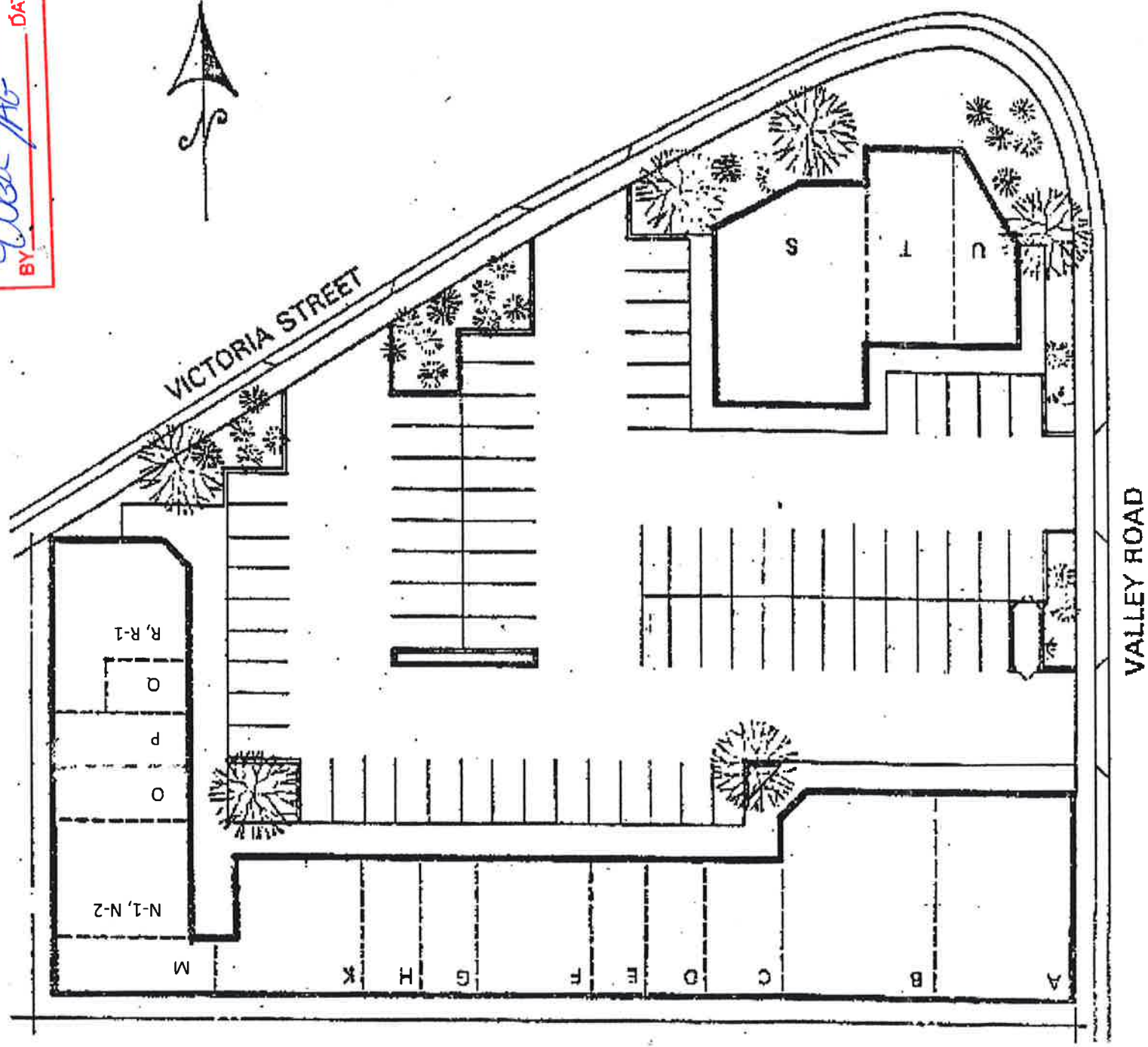
The requirements of the following special districts are hereby forwarded to the applicant:

- Sani. 1. It is recommended that the applicant contact the Costa Mesa Sanitary District at 949.645.8400 for current district requirements.
- AQMD 2. Applicant shall contact the Air Quality Management District (800) 288-7664 for potential additional conditions of development or for additional permits required by AQMD.
- CDFA 3. Comply with the requirements of the California Department of Food and Agriculture (CDFA) to determine if red imported fire ants exist on the property prior to any soil movement or excavation. Call CDFA at (714) 708-1910 for information.

Victoria Square Shopping Center

1125 Victoria street
Costa Mesa, CA 92627

MINOR CONDITIONAL USE PERMIT
ADMINISTRATIVE ADJUSTMENT NO. CA 74-11
Approval in Concept
SUBJECT TO CONDITIONS
CITY OF COSTA MESA
PLANNING DEPT.
BY: WUB/AG DATE: 4.24.14



SITE PLAN

• 78 parking spaces •

Property Manager

Natasha Sokol
Wembelton Enterprises
949.497.5132
natashasokol@wotmail.com

Victoria Square:

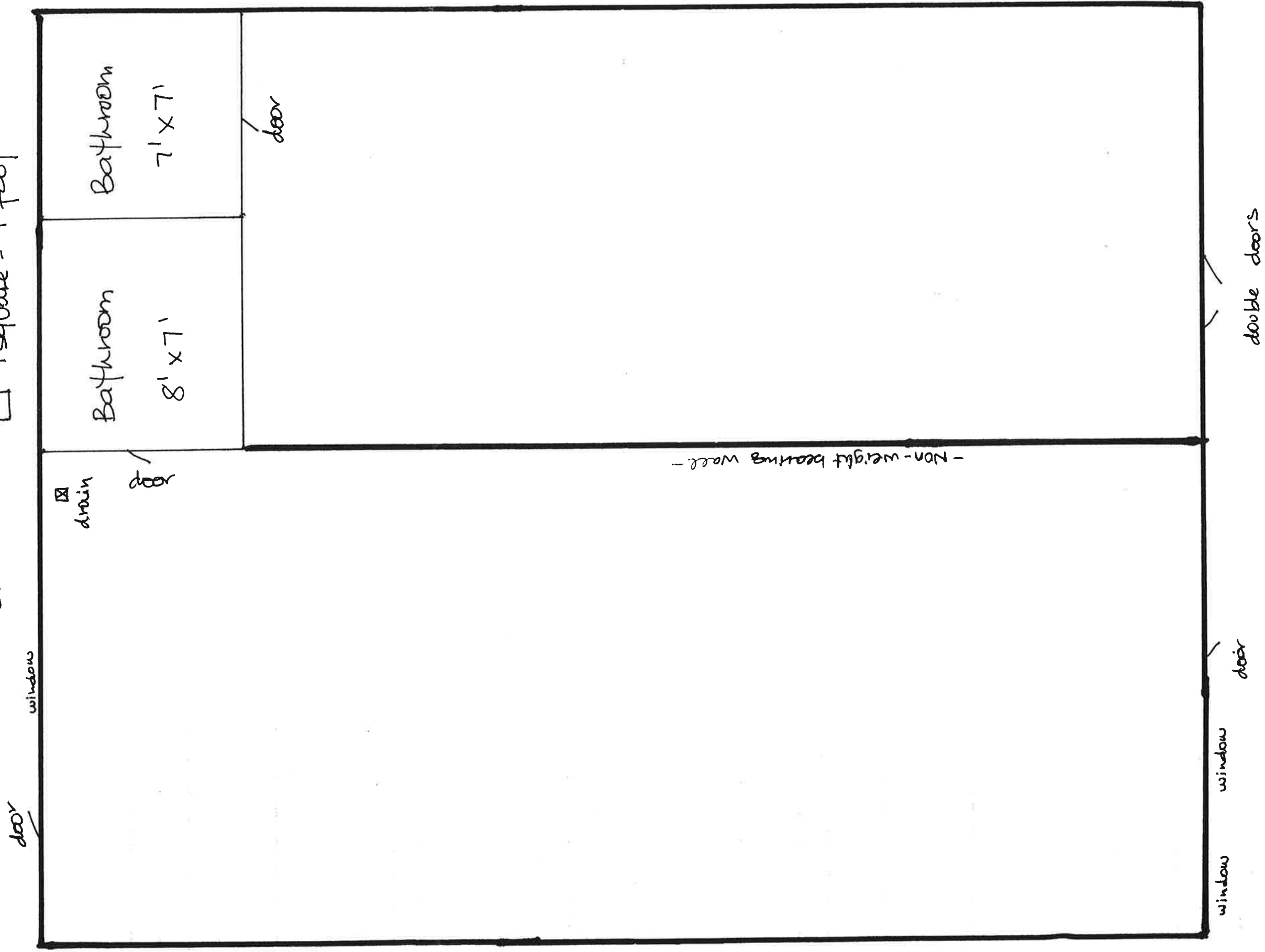
1125 Victoria Street, Suites N1-N2
Costa Mesa, CA 92627

82'

Applicants:

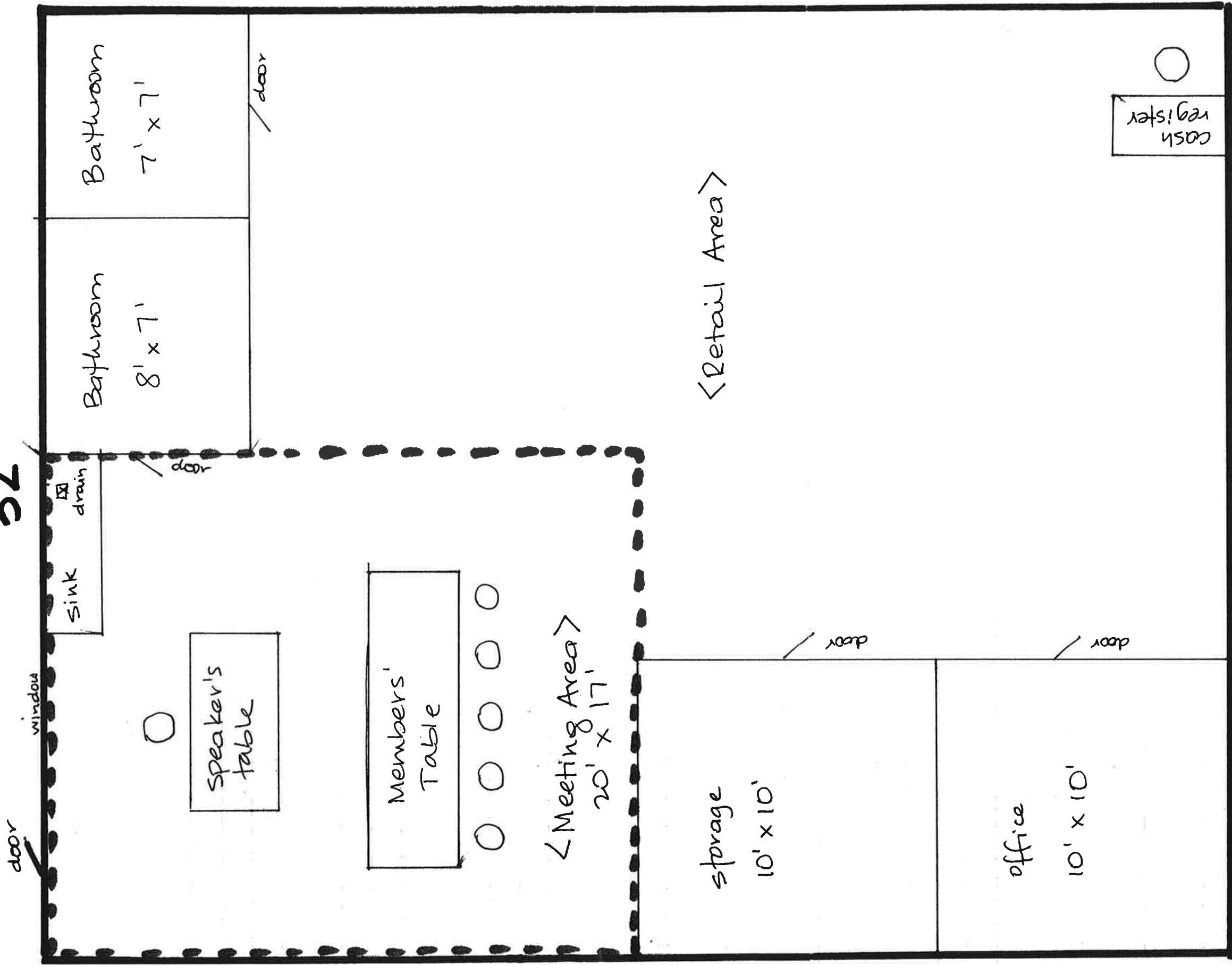
Yasmine Mason & Claudia Stubin
949.375.7319 714.655.4114

□ 1 square = 1 foot



EXISTING FLOOR PLAN.

32'



PROPOSED FLOOR PLAN.

Victoria Square:

1125 Victoria Street, Suites N1-N2
Costa Mesa CA 92627

□ 1 square = 1 foot.

Applicants:

Yasmine Mason & Claudia Shubin

949.375.7319

714.655.4114