



# City of Costa Mesa Inter Office Memorandum

**TO:** CITY COUNCIL AND PLANNING COMMISSION  
**CC:** TOM HATCH, GARY ARMSTRONG, AND CLAIRE FLYNN  
**FROM:** WILLA BOUWENS-KILLEEN, ZONING ADMINISTRATOR  
**DATE:** DECEMBER 18, 2014  
**SUBJECT:** ZONING ADMINISTRATOR DECISION(S)

*WBK*

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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 January 5, 2015. 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](mailto:willa.bouwens-killeen@costamesaca.gov) if you have any questions or would like further details.

**PA-11-05 A1                      325 EAST BAKER STREET**

An amendment to Planning Application PA-11-05, a Conditional Use Permit for Fox Rent-A-Car to add a 900 square foot car wash building for their rental cars only (not open to the public).

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

December 18, 2014

Mamdouh Mina  
9849 East Flower Street Suite D  
Bellflower, CA 90706

**RE: ZONING APPLICATION ZA-14-36/PLANNING APPLICATION PA-11-05A1  
AMENDMENT TO CONDITIONAL USE PERMIT FOR A NEW CAR WASH IN  
CONJUNCTION WITH CAR RENTAL AGENCY  
325 EAST BAKER STREET, COSTA MESA**

Dear Mr. Mina:

City 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 and code requirements (attached). The decision will become final at 5:00 p.m. on January 5, 2015, 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, Chelsea Crager, at (714) 754-5609, or at [chelsea.crager@costamesaca.gov](mailto:chelsea.crager@costamesaca.gov).

Sincerely,

WILLA BOUWENS-KILLEEN, AICP  
Zoning Administrator

Attachments:      Project Description and Analysis  
                         Findings  
                         Conditions of Approval, Code Requirements, and Special District  
                         Requirements  
                         Project Description  
                         Approved Conceptual Plans

cc:                      Engineering  
                         Fire Protection Analyst  
                         Building Safety Division

RH Matthews, LLC  
3128 Redhill Avenue  
Costa Mesa, CA 92626

Eddie Evans  
1776 East Holt Boulevard  
Ontario, CA 91761

## **PROJECT DESCRIPTION**

The subject property is located near the southeast corner of East Baker Street and Redhill Avenue in an MP (Industrial Park) zone. The General Plan land use designation for the property is Industrial Park. The property is surrounded by MP zones to the west, east, and south. Across East Baker Street to the north are CL (Commercial Limited) zoned properties. The subject property is developed with a 15,200 square foot building and 208 parking spaces.

The proposed car wash building will be 825 square feet with two roll up doors. It will be located behind the existing building, not visible from the street, and will not interfere with existing parking spaces. The car wash will be used only for cars owned by the rental agency and will not be open to the public.

The applicant requests approval of an amendment to Conditional Use Permit PA-11-05 to construct the car wash facility and wash rental cars onsite.

## **ANALYSIS**

### *Previous Entitlements*

In 2008, Planning Commission approved Parcel Map PM-07-231 to subdivide the property at 3128 Redhill Avenue/325 East Baker Street into two parcels with shared parking and driveway access between the two parcels. This map was recorded in 2011.

In 2011, Planning Commission approved conditional use permit PA-11-05 to relocate a rental car agency from 766 Saint Clair Street to the subject property at 325 East Baker Street. The car rental agency primarily serves customers traveling to or from the nearby John Wayne Airport and includes an operating fleet of 150 to 250 vehicles with a maximum of 172 rental vehicles stored outdoors behind the building. The agency operates up to two shuttles per hour transporting passengers to/from the airport.

### *Parking*

On-site parking is shared between 325 East Baker Street and 3128 Redhill Avenue pursuant to PM-07-231; however all parking for the rental car agency occurs at 325 East Baker where 208 parking spaces exist. A maximum of 172 rental vehicles may be stored behind the building, but the business owner is required to reduce the number of rental car spaces to accommodate additional employee and/or customer parking spaces should parking problems arise.

The addition of the car wash facility will not cover any existing parking spaces.

### *General Plan Consistency*

The maximum allowable floor area ratio (FAR) for low traffic generating uses (3 to 8 average daily trips per 1,000 square feet in industrial designations) is 0.35 in the Industrial Park designation. This site area is 2.645 acres, resulting in an existing FAR of 0.13 and a proposed FAR of 0.14 — well within the maximum 0.35 FAR permitted for this site.

The proposed use, as conditioned, is consistent with the Zoning Code and the City's General Plan because, with the recommended conditions of approval, the addition of a car wash to an existing car rental facility should not adversely impact surrounding uses.

### *Additional Discussion*

When visiting the site, staff noticed posted hours of operation of 5:00 a.m. to 11:00 p.m. daily. According to condition of approval number 3 of the original conditional use permit, hours of operation are limited to 6:00 a.m. to 11:00 p.m. Due to the industrial/commercial nature of the surrounding properties, the car rental agency opening one hour earlier than previously permitted should not have a negative impact on surrounding properties. Therefore, the business is now conditioned to maintain operating hours of 5:00 a.m. to 11:00 p.m.

### **FINDINGS**

- A. The information presented complies with Costa Mesa Municipal Code Section 13-29(g)(2) in that:
1. The proposed use is compatible and harmonious with developments in the same general area and would not be materially detrimental to other properties within the area. The proposed car wash will not be open to the public, and the existing car rental facility remains under the original conditions prohibiting on-site service and repair.
  2. Granting the minor conditional use permit will not be detrimental to the health, safety and general welfare of the public or otherwise injurious to property or improvements within the immediate neighborhood. The proposed car wash will not be visible from any public street and will not affect existing on-site parking.
  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 and any applicable specific plan for the property. The proposed development and use does not increase the intensity of the use beyond what is allowed by the General Plan FAR requirements.
- B. The information presented complies with Costa Mesa Municipal Code Section 13-29(e) in that:
1. There will be a compatible and harmonious relationship between the proposed

building and the site development, and use(s), and the building and site developments, and uses that exist or have been approved for the general neighborhood. The extension of operating hours by one hour in the morning should not have a significant impact on the industrial/commercial developments and uses in the surrounding areas. Under this application, there are no proposed changes to the number of vehicles at the existing car rental facility.

2. Safety and compatibility of the design of buildings, parking area, landscaping, luminaries, and other site features which may include functional aspects of the site development such as automobile and pedestrian circulation have been considered and will not be affected. The proposed car wash will not affect the existing on-site parking and/or circulation onsite and will not be open to the public.

3. The project complies with performance standards described elsewhere in this Zoning Code, and is conditioned to operate as described in this staff report.

4. The use is consistent with the General Plan in that the addition of an 825 square foot car wash will not increase the intensity of the use beyond what is allowed by the General Plan FAR requirements.

5. This zoning application is for a project-specific case and is not to be construed to be setting a precedent for future development.

C. 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, Existing Facilities, of the CEQA Guidelines.

D. The project, as conditioned, is consistent with Chapter XII, Article 3, Transportation System Management, of Title 13 of the Costa Mesa Municipal Code in that the development project's traffic impacts will be mitigated by the payment of traffic impact fees.

### **CONDITIONS OF APPROVAL**

- Plng.
1. The development shall be limited to the addition of an 825 square foot car wash facility as described in this staff report. Any change in the operational characteristics including, but not limited to, hours of operation or opening the car wash to the public will require approval of an amendment to the minor conditional use permit, subject to Zoning Administrator approval.
  2. The car wash shall be used by the car rental facility only and shall not be open to the public.
  3. Hours of operation of the car rental facility shall be limited to 5:00 a.m. to 11:00 p.m. daily.
  4. The parking spaces on site shall remain unobstructed and available for

- customer and employee parking and rental vehicle storage.
5. The use shall be conducted, at all times, in a manner that will allow the quiet enjoyment of the surrounding neighborhood. The applicant and/or business owner shall institute appropriate security and operational measures are necessary to comply with this requirement.
  6. The applicant shall contact the Planning Division to arrange a Planning inspection of the site. This inspection is to confirm that the conditions of approval and code requirements have been satisfied.
  7. The following activities shall be prohibited on the property, consistent with PA-11-05:
    - a. Sale of new or used vehicles.
    - b. On-site service or repair (excluding minor maintenance) or vehicles.
    - c. Storage of wrecked, dismantled, and/or inoperative vehicles.
    - d. Private party storage of any type of vehicles and/or recreational vehicles.
  8. The conditions of approval, code requirements, and special district requirements of Zoning Application ZA-14-36 shall be blueprinted on the face of the site plan as part of the plan check submittal package.
  9. Applicant shall continue to comply with all conditions of approval contained in PA-11-05.
  10. A maximum of 172 fleet vehicles shall be stored in the parking lot. The business owner is required to reduce the number of rental car parking spaces to accommodate additional employee and/or customer parking spaces should parking problems arise.

## **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.

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|-------|---|
| Plng. | <ol style="list-style-type: none"><li>1. Approval of the zoning application is valid for one year from the effective date of this approval and will expire at the end of that period unless applicant establishes the use by one of the following actions: 1) obtains building permits for the authorized construction and initiates construction; and/or 2) obtains a business license and/or legally establishes the business. If the applicant is unable to establish the use/obtain building permits within the one-year time period, the applicant may request an extension of time. The Planning Division must receive a written request for the time extension prior to the expiration of the zoning application.</li><li>2. Permits shall be obtained for all signs according to the provisions of the Costa Mesa Sign Ordinance.</li></ol> |
| Bldg. | <ol style="list-style-type: none"><li>3. Comply with the requirements of the following adopted codes: 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,</li></ol>   |

California Mechanical code, California Plumbing Code, California Green Building Standards, and California Energy Code at the time of plan submittal or permit issuance) and California Code of Regulations also known as the California Building Standards Code, as amended by the City of Costa Mesa. Requirements for accessibility to sites, facilities, buildings, and elements by individuals with disability shall comply with chapter 11B of the 2013 California Building Code.

4. Submit a precise grading plan, an erosion control plan and a hydrology study. If it is determined that a grading plan is not required a drainage plan shall be provided. A precise grading plan shall not be required if any of the following are met:

- 1- An excavation which does not exceed 50 CY on any one site and which is less than 2 ft. in vertical depth, or which does not create a cut slope greater than 1 ½:1 (excluding foundation area).

- 2- A fill less than 1 foot in depth placed on natural grade with a slope flatter than 5:1, which does not exceed 50 CY on any one lot and does not obstruct a drainage course.

- 3- A fill less than 3 ft in depth, not intended to support structures, which does not exceed 50 CY on any one lot and does not obstruct a drainage course.

5. Submit a soils report for this project. Soil's Report recommendations shall be blueprinted on both the architectural and the precise grading plans.
6. The ground adjacent immediately to the foundation shall be slopes away from the building at a slope of not less than 5% for a minimum distance of 10 feet measured perpendicular to the face of the wall CBC sec. 1804.3. See also exception.

On graded sites the top of exterior foundation shall extend above the elevation of the street gutter at point of discharge or the inlet of an approved discharge devise a minimum of 12 inches plus 2 percent 2013 California Building Code sec. 1808.7.4

- Bus. Lic.
7. 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.

- Trans.
8. Fulfill mitigation of off-site traffic impacts at the time of issuance of Building Permit by submitting to the Transportation Division the required Traffic Impact Fee pursuant to the prevailing schedule of charges adopted by the City Council. The Traffic Impact Fee is calculated based upon the average daily trip generation rate of 6.97 trip ends per TSF for the proposed project and includes a credit for any previously existing use. At the current rate the Traffic Impact Fee is estimated at: \$905. NOTE: The Traffic Impact Fee will be recalculated at the time of issuance of Building



Permit based upon any changes in the prevailing schedule of charges adopted by the City Council and in effect at that time.

9. Fulfill San Joaquin Hills Transportation Corridor Fee Ordinance requirement at the time of issuance of building permit by submitting B2 the required fee to the Transportation Division. For the proposed use, the corridor fee rate is: \$4.98 per square foot. NOTE: This fee is subject to revision and possible increase effective July 1st of each year.

### **SPECIAL DISTRICT REQUIREMENTS**

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

- |       |   |
|-------|---|
| Sani. | <ol style="list-style-type: none"><li>1. It is recommended that the applicant contact the Costa Mesa Sanitary District at 949.645.8400 for current district requirements.</li><li>2. 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.</li></ol> |
| AQMD  | <ol style="list-style-type: none"><li>3. Applicant shall contact the Air Quality Management District (800) 288-7664 for potential additional conditions of development or for additional permits required by AQMD.</li></ol>  |



To whom it may concern,

FOX Rent A Car is planning to install an above ground car wash system for our rental operation located at 325 E. Baker St, Costa Mesa.

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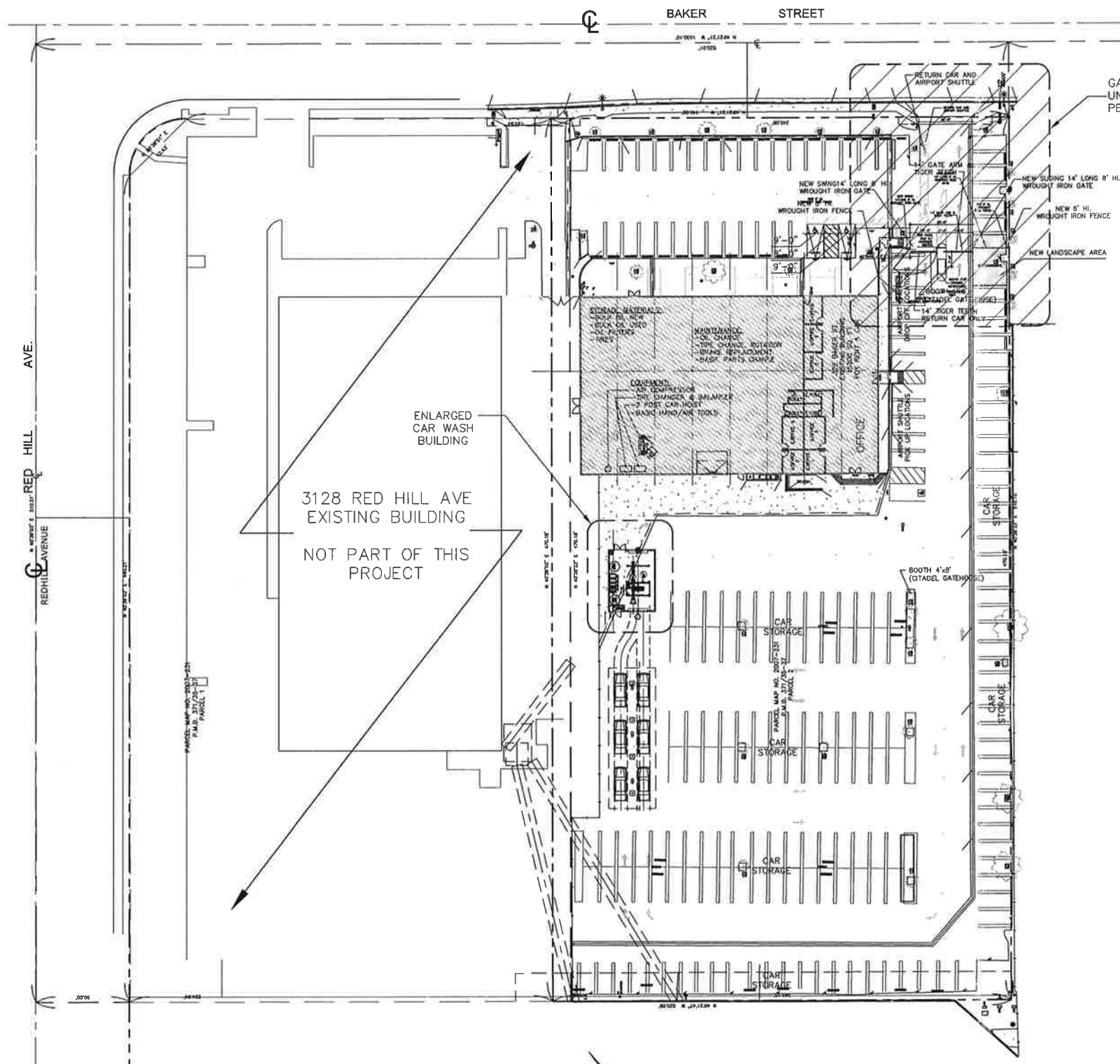
This system will allow us to provide our customers serviced from John Wayne airport and the surrounding local area with a clean vehicle.

The proposed car wash will comply with all regulations, include a water reclaim/filtering system and reduce unwanted water potentially produced from washing vehicles by hand.

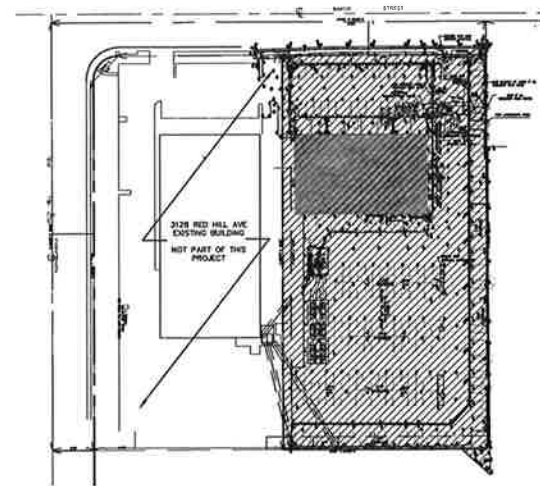
Your consideration on this planned project is appreciated.

Thank you,  
Eddie Evans  
Facilities Manager  
1776 E. Holt Blvd  
Ontario, CA 91761  
Office; 310.505.6873 x1911

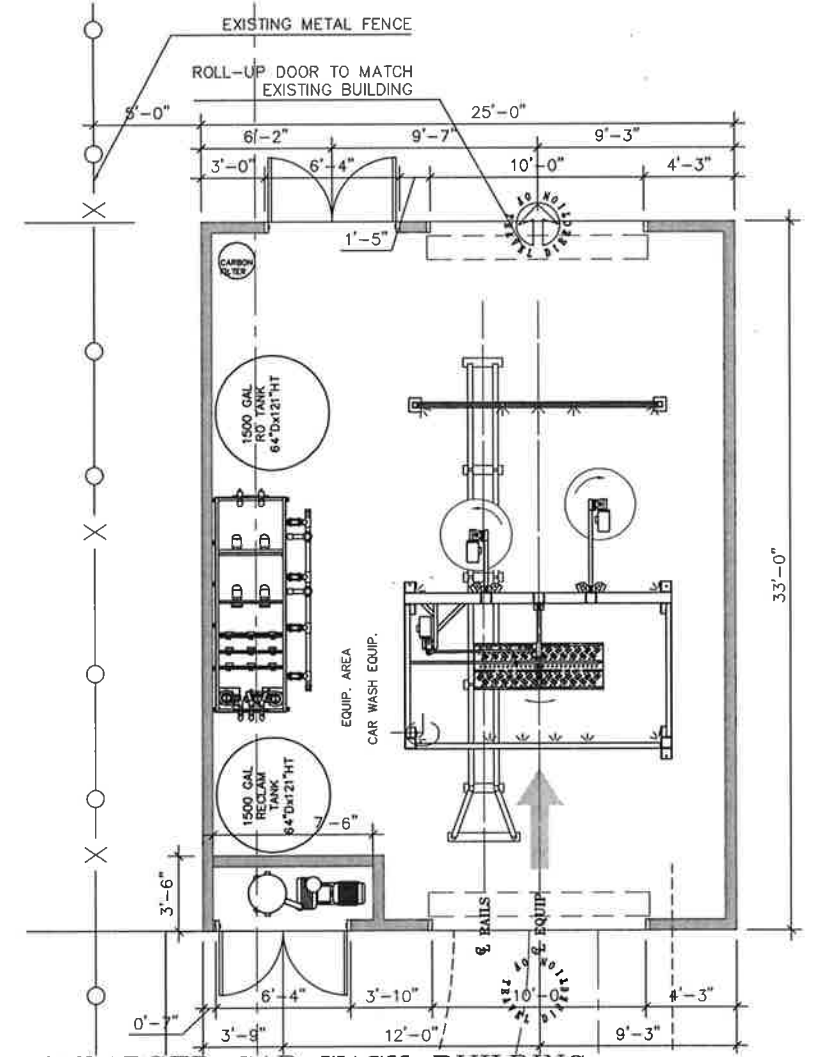
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**SITE PLAN**  
SCALE 1/32" = 1'-0"



**KEY PLAN**  
SCALE: N.T.S.



**ENLARGED CAR WASH BUILDING**  
SCALE 1/4" = 1'-0" (OPTION A)

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**KARNAK DEVELOPMENTS, INC.**



8848 E. Flower St., Ste 17 Bullflow, CA 90706  
P.O. Box 5003 Bullflow, CA 90707  
TEL: (562) 508-0987 FAX: (562) 508-0987  
Cell: (562) 773-4114 Toll Free: (800) KARNAK 5  
KARNAK.DEV@GMAIL.COM

**PROJECT:**  
CAR WASH ADDITION  
FOR  
FOX RENT-A-CAR  
325 BAKER ST.  
COSTA MESA, CA 92626

**OWNER:**  
RH MATTHEWS, LLC  
3128 REDHILL AVE.  
COSTA MESA, CA 92626

**LESSEE:**  
FOX RENT-A-CAR, INC.  
5500 W. CENTURY BLVD.  
LOS ANGELES, CA 90045

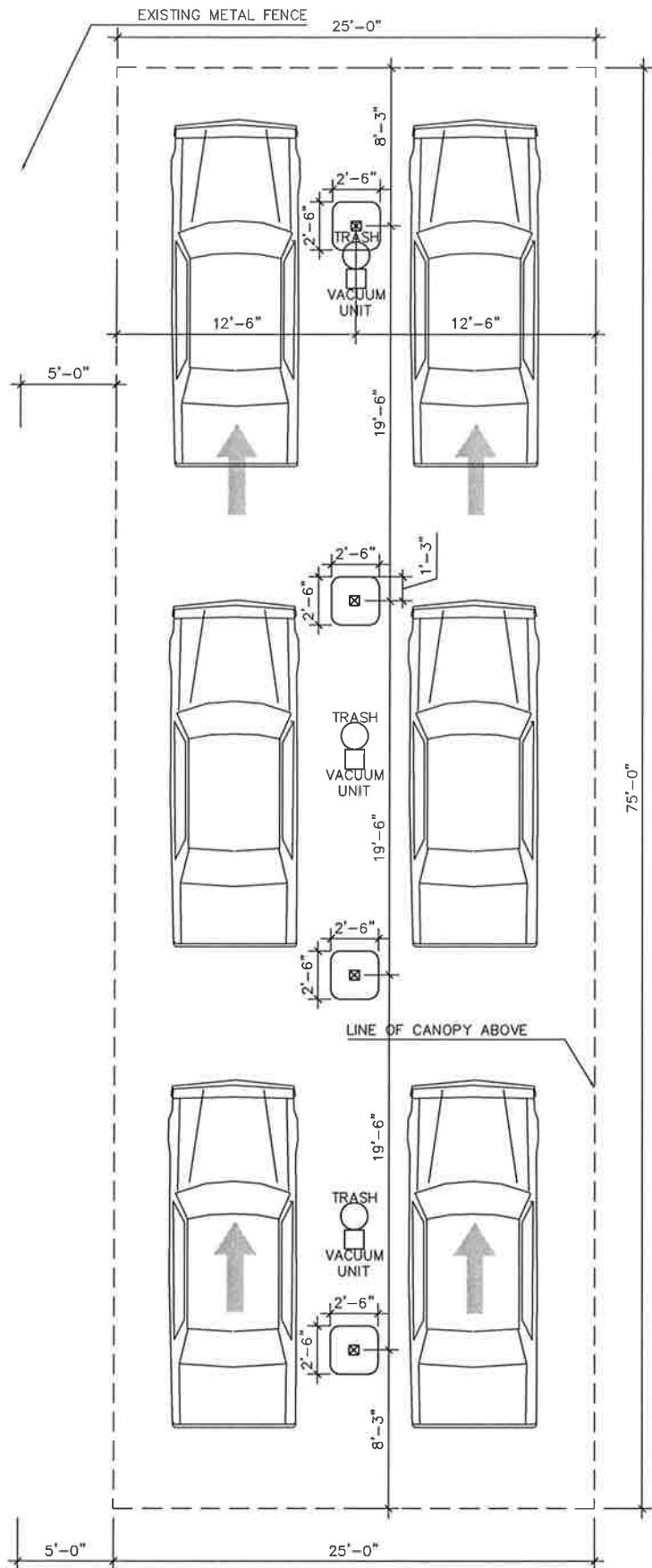
**TITLE**  
SITE PLAN AND FLOOR  
FOR CAR WASH

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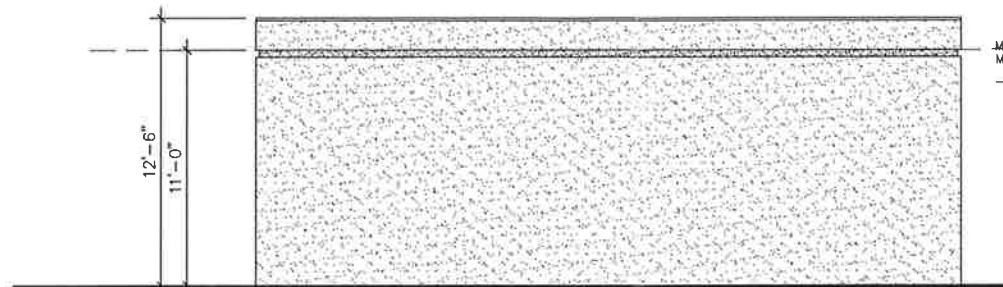
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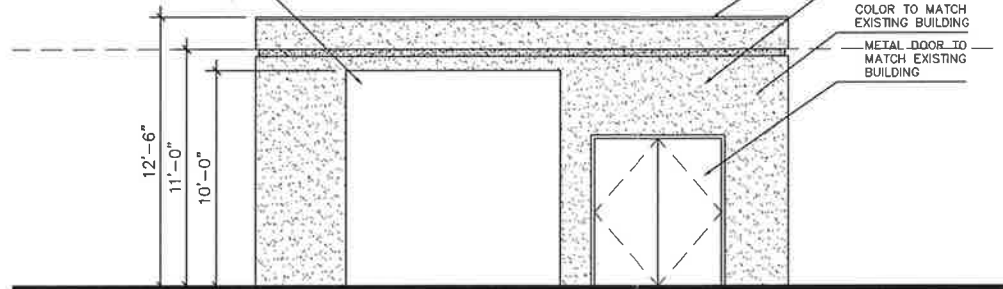
**ENLARGED CANOPY PLAN**

SCALE 1/4" = 1'-0"



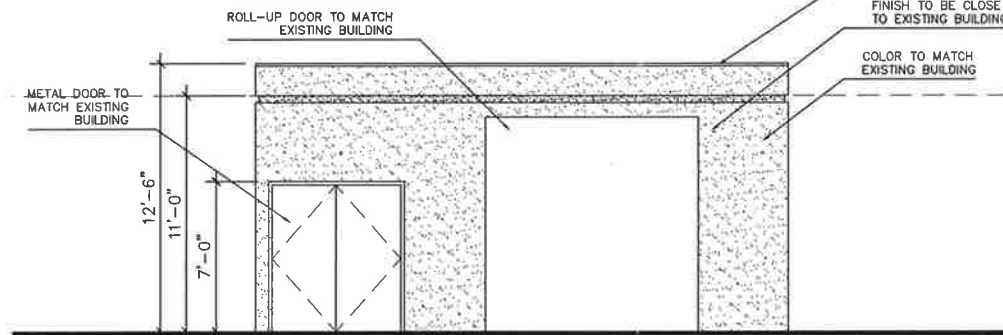
**EAST & WEST ELEV.**

SCALE 1/4" = 1'-0"



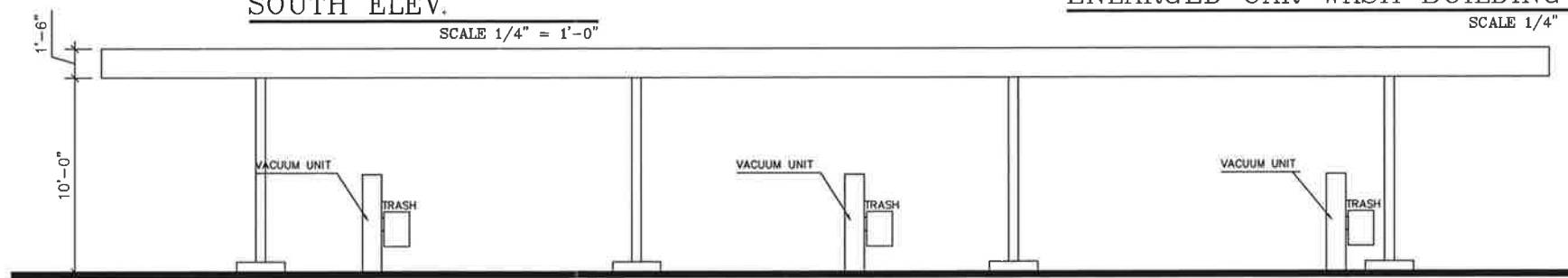
**NORTH ELEV.**

SCALE 1/4" = 1'-0"



**SOUTH ELEV.**

SCALE 1/4" = 1'-0"

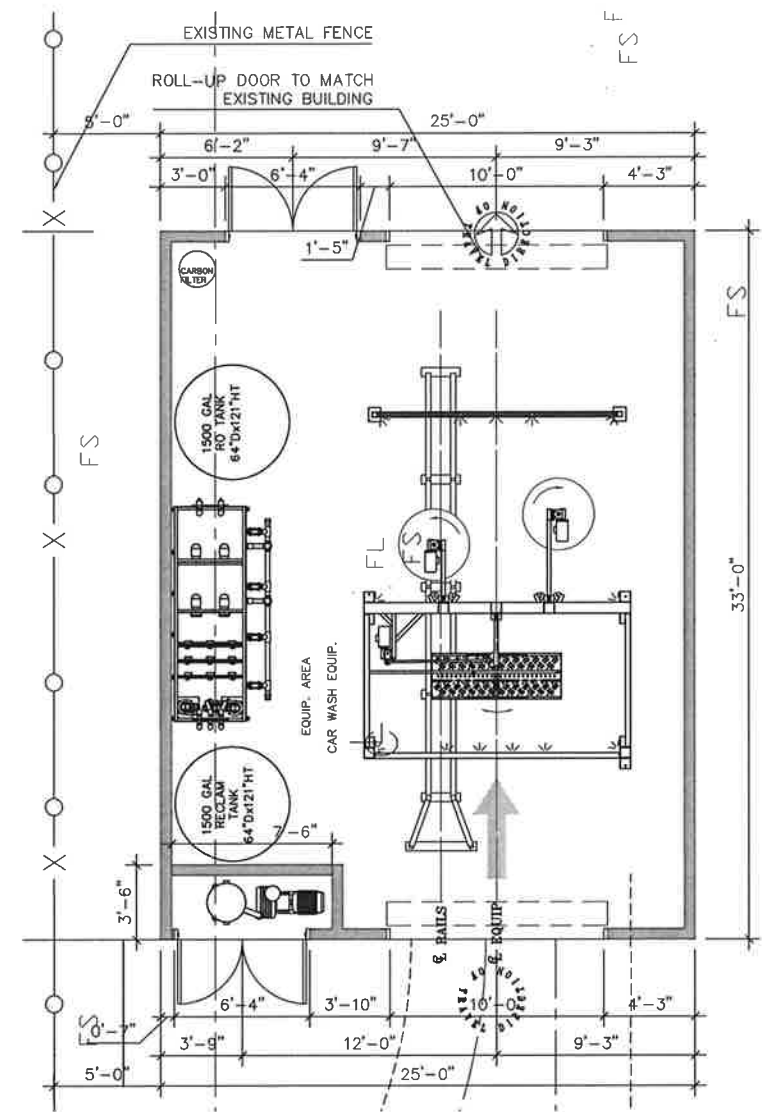


**CANOPY EAST & WEST ELEV.**

SCALE 1/4" = 1'-0"

**CANOPY EAST & WEST ELEV.**

SCALE 1/4" = 1'-0"



**ENLARGED CAR WASH BUILDING**

SCALE 1/4" = 1'-0"

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**KARNAK DEVELOPMENTS, INC.**



8849 E. Flower St., Ste 17, Bellflower, CA 90706  
 P.O. Box 5003, Bellflower, CA 90707  
 TEL: (562) 920-0987 FAX: (562) 920-0987  
 Call: (800) 773-MINA Toll Free: (800) KARNAK 8  
 KARNAK.DEV@GMAIL.COM

**PROJECT:**  
**CAR WASH ADDITION FOR FOX RENT-A-CAR**  
 325 BAKER ST.  
 COSTA MESA, CA 92626

**OWNER:**  
 RH MATTHEWS, LLC  
 3128 REDHILL AVE.  
 COSTA MESA, CA 92626

**LESSEE:**  
 FOX RENT-A-CAR, INC.  
 5500 W. CENTURY BLVD.,  
 LOS ANGELES, CA 90045

**TITLE**  
**CAR WASH & CANOPY PLAN & ELEVATIONS**

| ISSUE/REVISION | DATE |
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**CHECKED BY:** M.M.  
**DATE:** 00/00/2012  
**SCALE:** NOTED  
**JOB NO.** 220142  
**SHEET NO.**

**T-2**