



City of Costa Mesa Inter Office Memorandum

TO: CITY COUNCIL, PLANNING COMMISSION
CC: TOM HATCH, BARRY CURTIS, AND JENNIFER LE
FROM: WILLA BOUWENS-KILLEEN, ZONING ADMINISTRATOR
DATE: OCTOBER 18, 2018
SUBJECT: ZONING ADMINISTRATOR DECISION(S)

A handwritten signature in black ink, appearing to be "Will Bouwens-Killeen", written over the "FROM" line of the memorandum.

This is to advise you of the following decision(s) made by the Zoning Administrator within the last week. Project descriptions have been kept brief for this notice. 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-18-49 **947 West 18th Street**

Minor Conditional Use Permit for the expansion of G&W Towing, located at 965 West 18th Street, onto this abutting property. The proposal includes outdoor storage of motor vehicles on a property that contains a 6,600 square foot, single-story industrial building. The site will be used for additional motor vehicle storage only for the operation of the towing business with indoor storage initiated once the lease for the existing automobile repair use is discontinued. No administrative work for G&W Towing will occur at this site.

Approved, subject to conditions.

Comments received: None.



CITY OF COSTA MESA

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

DEVELOPMENT SERVICES DEPARTMENT

October 18, 2018

Steve Dobbie
Dobbie Design Group
668 North Coast Highway, Suite 1390
Laguna Beach, CA 92651

**RE: ZONING APPLICATION 18-49
MINOR CONDITIONAL USE PERMIT FOR THE EXPANSION OF G & W
TOWING FOR ADDITIONAL STORAGE OF MOTOR VEHICLES
947 WEST 18TH STREET**

Dear Mr. Dobbie:

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 October 25, 2018, 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, Nancy Huynh, at 714.754.5609, or at nancy.huynh@costamesaca.gov.

Sincerely,

WILLA BOUWENS-KILLEEN, AICP
Zoning Administrator

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

cc: Engineering
 Fire Protection Analyst
 Building Safety Division

PROJECT DESCRIPTION

Location

The property is located at 947 West 18th Street in a General Industrial zone (MG). Uses surrounding the subject property are also zoned General Industrial. Existing high density multi-family residentially zoned developments (R3 and R2-HD) are located to the northeast of the project site and to the northwest is Whittier Elementary School (I & R zone). The property is adjacent to the existing G & W Towing business located at 965 West 18th Street. An automobile repair business (Mercedes Repair by Maurice) currently operates within the front half of the existing building but will vacate the site once their lease lapses in 2020.

Proposed Project

The applicant, on behalf of G & W Towing, requests approval of a minor conditional use permit (MCUP) to expand their existing towing business which includes storage of motor vehicles outdoor and indoor. The towing business currently operates at 965 West 18th Street but needs additional space for more auto storage. A 20-foot wide gate is proposed between the properties at 965 and 947 West 18th Street to connect the two lots. No improvements to the existing industrial building are proposed.

ANALYSIS

The property currently contains an existing 6,600 square foot single story industrial building with 13 parking spaces. The property has an existing 25-foot wide driveway along the West 18th Street frontage providing ingress/egress into the project site. The front half of the building (approximately 3,300 square feet) is currently occupied by an automobile repair use that will continue to operate until the lease expires in late August 2020. As required under Planning Application PA-08-10, 10 of the parking spaces need to remain available for the automobile repair shop.

There are currently between 75 and 125 vehicles being stored at the 965 West 18th Street site. By acquiring the adjacent property at 947 West 18th Street, G & W Towing will be able to increase their operation and store an additional 30 to 40 cars. The subject property will be used for auto storage only – both indoor and outdoor. The cars will be stored in the other half of the industrial building as well as outside, at the rear of the property, until the automobile repair shop vacates the building. Once the automobile repair shop lease expires, G & W Towing will use the entire building and site for their towing operations. The hours of operation will be 24 hours a day, which is typical for a towing business. All drop-offs and pick-ups will continue to occur at the existing location and will not be allowed at the subject property. All administrative work will also continue to be conducted at the existing towing location. Minor site improvements will include installing a gate to connect the two lots and re-stripping the parallel parking spaces along

the western property line to comply with the City's Parking Design Standards (Condition No. 2).

G & W Towing has operated their business within the City for over 30 years and there have been no negative reports and no active Code violations against the business. The business has provided towing services to local law enforcement, commercial businesses, and property owners within the community. The expansion will allow G & W Towing to continue serving the community by being able to provide more service beyond their current capacity at the existing location. In terms of potential impacts to the surrounding residentially zoned properties, the subject property does not abut any residential developments. While the existing towing business has received code complaints in the past, the operators have been able to quickly resolve them to the satisfaction of the City so staff does not anticipate negative impacts to the surrounding residential uses.

Furthermore, the original towing location is required to continue to comply with the mitigation measures from the adopted Negative Declaration prepared for the original planning approval of the towing business at 965 West 18th Street (PA-89-77). To avoid impacts on residents to the southwest of this site, staff is applying the same conditions of approval/mitigation measures where applicable. . Therefore, the proposed use, as conditioned, would not have adverse impacts to the surrounding uses including residential.

General Plan Consistency

With the recommended conditions of approval and code requirements, the use will be consistent and compatible with surrounding uses, as specified in Policy LU-1.1 and LU-6.7 of the General Plan Land Use Element:

- *LU-1.1 – Provide for the development of a mix and balance of housing opportunities, commercial goods and services, and employment opportunities in consideration of the needs of the business and residential segments of the community.*
- *LU-6.7 – Encourage new and retain existing businesses that provide local shopping and services.*

G & W Towing has provided their towing services to local law enforcement, commercial businesses, and property owners within the community in Costa Mesa for over 30 years. The expansion will allow G & W Towing to continue serving the community by being able to increase service beyond their current capacity at the existing location. While the existing towing business has received code complaints in the past, the operators have been able to quickly resolve them to the satisfaction of the City so staff does not anticipate negative impacts to the surrounding uses – including residential – with the proposed expansion.

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 proposed use is considered as a light industrial activity which is consistent with the other surrounding developments including light manufacturing. In terms of compatibility with the mobile home park to the southwest, no customer pick up or drop off will be allowed at any time at the subject property. All drop-offs and pick-ups will only occur at the existing location (965 West 18th Street). Additionally, any vehicle repair or dismantling of vehicles is strictly prohibited on the property.

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 because the development is existing and no improvements to the existing building or the site are proposed beyond re-striping parking spaces.

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 since the proposed use is conditionally permitted per the City's Land Use Matrix. Even though the proposed use will allow for more storage of vehicles, the use is in conjunction to the adjacent and existing towing business, with drop off and pick up of vehicle and other intensive activity limited to the original towing business site. Furthermore, the proposed use will not expand the existing building size.

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 subject property is an existing development and no exterior/interior changes to the existing building or site is proposed. In addition, the use will operate in such a way that limits any potential impacts to the surrounding residential developments, including no customer drop-off or pick-ups at this location. The proposed use is only for additional storage of vehicles for the adjacent towing business.

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 by the proposed use since no improvements to the existing building or site are proposed.

3. The proposed use complies with performance standards described elsewhere in the Zoning Code. All development standards, including building setbacks comply with the Zoning Code since the development is existing and was previously reviewed and approved for consistency and compliance with the Zoning Code.
 4. The structure is consistent with the General Plan, specifically Land Use Element Policy LU-1.1 & LU-6.7.
 5. This zoning application is for a project-specific case and is not to be construed to set 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, Class 1, Existing Facilities, of the CEQA Guidelines.
- D. 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 project shall be limited to the type of building as described in this staff report and in the attached plans. Any change in the use, size, or design shall require review by the Planning Division and may require an amendment to the Minor Conditional Use Permit.
 2. The parallel parking spaces along the western side of the property shall be re-stripped in accordance to the City's Parking Design Standards.
 3. The conditions of approval, code requirements, and special district requirements of ZA-18-49 shall be blueprinted on the face of the site plan as part of the plan check submittal package.
 4. The applicant shall contact the Planning Division to arrange a Planning inspection of the site prior to final inspections by the Building Division. This inspection is to confirm that the conditions of approval and code requirements have been satisfied.
 5. There shall be no dismantling of vehicles on the site.
 6. No drop-offs or pick-ups shall be allowed at the subject property. All drop-off and pick-up activities shall be limited to 965 West 18th Street.
 7. No vehicles shall block the sidewalk in front of the properties with driveways. Sufficient stacking area for vehicles coming to the site shall be provided and maintained.
 8. Sufficient area shall be maintained in the auto storage area to allow all vehicles to turn around in order to have forward access to the street. Tow trucks shall no back onto the street.
 9. No vehicles shall be stacked.
 10. Except as necessary for the driveways and traffic visibility, the entire front

- setback shall be landscaped per Code.
- 11. All auto storage area shall be screened from view from the street and from the residents to the rear with a minimum 6' high, solid opaque fence or wall.
 - 12. Any security gate proposed along the front of the property shall require Planning approval prior to the issuance of a building permit.
 - Eng. 13. A Construction Access Permit and deposit of \$580 will be required by City of Costa Mesa, Engineering Division prior to start of any on-site work, necessary during construction for street sweeping and to guarantee replacement costs in case of damage to existing public improvements.
 - Bldg. 14. Prior to issuing the Building permit the conditions of approval shall be required to be incorporated on the approved Architectural plans.

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.

- PIng. 1. Approval of the planning application is valid for two years from the effective date of this approval and will expire at the end of that period unless applicant establishes the use by obtaining building permits for the authorized construction and initiates construction. If the applicant is unable to 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 planning application.
- 2. All construction-related activity shall be limited to between the hours of 7 a.m. and 7 p.m., Monday through Friday, and 9 a.m. to 6 p.m. Saturday. Construction is prohibited on Sundays and federal holidays. Exceptions may be made for activities that will not generate noise audible from off-site, such as painting and other quiet interior work.
- 3. Installation of all utility meters shall be performed in a manner so as to obscure the installation from view from any place on or off the property. The installation vault, wall cabinet, or wall box shall be installed under the direction of the Planning Division.
- 4. All on-site utility services shall be installed underground or with the ability to be underground in the future.
- 5. Any new mechanical equipment such as air-conditioning equipment and duct work shall be screened from view in a manner approved by the Planning Division. All roof-mounted equipment is prohibited.
- Bldg. 6. Comply with the requirements of the following adopted codes Code, 2016 California Building Code, 2016 California Electrical code, 2016 California Mechanical code , 2016 California Plumbing code , 2016 California Green Building Standards Code and 2016 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 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 2016 California Building Code.

7. Prior to the Building Div. issuing a demolition permit contact South Coast Air Quality Management District (AQMD) located at:

21865 Copley Dr.
Diamond Bar, CA 91765-4178
Tel: 909- 396-2000

Or

Visit their web site

<http://www.costamesaca.gov/modules/showdocument.aspx?documentid=23381>

The Building Div. will not issue a demolition permit until an identification number is provided by AQMD.

8. 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.
- Bus. Lic. 9. All contractors and subcontractors must have valid business licenses to do business in the City of Costa Mesa. Final inspections will not be granted until all such licenses have been obtained.

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.
- AQMD 4. Prior to the Building Division issuing a demolition permit contact South Coast Air Quality Management District (AQMD) located at: 21865 Copley Dr. Diamond Bar, CA 91765-4178, Tel: 909- 396-2000 or visit their web site: <http://yourstory.aqmd.gov/home>. The Building Division will not issue a demolition permit until an Identification no. is provided by AQMD.

PLANNING APPLICATION SUMMARY

Location:	947 West 18 th Street	Application No:	ZA-18-49
Request:	Minor Conditional Use Permit for the expansion of G & W Towing for additional storage of motor vehicles		

SUBJECT PROPERTY:

SURROUNDING PROPERTY:

Zone:	MG, General Industrial	North:	R3, High Density Multi-Family Residential
General Plan:	Industrial Park	South:	MG, General Industrial
Lot Dimensions:	66 FT by 300 FT	East:	MG, General Industrial
Lot Area:	19,800 SF	West:	MG, General Industrial
Existing Development:	6,600 square foot, single-story industrial building		

DEVELOPMENT STANDARD COMPARISON

DEVELOPMENT STANDARD	REQUIRED/ALLOWED	PROPOSED/PROVIDED
Lot Size:	10,000 SF	19,800 SF
Lot Width:	120 FT.	66 FT*
Driveway Width:	20 FT	25 FT
Parking:	19	13*
Building Height:	2 stories/30 FT maximum	1 story/18 FT 10 IN
Building Setbacks:		
Front	10 FT	60 FT
Side (left/right)	0 FT/0 FT	0 FT/26 FT
Rear	0 FT	80 FT
Interior Landscaping:	255 SQ. FT.	60 SQ. FT.*
Setback Landscaping:	10 FT	10 FT
CEQA:	Exempt per CEQA Section 15303, New Construction (Class 3)	
Final approval:	Zoning Administrator	
*Existing, legal non-conforming		

PROJECT NOTES

THE EXISTING BUILDING AND PROPERTY IS TO REMAIN AS IS WITH NO PROPOSED BUILDING OR SITE CHANGES. THE PROPOSED USE OF THE PROPERTY IS TO BE FOR ADDITIONAL AUTO PARKING STORAGE FOR THE TOWING FACILITY NEXT DOOR TO THE WEST

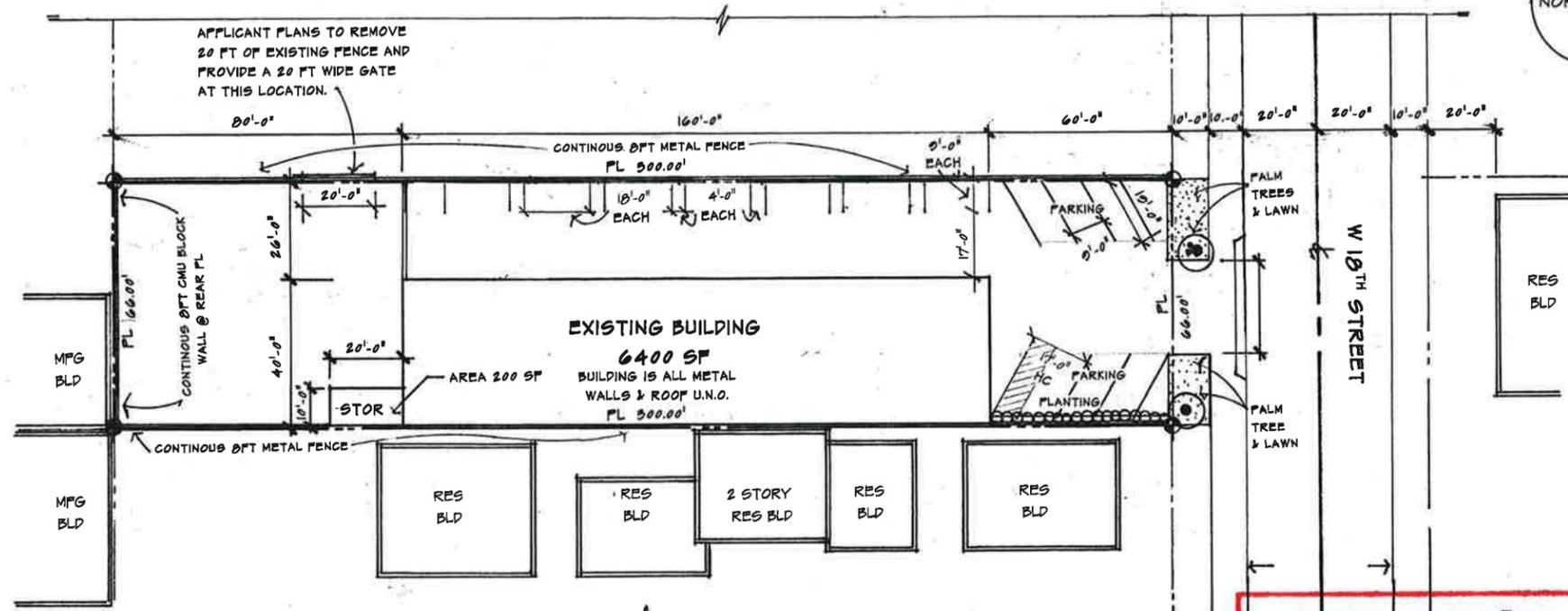
AREA TABULATIONS: (NO CHANGE)

LOT AREA (500X 66)..... = 10,000.00 SQ FT
 BUILDING AREA..... = 6,600.00 SQ FT
 LANDSCAPING AREA..... = 622.00 SQ FT
 PAVED AREA, (ASPHALT)..... = 12,070.00 SQ FT
 LOT COVERAGE..... = 55%

PARKING AREA

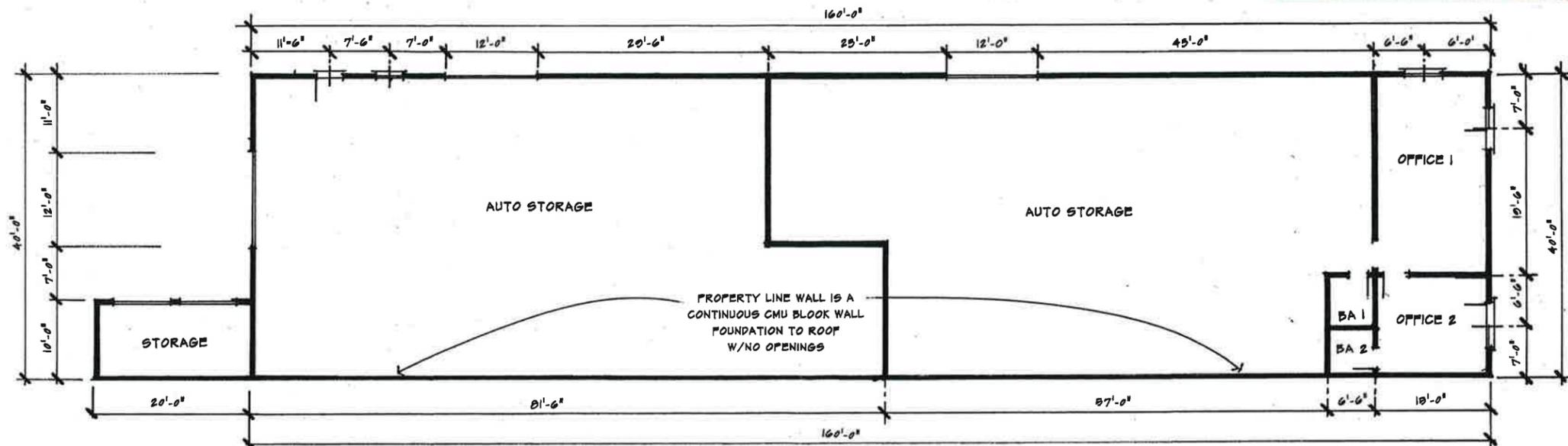
15 MARKED SPACES TOTAL / FRONT PARKING 6 SPACES. 5 REGULAR SPACES ARE 9 FT X 18 FT EACH AND ONE 18 FT LONG BY 17 FT WIDE HANDICAP SPACE. ON THE WEST SIDE THERE ARE 7 SPACES ALONG FENCE ARE 9 FT WIDE X 18 FT LONG MINIMUM EACH HAVING 4 FT AT FRONT AND BACK BETWEEN SPACES. LEAVING A 17 FT WIDE CLEAR DRIVE LANE ALONG BUILDING.

NOTE: (10 PARKING SPACES SHALL REMAIN AVAILABLE FOR THE AUTO REPAIR BUSINESS UNTIL THE LEASE EXPIRES).



EXISTING SITE PLAN NO CHANGE

MINOR CONDITIONAL USE PERMIT/
 ADMINISTRATIVE ADJUSTMENT NO. 18-49
Approval in Concept
 SCALE 1/20" = 1'-0"
 SUBJECT TO CONDITIONS
 CITY OF COSTA MESA
 PLANNING DEPT.
 BY N. HUYNH DATE 10/17/18



EXISTING FLOOR PLAN NO CHANGE

SCALE 1/8" = 1'-0"

REVISIONS	BY
▲	
▲	
▲	
▲	
▲	

DOBBIE DESIGN GROUP

DISTINCTIVE CUSTOM HOME DESIGN
 660 N. COAST HWY. LAGUNA BEACH, CA. 92651
 949/322-6784

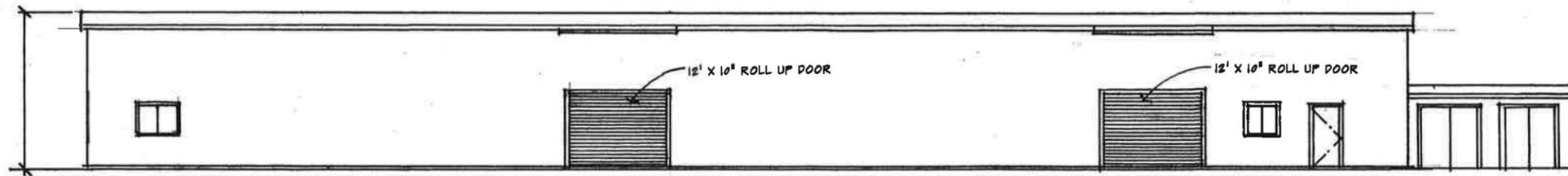
G.W. MILLER BUILDING
 947 WEST 18TH STREET
 COSTA MESA, CA. 92627

EXISTING SITE PLAN
 EXISTING BUILDING PLAN

DATE PRINTED
 DATE DRAWN
 DRAWN BY

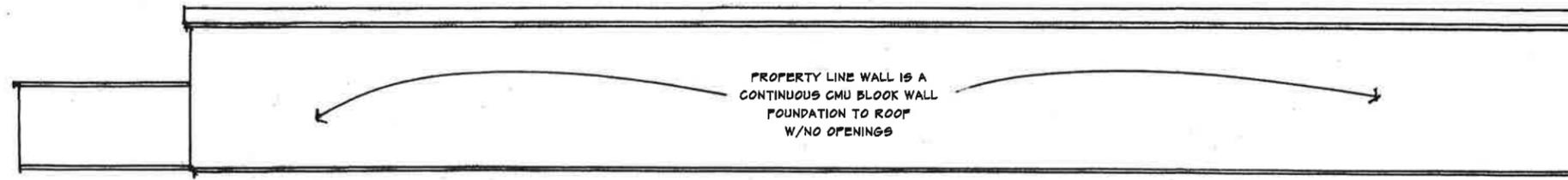
SHEET
 OF

ALL RIGHTS RESERVED. NO PART OF THESE PLANS MAY BE REPRODUCED BY ANY MEANS WITHOUT PRIOR PERMISSION OF COPYRIGHT OWNER.



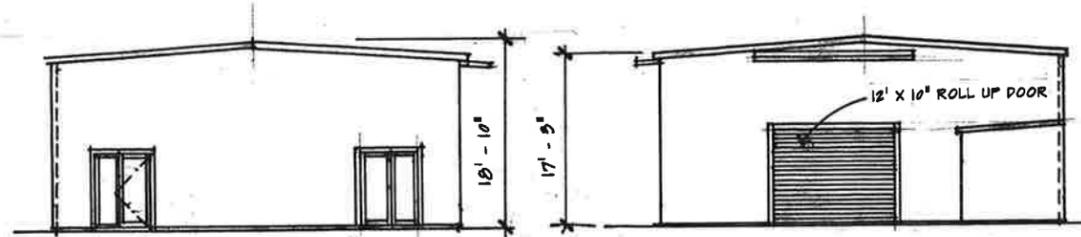
WEST ELEVATION

SCALE 1/8" = 1'-0"



EAST ELEVATION

SCALE 1/8" = 1'-0"

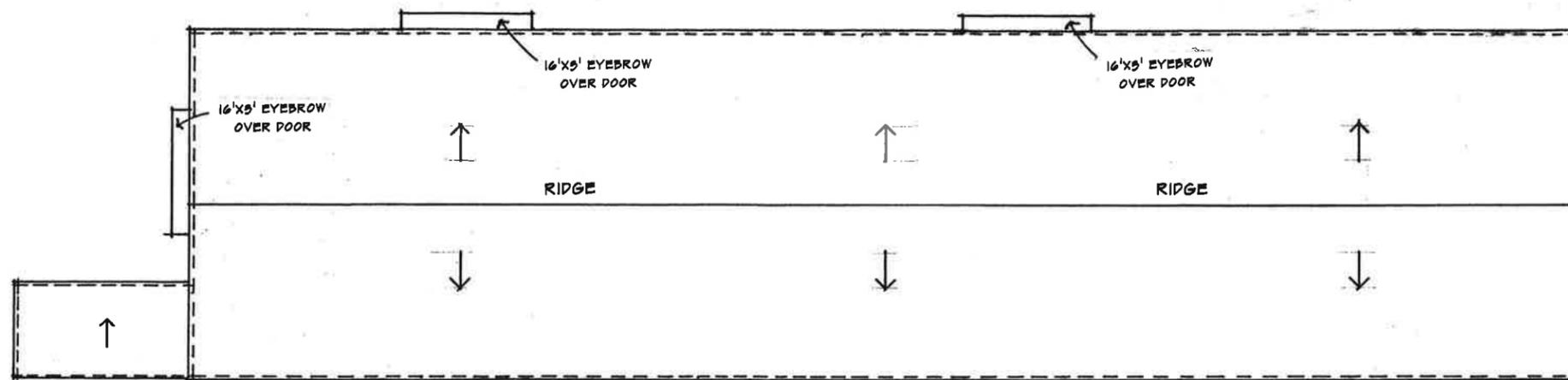


NORTH ELEVATION

SCALE 1/8" = 1'-0"

SOUTH ELEVATION

SCALE 1/8" = 1'-0"



EXISTING ROOF PLAN NO CHANGE

SCALE 1/8" = 1'-0"

REVISIONS	BY

**DOBBIE
DESIGN
GROUP**

DISTINCTIVE
CUSTOM
HOME DESIGN

668 N. COAST HWY.
LAGUNA BEACH,
CA. 92651

949/322-6784

G.W. MILLER
BUILDING
947 WEST 18TH STREET
COSTA MESA, CA. 92627

EXTERIOR ELEVATIONS
ROOF PLAN

SCALE

DATE PRINTED
DATE DRAWN
DRAWN BY

SHEET

2

OF