CITY OF COSTA MESA

REGULAR CITY COUNCIL AND HOUSING AUTHORITY*

Agenda

Tuesday, May 5, 2026	**6:00 PM**	**City Council Chambers** **77 Fair Drive**

***Note: All agency memberships are reflected in the title "Council Member"**

The City Council meetings are presented in a hybrid format, both in-person at City Hall and as a courtesy virtually via Zoom Webinar. If the Zoom feature is having technical difficulties or experiencing any other critical issues, and unless required by the Brown Act, the meeting will continue in person.

TRANSLATION SERVICES AVAILABLE / SERVICIOS DE TRADUCCIÓN DISPONIBLE
Please contact the City Clerk at (714) 754-5225 to request language interpreting services for City meetings. Notification at least 48 hours prior to the meeting will enable the City to make arrangements.

Closed Captioning is available via the Zoom option in English and Spanish.

Los subtítulos están disponibles a través de la opción Zoom en inglés y español.

Favor de comunicarse con la Secretaria Municipal al (714) 754-5225 para solicitar servicios de interpretación de idioma para las juntas de la Ciudad. Se pide notificación por lo mínimo 48 horas de anticipación, esto permite que la Ciudad haga los arreglos necesarios.

Members of the public can view the City Council meetings live on COSTA MESA TV (SPECTRUM CHANNEL 3 AND AT&T U-VERSE CHANNEL 99) or http://costamesa.granicus.com/player/camera/2?publish_id=10&redirect=true and online at youtube.com/costamesatv.

Members of the public are welcome to speak during the meeting when the Mayor opens the floor for public comment. There is no need to register in advance or complete a comment card. When it's time to comment, line up at one of the two podiums in the room and wait for your turn. Each speaker will have up to 3 minutes (or as directed) to address the City Council.

To maintain a respectful and orderly atmosphere during the meeting, attendees shall refrain from using horns or amplified speakers. Signs and props may be brought into the Chamber, provided they do not exceed 11 inches by 18 inches in size and do not hinder the visibility of other attendees. The possession of poles, sticks, or stakes is strictly prohibited.

All attendees must remain seated while in the chamber until instructed by the Presiding Officer to approach and line up for public comment. To ensure safety and maintain order during the proceedings, standing or congregating in the aisles or foyer is strictly prohibited.

Further information regarding the City's regulations on addressing the City Council and expected conduct during meetings are available at the following links.

Title 2: Administration
§ 2-61: Conduct while addressing the council.
https://ecode360.com/42609578

Title 2: Administration
§ 2-64: Disorderliness by members of the audience.
https://ecode360.com/42609598

As a courtesy, the public may participate via the Zoom option.

Zoom Webinar:
Please click the link below to join the webinar:
https://us06web.zoom.us/j/81887305556?pwd=KcjfCTLXajPFZHf73maIbuTmwUobTG.1
Or sign into Zoom.com and “Join a Meeting”
Enter Webinar ID: 818 8730 5556/ Password: 658733
• If Zoom is not already installed on your computer, click “Download & Run Zoom” on the launch page and press “Run” when prompted by your browser. If Zoom has previously been installed on your computer, please allow a few moments for the application to launch automatically.
• Select “Join Audio via Computer.”
• The virtual conference room will open. If you receive a message reading, “Please wait for the host to start this meeting,” simply remain in the room until the meeting begins.
• During the Public Comment Period, use the “raise hand” feature located in the participants’ window and wait for city staff to announce your name and unmute your line when it is your turn to speak. Comments are limited to 3 minutes, or as otherwise directed.

Participate via telephone:
Call: 1 669 900 6833 Enter Webinar ID: 818 8730 5556/ Password: 658733
During the Public Comment Period, press *9 to "raise your hand" and to be added to the queue to speak and wait for city staff to announce your name/phone number and press *6 to unmute your line when it is your turn to speak. Comments are limited to 3 minutes, or as otherwise directed.

Note, if you have installed a zoom update, please restart your computer before participating in the meeting.

Additionally, members of the public who wish to make a written comment on a specific agenda item, may submit a written comment via email to the City Clerk at cityclerk@costamesaca.gov.

Any written communications, photos, or other materials for copying and distribution to the City Council that are 10 pages or less, can be e-mailed to cityclerk@costamesaca.gov, submitted to the City Clerk's Office on a flash drive, or mailed to the City Clerk's Office. Kindly submit materials to the City Clerk AS EARLY AS POSSIBLE, BUT NO LATER THAN 12:00 p.m. on the day of the meeting.

Comments received by 12:00 p.m. on the day of the meeting will be provided to the City Council, made available to the public, and will be part of the meeting record.

Please know that it is important for the City to allow public participation at this meeting. If you are unable to participate in the meeting via the processes set forth above, please contact the City Clerk at (714) 754-5225 or cityclerk@costamesaca.gov and staff will attempt to accommodate you. While the City does not expect there to be any changes to the above process for participating in this meeting, if there is a change, the City will post the information as soon as possible to the City's website.

Note that records submitted by the public will not be redacted in any way and will be posted online as submitted, including any personal contact information. All pictures, PowerPoints, and videos submitted for display at a public meeting must be previously reviewed by staff to verify appropriateness for general audiences. This includes items submitted for the overhead screen during the meeting. Items submitted for the overhead screen should be 1 page and provided to the City Clerk prior to the start of the meeting. No links to YouTube videos or other streaming services will be accepted, a direct video file will need to be emailed to staff prior to each meeting in order to minimize complications and to play the video without delay. The video must be one of the following formats, .mp4, .mov or .wmv. Only one file may be included per speaker for public comments, for both videos and pictures. Please e-mail to the City Clerk at cityclerk@costamesaca.gov NO LATER THAN 12:00 Noon on the date of the meeting. If you do not receive confirmation from the city prior to the meeting, please call the City Clerks office at 714-754-5225.

Note regarding agenda-related documents provided to a majority of the City Council after distribution of the City Council agenda packet (GC §54957.5): Any related documents provided to a majority of the City Council after distribution of the City Council Agenda Packets will be made available for public inspection. Such documents will be posted on the city's website and will be available at the City Clerk's office, 77 Fair Drive, Costa Mesa, CA 92626.

All cell phones and other electronic devices are to be turned off or set to vibrate. Members of the audience are requested to step outside the Council Chambers to conduct a phone conversation.

Free Wi-Fi is available in the Council Chambers during the meetings. The network username available is: CM_Council. The password is: cmcouncil1953.

As a LEED Gold Certified City, Costa Mesa is fully committed to environmental sustainability. A minimum number of hard copies of the agenda will be available in the Council Chambers. For your convenience, a binder of the entire agenda packet will be at the table in the foyer of the Council Chambers for viewing. Agendas and reports can be viewed on the City website at https://costamesa.legistar.com/Calendar.aspx. Las agendas y los informes se pueden ver en español en el sitio web de la Ciudad en https://www.costamesaca.gov/trending/current-agendas/spanish-city-council-agendas.

In compliance with the Americans with Disabilities Act, Assistive Listening headphones are available and can be checked out from the City Clerk. If you need special assistance to participate in this meeting, please contact the City Clerk at (714) 754-5225. Notification at least 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28 CFR 35.102.35.104 ADA Title II].

En conformidad con la Ley de Estadounidenses con Discapacidades (ADA), aparatos de asistencia están disponibles y podrán ser prestados notificando a la Secretaria Municipal. Si necesita asistencia especial para participar en esta junta, comuníquese con la oficina de la Secretaria Municipal al (714) 754-5225. Se pide dar notificación a la Ciudad por lo mínimo 48 horas de anticipación para garantizar accesibilidad razonable a la junta. [28 CFR 35.102.35.104 ADA Title II].

REGULAR MEETING OF THE CITY COUNCIL AND HOUSING AUTHORITY

MAY 5, 2026 – 6:00 P.M.

JOHN STEPHENS
Mayor

MANUEL CHAVEZ
Mayor Pro Tem - District 4

ANDREA MARR
Council Member - District 3

ARLIS REYNOLDS
Council Member - District 5

LOREN GAMEROS
Council Member - District 2

JEFF PETTIS
Council Member - District 6

MIKE BULEY
Council Member - District 1

KIMBERLY HALL BARLOW
City Attorney

CECILIA GALLARDO-DALY
City Manager

CALL TO ORDER

NATIONAL ANTHEM AND PLEDGE OF ALLEGIANCE

MOMENT OF SOLEMN EXPRESSION

[Per Council Policy 000-12, these presentations are made by community volunteers stating their own views. The City Council disclaims any intent to endorse or sponsor the views of any speaker.]

ROLL CALL

CITY ATTORNEY CLOSED SESSION REPORT

PRESENTATIONS:

1. Proclamation: Bike Month

PUBLIC COMMENTS – MATTERS NOT LISTED ON THE AGENDA
Comments on Presentations and Consent Calendar items may also be heard at this time. Comments are limited to 3 minutes, or as otherwise directed.

COUNCIL MEMBER COMMITTEE REPORTS, COMMENTS, AND SUGGESTIONS
Each council member is limited to 3 minutes. Additional comments will be heard at the end of the meeting.

1. Council Member Reynolds
2. Council Member Pettis
3. Council Member Buley
4. Council Member Gameros
5. Council Member Marr
6. Mayor Pro Tem Chavez
7. Mayor Stephens

REPORT – CITY MANAGER

REPORT – CITY ATTORNEY

CONSENT CALENDAR

All matters listed under the Consent Calendar are considered to be routine and will be acted upon in one motion. There will be no separate discussion of these items unless members of the City Council, staff, or the public request specific items to be discussed and/or removed from the Consent Calendar for discussion.

1. **PROCEDURAL WAIVER: WAIVE THE FULL READING OF ALL ORDINANCES AND RESOLUTIONS** **26-261**

RECOMMENDATION:

City Council and Housing Authority approve the reading by title only and waive further reading of Ordinances and Resolutions.

2. **READING FOLDER** **26-268**

RECOMMENDATION:

City Council receive and file Claims received by the City Clerk and authorize staff to reject any and all Claims: Marisela Maldonado, Jose Antonio Ortiz, Debra Von Trapp, RDK Holdings LLC.

3. ADOPTION OF WARRANT RESOLUTION **26-233**

RECOMMENDATION:

City Council approve Warrant Resolution No. 2753.

Attachments: 1. Summary Check Registration 4-9-2026
2. Summary Check Registration 4-17-2026
3. Summary Check Registration 4-23-2026

4. PROPOSED BUSINESS IMPROVEMENT AREA (BIA) REAUTHORIZATION AND INTENTION TO LEVY AN ANNUAL ASSESSMENT **26-234**

RECOMMENDATION:

Staff recommends the City Council:

1. Approve the 2025-26 Annual Report for the Business Improvement Area (BIA) (Attachment 1).

2. Receive and file the audited financial report for Fiscal Years Ended June 30, 2024, and June 30, 2025 (Attachment 2).

3. Adopt Resolution 2026-xx, declaring the City's intention to levy an annual assessment for Fiscal Year 2026-27 for the Business Improvement Area, covering certain Costa Mesa hotels and motels and setting the time and place for a Public Hearing on the proposed annual assessment Attachment 3).

Attachments: 1. TCM Annual Report 2026
2. FY Ending June 2025 Financial Audit
3. Resolution No. 2026-XX Intent Business Improvement Area

5. **APPROVAL OF THE AMENDED AND RESTATED NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM STORMWATER PERMIT IMPLEMENTATION AGREEMENT BETWEEN THE COUNTY OF ORANGE, ORANGE COUNTY FLOOD CONTROL DISTRICT, AND PARTICIPATING ORANGE COUNTY CITIES** **26-243**

RECOMMENDATION:

Staff recommends the City Council:

1. Approve the Amended and Restated National Pollutant Discharge Elimination System (NPDES) Stormwater Permit Implementation Agreement ("Agreement") between the County of Orange, Orange County Flood Control District, and participating Orange County cities.

2. Authorize the City Manager to execute the agreement and any related documents necessary to implement the terms of the agreement.

Attachments: 1. Stormwater Permit Implementation Agreement

6. **REQUEST FOR APPROPRIATION OF MEASURE M2 FAIRSHARE FUNDS FOR CITYWIDE TRAFFIC SIGNAL MAINTENANCE** **26-244**

RECOMMENDATION:

Staff recommends the City Council:

1. Authorize an appropriation of $270,000 from Measure M2 Fairshare (Fund 416) fund balance to the Citywide Traffic Signal Improvements Project (CIP #370058).

2. Approve the use of Measure M2 Fairshare and Gas Tax funds within the existing Maintenance Services Agreement (MSA) with Yunex, LLC to cover traffic signal maintenance costs.

AT THIS TIME COUNCIL WILL ADDRESS ANY ITEMS PULLED FROM THE CONSENT CALENDAR

----------END OF CONSENT CALENDAR----------

PUBLIC HEARINGS:

(Pursuant to Resolution No. 05-55, Public Hearings begin at 7:00 p.m.)

1. CALL FOR REVIEW OF THE APPROVAL OF SPECIAL USE PERMIT 26-205 (PGSH-24-0002) TO ALLOW A SOBER LIVING HOME WITH SIX OR FEWER RESIDENTS TO BE LOCATED AT 1601 BAKER STREET

RECOMMENDATION:

Staff recommends the City Council:

1. Find that Project (permit) is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Sections 15268 (Ministerial Projects) and 15301 (Existing Facilities).
2. Adopt a resolution upholding the Planning Commission's decision to uphold the Hearing Officer's issuance of Special Use Permit (PGSH-24-0002) to allow a sober living home with six or fewer persons (not counting the house manager) at 1601 Baker Street.

Attachments: Agenda Report
1. Draft Resolution
2. Hearing Officer Memorandum
3. Final Decision Memorandum
4. Call Up Review January 7, 2026
5. Hearing Officer Public Comments
6. Plans
7. Planning Commission Resolution
8. Planning Commission Minutes
9. Planning Commission Public Comments
10. Call Up Review March 2, 2026

2. FISCAL YEAR (FY) 2026-2027 ANNUAL ACTION PLAN IDENTIFYING FUNDING PRIORITIES FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND HOME INVESTMENT PARTNERSHIPS GRANT (HOME) PROGRAMS 26-230

RECOMMENDATION:

Staff recommends the City Council:

1. Hold a Public Hearing regarding the Fiscal Year (FY) 2026-27 Annual Action Plan.

2. Approve the recommended allocation of $1,053,867.31 for the FY 2026-27 Community Development Block Grant.

3. Approve the recommended allocation of $1,061,998.25 for the FY 2026-27 HOME Investment Partnerships Grant.

4. Adopt Resolution NO. 2026-xxx (Attachment 1) in order to:

    a. Approve the FY 2026-27 Annual Action Plan
    b. Authorize the City Manager, or the City Manager's designee, to submit the FY 2026-27 Annual Action Plan to the U.S. Department of Housing and Urban Development.
    c. Designate the City Manager, or the City Manager's designee, as the official representative of the City to administer the programs and to execute and submit all required agreements, certifications, and documents required by HUD, and execute all agreements and subrecipient agreements for the use of funds approved in the FY 2026-27 Annual Action Plan.

Attachments: Agenda Report
1. Draft Resolution
2. Draft Annual Action Plan
3. Public Service Grant Recommendations 26-27
4. CDBG Map

OLD BUSINESS:

1. ADOPTION OF THE CITY OF COSTA MESA, CALIFORNIA ADDING CHAPTER IV, TRAP-NEUTER-RETURN, TO TITLE 3 OF THE COSTA MESA MUNICIPAL CODE TO ESTABLISH A TRAP-NEUTER-RETURN PROGRAM FOR COMMUNITY CATS **26-259**

RECOMMENDATION:

Staff recommends the City Council adopt Ordinance No. 2026-XX adding Title 3 Animal Regulations of the Costa Mesa Municipal Code 3-171 to establish and regulate a Trap-Neuter-Return (TNR) program for community cats within the City of Costa Mesa.

Attachments: 1. TNR ordinance

2. CONTINUATION OF THE ADOPTION OF ORDINANCE AMENDING CHAPTER III OF TITLE 15 OF THE COSTA MESA MUNICIPAL CODE RELATING TO PUBLIC WORKS - DRAINAGE **26-276**

RECOMMENDATION:

Staff recommends the City Council:

1. Adopt Ordinance No. 2026-XX, continued from the April 21, 2026 Council meeting, approving revisions to Chapter III of Title 15 of the Costa Mesa Municipal Code (Public Works-Drainage) to incorporate updated drainage impact fees, revise administrative provisions for fee collection, and align City code language with current state law and the City's adopted Storm Drainage Impact Fee Nexus Study.

2. Find that adoption of this ordinance is not a "project" under the California Environmental Quality Act, pursuant to CEQA Guidelines section 15378(b)(4) because it impliments fiscal activities or administrative actions that do not involve any commitment to a specific project or physical development.

Attachments: 1. Drainage Fee Ordinance

NEW BUSINESS:

1. ARTS COMMISSION ANNUAL REPORT **26-214**

RECOMMENDATION:

Staff recommends the City Council:

1. Receive and file the Arts Commission annual report (Attachment 1).

Attachments: 1. Arts Commission Presentation to City Council
2. Arts & Culture Master Plan
3. Art in Public Places Report
4. ACMP Optional Programs and Goals
5. Arts Commission Budget Recommendation Memo

ADDITIONAL COUNCIL/BOARD MEMBER COMMITTEE REPORTS, COMMENTS, AND SUGGESTIONS

ADJOURNMENT

77 Fair Drive
Costa Mesa, CA 92626

CITY OF COSTA MESA

Agenda Report

File #: 26-261 **Meeting Date:** 5/5/2026

TITLE:

PROCEDURAL WAIVER: WAIVE THE FULL READING OF ALL ORDINANCES AND RESOLUTIONS

RECOMMENDATION:

City Council and Housing Authority approve the reading by title only and waive further reading of Ordinances and Resolutions.

77 Fair Drive
Costa Mesa, CA 92626

CITY OF COSTA MESA

Agenda Report

File #: 26-268 **Meeting Date:** 5/5/2026

TITLE:

READING FOLDER

DEPARTMENT: City Manager's Office/City Clerk's Division

RECOMMENDATION:

City Council receive and file Claims received by the City Clerk and authorize staff to reject any and all Claims: Marisela Maldonado, Jose Antonio Ortiz, Debra Von Trapp, RDK Holdings LLC.

77 Fair Drive
Costa Mesa, CA 92626

CITY OF COSTA MESA

Agenda Report

File #: 26-233 **Meeting Date:** 5/5/2026

TITLE:

ADOPTION OF WARRANT RESOLUTION

DEPARTMENT: **FINANCE DEPARTMENT**

PRESENTED BY: **MARK KHOU, BUDGET & PURCHASING MANAGER**

CONTACT INFORMATION: **MARK KHOU, BUDGET & PURCHASING MANAGER AT (714) 754-5141**

RECOMMENDATION:

City Council approve Warrant Resolution No. 2753.

BACKGROUND:

In accordance with Section 37202 of the California Government Code, the Director of Finance or their designated representative hereby certify to the accuracy of the following demands and to the availability of funds for payment thereof.

FISCAL REVIEW:

Funding Payroll Register No. 26-08 On Cycle for $4,107,878.48, and City operating expenses for $4,533,923.97.

Payment Ref	Date	Status	Remit To	Remit ID		Payment Amt
0258429	04/10/26	P	4Leaf Inc	0000029711		17,451.49
		Line Description:	Plan Review-Oct 2025 Plan Review-Nov 2025 Plan Review-Dec 2025 Plan Review-Jan 26			
0258430	04/10/26	P	CALIBA INC	0000030848		45,459.88
		Line Description:	FS #4 Traing Fac#23-04/#210014 Retention Proj #23-04/#210013			
0258431	04/10/26	P	Charter Communications	0000011202		21,675.74
		Line Description:	237940101-NHCC Public WiFi 240159901-DRC Internet Svs 244133301-BCC Internet Svs 237940001-CH Hub Network Svs 237926201-City Hall Video Svs 237926701-City Hall Video Svs 237927001-Fire Sta #6 Network 237927101-Parks Admin Network 237930101-City Hall Video Svs 237939101-Fire Sta #1 Network 237939301-Fire Sta #2 Network 237939401-Fire Sta #3 Network 237940301-Library Public WiFi 237940501-Fire Sta #4 Network 237926401-City Hall Public WiF 237926601-Senior Center Intern 237926801-City Hall Network/Vi 237927201-Senior Center Networ 237938801-NHCC Network Svs 237939201-DRC Network Svs 237927601-BCC Network Svs 237925901-PD Public WiFi 237929301-PD Video Svs 237926501-PD Video Svs 237927301-West Side Substation			

69,357.46
1,129,451.68
4,306.08

$ 1,203,115.22

Payment Ref	Date	Status	Remit To	Remit ID		Payment Amt
		Line Description:	256807001-PD-Warehouse Network 256806901-City Connect-PD Ware 253883901-Lions Park Caf? Inte 252590301-PD Warehouse Interne 243645501-Code Enforcement Int 237940401-Fire Sta #4 Internet 237939901-Code Enforcement Net 237939601-Bridge Shelter Netwo 237939501-SCP Substation Netwo 237939001-Parks @ Corp Yard Pu 237938901-Bridge Shelter Video 237938701-Bridge Shelter Publi 237938601-CH Basement Internet 237927801-City Hall Internet S 237927401-Corp Yard Network Sv			
0258432	04/10/26	P	DVDCreatvie	0000004828		17,842.25
		Line Description:	Kaste Park Design			
0258433	04/10/26	P	Dell Computer Corp	0000001962		329,768.70
		Line Description:	EXTERNAL STANDBY 120V-450 Software MICROSOFT 365 SUBSCRIPTION LIC SALES TAX (7.75%)			
0258434	04/10/26	P	Endemic Environmental Services Inc	0000021277		44,292.41
		Line Description:	Costal Safe Restore 3/1-3/15 FVP Wetland Maint 3/1-3/15/26			
0258435	04/10/26	P	Lyons Security Service Inc	0000027168		47,013.75
		Line Description:	24 Hr Lyons Security Lions Prk 24 Hr Lyons Security Lions Prk Council Security-March 26 Council Security-February			

Payment Ref	Date	Status	Remit To	Remit ID		Payment Amt
0258436	04/10/26	P	Merrimac Energy Group	0000021566		15,922.12
		Line Description:	FS #5 Diesel Fuel Tank 14 CY Diesel Fuel Tank 2 FS #1 Diesel Fuel Tank #10			
0258437	04/10/26	P	Orange County Treasurer Tax Collector	0000003489		29,334.48
		Line Description:	Parking Citation Feb 2026			
0258438	04/10/26	P	Pinnacle Petroleum, Inc	0000029315		60,959.25
		Line Description:	CY Unleaded Fuel Tank 3,4 PD Unleaded Fuel Tank 7			
0258439	04/10/26	P	Precision Concrete Cutting	0000003108		47,346.13
		Line Description:	Sidewalk Displacement Repair			
0258440	04/10/26	P	Southern California Edison Company	0000004088		120,486.24
		Line Description:	348 E 17th 2/26-3/26/26 3129 Harbor 3/4-4/1/26 Parks Maint Mar 26 1952 Newport 2/27-3/29/26 NHCC 3/2-3/30/26 Sunflower/Plaza Mar 26 Loan8670 Sunflower/Plaza Mar26 1895 Irvine 3/4-4/1/26 3349 Sakioka 2/26-3/26/26 3351 Sakioka 2/26-3/26/26 St Lights Mar 26 Loan8690 St Lights Mar 26 Baker/Royal Palm Mar 26 19th/Npt Mar 26 Npt Fwy/Baker Mar 26 1624 Gisler 3/4-4/1/26			

Payment Ref	Date	Status	Remit To	Remit ID		Payment Amt
		Line Description:	Joann St Bike Trail Mar 26 3460 Smalley 3/4-4/1/26 SD Fwy On/Off Mar 26 702 1/2 Victoria 3/3-3/31/26 702 Victoria 3/3-3/31/26 DRC 3/3-3/31/26			
0258441	04/10/26	P	The Lincoln National Life Insurance Co	0000030039		16,021.80
		Line Description:	STD Ins Premium April 26			
0258442	04/10/26	P	The Lincoln National Life Insurance Co	0000030039		16,082.64
		Line Description:	Critical Ill Mar 26 Accident Ins Mar 2026			
0258443	04/10/26	P	Verizon Wireless	0000008717		16,173.59
		Line Description:	PD/Fire 2/16-3/15/26 WIRELESS PHONE 2/18-3/17/26 WIRELESS PHONE 2/18-3/17/26 WIRELESS PHONE WIRELESS PHONE 2/18-3/17/26 SOFTWARE RENEWAL WIRELESS PHONE 2/18-3/17/26			
0258444	04/10/26	P	West Coast Arborists Inc	0000004498		37,197.00
		Line Description:	Parkway Median Tree Maint Mar Tree Maint Mar 1-15/26			
0258445	04/10/26	P	Westnet Inc	0000004531		24,085.76
		Line Description:	MAINTENANCE FOR DISPATCH PLATF			
0258446	04/10/26	P	Wittman Enterprises LLC	0000026639		15,042.00
		Line Description:	March 2026			

Payment Ref	Date	Status	Remit To	Remit ID		Payment Amt
0258447	04/10/26	P	ADP Inc	0000031711		5,199.04
		Line Description:	W-2 PRINT SERVICES SALES TAX (7.75%) W-2 POSTAGE W-2 RECORDS PROCESSED			
0258448	04/10/26	P	ARC	0000022726		33.01
		Line Description:	Foam Labels			
0258449	04/10/26	P	AT & T	0000001107		979.11
		Line Description:	PRI Circuit Inbound Trunk Fire Emergency Line Jack Hamett Sports Complex WSS Alarm DRC Fire Alarm Lions Park Baseball Field NHCC Fire Alarm Red Phone Fire Sta#6 Red Phone Fire Sta#4 Red Phone Fire Sta#1 Red Phone Fire Sta#2 Red Phone Fire Sta#3 Red Phone Fire Sta#5			
0258450	04/10/26	P	AT & T	0000001107		128.40
		Line Description:	Internet-Skate Park Camera			
0258451	04/10/26	P	AT & T Mobility	0000001107		97.38
		Line Description:	Dispatch Cells 2/12-3/11/26			
0258452	04/10/26	P	AT&T Mobility LLC	0000030878		1,181.46

Payment Ref	Date	Status	Remit To	Remit ID		Payment Amt
		Line Description:	CMFR MCT 1/27-2/26/26			
0258453	04/10/26	P	American Alarm Systems Inc	0000008900		846.00
		Line Description:	Fire Monitoring Apr-Jun 2026			
0258454	04/10/26	P	Arrowhead Forensics	0000018661		432.36
		Line Description:	Marking Ties Supplies			
0258455	04/10/26	P	BC Traffic Specialist	0000022225		1,771.08
		Line Description:	Traffic Post, Base Assembly			
0258456	04/10/26	P	BPS Tactical Inc	0000023962		4,147.56
		Line Description:	Tactical Ballistic Vest Covers			
0258457	04/10/26	P	Beau Hossler	0000029714		175.00
		Line Description:	Basketball Referee-3/30/26 Basketball Referee-4/1/26			
0258458	04/10/26	P	Bound Tree Medical LLC	0000011695		2,702.93
		Line Description:	EMS Supplies EMS Supplies			
0258459	04/10/26	P	Bracken's Kitchen Inc	0000029468		13,588.31
		Line Description:	CMBS Meals 3/9-3/22/26			
0258460	04/10/26	P	Bureau Veritas North America Inc	0000016616		1,406.01
		Line Description:	Plan Check			
0258461	04/10/26	P	Carl Warren & Company	0000001578		4,192.50

Payment Ref	Date	Status	Remit To	Remit ID		Payment Amt
		Line Description:	Wkrs Comp Claim Admin-Mar 26			
0258462	04/10/26	P	Chandler Asset Management	0000022081		14,047.60
		Line Description:	Investment Mgnt Svc-Jan 2026 Investment Mgnt Svc-Mar 2026 Investment Mgnt Svc-Feb 2026			
0258463	04/10/26	P	Continental Interpreting Services Inc	0000024355		700.00
		Line Description:	Interpreting Svc-3/3/26			
0258464	04/10/26	P	Costa Mesa Lock & Key	0000001817		16.65
		Line Description:	Lock & Key			
0258465	04/10/26	P	County of Orange	0000003486		4,256.38
		Line Description:	Police Radio Repair 10/25			
0258466	04/10/26	P	Danielle Hanson	0000031206		1,000.00
		Line Description:	Poet Laureate Payment #3			
0258467	04/10/26	P	Daniels Tire Service	0000001922		1,411.83
		Line Description:	Warehouse Stock Warehouse Stock			
0258468	04/10/26	P	Enerspect Medical Solutions LLC	0000025375		7,167.52
		Line Description:	HeartStart FRx Defibrillator			
0258469	04/10/26	P	FM Thomas Air Conditioning Inc	0000017151		14,345.02
		Line Description:	Service Call-Corp Yard Service Call-Corp Yard Service Call-HIstorical Societ			

Payment Ref	Date	Status	Remit To	Remit ID		Payment Amt
		Line Description:	Service Call-DDL Service Call-Comm Service Call-NHCC Service Call-FS #1 Service Call-FS #2 Service Call-FS #3 Service Call-FS #4 Service Call-FS #5 Service Call-FS #6 Service Call-Bridge Shelter Service Call-MS Library Service Call-WSS Service Call-BCC			
0258470	04/10/26	P	Fed Ex	0000002190		14.72
		Line Description:	Ground Delivery			
0258471	04/10/26	P	Ferguson Enterprises Inc #1350	0000007785		1,084.34
		Line Description:	Plumbing Supplies Plumbing Supplies Plumbing Supplies Plumbing Supplies			
0258472	04/10/26	P	Four Star Investigations LLC	0000028509		12,737.70
		Line Description:	Investigative Svc			
0258473	04/10/26	P	GCD Painting	0000031214		6,700.00
		Line Description:	Retention Proj #24-04			
0258474	04/10/26	P	Galls LLC	0000002297		1,102.46
		Line Description:	Uniform Uniform-George Uniform-Peralta			

Payment Ref	Date	Status	Remit To	Remit ID		Payment Amt
		Line Description:	Uniform Uniform-Gutierrez Uniform-Maldonado Uniform-Barillas			
0258475	04/10/26	P	Gensler	0000031100		1,750.00
		Line Description:	CM Facility Plan Thru 2/28/26			
0258476	04/10/26	P	Heritage Business Forms Inc	0000002508		2,954.71
		Line Description:	Notice of Appear Citation			
0258477	04/10/26	P	Hinderliter De Llamas & Associates	0000002537		12,602.41
		Line Description:	Audit Svc Sales Tax Jan-Mar 2026			
0258478	04/10/26	P	Hospital Association of Southern CA	0000030553		869.00
		Line Description:	ReddiNet Software Renewal - Ex			
0258479	04/10/26	P	Irvine Ranch Water District	0000005112		1,086.32
		Line Description:	170 Del Mar 3/5-4/6/26 220 23rd 3/5-4/6/26 308 University 3/5-4/6/26 258 Brentwood 3/5-4/6/26 261 Monte Vista 3/5-4/6/26 2603 Elden 3/5-4/6/26 106 Del Mar 3/5-4/6/26			
0258480	04/10/26	P	James Snordan	0000029974		175.00
		Line Description:	Basketball Referee-4/1/26 Basketball Referee-3/30/26			

Payment Ref	Date	Status	Remit To	Remit ID		Payment Amt
0258481	04/10/26	P	Johnson Favaro LLP	0000023249		2,500.00
		Line Description:	Lion Pk Proj-Feb 2026			
0258482	04/10/26	P	Kelly Spicers Stores	0000029500		429.65
		Line Description:	Presentation Bond			
0258483	04/10/26	P	Kimball Midwest	0000006819		335.90
		Line Description:	Shop Supplies			
0258484	04/10/26	P	Langlois Fancy Frozen Foods	0000030651		292.31
		Line Description:	Jail Food Services March 26			
0258485	04/10/26	P	Loomis	0000019082		482.97
		Line Description:	ARMORED CAR SERVICES			
0258486	04/10/26	P	Marx Brothers Fire Extinguisher Company	0000003073		107.16
		Line Description:	Fire Extinguisher Services Jai			
0258487	04/10/26	P	Michael Baker International Inc	0000024229		12,085.00
		Line Description:	Consulting Srvs			
0258488	04/10/26	P	National Data & Surveying Services	0000021249		105.00
		Line Description:	Volume&Speed Traffic Counts			
0258489	04/10/26	P	Nationwide	0000027351		771.88
		Line Description:	K9 Annual Medical Insur Diego			
0258490	04/10/26	P	Pivot Solutions LLC	0000030415		5,015.91
		Line Description:	706-PAint and Body Repair			

Payment Ref	Date	Status	Remit To	Remit ID		Payment Amt
0258491	04/10/26	P	Promotional Design Concepts Inc	0000018373		830.63
		Line Description:	Inflatable Earlth for EarthDay			
0258492	04/10/26	P	Quadient Inc	0000028798		4,001.00
		Line Description:	Credit Line March 2026			
0258493	04/10/26	P	Quisitive Ltd.	0000030316		7,938.00
		Line Description:	Systems Center Engineer 3/2-3/			
0258494	04/10/26	P	Rafael Rodriguez	0000031018		70.00
		Line Description:	Basketball Referee-4/1/26			
0258495	04/10/26	P	Renewell Fleet Services LLC	0000031060		363.56
		Line Description:	Stock-Spring Fold Down Seat			
0258496	04/10/26	P	S&H Civilworks	0000026648		9,701.64
		Line Description:	Retetion Sidewalk Repair Proj			
0258497	04/10/26	P	SCA of CA, LLC	0000029971		1,612.00
		Line Description:	Bi-Weekly Pressure Wash Bus Sh			
0258498	04/10/26	P	SSR Build Inc	0000031809		12,000.00
		Line Description:	Refund Permit EENC-25-0285			
0258499	04/10/26	P	Southern California Edison Company	0000004088		1,715.08
		Line Description:	Rent-City Property use as Park			

Payment Ref	Date	Status	Remit To	Remit ID		Payment Amt
0258500	04/10/26	P	State of California Dept of Industrial	0000001540		350.00
		Line Description:	CA Dir Inspection Fee			
0258501	04/10/26	P	Stradling Yocca Carlson & Rauth	0000004168		3,233.00
		Line Description:	Legal Services Legal Services			
0258502	04/10/26	P	The Home Depot	0000002560		9,434.09
		Line Description:	Equip Maint Warehouse Tools Response/Control Tools Graffiti Abatement Tools Signs/Markings Tools Equip Maint Tools Park Maint Tools Bldg Maint Other Equipment General Supplies Bldg Maint General Supplies Graffiti Abat General Supplies Street Maint Plumbing Supplies Bldg Maint Maint Equipment Street Maint Hardware Supplies Park Maint Hardware Supplies Bldg Maint			
0258503	04/10/26	P	US Markerboard	0000031687		10,004.29
		Line Description:	Magnetic WhiteBoards for EOC			
0258504	04/10/26	P	Uline	0000010970		841.94
		Line Description:	Boltless Shelves Credit			
0258505	04/10/26	P	UniFirst Holdings Inc	0000030616		84.70
		Line Description:	CMBS Walk-Off Mats			

Payment Ref	Date	Status	Remit To	Remit ID		Payment Amt
0258506	04/10/26	P	Waterline Technologies Inc	0000014520		343.72
		Line Description:	DRC-Pool Treatment			
0258507	04/10/26	P	West Coast Fence Co	0000021495		695.00
		Line Description:	Citywide Gate Fence Installati			
0258508	04/10/26	P	Williams Data Management	0000018803		550.21
		Line Description:	DATA STORAGE March 26			
0258509	04/10/26	P	weCompost2	0000030680		500.00
		Line Description:	Compost Demo-Earth Day			
					TOTAL	**$1,129,451.68**

End of Report

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
0258510	04/10/26	P	Pamela Lilly	0000025324	750.00
		Line Description:	Payroll Deduction 26-08		
0258511	04/10/26	P	State of California	0000001546	371.27
		Line Description:	Payroll Deduction 26-08		
0258512	04/10/26	P	State of California	0000001546	91.40
		Line Description:	Payroll Deduction 26-08		
0258513	04/10/26	P	State of California	0000001546	1,820.70
		Line Description:	Payroll Deduction 26-08		
0258514	04/10/26	P	State of California	0000001546	1,272.71
		Line Description:	Payroll Deduction 26-08		
				TOTAL	**$4,306.08**

End of Report

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
022031	04/10/26	P	Angely Vallarta	0000029193	400.00
		Line Description:	Planning Comm Mtng-Mar 2026		
022032	04/10/26	P	Anthony Melendez	0000026153	451.42
		Line Description:	CollegeTuition Reimb Jan-Mar26		
022033	04/10/26	P	Costa Mesa Employees Association	0000006284	4,560.01
		Line Description:	Payroll Deduction 26-08		
022034	04/10/26	P	Costa Mesa Executive Club	0000006286	330.00
		Line Description:	Payroll Deduction 26-08		
022035	04/10/26	P	Costa Mesa Firefighters Association	0000001812	8,655.50
		Line Description:	Payroll Deduction 26-08		
022036	04/10/26	P	Costa Mesa Police Association	0000001819	7,920.00
		Line Description:	Payroll Deduction 26-08		
022037	04/10/26	P	Costa Mesa Police Management Assn	0000005082	315.00
		Line Description:	Payroll Deduction 26-08		
022038	04/10/26	P	David Martinez	0000014476	400.00
		Line Description:	Planning Comm Mtng-Mar 2026		
022039	04/10/26	P	Isaiah Ashby	0000027738	262.65
		Line Description:	Tactical Breacher Exp Reimb		
022040	04/10/26	P	Jeffrey Harlan	0000020142	400.00

Payment Ref	Date	Status	Remit To	Remit ID		Payment Amt
		Line Description:	Planning Comm Mtng-Mar 2026			
022041	04/10/26	P	Jonathan Zich	0000026312		400.00
		Line Description:	Planning Comm Mtng-Mar 2026			
022042	04/10/26	P	Jones Mayer	0000014653		42,887.58
		Line Description:	#140506-Phillips #140505-Percival #140495-Jahanbin #140510-Wilson #140508-Rivera #140504-Oshiro #140503-Opioid #140500-OKeefe #140493-Harvey #140499-Mood #140497-Leik #140492-FDC #140491-Alexander #140487-2280 Newport Blvd #140482-113 Clearbrook Ln #140481-1095 Sea Bluff Dr #140496-Jamboree Housing #140488-374 Woodland Ave #140494-Hernandez #140498-Litigation #140501-Ohio House #140486-227 Mesa Dr #140509-Veramancini #140483-1963 Wallace #140507-RDX Catalyst #140485-2162 Maple St #140489-544 Bernard St #140502-One Metro West #140490-599 W Wilson St #140484-2014 Wallace Ave		

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
022043	04/10/26	P	Jose Rojas	0000029411	400.00
		Line Description:	Planning Comm Mtng-Mar 2026		
022044	04/10/26	P	Karen Klepack	0000030322	400.00
		Line Description:	Planning Comm Mtng-Mar 2026		
022045	04/10/26	P	Raja Sethuraman	0000005084	175.30
		Line Description:	Public Works Officer Conf		
022046	04/10/26	P	Robert L Dickson Jr	0000003671	400.00
		Line Description:	Planning Comm Mtng-Mar 2026		
022047	04/10/26	P	Thomas Scott	0000026255	500.00
		Line Description:	Clothing Allowance 25-26		
022048	04/10/26	P	Vijay Chawla	0000025171	500.00
		Line Description:	Clothing Allowancd 2025-26		
				TOTAL	**$69,357.46**

End of Report

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
0258528	04/17/26	O	Southern California Edison Company *Line Description:* Overflow	0000004088	0.00
0258574	04/17/26	O	Galls LLC *Line Description:* Overflow	0000002297	0.00
				TOTAL	**0.00**

1,199,176.11
576,021.50
0.00

$ 1,775,197.61

End of Report

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
0258515	04/17/26	P	AYCE, Inc	0000031696	19,606.32
		Line Description:	CAD Drafting Svc-Feb 2026		
0258516	04/17/26	P	All City Management Services Inc	0000009480	18,649.58
		Line Description:	Schl Crsng Guard 3/1-3/14/26		
0258517	04/17/26	P	BrightView Landscape Services Inc	0000026055	209,602.55
		Line Description:	Irrigation Repairs-Mar 2026 Landscape Maint Svc-Mar 2026		
0258518	04/17/26	P	Great Western Installations Inc	0000031649	204,094.99
		Line Description:	Brentwood Pk Playground Equip		
0258519	04/17/26	P	Kabbara Engineering	0000002795	64,164.00
		Line Description:	On-Call Engineering Staff Supp		
0258520	04/17/26	P	Kimley Horn & Associates Inc	0000005251	42,654.03
		Line Description:	Safe Roust 2 School 11/30/25 Signal Moderization 2/28/26		
0258521	04/17/26	P	LINA	0000015623	39,090.25
		Line Description:	LTD Ins Prem April 26 Retiree Life April 26 Voluntary Life Apr 2026 Active Life/AD&D April 26 NYL Admin Fee Mar 26		
0258522	04/17/26	P	Miracle Recreation	0000011640	20,666.10
		Line Description:	Playground Slide & Arch Bridge Gravity Rail Carriage for Play		

Payment Ref	Date	Status	Remit To	Remit ID		Payment Amt
0258523	04/17/26	P	NeWave Construction Inc	0000024108		55,900.00
		Line Description:	Foundation Leak Investigation			
0258524	04/17/26	P	Pinnacle Petroleum, Inc	0000029315		30,775.28
		Line Description:	PD Unleaded Fuel Tank #7			
0258525	04/17/26	P	Resource Environmental, Inc.	0000031667		73,150.00
		Line Description:	Retention City Proj 25-13/201 City Proj 25-13 Demo Shalmiar			
0258526	04/17/26	P	SCA of CA, LLC	0000029971		122,315.87
		Line Description:	Sweeping of Arterial Residenti			
0258527	04/17/26	P	Southern California Edison Company	0000004088		84,894.86
		Line Description:	970 Arlington 3/5-4/5/26 980 Arlington 3/5-4/5/26 717 & 721 James 3/10-4/8/26 Volcom Sk8 Prk 3/5-4/5/26 2590 Placentia B 3/10-4/8/26 BCC 3/10-4/8/26 Vet Hall 3/10-4/8/26 Fac & Equip Mar 26 567 W 18th 3/6-4/6/26 360 W Wilson 3/2-3/30/26 2750 Fairview 3/5-4/5/26 Tennis Ctr 3/5-4/5/26 721 James 3/10-4/8/26 2293 Canyon 3/10-4/8/26 745 W 18th 3/10-4/8/26 744 James 3/10-4/8/26 740 James 3/10-4/8/26 734 James 3/10-4/8/26			

Payment Ref	Date	Status	Remit To	Remit ID		Payment Amt
		Line Description:	7711 W 18th 3/10-4/8/26 707 W 18th 3/10-4/8/26 745 W 19th 3/6-4/6/26 Davis Field 3/2-3/30/26 1990 Placentia 3/9-4/7/26 1035 Park Crest 3/5-4/5/26 Sr Ctr 3/2-3/30/26 Signals Mar 26 885 Junipero 3/5-4/5/26			
0258529	04/17/26	P	4Leaf Inc	0000029711		247.91
		Line Description:	Fire Plan Review-Feb 2026			
0258530	04/17/26	P	AFH Casa Paloma LP	0000031565		266.00
		Line Description:	Rental Assistance-A Christina			
0258531	04/17/26	P	AFH NCRC Beach Blvd LP	0000031697		450.00
		Line Description:	Rental Assistance-C Nelson Rental Assistance-T Taylor			
0258532	04/17/26	P	Abound Food Care	0000029712		3,694.83
		Line Description:	Food Recovery Svc			
0258533	04/17/26	P	Advanced Monitoring Inc.	0000030363		960.00
		Line Description:	Fire Alarm-Sr Cntr Dec25-Nov26			
0258534	04/17/26	P	Anomaly Squared	0000030491		3,320.59
		Line Description:	After Hour Svc-Mar 2026 After Hour Svc-Feb 2026 After Hour Svc-Jan 2026			

Payment Ref	Date	Status	Remit To	Remit ID		Payment Amt
0258535	04/17/26	P	Architectural Engineering Technology Inc	0000029448		3,003.46
		Line Description:	TSSP Baker-19th-Jan 2026			
0258536	04/17/26	P	BC Traffic Specialist	0000022225		897.48
		Line Description:	Traffic Control Equipment			
0258537	04/17/26	P	Barry Clarkson	0000031817		195.86
		Line Description:	Refund Permit BIMC-26-0021			
0258538	04/17/26	P	Beau Hossler	0000029714		70.00
		Line Description:	Basketball Referee-4/6/26			
0258539	04/17/26	P	Belshire Environmental Services Inc	0000020442		1,738.62
		Line Description:	Repair & Maintenance on Civ Fu			
0258540	04/17/26	P	Bomber Inc	0000031819		1,000.00
		Line Description:	Refund Permit EENC-25-0959			
0258541	04/17/26	P	Bound Tree Medical LLC	0000011695		409.70
		Line Description:	EMS Supplies			
0258542	04/17/26	P	Bracken's Kitchen Inc	0000029468		14,121.19
		Line Description:	CMBS Meals 3/23-4/5/26			
0258543	04/17/26	P	CAPF	0000004755		2,183.00
		Line Description:	Firefighter LTD-Apr 2026			
0258544	04/17/26	P	CLEA	0000004754		4,256.00
		Line Description:	Police Officer LTD-Apr 2026			

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
0258545	04/17/26	P	Canon Financial Services Inc	0000023241	11,521.14
		Line Description:	Copier Lease-Feb 2026 Copier Maint-Jan 2026 Copier Lease-Apr 2026 Copier Maint-Mar 2026		
0258546	04/17/26	P	CentralSquare Technologies LLC	0000028721	3,606.29
		Line Description:	SERVER RE-HOST PUBLIC SAFETY T TEST ENVIRONMENT ADDITION PUBL		
0258547	04/17/26	P	Cintas First Aid and Safety	0000031629	350.19
		Line Description:	FIRST AID KIT REFILLS FOR PD		
0258548	04/17/26	P	Circus Joy	0000029376	1,000.00
		Line Description:	Springfest Evnet		
0258549	04/17/26	P	City of Huntington Beach	0000002599	1,938.00
		Line Description:	Helicopter Svc-Fec 2026		
0258550	04/17/26	P	Continental Interpreting Services Inc	0000024355	1,650.00
		Line Description:	Interpreting Svc-3/17/26 Interpreting Svc-3/10/26		
0258551	04/17/26	P	Costa Mesa Auto Glass	0000010001	123.88
		Line Description:	Glass Replacement & Tinting		
0258552	04/17/26	P	Costa Mesa Chamber of Commerce	0000004963	4,005.00
		Line Description:	Chamber Commerce Mbrshp		

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
0258553	04/17/26	P	Costa Mesa Country Club	0000001808	2,586.00
		Line Description:	Fairview Dep Cntr Room Rental		
0258554	04/17/26	P	Creative Parties for Kids	0000030038	1,175.00
		Line Description:	ENTERTAINMENT AGREEMENT		
0258555	04/17/26	P	Daniels Tire Service	0000001922	237.00
		Line Description:	Warehouse Stock		
0258556	04/17/26	P	Decker Equipment/School Fix	0000028876	238.55
		Line Description:	Combination Lock-Patrol Locker		
0258557	04/17/26	P	Dell Computer Corp	0000001962	8,918.47
		Line Description:	MS 365 Subscription Licenses Dell Pro Plus Keyboard/Mouse		
0258558	04/17/26	P	Demetrius Mayhand	0000030111	210.00
		Line Description:	Basketball Referee-4/6/26 Basketball Referee 4/13/26 Basketball Referee 4/8/26		
0258559	04/17/26	P	Division of the State Architect	0000021296	1,114.40
		Line Description:	Disability Access Ed Fee		
0258560	04/17/26	P	Dymek's Freedom Plumbing Inc	0000030215	1,000.00
		Line Description:	Refund Permit EENC-25-0805		
0258561	04/17/26	P	Ecolab Pest Elimination	0000024420	1,778.65
		Line Description:	Pest Control-Mar 2026		

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
0258562	04/17/26	P	Eduardo Iniestra	0000029307	700.00
		Line Description:	DJ SERVICES		
0258563	04/17/26	P	Expo Propane Inc	0000017819	1,257.60
		Line Description:	Propane		
0258564	04/17/26	P	FM Thomas Air Conditioning Inc	0000017151	7,329.01
		Line Description:	Service Call-Sr Cntr Service Call-DRC		
0258565	04/17/26	P	Fast 5 Costa Mesa 6 LLC	0000024446	900.00
		Line Description:	CMPD Car Wash-Mar 2026 City Car Wash-Mar 26		
0258566	04/17/26	P	Fed Ex	0000002190	264.70
		Line Description:	Delivery Fee Delivery Charge Ground Delviery Ground Delivery Ground Delivery		
0258567	04/17/26	P	Ferguson Enterprises Inc #1350	0000007785	141.71
		Line Description:	Plumbing Supplies Plumbing Supplies Credit Plumbing Supplies		
0258568	04/17/26	P	First Choice Service	0000023961	1,813.74
		Line Description:	Coffee & Water Svc-3/2/26 Coffee & Water Svc-3/4/26 Coffee & Water Svc-3/12/26		

Payment Ref	Date	Status	Remit To	Remit ID		Payment Amt
		Line Description:	Coffee & Water Svc-3/26/26			
0258569	04/17/26	P	Flex Technology Group LLC	0000031768		344.91
		Line Description:	Copier Maint 3/5-4/4/26 Copier Maint 3/5-4/4/26			
0258570	04/17/26	P	Ford Fleet Care	0000026262		2,601.53
		Line Description:	Parts-Mar 2026			
0258571	04/17/26	P	FoxFury, LLC	0000031106		2,559.05
		Line Description:	Nomad 360 Scene Light			
0258572	04/17/26	P	G3 Quality, Inc.	0000030076		2,212.08
		Line Description:	CR5987On-Call Material Testing			
0258573	04/17/26	P	Galls LLC	0000002297		13,251.11
		Line Description:	Safety Vest-Palomino Uniform-Costa Uniform-PEters Safety Vest-Luevano Safety Vest -Bassinga Uniform-Santos Uniform-Castillo Uniform Uniform-Gonzales Uniform-Hellmond Uniform-Sanchez Safety Vest-Hellmold Uniform-Haney Uniform-Gonzalez Uniform-Andersen Uniform-Diaz Safety Vest-Lazaro			

Payment Ref	Date	Status	Remit To	Remit ID		Payment Amt
		Line Description:	Safety Vest-Perez Safety Vest-Korte Uniform-Torres Uniform-Pallo			
0258575	04/17/26	P	Grainger	0000002393		6,595.74
		Line Description:	Telecomm Supplies Air Drum Pump			
0258576	04/17/26	P	Group Delta Consultants, Inc	0000031128		8,678.47
		Line Description:	Soil Sampling & Testing for AD			
0258577	04/17/26	P	Harkush Inc	0000031813		500.00
		Line Description:	Refund Permit EENC-25-0926			
0258578	04/17/26	P	Hi Standard Automotive LLC	0000002521		611.06
		Line Description:	Adjustable Seat			
0258579	04/17/26	P	Image Concepts	0000026883		961.13
		Line Description:	Embroidered Shirts & Jackets Embroidered Shirts & Jackets Embroidered Hats			
0258580	04/17/26	P	Installnet International LLC	0000031686		1,100.00
		Line Description:	Markboards for the EOC			
0258581	04/17/26	P	Integrated Impressions	0000003403		845.05
		Line Description:	ICSC Promo Items			
0258582	04/17/26	P	Irv Seaver Motorcycles	0000010272		288.93

Payment Ref	Date	Status	Remit To	Remit ID		Payment Amt
		Line Description:	Shop Supply			
0258583	04/17/26	P	Irwin Rosenfeld	0000031827		1,310.00
		Line Description:	Security Deposit Renal Assistance-B Bushnell			
0258584	04/17/26	P	James Snordan	0000029974		70.00
		Line Description:	Basketball Referee 4/13/26			
0258585	04/17/26	P	Jeffrey Jones	0000031814		3,000.00
		Line Description:	Refund Permit EENC-25-0144			
0258586	04/17/26	P	K9 Kennel Store	0000031825		1,494.00
		Line Description:	K9 Kennel			
0258587	04/17/26	P	Ken Tran Properties LLC	0000031812		500.00
		Line Description:	Refund Permit EENC-25-0909			
0258588	04/17/26	P	Knorr Systems Inc	0000005036		2,514.89
		Line Description:	DRC Pool Chemical DRC Pool Chemical DRC Pool Chemical DRC Pool Chemical			
0258589	04/17/26	P	LN Curtis & Sons	0000002983		628.58
		Line Description:	SHIPPING SALES TAX (7.75%) PPE FOR OUTFITTING CADETS			
0258590	04/17/26	P	Landscape Structures Inc	0000024524		2,755.22

Payment Ref	Date	Status	Remit To	Remit ID		Payment Amt
		Line Description:	Playground Equipment & Parts			
0258591	04/17/26	P	LineGear Fire & Rescue Equipment	0000026007		453.63
		Line Description:	FIRE EQUIPMENT			
0258592	04/17/26	P	Los Angeles Times	0000003000		950.00
		Line Description:	Legal Advertising			
0258593	04/17/26	P	Magic Jump Rentals Orange County LLC	0000029291		1,063.10
		Line Description:	INFLATABLE RENTALS FOR SPRINGF			
0258594	04/17/26	P	Maria N Serpas	0000031816		1,500.00
		Line Description:	Refund Permit EENC-26-0102			
0258595	04/17/26	P	Merrimac Energy Group	0000021566		1,550.00
		Line Description:	Fire Station 3 Fuel Tank Renta			
0258596	04/17/26	P	MetLife Legal Plans Inc	0000014707		5,656.50
		Line Description:	MetLife Legal Premium Apr 26			
0258597	04/17/26	P	Michael Estrada	0000031761		70.00
		Line Description:	Basketball Referee 4/13/26			
0258598	04/17/26	P	Mike Raahauges Shooting Enterprises	0000006853		325.00
		Line Description:	Range Fees SWAT Mar 26			
0258599	04/17/26	P	Mobile Home Improvement	0000015213		2,145.00
		Line Description:	Rehab Grant 903 W 17th St 31			

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
0258600	04/17/26	P	Motoport USA	0000029467	752.68
		Line Description:	SIDI Canyon 2 Gore Tex Police		
0258601	04/17/26	P	Mouse Graphics	0000001170	1,510.30
		Line Description:	Vinyl Wrap Utility Box Art Pro		
0258602	04/17/26	P	Napa Auto & Truck Parts	0000012968	12,072.15
		Line Description:	Parts-March 2026		
0258603	04/17/26	P	New Dawn Capital Investments Inc	0000031810	1,000.00
		Line Description:	Refund Permit EENC-25-0867		
0258604	04/17/26	P	OC Uniforms & Tailoring Inc.	0000031514	263.01
		Line Description:	PURCHASE UNIFORMS ON AN AS NEE		
0258605	04/17/26	P	Omari Smith	0000029906	140.00
		Line Description:	Basketball Referee 4/8/26 Basketball Referee-4/6/26		
0258606	04/17/26	P	Orange Coast Plumbing Inc	0000009431	2,395.00
		Line Description:	Lions Park-Service Call		
0258607	04/17/26	P	Orange County Fair & Event Center	0000003432	150.00
		Line Description:	Officer Training		
0258608	04/17/26	P	PEAC Solutions	0000031369	4,119.16
		Line Description:	Copier Lease-HR Copier Lease-IT Copier Lease-Park & Comm Svc Copier Lease-PD		

Payment Ref	Date	Status	Remit To	Remit ID		Payment Amt
		Line Description:	Copier Lease-CMBS Copier Lease-Finance Copier Lease-Building Copier Lease-City Mgr Copier Lease-FD Admin Copier Lease-Planning Copier Lease-Maint Svc Copier Lease-City Clerk			
0258609	04/17/26	P	PRISM	0000029319		4,144.68
		Line Description:	Monthly EAP Services			
0258610	04/17/26	P	Pacific Medical Waste	0000029793		199.90
		Line Description:	Biohazard Disposal March 26			
0258611	04/17/26	P	Patrick Ball	0000031818		2,500.00
		Line Description:	Refund Permit EENC-24-0675			
0258612	04/17/26	P	Paulette Suiter	0000026820		250.25
		Line Description:	Instructor Payment-Spr 26			
0258613	04/17/26	P	Prudential Overall Supply	0000025480		396.40
		Line Description:	Towel Svc-Mar 2026			
0258614	04/17/26	P	Prudential Overall Supply	0000025480		317.12
		Line Description:	Towel Svc-Feb 2026			
0258615	04/17/26	P	Quinn Company	0000023844		1,755.38
		Line Description:	Parts			

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
0258616	04/17/26	P	Rafael Rodriguez	0000031018	70.00
		Line Description:	Basketball Referee 4/8/26		
0258617	04/17/26	P	Raymundo Perez Roofing Inc	0000031823	524.97
		Line Description:	Refund Permit BROF-25-0322		
0258618	04/17/26	P	SASE Company LLC	0000031665	801.74
		Line Description:	Stock-Bearings External Retain		
0258619	04/17/26	P	Saddleback Roofing Inc	0000031811	1,000.00
		Line Description:	Refund Permit EENC-25-0723		
0258620	04/17/26	P	Sami Hanna	0000031820	500.00
		Line Description:	Refund Permit EENC-25-0854		
0258621	04/17/26	P	Sea Wind Properties LLC	0000031641	500.00
		Line Description:	Rental Assistance-D Brown		
0258622	04/17/26	P	State of California Dept of Industrial	0000001540	575.00
		Line Description:	CA Dir Inspection Fee CA Dir Inspection Fee		
0258623	04/17/26	P	Super Birthday Inc	0000031619	1,370.00
		Line Description:	TRAIN RENTAL		
0258624	04/17/26	P	The Permit Guys Inc	0000031822	276.28
		Line Description:	Refund Permit BMEC-25-0163		
0258625	04/17/26	P	Thomas J Broxtermann PhD	0000031054	300.00

Payment Ref	Date	Status	Remit To	Remit ID		Payment Amt
		Line Description:	Suicide Detection/Preventn Titile 15 Training			
0258626	04/17/26	P	USI Inc	0000005890		691.56
		Line Description:	LAMINATING MATERIALS			
0258627	04/17/26	P	United Site Services of California Inc	0000015552		149.01
		Line Description:	Portable Toilet 2/25-3/24 Del Portable Toilet 2/25-3/24 Hami			
0258628	04/17/26	P	Verizon Wireless	0000008717		2,188.33
		Line Description:	WIRELESS PHONE 2/18-3/17/26			
0258629	04/17/26	P	Ware Disposal Inc	0000000255		11,850.41
		Line Description:	CMBS Refuse March 2026 April 2026-Bulky Item CMBS Refuse-April James St- April			
0258630	04/17/26	P	Woodruff Spradlin & Smart	0000004577		3,640.00
		Line Description:	WORKPLACE INVESTIGATIONS			
					TOTAL	**$1,199,176.11**

End of Report

Payment Ref	Date	Status	Remit To	Remit ID		Payment Amt
022049	04/17/26	P	Amber Johnson	0000021610		184.52
		Line Description:	Tactical Dispatch Training			
022050	04/17/26	P	Anthony Mancillas	0000012990		175.00
		Line Description:	Unmanned Aircraft General			
022051	04/17/26	P	Bryan Wadkins	0000005802		225.00
		Line Description:	OCATAC Award Breakfast			
022052	04/17/26	P	CDW Government Inc	0000005402		46,458.73
		Line Description:	Battery Cartridge Printers Computer Equipment NETMOTION COMPLETE CONVERSION USB Charger Computer Equipment Computer Equipment Quick Clean Cleaner HPE NETWORKING X372 - POWER SU HPE NETWORKING DIRECT ATTACH C HPE NETWORKING 6200M 48G CLASS SALES TAX (7.75%)			
022053	04/17/26	P	Dell Marketing LP	0000001963		1,601.00
		Line Description:	Laptop Docking Stations			
022054	04/17/26	P	Enterprise Rent A Car	0000002131		6,154.10
		Line Description:	Under Cover Car Rental Under Cover Car Rental Under Cover Car Rental Under Cover Car Rental			

Payment Ref	Date	Status	Remit To	Remit ID		Payment Amt
022055	04/17/26	P	Environmental Equipment Supply Inc	0000028884		1,901.79
		Line Description:	Water Pressure Washer			
022056	04/17/26	P	Everbridge Inc	0000026884		9,333.80
		Line Description:	Subscription 3/27/26-3/27/27 Nixle Engage - Subscription			
022057	04/17/26	P	Jasper Luque	0000030897		29.29
		Line Description:	Homless Liason Officer			
022058	04/17/26	P	Jones Mayer	0000014653		188,145.53
		Line Description:	#140824-Fiance #140851-Luna #140848-Ruiz #140839-Wolf #140829-May #140832-PD #140828-IT #140827-HR #140842-Vargas #140845-Fierro #140846-Warren #140849-Cronan #140823-Dev Svc #140826-Housing #140841-Banegas #140825-Fire Dep #140852-Waterman #140834-Risk Mgnt #140835-Salehpour #140818-City Clerk #140838-440 RCVRSHP #140820-City Manager #140822-City Council #140833-Public Works		

Payment Ref	Date	Status	Remit To	Remit ID		Payment Amt
		Line Description:	#140837-Joann/Canyon #140847-218 Palmer St 3140817-City Attorney #140816-Animal Control #140819-City Clerk PRR #140831- Planning Comm #140836-Socal Recovery #140840-D'Alessio 1983 #140830-Park & Comm Svc #140815-440 Fair/1179 NP #140821-Code Enforcement #140844-2130 Federal Ave #140843-RDK Group Holdings #140850-Top Seed Tennis Academ			
022059	04/17/26	P	Martina Caron	0000031806		1,248.90
		Line Description:	APA Conference Exp			
022060	04/17/26	P	Monica Vargas	0000031808		325.00
		Line Description:	College Tuition Reimb Fall 202			
022061	04/17/26	P	Nori Solares	0000031807		255.00
		Line Description:	Tyler Connect Conf			
022062	04/17/26	P	Peter Diminich	0000030543		20.00
		Line Description:	CMRTA Conf Exp			
022063	04/17/26	P	Priceless Pet Rescue	0000026000		40,000.00
		Line Description:	Shelter&Adoption Srvs Apr 26			
022064	04/17/26	P	Reed South	0000029891		29.29
		Line Description:	Homeless Liasion Officer			

Payment Ref	Date	Status	Remit To	Remit ID		Payment Amt
022065	04/17/26	P	Stanley Garcia	0000029327		29.29
		Line Description:	Homeless Liason Officer			
022066	04/17/26	P	Travel Costa Mesa	0000024750		279,905.26
		Line Description:	BIA March 2026			
					TOTAL	**$576,021.50**

End of Report

Payment Ref	Cancel Date	Status	Remit To	Remit ID	Payment Date	Payment Amt
0257552	4/21/2026	V	Association of California Cities	0000003059	02/13/26	(18,152.22)
		Line Description:	4/21/26 V&R vendor did not receive payment.			
0258531	4/23/2026	V	AFH NCRC Beach Blvd LP	0000031697	04/17/26	(450.00)
		Line Description:	Payment conbined. Re-issue seperate checks.			
					TOTAL	**($18,602.22)**

(18,152.22)
(450.00)
1,407,769.87
2,475.09
0.00
163,968.40
0.00

$ 1,555,611.14

End of Report

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
0258631	04/24/26	P	Adlerhorst International	0000000906	20,149.75
		Line Description:	Basic Handlers Course-Diego Dual Purpose Police Svc Dog		
0258632	04/24/26	P	Admin Sure Inc	0000021568	18,183.00
		Line Description:	Wkrs Comp Admin Fee-May 2026		
0258633	04/24/26	P	Association of California Cities	0000003059	18,152.22
		Line Description:	2026 Membership 2026 Membership		
0258634	04/24/26	P	BCS Consultants	0000029856	54,204.99
		Line Description:	Cabinet Cable, Labor, Material		
0258635	04/24/26	P	Community Legal Aid SoCal	0000030258	126,419.97
		Line Description:	Supportive Servics Supportive Service		
0258636	04/24/26	P	Denovo Ventures, LLC	0000011506	196,499.52
		Line Description:	Traveling Exp Travel Expenses Travel Expenses ERP Phase I-Deliverable #5		
0258637	04/24/26	P	Excel Paving Company	0000005040	99,365.25
		Line Description:	Retention #25-11/#450014 Adam Bick Fac Proj #25-11		
0258638	04/24/26	P	Hardy & Harper Inc	0000015311	381,654.19
		Line Description:	Retention #25-10/#300181		

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
		Line Description:	Fairview Imprv #25-10/#300181		
0258639	04/24/26	P	Merrill & Associates	0000003986	105,290.87
		Line Description:	AVAYA PHONE SYSTEM UPGRADE IMP AVAYA PHONE SYSTEM UPGRADE IMP		
0258640	04/24/26	P	OakWest Services Inc	0000029497	79,249.57
		Line Description:	Demo & Replacement of the Shad Installation of a New Shade St		
0258641	04/24/26	P	Onward Engineering	0000003212	64,947.77
		Line Description:	Fairview Road AT Improvement Prof Eng Design Srvs Adams Ave Fairview Road AT Improvement		
0258642	04/24/26	P	AFH NCRC Beach Blvd LP	0000031697	353.00
		Line Description:	Rental Assistance-C Nelson Rental Assistance-C Nelson		
0258643	04/24/26	P	AFH NCRC Beach Blvd LP	0000031697	97.00
		Line Description:	Rental Assistance-T Taylor Rental Assistance-T Taylor		
0258644	04/24/26	P	AT & T	0000001107	3,583.57
		Line Description:	Smallwood Park 800 Mhz Radio Link IT Computer Room DRC Alarm Wakeham Park Estancia Park Outgoing Trunk Line DID Trunk Line		

Payment Ref	Date	Status	Remit To	Remit ID		Payment Amt
		Line Description:	PD Emergency Line TeWinkle Park Cool Line for PD			
0258645	04/24/26	P	AT&T Mobility LLC	0000030878		1,181.46
		Line Description:	CMFR MCT 2/27-3/26/26			
0258646	04/24/26	P	AY Nursery	0000001142		2,898.48
		Line Description:	Trees Purchase			
0258647	04/24/26	P	Air Science	0000031599		11,948.40
		Line Description:	Biohazard Drying Cabinest for Biohazard Drying Cabinet for C			
0258648	04/24/26	P	Alliance Laundry Systems Distribution	0000031800		358.63
		Line Description:	REPAIR WASHER @ PD/JAIL			
0258649	04/24/26	P	Alliant Insurance Services Inc	0000017608		198.00
		Line Description:	SpEven Liability -Art Crawl			
0258650	04/24/26	P	Allstar Fire Equipment Inc	0000000986		12,215.97
		Line Description:	SALES TAX (7.75%) RIT PACK III			
0258651	04/24/26	P	American Alarm Systems Inc	0000008900		642.50
		Line Description:	Fire Monitoring 5/1-7/31/26 Service Call-DRC			
0258652	04/24/26	P	Angel Auto Spa LLC	0000027465		3,054.96
		Line Description:	City Car Wash-Mar 2026			

Payment Ref	Date	Status	Remit To	Remit ID		Payment Amt
		Line Description:	PD Car Wash-Mar 2026			
0258653	04/24/26	P	Architerra Design Group	0000030581		741.40
		Line Description:	Ketchum Libolt Pk Expansion			
0258654	04/24/26	P	Atkinson Andelson Loya Ruud & Romo	0000027289		9,657.38
		Line Description:	Legal Svc-Litigation Mar 2026 Legal General Mar 2026			
0258655	04/24/26	P	Bound Tree Medical LLC	0000011695		6,419.22
		Line Description:	EMS Supplies EMS Supplies			
0258656	04/24/26	P	Bureau Veritas North America Inc	0000016616		130.00
		Line Description:	Fire Plan Check			
0258657	04/24/26	P	California Forensic Phlebotomy Inc	0000001500		6,576.00
		Line Description:	Blood Drawn Svc-Mar 2026			
0258658	04/24/26	P	Carl Warren & Company	0000001578		2,700.00
		Line Description:	Subrogation Fee			
0258659	04/24/26	P	Cintas Corporation #640	0000023262		348.08
		Line Description:	CMBS Cleaning Supplies-Mar 26			
0258660	04/24/26	P	Cintas First Aid and Safety	0000031629		427.94
		Line Description:	First Aids Refill-PD			
0258661	04/24/26	P	City of Huntington Beach	0000002599		1,200.00

Payment Ref	Date	Status	Remit To	Remit ID		Payment Amt
		Line Description:	Booking Fee-Feb 2026			
0258662	04/24/26	P	City of Newport Beach	0000003327		4,693.16
		Line Description:	Maint/Op Costa Jul-Dec 25			
0258663	04/24/26	P	Connell Chevrolet	0000001763		372.49
		Line Description:	Oil Change-#504 PM Service-#501			
0258664	04/24/26	P	Costa Mesa Lock & Key	0000001817		266.14
		Line Description:	Duplicate Keys			
0258665	04/24/26	P	Costa Mesa Moving Company Inc	0000011098		1,737.00
		Line Description:	Moving Services - Finance to P			
0258666	04/24/26	P	DLT Solutions LLC	0000007986		12,332.78
		Line Description:	ANNUAL MAINTENANCE			
0258667	04/24/26	P	DVDCreatvie	0000004828		9,320.00
		Line Description:	Park Assessment			
0258668	04/24/26	P	Daniels Tire Service	0000001922		50.00
		Line Description:	Warehouse Stock			
0258669	04/24/26	P	Entenmann Rovin Company	0000002130		3,424.41
		Line Description:	Retirement Badges Badges Badges Name Bars			

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
0258670	04/24/26	P	Galls LLC	0000002297	2,392.86
		Line Description:	Uniform-Osborne Safety Vest-Ortiz Uniform-Carboni Uniform-Durbin Uniform-Corona Uniform-Villanueva		
0258671	04/24/26	P	Grainger	0000002393	1,277.56
		Line Description:	Hardware		
0258672	04/24/26	P	Harbor Pointe Air Conditioning & Control	0000030908	9,829.80
		Line Description:	Service Call-DDL Service Call-FS #6 Service Call-DRC Service Call-WSS Service Call-NHCC		
0258673	04/24/26	P	Image Concepts	0000026883	245.67
		Line Description:	Embroidered Shirts		
0258674	04/24/26	P	Interwest Consulting Group Inc	0000021505	3,033.89
		Line Description:	Fire Plan Check-Mar 2026 Bldng Plan Review-Mar 2026		
0258675	04/24/26	P	LN Curtis & Sons	0000002983	8,034.50
		Line Description:	SALES TAX (7.75%) SHIPPING PPE FOR OUTFITTING CADETS Fire Apparel Fire Apparel Fire Apparel		

Payment Ref	Date	Status	Remit To	Remit ID		Payment Amt
0258676	04/24/26	P	LSA Associates Inc	0000003007		4,247.50
		Line Description:	The Met Peer Review			
0258677	04/24/26	P	Ladayu Consulting Group	0000031087		1,900.00
		Line Description:	Construction Mgmt-Plan Review			
0258678	04/24/26	P	Land IQ, LLC	0000031448		1,022.50
		Line Description:	Bio Tech Support March 26			
0258679	04/24/26	P	Langlois Fancy Frozen Foods	0000030651		292.31
		Line Description:	Jail Food Services			
0258680	04/24/26	P	LineGear Fire & Rescue Equipment	0000026007		453.63
		Line Description:	FIRE EQUIPMENT			
0258681	04/24/26	P	Los Angeles Times	0000003000		3,887.31
		Line Description:	Legal Advertising Legal Publications			
0258682	04/24/26	P	Maintex Inc	0000014836		1,765.80
		Line Description:	Janitorial Trash Liners - Ware			
0258683	04/24/26	P	McMaster Carr Supply Company	0000003118		164.01
		Line Description:	Fleet Supplies			
0258684	04/24/26	P	Melad & Associates	0000005068		4,700.78
		Line Description:	Consulting Plan Check			

Payment Ref	Date	Status	Remit To	Remit ID		Payment Amt
0258685	04/24/26	P	Michael E Raneses	0000027496		600.00
		Line Description:	Hearings for Animal Srvs Mar26			
0258686	04/24/26	P	Miwall Corporation	0000022454		3,763.94
		Line Description:	Duty Ammo			
0258687	04/24/26	P	Ocean Blue Environmental Services Inc	0000013374		6,925.46
		Line Description:	EMERGENCY CLEAN UP OIL SPILL @			
0258688	04/24/26	P	Primo Brands	0000031368		1,169.48
		Line Description:	WATER DELIVERY SERVICE WATER DELIVERY SERVICE			
0258689	04/24/26	P	Prudential Overall Supply	0000025480		1,793.97
		Line Description:	Fleet Uniforms-Feb 2026 Fleet Towel Svc-Feb 2026 Fac Uniforms-Feb 2026 Warehouse Uniforms-Jan 2026 Street Uniforms-Jan 2026 Parks Uniforms-Jan 2026 Fleet Uniforms-Jan 2026 Fleet Towel Svc-Jan 26 Fac Uniforms-Jan 2026 Parks Uniforms-Feb 2026 Warehouse Uniforms-Feb 2026 Street Uniforms-Feb 2026			
0258690	04/24/26	P	Pyxis Water Systems Inc	0000015837		9,150.00
		Line Description:	TW Park Lakes Maint TWP Lakes Maint TWP Lakes Maint TWP Lakes Maint			

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
0258691	04/24/26	P	Quest Technology	0000029857	2,800.00
		Line Description:	ANNUAL MAINTENANCE		
0258692	04/24/26	P	Quisitive Ltd.	0000030316	3,969.00
		Line Description:	MS EXCHANGE MIGRATION		
0258693	04/24/26	P	RPW Services Inc	0000012440	1,630.00
		Line Description:	Citywide Weed Control Rodent Control Community Garde		
0258694	04/24/26	P	Rachel Charest Bertram	0000029455	900.00
		Line Description:	Kids Imagine Nation-SpringFest		
0258695	04/24/26	P	Rapco Industries Inc	0000019620	318.86
		Line Description:	SHIPPING CUTTER REPAIRS		
0258696	04/24/26	P	Red Wing Business Advantage Account	0000003772	430.52
		Line Description:	Price Agreement - Facilities Price Agreement - Facilities Credit-Safety Boots Alex Safety Boots-Alex		
0258697	04/24/26	P	Roberts Waste & Recycling	0000020427	365.00
		Line Description:	ADA PORTABLE RESTROOM RENTAL		
0258698	04/24/26	P	SCA of CA, LLC	0000029971	2,905.00
		Line Description:	Quarterly Pressure Wash Bus Sh		

Payment Ref	Date	Status	Remit To	Remit ID		Payment Amt
0258699	04/24/26	P	Sakioka Farms	0000006181		10,577.92
		Line Description:	Refund Permit PMAP-25-0001			
0258700	04/24/26	P	Scott Fazekas & Associates Inc	0000003961		4,336.60
		Line Description:	Consulting Srvs			
0258701	04/24/26	P	Sims Orange Welding Supply Inc	0000004030		109.56
		Line Description:	Shop Welding Supplies			
0258702	04/24/26	P	So Cal Sandbags Inc	0000024349		959.88
		Line Description:	Soil for Park Project			
0258703	04/24/26	P	Southern California Edison Company	0000004088		4,984.71
		Line Description:	152 Baker 3/12-4/12/26 2612 Harbor 3/18-4/16/26 980 Arlington C 3/12-4/12/26 980 Arlington A 3/12-4/12/26 3191 Red Hill 3/12-4/12/26 1587 Sunflower 3/11-4/9/26 3175 Airway 3/12-4/12/26 Arlington Ped X 3/12-4/12/26 Shalimar Park 1050 Arlington 3/12-4/12/26 1071 Arlington 3/12-4/12/26 1560 Adams 3/16-4/14/26 2944 Bristol 3/18-4/16/26 1256 Adams 3/13-4/13/26 3190 Red Hill 3/12-4/12/26 350 Bristol 3/12-4/12/26 199 Broadway 3/18-4/16/26 401 Broadway 3/18-4/16/26 Medians Mar 26 Prez Park 3/16-4/14/26 410 Merrimac 3/13-4/13/26		

Payment Ref	Date	Status	Remit To	Remit ID		Payment Amt
		Line Description:	410 Merrimac A 3/13-4/13/26 1350 S Coast 3/11-4/9/26 360 Ogle 3/13-4/13/26			
0258705	04/24/26	P	Southern California Gas Company	0000004092		610.21
		Line Description:	3175 Airway 3/12-4/10/26			
0258706	04/24/26	P	Southland Industries	0000031685		2,609.54
		Line Description:	NHCC-Service Call			
0258707	04/24/26	P	Spectrum Gas Products	0000012653		723.79
		Line Description:	Medical Cyl Rent Oxygen Medical Hydrotest Oxygen Hydrotest Oxygen Portable Hydro Portables Medical Lg Cyl Rent Medical Cyl Rent Medical Cyl Rent Medical Lg Cyl Rent			
0258708	04/24/26	P	Stradling Yocca Carlson & Rauth	0000004168		106.00
		Line Description:	Professional Srvs Palmblade			
0258709	04/24/26	P	Sunset Signs	0000031157		1,184.38
		Line Description:	Vinyl Decals-Removing & Instal			
0258710	04/24/26	P	The Bank of New York Mellon	0000005664		1,843.23
		Line Description:	Quarterly Srv Fee Jan-Mar			
0258711	04/24/26	P	The Code Group Inc	0000025073		14,962.15

Payment Ref	Date	Status	Remit To	Remit ID		Payment Amt
		Line Description:	Consulting Plan Check Srvs Fire Plan Check Fire Plan Check Plan Check Services Consulting Staffing Services			
0258712	04/24/26	P	The Pun Group LLC	0000029168		750.00
		Line Description:	Audit Srvs			
0258713	04/24/26	P	Thomas J Broxtermann PhD	0000031054		150.00
		Line Description:	POST Trng-Fentanyl 101			
0258714	04/24/26	P	Tropical Acai & Juicery	0000029628		2,833.00
		Line Description:	ACAI BOWLS FOR EARTH DAY			
0258715	04/24/26	P	Turnout Maintenance Company LLC	0000020182		1,832.47
		Line Description:	Cleaned Fire Apparel Cleaned Fire Apparel Cleaned Fire Apparel Cleaned Fire Apparel Cleaned Fire Apparel Cleaned Fire Apparel Cleaned Fire Apparel			
0258716	04/24/26	P	US Postal Service	0000004376		10,000.00
		Line Description:	Prepaid Item-Postage Meter			
0258717	04/24/26	P	Verizon Wireless	0000008717		1,642.07
		Line Description:	WIRELESS PHONE 3/18-4/17/26			
0258718	04/24/26	P	Waterline Technologies Inc	0000014520		343.72

Payment Ref	Date	Status	Remit To	Remit ID		Payment Amt
		Line Description:	DRC Pool Treatment			
0258719	04/24/26	P	Wex Bank	0000014258		2,150.72
		Line Description:	Fuel 3/7-4/6/26			
0258720	04/24/26	P	Zoll Medical Corporation	0000021290		4,045.50
		Line Description:	AUTOPULSE AND DEFIBRILLATORS AUTOPULSE AND DEFIBRILLATORS AUTOPULSE AND DEFIBRILLATORS			
					TOTAL	**$1,407,769.87**

End of Report

Payment Ref	Date	Status	Remit To	Remit ID		Payment Amt
0258721	04/24/26	P	Pamela Lilly	0000025324		750.00
		Line Description:	Payroll Deduction 26-09			
0258722	04/24/26	P	State of California	0000001546		1,694.04
		Line Description:	Payroll Deduction 26-09			
0258723	04/24/26	P	State of California	0000001546		31.05
		Line Description:	Payroll Deduction 26-09			
					TOTAL	**$2,475.09**

End of Report

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
0258704	04/24/26	O	Southern California Edison Company *Line Description:* Overflow	0000004088	0.00
				TOTAL	**0.00**

End of Report

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
022067	04/24/26	P	Achdjian Real Estate Advisory	0000030549	9,922.50
		Line Description:	Real Estate Consulting		
022068	04/24/26	P	Costa Mesa Employees Association	0000006284	4,596.01
		Line Description:	Payroll Deduction 26-09		
022069	04/24/26	P	Costa Mesa Executive Club	0000006286	330.00
		Line Description:	Payroll Deduction 26-09		
022070	04/24/26	P	Costa Mesa Firefighters Association	0000001812	8,423.50
		Line Description:	Payroll Deduction 26-09		
022071	04/24/26	P	Costa Mesa Police Association	0000001819	7,920.00
		Line Description:	Payroll Deduction 26-09		
022072	04/24/26	P	Costa Mesa Police Management Assn	0000005082	315.00
		Line Description:	Payroll Deduction 26-09		
022073	04/24/26	P	SHI International Corp	0000016007	4,841.14
		Line Description:	5-YEAR FOUR-CAMERA MULTISENSOR ELECTRONIC EQUIPMENT		
022074	04/24/26	P	US Bank	0000002228	127,620.25
		Line Description:	Personal Mischarge Lodging-CALNENA Conf 911 Leadership Training Dispatch Headsets/Parts Dispatch Appreciation Pins Flight-Baggage Fee-CST Engage Flight-Conf		

Payment Ref	Date	Status	Remit To	Remit ID		Payment Amt
		Line Description:	Business Meeting			
			Office Supp-Transportation			
			Meals-Conference			
			Lodging-Conference			
			ITE Renewal-RS			
			Business Meetings			
			CEAOC Registration			
			OCTEC Reg-Transportation			
			CalBike Conf Registration			
			Office Supp-Transportation			
			CNG-Unit 342			
			Screen Protector-Standby Phone			
			Electronic Level-Engineer Dept			
			Monhtly Mtg/Lunc Reg-City Engi			
			Meals-League Conf			
			Travel-League Conf			
			Lodging-League Conf			
			CEAOC-Apr Mtg/lunch Dep Dir			
			Bearing Shaft-AC Handler-2nd F			
			Supp-DRC			
			Supp-NHCC			
			FS#4 Electrical Supp			
			Keys-208			
			534-Battery			
			Water-Staff			
			Office Supplies			
			Tools/Supp-Shop/Stock			
			Autel-Subscription Renewal			
			Water-Parks Section (Primo)			
			2026 Election Law Toolkit Hdbk			
			Refilled 3 5G Water Jugs-Clerk			
			Rideshare-Client			
			CPR Training-Staff			
			Birth Cert-Shelter Client			
			iCloud Storage-2 Employees			
			Reconnection Outreach-Client			
			Dais Snack Restock			
			Lodging-CP Conf-1 CM			

Payment Ref	Date	Status	Remit To	Remit ID		Payment Amt

Line Description:

Lodging-CP Conf-2 CMs
Refund-Reg-CP Conf-1 CM
Catering-Consulate Meeting
Refund-Lodging-CP Conf-1 CM
City Council Meeting-Catering
Office Supp-Frames-Certificate
iCloud Storage Monthly
Business Meeting-CM&ACM
Monthly NHS Business Meeting
ReMarkable Yrly Renewal-CM/ACM
CMO Coffee
ReMarkable Monthly
Flowers-Huy Pham Memorial
Refreshment-Mex Consulate Mtg
Grammarly Subscription-CST
Supp-Drone Room
Supp-R&D-Vest Cover
FAA License Exam-3 OFC
Refund-FAA License Exam-Duplic
SWAT Tools
Training Class Parking
FAA Part 107 License Exam-2
Parking-POST Mgmt Course
30 Micro USB Cables-PD Vehicle
Supp-PD Peer Suppt/Well Office
Name Tags-Shirts
Laundry Chemicals-Jail
Breakroom Icemaker
Commercial Car Mounted Vacuum
Returned Breakroom Icemaker-Cr
Key Cabinet Organizer
Battery Replace-Printer
Barktober Fest Supp
Chief Logo Thank You Boxes
iCloud Storage Monthly Fee
Annual Sub-Photo Collage App
Employee Recognition Staff Gft
Basket Supplies

Payment Ref	Date	Status	Remit To	Remit ID		Payment Amt

Line Description: Citizens Academy
Lunch-Volunteers
Annual Volunteer Event
Bday Cake/Flowers-Volunteer
Lodging-Cal Chiefs Conf
Parking-Cal Chiefs Conf
Replacement Tools
Replacement Radio Cables
Brothers P-Touch Label Tape
Replacement Spotlight Parts
Lightbar Cable Entry Connector
Food/Supp-Day Camp
Rec Equip-Day Camp
Safety Items-Day Camp
Office Supp-Youth Sports
Promo Items-Youth Sports
Excursion Dep/Fee-Day Camp
Part. Clothing-Youth Sports
Arts/Craft Supp-Youth Sports
Crate-ICSC
Food-Mex Consulate Wkshp
Apple One Time Purchase
Monthly-CC,OCR,NYT,LAT,FB,WP
Blue Host Annual Domain Renew
Rezoning Community Event
5 Trainings-Grant Admin-NS
APA Virtual Conf Reg-Plan Mgr
ChatGPT Subscription-Dev Admin
Items-Housing/PS Grants CB Mtg
Supp-Fairview Dev Ctr Comm Wks
CMFR Sticker Badges
Fuel-508&501
Coffee-Octo Meeting
Coffee-FF Recruitment
Lodging-Fresno Conf-13 FFs
FS#4 Classroom-Water/Coffee/Sn
Dept Conf Call Line
Water/Gatorade/Coffee-FS#6/4

Payment Ref	Date	Status	Remit To	Remit ID		Payment Amt

Line Description:

Food-TSS Class-FS#4
Drone Registration Renewal-3
APA Memb-Asst Planner
Monthly-ChatGPT-Plan Mgr
Dep-Lodging-Tyler Connect 26
Supp-NWWAB Community Meeting
Planning Comm-Business Meeting
Water-Code Enf Staff
Water-Dept Staff
Dept Business Meetings
Supp-4 Building Inspectors
Dep-Lodging-Tyler Connect 26
Drinking Water-Dept
ReMarkable Monthly-Council
Dept Water Svc
Office Supplies
Service-Time Clock
Refund-ReMarkable Acct
OC Chap Mtg Registration
ReMarkable Annual Renewal
Working Lunch-Budget Team
Municipal Revenue Source Print
Wrkng Lunch-Council Brief Call
Mesa Water
Uniform
Dinner-Arts/PACS Commission
CPRS Conf Lunch
CPRS Conf Parking
Segerstrom Ctr Parking Voucher
Rec Equip
Office Supp
Movies in Park-Movie License
H20Safety/Lifeguard Instr Cert
Bottled Water Refills
Tools-BCC
Tools-Fields
CPRS Conf-Parking
Office Equip-Fields

Payment Ref	Date	Status	Remit To	Remit ID		Payment Amt
		Line Description:	CPRS Conf-Staff Meals			
			Special Event Items-Sprg Fest			
			Rec Equip-ROCKS			
			Office Supp-ROCKS			
			Promo Items-ROCKS			
			Office Equip-Fields			
			SpringFest Purchases			
			Arts/Crafts Supp-ROCKS			
			Rec Equip-Youth Sports			
			Ergonomic Keyboard			
			Supp-Magnet Craft Class			
			Lunch-Veteran Social Group Mtg			
			CPRS Conf-Parking			
			Facility Maint Supp			
			Ink-ID Card Printer			
			Supp-Coffee Station			
			Water-Senior Center			
			CPRS Conf-Staff Meals			
			Ergonimic Office Supp			
			Movie Purchase-Movie Monday			
			Spotify/Cricut/Prime Subscript			
			FVP Nursery			
			Small Tools			
			Wildflower Seeds			
			Duplicate Keys			
			CPRS Conf-Parking			
			Audible-Pro Dev Book			
			Snacks/Refresh-Public Meeting			
			Office Supp			
			CPRS Conf-Parking			
			Conf Hotel- 1 Night Dep			
			Meal-Shalimar Park Event			
			Resource Fair Staff Lunch			
			Linktree Annual Subscription			
			CDL Test Fee			
			Coffee Supp-NHCC			
			Color Rush Supplies			
			Water Pump-Teen Ctr			

Payment Ref	Date	Status	Remit To	Remit ID		Payment Amt

Line Description:

Color Rush-Supp/Snacks
Monthly Teen Excursion
Food/Snacks-Teen Prog/Ctr
Canva Subscription
PD Sworn Test-Lunch/Refresh
Use of Forse Train-Food/Drink
Range Supp
Tuition-Title-1 OFC
Tuition-Title 15-1 OFC
Tuition-AnnlTrnSymp-1 OFC
Tuition-Homeless Liason OFC-3
Tuition-MentalHealthDec-1 OFC
Tuition-PractShtngRecon-1 OFC
Tuition-Ptrl Srch Wrrnt-2 OFC
Used Glock G17T Blue Training
Tuition-Cmd H-R Crit Incident
Tuition-Diversionary Dvc-1 OFC
Tuition-InterPrsnl Skill-1 OFC
Tuition-TacticalMssnPlnng-1 OF
Tuition-Traffic Collision-2 OF
Bore Sighter/HDMI Extender
Range Supp
Refund-Range Supp
CSMEN Tarp Heavy Duty
Roto Hammer Rental Dep/Bal
Lodging-Arson Inv Train-1 OFC
Lodging-ICI Child Abuse-1 OFC
Lodging-Central Sqre Conf-1 OF
Pens
Water-Meetings
Shadow Box Supp-Award Show
Lodging-CPCA Training
Snack/Drink-EOC
File Cabinet-EOC
Office Equip-EOC
Bottled Water-EOC
CESA Annual Memb Dues
Lunch-EOC Academy Day 2

Payment Ref	Date	Status	Remit To	Remit ID		Payment Amt

Line Description:

CESA Annual Train/Conf Registr
Misc Cleaning/Kitchen Supp-EOC
K9 Aran Food
Credit-K9 Uniform
Fuel (Out of County Re-Cert)
K9 Diego Items, Flea/Tick Meds
OES TSS Class-Supplies
Lodging-Cal Chief Training-2FF
Station Uniform Boots
Trailer Hitch-Pickup Truck
BLS/CPR Certs
EMS Class-Snacks/Coffee
Blender-FS#3
Repair Hood-FS#1
Drop Box Membership
Wildland Glasses Cases
PT Gear-FF Academy-1 FF
Replacement Dishwasher-FS#3
Paddlenet-Piktochart Yrly Memb
Lodging-Leadership CLass-2 FF
Mischarged Purchase
Lodging-Conf-3 FFs
CERT Meeting-Food/Water
iCloud Storage and Upgrade
Lodging Dep-Tyler Tech Conf-2
Notary Public
Office Supplies
Oral Board Meals
Meet & Greet Food/Supp
Labor Law Poster
Zoom Monthly-Mtg Platform
Waitwhile Online Queu Mar 26
Cursor Pro Monthly
Coffee Supp/Water/Tea
Return-Keyboard/Mouse
Tyler Tech Conf Reg-1
External Drive/Hard Case
Snagit Annual Subscription

Payment Ref	Date	Status	Remit To	Remit ID		Payment Amt
			Line Description: Anthropic One Time Purchase			
			Logitech Mouses/Tablet Case			
			Supplies			
			Batteries			
			Scotch Tape			
			Food/Refreshment-Strategy Mtg			
			Computer Equipment			
			Optical Transceiver Module			
			Revo Uninstaller Pro-2 Years			
					TOTAL	**$163,968.40**

End of Report

Payment Ref	Date	Status	Remit To	Remit ID	Payment Amt
022075	04/24/26	O	US Bank *Line Description:* Overflow	0000002228	0.00
022076	04/24/26	O	US Bank *Line Description:* Overflow	0000002228	0.00
022077	04/24/26	O	US Bank *Line Description:* Overflow	0000002228	0.00
022078	04/24/26	O	US Bank *Line Description:* Overflow	0000002228	0.00
				TOTAL	**0.00**

End of Report

CITY OF COSTA MESA

Agenda Report

File #: 26-234 **Meeting Date:** 5/5/2026

TITLE:

PROPOSED BUSINESS IMPROVEMENT AREA (BIA) REAUTHORIZATION AND INTENTION TO LEVY AN ANNUAL ASSESSMENT

DEPARTMENT: **CITY MANAGER'S OFFICE**

PRESENTED BY: **HADASSA JAKHER, ASSISTANT TO THE CITY MANAGER**

CONTACT INFORMATION: **HADASSA JAKHER, ASSISTANT TO THE CITY MANAGER (714) 754-4885**

RECOMMENDATION:

Staff recommends the City Council:

1. Approve the 2025-26 Annual Report for the Business Improvement Area (BIA) (Attachment 1).

2. Receive and file the audited financial report for Fiscal Years Ended June 30, 2024, and June 30, 2025 (Attachment 2).

3. Adopt Resolution 2026-xx, declaring the City's intention to levy an annual assessment for Fiscal Year 2026-27 for the Business Improvement Area, covering certain Costa Mesa hotels and motels and setting the time and place for a Public Hearing on the proposed annual assessment Attachment 3).

BACKGROUND:

California's Parking and Business Improvement Area Law of 1989 (Streets and Highways Code §§ 36500, et seq.) enables cities to impose an assessment fee on businesses within an area designated by the City.

On July 5, 1995, the Costa Mesa City Council adopted Ordinance No. 95-9 to establish a Business Improvement Area (BIA) for the purpose of assisting the hotel and motel industry in its promotion of tourism within the city. The City Council authorized the City Manager to enter into an agreement with the Costa Mesa Tourism and Promotion Council to develop and administer the BIA. In 2001, the Costa Mesa Conference & Visitor Bureau (CVB), now known as Travel Costa Mesa (TCM), became the administrator of the BIA. In accordance with Travel Costa Mesa bylaws, Travel Costa Mesa's Board of Directors is currently comprised of eleven (11) General Managers from the eleven (11) participating hotels and motels, one member of the City Council, and the City Manager's designee.

Since November 2010, the City has annually levied a three percent (3%) special assessment on the eleven (11) participating hotels, based on the sale of overnight guestroom stays (2,375 total available rooms) in the partner hotels. The levy is transmitted by the hotels to the City and ninety-nine percent (99%) of the assessment is remitted to TCM. The remaining one percent is retained by the City to offset administrative costs. The annual levy is separate from the City's Transient Occupancy Tax (TOT).

ANALYSIS:

Intention to Levy the BIA Assessment at a Public Hearing

The City must annually express its intent to levy the BIA assessment. Currently, the number of properties included in the BIA assessment levy is limited to the eleven (11) hotels and motels that have expressed an interest in participating in the program in the prior year, as detailed in the proposed Resolution of Intention (Attachment 3). Upon adoption of the Resolution of Intention, property owners of the participating hotels will be notified in writing within seven (7) days of the assessment renewal. Subsequently, the Resolution will be published in the Daily Pilot at least seven (7) days prior to the Public Hearing scheduled for June 2, 2026, at 7 p.m. City staff will also notify all the hotels and motels in the City not currently included in the BIA to allow them the opportunity to participate in the BIA.

At the Public Hearing, property owners will be provided with an opportunity to voice their opinions on the annual assessment, and/or address any concerns regarding the BIA. Additionally, the City Council will vote to adopt or deny the resolution levying an annual assessment for the upcoming fiscal year and make the ultimate decision as to the size of and the properties to be included in the BIA.

Upon the approval of the annual assessment at the Public Hearing, the three percent (3%) assessment is collected along with the City's Transient Occupancy Tax (TOT) throughout the fiscal year. The hotels and motels included in the BIA are required to itemize the BIA levy as a separate assessment. The staff at Travel Costa Mesa manage the day-to-day activities and provide all services to administer the BIA.

Required Reporting Documents

Per the agreement between the City of Costa Mesa and Travel Costa Mesa and as required by Streets and Highways Code section 36533, Travel Costa Mesa is required to provide an annual report describing the programs and activities implemented during the previous fiscal year as well as the status of the programs and activities implemented during the current fiscal year (Attachment 1). According to the report, there are no proposed changes to BIA or other sources of contributions other than the annual assessment. TCM has various planned improvements and activities for the upcoming fiscal year, detailed below. The City Council may approve the report as filed or modify the report and approve it as modified. Once the City Council approves the report, it may adopt the resolution of intention to levy the annual assessment.

Furthermore, in accordance with the agreement between the City and Travel Costa Mesa, the annual audits for Fiscal Years Ended June 30, 2024, and June 30,2025, have been completed by Crowe LLP, an independent auditor, and paid for by assessment funds. The audits are intended to ensure that the assessment revenue is expended for public purposes as specified within the resolution and that no expenditure is made in a manner contrary to the agreement. Staff requests the City Council receive and file the independent audit (Attachment 2).

Highlights of the 2025-2026 Fiscal Year

Travel Costa Mesa continues its dedication to showcasing the City of Costa Mesa as the City of the Arts and further enhancing the City's brand as a premier destination in Orange County.

In the first half of the fiscal year and at calendar year-end, occupancy rates and average daily rates grew, resulting in an overall increase in RevPAR (revenue per available room). In the calendar year 2025, the occupancy rate in the Costa Mesa hotels was 76.5%, with an average daily rate of $177.12.

This fiscal year was also marked by elevated branding through authentic storytelling, highlighting Costa Mesa's role as a coastal-adjacent cultural hub. Paid TCM campaigns drove more than 13,000 attributed room nights and generated $9.1 million in enriched hotel revenue. Average length of stay increased 22% year over year. A TripAdvisor brand lift study also demonstrated meaningful gains in awareness among high-intent travelers ages 18-34, a critical audience for sustained growth.

Upcoming projects and renovations include The Westin South Coast Plaza, due for completion in 2027 and the Residence Inn Costa Mesa Newport Beach, due for completion in late 2026. TCM also plans to launch a new website in June 2026, a FIFA 2026 partnership with Expedia for the upcoming FIFA World Cup.

ALTERNATIVES:

City Council may choose to deny the resolution of intention, which will prevent the public hearing from taking place to consider levying an annual assessment for the upcoming fiscal year.

FISCAL REVIEW:

Based on the audit report, Travel Costa Mesa's cash equity as of June 30, 2025 totaled $2,647,036. Furthermore, the projected total revenue for the current fiscal year is forecasted at $3.3 million, according to the 2025-26 Annual Report. As of February 2026, BIA funds have recorded $2.3 million in revenues.

The City receives one percent (1%) of the BIA revenue/assessment as partial reimbursement for its collection and administrative costs. The one percent (1%) allocated to the City for reimbursement is estimated at approximately $33,000 for fiscal year 2025-26. The primary expenses in fiscal year 2025 -26 were:

- 58% on Marketing Expenses
- 26% on Employee Expenses
- 9% on Administrative Expenses

- 7% on Sales-Related Expenses

Beginning in 2014, Travel Costa Mesa had also provided “Community Events Programming” funding to the City, under a Professional Services Agreement (PSA). This $164,000 from the agreement supported community-wide marketing and community events that attract visitors to Costa Mesa. Due to the COVID-19 pandemic restrictions on large gatherings, the “Community Events Programming” funds were not available to the City during Fiscal Years 2020-21, 2021-22, and 2022-23. Travel Costa Mesa reinstated the funding in Fiscal Year 2023-24. However, during Fiscal Year 2025-26, the Travel Costa Mesa Board of Directors voted to discontinue this funding to the City.

LEGAL REVIEW:

The City Attorney’s Office has reviewed the report and resolution and approves them as to form.

CITY COUNCIL GOALS AND PRIORITIES:

This item supports the City Council’s continuous efforts to promote the City of Costa Mesa for its rich and vibrant community that offers many attractions for residents, visitors, and businesses.

CONCLUSION:

Adoption of the resolution of intent is the initial step in the reauthorization of the BIA assessment. State law mandates the specific procedure to be followed in the establishment of such an area. Staff will make a presentation to the City Council on the implementation of the BIA assessment at the public hearing on June 2, 2026; however, the City Council must approve the annual report and the proposed resolution of intention before the hearing can be scheduled to consider the levying of an annual assessment.

Therefore, staff recommends the City Council:

1. Approve the 2025-26 Annual Report for the Business Improvement Area (BIA) (Attachment 1).

2. Receive and file audited financial report for Fiscal Years Ended June 30, 2024, and June 30, 2025 (Attachment 2).

3. Adopt Resolution 2026-xx, declaring the City’s intention to levy an annual assessment for Fiscal Year 2026-27 for Business Improvement Area covering certain Costa Mesa hotels and motels and setting the time and place for a public hearing on the proposal (Attachment 3).

ANNUAL REPORT

2025-2026

Travel Costa Mesa



Travel Costa Mesa





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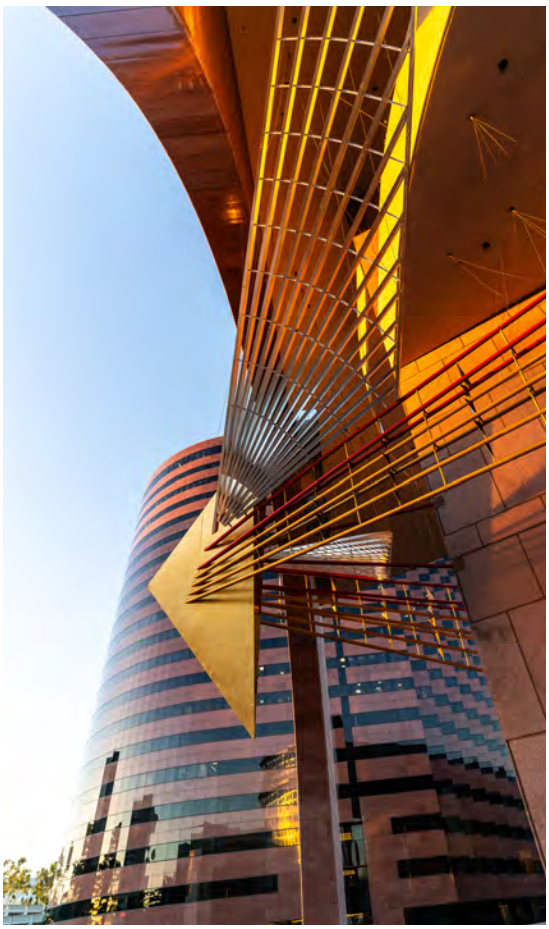
Social Media 20

Public Relations 22

Group Sales 26

Travel Costa Mesa Leadership 30

President's Message



Walt Disney once said, "Times and conditions change so rapidly that we must keep our aim constantly focused on the future." That was definitely true over the past year, as tourism forecasts shifted just as quickly as the reports that created them. However, Travel Costa Mesa (TCM) worked diligently to stay focused on a strategic goal of increasing visitation, raising awareness for the destination, and expanding group opportunities and leads.

This annual report highlights the innovation and creativity as the organization continues to drive awareness of the City of the Arts®, growth in group room nights, occupancy, average daily rate, and average length of stay.

The U.S. hotel forecast for 2026 calls for a relatively flat increase in occupancy and a **1% increase** in average daily rate, according to Tourism Economics. State of California: visits in 2026 are forecast to **increase by 1.7%,** totaling **276.1M**, and visitor spending by **over 4%**, totaling **$165.2B**.

TCM's first half of the fiscal year, as well as calendar year-end results, showed growth for its partners in both occupancy and average daily rate, leading to an increase in overall RevPAR. The second half of the fiscal year is forecasted to remain consistent. As FIFA26 World Cup™ arrives in June, expectations for compression from the LA market inspire optimism.

As we near the conclusion of the current fiscal year, our primary focus is on managing and completing large-scale projects. These include initiatives such as the comprehensive redesign of our website and the planning and execution of our upcoming spring and summer marketing campaigns. These projects are critical to our strategic goals and require careful coordination and resource allocation to ensure their successful completion.

We sincerely appreciate the local businesses that collaborate with TCM to boost the city's tourism. Our partner hotels support 100 percent of the programming, allowing our content to reach a broad audience. TCM continues to explore new opportunities to expand in the tourism industry, positively impacting the city's economy.

Our collective efforts have delivered measurable progress across key objectives - successfully elevating awareness of the City of the Arts®, driving meaningful growth in group room nights, and extending the

overall average length of stay. These gains have translated into steady increases in occupancy and average daily rate, reinforcing both market confidence and long-term value. As we look ahead, this momentum positions us to continue strengthening demand, deepening engagement, and building on a foundation of smart, balanced growth that supports the destination's economic vitality.

Paulette Lombardi-Fries
President



In 1995, Travel Costa Mesa was the second tourism organization formed as a nonprofit corporation to market the city of Costa Mesa as a desirable, leisure overnight destination in Orange County.

TCM GOALS FOR FISCAL YEAR ENDING JUNE 2026

- Drive demand for leisure travel and visitation to Costa Mesa
- Increase social media followers and engagement
- Increase awareness, earned media for Costa Mesa through PR efforts
- Grow group sales with definite group night bookings and increase awareness campaigns

MISSION STATEMENT

Travel Costa Mesa enhances and promotes the destination brand experience, further increasing visitor spending for industry and community economic viability, sustainability, and quality of life.

VISION STATEMENT

Travel Costa Mesa is the engaged destination marketing leader, supporting and selling the city's distinct visitor brand experiences, and advocating community tourism benefits.

KEY OBJECTIVE

Increase brand awareness for the city of Costa Mesa as a desirable, overnight, leisure Orange County destination.

SALES OBJECTIVE

Increase brand awareness and new group room nights for the city of Costa Mesa as the preferred Orange County destination ideal for small to mid-size business that increases the economic benefits throughout the city.

Funding Source



Travel Costa Mesa is fully funded through the Business Improvement Assessment (BIA), which is collected by the 11 Costa Mesa partner hotels listed in this annual report. Each hotel collects a 3% levy from overnight guests (2,375 total available rooms). All of the Transient Occupancy Tax (TOT) collected by the City of Costa Mesa goes to its general fund, and the city keeps 100% of it.



Business Improvement Assessment (BIA)
Business owners within the BIA program must submit their assessments to the Costa Mesa City Finance Department monthly. New hotels and motels interested in participating in the BIA should contact both the City of Costa Mesa and TCM. This is a voluntary program for hotel partners.

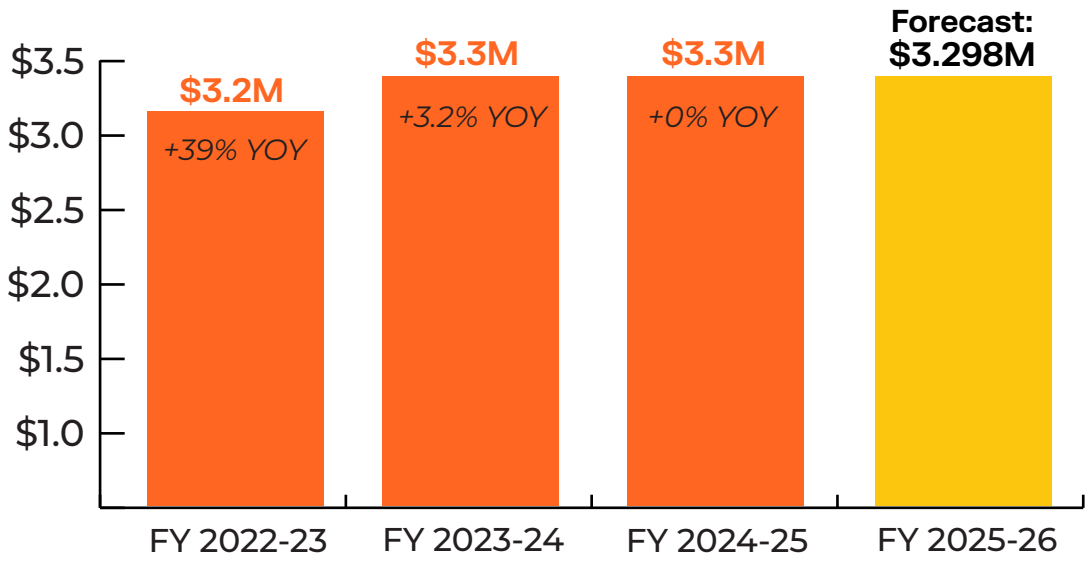
Fiscal Year 2025-2026 Forecast
For the current fiscal year, TCM forecasts BIA revenue to come in slightly above the forecasted **$3.298M**. As of February 2025, BIA funds total **$2.3 million**.

Investment and Reserve Policies
In FY 2025-2026, TCM established a four-person subcommittee to oversee the investment of organizational reserves, maintained at a level exceeding six months of operating expenses to support long-term financial stability. Additional funds outside of the reserves will be used to fund special projects.

In September 2025, TCM reserves retained a qualified external investment management firm to oversee invested assets in accordance with the board-approved policy.

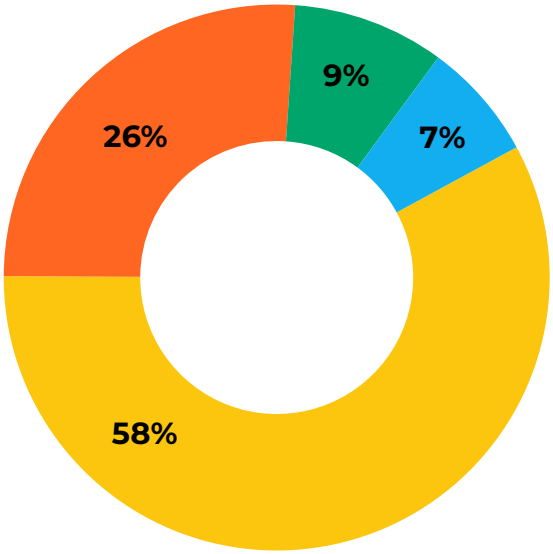
Allocation of Overages in BIA
Any BIA overage that TCM receives is deposited into TCM's bank reserves, ensuring surplus funds are prudently managed and available for future programming, unforeseen expenses, or strategic initiatives that benefit the organization.

BIA REVENUE



PRIMARY EXPENSE PROJECTIONS 2025 - 2026

The following represents the primary expense projections for the current fiscal year:



EMPLOYEE EXPENSES
Employee expenses include salaries, payroll taxes, 401(k) contributions, and health insurance premiums

MARKETING
Marketing expenses include SEO, PPC, content marketing, email and online marketing, advertising services, and website hosting

ADMINISTRATIVE
Administrative expenses include conference and meeting registrations, business insurance, audit services, lease payments, and travel

SALES
Sales expenses include conference and meeting registrations for the sales executive, tradeshows, memberships, familiarization trips, site visits, CRM, travel, and group incentives

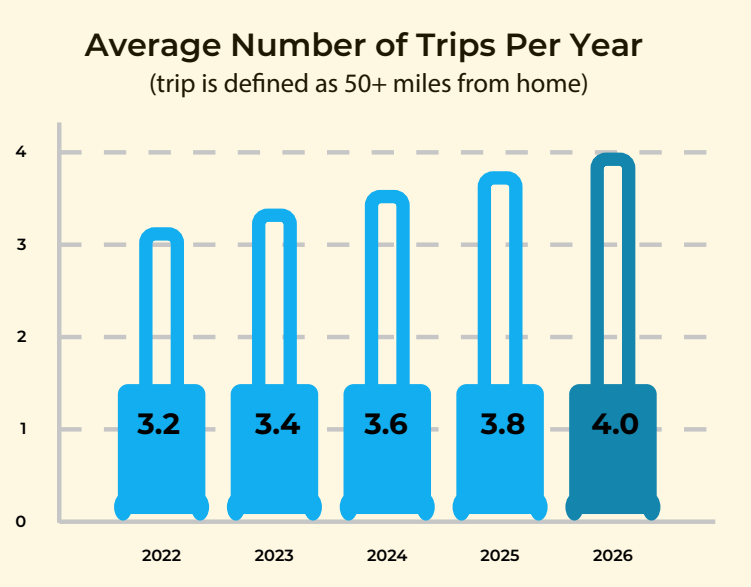
Lodging & TCM Hotel Partners

LODGING	ADDRESS	MANAGEMENT COMPANY	PROPERTY OWNER
Avenue of the Arts Costa Mesa, A Tribute Portfolio Hotel	3350 Avenue of the Arts Costa Mesa, CA 92626	Rosanna Inc. 3350 Avenue of the Arts Costa Mesa, CA 92626	Rosanna Inc. 3350 Avenue of the Arts Costa Mesa, CA 92626
Ayres Hotel Costa Mesa	325 Bristol Street Costa Mesa, CA 92626	Newport Country Inn & Suites, Inc. 355 Bristol St., Suite A Costa Mesa, CA 92626	Newport Country Inn & Suites, Inc. 355 Bristol St., Suite A Costa Mesa, CA 92626
Best Western Plus Newport Mesa Inn	2642 Newport Blvd. Costa Mesa, CA 92627	James Hsuen & Shang-Pu Lee 2642 Newport Blvd. Costa Mesa, CA 92627	James Hsuen & Shang-Pu Lee 2642 Newport Blvd. Costa Mesa, CA 92627
Crowne Plaza	3131 Bristol Street Costa Mesa, CA 92626	Bright Bristol Street, LLC 3131 Bristol Street Costa Mesa, CA 92626	Bright Bristol Street, LLC 3131 Bristol Street Costa Mesa, CA 92626
Hilton	3050 Bristol Street Costa Mesa, CA 92626	Remington Lodging & Hospitality LP 14185 Dallas Parkway Suite 1100 Dallas, TX 75254	Ashford TRS CM LLC 14185 Dallas Parkway Suite 1100 Dallas, TX 75254
Hampton by Hilton Costa Mesa Newport Beach	2070 Newport Blvd. Costa Mesa, CA 92627	Narendra B. Patel 2070 Newport Blvd. Costa Mesa, CA 92627	Narendra B. Patel 2070 Newport Blvd. Costa Mesa, CA 92627
Marriott	500 Anton Blvd. Costa Mesa, CA 92626	Starwood Capital Group 591 West Putnam Avenue Greenwich, CT 06830	HEI Hotels & Resorts 101 Merritt 7 Corporate Park, 1 st Floor Norwalk, CT 06851
OC Hotel Costa Mesa	2430 Newport Blvd. Costa Mesa, CA 92627	SAI KSP INC. 11556 Manchester Way Porter Ranch, CA 91326	Sanjay Panchal 11556 Manchester Way Porter Ranch, CA 91326
Ramada Inn & Suites	1680 Superior Ave. Costa Mesa, CA 92627	B.D. Inn Inc./Ramada Ltd. 1680 Superior Ave. Costa Mesa, CA 92627	B.D. Inn Inc./Ramada Ltd. 1680 Superior Ave. Costa Mesa, CA 92627
Residence Inn by Marriott	881 Baker Street Costa Mesa, CA 92626	Marriott International 10400 Fernwood Rd. Bethesda, MD 20817	Legacy Strata 11301 West Olympic Blvd. #121-467 West Los Angeles, CA 90064
The Westin South Coast Plaza	686 Anton Blvd. Costa Mesa, CA 92626	Host Hotels & Resorts 6903 Rockledge Dr. Suite 1500 Bethesda, MD 20817	Secon Properties 3315 Fairview Rd. Costa Mesa, CA 92626

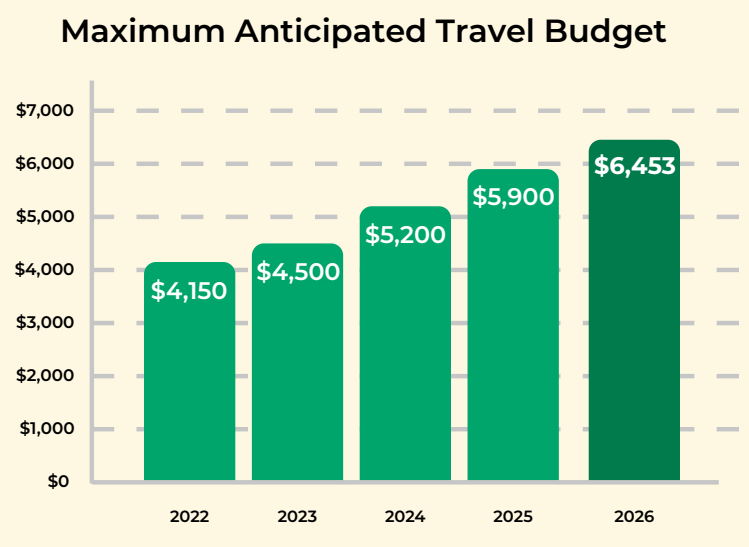
Travel Trends

As we review the upcoming calendar year, American travel sentiment remains under close observation. One of the tools TCM uses is the State of the American Traveler survey from Future Partners. A survey conducted in mid-January included **4,000 leisure travel respondents** from four regions of the country. Overall, Americans remain cautious about the economy but are committed to travel, with **34.8%** saying now is a good time to spend. Additionally, **58.5%** plan to prioritize travel in the next three months, up **4.3 points** since January 2025. Travel budgets have increased as are trip volume. For 2026, the projected number of trips is **4**, up from **3.7 last year**. The overall travel budget is over **$6,400**, a record.

Anticipated Leisure Travel Trends (2022–2026)



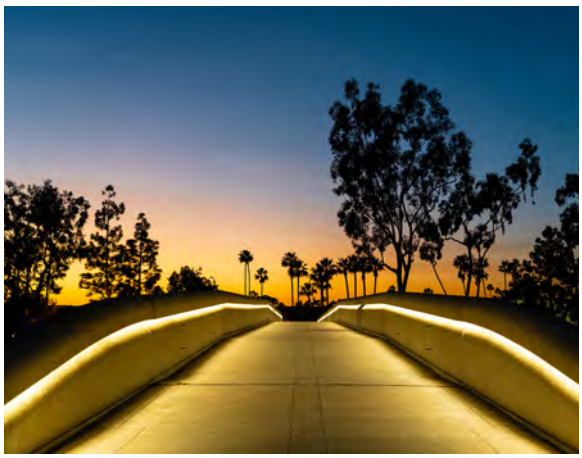
Trend: Steady year-over-year growth in planned trips



Trend: Strong upward growth in travel spending expectations

Key Takeaways

- Travelers plan to take **~25% more trips** from 2022 to 2026
- Maximum travel budgets increase by **~55%** over the same period
- Budget growth is outpacing trip growth, suggesting:
  - Higher travel costs
  - Preference for premium experiences
  - Inflation impact



U.S. Travel Association

TCM is a member of the U.S. Travel Association, a non-profit representing all travel sectors. It serves as the industry's voice, addressing key issues and promoting travel as vital for economic growth. TCM benefits from reporting tools, education, networking, and other resources.

2026 Core Initiatives

Identity: Elevate Travel's Stature

Shape the perception of travel in America and globally, engaging policymakers, partners, and the public to ensure travel's impact is considered before decisions are made.

Advocacy: Advance Policies That Enable Growth

Reducing friction and preventing damage requires promoting pro-growth policies that boost international inbound travel, stopping actions that deter visitors, and building support among policymakers. Modernize infrastructure, security, and regulations to ensure the travel system remains globally competitive.

Value: Strengthen Member Return on Investment

Delivering actionable intelligence, connections and programs that help members navigate change and grow—through timely data, high-impact gatherings and a more personalized, modern member experience.

Performance: Build a Future-Ready Association

Operating as a disciplined, high-performing association—modernizing systems, focusing resources where they deliver impact, and building a resilient team able to execute at scale.



U.S. Travel Forecast-Fall 2025

Domestic leisure travel remains strong, with **1.9 billion trips** expected in 2025, ***up 2.0% year over year***. The domestic leisure segment boosts travel spending, with a forecasted **gain of 3.3%** in 2025 to reach **$906 billion**. Business travel is forecasted to reach **$286 billion** in 2025 and is set to lead domestic growth between 2027 and 2029. Group travel will grow at a faster rate than transient travel, averaging **4.3%** versus **4.0%** per year. International visits are projected to return to 2019 levels by 2029 (**81.9 million visits**), with growth driven by major events like the 2026 World Cup, America 250 celebration, and the 2028 Olympics.

Domestic Trips

Domestic Person Trips in the U.S. (Millions)											
	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
TOTAL	2318.0	1582.0	2021.0	2252.3	2307.6	2359.4	2403.3	2450.4	2508.6	2567.4	2624.3
% change		-31.8	27.8	11.4	2.5	2.2	1.9	2.0	2.4	2.3	2.2
BY PURPOSE											
Business	463.9	181.3	249.5	370.9	413.1	436.0	442.4	451.2	463.3	475.4	487.2
% change		-60.9	37.6	48.6	11.4	5.5	1.5	2.0	2.7	2.6	2.5
Leisure	1854.1	1400.6	1771.4	1881.4	1894.5	1923.3	1960.9	1999.1	2045.3	2092.0	2137.1
% change		-24.5	26.5	6.2	0.7	1.5	2.0	1.9	2.3	2.3	2.2

FORECAST

Source: Tourism Economics, U.S. Travel Association

International Trips

U.S Inbound Visitors (Thousands)											
	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
TOTAL VISITS	79,442	19,212	22,280	50,771	66,350	72,390	67,866	70,404	74,382	78,120	81,900
% Change year-over-year		-75.8%	16.0%	127.9%	30.7%	9.1%	-6.3%	3.7%	5.6%	5.0%	4.8%
% Change relative to 2019		24%	28%	64%	84%	91%	85%	89%	94%	98%	103%

FORECAST

Source: Tourism Economics, U.S. Travel Association

U.S. hotel performance shows modest overall growth. Supply is expected to steadily increase through 2026, while demand dipped in 2025 but is forecasted to slightly rebound in 2026. Occupancy continues to decline gradually, ADR growth remains moderate, and RevPAR is projected to recover modestly in 2026 after a dip in 2025.

U.S. Hotel Forecast	*As of January 2026 Year-over-year % change*		
	2024 Actual	2025 Actual	2026 Forecast
Supply	0.5%	0.7%	0.7%
Demand	0.6%	-0.5%	0.4%
Occupancy	63.0%	62.3%	62.1%
ADR	1.8%	0.9%	1.0%
ReVPAR	**1.9%**	**-0.3%**	**0.6%**

Visit California

The state's premier destination marketing organization, Visit California (VCA), has secured a six-year extension with **over 98% industry approval** to continue promoting visitation to the Golden State. VCA remains committed to investing in innovative initiatives that elevate the economic impact of tourism, driving growth and showcasing California's unparalleled appeal.



Excitement for FIFA26 World Cup™ is building, with fourteen matches scheduled in California at SoFi and Levi's Stadium in the San Francisco Bay Area. Additionally, LA28 and the Paralympic Games will take place across various locations in the state, including events in Orange County and Long Beach, further highlighting California's prominent role in upcoming major international sports.

According to Tourism Economics' October forecast, California's total visitor volume is projected to **increase by 0.8%** in 2025, adding approximately **2.1 million visits**, bringing the total to **271.6 million**. Visitation growth is expected to **accelerate to 1.7%** in 2026. Visitor spending is forecasted to **reach $158.6 billion** in 2025 and **grow an additional 4.2%** to **$165.2 billion** in 2026, reflecting continued gains in travel demand and economic impact statewide.

Consumer sentiment regarding international leisure travel has stabilized recently in Visit California's 13 priority markets. However, cost remains the main barrier. Year over year, intent to visit the U.S. and California has declined, especially among Canadian (political tensions, trade, and the weak Canadian dollar) and European markets.

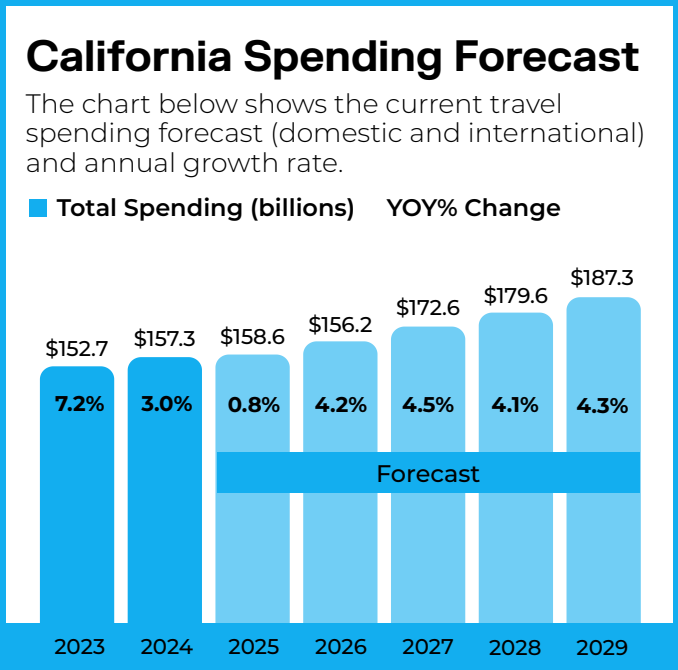
California Visitation Forecast

The chart below shows the current visitation forecast (domestic and international) and annual growth rate.



California Spending Forecast

The chart below shows the current travel spending forecast (domestic and international) and annual growth rate.



Costa Mesa Hotel Performance Update

In the first half of TCM's fiscal year and at calendar year-end, occupancy rates and average daily rates grew, resulting in an overall increase in RevPAR. The new calendar year is off to a steady start, with occupancy slightly up, driven by group business. As the summer looks promising, renovations by some of our partners may displace some business towards the end of the calendar year.



JAN - DEC 2025	OCCUPANCY	AVERAGE DAILY RATE
United States	62.3% *-1.2% LY*	$160.54 *+.09% LY*
California	67.1% *+.3% LY*	$190.74 *+1.2% LY*
Orange County	72.2% *+.8% LY*	$209.80 *+.9% LY*
Costa Mesa CoStar Group	76.5% *+1.2% LY*	$177.12 *+1.3% LY*

California Airport Numbers

California airport throughput (number of passengers screened under expedited and standard screenings) **decreased 2%** to **215.6 million** in 2025 compared to 2024. Traffic counts represent 10 commercial airports, which include domestic and international passenger traffic. The domestic year-over-year change accounts for a **1% decrease**, and international passenger traffic remained unchanged.

Airline passenger traffic at John Wayne Airport, Orange County, **increased by 2.5%** in 2025, reaching over **11.3 million passengers**. October, November, and December saw the largest percentage gains during the year. The airport ranks #1 in Customer Satisfaction among large airports in the J.D. Power 2025 North America Study for the second consecutive year.

TOTAL

	2025	2024	YOY % change
January	15,668,923	15,697,415	*0%*
February	14,341,849	14,953,150	*-4%*
March	17,434,379	17,670,880	*-1%*
April	17,734,772	17,740,047	*0%*
May	18,994,856	19,113,002	*-1%*
June	19,954,080	19,957,375	*0%*
July	20,646,984	20,822,207	*-1%*
August	19,406,379	19,902,714	*-2%*
September	17,474,756	18,034,193	*-3%*
October	18,813,147	18,969,181	*-1%*
November	17,015,175	17,455,654	*-3%*
December	18,184,377	18,785,264	*-3%*
YTD *	215,669,677	219,101,082	*-2%*

**As of Feb. 4, 2026 reported to VCA by individual airports within the state. Monthly figures may not sum to YTD totals due to data revisions.*

Marketing

Fiscal Year 2025–2026 was a defining year for Travel Costa Mesa as we elevated the city's identity through authentic storytelling. By highlighting its makers, performing arts, signature events, culinary scene, and creative community, we showcased Costa Mesa from the inside out. Embracing our role as a coastal-adjacent cultural hub strengthened our competitive position and increased awareness among high-value travelers.

Storytelling served as the throughline across paid, owned, and earned channels. From brand campaigns and creator partnerships to media relations and social content, each effort worked together to present a cohesive narrative rooted in accessibility, creativity, and unexpected richness. This integrated approach ensured that Costa Mesa was not only seen but understood.

Paid campaigns drove more than 13,000 attributed room nights and **generated $9.1 million** in enriched hotel revenue. Average length of stay **increased 22%** year over year, from **2.2** to **2.7**, signaling deeper engagement as visitors explored more of the destination's experiences and cultural touchpoints. A TripAdvisor brand lift study also demonstrated meaningful gains in awareness among high-intent travelers ages 18–34, a critical audience for sustained growth.

Expanding visibility through targeted engagement with key segments, including LGBTQ+ travelers, led to impactful earned media and strong audience engagement. These efforts boosted Costa Mesa's visibility, brought economic benefits, and strengthened its reputation as a vibrant, welcoming, experience-rich destination.





Key Initiatives

Travel Costa Mesa implemented a focused strategy designed to sustain awareness, drive consideration, and convert visitation when travel intent is high. Each initiative was rooted in research, data, and aligned with measurable economic impact for the city.

Always-On Paid Marketing Strategy

A key priority this fiscal year was implementing an always-on paid media approach anchored by two branded campaigns. This structure enabled scalable efforts and efficient resource allocation based on seasonal demand and identified need periods, supporting both awareness-building and conversion.

Research indicates that TCM's target travelers plan their trips between two weeks and four months in advance. Maintaining a consistent presence throughout the year ensures Costa Mesa remains top of mind during the inspiration, planning, and booking phases of the travel journey.





Storytelling Across the Traveler Journey

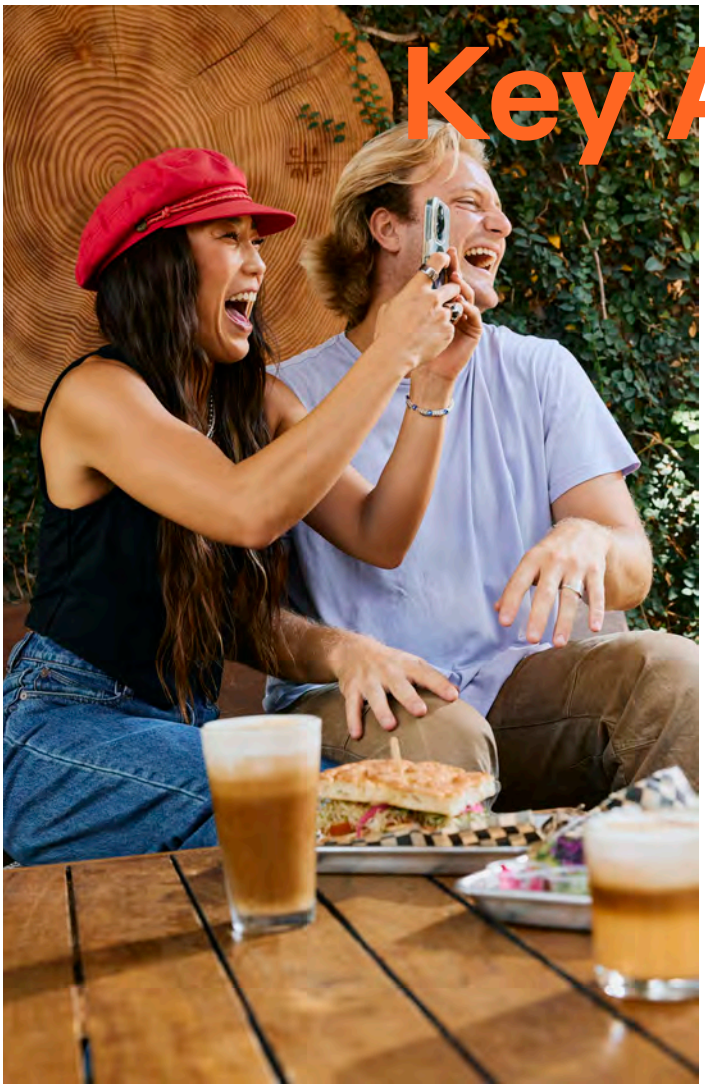
Storytelling continued to guide all marketing efforts across leisure, social, meetings, paid, and earned media. By aligning messaging across channels, we met audiences at every stage of their journey while consistently reinforcing Costa Mesa's cultural depth and unique experiences.

Fresh content, curated itineraries, and timely promotion of events encouraged deeper engagement and supported longer stays, increasing the **average length of stay to 2.7 days vs 2.2** the year prior. This integrated approach strengthened our ability to attract high-value visitors seeking meaningful experiences while traveling.

Leveraging the Visit California Co-Op

Travel Costa Mesa maximized its Visit California co-op partnership, extending our marketing reach by **25 percent**. By aligning with the strength of the California brand while maintaining Costa Mesa's distinct identity, we amplified awareness among high-intent travelers and increased efficiency in reaching qualified audiences.





Key Audiences

While priorities vary, all segments share commonalities: they seek memorable experiences, value family time, and prefer convenient planning. In California, shopping and beach access heavily influence decisions, highlighting Costa Mesa's role as a coastal cultural hub with top retail and lifestyle options.

Geographic targeting remained focused on high-performing and high-potential markets. Within Southern California, emphasis was placed on Los Angeles, Palm Springs, the Inland Empire, and San Diego. In fly markets, Dallas, Las Vegas, and Phoenix continued to serve as priority cities for expanding overnight visitation and attracting travelers from more than 500 miles away which **increased 2.7%** over last year demonstrating how Costa Mesa has gained audience in key fly markets.

Guided by the previous year's comprehensive audience study, TCM refined its targeting strategy to focus on five priority traveler segments. These audiences show strong familiarity with Costa Mesa and present meaningful opportunities to increase visibility and drive visitation growth.

The key segments include the Luxury Traveler, Cultural Experiences Traveler, Urban and Routinized Traveler, and the LGBTQ+ Traveler. Each audience brings distinct motivations and travel behaviors, requiring tailored messaging and media placement aligned with their interests, habits, and preferred booking patterns.





Website Results

Feb. 2025 to Jan. 2026

- **1,112,964** sessions

1% increase year over year

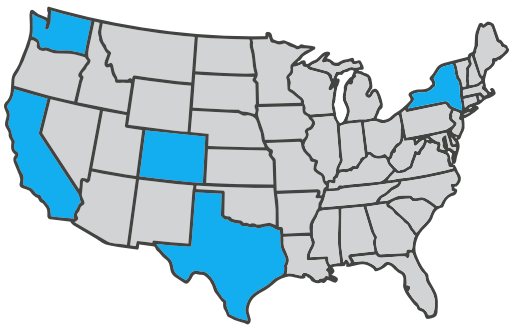
- **1,033,614** users
- **27.12%** *engagement rate*

Website Traffic Drivers

Display **32.52%** of total sessions
Referral **22.40%**
Paid Search **19.45%**
Direct **8.24%**
Organic Search **5.27%**

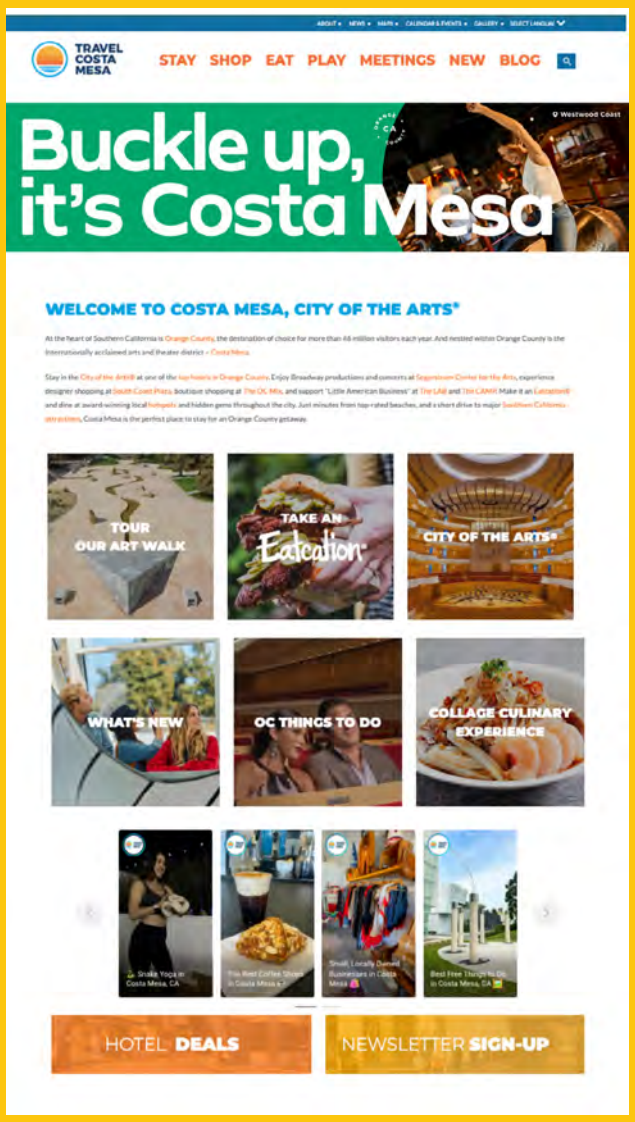
Website Top Geos: Percentage of total users

California	**22.25%**
Colorado	**5.72%**
New York	**5.56%**
Texas	**5.54%**
Washington	**3.15%**



Website Top Pages: Percentage of Views

- **11.04%** Plan Your Visit
- **10.10%** Hispanic Heritage Month (Blog)
- **7.15%** Homepage
- **7.15%** Costa Mesa Unlocked; Revealing Experiences You Won't Find Anywhere Else (blog)
- **6.47%** Pool Floats and Ocean Waves Chase Sunshine in Costa Mesa (blog)





How to Celebrate Hispanic Heritage Month in Costa Mesa

Posted on September 1, 2025 | 12:44pm | Travel Costa Mesa

Hispanic Heritage Month (HHM) is a time to celebrate the rich culture and amazing contributions of the Hispanic and Latino community. Observed annually from September 15 to October 15, HHM is celebrated both locally and nationwide across the United States. Costa Mesa, which translates to "coastal tableland" in Spanish, has a deep- rooted connection to Hispanic culture that dates back to the late 18th century when Spanish missionaries and soldiers first settled in the area. Today, the city celebrates its diverse community through food, art, and colorful cultural events that honor Hispanic traditions.

Campaigns

Sun-Soaked Campaign

March 2025- August 2025

Sun-Soaked: A Season of Sensory Discovery

The spring and summer brand campaign, Sun-Soaked, invited travelers to experience Costa Mesa as Southern California's best-kept secret — vibrant, beach-close, and overflowing with ways to awaken the senses.

Built around three messaging pillars — sunshine, food, and activities — the campaign highlighted the sights, smells, and tastes that define a stay in our city. Sun-Soaked positioned Costa Mesa as a destination rich with energy and endless sensory experiences.











49M+ Impressions
807K Website Sessions
16,851 Hotel Room Nights

Uncommon Ground Campaign

October 2025 – January 2026

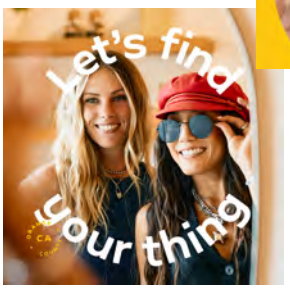
Uncommon Ground

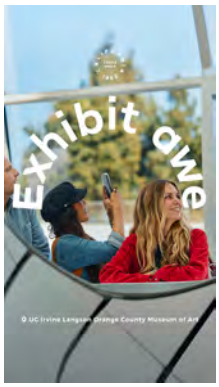
The second brand campaign, Uncommon Ground, shifted the narrative from planning to presence. In a world where travel can feel overwhelming and overly curated, Costa Mesa positioned itself as the antidote. It simply asks you to arrive and discover what unfolds next.

Building on the bold creative approach established in Sun-Soaked, this campaign focused on culture, shopping, and shared meals. From inspiring arts and distinctive retail to gathering around the table with friends and family, Uncommon Ground invited visitors to experience Costa Mesa in a way that feels natural, effortless, and richly rewarding.









18K+ Impressions
57K Website Sessions
11,359 Hotel Room Nights



Trip Advisor, Always On

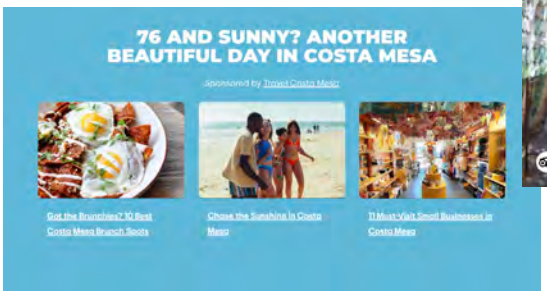
11 Miles from Everything Campaign

The TripAdvisor–branded hub campaign, 11 Miles From Everything, elevated awareness of Costa Mesa as a culturally rich destination that places visitors within easy reach of everything they want to experience in Southern California.

Through storytelling rooted in accessibility, authenticity, and unexpected depth, the campaign positioned Costa Mesa as a smart and intentional choice. With vibrant arts and culture, standout culinary experiences, premier shopping, and beach proximity all within minutes, the hub reframed the city from a pass-through location to a central home base for exploration. That boosted **brand awareness by 6.1%** and showcased the city as a place where visitors can immerse themselves in local culture.

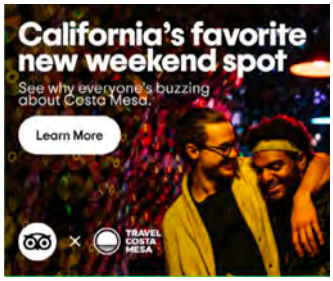
5.2M+ Impressions
14K+ Clicks
20K+ Branded Hub views





VCA Co-Op

5M+ Impressions
207K+ Clicks
15K Social Media Engagements
$778K+ Total Economic





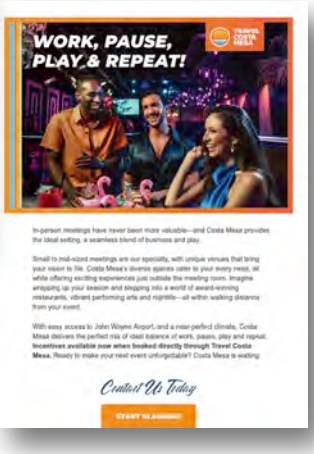
Meetings/Group Campaign Always On

ARTmosphere

The year-long meetings and group campaign, ARTmosphere, was designed to increase awareness of Costa Mesa as a compelling small to mid-size meetings destination. The campaign highlighted the city's vibrant culture, positioning meetings here as experiences infused with creativity, energy, and inspiration.

Through a strategic mix of display advertising, targeted email outreach, and retargeting, ARTmosphere reached planners where they actively seek ideas and venues. Placements with CALSAE, Meetings Today, and Google Search and Display ensured consistent visibility.



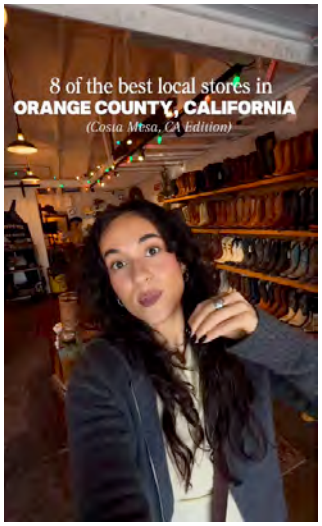


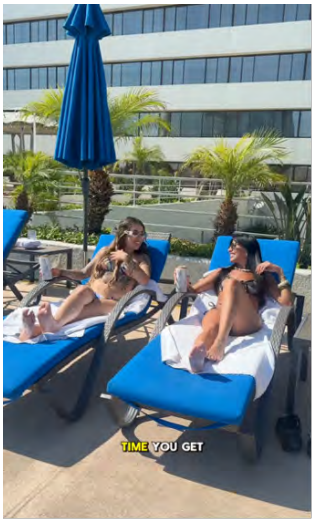


Google Search 65K+ impressions, 4K+ clicks
Google Display 992K impressions, 20K+ clicks
MPI Display 156K+ impressions, CTR: 0.12%
CAL SAE 60K+ impressions, average CTR: 0.58%
Meetings Today 303K+ impressions, average CTR: 0.18%

Social

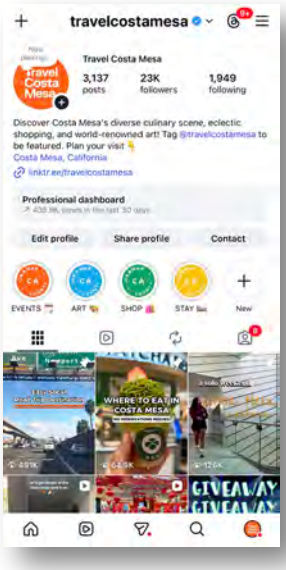
Social-Driven Travel Decisions





For Gen Z and Millennial travelers, inspiration begins with a scroll. Social platforms are not just sources of wanderlust, they are trusted planning tools that influence where to go, what to do, and what is worth the investment. Instagram and TikTok continue to shape destination discovery, with everyday creators serving as credible voices for recommendations, itineraries, and honest reviews.

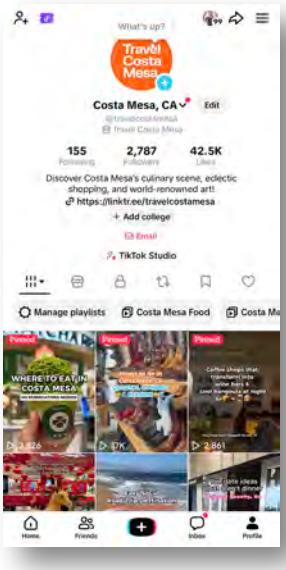
To meet this audience where they are, Travel Costa Mesa partnered with 12 primarily micro-content creators representing diverse industries, interests, and cultural perspectives. With highly engaged audiences and relatable storytelling, their experiences in Costa Mesa delivered authentic, impactful content that resonated with today's socially driven traveler.



INSTAGRAM

Follower Count:
23,067
(+19.31% YOY)

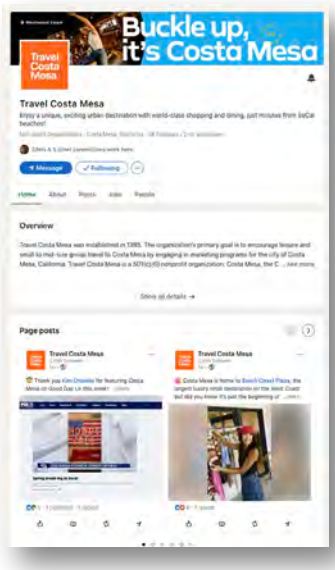
Engagement Stats:
4,544,632
(+37.14% YOY)



TIKTOK

Follower Count:
2,787
(+56.93% YOY)

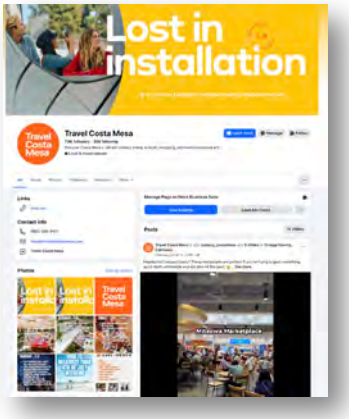
Engagement Stats:
218,809



LINKEDIN

Follower Count:
2,556
(+11.08% YOY)

Engagement Stats:
5,889
(+26.10% YOY)



FACEBOOK

Follower Count:
7,996
(+0.33% YOY)

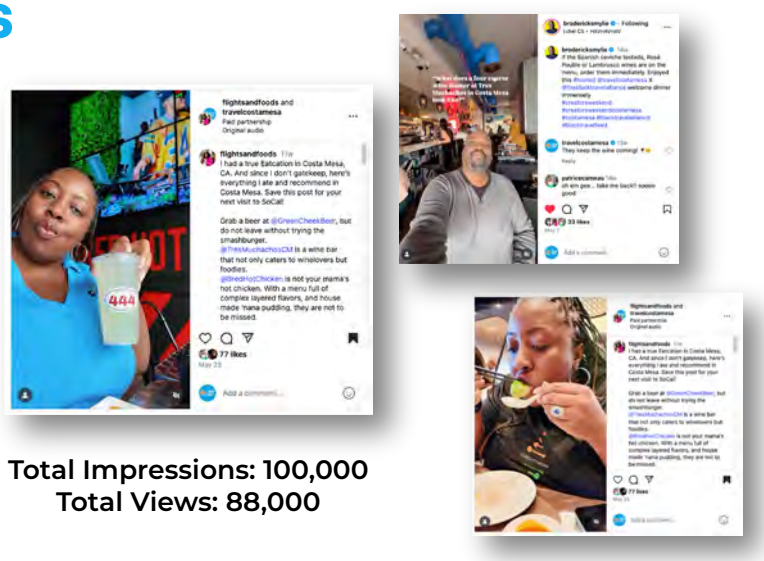
Engagement Stats:
12,044

In-House Campaigns

Black Travel Alliance

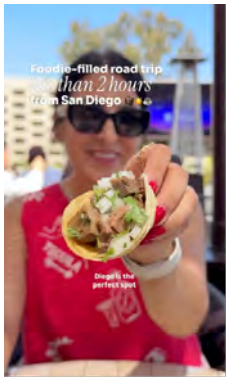
Through a dedicated Creators Weekend in partnership with the Black Travel Alliance, six creators from across the country experienced Costa Mesa firsthand, highlighting why the destination belongs on the radar of Black travelers.

The program generated **189 social posts**, videos, and stories, significantly amplifying awareness and extending Costa Mesa's reach to new audiences nationwide.



Total Impressions: 100,000
Total Views: 88,000





Total Views: 685,062
Total Engagements: 12,853

Other In-House Campaigns

Travel Costa Mesa partnered with content creators from key drive markets, including Los Angeles and San Diego, as well as trusted voices within the LGBTQ+ community, to authentically showcase the destination's welcoming and inclusive spirit. Through curated experiences and personal storytelling, these creators highlighted the city's vibrant culture, culinary scene, shopping, and arts offerings while reinforcing Costa Mesa as a place where all visitors can feel seen, celebrated, and inspired to explore.

Top 5 Performing Reels (Total as of March 2nd 2026)

Easy SoCal Road Trip Destination: 492,204 Views



Third Places in Costa Mesa: 433,303 Views



Coastal Cowboy Itinerary in Costa Mesa: 334,775 Views



Fun Date Ideas That Aren't Dinner: 229,288 Views



Queer-Friendly Itinerary in Costa Mesa: 166,728 Views



Public Relations

How do you capture attention in a media landscape rapidly adapting to the rise of generative artificial intelligence? As trust in traditional search results declines, information seekers are increasingly turning to credible, human sources for answers they can rely on.

Public relations plays a critical role in this shift. As an intentional communications strategy, it delivers verified, expert-driven storytelling in an authentic and accessible voice. By building meaningful relationships with media and fostering community connection, public relations cuts through the noise, elevates Costa Mesa's narrative, and earns the attention today's travelers value most.

Travel Costa Mesa used the power of connection and community to shine a light on Costa Mesa as a coveted travel destination. Costa Mesa's culture, location, and cuisine were recurring themes in earned media coverage. Headlines like "This Southern California City is the New Go-To Hub for Family Travel" appearing on MSN.com and ProbetheGlobe.com touted the benefits of Costa Mesa's location within Southern California. Costa Mesa's unique cultural appeal was highlighted on television by Good Day LA, encouraging viewers to visit Costa Mesa over Spring Break to attend OC Japan Fair. The New Yorker even called out Costa Mesa's Mercado Gonzalez, calling it an "upscale Disneyland of a Mexican food hall."

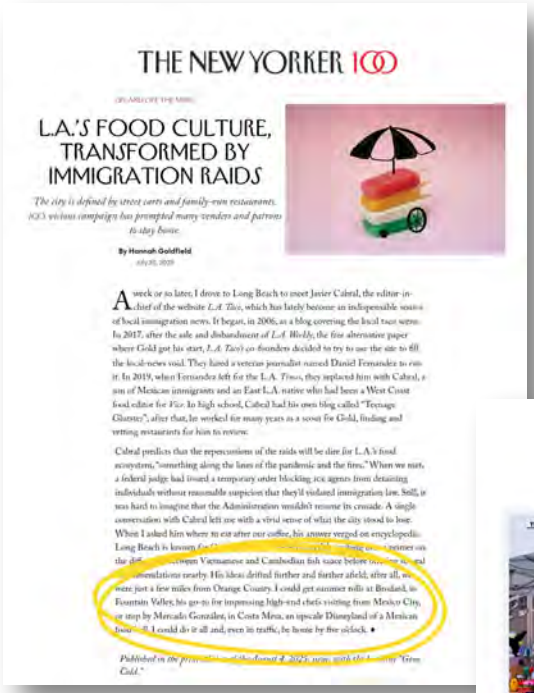
46 unique media mentions

179 articles

329.86M estimated media impressions

10 content creators hosted

5 journalists hosted


THE NEW YORKER

L.A.'S FOOD CULTURE, TRANSFORMED BY IMMIGRATION RAIDS

The city is defined by street carts and family-run restaurants. ICE's vicious campaign has prompted many vendors and patrons to stay home.

By Hannah Goldfield





Meet Costa Mesa's Business Culture

Travel Costa Mesa saw clear results from a strategic initiative to promote business travel. "Classic OC: Bright Skies, and Even Brighter Meetings" appearing in SmartMeetings Magazine showed the value of Costa Mesa as an ideal location for meetings. Meetings Today covered Costa Mesa as a group destination with print and digital articles titled "Costa Mesa Lures Meetings to Its Engaging 'ARTmosphere.'" Modern Luxury took note of Costa Mesa's hotel properties in its 2025 Luxury Travel Awards, and Small Market Meetings detailed how Costa Mesa's culture stands out in Orange County.







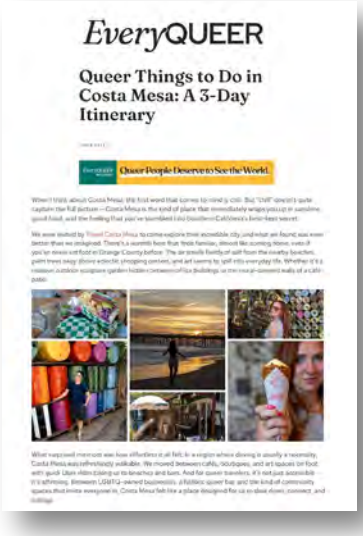
Bringing the story of Costa Mesa

Travel Costa Mesa continued to leverage the strength of its welcoming community by hosting seven familiarization trips with writers, freelancers, and media professionals. These immersive experiences allowed storytellers to engage with the destination firsthand, resulting in authentic coverage grounded in personal experience.

Targeted outreach to LGBTQ+ journalists and content creators further elevated awareness and intent among LGBTQ+ travelers. Coverage from outlets including EveryQueer.com featured stories such as "15 Restaurants You Need to Try in Costa Mesa" and "Costa Mesa: Orange County's New Queer Capital," while QueerGirlTravel.com highlighted the destination in "Costa Mesa's Gay Girls Guide," reinforcing the city's reputation as an inclusive and vibrant place to visit.







Current & Upcoming Projects

As Travel Costa Mesa looks ahead, several initiatives will further strengthen our marketing infrastructure, expand our reach, and deepen our ability to measure and communicate the city's tourism's economic impact. Each project reflects a strategic investment in long-term destination growth.



New Website Launch: June 2026

In June 2026, Travel Costa Mesa will launch a fully redesigned and modernized website, built to enhance user experience and ensure the destination remains competitive in an increasingly digital and AI-driven landscape.

The objective of the redesign is to optimize the visitor journey from initial inspiration through in-market engagement. The new platform will incorporate AI-optimized content capabilities, improved search functionality, and a flexible architecture that enables the organization to quickly adapt messaging to seasonal priorities, events, and need periods. This investment ensures that Travel Costa Mesa remains top of mind and easily accessible to high-intent travelers seeking relevant and timely information.

The updated design will also provide greater long-term flexibility, enabling the organization to leverage emerging technology and maintain best-in-class digital standards well into the future.



FIFA 2026 Partnership with Expedia
Campaign Period: February 2026– July

In June 2026, Southern California will welcome the FIFA World Cup, creating a significant opportunity to capture incremental visitation tied to this global event. To strategically leverage the anticipated influx of domestic travel, Travel Costa Mesa has partnered with Expedia on the “Come for Soccer, Stay for SoCal” campaign.

This initiative targets domestic travelers booking trips to Southern California during the tournament period. The campaign utilizes both onsite Expedia placements and offsite audience targeting to drive qualified traffic to a dedicated Southern California hub page featuring Costa Mesa. Supporting efforts across owned channels and landing pages will further position Costa Mesa as an ideal place to extend a stay beyond match days. With LA28 on the horizon Costa Mesa is well positioned as a hub with easy access to all that SoCal has to offer during the games.





Tourism Economics 2025 Impact Report

At the close of 2026, Travel Costa Mesa will once again engage Tourism Economics to produce an updated Economic Impact Report for calendar year 2025. The previous report, completed for 2023, provided valuable data that reinforced the role tourism plays in supporting Costa Mesa’s local economy.

The 2025 report will analyze paid marketing performance, hotel booking data, credit card spend, mobile location data, and government and census data to calculate the total economic contribution of tourism to the city. This comprehensive analysis offers third-party validation from respected economists and ensures transparency in measuring the return on investment of tourism marketing efforts.

The completed report will be shared with city leadership, hotel partners, board members, and regional stakeholders, reinforcing the measurable value that visitor spending brings to Costa Mesa’s businesses, workforce, and broader community.

Group Sales

Competitive Sales

Travel Costa Mesa's competitive advantage lives beyond the ballroom. World-class arts and culture, premier boutique and luxury shopping, and a vibrant culinary scene—with the Pacific Ocean just minutes away—create an elevated experience for meeting attendees. In addition to its close proximity to John Wayne Airport, the city is highly walkable, allowing guests to easily explore its many attractions on foot. **Consistently strong hotel service ensures groups are supported with the professionalism, responsiveness, and attention to detail planners expect.** This combination positions Costa Mesa as the preferred destination in Southern California for small- to mid-size-group business.

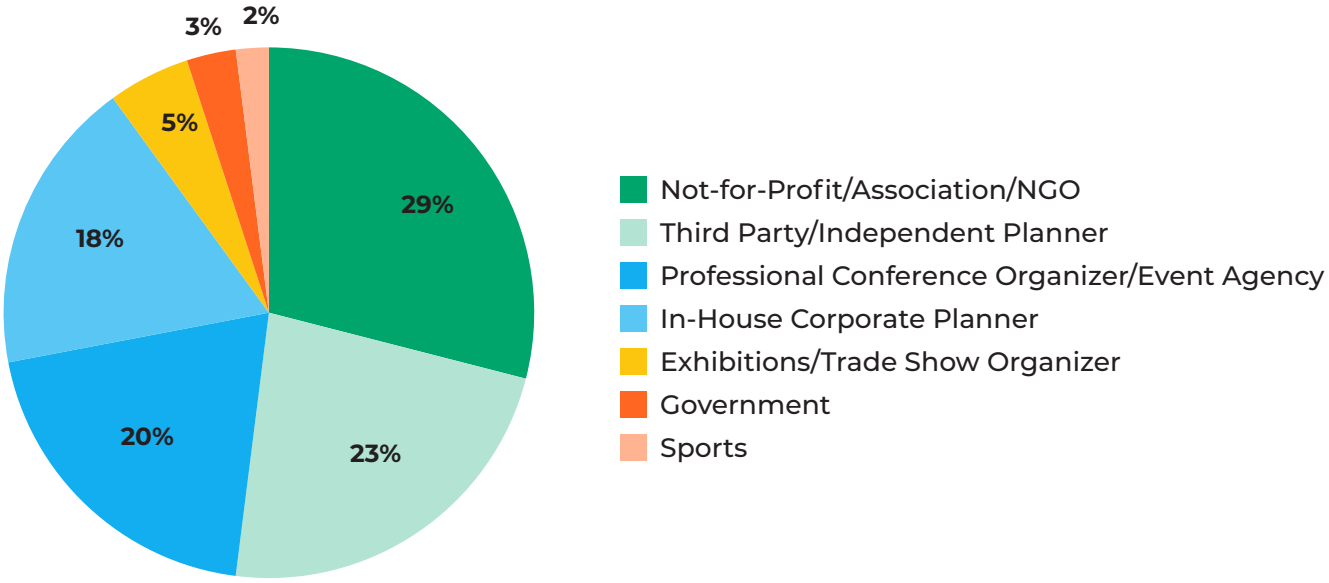


Trends

According to the February 2026 Northstar Meetings Group + Cvent PULSE Survey, group meeting expectations are tightening. Only **23%** expect to produce more meetings in 2026, the lowest growth outlook in three years. Forty percent anticipate attendance declines of **at least 10%**. While face-to-face meetings are still seen as valuable and strategic, most are funded as cost centers rather than investments.

Northstar Meetings Group + Cvent Survey

January 20-February 2, 2026
Markets Meeting Planner Surveyed Markets

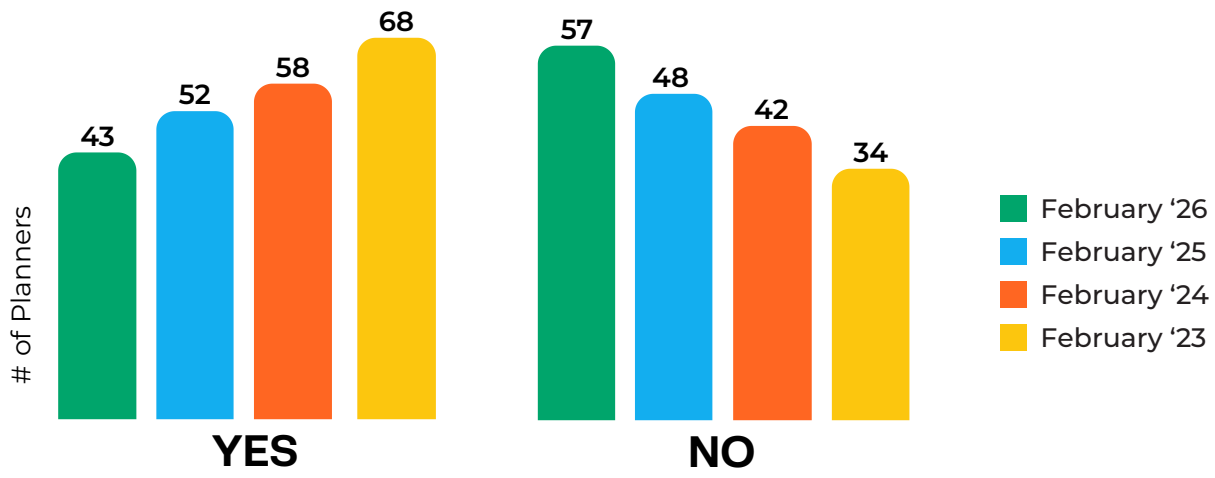


% of Total 472 Planner Responses

Fewer Planners Will Produce More Meetings Next Year

More meetings are coming, but fewer than the previous three years

Do you expect to produce more meetings in 2026 than you did in 2025?



TCM Stats

The organization will attend **14 nationwide tradeshows** this fiscal year to boost awareness of Costa Mesa among meeting planners. The main challenge facing TCM is the lack of recognition of the city's location. These tradeshows aim to increase the number of group leads for our partners. These efforts contributed to the generation of **219 leads** and **8,259 definite room nights booked** at our partnering hotels. Familiarization (FAM) programs enhanced destination visibility by highlighting the value and experiences available to groups meeting in the city. TCM conducted **18 site visits** in the first half of the fiscal year, during which a hotel tour was held with a client for a current group opportunity or a future lead, coordinated either by hotel sales teams or arranged directly with planners based on their needs.







FY 25.26 - TCM Stats Q1 & Q2

# OF LEADS RECEIVED	# OF DEFINITE ROOM NIGHTS BOOKED	# OF SITE VISITS CONDUCTED (AS OF 2/28/26)	# OF FAMILIARIZATION TOURS (AS OF 2/28/26)
219	8,259	18	8

FY 25.26 - TRADESHOWS

14 Shows Attended

MONTH	DATES	EVENT	LOCATION	SNAPSHOT
July-2025	8-9	**Lamont Associate Exchange Summit**	Arlington TX	Corp., & association, Govt. Planners
August-2025	26-29	**HPN Global Partner Conference**	Las Vegas, NV	Corp., & association, Govt. Planners
September-2025	16-18	**Small Market Meetings**	Buffalo, NY	Corp., & association, Govt. Planners
October-2025	27-29	**Connect West**	Lake Tahoe, CA	Corp., & association, Govt. Planners
November-2025	12-13	**Visit California Meetings Road Show**	Chicago & Kansas City	Corp., & association, Govt. Planners
December-2025	1-3	**Destination West Northstar**	College Station, TX	Corp., & association, Govt. Planners
December-2025	16-17	**Associations West Seasonal Spectacular show**	Sacramento, CA	CA & Oregon Association Planners
Feb-2026	4-6	**IPEC-Intl Planner Edu Connect**	Chandler, AZ	Association, corp., incentive, not associated with 3rd party
April-2026	13-16	**Connect Spring Marketplace**	Louisville, KY	Corporate meeting planners for + Association meeting planners U.S.
	19-22	**Destination West Northstar**	Boulder, CO	Corp., & association, Govt. Planners
	27-30	**HelmsBriscoe**	Los Angeles	Corp., & association, Govt. Planners
May-2026	13-16	**Visit California Roadshow**	DC & Philadelphia	Corp., & association, Govt. Planners
	17-21	**ConferenceDirect Annual Partner Meeting**	Houston, TX	Corp., & association, Govt. Planners
	27-30	**Small & Boutique Meeting Northstar**	Anchorage, AR	All market Meeting Planners who focus on 100 rooms peak and lower

Orange County Sports Commission (OCSC)



Travel Costa Mesa maintains a strong partnership with the Orange County Sports Commission (OCSC), the primary driver of sports-related group business in Orange County. OCSC's mission is to strengthen the region's economic, social, and cultural vitality through sports tourism. Its members include OC Fair & Event Center, Anaheim Ducks, City of Mission Viejo, OCVIBE, John Wayne Airport, Visit Dana Point, and Visit Anaheim.

Through the end of the second quarter of the current fiscal year, OCSC generated **6 leads**, **7,941 potential room nights** for Travel Costa Mesa, resulting in one confirmed booking for 655 rooms. However, limited venue availability and field restrictions within the city continue to present challenges in securing sports business but pose a great opportunity for the city.

Hotel Renovations & OC Projects

Costa Mesa Hotel – Upcoming Renovations

The Westin South Coast Plaza
Total Hotel Renovation
- Late 2026
- Due for completion 2027

Residence Inn Costa Mesa Newport Beach
Full Room Renovation
- Begins mid-April 2026 – December 2026
- 1 building down at a time (8 rooms per building)



New OC Hotel Inventory

Road House Hotel (Anaheim)
Construction starting soon: A 6-story, 125-room hotel located at 1730 S Clementine St., roughly a 20-minute walk from Disneyland Resort. It will feature a rooftop pool and bar.

Mariner's Village (Dana Point)
While the two main harbor hotels (Dana House and Surf Lodge) are targeted for 2027–2028, the commercial core of the Dana Point Harbor Revitalization is slated for completion by the end of 2026, featuring new waterfront retail and dining.

Nickelodeon Hotel & Resort (Garden Grove)
Opening TBD/estimated date 2028 - 500 rooms & 9,500 sq ft of meeting space.

Home2 Suites by Hilton (Irvine)
172 rooms under construction and due to deliver late 2026.

Travel Costa Mesa

EXECUTIVE COMMITTEE

Steve Yannarell	CHAIRPERSON, GENERAL MANAGER, The Westin South Coast Plaza
Susan O'Brien Moore	VICE PRESIDENT, GENERAL MANAGER, Ayres Hotel Costa Mesa
Sue Cooke	TREASURER, GENERAL MANAGER, Residence Inn by Marriott
Cecilia Gallardo-Daly	SECRETARY, CITY MANAGER, City of Costa Mesa

DIRECTORS

Kevin Schjei	GENERAL MANAGER, Avenue of the Arts, A Tribute Portfolio Hotel
Naj Ekhlas	GENERAL MANAGER, Best Western Plus
Annie Hsu	GENERAL MANAGER, Crowne Plaza
Jeannie Blue	GENERAL MANAGER - VP OF OPERATIONS, Hampton By Hilton Costa Mesa Newport Beach
Gisela Saarikoski	GENERAL MANAGER, Hilton
Nimisha Solanki	GENERAL MANAGER, OC Hotel Costa Mesa
Hugo Barba	GENERAL MANAGER, Marriott
Patricia Obert	GENERAL MANAGER, Ramada
John Stephens	MAYOR, City of Costa Mesa

ADVISOR

Brian Chuan	SENIOR DIRECTOR OF INTERNATIONAL & DOMESTIC MARKETS, South Coast Plaza
David Haithcock	PRESIDENT & CEO, Costa Mesa Chamber of Commerce
James Canfield	CEO, OC Fair & Event Center

STAFF

Paulette Lombardi-Fries	PRESIDENT
Anne-Marie Schiefer	VICE PRESIDENT OF MARKETING
Chris Nuccio	CMP, DESTINATION SALES EXECUTIVE
Jessica Placentia	OPERATIONS MANAGER
Jasmine Avalos	SOCIAL MEDIA AND CONTENT MANAGER
Macie Rae Brady	MANAGER OF PUBLIC RELATIONS



travelcostamesa.com



TRAVEL COSTA MESA

FINANCIAL STATEMENTS

June 30, 2025 and 2024

TRAVEL COSTA MESA
Costa Mesa, California

FINANCIAL STATEMENTS
June 30, 2025 and 2024

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INDEPENDENT AUDITOR'S REPORT

Board of Directors
Travel Costa Mesa

Opinion

We have audited the financial statements of Travel Costa Mesa (the "Organization"), a California nonprofit corporation, which comprise the statements of assets, liabilities and net assets - cash basis as of June 30, 2025 and 2024, and the related statements of revenue and expenses - cash basis for the years then ended and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the assets and liabilities arising from cash transactions of the Organization as of June 30, 2025 and 2024, and its revenue collected and expenses paid during the years then ended in accordance with the cash basis accounting principles described in Note 1.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Organization and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Basis of Accounting

We draw attention to Note 1 of the financial statements, which describes the basis of accounting. The financial statements are prepared on the cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the cash basis of accounting described in Note 1, and for determining that the cash basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

(Continued)

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control–related matters that we identified during the audit.

Crowe LLP

Crowe LLP

Los Angeles, California
December 19, 2025

TRAVEL COSTA MESA
STATEMENTS OF ASSETS, LIABILITIES AND NET ASSETS - CASH BASIS
Years Ended June 30, 2025 and 2024

	June 30, 2025	June 30, 2024
ASSETS		
Cash	$ 2,647,036	$ 3,131,781
LIABILITIES		
Current liabilities	$ -	$ -
Commitments and contingencies	-	-
NET ASSETS		
Net assets without donor restrictions	2,647,036	3,131,781
Total liabilities and net assets	$ 2,647,036	$ 3,131,781

TRAVEL COSTA MESA
STATEMENTS OF REVENUE AND EXPENSES - CASH BASIS
Years Ended June 30, 2025 and 2024

	For The Years Ended June 30	
	2025	2024
CHANGE IN NET ASSETS WITHOUT DONOR RESTRICTIONS		
Revenues and other income		
Business improvement area assessment, net of handling fees	$ 3,304,903	$ 3,286,105
Interest income	36,992	5,230
Net revenues and other income	3,341,895	3,291,335
Expenses:		
Hotel marketing funds (taken out of bank reserves)	475,172	463,049
Marketing	1,908,531	1,585,828
City sponsorship funds (taken out of bank reserves)	164,000	164,000
Sales department	185,544	150,827
Group incentive program	16,473	74,000
Salaries and benefits	797,580	708,742
Personnel incentive payout (taken out of bank reserves)	30,181	-
Other (taken out of bank reserves)	32,450	3,864
General and administrative	216,710	187,991
Total expenses	3,826,640	3,338,301
Decrease in net assets without donor restrictions	(484,745)	(46,966)
Net assets without donor restrictions, beginning of year	3,131,781	3,178,747
Net assets without donor restrictions, end of year	2,647,036	3,131,781

NOTE 1 – NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities

Travel Costa Mesa (the "Organization") is a California non-profit corporation formed in 1995 to market the City of Costa Mesa (the "City") as a leisure travel and group business destination.

The vision of the Organization is to be a destination-marketing leader by supporting and selling the City's distinct visitor brand experiences and advocating community tourism benefits. The Organization's mission is to enhance and promote the City's brand experience, thus increasing visitor spending for industry and community economic viability, sustainability and quality of life.

The Organization is funded by the eleven member hotels that comprise the Business Improvement Area ("BIA") established by the City. The member hotels are Costa Mesa Marriott, Hilton Costa Mesa, Hampton by Hilton Costa Mesa Newport Beach, Residence Inn by Marriott, Avenue of the Arts, A Tribute Portfolio Hotel, Ayres Hotel, The Westin South Coast Plaza, Ramada Inn and Suites Costa Mesa, Best Western Plus Newport Mesa Inn, Crowne Plaza, and OC Hotel Costa Mesa.

California state law provides that BIA assessments are to be used for the purposes specified in the authorizing resolution that established the assessment. The City's resolution that established the BIA stated that its purpose is to promote tourism to the City and to fund programs and activities that benefit the hotel and motel business within the City.

Basis of Presentation

The accompanying financial statements have been prepared on the cash basis of accounting, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. Consequently, revenues are recognized when received rather than when earned, and expenses are recognized when disbursed rather than when the obligation is incurred.

Net assets and revenues, expenses, gains, and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

Without donor restrictions – Net assets that are not subject to donor-imposed stipulations. These assets are available to support the Organization's general activities and operations at the discretion of the Board of Directors.

With donor restrictions - Net assets that are subject to donor-imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that such resources be maintained in perpetuity. Generally, the donors of these assets permit the Organization to use all or part of the income earned on related investments for general or specific purposes.

As of and for the years ended June 30, 2025 and 2024, the Organization had no net assets with donor restrictions.

(Continued)

NOTE 1 – NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Revenues are reported as increases in net assets without donor restrictions unless use of the related assets is limited by donor-imposed restrictions. Expenses are reported as decreases in net assets without donor restrictions. Gains and losses on investments and other assets are reported as increases or decreases in net assets without donor restrictions unless their use is restricted by explicit donor stipulations or by law.

Tax Status

The Organization qualifies as a tax-exempt organization for Federal income taxes under Section 501(c)(6) of the United States Internal Revenue Code and for California state income taxes under Section 23701(d) of the California Revenue and Taxation Code; therefore, the Organization has no provision for federal or state income taxes. During the years ended June 30, 2025 and 2024, the Organization had no unrelated business income.

The Organization annually evaluates tax positions as part of the preparation of its exempt tax return. This process includes an analysis of whether tax positions the Organization takes with regard to a particular item of income or deduction would meet the definition of an uncertain tax position under current accounting guidance. The Organization believes its tax positions are appropriate based on current facts and circumstances. The Organization's policy is to recognize interest accrued related to unrecognized tax benefits in interest expense and penalties in operating expenses. At June 30, 2025 and 2024, the Organization did not have any unrecognized tax benefits. The Organization is no longer subject to U.S. Federal and state income tax examinations by tax authorities for tax years before 2021.

Use of Estimates

The preparation of financial statements in conformity with the cash basis of accounting requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Significant estimates made by the Organization's management include, but are not limited to, the allocation of expenses to program expenses. Actual results could differ from those estimates.

Revenues and Other Income

The City levies a special assessment on the eleven-member hotels in the BIA based on the sale of overnight guest room stays. For the fiscal years ended June 30, 2025 and 2024, the levy was three percent (3%). The levy is transmitted by the hotels to the City; the City then aggregates the levies and sends a monthly remittance to the Organization, net of a one percent (1%) handling fee.

Allocated Expenses

The costs of providing program activities and supporting services have been summarized on a functional basis in Note 7. The Organization incurs expenses that directly relate to, and can be assigned to, a specific program or supporting activity. The Organization also conducts a number of activities which benefit both its program objectives as well as supporting services. These costs, which are not specifically attributable to a specific program or supporting activity, are allocated by management on a consistent basis among program and supporting services benefited, based on either financial or nonfinancial data, such as headcount, occupancy or estimates of time and effort incurred by personnel.

(Continued)

NOTE 2 – LIQUIDITY AND AVAILABILITY

At June 30, 2025 and 2024, the Organization has $2,647,036 and $3,131,781, respectively, of financial assets available within one year of the date of the statement of assets, liabilities and net assets – cash basis to meet cash needs for general expenditures, all of which consist of cash. None of the financial assets are subject to donor or other contractual restrictions that make them unavailable for general expenditures within one year of the statement of assets, liabilities and net assets – cash basis. The Organization has a goal to maintain financial assets, which consist of cash on hand to meet six months of normal operating expenses per the Organization's reserves. The Organization has a policy to structure its financial assets to be available as its general expenditures, liabilities, and other obligations come due.

Funding for the Organization is dependent on the hotel room nights booked in the City each year and the subsequent portion of the levy that is allocated through the City to the Organization. Annual revenue fluctuates depending on annual visitors to the City. As a result, the Organization closely monitors the monthly projected and received revenue to determine if any change needs to be made to budgeted expenditures.

NOTE 3 – CASH

Cash consists of demand deposits at the following institutions as of June 30:

	2025	2024
Citizens Business Bank	$ -	$ 549,314
Pacific Premier Bank	121,026	2,582,467
Cash equivalents (Treasury Bills)	2,526,011	-
	$ 2,647,036	$ 3,131,781

The Organization maintains cash deposits at institutions which are insured by the Federal Deposit Insurance Corporation ("FDIC") up to $250,000. At various times during 2025 and 2024, the Organization maintained balances in excess of FDIC limits. The Organization periodically reviews the quality of the financial institutions it has deposits with to minimize risk of loss.

Cash equivalents consist of Treasury Bills with original maturities of three months or less.

NOTE 4 – HOTEL MARKETING FUNDS EXPENSE

During portions of each of the fiscal years ended June 30, 2025 and 2024, the Organization allocated $200 per room to each BIA member hotel for hotel-specific marketing purposes. The allocation subsidizes hotel-specific advertising and marketing efforts that may also include the Organization's logo. Vendor invoices are paid by the Organization and, in some cases, paid by the hotel and reimbursed by the Organization.

Samples of advertising and marketing material are submitted for reimbursement. For advertising or marketing material where the Organization's logo cannot be used, the Organization requests that the hotel partners use the following verbiage, "*Hotel partner name* is a proud partner of Travel Costa Mesa." Hotel marketing funds expense totaled $475,172 and $463,049 for fiscal years ended June 30, 2025 and 2024, respectively. If the hotels do not use all their allocated funds, the funds revert to the Organization.

(Continued)

NOTE 5 – GROUP INCENTIVE PROGRAM

The Organization has a group incentive program which is used for certain qualifying groups and was created to assist the Organization's partners and the City with group business. The group incentive program funds totaled $16,473 and $74,000 during the years ended June 30, 2025 and 2024, respectively.

NOTE 6 – MARKETING EXPENSE

The Organization incurs marketing expenses related to its mission of promoting the City as a tourist destination. For the fiscal years ended June 30, 2025 and 2024, marketing expenses totaled $1,908,531 and $1,585,828, respectively.

Marketing expenses include online marketing, video and photography production, electronic collateral, print advertising, various promotions, and tradeshow costs.

NOTE 7 – STATEMENT OF FUNCTIONAL EXPENSES

The statement of functional expenses for the year ended June 30, 2025 is as follows:

	Program Activities	General and Administrative	Total
Salaries and benefits	$ 667,581	$ 161,730	$ 829,311
Marketing (Eblasts and Web Hosting)	7,226	-	7,226
Hotel marketing funds	475,172	-	475,172
Online marketing	1,901,305	-	1,901,305
City sponsorship	164,000	-	164,000
Sales department	185,544	-	185,544
Group incentive program	16,473	-	16,473
Office and copier leases	41,431	10,037	51,468
Travel, meetings, conferences and mileage	88,470	-	88,470
Accounting and fees	-	14,579	14,579
Insurance	-	10,661	10,661
Dues and subscriptions	-	19,465	19,465
Office supplies	-	4,856	4,856
Telephone and internet	-	24,422	24,422
Banking charges	-	401	401
Filing fee and state assessment	-	6	6
Postage	-	785	785
Parking	-	673	673
Recruiting services	-	923	923
Professional services	-	30,900	30,900
Total functional expenses	$ 3,547,202	$ 279,438	$ 3,826,640

(Continued)

NOTE 7 – STATEMENT OF FUNCTIONAL EXPENSES (Continued)

The statement of functional expenses for the year ended June 30, 2024 is as follows:

	Program Activities	General and Administrative	Total
Salaries and benefits	$ 570,525	$ 138,217	$ 708,742
Marketing (Eblasts and Web Hosting)	6,883	-	6,883
Hotel marketing funds	463,049	-	463,049
Online marketing	1,578,945	-	1,578,945
City sponsorship	164,000	-	164,000
Sales department	150,827	-	150,827
Group incentive program	74,000	-	74,000
Office and copier leases	38,696	9,374	48,070
Travel, meetings, conferences and mileage	61,246	-	61,246
Accounting and fees	-	12,363	12,363
Insurance	-	22,310	22,310
Dues and subscriptions	-	14,254	14,254
Office supplies	-	7,304	7,304
Telephone and internet	-	20,921	20,921
Banking charges	-	255	255
Filing fee and state assessment	-	63	63
Postage	-	550	550
Parking	-	212	212
Recruiting services	-	443	443
Professional services	-	3,864	3,864
Total functional expenses	$ 3,108,171	$ 230,130	$ 3,338,301

NOTE 8 – COMMITMENTS AND CONTINGENCIES

Indemnities

The Organization has made certain indemnities, under which it may be required to make payments to an indemnified party, in relation to certain actions or transactions. The Organization indemnifies its directors, officers, employees and agents, as permitted under the laws of the State of California. In connection with its facility lease, the Organization has indemnified its lessor for certain claims arising from the use of the facilities. The duration of the indemnities varies and is generally tied to the life of the agreement. These indemnities do not provide for any limitation of the maximum potential future payments the Organization could be obligated to make. Historically, the Organization has not been obligated nor incurred any payments for these obligations and, therefore, no liabilities have been recorded for these indemnities in the accompanying statements of assets, liabilities and net assets – cash basis.

(Continued)

NOTE 8 – COMMITMENTS AND CONTINGENCIES (Continued)

Operating Leases

The Organization has a lease for office space through December 2030. The Organization also has a lease for a color copier through September 2028. Total rent expense for the fiscal years ended June 30, 2025 and 2024 totaled $51,468 and $48,070, respectively.

Future minimum lease obligations as of June 30, 2025 consist of the following:

Years Ending June 30,	
2026	$ 59,256
2027	70,012
2028	70,012
2029	68,509
2030	34,104
	$ 301,893

Litigation

In the ordinary course of business, the Organization may face various claims brought by third parties and they may, from time to time, make claims or take legal actions to assert their rights. Any of these claims could subject the Organization to costly litigation and, while the Organization generally believes that it has adequate insurance to cover many different types of potential liabilities, its insurance carriers may deny coverage or its policy limits may be inadequate to fully satisfy any damage awards or settlements. If this were to happen, the payment of any such awards could have a material adverse effect on the Organization's operations and financial position. Additionally, any such claims, whether or not successful, could damage the Organization's reputation and business.

NOTE 9 – EMPLOYEE BENEFIT PLAN

The Organization sponsors a defined contribution salary deferral plan (the "Plan") covering all employees. Beginning in April 2012, the Board of Directors agreed to Safe Harbor contributions of 3% of the eligible employee's salary. During each of the fiscal years ended June 30, 2025 and 2024, Safe Harbor contributions totaled approximately $16,000, which are recorded in salaries and benefits in the accompanying statements of revenue and expenses – cash basis.

NOTE 10 – RISKS AND UNCERTAINTIES

Due to the nature of the Organization's business, the Organization's revenue is entirely dependent on the City and the member hotels. The City established the BIA and collects the BIA levy from the eleven hotels in Costa Mesa and the member hotels are voluntary participants (see Note 1). A cancellation of the BIA or withdrawal of the member hotels would adversely and severely impact the Organization's financial position.

(Continued)

NOTE 11 – SUBSEQUENT EVENTS

Management has evaluated and determined that no other events have occurred through December 19, 2025, the date that the financial statements were available to be issued, which would require inclusion or disclosure in its financial statements, except as disclosed herein.

RESOLUTION NO. 2026-xx

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COSTA MESA, CALIFORNIA, DECLARING ITS INTENTION TO LEVY AN ANNUAL ASSESSMENT FOR FISCAL YEAR 2026-27 FOR A BUSINESS IMPROVEMENT AREA COVERING CERTAIN COSTA MESA HOTELS AND MOTELS AND SETTING THE TIME AND PLACE FOR A PUBLIC HEARING ON THE PROPOSED ANNUAL ASSESSMENT

THE CITY COUNCIL OF THE CITY OF COSTA MESA DOES HEREBY RESOLVE AS FOLLOWS:

WHEREAS, in adopting the Parking and Business Improvement Area Law of 1989 (California Streets and Highways Code sections 36500, *et seq*.), the California Legislature authorized cities to levy assessments on businesses in order to promote economic revitalization and tourism,to create jobs, attract new businesses, and prevent erosion of business districts; and

WHEREAS, on July 5, 1995, by Ordinance No. 95-9, the City Council adopted a business improvement area, commonly known as the Costa Mesa Tourism & Promotion Business Improvement Area ("BIA"), the purpose of which is to promote tourism to the City and to fund programs and activities that benefit the hotel and motel businesses within the City of Costa Mesa;and

WHEREAS, the eleven (11) hotels and motels listed in Exhibit A, attached hereto and incorporated herein by this reference, are currently subject to the assessment; and

WHEREAS, the City Council appointed the general managers of the 11 hotels and motels subject to the assessment to serve as the advisory board as required by California Streets and Highways Code section 36530; and

WHEREAS, said advisory board is known as Travel Costa Mesa ("TCM"); and

WHEREAS, the City Council has voted to continue the special assessment for the BIA each year since its inception, and it has been levied upon the 11 hotel and motel businesses listed in Exhibit A; and

WHEREAS, in January 2000, the City Council approved an increase in the assessment, raising the assessment from one percent (1%) to two percent (2%) based on the sale of overnight room stays; and

WHEREAS, in November 2010, the City Council approved an increase in the assessment, raising the assessment from two percent (2%) to three percent (3%) based on the sale of overnight room stays; and

WHEREAS, the City desires to levy and collect a three percent (3%) assessment within the BIA for Fiscal Year 2026-2027; and

WHEREAS, this Resolution of Intention will commence proceedings under the Parking and Business Improvement Area Law of 1989 to levy the annual assessment of the Costa Mesa Tourism & Promotion Business Improvement Area for the 2026-27 Fiscal Year; and

WHEREAS, the Agenda Report and its attachments for the May 5, 2026 City Council meeting filed with the City Clerk set forth a detailed description of the activities to be provided in the 2026-27 Fiscal Year, the boundaries of the Business Improvement Area, the benefit zone of the area, and the proposed assessments to be levied upon the businesses within the area for the coming fiscal year.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Costa Mesa as follows:

Section 1. Intention; Assessment. The City Council hereby declares its intention to levy and collect assessments in the Costa Mesa Tourism & Promotion Business Improvement Area for Fiscal Year 2026-27 pursuant to California Streets & Highways Code §§ 36500 et seq. The boundaries of the Costa Mesa Tourism & Promotion Business Improvement Area are the 11 motels and hotels listed in Exhibit A. The proposed amount of the annual assessment is three percent (3%) based on the sale of overnight room stays. New hotel and motel businesses commenced after the effective date of the resolution levying the assessment will be exempt from the levy of assessment, pursuant to California Streets & Highways Code § 36531.

Section 2. Annual Report. An annual report on the Costa Mesa Tourism & Promotion Business Improvement Area has been prepared by TCM, acting as the advisory board, as required by California Streets & Highways Code §§ 36533 and 36534. Said report is on file in the City Clerk's Office.

Section 3. Types of Activities to Be Funded. The type or types of activities to be funded by and through the annual levy of assessments on businesses within the Costa Mesa Tourism & Promotion Council Business Improvement Area are specified in the referenced annual report and Exhibit B, attached hereto and incorporated herein.

Section 4. Reporting and Remitting to the City of Costa Mesa Finance Department. Each hotel/motel owner shall separate the Business Improvement Assessment from the Transient Occupancy Tax on guest billing statements. The specific term "Business Improvement Assessment" shall be included on the billing to identify the assessment amount. The hotel/motel owner shall collect and subsequently remit the assessment to the Costa Mesa Finance Department at the same time and manner as the Transient Occupancy Tax. A ten percent (10%)penalty and half percent (0.5%) interest will be assessed on late remittances.

Section 5. Method and Basis of Levy. To allow each business owner to estimate the amount of the assessment to be levied against his or her business, the method and basis of levying the assessment are set forth in the annual report relative to the Business Improvement Area, Ordinance No. 95-9, and Exhibit B.

Section 6. Time and Place of Public Hearing. The time and place of the public hearing on the levy of an annual assessment for Fiscal Year 2026-27 shall be 7:00 p.m. on June 2, 2026. At the public hearing set forth above, the testimony of all interested persons for or against the annual levy of the assessment for the Business Improvement Area, the extent of the area, and/or the furnishing of specific types of improvements or activities will be heard by the City Council.

Section 7. Protests. Consistent with California Streets & Highways Code §§ 36524 and 36526, the following rules shall apply to all protests:

(a) A protest may be made orally or in writing by any interested person. Any protest pertaining to the regularity or sufficiency of the proceedings shall be in writing and shall clearly set forth the irregularity or defect to which the objection is made.

(b) Every written protest shall be filed with the City Clerk's Office, Costa Mesa City Hall, 77 Fair Drive, Room 101, Costa Mesa, California 92626, at or before the time fixed for the public hearing as set forth above.

(c) The City Council may waive any irregularity in the form or content of any written protest, and, at the public hearing, may correct minor defects in the proceedings.

(d) A written protest may be withdrawn in writing at any time before the conclusion of the public hearing.

(e) Each written protest shall contain a description of the business in which the person subscribing the protest is interested sufficient to identify the business and, if a person subscribing is not shown on the official records of the City as the owner of the business, the protest shall contain or be accompanied by written evidence that the person subscribing is the owner of the business. A written protest which does not comply with this section shall not be counted in determining a majority protest.

(f) If written protests are received from the owners of businesses in the proposed Business Improvement Area which will pay fifty percent (50%) or more of the assessments to be levied and protests are not withdrawn so as to reduce the protests to less than the fifty percent (50%), no further proceedings on the proposal to continue to levy the Business Improvement Area assessment, as specified by this Resolution, shall be taken by the City Council for a period of one year from the date of the finding of a majority protest.

(g) If the majority protest is only against the furnishing of a specified type or types of improvement or activity within the Business Improvement Area, those types of improvements or activities shall be eliminated.

Section 8. Publication. The City Clerk shall cause this Resolution of Intention to be published once in a newspaper of general circulation in the City at least seven (7) days before the June 2, 2026 public hearing.

PASSED AND ADOPTED this _____ day of May, 2026.

_____
John Stephens, Mayor

ATTEST:

_____
Brenda Green, City Clerk

APPROVED AS TO FORM:

_____
Kimberly Hall Barlow, City Attorney

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss
CITY OF COSTA MESA)

I, BRENDA GREEN, City Clerk of the City of Costa Mesa, DO HEREBY CERTIFY that the above and foregoing is the original of Resolution No. 2026-xx and was duly passed and adopted by the City Council of the City of Costa Mesa at a regular meeting held on the _____ day of May, 2026, by the following roll call vote, to wit:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

IN WITNESS WHEREOF, I have hereby set my hand and affixed the seal of the City of Costa Mesa this ___ day of May, 2026.

_____
Brenda Green, City Clerk

EXHIBIT A

The Business Improvement Area ("BIA") benefit zone encompasses the entire City of Costa Mesa boundaries. It is anticipated that the entire City, including businesses and residents, will benefit from increased revenues generated by the activities financed by the BIA assessment.

The following businesses will be included in the BIA that is established pursuant to California Streets and Highways Code sections 36500, *et seq.,* the businesses commonly known as:

Avenue of the Arts, A Tribute Portfolio Hotel

Property Address: 3350 Avenue of the Arts
Costa Mesa, CA 92626

Business Owner: Rosanna Inc.
3350 Avenue of the Arts
Costa Mesa, CA 92626

Property Owner: Rosanna Inc.
3350 Avenue of the Arts
Costa Mesa, CA 92626

Ayres Hotel Costa Mesa

Property Address: 325 Bristol Street
Costa Mesa, CA 92626

Business Owner: Newport Country Inn & Suites, Inc.
355 Bristol Street, Suite A
Costa Mesa, CA 92626

Property Owner: Newport Country Inn & Suites, Inc.
355 Bristol Street, Suite A
Costa Mesa, CA 92626

Best Western Plus Newport Mesa Inn

Property Address: 2642 Newport Boulevard,
Costa Mesa, CA 92627

Business Owner: James Hsuen & Shang-Pu Lee
2642 Newport Boulevard
Costa Mesa, CA 92627

Property Owner: James Hsuen & Shang-Pu Lee
2642 Newport Boulevard
Costa Mesa, CA 92627

Crowne Plaza

Property Address: 3131 Bristol Street
Costa Mesa, CA 92626

Business Owner: Bright Bristol Street, LLC
3131 Bristol Street
Costa Mesa, CA 92626

Property Owner: Bright Bristol Street LLC
3131 Bristol Street
Costa Mesa, CA 92626

Hilton

Property Address: 3050 Bristol Street
Costa Mesa, CA 92626

Business Owner: Remington Lodging & Hospitality LP
14185 Dallas Parkway, Suite 1100
Dallas, TX 75254

Property Owner: Ashford TRS CM LLC
14185 Dallas Parkway, Suite 1100
Dallas, TX 75254

Hampton by Hilton Costa Mesa Newport Beach

Property Address: 2070 Newport Boulevard
Costa Mesa, CA 92627

Business Owner: Narendra B. Patel
2070 Newport Boulevard
Costa Mesa, CA 92627

Property Owner: Narendra B. Patel
2070 Newport Boulevard
Costa Mesa, CA 92627

Marriott

Property Address: 500 Anton Boulevard
Costa Mesa, CA 92626

Business Owner: Starwood Capital Group
591 West Putnam Avenue
Greenwich, CT 06830

Property Owner: HEI Hotels & Resorts
101 Merritt 7 Corporate Park, 1st Floor
Norwalk, CT 06851

OC Hotel Costa Mesa

Property Address: 2430 Newport Boulevard
Costa Mesa, CA 92627

Business Owner: SAI KSP Inc.
11556 Manchester Way
Porter Ranch, CA 91326

Property Owner: Sanjay Panchal
11556 Manchester Way
Porter Ranch, CA 91326

Ramada Inn & Suites

Property Address: 1680 Superior Avenue
Costa Mesa, CA 92627

Business Owner: B.D. Inns Inc./Ramada Ltd.
1680 Superior Avenue
Costa Mesa, CA 92627

Property Owner: B.D. Inns Inc./Ramada Ltd.
1680 Superior Avenue
Costa Mesa, CA 92627

Residence Inn by Marriott

Property Address: 881 Baker Street
Costa Mesa, CA 92626

Business Owner: Marriott International
10400 Fernwood Road.
Bethesda, MD 20817

Property Owner: Legay Strata
11301 West Olympic Boulevard, #121-467
West Los Angeles, CA 90064

The Westin South Coast Plaza

Property Address: 686 Anton Boulevard
Costa Mesa, CA 92626

Business Owner: Host Hotels & Resorts
6903 Rockledge Drive, Suite 1500
Bethesda, MD 20817

Property Owner: Secon Properties
3315 Fairview Road
Costa Mesa, CA 92626

EXHIBIT B

The BIA assessment will be used to fund Travel Costa Mesa ("TCM"). TCM will fund activities to promote tourism in Costa Mesa and will sponsor related tourist events that benefit the hotel and motel businesses within the City.

Revenue

A three percent (3%) levy will be assessed against each of the 11 hotels listed in Exhibit A, basedon the net revenue from the sale of overnight room stays.

Business owners shall pay the assessment to the Costa Mesa City Finance Department on a monthly basis. A penalty and interest shall be assessed on late payments.

Note: New hotel and motel businesses commenced after the effective date of this resolution willbe exempt from the levy of assessment.

77 Fair Drive
Costa Mesa, CA 92626

CITY OF COSTA MESA

Agenda Report

File #: 26-243 **Meeting Date:** 5/5/2026

TITLE:

APPROVAL OF THE AMENDED AND RESTATED NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM STORMWATER PERMIT IMPLEMENTATION AGREEMENT BETWEEN THE COUNTY OF ORANGE, ORANGE COUNTY FLOOD CONTROL DISTRICT, AND PARTICIPATING ORANGE COUNTY CITIES

DEPARTMENT: **PUBLIC WORKS DEPARTMENT/ENGINEERING DIVISION**

PRESENTED BY: **RAJA SETHURAMAN, PUBLIC WORKS DIRECTOR**

CONTACT INFORMATION: **SEUNG YANG, P.E., CITY ENGINEER, (714) 754-5335**

RECOMMENDATION:

Staff recommends the City Council:

1. Approve the Amended and Restated National Pollutant Discharge Elimination System (NPDES) Stormwater Permit Implementation Agreement ("Agreement") between the County of Orange, Orange County Flood Control District, and participating Orange County cities.

2. Authorize the City Manager to execute the agreement and any related documents necessary to implement the terms of the agreement.

BACKGROUND:

The City of Costa Mesa (City) is a permittee under the Municipal Separate Storm Sewer System (MS4) permits program, as issued by the Santa Ana Regional Water Quality Control Board, along with the County of Orange, the Orange County Flood Control District (District), and other cities in North Orange County. The cities in South Orange County are included in a separate permit, issued by the San Diego Regional Water Quality Control Board. Collectively, the administration of these permits is handled through a cooperative agreement between the County of Orange and all the cities in Orange County, formalized through an implementation agreement, which establishes a cooperative framework for implementing the Orange County Stormwater Program to meet MS4 permit requirements and improve surface water quality throughout the County.

The original NPDES Stormwater Permit Implementation Agreement was executed in 1990 and subsequently amended in 1993 and again in 2002, between the County of Orange and each of the cities, whereby the County served as the administrator of the regional Orange County Stormwater Program. The agreement has allowed for collaboration, consistency, and cost sharing of regional compliance strategies, municipal staff training, watershed monitoring and reporting efforts, and other MS4 program elements required of each of the permittees.

While the current agreement has achieved many significant water quality improvements to local beaches and inland waters, state regulatory requirements issued through the MS4 permits have changed significantly since the agreement was last updated. Watershed-specific water quality priorities have become increasingly complex requiring targeted solutions including structural treatment projects to meet ongoing and forthcoming compliance requirements.

ANALYSIS:

The proposed agreement (Attachment 1) restates and updates the original agreement to reflect current regulatory requirements, administrative practices, and programmatic needs. It continues the collaborative approach among the permittees to implement regional stormwater management strategies, but it also provides added flexibility in designing and developing watershed-specific strategies, programs, and projects using corresponding shared cost sub-budget scales. As part of the shared cost budget approval process, the amended and restated agreement also formalizes the consultation process with the Orange County City Managers Association (OCCMA) each year, which updates and improves the existing annual budget collaboration process already implemented with OCCMA.

The shared cost budget that is developed annually for this agreement maintains the existing cost sharing formula approach based on land area and population for the unincorporated County and thirty-four (34) Orange County cities, with the District contributing 10% of the overall cost. For sub-budgets allowed under this agreement that do not apply to all the permittees, this same cost sharing formula approach would be applied for the participating permittees. Examples of the types of geographic areas to which a sub-budget could apply include across an MS4 permit area, watershed level, or sub-watershed scales.

Key provisions of the amended and restated agreement include:

- Continued designation of the County as the administrator of the regional Orange County Stormwater Program.
- Clarification of responsibilities for each permittee, including compliance reporting, monitoring, and implementation of Best Management Practices (BMPs).
- Engagement with the OCCMA for strategic input on compliance and funding.
- Provision of an updated collaborative review process for annual operating budgets, including allowing for new sub-budgets to be established with smaller groups of permittees to support development of targeted water quality projects and programs.
- Continuation of the existing cost sharing formula between the permittees based on land area and population, with the Orange County Flood Control District contributing 10% and the County and cities sharing the remaining 90% for the annual operating budget countywide. For new sub-budgets, the same approach will be used to share costs amongst those participating agencies.

ALTERNATIVES:

The City Council may reject approval of the agreement and request staff to negotiate any terms of the agreement with the County of Orange. Staff does not recommend this alternative since this will result in the City administering the MS4 permit entirely using its own staff and resources, which is both cost prohibitive and infeasible.

FISCAL REVIEW:

The City's financial contribution will be calculated annually based on its proportional share of land area and population, as outlined in the agreement. During Fiscal Year 2025-26, the City of Costa Mesa's proportional share of the proposed $9.6 million countywide budget was $223,165, which included reimbursement for Countywide costs as well as costs for programs specific to the Santa Ana Regional Water Quality Control Board. This amount is incorporated as part of the annual budget in the General Fund (Fund 101).

LEGAL REVIEW:

The City Attorney's Office has reviewed this report and the proposed implementation agreement and approves both as to form.

CITY COUNCIL GOALS AND PRIORITIES:

The proposed NPDES Stormwater Permit Implementation Agreement works toward achieving the following City Council goals:

- Maintain and Enhance the City's Facilities, Equipment and Technology
- Strengthen the Public's Safety and Improve the Quality of Life
- Advance Environmental Sustainability and Climate Resiliency

CONCLUSION:

Staff recommends the City Council:

1. Approve the Amended and Restated National Pollutant Discharge Elimination System (NPDES) Stormwater Permit Implementation Agreement ("Agreement").

2. Authorize the City Manager to execute the agreement and any related documents necessary to implement the terms of the agreement.

ATTACHMENT 1

AMENDED AND RESTATED NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM STORMWATER PERMIT IMPLEMENTATION AGREEMENT

This AMENDED AND RESTATED NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM STORMWATER PERMIT IMPLEMENTATION AGREEMENT ("AGREEMENT"), for purposes of identification numbered [D02-048], and which may be alternatively referred to as the "OC Stormwater Program Implementation Agreement," is entered into this ____ day of _____, 2026, by the County of Orange, (herein called the COUNTY), the Orange County Flood Control District (herein called DISTRICT) and the cities of Aliso Viejo, Anaheim, Brea, Buena Park, Costa Mesa, Cypress, Dana Point, Fountain Valley, Fullerton, Garden Grove, Huntington Beach, Irvine, Laguna Beach, Laguna Hills, Laguna Niguel, Laguna Woods, Lake Forest, La Habra, La Palma, Los Alamitos, Mission Viejo, Newport Beach, Orange, Placentia, Rancho Santa Margarita, San Clemente, San Juan Capistrano, Santa Ana, Seal Beach, Stanton, Tustin, Villa Park, Westminster, and Yorba Linda (herein called CITIES). The COUNTY, DISTRICT, and CITIES may be referred to collectively as PERMITTEES or individually as PERMITTEE, COUNTY, DISTRICT, or CITY, respectively, in this AGREEMENT.

RECITALS

WHEREAS, the United States Congress in 1987, through the Water Quality Act, amended Section 402 of the Clean Water Act (33 U.S.C.A. 1342(p)) to require the United States Environmental Protection Agency ("EPA") to promulgate regulations for permitting stormwater discharges; and

WHEREAS, EPA regulations require National Pollutant Discharge Elimination System ("NPDES") permits for discharges from a municipal separate storm sewer system ("MS4")(herein after called MS4 permits), and further require MS4 permits to include requirements to control pollutants from stormwater discharges; and

WHEREAS, in 1927, the Orange County Flood Control Act created the DISTRICT

to provide for the control of flood and stormwater and protect from damage from those flood or stormwater, the harbors, waterways, public highways, and property within the DISTRICT's jurisdiction; and

WHEREAS, the powers granted to the DISTRICT include the authority to regulate discharges that threaten to impact its system and carry on technical and other investigations, examinations, or tests of all kinds, making measurements, collecting data, and making analyses, studies, and inspections pertaining to water supply, control of floods, use of water, water quality, nuisance, pollution, waste, and contamination of water, both within and without the DISTRICT; and

WHEREAS, the California State Water Resources Control Board ("SWRCB"), as designee of the EPA, has delegated authority to the California Regional Water Quality Control Boards-Santa Ana Region ("RWQCB-SAR") and San Diego Region ("RWQCB-SDR")(collectively, the RWQCBs) for administration of MS4 permits within the boundaries of their regions; and

WHEREAS, the COUNTY, DISTRICT, and CITIES are PERMITTEES under MS4 permits issued by the RWQCBs; and

WHEREAS, the RWQCBs have designated the COUNTY as the Principal PERMITTEE or Principal Watershed Co-permittee, as defined in the MS4 permits; and

WHEREAS, the COUNTY, the DISTRICT and the CITIES previously entered into that certain agreement entitled National Pollutant Discharge Elimination System Stormwater Permit Implementation Agreement D90-094, on December 18, 1990, which was subsequently amended on October 26, 1993 by Amendment No. 1 and then on June 25, 2002 (the December 18, 1990 Agreement as Amended by Amendment No. 1 and the June 25, 2002 amendment will be referred to collectively hereinafter as the ORIGINAL AGREEMENT), to cooperatively develop, and did thereunder develop, an integrated stormwater runoff management program with the objective of fulfilling MS4 permit requirements and improving water quality in Orange County (program

referred to herein as the "OC Stormwater Program"); and

WHEREAS, Section X of the ORIGINAL AGREEMENT provides that the ORIGINAL AGREEMENT may be amended by consent of a majority of the PERMITTEES which represent a majority of the percentage contributions as described in Section IV of the ORIGINAL AGREEMENT; and

WHEREAS, continued cooperation between the CITIES, the COUNTY, and the DISTRICT to jointly implement the OC Stormwater Program to fulfill prior, new, and potential future MS4 permit requirements, to the extent feasible, is in the best interests of the CITIES, the COUNTY, and the DISTRICT; and

WHEREAS, the PERMITTEES now desire to restate and amend the ORIGINAL AGREEMENT, as reflected and set forth in this AGREEMENT.

NOW, THEREFORE, the PERMITTEES do mutually agree as follows:

I. FILING STATUS

The COUNTY, the DISTRICT, and each CITY have filed applications for MS4 permits as PERMITTEES. The COUNTY, the DISTRICT and each CITY is a PERMITTEE under each MS4 permit to which they are subject.

II. INCORPORATION OF FEDERAL GUIDELINES

All applicable federal and state water quality regulations and guidelines under the Federal Clean Water Act, as presently written or as changed during the term of this AGREEMENT, are hereby incorporated by reference and made a part of this AGREEMENT and take precedence over any inconsistent terms of this AGREEMENT.

III. DELEGATION OF RESPONSIBILITIES

The responsibilities of each of the parties shall be as follows:

A. The COUNTY shall be the administrator of the OC Stormwater Program and, on a cost-shared basis, perform the following functions:

1. Annual operating budgets.

a. Prepare the annual operating budget ("annual operating budget"), which shall include a work plan and associated financial plan and

budget. The annual operating budget is intended to provide for all programmatic functions and associated costs of the OC Stormwater Program, as outlined in this AGREEMENT and as generally described in Section V.A. Annual operating budgets and work plans may be based on RWQCB region (i.e., Santa Ana Region versus San Diego Region). The budget year shall coincide with the COUNTY's fiscal year, July 1 – June 30.

b. Consult with the Stormwater Program Representatives (as defined in Section III.C.8) when preparing annual operating budgets and major program elements therein.

c. A draft of the annual operating budget may be prepared for the PERMITTIES for review by February 15 each year. Annual operating budgets shall be submitted to the PERMITTEES for consideration and approval by May 15 of each year. Individual CITY approval shall be obtained from each CITY's city manager or designee thereof by July 30 of each year. CITY manager designations for annual operating budget approval shall be provided in writing to the County and shall remain in effect until revoked in writing by the CITY's city manager. An annual operating budget shall be deemed approved and adopted for the OC Stormwater Program by affirmative responses from PERMITTEES which represent a majority (50% or greater) of both the area and population percentage contribution as calculated in accordance with Section V.A (method for calculating approval percentage referred to as "Majority Approval"). The COUNTY and the DISTRICT shall represent one voting PERMITTEE with their percentage contribution equal to the total of the COUNTY and the DISTRICT as described in Section V.A.

d. An approved and adopted annual operating budget shall not be

exceeded without prior Majority Approval of the PERMITTEES.

2. Project or watershed-specific sub-budgets.

   a. In coordination with the PERMITTEES, prepare project-specific and/or watershed-specific budgets and associated work plans (collectively, "sub-budget(s)") for the design of water quality projects and/or responding to RWQCB enforcement orders and/or other orders (e.g., California Water Code 13267 or 13383 orders).

   b. Sub-budgets shall be prepared and proposed on an as-needed basis, at the discretion of the COUNTY, or as requested by interested PERMITTEES, subject to concurrence of the COUNTY.

   c. Each PERMITTEE willing to participate in a sub-budget will confirm participation to the COUNTY in writing. A PERMITTEE who confirms participation in a sub-budget shall be referred to herein as "PARTICIPATING PERMITTEE(s)." Sub-budgets will be subject to unanimous approval by all PARTICIPATING PERMITTEES, except that where a Participating Permittee fails to vote to approve a proposed sub-budget, such failure shall be deemed a withdrawal from the sub-budget and the withdrawing PERMITTEE shall no longer be considered a PARTICIPATING PERMITTEE and shall have no obligation to pay for or participate in the sub-budget.

   d. Project elements that go beyond design (e.g., construction, operation, and maintenance) shall not be provided for in sub-budgets and, instead, are subject to separate agreement between the Participating Permittees.

3. Represent the OC Stormwater Program in reviews of documents, comments, and discussions with EPA, SWRCB, and RWQCBs and/or other resource agencies regarding MS4 permit requirements and related policies, programs, and regulations. The COUNTY shall timely notify the

PERMITTEES of any decision reached during these discussions that, in the determination of the County, substantially impacts the OC Stormwater Program.

4. Implement approved annual operating budgets and sub-budgets.
5. Working in collaboration with PERMITTEES, prepare and submit regional compliance reports as the Principal PERMITTEE, as required under the MS4 permits, and/or as designated in the approved workplans.
6. Implement the regional monitoring and reporting program elements from approved workplans for the MS4 permits, including, but not limited to, tasks to monitor and measure the effectiveness of Best Management Practices ("BMPs"). This may include monitoring and modeling.
7. Obtain, as may be required by the annual operating budget and/or sub-budgets approved pursuant to this AGREEMENT, professional services, including, but not limited to, scientific, engineering, environmental, economic, and/or legal consultants to provide technical assistance for the work associated with the OC Stormwater Program. This work may include, but is not limited to, the preparation of technical or economic studies, legal analysis, watershed management plans, stormwater runoff management plans, water quality improvement plans, modeling, reasonable assurance demonstrations/reasonable assurance analyses, monitoring plans, technical reports, municipal staff training activities, and the design of structural and non-structural BMPs and strategies to prevent and/or reduce pollutants in stormwater runoff. Contracts for professional services to be funded under this AGREEMENT shall be made in conformance with the COUNTY's procurement policies, and, to the extent there is no conflict, the following:
    a. The COUNTY shall make efforts to stagger the date of issuance of new contracts for professional services, so that PERMITTEES may

better absorb increases in consultant fee rates.

b. For contracts for professional services that would require approval by the Orange County Board of Supervisors (as determined within the sole discretion of the COUNTY), one Stormwater Program Representative for every two designees of the COUNTY shall be allowed to participate in any panel formed for the purpose of evaluating responses to Requests for Proposals or similar competitive solicitations submitted by potential consultants. Where any contract subject to this provision is to be extended beyond the initial term, the COUNTY shall request feedback from the Stormwater Program Representatives, regarding the consultant's performance, prior to executing the extension. This process shall in no way impinge upon or limit the COUNTY's discretion to enter into, amend, extend, renew, or cancel any contract for professional services for the OC Stormwater Program.

c. The COUNTY shall notify the PERMITTEES of any changes in the COUNTY's procurement policies that significantly affect the thresholds for competitive procurement, scoring, or selection processes for contract services.

8. Implement a facility inspection program, as required by the MS4 permits, for MS4 facilities within the unincorporated areas of the County, at no cost to the CITIES.

9. Implement a facility inspection program, as required by the MS4 permits, for MS4 facilities on County-owned property used for COUNTY governmental purposes (i.e., property used for governmental functions) and located within a CITY, at no cost to the CITIES. For purposes of this section, the regional facility known as Dana Point Harbor shall be considered a County-owned property used for governmental purposes.

a. To avoid confusion in the implementation of each party's facility inspection programs, the COUNTY shall provide a list of those facilities, buildings and properties that it owns and are located within other jurisdictions (i.e. non-unincorporated properties) that the COUNTY has decided to monitor and regulate pursuant to this Section III.A.9. The County further agrees to notify the affected PERMITTEE of changes to the status of a facility.

B. The DISTRICT shall, on a cost-shared basis, except as set forth in subparagraph 2 below:

1. Perform or cause to be performed the water quality and hydrographic monitoring for compliance with MS4 permits and/or in accordance with RWQCB-approved monitoring plans and/or in the approved workplans.
2. Implement a facility inspection program, as required by the MS4 permits, for MS4 facilities located on District-owned and controlled property that is used for governmental purposes, at no cost to the CITIES.
3. Undertake or cause to be undertaken all activities required of the CITIES in Section III.C and applicable to the District.

C. The CITIES, at no cost to the Counties and the District, shall:

1. Implement a facility inspection program for its MS4 facilities, as required by the MS4 permit(s) and within the jurisdictional boundaries of that CITY.
2. Submit to the COUNTY storm drain system maps and/or data describing the type and location of its MS4 facilities with periodic revisions that reflect any modifications made as a result of land development/redevelopment. If possible, information shall be submitted as geographical information system ("GIS") data.
3. Support the COUNTY in the preparation of watershed characterizations and catchment prioritization efforts, including, but not limited to, by:

a. Identifying applicable zoning and land use designations.

b. Identifying areas where sources of specific pollutants are known.

4. Upon COUNTY request, review, comment on, consider approval of, and, if approved, implement regional strategies to prevent and reduce pollutants in stormwater runoff.

5. Implement an illegal discharge detection and elimination program as required by the MS4 permit(s) to which the CITY is subject. Demonstrate adequate legal authority to control discharges to its MS4 facilities as may be required by the relevant MS4 permit(s) to which the CITY is subject.

6. Provide, as requested by the COUNTY, copies of the CITY's jurisdictional reports, data, and any other information (in formats requested by the COUNTY, where such formats are reasonably available) to satisfy requirements in MS4 permits or other orders issued by a Regional Board or the State Board, to which the CITY is subject, provided the CITY has not otherwise challenged such order, and such challenge has not been resolved.

7. Participate in meetings convened by the COUNTY and respond to requests for information from the COUNTY, intended to obtain PERMITTEE input on matters related to this AGREEMENT and the implementation of the OC Stormwater Program.

8. Designate primary and secondary Stormwater Program Representative for matters related to this AGREEMENT and the implementation of the OC Stormwater Program. Designations shall be made by each CITY's city manager, or designee, in writing to the COUNTY. Each designation shall remain in effect until revoked by the CITY's city manager or designee. Stormwater Program Representatives are intended to provide subject matter input and facilitate communication between the COUNTY and each CITY. For purposes of this AGREEMENT, a Stormwater Program

Representative will not be deemed to have the authority to approve annual operating budgets on behalf of a CITY, as required in Section III.A.1, unless expressly stated in the written designation provided to the COUNTY.

D. In the unincorporated areas of the COUNTY, the COUNTY shall, at no cost to the CITIES or the DISTRICT, undertake or cause to be undertaken all activities required above of the CITIES in Section III.C that are not responsibilities of the DISTRICT as outlined in Section III.B.

IV. Orange County City Manager Association Engagement

A. In lieu of the activities of the Technical Advisory Committee under the ORIGINAL AGREEMENT, the COUNTY shall endeavor to create a working relationship with the Orange County City Manager Association ("OCCMA") or a sub-group thereof, to address issues such as MS4 permit requirements, MS4 permit compliance methods, and funding needs and strategies to facilitate regional and/or watershed-based, multi-jurisdictional project efforts.

B. At its discretion, the COUNTY, in coordination with the PERMITTEES as set forth in this AGREEMENT, may implement recommendations (or parts thereof) that OCCMA may give on OC Stormwater Program matters, including, but not limited to, potential strategies for compliance with current and anticipated future MS4 permit requirements; funding strategies and options for MS4 permit compliance efforts; and OC Stormwater Program budgeting. Recommendations that would result in unbudgeted costs shall be subject to Majority Approval of the PERMITTEES pursuant to III.A.1.d.

C. Under no circumstances shall this Section be interpreted as a replacement or substitute for any other responsibility of CITIES or the COUNTY under this Agreement. At the COUNTY's discretion, the Director of OC Public Works may enter into a memorandum of understanding with OCCMA to facilitate

procedures for OCCMA engagement under this Section. Under no circumstances shall this provision be interpreted to require any written agreement between the COUNTY and OCCMA.

V. PROGRAM COSTS

A. Annual Operating Costs.

Where not otherwise funded, the annual operating budget, including all costs of equipment, goods, COUNTY services (including, but not limited to, applicable COUNTY and COUNTY'S departmental overhead), and all professional services costs incurred by the COUNTY, and any cost of the MS4 permits, as determined by the COUNTY in its role as administrator of the OC Stormwater Program, shall be a shared cost and allocated among the COUNTY, DISTRICT, and CITIES, and paid for as follows:

Participants	Percentage Contribution
DISTRICT	10
CITIES + COUNTY	90

The individual percentage contributions from each CITY and the COUNTY shall be functions of their respective dry land areas and population relative to those of the entire County of Orange. Each area shall be calculated as one-half of the sum of the area and population fractions, multiplied by 90%. National forests, state parks, airports, landfills, oceans, harbors, tidal bays, and active military installations shall be excluded from area calculations (Exhibit A-1). The contribution of the COUNTY shall be calculated from unincorporated areas and their respective populations. Should any external or alternative sources of funding become available, those funds may be directly applied to the appropriate budget(s) before the shared cost percentages are applied to the PERMITTTEES or credited to a subsequent budget.

Share in percent for jurisdiction #1= $\{(X_1/X_{tot}) + (Y_1/Y_{tot})\}/2 \times (90)$

X = area

Y = population

tot = total population or area

90 = total percentage excluding the DISTRICT's contribution

The percentage share shall be calculated by the COUNTY from population and area data. The population data shall be the most recent annual population estimates produced by the California Department of Finance, and area is based on the most recent OC Public Works survey data available to the COUNTY. Percentage share calculations shall be updated by May of each budget year for the budget year following and shall be included in annual operating budget proposals. Annual operating budget proposals shall be prepared based on the following percentage share computation methods, as applicable, and subject to exclusions in Exhibit A-1:

1. Countywide costs will be calculated as described in the process and formula above and subject to Exhibit A-1 for the entire group of PERMITTEES.
2. Regional costs, specific to only one RWQCB permit (Santa Ana Region and San Diego Region), will be calculated based on the process and formula above for PERMITTEES within the respective permit geographic area. For PERMITTEES that have jurisdiction in both permit regions, the regional costs will be based on the land area and prorated population for that permit geographic area.
3. Sub-budgets shall be based on the PARTICIPATING PERMITTEES and their corresponding area and prorated population total within the geographic area subject to the specific sub-budget.
4. In the event of a regulatory directive issued to PERMITTEES requiring amendment of any approved budget, the COUNTY shall provide immediate

notice to the included PERMITTEES and hold discussions with respect to responding to the directive and funding the immediate response. Such budget amendments shall be subject to the Majority Approval referenced in Section III.A.1.d.

5. If at any time during a budget year costs exceed the sum of the deposits for any approved budget, and prior Majority Approval for such exceedance has been obtained, the COUNTY shall submit invoices to the involved PERMITTEES to recover the deficit. The share for each PERMITTEE shall be prorated according to the formula that was initially used to apportion budget costs. Each CITY shall pay the invoice within 45 calendar days of the billing date.

6. If at any time costs exceed the sum of the deposits for any approved budget, the COUNTY may propose a budget increase and request payment by the PERMITTEES, and PERMITTEES shall pay such amount, provided the budget increase is approved in accordance with sections III.A.1.c-d or III.A.2.c of this Agreement, as may be applicable. Until such approval is obtained and sufficient deposits received, the COUNTY may, at its sole discretion, cease carrying out approved budget components so as to limit or not incur costs in excess of deposits. Nothing in this AGREEMENT shall be construed as requiring PERMITTEES to approve budget increases.

7. The COUNTY shall prepare a budget year-end accounting within 120 calendar days of the end of the budget year and present the same to the involved PERMITTEES for review. If the budget year-end accounting results in the sum of the deposits exceeding costs (net of interest earnings), the excess deposits shall carry forward to reduce the obligation of the PERMITTEES for the following budget year and prorated to the CITIES consistent with the cost-sharing population and area data

calculation above.

8. The COUNTY shall invoice each CITY for its annual share of each approved budget by November 30 of each budget year. Each CITY shall pay their deposit(s) within 45 calendar days of the billing date or within 45 calendar days of November 30, whichever is later. Each CITY'S deposit(s) shall be based on their prorated share(s) of the approved budget(s), reduced for any carry forward amount identified in the prior budget year-end accounting.

9. The COUNTY shall hold each CITY's annual share of each approved budget in interest-bearing accounts and credit interest earned on each CITY's annual share against each CITY's share of the approved budget costs. The COUNTY shall maintain records regarding interest earned and credited on each CITY's annual share and provide the same to the CITIES within 120 calendar days of the end of the budget year.

10. Upon termination of this AGREEMENT, a final accounting shall be performed by the COUNTY and presented to the PERMITTEES for review. If the sum of the deposits exceeds the costs, the COUNTY shall reimburse to each CITY its prorated share of the excess, within 120 calendar days of the final accounting.

VI. LIFE OF THE AGREEMENT

The term of this AGREEMENT shall be indefinite, unless amended or terminated in accordance with this AGREEMENT.

VII. ADDITIONAL PARTIES

Any CITY which becomes incorporated after the effective date of this AGREEMENT, or requests to become a party to this AGREEMENT after previously withdrawing pursuant to Section VIII, shall be eligible to become a party to this AGREEMENT, subject to Majority Approval. In approving adding additional cities to this AGREEMENT, the PERMITTEES may

require such conditions of the added cities as they determine necessary or advantageous. The date of initiation, for determining costs for newly incorporated cities, shall be the date of incorporation. The costs for adding additional cities to this AGREEMENT and OC Stormwater Program including, but not limited to, permit and processing fees, as well as administrative costs incurred by the COUNTY and costs to reimburse the existing PERMITTEES for unreimbursed costs related to a previous withdrawal (if applicable), shall be calculated by the COUNTY, approved by Majority Approval of the PERMITTEES and, thereafter, invoiced by the COUNTY and paid by the added city(ies) within 45 calendar days of the billing date. Monies to be reimbursed to the existing PERMITTEES shall carry forward to reduce the billings for the following budget year.

VIII. WITHDRAWAL FROM THE AGREEMENT

A CITY may withdraw from this AGREEMENT by providing at least 60 calendar days written notice to the COUNTY. The COUNTY shall notify the PERMITTEES within 10 business days of receipt of any withdrawal notice. Neither the COUNTY nor any PERMITTEE shall be responsible for advising the withdrawing CITY of the legal, regulatory, or programmatic effects of withdrawing, nor have any continuing responsibility to the withdrawing CITY upon the effective date of the withdrawal. The withdrawing CITY shall be solely responsible for any costs the withdrawing CITY may incur related to its withdrawal, including, but not limited to, penalties assessed by RWQCBs, and or other resource agencies (e.g., EPA, CDFW, etc.) in connection with or related to its withdrawal. In addition, withdrawal shall constitute forfeiture of any deposits on hand from the withdrawing CITY, for the budget year in which the withdrawal is effective. If the effective date of a withdrawal is within 60 calendar days of the beginning of any budget year, the withdrawing CITY shall be responsible for paying its annual

share for the upcoming budget year as if it were still a PERMITTEE participating in this AGREEMENT but shall be eligible to receive a credit for any prospective carry forward amount of such annual share as may be contemplated by this AGREEMENT. The cost allocations to the remaining PERMITTEES participating in this AGREEMENT shall be recalculated and collected and/or credited as necessary in the budget year following the effective date of the withdrawal.

IX. NON-COMPLIANCE WITH PERMIT OR ORDER REQUIREMENTS

Each PERMITTEE shall remain solely responsible for its own acts and omissions with respect to compliance with requirements of an MS4 permit or other order of the RWQCBs or SWRCB to which it may be subject, and nothing herein shall be deemed to waive, release, or transfer any such responsibility to any other PERMITTEE. Nothing in this AGREEMENT shall be construed as an assumption by any PERMITTEE of any liability or obligation of another PERMITTEE, whether past, present, or future.

X. LEGAL ACTION/ COSTS/ ATTORNEY FEES

In the event of legal action to enforce any provision of this AGREEMENT, each party shall bear its own attorneys' fees and costs, and no party shall seek to recover the same from any other party through litigation or other legal proceedings.

XI. AMENDMENTS TO THE AGREEMENT

This AGREEMENT may be amended with Majority Approval. The COUNTY and the DISTRICT shall represent one voting PERMITTEE with their percentage contribution equal to the total of the COUNTY and the DISTRICT as described in Section V. No amendment to this AGREEMENT shall be effective unless it is in writing and signed by the duly authorized representatives of the COUNTY and the required Majority Approval of PERMITTEES.

XII. NOTICES

All notices required under Section VIII shall be deemed duly given if delivered by hand (with written confirmation of receipt); via electronic mail (with confirmation of transmission); or three (3) days after deposit in the U.S. Mail, postage prepaid.

XIII. GOVERNING LAW

This AGREEMENT shall be governed and construed in accordance with laws of the State of California. If any provision or provisions of this AGREEMENT is held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not any way be affected or impaired hereby.

XIV. CONSENT TO BREACH NOT WAIVER

No term or provision hereof shall be deemed waived and no breach excused, unless such waiver or consent shall be in writing and signed by the duly authorized representative of the PERMITTEE to have waived or consented. Any consent by any PERMITTEE to, or waiver of, a breach by the other, whether express or implied, shall not constitute a consent to, waiver of, or excuse for any other different or subsequent breach.

XV. APPLICABILITY OF PRIOR AGREEMENTS

This AGREEMENT restates and amends the provisions in prior agreements and constitutes the entire AGREEMENT between the PERMITTEES with respect to the subject matter. All prior agreements, representations, statements, negotiations, and undertakings are superseded hereby.

XVI. EXECUTION OF THE AGREEMENT

This AGREEMENT may be executed in counterparts, and the signed counterparts shall constitute a single instrument. The parties agree that this AGREEMENT may be executed and delivered by electronic means, including via email or electronic signature platforms (e.g., DocuSign, Adobe Sign), and that such electronic signatures shall be deemed to have the same legal

effect as original signatures. Each party agrees that electronically signed documents shall be valid, enforceable, and admissible in any legal proceeding to the same extent as a manually signed original.

XVII. NO WAIVER OF PRIVILEGE AND/OR WORK PRODUCTION PROTECTION

Notwithstanding anything in this Agreement to the contrary, nothing in this AGREEMENT shall require a party to release or provide information (including any reports, communications, data, etc.) that has been deemed by that party to be subject to the attorney-client privilege, attorney work product doctrine, or any other relevant privilege and protection, including, but not limited to, any reports or information generated by a party's consultant that was prepared in consultation with, or at the direction of, such party's attorney or counsel of record. Nothing in this AGREEMENT shall prohibit the parties hereto from entering into future agreements, including joint defense agreements, common interest agreements, or other similar agreements to share such privileged or protected information subject to the terms and conditions of such an agreement.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT on the dates opposite their respective signatures:

ORANGE COUNTY FLOOD CONTROL DISTRICT
A body corporate and politic

By _____
Chairman of the Board of Supervisors

COUNTY OF ORANGE
A body corporate and politic

Date: _____ By _____
Chairman of the Board of Supervisors

SIGNED AND CERTIFIED THAT A COPY OF THIS AGREEMENT HAS BEEN DELIVERED TO THE CHAIRMAN OF THE BOARD

Date: _____ By _____
ROBIN STIELER
Clerk of the Board of Supervisors of
Orange County, California

APPROVED AS TO FORM COUNTY COUNSEL
ORANGE COUNTY, CALIFORNIA

By _____ Julia Woo, Senior Deputy

Date: _____

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CITY OF ALISO VIEJO

Date:

By: _____
Mayor

ATTEST:

_____
City Clerk

APPROVED AS TO FORM:

_____
City Attorney

CITY OF ANAHEIM

Date:

By: _____
Mayor

ATTEST:

APPROVED AS TO FORM:

_____
City Clerk

_____
City Attorney

CITY OF BREA

Date:

By: _____
Mayor

ATTEST:

APPROVED AS TO FORM:

_____
City Clerk

_____
City Attorney

CITY OF BUENA PARK

Date:

By: _____
Mayor

ATTEST:

APPROVED AS TO FORM:

_____
City Clerk

_____
City Attorney

CITY OF COSTA MESA

Date:

By: _____
City Manager

ATTEST:

APPROVED AS TO FORM:

_____
City Clerk

_____
City Attorney

CITY OF CYPRESS

Date:

By: _____
Mayor

ATTEST:

_____
City Clerk

APPROVED AS TO FORM:

_____
City Attorney

CITY OF DANA POINT

Date:

By: _____
Mayor

ATTEST:

APPROVED AS TO FORM:

_____
City Clerk

_____
City Attorney

CITY OF FOUNTAIN VALLEY

Date:

By: _____
Mayor

ATTEST:

APPROVED AS TO FORM:

_____
City Clerk

_____
City Attorney

CITY OF FULLERTON

Date:

By: _____
Mayor

ATTEST:

APPROVED AS TO FORM:

_____
City Clerk

_____
City Attorney

CITY OF GARDEN GROVE

Date:

By: _____
Mayor

ATTEST:

APPROVED AS TO FORM:

_____
City Clerk

_____
City Attorney

CITY OF HUNTINGTON BEACH

Date:

By: _____
Mayor

ATTEST:

APPROVED AS TO FORM:

_____
City Clerk

_____
City Attorney

CITY OF IRVINE

Date:

By: _____
Mayor

ATTEST:

_____
City Clerk

APPROVED AS TO FORM:

_____
City Attorney

CITY OF LA HABRA

Date:

By: _____
Mayor

ATTEST:

APPROVED AS TO FORM:

_____
City Clerk

_____
City Attorney

CITY OF LA PALMA

Date:

By: _____
Mayor

ATTEST:

_____
City Clerk

APPROVED AS TO FORM:

_____
City Attorney

CITY OF LAGUNA BEACH

Date:

By: _____
Mayor

ATTEST:

APPROVED AS TO FORM:

_____
City Clerk

_____
City Attorney

CITY OF LAGUNA HILLS

Date:

By: _____
Mayor

ATTEST:

APPROVED AS TO FORM:

_____
City Clerk

_____
City Attorney

CITY OF LAGUNA NIGUEL

Date:

By: _____
Mayor

ATTEST:

APPROVED AS TO FORM:

_____
City Clerk

_____
City Attorney

CITY OF LAGUNA WOODS

Date:

By: _____
Mayor

ATTEST:

APPROVED AS TO FORM:

_____
City Clerk

_____
City Attorney

CITY OF LAKE FOREST

Date:

By: _____
Mayor

ATTEST:

APPROVED AS TO FORM:

_____
City Clerk

_____
City Attorney

CITY OF LOS ALAMITOS

Date:

By: _____
Mayor

ATTEST:

_____
City Clerk

APPROVED AS TO FORM:

_____
City Attorney

CITY OF MISSION VIEJO

Date:

By: _____
Mayor

ATTEST:

_____
City Clerk

APPROVED AS TO FORM:

_____
City Attorney

CITY OF NEWPORT BEACH

Date:

By: _____
Mayor

ATTEST:

APPROVED AS TO FORM:

_____
City Clerk

_____
City Attorney

CITY OF ORANGE

Date:

By: _____
Mayor

ATTEST:

_____
City Clerk

APPROVED AS TO FORM:

_____
City Attorney

CITY OF PLACENTIA

Date:

By: _____
Mayor

ATTEST:

APPROVED AS TO FORM:

_____
City Clerk

_____
City Attorney

CITY OF RANCHO SANTA MARGARITA

Date:

By: _____
Mayor

ATTEST:

_____
City Clerk

APPROVED AS TO FORM:

_____
City Attorney

CITY OF SAN CLEMENTE

Date:

By: _____
Mayor

ATTEST:

APPROVED AS TO FORM:

_____
City Clerk

_____
City Attorney

CITY OF SAN JUAN CAPISTRANO

Date:

By: _____
Mayor

ATTEST:

_____
City Clerk

APPROVED AS TO FORM:

_____
City Attorney

CITY OF SANTA ANA

Date:

By: _____
Mayor

ATTEST:

APPROVED AS TO FORM:

_____
City Clerk

_____
City Attorney

CITY OF SEAL BEACH

Date:

By: _____
Mayor

ATTEST:

APPROVED AS TO FORM:

_____
City Clerk

_____
City Attorney

CITY OF STANTON

Date:

By: _____
Mayor

ATTEST:

_____
City Clerk

APPROVED AS TO FORM:

_____
City Attorney

CITY OF TUSTIN

Date:

By: _____
Mayor

ATTEST:

_____
City Clerk

APPROVED AS TO FORM:

_____
City Attorney

CITY OF VILLA PARK

Date:

By: _____
Mayor

ATTEST:

APPROVED AS TO FORM:

_____
City Clerk

_____
City Attorney

CITY OF WESTMINSTER

Date:

By: _____
Mayor

ATTEST:

APPROVED AS TO FORM:

_____
City Clerk

_____
City Attorney

CITY OF YORBA LINDA

Date:

By: _____
Mayor

APPROVED AS TO FORM:

ATTEST:

_____
City Clerk

_____
City Attorney

ATTACHMENT 1

EXHIBIT A - 1

DRY LAND AREA DEDUCTED FROM JURISDICTIONS

Landfills	Jurisdiction
Olinda	County
Santiago	County
Prima Deschecha	County
Bee Canyon	County
Coyote Canyon	County
State Parks	
Bolsa Chica State Beach*	Huntington Beach
Chino Hills State Park	County
Corona Del Mar State Beach	Newport Beach
Crystal Cove State Park**	County
Doheny State Beach	Dana Point
Huntington State Beach	Huntington Beach
San Clemente State Beach	San Clemente
Airports	
Fullerton	Fullerton
John Wayne	County
Military facilities	
Joint Forces Training Base - Los Alamitos	Los Alamitos
Former MCAS Tustin***	Tustin
Seal Beach Naval Weapons Station****	Seal Beach
National Forests	
Cleveland National Forest	County

*Includes Bolsa Chica Ecological Preserve
**Includes Laguna Laurel Ecological Preserve
***Active military areas
****Includes Seal Beach National Wildlife Refuge

77 Fair Drive
Costa Mesa, CA 92626

CITY OF COSTA MESA

Agenda Report

File #: 26-244 **Meeting Date:** 5/5/2026

TITLE:

REQUEST FOR APPROPRIATION OF MEASURE M2 FAIRSHARE FUNDS FOR CITYWIDE TRAFFIC SIGNAL MAINTENANCE

DEPARTMENT: **PUBLIC WORKS DEPARTMENT / TRANSPORTATION SERVICES DIVISION**

PRESENTED BY: **RAJA SETHURAMAN, PUBLIC WORKS DIRECTOR**

CONTACT INFORMATION: **PAUL MARTIN, TRANSPORTATION SERVICES MANAGER, (714) 754-5343**

RECOMMENDATION:

Staff recommends the City Council:

1. Authorize an appropriation of $270,000 from Measure M2 Fairshare (Fund 416) fund balance to the Citywide Traffic Signal Improvements Project (CIP #370058).

2. Approve the use of Measure M2 Fairshare and Gas Tax funds within the existing Maintenance Services Agreement (MSA) with Yunex, LLC to cover traffic signal maintenance costs.

BACKGROUND:

The Transportation Services Division has an ongoing MSA with Yunex, LLC to perform traffic signal maintenance services for the City's 131 traffic signals, as well as various signal operations and networking equipment. The services include monthly routine maintenance and check-ups, repair of signal and networking equipment, and emergency on-call services. On April 1, 2025, the City Council amended the MSA with Yunex, LLC to increase the annual not-to-exceed (NTE) amount to $770,000, inclusive of ten percent (10%) contingency. In the Fiscal Year 2025-26 budget, $500,000 was appropriated for this account in the General Fund (Fund 101).

The current funding authority limits only the use of the General Fund and Capital Improvement Program funds for this MSA.

ANALYSIS:

The City's traffic signal maintenance budget requires additional appropriation to continue maintaining the City's traffic signal infrastructure. In order to cover the remaining appropriation amount of $270,000, staff is proposing the use of Measure M2 Fairshare. There are adequate unappropriated funds available in the Measure M2 Fairshare balance to fund the MSA.

Staff also requests the City Council approval of the use of Measure M2 Fairshare funds, as well as Gas Tax for the traffic signal MSA for future appropriations, in addition to General Fund and Capital Improvement Program funds. This will provide flexibility in funding the MSA using various sources, within Council-authorized limits.

ALTERNATIVES:

The City Council could choose to reject the proposed appropriation and suspend all traffic signal maintenance operations. However, this is not recommended as it would create a public safety risk.

FISCAL REVIEW:

The Measure M2 Fairshare (Fund 416) has sufficient fund balance in the amount of approximately $1.9 million to cover the appropriation request. Approval for the use of Measure M2 Fairshare and Gas Tax funds will provide additional funding sources and flexibility for this MSA.

LEGAL REVIEW:

The City Attorney's Office has reviewed this agenda report and approves it as to form.

CITY COUNCIL GOALS AND PRIORITIES:

This item supports the following City Council Goals:

- Strengthen the public's safety and improve the quality of life.
- Maintain and enhance the City's facilities, equipment and technology

CONCLUSION:

Staff recommends the City Council:

1. Authorize an appropriation of $270,000 from Measure M2 Fairshare (Fund 416) fund balance to the Citywide Traffic Signal Improvements Project (CIP #370058).

2. Approve the use of Measure M2 Fairshare and Gas Tax funds within the existing MSA with Yunex, LLC to cover traffic signal maintenance costs.

77 Fair Drive
Costa Mesa, CA 92626

CITY OF COSTA MESA

Agenda Report

File #: 26-205 **Meeting Date:** 5/5/2026

TITLE:

CALL FOR REVIEW OF THE APPROVAL OF SPECIAL USE PERMIT (PGSH-24-0002) TO ALLOW A SOBER LIVING HOME WITH SIX OR FEWER RESIDENTS TO BE LOCATED AT 1601 BAKER STREET

DEPARTMENT: **ECONOMIC AND DEVELOPMENT SERVICES DEPARTMENT/PLANNING DIVISION**

PRESENTED BY: **VICTOR MENDEZ, SENIOR PLANNER**

CONTACT INFORMATION: **VICTOR MENDEZ, SENIOR PLANNER (714) 754-5276**

RECOMMENDATION:

Staff recommends the City Council:

1. Find that Project (permit) is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Sections 15268 (Ministerial Projects) and 15301 (Existing Facilities).
2. Adopt a resolution upholding the Planning Commission's decision to uphold the Hearing Officer's issuance of Special Use Permit (PGSH-24-0002) to allow a sober living home with six or fewer persons (not counting the house manager) at 1601 Baker Street.

Item #: 26-205 **Meeting Date: May 5, 2026**

TITLE: CALL FOR REVIEW OF THE APPROVAL OF SPECIAL USE PERMIT (PGSH-24-0002) TO ALLOW A SOBER LIVING HOME WITH SIX OR FEWER RESIDENTS TO BE LOCATED AT 1601 BAKER STREET

DEPARTMENT: ECONOMIC AND DEVELOPMENT SERVICES DEPARTMENT/PLANNING DIVISION

PRESENTED BY: VICTOR MENDEZ, SENIOR PLANNER

CONTACT INFORMATION: VICTOR MENDEZ, SENIOR PLANNER (714) 754-5276

RECOMMENDATION:

Staff recommends the City Council:

1. Find that Project (permit) is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Sections 15268 (Ministerial Projects) and 15301 (Existing Facilities).

2. Adopt a resolution upholding the Planning Commission's decision to uphold the Hearing Officer's issuance of the Special Use Permit (PGSH-24-0002) to allow a sober living home with six or fewer persons (not counting the house manager) at 1601 Baker Street.

APPLICANT OR AUTHORIZED AGENT:

The applicant is George Vilagut, the property owner and sole owner of Stephouse Recovery, Inc.

BACKGROUND:

On June 1, 2024, Stephouse Recovery, Inc. submitted a Special Use Permit (SUP) application to operate a sober living home for six or fewer residents, and one house manager, at the property located at 1601 Baker Street. The application was reviewed pursuant to Costa Mesa Municipal Code (CMMC) Section 13-311, which establishes a ministerial review process for issuance of a SUP for group homes, including sober living homes, within the R-1 Single-Family Residential District.

Pursuant to Section 13-311(b), the Director is required to issue the SUP as a ministerial matter, based on the facility's compliance with the adopted standards for location and operation: "The special use permit shall be issued by the director as a ministerial matter if the applicant is in compliance or has agreed to comply with subsections (a)(1) through (a)(14) of [Section 13-311]."

Accordingly, review is limited to the objective standards specified in the Zoning Code. At least 10 days prior to issuing a SUP, written notice is required to be mailed to the owner of record and occupants of all properties within 500 feet of the location of the sober living home. Prior to the issuance of a SUP,

the Director is obligated to hold a hearing for the purpose of receiving information regarding compliance with applicable provisions pursuant to CMMC subsections 13-311(a) and (b).

The purpose of the public hearing for a SUP is to collect information on compliance with the applicable standards in Section 13-311.

For this SUP application to operate a new sober living home, the Director must determine that the proposed use complies with CMMC Section 13-311(a)(1) through (a)(14), as outlined below:

(a) A group home that may otherwise be considered an unpermitted use may locate in an R1 zone with a special use permit provided:

(1) An application for a group home is submitted to the director by the owner/operator of the group home. The application shall provide the following:

i. The name, address, phone number and driver's license number of the owner/operator;

ii. If the applicant and/or operator is a partnership, corporation, firm or association, then the applicant/operator shall provide the additional names and addresses as follows and such persons shall also sign the application:

a. Every general partner of the partnership,

b. Every owner with a controlling interest in the corporation,

c. The person designated by the officers of a corporation as set forth in a resolution of the corporation that is to be designated as the permit holder;

iii. The license and permit history of the applicant(s), including whether such applicant(s), in previously operating a similar use in this or another city, county or state under license and/or permit, has had such license and/or permit revoked or suspended, and the reason therefor;

iv. The name, address, phone number and driver's license number of the house manager;

v. A copy of the group home rules and regulations;

vi. Written intake procedures;

vii. The relapse policy;

viii. An affirmation by the owner/operator that only residents (other than the house manager) who are handicapped as defined by state and federal law shall reside at the group home;

ix. Blank copies of all forms that all residents and potential residents are required to complete; and

x. A fee for the cost of processing of the application as set by resolution of the city council.

No person shall open a group home or begin employment with a group home until this information has been provided and such persons shall be responsible for updating any of this information to keep it current.

(2) The group home has six or fewer occupants, not counting a house manager, but in no event shall have more than seven occupants. If the dwelling unit has a secondary accessory unit, occupants of both units will be combined to determine whether or not the limit of six occupants has been exceeded.

(3) The group home shall not be located in an accessory secondary unit unless the primary dwelling unit is used for the same purpose.

(4) The group home has a house manager who resides at the group home or any multiple of persons acting as a house manager who are present at the group home on a 24-hour basis and who are responsible for the day-to-day operation of the group home.

(5) All garage and driveway spaces associated with the dwelling unit shall, at all times, be available for the parking of vehicles. Residents and the house manager may each only store or park a single vehicle at the dwelling unit or on any street within 500 feet of the dwelling unit. The vehicle must be operable and currently used as a primary form of transportation for a resident of the group home.

(6) Occupants must not require and operators must not provide "care and supervision" as those terms are defined by Health and Safety Code section 1503.5 and section 80001(c)(3) of Title 22, California Code of Regulations.

(7) Integral group home facilities are not permitted. Applicants shall declare, under penalty of perjury, that the group home does not operate as an integral use/facility.

(8) If the group home operator is not the property owner, written approval from the property owner to operate a group home at the property.

(9) The property must be fully in compliance with all building codes, municipal code and zoning.

(10) At least 48 hours prior to an occupant's eviction from or involuntary termination of residency in a group home, the operator thereof shall:

i. Notify the person designated as the occupant's emergency contact or contact of record that the occupant will no longer be a resident at the home;

ii. Contact the Orange County Health Care Agency OC Links Referral Line and/or another entity designated by the City to determine the services available to the occupant, including, but not limited to, alcohol and drug inpatient and outpatient treatment;

iii. Notify the City's Network for Homeless Solutions that an occupant is no longer a resident at the home, and determine the services available therefrom;

iv. Provide the information obtained from paragraphs ii and iii of this subsection (a)(10) and any other treatment provider or service to the occupant prior to his or her release on a form provided by the City and obtain the occupant's signed acknowledgement thereon;

v. Provided, however, that if the occupant's behavior results in immediate termination of residency pursuant to rules approved by the City as part of the special use permit for that facility, the operator shall comply with paragraphs i through iv of this subsection (a)(10) as soon as possible.

(11) Prior to an occupant's eviction from or involuntary termination of residency in a group home, the operator thereof shall also:

i. Make available to the occupant transportation to the address listed on the occupant's driver license, state-issued identification card, or the permanent address identified in the occupant's application or referral to the group home;

ii. Provided, however, that should the occupant decline transportation to his or her permanent address or otherwise has no permanent address, then the operator shall make available to the occupant transportation to another group home or residential care facility that has agreed to accept the occupant.

(12) The group home operator shall maintain records for a period of one year following eviction from or involuntary termination of residency of an occupant that document compliance with subsections (a)(10) and (a)(11) of this section; provided, however, that nothing herein shall require an operator of a group home to violate any provision of state or federal law regarding confidentiality of health care information. The group home operator may not satisfy the obligations set forth in subsection (a)(11) of this section by providing remuneration to the occupant for the cost of transportation.

(13) All drivers of vehicles picking up or dropping off persons at a group home shall comply with all applicable provisions of this Code and the Vehicle Code, including, but not limited to, those provisions regulating licensure and parking, standing and stopping.

(14) In addition to the regulations outlined above, the following shall also apply to sober living homes:

i. The sober living home is not located within 650 feet, as measured from the closest property lines, of any other sober living home or a state licensed alcoholism or drug abuse recovery or treatment facility.

ii. All occupants, other than the house manager, must be actively participating in legitimate recovery programs, including, but not limited to, Alcoholics Anonymous or Narcotics Anonymous and the sober living home must maintain current records of meeting attendance. Under the sober living home's rules and regulations, refusal to actively participate in such a program shall be cause for eviction.

iii. The sober living home's rules and regulations must prohibit the use of any alcohol or any non-prescription drugs at the sober living home or by any recovering addict either on or off site. The sober living home must also have a written policy regarding the possession, use and storage of prescription medications. The facility cannot dispense medications but must make them available to the residents. The possession or use of prescription medications is prohibited except for the person to whom they are prescribed, and in the amounts/dosages prescribed. These rules and regulations shall be posted on site in a common area inside the dwelling unit. Any violation of this rule must be cause for eviction under the sober living home's rules for residency and the violator cannot be re-admitted for at least 90 days. Any second violation of this rule shall result in permanent eviction. Alternatively, the sober living home must have provisions in place to remove the violator from contact with the other residents until the violation is resolved.

iv. The number of occupants subject to the sex offender registration requirements of Penal Code section 290 does not exceed the limit set forth in Penal Code section 3003.5 and does not violate the distance provisions set forth in Penal Code section 3003.

v. The sober living home shall have a written visitation policy that shall preclude any visitors who are under the influence of any drug or alcohol.

vi. The sober living home shall have a good neighbor policy that shall direct occupants to be considerate of neighbors, including refraining from engaging in excessively loud, profane or obnoxious behavior that would unduly interfere with a neighbor's use and enjoyment of their dwelling unit. The good neighbor policy shall establish a written protocol for the house manager/operator to follow when a neighbor complaint is received.

vii. The sober living home shall not provide any of the following services as they are defined by section 10501(a)(6) of Title 9, California Code of Regulations: detoxification; educational counseling; individual or group counseling sessions; and treatment or recovery planning.

(b) The special use permit shall be issued by the director as a ministerial matter if the applicant is in compliance or has agreed to comply with subsections (a)(1) through (a)(14) of this section. At least 10 days prior to issuing a special use permit, the director shall cause written notice to be mailed to the owner of record and occupants of all properties within 500 feet of the location of the group home. Prior to issuance of the special use permit, the director shall hold a public hearing for the purpose of receiving information regarding compliance with the applicable provisions of subsections (a) and (b) of this section. The issuance of the special

use permit shall be denied upon a determination, and if already issued shall be denied or revoked upon a hearing, by the director that any of the following circumstances exist:

(1) Any owner/operator or staff person has provided materially false or misleading information on the application or omitted any pertinent information;

(2) Any owner/operator or staff person has an employment history in which he or she was terminated during the past two years because of physical assault, sexual harassment, embezzlement or theft; falsifying a drug test; and selling or furnishing illegal drugs or alcohol.

(3) Any owner/operator or staff person has been convicted of or pleaded nolo contendere, within the last seven to 10 years, to any of the following offenses:

i. Any sex offense for which the person is required to register as a sex offender under California Penal Code section 290 (last 10 years);

ii. Arson offenses—Violations of Penal Code Sections 451—455 (last seven years); or

iii. Violent felonies, as defined in Penal Code section 667.5, which involve doing bodily harm to another person (last 10 years).

iv. The unlawful sale or furnishing of any controlled substances (last seven years).

(4) Any owner/operator or staff person is on parole or formal probation supervision on the date of the submittal of the application or at any time thereafter.

(5) The owner/operator accepts residents, other than a house manager, who are not handicapped as defined by the FHAA and FEHA.

(6) A special use permit for a sober living home shall also be denied upon a determination, and if already issued, any transfer shall be denied or revoked, upon a hearing, by the director that any of the following additional circumstances exist:

i. Any owner/operator or staff person of a sober living home is a recovering drug or alcohol abuser and upon the date of application or employment has had less than one full year of sobriety.

ii. The owner/operator of a sober living home fails to immediately take measures to remove any resident who uses alcohol or illegally uses prescription or non-prescription drugs, or who is not actively participating in a legitimate recovery program from contact with all other sober residents.

iii. The sober living home, as measured by the closest property lines, is located within 650 feet of any other sober living home or state licensed alcoholism or drug abuse recovery or treatment facility. If a state-licensed alcoholism or drug abuse recovery or treatment facility moves within 650 feet of an existing sober living home this

shall not cause the revocation of the sober living home's permit or be grounds for denying a transfer of such permit.

(7) For any other significant and/or repeated violations of this section and/or any other applicable laws and/or regulations, including, but not limited to, failure to comply with the provisions of subsections (a)(10) through (13).

(8) Revocation shall not apply to any group home, which otherwise would cause it to be in violation of this section, that has obtained a reasonable accommodation pursuant to section 13-200.62

Staff reviewed the application and supporting materials and determined that the project satisfies the provisions and requirements of CMMC Section 13-311, subsections (a) and (b). Based on this review, no disqualifying grounds have been identified at this time.

On October 23, 2025, a hearing was held before a hearing officer acting as the designee of the Director of Economic and Development Services to consider SUP Application No. PGSH-24-0002. The purpose of the hearing was to receive information and testimony regarding the Applicant's compliance with the objective standards set forth in subsections (a) and (b) of Section 13-311.

On January 5, 2026, after reviewing the application materials, hearing testimony and re-submittal of certain information by the applicant, the SUP was issued by the Hearing Officer.

On January 7, 2026, Mayor Stephens submitted a timely "application for review" of the approval pursuant to CMMC Section 2-302. Mayor Stephens listed concerns regarding "impacts to neighborhood of sober living home operations" (Attachment 4).

On February 23, 2026, the Planning Commission upheld the decision of the Hearing Officer's approval of Special Use Permit (PGSH-24-0002) to allow a sober living home with six or fewer persons (not counting the house manager).

On March 2, 2026, Council Member Buley submitted a timely "application for review" of the Planning Commission's decision pursuant to CMMC Section 2-302. The request was made to provide the community with an opportunity to voice concerns before the City Council and to allow the Council to review any opposition or request additional information regarding the Special Use Permit (Attachment 10).

ANALYSIS:

Section CMMC 13-311 establishes a ministerial review process for the Special Use Permit. As stated in the Hearing Officer's determination, the permit complies with CMMC Sections 13-32, 13-85 and 13-311, as shown in Table 1 above. The home will accommodate six recovery residents and one full-time house manager ensuring adherence to the maximum occupancy limit. The group home will be in the primary dwelling unit, with no accessory dwelling unit on the property, meeting zoning standards that prohibit group homes in accessory units unless both units serve the same purpose. Parking requirements are satisfied, as the five-bedroom home requires a minimum of four parking spaces, and the property provides five on-site spaces—two in the garage and three in the driveway. Additionally, there are no other sober living homes or state-licensed alcoholism or drug abuse recovery or treatment

facilities within a 650-foot radius of the proposed residence, ensuring compliance with the required separation distance. Furthermore, the application includes all required documentation in compliance with CMMC Section 13-311, including the written intake procedures and relapse policy.

Based on the information initially provided and subsequently revised, the SUP application was approved, subject to the following conditions:

1. Prior to operation of the sober living home, the applicant shall schedule and pass an inspection by the Costa Mesa Fire and Rescue Department to verify that the property meets the basic fire and life safety requirements for a single-family dwelling, including but not limited to the installation of smoke detectors and carbon monoxide (CO) detectors.

2. Failure to comply with the requirements listed in CMMC Section 13-311 may result in the revocation of this permit.

Planning Commission Review

In its review of the project, the Planning Commission considered the SUP to allow a sober living home with six or fewer persons (not counting the house manager).

During deliberations, the Planning Commission inquired about Stephouse Recovery's operation, seeking clarification on whether it functions as a treatment facility or sober living home and if it is currently operating. Commissioners also questioned staff regarding CMMC requirements, separation requirement of any other sober living home or a state licensed alcoholism or drug abuse recovery or treatment facility, and issues raised at the Hearing Officer hearing. Staff responded to the Commission's inquiries, clarifying that Stephouse Recovery is not currently operating as a sober living home at this location and is not located within 650-feet from another of any other sober living home or a state licensed alcoholism or drug abuse recovery or treatment facility. The Commission questioned whether as a de novo hearing if they could consider all aspects of the application including if their review is not limited to the question raised in the call up for review if there is an impact to the neighborhood or not. The City Attorney's Office explained that the Planning Commission's review is limited to determining whether the applicant complies with the requirements set forth in Section 13-311 of the CMMC.

Seven members of the public provided comments and noted their concerns about the potential operation of Stephouse Recovery, emphasizing neighborhood safety, compatibility with the single-family residential area, and possible increases in traffic, noise, and crime associated with a congregate recovery residence. Several speakers also questioned the applicant's compliance with the Municipal Code and consistency of information provided.

The Planning Commission voted 7-0, to uphold the Hearing Officer's issuance of Special Use Permit (PGSH-24-0002) and adopted Resolution No. PC-2026-06 (Attachment 7). As part of motion discussion, several commissioners expressed the limited scope of the Commission's review, with members emphasizing that the decision was ministerial and confined to determining whether the applicant complied with municipal code requirements. Two Commissioners stated they did not find new evidence that would justify overturning the approval and noted their role is to apply existing City Council policies, not create or modify them. While acknowledging and expressing empathy for neighbors' concerns about safety and neighborhood impacts, two Commissioners reiterated that the application

met the code standards before them. One Commissioner indicated they would support the motion based on compliance with the established regulations, despite reservations about broader policy issues.

Call for Review of Planning Commission's Approval

On March 2, 2026, a call for review of the Planning Commission's approval of the project was filed by Council Member Buley. The application for review noted that the request was made to provide the community with an opportunity to voice concerns before the City Council and to allow the Council to review any opposition or request additional information regarding the SUP.

Appeal and Call to Review Procedures

CMMC Title 2, Chapter IX, governs the City's appeal and review procedures. Section 2-309(4) states that an appeal from a decision of any committee or commission shall be made to the City Council. Any appeal must be filed in accordance with the procedures set forth in the Municipal Code and accompanied by the applicable processing fee.

Section 2-303(4) states that an appeal hearing shall consist of a new (i.e., de novo) hearing on the matter by the person or body specified in Section 2-309. The appeal hearing shall be based on the following evidence:

(a) Any relevant evidence, including staff reports, etc., submitted at the time of the prior decision and at the appeal hearing; and
(b) Findings, if any, and decision of the person or body whose decision is being appealed.

As a de novo hearing, the City Council may consider new evidence. However, the Council's review is limited to determining whether the applicant complies, or has agreed to comply, with the objective standards set forth in subsections (a) and (b) of Section 13-311.

Pursuant to CMMC Chapter IX, Section 2-303(6), the applicant for the original decision shall have the burden of proof to support the granting of the approval action at the appeal.

Staff has attached a draft City Council resolution for approval based on the Planning Commission's February 23, 2026, decision. Notwithstanding this, should the City Council determine to overturn the Planning Commission's decision, staff requests that the City Council articulate its reasons for denial so staff can incorporate these into a written resolution.

The City Council's action to uphold or overturn the Planning Commission's decision would constitute the final administrative decision of the City. Any court challenge to the decision must be filed within the time limits established by California Code of Civil Procedure Section 1094.6 and California Government Code Section 65009.

ENVIRONMENTAL DETERMINATION:

The project (permit) is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Sections 15268 (Ministerial Projects) and 15301 (Existing Facilities).

ALTERNATIVES:

City Council alternatives include the following:

1. Uphold the decision of the Planning Commission upholding the Hearing Officer's decision.

2. Determine that the application does not meet the requirements of Section 13-311, overturn the Planning Commission's decision, and thereby deny the permit.

FISCAL REVIEW:

There is no fiscal impact to the adoption of a resolution upholding the Planning Commission's decision.

LEGAL REVIEW:

The City Attorney's Office has reviewed this report and the resolution and approves them both as to form.

PUBLIC NOTICE:

Pursuant to Title 13, Section 13-29(d), of the Costa Mesa Municipal Code, three types of public notification have been completed no less than 10 days prior to the date of the public hearing:

1. **Mailed notice.** A public notice was mailed to all property owners and occupants within a 500-foot radius of the project site on Wednesday, April 22, 2026. The required notice radius is measured from the external boundaries of the property.
2. **On-site posting.** A public notice was posted on the street frontage of the project site on Thursday, April 23, 2026.
3. **Newspaper publication.** A public notice was published once in the Daily Pilot newspaper on Friday, April 24, 2026.

As of the date of this report, no written public comment has been received. See Attachment 5 for the Hearing Officer public comments and see Attachment 9 for the Planning Commission public comments.

Any public comments received for the May 5, 2026, City Council meeting, may be viewed at this link: CITY OF COSTA MESA - Calendar (legistar.com)

CONCLUSION:

Based on the evidence in the record, the Hearing Officer determined that the application complies with CMMC Section 13-311. Upon review, and based on the evidence in the record, the Planning Commission determined that the application complies with CMMC Section 13-311. Therefore, staff recommends the City Council uphold the Planning Commission's decision to uphold the Hearing Officer's issuance of Special Use Permit (PGSH-24-0002).

RESOLUTION NO. 2026-xx

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COSTA MESA, CALIFORNIA, UPHOLDING THE DECISION OF THE PLANNING COMMISSION TO UPHOLD THE HEARING OFFICER'S APPROVAL OF SPECIAL USE PERMIT PGSH-24-0002 TO ALLOW A SOBER LIVING HOME WITH SIX OR FEWER PERSONS (NOT COUNTING THE HOUSE MANAGER) TO BE LOCATED AT 1601 BAKER ST

THE CITY COUNCIL OF THE CITY OF COSTA MESA HEREBY FINDS AND DECLARES AS FOLLOWS:

WHEREAS, on June 1, 2024, Planning Application PGSH-24-0002 was filed by George Vilagut, as applicant, property owner, and sole owner of Stephouse Recovery, Inc., requesting approval of Planning Application PGSH-24-0002 for a Special Use Permit (SUP) to allow the operation of a sober living home with six or few persons (not counting the house manager) at 1601 Baker Street; and

WHEREAS, staff reviewed the application and supporting materials and determined that the project satisfies the provisions and requirements of CMMC Section 13-311, subsections (a) and (b), and that no disqualifying grounds had been identified; and

WHEREAS, on October 23, 2025, a duly noticed public hearing was held before a Hearing Officer, acting as designee of the Director of Economic and Development Services, to consider SUP Application No. PGSH-24-0002, with all persons having the opportunity to submit written comments for and against the proposal, pursuant to Costa Mesa Municipal Code Section 13-311, for the purpose of receiving information regarding the Applicant's compliance with the applicable provisions of subsections (a) and (b) of Section 13-311; and

WHEREAS, on December 23, 2025, the Director provided a written notice to the applicant and the owners and occupants of all properties within 500 feet of the location of the sober living home that the SUP was going to be approved based on compliance with Costa Mesa Municipal Code Section 13-311, subject to conditions of approval and CMMC requirements; and

WHEREAS, on January 5, 2026, the Hearing Officer issued SUP PGSH-24-0002; and

WHEREAS, on January 7, 2026, Mayor Stephens submitted a timely “Application for Review” of the Hearing Officer’s approval of SUP PGSH-24-0002 pursuant to CMMC Title 2, Chapter IX; and

WHEREAS, a duly noticed public hearing was held by the Planning Commission on February 23, 2026, with all persons having the opportunity to speak for and against the proposal; and

WHEREAS, on February 23, 2026, the Planning Commission upheld the decision of the Hearing Officer’s approval of Special Use Permit PGSH-24-0002 to allow a sober living home with six or fewer persons (not counting the house manager); and

WHEREAS, on March 2, 2026, Council Member Buley submitted a timely “application for review” of the Planning Commission’s decision in a timely manner; and

WHEREAS, a duly noticed public hearing was held by the City Council on May 5, 2026, with all persons having the opportunity to speak for and against the proposal; and

WHEREAS, pursuant to the California Environmental Quality Act (CEQA) the project is exempt from the provisions of CEQA pursuant to Sections 15268 (Ministerial Projects) and 15301 (Existing Facilities); and

WHEREAS, the CEQA categorical exemption for this project reflects the independent judgement of the City of Costa Mesa; and

WHEREAS, the City Council finds that the application meets the criteria for issuance of the SUP pursuant to CMMC Section 13-311.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COSTA MESA HEREBY RESOLVES as follows:

BE IT RESOLVED that based on the evidence in the record, the City Council hereby **UPHOLDS THE PLANNING COMMISSION’S DECISION** ON SUP PGSH-24-0002.

BE IT FURTHER RESOLVED that if any section, division, sentence, clause, phrase or portion of this resolution, or the document in the record in support of this resolution, are for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions.

PASSED AND ADOPTED this 5th day of May, 2026.

_____
John Stephens, Mayor

ATTEST:

_____
Brenda Green, City Clerk

APPROVED AS TO FORM:

_____
Kimberly Hall Barlow, City Attorney

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss
CITY OF COSTA MESA)

I, BRENDA GREEN, City Clerk of the City of Costa Mesa, DO HEREBY CERTIFY that the above and foregoing is the original of Resolution No. 2026-xx and was duly passed and adopted by the City Council of the City of Costa Mesa at a regular meeting held on the 5th day of May, 2026, by the following roll call vote, to wit:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

IN WITNESS WHEREOF, I have hereby set my hand and affixed the seal of the City of Costa Mesa this 6th day of May, 2026.

_____
Brenda Green, City Clerk

ECONOMIC & DEVELOPMENT SERVICES DEPARTMENT

MEMORANDUM

Item #: 25-01 **Public Hearing Date: 10/23/2025**

LOCATION: **1601 BAKER STREET**

FILE NO: **PGSH-24-0002**

REQUEST FOR: **ALLOW A SOBER LIVING HOME WITH SIX OR FEWER PERSONS (NOT COUNTING THE HOUSE MANAGER)**

APPLICANT: **GEORGE VILAGUT ON BEHALF OF STEPHOUSE RECOVERY INC.**

CEQA: **PROJECT IS EXEMPT FROM CEQA: SECTION 15268 – MINISTERIAL PROJECTS AND SECTION 15301 – EXISTING FACILITIES**

PLANNER: **VICTOR MENDEZ**

GENERAL PLAN: **LOW DENSITY RESIDENTIAL (LDR)**
ZONING: **R-1 – SINGLE FAMILY RESIDENTIAL**

The Special Use Permit (SUP) application (PGSH-24-0002) has been filed for a proposed single-unit sober living home, which will accommodate six recovery residents and one live-in house manager. The proposed site is located at 1601 Baker Street within the R1 zoning district and has been submitted by George Vilagut on behalf of Stephouse Recovery Inc.

The project site encompasses approximately 0.16 acres and consists of a single parcel. It is currently developed with a 2,500 square-foot single-family residence built in 1959. The surrounding area consists of -family residential properties to the west, south, and east, with additional single-family homes located across Baker Street.

BACKGROUND

Facilities licensed by the state to care for up to six residents are exempt from local regulation per state law. However, in accordance with Costa Mesa Municipal Code (CMMC) Title 13,

Chapter XV, unlicensed group homes serving up to six residents in any residential zone must obtain approval of a SUP.

Presently, the Director of Economic and Development Services is authorized to issue the special use permit as a ministerial permit, based on the facility's compliance with the adopted standards for location and operation. As a ministerial permit, review is limited to the objective standards identified in the zoning ordinance. At least 10 days prior to issuing a special use permit, the Director shall direct written notice to be mailed to the owner of record and occupants of all properties within 500 feet of the location of the group home to serve as notification of the permit and the hearing. Prior to the issuance of a SUP, the Director is obligated to hold a hearing, for the purpose of receiving information regarding compliance with applicable provisions pursuant to Costa Mesa Municipal Code (CMMC) subsections 13-311(a) and (b), in accordance with the limitations of a ministerial permit review.

The purpose of the public hearing for a Special Use Permit for an unlicensed group home of six or fewer occupants (excluding the housing manager) is strictly to collect information on compliance with the applicable standards in Costa Mesa's Municipal Code (e.g. § 13-311). It is a ministerial process – staff's role is limited to verifying whether the application conforms to the ordinance, not making discretionary judgments.

Comments or concerns submitted by the public become part of the record and may provide factual evidence relevant to compliance. Staff and the applicant may respond to or clarify such information, but all decisions must be grounded in the objective requirements of the ordinance.The only instances the special use permit can be denied or revoked upon a determination, and if already issued shall be denied or revoked upon a hearing, by the Director that any of the following circumstances exist:

(1) Any owner/operator or staff person has provided materially false or misleading information on the application or omitted any pertinent information;

(2) Any owner/operator or staff person has an employment history in which he or she was terminated during the past two years because of physical assault, sexual harassment, embezzlement or theft; falsifying a drug test; and selling or furnishing illegal drugs or alcohol.

(3) Any owner/operator or staff person has been convicted of or pleaded nolo contendere, within the last seven to 10 years, to any of the following offenses:

i. Any sex offense for which the person is required to register as a sex offender under California Penal Code section 290 (last 10 years);

ii. Arson offenses–Violations of Penal Code Sections 451–455 (last seven years); or

iii. Violent felonies, as defined in Penal Code section 667.5, which involve doing bodily harm to another person (last 10 years).

iv. The unlawful sale or furnishing of any controlled substances (last seven years).

(4) Any owner/operator or staff person is on parole or formal probation supervision on the date of the submittal of the application or at any time thereafter.

(5) The owner/operator accepts residents, other than a house manager, who are not handicapped as defined by the FHAA and FEHA.

(6) A special use permit for a sober living home shall also be denied upon a determination, and if already issued, any transfer shall be denied or revoked, upon a hearing, by the Director that any of the following additional circumstances exist:

i. Any owner/operator or staff person of a sober living home is a recovering drug or alcohol abuser and upon the date of application or employment has had less than one full year of sobriety.

ii. The owner/operator of a sober living home fails to immediately take measures to remove any resident who uses alcohol or illegally uses prescription or non-prescription drugs, or who is not actively participating in a legitimate recovery program from contact with all other sober residents.

iii. The sober living home, as measured by the closest property lines, is located within 650 feet of any other sober living home or state licensed alcoholism or drug abuse recovery or treatment facility. If a state-licensed alcoholism or drug abuse recovery or treatment facility moves within 650 feet of an existing sober living home, this shall not cause the revocation of the sober living home's permit or be grounds for denying a transfer of such permit.

(7) For any other significant and/or repeated violations of this section and/or any other applicable laws and/or regulations, including, but not limited to, failure to comply with the provisions of subsections (a)(10) through (13).

(8) Revocation shall not apply to any group home, which otherwise would cause it to be in violation of this section, that has obtained a reasonable accommodation pursuant to section 13-200.62

STANDARD OF REVIEW

The project complies with CMMC Sections 13-32, 13-85 and 13-311, as shown in the project data table below. The home will accommodate six recovery residents and one full-time house manager ensuring adherence to the maximum occupancy limit. The group home will be in the primary dwelling unit, with no accessory dwelling unit on the property, meeting zoning standards that prohibit group homes in accessory units unless both units serve the same purpose. Parking requirements are satisfied, as the five-bedroom home requires a minimum of four parking spaces, and the property provides five on-site spaces—two in the garage and three in the driveway. Additionally, there are no other sober living homes or state-licensed alcoholism or drug abuse recovery or treatment facilities within a 650-foot radius of the proposed residence, ensuring compliance with the required separation distance. Furthermore, the application includes all required documentation in compliance with CMMC Section 13-311, including the written intake procedures and relapse policy.

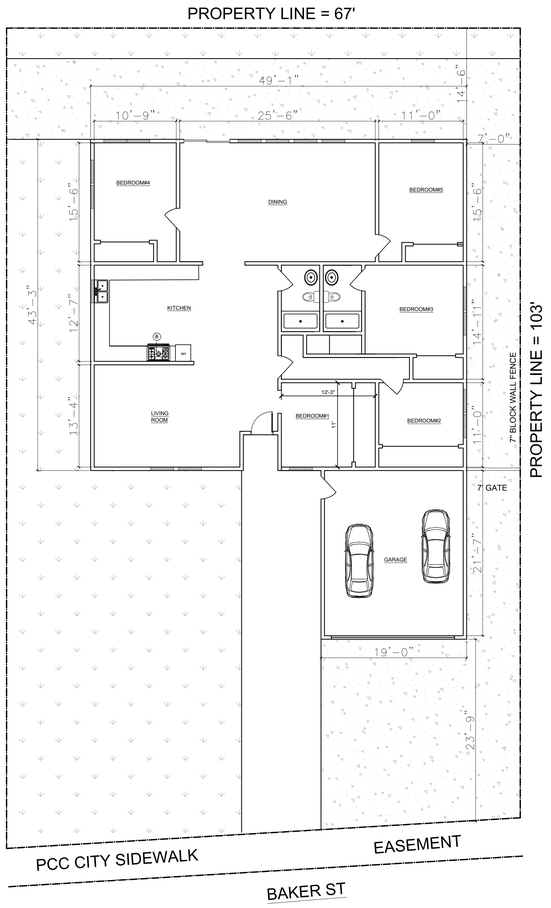
Based on the information provided and after a thorough review, the SUP application is approved, subject to the following conditions:

1. Prior to operation of the sober living home, the applicant shall schedule and pass an inspection by the Costa Mesa Fire Department to verify that the property meets the basic fire and life safety requirements for a single-family dwelling, including but not limited to the installation of smoke detectors and carbon monoxide (CO) detectors.
2. Failure to comply with the requirements listed in CMMC Section 13-311 may result in the revocation of this permit.

PROJECT DATA TABLE - COMPLIANCE WITH KEY DEVELOPMENT STANDARDS				
Zoning Section	**DEVELOPMENT STANDARD**	**CODE REQUIREMENT**	**PROPOSED/ PROVIDED**	**MEETS CODE**
Residential Development Standards - R1 Zone (CMMC 13-32)				
	Minimum Lot Area	6,000 SF	7,384 SF	☑ Yes
	Maximum Building/Structure Height	2 Stories / 27 FT	1 story / 15 FT 2 IN	☑ Yes

PROJECT DATA TABLE - COMPLIANCE WITH KEY DEVELOPMENT STANDARDS				
Zoning Section	**DEVELOPMENT STANDARD**	**CODE REQUIREMENT**	**PROPOSED/ PROVIDED**	**MEETS CODE**
	Maximum Density	1 Dwelling Unit per 6,000 Square Feet	1 Dwelling Unit	☑ Yes
	Setbacks:			
	Front	20 FT	20 FT	☑ Yes
	Side – Left (Interior)	5 FT	11 FT	☑ Yes
	Side – Right (Interior)	5 FT	7 FT	☑ Yes
	Rear	10 FT	14 FT 6 IN	☑ Yes
	Front	20 FT	20 FT	☑ Yes
Residential Off-Street Parking Standards - R1 Zone (CMMC 13-85)	Parking:			
	Standard	4	5	☑ Yes
Group Homes - R1 Zone (CMMC 13-311)	Primary vs Accessory Dwelling Unit	Group Home Must be in a Primary Dwelling Unit; Not Allowed in an Accessory Unit Unless the Primary Unit is Used for the Same Purpose	Located in the Primary Dwelling Unit; No Accessory Secondary Unit on the Property or Proposed	☑ Yes
	Maximum Number of Occupants	6 or Fewer Occupants (Excluding House Manager)	6 Occupants (Excluding House Manager)	☑ Yes
	Minimum Distance From Another Sober Living Home or State Licensed Alcoholism or Drug Abuse Recovery or Treatment Facility	≥ 650 FT From Another Sober Living Home or State Licensed Facility	Not Located Within 650 FT of Another Facility	☑ Yes

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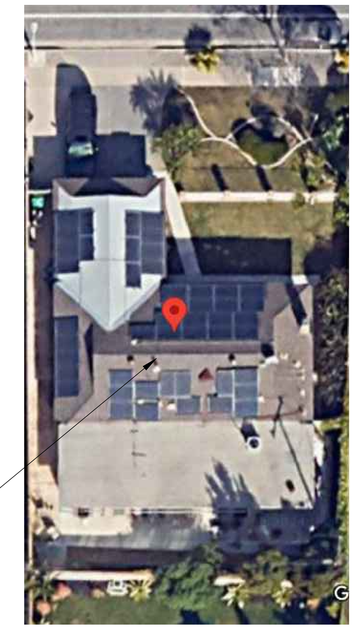


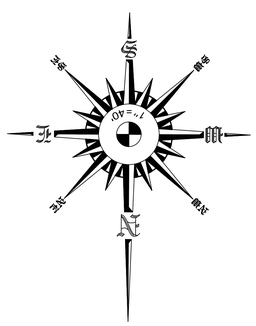
PROJECT DATA

APN/PARCEL NUMBER	:	139-193-14
ZONING	:	R1
CONSTRUCTION TYPE	:	VB
SPRINKLER SYSTEM	:	NO
NUMBER OF STORIES	:	1
LOT SIZE	:	7,384 SQFT
RESIDENCE	:	2,500 SFT
FLOOR AREA RATIO	:	.034

PLAN SHEETS

A0 VICINITY MAP/COVER SHEET
A1 SITE PLAN
A2 ELEVATIONS
A3 ELEVATIONS
A4 ROOF PLAN
A5 SECTIONS





BUILDING CODE INFORMATION

CURRENT CODE:

2022 CRC
2022 CALIFORNIA MECHANICAL CODE
2022 CALIFORNIA ELECTRICAL CODE
2022 CALIFORNIA PLUMBING CODE
2022 CALIFORNIA ENERGY CODE
2022 CALIFORNIA FIRE CODE
2022 CALIFORNIA GREEN CODE

2022 CITY OF COSTA MESA MUNICIPAL CODE

BATHROOMS

ALL GLASS ENCLOSURES AY SHOWERS SHALL UTILIZE TEMPERED GLAZING.

SHOWER FLOORS, AND SHOWER WALLS SHALL BE FINISHED WITH NONABSORBENT SURFACE WITH A HEIGHT OF AT LEAST 6 FEET ABOVE THE FLOOR.

SMOKE ALARMS

SMOKE ALARMS SHALL BE LABELED AND LISTED IN ACCORDANCE WITH UL217. (CRC R314.1,1)

SMOKE ALARMS SHALL RECEIVE THEIR PRIMARY POWER FROM THE BUILDING WIRING AND SHALL BE EQUIPPED WITH A BATTERY BACK UP. (CRC R314.6)

SMOKE ALARMS SHALL BE INTERCONNECTED SO THAT ACTIVATION OF ONE ALARM WILL ACTIVATE ALL ALARMS WITHIN THE DWELLING UNIT.

CARBON MONOXIDE ALARMS

CARBON MONOXIDE ALARMS SHALL BE LABELED AND LISTED IN ACCORDANCE WITH UL217. (CRC R314.1,1)

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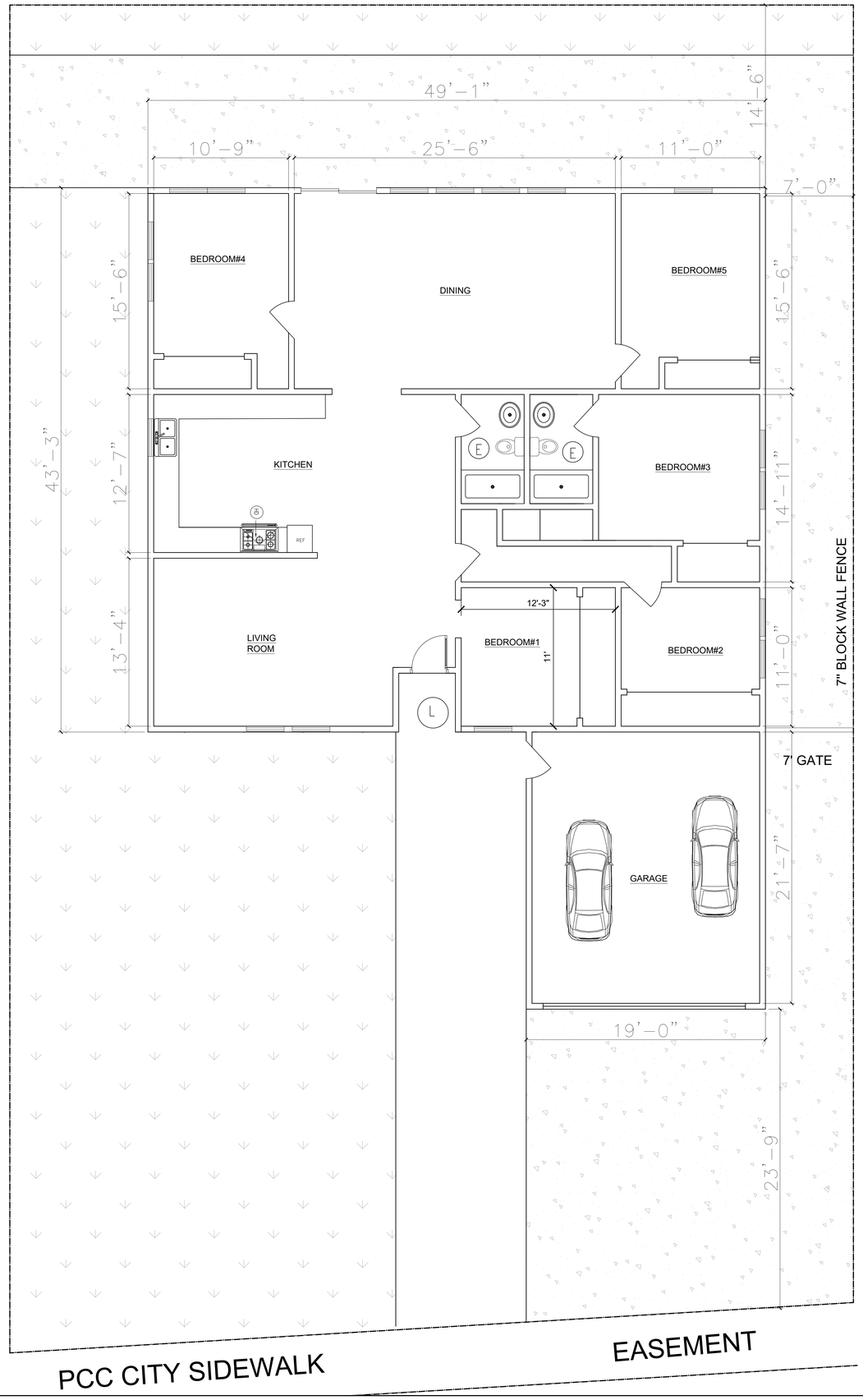
REVISIONS	BY

THE STEPHOUSE RECOVERY INC
1601 Baker St
Costa Mesa CA 92626

COVER SHEET

DATE	11/6/2024
SCALE	
DRAWN	AMMAR DAAIR
JOB	-
SHEET	A0

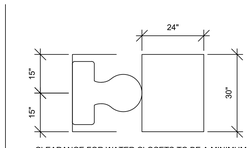
PROPERTY LINE = 67'



PROPERTY LINE = 103'

7" BLOCK WALL FENCE

TYPICAL TOILET MINIMUM CLEARANCE REQUIREMENTS



CLEARANCE FOR WATER CLOSETS TO BE A MINIMUM OF 24" IN FRONT ND 15" FROM CENTER TO ANY SIDE WALL OR OBSTRUCTION.

(SH) BATHTUB AND SHOWER FLOORS,AND WALLS ABOVE BATHTUBS WITH SHOWER AND SHOWER COMPARTMENTS,SHALL BE FINISHED WITH NONABSORBENT SURFACE TO A HEIGHT OF 6 FEET ABOVE THE FLOOR ALSO CEMENT BACKERS ,SHALL BE USED AS A BASE FOR WALL TILE IN TUB AND SHOWER AREAS AND WALL AND CEILING PANELS IN SHOWER AREAS.

(NS) GLASS ENCLOSURE DOORS AND PANELS IN TUBS AND SHOWERS MUST BE $\frac{3}{16}$"FULLY TEMPERED OR $\frac{1}{4}$"LAMINATED. DOOR IS TO SWING OUTWARD. DOORS 22" MINIMUM WIDTH.
IN THE SHOWER AND TUB SHOWER COMBINATION CONTROL VALVES MUST BE PRESSURE OR THERMOSTATIC MIXING VALVES. WINDOWS IN ENCLOSURE WALLS SHALL BE LABELED SAFELY GLAZING WHEN LESS THAN 60" ABOVE THE DRAIN.

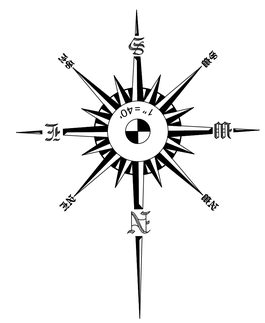
(HD) 30" COOK TOP WITH METAL HOOD&FAN TO OUTSIDE AIR MIN. EXHAUSTS RATE 100CFM BUT IF CONTINUOUS USE 50CFM

(F) FAN

(E) EXHAUST

(L) CONCRETE LANDING 36" IN WITH MINIMUM SLOPE OF $\frac{1}{4}$" PER FOOT FOR DRAINAGE. THE LANDING SHALL NOT BE MORE THAN 0.5" LOWER THAN THE THRESHOLD OF THE DOORWAY AND MAY BE 7.75" MAXIMUM LOWER THAN THE THRESHOLD WHEN THE DOOR DOES NOT SWING OVER THE LANDING. LANDING AND THRESHOLD DROP AT DOORS.

1- USE COPPER FOR COLD AND HOT WATER
2- USE PVC FOR WASTE AND VENT PIPES
3- USE STEEL FOR GAS PIPES



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SITE PLAN/ FLOOR PLAN

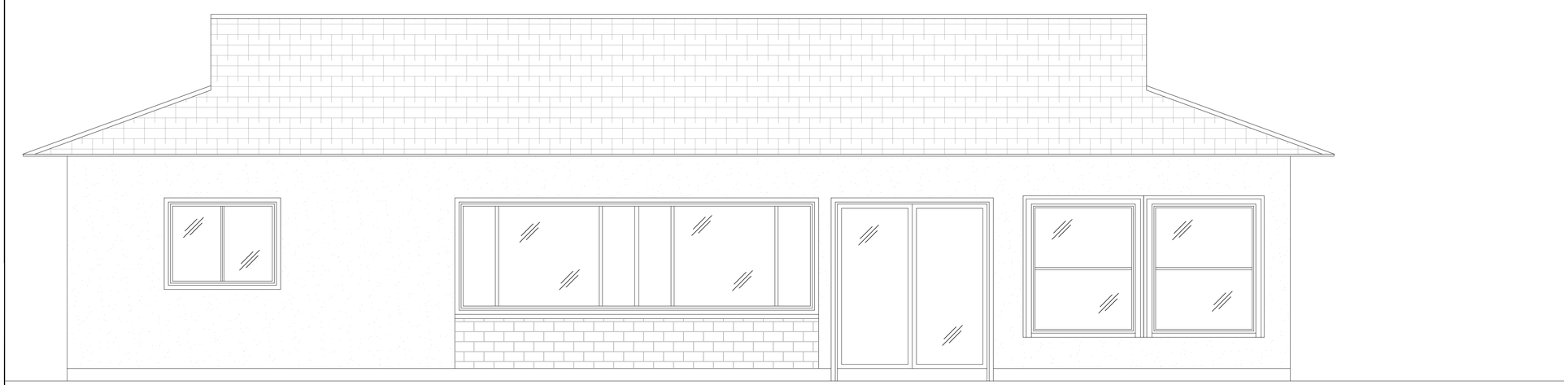
DATE	11/6/2024
SCALE	1/4" - 1'-0
DRAWN	AMMAR DAAIR
JOB	-
SHEET	A1



AR
A

NORTH ELEVATION

SCALE 1/2"=1'-0"



AR
A

SOUTH ELEVATION

SCALE 1/2"=1'-0"

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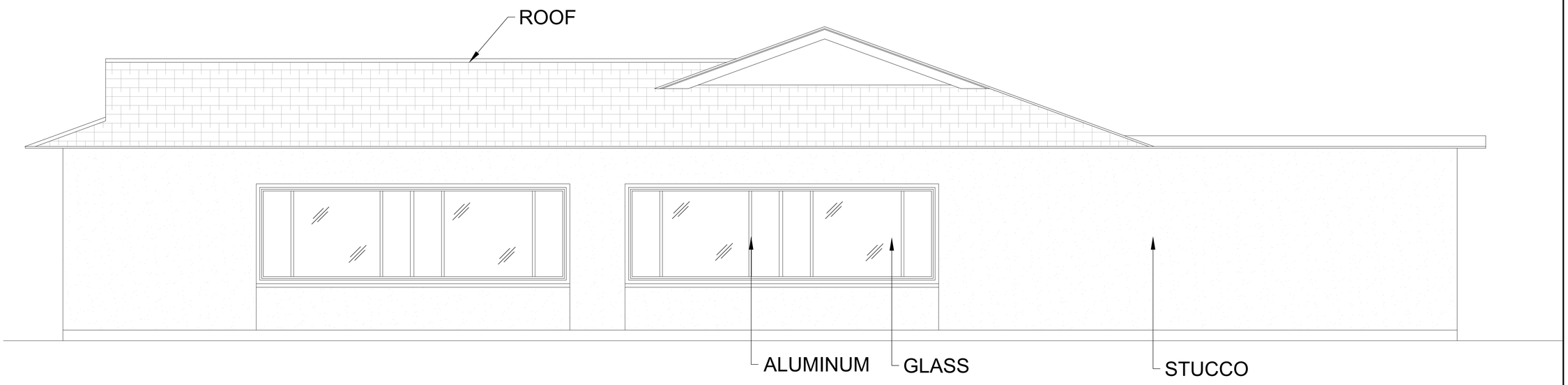
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1601 Baker St
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ELEVATIONS

DATE	11/6/2024
SCALE	1/4" – 1'-0
DRAWN	AMMAR DAAIR
JOB	–

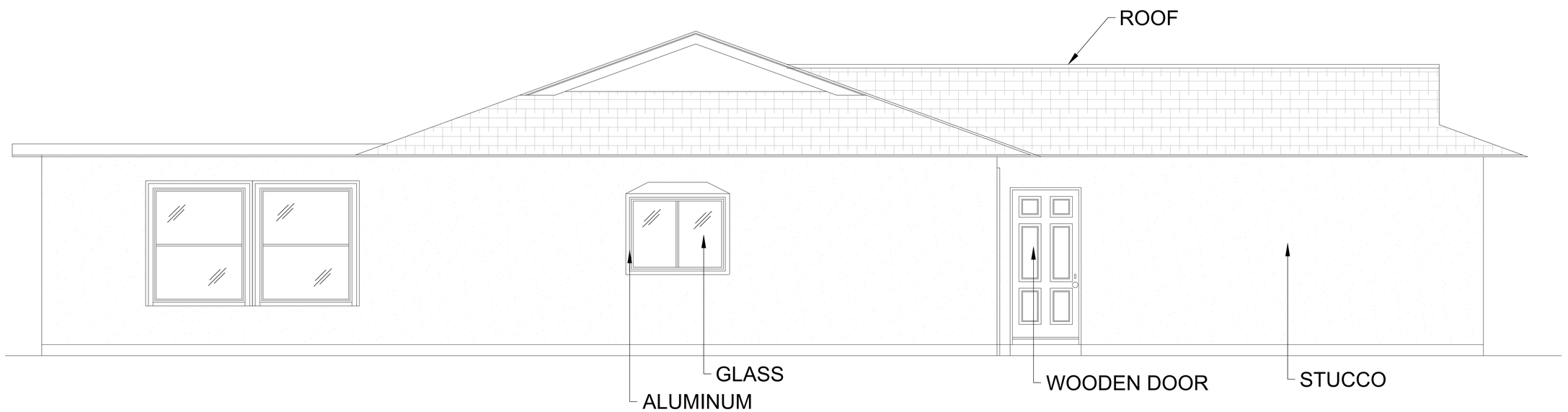
SHEET A2



AR
A

EAST ELEVATION

SCALE 1/2"=1'-0"



AR
A

WEST ELEVATION

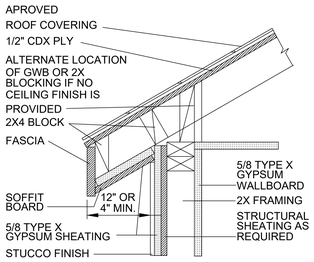
SCALE 1/2"=1'-0"

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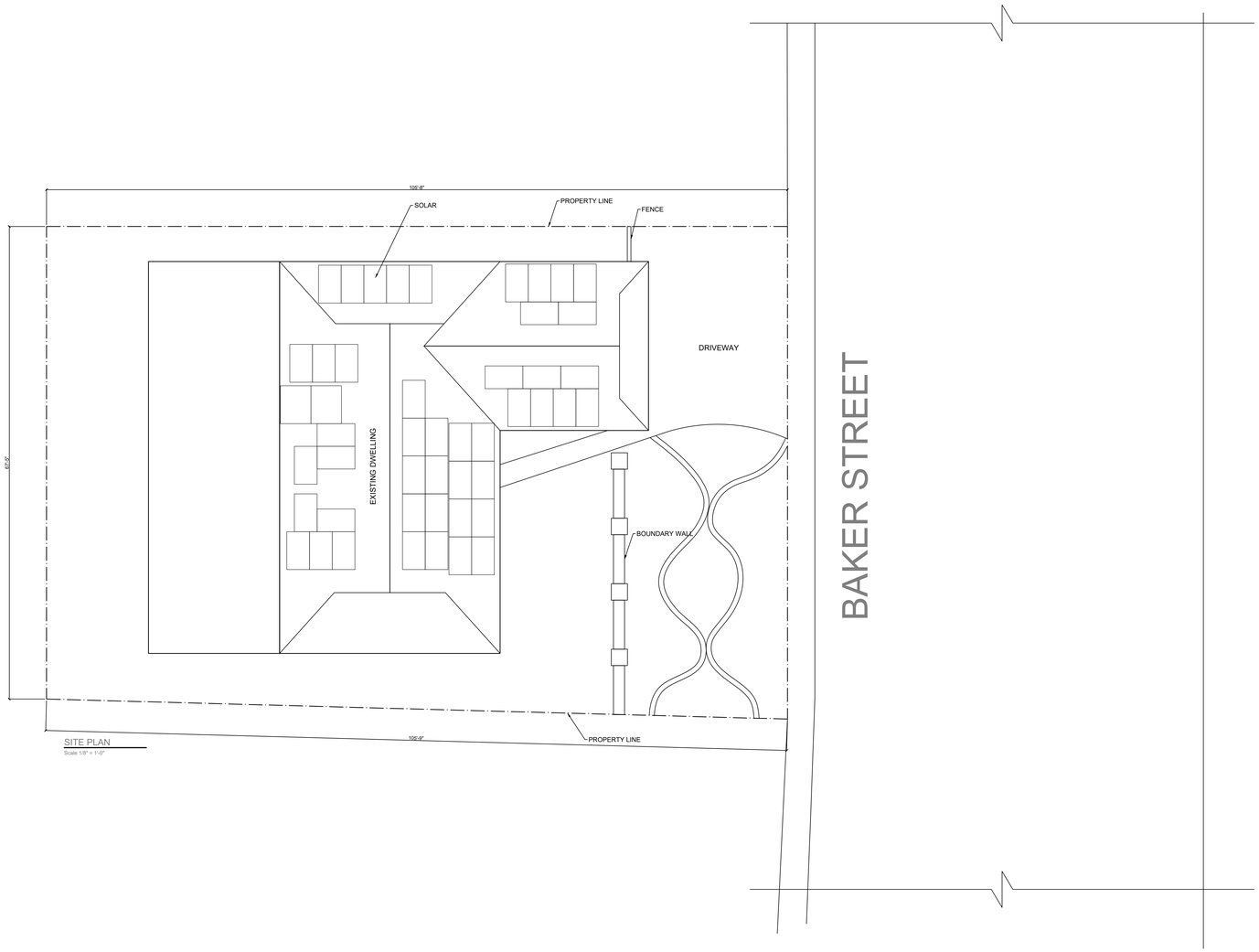
ELEVATIONS

DATE	11/6/2024
SCALE	1/4" – 1'-0
DRAWN	AMMAR DAAIR
JOB	–
SHEET	A3



NOTES:
- THE ROOF OVERHANG CANNOT EXCEED 12" AND MUST BE ONE-HOUR PROTECTED OR EQUAL ON UNDERSIDE IF ADU IS LOCATED UNDER 5' FROM PROPERTY LINE OVERHANG SHALL BE ADJUSTED TO MIN. REQUIRED. AS PER CODE SECTION R302

4 | 1 HOUR RATED WALL AND PROTECTED EAVE OVERHANG SCALE: NTS



SITE PLAN
Scale 1/8" = 1'-0"

GENERAL NOTES

1. INSULATION HAS 1" MIN. AIR SPACE ABOVE IN VAULTED CEILING.
2. INSTALLATION OF ROOFING SHALL BE IN ACCORDANCE WITH MANUFACTURES SPECIFICATIONS.
3. COMPOSITION SHINGLE ROOF OVER LAPPED 30# A.S. FELT (TYP. THRU OUT)
4. COORDINATE INSTALLATION OF NEW ROOFING WITH OTHER TRADES. REPORT ANY CONFLICTS WITH ITEMS INSTALLED BY OTHER TRADES TO DESIGNER.
5. ALL ROOF CURBS FOR NEW ROOFTOP EXHAUST FANS , HVAC UNITS AND CONDENSING UNITS SHALL HAVE CURB HEIGHTS THAT WILL ALLOW FOR A MINIMUM OF 8" BASE FLASHING HEIGHTS FOR THE ROOF SYSTEM.
6. ALL PLUMBING VENTS SHALL EXTEND ABOVE THE FINISHED SURFACE OF THE ROOF SYSTEM AS REQUIRED TO PROVIDE FOR A MINIMUM OF 8" BASE FLASHING.
7. PROVIDE 36" WIDE WALK PADS @ SERVICE SIDE OF ALL MECH. EQUIPMENT.
8. ALL EXPOSED METAL FLASHING/ TRIM PIECES TO BE PRE-FINISHED 24 GA. STL. U.N.O.. PROVIDE PRE-FINISHED OR FIELD PAINT FLASHING ONLY AS NOTED.
9. R903.4.1 OVERFLOW DRAINS AND SCUPPERS. WHERE ROOF DRAINS ARE REQUIRED, OVERFLOW DRAINS HAVING THE SAME SIZE AS THE ROOF DRAINS SHALL BE INSTALLED WITH THE INLET FLOW LINE LOCATED 2 INCHES (51 MM) ABOVE THE LOW POINT OF THE ROOF, OR OVERFLOW SCUPPERS HAVING THREE TIMES THE SIZE OF THE ROOF DRAINS AND HAVING A MINIMUM OPENING HEIGHT OF 4 INCHES (102 MM) SHALL BE INSTALLED IN THE ADJACENT PARAPET WALLS WITH THE INLET FLOW LOCATED 2 INCHES (51 MM) ABOVE THE LOW POINT OF THE ROOF SERVED. THE INSTALLATION AND SIZING OF OVERFLOW DRAINS, LEADERS AND CONDUCTORS SHALL COMPLY WITH THE CALIFORNIA PLUMBING CODE.
10. PROVIDE ICE BREAKS AT ALL PERIMETER AREAS OF STANDING SEAM ROOFING.
11. PROVIDE 36" WIDE WALK PADS @ SERVICE SIDE OF ALL MECH. EQUIPMENT. & PROVIDE 36" WIDE WALK PADS AROUND ALL ROOF HATCHES & 72"X72" PADS AT LADDERS.
12. ALL EXPOSED METAL FLASHING/ TRIM PIECES TO BE PRE-FINISHED 24 GA. STL. U.N.O.. PROVIDE PRE-FINISHED OR FIELD PAINT FLASHING ONLY AS NOTED.
13. GUTTERS - ALL GUTTERS TO BE PRE-FINISHED 24 GA. STL. . PROVIDE PRE-FINISHED GALV. STL. BENT PLATE BRACKETS AND 14GAX1" GALV. STL. SPACERS @ 36" O.C. MAX. - STAGGER W/ EACH OTHER @ 18" O.C.. PROVIDE PRE-FORMED
14. GUTTER E.J.'S PER SMACNA FIG. 1-7, TYP. @ 30'-0" MAX.. PROVIDE S.S. SCREENS @ ALL GUTTERS PER SMACNA FIG 1-24.
15. ALL DOWNSPOUTS TO BE PRE-FINISHED 24 GA. GALV. STL., PER SMACNA FIG 1-32B. DOWNSPOUTS ARE 6"X6" U.N.O., LOCATED AS NOTED ON ROOF PLAN. 15GA.X2" GALV. STL. HANGERS @ 48" O.C. MAX. PER SMACNA FIG 1-35B.
16. PROVIDE PAINTED 4' TALL CAST ALUM. DOWNSPOUT BOOTS @ ALL DOWN SPOUTS, TIE INTO SUB-GRADE DRAINAGE, RE: CIVIL.
17. TAPERED INSULATION TO BE 1/4" PER FOOT MIN. SLOPE TO DRAIN. ROOF PLAN SHOWS TAPERED INSULATION FOR GRAPHIC REPRESENTATION ONLY. CONTRACTOR TO VERIFY INSULATION REQUIRED TO SLOPE PRIOR TO MEMBRANE INSULATION.
18. PROVIDE TAPERED INSULATION CRICKETS 1/4" PER FOOT MIN. SLOPE @ HIGH SIDE OF ALL MECHANICAL UNITS AND ROOF HATCHES, TO SHED WATER AROUND AND MAINTAIN POSITIVE ROOF DRAINAGE.
19. ALL WOOD BLOCKING AT ROOF EDGES, RIDGES, ETC. TO BE 2X FR-WD BLOCKING.
20. VERIFY ELEVATION OF ROOF DRAIN RELATIVE TO OVERFLOW SCUPPER PRIOR TO INSTALLATION OF SCUPPERS

AR / A

ROOF PLANS

SCALE 1/2"=1'-0"

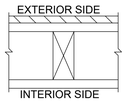
REVISIONS	BY

THE STEPHOUSE RECOVERY INC
1601 Baker St
Costa Mesa CA 92626

ROOF PLANS

DATE	11/6/2024
SCALE	1/2" – 1'-0
DRAWN	AMMAR DAAIR
JOB	–

SHEET A4



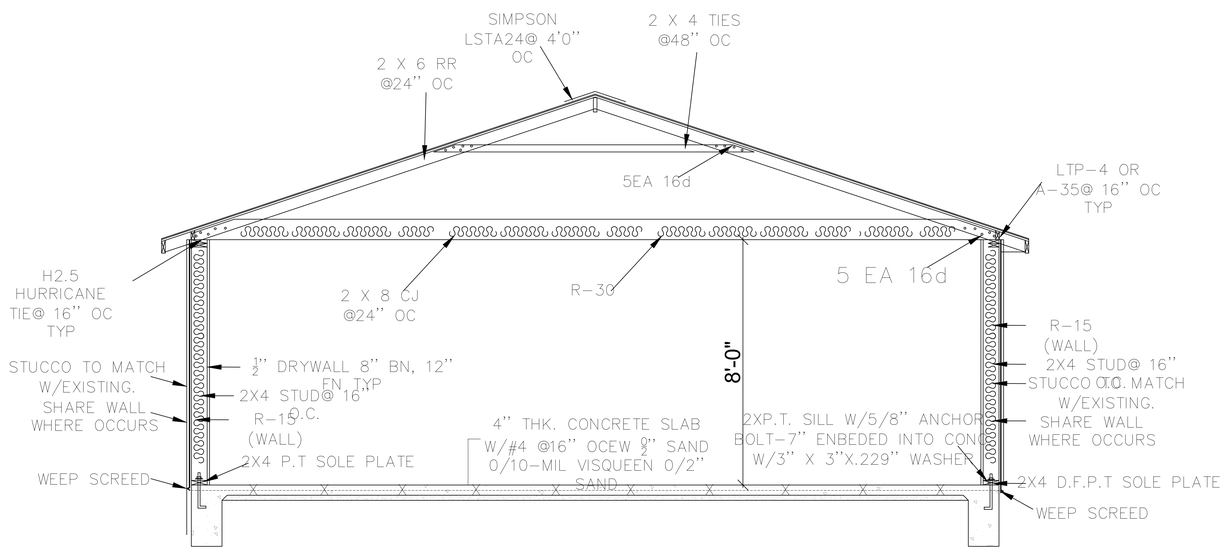
THICKNESS: VARIES
APPROX. WEIGHT: 7 PSF
FIRE TEST: SEE WP 3510
(UL R3501-47,-48,9-17-65
UL DESIGN U309,
UL R1319-129, 7-22-70,
UL DESIGN U314)

GYPSUM WALLBOARD, GYPSUM SHEATHING, WOOD STUDS

EXTERIOR SIDE: ONE LAYER 48" WIDE 5/8" TYPE X GYPSUM SHEATHING APPLIED PARALLEL TO 2X4 WOOD STUDS 24" O.C. WITH 1-3/4" GALVANIZED ROOFING NAILS 4" O.C. AT VERTICAL JOINTS AND 7" O.C. AT INTERMEDIATE STUDS AND TOP AND BOTTOM PLATES. JOINTS OF GYPSUM SHEATHING MAY BE LEFT UNTREATED. EXTERIOR CLADDING TO BE ATTACHED THROUGH SHEATHING TO STUDS.

INTERIOR SIDE: ONE LAYER 5/8" TYPE X GYPSUM WALLBOARD, WATER-RESISTANT GYPSUM BACKING BOARD, OR GYPSUM VENNER BASE APPLIED PARALLEL OR AT RIGHT ANGLES TO STUDS WITH 6d COATED NAILS, 1-7/8" LONG, 0.0915" SHANK, 1/4" HEADS, 7" O.C. (LOAD-BEARING)

5 | 1 HOUR FIRE - GENERIC EXTERIOR WALLS | SCALE: NTS



A-A (NTS)

AR / A

SECTION A-A

SCALE

1/2"=1'-0"

LEGEND:

1 — 7/8"THICK STUCCO OVER 2 LAYERS OF GRADE D PAPER OVER PLYWOOD/OSB SHEATING PER R703.7.3

2 — R-15 INSULATION

3 — 26 GA MET. WEEPSCREED

4 — 28 GAGE GALVANIZED SHEET METAL FLASHING

ROOF:

USE EAGLE ROOF COMPANY IAPMO ER-1900
ALL TILE ROOF SHALL BE INSTALLED PER MANUFACTURE SPECIFICATION.

NOTE: ROOF GUTERS SHALL BE PROVIDED WITH THE MEANS TO PREVENT ACCUULATION OF LEAVES AND DEBRIS.

PROVIDE 1 LAYER OF 72 POUND MINERAL-SURFACED NON PERFORATED CAP SHEET MEETING ASTM D3909.

ANY VENT AT EXTERIOR WALLS SHALL BE PROTECTED BY CORROSION RESISTANT NONCOMBUSTIBLE WIRE MESH WITH A MINIMUM 1/16TH INCHES OPENING AND SHALL NOT EXCEED 1/8 INCH.

NOTE: ROOF GUTTERS SHALL BE PROVIDED WITH THE MEANS TO PREVENT ACCUMULATION OF LEAVES AND DEBRIS.

RADIANT BARRIERS SHALL BE INSTALLED DIRECTLY TO THE UNDERSIDE OF THE ROOF SHEATING PERFORATED BY THE MANUFACTURE TO ALLOW MOISTER/VAPOR TRANSFER THROUGH THE ROOF DECKING MATERIAL.

THE RADIANT BARRIER SHALL BE INSTALLED TO COVER ALL GABLES END AND WALLS AND OTHER VERTICAL SURFACES IN THE ATTIC.

FASTENERS FOR ROOF COVERING SHALL BE CORROSION RESISTANT SUCH AS COPPER ,BRASS ,STAINLESS STEEL OR GALVANIZED

FASTENERS FOR ROOF COVERING SHALL BE CORROSION RESISTANT SUCH AS COPPER ,BRASS ,STAINLESS STEEL OR GALVANIZED

A MIN. 1" OF SPACE SHALL BR PROVIDED BETWEEN THE INSULATION AND THE ROOF SHEATING AND THE LOCATION OF VENTS

REVISIONS	BY

CORCAD

THE STEPHOUSE RECOVERY INC
1601 Baker St
Costa Mesa CA 92626

SECTIONS

DATE	11/6/2024
SCALE	
DRAWN	AMMAR DAAIR
JOB	–

SHEET A5

Substance Use Disorder Treatment Facilities							
Legal_Name	Facility_Address	Facility_Address_2	Facility_City	Facility_State	Facility_Zip	Distance from 1601 Baker St (Feet)	Distance from 1601 Baker St (Miles)
NEW DIRECTIONS FOR WOMEN, INC.	2601 WILLO LANE		COSTA MESA	CA	92627	17,952 ft	3.4 mi
SOUTH COAST COUNSELING, INC.	693 PLUMER STREET		COSTA MESA	CA	92627-2720	13,728 ft	2.6 mi
OPUS HEALTH, LLC	925 VICTORIA STREET		COSTA MESA	CA	92627	11,088 ft	2.1 mi
RESURGENCE CALIFORNIA, LLC	3151 AIRWAY AVENUE	SUITE K203	COSTA MESA	CA	92626	16,368 ft	3.1 mi
NANCY CLARK AND ASSOCIATES, INC.	1110 VICTORIA STREET		COSTA MESA	CA	92627	11,616 ft	2.2 mi
BREAKAWAY HEALTH CORPORATION	3151 AIRWAY AVE	SUITE D-1/D-2	COSTA MESA	CA	92626	16,368 ft	3.1 mi
YELLOWSTONE WOMEN'S FIRST STEP HOUSE, INC.	3132 BOSTON WAY		COSTA MESA	CA	92626	19,008 ft	1.5 mi
YELLOWSTONE WOMEN'S FIRST STEP HOUSE, INC.	154 EAST BAY STREET		COSTA MESA	CA	92627-2147	15,840 ft	3 mi
YELLOWSTONE WOMEN'S FIRST STEP HOUSE, INC.	2028 FULLERTON AVENUE	UNIT A, B & C	COSTA MESA	CA	92627	15,840 ft	3 mi
YELLOWSTONE WOMEN'S FIRST STEP HOUSE, INC.	590 TRAVERSE DRIVE		COSTA MESA	CA	92626	15,840 ft	3 mi
SAFE HARBOR TREATMENT CENTER FOR WOMEN, INC.	546 BERNARD STREET		COSTA MESA	CA	92627	14,784 ft	2.8 mi
SAFE HARBOR TREATMENT CENTER FOR WOMEN, INC.	240 KNOX STREET		COSTA MESA	CA	92627	20,592 ft	3.9 mi
SAFE HARBOR TREATMENT CENTER FOR WOMEN, INC.	236 KNOX STREET		COSTA MESA	CA	92627	20,064 ft	3.8 mi
MONROE OPERATIONS, LLC	3189 PULLMAN STREET		COSTA MESA	CA	92626	18,480 ft	3.5 mi
ARROWOOD CAPITAL, INC.	1640 SUPERIOR AVE		COSTA MESA	CA	92627	19,008 ft	3.6 mi
DREAM RECOVERY LLC	3188 AIRWAY AVE	BLDG J	COSTA MESA	CA	92626	18,480 ft	3.5 mi
DIVINE BLISS	1219 PARNELL PLACE		COSTA MESA	CA	92626	5,280 ft	1 mi
HOTEL CALIFORNIA BY THE SEA, LLC	1509 ORANGE AVENUE	A	COSTA MESA	CA	92627	20,064 ft	3.8 mi
THE ALAMO LIVINGOOD CENTER, INC	3151 AIRWAY AVENUE	SUITE J-2	COSTA MESA	CA	92626	16,368 ft	3.1 mi
AKUA BEHAVIORAL HEALTH, INC.	369 RALCAM PLACE		COSTA MESA	CA	92627	10,560 ft	2 mi
PARTNERS PROJECT INC.	1001 W 17TH ST	SUITE A	COSTA MESA	CA	92627	16,992 ft	3.22 mi
SOUTH COAST BEHAVIORAL HEALTH	559 PIERPONT DRIVE		COSTA MESA	CA	92626	15,312 ft	2.9 mi
SOUTH COAST BEHAVIORAL HEALTH	3129 PIERCE AVE		COSTA MESA	CA	92660	6,389 ft	1.21 mi
CASA CAPRI LLC	671 GOVERNOR STREET		COSTA MESA	CA	92627	14,256 ft	2.7 mi
COMPASS RECOVERY, INC.	3151 AIRWAY AVENUE	F105-B	COSTA MESA	CA	92626	16,368 ft	3.1 mi
KKB HEALTH SOLUTIONS, LLC	2822 MONTEREY AVENUE		COSTA MESA	CA	92626	7,392 ft	1.4 mi
TEAGLE HALL LLC	316 HAMILTON STREET		COSTA MESA	CA	92627	13,728 ft	2.6 mi
TEAGLE HALL LLC	2136 THURIN STREET	UNIT B	COSTA MESA	CA	92627	13,200 ft	2.5 mi
TEAGLE HALL LLC	395 VICTORIA STREET		COSTA MESA	CA	92627	12,144 ft	2.3 mi
TEAGLE HALL LLC	2136 THURIN STREET	UNIT A	COSTA MESA	CA	92627	13,200 ft	2.5 mi
TEAGLE HALL LLC	2137 DOCTORS CIRCLE	UNIT A	COSTA MESA	CA	92627	13,200 ft	2.5 mi
TEAGLE HALL LLC	2137 DOCTORS CIRCLE	UNIT B	COSTA MESA	CA	92627	13,200 ft	2.5 mi
RECOVERY SOLUTIONS, LLC	209 E. 18TH STREET		COSTA MESA	CA	92627	15,312 ft	2.9 mi
JJLT HOLDINGS LLC	1799 HUMMINGBIRD DRIVE		COSTA MESA	CA	92626	7,920 ft	1.5 mi
EMBRACE TREATMENT LLC	1912 SUMBA CIRCLE		COSTA MESA	CA	92626	7,920 ft	1.5 mi
ELITE CARE, INC.	930 MAGELLAN STREET		COSTA MESA	CA	92626	9,082 ft	1.72 mi
AKUA BEHAVIORAL HEALTH, INC.	326 UNIVERSITY DRIVE		COSTA MESA	CA	92627	16,896 ft	3.2 mi
AKUA BEHAVIORAL HEALTH, INC.	319- A UNIVERSITY DR.		COSTA MESA	CA	92627	16,896 ft	3.2 mi
AKUA BEHAVIORAL HEALTH, INC.	319- B UNIVERSITY DR.		COSTA MESA	CA	92627	16,896 ft	3.2 mi
RISING ROADS RECOVERY SERVICES FOR WOMEN, LLC	3151 AIRWAY AVENUE	SUITE I-3	COSTA MESA	CA	92626	16,368 ft	3.1 mi
SAFE AND SOUND TREATMENT, LLC	3151 AIRWAY AVE	L2	COSTA MESA	CA	92626	16,368 ft	3.1 mi
BEACH CITIES RECOVERY LLC	440 FAIR DRIVE	SUITE 237	COSTA MESA	CA	92626	7,920 ft	1.5 mi
FRESH START RECOVERY SVCS	204 E 17TH STREET	SUITE 203	COSTA MESA	CA	92627	19,008 ft	3.6 mi

FOOTPRINTS IN THE SAND 2 RECOVERY LLC	653 W. 19TH STREET		COSTA MESA	CA	92627	13,200 ft	2.5 mi
RENU HEALTHCARE, LLC	1008 W WILSON ST	SUITE A	COSTA MESA	CA	92627	10,032 ft	1.9 mi
RENU HEALTHCARE, LLC	1008 W WILSON ST	SUITE B	COSTA MESA	CA	92627	10,032 ft	1.9 mi
OASIS TREATMENT CENTERS, LLC	1901 NEWPORT BLVD	SUITE 271	COSTA MESA	CA	92627	19,008 ft	3.6 mi
AMLA FAMILY COUNSELING INC.	2900 BRISTOL ST	SUITE 320	COSTA MESA	CA	92626	10,560 ft	2 mi
CHANGES MH LLC	2787 BRISTOL STREET		COSTA MESA	CA	92627	10,032 ft	1.9 mi

City Approved Sober Living/Group Homes							
Program Name	**Street Name**	**City**	**State**	**Zip**	**Project No.**	**Distance from 1601 Baker St (Feet)**	**Distance from 1601 Baker St (Miles)**
Summit Coastal Living	165 E Wilson Street	Costa Mesa	CA	92627	PA-16-03	15,312 ft	2.9 mi
Summit Coastal Living	2041 Tustin Ave	Costa Mesa	CA	92627	PA-16-04	20,064 ft	3.8 mi
South Coast Behavioral Health	506 Traverse Drive	Costa Mesa	CA	92626	SL-15-0001	16,896 ft	3.2 mi
The Ohio House	862 Senate Street	Costa Mesa	CA	92627	SL-15-0002	14,784 ft	2.8 mi
Keystone Sober Living	2152 Raleigh Avenue	Costa Mesa	CA	92627	SL-15-0014	14,256 ft	2.7 mi
Breakaway Health Corp.	492 Broadway	Costa Mesa	CA	92627	SL-15-0017	21,120 ft	4 mi
California Women's Recovery	2735 Cibola Avenue	Costa Mesa	CA	92626	SL-15-0018	9,504 ft	1.8 mi
Agape House	2879 Monterey	Costa Mesa	CA	92626	SL-15-0031	7,392 ft	1.4 mi
Republic House	2064 Republic Avenue	Costa Mesa	CA	92627	SL-15-0033	17,952 ft	3.4 mi
Providence Recovery	582 Pierpont Drive	Costa Mesa	CA	92626	SL-15-0038	15,312 ft	2.9 mi
Northbound Treatment Services	331 16th Place	Costa Mesa	CA	92627	SL-16-0004	21,120 ft	4 mi
South Coast Counseling, Inc.	693 Plumer Street	Costa Mesa	CA	92627	ZE-81-87	13,728 ft	2.6 mi
First Step House / Mcmillen House	2015 Charle Street	Costa Mesa	CA	92627	PA-91-93	11,616 ft	2.2 mi
The Joshua House, National Therapeutic Services	209-211 E 18th Street	Costa Mesa	CA	92627	PA-87-166	15,312 ft	2.9 mi
First Step House	2025 Charle Street	Costa Mesa	CA	92627	PA-95-14	11,616 ft	2.2 mi
Nancy Clark and Associates, Inc.	1110 Victoria Street	Costa Mesa	CA	92627	PA-97-36	11,616 ft	2.2 mi

STEPHOUSE RECOVERY
ADDICTION HEALING CENTER

August 26, 2024

Re: Special Use Permit for Sober Living

To: The City of Costa Mesa

1.

i. The residence **at *1601 Baker St. Costa Mesa, CA 92626* is** owned by George Vilagut, who currently resides at [redacted] . Phone number [redacted] California Driver License number [redacted]

ii. Stephouse Recovery, Inc is a corporation.
   a. George Vilagut is the sole owner, there are no partners
   b. George Vilagut maintains controlling interest in the corporation
   c. Please see Exhibits A and A-1 for the Board of Directors resolution designating George Vilagut as the permit holder.

iii. Please see Exhibit B for the permit and licenses history for Stephouse Recovery.

iv. The House Manager is Zachary Place who currently resides at 1601 Baker Street. His phone number is [redacted], California Driver's License number [redacted] . Zach passed his background screening with the Orange County Sheriff's Department. All Stephouse employees and volunteers must be screened by the OC Sheriff's Department prior to hire date. He will reside at the Sober Living Residence 7 days a week, 24 hours a day and will be responsible for the daily operations of the home.

Please note that Stephouse Recovery has provided a copy of our Policies and Procedures manual in its entirety. In addition, we have provided EXHIBIT C, which contains only the policies requested for the SUP.

v. Good Neighbor Policy – please see Exhibit C, Stephouse Recovery Policies for SUP, page 1.

vi. Intake Procedure - please see Exhibit C, Stephouse Recovery Policies for SUP, page 2.

vii. Relapse Policy - please see Exhibit C, Stephouse Recovery Policies for SUP, page 2.

viii. Affirmation by Owner – please see Exhibit D

ix. Intake Packet -please see Exhibit E. The packet contains all blank forms that residents are required to sign during the intake process
x. The application processing fee was paid on June 27, 2024.

2. Stephouse Recovery Inc. is requesting a Special Use Permit (SUP) from the City of Costa Mesa to establish a Sober Living Residence at ***1601 Baker St. Costa Mesa, CA 92626***. It is proposed that the Sober Living Residence house six (6) recovery residents and one full time house manager. The facility will only be available to approved residents, and never open to the public. Visitors are not permitted at Stephouse Recovery homes. The Executive Director and Compliance Officer for Stephouse provide support and management to the house manager. Stephouse Recovery is contracted with the Orange County Health Care Agency (OCHCA) and is subject to their active oversight and governance. Stephouse Recovery is also inspected and certified annually by the Orange County Sheriff's Department. Due to a severe shortage of sober living beds, Stephouse Recovery seeks to add the Baker residence to assist OCHCA in meeting the needs of the community. We propose that obtaining this Special Use Permit and opening the Baker residence will have no negative impact on the neighborhood. Stephouse Recovery successfully operates several sober living facilities in Orange County and maintains positive and harmonious relationships with all neighbors.
3. The Baker property does not have an accessory secondary unit on site. Residents shall live in the only home on the property.
4. The house manager will reside at the residence providing round-the-clock supervision and oversee daily operations. The house manager is also responsible for monitoring residents and ensuring they are safe and adhere to all rules and regulations.
5. The Baker property allows for five (5) vehicles to be parked on site. Two (2) garage spaces and three (3) driveway spaces. Please see the Motor Vehicle Policy, page 2, Exhibit C, for additional information on how Stephouse Recovery meets this requirement.
6. Stephouse does not provide supervised care, counseling, treatment, or recovery planning. Residents must be capable of living independently. Stephouse Recovery's target population includes adult women and men who are transitioning from substance abuse treatment to mainstream living.
7. The Baker property is not an integral group home facility. This statement is included in the Affirmation by Owner, Exhibit D.
8. Not Applicable – the Sober Living Home operator is also the property owner.
9. Stephouse Recovery is prepared to meet this requirement upon physical inspection by the City of Costa Mesa.
10. Please see Stephouse Recovery's Discharge/Termination Policy, page 3 of EXHIBIT C.
    i. Stephouse Recovery Staff will notify a residents emergency contact of termination only in the event of an emergency and/or if the resident has signed a release of information allowing us to share such information. Otherwise, an emergency contact will only be notified in the event of an actual emergency.
    ii. Because Stephouse Recovery contracts with the OC HCA, we are required to notify the county when a resident is discharged without completion. Each resident is assigned a case manager by the county who facilitates next steps for

the individual. In most situations of relapse and/or mental health crisis, Stephouse Recovery will transport the individual to College Hospital or Be Well Orange Campus. At times the resident must be transported via ambulance.

iii. Due to HIPAA and County Regulations, Stephouse Recovery would not be able to notify any other agency of a resident's status without a signed release of information. However, Stephouse Recovery does provide housing resources for residents at intake and if necessary, will assist a resident in securing temporary housing at discharge.

iv. Residents are notified of Stephouse Recovery's Discharge Policy and available resources at intake. An acknowledgement form for their initial and signature is included in the intake packet. Stephouse will include the City form for discharged Baker residents.

v. Stephouse Recovery will ensure that we follow steps i through iv as outlined above if a resident's behavior or relapse requires immediate termination of residency.

11. Please see Stephouse Recovery's Discharge Procedures for Staff, page 4, EXHIBIT C, that outlines how Stephouse follows this requirement.

12. Please see Stephouse Recovery's Records Management and Maintenance Policy, page 5, EXHIBIT C, and Record's Retention Policy, page 6, EXHIBIT C.

13. Please see Stephouse Recovery's Transportation Policy, page 7, EXHIBIT C.

14. Additional Regulations:

    i. Stephouse Recovery is not aware of any other sober living home, or a state licensed alcoholism or drug abuse recovery or treatment facility located within 650 feet, as measured from the closest property lines.

    ii. OC HCA requires that all residents attend an Orange County approved Intensive Outpatient Treatment Program (IOP), and sobriety support meetings (such as Alcoholics Anonymous) while living at the residence. Residents are required to provide a letter of enrollment in IOP within one week of being admitted to Sober Living. Residents are required to turn in a meeting log every Sunday listing all meetings attended for the week and initialed by the facilitator or counselor who ran the meeting. Residents are also asked to sign a release of information so that Stephouse may check in with meeting facilitators and counselors to confirm attendance.

    iii. Stephouse Recovery policies and procedures state zero tolerance for drug and alcohol throughout. The Drug/Alcohol Policy, page 7, EXHIBIT C, specifically addresses prohibition of drugs and alcohol use, distribution, and/or possession. The Drug/Alcohol Policy is posted at every Sober Living Home.

    iv. Please see Stephouse Recovery's Denied Admission Policy page 7, EXHIBIT C, stating our procedures for registered sex offenders.

v. Stephouse Recovery has a strict “no visitors” policy. A “No Visitors Allow” sign is posted at the residence and the house manager enforces this policy. Please see Exhibit C, Stephouse Recovery Policies for SUP, page 8, for the Visitation Policy.

vi. Please see Exhibit C, Stephouse Recovery Policies for SUP, page 1, for the Good Neighbor Policy.

vii. Stephouse Recovery Sober Living Homes do not provide individual or group counseling, treatment of any kind, or recovery planning. Residents are referred to outside agencies for these services.

15. House Dimensions and Floor Plan

i. A site plan is not required for this project.

ii. The Baker residence is a 2200 square foot single family residence. Please see EXHIBIT F for:

   a. Room layouts and dimensions.
   b. Room labels
   c. Location of walls, doors, and windows

iii. Please see EXHIBIT G for exterior images of the Baker property.

16. Modifications to the applicant letter:

a. Provide operation characteristics of the facility including proposed number of employees, residents, hours of operation, hours of operation for front door/garage doors being open to the public.

As previously stated, the Baker house will be a Sober Living Residence that houses up to six (6) recovery residents and one full time house manager. There are no hours of operation as at no time will the residence be open to the public. Support staff for the house manager include the Office Administrator, Executive Director, and Compliance Officer. Stephouse Recovery is contracted with the Orange County Health Care Agency (OCHCA) Residential Recovery Services program and is subject to their active oversight and governance. The County allows participants to stay in sober living for 120 days. At the end of the 120 days, residents are expected to have obtained employment and stable housing. Stephouse Recovery is required to document and report to the County each resident’s progress with these goals at the end of every month. Stephouse conducts weekly drug and alcohol screenings. Drugs screenings are reported to OCHCA at the end of every month. Depending upon the circumstances of a resident’s relapse, they could be put on a behavior contract, or immediately discharged. The County monitors our outcomes.

b. Provide details on the specific services or programs that will be offered to support residents in their recovery.

The Baker house will be an extension of the OCHCA Residential Recovery Services Program. Stephouse does not offer specific services or programs. Rather we provide a safe independent living environment that supports sobriety by promoting a sense of community and accountability. Residents are held accountable to attending regular support meetings, outpatient treatment, and forming a plan for employment, and future stable housing.

c. Clarify how the facility will handle conflicts or issues between residents to maintain a positive living environment.

The house manager is trained in de-escalation techniques to assist him in mediating conflicts between residents. At orientation, residents are informed they must treat each other with respect and that aggressive behaviors, yelling, and fighting will result in a behavior contract and/or immediate discharge. When residents struggle to get along, a Stephouse Administrator will call a house meeting to discuss issues and facilitate compromise among those in conflict. Facilitating open communication between residents has been very helpful with ensuring harmony in the residence.

d. Identify the training and qualifications of the staff or house managers overseeing the residence.

The house manager is required to have at least one year of sobriety and may not be on parole or probation. The house manager is required to attend several training sessions provided by OCHCA and Stephouse Recovery that must be completed within 30 days of hire, and annually thereafter. Trainings include:

- Annual Provider Training
- Cultural Competency Training
- Crisis Intervention Training (situational awareness & de-escalation techniques)
- Infectious Disease Recognition Training
- CPR certification
- Recognizing physical & psychiatric symptoms (to know when residents need a higher level of care)
- HIPPA, Privacy and Confidentiality Training
- Naloxone Administration Training

e. Describe the procedures in place for ensuring that residents adhere to the facility's rules, especially regarding substance use and participation in recovery programs.

Residents receive random weekly drug and alcohol screening to ensure continued sobriety. Residents are required to turn in a meeting log every Sunday listing all meetings attended for the week. Log entries must be initialed by the facilitator or counselor who ran the meeting. Residents are also asked to sign a release of information so that Stephouse may check in with meeting facilitators and counselors to confirm attendance. At times, the resident will authorize their meeting places to contact Stephouse if they have been absent from their recovery programs. Because a big part of the OC Residential Recovery Program is to ensure residents are employed, volunteering, or attending school, Stephouse provides a computer, printer and internet access with job hunting and resume writing resources, as well as connections to organizations seeking volunteers. Unemployed residents are required to provide proof that they have applied for work and completed volunteer hours. If they are working, Stephouse will periodically request copies of paystubs. Students must provide confirmation of enrollment, and their school schedule. Stephouse

Recovery is required to report our employment and housing outcomes to OCHCA monthly.

f. Explain how the sober living home will communicate and engage with the local community and address any concerns or feedback from neighbors.

StepHouse Recovery provides contact information of our managerial staff to the bordering neighbors (located behind, to the left, to the right, as well as across the street of each recovery residence). We provide bordering neighbors with an "Introductory Letter" informing them of our presence in the community and our mission and efforts to help those in recovery make their fresh start in a safe and sober environment. "Introductory Letters" also include the contact information for our County Program Officers so that neighbors may can reach out to them should they feel Management is not addressing their concerns. Should a neighbor contact a house manager with a complaint regarding our home or its occupants, it is the responsibility of the house manager to pass this information to Management immediately, failure to do so will result in a written warning. Management will respond to the complaint within 24 hours to let the concerned neighbor know that the complaint was received and that we are investigating the situation. The complainant will receive a follow up call once an investigation is complete. Please see Stephouse Recovery Good Neighbor Policy and EXHIBIT H -Introductory Letter to Neighbors, for more information.

g. Outline the process for screening and selecting residents to ensure suitability for the sober living environment.

Residents are pre-screened by the OCHCA Gatekeeper prior to referral to a Stephouse Residence. Stephouse Recovery then screens all referrals at time of intake. Criteria to qualify for enrollment includes

- A willingness to continue sobriety
- Abstinence from drugs and alcohol for at least one month prior to admittance
- Successful completion of a detox and treatment program.
- No one who is under the influence or displaying questionable or dangerous behaviors will be admitted to Stephouse Recovery. OCHCA requires that staff are trained in Recognizing Symptoms Requiring Appropriate Referral.

Should a referral be denied admission, the person will be referred back to the OC HCA Gatekeeper for appropriate placement. Residents must be gainfully employed or enrolled in school as a condition of their residency. Residents must also be capable of living independently.

h. Provide information on how the facility will ensure that residents have access to necessary medical and psychological support services.

Stephouse residents are provided outpatient treatment for mental health and substance abuse through OCHCA. Because they are part of a county program, residents are Medi-Cal eligible. Stephouse ensures that residents understand the Medi-Cal services they are eligible for, that they have their Medi-Cal card and where they can go for medical treatment, and pharmacy needs.

i. **Clarify the measures in place to ensure compliance with the city's parking and traffic regulations, particularly for visitors and staff vehicles.**

Residents are notified of parking and pickup/drop off rules when they intake. Stephouse has two (2) garage parking spaces, and (3) driveway spaces for the house manager and residents. This will leave a possible need for two (2) vehicles to be parked in front of the residence. However, it is rare for more than two (2) residents to have a vehicle at any given time. Stephouse residents are not allowed to have visitors.

j. **Identify the facility's emergency response plan and procedures for handling situations such as medical emergencies or behavioral issues.**

In the event of an emergency, residents and staff are directed to call 911 to dispatch emergency personnel. The house manager will notify the Executive Director of the situation and discuss next steps depending upon the circumstances. Please see the Stephouse Recovery Emergency Response Plan, page 7, EXHIBIT C, for more information. While the house manager is training in crisis intervention/de-escalation, the police will be summoned should a resident's behavior become over aggressive, or dangerous.

k. **Describe how the sober living home will ensure transparent operations and regular reviews for compliance with all applicable regulations and city standards.**

Stephouse Recovery has developed and regularly updates strict operating policies for residents and staff. Monitoring curfews, completing regular random drug and alcohol screenings, and nightly bed checks facilitate Stephouse's attention to compliance with County and City regulations and standards. Stephouse has an open-door policy with law enforcement, county program officers, and code enforcement. Stephouse is subject to annual County chart audits, site visits, contract audits, and inspections by the OC Sheriff's Department. Every resident can file a complaint or grievance with County Program Officers. These complaints are anonymous and promptly investigated.

l. **Describe the facility's strategy for maintaining a clean and safe environment, including regular inspections and maintenance procedures.**

Stephouse is subject to annual County chart audits, site visits, contract audits, and inspections by the OC Sheriff's Department. We employ a gardening and landscaping company to maintain the yards and plants at each residence. We also employ a full-time maintenance person to address needed repairs, pest control, and other necessary updates to the properties. Stephouse Recovery requires that residents participate in keeping the residence and property clean and safe by assigning weekly household chores.

m. **Identify any additional resources or amenities that will be offered to residents to support their daily living and overall well-being, such as job training or life skills workshops.**

Stephouse Recovery provides a computer, printer, and WiFi to assist residents in securing employment and searching for stable housing. We do not provide other skill building or workshops because the residents receive this type of support through their weekly IOP provider meetings. Our primary goal is to provide a safe, sober

environment where residents are accountable to their peers and the house manager in a manner that encourages them to continue structured sobriety after treatment.

17. Fire Department Review

a. Stephouse Recovery is prepared for a final inspection by the Costa Mesa Fire and Rescue.

18. Engineering Review

a. Please see EXHIBIT G, Baker Site Photos, where we show that the hardscape has been removed.

Sincerely,

George Vilagut
CEO/Executive Director
Stephouse Recovery Inc.
(714) 394-3494
georgev@stephouserecovery.com

SPECIAL USE PERMIT APPLICATION
SUPPORTING DOCUMENTS
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Please note that EXHIBITS F & G were uploaded to the portal separately.

A copy of the full Policies and Procedures Manual for Stephouse Recovery is available upon request.

STEPHOUSE RECOVERY
ADDICTION HEALING CENTER

EXHIBIT A

Stephouse Recovery Resolution 150

On this day, Wednesday January 9, 2019, it is so resolved:

We, the Directors of Stephouse Recovery Inc., do grant that controlling interest of Stephouse Recovery Inc. resides solely with George Vilagut. There are no partners.

Be it further resolved, the Board of Directors of the corporation have deemed George Vilagut, Chief Executive Officer, as the authorized permit, license holder, and signatory for Stephouse Recovery's facilities and contracts.

Therefore, it is agreed by the approving votes noted as signatures below, that a significant majority of the Board of Directors approves the content within this resolution.

Name	Title	Signature	Date
George Vilagut	Chief Executive Officer	George Vilagut	1/9/19
Anne Vilagut	Secretary	Anne Vilagut	1/9/19
David Vilagut	Treasurer	David C. Vilagut	1/9/19

EXHIBIT A-1

STEPHOUSE RECOVERY
ADDICTION HEALING CENTER

Date: August 26, 2024

To: City of Cost Mesa

We the undersigned Directors of Stephouse Recovery Inc. do hereby certify that the following is a true and correct copy of a resolution adopted at a meeting of the Officers and Shareholder of the Corporation held and convened on January 9, 2019. Upon motion was duly made and seconded, the following resolution was adopted by a majority vote of the Directors present. Such resolution has not been modified, rescinded or revoked and is at present in full force and effect.

Name	Title	Signature	Date
George Vilagut	Chief Executive Officer		8/26/24
Anne Vilagut	Secretary		8/26/24
David Vilagut	Treasurer		8/26/24



EXHIBIT B

Permit History for Stephouse Recovery

Stephouse Recovery began providing detox, treatment, and recovery services in Fountain Valley in 2011. Stephouse was licensed by the State of California Department of Health Care Services, with the license set to expire in May of 2023. Stephouse was also accredited through The Joint Commissions. However, due to operating challenges brought on by the COVID-19 pandemic and a decline in claim reimbursements from insurance companies, Stephouse made the difficult decision to discontinue treatment and detox services. In early 2022, Stephouse notified the State of their decision and relinquished DHCS licenses for all their facilities. Existing treatment centers became recovery sober living homes only. In 2019, Stephouse Recovery was awarded a contract with Orange County Health Care Agency's Residential Recovery Services Program. Under that contract, Stephouse is required to have a business license from every city in which they operate. Each residence is also required to be inspected and certified annually by the Orange County Sheriff's Department.

Stephouse Recovery has been in good standing with the City of Fountain Valley for many years and has current business licenses for two sober living homes in that city. Fountain Valley recently voted to require special use permits for Sober Living Homes. Stephouse has complied, and an application was submitted to the city in early June 2024. The city is currently processing that application. In 2023, Stephouse opened a Sober Living Home in Huntington Beach and was granted a special use permit. Stephouse remains in good standing with the City of Huntington Beach.

The following pages of this narrative include current business licenses, permits, and OC Sheriff certifications for your review.

CITY OF FOUNTAIN VALLEY

BUSINESS LICENSE CERTIFICATE

"For Services Provided in the City of Fountain Valley, California Only"

Business Name THE STEPHOUSE RECOVERY, INC.

Business Location 17981 Los Tiempos St
Fountain Valley, Ca 92708-6021

Business Owner(s) GEORGE VILAGUT

Description ADDICTION TREATMENT CENTER

Business Type Professional & Semi-Professional

State License Number

State Sellers Permit Number

Business License Number 00017256

Effective Date November 01, 2023

Expiration Date October 31, 2024

GEORGE VILAGUT
THE STEPHOUSE RECOVERY, INC.
17981 LOS TIEMPOS ST
FOUNTAIN VALLEY, CA 92708-6021

TO BE POSTED IN A CONSPICUOUS PLACE AND NOT TRANSFERABLE OR ASSIGNABLE.

For all inquiries regarding this license, contact HdL Business License Division at (714) 855-3982.

THE STEPHOUSE RECOVERY, INC.:

Thank you for your payment on your City of Fountain Valley Business License. **ALL CERTIFICATES MUST BE AVAILABLE FOR INSPECTION UPON REQUEST.** If you have questions concerning your business license, contact the Business Support Center via email at: FountainValley@hdlgov.com or by telephone at: (714) 855-3982.

Keep this portion for your license separate in case you need a replacement for any lost, stolen, or destroyed license. A fee may be charged for a replacement or duplicate license.

Starting January 1, 2021, Assembly Bill 1607 requires the prevention of gender-based discrimination of business establishments. A full notice is available in English or other languages by going to: https://www.dca.ca.gov/publications/

BUSINESS LICENSING
8839 N CEDAR AVE #212
FRESNO, CA 93720-1832

City of Fountain Valley

BUSINESS LICENSE CERTIFICATE

GEORGE VILAGUT
THE STEPHOUSE RECOVERY, INC.
17981 LOS TIEMPOS ST
FOUNTAIN VALLEY, CA 92708-6021

License Number: **00017256**

Date of Issue: **11/01/2023**

Orange County
Certificate of Compliance

Stephouse Recovery
17981 Los Tiempos
Fountain Valley, California 92708

The above facility has met the minimum standards set forth in the Orange County Adult Alcohol and Drug Sober Living Facilities Certification Guidelines.

The Director has received a copy of the Certificate Guidelines and agrees to comply with all standards and procedures.

George Vilagut	7-25-2023
Director	Date

Dominic Mejico	7-25-2023
Certification Coordinator	Date

DATE OF ISSUE: 7-25-2023

DATE OF EXPIRATION: 7-25-2024

CERTIFICATE NUMBER: 276

CITY OF FOUNTAIN VALLEY

BUSINESS LICENSE CERTIFICATE

"For Services Provided in the City of Fountain Valley, California Only"

Business Name THE STEPHOUSE RECOVERY, INC.

Business Location 9679 Ellis Ave
Fountain Valley, Ca 92708-6628

Business Owner(s) GEORGE VILLAGUT

Description ADDICTION TREATMENT CENTER

Business Type Service- Personal Care

State License Number

State Sellers Permit Number

Business License Number 00031853

Effective Date March 01, 2024

Expiration Date February 28, 2025

GEORGE VILAGUT
THE STEPHOUSE RECOVERY, INC.
9679 ELLIS AVE
FOUNTAIN VALLEY, CA 92708-6628

TO BE POSTED IN A CONSPICUOUS PLACE AND NOT TRANSFERABLE OR ASSIGNABLE.

For all inquiries regarding this license, contact HdL Business License Division at (714) 855-3982.

THE STEPHOUSE RECOVERY, INC.:

Thank you for your payment on your City of Fountain Valley Business License. **ALL CERTIFICATES MUST BE AVAILABLE FOR INSPECTION UPON REQUEST.** If you have questions concerning your business license, contact the Business Support Center via email at: FountainValley@hdlgov.com or by telephone at: (714) 855-3982.

Keep this portion for your license separate in case you need a replacement for any lost, stolen, or destroyed license. A fee may be charged for a replacement or duplicate license.

Starting January 1, 2021, Assembly Bill 1607 requires the prevention of gender-based discrimination of business establishments. A full notice is available in English or other languages by going to: https://www.dca.ca.gov/publications/

BUSINESS LICENSING
8839 N CEDAR AVE #212
FRESNO, CA 93720-1832

City of Fountain Valley

BUSINESS LICENSE CERTIFICATE

GEORGE VILAGUT
THE STEPHOUSE RECOVERY, INC.
9679 ELLIS AVE
FOUNTAIN VALLEY, CA 92708-6628

License Number: **00031853**

Date of Issue: **03/01/2024**

Orange County
Certificate of Compliance

Stephouse Recovery
9679 Ellis Ave.
Fountain Valley, California 92708

The above facility has met the minimum standards set forth in the Orange County Adult Alcohol and Drug Sober Living Facilities Certification Guidelines.

The Director has received a copy of the Certificate Guidelines and agrees to comply with all standards and procedures.

George Vilagut — 8-22-23

Director — Date

Dominic Mejico — 8-22-23

Certification Coordinator — Date

DATE OF ISSUE: 8-22-23

DATE OF EXPIRATION: 8-22-24

CERTIFICATE NUMBER: 288

CITY OF HUNTINGTON BEACH

DEPARTMENT OF COMMUNITY DEVELOPMENT

PLANNING ♦ BUILDING ♦ PERMIT CENTER ♦ ECONOMIC DEVELOPMENT ♦ HOUSING ♦ CODE ENFORCEMENT

2000 Main Street ♦ Huntington Beach CA 92648-2702 ♦ www.huntingtonbeachca.gov

NOTICE OF ACTION

October 24, 2023

George Vilagut
356 5th Street
Huntington Beach, CA 92648

APPLICATION:	**SPECIAL USE PERMIT NO. SUP-2023-002**
FACILITY OWNER/ OPERATOR:	**George Vilagut, 356 5th Street, Huntington Beach CA 92648**
PROPERTY OWNER:	**George Vilagut, 356 5th Street, Huntington Beach, CA 92648**
REQUEST:	**To operate a Sober Living Home serving six or fewer residents.**
FACILITY LOCATION:	**8422 Polder Circle, Huntington Beach, CA 92647**
DATE OF ACTION:	**October 24, 2023**

On Tuesday, **October 24, 2023**, the Community Development Department of the City of Huntington Beach took action on your application and approved your permit. The operation of the subject sober living home is subject to the requirements listed in the Huntington Beach Zoning and Subdivision Ordinance (HBZSO), Section 230.28. This Special Use Permit may not be transferred to any other person or entity. Failure to comply with the requirements listed in Section 230.28 of the HBZSO may result in the revocation of this permit.

If you have any questions regarding this Notice of Action letter or the processing of your application, please contact Madalyn Welch, the city contact, at (714) 374-5353 or via email at madalyn.welch@surfcity-hb.org or the Department of Community Development at (714) 536-5271.

Sincerely,

Ursula Luna-Reynosa
Community Development Director

By:

Madalyn Welch

Madalyn Welch
Associate Planner

Orange County
Certificate of Compliance

Stephouse Recovery
8422 Polder Circle
Fountain Valley, California 92708

The above facility has met the minimum standards set forth in the Orange County Adult Alcohol and Drug Sober Living Facilities Certification Guidelines.

The Director has received a copy of the Certificate Guidelines and agrees to comply with all standards and procedures.

George Vilagut	4-17-2024
Director	Date
Dominic Mejico	4-17-2024
Certification Coordinator	Date

DATE OF ISSUE: 4-17-2024

DATE OF EXPIRATION: 4-17-2025

CERTIFICATE NUMBER: 307

EXHIBIT C
Stephouse Recovery Policies for SUP

GOOD NEIGHBOR POLICY

A top priority for StepHouse Recovery is to ensure that the occupants of our homes are considerate of the neighbors and respectful of the neighborhoods in which they reside. The following protocol should always be followed by clients and staff to ensure that the community and StepHouse Recovery maintain a healthy relationship.

StepHouse Recovery provides contact information of our managerial staff to the bordering neighbors (located behind, to the left, to the right, as well as across the street of each recovery residence). We provide bordering neighbors with an "Introductory Letter" informing them of our presence in the community and our mission and efforts to help those in recovery make their fresh start in a safe and sober environment. "Introductory Letters" can be requested from staff.

Should a neighbor contact a house manager with a complaint regarding our home or its occupants, it is the responsibility of the house manager to pass this information to Management immediately, failure to do so will result in a written warning. Management will respond to the complaint within 12 hours to let the concerned neighbor know that the complaint was received, and we will investigate and address the issue as the situation warrants.

To maintain a clean presentation of the house and grounds, gardening will take place bi-weekly by a paid landscaping company. Management will also conduct outside maintenance as needed. Clients may not leave personal belongings, bicycles, trash, or other disposed of items at the front of the house. A monthly checkup by the Director will be made, and the current condition of the home and its grounds will be documented.

Clients are required to abide by the StepHouse Recovery House Rules. Clients are expected to maintain an appropriate noise level and always behave appropriately.

Smoking and vaping are permitted only in designated areas (posted) as outlined in the house rules. Cigarettes are to be disposed of in an appropriate manner. Clients are expected to maintain a clean environment and never litter. Staff and clients are responsible for setting trash cans out on the curb and bringing them in on the assigned trash day.

Contact Information:

Stephouse Recovery
(888) 923-7623
info@stephouserecovery.com
Orange County Healthcare Agency
Monica Curran
mcurran@ochca.com
(714) 834-2488
or
Monica Cabral
MoCabral@ochca.com
(714) 834-2027

INTAKE POLICY AND PROCEDURE

Admission Criteria

Stephouse Recovery must receive an email from the OCHCA gatekeeper. Once a client arrives, we fax the Referral form back to HCA.

Intake means the initial face-to-face meeting between a Client and Stephouse Recovery staff in which specific information about the Client is gathered, including waiver of confidentiality and other required documents signed at the time of the Client's initial intake into the Recovery Residence facility. This is completed to permit disclosure of designated information about the Client to HCA, Treatment Provider, Courts, Orange County Probation Department, (OCPD), Parole Department, Public Defender, and/or District Attorney.

Intake Prescreening Policy, Readmission, Intake and Discharge Criteria Policy and Procedure

It is the policy of Stephouse Recovery to have every client goes through an intake process upon arrival. It is the policy of Stephouse Recovery to maintain consistent Admission, Readmission, and Intake Criteria.

If a client is deemed to need a higher level of care, Stephouse Recovery will not accept the client into the program and will refer the client back to OCHCA

Procedure

All clients requesting admission are scheduled for an intake session with designated staff. The staff will conduct a face-to-face interview and is responsible for the appropriate assessment collected on the intake form and reviewed by the intake staff.

Criteria to qualify for enrollment includes

- A willingness to continue sobriety
- Abstinence from drugs and alcohol for at least one month prior to admittance
- Successful completion of a detox and treatment program.
- No one who is under the influence or displaying questionable or dangerous behaviors will be admitted to Stephouse Recovery. OCHCA requires that staff are trained in Recognizing Symptoms Requiring Appropriate Referral.
- Residents must be capable of living independently.

Should a referral be denied admission, the person will be referred back to the OC HCA Gatekeeper for more appropriate placement.

During the intake process, the intake staff will perform the following functions:

- Review client rights
- Review Stephouse Recovery policies and procedures
- Obtain the consent and appropriate release of information

CLIENT RELAPSE POLICY

If a client relapses, staff will complete an incident report and notify the Program Monitor and the client's Probation Officer. Stephouse Recovery management will decide if the client can stay in the program. If the client does stay in the program, he or she will be placed on a behavioral contract with zero tolerance for any further violation of Stephouse rules. If the client does not stay in the program, he or she will be referred by Stephouse to a different facility/program. Please see the Discharge Policy and Procedure for additional actions for relapsed clients.

MOTOR VEHICLE (INCL. MOTORCYCLE) POLICY

- Clients driving a motor vehicle or motorcycle must possess and provide copies of a current California Driver's License, proof of insurance, and registration.
- Clients are not allowed to ride in the car of another client or allow another client to drive their car.
- All vehicles must be insured and properly registered, and the client must have a valid driver's license.

- Auto repair on the premises is not permitted without prior management permission.
- Clients are allowed only the vehicle they are currently using, no additional vehicles are permitted.

Vehicles are a privilege that may be revoked at any time due to non-compliance with program rules and expectations.

DISCHARGE/TERMINATION POLICY

Client has ***completed*** the program when they have used their maximum allotted time or reached their goals for transition. Staff will complete a Discharge Form to document the circumstances of the client leaving sober living. Clients are not required to sign the discharge form.
Failure to comply with StepHouse policies signed at intake may result in a written warning or administrative termination from the program. Infractions will be documented in the client's record, and a behavioral contract will accompany the written warning. The client's Probation/Parole Officer will be notified of termination when applicable. In addition, there may be circumstances where law enforcement may be called, and legal action taken against the client.

If a client discharges or is terminated from the program and does not collect personal belongings, the items will be held for seven (7) days (excluding food products) and then discarded or donated to charity. Clients terminated from the program must be sober before they enter StepHouse property.

Each client should receive a housing resource guide upon discharge. Stephouse Recovery will assist discharged clients in securing safe, temporary shelter in the event of immediate discharge. Residents who have relapsed and under the influence may be transported to Be Well Orange Campus or College Hospital Costa Mesa.

Cause for Termination from the Program

- If a client needs a higher level of care than provided at StepHouse Recovery. The client will be referred to OCHCA.
- The client has left the residence and no contact has been made after three (3) days (unless other arrangements have been made)
- Theft of any kind. Theft may also result in legal proceedings.
- Threatening or dangerous behavior.
- Behavior that is not conducive to recovery. Unacceptable behavior includes but is not limited to sexual activity on the premises, fighting, stealing, lying, etc.
- Confrontational behavior, harassment, and being a constant nuisance to other clients or staff.
- Continuous poor behavior and attitude toward staff or other clients.
- Positive results/refusal of urinalysis, breathalyzer, or any other drug test. Refusal to test is equivalent to a POSITIVE test.
- DRUG/ALCOHOL AND/OR PARAPHERNALIA on the premises.
- Taking or possessing prescription drugs that are prescribed to someone else.
- Vandalism or other deliberate abuse of house property.
- Sexual harassment to residents, vendors, staff, or others.
- Violating the no-smoking policy.
- Leaving after curfew without permission.
- Illegal activities of any kind.
- Violence or threats of violence.
- Weapons possession.
- Failure to sign in/out when entering or leaving the residence. This may result in a written client warning or discharge from the program as needed.
- Refusing to allow a search of personal belongings, room, or person.

In addition, clients are required to maintain an appropriate noise level. Loud noises of any kind are prohibited; please keep noises to a minimum. The first offense will result in a verbal warning and will be documented in the client's record. Repeated violations may result in discharge from the program.
These causes for termination are not an exhaustive list. Stephouse Management reserves the right to consider all circumstances, behaviors, issues, etc., for appropriate action. All terminations are up to the staff's discretion.

Once a client is discharged, they are not allowed to return to the facility except to retrieve personal belongings. Arrangements to retrieve belongings should be made in advance with StepHouse Recovery staff.

DISCHARGE PROCEDURES FOR STAFF

Procedure

A client has completed the program when they have used their maximum allotted time or reached their goals for transition. However, when a client leaves Stephouse Recovery for any reason, the staff must fax back the original Client Referral Form to the OCHCA Gatekeeper. The bottom portion of the form must include the discharge date, complete or incomplete, and the reason for leaving.
Clients successfully completing the program should complete and sign an AB109 Discharge Plan form. Staff should also complete the Stephouse Recovery Discharge Form to assist in reporting information to OCHCA. No signature is required from clients who are terminated before completion.
Failure to comply with Stephouse policies signed at intake may result in a written warning or termination from the program. Infractions will be documented in the client's record, and a behavioral contract will accompany the written warning. If the client is terminated, the OCHA Gatekeeper will be notified immediately via fax, and the OCHA Program Officer will be notified by email. When applicable, the client's Probation Officer and/or emergency contact will also be notified.
Housing Resources shall be provided to clients regardless of completion status. In the case of homelessness, the appropriate city agency will be contacted to determine if services are available for the client. Should transportation to treatment or a shelter be necessary, Stephouse will provide.
In addition, there may be circumstances where law enforcement may be called, and legal action taken against the client.
If a client discharges from the program and does not collect personal belongings, the items will be held for seven (7) days (excluding food products) and then discarded or donated to charity. Clients terminated from the program must be sober before they enter Stephouse property.
Each client should receive a housing resource guide upon discharge.

Cause for Discharge Criteria

- If a client needs a higher level of care.
- The client has not returned, and no contact has been made after three (3) days.
- Theft of any kind. Theft may also result in legal proceedings.
- Threatening or dangerous behavior.
- Behavior that is not conducive to recovery. Unacceptable behavior includes but is not limited to sexual activity on the premises, fighting, stealing, lying, etc.
- Confrontational behavior, harassment, and being a constant nuisance to other clients or staff.
- Continuous poor behavior and attitude toward staff or other clients.
- Positive results/refusal of urinalysis, breathalyzer, or any other drug test. Refusal to test is equivalent to a POSITIVE test.
- DRUG/ALCOHOL AND/OR PARAPHERNALIA on the premises.
- Taking or possessing prescription drugs that are prescribed to someone else.
- Vandalism or other deliberate abuse of house property.
- Sexual harassment to residents, vendors, staff, or others.
- Violating the no-smoking policy.
- Leaving after curfew without permission.
- Illegal activities of any kind.

- Violence or threats of violence.
- Weapons possession.
- Failure to sign in/out when entering or leaving the residence. This may result in a written client warning or discharge from the program as needed.
- Refusing to allow a search of personal belongings, room, or person.

In addition, clients are required to maintain an appropriate noise level. Loud noises of any kind are prohibited; please keep noises to a minimum. The first offense will result in a verbal warning and will be documented in the client's record. Repeated violations may result in discharge from the program. These causes for termination are not an exhaustive list. Stephouse Management reserves the right to consider all circumstances, behaviors, issues, etc., for appropriate action. All terminations are up to the staff's discretion.

Once a client is discharged, they are not allowed to return to the facility except to retrieve personal belongings. Arrangements to retrieve belongings should be made in advance with Stephouse Recovery staff.

RECORDS MANAGEMENT AND MAINTENANCE

A. Stephouse Recovery, its officers, agents, employees, and sub-contractors shall, throughout the term of the Contract Agreement, prepare, maintain, and manage records appropriate to the services provided and in accordance with the Agreement and all applicable requirements.
   1. Stephouse Recovery shall maintain records that are adequate to substantiate the services for which claims are submitted for reimbursement under the Agreement and the charges thereto. Such records shall include, but not be limited to, individual patient charts and utilization review records.
   2. Stephouse Recovery shall keep and maintain records that include referral and intake documents, client identification, insurance information and authorizations to share information. Additional records include client drug screening, and supporting logs as required by OCHCA.
   3. Stephouse Recovery shall maintain books, records, documents, accounting procedures and practices, and other evidence sufficient to reflect properly all direct and indirect cost of whatever nature claimed to have been incurred in the performance of the Agreement and in accordance with Medicare principles of reimbursement and GAAP.
   4. Stephouse Recovery shall ensure the maintenance of medical records required by §70747 through and including §70751 of the CCR, as they exist now or may hereafter be amended, the medical necessity of the service, and the quality of care provided. Records shall be maintained in accordance with §51476 of Title 22 of the CCR, as it exists now or may hereafter be amended.

B. Access to client records and information is restricted by job title, individual need to know or need to complete job duties and contract requirements. Non-routine access to client records must be approved by Stephouse Director or Compliance Officer. These include, but are not limited to the following:
   1. Research
   2. Subpoena
   3. Court Orders
   4. Mandatory Reporting
   5. Accreditation Surveys
   6. Law Enforcement
   7. Government Agencies

C. Stephouse Recovery shall implement and maintain administrative, technical, and physical safeguards to ensure the privacy of PHI and prevent the intentional or unintentional use or disclosure of PHI in violation of the HIPAA, federal, and state regulations. Stephouse Recovery shall mitigate to the extent practicable, the known harmful effect of any use or

disclosure of PHI made in violation of federal or state regulations and/or OCHCA policies.

D. Stephouse Recovery participant, client, and/or patient records shall be maintained securely. Stephouse Recovery shall maintain participant, client, and/or patient records and has established and implements written record management procedures.

E. Stephouse Recovery shall retain all financial records for a minimum of ten (10) years from the termination of the Agreement unless a longer period is required due to legal proceedings such as litigations and/or settlement of claims.

E. Stephouse Recovery shall retain all client and/or patient medical records for ten (10) years following discharge of the participant, client, and/or patient.

F. Stephouse Recovery shall make records pertaining to the costs of services, participant fees, charges, billings, and revenues available at one (1) location within the limits of the OCHCA of Orange. If Stephouse Recovery is unable to meet the record location criteria above, OCHCA may provide written approval to Stephouse Recovery to maintain records in a single location, identified by Stephouse Recovery.

G. Stephouse Recovery shall notify OCHCA of any PRA requests related to, or arising out of, this Agreement, within forty-eight (48) hours. Stephouse Recovery shall provide OCHCA all information that is requested by the PRA request.

H. Stephouse Recovery shall ensure all HIPAA DRS requirements are met. HIPAA requires that clients, participants and/or patients be provided the right to access or receive a copy of their DRS and/or request an addendum to their records. Title 45 CFR §164.501, defines DRS as a group of records maintained by or for a covered entity that is:
   1. Medical and billing records about individuals maintained by or for a covered healthcare provider.
   2. The enrollment, payment, claims adjudication, and case or medical management record systems maintained by or for a health plan; or
   3. Used, in whole or in part, by or for the covered entity to make decisions about individuals.

I. Stephouse Recovery may retain client, and/or patient documentation electronically in accordance with the terms of this Agreement and common business practices. If documentation is retained electronically, Stephouse Recovery shall, in the event of an audit or site visit:
   1. Have documents readily available within twenty-four (24) hour notice of a scheduled audit or site visit.
   2. Provide auditor or other authorized individuals access to documents via a computer terminal.
   3. Provide the auditor or other authorized individuals with a hardcopy printout of documents, if requested.

J. Stephouse Recovery shall ensure compliance with requirements pertaining to the privacy and security of PII and/or PHI. Stephouse Recovery shall, upon discovery of a Breach of privacy and/or security of PII and/or PHI by Stephouse Recovery, notify federal and/or state authorities as required by law or regulation, and copy OCHCA on such notifications.

K. Stephouse Recovery may be required to pay any costs associated with a Breach of privacy and/or security of PII and/or PHI, including but not limited to the costs of notification. Stephouse Recovery shall pay any and all such costs arising out of a Breach of privacy and/or security of PII and/or PHI.

L. Stephouse Recovery shall make records pertaining to the costs of services, patient fees, charges, billings, and revenues available at one (1) location within the limits of the OCHCA of Orange.

RECORD RETENTION POLICY

Following a discharge, Stephouse Recovery shall retain all participant, client, and patient medical records for ten (10) years, except non-emancipated minors for whom records must be kept for at least one (1) year after such children have reached the age of eighteen (18) years, or for ten (10) years after the last date of service, whichever is longer. This information will also include dates of the client's entry and completion or termination from the facility, including the circumstances of their discharge.

TRANSPORTATION POLICY

StepHouse Recovery shall arrange for transportation via bus vouchers, as necessary. StepHouse Recovery will also provide information regarding public transportation, how to obtain a bus pass, bus schedules, etc.
If the client owns and operates a vehicle, StepHouse Recovery shall do its best to accommodate the vehicle in accordance with federal, state, and county rules and regulations. StepHouse Recovery is not responsible for transportation via clients' cars. Choosing to ride in the car of another client or allow another client to drive your car is strongly discouraged and is done at your own risk. Clients are not permitted to drive or operate StepHouse Recovery vehicles.

Clients can also use the service Veyo for non-emergency medical transportation. This service can be used for doctor's appointments, meetings, therapy, etc. Call the number 1-833-648-7528 and mention that you are a client at StepHouse Recovery.

All drivers of vehicles who are picking up or dropping off Stephouse Recovery clients must drive currently registered vehicles and hold a current driver's license. Drivers may not impede residential traffic or block driveways and must obey all traffic laws.

DRUG/ALCOHOL POLICY

Alcohol, illegal drugs, or non-prescribed drug use, distribution, and/or possession are strictly prohibited. Cough syrup or mouthwash with alcohol content is prohibited. A client must have total abstinence from any mind/mood-altering chemicals and/or drugs.

No paraphernalia (syringes, papers, pipes, spoons, etc.) associated with drugs on-premises.

No association with any active drug or alcohol offender(s), nor frequent places where drugs are sold, used, or are accessible.

Any infraction may result in the client being put on a standout*, behavioral contract, or discharged. (*Standout- A specified number of days when a client is banned from the house).

DENIED ADMISSION POLICY

If a client is deemed to need a higher level of care, Stephouse Recovery has the discretion not to accept the client into the program and will refer the client back to OCHCA.
A client can be denied admission by Stephouse Recovery for felonious sex crimes, arson, or other violent felonies.
If a client has a positive drug test at admission, Stephouse Recovery has the discretion to not accept the client into the program and will refer the client back to OCHCA.
Stephouse Recovery complies with all State and Local laws and penal codes regarding registered sex offenders. A referral may be denied admission if the offender does not meet the legal requirements.

EMERGENCY RESPONSE PLAN

Call 911 in the event of:

1. **Fire**
2. **Violence or a threat of violence**
3. **Suspicious persons hanging around premises**
4. **Burglary**
5. **A life-threatening medical situation**
6. **Chest pain**

7. **Shortness of breath**
8. **Suicide attempt**
9. **Unconscious individual**
10. **Injury in which there is a broken bone or bleeding that cannot be stopped**
11. **Serious fall**
12. **Unable to wake someone**
13. **Ingestion of toxic chemicals or substances**
14. **Suspected overdose of a substance or alcohol**
15. **Individual out of control**
16. **Individual hallucinating**
17. **Individual having an extreme allergic reaction**
18. **Extreme paranoid behavior**

When overdose is suspected - administer Naloxone to the individual in crisis and dial 911.

After a resident calls 911, they should call the house manager/management and inform them of the situation. Make sure you move to a safe place to wait for the arrival of emergency assistance. DO NOT try to move an injured person, give First Aid or CPR unless you are qualified.

Upon intake, the House Manager will ensure that all residents are aware of the emergency exit routes and location of fire extinguishers for the residence. Phone numbers for the House Manager, Stephouse Recovery Management, and OC HCA Program Officers shall be kept current on the bulletin board in the common area of the residence.

VISITATION POLICY

StepHouse Recovery does not allow any visitation/visitors to any of the facilities. Failure to comply will result in discharge from the program and P.O. may be notified.

ANY INFRACTION MAY RESULT IN BEING WRITTEN UP or TERMINATION FROM THE PROGRAM. P.O. WILL BE NOTIFIED.

EXHIBIT D

STEPHOUSE RECOVERY
ADDICTION HEALING CENTER

Date: August 26, 2024

To: City of Cost Mesa

Re: Affirmation of Resident Disability Status & Integral Use

I George Vilagut, hereby affirm under penalty of perjury that only persons who are deemed disabled and or handicapped per Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and Section 1557 of the Affordable Care Act shall reside at Stephouse Recovery residence at ***1601 Baker St. Costa Mesa, CA 92626***. These are residents who have confirmed medical evidence of drug and/or alcohol addiction. Stephouse Recovery contracts with the Orange County Health Care Agency treatment program where referred residents are treated for drug addiction by licensed healthcare providers prior to entering our Sober Living Homes.

In addition, I, George Vilagut affirm that the Sober Living Home at ***1601 Baker St. Costa Mesa, CA 92626*** will not operate as an integral use facility.

Sincerely,

George Vilagut
CEO/Executive Director
Stephouse Recovery Inc.
(714) 394-3494
georgev@stephouserecovery.com

EXHIBIT E

COUNTY

Name	
MRN	
DOB	
Date	

StepHouse Recovery Sober Living - Intake

Name: _____ Date: _____

Telephone: _____ DOB: _____ Social Security: _____

Driver's License #: _____ Issuing State: _____

Ethnicity:

☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American ☐ Hispanic

☐ Native Hawaiian or Other Pacific Islander ☐ White ☐ Other, please state: _____

☐ Prefer Not to State

Gender:

☐ Female ☐ Male ☐ Transgender ☐ Non-binary/non-conforming ☐ Prefer not to state

Current Address: _____

Last Address: _____

Current Email Address: _____

Disabilities: _____

Chronically Homeless Yes _____ No_____

History of Domestic Violence Yes _____ No_____

Prior Incarceration Yes _____ No_____

Support System in Place Yes _____ No_____

History of Substance Abuse Yes _____ No_____

Mental Health Issues Yes _____ No_____

Have you been convicted of any sex offense in which you had to register as a sex offender under California Penal Code Section 290?

_____ Yes _____ No

Have you been convicted of any arson offenses - Violation of Penal Code sections, 451, 451.1, 451.5, 452, 452.1, 453, 454, 455?

_____ Yes _____ No

Have you been convicted of any violent felonies, as defined by Penal Code section 667.5, which involves doing bodily harm to another person?

_____ Yes _____ No

Are you an active member or currently participating in the criminal activities of a prison gang and or criminal street gang, as defined in Penal Code section 186.22 (f)?

_____ Yes _____ No

Client Signature: _____ Date: _____

Staff Signature: _____ Date: _____

FOR OFFICE USE ONLY

Date of Entrance: _____ Site/Unit: _____ Room #: _____

EMERGENCY CONTACT

Emergency Contact: _____

Relationship: _____

Phone Number: _____

Email: _____

Employer/Volunteer/School Information

You must be doing one or more of the activities listed **below. Please choose one**:

☐ **Employed**

- ☐ Part Time
- ☐ Full Time

Employer: _____ Occupation: _____

Address: _____

Telephone: _____ Supervisor's Name: _____

Schedule: _____

☐ **Seeking Employment -** Every Friday you must submit a weekly report with jobs you applied to & interviewed with.

Date of last employment: _____

☐ **Attending School**

School: _____ Location: _____

Schedule: _____

☐ **Volunteer Work**

Volunteer Organization: _____

Location: _____

Grateful Hearts is a local organization where clients may volunteer. Email lgarcia@gratefulhearts.org to organize volunteer hours.

Signature: _____ Date: _____

Probation Officer Information

Probation Officer/Parole Officer name: _____

Address: _____

Phone: _____

☐ **I am not on probation.**

Client Signature: _____ Date: _____

Staff Signature: _____ Date: _____

CLIENT HEALTH SCREENING

Do you currently have any of the following symptoms? Yes or No

a) Fever/chills/body aches _____
b) Cough _____
c) Shortness of breath _____
d) Temperature check, must be under 100.4 degrees _____

If yes, please offer to reschedule their appointment and provide bridge medications. If the patient indicates that they are in crisis, the sick person should be offered a mask and referred to the on-duty staff. At that point, screening should be kept to a minimum to evaluate for safety. Once deemed safe to leave, they should be sent home and referred to their primary care physician or local walk-in clinic. If shortness of breath is significant, they can be sent to an emergency room, which is the BHS clinic standard already.

Client Signature: _____ Date: _____

Medical History

✓	DISEASE/CONDITION	DURATION	COMMENTS
	Alcoholism		
	Asthma		
	Cancer		
	Diabetes		
	Drug Use		
	Heart Disease		
	High Blood Pressure		
	Other:		
	Other:		
	Other:		
	Other:		

Current Physician: _____ Phone: _____

Allergies: _____

Allergic Reaction(s): _____

Tobacco/Nicotine Use: _____

If a client needs help obtaining medical care, they should reach out to the administrator of StepHouse Recovery at 714.873.3032. If a client needs immediate medical assistance, they should call 911.

CLIENT DRUG HISTORY

	Drug(s) of Choice	Amount/Frequency
	Alcohol	
	Amphetamines (Adderall, Concerta, Ritalin, etc.)	
	Benzodiazepines (Ativan, Klonopin, Valium, Xanax, etc.)	
	Cocaine	
	Codeine	
	Crack Cocaine	
	Ecstasy, MDMA, Molly	
	Fentanyl	
	Heroin	
	Hallucinogens (DMT, LSD, Mushrooms, Peyote, etc.)	
	Inhalants	
	Marijuana/THC	
	Methamphetamines	
	Opioid Prescriptions (Oxycontin, Percocet, Vicodin, etc.)	
	PCP	
	Other:	

Client Signature: _____ Date: _____

PRESCRIPTION MEDICATIONS

By signing below, I have read, understand, and will comply with the following policies regarding prescription medications. Failure to comply may result in a write-up, blackout, or discharge within the staff's discretion. Failure to comply will result in the client's P.O. being notified.

- All prescriptions and over-the-counter medications being taken must be disclosed to management upon admission.
- No legal or illegal narcotics are allowed to be brought into StepHouse Recovery Upon admission.
- Over-the-counter medications must be approved and documented by staff.
- If a client is prescribed non-narcotic psychotropic medications, the client must continue taking them as prescribed by their psychiatrist or physician to stay in the facility.
- If a prescription is renewed or discontinued, it must be reported to staff and documented in the client's file.
- Taking or possessing prescription drugs that are prescribed to someone else is strictly prohibited.
- Abuse of medication can be considered a relapse and the client will be transferred to detox or discharged.
- In emergency situations (i.e., surgery, car accident, etc.), controlled and/or narcotic medication may be necessary and may be allowed on a case-by-case basis.

Client Signature: _____ Date: _____

PRESCRIPTION MEDICATIONS CONT.

Please list any prescribed medications that you are currently taking and provide staff with pictures of your medications for your file:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Doctor Information:

Name	
Address	
Phone	

Notes/Other Info:

Client Signature: _____ Date: _____

STEPHOUSE RECOVERY ADMISSION AGREEMENT

Applicant's Name: _____ Enrollment Date: _____

To be considered for admission, prospective clients shall possess the following: a desire to stay sober, the ability to get along with others, agree to abide by all Policies and Procedures, and a willingness to work their program.

StepHouse Recovery will not discriminate based on ethnic group identification, religion, age, sex, sexual preference, race, or disability pursuant to the Title IV of the Civil Rights Act of 1964 (Section 20000d, Title 42, United States Code); Section 11135 of California Government Code; and for recipients of financial assistance of the Rehabilitation Act of 1973 (Section 794. Title 29, United States Code); and Chapter 6 (Commencing with Section 10800) Division 4, Title 9 of the California Code of Regulations in accordance with all state and federal laws and regulations. Stephouse will provide assurance of provision and recognition of personal rights and the right to confidentiality as provided for in Title 42, Section 2.1 through 2.67-1, Code of Federal Regulations, effective August 1, 1975.

If a client is deemed to need a higher level of care, StepHouse Recovery will deny entry of the client into any sober living facility and will suggest admission to a residential detox facility.

StepHouse Recovery offers a healthy, **independent**, and **shared** living environment free from alcohol and drugs. We provide safe and supportive residential homes that encourage continued recovery from substance abuse and addiction. Food, bed linens, and cleaning supplies are also provided.

Clients will be directed to an independent physician if they require medical services. Using any medical services/physician is at the client's sole discretion, and the client is responsible for paying the physician directly for any medical and pharmaceutical costs.

Stephouse Recovery will also provide clients with employment and housing resource information.

STEPHOUSE RECOVERY'S POLICIES AND PROCEDURES

PLEASE INITIAL AFTER READING EACH SECTION:

AUTHORITY POLICY

StepHouse Recovery shall recognize the authority of the Orange County Probation Department (OCPD) as officers of the court and shall extend cooperation to OCPD within the constraints of state and federal laws and regulations.

StepHouse Recovery shall operate in accordance with Local, State, and Federal laws and regulations.
StepHouse Recovery has an open-door policy with law enforcement, probation/parole, and court services programs. All clients agree to be respectful to all.

(_____)
Initial

CLEANING POLICY

Be considerate to others. Practice good hygiene by showering regularly, washing clothes and bedding regularly, and keeping personal living areas clean and orderly.

Clean up after yourself; especially after using the shared common areas (bathroom, living room, patio, yards, garage areas, kitchen, fridges, etc.). All common areas in housing are to be shared and treated with respect and cleanliness.

Cleaning supplies are provided to the facilities. Mandatory cleaning days will be scheduled by staff biweekly on Sundays.

(_____)
Initial

CLIENT CONFIDENTIALITY POLICY

I shall respect and maintain the confidentiality of all discussions between staff and other clients in connection with group meetings where clients share personal information.

I understand that I am legally prohibited from posting or sharing pictures, videos, or information about other clients, discussions, or activities online in any format (including, but not limited to email, websites, message boards, blogs, and social networking platforms).

I understand that these are the conditions of my admission to StepHouse Recovery. Any breach of the Client Confidentiality Agreement may result in immediate discharge from StepHouse Recovery.

I further understand that my personal file may be audited by StepHouse Recovery's authorized personnel for the purpose of monitoring quality, performance, and compliance. All information will be kept confidential and in accordance with the Federal Confidentiality Regulations.

(_____)
Initial

CLIENT SIGN-IN/OUT POLICY – CLIENT SCHEDULES

All clients must sign in/out when entering or leaving the residence. Failure to do so will result in a write-up, blackout, or discharge from the program as needed.

StepHouse Recovery shall provide logs for all clients that will include the following information:

- ✓ *Client name and signature when leaving and signature again when returning*
- ✓ *Date and time leaving the Recovery Residence facility*
- ✓ *Estimated time of return to the facility*
- ✓ *Location and telephone number where the client may be reached.*

StepHouse Recovery shall also receive a schedule from the client for treatment, work, school, or other activities. The client shall be required to notify StepHouse Recovery staff of any change to their schedule. The schedule is maintained on a calendar monitored by staff at each home.

(_____)
Initial

OUTPATIENT PARTICIPATION POLICY

Clients who are required to participate in either an Orange County approved outpatient treatment program and/or a Day Reporting Center (DRC) must comply or be discharged. Exceptions to the mandatory participation must be approved by the county of Orange and provided to Stephouse Recovery in writing.
OCHCA requires that all clients attend outpatient meetings ((SMART recovery, 12-Step program, etc.). Staff will collect client meeting logs weekly on Sunday evenings. If the client is unavailable on Sunday evening, they must arrange for staff to receive the logs before Sunday evening. Clients are required to complete meeting logs as proof of attendance, which must be signed by the client's meeting counselor or group leader. Periodically StepHouse Recovery will contact the program where the client attends meetings, requesting attendance verification. Therefore, at the time of intake, StepHouse Recovery requires a signed release of patient information form permitting the outpatient meeting agency to share information with Stephouse.

(_____)
Initial

CURFEW/OVERNIGHT POLICY

Clients must be back by curfew:
Weekdays- 10:00 PM.
Weekends and Holidays- 12:00 AM.

All clients must follow curfews unless other arrangements have been made ***in advance with management*** (i.e., overnight pass, working past curfew, etc.).
Clients must be with StepHouse Recovery for a minimum of 30 days and have no behavioral issues to qualify for an overnight pass. Approval must be requested in writing to the StepHouse office **at least** 48 hours in advance and is up to the staff's discretion. Clients may obtain overnight passes for a maximum of two (2) weekends or four (4) nights per month.

Leaving the house after curfew hours may be grounds for termination from the program. Curfew violators will be placed on a behavioral contract and required to pass a drug test prior to returning to housing.
The client agrees that they are subject to discharge if they leave StepHouse Recovery overnight without a pass.

(_____)
Initial

DISCHARGE/TERMINATION POLICY

Client has ***completed*** the program when they have used their maximum allotted time or reached their goals for transition. Staff will complete a Discharge Form to document the circumstances of the client leaving sober living. Clients are not required to sign the discharge form.
Failure to comply with StepHouse policies signed at intake may result in a written warning or administrative termination from the program. Infractions will be documented in the client's record, and a behavioral contract will accompany the written warning. The client's Probation/Parole Officer will be notified of termination when applicable. In addition, there may be circumstances where law enforcement may be called, and legal action taken against the client.

If a client discharges or is terminated from the program and does not collect personal belongings, the items will be held for seven (7) days (excluding food products) and then discarded or donated to charity. Clients terminated from the program must be sober before they enter StepHouse property.

Each client should receive a housing resource guide upon discharge. Stephouse Recovery will assist discharged clients in securing safe, temporary shelter in the event of immediate discharge. Residents who have relapsed and under the influence may be transported to Be Well Orange Campus or College Hospital Costa Mesa.

Cause for Termination from the Program

- If a client needs a higher level of care than provided at StepHouse Recovery. The client will be referred to OCHCA.

- The client has left the residence and no contact has been made after three (3) days (unless other arrangements have been made)
- Theft of any kind. Theft may also result in legal proceedings.
- Threatening or dangerous behavior.
- Behavior that is not conducive to recovery. Unacceptable behavior includes but is not limited to sexual activity on the premises, fighting, stealing, lying, etc.
- Confrontational behavior, harassment, and being a constant nuisance to other clients or staff.
- Continuous poor behavior and attitude toward staff or other clients.
- Positive results/refusal of urinalysis, breathalyzer, or any other drug test. Refusal to test is equivalent to a POSITIVE test.
- DRUG/ALCOHOL AND/OR PARAPHERNALIA on the premises.
- Taking or possessing prescription drugs that are prescribed to someone else.
- Vandalism or other deliberate abuse of house property.
- Sexual harassment to residents, vendors, staff, or others.
- Violating the no-smoking policy.
- Leaving after curfew without permission.
- Illegal activities of any kind.
- Violence or threats of violence.
- Weapons possession.
- Failure to sign in/out when entering or leaving the residence. This may result in a written client warning or discharge from the program as needed.
- Refusing to allow a search of personal belongings, room, or person.

In addition, clients are required to maintain an appropriate noise level. Loud noises of any kind are prohibited; please keep noises to a minimum. The first offense will result in a verbal warning and will be documented in the client's record. Repeated violations may result in discharge from the program.

These causes for termination are not an exhaustive list. Stephouse Management reserves the right to consider all circumstances, behaviors, issues, etc., for appropriate action. All terminations are up to the staff's discretion.

Once a client is discharged, they are not allowed to return to the facility except to retrieve personal belongings. Arrangements to retrieve belongings should be made in advance with StepHouse Recovery staff.

(_____)
Initial

DISCRETION POLICY

The client understands that they are entering independent sober living. Privacy is limited and space is shared. Stephouse Recovery staff will conduct bed checks and will be entering bedrooms regularly. StepHouse Recovery staff reserves the right to interpret and apply the rules to meet the needs of each client effectively and within reason. Staff will use their best judgment with events and circumstances as they occur. Stephouse Management reserves the right to change or make additions to StepHouse Recovery Policies and Procedures at any time. It is within StepHouse Recovery's discretion to make amendments or modifications to any of the following:

- Rules and Regulations
- Policies
- Room Assignments
- Food Requirements
- Schedules
- Supervision
- Chore Assignments
- Testing
- Discharge

Clients who violate any StepHouse Recovery Policies or Procedures agree to the decisions and consequences deemed necessary by the staff.

(_____)
Initial

DRUG/ALCOHOL POLICY

Alcohol, illegal drugs, or non-prescribed drug use, distribution, and/or possession are strictly prohibited. Cough syrup or mouthwash with alcohol content is prohibited. A client must have total abstinence from any mind/mood-altering chemicals and/or drugs.

No paraphernalia (syringes, papers, pipes, spoons, etc.) associated with drugs on-premises.

No association with any active drug or alcohol offender(s), nor frequent places where drugs are sold, used, or are accessible.

Any infraction may result in the client being put on a standout*, behavioral contract, or discharged. (*Standout- A specified number of days when a client is banned from the house).

(_____)
Initial

SUPPORT STAFF

Staff is responsible for the supervision of all clients residing in the facility. Staff shall be responsible for ensuring the safety of the buildings and grounds and maintaining compliance of clients and staff with facility rules. Whenever StepHouse Recovery Staff is not present at the facility, a designated facility staff person shall be on-call to respond and arrive at the facility.
StepHouse Recovery shall post the contact telephone number of designated on-call staff.
The staff will randomly be on sight at the facility to perform UAs/breathalyzers and conduct random searches of the client rooms, personal property, and belongings.

(_____)
Initial

EMPLOYMENT/SCHOOL/VOLUNTEERING POLICY

StepHouse Recovery requires all clients to be employed, seeking employment, attending school or volunteering during the duration of their program. Verification of employment, interviews, applications, or volunteer hours is required weekly. Proof of school enrollment is also required. Failure to comply with this policy can result in discharge from the program.

(_____)
Initial

GOOD NEIGHBOR POLICY

A top priority for StepHouse Recovery is to ensure that the occupants of our homes are considerate of the neighbors and respectful of the neighborhoods in which they reside. The following protocol should always be followed by clients and staff to ensure that the community and StepHouse Recovery maintain a healthy relationship.

StepHouse Recovery provides contact information of our managerial staff to the bordering neighbors (located behind, to the left, to the right, as well as across the street of each recovery residence). We provide bordering neighbors with an "Introductory Letter" informing them of our presence in the community and our mission and efforts to help those in recovery make their fresh start in a safe and sober environment. "Introductory Letters" can be requested from staff.

Should a neighbor contact a house manager with a complaint regarding our home or its occupants, it is the responsibility of the house manager to pass this information to Management immediately, failure to do so will result in a written warning. Management will respond to the complaint within 12 hours to let the concerned neighbor know that the complaint was received, and we will investigate and address the issue as the situation warrants.

To maintain a clean presentation of the house and grounds, gardening will take place bi-weekly by a paid landscaping company. Management will also conduct outside maintenance as needed. Clients may not leave personal belongings, bicycles, trash, or other disposed of items at the front of the house. A monthly checkup by the Director will be made, and the current condition of the home and its grounds will be documented.

Clients are required to abide by the StepHouse Recovery House Rules. Clients are expected to maintain an appropriate noise level and always behave appropriately.

Smoking and vaping are permitted only in designated areas (posted) as outlined in the house rules. Cigarettes are to be disposed of in an appropriate manner. Clients are expected to maintain a clean environment and never litter. Staff and clients are responsible for setting trash cans out on the curb and bringing them in on the assigned trash day.

(_____)
Initial

Contact Information:

Stephouse Recovery
(888) 923-7623
info@stephouserecovery.com

Orange County Healthcare Agency
Monica Curran
mcurran@ochca.com
(714) 834-2488
or
Monica Cabral
MoCabral@ochca.com
(714) 834-2027

HOUSE RULES POLICY

Facility

- Accept the facility “as is”.
- The client understands they reside in a congregate housing situation, not an exclusive unit or space.
- Become familiarized with escape routes, safe gathering locations, and the need for a safe location headcount.
- It is encouraged for clients not to bring anything of high value to the facility or to keep it on their person otherwise. StepHouse Recovery is not responsible for lost, stolen, or damaged property. Clients bringing items of monetary or sentimental value to the facility are doing so at their own risk.
- No personal refrigerators, microwaves, coffee pots, heaters, furniture, candles, or excessive property is allowed.
- Moving rooms:
    - Clients may request to move rooms but are only allowed to move with permission of staff
        - Decisions will be based on seniority, behavioral assessment, and availability
    - Client must clean room previously occupied before moving.
    - Staff may need to move clients based on necessity. Changing a client’s room assignment is at the staff discretion.
- House meetings are scheduled by management on a need-be basis. If the client is unable to attend because of work conflicts, a manager must be notified.
- Laundry detergent/supplies and toiletries are *not provided* for client use.
- Internet Wi-Fi is provided at each location.

Client Conduct

- No drugs, alcohol, and/or paraphernalia allow on house premises.
- All medications, including over the counter, must be held and dispensed by the clients themselves.
- Do not enter other clients’ rooms. Clients may only enter their own room and are not allowed to enter another client's bedroom.
- Clients are not allowed to fraternize with other clients.
- Do not share rental agreement information with other clients.
- All overnight passes must be requested for approval by Thursday of each week.
- Client agrees that if they leave StepHouse Recovery for an overnight without a "pass" they are subject to discharge. Personal belongings will only be held for seven (7) days (excluding food products) and then discarded or donated to charity.
- NO PETS- Pets of any kind are not permitted.
- Clients are expected to rise in the morning at a reasonable time to ensure they are dressed, bed made, immediate area cleaned, and house chores completed by 11 am daily.
- Assigned chores must be completed daily.
- Before leaving the house, chores must be completed, the bed must be made, and the room must be tidy. If clients have school/work/volunteering before the "11 am Chore Check", they must complete all household responsibilities before leaving.
- All clients must wear appropriate attire when in shared areas of the facility and/or in the presence of other residents and staff. Appropriate attire includes shirts and pants/shorts, and dresses.
- CURFEW, clients must be in the house by 10 PM on weekdays and 11 PM on weekends and holidays.
- Be considerate to others. Keep music and television audio so as not to disturb other clients. Pick up after yourself, leaving microwaves, common areas, and bathrooms clean for the next person.

- Shower daily, maintain personal hygiene, and wash your clothes regularly.
- Bedding must be washed weekly.
- NO SMOKING/VAPING inside of or in front of the house. SMOKING/VAPING is only permitted in designated areas.
- DO NOT LEAVE BURNING CIGARETTES UNATTENDED.
- Empty ashtrays as needed.
- Clients agree not to have any contact with ex-clients that have been discharged due to relapse or behavioral infractions.
- NO STEALING! Respect others' property. Theft is cause for immediate discharge and may result in legal proceedings.
- DO NOT TOUCH THE MAIL. The operations coordinator is the only person allowed to bring the mail in from the mailbox.
- All clients must attend at least five 12-Step meetings and scheduled house solutions meetings.
- Threatening or dangerous behavior and/or deliberate abuse of house property will be cause for immediate discharge and may result in legal proceedings.
- Sexual harassment is strictly prohibited and will result in automatic discharge from the program. The client's Parole/Probation Officer and law enforcement will be notified.
- Clients must notify staff of any communicable disease.
- **If you see something, say something.** The purpose of sober living is to provide a supportive environment free from alcohol and drugs. Clients play a vital role in keeping each other safe and sober. Staff should be informed of threatening or dangerous behaviors of others, drug or alcohol use, housemates' lack of participation in house chores, etc.
- In the event of an emergency **dial 911**. Staff should also immediately be notified.

Daily Structured Activities

Clients are required to engage in daily activities that should be discussed with their outpatient provider.

Clients will be assigned household duties, including but not limited to house cleaning and basic household operations. Assigned duties must be completed daily.

The client agrees to work on a program of recovery to better their lives in the form of their choosing. StepHouse Recovery highly recommends attending celebrate recovery, parenting classes, life skill classes, private counseling, and many other community-based organizations to better themselves.

The client agrees and understands that a condition for being at StepHouse Recovery is to be gainfully employed, actively seeking work, in treatment, attending school, or other activities to enhance the client's future. Staff will provide resources, assistance, and support for clients to find work, register for school, attend appropriate self-help program meetings, and volunteer in the community.

(_____)
Initial

MAIL AND PACKAGE DELIVERY POLICY

StepHouse Recovery and staff are not responsible nor liable for mail or packages that clients choose to have delivered to a recovery residence. Do not open any packages not addressed to you.

(_____)
Initial

MEALS/FOOD POLICY

StepHouse Recovery will provide food during the week. It is the client's decision on whether they wish to consume the food provided.
Clients are not allowed to keep any food in their rooms. All food must be kept in the kitchen or designated pantry space. Only water bottles are allowed in clients' rooms.
Clients are required to clean up after themselves. Personal items, laundry, towels, and the like should not be left in the common areas of the house. Do not leave dishes in the sink or any other areas of the house, including rooms. Clean and stow dishes, utensils, and cookware in their allocated spaces. Clean the counters and stove after use. Clean the microwave as needed, especially if you spill something.
Food logs must be filled out on Sunday for the week prior.

(_____)
Initial

MOTOR VEHICLE (INCL. MOTORCYCLE) POLICY

- Clients driving a motor vehicle or motorcycle must possess and provide copies of a current California Driver's License, proof of insurance, and registration.
- Clients are not allowed to ride in the car of another client or allow another client to drive their car.
- Clients who have their vehicles must have prior approval from the program director to drive their vehicles. All vehicles must be insured and properly registered, and the client must have a valid driver's license.
- Auto repair on the premises is not permitted without prior management permission.

*Vehicles are a privilege that may be revoked at any time due to non-compliance with program rules and expectations. *

(_____)
Initial

NONDISCRIMINATION POLICY

StepHouse Recovery does not to discriminate on the basis of race, color, national origin, religion, sex, or mental or physical disabilities, pursuant to Title VI of the Civil Rights Act of 1964 (Section 2000d, Title 42, United States Code), the Rehabilitation Act of 1973 (Section 794, Title 29, United States Code); the Americans with Disabilities Act of 1990 (Section 12132, Title 42, United States Code); Section 11135 of the California Government Code; and Chapter 6 (commencing with Section 10800), Division 4, Title 9 of the California Code of Regulations.
Any person who believes they or someone else has been subjected to discrimination based on race, national origin, sex, age, or disability may file a grievance under the following procedure. It is against the law for StepHouse Recovery to retaliate against anyone who opposes discrimination, files a grievance, or participates in the investigation of a grievance. This policy applies to employees, contractors, vendors, clients, and all who interact with Stephouse Recovery.

(_____)
Initial

OPIOID OVERDOSE EMERGENCY TREATMENT POLICY

StepHouse Recovery shall have available at each program site, at minimum, one Naloxone (Narcan) Nasal Spray for the treatment of known or suspected opioid overdose.

In case of suspected opioid overdose, staff may administer Naloxone (Narcan) Nasal Spray and then call 911. Clients will also be shown how to administer Naloxone.

**Note: Naloxone is the generic name of Narcan. Narcan is the brand name of Naloxone.

(_____)
Initial

PROPERTY DAMAGE POLICY

The client agrees not to damage the facility, which includes the outside perimeter.

Client agrees not to damage any property belonging to StepHouse Recovery which includes but is not limited to transport vehicles, appliances, and furniture.
The client agrees to return any items to the facility before discharge, including linens, blankets, and towels.
The client agrees if there is damage that cannot reasonably be traced back to a particular person, the cost of the damage will be shared equally among all the housemates.
The client agrees to be financially responsible for all damage caused by them in any of the StepHouse Recovery facilities and transport vehicles.

(_____)
Initial

DRUG & ALCOHOL SCREENING POLICY

Alcohol, illegal drug, or non-prescribed drug use or possession by clients or staff is strictly prohibited. Cough syrup with alcohol content is prohibited for client safety and sobriety.

ALL CLIENTS MAY BE SUBJECT TO RANDOM DRUG SCREENS, BREATHALYZER TESTS AND ROOM SEARCHES.

- StepHouse shall perform random drug and/or alcohol testing on clients suspected of using substances **AND** at a minimum of one (1) time per month.
- All urine specimen collection shall be observed by same-sex staff. The result of the screening will be documented in the client's record.
- **Clients are not allowed to open tests by themselves. Staff will open the tests and then give them to clients.**
- If a test is unclear or possible contamination is suspected, the client will have to re-test within 1.5 hours after the first test was administered.

If a client refuses a search or test or drugs or alcohol are found or detected, StepHouse Recovery will notify the client's probation officer (within one business day), and discharge from the program may result. Refusal to test is equivalent to a **POSITIVE** test.

**** REMINDER****

UNDER NO CIRCUMSTANCES SHALL A CLIENT WHO IS UNDER THE INFLUENCE BE ALLOWED IN THE HOUSE.

If a client is found to be under the influence, management shall pack the client's property for retrieval at a later time. When the client is no longer under the influence, he can arrange to retrieve personal property with staff.

The client's property will be held for seven (7) days before StepHouse Recovery donates the items to charity.

(_____)
Initial

SMOKING POLICY

Smoking, (including electronic cigarettes) is prohibited within the facilities; the use of tobacco and tobacco products on facility premises is allowed in the backyard or parking lot.

1. Smoking and/or vaping is prohibited in any enclosed area of StepHouse Recovery's facilities.
2. Cigarettes must be completely extinguished in receptacles or metal containers to reduce fire risk.
3. Any client violating the no-smoking policy may be discharged from the program.
4. A self-audit of the no-smoking policy will be implemented, and any violation should be reported by staff in an incident report. A monthly Health and Safety audit will be conducted to see if the no-smoking policy is being adhered to.

-NO SMOKING/VAPING INSIDE OF OR IN FRONT OF THE HOUSE. SMOKING/VAPING is only permitted in designated areas.
-DO NOT LEAVE BURNING CIGARETTES UNATTENDED.

(_____)
Initial

TRANSGENDER & GENDER IDENTITY POLICY

StepHouse Recovery will not discriminate against ethnic group identification, religion, age, gender identification, sexual preferences, race, or disability. StepHouse Recovery will make every effort to ensure that all needs of transgender and non-cisgender persons are accommodated. We are committed to our clients feeling safe, supported, and comfortable.

StepHouse Recovery is committed to maintaining client information in strict confidence. No client information is ever shared with other clients, including gender orientation.

Transgender and non-cisgender clients are subject to the same drug/alcohol screening policy. A staff of the same gender the client has identified with will be in the room to observe urine specimen collection.

(_____)
Initial

GENDER-ORIENTED FACILITY POLICY

StepHouse Recovery will accommodate clients according to their gender identity. Those clients identifying as male, and female will be housed in separate residences accordingly.
(_____)
Initial

TRANSPORTATION POLICY

StepHouse Recovery shall arrange for transportation via bus vouchers, as necessary. StepHouse Recovery will also provide information regarding public transportation, how to obtain a bus pass, bus schedules, etc.

If the client owns and operates a vehicle, StepHouse Recovery shall do its best to accommodate the vehicle in accordance with federal, state, and county rules and regulations. StepHouse Recovery is not responsible for transportation via clients' cars. Choosing to ride in the car of another client or allow another client to drive your car is strongly discouraged and is done at your own risk. Clients are not permitted to drive or operate StepHouse Recovery vehicles.

Clients can also use the service Veyo for non-emergency medical transportation. This service can be used for doctor's appointments, meetings, therapy, etc. Call the number 1-833-648-7528 and mention that you are a client at StepHouse Recovery.

(_____)
Initial

VISITATION POLICY

StepHouse Recovery does not allow any visitation/visitors in any of the facilities. Failure to comply will result in discharge from the program and P.O. may be notified.

ANY INFRACTION MAY RESULT IN BEING WRITTEN UP or TERMINATION FROM THE PROGRAM. P.O. WILL BE NOTIFIED.

(_____)
Initial

NO RESPONSIBILITY CLAUSE

Stephouse Recovery assumes no responsibility for the client's personal property. Stephouse is released from all liability for any loss or damage to any and all personal property. Personal property includes but is not limited to vehicles, valuables, money, jewelry, eyeglasses, hearing aids, documents, electronic devices (i.e., computers, game consoles, and tablets), and mobile devices. Clients are advised to minimize the personal property brought into residential recovery homes. All items brought to a Stephouse Recovery home are done at the client's own risk. **Locks are not permitted on bedroom doors, and there are no exceptions to this rule.**

The client agrees to hold harmless The StepHouse Recovery, Inc, the property owners, and any and all Service Providers/Contractors against any and all claims, demands, suits, or loss.

(_____)
Initial

By signing below, you confirm that you have read and agree to all terms in this StepHouse Recovery Admission Agreement.

Client Name: _____ Date: _____

Client Signature: _____

Staff Name: _____ Date: _____

Staff Signature: _____

NARCAN® (naloxone HCl) NASAL SPRAY

QUICK START GUIDE

Opioid Overdose Response Instructions

Use NARCAN Nasal Spray (naloxone hydrochloride) for known or suspected opioid overdose in adults and children.
Important: For use in the nose only.
Do not remove or test the NARCAN Nasal Spray until ready to use.

1 Identify Opioid Overdose and Check for Response

Ask person if he or she is okay and shout name.

Shake shoulders and firmly rub the middle of their chest.



Check for signs of opioid overdose:

- Will not wake up or respond to your voice or touch
- Breathing is very slow, irregular, or has stopped
- Center part of their eye is very small, sometimes called "pinpoint pupils"

Lay the person on their back to receive a dose of NARCAN Nasal Spray.

2 Give NARCAN Nasal Spray

Remove NARCAN Nasal Spray from the box.
Peel back the tab with the circle to open the NARCAN Nasal Spray.





Hold the NARCAN nasal spray with your thumb on the bottom of the plunger and your first and middle fingers on either side of the nozzle.



Gently insert the tip of the nozzle into either nostril.

- Tilt the person's head back and provide support under the neck with your hand. Gently insert the tip of the nozzle into **one nostril**, until your fingers on either side of the nozzle are against the bottom of the person's nose.



Press the plunger firmly to give the dose of NARCAN Nasal Spray.

- Remove the NARCAN Nasal Spray from the nostril after giving the dose.



3 Call for emergency medical help, Evaluate, and Support

Get emergency medical help right away.



Move the person on their side (recovery position) after giving NARCAN Nasal Spray.

Watch the person closely.

If the person does not respond by waking up, to voice or touch, or breathing normally another dose may be given. NARCAN Nasal Spray may be dosed every 2 to 3 minutes, if available.

Repeat Step 2 using a new NARCAN Nasal Spray to give another dose in the other nostril. If additional NARCAN Nasal Sprays are available, repeat step 2 every 2 to 3 minutes until the person responds or emergency medical help is received.

For more information about NARCAN Nasal Spray, go to www.narcannasalspray.com, or call 1-844-4NARCAN (1-844-462-7226).

ADAPT PHARMA

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I acknowledge that I have read and understand the procedures for administering NARCAN. A copy of this information will be provided for you to keep in the welcome packet.

Client Name: _____

Client Signature: _____

Date: _____

(AB 109) SOBER LIVING- Client Sobriety and Treatment History

I have been sober since: _____

I have been at the following treatment programs and/or sober living facilities:

_____
_____
_____

I am currently participating in the outpatient treatment program/or Probation DRC (Probation Reporting Center) at: _____

(TO BE FILLED OUT BY STAFF)

Notations regarding how Sober Living may assist the client in implementing his/her sobriety-related plan recommendations:

_____
_____
_____
_____
_____
_____
_____
_____

Client Signature: _____ Date: _____

Staff Signature: _____ Date: _____

HIPAA COMPLIANT AUTHORIZATION
FOR THE RELEASE OF PATIENT INFORMATION
to HCA and Orange County Probation

Client Last Name:	Client First Name:
Date of Birth:	SSN (last 4 digits)
Email:	Phone Number:
Address:	City:
State:	Zip:

I _____ do hereby authorize

Client Name

Stephouse Recovery, Inc. _____

Name of Agency/Provider

9679 Ellis Ave., Fountain Valley, CA 92708 (714) 394-3494

Address **Phone Number**

to release my protected health information to **Orange County Health Care Agency**
405 W 5th Street, Santa Ana CA 92701
(855) 886-54000
And Orange County Probation Department

Purpose of this authorization:

- ☐ Patient Request
- ■ Continuity of Care/Treatment
- ☐ Insurance
- ■ Requested by Legal Authority
- ☐ Other: _____

Information that can be released (check all that apply):

- ■ Medical Records

■ Summary of Treatment

■ Outpatient Meeting Attendance Records

☐ Other, please specify:

_____
_____
_____

Types of records to be released:

■ Complete Records retained by Stephouse Recovery (including, but not limited to office notes, face sheets, history, physical, consultations, inpatient, outpatient, and emergency room treatment, test results, progress notes, social worker records, clinic records, and the like). Alcohol, Drug and/or Substance Abuse Records and Mental Health Records are excluded from this section. See below to authorize release of Alcohol, Drug and/or Substance Abuse Records and Mental Health Records.

☐ Other, please specify:

_____
_____
_____

Client initials and date range of records to be released are required below for the use or release of the following types of sensitive information:

Please initial on the line provided. Dates are required, "date from" will be date of admission.

___ Alcohol, Drug or Substance Abuse Records Date from: _____ Date To: _____
___ Mental Health Records Date from: _____ Date To: _____

I understand that my records are protected under the Federal regulations governing Confidentiality of Alcohol and Drug Abuse Patient Records, 42 C.F.R. Part 2, and the Health Insurance Portability and Accountability Act of 1996 (HIPAA), 45 C.F.R. Pts. 160 & 164, and cannot be disclosed without my written consent unless otherwise provided for by the regulations.
I have read the contents of this form. I understand, agree, and allow the above-named Agency/Provider to release my information as I have stated above. I also understand that signing this form is voluntary and treatment, payment, or eligibility for benefits will not be affected if I do not sign this authorization. I have the right to revoke this authorization at any time by providing written notice to Stephouse Recovery at 9679 Ellis

Ave. Fountain Valley, CA 92708. The revocation will not affect disclosures that Stephouse Recovery has already taken action in reliance on the authorization. Information disclosed pursuant to this authorization may be re-disclosed by the recipient and no longer be protected by federal privacy law (HIPAA). Applicable State or other federal law may require the recipient to obtain your written authorization before re-disclosure unless otherwise permitted by such laws. I am entitled to a copy of this form. A copy of the original authorization is valid. This authorization expires three years from the date of my discharge from Stephouse Recovery.

Anticipated Date of Discharge: _____

Client Signature: _____ Date: _____

Completed by Stephouse Recovery Staff:

Printed Name: _____

Signature: _____ Date: _____

HIPAA COMPLIANT AUTHORIZATION
FOR THE RELEASE OF PATIENT INFORMATION
Outpatient Meeting Provider

Client Last Name:	Client First Name:
Date of Birth:	SSN (last 4 digits)
Email:	Phone Number:
Address:	City:
State:	Zip:

I _____ do hereby authorize

Client Name

_____

Name of Agency/Provider

_____

Address **Phone Number**

to release my protected health information to

to release my protected health information to **Stephouse Recovery**
9679 Ellis Ave. Fountain Valley CA
(714) 394-3494

Purpose of this authorization:

- ☐ Patient Request
- ☐ Continuity of Care/Treatment
- ☐ Insurance
- ☐ Requested by Legal Authority
- ■ Other: Proof of meeting attendance

Information that can be released (check all that apply):

- ☐ Medical Records
- ☐ Summary of Treatment
- ■ Outpatient Meeting Attendance Records
- ☐ Other, please specify:

_____

_____

_____

Types of records to be released:

- ☐ Complete Records retained by Stephouse Recovery (including, but not limited to office notes, face sheets, history, physical, consultations, inpatient, outpatient, and emergency room treatment, test results, progress notes, social worker records, clinic records, and the like). Alcohol, Drug and/or Substance Abuse Records and Mental Health Records are excluded from this section. See below to authorize release of Alcohol, Drug and/or Substance Abuse Records and Mental Health Records.
- ■ Other, please specify: Meeting Attendance Only

Client initials and date range of records to be released are required below for the use or release of the following types of sensitive information:

Please initial on the line provided. Dates are required. -----
NOT APPLICABLE FOR THIS REQUEST

___ ~~Alcohol, Drug or Substance Abuse Records~~ ~~Date from: _____~~ ~~Date To: _____~~
___ ~~Mental Health Records~~ ~~Date from: _____~~ ~~Date To: _____~~

I understand that my records are protected under the Federal regulations governing Confidentiality of Alcohol and Drug Abuse Patient Records, 42 C.F.R. Part 2, and the Health Insurance Portability and Accountability Act of 1996 (HIPAA), 45 C.F.R. Pts. 160 & 164, and cannot be disclosed without my written consent unless otherwise provided for by the regulations.
I have read the contents of this form. I understand, agree, and allow the above-named Agency/Provider to release my information as I have stated above. I also understand that signing this form is voluntary and treatment, payment, or eligibility for benefits will not be affected if I do not sign this authorization. I have the right to revoke this authorization at any time by providing written notice to Stephouse Recovery at 9679 Ellis Ave. Fountain Valley, CA 92708. The revocation will not affect disclosures that Stephouse Recovery has

already taken action in reliance on the authorization. Information disclosed pursuant to this authorization may be re-disclosed by the recipient and no longer be protected by federal privacy law (HIPAA). Applicable State or other federal law may require the recipient to obtain your written authorization before re-disclosure unless otherwise permitted by such laws. I am entitled to a copy of this form. A copy of the original authorization is valid. This authorization expires three years from the date of my discharge from Stephouse Recovery.

Anticipated Date of Discharge: _____

Client Signature: _____ Date: _____

Completed by Stephouse Recovery Staff:

Printed Name: _____

Signature: _____ Date: _____

Notice of Privacy Practices

Dear Stephouse Client:
Your medical and behavioral health treatment information and records are personal and private. Stephouse Recovery is committed to protecting your personal health information, also known as Protected Health Information or PHI. We are required by Federal and State laws to protect the privacy of your medical and behavioral health information.
We have developed and implemented policies, procedures, and safeguards in alignment with the HIPAA Security Rule and HITECH Act of 2009 to ensure the security, confidentiality, integrity, and availability of all PHI Stephouse creates, receives, maintains, or transmits from improper use and disclosure. Stephouse provides ongoing training to employees and outside contractors to ensure compliance with all HIPAA privacy and confidentiality regulations.
If you wish to allow Stephouse Recovery to share your information with family, partners, or other persons or entities, we must have a release of information, signed by you, on file.
We are required by law to provide you with this Notice of our legal duties and privacy practices with respect to your medical and behavioral health information.
If you have any questions and/or would like additional information, you may contact Stephouse Management at (714) 394-3494.

How We May Use and Disclose Your Protected Health Information

The uses and disclosures of your protected health information are below. Use and disclosure of substance and/or alcohol use disorder information will be discussed separately.

1. **Coordination of care.** We may use and disclose your protected health information to provide care coordination or to direct or recommend a higher level of care and any related services, such as referral to treatment and detox centers. We may also disclose your health information to personnel at the Orange County Health Care Agency (OCHCA) or community resources and providers who may be treating you or involved in your care.
2. **Payment.** We may use or disclose your protected health information to determine the OCHCA or your medical insurance's responsibility to pay for or to permit us to bill and collect payment for the services that we provide to you.
3. **Sober Living Operations.** We may use and disclose your protected health information to support the business activities of Stephouse Recovery Inc. We may disclose your health information to other staff or business associates who perform billing, consulting, auditing, licensing, accreditation, and other services for Stephouse Recovery.
4. **Required by Law.** We may use and disclose your protected health information when required by Federal, State, or local law.
5. **Business Associates.** We may contract with business associates to perform certain functions or activities on our behalf, such as payment, business operations, lab tests, and other services. We release the minimum amount of PHI necessary for the business associate to perform the identified services. We require business associates to safeguard your information appropriately. Examples of business associates include contractors, billing companies, outsourced laboratories, and electronic medical records vendors.
6. **Victims of Abuse, Neglect, or Domestic Violence.** We may disclose your protected health information to other government agencies to report suspected abuse, neglect, or domestic violence. We will only disclose this information if you agree, if the law requires us to, or when it is necessary to protect someone from serious harm.
7. **Lawsuits and Legal Actions.** We may use and disclose your protected health information in response to a court or administrative order, certain subpoenas, or other legal process. We may also use and disclose PHI to the extent permitted by law without your authorization, such as defending against a lawsuit or arbitration.

8. **Law Enforcement.** We may disclose your protected health information to authorized officials such as the police, sheriff, or FBI for law enforcement purposes and in response to legal processes, such as a search warrant or court order.
9. **Coroners, Medical Examiners, and Funeral Directors.** We may disclose your protected health information to funeral directors, coroners, and medical examiners to permit body identification, determine what caused the death, or for other official duties.
10. **To Stop a Serious Threat to Health or Safety.** We may use or disclose your protected health information if we believe it is necessary to avoid or lessen a serious threat to your health or safety or to someone else's.
11. **Military Activity and National Security.** We may use or disclose the PHI of armed forces personnel to the applicable military authorities when they believe it is necessary to carry out military missions properly. We may also disclose your PHI to authorized federal officials as necessary for national security and intelligence activities or for the protection of the president and other government officials and dignitaries.
12. **Identity Verification.** We may photograph you for identification purposes. Your photo may be stored in your Stephouse Recovery Chart. You may decline to have your photograph taken.
13. **Electronic Health Records.** We may use an electronic health record to store and retrieve your health information. We may also receive information about you from providers in the community who are involved with your care by using shared databases or health information exchanges.
14. **Communication with Family and Others When you are Present.** Sometimes a family member or other person involved in your care will be present when we are discussing your PHI with you. If you object, please tell us and we won't discuss your PHI while that person is present.
15. **Communication with Family and Others When you are Not Present.** There may be times when it is necessary to disclose your PHI to a family member or others involved in your care because there is an emergency or you lack the decision-making capacity to agree or object. In those instances, we will use our professional judgment to determine if disclosing your PHI is in your best interest. If so, we will limit the disclosure to the PHI that is directly relevant to the person's involvement with your health care.

Uses and Disclosures of Your Protected Health Information
Requiring Your Written Authorizations

We will obtain your written permission through a signed release of information form for the uses and disclosures of your PHI not covered by this Notice. You may revoke any release of information by submitting a request in writing at any time and we will stop disclosing PHI about you to the indicated party(s). Any disclosures made prior to the revocation are not affected by the revocation.

Uses and Disclosures of Your Substance and Alcohol Use Disorder Records

The confidentiality of your substance and alcohol use disorder records is protected by 42 USC 290dd-2 and the Department of Health and Human Services (HHS) regulations at 42 CFR Part 2 – Confidentiality of Substance Use Disorder Patient Records. Generally, we are not allowed to disclose your participation in the program or identify you as having an alcohol or drug abuse problem to an outside person unless:

1) You consent in writing.
2) The disclosure is to prevent multiple 42 CFR Part 2 program enrollments.
3) The disclosure is allowed by a court order.
4) The disclosure is made to medical personnel to the extent necessary to meet a legitimate medical emergency.
5) The disclosure is made for certain audit and/or evaluation purposes.

If you believe that the privacy of your information protected by 42 USC 290dd-2 and 42 CFR Part 2 has been violated, you may contact the U.S. Attorney's Office, Central District of California, Santa Ana Branch Office at 411 W. Fourth Street, Suite 8000, Santa Ana, CA 92701 or by phone at (855) 898-3957.

Your Rights Regarding Your Protected Health Information

1. **Right to View and Copy Your PHI.** Subject to certain exceptions, you have the right to view or get a copy of your protected health information that we maintain in records relating to received services or payment for services. Your request must be submitted in writing and a fee may be charged for the costs of copying, mailing, and for any other supplies used in fulfilling your request. In limited situations, we may refuse any requests to see or receive copies of your records. If denied, we will tell you why in writing and explain your right to have our denial reviewed.
2. **Right to View and Copy Laboratory Test Results.** You have the right to view and copy protected health information consisting of your completed laboratory test results obtained by Stephouse Recovery. A request must be submitted in writing and a fee may be charged for the costs of copying, mailing, and any other supplies used to fulfill your request.
3. **Right to Request an Amendment**
   You have the right to request that we correct or add to your record if you believe there is a mistake in your PHI or that important information is missing. The request must be in writing; explain what corrections or additions you are requesting and the reasons the corrections or additions should be made. We may deny your request if it is not in writing or does not include a reason to support the request. We may also deny your request if:
   - *The information in your record is correct and accurate.*
   - *We did not create the information in your record, or the person who created it is no longer available to make the amendment.*
   - *The information is not part of the records you are permitted to view and copy.*

   If we deny your request for amendment, we will tell you why and explain your right to file a written statement of appeal in response to our decision.
4. **Right to an Accounting of Disclosures**
   You have the right to request a list of our disclosures of your PHI. The request must be made in writing.
   To request an accounting, please contact us at **Stephouse Recovery, 9679 Ellis Ave. Fountain Valley, 92708**, or by email at info@stephouserecovery.com. A fee may be charged for copying, mailing, and any other supplies used in fulfilling your request.
   The list will not include the following disclosures:
   - *Those that you provided signed authorization for.*
   - *To carry out payment and health care operations.*
   - *To parole officers, probation officers, or other law enforcement as required.*
   - *Not covered by the right to an accounting.*
5. **Right to Request Restrictions on Uses and Disclosures of your PHI**
   You have the right to request a restriction or limitation on how we use or disclose your PHI under certain circumstances. Restrictions or limitations can be discussed with Stephouse Recovery Management. We are not required to agree to your request in every situation, particularly when you do not fully pay for services.
6. **Right to Request Confidential Communications**
   You have the right to request how we communicate with you to preserve your privacy. Please inform Stephouse Management if you prefer a specific form of communication; for example, if you do not wish to receive text messages.
7. **Right to Revoke Releases of Information**
   You have the right to take back or revoke your written authorization to use and disclose your PHI at any time. You must let us know of your revocation in writing. Please note that we cannot take back any information already used or shared while the authorization was valid.

8. **Right to a Paper Copy of this Notice**
9. **Notification of a Breach of PHI**
10. **Right to File a Complaint**

    You have the right to file a complaint with Stephouse Recovery by writing to us at 9679 Ellis Ave., Fountain Valley, CA 92708.

    You also have the right to file a complaint directly to the Secretary of the United States Department of Health and Human Services (DHHS) at DHHS, Region IX Office for Civil Rights, 90 7th Street, Suite 4-100, San Francisco, CA 94103, or call (800) 368-1019, TDD (800) 537-7697. The complaint must be filed in writing and sent by mail, fax, or electronically by e-mail and within 180 days of when you found out the violation occurred.

ACKNOWLEDGEMENT RECEIPT NOTICE OF PRIVACY PRACTICES

Stephouse Recovery, Inc.
9679 Ellis Ave.
Fountain Valley, CA 92708

I acknowledge that I have received a copy of the Notice of Privacy Practices Stephouse Recovery, Inc. The Notice of Privacy Practices describes the types of uses and disclosure of my protected health information that might occur in receipt of sober living services, payment for services, or in the performance of the office operations. The Notice of Privacy Practices also describes my rights and the responsibilities and Stephouse Recovery, Inc. with respect to my protected health information. Stephouse Recovery reserves the right to change the privacy practices that are described in the Notice of Privacy Practices. If privacy practices change, I will be offered a copy of the revised Notice of Privacy Practices. I may also obtain a revised Notice of Privacy Practices by requesting that one be mailed to me.

MY SIGNATURE BELOW ACKNOWLEDGES I HAVE RECEIVED A COPY OF THE NOTICE OF PRIVACY PRACTICES. ALL OF MY QUESTIONS HAVE BEEN ANSWERED AND I UNDERSTAND THAT I MAY MAKE INQUIRY TO THIS ACKNOWLEDGEMENT AT ANY TIME.

_____ _____
CLIENT NAME (PRINTED) DATE

_____
CLIENT SIGNATURE

OFFICE USE ONLY: RECORD OF ACKNOWLEDGEMENT NOT OBTAINED
ACKNOWLEDGEMENT WAS NOT OBTAINED FOR THE FOLLOWING REASON(S):

☐ Needed more time to review Notice of Privacy Practices.
☐ Wanted to consult with another person before signing.
☐ Unable to sign.
☐ Reason not given
☐ Other (please explain) _____

_____
CLIENT NAME (PRINTED)

_____ _____
STEPHOUSE RECOVERY STAFF (PRINTED) DATE

_____
STAFF SIGNATURE

EMPLOYMENT TRACKING FORM

Client Name:	Date:

Please indicate your current employment/volunteer/student status:

- ☐ Employed Full-Time
- ☐ Employed Part-Time
- ☐ Attending school
- ☐ Volunteering
- ☐ I am not currently employed, volunteering, or enrolled in school at the time of intake to Stephouse Recovery. I will notify the Stephouse staff when this status has changed. I understand that staff will regularly follow up on my progress to obtain employment, volunteer, or enroll in school.

If employed part-time, please indicate the approximate number of hours you are working each week.	
Name, Address & Phone number of Employer:	

If volunteering, please indicate the approximate number of hours you are volunteering each week.	
Name, Address & Phone number of the Organization you volunteered for:	

Name of school you are attending:

Are you attending online? Yes ☐ No ☐

Client Signature: _____ Date: _____

EXHIBIT H

INTRODUCTORY LETTER

To our Neighbors,

We would like to take a moment to introduce ourselves to you and share with you our presence in the neighborhood. StepHouse Recovery is a Sober Living residence located at 1601 Baker St. Our mission is to provide a safe and sober environment for individuals transitioning from a treatment program back to mainstream living. Each resident participates in a structured recovery program provided by the Orange County Health Care Agency. StepHouse operates with the oversight of Orange County Health Care Agency and the Orange County Sheriff's Department, as well as permission from the City of Costa Mesa.

A well trained house manager provides round-the-clock supervision for the residents.

Should you ever have any disturbance or issue resulting from our home please let us know. Our goal is to be a good neighbor, and we will address any concerns as soon as possible.

Below is contact information for Stephouse staff and Orange County Health Care agency staff.

Stephouse Recovery
George Vilagut
info@stephouserecovery.com
(888) 923-7623

Orange County Healthcare Agency
Monica Curran
MCurran@ochca.com
(714) 834-2488

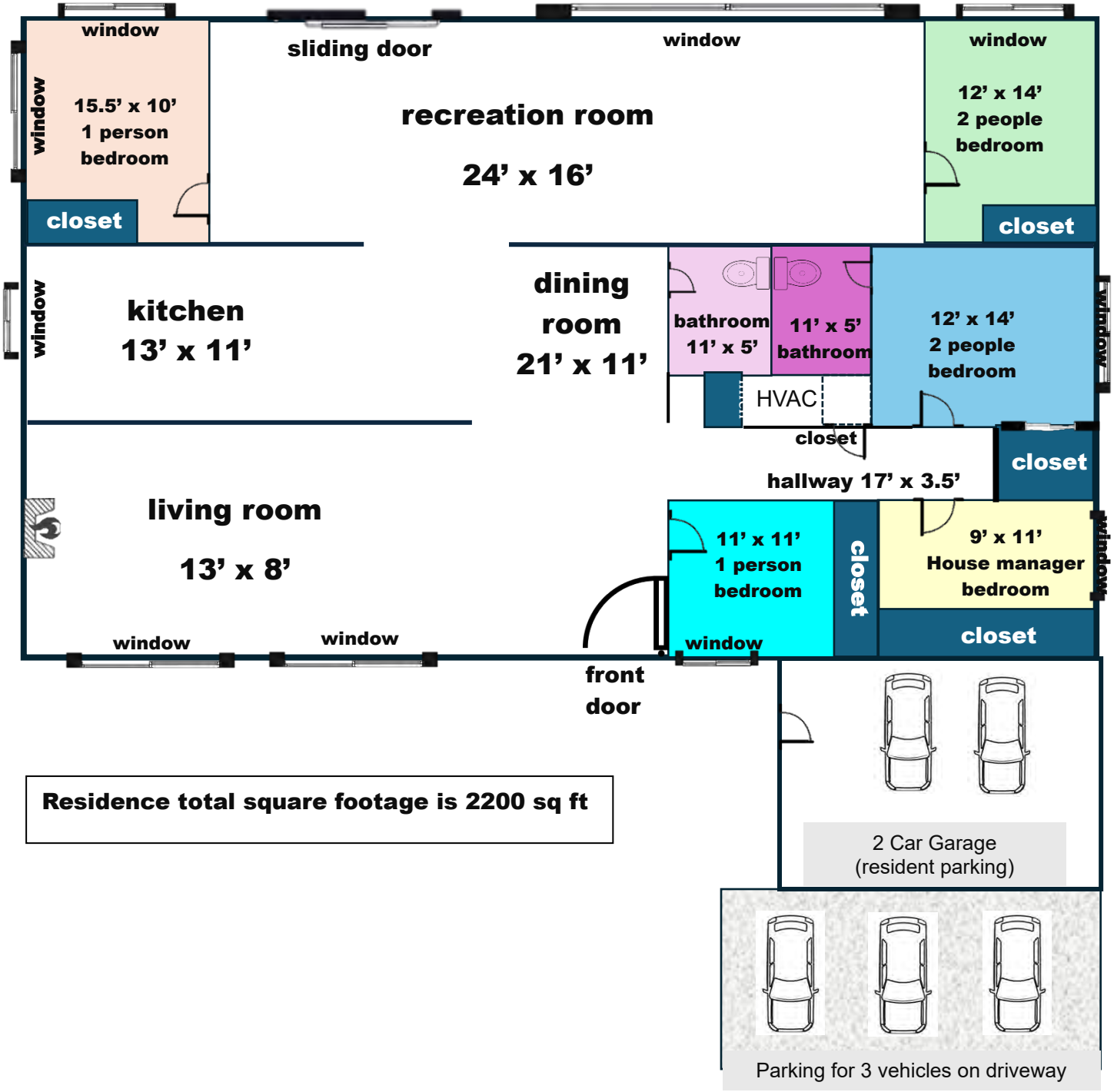
or

Monica Cabral
MoCabral@ochca.com
(714) 834-2027

Sincerely,

George Vilagut
Executive Director
Stephouse Recovery, Inc.

EXHIBIT F



Residence total square footage is 2200 sq ft

EXHIBIT G















STEPHOUSE RECOVERY
POLICIES AND PROCEDURES

OCHCA RECOVERY RESIDENCE SERVICES

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NONDISCRIMINATION

It is the policy of Stephouse Recovery not to discriminate in employment practices and provision of benefits and services on the basis of race, color, national origin, religion, sex, or mental or physical disabilities, pursuant to Title VI of the Civil Rights Act of 1964 (Section 2000d, Title 42, United States Code), the Rehabilitation Act of 1973 (Section 794, Title 29, United States Code); the Americans with Disabilities Act of 1990 (Section 12132, Title 42, United States Code); Section 11135 of the California Government Code; and Chapter 6 (commencing with Section 10800), Division 4, Title 9 of the California Code of Regulations.

MISSION STATEMENT

Our mission at Stephouse Recovery is to provide comprehensive, integrated mental health, substance abuse, and behavioral modification services that promote the health and well-being of our clients to improve their quality of life.

PHILOSOPHY STATEMENT

Our goal is to individualize behavior plans and recovery-based treatment plans to assist our clients in achieving their desired goals in sobriety and everyday life. Here at Stephouse Recovery, we strive to create a positive environment that encourages optimism and instills a comfortable feeling where clients can allow themselves a platform to open up to alternative health choices in their recovery.

Our methods are proven effective because we use evidence-based practices. We have a state-of-the- art structured environment that is fully staffed with qualified personnel who offer guidance, consistency, and support. We encourage our clients to hold themselves to a higher standard and take accountability for their actions while promoting self-confidence and self-reflection on their journey towards sobriety and a productive way of life. Our hope is to teach each client how to break their substance abuse cycle so they can make a conscious choice to walk a different path and lead a more productive, healthy lifestyle.

FISCAL PRACTICES

Stephouse Recovery implements standard cash basis accounting and bookkeeping practices. Expenses and revenue are recorded on a weekly basis by a contracted bookkeeper. Stephouse Recovery's CPA office typically handles journal entries. All bookkeeping is reviewed quarterly by the CPA office.

Receipts and/or invoices are required to be attached to all expenses. Only Stephouse Recovery Owner has the authority to sign checks and make bank deposits. The bookkeeper reconciles accounts at the first of every month for the previous month's activity. Bank statements are reviewed monthly by Stephouse Owner.

The organization's quarterly financial statements are prepared in accordance with Generally Accepted Accounting Principles (GAAP) by the Stephouse Recovery CPA office.

The bookkeeper handles employee payroll bi-weekly and ensures that all payroll taxes and forms are paid and filed in a timely manner. The CPA and Stephouse House Recovery Owner oversee all other taxes and related forms for the organization. Timesheets are to be signed and turned in to Stephouse Recovery Owner for review on the Monday preceding the scheduled payday. The bookkeeper receives the approved timesheets from the Stephouse Recovery Owner or his assigned delegate only and then makes any changes to the payroll system.

Stephouse Recovery Compliance Officer oversees the completion of the Orange County Annual Cost Report for reporting on the use of county funds.

Financial records are stored in the QuickBooks Online system and the organization's Google Shared Drive Banking folder. Records are kept indefinitely.

Petty Cash is not utilized in the RRS Program.

SHARING INFORMATION WITH STAFF AND CLIENTS

Stephouse Recovery's policy is to keep all staff and residents informed and updated on all personnel policies. Staff are emailed when policies and procedures are revised or added to. At house meetings, residents are notified and provided copies of policy and procedure changes.

Procedure for Notifying Program Staff and Clients of P&P Updates

Policies and Procedures are reviewed annually for necessary updates and revisions. Program staff and clients will be informed of any updates during staff meetings and house meetings immediately following the updates. Copies of the updates will be distributed with a memo outlining the changes that have been made. Staff and clients will be required to sign a group acknowledgement form indicating they received the memo and a copy of the new policy/procedure.

GRIEVANCE AND COMPLAINT PROCESS & POLICY

Stephouse Recovery's policy is not to discriminate based on race, color, national origin, sex, age, or disability. Stephouse Recovery has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 1557 of the Affordable Care Act (42 U.S.C. Section 18116) and its implementing regulations at 45 C.F.R. pt. 92, issued by the U.S. Department of Health and Human Services. Section 1557 prohibits discrimination based on race, color, national origin, sex, age, or disability in certain health programs and activities.
Section 1557 and its implementing regulations may be examined in the Office of Compliance, who has been designated to coordinate the efforts of HCA's compliance with Section 1557.
Any person who believes they have or someone else has been subjected to discrimination on the basis of race, color, national origin, sex, age, or disability may file a grievance under this procedure. It is against the law for Stephouse Recovery to retaliate against anyone who opposes discrimination, files a grievance, or participates in the investigation of a grievance.
This policy applies to individuals (i.e., clients/patients) participating in healthcare programs or activities within Stephouse Recovery. All Stephouse Recovery employees who receive or respond to grievance calls must incorporate the procedures indicated within this policy into current Service Area grievance response procedures.
Grievances must be submitted to the Office of Compliance Civil Rights Coordinator within sixty (GO) days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
A complaint must be in writing and contain (1) the name and address of the person filing the complaint, (2) the problem or action alleged to be discriminatory, and (3) the remedy or relief sought.

1. Office of Compliance CIVIL RIGHTS COORDINATOR Grievance Procedures
    a. The Office of Compliance Civil Rights Coordinator (or her/his designee) tracks all complaints/grievances related to race, color, national origin, sex, age, or disability on an internal tracking log.
    b. The Office of Compliance Civil Rights Coordinator (or her/his designee) notifies the respective Service Area Grievance Representative of Section 1557 complaints and conducts investigations of complaints. This investigation may be informal, but it will be thorough, allowing all interested people to submit evidence relevant to the complaint.
    c. The Office of Compliance Civil Rights Coordinator tracks the response time of 1557 complaints to ensure that response letters from the respective Service Areas are mailed out within thirty (30) days after its filing, along with a notice to the complainant of the complainant's right to pursue further administrative or legal remedies.
    d. The Office of Compliance Civil Rights Coordinator maintains HCA files and records relating to Section 1557 grievances. To the extent possible, and per applicable law, the Office of

Compliance Civil Rights Coordinator takes appropriate steps to preserve the confidentiality of files and records relating to grievances and shares it only with those who need to know.

Appeal Process

2. The person filing the grievance may appeal the decision of the Office of Compliance Civil Rights Coordinator (or her/his designee) by writing to the Civil Rights Appellate Board within fifteen (15) days
   of receiving the Office of Compliance Civil Rights Coordinator's (or her/his designee's) decision. The Civil
   Rights Appellate Board issues a written decision in response to the appeal no later than thirty (30) days after its filing.
   a. The Civil Rights Appellate Board investigates the appeal complaint.

b. The Civil Rights Appellate Board issues a written decision on the grievance appeal to the Appellant within thirty (30) days of receipt of the appeal.
c. The Office of Compliance Civil Rights Coordinator maintains copies of all correspondence.

SERVICE AREA. Grievance Procedures

1. If the grievance is related to race, color, national origin, sex, age, or disability, the Service Area must immediately notify the Office of Compliance Civil Rights Coordinator that the grievance is a 1557 issue.
2. The Service Area follows the grievance process per Service Area procedures.
3. The Service Area responds to the complainant:
   a. No later than thirty (30) days after the grievance was filed and includes a notice to the complainant advising the complainant's right to pursue further administrative or legal remedies (paragraph C(l)).
   b. Per Service Area procedures; and
   c. With the content of the 1557 Formal Response Addendum (Attachment 1) in the response letter.
4. The Service Area provides copies of all correspondence to the Office of Compliance Civil Rights Coordinator.

The following explains your right to file a written grievance or complaint to Stephouse Recovery. You can file a complaint if you believe a serious issue has arisen. If you cannot submit a written complaint, you may instead explain your complaint in person or over the telephone, or we can help you to make a written complaint.

Grievance Rights

If you are already a participant of Stephouse Recovery or are asking for our help, you have a right to file a written grievance if you are unhappy with our services. For example, you might want to file a grievance if you believe that (1) we did not provide you with effective services, (2) we wrongly denied you help, or (3) we violated our legal obligations. If requested, we can give you more detailed information about what the law requires of our programs.

How to File a Grievance

1. Please mail a letter describing your grievance to the Stephouse Recovery Executive Director. Sign and date the letter and provide your return address. If you cannot give us a written grievance, you may give us your grievance verbally (e.g., by telephone or in person) or ask us to help you write it. Note: You must submit your grievance within 30 days of the incident.
   a. Written grievances should be mailed to the attention of the Executive Director of Stephouse Recovery at 9769 ELLIS AVENUE, FOUNTAIN VALLEY, CA 92708.
   b. If you provide a return address, you will receive a written response within 15 days.
2. If you are unhappy with the Executive Director's decision/response, please mail your written appeal to our Board of Directors asking that the Board review the decision. Sign and date the letter and provide your return address. If you cannot write your grievance, call our business office and request assistance from

one of our staff. Note: You must make your appeal within 30 days of receiving the Executive Director's decision. If the County funds your services, you may contact the Orange County Health Care Agency Behavioral Health Services to file a grievance or appeal.

3. Written appeals should be mailed to the attention of the Chair of the Board at 9769 Ellis Avenue, Fountain Valley, CA 92708.
4. If you need more information about your rights under this policy and/or need to make a grievance or appeal verbally, please call our business office at 888-923-7623.

SPECIAL INCIDENT REPORTING AND NOTIFICATION OF DEATH

A completed Special Incidence Form (SIR), using the OCHCA SIR template will be within 24 hours of a qualifying incident. Qualifying incidents include:

- Death of a current client, employee, or visitor that occurs on site or offsite during program related activity.
- Death of a former client that occurs within a year of leaving treatment.
- Injuries (incl. self-injury) requiring professional medical care.
- Automobile accidents
- Acts of negligence or serious breach of staff code of conduct
- Loss or damage to any COUNTY property in program's possession
- Theft or vandalism which includes staff or clients.
- Violence leading to injury, trauma, or police involvement.
- Overdose of current client. Include use of any naloxone.
- Any sexual contact between client and staff or non-consensual between clients
- Tarasoff threats
- Any incident of a serious nature that exposes the county to liability.

These incidents shall be submitted to program monitor only.

- Injury, self- injury, suicide attempt not requiring professional medical care.
- Inappropriate staff behavior toward clients or other staff
- Any hate crime, or any discrimination or harassment based on race, sexual orientation, gender, or disability.
- Significant property damage – fire, flood, earthquake
- Physical altercation between residents – no medical care or police involvement
- Discovery of any alcohol or narcotics at the facility
- Drug or alcohol use occurring at the facility.
- Routine illness requiring offsite medical care.
- Positive drug test (excluding at admission)

Additional details that emerge, follow-up and background info shall be provided in addendum within 48 hours of incident.

Email Notification to HPS (SIR form not required):

Notice of any serious contagious medical condition that requires containment, including (but not limited to): COVID 19, Measles, Mumps and Rubella, Tuberculosis, Chicken Pox, Pertussis (whooping cough), Hepatitis A, Meningococcal Meningitis – include housing plan for affected clients.

Upon becoming aware of the death of any person served pursuant to the OCHCA Resident Recovery Service Contract, Stephouse Recovery shall immediately notify OCHCA Program Staff.

- All Notifications of death shall contain the name of the deceased, the date and time of death, the nature and circumstances of the death, and the name(s) of Stephouse Recovery Staff with knowledge of the incident.
- Stephouse Recovery shall notify OCHCA Program Staff by telephone immediately upon becoming aware of the death due to non-terminal illness of any person served pursuant OCHCA Resident Recovery Service Contract. Notice will only be given during normal business hours.
- All death reports will be verified by the coroner's office.

EMERGENCY RESPONSE PLAN

Call 911 in the event of:

1. **Fire**
2. **Violence or a threat of violence**
3. **Suspicious persons hanging around premises**
4. **Burglary**
5. **A life-threatening medical situation**
6. **Chest pain**
7. **Shortness of breath**
8. **Suicide attempt**
9. **Unconscious individual**
10. **Injury in which there is a broken bone or bleeding that cannot be stopped**
11. **Serious fall**
12. **Unable to wake someone**
13. **Ingestion of toxic chemicals or substances**
14. **Suspected overdose of a substance or alcohol**
15. **Individual out of control**
16. **Individual hallucinating**
17. **Individual having an extreme allergic reaction**
18. **Extreme paranoid behavior**

When overdose is suspected - administer Naloxone to the individual in crisis and dial 911.

After a resident calls 911, they should call the house manager/management and inform them of the situation. Make sure you move to a safe place to wait for the arrival of emergency assistance. DO NOT try to move an injured person, give First Aid or CPR unless you are qualified.

Upon intake, the House Manager will ensure that all residents are aware of the emergency exit routes and location of fire extinguishers for the residence. Phone numbers for the House Manager, Stephouse Recovery Management, and OC HCA Program Officers shall be kept current on the bulletin board in the common area of the residence.

FACILITY REQUIREMENTS

THE RECOVERY RESIDENCE FACILITY SHALL BE CLEAN, SAFE, SANITARY, AND IN GOOD REPAIR AT ALL TIMES AND SHALL INCLUDE:

a. An alcohol and drug free living environment
b. Safe sleeping quarters, a separate bed for each client, closet and dresser space, clean linen in good repair, including lightweight, warm blankets; top and bottom sheets; pillowcases;

mattress pads; bath towels and wash cloths.

c. Bedrooms shall not be overcrowded, allowing 70 square feet for the first two people and 50 square feet for each additional person in bedrooms, unless given prior written approval by the County of Orange
d. Basic living facilities including but not limited to: adequate bathing, hand washing and toilet facilities, lounge area, and dining area with adequate seating.
e. Laundry facilities and laundry supplies at no cost to the Client.
f. Toiletry articles appropriate to the health and grooming needs of the Client.

MANDATORY POSTINGS FOR HOUSES

The following documents are required to be posted at all County contracted Recovery Residence Services homes:

- Current Copy of the Sheriff Certification- Expires _j _j _____
- House Rules, Visitation, and Non-Smoking rules if they are not noted in the House Rules (including a curfew and visitation hours)
- Current Copy of the Sheriff Certification Guidelines
- House manager information/ Hours that individual staff members will be on site
- Prohibition against Alcohol and Non-Prescription Drugs
- Sexual Harassment of Client or Staff is Prohibited Notice
- Grievance Procedure
- Good Neighbor Policy
- Client Sign-In/Sign-Out Log
- Evacuation plan
- List of resources within the community that includes medical, dental, mental health, public health, and social services.
- Where to apply to determine eligibility for state, federal, or county entitlement programs.
- Information on self-help meetings. AA, NA, and non-12-step meetings.

HOUSE LOG POLICY

Stephouse Recovery shall maintain a house log on each shift supervised by a designated staff member. The log shall be used to document staff and shift changes at the Recovery Residence and client and staff related incidents (e.g., altercations, curfew infractions, policy breaches by clients and staff, etc.). The log provides a space to document the date, time of the incident, and the printed name, signature, and title of the staff member completing the entry.

COVID-19 CORONAVIRUS POLICY

The COVID-19 situation is changing rapidly, and we recommend that staff and clients monitor the information from the CDC and CA Governor's State of Emergency for updates.
In response to the State Public Health Officer Order dated August 9, 2021, Stephouse Recovery is providing this plan to address vaccine status verification, masking requirements, and COVID-19 testing requirements.

If you believe you may have been exposed to COVID-19 or have symptoms that may indicate exposure, please contact your supervisor as soon as possible and before coming to work.
Symptoms that may indicate exposure to COVID-19 include any one of the following:

- Cough
- Fever
- Loss of smell
- Muscle aches
- Runny nose

- Shortness of breath
- Sore throat

Employee and Client policies and protocols

1. All Stephouse Recovery staff and clients must self-monitor for symptoms concerning COVID-19 infection. If a client displays symptoms or has a high fever, staff will contact the HCA COVID-19 Disease Control for Shelters Help Line to help the client get connected with testing and quarantining at a hotel if necessary.
2. Stephouse Recovery will contact HCA COVID-19 Disease Control for Shelters Help Line: (714) 567-6246 if we have a question or need assistance related to a suspected or confirmed COVID-19 case.
3. Stephouse Recovery follows the most current CDC recommendations for quarantining following exposure to COVID-19.
4. Asymptomatic healthcare workers are to follow protocols in accordance with current state regulations before returning to work after potential COVID-19 exposure.
5. Staff under quarantine due to COVID-19, who are not required to be onsite, may work remotely with approval from their direct supervisor.
6. You might be asked to practice self-quarantine if you have recently returned from traveling to a part of the country or the world where COVID-19 is spreading rapidly or if you have knowingly been exposed to an infected person.

At Stephouse Recovery, self-quarantine involves:

- Using standard hygiene and washing hands frequently
- Not sharing things like towels and utensils
- Staying in your room and asking for assistance from staff
- Staying at least 6 feet away from other people in your household
- Always wearing an FDA-cleared surgical mask

Once a quarantine period has ended, and the person no longer has symptoms, staff must produce a negative COVID-19 test before returning to work. Clients must provide a negative COVID-19 test before returning to a normal house routine.

Respirator and Masking Requirements

Stephouse Recovery monitors and follows current California Department of Public Health (CDPH) COVID-19 masking requirements. Stephouse Recovery reserves the right, at our discretion, to go above and beyond CDPH masking requirements in our facilities. Stephouse Recovery will regularly update staff on facility masking requirements via written memorandum. When required, staff may only wear FDA-cleared surgical masks provided by Stephouse Recovery. Cloth and other non-FDA-cleared face coverings are not allowed. When required, workers, regardless of vaccination status, must wear masks in indoor settings and anywhere they are working with another person. Stephouse Recovery does not use respirators in our facilities.

Testing Requirements

Stephouse Recovery abides by the most current CDPH COVID-19 testing requirements. Asymptomatic unvaccinated, or incompletely vaccinated workers may be tested at least once weekly with either PCR or antigen testing. Unvaccinated or incompletely vaccinated workers must also observe all other infection control requirements, including masking, and are not exempted from testing requirements even if they have a medical contraindication to vaccination as they are still potentially able to spread the illness. Persons with a previous history of COVID-19 from which the individual recovered more than 90 days earlier or a previous positive antibody test for COVID-19 do not waive requirements for testing. Diagnostic screening testing of asymptomatic fully vaccinated workers is not currently required. Stephouse Recovery is required to track test results, conduct workplace contact tracing, and must report results to local public health departments.

Intake Screening:

During intake, all clients at Stephouse Recovery have their temperature taken (must be less than 100.4 degrees to be admitted) and are screened for any presenting illness with the following questions:

- Do you have any aches or chills?
- Do you have a headache?
- Do you have a cough?
- Are you experiencing shortness of breath?
- Do you have any other symptoms of illness?

Social Distancing, Hygiene, Cleanliness
At Stephouse Recovery, we have implemented and encouraged social distancing at all our facilities by promoting the following:

- Clients are to stay at least 6 feet (2 meters) from other people
- Stay home whenever possible
- Do not gather in groups inside or outside of the home
- When out of the home, stay out of crowded places and avoid mass gatherings
- COVID-19 safety is discussed in house meetings at the homes, and there are postings at the front door of each home.

Additionally, Stephouse Recovery clients are encouraged to:

- Wash hands thoroughly
- Clean and disinfect surfaces frequently
- Use hand sanitizer
- Cover mouth when coughing
- Wear masks or facial cover

STAFF REQUIREMENTS FOR EMPLOYMENT

All candidates for full or part-time employment, volunteers, and interns, prior to starting services, shall meet the following requirements:

1. No person shall have been convicted of a sex offense for which the person must register as a sex offender under PC section 290.
2. No person shall have been convicted of arson violating PC sections 451, 451.1, 451.5, 452,45231,453,454, or 455.
3. No person shall have been convicted of any violent felony as defined in PC section 667.5, which involves doing bodily harm to another person for which the staff member was convicted within five (5) years prior to employment.
4. No person shall be on parole or probation.
5. No person shall participate in the criminal activities of a criminal street gang and/or prison gang.
6. No person shall have a prior employment history of improper conduct, including but not limited to forging or falsifying documents or drug tests, sexual assault or sexual harassment, or inappropriate behavior with staff or residents at another treatment facility.
7. The Compliance Officer will be notified of any changes in the personnel holding staff positions.

Exceptions to staffing requirements set forth above may be requested if Stephouse Recovery deems the decision will benefit the program. Requests for exceptions shall be submitted in writing and also may need to be approved in advance by OCHCA.
BACKGROUND SCREENING – Stephouse Recovery screens all candidates before their date of hire. Fingerprinting live scans are required for licensed clinical staff. All new staff must also pass a background check, including volunteers and interns. Stephouse Recovery background check includes the following

1. A National and County Search for prior infractions, misdemeanors, felony convictions, and pending cases found at the state or county level.
2. A search of the National Sex Offenders registry
3. A Global Watchlist Search to screen for suspected terrorists, money launderers, fraudsters, politically exposed persons (PEPs), adverse media, or sanctions lists maintained by governments and regulatory agencies.
4. A social security number trace.
5. A motor vehicle report.
6. The Orange County Courts database.
7. The Megan's Law website.
8. The Office of Inspector General's exclusions list.
9. CA Medi-Cal exclusions list
10. The System for Award Management (Sam.gov) website, the US government exclusions list

CONFLICT OF INTEREST- Employees are forbidden from engaging in any other business that competes with Stephouse Recovery. Also, employees are forbidden from obtaining a financial interest in an outside concern that does business with or is a competitor of Stephouse Recovery (except where such ownership consists of securities of a publicly owned corporation regularly traded on the public stock market). Rendering of the directive, managerial, or consulting services to any outside concerns that does business with or is a competitor of Stephouse Recovery (except with the knowledge and written consent of Stephouse Recovery) is also prohibited. If you think that there is a possibility that you may have a conflict, it is your responsibility to notify Stephouse Recovery and obtain approval in writing.

TRAINING – All employees, select contractors, interns, and volunteers are required to complete a staff orientation that includes a review of Stephouse Recovery Policies and Procedures and expectations for performance. All staff must complete the following within six months of beginning work with Stephouse Recovery:

1. Orange County Healthcare Agency (OCHCA) Annual Provider Training
2. OCHCA Annual Compliance Training
3. Cultural Competency Training
4. Infectious Disease Recognition
5. Crisis Intervention
6. HIPAA Privacy and Confidentiality
7. Alcohol and Substance Abuse related training
8. CPR & Basic First Aid
9. Recognizing Symptoms Requiring Appropriate Referral

EMPLOYEE FILE POLICY

Each employee file must contain the following:

Application for Employment	Drug & Alcohol Testing Consent & Results
Resume	TB Skin Test Report (conducted annually)
Job Description - signed	COVID vaccination card
Background Check w/signed consent	COVID Vaccine Status Certification
Copy of Driver's License	Masking & Testing Requirements Attestation
Proof of Car Insurance	Probationary Period Acknowledgement
Copy of Social Security Card	Confidentiality Agreement
Form I-9	Code of Conduct
W-4	HIPAA Agreement
Wage & Hour/Meal Break Acknowledgment	Anti-Defamation Clause

Training Certificates	Employee Handbook Acknowledgement
Exclusions & County Screening Print Outs	

OCHCA COMPLIANCE PROGRAM ACKNOWLEDGEMENT

The Chief Executive Officer shall acknowledge in writing, on behalf of Stephouse Recovery, that he is aware of and will adhere to the County of Orange Health Care Agency's Compliance Program, Code of Conduct, and related policies and procedures and shall ensure Stephouse Recovery employees, subcontractors, interns, volunteers, and members of Board of Directors or duly authorized agents (if appropriate), relative to the Agreement(s) for the Provision of AB 109 RESIDENTIAL TREATMENT SERVICES and Recovery Residence Services are made aware of and adhere to the County of Orange Health Care Agency's Compliance Program, Code of Conduct, and related policies and procedures. A signed copy of the acknowledgment shall remain on file with Stephouse Recovery compliance documents.

LITERATURE, ADVERTISEMENTS, AND SOCIAL MEDIA COMPLIANCE

A. Any written information or literature, including educational or promotional materials, distributed by Stephouse Recovery to any person or organization for purposes directly or indirectly related to this Contract must be approved at least thirty (30) days in advance and in writing by ADMINISTRATOR before distribution. For the purposes of this Contract, distribution of written materials shall include, but not be limited to, pamphlets, brochures, flyers, newspaper or magazine ads, and electronic media such as the Internet.

B. Any advertisement through radio, television broadcast, or the Internet, for educational or promotional purposes, made by Stephouse Recovery for purposes directly or indirectly related to this Contract must be approved in advance at least thirty (30) days and in writing by ADMINISTRATOR.

C. If Stephouse Recovery uses social media (such as Facebook, Twitter, YouTube or other publicly available social media sites) in support of the services described within this Contract, Stephouse Recovery shall develop social media policies and procedures and have them available to ADMINISTRATOR upon reasonable notice. Stephouse Recovery shall inform ADMINISTRATOR of all forms of social media used to either directly or indirectly support the services described within this Contract. Stephouse Recovery shall comply with COUNTY Social Media Use Policy and Procedures as they pertain to any social media 28 of 39 RECOVERY RESIDENCE SERVICES MASTER AGREEMENT – FY 2023-26 MA-042-23011088
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37
developed in support of the services described within this Contract. Stephouse Recovery shall also include any required funding statement information on social media when required by ADMINISTRATOR.

D. Any information as described in Subparagraphs A. and B. above shall not imply endorsement by COUNTY, unless ADMINISTRATOR consents thereto in writing.

E. Stephouse Recovery shall also clearly explain through these materials that there shall be no unlawful use of drugs or alcohol associated with the services provided pursuant to this Contract, as specified in HSC, §11999-11999.3.

For additional information, policy, and procedure regarding social media please refer to Addendum A.

NO PROSELYTIZING POLICY

Stephouse Recovery shall not conduct any proselytizing activities, regardless of funding sources, with respect to any person who has been referred to Stephouse Recovery by the County under the terms of the Agreement.

Stephouse Recovery agrees that funds provided by County shall not be used to promote, directly or indirectly, any religion, religious creed or cult, denomination or sectarian institution, or religious belief.

CODE OF CONDUCT

I acknowledge that I am aware of and will adhere to the Stephouse Recovery Code of Conduct and related policies and procedures, which are as follows:
Employees, subcontractors, interns, volunteers, members of the Board of Directors, and duly authorized agents

- are prohibited from manufacturing, cultivating, distributing, dispensing, possessing, or using illegal drugs (including marijuana) or other unauthorized or mind-altering or intoxicating substances while on Stephouse Recovery's property (including parking areas and grounds), or while otherwise performing work duties away from Stephouse Recovery's property. This prohibition includes lawfully controlled substances that have been illegally or improperly obtained. This policy does not prohibit the possession and proper use of lawfully prescribed drugs taken in accordance with the prescription. Off-duty possession, use, sale, or purchase of mind- altering substances and off-premises alcohol abuse is also prohibited. Alcohol abuse for the purpose of this off-duty conduct rule includes unruly behavior by an employee, which may tend to harm the reputation of Stephouse Recovery.
- are committed to contributing to a work environment that is free of unlawful harassment.
- always maintain the respect and dignity of each client.
- are prohibited from engaging in abuse. Abuse is defined as the willful infliction of injury, unreasonable confinement, intimidation, punishment, humiliating, harassing, or threatening, resulting in physical harm, pain, or mental anguish. Any verbal, emotional, or physical abuse towards clients, visitors, and/or other staff is strictly prohibited.
- always maintain a professional relationship with all clients. This includes avoiding all conflicts of interest, fraternization, and/or any sexual contact with clients.
- are strictly prohibited from all forms of unlawful harassment, which includes harassment based on race, religion, color, sex, gender identity, sexual orientation, national origin, ancestry, citizenship status, uniform service member status, marital status, pregnancy, age, protected medical condition, genetic information, disability, or any other category protected by applicable state or federal law. To prohibit sexual harassment includes a broad spectrum of conduct, including harassment based on gender and gender orientation (meaning one's heterosexuality, homosexuality, bisexuality, etc.).
- committed to encouraging residents to accept personal responsibility for their behavior.
- do not engage in romantic and sexual relationships with other employees or clients. Intimate or physical (especially sexual) relationships between staff or members of the board of directors and clients are strictly prohibited. This provision will remain in force throughout the client’s length of program service and until they have been out of the program for a minimum of six months.
- prohibited from engaging in any other business that competes with Stephouse Recovery and will avoid conflicts of interest and interference with the productivity of other employees.
- acknowledge that clients cannot be admitted to the program where a familial relationship exists with an employee of the facility. Business transactions between staff and clients (or their families) are not permitted without administrative approval.
- forbidden from obtaining a financial interest in an outside concern that does business with or is a competitor of Stephouse Recovery (except where such ownership consists of securities of a publicly owned corporation regularly traded on the public stock market). Rendering of directive, managerial, or consulting services to any outside concern that does business with or is a competitor of Stephouse Recovery (except with the knowledge and written consent of Stephouse Recovery) is also prohibited. If you think that there is a possibility that you may have a conflict, it is your responsibility to notify Stephouse Recovery and obtain approval in writing.

- understanding that records and files related to Stephouse Recovery business and clients are the property of Stephouse Recovery and are considered confidential. Confidential information includes all letters or any other information concerning transactions with customers, customer lists, payroll or personnel records of past or present employees, financial records, all records pertaining to purchases from vendors or suppliers, correspondence and agreements with manufacturers or distributors, and documents concerning operating procedures. All telephone calls, letters, or other requests for information about current or former employees should be immediately directed to management. Any information, recorded or not, relating to a client of any Stephouse facility is confidential and protected by the Code of Federal Regulations Title 42, Chapter 1, Part 2; the State of California Welfare & Institution Code, Sections 5326-5330, and other provisions. These regulations prohibit the disclosure of information either while employed or afterward.

DUTIES of DIRECTOR and HEAD of ADMINISTRATIVE STAFF

Duties of Director- The director, also known as the manager of recovery residence, is responsible for supervising all clients and all staff employed by or volunteering for the facility. They are responsible for the overall management, safety, compliance, and performance of the organization and each of the residences.

Duties of House Manager- Each recovery residence shall have a designated house manager or person of some authority who resides at the facility. The house manager shall

1. Generally, monitor residents daily
2. Observe, document, and report resident behavior/progress consistently and continuously.
3. Maintains resident privacy and confidentiality in compliance with HIPAA and other state and federal regulations.
4. Maintains a clean, healthy, and safe environment.
5. Ensures and monitors that each resident has a chore that is completed daily.
6. Report any need for facility maintenance or repairs that may be necessary to operate the home safely to management.
7. Monitor and report on resident curfews: 11:00 PM (with job and sponsor)/10:00 PM (without a job or sponsor) Sun-Thurs; 12:00 (everyone) Fri & Sat.
8. Communicate with the Director when issues are encountered, e.g., relapses, emergencies, behavioral incidents, family issues, etc.
9. House Managers may not engage in dual relationships with residents. Dual relationships include but are not limited to sexual relations or other sexual acts, going into business together, or employment.

Stephouse Recovery shall post the telephone number of designated on-call staff immediately upon the absence of Stephouse Recovery's house manager and/or Director at the facility.

EMPLOYMENT EQUAL OPPORTUNITY COMPLIANCE

Stephouse Recovery is committed to equal employment opportunity and employs all qualified persons without regard to race, religion, color, national origin, ancestry, citizenship status, uniform service member/veteran status, physical disability, mental disability, medical condition, pregnancy, genetic information, marital status, sexual orientation, gender, gender identity, gender expression, age, or any other classification protected by federal, state, and local laws. Harassment of any kind will not be tolerated.

Stephouse Recovery shall also not discriminate against employees or applicants for employment in the areas of employment, promotion, demotion, or transfer; recruitment or recruitment advertising, layoff, or termination; compensation, benefits, leaves of absence, selection for training, including apprenticeship, and other terms and conditions of employment. Stephouse Recovery shall display notices from The County of Orange and the United States Equal Employment Opportunity Commission setting forth the provisions of the Equal Opportunity clause.

All solicitations or advertisements for employees placed by or on behalf of Stephouse Recovery shall state that all qualified applicants will receive consideration for employment without regard to race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status.

ANTI-HARASSMENT POLICY & COMPLAINT PROCEDURE

Stephouse Recovery strives to create and maintain a work environment where people are treated with dignity, decency, and respect. The environment of the company should be characterized by mutual trust and the absence of intimidation, oppression, and exploitation. Stephouse Recovery will not tolerate unlawful discrimination or harassment of any kind. Through enforcement of this policy and by education of employees, Stephouse Recovery will seek to prevent, correct, and discipline behavior that violates this policy.

All employees, regardless of their positions, are covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, or termination of employment.

Managers and supervisors who knowingly allow or tolerate discrimination, harassment, or retaliation, including the failure to immediately report such misconduct to management, violate this policy and are subject to discipline.

Prohibited Conduct Under This Policy

Stephouse Recovery, in compliance with all applicable federal, state, and local anti-discrimination and harassment laws and regulations, enforces this policy in accordance with the following definitions and guidelines:

Discrimination

It is a violation of Stephouse's policy to discriminate in the provision of employment opportunities, benefits, or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person's race (including hairstyle/texture), color, national origin, age, religion, disability status, sex, sexual orientation, gender identity or expression, genetic information or marital status.

Discrimination of this kind may also be strictly prohibited by various federal, state, and local laws, including Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1967, and the Americans with Disabilities Act of 1990. This policy is intended to comply with the prohibitions stated in these anti-discrimination laws. Discrimination in violation of this policy will be subject to disciplinary measures up to and including termination.

Harassment

Stephouse Recovery prohibits harassment of any kind, including sexual harassment, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. For purposes of this policy, harassment is any verbal or physical conduct designed to threaten, intimidate, or coerce an employee, co-worker, or any person working for or on behalf of Stephouse Recovery.

The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal harassment includes comments that are offensive or unwelcome regarding a person's national origin, race, color, religion, age, sex, sexual orientation, pregnancy, appearance, disability, gender identity or expression, marital status, or another protected status, including epithets, slurs, and negative stereotyping.
- Nonverbal harassment includes distribution, display, or discussion of any written or graphic

material that ridicules, denigrates, insults, belittles, or shows hostility, aversion, or disrespect toward an individual or group because of national origin, race, color, religion, age, gender, sexual orientation, pregnancy, appearance, disability, sexual identity, marital status or another protected status.

Sexual harassment

Sexual harassment is a form of unlawful employment discrimination under Title VII of the Civil Rights Act of 1964 and is prohibited under Stephouse's anti-harassment policy. According to the Equal Employment Opportunity Commission (EEOC), sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature ... when ... submission to or rejection of such conduct is used as the basis for employment decisions ... or such conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment."

Sexual harassment occurs when unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature:

- Is made explicitly or implicitly a term or condition of employment.
- Is used as a basis for an employment decision.
- Unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or otherwise offensive environment.

Sexual harassment may take different forms. The following examples of sexual harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal sexual harassment includes innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks, and threats; requests for any type of sexual favor (this includes repeated, unwelcome requests for dates); and verbal abuse or "kidding" that is oriented toward a prohibitive form of harassment, including that which is sexual in nature and unwelcome.
- Nonverbal sexual harassment includes the distribution, display, or discussion of any written or graphic material, including calendars, posters, and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters, notes, facsimiles, e-mails, photos, text messages, tweets, and Internet postings; or other forms of communication that are sexual in nature and offensive.
- Physical sexual harassment includes unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling, and forced sexual intercourse or assault.

Courteous, mutually respectful, pleasant, noncoercive interactions between employees that are appropriate in the workplace and acceptable to and welcomed by both parties are not considered to be harassment, including sexual harassment.

Retaliation

No hardship, loss, benefit, or penalty may be imposed on an employee in response to:

- Filing or responding to a bona fide complaint of discrimination or harassment.
- Appearing as a witness in the investigation of a complaint.
- Serving as an investigator of a complaint.

Lodging a bona fide complaint will not be used against the employee or adversely impact the individual's employment status. However, filing groundless or malicious complaints is an abuse of this policy and will be treated as a violation.

Any person who is found to have violated this aspect of the policy will be subject to discipline up to and including termination of employment.

Confidentiality

All complaints and investigations are treated confidentially to the extent possible, and information is

disclosed strictly on a need-to-know basis. The identity of the complainant is usually revealed to the parties involved during the investigation, and the HR director will take adequate steps to ensure that the complainant is protected from retaliation during and after the investigation. All information pertaining to a complaint or investigation under this policy will be maintained in secure files within the HR department.

Complaint procedure

Stephouse Recovery has established the following procedure for lodging a complaint of harassment, discrimination, or retaliation. The company will treat all aspects of the procedure confidentially to the extent reasonably possible.

1. Complaints should be submitted as soon as possible after an incident has occurred, preferably in writing. The Director may assist the complainant in completing a written statement or, in the event an employee refuses to provide information in writing, the Director will dictate the verbal complaint.
2. Upon receiving a complaint or being advised by a supervisor or manager that a policy violation may occur, the Director will notify senior management and review the complaint with the company's legal counsel.
3. The Director will initiate an investigation to determine whether there is a reasonable basis for believing that the alleged violation of this policy occurred.
4. If necessary, the complainant and the respondent will be separated during the course of the investigation, either through internal transfer or administrative leave.
5. During the investigation, the Director, legal counsel, and other management employees will interview the complainant, the respondent, and any witnesses to determine whether the alleged conduct occurred.
6. Upon conclusion of an investigation, the Director or other person conducting the investigation will submit a written report of his or her findings to the company. If it is determined that a violation of this policy has occurred, the Director will recommend appropriate disciplinary action. The appropriate action will depend on the following factors:
    a) the severity, frequency, and pervasiveness of the conduct
    b) prior complaints made by the complainant
    c) prior complaints made against the respondent; and
    d) the quality of the evidence (e.g., firsthand knowledge, credible corroboration).

If the investigation is inconclusive or if it is determined that there has been no violation of policy but potentially problematic conduct may have occurred, the Director may recommend appropriate preventive action.

7. Senior management will review the investigative report and any statements submitted by the complainant or respondent, discuss the results of the investigation with the Director and other management staff as appropriate, and decide what action, if any, will be taken.
8. Once a final decision is made by senior management, the Director will meet with the complainant and the respondent separately and notify them of the findings of the investigation. If disciplinary action is to be taken, the respondent will be informed of the nature of the discipline and how it will be executed.

Alternative legal remedies

Nothing in this policy may prevent the complainant or the respondent from pursuing formal legal remedies or resolution through local, state, or federal agencies or the courts.

STAFF DRUG TEST POLICY

- All staff must be drug tested within the first 30 days of employment.
- Staff will be drug tested annually after the initial test.

- Staff may be drug tested if under suspicion or requested by management.
- All employees who test positive in a confirmed substance test will be subject to discipline up to and including termination.

- Employees will be held accountable to the Stephouse Recovery Guidelines on Drug Testing provided to them in Employee Packet.

Who is Tested

1. Employees may be required to submit to drug/alcohol screening whenever Stephouse Recovery has a reasonable suspicion that they have violated any of the rules set forth in this policy or in the Stephouse Recovery Code of Conduct. Reasonable suspicion may arise from, among other factors, supervisory observation, co-worker reports or complaints, performance decline, attendance or behavioral changes, results of drug searches or other detection methods.
2. Employees in safety sensitive positions may be tested on a random or periodic basis to the extent permitted by applicable state and federal laws. In addition, various job classifications are categorically subject to random or periodic drug testing to the extent permitted by applicable state and federal laws. Employees involved in a work-related injury or accident may also be subject to testing.

STAFF DISCHARGE PROCEDURE

When a staff member quits, is terminated, or laid off, Stephouse Recovery will inform Orange County Health Care Agency. Any changes in the personnel holding staff positions must be quickly communicated.

DRUG-FREE WORKPLACE POLICY

It is the policy of The Stephouse Recovery to comply with local, state, and federal laws, regulations, and standards. Our Health and Safety policy outlines the written procedures to ensure the facility is maintained in a clean, safe, sanitary condition and is an alcohol and drug free environment for staff and clients.

Alcohol and Drug Use - Every employee must fully familiarize themselves with the Stephouse Recovery stance on being drug free. Drinking alcoholic beverages on the job or reporting to work while under the influence of alcohol and/or any other drug or narcotic, or at any time on or off the job for the recovery staff, is strictly prohibited.

INSPECTIONS AND AUDITS

OCHCA, any authorized representative of OCHCA, any authorized representative of the State of California, the Secretary of the United States Department of Health and Human Services, the Comptroller General of the United States, or any other of their authorized representatives, shall to the extent permissible under applicable law have access to any books, documents, and records, including but not limited to, financial statements, general ledgers, relevant accounting systems, medical and Client records, of Stephouse Recovery that are directly pertinent to this Agreement, for the purpose of responding to a beneficiary complaint or conducting an audit, review, evaluation, or examination, or making transcripts during the periods of retention set forth in the Records Management and Maintenance Paragraph of Contract Agreement. Such persons may at all reasonable times inspect or otherwise evaluate the services provided pursuant to the Contract Agreement, and the premises in which they are provided.

Stephouse Recovery shall actively participate and cooperate with any person specified in the paragraph above in any evaluation or monitoring of the services provided pursuant to the Contract Agreement and shall provide the above-mentioned persons adequate office space to conduct such evaluation or monitoring.

AUDIT RESPONSE Following an audit report, in the event of non-compliance with applicable laws and regulations governing funds provided through the Contract Agreement, OCHCA may

terminate the Agreement as provided in the Termination Paragraph or direct Stephouse Recovery to implement appropriate corrective action immediately. A CAP shall be submitted to OCHCA in writing within thirty (30) calendar days after receiving notice from OCHCA. 2. If the audit reveals that money is payable from one Party to the other, that is, reimbursement by Stephouse Recovery to OCHCA, or payment of sums due from OCHCA to Stephouse Recovery, said funds shall be due and payable from one Party to the other within sixty (60) calendar days of receipt of the audit results. If reimbursement is due from Stephouse Recovery to OCHCA, and such reimbursement is not received within said sixty (60) calendar days, OCHCA may, in addition to any other remedies provided by law, reduce any amount owed Stephouse Recovery by an amount not to exceed the reimbursement due OCHCA.

A. Stephouse Recovery shall forward to OCHCA a copy of any audit report within fourteen (14) calendar days of receipt. Such audit shall include, but not be limited to, management, financial, programmatic, or any other type of audit of STEPHOUSE RECOVERY's operations, whether the cost of such operation or audit is reimbursed in whole or in part through the Agreement.

REPORTING AND BILLING POLICY AND PROCEDURE

REPORTS – Stephouse Recovery shall submit a monthly program report to the County of Orange no later than the 10th calendar day following the reporting month.

1. Monthly program reports shall include:
    a. completion, retention, and abstinence rates
    b. challenges with implementing the provisions of the County Agreement and a statement that Stephouse Recovery is or is NOT progressing satisfactorily in achieving all the terms of the County Agreement.
    c. pertinent facts and interim findings
    d. staff changes
    e. status of license(s) and certification(s)
    f. changes in the population served and reasons for any changes

COMPLIANCE

To ensure adherence to all rules and regulations related to federal and state health care programs, Stephouse Recovery will comply with the Orange County Compliance Program, and Code of Conduct, and make available General Compliance Training and education to Covered Individuals.

Stephouse Recovery has designated a Compliance Officer who is responsible for compliance policies and procedures and tracking required training. The Compliance Officer will conduct internal monitoring and auditing and other elements as outlined by the Orange County Compliance Program.

Stephouse Recovery will screen all Covered Individuals employed or retained at hire and then monthly thereafter against:

- General Services Administrations Excluded Parties List System or
- System for Award Management and
- Health and Human Services/Office of Inspector General List of Excluded Individuals/Entities and
- The California Medi-Cal Suspended and Ineligible Provider List and
- Social Security Administration Death Master File

Screening is completed to ensure no Covered Individual is designated as an Ineligible Person**.

***Covered Individual** is defined as all employees, interns, volunteers, contractors, subcontractors, agents, and other persons who provide health care items, and services, or who perform billing or coding functions.

****Ineligible Person** is defined as any individual or entity who:

- Is currently excluded, suspended, debarred or otherwise ineligible to participate in federal and state health care programs; or
- Has been convicted of a criminal offense related to the provision of health care items or services and

has not been reinstated in the federal and state health care programs after a period of exclusion, suspension, debarment, or ineligibility.

Covered Individuals are required to disclose to Stephouse Recovery management of any new events that may designate individuals as Ineligible Persons. Stephouse will immediately notify Orange County of any status of change of Covered Individuals. Stephouse will immediately remove Ineligible Persons from involvement with Orange County program operations.

GENERAL AND SPECIALIZED PROVIDER COMPLIANCE TRAINING

The County of Orange shall make General Compliance Training available to covered individuals:

- Stephouse shall use its best effort to encourage completion by all covered individuals. At a minimum Stephouse Recovery shall assign at least one designated representative to complete the General Compliance Training when it is available.
- Training will be completed within 30 calendar days of employment or engagement.
- Training is to be renewed annually.
- Covered individuals attending group training must certify in writing their attendance of compliance training. *The County of Orange shall provide instruction on group training completion.

The County of Orange shall make specialized provider training available to covered individuals.

- Stephouse shall ensure all covered individuals complete this training.
- Training will be completed within 30 days of employment or engagement.
- Training is to be renewed annually.

Covered individuals attending group training must certify in writing their attendance of compliance training. *The County of Orange shall provide instruction on group training completion.

MEDICAL BILLING, CODING, AND DOCUMENTATION COMPLIANCE STANDARDS

- Stephouse Recovery shall take reasonable precautions to ensure that the coding of claims, billings and or invoices are prepared and submitted in an accurate and timely manner consistent with federal, state, and county laws and regulations, including the Centers for Medicare and Medicaid Services or their agents.
- Stephouse Recovery will not submit false claims.
- Stephouse Recovery shall bill for eligible services rendered and fully documented. Must ensure compliance with all billing and documentation requirements.
- Stephouse Recovery will promptly investigate and correct any problems or errors in the coding of claims and billing.
- Stephouse Recovery has 45 business days to return any overpayment.
- Stephouse Recovery will meet HCA MHP Quality Management Program Standards and participate in the quality improvement activities developed in implementing the Quality Management Program.
- Stephouse Recovery shall maintain the confidentiality of all records, including billings, and audio and video recordings, in accordance with all applicable federal, state, and county codes and regulations such as 42 SS USC 299dd-2.
- All Stephouse Recovery employees shall agree, in writing, with Stephouse Recovery to maintain the confidentiality of all info and records.

INSURANCE STANDARDS

Stephouse Recovery will retain insurance coverage from a carrier with a minimum rating of A- (Secure A.M. Best's Rating) and VIII (Financial Size Category as determined by the most current edition of the Best's Key

Rating Guide/Property–Casualty/United States or ambest.com). Stephouse Recovery is licensed in the state of California. Stephouse Recovery will retain the following types of coverage:

- Commercial General Liability
- Automobile Liability (Stephouse Recovery will ensure that employees, where applicable, shall retain the same)
- Workers' Compensation
- Employers' Liability Insurance
- Network Security & Privacy Liability
- Professional Liability Insurance
- Sexual Misconduct Liability Insurance

Required Coverage Form:

1. The Commercial General Liability coverage shall be written on ISO form CG 00 01, or a substitute form providing liability coverage at least as broad.
2. The Business Automobile Liability coverage shall be written on ISO form CA 00 01, CA 00 OS, CA 00 12, CA 0020, or a substitute form providing coverage at least as broad.

Required Endorsements:

The Commercial General Liability policy shall contain the following endorsements, which shall accompany the COI (Certificate of Insurance):

- An Additional Insured endorsement using ISO form CG 20 26 04 13 or a form at least as broad naming the County of Orange, its elected and appointed officials, officers, employees, and agents as Additional Insureds, or provide blanket coverage, which will state as required by written agreement.
- A primary non-contributing endorsement using ISO form CG 20 01 04 13, or a form at least as broad evidencing that Stephouse Recovery's insurance is primary, and any insurance or self-insurance maintained by the County of Orange shall be excess and non-contributing.

**The Commercial General Liability policy shall contain a "severability of interests" clause, also known as a "separation of insureds" clause (standard in the ISO CG 0001 policy).

The Network Security and Privacy Liability policy shall contain the following endorsements, which shall accompany the Certificate of Insurance:

- An Additional Insured endorsement naming the County of Orange, its elected and appointed officials, officers, agents, and employees as Additional Insureds for its vicarious liability.
- A primary and non-contributing endorsement evidencing that Stephouse Recovery insurance is primary, and any insurance or self-insurance maintained by the County of Orange shall be excess and non-contributing.

The Workers' Compensation policy shall contain:

- A waiver of subrogation endorsement waiving all rights of subrogation against the County of Orange, its elected and appointed officials, officers, agents, and employees, or provide blanket coverage, which will state As Required by Written Agreement

**Stephouse Recovery shall notify County in writing within thirty (30) days of any policy cancellation and within ten (10) days for non-payment of premium and provide a copy of the cancellation notice to County. Failure to provide written notice of cancellation shall constitute a breach of Stephouse Recovery's obligation hereunder and grounds for County to terminate the Agreement.

**If Professional Liability and/or Network Security and Privacy Liability are "claims made" policies, Stephouse Recovery shall agree to maintain coverage for two (2) years following the completion of the Agreement.

SUBMISSION OF INSURANCE DOCUMENTS

1. The COI and endorsements shall be provided to County as follows:
   a. Prior to the start of this Agreement
   b. No later than the expiration date for each policy
   c. Within thirty (30) calendar days upon receipt of written notice by the County regarding changes to any of the insurance types

2. The COI and endorsements shall be provided to the County at the address specified in the Referenced Contract Provision of this Agreement.
3. If Stephouse Recovery fails to submit the COI and endorsements that meet the insurance provisions stipulated in this Agreement by the above specified due dates, The County of Orange shall have sole discretion to impose one or both of the following:
    a. May withhold or delay any or all payments due Stephouse Recovery until it is submitted to The County of Orange.
    b. Stephouse Recovery may be assessed a penalty of one hundred dollars ($100) for each late COI or endorsement for each business day
    c. If Stephouse Recovery is assessed a late penalty, the amount shall be deducted from Stephouse Recovery's monthly invoice.

RECORDS POLICY & PROCEDURES

ALL FILES SHALL BE KEPT IN A LOCKED CABINET AND ACCESS SHALL BE LIMITED TO THE CLIENT FILES ON A NEED-TO-KNOW BASIS. Client files may contain:

2. A personal information form that contains:
    a. Personal data for proper identification
    b. Length of sobriety and prior recovery experience
    c. The names of the Client's current outpatient care option (treatment facility or Day Reporting Center)
    d. Name of referral source to facility
3. The Client's treatment plan recommendations from referral sources and others (Notations about how the facility can assist the Client in implementing their treatment related court orders and or treatment plan recommendations)
4. List of prescribed medication used by the client
5. Waiver of confidentiality, signed at the time of the Client's initial intake into the Recovery Residence Facility
6. Health Care Agency referral form for Recovery Residence Services
7. Copies of all progress reports and all correspondences written by STEPHOUSE RECOVERY staff regarding the Client
8. Dates and results of all drug and alcohol tests and all forms related to such tests (keep the physical test for the first year)
9. Overnight pass information
10. Dates of Client's entry and completion or termination from the facility, including circumstances of their discharge.
11. A copy of the Recovery Residence facility rules and Client Intake forms signed and dated by the Client upon entry into the Recovery Residence facility.
12. Client's files are restricted access to persons who have a legitimate need to view them. Only Stephouse Recovery staff and people that have been added to a release of information that is signed by the client will have access.

RECORDS MANAGEMENT AND MAINTENANCE

A. Stephouse Recovery, its officers, agents, employees, and sub-contractors shall, throughout the term of the Contract Agreement, prepare, maintain, and manage records appropriate to the services provided and in accordance with the Agreement and all applicable requirements.
    1. Stephouse Recovery shall maintain records that are adequate to substantiate the services for which claims are submitted for reimbursement under the Agreement and the charges thereto. Such records shall include, but not be limited to, individual patient charts and utilization review records.
    2. Stephouse Recovery shall keep and maintain records that include referral and intake documents, client identification, insurance information and authorizations to share

information. Additional records include client drug screening, and supporting logs as required by OCHCA.

3. Stephouse Recovery shall maintain books, records, documents, accounting procedures and practices, and other evidence sufficient to reflect properly all direct and indirect cost of whatever nature claimed to have been incurred in the performance of the Agreement and in accordance with Medicare principles of reimbursement and GAAP.
4. Stephouse Recovery shall ensure the maintenance of medical records required by §70747 through and including §70751 of the CCR, as they exist now or may hereafter be amended, the medical necessity of the service, and the quality of care provided. Records shall be maintained in accordance with §51476 of Title 22 of the CCR, as it exists now or may hereafter be amended.

B. Access to client records and information is restricted by job title, individual need to know or need to complete job duties and contract requirements. Non-routine access to client records must be approved by Stephouse Director or Compliance Officer. These include, but are not limited to the following:
   1. Research
   2. Subpoena
   3. Court Orders
   4. Mandatory Reporting
   5. Accreditation Surveys
   6. Law Enforcement
   7. Government Agencies

C. Stephouse Recovery shall implement and maintain administrative, technical, and physical safeguards to ensure the privacy of PHI and prevent the intentional or unintentional use or disclosure of PHI in violation of the HIPAA, federal, and state regulations. Stephouse Recovery shall mitigate to the extent practicable, the known harmful effect of any use or disclosure of PHI made in violation of federal or state regulations and/or OCHCA policies.

D. Stephouse Recovery participant, client, and/or patient records shall be maintained securely. Stephouse Recovery shall maintain participant, client, and/or patient records and has established and implements written record management procedures.

E. Stephouse Recovery shall retain all financial records for a minimum of ten (10) years from the termination of the Agreement unless a longer period is required due to legal proceedings such as litigations and/or settlement of claims.

E. Stephouse Recovery shall retain all client and/or patient medical records for ten (10) years following discharge of the participant, client, and/or patient.

F. Stephouse Recovery shall make records pertaining to the costs of services, participant fees, charges, billings, and revenues available at one (1) location within the limits of the OCHCA of Orange. If Stephouse Recovery is unable to meet the record location criteria above, OCHCA may provide written approval to Stephouse Recovery to maintain records in a single location, identified by Stephouse Recovery.

G. Stephouse Recovery shall notify OCHCA of any PRA requests related to, or arising out of, this Agreement, within forty-eight (48) hours. Stephouse Recovery shall provide OCHCA all information that is requested by the PRA request.

H. Stephouse Recovery shall ensure all HIPAA DRS requirements are met. HIPAA requires that clients, participants and/or patients be provided the right to access or receive a copy of their DRS and/or request an addendum to their records. Title 45 CFR §164.501, defines DRS as a group of records maintained by or for a covered entity that is:
   1. Medical and billing records about individuals maintained by or for a covered healthcare provider.
   2. The enrollment, payment, claims adjudication, and case or medical management record systems maintained by or for a health plan; or

3. Used, in whole or in part, by or for the covered entity to make decisions about individuals.

I. Stephouse Recovery may retain client, and/or patient documentation electronically in accordance with the terms of this Agreement and common business practices. If documentation is retained electronically, Stephouse Recovery shall, in the event of an audit or site visit:
   1. Have documents readily available within twenty-four (24) hour notice of a scheduled audit or site visit.
   2. Provide auditor or other authorized individuals access to documents via a computer terminal.
   3. Provide the auditor or other authorized individuals with a hardcopy printout of documents, if requested.

J. Stephouse Recovery shall ensure compliance with requirements pertaining to the privacy and security of PII and/or PHI. Stephouse Recovery shall, upon discovery of a Breach of privacy and/or security of PII and/or PHI by Stephouse Recovery, notify federal and/or state authorities as required by law or regulation, and copy OCHCA on such notifications.

K. Stephouse Recovery may be required to pay any costs associated with a Breach of privacy and/or security of PII and/or PHI, including but not limited to the costs of notification. Stephouse Recovery shall pay any and all such costs arising out of a Breach of privacy and/or security of PII and/or PHI.

L. Stephouse Recovery shall make records pertaining to the costs of services, patient fees, charges, billings, and revenues available at one (1) location within the limits of the OCHCA of Orange.

HIPAA PRIVACY AND SECURITY/NOTICE OF PRIVACY PRACTICES

Stephouse Recovery intends to protect the privacy and provide for the security of PHI that may be created, received, maintained, transmitted, used, or disclosed pursuant to the Agreement in compliance with the applicable standards, implementation specifications, and requirements of HIPAA, the HITECH Act, and the HIPAA regulations as they may exist now or be hereafter amended.

Stephouse Recovery understands and acknowledges that HIPAA, the HITECH Act, and the HIPAA regulations do not pre-empt any state statutes, rules, or regulations that are not otherwise pre-empted by other Federal law(s) and impose more stringent requirements with respect to the privacy of PHI.

Stephouse Recovery agrees not to use or further disclose PHI from OCHCA to Stephouse Recovery other than as permitted or required by this Business Associate Contract or as required by law.

Stephouse Recovery agrees to comply with the HIPAA Security Rule at Subpart C of 45 CFR Part 164 with respect to electronic PHI OCHCA discloses to Stephouse Recovery, or Stephouse Recovery creates, receives, maintains, or transmits on behalf of OCHCA.

Stephouse Recovery agrees to mitigate, to the extent practicable, any harmful effect that is known to Stephouse Recovery of a Use or Disclosure of PHI by Stephouse Recovery in violation of the requirements of this Business Associate Contract.

Stephouse Recovery agrees to report to OCHCA immediately any Use or Disclosure of PHI not provided for by this Business Associate Contract of which Stephouse Recovery becomes aware. Stephouse Recovery must report Breaches of Unsecured PHI in accordance with Subparagraph E below and as required by 45 CFR § 164.410.

Stephouse Recovery shall ensure the continuous security of all computerized data systems containing electronic PHI OCHCA discloses to Stephouse Recovery or Stephouse Recovery creates, receives, maintains, or transmits on behalf of OCHCA. Stephouse Recovery shall protect paper documents containing PHI OCHCA discloses to Stephouse Recovery ERY, or Stephouse Recovery creates, receives, maintains, or transmits on behalf of OCHCA. These steps shall include complying with all the data system security precautions listed under Subparagraphs E, and achieving and maintaining

compliance with the HIPAA Security Rule, as necessary in conducting operations on behalf of OCHCA.

BREACH POLICY

"Breach" means the acquisition, access, use, or disclosure of PHI in a manner not permitted under the HIPAA Privacy Rule which compromises the security or privacy of the PHI. "Breach" shall have the meaning given to such term under the IEA and CMPPA. It shall include a "PII loss" as that term is defined in the CMPPA. "Breach of the security of the system" shall have the meaning given to such term under the CIPA, CCC § 1798.29(d).

a. Breach excludes:

1) Any unintentional acquisition, access, or use of PHI by a workforce member or person acting under the authority of Stephouse Recovery or OCHCA , if such acquisition, access, or use was made in good faith and within the scope of authority and does not result in further use or disclosure in a manner not permitted under the Privacy Rule.

2) Any inadvertent disclosure by a person who is authorized to access PHI at Stephouse Recovery to another person authorized to access PHI at Stephouse Recovery, or organized health care arrangement in which OCHCA participates, and the information received as a result of such disclosure is not further used or disclosed in a manner not permitted under the HIPAA Privacy Rule.

3) A disclosure of PHI where Stephouse Recovery or OCHCA has a good faith belief that an unauthorized person to whom the disclosure was made would not reasonably have been able to retains such information.

b. Except as provided in paragraph (a) of this definition, an acquisition, access, use, or disclosure of PHI in a manner not permitted under the HIPAA Privacy Rule is presumed to be a breach unless Stephouse Recovery demonstrates that there is a low probability that the PHI has been compromised based on a risk assessment of at least the following factors:

1) The nature and extent of the PHI involved, including the types of identifiers and the likelihood of re-identification;

2) The unauthorized person who used the PHI or to whom the disclosure was made;

3) Whether the PHI was actually acquired or viewed; and

4) The extent to which the risk to the PHI has been mitigated.

BREACH DISCOVERY AND NOTIFICATION

1. Following the discovery of a Breach of Unsecured PHI , Stephouse Recovery shall notify OCHCA of such Breach, however both parties agree to a delay in the notification if so advised by a law enforcement official pursuant to 45 CFR § 164.412.

a. A Breach shall be treated as discovered by Stephouse Recovery as of the first day on which such Breach is known to Stephouse Recovery or, by exercising reasonable diligence, would have been known to Stephouse Recovery.

b. Stephouse Recovery shall be deemed to have knowledge of a Breach, if the Breach is known, or by exercising reasonable diligence would have known, to any person who is an employee, officer, or other agent of Stephouse Recovery, as determined by federal common law of agency.

2. Stephouse Recovery shall provide the notification of the Breach immediately to the County Privacy Officer. Stephouse Recovery's notification may be oral but shall be followed by written notification within 24 hours of the oral notification.

3. Stephouse Recovery's notification shall include, to the extent possible:

a. The identification of each Individual whose Unsecured PHI has been, or is reasonably believed by Stephouse Recovery to have been, accessed, acquired, used, or disclosed during the Breach;

b. Any other information that OCHCA is required to include in the notification to Individual under 45 CFR §164.404 (c) at the time Stephouse Recovery is required to notify OCHCA or promptly thereafter as this information becomes available, even after the regulatory sixty (60) day period set forth in 45 CFR § 164.410 (b) has elapsed, including:

1) A brief description of what happened, including the date of the Breach and the date of the discovery of the Breach, if known;
2) A description of the types of Unsecured PHI that were involved in the Breach (such as whether full name, social security number, date of birth, home address, account number, diagnosis, disability code, or other types of information were involved);
3) Any steps Individuals should take to protect themselves from potential harm resulting from the Breach;
4) A brief description of what Stephouse Recovery is doing to investigate the Breach, to mitigate harm to Individuals, and to protect against any future Breaches; and
5) Contact procedures for Individuals to ask questions or learn additional information, which shall include a toll-free telephone number, an e-mail address, Web site, or postal address.

4. COUNTY may require Stephouse Recovery to provide notice to the Individual as required in 45 CFR § 164.404, if it is reasonable to do so under the circumstances, at the sole discretion of OCHCA.
5. In the event that Stephouse Recovery is responsible for a Breach of Unsecured PHI in violation of the HIPAA Privacy Rule, Stephouse Recovery shall have the burden of demonstrating that Stephouse Recovery made all notifications to OCHCA consistent with this Paragraph E and as required by the Breach notification regulations, or, in the alternative, that the acquisition, access, use, or disclosure of PHI did not constitute a Breach.
6. Stephouse Recovery shall maintain documentation of all required notifications of a Breach or its risk assessment under 45 CFR § 164.402 to demonstrate that a Breach did not occur.
7. Stephouse Recovery shall provide to COUNTY all specific and pertinent information about the Breach, including the information listed in Section E.3.b.(1)-(5) above, if not yet provided, to permit COUNTY to meet its notification obligations under Subpart D of 45 CFR Part 164 as soon as practicable, but in no event later than fifteen (15) calendar days after Stephouse Recovery's initial report of the Breach to OCHCA pursuant to Subparagraph E.2 above.
8. Stephouse Recovery shall continue to provide all additional pertinent information about the Breach to OCHCA as it may become available, in reporting increments of five (5) business days after the last report to OCHCA. Stephouse Recovery shall also respond in good faith to any reasonable requests for further information, or follow-up information after report to OCHCA, when such request is made by OCHCA.
9. If the Breach is the fault of Stephouse Recovery, Stephouse Recovery shall bear all expense or other costs associated with the Breach and shall reimburse OCHCA for all expenses OCHCA incurs in addressing the Breach and consequences thereof, including costs of investigation, notification, remediation, documentation or other costs associated with addressing the Breach.

INTAKE POLICY AND PROCEDURE

Admission Criteria

Stephouse Recovery must receive an email from the OCHCA gatekeeper. Once a client arrives, we fax the Referral form back to HCA.

Intake means the initial face-to-face meeting between a Client and Stephouse Recovery staff in which specific information about the Client is gathered, including waiver of confidentiality and other required documents signed at the time of the Client's initial intake into the Recovery Residence facility. This is completed to permit disclosure of designated information about the Client to HCA, Treatment Provider, Courts, Orange County Probation Department, (OCPD), Parole Department, Public Defender, and/or District Attorney.

Intake Prescreening Policy, Readmission, Intake and Discharge Criteria Policy and Procedure

It is the policy of Stephouse Recovery to have every client goes through an intake process upon arrival. It is the policy of Stephouse Recovery to maintain consistent Admission, Readmission, and Intake Criteria.

*If a client is deemed to need a higher level of care, Stephouse Recovery will not accept the client into

the program and will refer the client back to OCHCA*

Procedure

All clients requesting admission are scheduled for an intake session with designated staff. The staff will conduct a face-to-face interview and is responsible for the appropriate assessment collected on the intake form and reviewed by the intake staff.

Criteria to qualify for enrollment includes

- A willingness to continue sobriety
- Abstinence from drugs and alcohol for at least one month prior to admittance
- Successful completion of a detox and treatment program.
- No one who is under the influence or displaying questionable or dangerous behaviors will be admitted to Stephouse Recovery. OCHCA requires that staff are trained in Recognizing Symptoms Requiring Appropriate Referral.
- Residents must be capable of living independently.

Should a referral be denied admission, the person will be referred back to the OC HCA Gatekeeper for more appropriate placement.

During the intake process, the intake staff will perform the following functions:

- Review client rights
- Review Stephouse Recovery policies and procedures
- Obtain the consent and appropriate release of information

OUTPATIENT PARTICIPATION POLICY

Clients that include mandatory participation, either in a COUNTY-approved outpatient treatment program and/or the Day Reporting Center (DRC), must comply or be discharged. Exceptions to aftercare linkages must be approved by THE COUNTY OF ORANGE.

Clients must attend outpatient meetings (AA, NA, etc.) as required by the referring agency. Staff will collect client meeting cards weekly on Sunday evenings at the home. If the client is unavailable on Sunday evening, it is their responsibility to arrange for staff to receive the cards prior to Sunday evening. Clients are required to complete meeting cards as proof of attendance and the cards must be signed by the client's meeting counselor or group leader. Periodically Stephouse Recovery will contact the program where the client is attending meetings, requesting verification of attendance. Therefore, at the time of intake, Stephouse Recovery requires a signed release of patient information form from the client for the outpatient or day reporting program.

A client's file must have the names of the client's current outpatient care option (treatment facility or Day Reporting Center) and signed meeting cards showing proof of attendance.

OUTPATIENT TREATMENT PARTICIPATION COLLECTION

- Client must enroll in the required Outpatient approved treatment within 30 days of intake.
- Newly admitted clients are required to provide a letter of proof of enrollment.
- If clients are not enrolled in Outpatient treatment within 30 days, they are referred back to the screener and discharged. The client's probation officer will be contacted.
- Stephouse administration will periodically contact the client's Outpatient facility to confirm client attendance.
- Clients are given meeting logs to document Outpatient therapy; all therapy must be added, including online therapy.
- Clients turn in meeting logs at the end of each month.

TRACKING PROCEDURE

The client's file must have the names of the Client's current outpatient care option (treatment facility or Day Reporting Center) and keep proof from the client of attending.

Clients must attend outpatient meetings (AA, NA, etc.) as required by the referring agency. Staff will collect client meeting cards weekly on Sunday evenings at the home. If the client is unavailable Sunday evening, it is their responsibility to arrange for staff to receive the cards before Sunday evening. The completed meeting cards are proof of attendance. The clients receive the meeting cards from the outpatient treatment program, Day Reporting Center (DRC), court, or probation officer.

CLIENT SIGN-IN/OUT LOG - All clients must sign in/out when entering or leaving the residence. Failure to do so will result in a write-up, or discharge from the program as needed. Stephouse Recovery shall provide logs for all clients that will include the following information:

- Client name and signature when leaving **and** signature again when returning
- Date and time leaving the Recovery Residence facility
- Estimated time of return to the facility
- Location and telephone number where the client may be reached

The Stephouse Recovery shall achieve performance objectives, tracking and reporting Performance Outcome Objective statistics in monthly programmatic reports, as appropriate. Revisions to objectives and services may be implemented by mutual agreement between STEPHOUSE RECOVERY and THE COUNTY OF ORANGE. Stephouse will submit timely and accurate monthly reports via a HIPAA-compliant link online.

Stephouse Recovery shall provide an effective sober living program to Clients with identified alcohol and/or drug problems as measured by Employment and Housing Linkage Rates.

- Employment Rate: Eighty Percent (80%) of all clients successfully completing the program shall obtain employment, be enrolled in school, or participate in regular volunteer activities by discharge. Clients who are enrolled as full-time students or are deemed physically or mentally disabled by a certified physician, and who have volunteered for more than ten (10) hours per week in the community are considered employed. The employment rate shall be calculated by the number of clients who obtained employment (as defined above) at the completion of Recovery Residence Services divided by the number of clients completing Recovery Residence Services during the evaluation period.
- Housing Linkage Rate: Eighty Percent (80%) of all clients shall be linked to stable housing upon completion of Recovery Residence Services. Housing Linkage Rate shall be calculated by the number of clients transitioning to stable housing upon completion of Recovery Residence Services divided by the number of Clients completing Recovery Residence Services during the evaluation period.

Bed Day means one (1) calendar day during which Stephouse Recovery provides Recovery Residence Services as described in Exhibit A of the Agreement. A Bed Day will include the day of admission but not of discharge. If admission and discharge occur on the same day, one (1) Bed Day will be charged. Probation and the HCA staff are to be notified as soon as possible upon a client's discharge.

CLIENT RELAPSE POLICY

If a client relapses, staff will complete an incident report and notify the Program Monitor and the client's Probation Officer. Stephouse Recovery management will decide if the client can stay in the program. If the client does stay in the program, he or she will be placed on a behavioral contract with zero tolerance for any further violation of Stephouse rules. If the client does not stay in the program, he or she will be referred by Stephouse to a different facility/program. Please see the Discharge Policy and Procedure for additional actions for relapsed clients.

DISCHARGE PROCEDURES FOR STAFF

Procedure

A client has completed the program when they have used their maximum allotted time or reached their goals for transition. However, when a client leaves Stephouse Recovery for any reason, the staff must fax back the original Client Referral Form to the OCHCA Gatekeeper. The bottom portion of the form must include the discharge date, complete or incomplete, and the reason for leaving.

Clients successfully completing the program should complete and sign an AB109 Discharge Plan form. Staff should also complete the Stephouse Recovery Discharge Form to assist in reporting information to OCHCA. No signature is required from clients who are terminated before completion.

Failure to comply with Stephouse policies signed at intake may result in a written warning or termination from the program. Infractions will be documented in the client's record, and a behavioral contract will accompany the written warning. If the client is terminated, the OCHA Gatekeeper will be notified immediately via fax, and the OCHA Program Officer will be notified by email. When applicable, the client's Probation Officer and/or emergency contact will also be notified.

Housing Resources shall be provided to clients regardless of completion status. In the case of homelessness, the appropriate city agency will be contacted to determine if services are available for the client. Should transportation to treatment or a shelter be necessary, Stephouse will provide.

In addition, there may be circumstances where law enforcement may be called, and legal action taken against the client.

If a client discharges from the program and does not collect personal belongings, the items will be held for seven (7) days (excluding food products) and then discarded or donated to charity. Clients terminated from the program must be sober before they enter Stephouse property.

Each client should receive a housing resource guide upon discharge.

Cause for Discharge Criteria

- If a client needs a higher level of care.
- The client has not returned, and no contact has been made after three (3) days.
- Theft of any kind. Theft may also result in legal proceedings.
- Threatening or dangerous behavior.
- Behavior that is not conducive to recovery. Unacceptable behavior includes but is not limited to sexual activity on the premises, fighting, stealing, lying, etc.
- Confrontational behavior, harassment, and being a constant nuisance to other clients or staff.
- Continuous poor behavior and attitude toward staff or other clients.
- Positive results/refusal of urinalysis, breathalyzer, or any other drug test. Refusal to test is equivalent to a POSITIVE test.
- DRUG/ALCOHOL AND/OR PARAPHERNALIA on the premises.
- Taking or possessing prescription drugs that are prescribed to someone else.
- Vandalism or other deliberate abuse of house property.
- Sexual harassment to residents, vendors, staff, or others.
- Violating the no-smoking policy.
- Leaving after curfew without permission.
- Illegal activities of any kind.
- Violence or threats of violence.
- Weapons possession.
- Failure to sign in/out when entering or leaving the residence. This may result in a written client warning or discharge from the program as needed.
- Refusing to allow a search of personal belongings, room, or person.

In addition, clients are required to maintain an appropriate noise level. Loud noises of any kind are prohibited; please keep noises to a minimum. The first offense will result in a verbal warning and will be documented in the client's record. Repeated violations may result in discharge from the program.

These causes for termination are not an exhaustive list. Stephouse Management reserves the right to consider all circumstances, behaviors, issues, etc., for appropriate action. All terminations are up to the staff's discretion.
Once a client is discharged, they are not allowed to return to the facility except to retrieve personal belongings. Arrangements to retrieve belongings should be made in advance with Stephouse Recovery staff.

RECORD RETENTION POLICY

Following a discharge, Stephouse Recovery shall retain all participant, client, and patient medical records for ten (10) years, except non-emancipated minors for whom records must be kept for at least one (1) year after such children have reached the age of eighteen (18) years, or for ten (10) years after the last date of service, whichever is longer. This information will also include dates of the client's entry and completion or termination from the facility, including the circumstances of their discharge.

DENIED ADMISSION POLICY

If a client is deemed to need a higher level of care, Stephouse Recovery has the discretion not to accept the client into the program and will refer the client back to OCHCA.
A client can be denied admission by Stephouse Recovery for felonious sex crimes, arson, or other violent felonies.
If a client has a positive drug test at admission, Stephouse Recovery has the discretion to not accept the client into the program and will refer the client back to OCHCA.
Stephouse Recovery complies with all State and Local laws and penal codes regarding registered sex offenders. A referral may be denied admission if the offender does not meet the legal requirements.

ALTERNATIVE REFERRAL POLICY

In the event of admission denial, the Stephouse Recovery or designee will provide referrals to facilities or services appropriate to the client's presenting problems. The original referral form will be faxed back to OCHA notifying them of the admission denial.

CLIENT ELIGIBILITY

Admission to Stephouse Recovery is open to AB 109 offenders with substance use disorders who were released either on PCS (Post-Release Community Supervision) or on SR (Supervised Release) and who have no available housing. You must be an adult 18 and over and be referred by the Orange County Health Care Agency. The AB 109 Sober Living Services is up to a four (4) month program.
Stephouse Recovery sober living has a policy that will not discriminate in provision of services on the basis of ethnic group identification, religion, age, sex, sexual preference, race, disability pursuant to the Title IV of the Civil Rights Act of 1964 (Section 20000d, Title 42, United States Code); Section 11135 of California Government Code; and for recipients of financial assistance of the Rehabilitation Act of 1973 (Section 794. Title 29, United States Code); and Chapter 6 (Commencing with Section 10800) Division 4, Title 9 of the California Code of Regulations in accordance with all state and federal laws and regulations. The program will provide clients with shared, safe, comfortable, and healthful accommodation. Assurance of provision and recognition of personal rights and the right to confidentiality as provided for in Title 42, Section 2.1 through 2.67-1, Code of Federal Regulations, effective August 1, 1975.

CLIENT REQUIREMENTS

In order to remain in good standing at Stephouse Recovery, all clients must……

- Participate in structured daily activities such as house cleaning and basic household operations.
- Agree to follow StepHouse Recovery Center's **Signing In/Out Policy.**

- Agree to follow StepHouse Recovery Center's **House Rules.**
- Agree to follow StepHouse Recovery Center's **Schedule Policy.**
- Agree to follow StepHouse Recovery Center's **Transportation Policy.**
- Agree to follow StepHouse Recovery Center's **Food Policy.**
- Agree to adhere to StepHouse Recovery Center's **Drug/Alcohol Screening Policy.**
- Agree to follow StepHouse Recovery Center's **Meetings Policy.**
- Agree to follow StepHouse Recovery Center's **Authority Policy.**
- Agree to follow StepHouse Recovery Center's **Non-Smoking Policy.**
- Agree to follow StepHouse Recovery Center's **Good Neighbor Policy.**
- Agree to follow StepHouse Recovery Center's **Medication Policy.**
- Agree to follow StepHouse Recovery Center's **Visitation Policy.**

*Note: These policies are outlined in the AB 109 Sober Living Services Participant Handbook

THE FOLLOWING RELATES TO SOBRIETY, CONDUCT, AND RESPONSIBILITIES WHILE AT A STEPHOUSE RECOVERY RESIDENCE:

- Clients must maintain total abstinence from any mind/mood altering chemicals, alcohol, and/or drug.
- No paraphernalia (syringes, papers, pipes, spoons, etc.) associated with drugs on premises.
- NO EXCEPTIONS Cough syrup with alcohol content is prohibited for client safety and sobriety.
- Abide by the curfew for clients, which is 10:00 P.M weekdays and 11:00 P.M weeknights and holidays. All clients must follow curfews unless other arrangements have been made in advance with management.
- Take directions from all staff at the facility.
- Overnight passes may be given to clients after they become eligible.
- Clients are to sign in/sign out when leaving the facility.
- All clients are subject to random drug and alcohol screens.
- Client must notify staff of any communicable disease.

STEPHOUSE RECOVERY'S POLICIES AND PROCEDURES
The following policies and procedures are shared with the client at intake

AUTHORITY POLICY

StepHouse Recovery shall recognize the authority of the Orange County Probation Department (OCPD) as officers of the court and shall extend cooperation to OCPD within the constraints of state and federal laws and regulations.
StepHouse Recovery shall operate in accordance with Local, State, and Federal laws and regulations.
StepHouse Recovery has an open-door policy with law enforcement, probation/parole, and court services programs. All clients agree to be respectful to all.

CLEANING POLICY

Be considerate to others. Practice good hygiene by showering regularly, washing clothes and bedding regularly, and keeping personal living areas clean and orderly.
Clean up after yourself; especially after using the shared common areas (bathroom, living room, patio, yards, garage areas, kitchen, fridges, etc.). All common areas in housing are to be shared and treated with respect and cleanliness.

Cleaning supplies are provided to the facilities. Mandatory cleaning days will be scheduled by staff biweekly on Sundays.

CLIENT CONFIDENTIALITY POLICY

I shall respect and maintain the confidentiality of all discussions between staff and other clients in connection with group meetings where clients share personal information.

I understand that I am legally prohibited from posting or sharing pictures, videos, or information about other clients, discussions, or activities online in any format (including, but not limited to email, websites, message boards, blogs, and social networking platforms).

I understand that these are the conditions of my admission to StepHouse Recovery. Any breach of the Client Confidentiality Agreement may result in immediate discharge from StepHouse Recovery.

I further understand that my personal file may be audited by StepHouse Recovery's authorized personnel for the purpose of monitoring quality, performance, and compliance. All information will be kept confidential and in accordance with the Federal Confidentiality Regulations.

CLIENT SIGN-IN/OUT POLICY – CLIENT SCHEDULES

All clients must sign in/out when entering or leaving the residence. Failure to do so will result in a write-up, blackout, or discharge from the program as needed.

StepHouse Recovery shall provide logs for all clients that will include the following information:

- ✓ *Client name and signature when leaving and signature again when returning*
- ✓ *Date and time leaving the Recovery Residence facility*
- ✓ *Estimated time of return to the facility*
- ✓ *Location and telephone number where the client may be reached.*

StepHouse Recovery shall also receive a schedule from the client for treatment, work, school, or other activities. The client shall be required to notify StepHouse Recovery staff of any change to their schedule. The schedule is maintained on a calendar monitored by staff at each home.

OUTPATIENT PARTICIPATION POLICY

Clients who are required to participate in either an Orange County approved outpatient treatment program and/or a Day Reporting Center (DRC) must comply or be discharged. Exceptions to the mandatory participation must be approved by the county of Orange and provided to Stephouse Recovery in writing.
OCHCA requires that all clients attend outpatient meetings ((SMART recovery, 12-Step program, etc.). Staff will collect client meeting logs weekly on Sunday evenings. If the client is unavailable on Sunday evening, they must arrange for staff to receive the logs before Sunday evening. Clients are required to complete meeting logs as proof of attendance, which must be signed by the client's meeting counselor or group leader. Periodically Stephouse Recovery will contact the program where the client attends meetings, requesting attendance verification. Therefore, at the time of intake, Stephouse Recovery requires a signed release of patient information form permitting the outpatient meeting agency to share information with Stephouse.

CURFEW/OVERNIGHT POLICY

Clients must be back by curfew:
Weekdays- 10:00 PM.
Weekends and Holidays- 12:00 AM.

All clients must follow curfews unless other arrangements have been made ***in advance with management*** (i.e., overnight pass, working past curfew, etc.).
Clients must be with StepHouse Recovery for a minimum of 30 days and have no behavioral issues to qualify for an overnight pass. Approval must be requested in writing to the StepHouse office **at least** 48 hours in advance and is up to the staff's discretion. Clients may obtain overnight passes for a maximum of two (2) weekends or four (4) nights per month.

Leaving the house after curfew hours may be grounds for termination from the program. Curfew violators will be placed on a behavioral contract and required to pass a drug test prior to returning to housing.
The client agrees that they are subject to discharge if they leave StepHouse Recovery overnight without a pass.

DISCHARGE/TERMINATION POLICY

Client has ***completed*** the program when they have used their maximum allotted time or reached their goals for transition. Staff will complete a Discharge Form to document the circumstances of the client leaving sober living. Clients are not required to sign the discharge form.
Failure to comply with StepHouse policies signed at intake may result in a written warning or administrative termination from the program. Infractions will be documented in the client's record, and a behavioral contract will accompany the written warning. The client's Probation/Parole Officer will be notified of termination when applicable. In addition, there may be circumstances where law enforcement may be called, and legal action taken against the client.

If a client discharges or is terminated from the program and does not collect personal belongings, the items will be held for seven (7) days (excluding food products) and then discarded or donated to charity. Clients terminated from the program must be sober before they enter StepHouse property.

Each client should receive a housing resource guide upon discharge. Stephouse Recovery will assist discharged clients in securing safe, temporary shelter in the event of immediate discharge. Residents who have relapsed and under the influence may be transported to Be Well Orange Campus or College Hospital Costa Mesa.

Cause for Termination from the Program

- If a client needs a higher level of care than provided at StepHouse Recovery. The client will be referred to OCHCA.
- The client has left the residence and no contact has been made after three (3) days (unless other arrangements have been made)
- Theft of any kind. Theft may also result in legal proceedings.
- Threatening or dangerous behavior.
- Behavior that is not conducive to recovery. Unacceptable behavior includes but is not limited to sexual activity on the premises, fighting, stealing, lying, etc.
- Confrontational behavior, harassment, and being a constant nuisance to other clients or staff.
- Continuous poor behavior and attitude toward staff or other clients.

- Positive results/refusal of urinalysis, breathalyzer, or any other drug test. Refusal to test is equivalent to a POSITIVE test.
- DRUG/ALCOHOL AND/OR PARAPHERNALIA on the premises.
- Taking or possessing prescription drugs that are prescribed to someone else.
- Vandalism or other deliberate abuse of house property.
- Sexual harassment to residents, vendors, staff, or others.
- Violating the no-smoking policy.
- Leaving after curfew without permission.
- Illegal activities of any kind.
- Violence or threats of violence.
- Weapons possession.
- Failure to sign in/out when entering or leaving the residence. This may result in a written client warning or discharge from the program as needed.
- Refusing to allow a search of personal belongings, room, or person.

In addition, clients are required to maintain an appropriate noise level. Loud noises of any kind are prohibited; please keep noises to a minimum. The first offense will result in a verbal warning and will be documented in the client's record. Repeated violations may result in discharge from the program.
These causes for termination are not an exhaustive list. Stephouse Management reserves the right to consider all circumstances, behaviors, issues, etc., for appropriate action. All terminations are up to the staff's discretion.

Once a client is discharged, they are not allowed to return to the facility except to retrieve personal belongings. Arrangements to retrieve belongings should be made in advance with StepHouse Recovery staff.

DISCRETION POLICY

The client understands that they are entering independent sober living. Privacy is limited and space is shared. Stephouse Recovery staff will conduct bed checks and will be entering bedrooms regularly. StepHouse Recovery staff reserves the right to interpret and apply the rules to meet the needs of each client effectively and within reason. Staff will use their best judgment with events and circumstances as they occur. Stephouse Management reserves the right to change or make additions to StepHouse Recovery Policies and Procedures at any time. It is within StepHouse Recovery's discretion to make amendments or modifications to any of the following:

- Rules and Regulations
- Policies
- Room Assignments
- Food Requirements
- Schedules
- Supervision
- Chore Assignments
- Testing
- Discharge

Clients who violate any StepHouse Recovery Policies or Procedures agree to the decisions and consequences deemed necessary by the staff.

DRUG/ALCOHOL POLICY

Alcohol, illegal drugs, or non-prescribed drug use, distribution, and/or possession are strictly prohibited. Cough syrup or mouthwash with alcohol content is prohibited. A client must have total abstinence from any mind/mood-altering chemicals and/or drugs.

No paraphernalia (syringes, papers, pipes, spoons, etc.) associated with drugs on-premises.

No association with any active drug or alcohol offender(s), nor frequent places where drugs are sold, used, or are accessible.

Any infraction may result in the client being put on a standout*, behavioral contract, or discharged. (*Standout- A specified number of days when a client is banned from the house).

SUPPORT STAFF

Staff is responsible for the supervision of all clients residing in the facility. Staff shall be responsible for ensuring the safety of the buildings and grounds and maintaining compliance of clients and staff with facility rules. Whenever StepHouse Recovery Staff is not present at the facility, a designated facility staff person shall be on-call to respond and arrive at the facility.
StepHouse Recovery shall post the contact telephone number of designated on-call staff.
The staff will randomly be on sight at the facility to perform UAs/breathalyzers and conduct random searches of the client's rooms, personal property, and belongings.

EMPLOYMENT/SCHOOL/VOLUNTEERING POLICY

StepHouse Recovery requires all clients to be employed, seeking employment, attending school or volunteering during the duration of their program. Verification of employment, interviews, applications, or volunteer hours is required weekly. Proof of school enrollment is also required. Failure to comply with this policy can result in discharge from the program.

GOOD NEIGHBOR POLICY

A top priority for StepHouse Recovery is to ensure that the occupants of our homes are considerate of the neighbors and respectful of the neighborhoods in which they reside. The following protocol should always be followed by clients and staff to ensure that the community and StepHouse Recovery maintain a healthy relationship.
StepHouse Recovery provides contact information of our managerial staff to the bordering neighbors (located behind, to the left, to the right, as well as across the street of each recovery residence). We provide bordering neighbors with an "Introductory Letter" informing them of our presence in the community and our mission and efforts to help those in recovery make their fresh start in a safe and sober environment. "Introductory Letters" can be requested from staff.
Should a neighbor contact a house manager with a complaint regarding our home or its occupants, it is the responsibility of the house manager to pass this information to Management immediately, failure to do so will result in a written warning. Management will respond to the complaint within 12 hours to let the concerned neighbor know that the complaint was received, and we will investigate and address the issue as the situation warrants.
To maintain a clean presentation of the house and grounds, gardening will take place bi-weekly by a paid landscaping company. Management will also conduct outside maintenance as needed. Clients may not leave personal belongings, bicycles, trash, or other disposed of items at the front of the house. A monthly checkup by the Director will be made, and the current condition of the home and its grounds will be documented. Clients are required to abide by the StepHouse Recovery House Rules. Clients are expected to maintain an appropriate noise level and always behave appropriately.
Smoking and vaping are permitted only in designated areas (posted) as outlined in the house rules. Cigarettes are to be disposed of in an appropriate manner. Clients are expected to maintain a clean environment and never litter. Staff and clients are responsible for setting trash cans out on the curb and bringing them in on the assigned trash day.

Contact Information:

Stephouse Recovery
(888) 923-7623
info@stephouserecovery.com
Orange County Healthcare Agency
Monica Curran
mcurran@ochca.com
(714) 834-2488

or
Monica Cabral
MoCabral@ochca.com
(714) 834-2027

HOUSE RULES POLICY

Payments and tenure (Private Pay only)

- StepHouse Recovery requires a one-month commitment to housing. Clients may stay for as long as they feel they need structure and accountability in their life.
- Clients may move out of the housing at any time without a refund.
- There are NO REFUNDS.
- Payment is due on the first day of each month.

Facility

- Accept the facility "as is".
- The client understands they reside in a congregate housing situation, not an exclusive unit or space.
- Become familiarized with escape routes, safe gathering locations, and the need for a safe location headcount.
- It is encouraged for clients not to bring anything of high value to the facility or to keep it on their person otherwise. StepHouse Recovery is not responsible for lost, stolen, or damaged property. Clients bringing items of monetary or sentimental value to the facility are doing so at their own risk.
- No personal refrigerators, microwaves, coffee pots, heaters, furniture, candles, or excessive property is allowed.
- Moving rooms:
    - Clients may request to move rooms but are only allowed to move with permission of staff
        - Decisions will be based on seniority, behavioral assessment, and availability
    - Client must clean room previously occupied before moving.
    - Staff may need to move clients based on necessity. Changing a client's room assignment is at the staff discretion.
- House meetings are scheduled by management on a need-be basis. If the client is unable to attend because of work conflicts, a manager must be notified.
- Laundry detergent/supplies and toiletries are *not provided* for client use.
- Internet Wi-Fi is provided at each location.

Client Conduct

- No drugs, alcohol, and/or paraphernalia allow on house premises.
- All medications, including over the counter, must be held and dispensed by the clients themselves.
- Do not enter other clients' rooms. Clients may only enter their own room and are not allowed to enter another client's bedroom.
- Clients are not allowed to fraternize with other clients.
- Do not share rental agreement information with other clients.
- All overnight passes must be requested for approval by Thursday of each week.
- Client agrees that if they leave StepHouse Recovery for an overnight without a "pass" they are subject to discharge. Personal belongings will only be held for seven (7) days (excluding food products) and then discarded or donated to charity.
- NO PETS- Pets of any kind are not permitted.
- Clients are expected to rise in the morning at a reasonable time to ensure they are dressed, bed made, immediate area cleaned, and house chores completed by 11 am daily.
- Assigned chores must be completed daily.
- Before leaving the house, chores must be completed, the bed must be made, and the room must be tidy. If clients have school/work/volunteering before the "11 am Chore Check", they must complete all household responsibilities before leaving.
- All clients must wear appropriate attire when in shared areas of the facility and/or in the presence of other residents and staff. Appropriate attire includes shirts and pants/shorts, and dresses.
- CURFEW, clients must be in the house by 10 PM on weekdays and 11 PM on weekends and holidays.
- Be considerate to others. Keep music and television audio so as not to disturb other clients. Pick up after yourself, leaving microwaves, common areas, and bathrooms clean for the next person.
- Shower daily, maintain personal hygiene, and wash your clothes regularly.
- Bedding must be washed weekly.
- NO SMOKING/VAPING inside of or in front of the house. SMOKING/VAPING is only permitted in designated areas.
- DO NOT LEAVE BURNING CIGARETTES UNATTENDED.
- Empty ashtrays as needed.
- Clients agree not to have any contact with ex-clients that have been discharged due to relapse or behavioral infractions.
- NO STEALING! Respect others' property. Theft is cause for immediate discharge and may result in legal proceedings.
- DO NOT TOUCH THE MAIL. The operations coordinator is the only person allowed to bring the mail in from the mailbox.
- All clients must attend at least five 12-Step meetings and scheduled house solutions meetings.
- Threatening or dangerous behavior and/or deliberate abuse of house property will be cause for immediate discharge and may result in legal proceedings.
- Sexual harassment is strictly prohibited and will result in automatic discharge from the program. The client's Parole/Probation Officer and law enforcement will be notified.
- Clients must notify staff of any communicable disease.
- **If you see something, say something.** The purpose of sober living is to provide a supportive environment free from alcohol and drugs. Clients play a vital role in keeping each other safe and sober. Staff should be informed of threatening or dangerous behaviors of others, drug or alcohol use, housemates' lack of participation in house chores, etc.
- In the event of an emergency **dial 911**. Staff should also immediately be notified.

Daily Structured Activities

Clients are required to engage in daily activities that should be discussed with their outpatient provider. Clients will be assigned household duties, including but not limited to house cleaning and basic household operations. Assigned duties must be completed daily.

The client agrees to work on a program of recovery to better their lives in the form of their choosing. StepHouse Recovery highly recommends attending celebrate recovery, parenting classes, life skill classes, private counseling, and many other community-based organizations to better themselves.
The client agrees and understands that a condition for being at StepHouse Recovery is to be gainfully employed, actively seeking work, in treatment, attending school, or other activities to enhance the client's future. Staff will provide resources, assistance, and support for clients to find work, register for school, attend appropriate self-help program meetings, and volunteer in the community.

MAIL AND PACKAGE DELIVERY POLICY

StepHouse Recovery and staff are not responsible nor liable for mail or packages that clients choose to have delivered to a recovery residence. Do not open any packages not addressed to you.

MEALS/FOOD POLICY

StepHouse Recovery will provide food during the week. It is the client's decision on whether they wish to consume the food provided.

Clients are not allowed to keep any food in their rooms. All food must be kept in the kitchen or designated pantry space. Only water bottles are allowed in clients' rooms.

Clients are required to clean up after themselves. Personal items, laundry, towels, and the like should not be left in the common areas of the house. Do not leave dishes in the sink or any other areas of the house, including rooms. Clean and stow dishes, utensils, and cookware in their allocated spaces. Clean the counters and stove after use. Clean the microwave as needed, especially if you spill something.

Food logs must be filled out on Sunday for the week prior.

MOTOR VEHICLE (INCL. MOTORCYCLE) POLICY

- Clients driving a motor vehicle or motorcycle must possess and provide copies of a current California Driver's License, proof of insurance, and registration.
- Clients are not allowed to ride in the car of another client or allow another client to drive their car.
- All vehicles must be insured and properly registered, and the client must have a valid driver's license.
- Auto repair on the premises is not permitted without prior management permission.
- Clients are allowed only the vehicle they are currently using, no additional vehicles are permitted.

Vehicles are a privilege that may be revoked at any time due to non-compliance with program rules and expectations.

NONDISCRIMINATION POLICY

StepHouse Recovery does not to discriminate on the basis of race, color, national origin, religion, sex, or mental or physical disabilities, pursuant to Title VI of the Civil Rights Act of 1964 (Section 2000d, Title 42, United States Code), the Rehabilitation Act of 1973 (Section 794, Title 29, United States Code); the Americans with Disabilities Act of 1990 (Section 12132, Title 42, United States Code); Section 11135 of the California Government Code; and Chapter 6 (commencing with Section 10800),

Division 4, Title 9 of the California Code of Regulations.
Any person who believes they or someone else has been subjected to discrimination based on race, national origin, sex, age, or disability may file a grievance under the following procedure. It is against the law for StepHouse Recovery to retaliate against anyone who opposes discrimination, files a grievance, or participates in the investigation of a grievance. This policy applies to employees, contractors, vendors, clients, and all who interact with Stephouse Recovery.

OPIOID OVERDOSE EMERGENCY TREATMENT POLICY

StepHouse Recovery shall have available at each program site, at minimum, one Naloxone (Narcan) Nasal Spray for the treatment of known or suspected opioid overdose.

In case of suspected opioid overdose, staff may administer Naloxone (Narcan) Nasal Spray and then call 911. Clients will also be shown how to administer Naloxone.

**Note: Naloxone is the generic name of Narcan. Narcan is the brand name of Naloxone.

PROPERTY DAMAGE POLICY

The client agrees not to damage the facility, which includes the outside perimeter.

Client agrees not to damage any property belonging to StepHouse Recovery which includes but is not limited to transport vehicles, appliances, and furniture.
The client agrees to return any items to the facility before discharge, including linens, blankets, and towels.
The client agrees if there is damage that cannot reasonably be traced back to a particular person, the cost of the damage will be shared equally among all the housemates.
The client agrees to be financially responsible for all damage caused by them in any of the StepHouse Recovery facilities and transport vehicles.

DRUG & ALCOHOL SCREENING POLICY

Alcohol, illegal drug, or non-prescribed drug use or possession by clients or staff is strictly prohibited. Cough syrup with alcohol content is prohibited for client safety and sobriety.
ALL CLIENTS MAY BE SUBJECT TO RANDOM DRUG SCREENS, BREATHALYZER TESTS AND ROOM SEARCHES.

- StepHouse shall perform random drug and/or alcohol testing on clients suspected of using substances **AND** at a minimum of one (1) time per month.
- All urine specimen collection shall be observed by same-sex staff. The result of the screening will be documented in the client's record.
- **Clients are not allowed to open tests by themselves. Staff will open the tests and then give them to clients.**
- If a test is unclear or possible contamination is suspected, the client will have to re-test within 1.5 hours after the first test was administered.

If a client refuses a search or test or drugs or alcohol are found or detected, StepHouse Recovery will notify the client's probation officer (within one business day), and discharge from the program may result. Refusal to test is equivalent to a **POSITIVE** test.
**** REMINDER****
UNDER NO CIRCUMSTANCES SHALL A CLIENT WHO IS UNDER THE INFLUENCE BE ALLOWED IN THE HOUSE.
If a client is found to be under the influence, management shall pack the client's property for retrieval at a later time. When the client is no longer under the influence, he can arrange to

retrieve personal property with staff.
The client's property will be held for seven (7) days before StepHouse Recovery donates the items to charity.

SMOKING POLICY

Smoking, (including electronic cigarettes) is prohibited within the facilities; the use of tobacco and tobacco products on facility premises is allowed in the backyard or parking lot.

1. Smoking and/or vaping is prohibited in any enclosed area of StepHouse Recovery's facilities.
2. Cigarettes must be completely extinguished in receptacles or metal containers to reduce fire risk.
3. Any client violating the no-smoking policy may be discharged from the program.
4. A self-audit of the no-smoking policy will be implemented, and any violation should be reported by staff in an incident report. A monthly Health and Safety audit will be conducted to see if the no-smoking policy is being adhered to.

-NO SMOKING/VAPING INSIDE OF OR IN FRONT OF THE HOUSE. SMOKING/VAPING is only permitted in designated areas.

-DO NOT LEAVE BURNING CIGARETTES UNATTENDED.

TRANSGENDER & GENDER IDENTITY POLICY

StepHouse Recovery will not discriminate against ethnic group identification, religion, age, gender identification, sexual preferences, race, or disability. StepHouse Recovery will make every effort to ensure that all needs of transgender and non-cisgender persons are accommodated. We are committed to our clients feeling safe, supported, and comfortable.
StepHouse Recovery is committed to maintaining client information in strict confidence. No client information is ever shared with other clients, including gender orientation.
Transgender and non-cisgender clients are subject to the same drug/alcohol screening policy. A staff of the same gender the client has identified with will be in the room to observe urine specimen collection.

GENDER-ORIENTED FACILITY POLICY

StepHouse Recovery will accommodate clients according to their gender identity. Those clients identifying as male, and female will be housed in separate residences accordingly.

TRANSPORTATION POLICY

StepHouse Recovery shall arrange for transportation via bus vouchers, as necessary. StepHouse Recovery will also provide information regarding public transportation, how to obtain a bus pass, bus schedules, etc.
If the client owns and operates a vehicle, StepHouse Recovery shall do its best to accommodate the vehicle in accordance with federal, state, and county rules and regulations. StepHouse Recovery is not responsible for transportation via clients' cars. Choosing to ride in the car of another client or allow another client to drive your car is strongly discouraged and is done at your own risk. Clients are not permitted to drive or operate StepHouse Recovery vehicles.

Clients can also use the service Veyo for non-emergency medical transportation. This service can be used for doctor's appointments, meetings, therapy, etc. Call the number 1-833-648-7528 and mention that you are a client at StepHouse Recovery.

All drivers of vehicles who are picking up or dropping off Stephouse Recovery clients must drive currently registered vehicles and hold a current driver's license. Drivers may not impede residential traffic or block driveways and must obey all traffic laws.

VISITATION POLICY

StepHouse Recovery does not allow any visitation/visitors in any of the facilities. Failure to comply will result in discharge from the program and P.O. may be notified.
Please note that probation officers may visit any of the residences at any time and will be granted entrance. ANY INFRACTION MAY RESULT IN BEING WRITTEN UP or TERMINATION FROM THE PROGRAM. P.O. WILL BE NOTIFIED.

NO RESPONSIBILITY CLAUSE

Stephouse Recovery assumes no responsibility for the client's personal property. Stephouse is released from all liability for any loss or damage to any and all personal property. Personal property includes but is not limited to vehicles, valuables, money, jewelry, eyeglasses, hearing aids, documents, electronic devices (i.e., computers, game consoles, and tablets), and mobile devices. Clients are advised to minimize the personal property brought into residential recovery homes. All items brought to a Stephouse Recovery home are done at the client's own risk. **Locks are not permitted on bedroom doors, and there are no exceptions to this rule.**

The client agrees to hold harmless The StepHouse Recovery, Inc, the property owners, and any and all Service Providers/Contractors against any and all claims, demands, suits, or loss.

ADDENDUM A

ORANGE COUNTY

SOCIAL MEDIA USE

POLICY & PROCEDURE

MAY 18, 2010

Added to the PDF version

SOCIAL MEDIA USE

County of Orange
County Executive Office
Information Technology

County Social Media Use Policy and Procedure

Subject:	**Number:**
County Social Media Use Policy	SM-001
Approved By:	**Effective:** May 18, 2010
Orange County Board of Supervisors on May 18, 2010	**Last Revision:** May 18, 2010
	Revision No.: 1.0

I. PURPOSE

The County of Orange has a business need to augment traditional communication methods with the use of social media channels. This need primarily stems from public demand and the rapid growth of social media (aka: Web 2.0) use by other local, state and federal government entities as an indication that social media can be used effectively to enhance constituent communications. The use of social media presents opportunity and risk to individual County agencies and departments, as well as the County as a whole. In general, the County supports the use of social media technology to enhance communication, collaboration and information exchange to meet business mission and goals.

This document establishes countywide social media use policies, protocols and procedures intended to mitigate associated risks from use of this technology where possible. Shall the County change its direction on social media use, this policy will be revised and agency/department social media activity shall be adjusted accordingly.

II. APPLICABILITY

This policy applies to all County of Orange employees and approved volunteers, consultants, service providers and contractors performing business on behalf of a County agency/department.

Agencies/Departments using social media technology prior to the implementation of the County's Social Media Use Policy shall achieve full policy compliance within 90 days of the effective date of this document.

III. RESPONSIBILITY

The County's Social Media Policy was approved by the County Board of Supervisors on May 18, 2010.

The County Executive Officer, or his designee, is responsible for facilitating the County's Social Media Policy in compliance with established Board rules and protocols. This includes responsibility to audit agency/department use of social media and enforce policy compliance.

Within the terms of this policy, Department Heads have authority to determine and establish social media activity at the agency/department program level.

IV. POLICY

1. Agency/Department use of social media technology shall conform to the policies, protocols and procedures contained, or referenced, herein.
2. An agency/department's decision to embrace social media shall be a risk-based business decision approved by the Department Head and supported by a strong business case that considers the agency/department's mission and goals, audience, legal risks, technical capabilities and potential benefits.
3. Access to social media networks from within the County's IT infrastructure is limited to individuals performing official County business and to agencies/departments with sufficient information and technology security controls.
4. Department Heads, or designees, are responsible for determining who is authorized to use social media on behalf of the agency/department, and for designating appropriate access levels.
5. Agencies/Departments shall only utilize County approved social media networks for hosting official County social media sites.
6. County agency/department social media sites shall be created and maintained in accordance with County social network usage standards and with identifiable characteristics of an official County site.

7. Agencies/Departments are responsible for establishing and maintaining content posted to their social media sites and shall have measures in effect to prevent inappropriate or technically harmful information and links.
8. The same standards, principles and guidelines that apply to County of Orange employees in the performance of their assigned duties apply to employee social media technology use.
9. Agency/Department use of social media shall be documented and maintained in an easily accessible format that tracks account information and preserves items that may be considered a record subject to disclosure under the California's Public Records Act or required to be retained pursuant to the Government Code.
10. Agency/Department social media sites shall be monitored regularly and prompt corrective action shall be taken when an issue arises that places, or has potential to place, the County at risk.

V. PROCEDURES

Policy 1 County Social Media Technology Use

Agency/department use of social media technology shall conform to the policies, protocols and procedures contained, or referenced, herein.

1.1. Comply with all applicable federal, state, and county laws, regulations and policies including, but may not be limited to, copyright, records retention, California Public Records Act, First Amendment, privacy laws, employment related laws and County established Workforce, Information and Technology, eGovernment and Social Media usage policies.

1.2. Be familiar and carry-out social media activity in accordance with the County's Social Media Participation Guidelines, where applicable.

1.3. Establish and utilize social media in accordance with the County's Approved Social Media Networks and Usage Standards.

Policy 2 Agency/Department Decision to Embrace Social Media

An agency/department's decision to embrace social media shall be a risk-based business decision approved by the Department Head and supported by a strong business case that considers the agency/department's mission and goals, audience, legal risks, technical capabilities and potential benefits. Agencies/Departments who choose to utilize social media shall:

2.1. Have a strong understanding of the risks associated with using social media in order to make an effective business decision.

2.2. Engage internal Agency/Department IT, Risk Management and County Counsel Representatives to assess the risks of utilizing a specific County approved social networking site in comparison with the business opportunities expected.

2.3. Establish a well thought out social media strategy.

2.4. Develop and maintain agency/department specific social media policies and procedures. HR shall be consulted to provide advisory on labor impacts.

2.5. Require authorized staff to complete social media security training.

2.6. Have security controls in place to protect County Information and Technology assets.

2.7. Designate a Social Media Coordinator responsible for overseeing the agency/department's social media activity and policy compliance.

Policy 3 Access to Social Media Networks

Access to social media networks from within the County's IT infrastructure is limited to individuals performing official County business and to agencies/departments with sufficient Information and Technology security controls.

3.1. County computers, laptops and mobile devices used to access social media sites shall have up-to-date software to protect against destructive technical incidents, including but may not be limited to, cyber, virus and spyware/adware attacks.

3.2. CEO IT and Agency/Department IT shall make a diligent effort to provide authorized users access to social media networks from within agency/department work sites.

3.3. County hosted websites shall not contain automatic feeds to uncensored social media site content. Prior to approving content for display on County websites, agencies/departments shall have monitoring protocols in place to ensure content and links are appropriate and free from harmful technical attacks.

Policy 4 Authorized Use

Department Heads, or designees, are responsible for determining who is authorized to use social media on behalf of the agency/department, and for designating appropriate access levels.

4.1. Social media network access shall be limited only to those with a clear business purpose to use the forum.

4.2. Appropriate access levels include identifying what sites, or type of sites, the individual is approved to use, as well as defining capability: publish, edit, comment or view only.

4.3. Only Official Spokespersons, Public Information Officers and select individuals shall have permission to create, publish or comment on behalf of a County Agency/Department.

4.4. Authorized users shall be provided a copy of the County's social media policy and are required to acknowledge their understanding and acceptance via wet signature.

Policy 5 Approved Social Media Networks

Agencies/Departments shall only utilize County approved social media networks for hosting official County social media sites.

5.1. Social media networks under consideration will be reviewed and approved by the County Executive Office and CEO IT with consultation from County Counsel, HR and Risk Management when appropriate.

5.2. For each approved social media network, usage standards will be developed to optimize government use of the site in correlation with the County's overall business mission and County Social Media Use Policy.

5.3. CEO IT is responsible for maintaining the list of approved social media networks and site related usage standards.

5.4. Social media networks on the approved list shall be reviewed bi-annually for changes to terms of use agreements and/or new/expired offerings.

5.5. An agency/department may request review and approval of additional social media networks as needed.

Policy 6 Official County Social Media Sites

County agency/department social media sites shall be created and maintained in accordance with County social network usage standards and with identifiable characteristics of an official County site.

6.1. Social media network usage standards are accessible from CEO IT

6.2. County social media network accounts shall be created using an official County email account, when possible.

6.3. Sites shall contain visible elements that identify them as an official County of Orange site. Among other items, this includes displaying official County seals, agency/department brands, contact information and a link to agency/department websites.

6.4. County social media sites shall display, or provide a link to, the County's social media disclaimer and any applicable eGovernment policies.

Policy 7 Site Content

Agencies/Departments are responsible for establishing and maintaining content posted to their social media sites and shall have measures in effect to prevent inappropriate or technically harmful information and links.

7.1. As is the case for County of Orange web sites, agencies/departments are responsible for the content and upkeep of their social media sites.

7.2. County websites shall remain the primary and predominant source for Internet information.

7.3. Social media content shall fully comply with the County's eGovernment Appropriateness of Content Policy.

7.4. Information and comments shared through social media channels shall fully comply with agency/department Communications Policies and Procedures and shall not disclose confidential or proprietary information.

7.5. Sharing or posting content owned by others shall be performed in accordance with copyright, fair use and established laws pertaining to materials owned by others. This includes, but is not limited to, quotes, images, documents, links, etc.

7.6. Use of sites that are not Section 508 web accessible shall contain "simple" text links to identical material on a compliant website or other social media network.

7.7. Electronic information posted to a social media site by the County, or a member of the public, may be considered a record subject to California's Public Record Act.

7.8. It is not intended to use social media sites in a way that guarantees the right to protected free speech. Each agency/department is responsible for monitoring postings, and taking appropriate action when necessary, to protect general site visitors from inappropriate or technically harmful information and links.

7.9. Sites that allow public comment shall inform visitors of the intended purpose of the site and provide a clear statement of the discussion topic introduced for public comment so that the public is aware of the limited nature of the discussion and that inappropriate posts are subject to removal, including but not limited to the following types of postings regardless of format (text, video, images, links, documents, etc.):

7.9.1. comments not topically related;

7.9.2. profane language or content;

7.9.3. content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regards to public assistance, national origin, physical or mental disability or sexual orientation;

7.9.4. sexual content or links to sexual content;

7.9.5. solicitations of commerce;

7.9.6. conduct or encouragement of illegal activity or political involvement;

7.9.7. information that may tend to compromise the safety or security of the public or public systems;

7.9.8. content that violates a legal ownership interest of any other party.

7.10. Agencies/Departments choosing to allow posts from the public on County social network sites, shall prominently display, or provide a link to, the County's eGovernment Comment Policy.

7.11. Agencies/Departments choosing to use public comments shall consult with County Counsel to develop agency- or department-specific disclaimers to meet the County's legal needs. County Counsel may also be consulted to determine whether to remove comments that violate this policy.

7.12. County Blogs shall be established with moderated controls, which at minimum require that blog post (comments) be approved prior to blog publishing.

7.12.1. Agencies/Departments that choose to use blogs shall designate a moderator whose responsibilities will include the review of any comments submitted as part of an online discussion.

7.12.2. Comments or posts that do not comply with the County's eGovernment Comment Policy or Appropriateness of Content Policy shall not be approved for blog publishing.

Policy 8 User Behavior

The same standards, principles and guidelines that apply to County of Orange employees in the performance of their assigned duties apply to employee social media technology use.

8.1. County workforce members authorized to use social media technology shall do so only within the scope defined by their respective agency/department per policy 4 of this document and in compliance with all County Workforce, eGovernment and IT policies, practices and use agreements.

8.2. It is strongly recommended that social media use be performed within the County's established Social Media Guidelines.

8.3. Authorized social network spokespersons participating in personal social networking discussions related to County business matters shall indicate that viewpoints are personal and may not reflect County opinion.

8.4. Authorized County social media users shall complete social media security training.

8.5. Workforce members performing County social media work beyond normal work hours shall receive pre-authorization from the agency/department.

8.6. Employees shall obey all laws, including but not limited to, the Hatch Act of 1939, when using social media.

Policy 9 Records Management

Agency/Department use of social media shall be documented and maintained in an easily accessible format that tracks account information and preserves items that may be considered a record subject to disclosure under the California's Public Records Act or required to be retained pursuant to the Government Code.

9.1. Agencies/Departments are responsible for the creation, administration and deactivation of social media accounts.

9.1.1. Account password information shall only be shared with authorized staff that has been designated by the Department Head, or her/his designee, to fulfill the role of site account administrator.

9.1.2. Passwords shall conform to County complex password requirements when permissible.

9.1.3. Account password shall promptly be reset when an employee is removed as an account administrator.

9.2. Agencies/Departments shall maintain a record of social media sites created for County use, including, but may not be limited to:

9.2.1. A log file containing the name of the social media network, account id, password, registered email address, date established, authorizing representative and name of person who created account and agreed to the sites terms of use agreement and/or policy.

9.2.2. A record of the sites usage agreement at the time the site was created and any updated versions.

9.2.3. A list of authorized site content authors and editors.

9.3. Electronic information posted to a social media site by the County, or a member of the public if permitted, may be considered a record subject to California's Public Record Act.

9.3.1. Any content maintained in a social media format that is related to County business, including a list of subscribers and County or public posted communication, may be a public record. Agencies/Departments shall have procedures in effect to preserve published social media content.

9.3.2. The Agency/Department maintaining the site is responsible for responding completely and accurately to any public records request for public records on social media.

9.3.3. Site content shall be maintained in accordance with its respective Records Retention Schedule and in accordance with County IT policies and procedures. If the content constitutes a public record, it must be disclosed to the public unless an exemption applies.

9.3.4. Posts deemed technically harmful or inappropriate per policy 7 shall be promptly documented, saved pursuant to IT policies and procedures regarding record retention and removed.

9.4. Agencies/Departments shall maintain a record of signed social media policy acknowledgement forms for each authorized user.

Policy 10 Site Monitoring

Agency/Department social media sites shall be monitored regularly and prompt corrective action shall be taken when an issue arises that places, or has potential to place, the County at risk.

10.1. Agency/Department social media site administrators shall review site activity and content daily for exploitation or misuse.

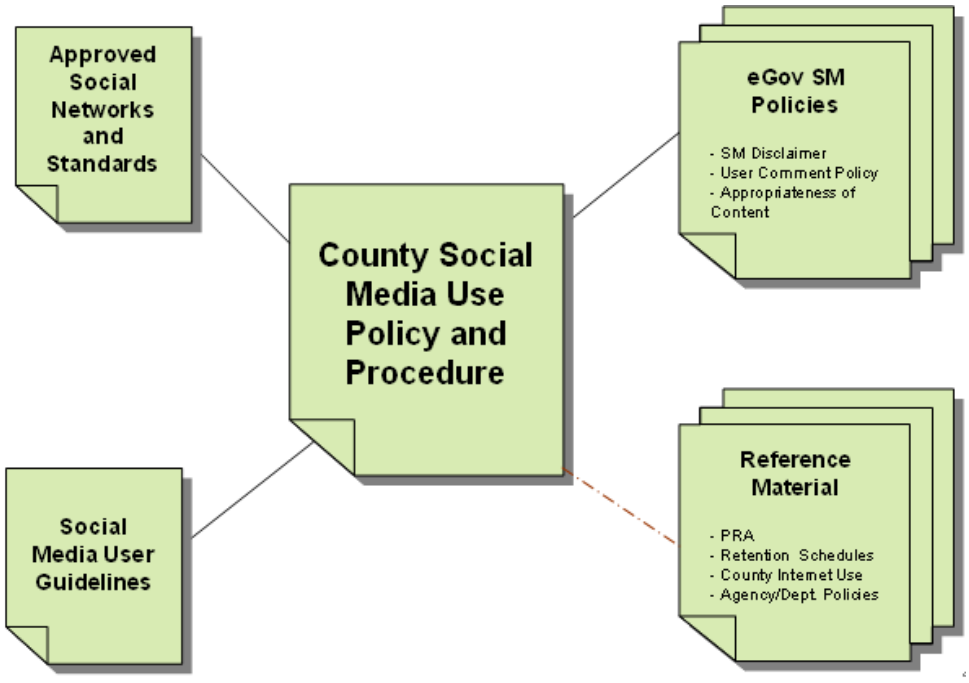
10.2. Agency/Departments that allow the public to post comments, links or material directly onto their social media sites shall have an established process, including technical capability outside of the County's network, to verify that postings meet the rules established under policy 7 of this document. Posts deemed technically harmful or inappropriate shall be handled per procedure 9.3.4. Agencies/Departments choosing to use public comments shall consult with County Counsel to develop agency- or department-specific disclaimers to meet the County's legal needs. County Counsel may also be consulted to determine whether to remove comments that violate this policy.

10.3. Agencies/Departments shall be responsible for monitoring employee use of social media and social networking websites.

10.4. Perceived or known compromises to the County's internal network shall be promptly reported to CEO IT's Chief Security Officer.

VI. RELATED REFERENCES

1. County Approved Social Media Networks and Standards
2. County Social Media Participation Guidelines
3. County eGovernment Policies and Standards
4. County Internet and Data System Use Agreement
5. County Electronic Records Management Policy
6. County Legal Hold Policy
7. California Public Records Act
8. Agency/Department Public Information Policies and Procedures
9. Agency/Department Records Retention Policies and Schedules



VII. DEFINITIONS

Social Media and Web 2.0 - The U.S. Government defines social media and Web 2.0 as umbrella terms that define the various activities that integrate technology, social interaction, and content creation. Through social media, individuals or collaborations of individuals can create web content, organize content, edit or comment on content, combine content, and share content. Social media and Web 2.0 uses many technologies and forms, including RSS and other syndicated web feeds, blogs, wikis, photo–sharing, video–sharing, podcast, social bookmarking, mashups, widgets, virtual worlds, micro–blogs, and more. Not all forms of social media may be appropriate for use by County agencies and departments.

Official County Email Account – Email account provided by an agency/department mail system or approved external mailbox that is used for official County business.

Approved County Social Networking Site – Refers to social networks that the County Executive Office has assessed and approved for use by County Agencies and Departments.

Moderated Blog – The practice of approving blog contributor content (often referred to as user post or comments) prior to the content being displayed to blog visitors.

Agency/Department Designated Blog Moderator – A County of Orange workforce member assigned to monitor and manage the stream of user contributions and interactions with an online County blog. In general, the blog moderator's responsibility is to promote the quality and effectiveness of the blog and to insure that blog content, including user post, is in compliance with County policy.

Post - A user submitted message that may include comments and/or one or more links to online information including but may not be limited to websites, video, images, documents, computer applications, etc.

Revision History:

Revision No.	*Revision Date*	*Author*	*Description*
v1.0	3/30/2010	CEO-IT	Document originated

Orange County
Certificate of Compliance

Stephouse Recovery
1601 Baker St.
Costa Mesa, California 92626

The above facility has met the minimum standards set forth in the Orange County Adult Alcohol and Drug Sober Living Facilities Certification Guidelines.

The Director has received a copy of the Certificate Guidelines and agrees to comply with all standards and procedures.

George Vilagut	9-4-24
Director	Date

Dominic Mejico	9-4-24
Certification Coordinator	Date

DATE OF ISSUE: 9-4-24

DATE OF EXPIRATION: 9-4-25

CERTIFICATE NUMBER: 337

Orange County
Certificate of Compliance

Stephouse Recovery
9679 Ellis Ave.
Fountain Valley, California 92708

The above facility has met the minimum standards set forth in the Orange County Adult Alcohol and Drug Sober Living Facilities Certification Guidelines.

The Director has received a copy of the Certificate Guidelines and agrees to comply with all standards and procedures.

George Vilagut	9-4-24
Director	Date

Dominic Mejico	9-4-24
Certification Coordinator	Date

DATE OF ISSUE: 9-4-24

DATE OF EXPIRATION: 9-4-25

CERTIFICATE NUMBER: 338

From: ddavis@teac.com
To: PLANNING INFO
Subject: Official Public Notice: Application No. PGSH-24-0002
Date: Tuesday, October 14, 2025 11:28:06 PM

To whom it may concern:

I received an Official Public Notice regarding application no. PGSH-24-0002 for a sober living house at 1601 Baker Street. The notice states that public comments must be submitted by 12:00 PM on the date of the meeting. Following are my comments:

I implore the Planning Department not to allow a half way house in the middle of a prime, family, residential community at 1601 Baker Street. I own property at Baker and Royal Palm. There are many young and teenage children that walk that section of Baker to access the shopping on Harbor Blvd. None of us want to have a child violated.

The property is listed as having 4 bedrooms and two bathrooms. The application is for 7 adults. This is too many adults in the facility which could lead to problems with the neighbors, parking problems, trash and other conditions caused by over crowding.

There are areas of Costa Mesa that are more suited to sober living, sex offenders and halfway houses. This residential community is not so suited.

Please do not allow this residential home to be overcrowded and endanger the neighborhood.

Respectfully,

Derek Davis
PO Box 10343
Costa Mesa, CA 92627

NOTICE: This electronic mail message and its contents, including any attachments hereto (collectively, "this e-mail"), is hereby designated as "confidential and proprietary." This e-mail may be viewed and used only by the person to whom it has been sent and his/her employer solely for the express purpose for which it has been disclosed and only in accordance with any confidentiality or non-disclosure (or similar) agreement between TEAC Corporation or its affiliates and said employer, and may not be disclosed to any other person or entity.

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. Report any

suspicious activities to the Information Technology Department.

From: Ronn Waters
To: PLANNING INFO
Subject: Application PGSH-24-0002
Date: Thursday, October 9, 2025 4:06:22 PM

Why would you put a Sober Living Home next door to a Group Home for Kids. That does not sound helpful nor safe. For either.

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. Report any suspicious activities to the Information Technology Department.

From: Ronn Waters
To: PLANNING INFO
Subject: Application PGSH-24-0002
Date: Thursday, October 9, 2025 11:06:17 AM

Public Notice Comment:

The SUP would make a bad parking situation worse. There is already one Group Home on Baker street and their staff/interns take up a lot of the available street parking. Those of us who actually pay taxes here are not able to park in front of our homes.
The sidewalks of the recovery homes on Royal Palm are littered with cigarette butts. We don't need that on Baker street.

Ronn Waters

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. Report any suspicious activities to the Information Technology Department.

January 5, 2026

George Vilagut
Stephouse Recovery, Inc.
9679 Ellis Avenue
Fountain Valley, CA 92708
georgev@stephouserecovery.com

RE: NOTICE OF DECISION FOR THE APPROVAL OF SPECIAL USE PERMIT PGSH-24-0002 TO ALLOW A NEW SOBER LIVING HOME WITH SIX OR FEWER PERSONS (NOT COUNTING THE HOUSE MANAGER) (STEPHOUSE RECOVERY INC.) AT 1601 BAKER STREET

To Mr. Vilagut,

The Special Use Permit review for the above-referenced project has been completed. The application, as described in the attached project description, has been **approved** based on compliance with Costa Mesa Municipal Code (CMMC Section) 13-311 and subject to the conditions of approval and code requirements (attached). The decision will become final at 5:00 p.m. on January 12, 2026, unless appealed by an affected party by filing the necessary application and paying the appropriate fee, or if the decision is called up for review by a member of the City Council.

Please note that issuance of the Special Use Permit is expressly conditioned upon the Applicant's continued compliance with all applicable provisions of the Municipal Code and the representations made in the application materials. Any failure to strictly adhere to these requirements may result in enforcement action or revocation of the Special Use Permit, as provided for under the Municipal Code.

If you have any questions regarding this letter, please feel free to contact the project planner, Victor Mendez, at 714-754-5276, or at victor.mendez@costamesaca.gov.

Sincerely,

Carrie Tai
Economic and Development Services Director

Attachments: Memorandum and Hearing Officer Notice of Decision

cc: Fire Marshal

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WRITER'S EMAIL
JECKART@DRLLAW.COM

NOTICE OF DECISION
GROUP HOME SPECIAL USE PERMIT APPLICATION NO. PGSH-24-0002
STEPHOUSE RECOVERY, INC. (1601 BAKER STREET, COSTA MESA)

In accordance with Section 13-311 of the Costa Mesa Municipal Code (hereinafter, "CMMC" or "Municipal Code"), on or about August 26, 2024, Stephouse Recovery, Inc. and George Vilagut (hereinafter, collectively, "Applicant") submitted an application for a Special Use Permit to operate a single-unit sober living home at 1601 Baker Street, Costa Mesa (hereinafter, "Subject Property" or "Site") – which is within a Single-Family Residential ("R1") Zoning District.

Pursuant to CMMC §13-311(b), on October 23, 2025, the undersigned conducted a public hearing at Costa Mesa City Hall to receive information regarding Applicant's compliance with the applicable provisions of subsections (a) and (b) of CMMC Section 13-311.

After having considered the application and supporting material, as well as all evidence provided at the public hearing, the undersigned determined that the Applicant was *not* in compliance with the provisions of CMMC Section 13-311, subsections (a) and (b) [and, specifically, Sections 13-311(a)(10)(iii) and (a)(11)(1)], as set forth in a Memorandum of Evidence Received at Public Hearing #25-01 ("Memorandum of Evidence"), issued by the undersigned on November 6, 2025.

On November 28, 2025, the Board of Directors for Stephouse Recovery, Inc. amended its Discharge Policies to address the deficiencies noted in the Memorandum of Evidence. A copy of the amended Discharge Policies is on file with the City's Economic & Development Services Department in connection with Special Use Permit Application PGSH-24-0002.

The undersigned has determined that the amended Discharge Policies do, in fact, satisfactorily address the deficiencies in the application as set forth in the Memorandum of Evidence, and that the Applicant is now in compliance with or has agreed to comply with the requirements of CMMC Sections 13-311(a)(1) through 13-311(a)(14) – and that no grounds for denial as set forth in CMMC Section 13-311(b) have been determined.

Therefore, pursuant to Costa Mesa Municipal Code Section 13-311(b), a Group Home Special Use Permit shall be issued as a ministerial matter to the Applicant to operate a Group Home at 1601 Baker Street, Costa Mesa.[1]

Failure of the Applicant (and/or any agent or representative thereof) to strictly adhere to the requirements listed in CMMC Section 13-311, or any determination by the Director of any circumstances set forth in CMMC Section 13-311(b), may result in the revocation of the Group Home Special Use Permit.

Pursuant to the provisions of Chapter IX of the Municipal Code, any affected person may appeal this determination to the City Manager by filing an application with the City Clerk (and tendering all applicable processing fees in an amount determined by resolution of the City Council) within seven (7) calendar days of this Notice of Decision. The application for appeal shall contain sufficient information to identify the part, its interest in the matter, and the reason(s) for requesting an appeal.

Failure of the City Clerk to receive an application for appeal or corresponding processing fees shall render this decision final and binding.

James Eckart,
Designee of the
Director of Development Services
for the City of Costa Mesa

17 December 2025
Date

[1] Prior to operation of the sober living group home, the applicant shall schedule and pass an inspection by the Costa Mesa Fire Department to verify that the Subject Property meets the basic fire and life safety requirements for a single-family dwelling, including but not limited to the installation of smoke detectors and carbon monoxide (CO) detectors.

LAW OFFICES
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*MANAGING PARTNER

MEMORANDUM OF EVIDENCE RECEIVED AT PUBLIC HEARING #25-01 GROUP HOME SPECIAL USE PERMIT APPLICATION NO. PGSH-24-0002 STEPHOUSE RECOVERY, INC. (1601 BAKER STREET, COSTA MESA)

In accordance with Section 13-311 of the Costa Mesa Municipal Code (hereinafter, "CMMC" or "Municipal Code"), on or about August 26, 2024, Stephouse Recovery, Inc. and George Vilagut (hereinafter, collectively, "Applicant") submit an application for a Special Use Permit to operate a single-unit sober living home at 1601 Baker Street, Costa Mesa (hereinafter, "Subject Property" or "Site") – which is within a Single-Family Residential ("R1") Zoning District.

Pursuant to CMMC §13-311(b), on October 23, 2025, the undersigned conducted a public hearing at Costa Mesa City Hall to receive information regarding Applicant's compliance with the applicable provisions of subsections (a) and (b) of CMMC Section 13-311.

ISSUES PRESENTED

Chapter XV ("Group Homes") of Title 13 ("Planning, Zoning, and Development") of the Municipal Code provides a ministerial process by which a group home may be operated within an R1 Zone of the City while allowing the City to preserve the residential character of single-family residential neighborhoods.

Pursuant to CMMC §13-311, the operator of a group home must obtain a Special Use Permit in order to operate within an R1 Zone of the City. CMMC §13-311(b) explicitly provides, in pertinent part:

> The special use permit shall be issued by the director as a ministerial matter if the Applicant is in compliance or has agreed to comply with subsections (a)(1) through (a)(14) of this section. At least 10 days prior to issuing a special use permit, the director shall

cause written notice to be mailed to the owner of record and occupants of all properties within 500 feet of the location of the group home. Prior to issuance of the special use permit, the director shall hold a public hearing for the purpose of receiving information regarding compliance with the applicable provisions of subsections (a) and (b) of this section.

EVIDENCE CONSIDERED

The following exhibits, documents, and/or testimony were presented and accepted into evidence at the public hearing:

1. Notice of Public Hearing;
2. Staff Report/Memorandum – inclusive of the following attachments:
   a) Attachment 1 – Project Data Table
   b) Attachment 2 – Plans (including Site Plan, Elevations, Roof Plans, and Sections);
   c) Attachment 3 – Table of Substance Use Disorder Treatment Facilities within Costa Mesa;
   d) Attachment 4 – Table of City Approved Sober Living/Group Homes within Costa Mesa;
   e) Attachment 5 – Special Use Permit Application and Supporting Documents (including Policies and Procedures) [Stephouse Recovery, Inc/George Vilagut];
   f) Attachment 6 – Stephouse Recovery Policies and Procedures / OCHCA Recovery Residence Services;
   g) Attachment 7 – Orange County Certificates of Compliance #337 [Stephouse Recovery @ 1601 Baker Street, Costa Mesa and #338 [Stephouse Recovery @ 9678 Ellis Avenue, Fountain Valley] (Expired September 4, 2025);
3. Annual Contractor Performance Evaluation [The Stephouse Recovery, Inc.] (Contract Term: July 1, 2023 – June 30, 2024)
4. Notice of Action (Huntington Beach Special Use Permit SUP-2023-002);
5. Orange County Certificate of Compliance #374 [The Stephouse Recover, Inc. @ 8422 Polder Circle, Huntington Beach] (Expires July 16, 2026)
6. In-Person/live testimony from the following witnesses:
   a) Victor Mendez, Costa Mesa Senior Planner;
   b) George Villagut, Applicant;

c) Marilyn Scott-Waters;
d) Wyatt Russell;
e) Gloria Johnson;
f) Erika Wallace;
g) Jake Johnson;

7. Written correspondence/testimony from the following witnesses:
   a) Derek Davis;
   b) Ronn Waters;
   c) Marilyn Scott-Waters;
   d) Theresa Parra;
   e) Wyatt Russell;
   f) Kristin Auslander;
   g) George Vilagut;

SUMMARY OF TESETIMONY

The following is a brief summary of the testimony that was presented at the public hearing, and it is not meant to be a verbatim description of the testimony presented.

- **Victor Mendez** provided a presentation on behalf of the Costa Mesa Economic & Development Services Department of Stephouse Recovery, Inc.'s application, as well as applicable development standards pursuant to the Costa Mesa Municipal Code. Mr. Mendez testified that the Applicant adheres to each of the applicable development standards, as well as all other requirements of CMMC §13-311(a) and (b). Mr. Mendez confirmed that the Special Use Permit is subject only to ministerial review, and also addressed concerns raised by both written and in-person testimony regarding "Childhelp USA", which operates a Residential Care Facility at 1597 Baker Street, Costa Mesa. Mr. Mendez stated that the proximity of Childhelp USA to the proposed Stephouse Recovery location would not bar the issuance of a Special Use Permit for Stephouse Recovery because Childhelp USA is not a Sober Living Home – and the Municipal Code's 650' separation requirement would not apply to this facility.

- **George Vilagut** provided a presentation on behalf of Stephouse Recovery, Inc.'s application. Mr. Villigut confirmed the following information about the proposed Sober Living Group Home at the Subject Property:

  - The vast majority of residents/clients of Stephouse Recovery would be referred by the Orange County Health Care Agency ("OCHCA");
  - There would not be more than six (6) recovery residents at a time – with a limit of 90-day stays;
  - One (1) full-time house manager would reside at the premises;
  - All employees and volunteers' go through a background screening with the Orange County Sheriff's Department prior to hiring;
  - The facility is only available to approved clients and is never open to the public. Visitors are not permitted in the residence;
  - The Applicant would not provide supervised care, counseling, treatment, or recovery planning – and residents must be capable of living independently.

  Mr. Vilagut further confirmed that while residents of the Stephouse Recovery facility at the Subject Property would be required to participate in appropriate alcohol/drug treatment (and, in fact, would have already participated in such treatment *prior* to residing at the Subject Property), no such services would be provided on-site. Rather, the residents would obtain those services at off-site locations.

  Mr. Vilagut further discussed the Applicant's zero-tolerance Drug and Alcohol Policy, "Good Neighbor Policy" (including curfews for clients), screening procedures to reject services for persons who have been convicted of specified criminal activity and/or who require a higher level of care than that provided at the proposed Sober Living Group Home, and policies and procedures for discharging residents and/or involuntary termination of services to residents.

  During his final comments, Mr. Vilagut denied that Stephouse Recovery, Inc. or any agent thereof is advertising for or operating a Sober Living Group Home at the Subject Property – and stated that the persons residing at the Site at this time are residential tenants who will vacate upon approval of the Special Use Permit and commencement of sober living operations at the Subject Property. He also denied any enforcement actions taken against his operations by any other municipality or the County of Orange. Mr. Vilagut stated that surveillance cameras would be installed at the Site to ensure that clients/residents adhere to applicable rules and regulations.

- **Marilyn Scott-Waters** objected to an approval of the Special Use Permit primarily based upon her assertions that (i) allowing the Applicant to operate a Sober Living Group Home at the Subject Property would conflict with the City's General Plan in that the Geneal Plan provides for the protection and enhancement of residential neighborhoods, and (ii) it would be located in too close of proximity to the Childhelp USA facility located at 1597 Baker Street, Costa Mesa – and while this facility might not be a Sober Living Facility as defined by the Municipal Code, it has similar adverse impacts, and an approval of Stephouse Recovery's application would increase those adverse impacts upon the residential neighborhood.
- **Wyatt Russell** objected to an approval of the Special Use Permit at this time, stating that it would be premature without additional investigation by the Director. Specifically, Mr. Russell alleged that (i) Stephouse Recovery has been advertising their operation in Costa Mesa despite not having been issued a permit; (ii) the Director has not adequately verified that the Subject Property would be at least 650' from another Sober Living Home or State licensed alcohol/drug abuse recovery or treatment center; and (iii) the Applicant has negative compliance history at its other operations – including a wrongful death lawsuit and enforcement actions taken by the Cities of Huntington Beach and Fountain Valley.
- **Gloria Johnson** objected to an approval of the Special Use Permit primarily based upon (i) the proximity of the Subject Property to the Childhelp USA facility at 1597 Baker Street, Costa Mesa; and (ii) her assertions that Staff and clients would further reduce on-street parking, and some Staff are already blocking private driveways and moving trashcans to facilitate on-street parking for themselves.
- **Erika Wallace** objected to an approval of the Special Use Permit primarily based upon (i) the proximity of the Subject Property to the Childhelp USA facility at 1597 Baker Street, Costa Mesa; and (ii) the pending application has increased the difficulty in selling her home.
- **Jake Johnson** objected to an approval of the Special Use Permit primarily based upon his assertion that this type of use should not be allowed in residential neighborhoods due to adverse impacts upon the community – including reduced on-street parking and increased traffic (ranging from delivery vehicles to the client-members of the Sober Living facility).

ANALYSIS

The City of Costa Mesa requires a "group home" that seeks to operate within an R1 Zone of the City to obtain a Special Use Permit as issued by the Development Services Director.

Costa Mesa Municipal Code Section 13-6 provides, in pertinent part, that a group home is:

> A facility that is being used as a supportive living environment for persons who are considered handicapped under state or federal law.... Group homes shall not include the following: (1) residential care facilities; (2) any group home that operates as a single housekeeping unit.

Although a Special Use Permit would be required, CMMC §13-311(b) explicitly provides that the "special use permit shall be issued by the director as a ministerial matter if the applicant is in compliance or has agreed to comply with subsections (a)(1) through (a)(14) of [CMMC §13-311]". It further requires the Director (or designee thereof) to "hold a public hearing for the purpose of receiving information regarding compliance with the applicable provisions of subsections (a) and (b) of [CMMC §13-311]" at least ten (10) days prior to issuing a Special Use Permit.

In accordance with CMMC §13-311(b), on October 23, 2025, the undersigned, as designated by the Development Services Director, conducted a duly-noticed public hearing, and provided an opportunity for Staff, the Applicant, and the general public to submit information regarding whether the Applicant is in compliance and/or has agreed to comply with the requirements of CMMC §13-311, subsections (a) and (b).

After a thorough analysis of the Special Use Permit application and supporting material submitted by Stephouse Recovery, Inc./George Vilagut, Victor Mendez testified in writing and in-person that Stephouse Recovery, Inc. has satisfied all provisions and requirements of CMMC §13-311, subsections (a) and (b) – and that no disqualifying grounds have been determined to date.

Despite legitimate concerns having been raised by members of the public who provided written and/or verbal testimony as part of these proceedings regarding potential adverse impacts of a Sober Living Group Home being located within R1 Zones of the City – and specifically within the Mesa Verde neighborhood, pursuant to CMMC 13-311(b), a "special use permit ***shall*** be issued by the director as a ministerial matter if the applicant is in compliance or has agreed to comply with subsections (a)(1) through (a)(14)" of CMMC §13-311 (emphasis added).

Amongst other arguments, several members of the public objected to an approval of the Special Use Permit application based upon the assertion that the Subject Property would not adhere to the prohibitions set forth in CMMC Sections 13-311(a)(14)(i) and 13-311(b)(6)(iii) as the Site would be "within 650 feet of any other sober living home or state licensed alcoholism or drug abuse recovery or treatment facility". Specifically, members of the public referred to the property at 1597 Baker Street, Costa Mesa – where Childhelp USA operates.

In this regard, CMMC §13-6 defines a "sober living home" as:

> A group home for persons who are recovering from a drug and/or alcohol addiction and who are considered handicapped under state or federal law. Sober living homes shall not include the following: (1) residential care facilities; (2) any sober living home that operates as a single housekeeping unit.

Mr. Mendez provided credible testimony that Childhelp USA operates a Short-Term Residential Therapeutic Program ("STRTP") that provides short-term care and supervision of children and non-minor dependents, including those children that have been abused, neglected, or are otherwise at risk. Mr. Mendez further testified that Childhelp USA does ***not*** constitute a sober living home (as defined by the Municipal Code) nor a state licensed alcohol/drug recovery or treatment center – and Stephouse Recovery, Inc. would ***not*** be prohibited from operating or being located within 650' of Childhelp USA's facility at 1597 Baker Street, Costa Mesa. It should be noted that none of the witnesses provided any testimony (in person or in writing) contradicting the operations of Childhelp USA – or otherwise providing any credible evidence that Childhelp USA would, in fact, constitute a sober living home or a state-licensed alcohol/drug recovery or treatment center.

The undersigned has reviewed each of the written policies and procedures submitted by the Applicant, and the undersigned has found insufficient evidence to determine that the Applicant is or has agreed to comply with the requirements of subsections (a)(10) and (a)(11) of CMMC §13-311.

Specifically, CMMC §13-311(a)(10) provides, in pertinent part, that:

> (10) At least 48 hours prior to an occupant's eviction from or involuntary termination of residency in a group home, the operator thereof shall:
>
> …

(iii) Notify the city's Network for Homeless Solutions that an occupant is no longer a resident at the home, and determine the services available therefrom.

The Applicant stated in its application that "Due to HIPAA and County Regulations, Stephouse Recovery would not be able to notify any other agency of a resident's status without a signed release of information."

The Applicant's statement in the Special Use Permit application, therefore, confirms that there ***is*** at least one method of adhering to both CMMC §13-311(a)(10) **and** HIPAA (e.g., by requiring residents/clients upon admission to the Group Home to sign a release of information authorizing the Applicant to notify the City's Network for Homeless Solutions of an involuntary termination of residency), however, the Applicant falls short of confirming that it would do so – or to enact any other procedure to strictly adhere to the Municipal Code.[1]

CMMC §13-311(a)(11) provides, in pertinent part:

(11) Prior to an occupant's eviction from or involuntary termination of residency in a group home, the operator thereof shall also:

(i) Make available to the occupant transportation to the address listed on the occupant's driver license, state-issued identification card, or the permanent address identified in the occupant's application or referral to the group home

The Applicant's procedures for "involuntary discharge" do mandate that "Each client should receive a housing resource guide upon discharge…Stephouse Recovery will assist discharged clients in securing safe, temporary shelter in the event of immediate discharge." Moreover, the "Discharge Procedures for Staff" provide that "Should transportation to treatment or a shelter be necessary, Stephouse will provide." However, these do not confirm strict compliance with

[1] The Applicant's "Discharge Procedures for Staff" provides, in pertinent part, that "In the case of homelessness, the appropriate city agency will be contacted to determine if services are available to the client." This procedure, however, does not strictly adhere to the requirement in CMMC §13-311(a)(10)(iii) in that it does not explicitly provide for notification to the City's Network for Homeless Solutions that an occupant is no longer a resident at least 48 hours *prior* to the eviction or involuntary termination of services, nor does it ensure notification and/or identification of the specific client/occupant so that Network Staff may offer services. Rather, it provides that Stephouse Staff will contact "the appropriate city agency…to determine if services are available to the client." While the undersigned appreciates the potential conflicts between the Costa Mesa Municipal Code and HIPAA, as set forth hereinbelow, the Applicant can seek reasonable accommodations to obtain relief from strict compliance with the provisions of Municipal Code Section 13-311(a).

Municipal Code Section 13-311(a)(11)(i) in that it does not confirm that transportation would be provided to the occupant's/client's permanent address as listed on that person's driver's license, identification card, or application or referral to the Group Home (in the alternative of providing transportation to "treatment or a shelter".

It should be noted that, pursuant to CMMC §13-311(a)(15):

> An applicant may seek relief from the strict application of [CMMC §13-311] by submitting an application to the director setting forth specific reasons why accommodation over and above this section is necessary under state and federal laws, pursuant to section 13-200.62.

The procedures outlined in CMMC §13-200.62 allow an applicant to request reasonable accommodations – and, if approved, would allow the City to impose alternative conditions that would satisfy the reasonable accommodation while still achieving the City's objective.

In this instance, however, no evidence has been submitted to the undersigned that the Applicant has submitted an application to the Director pursuant to CMMC §§13-311(a)(15) and 13-200.62 to seek relief from the provisions of Subsections (a)(10) and (a)(11) of Section 13-311 of the Municipal Code.

CONCLUSION

The purpose of the public hearing is to receive information from Staff, the Applicant, and the general public "regarding compliance with the applicable provisions of subsections (a) and (b) of [CMMC §13-311].

Although the Applicant appears to comply with most provisions of CMMC Section 13-311, subsections (a) and (b) [including the distance requirement from any other sober living home or state-licensed alcohol/drug recovery or treatment center], the Applicant does **not** strictly adhere to subsections (a)(10)(iii) and (a)(11)(i) of CMMC Section 13-311 at this time.

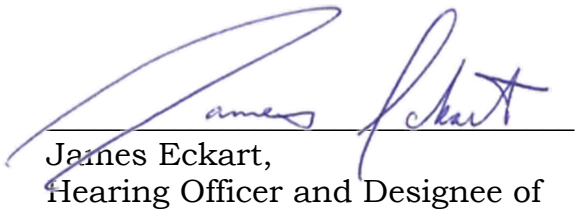
Moreover, although the Applicant may seek relief from these specific requirements in accordance with CMMC Sections 13-311(a)(15) and 13-200.62, there is no evidence that the Applicant has, in fact, sought reasonable accommodations in the manner authorized by the Municipal Code.

Although the review of a Special Use Permit application is a "ministerial matter", pursuant to CMMC §13-311(b), it may only be approved if the Applicant is in compliance with the provisions of CMMC §13-311, subsections (a) and (b). As

stated above, the Applicant is ***not*** currently in strict compliance with those provisions.

This Memorandum of Evidence is hereby submitted to the Director so that the Director may make a final determination on Special Use Permit application PGSH-24-0002 in accordance with Costa Mesa Municipal Code Section 13-311.

Before making a final determination on the application, the Director (and designees thereof) may, in consideration of this Memorandum, provide the Applicant a final opportunity either (i) to confirm compliance with CMMC Section 13-311, subsections (a) and (b) [and, specifically, Sections 13-311(a)(10)(iii) and (a)(11)(1)], or, in the alternative, (ii) to apply for reasonable accommodations and relief from subsections (a)(10)(iii) and (a)(11)(i) of Section 13-311 of the Municipal Code.



6 November 2025

James Eckart,
Hearing Officer and Designee of
Director of Development Services

Date

The following policy was revised and approved by Stephouse Recovery, Inc. Board of Directors on 11/24/25

DISCHARGE/TERMINATION POLICY

The client has completed the program when they have used their maximum allotted time or reached their transition goals. Staff will complete a Discharge Form to document the circumstances of the client's departure from sober living. Clients are not required to sign the discharge form.
Staff will complete the Recovery Residence Referral Form with the discharge date, indicate whether the client has completed or is still incomplete, and provide the reason. The form should be emailed to the OCHCA Gatekeeper within 72 hours of discharge. Failure to comply with StepHouse policies signed at intake may result in an early administrative termination from the program. Infractions will be documented, and the OCHCA Gatekeeper and Program Monitor will be notified. The client's Probation/Parole Officer will be notified of termination when applicable. In addition, there may be circumstances in which law enforcement is called, and legal action is taken against the client. Residents who have relapsed and are under the influence may be transported to Be Well Orange Campus or College Hospital Costa Mesa.

If a client discharges or is terminated from the program and does not collect personal belongings, the items will be held for seven (7) days (excluding food products) and then discarded or donated to charity. Clients who are terminated from the program must be sober before they reenter Stephouse property.

Should it be necessary upon discharge, Stephouse Recovery will assist clients in securing safe transportation and/or temporary shelter. Clients will either be assisted with Movidcare Medi-Cal transport or a bus pass to ensure they can reach their discharge destination.

The following new policy was revised and approved by Stephouse Recovery, Inc. Board of Directors on 11/28/25

BAKER HOUSE DISCHARGE POLICY

This policy applies exclusively to clients residing at the Baker Residence in Costa Mesa.

To comply with the City of Costa Mesa's Code of Ordinances, Title 13 – Planning, Zoning and Development, Chapter XV – Group Homes, §13-311 (a)(10) & (11), Stephouse Recovery staff will adhere to the following protocol:

(10) At least 48 hours before a resident's eviction from or involuntary termination of residency at Stephouse Recovery, Stephouse staff will

i. Notify the person designated as the resident's emergency contact or contact of record that the resident will no longer be a resident at the home.

ii. Contact the Orange County Health Care Agency OC Links Referral Line and/or another entity designated by the City to determine the services available to the resident, including, but not limited to, alcohol and drug inpatient and outpatient treatment.

iii. Notify the city's Network for Homeless Solutions that a client is no longer a resident at the home and determine available services.

iv. Provide the information obtained from paragraphs ii and iii of this subsection (a)(10) and any other treatment provider or service to the resident before his or her release on a form provided by the City and obtain the resident's signed acknowledgement.

v. Provided, however, that if the resident's behavior results in immediate termination of residency pursuant to rules approved by the City, Stephouse Recovery shall comply with paragraphs i through iv of this subsection (a)(10) as soon as possible.

(11) Prior to an resident's eviction from or involuntary termination of residency in a group home, the operator thereof shall also:

i. Make available to the resident, transportation to the address listed on the resident's driver's license, state-issued identification card, or the permanent address identified in the resident's intake form or referral.

ii. Provided, however, that should the resident decline transportation to his or her permanent address or otherwise has no permanent address, then the operator shall make available to the resident transportation to another group home or residential care facility that has agreed to accept the resident.

Please note that all Health Insurance Portability and Accountability Act (HIPAA) privacy laws will be strictly followed. No resident information will be released, shared, or discussed without the resident's written consent. A valid Release of Information (ROI) must be signed by the residents and placed in their client record, authorizing Stephouse Recovery to provide personal information to the City of Costa Mesa or to any other persons, facilities, or providers as specified.

Participation in the Orange County Health Care Agency Recovery Residence Services Program and sober living services is not contingent upon providing this authorization. Clients retain the right to decline to sign the release and may specify limitations on the information Stephouse Recovery may disclose.

The requirements outlined by the City of Costa Mesa do not replace or supersede OCHCA contractual obligations. Rather, they are considered additional steps to be completed at the time of discharge for Stephouse Recovery residents.

Client Discharge Form
Baker House, Costa Mesa

Client Name: _____

State Issued Identification or Driver's License Number: _____

Discharge Date: _____

Client Completed Sober Living Program: □ Yes □ No

Client's discharge destination: _____

City of Costa Mesa

RESERVE FOR FILING STAMP

RECD CLERKS OFFICE
JAN 7 '26 AM 8:

☐ Appeal of Planning Commission Decision:
$1,220.00 (Tier 1)[1]
$3,825.00 (Tier 2)[2]

☐ Appeal of Non-Planning Commission Decision:
$690.00 (Tier 1)[1]
$3,825.00 (Tier 2)[2]

File with: City Clerk
City of Costa Mesa
77 Fair Drive
Costa Mesa, CA 92626
714-754-5225

APPLICATION FOR APPEAL OR REVIEW

Applicant Name* John Stephens, Mayor
Address
Phone

REQUEST FOR: ☐ **APPEAL** ☒ **REVIEW****

Decision of which appeal or review is requested: (give application number, if applicable, and the date of the decision, if known.)

Special Use Permit PGSH-24-0002 to allow a new sober living home with six or fewer persons (Stephouse Recovery) at 1601 Baker St. Decision date 1/5/2026.

Decision by: Economic and Development Services Director

Reasons for requesting appeal or review:

Review of impacts to neighborhood of SLH operations.

01/07/2026

Date: Signature:

*If you are serving as the agent for another person, please identify the person you represent and provide proof of authorization.
**Review may be requested only by Planning Commission, Planning Commission Member, City Council, or City Council Member

For office use only – do not write below this line

SCHEDULED FOR THE CITY COUNCIL/PLANNING COMMISSION MEETING OF:
If appeal or review is for a person or body other than City Council/Planning Commission, date of hearing of appeal or review

Updated September 2023

[1] Includes owners and/or occupants of a property located within 500 feet of project site (excluding owners and/or occupants of the project site).

[2] Includes the project applicant, owners and/or occupants of the project site, and owners and/or occupants of a property located greater than 500 feet from the project site.

January 5, 2026

George Vilagut
Stephouse Recovery, Inc.
9679 Ellis Avenue
Fountain Valley, CA 92708
georgev@stephouserecovery.com

RE: NOTICE OF DECISION FOR THE APPROVAL OF SPECIAL USE PERMIT PGSH-24-0002 TO ALLOW A NEW SOBER LIVING HOME WITH SIX OR FEWER PERSONS (NOT COUNTING THE HOUSE MANAGER) (STEPHOUSE RECOVERY INC.) AT 1601 BAKER STREET

To Mr. Vilagut,

The Special Use Permit review for the above-referenced project has been completed. The application, as described in the attached project description, has been **approved** based on compliance with Costa Mesa Municipal Code (CMMC Section) 13-311 and subject to the conditions of approval and code requirements (attached). The decision will become final at 5:00 p.m. on January 12, 2026, unless appealed by an affected party by filing the necessary application and paying the appropriate fee, or if the decision is called up for review by a member of the City Council.

Please note that issuance of the Special Use Permit is expressly conditioned upon the Applicant's continued compliance with all applicable provisions of the Municipal Code and the representations made in the application materials. Any failure to strictly adhere to these requirements may result in enforcement action or revocation of the Special Use Permit, as provided for under the Municipal Code.

If you have any questions regarding this letter, please feel free to contact the project planner, Victor Mendez, at 714-754-5276, or at victor.mendez@costamesaca.gov.

Sincerely,

Carrie Tai
Economic and Development Services Director

Attachments: Memorandum and Hearing Officer Notice of Decision

cc: Fire Marshal

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KENNETH B. DAPEER
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WRITER'S EMAIL
JECKART@DRLLAW.COM

NOTICE OF DECISION
GROUP HOME SPECIAL USE PERMIT APPLICATION NO. PGSH-24-0002
STEPHOUSE RECOVERY, INC. (1601 BAKER STREET, COSTA MESA)

In accordance with Section 13-311 of the Costa Mesa Municipal Code (hereinafter, "CMMC" or "Municipal Code"), on or about August 26, 2024, Stephouse Recovery, Inc. and George Vilagut (hereinafter, collectively, "Applicant") submitted an application for a Special Use Permit to operate a single-unit sober living home at 1601 Baker Street, Costa Mesa (hereinafter, "Subject Property" or "Site") – which is within a Single-Family Residential ("R1") Zoning District.

Pursuant to CMMC §13-311(b), on October 23, 2025, the undersigned conducted a public hearing at Costa Mesa City Hall to receive information regarding Applicant's compliance with the applicable provisions of subsections (a) and (b) of CMMC Section 13-311.

After having considered the application and supporting material, as well as all evidence provided at the public hearing, the undersigned determined that the Applicant was *not* in compliance with the provisions of CMMC Section 13-311, subsections (a) and (b) [and, specifically, Sections 13-311(a)(10)(iii) and (a)(11)(1)], as set forth in a Memorandum of Evidence Received at Public Hearing #25-01 ("Memorandum of Evidence"), issued by the undersigned on November 6, 2025.

On November 28, 2025, the Board of Directors for Stephouse Recovery, Inc. amended its Discharge Policies to address the deficiencies noted in the Memorandum of Evidence. A copy of the amended Discharge Policies is on file with the City's Economic & Development Services Department in connection with Special Use Permit Application PGSH-24-0002.

The undersigned has determined that the amended Discharge Policies do, in fact, satisfactorily address the deficiencies in the application as set forth in the Memorandum of Evidence, and that the Applicant is now in compliance with or has agreed to comply with the requirements of CMMC Sections 13-311(a)(1) through 13-311(a)(14) – and that no grounds for denial as set forth in CMMC Section 13-311(b) have been determined.

Therefore, pursuant to Costa Mesa Municipal Code Section 13-311(b), a Group Home Special Use Permit shall be issued as a ministerial matter to the Applicant to operate a Group Home at 1601 Baker Street, Costa Mesa.[1]

Failure of the Applicant (and/or any agent or representative thereof) to strictly adhere to the requirements listed in CMMC Section 13-311, or any determination by the Director of any circumstances set forth in CMMC Section 13-311(b), may result in the revocation of the Group Home Special Use Permit.

Pursuant to the provisions of Chapter IX of the Municipal Code, any affected person may appeal this determination to the City Manager by filing an application with the City Clerk (and tendering all applicable processing fees in an amount determined by resolution of the City Council) within seven (7) calendar days of this Notice of Decision. The application for appeal shall contain sufficient information to identify the part, its interest in the matter, and the reason(s) for requesting an appeal.

Failure of the City Clerk to receive an application for appeal or corresponding processing fees shall render this decision final and binding.

James Eckart,
Designee of the
Director of Development Services
for the City of Costa Mesa

17 December 2025
Date

[1] Prior to operation of the sober living group home, the applicant shall schedule and pass an inspection by the Costa Mesa Fire Department to verify that the Subject Property meets the basic fire and life safety requirements for a single-family dwelling, including but not limited to the installation of smoke detectors and carbon monoxide (CO) detectors.

LAW OFFICES
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KENNETH B. DAPEER
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MEMORANDUM OF EVIDENCE RECEIVED AT PUBLIC HEARING #25-01 GROUP HOME SPECIAL USE PERMIT APPLICATION NO. PGSH-24-0002 STEPHOUSE RECOVERY, INC. (1601 BAKER STREET, COSTA MESA)

In accordance with Section 13-311 of the Costa Mesa Municipal Code (hereinafter, "CMMC" or "Municipal Code"), on or about August 26, 2024, Stephouse Recovery, Inc. and George Vilagut (hereinafter, collectively, "Applicant") submit an application for a Special Use Permit to operate a single-unit sober living home at 1601 Baker Street, Costa Mesa (hereinafter, "Subject Property" or "Site") – which is within a Single-Family Residential ("R1") Zoning District.

Pursuant to CMMC §13-311(b), on October 23, 2025, the undersigned conducted a public hearing at Costa Mesa City Hall to receive information regarding Applicant's compliance with the applicable provisions of subsections (a) and (b) of CMMC Section 13-311.

ISSUES PRESENTED

Chapter XV ("Group Homes") of Title 13 ("Planning, Zoning, and Development") of the Municipal Code provides a ministerial process by which a group home may be operated within an R1 Zone of the City while allowing the City to preserve the residential character of single-family residential neighborhoods.

Pursuant to CMMC §13-311, the operator of a group home must obtain a Special Use Permit in order to operate within an R1 Zone of the City. CMMC §13-311(b) explicitly provides, in pertinent part:

> The special use permit shall be issued by the director as a ministerial matter if the Applicant is in compliance or has agreed to comply with subsections (a)(1) through (a)(14) of this section. At least 10 days prior to issuing a special use permit, the director shall

cause written notice to be mailed to the owner of record and occupants of all properties within 500 feet of the location of the group home. Prior to issuance of the special use permit, the director shall hold a public hearing for the purpose of receiving information regarding compliance with the applicable provisions of subsections (a) and (b) of this section.

EVIDENCE CONSIDERED

The following exhibits, documents, and/or testimony were presented and accepted into evidence at the public hearing:

1. Notice of Public Hearing;
2. Staff Report/Memorandum – inclusive of the following attachments:
   a) Attachment 1 – Project Data Table
   b) Attachment 2 – Plans (including Site Plan, Elevations, Roof Plans, and Sections);
   c) Attachment 3 – Table of Substance Use Disorder Treatment Facilities within Costa Mesa;
   d) Attachment 4 – Table of City Approved Sober Living/Group Homes within Costa Mesa;
   e) Attachment 5 – Special Use Permit Application and Supporting Documents (including Policies and Procedures) [Stephouse Recovery, Inc/George Vilagut];
   f) Attachment 6 – Stephouse Recovery Policies and Procedures / OCHCA Recovery Residence Services;
   g) Attachment 7 – Orange County Certificates of Compliance #337 [Stephouse Recovery @ 1601 Baker Street, Costa Mesa and #338 [Stephouse Recovery @ 9678 Ellis Avenue, Fountain Valley] (Expired September 4, 2025);
3. Annual Contractor Performance Evaluation [The Stephouse Recovery, Inc.] (Contract Term: July 1, 2023 – June 30, 2024)
4. Notice of Action (Huntington Beach Special Use Permit SUP-2023-002);
5. Orange County Certificate of Compliance #374 [The Stephouse Recover, Inc. @ 8422 Polder Circle, Huntington Beach] (Expires July 16, 2026)
6. In-Person/live testimony from the following witnesses:
   a) Victor Mendez, Costa Mesa Senior Planner;
   b) George Villagut, Applicant;

c) Marilyn Scott-Waters;
d) Wyatt Russell;
e) Gloria Johnson;
f) Erika Wallace;
g) Jake Johnson;

7. Written correspondence/testimony from the following witnesses:
   a) Derek Davis;
   b) Ronn Waters;
   c) Marilyn Scott-Waters;
   d) Theresa Parra;
   e) Wyatt Russell;
   f) Kristin Auslander;
   g) George Vilagut;

SUMMARY OF TESETIMONY

The following is a brief summary of the testimony that was presented at the public hearing, and it is not meant to be a verbatim description of the testimony presented.

- **Victor Mendez** provided a presentation on behalf of the Costa Mesa Economic & Development Services Department of Stephouse Recovery, Inc.'s application, as well as applicable development standards pursuant to the Costa Mesa Municipal Code. Mr. Mendez testified that the Applicant adheres to each of the applicable development standards, as well as all other requirements of CMMC §13-311(a) and (b). Mr. Mendez confirmed that the Special Use Permit is subject only to ministerial review, and also addressed concerns raised by both written and in-person testimony regarding "Childhelp USA", which operates a Residential Care Facility at 1597 Baker Street, Costa Mesa. Mr. Mendez stated that the proximity of Childhelp USA to the proposed Stephouse Recovery location would not bar the issuance of a Special Use Permit for Stephouse Recovery because Childhelp USA is not a Sober Living Home – and the Municipal Code's 650' separation requirement would not apply to this facility.

- **George Vilagut** provided a presentation on behalf of Stephouse Recovery, Inc.'s application. Mr. Villigut confirmed the following information about the proposed Sober Living Group Home at the Subject Property:

  - The vast majority of residents/clients of Stephouse Recovery would be referred by the Orange County Health Care Agency ("OCHCA");
  - There would not be more than six (6) recovery residents at a time – with a limit of 90-day stays;
  - One (1) full-time house manager would reside at the premises;
  - All employees and volunteers' go through a background screening with the Orange County Sheriff's Department prior to hiring;
  - The facility is only available to approved clients and is never open to the public. Visitors are not permitted in the residence;
  - The Applicant would not provide supervised care, counseling, treatment, or recovery planning – and residents must be capable of living independently.

Mr. Vilagut further confirmed that while residents of the Stephouse Recovery facility at the Subject Property would be required to participate in appropriate alcohol/drug treatment (and, in fact, would have already participated in such treatment *prior* to residing at the Subject Property), no such services would be provided on-site. Rather, the residents would obtain those services at off-site locations.

Mr. Vilagut further discussed the Applicant's zero-tolerance Drug and Alcohol Policy, "Good Neighbor Policy" (including curfews for clients), screening procedures to reject services for persons who have been convicted of specified criminal activity and/or who require a higher level of care than that provided at the proposed Sober Living Group Home, and policies and procedures for discharging residents and/or involuntary termination of services to residents.

During his final comments, Mr. Vilagut denied that Stephouse Recovery, Inc. or any agent thereof is advertising for or operating a Sober Living Group Home at the Subject Property – and stated that the persons residing at the Site at this time are residential tenants who will vacate upon approval of the Special Use Permit and commencement of sober living operations at the Subject Property. He also denied any enforcement actions taken against his operations by any other municipality or the County of Orange. Mr. Vilagut stated that surveillance cameras would be installed at the Site to ensure that clients/residents adhere to applicable rules and regulations.

- **Marilyn Scott-Waters** objected to an approval of the Special Use Permit primarily based upon her assertions that (i) allowing the Applicant to operate a Sober Living Group Home at the Subject Property would conflict with the City's General Plan in that the Geneal Plan provides for the protection and enhancement of residential neighborhoods, and (ii) it would be located in too close of proximity to the Childhelp USA facility located at 1597 Baker Street, Costa Mesa – and while this facility might not be a Sober Living Facility as defined by the Municipal Code, it has similar adverse impacts, and an approval of Stephouse Recovery's application would increase those adverse impacts upon the residential neighborhood.
- **Wyatt Russell** objected to an approval of the Special Use Permit at this time, stating that it would be premature without additional investigation by the Director. Specifically, Mr. Russell alleged that (i) Stephouse Recovery has been advertising their operation in Costa Mesa despite not having been issued a permit; (ii) the Director has not adequately verified that the Subject Property would be at least 650' from another Sober Living Home or State licensed alcohol/drug abuse recovery or treatment center; and (iii) the Applicant has negative compliance history at its other operations – including a wrongful death lawsuit and enforcement actions taken by the Cities of Huntington Beach and Fountain Valley.
- **Gloria Johnson** objected to an approval of the Special Use Permit primarily based upon (i) the proximity of the Subject Property to the Childhelp USA facility at 1597 Baker Street, Costa Mesa; and (ii) her assertions that Staff and clients would further reduce on-street parking, and some Staff are already blocking private driveways and moving trashcans to facilitate on-street parking for themselves.
- **Erika Wallace** objected to an approval of the Special Use Permit primarily based upon (i) the proximity of the Subject Property to the Childhelp USA facility at 1597 Baker Street, Costa Mesa; and (ii) the pending application has increased the difficulty in selling her home.
- **Jake Johnson** objected to an approval of the Special Use Permit primarily based upon his assertion that this type of use should not be allowed in residential neighborhoods due to adverse impacts upon the community – including reduced on-street parking and increased traffic (ranging from delivery vehicles to the client-members of the Sober Living facility).

ANALYSIS

The City of Costa Mesa requires a "group home" that seeks to operate within an R1 Zone of the City to obtain a Special Use Permit as issued by the Development Services Director.

Costa Mesa Municipal Code Section 13-6 provides, in pertinent part, that a group home is:

> A facility that is being used as a supportive living environment for persons who are considered handicapped under state or federal law.... Group homes shall not include the following: (1) residential care facilities; (2) any group home that operates as a single housekeeping unit.

Although a Special Use Permit would be required, CMMC §13-311(b) explicitly provides that the "special use permit shall be issued by the director as a ministerial matter if the applicant is in compliance or has agreed to comply with subsections (a)(1) through (a)(14) of [CMMC §13-311]". It further requires the Director (or designee thereof) to "hold a public hearing for the purpose of receiving information regarding compliance with the applicable provisions of subsections (a) and (b) of [CMMC §13-311]" at least ten (10) days prior to issuing a Special Use Permit.

In accordance with CMMC §13-311(b), on October 23, 2025, the undersigned, as designated by the Development Services Director, conducted a duly-noticed public hearing, and provided an opportunity for Staff, the Applicant, and the general public to submit information regarding whether the Applicant is in compliance and/or has agreed to comply with the requirements of CMMC §13-311, subsections (a) and (b).

After a thorough analysis of the Special Use Permit application and supporting material submitted by Stephouse Recovery, Inc./George Vilagut, Victor Mendez testified in writing and in-person that Stephouse Recovery, Inc. has satisfied all provisions and requirements of CMMC §13-311, subsections (a) and (b) – and that no disqualifying grounds have been determined to date.

Despite legitimate concerns having been raised by members of the public who provided written and/or verbal testimony as part of these proceedings regarding potential adverse impacts of a Sober Living Group Home being located within R1 Zones of the City – and specifically within the Mesa Verde neighborhood, pursuant to CMMC 13-311(b), a "special use permit ***shall*** be issued by the director as a ministerial matter if the applicant is in compliance or has agreed to comply with subsections (a)(1) through (a)(14)" of CMMC §13-311 (emphasis added).

Amongst other arguments, several members of the public objected to an approval of the Special Use Permit application based upon the assertion that the Subject Property would not adhere to the prohibitions set forth in CMMC Sections 13-311(a)(14)(i) and 13-311(b)(6)(iii) as the Site would be "within 650 feet of any other sober living home or state licensed alcoholism or drug abuse recovery or treatment facility". Specifically, members of the public referred to the property at 1597 Baker Street, Costa Mesa – where Childhelp USA operates.

In this regard, CMMC §13-6 defines a "sober living home" as:

> A group home for persons who are recovering from a drug and/or alcohol addiction and who are considered handicapped under state or federal law. Sober living homes shall not include the following: (1) residential care facilities; (2) any sober living home that operates as a single housekeeping unit.

Mr. Mendez provided credible testimony that Childhelp USA operates a Short-Term Residential Therapeutic Program ("STRTP") that provides short-term care and supervision of children and non-minor dependents, including those children that have been abused, neglected, or are otherwise at risk. Mr. Mendez further testified that Childhelp USA does ***not*** constitute a sober living home (as defined by the Municipal Code) nor a state licensed alcohol/drug recovery or treatment center – and Stephouse Recovery, Inc. would ***not*** be prohibited from operating or being located within 650' of Childhelp USA's facility at 1597 Baker Street, Costa Mesa. It should be noted that none of the witnesses provided any testimony (in person or in writing) contradicting the operations of Childhelp USA – or otherwise providing any credible evidence that Childhelp USA would, in fact, constitute a sober living home or a state-licensed alcohol/drug recovery or treatment center.

The undersigned has reviewed each of the written policies and procedures submitted by the Applicant, and the undersigned has found insufficient evidence to determine that the Applicant is or has agreed to comply with the requirements of subsections (a)(10) and (a)(11) of CMMC §13-311.

Specifically, CMMC §13-311(a)(10) provides, in pertinent part, that:

> (10) At least 48 hours prior to an occupant's eviction from or involuntary termination of residency in a group home, the operator thereof shall:
>
> ...

(iii) Notify the city's Network for Homeless Solutions that an occupant is no longer a resident at the home, and determine the services available therefrom.

The Applicant stated in its application that "Due to HIPAA and County Regulations, Stephouse Recovery would not be able to notify any other agency of a resident's status without a signed release of information."

The Applicant's statement in the Special Use Permit application, therefore, confirms that there ***is*** at least one method of adhering to both CMMC §13-311(a)(10) **and** HIPAA (e.g., by requiring residents/clients upon admission to the Group Home to sign a release of information authorizing the Applicant to notify the City's Network for Homeless Solutions of an involuntary termination of residency), however, the Applicant falls short of confirming that it would do so – or to enact any other procedure to strictly adhere to the Municipal Code.[1]

CMMC §13-311(a)(11) provides, in pertinent part:

(11) Prior to an occupant's eviction from or involuntary termination of residency in a group home, the operator thereof shall also:

(i) Make available to the occupant transportation to the address listed on the occupant's driver license, state-issued identification card, or the permanent address identified in the occupant's application or referral to the group home

The Applicant's procedures for "involuntary discharge" do mandate that "Each client should receive a housing resource guide upon discharge...Stephouse Recovery will assist discharged clients in securing safe, temporary shelter in the event of immediate discharge." Moreover, the "Discharge Procedures for Staff" provide that "Should transportation to treatment or a shelter be necessary, Stephouse will provide." However, these do not confirm strict compliance with

---

[1] The Applicant's "Discharge Procedures for Staff" provides, in pertinent part, that "In the case of homelessness, the appropriate city agency will be contacted to determine if services are available to the client." This procedure, however, does not strictly adhere to the requirement in CMMC §13-311(a)(10)(iii) in that it does not explicitly provide for notification to the City's Network for Homeless Solutions that an occupant is no longer a resident at least 48 hours *prior* to the eviction or involuntary termination of services, nor does it ensure notification and/or identification of the specific client/occupant so that Network Staff may offer services. Rather, it provides that Stephouse Staff will contact "the appropriate city agency...to determine if services are available to the client." While the undersigned appreciates the potential conflicts between the Costa Mesa Municipal Code and HIPAA, as set forth hereinbelow, the Applicant can seek reasonable accommodations to obtain relief from strict compliance with the provisions of Municipal Code Section 13-311(a).

Municipal Code Section 13-311(a)(11)(i) in that it does not confirm that transportation would be provided to the occupant's/client's permanent address as listed on that person's driver's license, identification card, or application or referral to the Group Home (in the alternative of providing transportation to "treatment or a shelter".

It should be noted that, pursuant to CMMC §13-311(a)(15):

> An applicant may seek relief from the strict application of [CMMC §13-311] by submitting an application to the director setting forth specific reasons why accommodation over and above this section is necessary under state and federal laws, pursuant to section 13-200.62.

The procedures outlined in CMMC §13-200.62 allow an applicant to request reasonable accommodations – and, if approved, would allow the City to impose alternative conditions that would satisfy the reasonable accommodation while still achieving the City's objective.

In this instance, however, no evidence has been submitted to the undersigned that the Applicant has submitted an application to the Director pursuant to CMMC §§13-311(a)(15) and 13-200.62 to seek relief from the provisions of Subsections (a)(10) and (a)(11) of Section 13-311 of the Municipal Code.

CONCLUSION

The purpose of the public hearing is to receive information from Staff, the Applicant, and the general public "regarding compliance with the applicable provisions of subsections (a) and (b) of [CMMC §13-311].

Although the Applicant appears to comply with most provisions of CMMC Section 13-311, subsections (a) and (b) [including the distance requirement from any other sober living home or state-licensed alcohol/drug recovery or treatment center], the Applicant does **not** strictly adhere to subsections (a)(10)(iii) and (a)(11)(i) of CMMC Section 13-311 at this time.

Moreover, although the Applicant may seek relief from these specific requirements in accordance with CMMC Sections 13-311(a)(15) and 13-200.62, there is no evidence that the Applicant has, in fact, sought reasonable accommodations in the manner authorized by the Municipal Code.

Although the review of a Special Use Permit application is a "ministerial matter", pursuant to CMMC §13-311(b), it may only be approved if the Applicant is in compliance with the provisions of CMMC §13-311, subsections (a) and (b). As

stated above, the Applicant is ***not*** currently in strict compliance with those provisions.

This Memorandum of Evidence is hereby submitted to the Director so that the Director may make a final determination on Special Use Permit application PGSH-24-0002 in accordance with Costa Mesa Municipal Code Section 13-311.

Before making a final determination on the application, the Director (and designees thereof) may, in consideration of this Memorandum, provide the Applicant a final opportunity either (i) to confirm compliance with CMMC Section 13-311, subsections (a) and (b) [and, specifically, Sections 13-311(a)(10)(iii) and (a)(11)(1)], or, in the alternative, (ii) to apply for reasonable accommodations and relief from subsections (a)(10)(iii) and (a)(11)(i) of Section 13-311 of the Municipal Code.

James Eckart,
Hearing Officer and Designee of
Director of Development Services

6 November 2025
Date

The following policy was revised and approved by Stephouse Recovery, Inc. Board of Directors on 11/24/25

DISCHARGE/TERMINATION POLICY

The client has completed the program when they have used their maximum allotted time or reached their transition goals. Staff will complete a Discharge Form to document the circumstances of the client's departure from sober living. Clients are not required to sign the discharge form.
Staff will complete the Recovery Residence Referral Form with the discharge date, indicate whether the client has completed or is still incomplete, and provide the reason. The form should be emailed to the OCHCA Gatekeeper within 72 hours of discharge. Failure to comply with StepHouse policies signed at intake may result in an early administrative termination from the program. Infractions will be documented, and the OCHCA Gatekeeper and Program Monitor will be notified. The client's Probation/Parole Officer will be notified of termination when applicable. In addition, there may be circumstances in which law enforcement is called, and legal action is taken against the client. Residents who have relapsed and are under the influence may be transported to Be Well Orange Campus or College Hospital Costa Mesa.

If a client discharges or is terminated from the program and does not collect personal belongings, the items will be held for seven (7) days (excluding food products) and then discarded or donated to charity. Clients who are terminated from the program must be sober before they reenter Stephouse property.

Should it be necessary upon discharge, Stephouse Recovery will assist clients in securing safe transportation and/or temporary shelter. Clients will either be assisted with Movidcare Medi-Cal transport or a bus pass to ensure they can reach their discharge destination.

The following new policy was revised and approved by Stephouse Recovery, Inc. Board of Directors on 11/28/25

BAKER HOUSE DISCHARGE POLICY

This policy applies exclusively to clients residing at the Baker Residence in Costa Mesa.

To comply with the City of Costa Mesa's Code of Ordinances, Title 13 – Planning, Zoning and Development, Chapter XV – Group Homes, §13-311 (a)(10) & (11), Stephouse Recovery staff will adhere to the following protocol:

(10) At least 48 hours before a resident's eviction from or involuntary termination of residency at Stephouse Recovery, Stephouse staff will

i. Notify the person designated as the resident's emergency contact or contact of record that the resident will no longer be a resident at the home.

ii. Contact the Orange County Health Care Agency OC Links Referral Line and/or another entity designated by the City to determine the services available to the resident, including, but not limited to, alcohol and drug inpatient and outpatient treatment.

iii. Notify the city's Network for Homeless Solutions that a client is no longer a resident at the home and determine available services.

iv. Provide the information obtained from paragraphs ii and iii of this subsection (a)(10) and any other treatment provider or service to the resident before his or her release on a form provided by the City and obtain the resident's signed acknowledgement.

v. Provided, however, that if the resident's behavior results in immediate termination of residency pursuant to rules approved by the City, Stephouse Recovery shall comply with paragraphs i through iv of this subsection (a)(10) as soon as possible.

(11) Prior to an resident's eviction from or involuntary termination of residency in a group home, the operator thereof shall also:

i. Make available to the resident, transportation to the address listed on the resident's driver's license, state-issued identification card, or the permanent address identified in the resident's intake form or referral.

ii. Provided, however, that should the resident decline transportation to his or her permanent address or otherwise has no permanent address, then the operator shall make available to the resident transportation to another group home or residential care facility that has agreed to accept the resident.

Please note that all Health Insurance Portability and Accountability Act (HIPAA) privacy laws will be strictly followed. No resident information will be released, shared, or discussed without the resident's written consent. A valid Release of Information (ROI) must be signed by the residents and placed in their client record, authorizing Stephouse Recovery to provide personal information to the City of Costa Mesa or to any other persons, facilities, or providers as specified.

Participation in the Orange County Health Care Agency Recovery Residence Services Program and sober living services is not contingent upon providing this authorization. Clients retain the right to decline to sign the release and may specify limitations on the information Stephouse Recovery may disclose.

The requirements outlined by the City of Costa Mesa do not replace or supersede OCHCA contractual obligations. Rather, they are considered additional steps to be completed at the time of discharge for Stephouse Recovery residents.

Client Discharge Form
Baker House, Costa Mesa

Client Name: _____

State Issued Identification or Driver's License Number: _____

Discharge Date: _____

Client Completed Sober Living Program: ☐ Yes ☐ No

Client's discharge destination: _____

CITY OF COSTA MESA
INTEROFFICE MEMORANDUM

TO: CITY COUNCIL AND PLANNING COMMISSION

CC: CECILIA GALLARDO-DALY, CITY MANAGER

FROM: CARRIE TAI, ECONOMIC AND DEVELOPMENT SERVICES DIRECTOR

DATE: JANUARY 5, 2026

SUBJECT: SPECIAL USE PERMIT PGSH-24-0002

This is to advise you that Special Use Permit PGSH-24-0002 was approved on January 5, 2026, to allow a new sober living home with six or fewer persons (not counting the house manager) (Stephouse Recovery Inc.) at 1601 Baker Street. Please feel free to contact me by e-mail at carrie.tai@costamesaca.gov if you have any questions or would like further details. The decision will become final at 5:00 p.m. on January 12, 2026, 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 City Council. If appealed or called up for review, the project would be reviewed by the Planning Commission.

On October 23, 2025, a duly noticed public hearing was held before the City's Hearing Officer to consider Special Use Permit Application No. PGSH-24-0002, submitted by Stephouse Recovery, Inc., to allow a sober living home with six or few persons (not counting the house manager) at 1601 Baker Street. The hearing was conducted pursuant to Costa Mesa Municipal Code Section 13-311, which establishes a ministerial review process for group homes located within the R1 Single-Family Residential District. The hearing was held for the purpose of receiving information regarding the Applicant's compliance with the applicable provisions of subsections (a) and (b) of Section 13-311.

Following review of the application materials, testimony, and evidence received at the public hearing, the Hearing Officer–acting as the designee of the Director of Development Services–issued a decision on behalf of the Director. As documented in the attached Hearing Officer's Notice of Decision and Memorandum of Evidence, the Applicant has demonstrated compliance with, or has agreed to comply with, all applicable requirements of Costa Mesa Municipal Code Section 13-311(a), and no grounds for denial pursuant to Section 13-311(b) were found. Accordingly, the Special Use Permit was issued as a ministerial action.

From: Ronn Waters
To: PLANNING INFO
Subject: Application PGSH-24-0002
Date: Thursday, October 9, 2025 11:06:17 AM

Public Notice Comment:

The SUP would make a bad parking situation worse. There is already one Group Home on Baker street and their staff/interns take up a lot of the available street parking. Those of us who actually pay taxes here are not able to park in front of our homes.
The sidewalks of the recovery homes on Royal Palm are littered with cigarette butts. We don't need that on Baker street.

Ronn Waters

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From: Ronn Waters
To: PLANNING INFO
Subject: Application PGSH-24-0002
Date: Thursday, October 9, 2025 4:06:22 PM

Why would you put a Sober Living Home next door to a Group Home for Kids. That does not sound helpful nor safe. For either.

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From: ddavis@teac.com
To: PLANNING INFO
Subject: Official Public Notice: Application No. PGSH-24-0002
Date: Tuesday, October 14, 2025 11:28:06 PM

To whom it may concern:

I received an Official Public Notice regarding application no. PGSH-24-0002 for a sober living house at 1601 Baker Street. The notice states that public comments must be submitted by 12:00 PM on the date of the meeting. Following are my comments:

I implore the Planning Department not to allow a half way house in the middle of a prime, family, residential community at 1601 Baker Street. I own property at Baker and Royal Palm. There are many young and teenage children that walk that section of Baker to access the shopping on Harbor Blvd. None of us want to have a child violated.

The property is listed as having 4 bedrooms and two bathrooms. The application is for 7 adults. This is too many adults in the facility which could lead to problems with the neighbors, parking problems, trash and other conditions caused by over crowding.

There are areas of Costa Mesa that are more suited to sober living, sex offenders and halfway houses. This residential community is not so suited.

Please do not allow this residential home to be overcrowded and endanger the neighborhood.

Respectfully,

Derek Davis
PO Box 10343
Costa Mesa, CA 92627

NOTICE: This electronic mail message and its contents, including any attachments hereto (collectively, "this e-mail"), is hereby designated as "confidential and proprietary." This e-mail may be viewed and used only by the person to whom it has been sent and his/her employer solely for the express purpose for which it has been disclosed and only in accordance with any confidentiality or non-disclosure (or similar) agreement between TEAC Corporation or its affiliates and said employer, and may not be disclosed to any other person or entity.

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From: msw@scottwatersdesign.com
To: MENDEZ, VICTOR
Subject: 1601 Baker Street Sober Living Home Permit.
Date: Tuesday, October 21, 2025 3:47:43 PM
Attachments: 1601BakerSoberliving.pdf

Mr. Mendez,

Here is my letter of objection to the proposed sober living home on 1601 Baker Street in Costa Mesa.

I would like to speak to the public hearing on Thursday if possible.

Thanks so much for your time,

Marilyn Scott-Waters

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Marilyn Scott-Waters
1589 Baker Street
Costa Mesa, CA 92626

c. 714 955-7666

msw@scottwatersdesign.com

To Jeff Harlan and the members of the Costa Mesa Planning Commission.

From Marilyn Scott-Waters

I am writing to express my concern regarding the application for a special use permit, application number PGSH-24-0002 scheduled for the October 23rd meeting. This item pertains to the application for a sober living group home located at 1601 Baker St.

I'm Marilyn Scott-Waters, a resident at 1589 Baker St. which is located 2 doors down from 1601 Baker St. I have been a resident of Costa Mesa since 1962 and have owned a home in Mesa Verde since 1991. I am submitting this letter to object to the approval of any Special Use Permit (SUP) or Reasonable Accommodation (RA) for this address, based on land-use and public-safety concerns under Costa Mesa Municipal Code §13-200 et seq. (Group Homes)

My main concern is that of the compliance with the proposed Group home conflicting with that of the house adjacent to it being another group home. City Ordinance dictates that under California Code, Health and Safety Code - HSC § 1502 section 13 states that group homes, including sober living homes may not be within 650ft of one another measured by its property lines. Also outlined by California Code, Health and Safety Code - HSC § 1502 "Residential facility" means any family home, group care facility, or similar facility determined by the department, for 24-hour nonmedical care of persons in need of personal services, supervision, or assistance essential for sustaining the activities of daily living or for the protection of the

individual.

1597 Baker Street is a group home owned by Childhelp USA. Childhelp is a private nonprofit psychiatric residential treatment facility also classified as a group home under **Short-Term Residential Therapeutic Program (STRTP)** as part of the Continuum of Care Reform (CCR). It is a **State Licensed Residential Care Facility for Children** that provides specialized and intensive care. (License #306000509)

Step House Recovery is a private, for-profit **Residential Treatment Center (RTC)** that is formally licensed by the State of California's **Department of Health Care Services (DHCS)** as an **Alcoholism or Drug Abuse Recovery or Treatment Facility**. However, under the broad language of the Costa Mesa Municipal Code, the facility and its residents are considered to fall under the category of a **"Group Home"** for the express purpose of applying city zoning regulations like separation requirements, as its clientele is protected under the federal Fair Housing Act (FHAA) as being disabled.

Both facilities fall under the umbrella of residential care or treatment facilities that the City regulates to prevent over-concentration in residential neighborhoods. Both facilities are listed to cater to and protect a disabled class.

Title 13 Planning, zoning and Development; Chapter XV GROUP HOMES, outlines why the City of Costa Mesa has this charter in place as well as the possible concerns and purpose to having groups homes as follows, “This chapter is intended to preserve the residential character of single-family residential neighborhoods and to further the purposes of

the FEHA, the FHAA and the Lanterman Act by, among other things: (1) ensuring that group homes are actually entitled to the special accommodation and/or additional accommodation provided under the Costa Mesa Municipal Code and not simply skirting the city's boarding house regulations; (2) limiting the secondary impacts of group homes by reducing noise and traffic, preserving safety and providing adequate on street parking; (3) providing an accommodation for the handicapped that is reasonable and actually bears some resemblance to the opportunities afforded non-handicapped individuals to use and enjoy a dwelling unit in a single-family neighborhood; and (4) to provide comfortable living environments that will enhance the opportunity for the handicapped and for recovering addicts to be successful in their programs." These 4 main sections help us outline the concerns brought on by group homes within the City of Costa Mesa.

Another concern of mine is that of how these neighboring facilities would cause harm to one another due to congestion of the parking as well as not taking into consideration how much traffic passes through this street on a daily basis. We have roughly 3,250 cars as outlined on the Costa Mesa city government's website with its Average Daily Traffic map. The increased volume of parking by either residents or social workers would further congest traffic as well as street parking on our busy street.

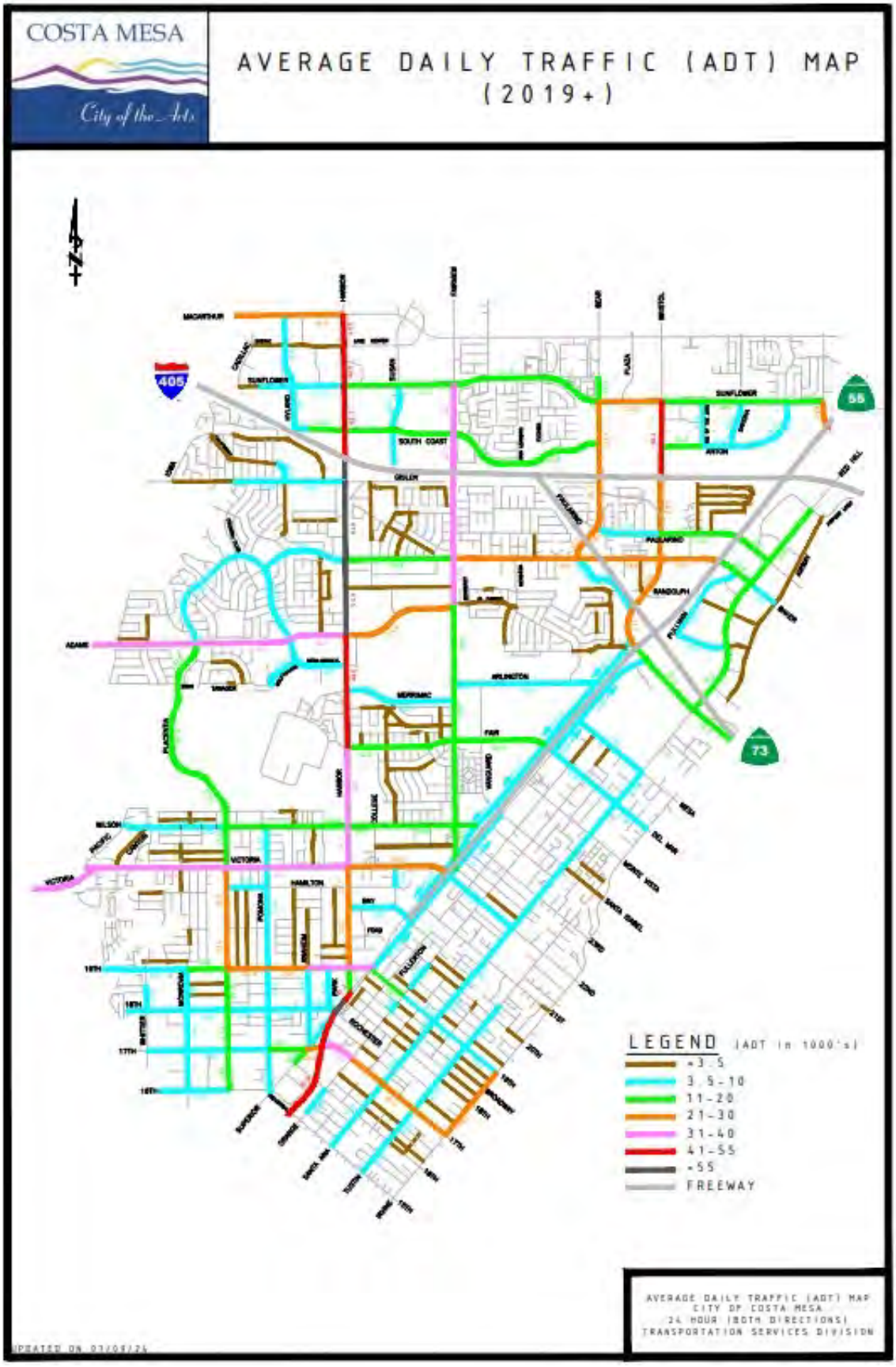
A further concern is the number of sober living homes that are currently already in the City of Costa Mesa. ORDINANCE NO. 17-06 also states "it is estimated that the City of Costa Mesa is home to 1,748 alcohol and drug recovery beds, divided as follows: 63 state licensed residential facilities/certified alcohol and drug programs in residential

zones with six or fewer occupants, providing 352 beds; 19 state licensed facilities with seven or more occupants providing 269 beds; 97 unlicensed sober living homes in all residential zones, providing 1,127 beds; included in those 97 homes are 10 homes that have been issued Special Use Permits per the R1 Ordinance, providing 60 beds; and 1 approved CUP application per the MFR Ordinance, providing 11 beds; 3 WHEREAS, the City of Costa Mesa is currently home to almost 29% of the state licensed residential drug and alcohol treatment facilities in Orange County, while the City holds 3.6% of the County's population; thus, it is reasonable to infer that unlicensed sober living homes are locating in the City at a higher concentration than in nearby communities" outlining the sheer number of sober living homes within the City of Costa Mesa.

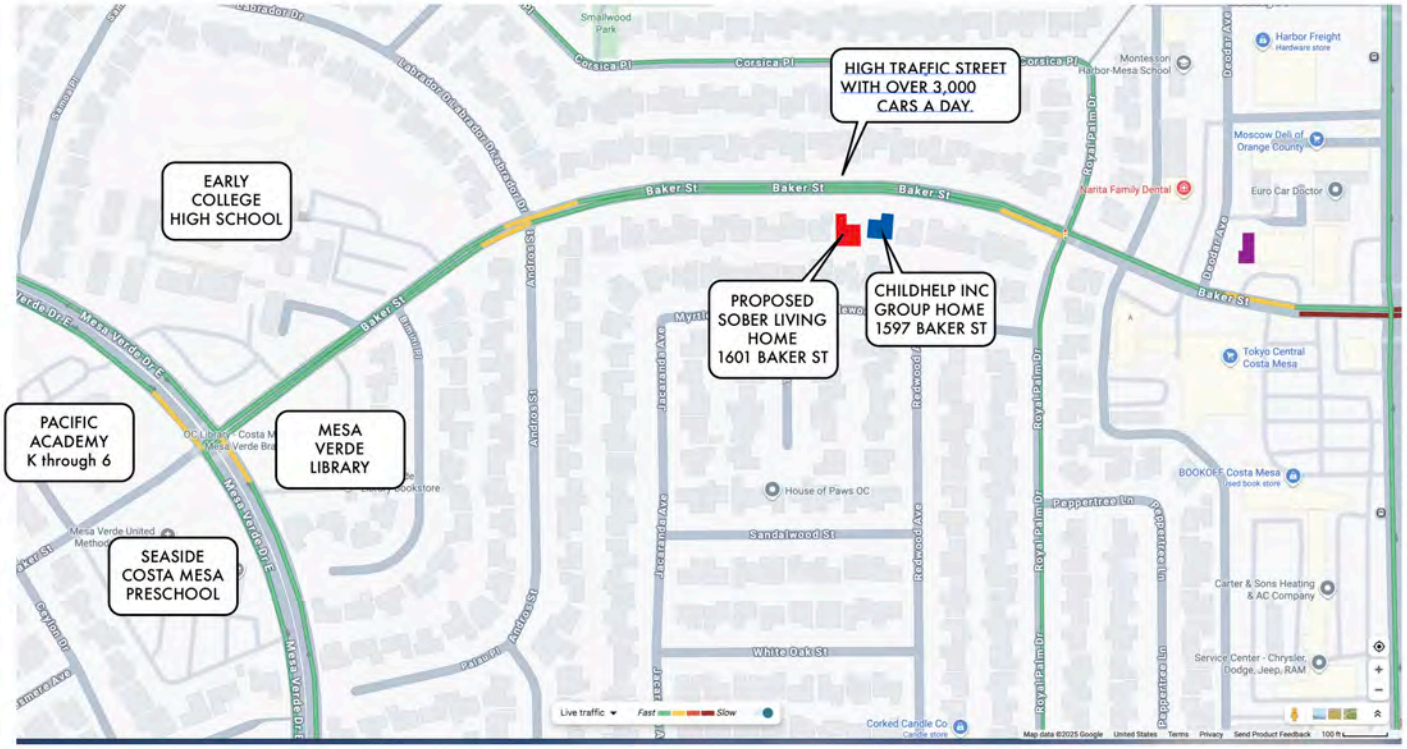
In closing, I respectfully ask the Planning Commission to thoroughly review the application for **Application number PGSH-24-002** regarding the proposed sober living group home on 1601 Baker Street. Furthermore I have attached several images to depict both the location of the proposed group home in relation to the current group home on Baker Street, also alongside the OC traffic data for that section of Baker St.

Thank you for your time, Marilyn Scott-Waters.

714 955-7666
1589 Baker Street
Costa Mesa, CA 92626


COSTA MESA
City of the Arts
AVERAGE DAILY TRAFFIC (ADT) MAP
(2019+)
405
55
73
LEGEND (ADT in 1000's)
0-3.5
3.5-10
11-20
21-30
31-40
41-55
55+
FREEWAY
AVERAGE DAILY TRAFFIC (ADT) MAP
CITY OF COSTA MESA
24 HOUR (BOTH DIRECTIONS)
TRANSPORTATION SERVICES DIVISION
UPDATED ON 03/08/24

MAP OF BAKER STREET



From:	George V
To:	PLANNING INFO
Cc:	Mary Wilcox
Subject:	Hearing For Application No. PGSH-24-0002 For 1601 Baker St
Date:	Tuesday, October 21, 2025 5:32:17 PM
Attachments:	2025-10-21_051973-3.jpg 2025-10-21_051973-4.jpg 2025-10-21_051973-5.jpg 2025-10-21_051973-2.jpg 2025-10-21_051973-1.jpg

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Dear Hearing Officer

Please find attached documents I would like to introduce for our hearing scheduled for October 23rd, at 4pm**.**

Sincerely

George Vilagut
CEO
StepHouse Recovery
714 394 3494

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OFFICIAL PUBLIC NOTICE

The Hearing Officer will conduct a public hearing as follows to consider:

Hearing Date:	October 23, 2025	**Hearing Time & Location:**	4:00 PM or soon thereafter City Hall Council Chambers 77 Fair Drive, Costa Mesa, CA; and virtual locations
Application No.	PGSH-24-0002	**Applicant/Agent:**	George Vilagut / Stephouse Recovery Inc.
Site Address:	1601 Baker Street	**Zone:**	R-1 – Single Family Residential
Contact:	Planning Division (714) 754-5245	**Email Comments to:**	Planninginfo@costamesaca.gov

Description: Special Use Permit (SUP) application to allow a single-unit sober living home, with six residents and one live-in house manager located at 1601 Baker Street. The purpose of the hearing is to collect information to verify compliance with the applicable provisions of the Costa Mesa Municipal Code (§ 13-311). This is a ministerial process limited to confirming that the application meets ordinance requirements.

Environmental Determination: The project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) per CEQA Guidelines Section Sections 15268 (Ministerial Projects) and 15301 (Existing Facilities).

Additional Information: For more information, call (714) 754-5245, or email planninginfo@costamesaca.gov. Planning Division staff are available from 8:00 AM to 5:00 PM Monday through Thursday and alternating Fridays, except specified holidays. All interested parties may submit comments to the Planning Division in regard to this application. Comments received by **12:00 PM** on the date of the meeting will be provided to the Hearing Officer , made available to the public, and will be part of the meeting record. Any written communications, photos, PowerPoints or other materials for distribution to the Hearing Officer must be 10 pages or less and submitted to the City **NO LATER THAN 12:00 PM** on the day of the hearing via email or submitted to the Planning Division on a flash drive, or mailed to the Planning Division. All materials, pictures, PowerPoints, and videos submitted for display at a public meeting must be previously reviewed by staff to verify appropriateness for general audiences. No links to YouTube videos or other streaming services will be accepted. A direct video file will need to be emailed to staff prior to each meeting in order to minimize complications and to play the video without delay. The video must be one of the following formats: .mp4, .mov, or .wmv. Only one file may be included per speaker for public comments. Please note that materials submitted by the public that are deemed appropriate for general audiences will not be redacted in any way and will be posted online as submitted, including any personal contact information. If you challenge this project in court, you may be limited to raising only those issues you, or someone else raised, during the public hearing or in written correspondence submitted to the City, during or prior to, the public hearing.

OFFICIAL PUBLIC NOTICE

ANNUAL CONTRACTOR PERFORMANCE EVALUATION

Provider Legal Name:	The Stephouse Recovery, Inc.		
Contracted Services: (as written in the Agreement)	Recovery Residence Services		
Contract Administrator:	Amanda Calderon		
Contract Term:	July 1, 2023 - June 30, 2024	**Type of Contract:**	Fee-for-Service
Date of Last Site Visit:	4/18/2024	**Service Area:**	Behavioral Health

Status of issues from last report:
None.

Evaluation Category	Evaluation Subcategory	Evaluation Score
Communication	How well does the Contractor cooperate and communicate with the County within a reasonable amount of time?	5
	How well does the Contractor respond *within the requested timeline* to information requests from the Contract Administrator?	5
	How well does the Contractor respond *accurately* to information requests from the Contract Administrator?	5
	How well does the Contractor acknowledge and respond to problems identified in a Cure Notice or Corrective Action Plan in a timely manner?	N/A
Contractor Reporting	How well does the Contractor submit all required reports by the established deadlines (e.g. staffing, expenditure/revenue, cost reports)?	5
	How often are the reports typically accurate?	5
	How often does Contractor submit financial reports accurately?	5
	Did the Contractor submit the previous Fiscal Year Cost Report timely and with little to no issue?	5
Expenditures	How well is the Contractor maintaining expenses within the County-approved line-item budget and expenses are being used for authorized purchases?	N/A
	How often does the Contractor obtain approval for major budget changes prior to implementation?	N/A
Revenue	How well does the Contractor report the appropriate amount of contractual revenue per the Expenditure and Revenue report?	N/A
	Does the Contractor have appropriate policies and procedures in place to generate and collect revenue? (If applicable)	N/A
Subcontracts	Did the Contractor submit accurate and complete subcontracts to Contract Administrator prior to the initiation of subcontract services?	N/A
	If changed, how often are subcontracts submitted to Contract Administrator for review accurately and in a timely basis?	N/A
Staffing	How well does the Contractor obtain approval for major staffing changes prior to implementation?	5
	How well does the contractor communicate staffing changes to Contract Administrator appropriately and in a timely manner?	5
Units of Service	How well does the Contractor meet or exceed the expected Units of Service as specified in the Contract? (If applicable).	N/A
Overall Performance	Does the Contractor adhere to the terms of the contract?	5
	Does the Contractor and Contractor personnel have knowledge of the contract requirements?	5
	Overall, does the Contractor collaborate and partner with Contract Services to ensure quality of work?	5

Issues Identified:

None.

Action Plan:

None.

Contract Administrator's signature: DocuSigned by: Monica Cabral 00AEB5B1A9F54EE... **Supervisor's Initials:** DS SK

Date reviewed with Provider and with whom: George Vilagut 6/14/24

CITY OF HUNTINGTON BEACH

DEPARTMENT OF COMMUNITY DEVELOPMENT

PLANNING ♦ BUILDING ♦ PERMIT CENTER ♦ ECONOMIC DEVELOPMENT ♦ HOUSING ♦ CODE ENFORCEMENT

2000 Main Street ♦ Huntington Beach CA 92648-2702 ♦ www.huntingtonbeachca.gov

NOTICE OF ACTION

October 24, 2023

George Vilagut
356 5th Street
Huntington Beach, CA 92648

APPLICATION: **SPECIAL USE PERMIT NO. SUP-2023-002**

FACILITY OWNER/ OPERATOR: **George Vilagut, 356 5th Street, Huntington Beach CA 92648**

PROPERTY OWNER: **George Vilagut, 356 5th Street, Huntington Beach, CA 92648**

REQUEST: **To operate a Sober Living Home serving six or fewer residents.**

FACILITY LOCATION: **8422 Polder Circle, Huntington Beach, CA 92647**

DATE OF ACTION: **October 24, 2023**

On Tuesday, **October 24, 2023**, the Community Development Department of the City of Huntington Beach took action on your application and approved your permit. The operation of the subject sober living home is subject to the requirements listed in the Huntington Beach Zoning and Subdivision Ordinance (HBZSO), Section 230.28. This Special Use Permit may not be transferred to any other person or entity. Failure to comply with the requirements listed in Section 230.28 of the HBZSO may result in the revocation of this permit.

If you have any questions regarding this Notice of Action letter or the processing of your application, please contact Madalyn Welch, the city contact, at (714) 374-5353 or via email at madalyn.welch@surfcity-hb.org or the Department of Community Development at (714) 536-5271.

Sincerely,

Ursula Luna-Reynosa
Community Development Director

By:

Madalyn Welch

Madalyn Welch
Associate Planner

Orange County
Certificate of Compliance

Stephouse Recovery
8422 Polder Circle
Huntington Beach, California 92647

The above facility has met the minimum standards set forth in the Orange County Adult Alcohol and Drug Sobër Living Facilities Certification Guidelines.

The Director has received a copy of the Certificate Guidelines and agrees to comply with all standards and procedures.

George Vilagut — 7-16-2025

Director — Date

Dominic Mejico — 7-16-2025

Certification Coordinator — Date

DATE OF ISSUE: 7-16-2025

DATE OF EXPIRATION: 7-16-2026

CERTIFICATE NUMBER: 374

From:	Theresa Parra
To:	PLANNING INFO
Subject:	Opposition to Continued Use of Special Use Permit for 1601 Sober Living Home
Date:	Tuesday, October 21, 2025 8:50:58 PM

To Whom It May Concern,

I am writing to express my strong opposition to the continued use of the Special Use Permit for the single-unit sober living home located at **1601 Baker Street Costa Mesa, CA 92626**.

This home is not being operated in accordance with the permit requirements. Most notably, it lacks a live-in, on-site house manager — a critical condition for maintaining the safety, supervision, and structure such a facility requires.

As a direct neighbor of this property, I can say with certainty that it has significantly impacted the safety and well-being of our residential neighborhood. The tenants, many of whom possibly have criminal records and known histories of substance abuse, have contributed to an increasingly unsafe environment. Our neighborhood includes families with young children, schools, parks, and churches within a one-mile radius — all of which should be protected and preserved as safe community spaces.

We have experienced several concerning incidents tied to individuals associated with the property at 1601, including but not limited to:

- An attempted break-in at my home by a man clearly under the influence, barefoot, who repeatedly tried to enter through our front door and attempted to scale our backyard gate. He was arrested shortly thereafter, in front of 1601.
- A man visiting a resident of 1601 jumped over our back wall in an attempt to flee when the facility director finally arrived for a check-in.
- A visitor and resident were found passed out in a vehicle that was slowly rolling in front of our driveway.
- Numerous police and emergency medical responses to the property.
- Ongoing suspicious activity involving individuals loitering in front of and across the street from 1601, whom are visiting residents of 1601.
- Impact of parking in a residential area, directly impacting neighboring homes

These are not isolated incidents. The presence and operations of this home are creating a persistent and escalating safety concern for our neighborhood. Families, including mine, no longer feel comfortable spending time in front of our own homes with our children. We are

constantly concerned about our personal safety, our children's safety, and the security of our property.

I respectfully urge you to reconsider the approval or renewal of the Special Use Permit for 1601. The current operation of this facility is not in compliance and is proving harmful to the surrounding community.

Thank you for your time and attention to this serious matter.

Sincerely,
Concerned Resident of Baker Street

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From:	msw@scottwatersdesign.com
To:	GREEN, BRENDA
Cc:	MENDEZ, VICTOR
Subject:	Request for denial for 1601 Baker St Sober Living Home
Date:	Wednesday, October 22, 2025 9:09:27 PM
Attachments:	Request for denial for 1601 Baker St Sober Living Home.pdf

Ms. Green, hello,

This is my planned “three minutes” for tomorrow’s request for a Special Use Permit that is being heard this Thursday, October 23, 2025 at the Public Hearing.

If you could send it out to the commissioners so that they have a chance to read it before the meeting that would be most appreciated.

Thanks so much,

Marilyn Scott-Waters

Costa Mesa resident.

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Marilyn Scott-Waters
1589 Baker Street
Costa Mesa, CA 92626

c. 714 955-7666

msw@scottwatersdesign.com

Rebuttal to the Application for a License for a Sober Living Home at 1601 Baker Street
Marilyn Scott-Waters

Good afternoon, honorable Planning Commission Members,

In the *Land Use Element* which is the *Costa Mesa General Plan* for our city, it promises to maintain and enhance the great quality of life in Costa Mesa is the foundation of this General Plan.

The City will also protect and enhance neighborhoods throughout Costa Mesa to ensure these largely residential areas continue to provide value to residents and the community as whole. Foremost, attention will be given to protecting the character and quality of residential neighborhoods."

Objective LU-1A. Establish and maintain a balance of land uses throughout the community to preserve the residential character of the City at a level no greater than can be supported by the infrastructure.

So Mesa Verde residents are promised that the City will protect the character and quality of our neighborhood.

While having one group home (Short Term Residential Therapeutic Program) on 1597 Baker Street can be a challenge, it is an acceptable impact on our quality of life as good neighbors. However, having two special use homes, right next door to other, even though they are classified differently, is an unfair burden on Baker Street residents. I was told that the 650 feet distance law only applies to sober living homes but the projected uses of both houses are essentially the same thing, that is to say, 24 hour care residential facilities.

The only discernible difference between the two facilities I could find was that Childhelp Inc is a state licensed non-profit and Stephouse Recovery, while licensed, is privately owned.

There is no difference between the uses of these two homes besides the specific protected classes that they accommodate. The impact is the same. The two residential facilities bring the same amount of traffic, noise and parking congestion.

An ordinance passed by the Orange County Planning Commission reads, *"Responsibly-operated homes provide a societal benefit, but over-concentration can lead to the "institutionalization and commercialization" of single-family neighborhoods. Individuals and families often purchase homes in single-family neighborhoods for the tranquility and safety that accompanies such neighborhoods and with the expectation of establishing close and long-standing ties with their neighbors."*

I ask that the Planning Commission keep the City's promise as stated in the the *Costa Mesa General Plan*, to continue to maintain the quality of life for the residents of Baker Street.

I believe the burden of proof to deny this project is evident in our City's general plan. These uses are incompatible within proximity to each other. Moreover, the letter and spirit of the law calls for a balance of use, density and intensity that does not appear evident here. Again, I respectfully request that you deny this project.

Thank you for your time.

Marilyn Scott-Waters

1589 Baker Street
Costa Mesa, CA 92626

From:	Wyatt Russell
To:	PLANNING INFO
Subject:	PGSH-24-0002 Public Comment
Date:	Thursday, October 23, 2025 11:16:04 AM
Attachments:	Written Public Comment PGSH-24-0002.pdf

Hi Victor,

Here is my public comment for PGSH-24-0002. Please see attached. Thank you, and see you this afternoon.

Wyatt

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. Report any suspicious activities to the Information Technology Department.

Written Public Comment – Special Use Permit Application PGSH-24-0002

1601 Baker Street, Costa Mesa

Submitted and Written By: Wyatt Russell
Date: 10-23-2025
To: City of Costa Mesa – Planning Division / Hearing Officer – planninginfo@costamesaca.gov

Introduction

Sober-living homes can serve an important role in supporting individuals in recovery when they are professionally managed, transparent, and accountable. Unfortunately, across Southern California — including right here in Costa Mesa — many operators have repeatedly exploited the system by opening homes first and seeking permission later, or by providing misleading information to obtain approvals they do not intend to follow.

It was precisely this pattern of unregulated and misrepresented operations that led the City to adopt Municipal Code §13-311, requiring sober-living operators to obtain a Special Use Permit, maintain spacing from other facilities, and demonstrate a verifiable record of compliance and reliability. These safeguards exist not to discourage recovery housing, but to protect residents, neighbors, and the integrity of the permitting process.

The current application for 1601 Baker Street, submitted by StepHouse Recovery Inc. and its owner George Vilagut, exemplifies the type of conduct §13-311 was designed to prevent. The record reveals multiple red flags, including:

- **Operating or advertising before obtaining permits**;
- **Submitting unverified claims** of governmental oversight; and
- **A lengthy history** of litigation and regulatory actions across multiple jurisdictions.

For these reasons, and as a neighboring homeowner directly affected by this proposal, I respectfully urge the City to **deny or continue** this application until these issues are fully verified and resolved.

1. Repeated History of Operating Before Permits Are Granted

StepHouse Recovery has an established pattern of **activating homes prior to receiving City authorization.**

a. Fountain Valley Example:
Page 29 of this packet contains an Orange County "Certificate of Compliance" dated **July 25, 2023** for **17981 Los Tiempos Street, Fountain Valley.** Yet Fountain Valley's own public permit tracker still lists that address as **"Pending – No Permit Issued."** This demonstrates that StepHouse began representing the site as operational **without ever receiving local approval.**

The seriousness of this behavior is underscored by public police records from the Fountain Valley Police Department, which show multiple incident responses at 17981 Los Tiempos Street between April 2023 and December 2024. Calls included a 9-1-1 text, violation of court order, "keep the peace" request, and citizen assist — all occurring while the home's city permit remained "pending" and unapproved.

This clearly demonstrates the real-world consequences of allowing a sober-living facility to operate without oversight or enforcement.
It also further establishes a pattern of noncompliance by StepHouse Recovery and Mr. Vilagut across jurisdictions.

b. 1601 Baker Street (Costa Mesa):
The same pattern of operating without a permit now appears here. On **page 146**, StepHouse submitted a nearly identical County "Certificate of Compliance" dated **September 4, 2024** for the Baker Street address. That certificate lists StepHouse Recovery as an *active facility,* clearly implying ongoing use.

Under **CMMC §13-311(E)**:

> ***"No group home shall operate, advertise, or accept residents prior to approval of a Special Use Permit pursuant to this section."***

The existence of that certificate and present-tense language in the application constitute **direct evidence of operation or advertisement prior to approval,** in violation of this ordinance. Furthermore, performing the same act in Fountain Valley — a city that also has the permit listed as pending — proves this is a **repeated business practice**, not a one-time misunderstanding.

By law, the City **cannot retroactively authorize or excuse** an unpermitted operation. Doing so would nullify §13-311's enforcement intent and invite every operator to open first and legalize later.

2. City Cannot Verify 650-Foot Separation Compliance

CMMC §13-311(D) requires that group homes be **at least 650 feet apart, measured parcel-line to parcel-line.** The staff packet includes only a spreadsheet of known facilities, not a verified map showing actual distances. That list omits homes operating without permits — precisely the kind of situation StepHouse has created.

If StepHouse has already been operating at 1601 Baker, it is entirely plausible that other unlicensed sober-living residences within 650 feet are also active. Without verified GIS measurement and field inspection, the City **cannot make the legally required finding** that this facility satisfies §13-311(D).

Approving the permit without that confirmation would render the spacing rule unenforceable and create grounds for future inconsistent applications.

3. Litigation and Enforcement History Demonstrates Unreliability

StepHouse Recovery Inc. and George Vilagut have been named in **at least ten civil cases** across Orange and Los Angeles Counties since 2015, including:

- *City of Huntington Beach v. StepHouse Recovery Inc.* (2018) – municipal nuisance enforcement;
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- Additional debt and employment cases (*Creditors Adjustment Bureau 2019; De Lage Landen 2022; Collins 2016,* etc.).

This pattern of lawsuits and enforcement shows chronic operational and financial instability — the opposite of the "responsibility and reliability" required under **§13-311(G)(3)(b)** and **§13-311(I)(1)(h).**

4. Unverified Claims of Government Oversight

The application claims that StepHouse is "contracted with the Orange County Health Care Agency" and "certified annually by the Orange County Sheriff's Department." No verification was submitted.

Under **§13-311(I)(1)(f)**, any **false or misleading information** is grounds for denial or continuation.
If such contracts exist, the City should demand official documentation; otherwise, the claim should be deemed unsubstantiated.

5. Administrative Instability

Secretary of State records show StepHouse Recovery Inc. was **suspended multiple times** between 2013 and 2018 for failing to file required Statements of Information and pay state fees.

Although reinstated later, these suspensions reinforce a longstanding pattern of regulatory neglect consistent with the incomplete nature of this application.

6. Parking and Garage Requirements

Under **§13-311(G)(2)(b)** and R-1 zoning, the property must maintain **two enclosed off-street parking spaces.** Garages cannot be converted into bedrooms, offices, or storage. The application does not confirm that these spaces remain available for vehicles, leaving compliance uncertain.

7. Collective Pattern and Required Action

Viewed together, the evidence establishes a consistent pattern of:

- **Operating and advertising before permits** (Costa Mesa and Fountain Valley).
- **Unverifiable spacing** due to likely unlicensed neighboring homes.
- **Multiple lawsuits and enforcement actions.**
- **Unsupported oversight claims.**
- **Ongoing administrative instability.**

Each issue individually justifies continuation; together, they make approval indefensible under **§13-311(G)** and **§13-311(I).**

Requested Actions

I respectfully request that the Hearing Officer **deny or, at minimum, continue** this application until the City:

1. Produces a verified **parcel-based spacing map** confirming compliance with §13-311(D).
2. Obtains **independent verification** of any claimed County or Sheriff certifications.
3. Reviews the applicant's **complete litigation and compliance history**.
4. Conducts a **site inspection** verifying that the garage remains dedicated to vehicle parking.

5. Confirms whether StepHouse has already **operated or advertised** the 1601 Baker Street property, in violation of §13-311(E).

Conclusion

The City's group-home ordinance exists to ensure that recovery facilities operate transparently, lawfully, and responsibly. The record here shows the opposite — an operator with a repeated pattern of **premature operation, unverified claims, and legal instability**.

For these reasons, I urge the City to **deny or continue** this Special Use Permit until all facts are independently verified and compliance with §13-311 is proven.

Thank you for your consideration and for protecting the integrity of Costa Mesa's neighborhoods and permitting process.

Sincerely,
Wyatt Russell

Attachments:

- **Exhibit A:** Litigation Summary Table
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- **Exhibit C:** OC Certificate of Compliance – Fountain Valley (7-25-23)
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- **Exhibit E:** Secretary of State Entries

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Source: Orange County and Federal court records; case numbers confirmed via public dockets.

Exhibits B and C: OC Certificate of Compliance (Issued Well Before Local City Permit)

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Certificate of Compliance

Stephouse Recovery
1601 Baker St.
Costa Mesa, California 92626

The above facility has met the minimum standards set forth in the Orange County Adult Alcohol and Drug Sober Living Facilities Certification Guidelines.

The Director has received a copy of the Certificate Guidelines and agrees to comply with all standards and procedures.

George Vilagut	9-4-24
Director	Date
Dominic Mejico	9-4-24
Certification Coordinator	Date

DATE OF ISSUE: 9-4-24

DATE OF EXPIRATION: 9-4-25

CERTIFICATE NUMBER: 337

Orange County
Certificate of Compliance

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Fountain Valley, California 92708

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The Director has received a copy of the Certificate Guidelines and agrees to comply with all standards and procedures.

George Vilagut	7-25-2023
Director	Date
Dominic Mejico	7-25-2023
Certification Coordinator	Date

DATE OF ISSUE: 7-25-2023

DATE OF EXPIRATION: 7-25-2024

CERTIFICATE NUMBER: 276

-29-
6

Exhibit D – Relevant Excerpts from the Costa Mesa Municipal Code (Section 13-311)

Group Homes, Including Sober-Living Homes

Section 13-311 (A) – Purpose and Intent

The purpose of this section is to ensure that group homes, including sober-living homes, operate in a manner that is compatible with surrounding residential uses and consistent with applicable laws. The City intends to preserve the residential character of neighborhoods while providing opportunities for housing individuals with disabilities and those in recovery.

Section 13-311 (B) – Applicability

This section applies to all group homes and sober-living homes located in the R-1 and R-2 residential zoning districts and to any facility providing residential living arrangements for persons recovering from drug or alcohol addiction who are not under the supervision of a licensed medical professional.

Section 13-311 (C) – Definitions (Selected)

"Group Home" means a dwelling unit occupied by persons living together in a single housekeeping unit who are not related by blood, marriage, or legal adoption and who receive supportive care or supervision.

"Sober-Living Home" means a group home providing a supportive residential environment for persons recovering from drug or alcohol addiction, which does not include on-site medical detoxification or treatment services.

"Operator" means any person or entity responsible for the management, maintenance, or oversight of a group home.

"Resident" means any person living on the premises as part of the program, whether permanently or temporarily.

Section 13-311 (D) – Separation Requirement

A group home shall not be located within 650 feet, measured parcel-line to parcel-line, of any other group home, licensed treatment facility, or sober-living home.

Section 13-311 (E) – Permit Required

No group home shall operate, advertise, or accept residents prior to approval of a Special Use Permit pursuant to this section.
Operation of a group home without an approved permit shall constitute a violation of this Code and is subject to enforcement action, including denial or revocation of any subsequent permit.

Section 13-311 (F) – Application Requirements (Selected)

Each application for a Special Use Permit shall include:
(1) A detailed management and operations plan;
(2) Evidence of compliance with building, fire, and health codes;
(3) A parking plan showing availability of required spaces;
(4) Certification of insurance coverage; and
(5) Contact information for the property owner and on-site manager.

(Note: The application at 1601 Baker St. appears to omit or inadequately substantiate several of these required elements.)

Section 13-311 (G) – Development and Operating Standards (Selected)

(1) Each facility shall comply with all applicable health, safety, and building codes.

(2)(b) Each group home located in the R-1 zone shall maintain two enclosed off-street parking spaces and may not convert those spaces to bedrooms, offices, storage, or meeting rooms.

(3)(b) In reviewing applications, the City shall consider the reliability and responsibility of the operator, including compliance history with applicable laws and regulations, and may deny the application if the operator's record demonstrates a lack of such reliability.

Section 13-311 (I) – Findings and Grounds for Denial (Selected)

A Special Use Permit may be denied, revoked, or suspended if any of the following are found:

(1)(f) The applicant has provided false, misleading, or incomplete information in the application or during the review process.

(1)(h) The applicant or operator has a history of violations or enforcement actions under federal, state, or local law related to group homes or similar facilities.

(1)(i) The use, as proposed, would be detrimental to the public health, safety, or welfare of the neighborhood or inconsistent with the residential character of the area.

Section 13-311 (J) – Enforcement

Any violation of this section shall constitute a public nuisance and may be subject to fines, criminal prosecution, and revocation of any permit. Each day of unpermitted operation constitutes a separate violation.

Section 13-311 (K) – Revocation

The City may revoke a Special Use Permit if the operator fails to comply with the conditions of approval, operates contrary to the representations made in the application, or otherwise violates the provisions of this Code.

Summary of Relevance

The provisions above clearly establish that:

1. A permit must be obtained before operation, advertisement, or accepting residents (Section 13-311 E).
2. Homes must be separated by at least 650 feet (Section 13-311 D).
3. Operators must demonstrate reliability, compliance history, and maintain required parking (Section 13-311 G).
4. False information, prior violations, or detrimental impacts are legal grounds for denial (Section 13-311 I).
5. Operating without approval is a public nuisance subject to enforcement (Section 13-311 J).

Exhibit E: Secretary of State Entries



From:	Kristin Auslander
To:	PLANNING INFO
Subject:	Public Comment for PGSH-24-0002
Date:	Thursday, October 23, 2025 11:18:30 AM
Attachments:	Written Public Comment PGSH-24-0002.pdf

Dear Planning Commission,

Attached is my public comment for PGSH-24-0002.

Thank You.

-Kristin

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. Report any suspicious activities to the Information Technology Department.

Written Public Comment – Special Use Permit Application PGSH-24-0002

1601 Baker Street, Costa Mesa

Submitted and Written By: Wyatt Russell
Date: 10-23-2025
To: City of Costa Mesa – Planning Division / Hearing Officer – planninginfo@costamesaca.gov

Introduction

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Director	Date
Dominic Mejico	9-4-24
Certification Coordinator	Date

DATE OF ISSUE: 9-4-24

DATE OF EXPIRATION: 9-4-25

CERTIFICATE NUMBER: 337

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DATE OF EXPIRATION: 7-25-2024

CERTIFICATE NUMBER: 276

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6

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(2)(b) Each group home located in the R-1 zone shall maintain two enclosed off-street parking spaces and may not convert those spaces to bedrooms, offices, storage, or meeting rooms.

(3)(b) In reviewing applications, the City shall consider the reliability and responsibility of the operator, including compliance history with applicable laws and regulations, and may deny the application if the operator's record demonstrates a lack of such reliability.

Section 13-311 (I) – Findings and Grounds for Denial (Selected)

A Special Use Permit may be denied, revoked, or suspended if any of the following are found:

(1)(f) The applicant has provided false, misleading, or incomplete information in the application or during the review process.

(1)(h) The applicant or operator has a history of violations or enforcement actions under federal, state, or local law related to group homes or similar facilities.

(1)(i) The use, as proposed, would be detrimental to the public health, safety, or welfare of the neighborhood or inconsistent with the residential character of the area.

Section 13-311 (J) – Enforcement

Any violation of this section shall constitute a public nuisance and may be subject to fines, criminal prosecution, and revocation of any permit. Each day of unpermitted operation constitutes a separate violation.

Section 13-311 (K) – Revocation

The City may revoke a Special Use Permit if the operator fails to comply with the conditions of approval, operates contrary to the representations made in the application, or otherwise violates the provisions of this Code.

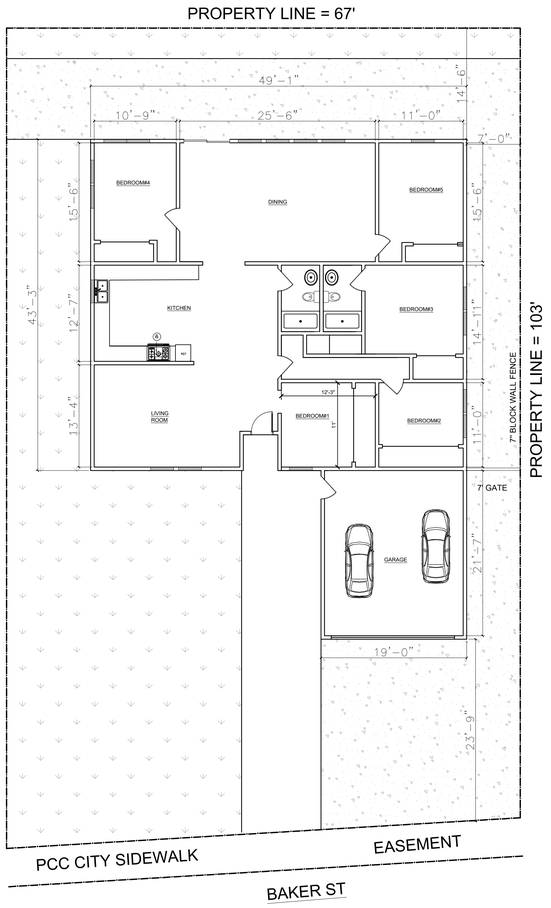
Summary of Relevance

The provisions above clearly establish that:

1. A permit must be obtained before operation, advertisement, or accepting residents (Section 13-311 E).
2. Homes must be separated by at least 650 feet (Section 13-311 D).
3. Operators must demonstrate reliability, compliance history, and maintain required parking (Section 13-311 G).
4. False information, prior violations, or detrimental impacts are legal grounds for denial (Section 13-311 I).
5. Operating without approval is a public nuisance subject to enforcement (Section 13-311 J).

Exhibit E: Secretary of State Entries





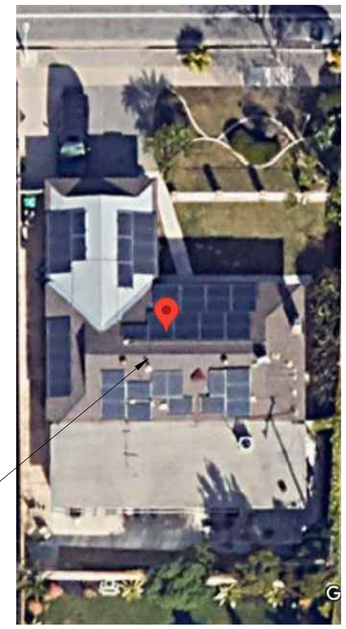
PROJECT DATA

APN/PARCEL NUMBER	:	139-193-14
ZONING	:	R1
CONSTRUCTION TYPE	:	VB
SPRINKLER SYSTEM	:	NO
NUMBER OF STORIES	:	1
LOT SIZE	:	7,384 SQFT
RESIDENCE	:	2,500 SFT
FLOOR AREA RATIO	:	.034

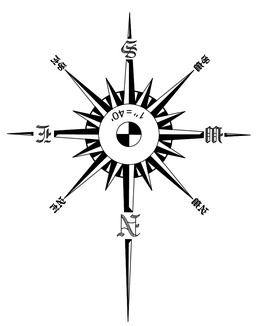
PLAN SHEETS

A0 VICINITY MAP/COVER SHEET
A1 SITE PLAN
A2 ELEVATIONS
A3 ELEVATIONS
A4 ROOF PLAN
A5 SECTIONS

ATTACHMENT 6



PROJECT SITE



BUILDING CODE INFORMATION

CURRENT CODE:

2022 CRC
2022 CALIFORNIA MECHANICAL CODE
2022 CALIFORNIA ELECTRICAL CODE
2022 CALIFORNIA PLUMBING CODE
2022 CALIFORNIA ENERGY CODE
2022 CALIFORNIA FIRE CODE
2022 CALIFORNIA GREEN CODE

2022 CITY OF COSTA MESA MUNICIPAL CODE

BATHROOMS

ALL GLASS ENCLOSURES AY SHOWERS SHALL UTILIZE TEMPERED GLAZING.

SHOWER FLOORS, AND SHOWER WALLS SHALL BE FINISHED WITH NONABSORBENT SURFACE WITH A HEIGHT OF AT LEAST 6 FEET ABOVE THE FLOOR.

SMOKE ALARMS

SMOKE ALARMS SHALL BE LABELED AND LISTED IN ACCORDANCE WITH UL217. (CRC R314.1,1)

SMOKE ALARMS SHALL RECEIVE THEIR PRIMARY POWER FROM THE BUILDING WIRING AND SHALL BE EQUIPPED WITH A BATTERY BACK UP. (CRC R314.6)

SMOKE ALARMS SHALL BE INTERCONNECTED SO THAT ACTIVATION OF ONE ALARM WILL ACTIVATE ALL ALARMS WITHIN THE DWELLING UNIT.

CARBON MONOXIDE ALARMS

CARBON MONOXIDE ALARMS SHALL BE LABELED AND LISTED IN ACCORDANCE WITH UL217. (CRC R314.1,1)

CARBON MONOXIDE ALARMS SHALL RECEIVE THEIR PRIMARY POWER FROM THE BUILDING WIRING AND SHALL BE EQUIPPED WITH A BATTERY BACK UP. (CRC R314.6)

CARBON MONOXIDE ALARMS SHALL BE INTERCONNECTED SO THAT ACTIVATION OF ONE ALARM WILL ACTIVATE ALL ALARMS WITHIN THE DWELLING UNIT.

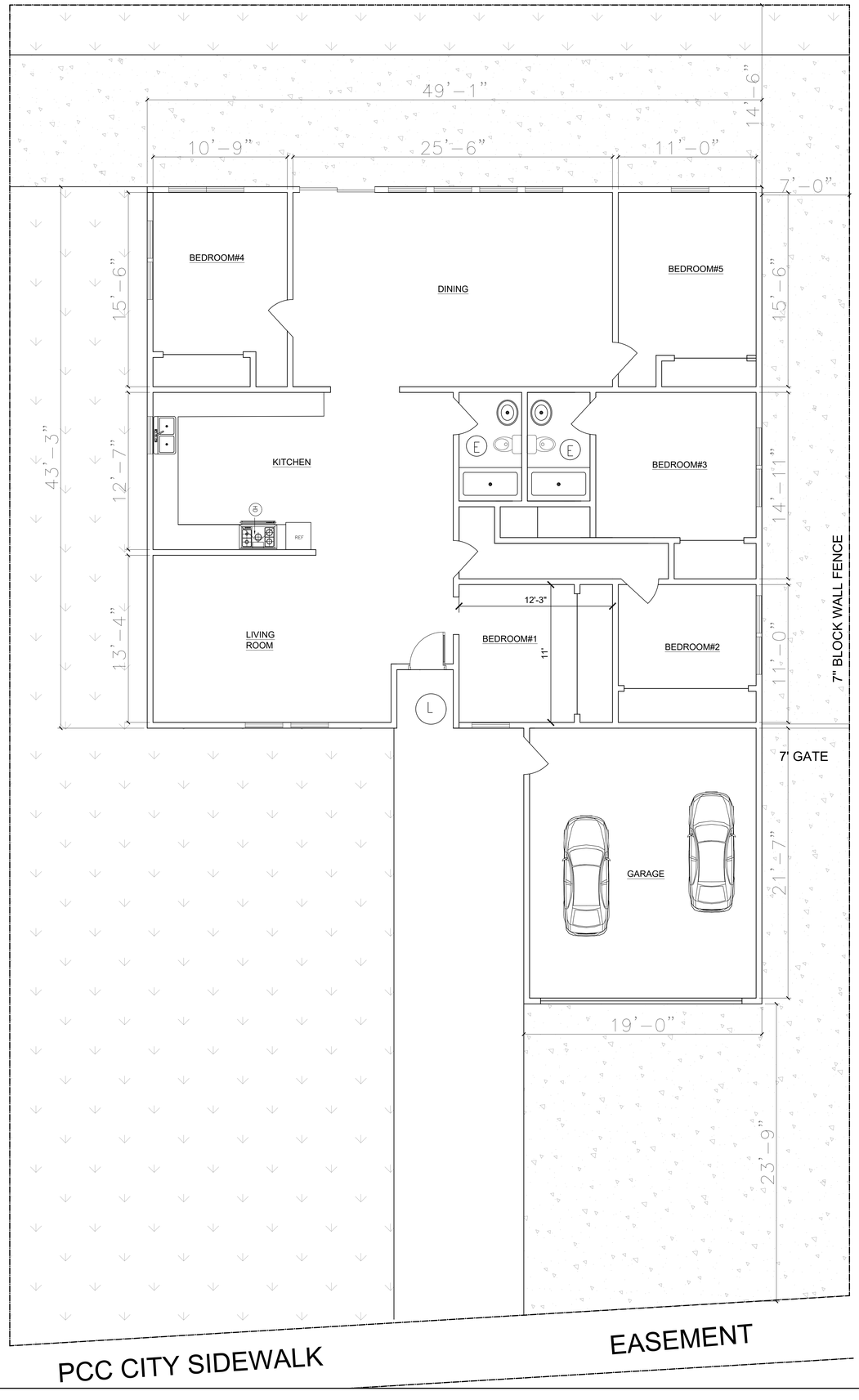
REVISIONS	BY

THE STEPHOUSE RECOVERY INC
1601 Baker St
Costa Mesa CA 92626

COVER SHEET

DATE	11/6/2024
SCALE	
DRAWN	AMMAR DAAIR
JOB	-
SHEET	A0

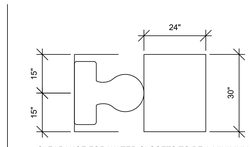
PROPERTY LINE = 67'



PROPERTY LINE = 103'

7" BLOCK WALL FENCE

TYPICAL TOILET MINIMUM CLEARANCE REQUIREMENTS



CLEARANCE FOR WATER CLOSETS TO BE A MINIMUM OF 24" IN FRONT ND 15" FROM CENTER TO ANY SIDE WALL OR OBSTRUCTION.

(SH) BATHTUB AND SHOWER FLOORS,AND WALLS ABOVE BATHTUBS WITH SHOWER AND SHOWER COMPARTMENTS,SHALL BE FINISHED WITH NONABSORBENT SURFACE TO A HEIGHT OF 6 FEET ABOVE THE FLOOR ALSO CEMENT BACKERS ,SHALL BE USED AS A BASE FOR WALL TILE IN TUB AND SHOWER AREAS AND WALL AND CEILING PANELS IN SHOWER AREAS.

(NS) GLASS ENCLOSURE DOORS AND PANELS IN TUBS AND SHOWERS MUST BE $\frac{3}{16}$"FULLY TEMPERED OR $\frac{1}{4}$"LAMINATED. DOOR IS TO SWING OUTWARD. DOORS 22" MINIMUM WIDTH.
IN THE SHOWER AND TUB SHOWER COMBINATION CONTROL VALVES MUST BE PRESSURE OR THERMOSTATIC MIXING VALVES. WINDOWS IN ENCLOSURE WALLS SHALL BE LABELED SAFELY GLAZING WHEN LESS THAN 60" ABOVE THE DRAIN.

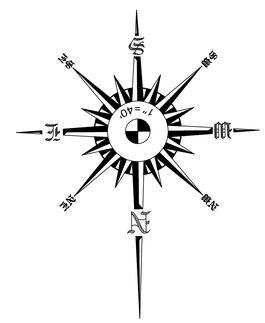
(HD) 30" COOK TOP WITH METAL HOOD&FAN TO OUTSIDE AIR MIN. EXHAUSTS RATE 100CFM BUT IF CONTINUOUS USE 50CFM

(F) FAN

(E) EXHAUST

(L) CONCRETE LANDING 36" IN WITH MINIMUM SLOPE OF $\frac{1}{4}$" PER FOOT FOR DRAINAGE. THE LANDING SHALL NOT BE MORE THAN 0.5" LOWER THAN THE THRESHOLD OF THE DOORWAY AND MAY BE 7.75" MAXIMUM LOWER THAN THE THRESHOLD WHEN THE DOOR DOES NOT SWING OVER THE LANDING. LANDING AND THRESHOLD DROP AT DOORS.

1- USE COPPER FOR COLD AND HOT WATER
2- USE PVC FOR WASTE AND VENT PIPES
3- USE STEEL FOR GAS PIPES



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Costa Mesa CA 92626

SITE PLAN/ FLOOR PLAN

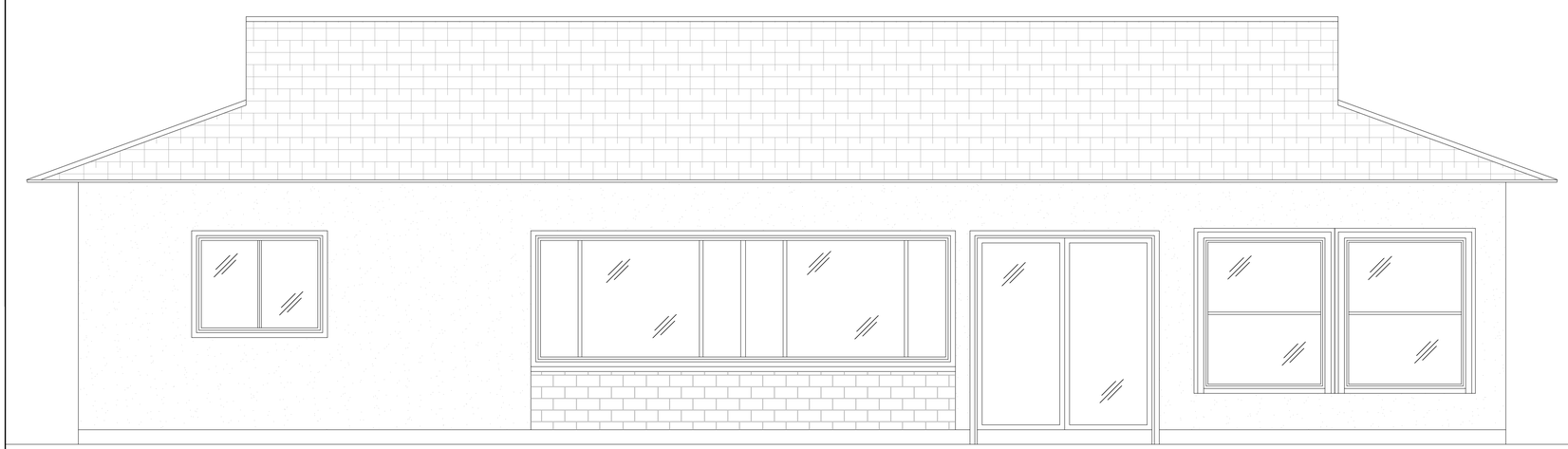
DATE	11/6/2024
SCALE	1/4" - 1'-0
DRAWN	AMMAR DAAIR
JOB	-
SHEET	A1



AR
A

NORTH ELEVATION

SCALE 1/2"=1'-0"



AR
A

SOUTH ELEVATION

SCALE 1/2"=1'-0"

REVISIONS	BY

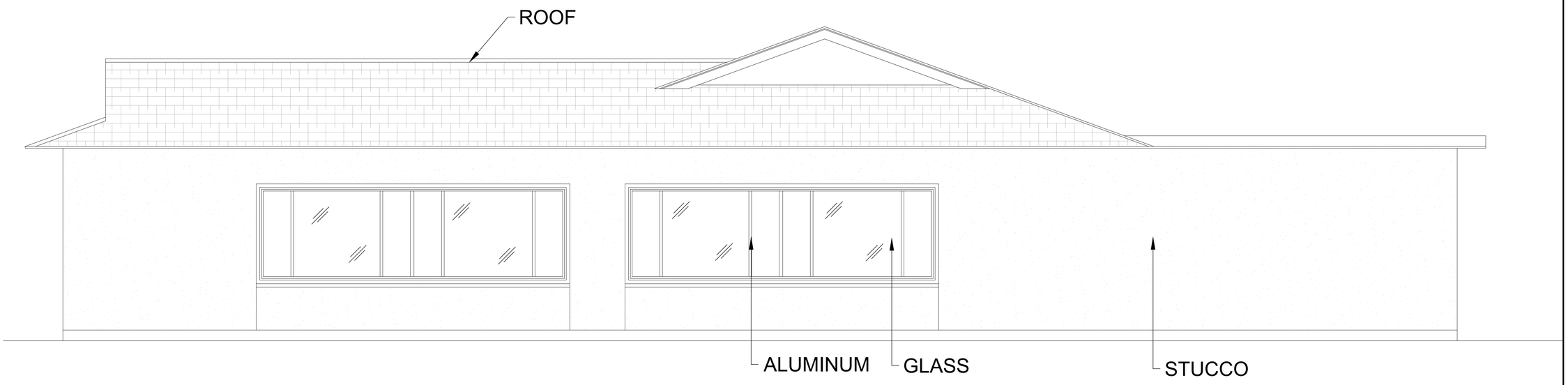
THE STEPHOUSE RECOVERY INC

1601 Baker St
Costa Mesa CA 92626

ELEVATIONS

DATE	11/6/2024
SCALE	1/4" – 1'-0
DRAWN	AMMAR DAAIR
JOB	–

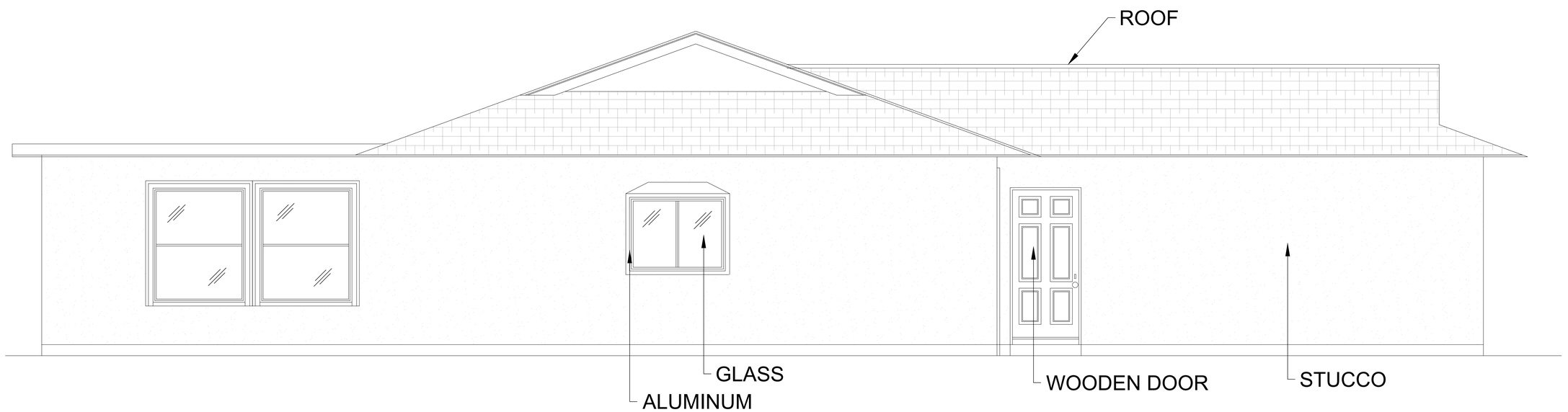
SHEET A2



AR
A

EAST ELEVATION

SCALE 1/2"=1'-0"



AR
A

WEST ELEVATION

SCALE 1/2"=1'-0"

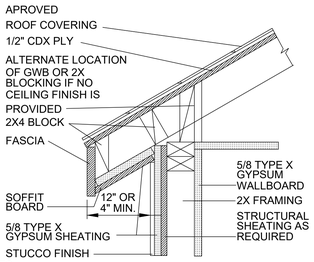
REVISIONS	BY

THE STEPHOUSE RECOVERY INC
1601 Baker St
Costa Mesa CA 92626

ELEVATIONS

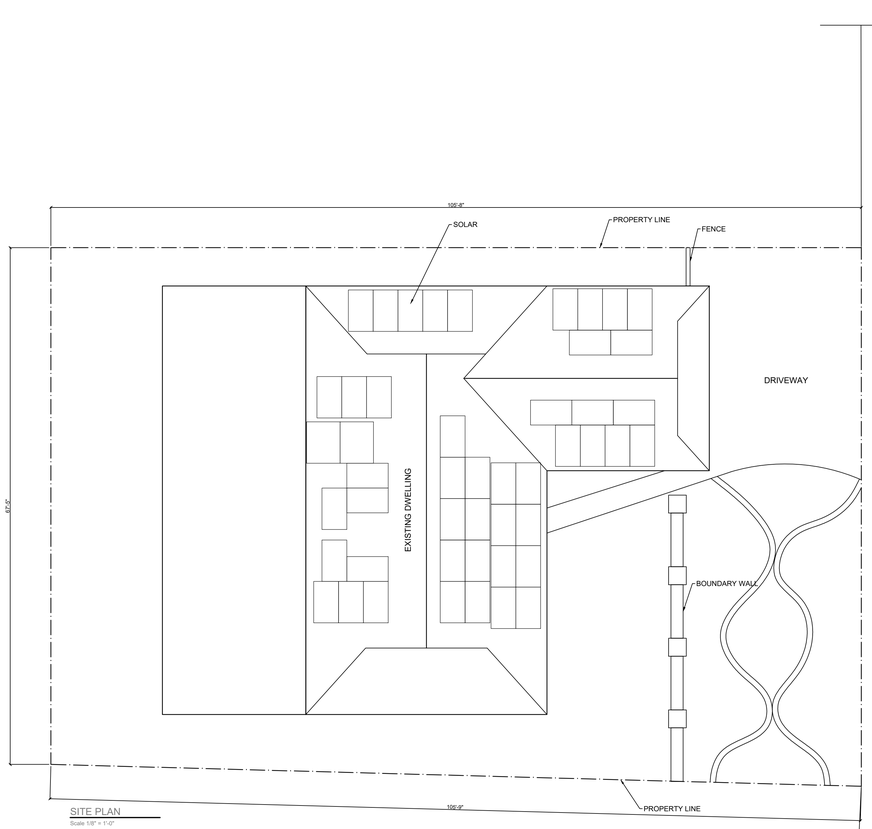
DATE	11/6/2024
SCALE	1/4" – 1'-0
DRAWN	AMMAR DAAIR
JOB	–

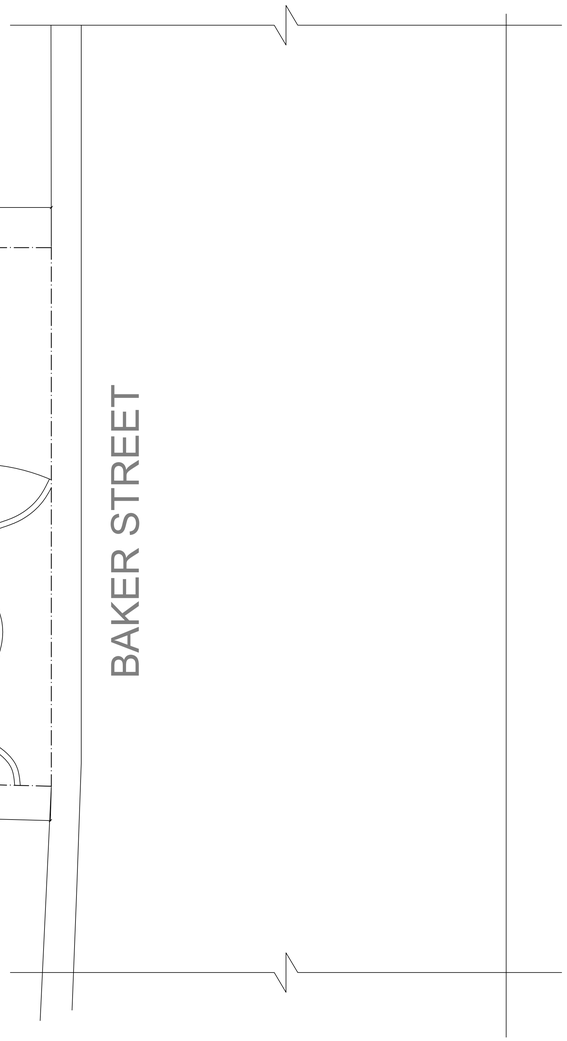
SHEET A3



NOTES:
- THE ROOF OVERHANG CANNOT EXCEED 12" AND MUST BE ONE-HOUR PROTECTED OR EQUAL ON UNDERSIDE IF ADU IS LOCATED UNDER 5' FROM PROPERTY LINE OVERHANG SHALL BE ADJUSTED TO MIN. REQUIRED. AS PER CODE SECTION R302

4 | 1 HOUR RATED WALL AND PROTECTED EAVE OVERHANG SCALE: NTS





GENERAL NOTES

1. INSULATION HAS 1" MIN. AIR SPACE ABOVE IN VAULTED CEILING.
2. INSTALLATION OF ROOFING SHALL BE IN ACCORDANCE WITH MANUFACTURES SPECIFICATIONS.
3. COMPOSITION SHINGLE ROOF OVER LAPPED 30# A.S. FELT (TYP. THRU OUT)
4. COORDINATE INSTALLATION OF NEW ROOFING WITH OTHER TRADES. REPORT ANY CONFLICTS WITH ITEMS INSTALLED BY OTHER TRADES TO DESIGNER.
5. ALL ROOF CURBS FOR NEW ROOFTOP EXHAUST FANS , HVAC UNITS AND CONDENSING UNITS SHALL HAVE CURB HEIGHTS THAT WILL ALLOW FOR A MINIMUM OF 8" BASE FLASHING HEIGHTS FOR THE ROOF SYSTEM.
6. ALL PLUMBING VENTS SHALL EXTEND ABOVE THE FINISHED SURFACE OF THE ROOF SYSTEM AS REQUIRED TO PROVIDE FOR A MINIMUM OF 8" BASE FLASHING.
7. PROVIDE 36" WIDE WALK PADS @ SERVICE SIDE OF ALL MECH. EQUIPMENT.
8. ALL EXPOSED METAL FLASHING/ TRIM PIECES TO BE PRE-FINISHED 24 GA. STL. U.N.O.. PROVIDE PRE-FINISHED OR FIELD PAINT FLASHING ONLY AS NOTED.
9. R903.4.1 OVERFLOW DRAINS AND SCUPPERS. WHERE ROOF DRAINS ARE REQUIRED, OVERFLOW DRAINS HAVING THE SAME SIZE AS THE ROOF DRAINS SHALL BE INSTALLED WITH THE INLET FLOW LINE LOCATED 2 INCHES (51 MM) ABOVE THE LOW POINT OF THE ROOF, OR OVERFLOW SCUPPERS HAVING THREE TIMES THE SIZE OF THE ROOF DRAINS AND HAVING A MINIMUM OPENING HEIGHT OF 4 INCHES (102 MM) SHALL BE INSTALLED IN THE ADJACENT PARAPET WALLS WITH THE INLET FLOW LOCATED 2 INCHES (51 MM) ABOVE THE LOW POINT OF THE ROOF SERVED. THE INSTALLATION AND SIZING OF OVERFLOW DRAINS, LEADERS AND CONDUCTORS SHALL COMPLY WITH THE CALIFORNIA PLUMBING CODE.
10. PROVIDE ICE BREAKS AT ALL PERIMETER AREAS OF STANDING SEAM ROOFING.
11. PROVIDE 36" WIDE WALK PADS @ SERVICE SIDE OF ALL MECH. EQUIPMENT. & PROVIDE 36" WIDE WALK PADS AROUND ALL ROOF HATCHES & 72"X72" PADS AT LADDERS.
12. ALL EXPOSED METAL FLASHING/ TRIM PIECES TO BE PRE-FINISHED 24 GA. STL. U.N.O.. PROVIDE PRE-FINISHED OR FIELD PAINT FLASHING ONLY AS NOTED.
13. GUTTERS - ALL GUTTERS TO BE PRE-FINISHED 24 GA. STL. . PROVIDE PRE-FINISHED GALV. STL. BENT PLATE BRACKETS AND 14GAX1" GALV. STL. SPACERS @ 36" O.C. MAX. - STAGGER W/ EACH OTHER @ 18" O.C.. PROVIDE PRE-FORMED
14. GUTTER E.J.'S PER SMACNA FIG. 1-7, TYP. @ 30'-0" MAX.. PROVIDE S.S. SCREENS @ ALL GUTTERS PER SMACNA FIG 1-24.
15. ALL DOWNSPOUTS TO BE PRE-FINISHED 24 GA. GALV. STL., PER SMACNA FIG 1-32B. DOWNSPOUTS ARE 6"X6" U.N.O., LOCATED AS NOTED ON ROOF PLAN. 15GA.X2" GALV. STL. HANGERS @ 48" O.C. MAX. PER SMACNA FIG 1-35B.
16. PROVIDE PAINTED 4' TALL CAST ALUM. DOWNSPOUT BOOTS @ ALL DOWN SPOUTS, TIE INTO SUB-GRADE DRAINAGE, RE: CIVIL.
17. TAPERED INSULATION TO BE 1/4" PER FOOT MIN. SLOPE TO DRAIN. ROOF PLAN SHOWS TAPERED INSULATION FOR GRAPHIC REPRESENTATION ONLY. CONTRACTOR TO VERIFY INSULATION REQUIRED TO SLOPE PRIOR TO MEMBRANE INSULATION.
18. PROVIDE TAPERED INSULATION CRICKETS 1/4" PER FOOT MIN. SLOPE @ HIGH SIDE OF ALL MECHANICAL UNITS AND ROOF HATCHES, TO SHED WATER AROUND AND MAINTAIN POSITIVE ROOF DRAINAGE.
19. ALL WOOD BLOCKING AT ROOF EDGES, RIDGES, ETC. TO BE 2X FR-WD BLOCKING.
20. VERIFY ELEVATION OF ROOF DRAIN RELATIVE TO OVERFLOW SCUPPER PRIOR TO INSTALLATION OF SCUPPERS

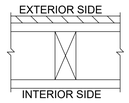
REVISIONS	BY

THE STEPHOUSE RECOVERY INC
1601 Baker St
Costa Mesa CA 92626

ROOF PLANS

DATE	11/6/2024
SCALE	1/2" – 1'-0
DRAWN	AMMAR DAAIR
JOB	–
SHEET	A4

AR
A
ROOF PLANS
SCALE 1/2"=1'-0"



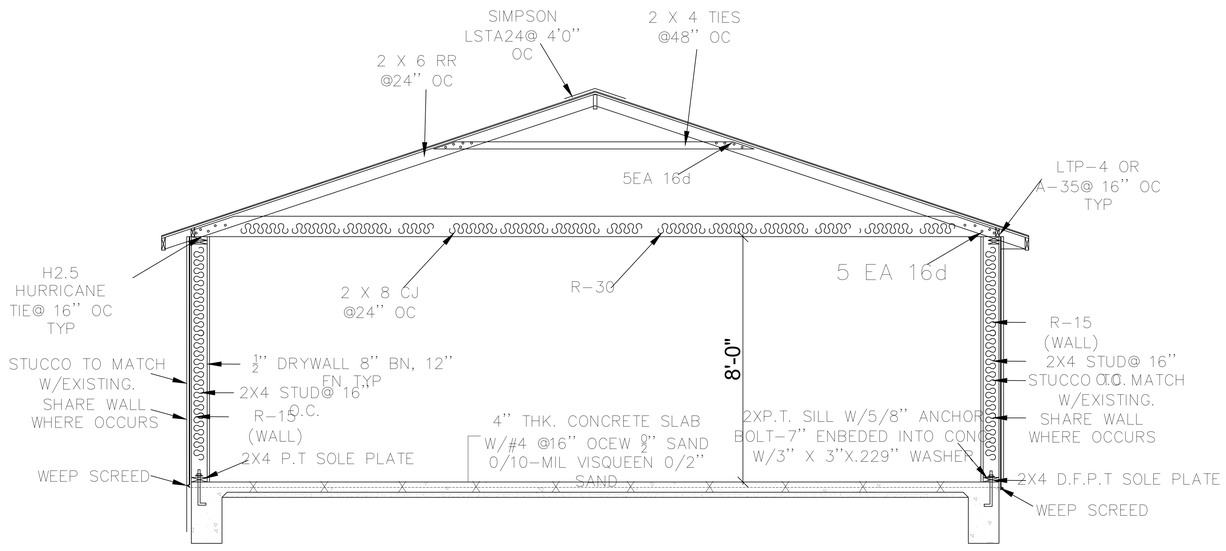
THICKNESS: VARIES
APPROX. WEIGHT: 7 PSF
FIRE TEST: SEE WP 3510
(UL R3501-47,-48,9-17-65
UL DESIGN U309,
UL R1319-129, 7-22-70,
UL DESIGN U314)

GYPSUM WALLBOARD, GYPSUM SHEATHING, WOOD STUDS

EXTERIOR SIDE: ONE LAYER 48" WIDE 5/8" TYPE X GYPSUM SHEATHING APPLIED PARALLEL TO 2X4 WOOD STUDS 24" O.C. WITH 1-3/4" GALVANIZED ROOFING NAILS 4" O.C. AT VERTICAL JOINTS AND 7" O.C. AT INTERMEDIATE STUDS AND TOP AND BOTTOM PLATES. JOINTS OF GYPSUM SHEATHING MAY BE LEFT UNTREATED. EXTERIOR CLADDING TO BE ATTACHED THROUGH SHEATHING TO STUDS.

INTERIOR SIDE: ONE LAYER 5/8" TYPE X GYPSUM WALLBOARD, WATER-RESISTANT GYPSUM BACKING BOARD, OR GYPSUM VENNER BASE APPLIED PARALLEL OR AT RIGHT ANGLES TO STUDS WITH 6d COATED NAILS, 1-7/8" LONG, 0.0915" SHANK, 1/4" HEADS, 7" O.C. (LOAD-BEARING)

5 | 1 HOUR FIRE - GENERIC EXTERIOR WALLS | SCALE: NTS



A-A (NTS)

AR / A

SECTION A-A

SCALE

1/2"=1'-0"

LEGEND:

1 — 7/8"THICK STUCCO OVER 2 LAYERS OF GRADE D PAPER OVER PLYWOOD/OSB SHEATING PER R703.7.3

2 — R-15 INSULATION

3 — 26 GA MET. WEEPSCREED

4 — 28 GAGE GALVANIZED SHEET METAL FLASHING

ROOF:

USE EAGLE ROOF COMPANY IAPMO ER-1900
ALL TILE ROOF SHALL BE INSTALLED PER MANUFACTURE SPECIFICATION.

NOTE: ROOF GUTERS SHALL BE PROVIDED WITH THE MEANS TO PREVENT ACCUULATION OF LEAVES AND DEBRIS.

PROVIDE 1 LAYER OF 72 POUND MINERAL-SURFACED NON PERFORATED CAP SHEET MEETING ASTM D3909.

ANY VENT AT EXTERIOR WALLS SHALL BE PROTECTED BY CORROSION RESISTANT NONCOMBUSTIBLE WIRE MESH WITH A MINIMUM 1/16TH INCHES OPENING AND SHALL NOT EXCEED 1/8 INCH.

NOTE: ROOF GUTTERS SHALL BE PROVIDED WITH THE MEANS TO PREVENT ACCUMULATION OF LEAVES AND DEBRIS.

RADIANT BARRIERS SHALL BE INSTALLED DIRECTLY TO THE UNDERSIDE OF THE ROOF SHEATING PERFORATED BY THE MANUFACTURE TO ALLOW MOISTER/VAPOR TRANSFER THROUGH THE ROOF DECKING MATERIAL.

THE RADIANT BARRIER SHALL BE INSTALLED TO COVER ALL GABLES END AND WALLS AND OTHER VERTICAL SURFACES IN THE ATTIC.

FASTENERS FOR ROOF COVERING SHALL BE CORROSION RESISTANT SUCH AS COPPER ,BRASS ,STAINLESS STEEL OR GALVANIZED

FASTENERS FOR ROOF COVERING SHALL BE CORROSION RESISTANT SUCH AS COPPER ,BRASS ,STAINLESS STEEL OR GALVANIZED

A MIN. 1" OF SPACE SHALL BR PROVIDED BETWEEN THE INSULATION AND THE ROOF SHEATING AND THE LOCATION OF VENTS

REVISIONS	BY

CORCAD

THE STEPHOUSE RECOVERY INC
1601 Baker St
Costa Mesa CA 92626

SECTIONS

DATE	11/6/2024
SCALE	
DRAWN	AMMAR DAAIR
JOB	–

SHEET A5

RESOLUTION NO. PC-2026-06

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF COSTA MESA, CALIFORNIA UPHOLDING THE HEARING OFFICER'S APPROVAL OF SPECIAL USE PERMIT PGSH-24-0002 TO ALLOW A SOBER LIVING HOME WITH SIX OR FEWER PERSONS (NOT COUNTING THE HOUSE MANAGER) TO BE LOCATED AT 1601 BAKER ST

THE PLANNING COMMISSION OF THE CITY OF COSTA MESA, CALIFORNIA FINDS AND DECLARES AS FOLLOWS:

WHEREAS, on June 1, 2024, Planning Application PGSH-24-0002 was filed by George Vilagut, as applicant, property owner, and sole owner of Stephouse Recovery, Inc., requesting approval of Planning Application PGSH-24-0002 for a Special Use Permit (SUP) to allow the operation of a sober living home with six or few persons (not counting the house manager) at 1601 Baker Street; and

WHEREAS, staff reviewed the application and supporting materials and determined that the project satisfies the provisions and requirements of CMMC Section 13-311, subsections (a) and (b). Based on this review, no disqualifying grounds have been identified at this time; and

WHEREAS, on October 23, 2025, a duly noticed public hearing was held before a Hearing Officer, acting as designee of the Director of Economic and Development Services, to consider SUP Application No. PGSH-24-0002, with all persons having the opportunity to submit written comments for and against the proposal, pursuant to Costa Mesa Municipal Code Section 13-311, for the purpose of receiving information regarding the Applicant's compliance with the applicable provisions of subsections (a) and (b) of Section 13-311; and

WHEREAS, on December 23, 2025, the Director provided a written notice to the applicant and the owners and occupants of all properties within 500 feet of the location of the sober living home that the SUP was going to be approved based on compliance with Costa Mesa Municipal Code Section 13-311, subject to conditions of approval and CMMC requirements; and

WHEREAS, on January 5, 2026, the Hearing Officer issued SUP PGSH-24-0002; and

WHEREAS, on January 7, 2026, Mayor Stephens submitted a timely "Application for Review" of the Hearing Officer's approval of SUP PGSH-24-0002 pursuant to CMMC Title 2, Chapter IX; and

WHEREAS, a duly noticed public hearing was held by the Planning Commission on February 23, 2026, with all persons having the opportunity to speak for and against the proposal; and

WHEREAS, pursuant to the California Environmental Quality Act (CEQA), the project is exempt from the provisions of the CEQA per Sections 15268 (Ministerial Projects) 15301 (Existing Facilities); and

WHEREAS, the CEQA categorical exemption for this project reflects the independent judgement of the City of Costa Mesa; and

WHEREAS, the Planning Commission finds that the application meets the criteria for issuance of the SUP pursuant to CMMC Section 13-311.

NOW, THEREFORE, based on the evidence in the record, the Planning Commission hereby **UPHOLDS THE HEARING OFFICER'S DECISION ON** SUP PGSH-24-0002.

BE IT FURTHER RESOLVED that if any section, division, sentence, clause, phrase or portion of this resolution, or the document in the record in support of this resolution, are for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions.

PASSED AND ADOPTED this 23rd day of February, 2026.

Jeffrey Harlan, Chair
Costa Mesa Planning Commission

STATE OF CALIFORNIA)
COUNTY OF ORANGE)ss
CITY OF COSTA MESA)

I, Carrie Tai, Secretary to the Planning Commission of the City of Costa Mesa, do hereby certify that the foregoing Resolution No. PC-2026-06 was passed and adopted at a regular meeting of the City of Costa Mesa Planning Commission held on February 23, 2026 by the following votes:

AYES: Harlan, Zich, Andrade, Dickson, Klepack, Martinez, Rojas

NOES: None

ABSENT: None

ABSTAIN: None

Carrie Tai, Secretary
Costa Mesa Planning Commission

REGULAR PLANNING COMMISSION
MONDAY, FEBRUARY 23, 2026 - MINUTES

CALL TO ORDER - The Regular Planning Commission Meeting was called to order by Chair Harlan at 6:00 p.m.

PLEDGE OF ALLEGIANCE TO THE FLAG - Commissioner Rojas led the Pledge of Allegiance.

ROLL CALL

Present: Chair Jeffrey Harlan, Vice Chair Jon Zich, Commissioner Angely Andrade, Commissioner Robert Dickson, Commissioner Karen Klepack, Commissioner David Martinez, Commissioner Johnny Rojas

Absent: None

ANNOUNCEMENTS AND PRESENTATIONS: None.

PUBLIC COMMENTS - MATTERS NOT LISTED ON THE AGENDA:

Windy Simo expressed concern about undocumented labor practices, stating that employers should be responsible for legally processing and documenting workers to ensure fair wages and protections. She emphasized her belief that all individuals working in the country should be properly documented. She also raised neighborhood quality-of-life issues, including noise from a nearby gym and construction activity occurring during restricted Sunday hours, and requested stronger enforcement of local regulations so that her community does not continue to experience ongoing disturbances.

Cynthia McDonald, criticized the City's upcoming Measure K rezoning outreach meetings, stating that they do not function as true town halls and instead rely on tightly controlled presentations that limit meaningful dialogue and provide little substantive information. She argued that prior outreach efforts lacked transparency, noting missing materials such as the adopted Housing Element and information about RHNA obligations, and said important details were only shared after public pressure. She questioned the value of attending meetings when public input does not appear to influence outcomes and gave the City's engagement process a "failing grade," citing a lack of leadership. She also raised concerns about the noon deadline

for written public comments and alleged inconsistent handling of submitted correspondence, stating that this undermines transparency, erodes public trust, and creates the appearance of preferential treatment.

PLANNING COMMISSIONER COMMENTS AND SUGGESTIONS:

Commissioner Martinez announced three upcoming community events: the Community Emergency Response Team kickoff taking place at 6:00 p.m. at City Hall in the Community Room, with the Fire Marshal expected to attend; the All Abilities Resource Fair scheduled for Saturday, February 28, from 11:00 a.m. to 1:00 p.m. at the Senior Center; and the continuation of the Planning Department's "Neighborhoods Where We All Belong" outreach meetings next week.

Commissioner Dickson apologized for his recent absences due to elbow surgery and addressed concerns raised during public comment regarding transparency and public engagement. He emphasized that municipal government's role is to serve the community and encouraged ensuring that all written comments received before deadlines are made publicly accessible. He expressed concern about limited information in outreach materials, noting that postcards and City communications such as the "City Hall Snapshot" could provide clearer and more detailed information about upcoming public meetings and significant land use matters. He echoed calls for more town hall-style engagement, acknowledged logistical challenges in organizing such events, and encouraged expanded efforts to better inform residents about important planning decisions, stating that increased awareness may help improve public participation.

Commissioner Andrade expressed support for providing a more open forum format for community engagement, noting that a previous town hall held in the Council Chambers was effective in allowing residents to share feedback. She suggested incorporating a similar open-floor opportunity into upcoming outreach meetings, allowing dedicated time for public comment and concerns rather than relying solely on structured interactive activities.

CONSENT CALENDAR:

1. FEBRUARY 9, 2026, UNOFFICIAL MEETING MINUTES

MOVED/SECOND: DICKSON/ MARTINEZ
MOTION: to approve Consent Calendar.
The motion carried by the following roll call vote:
Ayes: Chair Harlan, Vice Chair Zich, Commissioner Andrade, Commissioner Dickson, Commissioner Klepack, Commissioner Martinez, Commissioner Rojas
Nays: None

Absent: None
Recused: None
Motion carried: 7-0
ACTION:
Planning Commission approved consent calendar items.

----------END OF CONSENT CALENDAR----------

PUBLIC HEARINGS:

Chair Harlan made a motion to reorder the agenda by moving Public Hearing Item No. 1 to be heard last. Seconded by Commissioner Dickson.

MOVED/SECOND: HARLAN/DICKSON
MOTION: To move staff recommendations.
Ayes: Chair Harlan, Vice Chair Zich, Commissioner Andrade, Commissioner Dickson, Commissioner Klepack, Commissioner Rojas
Nays: Commissioner Martinez
Absent: None
Recused: None
Motion carried: 6-1

2. MINOR CONDITIONAL USE PERMIT (PMCP-26-0003) TO AMEND CONDITIONAL USE PERMIT PA-21-36 TO MODIFY HOURS OF OPERATION, REMOVE THE REQUIREMENT FOR A 24-HOUR SECURITY GUARD, AND CONDUCT A SIX-MONTH REVIEW FOR "420 NATIVE GARDEN" RETAIL CANNABIS STOREFRONT, LOCATED AT 167 CABRILLO STREET

One ex-parte communication reported.

Presentation by Assistant Planner, Gabrial Villalobos.

Chris Glew stated he read and agreed to the conditions if approval.

Public comments:

Jim Fitzpatrick stated that the matter had been overblown and praised the significant improvements made to the property compared to its previous condition. He expressed concern that the business was required to pay $3,800 to remove a security guard condition that had previously been eliminated by unanimous City Council action, and questioned whether other businesses would face similar costs. He urged the Commission to be more business-friendly, consider refunding the fee, and take a more solution-oriented approach.

Motion Discussion:

Discussion ensued regarding the motion to approve the amendment, with Commissioners noting the business's positive operational history and strong support from nearby residents. Members characterized the request as reasonable and consistent with current Municipal Code standards. Concerns were raised about the $3,800 fee required to process the change and whether broader policy adjustments should be considered by City Council. Additional comments emphasized the need to streamline future conditions of approval by citing the Municipal Code to avoid unnecessary administrative reviews. Overall, Commissioners expressed support for the motion and the business's continued success.

MOVED/SECOND: DICKSON/ZICH
MOTION: Move staff's recommendation.
Ayes: Chair Harlan, Vice Chair Zich, Commissioner Andrade, Commissioner Dickson, Commissioner Klepack, Commissioner Rojas, Commissioner Martinez
Nays: None
Absent: None
Recused: None
Motion carried: 7-0

ACTION:
The Planning Commission adopted a resolution to:
1. Find the project is exempt from the provisions of the California Environmental Quality Act (CEQA) per CEQA Guidelines Section 15301 (Class 1), Existing Facilities;
2. Approve Minor Conditional Use Permit (PMCP-26-0003) based on findings of fact and subject to conditions of approval; and 3. Find that the operations during the initial six-month review period have been consistent with the project's Conditions of Approval, have not resulted in issues related to neighborhood compatibility, and receive and file the review.

3. CALL FOR REVIEW OF THE APPROVAL OF SPECIAL USE PERMIT (PGSH-24-0002) TO ALLOW A SOBER LIVING HOME WITH SIX OR FEWER RESIDENTS TO BE LOCATED AT 1601 BAKER STREET

Two ex-parte communication reported.

Presentation by Senior Planner, Victor Mendez.

Mary Willcox, applicant team, stated she read and agreed to the conditions of approval.

Public comments:

Gary Hill stated that he and his family strongly oppose the proposed sober living use next to their home, citing concerns for their daughter who lives directly adjacent to the property. He expressed that placing multiple unrelated adult residents in a single-family neighborhood could introduce safety, noise, and behavioral concerns that do not currently exist. While acknowledging the value of recovery programs, he argued that this location is inappropriate and urged the City to prioritize the safety and stability of the residential neighborhood.

Wyatt Russell stated that he disagrees with staff's recommendation to uphold the hearing officer's approval, arguing that the record does not support a finding of full compliance with the Municipal Code. He cited prior statements from the applicant denying operation of a sober living home, while referencing a County contract and online advertisements that list the property as a recovery residence. He contended that these inconsistencies may constitute materially misleading information under the code and warrant further review before affirming the approval.

Marilyn Scott Waters, a long-time Baker Street resident, urged denial of the special use permit, arguing the project has not complied with CEQA and may increase traffic, noise, and public safety impacts without proper environmental review. She stated the proposal is inconsistent with the General Plan and R-1 zoning, citing concerns about overconcentration of congregate living facilities on the same block. She also questioned compliance with Municipal Code requirements, including separation standards and operator accountability, and expressed concerns about parking, neighborhood impacts, and quality of life.

Jim Fitzpatrick questioned what specific problem the City was attempting to address, stating that no documented facts or evidence had been presented to justify denial of the sober living operation. He noted that the hearing officer, an independent attorney, found no factual basis for denial and emphasized that similar facilities, including one operating locally for 10 years, have generated no police calls or code violations. He contrasted this with other properties in the area that have documented service calls, arguing there is no demonstrated negative impact from the sober living home at issue.

Speaker five urged the Commission to carefully consider concerns raised by other neighbors and said they are worried about the proposed facility's potential impacts on the community. They cited statistics about relapse rates and crime associated with substance abuse, arguing these risks could affect neighborhood safety and quality of life. They also emphasized the need to verify that the operator

is accurately representing what the business will be doing before any approval is upheld.

Kristin Auslander, expressed concern about the proposed facility's impact on neighborhood safety and family life. While supportive of treatment programs, she questioned prior operations at the property and referenced police activity at other locations operated by the same organization. She shared a personal example involving her child retrieving a ball over the fence to illustrate her discomfort and urged reconsideration of the application in the interest of community safety.

Motion Discussion:

Discussion focused on the limited scope of the Commission's review, with members emphasizing that the decision was ministerial and confined to determining whether the applicant complied with municipal code requirements. Commissioners stated they did not find new evidence that would justify overturning the approval and noted their role is to apply existing City Council policies, not create or modify them. While acknowledging and expressing empathy for neighbors' concerns about safety and neighborhood impacts, members reiterated that the application met the code standards before them. Ultimately, Commissioners indicated they would support the motion based on compliance with the established regulations, despite reservations about broader policy issues.

MOVED/SECOND: MARTINEZ/HARLAN
MOTION: To move staff recommendations.
Ayes: Chair Harlan, Vice Chair Zich, Commissioner Andrade, Commissioner Dickson, Commissioner Klepack, Commissioner Martinez, Commissioner Rojas
Nays: None
Absent: None
Recused: None
Motion carried: 7-0

ACTION:
The Planning Commission adopted a Resolution to:
1. Adopt a Resolution approving a three-year extension of time for ZA-22-08, which allowed a major amendment to the Avenue of the Arts Hotel Master Plan (PA-16-50), and
2. Determine that Pursuant to CEQA Guidelines Section 15168(c), no subsequent or supplemental EIR is required, and the previously certified EIR adequately addresses the environmental impacts of the proposed project

1. A RESOLUTION RECOMMENDING THAT THE CITY COUNCIL AMEND THE SIXTH CYCLE HOUSING ELEMENT (2021-2029) OF THE CITY OF COSTA MESA'S GENERAL PLAN (PCTY-26-0001) IN CONNECTION WITH THE HOUSING ELEMENT SITES REZONING (PCTY-25-0008 AND PSPA-26-0001)

Presentation by Senior Planner, Michelle Halligan.

Staff presented the proposed targeted amendments to the Housing Element sites inventory that stem from a recent court opinion that altered how cities must structure the zoning of Housing Element sites, which prompted renewed outreach to property owners. As a result, three property owners (representing 17 sites) requested removal and two property owners requested addition, creating a net loss of sites and units. If the Housing Element amendment is approved by the City Council, a 180-day "no net loss" period is triggered. Within that time frame, the City will be tasked with identifying adequate sites to restore capacity to address the Regional Housing Needs Allocation. During discussion, commissioners asked about timing, and HCD certification impacts; staff clarified that the Housing Element amendment and previously recommended rezoning actions are running on parallel tracks and that certification efforts will continue concurrently. Questions also focused on outreach strategy, how replacement sites would be identified, and whether Measure K properties or density adjustments could help restore capacity. Staff emphasized ongoing coordination with property owners and the state, explaining that the 180-day window is intended to allow cities to recalibrate without jeopardizing or losing certification. A more thorough update of the Housing Element would be completed during the 180-day timeframe. Overall, the discussion centered on process, sequencing, and maintaining compliance while working toward restoring the required housing capacity.

Public comments:

Jim Fitzpatrick expressed concern that the City is disregarding warning letters and guidance from HCD, the Attorney General, and Disability Rights California, and argued that failing to meaningfully address those concerns could expose the City to further legal and financial consequences. He referenced prior litigation, including a costly settlement, to dispute claims that the City has been "winning" on group home issues. He questioned what specific ordinance changes have been made in response to settlement agreements and agency feedback, and urged the City to shift from a confrontational posture toward greater cooperation to avoid additional legal risk.

Gay Royer, requested that the Club's longtime property be removed from the Housing Element sites list. She highlighted the organization's 115-year history in Costa Mesa and described the building as an important, affordable gathering space used by schools, nonprofits, community groups, and neighborhood

families. She emphasized its role as a community hub on the west side, including daily use by local students and families, and urged the Commission to preserve the property's longstanding civic and social function.

Sue Lester spoke in support of removing the Costa Mesa Women's Club property from the Housing Element opportunity sites list, emphasizing the organization's 115-year history of community service. She stated that the Club has no intention of selling or redeveloping the property so keeping it on the list would be misleading and could subject the organization to unwanted pressure from developers. She highlighted the Club's longstanding contributions to the west side community and urged the Commission to respect the wishes of the property owners and preserve the site's community-serving role.

Speaker 4 expressed support for removing the Women's Club property from the Housing Element list, arguing that applying overlays and identifying sites for affordable housing unfairly encumbers private property owners. He raised concerns about infrastructure capacity, including traffic, street design, and park space, questioning how additional housing would be supported. He acknowledged the City's obligation to comply with state housing requirements but urged the Commission to consider the perspective of property owners and make decisions that protect their interests.

Cynthia McDonald expressed support for removing the Women's Club property but urged the Commission to delay action until significant compliance concerns are addressed. She questioned the impact of removing multiple sites on the City's housing capacity and asked whether HCD has been consulted about the resulting shortfall and potential enforcement consequences. She raised concerns about possible funding losses, legal exposure, and the risk of state penalties or court intervention if the City remains out of compliance. She also questioned how replacement capacity would be identified and whether additional property owners might request removal, further complicating compliance, and urged the Commission to pause and seek clearer answers before proceeding.

Speaker 6 stated that if larger, high-profile properties are removed from the housing list while the Women's Club remains included, it would reinforce concerns about unequal treatment. She emphasized the Women's Club's long history of charitable service in Costa Mesa and its contributions to the community since 1910. She urged the Commission to remove the Club's property from the list so it can continue its community-focused work.

Betsy Densmore, expressed concern that the proposed removals represent a significant weakening of the previously approved Housing Element. She stated that given the uncertainty surrounding the recent court opinion and involvement of various state agencies, it would be premature to move sites in and out of the

inventory so quickly. She urged the Commission to pause and allow more time to evaluate which properties should remain or be removed under the evolving legal framework before making a recommendation.

Commission Discussion:

Commissioners discussed the proposed targeted Housing Element amendments, confirming that the Women's Club property was included among the sites slated for removal and that staff has been coordinating with HCD regarding the implications and the required 180-day no net loss process. Supporters of the motion emphasized the importance of maintaining a path toward HCD certification while honoring property owner requests and adapting to the recent court decision that altered the regulatory framework. One commissioner opposed the motion, expressing concerns about the overall housing strategy, infrastructure impacts, and whether property owners fully understand the consequences of remaining on the sites list. Other commissioners acknowledged the evolving legal landscape and staff's efforts, concluding that advancing the recommendation to City Council was the most prudent course to maintain progress toward compliance and regulatory certainty and honor the property owners requests.

MOVED/SECOND: MARTINEZ/DICKSON
MOTION: To move staff recommendation.
Ayes: Chair Harlan, Commissioner Andrade, Commissioner Dickson, Commissioner Klepack, Commissioner Rojas, Commissioner Martinez
Nays: Vice Chair Zich
Absent:
Recused: None
Motion carried: 6-1

ACTION:
The Planning Commission adopted a resolution to:

1. Resolution No. 2022-67, certifying the Mitigated Negative Declaration (MND) and adopting the Mitigation Monitoring and Reporting Program (MMRP) statutorily and that the project is statutorily exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Public Resources Code Section 21080.085(a) (SB 131); andFind that the project is consistent with the Costa Mesa City Council adopted

2. Recommend that the City Council adopt a Resolution to amend the City of Costa Mesa Sixth Cycle (2021-2029) Housing Element of the City's General Plan to add two Housing Element Opportunity Sites and remove 17 Housing Element Opportunity Sites.

OLD BUSINESS: None.

REPORT - PUBLIC WORKS - Mr. Yang announced that striping and pavement markings on Fairview Road, between Fair Drive and Newport Boulevard, will begin this evening following completion of recent grinding and asphalt overlay work. Due to traffic volumes and congestion, lane striping and installation of thermoplastic markings for crosswalks and bicycle facilities will occur during evening hours over the next four days. Staff also noted that a new HAWK pedestrian signal will be installed near Valley Forge in the coming months to improve pedestrian safety. The public was advised to follow all posted signs and traffic control measures while traveling through the area.

REPORT - DEVELOPMENT SERVICES - Director Tai announced three upcoming "Neighborhoods Where We Belong" workshops scheduled for March 2 (in person at the Norma Herzog Community Center), March 5 (virtual via Zoom), and March 7 (in person at the Costa Mesa Senior Center). These sessions will refine concepts developed during the first round of workshops, focusing on community priorities, future housing and mixed-use planning, and draft development regulations, with Spanish interpretation, kid-friendly activities, and refreshments provided. Staff also noted that the February 9 rezoning item and tonight's Housing Element amendment are anticipated to go before City Council on March 17, along with the City's annual General Plan and Housing Element Progress Report due to the state by April 1. Lastly, staff highlighted the recent launch of the City's Active Development Map, now available on the City's main webpage, currently in beta with mobile optimization in progress.

REPORT - ASSISTANT CITY ATTORNEY - None.

ADJOURNMENT AT 9:33 p.m.

Submitted by:

CARRIE TAI, SECRETARY
COSTA MESA PLANNING COMMISSION

PARTIDA, ANNA PH-3

From: Garagedoors24-7 <garagedoorsinc24.7@gmail.com>
Sent: Monday, February 16, 2026 11:26 AM
To: PC Public Comments
Subject: Public Comment- Application No. PGSH-24-0002 (1601 Baker Street)

To the Costa Mesa Planning Commission,

We are residents of 1585 Baker Street and write to formally oppose the proposed Special Use Permit for 1601 Baker Street.

After discussing this matter with neighboring households, it is clear that there is substantial concern regarding the appropriateness of this location for the proposed use. Baker Street already experiences steady vehicle traffic and constrained street parking. The surrounding area includes numerous family households and is in close proximity to several schools and educational centers, resulting in significant daily drop-off and pick-up traffic, school bus activity, and pedestrian movement.

Given these existing conditions, introducing a group living facility within an R-1 Single Family Residential zone would add density and activity that is inconsistent with the intended character of the neighborhood. The anticipated increase in parking demand, vehicle turnover, and overall intensity of use would further strain an already impacted corridor and materially affect nearby homes.

This area was planned and zoned for single-family residential living, and the proposed change would alter the functioning and expectations of the surrounding properties. As a growing family with a baby on the way, we are deeply invested in preserving the safety, stability, and residential integrity of our street.

For these reasons, we respectfully but firmly urge the Commission to deny the Special Use Permit for this location.

Thank you for your time and careful consideration.

Sincerely,

Aviran and Tal Segolie

1585 Baker Street, Costa Mesa, CA 92626

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PARTIDA, ANNA PH-3

From: slgenis@aol.com
Sent: Sunday, February 22, 2026 2:54 PM
To: PC Public Comments
Subject: Agenda ITem PH-3. SPECIAL USE PERMIT (PGSH-24-0002), oppose

I am writing to state my objections to a proposed group home at 1601 Baker Street. I would also like to thank Mayor Stephens for requesting further review of the initial determination by the Hearing Officer.

The approval of Special Use Permit (PGSH-24-0002) to allow a sober living home at 1601 Baker Street would be inappropriate inasmuch as it is immediately adjacent to a group home for at risk teens. Placing group homes side by side, regardless of the purpose of the group home, changes the nature of the nature of the neighborhood. It is absurd to maintain otherwise. Under such reasoning, we could have a senior home next to a sober living home next to a home for the developmentally disabled next to a home for abused children next to a halfway house and then start the lineup over again ad infinitum, all the while pretending we are in a typical residential neighborhood.

The Lanterman Act envisioned creating small group homes in neighborhoods so that the group home residents could experience care and/or recovery in a residential setting. This ideal is often cited by those seeking to establish various group homes. How can a residential setting be maintained when a neighborhood is insitutionalized due to side by side group facilities? This defeats the very purpose of having the facilities in residential neighborhoods to begin with.

Accordingly, when adopting ordinance NO. 17-05 regulating group homes, the City Council found that:

> WHEREAS, the purpose of sober living homes is to provide a comfortable living environment for persons with drug or alcohol addictions in which they remain clean and sober and can participate in a recovery program in a residential, community environment...

and also found the following, (also found in adopting Ordinance 14-13)::

> WHEREAS, housing inordinately large numbers of unrelated adults in a single-family home or congregating sober living homes in close proximity to each other does not provide the handicapped with an opportunity to "live in normal residential surroundings," but rather places them into living environments bearing more in common with the types of institutional/campus/dormitory living that the FEHA and FHAA were designed to provide relief from for the handicapped, and which no reasonable person could contend provides a life in a normal residential surrounding;

Approval of Special Use Permit (PGSH-24-0002) is clearly inconsistent with the stated intent and purpose of the City's ordinances regulating group homes . The application must therefore be denied.

Sandra Genis

PARTIDA, ANNA PH-3

From: Theresa Parra <tparra78@hotmail.com>
Sent: Monday, February 23, 2026 9:08 AM
To: PC Public Comments
Subject: Opposition to Continued Use of Special Use Permit for 1601 Sober Living Home_PGSH-42-0002

Opposition to Continued Use of Special Use Permit for 1601 Sober Living Home_PGSH-42-0002

To Whom It May Concern,

I am writing to express my strong opposition to the continued use of the Special Use Permit for the single-unit sober living home located at **1601 Baker Street Costa Mesa, CA 92626**.-PGSH-42-0002

This home is not being operated in accordance with the permit requirements. Most notably, it lacks a live-in, on-site house manager — a critical condition for maintaining the safety, supervision, and structure such a facility requires.

As a direct neighbor of this property, I can say with certainty that it has significantly impacted the safety and well-being of our residential neighborhood. The tenants, many of whom possibly have criminal records and known histories of substance abuse, have contributed to an increasingly unsafe environment. Our neighborhood includes families with young children, schools, parks, and churches within a one-mile radius — all of which should be protected and preserved as safe community spaces.

We have experienced several concerning incidents tied to individuals associated with the property at 1601, including but not limited to:

- An attempted break-in at my home by a man clearly under the influence, barefoot, who repeatedly tried to enter through our front door and attempted to scale our backyard gate. He was arrested shortly thereafter, in front of 1601.
- A man visiting a resident of 1601 jumped over our back wall in an attempt to flee when the facility director finally arrived for a check-in.
- A visitor and resident were found passed out in a vehicle that was slowly rolling in front of our driveway.
- Numerous police and emergency medical responses to the property.
- Ongoing suspicious activity involving individuals loitering in front of and across the street from 1601, whom are visiting residents of 1601.

- Most recent in the last two month, visitors dropping of residents at 2:45 am and doing repeated donuts in their car on the street in front of 1601, 1606 , 1605 Baker St and neighbors homes . If a manager was onsite that would have been stopped not to mention the late night arrival of a resident. This could have caused property damage

- and harm to neighbors as many bedrooms face the front of the houses.

These are not isolated incidents. The presence and operations of this home are creating a persistent and escalating safety concern for our neighborhood. Families, including mine, no longer feel comfortable spending time in front of our own homes with our children. We are constantly concerned about our personal safety, our children's safety, and the security of our property.

I respectfully urge you to reconsider the approval or renewal of the Special Use Permit for 1601. The current operation of this facility is not in comptiance and is proving harmful to the surrounding community.

Thank you for your time and attention to this serious matter.

Sincerely,
concerned Neighbor of Mesa Verde - Baker St

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PARTIDA, ANNA PH-3

From: Jim Fitzpatrick <jimfitzeco@gmail.com>
Sent: Monday, February 23, 2026 10:56 AM
To: PC Public Comments
Subject: Public Hearing #3 - Seeking Facts about Impacts
Attachments: Public Hearning ITEM #3.pdf

Please make the attached:

- Available for Commissioners
- Available for the Public
- Available to be presented during Oral Public Comments

Please confirm receipt of this email

Cheers,

Jim Fitzpatrick
Solutioneer in Residence

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3. **CALL FOR REVIEW OF THE APPROVAL OF SPECIAL USE PERMIT 26-156 (PGSH-24-0002) TO ALLOW A SOBER LIVING HOME WITH SIX OR FEWER RESIDENTS TO BE LOCATED AT 1601 BAKER STREET**

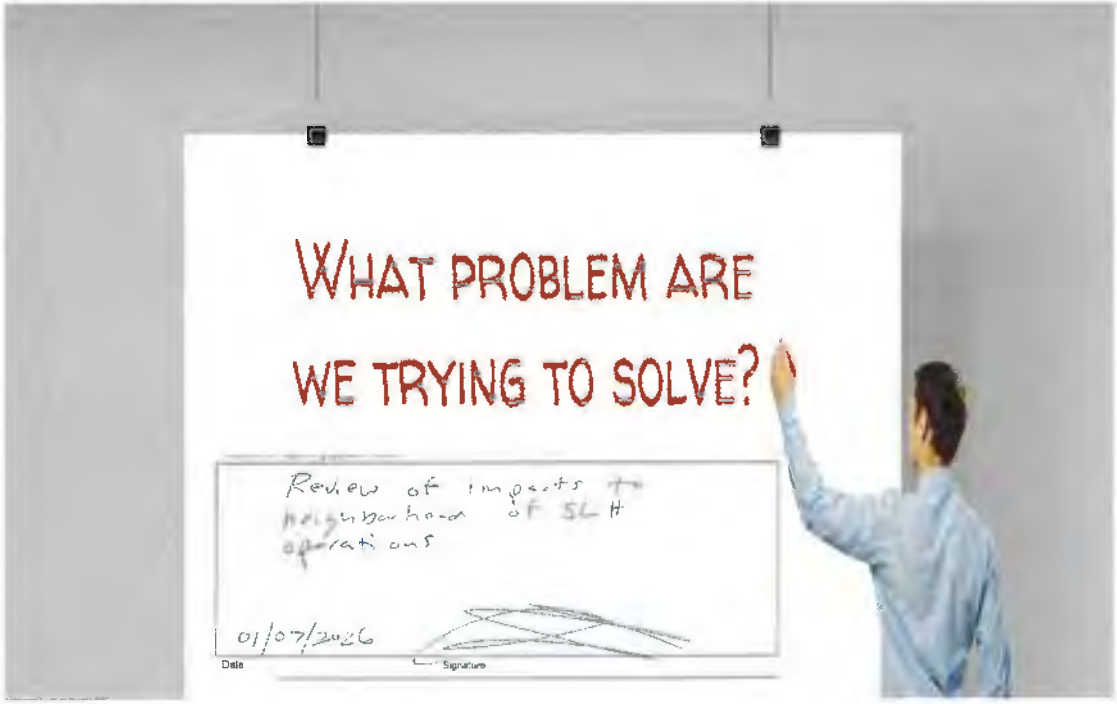
RECOMMENDATION:

Staff recommends the Planning Commission:

1. Find that the project is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Sections 15268 (Ministerial Projects) and 15301 (Existing Facilities); and
2. Uphold the Hearing Officer's issuance of Special Use Permit (PGSH-24-0002) to allow a sober living home with six or fewer persons (not counting the house manager) at 1601 Baker Street.

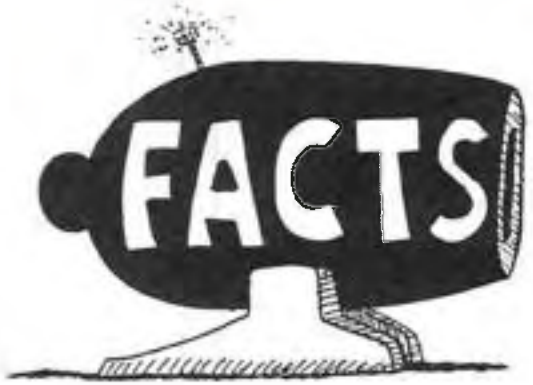
Attachments: Agenda Report

1. Draft Planning Commission Resolution
2. Hearing Officer Memorandum
3. Final Decision Memorandum
4. Call Up Review Application
5. Hearing Officer Public Comments
6. Plans



IMPACTS = FACTS







The OHIO HOUSE

115 East Wilson (A,B,C,D,E)

SIGNIFICANT SUPPORT

+ 30 LETTERS

NO OPPOSITION



• ~650 Feet

***

- + Business Owners
- 2 Barbers

"We get a lot of clients from the Ohio House. Definitely a benefit of the community"

"Great Program. Never been bothered by the Houses"

**

"I live around the corner, No Problems at all, Never see them"

*

"Folks have been good"

PARTIDA, ANNA PH-3

From: Francie Vesecky <francievesecky@gmail.com>
Sent: Monday, February 23, 2026 11:43 AM
To: PC Public Comments
Subject: Public Comment for 2/23/26 Hearing for 1601 Baker St
Attachments: Letter to CM Planning Comission .pdf

I have attached my public comment for the hearing about the proposed sober living facility at 1601 Baker Street on 2/23/26 .

Thank you

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Dear Members of Costa Mesa Planning Commission,

I hope this letter finds you well. My name is Frances Vesecky and I am a member of the Mesa Verde neighborhood of Costa Mesa. I am writing because I am deeply concerned about your consideration to allow a sober living facility at 1601 Baker Street and want to bring to your attention to the many problems with this plan and why it should not be approved.

1. This small 2,200 sqft home hardly seems large enough for 6 patients/residents and there will also be staff who work at the facility. Mesa Verde neighborhood is very quiet and family oriented. This business would be disruptive to our residents.
2. Baker Street is a busy residential street and this business operation will be disruptive to the flow of traffic for residents in this area.
3. Unfortunately, substance abuse treatment/recovery has high levels of relapse, approximately 40%-60% according National Institute for Drug Abuse. This facility would put my fellow Mesa Verde residents and I at a higher risk for crime in cases of relapse.
    a. A substantial amount of research has confirmed the higher prevalence of substance abuse in cases of home burglaries.
    b. The U.S. Department of Justice Bureau of Justic Statistics clearly states that "Drug users in the general population are more likely than nonusers to commit crimes" with increased rates of 26.1% for violent crimes, 24.7% for property crimes, 57.2% for driving under the influence.
    c. The U.S. Department of Justice Bureau of Justic Statistics further states that "The evidence indicates that drug users are more likely than nonusers to commit crimes, that arrestees and inmates were often under the influence of a drug at the time they committed their offense."
4. 1601 Baker Street is not an ideal location for those struggling with substance abuse because of businesses just outside of the Mesa Verde residential neighborhood.
    a. 1601 Baker Street is 0.1 miles and a three-minute walk from a liquor store.
    b. 1601 baker Street is 0.6 miles, a 12-minute walk and a 2-minute drive from a Cannabis shop.

As a concerned citizen of Costa Mesa and homeowner, I hope you will take the time to consider just how this facility will negatively affect our quiet community in Mesa Verde and how it will pose extras struggles for the individuals who are already struggling with substance abuse addiction and recovery.

The Mesa Verde neighborhood is a quiet neighborhood, other than on Halloween when we see hundreds of kids trick or treating with their parents. Please keep those kids safe from encountering discarded drugs, drug paraphernalia and people struggling with the mental illness of addiction. Please do not allow this and increase the risk of burglary or other crimes in our neighborhood. Please do not allow this special use permit and do not let 1601 Baker Street become a sober living facility.

Sincerely, Frances Vesecky

PARTIDA, ANNA

PH-3

From: Wyatt Russell <wyattrusselljr@gmail.com>
Sent: Monday, February 23, 2026 11:51 AM
To: PC Public Comments
Subject: Written Public Comment - PGSH-24-0002
Attachments: 2nd Written Public Comment PGSH-24-0002.pdf

Please see attached written public comment. Thank you.

Wyatt

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Written Public Comment – Special Use Permit Application PGSH-24-0002

1601 Baker Street, Costa Mesa

Submitted and Written By: Wyatt Russell
Date: 10-23-2025
To: City of Costa Mesa – Planning Division / Hearing Officer – planninginfo@costamesaca.gov

Dear Planning Commission,

I'm writing to bring to your attention a serious credibility and compliance issue involving a pending special use permit for a proposed sober living home at **1601 Baker Street**, governed by **Costa Mesa Municipal Code § 13-311**.

At the public hearing, the applicant was directly asked whether they were already operating a sober living or recovery residence at the property. The hearing transcript reflects the following exchange:

"Hearing Officer: There was a comment made earlier by one of the public speakers about you already operating this particular location prior to obtaining the approvals. Do you have any comments with respect to that?"

"Applicant: No, we're not operating any type of sober living there. I do have a couple tenants that are living there, but they have nothing to do with sober living or recovery."

"Hearing Officer: So if you are approved, what happens with the people who are currently there?"

"Applicant: They already have a plan to go somewhere else."

That testimony is directly contradicted by a **County of Orange Health Care Agency contract** I have obtained and provided. The document is **Contract No. MA-042-19010252, Amendment No. 7**, titled **"Recovery Residence Services,"** between the County of Orange and **The Stephouse Recovery, Inc.**

This County contract:

- Has been in effect since **2018**, with renewals through **June 30, 2023**
- Is administered by the County Health Care Agency
- Requires operation of an **Orange County Sheriff-certified recovery residence**
- And explicitly lists **1601 Baker Street, Costa Mesa** as an approved service location

This matters because **§ 13-311(a)** treats operation of a group home as a defined, regulated condition. The code states that no person may open or operate a group home, or begin employment associated with one, unless the required disclosures have been made and approval obtained. There is no concept of informal or transitional operation under the code.

As a result, the applicant's statement at the hearing that they were "not operating any type of sober living" is directly inconsistent with the County contract authorizing recovery residence services at the same address.

That inconsistency triggers **§ 13-311(b)(1)**, which requires denial or revocation of a special use permit when an owner or operator has provided **materially false or misleading information or omitted pertinent information**.

I respectfully ask that this contradiction be reviewed carefully before any permit is approved or allowed to stand.

In addition, the property at 1601 Baker Street has been publicly advertised on the operator's website as a recovery residence. The interior photographs shown on the website match the historical Zillow listing photos for this specific property, confirming the location being marketed. Archived versions of the website, verified through the Internet Archive's "Wayback Machine," show that this property has been displayed and promoted as a recovery residence for years.

Under Costa Mesa Municipal Code § 13-311(a)(1), no person may open or operate a group home until the required disclosures have been provided and approval obtained. Publicly marketing and holding out a property as a recovery residence constitutes operational activity, not passive ownership. Advertising the property as a recovery residence while simultaneously representing at the hearing that no sober living use was occurring raises a material inconsistency that should be reviewed under § 13-311(b)(1).

Thank you for your time and attention to this matter.

Sincerely,
Wyatt Russell

From:	GREEN, BRENDA
To:	PARTIDA, ANNA
Subject:	FW: PC Hrg - 02-23-2026 - Public Comment - Public hearing item 1
Date:	Monday, February 23, 2026 5:37:53 PM
Attachments:	02-23-2026 LT PC objecting to recd code amd per HE housing program (SENT).pdf Exhibit 1-5.pdf image001.wmz image002.png image003.png image004.png image005.png image006.png

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Respectfully,
Brenda Green
City Clerk
City Clerk's Office | (714) 754-5221
77 Fair Drive | Costa Mesa | CA 92626



As City Hall has reopened, we encourage the public to take advantage of our appointment system. Appointments can be made at **www.costamesaca.gov/appointments**. Please note that It is required that all guests check in with our Concierge Staff, located on the 1st Floor Lobby, upon arrival at City Hall.

From: Christopher Brancart <cbrancart@brancart.com>
Sent: Monday, February 23, 2026 11:34 AM
To: HALLIGAN, MICHELLE <MICHELLE.HALLIGAN@costamesaca.gov>; MCGILL, ANNA <Anna.Mcgill@costamesaca.gov>; TAI, CARRIE <Carrie.Tai@costamesaca.gov>; CARON, MARTINA <Martina.Caron@costamesaca.gov>; COLGAN, JULIE <JULIE.COLGAN@costamesaca.gov>; OOSTERHOF, NAOMI <NAOMI.OOSTERHOF@costamesaca.gov>; PARTIDA, ANNA <ANNA.PARTIDA@costamesaca.gov>; CITY CLERK <CITYCLERK@costamesaca.gov>; PLANNING INFO <planninginfo@costamesaca.gov>
Subject: PC Hrg - 02-23-2026 - Public Comment - Public hearing item 1

- Please see the attached letter regarding tonight's public hearing before the Planning Commission, item 1, re code amendments to implement the City's Housing Element.

- The exhibits referenced in the attached letter are submitted in a separate file, Exhibits 1-5.

Please post this comment and include it in tonight's hearing record.

Thank you.

--
Christopher Brancart
Brancart & Brancart

(650) 879-0141 (voice)
(650) 879-1103 (fax)

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February 23, 2026

Via Email and Facsimile

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Re: **Planning Commission Agenda: Public Hearing Item 1**
Meeting: February 23, 2026
Missed Opportunity: Objections, Issues, and Concerns

Dear Gentlepersons:

On February 9, 2026, the Planning Commission conducted a public hearing and adopted a resolution recommending code amendments to implement the following Housing Programs pursuant to the City's Sixth Cycle (2021–2029) Housing Element:

1. Program 2O (Definition of Single Housekeeping Unit): That the City will "review and revise the definition of 'single housekeeping unit' within the zoning code to provide greater flexibility in consideration of accommodating a variety of household situations for related and unrelated individuals living together."

2. Program 2P (Group Homes): That the City will "review and adopt revisions to its zoning code applicable to group homes to affirmatively further fair housing and comply with fair housing laws per the [following] objective: review and revise the City's zoning code and application procedures applicable to group homes to promote objectivity and greater approval certainty similar to other residential uses."

3. Program 2N (Reasonable Accommodation): That the City will "review and adopt revisions to its Reasonable Accommodation process to be consistent with State and federal fair housing requirements."

As addressed in my last letter, dated February 9, 2026, **the code amendments recommended in the Commission's February 9th resolution do not meaningfully implement any of these three Housing Programs, as required under the City's Sixth Cycle (2021–2029) Housing Element.** For reference, a copy of my letter, dated February 9, is attached as Exhibit 1.

Tonight's hearing misses an opportunity to address these deficiencies in that the Commission's February 9th resolution fails to considered the sufficiency of the City's implementation of Housing Programs 2N, 2O, and 2P in light of my last letter and the following materials that are directly related to this matter:

- HCD's *Group Home Technical Advisory*, dated December 2022 (Exhibit 2);

- The Attorney General's brief, filed June 29, 2023, analyzing the unlawful provisions in the City's current group home regulations (Exhibit 3); and,

- HCD's Letter, dated November 29, 2023 (Exhibit 4);

- The Settlement Agreement between Insight and the City, dated October 24, 2025 (Exhibit 5).

* * *

The Ohio House and its residents urge the Planning Commission to review and revise its February 9th resolution recommending code amendment regarding Housing Programs 2N, 2O, and 2P in light of these authorities.

Thank you for your consideration.

/s/ Christopher Brancart
cbrancart@brancart.com

Enclosures: Exhibits 1-5

Exhibit 1

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ATTORNEYS AT LAW

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February 9, 2026

Via Email and Facsimile

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Re: **Planning Commission Agenda Item PH-1**
Meeting: February 9, 2026
Objections, Issues, and Concerns

Dear Gentlepersons:

I write on behalf of The Ohio House and its residents, along with present and former Group Home owners, operators, and residents to address several issues regarding Agenda Item PH-1 to be heard, considered and acted upon by the Planning Commission at a public hearing on Monday, February 9, 2026. Item PH-1 asks the Planning Commission to approve a resolution recommending the adoption by the City Council of several code amendment purporting to implement specific housing programs set forth in the City's Sixth Cycle (2021-2029) Housing Element.

1. Issues Addressed in This Letter

This letter focuses exclusively on code amendments purporting to implement Housing Programs regarding the regulation of housing for persons with disability; specifically:

1. Program 2O (Definition of Single Housekeeping Unit): That the City will "review and revise the definition of 'single housekeeping unit' within the zoning code to provide greater flexibility in consideration of accommodating a variety of household situations for related and unrelated individuals living together."

2. Program 2P (Group Homes): That the City will "review and adopt revisions to its zoning code applicable to group homes to affirmatively further fair housing and comply with fair housing laws per the [following] objective: Review and revise the City's zoning code and application procedures applicable to group homes to promote objectivity and greater approval certainty similar to other residential uses."

3. Program 2N (Reasonable Accommodation): That the City will "review and adopt revisions to its Reasonable Accommodation process to be consistent with State and federal fair housing requirements."

To implement these programs, the City proposes to amended the following provisions of the City's zoning code (Title 13), set forth in Exhibit 3 in the Planning Commission Agenda Report:

4. Exhibit A: Chapter 1, Article 2, Definitions
5. Exhibit D: Chapter IV, Citywide Land Use Matrix
6. Exhibit H: Chapter IX, Article 15, Reasonable Accommodations
7. Exhibit K: Chapter XV, Group Homes; and,
8. Exhibit L: Chapter XVI, Group Homes in the R2-MD, R2-HD and R3 Residential Zones and the PDR-LD, PDR-MD, PDR-HD, PDR-NCM,

PDC, and PDI (Planned Development Zones)

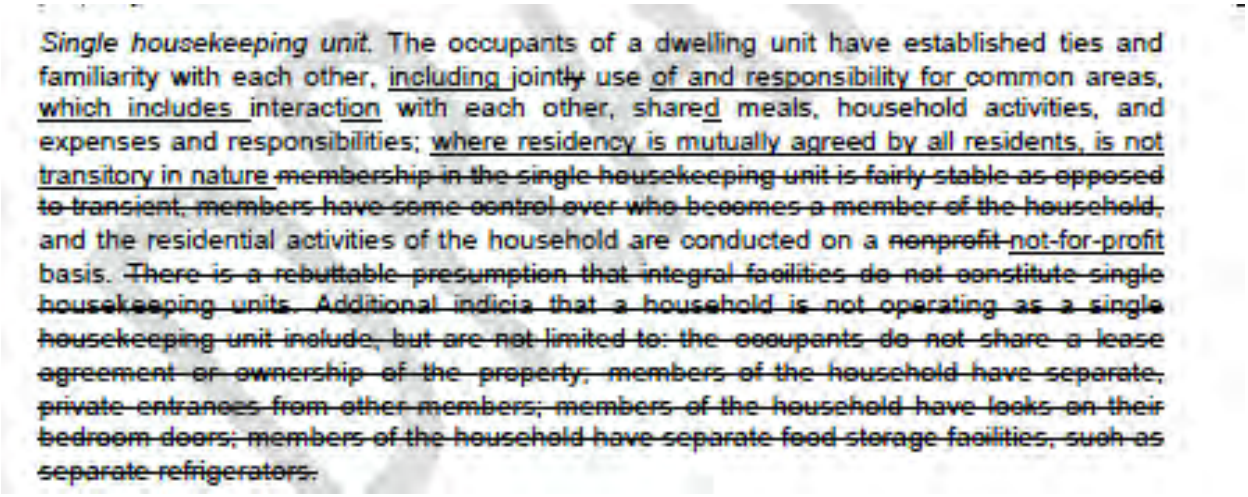
and the related Title 9's Group Home Operator's Permit, set forth in Exhibit 5.

These code amendments fail to meet the requirements in Housing Programs 2N, 2O, and 2P, but also, if enacted as presently proposed, each amendment violates three federal laws – the Fair Housing Act, ADA, and Rehabilitation Act – and several state statutes, including the California Government Code §§ 12955, 65008, 8899.50, and 11135 as well as the California Constitution.

2. The Proposed Amendment of the Definition of Single Housekeeping Unit fails to implement the requirements of the City's Housing Program 2O and promise to violate federal and state fair housing laws.

The definition of Single Housekeeping Unit (SHU) is the pivotal zoning provisions that governs housing opportunities throughout Costa Mesa's residential districts. Among all Residential Uses listed in the City's Land Use Matrix, CMMC TABLE 13-30, a Single Housekeeping Unit is the only use permitted of right in every residential districts. Thus, if the City chooses to classify an residential occupancy as a SHU, then that household may occupy any dwelling in Costa Mesa pursuant to the zoning code. If the City refuses to classify a residential occupancy as a SHU, then that household is prohibited from the City's residential districts unless specially or conditionally permitted by the City or compelled by state statute.

The City proposes to implement Housing Plan Program 2O ("Definition of Single Housekeeping Unit") by amending the current definition of Single Housekeeping Unit as follows:



Single housekeeping unit. The occupants of a dwelling unit have established ties and familiarity with each other, including jointly use of and responsibility for common areas, which includes interaction with each other, shared meals, household activities, and expenses and responsibilities; where residency is mutually agreed by all residents, is not transitory in nature ~~membership in the single housekeeping unit is fairly stable as opposed to transient, members have some control over who becomes a member of the household,~~ and the residential activities of the household are conducted on a ~~nonprofit~~ not-for-profit basis. ~~There is a rebuttable presumption that integral facilities do not constitute single housekeeping units. Additional indicia that a household is not operating as a single housekeeping unit include, but are not limited to: the occupants do not share a lease agreement or ownership of the property; members of the household have separate, private entrances from other members; members of the household have locks on their bedroom doors; members of the household have separate food storage facilities, such as separate refrigerators.~~

We urge the Planning Commission to reject the resolution recommending the adoption of the proposed amended definition of Single Housekeeping Unit (SHU) because it fails to implement Housing Program 2O, invites unlawful and arbitrary enforcement, and violates state and federal fair housing statutes.

a. The Proposed SHU Definition Perpetuates The City Discrimination against Persons with Disabilities

The City last amended its SHU definition in 2014 as part of Ordinance 14-13, the City's sweeping revision of its zoning code to compel the closure of existing group homes in R1 (SFR) districts – and to prohibit any new group homes there – unless the household qualified for issuance of a specially use permit. (This same framework was enacted by the City in 2015 to group homes in the City's MFR districts, as discussed below.) A fundamental, necessary condition of the City's discriminatory zoning restrictions enacted under Ordinance 14-13 was the simultaneous adoption of the current SHU definition. Given its inclusion in Ordinance 14-13, it should come as no surprise that the City repeatedly has admitted that the purpose of the current SHU definition was to exclude group homes from the definition and privilege afforded households classified as SHUs.

To achieve this result, the City includes a facially discriminatory presumption, a list of subjective, standardless criteria (carried forward in the proposed amendment), and several of observable indicia "that a household is not operating as a single housekeeping unit," including more than one rental agreement, private, separate entrances, separate food storage and refrigerators. The proposed amendment deletes the facially discriminatory presumption but also deletes the only objective, observable standards (locks, entrance, refrigerators) in the pivotal provisions. While those observable indicia were enacted for a discriminatory purpose, they at least had the virtue of being an objective standard that could be applied to readily observable conditions (lock, entrance, refrigerators). Once observable conditions are stripped from the definition, the proposed amendment devolves into a series of necessary conditions lacking objective standard and impossible to apply without invading a household's constitutionally protected privacy.

The upshot is chilling: If applied as written, there are few if any households that could qualify as SHUs. ***Worse still, the proposed definition commits the City to police personal relationship among every dwelling's occupants and to monitor the domestic affair of every household in Costa Mesa.***

b. The Text and Terms of the Proposed Single Housekeeping Unit Definition Offends Common Sense, Valid Zoning Principles, and Fair Housing Laws

The proposed SHU amendment lacks valid, measurable, discernable, objective standards to determine whether a household qualifies as a SHU. Moreover, even if it provided valid standards, its application depends on the City's observations and determination of the nature and quality of personal relationships amongst household members and their domestic affair within the privacy of their dwellings. In sum, the proposed SHU definition is useless in application, invalid on its face, and unconstitutional in effect.[1]

[1] There are several ways to assess the efficacy of a zoning definition. We can disaggregate its terms into necessary and sufficient conditions. We can evaluate whether its intention (what it connotes) aligns with its extension (what it denotes). But under any test, the ultimate question is whether the text provides objective standards that can be consistently applied to observable facts reflecting conditions that endure over time. Thus, most zoning regulation concern the physical

As drafted, the proposed definition consists of a series of necessary conditions regarding personal relationships that each occupant must satisfy and several domestic affairs that each occupant must perform. Each of these conditions is necessary. In other words, if the City decides that any one occupant fails to met any one of the following conditions, then the household is disqualified as a Single Housekeeping Unit:

> Single housekeeping unit. The occupants of a dwelling unit have **[1] established ties** and **[2] familiarity** with each other, including joint **[3] use** of and **[4] responsibility** for common areas, which includes **[5] interaction** with each other, **[6] shared meals**, **[7] household activities**, and **[8] expenses** and responsibilities; where **[9] residency is mutually agreed** by all residents, is **[10] not transitory** in nature and the residential activities of the household are conducted on a **[11] not-for-profit basis.**

A close examination of these necessary conditions demonstrates why the proposed definition is not only profoundly flawed for purported purpose (implementing Program 2O), but also wholly dependent on the City violating the California Constitution, fair housing law, and sound zoning principles.

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as built environment or readily observable externalities. The proposed amended SHU definition meets none of these criteria under any framework.

No.	*Necessary Condition*	*Condition's Objective Standards*	*Application*	*Can City Lawfully Observe and Verify Facts to Determine Condition*
01	**Established Ties** between each occupant with each other occupant.	No, lacks objective criteria measuring quality or quantity	a. Necessary condition must exist throughout the every persons occupancy at any point in time. b. To determine whether household's "established ties" are sufficient, each one-to-one relationship amongst occupants must be evaluated by the City; thus, in a six member household, there are 15 unique relationships to be evaluated. *C(n,r)[i.e., "n chose 2"]*.	Yes, for some households, but only by proxy, limiting Establish Ties to relationships defined by law (e.g., consanguinity), and thereby discriminating against non-traditional families. No, this conditions lack any objective criteria; moreover, this condition involves personal relationships that are inherently difficult to observe and assess since relationships transpire within sphere of constitutionally protected privacy
02	**Familiarity** between each occupant with each other occupant.	No, id.	Id.	No, this conditions lack any objective criteria; moreover, this condition involves personal relationships that are inherently difficult to observe and assess since relationships transpire within sphere of constitutionally protected privacy

No.	*Necessary Condition*	*Condition's Objective Standards*	*Application*	*Can City Lawfully Observe and Verify Facts to Determine Condition*
03	**Joint use of . . . common areas**	Yes, in part, because - unlike other conditions - common areas are observable. No, since use lacks objective criteria measuring quality or quantity	Id.	No. This condition lack an objective standard; moreover, it occurs within the privacy of dwelling.
04	**Joint . . . responsibility for common areas**	No, lacks objective criteria measuring quality or quantity	Id.	No. This condition lack an objective standard; moreover, it occurs within the privacy of dwelling.
05	**Interaction with each other**	No, id.	Id.	No, this conditions lack any objective criteria; moreover, this condition involves personal relationships that are inherently difficult to observe and assess since relationships transpire within sphere of constitutionally protected privacy

No.	*Necessary Condition*	*Condition's Objective Standards*	*Application*	*Can City Lawfully Observe and Verify Facts to Determine Condition*
06	**Shared meals**	No, id.	Id., but measured by participate rate of each occupant. (i.e., Assume five occupant and five "household activities," the City must examine each occupants participation rate in a total of 25 activities. *Cartesian Product (mxn)*	No. The scope, frequency, and participation rate transpires within the privacy of dwelling
07	**Shared . . . household activities**	No, id.	Id.,	No. This condition lacks an objective, reliable standard. Moreover, participation of domestic activities transpires within the privacy of dwelling.
08	**Shared . . . expenses**	No, Id.	Yes, with an administrative subpoena.	No, unless the City obtains an administrative subpoena to obtain detailed statements of household expenses and contributions by each member of the household

No.	*Necessary Condition*	*Condition's Objective Standards*	*Application*	*Can City Lawfully Observe and Verify Facts to Determine Condition*
09	**Residency is mutually agreed by all residents**	No, Id., unless condition is intended to empowers any occupant at the time to bar any prospective occupant or oust any existing occupant from a household, regardless of that occupant's age or maturity, consensus of the other occupants, or the basis for the preclusion or ouster.	Id.	Possibility, but if and only if the City obtains confirmation from each occupant who occupied a dwelling during its purported status as a SHU.
10	**not transitory in nature**	No., Id.	No, without a duration of occupancy specified, this necessary condition cannot applied.	No, unless the City obtains an administrative subpoena, permitting the City to lawfully review records or compel statements that establish the date each occupant joined a household. This information, however, is meaningless without a temporal criterion.

No.	*Necessary Condition*	*Condition's Objective Standards*	*Application*	*Can City Lawfully Observe and Verify Facts to Determine Condition*
11	**residential activities of the household are conducted on a not-for-profit basis**	No, Id.	Yes, with an administrative subpoena, but if and only if the City can verify that the housing provider is either is incorporated as a nonprofit or operates at a loss *and* that each occupant, regardless of age, infirmity, or capacity pays an equal share of the housing expense	No, unless the City obtains an administrative subpoena, permitting the City to lawfully obtain records showing that a housing provider is a nonprofit or operates at a loss and detailed financial records reflecting household expenses and contributions by each occupant.

Does the proposed SHU definition provide with the City's zoning and code enforcers (as well as its citizens) with robust, objective standards that can be reliably applied to readily observable facts reflecting conditions that endure over the lifetime of a household? The answer is obvious no. Worse, if you assume that the proposed definition means what it says, and its conditions were uniformly applied to the wide variety of household that exist in Costa Mesa[2], very few of those households could qualify as Single Housekeeping Unit. Worse still, under the proposed definition, the City is committed to policing the personal relationship and domestic affairs of its citizens, an undertaking that is as unpopular as it is unconstitutional.

We urge the Planning Commission to reject the resolution recommending the adoption of the proposed SHU definition.

3. The proposed amendments to zoning regulations governing group homes fail to implement the objective of the City's Housing Program 2P, perpetuate discrimination against disabled persons, and promise to violate federal and state fair housing laws.

[2] Please refer to the City's demographic profile in the City's Sixth Cycle Housing Element.

The City proposes to implement Housing Plan Program 2P ("Group Homes") by not making any substantive changes to its current group home regulations, codified as CMMC Title 13, Chaps. XV and XVI, and CMMC Title 9, Chap. II, Art. 23. See Meeting Packet, Exhibit 3. As a result, the City's group home regulations continue to discriminate against housing for disabled persons, as reflected in Exhibit 1 hereto.

The only substantive change proposed by the City is to import the definition of "operator" into the definition of group home or sober living home. That amendment is deeply flawed and will not cure the problems with the City's current group home regulations. The operator definition is standardless, circular, and assumes that landlords renting to non-disabled persons do not engage in placement, rule-setting, and behavioral oversight of their tenants—an demonstrably untrue assumption.

We urge the Planning Commission to reject the resolution recommending the adoption of the proposed amendments to the group home regulations because they are insufficient.

4. The proposed amendments to the City's RA regulations fail to implement the requirements of the City's Housing Program 2N, perpetuate discrimination against disabled persons, and promise to continue violating federal and state fair housing laws.

The City proposes to implement Housing Plan Program 2N ("Reasonable Accommodation") by making modest changes to the existing regulation that fail to fulfill this Housing Program's intent and continue a policy in violation of federal and state fair housing laws.

To implement Program 2N, the City must amend the current regulation to address each of the issues raised in DRC's letter to the City dated January 12, 2026, a copy of which is attached as Exhibit 2. In addition, the City must provide a cogent definition of "institutionalization" if it intends to apply that criterion as a basis for denying RA requests.

We urge the Planning Commission to reject the resolution recommending

adoption of the proposed RA regulation because it is insufficient.

Thank you for your consideration.

/s/ Christopher Brancart
cbrancart@brancart.com

Zoning regulations for unlicensed[1] residential uses in Costa Mesa's multi-family zoning districts

CMMC Regulations Governing Residential Uses in City's Multifamily Districts	***Sober Living Home[2]***	***Group Home[3]***	***Boardinghouse, Small < 3 rental rooms[4]***	***Boardinghouse, Large < 7 rental rooms***	***Multi-family Dwelling[5]***
Use Definitions					
Use defined based on disability status of residents, CMMC 13-06	Yes, CC 9[6]	Yes, CC 5	No, CC 3	No, CC 3	No CC 4

[1] Licensed uses are subject to state-mandated zoning entitlements and restrictions. The Costa Mesa Municipal Code (CMMC) defines these uses as ***Residential care facilities.*** A residential facility licensed by the state where care, services, or treatment is provided to persons living in a supportive community residential setting. Residential care facilities include, but may not be limited to, the following: intermediate care facilities for the developmentally disabled (Health & Safety Code §§ 1267.8, 1267.9);community care facilities (Health & Safety Code § 1500 et seq.); residential care facilities for the elderly (Health &Safety Code § 1569 et seq.); residential care facilities for the chronically ill (22 C.C.R. § 87801(a)(5); Health & Safety Code § 1568.02); alcoholism and drug abuse facilities (Health & Safety Code §§ 11834.02—11834.30); pediatric day health and respite care facilities (Health & Safety Code § 1760 et seq.); residential health care facilities, including congregate living health facilities (Health & Safety Code §§ 1265—1271.1, 1250(i), 1250(e), (h)); family care home, foster home, group home for the mentally disordered or otherwise handicapped persons or dependent and neglected children (Wel. & Inst. Code §§ 5115—5120)." CMMC 13-06.

[2] ***Sober living home*** means a group home for persons who are recovering from a drug and/or alcohol addiction and who are considered handicapped under state or federal law. Sober living homes shall not include the following: (1) residential care facilities; (2) any sober living home that operates as a single housekeeping unit." CMMC 13-06.

[3] ***Group home.*** A facility that is being used as a supportive living environment for persons who are considered handicapped under state or federal law. A group home operated by a single operator or service provider (whether licensed or unlicensed) constitutes a single facility, whether the facility occupies one (1) or more dwelling units. Group homes shall not include the following: (1) residential care facilities; (2) any group home that operates as a single housekeeping unit." CMMC 13-06.

[4] "***Boardinghouse.*** A residence or dwelling, other than a hotel, wherein rooms are rented under two (2) or more separate written or oral rental agreements, leases or subleases or combination thereof, whether or not the owner, agent or rental manager resides within the residence. Boardinghouse, small means two (2) or fewer rooms being rented. Boardinghouse, large means three (3) to six (6) rooms being rented. Boardinghouses renting more than six (6) rooms are prohibited." CMMC 13-06.

[5] "***Dwelling, multi-family*** "Dwelling, multi-family" or "multi-family dwelling" is a building or buildings of permanent character placed on one (1) lot which is designed or used for residential occupancy by two (2) or more families." CMMC 13-06.

[6] ***"CC #"*** refers to page numbers in the excerpt of the current Costa Mesa Municipal Code [as of 05/09/2021], attached to this Table for reference.

CMMC Regulations Governing Residential Uses in City's Multifamily Districts	*Sober Living Home*[2]	*Group Home*[3]	*Boardinghouse, Small < 3 rental rooms*[4]	*Boardinghouse, Large < 7 rental rooms*	*Multi-family Dwelling*[5]
Use defined based on nature of the disability of dwelling's residents, CMMC 13-06	Yes, CC 9	No, CC 5	No, CC 3	No, CC 3	No CC 4
Permitted Zoning District					
Permitted in Residential Zoning District, CMMC 13-30, 13-204	No, CC 31	No, CC 31	Yes, CC 31	Yes, if pre-existing, CC 54; No, if new, CC 31	Yes, CC 31
Permitted in Multifamily Zoning Districts (R2-MD, R2-HD, R3), CMMC 13-30	No, CC 31	No, CC 31	Yes, CC 31	Yes, if pre-existing, CC 54; No, if new, CC 31	Yes, CC 31
Permitted in Planned Development Residential Districts (PDR-LD, PDR-MD, PDR-HD, PRD-NCM, PDC, PDI), CMMC 13-30, 13-204	No, CC 31	No, CC 31	Yes, CC 31	Yes, if pre-existing, CC 54; No, if new, CC 31	Yes, CC 31
Permitted in Institutional & Recreational (I&R) Zoning District [intended for "recreation, open space, health, public services," 13-20(i), CC 17]	Yes, CC 31	Yes, CC 31	No, CC 31	No, CC 31	No, CC 31
Specially or Conditionally Permitted in Institutional & Recreational (I&R) Zoning District [intended for "recreation, open space, health, public services," 13-20(i), CC 17]	NA, CC 31	NA, CC 31	No, CC 31	No, CC 31	No, CC 31
Nonconforming Use Status					
Existing uses required to apply for Special or Conditional Use Permit to	Yes, CC 67, 59	Yes, CC 67, 59	No, CC 54	No, CC 54	NA, CC 31

CMMC Regulations Governing Residential Uses in City's Multifamily Districts	*Sober Living Home*[2]	*Group Home*[3]	*Boardinghouse, Small < 3 rental rooms*[4]	*Boardinghouse, Large < 7 rental rooms*	*Multi-family Dwelling*[5]
continue existing use, 13-324, 13-207.1 versus 13-204, 13-30					
Separation Requirement					
Separation requirement imposed on existing uses, 13-322, 13-323, 13-324 versus 13-30, 13-204, 13-207.1	Yes: At least 650 feet between dwelling and any group home, sober living home or state-licensed drug and alcohol treatment facility. CC 66-67	Yes: At least 650 feet between dwelling and any group home, sober living home or state-licensed drug and alcohol treatment facility. CC 66-67	No, CC 54	No, CC 54	NA, 13-30
Separation requirement imposed on new uses, 13-322, 13-323, 13-324 versus 13-30 fn 7	Yes: At least 650 feet between dwelling and any group home, sober living home, or state-licensed drug and alcohol treatment facility. CC 66-67	Yes: At least 650 feet between dwelling and any group home, sober living home, or state-licensed drug and alcohol treatment facility. CC 66-67	Yes: Small boardinghouses shall locate at least six hundred fifty (650) feet from any other small boardinghouse. CC 49	Yes: Large boardinghouses shall be located at least one thousand (1,000) feet away from any other boardinghouse. CC 49	NA, 13-30
Dwelling Operator's Permit Required					
Owner or operator of dwelling must obtain an "Operator's Permit," CMMC 13-323, 9-372, or meet same conditions for	Yes, CC 67, 69 [CUP]; Yes, CC 66, 61-63 [SUP]	Yes, CC 67, 69 [CUP]; Yes, CC 66, 61-63 [SUP]	No	No	No

CMMC Regulations Governing Residential Uses in City's Multifamily Districts	*Sober Living Home*[2]	*Group Home*[3]	*Boardinghouse, Small < 3 rental rooms*[4]	*Boardinghouse, Large < 7 rental rooms*	*Multi-family Dwelling*[5]
Operator's Permit under SUP requirements, 13-322, 13-311					
Owner or operator of dwelling must obtain an "operator's permit" as a condition to qualify for a conditional use permit, CMMC 13-323, 9-372, or meet same conditions for Operator's Permit to qualify for SUP, 13-322, 13-311	Yes, CC 67, 69 [CUP]; Yes, CC 66, 61-63 [SUP]	Yes, CC 67, 69 [CUP]; Yes, CC 66, 61-63 [SUP]	No	No	No
Permit Application Requirements					
Permit Application: Required to list applicant/operator's every general partner and every owner with controlling interest in corporation. CMMC 13-311(a) + 9-374(a) versus CMMC 13-29(a) + City Form 09/2019	Yes, CC 61, 69; [CUP]; Yes, CC 66, 61-63 [SUP]	Yes, CC 61, 69; [CUP]; Yes, CC 66, 61-63 [SUP]	No, CC 22	No, CC 22	No, CC 22
Permit Application: Required to provide permit history or operation of similar use at any time anywhere in the United States. CMMC 13-311(a) + 9-374(a) versus CMMC 13-29(a) + City Form 09/2019	Yes, CC 61, 69; [CUP]; Yes, CC 66, 61-63 [SUP]	Yes, CC 61, 69; [CUP]; Yes, CC 66, 61-63 [SUP]	No, CC 22	No, CC 22	No, CC 22
Permit Application: Required to provide copy of rules governing conduct of residents occupying dwelling. CMMC 13-311(a) + 9-374(a) versus CMMC 13-29(a) + City Form 09/2019	Yes, CC 61, 69; [CUP]; Yes, CC 66, 61-63 [SUP]	Yes, CC 61, 69; [CUP]; Yes, CC 66, 61-63 [SUP]	No, CC 22	No, CC 22	No, CC 22

CMMC Regulations Governing Residential Uses in City's Multifamily Districts	*Sober Living Home*[2]	*Group Home*[3]	*Boardinghouse, Small < 3 rental rooms*[4]	*Boardinghouse, Large < 7 rental rooms*	*Multi-family Dwelling*[5]
Permit Application: Required to identify the name, address, telephone, CDL of onsite dwelling manager. CMMC 13-311(a) + 9-374(a) versus CMMC 13-29(a) + City Form 09/2019	Yes, CC 61, 69; [CUP]; Yes, CC 66, 61-63 [SUP]	Yes, CC 61, 69; [CUP]; Yes, CC 66, 61-63 [SUP]	No, CC 22	No, CC 22	No, CC 22
Permit Application: Required to provide document reflecting criteria for acceptance of resident in dwelling. CMMC 13-311(a) + 9-374(a) versus CMMC 13-29(a) + City Form 09/2019	Yes, CC 61, 69; [CUP]; Yes, CC 66, 61-63 [SUP]	Yes, CC 61, 69; [CUP]; Yes, CC 66, 61-63 [SUP]	No, CC 22	No, CC 22	No, CC 22
Permit Application: Required to provide blank copies of all forms that residents of dwelling are required to complete. CMMC 13-311(a) + 9-374(a) versus CMMC 13-29(a) + City Form 09/2019	Yes, CC 61, 69; [CUP]; Yes, CC 66, 61-63 [SUP]	Yes, CC 61, 69; [CUP]; Yes, CC 66, 61-63 [SUP]	No, CC 22	No, CC 22	No, CC 22
Permit Notice Requirements, July 2017 (17-05) - October 2018 (18-06) time period					
Public notice of hearing on application for special use permit, CMMC 13-311(b) versus CMMC 13-29(c) [07/2017-09/2018]	Notice to be mailed to the ***owner of record and occupants*** of all properties within five hundred (500) feet of the location of the group home.	Notice to be mailed to the ***owner of record and occupants*** of all properties within five hundred (500) feet of the location of the group home.	Notices of the hearing shall be mailed to all ***property owners*** within a five hundred-foot radius of the project site	Notices of the hearing shall be mailed to all ***property owners*** within a five hundred-foot radius of the project site	Notices of the hearing shall be mailed to all ***property owners*** within a five hundred-foot radius of the project site
Occupancy limit on number of residents per dwelling					

CMMC Regulations Governing Residential Uses in City's Multifamily Districts	*Sober Living Home*[2]	*Group Home*[3]	*Boardinghouse, Small < 3 rental rooms*[4]	*Boardinghouse, Large < 7 rental rooms*	*Multi-family Dwelling*[5]
Occupancy limitation	City Housing Element	City Housing Element	State Housing Law/UHC	State Housing Law/UHC	State Housing Law/UHC
On-Site Manager Requirements					
Dwelling must have a 24/7 onsite manager. CMMC 13-311(a)(4) + CMMC 9-274(b)(1) versus State Housing Law	Yes, CC 62, 70	Yes, CC 62, 70	No, State Housing Law	No, State Housing Law	No, State Housing Law
Vehicle Restrictions					
Each dwelling resident limited to one vehicle that must be used as resident's primary form of transportation, 13-311(a)(5) + CMMC 9-274(b)(2)	Yes, CC 62, 70	Yes, CC 62, 70	No	No	No
Resident Parking Restrictions					
Each dwelling resident must park her vehicle on dwelling premises or within 500 feet of dwelling, 13-311(a)(5) + CMMC 9-274(b)(2) versus CMMC Title 10, Ch X (Stopping, Standing and Parking)	Yes, CC 62, 70	Yes, CC 62, 70	No	No	No
Eviction requirements					
Landlord/operator must notify resident's emergency contact, OCHA OC Links Referral Line, and Costa Mesa's Network for Homeless Solutions before an evicting resident, CMMC 13-311(a)(10) + 9-374(b)(6)	Yes, CC 62, 70	Yes, CC 62, 70	No	No	No
Landlord/operator must provide transportation to alternative housing to any resident evicted from dwelling, CMMC 13-311(a)(11) + 9-374(b)(7)	Yes, CC 62, 70	Yes, CC 62, 70	No	No	No

CMMC Regulations Governing Residential Uses in City's Multifamily Districts	*Sober Living Home*[2]	*Group Home*[3]	*Boardinghouse, Small < 3 rental rooms*[4]	*Boardinghouse, Large < 7 rental rooms*	*Multi-family Dwelling*[5]
Landlord/operator must maintain eviction records for one year resident's eviction from dwelling, CMMC 13-311(a)(12) + 9-374(b)(8)	Yes, CC 62, 70	Yes, CC 62, 70	No	No	No
Regulation of Residents within Dwelling					
Each resident of dwelling must actively participate in a legitimate self-improvement program (e.g., 12-step program), CMMC 13-311(a)(14)(i) + 9-374(b)(10)(i)	Yes, CC 63, 71	No	No	No	No
Landlord/operator must maintain records showing that resident is actively participating in a legitimate self-improvement program (e.g., 12-step program), CMMC 13-311(a)(14)(i) + 9-374(b)(10)(i)	Yes, CC 63, 71	No	No	No	No
Landlord/operator must promulgate a rule warning that if a resident refuse to actively participating in a legitimate self-improvement program (e.g., 12-step program), then the resident may be evicted. CMMC 13-311(a)(14)(i) + 9-374(b)(10)(i)	Yes, CC 63, 71	No	No	No	No
Landlord/Operator must prohibit residents from use of any non-prescription drugs. CMMC 13-311(a)(14)(ii) + 9-374(b)(10)(ii)	Yes, CC 63, 71	No	No	No	No

CMMC Regulations Governing Residential Uses in City's Multifamily Districts	*Sober Living Home*[2]	*Group Home*[3]	*Boardinghouse, Small < 3 rental rooms*[4]	*Boardinghouse, Large < 7 rental rooms*	*Multi-family Dwelling*[5]
Landlord/operator must evict any resident caught using any non-prescription drug. CMMC 13-311(a)(14)(ii) + 9-374(b)(10)(ii)	Yes, CC 63, 71	No	No	No	No
Landlord/operator must promulgate a good neighbor policy directing residents "to be considerate of neighbors, including refraining from engaging in excessively loud, profane or obnoxious behavior that would unduly interfere with a neighbor's use and enjoyment of their dwelling unit." CMMC 13-311(a)(14)(vi) + 9-374(b)(10)(v)	Yes, CC 63, 71	No	No	No	No
Landlord/operator must promulgate written protocol for onsite manager to follow in response to a neighbor's complaint. CMMC protocol for 13-311(a)(14)(vi) + 9-374(b)(10)(v)	Yes, CC 63, 71	No	No	No	No
Owner, Landlord, Operator, and Employee Qualification Requirements					
Owner, landlord, or operator of a dwelling is barred from obtaining a Special or Condition Use Permit for that dwelling if she was terminated from a job for sexual harassment, embezzlement, or illegally furnishing alcohol within two years of applying to the City for that zoning permit. CMMC 13-311(b)(2), 9-374(e)(2) versus 13-29(g)(2)	Yes, CC 63, 71	Yes, CC 63, 71	No, CC 25	No, CC 25	No, CC 25

CMMC Regulations Governing Residential Uses in City's Multifamily Districts	*Sober Living Home*[2]	*Group Home*[3]	*Boardinghouse, Small < 3 rental rooms*[4]	*Boardinghouse, Large < 7 rental rooms*	*Multi-family Dwelling*[5]
Owner, landlord, or operator of a dwelling is barred from obtaining a Special or Condition Use Permit for that dwelling if she employs any person who was terminated from a job alcohol for sexual harassment, embezzlement, or illegally furnishing alcohol within two years of applying to the City for that zoning permit. CMMC 13-311(b)(2), 9-374(e)(2) versus 13-29(g)(2)	Yes, CC 63, 71	Yes, CC 63, 71	No, CC 25	No, CC 25	No, CC 25
Owner, landlord, or operator of a dwelling is barred from obtaining a Special or Condition Use Permit for that dwelling if she was convicted or pleaded nolo contendere to any PC 290 sex offense or PC 667.5 felony within 10 years of applying to the City for that zoning permit. CMMC 13-311(b)(2), 9-374(e)(2) versus 13-29(g)(2)	Yes, CC 63-64, 71-72	Yes, CC 63-64, 71-72	No, CC 25	No, CC 25	No, CC 25
Owner, landlord, or operator of a dwelling barred from obtaining a Special or Condition Use Permit for that dwelling if she employs any person who was convicted or pleaded nolo contendere to any PC 290 sex offense or PC 667.5 felony within 10 years of applying to the City for that zoning permit. CMMC 13-311(b)(2), 9-374(e)(2) versus 13-29(g)(2)	Yes, CC 63-64, 71-72	Yes, CC 63-64, 71-72	No, CC 25	No, CC 25	No, CC 25

CMMC Regulations Governing Residential Uses in City's Multifamily Districts	*Sober Living Home*[2]	*Group Home*[3]	*Boardinghouse, Small < 3 rental rooms*[4]	*Boardinghouse, Large < 7 rental rooms*	*Multi-family Dwelling*[5]
Owner, landlord, or operator of a dwelling barred from obtaining a Special or Condition Use Permit for that dwelling if he was convicted or pleaded nolo contendere to any PC 290 sex offense or PC 667.5 felony within 10 years of applying to the City for that zoning permit. CMMC 13-311(b)(2), 9-374(e)(2) versus 13-29(g)(2)	Yes, CC 63-64, 71-72	Yes, CC 63-64, 71-72	No, CC 25	No, CC 25	No, CC 25
Owner, landlord, or operator of a dwelling barred from obtaining a Special or Condition Use Permit for that dwelling if she employs any person who was convicted or pleaded nolo contrendere to any PC 451 arson offense or furnishing any controlled substance within 7 years of applying to the City for that zoning permit. CMMC 13-311(b)(2), 9-374(e)(2) versus 13-29(g)(2)	Yes, CC 63-64, 71-72	Yes, CC 63-64, 71-72	No, CC 25	No, CC 25	No, CC 25
Owner, landlord, or operator of a dwelling barred from obtaining a Special or Condition Use Permit for that dwelling if she is in recovery from abuse of drugs or alcohol and has been abstained for less than one year before applying to the City for that zoning permit. CMMC 13-311(b)(6), 9-374(e)(2) versus 13-29(g)(2)	Yes, CC 64, 72	No	No, CC 25	No, CC 25	No, CC 25

Disability Rights California
California's protection & advocacy system

LEGAL ADVOCACY UNIT
1831 K Street
Sacramento, CA 95811
Tel: (916) 504-5800
Fax: (916) 504-5801
TTY: (800) 719-5798
Intake Line: (800) 776-5746
www.disabilityrightsca.org

January 12, 2026

VIA EMAIL

Kimberly Hall Barlow
Jones Mayer
3777 N. Harbor Blvd.
Fullerton, CA 92835
khb@jones-mayer.com

RE: Costa Mesa's Proposed Revisions to RA Ordinance

Dear Ms. Barlow:

Thank you for the opportunity to review and comment on Costa Mesa's proposed revisions to the City's reasonable accommodation ordinance pursuant to the settlement agreement in the *Insight v. Costa Mesa* case.

In your December 19, 2025 email to us, you said that Costa Mesa was proposing to delete subsection (7) of Section 13-200.62(f) of the City's reasonable accommodation ordinance. You explained that the deletion is proposed because "it is operationally difficult for staff or the applicants to make this determination given lack of information and the difficulties in ensuring that any facilities adequately allow individual(s) with said disability(ies) to live in a residential setting. Furthermore, this subsection is unnecessary given the other provisions of the Reasonable Accommodation Ordinance." We support the deletion of subsection (7) from Section 13-200.62, which requires a finding that "the existing supply of facilities of a similar nature and operation in the community is sufficient to provide individuals with a disability an equal opportunity to live in a residential setting."

The deletion of subsection (7) is an important first step in bringing Costa Mesa's reasonable accommodation ordinance into compliance with state and federal fair housing requirements. However, in order to bring the entire reasonable accommodation regulation into compliance, Costa Mesa will need to make additional changes. Given the structure of the current ordinance, it will be difficult to do that by simply editing or rewording the text. Instead, we propose that the City repeal sections of the ordinance in their entirety and replace them with new ones.

To begin with, Section 13-200.62 (f) has problems that cannot be remedied without restructuring. That section is a list of findings "all of which are required for approval" of a reasonable accommodation request. But the list combines factors that the person or entity requesting the accommodation must establish in order to be entitled to an accommodation, i.e., the topics of Findings (1) and (2), with factors that are the City's burden to establish if it is going to deny the accommodation, i.e., the topics of Findings (3), (5), and (8). These two types of topics need to be separated to clearly delineate who – the person or entity making the request, or the City – bears the burden of proof.

As written, Findings (3), (5), and (8) require affirmative findings that there is no undue financial or administrative burden, no direct threat, and no fundamental alteration for the approval of a reasonable accommodation request. In other words, they require that the City affirmatively find that those factors are *not* present. This has the effect of putting the burden on the person or entity making the request to establish the absence of an undue burden or fundamental alteration. That is contrary to fair housing law, which makes it the City's burden to establish that there *is* an undue burden, direct threat, or fundamental alteration before denying a reasonable accommodation request. Fair housing law does not permit the City to make the establishment of the *absence* of those factors a requirement.

Undue burden, direct threat, and fundamental alteration can properly be in the reasonable accommodation ordinance, but the regulation needs to be structured in a way that makes clear that if the person or entity making the request establishes the factors addressed in Findings (1) and (2), the City must grant the accommodation unless it finds that granting the

accommodation *will* impose an undue financial or administrative burden, *will* result in a direct threat, or *will* result in a fundamental alteration (i.e., the inverse of the current language regarding findings). It does not work to combine them in the same list as the elements that the person or entity making the request has the burden to establish. The two types of findings must be bifurcated.

Moreover, the current structure of the reasonable accommodation ordinance also makes it difficult for the ordinance to adequately reflect the law governing the findings that the City must establish to deny an otherwise valid reasonable accommodation request. For example, where the ordinance authorizes the City to deny a reasonable accommodation request based on a direct threat finding, it must also state that in such a case the City must find that the threat cannot be mitigated by reasonable accommodation. 28 C.F.R. §35.139. A finding that granting a reasonable accommodation would be an undue burden or fundamental alteration must also be made "after considering all resources available for use in the funding and operation of the service, program, or activity, and must be accompanied by a written statement of the reasons for reaching that conclusion." 28. C.F.R. §35.150(a)(3). It will be difficult to add such clarifications in a clear way unless the two types of findings under Section 13-200.62(f) are separated and the findings for which the City bears the burden are written in the affirmative.

Section 13-200.62 (f) also includes factors that do not fall within either the burden of the person or entity making the accommodation request or the allowable reasons for the City to deny a request, but instead layer on additional obligations that are not permitted under fair housing law. Finding (4) requires a finding that the "requested accommodation is consistent with surrounding uses in scale and intensity of use." The City cannot apply different occupancy, use, or development standards to shared housing for people with disabilities as compared to other forms of housing, nor can it require a household of people with disabilities to be limited to fewer people than a single housekeeping unit would be allowed to have. To the extent that a requested accommodation would result in housing that was vastly different from permitted housing uses, City staff could evaluate whether granting the request would constitute a fundamental alteration to a City program or would result in an undue burden or direct threat. But simply having the same number of people that a single housekeeping unit would

be allowed to have, or failing to meet another occupancy or development standard that was not also applied to single housekeeping units, could never fall within one of those permitted reasons for denying an accommodation request. Consistency with other uses should therefore not be listed as a separate required finding.

Likewise, Finding (6) requires in some instances “a finding that the requested accommodation is necessary to make facilities of a similar nature or operation economically viable in light of the particularities of the relevant market and market participants generally.” For the same reasons that the City is removing Finding (7), which also focuses on “facilities of a similar nature and operation” rather than on the specific housing that is at issue for a particular reasonable accommodation request, the City should remove Finding (6). It is just as true that it will be “operationally difficult for staff or the applicants to make this determination given lack of information” for Finding (6) as for Finding (7). Moreover, providing a feasibility study or market study about other housing does not fall within the burden of someone making a reasonable accommodation request. Making such a study a condition of approving a disability-related accommodation is therefore a discriminatory housing practice. This should likewise not be listed as a required finding.

The deletion of Finding (7) should also be accompanied by a revision to the language of Finding (2), which states that, “[t]he requested accommodation is necessary to provide one or more individuals with a disability an equal opportunity to use and enjoy a dwelling.” To ensure that City staff interpret Finding (2) consistent with fair housing laws, by focusing on the housing at issue in the request rather than “facilities of a similar nature and operation” elsewhere, Finding (2) should be revised to refer to an equal opportunity to use and enjoy “their dwelling,” “the dwelling at issue in the accommodation request,” or something similar.

In order to bring the reasonable accommodation ordinance into compliance with federal and state fair housing law, the City will also need to revise other portions of the ordinance. As reflected in the settlement agreement, we would welcome the opportunity to work with the City during that portion of its review of the reasonable accommodation ordinance and to provide feedback on any draft revisions of those other sections.

For those portions of the ordinance as well, it would be most effective for the City to repeal and replace language rather than try to work within the existing structure. For example, Section 13-200.62(b) loads burdensome and irrelevant requirements onto people or entities making reasonable accommodation requests. A lay homeowner who needs an accommodation due to disability should be able to comply with application requirements without having to hire an attorney or other expert to help them understand what they need to do. The City should limit the application to information that is necessary for the City to evaluate whether the person or entity making the request has met their burden, such as the location of the dwelling at issue, the existence of the disability, the nature of the accommodation that is being requested, and the connection between the disability and the requested accommodation. The provisions in Section 13-200.62(b) that require people or entities making reasonable accommodation requests to provide "[a]ny other information that the director reasonably determines is necessary for evaluating the request for reasonable accommodation" ((b)(3)) and "[a]ny other information that the hearing officer reasonably concludes is necessary to determine whether the findings required by subsection (e) of this section can be made" ((b)(7)) are particularly problematic because they are not limited to the information necessary to establish that a person or entity is entitled to a reasonable accommodation.

Section 13-200.62(d) provides that appeals of reasonable accommodation requests will be handled through the same procedures as "any other discretionary permit." However, the appeals process pertaining to reasonable accommodation requests needs to be navigable and manageable by lay people with disabilities. This provision should be repealed and replaced with new language that requires a prompt, clear statement of the reasons for any denial, establishes a simple procedure for requesting an appeal, provides a reasonable deadline for making requests for an appeal, and eliminates the need for individuals or entities to pay for the City's review of their reasonable accommodation determination.

Most importantly, the section of the reasonable accommodation ordinance addressing appeals must exempt them from the review procedures that govern general zoning matters in order to respect the privacy of people's disabilities and disability-related needs during any review process. Hearings regarding reasonable accommodations requests should not be

made by legislative bodies, and no public notice should be made regarding reasonable accommodation reviews. Public hearings create an opening for members of the public to express animus against people with disabilities, which imposes an improper barrier to people seeking such accommodations. For example, at the hearings regarding Insight's reasonable accommodation request, a member of the public told the Planning Commission that a person who is "mentally disabled does not belong in a neighborhood next door to me or any of us in this room," and someone testified to the City Council that the "mentally ill cannot associate with our children, neighbors." As you know, hearing those types of comments was traumatic for our client Ms. Doe, who spoke about her own experiences with mental illness, and the ways that staying at Insight's housing had helped her, at a hearing on Insight's reasonable accommodation request. Not only is the City not obligated to provide the public with a forum to intimidate and humiliate people like Ms. Doe, but the City cannot put people like her through such an ordeal as a condition of having their accommodation request reviewed. Nor can such animus play any part in the City's review of an accommodation request. For similar reasons, the ordinance should also make clear that only the person or entity making the request can appeal a decision regarding a reasonable accommodation, in contrast to the current language which permits virtually anyone – including neighbors with an animus against people with disabilities – to appeal.

Finally, Sections 13-200.62(e) and (g), regarding "considerations," overlap with the required "findings" in Section 13-200.62(f) in a way that impedes consistency with fair housing law. Like Section 13-200.62(f), these sections fail to make clear which elements are the burden of the person making the reasonable accommodation request to establish and which are the City's burden. Many of them are also improper considerations. For example, the City cannot take into account "whether granting the request would be consistent with the City's General Plan." By definition, any reasonable accommodation request pertaining to zoning will be inconsistent with the zoning scheme. "Requiring public entities to make exceptions to their rules and zoning policies is exactly what the FHAA does." *Anderson v. City of Blue Ash*, 798 F.3d 338, 363 (6th Cir. 2015); *City of Edmonds v. Washington State Bldg. Code Council*, 18 F.3d 802, 806 (9th Cir. 1994) (FHA imposes an affirmative duty to reasonably accommodate disabled persons). The question is not whether a requested disability

accommodation is inconsistent with the City's General Plan, but whether granting it would fundamentally alter the General Plan. To take another example, the City cannot take into consideration whether "the accommodation would result in a substantial increase in traffic or insufficient parking" (§ 13-200.62(g)(2)) or "create an institutionalized environment due to the number of and distance between facilities that are similar in nature or operation" (§ 13-200.62(g)(4)) unless it is also doing so with respect to single housekeeping units. Again, the City cannot impose more stringent development or occupancy standards on housing occupied by people with disabilities than on single housekeeping units, nor can it use vague or undefined conditions as a basis for denial of a reasonable accommodation request. These are examples, and not an exhaustive list, of the issues with subsections (e) and (g) of Costa Mesa's reasonable accommodation ordinance. We would be happy to provide additional comments or to discuss with you and with City staff in more detail our further thoughts on bringing the ordinance into compliance with state and federal fair housing requirements.

We appreciate your time and attention to our comments and look forward to working with you and the City further on these important access issues for Costa Mesa residents with disabilities. Please let us know if you would like to discuss any of these issues further.

Sincerely,



Autumn M. Elliott
Law Office of Autumn Elliott

Jia Min Cheng
Managing Attorney
Disability Rights California

Exhibit 2

December 2022

GROUP HOME TECHNICAL ADVISORY

CA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

DIVISION OF HOUSING POLICY DEVELOPMENT



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1. EXECUTIVE SUMMARY

Group homes are an especially important type of housing for persons with disabilities. By supporting their residents' individualized needs while providing flexible and affordable housing options, group homes help persons with disabilities live in deinstitutionalized settings that facilitate their integration into local communities.

In recent years, some local governments have amended their zoning ordinances to add new regulations for group homes, particularly for recovery residences—group homes that provide housing for persons recovering from alcoholism or drug addiction. These amendments have raised concerns that local governments are not complying with their affirmative obligations under state planning and zoning laws to promote more inclusive communities and affirmatively further fair housing (AFFH). These amendments have also generated disputes and confusion over whether local governments are violating fair housing laws by discriminating against persons with disabilities or other protected characteristics.

Among other concerns, local land use policies and practices can block new group homes from opening, force existing ones to close, and impose costs, legal fees, and administrative burdens that make it difficult for group homes to operate. These concerns arise in the context of a shortage of adequate housing for persons with disabilities, which is a particularly acute problem within California's broader housing crisis.

With concerns, disputes, and confusion continuing to grow, this Group Home Technical Advisory (Group Home TA) provides guidance on how state planning and zoning and fair housing laws apply when local governments attempt to regulate group homes through land use policies and practices. It is designed to help local governments comply with their obligations under these state laws, including, for example, the Planning and Zoning Law,[1] Housing Element Law,[2] AFFH provisions,[3] Anti-Discrimination in Land Use Law,[4] and the Fair Employment and Housing Act (FEHA)[5] (collectively, state housing laws).

The California Department of Housing and Community Development (HCD) is issuing the Group Home TA under its authority to provide guidance about housing law and

[1] Gov. Code, § 65000 et seq.

[2] Gov. Code, §§ 65580 ‑ 65589.11.

[3] See, e.g., Gov. Code, §§ 8899.50, 65583, subds. (c)(5),(10).

[4] Gov. Code, § 65008.

[5] Gov. Code, § 12900 et seq.

policy.[6] The primary intended users are local planning agencies and their staff, but group home operators, advocates, and residents may also benefit from this information.

Contents

- **Background information about group homes** and the essential role they play in providing housing for persons with disabilities (pp. 6-8);
- **General guidance about overall state housing law standards** that (1) require local governments to remove constraints on group homes and affirmatively support them, and (2) prohibit local land use policies and practices that discriminate against group home owners, operators, and residents (pp. 8-23);
- **Specific guidance about how these standards apply to common issues** that arise when local governments attempt to regulate group homes through local land use policies and practices (pp. 23-36);
- **Lists of state government resource materials and contacts** (pp. 36-37).

Policy Guidance Summary

The Group Home TA's guidance for how local governments can comply with state housing laws regarding group homes includes the following:

- **Housing Element Law and AFFH.** Assess whether a policy or practice complies with Housing Element Law and AFFH requirements to avoid constraining housing for persons with disabilities and to affirmatively support this housing and its residents' fair housing choices (pp. 8-12). Consider the Group Home TA's examples of specific questions to guide local governments' analysis of these issues (pp.11-12).
- **Discriminatory Purpose or Effect.** Ensure that the policy or practice does not discriminate on the basis of disability or other characteristics protected by state law. Apply the Group Home TA's analysis on how to determine if a policy or practice has a discriminatory purpose or effect and how to implement flexible reasonable accommodation procedures that promptly and efficiently resolve accommodation requests in compliance with state housing laws and regulations. (pp. 12-20).

[6] See, e.g., Health & Saf. Code, §§ 50152, 50406, subds. (e), (n), 50456, subd. (a), 50459, subd. (a); Gov. Code, § 65585, subd. (a). The Group Home TA is intended to provide general informational guidance only. It does not constitute legal advice.

- **Supportive and Transitional Housing.** Comply with the specific protections for group homes that fall within the definitions of supportive or transitional housing (pp. 20-22).

- **State and Federal Law Distinctions.** Confirm that a policy or practice complies with state housing laws even if it complies with federal law, because California law provides broader and different protections than federal law (pp. 22-23).

- **Definition of Single-Family Residence**. Avoid restrictive definitions of single housekeeping units or single-family homes that impermissibly constrain group homes from locating in single-family zones. This includes, for example, avoiding definitions that equate group homes with boardinghouses, require all residents to share a common deed or lease, overly scrutinize residents' living arrangements, or automatically exclude group homes that are owned by for-profit businesses or pay staff to help manage a home's operations (pp. 24-25).

- **Group Homes that Do Not Provide Licensable Services.** Allow group homes that operate as single-family residences and that do not provide licensable services to locate in single-family neighborhoods, subject only to the generally applicable, nondiscriminatory health, safety, and zoning laws that apply to all single-family residences (pp. 25-26).

- **Group Homes that Provide Licensable Services to Six or Fewer Residents.** Allow group homes that operate as single-family residences and that provide licensable services to six or fewer residents to locate in single-family neighborhoods, subject only to the generally applicable, nondiscriminatory health, safety, and zoning laws that apply to all single-family residences (pp. 25-26).

- **Group Homes that Provide Licensable Services to Seven or More Residents.** Ensure that any permitting or approval requirements for group homes that provide licensable services to seven or more residents are consistent with state housing laws (pp. 25-26).

- **Preexisting Nonconforming Uses.** Avoid retroactively applying a new zoning provision to group homes that were already operating before the provision was enacted (p. 27).

- **Spacing Requirements.** Avoid requirements for minimum spacing between group homes that go beyond those the Legislature has specified for limited types of licensed facilities and that conflict with state housing laws (pp. 27-29).

- **Occupancy Limits and Building, Fire, or Other Health and Safety Code Requirements.** Apply the same, generally applicable, nondiscriminatory occupancy limits and other building, fire, health, and safety requirements to group homes that apply to other housing, subject to reasonable accommodation requirements or the Legislature's requirements for specific types of licensed facilities, such as those serving persons with limited mobility (p. 29).

- **Other Requirements for Group Home Operators and Residents.** Avoid the other examples of special requirements for operators and residents discussed that can overly constrain group homes, conflict with the duty to affirmatively support this housing, and discriminate on the basis of disability and other protected characteristics. Examples discussed include, among other things, parking requirements, restrictions on residents or staff, neighborhood notice requirements, and local law enforcement registration requirements (pp. 30-33).

- **State Administrative Procedures for Investigating Licensing Issues.** Use the Department of Health Care Services (DHCS) or California Department of Social Services (CDSS) processes for investigating and resolving complaints that unlicensed group homes are providing services that require licenses from these departments (pp. 33-35).

- **Public Nuisance and Other Code Enforcement Actions.** Use generally applicable, nondiscriminatory laws and code enforcement procedures to investigate and, if appropriate, prosecute group home operators that are creating public nuisances; violating building, housing, fire, or other public health and safety codes; committing fraud; or engaging in other unlawful activities (p. 36).

This summary and the Group Home TA are not intended as all-inclusive guides to every issue that might arise when local governments attempt to regulate group homes. But by following the Group Home TA's framework and considering how it applies to the examples of common issues, local governments can ensure that their land use policies and practices comply with state housing laws.

Conclusion

Local governments that follow the Group Home TA's guidance can still address concerns about group homeowners or operators that mistreat or abuse their residents, engage in insurance fraud or other illegal practices, or operate their homes in unsafe manners or in ways that create public nuisances. But research has shown that these problems are limited to a small minority of group homes, with the majority of group homes being well managed and operating compatibly with their surrounding neighborhoods, while providing essential housing resources. Focusing on individual

group homes that are problematic is more consistent with state law and helps avoid adopting overly broad and constraining zoning regulations for all group homes.

2. TERMS USED

Different laws use the term “group homes” to refer to different types of housing for different populations covered by different regulatory schemes. The following terms refer to various types of residences in which unrelated persons share the residence**:**

- **Shared Living Residences**—any housing shared by unrelated persons, including, for example, group homes, recovery residences, some community care residential facilities, some supportive and transitional housing, emergency shelters, boardinghouses, dormitories, etc.

- **Group Homes**—housing shared by unrelated persons with disabilities that provide peer and other support for their residents’ disability related needs and in which residents share cooking, dining, and living areas, and may, in some group homes, participate in cooking, housekeeping, and other communal living activities.

- **Licensed Group Homes**—group homes that provide services that require licenses under state law.

- **Unlicensed Group Homes**—group homes that may provide some supportive services for their residents but not services that require licenses under state law.

- **Recovery Residences** or **Sober Living Homes**—group homes for persons recovering from alcoholism or drug addiction in which the residents mutually support each other's recovery and sobriety and that do not require licenses from DHCS because they do not provide alcoholism or drug addiction recovery and treatment services.

- **Alcohol or Other Drug (AOD) Facilities**—residential facilities that must obtain licenses from DHCS because they provide alcoholism or drug addiction recovery and treatment services.[7]

[7] See, e.g., Health & Saf. Code, § 11834.02.

- **Community Care Residential Facilities**—residential facilities that must obtain licenses from CDSS because they provide 24-hour nonmedical care and supervision for adults or children.[8]

3. BACKGROUND

Among the many reasons that group homes are essential housing for persons with disabilities is the support these homes provide for their residents' individualized, disability-related needs. This includes the peer support that group homes encourage their residents to provide to each other when sharing a home, as well as the services these homes can provide. These services range from basic support for independent living to more intensive care and supervision services that require state licenses. By providing peer support, services, or both, group homes help their residents live in deinstitutionalized settings and integrate into local communities. For these and other reasons, as the California Legislature has recognized, "'persons with disabilities . . . are significantly more likely than other persons to live with unrelated persons in group [homes].'"[9]

Because group homes are such important housing resources for persons with disabilities, state law not only protects them from discriminatory land use policies and practices, it mandates that local governments affirmatively support group homes locating in their communities.[10] Federal law also protects group homes, leading courts across the country to conclude that "'encourag[ing] and support[ing] handicapped persons' right to live in a group home in the community of their choice'" is "'the public policy of the United States.'"[11]

The communities of choice for many group homes are often single-family neighborhoods. Recovery residences, for example, often locate in single-family

[8] See, e.g., Health & Saf. Code, §§ 1502, 1568.01, 1569.2, subds. (o)-(p).
[9] *Broadmoor San Clemente Homeowners Ass'n v. Nelson*, (1994) 25 Cal.App.4th 1, 6, quoting Stats. 1993, ch. 1277, § 18; 12 West Cal.Legis.Services, p. 6038.
[10] See, e.g., Gov. Code, §§ 8899.50, 65583, subds. (a)(1), (a)(7), (c)(10).
[11] *Broadmoor*, 25 Cal.App.4th at 9, quoting *Rhodes v. Palmetto Pathway Homes, Inc.* (South Carolina 1991) 303 S.C. 308, 400 S.E.2d 484, 486.

neighborhoods because this helps "'recovering addicts' reintegration into society and redevelopment of self-sufficiency."[12]

But "for every group home that is successfully established, experts estimate that another closes or never opens because of community opposition."[13] The legislative history of the Fair Employment and Housing Act (FEHA), Government Code section 12900 et seq., and federal Fair Housing Act ("FHA"), 42 U.S.C. section 3601 et seq., show that the Legislature and Congress considered local governments' longstanding practices of using land use ordinances to exclude group homes when amending these civil rights laws to protect housing for persons with disabilities.[14]

Local opposition to group homes is often based on fears that they will disrupt neighborhoods, increase crime rates or drug use, generate excessive traffic and parking, or lower property values. But numerous studies, representing decades of research, have found that fears like these are unfounded.[15] In fact, studies have shown that group homes are often the best maintained properties on their blocks and function so much like other homes "that most neighbors within one to two blocks . . . do not even know that a group home . . . is nearby."[16]

This is not to minimize very real problems that have arisen at some group homes. In particular, some local governments have raised concerns based on problems at some recovery residences operated by unscrupulous owners seeking to maximize their profits

[12] Laurie C. Malkin, *Troubles at the Doorstep: The Fair Housing Amendments Act of 1988 and Group Homes for Recovering Substance Abusers* (1995) 144 U. Pa. L. Rev. 757, 772-73 & nn. 55-60; *Oxford House, Inc. v. Township of Cherry Hill* ("*Cherry Hill*") (D. New Jersey 1992) 799 F.Supp. 450, 453.
[13] Malkin, *supra*, n. 12 at 795 & n. 171.
[14] See, e.g., *Broadmoor*, *supra*, 25 Cal. App. 4th at 6, quoting Stats.1993, ch. 1277, § 18; 12 West Cal.Legis.Services, p. 6038; H.R. Rep. 100-711, 23-24, reprinted in 1988 U.S.C.C.A.N. 2173, 2184-2185.
[15] See, e.g., Malkin, *supra*, n. 12 at 797-798 & nn. 181-184; Council of Planning Librarians, *There Goes the Neighborhood - A Summary of Studies Addressing the Most Often Expressed Fears about the Effects Of Group Homes on Neighborhoods in which They Are Placed* (Bibliography No. 259) (Apr. 1990); Senate Comm. on Health Analysis of SB 786, Feb. 17, 2017 at 3, 5.
[16] Daniel Lauber, *A Real LULU: Zoning for Group Homes and Halfway Houses Under The Fair Housing Amendments Act of 1988* (Winter 1996) 29 J. Marshall L. Rev. 369, 384-385 & n. 50-52.

at the expense of their residents' wellbeing. These problems have included neglecting and abusing residents, engaging in insurance fraud, and creating public nuisances.[17]

While these are very real concerns, the examples of exploitive, abusive, and illegal practices appear to be limited to a small minority of recovery residences.[18] Moreover, in contrast to laws specially designed to address fraud, violations of state licensing laws, or health and safety violations and public nuisances, local land use policies are often too blunt and too broadly sweeping for properly addressing these problems. They risk continuing the history of discrimination against group homes by doing more to constrain and exclude well-functioning ones than they do to abate problems at dysfunctional ones.

Before local governments amend their zoning ordinances to regulate group homes, they should first determine if the proposed amendments will comply with state housing laws. They should apply the Group Home TA's framework and consider its examples of common issues that arise when local governments attempt to use land use laws to regulate group homes.

4. Framework for Assessing if Local Land Use Policies and Practices Comply with State Housing Laws' Protections of Group Homes

Confirming that local land use policies and practices for group homes comply with state housing laws involves assessing whether they comply with requirements for local governments to affirmatively support this housing in their communities and whether they discriminate on the basis of disability or other protected characteristics. Both assessments are necessary to confirm that a local land use policy or practice complies with state housing laws. Although the Group Home TA discusses Housing Element Law

[17] See, e.g., Samantha Schmidt, *Drug Rehab 'Mogul' Convicted of Sexually Assaulting 7 Female Patients at Treatment Centers*, Washington Post, Feb. 27, 2018, https://www.washingtonpost.com/news/morning-mix/wp/2018/02/27/drug-rehab-mogul-convicted-of-sexually-assaulting-7-female-patients-at-treatment-centers/; Danielle L. Liberman, Current Development, *Not Too Sunny in the Sunshine State: The Need to Improve Florida's Opioid Abuse Treatment Centers to Combat the National Public Health Crisis*, 31 Geo. J. Legal Ethics 723, 735-738 (2018).

[18] See, e.g., Government Accounting Office, *Report to Congressional Requesters: Substance Use Disorder – Information on Recovery Housing Prevalence, Selected States' Oversight, and Funding* ("*GAO Report*") (March 2018) at 7-9 & n.18, available at https://www.gao.gov/assets/gao-18-315.pdf; see also studies cited *supra*, nn. 15-16.

and AFFH requirements before fair housing laws, local governments can assess their compliance with these laws in any order.

A. Do the Policies and Practices Comply with Housing Element Law and AFFH Requirements?

California law has long promoted more inclusive communities, such as by requiring local governments to protect and promote housing for persons with special needs, including, among others, lower income households and persons with disabilities or who have experienced homelessness.[19] Housing Element Law requires local governments to analyze the special housing needs of these populations and develop policies and programs to address those needs.[20]

As of January 1, 2019, AB 686 built upon these existing obligations to broadly require all state or local governments involved in programs or activities related to housing or community development to affirmatively further fair housing and take no actions inconsistent with this requirement.[21] The Legislature defined AFFH, to mean:

> taking meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics. Specifically, affirmatively furthering fair housing means taking meaningful actions that, taken together, address significant disparities in housing needs and in access to opportunity, replacing segregated living patterns with truly integrated and balanced living patterns, transforming racially and ethnically concentrated areas of poverty into areas of opportunity, and fostering and maintaining compliance with civil rights and fair housing laws.[22]

In AB 686, the Legislature also amended Housing Element Law to include new, specific AFFH requirements starting in 2021 for local governments when they prepare and implement housing elements. These requirements include, for example, identifying and addressing fair housing issues; analyzing integration and segregation patterns;

[19] See, e.g., Gov. Code, § 65583, subds. (a)(1), (a)(7); Housing Elements Building Blocks, available at https://www.hcd.ca.gov/planning-and-community-development/housing-elements/building-blocks.
[20] See, e.g., Gov. Code, § 65583, subds. (a)(7), (c).
[21] Gov. Code, § 8899.50, subd. (a)(2).
[22] *Id.* at (a)(1).

analyzing patterns and trends of disparate housing needs and disproportionate access to housing opportunities; and setting specific goals, adopting responsive policies, and taking effective actions that will affirmatively further fair housing.[23]

Taken together, the earlier Housing Element Law provisions and the newer AFFH requirements clarify local governments' affirmative responsibilities regarding group homes. As the historical record and California and federal legislative histories confirm, local land use laws have too often treated group homes as problems to be avoided or restricted. Local governments' obligations under state law have been misunderstood as being limited to avoiding discrimination and meeting a minimum threshold for fulfilling the locality's share of regional housing needs for persons with disabilities.

But local governments must go beyond these basic requirements by actively supporting the inclusion of group homes in their communities and removing constraints on this housing. This includes, for example, supporting the housing choices of individuals with protected characteristics.[24] Persons with disabilities have the right to live in accessible housing in the most integrated setting appropriate to their needs, which includes having access to disability-related support and services that individuals need to live in deinstitutionalized settings.[25] Local governments must also avoid policies that unjustifiably displace group home occupants from their homes.[26]

HCD has previously issued guidance about local governments' obligations under older Housing Element Law provisions and the more recently enacted AFFH provisions. These guidance documents are available through links listed under the Planning and Community Development tab on HCD's website.[27] Local governments should read the detailed guidance provided in these documents, which include:

- Affirmatively Furthering Fair Housing: Guidance for All Public Entities and for Housing Elements (April 2021 Update),[28]
- Housing Element Building Blocks,[29]

[23] See, e.g., Gov. Code, § 65583, subd. (c)(10).
[24] See, e.g., Gov. Code, § 65583, subd. (c)(10)(A)(iv); 24 C.F.R § 5.151 (2022).
[25] See, e.g., *Olmstead v. Zimring* (1999) 527 U.S. 581, 602, 607; 24 C.F.R. § 5.151 (2022); 28 C.F.R. § 35.130(d), (e)(1) (2022).
[26] Gov. Code. § 65583, subd. (c)(10)(A)(v).
[27] Available at https://www.hcd.ca.gov/.
[28] Available at http://www.hcd.ca.gov/community-development/affh/docs/AFFH_Document_Final_4-27-2021.pdf.
[29] Available at https://www.hcd.ca.gov/planning-and-community-development/housing-elements/building-blocks.

- Housing Element Building Blocks – Persons with Disabilities,[30] and
- Housing Element Building Blocks – Constraints for People with Disabilities.[31]

HCD's earlier guidance documents discuss in more detail how local governments can assess their compliance with Housing Element Law and AFFH requirements. The following types of questions can help local jurisdictions assess if they are meeting their affirmative obligations to protect and promote the housing rights of persons with disabilities:[32]

- **Has the jurisdiction analyzed the special housing needs of persons with disabilities** by including in this analysis, among other things:
  - data about the number of persons and households in this group?
  - quantifiable and qualitative descriptions of their housing needs and descriptions of existing resources or programs for them?
  - assessments of unmet needs?

- **Has the jurisdiction analyzed and explained how it will meet those needs** by, among other things:
  - identifying potential programs, policy options, and resources?
  - discussing local resources and service providers?
  - identifying housing types that can accommodate persons with disabilities?
  - developing housing programs or strategies to address identified needs?

- **Has the jurisdiction analyzed and removed constraints on housing for persons with disabilities** by, among other things:
  - analyzing potential governmental constraints to the development, improvement, and maintenance of housing for persons with disabilities?
  - examining ordinances, policies, or practices that are unjustifiably having the effect of constraining or excluding housing variety and availability for persons with disabilities?
  - providing reasonable accommodations for persons with disabilities through programs that remove constraints?
  - ensuring that its reasonable accommodation procedures comply with state fair housing laws and regulations?
  - in general, demonstrating local efforts to remove constraints?

[30] Available at https://www.hcd.ca.gov/planning-and-community-development/housing-elements/building-blocks/people-disabilities-including-developmental-disabilities.
[31] Available at https://www.hcd.ca.gov/planning-and-community-development/housing-elements/building-blocks/constraints-people-disabilities.
[32] See, e.g., Gov. Code, §§ 8899.50, 65583, subds. (a)(4), (7), (c)(3), (5), (10).

- **Has the jurisdiction met its AFFH obligations for persons with disabilities** by, among other things:
  - actively supporting their integration into the local community?
  - actively supporting their fair housing rights, including their right to choose where to live and to access housing opportunities with services and support for their disabilities?
  - considering whether policies and practices are displacing persons with disabilities from their homes?
  - examining and redressing segregated living patterns?
  - fostering the integration of persons with disabilities into the community?
  - conducting outreach and education in the community to support the fair housing rights of persons with disabilities?
  - identifying and analyzing any policies or practices that have the purpose or effect of discriminating against persons with disabilities, perpetuating their segregation, or impeding their integration?
  - examining any justifications for policies or practices with discriminatory effects and identifying and implementing less discriminatory alternatives?

- **Has the jurisdiction conducted individualized, evidence- and data-based research and analysis**, including for:
  - any specific benefits that it believes a land use policy or practice regarding group homes will provide to persons with disabilities?
  - any specific health or safety issues that a jurisdiction believes justify land use polices or practices regarding group homes?[33]

B. Do the Policies and Practices Unlawfully Discriminate Based on Disability or Other Protected Characteristics?

In addition to the laws requiring local governments to affirmatively support group homes, state fair housing laws prohibit jurisdictions from discriminating against them.[34] For example, the Anti-Discrimination in Land Use Law, Government Code section 65008,

[33] See, e.g., Cal. Code Regs., tit. 2, §§ 12042, subd. (f), 12179, subd. (b)(3).
[34] Fair housing laws protect group homes. See, e.g., Cal. Code Regs., tit. 2, § 12005, subd. (o); *Lakeside Resort Enterprises, LP v. Board of Sup's of Palmyra Twp*. (3d Cir. 2006) 455 F.3d 154, 159–60. See also *infra* at pp. 22-23 (explaining that while federal fair housing cases can provide important guidance for interpreting state fair housing laws, California's fair housing and disability rights laws provide broader protections than federal laws).

prohibits discriminatory local land use policies and practices and declares any such discriminatory policies or practices null and void.[35] This includes discrimination based on any characteristic protected by the FEHA and other state civil rights laws.[36]

Disability rights protections extend to persons with disabilities, persons regarded or treated as having, or having had, a disability, or persons with a record or history of a disability.[37] Complying with fair housing requirements for individuals with certain types of disabilities, such as individuals with developmental disabilities, will not excuse unlawful discrimination against other individuals with other types of disabilities, such as individuals recovering from alcoholism or drug addiction.[38]

The Anti-Discrimination in Land Use Law also includes protections not specified in the FEHA, such as prohibitions against land use policies and practices that discriminate against housing for "persons or families of very low, low, moderate, or middle income."[39] Therefore, depending on a group home's intended occupants, jurisdictions must consider whether their policies discriminate against not only persons with disabilities, but, for example, very low- or low income households if the residence is designed for persons with disabilities who have experienced homelessness.

State fair housing laws protect not only group homes' occupants, but other persons associated with them or other persons who may be harmed by discriminatory land use policies and practices, such as group homes' operators, owners, and landlords.[40]

[35] Gov. Code, § 65008, subds. (a), (b)(1). The FEHA similarly prohibits discriminatory land use policies and practices. Gov. Code, § 12955, subd. (l); Cal. Code Regs., tit. 2, §§ 12161, 12162. See also Government Code section 11135 (prohibiting discrimination by recipients of state funding or financial assistance).
[36] See, e.g., Gov. Code, §§ 65008, subds. (a)(1)(A), (b)(1)(B)(i), 65583, subd. (c)(5).
[37] Gov. Code, § 12926, subds. (j), (m); 42 U.S.C. § 3602(h); Joint Statement of the Department of Housing and Urban Development and the Department of Justice – State and Local Land Use Laws and Practices and the Application of the Fair Housing Act (Nov. 10, 2016) at 6 ("HUD – DOJ 2016 Jt. Stmt. on Local Land Use Laws"), available at https://www.justice.gov/opa/file/912366/download.
[38] Recovering from alcoholism or drug addiction is a disability protected by fair housing laws. See, e.g., *City of Edmonds v. Washington State Bldg. Code Council*, 18 F.3d 802, 803 (9th Cir.1994), aff'd *City of Edmonds v. Oxford House* (1995) 514 U.S. 725; *Cherry Hill*, supra, 799 F.Supp. at 459; HUD – DOJ 2016 Jt. Stmt. on Local Land Use Laws at 6.
[39] Gov. Code, § 65008, subds. (a)(3), (b)(1)(C).
[40] Gov Code § 65008, subds. (a)(1)(A), (b)(1)(B)(ii), incorporating Gov. Code, § 12955, subd. (m).

Identifying and correcting discriminatory land use policies and practices requires understanding three general types of discrimination:

1. intentional discrimination,
2. discriminatory effects, and
3. failure to provide reasonable accommodations.[41]

i. Intentional Discrimination

Intentional discrimination includes "an act or failure to act" in which any protected characteristic "is a motivating factor . . . even though other factors may have also motivated the practice."[42] Unlike employment discrimination law, in which plaintiffs must prove that a defendant's action or inaction was substantially motivated by a discriminatory purpose, under fair housing law, a "housing practice" can be found illegal if it "demonstrates an intent to discriminate in any manner."[43]

Intentional discrimination is best understood as purposeful discrimination because it "does not require proof of personal prejudice or animus."[44] Even if local officials are not hostile towards persons with disabilities or act with benign intents to help them, a discriminatory policy or practice can still be unlawful. It is also unlawful for government officials to acquiesce to members of the public's prejudicial views even if the officials themselves do not share those views.[45]

Establishing intentional discrimination often involves evidence that persons with protected characteristics were treated worse than others without those characteristics. But this is only one way to prove discrimination.[46] Intentional discrimination does not require "the existence of a similarly situated entity who or which was treated better . . . ."[47] A local land use policy or practice that "inflicts collateral damage by harming some, or even all, individuals from a favored group in order to successfully

[41] Although these are some of the most common, general types of discrimination issues that arise with local land use policies and practices, this is not an exhaustive list. See, e.g., Cal. Code Regs., tit. 2, §§ 12161-62 (listing more detailed examples).
[42] Gov. Code, § 12955.8; *Harris v. City of Santa Monica* (2013) 56 Cal.4th 203, 217-218; Cal. Code Regs., tit. 2, § 12041, subd. (b).
[43] Gov. Code, § 12955.8.
[44] Cal. Code Regs., tit. 2, § 12041, subd. (b).
[45] Cal. Code Regs., tit. 2, § 12161, subd. (c).
[46] *Pacific Shores Properties, LLC v. City of Newport Beach* (9th Cir. 2013) 730 F.3d 1142, 1158-1159.
[47] *Id*. at 1158.

harm members of a disfavored class does not cleanse the taint of discrimination."[48] Sometimes it "simply underscores the depth of the defendant's" discriminatory intent.[49]

Intentional discrimination can be established through facial discrimination, direct evidence, or circumstantial evidence.

FACIAL DISCRIMINATION

Facially discriminatory laws or policies explicitly regulate housing or take an adverse action based on a protected characteristic.[50] Local governments can engage in facial discrimination even when a law or policy does not expressly refer to, for example, group homes or persons with disabilities. "Proxy discrimination is a form of facial discrimination" in which a jurisdiction:

> enacts a law or policy that treats individuals differently on the basis of seemingly neutral criteria that are so closely associated with the disfavored group that discrimination on the basis of such criteria is, constructively, facial discrimination against the disfavored group. For example, discriminating against individuals with gray hair is a proxy for age discrimination because the fit between age and gray hair is sufficiently close.[51]

To avoid liability for a law or policy that facially discriminates against persons with disabilities, a local government must show that the policy:

> (1) either (a) actually benefits persons with disabilities or (b) is justified by individualized safety concerns raised by the persons the policy affects, and
>
> (2) is "the least restrictive means of achieving" one or both of these goals.[52]

[48] *Id*. at 1159.
[49] *Id*. See also *id*. at 1158 – 1162 & n. 23.
[50] Cal. Code Regs., tit. 2, § 12040, subd. (c).
[51] *Pacific Shores Properties*, 730 F.3d at 1160 n. 23, internal quotations and citations omitted.
[52] Cal. Code Regs., tit. 2, §§ 12042, subd. (f), 12161, subd. (d); *Larkin v. State of Mich. Dept. of Social Services* (6th Cir. 1996) 89 F.3d 285, 290.

These justifications for facial discrimination are “extremely narrow exception[s],” and jurisdictions should be wary of relying on them.[53] Jurisdictions must support them with at least, if not more than, the specific and thorough analysis and evidence required by Housing Element Law, including its AFFH provisions. Generalized concerns or ones based on stereotypes will not suffice.[54] Jurisdictions should also consider less discriminatory alternatives.[55] And in light of jurisdictions’ obligations to “protect existing residents from displacement” and otherwise affirmatively further fair housing, laws or policies that displace group home occupants from their current, chosen residences warrant especially thorough scrutiny.[56]

Direct evidence

Direct evidence includes written or oral statements showing in themselves that a protected characteristic was a motivating factor in a local jurisdiction’s decision. Direct evidence can itself establish a violation. The affirmative defenses for facial discrimination claims do not apply to direct evidence claims.[57]

Circumstantial Evidence

Even when policies or statements in themselves do not establish a discriminatory intent, local land use policies and practices can still be found discriminatory based on circumstantial evidence, which can include: (1) the policy’s or practice’s impact, (2) its historical background, (3) the more recent, specific sequence of events leading up to it, (4) departures from usual procedures, (5) departures from usual substantive standards, and (6) the legislative or administrative history.[58]

[53] *Dothard v. Rawlinson* (1977) 433 U.S. 321, 334; *Bangerter v. Orem City Corp.* (10th Cir. 1995) 46 F.3d 1491, 1504; see also *Koire v. Metro Car Wash* (1985) 40 Cal.3d 24, 31 nn. 7, 8 (explaining that public policy exceptions to Unruh Act’s prohibitions of discrimination are “rare” and “should be carefully and narrowly construed”).
[54] *Larkin*, 89 F.3d at 291-292 (rigorously examining and rejecting an agency’s justifications and evidence for spacing and community notice requirements for group homes in holding that they violate the FHA).
[55] Cal. Code Regs., tit. 2, § 12042, subd. (f).
[56] See, e.g., Gov. Code, § 65583, subds. (c)(10)(A)(iv), (v).
[57] See, e.g., Cal. Code Regs., tit. 2, § 12042, subds. (c)-(e).
[58] HUD – DOJ 2016 Jt. Stmt. on Local Land Use Laws at 4, citing *Village of Arlington Heights v. Metro. Hous. Dev. Corp.* (1977) 429 U.S. 252, 265-68.

These factors are not the only ones that may be considered.[59] And "very little evidence" is needed to "raise a genuine issue" of a discriminatory intent.[60] Procedural or substantive departures from AFFH or housing element requirements when regulating group homes would be relevant evidence to consider in assessing if local officials acted for discriminatory purposes.

ii. DISCRIMINATORY EFFECTS

Even if a local government has not acted with a discriminatory purpose, its land use policies or practices can be found unlawful if they have an unjustified discriminatory effect. A discriminatory effect is generally established through statistical evidence showing that a policy or practice actually or predictably results in a disparate impact on a group of persons with protected characteristics or that it perpetuates segregation.[61]

If a local land use practice is found to have a discriminatory effect, a jurisdiction can avoid liability if it shows there is a legally sufficient justification for its policy or practice.[62] A jurisdiction must establish each of the following:

> (1) The practice is necessary to achieve one or more substantial, legitimate, nondiscriminatory purposes;
>
> (2) The practice effectively carries out the identified purpose;
>
> (3) The identified purpose is sufficiently compelling to override the discriminatory effect; and
>
> (4) There is no feasible alternative practice that would equally or better accomplish the identified purpose with a less discriminatory effect.[63]

Generalized or hypothetical analysis of these elements will not suffice. They must be "supported by evidence."[64]

To comply with Housing Element Law, including its AFFH provisions, a jurisdiction should not wait for group home occupants or operators to bring discriminatory effects claims but should research on its own whether its policies or practices have discriminatory effects on these residences. If so, the jurisdiction should also complete

[59] *Pacific Shores Properties*, 730 F.3d at 1159.
[60] *Id.*; Gov. Code, § 12955.8; Cal. Code Regs., tit. 2, § 12041, subd. (b).
[61] Cal. Code Regs., tit. 2, § 12060, subd. (b).
[62] Cal. Code Regs., tit. 2, § 12062, subd. (b).
[63] *Id.*
[64] Cal. Code Regs., tit. 2, § 12062, subd. (c).

the evidence-based analysis needed to determine whether there are legally sufficient justifications for these discriminatory policies or practices, including analyzing less discriminatory alternatives.

iii. Reasonable Accommodations

Discrimination can also arise from a jurisdiction failing "to make reasonable accommodations in rules, policies, practices, or services when these accommodations may be necessary to afford a disabled person equal opportunity to use and enjoy a dwelling."[65] A request for a reasonable accommodation may only be denied if:

> (1) The individual on whose behalf the accommodation was requested is not an individual with a disability;
>
> (2) There is no disability-related need for the requested accommodation (in other words, there is no [connection] between the disability and the requested accommodation);
>
> (3) The requested accommodation would constitute a fundamental alteration of the services or operations of the person who is asked to provide the accommodation.
>
> (4) The requested accommodation would impose an undue financial and administrative burden on the person who is asked to provide the accommodation; or
>
> (5) The requested accommodation would constitute a direct threat to the health or safety of others (i.e., a significant risk of bodily harm) or would cause substantial physical damage to the property of others, and such risks cannot be sufficiently mitigated or eliminated by another reasonable accommodation . . . .[66]

Three common issues, among others, can arise when group home operators or occupants request reasonable accommodations in local land use policies and practices:

1. **While a jurisdiction should adopt a formal reasonable accommodations process so that, among other reasons, the public knows how to request accommodations, these processes should be flexible enough to promptly and efficiently resolve accommodations requests without creating**

[65] Gov. Code, § 12927, subd. (c)(1).
[66] Cal Code Regs., tit. 2, § 12179.

unnecessary procedural barriers.[67] These processes should allow group home operators to request reasonable accommodations "at any time . . . while seeking or enjoying a housing opportunity," including, for example, when: (1) considering whether to buy or lease a home; (2) filing a permit application, or (3) responding to allegations they have violated a zoning code or other ordinance.[68] If local governments are repeatedly denying accommodation requests or delaying resolving them, they should analyze whether this is due to the requestors failing to provide sufficient information and support or to procedures erecting impermissible barriers to accommodations.[69]

2. **"'[I]n most cases, an individual's medical records or detailed information about the nature of a person's disability is not necessary'" to establish that a person has a disability or that this disability requires a reasonable accommodation in a land use policy or practice.**[70] A reliable third party with knowledge of a person's disabilities can usually provide sufficient information for assessing a request for an accommodation in a local land use policy or practice.[71] For example, it is well established that persons recovering from alcoholism or drug addiction have disabilities and that recovery residences support their recoveries. Thus, information provided by a recovery residence operator, such as its occupancy or other policies, for example, should generally suffice to establish its occupants have disabilities and the justifications for the

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[67] See, e.g., *id.* at §§ 12176, subd. (c), 12178.
[68] See, e.g., *id.* at § 12176, subd. (f).
[69] See, e.g., *id.* at § 12177; see also these examples of reasonable accommodation ordinances: Oakland Mun. Code, ch. 17.131, available at https://library.municode.com/ca/oakland/codes/planning_code?nodeId=TIT17PL_CH17.131REACPOPR; Model Ordinance for Providing Reasonable Accommodation Under Federal and State Fair Housing Laws ("Model Reasonable Accommodation Ordinance"), Mental Health Advocacy Services, Inc. (September 2003), available at https://www.hcd.ca.gov/community-development/building-blocks/program-requirements/address-remove-mitigate-constraints/docs/model_reasonable_accomodation_ordinance.pdf.
[70] Supplement to Initial Statement of Reasons for FEHC's Fair Housing Regulations at 26, quoting HUD DOJ May 17, 2004 Joint Statement on Reasonable Accommodations, available at https://www.dfeh.ca.gov/wp-content/uploads/sites/32/2019/07/FairHousingReg-SupplementInitialStatementReasons.pdf.
[71] Cal. Code Regs., tit. 2, § 12178.

requested accommodations, allowing local officials to assess the request without probing into the occupants' private medical records or histories.[72]

3. **Denials of reasonable accommodation requests must be based on individualized assessments, and specific evidence, not generalized or speculative concerns about group homes or persons with disabilities.** The state's fair housing regulations provide specific guidance about the type of evidence required to meet this standard.[73]

5. Supportive Housing and Transitional Housing Requirements

If a group home operates in ways that fall within the statutory definitions of supportive housing or transitional housing, jurisdictions must also comply with Housing Element Law's specific protections of these types of housing. This section summarizes these protections, which are explained more fully in other HCD guidance documents, including:

- Housing Accountability Act Technical Assistance Advisory (Sep. 15, 2020),[74]
- Housing Element Building Blocks – Zoning for a Variety of Housing Types,[75]
- Senate Bill 2 – Legislation Effective January 1, 2008: Local Planning and Approval for Emergency Shelters and Transitional and Supportive Housing (Apr. 10, 2013 update),[76] and
- Transitional and Supportive Housing, Chapter 183, Statutes of 2013 (SB 745) (Apr. 24, 2014).[77]

[72] *Id*; *Regional Economic Community Action Program, Inc. v. City of Middletown* (2d Cir. 2002) 294 F.3d 35, 47-48 & n.3, superseded on other grounds as stated in *Brooker v. Altoona Housing Authority* (W.D. Penn 2013) 2013 WL 2896814 at *9 n. 8.
[73] Cal. Code Regs., tit 2, § 12179.
[74] Available at https://www.hcd.ca.gov/community-development/housing-element/housing-element-memos/docs/hcd-memo-on-haa-final-sept2020.pdf.
[75] Available at https://www.hcd.ca.gov/planning-and-community-development/housing-elements/building-blocks/zoning-variety-of-housing-types.
[76] Available at https://www.hcd.ca.gov/community-development/housing-element/housing-element-memos/docs/sb-2-combined-update-mc-a11y.pdf.
[77] Available at https://www.hcd.ca.gov/community-development/housing-element/housing-element-memos/docs/sb745memo042414.pdf.

Supportive Housing Definition. Government Code section 65582, subdivision (g), defines supportive housing to mean housing that:

- has no limit on the length of stay;
- is linked to onsite or offsite services that assist residents in improving their health status, retaining the housing, and maximizing their ability to live and, where possible, work in the community; and
- is occupied by the "target population," which "means persons with low incomes who have one or more disabilities, including mental illness, HIV or AIDS, substance abuse, or other chronic health condition, or individuals eligible for services provided pursuant to the Lanterman Developmental Disabilities Services Act . . . and may include, among other populations, adults, emancipated minors, families with children, elderly persons, young adults aging out of the foster care system, individuals exiting from institutional settings, veterans and homeless people."[78]

Transitional Housing Definition. Government Code section 65582, subdivision (j), defines "transitional housing" to mean "buildings configured as rental housing developments, but operated under program requirements that require the termination of assistance and recirculating of the assisted unit to another eligible program recipient at a predetermined future point in time that shall be no less than six months from the beginning of the assistance." Therefore, in contrast to supportive housing, transitional housing may limit the length of stay, is not required to provide supportive services (though may be linked to them), and is not limited to residents within the "target population."

Key Protections for Supportive and Transitional Housing. If a group home operates in ways that qualify it as either supportive or transitional housing, jurisdictions must comply with Housing Element Law's additional protections for these types of housing.

This includes the requirement that supportive and transitional housing "shall be considered a *residential use of property* and shall be *subject only to those restrictions that apply to other residential dwellings of the same type in the same zone*."[79] In other words, transitional housing and supportive housing are permitted in all zones allowing residential uses and are not subject to any restrictions (e.g., occupancy limit) not imposed on similar dwellings (e.g., single-family home, apartments) in the

[78] Gov. Code, § 65582, subd. (i).
[79] Gov. Code, § 65583, subd. (c)(3), emphasis added.

same zone in which the transitional housing and supportive housing is located. For example, transitional housing located in an apartment building in a multifamily zone is permitted in the same manner as an apartment building in the same zone, and supportive housing located in a single-family home in a single-family zone is permitted in the same manner as a single-family home in the same zone.

In addition, if supportive housing meets the specifications of Government Code section 65650 et seq, it must be treated as "a use by right in all zones where multifamily and mixed uses are permitted . . . ."[80] By-right approval means that the use cannot require a conditional use permit or other discretionary review, even if a permit is required for other residential dwellings of the same type in the same zone.[81] This nondiscretionary (i.e., ministerial) approval requirement renders the proposed use statutorily exempt from the California Environmental Quality Act if the project "complies with written, objective development standards and policies."[82]

When supportive or transitional housing does require a permit of any type, the Housing Accountability Act limits jurisdictions' authority to deny the permit. These limits are discussed at length in HCD's Housing Accountability Act Technical Assistance Advisory (Sep. 15, 2020).[83]

6. State Law Provides Broader Protections Than Federal Law

The Legislature has specified that the FEHA may be interpreted broadly to provide "greater rights and remedies" than federal laws.[84] The Legislature has also emphasized that "[t]he law of this state in the area of disability provides protections independent from those in [federal law]," noting that California law "has always, even prior to passage of the federal [ADA], afforded additional protections."[85]

Examples of California providing "greater rights and remedies" than federal law include, among other things, state law's broader definitions of disabilities (e.g., only requiring a mere limitation of a major life activity for a mental or physical condition to qualify as a

[80] *Id.*
[81] *Id.*
[82] Gov. Code, § 65651, subd. (b)(2); Pub. Resources Code, § 21080, subd. (b)(1); Cal. Code Regs., tit. 14, §§ 15002, subds. (i)(1), 15268(a).
[83] See *supra*, n. 74.
[84] Gov. Code, §§ 12955.6, 12993.
[85] Gov. Code, § 12926.1, subd. (a).

disability compared to federal law requiring a substantial limitation); prohibition of land use policies and practices that discriminate against housing designed for persons or families of very low, low, moderate, or middle income; requirements for how local governments must affirmatively support housing for persons with disabilities; specific requirements for supportive and transitional housing; and reasonable accommodations regulations.[86]

Therefore, federal laws set a floor, not a ceiling, for the fair housing rights that the state may provide through the FEHA, Anti-Discrimination in Land Use Law, and other state laws.[87] Likewise, although federal court decisions about federal fair housing laws can provide important guidance for interpreting state fair housing laws, their interpretations of state laws are not binding authority.[88] Confusion can arise if local governments assume that resolving whether a local land use policy or practice complies with federal law automatically resolves whether it complies with state law.

To avoid this confusion, local governments should follow these two general guidelines:

- **If a policy or practice violates federal fair housing law, it also likely violates state law.**
- **But the converse is not necessarily true**. If a policy or practice complies with federal fair housing laws, local governments should independently determine whether it complies with state law's broader protections.

7. Common Issues In Local Ordinances That Regulate Group Homes

HCD cannot anticipate all the issues that might arise if local governments attempt to regulate group homes through local land use laws. But the following are examples of some common ones that can arise.

[86] See, e.g., Gov. Code, §§ 12926.1; 65008, subds. (a), (b); 65583, subds. (a), (c); Cal. Code Regs., §§ 12176-12185.
[87] See, e.g., Gov. Code, § 12926.1, subd. (a); *California Federal Sav. and Loan Ass'n v. Guerra* (1987) 479 U.S. 272, 285; 42 U.S.C. § 3615.
[88] See, e.g., Cal. Code Regs, tit. 2, § 11001, subd. (b).

A. Definitions of Single Housekeeping Units or Single-Family Homes

Zoning ordinances sometimes attempt to restrict or limit group homes in single-family residential zones (e.g., R-1) through definitions of single housekeeping units or single-family homes. Overly restrictive definitions risk violating not only state housing laws, but the California Constitution's protections of the rights of unrelated persons to live together in communal housing.[89]

Persons with disabilities choose to live in group homes because these homes provide peer and other support for their residents' disability-related needs, while helping to integrate residents into their communities. Group homes should be treated as single-housekeeping units if they are designed to foster these mutually supportive peer relationships; allow open-ended stays or at least, on average, stays of more than a few weeks; and provide shared kitchen, dining, living, and other spaces in which residents may, in certain homes, participate in basic, shared cooking and housekeeping activities.

In general, localities should avoid including provisions in definitions of shared-housekeeping units, single-family homes, or other single residential dwellings that:

- **Equate group homes with boardinghouses.** Group homes' shared communal purposes to provide peer and other support for their occupants' disability-related needs and to help integrate them into their local communities makes this an inapt comparison. Boardinghouses do not provide communal housing designed to support the needs of persons with disabilities.

- **Require all residents to share a common deed or lease**. The California Constitution's protections of personal privacy extend to individuals' choices to live together even when they are not joint owners or tenants.[90] And group homes can still provide a communal setting that supports their residents' needs without all residents being joint owners or tenants.

- **Automatically exclude group homes that are owned by for-profit businesses or that pay a house manager or resident to help manage a**

[89] See, e.g., *City of Santa Barbara v. Adamson* (1980) 27 Cal.3d 123.
[90] See, e.g., *Coalition Advocating Legal Housing Options v. City of Santa Monica* (2001) 88 Cal.App.4th 451, 458-459.

home's operations. These are well-established models for group homes.[91] And persons with certain types of disabilities may need supportive, in-house staff to be able to live in a group home.

- **Overly scrutinize living arrangements** by, for example, requiring residents to take care of all housekeeping tasks, share all bathrooms and refrigerators, and eat all meals together, or by prohibiting locks on bedroom doors. Localities do not impose such conditions on families of related persons, who may live in R-1 neighborhoods even if they can afford to hire housekeepers or gardeners, do not share all bathrooms, decline or lack the time to eat all meals together, or choose to install locks on parents', teenagers', or other relatives' bedroom doors. And different types of group homes may require different living arrangements and provide different levels of housekeeping or other services based on their residents' individualized needs or other considerations.

B. Requirements that All Group Homes with More than Six Residents Must Obtain Permits to Locate in Single-Family Zones

Some local zoning ordinances require all group homes with more than six residents to apply for conditional use permits or obtain other special approvals to locate in single-family zones. These ordinances appear to be based on Health and Safety Code statutes that require local governments to treat many types of licensed group homes with six or fewer residents the same as single-family homes and prohibit requiring these small, licensed group homes to obtain conditional use permits or other special approvals to locate in single-family zones.[92]

But local policies that require *all* group homes with more than six residents to obtain conditional use or other permits inappropriately turn state laws designed to remove constraints on small, licensed group homes into constraints on the many other group homes that do not require state licenses.

[91] Douglas L. Plocin and Diane Henderson, *A Clean and Sober Place to Live: Philosophy, Structure, and Purported Therapeutic Factors in Sober Living Homes*, 40 J Psychoactive Drugs (2008), https://www.ncbi.nlm.nih.gov/pmc/articles/PMC2556949/ (discussing how a "'strong manager' model of operations" can function in ways that provide the same or similar benefits of a communal environment and peer support as group homes that residents own and operate themselves).
[92] See, e.g., Health & Saf. Code, §§ 1566.3, 1569.85,11834.23.

To comply with the Health and Safety Code's exemptions for small, licensed group homes and with housing element, AFFH, and fair housing requirements to remove constraints on and prevent discrimination against group homes, local governments should follow these guidelines:

- **Group homes that operate as single-family residences and that do not provide licensable services should be allowed in single-family neighborhoods, subject only to the generally applicable, nondiscriminatory health, safety, and zoning laws that apply to all single-family residences.** This is true even if these homes have more than six residents. Because these homes are not providing licensable services, they should be treated the same as other residences.[93]

- **Group homes that operate as single-family residences and that provide licensable services to six or fewer residents should be allowed in single-family neighborhoods, subject only to the generally applicable, nondiscriminatory health, safety, and zoning laws that apply to all single-family residences.** This complies with, among other things, the Health and Safety Code protections for these smaller, licensed group homes.

- **Group homes operating as single-family residences that provide licensable services to more than six residents may be subject to conditional use or other discretionary approval processes.** Local governments must still provide flexible and efficient reasonable accommodations in these permitting processes. This means that some requests for exceptions to permitting processes should be resolved through reasonable accommodation procedures instead of conditional use procedures.[94] In addition, any substantive requirements for these group homes must still comply with the local government's obligations to remove constraints on housing for persons with disabilities, affirmatively support it, and prevent discrimination against it. The next sections provide further guidance on how to meet these obligations.[95]

[93] See also *supra* at pp. 20-22 (discussing specific protections for supportive and transitional housing).
[94] See, e.g., Letter from Attorney General Bill Lockyer to The Hon. William Hartz, Mayor of Adelanto (May 15, 2001) (explaining that relying on conditional use procedures to address reasonable accommodation requests can lead to fair housing violations).
[95] Although the Group Home TA focuses on group homes operating as single-family residences, the same principles apply to those operating, for example, as multifamily residences in multifamily zones.

C. Retroactive Compliance

Zoning codes typically allow uses that began lawfully before a new zoning provision was adopted or amended to continue after these new requirements are imposed, with the concept of legal nonconforming existing uses found in almost all zoning codes. For example, a local government may change zoning requirements to disallow auto repair uses in the downtown area. An existing auto repair shop would continue to be allowed to continue to operate because at the time when the use began it was an allowable use.[96]

Local governments should generally treat existing group homes similarly when amending their zoning codes. Retroactive application of new zoning provisions should be avoided, especially if it will displace persons with disabilities from the homes they have chosen. Any exception to the well-established practice of allowing legal non-conforming uses to continue should be supported by substantial analysis and evidence showing that it is required to protect public health, safety, and welfare. This analysis and evidence should include specific local data and evidence, not merely anecdotal reports about problems that have arisen at some group homes or generalized descriptions of the public health, safety, and welfare interests that the new amendments are designed to serve.

D. Spacing Requirements

Spacing requirements restrict group homes from locating within a specific distance of other group homes. Local governments should be very wary about imposing spacing requirements that extend beyond the limited requirements the Legislature has deemed necessary to prevent the overconcentration of certain licensed facilities to ensure their residents are integrated into their communities.

The Legislature has found spacing requirements justified only for specific types of licensed facilities. Community care facilities, intermediate care facilities serving persons with developmental disabilities who require intermittent but recurring skilled nursing care, and pediatric day health and respite care facilities that provide services to children with particularly acute or chronic healthcare needs and their parents or guardians must be separated by at least 300 feet. Congregate living health facilities serving persons with terminal or life-threatening illnesses or with catastrophic or severe disabilities

[96] See, e.g., *Hansen Brothers Enterprises, Inc. v. Board of Supervisors* (1996) 12 Cal.4th 533, 552; *Edmonds v. Los Angeles County* (1953) 40 Cal.2d 642, 651.

acquired through trauma or nondegenerative neurologic illness must be separated by at least 1,000 feet.[97]

Further limiting these spacing requirements, the Legislature has specified that they:

- apply to some types of licensed facilities, but not to others. For example, the spacing requirements apply only to some types of intermediate care facilities but not to AOD facilities or to residential care facilities for the elderly;
- apply to proposed, new facilities, not existing ones;
- only require separation of facilities with similar licenses; and
- allow closer spacing based on local needs and conditions.[98]

Contrary to these carefully crafted limitations on spacing requirements, some local governments have imposed spacing requirements on recovery residences, including those already in operation. These spacing requirements are very unlikely to withstand scrutiny under state housing laws. Among other things:

- **They are at odds with the Legislature's narrowly crafted spacing requirements in section 1267.9.**
- **They can conflict with local governments' obligations to, for example, remove constraints on housing for persons with disabilities, affirmatively support such housing, avoid policies that displace persons with protected characteristics, and affirmatively support their right to live where they choose.**[99]
- **They are very hard to justify based on the narrow exceptions that state fair housing laws allow for facial discrimination.** Justifications based on the goal of avoiding overconcentration are difficult to establish and require substantial and detailed statistical evidence establishing that an overconcentration of recovery residences has reached the point where it is, for example, creating an institutionalized living environment or perpetuating segregation within specific

[97] Health & Saf. Code, §§ 1267.9, subd. (b) (setting spacing requirements for these types of community care residential facilities), 1502 (defining facilities that are subject to 300-foot spacing requirements), 1250 (defining facilities subject to 1000-foot spacing requirements).
[98] Health & Saf. Code, § 1267.9.
[99] See, *supra,* at pp. 9-12.

neighborhoods or communities. Merely comparing the number of recovery residences in one city with the number in others generally will not suffice.[100]

- **They can lack the flexibility required to reasonably accommodate recovery residences and their occupants' disability-related needs.**

- **The Legislature has repeatedly rejected attempts to impose spacing requirements on recovery residences.** As recently as 2018, for instance, the Legislature declined to adopt SB 786, a bill that would have imposed a 300-foot spacing requirement on recovery residences.[101] The legislative history shows that the Legislature considered the lack of clear data showing that this spacing requirement would benefit persons recovering from alcohol and drug addiction. The Legislature also considered concerns that this spacing requirement would discriminate on the basis of disability, impede opening new recovery residences, reduce access to much needed recovery and treatment services, and stigmatize recovery residences and their occupants.[102]

In sum, local governments should avoid imposing spacing requirements that extend beyond those specified in Health and Safety Code section 1267.9.[103]

[100] See, *supra,* at pp. 15-16. Spacing requirements like this also need to withstand scrutiny under other standards for assessing intentional discrimination or discriminatory effects. See, *supra,* at pp. 12-19.
[101] Sen Bill No. 786 (2017-2018 Reg. Session). This bill is one of many times that the Legislature has declined to enact, or the Governor has vetoed bills attempting to regulate recovery residences. See, e.g., Sen. Com. on Health, analysis of Sen. Bill 786 (2017-2018 Reg. Sess.) at 7-8 (listing several other bills with similar provisions that the died in the Legislature between 2006 and 2007); California Research Bureau, *Sober Living Homes in California: Options for State and Local Regulation* (October 2016) at 14-16 (listing over 20 bills affecting recovery residences introduced between 1998 and 2016 that the Legislature did not pass or the Governor vetoed).
[102] Sen. Com. on Health Analysis of Sen. Bill 786 at 6, 8-9.
[103] Recent federal court decisions rejecting challenges under federal and California laws to spacing requirements for recovery residences have not considered the important differences between state and federal laws. See, e.g., *Yellowstone Women's First Step House, Inc. v. City of Costa Mesa* (C.D. Cal. Oct. 8. 2015) 2015 WL 13764131 at *7-8, affirmed in part and vacated in part, 2021 WL 4077001 (9th Cir. Sep. 8, 2021) (unpublished, nonprecedential decision). These differences include, for example, the affirmative duties that California's Housing Element Law imposes on local governments and the broader rights and remedies for persons with disabilities under California's fair housing laws. See, *supra,* at pp. 22-23.

E. Occupancy Limits and Building, Fire, or Other Health and Safety Code Requirements

Subject to the Legislature's requirements for specific types of licensed facilities, such as those serving persons with limited mobility, and to requests for reasonable accommodations, local governments should apply the same generally applicable occupancy limits to group homes that they do to other housing. Under the Uniform Housing Code section 503.2, at least one room in a dwelling unit must have a floor area of at least 120 square feet, with other habitable rooms, except kitchens, required to have a floor area of at least 70 feet. When more than two people occupy a room for sleeping purposes, the required floor area increases by 50 square feet. For example, a bedroom intended for two people could be as small as 70 square feet, while a bedroom would need to be at least 120 square feet to accommodate three people or at least 170 square feet to accommodate four people.

Likewise, to avoid imposing overly costly and burdensome constraints on group homes, the best practice is to apply the same general building, fire, and other health and safety codes that apply to other residences, subject to state health and safety code provisions specific to certain types of residential facilities.[104] Although group home operators may request reasonable accommodations from public health and safety standards, fair housing laws allow local governments to deny these requests if, among other things, they would cause direct threats to public health and safety.

F. Requirements For Operators and Residents

Requirements for operators and residents often take the form of specific services or management practices that the local jurisdiction feels are necessary for the successful operation of group homes. These requirements tend to deal with the internal affairs of the operations and frequently involve issues beyond those in typical land use regulations. For example, local jurisdictions do not typically regulate the number of daily visitors to a single-family home or other residential property.

When applied to group homes, these types of regulations raise concerns that a local government is imposing conditions on them that are contrary to its duties to support housing for persons with disabilities, prevent discrimination on the basis of disability or other protected characteristics, and provide reasonable accommodations.

[104] See, e.g., Health & Saf. Code, § 13113 (requiring sprinkler systems in certain licensed residential facilities).

Before adopting or applying any such regulations even for licensed group homes, local governments should analyze whether they are consistent with state housing laws and document this analysis. Local governments should also consider whether such regulations are consistent with the Health and Safety Code's provisions and regulations for licensed facilities.

Although this Group Home TA cannot address all potential issues regarding potential regulations of operators and residents, the following are examples of requirements taken from recent local ordinances:

Imposing Special Parking Requirements on Group Homes. Requiring group homes to have or construct additional off-street parking spaces can impose considerable costs that constrain housing opportunities for persons with disabilities. These special parking requirements will often conflict with the right to privacy under the California Constitution,[105] as well as local governments' obligations to affirmatively support housing for persons with disabilities and avoid discriminating against them. Jurisdictions imposing additional parking requirements assume that group homes serving adults will have more residents who drive and will therefore use more on-street parking than other households. But these assumptions should at the very least be tested by studying the actual causes and extent of on-street parking shortages in an area.[106] Local governments should also consider less discriminatory alternatives, such as street-parking permit systems for all households or other generally applicable parking and vehicle regulations.

Restricting Recovery Residence Occupants to Persons Actively Participating in Recovery Programs. While most occupants of recovery residences participate in recovery programs, local governments should not impose this as a condition of living in a recovery residence. There are different models of recovery, not all of which involve participating in 12-step or similar programs. And recovering from alcoholism or drug addiction is legally recognized as a protected disability regardless of whether someone has participated or is currently participating in a recovery or treatment program.[107]

[105] *Adamson*, *supra,* 27 Cal.3d at 133 (concluding that parking concerns are best addressed by limitations that "appl[y] evenly to all households" and concluding that zoning ordinances are suspect when they focus on users instead of uses).
[106] See, e.g., Lauber, *supra*, n. 16 at 385 & n. 52 (citing studies finding that group homes do not generate undue amounts of parking or traffic).
[107] *Hernandez v. Hughes Missile System Co.* (9th Cir. 2004) 362 F.3d 564, 568; HUD – DOJ 2016 Jt. Stmt. on Local Land Use Laws at 7-8.

Restricting Occupancy Exclusively to Persons with Disabilities. Regulations restricting group home occupancy exclusively to persons with disabilities or with a specific disability may sometimes intrude on individuals' fair housing choices and privacy rights. They also risk discriminating on the basis of other protected statuses. Inflexible occupancy restrictions, for example, could preclude group homes designed for families in which one member has a disability or recovery residences designed for parents in recovery who are seeking to reunite with their children.

Restricting Occupants or Staff from Homes Based on Their Criminal History Records. Policies that prohibit individuals from living in or working at group homes based on individuals' criminal history records may be intended to protect the occupants of these homes. But local governments contemplating adopting or applying such policies should carefully review California Code of Regulations, title 2, sections 11017.1; 12162, subdivision (b); and 12264-12271, which set parameters on using criminal history information that, among other things, restrict access to employment or housing. Local governments should also consider state laws and regulations that apply to criminal background checks for licensed facilities' employees.[108]

Requiring Recovery Residences or AOD Facilities to Immediately Remove Occupants Who Violate Policies Prohibiting Alcohol or Drug Use. Although Health and Safety Code section 11834.26, subdivision (d), requires AOD facilities to plan how to address a resident's relapse, that subdivision clarifies that this "does not require a licensee to discharge a resident." This recognizes that approaches to addressing someone's relapse may vary depending on a recovery residence's or AOD facility's program, the circumstances of the relapse, and an individual's personal history and needs. Local policies should allow the same flexibility. Moreover, requirements to immediately remove relapsing residents with tenancy rights may conflict with landlord-tenant laws.

Other Examples

- **House Manager Requirements**—requiring group homes to have a house manager on site around the clock or always available to come to the residence within 30 or 45 minutes.

- **Visitor Restrictions**—requiring group homes to limit who can visit and under what conditions.

[108] See, e.g., Health & Saf. Code §§ 1522, 1569.17, 11834.27; Cal. Code Regs., tit. 9, §§ 10564, 10615, 10624, tit. 22, §§ 80019-19.2.

- **Records Maintenance**—requiring group homes to maintain specific records about the internal affairs or occupants of the house.
- **Codes of Conduct**—requiring group homes to have special conduct codes for their residents.
- **Neighborhood Notice Requirements**—imposing special neighborhood notice requirements on group homes.
- **Law Enforcement Registration Requirements**—requiring group homes to register with the local sheriff's office or other law enforcement offices.

Regulations like these can be based on mistaken or prejudicial fears about group homes, instead of actual data and evidence. Particularly in light of research finding that fears about group homes endangering neighbors' health and safety are unfounded, [109] such provisions may in themselves be regarded as evidence that a local government is not complying with its requirements to affirmatively support housing for persons with disabilities and prevent discrimination against group homeowners, operators, and residents.

Regulations like these can also create unnecessary constraints on group homes by imposing overbroad, additional costs and burdens on the many group homes that capably serve their occupants' needs and seamlessly integrate into their communities. They can intrude on privacy rights. They can discriminate on the basis of disability or other protected characteristics if, for example, requirements like these are imposed on group homes but not on other housing. For these reasons, among others, regulations like these generally conflict with state housing laws.

G. Civil Actions for Operating Without a Required State License

Some categories of group homes, such as all those serving children, require state licenses. But many, if not most, group homes do not require state licenses to operate. These include, for example, group homes that provide peer support and limited services to residents but not the more extensive care and supervision that requires obtaining a license. Recovery residences that do not provide alcoholism or drug addiction recovery or treatment services are other examples of group homes that do not require licenses.

Examples of group homes that do require licenses include the ones in this table:

[109] See, *supra,* nn. 15-16.

Use	Health and Safety Code Sections	Licensing Agency
Community Care Residential Facilities (including various subcategories)	§ 1500 et seq. & § 1569 et seq., e.g.,	California Department of Social Services (CDSS)
AOD Facilities	§ 11834.01 et seq.	California Department of Health Care Services (DHCS)

Some local governments have amended their zoning ordinances to declare that operating a business without a required state license is a public nuisance. Some of these ordinances single out recovery residences that are providing recovery or treatment services without a license. These jurisdictions file civil actions seeking to abate these nuisances by closing some noncompliant recovery residences, requiring others to obtain the required license, or imposing limitations on recovery residences that were not providing recovery or treatment services.

Local governments have discretion to define as public nuisances' business or construction activities that are undertaken without a required permit or license. And at least one California appellate court has upheld a city's public nuisance action against a recovery residence where the owners' own website advertised that they provided on-site drug addiction treatment services.[110]

But jurisdictions considering adopting this practice should still carefully assess the issues and problems that can arise under state law. Guidelines for local governments considering this include the following:

- **Avoid targeting these nuisance actions on group homes operating without required licenses while ignoring other businesses operating in residences without required licenses.** Although public prosecutors have broad discretion to prioritize which violations or violators to prosecute, they cannot use this discretion in ways that discriminate on the basis of disability or other protected characteristics. Jurisdictions should not single out group homes unlawfully operating without required licenses while ignoring businesses doing the same thing in other residences.

[110] *City of Dana Point v. New Method Wellness, Inc.* (2019) 39 Cal.App.5th 985.

- **Give group homes the same opportunities to respond to and resolve alleged code violations as other alleged violators.** For example, if other property owners or businesses are allowed to respond to and resolve alleged code violations during investigations or administrative hearings, those same procedures should apply to group homes that are allegedly providing services that require a license without having obtained one.

- **Use the processes available through DHCS and CDSS, for example, for resolving allegations that a group home is operating without a required license**. If a locality has evidence that a residence is providing unlicensed recovery or treatment services in facilities under DHCS's jurisdiction or unlicensed care or supervision for residents in facilities under CDSS's jurisdiction, it should use these departments' processes for investigating such complaints and abating them if they have merit.[111] This is especially important when group home operators have not openly admitted that they are providing unlicensed services on-site.

  Determining what activities at a group home rise to the level of licensable services, in contrast to common policies or mutual support activities that do not require licenses, can involve nuanced and technical issues that are beyond the expertise of most local planning or code enforcement staff. DHCS's and CDSS's staff have the expertise and experience to investigate these claims, make these determinations, and abate violations of the licensing laws they enforce.

  If jurisdictions are filing their own, more costly civil actions to resolve disputes over whether a group home requires a license, this runs the risk of courts issuing mistaken rulings without the benefit of DHCS's or CDSS's findings and expertise.[112] It also raises questions under state housing laws about why a local government is not availing itself of DHCS's or CDSS's procedures and opting instead to subject a group home to more expensive and burdensome civil litigation.

[111] See, e.g., Cal. Code Regs., tit. 9, § 10542, tit. 22, § 80006.
[112] *Cf. Farmers Ins. Exchange v. Superior Court* (1992) 2 Cal.4th 377, 390 (explaining that under primary jurisdiction doctrine, courts may suspend proceedings to allow an administrative agency with specialized expertise to determine an issue within the scope of its regulatory authority).

H. Enforcing Generally Applicable Municipal Codes and Other Laws

If group home operators are engaging in activities that constitute public nuisances; violating generally applicable building, housing, or other health and safety laws; committing fraud; or engaging in other illegal activities, local governments can address these issues through the same code enforcement and other legal processes they apply to others who violate municipal codes and other laws. This may still require considering if reasonable accommodations are appropriate in some circumstances. And local governments should avoid overbroad or discriminatory applications of nuisance laws, such as basing nuisance actions on 911 calls for emergency services.[113] But if a group home is found to have violated local or state law, local governments may seek equitable relief that could include more stringent oversight and other affirmative relief to prevent further violations.

Focusing on individual group homes that are actually causing problems is a better practice than adopting overly broad and constraining regulations for all group homes that conflict with state housing laws.

8. Resource Materials and State Contacts

Resource Materials

Affirmatively Furthering Fair Housing: Guidance for All Public Entities and for Housing Elements (April 2021 Update), available at https://www.hcd.ca.gov/community-development/affh/docs/affh_document_final_4-27-2021.pdf

Housing Accountability Act Technical Assistance Advisory, HCD (Sep. 15, 2020), available at https://www.hcd.ca.gov/community-development/housing-element/housing-element-memos/docs/hcd-memo-on-haa-final-sept2020.pdf

Housing Element Building Blocks, HCD, available at https://www.hcd.ca.gov/planning-and-community-development/housing-elements/building-blocks

[113] See. e.g., Cal. Code Regs., tit. 2, § 12162, subd. (a); United States Department of Housing and Urban Development, Office of General Counsel Guidance on Application of Fair Housing Act Standards to the Enforcement of Local Nuisance and Crime-Free Housing Ordinances (Sep. 13, 2016), available at https://www.hud.gov/sites/documents/FINALNUISANCEORDGDNCE.PDF.

Housing Element Building Blocks – Constraints for People with Disabilities, HCD, available at https://www.hcd.ca.gov/planning-and-community-development/housing-elements/building-blocks/constraints-people-disabilities

Housing Element Building Blocks – Persons with Disabilities, HCD, available at https://www.hcd.ca.gov/planning-and-community-development/housing-elements/building-blocks/people-disabilities-including-developmental-disabilities

Housing Element Building Blocks – Zoning for a Variety of Housing Types, HCD, available at https://www.hcd.ca.gov/planning-and-community-development/housing-elements/building-blocks/zoning-variety-of-housing-types

Joint Statement of the Department of Housing and Urban Development and the Department of Justice – State and Local Land Use Laws and Practices and the Application of the Fair Housing Act, HUD - DOJ (Nov. 10, 2016), available at https://www.justice.gov/opa/file/912366/download

Senate Bill 2—Legislation Effective January 1, 2008: Local Planning and Approval for Emergency Shelters and Transitional and Supportive Housing, HCD (Apr. 10, 2013 update), available at https://www.hcd.ca.gov/community-development/housing-element/housing-element-memos/docs/sb-2-combined-update-mc-a11y.pdf

Transitional and Supportive Housing, Chapter 183, Statutes of 2013 (SB 745), HCD (Apr. 24, 2014), available at https://www.hcd.ca.gov/community-development/housing-element/housing-element-memos/docs/sb745memo042414.pdf

Contacts

HCD

HCD accepts requests for technical assistance from local jurisdictions and requests for review of potential violations from any party. All comments submitted to HCD are subject to the California Public Records Act. Send email requests to: ComplianceReview@hcd.ca.gov.

California Department of Health Care Services (DHCS)

Information about DHCS's complaint process for licensing issues at AOD facilities is available at https://www.dhcs.ca.gov/individuals/Pages/Sud-Complaints.aspx, by emailing sudcomplaints@dhcs.ca.gov, or by calling (877) 685-8333.

California Department of Social Services (CDSS)

Information about CDSS's complaint process for licensing issues at facilities that it regulates is available at https://www.cdss.ca.gov/reporting/file-a-complaint/ccld-complaints or by calling (844) 538-8766.

EXHIBIT 3

22-56181

IN THE UNITED STATES COURT OF APPEALS

FOR THE NINTH CIRCUIT

THE OHIO HOUSE, LLC,

Plaintiff-Appellant,

v.

CITY OF COSTA MESA,

Defendant-Appellee.

On Appeal from the United States District Court
for the Central District of California

Case No. 8:19-cv-01710-JVS-GJS
Hon. James V. Selna, District Judge

BRIEF OF AMICI CURIAE THE CALIFORNIA CIVIL RIGHTS DEPARTMENT AND THE CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT IN SUPPORT OF APPELLANT AND REVERSAL

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INTRODUCTION AND INTERESTS OF AMICI

Californians have the right to obtain and hold housing of their choice without discrimination based on disability. Cal. Gov't Code §§ 12920-12921.[1] In fact, California law requires local governments to take affirmative actions to further opportunities for people with disabilities to live where they choose, in housing that meets their particular needs. These rights and requirements are enumerated in several state laws, including the California Fair Employment and Housing Act (FEHA, *id*. §§ 12900-12999) and its implementing regulations; the Housing Element Law (*id*. §§ 65580-65589.11); the Land Use Anti-Discrimination Law (*id*. § 65008); and the Affirmatively Furthering Fair Housing Law (*id*. § 8899.50).

The California Civil Rights Department (CRD, formerly known as the Department of Fair Employment and Housing) is the state agency charged with enforcing California's civil rights laws, including the fair housing protections in FEHA. In exercising this authority, CRD has promulgated comprehensive regulations implementing FEHA, *see, e.g.*, Cal. Code Regs. tit. 2, §§ 12005-12271, and has investigated and prosecuted civil actions under FEHA in state and federal court, *see* Gov't Code § 12930(e)-(j). CRD

[1] All statutory citations are to the California Codes unless otherwise indicated.

thus has a strong interest in the proper application of FEHA standards in housing discrimination cases in California.

The California Department of Housing and Community Development (HCD) is the state agency responsible for enforcing housing laws in California, and has "primary responsibility for development and implementation of housing policy." Health & Safety Code § 50152; *see also* Gov't Code § 65585(j). HCD's responsibilities also include advising cities on state housing law and policy, developing guidelines on "housing elements" and other housing law issues, and reviewing each local government's housing element for substantial compliance with the Housing Element Law. Health & Safety Code §§ 50456, 50459, 50464; Gov't Code § 65585(a)-(e). One of HCD's recent initiatives to carry this mandate out is its Group Home Technical Advisory, which was issued in 2022 in response to legal concerns around some local governments' adoption of new zoning regulations for group homes—housing shared by people with disabilities that provides support for the residents' disability-related needs—and explained

how these regulations can conflict with state law.[2] HCD thus has a strong interest in the proper application of state housing laws and their interaction with FEHA, including in the area of group homes.[3]

As discussed further below, it appears to amici that the district court failed to properly apply the broad protections California law affords people with disabilities with respect to housing. Amici therefore respectfully submit this brief to aid this Court's consideration of the important state law issues this case presents.

ARGUMENT

California law protects people with disabilities from housing discrimination, and requires cities to take affirmative actions in their land-use rules to advance the ability of people with disabilities to live in neighborhoods of their choice and in residential settings that address their

[2] This document is available on the Department's website at https://www.hcd.ca.gov/sites/default/files/docs/planning-and-community/group-home-technical-advisory-2022.pdf.

[3] No party's counsel authored this brief in whole or in part; no party or party's counsel contributed money that was intended to fund preparing or submitting this brief; and no person other than the amici curiae contributed money that was intended to fund preparing or submitting this brief. *See* Fed. R. App. P. 29(a)(4)(E). Amici have filed a motion for leave along with this brief, as the City of Costa Mesa refused to consent to the filing. *See* Fed. R. App. P. 29(a)(2).

particular disability-related needs. As one aspect of that statutory and regulatory scheme, FEHA requires courts to carefully scrutinize local land use laws, like Costa Mesa's, that facially discriminate against group homes for people with disabilities. Such laws are permissible only if they objectively benefit people with disabilities and are the least restrictive means of achieving the municipality's policy objectives. The judgment below should be reversed because Costa Mesa failed to make such a showing, and also failed to satisfy FEHA's reasonable-accommodation requirements. Ordinances like Costa Mesa's not only violate fundamental principles of state housing and antidiscrimination law; they are also contrary to California's critical public policy goals and do real harm to people with disabilities.[4]

I. CALIFORNIA LAW PROHIBITS HOUSING DISCRIMINATION AGAINST PEOPLE WITH DISABILITIES

FEHA and its regulations expressly prohibit housing discrimination against protected classes of individuals, including people with disabilities. FEHA's protection includes its incorporation of other state housing laws as a

[4] As Appellant's opening brief explains, it appears that federal law may require reversal as well. But amici will address only certain state law issues in this brief.

potential basis for liability. In addition, the California Constitution provides a privacy right that extends to group housing.

A. FEHA and Its Implementing Regulations Prohibit Land Use Practices that Discriminate Against People with Disabilities

FEHA provides comprehensive protection against housing and employment discrimination in California. Gov't Code §§ 12900-12999. It establishes as a "civil right" the "opportunity to seek, obtain, and hold housing without discrimination" on the basis of a number of enumerated protected characteristics. *Id.* § 12921(b). FEHA prohibits specific unlawful housing practices, including discrimination or harassment generally, retaliation, otherwise making unavailable or denying a dwelling based on discrimination, and discriminating through public or private land use practices. *Id.* § 12955; *see id*. § 12955(*l*) ("Discrimination includes, but is not limited to, restrictive covenants, zoning laws, denials of use permits, and other actions authorized under the Planning and Zoning Law . . . that make housing opportunities unavailable."). FEHA defines "discrimination" to include the "refusal to make reasonable accommodations in rules, policies, practices, or services when these accommodations may be necessary to afford a disabled person equal opportunity to use and enjoy a dwelling." *Id*. § 12927(c)(1).

FEHA prohibits discrimination based on, among other characteristics, disability, and "includes a perception that the person has any of those characteristics or that the person is associated with a person who has, or is perceived to have, any of those characteristics." Gov't Code § 12955(m). Individuals recovering from addiction are recognized as people with disabilities, *see id.* § 12926(j), and "sober living homes and other dwellings intended for occupancy by persons recovering from alcoholism and drug addiction are protected from illegal discrimination against the disabled." *Socal Recovery, LLC v. City of Costa Mesa*, 56 F.4th 802, 814 (9th Cir. 2023).

FEHA and its federal law counterpart, the Fair Housing Act (FHA), 42 U.S.C. §§ 3601-3631, are related but offer distinct sets of protections. California courts applying FEHA "'often follow decisions construing federal antidiscrimination statutes, as long as those decisions provide appropriate guidance.'" *Walker v. City of Lakewood*, 272 F.3d 1114, 1126 (9th Cir. 2001) (quoting *Sada v. Robert F. Kennedy Med. Ctr.*, 56 Cal. App. 4th 138, 150 n.6 (1997)). Thus, in some instances, this Court "'appl[ies] the same standards to FHA and FEHA claims.'" *Pac. Shores Props., LLC v. City of Newport Beach*, 730 F.3d 1142, 1156 n.14 (9th Cir. 2013) (quoting *Walker*, 272 F.2d at 1131 n.8). But FEHA has force independent of the FHA, and in

certain situations it "may provide greater protection against discrimination"—that is, "the FHA provides a minimum level of protection that FEHA may exceed." *Auburn Woods I Homeowners Ass'n v. Fair Emp't & Hous. Comm'n*, 121 Cal. App. 4th 1578, 1591 (2004) (quoting *Brown v. Smith*, 55 Cal. App. 4th 767, 780 (1997)); *see also, e.g.*, *Page v. Super. Ct.*, 31 Cal. App. 4th 1206, 1215-16 (1995) (declining to follow federal decisions that would limit supervisor's personal liability under California antidiscrimination statute); *Martinez v. City of Clovis*, 90 Cal. App. 5th 193, 254-73 (2023) (analyzing FEHA claim separately from FHA claim), *petition for review pending*, No. S280039 (Cal.).

Pursuant to its legislative authority, *see* Gov't Code § 12935(a), CRD has promulgated regulations implementing FEHA. These "quasi-legislative" regulations, which "have the dignity of statutes" under principles of California administrative law, *Yamaha Corp. of Am. v. State Bd. of Equalization*, 19 Cal. 4th 1, 10-11 (1998), are relevant to this case in at least three respects.

First, the FEHA regulations incorporate acts under other state housing laws into the definition of "[p]ublic land use practices" that can be challenged as discriminatory under FEHA. Cal. Code Regs. tit. 2, § 12005(bb). The regulations define "[p]ublic land use practices" to include

"all practices by governmental entities . . . in connection with development and land use that are related to or have an effect on existing or proposed dwellings or housing opportunities." *Id.*[5] The FEHA regulations specifically prohibit discriminatory treatment and discriminatory effects in such land use practices. *Id*. §§ 12161-12162. The regulations' definition of "land use practices" thus covers a broad range of potential public action, and prohibits such actions that make housing opportunities unavailable for people with disabilities and impose different requirements on a protected class, if the practice intentionally discriminates against or has a discriminatory effect on members of the protected class. *Id.* §§ 12005(bb), 12161(a)-(b).

Second, when a public entity's land use policy is facially discriminatory—as is the case with Costa Mesa's ordinances here, *see infra* at 14—the entity must make two specific showings to avoid liability. It must establish that the policy both "[o]bjectively benefits a protected class" *and*

[5] These practices include, among other things, adoption of ordinances, permitting and zoning decisions, actions under the Housing Element Law (part of the California Planning and Zoning Law and the State Housing Law, both cited in the regulation), and "[a]ll practices that could affect the availability, feasibility, use, or enjoyment of housing opportunities." Cal. Code Regs., tit. 2, § 12005(bb).

"[i]s the least restrictive means of achieving the identified purpose." Cal. Code Regs. tit. 2, § 12042(f)(1)(A), (f)(2).[6]

Third, the FEHA regulations also implement the statute's reasonable accommodation requirement. *See* Gov't Code § 12927(c)(1). As applicable to zoning and permitting cases, a public entity must "make reasonable accommodations unless providing the requested accommodation would constitute an undue financial and administrative burden or a fundamental alteration of its program." Cal. Code Regs. tit. 2, § 12176(c); *see* Gov't Code § 12927(c)(1) (discrimination can include failure to make reasonable accommodations).[7] Moreover, the regulations require that whenever a public entity cannot immediately grant a reasonable accommodation request, it must undertake a good-faith interactive process "to exchange information to

[6] In addition, or as an alternative, to demonstrating an "objective benefit," an entity may also show the policy "[r]esponds to legitimate safety concerns raised by the individuals affected by the facially discriminatory policy, rather than being based on stereotypes about them." Cal. Code Regs. tit. 2, § 12042(f)(1)(B). Here, the district court found the City had not offered any such concerns at trial to justify its regulations. ER 10.

[7] A proposed accommodation constitutes a "fundamental alteration" only if it would "change the essential nature of the services or operations of the person being asked to provide the accommodation or modification," and cannot be denied based on "fears or prejudices" about the disability, or because it "might possibly become an undue burden if extended to multiple other individuals who might request accommodations or modifications." Cal. Code Regs. tit. 2, § 12179(e)-(f).

identify, evaluate, and implement a reasonable accommodation or modification that allows the individual with a disability equal opportunity." Cal. Code Regs. tit. 2, § 12177(a). This includes affirmatively "identify[ing] if there is another accommodation or modification that is equally effective." *Id.* § 12177(c).

In addition to these regulatory provisions, FEHA's prohibition of actions that "make housing opportunities unavailable" based on protected characteristics, Gov't Code § 12955(*l*), is informed by state laws that require local jurisdictions to plan for and accommodate adequate housing opportunities for all individuals. A key aspect of the Planning and Zoning Law, Gov't Code §§ 65000-66499.58, is the requirement that local governments prepare a housing element, *see id*. § 65582(f). In that document, cities must thoroughly analyze fair housing issues related to housing for people with disabilities and set forth a program of actions that protect and promote such housing, as well as meaningfully, quantifiably, and affirmatively further fair housing. *Id*. § 65583.[8] Among other requirements,

[8] "'Affirmatively furthering fair housing"' is defined under California law to include "taking meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on

the housing element must "demonstrate local efforts to remove governmental constraints that hinder . . . meeting the need for housing for persons with disabilities," *id.* § 65583(a)(5), and must "remove constraints to, and provide reasonable accommodations for housing designed for, intended for occupancy by, or with supportive services for, persons with disabilities," *id.* § 65583(c)(3). It must include a fair housing assessment with specific goals, implementation strategies, and "metrics and milestones" for evaluating results. *Id.* § 65583(c)(10)(A)(iv). Notably, to satisfy these obligations, cities are required to use and adduce data, analyses, and quantitative objectives. *See, e.g.*, *id.* § 65583(a)(5), (a)(7), (b)(1), & (c)(10)(A)(ii). In other words, numerous provisions of state housing law address the adequacy of local policies in protecting and promoting housing opportunities for people with disabilities.

Recently, the California Court of Appeal held that local governmental actions that violate the Planning and Zoning Law (including the Housing Element Law) and make housing opportunities unavailable to members of a protected class also violate FEHA. *Martinez*, 90 Cal. App. 5th at 268-71. The court concluded that the plaintiff had stated a FEHA claim by pleading

protected characteristics." Gov't Code § 8899.50(a)(1) (internal quotation marks in original).

that a local government's failure to comply with the Housing Element Law "'make[s] housing opportunities unavailable' as that phrase is used in . . . section 12955, subdivision (*l*)." *Id.* at 269. *Martinez* thus underscores that one important aspect of FEHA's housing-related protections stems from the statute's interaction with other state housing laws.

B. California's Constitutional Privacy Right Protects Group Home Residents

In addition to these state statutory and regulatory provisions, the California Constitution provides protections for people with disabilities living in communal, group home settings that courts must consider when examining local ordinances. This protection stems from Article I, Section 1 of the California Constitution, which declares an "inalienable right[]" to (among other things) "privacy."

In *City of Santa Barbara v. Adamson*, 27 Cal. 3d 123 (1980), the California Supreme Court held that this constitutional privacy right prohibited a city ordinance that disallowed more than five persons unrelated by blood or marriage from living in a communal setting. *Id.* at 134. The court explained that the state Constitution protects a "right of privacy not only in one's family but also in one's home . . . [and] the right to live with whomever one wishes." *Id.* at 130; *see also Coal. Advocating Legal Hous.*

Options v. City of Santa Monica, 88 Cal. App. 4th 451, 458-61 (2001) (rejecting city's limitations on who may live in an accessory dwelling unit because "the right to choose with whom to live is fundamental").

This protection is relevant here because of the importance of communal living arrangements to people with disabilities. Group homes can provide peer support for disability-related needs, help people with disabilities live in deinstitutionalized settings, and integrate residents into their communities. *See* Group Home Technical Advisory at 1, 6. As a result, the California Legislature has recognized that "'persons with disabilities . . . are significantly more likely than other persons to live with unrelated persons in group [homes].'" *Broadmoor San Clemente Homeowners Ass'n v. Nelson*, 25 Cal. App. 4th 1, 6 (1994) (quoting 1992 Cal. Stat., ch. 1277, § 18, and 12 West Cal. Legis. Serv. 6038 (legislative finding and declaration in statute relating to fair housing)).

II. THE JUDGMENT BELOW SHOULD BE REVERSED BECAUSE COSTA MESA'S ORDINANCES VIOLATE CALIFORNIA LAW

The district court failed to properly apply the state law principles just discussed, and there was no legally sufficient evidentiary basis for a reasonable jury to find for Costa Mesa, necessitating reversal.

A. Costa Mesa Failed to Make the Showings Necessary to Sustain Its Facially Discriminatory Ordinances Under FEHA

Costa Mesa's ordinances at issue here apply to "group homes," which are defined as dwellings "being used as a supportive living environment for persons who are considered handicapped under state or federal law." ER 251. As the district court correctly recognized, *see* ER 252, this scheme is a "'[f]acially discriminatory policy'" because it "explicitly conditions a housing opportunity on a protected basis, takes adverse action based on a protected basis, or directs adverse action to be taken based on a protected basis." Cal. Code Regs. tit. 2, § 12040(c) (internal quotation marks in original). Thus, to avoid liability here, Costa Mesa bore the burden of establishing both that its law "[o]bjectively benefits a protected class," *id.* § 12042(f)(1)(A), and that it "[i]s the least restrictive means of achieving the identified purpose," *id.* § 12042(f)(2). Costa Mesa did not satisfy either prong of this analysis.

"Objectively benefits a protected class." Costa Mesa's counterintuitive argument that its ordinances, which facially discriminate against group homes, in fact "objectively *benefit*" people with disabilities, ER 6-10, suffers from two key flaws.

First, the gravamen of Costa Mesa's successful "benefits" argument was that its policy purportedly advantages group homes by allowing them to avoid the restrictions the City places on "boarding houses"—*i.e.*, a 1,000-foot spacing requirement, exclusion from a single-family residential zone, and "a six-person and six-room limit." *See, e.g.*, ER 6-10. But a comparison between group homes for people with disabilities and boarding houses is inapt. The communal living, peer support, and other assistance that group homes provide are essential housing resources for people with disabilities, who may not be able to live without them, unlike the non-disabled residents of boarding houses. *Oconomowoc Residential Programs, Inc. v. City of Milwaukee*, 300 F.3d 775, 787 (7th Cir. 2002). Thus, group homes, unlike boarding houses, are protected by state and federal fair housing laws. *See e.g.*, *Broadmoor San Clemente Homeowners Ass'n*, 25 Cal. App. 4th. at 6; Group Home Technical Advisory at 24.

The City has failed to carry its burden to justify its regulations in this case, because treating people with disabilities who require group homes slightly better than "boarding house" residents is irrelevant. *See Oconomowoc*, 300 F.3d at 787. Costa Mesa's regulations placing burdens and restrictions on group homes do not result in a "benefit" to people with disabilities, who have needs addressed by group homes that people without

disabilities who live in boarding houses do not share. Nor has the City shown that it would actually be lawful to impose on group homes the restrictions it imposes on boarding houses, or that Ohio House and other group homes would not be entitled to reasonable accommodations from them. The "benefits" defense based on a comparison to boarding houses fails as a matter of law.

Costa Mesa's restrictions on group homes also conflict with the City's obligations under state law to affirmatively further fair housing for people with disabilities and account for their particular needs. Among other deficiencies, the City's policy fails to account for the "special housing needs" of "persons with disabilities," Gov't Code § 65583(a)(7); fails to "remove governmental constraints" on housing for people with disabilities, *id.* § 65583(a)(5); and fails to give "highest priority" to factors that "limit or deny fair housing choice or access to opportunity" for people with disabilities, *id.* § 65583(c)(10)(A)(iv). These failures may well independently violate FEHA by virtue of making housing opportunities unavailable to people with disabilities. *See Martinez*, 90 Cal. App. 5th at 268-70; *supra* at 10-12. At a minimum, however, they should foreclose Costa Mesa's argument that its facially discriminatory ordinances somehow objectively benefit people with disabilities.

The City seeks to distinguish Ohio House from other shared housing that it treats like single-family homes because not all of its occupants are joint owners or tenants. ER 5606, 5918. But in *Adamson*, the Court held that the California Constitution's protection of privacy rights still applies when a property owner or primary tenant (like Ohio House) is renting out rooms for others to live in a communal setting. *See Adamson*, 27 Cal. 3d at 127-28, 136 & n.5; *City of Santa Barbara v. Adamson*, 90 Cal. App. 3d 606, 153 Cal. Rptr. 507, 509 (1979) (confirming that Adamson was renting space in her house to the other occupants). In addition, group homes like Ohio House, in which the occupants are not joint owners or tenants, are well-established and important communal housing resources for people with disabilities.[9] It is incongruous to suggest that restrictions contradicting state constitutional rights could provide a legally cognizable "benefit" to people who live in group homes.

Second, in addition to the legal inadequacy of the alleged benefits themselves, Costa Mesa failed to meet its burden to produce sufficient

[9] *See* Group Home Technical Advisory at 24-25; Polcin et al., *Sober Living Houses for Alcohol and Drug Dependence: 18-Month Outcomes*, J. of Substance Abuse Treatment (2010); 38(4):356-365, at 2-4, https://tinyurl.com/2ba5ccbw.

evidence of the imposed restrictions' supposed benefit to people with disabilities. This failure is inconsistent with California's housing laws, which require public agencies to take meaningful actions to affirmatively further fair housing and to make related assessments in their planning, supported by objective, quantifiable data. Gov't Code §§ 8899.50, 65583(c)(10)(A). This includes an obligation to assess displacement risk, *id.* § 65583(c)(10)(A)(ii); analyze potential and actual governmental constraints on housing for people with disabilities and demonstrate efforts to remove constraints, *id.* § 65583(a)(5); perform a quantifiable analysis of housing needs for people with disabilities, *id.* § 65583(a)(7); state goals and quantified objectives relative to affirmatively furthering fair housing, *id.* § 65583(b)(1); address and work to remove constraints on housing for people with disabilities, *id.* § 65583(c)(3); and promote housing for people with disabilities, *id.* § 65583(c)(5).

Instead, the City's "benefits" defense relied on subjective, speculative, and unsubstantiated opinions that people with disabilities could benefit from the City's policy both allowing for the siting of group homes where they purportedly would not otherwise be allowed if they were regulated as "boarding houses," and requiring 650-foot separation to prevent potential feelings of institutionalization for group home residents. *See, e.g.*, ER 7-10.

Related, the City failed to fully consider and support with sufficient evidence, for example, the extent to which its policy precludes group homes in areas or locations where they otherwise would be sited, or already have been sited, ignoring the creation of new constraints on housing for people with disabilities. And the City failed to fully consider and support with sufficient evidence whether more housing opportunities of their choice for the protected class would be in fact lost rather than gained as a result of the policy, including ignoring displacement risks. As a result, the district court lacked the requisite objective evidence, such as detailed quantitative data, studies, or assessments of what the needs of people with disabilities were or what the actual effects of the City's group home policy would be. *See generally* ER 6-10; *see also* Cal. Code Regs. tit. 2, § 12042(f)(1)(A) (requiring defendants to show that a facially discriminatory housing policy "[o]bjectively benefits a protected class"). Indeed, what is known about the ordinances' actual effects undermines the City's claim, despite the lack of detailed quantitative studies. Those effects will include displacing dozens of people from their Ohio House homes and effectively imposing quotas on how many people recovering from addiction can live in each of the City's various neighborhoods, and therefore in the City as a whole.

"Least restrictive means." Even if Costa Mesa had been able to show that its ordinances objectively benefit people with disabilities, it would also have had to establish that its policy "[i]s the least restrictive means of achieving the identified purpose." Cal. Code Regs. tit. 2, § 12042(f)(2); *Pack v. Fort Washington II*, 689 F. Supp. 2d 1237, 1243-44, 1248 (E.D. Cal. 2009) (granting summary adjudication on FEHA facial discrimination claim because rule was not the least restrictive means of achieving alleged purpose and noting possible alternative rule).

The City did not demonstrate with sufficient evidence that it was unable to achieve its central claimed purpose—avoiding the creation of institutionalized living in residentially zoned areas—by less restrictive means than it chose. Again, assuming for purposes of discussion that the City's goal of limiting "institutionalization" was legitimate, the district court failed to scrutinize, for example, the City's claimed need for at least 650 feet of space between group homes as the least restrictive means of achieving this purpose. *See, e.g.*, ER 8-9 (lack of discussion of possible less restrictive alternatives the jury could have considered). This constitutes an independent ground for invalidating the City's facially discriminatory ordinances.

B. Costa Mesa Failed to Demonstrate Compliance with FEHA Reasonable Accommodation Requirements

Apart from having enacted facially discriminatory ordinances, the record here shows that Costa Mesa violated FEHA by failing to make a reasonable accommodation for Ohio House, which requested that it be permitted to operate within 550 feet of another group home rather than the minimum 650 feet required by the City's ordinance. This failure has two aspects. First, as specified in FEHA's regulations, Costa Mesa was required to undertake a good-faith interactive process in response to Ohio House's request for reasonable accommodation. Cal. Code Regs. tit. 2, § 12177. This includes evaluating and implementing a reasonable accommodation if possible, or *affirmatively* "identify[ing] if there is another accommodation or modification that is equally effective." *Id.* § 12177(a), (c). It appears that the City did not make these interactive efforts and the district court did not consider these requirements when determining there was sufficient evidence to find the denial of a reasonable accommodation did not violate FEHA. *See* ER 2892-97; ER 16.

Second, as relevant here, a requested accommodation may only be denied if it would constitute an unacceptable "fundamental alteration," meaning it would "change the essential nature of the services or operations"

being offered. Cal. Code Regs. tit. 2, § 12179(b)(1), (e). And, a reasonable accommodation request cannot be denied based on "fears or prejudices" about the disability, or because it "might possibly become an undue burden if extended to multiple other individuals who might request accommodations or modifications." *Id.* § 12179(f).

"Fundamental alteration." The court found that the jury had sufficient evidence to determine that a waiver of the 650-foot separation requirement constituted a "fundamental alteration" of the City's zoning code creating residential neighborhoods. This was based on City testimony that a "cluster of group homes increases the number of adults living in an area, which increase[s] parking and traffic, [and] leads to increased related complaints," such that "[t]he City wanted to reduce these effects to prevent the 'institutionalization' of residential neighborhoods and the degradation of the residential nature." ER 16.

Assuming only for purposes of argument that the City's goal was legitimate, the court's order did not discuss any sufficient evidence showing that a deviation from the 650-foot separation rule would lead to these negative results, let alone any sufficient evidence that the 100-foot departure from the rule that Ohio House requested would do so. Indeed, Ohio House had already been located 550 feet from another group home, and there was

no sufficient evidence discussed that this had created an institutionalized setting.

Moreover, the City's concerns are a far cry from what are properly considered fundamental alterations. FEHA and its regulations specifically anticipate that cities will need to adjust their zoning codes to reasonably accommodate disability-related housing needs, Gov't Code § 12927(c)(1); Cal. Code Regs tit. 2, § 12180(c)(6), undercutting the City's argument that the claimed speculative effects of increased density alleged here could be considered fundamental alterations. Here, the allegations of increased parking needs, van traffic, and loading and unloading passengers,[10] which could come from any home with several residents—such as a multi-generational family living together, a home that receives a large number of deliveries or visitors, or families with regular carpools—is unlikely to rise to the level of changing the "essential nature" of a residentially-zoned neighborhood. Because these effects can be caused by many different sources, they should be addressed by generally applicable parking regulations, traffic calming measures, or occupancy standards instead of

[10] The district court acknowledged that Ohio House did not receive any specific noise, parking, or smoking complaints in the past. ER 16.

singling out group homes with discriminatory and constraining regulations. *See, e.g.*, *Adamson*, 27 Cal. 3d at 133; Group Home Technical Advisory at 30-31.

The City's reaction to its claimed concerns also did not consider its obligations under state law to affirmatively furthering fair housing. These obligations include, among other things, protecting individuals with disabilities' right to housing of their choice, and the housing they find most suitable for their disability-related needs, while removing constraints on their ability to obtain this housing. *See, e.g.*, Gov't Code §§ 8899.50; 65583(a)(5), (c)(3), (c)(5), (c)(10)(A). The accommodation Ohio House has requested may be consistent with, and indeed required by, state housing law. The district court's failure to consider the requested accommodation in light of the City's obligations under state law was error.

"Fears or prejudices." To justify denying the accommodation, Costa Mesa argued that having a greater number of persons per household, like Ohio House does, strained the City's infrastructure, and could create "institutionalization" of zoned residential neighborhoods. ER 16. But this argument, rather than justifying denying Ohio House's accommodation request, appears to reflect a concern that other group homes might seek a similar accommodation in the future. It thus appears to rest on "fears or

prejudices" that multiple group homes might seek reasonable accommodations to locate or remain in Costa Mesa, and that group home residents somehow cause uniquely problematic traffic, noise, or activity (as the City allows similar traffic, noise, and activity from other homes with several residents). That is precisely the kind of prejudicial reasoning FEHA rejects. *Cf. Oconomowoc*, 300 F.3d at 786 (noting that FHA rejects city actions based on "blanket stereotypes about disabled persons rather than particularized concerns about individual residents . . . the use of stereotypes and ignorance, and . . . [g]eneralized perceptions about disabilities and unfounded speculations about threats to safety . . . as grounds to justify exclusion") (internal citations and quotation marks omitted).

III. RESTRICTIVE ZONING CODES LIKE COSTA MESA'S ARE CONTRARY TO PUBLIC POLICY AND HAVE A NEGATIVE IMPACT ON HOUSING FOR CALIFORNIANS WITH DISABILITIES

As discussed above, group homes are an essential resource for people with disabilities. Group homes that provide sober living environments play a key role in substance abuse recovery care.[11] They are "alcohol and drug free living environments that offer peer support for recovery outside the context

[11] U.S. Dep't of Health & Human Servs., *Facing Addiction in America: The Surgeon General's Report on Alcohol, Drugs, and Health* (2016) at 4-4, https://tinyurl.com/ssnem8v3.

of treatment."[12] According to the Substance Abuse and Mental Health Services Administration of the U.S. Department of Health and Human Services, community support "is a critical aspect of achieving and maintaining recovery," and thus, recovery residences "are uniquely qualified to assist individuals in all phases of recovery, especially those in early recovery, by furnishing social capital and recovery supports."[13] Research demonstrates that residents show improvement in a variety of areas, including drug and alcohol use, employment, psychiatric symptoms, and arrests.[14] Group homes thus enable people with disabilities to live in the community while still receiving the needed support for continued recovery.

As discussed above, California law recognizes the important benefits group homes provide to people with disabilities by establishing certain protections for them—protections that ordinances like Costa Mesa's fail to

[12] Polcin et al., *What Did We Learn from Our Study on Sober Living Houses and Where Do We Go from Here?* J. of Psychoactive Drugs (Dec. 2010) 42(4):425-433, at 2, https://tinyurl.com/yzcxmb3r.

[13] Substance Abuse and Mental Health Servs. Admin., *Recovery Housing: Best Practices and Suggested Guidelines* (2018) at 3, https://tinyurl.com/mr4c4arz.

[14] Korcha et al., *Sober Living Houses: Research in Northern and Southern California*, Addiction Science & Clinical Practice (2015) 10 (Suppl. 1):A30, https://tinyurl.com/rh8prtbw.

recognize. In addition to the problems inherent in the City's overall permitting requirements, the Group Home Technical Advisory explains how Costa Mesa's other, more specific group home regulations conflict with its duties to avoid discriminating against such housing and to affirmatively promote and protect it. These regulations include, for example, the City's 650-foot spacing requirement, definition of single housekeeping units, and special occupancy standards for group homes.[15] Discriminatory restrictions like these and others in Costa Mesa's ordinances "can block new group homes from opening, force existing ones to close, and impose costs, legal fees, and administrative burdens that make it difficult for group homes to operate."[16]

These problems are not hypothetical. Restrictive zoning codes have had—and continue to have—a negative impact on the availability of this important type of housing opportunity for people with disabilities.[17] As an initial matter, recent research demonstrates that group homes for those recovering from addiction are not highly concentrated in Orange County,

[15] *See generally* Group Home Technical Advisory at 23-36.

[16] *Id.* at 1.

[17] Group Home Technical Advisory at 7.

relative to the rest of California or the nation as a whole.[18] In fact, California is behind many other states in the number of such group homes per capita, despite having a higher age-adjusted alcohol/drug mortality rate than many other states.[19] Moreover, the last two years have seen a large percentage increase in the number of such deaths in California, indicating a likely increasing need for group homes in the State at a time when there are fewer homes per capita than many other states.[20]

Restrictive zoning codes can limit this number even further, as is evident from Costa Mesa's own data. Before Costa Mesa adopted its group home ordinances, it estimated there were 94 sober living homes in the City's residential zones. *Socal Recovery, LLC*, 56 F.4th at 806.[21] As of 2022, the City counted only 16 group homes, with at least 68 having closed. *Id.* at 806

[18] Mericle et al., *Identifying the Availability of Recovery Housing in the U.S.: The NSTARR Project*, Drug and Alcohol Dependence 230 (2022), at 6-8, figs. 1, 2, tbl. 1, https://tinyurl.com/y48mpfze.

[19] *Id.* at tbl. 1.

[20] Fusion Ctr., *Data Brief: 2020 and 2021 Increases in Deaths in California*, Cal. Dep't of Pub. Health (July 1, 2022), at 8, 9, tbl. 2, https://tinyurl.com/4bbcb5d4.

[21] The *SoCal Recovery* decision cites data from the city website: *City Approved Sober Living/Group Homes*, https://tinyurl.com/yukycasy. That decision did not consider the validity of the City's ordinances.

& nn.6-7. The City's closure list now includes 83 closed facilities, indicating that an additional 15 facilities may have closed.[22]

The expert evidence in this case confirms this alarming reduction in available housing for people with disabilities. Professor Brian Connolly concluded that the City's ordinances restricted the availability of group homes; some were even forced to close, displacing people with disabilities. *See* Connolly Expert Rep. at 53 (Feb. 14, 2022), ECF No. 249-3. His report also discusses how the closure of such facilities, as with other areas of the housing market, presumptively increases the cost of housing in remaining group homes. *Id.* at 54.

In short, restrictive zoning codes, such as those at issue here in Costa Mesa, constrain housing opportunities and choice for people with disabilities. This expressly contravenes FEHA, the State's housing and planning laws, the mission of CRD and HCD, and the policy of the State of California.

CONCLUSION

The judgment of the district court should be reversed.

[22] *Group Homes/Sober Living Information and Application*, Costa Mesa, https://tinyurl.com/4wjhb6ky (providing information on "Operators that have closed"). The list can be found at https://tinyurl.com/2absudwh.

Dated: June 29, 2023

Respectfully submitted,

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UNITED STATES COURT OF APPEALS
FOR THE NINTH CIRCUIT

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9th Cir. Case Number(s) 22-56181

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[ ] is accompanied by a motion to file a longer brief pursuant to Cir. R. 32-2(a).

Signature */s/ Lisa C. Ehrlich* **Date** June 29, 2023
(use "s/[typed name]" to sign electronically-filed documents)

CERTIFICATE OF SERVICE

I hereby certify that, on this 29th day of June 2023, I electronically filed the foregoing ***BRIEF OF AMICI CURIAE THE CALIFORNIA CIVIL RIGHTS DEPARTMENT AND THE CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT IN SUPPORT OF APPELLANT AND REVERSAL*** with the Clerk of the Court of the United States Court of Appeals for the Ninth Circuit by using the CM/ECF system. I further certify that all participants in the case are registered CM/ECF users and that service will be accomplished by the CM/ECF system.

/s/Lisa Ehrlich
Lisa Ehrlich

EXHIBIT 4

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
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November 29, 2023

Lori Ann Farrell Harrison, City Manager
City of Costa Mesa
77 Fair Drive
Costa Mesa, CA 92626

Dear Lori Ann Farrell Harrison:

RE: Group Home Ordinances – Letter of Technical Assistance

In the attached May 9, 2023, findings letter, the California Department of Housing and Community Development (HCD) offered to provide additional technical assistance regarding, among other things, implementation of Costa Mesa's (City) 6th cycle housing element programs to review its group home and related policies. This letter provides that technical assistance for the City's review of its group home ordinances, including Ordinance Nos. 14-13, 15-11, and 17-05, which amended Title 13 of the City's Municipal Code (MC 13), as well as related City policies, such as its reasonable accommodations procedures.

HCD has reviewed the City's group home ordinances and related policies under its authority pursuant to Government Code section 65585, which includes authority to review cities' compliance with the Land Use Discrimination Law (Gov. Code, § 65008), Affirmatively Furthering Fair Housing (AFFH) Law (Gov. Code, §§ 8899.50, 65583), and State Housing Element Law (Gov. Code, § 65580 et seq.). HCD finds that the City's group home ordinances and related policies violate Government Code sections 65008, 65583, and 8899.50 by failing to meet the City's obligations to affirmatively further, protect, and remove constraints on housing for persons with disabilities, and also by discriminating against this housing.

To comply with state law, the City must, among other things, immediately stop enforcing its group home ordinances, repeal them, and revise its reasonable accommodations policies. These actions are also necessary to timely and effectively implement the programs in the 6th cycle housing element that the City adopted on November 15, 2022, which are required for the City's housing element to substantially comply with State Housing Element Law. These include Program 2J (Transitional and Supportive Housing), 2N (Reasonable Accommodation), Program 2O (Definition of Single Housekeeping Unit), Program 2P (Group Homes), and 4A (Fair Housing).

Definitions

Various laws use the term “group homes” to refer to different types of housing for different populations. For the purposes of state fair housing and planning and zoning laws, the following terms refer to various types of residences in which unrelated persons share the residence:

- **Shared Living Residences**—any housing shared by unrelated persons, including, for example, group homes, recovery residences, some community care residential facilities, some supportive and transitional housing, emergency shelters, boardinghouses, and dormitories.

- **Group Homes**—housing shared by unrelated persons with disabilities that provide peer and other support for their residents’ disability-related needs and in which residents share cooking, dining, and living areas, and may, in some group homes, participate in cooking, housekeeping, and other communal living activities and that do not provide services that require licenses under state law.

- **Licensed Facilities**—shared living residences that provide services that require licenses under state law.

- **Recovery Residences** or **Sober Living Homes**—group homes for persons recovering from alcoholism or drug addiction in which the residents mutually support each other's recovery and sobriety and that do not require state licenses because they do not provide alcoholism or drug addiction recovery and treatment services.[1]

- **Alcohol or Other Drug (AOD) Facilities**—residential facilities that must obtain state licenses because they provide alcoholism or drug addiction recovery and treatment services.

[1] Individuals recovering from alcoholism or addiction are recognized as people with disabilities (see Gov. Code, § 12926, subd. (j)), and “sober living homes and other dwellings intended for occupancy by persons recovering from alcoholism and drug addiction are protected from illegal discrimination against the disabled.” *SoCal Recovery, LLC v. City of Costa Mesa* (“*SoCal Recovery*”) (9th Cir. 2023) 56 F.4th 802, 814.

Statutory Background

Land Use Discrimination Law

California's Planning and Zoning Law (Gov. Code, § 65000 et seq.) prohibits jurisdictions from engaging in discriminatory land use and planning activities. Specifically, Government Code section 65008, subdivision (a)(1), deems any action taken by a city to be null and void if it denies an individual or group of individuals the enjoyment of residence, landownership, tenancy, or any other land use in the state due to illegal discrimination. Section 65008 prohibits discrimination based on any characteristic, including disabilities, protected by other state or federal laws, while adding its own prohibitions of discrimination against individuals or households who have very low, low, moderate, or middle incomes.[2] The law further recites multiple categories of actions that are determined to be discriminatory, including enactment or administration of ordinances that prohibit or discriminate based on a protected characteristic[3] and imposition of requirements on a residential use for persons with protected characteristics that are not generally imposed upon other residential uses.[4]

AFFH Law

Government Code section 8899.50 requires all California public agencies, including cities, "to administer their programs and activities relating to housing and community development in a manner to affirmatively further fair housing, and take no action that is materially inconsistent with [this] obligation . . . ."[5] AFFH means:

> taking meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics. Specifically, affirmatively furthering fair housing means taking meaningful actions that, taken together, address significant disparities in housing needs and in access to opportunity, replacing segregated living patterns with truly integrated and balanced living patterns, transforming racially and ethnically concentrated areas of poverty into areas of opportunity, and fostering and maintaining compliance with civil rights and fair housing laws.[6]

Moreover, the "duty to affirmatively further fair housing extends to all of a public agency's activities and programs relating to housing and community development."[7]

[2] Gov. Code, § 65008, subds. (a)(1)(A), (b)(1)(B)-(C), (2)(B), (3).
[3] *Id.* at subd. (b)(1)(B).
[4] *Id.* at subd. (d)(2)(A).
[5] Gov. Code, § 8899.50, subds. (a)(2)(B), (b)(1), (2).
[6] *Id.* at subd. (a)(1).
[7] *Id.*

Housing Element Law

In addition to the general AFFH requirements in Government Code section 8899.50, State Housing Element Law includes more specific AFFH requirements for cities. Government Code section 65583 requires cities to thoroughly analyze fair housing issues related to housing for people with disabilities and set forth a program of actions that protect and promote such housing. Through their housing elements, cities must "remove governmental constraints that hinder . . . meeting the need for housing for persons with disabilities," which requires "remov[ing] constraints to, and provid[ing] reasonable accommodations for housing designed for, intended for occupancy by, or with supportive services for, persons with disabilities."[8] Section 65583 also requires cities to "promote and affirmatively further fair housing opportunities and promote housing throughout the community or communities all persons regardless of . . . disability" or "other protected characteristics."[9] And cities' housing elements must include a fair housing assessment with specific goals, implementation strategies, and "metrics and milestones" for evaluating results.[10] In complying with these AFFH duties, cities are required to analyze data and set measurable objectives and milestones.[11]

Resource Materials

In revising its policies, amending its ordinances, and implementing its housing element programs, the City should consider HCD's Group Home Technical Advisory (Group Home TA)[12] and its AFFH Guidance Memorandum (AFFH Memo).[13] The City should also consider, among other things, the analysis in the amicus brief that HCD and CRD filed in the pending appeal in *The Ohio House, LLC v. City of Costa Mesa,* 9th Cir. Case No. 22-56181, Docket No. 25-2 (Amicus Brief). The guidance documents and Amicus Brief discuss relevant statutes, regulations, and case law, as well as HCD's and other government agencies' earlier guidance documents, academic papers, and demographic and statistical analyses.

[8] Gov. Code, § 65583, subds. (a)(6), (c)(3).
[9] *Id.* at subd. (c)(5).
[10] *Id.* at subd. (c)(10)(A)(iv).
[11] See, e.g., Gov. Code, § 65583, subds. (a)(5), (a)(7), (b)(1), (c)(10)(A)(ii).
[12] Available at https://www.hcd.ca.gov/sites/default/files/docs/planning-and-community/group-home-technical-advisory-2022.pdf.
[13] Available at https://www.hcd.ca.gov/community-development/affh/docs/affh_document_final_4-27-2021.pdf.

Findings

HCD's findings include, but are not necessarily limited to, those described below.

Permitting Requirements

Ordinance Nos. 14-13, 15-11, and 17-05 establish permitting requirements for group homes.

- MC 13-311(a) requires a special use permit for unpermitted group homes of six or fewer occupants located in R1 (single-family) zones and prohibits group homes with seven or more occupants in these zones.
- MC Title 9, Chapter II, Article 23, 9-372 requires group homes of six or less to apply for an operator's permit, regardless of licensure status.
- MC 13-322 requires a Conditional Use Permit (CUP) for group homes of six or less in R2-MD, R2-HD and R3 residential zones and the PDR-LD, PDR-MD, PDR-HD, PDR-NCM, PDC, and PDI (Planned Development Zones) Zones.
- MC 13-323 requires a CUP for group homes in the R2-MD, R2-HD and R3 residential zones and the PDR-LD, PDR-MD, PDR-HD, PDR-NCM, PDC, and PDI (Planned Development Zones) with seven or more occupants.

The City's permitting requirements for group homes and its application and enforcement of these requirements violate Government Code sections 65008, 65583, and 8899.50 by, among other things, discriminating against housing for persons with disabilities, constraining and failing to promote this housing, and restricting the fair housing choices of persons with disabilities (their right to housing of their choice and the housing they find most suitable for their disability-related needs).

The ordinances do not impose similar restrictions on other dwellings located in the zones listed above. The discriminatory effects and constraints these permitting requirements impose on group homes are evident through, among other things, the City's own data showing how severely the permitting requirements have curtailed group homes in Costa Mesa. And there are considerable other discriminatory effects, including, and among other things, the costs and burdens imposed on group homes, the displacement of persons with disabilities from housing of their choice and the disruptions of their lives, and the City's efforts to deter new group homes from opening in Costa Mesa.[14]

[14] See, e.g., Amicus Brief at pp. 27-28; *SoCal Recovery*, *supra*, 56 F.4th at p. 806 (finding that Costa Mesa engaged in "an explicit effort to reduce the number of sober living homes operating within the City.").

Furthermore, the City should not continue attempting to justify its group home restrictions by comparing them to its treatment of boardinghouses. Group homes are designed to provide communal living environments with peer and other support for their occupants' disability-related needs and to help integrate their residents into local communities. Boardinghouses do not serve these same goals. Government Code sections 65008, 65882, and 8899.50 also impose specific and unique duties on cities to affirmatively promote and protect housing for persons with disabilities that do not similarly apply to all boardinghouses.

The overall problems with the City's permitting system require the City to immediately stop enforcing its group home ordinances and repeal them. To provide additional guidance, this letter discusses below further examples of how specific provisions in these ordinances conflict with the City's duties under Government Code sections 65008, 65583, and 8899.50.

Definition of Single Housekeeping Unit

MC 13-06 defines a single housekeeping unit as follows:

- Single housekeeping unit. The occupants of a dwelling unit have established ties and familiarity with each other, jointly use common areas, interact with each other, share meals, household activities, and expenses and responsibilities; membership in the single housekeeping unit is fairly stable as opposed to transient, members have some control over who becomes a member of the household, and the residential activities of the household are conducted on a nonprofit basis. There is a rebuttable presumption that integral facilities do not constitute single housekeeping units. Additional indicia that a household is not operating as a single housekeeping unit include, but are not limited to: the occupants do not share a lease agreement or ownership of the property; members of the household have separate, private entrances from other members; members of the household have locks on their bedroom doors; members of the household have separate food storage facilities, such as separate refrigerators.

HCD encourages the City to review pages 24-25 of the HCD Group Home Technical Advisory for policies to avoid when creating a definition of a single housekeeping unit. These problematic policies include requiring all residents to share a common lease or deed, excluding for-profit group homes and overly scrutinizing living arrangements (e.g., not allowing for locks on rooms or having separate entrances).

Lack of Grandfathering

Typically, when a zoning code changes, preexisting, nonconforming uses are "grandfathered" in and allowed to continue operating under the requirements that were in place before the amendments.[15] Costa Mesa's zoning code follows this well-established practice by allowing preexisting, nonconforming residential uses to continue operating unless they are abandoned, the dwellings they are in are declared physically unsafe, or the owner proposes structural alterations. (MC 13-203(b), 13-204.) But the City departs both from general grandfathering practices and its own grandfathering code provisions by requiring preexisting group homes to apply for permits in the same fashion as new ones to remain operational. (MC 13-311, 13-322, and 13-323.) This imposes discriminatory and constraining conditions on preexisting group homes, while creating displacement impacts that AFFH duties and State Housing Element Law require the City to consider and avoid.[16] The City should apply its generally applicable grandfathering provisions to preexisting group homes, subject to reasonable accommodations requirements.

Occupancy Limits

The City sets special occupancy limits on group homes that prohibit group homes of seven or more occupants in R-1 single family zones, require group homes with seven or more occupants to obtain permits to operate in other zones, and require group homes with six or fewer occupants to obtain permits to operate in any residential zone. (MC 9-372, 13-311)(a), 13-322, 13-323.) This is another example of the City imposing discriminatory and constraining restrictions on group homes. Concerns about overcrowding should be addressed through applying the generally applicable occupancy limits that apply to all residences instead of singling out specific types of housing based on occupants' disabilities.[17]

Costa Mesa's ordinances appear to be based on a faulty application of Health and Safety Code statutes that allow local governments to subject licensed group homes with more than six residents to conditional use or other discretionary approval processes but require local governments to treat many types of licensed group homes with six or fewer residents the same as single-family homes and prohibit requiring these small, licensed group homes to obtain conditional use permits or other special approvals to locate in single-family zones.[18] The City, however, cannot justify its restrictions on group homes

[15] See, e.g., *Edmonds v. Los Angeles County* (1953) 40 Cal.2d 642, 651 ("The rights of users of property as those rights existed at the time of the adoption of a zoning ordinance are well recognized and have always been protected.").
[16] Gov. Code, § 65583, subds. (c)(10)(A)(ii), (v).
[17] See Uniform Housing Code, § 503.2; see also *City of Santa Barbara v. Adamson* (1980) 27 Cal.3d 123, 133.
[18] See, e.g., Health & Saf. Code, §§ 1566.3, 1569.85, 11834.23.

through statutes designed to protect small licensed facilities, which provide higher levels of support and care that require state licenses.[19] These statutes specifically apply to licensed facilities, not to unlicensed group homes. In effect, the City is inappropriately transforming state laws designed to prevent local constraints on small, licensed facilities into constraints on group homes that do not provide services requiring state licenses. Moreover, the City is imposing more restrictions on group homes with six or fewer residents than state law allows it to impose on licensed facilities with similar numbers of residents. To avoid imposing overly costly and burdensome constraints on group homes, the best practice is to apply the same general building, fire, and other health and safety codes that apply to other residences, subject to state health and safety code provisions specific to certain types of licensed facilities and to reasonable accommodations requirements.[20]

Separation Requirement

MC 13-322, 13-323, and 13-324 require 650 feet of separation between group homes, sober living homes, or state-licensed drug and alcohol treatment facilities, new and existing.

These spacing requirements have a particularly severe impact on group homes, severely limiting where they can locate, causing group homes to close, and preventing others from opening. Yet the City has not shown that these spacing requirements are necessary or that there are health, safety, or similar justifications for the spacing requirements, or that if these were actual issues, that the City could not address them through less restrictive and discriminatory policies.

Pages 27-29 of the Group Home TA provides additional guidance illustrating why the City's spacing requirements conflict with its duties under state housing law (e.g., Gov. Code, §§ 8899.50, 65008, 65583, subds. (c), (1), (5), (10)), as does the Amicus Brief.

Vehicle and Parking Requirements

The City imposes special vehicle and parking requirements on group homes. MC 13-311(a)(5) states that each dwelling resident is limited to one vehicle that must be used as the resident's primary form of transportation. MC 13-311(a)(5) requires each dwelling resident to park their vehicle on dwelling premises or within 500 feet of the dwelling.

Concerns about parking and traffic should be addressed through generally applicable rules instead of restrictions that target housing for persons with disabilities.[21]

[19] See Group Home TA at pp. 25-26.
[20] See, e.g., Health & Saf. Code, § 13113 (requiring sprinkler systems in certain licensed facilities).
[21] See *Adamson*, *supra*, 27 Cal.3d at 133; Group Home TA at p 31.

Examples of Other Permitting and Operational Requirements

The City imposes the following restrictions on group homes but not on other residences:

- MC 13-311(a)(4) requires a manager to be present during all hours, seven days a week.
- MC 13-311(a)(14)(vi) requires that the operator must have a good neighbor policy directing residents "to be considerate of neighbors, including refraining from engaging in excessively loud, profane or obnoxious behavior that would unduly interfere with a neighbor's use and enjoyment of their dwelling unit."
- MC 13-311(b) requires group homes applying for a permit to provide notice to the owner of record and all occupants within 500 feet of the group home.

Singling out group homes for restrictions like these can burden group homes with additional, unjustified costs, while perpetuating fears and stereotypes about persons with disabilities. Pages 30-33 of the Group Home TA provide additional guidance on how to avoid these and other restrictions in Costa Mesa's group home ordinances that conflict with the City's duties under Government Code sections 8899.50, 65008, 65583, subds. (c)(1), (c)(5) and (10), among others.[22]

Reasonable Accommodations

Failing to make reasonable accommodations to rules or policies, in order to allow persons with disabilities the opportunity to access housing, is a form of discrimination.[23] Making reasonable accommodations is also necessary to fulfill the City's AFFH duties and its duties to remove constraints on housing for persons with disabilities.[24]

The City should review its reasonable accommodation policies in Municipal Code section 13-200.62, along with its application of these policies, to ensure compliance with state law.[25] For example, the City: (i) must avoid denying requested accommodations based on fears or prejudicial assumptions about people with disabilities, such as that group home residents somehow uniquely cause problematic traffic, noise, or activity; (ii)

[22] See also *Oconomowoc Residential Programs, Inc. v. City of Milwaukee* (7th Cir. 2002) 300 F.3d 775, 783 (finding that house manager requirement is discriminatory because it effectively mandates an "institutional" arrangement that is not "on par with" housing policies for those who are not disabled); *Potomac Group Home Corp. v. Montgomery County, Md.* (D. Md. 1993) 823 F.Supp. 1285, 1296 (finding that notice requirements discriminate against and stigmatize persons with disabilities).
[23] See, e.g., Gov. Code, § 12927, subd. (c)(1).
[24] See, e.g., Gov. Code, §§ 8899.50, 65583, subds. (a)(6), (c)(3), (5).
[25] See, e.g., Cal. Code Regs., tit. 2, §§ 12176-12185; Group Home TA at pp. 18-20; Amicus Brief at pp. 21-25.

may not place the burden on reasonable accommodation applicants to demonstrate that their requested accommodations would not create undue burdens on the City or fundamental alterations to its zoning code; (iii) may not require applicants to show that they could not find any other housing within the city that would meet their disability-related needs; and (iv) must engage in good faith with reasonable accommodation requests and avoid delay or burdensome procedural requirements.[26]

Costa Mesa May Still Address Problems that Might Arise at Individual Group Homes

The City has resources to legally address problems that might occur at individual group homes. If group home operators are engaging in activities that constitute public nuisances; violating generally applicable building, housing, or other health and safety laws; committing fraud; or engaging in other illegal activities, the City can address these issues through the same code enforcement and other legal processes it applies to others who violate municipal codes and other laws. If the City has evidence that a group home operator is providing services that require a license without obtaining one, it can contact the state's Department of Social Services or Department of Health Care Services, which can initiate investigations and take remedial action if appropriate.[27]

This may still require considering if reasonable accommodations are appropriate in some circumstances. And the City should avoid overbroad or discriminatory applications of nuisance laws, such as those basing civil nuisance actions on 911 calls for emergency services.[28] But if a group home is found to have violated local or state law, the City may, for example, seek equitable relief that could include more stringent oversight and other affirmative relief to prevent further violations.

Focusing on individual group homes that are actually causing problems is a better practice than adopting overly broad, constraining, and unlawful regulations for all group homes.

[26] See, e.g., Cal. Code Regs., tit. 2, §§ 12177-12179; 28. C.F.R. § 35.150(a)(3).
[27] See Group Home TA at pp. 33-36, 37.
[28] See. e.g., Cal. Code Regs., tit. 2, § 12162, subd. (a); see also California Attorney General Rob Bonta letter to all Cities and Counties in California re Crime Free Hosing Policies (Apr. 21, 2023), available at https://oag.ca.gov/system/files/attachments/press-docs/Crime%20Free%20Housing%20Guidance_4.21.23.pdf.

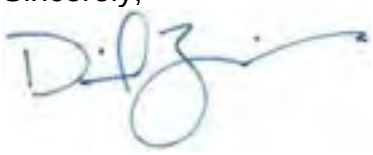
Conclusion

Costa Mesa's ordinances are blocking new group homes from opening, forcing existing ones to close, and imposing costs, administrative burdens, and fees that make it difficult for group homes to operate, while displacing persons with disabilities and disrupting their lives. The City is creating these restrictions and problems in the context of a shortage of adequate housing for persons with disabilities, which is a particularly acute issue within California's broader housing crisis.

HCD has reviewed the City's group home ordinances and found that they violate Government Code sections 65008, 65583, and 8899.50. The City must stop enforcing these ordinances, repeal them, change its reasonable accommodation policies and practices, and review other zoning practices in light of HCD's guidance to ensure that the City is complying with state law. These actions are necessary for the City to comply with its duties under Government Code sections 65008, 65583, and 8899.50, and are among the things that the City must do to bring its 6th cycle housing element into substantial compliance with State Housing Element Law.

For technical assistance regarding the City's 6th Cycle housing element, please contact Jose Armando Jauregui at jose.jauregui@hcd.ca.gov. If you have any questions regarding the content of this letter, please contact Bentley Regehr at bentley.regehr@hcd.ca.gov.

Sincerely,



David Zisser
Assistant Deputy Director
Local Government Relations and Accountability

Enclosures: Letter from HCD regarding City of Costa Mesa's 6th Cycle (2021-2029) Adopted Housing Element (May 9, 2023)

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF HOUSING POLICY DEVELOPMENT
2020 W. El Camino Avenue, Suite 500
Sacramento, CA 95833
(916) 263-2911 / FAX (916) 263-7453
www.hcd.ca.gov

May 9, 2023

Lori Ann Farrell Harrison, City Manager
City of Costa Mesa
77 Fair Drive
Costa Mesa, CA 92626

Dear Lori Ann Farrell Harrison:

RE: City of Costa Mesa's 6th Cycle (2021-2029) Adopted Housing Element

Thank you for submitting the City of Costa Mesa's (City) housing element that was adopted on November 15, 2022 and received for review on March 10, 2023. In addition, the California Department of Housing and Community Development (HCD) considered technical modifications from its prior review authorized by Resolution Number 2022-67. Pursuant to Government Code section 65585, subdivision (h), HCD is reporting the results of its review. In addition, HCD considered comments from Costa Mesa First pursuant to Government Code section 65588, subdivision (c).

The adopted housing element meets the statutory requirements of State Housing Element Law (Gov. Code, § 65580 et seq.). However, the housing element cannot be found in substantial compliance until the City has completed necessary rezones to make prior identified sites available and address the shortfall of sites to accommodate the RHNA pursuant to Assembly Bill 1398 (Chapter 358, Statutes of 2021) as described below.

Pursuant to Assembly Bill 1398 (Chapter 358, Statutes of 2021), a jurisdiction that failed to adopt a compliant housing element within one year from the statutory deadline cannot be found in compliance until rezones to make prior identified sites available or accommodate a shortfall of sites, pursuant to Government Code section 65583, subdivision (c) (1) (A) and Government Code section 65583.2, subdivision (c), are completed. As this year has passed and Programs 3B (Fairview Development Center), 3C (North Costa Mesa Specific Plan), 3D (Urban plans and Overlays), and 3N (Reused sites) have not been completed, the housing element is out of compliance and will remain out of compliance until the rezoning has been completed. Once the City completes the rezone, a copy of the resolution or ordinance should be transmitted to HCD. HCD will review the documentation and issue correspondence identifying the updated status of the City's housing element compliance.

Additionally, the City must continue timely and effective implementation of all programs including but not limited to the following:

- Program 2A (Inclusionary Housing Ordinance)
- Program 2B (Affordable Housing Development)
- Program 2I (State Density Bonus Incentives)
- Program 2J (Transitional and Supportive Housing)
- Program 2M (Parking Standards for Residential Development)
- Program 2N (Reasonable Accommodation)
- Program 2O (Definition of Single Housekeeping Unit)
- Program 2P (Group Homes): Please note, HCD may follow up with additional technical assistance. Please see HCD's Group Home Technical Advisory at https://www.hcd.ca.gov/sites/default/files/docs/planning-and-community/group-home-technical-advisory-2022.pdf.
- Program 3B (Fairview Development Center)
- Program 3G (City-wide Vote Requirements)
- Program 3R (Development of Large Sites)
- Program 4A (Fair Housing)

The City must monitor and report on the results of these and other programs through the annual progress report, required pursuant to Government Code section 65400. Please be aware, Government Code section 65585, subdivision (i), grants HCD authority to review any action or failure to act by a local government that it determines is inconsistent with an adopted housing element or State Housing Element Law. This includes failure to implement program actions included in the housing element. HCD may revoke housing element compliance if the local government's actions do not comply with state law.

Several federal, state, and regional funding programs consider housing element compliance as an eligibility or ranking criteria. For example, the CalTrans Senate Bill (SB) 1 Sustainable Communities grant, the Strategic Growth Council and HCD's Affordable Housing and Sustainable Communities programs, and HCD's Permanent Local Housing Allocation consider housing element compliance and/or annual reporting requirements pursuant to Government Code section 65400. With a compliant housing element, the City will meet housing element requirements for these and other funding sources.

For your information, some general plan element updates are triggered by housing element adoption. HCD reminds the City to consider timing provisions and welcomes the opportunity to provide assistance. For information, please see the Technical Advisories issued by the Governor's Office of Planning and Research at: https://www.opr.ca.gov/planning/general-plan/guidelines.html.

HCD appreciates the dedication and cooperation of the City's housing element team provided during the review and update. HCD particularly applauds the efforts of Jennifer Le and Scott Drapkin whose collaboration, communication, expertise and public service is truly commendable. HCD wishes the City success in implementing its housing element and looks forward to following its progress through the General Plan annual progress reports pursuant to Government Code section 65400. If you have any questions or need additional technical assistance, please contact Jose Armando Jauregui of our staff, at Jose.jauregui@hcd.ca.gov.

Sincerely,



Paul McDougall
Senior Program Manager

Exhibit 5

SETTLEMENT AGREEMENT AND MUTUAL RELEASE

This Settlement Agreement and Mutual Release ("Agreement") is entered into as of this 24th day of October, 2025 ("Effective Date"), by and among, the Parties listed below (together with their respective successors, assigns, heirs and/or subrogees, individually, "Party" or, collectively, "Parties").

PARTIES

The parties ("Parties") to this Agreement, collectively and together with their successors and assigns are as follows:

1. Plaintiff and Counter-Defendant INSIGHT PSYCHOLOGY AND ADDICTION, INC, a California Corporation ("Insight");

2. Plaintiff JANE DOE, an individual ("Ms. Doe");

3. Defendant and Counter-Plaintiff CITY OF COSTA MESA, a general law municipal corporation ("City" or "Costa Mesa");

4. Counter-Defendants MARY HELEN BEATIFICATO, an individual ("Ms. Beatificato") and GERALD GROSSO, an individual ("Dr. Grosso").

RECITALS

1. For multiple years, Insight provided supportive housing for adults with mental health and cognitive disabilities, such as Ms. Doe, at 2641Santa Ana Avenue in the City of Costa Mesa (the "Property") in one of the City's multifamily zones (R2-MD).

2. Beginning in 2015, City adopted a series of zoning ordinances, including but not limited to Ordinance Nos. 15-11, 15-13, 17-05, and 17-06 (collectively, the "Group Home Regulations"), which among other things, require group homes in the City's multifamily zones to obtain a conditional use permit and operator's permit.

3. On March 12, 2020, Insight filed a complaint in the United States District Court for the Central District of California against the City, Case No. 8:20−cv−00504−MEMF−JDE (the "Action"), based on allegations that the City's adoption, implementation, and enforcement of its regulations for group homes violate State and Federal fair housing and antidiscrimination laws, including without limitation the federal Fair Housing Act, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, California's Fair Employment and Housing Act, and Section 11135 of the California Government Code (the "Claims"). On August 7, 2020, Ms. Doe joined the Action as a Plaintiff.

4. On October 30, 2020, the City filed counterclaims against Insight, Ms. Beatificato, and Dr. Grosso, which were later narrowed to a nuisance counterclaim against Insight, Ms. Beatificato, and Dr. Grosso for continuing to provide supportive housing without a conditional use permit and operator's permit after the City had denied Insight's applications for a conditional use

permit and operator's permit ("Counterclaim"). During the pendency of this case, Insight stopped providing its housing on the Property.

5. The Parties understand and agree that the Parties dispute liability, that litigation is expensive, and that this Agreement is a compromise and shall not be construed as an admission of liability at any time or for any purpose. Without any admission of liability or concession of the other Party's position, the Parties want to resolve all claims in this Agreement amicably. The Parties have agreed to the material terms in this Agreement and now seek to memorialize their settlement as set forth below.

6. The Parties do not admit, and expressly deny, violation of any federal, state or local law, and deny any wrongdoing or liability whatsoever.

AGREEMENT

NOW, THEREFORE, for good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, and in further consideration of the promises exchanged herein, the Parties agree as follows:

1. City's Obligations

a. **Settlement Payment**. The City shall pay Insight and Ms. Doe the amount of One Million Seven Hundred Fifty Thousand Dollars ($1,750,000.00) (the "Settlement Payment") for their attorneys' fees, payable within fifteen (15) business days of the Effective Date. Payment shall be comprised of readily available funds made payable to Rutan and Tucker Client Trust Account. The Settlement Payment shall remain in the Rutan and Tucker Client Trust Account until it is distributed to Insight and Ms. Doe per separate written agreement.

b. **Amendment of Group Home Regulations**. The City shall implement Program 2N of the City's 6th Cycle 2021-2029 Housing Element Update (Revised March 1, 2023) by June 30, 2026. At the request of the City, Disability Rights California and/or the Law Office of Autumn Elliott may review and comment on revisions to the City's Reasonable Accommodation process. In particular, before the revision required under Program 2N is submitted to the Planning Commission or City Council for review, recommendation, or adoption, City staff are encouraged (but not required) to: (a) provide a draft of that revision to Disability Rights California and the Law Office of Autumn Elliott; (b) provide them with a reasonable period to comment on and respond to the draft revision; and (c) to discuss any comments with Disability Rights California or Elliott prior to submitting any proposed recommendation to the Planning Commission.

2. **Insight and Doe's Obligations**

a. **Distribution of Settlement Payment**. Concurrently herewith, Insight and Ms. Doe shall mutually agree in writing on the distribution of the Settlement Payment between Insight and Ms. Doe.

3. **Notifying Court of Settlement.** Upon execution of this Agreement, the Parties shall immediately file a Joint Notice advising the Court that the case has been settled, and the Parties shall withdraw any and all pending motions and requests, including requests for sanctions.

4. **Dismissal of Plaintiffs' Claims and City's Counterclaim**. Within fifteen (15) business days of the Effective Date, the Parties shall file a stipulation of dismissal pursuant to Rule 41(a)(1)(A)(ii) of the Federal Rules of Civil Procedure requesting dismissal with prejudice of the Claims filed by Insight and Ms. Doe and the Counterclaim filed by the City in the Action.

5. **Settlement; Mutual Releases**. Subject to the terms of this Agreement, the Parties hereby mutually waive, release and forever discharge any and all claims against each other arising from the Action and the facts and circumstances described in the Action, including Plaintiffs' Claims and the City's Counterclaim; and, the release contained herein includes a release of any and all disputes and/or claims related to the allegations of the Claims or the Counterclaim that were, or could have been, asserted in the Action, related to the facts of the Action (collectively the foregoing are the referred to herein as the "Released Claims.")

6. **Waiver of California Civil Code Section 1542**.

The Parties understand and agree that the releases provided herein extend to all of the Released Claims, whether known or unknown, suspected or unsuspected. With respect to the Released Claims, the Parties expressly waive and relinquish any and all rights they may have under California Civil Code Section 1542, which provides as follows:

> **"§ 1542. (General Release — Claims Extinguished.) A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release and that, if known by him or her, would have materially affected his or her settlement with the debtor or released party."**

MKB Insight ____ Ms. Doe MKB Ms. Beatificato

____ Dr. Grosso ____ City

The Parties expressly waive and release any rights and benefits which they have or may have under any similar law or rule of any other jurisdiction and pertaining to the matters released herein. It is the Parties' intention through this Agreement and with the advice of counsel that they shall fully, finally and forever settle and release the Released Claims as set forth above. In furtherance of such intention, the release herein given shall be and remain in effect as a full and complete release of such matters, notwithstanding the discovery of any additional claims or facts relating thereto.

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____ Insight ____ Ms. Doe ____ Ms. Beatificato

____ Dr. Grosso CGD City

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____ Insight ____ Ms. Doe ____ Ms. Beatificato

GJG
GJG ____ Dr. Grosso ____ City

The Parties expressly waive and release any rights and benefits which they have or may have under any similar law or rule of any other jurisdiction and pertaining to the matters released herein. It is the Parties' intention through this Agreement and with the advice of counsel that they shall fully, finally and forever settle and release the Released Claims as set forth above. In furtherance of such intention, the release herein given shall be and remain in effect as a full and complete release of such matters, notwithstanding the discovery of any additional claims or facts relating thereto.

2. **Insight and Doe's Obligations**

a. **Distribution of Settlement Payment**. Concurrently herewith, Insight and Ms. Doe shall mutually agree in writing on the distribution of the Settlement Payment between Insight and Ms. Doe.

3. **Notifying Court of Settlement.** Upon execution of this Agreement, the Parties shall immediately file a Joint Notice advising the Court that the case has been settled, and the Parties shall withdraw any and all pending motions and requests, including requests for sanctions.

4. **Dismissal of Plaintiffs' Claims and City's Counterclaim**. Within fifteen (15) business days of the Effective Date, the Parties shall file a stipulation of dismissal pursuant to Rule 41(a)(1)(A)(ii) of the Federal Rules of Civil Procedure requesting dismissal with prejudice of the Claims filed by Insight and Ms. Doe and the Counterclaim filed by the City in the Action.

5. **Settlement; Mutual Releases**. Subject to the terms of this Agreement, the Parties hereby mutually waive, release and forever discharge any and all claims against each other arising from the Action and the facts and circumstances described in the Action, including Plaintiffs' Claims and the City's Counterclaim; and, the release contained herein includes a release of any and all disputes and/or claims related to the allegations of the Claims or the Counterclaim that were, or could have been, asserted in the Action, related to the facts of the Action (collectively the foregoing are the referred to herein as the "Released Claims.")

6. **Waiver of California Civil Code Section 1542**.

The Parties understand and agree that the releases provided herein extend to all of the Released Claims, whether known or unknown, suspected or unsuspected. With respect to the Released Claims, the Parties expressly waive and relinquish any and all rights they may have under California Civil Code Section 1542, which provides as follows:

> **"§ 1542. (General Release — Claims Extinguished.) A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release and that, if known by him or her, would have materially affected his or her settlement with the debtor or released party."**

____ Insight ____JD____ Ms. Doe ____ Ms. Beatificato

____ Dr. Grosso ____ City

The Parties expressly waive and release any rights and benefits which they have or may have under any similar law or rule of any other jurisdiction and pertaining to the matters released herein. It is the Parties' intention through this Agreement and with the advice of counsel that they shall fully, finally and forever settle and release the Released Claims as set forth above. In furtherance of such intention, the release herein given shall be and remain in effect as a full and complete release of such matters, notwithstanding the discovery of any additional claims or facts relating thereto.

7. **Enforcement of Agreement**. This Agreement may be pleaded as a full and complete defense to any action, suit, or other proceeding by any Party hereto wherein the claims are concerning or related to the Released Claims and/or this Agreement; provided, however that any Party, as well as Disability Rights California, may move to enforce the specific terms of this Agreement by filing a Petition for Writ of Mandate and/or Complaint for Breach of Contract in Orange County Superior Court, after first meeting and conferring with the Party alleged to have violated any term of this Agreement. If any Party, or Disability Rights California, files a Petition for Writ of Mandate and/or Complaint for Breach of Contract in the Orange County Superior Court to enforce the specific terms of this agreement, no other Party may assert that a Party or Disability Rights California lack standing.

8. **Power and Authority**. Each person executing this Agreement represents and warrants that he or she has the power, and is duly authorized, to execute this Agreement on behalf of the person or entity that he or she purports to represent.

9. **Reliance on Representations**. The Parties each acknowledge and agree that the other Parties to this Agreement are entering into this Agreement in reliance on their respective representations set forth in this Agreement and that the failure of any such representation shall be a material breach of this Agreement without further action by any Party.

10. **Agreement Entered into Voluntarily**. This Agreement is entered into freely and voluntarily. Each Party has executed this Agreement with full knowledge of its significance and with the express intention of affecting its legal consequence. None of the Parties have relied upon any representation of any other Party in signing this Agreement. Each Party has had the opportunity to retain legal counsel to review and approve this Agreement.

11. **Neutral Construction**. The Parties agree that this Agreement may not be altered, amended, modified or otherwise changed except by a writing executed by each Party. Each Party further agrees that because each Party has been active in the preparation and negotiation of the terms of this Agreement, it shall not be construed against any Party in the event of any dispute as to the meaning of its terms.

12. **Governing Law**. This Agreement shall be deemed to have been entered into and shall be construed and enforced in accordance with the laws of the State of California.

13. **Severability**. In the event that, at any time after the execution of this Agreement, any portion or provision of it is found by a court of competent jurisdiction to be illegal, invalid, unenforceable, non-binding, or otherwise without legal force or effect, the remaining portion(s) will remain in force and be fully binding.

14. **Counterparts; Execution**. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts so executed shall constitute an agreement binding on all the Parties, notwithstanding that all the Parties are not a signatory to the same counterpart. This Agreement may be executed by facsimile or electronic signature, either of which will be deemed to have the same force and effect as an original signature.

[signatures on following page]

CITY OF COSTA MESA

By: Cecilia Gallardo-Daly
Its: Interim City Manager
Signed with authorization provided in closed session at the Regular City Council Meeting October 21, 2025

Approved as to Form:

JONES & MAYER

By: Kimberly Hall Barlow
Its: City Attorney

EVERETT DOREY LLP

By: Seymour B. Everett, III
Its: Special Counsel

INSIGHT PSYCHOLOGY & ADDICTION, INC

By: Mary Helen Beatificato
Its: Owner and General Counsel

MARY HELEN BEATIFICATO

By: Mary Helen Beatificato

GERALD GROSSO

By: Gerald Grosso

JANE DOE

By: Jane Doe
Signed with pseudonym to protect privacy

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Its: Owner and General Counsel

MARY HELEN BEATIFICATO

By: Mary Helen Beatificato

GERALD GROSSO

By: Gerald Grosso

JANE DOE

Jane Doe
Jane Doe (Oct 24, 2025 19:48:36 EDT)

By: Jane Doe
Signed with pseudonym to protect privacy

CITY OF COSTA MESA

By: Cecilia Gallardo-Daly
Its: Interim City Manager
Signed with authorization provided in closed session at the Regular City Council Meeting October 21, 2025

Approved as to Form:

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Its: City Attorney

EVERETT DOREY LLP

By: Seymour B. Everett, III
Its: Special Counsel

INSIGHT PSYCHOLOGY & ADDICTION, INC

By: Mary Helen Beatificato
Its: Owner and General Counsel

MARY HELEN BEATIFICATO

By: Mary Helen Beatificato

GERALD GROSSO

Gerald J Grosso
Gerald J Grosso (Oct 24, 2025 16:27:48 PDT)

By: Gerald Grosso

JANE DOE

By: Jane Doe
Signed with pseudonym to protect privacy

Costa Mesa

City of Costa Mesa

RESERVE FOR FILING STAMP

REC'D CLERKS OFFI
MAR 2 '26 PM3:16

☐ Appeal of Planning Commission Decision:
$1,220.00 (Tier 1)[1]
$3,825.00 (Tier 2)[2]

☐ Appeal of Non-Planning Commission Decision:
$690.00 (Tier 1)[1]
$3,825.00 (Tier 2)[2]

File with: City Clerk
City of Costa Mesa
77 Fair Drive
Costa Mesa, CA 92626
714-754-5225

APPLICATION FOR APPEAL OR REVIEW

Applicant Name* Council Member Mike Buley
Address
Phone

REQUEST FOR: ☐ **APPEAL** ■ **REVIEW****

Decision of which appeal or review is requested: (give application number, if applicable, and the date of the decision, if known.)

Special Use Permit PSSH-24-0002 to allow a new sober living home with six or fewer persons (Stephouse Recovery) at 1601 Baker St. Decision by Planning Commission 2/23/2026.

Decision by: Planning Commission

Reasons for requesting appeal or review:

To provide the community with an opportunity to voice their concerns to the City Council, and to enable the City Council to review any opposition or request additional information regarding the Special Use Permit.

Date: 3-2-26 Signature:

*If you are serving as the agent for another person, please identify the person you represent and provide proof of authorization.
**Review may be requested only by Planning Commission, Planning Commission Member, City Council, or City Council Member

For office use only – do not write below this line

SCHEDULED FOR THE CITY COUNCIL/PLANNING COMMISSION MEETING OF:
If appeal or review is for a person or body other than City Council/Planning Commission, date of hearing of appeal or review

Updated September 2023

[1] Includes owners and/or occupants of a property located within 500 feet of project site (excluding owners and/or occupants of the project site).

[2] Includes the project applicant, owners and/or occupants of the project site, and owners and/or occupants of a property located greater than 500 feet from the project site.

77 Fair Drive
Costa Mesa, CA 92626

CITY OF COSTA MESA

Agenda Report

File #: 26-230 **Meeting Date:** 5/5/2026

TITLE:

FISCAL YEAR (FY) 2026-2027 ANNUAL ACTION PLAN IDENTIFYING FUNDING PRIORITIES FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND HOME INVESTMENT PARTNERSHIPS GRANT (HOME) PROGRAMS

DEPARTMENT: ECONOMIC AND DEVELOPMENT SERVICES DEPARTMENT/HOUSING AND COMMUNITY DEVELOPMENT DIVISION

PRESENTED BY: NANCY SA, GRANT ADMINISTRATOR AND ANNA MCGILL, ADVANCE PLANNING MANAGER

CONTACT INFORMATION: NANCY SA, GRANT ADMINISTRATOR, (714) 754-5678

RECOMMENDATION:

Staff recommends the City Council:

1. Hold a Public Hearing regarding the Fiscal Year (FY) 2026-27 Annual Action Plan.

2. Approve the recommended allocation of $1,053,867.31 for the FY 2026-27 Community Development Block Grant.

3. Approve the recommended allocation of $1,061,998.25 for the FY 2026-27 HOME Investment Partnerships Grant.

4. Adopt Resolution NO. 2026-xxx (Attachment 1) in order to:

   a. Approve the FY 2026-27 Annual Action Plan
   b. Authorize the City Manager, or the City Manager's designee, to submit the FY 2026-27 Annual Action Plan to the U.S. Department of Housing and Urban Development.
   c. Designate the City Manager, or the City Manager's designee, as the official representative of the City to administer the programs and to execute and submit all required agreements, certifications, and documents required by HUD, and execute all agreements and subrecipient agreements for the use of funds approved in the FY 2026-27 Annual Action Plan.

77 Fair Drive
Costa Mesa, CA 92626

Item #: 26-230 **Meeting Date: 5/06/2026**

TITLE: FISCAL YEAR (FY) 2026-2027 ANNUAL ACTION PLAN IDENTIFYING FUNDING PRIORITIES FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND HOME INVESTMENT PARTNERSHIPS GRANT (HOME) PROGRAMS

DEPARTMENT: ECONOMIC AND DEVELOPMENT SERVICES DEPARTMENT/HOUSING AND COMMUNITY DEVELOPMENT DIVISION

PRESENTED BY: NANCY SA, GRANT ADMINISTRATOR AND ANNA MCGILL, PLANNING MANAGER

CONTACT INFORMATION: NANCY SA, GRANT ADMINISTRATOR, (714) 754-5678

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2. Approve the recommended allocation of $1,053,867.31 for the FY 2026–27 Community Development Block Grant.
3. Approve the recommended allocation of $1,061,998.25 for the FY 2026-27 HOME Investment Partnerships Grant.
4. Adopt Resolution NO. 2026-xxx (Attachment 1) in order to:
    a. Approve the FY 2026-27 Annual Action Plan
    b. Authorize the City Manager, or the City Manager's designee, to submit the FY 2026-27 Annual Action Plan to the U.S. Department of Housing and Urban Development.
    c. Designate the City Manager, or the City Manager's designee, as the official representative of the City to administer the programs and to execute and submit all required agreements, certifications, and documents required by HUD, and execute all agreements and subrecipient agreements for the use of funds approved in the FY 2026-27 Annual Action Plan.

BACKGROUND:

Costa Mesa is a recipient of two U.S. Department of Housing and Urban Development (HUD) grant program funds: (1) the Community Development Block Grant (CDBG) Program and (2) the Home Investment Partnerships Program (HOME). These two programs annually provide approximately $1.3 million to the City and can be used for various activities that assist low- and moderate- income Costa Mesa residents (residents with household incomes at or below 80% of the median income for Orange County).

Table 1 – 2025 Orange County Income Limits Summary

% median income	Persons in Household							
	1	2	3	4	5	6	7	8
Extremely Low (30%)	$35,550	$40,600	$45,700	**$50,750**	$54,850	$58,900	$62,950	$67,000
Very Low (50%)	$59,250	$67,700	$76,150	**$84,600**	$91,400	$98,150	$104,950	$111,700
(60%)	$71,100	$81,240	$91,380	**$101,520**	$109,680	$117,780	$125,940	$134,040
Low (80%)	$94,750	$108,300	$121,850	**$135,350**	$146,200	$157,050	$167,850	$178,700

Income limits for 2026 will not be available until May 1, 2026. An updated income table will be included in the presentation.

The Advance Planning and Housing Division (APHD) of the Economic and Development Services Department is responsible for administering the City's CDBG and HOME grants. CDBG and HOME-funded activities must address the needs outlined in the City's Consolidated Plan.

FIVE-YEAR CONSOLIDATED PLAN

The Consolidated Plan is a five-year planning document required by HUD for all communities receiving federal community development grant funds. The current Consolidated Plan was approved by the City Council on May 20, 2025, and covers FY 2025-2029. The following five-year goals are identified in the 2025-2029 Consolidated Plan:

- Goal 1: Housing Preservation – To provide decent and affordable housing through a variety of activities, including owner-occupied housing rehabilitation, code enforcement, and rental housing acquisition/rehabilitation.
- Goal 2: Infrastructure and Facility Improvements – To enhance the sustainability of the living environment through improvements to public infrastructure and facilities.
- Goal 3: Homeless Continuum of Care – To provide supportive services and housing assistance for persons experiencing homelessness and homelessness prevention.
- Goal 4: Public Social Service – To provide services for low- and moderate- income persons, and those with special needs, including fair housing services.
- Goal 5: Program Administration – To provide administration of the CDBG and HOME programs, ensuring effective and efficient delivery of programs and services and complying with all HUD program requirements including the provision of fair housing services.

The Consolidated Plan also includes a five-year strategic plan that identifies community needs, and strategies, programs and resources to address those needs. Its five-year cycle will end on June 30, 2030. The Consolidated Plan can be found on the City's website.

ANNUAL ACTION PLAN

The Annual Action Plan is the component of the Consolidated Plan that is revised annually. It links the goals identified in the City's 2025-2029 Consolidated Plan to the planned annual expenditure of CDBG and HOME funds. The City must submit the Annual Action Plan to HUD in May of each year to comply with HUD requirements and continue to receive these federal funds.

The City is required to submit the Annual Action Plan to HUD by May 15 each year unless HUD provides additional guidance.

The City is required to provide a 30-day public comment period and to hold a public hearing before approving and submitting the Annual Action Plan to HUD.

ANALYSIS:

PROPOSED 2026 – 2027 ANNUAL ACTION PLAN

Fiscal Year 2026-27 begins July 1, 2026 and ends June 30, 2027. Both CDBG and HOME funds have specific program requirements. CDBG funds must be utilized to achieve one-of-three national objectives: 1) elimination of slums or blight, 2) to meet an urgent need (e.g., declared disaster), or 3) to benefit low- and-moderate- income persons. HOME funds must be used to preserve or increase housing opportunities for low-income residents in Costa Mesa through eligible activities such as acquisition, rehabilitation, or construction of affordable rental housing.

CDBG Funds

The City will receive $880,986 in CDBG funds for FY 2026-27, a three percent decrease from the amount received in FY 2025. Additionally, prior year program funds in the amount of $172,881.31 will be available to CDBG-eligible activities. Staff is recommending funding in four primary program areas: (1) Public Services Grants, (2) Housing Rehabilitation, (3) Code Enforcement, and (4) Program Administration.

Public Services

The City is allowed to earmark up to 15 percent of its annual CDBG allocation to fund public services. Based on the estimated FY 2026-27 CDBG allocation, staff is recommending the City allocate the maximum allowable amount of $132,147. for public services.

Public services are defined as social service programs that primarily benefit low-and-moderate- income residents. These programs may be administered by City staff or by local nonprofit agencies through a subrecipient agreement. Staff recommends allocating $30,000 to fund a portion of the salary for the City's Senior Center Community Outreach Worker position. The City's Community Outreach Worker assists Senior Center clients by connecting them to appropriate community agencies, services and resources and provides support for their physical, mental, emotional and social health. This leaves $102,147. to fund public services grants (PSGs) for community-based, non-profit organizations.

On January 26, 2026, the City released a request for PSG applications. Eight eligible PSG applications requesting a total of $215,000 were received by the due date of February 25, 2026. On March 18, 2026, the City's Housing and Public Service Grant Committee (H&PSG Committee) convened to receive presentations from non-profit organizations to finalize the rating process for the applications for grant funds, and to develop public service grant funding recommendations for the City Council's consideration. The H&PSG Committee recommended $92,481 for four nonprofit organizations that submitted applications based on the estimated maximum available. The actual amount available for public services was $9,666 more than the estimated amount, so that amount has been distributed per the H&PSG Committee's recommendation.

A summary of the H&PSG Committee's ratings, rankings and grant recommendations is provided in Attachment 3 for the City Council's considerations. The application summaries include the Fair Housing Foundation, which will be funded out of CDBG Administration and the senior services provided at the City's Senior Center that are partially funded by CDBG public services. The Committee's grant recommendations are also listed in the proposed CDBG budget below.

Housing Rehabilitation Administration
Staff is proposing to allocate $10,000 in CDBG funding for staff and other direct costs associated with the City's HUD-funded housing rehabilitation program. Examples of eligible costs include staff costs associated with preparation of work specifications, property inspections and loan/grant application processing.

Housing Rehabilitation
Staff is proposing to allocate $60,000 in CDBG funding for single-family housing rehabilitation. The City has a HOME-funded Housing Rehabilitation Grants and Loans Program. The CDBG-funded Housing Rehabilitation Grants and Loans program will provide more flexibility and increase the number of residents and properties eligible for rehabilitation grants and loans. The addition of CDBG funding to the Housing Rehabilitation Grants program is a direct response to the needs assessment and community feedback provided through the consolidated planning process.

Code Enforcement
CDBG funds may be used for code enforcement activities, provided the program primarily benefits low-and-moderate-income persons, and that such activities "together with public or private improvements, rehabilitation, or services to be provided, may be expected to arrest the decline of the area." The core of this regulation is that any CDBG-funded code enforcement activity must have a direct connection to rehabilitation or improvement of housing in a CDBG-eligible area. Over 55% of the City is made up of CDBG eligible census blocks and the CDBG funding recommendation makes up 23 percent of the total budget for code enforcement activities in the City. A map of the CDBG eligible census blocks is available in Attachment 4. For FY 2026-27, staff recommends an allocation of $433,913 in CDBG funds to support the work effort of two full-time and one part-time City Community Improvement Officers. Activity will be limited to eligible low-and-moderate-income Census Tract Block Groups identified by HUD.

Administration
HUD allows the City to allocate up to 20 percent of its annual grant for planning and program administration. Based on the City's FY 2026-27 allocation, a maximum of $176,197.20 can be allocated for program administration. Eligible program administration expenditures include program staff salaries and benefits, contract services, legal services, direct program operating costs and fair housing costs (if not funded through the public services allocation). The City is required by HUD to fund a Fair Housing Program, which provides education, counseling and enforcement services for Costa Mesa households.

Staff recommends allocating $20,000 from administration to fund the Fair Housing Foundation to provide fair housing services to the community and comply with federal regulations.

Table 2: Proposed FY 2026-2027 CDBG Budget

AVAILABLE FUNDS		
2026-2027 CDBG Allocation	$880,986.00	
Prior Year Funds	$172,881.31	
	TOTAL:	**$1,053,867.31**

PROPOSED PROGRAMS/PROJECTS		
Code Enforcement		
Salary & Benefits 2 FT & 1 PT	$433,913.00	
	SUBTOTAL:	**$433,913.00**
Public Service grants (15% Maximum)		
City of Costa Mesa Senior Center Caseworker	$30,000.00	
Families Forward – Costa Mesa Affordable Housing	$29,049.00	
Human Options – Services for Costa Mesa Residents	$29,049.00	
Project Hope Alliance – Case Management	$29,049.00	
Dance 4 Joy Ministries – West Side Alive	$15,000.00	
	SUBTOTAL:	**$132,147.00**
Housing Rehabilitation		
Housing Rehabilitation Administration	$10,000.00	
Housing Rehabilitation Grants Program	$60,000.00	
	SUBTOTAL:	**$70,000.00**
Administration (20% Maximum)		
CDBG Program Administration	$156,197.20	
Fair Housing Foundation*	$20,000.00	
	SUBTOTAL:	**$176,197.20**
	TOTAL:	**$812,257.20**

*Required by HUD

HOME Funds

The City will receive a HOME grant allocation of $377,329.57 for FY 2026-27. Additionally, $50,000 in program income and $634,668.68 in prior year resources are available. Staff recommends allocating FY 2026-27 HOME funds for four activities: (1) Housing rehabilitation loans and grant program, (2) Tenant Based Rental Assistance (TBRA) (3) Community Housing Development Organization (CHDO) reservation, and (4) Program Administration.

Staff is not recommending the allocation of FY 2026-27 HOME funds toward new affordable housing development projects at this time. In FY 2025-26 the City committed $1,500,000 in HOME funds to support affordable housing development. Following the release of a Request for Proposals, two development projects were approved by the City Council on March 17, 2026. Jamboree Housing was awarded $1,150,000 in HOME funds for the Costa Mesa Senior Affordable Housing project and American Family Housing was awarded $350,000 for the Avon River Apartments project.

Housing Rehabilitation Grant and Loan Program

HOME funds may be used to improve and preserve the City's supply of owner-occupied housing for households with an income up to 80 percent of the County median income. Staff is recommending allocating a total of $436,482 to the City's Housing Rehabilitation Loan and Grant Program to assist up to 19 households.

Tenant Based Rental Assistance (TBRA)

Families Forward has been operating the Costa Mesa TBRA program since FY 2020–21. The program provides temporary rental assistance for up to 24 months for families with minor children. The TBRA rental subsidy covers rental costs, security deposits and utilities and reduces the housing costs for participating households to 30 percent of the household's monthly adjusted income. Staff is recommending allocating a total of $200,000 to the Costa Mesa TBRA program.

TBRA is a program that provides financial assistance to households to help them afford housing costs of market-rate units.

- TBRA helps individual households, rather than subsidize a rental project
- TBRA assistance can move with the tenant
- The level of subsidy is based on the income of the household, the unit the household selects, and the City's rent standard (typically established by the local Housing Authority).

Community Housing Development Organization (CHDO) Affordable Housing Funds

HOME program regulations require that a minimum of 15 percent of the City's annual grant allocation be reserved for a CHDO. These funds may be used for projects that are owned, developed, or sponsored by a nonprofit that qualifies as a CHDO. Based on the City's FY 2026-27 HOME grant, $56,599.44 is the minimum CHDO set-aside requirement. Staff will work to identify organizations that may be eligible to receive a CHDO allocation.

Program Administration

The City may use up to 10 percent of its annual grant for HOME program administration. Based on the City's FY 2026-27 allocation, $37,732.96 is available for HOME program administration. Eligible administration expenditures include program staff salaries and benefits, contract services, and legal services which may be required to implement the funded activities.

Table 3: Proposed FY 2026-2027 HOME Budget

AVAILABLE FUNDS		
2026-2027 HOME Allocation	$377,329.57	
Prior Year Program Income (PI)	$50,000.00	
Prior Year(s) Uncommitted HOME Funds	$634,668.68	
	TOTAL:	**$1,061,998.25**

PROPOSED PROGRAMS/ PROJECTS		
Housing Rehabilitation		
Housing Rehab Loans and Grants	$436,482.00	
	SUBTOTAL:	**$436,482.00**
Tenant Based Rental Assistance		
Families Forward TBRA	$200,000.00	
	SUBTOTAL:	**$200,000.00**
CHDO Reserve (15% Minimum)		
CHDO Reserve – Project to be determined	$56,599.44	
	SUBTOTAL:	**$56,599.44**
HOME Administration (10% Maximum)		
FY 2026-2027 HOME Program Administration	$37,732.96	
	SUBTOTAL:	**$37,732.96**
	TOTAL:	**$730,814.39**

Noticing Requirements and Public Comment

As required by HUD, the draft Annual Action Plan was released for public comment from April 3, 2026, to May 5, 2026. A notice was published in local newspapers in Spanish and English on April 3, 2026, inviting the public to review and comment on the draft 2026-27 Annual Action Plan and announced the May 5, 2026, City Council public hearing. The draft plan is also available for public review at City Hall and on the City's website. As part of the City's outreach effort, information about the public comment period was shared on the City's social media platforms and email subscription lists, and flyers were posted in public City facilities. At the time this report was drafted, no comments were received.

ALTERNATIVES:

The City Council can choose not to fund the proposed activities recommended by staff and allocate CDBG or HOME funds to other eligible activities. The City Council can also direct staff to not submit the Action Plan; however, if the City does not submit the Action Plan, HOME funds will most likely be returned to the U.S. Treasury and the City's CDBG funds will be distributed proportionately among other Orange County jurisdictions that receive CDBG funds.

FISCAL REVIEW:

The City receives an annual grant allocation from HUD for the City's CDBG Program and HOME Program that provide funding for various activities that assist low-income Costa Mesa residents. While the action does not have a direct impact to the General Fund, it provides funding to key priorities and initiatives that the City may have otherwise decided to fund using the General Fund if these funding allocations were not available. For FY 2026-27, the City will receive an annual allocation of $880,986 in CDBG funds and $377,329.57 in HOME funds. The grant allocations have an eight (8) year period to be expended. Additional funds from prior year(s) in both the CDBG and HOME program are available in the amount of $172,881 (CDBG) and $684,668.68 (HOME) inclusive of anticipated program income. HUD will reimburse the City up to the total amount for eligible CDBG and HOME program expenditures.

LEGAL REVIEW:

The City Attorney's Office has reviewed and approved this agenda report and the attached resolution as to form.

The following public notifications were completed no fewer than 10 days prior to the date of the public hearing:

1. **Newspaper publication.** A public notice was published once in the Daily Pilot newspaper on Friday, April 3, 2026, to provide notification of the commencement of the 30-day public review period and of the City Council meeting,

Any public comments received for the May 5, 2026 City Council meeting, may be viewed at this link: CITY OF COSTA MESA - Calendar (legistar.com)

CITY COUNCIL GOALS AND PRIORITIES:

This item supports the following City Council goals and objectives:

- Strengthen the public's safety and improve the quality of life; and
- Diversity, stabilize and increase housing to reflect community needs

CONCLUSION:

Pursuant to Federal regulations, the City Council must adopt a resolution for the approval of the Annual Action Plan in order for the City to implement the respective federal grant programs. The draft FY 2026-27 Annual Action Plan is prepared according to HUD regulations and outline how the City will utilize FY 2026-27 CDBG and HOME funds to meet the objectives and goals of the federal CDBG and HOME programs. Staff recommends that the City review the Annual Action Plan and designate the City Manager, or the City Manager's designee, as the official representative of the City to administer the programs and to execute and submit all required agreements, certifications, and documents required by HUD, and to execute all agreements and subrecipient agreements for the use of funds approved in the 2026-27 Annual Action Plan.

RESOLUTION NO. 2026-xx

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COSTA MESA, CALIFORNIA, APPROVING AND AUTHORIZING SUBMISSION OF THE 2026-2027 ANNUAL ACTION PLAN FOR THE APPLICATION AND EXPENDITURE OF COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME INVESTMENT PARTNERSHIPS ACT FUNDS TO THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

THE CITY COUNCIL OF THE CITY OF COSTA MESA HEREBY FINDS AND DECLARES AS FOLLOWS:

WHEREAS, the City of Costa Mesa participates in the United States Department of Housing and Urban Development's ("HUD") Community Development Block Grant (CDBG) Program and also participates in HUD's Home Investment Partnerships Program (HOME); and

WHEREAS, in order to receive annual allocations from these HUD programs, the City is required to prepare a five-year strategic plan outlining the use of the grants and strategic vision for affordable housing and community development in the City known as the Consolidated Plan; and

WHEREAS, the City's current Consolidated Plan, was adopted on May 20, 2025, and will expire on June 30, 2030; and

WHEREAS, the federal regulations (Title 24 Code of Federal Regulations Part 91) delineate the required content of the Consolidated Plan, including an annual application and expenditure plan for CDBG and HOME funds, known as the Annual Action Plan; and

WHEREAS, the City is eligible to receive $880,986 in 2026-2027 CDBG funds, which can be used for social service grants, housing rehabilitation, public facilities and administration, and is also eligible to receive $377,329.57 in 2026-2027 HOME funds, which can be used for housing and administration as set forth in the 2026-2027 Annual Action Plan (Exhibit A); and

WHEREAS, the City made the 2026-2027 Annual Action Plan available for the required 30-day public review period between April 3, 2026 and May 5, 2026; and

WHEREAS, the City has published a notice of a public hearing for the 2026-2027 Annual Action Plan in English and Spanish; and

WHEREAS, in the 2026-2027 Annual Action Plan, the City has considered all public comments which have been received either in writing or at the public hearing.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COSTA MESA HEREBY RESOLVES as follows:

SECTION 1. The City Council hereby approves the 2026-2027 Annual Action Plan attached hereto as Exhibit "A" and incorporated herein by reference.

SECTION 2. The City Council hereby authorizes the City Manager, or the City Manager's designee, to submit the 2026-2027 Annual Action Plan to HUD, and execute all certifications and assurances contained therein to approve minor changes and provide additional information as may be required.

SECTION 3. The City Council hereby designates the City Manager, or the City Manager's designee, as the City's official representative to administer the programs and execute and submit all required agreements, certifications, and documents required by HUD. The City Council further authorizes the City Manager, or City Manager's designee, to execute all subrecipient agreements with the nonprofit organizations receiving allocations of CDBG funds approved in the 2026-2027 Annual Action Plan.

BE IT FURTHER RESOLVED that the Costa Mesa City Council does hereby find and determine that adoption of this Resolution is expressly predicated upon the activity as described in the staff report for the 2026-2027 Annual Action Plan and compliance with all applicable federal, State, and local laws.

BE IT FURTHER RESOLVED that if any section, division, sentence, clause, phrase or portion of this resolution, or the document in the record in support of this resolution, are for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions.

PASSED AND ADOPTED this 5th day of May 2026.

_____

John Stephens, Mayor

ATTEST: APPROVED AS TO FORM:

_____ _____
Brenda Green, City Clerk Kimberly Hall Barlow, City Attorney

THIS PAGE IS RESERVED FOR THE CITY CLERK'S OFFICE.

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss
CITY OF COSTA MESA)

I, BRENDA GREEN, City Clerk of the City of Costa Mesa, DO HEREBY CERTIFY that the above and foregoing is the original of Resolution No. 2026-xx and was duly passed and adopted by the City Council of the City of Costa Mesa at a regular meeting held on the 5th day of May 2026, by the following roll call vote, to wit:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

IN WITNESS WHEREOF, I have hereby set my hand and affixed the seal of the City of Costa Mesa this 6th day of May 2026.

_____
Brenda Green, City Clerk

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FY 2026-2027
Annual Action Plan

Posted for public comment: 4/3/2026

Reposted for public comment with actual allocations: 4/7/2026

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Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The City of Costa Mesa is a recipient of federal Community Development Block Grant (CDBG) and Home Investment Partnerships Grant (HOME) funds; these funds are awarded to the City by the U.S. Department of Housing and Urban Development (HUD). As a recipient of CDBG and HOME funds, the City must prepare a five-year strategic plan known as the Consolidated Plan. The Consolidated Plan assesses the City's housing and community needs and establishes five-year goals and objectives to address these needs. The City's current Consolidated Plan was approved by the City Council on May 20, 2025 and covers Fiscal Year 2025-2026 through Fiscal Year 2029-2030.

The Annual Action Plan is the component of the Consolidated Plan that is revised annually. It links the goals and objectives identified in the City's 2025-2029 Consolidated Plan with the planned annual expenditure of CDBG and HOME funds over the next twelve months. The period covered by the 2026-2027 Annual Action Plan begins July 1, 2026, and ends June 30, 2027. The City refers to this time frame as a Fiscal Year (FY).

At the time the draft Annual Action Plan was being prepared for public comment, HUD had not announced the allocations for FY 2026-2027. For planning purposes and to ensure the City provided reasonable time for public comment, the City published the draft Annual Action Plan on April 3, 2026, with estimated allocation amounts. The draft included information on how the City would adjust its awards and activities once the final allocation amounts were announced.

HUD announced funding for FY 2026-2027 on April 3, 2026. The City republished its draft Annual Action Plan on April 7, 2026 for public comment to include the actual allocation amounts. The City is receiving an allocation of $880,986 in CDBG funds and $377,329.57 in HOME funds. Additionally, $172,881 in prior year uncommitted CDBG funds, $634,668.68 in prior year uncommitted HOME funds, and $50,000 in HOME Program Income (PI) funds are estimated to be available for programming. Program income is generated by the repayment of prior funded loans and is available to fund eligible activities. The City will use CDBG resources to fund owner-occupied housing rehabilitation, code enforcement, social services, and program administration. HOME resources will be used to fund owner-occupied housing rehabilitation, affordable housing projects, affordable rental housing through Community Housing Development Organizations (CHDO), Tenant Based Rental Assistance (TBRA) and program administration.

2. Summarize the objectives and outcomes identified in the Plan

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This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

Based on an analysis of housing and community needs, market analysis, and input from the community, the following five-year goals and priorities have been identified for implementation in the 2025-2029 Consolidated Plan:

- **Goal 1: Housing Preservation** - To provide decent and affordable housing through a variety of activities, including owner-occupied housing rehabilitation, code enforcement, and rental housing acquisition/rehabilitation
- **Goal 2: Infrastructure and Facility Improvements** - To enhance the suitability of the living environment through improvements to public infrastructures and facilities
- **Goal 3: Homeless Continuum of Care** - To provide supportive services and housing assistance for those experiencing and at risk of homelessness
- **Goal 4: Public Social Service** - To provide services for low- and moderate-income persons, and those with special needs
- **Goal 5: Program Administration** - To provide administration of the CDBG and HOME programs, ensuring effective and efficient delivery of programs and services and complying with all HUD program requirements including the provision of fair housing services

Activities funded with CDBG and HOME funds will address the goals and objectives identified in the City's Consolidated Plan.

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3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

CDBG and HOME funding has been utilized to support the 5 goals outlined in the City’s Consolidated Plan. In FY 2025-2026, the City funded the following activities:

1. Public services to support youth, seniors, persons experiencing homelessness, and low- and moderate income residents in the City.
2. Code enforcement in CDBG-eligible neighborhoods.
3. Housing rehabilitation to low- and moderate- income households
4. Tenant based rental assistance to low income families

Additionally, the City released a Request for Proposals (RFP) to identify affordable housing projects that may be eligible for HOME funding and identified capital improvement projects that will benefit low- and

moderate- income households. The affordable housing projects are included in this year's Action Plan as projects the City plans to fund with HOME.

FY 2025-2026 (the current fiscal year) is the first year of the City's 2025-2029 Consolidated Plan cycle. Year-end program accomplishments will not be available until after the end of the fiscal year. However, previous years' accomplishments can be found in the City's Consolidated Annual Performance and Evaluation Reports (CAPERs) which are available online at https://www.costamesaca.gov/government/departments-and-divisions/economic-and-development-services/housing-and-community-development

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

For the preparation of the 2026-2027 Annual Action Plan, the following opportunities for public participation were taken:

- A Notice of Funding Availability (NOFA) was released on January 26 to solicit applications for CDBG Public Service Grant funding. In an effort to promote a competitive process with a diverse group of applicants, the NOFA was posted publicly on the City's website, published in the local newspaper, and an email notification was sent to interested parties.
- A Request for Proposals (RFP) was released on August 12, 2025 to solicit applications for HOME affordable housing development projects. In an effort to promote a competitive process, the RFP was posted to the City's online solicitation platform and was broadcast via email to 171 potential vendors.
- Housing and Public Services Grant Committee public meeting to receive input regarding public service needs and to prioritize funding for FY 2026-2027 public service grants (March 18, 2026). The meeting was noticed on the City's website and at City Hall to invite members of the public to attend and provide public comment.
- Public Notice of the 30-day comment period and public hearing. Notices were posted in the local newspaper, at City Hall, and on the City's website. The City also posted notices about the public comment period through its social media platforms and email subscription lists. Physical flyers were also posted in public City facilities.
- Public Hearing – City Council Public Hearing to receive additional public input and to approve the FY 2026-2027 Annual Action Plan (May 5, 2026).

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

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See **Attachment 1**.

6. Summary of comments or views not accepted and the reasons for not accepting them

See **Attachment 1**.

7. Summary

The Action Plan serves to implement the Consolidated Plan objectives which were developed to address priority housing and community needs using federal resources (i.e., CDBG and HOME). The Annual Action Plan provides specific information regarding the resources and activities the City will utilize to address priority needs and specific objectives identified in the Consolidated Plan during the 12-month Action Plan period. The 2026-2027 Action Plan begins July 1, 2026, and ends June 30, 2027. The Annual Plan will also serve as the City's application to HUD for $880,986 in CDBG and $377,329.57 in HOME funds for FY 2026-2027. The Action Plan is also the expenditure plan for HUD grant funds, prior year grant funds, and anticipated program income resources.

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PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	COSTA MESA	Economic & Development Services/City of Costa Mesa
HOME Administrator	COSTA MESA	Economic & Development Services/City of Costa Mesa

Table 1 – Responsible Agencies

Narrative (optional)

The City's Advanced Planning and Housing Division of the Economic and Development Services Department is primarily responsible for preparing the Consolidated Plan, Annual Action Plan, and for the administration of CDBG and HOME funds.

Consolidated Plan Public Contact Information

Nancy Sa, Grant Administrator: 77 Fair Drive, Costa Mesa, CA 92626 (714) 754-5678 – nancy.sa@costamesaca.gov

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AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

The Annual Action Plan preparation process requires jurisdictions to contact and consult with other public and private agencies and residents when developing respective plans. For the FY 2026-2027 Annual Action Plan, the City consulted with the public and private agencies listed below. Also listed below are the steps taken by the City to solicit the input of community residents.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))

The City of Costa Mesa does not own or manage public housing. Similarly, the City does not administer the Housing Choice Voucher or Section 8 Certificate rental assistance programs. However, Costa Mesa has an executed MOU with the Orange County Housing Authority (OCHA) to participate in their Housing Choice Voucher (HCV) Set-Aside Program, which makes available HCV's only for participating jurisdictions. Rental assistance voucher/certificate programs are administered in the City of Costa Mesa by OCHA. The City is a member of the OCHA Cities Advisory Committee, which provides OCHA staff with direct input regarding program policies.

The City has been developing a focused response to the issue of homelessness for over a decade. The City's Network for Homeless Solutions (NHS) is comprised of representatives of various City departments, nonprofit service agencies, and representatives of faith-based service providers. The main focus of the NHS is to find workable solutions to address the needs of those experiencing and at-risk of homelessness, especially those with close ties to Costa Mesa. The City works closely with other Orange County HUD-grantee communities to develop regional plans and share program management data. The City also has a strong partnership with local behavioral health providers like Share Our Selves (SOS), College Hospital Costa Mesa, and Celebrating Life Community Health Center, who participate in the City's Network for Homeless Solutions and attend monthly NHS meetings.

The City received a $4.8 million grant from the CA Department of Health Care Services as part of the Behavioral Health Bridge Housing (BHBH) Program to implement 15 behavioral health care beds at the 100-bed Bridge Shelter located in Costa Mesa, CA. The BHBH grant subsidizes services for Shelter clients diagnosed with a Serious Mental Illness (SMI) or Substance Use Disorder (SUD). Participants receive on-site care from a clinical psychologist, access to detoxification and rehabilitation treatments/facilities, and financial assistance to help pay for furniture, security deposits, and future rent when transitioning to permanent housing.

The City was selected as the second Orange County municipality to receive CalOptima Health's Street Medicine Program, which provides mobile primary care services to people experiencing unsheltered

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homelessness. The City works closely with the selected vendor, Celebrating Life Community Health Center, to coordinate care for those enrolled in the program.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

Since 2014, the Network for Homeless Solutions (NHS) has directly addressed homeless issues in Costa Mesa. The NHS participates in the comprehensive, coordinated and regional Continuum of Care strategy with the County of Orange, local governmental agencies, nonprofit agencies, faith-based service providers, the homeless and formerly homeless, business leaders and schools to find solutions for those experiencing and at-risk of homelessness. The NHS is focused on establishing direct links to services for the homeless, especially those with strong ties to Costa Mesa, facilitating access to services and housing options. The NHS also serves as a liaison to the business community and resident groups.

In addition, the City's outreach team, the Costa Mesa Bridge Shelter and the nonprofit shelter operator, Mercy House, are an Access Point for the County of Orange. As an Access Point, the City collects and shares information about individuals who access services with the Continuum of Care. The City and its Network for Homeless Solutions team regularly consults with other Orange County cities, such as the City of Santa Ana and Garden Grove that participate in the Continuum of Care and provide shelter or housing vouchers to individuals experiencing homelessness.

Trellis International (Trellis) receives funding from the City to administer a workforce development and life skills training program called the Community Impact Team (CIT). The CIT provides employment services and transitional employment opportunities for homeless and extremely low-income Costa Mesa residents seeking to reenter the workforce.

In June 2023, City Council approved a capacity increase of 16 beds for the Costa Mesa Bridge Shelter, bringing the Shelter's total capacity to 85 beds. In March 2023, the City formalized a grant of $4.2M in Behavioral Health Bridge Housing (BHBH) funds from the Orange County Health Care Agency to add 15 behavioral health beds and associated services at the Shelter. The primary focus of the BHBH funds is to assist individuals experiencing homelessness who have serious behavioral health conditions that prevent them from accessing resources and securing permanent housing. This increase brings the Shelter's total capacity to 100 beds. Additionally, Costa Mesa was selected as one of two cities by the CalOptima Board of Directors to receive their innovative Street Medicine Program, which delivers primary and behavioral health care to both sheltered and unsheltered homeless people.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

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The City is not a recipient of Emergency Solutions Grant (ESG) funds; therefore, it does not assist the OC CoC with determining ESG allocations, evaluating the outcomes, or developing policies and procedures for administering the regional Homeless Management Information System (HMIS). However, as stated above, the City is an Access Point and active participant in the comprehensive, coordinated and regional Continuum of Care strategy in Orange County.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

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Table 2 – Agencies, groups, organizations who participated

1	**Agency/Group/Organization**	Orange County Housing Authority
	Agency/Group/Organization Type	PHA
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	OCHA provided data regarding households receiving HUD rental assistance and regarding households on the waitlist for housing assistance.
2	**Agency/Group/Organization**	City of Costa Mesa
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Various City departments, commissions, Housing & Public Service Grants Committee, and City Council provided a variety of data and information. They also played a key role in identifying priorities for the allocation of HUD funds.
3	**Agency/Group/Organization**	Fair Housing Foundation
	Agency/Group/Organization Type	Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Impediments for Fair Housing

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	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	In Person Meetings/Workshops/Quarterly Reporting. Provided data regarding fair housing issues in the community and input regarding impediments to fair housing and assisted in developing action steps to address impediments to fair housing.
4	**Agency/Group/Organization**	Families Forward
	Agency/Group/Organization Type	Services - Housing Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Quarterly Reporting. Agency helped identify needs and assisted with the implementation of the City's homeless service/housing strategy with a focus on families with children experiencing homelessness.
5	**Agency/Group/Organization**	Project Hope Alliance
	Agency/Group/Organization Type	Services-Children Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Quarterly Reporting. Agency helped identify the needs of school-age children and provided input on the gaps in services for McKinney-Vento youth and their families.

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6	**Agency/Group/Organization**	Trellis International
	Agency/Group/Organization Type	Services-Elderly Persons Services-Persons with Disabilities Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency provides help to seniors needing assistance with manual labor through their Labors of Love program and also provides staffing to our Community Impact Team that serves the needs of our homeless community. Agency provides quarterly reporting on the programs and services they provide to residents.
7	**Agency/Group/Organization**	HUMAN OPTIONS, INC.
	Agency/Group/Organization Type	Services - Victims
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency helped identify needs and provided input regarding the City's special needs populations, specifically domestic violence survivors.

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Identify any Agency Types not consulted and provide rationale for not consulting

The City made an effort to have an open consultation process. No agency/service type was knowingly excluded from the process.

Any agency or organization that was not consulted and would like to be included in the City's list of stakeholders may contact the Economic & Development Services Department, Advanced Planning and Housing Division at 714-754-5678 or at hcd@costamesaca.gov.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	County of Orange	Provides regional and local point in time homeless survey data, development of the regional Plan to End Homelessness
City of Costa Mesa Housing Element	City of Costa Mesa	Provides housing priorities and program goals
City of Costa Mesa Capital Improvement Plan	City of Costa Mesa	Identifies priority capital improvement projects which may be CDBG-eligible
5-Yr. & 1-Yr. PHA Plan	Orange County Housing Authority	Identifies OCHA resources to address the housing needs of lower-income renter households in the County and City
Analysis of Impediments to Fair Housing	Orange County HUD Grantee Cities and the County of Orange	Countywide document that identifies fair housing impediments within participating cities and outlines a plan to address fair housing issues

Table 3 – Other local / regional / federal planning efforts

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Narrative (optional)

The City has a monthly NHS meeting with City staff, representatives of service providers and nonprofit organizations, faith-based organizations and formerly homeless residents to discuss the City's need, approach and strategy for outreach and support of individuals experiencing or at-risk of homelessness. The City's Neighborhood Improvement Manager is a member of the CoC Community Forum, attends CoC Board Meetings as well as the Office of Care Coordination Housing Opportunities Committee and shares the information gained from these meetings and membership with the NHS. The Housing & Community Development Division works with subrecipients of CDBG and HOME funds to ensure a coordinated effort among service agencies in the City to address the needs of Costa Mesa residents, including individuals experiencing chronic homelessness, at-risk families with children, seniors, veterans, unaccompanied youth, and persons who were recently experiencing

homelessness, but now live in permanent housing. To promote economic opportunities for low-income residents, the City partners with subrecipient nonprofit organizations providing career planning and job training for at-risk youth. Additionally, the City ensures that information is disseminated through appropriate channels to connect job opportunities for low-income individuals with HUD-assisted projects consistent with the objectives of Section 3 of the Housing and Community Development Act of 1968.

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AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation
Summarize citizen participation process and how it impacted goal-setting

The City of Costa Mesa's Housing and Public Service Grants Committee meets twice a year with additional meetings scheduled on an as-needed basis. The committee helps promote community understanding of the activities funded by the U.S. Housing and Urban Development Department (HUD) and Community Development Block Grants (CDBG) with a focus on social service grants that serve low to moderate income persons. Every March, the Committee receives presentations from nonprofit organizations to determine which will receive CDBG funds in the upcoming fiscal year. Committee recommendations are then presented to the City Council in May. During the March meeting, nonprofit organizations provide information about the services they provide and the gaps in services that exist for Costa Mesa low-income residents and those experiencing homelessness in Costa Mesa. The Housing and Public Service Grants Committee meeting is a public meeting where citizen participation is encouraged during public comment. Members of the public have a second opportunity to participate in the planning process during the Public Hearing for the Annual Action Plan at City Council or by providing comment on the posted Draft Annual Action Plan during the 30-day comment period prior to the Public Hearing. As part of the City's outreach efforts, information about the public comment period was shared on the City's social media platforms and email subscription lists, and flyers were posted in public City facilities.

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Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	Non-targeted/broad community	Housing and Public Services Grant Committee. 5 committee members in attendance, discussed priority public service needs (3/18/26)	8 representatives of nonprofit organizations spoke in support of grant applications submitted for CDBG funding	None	https://www.costamesaca.gov/government/commissions-and-committees/housing-and-public-service-grants-committee/agendas-and-minutes
2	Newspaper Ad	Non-English Speaking - Specify other language: Spanish Non-targeted/broad community	30-day public comment period (4/3/26 - 5/5/26)	See Attachment 1		

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Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Public Hearing	Non-targeted/broad community	5/5/26 Regular City Council Meeting			
4	Internet Outreach	Non-English Speaking - Specify other language: Spanish Non-targeted/broad community	See Attachment 1			

Table 4 – Citizen Participation Outreach

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Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

The City will receive an allocation of $880,986 in CDBG funds and $377,329.57 in HOME funds for FY 2026-2027. Additionally, $172,881 in prior year uncommitted CDBG funds, $634,668.68 in prior year unused HOME funds, and $50,000 in HOME Program Income (PI) funds may be available for programming. The City's application for funds is in the federal Standard Form 424 (SF-424).

Fluctuations in CDBG and HOME funding make it difficult to estimate the amount available over the five years of the Consolidated Plan. Anticipated funds that may be available to implement the Consolidated Plan are remaining one-time HOME-ARP funds, Housing Authority

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(former redevelopment successor agency) funds, the general fund for the homeless shelter, and housing voucher/certificate resources via OCHA.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan $	Narrative Description
			Annual Allocation: $	Program Income: $	Prior Year Resources: $	Total: $		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	880,986	0.00	172,881.31	1,053,867.31	2,700,000.00	Remainder estimate is based on an annual allocation of $900,000.
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	377,329.57	50,000.00	2,152,488.68	2,579,818.25	1,200,000.00	Remainder estimate is based on annual allocation of $400,000.

Table 5 - Expected Resources – Priority Table

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Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

For the foreseeable future, the City will continue to allocate General Fund and the local Housing Authority (as the City's Successor Agency) resources for homeless services. Additionally, the City has a partnership with Newport Beach to support the ongoing operations of the Bridge Shelter that was previously a vacant warehouse in 2019. CDBG funding was used for the rehabilitation of the warehouse in 2019. The City also has a small CalHome owner-occupied housing rehabilitation loan program. CalHome-funded rehab loans are leveraged with HOME funds, which provides a source of match for the City's HOME program. If available, the City will use CalHome to fund rehab loans during FY 2026- 2027. The CDBG program does not have a match requirement. Depending on the financing structure of a given activity, it may be advantageous for the City to use CDBG and HOME funds to leverage appropriate state, local and private resources. An example of such a project is the Motel 6 Housing Project, a conversion from a 94-guest room motel into 87 permanent affordable housing units for veterans, senior citizens and other individuals previously experiencing homelessness. The project includes State funding from the California Department of Housing and Community Development (HCD) Homekey Program, VASH Vouchers and LMIHAF funds from OCHA, MHSA funds from Orange County, and American Rescue Plan Act (ARPA) funds from the City in addition to City HOME funding. The City closed on financing for this 87-unit Permanent Supportive Housing Project during FY 2022-2023 and leased-up the ten HOME units in FY 2023-2024. All 40 units included in the first phase of the project was leased up by the end of FY 2023-2024. Phase 2 of the project is currently under construction and is anticipated to be completed in May 2026. Phase 2 will add 46 units of general affordable housing for very low-income Costa Mesa seniors earning at or below 50% AMI. This project and similar projects provide additional sources of match for the City’s HOME program. The final Action Plan containing the final adjusted funding allocations per City Council on May 5, 2026, to projects and activities will be posted in the Annual Action Plans section on the City’s website at: Housing and Community Development | City of Costa Mesa (costamesaca.gov)

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If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

Costa Mesa is considered a built-out community with little vacant land available for new development. The City has begun to recycle land to accommodate growth. The City's Housing Element identifies City-owned and State-owned properties and considers various options for the sites. Development opportunities are identified in the Housing Element. The most recent Housing Element covers years 2021 through 2029 and includes updates to the development opportunities to address the needs identified in the Consolidated Plan. For example, the Housing Element identifies the City's Senior Center property as a potential opportunity for redevelopment to accommodate affordable housing units for seniors.

In addition, the Housing Element identifies the State's Fairview Developmental Center (FDC) site as a potential housing opportunity site. In December 2022, an agreement between the City and the State was signed which provided $3.5 Million in State funds to the City for land use planning and zoning at the FDC site focused on accommodating housing for households at all income levels, with a priority for projects that provide housing for individuals with developmental disabilities. 5 rounds of Community Workshops (each round consisting of 2 in-person and 1 virtual meetings) as well as a range of Planning Commission and City Council meetings have been conducted for residents to provide input regarding community needs and values for the FDC site. In 2025, a series of Planning Commission meetings were held to refine the project description and land use plan and in October 2025, the City Council provided direction to begin the environmental review process and study up to 4,000 units. The City released the public draft FDC Specific Plan on March 16, 2026, for a 30-day public review period and began the 5th round Community Workshops to solicit community input. It is anticipated that the Draft Environmental Impact Report (EIR) will be released for the 45-day public review in May 2026 and that the Final FDC Specific Plan will be considered by the Planning Commission and City Council for final action in August-September 2026. More information can be found on the project website: fdcplan.com.

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The City purchased a warehouse for the Bridge Shelter in 2019 to provide up to 72 emergency shelter beds for adult men and women experiencing homelessness. The shelter has since been expanded to accommodate 100 shelter beds. 30 of the 100 beds are assigned as "behavioral health beds" and provide clients with intensive behavioral health care services, further addressing the priority needs identified in the City's Consolidated Plan.

The City owns 30 units of deed-restricted affordable housing that is leased at affordable rents to households meeting income threshold requirements. The majority of these units are deed restricted at 50% AMI, with several units restricted at 35% AMI.

Discussion

Funding resources to implement the City's 2026-2027 Annual Action Plan are limited. For FY 2026-2027, the City anticipates receiving an allocation of $880,986 in CDBG funds and $377,329.57 in HOME funds.

Prior year funds and program income for CDBG and HOME are also available. HOME housing rehabilitation loan repayments have provided the City with additional funding in the past; however, this source of revenue is susceptible to the fluctuations of the economy and is unpredictable.

The City will continue to support OCHA's efforts to secure new rental assistance resources and provide HOME funded tenant based rental assistance as long as funding is available. For the foreseeable future the City will continue to support homeless service programs serving individuals with strong ties to Costa Mesa with local funds. City funds from Costa Mesa, Newport Beach and the State will be used to operate the homeless shelter.

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Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Housing Preservation	2025	2029	Affordable Housing	Citywide CDBG Eligible Areas	Housing Preservation	CDBG: $503,913.00 HOME: $ $493,081.44	Rental units constructed: 1 Household Housing Unit Homeowner Housing Rehabilitated: 22 Household Housing Unit Housing Code Enforcement/Foreclosed Property Care: 200 Household Housing Unit
2	Homeless Continuum of Care	2025	2029	Homeless	Citywide		CDBG: $58,098.00 HOME: $200,000.00	Tenant-based rental assistance / Rapid Rehousing: 63 Households Assisted Homeless Person Overnight Shelter: 28 Persons Assisted
3	Public Social Services	2025	2029	Non-Homeless Special Needs	Citywide	Public Services	CDBG: $74,049.00 HOME: $.00	Public service activities other than Low/Moderate Income Housing Benefit: 590 Persons Assisted
4	Program Administration	2025	2029	Program Administration	Citywide	Program Administration	CDBG: $176,197.20 HOME: $37,732.96	Other: 1 Other

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Table 6 – Goals Summary

Goal Descriptions

1	**Goal Name**	Housing Preservation
	Goal Description	To provide decent and affordable housing through a variety of activities, including owner-occupied housing rehabilitation, code enforcement, and rental housing acquisition/rehabilitation
2	**Goal Name**	Homeless Continuum of Care
	Goal Description	To provide supportive services and housing assistance for persons experiencing homelessness and at risk of experiencing homelessness.
3	**Goal Name**	Public Social Services
	Goal Description	To provide services for low- and moderate-income persons and those with special needs.
4	**Goal Name**	Program Administration
	Goal Description	To provide administration of the CDBG and HOME programs, ensuring effective and efficient delivery of programs and services and complying with all HUD program requirements, including the provision of fair housing services.

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Projects

AP-35 Projects – 91.220(d)

Introduction

The City is allocating 80 percent of its non-administrative CDBG and HOME funds for FY 2026-2027 to projects and activities that benefit low- and moderate- income people throughout the City. 20 percent of anticipated CDBG funds will be earmarked for a future community capital improvement project to be identified through a competitive application process.

Projects

#	Project Name
1	CDBG Administration
2	CDBG Fair Housing
3	CDBG Housing Rehabilitation Administration
4	Families Forward
5	Human Options
6	Project Hope Alliance
7	StandUp for Kids OC
8	Dance 4 Joy Ministries
9	City of Costa Mesa Senior Social Services
10	CDBG Special Housing Code Enforcement
11	HOME Administration
12	HOME Affordable Housing (CHDO)
13	HOME Housing Rehabilitation
14	HOME Tenant Based Rental Assistance (TBRA)

Table 7 - Project Information

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Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The City recognizes that special needs populations (i.e., seniors, disabled, and households with extremely low-income) are more likely to be at risk of experiencing homelessness because they have limited incomes and have other challenges that require housing and supportive services and considers services for these populations and for persons experiencing homelessness to be a high priority for funding. The primary obstacles to meeting the underserved needs of low- and moderate- income residents include a lack of funding from federal, state and local sources, and the high cost of housing

combined with the low vacancy rate in Costa Mesa and throughout Orange County.

AP-38 Project Summary

Project Summary Information

1	Project Name	CDBG Administration
	Target Area	Citywide
	Goals Supported	Program Administration
	Needs Addressed	Program Administration
	Funding	$156,197.20
	Description	CDBG program administration and oversight
	Target Date	06/30/2027
	Estimate the number/type of families that will benefit from the proposed activities	N/A
	Location Description	77 Fair Drive, Costa Mesa, CA
	Planned Activities	Program administration and oversight
2	Project Name	CDBG Fair Housing
	Target Area	Citywide
	Goals Supported	Program Administration
	Needs Addressed	Program Administration/Fair Housing
	Funding	$20,000
	Description	Fair housing outreach, education and enforcement services
	Target Date	06/30/2027
	Estimate the number/type of families that will benefit from the proposed activities	186 individuals
	Location Description	Citywide

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	Planned Activities	Community outreach, education, and enforcement of fair housing laws
3	Project Name	CDBG Housing Rehabilitation Administration
	Target Area	Citywide
	Goals Supported	Housing Preservation
	Needs Addressed	Housing Preservation
	Funding	$10,000
	Description	CDBG funds staff costs associated with the direct delivery of owner-occupied housing rehabilitation loans and grants
	Target Date	06/30/2027
	Estimate the number/type of families that will benefit from the proposed activities	N/A
	Location Description	77 Fair Drive, Costa Mesa, CA
	Planned Activities	Staff costs associated with the delivery of housing rehabilitation loans and grants
4	Project Name	CDBG Housing Rehabilitation Grants Program
	Target Area	Citywide
	Goals Supported	Housing Preservation
	Needs Addressed	Housing Preservation
	Funding	$60,000
	Description	CDBG funds for housing rehabilitation grants
	Target Date	06/30/2027
	Estimate the number/type of families that will benefit from the proposed activities	3 households
	Location Description	77 Fair Drive, Costa Mesa, CA

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	Planned Activities	Homeowner housing rehabilitation grants to address property improvements and building code deficiencies
5	Project Name	Families Forward
	Target Area	Citywide
	Goals Supported	Homeless Continuum of Care
	Needs Addressed	Homeless Services and Housing
	Funding	$29,049.00
	Description	Housing Supportive Services
	Target Date	06/30/2027
	Estimate the number/type of families that will benefit from the proposed activities	50 individuals
	Location Description	Citywide
	Planned Activities	The program will provide housing support services for homeless Costa Mesa families with children
6	Project Name	Human Options
	Target Area	Citywide
	Goals Supported	Homeless Continuum of Care
	Needs Addressed	Homeless Services and Housing
	Funding	$29,049.00
	Description	Transitional Housing and Support Services
	Target Date	06/30/2027
	Estimate the number/type of families that will benefit from the proposed activities	28 individuals
	Location Description	Citywide

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	Planned Activities	Transitional housing and support services for survivors of domestic violence
6	Project Name	Project Hope Alliance
	Target Area	Citywide
	Goals Supported	Public Social Services
	Needs Addressed	Public Services
	Funding	$29,049.00
	Description	Case management and wrap-around services for NMUSD students experiencing homelessness including one-on-one case management, mentoring, tutoring, college and FAFSA application assistance, job search assistance, basic needs support like food
	Target Date	06/30/2027
	Estimate the number/type of families that will benefit from the proposed activities	90 individuals
	Location Description	Citywide
	Planned Activities	CDBG funds will support the salaries of program staff to provide one-on-one case management, mentoring, tutoring, college and FAFSA application assistance, and job search assistance
7	Project Name	Dance 4 Joy Ministries
	Target Area	Citywide
	Goals Supported	Public Social Services
	Needs Addressed	Public Services
	Funding	$15,000
	Description	Arts and cultural programming for children and working families from low- and moderate- income households.
	Target Date	06/30/2027

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	Estimate the number/type of families that will benefit from the proposed activities	300 individuals
	Location Description	Citywide
	Planned Activities	CDBG will fund staff salaries and supplies to administer the program
9	Project Name	City of Costa Mesa Senior Social Services
	Target Area	Citywide
	Goals Supported	Public Social Services
	Needs Addressed	Public Services
	Funding	$30,000
	Description	Counseling and case management for seniors
	Target Date	06/30/2027
	Estimate the number/type of families that will benefit from the proposed activities	200 seniors
	Location Description	Program available citywide but based out of the Costa Mesa Senior Center located at 695 W. 19th Street, Costa Mesa, CA.
	Planned Activities	Funding for counseling and case management for seniors
10	Project Name	CDBG Special Housing Code Enforcement
	Target Area	CDBG Eligible Areas
	Goals Supported	Housing Preservation
	Needs Addressed	Housing Preservation
	Funding	$433,913
	Description	Enforcement of housing and building codes and connecting residents with housing-related resources
	Target Date	06/30/2027

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	Estimate the number/type of families that will benefit from the proposed activities	200 Housing Units
	Location Description	77 Fair Drive, Costa Mesa, CA – City Hall
	Planned Activities	Inspection and enforcement of housing and building codes in CDBG eligible declining/deteriorating areas combined with connecting residents with housing-related resources to halt the decline of the area.
12	Project Name	HOME Administration
	Target Area	Citywide
	Goals Supported	Program Administration
	Needs Addressed	Program Administration
	Funding	$37,732.96
	Description	Home funds for program oversight and coordination
	Target Date	06/30/2027
	Estimate the number/type of families that will benefit from the proposed activities	N/A
	Location Description	77 Fair Drive, Costa Mesa, CA
	Planned Activities	HOME Program Oversight and Coordination
13	Project Name	HOME Affordable Housing (CHDO)
	Target Area	Citywide
	Goals Supported	Housing Preservation
	Needs Addressed	Housing Preservation
	Funding	$56,599.44
	Description	HOME-CHDO funds will be awarded for eligible housing project (to be determined).
	Target Date	06/30/2027

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	Estimate the number/type of families that will benefit from the proposed activities	1 housing unit. Goal entered for data input purposes only.
	Location Description	TBD
	Planned Activities	TBD
14	Project Name	HOME Housing Rehabilitation
	Target Area	Citywide
	Goals Supported	Housing Preservation
	Needs Addressed	Housing Preservation
	Funding	$436,482
	Description	HOME funds for owner-occupied housing rehabilitation loans and grants
	Target Date	06/30/2027
	Estimate the number/type of families that will benefit from the proposed activities	19 low- and moderate- income homeowners (1 loan and 18 grants)
	Location Description	Citywide
	Planned Activities	Housing rehabilitation loans and grants to address deferred property improvements and building code deficiencies
15	Project Name	HOME Tenant Based Rental Assistance (TBRA)
	Target Area	Citywide
	Goals Supported	Homeless Continuum of Care
	Needs Addressed	Homeless Services and Housing
	Funding	$200,000
	Description	The City will use HOME funds for tenant based rental assistance to assist low-income residents with rental assistance to increase housing affordability
	Target Date	06/30/2027

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	Estimate the number/type of families that will benefit from the proposed activities	13 low-income households with minor children
	Location Description	Citywide
	Planned Activities	HOME funds will be used to provide tenant-based rental subsidies

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AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

67 percent of CDBG and HOME funds will focus on programs that serve eligible low-income residents regardless of where they live. The City's CDBG map is included as **Attachment 2**.

Geographic Distribution

Target Area	Percentage of Funds
Citywide	67
CDBG Eligible Areas	33

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Code enforcement activities will be conducted in CDBG eligible areas, which is now about 54 percent of the City. As the City's CDBG-eligible areas tend to be older sections of the City, area-wide activities like code enforcement will help to improve and sustain these neighborhoods and encourage property owners to also invest in their properties.

Discussion

Refer to rationale above.

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Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

During FY 2026-2027, proposed activities to be funded with CDBG and HOME funds will meet the housing needs of the following households:

One Year Goals for the Number of Households to be Supported	
Homeless	91
Non-Homeless	222
Special-Needs	1
Total	314

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	13
The Production of New Units	1
Rehab of Existing Units	19
Acquisition of Existing Units	0
Total	33

Table 10 - One Year Goals for Affordable Housing by Support Type

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Discussion

The City will focus FY 2026-2027 HOME funds on the rehabilitation of existing owner-occupied housing units, TBRA program and affordable housing. While not the program's primary focus, some special-needs households (seniors and disabled) may be assisted during the year via the City's Housing Rehabilitation Program and the development of affordable housing. Since 2020, the City has allocated nearly $2.7M to provide rapid rehousing and homelessness prevention services through City-wide rental assistance programs. It is anticipated that OCHA will continue to provide rental assistance to approximately 586 Costa Mesa renter households during FY 2026-2027.

The City Council of Costa Mesa has a goal to diversify, stabilize and increase housing to reflect community needs. To bring this goal into reality, the City previously contributed $5,850,000, including $1,500,000 in HOME funds, toward a Homekey motel conversion project to create 87 units of permanent affordable housing in Costa Mesa. That project is now known as Mesa Vista. A second Homekey project located in Costa Mesa was identified during the Homekey Round 3 funding period. The City approved an allocation of $4,000,000 in LMIHAF and ARPA funds to a motel conversion project for the Travelodge North, located at 1400 Bristol Street. The City recently approved an allocation of $350,000 HOME funds as additional gap financing for the project. When complete, the project will

provide an additional 76 units of permanent supportive housing in Costa Mesa. The City also approved an allocation of $1,150,000 in HOME funds to Jamboree Housing to develop affordable senior housing at 695 W. 19th Street. The project will provide 69 affordable units, including 34 units to seniors experiencing homelessness, further meeting the goal of diversified, stabilized and increased housing for the Costa Mesa community.

The City has a partnership with Families Forward, an organization with an Affordable Housing Program that ends homelessness and safely houses approximately 50 extremely low-income individuals with ties to Costa Mesa each year. Families Forward owns 16 units across two developments in Costa Mesa. In FY 2023-2024 the City contributed $850,000 in ARPA funds to their second affordable housing project, the Bungalows. This is an 8-unit affordable housing project for households with minor children. The first affordable housing project purchased by Families Forward in Costa Mesa in 2019 is also an 8-unit complex serving families with minor children. CDBG funds provide services to the residents of the affordable housing projects that Families Forward has in Costa Mesa.

Families Forward has a commitment to serving low-income families, ending homelessness and preserving affordable housing in Costa Mesa and throughout Orange County. Families Forward was chosen to be the administrator for the City of Costa Mesa's TBRA program in 2019 and continues to administer the TBRA program which helps approximately 10 families with children each year. In addition to providing affordable housing, Families Forward provides TBRA participants with supportive services and case management.

FY 2026-2027 HOME CHDO funds are included in the Annual Action Plan for Affordable Housing projects; however, no specific project has been identified at this time. The City is still working with eligible organizations to identify appropriate allocation for HOME CHDO funds for this fiscal year.

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AP-60 Public Housing – 91.220(h)

Introduction

Costa Mesa does not own or manage public housing.

Actions planned during the next year to address the needs to public housing

Not applicable.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

Not applicable.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

Not applicable.

Discussion

Not applicable.

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AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

As outlined in the 2025-2029 Consolidated Plan, the City's homelessness strategy is to support programs that prevent homelessness by providing safety net services. These programs will help households, especially extremely low-income households, maximize the amount of income they have available for housing. Additionally, both HUD and City resources will be allocated to provide access to a continuum of services, including the Costa Mesa Bridge Shelter and housing to assist those experiencing homelessness and with strong ties to the community.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The City of Costa Mesa Network for Homeless Solutions (NHS) is a ten-person team who meet people where they are to forge genuine relationships, make connections to services, facilitate their transition into emergency shelter and, ultimately, permanent housing. The City funds its own street outreach and emergency shelter programs. Further, the City has allocated over $11M over the past four (4) years to subsidize the acquisition and rehabilitation of affordable and supportive rental housing for people experiencing and at-risk of homelessness. Partnering agencies are CityNet, PATH (Orange County North and Central Service Planning Area (SPA) contracted outreach provider), Save Our Selves (SOS), Lighthouse Church, Mercy House, Trellis, Chrysalis, Project Hope Alliance, Meals on Wheels OC, Families Forward, Serving People In Need (SPIN), and Someone Cares Soup Kitchen.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City owns and operates a 100-bed emergency shelter, which includes 30 beds for individuals experiencing homelessness with behavioral health needs. The facility is funded in partnership with the City of Newport Beach. Mercy House, a nonprofit organization, is the Shelter Operator and Bracken's Kitchen, a nonprofit organization, operates the full-service commercial kitchen. Shelter partners are Mercy House, Bracken's Kitchen, Trellis, Orange County Housing Authority (OCHA), Santa Ana Housing Authority (SAHA), Anaheim Housing Authority (AHA) and Garden Grove Housing Authority (GGHA). The City utilized CDBG funds to repurpose a warehouse into the shelter facility in 2019. The Bridge Shelter annually assists roughly 250 unduplicated individuals with emergency shelter and associated services. Since 2021, the City has housed nearly 500 individuals through our street outreach and shelter programs.

FY 2026-2027 CDBG public services funding is allocated for a second step transitional housing program

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through Human Options, an organization that serves domestic violence survivors.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The Network for Homeless Solutions (NHS) includes a team of Outreach Workers, case managers at the 100-bed Costa Mesa Bridge Shelter, and the provision of affordable/supportive housing. Each one of these components seeks to engage with those experiencing homelessness to ensure full access to all available resources and a smooth transition into permanent housing. This constant engagement shortens the length of homelessness and ensures those that have secured permanent housing are able to thrive in their new environments. Since April 2019, the City of Costa Mesa has assisted 490 formerly homeless people to secure permanent housing. Additionally, the City utilizes HOME funds to provide tenant-based rental assistance to low and very-low-income households both experiencing and at-risk of homelessness. The City is committed to increasing access to affordable housing units through advocacy for and development of affordable and supportive housing units. The City's first Permanent Supportive Housing project filled 10-HOME funded units with formerly homeless residents. Phase 2 of this project includes 46 general affordable units for Costa Mesa seniors earning at or below 50% AMI. The City's second PSH project will house 76 total individuals, with 16 units exclusively for Costa Mesa residents who were experiencing homelessness. The Families Forward Bungalows affordable housing project continues to house 8 households with minor children. Lastly, the City recently awarded funding to Jamboree Housing to subsidize a 70-unit affordable housing project for seniors.

The City's COC partners include Mercy House, Families Forward, Illumination Foundation, Jamboree Housing, Trellis, CityNet, SPIN, Orange County Office of Care Coordination, Orange County Housing and Community Development, HUD, State HCD, and Orange County Housing Finance Trust. Additionally, the City has allocated the majority of its HOME-ARP grant funds for supportive services including legal services, case management services and outreach services for individuals experiencing or at risk of homelessness to prevent homelessness and/or shorten the period of time that individuals or families experience homelessness.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services,

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employment, education, or youth needs.

The City's homeless strategy is based on the proposition that it is less expensive and disruptive for a household to remain housed in their existing home than to be rehoused. To this end, the City will focus its resources on agencies that provide various safety-net services to prevent households from becoming homeless. The City will support programs that provide low-cost meals, counseling, and employment/job skills development services for lower-income individuals. Safety-net services allow households to save a portion of income previously spent on food, clothes, etc. and preserve their housing. Additionally, the City has also used and continues to use (until funds are expended) CDBG-CV and ARPA funds to provide emergency rental assistance to low-income residents facing financial hardships as a result of the Coronavirus pandemic and its subsequent impact to the economy. Since 2020, the City has allocated nearly $2.7M to provide rapid rehousing and homelessness prevention services through City-wide rental assistance programs.

Additionally, on November 7, 2023, the City Council adopted an urgency Ordinance for Just Cause Residential Tenant Protections. $250,000 in ARPA funds were allocated to provide eviction and rental-related legal services including, but not limited to court filings, to enforce the eviction protection provisions of the Costa Mesa Municipal Code regarding unlawful acts in connection with no-fault just cause evictions. Three full-time equivalent (FTE) positions were added to implement, monitor and enforce the subject Ordinance including two community outreach workers. The City has implemented a Community Outreach and Education Plan to inform both owners and tenants of their rights regarding evictions as well as the resources available to them. The City funds Project Hope Alliance (PHA) with CDBG and HOME-ARP funds to provide on- and off-campus case management of homeless and at-risk Newport Mesa Unified School District (NMUSD) students and their families. The services provided by PHA are vital to preventing both current and future homelessness for Costa Mesa residents.

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Discussion

The City has well-developed strategies to address homelessness in the community. These strategies include outreach and assessment services for homeless and chronic homeless individuals. Program staff will attempt to link individuals to appropriate housing, support services, and public assistance programs (e.g., VA benefits, SSI). To undertake this effort, the City partners with local nonprofit service providers and community-based volunteers. Based on assessments, individuals or households are referred to appropriate housing/service providers. City staff will coordinate the delivery of services and housing with providers to reduce the number of homeless individuals in the community. Both HUD and City funds will be used to carry out these activities, including outreach, emergency shelter, and the provision of affordable and supportive housing.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

A strategy to address barriers to affordable housing and actions to overcome these barriers is provided in the City's Housing Element and Consolidated Plan. The current Housing Element covers the eight-year planning cycle of 2021-2029 and provides updated strategies to address barriers to affordable housing since the completion of the consolidated planning process. The City will continue efforts to address these barriers, incorporating the updated strategies, during the 2026-2027 Program Year.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

Discussion:

The City's Housing Element outlines the City's plan to address barriers to affordable housing. The City of Costa Mesa followed certain “guiding principles” in developing its approach and strategy for accommodating future housing growth. These guiding principles assist with implementation of the housing goals, policies and programs and will aid overall decision making. The guiding principles are rooted in community engagement and local knowledge and input into the planning process. The guiding principles are as follows:

The City’s NWWAB rezoning efforts plan for future housing primarily along major commercial, industrial, and mixed-use corridors within Costa Mesa that are compatible with growth, while preserving established residential neighborhoods. More information on this effort can be found at www.costamesaneighborhoods.com.

Each neighborhood, community, and district within Costa Mesa has its own unique characteristics and needs. Future housing growth will build upon Costa Mesa’s history and complement the diversity and unique characteristics that already exist within each area.

The City will plan for a diverse range of housing forms, types, and densities to address the housing needs of an inclusive and diverse community and provide housing opportunities that meet the needs of all residents, including low-income households, seniors, multi-generational families, larger households, and special needs groups.

HUD-funded grant recipients are required under various laws not to discriminate in housing or services directly or indirectly based on protected classes. In 2025 the City collaborated with Orange County and other cities in the County to develop an updated Orange County Regional Assessment of Fair Housing for FY 2025-26 through FY 2029-30 and is actively working toward the fair housing goals identified in the assessment for the City of Costa Mesa.

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AP-85 Other Actions – 91.220(k)

Introduction:

As outlined in the City's Consolidated Plan, the City will implement the following actions during FY 2026-2027 to address the "Other Actions" or sub-strategies identified in the Consolidated Plan.

Actions planned to address obstacles to meeting underserved needs

The City will allocate a portion of its CDBG and HOME funds for activities that address the housing and service needs of the elderly and lower-income households. The City's housing rehabilitation program assists elderly and lower-income homeowners in improving their residences to address specific household needs. Additionally, the City will encourage and support OCHA's efforts to obtain additional rental assistance funding, especially for senior and low-income households. OCHA reports that as of March 2026, 411 Costa Mesa households received rental housing assistance. This includes 73 households with at least one person with a disability, 300 households with at least one elderly person, and 38 family households.

Actions planned to foster and maintain affordable housing

The City of Costa Mesa has identified the actions it will undertake during FY 2026-2027 to foster and maintain affordable housing. The Annual Action Plan identified programs such as Owner-Occupied Housing Rehabilitation assistance as the means to maintain and improve housing currently available to low- and moderate-income residents. By providing deferred payment loans and grants, lower-income households can rehabilitate their residence to meet basic housing quality standards and incur zero or minimal additional housing costs. An estimated 19 housing units will be assisted with HOME funds during FY 2026-2027. Additionally, the City has allocated HOME CHDO funds to accommodate a potential housing project. The City awarded $1,150,000 in HOME funds to Jamboree Housing to develop affordable housing for low-income seniors. The project will develop 69 affordable units of which 34 will be for seniors experiencing homelessness and 35 units for seniors with incomes at or below 60 percent of the area median income. The City also awarded $350,000 in HOME funds to American Family Housing to develop 76 units of permanent supportive housing.

Actions planned to reduce lead-based paint hazards

Based on past housing rehabilitation program statistics, only a small percentage of housing units rehabilitated with City resources contain lead-paint hazards. To ensure compliance with all current HUD lead-based paint regulations, all housing units constructed before 1978, which are rehabilitated with City resources, will be tested for lead-paint hazards. If needed, additional grant funds may be allocated

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to a project to ensure all lead-based hazards are mitigated.

Actions planned to reduce the number of poverty-level families

The City will assist programs and services that combat poverty. During FY 2026-2027, the City will fund the following activities to support the implementation of this strategy:

Implement housing programs (including housing rehabilitation assistance) for lower-income senior and disabled homeowners;

Support rental assistance programs provided by the OCHA for very low-income renters and provide tenant based rental assistance to residents who are severely rent burdened;

Support services for individuals presently housed but at risk of losing their residence. Also, assist those already homeless in need of shelter and continue coordinating services with nonprofit partners;

Support safety-net public services programs to improve the quality of life for seniors, youth, disabled, homeless, and other populations that may be severely impacted by the cost of living in the region; and

Support the development of affordable housing to provide stable affordable housing for households with low income.

Actions planned to develop institutional structure

The City has made efforts to establish an institutional structure to help identify and access resources to improve the community. For example, the City will continue to work with nonprofit entities to deliver public services. As a member of the Orange County Continuum of Care Community Forum, the City will provide critical information to the County of Orange to prepare the County's Continuum of Care Homeless Assistance grant application to HUD. Costa Mesa will also continue to fund activities that help address gaps and needs in the regional system of care. Finally, the City will continue to assist the Orange County Housing Authority in implementing its Five-year PHA plan.

Actions planned to enhance coordination between public and private housing and social service agencies

The City of Costa Mesa does not operate public housing. The Orange County Housing Authority provides rental assistance in the community. Federal legislation requires that the Housing Authority prepare a five-year and a one-year plan that highlights its mission, goals and objectives related to public and assisted housing programs. The City will review the Authority's plans and provide OCHA the opportunity to review and consult with the City regarding its Consolidated Plan/Annual Action Plan. The goal of this cross-consultation is to provide consistent and coordinated housing services for City residents. Ongoing

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consultation with local nonprofits also assists the City in coordinating housing services.

Discussion:

Refer to responses above.

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Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Introduction:

Community Development Block Grant Program (CDBG)
Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	**0**

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income.Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

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HOME Investment Partnership Program (HOME)
Reference 24 CFR 91.220(l)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

   The City is not proposing to utilize HOME funds in a form that is not delineated in Section 92.205.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

   The City has not and does not plan to utilize HOME funds for homebuyer assistance; however, if funds are redirected to such a program, steps will be taken to ensure program guidelines comply with the applicable resale and recapture regulations.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

   The applicable loan agreement(s) for applicable project(s) will be prepared to comply with the resale/recapture requirements delineated in 24 CFR 92.254.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

   Program staff will ensure that all applicable program policies are followed for applicable project(s), including establishing refinancing guidelines.

5. If applicable to a planned HOME TBRA activity, a description of the preference for persons with special needs or disabilities. (See 24 CFR 92.209(c)(2)(i) and CFR 91.220(l)(2)(vii)).

   N/A

6. If applicable to a planned HOME TBRA activity, a description of how the preference for a specific category of individuals with disabilities (e.g. persons with HIV/AIDS or chronic mental illness) will narrow the gap in benefits and the preference is needed to narrow the gap in benefits and services received by such persons. (See 24 CFR 92.209(c)(2)(ii) and 91.220(l)(2)(vii)).

   N/A

7. If applicable, a description of any preference or limitation for rental housing projects. (See 24 CFR 92.253(d)(3) and CFR 91.220(l)(2)(vii)). Note: Preferences cannot be administered in a manner that limits the opportunities of persons on any basis prohibited by the laws listed under 24 CFR 5.105(a).

   N/A

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The City will meet the CDBG Program's overall 70% benefit for low- and moderate-income requirement over three program years: 2026-2027, 2027-2028, and 2028-2029.

With respect to HOME affordable homeownership limits for the area (i.e., 95 percent of the median area purchase price as set forth in 24 CFR 92.254(a)(2)(iii), the City will utilize HUD's HOME affordable homeownership limits for its HOME-funded mobile home rehabilitation program. For single-family, owner-occupied housing rehabilitation, the City conducted a survey in order to establish a maximum property value that is reflective of the local market median home purchase prices, which exceed HUD's published limit. This information is provided as **Attachment 3** of the Annual Action Plan.

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ATTACHMENT 2

SUMMARY OF PUBLIC COMMENTS

March 18, 2026 Housing & Public Service Grant Committee

The H&PSG Committee held an in-person meeting to obtain additional public comments regarding CDBG public service grants, and to develop funding recommendations. No written comments were received.

Internet/Social Media Outreach

TBD

30—Day Public Comment Period

TBD

May 5, 2026 Public Hearing

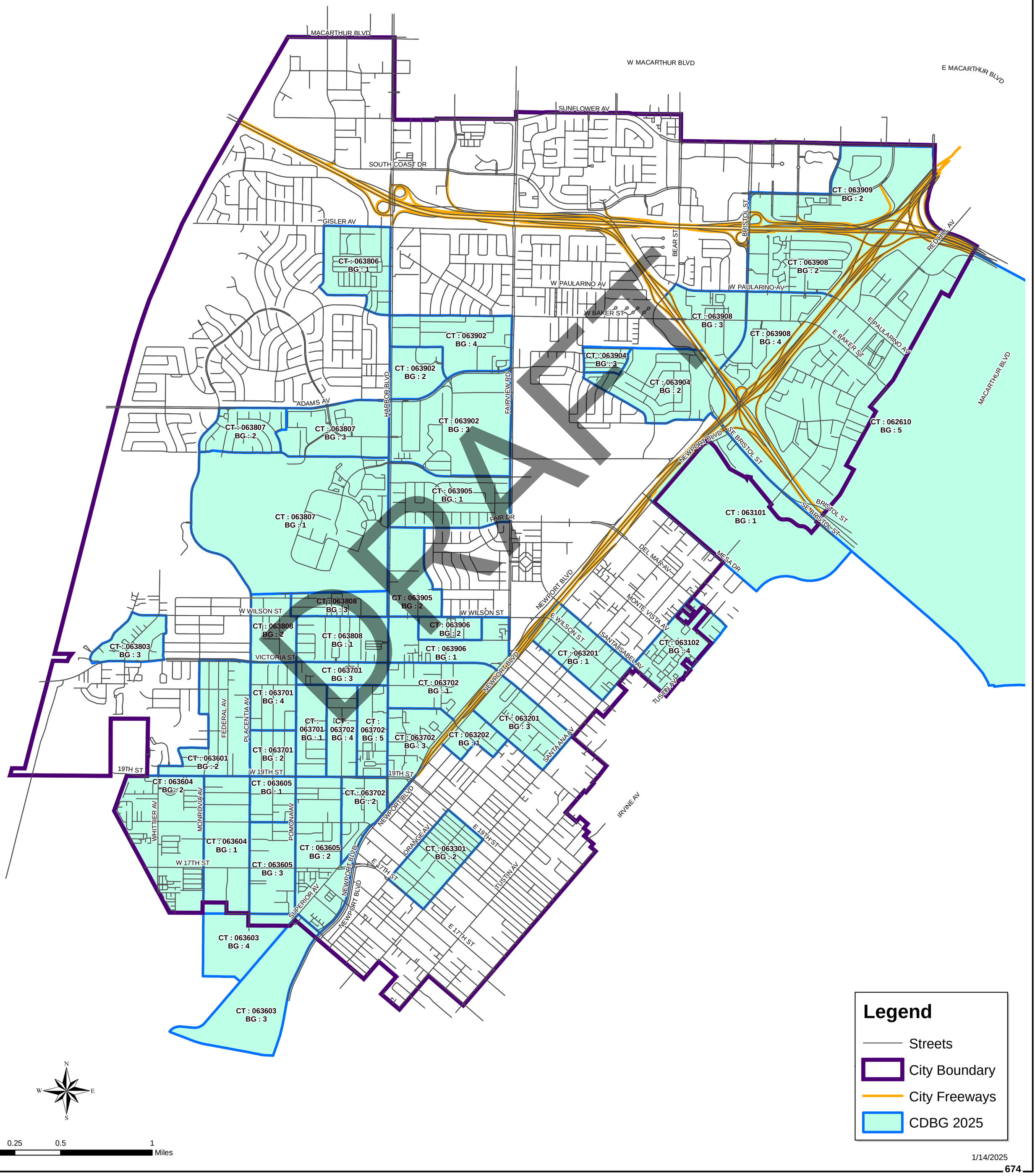
TBD

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Attachment 2

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CDBG Map



1/14/2025

CITY OF COSTA MESA

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

ECONOMIC AND DEVELOPMENT
SERVICES DEPARTMENT

May 5, 2026

Ms. Irene Muro, Community Planning & Development Representative
HUD Los Angeles Field Office
U.S. Dept. of Housing & Urban Development
Office of Community Planning and Development
300 N. Los Angeles Street, Suite #4054
Los Angeles, CA 90012

SUBJECT: HOME Investment Partnership (HOME) Program Request to Increase Median Area Purchase Price Limit

Dear Ms. Muro:

The City of Costa Mesa is submitting a request to increase the Median Area Purchase Price Limit as part of its 2026-2027 Action Plan. In lieu of the limit provided by the U.S. Department of Housing & Urban Development (HUD) for FY 2025, the City is requesting permission to use an increased limit of $1,543,750.

The City conducted its local market survey using data supplied by **Orange Coast Title Company**, which is based on information from the database of the Orange County Recorder and Assessor's offices. We have found this source to be accurate and reliable. The following are the steps used in the methodology:

1. Sales data on all single-family home sales, March 1, 2025 through February 28, 2026 in the City of Costa Mesa compiled in ascending order of sales price. Data includes the address of the listed properties, sales value, parcel number and date of sale.

2. Pursuant to 24 CFR 92.254(2)(iii), the length of the reporting period is dependent upon the volume of existing home sales in the City. If sales were 250 or less per month in the most recent 12 months, then a minimum of a 3-month survey is used. Based on the attached report, the median home price was $1,625,000 and 95% of this property value is $1,543,750.

3. Methodology for Costa Mesa adjusted home limit increase request:
   Median Sales Price for 493 sales: $\frac{N+1}{2}$ = $1,625,000

   Single Family Unit: $1,625,000 (95%) = $1,543,750

If you have any questions, please contact Nancy Sa of the Housing and Community Development Office at 714-754-5678 or nancy.sa@costamesaca.gov.

Sincerely,

Carrie Tai
Director of Economic and Development Services

Attachment: Survey

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Site Address City	Site Address State	Site Address Zip	Use Code Description	Sales Price	Sale Date	Parcel Number
Costa Mesa	CA	92626	Single Family Residential	$100,000	5/30/2025	139-135-07
Costa Mesa	CA	92627	Single Family Residential	$140,500	5/19/2025	419-171-16
Costa Mesa	CA	92626	Single Family Residential	$283,500	7/1/2025	412-063-05
Costa Mesa	CA	92627	Single Family Residential	$680,000	8/6/2025	439-292-01
Costa Mesa	CA	92626	Single Family Residential	$699,000	2/6/2026	418-145-19
Costa Mesa	CA	92626	Single Family Residential	$700,000	11/7/2025	419-165-30
Costa Mesa	CA	92626	Single Family Residential	$715,000	2/5/2026	418-082-24
Costa Mesa	CA	92626	Single Family Residential	$730,000	5/2/2025	418-145-06
Costa Mesa	CA	92626	Single Family Residential	$745,000	2/17/2026	419-165-17
Costa Mesa	CA	92626	Single Family Residential	$765,500	9/19/2025	418-083-06
Costa Mesa	CA	92627	Single Family Residential	$775,000	7/22/2025	422-143-03
Costa Mesa	CA	92627	Single Family Residential	$775,000	9/17/2025	422-362-03
Costa Mesa	CA	92627	Single Family Residential	$796,500	5/21/2025	419-013-32
Costa Mesa	CA	92626	Single Family Residential	$800,000	1/7/2026	141-592-07
Costa Mesa	CA	92627	Single Family Residential	$815,000	11/20/2025	419-013-01
Costa Mesa	CA	92626	Single Family Residential	$840,000	11/4/2025	419-164-19
Costa Mesa	CA	92627	Single Family Residential	$840,000	1/27/2026	422-141-09
Costa Mesa	CA	92626	Single Family Residential	$845,000	8/7/2025	419-162-69
Costa Mesa	CA	92626	Single Family Residential	$849,000	1/8/2026	418-082-25
Costa Mesa	CA	92627	Single Family Residential	$870,000	6/25/2025	419-013-29
Costa Mesa	CA	92626	Single Family Residential	$874,000	8/25/2025	418-082-44
Costa Mesa	CA	92627	Single Family Residential	$878,000	12/16/2025	422-076-04
Costa Mesa	CA	92626	Single Family Residential	$880,000	3/17/2025	419-162-79
Costa Mesa	CA	92626	Single Family Residential	$880,000	7/8/2025	419-164-75
Costa Mesa	CA	92627	Single Family Residential	$880,000	10/21/2025	439-292-23
Costa Mesa	CA	92627	Single Family Residential	$880,000	1/5/2026	419-043-40
Costa Mesa	CA	92626	Single Family Residential	$897,000	4/17/2025	418-145-26
Costa Mesa	CA	92627	Single Family Residential	$900,000	6/2/2025	439-172-32
Costa Mesa	CA	92627	Single Family Residential	$910,000	11/3/2025	422-092-01
Costa Mesa	CA	92627	Single Family Residential	$956,500	4/16/2025	422-464-12
Costa Mesa	CA	92626	Single Family Residential	$975,000	6/26/2025	141-022-38
Costa Mesa	CA	92626	Single Family Residential	$1,000,000	4/28/2025	139-193-26
Costa Mesa	CA	92626	Single Family Residential	$1,000,000	9/19/2025	139-092-05
Costa Mesa	CA	92627	Single Family Residential	$1,000,000	12/5/2025	117-213-05
Costa Mesa	CA	92627	Single Family Residential	$1,010,000	5/5/2025	422-532-26
Costa Mesa	CA	92627	Single Family Residential	$1,015,000	10/28/2025	419-241-04
Costa Mesa	CA	92626	Single Family Residential	$1,025,000	8/12/2025	141-522-08
Costa Mesa	CA	92627	Single Family Residential	$1,029,000	1/6/2026	422-232-11
Costa Mesa	CA	92627	Single Family Residential	$1,040,000	12/12/2025	422-171-13
Costa Mesa	CA	92627	Single Family Residential	$1,050,000	3/14/2025	422-512-12
Costa Mesa	CA	92627	Single Family Residential	$1,050,000	1/9/2026	424-173-05
Costa Mesa	CA	92627	Single Family Residential	$1,051,000	9/15/2025	439-143-11
Costa Mesa	CA	92626	Single Family Residential	$1,052,500	9/29/2025	139-052-23
Costa Mesa	CA	92626	Single Family Residential	$1,055,000	7/25/2025	418-082-18
Costa Mesa	CA	92627	Single Family Residential	$1,075,000	9/8/2025	422-104-20
Costa Mesa	CA	92627	Single Family Residential	$1,080,000	5/5/2025	426-244-11
Costa Mesa	CA	92627	Single Family Residential	$1,080,000	5/20/2025	419-172-06
Costa Mesa	CA	92626	Single Family Residential	$1,080,000	11/21/2025	139-515-54
Costa Mesa	CA	92627	Single Family Residential	$1,081,000	3/20/2025	422-013-08
Costa Mesa	CA	92626	Single Family Residential	$1,088,000	10/7/2025	141-522-11
Costa Mesa	CA	92626	Single Family Residential	$1,090,000	11/12/2025	141-412-34
Costa Mesa	CA	92627	Single Family Residential	$1,100,000	5/1/2025	422-141-14
Costa Mesa	CA	92626	Single Family Residential	$1,100,000	5/14/2025	141-166-01
Costa Mesa	CA	92626	Single Family Residential	$1,125,000	6/2/2025	139-515-43

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Site Address City	Site Address State	Site Address Zip	Use Code Description	Sales Price	Sale Date	Parcel Number
Costa Mesa	CA	92626	Single Family Residential	$1,137,000	4/11/2025	141-723-12
Costa Mesa	CA	92627	Single Family Residential	$1,150,000	6/3/2025	439-141-02
Costa Mesa	CA	92627	Single Family Residential	$1,150,000	6/20/2025	422-012-19
Costa Mesa	CA	92627	Single Family Residential	$1,150,000	10/6/2025	425-205-05
Costa Mesa	CA	92626	Single Family Residential	$1,150,000	10/10/2025	141-545-02
Costa Mesa	CA	92627	Single Family Residential	$1,165,000	6/2/2025	422-172-02
Costa Mesa	CA	92627	Single Family Residential	$1,165,000	9/30/2025	422-463-09
Costa Mesa	CA	92626	Single Family Residential	$1,170,000	4/14/2025	418-082-20
Costa Mesa	CA	92626	Single Family Residential	$1,185,000	9/23/2025	141-046-02
Costa Mesa	CA	92626	Single Family Residential	$1,191,500	1/27/2026	141-532-07
Costa Mesa	CA	92627	Single Family Residential	$1,195,000	4/16/2025	422-093-23
Costa Mesa	CA	92627	Single Family Residential	$1,195,000	5/22/2025	439-412-06
Costa Mesa	CA	92626	Single Family Residential	$1,195,000	7/21/2025	141-231-26
Costa Mesa	CA	92626	Single Family Residential	$1,200,000	4/8/2025	139-091-11
Costa Mesa	CA	92627	Single Family Residential	$1,200,000	6/10/2025	426-244-13
Costa Mesa	CA	92627	Single Family Residential	$1,200,000	7/14/2025	424-332-24
Costa Mesa	CA	92627	Single Family Residential	$1,200,000	7/28/2025	439-151-58
Costa Mesa	CA	92627	Single Family Residential	$1,212,500	12/11/2025	422-181-04
Costa Mesa	CA	92627	Single Family Residential	$1,215,000	11/7/2025	439-264-01
Costa Mesa	CA	92627	Single Family Residential	$1,220,000	11/13/2025	422-423-18
Costa Mesa	CA	92627	Single Family Residential	$1,225,000	3/3/2025	422-503-22
Costa Mesa	CA	92627	Single Family Residential	$1,225,000	4/29/2025	425-416-03
Costa Mesa	CA	92626	Single Family Residential	$1,225,000	6/16/2025	139-135-17
Costa Mesa	CA	92627	Single Family Residential	$1,225,000	8/11/2025	422-473-13
Costa Mesa	CA	92627	Single Family Residential	$1,225,000	9/24/2025	422-153-16
Costa Mesa	CA	92626	Single Family Residential	$1,225,000	11/24/2025	139-611-24
Costa Mesa	CA	92627	Single Family Residential	$1,225,000	12/26/2025	422-464-11
Costa Mesa	CA	92626	Single Family Residential	$1,230,000	10/14/2025	412-112-05
Costa Mesa	CA	92626	Single Family Residential	$1,230,000	1/23/2026	141-042-03
Costa Mesa	CA	92627	Single Family Residential	$1,233,500	3/12/2025	439-293-06
Costa Mesa	CA	92626	Single Family Residential	$1,233,500	4/30/2025	139-072-16
Costa Mesa	CA	92627	Single Family Residential	$1,235,000	6/9/2025	422-153-12
Costa Mesa	CA	92626	Single Family Residential	$1,237,000	1/2/2026	141-231-18
Costa Mesa	CA	92627	Single Family Residential	$1,239,000	8/18/2025	439-141-31
Costa Mesa	CA	92626	Single Family Residential	$1,240,000	11/10/2025	141-652-59
Costa Mesa	CA	92627	Single Family Residential	$1,247,000	6/2/2025	439-143-16
Costa Mesa	CA	92627	Single Family Residential	$1,250,000	4/25/2025	422-352-23
Costa Mesa	CA	92627	Single Family Residential	$1,250,000	5/1/2025	422-361-06
Costa Mesa	CA	92626	Single Family Residential	$1,250,000	5/22/2025	412-111-01
Costa Mesa	CA	92626	Single Family Residential	$1,250,000	6/18/2025	139-181-47
Costa Mesa	CA	92626	Single Family Residential	$1,250,000	9/16/2025	141-301-04
Costa Mesa	CA	92627	Single Family Residential	$1,250,000	10/24/2025	422-523-17
Costa Mesa	CA	92627	Single Family Residential	$1,250,000	10/31/2025	422-181-31
Costa Mesa	CA	92627	Single Family Residential	$1,250,000	2/13/2026	422-362-06
Costa Mesa	CA	92627	Single Family Residential	$1,250,000	2/13/2026	422-521-32
Costa Mesa	CA	92627	Single Family Residential	$1,250,000	2/24/2026	422-431-18
Costa Mesa	CA	92626	Single Family Residential	$1,255,000	4/11/2025	141-041-02
Costa Mesa	CA	92626	Single Family Residential	$1,255,000	10/31/2025	139-212-09
Costa Mesa	CA	92627	Single Family Residential	$1,270,000	12/8/2025	439-143-09
Costa Mesa	CA	92627	Single Family Residential	$1,270,000	1/2/2026	439-141-30
Costa Mesa	CA	92626	Single Family Residential	$1,273,000	4/11/2025	141-323-02
Costa Mesa	CA	92627	Single Family Residential	$1,275,000	11/25/2025	422-472-05
Costa Mesa	CA	92627	Single Family Residential	$1,277,000	12/22/2025	439-141-40
Costa Mesa	CA	92627	Single Family Residential	$1,280,000	8/15/2025	422-134-06

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Site Address City	Site Address State	Site Address Zip	Use Code Description	Sales Price	Sale Date	Parcel Number
Costa Mesa	CA	92626	Single Family Residential	$1,295,000	3/7/2025	141-562-31
Costa Mesa	CA	92626	Single Family Residential	$1,300,000	3/24/2025	419-131-06
Costa Mesa	CA	92627	Single Family Residential	$1,300,000	4/28/2025	439-293-04
Costa Mesa	CA	92626	Single Family Residential	$1,300,000	4/29/2025	141-232-04
Costa Mesa	CA	92627	Single Family Residential	$1,300,000	6/2/2025	422-464-04
Costa Mesa	CA	92626	Single Family Residential	$1,300,000	1/2/2026	141-022-32
Costa Mesa	CA	92626	Single Family Residential	$1,300,000	2/27/2026	139-572-10
Costa Mesa	CA	92627	Single Family Residential	$1,305,000	4/28/2025	439-143-03
Costa Mesa	CA	92626	Single Family Residential	$1,307,000	2/19/2026	141-614-18
Costa Mesa	CA	92626	Single Family Residential	$1,308,000	6/6/2025	141-322-09
Costa Mesa	CA	92627	Single Family Residential	$1,308,000	6/6/2025	422-464-08
Costa Mesa	CA	92626	Single Family Residential	$1,320,000	9/25/2025	141-133-30
Costa Mesa	CA	92627	Single Family Residential	$1,325,000	7/3/2025	422-521-22
Costa Mesa	CA	92626	Single Family Residential	$1,325,000	7/7/2025	419-054-04
Costa Mesa	CA	92626	Single Family Residential	$1,325,000	2/4/2026	141-751-34
Costa Mesa	CA	92626	Single Family Residential	$1,325,000	2/13/2026	141-593-12
Costa Mesa	CA	92627	Single Family Residential	$1,326,500	11/7/2025	422-494-03
Costa Mesa	CA	92626	Single Family Residential	$1,330,000	9/29/2025	141-162-11
Costa Mesa	CA	92626	Single Family Residential	$1,335,000	3/20/2025	141-303-17
Costa Mesa	CA	92627	Single Family Residential	$1,338,000	6/13/2025	424-332-11
Costa Mesa	CA	92627	Single Family Residential	$1,345,000	12/15/2025	424-181-07
Costa Mesa	CA	92626	Single Family Residential	$1,350,000	5/5/2025	412-104-28
Costa Mesa	CA	92627	Single Family Residential	$1,350,000	5/30/2025	422-352-04
Costa Mesa	CA	92626	Single Family Residential	$1,350,000	6/5/2025	139-172-20
Costa Mesa	CA	92627	Single Family Residential	$1,350,000	9/15/2025	439-293-07
Costa Mesa	CA	92626	Single Family Residential	$1,350,000	9/24/2025	141-462-13
Costa Mesa	CA	92626	Single Family Residential	$1,350,000	11/25/2025	141-021-06
Costa Mesa	CA	92626	Single Family Residential	$1,350,000	11/26/2025	139-084-08
Costa Mesa	CA	92627	Single Family Residential	$1,350,000	12/12/2025	422-533-03
Costa Mesa	CA	92626	Single Family Residential	$1,350,000	12/22/2025	141-474-14
Costa Mesa	CA	92627	Single Family Residential	$1,350,000	2/13/2026	426-244-21
Costa Mesa	CA	92626	Single Family Residential	$1,350,000	2/27/2026	141-461-06
Costa Mesa	CA	92626	Single Family Residential	$1,355,000	7/29/2025	139-271-27
Costa Mesa	CA	92626	Single Family Residential	$1,355,000	12/19/2025	141-441-11
Costa Mesa	CA	92627	Single Family Residential	$1,355,000	2/18/2026	422-523-19
Costa Mesa	CA	92626	Single Family Residential	$1,356,000	8/1/2025	412-183-40
Costa Mesa	CA	92627	Single Family Residential	$1,360,000	5/29/2025	422-505-25
Costa Mesa	CA	92627	Single Family Residential	$1,360,000	8/25/2025	422-325-08
Costa Mesa	CA	92627	Single Family Residential	$1,360,000	1/23/2026	422-071-14
Costa Mesa	CA	92627	Single Family Residential	$1,364,000	2/11/2026	425-334-03
Costa Mesa	CA	92627	Single Family Residential	$1,365,000	12/12/2025	422-471-03
Costa Mesa	CA	92626	Single Family Residential	$1,365,000	12/23/2025	141-431-07
Costa Mesa	CA	92626	Single Family Residential	$1,367,000	1/21/2026	141-431-13
Costa Mesa	CA	92627	Single Family Residential	$1,370,000	3/3/2025	424-312-07
Costa Mesa	CA	92627	Single Family Residential	$1,370,000	1/16/2026	424-212-29
Costa Mesa	CA	92626	Single Family Residential	$1,375,000	5/9/2025	139-572-02
Costa Mesa	CA	92627	Single Family Residential	$1,375,000	8/12/2025	439-142-02
Costa Mesa	CA	92627	Single Family Residential	$1,378,000	12/31/2025	422-441-08
Costa Mesa	CA	92626	Single Family Residential	$1,381,000	10/31/2025	412-183-06
Costa Mesa	CA	92626	Single Family Residential	$1,383,500	11/18/2025	141-455-05
Costa Mesa	CA	92626	Single Family Residential	$1,385,000	4/24/2025	141-572-06
Costa Mesa	CA	92626	Single Family Residential	$1,390,000	2/23/2026	141-521-16
Costa Mesa	CA	92627	Single Family Residential	$1,395,000	3/12/2025	419-084-22
Costa Mesa	CA	92626	Single Family Residential	$1,395,000	6/13/2025	141-391-13

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Site Address City	Site Address State	Site Address Zip	Use Code Description	Sales Price	Sale Date	Parcel Number
Costa Mesa	CA	92627	Single Family Residential	$1,395,000	2/10/2026	419-021-19
Costa Mesa	CA	92626	Single Family Residential	$1,399,000	12/22/2025	412-063-08
Costa Mesa	CA	92626	Single Family Residential	$1,400,000	3/19/2025	139-085-04
Costa Mesa	CA	92626	Single Family Residential	$1,400,000	8/20/2025	141-382-09
Costa Mesa	CA	92626	Single Family Residential	$1,400,000	9/18/2025	139-612-21
Costa Mesa	CA	92626	Single Family Residential	$1,400,000	10/15/2025	139-154-02
Costa Mesa	CA	92626	Single Family Residential	$1,410,000	3/25/2025	141-411-19
Costa Mesa	CA	92627	Single Family Residential	$1,410,000	8/26/2025	439-441-10
Costa Mesa	CA	92626	Single Family Residential	$1,410,000	12/9/2025	412-051-11
Costa Mesa	CA	92626	Single Family Residential	$1,412,500	9/22/2025	141-072-13
Costa Mesa	CA	92626	Single Family Residential	$1,415,000	12/12/2025	141-751-16
Costa Mesa	CA	92626	Single Family Residential	$1,420,000	7/14/2025	412-212-34
Costa Mesa	CA	92626	Single Family Residential	$1,420,000	10/1/2025	412-051-33
Costa Mesa	CA	92626	Single Family Residential	$1,423,000	8/25/2025	139-283-02
Costa Mesa	CA	92626	Single Family Residential	$1,425,000	10/27/2025	139-294-14
Costa Mesa	CA	92626	Single Family Residential	$1,425,000	11/26/2025	139-284-33
Costa Mesa	CA	92626	Single Family Residential	$1,425,000	2/10/2026	418-081-50
Costa Mesa	CA	92626	Single Family Residential	$1,430,000	9/12/2025	418-051-11
Costa Mesa	CA	92626	Single Family Residential	$1,430,000	11/17/2025	412-181-05
Costa Mesa	CA	92627	Single Family Residential	$1,450,000	3/31/2025	424-393-25
Costa Mesa	CA	92626	Single Family Residential	$1,450,000	5/21/2025	139-223-23
Costa Mesa	CA	92627	Single Family Residential	$1,450,000	6/26/2025	424-262-02
Costa Mesa	CA	92627	Single Family Residential	$1,450,000	2/25/2026	439-203-03
Costa Mesa	CA	92627	Single Family Residential	$1,455,000	7/3/2025	419-011-11
Costa Mesa	CA	92626	Single Family Residential	$1,455,000	11/5/2025	139-043-40
Costa Mesa	CA	92626	Single Family Residential	$1,460,000	5/27/2025	139-072-07
Costa Mesa	CA	92627	Single Family Residential	$1,465,000	2/5/2026	419-172-16
Costa Mesa	CA	92626	Single Family Residential	$1,475,000	3/27/2025	141-633-37
Costa Mesa	CA	92626	Single Family Residential	$1,475,000	4/23/2025	139-402-23
Costa Mesa	CA	92626	Single Family Residential	$1,476,500	7/2/2025	139-293-03
Costa Mesa	CA	92626	Single Family Residential	$1,480,000	7/31/2025	412-105-09
Costa Mesa	CA	92626	Single Family Residential	$1,480,000	9/25/2025	141-411-13
Costa Mesa	CA	92627	Single Family Residential	$1,488,000	11/10/2025	422-221-06
Costa Mesa	CA	92626	Single Family Residential	$1,490,000	7/31/2025	419-134-05
Costa Mesa	CA	92626	Single Family Residential	$1,490,000	9/9/2025	141-521-61
Costa Mesa	CA	92627	Single Family Residential	$1,495,000	6/3/2025	422-481-01
Costa Mesa	CA	92627	Single Family Residential	$1,500,000	3/17/2025	426-122-11
Costa Mesa	CA	92626	Single Family Residential	$1,500,000	5/21/2025	141-381-13
Costa Mesa	CA	92626	Single Family Residential	$1,500,000	6/23/2025	412-182-26
Costa Mesa	CA	92627	Single Family Residential	$1,500,000	7/16/2025	426-065-08
Costa Mesa	CA	92627	Single Family Residential	$1,500,000	10/24/2025	422-521-15
Costa Mesa	CA	92627	Single Family Residential	$1,500,000	12/31/2025	426-213-11
Costa Mesa	CA	92626	Single Family Residential	$1,505,000	3/28/2025	141-465-04
Costa Mesa	CA	92626	Single Family Residential	$1,510,000	10/27/2025	412-371-06
Costa Mesa	CA	92626	Single Family Residential	$1,518,000	6/30/2025	141-563-10
Costa Mesa	CA	92626	Single Family Residential	$1,519,000	8/14/2025	141-441-42
Costa Mesa	CA	92626	Single Family Residential	$1,525,000	1/14/2026	418-022-04
Costa Mesa	CA	92627	Single Family Residential	$1,529,000	5/22/2025	426-193-09
Costa Mesa	CA	92626	Single Family Residential	$1,530,000	3/3/2025	139-153-16
Costa Mesa	CA	92626	Single Family Residential	$1,530,000	3/7/2025	412-104-12
Costa Mesa	CA	92626	Single Family Residential	$1,530,000	8/11/2025	139-191-02
Costa Mesa	CA	92627	Single Family Residential	$1,534,000	4/2/2025	422-522-11
Costa Mesa	CA	92627	Single Family Residential	$1,535,000	4/4/2025	422-473-15
Costa Mesa	CA	92626	Single Family Residential	$1,535,000	12/1/2025	139-151-10

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Site Address City	Site Address State	Site Address Zip	Use Code Description	Sales Price	Sale Date	Parcel Number
Costa Mesa	CA	92627	Single Family Residential	$1,543,000	12/5/2025	424-311-24
Costa Mesa	CA	92626	Single Family Residential	$1,550,000	3/27/2025	139-211-05
Costa Mesa	CA	92626	Single Family Residential	$1,550,000	6/24/2025	139-134-18
Costa Mesa	CA	92626	Single Family Residential	$1,550,000	7/16/2025	141-671-35
Costa Mesa	CA	92626	Single Family Residential	$1,550,000	7/21/2025	139-479-09
Costa Mesa	CA	92626	Single Family Residential	$1,550,000	8/4/2025	412-212-35
Costa Mesa	CA	92627	Single Family Residential	$1,552,500	11/17/2025	426-215-04
Costa Mesa	CA	92626	Single Family Residential	$1,568,000	4/23/2025	139-212-17
Costa Mesa	CA	92627	Single Family Residential	$1,570,000	7/11/2025	422-054-03
Costa Mesa	CA	92626	Single Family Residential	$1,575,000	7/3/2025	141-652-78
Costa Mesa	CA	92626	Single Family Residential	$1,575,000	9/25/2025	139-102-26
Costa Mesa	CA	92626	Single Family Residential	$1,575,000	2/17/2026	139-073-34
Costa Mesa	CA	92626	Single Family Residential	$1,580,000	11/13/2025	139-193-18
Costa Mesa	CA	92626	Single Family Residential	$1,594,000	12/26/2025	141-473-05
Costa Mesa	CA	92626	Single Family Residential	$1,599,000	7/3/2025	412-183-36
Costa Mesa	CA	92627	Single Family Residential	$1,600,000	4/25/2025	425-413-10
Costa Mesa	CA	92626	Single Family Residential	$1,600,000	6/16/2025	139-153-05
Costa Mesa	CA	92626	Single Family Residential	$1,600,000	7/2/2025	139-442-18
Costa Mesa	CA	92626	Single Family Residential	$1,600,000	7/24/2025	141-472-14
Costa Mesa	CA	92626	Single Family Residential	$1,600,000	9/16/2025	139-294-27
Costa Mesa	CA	92626	Single Family Residential	$1,600,000	9/22/2025	139-074-08
Costa Mesa	CA	92627	Single Family Residential	$1,600,000	10/17/2025	422-325-16
Costa Mesa	CA	92626	Single Family Residential	$1,600,000	12/1/2025	139-102-03
Costa Mesa	CA	92626	Single Family Residential	$1,602,000	8/28/2025	419-083-14
Costa Mesa	CA	92626	Single Family Residential	$1,610,000	7/9/2025	139-322-13
Costa Mesa	CA	92626	Single Family Residential	$1,615,000	9/5/2025	139-042-14
Costa Mesa	CA	92626	Single Family Residential	$1,620,000	4/15/2025	139-054-15
Costa Mesa	CA	92626	Single Family Residential	$1,625,000	3/14/2025	141-372-12
Costa Mesa	CA	92626	Single Family Residential	$1,625,000	5/14/2025	141-593-07
Costa Mesa	CA	92626	Single Family Residential	$1,625,000	5/30/2025	139-312-20
Costa Mesa	CA	92626	Single Family Residential	$1,625,000	7/8/2025	141-332-03
Costa Mesa	CA	92626	Single Family Residential	$1,625,000	10/20/2025	139-471-02
Costa Mesa	CA	92627	Single Family Residential	$1,625,000	12/11/2025	422-541-07
Costa Mesa	CA	92626	Single Family Residential	$1,626,000	2/10/2026	139-284-30
Costa Mesa	CA	92627	Single Family Residential	$1,630,000	11/25/2025	424-393-08
Costa Mesa	CA	92626	Single Family Residential	$1,632,500	2/4/2026	141-442-10
Costa Mesa	CA	92626	Single Family Residential	$1,635,000	6/5/2025	139-261-15
Costa Mesa	CA	92626	Single Family Residential	$1,635,000	6/30/2025	139-581-41
Costa Mesa	CA	92626	Single Family Residential	$1,640,000	5/30/2025	139-581-36
Costa Mesa	CA	92627	Single Family Residential	$1,650,000	8/25/2025	422-483-07
Costa Mesa	CA	92627	Single Family Residential	$1,650,000	10/30/2025	422-392-10
Costa Mesa	CA	92627	Single Family Residential	$1,650,000	2/9/2026	425-201-02
Costa Mesa	CA	92626	Single Family Residential	$1,650,000	2/11/2026	139-102-28
Costa Mesa	CA	92627	Single Family Residential	$1,650,000	2/17/2026	426-231-12
Costa Mesa	CA	92627	Single Family Residential	$1,660,000	1/12/2026	119-091-11
Costa Mesa	CA	92626	Single Family Residential	$1,670,000	4/4/2025	139-581-22
Costa Mesa	CA	92627	Single Family Residential	$1,670,000	7/10/2025	426-232-45
Costa Mesa	CA	92627	Single Family Residential	$1,675,000	5/21/2025	439-441-15
Costa Mesa	CA	92627	Single Family Residential	$1,675,000	6/5/2025	119-391-42
Costa Mesa	CA	92626	Single Family Residential	$1,675,000	8/28/2025	139-402-02
Costa Mesa	CA	92626	Single Family Residential	$1,675,000	11/14/2025	139-215-19
Costa Mesa	CA	92626	Single Family Residential	$1,678,500	11/6/2025	139-451-04
Costa Mesa	CA	92627	Single Family Residential	$1,683,000	7/28/2025	439-212-04
Costa Mesa	CA	92627	Single Family Residential	$1,686,000	4/10/2025	424-312-09

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Site Address City	Site Address State	Site Address Zip	Use Code Description	Sales Price	Sale Date	Parcel Number
Costa Mesa	CA	92626	Single Family Residential	$1,690,000	3/24/2025	141-563-17
Costa Mesa	CA	92626	Single Family Residential	$1,690,000	1/2/2026	412-371-70
Costa Mesa	CA	92627	Single Family Residential	$1,695,000	3/7/2025	424-393-02
Costa Mesa	CA	92626	Single Family Residential	$1,695,000	1/5/2026	141-633-31
Costa Mesa	CA	92627	Single Family Residential	$1,700,000	3/7/2025	424-392-46
Costa Mesa	CA	92627	Single Family Residential	$1,700,000	8/5/2025	426-281-22
Costa Mesa	CA	92626	Single Family Residential	$1,700,000	10/28/2025	418-023-12
Costa Mesa	CA	92627	Single Family Residential	$1,700,000	12/29/2025	426-032-08
Costa Mesa	CA	92627	Single Family Residential	$1,710,000	4/9/2025	439-213-02
Costa Mesa	CA	92626	Single Family Residential	$1,710,000	5/9/2025	139-163-04
Costa Mesa	CA	92627	Single Family Residential	$1,712,500	8/22/2025	426-162-08
Costa Mesa	CA	92626	Single Family Residential	$1,715,000	5/20/2025	141-563-16
Costa Mesa	CA	92626	Single Family Residential	$1,715,000	9/25/2025	412-074-11
Costa Mesa	CA	92627	Single Family Residential	$1,720,000	11/6/2025	422-481-05
Costa Mesa	CA	92626	Single Family Residential	$1,725,000	9/29/2025	139-481-10
Costa Mesa	CA	92627	Single Family Residential	$1,725,000	1/28/2026	424-392-30
Costa Mesa	CA	92627	Single Family Residential	$1,730,000	7/9/2025	425-341-37
Costa Mesa	CA	92626	Single Family Residential	$1,735,000	11/3/2025	139-165-25
Costa Mesa	CA	92626	Single Family Residential	$1,745,000	6/12/2025	139-067-19
Costa Mesa	CA	92626	Single Family Residential	$1,750,000	9/18/2025	141-383-10
Costa Mesa	CA	92627	Single Family Residential	$1,750,000	10/14/2025	426-283-07
Costa Mesa	CA	92627	Single Family Residential	$1,750,000	12/18/2025	426-215-07
Costa Mesa	CA	92627	Single Family Residential	$1,775,000	3/4/2025	422-051-05
Costa Mesa	CA	92626	Single Family Residential	$1,775,000	3/20/2025	141-381-15
Costa Mesa	CA	92627	Single Family Residential	$1,775,000	6/10/2025	424-392-43
Costa Mesa	CA	92626	Single Family Residential	$1,775,000	7/21/2025	141-643-23
Costa Mesa	CA	92626	Single Family Residential	$1,790,000	7/17/2025	141-383-21
Costa Mesa	CA	92626	Single Family Residential	$1,792,500	11/25/2025	412-173-35
Costa Mesa	CA	92627	Single Family Residential	$1,795,000	10/30/2025	422-423-10
Costa Mesa	CA	92627	Single Family Residential	$1,800,000	4/4/2025	426-283-21
Costa Mesa	CA	92627	Single Family Residential	$1,800,000	4/29/2025	119-391-37
Costa Mesa	CA	92626	Single Family Residential	$1,800,000	6/17/2025	141-532-06
Costa Mesa	CA	92627	Single Family Residential	$1,800,000	9/29/2025	426-301-10
Costa Mesa	CA	92626	Single Family Residential	$1,800,000	10/2/2025	412-061-05
Costa Mesa	CA	92626	Single Family Residential	$1,800,000	10/27/2025	139-402-09
Costa Mesa	CA	92627	Single Family Residential	$1,802,500	4/7/2025	426-143-12
Costa Mesa	CA	92626	Single Family Residential	$1,805,000	3/21/2025	412-052-07
Costa Mesa	CA	92626	Single Family Residential	$1,810,000	1/28/2026	139-333-11
Costa Mesa	CA	92626	Single Family Residential	$1,815,000	7/11/2025	412-371-41
Costa Mesa	CA	92626	Single Family Residential	$1,820,000	3/27/2025	139-068-01
Costa Mesa	CA	92626	Single Family Residential	$1,825,000	4/14/2025	412-182-54
Costa Mesa	CA	92626	Single Family Residential	$1,825,000	9/11/2025	139-271-08
Costa Mesa	CA	92627	Single Family Residential	$1,825,000	9/24/2025	426-202-26
Costa Mesa	CA	92627	Single Family Residential	$1,825,000	1/12/2026	426-283-20
Costa Mesa	CA	92627	Single Family Residential	$1,825,000	1/12/2026	426-283-19
Costa Mesa	CA	92626	Single Family Residential	$1,829,000	10/31/2025	412-106-09
Costa Mesa	CA	92627	Single Family Residential	$1,830,000	11/4/2025	426-183-03
Costa Mesa	CA	92627	Single Family Residential	$1,835,000	8/18/2025	119-092-41
Costa Mesa	CA	92626	Single Family Residential	$1,850,000	3/12/2025	412-173-19
Costa Mesa	CA	92627	Single Family Residential	$1,850,000	4/7/2025	117-213-15
Costa Mesa	CA	92627	Single Family Residential	$1,850,000	7/31/2025	426-295-13
Costa Mesa	CA	92626	Single Family Residential	$1,850,000	7/31/2025	139-455-10
Costa Mesa	CA	92626	Single Family Residential	$1,850,000	8/15/2025	141-382-13
Costa Mesa	CA	92626	Single Family Residential	$1,850,000	10/8/2025	418-022-07

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Costa Mesa	CA	92626	Single Family Residential	$1,850,000	10/14/2025	139-262-29
Costa Mesa	CA	92627	Single Family Residential	$1,850,000	1/15/2026	422-481-24
Costa Mesa	CA	92626	Single Family Residential	$1,860,000	6/20/2025	139-476-11
Costa Mesa	CA	92626	Single Family Residential	$1,865,500	10/9/2025	141-683-08
Costa Mesa	CA	92627	Single Family Residential	$1,872,000	7/21/2025	419-021-15
Costa Mesa	CA	92626	Single Family Residential	$1,875,000	10/22/2025	412-051-15
Costa Mesa	CA	92627	Single Family Residential	$1,880,000	6/3/2025	425-392-41
Costa Mesa	CA	92626	Single Family Residential	$1,890,000	6/10/2025	418-024-04
Costa Mesa	CA	92626	Single Family Residential	$1,899,000	9/19/2025	412-051-22
Costa Mesa	CA	92626	Single Family Residential	$1,900,000	6/13/2025	141-626-04
Costa Mesa	CA	92627	Single Family Residential	$1,900,000	9/29/2025	425-321-43
Costa Mesa	CA	92626	Single Family Residential	$1,900,000	10/14/2025	139-335-02
Costa Mesa	CA	92626	Single Family Residential	$1,900,000	12/10/2025	412-073-39
Costa Mesa	CA	92626	Single Family Residential	$1,903,000	12/8/2025	141-462-08
Costa Mesa	CA	92626	Single Family Residential	$1,910,000	10/2/2025	412-104-33
Costa Mesa	CA	92626	Single Family Residential	$1,919,000	2/5/2026	139-431-89
Costa Mesa	CA	92627	Single Family Residential	$1,925,000	3/10/2025	424-392-42
Costa Mesa	CA	92626	Single Family Residential	$1,925,000	5/14/2025	139-165-17
Costa Mesa	CA	92627	Single Family Residential	$1,925,000	7/16/2025	426-201-16
Costa Mesa	CA	92627	Single Family Residential	$1,950,000	4/7/2025	117-341-50
Costa Mesa	CA	92627	Single Family Residential	$1,950,000	10/21/2025	439-332-18
Costa Mesa	CA	92627	Single Family Residential	$1,950,000	10/21/2025	422-532-06
Costa Mesa	CA	92627	Single Family Residential	$1,958,000	5/13/2025	439-194-02
Costa Mesa	CA	92626	Single Family Residential	$1,960,000	1/26/2026	412-176-05
Costa Mesa	CA	92627	Single Family Residential	$1,966,000	3/6/2025	424-392-01
Costa Mesa	CA	92627	Single Family Residential	$1,970,000	11/6/2025	425-151-08
Costa Mesa	CA	92627	Single Family Residential	$1,975,000	3/13/2025	425-022-30
Costa Mesa	CA	92627	Single Family Residential	$1,985,000	5/20/2025	426-132-12
Costa Mesa	CA	92627	Single Family Residential	$1,985,000	6/30/2025	426-144-09
Costa Mesa	CA	92627	Single Family Residential	$2,000,000	5/22/2025	425-391-14
Costa Mesa	CA	92627	Single Family Residential	$2,000,000	5/30/2025	426-141-34
Costa Mesa	CA	92627	Single Family Residential	$2,000,000	7/14/2025	119-391-44
Costa Mesa	CA	92626	Single Family Residential	$2,000,000	9/3/2025	139-392-05
Costa Mesa	CA	92626	Single Family Residential	$2,000,000	12/17/2025	412-182-08
Costa Mesa	CA	92626	Single Family Residential	$2,020,000	8/25/2025	139-524-29
Costa Mesa	CA	92627	Single Family Residential	$2,025,000	5/23/2025	426-133-30
Costa Mesa	CA	92626	Single Family Residential	$2,030,000	4/11/2025	139-173-07
Costa Mesa	CA	92626	Single Family Residential	$2,040,000	12/11/2025	139-383-14
Costa Mesa	CA	92626	Single Family Residential	$2,045,000	12/2/2025	139-601-25
Costa Mesa	CA	92627	Single Family Residential	$2,050,000	3/31/2025	425-151-07
Costa Mesa	CA	92627	Single Family Residential	$2,050,000	6/6/2025	426-151-35
Costa Mesa	CA	92626	Single Family Residential	$2,050,000	12/1/2025	412-051-09
Costa Mesa	CA	92626	Single Family Residential	$2,050,000	12/30/2025	139-481-66
Costa Mesa	CA	92627	Single Family Residential	$2,052,500	5/30/2025	422-211-36
Costa Mesa	CA	92627	Single Family Residential	$2,052,500	5/30/2025	422-211-37
Costa Mesa	CA	92627	Single Family Residential	$2,052,500	5/30/2025	422-211-38
Costa Mesa	CA	92627	Single Family Residential	$2,060,000	4/21/2025	426-273-25
Costa Mesa	CA	92626	Single Family Residential	$2,063,000	10/24/2025	139-253-17
Costa Mesa	CA	92627	Single Family Residential	$2,090,000	7/31/2025	119-133-13
Costa Mesa	CA	92627	Single Family Residential	$2,100,000	3/21/2025	426-131-29
Costa Mesa	CA	92627	Single Family Residential	$2,100,000	7/16/2025	425-404-25
Costa Mesa	CA	92627	Single Family Residential	$2,100,000	9/4/2025	425-331-15
Costa Mesa	CA	92627	Single Family Residential	$2,100,000	11/13/2025	426-081-19
Costa Mesa	CA	92626	Single Family Residential	$2,100,000	1/8/2026	139-442-10

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Site Address City	Site Address State	Site Address Zip	Use Code Description	Sales Price	Sale Date	Parcel Number
Costa Mesa	CA	92626	Single Family Residential	$2,100,000	2/27/2026	139-544-06
Costa Mesa	CA	92626	Single Family Residential	$2,112,500	11/25/2025	139-624-01
Costa Mesa	CA	92626	Single Family Residential	$2,125,000	5/14/2025	139-431-24
Costa Mesa	CA	92626	Single Family Residential	$2,140,000	1/5/2026	139-531-23
Costa Mesa	CA	92626	Single Family Residential	$2,149,000	1/26/2026	139-262-06
Costa Mesa	CA	92627	Single Family Residential	$2,150,000	9/11/2025	117-213-19
Costa Mesa	CA	92626	Single Family Residential	$2,150,000	12/8/2025	139-513-05
Costa Mesa	CA	92626	Single Family Residential	$2,180,000	11/25/2025	139-631-17
Costa Mesa	CA	92626	Single Family Residential	$2,184,000	11/17/2025	139-393-06
Costa Mesa	CA	92626	Single Family Residential	$2,185,000	4/22/2025	139-431-13
Costa Mesa	CA	92627	Single Family Residential	$2,186,000	10/24/2025	117-254-03
Costa Mesa	CA	92627	Single Family Residential	$2,200,000	5/7/2025	424-392-49
Costa Mesa	CA	92626	Single Family Residential	$2,200,000	5/9/2025	139-271-30
Costa Mesa	CA	92627	Single Family Residential	$2,200,000	6/11/2025	426-083-08
Costa Mesa	CA	92627	Single Family Residential	$2,200,000	10/21/2025	117-252-06
Costa Mesa	CA	92626	Single Family Residential	$2,200,000	10/24/2025	139-632-22
Costa Mesa	CA	92627	Single Family Residential	$2,200,000	11/26/2025	426-311-19
Costa Mesa	CA	92627	Single Family Residential	$2,225,000	3/28/2025	119-101-24
Costa Mesa	CA	92627	Single Family Residential	$2,230,000	5/14/2025	426-032-10
Costa Mesa	CA	92627	Single Family Residential	$2,230,000	8/1/2025	425-143-29
Costa Mesa	CA	92627	Single Family Residential	$2,250,000	6/9/2025	426-273-07
Costa Mesa	CA	92627	Single Family Residential	$2,250,000	7/17/2025	439-181-51
Costa Mesa	CA	92626	Single Family Residential	$2,250,000	12/3/2025	139-541-29
Costa Mesa	CA	92626	Single Family Residential	$2,250,000	1/2/2026	139-383-31
Costa Mesa	CA	92626	Single Family Residential	$2,265,000	4/17/2025	139-514-10
Costa Mesa	CA	92627	Single Family Residential	$2,280,000	1/5/2026	426-082-04
Costa Mesa	CA	92627	Single Family Residential	$2,280,000	1/16/2026	426-301-18
Costa Mesa	CA	92627	Single Family Residential	$2,300,000	4/1/2025	439-101-24
Costa Mesa	CA	92626	Single Family Residential	$2,300,000	7/10/2025	141-303-21
Costa Mesa	CA	92627	Single Family Residential	$2,300,000	7/18/2025	426-292-04
Costa Mesa	CA	92627	Single Family Residential	$2,300,000	9/2/2025	117-342-18
Costa Mesa	CA	92627	Single Family Residential	$2,300,000	12/12/2025	426-322-06
Costa Mesa	CA	92627	Single Family Residential	$2,310,000	3/13/2025	426-171-45
Costa Mesa	CA	92626	Single Family Residential	$2,325,000	4/28/2025	139-273-02
Costa Mesa	CA	92627	Single Family Residential	$2,325,000	6/10/2025	425-141-01
Costa Mesa	CA	92627	Single Family Residential	$2,350,000	6/2/2025	426-171-47
Costa Mesa	CA	92627	Single Family Residential	$2,350,000	8/8/2025	425-151-06
Costa Mesa	CA	92626	Single Family Residential	$2,350,000	12/17/2025	418-064-04
Costa Mesa	CA	92627	Single Family Residential	$2,369,000	3/18/2025	426-202-13
Costa Mesa	CA	92626	Single Family Residential	$2,374,500	1/30/2026	139-382-04
Costa Mesa	CA	92626	Single Family Residential	$2,381,000	7/25/2025	139-543-13
Costa Mesa	CA	92627	Single Family Residential	$2,408,000	7/2/2025	426-221-11
Costa Mesa	CA	92626	Single Family Residential	$2,425,000	10/8/2025	139-154-11
Costa Mesa	CA	92626	Single Family Residential	$2,438,000	2/11/2026	139-442-15
Costa Mesa	CA	92627	Single Family Residential	$2,447,000	12/2/2025	426-202-82
Costa Mesa	CA	92626	Single Family Residential	$2,450,000	4/4/2025	139-404-10
Costa Mesa	CA	92627	Single Family Residential	$2,460,000	7/16/2025	426-083-18
Costa Mesa	CA	92626	Single Family Residential	$2,465,000	6/26/2025	139-451-06
Costa Mesa	CA	92627	Single Family Residential	$2,480,000	3/24/2025	439-211-11
Costa Mesa	CA	92626	Single Family Residential	$2,495,000	2/13/2026	139-404-11
Costa Mesa	CA	92626	Single Family Residential	$2,500,000	5/28/2025	139-603-07
Costa Mesa	CA	92627	Single Family Residential	$2,500,000	10/16/2025	426-202-61
Costa Mesa	CA	92627	Single Family Residential	$2,500,000	1/7/2026	426-043-07
Costa Mesa	CA	92627	Single Family Residential	$2,500,000	2/10/2026	426-061-02

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Site Address City	Site Address State	Site Address Zip	Use Code Description	Sales Price	Sale Date	Parcel Number
Costa Mesa	CA	92627	Single Family Residential	$2,505,000	3/6/2025	426-241-24
Costa Mesa	CA	92627	Single Family Residential	$2,510,000	6/16/2025	422-532-11
Costa Mesa	CA	92627	Single Family Residential	$2,510,000	11/26/2025	425-142-18
Costa Mesa	CA	92627	Single Family Residential	$2,525,000	4/23/2025	117-322-06
Costa Mesa	CA	92626	Single Family Residential	$2,540,000	6/17/2025	139-455-08
Costa Mesa	CA	92627	Single Family Residential	$2,580,000	7/21/2025	117-253-11
Costa Mesa	CA	92626	Single Family Residential	$2,600,000	8/6/2025	139-442-08
Costa Mesa	CA	92626	Single Family Residential	$2,600,000	8/20/2025	139-383-33
Costa Mesa	CA	92627	Single Family Residential	$2,600,000	12/16/2025	426-171-14
Costa Mesa	CA	92627	Single Family Residential	$2,605,000	6/16/2025	426-322-20
Costa Mesa	CA	92626	Single Family Residential	$2,630,000	11/25/2025	139-182-01
Costa Mesa	CA	92627	Single Family Residential	$2,632,500	4/14/2025	425-162-06
Costa Mesa	CA	92626	Single Family Residential	$2,667,500	7/29/2025	139-444-05
Costa Mesa	CA	92626	Single Family Residential	$2,695,000	4/17/2025	139-313-34
Costa Mesa	CA	92626	Single Family Residential	$2,699,000	2/4/2026	139-534-12
Costa Mesa	CA	92626	Single Family Residential	$2,700,000	5/29/2025	139-603-09
Costa Mesa	CA	92627	Single Family Residential	$2,725,000	8/15/2025	425-232-19
Costa Mesa	CA	92627	Single Family Residential	$2,725,000	11/13/2025	426-042-17
Costa Mesa	CA	92627	Single Family Residential	$2,775,000	5/19/2025	425-151-01
Costa Mesa	CA	92627	Single Family Residential	$2,799,000	9/17/2025	439-153-10
Costa Mesa	CA	92626	Single Family Residential	$2,800,000	3/13/2025	139-477-20
Costa Mesa	CA	92627	Single Family Residential	$2,850,000	6/3/2025	425-021-28
Costa Mesa	CA	92626	Single Family Residential	$2,850,000	11/4/2025	139-632-29
Costa Mesa	CA	92627	Single Family Residential	$2,883,000	5/28/2025	426-083-21
Costa Mesa	CA	92626	Single Family Residential	$2,900,000	3/6/2025	139-602-06
Costa Mesa	CA	92626	Single Family Residential	$2,900,000	6/23/2025	139-622-08
Costa Mesa	CA	92626	Single Family Residential	$2,925,000	8/27/2025	139-632-08
Costa Mesa	CA	92626	Single Family Residential	$2,935,500	4/3/2025	139-313-37
Costa Mesa	CA	92627	Single Family Residential	$2,995,000	4/1/2025	426-252-01
Costa Mesa	CA	92627	Single Family Residential	$2,995,000	9/17/2025	426-322-19
Costa Mesa	CA	92626	Single Family Residential	$3,000,000	11/24/2025	139-533-42
Costa Mesa	CA	92627	Single Family Residential	$3,010,000	3/21/2025	439-153-09
Costa Mesa	CA	92627	Single Family Residential	$3,035,000	1/2/2026	425-312-21
Costa Mesa	CA	92627	Single Family Residential	$3,075,000	8/29/2025	426-202-48
Costa Mesa	CA	92627	Single Family Residential	$3,100,000	7/1/2025	425-333-28
Costa Mesa	CA	92627	Single Family Residential	$3,100,000	12/29/2025	426-304-17
Costa Mesa	CA	92626	Single Family Residential	$3,150,000	5/8/2025	139-253-29
Costa Mesa	CA	92626	Single Family Residential	$3,150,000	10/22/2025	139-411-16
Costa Mesa	CA	92626	Single Family Residential	$3,200,000	1/8/2026	139-242-04
Costa Mesa	CA	92627	Single Family Residential	$3,250,000	5/6/2025	117-211-15
Costa Mesa	CA	92627	Single Family Residential	$3,352,000	8/13/2025	425-234-04
Costa Mesa	CA	92627	Single Family Residential	$3,369,000	8/26/2025	117-342-30
Costa Mesa	CA	92627	Single Family Residential	$3,370,000	11/5/2025	439-201-36
Costa Mesa	CA	92627	Single Family Residential	$3,448,000	5/12/2025	117-331-36
Costa Mesa	CA	92626	Single Family Residential	$3,470,000	11/24/2025	139-232-11
Costa Mesa	CA	92626	Single Family Residential	$3,495,000	7/3/2025	139-511-04
Costa Mesa	CA	92627	Single Family Residential	$3,600,000	5/16/2025	426-084-18
Costa Mesa	CA	92627	Single Family Residential	$3,615,000	11/3/2025	117-342-37
Costa Mesa	CA	92627	Single Family Residential	$3,620,000	9/30/2025	439-181-34
Costa Mesa	CA	92626	Single Family Residential	$3,650,000	2/4/2026	139-412-05
Costa Mesa	CA	92627	Single Family Residential	$3,775,000	11/3/2025	426-251-04
Costa Mesa	CA	92627	Single Family Residential	$3,825,000	7/9/2025	117-372-19
Costa Mesa	CA	92627	Single Family Residential	$3,900,000	5/20/2025	426-083-19
Costa Mesa	CA	92626	Single Family Residential	$3,949,000	7/24/2025	139-161-17

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Site Address City	Site Address State	Site Address Zip	Use Code Description	Sales Price	Sale Date	Parcel Number
Costa Mesa	CA	92627	Single Family Residential	$3,950,000	5/6/2025	117-372-44
Costa Mesa	CA	92627	Single Family Residential	$4,000,000	2/27/2026	117-331-38
Costa Mesa	CA	92627	Single Family Residential	$4,175,000	7/1/2025	117-373-15
Costa Mesa	CA	92627	Single Family Residential	$4,190,000	2/9/2026	425-404-06
Costa Mesa	CA	92627	Single Family Residential	$4,300,000	12/15/2025	426-282-07
Costa Mesa	CA	92627	Single Family Residential	$5,500,000	7/30/2025	426-322-07
Costa Mesa	CA	92627	Single Family Residential	$6,470,000	5/30/2025	426-171-17

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2026-2027 PUBLIC SERVICE GRANT APPLICATION SUMMARIES

HOMELESS SERVICES	
Families Forward – Costa Mesa Affordable Housing	
Proposed Service:	The program will provide housing support services for homeless Costa Mesa families with children
Amount Requested:	$30,000 for staff salaries and support services to serve 50 residents
CM Residents to be Assisted:	50
Committee Recommendation:	$29,049.00 (Rating: 88.8/100)
Human Options – Residential and Community Services for the Costa Mesa Residents	
Proposed Service:	Transitional housing & support services for survivors of domestic violence
Amount Requested:	$30,000 for Case Manager and Supervisor salaries to serve 28 residents
CM Residents to be Assisted:	28
Committee Recommendation:	$29,049.00 (Rating: 88.5/100)
SENIOR SERVICES	
City of Costa Mesa – Senior Social Services	
Proposed Service:	Counseling and referral services for seniors provided by a social worker at the Costa Mesa Senior Center
Amount Requested:	$30,000 for program staff salaries
CM Residents to be Assisted:	200
Committee Recommendation:	$30,000 (Unrated – City Program)
Trellis International – Labors of Love	
Proposed Service:	Manual labor projects to help low-income seniors
Amount Requested:	$30,000 for program salaries and supplies to help 30 households
CM Residents to be Assisted:	30
Committee Recommendation:	$0 (Rating: 85.2/100)
YOUTH SERVICES	
Project Hope Alliance – Site Based Case Management for Costa Mesa Youth Experiencing Homelessness	
Proposed Service:	Wrap-around services for NMUSD students experiencing homelessness. Funds will be used to provide one-on-one case management, mentoring, tutoring, college and FAFSA application assistance, job search assistance, basic needs support like food.
Amount Requested:	$30,000 for program staff salaries to serve 90 Costa Mesa residents
CM Residents to be Assisted:	90
Committee Recommendation:	$29,049.00 (Rating: 85.8/100)

2026-2027 PUBLIC SERVICE GRANT APPLICATION SUMMARIES (continued)

StandUP for Kids OC	
Proposed Service:	Road Map to Success Youth Mentoring Program to guide youth through the key steps to successfully complete their education and become independent post-high school graduation.
Amount Requested:	$30,000 to assist 20 Costa Mesa students
CM Residents to be Assisted:	20
Committee Recommendation:	$0 (Rating 82.3/100)
Dance 4 Joy Ministries – West Side Alive	
Proposed Service:	Arts and cultural programming for children and working families from low- and moderate- income households on the West Side of Costa Mesa.
Amount Requested:	$15,000 for salaries and related program supplies
CM Residents to be Assisted:	300
Committee Recommendation:	$15,000 (Rating: 72.3/100)
LOW- AND MODERATE-INCOME SERVICES	
Fair Housing Foundation – Fair Housing Program (HUD-Required – Paid out of Admin)	
Proposed Service:	Program will provide fair housing education, counseling and enforcement services in compliance with federal program regulations
Amount Requested:	$20,000 for program staff salaries and related program and admin costs
CM Residents to be Assisted:	186
Committee Recommendation:	$20,000
Community Health Initiative of Orange County – Community Health Access Program	
Proposed Service:	Program connects low- and moderate- income Costa Mesa residents by connecting them to public health insurance and social service programs.
Amount Requested:	$30,000 for program staff salaries and outreach materials
CM Residents to be Assisted:	800
Committee Recommendation:	$0 (Rating: 80/100)

2026-2027 CDBG PUBLIC SERVICE GRANT

Housing & Public Service Grant Committee Recommendations

Applicant - Program	Amount Requested	Population to Serve	Avg Score	Current Yr Grant	Funding Recommendation
Families Forward - Costa Mesa Affordable Housing	$30,000	Homeless	**88.8**	$26,522	$25,827
Human Options - Residential and Community Services for the Costa Mesa Residents	$30,000	Homeless	**88.5**	$26,522	$25,827
Project Hope Alliance - Case Management	$30,000	Youth	**85.8**	$21,219	$25,827
Trellis International - Love Costa Mesa: Labors of Love	$30,000	Seniors	**85.2**	$15,913	
StandUp for Kids OC - Journey to Self-Sufficiency Youth Mentoring	$30,000	Youth	**82.3**		
Community Health Initiative of OC - Community Health Access Program	$30,000	Low/Mod	**80.0**		
Dance 4 Joy Ministries - West Side Alive	$15,000	Youth	**72.3**		$15,000
Total grant funds requested	**$195,000**		**Total Recommended**		**$92,480**
Total Estimated to be Available:	**$92,480**		**Total Available:**		**$92,480**
Amount Under/(Over)	**$(102,520)**		**Amount Under/(Over)**		**$ -**
Fair Housing Foundation	$20,000	Low/Mod		$20,000	**$20,000**
Total Requested:	**$20,000**		**Total Recommended**		**$20,000**
Total Available:	**$20,000**		**Total Available:**		**$20,000**
Amount Under/(Over)	**$ -**		**Amount Under/(Over)**		**$ -**

Committee Recommendations if Public Service Allocation Amount Changes:

- If more than the anticipated $92,480 is available for public service, Families Forward, Human Options, and Project Hope Alliances' grants will be increased by an equal percentage up to their requested amount of $30,000. Any remaining funds will be awarded to Dance 4 Joy Ministries.
- If the public service allocation is less than $92,480 but more than $75,000, Families Forward, Human Options, and Project Hope Alliances' grants will be reduced by an equal percentage.
- If the public service allocation is less than $75,000, Families Forward, Human Options, and Project Hope Alliances' grants will be reduced to $20,000 each and Dance 4 Joy Ministries grant will be reduced to $0.

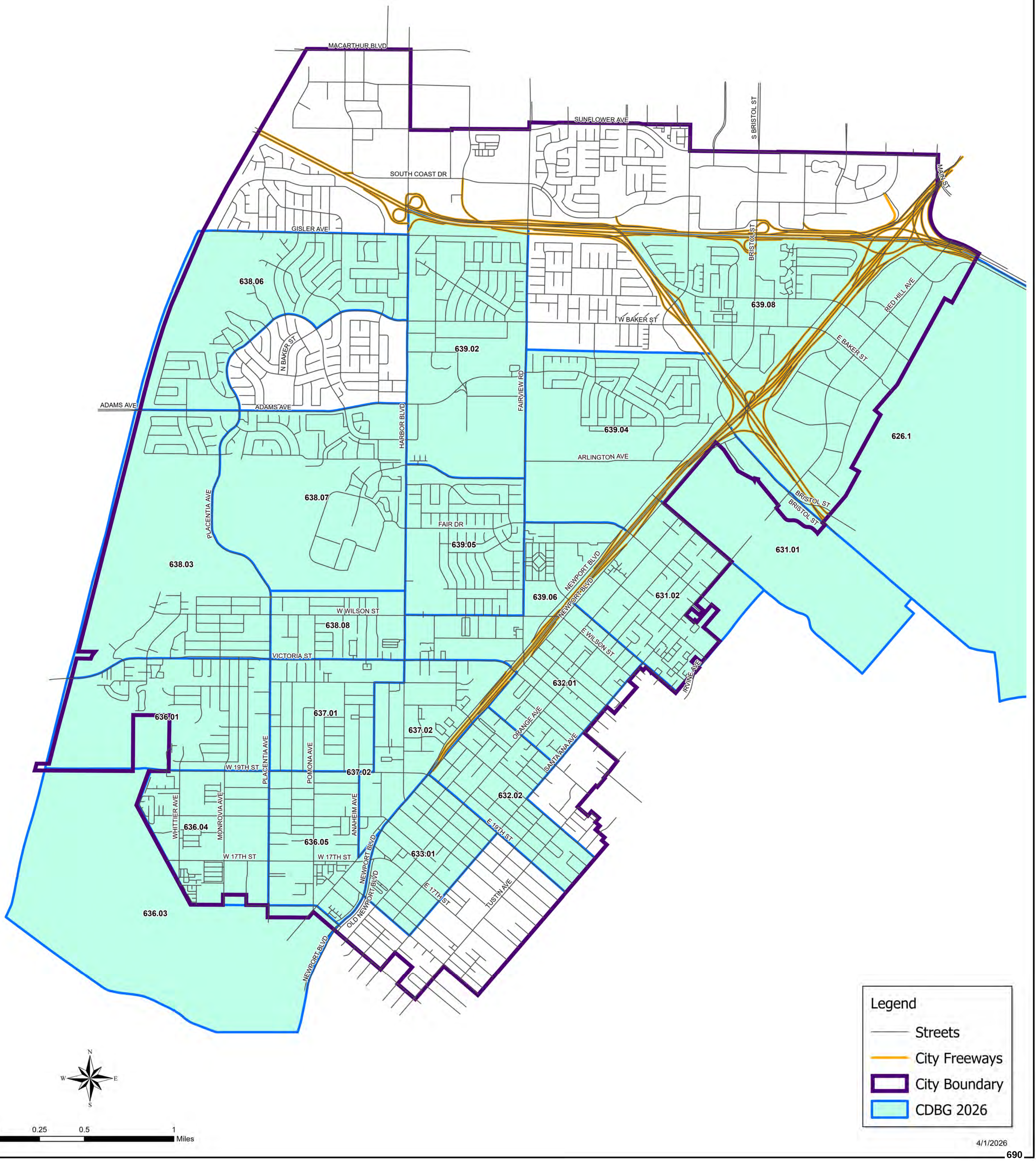
CDBG Public Services
3-Year Funding History

FUNDING YEARS >	2022-2023				2023-2024				2024-2025				2025-2026 (first six months)			
ORGANIZATION NAME	**Funded Amount**	**Actual Spent**	**Planned to Serve**	**Actual Served**	**Funded Amount**	**Actual Spent**	**Planned to Serve**	**Actual Served**	**Funded Amount**	**Actual Spent**	**Planned to Serve**	**Actual Served**	**Funded Amount**	**Actual Spent**	**Planned to Serve**	**Actual Served**
Senior Citizen Services																
Community SeniorServ-Congregage Meals/Lunch Café	$13,962	$13,962	140	275	ARPA	ARPA	ARPA	ARPA	GEN FUND	GEN FUND	GEN FUND	GEN FUND	NA	NA	NA	NA
Community SeniorServ-Home Delivered Meals	$13,962	$13,962	30	38	ARPA	ARPA	ARPA	ARPA	GEN FUND	GEN FUND	GEN FUND	GEN FUND	NA	NA	NA	NA
Trellis - Labors of Love	$13,962	$13,801	28	42	$30,000	$30,000	30	119	$20,500	$20,500	30	42	$15,913	$8,072	15	8
City of Costa Mesa Senior Center Case Manager	$27,924	$27,924	250	170	$30,000	$30,000	250	217	$30,000	$30,000	260	148	$30,000	$15,000	260	98
Youth Services																
Assistance League Newport Mesa	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	$15,913	$0	300	0
Project Hope Alliance	$27,924	$27,924	30	138	$30,000	$30,000	30	140	$23,750	$23,750	125	141	$21,219	$21,219	83	127
Standup for Kids	NA	NA	NA	NA	$15,000	$14,177	7	11	NA	NA	NA	NA	NA	NA	NA	NA
Youth Employment Services/Boys & Girls Club of Central Orange Coa	$23,270	$23,270	300	461	$16,575	$16,575	400	321	$14,464	$14,464	1,000	436	NA	NA	NA	NA
Homelessness Services																
Families Forward Housing Support	$23,270	$23,270	24	26	$30,000	$30,000	44	52	$28,500	$28,500	50	51	$26,522	$16,494	33	28
Mercy House Bridge Shelter	$13,962	$13,962	166	254	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Human Options	NA	NA	NA	NA	NA	NA	NA	NA	$28,500	$28,500	70	83	$26,522	$13,446	58	41
Other Low-Income Services																
Fair Housing Foundation*	$18,540	$18,540	186	285	$20,000	$20,000	186	226	$20,000	9646	186	170	$20,000	$9,833	186	131

* Funding from CDBG Administration

CDBG Map

ATTACHMENT 4



77 Fair Drive
Costa Mesa, CA 92626

CITY OF COSTA MESA

Agenda Report

File #: 26-259 **Meeting Date:** 5/5/2026

TITLE:

ADOPTION OF THE CITY OF COSTA MESA, CALIFORNIA ADDING CHAPTER IV, TRAP-NEUTER-RETURN, TO TITLE 3 OF THE COSTA MESA MUNICIPAL CODE TO ESTABLISH A TRAP-NEUTER-RETURN PROGRAM FOR COMMUNITY CATS

DEPARTMENT: **POLICE DEPARTMENT**

PRESENTED BY: **STEPHANIE A. SELINSKE, LIEUTENANT**

CONTACT INFORMATION: **STEPHANIE A. SELINSKE, LIEUTENANT**
714-754- 5293

RECOMMENDATION:

Staff recommends the City Council adopt Ordinance No. 2026-XX adding Title 3 Animal Regulations of the Costa Mesa Municipal Code 3-171 to establish and regulate a Trap-Neuter-Return (TNR) program for community cats within the City of Costa Mesa.

BACKGROUND:

The City of Costa Mesa Municipal Code does not currently have an ordinance that would allow Trap-Neuter-Return for community cats within the City of Costa Mesa.

On April 21, 20226, Staff presented to City Council the first reading for Ordinance No. 2026-XX adding Title 3 Animal Regulations of the Costa Mesa Municipal Code 3-171 to establish and regulate a Trap-Neuter-Return (TNR) program for community cats within the City of Costa Mesa. The City Council unanimously voted to move the ordinance forward as proposed.

ANALYSIS:

This ordinance is being presented for final adoption.

The proposed ordinance would add Title 3 Animal Regulations of the Costa Mesa Municipal Code 3-171 to establish and regulate a Trap-Neuter-Return (TNR) program for community cats within the City of Costa Mesa. The proposed ordinance authorizes and regulates Trap-Neuter-Return activities within the City by establishing a clear framework for TNR activities.

ALTERNATIVES:

The City Council may adopt the ordinance as proposed; or modify the ordinance and direct staff to return with revisions.

The City Council may also decline to adopt the ordinance and maintain the City's existing approach to community cat management and continue to prohibit free-roaming cats.

FISCAL REVIEW:

There is no anticipated fiscal impact to the City's General Fund (Fund 101) associated with adoption of this ordinance. The TNR program relies on registered individuals and sponsor organizations to conduct trapping, veterinary services, and recordkeeping. Staff time associated with registration, oversight, and data review is expected to be absorbed within the existing Animal Services Unit budget.

LEGAL REVIEW:

The City Attorney's Office has reviewed this report and the proposed Ordinance and approved them as to form.

CITY COUNCIL GOALS AND PRIORITIES:

This item supports the following City Council Goal:

- Strengthen public safety and improve the quality of life

CONCLUSION:

Staff recommends that the City Council adopt Ordinance No. 2026-XX adding Title 3 Animal Regulations of the Costa Mesa Municipal Code 3-171 to establish and regulate a Trap-Neuter-Return (TNR) program for community cats within the City of Costa Mesa.

ORDINANCE NO. 2026-XX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COSTA MESA, CALIFORNIA ADDING CHAPTER IV, TRAP-NEUTER-RETURN, TO TITLE 3 OF THE COSTA MESA MUNICIPAL CODE TO ESTABLISH A TRAP-NEUTER-RETURN PROGRAM FOR COMMUNITY CATS

THE CITY COUNCIL OF THE CITY OF COSTA MESA, CALIFORNIA DOES HEREBY FIND AND DECLARE AS FOLLOWS:

WHEREAS, the City of Costa Mesa, pursuant to its police power, may enact ordinances to protect the public health, safety, and welfare; and

WHEREAS, the City of Costa Mesa has determined that a process of trapping, surgically sterilizing, vaccinating, ear-tipping, and returning cats to the location where they were initially trapped is an effective and humane method to manage the population of feral and community cats within the City of Costa Mesa; and

WHEREAS, Trap-Neuter-Return programs are a recognized animal management practice that reduces shelter intake, decreases euthanasia, and supports public health objectives; and

WHEREAS, maintaining records of all Trap-Neuter-Return program activities in the City will assist the City in determining extent of the community cat population, the Trap-Neuter-Return program effectiveness and potential need for any modification to the program; and

WHEREAS, the City Council desires to establish a Trap-Neuter-Return program for community cats within the City of Costa Mesa.

THE CITY COUNCIL OF THE CITY OF COSTA MESA, CALIFORNIA DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1: Chapter IX. Trap-Neuter-Return, Sections 3-171 through 3-175 of the Costa Mesa Municipal Code is hereby added to read as follows:

3-171 Purpose and Intent

The city council finds that the humane management of free-roaming, unowned, or feral cats through Trap-Neuter-Return programs reduces animal shelter intake, decreases euthanasia, improves public health, and results in more effective and compassionate animal-control outcomes. The purpose of this ordinance is to authorize and regulate Trap-Neuter-Return programs for community cats within the City of Costa Mesa.

3-172 Definitions

Chief of police means the chief of the Costa Mesa Police Department or designee, including, but not limited to the Animal Services Unit.

Community cat colony or colony means two or more community cats living in one general outdoor location.
Community cat means a free-roaming cat that lives outdoors, is unowned, unsocialized, and not readily adoptable.
Ear-tipping means the removal of the distal tip of a cat's left ear while under anesthesia to indicate sterilization.
Feral cat means an unsocialized outdoor cat who has either never had any physical contact with humans, or human contact has diminished enough over time that the cat is no longer accustomed thereto.
Sponsor organization means a nonprofit rescue, veterinary clinic, or other organization that facilitates TNR services.
Stray cat shall mean any cat that has been lost or abandoned, and the pet guardian is no longer providing or attempting to provide care and lives outdoors and exhibits the characteristics of being able to be successfully domesticated.
Trap-neuter-return provider or provider means a person or sponsor organization authorized under this Chapter to engage in TNR activities.
Trap-neuter-return or TNR, is the practice whereby community cats are humanely trapped, taken to a licensed veterinary hospital or spay-neuter facility where they are sterilized, vaccinated, ear tipped, and adopted or returned to their colony to be cared for until the end of their natural life.
Trap-neuter-return activities means and includes trapping, sterilizing, vaccinating and/or ear tipping in in connection with returning a cat to their colony or location of capture.
Trap-neuter-return program or program means the TNR activities within the city authorized by and conducted in conformance with the requirements of this chapter.

3-173 Authorization Required for Trap-Neuter-Return Activities

(a) No person shall engage in any trap-neuter-return activities within the city except as authorized by this chapter.
(b) It shall be lawful for a person and/or sponsor organization, upon registration and authorization from the chief of police, to humanely trap, transport, sterilize, vaccinate, ear-tip, and return a healthy community cat or feral cat to the location where it was originally trapped, provided any sterilization, vaccination and/or ear-tipping is done pursuant to all applicable laws.
(c) A cat returned as authorized by this chapter shall not be deemed to be "running at large" in a public place pursuant to subsection (a) of section 3-15, provided all requirements of this chapter are met.

3-174 Program Requirements

(a) Prior to engaging in any TNR activities and/or participating in any TNR program within the city, a person or sponsor organization must first register with and receive a letter of authorization from the chief of police.
(b) The chief of police is authorized to create and make available registration forms, logs, and other materials and to require information from applicants consistent with the requirements of this chapter, and to issue, deny, suspend and or place reasonable conditions on letters of authorization subject to the notification procedures of section 3-148.

(c) A letter of authorization shall be valid for one calendar year from date of approval. A request for renewal of authorization must be submitted at least 30-days prior to expiration thereof.

(d) Mandatory Sterilization, Vaccination and Ear-tipping. All cats returned under this Program must first:

(1) Be scanned for a microchip ID and contact made with the registered owner prior to any treatment.

(2) Be surgically sterilized.

(3) Receive all core feline vaccinations as designated under current veterinary vaccination guidelines.

(4) Receive permanent identification through ear-tipping.

(5) Exceptions. Cats that are seriously ill, injured, or determined by a veterinarian to be suitable for adoption shall not be returned and must instead be provided treatment and/or placement as appropriate.

(e) Recordkeeping.

(1) TNR providers are required to submit TNR logs documenting each TNR cat originating from the city, including but not limited to location trapped, date trapped, clinic or veterinarian used, sterilization and vaccination information, ear-tipping confirmation, and release location. Logs should be submitted upon completion of work on individual colonies and minimally at the end of the calendar year, or prior to the annual expiration of a letter of authorization, whichever is sooner.

(2) The city shall maintain TNR records for a minimum of three (3) years, or as otherwise required by law.

3-175 Enforcement and Corrective Measures

(a) A violation of this chapter is punishable pursuant to section 1-33.

(b) TNR authorization may be modified, suspended and/or revoked based on a violation of this chapter, other applicable provision of this code or other law, and/or if reasonably necessary to protect against an immediate threat to the public health and safety, pursuant to the procedures of section 3-149.

(c) Nothing in this chapter shall prevent the city from acting regarding cats that present a threat to public health or safety, display aggression, or are suspected of rabies or other disease.

(d) It shall be unlawful for any person to feed any cat in or on any public area or property, unless specifically authorized to do so under this chapter. No person may feed a feral or community cat on private property in such a manner as to create a public nuisance pursuant to section 20-12 or other law.

(d) Denial, suspension for more than 30 days, and/or revocation of TNR authorization by the chief of police may be appealed by the TNR provider pursuant to Chapter IX of Title 2.

Section 2: Inconsistencies. Any provision of this Ordinance which is inconsistent with state law shall be interpreted in a manner consistent with state law. Any provision of the Costa Mesa Municipal Code or appendices thereto inconsistent with the provisions of this Ordinance, to the extent of such inconsistencies and no further, is hereby repealed or modified to the extent necessary to affect the provisions of this Ordinance.

Section 3: Penalties. A violation of this Ordinance is a misdemeanor that may alternatively be enforced as an infraction and shall constitute a public nuisance. A violation of this Ordinance may be enforced pursuant to the provisions of Section 1-33, Chapter II of Title 1, and/or Chapter III of Title 20 of the Costa Mesa Municipal Code.

Section 4: Severability. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portion of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance and each section, subsection, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions be declared invalid or unconstitutional.

Section 5: Effective Date. This Ordinance shall take effect on the 31st day after adoption.

Section 6: Certification. The Mayor shall sign and the City Clerk shall certify to the passage and adoption of this Ordinance and shall cause the same to be published or posted in the manner required by law.

PASSED AND ADOPTED this ___ day of _____, 2026.

_____
John Stephens, Mayor

ATTEST:

_____
Brenda Green, City Clerk

APPROVED AS TO FORM:

_____
Kimberly Hall Barlow, City Attorney

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss
CITY OF COSTA MESA)

I, BRENDA GREEN, City Clerk of the City of Costa Mesa, DO HEREBY CERTIFY that the above and foregoing Ordinance No. 2026-XX was duly introduced for first reading at a regular meeting of the City Council held on the XX day of XX 2026, and that thereafter, said Ordinance was duly passed and adopted at a regular meeting of the City Council held on the XX day of XX 2026, by the following roll call vote, to wit:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

IN WITNESS WHEREOF, I have hereby set my hand and affixed the seal of the City of Costa Mesa on this XX day of XX 2026.

_____
Brenda Green, City Clerk

77 Fair Drive
Costa Mesa, CA 92626

CITY OF COSTA MESA

Agenda Report

File #: 26-276 **Meeting Date:** 5/5/2026

TITLE:

CONTINUATION OF THE ADOPTION OF ORDINANCE AMENDING CHAPTER III OF TITLE 15 OF THE COSTA MESA MUNICIPAL CODE RELATING TO PUBLIC WORKS - DRAINAGE

DEPARTMENT: **PUBLIC WORKS DEPARTMENT / ENGINEERING DIVISION**

PRESENTED BY: **RAJA SETHURAMAN, PUBLIC WORKS DIRECTOR**

CONTACT INFORMATION: **SEUNG YANG, P.E., CITY ENGINEER, (714) 754-5335**

RECOMMENDATION:

Staff recommends the City Council:

1. Adopt Ordinance No. 2026-XX, continued from the April 21, 2026 Council meeting, approving revisions to Chapter III of Title 15 of the Costa Mesa Municipal Code (Public Works-Drainage) to incorporate updated drainage impact fees, revise administrative provisions for fee collection, and align City code language with current state law and the City's adopted Storm Drainage Impact Fee Nexus Study.

2. Find that adoption of this ordinance is not a "project" under the California Environmental Quality Act, pursuant to CEQA Guidelines section 15378(b)(4) because it impliments fiscal activities or administrative actions that do not involve any commitment to a specific project or physical development.

BACKGROUND:

On October 15, 2024, the City Council reviewed and accepted Phase 1 of the Storm Drain System Master Plan Update, which included an "Existing Conditions Assessment Report" (ECAR) and the "Proposed Drainage and Water Quality Improvements" report.

On March 17, 2026, the City Council opened a public hearing and continued an introduction and first reading, by title only, of an ordinance amending Chapter III of Title 15 of the Costa Mesa Municipal Code relating to drainage to the April 7, 2026, City Council meeting.

During its regularly scheduled City Council meeting on April 7, 2026, the Council, while approving the proposed staff recommendation, requested minor revisions to the proposed ordinance to clarify the appeal process for drainage fee adjustments in section §15-75. Specifically, the requested revisions establish that developer requests based on increased site permeability, including permeable surfaces, bioswales, or other stormwater infiltration features, shall be subject to final review and approval by the Public Works Director.

During its regularly scheduled City Council meeting on April 21, 2026, the Council had additional questions regarding how and when credits for low impact development design features like bioswales and permeable pavers would be allowed and who would have the authority to approve credits for low impact development. During review of the ordinance, the City Attorney determined that there was an error in the proposed ordinance and requested the City Council continue the item to the next upcoming meeting. At the City Attorney's request, the City Council continued the item to the next regularly scheduled Council meeting on May 5, 2026.

The requested revisions by the City Attorney are now incorporated into the ordinance, presented for adoption and explained in the ANALYSIS section below.

All information regarding the Storm Drain System Master Plan Update study can be found on the City's webpage at *<https://www.costamesaca.gov/storm>*.

ANALYSIS:

During its regularly scheduled City Council meeting on April 7, 2026, the City Council approved staff's recommendation to adopt the 2026 Storm Drainage Impact Fee Nexus Study as the final component of the 2024 Storm Drain System Master Plan Update with changes to the proposed ordinance section: §15-75 Appeals.

In addition, during the April 7, 2026 meeting, the City Council approved a motion to include a review of the Drainage Fees after three (3) years.

During the April 21,2026 City Council meeting, a continuation to the May 5, 2026 Council meeting was approved to allow the City Attorney's office to make appropriate changes to the ordinance.

The City Attorney's office revised the ordinance to read as follows:

§15-74 Credits, Reimbursement & Reductions - *Revise & insert paragraph(s) C & D*

C. A developer may be allowed a reduction of fees from the drainage fee requirements of this chapter provided that he is able to demonstrate a substantial showing of evidence of increased site permeability, using low impact design features such as permeable surfaces, bioswales, or other stormwater infiltration features, that will reduce stormwater runoff and impacts to the City's existing drainage system.

D. Developer requests for a reduction of the drainage fee may be submitted through the permit application process and shall include a description of the low impact design features, an analysis to justify a reduced impervious coefficient for the developed site, and any other evidence that supports the request for a reduction of the drainage fee. A review of the request shall be completed within 60 calendar days after submittal by the applicant. The Public Works Director shall have authority to review, comment, adjust, and/or approve qualifying requests for a reduction of the storm drainage impact fee.

This revision allows developers the ability to request credits and drainage fee reductions for low impact development and provides the Public Works Director authority to approve warranted drainage fee reductions during the permitting process as part of Municipal Code section §15-74 Credits,

Reimbursement & Reductions in lieu of section §15-75 Appeals as was originally proposed.

Ordinance No. 2026-XX is included as Attachment 1 to this report. The ordinance is presented for approval and adoption. If adopted, the ordinance would become effective thirty (30) days after adoption with the Storm Drain Impact Fees scheduled to go into effect sixty (60) days after their April 7, 2026, approval.

ALTERNATIVES:

The City Council may choose to adopt, modify, or reject the ordinance as proposed. If the City Council chooses to make substantive modifications to the ordinance after introduction, the modified ordinance must be adopted by City Council in a future meeting.

FISCAL REVIEW:

The fiscal impact of updating the City's drainage fees will depend on the pace of future development throughout the City. All funds collected in the Drainage Fees Fund (Fund 209) will be utilized to fund eligible capital improvements identified in the nexus study and the 2024 Storm Drain System Master Plan Update.

LEGAL REVIEW:

The proposed ordinance and report have been prepared in conjunction with and reviewed by the City Attorney's Office.

PUBLIC NOTICE:

Pursuant to Government Code, section 66016.5(a)(7) and Assembly Bill (AB) 602, a notice was published in the City's local newspaper (i.e., Daily Pilot) on February 13, 2026 and on February 20, 2026. These publications provided more than the required (30) days' notice prior to the initial public hearing scheduled for March 17,2026.

At the March 17, 2026 City Council meeting, the public hearing was opened and continued to April 7, 2026, allowing additional time for noticing, public review, and consideration.

On April 7, 2026, the City Council completed the public hearing, adopted the Storm Drainage Impact Fee Nexus Study, and introduced for first reading Ordinance No. 2026-XX related to drainage and the updated storm drainage impact fees.

On April 21, 2026, the City Council continued the second reading of Ordinance No. 2026-XX to the regularly scheduled Council meeting on May 5, 2026.

CITY COUNCIL GOALS AND PRIORITIES:

The Storm Drain System Master Plan Update and the corresponding ordinance to revise the City's Municipal Code work towards achieving the following City Council goals:

- Maintain and Enhance the City's Facilities, Equipment and Technology
- Strengthen the Public's Safety and Improve the Quality of Life
- Advance Environmental Sustainability and Climate Resiliency

CONCLUSION:

Staff recommends the City Council adopt Ordinance No. 2026-XX, continued from the April 21, 2026 Council meeting, approving revisions to Chapter III of Title 15 of the Costa Mesa Municipal Code (Public Works-Drainage) to incorporate updated drainage impact fees, revise administrative provisions for fee collection, and align City code language with current state law and the City's adopted Storm Drainage Impact Fee Nexus Study.

ATTACHMENT 1

ORDINANCE NO. 2026-__

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COSTA MESA, CALIFORNIA, AMENDING CHAPTER III OF TITLE 15 OF THE COSTA MESA MUNICIPAL CODE RELATING TO DRAINAGE AND MAKING FINDINGS OF EXEMPTION UNDER CALIFORNIA ENVIRONMENTAL QUALITY ACT

THE CITY COUNCIL OF THE CITY OF COSTA MESA, CALIFORNIA DOES HEREBY ORDAIN AS FOLLOWS:

WHEREAS, the City of Costa Mesa prepared and adopted a comprehensive 2006 Master Plan of Drainage Update that included a 20-year Capital Improvement Plan (CIP) Priority List for storm drain improvements to identify needed drainage facility improvements throughout the City and estimate the costs thereof; and

WHEREAS, the City of Costa Mesa's current Drainage Impact Fees are based on the 2006 20-year Capital Improvement Plan (CIP) Priority List for storm drain improvements; and

WHEREAS, the City Council determined that an update of the Master Plan of Drainage was necessary and the existing drainage fee and drainage fee provisions of the Municipal Code should be revised and updated to create a more appropriate fee structure for new development, redevelopment, and construction; and

WHEREAS, the City Council accepted Phase 1 of the Storm Drain System Master Plan Update on October 15, 2024, which included the Existing Conditions Assessment Report and the Proposed Drainage & Water Quality Improvements, dated October 2024; and

WHEREAS, on April 7, 2026, the City Council held a duly noticed open and public meeting regarding the adoption of the proposed updated Storm Drainage Impact Fee Nexus Study, to complete the Storm Drain System Master Plan Update, as required by Government Code Sections 66016, 66017, and 66018; and

WHEREAS, the amount of each fee has been determined and calculated in a manner consistent with the California's Mitigation Fee Act and any applicable finance plan; and

WHEREAS, the effective date of a resolution that establishes the initial amount or increase of a fee is to be determined in accordance with California Government Code Section 66017; and

WHEREAS, all other prerequisites to the adoption of this Ordinance, the approval of the Storm Drainage Impact Fee Nexus Study dated February 2026, and the proposed updated Storm Drainage Impact Fees as specified by the Mitigation Fee Act (Cal. Gov. Code § 66000, *et seq.*) and other applicable laws, have been satisfied.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COSTA MESA DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Chapter III of Title 15 of the Costa Mesa Municipal Code is hereby amended to read as follows:

§ 15-64 Storm Drain System Master Plan identified.

The City has adopted and now has in effect a Storm Drain System Master Plan, which has been, after notice and public hearing, revised from time to time and which was adopted pursuant to Title 7, Chapter 3, Article 8, Section 65450, *et seq.*, California **Government Code**. The official copy of the current Storm Drain System Master Plan is on file in the Office of the City Engineer at 77 Fair Drive, Costa Mesa, California, and any reference in this chapter to the Storm Drain System Master Plan shall be to the reports, maps, plats, plans, specifications and other materials constituting said Storm Drain System Master Plan as on file at the above address. The terms of this chapter shall apply to all of the drainage facilities now in place within the City, as well as drainage facilities described and set forth in the Storm Drain System Master Plan and as may be required periodically by the City Engineer.

§ 15-65 Drainage fees established.

Development of, or construction on, property within the City will require construction of additional drainage facilities, as set forth in the Storm Drain System Master Plan and its Storm Drainage Impact Fee Nexus Study report and/or as may be identified periodically by resolution of the City Council or as may be imposed as a condition of development approval by the City Engineer. Drainage fees are hereby established for the Newport Bay Watershed and the Santa Ana Watershed. Drainage fees for the Newport Bay Watershed and the Santa Ana Watershed are to be set periodically by resolution of the City Council,

which fees shall be tiered to take into account the intensity of development proposed for the property. The fee tiers shall be as follows: low-density residential; medium-density residential; high-density residential; and commercial/industrial. The drainage fees for each drainage shed shall be imposed on a pro rata, per acre basis upon any parcel or other piece of property for which an owner, developer or other applicant has requested approval to develop or redevelop, or to construct or reconstruct any structure upon such property pursuant to Section 15-70, prior to, and as a condition of approval being granted for such development or construction.

§ 15-66 Storm Drainage Watershed Funds

The funds collected hereunder shall be deposited in two separate funds which shall be known as the "Santa Ana Watershed Drainage Fund" and the “Newport Bay Watershed Drainage Fund”. In the case of land development subject to the Subdivision Map Act, the drainage fee for the appropriate watershed, as defined in the adopted Storm Drain System Master Plan and its Storm Drainage Impact Fee Nexus Study, shall be collected, deposited and expended in accordance with Section 66483 through 66483.2 of the California **Government Code**, in addition to the provisions set forth below, and all other applicable laws of the state. In the case of any development, redevelopment, construction, or reconstruction not subject to the Subdivision Map Act, the drainage fee for the appropriate watershed shall be collected, deposited and expended in accordance with Sections 66000 through 66008 of the California **Government Code**, in addition to the provisions set forth below, and all other applicable laws of the state.

§ 15-67 Required Construction.

(a) Whenever a development is planned in a location where the Storm Drain System Master Plan or condition of approval calls for a storm drain and the applicant or developer is required to construct the storm drain upon a public right-of-way or on private property to be dedicated as a public right-of-way, the applicant or developer shall be required to post appropriate bonds to cover the estimated construction cost of the storm drain and submit copies of bid prices to the City Engineer prior to construction. Any and all such bonds shall be exonerated upon acceptance of construction by the City Engineer.

(b) If the City Engineer determines that additional drainage facilities are required in order to adequately provide for drainage, the City Engineer may require, as a condition of approval, the construction of those facilities for the detention of stormwater or such other means as may be necessary to provide adequate drainage of a particular property without adversely affecting adjacent properties or the City's drainage system.

(c) Notwithstanding anything provided in this Section 15-67 or elsewhere in this Chapter III, any construction of drainage facilities required to be constructed prior to issuance of development approval shall be in addition to, and not in lieu of, imposition of the drainage fee applicable to that property. Facilities included in the Storm Drain System Master Plan may be eligible for credit and/or reimbursement pursuant to this chapter.

§ 15-68 Fee refund.

If a building permit expires without commencement of construction or a subdivision or parcel map is abandoned prior to final approval, then the applicant or developer shall be entitled to a refund, without interest, of the impact fee paid as a condition for its issuance, except that the City may retain the actual administrative costs incurred on behalf of said applicant or developer, in accordance with Section 66014 of the California Government Code. The fee payer must submit a written request for a refund to the City Engineer within 30 calendar days of the expiration of the permit. Failure to submit the required application for refund in a timely manner shall constitute a waiver of any right to the refund.

§ 15-69 Use of funds.

The money obtained through payment of drainage fees as provided for in this chapter may be used by the City to defray the cost of constructing storm drains and related facilities as identified in the Storm Drain System Master Plan. The City may incur indebtedness for the construction of any drainage facility and utilize either of the drainage fee funds for repayment.

§ 15-70 Fees to connect to existing facilities.

Subject to the provisions of Section 66013 of the California Government Code, applicants requesting connection with existing drainage facilities shall be required to pay the drainage fee as provided for in this chapter.

§ 15-71 Applicability of fees.

Drainage fees shall be imposed in the following cases:

(a) For low density residential uses, any improvement, addition or major alteration to an existing structure or construction of an accessory structure, in any form, where the aggregate gross impervious percentage of the parcel as a result of such improvement exceeds 50% of the gross acreage of the parcel is subject to a drainage fee for the exceeding impervious acreage. The applicable drainage fee shall be calculated pursuant to the following formula:

Fee = (Impervious area exceeding 50% of the gross parcel acreage) **X** (Fee per Impervious Acre)

(b) For medium density residential uses, any improvement, addition or major alteration to an existing structure or construction of an accessory structure, in any form, where the aggregate gross impervious percentage of the parcel as a result of such improvement exceeds 70% of the gross acreage of the parcel is subject to a drainage fee for the exceeding impervious acreage. The applicable drainage fee shall be calculated pursuant to the following formula.

Fee = (Impervious area exceeding 70% of the gross parcel acreage) **X** (Fee per Impervious Acre)

(c) For high density residential uses, any improvement, addition or major alteration to an existing structure or construction of an accessory structure, in any form, where the aggregate gross impervious percentage of the parcel as a result of such improvement exceeds 80% of the gross acreage of the parcel is subject to a drainage fee for the exceeding impervious acreage. The applicable drainage fee shall be calculated pursuant to the following formula.

Fee = (Impervious area exceeding 80% of the gross parcel acreage) **X** (Fee per Impervious Acre)

(d) For commercial and industrial uses, any improvement, addition or major alteration to an existing structure or construction of an accessory structure, in any form, where the aggregate gross impervious percentage of the parcel as a result of such improvement exceeds 90% of the gross acreage of the parcel is subject to a drainage fee for the

exceeding impervious acreage. The applicable drainage fee shall be calculated pursuant to the following formula.

Fee = (Impervious area exceeding 90% of the gross parcel acreage) **X** (Fee per Impervious Acre)

(e) For development of vacant land, any improvement or construction is subject to a drainage fee. The applicable drainage fee shall be calculated pursuant to the following formula.

Fee = (Gross Parcel Acreage) **X** (Land Use Impervious Factor) **X** (Fee per Impervious Acre)

(f) For land use changes, where the impervious factor for the future land uses as identified in the Storm Drain System Master Plan is greater than the impervious factor of the existing land use as identified in the Storm Drain System Master Plan.

Fee = (Drainage Fee per Acre of Future Land Use – Drainage Fee per Acre of Existing Land Use) **X** (Gross Property Acreage)

Drainage fees shall not be imposed in the following cases:

(a) For accessory dwelling units (ADU) less than 750 square feet.

(b) For reconstruction of existing structures in the event of a disaster where the reconstruction does not increase the impervious area of the parcel.

(c) For land use changes where the impervious coefficient for the future land use as identified in the Storm Drain System Master Plan is less than the impervious coefficient of the existing land use.

§ 15-72 Deposit of fees.

Subject to the provisions of the Subdivision Map Act or Sections 66000 through 66007 of the California **Government Code**, as applicable, a drainage fee paid in accordance with this chapter shall be deposited in the appropriate watershed drainage fund prior to the approval of the final tract or parcel map in the case of recorded map developments and at the issuance of a building permit in all other instances, except for residential developments expressly permitted by Government Code section 66007 to defer payment

of such fees until issuance of a certificate of occupancy or final inspection, whichever first occurs.

§ 15-73 Private facilities.

Fees provided for, and the expenditures to be made from, the Drainage Fee Fund are to be applicable to those facilities as provided for in the Storm Drain System Master Plan. Drainage facilities necessary within any development by reason of requirements of the City or the Uniform Building Code shall be at the sole expense of the developer, and funds obtained as provided for in this chapter shall not be expended therefore.

§ 15-74 Credits, Reimbursement & Reductions.

A. Whenever the conditions of approval of a development project require direct construction of a public storm drainage facility (see Section 15-67) described or listed in the Storm Drain System Master Plan, a credit or reimbursement, as applicable, shall be given against the development impact fee, which would have been charged to the development project under the program, for actual construction costs incurred by the developer, up to the cost included in the Storm Drain System Master Plan. The reimbursement and/or credit amount shall not include any improvements the City can require from the development project under the Subdivision Map Act, or the portion of the improvement deemed to be an on-site improvement that is not included in the Storm Drain System Master Plan.

B. A developer may be allowed a reduction in fees from the drainage fee requirements of this chapter if the developer enters into a development agreement with the City pursuant to which drainage fees are assessed to the developer, or equivalent or comparable improvements are constructed and implemented by the developer.

C. A developer may be allowed a reduction of fees from the drainage fee requirements of this chapter provided they are able to demonstrate a substantial showing of evidence of increased site permeability, using low impact design features such as permeable surfaces, bioswales, or other stormwater infiltration

features, that will reduce stormwater runoff and impacts to the City's existing drainage system.

D. Developer requests for a reduction of the drainage fee may be submitted through the permit application process and shall include a description of the low impact design features, an analysis to justify a reduced impervious coefficient for the developed site, and any other evidence that supports the request for a reduction of the drainage fee. A review of the request shall be completed within 60 calendar days after submittal by the applicant. The Public Works Director shall have authority to review, comment, adjust, and/or approve qualifying requests for a reduction of the storm drainage impact fee. The developer may appeal the decision of the Public Works Director to the City Council pursuant to Section 15-75.

E. No refund or payment shall be due to an applicant in the event that the impervious coefficient for the future land use as identified in the Storm Drain System Master Plan is less than the impervious coefficient of the existing land use.

F. State law. The City will comply with any fee reduction or fee adjustment requirements imposed by state law.

§ 15-75 Appeals

A. A developer subject to the drainage fees required by this chapter for a particular project may apply to the City Council for: (a) a fee adjustment based upon a showing of substantial evidence of a lesser impact upon the level of service; or (b) a land use category adjustment based upon a showing of substantial evidence that another land use category is more appropriate for a particular development. The written appeal and the applicable appeal fee must be filed with the City Clerk's Office, prior to the issuance of building permit. The City Council shall establish the appeal fee by Resolution. The appeal shall state in detail the factual basis for the request for adjustment.

B. The City Council shall consider the appeal at a public meeting to be held within 60 calendar days after the appeal application has been filed. The decision of the City Council shall be final. The decision of the City Council shall be in writing and shall be mailed to the applicant.

C. If an adjustment is granted pursuant to this section, any subsequent change or intensification of the use or uses of the property or any expansion of the structures on the property, shall invalidate the adjustment, and the applicant shall be subject to the development impact fee requirement applicable to the entire development based on the fee in effect at the time of the change or expansion, less any amount previously paid.

D. If an adjustment is not granted pursuant to this section, then upon the payment of the required fees, the City shall provide the applicant a written notice of the amount of the fees or a description of the dedications, reservations, or other exactions, and shall also provide notification that the 90-day protest period has begun, pursuant to Government Code Section 66020.

Section 3. Any provision of the Costa Mesa Municipal Code or appendices thereto inconsistent with the provisions of this Ordinance, to the extent of such inconsistencies and no further, is hereby repealed or modified to that extent necessary to effect the provisions of this Ordinance.

Section 4. The City Council finds that adoption of this ordinance is not a "project" under the California Environmental Quality Act, consistent with CEQA Guidelines section 15378(b)(4), because adoption of the ordinance constitutes the establishment of a government funding mechanism and long-range fiscal planning tool. Section 15378(b)(4) provides that a "project" does not include fiscal activities or administrative actions that do not involve any commitment to a specific project or physical development.

Section 5. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council of the City of Costa Mesa hereby declares that it would have adopted this Ordinance and each section, subsection, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases or portions be declared invalid or unconstitutional.

Section 6. The Mayor shall sign and the City Clerk shall certify the passage and adoption of this Ordinance and shall cause this Ordinance to be published within 15 days after its passage, in accordance with Section 36933 of the Government Code.

PASSED AND ADOPTED this 5th day of May 2026.

_____
John Stephens, Mayor

ATTEST:

_____
Brenda Green, City Clerk

APPROVED AS TO FORM:

_____
Kimberly Hall Barlow, City Attorney

THIS PAGE IS RESERVED FOR THE CITY CLERK'S OFFICE.

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss
CITY OF COSTA MESA)

I, BRENDA GREEN, City Clerk of the City of Costa Mesa, DO HEREBY CERTIFY that the above and foregoing Ordinance No. 2026-xx was duly introduced for first reading at a regular meeting of the City Council held on the 7th day of April 2026, and that thereafter, said Ordinance was duly passed and adopted at a regular meeting of the City Council held on the 21st day of April, 2026, by the following roll call vote, to wit:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

IN WITNESS WHEREOF, I have hereby set my hand and affixed the seal of the City of Costa Mesa this 21st day of April 2026.

_____
Brenda Green, City Clerk

File #: 26-214 **Meeting Date:** 5/5/2026

TITLE:

ARTS COMMISSION ANNUAL REPORT

DEPARTMENT: **PARKS AND COMMUNITY SERVICES**

PRESENTED BY: **BRIAN GRUNER, PARKS AND COMMUNITY SERVICES DIRECTOR**

CONTACT INFORMATION: **BRIAN GRUNER, PARKS AND COMMUNITY SERVICES DIRECTOR, (714) 754-5009**

RECOMMENDATION:

Staff recommends the City Council:

1. Receive and file the Arts Commission annual report (Attachment 1).

BACKGROUND:

In 2017, the Costa Mesa City Council unanimously approved the development of the City's first Arts and Culture Master Plan (ACMP), as shown in Attachment 2. The ACMP was adopted by the City Council on March 16, 2021. At the same time, the City Council awarded a contract to Arts Orange County to complete the ACMP. A subsection goal of the ACMP was to establish a City Arts Commission. On July 19, 2022, the City Council established a seven-member Arts Commission and Commissioners were appointed on September 20, 2022. The Commission held its first meeting on November 3, 2022.

Since its formation, the Arts Commission has been instrumental in moving forward initiatives from the Arts and Culture Master Plan, including but not limited to: community oversight for existing programs, setting the groundwork for new public art initiatives and increasing public participation for the arts grant program. The ACMP aligns with the City Council's core values of Innovation, Compassion, Inclusion, and Collaboration. Additionally, the ACMP also achieves the City Council's goals by strengthening public safety and improving the quality of life in Costa Mesa by reactivating public spaces, making them feel safer and more vibrant.

The current ACMP was developed as a five-year plan that included a proposed budget for each fiscal year to be approved by City Council annually. The plan is currently in its fifth and final year. Staff issued a Request for Proposals (RFP) in January 2026 and is currently in the process of selecting a consultant to develop a new 5-year ACMP.

ANALYSIS:

The Arts Commission meets monthly to discuss the goals and objectives outlined in the adopted Arts and Culture Master Plan. The Commission will present an update to the City Council highlighting its achievements from the previous year and its progress toward established objectives. This year's presentation will be delivered by Chair Alisa Ochoa, Vice Chair Allison Mann, and Arts Commissioner Fisher Derderian. The presentation will include a summary of accomplishments over the five-year span of the Master Plan, as well as highlights from 2025 and the Commission's goals and objectives for 2026.

Arts and Culture Master Plan Accomplishments from 2022-2025

Since the implementation of the ACMP and the hiring of the Arts Specialist in 2022, the following, but not limited to, top four programs and goals from the five (5) year action plan and budget have been successfully implemented and annually re-evaluated:

- Arts Grant Program, including new guidelines and application (pre-existing program re-evaluated in 2023 and 2025)
- ARTventure juried art exhibition and awards ceremony (pre-existing program re-evaluated annually)
- Poet Laureate Program (new initiative implemented in FY 2024-25)
- Hired consultant Arts Orange County to create an Art in Public Places Report (Attachment 3) to guide the public art goals in the ACMP (new initiative completed in 2023)

Approximately 80% of the ACMP has been implemented within the program budget. Some items identified in the plan, such as large-scale public art have not been completed due to limited funding (Attachment 2, Pages 56-57). In addition, included is a comprehensive list of optional programs, accompanied by a detailed accounting of program goals achieved and not achieved over the past five years, as delineated in the ACMP (Attachment 4, Pages 53-55).

Arts Commission Accomplishments: Year 2025

The past calendar year, the Arts Commission continued to review and re-evaluate pre-existing programs and worked diligently to implement larger goals from the ACMP (Attachment 2, pages 38-41), which included:

Goal #2: Expand public art throughout the city.

Action 2.2: Develop a plan for more ambitious temporary and permanent public art, including the identification of potential locations around the City, creation of policies with respect to selection and acquisition of artworks, and determination of the funding sources to be used.

Action 2.4: City may consider adopting a policy mandating fees for public art from new development projects. See Appendix for an example from the City of Laguna Beach Municipal Code on Art in Public Places.

Additionally, the following accomplishments have been achieved in 2025:

- Selection of Costa Mesa's first-ever Poet Laureate position serving a two-year term.
- Reviewed and approved twelve (12) new designs for the Utility Box Art Program.
- Reviewed and approved nine (9) grantees for the Arts Grant Program and made changes to the Arts Grant Program guidelines that included increases to arts grant amounts.
- Participation in a review panel to select poetry for a new public art initiative: Sidewalk Poetry project at Brentwood Park.
- Reviewed and approved a new Scope of Work for new ACMP update.
- Discussion and review of the Art in Public Places Report as part of a larger plan to draft a public art ordinance for implementation in the future as a mechanism to fund public art projects in Capital Improvement Projects (CIP) as referenced in Goal #2, Action 2.4 listed above.

Arts Commission Goals and Objectives: Year 2026

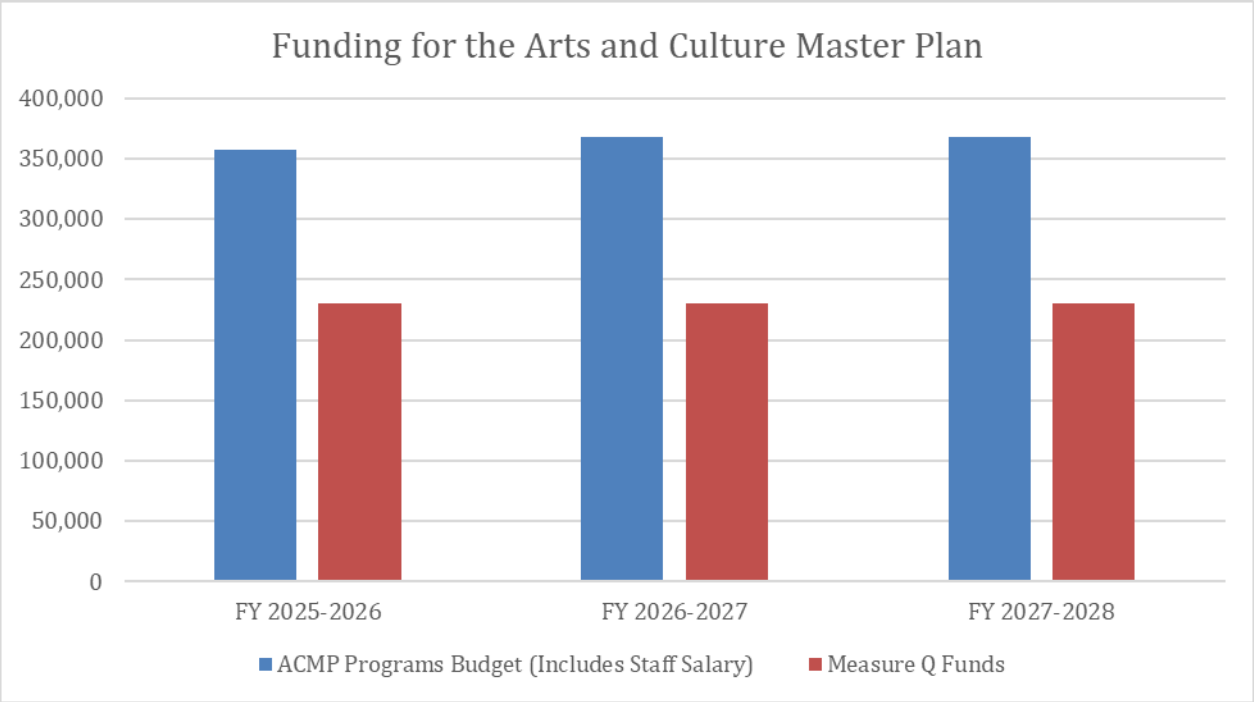
1. Assist in the implementation of a potential update and new Arts and Culture Master Plan for City Council review to support updated initiatives and new direction focused on public art.
2. Review and approve new poems for new Sidewalk Poetry Project for upcoming park renovations at Ketchum-Libolt and Shalimar Parks as part of a new public art initiative.
3. Draft an official public art ordinance for City Council review that would include a one (1) percent fee for publicly funded Capital Improvement Projects over $500,000 in project valuation to be set aside for public art, and or possibly a one (1) percent fee or incentive for private development projects over $500,000 in project valuation to be set aside for public art. Potential public art projects could include:
    a. As per the ACMP Goal #2, Action 2.6: *artist designed and created elements, such as street lights, playground equipment, fitness stations, bus shelters, and benches. Public art projects may also include murals, art installations, and sculpture for buildings and public places*
    b. *As per the Costa Mesa General Plan: Arts in Public Places and in Private Development*
        i. Policy OSR-4.15: Continue to review adopting an Arts in Public Places Program.
        ii. Policy OSR-4.16: Pursue the placement of public art in prominent locations, particularly along major travel corridors to enliven and beautify the public realm.
        iii. Policy OSR-4.17: Develop incentives or programs that encourage art in new developments.

Arts Commission Budget Priorities and Recommendations for 2026:

Funding Gap Visual (General Fund and the 130 Special Revenue Fund)

The special revenue fund for the Arts and Culture Master Plan (Fund 130) was created with the use of 0.5% of gross receipts from cannabis tax revenue and to be collected and distributed annually. These revenues have come in at approximately $200,000 per year over the past three years, while

expenditures have exceeded $300,000 annually over the same period of time. Due to shortfalls in projected cannabis tax revenue in the first couple of years of implementation, the ACMP 5-year budget has been supplemented by the General Fund. As revenue streams level out for cannabis tax, the amount of $230,000 is the estimated average of revenue (0.5%) from year to year to fund Arts and Culture programs. This amount is not sufficient to cover all the programmatic and staffing costs associated with the ACMP.



By utilizing this budgetary information, the Arts Commission set the following recommendations for budget priorities (Attachment 5):

1. Reclassify the Arts Specialist position to the City's General Fund to address the annual funding gap for special revenue fund 130 (ACMP account funded by 0.5% cannabis revenue).
    - As currently structured, a substantial portion of the Arts and Culture Master Plan budget is directed toward a personnel line item rather than toward the programming, activations, and public art investments the ACMP was designed to fund. Reclassifying this position to draw from the general fund would restore those resources to their intended purpose and bring the budget structure into alignment with standard City practice.
2. Establish a special revenue Public Art Fund.
    - A dedicated Public Art Fund would serve as a specialized, protected fund for public art investments. Critically, it would be structured so that it is not subject to general fund supplementation, meaning any unspent dollars would carry forward from year to year rather than reverting to the general fund at the close of each fiscal year. This structure ensures that public art funding accumulates purposefully over time and is available when meaningful projects are ready to move forward.

3. Dedicate a portion of any Transient Occupancy Tax increase to the Public Art Fund (this recommendation could be considered as a replacement to the suggested goal/objective #3 for a Public Art Ordinance, or to supplement it by funding public art projects outside of capital improvement projects and or private development projects).
    - As the Council considers how to allocate that new revenue, the Arts Commission urges that the Public Art Fund be included as a designated recipient. Hotel visitors are among the most direct beneficiaries of a culturally vibrant city, and there is a clear and logical connection between tourism revenue and the public art investments that make Costa Mesa an attractive destination. Dedicating a share of TOT growth to the Public Art Fund would create a sustainable, visitor-supported funding stream tied directly to the community's cultural identity.
4. Increase the Cannabis Tax Allocation from 0.5% to 1% to fund the full implementation of the Arts and Culture Master Plan and address the funding gap for special revenue fund 130.
    - Doubling the allocation from one-half cent to one full cent would meaningfully close that gap and reduce the City's dependence on annual general fund backfills to sustain Master Plan programming. The original vision behind the Measure Q set-aside was to generate visible, tangible results for the community through a dedicated revenue source. Increasing the allocation is the most direct way to honor that commitment without asking for new or additional spending from the general fund. A portion of the increased allocation could be directed to the Public Art Fund established under Recommendation 2, ensuring a dedicated and visible source of funding for public art projects as envisioned under the Master Plan.
5. Approve consultant, if selected by City Council, to work on a new ACMP update.
6. Approve new budget framework to fund the interim period between the last year of the current ACMP and the implementation of the proposed update to the ACMP until the new ACMP update is complete.

Next Steps:
Over the next nine months, the Arts Commission will be engaged in the development of the next five-year master plan. The plan will cover FY 27/28 to FY 31/32. Staff intends to bring forward an award of contract to City Council before end of FY 25/26.

ALTERNATIVES:

City Council may provide feedback and direction on upcoming year's goals and objectives and budget priorities and recommendations.

FISCAL REVIEW:

Funding requests will be discussed and considered during the FY 2026-27 budget development process.

LEGAL REVIEW:

There is no legal review is required at this time.

CITY COUNCIL GOALS AND PRIORITIES:

This item supports the following City Council Goal:

- Strengthen the public's safety and improve the quality of life.
- Maintain and enhance the City's facilities, equipment, and technology.

CONCLUSION:

Staff recommends the City Council:

1. Receive and file the Arts Commission annual report.

Costa Mesa
City of the Arts

ARTS COMMISSION PRESENTATION TO CITY COUNCIL

April 21, 2026 | 6:00 p.m.







Arts and Culture Master Plan Implementation 2022-2026

The following programs and goals from the five (5) year plan have been implemented and re-evaluated:

- **Annual Art Crawl Experience**
- **Revised guidelines and standards for Exhibition spaces in City facilities**
- **Created new guidelines for Utility Box Art Program**
- **Updated Arts and Culture Calendar and Artist Directory**
- **Arts Grant Program with new guidelines and application**
- **Free Park Performances at parks and city events**
- **Poet Laureate Program**
- **Implemented optional private property Mural Permit in TESSA**
- **Free at Segerstrom Center Campus program**
- **ARTventure juried art exhibition and awards ceremony**
- **Hired consultant Arts Orange County to create an Art in Public Places Report to guide the public art goals in the ACMP**

Accomplishments for 2025

- Selection of new Poet Laureate for two-year term as **Costa Mesa's first ever Poet Laureate**
- Reviewed and approved twelve (12) new designs for the **Utility Box Art Program**
- Reviewed and approved nine (9) grantees for the **Arts Grant Program**
- Reviewed and made changes to the **Arts Grant Program** guidelines that included increases to arts grant amounts
- Participation in a review panel to select poetry for a new public art initiative: **Sidewalk Poetry project** for implementation at Brentwood Park
- Reviewed and approved a new Scope of Work for **ACMP** update
- Discussion and review of the **Art in Public Places Report** as part of a larger plan to draft a public art ordinance for implementation in the future as a mechanism to fund public art projects







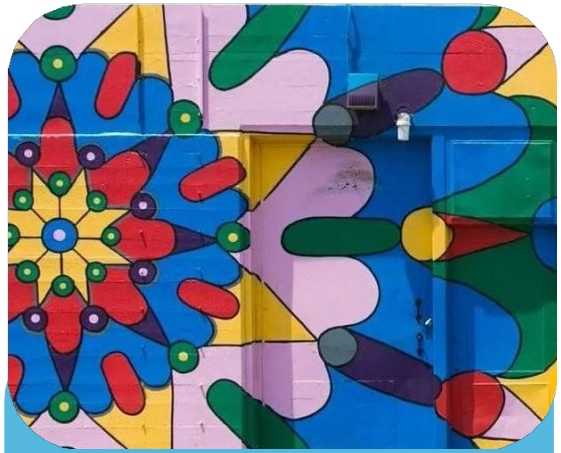
Upcoming Plans for 2026



Assist in the implementation of a potential update and new **Arts and Culture Master Plan** for City Council review



Review and approve new poems for new **Sidewalk Poetry Project** for upcoming park renovations at Ketchum-Libolt and Shalimar Parks



Draft an **official public art ordinance** for City Council review

Upcoming Plans for 2026 *(continued)*



Review and make suggestions for optional **TESSA mural applications** for private property



Review and approve new designs for the **Utility Box Art Program**



Review and approve new **Arts Grant Program** grantees

Purpose for Budget Priorities for 2026-27

- The current framework requires City finance staff to return to Council each year to request general fund dollars to **backfill a recurring shortfall.**
- Our recommendations are **not a request for new funding.** The intent is to update city policies and municipal codes to remove recurring inefficiencies and better align existing and anticipated revenue with their original purpose.
- Updating city policies and municipal codes where applicable would ensure **arts funding is properly designated from the outset**, staff time is not consumed by avoidable annual shortfalls, and public dollars are directed as efficiently as possible toward the outcomes the Arts and Culture Master Plan was designed to deliver.







Proposed Budget Priorities for 2026-27

1. Reclassify the Arts Specialist position to the City's General Fund
2. Establish a dedicated Public Art Fund
3. Dedicate a portion of any Transient Occupancy Tax increase to the Public Art Fund
4. Increase the Cannabis Tax Allocation from 0.5% to 1.0% to fund the full implementation of the Arts and Culture Master Plan
5. Approve consultant, if selected by City Council, to work on a new ACMP update
6. Approve new budget framework to fund the interim period between the last year of the current ACMP and the implementation of the proposed update to the ACMP

Illustrative Budget Framework for 2026-27

- The **following budget frameworks** are provided to illustrate how the City's arts funding can be organized more clearly and deployed more effectively under current operating conditions.
- As the City of Costa Mesa approaches the end of the current fiscal year, the **Arts and Culture Master Plan has effectively expired**, and an updated plan has not yet been adopted.
- These next two models also account for the anticipated **cost of the Master Plan update contract**, ensuring that the update process does not create additional pressure on the City's general fund and remains consistent with the intent of the ordinance.
- Both scenarios organize funding into clear categories and reflect a simple principle: **core programming and contractual obligations are funded first**, with remaining funds directed toward a Public Art Fund capable of supporting visible, long-term improvements across the City.







Proposed Budget for 2026-27 @ 0.5% Cannabis Tax Revenue

FY26 & FY27 PROPOSED BUDGET @ 0.5% CANNABIS TAX REVENUE

Account	Item	FY25/26	Proposed 26/27	Proposed 27/28
Multimedia, Promos				
	Free at Segerstrom Center Campus	$ 60,000.00	$ 30,000.00	$ 30,000.00
	Utility Box Art Program	$ 12,500.00	$ 12,500.00	$ 12,500.00
Consulting				
	Artist Laureate Program	$ 2,500.00	$ 5,000.00	$ 5,000.00
	Large-Scale Installations	$ -	-	$ -
	Master Plan Update	$ 60,000.00	$ 60,000.00	$ -
Recreation				
	ARTventure/Action Arts	$ 30,000.00	$ 45,000.00	$ 45,000.00
	Galleries	$ 400.00	$ 900.00	$ 900.00
	Free Park Performances	$ 48,000.00	$ 48,000.00	$ 48,000.00
	Art Crawl	$ 3,000.00	$ 4,000.00	$ 4,000.00
Grants				
	Arts Grants Program	$ 12,500.00	$ 30,000.00	$ 32,500.00
Public Art Board Member Fees	Arts Commission Stipends	$ 8,400.00	$ 8,400.00	$ 8,400.00
	Public Art Fund	$ -	$ 4,600.00	$ 62,100.00
	Total Events and Initiatives	**$ 237,300.00**	**$ 248,400.00**	**$ 248,400.00**

Proposed Budget for 2026-27 @ 1.0% Cannabis Tax Revenue

FY26 & FY27 PROPOSED BUDGET @ 1.0% CANNABIS TAX REVENUE

Account	Item	FY25/26	Proposed 26/27	Proposed 27/28
Multimedia, Promos				
	Free at Segerstrom Center Campus	$ 60,000.00	$ 30,000.00	$ 35,000.00
	Utility Box Art Program	$ 12,500.00	$ 25,000.00	$ 30,000.00
Consulting				
	Artist Laureate Program	$ 2,500.00	$ 7,500.00	$ 7,500.00
	Large-Scale Installations	$		
	Master Plan Update	$ 60,000.00	$ 60,000.00	$ -
Recreation				
	ARTventure/Action Arts	$ 30,000.00	$ 45,000.00	$ 45,000.00
	Galleries	$ 400.00	$ 1,000.00	$ 1,000.00
	Free Park Performances	$ 48,000.00	$ 60,000.00	$ 60,000.00
	Art Crawl	$ 3,000.00	$ 4,000.00	$ 4,000.00
Grants				
	Arts Grants Program	$ 12,500.00	$ 75,000.00	$ 100,000.00
Public Art Board Member Fees	Arts Commission Stipends	$ 8,400.00	$ 8,400.00	$ 8,400.00
	Public Art Fund	$ -	$ 112,500.00	$ 177,500.00
	Total Events and Initiatives	**$ 237,300.00**	**$ 428,400.00**	**$ 468,400.00**

Press

Los Angeles Times Daily Pilot

NEWS

Costa Mesa butterfly garden offers sanctuary for humans and pollinators alike



Artist Marisabel Bazan's "La Magia de Colleta" sculptures adorn a new Mariposa Garden at Costa Mesa's Marina View Park. (Don Leach / Staff Photographer)

By Sara Cardine
Staff Writer | Follow

Jan. 30, 2024 7:31 PM PT

Costa Mesa leaders, who've recently committed to increasing access to open space by investing in the restoration and expansion of city parks, are now hoping to entice interest among a new sector of parkgoers — plant pollinators.

Officials convened at Marina View Park on the city's west side Tuesday morning to unveil a new "Mariposa Garden" with drought-tolerant native and naturalized flora designed to attract a variety of insect species, including the monarch butterfly.

The event also featured the debut of a butterfly-themed art installation called "La Magia de Colleta" — the first public art project to be funded by the city.

NEWS

Costa Mesa names UC Irvine poetry instructor Danielle Hanson its first poet laureate



Danielle Hanson, a part-time poetry instructor at UC Irvine, has been named Costa Mesa's inaugural Poet Laureate. (Courtesy of Danielle Hanson)

By Sara Cardine
Staff Writer | Follow

April 2, 2025 5:35 PM PT

Danielle Hanson in 2016 left a thriving corporate communications job in Atlanta to devote her time to her first love — poetry.

That departure kicked off a six-year period of serving as a volunteer editor at various small publishing companies and literary journals, during which Hanson saw her own work published before securing a job as a part-time instructor in UC Irvine's School of Humanities.

"The curse, and also the blessing, of writing poetry is you're absolutely never going to make a living doing this," the 53-year-old Irvine resident quipped in an interview Monday.

Still, despite that rule of thumb, Hanson seems to be making a pretty good go at a life steeped in verse. In addition to teaching poetry, she's published two books of her own work, "Ambushing Water" in 2017 and "Fraying Edge of Sky" the following year. And she's currently working on a third.

TimesOC NEWSLETTER

Watch your step — there's poetry in this Orange County park



Marco Reyes cleans a mold to press poems into a concrete path leading to a new playground at Brentwood Park in Costa Mesa. (Eric Licas)

By Carol Cormaci
Times Community News Executive Editor | Contact

April 1, 2026 9 AM PT

While crews were pressing poetry verses into wet concrete last week as part of an exceptionally creative revitalization of Brentwood Park in Costa Mesa, the city's poet laureate, Danielle Hanson, savored the moment.

"For me, what I'm super excited about is getting people who don't normally encounter poetry in their daily lives," she told reporter Eric Licas when he interviewed her for as lyrical a public works' news story as I've ever read. "I mean, we're all super busy. We seek out the things that we already like or get introduced to. I like putting poetry in front of people where they already are — so, a park setting. I adore it!"

The 2.6-acre strip at 260 Brentwood St. used to be "nothing but grass and an old picnic bench," Costa Mesa Arts Commissioner Charlene Aschendorf said ahead of a ribbon-cutting scheduled for 3:30 p.m. Friday for the renovated site.

Costa Mesa

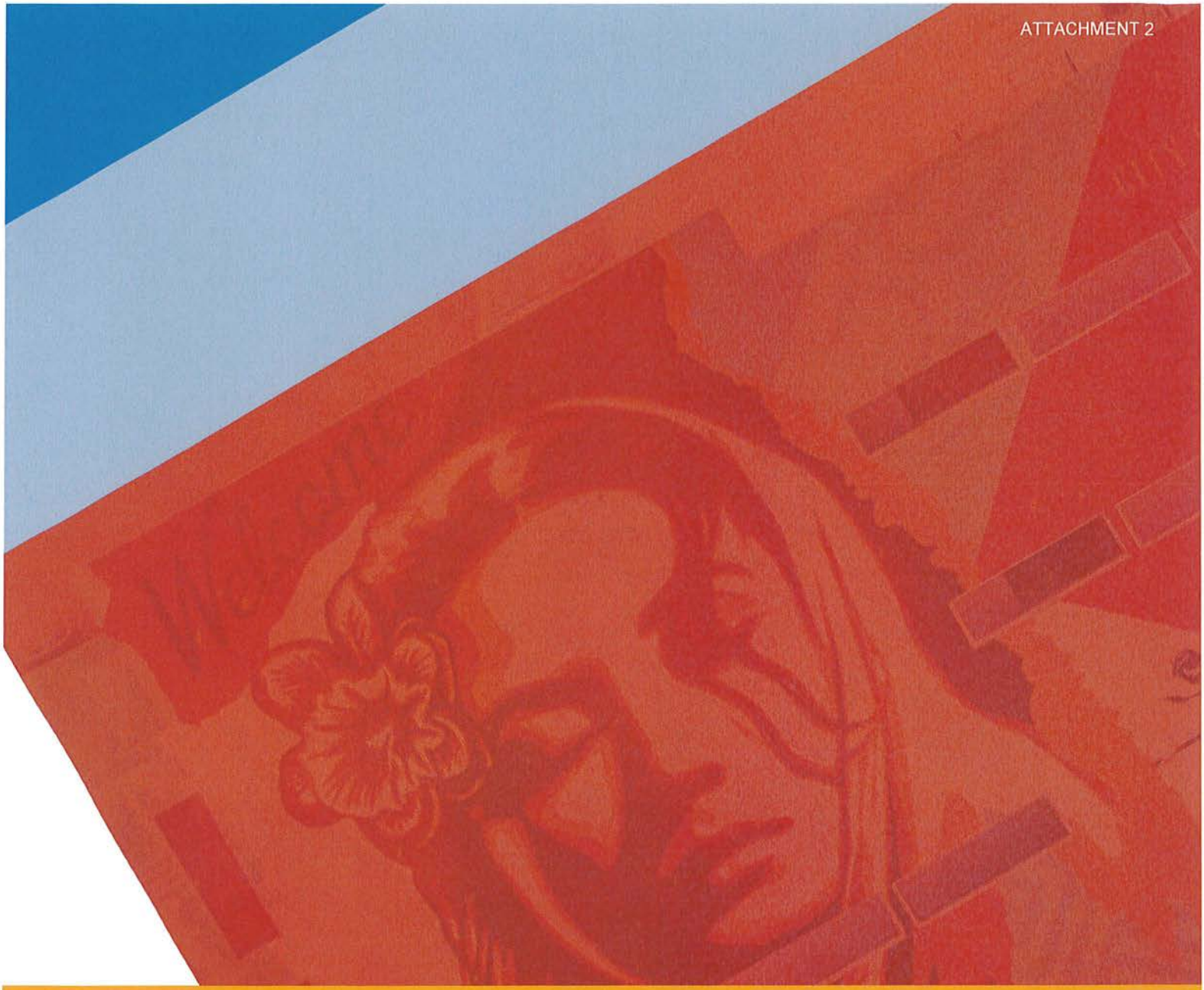
Q&A











Costa Mesa
City of the Arts

City of Costa Mesa
Arts & Culture Master Plan

Approved by City Council
March 16, 2021

Prepared by

Arts
ORANGE COUNTY



"THE LOCAL COMMUNITY, THE REBEL SURF-SKATE CULTURE AND THE IDEA OF PEACE AND OUR NEED TO TAKE CARE OF OUR ENVIRONMENT ALL INSPIRED ME FOR THIS PIECE... I WANTED PEOPLE DRIVING DOWN THE FREEWAY TO BE ABLE TO CLEARLY PICK UP ITS MESSAGE AND MAYBE BE INSPIRED, TOO... THE MURAL REPRESENTS INCLUSION, WELCOMING, COMMUNITY, PEACE AND HARMONY.

WHAT I HOPE IS PEOPLE WHO ENJOY IT CONSIDER HOW ART ENRICHES THE COMMUNITY AND THEN, MAYBE, THEY SUPPORT MORE PROJECTS LIKE THIS."

SHEPARD FAIREY

World-renowned artist who created the mural "Welcome Home" for Baker Block, 125 Baker Street East. At 136-feet long by 55-feet high, the mural covers more than 8,000 square-feet, and features the City of Costa Mesa motto, "City of the Arts."

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INTRODUCTION

The City of Costa Mesa is truly fortunate to have become home to world class performing arts producing companies and presenters, performance and exhibition venues, renowned works of public art, and soon a museum of art. Several of these organizations and their facilities have been created entirely through private initiative and paid for through generous private philanthropy, led by the extraordinary vision and meaningful involvement of the Segerstrom family.

These are assets of incalculable value, accessible to and benefiting all City residents. At the same time, and as a result, visitors are drawn to Costa Mesa, not only from the region but from all over the world. Thus, Costa Mesa's arts and culture contribute mightily to the community—its vibrant economy, the City's fiscal health, and the overall quality of life.

It was in recognition of the important value and impact of local arts and culture that the Costa Mesa City Council, in 1984, changed the official City motto to "City of the Arts" and created its Cultural Arts Committee.

Since then, the City has capitalized on these outstanding arts assets, particularly in attracting international travelers and business relocations. Yet the City's investment in its arts and culture is quite modest--well below most of the region's largest cities. One reason may be City leaders' belief that the longstanding strength and quality of privately-funded venues and programs meant that those bases were well covered, enabling them to focus their resources elsewhere.

Much has changed, however, over the past thirty-five years, and the ability of Costa Mesa to continue affirming its role as a preeminent "City of the Arts" has warranted taking a fresh look.

Therefore, in 2017, the Costa Mesa City Council approved unanimously the development of the City's first Arts & Culture Master Plan. This initiative signaled the Council's belief that the time had come to appraise the value of the City's cultural resources, to identify what strengths and weaknesses those who live, work or visit here feel exist in the local cultural landscape, and to envision ways that the City can support and advance arts and culture in Costa Mesa.

Arts Orange County, the county's nonprofit arts agency, was privileged to be engaged as Costa Mesa's consultant for this project.

Arts Orange County



Pacific Symphony, Carl St.Clair, Music Director, performing at the Renée and Henry Segerstrom Concert Hall.

CITY OF COSTA MESA LEADERSHIP

(MARCH 16, 2021)

City Council

Katrina Foley – Mayor
Andrea Marr – Mayor Pro Tem, District 3
Don Harper – Council Member, District 1
Loren Gameros – Council Member, District 2
Manuel Chavez – Council Member, District 4
Arlis Reynolds – Council Member, District 5
Jeff Harlan – Council Member, District 6

Cultural Arts Committee

Charlene M. Ashendorf
Frank Gutierrez
Stephanie Wenning
Anthony S. Manrique
Salina Mendoza
Arelly Ocampo
Rocky Evans
Andrea Bravo-Campbell
Mark Cleveland
Gestina Yassa (Alternate)
Cassydy Berliner (Alternate)

City Staff

Jason Minter, Parks & Community Services Director
Ashley Thomas, Recreation Supervisor

EXECUTIVE SUMMARY

The City of Costa Mesa Arts & Culture Master Plan results from the compilation and synthesis of significant community input collected during the course of over one year, and reflects the dreams and wishes of Costa Mesans expressed in the following Vision and Mission Statements and distilled into goals and action steps for the City to pursue.

VISION

The City of Costa Mesa rededicates itself to the distinction of being a "City of the Arts," a place where:

- creativity and creative people can flourish
- imagination, inspiration and innovation are held in high regard
- the arts are agreed to be essential to everyone's education
- arts and culture enrich lives and uplift the human spirit
- arts and culture promote civic pride



Mural by Allyson Jones Wong at 1500 Adams Avenue.

MISSION

Building on the efforts, accomplishments and momentum of its proud history - recognizing the challenges and competitive pressures of today - and responsible to the expectations and vitality of the future, the City of Costa Mesa sets forth 4 core priorities:

- **Increase opportunities for all to experience arts and culture throughout our community, with a commitment to equity, diversity and inclusion**
  - Expand arts and cultural offerings for children and youth
  - Increase free arts experiences year-round throughout the City

- **Expand public art throughout the City, both indoor and outdoor, through donation, loan and purchase**

- **Professionalize and elevate the status of arts and culture in City government**
  - Boldly assert Costa Mesa's "City of the Arts" brand
  - Hire professional arts and culture staff
  - Establish a City Arts Commission and retain the City's Cultural Arts Committee in a new role

- **Support Costa Mesa's thriving creative economy**
  - Promote greater creative sector collaboration
  - Help keep Costa Mesa's "creatives" in the City
  - Address the need for creative spaces
  - Re-imagine the City's arts grants program for greater impact

The fulfillment of these goals requires the City to invest appropriate levels of time, talent and financial resources.

RESEARCH METHODOLOGY

During the past twelve months, Arts Orange County has collected community input and data through a variety of tools.

- Conducting meetings with the Cultural Arts Committee's Arts and Culture Master Plan Subcommittee to review project goals and scope of work, to keep them informed of our progress, and to identify information still needed for the plan.

- Conducting 78 individual key stakeholder interviews to identify community arts and cultural needs. These individuals were identified in collaboration with the Arts and Culture Master Plan Subcommittee and included a representative sampling of various important constituencies within or serving the City of Costa Mesa.

- Conducting seven community conversations to identify arts and cultural needs, held in various locations around the City, including a bilingual community conversation held at a Latino neighborhood community center.

- Conducting an online survey that was open to the public, and promoted widely, to collect input from Costa Mesa residents and visitors to the City. The survey was available in English and Spanish, and more than 1,000 responses were received.

SOURCES OF COMMUNITY INPUT

OC Fair & Event Center
Segerstrom Center for the Arts and its Resident Organizations
South Coast Repertory
Orange County Museum of Art

PROFESSIONAL ARTS & ENTERTAINMENT

All-American Boys Chorus
Arts & Learning Conservatory
The Attic Theatre
Costa Mesa Playhouse

COMMUNITY ARTS & ARTS EDUCATION

South Coast Plaza / C.J. Segerstrom & Sons
The LAB / CAMP / The LAB Holding
Triangle Square

DESTINATION RETAIL

South Coast Metro Alliance
Travel Costa Mesa
Steelwave (Hive & The Press OC)
Red Oak Investments (Baker Block)
Sakioka Company

MAJOR BUSINESS

OC Department of Education
Newport-Mesa Unified School District
Orange Coast College
Vanguard University

EDUCATION

VANS
RVCA
Urban Workshop
Transparent Productions

CREATIVE INDUSTRIES

Neighborhood
Community
Forum
Online Survey

COSTA MESA RESIDENTS

Mesa Art & Framing
Costa Mesa Ceramics
Location 1980
Graphic Decisions
Leonardo Da Vinci
Institute

SMALL BUSINESS

SOY (Save Our Youth)
"Día del Niño"
Festival attendees
Bilingual Community
Conversation
Spanish-language
online survey

LATINO COMMUNITY

OC Community
Foundation
OneOC
United Way of OC
Individual Arts Patrons

SOCIAL SERVICES & PHILANTHROPY

KOCE-TV / PBS SoCal
Local Arts Magazine

MEDIA

Mayor & City Council
Parks & Recreation
Commission Cultural Arts
Committee City Manager
Economic & Development
Services Department

CITY GOVERNMENT

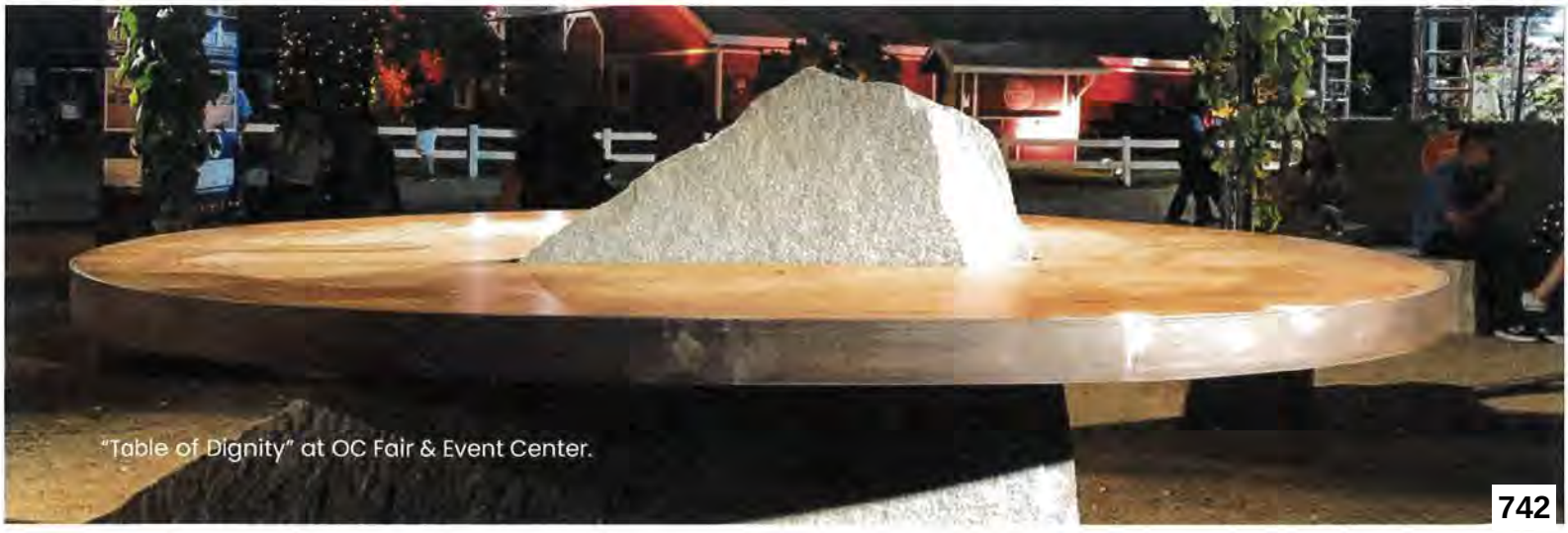
KEY STAKEHOLDER INTERVIEWS

Consultant's scope of work was to interview 20 key stakeholders.
However, Arts Orange County interviewed 78 individuals.
All are Costa Mesa-based, unless otherwise noted.



Minoo Ashabi	Principal Planner, City of Costa Mesa
Charlene Ashendorf	Cultural Arts Committee Member, City of Costa Mesa
David Blaire	Board Member, Costa Mesa Playhouse
Krissie Bogner	Parks & Recreation Commissioner, City of Costa Mesa
Gordon Bowley	Costa Mesa United
Maria Hall Brown	Executive Producer, Arts & Cultural Programming, PBS SoCal (KOCE-TV)
Mike Brown	Board Member, Costa Mesa Playhouse
Peter Buffa	Director, Barclay's Bank, CM resident, former Mayor and Council Member, City of Costa Mesa
Mary Cappellini	Board Member, Save Our Youth
Gregory Cox	Vice President, Development, Pacific Symphony– resident orchestra Renée & Henry Segerstrom Concert Hall, Segerstrom Center for the Arts
Barry Curtis	Director of Economic & Development Services, City of Costa Mesa

Sandy Segerstrom Daniels	Managing Partner, C. J. Segerstrom & Sons/South Coast Plaza
Skeith De Wine	Artist, Gallery Owner
Terry Dwyer	Former President, Segerstrom Center for the Arts
David Emmes	Founding Artistic Director, South Coast Repertory
Steve Endicott	Board Member, Costa Mesa Playhouse
Kathy Endicott	Board Member, Costa Mesa Playhouse
Kathleen Eric	Cultural Arts Committee Member, City of Costa Mesa
Leah Ersoylu	Former Parks & Recreation Commissioner, City of Costa Mesa
Rocky Evans	Cultural Arts Committee Member, City of Costa Mesa
Scott Fitzpatrick	Arts Specialist, Newport-Mesa Unified School District
Katrina Foley	Mayor, City of Costa Mesa
John Forsyte	President, Pacific Symphony – resident orchestra Renée & Henry Segerstrom Concert Hall, Segerstrom Center for the Arts
Jesse Fortune	Owner, Location 1980 (Artist studios and gallery)
Sandra Genis	Council Member and Former Mayor, City of Costa Mesa
Frank Gutierrez	Cultural Arts Committee Member, City of Costa Mesa
Joan Hamill	Director of Outreach, OC Fair & Event Center
Todd Hanson	Vice President, Orange County Community Foundation, Newport Beach
Tom Hatch	Former City Manager, City of Costa Mesa
Mark Hilbert	Arts Philanthropist, Founder of The Hilbert Museum at Chapman University, resident of Newport Beach
Seth Hiromura	Steelwave, owners of Hive and The Press OC
Jason Holland	Vice President, Outreach, Segerstrom Center for the Arts
Jim Huffman	Founder of The Attic Theatre, Santa Ana and resident of Costa Mesa
Mark Kaufman	Publisher, LOCAL ARTS Magazine
Jason Komala	Cultural Arts Committee Member, City of Costa Mesa
Kathy Kramer	President & CEO, OC Fair & Event Center
Peter Kreder	Board Member, Costa Mesa Playhouse
Elizabeth Kurila	Former Vice President for Development, PBS SoCal (KOCE-TV)
Jennifer Le	Assistant Director of Development Services, City of Costa Mesa



"Table of Dignity" at OC Fair & Event Center.

Paulette Lombardi-Fries	President, Travel Costa Mesa
Anthony Manrique	Cultural Arts Committee Member, City of Costa Mesa
Allan Mansoor	Council Member and Former Mayor, City of Costa Mesa
Andrea Marr	Council Member, City of Costa Mesa
Kim Matsoukas	Senior Manager, Sustainability and Social Responsibility, VANS
Liz McNabb	Parks & Recreation Commissioner, City of Costa Mesa
Dan McQuaid	President & CEO, One OC, Santa Ana
Susan Kotses Miller	Vice President, Education, Pacific Symphony – resident orchestra Renée & Henry Segerstrom Concert Hall, Segerstrom Center for the Arts
Austin Muckenthaler	Program Director, Orange County Community Foundation, Newport Beach
Carl Neisser	Arts Philanthropist, resident of Newport Beach
Andrew Nelson	Partner, Red Oak Investments (Owners, The Baker Block)
Kathy Paladino	Board Member, Costa Mesa Playhouse
Sue Parks	CEO, Orange County United Way, Irvine
Elizabeth Pearson	Former President & CEO, Pacific Chorale
Kim Pederson	Former Parks & Recreation Commissioner, City of Costa Mesa
Lauren Petersen	Owner, Costa Mesa Ceramics
Sheila Peterson	Arts Philanthropist, resident of San Juan Capistrano
Kirby Piazza	Department Chair of Visual & Performing Arts, Costa Mesa High School
Diane Pritchett	Executive Director, South Coast Metro Alliance
Susanne Reid	Chair, Music Department, Vanguard University
Arlis Reynolds	Council Member, City of Costa Mesa
Michele Richards	Vice President, OC Fair & Event Center
Jim Righeimer	Former Mayor and Council Member, City of Costa Mesa
Silvia Rosales	Operations Manager, Save Our Youth
Shaheen Sadeghi	Owner, The LAB Holding (owners, The LAB and Camp)
Pam Schader	Founder, Director, Art 4 Kids, Newport Beach
Anton Segerstrom	Partner, South Coast Plaza
Todd D. Smith	CEO & Director, Orange County Museum of Art
John Stephens	Mayor Pro Tem, City of Costa Mesa
Tim Taber	Transparent Productions
Tracy Taber	Cultural Arts Committee Member, City of Costa Mesa
Anais Tangie	CEO, AT Connections (Triangle Square)
George Thompson	Artists Network Program, RVCA
Paula Tomei	Managing Director, South Coast Repertory
Christopher Trela	President, ArtsPR
Steve Venz	Visual & Performing Arts Coordinator, Orange County Department of Education
Nicole Wolfe	Director of Talent Acquisition at VF Action Sports (VANS)
Debora Wondercheck	Executive Director, Arts & Learning Conservatory

COMMUNITY FORUM ATTENDEES

Ivan Alexander
Charlene Ashendorf
Enrique E Becerra
Marcie Brejtfus
Allison Burch
Cinzia Burini
Mary Cappellini
Araceli Ceja
Manuel Chavez
Cynthia Corley
Jose E Corona
Dr. Cravagan, MD
Cynthia D'Agosta
Jason Delvera
Irene Engard
Kathleen Eric
Daniel Escobar
Sara Fahy
Scott Fitzpatrick
Matt Fletcher
Andrew Gallagher
Andy Garcia
Edwin Garcia
Michael Garcia
Gwen Ginocchio
Art Goddard
Tina Wilcox Gold
David Gold
Frank Gutierrez
Mitch Healy
Melanie Hihma
Luke Hihma
Jim Huffman
Sharon Hurd
Eddy Iniestra
Sunny Kim
Judith Lamb
Giovanny Manzos
Andrea Marr
Monica McDade
Salina Mendoza
Charlene Metoyer
Luke Money
Trina Moorlach
Maria Mota
Cynthia Olna
Mariola Paini
Emily Palmas
Anne Parker
Magali Pineda
Diane Pritchett
Bertha Rodriguez
Dianne Russell
George Sakioka
Karin Schnell
Kay Dalton
Simpkins
Barbara Steck
Karen Stretch
Naynara
Tangeland
Nguyet @ Quynh
Thomas
Rebecca Trahan
Kathie Warren
Olga Zypita



Art by Jason Maloney is part of the City's Utility Box Art Program.

ONLINE SURVEY OVERVIEW

SURVEY UNIVERSE

Costa Mesa residents
People who work in Costa Mesa
People who visit Costa Mesa

SURVEY PERIOD

February 1 – May 31, 2018

PROMOTION

Costa Mesa TV
City of Costa Mesa e-mail, publications, and social media
Arts Orange County e-mail, publications, and social media
Costa Mesa-based arts organizations e-mail and social media
Various Costa Mesa-focused social media pages
Local Artists list provided by Costa Mesa Cultural Arts Committee

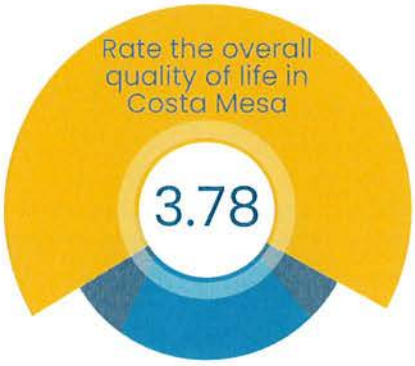
RESPONSES

1,011 - Total
English language version: 900
Spanish language version: 111

The following organizations graciously provided complimentary admission tickets for random drawings used as incentives to encourage public participation in the survey:

Costa Mesa Playhouse
Laguna Playhouse
MUZEO
Pacific Chorale
Pacific Symphony
Philharmonic Society of Orange County
Soka Performing Arts Center
South Coast Repertory

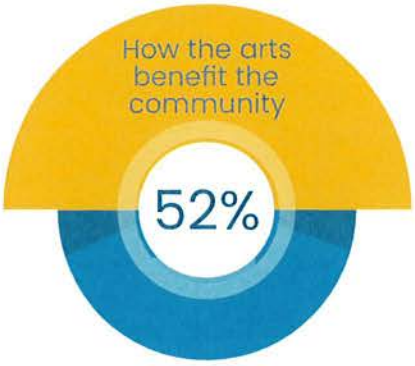
ONLINE SURVEY OVERVIEW



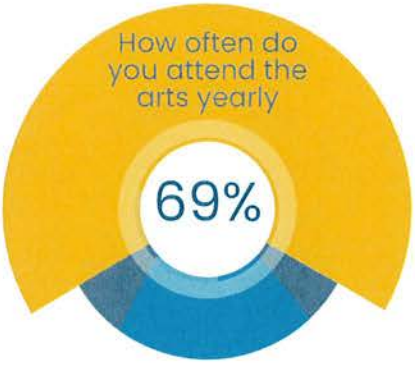
(Scale: 1=low to 5=high)



Responding "Very"



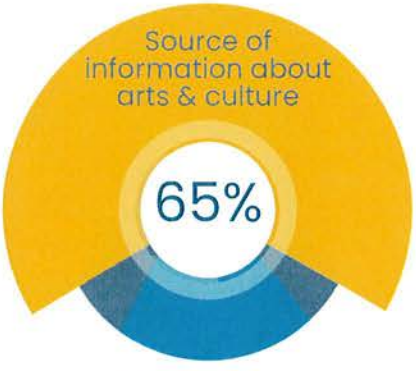
Top answer:
Safe & healthy activities for youth



6 times or more



Discounts/Lower Prices



Top answer:
Word of mouth

OVERVIEW OF SURVEY RESULTS



ATTITUDES

	ENGLISH SURVEY	SPANISH SURVEY
People who live in, work in, and visit Costa Mesa have a very positive view of the community.		
Rating on a 5-point scale:	**3.78**	**3.83**
Arts and culture are important to Costa Mesans.		
Rating "Very Important" or "Somewhat Important":	**85%**	**97%**
Respondents generally feel satisfied that the City's motto "City of the Arts" accurately describes what distinguishes Costa Mesa.		
"Very satisfied" or "Somewhat satisfied":	**57%**	**73%**

ARTS ATTENDANCE

	ENGLISH SURVEY	SPANISH SURVEY
Respondents are frequent attendees of arts experiences offered within Costa Mesa:		
Attend 11+ times per year	45%	25%
Attend 6+ times per year	24%	20%
Frequent or occasional attendees at:		
Segerstrom Center for the Arts *(includes Pacific Symphony, Pacific Chorale, Philharmonic Society of Orange County South Coast Repertory)*	77%	64%
OC Fair & Event Center	74%	87%
Pacific Amphitheatre	63%	71%
City of Costa Mesa:		
Summer Concerts in the Parks	50%	69%
ARTventure	26%	36%
Movies	75%	83%
Frequently traveled to cities for arts:		
Los Angeles	20%	18%
Laguna Beach	20%	5%
Long Beach	6%	14%



Mural at VANS headquarters.

VALUES

	ENGLISH SURVEY	SPANISH SURVEY
Costa Mesans responded that the most important benefits to the community from arts and culture are, in this order:		
Providing safe & healthy Activities for youth	52%	76%
Engage youth in creative practices	50%	72%
Make Costa Mesa a more desirable place To live and work	49%	75%
Help promote good citizenship and Civic engagement	46%	70%
Foster vibrant neighborhoods	46%	64%
Stimulate new ideas and innovation	45%	69%
Honor and celebrate ethnic diversity	35%	71%
Sources of Information Relied on for Arts & Culture		
Word of mouth	65%	29%
Social media	60%	69%
Online searches	56%	52%
E-mail	59%	29%
Direct mail flyers	52%	25%

Creative Space Needs

Based on needs expressed during key stakeholder interviews, five options for arts facilities needs were included in the online survey. All received high percentages overall of the combined "Very important," "Important," or "Somewhat important," responses in both the English and Spanish surveys:

Visual arts center	89%	96%
300-400 seat performance venue	86%	98%
Outdoor amphitheater	85%	94%
Showmobile	76%	94%
Sculpture garden	71%	94%

ABOUT THE RESPONDENTS

	ENGLISH SURVEY	SPANISH SURVEY
Gender		
Female	69%	90%
Male	31%	10%
Ethnic diversity of respondents:		
White	65%	2%
Hispanic	13%	93%
Asian/Pacific Islander	8%	0%
Multiple races	6%	5%
Other or Declined	8%	0%
Age of respondents:		
Under age 18	9%	0%
18 to 24	4%	5%
25 to 34	14%	20%
35 to 44	16%	36%
45 to 54	18%	24%
55 to 64	22%	10%
65 to 74	13%	5%
75 and over	5%	0%
Reside or Work in Costa Mesa:	73%	51%
Length of residence:		
10+ years	41%	29%
6 to 10 years	8%	10%
2 to 5 years	10%	7%
Less than 2 years	4%	10%
Not applicable	37%	44%
Registered voters:	86%	41%

HIGHLIGHTS OF COSTA MESA'S EVOLUTION AS "CITY OF THE ARTS"

Pre-1542 – The indigenous Tongva people lived in what is now Fairview Park for at least 3,000 years

1542-1821 – Spanish Colonial Era

1817 – Estancia Adobe built, the oldest structure in Costa Mesa and second oldest in Orange County

1821 – Mexican Era

1850 – California Statehood

1890 - OC Fair & Event Center founded, moved to present site in Costa Mesa in 1949

1920 – Vanguard University founded (as Southern California Bible School), moved to Costa Mesa in 1950 (changed name to Southern California College), changed name to Vanguard University in 1999

1947 - Orange Coast College established

1953 - City of Costa Mesa incorporated

1962 – Newport Harbor Art Museum, later renamed Orange County Museum of Art, founded. Plans move to Costa Mesa in 2021 to Segerstrom Center for the Arts campus.

1964 – Costa Mesa Art League founded (now Orange County Fine Arts, Inc.)

1964 - South Coast Repertory, professional resident theatre company, founded in Newport Beach (moved to Costa Mesa in 1978)

1965 - Costa Mesa Civic Playhouse community theatre founded (later renamed Costa Mesa Playhouse)

1966 – Vans founded, the first of several creative "surf and skate" industries to start or locate in Costa Mesa: Hurley (1979); Volcom (1999); RVCA (2001); Rip Curl (2005); Almond (2008).

1982 – "California Scenario" sculpture garden by Isamu Noguchi installed

1983 – Pacific Amphitheatre opens at OC Fair & Event Center

1984 – Costa Mesa City Council approves adopting "City of the Arts" as Costa Mesa's motto and establishing an "Arts Committee," which eventually is renamed "Cultural Arts Committee."

1986 – Orange County Performing Arts Center opens, later renamed Segerstrom Center for the Arts. Artistic home of three resident companies: Pacific Symphony, Pacific Chorale, Philharmonic Society of Orange County

1993 – The LAB opens in Costa Mesa; becomes catalyst for creation of SoBeCa district (South Bristol Entertainment, Culture and Arts), housing galleries and creative businesses

1999 – Costa Mesa City Council approves incorporating "City of the Arts" motto in the City's seal

1999 – Chuck Jones Center for Creativity, moves to Costa Mesa

2004 – Arts & Learning Conservatory founded

2006 – Renée & Henry Segerstrom Concert Hall, Samueli Theater and Lawrence and Kristina Dodge Education Center opens at Segerstrom Center for the Arts

2006 – "Connector" sculpture by Richard Serra installed at Segerstrom Center for the Arts

2006 – ARTery Gallery opens at The LAB

2010 – Location 1980 Gallery opens

2013 – Martin Lawrence Galleries open at South Coast Plaza

2015 – American Ballet Theatre William J. Gillespie School opens at Segerstrom Center for the Arts

2017 – Julianne and George Argyros Plaza opens at Segerstrom Center for the Arts

2017 – "Welcome Home" mural by Shepard Fairey at The Baker Block is completed

2018 – "The Artist's Vision" sculpture by James McDemas installed at City Hall Park

2018 – Orange County Museum of Art unveils plans for a new location at Segerstrom Center for the Arts, with a 2021 target date for opening.

2019 – Opening of the new Costa Mesa Library

2019 – City Council establishes Parks, Arts & Community Services Commission

2020 - Projected opening of the New Costa Mesa Community Center

WHY THE ARTS ARE IMPORTANT TO A HEALTHY COMMUNITY

The arts are fundamental to our humanity. They ennoble and inspire us—fostering creativity, goodness, and beauty. The arts bring us joy, help us express our values, and build bridges between cultures. The arts are also a fundamental component of a healthy community—strengthening them socially, educationally, and economically—benefits that persist even in difficult social and economic times.

- IMPROVE WELL-BEING
- IMPROVE HEALTHCARE
- IMPROVE THE WELL-BEING OF MILITARY & VETERANS
- UNIFY COMMUNITIES
- HAVE SOCIAL IMPACT
- MAKE NEIGHBORHOODS SAFER
- IMPROVE ACADEMIC PERFORMANCE
- DRIVE THE CREATIVE INDUSTRIES
- STRENGTHEN THE ECONOMY
- SPARK CREATIVITY & INNOVATION
- DRIVE TOURISM & REVENUE TO LOCAL BUSINESS

1. Arts improve individual well-being.
63 percent of the population believe the arts "lift me up beyond everyday experiences," 64 percent feel the arts give them "pure pleasure to experience and participate in," and 73 percent say the arts are a "positive experience in a troubled world."

2. Arts unify communities.
67 percent of Americans believe "the arts unify our communities regardless of age, race, and ethnicity" and 62 percent agree that the arts "helps me understand other cultures better"—a perspective observed across all demographic and economic categories.

3. Arts improve academic performance.
Students engaged in arts learning have higher GPAs, standardized test scores, and college-going rates as well as lower drop-out rates. These academic benefits are reaped by students regardless of socio-economic status. Yet, the Department of Education reports that access to arts education for students of color is significantly lower than for their white peers. 88 percent of Americans believe that arts are part of a well-rounded K-12 education.

4. Arts strengthen the economy.
The production of all arts and cultural goods in the U.S. (e.g., nonprofit, commercial, education) added $764 billion to the economy in 2015, including a $21 billion international trade surplus—a larger share of the nation's economy (4.2 percent) than transportation, tourism, and agriculture (U.S. Bureau of Economic Analysis). The nonprofit arts industry alone generates $166.3 billion in economic activity annually—spending by organizations and their audiences—which supports 4.6 million jobs and generates $27.5 billion in government revenue.

5. Arts drive tourism and revenue to local businesses.
Attendees at nonprofit arts events spend $31.47 per person, per event, beyond the cost of admission on items such as meals, parking, and babysitters—valuable commerce for local businesses. 34 percent of attendees live outside the county in which the arts event takes place; they average $47.57 in event-related spending. Arts travelers are ideal tourists, staying longer and spending more to seek out authentic cultural experiences.

6. Arts spark creativity and innovation.
Creativity is among the top 5 applied skills sought by business leaders, per the Conference Board's Ready to Innovate report—with 72 percent saying creativity is of high importance when hiring. Research on creativity shows that Nobel laureates in the sciences are 17 times more likely to be actively engaged in the arts than other scientists.

7. Arts drive the creative industries.
The Creative Industries are arts businesses that range from nonprofit museums, symphonies, and theaters to for-profit film, architecture, and design companies. A 2017 analysis of Dun & Bradstreet data counts 673,656 businesses in the U.S. involved in the creation or distribution of the arts—4.01 percent of all businesses and 2.04 percent of all employees.

8. Arts have social impact.
University of Pennsylvania researchers have demonstrated that a high concentration of the arts in a city leads to higher civic engagement, more social cohesion, higher child welfare, and lower poverty rates.

9. Arts improve healthcare.
Nearly one-half of the nation's healthcare institutions provide arts programming for patients, families, and even staff. 78 percent deliver these programs because of their healing benefits to patients—shorter hospital stays, better pain management, and less medication.

10. Arts for the health and well-being of our military.
The arts heal the mental, physical, and moral injuries of war for military servicemembers and Veterans, who rank the creative arts therapies in the top 4 (out of 40) interventions and treatments. Across the military continuum, the arts promote resilience during pre-deployment, deployment, and the reintegration of military servicemembers, Veterans, their families, and caregivers into communities.

Source: "Americans Speak Out About the Arts 2018," Americans for the Arts https://www.americansforthearts.org/news-room/press-releases/americans-speak-out-about-the-arts-in-new-public-opinion-poll

ADDITIONAL HEALTHY COMMUNITY BENEFIT FROM THE ARTS:

MAKE NEIGHBORHOODS SAFER

According to a 2017 study by the Social Impact of the Arts Project (SIAP) at the University of Pennsylvania School of Social Policy & Practice, low- and moderate-income residents in New York City neighborhoods with many cultural resources are healthier, better educated, and safer overall than those in similar communities with fewer creative resources. The report documented:

- An 18% decrease in the serious crime rate
- A 14% decrease in cases of child abuse and neglect
- A 5% decrease in obesity
- An 18% increase in children scoring in the top stratum on English and math exams

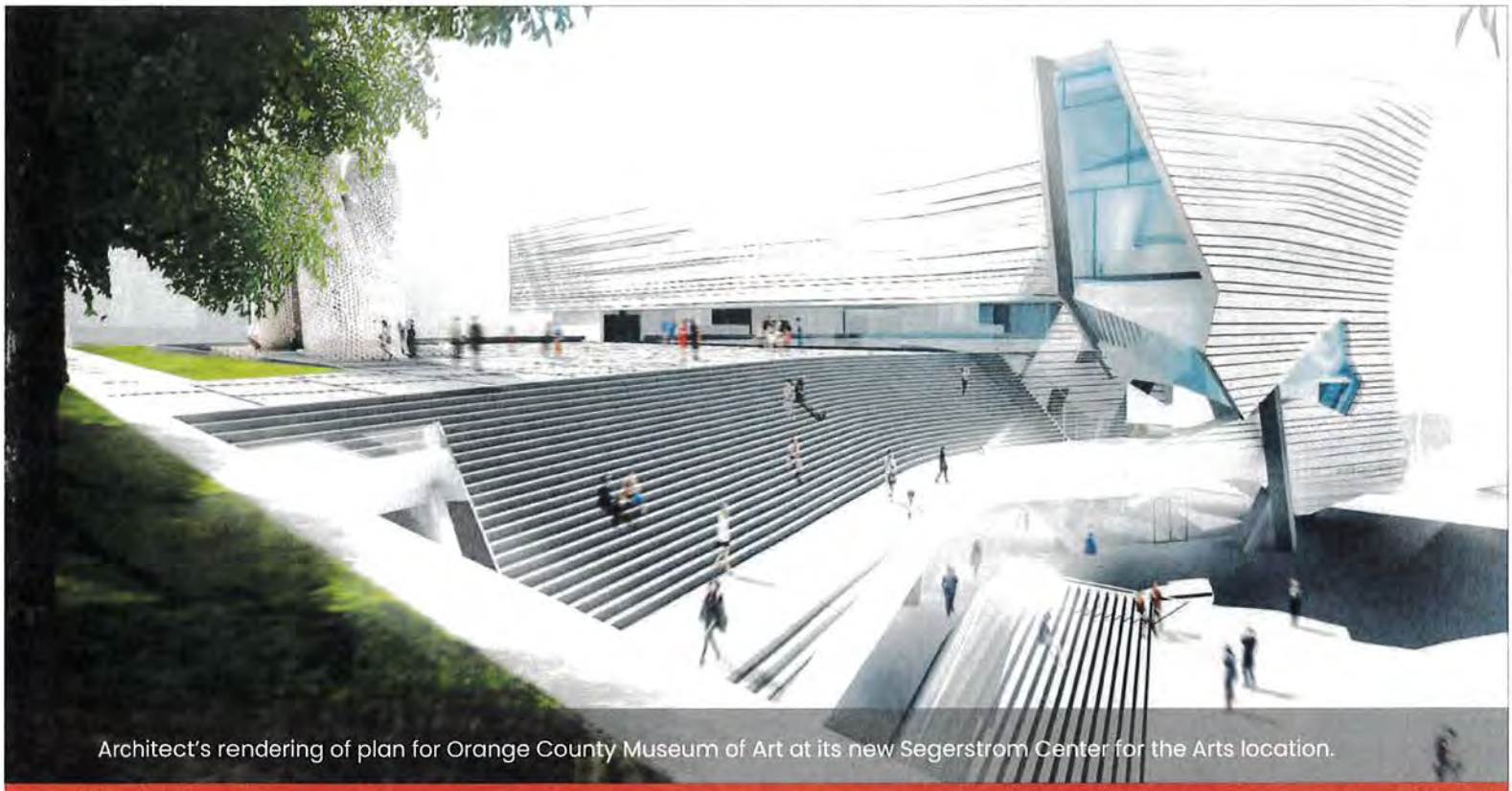


Source: University of Pennsylvania School of Social Policy & Practice
https://www.sp2.upenn.edu/new-research-shows-arts-culture-improve-health-safety-well/

"Día del Niño" festival features hands-on workshops and performances, such as by Grupo Folklorico Relampago del Cielo.

THE CREATIVE ECONOMY IN COSTA MESA

The creative sector is one of the most important drivers of economic activity and tax revenue for the City of Costa Mesa. Located here are Orange County's largest nonprofit arts organizations & venues, the design headquarters of many fashion and apparel manufacturers, and office, retail and dining districts attractive to creative sector employees, residents and visitors.



Architect's rendering of plan for Orange County Museum of Art at its new Segerstrom Center for the Arts location.

Sources : US Bureau of Labor Statistics, California Employment Development Department, Internal Revenue Service. 1: A. Gary Andersen Center for Economic Research at Chapman University based on past research of the Orange County arts community 2: Americans for the Arts "Creative Industries in Costa Mesa." Because the data source is Dun & Bradstreet, this report understates data since many arts businesses are sole practitioners, do not employ people, or do not register with Dun & Bradstreet.

COSTA MESA'S CREATIVE ECONOMY: THE NUMBERS

$63.7M
Annual Wages
In Costa Mesa's
Creative Sector

$1.7M+
Direct Tax Revenue
To City of
Costa Mesa
From Creative Sector

Costa Mesa's
Nonprofit Arts orgs.
generate
$110M
In Revenue

$521M
TOTAL ECONOMIC
IMPACT OF CM
Nonprofit Arts

COSTA MESA
CREATIVE SECTOR
6% of all firms
in the City
4.1% of all jobs
in the City

$15.1M
State/Local Tax
from Costa Mesa
Creative Sector

Compared to
4% of US firms
2% of US jobs
nationwide

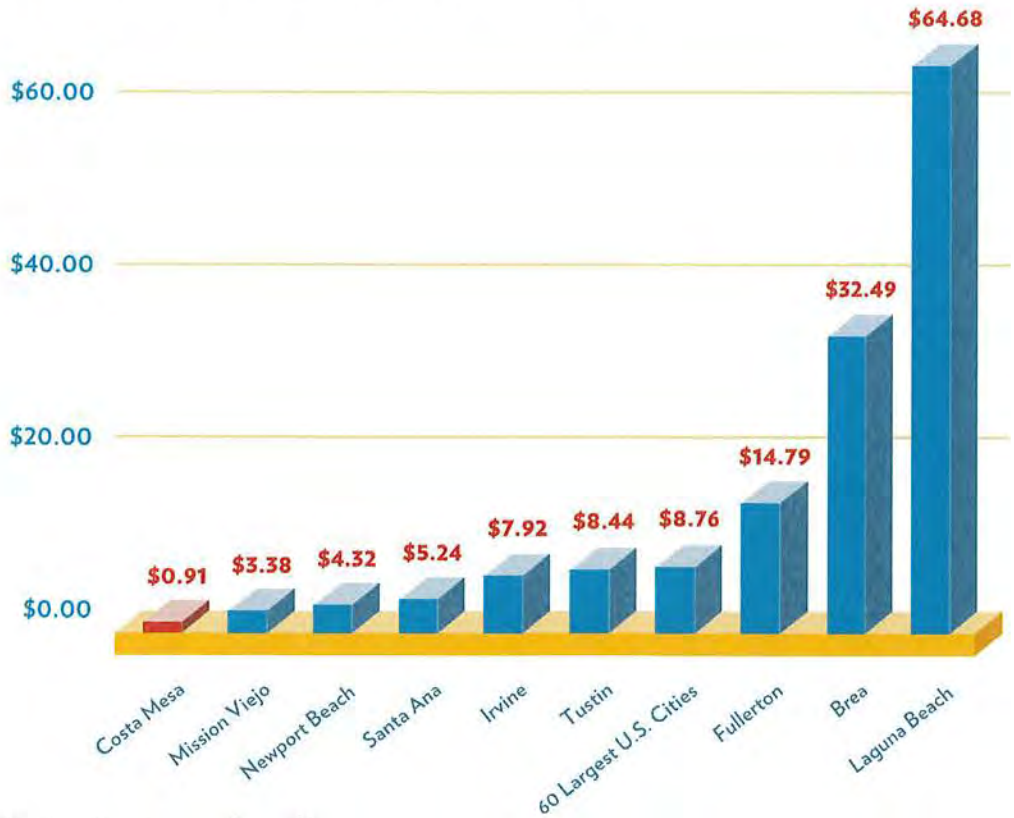
Costa Mesa has
5.8% of all OC
creative sector jobs,
BUT is only **3.5%** of
OC's overall
population



"Pablo Universal" by David Flores at 2951 Randolph Street.

HOW MUCH DO CITIES SPEND ON ARTS & CULTURE?

Costa Mesa spends 91 cents per capita on arts and culture, which places it among the lowest among major U.S. and Orange County cities.



Source: City budgets and staff



HOW DO CITIES FUND THE ARTS?

GENERAL FUND:

Brea
Costa Mesa
Irvine
Mission Viejo
Newport Beach
Santa Ana
Tustin

OUTSIDE SOURCES OF ARTS FUNDING AVAILABLE TO CITIES

National Endowment for the Arts (a federal agency)
California Arts Council (a state agency)
Community Foundation
Private Foundations
Business Sponsorships
Local Citizens

Typically, these sources support one-time special initiatives or provide limited project funding through competitive grant processes—not ongoing operating expense support.

MULTIPLE SOURCES:

Fullerton – General Fund, supplemented by admission fees, memberships, donations

Laguna Beach – General Fund for Arts Commission, staff, some programs and services; Business Improvement District (hotel fee above TOT) for some programs and services, grants to artists and arts organizations, and some public art; mandatory developer fee for public art



Mural on Taco Mesa, 647 West 19th Street.

HOW DO ORANGE COUNTY CITIES GOVERN THEIR ARTS PROGRAMS?

In 2019, the City of Costa Mesa Council created an Parks, Arts & Community Services Commission, making it the 12th of Orange County's 34 cities to have full-fledged Commissions, i.e., reporting directly to their city councils, that oversee their arts programs and budgets:

Anaheim
Brea
Buena Park
Costa Mesa
Dana Point
Garden Grove
Huntington Beach
Laguna Beach
Los Alamitos
Newport Beach
Placentia
Santa Ana

4 have Committees without Commission status and authority, including Costa Mesa's Cultural Arts Committee.

Costa Mesa
Fullerton (Public Art only)
Mission Viejo
Tustin (Public Art only)

CITY OF COSTA MESA CULTURAL ARTS COMMITTEE MISSION STATEMENT

The purpose of the Cultural Arts Committee is to enhance, promote and support our rich artistic community of Costa Mesa, the City of the Arts.

The Cultural Arts Committee works with City Council to support cultural arts programs and to bring art awareness to the residents of Costa Mesa, the City of the Arts. This committee works to establish programs, events and information that help residents access the arts in many different venues, and through multiple sources.

The Committee is comprised of 11 individual volunteers who reside in Costa Mesa, and meets monthly.



The campus of Segerstrom Center for the Arts. Photo: RMA Photography

CITY OF COSTA MESA SPONSORED ARTS & CULTURAL ACTIVITIES

PRESENTED BY CULTURAL ARTS COMMITTEE

Action Arts in the Park - One-day event fuses arts and action sports together

Art on the Fifth Gallery - A quarterly exhibit that offers local artists the opportunity to display and sell their artwork located on the fifth floor of City Hall

Arts Grants - Awards up to five grants annually of up to $500 to local artists and arts organizations for special projects, who may re-apply every two years

ARTventure - Launched in 2015, a two-day event featuring an exhibition (125+ artists) and performances by local artists, held at Renee & Henry Segerstrom Concert Hall

The Exhibit - A quarterly exhibit that offers local artists the opportunity to display and sell their artwork, located at the Costa Mesa Senior Center, begun in 2015

Sponsorship Program - Opportunity for local businesses, organizations and individuals to support City of Costa Mesa arts programs through cash contributions

Utility Box Art Program - Launched in 2015, currently 26 designs spotlighted city-wide

Youth Art Gallery - This gallery gives Costa Mesa youth non-profit organizations or Costa Mesa schools the opportunity to display their artwork quarterly, located in the lobby of City Hall

PRESENTED BY DEPARTMENT OF PARKS & COMMUNITY SERVICES

SMART (Summer Sports, Music & Art) Camps: A free 6-week summer camp that focuses on sports, music and art, for 4th-8th graders, operated jointly by the City of Costa Mesa and the Newport-Mesa Unified School District (NMUSD).

Art Classes for All Ages: Offered quarterly for youth, teens, adults, and seniors. Classes range from art, dance, drama, and music.

Summer Concerts in the Park: Four free concerts are held in July and are hosted in partnership with the Costa Mesa Foundation.

POLICY FRAMEWORK

This section outlines the goals, objectives, and policy actions that back the vision of the Plan and serve to guide the development of the arts in Costa Mesa.

Goals are broad assertions that state general overall population needs. Goals are formed by balancing key issues and opportunities.

Objectives are more particular than goals. Execution of an objective aids the satisfaction of a broader goal.

Actions are recommended steps to guarantee the success of broader goals and objectives.

GOAL #1: INCREASE OPPORTUNITIES FOR ALL TO EXPERIENCE ARTS AND CULTURE THROUGHOUT OUR COMMUNITY, WITH A COMMITMENT TO EQUITY, DIVERSITY AND INCLUSION

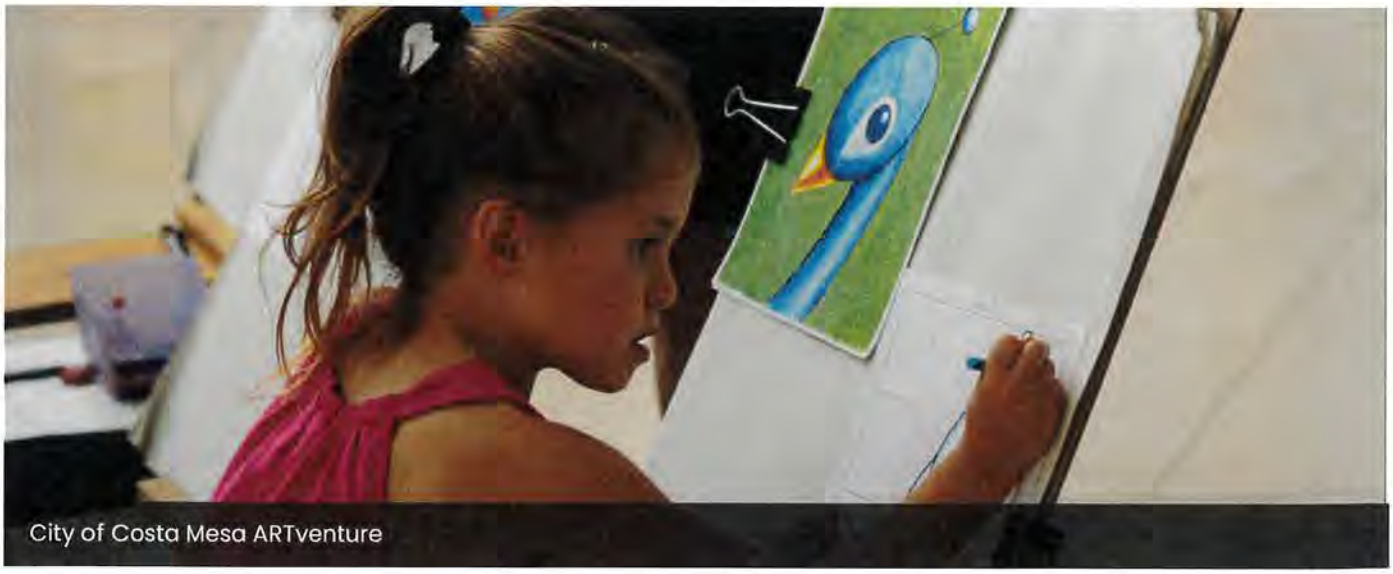
OBJECTIVE 1.1: EXPAND ARTS AND CULTURAL OFFERINGS FOR CHILDREN AND YOUTH.

The top benefit of arts in the community cited by public survey respondents was "Safe and healthy activities for youth." Many key stakeholders also cited arts education as their top priority. Some people suggested expanding the presently limited after-hours access to school

"THE ARTS CHANGE LIVES."
"IT ALL COMES DOWN TO THE KIDS—ARTS EDUCATION IS CRITICAL."
-Key stakeholder comments

facilities to reach more of the neediest youth. The City has concurred with this goal, and contributes the full funding to SMART Camp, a program that successfully operates based on a partnership between the NMUSD and the City.

- **Action 1.1.1:** Increase the City's financial contribution to SMART Camp so more youth can participate.
- **Action 1.1.2:** Engage community organizations, such as Save Our Youth (SOY), Girls, Inc., and Arts & Learning Conservatory, in exploring the expansion of their after-school arts activities and in identifying the resources needed to facilitate that.
- **Action 1.1.3**: Create/support more music, dance, theater and literary public performance opportunities for youth via talent shows, open mics, competitions, and collaborations with youth and arts organizations, libraries, businesses.
- **Action 1.1.4:** Explore how the City can help expand access to the youth arts programs in Costa Mesa already offered by organizations such as Segerstrom Center for the Arts, Pacific Symphony, Pacific Chorale, Philharmonic Society of Orange County and South Coast Repertory: in the process, examine the possibility of delivering those programs in alternative venues in different parts of the City.
- **Action 1.1.5:** Engage Orange Coast College, Vanguard University, Coastline College and University of California, Irvine in exploring how they can help support after-school youth arts activities and how they might pursue the requisite resources.
- **Action 1.1.6:** Engage Newport-Mesa Unified School District in exploring new opportunities to strengthen standards-based arts education during the school day for Costa Mesa students, in addition to expanding their range of after-school arts options as a function of available resources.



City of Costa Mesa ARTventure

OBJECTIVE 1.2: INCREASE FREE ARTS EXPERIENCES YEAR-ROUND THROUGHOUT THE CITY FOR ALL.

There was a strong desire by survey respondents and key stakeholders alike to increase the number of free arts experiences throughout the City, especially outdoors, in parks, and around the neighborhoods. Making services accessible to all residents is a key responsibility of a City, and that includes providing arts and culture engagement.

"WE DON'T CHARGE TO USE PARKS."
–Key stakeholder comment

We recommend the following:

- **Action 1.2.1:** Invent a new art "crawl" experience similar to the "art walks" offered in other area cities. Laguna Beach and Santa Ana routinely draw thousands to their monthly "art walks," but Costa Mesa's visual arts landscape is not concentrated in a small walkable area. The City might, instead, consider establishing a pilot program with other organizations and creative businesses willing to participate, for example: OCC's Frank M. Doyle Arts Pavilion, Art on the Fifth at City Hall, Heroes Hall Veterans Museum at OC Fair & Event Center, ARTery Gallery at The LAB, Location 1980, Urban Workshop, Triangle Square (possible pop-up exhibit location), RVCA's headquarters, and even two arts sites barely outside the City boundaries--OCMAExpand (the temporary location of Orange County Museum of Art in South Coast Plaza Village before it moves to its permanent Costa Mesa site), and Coastline Art Gallery (Coastline College). Participants could drive independently to the locations and the City could offer a free van shuttle among the locations during the event. Restaurants adjacent to some of these sites might be encouraged to offer discounts or even engage in culinary arts demonstrations and tastings.

- **Action 1.2.2:** Make Costa Mesa's world-class arts offerings more accessible to those with the least ability to pay by creating a "Costa Mesa Resident" free admission program at Segerstrom Center, South Coast Repertory, Pacific Symphony, Pacific Chorale and Philharmonic Society of Orange County through a grant to each of $10,000. Each organization would be required to document at the end of the season usage statistics from the program. Details and procedures would be worked out in advance by the City in discussion with the organizations. This would be a means of addressing survey responses stating great interest in these offerings but finding cost to be a barrier. When it opens, Orange County Museum of Art can be added to the program.

- **Action 1.2.3:** Acquire a professional "showmobile." These are popular pieces of equipment at cities around the nation, and one leading manufacturer offers fully-equipped showmobiles at under $150,000 (See Appendix). They must be towed from location to location by a truck cab (not included). They are also quite durable with some cities still using them for decades. City of Santa Ana owns a showmobile that it transports to locations around the city for performances—and also makes it available for rental to local groups.

- **Action 1.2.4:** Develop a regular ongoing schedule of free admission performances at locations throughout the City, utilizing all available venues including parks, neighborhood lots, schoolyards, business parking lots, etc.

- **Action 1.2.5:** Manage an open call for local and regional performing artists to reserve slots in the schedule to appear in all available venues.

- **Action 1.2.6:** Offer a sliding scale of fees to the artists, depending upon the type (i.e. professional, amateur, student) and technical requirements (i.e. sound, lighting) at all available venues.



City of Costa Mesa Concerts in the Park

GOAL #2: EXPAND PUBLIC ART THROUGHOUT THE CITY

OBJECTIVE 2.1: ESTABLISH AND GROW A WORLD CLASS PUBLIC ART PROGRAM THAT SERVES ALL DISTRICTS AND NEIGHBORHOODS.

"BEAUTIFICATION OF THE CITY SHOULD BE A HIGH PRIORITY AND PUBLIC ART CAN PLAY A MAJOR PART IN THAT."
-Key stakeholder comment

Since its 2006 installation in Chicago, Anish Kapoor's iconic sculpture "Cloud Gate," affectionately referred to as "the bean," has not only made it to the list of "Top Ten Landmarks in the United States," but has become an internationally-recognized symbol for that City. The power of great works of public art to transform a place is one of the reasons that cities around the world are making it a priority investment.

In recent years, historic concepts of what constitutes public art have undergone significant re-thinking:

> "The ultimate goal of public art is to create meaning, value, and relevance; public art can and should do more than provide an attractive backdrop.... Many cities, neighborhoods, and communities are at a crossroads in their long-term development strategies for public art. Programs are tasked with bringing new and exciting experiences to a community, while at the same time preserving investments in permanent public art collections and other cultural heritage landmarks. The growing need to balance the old and new, the aging and the contemporary, the permanent and the temporary have added another layer of complexity to the field. Some of the most successful examples of this approach...utilize a temporary public art and design platform to breathe new life into existing structures and prompt new dialogue. The approach offers ample opportunities to reach out to the community, providing a platform to reach outwards and ask the larger public that will effectively own the work what it wants in public space."
> (WESTAF Symposium on the Future of Public Art, 2017)

Many Orange County cities have seen the benefits of installing permanent public art and are making it a high priority: Brea boasts the first municipal public art program in the county and now owns nearly 200 works. Laguna Beach has nearly 100. Huntington Beach is about to conduct a public art master plan; it already has 42 works of permanent public art, nearly half of which were installed during the past decade due to the spurt in commercial development there, where developers are expected to incorporate public art into their projects.

The nationwide trend of displaying temporary public art—works on loan that are installed for a limited duration—is also taking hold in Orange County. Newport Beach recently approved a fourth phase of its Sculpture Exhibition in Civic Center Park--each phase is a two-year installation of 10 large scale sculptures on loan from the artists in its 14-acre park adjacent to City Hall. Santa Ana, with 53 works of permanent public art, recently presented a successful temporary public art exhibition and plans to step up its focus on more temporary installations.

As in the performing arts, much of Costa Mesa's most valuable examples of public art were gifts of and installed by the Segerstrom family. Nearly half of the 33 works of permanent public art in the City of Costa Mesa are situated in the vicinity of South Coast Plaza and Segerstrom Center for the Arts, mostly created by renowned international artists, and mostly installed in the 1970s and 1980s.

Although the City has no formal program for the acquisition and siting of permanent public art, it accepted a gift of sculpture in 2018 from the family of the late artist James McDemas and installed it in the park next to City Hall, which the artist had spoken of as being an ideal location for a sculpture garden. Some key stakeholders share the artist's desire to see the City Hall park space exhibit more works, some have suggested that the new Lions Park Campus would make a great location for sculptures—particularly along its walking paths, while others prefer to see works sited throughout the City, including at Civic Center Park.



"Reclining Figure" by Henry Moore at Segerstrom Center for the Arts.

The City also has a program of installing temporary art by local artists on utility boxes around the City (currently 26 in number). This is a popular program in many cities, inexpensive in cost, and affords greater access to some young and emerging artists than permanent public art programs that rely on established artists with the experience to conceive and execute the creation of large-scale work.

Many communities go beyond utility box art programs in the exhibition of temporary art, and considerable interest was expressed by the public for the City to pursue a more ambitious temporary art program.

We recommend the following:

- **Action 2.1:** Continue the City-operated program of temporary utility box art, which affords opportunities to local artists, established and emerging, to create images that offer the community beautification. Review additional sites that are suitable for such installations, including wayfinding signage.

- **Action 2.2:** Develop a plan for more ambitious temporary and permanent public art, including the identification of potential locations around the City, creation of policies with respect to selection and acquisition of artworks, and determination of the funding sources to be used.

- **Action 2.3:** Temporary art programs are very popular with the public because they are constantly refreshed with new works, offering a variety of themes, styles, shapes, colors, and scale to the cityscape. Create a new program of temporary installations of large-scale sculptures. We recommend two-year loans, placed at sites inclusive of all the City's districts. This can be ramped up gradually by installing three works in Year 1 (one in each of three districts), adding three in Year 2 (in the remaining districts), and then continuing to rotate the works on expiring loans annually.

- **Action 2.4:** City may consider adopting a policy mandating fees for public art from new development projects. See Appendix for an example from the City of Laguna Beach Municipal Code on Art in Public Places.

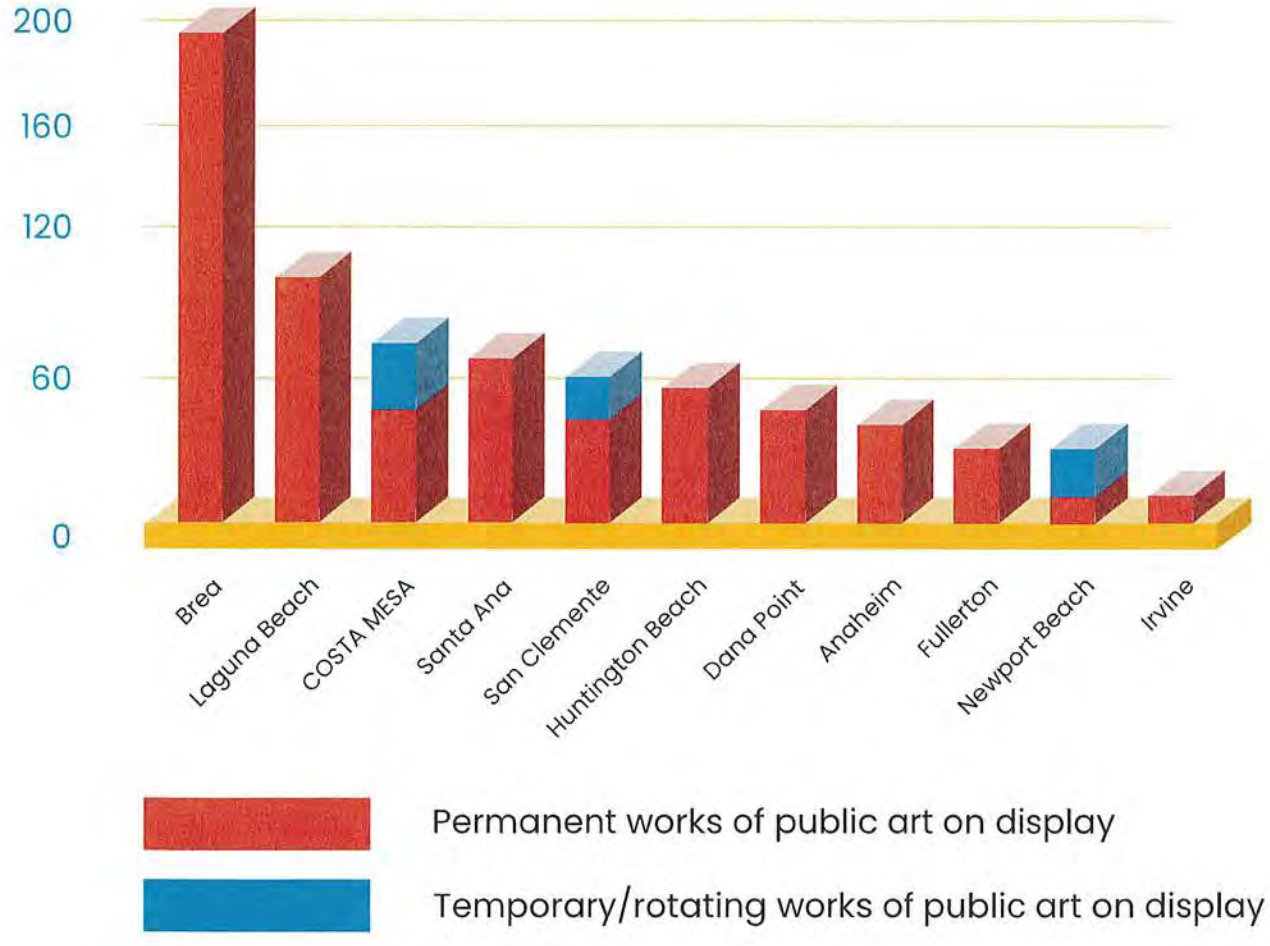
- **Action 2.5:** Create a new program of permanent public art and implement the process of selecting and installing a first work.

- **Action 2.6:** Incorporate imaginative design in all the City's functional elements and fixtures. There are artists and existing companies that specialize in the custom fabrication of creatively designed elements such as street lights, playground equipment, fitness stations, bus shelters, benches. After a period of research, the City should conduct a call for artists to submit designs, which would be selected by the City through a process involving the Cultural Arts Committee, Planning Commission, City staff and Council. Based on budget, the City can choose to transform the chosen elements over a short period of time or phase them in as replacement of older elements.

PUBLIC ART IN COSTA MESA

(SEE APPENDIX FOR AN INVENTORY.)

33 works of permanent public art and 26 temporary works displayed on utility boxes can be viewed in Costa Mesa, which ranks third among Orange County cities.



Reflects cities with 10 or more works of public art

Source: Arts Orange County Public Art Inventory

GOAL #3: PROFESSIONALIZE AND ELEVATE THE STATUS OF ARTS AND CULTURE IN CITY GOVERNMENT

OBJECTIVE 3.1: BOLDLY ASSERT COSTA MESA'S "CITY OF THE ARTS" STATURE AND BRAND, PLACING ARTS & CULTURE FRONT AND CENTER IN ALL THAT THE CITY DOES.

"ARTS SHOULD HAVE A SEAT AT THE TABLE IN ALL CITY MATTERS."
-Key stakeholder comment

Thirty-five years ago, the City of Costa Mesa adopted "City of the Arts" as its motto, and twenty years ago approved its incorporation into the City's official seal. Still, its use in City communications is inconsistent. We recommend that the City declare proudly its brand in every way possible. Here are a few suggestions:

- **Action 3.1.1:** Create an inspiring, new, world class logo
- **Action 3.1.2:** Incorporate the logo in all communications (e.g. print, digital, signage, vehicles)
- **Action 3.1.3:** Agendize an artistic moment at the beginning of each City Council meeting showcasing the spectrum of Costa Mesa creativity. This can include: recognizing accomplishments of artists or arts organizations; inviting a professional, community or student artist or ensemble to perform; inviting a current artist of the "Art on the Fifth" exhibition to share one of the works on display; hearing a writer recite a poem, etc.

- **Action 3.1.4:** Appoint an Artist Laureate on an annual basis with an honorarium and public engagement responsibilities. Many cities across the nation appoint a Poet Laureate, including Laguna Beach and Anaheim. Portland, Oregon appoints a Creative Laureate, opening up the honor to artists from all disciplines, with the following responsibilities: serving as official ambassador for the broader creative community, participating in community education, advocacy, and public events including speaking engagements, workshops, and ceremonial functions. Such positions are appointed for one year or multiple years in various cities. We recommend that the Laureate position be open to artists of all disciplines, selected through an application or nomination process involving the Arts, Parks and Community Services Commission and approved by the City Council, and that each individual serve for one year, with a stipend of $2,500.



SMARTCamp

OBJECTIVE 3.2: HIRE PROFESSIONAL ARTS AND CULTURE STAFF.

"A CITY ARTS PLAN WILL BE TOTALLY WORTHLESS IF THEY DON'T HIRE AN ARTS COORDINATOR."
-Key stakeholder comment

With increased responsibility to manage a City Arts Commission and increased investment in arts and culture, professional staffing with arts administration experience would enable smarter management.

We recommend:

- **Action 3.2.1:** Create a new full-time Arts Specialist position
- **Action 3.2.2:** Develop a position description
- **Action 3.2.3:** Open a search
- **Action 3.2.4:** Invite outside arts leaders to be part of interview process
- **Action 3.2.5:** Hire new Arts Specialist

See Appendix for a sample position description from City of Santa Ana Arts Specialist position.



Mural by Joshua Madrid at 900 Arlington Drive.

OBJECTIVE 3.3: ESTABLISH A CITY ARTS COMMISSION AND RETAIN THE CITY'S CULTURAL ARTS COMMITTEE IN A NEW ROLE.

Costa Mesa has an 11-member Cultural Arts Committee that functions with a dual purpose: primarily, hands-on volunteer coordination in support of city sponsored events and, secondarily, if only periodically, consideration of arts related policies and practices. Few Committee members have professional arts experience or public policy expertise.

In California, Committees typically meet as needed and are advisory bodies, whereas Commissions meet more often and make decisions that are final, absent successful appeals to Council. City Commissions, because effectively they are delegated legislative authority, are broadly viewed as more prestigious, i.e., as compared with City Committees.

Effectively engaging the public ensures broad participation in both City sponsored programs and development of public policy. Bifurcating the twin functions of the Cultural Arts Committee would serve to better advance both functions. Each warrants a singular focus by the citizens best suited to the respective dynamics and challenges at hand.

Establishing an independent Commission would reflect the Council's desire for an ongoing policy focus, along with vigilant oversight of City investments in the arts. A new Commission would serve to attract those residents best qualified by virtue of knowledge and experience, which in turn would redound to the benefit of Council and the public at large.

11 cities in Orange County have Arts Commissions—none with a motto of "City of the Arts." This would be a statement to the world that Costa Mesa holds in highest regard the vital role of the arts in its community.

We recommend:

- **Action 3.3.1:** Establish an Arts Commission comprised of seven members appointed by Council who have some combination of deep knowledge of and/or professional experience in the cultural arts.
- **Action 3.3.2:** Retain a Committee with a new mission of building public awareness and providing volunteer coordination for City arts events.

"SIMPLY PUT, IT DEMONSTRATES A HIGHER COMMITMENT TO THE ARTS."
-Key stakeholder comment

GOAL # 4: SUPPORT COSTA MESA'S THRIVING CREATIVE ECONOMY

OBJECTIVE 4.1: RE-IMAGINE THE CITY'S ARTS GRANTS PROGRAM FOR GREATER IMPACT.

"VIEW THE CITY AS A CANVAS, AS A STAGE"
"CREATE MORE ACCESS AND EXPOSURE FOR THE PEOPLE WHO LIVE HERE."
-Key stakeholder comments

The current program is a kind of "micro-grant" that offers up to $500 to an individual or organization for an innovative project. Demand has been light for the program as it now operates. A more ambitious grants program with larger awards is likely to generate more interest and stimulate more imaginative projects. It would also encourage more established organizations based in Costa Mesa to increase the impact of arts programs and services they offer to residents, while non-Costa Mesa organizations could apply to deliver arts programs and services within the City, as other Orange County cities allow in their grants programs.

We recommend:

- **Action 4.1.1:** Re-think the mission of the grant program
- **Action 4.1.2:** Increase the range of grant amounts

OBJECTIVE 4.2: ADDRESS THE NEED FOR CREATIVE SPACES.

"I DON'T SEE THE ARTS AS A LUXURY BUT AS A SOLUTION— OPENING RESIDENTS' MINDS, CELEBRATING DIVERSITY, CREATING SAFER NEIGHBORHOODS."
-Key stakeholder comment

Key stakeholders and public survey respondents alike cited the need for creating new arts venues accessible for use by local artists and arts organizations in the community. It may seem that Costa Mesa is amply supplied with such spaces, but arts facilities at local schools and colleges are scheduled almost exclusively for curricular use, the stages at South Coast Repertory are in constant use for their own productions, and venues like Segerstrom Center for the Arts and OC Fair & Event Center are heavily scheduled and even when they have space available, the costs are often beyond the means of most community arts presenters and producers. We recommend the following:

VISUAL ARTS:

- **Action 4.2.1:** The popularity of the City's "Art on the Fifth," "ARTventure," and "The Exhibit" suggest there is growing demand for a permanent, purpose-designed space for the exhibition of work by local artists. The City should explore underutilized buildings in Costa Mesa, public or private, that might serve as a "fine arts center" to house revolving exhibitions, studios and classes in the visual arts.

- **Action 4.2.2:** The City should explore ways to create easier pathways for artists and property owners wishing to establish creative spaces, create murals on their property, and engage in the practice of art.

- **Action 4.2.3:** The City should explore providing incentives to commercial and industrial property owners to make vacant space available free of charge for temporary exhibitions by local artists or curators coordinated by the City.

PERFORMING ARTS:

- **Action 4.2.4:** The City has opened new facilities at the Lions Park Campus: a small lecture hall space in the new Community Center and a 40' x 29' outdoor stage in Lions Park. In an effort to activate these spaces quickly and determine which performances uses will work best, the City should offer an initial period of free use by local performers.

- **Action 4.2.5**: Community theatre: two nonprofit community theatre organizations that are well-established and supported by existing audiences (the 54-year old Costa Mesa Playhouse and the 9-year old Attic Theatre, led by a Costa Mesan but located just over the city line in Santa Ana) face challenges with their current venues and seek to move into new spaces that will afford them the dedicated use required for regularly producing theatre organizations and provide them greater assurance of permanence. The City can be a catalyst in bringing the parties together to discuss their needs and determine if any collaboration is possible, such as shared spaces. Next steps might then involve helping identify properties within the City that might be suitable to fulfill these needs and what the role of the City should be in helping them to secure them.

- **Action 4.2.6:** Performing arts venues: there was strong interest expressed in two main possibilities - a 300-400 seat theatre for all kinds of community performances and a 3000-4000 seat indoor theatre designed primarily to accommodate touring popular music concerts that would be presented by local promoters. Before the City considers what role it should play in advancing the creation of new performance venues, we think it is essential to determine more accurately what kind of market exists of promoters that would wish to program active schedules in the desired venues as well as what kind of audience demand exists to fill seats in these venues. The City should begin by meeting with those stakeholders that advocate for these venues. Based on the results of the discussion, the City could consider engaging a firm that specializes in performing arts market research to validate the community's expressed need.



City of Costa Mesa Senior Center - Hawaiian Dance Class.

OBJECTIVE 4.3: HELP KEEP COSTA MESA'S "CREATIVES" IN THE CITY.

The "creatives" of Costa Mesa are responsible for the city's "vibe," its passion for eclecticism, its entrepreneurial drive. It has become a center for "makers" in all mediums, for masters of culinary inventions, for writers, actors, dancers, artists and musicians. Every city in America is vying to steal them away, so Costa Mesa has a real challenge in holding on to them. That fear of losing them was expressed by key stakeholders employing creatives, and their advice to the City was to help keep them here.

Home purchase prices and rentals are a key factor in the loss of creatives to other communities, where they can find more affordable places to live and cheaper studio spaces. Costa Mesa's West Side, with its mixture of older commercial and industrial properties, has been a zone of creativity that attracts artists and makers, but the pressure of rising rents is generating attrition by the individuals living there and the creative business housed there.

Other cities have experienced similar issues and are taking proactive steps to address them. One example is Santa Ana. Later this year, Santa Ana Artists Collective (SAAC), will open. SAAC is a 58-unit, 55-year tax credit-supported, affordable housing development for low-income working artist households. SAAC is a long-term housing solution, with local funding from the City of Santa Ana. Its developer, Meta Housing Corp's (Meta), has completed 83 affordable communities and 7300 total units. Meta has integrated arts into senior communities since 2003, but professional artists became a focus in 2016 with 49-unit Pac Arts in San Pedro, and 70-unit ACE/121 in Glendale. In addition to housing, Meta's Working Artist buildings have studios, woodshops, galleries, rehearsal rooms, and creative programs. Each Meta building is owned by a single-asset, California limited partnership (LP), whose managing general partner (MGP) is nonprofit Western Community Housing (WCH) from Costa Mesa. The LP receives a Welfare Exemption because its single asset is rental housing for low income households. While the Santa Ana building is owned and operated by an LP that is not itself a nonprofit, the property receives the welfare exemption because it's MGP is an eligible nonprofit with management authority.

> **Action 4.3.1:** Explore opportunities to increase the supply of public-private affordable housing for artists as part of comprehensive planning for housing in the community.

"COSTA MESA SHOULD BE A CREATIVE SILICON VALLEY."
-Key stakeholder comment

OBJECTIVE 4.4: PROMOTE GREATER CREATIVE SECTOR COLLABORATION.

"DO WE WANT TO TALK ABOUT ARTS & CULTURE AS THEY ARE DEFINED NOW OR HOW THEY WILL BE DEFINED BY A FUTURE GENERATION?"
-Key stakeholder comment

Day-to-day pressures on most arts organizations and creative industries leave little time for collaborative efforts. Because there is likely considerable untapped potential that can only be realized with the benefit of communication, we recommend the following:

- **Action 4.4.1:** Convene representatives of Costa Mesa's arts & culture organizations to encourage the formation of a local arts alliance. Its purpose would be to foster regular communication and increased collaboration within the arts and arts education community, and with the City, and to thereby strengthen their collective bond with Costa Mesa residents. While the City would not have a formal role in operating or guiding such an endeavor, a local arts alliance would be a valuable resource for the City. It could positively influence the evolution of City programs, and the City's general role with respect to the arts, in part by enabling robust public input concerning the arts in Costa Mesa. Similar alliances operate successfully in other Orange County communities, such as Laguna Beach and Santa Ana.

- **Action 4.4.2:** Convene representatives of local creative industries to encourage them to help keep Costa Mesa's creative "vibe" going. People frequently speak of the uniquely eclectic and creative character of Costa Mesa that distinguishes it from other cities in the region; the "surf and skate" culture partly accounts for this. Costa Mesa is where many large and small creative industries have been founded or now call home. As with the previous recommendation, the City's role would be as a convener of representatives who themselves would drive the agenda. The City's "Action Arts" event was conceived, in part, to reach out to this sector; however, it is a single day annual event rather than an ongoing conversation.



Mural at Floyd's 99 Barbershop, 124 East 17th Street.

SUGGESTED ACTION PLAN TIMETABLE

GOAL #1: INCREASE OPPORTUNITIES FOR ALL TO EXPERIENCE ARTS AND CULTURE THROUGHOUT OUR COMMUNITY, WITH A COMMITMENT TO EQUITY, DIVERSITY AND INCLUSION

X - Year in which action is initiated

PRIORITY/RECOMMENDATION		FY21-22	FY22-23	FY23-24	FY24-25	FY25-26
1.1 EXPAND ARTS & CULTURAL OFFERINGS FOR CHILDREN AND YOUTH						
1.1.1 -	Increase the City's financial contribution to Summer Camp for the Arts		X	X	X	X
	Evaluate impact of City's contribution & determine following year's contribution		X	X	X	X
1.1.2 -	Engage community organizations in exploring new opportunities	X				
1.1.3 -	Create/support more performance opportunities for youth	X				
1.1.4 -	Explore with SCFTA campus institutions off-site youth arts programs	X				
1.1.5 -	Engage OCC, Vanguard, Coastline & UCI in exploring new opportunities	X				
1.1.6 -	Engage Newport-Mesa Unified School District in exploring new opportunities	X				
	Evaluate effectiveness of outcomes from these outreach efforts	X				
1.2 INCREASE FREE ARTS EXPERIENCES YEAR-ROUND THROUGHOUT THE CITY FOR ALL						
1.2.1 -	Create a one-time pilot art "crawl" experience with other organizations		X			
	Evaluate the art crawl experience and if successful, create ongoing schedule			X	X	X
1.2.2 -	"Costa Mesa Residents FREE" - SCFTA, resident groups, SCR		X			
1.2.3 -	Acquire a "showmobile" for use as stage for outdoor performances		X			
1.2.4 -	Develop schedule of performances throughout the city on the showmobile			X	X	X
1.2.5 -	Open a call for performing artists, ensembles for the showmobile schedule			X	X	X
1.2.6 -	On a limited basis, make showmobile available for rent to groups			X	X	X

GOAL #2: EXPAND PUBLIC ART THROUGHOUT THE CITY

X - Year in which action is initiated

PRIORITY/RECOMMENDATION		FY21-22	FY22-23	FY23-24	FY24-25	FY25-26
2 ESTABLISH A WORLD CLASS PUBLIC ART PROGRAM						
2.1 -	Continue the City-operated program of temporary utility box art	X	X	X	X	X
	Review additional sites that are suitable for such installations.	X				
2.2 -	Develop a plan for an ambitious temporary and permanent public art program		X			
2.3 -	Create a new program of temporary installations of large-scale sculptures.		X			
	Install one phase of large-scale temporary art (3 works)		X	X	X	X
2.4 -	Consider a policy of developer fees to support public art		X			
2.5 -	Create a new program of permanent public art		X			
	Install permanent public art			X	X	X
2.6 -	Research imaginative public works elements	X				
	Call for designs & selection process of public works elements			X		
	Fabricate and install new public works elements			X		

GOAL #3: PROFESSIONALIZE AND ELEVATE THE STATUS OF ARTS AND CULTURE IN CITY GOVERNMENT

3.1 BOLDLY ASSERT COSTA MESA'S "CITY OF THE ARTS" BRAND						
3.1.1 -	Create inspiring new logo		X			
3.1.2 -	Incorporate new logo in all City communiciations		X			
3.1.3 -	Agendize "artistic moment" at all Council meetings	X				
3.1.4 -	Appoint an Artist Laureate		X	X	X	X
3.2 HIRE PROFESSIONAL ARTS AND CULTURE STAFF						
3.2.1 -	Create a full-time Arts Specialist position		X			
3.2.2 -	Develop a position description		X			
3.2.3 -	Open a search		X			
3.2.4 -	Invite outside arts leaders to be part of interview process		X			
3.2.5 -	Hire new Arts Specialist		X			
3.3 ESTABLISH A CITY ARTS COMMISSION & RETAIN ARTS COMMITTEE IN NEW ROLE						
3.3.1 -	Establish an Arts Commission comprised of 7 members appointed by Council			X		
3.3.2 -	Retain Cultural Arts Committee with a new mission			X		

GOAL #4: SUPPORT COSTA MESA'S THRIVING CREATIVE ECONOMY

X - Year in which action is initiated

PRIORITY/RECOMMENDATION		FY21-22	FY22-23	FY23-24	FY24-25	FY25-26
4.1 RE-IMAGINE THE CITY'S ARTS GRANTS PROGRAM FOR GREATER IMPACT						
4.1.1 -	Re-think the mission of the grant program	X				
4.1.2 -	Increase the range of grant amounts		X			
4.2 ADDRESS THE NEED FOR CREATIVE SPACES						
	Visual Arts					
4.2.1 -	Explore underutilized City & private spaces for temporary exhibitions or gallery	X				
4.2.2 -	Explore easier paths for artists & property owners to establish creative spaces	X				
4.2.3 -	Explore possible incentives for property owners to provide visual arts space	X				
	Performing Arts					
4.2.4 -	Test new Library/Lions Park spaces as performance venues by offering free trial use	X				
4.2.5 -	Convene CM Playhouse & Attic Theatre to learn more about their needs	X				
	Based on conversation, determine role of the City in advancing a plan		X			
4.2.6 -	Study further needs for 300-400 and 3000-4000 seat venues		X			
	Based on research, determine role of the City in advancing a plan			X		
4.3 HELP KEEP COSTA MESA'S "CREATIVES" IN THE CITY						
4.3.1 -	Explore opportunities for affordable housing and work space for artists		X			
4.4 PROMOTE GREATER CREATIVE SECTOR COLLABORATION						
4.4.1 -	Host initial meeting of CM arts organization representatives		X			
	Send a City representative to attend future meetings	X	X	X	X	X
4.4.2 -	Host initial meeting of CM industry representatives		X			
	Send a City representative to attend future meetings		X	X	X	X

BUDGET FORECAST

X - Year in which action is initiated

	PRIORITY/RECOMMENDATION	FY21-22	FY22-23	FY23-24	FY24-25	FY25-26
1.1 - CHILDREN & YOUTH						
Existing	SMART Camp EXPAND & POSSIBLE ADDITION OF OTHER ORGANIZATIONS/YOUTH PROGRAMS	$60,000	$70,000	$80,000	$90,000	$100,000
1.2- FREE ARTS EXPERIENCES CITY-WIDE						
Existing	ArtVenture CURRENT EXPENDITURE YEARLY	$20,000	$20,000	$20,000	$20,000	$20,000
Existing	Galleries CURRENT EXPENDITURE YEARLY	$400	$400	$400	$400	$400
Existing	Action Arts CURRENT EXPENDITURE YEARLY	$10,000	$10,000	$10,000	$10,000	$10,000
New	Free Park Perfs. by local artists ONCE PER DISTRICT FY19-20 (6), INCREASE ONE ANNUALLY NOT INCLUDING SUMMER, WHEN CONCERTS ALREADY SCHEDULED BUDGET $2,000 PER CONCERT FOR ARTISTS, STAFFING, PROMO	$6,000	$12,000	$24,000	$36,000	$48,000
New	Art "Crawl" $250 AVAILABLE TO VENUES (4) FOR STAFFING, REFRESHMENTS RENTAL & STAFF OF 4 SHUTTLE VANS (ESTIMATED AT $500 EACH)		$3,000	$3,000	$3,000	$3,000
New	Costa Mesa Free at Segerstrom Center Campus PILOT PROGRAM TO OFFER FREE TICKETS TO CM RESIDENTS AT SELECTED PERFORMANCES; ADD OCMA WHEN IT OPENS		$50,000	$60,000	$60,000	$60,000
New	Showmobile $150,000 ONE-TIME CAPITAL EXPENSE, USEFUL LIFE AT LEAST 10 YEARS		$150,000			
2 - EXPAND PUBLIC ART						
Existing	Utility Box Art 12-14 per year	$12,500	$12,500	$12,500	$12,500	$12,500
New	Large-scale (6) INSTALLATION OF LARGE-SCALE TEMPORARY ART THROUGHOUT THE CITY; ONE IN EACH OF THREE DISTRICTS PER YEAR, TWO-YEAR LOAN INSTALLATION AND SELECTION CONSULTANTS		$60,000	$60,000	$60,000	$60,000

X - Year in which action is initiated

PRIORITY/RECOMMENDATION		FY21-22	FY22-23	FY23-24	FY24-25	FY25-26
New	Re-design public amenities TO BE DETERMINED; AS NEEDED FOR REPLACEMENT					
New	Permanent Public Art DEVELOP PLAN; FUND THROUGH DEVELOPER FEES					
3.1 - ASSERT "CITY OF THE ARTS" BRAND						
New	Graphic design BRANDING PROCESS		$15,000			
New	Artist Laureate HONORARIUM FOR INDIVIDUAL ARTIST SELECTED FOR ONE YEAR TERM - RESPONSIBILITIES WILL INCLUDE FREE PUBLIC PROGRAMS, APPEARANCES		$2,500	$2,500	$2,500	$2,500
3.2 - HIRE PROFESSIONAL ARTS STAFF						
	ARTS SPECIALIST (FTE) SALARY AND BENEFITS		$120,000	$120,000	$120,000	$120,000
3.3 - ESTABLISH ARTS COMMISSION						
New	Commissioner stipends $100/MONTH STIPEND PER COMMISSIONER			$8,400	$8,400	$8,400
4.1 - RE-IMAGINE ARTS GRANTS						
EXISTING	ARTS GRANTS SEE RECOMMENDATIONS SECTION FOR DETAILS	$4,000	$5,000	$7,500	$10,000	$12,500
4.2 - NEED FOR CREATIVE SPACES						
	TBA, STAFF TIME AND POSSIBLE OUTSIDE CONSULTANTS					
4.3 - KEEP "CREATIVES" IN COSTA MESA						
NEW	AFFORDABLE ARTIST HOUSING TO BE DETERMINED					
4.4 - PROMOTE CREATIVE SECTOR						
	STAFF TIME					
TOTAL						
	$103,400 CURRENT FY18-19 BUDGET	$112,900	$530,400	$408,300	$432,800	$457,300
PER CAPITA						
	(BASED ON 113,825 POPULATION) $0.91 CURRENT PER CAPITA ARTS EXPENDITURE	$0.99	$4.66	$3.59	$3.80	$4.02

ANNUAL TAX REVENUE GENERATED BY COSTA MESA CREATIVE SECTOR $1,700,000

ABOUT THE CONSULTANT

Arts Orange County (ArtsOC) is the leader in building appreciation of, participation in, and support for the arts and arts education in Orange County, California. A countywide nonprofit arts council, Arts Orange County is designated by the County's Board of Supervisors as its official Local Arts Agency and State-Local Partner. Founded in 1995, ArtsOC offers a broad range of traditional arts council programs and services that are augmented by an innovative portfolio of consulting and project management services for government, education and nonprofit organizations.

Richard Stein, President & CEO
Karen Ahola, Advancement Officer
Elizabeth Miller, Program Manager
Nicholas Thurkettle, Program Coordinator
Ashley Bowman, Public Art Researcher

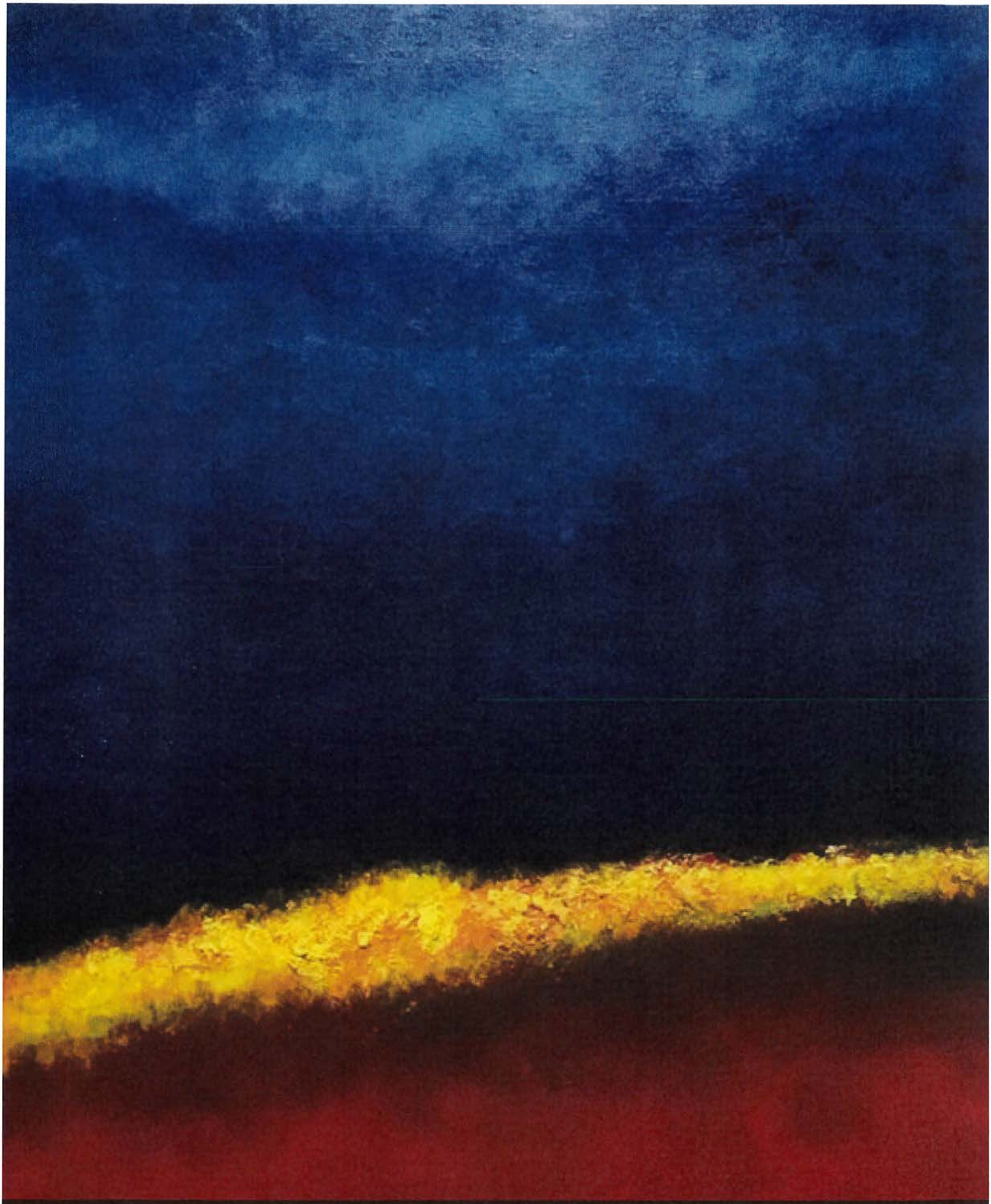
Costa Mesa Arts & Culture Master Plan Consulting Team:

Richard Stein, Lead Consultant
Matt Lehrman, Audience Avenue LLC
Paul Freeman, Shibumi Strategies
Victor Payan, Payan Consulting
Priscilla Reinholtz, Green Pea Design - Graphic Design

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"Connector" by Richard Serra at Segerstrom Center for the Arts



City of Costa Mesa "Art on the Fifth" - work by Thomas Tom

APPENDICES

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Sample Arts Specialist Position Description from City of Santa Ana 78
Showmobile Brochure 80



New Costa Mesa Library and Lions Park (rendering).

REGULAR MEETING OF THE CITY COUNCIL
CITY OF COSTA MESA

AUGUST 20, 1984

The City Council of the City of Costa Mesa, met in regular session on August 20, 1984, at 6:30 p.m., in the Council Chambers of City Hall, 77 Fair Drive, Costa Mesa, California. The meeting was called to order by the Mayor, followed by the Pledge of Allegiance to the Flag, and Invocation by the Reverend Denis Lyons, St. John the Baptist Catholic Church.

ROLL CALL

Council Members Present: Hall, Johnson, Hertzog, McFarland, Schafer

Council Members Absent: None

Officials Present: City Manager, City Attorney, Development Services Director, Director of Public Services, Deputy City Clerk

MINUTES
August 6, 1984

On motion by Councilwoman Schafer, seconded by Vice Mayor Johnson, and carried 5-0, the minutes of the regular meeting of August 6, 1984, were approved as distributed and posted.

ORDINANCES

A motion was made by Vice Mayor Johnson, seconded by Councilwoman Hertzog, and carried 5-0, to read all ordinances by title only.

CONSENT CALENDAR

On motion by Vice Mayor Johnson, seconded by Councilwoman Hertzog, all Consent Calendar items were approved in one motion by the following roll call vote:

AYES: COUNCIL MEMBERS: Hall, Johnson, Hertzog, McFarland, Schafer
NOES: COUNCIL MEMBERS: None
ABSENT: COUNCIL MEMBERS: None

WRITTEN COMMUNICATIONS

SCR's 20th Anniversary

MOTION
Resolution 84-105
Adopted

On motion by Vice Mayor Johnson, seconded by Councilwoman Hertzog, Resolution 84-105, being A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COSTA MESA, CALIFORNIA, RECOGNIZING AND COMMENDING THE STAFF OF SOUTH COAST REPERTORY ON THEIR 20TH ANNIVERSARY, was adopted by the following roll call vote:

AYES: COUNCIL MEMBERS: Hall, Johnson, Hertzog, McFarland, Schafer
NOES: COUNCIL MEMBERS: None
ABSENT: COUNCIL MEMBERS: None

Chamber of Commerce Arts Committee

The Deputy City Clerk presented the request from the Chamber of Commerce Arts Committee to adopt the slogan "City of the Arts."

The City Manager summarized his memorandum dated August 14, 1984, recommending the following:

(1) Adopt only the motto "City of the Arts" and not alter the City Seal.

(2) Authorize payment of the deficit for displaying of "Arts Month" banners (estimated to be approximately $5,000.00).

(3) Appoint a nine-member arts committee whose primary purpose will be to make recommendations to the City Council on the establishment of a

goal statement as it concerns all aspects of cultural arts in Costa Mesa; the coordination of the activities of the arts community in Costa Mesa; and establishment of a criteria by which arts organizations in Costa Mesa may apply for special funds set aside annually and recommend to the City Council those local arts organizations which should be considered for funding.

The City Manager also recommended that the committee be comprised of at least one City Council Member and one staff member, with the other members being from the community.

(4) Authorize the City Manager's office to proceed with the third annual grant of $10,000.00 to South Coast Repertory Theatre and withhold any other funding pending review by the proposed arts committee.

Nate Reade, Executive Director, Costa Mesa Chamber of Commerce, stated that they were not requesting to change the City Seal, but asking the City to adopt the motto, "City of the Arts."

Mayor Hall proclaimed the month of September to be "Arts Month in Costa Mesa."

MOTION Slogan Adopted

A motion was made by Councilman McFarland, seconded by Councilwoman Schafer, and carried 5-0, to adopt the motto "City of the Arts", and to use the motto where appropriate.

Larry Granger, South Coast Symphony, supported the formation of an arts committee.

MOTION Committee Authorized

A motion was made by Councilwoman Hertzog, seconded by Vice Mayor Johnson, and carried 5-0, to initiate a nine-member arts committee.

MOTION Funding Authorized

A motion was made by Councilman McFarland, seconded by Councilwoman Schafer, and carried 5-0, to donate $10,000.00 to South Coast Repertory and to direct the arts committee to make recommendations for other funding by December 1, 1984.



Community-created mural by Friends of Brentwood Park

REGULAR MEETING OF THE CITY COUNCIL
CITY OF COSTA MESA

AUGUST 16, 1999

The City Council of the City of Costa Mesa, California, met in regular session August 16, 1999, at 6:30 p.m., in the Council Chambers of City Hall, 77 Fair Drive, Costa Mesa. The meeting was called to order by the Mayor, followed by the Pledge of Allegiance to the Flag led by Council Member Erickson, and invocation by Dr. Gary Barmore, Fairview Community Church.

ROLL CALL

Council Members Present:
Mayor Gary Monahan
Mayor Pro Tem Libby Cowan
Council Member Joe Erickson
Council Member Heather Somers
Council Member Linda Dixon

Council Members Absent: None

Officials Present:
City Manager Allan Roeder
City Attorney Jerry Scheer
Development Services Director Donald Lamm
Public Services Director William Morris
Senior Planner Willa Bouwens-Killeen
Management Analyst Carol Proctor
Deputy City Clerk Mary Elliott

NEW BUSINESS
City Seal Modifications

The Deputy City Clerk presented a resolution adopting modifications to the City Seal of the City of Costa Mesa, Community Objective 00-D2. The Management Analyst reviewed the Agenda Report dated July 29, 1999. She and the Public Services Director responded to questions from Council.

Doug Scribner, 321 Avocado Street, No. P, Costa Mesa, supported modifying the City motto to "City of the Arts", and proposed contacting the art community for possible redesign of the entire seal or to organize a fund-raiser to aid with the cost of the change.

Fred Bockmiller, 1872 Monrovia Avenue, No. B4, Costa Mesa, identified the object in the bottom of the seal as an orange tree. He reported that the motto "Hub of the Harbor" referred to the fact that Costa Mesa in the 1950's was the backyard and boat work area for Newport Beach. He noted that the west side of the City was the business hub of the harbor area when Newport Beach had a thriving commercial harbor.

Robert Graham, 3260 Dakota Avenue, Costa Mesa, supported a total redesign of the artwork within the lettering.
Council Member Dixon stated that her intention had not been to redesign the entire seal but only to replace the motto.

MOTION/Adopted Resolution 99-54

A motion was made by Council Member Dixon, seconded by Mayor Monahan, and carried 5-0, to adopt Resolution 99-54, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COSTA MESA, CALIFORNIA, ADOPTING MODIFICATIONS TO THE CITY SEAL OF THE CITY OF COSTA MESA, replacing "Hub of the Harbor Area" with "City of the Arts" in the same location on the City Seal, and consider a separate emblem incorporating "The City of the Arts".

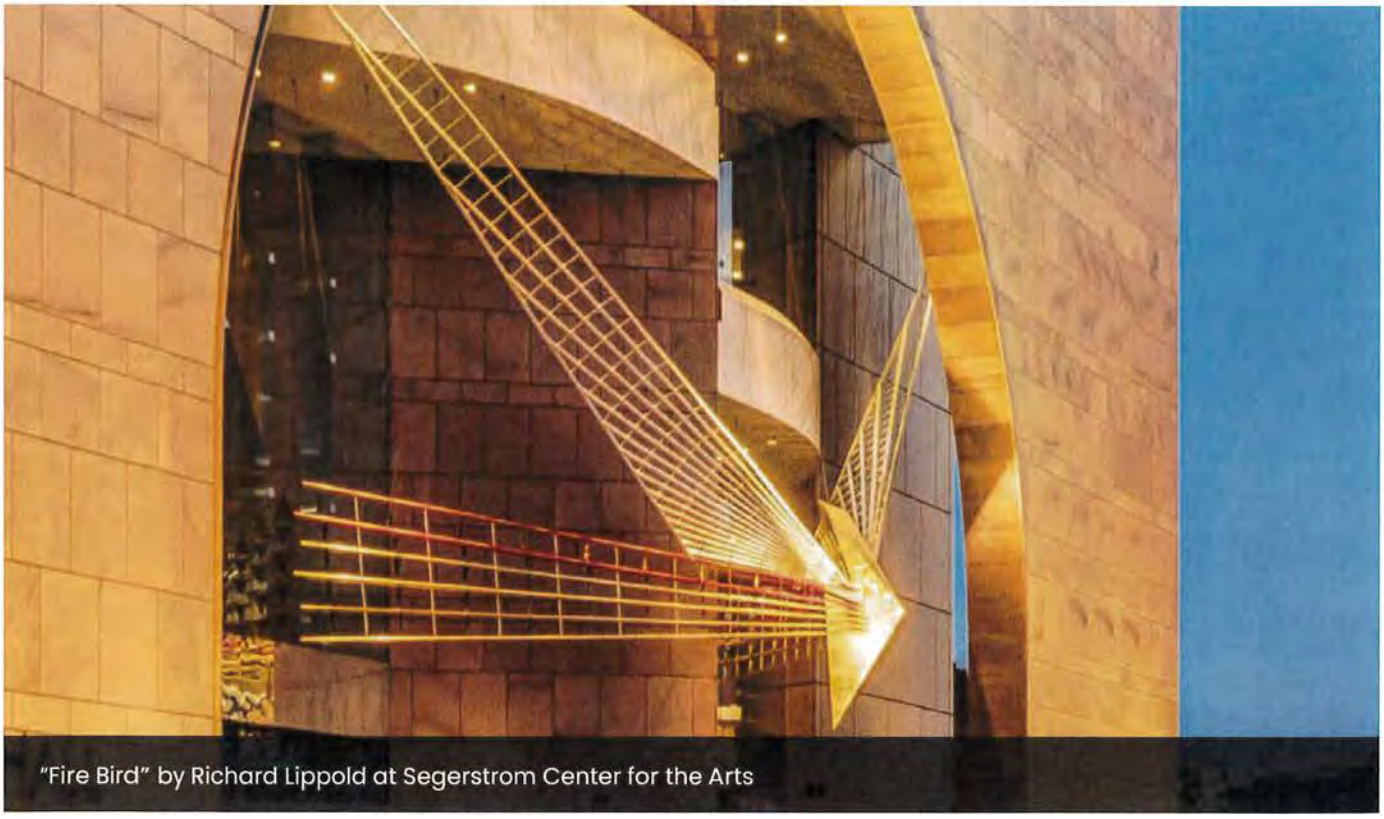
COSTA MESA PUBLIC ART INVENTORY

SOURCE: ARTS ORANGE COUNTY PUBLIC ART INVENTORY

More details and map locations may be found at *https://www.sparkoc.com/public-art/*
Listed are dates of creation or installation based on available information.

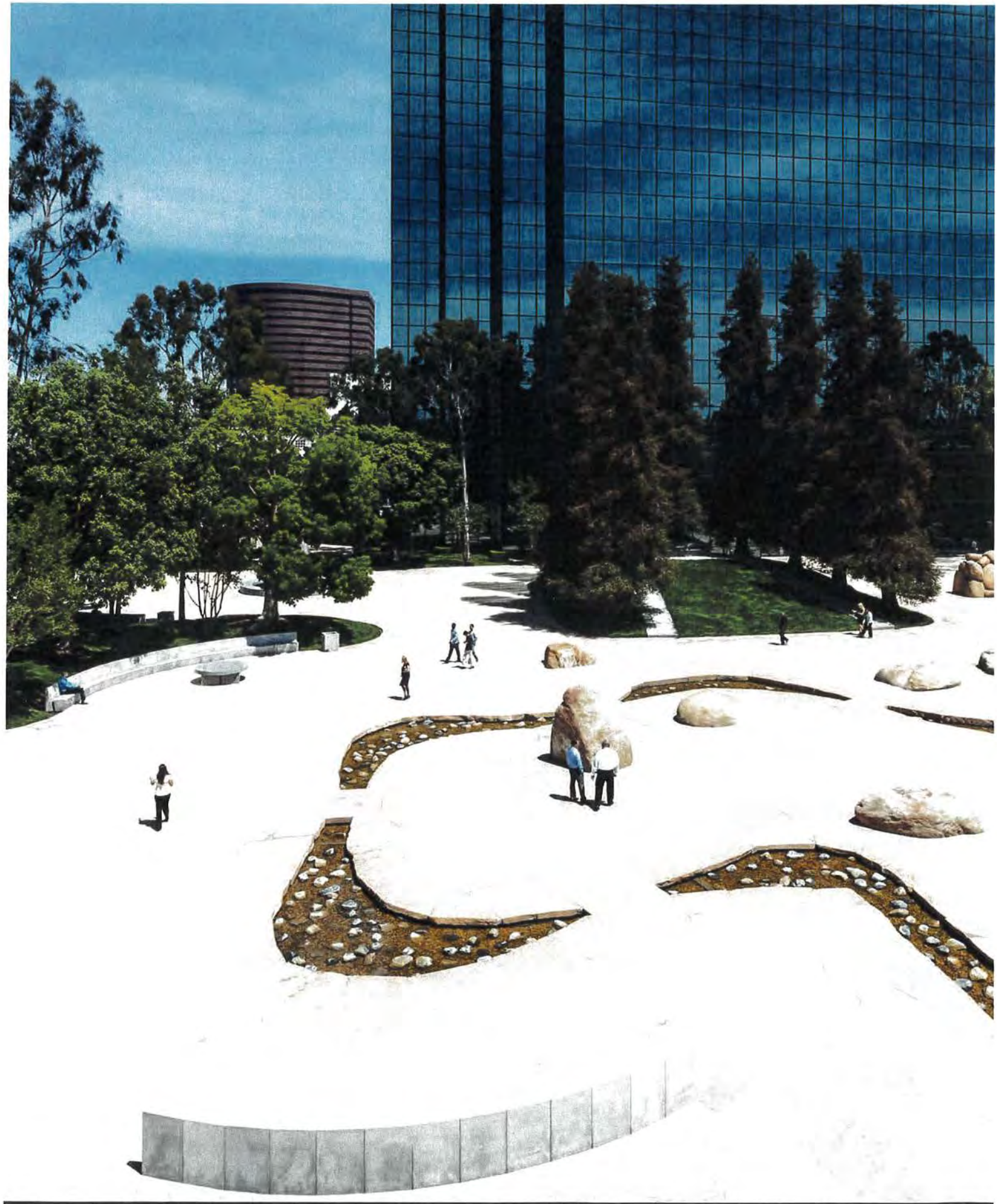
ARTIST	DATE	TITLE	MEDIUM
Permanent Works of Art			
Carl Milles	1918	Jonah and the Whale	bronze sculpture in pool
Carl Milles	1932	Sun Glitter	bronze sculpture
George Rickey	1973	Four Lines Oblique Gyratory-Square IV	kinetic steel sculpture
Tony Smith	1975	Fermi	marble modular sculpture
Betty Davenport Ford	1975	Neptune Water Spouts	ceramic fountain heads and fountain
Charles O. Perry	1979	The Ram	painted steel sculpture
Claire Falkenstein	1980	Sun Ribbon	glass and metal windscreen sculpture
Jean Dubuffet	1973-1980	Tour Aux Jambes	polystyrene, polyester, and epoxy sculpture
Joan Miro	1981	Oiseau	bronze sculpture
Henry Moore	1981	Reclining Figure	bronze sculpture
Isamu Noguchi	1980-1982	California Scenario	stone, water, metal, plantings
Jim Huntington	1982	Night Shift	Sierra white granite and stainless steel sculpture
Richard Lippold	1986	Fire Bird	gold, silver, and red stainless steel and aluminum
Aiko Miyawaki	1991	Utsurohi 91 - Costa Mesa	chromium-plated steel and ceramic tiles
Vladimir Cora	2001	Hombre and Mujer	2 Sculptures
James McDemas	2004	The Artist's Vision	metal sculpture
Richard Serra	2006	Connector	weatherproofed steel
Jason Meadows	2006	The Storyteller, Upstage/ Downstage, The Herald (Spatio Virtuo Teatro)	3 painted steel sculptures
El Mac and Retna	2009	Untitled	acrylic spray paint mural
Allyson Jones Wong	2012	Historic Costa Mesa	painted on building
David Flores	2013	Pablo Universal	mural painted on building
Becky Feltman	2017	Friends of Brentwood Park	painted on wall

ARTIST	DATE	TITLE	MEDIUM
Permanent Works of Art Continued...			
Costa Mesa High School Foundation	2017	Mustang Legacy Wall Project	brick wall mural
Unknown	2017	Floyd's 99 Barbershop Mural	mural painted on building
Ricardo Mendoza, Josh Sarantitis, and Emigdio Vasquez Jr.	2017	Table of Dignity	installation and murals
Shepard Fairey	2017	Welcome Home	acrylic spray paint mural
Joshua Madrid	2018	Untitled	exterior color primer paint mural on building
Joshua Madrid	2018	Untitled	painted on canvas and wall-mounted
Barry McGee	Unknown	Untitled	spray paint mural
Save Our Youth	Unknown	Untitled	mural
Unknown	Unknown	Untitled	Mural painted on exterior wall
Unknown	Unknown	Untitled	spary paint mural
Unknown	Unknown	Taco Mesa Mural	mural on exterior wall



"Fire Bird" by Richard Lippold at Segerstrom Center for the Arts

ARTIST	DATE	TITLE	MEDIUM
Temporary Works of Art			
Al Mc Coy	2015	Utility Box 1	sticker wrapped utility box
Michael Ward	2015	Utility Box 2	sticker wrapped utility box
Scott Kennedy	2015	Utility Box 3	sticker wrapped utility box
Gina Clark	2015	Utility Box 4	sticker wrapped utility box
Abby Garcia	2015	Utility Box 6	sticker wrapped utility box
Estancia High School Artists	2015	Utility Box 7	painted utility box
Segerstrom Center for the Arts Graphic Design Team	2015	Utility Box 8	sticker wrapped utility box
Thomas Griddithe	2016	Utility Box 9	sticker wrapped utility box
Marie Lavallee	2016	Utility Box 11	sticker wrapped utility box
Papa Murphy's Grapic Design Team	2017	Utility Box 12	sticker wrapped utility box
David Levy	2017	Utility Box 13	sticker wrapped utility box
Senior Center Artists	2017	Utility Box 14	painted utility box
Ben Brough	2017	Utility Box 15	sticker wrapped utility box
Marie Lavallee	2017	Utility Box 16	sticker wrapped utility box
Craig Barker	2017	Utility Box 17	sticker wrapped utility box
Bill Anderson	2017	Utility Box 18	sticker wrapped utility box
Segerstrom Center for the Arts	2017	Utility Box 19	sticker wrapped utility box
Sharon Hurd	2017	Utility Box 22	sticker wrapped utility box
The Costa Mesa Historical Society	2018	Utility Box 20	sticker wrapped utility box
The Costa Mesa Historical Society	2018	Utility Box 21	sticker wrapped utility box
Jason Carrougher	2018	Utility Box 23	sticker wrapped utility box
Orange Coast College	2018	Utility Box 24	sticker wrapped utility box
Orange Coast College	2018	Utility Box 25	sticker wrapped utility box
Orange Coast College	2018	Utility Box 26	sticker wrapped utility box



"California Scenario" by Isamu Noguchi at Pacific Arts Plaza

P . 6 9

SAMPLE ART IN PUBLIC PLACES CODE FROM CITY OF LAGUNA BEACH

Chapter 1.09 ART IN PUBLIC PLACES

1.09.010 Intent and purpose.

This chapter may be known and cited as the "Laguna Beach art in public places program." Laguna Beach has developed historically as an art colony and haven for artists, and attracts millions of visitors every year to view and purchase arts and crafts in the city. The public health, morals, safety and welfare, as well as the popularity and prosperity of the community, are dependent upon and enhanced by visually pleasing and high quality public art. Therefore, the city council declares that in the interest of the public health, morals safety and welfare, it is the policy of the city to require the acquisition and installation of public art works as provided in this chapter. (Ord. 1119 § 1, 1986).

1.09.020 Definitions.

As used in this chapter:

"Art work" means original creations of art including, but not limited to, the following media and materials:

(1) Freestanding, wall supported or suspended, kinetic, electronic, or other type sculpture, in any material or combination of materials;

(2) Murals or portable paintings in any material or combination of materials, with or without collage or the addition of nontraditional materials or means;

(3) Earthworks, fiberworks, neon, glass, mosaics, photographs, prints, calligraphy, any combination of forms of media including sound, film, holographic and video systems, hybrids of any media and new genres.

"Project valuation" means the total value of the development project as determined by the community development department and indicated by the building official on the building application submitted to the department in order to obtain a building permit, or permits, for the development project. Where a project involves the subdivision of land for which no improvements are planned by the project applicant, "project valuation" shall be determined on the basis of the fair market value of the subdivided lots.

"Public place" means any exterior area on public or private property which is easily accessible and clearly visible to the general public. If located on private property, the area must be open to the general public and clearly visible from adjacent public property such as a street or other public thoroughfare, sidewalk, or public beach. (Ord. 1210 § 1, 1991; Ord. 1119 § 1, 1986).

1.09.030 Requirement to provide art work or pay in lieu contribution.

When a project is subject to the requirement of this chapter, the applicant shall comply with provisions of either subsection (a) or (b).

(a) The project applicant shall acquire and install an art work in a public place on or in the vicinity of the project site as approved by the city council pursuant to this chapter. As a guide, the cost or value of such work should be equal at least to one percent of the total project valuation.

(b) In Lieu Contribution. In lieu of acquiring and installing an art work, project applicants may contribute funds to the art in public places fund established pursuant to Section 1.09.070 equal to one and one quarter percent of the total project valuation. The in lieu fee shall be paid by the project applicant at the time of final subdivision map approval or issuance of a certificate of occupancy, as may be applicable, unless otherwise provided by the city council. Project applicants shall indicate on their art in public places application that they wish to make an in lieu contribution. (Ord. 1210 § 2, 1991; Ord. 1119 § 1, 1986).

1.09.040 Projects subject to art in public places requirement.

(a) The requirements of this chapter shall apply to the following activities:

(1) New commercial or industrial developments;

(2) Remodeling, repair or reconstruction of existing commercial or industrial property which exceeds two hundred twenty-five thousand dollars in expenditures;

(3) Residential subdivision or development of more than fours lots or units, whether by detached single family residential structures, condominiums, apartments, townhouses or other dwelling units, including the repair, remodeling or renovation of same, if such expenditures are to exceed two hundred twenty-five thousand dollars; (4) City parks and public works projects such as bridges, viaducts, elevated ways, gates, or other structures upon or over land owned by the city of Laguna Beach within the city if such expenditures are to exceed two hundred twenty-five thousand dollars.

(b) Exceptions. The requirements of this chapter shall not apply to the following activities:

(1) Underground public works projects;

(2) Street or sidewalk repairs;

(3) Tree planting;

(4) Remodeling, repair or reconstruction of structures which have been damaged by fire, flood, wind, earthquake or other calamity;

(5) Low income housing construction, remodel, repair, or reconstruction projects;

(6) Construction, remodel, repair, or reconstructing of structures to be occupied by a nonprofit, social service agency or institution. (Ord. 1210 § 3, 1991; Ord. 1119 § 1, 1986).

1.09.050 Processing.

The requirements and procedures for the processing of an art in public places application shall be as follows:

(a) Upon submission of a project application subject to the requirement of this chapter, the department of community development shall provide to the applicant a copy of this chapter and an art in public places application form.

(b) The project applicant shall submit to the department of community development a completed art in public places application form.

(c) The community development department shall forward a copy of the building permit and the art in public places application form, including the valuation of the project used by the community development department to determine building permit fees, to the staff liaison to the arts commission.

(d) An initial presentation shall be made to the arts commission within sixty days of the city's acceptance of the art in public places application form as complete. To the maximum extent possible, processing of the art in public places application shall be concurrent and coordinated with the design review application, if any, for the development project. The purpose of this initial presentation shall be to introduce the development project to the arts commission and to propose concepts and plans for a public art project.

(e) Once the project applicant receives conceptual approval from the arts commission, a final application form shall be submitted by the applicant, including specific plans for the public art project, and such final application shall be presented to the arts commission for review and decision. The arts commission is empowered to modify the plans presented by recommending conditions of approval to the city council.

(f) Formal approval or conditional approval of a final application shall be granted by the arts commission before the department of community development accepts drawings for structural plan check of the development project. A permit compliance form will serve as evidence of formal approval and shall be submitted as part of the plan check process. In the discretion of the arts commission, and upon a showing of good cause by the project applicant, drawings for structural plan check may be accepted and processed prior to formal approval or conditional approval of a final application.

(g) The final art in public places application shall then be submitted to the city council for action. The city council shall approve, conditionally approve or deny the application based upon the guidelines set forth in Section 1.09.060.

(h) When the project applicant has elected to acquire and install an art work, the building permit for the development project shall not be issued until the city council has approved the art in public places application, and the certificate of occupancy shall not be issued until the approved work of art has been installed.

(i) When the project applicant has elected to make an in lieu contribution to the art in public places fund, the certificate of occupancy shall not be issued until such contribution has been paid. (Ord. 1210 § 4, 1991; Ord. 1119 § 1, 1986).

1.09.060 Guidelines for art works.

(a) Guidelines. Guidelines for the approval and maintenance of art works shall include, but are not limited to, the following criteria:

(1) The art works shall be clearly visible and easily accessible to the public.

(2) The art in public places application shall include a site plan showing the location of the art work, complete with landscaping, lighting and other appropriate accessories to complement and protect the art work.

(3) The composition of the art work shall be of permanent-type of materials in order to be durable against vandalism, theft and weather, and in order to require a low level of maintenance.

(4) The art work shall be related in terms of scale, material, form and content to immediate and adjacent buildings and landscaping so that it complements the site and surrounding environment.

(5) The art work shall be designed and constructed by persons experienced in the production of such art work and recognized by critics and by his or her peers as one who produces works of art.

(6) The art work shall be a permanent, fixed asset to the property.

(7) The art work shall be maintained by the property owner in a neat and orderly manner acceptable to the city.

(b) The following items are not to be considered as art works:

(1) Art objects which are mass produced from a standard design.

(2) Reproductions of original art works.

(3) Decorative, ornamental or functional elements which are designed by the building architect as opposed to an artist commissioned for the purpose of creating the art work.

(4) Landscape architecture and landscape gardening except where these elements are designed or approved by the artist and are an integral part of the art work by the artist.

(5) Services or utilities necessary to operate or maintain the art work. (Ord. 1210 § 5, 1991; Ord. 1119 § 1, 1986).

1.09.070 Art in public places fund.

(a) Accounting. Any moneys collected in accordance with the in lieu contribution provisions of this chapter shall be deposited in a separate account denominated as the "art in public places fund." The city manager or his/her designee shall establish accounting records sufficient to identify and control these funds. The account containing these funds shall earn interest and the earned interest shall be used for and be subject to the same restrictions established in subsection (b).

(b) Use of Fund. The art in public places fund shall be used to provide sites for, and works of art in, public places in order to further the intent and purpose of this chapter as set forth in Section 1.09.010.

(c) Permissible Expenditures. Expenditures of funds may include, but are not limited to, the following uses:

(1) The cost of art work and its installation.

(2) Water works, landscaping, lighting and other objects which are an integral part of the art work.

(3) Frames, mats, pedestals, and other objects necessary for the proper presentation of the art work.

(4) Walls, pools, landscaping or other architectural or landscape architectural elements necessary for the proper aesthetic and structural placement of the art work.

(5) Maintenance and repair of art works funded through the art in public places fund.

(d) Administration.

(1) The art in public places fund shall be administered by the city council.

(2) The arts commission shall make recommendations to the city council concerning the purchase or commissioning of art works, including (A) places which should be considered for art works; (B) the medium of the proposed art work; and (C) the artist whose work should be considered for placement in the recommended location.

(3) Selection of artists and art works shall be based on the guidelines set forth in Section 1.09.060.

(4) The city will contract with the artist and with consultants as necessary for the purchase or commissioning as well as the execution and installation of the art work.

(5) On-site activity in connection with the art work installation shall be coordinated by the city manager or his/her designee.

(6) Maintenance and repair of art works funded through the art in public places fund shall be financed from that account.

(7) So far as is practical, in the event repair of the art work is required, the city shall first give the artist the opportunity to do that work for a reasonable fee. In the event the artist is unable or refuses to make the repair for such a fee, the city may proceed to contract for such repair with another qualified artist.

(e) Endowments. The art in public places fund shall also be used as a depository for endowments, bequests, grants or donations. Such sums may be expended as set forth in subsection (c) above and for performing art exhibitions or displays as approved by the city council. (Ord. 1119 § 1, 1986).

P . 7 4

AFFORDABLE
ARTIST HOUSING
COMING TO SANTA ANA FALL 2019

Santa Ana Arts Collective

1666 N. Main Street, Santa Ana

Professionally managed by:
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Located on Main Street between the Bowers Museum and Orange County High School of the Arts, **Santa Ana Arts Collective** offers a total of 58 apartments with 47 apartments (of 1, 2 and 3 bedrooms) offered to income qualified individuals or families earning between 30% and 60% of Area Median Income, with preference offered to artists.

Santa Ana Arts Collective will offer the following arts amenities: a ground floor art gallery with a resident gallery committee supported by an onsite arts staff-person, woodshop, music practice rooms, and several individual studio spaces. Santa Ana Arts Collective aims not only to provide a long-term affordable housing solution in the city center for artists, but also to link with arts partners who can provide a network of advocacy, professional connections, services and resources to the resident artists.

Please visit

www.santaanaartsapts.com/

or call today to be added to the interest list

714.294.0000









Mural by Mac & Retna at RVCA headquarters, 960 West 16th Street.

COSTA MESA CULTURAL ASSETS

NAME	DISCIPLINE	TYPE
336 Productions	Film/Video	Arts Serving Business
ABACAB Multimedia Inc.	Film/Video	Organization
Action Arts in the Park	Event	Organization
Adaptive Designs	Printing	Arts Serving Business
Antique Music Box Restoration	Antiques	Arts Serving Business
Arts & Crafts Studio in Costa Mesa	Multidisciplinary	Studio
Arts & Learning Conservatory	Theatre	Organization
Avail Talent	Film/Video	Arts Serving Business
Avanti Dance Company	Dance	Studio
Avenue of the Arts Costa Mesa Hotel	Hotel	Arts Serving Business
Bella Ballroom Dance Studio	Dance	Studio
Bellissima Custom Art&Framing	Visual Art	Arts Serving Business
Blind Squirrel Games	Gaming	Organization
Bookoff USA	Literary	Arts Serving Business
Braver Players Studio	Theatre	Organization
Canon Live Learning Orange County	Photography	Organization
CDC Designs	Interior Design	Arts Serving Business
Chuck Jones Center for Creativity	Visual Art	Cultural Center
Color Digit Printing	Printing	Arts Serving Business
Color Me Mine Metro Pointe!	Ceramics	Organization
Costa Mesa Conceptual Art Center	Visual Art	Organization
Costa Mesa Photography	Photography	Artist
Costa Mesa Playhouse	Theatre	Organization
Costa Mesa Recording Studios	Music	Arts Serving Business
Da Capo Players	Music	Artist
Dark Lady Poetry	Literary	Organization
Design Resource Center	Interior Design	Arts Serving Business
Design Within Reach	Interior Design	Arts Serving Business
Electric Screen Printing	Printing	Arts Serving Business
EmbroidMe	Fashion	Arts Serving Business
Endeavor School of the Arts	Dance	Organization
Estrada Surfboards	Manufacturing	Organization
Fallani & Son Antiques Restoration	Antiques	Arts Serving Business
Frank M Doyle Arts Pavilion OCC	Multidisciplinary	Organization
Freedom of Press Clothing	Fashion	Arts Serving Business
Goat Hill Public Arts & Literary Society	Literary	Organization
Gorman Framing	Visual Art	Arts Serving Business
Grey Matter Museum of Art	Performance	Studio
Hawk Ridge Systems	Manufacturing	Arts Serving Business
Hoover Printing	Printing	Arts Serving Business
I Heart Costa Mesa	Arts Serving Business	Organization
Inspired Art Wine	Visual Art	Organization
Integrity Media	Film/Video	Arts Serving Business

Lin & Jirsa Photography	Photography	Artist
Lisa Albert Art Studio and Clay House	Ceramics	Organization
Majestix Comics	Literary	Arts Serving Business
Mariachi Juvenil Herencia Michoacana	Music	Organization
Martin Lawrence Galleries	Visual Art	Arts Serving Business
Master Computer and Video / Film, Video & Audio Mastering	Film/Video	Arts Serving Business
Michael Anthony Photography	Photography	Artist
Michaels Arts Serving Business	Arts	Serving Business
Mouse Graphics	Printing	Arts Serving Business
MumboJumbo	Gaming	Organization
Music Factory - School of Music	Music	Studio
Newport Dance Theater	Dance	Organization
Noguchi Museum	Museum	Organization
OC Children's Book Festival	Festival	Organization
Orange Coast College	Visual and Performing Arts	Organization
Orange County Aerial Arts	Dance	Organization
Orange County DimeStories	Literary	Organization
Orange County Fair & Event Center	Multidisciplinary	Organization
Orange County Fine Arts, Inc.	Visual Arts	Organization
Orange County Museum of Art	Visual Art	Organization
Pacific Chorale	Music	Organization
Pacific Symphony	Music	Organization
Paul Mitchell The School Costa Mesa	Fashion	Organization
Peter's Custom Framing & Gallery	Visual Art	Arts Serving Business
Philharmonic Society of Orange County	Music	Organization
Printers Litho, Inc.	Printing	Arts Serving Business
Quilter Laboratories - Amplifiers	Music	Studio
Randy Higbee Gallery	Visual Art	Organization
Segerstrom Center for the Arts	Performance	Organization
South Coast Repertory Theater	Theatre	Organization
Speedpro Imaging Printing	Arts Serving	Business
Square Blue Gallery	Gallery	Organization
Steve Anderson Photography & Gallery	Photography	Artist
Stonemill Design Center	Interior Design	Arts Serving Business
SuperVillain Studios	Gaming	Organization
The Boathouse Collective	Multidisciplinary	Venue
The Dance Academy at Costa Mesa	Dance	Studio
The Improv Collective	Theatre	Organization
The Lab AntiMall	Multidisciplinary	Venue
The Law Offices of Eric Norton	Literary	Arts Serving Business
The Press	Multidisciplinary	Arts Serving Business
Ultimate Image Printing	Printing	Arts Serving Business
Vallejo Gallery	Gallery	Arts Serving Business
Vanguard University Theatre Arts Dept	Theatre	Organization
Vulcanic Studioz	Music	Arts Serving Business
Weisshaar M and R & Son Violin Shop	Music	Arts Serving Business
West Coast School of the Arts / Costa Mesa Dance Studio	Dance	Organization
Western Lithographics	Printing	Arts Serving Business

SAMPLE ARTS SPECIALIST POSITION DESCRIPTION FROM CITY OF SANTA ANA

SANTA ANA, CITY OF (CA)

Invites applications for the position of:
Arts & Culture Specialist

SALARY: $28.86 - $38.67 Hourly
$1,154.31 - $1,546.62 Weekly
$5,002.00 - $6,702.00 Monthly
$60,024.00 - $80,424.00 Annually

OPENING DATE: 07/27/17
CLOSING DATE: 08/24/17 05:30 PM
TYPE OF RECRUITMENT: Open-Competitive

DESCRIPTION:

The City of Santa Ana is looking for individuals who are results-oriented, possess great attitudes, demonstrate creativity and innovation, work efficiently, show a record of success and have a PASSION for public service. Having the best employees provides the best service to the community.

Under general supervision, plans, implements and maintains the City's Cultural Arts Programs as part of the Santa Ana Arts and Culture Master Plan, and acts as staff liaison to the Arts and Culture Commission.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:

Serves as City liaison to the Arts and Culture Commission to assist the Commissionn in developing and implementing artistic and cultural projects and programs consistent with the short, mid and long-term goals of the City's Arts and Culture Master Plan; provides staff assistance to the Arts and Culture Commission by developing and posting meeting agendas, facilitates meetings and maintains Commission records; works with the arts community, non-profit agencies and other community-based organizations to develop opportunities to promote arts, culture and a variety of quality-of-life activities in the city; serves as a liaison between representatives in the arts, youth and education fields and the City to develop a vision and action plan for arts awareness and the promotion of youth and educational programming; establishes and promotes public art programs. Makes oral presentations to arts organizations and other public and private organizations. Evaluates programs and ongoing projects for effectiveness and efficiency. Identifies, seeks, submits applications for and manages local, state, and federal grants and other funding sources for arts activities; monitors and reports on expenditures, oversees the budget designated for the City's Arts and Culture Master Plan and coordinates communication with funding sources and recipient arts organizations. Performs other related functions as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's degree in art, design, arts administration, business administration or a closely related field. Two years of experience in the administration of arts or art-related programs or any combination of education and experience that provides the desirable knowledge, skills and abilities.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE OF:

principles and practices of arts programming and management; grant writing; public information principles and techniques; public administration including public policy; local, state and national arts programs, organizations and funding sources; principles and techniques of contract monitoring and evaluation; budget process and controls.

ABILITY TO:

develop, implement, administer and evaluate arts programs; keep abreast of current developments in the arts, including arts programs, organizations and funding sources; prepare and secure funding; prepare and present oral and written reports; design and carry out an effective public relations program; supervise, direct and train volunteers; establish and maintain effective working relationships with City officials, artists, art-related organizations and the general public; effectively represent and promote the arts in the City of Santa Ana.

SPECIAL REQUIREMENTS:

Must possess and retain a valid California Class C Driver's License as a condition of employment.

SPECIAL WORKING CONDITIONS:

Willingness and ability to work irregular hours, including evenings and weekends as needed.

Bilingual fluency in English and one of the following languages is desirable: Spanish, Vietnamese, Cambodian, Hmong, Korean, or Samoan.

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Any Event, Anyplace, Anytime.
The idea came from an american icon, the community band shell. We wired it for high-tech light and sound equipment, gave it a retractable stage, positionable roof and overhead canopy. Then we put it all on wheels so you could take it anywhere. It's called the Showmobile, and who better to bring it to you than the people at Wenger Corporation — the originators of the first mobile performance center in 1959.

The feature-packed Showmobile is so versatile, so easy to transport, so fast to set up, you can use it to put on any event anywhere. And because of its mobility, Showmobile won't permanently alter the natural beauty of your parks. Showmobile brings built-in excitement to concerts, political rallies, speeches, dances, parades, sporting events, fairs, graduations and festivals - big or small, any event will be a better event. With a great base price and flexible purchase plans, the Showmobile is well within reach.





AT SET-UP TIME, SHOWMOBILE DOES ALL THE HARD WORK FOR YOU.



TOW THE SHOW

Showmobile's lightweight design allows access to more locations. When you reach the event location, it's easy to unhitch and drive the truck away.



COME ON IN

The entire panel on each end opens for easy access into the Showmobile and then becomes an adjustable side-stage sound reflector. The stainless steel door handles have integral locks so you don't have to worry about loose padlocks.



GRAB THE CONTROL

Deploy the hydraulic roof/canopy and stage via wired remote control. Outside power isn't needed. You can lock the control for security or remove it altogether.



RAISE THE ROOF

Hydraulics raise the roof and canopy fast and smoothly - it only takes about 60 seconds. The high pivot point provides greater on-stage volume for improved sound reflection and better acoustics. The system is protected by counterbalance and velocity- check components for added safety.



SET THE STAGE

The stage is also deployed via the remote control. Dual hydraulic cylinders lower it quickly. You can then adjust the five stage legs to accommodate uneven or sloping ground to maintain a level stage.



THE BIG FINISH

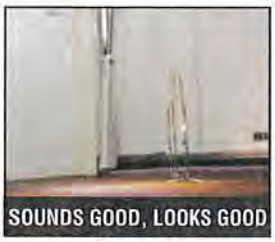
Two workers can attach optional light-weight Versalite® Stage extension units in the front and sides of the main stage in minutes. The adjustable, all-terrain stair can be positioned anywhere around the stage perimeter.



SLEEP TIGHT

The roof and canopy can be lowered into the closed position, and the side doors can be shut and locked even with the stage deck fully deployed. You won't need to take down stage extensions or stairs. Equip-ment on stage is protected from weather or vandals and is ready for another performance and another day.

SHOWMOBILE FEATURES



SOUNDS GOOD, LOOKS GOOD

Wall surfaces are constructed with acoustically reflective panels. This attractive fiberglass composite material is weather resistant and provides superior sound reflection. The deck is surfaced with weather-resistant, skid-free stage deck compo-nents.



GET OUT OF THE RAIN

Extruded aluminum channels on the roof and canopy edges form a continuous gutter system that drains moisture from the unit. These integral channels provide a watertight, dust-tight seal during transport to keep your Showmobile looking great for years.



STORE MORE

The storage compartments provide space for auxiliary equipment like power cords, staging accessories, skirting, sound equipment and other necessities. Access is easy and the compartments are lockable.



A POWER HOUSE

The control compartment contains the load center which provides 110-volt service for fluorescent lights and four onstage outlets. The optional power upgrade adds 220-volt service, two duplex outlets in the roof and four quad outlets on the canopy edge for theatrical lighting.

SHOWMOBILE OPTIONS



PLUG IN AND POWER UP

Fluorescent overhead lighting is standard and is built into the roof and canopy. You can add optional roof and canopy lighting packages that include light bars with theatrical lights. Canopy light bars pivot, store under the canopy and travel without having to disassemble.



EQUAL ACCESS FOR EVERYONE

The optional hydraulic lift provides easy stage access for people and equipment. The entrance door is flush to the curb-side wall at the back of the stage. The 12-volt hydraulic system has a load limit of 600 lbs (272.2kg) with remote control operation and manual backup.



A LEVEL-HEADED IDEA

Leveling is simple with the optional hydraulic leveling system. Hydraulic leveling makes set-up even quicker and easier — especially on uneven terrain. Electronic leveling allows the operator to make quick, accurate leveling adjustments with the remote control. This system is also supplied with a wired backup control unit.



SHOWMOBILE BY WENGER IS EASIER TO PURCHASE.

We designed Showmobile to fit the needs of any community or business — large or small. We also designed the basic model to fit your budgets. If you've wanted a Showmobile but couldn't justify it because of the cost, we've put together a few programs that will help.

GENERATE REVENUE

Because Showmobile is so easy to move and use, it's ideal to rent out for all kinds of events. Corporations, theatrical groups, bands, community organizations and neighboring communities are just some of the groups that could rent your Showmobile. A Showmobile rental program can offset a great deal of your purchase costs. Use it when you need it and generate income on the days when you don't. Your Wenger Representative can tell you how other communities have set up successful rental programs.

SO EASY TO USE YOU'LL USE IT FOR MORE.

Showmobile will make every event more professional, more exciting and more convenient.

There are Wenger Showmobiles all over the country, and we're constantly hearing of new and different ways they are being used. Because it's so simple to transport and set up, it makes sense to spec Showmobile into the plans for any event — large or small.

- Community band and orchestra concerts
- Children's theater
- Tournament sign-up headquarters for sports events
- Seminar stage
- Park programs
- Festivals and fairs
- Choral concerts
- Awards ceremonies
- Political speeches and functions
- Contest platform
- Interpretation and information center
- Plays
- Outdoor graduation ceremonies
- Groundbreaking ceremonies
- Judges/parade headquarters
- Shakespeare in the park

Wenger®
Your Performance Partner

THE WENGER SHOWMOBILE®

The Showmobile features a full-scale, thrust-style stage with a canti-levered canopy and a state-of-the-art acoustical shell that's finished inside and out. With Showmobile there are no unsightly edges, seams or fasteners. Setup and operation are simple and fast. Numerous upgrades and accessories are available, enabling the user to equip the Showmobile exactly as needed.

STANDARD EQUIPMENT

- Full 28' (8.5m) main stage section with no lose stage deck platforms.
- Deck surfaces available in black or sand colored polyglass.
- Manual leveling jacks with two removable cranks.
- End doors open for easy access and become adjustable side-stage sound reflectors.
- Hydraulic canopy and stage deployment with wired remote control module.
- Built-in overhead fluorescent lighting.
- Power center with lockable door containing 110-volt load center.
- 12-volt battery and charger for the hydraulic system.
- Two storage compartments built into the curb side below stage level.
- Duplex electrical outlets, four on-stage and one located near the battery for charging.
- 110-volt power cable, 50 feet long (15.2m).
- Eight on-stage tie-downs with four tie-down straps.
- One adjustable all-terrain stairway with handrails.
- Pintle hitch coupler.
- G-rated tubeless radial tires.

GENERAL SPECIFICATIONS

Travel Dimensions

Overall length (includes hitch)	33'8" (10.3m)
Body length	28' (8.5m)
Overall width	8'5" (2.6m)
Overall height	13'3" (4m)

Performance Dimensions

Main stage floor	28' x 6'6" (8.5m x 2m)
Hydraulic stage	28' x 8' (8.5m x 2.4m)
Stage height from ground	3'6" (1.1m)
Canopy height from stage (max.)	17'4" (5.3m)
Upstage canopy height from floor	9'3" (2.8m)



OPTIONAL UPGRADES

These upgrades can only be installed at time of purchase.

- Custom graphics with your logo or other designs can be applied with a 3M vinyl adhesive process — 70 color options.
- Electrical upgrade includes 220-volt power cable, four quadplex electrical outlets on the canopy, two duplex outlets on the back wall, and an additional load center.
- Hydraulic leveling reduces set-up time with four hydraulic leveling jacks. Includes wireless remote with auto-level system.
- Disability lift on curb side of the Showmobile. Low profile with access door, manual backup and remote.

ACCESSORIES

These accessories can be added to your Showmobile at any time.

- Stage extensions. Versalite® Platform packages are available to extend your stage from the sides or front. Stage sizes of 16' x 40', 24' x 40' or 20' x 40' (4.9m x 12.2m, 7.3m x 12.2m or 6.1m x 12.2m) can be created, as well as other configurations you may specify. Includes platforms, adjustable legs and all connectors.
- Stage railings can be added to Versalite stage extensions.
- Stage skirting will dress up your Showmobile. Available in 25 colors.
- Stairways. Additional stairways can be set up anywhere on the stage perimeter.
- Audio Systems. Three systems are available for professional-quality sound - Basic, Premier and Deluxe options.
- Incandescent show lights. Packages feature light bars, fixtures, lamps, gel frames and gels. Packages require an electrical upgrade.
- Portable generator. For 110-volt power where electrical service is not available.



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"Spatio Virtuo Teatro" by Jason Meadows at South Coast Repertory

Costa Mesa
City of the Arts

City of Costa Mesa
Arts & Culture Master Plan

Prepared by
Arts
ORANGE COUNTY

Costa Mesa
City of the Arts

Art in Public Places
Program and Policy Recommendations



Prepared by

Arts
ORANGE COUNTY

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The Ram by Charles O. Perry

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Costa Mesa
City of the Arts

EXECUTIVE SUMMARY

INTRODUCTION

In 2017, the Costa Mesa City Council approved unanimously the development of the City's first Arts & Culture Master Plan. This initiative signaled the Council's belief that the time had come to appraise the value of the City's cultural resources, to identify what strengths and weaknesses those who live, work or visit here feel exist in the local cultural landscape, and to envision ways that the City can support and advance arts and culture in Costa Mesa. Arts Orange County, the County's nonprofit arts agency, was engaged as consultant for the project. On March 16, 2021, the City Council approved the Arts & Culture Master Plan.

The Vision of the Plan stated:

The City of Costa Mesa rededicates itself to the distinction of being a "City of the Arts," a place where:

- Creativity and creative people can flourish
- Imagination, inspiration and innovation are held in high regard
- The arts are agreed to be essential to everyone's education
- Arts and culture enrich lives and uplift the human spirit
- Arts and culture promote civic pride

In 2022, the City implemented two important recommendations from the Arts & Culture Master Plan:

- Hiring an Arts Specialist
- Creating an Arts Commission

Also in 2022, the City determined that it wished to take steps toward fulfilling Goal #2 of the Plan:

- Expand Public Art throughout the City, both indoor and outdoor, through donation, loan and purchase

Because the City has no policy or procedure for acquiring and displaying Public Art, it engaged Arts Orange County in June 2022 to prepare and present its recommendations.

THIS REPORT

The purpose of the consultancy was to recommend formal policy guidelines and procedures for the Art in Public Places program based on industry best practices that incorporate existing policies and any recommended policy updates and cover the following elements:

- Establish purpose, goals and objectives for citywide Public Art Policy that ties into and utilizes data from relevant stakeholders collected from the Arts & Culture Master Plan;
- Criteria for the siting of Public Art projects;
- Definitions and distinctions between Temporary and Permanent Public Art projects;
- Distinctive policies and procedures between Temporary and Permanent Public Art projects which should include the current Utility Art Box Program, permit processes for murals on private property as part of temporary Public Art processes and a general process by which artists are commissioned and selected for temporary and permanent Public Art;
- Guidelines for inclusion of Public Art in public and private development projects;
- Policies for the management of commissioned art projects including, but not limited to, City/artist/stakeholder roles and responsibilities, contracting requirements, and any applicable regulatory requirements;
- Standards for maintenance plan and managing Public Art inventory;
- Develop funding considerations and or plan;
- Policies for acceptance of donated/gifted artwork;
- Policies and procedures for deaccession of artwork;
- Process for incorporating imaginative design in all of the City's functional elements and fixtures: streetlights, playground equipment, fitness stations, bus shelters and benches;
- Comparison and or case study of comparable Public Art polices in other Orange County cities.

In 2022, the City's newly-appointed Arts Specialist immediately sought to address the lack of a written policy for the City's existing temporary Public Art program (established in 2015) by preparing a Draft Utility Art Box Program Handbook. The consultant's scope of work included reviewing that Draft Handbook and recommending revisions.



City of Costa Mesa Public Art Recommendations

The information and recommendations in this report are offered to support a program offering opportunities for artists and serve the community through varied approaches and perspectives. The adoption of any and all recommendations are at the City's sole discretion, and any modifications to current ordinances, policies and procedures should only be made under further guidance from the City Attorney and are subject to final approval of the Costa Mesa Arts Commission and the City Council.



Thalo Sun by Gabriella Kohr

Criteria for the Siting of Public Art

The commissioning of Public Art can have a significant effect on a location as an environmental enhancement, source of pride, and place maker. Public Art can reflect and highlight the culture, history, goals, and/or values of a community.

In order to ensure the artwork achieves the highest level of positive impact, care must be taken in the selection of locations. This should include consideration of thematic and aesthetic appropriateness, audience, community and cultural equity, and public access. Conditions affecting ongoing maintenance and use of materials are also important in ensuring the long life of an artwork for the enjoyment of the community.

The following are questions to consider when contemplating a location and the overall commissioning of Public Art. The questions and criteria offered are intended to be flexible and allow for individual case by case commissions to be established using best practices in the field.

Costa Mesa City Hall and other public locations with high pedestrian traffic, such as the Costa Mesa Donald Dungan Library and Lions Park, are visible and natural sites for Public Art placement. Public Art in these locations can become iconic markers reflecting the importance of the work of the government or community amenities in these locations.

That being said, when considering the development of a Public Art collection, it is recommended that the City also look at smaller community gathering, or pedestrian centers spread throughout the municipality to ensure an equitable distribution of cultural assets across the City. Varying the size and types of projects within a City collection will result in balancing a range of large highly visible artworks with equally impactful intimate and midsize artworks that can enliven smaller parks or facilities.

Before settling on a specific location and format for an artwork, the commissioning body should establish the goals and concepts the work should encompass. While the following are not mutually exclusive, within a project one aspect may form the overriding purpose in the establishment of a Public Art project. Questions to consider and possibilities include:

- Are there high levels of pedestrian traffic? Is there a specific purpose for the artwork in relation to celebrating the community's history, services, culture, or heroes? If so, will a specific location (or locations) resonate more than others with this purpose?
- Is the artwork intended to enhance the aesthetics of a location and bring a moment of visual respite to a viewer's day? Are there locations that can particularly benefit from this intervention?
- Is the goal to bring an arts experience to a site for the sake of establishing an uplifting cultural moment? Are there locations with many pedestrians that can benefit from this intercession?
- Is there an equitable distribution of artwork in the community? How will an artwork location balance the entirety of the Public Art offerings in the city?

While it is tempting to consider free-standing sculpture as the norm when evaluating the placement and commissioning of Public Art, artwork can take many forms from artist designed functional objects or artwork integrated into architecture, to stand-alone artistic expressions enhancing single or multiple areas within a project site.

On-site locations for Public Art projects include, but are not limited to, walls, floors, ceilings, windows, exterior facades, stairways, rooftops and patios. Locations can encompass parks, plazas, civic centers, roadway medians, traffic islands, and bridges among other possibilities.



If funding for the artwork is attached to a particular site relating to a capital improvement development or other Public Works opportunity, site considerations within the development should include public access hours and visibility. If the site has a history of vandalism, the height or accessibility of the artwork siting if placed on the building structure or monitored locations such as lobbies or interior welcome areas should be contemplated.

Other considerations after a general location such as a specific park or municipal facility are selected, and the opportunity is under discussion include:

- Is the artwork placement in a well-traveled area visible during regular working hours?
- Will the artwork block windows or entryways?
- Is the placement accessible for required maintenance?
- Will normal pedestrian pathways remain unobstructed?
- Will the scale of the artwork be appropriate to the environment (surrounding architecture, signage etc.)?

Because of the almost unlimited options for placement and the form Public Art can take, the City should invite artists to visit the selected location if it is a preexisting site, or view plans in an early stage of development to allow the artist to bring their creativity and concepts to bear. This can result in fresh and unique perspectives in site placement within the location and the formation of the artwork project.

TEMPORARY VS. PERMANENT PUBLIC ART, DEFINITIONS AND DISTINCTIONS

There are many commonalities to the commissioning and placement of both temporary and permanent Public Art, such as the need for the work to be appropriate the audience, reflect the community's values, be fabricated with safe, appropriate materials and methods, be commissioned in an equitable fashion, be site-specific, be maintainable for the expected life of the project, be visible and contribute to the site as a place-making enhancement, etc.

Permanent Public Art

Within the field, municipalities commonly designate that permanent artwork has a lifespan expectation of a minimum of 25 to 30 years. This expectation leads to materials and methods that have a track record of longevity such as metal, glass, concrete, terrazzo, stone, mosaic, tile or other similar products. Because of the permanent nature of the work, artwork themes and concepts have an expectation of being broader or more universal, so as to not become dated in 10 or 15 years.

There are many reasons to pursue permanent Public Art projects. Permanent Public Art programs commonly have funding tied to a percentage of the cost of construction for public works projects. It is normal for a percentage or all the funding for these projects to be grants from entities requiring the use of the funds to be restricted to capital improvements. Permanent Public Art projects are generally eligible costs in this regard.

Permanent Public Art projects result in an artwork that will serve the community for many years and will become a City asset that may increase in value through the years.



Temporary Public Art

Temporary Public Art can range from an expected lifespan of a day for event connected work, to months, to a limited number of years. Because of the transitory nature of the work, edgier concepts, current affairs, and contemporary themes can be explored and experimental materials and methods can be employed. Because of the flexibility of temporary artwork, smaller budgets are generally needed, and sites can be activated with art to see how it is received prior to consideration of a more expensive permanent piece being commissioned at the location.

Materials such as vinyl, paper, canvas, wood, found objects, etc. can be employed, leaving a wide array of options for artists to consider. A temporary art program can also be a great way to bring artists inexperienced with Public Art to the table to learn how to work within the public sphere, complete contract milestones, and stay within time and budget. This is ideal as a stepping stone for artists to break into Public Art, and encourages diversity and equity in the field.

Advantages to temporary art include minimal or no required maintenance. When a Public Art program cannot commit to the cost of maintenance for an artwork for the foreseeable future, works of temporary art are an attractive choice. Temporary art also works well as a series of art elements activating several locations along a pedestrian path within civic spaces or areas.

Temporary art projects often give communities a chance to become involved in Public Art making, as they are often suitable to artist/community collaborations. This allows communities to become actively involved in their creative environment. Local artists can be engaged, and they can then gain experience and pursue other opportunities with larger budgets and greater complexities.

Definitions

There can be some fluidity in the practice of commissioning permanent vs. temporary Public Art, but as municipalities often have need for definitions to inform policies and practices, the following are offered as recommendations:

Permanent Public Art:

Art in public spaces, created by an Artist and fabricated with materials and methods with an expected lifespan of twenty-five years or more.

Temporary Public Art:

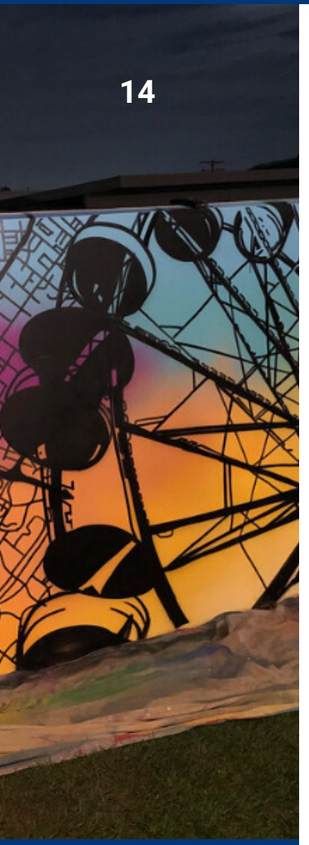
Art in public spaces, created by an Artist which is designed to be exhibited for a limited, articulated period of time, typically 5 years or less.

Artist:

A person who has established a reputation of artistic excellence in the fine arts, including but not limited to visual, or performing arts, as judged by peers and experts in the field, through a record of public exhibitions, performances, commissions, sale of works, recognition and/or educational attainment. The qualified artist shall work primarily in the production of unique fine art.



Food for the Soul by Brian Peterson and Damin Lujan



Public Art Commissioning Process

The commissioning of Public Art is an exciting endeavor and can be the final step in a long planning process involving numerous stakeholders and location, budget, and other scoping considerations.

This report will break down the commissioning process into distinct steps with a discussion and recommendations for each component. However, there is flexibility to each process and variations are possible.

Scoping and Planning

Prior to the advertisement of a Public Art opportunity, there should be a process for stakeholders to provide input as to the type of opportunity, goals, and potential themes of the artwork. A discussion of the types of questions to be considered have been offered in the “Criteria for the Siting of Public Art” above.

Stakeholder groups and the type of advance engagement will change depending on the type of project and the site under consideration. Stakeholders can include representatives of departmental staff working in the facility, local community members, special “friends” groups, Commissioners, or other invested parties. Engagement can encompass a public meeting letting the community know of the opportunity and soliciting feedback on the type of themes that they find important to convey in the artwork. However, this should not be construed as an opportunity to dictate the imagery, design, or specific concept for the artwork. Other ways to obtain feedback are through surveys or interactive activities at City events.

This type of community engagement can be solidified once an artist is selected by requiring the artist, as part of their scope of work, to incorporate an engagement process at an appropriate level of interaction as fits their artistic process and the needs of the project. Community engagement with the artist can involve feedback, identifying actual design elements for incorporation into the final artwork, or simply engaging with community through a workshop to engender appreciation for the artwork and offer a chance to meet the artist.

Artist Selection

The identification of an artist should be conducted in an open transparent process. Best practices as articulated by the Americans for the Arts and exhibited by the practices of established programs at other municipalities recommend a two-step process of artist selection. This process starts with the advertisement and issuance of a Request for Qualifications (RFQ) wherein the project's budget, parameters, artwork priorities and goals are articulated along with the artist selection criteria, scoring breakdown, and expectations regarding the selected artist's experience, interest, and past work images.

The following is an example of the types of materials that may be requested from artists responding to the RFQ:

1. Work Samples. Ten (10) images of artwork. Work samples should include the date of completion, project budget, artist, client/agency (if applicable), medium, location (if applicable), brief description of the project.
2. Artist Statement/Description of Work. 500 words (maximum) describing the themes, inspiration and questions explored throughout your work, as well as the materials, methods and techniques you use to create your work.
3. Resume/CV. 1-2 pages (maximum) outlining your professional art qualifications, which may include previous projects, experience, education/training and other related credentials.
4. Questions. Response to the following questions through written response:
    a. Why are you interested in completing a project for XXXX (department/location/etc./name of project)? 500 words (maximum).
    b. How do you see your artistic practice or existing work aligning with the XXXX (department/location/etc./name of project) artwork priorities and diverse audiences? 500 words (maximum).

The following is an example of the types of selection criteria and scoring.
(Should be listed in the RFQ.)

Artists' applications will be evaluated according to the following criteria listed below and scored up to 100 points.

Criterion 1: Technical and Aesthetic Quality of Past Work (50% - Max 50 Points)
The applicant's past works and creative practice as expressed through their images, artist statement/description of work and resume/CV demonstrate a high level of aesthetic quality and technical execution. The concepts reflect originality and evoke a response.

Criterion 2: Suitability For This Project (50% - Max 50 Points)
The applicant's images, artist statement/description of work, resume/CV and answers to the application questions demonstrate the applicant's suitability for the artwork priorities outlined in the RFQ.

The selection panel is key to the process. Other municipalities and the Americans for the Arts recommend as best practice site- or project-specific selection panels with a diverse perspective including experts in Public Art, site end-users, community, and professional project design participation. In this configuration there is Arts Commission participation by 1 or 2 members (who rotate among projects). A sample of the panel composition is as follows:

- 1 or 2 Arts Commissioners
- 1 or 2 Public Art professionals (can be curators, arts administrators, or experienced peer Public Artists)
- The Architect of the project (if applicable)
- A representative of the City Department with oversight of the Public Art location (i.e. Police Department or Parks & Community Services)
- 1 or 2 Community members at large with a link to the art location, such as "friends" or other support group members

In this manner the artist selection has professional design expertise as well as provides a voice to the groups that will experience the artwork daily. The inclusion of Public Art professionals ensures a high design aesthetic and fabrication proficiency. In this configuration, there is a stipend provided to the non-city employee (or non-Arts Commission) panelists for their service ranging from $150-$300 per day.

The selection panel selects 3-4 Finalists from the review of the RFQ applicants based on the stated criteria and submission materials.



The next step is the second Request for Proposals (RFP) stage. Proposals are requested only from the 3-4 Finalists. The artists should be provided with a list of expectations for the proposal including a narrative of the concept, design sketches and drawings (in-situ if possible), with dimensions and materials. The proposal should also include a preliminary budget, the fabrication timeline and any installation considerations. Additionally, the proposals should include any type of public engagement anticipated to be provided in tandem with the project. Artists should be provided with the criteria for evaluation of the proposals with an indication of the scoring breakdown based the stated criteria.

Artists are generally given 4-6 weeks to develop their proposal. In order to ensure all the Finalists are provided with the same information, there should be a proposal meeting with all the Finalists wherein the department staff from the relevant location will describe the activity, services provided, and constituents using the site, as well as the goals of the project. If the project is tied to a public works construction project, someone from the design team should provide information regarding the site and any technical considerations. This is an opportunity for all of the artists to hear the same information and ask questions.

It is important to note that it is a basic tenet within Public Art programs that professional artists are paid for the development of proposals. Professional practices require that artists be paid for their work, and the development of a proposal requires considerable research, time, and effort. The amount of the proposal fee per artist finalist in large part is dependent on the project budget and can range from $1,000 for a project budget of $100,000 or less, to $5,000 or more for a project with a $1M budget or higher.

The selection panel meets a second time to review the proposals as presented by each artist one-after-another, in an in-person meeting, wherein the selection panel can ask questions directly. After all the artists have presented, the panel will deliberate, score the proposals, and select the recommended artist and work.

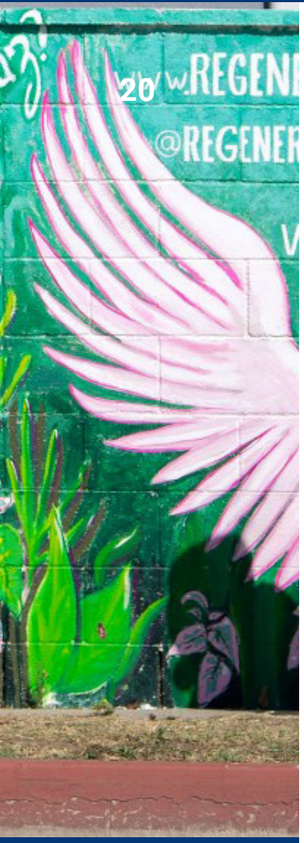
Many municipalities allow for the selection panel (with its range of perspectives) to make the final recommendation, with the full Arts Commission providing the final review of the recommended work and issuing the final approval to ensure the selection is in accordance with the safety, durability, and programmatic requirements. In this instance, the Arts Commission reviews the final recommendation only and they do not compare it to other submissions.

If Costa Mesa decides the City Council has the final review and approval, as with the Arts Commission they would review the panel recommended proposal only and not every final submission. In this manner the panel's wide range of perspectives are acknowledged. As the full Arts Commission or City Council are not privy to the artist presentations and discussions, it respects the panel process.

A variation to the above process is possible when community engagement is so vital to the artwork design and development, that the City requires the design to be developed though an intensive community process. In this scenario, it is not feasible for the design proposal to be developed in advance of contracting with the Artist. This process would have a similar RFQ process, but an important submission requirement to the RFQ would be a narrative about the type of engagement process they envision to develop the design, their approach to design, with an indication of their interest in the project, and a listing of previous projects they completed wherein the community engagement was paramount to the artwork design process. Instead of the second step incorporating a proposal review, the panel would interview the Finalists with open ended questions to ascertain the community appropriateness of the artist's process to select the most appropriate artist for the commission. The contract with the artist in this case includes design development and approval milestones.



Poderosas by Alicia Rojas, Camilo Romero and Santa Ana Community Artists



Public Art Collection Management

Costa Mesa already has begun to build a collection of Public Artworks though commissions and donations. As the permanent works are now City assets, management of these works is paramount to ensure they are well maintained and remain is good condition for future enjoyment and to retain their value.

Roles and Responsibilities

Management of the works would ideally be the responsibility of a designated Arts staff member and includes the oversight of a database to track the artworks. The database should include artists information including a biography, narrative from the artists describing the concepts behind the work, artwork dimensions, budget, materials, methods of fabrication, maintenance requirements and artist contact information, and photos of the artwork. A digital file on the commissioning process should be retained including proposal files, correspondence, budget and final records, the selection panel, dedication event documentation a copy of the agreement with the artist and any other applicable information reflecting the commission process.

Additionally, a plaque should be placed at the site of the work with the artist's name, the title of the work, date, materials, and the department to contact in case of maintenance needs.

Artist contact information should be retained, should there be need for unanticipated maintenance or repair, artwork removal, or alteration.

The City should consider sharing their collection on the City website with images of the works and their location. Some cities include a map of the City showing the artwork locations with artist and artwork information.

Maintenance

The City of Costa Mesa is in the early stages of developing a Public Art collection. The single most important aspect in ensuring the value of this asset is the regular maintenance of the artworks. Regular maintenance will help avoid costly future repairs. As part of the artist's contracting process the city should require the artist to provide a professional art conservator's assessment of the materials and methods with recommendations for maintenance.

It is recommended that staff work with art conservators to monitor the condition of the artwork in the collection and assess Public Art maintenance requirements and costs. The costs should be allocated as part of the city budget process on an annual basis for this purpose.

Contracting

When developing contracts with artists, it is important to keep in mind that art making and standards within the art industry require unique considerations and understandings regarding the scope of work, artist's rights, copyright/use of image, milestones, payments, etc. within the agreement. Standard municipal contracts for services rendered rarely have the needed clauses, and sometimes contain clauses that are not recommended or applicable to art making and artists' practices.

This report is not intended to be interpreted as legal advice, but as a point of discussion to advise the City of Costa Mesa on issues and concerns unique to artists' contracting and to offer examples of ways others address these concerns. Any decisions regarding the language to be incorporated into contract templates should be made in tandem and with the approval of the City of Costa Mesa City Attorney.

A copy of the agreement template for Artist Services used by the Los Angeles County Department of Arts and Culture is provided as an example for consideration.

The following areas of contracting reflect where the City's standard contract language is recommended to reflect artwork specific standards and best practices.



Taco Mesa mural

Artist's Rights

Commissioning artwork for the City's collection will result in the City obtaining ownership of the artwork as an object, with all the associated rights and responsibilities. However, there is more than one type of ownership to consider. While the City as the commissioning agent will have ownership of a work of art as an object, this does not necessarily extend to ownership of the image and copyrights as articulated in the federal Visual Artists Rights Act (VARA) or the California Arts Preservation Act (CAPA).

These laws provide for a series of artists rights including the rights of authorship and rights surrounding the removal, alteration, or destruction of artwork. There is a range of ways in which municipalities address these rights.
Because of the risk of litigation associated with incorrectly destroying artwork in violation of these laws, the handling of artist's rights varies among agencies. For example, the Los Angeles County Department of Arts and Culture expressly acknowledges and accepts artists' copyright by incorporating it into their Public Art policy, referencing it in artist agreements, and requiring artists to register their works with the U.S. Copyright Office. Agencies such as the L.A. County Metropolitan Transportation Agency (Metro) and the City of Los Angeles Department of Cultural Affairs both require that artists waive their rights under CAPA and VARA while simultaneously reinstating specific rights back into artists contracts.

The VARA and CAPA laws require that 90 days written notice be provided to an artist prior to the removal, alteration, or destruction of an artist's work. It is also understandable that an agency would want the ability to remove an artwork immediately if issues of safety arise. As such, a clause waiving the VARA and CAPA 90 day requirement can be considered. However, even when the 90 day notice requirement is contractually waived, it is common for policies to be put into place to provide good faith advance notice to artists where possible should this need occur.
While it is generally accepted in artist agreements that the agencies can freely depict artworks for non-commercial educational or program promotional activity, activities resulting in commercial gain from the depiction of an artist's work (such as t-shirts, posters, or mugs) should be negotiated with an artist independently.

Performance Bonds and Payment Milestones

It is common practice for municipalities to put a requirement for a Performance Bond in place for construction projects in the unlikely occurrence that a contractor defaults on a project. While this may be a practice that is tempting for use in artist's contracts, it is unadvisable. The performance bond industry is not tailored for artworks, the cost would be unwieldly to the budget, and it is unlikely that a performance bond company would insure this type of project.



Untitled by Joshua Madrid

The Americans for the Arts puts it this way:

“Performance bonds are intended to guarantee the satisfactory completion of work. If a contractor is unable to finish a project, then a performance bond ensures that the work will be finished, usually by hiring a third party to complete any missing or unsatisfactory work. These bonds are commonly used in the construction industry and many cities’ public works departments require city contractors to hold them.

However, performance bonds have little applicability to the commissioning of fine art. For one, most commissions can only be completed by the artist who made the initial proposal, making the hiring of a third-party a nonstarter. More over, most performance bonds are prohibitively expensive for individual artists, and the desired objective (ensuring a satisfactory final project) is better achieved through alternative actions, like withholding final payment on a contract.

The best practice is for the use of project milestones to be incorporated into the agreement with a final payment left for the completion of services. A sample of this construction is as follows:

1. 10 percent ($_____) upon Execution of the Contract.
2. 30 percent ($_____) upon Acceptance of Final Design Drawings and Issuance of the Notice to Proceed.
3. 20 percent ($_____) upon Completion of 50% of Fabrication.
4. 20 percent ($_____) upon Completion of 100% of Fabrication.
5. 10 percent ($_____) upon Completion of Installation and Issuance of Artwork Acceptance Notice.
6. 10 percent ($_____) upon Completion of Project Close-out including documents, photography etc.

Scope of Work

It is to the City’s advantage to provide a clear list of expectations in the contract through the scope of work. The more specifically this is articulated, the less confusion there will be as to the responsibilities of the City and Artist.

Areas to describe include the overall responsibilities of the City and Artist, and Artist specific responsibilities related to design development, approvals, permitting, schedule, community engagement, budget, fabrication, installation, and any closing documents required such as final photography, artist narrative and biography, maintenance plan, etc.



Murals

Murals have been embraced as a valued art form by a diverse array of cultures and communities, providing an enlivening way to interject art to the street life of cities nationwide. They can celebrate the culture, heroes, and history through abstract or figurative imagery or any number of approaches conceivable. The possibilities are unlimited.

Painted murals are an art form with a rich history and deep appreciation. The expected vs. actual lifespan is dependent on several factors, and realities can be vastly different from project plans. Murals expected to remain intact for generations can come up against conditions requiring their removal after a limited lifespan, and murals developed with a limited expectation of longevity can become community icons intact for many years. The following is intended to provide guidelines to maintain a collection of mural works in good condition for their lifespan.

Welcome Home by Shepard Fairey



Murals Commissioning Process

Murals on City Property

Murals to be placed on City property can be commissioned though a process similar to the commissioning of Public Art projects as described in the section on Public Art commissioning in this report. However, because of the unique needs of murals regarding their maintenance and the unfortunate proclivity for them to be targets for graffiti vandalism, it is recommended that murals commissioned for placement on City property be required to have an anti-graffiti coating applied that is maintainable by the City, and the mural is fabricated/painted on a well prepared wall that has been assessed in advance by an art conservator with murals expertise to confirm the suitability for the murals' longevity, and so they can provide recommendations for wall preparation and materials.

The mural should be evaluated every five years to assess the condition to evaluate if the artwork should be maintained or removed. If the mural is in poor condition and the City does not have the resources for a restoration, the applicable artist's rights laws (VARA and CAPA) require that artist be provided with 90 days advance notice of its removal. The five-year review process and expected lifespan should be articulated in the City's agreement with the artist.

Generally, murals on public property are considered government speech and, as a result, are not subject to the Free Speech Clause of the First Amendment. Municipalities may regulate murals on City-owned property to control the time, place and manner of its placement as well as regulate the design and content of the mural itself.

Murals on Private Property

While it may be tempting for a municipality to regulate the design and content of murals on private property, First Amendment rights of the property owner limit the oversight of mural approval processes to regulations such as the mural lifespan, placement, size, materials and methods, and process of permitting. These areas of oversight can still ensure that mural projects are developed with the full awareness of the community, with technical and legal considerations in relation to materials, maintenance, and artist's rights, adhered to and understood.

Murals have also been the subject of controversies and legal battles in relation to First Amendment rights and clashes over the ways in which fine art murals are sometimes treated differently than commercial mural-sized signs or general signage.

As a result of these issues, which have now found resolution in cities such as the City of Los Angeles and Portland, Oregon, guidelines can be recommended in relation to the development of a murals ordinance for the City of Costa Mesa in consideration of these concerns.

The following are guidelines recommended to use in the development of an ordinance for the placement of murals on private property. This assumes that the murals will be funded by the property owner without city support.

It is important to note that as the mural permit requirements are design and content neutral, the process of review and approval can be completed in a "counter permit" process by city staff by qualified to confirm that the materials, manner, and processes follow requirements.

DEFINITIONS

An essential first step is the establishment of a mural definition to ensure that murals are original, artistic expressions that are not confused with advertising or signage which is regulated separately.

The following is recommended as a definition for this purpose:

Mural:

A one-of-a-kind original artwork created by a Mural Artist, or through a community engagement process led by a Mural Artist that is fabricated directly upon an exterior wall of a building, that is hand-painted or hand-tiled and does not contain commercial messaging. For definition purposes, a commercial message is any text, image, logo, or other visual communication that advertises or references a business conducted, services rendered, commercial enterprise, or goods produced or sold on or off the premises.

Mural Artist:

A person who has established a reputation of artistic excellence in the visual arts, as judged by peers and/or experts in the field, through a record of public exhibitions, performances, commissions, sale of works, recognition and/or educational attainment. The qualified artist's creative output shall primarily consist of the production of unique fine art.

Requirements and Process:

The following are technical requirements designed to address the placement, scale, materials, and maintenance needs of the mural. Maintenance is of the upmost importance to ensure that murals do not deteriorate, become graffiti magnets, or cause blighted conditions. They are offered as a manner to allow murals within the face of a building, within commercial or business districts.

It is recommended that the City consider if the requirements for numbers 1-5 are in accordance with Costa Mesa's vision and if not, adjustments can be made as appropriate. Recommendations for numbers 6-8 will ensure maintenance, artists rights and each artwork design are reviewed and addressed.

Recommended Requirements

1. No part of a mural shall exceed the height or width of the structure to which it is tiled, painted or affixed.

2. No part of a mural shall extend more than six (6) inches from the plane of the wall upon which it is tiled, painted or affixed.

3. No mural shall be placed over the exterior surface of any building opening, including, but not limited to, windows, doors, and vents.

4. Murals shall be placed on non-residential commercial or industrial property only.

5. Only one mural will be permitted per business location or structure.

6. A specialized anti-graffiti coating must be applied to the mural and maintained for the life of the mural. Varnish, other coatings or finishes that are not specifically designed as graffiti abatement products as part of a graffiti removal system do not comply with this requirement.

7. The property owner is required to maintain the mural in good condition and free of vandalism. If the property owner is negligent in this regard after sufficient warning, they can be issued a 120-day order to remove the artwork at their own cost. If removal is ordered, the property owner is responsible for the proper 90-days written advance notification to the artist as applicable by the federal Visual Artists Rights Act (VARA) and the California Art Preservation Act (CAPA) laws.

8. Mural permits are valid for one image at a time. Property owners wishing to change the mural design or replace it with another artwork must apply for a new permit.



Recommended Process

The following processes allow for the mural designs to be reviewed by the community in advance of its placement. This review cannot be considered an opportunity for the community to veto the mural's content or design, but it does allow for community input and dialog.

As a rule, business owners wish to establish and maintain good relations with the community, so it is to their advantage to install a mural that will be welcomed by the neighborhood.

It is also essential that property owners are aware of the federal Visual Artists Rights Act (VARA) and the California Art Preservation Act (CAPA). Property owners will be responsible for compliance with all aspects of these laws (including requirements for 90-day advance written notice prior to the removal, destruction, or alteration of the mural) or negotiating waivers of any aspects of these laws through advance written agreements with artists.



Home Sweet Home by Brian Peterson

The following are recommendations for the process requirements:

1. Applicants must hold a meeting at a publicly accessible location at least 30 days prior to the start of the mural fabrication. This meeting is to allow for the public to see the design, ask questions, and provide comments. Should an in-person meeting not be feasible due to public health mandates, a well-advertised virtual meeting can be substituted in a manner as approved in advance by City staff.

2. Applicants for mural approval must post notice of the public meeting 15 calendar days in advance of the meeting on the proposed mural site. This notice must include the intended mural size and location with a color depiction of the proposed mural design, in full and easy view of the community. The notice must also be mailed, or hand delivered to properties located within a half-mile mile radius of the proposed mural location.

3. No mural shall be permitted until the applicant certifies that he or she has completed this neighborhood involvement requirement. Certification shall include photo documentation of the posted notices and documentation of the meeting through a sign-in sheet, or other confirmation the meeting was held as indicated.

4. Property owners must sign a declaration that they are aware of the federal Visual Artists Rights Act (VARA) and the California Art Preservation Act (CAPA) artist rights laws, acknowledging they, and not the city, are responsible for compliance with these laws.

5. Should the property be sold, property owners must provide subsequent owners with maintenance information, anti-graffiti requirements, and artist rights information.



Public Art Donations

How exciting it can seem for a municipality to be offered artwork as a donation. While it can be tempting to accept all art donations, there are considerations that should be understood to ensure donated artwork fits within the city's goals and environment and will not become a burden to the city's resources.

The following will discuss areas and issues to consider in the acceptance of artwork and areas in which background information and assurances should be considered prior to the acceptance of a donation.

There are many sometimes complex reasons that a donor will be motivated to gift artwork to a city. Reasons can range from a sincere desire to share a work with the community, the understanding that a work of art has a special connection to a site or part of the city's history, to the desire for a tax deduction, the need to find a home for a large or unwieldly work that the owner no longer can store or no longer has the resources to provide upkeep. Regardless of the motivation, any offer has the potential to be a welcome and uplifting addition to a city's collection. There may also be valid reasons to deny acceptance of a Public Art donation.

Art Collection Goals

Of fundamental importance to the development of an art collection and the subsequent acceptance of donations is the understanding and establishment of the goals of the collection. For example, the donation of a 19th century European religious painting may have high monetary value, but does it relate to the City and is there an appropriate place for its display? The following are questions to guide the establishment of art collection goals.

What is important to the city regarding the art it owns and maintains? For example, is it important for artwork to relate to the city's location, history, and interests inherent in the cultural context of Costa Mesa? Should it represent the City in an interesting and expanded manner? Can the collection be used as a mechanism to support and uplift artists that reside in Costa Mesa? What is the storage or physical capacity to keep portable artworks? Are there limitations that restrict the number of donated items?

In addition to permanent Public Artwork installations, are there programs and opportunities to display portable paintings, drawings, photography, textiles or other art mediums?

Some municipalities have internal loan programs allowing departments and civic offices to borrow portable artworks for a designated time period to enhance their surroundings for the benefit of staff and visitors. Costa Mesa may want to consider this as a mechanism to accept donations of artwork into the collection with a purpose and display opportunity.



Donation Process

An application process should be established up front to capture the relevant information for an informed decision and to identify any additional considerations to the donation offer. The following identifies main areas in which information should be captured.

Object Ownership and Valuation

As has been discussed, there is more than one type of ownership as related to art, and this needs to be considered in the acceptance of an artwork. While a donor may have ownership of a work of art as an object, this does not necessarily extend to the donor having ownership of the image and copyrights as articulated in the federal Visual Artists Rights Act (VARA) or the California Arts Preservation Act (CAPA).

To establish the donor's ownership of the artwork as an object, a donation application needs to be developed with a requirement for information about the provenance and procurement of the object, including documentation such as a receipt or other proof of ownership. Copies of any agreements the owner has with the artist or gallery should be included if applicable.

The value of the object should be established as part of the consideration of acceptance. This value can be established through:

a. Appraisal Report: An appraisal report including, but not limited to, dollar amount value, description, disclaimers, and additional support for valuation conclusions by a certified third-party appraiser affiliated with at least one of the four appraisal organizations: Appraisers Association of America, the American Society for Appraisers, Appraisal Foundation, or the International Society of Appraisers.
b. A receipt for the purchase of the artwork
c. Other documentation establishing the value of similar artworks by the same artist

This valuation is essential as the artwork will become a physical asset for the city, and as such, a documented value is needed for asset accounting. Also, donors commonly request a letter from the city acknowledging the donation with the value indicated for their use as a tax donation. The city should have confirmation of the value for this purpose.

Copyright Ownership

As indicated, while a donor may have ownership of the artwork as an object, the artist may have retained the copyright ownership as established by the VARA and CAPA laws. The application should include artist information including contact, resume or bio, birth/death dates, and any known copyright information as available. This is particularly important if the donation is a work to be installed as a permanent Public Artwork as the artist should be notified of the donation and location of the installation.

The application should indicate the copyright owner of the object. If the donor is the copyright owner, the application should include documentation of this and should ask if the donor intends to transfer the copyright to the City of Costa Mesa should the donation be accepted by the city.

The City Attorney should identify if and how the acceptance of the artwork and installation will make the city subject to any applicable VARA and CAPA notifications or copyright requirements in the future. It is recommended that the City Attorney weigh in regarding these considerations and requirements prior to the acceptance of the donation.



Floyd's 99 Barbershop by Jonas Never



Materials, Maintenance, Conservation

The application should identify the materials and any known maintenance or conservation needs. A condition report should be provided by the donor or obtained by the city to identify any issues and immediate or future costs associated with keeping the artwork in good condition.

Transportation and Installation

If the artwork is a large sculpture or other Public Artwork, it is important for the city to understand the costs to transport the artwork and install it at the desired location. Questions to consider are the need for any footings or special attachment systems, permits, insurance, storage, installation, and any conservation and maintenance needed in the immediate future. It should be established if these costs and the responsibility for this activity will be borne by the donor or if the city is expected to handle these costs and the scope of work to see to the full completion the installation.

Other Information

In addition to the above information the application should request any exhibition history, edition certifications or other pertinent information about the artwork as applicable and available.

Pablo Universal by David Flores

Criteria for Acceptance of Public Art Donations

The identification of collection goals and the information above will greatly aid in evaluation of the donation application. It is recommended that the Arts Commission evaluate the donation based on the criteria for an acceptance recommendation to City Council. The City Council should maintain final approval, considering the Arts Commission recommendation.



Reclining Figure by Henry Moore

The following are recommended criteria to utilize as applicable in assessing the acceptance of an art donation:

1. The artwork supports the goals of the art collection and would contribute positively to the City's Public Art, meeting the standards for Public Art commissioned by the city.
2. The artwork is of high quality and aesthetic excellence.
3. There is an identified location to site the artwork if it requires a public installation, or there is a program or mechanism to display the artwork if it is a portable piece.
4. The scale, form, context, and design of the artwork are appropriate for the setting and audience.
5. The donor has committed to cover all applicable costs associated with permits, bonding, insurance, transportation and installation of the artwork or the city has committed the resources to cover these applicable items.
6. The future maintenance and conservation need of the artwork is understood and the city has identified the resources to attend to these requirements.
7. The legal considerations of ownership, copyright, liabilities, maintenance, and de-accessioning are understood and acceptable to the city.
8. The artwork supports an equitable collection inventory, allowing for a diverse range of artists to be represented, considering if there are already multiple donations of the same artist's work.

De-accession of Public Art

There are numerous reasons that a city may wish to de-accession an artwork. These considerations can include safety, condition, change in the physical location of the artwork so it is no longer supported physically, community complaints, or other controversies.

As city owned artwork is a civic asset, the process should require a staff report addressing the applicable issues related to the de-accession criteria including the review of any restrictions which may apply to the artwork based on legal or contractual requirements. The report should include an analysis of the reasons for de-accessioning, options for storage or disposition of the artwork, and the appraised value of the artwork, if obtainable.

If the de-accession is the result of the destruction of the supporting structure (such as the wall, building, or plaza to which the artwork is attached), consideration should be made regarding the appropriateness and feasibility of relocating the artwork to another location.

Any considerations or requirements associated with VARA and CAPA laws, including notice to the artist, if applicable, should be carefully followed in accord with the City Attorney's direction.

The following represent acknowledged criteria for de-accession and are recommended for Costa Mesa's consideration.

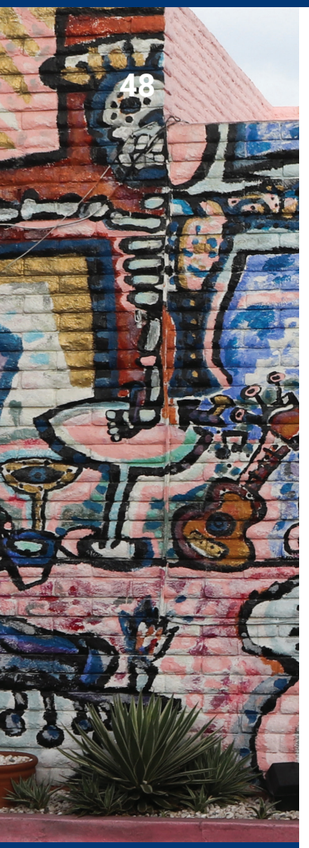
1. The artwork's present condition poses a safety hazard to the public.
2. The artwork has been damaged or has deteriorated to the point that it can no longer be represented to be the original artwork.
3. The restoration of the artwork's structural or aesthetic integrity is technically not feasible, or the expense of restoring it exceeds the resources of the city.
4. The architectural support (building, wall, plaza) is to be destroyed and the artwork cannot be removed intact for relocation.
5. The use of this particular public space may have changed, and/or the artwork may have lost its contextual meaning and it cannot be re-sited, or re-siting the artwork would be inappropriate.
6. The artwork requires excessive and inappropriate conservation and/or maintenance or has faults of design or workmanship which can be termed inherent vice.
7. An artwork is not, or is rarely, on display because of lack of a suitable site.
8. The condition or security of the artwork cannot be reasonably guaranteed in its present location.
9. The artwork was not installed or fabricated as proposed, is incomplete, or does not meet the requirements of the commission.
10. The artwork does not meet the goals of the collection.
11. Removal has been requested by the artist in writing and it has been determined by the Arts Commission to be a reasonable request.
12. The artwork has reached the end of its original anticipated lifespan.
13. The artwork is proved to be inauthentic or in violation of existing copyright laws.
14. The artwork has received documented and ongoing adverse reaction from community members where the artwork is located, and the City Council has determined the artwork no longer reflects the values of the community.



Public Art and Development Mandates in Orange County

Among Orange County's 34 cities, there are currently four that mandate Public Art within their communities: Brea, Buena Park, Dana Point, and Laguna Beach. Two more cities are expected to join that list upon approval of Public Art Plans they are completing: Anaheim and Huntington Beach. Four cities currently have programs encouraging Public Art in development without a binding mandate: Anaheim, Huntington Beach, Newport Beach and Santa Ana. The mechanism used most frequently is the assessment of a fee ranging from 0.5% to 1.25% on the total cost of new construction or renovations on projects valued at or above a baseline amount. Fees may apply to City capital improvements, private development, or both. Policies vary, with private developers, in some cities, permitted to acquire and install art on their property to fulfill the requirement (with City review and approval), or instead to pay into an in-lieu fund managed by the City to acquire and install Public Art on City-owned property.

See p. 80-81 for more information about other Orange County cities' Public Art policies and programs.



Inclusion of Public Art in Public Works Development Projects

The inclusion of Arts and Culture into public spaces is known to enhance the livability or civic life and is a contributor to the quality of the environment while engendering community pride. Incorporation of Public Art into Public Works projects are a natural way to uplift the quality of these spaces for the enjoyment of the community.

Many Public Works projects are funded by grants or other sources requiring that the use of monies is restricted to capital improvements. Permanent Public Art incorporated into the project is generally acknowledged as a capital improvement for this purpose.

With other internal sources incorporated, facility funding can be less restrictive, allowing for a wide array of arts programming on the site of the development. Municipalities have allocated between 1-2% of the cost of construction for these projects as part of the regular budgeting process.

A mandate by City Council for Public Art inclusion into Public Works construction projects declares the importance and value the City places on arts and culture in civic life. Should the City decide to mandate a Public Art requirement for private development, it would be a reasonable expectation that the City has a policy in place for Public Art within its own public works projects.

It is recommended that policies framing the approach to projects and the commissioning of artists are put in place to ensure that there is an equitable distribution of funds to diverse artists.

The City of Pasadena's Public Art Program guidelines can serve as model of how goals and values can be realized. The following from the City of Pasadena is offered as an example for consideration for the City of Costa Mesa:

1. The commissioning of artists at a variety of points in their careers, but whose work is of the highest artistic merit, and who bring innovative artwork of all media and disciplines into the public realm;
2. The commissioning of artists and artwork which are reflective of cultural diversity and the city's international populations, recognize the values and contributions of various cultures to the community, and contribute to the characteristics, aspirations and unique expressions of Pasadena's values;
3. The encouragement of local artistic endeavors and support of local artists;
4. The encouragement of public dialogue and interaction with art in public places, through appropriate education forums, public meetings, citizen task forces and programs;
5. The commissioning of works of art varying in style, scale, medium, form and intent representative of the arts on a local, regional, national and international level;
6. The broad distribution of commissions among artists. To ensure this objective, no more than one City of Pasadena Public Art commission per artist/team shall be awarded in a three-year period. An artist may not apply for a subsequent commission until the aforementioned has been completed and has received final approval;
7. The geographic distribution of artworks throughout the City of Pasadena;
8. The inclusion of the artist and design team at the inception of the project.

Local Artists

A healthy arts ecosystem should include opportunities for local artist participation and will provide opportunities for professional growth. Recommended opportunities for artists new to Public Art include temporary Public Art projects. These projects can be singular, as a series along a path or walkway or grouped together in a park or other venues in a multi-artist festival or "happening" atmosphere to build excitement and space activation.

Similarly, a purchase program geared toward local artists that are new to Public Art can build a collection of artworks for offices and other public interior spaces. It is a great opportunity for participation and community engagement.

Inclusion of Public Art in Private Development Projects

As indicated above, there are two paths cities have taken regarding the inclusion of Public Art in private development, encouragement for voluntary participation or mandates through ordinances. There are basic concepts applicable to either effort that warrant discussion.

DEFINITIONS

So that all parties understand what types of projects are to be considered when referring to Public Art, basic definitions are needed to define who is an artist in this context and what is to be considered as Public Art.

It is essential that the eligibility of Public Art projects as falling within the program requirements include the definition of an artist to ensure that the project is truly unique, can be considered within a contemporary fine art dialog, and encourages a diversity of artistic approaches. The following are examples of this type of definition:

> City of San Diego:
>
> "Artist means an individual generally recognized by critics and peers as a professional practitioner of the visual, performing, or literary arts, as judged by the quality of that professional practitioner's body of work, educational background, experience, public performances, past public commissions, exhibition record, publications, and production of artwork."

> Los Angeles County:
>
> "Artist. A person who has established a reputation of artistic excellence in the arts, including but not limited to visual, performing or literary arts, as judged by peers and experts in the field, through a record of public exhibitions, performances, commissions, sale of works, recognition and/or educational attainment."

The purpose in establishing this definition is to ensure that the artwork is created by an artist and not the result of commercial design or product development.

While the first step is the definition of an artist, there is also a basic need to define Public Art for the context of approving artwork integrated into private developments. A comprehensive definition will allow for an objective review of a developer's proposal for artwork.



Welcome to Costa Mesa by Brian Peterson and Damin Lujan

For the City of Costa Mesa, the following definitions are recommended for consideration:

Artist:

A person who has established a reputation of artistic excellence in the fine arts, including but not limited to visual or performing arts, as judged by peers and experts in the field, through a record of public exhibitions, performances, commissions, sale of works, recognition and/or educational attainment. The qualified artist shall work primarily in the production of unique fine art.

Public Art:

Artistic and cultural facilities, objects, and amenities created as original works by an Artist that do not contain a commercial message, text, logo, trademark, or other product, business, or service messaging, and are not mass produced or reproductions. Qualifying projects include:

- Sculpture: Free standing, wall supported or suspended, kinetic, electronic or mechanical in material or combination of materials.
- Murals or portable paintings: In any materials or variety of materials, with or without the addition of nontraditional materials and means.
- Works on paper: Photographs, prints, watercolors, drawings of any media and other paper works.
- Textiles: Tapestries, quilts, embroideries and other forms of woven or non-woven fiber art.
- New media: Including but not limited to new technologies in light, sound, film, holograms, virtual reality, digital media, and any hybrids of media and new genres.
- Other media: Neon, glass, earthworks, mosaics, tile, ceramics, printmaking, collage, mixed media, assemblage.
- Standardized fixtures or enhanced functional architectural elements: If rendered by an Artist as unique features, including but not limited to, grates, facade enhancements, stairways, fencing, and other design elements.

- Cultural Facilities: Public gallery, exhibition space, public performance spaces, theaters, Public Artistic studio spaces, and Public Art education facilities; and
- Performing Arts: Theatre, dance, music and performance art.
- Literary Art: Poetry readings, storytelling and creative writing.
- Media Art: Film, video, or digital media.
- Education: Lectures, presentations, and training in and about arts and culture.
- Special events: Parades, festivals, and celebrations; and
- Similar arts services, facilities and amenities as approved by the City of Costa Mesa.

Similarly, as the oversight of artist selection, fabrication, and installation requires expertise of a specialized nature, it is recommended that developers are able to obtain the services of an Art Consultant as a legitimate line-item cost for their project. The Art Consultant can assist them with services related to the identification of an Artist, arts opportunity, facilitation and oversight of artwork fabrication and installation, or performing as the liaison to the city regarding providing reports, application materials, and other information related to the review and approval of the artwork. Indeed, the utilization of an Art Consultant who will have a network of artists and contacts can go far in aiding the developer in identifying a qualified artist and art project that is integrated into the development in exciting and innovative ways for the enjoyment of the visitors to the site. Typically, municipalities allow for Art Consultant services as 10-20% of the project budget depending on the specific services rendered.



California Scenario by Isamu Noguchi

The following is offered for consideration as a definition of an Art Consultant:

Art Consultant:

An organization or individual working as a professional administrator of the arts, who realizes income through the provision of services relating to the arts such as, but not limited to, identifying artists and on-site art opportunities, and contracting with artists for venues with public audiences, or providing oversight of on-site logistics, demonstrates previous success in project management, and provides leadership in completion of Public Art projects.

As a further aid to developers, the City of Costa Mesa may want to pursue a call for Arts Consultants to be pre-qualified and placed on a roster that can be shared with developers looking for Art Consultant services.

Voluntary Participation Program

As indicated, four Orange County cities have a voluntary Public Art in private development program. As this type of effort relies on the developer to embrace the benefits of integrating Public Art into their development, it is recommended that the City of Costa Mesa offer guidance where possible to developers to assist them in this endeavor. Further, it is recommended that the City of Costa Mesa identify what incentives can be offered to developers during the zoning and development planning processes to encourage Public Art participation. Without incentives, it is difficult to imagine developers participating in the processes required, and to subject artwork they will own to the City's approval.

Ownership and Maintenance

Artwork created through a Public Art program for placement on private property, and funded by the developer, is the property of the developer, who will be required to maintain the artwork for the life of the piece. However, development owners should be made aware of the same artists' rights and the differences between object and image ownership discussed elsewhere, as they will hold the responsibility for following the mandates of these laws.

Public Art mandated and receiving credit for compliance is commonly considered long term/ permanent in nature. An expectation of 25 years or more is commonly anticipated. For the artwork to be well maintained by the current and future property owners, a notarized Covenant and Agreement registered with the Orange County Clerk-Recorder describing the artwork and requiring that current and subsequent owners maintain the work for the expected lifetime is recommended as being required. The document should indicate the term of the maintenance requirement, and that an earlier termination of the agreement is possible with the City's approval though a written release by the City.

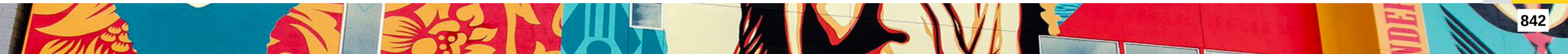
Approval of Public Art Projects

City approval for Public Art proposed by developers for credit in the case of a mandated ordinance being in place, or for voluntary compliance if incentives have been offered in exchange for Public Art participation is required. With a robust criterion defining Public Art, agencies address approval in one of two ways: Either the review and approval is considered as an objective review based on the criteria and performed by the arts program city staff (such as the City of Los Angeles, Los Angeles County, or San Diego), or the staff performs a preliminary review and the Arts Commission performs the final review and approval based on the criteria (such as the City of Brea or Culver City).

Criteria, Artwork Identification and Artist Selection

In addition to the requirement that the Public Artwork fit within the definition, the proposed art should uplift the development environment and be accessible for the community's enjoyment. As with Public Art that the City commissions, care should be taken to select a location with high visibility, work that is in harmony with the surroundings, and is accessible by the community during regular business hours. The artwork should be complimentary to the built environment, and constructed of appropriate long-term materials such as metal, stone, glass, tile, etc.

As they are the owners of the work, the identification of the specific project and artist are under the purview of the developer. However, the developer bringing an Art Consultant on board can greatly aid in the quality of the project as a wide range of artists with diverse styles and new ideas can be brought in for consideration.



Process

Developers should be made aware of the Public Art mandate if an ordinance is in place or the possibility of gaining incentives if participation is voluntary as early as possible in the project planning stage. It is at this early juncture that the developer can discuss the options and possibilities with City staff.

Preliminary Approval

Prior to the developer obtaining their building permit, they would file a preliminary Art Plan Application indicating the type of project being pursued, the preliminary budget schedule, and the process for artist identification.
The Parks and Community Services Director or their designee should review the preliminary Art Plan Application, and if it is found complete and in compliance with the ordinance or voluntary participation requirements, approve the preliminary plan. This approval will be deemed sufficient for the issuance of a Building Permit.
Within 60 days of the applicant obtaining a Building Permit, a final Art Plan Application for placement of artwork on private property should be submitted to the department with information including, but not limited to:

- Final sketches, photographs, or other documentation of sufficient descriptive clarity to indicate the nature of the proposed artwork and its compliance with the ordinance requirements.

- An appraisal or other evidence of the value of the proposed artwork, including acquisition and installation costs.

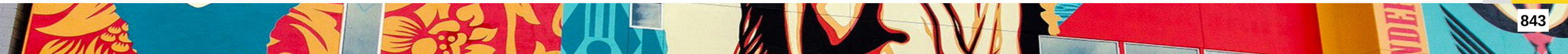
- Preliminary plans containing such detailed information as may be required by the department to adequately evaluate the site location of the artwork in relation to the proposed development and its compatibility with the neighborhood in which it is located. A narrative statement indicating how the artwork will be displayed in a public place freely available to the public at least ten (10) hours each day, or equivalent alternatives acceptable to the city.

Final Approval

The Parks and Community Services Director or their designee shall review the final application, and if it is found complete and in compliance with the requirements of the ordinance, prepare a recommendation to the Arts Commission.
The commission shall be responsible for review and approval of the proposed artwork for its compliance with the ordinance requirements, aesthetic quality, and the proposed location of and public accessibility to the artwork.
An applicant may appeal the decision of the commission to the City Council. Action by the City Council is final.

Project Completion

At the completion of the project the developer should provide a copy of the registration receipt for the Covenant and Agreement, photos of the completed artwork, final expenditure report, information about the artist and artwork, etc. City staff should perform a site visit to confirm the work is completed and satisfactory. A plaque identifying the artist, title of the work and crediting the program should be placed by the artwork by the developer as part of the project.



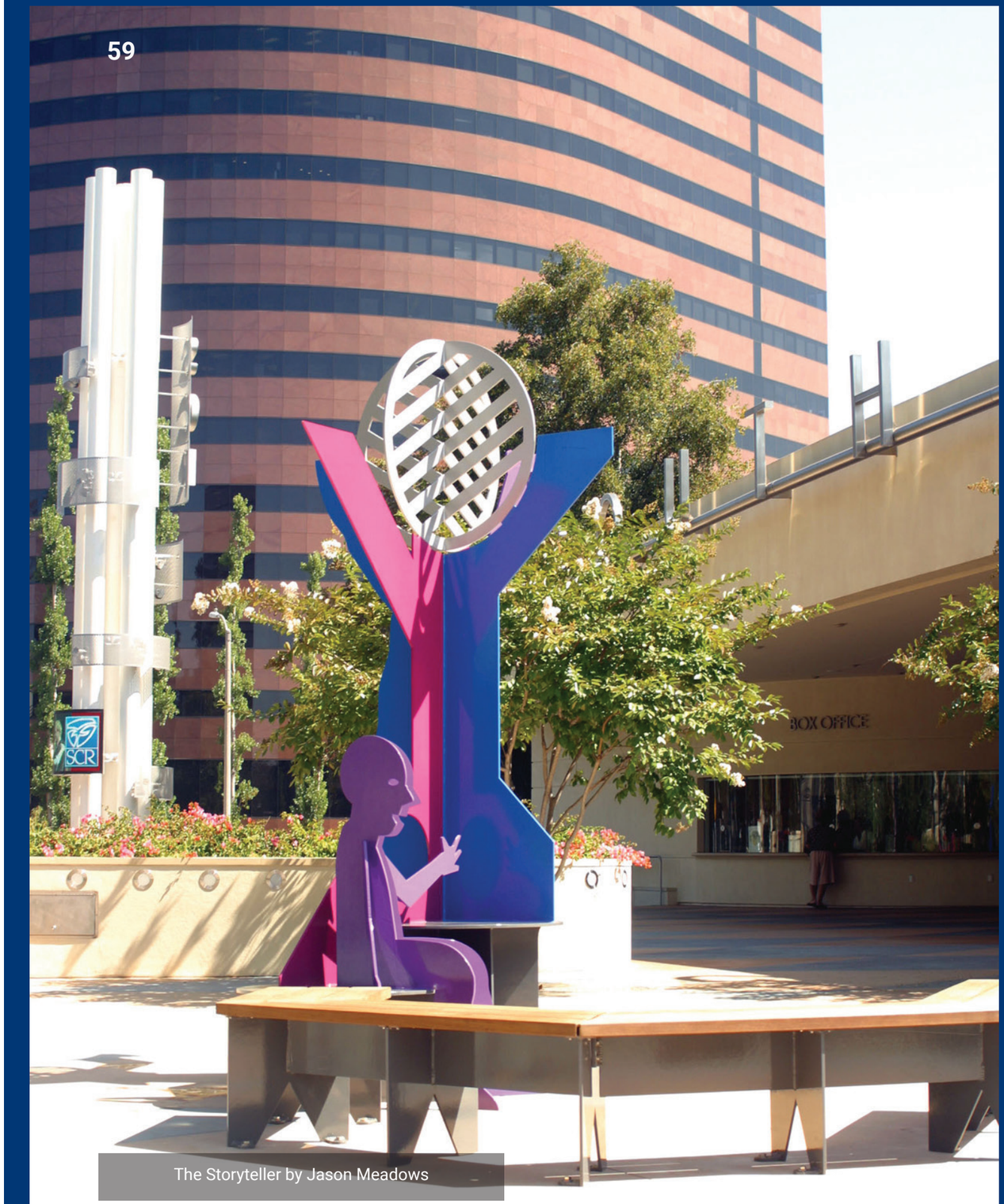
Financial Securities and Project Completion Guarantees

Municipalities handle the process of ensuring the satisfactory completion of the project in different ways. Developers receive compliance credit for their project in the form of an Approved Art Plan prior to a Building Permit being issued. Once the Developer has the Building Permit in hand, the City will require a way to ensure the project is completed satisfactorily as approved in advance.
If the project will be guaranteed to be completed in tandem with the building construction, then the Certificate of Occupancy can be tied to the satisfactory completion of the Art Plan and receipt of all closing documents such as the registration of the Covenant and Agreement, project documentation etc.

However, the completion of the art project may not coincide with the completion of the building and the City may not wish to withhold the Certificate of Occupancy waiting for the artwork.

In this instance, the best practice is to allow the developer to provide a Certificate of Deposit or a Letter of Credit to the benefit of the City that can be held and cashed in should the developer default on the project. This financial security would be automatically renewing to remain viable past the building completion date. Once the project is complete the Director of the Parks and Community Services Department can sign a release of the document back to the developer.

It may be tempting to utilize the Performance Bond process to guarantee the project, but this form of security is not recommended and is not appropriate for Public Art as discussed earlier.



The Storyteller by Jason Meadows

Budgeting for Public Art Projects

Utility Box Program

"The City of Costa Mesa owns over 120 utility boxes at signalized intersections throughout the city and is dedicated to incorporating art into public spaces. A Utility Box Art Program was launched in early 2015 to spotlight a handful of utility boxes as beautiful art pieces. The city currently has over 40 utility art boxes that display artwork from local artists." From City of Costa Mesa 2022 Utility Box Program Handbook (see Appendix). Current budget is $12,500 which covers up to 10 new artworks per year, including maintenance expenses. The artist honorarium for creating a work to be placed on a utility box is $300. The City invites sponsorships of utility boxes ($1,500 to $2,500) and permits up to 20% of the space for sponsor branding. Complete details may be found in the Handbook.

Temporary Public Art Programs

Sculpture Program: Annual program costs can range from $100,000 to $500,000 (not including City Staff time), depending upon the number of sculptures to be displayed each year and the length of the exhibition for each work. Costs include project management consultant, artists fees, site preparation, installation, and de-installation. Site preparation costs will vary based on the number of concrete pads needed each year—more in the beginning, diminishing in subsequent years because the program reuses existing pads for replacement sculptures. The Sculpture Exhibition in Newport Beach Civic Center Park, now entering its eighth phase, has an annual budget of approximately $175,000. It exhibits twenty works concurrently, with ten works rotated in and out each year. For more information, visit: https://www.newportbeachca.gov/government/departments/library-services/cultural-arts/sculpture-in-civic-center-park-exhibition.

Permanent Public Art Projects

Murals: Cost is projected at $50,000 to $300,000, depending upon the mural size and the number of murals commissioned – budget includes project management consultant, artists fees, installation, and annual maintenance costs based upon artist's maintenance manual, but not City staff time.

Sculptures: Costs range from $100,000 to $1,000,000, including project management consultant and artist fees, site preparation, installation, and annual maintenance costs based upon the artist's maintenance manual, but not City staff time.

Funding Mechanisms for Public Art Projects

Municipalities commonly use the following sources to fund art endeavors in general and Public Art specifically, aside from the allocation of these endeavors through usage of the General Fund.

Transit Occupancy Tax

As arts and culture offerings enhance the desirability of a community and support the appeal of a City as a destination, cities will commonly provide a percentage of the Transit Occupancy Tax as a line-item revenue stream. For example, the City of Los Angeles identifies 1% of the tax for (1) acquisition or placement of publicly accessible works of art; (2) acquisition or construction of arts and cultural facilities; (3) the providing of arts and cultural services; (4) restoration or preservation of existing works of art; (5) the City's costs of administering the Public Works Improvement Arts Program; and, (6) support to programs and operations of the Cultural Affairs Department.

Using a slightly different approach, the City of Laguna Beach established more than 20 years ago a Business Improvement District comprised of its hotels, which added a 2% fee per night on hotel room stays. The program mandated that half of the proceeds are distributed to the arts in a formula that supports its three mainstay institutions (Laguna Art Museum, Laguna College of Art + Design, Laguna Playhouse), its Arts Commission's Public Art Program, and more than a dozen small community arts organizations. More than $1 million is generated for the arts annually from this mechanism. The rationale for funding the arts through this program was that it supports year-round arts activities that contribute to filling hotel rooms during the off-season.

Public Works and/or Private Development Percent for Art Policies

A natural enhancement to public works development is the integration of Public Art into the construction and improvement of City facilities. As permanent Public Art is considered a capital improvement, it is generally eligible as an expense in tandem with grants or other outside funding for these projects. Depending on the source, facility funding can be less restrictive, allowing for a wide array of arts programming on the site of the development.
Municipalities have allocated between 1-2% of the cost of construction for these projects as part of the regular budgeting process. Among Orange County's 34 cities, there are currently 7 that mandate Public Art within their communities: Brea, Buena Park, Dana Point, Laguna Beach, Santa Ana, Tustin, and Westminster. Two more cities are expected to join that list upon approval of Public Art Plans they are completing: Anaheim and Huntington Beach. (See Appendix for more details.)

The mechanism used most frequently is the assessment of a fee ranging from 0.5% to 1.25% on the total cost of new construction or renovations on projects valued at or above a baseline amount. Fees may apply to City capital improvements, private development, or both. Policies vary, with private developers, in some cities, permitted to acquire and install art on their property to fulfill the requirement (with City review and approval), or instead to pay into an in-lieu fund managed by the City to acquire and install Public Art on City-owned property.

Quimby Funds

Restricted to parks, there are instances where the integration of Public Art into park enhancements can be eligible and a great use of the fund. This is a consideration that merits exploration on a case-by-case basis.

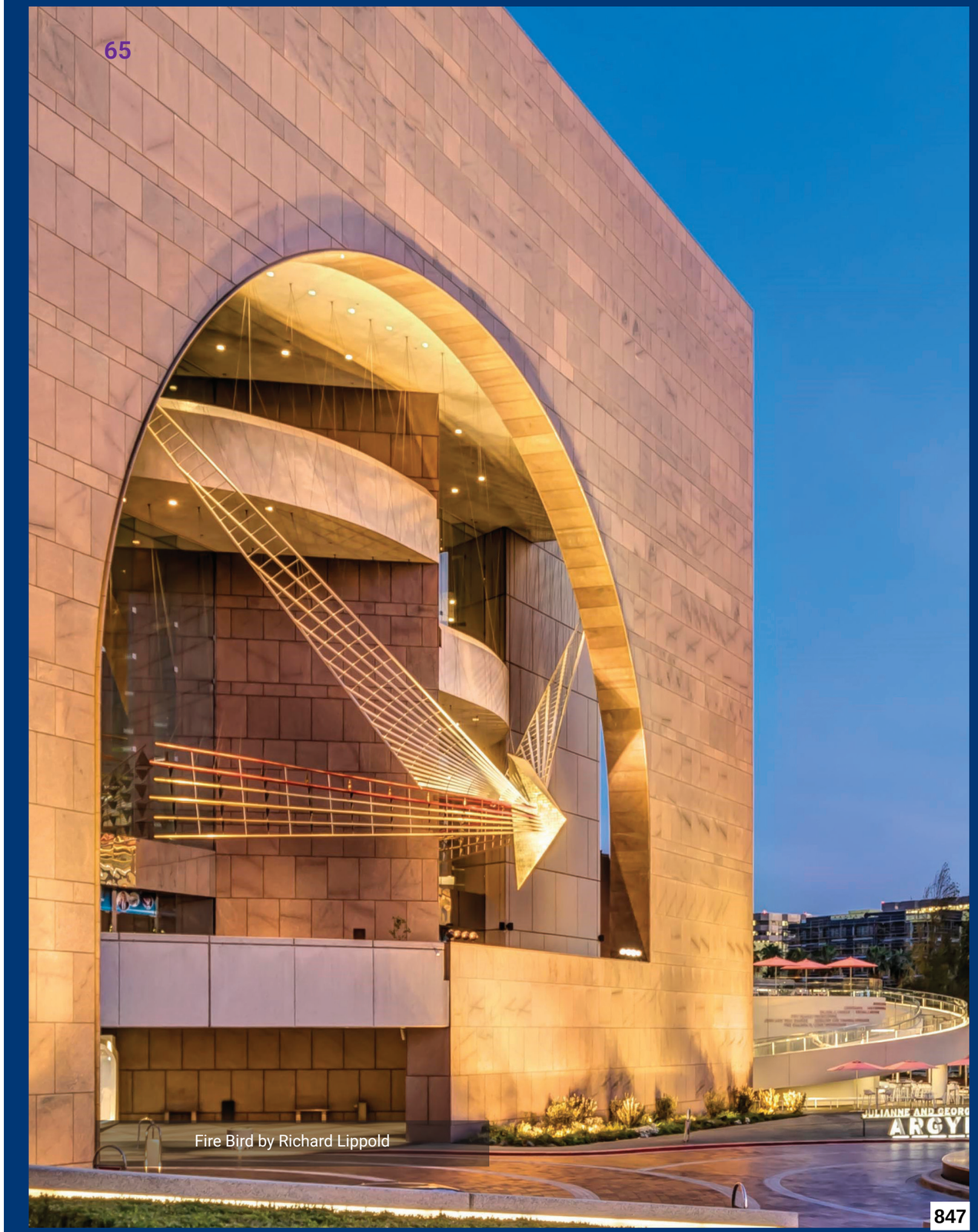


New State of California Funding

In June 2022, the Legislature approved and the Governor signed a State budget that includes a $25 million one-time General Fund appropriation for the California Department of Parks and Recreation to create a new California Cultural and Art Installations in the Parks program for state and local parks, in partnership with the California Arts Council. Installations will reflect local cultural heritages, connect the public to natural resources of state and local parks, and provide contemporary experiences to visitors. Details are forthcoming.

Private Funds

The success of most robust municipal art in public places programs is due to the investment of public funds, regarding the value of Public Art as similar to libraries, community centers and parks. Nevertheless, opportunities exist for raising private support to augment public dollars for such programs, ranging from “crowdfunding” small contributions (often used for commemorative monuments) to major gifts enabling a municipality to acquire an especially costly work of art by an internationally-renowned artist. An example of this was the $1 million gift by a donor toward the cost of commissioning art to be installed at the Golden 1 Center (a new sports arena) in Sacramento.



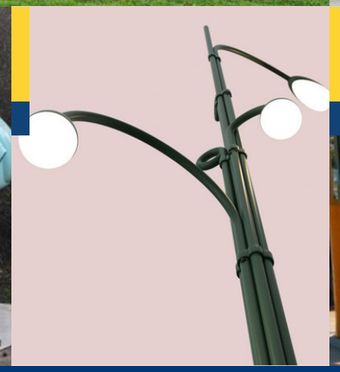
Fire Bird by Richard Lippold

Under the Public Art Goal #2:

Imaginative Design in Functional Elements






As described in the Arts & Culture Master Plan:

Action 2.6: Incorporate imaginative design in all the City's functional elements and fixtures.

"There are artists and existing companies that specialize in the custom fabrication of creatively designed elements such as streetlights, playground equipment, fitness stations, bus shelters, benches. After a period of research, the City should conduct a call for artists to submit designs, which would be selected by the City through a process involving the Cultural Arts Committee, Planning Commission, City staff and Council. Based on budget, the City can choose to transform the chosen elements over a short period of time or phase them in as replacement of older elements."

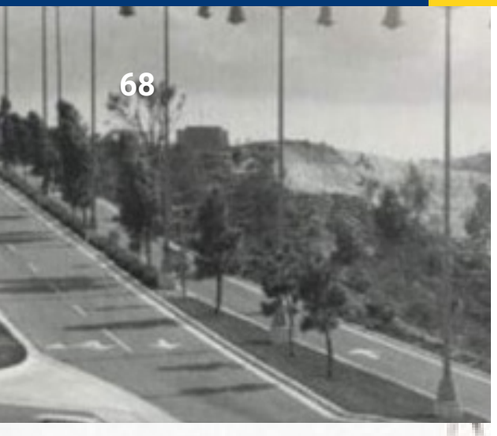
Streetlights

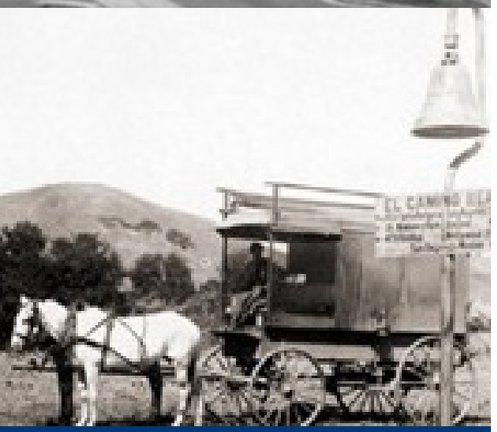
Streetlights comprise a prolific functional element in the urban environment that require routine replacement over the years and addition to the cityscape when new land use developments take place.

Some cities have embellished their appearance in subtle or dramatic ways. Historic "old town" districts of cities are often emphasized through the use of "Gaslamp"-style fixtures. Contemporary developments have gravitated to more geometrical designs for their exterior lighting needs on pathways and sometimes adjacent streets.

Many decorative designs for streetlights are commercially available through a wide variety of sources and meet the latest eco-friendly standards by using LED lamps and solar or wind energy.

But "off the shelf" products don't precisely fulfill the vision of the Arts & Culture Master Plan, which indicates a desire for uniqueness and authenticity.





Imaginative Design in Functional Elements

Mission Viejo

When the planned community (now city of) Mission Viejo was developed in the 1960s, the Mission Viejo Company designed a distinctive streetlight modeled on the El Camino Real bells along the historic highway and the bells at nearby Mission San Juan Capistrano. At that time, experts said it could not be created, but representatives from General Electric and Edison worked together to transform the concept into reality and today thousands of the “Mission Bell Luminaire” streetlights illuminate the city. It is a hallmark of that community, reflecting its self-defined character.



Los Angeles

Other cities have held open competitions for such designs, and a recent example was “LA Lights the Way,” a 2019 call for designers in architecture, design, and engineering by the City of Los Angeles to submit concepts for a new design to replace its streetlights. LA has over 210,000 streetlights in over 400 different designs citywide.

Three competitions were conducted: one open to professional designers, one for students in professional design programs, and one for all other students. Guidelines included adherence to the City’s strict public works specifications required for safe, efficient and durable streetlights. Juries for each program included representation from designers, architects, engineers, and City staff. Full program details may be found here: https://www.lalightstheway.org/

The winning design was announced by Los Angeles Mayor Eric Garcetti in front of the famous Chris Burden “Urban Light” installation at the Los Angeles County Museum of Art in 2020.





The following are a few examples of Laguna Beach artist-designed benches:

Imaginative Design in Functional Elements

Benches

Benches provide another opportunity to beautify functional elements in a City. The City of Laguna Beach includes an Artist-Designed Bench program among its Public Art programs. The selection follows their normal Public Art processes, though guidelines for the benches, as functional elements on which people may sit or lie down, are more specific as to materials and design.





Bus Shelters

The City of Athens, Georgia, is widely known for artist-designed bus shelters, selected to open competitions similar to those described above. In their words, “The unique installations have sparked conversations, prompted explorations and brought the uniqueness of being an Athenian to our well-regarded Transit System. These shelters serve a practical need as well as connect with people who might not ordinarily seek out Public Art.”







Street Calming, Pedestrian Crosswalks, Bike Lanes

“Asphalt art had a strong positive correlation with improved safety benefits across aggregated and most individual study sites,” researchers wrote in the study. “Road user behavior clearly improved across the observed study sites in the after analysis periods.” This was reported by Bloomberg Philanthropies about their Asphalt Art Initiative, which they define as “visual interventions on roadways (intersections and crosswalks), pedestrian spaces (plazas and sidewalks), and vertical infrastructure (utility boxes, traffic barriers, and underpasses).”

https://asphaltart.bloomberg.org/

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The City of Portland, Oregon has more than 100 street art paintings. A recent article by BikePortland cited the following statistics from the Bloomberg Philanthropies report: “a 50% decrease in the rate of crashes involving pedestrians or other vulnerable road users, a 37% decrease in the rate of crashes leading to injuries, and a 17% decrease in the total crash rate. The user behavior assessment yielded similar results; a 25% decrease in pedestrian crossings involving a conflict with drivers, a 27% increase in frequency of drivers immediately yielding to pedestrians with the right of way, and a 38% decrease in pedestrians crossing against the walk signal.” They did so in order to rebut “For years, the official stance from the Portland Bureau of Transportation has been that intersection paintings have no traffic safety impacts and are simply a tool to build community and bring people together around a shared neighborhood identity.”



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In September 2020, with support from the nonprofit Costa Mesa Alliance for Better Streets, Costa Mesa installed traffic calming street art on a temporary basis to test the concept and the public’s response. The artwork was created by Costa Mesa artist Salina Mendoza.



Monrovia & 19th Streets, Costa Mesa



Wallace & Center Streets, Costa Mesa

Imaginative Design in Functional Elements

Playgrounds and Fitness Stations

Playgrounds worldwide for decades have showcased artist-designed equipment and whimsical experiences for children. While off-the-shelf playground themes are readily available, this is another opportunity for a city to demonstrate its uniqueness by commission artists in the creation of playground equipment.

Interestingly, just a few years ago, the National Fitness Campaign partnered with the Keith Haring Foundation (administrator of the famous artist's estate) to offer communities a number of options to license stock outdoor fitness courts with Haring's easily recognizable art emblazoned on their walls. However, in response to many communities' requests, the National Fitness Campaign also opened up the opportunity for its fitness courts to be designed by artists chosen by local communities through commissions and competitions.



A playground depicting the literary character of Gulliver in Portugal

National Fitness Campaign's fitness court using licensed art by the late Keith Haring can instead feature the work of artists chosen by local communities



Example of a National Fitness Campaign fitness court with art by a locally-chosen artist.



Utility Boxes

Costa Mesa already has a successful and growing Utility Box Art Program. See p. 94 and following for its June 2022 Handbook.

Costa Mesa

Utility Art Box Program Handbook (draft 6/2022). The Handbook outlines the process:

- Use of vinyl wraps
- Maintenance & Repair – City responsible
- Submission for Artists – Artist Honorarium ($300)
- Submission for Sponsorships – can use name & logo on box plus artwork ($1,500 to $2,000 for private, for-profit businesses and $600 to $1,000 for public and non-profit organizations.)
- Review & evaluation by staff and Costa Mesa Cultural Arts Committee (which was converted to Commission status in 2022)

Orange County cities with Utility Box Art Programs Include:

Buena Park

New Art in Public Places Program specifically for city public locations. Program does utility boxes (vinyl wrap) and murals (public pool).

Dana Point

Dana Point just completed Phase 3 of the Utility Box Public Art Program. Priority is given to local artists for the vinyl wrap boxes. Artwork is selected by the City of Dana Point Arts & Culture Commission. Each selected artist receives a $250 honorarium.

San Clemente

The City of San Clemente and the San Clemente Art Association created this pilot beautification project, “Street Art” in 2012. Each artist selected received a $500 honorarium and a supply voucher up to $200.
The boxes are painted with the predominant themes of nature and the surf culture.

Santa Ana

In 2020, the City of Santa Ana Arts & Culture Office did a Call for Art for their Utility Box Art Program. This was for artists who live, work, or study in Santa Ana. Artists painted the boxes and received an honorarium of $400.

Tustin

Creative Signals, Traffic Signal Cabinet Public Art Program. This was established in 2018 working with the Public Art Committee. Individuals, organizations, and businesses are invited to donate a Public Art project to the City of Tustin by having an original vinyl wrap designed and



Utility Box 39 by Jason Maloney

Functionality and Cost

Adding imaginative design or artistic treatments to functional elements in the cityscape requires adherence to specifications for safety, energy efficiency, durability, ease of maintenance, and other concerns. This can sometimes add to the cost of acquisition, which should be taken into account when planning such projects. But the costs should also be weighed against the value to the City in terms of beautification, community engagement, and contribution to the image and “brand” of Costa Mesa as “City of the Arts.”



About the Consultant

Arts Orange County (ArtsOC) is the leader in building appreciation of, participation in, and support for the arts and arts education in Orange County, California. A countywide nonprofit arts council, Arts Orange County is designated by the County's Board of Supervisors as its official Local Arts Agency and State-Local Partner. Founded in 1995, ArtsOC offers a broad range of traditional arts council programs and services that are augmented by an innovative portfolio of consulting and project management services for government, education and nonprofit organizations.

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Appendix

Historic Costa Mesa by Allyson Jones Wong

ORANGE COUNTY CITIES
ART IN PUBLIC PLACES PROGRAMS

Mandatory Public Art – 4 Cities

These cities have ordinances requiring the acquisition and installation of art as part of public and/or private development.

Brea

Development projects with a total project valuation of between $1,500,000 and $3,999,999 have the option of contributing sculpture allocation funds to Brea's Art Fund in lieu of installing sculpture at the project site. Development projects with a total project building valuation of $4,000,000 or more must install sculpture at the project site. 1% of total project valuation. Program has been in place since 1975 with more than 180 artworks on display citywide.

Buena Park

New public parks and City capital improvements must include Public Art component (enacted 2019)

Dana Point

0.5% on private and public development projects (except County of Orange Dana Point Harbor)

Laguna Beach

All new commercial and industrial development, residential development (including subdivisions) of more than four lots or units, remodeling, repair, or reconstruction of buildings in the above two categories when the value exceeds $225,000.00, and certain City public works projects when the value exceeds $225,000.00.
Acquire and install an artwork on the project site which is of at least 1% of the total project valuation, or pay an in-lieu fee which is a contribution to the Art In-Lieu fund and will be equal to 1.25% of the total project valuation.

In 2020, Temporary Public Art Installations were developed with funding from the Arts Commission Special Program Budget. Arts Commission budget generated from revenues from the Business Improvement District, Transient Occupancy Tax (TOT), and donations.

Non-Mandatory Programs – 4 Cities

These cities encourage private developers to incorporate Public Art into their projects and provide guidelines with varying degrees of detail.

Anaheim

Anaheim is at beginning stages in preparing a Public Art Plan. They are doing research on all the different communities in the city, looking at both cultural and historical aspects.

Huntington Beach

There is a draft Public Art Master Plan (2020) that has not been approved. The purpose of the Plan is to guide the process for Public Art within the City. Plan proposes to form an ad hoc Art In Public Places Committee to develop policies and procedures for the use of currently available Public Art in Parks funds.

Newport Beach

Newport Beach recognizes the importance of Public Art to enhance and beautify the city under an Art in Public Places Council Policy. For the past 10 years, emphasis has been on the temporary Sculpture Exhibition in Civic Center Park, where 10 pieces are loaned for a 2-year period (20 works on display simultaneously). Phase VII was just installed and will be up through June 2024. The City has utilized various sources to pay for it over the years, including proceeds from a development fee, General Fund, contribution from a hotel fee (Business Improvement District), a State of California grant, and supplemental funds from a fundraising auxiliary to the City's Arts Commission.

Santa Ana

Santa Ana just developed Public Art Guidelines, Chapter 15, as part of the Citywide Design Guidelines. In that, Public Art associated with commercial development is encouraged. Public Art projects such as fitness court murals, utility boxes, and a beautification project (Willits and Sullivan) have been implemented recently primarily as special projects directed by the City Council.



Inventory of Public Artworks in the City of Costa Mesa

Permanent Artworks (58)

California Scenario (Award Winning, 1994) / stone, water, metal, plantings / 1980-1982
Artist: Isamu Noguchi
Location: Pacific Arts Plaza, 611 Anton Boulevard

Connector (Award Winning, 2006) /weatherproofed steel sculpture / 2006
Artist: Richard Serra
Location: Segerstrom Center for the Arts, 600 Town Center Drive

Costa Mesa Bloom / mural / 2019
Artist: Aaron Glasson
Location: Triangle Square, Harbor Boulevard and 19th Street



Cytocast / ultra-high performance concrete and micro-rebar sculpture/ 2018
Artist: Joseph Sarafian and Orange Coast College Architecture students
Location: The LAB Anti-Mall, 2930 Bristol Street

Dick Church's Restaurant Mural / mural / date unknown
Artist: Jennifer Bloomfield
Location: Dick Church's Restaurant, 2698 Newport Boulevard

Dolly Parton Mural / mural / 2021
Artist: David Gilmore
Location: The Strut Bar and Club, 719 West 19th Street

Electric Bike Company Mural / mural / 2021
Artist: Jennifer Bloomfield
Location: Electric Bike Company, 1945 Placentia Avenue

Fermi / marble modular sculpture / 1975
Artist: Tony Smith
Location: 650 Town Center Drive

Fire Bird / gold, silver, and red stainless steel sculpture / 1986
Artist: Richard Lippold
Location: Segerstrom Center for the Arts, 600 Town Center Drive

Floyd's 99 Barbershop Mural / spray paint mural / 2017
Artist: Jonas Never
Location: Former Floyd's 99 Barbershop, 124 East 17th Street

Food for the Soul / spray paint mural / 2021
Artist: Brian Peterson and Damin Lujan
Location: Someone Cares Soup Kitchen, 720 West 19th Street



Four Lines Oblique Gyratory-Square IV / kinetic steel sculpture / 1973
Artist: George Rickey
Location: 650 Town Center Drive

Friends of Brentwood Park / wall mural / 2017
Artist: Becky Feltman
Location: Brentwood Park, 260 Brentwood Street

Historic Costa Mesa / painted mural / 2012
Artist: Allyson Jones Wong
Location: Sparks Enterprises, 1500 Adams Avenue

Hombre and Mujer / 2 sculptures / 2001
Artist: Vladimir Cora
Location: Mesa Art and Framing, 789 West 19th Street

Home Sweet Home / wall mural / 2019
Artist: Brian Peterson
Location: First United Methodist Church, 420 West 19th Street

Jonah and the Whale / bronze sculpture in pool / 1918
Artist: Carl Milles
Location: 650 Town Center Drive

Kobe and Gianna Bryant Tribute Mural / mural / 2020
Artist: Tyke Witnes
Location: 739 West 19th Street

Kobe Bryant Mural / mural / 2020
Artist: Efren Andaluz
Location: SOCIAL Costa Mesa, 512 West 19th Street

Las Poderosas Mural / mural / 2020
Artists: Alicia Rojas, Camilo Romero, and the Santa Ana Community Artist(a) Coalition
Location: Baker Street and Killybrooke Lane

Mustang Legacy Wall Project / brick wall mural / 2017
Artist: Costa Mesa High School Foundation
Location: Costa Mesa High School, 2650 Fairview Road

Neptune Water Spouts / ceramic fountain heads and fountain / 1975
Artist: Betty Davenport Ford
Location: 686 Anton Boulevard

Night Shift / Sierra white granite and stainless steel sculpture / 1982
Artist: Jim Huntington
Location: 686 Anton Boulevard

Oiseau / bronze sculpture / 1981
Artist: Joan Miro
Location: 650 Town Center Drive

Orange County Graffiti Mural / mural / date unknown
Artist: Graffiti LA
Location: Former Rollin Deep Ice Cream, 891 Baker Street, Suite B-19



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Pablo Universal / painted mural on building / 2013
Artist: David Flores
Location: Former DAX Gallery, 2951 Randolph Street

Reclining Figure / bronze sculpture / 1981
Artist: Henry Moore
Location: 600 Town Center Drive

Sun Glitter / bronze sculpture / 1932
Artist: Henry Moore
Location: 650 Town Center Drive

Sun Ribbon / glass and metal windscreen sculpture / 1980
Artist: Claire Falkenstein
Location: 686 Anton Boulevard

Table of Dignity / installation and murals / 2017
Artists: Ricardo Mendoza, Josh Sarantitis, and Emigdio Vasquez Jr.
Location: 88 Fair Drive

Taco Mesa Mural / mural on exterior wall / date unknown
Artist: Unknown
Location: Taco Mesa, 647 West 19th Street

The Artist's Vision / metal sculpture / 2004
Artist: James McDeamas
Location: 77 Fair Drive

The Free Britney Mural / mural / 2021
Artist: David Gilmore
Location: Donkey D's, 820 West 19th Street

The Ram / painted steel sculpture / 1979
Artist: Charles O. Perry
Location: 686 Anton Boulevard

The Storyteller, Upstage / Downstage, The Herald (Spatio Virtuo Teatro) / 3 painted steel sculptures / 2006
Artist: Jason Meadows
Location: Terrace at South Coast Repertory, 655 Town Center Drive

Thalo Sun / paint on wood mural / 2021
Artist: Gabriella Kohr
Location: The LAB Anti-Mall, 2930 Bristol Street

Tour Aux Jambes / polystyrene, polyester, and epoxy sculpture / 1973-1980
Artist: Jean Dubuffet
Location: 695 Town Center Drive

Untitled – B-24 Mural / mural / 2021
Artist: Nancy Hadley
Location: 17th Street

Untitled – Bootleggers Brewery Mural / mural / date unknown
Artist: Unknown
Location: The LAB Anti-Mall, 2930 Bristol Street



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Untitled – Crack Shack Mural / mural / date unknown
Artist: Unknown
Location: The Crack Shack, 196 East 17th Street

Untitled / acrylic, spray paint mural / 2009
Artists: El Mac and Retna
Location: RVCA Headquarters, 960 West 16th Street

Untitled / exterior color primer paint mural on building / 2018
Artist: Joshua Madrid
Location: Volcom Skate Park, 900 Arlington Drive

Untitled / 7 paint on wall-mounted canvas panels / 2018
Artist: Joshua Madrid
Location: The LAB Anti-Mall, 2930 Bristol Street

Untitled CD Tunnel / compact discs installation / unknown date
Artist: Unknown
Location: The LAB Anti-Mall, 2930 Bristol Street

Untitled Gazebo / sculpture / unknown date
Artist: Unknown
Location: The LAB Anti-Mall, 2930 Bristol Street

Untitled – Faces Mural / mural / unknown date
Artist: Unknown
Location: The LAB Anti-Mall, 2930 Bristol Street

Untitled – Industrious Costa Mesa Mural / mural / unknown date
Artist: Unknown
Location: Industrious Costa Mesa, 3090 Bristol Street

Untitled – Parking Lot Mural / mural / unknown date
Artist: Unknown
Location: Industrious Costa Mesa, 3090 Bristol Street

Untitled – Parking Lot Mural 2 / mural / unknown date
Artist: Unknown
Location: Industrious Costa Mesa, 3090 Bristol Street



Untitled / spray paint mural / unknown date
Artist: Barry McGee
Location: RVCA Headquarters, 960 West 16th Street

Untitled – Save Our Youth Mural / mural / unknown date
Artist: Save Our Youth
Location: Save Our Youth Foundation, 2045 Meyer Place

Untitled – Social Costa Mesa Mural / mural / unknown date
Artist: Unknown
Location: SOCIAL Costa Mesa, 512 West 19th Street



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Mural / mural painted on exterior wall / unknown date
Artist: Unknown
Location: Tewinkle Intermediate School, 3224 California Street

Untitled – RVCA Headquarters Mural / spray paint mural / unknown date
Artist: Unknown
Location: RVCA Headquarters, 960 West 16th Street



Utsurohi 91 – Costa Mesa / chromium-plated steel and ceramic tile sculpture / 1991
Artist: Aiko Miyawaki
Location: 695 Town Center Drive

Welcome Home / acrylic spray paint mural / 2017
Artist: Shepard Fairey
Location: 125 Baker Street

Welcome to Costa Mesa / spray paint mural / date unknown
Artists: Brian Peterson and Damin Lujan
Location: 21st Street

Wilson Elementary Mural / mural / 2022
Artist: Jennifer Bloomfield
Location: 801 West Wilson Street

Yes, No, Maybe (Neon Art) / neon art / date unknown
Artist: Unknown
Location: The LAB Anti-Mall, 2930 Bristol Street

Utility Box Art Program
Current: 51
Former: 11
("Former" refers to previous artworks that have been removed.)

Utility Box 1 (Former) / sticker wrapped utility box / 2015
Artist: Al McCoy
Location: Formerly 19th Street and Placentia Avenue

Utility Box 2 / sticker wrapped utility box/ 2015
Artist: Michael Ward
Location: Placentia Avenue and Wilson Street

Utility Box 3 (Former) / sticker wrapped utility box / 2015
Artist: Scott Kennedy
Location: Formerly Placentia Avenue and 16th Street

Utility Box 4 (Former) / sticker wrapped utility box / 2015
Artist: Gina Clark
Location: Formerly Fair Drive and Civic Center

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Utility Box 5 / sticker wrapped utility box / unknown date
Artist: City of Costa Mesa – City Manager's Office
Location: Park Avenue and 19th Street

Utility Box 6 (Former) / sticker wrapped utility box / 2015
Artist: Abby Garcia
Location: Formerly Placentia Avenue and 17th Street

Utility Box 7 / painted utility box / 2015
Artist: Estancia High School Artists
Location: 2323 Placentia Avenue

Utility Box 8 / sticker wrapped utility box / 2015
Artist: Segerstrom Center for the Arts Graphic Design Team
Location: Bristol Street and Town Center Drive

Utility Box 9 / sticker wrapped utility box / 2016
Artist: Thomas Griffithe
Location: Newport Boulevard and Victoria Street

Utility Box 11 / sticker wrapped utility box / 2016
Artist: Marie Lavallee
Location: 17th Street and Westminster Avenue

Utility Box 12 / sticker wrapped utility box / date unknown
Artist: Julie Bird Mattson
Location: East 17th Street and Tustin Avenue

Utility Box 12 (Former) / sticker wrapped utility box / 2017
Artist: Papa Murphy's Graphic Design Team
Location: Formerly Wilson Street and Harbor Boulevard

Utility Box 13 / sticker wrapped utility box / 2017
Artist: David Levy
Location: Mesa Drive and Santa Ana Street

Utility Box 14 / painted utility box / 2017
Artist: Senior Center Artists
Location: 19th Street and Pomona Avenue

Utility Box 15 / sticker wrapped utility box / 2017
Artist: Ben Brough
Location: 17th Street and Santa Ana Avenue

Utility Box 16 / sticker wrapped utility box / 2017
Artist: Marie Lavallee
Location: 19th Street and Anaheim Avenue

Utility Box 17 / sticker wrapped utility box / 2017
Artist: Craig Barker
Location: Adams Avenue and Mesa Verde East

Utility Box 18 / sticker wrapped utility box / 2017
Artist: Bill Anderson
Location: Bristol Street and Anton Boulevard

Utility Box 19 / sticker wrapped utility box / 2017
Artist: Segerstrom Center for the Arts
Location: Bristol Street and Sunflower Avenue

Utility Box 20 / sticker wrapped utility box / 2018
Artist: The Costa Mesa Historical Society
Location: Harbor Boulevard and 19th Street

Utility Box 21 / sticker wrapped utility box / 2018
Artist: The Costa Mesa Historical Society
Location: Harbor Boulevard and Mesa Verde Drive

Utility Box 22 / sticker wrapped utility box / 2017
Artist: Sharon Hurd
Location: Placentia Avenue and Goat Hill Junction

Utility Box 23 (Former) / sticker wrapped utility box / 2018
Artist: Jason Carrougher
Location: Formerly Placentia Avenue and 18th Street

Utility Box 24 / sticker wrapped utility box / 2018
Artist: Orange Coast College
Location: Fairview Road and Arlington Drive

Utility Box 25 / sticker wrapped utility box / 2018
Artist: Orange Coast College
Location: Fairview Road and Monitor Way

Utility Box 26 / sticker wrapped utility box / 2018
Artist: Orange Coast College
Location: Fairview Road and Merrimac Way

Utility Box 27 / sticker wrapped utility box / date unknown
Artist: Victor Briseno
Location: Hamilton Street and Harbor Boulevard

Utility Box 29 / sticker wrapped utility box / date unknown
Artist: Orange County Fairgrounds
Location: Wilson Street and Harbor Boulevard

Utility Box 30 / sticker wrapped utility box / date unknown
Artist: Orange County Fairgrounds
Location: Fair Drive

Utility Box 31 / sticker wrapped utility box / date unknown
Artist: Maria Reverberi
Location: Adams Avenue and Pinecreek Drive

Utility Box 32 / sticker wrapped utility box / date unknown
Artist: Barbara Owens
Location: Milbro Street and Baker Street

Utility Box 33 / sticker wrapped utility box / date unknown
Artist: Iriet Peshkess
Location: Baker Street and Fairview Road

Utility Box 34 / sticker wrapped utility box / date unknown
Artist: Wade McDonald
Location: Paularino Avenue and Bristol Street

Utility Box 35 / sticker wrapped utility box / date unknown
Artist: Al McCoy
Location: West 19th Street and Placentia Avenue

Utility Box 36 / sticker wrapped utility box / date unknown
Artist: Frank Gutierrez
Location: Bristol Street and Randolph Avenue

Utility Box 37 / sticker wrapped utility box / date unknown
Artist: Bill Anderson
Location: SOBECA Way and Bristol Street

Utility Box 38 / sticker wrapped utility box / date unknown
Artist: Scott Kennedy
Location: West 16th Street and Placentia Avenue

Utility Box 39 / sticker wrapped utility box / date unknown
Artist: Jason Maloney
Location: Bristol Street and Baker Street

Utility Box 40 / sticker wrapped utility box / date unknown
Artist: Costa Mesa Historical Preservation Society
Location: Placentia Avenue and Fairview Park

Utility Box 41 / sticker wrapped utility box / date unknown
Artist: Julie Bird Mattson
Location: National Avenue and Victoria Street

Utility Box 42 / sticker wrapped utility box / date unknown
Artist: Rebekah Corum
Location: Newport Boulevard and 22nd Street

Utility Box 43 / sticker wrapped utility box / date unknown
Artist: Tanya Lozano
Location: Bear Street and South Coast Drive

Utility Box 44 / sticker wrapped utility box / date unknown
Artist: Jeff Gillette
Location: Harbor Boulevard and Fair Drive

Utility Box 46 / sticker wrapped utility box / date unknown
Artist: Bob Hogue
Location: South Coast Drive and Harbor Boulevard

Utility Box 47 / sticker wrapped utility box / date unknown
Artist: Costa Mesa Historical Preservation Society
Location: Harbor Boulevard and Merrimac Way

Utility Box 48 / sticker wrapped utility box / date unknown
Artist: Marco de Jesus Nino
Location: Mesa Drive and Newport Avenue



Utility Box 49 / sticker wrapped utility box / 2021
Artist: Jennifer Bloomfield
Location: Newport Boulevard and Del Mar Avenue

Utility Box 50 / sticker wrapped utility box / date unknown
Artist: Richard Walsh
Location: Red Hill Avenue and Baker Street East

Utility Box 51 / sticker wrapped utility box / date unknown
Artist: Costa Mesa Historical Preservation Society
Location: Newport Boulevard and Bay Street

Utility Box 52 / sticker wrapped utility box / date unknown
Artist: Jeff Lee
Location: West Sunflower Avenue and Susan Street

Utility Box 53 / sticker wrapped utility box / date unknown
Artist: Johnathan Schiesel
Location: American Avenue and Victoria Street

Utility Box 54 / sticker wrapped utility box / date unknown
Artist: Ronald Chee
Location: Adams Avenue and Royal Palm Drive

Utility Box 55 / sticker wrapped utility box / date unknown
Artist: Sonya Teymourian
Location: Superior Avenue and Industrial Way

Utility Box 56 / sticker wrapped utility box / date unknown
Artist: Ana Paula Lima
Location: East 17th Street and Newport Boulevard

Utility Box 57 / sticker wrapped utility box / date unknown
Artist: Britt Bastedo
Location: Harbor Boulevard and West Bay Street

Utility Box 58 / sticker wrapped utility box / date unknown
Artist: Sonya Teymourian
Location: Fairview Road and Fair Drive

Utility Box 59 / sticker wrapped utility box / date unknown
Artist: Bob Hogue
Location: West 19th Street and Meyer Place

Utility Box (Former - Unnumbered) / sticker wrapped utility box / date unknown
Artist: Raising Canes
Location: Harbor Boulevard and Baker Street

Utility Box (Former - Unnumbered) / sticker wrapped utility box / 2015
Artist: Bridget Bourgon
Location: Formerly 19th Street and Harbor Boulevard

Utility Box (Former - Unnumbered) / sticker wrapped utility box / 2018
Artist: Chris Simmons
Location: Formerly Fairview Road and Fair Drive

Utility Box (Former - Unnumbered) / painted utility box / 2015
Artist: Marilyn Scott-Waters
Location: Placentia Avenue and 18th Street

Utility Box (Former - Unnumbered) / sticker wrapped utility box / 2020
Artist: Bonnie Matthews
Location: Formerly Bear Street and Baker Street

SAMPLE PUBLIC ART IN PRIVATE DEVELOPMENT

Definitions and Eligibilities from Other Municipalities

City of San Diego:

"Artwork – An artwork may be in any style, expression, genre or media, provided that it is designed by an artist as defined herein. Artworks may be stand-alone, functional, or integrated into the architecture or landscaping and should encompass the broadest range of expression, media and materials.

Artwork includes:

Sculpture: may be made of any material or combination of materials; may be free standing, wall supported or suspended, kinetic, electronic or mechanical. Murals or paintings: may be made of any material or variety of materials with or without collage; may be made with traditional or non-traditional materials and means.

Earthworks, neon, glass, organic materials (i.e., fiber, clay, wood, etc.), mosaics, photographs, prints, literary expression, calligraphy, any combination of media, including audio, video, film, CD-ROM, DVD, holographic or computer-generated technologies, or new genres.

Artwork as defined herein may be permanent, fixed, or portable, may be an integral part of a building, facility, or structure, and may be integrated with the work of other design professionals."



Connector by Richard Serra

The City of Los Angeles listing of projects eligible for their Arts Development Fee Credit, please note that the City of Los Angeles has a broader range of cultural services eligible for compliance:

> "Credits.
> (b) Cultural and artistic facilities are defined as follows:
> (i) Exhibit/Performance Space: Public gallery/exhibition space, public performance spaces, Public Artistic studio spaces, Public Arts education facilities.
> (ii) Sculpture: Free standing, wall supported or suspended, kinetic, electronic or mechanical in material or combination of materials.
> (iii) Murals or portable paintings: In any materials or variety of materials, with or without collage or the addition of non-traditional materials and means.
> (iv) Earthworks, fireworks, neon, glass, mosaics, photographs, prints, calligraphy, any combination of forms of media, including sound, film, holographic, and video systems, hybrids of any media and new genres.
> (v) Standardized fixtures such as grates, streetlights, signage, and other design enhancements, as are rendered by an artist for unique or limited editions.
> (vi) Similar facilities on culture and the arts as determined by the Cultural Affairs Department.
> (c) Cultural and artistic services are defined as follows:
> (i) Performing arts: Theatre, dance, music, and performance art.
> (ii) Literary arts: Poetry readings and story telling.
> (iii) Media arts: Film and video, screenings, and installations.
> (iv) Education: Lectures, presentations, and training in and about arts and culture.
> (v) Special events: Parades, festivals, and celebrations.
> (vi) Similar services on culture and the arts as determined approved by the Cultural Affairs Department."

Equally important is the listing of works not eligible for compliance. The following are examples of this aspect:

> City of Los Angeles:
> "The following facilities, services and community amenities are ineligible costs for a credit provided herein:
> (i) Directional elements such as supergraphics, signage, or color coding except where these elements are integral parts of the original work of art.
> (ii) Art objects which are mass produced of standard design such as playground equipment, fountains, or statuary objects.
> (iii) Reproductions, by mechanical or other means, of original works of art, except in cases of film, video, photography, printmaking or other media arts.
> (iv) Decorative, ornamental, or functional elements which are designed by the building architect as opposed to an artist commissioned for this design enhancement purpose.
> (v) Landscape architecture and landscape gardening except where these elements are designed by the artist and/or are an integral part of the work of art by the artist.
> (vi) Services or utilities necessary to operate or maintain the artwork over time."

Los Angeles County includes the following as an ineligible project to ensure the artwork does not contain a commercial message:

> "Artworks that contain a commercial message by referencing, presenting, or promoting a product or service that is available on or off site of the subject property through text, image, logo, trademark, or other mechanism"

Costa Mesa
City of the Arts

Below are the additional accomplishments outside of the pre-existing budgeted and new programs that were implemented from the budget forecast on page 56 in the Arts & Culture Master Plan

GOAL #1: INCREASE OPPORTUNITIES FOR ALL TO EXPERIENCE ARTS AND CULTURE THROUGHOUT OUR COMMUNITY, WITH A COMMITMENT TO EQUITY, DIVERSITY AND INCLUSION

1.1 EXPAND ARTS & CULTURAL OFFERINGS FOR CHILDREN AND YOUTH

		ACHIEVEMENT STATUS		
		YES	NO	Explanation
1.1.1 -	Increase the City's financial contribution to Summer Camp for the Arts Evaluate impact of City's contribution & determine following year's contribution		X	SMART Camp is not part of the arts funding.
1.1.2 -	Engage community organizations in exploring new opportunities	X		
1.1.3 -	Create/support more performance opportunities for youth		X	No Budget & schools have funding through Prop 28
1.1.4 -	Explore with SCFTA campus institutions off-site youth arts programs		X	Budget & Staff capacity
1.1.5 -	Engage OCC, Vanguard, Coastline & UCI in exploring new opportunities		X	Budget & Staff capacity
1.1.6 -	Engage Newport-Mesa Unified School District in exploring new opportunities X Evaluate effectiveness of outcomes from these outreach efforts	X		

1.2 INCREASE FREE ARTS EXPERIENCES YEAR-ROUND THROUGHOUT THE CITY FOR ALL

		ACHIEVEMENT STATUS		
		YES	NO	Explanation
1.2.1 -	Create a one-time pilot art "crawl" experience with other organizations X Evaluate the art crawl experience and if successful, create ongoing schedule	X		
1.2.2 -	"Costa Mesa Residents FREE" - SCFTA, resident groups, SCR	X		

1.2.3 -	Acquire a "showmobile" for use as stage for outdoor performances		X	$150K mobile truck Budget & Staff capacity (PW capacity, special licensing required)
1.2.4 -	Develop schedule of performances throughout the city on the showmobile		X	Budget & Staff capacity
1.2.5 -	Open a call for performing artists, ensembles for the showmobile schedule		X	Budget & Staff capacity
1.2.6 -	On a limited basis, make showmobile available for rent to groups		X	Budget & Staff capacity

GOAL #2: EXPAND PUBLIC ART THROUGHOUT THE CITY

2 ESTABLISH A WORLD CLASS PUBLIC ART PROGRAM

		ACHIEVEMENT STATUS		
		YES	**NO**	**Explanation**
2.1 -	Continue the City-operated program of temporary utility box art Review additional sites that are suitable for such installations.	X		
2.2 -	Develop a plan for an ambitious temporary and permanent public art program	X		In progress, exploring Public Art funding options. (1% fee for development)
2.3 -	Create a new program of temporary installations of large-scale sculptures. Install one phase of large-scale temporary art (3 works)	X		In progress, on the CIP list for 2028
2.4 -	Consider a policy of developer fees to support public art	X		In progress, exploring public art funding options
2.5 -	Create a new program of permanent public art Install permanent public art	X		In progress, exploring public art funding options
2.6 -	Research imaginative public works elements Call for designs & selection process of public works elements Fabricate and install new public works elements		X	In progress, exploring public art funding options

GOAL #3: PROFESSIONALIZE AND ELEVATE THE STATUS OF ARTS AND CULTURE IN CITY GOVERNMENT

3.1 BOLDLY ASSERT COSTA MESA'S "CITY OF THE ARTS" BRAND

		ACHIEVEMENT STATUS		
		YES	NO	Explanation
3.1.1 -	Create inspiring new logo	X		
3.1.2 -	Incorporate new logo in all City communications		X	Not implemented at this time
3.1.3 -	Agendize "artistic moment" at all Council meetings		X	Currently have the Poet Laureate present once a year to City Council
3.1.4 -	Appoint an Artist Laureate	X		

3.2 HIRE PROFESSIONAL ARTS AND CULTURE STAFF

		ACHIEVEMENT STATUS		
		YES	NO	Explanation
3.2.1 -	Create a full-time Arts Specialist position	X		
3.2.2 -	Develop a position description	X		
3.2.3 -	Open a search	X		
3.2.4 -	Invite outside arts leaders to be part of interview process	X		
3.2.5 -	Hire new Arts Specialist	X		

3.3 ESTABLISH A CITY ARTS COMMISSION & RETAIN ARTS COMMITTEE IN NEW ROLE

		ACHIEVEMENT STATUS		
		YES	NO	Explanation
3.3.1 -	Establish an Arts Commission comprised of 7 members appointed by Council	X		
3.3.2 -	Retain Cultural Arts Committee with a new mission	X		

GOAL #4: SUPPORT COSTA MESA'S THRIVING CREATIVE ECONOMY

4.1 RE-IMAGINE THE CITY'S ARTS GRANTS PROGRAM FOR GREATER IMPACT

		ACHIEVEMENT STATUS		
		YES	NO	Explanation
4.1.1 -	Re-think the mission of the grant program	X		
4.1.2 -	Increase the range of grant amounts	X		

4.2 ADDRESS THE NEED FOR CREATIVE SPACES

		ACHIEVEMENT STATUS		
		YES	NO	Explanation
	Visual Arts			
4.2.1 -	Explore underutilized City & private spaces for temporary exhibitions or gallery		X	Budget & Staff capacity and redundancy in programming (ARTventure)
4.2.2 -	Explore easier paths for artists & property owners to establish creative spaces	X		
4.2.3 -	Explore possible incentives for property owners to provide visual arts space	X		Private Property mural (optional)
	Performing Arts			
4.2.4 -	Test new Library/Lions Park spaces as performance venues by offering free trial use	X		
4.2.5 -	Convene CM Playhouse & Attic Theatre to learn more about their needs Based on conversation, determine role of the City in advancing a plan	X		
4.2.6 -	Study further needs for 300-400 and 3000-4000 seat venues Based on research, determine role of the City in advancing a plan		X	Budget & Staff capacity

4.3 HELP KEEP COSTA MESA'S "CREATIVES" IN THE CITY

		ACHIEVEMENT STATUS		
		YES	NO	Explanation
4.3.1 -	Explore opportunities for affordable housing and work space for artists		X	Budget & Staff capacity

4.4 PROMOTE GREATER CREATIVE SECTOR COLLABORATION

		ACHIEVEMENT STATUS		
		YES	NO	Explanation
4.4.1 -	Host initial meeting of CM arts organization representatives	X		
		X		

	Send a City representative to attend future meetings		
4.4.2 -	Host initial meeting of CM industry representatives	X	Budget & Staff capacity
	Send a City representative to attend future meetings		

MEMORANDUM

To: Costa Mesa City Council

From: Costa Mesa Arts Commission

Date: April 2, 2026

Re: Budget Recommendations to City Council for FY 2026-27

Purpose

This memorandum summarizes the budget recommendations discussed between Commissioners Derderian and Lucia and presented to the full Arts Commission for consideration and forwarding to City Council. The intent is not to create new financial obligations but to remove the inefficiencies in how existing and anticipated resources are structured and deployed. These recommendations apply the lessons learned during the first cycle of the Arts and Culture Master Plan implementation to correct how existing dollars are structured and allocated. The current framework requires City finance staff to return to Council each year to request general fund dollars to backfill a recurring shortfall, creating unnecessary friction and inefficiency in the annual budget process. Updating city policies and municipal codes where applicable would ensure that arts funding is properly designated from the outset, staff time is not consumed by avoidable annual shortfalls, and public dollars are directed as efficiently as possible toward the community outcomes the Master Plan was designed to deliver.

Recommendation 1: Reclassify the Arts Specialist Position to the City's General Fund

The Arts Commission recommends that the full-time Arts Specialist position be reclassified from the Arts and Culture Budget to the City's general fund for personnel costs.

The Arts Specialist role was established as a direct outcome of the Arts and Culture Master Plan and hired in 2022 at an annual salary of approximately $120,000. Currently, that cost is borne by the Arts and Culture Budget, which is inconsistent with how other City departments fund their staff. Every other City department draws on the general fund to cover employee salaries, and the Arts Specialist position should be treated no differently. In practice, the City has already been covering this cost through general fund supplements, meaning this reclassification does not introduce a new expense but rather aligns the budget structure with how the position is already being funded.

As currently structured, a substantial portion of the Arts and Culture Budget is directed toward a personnel line item rather than toward the programming, activations, and public art investments the Master Plan was designed to fund. Reclassifying this position to the general fund would restore those resources to their intended purpose and bring the budget structure into alignment with standard City practice.

Recommdenation 2: Establish a Dedicated Public Art Fund

The Arts Commission recommends that the City work with the Finance Department to establish a formal, dedicated Public Art Fund. This action does not require a budget appropriation and can be initiated immediately through a request to Finance for Council approval.

A dedicated Public Art Fund would serve as a specialized, protected fund for public art investments. Critically, it would be structured so that it is not subject to general fund supplementation, meaning any unspent dollars would carry forward from year to year rather than reverting to the general fund at the close of each fiscal year. This structure ensures that public art funding accumulates purposefully over time and is available when meaningful projects are ready to move forward.

Establishing this fund now also creates the necessary infrastructure to support Recommendations 3 and 4 below. Before the City can formally direct TOT revenue or an increased cannabis tax allocation to public art, a designated fund must exist to receive those dollars. Creating the Public Art Fund is the foundational step that makes the remaining recommendations actionable.

Recommendation 3: Dedicate a Portion of Any Transient Occupancy Tax Increase to the Public Art Fund

The Arts Commission recommends that City Council designate a defined portion of any Transient Occupancy Tax (TOT) increase for the Public Art Fund.

The City Council is currently exploring a November 2026 ballot measure to raise Costa Mesa's TOT rate, which stands at 8%, the lowest among surrounding Orange County cities. City staff have projected that each additional 1% increase in the TOT could generate approximately $1 million in new annual revenue for the City.

As the Council considers how to allocate that new revenue, the Arts Commission urges that the Public Art Fund be included as a designated recipient. Hotel visitors are among the most direct beneficiaries of a culturally vibrant city, and there is a clear and logical connection between tourism revenue and the public art investments that make Costa Mesa an attractive destination. Dedicating a share of TOT growth to the Public Art Fund would create a sustainable, visitor-supported funding stream tied directly to the community's cultural identity.

Recommendation 4: Increase the Cannabis Tax Allocation to Fund Full Implementation of the Arts and Culture Master Plan

The Arts Commission recommends that City Council amend the municipal code to increase the cannabis tax allocation dedicated to arts and culture from one-half cent to one full cent of the 7-cent-per-dollar retail cannabis tax, in order to better fulfill the original intent of Measure Q.

When the City adopted its retail cannabis ordinance, one-half cent of the 7-cent-per-dollar tax was earmarked to fund implementation of the Arts and Culture Master Plan. City leaders initially projected this revenue would be sufficient to fully fund the Master Plan's programs, estimated at approximately $1.9 million over the plan's five-year term. In practice, revenue has fallen

significantly short of that projection. The City currently collects approximately $230,000 annually in arts-related cannabis tax revenue, and that figure is not expected to grow meaningfully given existing caps on the number of licensed dispensaries. The City has relied on general fund supplements each of the past three years to make up the difference.

Doubling the allocation from one-half cent to one full cent would meaningfully close that gap and reduce the City's dependence on annual general fund backfills to sustain Master Plan programming. The original vision behind the Measure Q set-aside was to generate visible, tangible results for the community through a dedicated revenue source. Increasing the allocation is the most direct way to honor that commitment without asking for new or additional spending from the general fund. A portion of the increased allocation could be directed to the Public Art Fund established under Recommendation 2, ensuring a dedicated and visible source of funding for public art projects as envisioned under the Master Plan.

Conclusion

Taken together, these four recommendations reflect the Arts Commission's commitment to responsible stewardship of public resources. None of these recommendations create new financial obligations for the City. Each one is about directing existing or anticipated revenue more efficiently so that dollars already flowing into the City are put to work in the way they were originally intended. After several years of Master Plan implementation, it is clear that the current funding structure creates recurring inefficiencies: finance staff must return to Council annually to request general fund dollars to cover a predictable shortfall, and dedicated revenue sources are not being used as effectively as they could be. These recommendations ask Council to update the relevant policies and municipal codes so that those dollars reach their intended purpose without unnecessary administrative burden each year. The result will be a more efficient use of staff time, a more transparent use of public funds, and a stronger foundation for delivering on the arts and cultural vision Costa Mesa has already committed to: a city where creativity can flourish, arts and culture enrich everyday life, and Costa Mesa's identity as a City of the Arts is visible and felt by everyone who lives, works, and visits here.

ARTS GRANT AWARDS

FISCAL YEAR 2025-26

- For the current fiscal year, there were 14 eligible applications
- Each application was reviewed by a review panel of three people (2 Arts Commissioners and 1 arts administrator)
- A perfect score for an application is 30 points
- Requested funds could be for up to $5,000 for a project and or event in Costa Mesa
- Total funds available: $12,500

Arts Organization or Individual	Project or Event	Final Score	Requested Amount	Award Amount
Ramon Guzman **Fiscal Sponsor:** Trellis International	Faces and Reflections of Costa Mesa / Rostros y Reflejos de Costa Mesa is a public art installation and living tribute to the Hispanic/Latin-X residents who form the city's cultural backbone. Hosted at historic Lions Park during Hispanic Heritage Month, this temporary installation transforms traditional portraiture into an interactive civic experience, displaying from September 15 to October 15, 2026, with a community unveiling on September 15th. Event Summary: The project launches with an unveiling at Lions Park, providing a dedicated civic space for residents to engage with the artwork, read bilingual histories, and celebrate their shared identity. The launch features targeted bilingual outreach and temporary directional signage ensuring accessibility. Art Installation Details: The installation features three large, weather-resistant A-frame structures elevating local voices: Structure 1: Displays intimate portraits of Costa Mesa families paired with bilingual stories. Structure 2: Provides project background and community testimonies about the installation's meaning. Structure 3: Introduces a shatterproof polycarbonate mirror for park visitors to see their reflections alongside these narratives. This structure includes ground-level accessibility features in Spanish and English and incorporates a QR code. Individuals can upload their self-portraits to City of Costa Mesa social media pages, promoting civic innovation.	29	$5,000	$5,000

Arts Organization or Individual	Project or Event	Final Score	Requested Amount	Award Amount
Dance 4 Joy	The West Side Alive Summer Camp is a community arts education program that brings dance, creativity, and cultural enrichment to children ages Pre-K through 6th grade in West Side Costa Mesa. Led by Dance 4 Joy Ministries (D4J), the program creates an inclusive and welcoming environment where children of all backgrounds and abilities can experience the joy of artistic expression and movement. Since 2007, D4J has served the West Side Costa Mesa community by providing accessible arts programming that supports creativity, confidence, and community connection. The Camp is expected to serve approximately 45-50 children from local schools, churches, and community organizations. Many participating students come from West Side Title I schools, where higher rates of free and reduced-price lunch indicate a greater need for accessible community arts opportunities.	28	$2,500	$2,500
Backhausdance	Following the success of the 8-week pilot project funded by the City of Costa Mesa Arts Commission in fall 2025, Backhausdance proposes a new season of "Dance for Joy and Well-Being," from September 28 to November 16, 2026 at the Costa Mesa Senior Center. Led by professional Backhausdance dancers and teaching artists, each 90-minute workshop over the 8-week period, includes warm-up, learning contemporary movement vocabulary and technique, improvisation, and storytelling, with seated or standing exercises, partner work, and simple choreographed sequences set to uplifting music chosen by participants. The last session features a company class with additional Backhausdance members and a special performance by the Backhausdance Education Performing Company of new repertory set to the music of Aaron Copland, including "Simple Gifts" from Appalachian Spring and "Hoe Down" from Rodeo. New in 2026, the program will connect to the national celebration of the 250th anniversary of the Declaration of Independence, exploring music by American composers and themes inspired by historic places across the United States and will also explore a partnership with Local 7 of the American Federation of Musicians (in Santa Ana) to incorporate live musicians as accompanists for workshops and the final celebration.	28	$2,500	$2,500

Arts Organization or Individual	Project or Event	Final Score	Requested Amount	Award Amount
Pacific Symphony	Grant funds are requested for the Class Act Music Education Program in three Costa Mesa elementary schools during the 2026-27 academic year. Specifically, students at Victoria, College Park Elementaries and Frontier Academy will participate in year-long music engagement that includes classroom lessons, on-site concerts and a bus trip to the Concert Hall for a full Pacific Symphony concert. For 31 years, Class Act has met the need for music education in schools to help Orange County improve student scholastic test scores and academic achievement. Class Act trains and places Pacific Symphony musicians in schools where students receive impactful music learning. Through year-long residencies, musicians focus on the fundamentals of music through age-appropriate classroom lessons and musician performances culminating with a trip to see the orchestra perform.	26	$5,000	$2,500
			TOTAL:	**$12,500**